

# GREATER JOHNSTOWN CAREER AND TECHNOLOGY CENTER

## JOINT OPERATING COMMITTEE OF THE WHOLE MEETING AGENDA JANUARY 25, 2022

- 1) CALL TO ORDER
- 2) EXECUTIVE SESSION FOR PERSONNEL/LEGAL MATTERS
- 3) ITEMS RELATING TO EDUCATION AND PERSONNEL
  - A. **Employee Resignation**
    1. The administration recommends approval of the director's acceptance of the resignation of Mrs. Gaynell Shrift, Part-time Secretary, effective December 31, 2021.
  - B. **Business Manager Retirement** (Assistant Administrator of Fiscal Operations)
    1. The administration recommends the approval of the director's acceptance of the notice of retirement of Ms. Melissa McCall, GJCTC's Assistant Administrator of Fiscal Operations. Ms. McCall's anticipated last day will be September 13, 2022, or date established by PSERS.
  - C. **Business Manager Discussion**
  - D. **Cosmetology Instructor Retirement**
    1. The administration recommends the approval of the director's acceptance of the notice of retirement of Mrs. Melony Gaudlip, Secondary Education Cosmetology Instructor. Mrs. Gaudlip's last day will be the last day of the 2021-2022 school year.
  - E. **Instructor - Monroeville campus**
    1. Retroactive approval is requested for the hiring of Ms. Susan Hannak, for the position of LPN Instructor for the Monroeville Campus, effective January 24, 2022. Ms. Hannak will be compensated at the established Adult Education LPN hourly rate of \$28.75/hour. Required clearances have been received.
    2. Approval is requested, effective February 1, 2022, for Ms. Hannak to begin full-time employment. The compensation for this position is \$55,000/year with full family healthcare benefits, prorated from start date.
  - F. **Tentative Agreement with the GJCTC Educational Association**
    1. It is being recommended that the tentative agreement with the GJCTC Educational Association, ratified by the Association, with notification provided on January 13, 2022, be ratified by the Joint Operating Committee, as presented. The contract is for a three-year period beginning July 1, 2022 and ending on June 30, 2025.
  - G. **Administrative Response to October 2021 Occupational Advisory Committee's Recommendations** (Yellow Handout)
    1. The administration recommends the approval of the administrative responses to the Occupational Advisory Committee's recommendations from the October 2021 OAC meetings.
  - H. **Adult Education HEERF CARES Grant**
    1. FYI - All money has been expended.
  - I. **Secondary Education ESSER Grant**
    1. FYI - The survey has been sent to all required parties.

J. **Police Academy Transfer of Materials** (Pink Handout)

1. The administration recommends the approval of the transfer of the Police Academy items listed on the attachment from GJCTC to Penn Highlands Community College.

K. **Personnel and Negotiations Committee Minutes from December 9, 2021** (Light Blue Handout)

1. Approval is requested for the minutes resulting from the December 9, 2021 Personnel and Negotiations Committee Meeting.

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

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

A. **2022 Mileage Reimbursement Rate**

1. Retroactive approval is requested for the IRS Mileage Reimbursement Rate of 58.5 cents, effective January 1, 2022.

B. **2022-2023 Secondary Projected Budget** (White Handout)

1. It is recommended that the 2022-2023 Projected Secondary Budget in the total amount of \$ 5,072,035.00 be tentatively adopted and for the mail ballot resolution to be forwarded to the participating school district boards for voting on final adoption.

C. **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:** **Creative Weekend Catering** (Retroactive)  
Purpose: Catering  
Date Requested: January 15, 2022  
Facility Requested: Field-to-Fork Kitchen  
Time: 11:00 a.m. - 1:00 p.m.  
Cost: \$20.00
- b. **Name of Organization:** **Ferndale Area School District**  
Purpose: Meeting  
Date Requested: March 4, 2022  
Facility Requested: Auditorium, Career Seminar Room, Cafeteria, E205, and E211  
Time: 7:30 a.m. - 3:30 p.m.  
Cost: \$0
- c. **Name of Organization:** **Charles J. Merlo Inc.**  
Purpose: Heavy Construction Company  
Date Requested: February 25, 2022  
Facility Requested: Career Seminar Room  
Time: 7:00 a.m. - 3:00 p.m.  
Cost: \$165.00
- d. **Name of Organization:** **Soccer Shots**  
Purpose: Spring Session - Soccer Clinic  
Dates Requested: March 30 - May 19, 2022, Wednesdays and Thursdays  
Facility Requested: Inside - E211, Outside - Field  
Time: 5:30 p.m. - 7:30 p.m.  
Cost: \$360.00

B. **Creative Weekend Catering Preauthorization**

1. The administration requests approval for the pre-authorization of future Use of Facilities requests for Creative Weekend Catering at the rate of \$10.00/hour.

**C. Use of Facility Discussion**

**D. Energy Services Contracting Organization (ESCO) Project Update (White Handout)**

1. Discussion: Loan amount
2. The administration requests approval to seek financial vendors.

**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**

**GREATER JOHNSTOWN CAREER AND TECHNOLOGY CENTER**  
**REGULAR MEETING AGENDA**  
**JOINT OPERATING COMMITTEE**  
January 25, 2022

1. **CALL TO ORDER**
2. **ROLL CALL OF MEMBERS**
3. **INVOCATION AND PLEDGE OF ALLEGIANCE**
4. **COMMENTS. VISITOR INTRODUCTIONS**
5. **APPROVAL OF MINUTES**- December 9, 2021 Reorganizational and Regular Meeting (Light Green Handout)
6. **TREASURER'S REPORT AND PAYMENT OF BILLS** (White Handout)
7. **CORRESPONDENCE**
8. **ITEM FOR INFORMATION ONLY**
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**
  - A. Sub-Committee Assignments- (White Handout)
18. **FEBRUARY REGULAR MEETING**

The February Regular Meeting of the Joint Operating Committee is scheduled for Tuesday, February 22, 2022, immediately following the Committee of the Whole Meeting at 6:30 p.m.

The Personnel and Negotiations Committee will meet at 5:30 p.m.
19. **OTHER BUSINESS**
  - A. GJCTC JOC Meeting Dates and Subcommittee Meeting Dates for 2022 (Salmon Handout)
  - B. Sign your Mileage Reimbursement Report for the time period of January 2021 through December 2021 and indicate your preference to receive a reimbursement check or donate your mileage reimbursement to the GJCTC Community Foundation. Give the signed report to the Recording Secretary prior to leaving the meeting.
  - C. A 2021 Commonwealth of Pennsylvania State Ethics Commission Form was given to each board member. Please fill out and return to the Administrative Office at the February 22, 2022 GJCTC JOC Meeting.
  - D. Review your GJCTC JOC Contact Sheet for the 2022 calendar year and make any necessary revisions to your contact information.
20. **ADJOURNMENT**- Motion to adjourn the meeting.