

**GREATER JOHNSTOWN CAREER AND TECHNOLOGY CENTER
REORGANIZATIONAL AND REGULAR MEETING AGENDA
JOINT OPERATING COMMITTEE
December 14, 2023**

1. **ROLL CALL OF MEMBERS**
2. **INVOCATION AND PLEDGE OF ALLEGIANCE**
3. **COMMENTS, VISITOR INTRODUCTIONS**
4. **REORGANIZATION OF JOINT OPERATING COMMITTEE**
 - A. Election of a Chairperson
 - B. Election of a Vice-Chairperson
 - C. Election of a Solicitor
 - D. **Establishment of Meeting Dates, Times and Place for the 2024 Calendar Year:**
 - 1) Meetings will immediately follow the Committee of the Whole Meeting at 6:30 p.m.
 - a. January 23, 2024 – Tuesday
 - b. February 27, 2024 – Tuesday
 - c. March 26, 2024 – Tuesday
 - d. April 23, 2024 – Tuesday
 - e. May 28, 2024 – Tuesday
 - f. June 25, 2024 – Tuesday
 - g. August 7, 2024– Wednesday
 - h. September 24, 2024 – Tuesday
 - i. October 22, 2024 – Tuesday
 - j. December 12, 2024 – Thursday (Reorganizational and Regular Meeting)
5. **APPROVAL OF MINUTES** – October 24, 2023 Regular Meeting Minutes (Light Green Handout)
6. **TREASURER’S REPORT AND PAYMENT OF BILLS** (White Handout)
7. **CORRESPONDENCE** – The following items of correspondence have been received:
 - A. **Conemaugh Township Area School District**
 - 1) Notification was received, from the Conemaugh Township Area School District, stating that Mr. Jeffery Alesantrino and Dr. Rocco Mantini were appointed as their GJCTC JOC Representatives for the term from December 2023 through November 2024. Mr. Earl Sleek II will be their alternate representative.
 - B. **Ferndale Area School District**
 - 1) Notification was received, from the Ferndale Area School District, stating that Mr. Stephen Thompson was appointed as their GJCTC JOC Representative for the term from December 2023 through November 2024. Ms. Susan Boyle will be their alternate representative.

C. Forest Hills School District

- 1) Notification was received, from the Forest Hills School District, stating Mr. Galen George, Dr. Richard Knavel, and Dr. Timothy Ondrejik were appointed as their GJCTC JOC Representatives for the term from December 2023 through November 2024. Mr. Daryl Bodenschatz will be their alternate representative.

D. Greater Johnstown School District

- 1) Notification was received, from the Greater Johnstown School District, stating that Mr. Eugene Pentz was appointed as their GJCTC JOC Representative for the term from December 2023 through November 2024. Mr. Randy Romesberg will be their alternate representative.

E. Richland School District

- 1) Notification was received, from the Richland School District, stating that Mr. David Hudak, Mr. Julian Beglin, and Mrs. Tricia Shaffer were appointed as their GJCTC JOC Representatives for the term from December 2023 through November 2024. Mr. Richard Sukenik will be their alternate representative.

F. Westmont Hilltop School District

- 1) Notification was received, from the Westmont Hilltop School District, stating Mr. Robert Gleason and Dr. William Carney were appointed as their GJCTC JOC Representatives for the term from December 2023 through November 2024. Mr. Joe Podrebarac and Dr. Kamal Gella will be their alternate representative.

G. Windber Area School District

- 1) Notification was received, from the Windber Area School District, stating that Mr. Mark Portante, Mrs. Amy Rummel, and Mrs. Antoinette Rummel were appointed as their GJCTC JOC Representatives for the term from December 2023 through November 2024. Mr. Ron Walker will be their alternate representative.

8. ITEMS FOR INFORMATION ONLY (Pink Handouts)

A. Conference Reports were submitted from the following employees:

- 1) Lisha Knapp/Joel Yoder SkillsUSA Fall Leadership Conference
- 2) Carissa Penatzer, Health Assistant Instructor Strategies: Educational Excellence for Health Care

9. EXECUTIVE SESSION FOR PERSONNEL/LEGAL MATTERS

10. ITEMS RELATING TO EDUCATION AND PERSONNEL

A. Conference/Meeting Request

- 1) The administration recommends approval of the following Conference/Meeting Attendance Request:
 - a. **Conference:** PASBO Annual Conference
 - Employee: Matthew Zern
 - Dates: March 6-8, 2024
 - Location: Hershey Lodge and Conference Center
 - Cost: \$973.00

b. Conference: PACTA Pathways to Career Readiness: An Education and Workforce Development Symposium*

Employee: John S. Augustine II, Administrative Director
Dates: February 8 & 9, 2024
Location: Hershey Lodge and Conference Center
Cost: \$412.00

* Any Board or PAC Member interested in attending the PACTA Pathways to Career Readiness: An Education and Workforce Development Symposium should contact Shelby Kieta at (814)266-6073 Ext. 106.

B. Board Docs

- 1) The administration recommends the approval of the Board Docs Proposal as presented.
 - a. Board Docs LT Plus Document Management System at the price of \$5,900.00 per year.
 - i. Currently used by Forest Hills S.D., Richland S.D., and Westmont Hilltop S.D.

C. Greater Johnstown CTC Award Ceremony 2024

- 1) The administration requests approval for the rental agreement between the Greater Johnstown Career and Technology Center and the Johnstown Heritage Association for the use of the Polacek Pavilion & Community Foundation Oil House on May 16, 2024, for the 2024 GJCTC Award Ceremony. The proposed rental agreement rate is \$300/hour.

D. OAC

- 1) The administration recommends the approval of the following additions/deletions to GJCTC's Occupational Advisory Committee.
 - a. Graphic and Digital Design Addition:
 - i. Syndey Helsel Production Artist, Gordon Sinclair
 - b. Early Childhood Education Deletion:
 - i. Veronica Martin Former Director, Learning Lamp

E. Employee Retirement

- 1) The administration recommends the approval of the notice of retirement from Ms. Cindy Janak, Early Childhood Education Instructor, effective the end of the 2023-2024 school year.

F. Health and Safety Plan – Review (Unchanged from the June 27, 2023, GJCTC JOC Meeting)

- 1) The administration presents for review the GJCTC Health and Safety Plan for operating education within GJCTC.
 - a. No change to the plan for the 2023-2024 school year.
 - b. FYI: The Health and Safety Plan now requires a review every 6 months.

G. Employee Resignation

- 1) Retroactive approval is requested for the director's acceptance of the verbal resignation of Ms. Dawn Williams, Cosmetology Instructional Aide, effective Monday, November 6, 2023.
- 2) Retroactive approval is requested for the director's acceptance of the resignation of Mr. Bret Litzinger, Adult Education HVAC Instructor, effective Tuesday, November 22, 2023.

H. GJCTC Substitute Instructors

- 1) The administration recommends the approval of the following substitute instructors for the 2023-2024 school year at the established substitute instructor rate of \$100.00/day, \$50.00/half day.
 - a. Ann Kelly – pending required clearances
 - b. Robert Martincic – retroactive to October 27, 2023, clearances have been received.

I. HVAC Instructor

- 1) The administration recommends retroactive approval of the hiring of Mr. Devan Irvin as the new Adult Education HVAC Instructor. This is a full-time position at the rate of \$53,000/year with single healthcare benefits, effective Monday, December 4, 2023. All required clearances received.
 - a. Devan Irvin
706 Walters Avenue
Johnstown, PA 15904

J. Cosmetology Instructional Aide

- 1) The administration recommends the approval of the hiring of Miah McFadden as the new Cosmetology Instructional Aide. This is a part-time position at the rate of \$15.00/hour. Pending required clearances.
 - a. Miah McFadden
505 Bloomfield Drive
Greensburg, PA 15601

K. New Programs

- 1) **Diversified Occupations**
 - a. The administration recommends seeking PDE approval for a CIP. code 32.0105 Diversified Occupations. This program will be an extension of our Co-op program and will not require any additional financial resources to operate.
- 2) **Pre-Teacher Preparations Program**
 - a. Approval is requested to reflect the Curriculum Enrollment Committee's recommendation on May 23, 2023, to change the program currently provided by the Early Childhood Education cip. Code 19.0708 to 13.0101 Education, General locally called Pre-Teacher Preparation Program.
 - i. The JOC approved the concept at the June 27, 2023 meeting.
- 3) **Drone Pilot Program**
 - a. Administration seeks permission to run a short-term Adult Education Drone Pilot Program. The administration is working with the Community Foundation to seek grants to start the program.

L. Construction Technology Program Expansion

- 1) Discussion

M. Other Items Relating to Education and Personnel

11. ITEMS RELATING TO BUDGET AND FINANCE

A. Approval of 2023-2024 Tuition Students

- 1) Approval is requested for 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.
 - a. Conemaugh Valley
 - i. 12th Grade Student Sports Medicine
 - ii. 12th Grade Student Sports Medicine
 - b. PA Cyber
 - i. 12th Grade Student Machine Tool
 - c. Somerset Area School District
 - i. 10th Grade Student Welding
 - d. United School District
 - i. 12th Grade Student Welding

B. Fiscal Year Audit Report Ending June 30, 2023

- 1) It is recommended that the Audit Report from Wessel and Company, for the fiscal year ending June 30, 2023, be accepted.

C. Other Items Relating to Budget and Finance

12. ITEMS RELATING TO BUILDING AND GROUNDS

A. Other Items Relating to Building and Grounds

13. ITEMS RELATING TO STUDENT ACTIVITIES

A. Other Items Relating to Student Activities

14. REPORT OF THE SUPERVISOR OF BUILDING AND GROUNDS

15. REPORT OF THE ASSISTANT ADMINISTRATOR OF PROGRAM OPERATIONS

16. REPORT OF THE ASSISTANT DIRECTOR

17. REPORT OF THE ADMINISTRATIVE DIRECTOR

18. REPORT OF THE CHIEF SCHOOL ADMINISTRATOR

19. REPORT OF THE SOLICITOR

20. REPORT OF THE J.O.C. CHAIRPERSON

21. JANUARY REGULAR MEETING

The January Regular Meeting of the GJCTC JOC will be Tuesday, January 23, 2024, at 6:30 P.M. The Budget and Finance Committee will meet at 5:30 p.m.

22. OTHER BUSINESS

23. ADJOURNMENT