

# Greater Johnstown Career and Technology Center

# Highlights

**AUGUST 9, 2023 Regular Meeting**

- 1) CALL TO ORDER
- 2) EXECUTIVE SESSION FOR PERSONNEL/LEGAL MATTERS
- 3) ITEMS RELATING TO EDUCATION AND PERSONNEL

## **A. Conference Requests**

### **1. Approved the following Conference Requests:**

- |    |                    |  |
|----|--------------------|--|
| a. | <b>Conference:</b> | <b>CDL Examiner Training (Retroactive)</b>               |
|    | Employee:          | David Mitchell   |
| b. | <b>Conference:</b> | <b>CDL Examiner Training (Retroactive)</b>               |
|    | Employee:          | Patrick Wallet   |
| c. | <b>Conference:</b> | <b>Switch EV Workshop</b>                                |
|    | Employee:          | Mr. Patrick Wallet, GJCTC Micro-certification Specialist |

## **B. Enrollment Report (White Handout)**

1. FYI

## **C. 2023-2024 Secondary Student and Teacher Handbooks**

1. Approved the 2023-2024 Secondary Student and Teacher Handbooks.

## **D. Administrative Response to Occupational Advisory Committee (OAC) Recommendations from the Spring 2022-2023 OAC Meeting (Canary Yellow Handout)**

1. Approved the administrative response to the Occupational Advisory Committee's recommendations from the Spring 2022-2023 OAC Meeting.

## **E. Ignite Education Solutions Contracts**

1. Approved the Ignite Educations Solutions long-term, contracted, and substitute staff contract for the 2023-2024 school year, as needed.
  - a. Licensed Practical Nurse.
  - b. Part-time Construction Aide.

**F. Practical Nursing Clinical Site Affiliation Agreements**

1. Approved the following Practical Nursing Clinical Site Affiliation Agreements. The agreements shall be in effect 3 (three) years from the date of signing.
  - a. Chan Soon-Shiong Medical Center at Windber
  - b. Richland Healthcare and Rehabilitation Center

**G. Concurrent Enrollment Agreement**

1. Approved the Concurrent Enrollment Agreement with Shippensburg University of Pennsylvania.

**H. Articulation Agreement for Secondary Education**

1. Approved the Articulation Agreements with Penn Highlands Community College.

**I. Administration Restructuring**

1. Approved the Director's plan for administrative restructuring.

**J. Principal**

1. Approved Mrs. Amanda Harrington for the position of Principal.

**K. Special Education Facilitator**

1. Approved Mrs. Catherine Tunstall for the position of Special Education Facilitator.

**L. Bookkeeper**

1. Approved Ms. Allison Dusack for the position of Bookkeeper, effective retroactively Monday, July 17, 2023.

**M. Employee Resignations**

1. Approved the Director's acceptance of the notice of resignation of Mrs. Damania Kniss, full-time Acting LPN Coordinator. Mrs. Kniss's last day of employment was Wednesday, July 19, 2023.

**N. Employee Reassignment**

1. FYI- The Director reassigned the following employees:
  - a. Mrs. Laura Hollis, Adult Education LPN Instructor, to the position of Practical Nursing Coordinator.
  - b. Patrick Wallet, GJCTC Micro-certification Specialist will also be appointed duties for CO-OP Coordinator.

**O. Substitute Instructors**

1. Approved substitute instructors for the 2023-2024 school year.

**P. Secondary/Adult Aides**

1. Approved Instructional Aides for the 2023-2024 school year. All required clearances have been received.
2. Unfilled Instructional Aide positions
  - a. Welding
  - b. Cosmetology

**Q. Mentors for New Instructors**

1. Approved the mentors for new instructors for the 2023-2024 school year.

**R. Additions/and Changes to the Occupational Advisory Committee for Sports Medicine**

1. Approved the following addition to GJCTC's Occupational Advisory Committee for Sports Medicine.
  - a. Addition:
    - i. Aimee Thompson Hankinson      Western PA, Athletic Trainer

**S. Notice of Nondiscrimination**

1. Approved the posting of the Notice of Nondiscrimination in the newspaper, GJCTC website, brochures, and employment ads.
2. Approval was granted to seek bids for the following equipment funded by the Perkins Grant.
  - a. Tenstar – Simulator with Motion Base

**T. Other Items Relating to Education and Personnel**

**4) ITEMS RELATING TO BUDGET AND FINANCE**

**A. Fiscal Year Audit Report Ending June 30, 2022**

1. Approved the fiscal year ending June 30, 2022, Audit Report from Wessel and Company.

**B. Remind Contract**

1. Approved the contract with Remind for messaging services.
  - a. Service start date: 8/18/2023 – Service end date: 8/17/2024

**C. Approval of 2023-2024 Tuition Students (Neon Green Handout)**

1. Approved students, from non-participating school districts, to attend GJCTC as tuition students for the 2023-2024 school year.

**D. Other Items Relating to Budget and Finance**

**5) ITEMS RELATING TO BUILDING AND GROUNDS**

**A. Use of Facility Request**

1. Approved a new key fob system for Learning Lamp.
2. The administration recommends the approval of the following use of facility request:
  - a. **Name of Organization:**                      **Soccer Shots**

**B. Other Items Relating to Building and Grounds- None**

**6) 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. The Doc closure project is complete
  - B. Keying project is complete
  - C. The elevator needed repairs, and pressure testing is scheduled
  - D. The summer auction went well.
  - E. The locker project will be completed by October 24, 2023.
- 8) **Mrs. Tricia Rummel, Supervisor of Adult Education**, presented the attached Adult Education report.
- 9) **Mr. John S. Augustine II, Administrative Director**, presented the attached High School Report and Directors Report.
- 10) **Mrs. Amy Spinos, Esquire**, notified the J.O.C. of the conferences that she and Mr. Repak have attended to stay on top of the changing laws and regulations in the Department of Education.
- 11) **Arnold Nadonley, Chief School Administrator**, notified the J.O.C. that the upcoming PAC meeting will be held at Richland High School.
- 12) **Galen George, J.O.C Chairperson**, had nothing to report
- 13) **The September Regular Meeting is Scheduled for Tuesday, September 26, 2023, immediately following the Committee of the Whole Meeting at 6:30 p.m.**



# Adult Education Report

August 9, 2023

## Fall Programs:

**Aug. 14<sup>th</sup> Start:**

HVAC  
Electrical Technology  
Welding

**August 28<sup>th</sup>:**

Practical Nursing-JT campus

**Aug. 21<sup>st</sup> Start:**  
Cosmetology

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

## Program Graduations:

The following classes graduated on July 27, 2023:

### HVAC



### Electrical Technology





## High School Report

### Micro-Certification Program - Hybrid Electric



Picture Above: EV Kit that GJCTC Students will be building during the hybrid/electric micro-certification program.



Left Picture - Bike Racks that GJCTC Welding students worked with the City of Johnstown and GJSD to completed.

#### Projects for 2023 - 2024:

- New Teacher Mentor Program
- Certifications
- 339 Review - Planning & Preparation
- Teacher Observations

**August 9, 2023 - Total Enrollment - 578**

#### Important Dates:

Teacher In-Service

- August 22 & 23, 2023

First Student Day

- August 24, 2023

OAC Meeting

- September 26, 2023 @ 5:30 P.M.

# DIRECTOR'S REPORT



GJCTC Volume 18, Issue 1

August 9, 2023

## 2023-2024 Goals

*Mission*

*Ensure Student Success*

*Vision*

*Positively impacting an ever-changing workforce.*

### Projects for 2023-2024:

- Building-wide ESCO project
- Principal transition
- PDE on-site APE review
- PDE PPVE self-study
- Special Education Facilitator transition
- 6 new teachers
- 1st year for our two-year induction program as required by PDE
- Finalize the 3-5-10 year plan

**In-service topics:** teachers will be focusing on our 339 on-site review, school safety, new building infrastructure responsibilities, and building to improve our culture and community of workforce education.

### Administrative Performance Goal:

Work to “grow our own” and harnessing the force of being ‘One for all and all for one’. The vision is to move away from our 3-legged stool model of secondary, adult, and LPN working independently, to a system of unity all pursuing the same mission and vision-together as one!

This will include unified administrative duties vs silo assigned duties, shared curriculum, team teaching, joint teacher professional development, cross-training of support staff, and expanded student opportunities.

### Points of Interest:

Building project update: TEN continues to monitor- Rooftop units, electrical main panel gear, plumbing, automated control system and the solar field.

GJCTC maintenance is working on hallway painting, room ID signs, and locker area upgrades.

The building energy efficiency unveiling is set for October 24.

### Upcoming events:

- 8-14-23 1st day for majority of Adult Ed programs
- 8-22-23 1st day of secondary education
- 9-26-23 JOC meeting 6:30
- 10-24-23 Building renewal program 5:30

