

# GREATER JOHNSTOWN CAREER AND TECHNOLOGY CENTER

## JOINT OPERATING COMMITTEE OF THE WHOLE MEETING AGENDA

August 9, 2023

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

### A. Conference Requests

#### 1. The administration recommends for approval the following Conference Requests:

- a. **Conference:** CDL Examiner Training (Retroactive)  
**Employee:** David Mitchell  
**Dates:** July 24, 25, 2023  
**Location:** Pittsburgh
- b. **Conference:** CDL Examiner Training (Retroactive)  
**Employee:** Patrick Wallet  
**Dates:** August 4,5, 2023  
**Location:** Harrisburg  
**Cost:** \$569.03
- c. **Conference:** Switch EV Workshop  
**Employee:** Mr. Patrick Wallet, GJCTC Micro-certification Specialist  
**Dates:** October 2-6, 2023  
**Location:** Canton, Michigan  
**Cost:** \$2,806 Registration fee  
\$400.00 Hotel  
\$734.63 Rental Car

### B. Enrollment Report (White Handout)

1. FYI

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

1. The administration recommends for approval the 2023-2024 Secondary Student and Teacher Handbooks.
  - a. Changes to Secondary Teacher Handbook (Salmon Handout)
  - b. Changes to Secondary Student Handbook (Lilac Handout)

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

1. The administration recommends for approval the administrative response to the Occupational Advisory Committee's recommendations from the Spring 2022-2023 OAC Meeting.

**E. Ignite Education Solutions Contracts**

1. The administration recommends approval of the Ignite Educations Solutions long-term, contracted, and substitute staff contract for the 2023-2024 school year, as needed.
  - a. Rates will vary depending on the position and certifications.
2. The administration recommends for approval the renewal of the following contracts with Ignite Education Solutions for the 2023-2024 school year.
  - a. Licensed Practical Nurse - Secondary Budget @ \$38,773.65 for the 2023-2024 school year.
  - b. Part-time Construction Aide - General Funded @ \$117.73/day.

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

1. The administration recommends for approval 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. The administration recommends the approval of the following Concurrent Enrollment Agreement with Shippensburg University of Pennsylvania.
  - a. Early Childhood Education to:
    - i. Child Development Associate (CDA) (9 credits)

**H. Articulation Agreement for Secondary Education**

1. The administration recommends the approval of the following Articulation Agreements with Penn Highlands Community College.
  - a. All GJCTC Secondary Programs to:
    - i. Entrepreneurship A.A.S. (15 credits)
  - b. Early Childhood Education to:
    - i. Early Childhood Education A.A. (16 credits)
  - c. Sports Medicine to:
    - i. Medical Assisting Technology, A.A.S. (6 credits)
    - ii. Pre-Healthcare Professions, AS. (6 credits)
    - iii. Medical Coding and Billing, A.A.S (6 credits)
    - iv. Patient Care Technician, Certificate (3 credits)
  - d. Health Assistant to:
    - i. Medical Assisting Technology, A.A.S (9 credits)
    - ii. Patient Care Technician, Certificate (3 credits)
  - e. Graphic and Digital Design to:
    - i. Marketing Management, A.A.S (3 credits)
  - f. Culinary Arts to:
    - i. Culinary Arts A.A.S (11 credits)

**I. Administration Restructuring**

1. Approval is requested for the Director's plan for administrative restructuring.

**J. Principal**

1. TBA

**K. Special Education Facilitator**

1. TBA

**L. Bookkeeper**

1. The administration recommends approval for the hiring of Ms. Allison Dusack, for the position of Bookkeeper, effective retroactively Monday, July 17, 2023. The compensation for this position is \$12.55/hour with benefits, all required clearances have been received.
  - a. Allison Dusack  
622 Seanor Road  
Windber, PA 15963

**M. Employee Resignations**

1. Retroactive approval is requested for 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. The compensation for this position will be \$70,000/year with benefits, effective retroactively on July 19, 2023.
  - b. Patrick Wallet, GJCTC Micro-certification Specialist will also be appointed duties for CO-OP Coordinator. Duties outside of the school day will be compensated at the instructor's contractual rate for business site visits.

**O. GJCTC Substitute Instructors**

1. The Administration recommends the approval of the following substitute instructors for the 2023-2024 school year. The established instructor rate of \$100.00/day, \$50.00/half day.
  - a. Mr. James Carr
  - b. Mrs. Cheryl Fisher
  - c. Mr. Jerry Hershberger
  - d. Mr. Curtis Morris
  - e. Mrs. Stephanie Johns
  - f. Mr. Dave Lehman
  - g. Mr. William Mack
2. FYI- The Director received a letter from PSERS granting GJCTC permission to utilize retired personnel for short-term absences.

**P. Secondary/Adult Aides**

1. The administration recommends for approval the following aides for the 2023-2024 school year. All required clearances have been received.
  - a. Retain: Jerry Hershberger, rate of \$15.50/hr. Funded by the General Budget.
  - b. Retain: Karen Brandon, rate of \$13.00/hr. Funded by the General Budget.
  - c. Retain: Stephanie Johns, rate of \$12.25/hr. Funded by the General Budget.
  - d. Retain: Curtis Morris, Rate of \$13.26/ hr. Funded by the General Budget.
2. Unfilled Instructional Aide positions
  - a. Welding
  - b. Cosmetology

**Q. Mentors for New Instructors**

1. The administration recommends, for the 2023-2024 school year, the following mentors for new instructors. The compensation for a mentor is \$150.00/mentee.
  - a. Carissa Penatzer, Secondary Health Assistant Instructor, to mentor Abigail Gerber, a newly hired Graphic and Digital Design Instructor, and Amie Strayer a Secondary Cosmetology Instructor.
  - b. Zackery Buchholz, Secondary Culinary Arts Instructor, to mentor Christopher Farabaugh, a Secondary Diesel Technology Instructor, and Tara Kozlick, a Secondary Cosmetology Instructor.
  - c. Pat Wallet, GJCTC Micro-certification Specialist, to mentor Michael Williamson, a Secondary Construction Technology Instructor.
  - d. Cindy Janak, Secondary Early Childhood Education Instructor, to mentor Jennifer Wyant and Megan Karaszia, both are Special Education Instructors.

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

1. The administration recommends the approval of the following additions/changes to GJCTC's Occupational Advisory Committee for Sports Medicine.
  - a. Additions:
    - i. Aimee Thompson Hankinson Western PA, Athletic Trainer

**S. 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.

*The Greater Johnstown Career and Technology Center does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs or activities. Career and Technical education program offerings include: Secondary programs - Automotive Repair Technology, Collision Repair & Refinishing, Construction Technology, Cosmetology, Culinary Arts, Diesel Mechanics, Early Childhood Education, Graphic & Digital Media Design, Health Assistant, Laboratory Technology, Machine Tool Technology, Sports Medicine, and Welding. Adult Education programs – Advanced Manufacturing and Programming Education, Auto Inspection, Commercial Driver Training, Cosmetology, Electrical Technology, HVAC, Mobile Equipment Operations, Nurse Aide, Practical Nursing, and Welding. Inquiries may be directed to: Title IX Coordinator at 445 Schoolhouse Road, Johnstown, PA 15904 or at (814)266-6073 ext. 121 or [trummel@gjctc.org](mailto:trummel@gjctc.org). 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 or [trummel@gjctc.org](mailto:trummel@gjctc.org).*

**T. Bid Request**

1. The administration is requesting approval to seek bids for the following equipment funded by the Perkins Grant.
  - a. Tenstar – Simulator with Motion Base

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

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

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

1. It is recommended that the fiscal year ending June 30, 2022, Audit Report from Wessel and Company 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 two findings in the current year that are required to be reported under Government Auditing standards.

**B. Remind Contract**

1. The administration requests the approval of the contract with Remind for messaging services.
  - a. Service start date: 8/18/2023 – Service end date: 8/17/2024 at \$3,993.00

**C. Approval of 2023-2024 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 2023-2024 school year at the established tuition student rate of \$12,428.82 per student per year.

**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
  - Type of Organization: Sports
  - Facility Requested: Outside-Field
  - Dates Requested: Wednesdays/Thursdays (8 Weeks)  
September 11, 2023 – October 30, 2023
  - Times: 5:30 p.m. – 7:00 p.m.
  - Fee to be charged: \$320.00

**B. 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**

GREATER JOHNSTOWN CAREER AND TECHNOLOGY CENTER

REGULAR MEETING AGENDA

JOINT OPERATING COMMITTEE

August 9, 2023

1. **CALL TO ORDER**
2. **ROLL CALL OF MEMBERS**
3. **INVOCATION AND PLEDGE OF ALLEGIANCE**
4. **COMMENTS, VISITOR INTRODUCTIONS**
5. **APPROVAL OF MINUTES** – June 27, 2023, Regular Meeting, and July 25, 2023, Special Meeting (Light Green Handout)
6. **TREASURER’S REPORT AND PAYMENT OF BILLS** (White Handout)
7. **CORRESPONDENCE** (Pink Handout)
  - A. Conference Report:
    1. John S. Augustine II – PACTA Summer Leadership Conference
    2. Jason Hicks, D. Ed. – PACTA Summer Leadership Conference
    3. Patrick Wallet – CDL Examiner Training
    4. David Mitchell – CDL Examiner Training
8. **ITEMS FOR INFORMATION ONLY** – None
9. **EXECUTIVE SESSION FOR PERSONNEL/LEGAL MATTERS**
10. **APPROVAL OF COMMITTEE OF THE WHOLE AGENDA**
11. **REPORT OF THE SUPERVISOR OF BUILDING AND GROUNDS**
12. **REPORT OF THE ASSISTANT ADMINISTRATOR OF SECONDARY EDUCATION** (Grey Handout)
13. **REPORT OF THE SUPERVISOR OF ADULT EDUCATION/WORKFORCE DEVELOPMENT** (Lavender Handout)
14. **REPORT OF THE ADMINISTRATIVE DIRECTOR** (Beige Handout)
15. **REPORT OF THE CHIEF SCHOOL ADMINISTRATOR**
16. **REPORT OF THE SOLICITOR**
17. **REPORT OF THE J.O.C. CHAIRPERSON**
18. **SEPTEMBER REGULAR MEETING**

The September Regular Meeting of the Joint Operating Committee is scheduled for Tuesday, September 26, 2023, immediately following the Committee of the Whole Meeting at 6:30 p.m.
19. **OTHER BUSINESS**
20. **ADJOURNMENT** – Motion to adjourn the meeting.