

GREATER JOHNSTOWN CAREER AND TECHNOLOGY CENTER

JOINT OPERATING COMMITTEE OF THE WHOLE MEETING AGENDA

June 28, 2022

- 1) CALL TO ORDER
- 2) EXECUTIVE SESSION FOR PERSONNEL/LEGAL MATTERS
- 3) ITEMS RELATING TO EDUCATION AND PERSONNEL
 - A. **Permission to Submit Grant Proposals**
 1. The administration recommends for approval, beginning July 1, 2022, permission to submit grant proposals for federal and state-funded grants throughout the 2022-2023 fiscal year.
 - B. **Health and Safety Plan - Review** (White Handout)
 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 2022-2023 school year.
 - b. FYI: The Health and Safety Plan now requires a review every 6 months.
 - C. **520.1 Emergency Instructional Time** (Light Blue Handout)
 1. The administration recommends for approval for the Emergency Instructional Time Template Section 520.1.
 - D. **Occupational Health Service Agreement** (Yellow Handout)
 1. Retroactive approval is requested for the Occupational Health Service Agreement between DLP Conemaugh Memorial Medical Center, LLC and the Greater Johnstown Career and Technology Center for occupational health services. Effective Wednesday, June 19, 2022, and self-renewing yearly unless a 30-day written notice of termination by either party is submitted.
 - E. **Ignite Education Solutions Long Term, Contracted and Substitute Staff Contract**
 1. The administration recommends approval of the Ignite Educations Solutions long term, contracted, and substitute staff contract for the 2022-2023 school year, as needed.
 2. Rates will vary depending on the position and certifications.
 - F. **Ignite Education Solutions Contracts**
 1. The administration recommends for approval the renewal of the following contracts with Ignite Education Solutions for the 2022-2023 school year.
 - a. Licensed Practical Nurse - Secondary Budget @ \$37,643.10 for the 2022-2023 school year.
 - b. Part-time Construction Aide - General Funded @ \$114.02/day.
 - G. **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.

H. GJCTC Apartment Program (White Handout)

1. The administration recommends for approval, supported by the PAC, Curriculum and Enrollment Committee and the Local Advisory Committee, for GJCTC to commence with an Apartment Program with the 2022-2023 school year. The estimated first year's budget is \$130,000, inclusive of equipment and supplies.

I. LPN Instructors

1. Retroactive approval is requested for the hiring of the following Part-time Licensed Practical Nursing Instructors for the Monroeville Campus at \$35.00/hour.
 - a. Mrs. Susan Zack, Part-time LPN Instructor for the Monroeville Campus, effective June 14, 2022. Required clearances have been received.
 - i. Mrs. Susan Zack
214 Dar Drive
New Wilmington, PA 16142
 - b. Dr. Joyce Miketic, Part-time LPN Instructor for the Monroeville Campus, effective June 20, 2022. Required clearances have been received.
 - i. Dr. Joyce Miketic, RN, MBA, PhD
120 Evergreen Road
Pittsburgh, PA 15238
 - c. Mrs. Melissa Clawson-Rietscha, Part-time LPN Instructor for the Monroeville Campus, effective June 24, 2022. Required Clearances have been received.
 - i. Mrs. Melissa Clawson-Rietscha
319 Bovard Luxor Road
Greensburg, PA 15601
2. Approval is requested for the hiring of the following Licensed Practical Nursing Instructors for the Johnstown Campus.
 - a. Mrs. Damiana Kniss, Full-time LPN Instructor for the Johnstown Campus, effective July 5, 2022. The compensation for this position is \$62,400/year with benefits. Pending receipt of required clearances.
 - i. Mrs. Damiana Kniss
107 Leila Street
Johnstown, PA 15905
 - b. Ms. Kimberly Gustkey, Full-time LPN Instructor for the Johnstown Campus, effective July 5, 2022. The compensation for this position is \$62,400/year with benefits. Pending receipt of required clearances.
 - i. Ms. Kimberly Gustkey
256 Fourth Street
Johnstown, PA 15909

J. HVAC Instructor

1. The administration recommends the hiring of Mr. Bret Litzinger, for the position of HVAC Instructor, tentative start date of July 11, 2022. The compensation for this position is \$51,568.00/yr. plus benefits. Pending receipt of required clearances.
 - a. Mr. Bret Litzinger
1004 Johnson Avenue
Portage, PA 15946

K. Special Education Instructor

1. The administration recommends the hiring of Mrs. Jennifer Wyant, for the position of Special Education Instructor, effective with the 2022-2023 school year. The compensation for this position is \$46,350.00/year with benefits. Pending receipt of required clearances.
 - b. Mrs. Jennifer Wyant
841 Tener Street,
Johnstown, PA 15904

L. Construction Technology Instructor

1. The administration recommends the hiring of Mr. Michael Williamson, for the position of Construction Technology Instructor, effective with the 2022-2023 school year. The compensation for this position is \$48,050.00/year with benefits. Pending receipt of required clearances.
 - a. Mr. Michael Williamson
1474 Frankstown Road
Johnstown, PA 15902

M. Employee Reassignment

1. FYI – Commencing with the 2022-2023 school year, the Administrative Director is assigning Mr. Pat Wallet, current GJCTC Diesel Technology Instructor, to the position of GJCTC Micro-certification Specialist.
2. Advertisements will be placed for a Diesel Technology Instructor.

N. Part-time Business Office Secretary

1. Retroactive approval is requested for the reactivation of the active employment status for Mrs. Gaynell Shrift, Part-time Business Office Secretary, effective June 22, 2022. The compensation for this position is \$13.60/hour.
 - a. Mrs. Gaynell Shrift
182 Benshoff Road
Summerhill, PA 15958

O. Adult Cosmetology Instructor/Secondary Aide

1. The administration recommends the approval of the hiring of Ms. Tara Kozlick, for the position of Adult Cosmetology Instructor/Secondary Aide, effective with the start of the 2022-2023 school year. The compensation for this position is \$24/hour.
 - a. Ms. Tara Kozlick
479 Manges Street
Central City, PA 15926

P. Employee Resignation

1. Approval is requested for the director's acceptance of the resignation of Mr. Jessie Laney, from his position as full-time HVAC instructor, effective the close of business, Thursday, June 30, 2022. Mr. Laney will remain as an At-will hourly Adult Education Employee at the rate of \$24.00/hour.
2. Approval is requested for the director's acceptance of the resignation of Mrs. Jessie Mitchell, LPN Instructor Johnstown Campus, effective the close of business, Friday, July 8, 2022.
3. Approval is requested for the director's acceptance of the resignation of Ms. Ann Hofecker, from her position as LPN Instructor – Johnstown Campus, effective the close of business, Monday, July 25, 2022.
4. Approval is requested for the director's acceptance of the resignation of Mr. Michael Riggerbach, from the position of Adult Education Career Coach, effective August 19, 2022. Mr. Riggerbach will remain GJCTC's Industrial Trainer.

Q. Change in Employment Status

1. Approval is requested for the change in employment status for the following employee from an active employee to an inactive employee:
 - a. Mr. Kevin Gaudlip, former Police Academy Instructor

R. Local Advisory Committee/Curriculum and Enrollment Committee Meeting Minutes from May 24, 2022
(Salmon Handout)

1. Approval is requested for the minutes resulting from the May 24, 2022 Local Advisory Committee/Curriculum and Enrollment Committee Meeting.

S. Other Items Relating to Education and Personnel

4) ITEMS RELATING TO BUDGET AND FINANCE

A. Voting Update on the 2022-2023 Adult/Workforce Development, Grants, and Non-Secondary Funded Budgets

1. FYI: The Ferndale Area School District approved the 2022-2023 Adult/Workforce Development, Grants, and Non-Secondary Funded Budgets by a vote of 8 Yes, 0 No, with 1 Absent, at their May 25, 2022 School Board Meeting. The budget was adopted by the JOC at the May 24, 2022 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, 2022, 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 2022-2023 fiscal year.

C. Payment of 2022-2023 Salaries for Adult Workforce Development, Administrative/Supervisory, and Classified/Confidential Personnel

1. The administration recommends for approval, beginning July 1, 2022, the payment of the J.O.C. approved compensation plans for Adult Workforce Development, Administrative/Supervisory, and the Classified/Confidential Personnel.

D. Personnel Working Additional Hours

1. The administration recommends for approval, beginning July 1, 2022, the authority of the Administrative Director to assign personnel additional work hours, at the approved hourly rate, 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 Business Manager, 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 2021-2022 fiscal year.

F. 1st Summit Loan Payment Authorization – 2022-2023 School Year (White Handout)

1. The administration recommends for approval the 1st Summit Loan Payment Authorization for the 2022-2023 school year, following the formula detailed on the pink handout.

G. Adult Student Default and Repayment

1. The administration recommends for approval the TFC Tuition Application for adult student default and repayment.
 - a. TFC manages student account servicing.
 - b. The Solicitor has reviewed the agreement.

H. Insurance Discussion

1. School Leader’s Legal Liability
 - a. Current premium - \$6,553.00
 - b. The Administration recommends the removal of the copay of Non-Monetary Defense for \$239.00/year. The new premium will be \$6,792.00.
2. Violent Incident Protection Coverage
 - a. Current coverage - \$250,000.
 - b. Recommended coverage - \$1,000,000. The additional premium would be approximately \$1,767.00.

I. Educational Donation

1. FYI - The Administration would like to acknowledge and thank Mr. Edward J. Cimba for his very generous monetary donation of \$400.00, that will be used for the Collision Repair Student Activity Fund.

J. 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:** 1ST Summit Bank (retroactive)
Type of Organization: Bank
Facility Requested: Room E205
Date Requested: June 22, 2022
Time: 3:00 p.m. – 5:00 p.m.
Fee to be charged: \$83.00

B. Disposal Service Contract

1. The administration recommends the approval of the following contract for disposal service:
 - a. Pro Disposal for a three (3) year contract for \$485.00/month, (\$5,820.00 year), effective July 1, 2022.

TRASH	\$335.00
CARDBOARD/PAPER	\$85.00
CO-MINGLE RECYCLE	\$65.00
TOTAL MONTHLY PRICE	\$485.00

C. Trades Technology Complex Building Security Plan

1. The administration recommends the approval of the revised Trades Technology Complex Building Security Plan. (Available upon request)
 - a. Updated the GJCTC Triage Coordinator from Ms. Susan Gardner to Dr. Michael Rietscha.
 - b. Based on a review of the plan, no other updates are required.

D. HVAC Recommendation

1. The administration recommends the addition of air conditioning units for the A-Wing Gymnasium, at the approximate cost of \$175,000.

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