GREATER JOHNSTOWN CAREER AND TECHNOLOGY CENTER

October JOINT OPERATING COMMITTEE OF THE WHOLE MEETING AGENDA October 25, 2022

- 1) CALL TO ORDER
- 2) EXECUTIVE SESSION FOR PERSONNEL/LEGAL MATTERS
- 3) ITEMS RELATING TO EDUCATION AND PERSONNEL
 - A. Policy Manual Updates Second Reading (Handout unchanged from September Meeting)
 - **1.** The administration presents, for the second reading approval, the following policy manual updates:
 - a. Policy 218 Student Discipline
 - b. Policy 220 Student Expression/Dissemination of Materials and Attachment
 - c. Policy 227 Controlled Substances/Paraphernalia
 - **d.** Policy 236.1 Threat Assessment
 - e. Policy 237 Electronic Devices
 - f. Policy 805 Emergency Preparedness and Response
 - g. Policy 913 Non-school Organizations/Groups/Individuals

B. Conference/Meeting Requests

 The administration recommends the approval of the following Conference/Meeting Attendance Requests:

a. Conference: SkillsUSA Fall Leadership Conference

Employees: Nanette M. Anslinger, SkillsUSA Co-Advisor

Joel Yoder, SkillsUSA Co-Advisor

Dates: October 26–28, 2022

Location: Seven Springs Mountain Resort

Cost: \$1,170.36 (Advisor hotel fees to be paid from the General Budget)

b. Conference: Strategies: Educational Excellence for NCP & Educators

Employees: Carissa Penatzer, Health Assistant Instructor

Mary Beth Smith, Health Assistant Instructor

Dates: November 3–November 4, 2022

Location: State College, PA

Cost: \$1,164.00

c. Conference: PA Association Practical Nursing Administrators

Employees: Michael Rietscha, DNP, LPN Coordinator

Dates: November 17–18, 2022

Location: State College, PA
Cost: \$259 plus rental car

d. Conference: Northern Westmoreland CTC Program Evaluation

Employees: John S. Augustine II, Administrative Director

Dates: December 7–December 9, 2022

Location: New Kensington, PA

Cost: \$0 (All costs will be covered by PDE)

C. LPN Program Review

1. TBA

D. Cosmetology

1. Discussion

E. Secondary/Adult Aide

- **1.** The administration recommends for retroactive approval the following aide for the 2022-2023 school year.
 - **a.** Hire: Mrs. Karen Brandon. Retroactive to Tuesday, September 6, 2022, at the rate of \$12.50/hr. Funded by the General Budget.
 - Mrs. Karen Brandon 168 Prospect Street Johnstown, PA 15901

F. GJCTC Substitute Instructors

- 1. The administration recommends the retroactive approval of the following substitute instructors for the 2022-2023 school year at the established substitute instructor rate of \$100.00/day, \$50.00/half day, retroactive to the start of the 2023-2023 school year.
 - a. Mrs. Karen Brandon
 - **b.** Mr. Walter Christ

G. Employee Reassignments - FYI

- 1. Effective Monday, October 3, 2022, the Administrative Director reassigned Mike Fronheiser, former Second Shift Custodial Crew Leader, to the position of Part-time Assistant Maintenance Supervisor. The hours will remain the same, at 4.5 hours a day, and his wage will be unchanged. Duties will include school prep and exterior maintenance, with other duties assigned as needed.
- 2. Effective Monday, October 17, 2022, the Administrative Director reassigned Janice Mack and Mary Beth Jeschonek, former Welcome Team Members, to the shared position of Business Office Secretary. Mrs. Mack and Mrs. Jeschonek will share 22.5 hours/week. The compensation for this position is \$12.10/hour.
- **3.** Effective Wednesday, October 26, 2022, the Administrative Director will assign Cody Wagner, former Part-time Custodian, to the position of Second Shift Custodial Crew Leader. The hours will remain the same, at 4.5 hour a day, and the compensation will be \$16.00/hour.

H. Additions/and Deletions to the Occupational Advisory Committee

1. The administration recommends the retroactive approval of the following additions/deletions to GJCTC's Occupational Advisory Committee. Retroactive to Wednesday, October 5, 2022.

a. Health Assistant Additions:

i. Kim Hadad Executive Director, Richland Woods

ii. Robyn Foreman Nursing Assist. Program Coordinator, Arbutus Park

Retirement Community

b. Health Assistant Deletion:

i. Michelle Callihanii. Mary Beth SmithHiram G. Andrews – CNA InstructorGJCTC Health Assistant Instructor

iii. Ashton Cobaugh Former student

iv. Kimberly Cobaugh Parent of former student

c. Construction Technology Addition:

i. Mike Griffiths Hemlock Valley LLC, Ownerii. Craig Parkins Fi-Hoff Concrete, Vice-President

iii. Jonathan Hoover Facilities Manager & Environmental Services

Manager, Conemaugh Meyersdale Medical

Center

I. Leave Pay Request

1. Retroactive approval is requested for the leave without pay request for Mr. Denver Shaffer, Secondary Welding Instructor, for Tuesday, October **18**, 2022.

J. Superintendent of Record

1. TBA

K. Other Items Relating to Education and Personnel

4) ITEMS RELATING TO BUDGET AND FINANCE

A. Single Audit Report

1. FYI – Notification was received from the Pennsylvania Department of Labor and Industry, Bureau of Financial Management. A review of the Single Audit Report for GJCTC for the year ended June 30, 2020 with respect to internal controls, management notes, schedule of expenditures, and auditor findings was conducted. The audit report contained one finding which was corrected, therefore, no further action is necessary.

B. Fiscal Year Audit Report Ending June 30, 2021

- 1. It is being recommended that the fiscal year ending June 30, 2021 Audit Report from Barnes Saly & Company P.C., Certified Public Accountants & Consultants, be accepted.
 - a. Summary of Auditor's Results:
 - i. Type of report the auditor issued on whether the financial statements audited were prepared in accordance with GAAP: Unmodified
 - **b.** There were no findings in the current year that are required to be reported under Government Auditing standards.
 - **c.** The one finding from the Fiscal Year Audit Report Ending June 30, 2020 was resolved and not repeated in the year ending June 30, 2021.

C. Business Office Contracted Support Recommendation

- **1.** The administration recommends the Business Office Contracted Support contract with Wessel & Company Accountants & Advisors.
 - a. \$6,000/month for six (6) months

D. Other Items Relating to Budget and Finance

5) ITEMS RELATING TO BUILDING AND GROUNDS

A. Use of Facility Request

1. The administration recommends the approval of the following Use of Facility Request:

a. Name of Organization: Soccer Shots
Purpose: Sports-Recreation

Dates Requested: Winter Session – 16 Days, January 8 – March 3, 2023,

Wednesdays/Thursdays

Facility Requested: Outside - Field/Inside - E211 Cost: 16-day sessions - \$320.00

B. Building and Grounds Committee Meeting Minutes from September 27, 2022 (Light Blue Handout)

1. Approval is requested for the minutes resulting from the September 27, 2022 Building and Grounds Committee Meeting.

C. Settlement Agreement and Release with TEN

1. Retroactive approval is requested for the Settlement Agreement with TEN, effective Thursday, October, 6, 2022.

D. Building Project and Solar Update

1. Discussion and solar recommendation to be made at meeting.

E. Bid Approval - MEO Program's Landing Area

1. The administration recommends for approval the low bid submission for the MEO Program's Landing Area from L and M Excavating for \$34,793.00 (Prime Bid).

1.	L & M Excavation	Prime Bid	\$34,793.00
		Alternate	\$25,955.00
2.	Berkebile Excavating	Prime Bid	\$43,000.00
		Alternate 1	\$34,700.00
		Alternate 2	\$35,000.00
3.	Moran Excavating	Prime Bid	\$60,750.00
4.	Straw Construction	Prime Bid	\$67,430.00

F. Other Items Relating to Building and Grounds

6) ITEMS RELATING TO STUDENT ACTIVITIES

A. Spartan Pride Co-Advisors

1. The administration recommends the approval of Mrs. Carissa Penatzer, Secondary Health Assistant Instructor, and Mr. Scott Thomas, Secondary Construction Technology Instructor, as the 2022-2023 Spartan Pride Co-Advisors, at the supplemental contract rate of \$1,050 each.

B. Plans of Activities and Budgets for the 2022-2023 School Year (Yellow Handout)

- **1.** The administration recommends approval of the Plans of Activities and Budgets, for the 2022-2023 school year, for the following Student Organizations, as presented:
 - a. National Technical Honor Society
 - **b.** ProStart
 - c. SkillsUSA
 - **d.** Motorsport

C. SkillsUSA Fall Leadership Conference

1. The administration recommends approval of the SkillsUSA Fall Leadership Conference.

a. Conference: SkillsUSA Fall Leadership Conference

Number of Students: 9

Dates: October 26-28, 2022

Location: Seven Springs Mountain Resort

Cost: \$2,988.19 (Student hotel fees to be paid from the Student

Activity Fund)

D. Other Items Relating to Student Activities

7) OTHER BUSINESS

A. Nationwide "Juul" Litigation

1. Based on the recommendation of the Solicitor, supported by the administration:

A Motion is made to authorize the District to enter into an Attorney-Client Fee Contract with the Frantz Law Group, ALPC, 402 West Broadway, Suite 860, San Diego, California, 92101, and Dillon McCandless King Coulter & Graham, LLP, 128 West Cunningham Street, Butler, Pennsylvania, 16001, for the commencement of a legal action against Juul Labs, Inc., formerly known as PAX Labs, Inc., and other Defendants, including but not limited to Altria Group, Inc.; Altria Client Services; Altria Group Distribution Company; Nu Mark LLC; and Phillip Morris USA, Inc. Said action shall be for the purpose of claiming money damages related to School District costs related to the use of vaping products on District property.

The Attorney-Client Fee Contract shall provide for a Contingent Fee of Twenty-Five Percent (25%) of any recovery. Expenses needed to fund the litigation shall be advanced by Frantz Law Group, APLC, and deducted from any recovery. The District shall not be responsible for any fee or cost reimbursement in the event that there is no recovery in the action.

The School Board President and/or District Superintendent are authorized to sign the Attorney-Client Fee Contract.

8) ADJOURNMENT