

Greater Johnstown Career and Technology Center

Highlights

October 25, 2022 Regular Meeting

1. Minutes approved from September 27, 2022 Regular Meeting.
2. Treasurer's Report and Payment of Bills approved.
3. Correspondence
 - A. A letter was received from Fr. J. L. Ravi Kumar MSFS, Principal and Correspondent of the Kotak Salesian School, in Visakhapatnam, the city of destiny. Fr. Kumar extended his thanks to the Greater Johnstown Career and Technology Center for their generous offer to donate laptops.
4. Items for Information Only – None
5. Approved the Committee of the Whole Agenda, as follows:
 - A. ITEMS RELATING TO EDUCATION AND PERSONNEL
 1. Approved based on the second reading, the following policy manual updates:
 - a. Policy 218 Student Discipline
 - b. Policy 220 Student Expression/Dissemination of Materials and Attachment
 - c. Policy 227 Controlled Substances/Paraphernalia
 - d. Policy 236.1 Threat Assessment
 - e. Policy 237 Electronic Devices
 - f. Policy 805 - Emergency Preparedness and Response
 - g. Policy 913 Non-school Organizations/Groups/Individuals
 2. Approved the following Conference/Meeting Attendance Requests:
 - a. SkillsUSA Fall Leadership Conference, October 26-28, 2022
 - i. Nanette M. Anslinger, Joel Yoder, SkillsUSA Co-Advisors
 - b. Strategies: Educational Excellence for NCP & Educators, November 3-4, 2022
 - i. Carissa Penatzer, Mary Beth Smith, Health Assistant Instructors
 - c. PA Association Practical Nursing Administrators, November 17-18, 2022.
 - i. Michael Rietscha, DNP, Practical Nursing Coordinator
 - d. Northern Westmoreland CTC Program Evaluation, December 7-9, 2022.
 - i. John S. Augustine II, Administrative Director
 3. Discussed and approved a new format for the offering of LPN classes at the Monroeville Campus.
 4. Discussed and approved the Cosmetology Program as follows:
 - a. "Motion to authorize and empower the Director of the Greater Johnstown Career and Technology Center on behalf of the Joint Operating Committee, to request, acquire and undergo any necessary process to transfer the Cosmetology Program from Greater Johnstown School District, along with any students, programs and designated teacher necessary, to the Greater Johnstown Career and Technology Center in compliance with Section 24 P.S. §11-1113. The transfer of the pupils, the

program and the teacher will require the Greater Johnstown Career and Technology Center, in adherence with Section 1113 of the Code, (b) to hold that such transferred professional employee shall be credited by the receiving entity (GJCTC) for their sick leave accumulated in the sending entity and also for their years of service in the sending entity, the latter for purposes of sabbatical leave eligibility and placement in the salary schedule. Such employee shall transfer their accrued seniority in the area of certification required for the transferred program or class. Such motion and authorization is contingent upon approval and acceptance by the Greater Johnstown School District for such transfer of entities in compliance with Section 24 P.S. §11-1113.”

5. Retroactively approved Mrs. Karen Brandon as an Adult/Secondary Aide for the 2022-2023 school year.
6. Retroactively approved Mrs. Karen Brandon and Mr. Walter Christ as substitute instructor for the 2022-2023 school year.
7. The Administrative Director reassigned the following employees:
 - a. Mike Fronheiser from Second Shift Custodial Crew Leader to Part-time Assistant Maintenance Supervisor.
 - b. Janice Mack and Mary Beth Jeschonek from Welcome Team Members to a shared Part-time Business Office Secretary Position.
 - c. Cody Wagner from Part-time Custodian to Second Shift Custodial Crew Leader.
8. Retroactively approved the following changes to GJCTC’s Occupational Advisory Committees:
 - a. Health Assistant Additions:

i. Kim Hadad	Executive Director, Richland Woods
ii. Robyn Foreman	Nursing Assist. Program Coordinator, Arbutus Park Retirement Community
 - b. Health Assistant Deletion:

i. Michelle Callihan	Hiram G. Andrews – CNA Instructor
ii. Mary Beth Smith	GJCTC Health Assistant Instructor
iii. Ashton Cobaugh	Former student
iv. Kimberly Cobaugh	Parent of former student
 - c. Construction Technology Addition:

i. Mike Griffiths	Hemlock Valley LLC, Owner
ii. Craig Parkins	Fi-Hoff Concrete, Vice-President
iii. Jonathan Hoover	Facilities Manager & Environmental Services Manager, Conemaugh Meyersdale Medical Center
9. Retroactively approved the leave without pay request for Mr. Denver Shaffer, Secondary Welding Instructor, for Tuesday, October 18, 2022.
10. Superintendent of Record discussion. On the December Agenda, Arnold Nadonley, Superintendent of the Richland School District, will be recommended for approval as the next Superintendent of Record, to fill the remaining term of Mr. Kakabar, plus a 2-year term.
 - a. The PAC will be tasked with developing a future rotation.

B. ITEMS RELATING TO BUDGET AND FINANCE

1. Notification was received from the Pennsylvania Department of Labor and Industry, Bureau of Financial Management. A review of the Single Audit Report for GJCTC for the year ended June 30, 2020 with respect to internal controls, management notes, schedule of expenditures, and auditor findings was conducted. The audit report contained one finding which was corrected, therefore, no further action is necessary.

2. Approved the fiscal year ending June 30, 2021 Audit Report from Barnes Saly & Company P.C., Certified Public Accountants & Consultants, be accepted.
3. Approved the administration's recommendation to enter into a Business Office Contracted Support contract with Wessel & Company Accountant & Advisors, for a period of 6 months or as needed.

C. ITEMS RELATING TO BUILDING AND GROUNDS

1. Approved the following use of facility request:
 - a. Soccer Shots, Winter Session, Wednesdays/Thursdays, January 8 – March 3, 2023, Outside Field/E211.
2. Approved the minutes from the September 27, 2022 Building and Grounds Committee Meeting.
3. Retroactive approved the Settlement Agreement with TEN, effective Thursday, October 6, 2022.
4. Discussed the building project and solar update. Approved Attorney Repak to file a variance with the township.
5. Approved the low bid submission from L & M Excavation for the MEO Program's Landing Area. Assistance will be provided by H.F. Lenz.

D. ITEMS RELATING TO STUDENT ACTIVITIES

1. Approved Mrs. Carissa Penatzer, Secondary Health Assistant Instructor, and Mr. Scott Thomas, Secondary Construction Technology Instructor, as the 2022-2023 Spartan Pride Co-Advisors.
2. Approved the Plans of Activities and Budgets, for the 2022-2023 school year, for the following Student Organizations, as presented:
 - a. National Technical Honor Society
 - b. ProStart
 - c. SkillsUSA
 - d. Motorsport
3. Approved nine (9) students to attend the SkillsUSA Fall Leadership Conference, October 26-28, 2022.

E. OTHER BUSINESS

1. A Motion was made to authorize the District to enter into an Attorney-Client Fee Contract with the Frantz Law Group, ALPC, 402 West Broadway, Suite 860, San Diego, California, 92101, and Dillon McCandless King Coulter & Graham, LLP, 128 West Cunningham Street, Butler, Pennsylvania, 16001, for the commencement of a legal action against Juul Labs, Inc., formerly known as PAX Labs, Inc., and other Defendants, including but not limited to Altria Group, Inc.; Altria Client Services; Altria Group Distribution Company; Nu Mark LLC; and Phillip Morris USA, Inc. Said action shall be for the purpose of claiming money damages related to School District costs related to the use of vaping products on District property.

6. **Mr. Randy Roxby, Supervisor of Building and Grounds**, updated the Board on the highlights from October, as related to Building and Grounds.
 - A. The pressure valve work has been completed.
 - B. The grass has been cut, hopefully for the last time this season.
 - C. Prep work for the winter season has begun.
 - D. Maintenance assisted with the set up for the Open House.
 - E. Staff training continues.
 - F. Communication with TEN has been ongoing.

7. **Dr. Jason Hicks, Assistant Administrator of Secondary Education**, presented the attached High School Report.
8. **Mrs. Tricia Rummel, Supervisor of Adult Education**, presented the attached Adult Education Report.
9. **Mr. John S. Augustine II, Administrative Director**, presented the attached Director's Report.
10. **Mr. Thomas Kakabar, Chief School Administrator**, was thankful for the support of the JOC in the PAC to develop a Superintendent of Record rotation.
11. **Mr. Ron Repak, Solicitor**, had nothing to report.
12. **Mr. Galen George, J.O.C. Chairperson**, relayed that TEN has continued to be good to work with. We are all looking forward to welcoming the Johnstown Cosmetology students and he asked Mr. Pentz to relay this message.
13. **The December Reorganizational and Regular Meeting of the Joint Operating Committee is scheduled for Thursday, December 8, 2022 at 6:30 p.m.**

A Christmas dinner for JOC members will be served at 5:30 p.m., prior to the start of the JOC meeting. JOC members may invite their spouses or significant others to attend the Christmas Dinner. If a guest will be attending, please RSVP with Fran Kazmierczyk so an accurate head count can be provided to culinary.

If necessary, there may be Personnel and Negotiations Committee Meeting following the Joint Operating Committee Meeting.



High School Report

STUDENTS OF THE MONTH

Every month GJCTC teachers are tasked with selecting a student of the month. The criteria for student of the month is a good work ethic, good attendance, and demonstrate qualities as a valuable team member to their classroom. The following students have met these requirements. Congratulations Students!

Auto Technology – Troy Lapinsky (Richland)

Lab Technology – Keira Turner (Ferndale)

Collision Repair – Alyssa McAdams (Richland)

Construction Technology – Lydia Boring (C. Township)

Cosmetology – Haylee Thomas (C. Township)

Culinary Arts – Ava Plummer (Westmont)

Diesel Mechanics – Donald Hillegas (C. Township)

Early Childhood – Brianna Mohle (C. Township)

Graphic Design – Devin King (Forest Hills)

Health Assistant – Sierra LaPorta (C. Township)

Welding – Coleston Clifford (Forest Hills)

Machine Tool – Gavin Ickes (Forest Hills)

Poly-Technical – Orion Clarke (Westmont)

Sports Medicine - Zailees Seda Fae (Westmont)

October Highlights

- NOCTI Pre-Test Conducted
- ASE Student Testing
- Open House - October 25, 2022
- Sports Medicine - CPT Experience

CPT Experience Testimonials

- “I enjoyed getting to try a CrossFit style workout. It definitely pushed me a little bit and was interesting to try something new”
- “I was surprised to see her accomplishments were directly related to GJCTC”
- “I liked how she was so organized”



Machine Tool Technology

Mobile Equipment Gate Repair

Important Upcoming Information

- Forest Hills Student Tour
- November 17, 2022



Adult Education Report

October 25, 2022

Program Graduations:



The Practical Nursing program had nine students graduate on Oct. 20, 2022.

Department News:

- GJCTC participated in the Alleghenies Regional Safety Conference on Oct. 7, 2022 to promote its Industry Training programs.
- Sheetz will be sending 6 students to GJCTC in November and January for CDL Training.
- The Adult Education and Business Office staff had 2 days of training with Christal Carson, Financial Aid and Software trainer, from FAME. This training will support the staff in better implementing the new student data and financial aid software.



DIRECTOR'S REPORT



GJCTC Volume 17, Issue 3

October 25, 2022

2022-2023 Goals

Mission

Ensure Student Success

Vision

Our graduates, through knowledge and experience, will contribute to the success of an ever-changing workforce.

Administrative Performance Goal: Streamline efficiencies of GJCTC's LMS, SMS, and FIS to ensure teacher productivity in delivering CTE.

FIS update: GJCTC is now utilizing the digital faculty and staff portal for sick, personal, and vacation day tracking.

SMS update: The adult ed FAME system is in full utilization. Students are self-tracking attendance digitally on a daily basis. The system is linked to our Financial Aid software, as well as with the Federal Student Loan software. The business office is now fully staffed with 1 1/2 secretaries. Our full time secretary is handling all accounts payable and receivable and our part-time workforce is solely focused on adult ed student billing.

LMS update: Thanks to Dr. Hicks and our new teacher mentors, GJCTC's four new secondary teachers are up and running with Canvas and are adapting quickly to our unique delivery of CTE.

Points of Interest:

Special thanks to Mrs. Rummel! She quietly lead a PDE local Civil Rights Audit. CTC's are the only schools in the Nation that must undergo Civil Rights Audits. Of the long laundry list of items that GJCTC was audited on, we only needed to update two items, an email for the public to contact us about civil rights issues, and ensure training for our coordinator.

Upcoming events:

- 12-8-22 Christmas Dinner 5:30
- 12-8-22 JOC mtg 6:30
- 12-8-22 Personnel committee if needed to follow the JOC mtg



Graduate Highlight

GJCTC's very own Shelby Kieta, '16 grad of our welding program, works with Madeline Costigan, CT, on TIG welding. Shelby now serves GJCTC as our business office secretary. Shelby was an active welder at BCL for six years prior to coming to GJCTC.

