

# Greater Johnstown Career and Technology Center

# Highlights

## AUGUST 10, 2022 Regular Meeting

1. A moment of silence was held in the memory of William Maris, son of GJCTC School Nurse, Lisa Maris and brother to GJCTC Custodian, Tayler Maris.
2. Minutes approved from June 28, 2022 Regular Meeting.
3. Treasurer's Report and Payment of Bills approved.
4. Correspondence
  - A. Conference Reports
    - a. John S. Augustine II, Administrative Director – PACTA Summer Leadership Conference
    - b. Dr. Jason Hicks, Assistant Administrator of Secondary Education – PACTA Summer Leadership Conference
5. Items for Information only: None
6. Approved the Committee of the Whole Agenda, as follows:
  - A. ITEMS RELATING TO EDUCATION AND PERSONNEL
    - a. Reviewed the 2022-2023 Enrollment Report.
    - b. Approved the changes to the 2022-2023 Adult Education, Secondary Teacher and Secondary Student Handbooks.
    - c. Approved the administrative response to the Occupational Advisory Committee's Recommendations from the Spring 2022 meeting.
    - d. Accepted the following resignation:
      1. Lisa Kuhn, Polytech Instructor/Co-op Coordinator, effective Friday, August 19, 2022.
    - e. Approved the hiring of Nanette M. Anslinger, for the position of Workforce Placement Coordinator, effective with the 2022-2023 school year.
    - f. Approved the hiring of Christopher Farabaugh, for the position of Diesel Technology Instructor, effective with the 2022-2023 school year.
    - g. Discussed the vacant Special Education Instructor position and agreed to re-advertise.
    - h. Approved the following full-time LPN instructors:
      1. Laura M. Hollis, ACHPN, FNP, MSN – Johnstown Campus, retroactive to Wednesday, August 3, 2022
      2. Amanda Borish – Monroeville Campus, effective Monday, August 22, 2022
    - i. 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. Approved the following secondary aides for the 2022-2023 school year:
      1. Retain – Cheryl Fisher
      2. Retain - Curtis Morris
      3. Retain – Stephanie Johns
      4. Retain – Aaron Oldham

- k. Approved the following mentors for the 2022-2023 school year:
  - 1. Carissa Penatzer, Secondary Health Assistant Instructor, to mentor Mary Beth Smith, newly transferred Secondary Health Assistant Instructor.
  - 2. Zackery Buchholz, Secondary Culinary Arts Instructor, to mentor Christopher Farabaugh, newly hired Secondary Diesel Technology Instructor.
  - 3. Cindy Janak, Secondary Early Childhood Education Instructor, to mentor Jennifer Wyant, newly hired Special Education Instructor.
  - 4. Pat Wallet, GJCTC Micro-certification Specialist, to mentor Michael Williamson, newly hired Secondary Construction Technology Instructor.
  - 5. Pam Smiach, Secondary Graphic and Digital Design Instructor, to mentor Heather Crowell, newly transferred Secondary Cosmetology Instructor.
- l. Approved GJCTC to participate in the 2022-2023 BCTE Technical Assistance Program for:
  - 1. NOCTI Pre-Test and Study Guides
- m. Approved the Nova Lash Partnership to train and certify students in eyelash extensions.
- n. Retroactively approved the Instructure Contract for a three (3) year Canvas Cloud Subscription.
- o. Retroactively approved the leave without pay request for Mr. Taylor Maris, GJCTC Custodian, for July 12-15, 2022 and July 18-22, 2022. (9 days)
- p. Retroactively approved a Child-rearing Leave without pay for Mrs. Shelby Kieta, Business Office Secretary, effective Wednesday, July 13, 2022 through Monday, September 5, 2022.
  - 1. Retroactively approved work from home hours for Mrs. Kieta, on an as needed basis, as availability allows.
- q. Approved the posting of the following Notice of Nondiscrimination in the newspaper, GJCTC website, brochures, and employment ads:
  - 1. *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.*

#### **B. ITEMS RELATING TO BUDGET AND FINANCE**

- a. Approved the contract with Remind, for messaging services.
- b. Approved the list of 19 students from non-participating school districts, to attend GJCTC as tuition students for the 2022-2023 school year, at the approved tuition student rate of \$10,487.72 per student per year.
- c. Approved the obsolete computer donation request by Dr. Kamal Gella for donation to underprivileged groups in India via Lions International.

#### **C. ITEMS RELATING TO BUILDING AND GROUNDS**

- a. Approved the following use of facility requests:
  - 1. Soccer Shots – Wednesdays/Thursdays, September 19 – November 7, 2021, Outside Field.
  - 2. Penn Highlands Community College – Mondays and Tuesdays, August 22, 2022 – December 12, 2022, Electrical Lab.
- b. Solar Project Discussion
- c. Roof Project Discussion
- d. Approved the addendum to the Learning Lamp lease for the addition of Room C201.
  - 1. Discussed annual increases for tenants.

#### **D. ITEMS RELATING TO STUDENT ACTIVITIES - None**

7. **Mr. Randy Roxby, Supervisor of Building and Grounds**, updated the Board on the highlights from July and August:
  - A. Mr. Roxby has continued coordination with building project.
  - B. Vender coordination for the 2022-2023 school year.
  - C. Investigating the purchase of large vacuums and backpack vacuums.
  - D. Mr. Roxby has coordinated with Mrs. Rummel, Dr. Hicks and Mrs. Duryea for classroom set up for the 2022-2023 school year. Most rooms are set and ready for use.
  - E. Hallway cleanup should soon begin.
8. **Dr. Jason Hicks, Assistant Administrator of Secondary Education**, presented the attached High School Report.
9. **Mrs. Tricia Rummel, Supervisor of Adult Education**, presented the attached Adult Education Report.
10. **Mr. John S. Augustine II, Administrative Director**, presented the attached Director's Report.
11. **Mr. Ronald Repak, Solicitor**, was not in attendance. Attorney Shelby Gawley attended in his absence. Ms. Gawley had nothing to report.
12. **Mr. Thomas Kakabar, Chief School Administrator**, reported that the PAC will be meeting later in the month of August. Mr. Kakabar took a moment to complement the representatives from the Westmont Hilltop School district on their district's beautiful newly constructed stadium. Additionally, Mr. Kakabar complemented Mrs. Lori Dell, GJCTC Business Manager, on her stellar work during the bank transition and he feels the board will be please with the interest earnings what will soon be seen.
13. **Mr. Galen George, J.O.C. Chairperson**, mentioned that on a recent trip to RPM signs he met Crystal Wetzel, a graduate of GJCTC Graphic and Digital Design Program.
14. **The September Regular Meeting is scheduled for Tuesday, September 27, 2022, immediately following the Committee of the Whole Meeting at 6:30 p.m.**



Greater Johnstown Career and  
Technology Center

August 10, 2022  
Volume 3, Issue 1

## High School Report

## Micro-Certification Programs

Hybrid/Electric	Defense Manufacturing	CDL
Aug. 24 - November 23, 2022	Nov. 29 - Feb. 28, 2023	March 1, 2023 - EOY

### Hybrid/Electric



### Defense Manufacturing

### Smart Automation Certification Alliance



### Projects for 2022 - 2023:

- New Teacher Mentor Program
- Micro-Certifications
- 339 Review - Planning & Preparation
- Teacher Observations
- CATS/FRCPP Submission
- Student Engagement



### Important Dates:

Teacher In-Service

- August 22 & 23, 2022

First Student Day

- August 24, 2022

OAC Meeting

- October 5, 2022 @  
5:30 P.M.



# Adult Education Report

August 10, 2022

## Fall Programs:

**Aug. 15<sup>th</sup> Start:**


HVAC  
Electrical Technology  
Welding

**Aug. 24<sup>th</sup> Start:** Intergenerational Programs

Welding  
Auto Technology  
AMPED  
Cosmetology  
Culinary Arts  
Construction Technology

**August 29<sup>th</sup> Start:**

Practical Nursing-JT campus



Freedom/Finaid-the  
new AE Student  
Management System  
went live on 7/22!

## Program Graduations:



HVAC



Electrical Technology



Welding-Bedford Campus



# DIRECTOR'S REPORT



GJCTC Volume 17, Issue 1

August 10, 2022

## 2022-2023 Goals

*Mission*

*Ensure Student Success*

*Vision*

*Our graduates, through knowledge and experience, will contribute to the success of an ever-changing workforce.*

### Projects for 2022-2023:

- Building-wide ESCO project
- Business Manager transition
- PDE APE review preparation for the 23-24 school year
- PDE CATS Re-approval due in December 2022
- PDE Comprehensive Plan due in March 2023
- Micro-Certifications
- Special Education programing
- New Superintendent of Record
- 4 new secondary teachers
- Record high secondary enrollment, near capacity enrollment in Career in a Year programs, and highest IG enrollment in past 10 years.
- Internal LPN program review

**In-service topics:** August 22 and 23 will focus on classroom structure and PDE required APE and Comprehensive plan meetings. October 10 will focus on PDE required teacher trainings. February 20 will focus on faculty and local business & industry partnerships.

### Points of Interest:

Building project update:  
Ceiling tile: substantial completion  
Flooring: substantial completion  
Windows: approx 2 weeks  
Masonry: approx 2 months  
Roof: approx 50% complete  
Lighting: approx 30% complete  
Cameras: online very soon  
Mechanical systems: yet to begin

### Upcoming events:

- 8-15-22 1st day for majority of Adult Ed programs
- 8-24-22 1st day of secondary education
- 9-27-22 JOC meeting 6:30

### Administrative

#### Performance Goal:

Streamline efficiencies of GJCTC's LMS, SMS, and FIS to ensure teacher productivity in delivering CTE.

