

GREATER JOHNSTOWN CAREER AND TECHNOLOGY CENTER

JOINT OPERATING COMMITTEE OF THE WHOLE MEETING AGENDA

June 27, 2023

- 1) CALL TO ORDER
- 2) EXECUTIVE SESSION FOR PERSONNEL/LEGAL MATTERS
- 3) ITEMS RELATING TO EDUCATION AND PERSONNEL
 - A. **Policy Updates – First Reading** (Yellow Handout)
 1. The administration recommends for approval the updates to Policy 101: Mission Statement/Vision Statement/Shared Values, based on the first reading.
 - a. The Mission Statement/Vision Statement/Shared Values were updated as part of the 2023-2026 Comprehensive Plan.
 - B. **2023-2024 Adult Education Handbook** (Bright Purple Handout)
 1. The administration recommends for approval the 2023-2024 Adult Education Handbook.
 - a. Changes to Adult Education Handbook
 - C. **Permission to Submit Grant Proposals**
 1. The administration recommends for approval, beginning July 1, 2023, permission to submit grant proposals for federal and state-funded grants throughout the 2023-2024 fiscal year.
 - D. **Health and Safety Plan - Review** (Copies available upon request)
 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 except name updates.
 - b. FYI: The Health and Safety Plan now requires a review every 6 months.
 - E. **Membership Fees**
 1. The administration recommends for approval the following membership fees for the 2022-2023 school year.
 - a. Smart Automation Certification Alliance (SACA) Industry Membership at the Bronze level - \$500.00/year.
 - b. Pennsylvania Recreation Vehicle and Camping Association (PRVCA) as a service provider - \$300.00/year.
 - F. **Employee Resignation**
 1. Retroactive approval is requested for the Director's acceptance of the verbal resignation of Mrs. Cynde Smith, Part-time Adult Education Secretary, effect Thursday, May 25, 2023.
 2. Approval is requested for the Director's acceptance of the resignation of Mrs. Korie Duryea, Special Education Facilitator, effective Friday, June 30, 2023.
 3. Approval is requested for the Director's acceptance of the resignation of Dr. Jason Hicks, Assistant Administrator of Secondary Education, effective Saturday, October 14, 2023.

G. Employee Reassignment

1. FYI – The Director reassigned the following employees:
 - a. Mr. Johnny M. Miller, Welcome Team Member, to the position of Part-time Custodian.
 - b. Ms. Tara Kozlick, Adult Education Cosmetology Instructor/High School Cosmetology Aide, to the position of Secondary Cosmetology Instructor. The compensation for this position will be \$46,350/year with benefits, effective with the 2023-2024 school year.

H. Secondary Graphic and Digital Design Instructor

1. The administration recommends the hiring of Ms. Abigail Gerber, for the position of Secondary Graphic and Digital Design Instructor, effective with the 2023-2024 school year. The compensation for this position is \$46,350 plus full family healthcare benefits. Pending receipt of required clearances.
 - a. Abigail Gerber
136 Poplar Drive
Salix, PA 15952

I. Special Education Instructor

1. The administration recommends the approval of Mrs. Megan Karazsia for the position of GJCTC Special Education Instructor. The compensation for this position 187-day position is \$46,350/year, plus full family healthcare benefits, effective with the 2023-2024 school year. Pending receipt of required clearances.
 - a. Megan Karazsia
801 Linden Avenue
Johnstown, PA 15902

J. LPN Instructors

1. The administration recommends the hiring of the following full-time Licensed Practical Nursing Instructors, start dates TBD. The compensation for these positions is \$64,742.25/year with benefits. Pending receipt of required clearances.
 - a. Mrs. Mary Partch, BSN, RN
1500 Oakridge Drive
Salix, PA 15952
 - b. Brandon Solnosky BSN, RN
1507 North 5th Street
Altoona, PA 16601

K. Adult Welding Instructor

1. The administration recommends the hiring of Mr. Jason Glessner, for the position of Adult Welding Instructor, tentative start date of July 24, 2023. The compensation for this position is \$49,000/yr. plus single benefits. Pending receipt of required clearances.
 - a. Mr. Jason Glessner
283 Adams Avenue
Mineral Point, PA 15942

L. Kitchen Manager/Substitute Culinary Arts Instructor/Culinary Arts Aide

1. The administration requests the approval of Mr. John Farior for the following positions:
 - a. GJCTC Kitchen Manager at the rate of 15.30/hour.
 - b. Substitute Culinary Arts Instructor, at the rate of \$100.00/day, \$50.00/half day.
 - c. Culinary Aide, at the rate of 11.75/hour.
 - i. John Farior, (Required clearances have been received)
426 Cypress Avenue
Johnstown, PA 15902

M. Unfilled Job Openings

1. The following positions remain unfilled:
 - a. Bookkeeper
 - b. Custodian
 - c. Special Education Facilitator – just advertised
 - d. One LPN Instructor
 - e. Principal – will be advertised
 - f. Part-time Secretary – will be advertised

N. Administrative Restructuring

1. The Director presents the plan for administrative restructuring.

O. Local Advisory Committee/Curriculum and Enrollment Committee Meeting Minutes from May 23, 2023

(Salmon Handout)

1. Approval is requested for the minutes resulting from the May 23, 2023 joint Local Advisory Committee/Curriculum and Enrollment Committee Meeting.

P. Other Items Relating to Education and Personnel

4) ITEMS RELATING TO BUDGET AND FINANCE

A. Voting Update on the 2023-2024 Adult/Workforce Development, Grants, and Non-Secondary Funded Budgets

1. FYI: The Ferndale Area School District approved the 2023-2024 Adult/Workforce Development, Grants, and Non-Secondary Funded Budgets by a vote of 7 Yes, 0 No, with 2 Absent, at their May 24, 2023 School Board Meeting. The budget was adopted by the JOC at the May 23, 2023 Regular Meeting of the GJCTC JOC.

B. PA Cooperative Technology Purchasing Program, PA State Co-Stars Purchasing Program and PA General Services Surplus Equipment Programs

1. The administration recommends for approval, beginning July 1, 2023, permission for GJCTC to participate in the PA Cooperative Technology Purchasing Program, PA State Co-Stars Purchasing Program and PA General Services Surplus Equipment Programs to obtain state contract pricing for purchases for the 2023-2024 fiscal year.

C. Payment of 2023-2024 Salaries for Adult Workforce Development, Administrative/Supervisory, and Classified/Confidential Personnel

1. The administration recommends for approval, beginning July 1, 2023, the payment of the J.O.C. approved compensation plans for Adult Workforce Development, Administrative/Supervisory, and the Classified/Confidential Personnel.
 - a. Mrs. Fran Kazmierczyk, Adult Education Career Coach/Marketing Coordinator, effective July 1, 2023, \$38,000/year with benefits.
 - b. Mrs. Shelby Kieta, Confidential Recording Secretary, effective July 1, 2023, \$16.00/hour with benefits.

D. Personnel Working Additional Hours

1. The administration recommends for approval, beginning July 1, 2023, the authority of the Administrative Director to assign personnel additional work hours, at the approved hourly rates, for curriculum

development, staff development, special projects or federal/state-funded grants, in writing proposals and accounting the same.

E. Budget Transfers

1. The administration recommends for approval that the Financial Officer along with the Auditor, be authorized to make the necessary budgetary transfers, as required by the School Code, to close the books at the end of the 2022-2023 fiscal year.

F. 1st Summit Loan Payment Formula – 2023-2024 School Year (Pink Handout)

1. The administration recommends for approval the 2023-2024 loan payment formula, detailed on the pink handout, as recommended by PFM Financial Advisors, LLC.

G. E-Rate

1. The following is presented as a matter of information:
 - a. GJCTC has been funded E-rate Year 23 (2023-2024) eligible.
 - b. Category 2 – Cabling Services/Access Points - \$22,478.40

H. Act 403B Provider

1. The administration recommends for approval Invesco as a new Act 403B Provider.

I. Auction Proceeds

1. The administration recommends for approval using the proceeds from the GJCTC auctions, \$115,150.00, as assigned project funds for program updates.
 - a. Permission is requested to advertise for bids for a 2nd school van, due to increased enrollment.

J. Donation

1. The administration would like to acknowledge and thank Mr. Galen George, GJCTC Chairperson, for the donation of a 2005 Great Dane Trailer and the removal of obsolete and abandoned property.

K. Other Items Relating to Budget and Finance

5) ITEMS RELATING TO BUILDING AND GROUNDS

A. Natural Gas Bids

1. FYI: The current Natural Gas Contract ends on Sunday, July 30, 2023. Therefore, a special one (1) item GJCTC JOC meeting will be required in July. The meeting will be held via Zoom. Meeting details will be provided in July.

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