

# GREATER JOHNSTOWN CAREER AND TECHNOLOGY CENTER

## JOINT OPERATING COMMITTEE OF THE WHOLE MEETING AGENDA

September 28, 2021

1) CALL TO ORDER

2) EXECUTIVE SESSION FOR PERSONNEL/LEGAL MATTERS

3) ITEMS RELATING TO EDUCATION AND PERSONNEL

**A. Policy Manual Updates – First Reading** (White Handout – Summary)

1. The administration presents, for the first reading, the following policy manual updates:

- a. Policy 006 Meetings
- b. Policy 218.1 Weapons
- c. Policy 218.2 Terroristic Threats
- d. Policy 236.1 Threat Assessment
- e. Policy 247 Hazing
- f. Policy 249 Bullying/Cyberbullying
- g. Policies 800.1 Electronic Signatures/Records
- h. Policy 805 Emergency Preparedness and Response and Safe2Say Something Procedures (Attachment)
- i. Policy 903 Public Participation in Joint Operating Committee Meetings

**B. Employee Resignation**

1. Retroactive approval is requested for the director's acceptance of the resignation of Mrs. Jessica Baus, Practical Nursing Instructor – Monroeville Campus, effective the close of business, Friday, September 10, 2021.

**C. Adult Cosmetology Substitute Instructor – Acceptance Rescinded**

1. Retroactive approval is requested for the director's acceptance of the rescinded offer of employment for the position of Adult Cosmetology Substitute Instructor, by Ms. Danielle Lloyd.

**D. Granting of Professional Contract**

1. The administration recommends the following secondary instructor, having met the requirements to receive tenure, be granted a Professional Contract, effective with the 2021-2022 school year.

- a. Zackery Buchholz, Secondary Culinary Arts Instructor

**E. GJCTC High School Secretary**

1. The administration recommends the approval of the hiring of Mrs. Shelby Kieta, for the position of GJCTC High School Secretary, effective Monday September 27, 2021. The compensation for this position is \$TBA/hour with full family benefits. All required clearances have been received.

- a. Mrs. Shelby Kieta  
750 Barn Street  
Hooversville, PA 15936

**F. LPN Coordinator**

**G. Custodial Crew Leader**

1. Retroactive approval is requested for the hiring of Mr. Michael Fronheiser, for the position of Custodial Crew Leader, effective September 7, 2021. The compensation for this position is \$18.00/hour. All required clearances have been received.
  - a. Mr. Michael Fronheiser  
1510 Emmett Dr  
Johnstown 15905

**H. Secondary/Adult Aides**

1. The administration recommends for retroactive approval the following aides for the 2021-2022 school year and the establishment of a new starting aide starting wage of \$TBA/hr. All required clearances have been received. The following positions are funded by the General Budget.
  - a. Hire: Ms. Christina Bailey. Retroactive to September 20, 2021.  
371 Falls Run Road  
Johnstown, PA 15904
  - b. Hire: Mr. Aaron Oldham. Retroactive to September 21, 2021.  
821 Leisure Ave  
Johnstown, PA 15904
  - c. Hire: Mr. Peter Fedash. Effective September 27, 2021.  
171 Pleasant Dr  
Johnstown, PA 15904

**I. GJCTC Substitute Instructors**

1. The administration recommends the approval of the following substitute instructors for the 2021-2022 school year at the established substitute instructor rate of \$100.00/day, \$50.00/half day.
  - a. Mr. William Ackerman
  - b. Mr. James Carr
  - c. Mrs. Heather Crowell
  - d. Mr. Peter Fedash
  - e. Mrs. Cheryl Fisher
  - f. Mr. Jerry Hershberger
  - g. Mr. Curtis Morris
  - h. Mrs. Debbie Paul
  - i. Mrs. Stephanie Johns
  - j. Mrs. Shelby Kieta
  - k. Ms. Christina Bailey
  - l. Mr. Aaron Oldham

**J. Part-time Cleaner**

1. The administration recommends for approval the hiring of the following part-time cleaner at \$9.50/hour. Start date TBD. Pending receipt of required clearances.
  - a. Mr. Collier Colton Kralik  
404 Linden Avenue  
Johnstown, PA 15902

**K. Addition to the Local Advisory Committee (LAC)**

1. The administration recommends the approval of the following addition to the Local Advisory Committee:
  - a. Ms. Jacqueline M. Knapp, Senior Business Operations Manager, Cana Advisors



**B. Single Audit Report**

1. FYI – 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, 2019 with respect to internal controls, management notes, schedule of expenditures, and auditor findings was conducted. The audit report contained no findings and/or deficiencies in the programmatic and financial systems of the Trade Adjustment Assistance (TAA) programs operated by our agency.

**C. Approval of 2021-2022 Tuition Students**

1. The administration recommends the approval of the following students from non-participating school districts, to attend GJCTC as tuition students for the 2021-2022 school year at the established tuition student rate of \$12,144.43 per student per year.
  - a. North Star
    - i. Cheyenne Bergstresser                      Grade 12                      Sports Medicine
  - b. Shade
    - i. John Dietz    Grade 10                      Diesel

**D. Other Items Relating to Budget and Finance**

**5) ITEMS RELATING TO BUILDING AND GROUNDS**

**A. Director’s Authority relating to Use of Facility Requests (*Addendum Item*)**

1. Approval is requested for the administrative director to have the authority to approve Use of Facility Requests prior to JOC final approval.

**B. Use of Facility Requests**

1. The administration recommends the approval of the following use of facility requests:
  - a. **Name of Organization:**                      **Creative Weekend Catering**  
Type of Organization:                      Catering  
Facility Requested:                      Field-to-Fork Kitchen  
Date Requested:                      August 29, 2021 (*Retroactive*)  
Fee to be charged:                      \$30.00  
Date Requested:                      October 9, 2021 (*Addendum Item*)  
Fee to be charged:                      \$50.00
  - b. **Name of Organization:**                      **Outstanding Young Women Scholarship Program**  
Type of Organization:                      Scholarship  
Dates Requested:                      Dress Rehearsals February 27, 2022, March 6, 13, 20, and 27, 2022, April 5 and 7, 2022  
Program April 9, 2022  
Times:                      Varies  
Fee to be charged:                      \$3,711.17 (*Estimated*)
  - c. **Name of Organization:**                      **Penn Highlands Community College**  
Type of Organization:                      Educational  
Dates Requested:                      2-day/week lab rental  
September 15, 2021 – December 9, 2021  
Times Requested:                      3:15 p.m. – 4:45 p.m.  
Fee to Be Charged:                      \$2,640.00

**C. Building and Grounds Committee Meeting Minutes from August 11, 2021 (*Light Blue Handout*)**

1. Approval is requested for the minutes resulting from the August 11, 2021 Building and Grounds Committee Meeting.

**D. Energy Services Contracting Organization (ESCO)**

1. FYI: The Solicitor has reviewed and the Administrator has signed the Letter of Intent.
2. The Solicitor has reviewed the Energy Services Contract and the administration recommends the contract for approval.
3. The administration recommends pre-authorization of the following projects due to Covid supply line interruptions: (Orange Handout)
  - a. Roof replacement
  - b. Garage Doors

**E. Secondary Education ESSER Grant**

1. \$311,287.00
2. Discussion

**F. Other Items Relating to Building and Grounds**

**6) ITEMS RELATING TO STUDENT ACTIVITIES**

**A. SKILLSUSA Co-Advisors**

1. The administration recommends the approval of Mrs. Pam Smiach, Secondary Graphics and Digital Media Instructor, and Mr. Joel Yoder, Secondary Collision Repair Instructor, as the 2021-2022 SKILLSUSA Co-Advisors, at the supplemental contract rate of \$1,050 each.

**B. ProStart Co-Advisors**

1. The administration recommends the approval of Ms. Lisha Knapp, Secondary Culinary Arts Instructor, and Mr. Zackery Buchholz, Secondary Culinary Arts Instructor, as the 2021-2022 ProStart Co-Advisors, at the supplemental contract rate of \$1,050 each.

**C. National Technical Honor Society Co-Advisors**

1. The administration recommends the approval of Ms. Lisha Knapp, Secondary Culinary Arts Instructor, and Mr. Zackery Buchholz, Secondary Culinary Arts Instructor, as the 2021-2022 National Technical Honor Society Co-Advisors, at the supplemental contract rate of \$1,050 each.

**D. Star Program Advisor**

1. The administration recommends the approval of Mr. Pat Wallet, Secondary Diesel Technology Instructor, as the 2021-2022 STAR Advisor, at the supplemental contract rate of \$2,100.

**E. Clay Target Club Advisors**

1. The administration recommends the approval of Mr. John Augustine, Dr. Jason Hicks, Mr. Scott Pritts, Mr. Paul Tresnicky and Mr. Pat Wallet as the 2021-2022 volunteer GJCTC Clay Target Club advisors.
2. It is requested that GJCTC sponsor safety training and Scholastic Shooting Sports dues.

**7) OTHER BUSINESS**

**8) ADJOURNMENT**