

**COLUMBIA-MONTOUR AVTS  
JOINT OPERATING COMMITTEE  
February 20, 2018 - Minutes**

**CALL TO ORDER**

**PLEDGE TO THE FLAG**

*The regular February meeting of the CMAVTS Joint Operating Committee was held on the above date in the CMAVTS Library. Chairperson Yeager called the meeting to order at 6:30p.m. with the pledge to the flag.*

**ROLL CALL**

**Mr. William Berger** (Millville) - Present

**Mr. Kevin Brouse** (Danville) - Present

**Mr. Charles C. Chyko** (Treasurer/Central) - Present

**Mr. Robert Fogarty** (Vice-Chair/Central) - Present

**Ms. Colleen Eves** (Millville) - Present

**Mrs. Kathleen DeYong** (Benton) - Present

**Mr. Bruce Hess** (Benton) - Absent

**Mrs. Tina Howell** (Bloomsburg) - Absent

**Mr. Randy Keister** (Danville) - Absent

**Mr. Keith Hess** (Berwick) - Present

**Mr. Daniel McGann** (Berwick) - Absent

**Mr. Mike Yeager** (Chairperson/Southern) - Present

**Mr. John Yocum** (Southern) - Present

**Mr. Joe Yodock** (Bloomsburg) – Absent

**Mr. Lance Wolfe** (Benton) - Present

*Others present: Greg Gordner, Pam Slusser, Jenny Acosta, Alex Cole, Nadine Sharr, Caitlin Gordner, Starlette Francis, Marcie Harman, Hannah Wohlforth, Kathy Fedder, Marla Conklin, James Kofskie.*

**AGENDA HEARING PERIOD:** *none*

**SkillsUSA**

**School Resource Officer** – *Presentation by Mr. Bacher*

**EXECUTIVE SESSION**

**Recommendation:** Enter into executive session to discuss personnel, real estate and student discipline matters.

*Motion by Mr. Chyko and seconded by Mr. Brouse to enter into executive session to discuss personnel, real estate and student discipline matters at 7:06pm. An affirmative voice vote was taken.*

**Recommendation:** Return to regular session.

*Motion by Mr. Chyko and seconded by Mr. Hess to return to regular session at 7:25pm. An affirmative voice vote was taken.*

**APPROVAL OF MINUTES** – (Pages 6 - 9)

**Recommendation:** Approve the minutes of the January 23, 2018 meeting as written.

**ACCEPTANCE OF TREASURER'S REPORT** – (Page 10)

**Recommendation:** Accept the Treasurer's Report for January 2018 as presented.

**APPROVAL OF BILLS** – (Pages 11 - 18)

**Recommendation:** Approve the bills as presented.

**ACCEPTANCE OF BUSINESS MANAGER'S REPORT** – (Pages 19 - 37)

**Recommendation:** Accept the January 2018 Business Manager's Report as presented.

*Motion by Mr. Chyko and seconded by Mr. Fogarty to approve the minutes of the January 23, 2018 meeting as written, accept the Treasurer's Report for January 2018 as presented, approve the bills as presented and accept the January 2018 Business manager's Report as presented. A roll call vote was taken with 10 yes and 0 no.*

**Item 1. Administration Reports**

- A. Administrative Director's Update – Mr. Bacher**
- B. Administrators' Written Reports – Addendum A**
  - Principal's Report – Mrs. Shipman
  - Student Services Report - Ms. Parsons
  - Special Education Director's Report – Mr. Dunkelberger
  - Director of Technology Report – Mr. Adams
  - Adult/Industry Education Report – Ms. Gillespie
- C. Enrollment Report – Addendum B**
- D. Cooperative Education Report – Addendum C**
- E. Correspondence**
- F. Superintendent of Record Report – Ms. Jenkins**

**Item 2. Personnel**

- A. Unpaid Leave of Absence – Addendum D**  
**Recommendation:** Approve a leave of absence without pay for Douglas Berninger, Reassignment Room Supervisor, from March 19, 2018 thru March 28, 2018 (8 days) to attend to a personal matter.
- B. Resignation – Addendum E**  
**Recommendation:** Accept the resignation of Forrest Bartholomew as Assistant Bowling Coach effective immediately.
- C. Resignation – Addendum F**  
**Recommendation:** Accept the resignation of Kathryn Varner, Part-time Cafeteria helper, effective February 28, 2018.
- D. Substitute – Addendum G**  
**Recommendation:** Approve Raymond Kressler as Substitute Custodian at a rate of \$9.95/hr., all clearances on file.
- E. Adult Education – Addendum H**  
**Recommendation:** Approve hiring Michael Cagigas as an Adult Education Instructor. All clearances on file.
- F. Mechatronics**  
**Recommendation:** Name Keith Cagigas as instructor for the Mechatronics program to begin July 1, 2018.
- G. Curriculum Development**  
**Recommendation:** Compensate Keith Cagigas for up to 80 hours of curriculum development for the Mechatronics program at the per diem rate of \$33.00/hr. as defined by the collective bargaining agreement. Work to be performed between February 21, 2018 and June 30, 2018.
- H. Additional Programing**  
**Recommendation:** Compensate Eric Turofski to coordinate and supervise up to an additional 40 hours of programing for Building Trades and Maintenance students to occur outside of normal school hours between March 1, 2018 and April 30, 2018. Compensation set at \$33.00/hr. as defined by the collective bargaining agreement.

*Motion by Mr. Chyko and seconded by Mr. Berger to approve Item 2. Personnel A. thru H. as recommended. A roll call vote was taken with 10 yes and 0 no.*

**Item 3. Educational Services Agreement – Addendum I**

**Recommendation:** Approve the Educational Services Agreement between CMAVTS and CCI (Condensed Curriculum International) to provide allied health training and education content for potential Adult Education courses.

**Item 4. Budget Timeline Schedule**

February 2018	Final formulation
February 9, 2018	Final review by PAC
February 20, 2018	Final review by JOC / Action by JOC for Release
March 2018	Review / Approval by District Boards
April 2018	Report of District Board Action to JOC

**Recommendation:** Approve that the 2018-2019 General Fund Operating Budget in the amount of \$8,849,911.00 be endorsed by the Joint Operating Committee for release to each participating district board for action at their March 2018 meeting.

**Item 5. Raven Lane Property Listing – Addendum J**

**Recommendation:** Approve listing the property located on Raven Lane with agent Carla Farley of Century 21, Covered Bridges. List price \$59,400.00 with a commission of 6% of the selling price or a minimum of \$3,000.00, whichever is greater. The listing agreement is valid from 2/20/2018 to 8/31/2018.

**Item 5A. Raven Lane Property Listing – Addendum K**

**Recommendation:** Approve the Agreement for the Sale of Vacant Land for the property located on Raven Lane between the Columbia-Montour AVTS and Mr. Brian Yohe and Mrs. Julie Yohe contingent upon court approval as required by Pennsylvania School Code. The purchase price as listed on the Agreement of Sale is \$59,400.00.

**Item 5B. Raven Lane Property**

**Recommendation:** Commit the proceeds from the sale of the Raven Lane property to future capital improvement projects.

**Item 6. Tiny House – Addendum L**

**Recommendation:** Approve the sale of the Tiny House through a sealed bid process with the minimum bid of \$15,000.00. Bid specifications attached as Addendum L.

**Item 8. SchoolMessenger – Addendum M**

**Recommendation:** Approve purchasing an annual subscription to SchoolMessenger Notification Service with a rate of \$1,300.00 per year and a one-time implementation fee of \$750.00, pending solicitor review and approval.

*Motion by Mr. Fogarty and seconded by Mr. Chyko to approve Items 3, 4, 5, 5A, 5B, 6 and 8 as recommended. A roll call vote was taken with 10 yes and 0 no.*

**Item 7. Committee Reports**

**A. Policy / Addendum-First Read**

**000 Section: Local Joint Operating Committee Procedures**

- #004 Membership
- #007 Policy Manual Access

**100 Section: Programs**

- #103 Nondiscrimination in School and Classroom Practices

**200 Section: Pupils**

- #204 Attendance
- #209.2 Diabetes Management
- #210 Medications
- #212 Reporting Student Progress
- #218.1 Weapons
- #251 Homeless Students

**300 Section: Employees**

- #313 Evaluation of Employees

**Recommendation: Approve Policy Numbers 004, 007, 103, 204, 209.2, 210, 212, 218.1, 251 and 313 – First Read**

*Motion by Mrs. DeYong and seconded by Mr. Fogarty to approve policy numbers 004, 007, 103, 204, 209.2, 210, 212, 218.1, 251, and 313 for first read. An affirmative voice vote was taken.*

**B. Negotiation – Mr. Keister / none**

**C. Curriculum – Mr. Yeager / none**

**D. Budget & Finance – Mr. Chyko**

*Mr. Chyko reported that a meeting was held on February 14, 2018. Discussed at the meeting was a retirement incentive, sale of the Raven Lane property and the RFP process for renovations.*

**Board Comment:** *none*

**Recognition of the Public:** *Mrs. Fedder discussed her attendance at the Berwick School Board Meeting. She expressed concerns over the audio at the meeting. Mr. Hess responded by saying that she should mention this issue at the next Berwick meeting if there is still a problem. Mrs. Fedder also asked why Mr. McGann spoke about a feasibility study regarding CMAVTS. Mr. Bacher explained that a feasibility study is a normal component of any design study. Mrs. Fedder encouraged the JOC, in light of school improvements at many of the seven sending districts, to invest in improvements at CMAVTS.*

*Mrs. Conklin noted that Strawberry Ridge will be performing at the Alumni Concert series on Saturday, February 24, 2018 in the cafeteria of CMAVTS*

**Upcoming Events:**

**PAC Meeting  
JOC**

**Friday, March 9, 2018 at 9:30am  
Tuesday, March 20, 2018 6:30pm**

**Adjournment:**

*Motion by Mr. Chyko and seconded by Mr. Fogarty to adjourn the regular February 20, 2018 meeting at 7:49pm. An affirmative voice vote was taken.*

*Respectfully Submitted,*

*Tony Lylo, Board Secretary*

*MAL/tg*