

GREATER JOHNSTOWN CAREER AND TECHNOLOGY CENTER

JOINT OPERATING COMMITTEE OF THE WHOLE MEETING AGENDA

August 10, 2022

- 1) CALL TO ORDER
- 2) EXECUTIVE SESSION FOR PERSONNEL/LEGAL MATTERS
- 3) ITEMS RELATING TO EDUCATION AND PERSONNEL
 - A. **Enrollment Report** (Tan Handout)
 1. FYI
 - B. **2022-2023 Secondary and Adult Education Student and Teacher Handbooks**
 1. The administration recommends for approval the 2022-2023 Secondary and Adult Education Student and Teacher Handbooks.
 - a. Changes to Adult Education Handbook (Bright Purple Handout)
 - b. Changes to Secondary Teacher Handbook (Salmon Handout)
 - c. Changes to Secondary Student Handbook (Lilac Handout)
 - C. **Administrative Response to Occupational Advisory Committee (OAC) Recommendations from the Spring 2021-2022 OAC Meeting** (Canary Yellow Handout)
 1. The administration recommends for approval the administrative response to the Occupational Advisory Committee's recommendations from the Spring 2021-2022 OAC Meeting.
 - D. **Employee Resignation**
 1. Approval is requested for the director's acceptance of the resignation of Ms. Lisa Kuhn, Polytech Instructor/Co-op Coordinator, effective the close of business, Friday, August 19, 2022.
 - E. **Workforce Placement Coordinator**
 1. The administration recommends the hiring of Nanette M. Anslinger, for the position of Workforce Placement Coordinator, effective with the 2022-2023 school year. The compensation for this position is \$56,614.00/ 187-day contract, with full family healthcare benefits and a 34-day summer per diem rate of \$302.75. Funded 43% through the Secondary Perkins Grant and 57% through the Adult Perkins Grant. Required clearances have been received.
 - a. Nanette M. Anslinger
3149 Pine Avenue
Altoona, PA 16601
 - F. **Diesel Technology Instructor**
 1. The administration recommends the hiring of Christopher Farabaugh, for the position of Diesel Technology Instructor, effective with the 2022-2023 school year. The compensation for this position is \$48,050/year with full family healthcare benefits. Required clearances have been received.
 - a. Christopher Farabaugh
2182 Colver Road
Ebensburg PA, 15931

G. Special Education Instructor

1. TBA

H. LPN Instructors

1. The administration recommends the hiring of the following full-time Licensed Practical Nursing Instructors. The compensation for these positions is \$62,400/year with benefits. Required clearances have been received.
 - a. Laura M. Hollis, Johnstown Campus, retroactive to Wednesday, August 3, 2022.
 - i. Mrs. Laura M. Hollis, ACHPN, FNP, MSN
2669 Wehrum Road
Vintondale, PA 15961
 - b. Amanda Borish, Monroeville Campus, effective Monday, August 22, 2022.
 - i. Mrs. Amanda Borish, RN
7702 Saltsburg Road
Pittsburgh, PA 15239

I. Employee Reassignment

1. FYI – Commencing with the 2022-2023 school year, the Administrative Director is assigning Mary Beth Smith, current Adult CNA Instructor, to the position of Secondary Health Assistant Instructor, due to high enrollment numbers in the Health Assistant Program.

J. Secondary/Adult Aides

1. The administration recommends for approval the following aides for the 2022-2023 school year. All required clearances have been received.
 - a. Retain: Cheryl Fisher, rate of \$13.45/hr. Funded by the General Budget.
704 Belmont Street
Johnstown, PA 15904
 - b. Retain: Curtis Morris, rate of \$12.76/hr. Funded by the General Budget.
929 Ash Street
Johnstown, PA 15902
 - c. Retain: Stephanie Johns, rate of \$11.06/hr. Funded by the General Budget.
1788 Summit Drive
Windber, PA 15963
 - d. Retain: Aaron Oldham, rate of \$11.06/hr. Funded by the General Budget.
821 Leisure Ave
Johnstown, PA 15904

K. Mentors for New Instructors

1. The administration recommends, for the 2022-2023 school year, the following mentors for new instructors. The compensation for a mentor is \$150.00.
 - a. Carissa Penatzer, Secondary Health Assistant Instructor, to mentor Mary Beth Smith, newly transferred Secondary Health Assistant Instructor.
 - b. Zackery Buchholz, Secondary Culinary Arts Instructor, to mentor Christopher Farabaugh, newly hired Secondary Diesel Technology Instructor.
 - c. Cindy Janak, Secondary Early Childhood Education Instructor, to mentor Jennifer Wyant, newly hired Special Education Instructor.
 - d. Pat Wallet, GJCTC Micro-certification Specialist, to mentor Michael Williamson, newly hired Secondary Construction Technology Instructor.
 - e. Pam Smiach, Secondary Graphic and Digital Design Instructor, to mentor Heather Crowell, newly transferred Secondary Cosmetology Instructor.

L. Technical Assistance Program (TAP) Commitment

1. The administration requests permission for GJCTC to participate in the 2022-2023 BCTE Technical Assistance Program for:
 - a. NOCTI Pre-Test and Study Guides

M. Cosmetology Nova Lash

1. The administration recommends for approval of the Nova Lash Partnership and Training.
 - a. Train and certify students in eyelash extensions.
 - b. September 26-28, 2022
 - c. Training Fee: \$2,995

N. Instructure Contract

1. The administration recommends the retroactive approval of the Instructure Contract for a three (3) year Canvas Cloud Subscription, effective July 1, 2022 through June 30, 2025.
2. \$21,012.00

O. Leave Without Pay Requests

1. The administration recommends the retroactive approval for the leave without pay request for Mr. Taylor Maris, GJCTC Custodian, for July 12-15, 2022 and July 18-22, 2022. (9 days)

P. Child-rearing Leave

1. The administration recommends the retroactive approval for a Child-rearing Leave without pay for Mrs. Shelby Kieta, Business Office Secretary, effective Wednesday, July 13, 2022 through Monday, September 5, 2022.
2. The administration requests retroactive approval for work from home hours for Mrs. Kieta, on an as needed basis, as availability allows.

Q. Notice of Nondiscrimination

1. Approval is requested for the posting of the following Notice of Nondiscrimination in the newspaper, GJCTC website, brochures, and employment ads.
 - a. *The Greater Johnstown Career and Technology Center affirms that all employment practices will be done in adherence to Title IX of the Educational Amendments of 1972, Title VI and VII of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973. We further affirm that all curriculum offerings and student enrollment practices will be handled without discrimination based on sex, age, race, color, religion, national origin or non-job related handicaps or disabilities. Inquiries should be directed to: The Title IX Coordinator at the Greater Johnstown Career and Technology Center, 445 Schoolhouse Road, Johnstown, PA 15904-2998. (814) 266-6073, ext. 121.*

R. Other Items Relating to Education and Personnel

4) ITEMS RELATING TO BUDGET AND FINANCE

A. Remind Contract

1. The administration requests the approval of the contract with Remind for messaging services.
 - a. Service start date: 8/18/2022 – Service end date: 8/17/2023
 - b. \$3,465.00

B. Approval of 2022-2023 Tuition Students (Neon Green Handout)

1. The administration recommends the approval of the following students, from non-participating school districts, to attend GJCTC as tuition students for the 2022-2023 school year at the established tuition student rate of \$10,487.72 per student per year.

C. Obsolete Computer Donation

1. Discussion

D. Other Items Relating to Budget and Finance

5) ITEMS RELATING TO BUILDING AND GROUNDS

A. Use of Facility Requests

1. The administration recommends the approval of the following use of facility requests:

a. Name of Organization:	Soccer Shots
Type of Organization:	Sports
Facility Requested:	Outside – Field
Dates Requested:	Wednesdays/Thursdays (8 Weeks) September 19, 2022 – November 7, 2022
Times:	5:30 p.m. – 7:30 p.m.
Fee to be charged:	\$260.00
b. Name of Organization:	Penn Highlands Community College
Type of Organization:	Educational
Dates Requested:	2-day/week lab rental (Mondays and Tuesdays) August 22, 2022, 2021 – December 12, 2022
Times Requested:	3:15 p.m. – 4:45 p.m.
Fee to Be Charged:	\$2,640.00

B. Solar Project

1. Discussion

C. Roof Project

1. Discussion

D. Addendum to Learning Lamp Lease

1. The administration recommends the approval of the addendum to the Learning Lamp for the addition of Room C201, the square footage is 1,067.5 sq. ft. at \$7.10/sq. ft. for a total annual cost of \$7,579.25.

E. Other Items Relating to Building and Grounds

6) ITEMS RELATING TO STUDENT ACTIVITIES

A. Other Items Relating to Student Activities

7) OTHER BUSINESS

8) ADJOURNMENT