

**GREATER JOHNSTOWN CAREER AND TECHNOLOGY CENTER
445 Schoolhouse Road, Johnstown, PA 15904**

**REGULAR JOINT OPERATING COMMITTEE
MEETING MINUTES – April 28, 2026**

OFFICERS

Chairperson – Mr. Galen George – Forest Hills School District
Vice-Chairperson – Mr. David Hudak – Richland School District
Secretary – Dr. Rocco Mantini – Conemaugh Township School District
Treasurer – Dr. Richard Knavel – Forest Hills School District

MEMBERS

Conemaugh Township Area School District
Ferndale Area School District
Forest Hills School District

Greater Johnstown School District
Richland School District

Westmont Hilltop School District

Windber Area School District

Mrs. Melanie Byer and Dr. Rocco Mantini
Mr. Richard Pavic
Mr. Galen George, Dr. Richard Knavel, and
Dr. Timothy Ondrejik
Mr. Eugene Pentz
Mr. Julian Beglin, Mr. Dave Hudak, and
Mrs. Tricia Shaffer
Dr. William Carney, Dr. Kamal Gella, and
Mr. Joseph Podrebarac
Mr. Mark Portante and Mrs. Antoinette Rummel

The following were the items of business and discussion:

1. CALL TO ORDER

Mr. Galen George, Chairperson, called the meeting to order at 7:05 p.m.

2. ROLL CALL OF MEMBERS

Dr. Rocco Mantini, Secretary, took roll call as follows:

Members Present:

Mrs. Melanie Byer
Dr. Rocco Mantini
Mr. Richard Pavic
Mr. Galen George
Dr. Richard Knavel
Dr. Timothy Ondrejik
Mr. Dave Hudak
Mrs. Antoinette Rummel
Mrs. Tricia Shaffer
Dr. Kamal Gella
Mr. Joseph Podrebarac
Mr. Mark Portante

Members Absent:

Mr. Gene Pentz
Mr. Julian Beglin
Dr. William Carney

Alternates:

Total: 12 Members

3 Absent

0 Alternates

Quorum Present: 12 Yes

Others Present:

Mr. John S. Augustine II, Administrative Director
Mrs. Amanda Harrington, Assistant Administrator of Program Operations
Mrs. Fran Kazmierczyk, Recording Secretary
Mr. Thomas Mitchell, Chief School Administrator
Mrs. Carissa Penatzer, Health Assistant Instructor, President of Teachers Association
Attorney Ronald Repak, Solicitor
Mr. Randy Roxby, Supervisor of Building and Grounds
Mrs. Tricia Rummel, Assistant Director
Mr. Matthew Zern, Financial Officer
Dr. David Lehman, Forest Hills Superintendent

3. INVOCATION AND PLEDGE OF ALLEGIANCE

The meeting opened with the invocation and Pledge of Allegiance.

4. COMMENTS, VISITOR INTRODUCTIONS

Dr. David Lehman was introduced to the board. Dr. Lehman will be the next in succession for Chief School Administrator.

5. APPROVAL OF MINUTES – MARCH 24, 2026 (Handout 1)

On a motion by Mr. Podrebarac seconded by Dr. Gella, it was moved that the minutes of the March 24, 2026 Regular Meeting be approved as presented. A voice vote was taken and the motion passed unanimously.

6. TREASURER'S REPORT AND PAYMENT OF BILLS (Handout 2)

Mr. Matthew Zern, Financial Officer, presented the Treasurer's Report and the billing list. He noted that Dr. Knavel, Treasurer, reviewed and approved of the bills listed. Mr. Hudak made a motion to approve the Treasurer's Report and Payment of Bills as presented, seconded by Mrs. Shaffer. A voice vote was taken, and the motion passed unanimously (Copy on file in the Administrative Office)

7. CORRESPONDENCE – None

8. ITEMS FOR INFORMATION ONLY

A. Conference Report:

A. Matt Zern, Financial Aid Officer, PASBO Annual Conference

9. EXECUTIVE SESSION FOR PERSONNEL/LEGAL MATTERS – Not Needed

10. APPROVAL OF COMMITTEE OF THE WHOLE AGENDA(C.O.W.)

Dr. Gella made a motion to approve the Committee of the Whole Agenda Items, as presented. The motion was seconded by Dr. Knavel. A voice vote was taken and the motion passed unanimously.

A. C.O.W. 3 - ITEMS RELATING TO EDUCATION AND PERSONNEL

A. EF Tour Club Advisor

1. Approved the establishment of an EF Tour Club and Mrs. Shelby Kieta as the unpaid advisor. Mrs. Kieta will be managing the fundraising for the EF Tours overseas trip.

B. Conference Requests

1. The administration recommends the approval of the following Conference Requests:

a. PACTA Summer Leadership Conference, July 28-29, 2026

Employees: John S. Augustine II, Administrative Director, Tricia Rummel, Assistant Director, Amanda Harrington, Assistant Administrator of Secondary Education, Matthew Zern, Financial Officer
Dates: July 28-29, 2026

Location: Penn State Hotel & Conference Center

Registration Cost: \$1,500

Hotel Cost: \$529.47

b. EF Tours Training, Summer 2026

Employee: Shelby Kieta, EF Tour Club Advisor, Welding/Robotics Instructor

Date: Summer 2026, non-school time

Location: TBD

Cost: \$0

C. Local Advisory Committee List

1. Approved the updated 2026 GJCTC Local Advisory Committee List.
 - a. Amy Bradley, President and CEO, Cambria Regional Chamber of Commerce
 - b. Dick Burke, Owner, DB Homes
 - c. Lynn Clement, Workforce Development Coordinator, JWF
 - d. Teresa Gall, Community Member
 - e. Ryan Gindlesberger, CEO, 1St Team Advertising
 - f. Dave Grimaldi, Director of Workforce Development, JARI
 - g. Shirley Quinn, Director of Fixed Operations, Laurel Auto Group
 - h. Bob McGowan, President/CEO, Mission Critical Solutions
 - i. Jonah Miller, Mid-Atlantic Organizer, Local Union No. 910
 - j. Sherry Spinos, Director of Nursing, Chan Soon-Shiong Medical Center
 - k. Randy, Wilson, Owner, Carmen's Wholesale Tires
 - l. Megan Kramer, ADON, Richland Healthcare and Rehabilitation Center
 - m. Kevin Bean, Administrator, Richland Healthcare and Rehabilitation Center

D. Staff Resignations

1. Approved the resignations of the following GJCTC Employees:
 - a. Ms. Cathy Tunstall, from the position of Special Education Facilitator, effective at the end of business, May 15, 2026.
 - b. Mr. Christopher Farabaugh, from the position of Diesel Technology Instructor, effective the end of the 2025-2026 school year. Mr. Farabaugh will remain as an adult at-will hourly state inspection instructor.

E. Special Education Facilitator

1. Approved the director's appointment of Serena Bridges, current Special Education Instructor, to the position of Special Education Facilitator, at the rate of \$65,800 a year with benefits, to begin with the 2026-2027 school year.

F. Culinary Arts Instructor

1. Approved Megan Miller, 214 Leon Street, Johnstown, PA15905, for the position of Culinary Arts Instructor, effective with the 2026-2027 school year, at the starting rate of \$50,300 pending receipt of final clearances.

G. Time Off Without Pay

1. Approved the time off without pay request for Christopher Farabaugh, Diesel Technology Instructor, for June 1 - 3, 2026.

H. Employee - Change of Status - April 2026

1. Approved the change the status of the following employee from active to inactive, effective April 13, 2026.
 - a. Ellis Dixon, Part-time Custodian

I. Custodian

1. Approved hiring the following individuals for the open custodial positions, at the rate of \$13.00/hour, pending receipt of clearances:
 - a. Tanner Barkley - for the position of Substitute Custodian (Retroactive to Monday, April 27, 2026.)
507 Forest Hills Drive
Sidman, PA 15955
 - b. Angela Silk - for the position of Substitute Custodian
481 Farrell Ave
Johnstown, PA 15906

J. VidCruiter (Handout 3)

1. Approved the three (3) year subscription with VidCruiter INC. for the price of \$4,950/annually for 3 years, effective June 10, 2026 through June 9, 2029.

K. PSAB All-Access (Handout 4)

1. Approved renewing the PSBA All-Access Package for the 2026–2027 school year at an annual cost of \$5,095.

L. Keystone Agenda

1. Approved transitioning from BoardDocs to Keystone Agenda for the 2026–2027 school year, based on a recommendation from PSBA, to manage board agendas, minutes, and related functions. The annual cost is \$2,000, compared to \$5,900 for BoardDocs.

M. Other Items Relating to Education and Personnel – None

B. C.O.W. 4 - ITEMS RELATING TO BUDGET AND FINANCE

A. CNC Band Saw Bid Approval (Handout 5)

1. Approved awarding the bid for a CNC Band saw to Demmler Machinery in the amount of \$57,500. This is funded by the Supplemental Equipment Grant.

B. Broker of Record – Dental and Vision

1. Approved BSI Corporate Benefits as the Broker of Record for Vision and Dental insurances with no change in cost, provider, or benefits offered, effective immediately or as current arrangements expire and authorize the Administrative Director to sign any agreement.

C. Other Items Relating to Budget and Finance – None

C. C.O.W. 5 - ITEMS RELATING TO BUILDING AND GROUNDS

A. Building and Grounds Minutes from March 24, 2026 (Handout 6)

1. Approved the minutes resulting from the March 24, 2026 Building and Grounds Committee Meeting.

B. Other Items Relating to Building and Grounds – None

D. C.O.W. 6 – ITEMS RELATING TO STUDENT ACTIVITIES

A. EF Tour Club

1. Approved the establishment of an EF Tour Club.

B. Other Items Related to Student Activities – None

E. C.O.W. – OTHER BUSINESS – None

11. REPORT OF THE SUPERVISOR OF BUILDING AND GROUNDS

Mr. Randy Roxby, Supervisor of Building and Grounds, shared that he and his team have been focused on grounds and building upkeep, summer project prep, and wrapping up the HVAC project.

12. REPORT OF THE ASSISTANT ADMINISTRATOR OF PROGRAM OPERATIONS

Mrs. Amanda Harrington, Assistant Administrator of Program Operations, presented the attached Student of the Month Report and reported that NOCTI testing concluded the previous week. Additionally, despite the power outage, the Health Assistant CNA Pinning Ceremony took place prior to the board meeting. Mrs. Harrington thanked all who assisted in relocating the ceremony to the front entrance of the school. With the help of many, the seating area was quickly reset, allowing the ceremony to proceed without the need for rescheduling.

13. REPORT OF THE ASSISTANT DIRECTOR

Mrs. Tricia Rummel, Assistant Director, shared with the board the new Graduate Student Spotlight features that have been posted on Facebook. These spotlights highlight graduates from both the adult and high school programs, showcase where they are currently working in their field of study, and provide them with an opportunity to share words of encouragement or wisdom with current and prospective GJCTC students. Mrs. Kazmierczyk has been spearheading this project. These features will be posted periodically, and JOC members are encouraged to reach out to Mrs. Kazmierczyk if they know of a student who should be featured.

14. REPORT OF ADMINISTRATIVE DIRECTOR

Mr. John S. Augustine II, Administrative Director, acknowledged the recent success of GJCTC Health Assistant students who completed their NOCTI exams, with all students earning scores at the Advanced level. Mrs. Penatzer and Mrs. Able were congratulated for their dedication in preparing students for this achievement. Mrs. Harrington was also recognized for her work in launching the beta testing of the pilot format for online NOCTI proctoring. GJCTC was one of only two CTCs out of 84 in Pennsylvania to utilize this new format. Additionally, he noted that the Personnel Committee continues its work on the future administrative transition.

15. REPORT OF THE CHIEF SCHOOL ADMINISTRATOR

Mr. Thomas Mitchess, Chief School Administrator, reported that the PAC met the previous week and discussed the enrollment numbers for the upcoming school year.

16. REPORT OF THE SOLICITOR

Attorney Ronald Repak, Solicitor, the house project is moving forward as expected. Funds were received and legal fees were reimbursed. The county has approved the plans. Additionally, Attorney Repak noted that the JOC meet in Executive Session just prior to the JOC meeting for a Safety and Security update.

17. REPORT OF THE J.O.C. CHAIRPERSON

Mr. Galen George, J.O.C. Chairperson, had nothing to report.

18. FUTURE MEETING DATE AND LOCATION

The May Regular Meeting is scheduled for Tuesday, May 26, 2026, immediately following the Committee of the Whole Meeting at 6:30 p.m. There will be a joint Curriculum/Enrollment and Local Advisory Committee Meeting at 5:30 p.m.

19. OTHER BUSINESS - None

20. ADJOURNMENT

On a motion by Mr. Portante, seconded by Mr. Podrebarac, it was moved the meeting to be adjourned, time 7:23 p.m. A voice vote was taken with all present voting AYES. Motion carried.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Rocco Mantini". The signature is fluid and cursive, with a large, prominent loop at the end of the last name.

Rocco Mantini, DMD
Joint Operating Committee Secretary

GREATER JOHNSTOWN CAREER AND TECHNOLOGY CENTER
TREASURER'S REPORT
APRIL 28, 2026



GENERAL FUND: 1st Summit

Beginning Bank Balance: Mar 20, 2026

\$ 2,309,145.89

RECEIPTS:

DATE	AMOUNT
3/23/2026	914.80
3/23/2026	10,496.08
3/24/2026	256.00
3/26/2026	1,062.67
3/26/2026	11,998.24
3/26/2026	178,292.95
3/27/2026	443.40
3/30/2026	15,300.00
4/1/2026	235,414.92
4/3/2026	300.00
4/14/2026	79,004.65
4/16/2026	387,802.45
4/20/2026	36.73
4/21/2026	10,496.12
3/21/2026 - 4/24/2026 CREDIT CARD RECEIPTS	1,145.00
Total Deposits	932,964.01

Transfers:

3/21/2026 - 4/24/2026 Financial Aid PELL and Direct Loan Transfers 71,735.00

Interest:

3/31/2026 March Interest Earnings 6,844.10

Total Receipts

1,011,543.11

DISBURSEMENTS:

Payables:

Accounts Payables Mar 21, 2026 -Apr 24, 2026 538,043.16

Payroll Taxes - ACH 96,601.20

Payroll Transfers:

3/31/2026 72,061.43

4/14/2026 75,652.21

TOTAL DISBURSEMENTS:

782,358.00

Adjusted Account Balance - April 24, 2026

\$ 2,538,331.00

CAPITAL RESERVE FUND: 1st SUMMIT
ACCOUNT BALANCE as of Mar 20, 2026

\$ 147,389.33

Interest Earned Mar 2026

\$ 393.00

Balance as of April 24, 2026

\$ 147,782.33

**GREATER JOHNSTOWN CAREER AND TECHNOLOGY CENTER
TREASURER'S REPORT
APRIL 28, 2026**

DEPOSIT DETAIL FOR 1st SUMMIT

VARIOUS DATES	CREDIT CARD RECEIPTS	\$	1,145.00
3/23/2026	NORTH AMERICAN HOGANAS	\$	914.80
3/23/2026	PA DEPARTMENT OF EDUCATION	\$	10,496.08
3/24/2026	VA BENEFITS (ADULT TUITION)	\$	256.00
3/26/2026	PRESSLEY RIDGE	\$	11,998.24
3/26/2026	PA DEPARTMENT OF EDUCATION	\$	178,292.95
3/26/2026	PA DEPARTMENT OF EDUCATION	\$	1,062.67
3/27/2026	FREIGHTCAR AMERICA, INC.	\$	443.40
3/30/2026	PHEAA PA TIP	\$	15,300.00
4/1/2026	NORTH STAR SCHOOL DISTRICT	\$	20,080.50
	WESTMONT HILLTOP S.D.	\$	104,933.37
	WINDBER AREA S.D.	\$	94,912.64
	APPALACHIA IU08	\$	6,242.66
	UZELAC GROUP, INC.	\$	3,358.75
	AERIUM	\$	448.00
	MISC. RECEIPTS	\$	160.00
	CULINARY AND COSMO SALES	\$	679.00
	ADULT TUITION	\$	4,600.00
		\$	235,414.92
4/3/2026	COMMUNITY FOUNDATION (SCHOLARSHIPS)	\$	300.00
4/14/2026	RICHLAND SCHOOL DISTRICT	\$	79,004.65
4/16/2026	CONEMAUGH TOWNSHIP S.D.	\$	55,420.95
	FERNDAL AREA S.D.	\$	33,537.77
	FOREST HILLS SCHOOL DISTRICT	\$	207,648.99
	GREATER JOHNSTOWN SCHOOL DISTRICT	\$	807.65
	WINDBER AREA SCHOOL DISTRICT	\$	74,371.57
	SHADE CENTRAL CITY S.D.	\$	5,549.52
	LEARNING LAMP	\$	7,838.17
	TOTAL CONTROL TRAINING, INC	\$	1,020.00
	ADULT TUITION	\$	676.00
	MISC. RECEIPTS	\$	931.83
		\$	387,802.45
4/20/2026	TFC CREDIT CORP (ADULT TUITION)	\$	36.73
4/21/2026	PA DEPARTMENT OF EDUCATION	\$	10,496.12
	Total Deposits	\$	932,964.01

Bank Account: G10 - General Fund Now **Payment Dates:** 03/21/2026 - 04/24/2026

Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000005389	03/24/2026	ASHLEY BECK	REFUND TO STUDENT		750.00
0000005390	03/24/2026	BRIANNA BLASKO	REFUND TO STUDENT		4,000.00
0000005391	03/24/2026	SHAILYN GIBSON	REFUND TO STUDENT		875.00
0000005392	03/24/2026	JAQUIEN JOHNSON	REFUND TO STUDENT		0.00
0000005393	03/24/2026	RACHAEL WOLFHOPE	REFUND TO STUDENT		2,000.00
0000005394	03/24/2026	EDWARD RICHARDS	REFUND TO STUDENT		3,000.00
0000005395	03/24/2026	ETHAN SMITH	REFUND TO STUDENT		3,000.00
0000005396	03/24/2026	JESSE SMAY	REFUND TO STUDENT		1,000.00
0000005397	03/24/2026	MICHAEL WAIN	REFUND TO STUDENT		3,000.00
0000005398	03/24/2026	COOPER HUSTON	REFUND TO STUDENT		3,000.00
0000005399	03/24/2026	ZACHERY BALDINGER	REFUND TO STUDENT		3,000.00
0000005400	03/24/2026	ANGEL SCHROPP	REFUND TO STUDENT		2,000.00
0000005401	03/24/2026	JANESSA FREIDHOFF	REFUND TO STUDENT		3,320.07
0000005402	03/24/2026	CALEB WHITAKER	REFUND TO STUDENT		1,000.00
0000005403	03/24/2026	SHAWNA STECK	REFUND TO STUDENT		186.47
0000005404	03/24/2026	JAHLIL WITHERSPOON	REFUND TO STUDENT		3,000.00
0000005405	03/24/2026	NICOLE ANTAL	REFUND TO STUDENT		2,000.00
0000005406	03/24/2026	DAISHANNA PALMER	REFUND TO STUDENT		2,000.00
0000005407	03/24/2026	MARCY COSTLOW	REFUND TO STUDENT		2,000.00
0000005408	03/24/2026	JAIMIE KEISER	REFUND TO STUDENT		1,515.13
0000005409	03/24/2026	JEREMIAH TAYLOR	REFUND TO STUDENT		3,000.00
0000005410	03/24/2026	ELIJAH TOTH	REFUND TO STUDENT		3,000.00
0000005411	03/24/2026	PHILLIP GRAY	REFUND TO STUDENT		3,000.00
0000005412	03/24/2026	JOSE COLON JR.	REFUND TO STUDENT		1,000.00
0000005413	03/24/2026	WILLIAM DELEON	REFUND TO STUDENT		1,000.00
0000005414	03/24/2026	TIMOTHY GEORGE	REFUND TO STUDENT		1,150.00
0000005415	03/24/2026	TYLOR MCLAUGHLIN	REFUND TO STUDENT		1,850.00
0000005416	04/01/2026	AMAZON	Diesel Shop Consumables/Supplies	shop supplies/tools	8,960.62
0000005417	04/01/2026	BURKE AND COMPANY LLC	MAINTENANCE WORK		10,417.25

Bank Account: G10 - General Fund Now **Payment Dates:** 03/21/2026 - 04/24/2026

Sort: Payment Number

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card ^ - Virtual Payment

Bank Account: G10 - General Fund Now **Payment Dates:** 03/21/2026 - 04/24/2026

Sort: Payment Number

YEARLY 911 MONITORING 26-27

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card ^ - Virtual Payment

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: G10 - General Fund Now **Payment Dates:** 03/21/2026 - 04/24/2026

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards

Payment Number	Date	Payee	Description	Amount
0000005479	04/24/2026	PA TURNPIKE	PA TURNPIKE CHARGE - LATE FEE	5.00
0000005480	04/24/2026	PRO DISPOSAL, INC.	TRASH SERVICES ID#715170064130	860.92
0000005481	04/24/2026	RICHLAND TOWNSHIP	SUBDIVISION TOWNSHIP FILING FEE	230.00
0000005482	04/24/2026	SNAP ON INDUSTRIAL	snap on Zues scan tool snap on polartek	32,153.75
0000005483	04/24/2026	UNIKOTE	paint department supplies	26.00
* 00GNCC0419	04/19/2026	VISA - 1ST SUMMIT BANK	AMERICAN WELDING SOCIETY TRU BY HILTON	5,742.25
* 00JACC0419	04/19/2026	VISA - 1ST SUMMIT BANK	GAMMA PRIMANTI BROS	177.92
* 00LWCC0327	03/27/2026	LOWES BUSINESS ACCT	LOWES CC FEBRUARY PAYMENT	162.52
* 00TRCC0419	04/19/2026	VISA - 1ST SUMMIT BANK	AWS E-COMMERCE AMERICAN WELDING SOCIETY	831.11
* 0DLTAD0401	04/01/2026	DELTA DENTAL OF PA	APRIL DENTAL INSURANCE	3,195.47
* 0HISWA0327	03/27/2026	HIGHLAND SEWER & WATER	FEBRUARY UTILITIES	1,754.55
* 0HMDPT0413	04/13/2026	HOME DEPOT CREDIT SERVICE	electrical	1,236.24
* 0PN3380414	04/14/2026	PENELEC	MARCH 2026	41.92
* 0PN4030414	04/14/2026	PENELEC	MARCH 2026	8,023.53
* 0PN5440414	04/14/2026	PENELEC	MARCH 2026	235.09
* 0PPLSG0327	03/27/2026	PEOPLES	FEBRUARY SERVICES	7,345.19
* 0PTNYB0407	04/07/2026	PITNEY BOWES GLOBAL FINANCIAL	SENDPRO C SERIES - VERSION 4	186.33
* 0PTNYB0414	04/14/2026	PITNEY BOWES BANK, INC.	RESERVE ACCOUNT #53516431	500.00
* 0SFTBK0411	04/11/2026	SOFTBANK ROBOTICS AMERICA - LB	3/11/26 TO 4/10/26 PAYMENT	1,258.00
* 0VRZEN0331	03/31/2026	VERIZON	PHONE SERVICE	100.56
D000001154	04/02/2026	ADVANCED OFFICE SYSTEM INC.	OKIDATA/MPS5502MB+	207.88 D
D000001155	04/02/2026	AMANDA HARRINGTON	CHATGPT 12/11/26 TO 3/11/26	84.80 D
D000001156	04/02/2026	FASTENAL COMPANY	Oil Dry shop supplies	848.27 D
D000001157	04/02/2026	GOVCONNECTION	SURFACEPRO AND KEYBOARD LENOVO THINKPAD	2,367.00 D
D000001158	04/02/2026	IGS ENERGY	NATURAL GAS SALES - FEBRUARY 2026	8,339.10 D
D000001159	04/02/2026	JENNIFER STEELE	CANDY FOR SHOUT-OUTS	44.89 D
D000001160	04/02/2026	LEARNING LAMP	GJCTC AIDES GJCTCLPN	4,934.80 D
D000001161	04/02/2026	USA TODAY MEDIA CORP.	Search Engine Optimization for the year 3rd quarter adult ed ads - Local IQ	546.98 D

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card ^ - Virtual Payment
04/27/2026 11:00:14 AM GRE

Bank Account: G10 - General Fund Now **Payment Dates:** 03/21/2026 - 04/24/2026

Sort: Payment Number

10 - GENERAL FUND	538,043.16
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* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card ^ - Virtual Payment



Account Summary

Billing Cycle		04/24/2026
Days In Billing Cycle		30
Previous Balance		\$5,742.25
Purchases	+	\$10,275.94
Cash	+	\$0.00
Balance Transfers	+	\$0.00
Special	+	\$0.00
Credits	-	\$0.00
Payments	-	\$5,742.25
Other Charges	+	\$0.00
Finance Charges	+	\$0.00

NEW BALANCE **\$10,275.94**

Credit Summary

Total Credit Line	\$33,000.00
Available Credit Line	\$22,724.06
Available Cash	\$22,724.06
Amount Over Credit Line	\$0.00
Amount Past Due	\$0.00
Disputed Amount	\$0.00

Account Inquiries



Call us at: (800) 883-0131
 Lost or Stolen Card: (800) 883-0131



Go to MyCardStatement.com



Write us at PO BOX 105666, ATLANTA, GA
 30348-5666

Payment Summary

NEW BALANCE	\$10,275.94
MINIMUM PAYMENT	\$10,275.94
PAYMENT DUE DATE	05/19/2026

NOTE: Grace period to avoid a finance charge on purchases, pay entire new balance by payment due date. Finance charge accrues on cash advances until paid and will be billed on your next statement.

Cardholder Account Summary

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
03/26	03/27	PBUS01	24906416085253728165552	WL *VUE*Testing Exam 953-6813000 MN	\$93.00
03/25	03/27	PBUS01	24055226085693741842806	GREATER JOHNSTOWN COMMUN 814-535-8381 PA	\$25.75
03/26	03/27	PBUS01	24733096085119203030844	COMM OF PA OB/OCO P 717-425-6646 PA	\$26.00
03/26	03/27	PBUS01	24733096086119266052668	PA BACKGROUND CHECK JUKUNKLE@PA.G PA	\$22.00
03/27	03/29	PBUS01	24733096086119406062890	COMM OF PA OB/OCO P 717-425-6646 PA	\$26.00
03/27	03/29	PBUS01	24733096086119406065026	COMM OF PA OB/OCO P 717-425-6646 PA	\$26.00
03/27	03/29	PBUS01	24733096087119474047830	PA BACKGROUND CHECK JUKUNKLE@PA.G PA	\$22.00
03/27	03/29	PBUS01	24733096087119474048333	PA BACKGROUND CHECK JUKUNKLE@PA.G PA	\$22.00
03/30	03/31	PBUS01	24137466090001252155583	GIANT EAGLE #0016 JOHNSTOWN PA	\$284.39
03/31	04/01	PBUS01	24692166090100022286653	FACEBK *C8RYBK9HF2 650-543-7818 CA	\$154.36
04/07	04/08	PBUS01	24011346098100017139226	SP REPEAT ROBOTICS REPEAT-ROBOTI TX	\$620.00
04/07	04/08	PBUS01	24906416097254743253023	WL *VUE*Testing Exam 953-6813000 MN	\$93.00
04/09	04/10	PBUS01	24943006100410207286227	UPJ YELLAS JOHNSTOWN PA	\$15.64
04/09	04/10	PBUS01	24906416099254888333398	WL *VUE*Testing Exam 953-6813000 MN	\$93.00

PLEASE DETACH COUPON AND RETURN PAYMENT USING THE ENCLOSED ENVELOPE - ALLOW UP TO 7 DAYS FOR RECEIPT

TCM BANK NA
 PO BOX 105666
 ATLANTA GA 30348-5666

Account Number

2074

Check box to indicate
 name/address change ☐
 on back of this coupon

AMOUNT OF PAYMENT ENCLOSED

Closing Date	New Balance	Total Minimum Payment Due	Payment Due Date
04/24/26	\$10,275.94	\$10,275.94	05/19/26

\$



GREATER JOHNSTOWN VO TECH
 445 SCHOOLHOUSE RD
 JOHNSTOWN PA 15904

MAKE CHECK PAYABLE TO:



VISA
 PO BOX 6818
 CAROL STREAM IL 60197-6818

Cardholder Account Summary Continued									
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount				
04/11	04/12	PBUS01	24692166101406975967851	PRIMO BRANDS/WATERSERV 800-274-5282 CA	\$90.94				
04/09	04/12	PBUS01	24000976100559304271872	BATTERY WAREHOUSE JOHNSTOWN PA	\$124.20				
04/10	04/12	PBUS01	24733096100122055056140	COMM OF PA OB/OCO P 717-425-6646 PA	\$26.00				
04/10	04/12	PBUS01	24733096101122116047962	PA BACKGROUND CHECK JUKUNKLE@PA.G PA	\$22.00				
04/15	04/16	PBUS01	24116416105712067894199	TMS EQUIPMENT SERVICES 402-281-1551 MT	\$3,761.00				
04/15	04/16	PBUS01	24116416105718064815095	TMS EQUIPMENT SERVICES 402-281-1551 MT	\$4,687.02				
04/16	04/17	PBUS01	24943006107414367298736	UPJ YELLAS JOHNSTOWN PA	\$15.64				
04/18	04/19		1664995975	INTERNET PMT-THANK YOU	\$5,742.25-				
04/22	04/23	PBUS01	24468166113000000994382	D AND B QUICK NOTARY & ME JOHNSTOWN PA	\$26.00				
Finance Charge Summary / Plan Level Information									
Plan Name	Plan Description	FCM ¹	Average Daily Balance	Periodic Rate *	Corresponding APR	Finance Charges	Effective APR Fees **	Effective APR	Ending Balance
Purchases									
PBUS01 001	PURCHASE	G	\$0.00	2.12416%(M)	25.4900%(V)	\$0.00	\$0.00	0.0000%	\$10,275.94
Cash									
CBUS01 001	CASH	A	\$0.00	2.37416%(M)	28.4900%(V)	\$0.00	\$0.00	0.0000%	\$0.00
* Periodic Rate (M)=Monthly (D)=Daily							Days In Billing Cycle: 30		
** includes cash advance and foreign currency fees							APR = Annual Percentage Rate		
¹ FCM = Finance Charge Method									
(V) = Variable Rate If you have a variable rate account the periodic rate and Annual Percentage Rate (APR) may vary.									

GREATER JOHNSTOWN CAREER & TECHNOLOGY CENTER

**POST-CONFERENCE REPORT FORM
MEETING OR WORKSHOP ATTENDED**

EMPLOYEE: Matthew Zern

CONFERENCE/WORKSHOP/MEETING ATTENDED: PASBO Annual Conference

DATE(S) ATTENDED: March 25 -27, 2026

1. Please give a short summary of the conference/workshop/meeting attended:

I attended the following workshops:

- Multi-year Financial Projections
- Procurement card best practices
- Growing emotional intelligence to improve your leadership impact
- Student Activities Fund best practices
- CTC Roundtable
- PCCD Reporting Requirements
- Roadmap to Retirement (Retirement options for your employees)
- AFR Lessons Learned
- ACT 93 Myths and Truths

2. Please list any new or innovative ideas that would enhance the educational experiences here at GJCTC:

- The above sessions that I attended will benefit the business and administrative offices bringing new ideas to the team through operational efficiencies and improved processes.

Employee's Signature  Date 4/28/26

At your discretion, you may attach any brochures, pamphlets, etc. that would give a review of this conference.

VIDCRUITER INC
Order Form

VIDCRUITER INC.
("VIDCRUITER")

1 Factory Ln Suite 300, Moncton,
NB E1C 9M3
Tel 1-855-824-4720

Order Number

NUVCB-N800130

Customer's Legal Name:

Greater Johnstown Career and Technology Center

"Customer"

Address:

445 Schoolhouse Road

Johnstown, PA, 15904, United States

Phone No.:

814-266-6073

This Order Form is subject to the VidCruiter Terms of Use, which can be found at www.vidcruiter.com/tou (as updated from time to time) and any additional terms and conditions incorporated by reference herein (collectively, the **"Agreement"**). Customer's acceptance of this Order Form shall constitute acceptance of the Agreement. The Agreement shall constitute a binding agreement between the parties with regard to Customer's subscription for VidCruiter's proprietary software-as-a-service offering (**"Service"**). Any terms or conditions contained in any acknowledgment, invoice, or other communication by either party which are inconsistent with the terms and conditions in the Agreement or herein are hereby rejected and will not apply unless agreed to in writing by authorized officers of each party.

1. Core Product, Fees and Payment Terms

The Customer and VidCruiter hereby agree to the following exclusive pricing terms:

- (a) The subscription price for VidCruiter's Service shall be for the initial term of three (3) years, beginning June 10th, 2026, and ending June 9th, 2029 (the **"Initial Term"**). To be invoiced annually.
- (b) The subscription price is set at \$4,950 USD, plus state sales tax if applicable, per year. Here is a full breakdown of pricing:

- *VidOnboarding for up to 100 hires per year \$1,102.50 USD per year*
- *VidInterviewing (Asynchronous) for up to 100 hires per year \$2,756.25 USD per year*
- *VidRating for up to 100 hires per year \$1,351.78 USD per year*
- *Minus Multiyear Discount -\$260.53 USD per year*
 - Unlimited Users, Unlimited Applicants, branding included.

- Data is hosted in United States on the Amazon Web Services (AWS) Network.

* 'Hire' or 'Hires' means each Applicant who is interviewed using the VidCruiter SaaS offering and who is then offered a position by or on behalf of Customer. Such position is temporary or permanent, full-time, part-time, employment or engagement as a non-employee.

- (c) Client support is 24/7 via chat.
- (d) Training for all Users by headquarters office between 8 a.m. GMT-5 and 11 p.m. GMT-5.
- (e) Free Unlimited Training is available during the implementation process or for up to 4 months from signing.
- (f) The Customer will get full unlimited use of the Service for this period.
- (g) Unlimited 24/7 Applicant support for technical issues.
- (h) Client branding and training included.
- (i) Unlimited Users and Raters.

THE SIGNING OFFICER OF CUSTOMER WHO EXECUTES THIS ORDER FORM, ACKNOWLEDGES THAT IT HAS BEEN READ AND UNDERSTOOD AND THAT CUSTOMER AGREES TO BE BOUND TO THE AGREEMENT (INCLUDING THE TERMS OF USE).

THIS AGREEMENT IS EFFECTIVE ONLY ON ITS SIGNED ACCEPTANCE BY AN AUTHORIZED SIGNING OFFICER OF VIDCRUITER. NO ONE IS AUTHORIZED TO CHANGE, ALTER BY ITS TERMS AND CONDITIONS OR AMEND THIS ORDER FORM UNLESS AGREED TO IN WRITING BY AN OFFICER OF VIDCRUITER

For: _____
(Referred to as "Customer")

VIDCRUITER INC.

Signed: _____
(Authorized signing Officer)

Signed: _____
(Authorized signing Officer)

Sean Fahey - CEO

(Name and Title)

(Name and Title)

Date: _____

Date: _____



Pennsylvania School Boards Association
400 Bent Creek Blvd.
Mechanicsburg, PA 17050-1873

DUES INVOICE

Account ID
Invoice Date
Invoice Number

GREAO00239
April 7, 2026
2627-CTC-0575

BILL TO:

Greater Johnstown CTC
445 Schoolhouse Rd
Johnstown, PA 15904-2998

**SUBMIT PAYMENT TO PSBA C/O
ACCOUNTS RECEIVABLE BY JULY 15, 2026**

YOUR 2025-26 SELECTIONS	IU/CTC MEMBERSHIP OPTIONS	2026-27 ALL-ACCESS PACKAGE	2026-27 STANDARD MEMBERSHIP
	① Standard Membership	N/A	☐ \$1,070.00
X	② All-Access Package (Standard membership + \$4,025.00)	☐ \$5,095.00	N/A
	③ Full Board Training and Board Self-Assessment with interpretation*	INCLUDED	☐ \$1,500.00
	④ Comprehensive Subscription Package	INCLUDED	☐ \$400.00
	⑤ Pennsylvania School Safety Institute (PennSSI) **Call to schedule.	INCLUDED	☐ \$4,000.00 per session**
	⑥ Policy Maintenance Includes access to PSBA Policy Portal.	INCLUDED	☐ \$2,025.00
	⑦ new! Keystone Agenda	☐ \$2,000.00	☐ \$2,000.00
	⑧ Administrative Regulations Annual updates	INCLUDED	☐ \$1,065.00
TOTAL MEMBERSHIP DUES		\$ _____ <i>Please add selected rows 1 and 7 for your total</i>	\$ _____ <i>Please add selected rows 1-8 for your total</i>
TOTAL PAYMENT REMITTED \$ _____			
Please indicate your payment method by checking the appropriate box and return one copy of this invoice with your payment. ☐ Payment is included ☐ Renewal is confirmed and payment will be submitted after July 1 but no later than July 31.			

*All-Access members can have up to two scheduled board trainings at any time. This does not include a board training that is included as a follow-up after a PSBA facilitated Superintendent Search. Standard members also receive a complimentary full board training after a PSBA facilitated Superintendent Search. Please email memberexperience@psba.org to schedule your board training.

NOTICE: Payment of dues to maintain membership in PSBA acknowledges that: 1) PSBA is organized under the Pennsylvania Non-Profit Corporation Law as a private, non-stock, non-profit corporation in which members in good standing have only such voting or other rights as are set forth in the Bylaws. 2) Regardless of the source of payment, funds received by PSBA in the form of dues by law constitute the private funds of the corporation as income derived from corporate activities. 3) Ownership of the physical, financial, intellectual, or other assets of PSBA is vested exclusively in the PSBA corporate entity. Any unauthorized use, reproduction, or distribution of these assets is strictly prohibited. Access to and use of such assets by PSBA members exists only to the extent permitted by PSBA within the limitations of the Non-Profit Corporation Law, and subject to all terms, conditions, and limitations applicable thereto as determined solely by PSBA. 4) Members are responsible for ensuring timely payment to maintain uninterrupted service. Nonpayment will result in the suspension of membership and access to the PSBA Policy Portal, which contains your data, will cease. PSBA shall not be liable for any disruptions, losses, or inconveniences resulting from the termination of services due to nonpayment.

Opening April 17, 2026 10:00 A.M.

[illegible]

GREATER JOHNSTOWN CAREER AND TECHNOLOGY CENTER
445 Schoolhouse Road, Johnstown, PA 15904

Building & Grounds Committee
Meeting Minutes – March 24, 2026

2026 Sub-Committee Members

Mr. Dave Hudak, Chairperson

Dr. Kamal Gella

Mr. Gene Pentz

Mr. Joseph Podrebarac

Mr. Mark Portante

The following members were present:

Mr. Hudak, Chairperson

Mr. Podrebarac

Mr. Portante

Others present:

Mr. John S. Augustine II, Administrative Director

Mr. Galen George, Ex-Officio Member

Mrs. Fran Kazmierczyk, Confidential Recording Secretary

Mr. Randy Roxby Supervisor of Building & Grounds

Mr. Thomas Mitchell, Chief School Administrator

Mr. Matt Zern, Financial Officer

Absent:

Dr. Kamal Gella

Mr. Eugene Pentz

1. Kitchen Floor Discussion

- Discussed the timeline of the kitchen floor installation, expired warranty and corrective actions needed.
- The committee authorized Mr. Augustine to take the necessary steps to fix and repair the kitchen floor.

2. Annual Rent Increase (Attachment)

- Discussed the previous rent increase to GJCTC Tenants.
- Recommending for approval at the committee meeting, an annual rent increase of 4% for the next three (3) years for all inside GJCTC tenants with rolling leases. Tenants who rent only outside space will have a 2% rent increase for the next three (3) years.

3. HVAC Update (Attachment)

- Reviewed the report on Operational Issues and Corrective Actions provided by TEN

4. East Hills Recreation - Request

- Reviewed the request made by East Hills Recreation (EHR) for an additional set of doors to be added to the storage area in the small gymnasium.
- The Building and Grounds Committee toured the area in question and agreed to allow EHR to move forward seeking designs and hiring a building engineer to ensure the structural integrity of the building would not be compromised. All costs will be covered by EHR.

GJCTC

Rolling Lease Summary

As of 3-18-26

Tenant	Rolling Leases Renewal Term	2025-2026	Proposed 2026-2027	Proposed 2027-2028	Proposed 2028-2029	
IU08	July 1 - June 30	\$ 67,951.92	\$ 70,670.00	\$ 73,496.80	\$ 76,436.67	4% Increase
Learning Lamp	Sept 1 - Aug 30	\$ 94,058.04	\$ 97,820.36	\$ 101,733.18	\$ 105,802.50	4% Increase
Portage Area High School	July 1 - June 30	\$ 5,694.88	\$ 5,922.68	\$ 6,159.58	\$ 6,405.97	4% Increase
Richland School	July 1 - June 30	\$ 6,367.25	\$ 6,494.60	\$ 6,624.49	\$ 6,756.98	2% Increase
*Fixed Term Leases have a built in 2% Increase						
Tenant	Fixed Term Leases					
East Hills	1/1/24 - 12/31/33	\$ 47,920.50	\$ 48,894.00	\$ 49,871.88	\$ 50,869.32	
Pressley Ridge	10/13/24-10/12/27	\$ 140,891.96	\$ 143,946.21	N/A	N/A	
Total Control	4/1/26-11/30/26	\$ 8,000.00	\$ 8,160.00	N/A	N/A	
UZELAC Group	7/1/26 - 6/30/29	\$ 40,305.00	\$ 49,363.15	\$ 50,350.41	\$ 51,357.42	



GJCTC – Report on Operational Issues and Corrective Actions (03/24/2026)

This report summarizes site investigations and follow-up coordination efforts with the mechanical and BAS controls contractors to address heating, cooling, and humidity control issues at the GJCTC facility. The intent of this report is to document observed conditions, corrective actions identified to date, and assigned responsibilities to support resolution and long-term system performance.

For each item listed below, the discussion is organized into three sections: Background, Implementation Summary, and Responsible Party.

1. Excess Humidity in Main and Auxiliary Gyms

Background: During the summer 2025 cooling season, occupants reported elevated humidity levels in both the Main Gymnasium and Auxiliary Gymnasium. These conditions resulted in slippery floor surfaces, creating occupant comfort concerns and potential safety risks. Initial review indicated that while the gym rooftop units (RTUs) were maintaining space temperature, they were not effectively controlling space humidity.

Implementation Summary: As an interim mitigation measure, TEN implemented temporary BAS setpoint adjustments to increase dehumidification and reduce space relative humidity levels within the gym areas. Subsequent investigation determined that the gym RTUs were controlled based on return air temperature sensor. As a result, the RTUs were unable to properly modulate their built-in dehumidification sequences, despite being capable of doing so.

Following coordination with the mechanical and controls subcontractors, four (4) new combination temperature and humidity sensors were procured and delivered to the site. Installation of these sensors will allow direct measurement of space humidity conditions and enable proper humidity-based control.

In addition, a comprehensive review of the RTU DX cooling and dehumidification sequences is planned for the Spring season. This review will verify that the control logic supports effective latent load removal, prevents short-cycling, and maintains stable long-term humidity control under varying load conditions.



Responsible Party: TEN is coordinating with ALC to schedule installation of the Temp/RH sensors and to update the BAS programming so that the gym RTUs will maintain both temperature and humidity setpoints. ALC will implement the control logic updates required to support active humidity control once the sensors are fully integrated.

03122026 – RH is working with ALC to get a price for new, RA duct-mounted temp/humidity sensor, one for each RTU, total 4. This would replace the current temperature sensor in the RA duct. This work will be done in the spring.

03242026 – Waiting for ALC pricing.

2. Freezestat Alarms

Background: Multiple RTUs have experienced frequent low-limit (freezestat) trips, primarily during shoulder seasons and, in some cases, during winter months. The RTUs are equipped with both a freeze protection routine and low-limit thermostats on the hot water coils. Investigation identified two primary categories of root causes.

a. DX Compressor Operation During Shoulder Seasons – The control sequence lacked adequate staging and time-delay logic, resulting in multiple compressors starting simultaneously during a cooling call. This condition can trigger low-limit alarms, particularly when outdoor air temperatures are near 55°F. During these conditions, the unit may enter cooling mode, introduce increased outside air, and experience a rapid drop in mixed air or plenum temperature below the low-limit setpoint.

b. Winter Operating Conditions - Cold-weather-related alarms may be attributed to cold air infiltration, faulty freezestats, or suboptimal placement of cabinet temperature (CAT) sensors.

Implementation Summary: Following a detailed review of BAS sequences, historical trend data, and site observations, TEN implemented several programming and hardware improvements:

- Enabled effective use of the **DX cooling lockout** control point to prevent mechanical cooling when outdoor air conditions are favorable for free cooling. The lockout is currently set at 55°F. TEN is coordinating with JCI, through the subcontractors, to evaluate whether the controller programming can be modified to utilize free cooling as first-stage cooling and further delay mechanical cooling operation.

- Reviewed and verified the **mixed air low-limit (MAT) setpoint** for each RTU and HV unit. All units are confirmed to use 45°F as the lowest allowable mixed air temperature. If MAT falls below this threshold, the outside air dampers close to prevent freezestat trips.
- EBS installed **time-delay relays** on three selected RTUs to mitigate nuisance freezestat trips.
- It was observed that several RTU cabinet temperature sensors were located near the supply fan access doors, potentially resulting in artificially elevated temperature readings compared to actual plenum conditions. This condition limited the effectiveness of the freeze protection routine. EBS has relocated the remaining CAT sensors to improve measurement accuracy.
- Fisen delivered three (3) **auto-reset freezestats**, which are scheduled for installation on **02/06/2026**.
- For RTU MA-2, a contributing factor to frequent low-limit trips may be the uninsulated access opening used to manually reset the low-limit thermostat. This opening can introduce cold air directly onto the freezestat wiring. TEN is coordinating with Eber/EBS to replace this with an insulated access door.
- TEN also reviewed the shop HV unit sequences. The units utilize a demand control ventilation (DCV) routine that introduces outside air when space CO₂ levels exceed 700 ppm. In accordance with ASHRAE guidance (700 ppm above outdoor air CO₂ levels), the CO₂ setpoint was adjusted to 1,100 ppm. It was also verified that the mixed air low-limit setpoint overrides the DCV sequence to prevent introduction of freezing outdoor air into the unit plenum.

Responsible Party: TEN is coordinating with mechanical and controls subcontractors to resolve the frequent low-limit thermostat alarms.

03122026 – Dan from ETS installed the auto-reset freezestat on MA-2. The remaining two thermostats were found to be different brands, which created installation challenges due to the cold weather and limited access. RH is coordinating with ETS to schedule a new installation date, and it appears a custom mounting bracket may be required for proper installation.



Following discussions with Steve Gavlak, RH implemented programming adjustments to ensure the system enforces economizer mode (free cooling) whenever the outdoor air temperature is below 60°F.

03242026 – No change, follow-up email sent, waiting for reply.

3. MC-4 – Failed Transformer

Background: RTU MC-4 has been down with a failed transformer since approximately mid-November.

Implementation Summary: A replacement proposal from S.P. McCarl is pending.

Responsible Party: The unit and components are out of warranty. TEN will cover the cost of the transformer replacement.

03122026 – Parts were ordered on 03/10/2026, lead time was 2-3 days. SP McCarls will schedule the work soon.

03242026 – Transformer was replaced by SP McCarls technician, RTU is working normally.

4. MC-1 – Supply Fan VFD Failure

Background: The supply fan variable frequency drive (VFD) on RTU MC-1 is not delivering power to the fan.

Implementation Summary: A replacement proposal from S.P. McCarl is pending. As a temporary measure, a McCarl service technician bypassed the VFD to allow the supply fan to operate. TEN is manually controlling the hot water valve to maintain zone temperature during this interim period.

Responsible Party: The unit and components are out of warranty. TEN will cover the cost of the VFD replacement.

03122026 – Parts were ordered on 03/10/2026, lead time was 2-3 days. SP McCarls will schedule the work soon.

03242026 – VFD was replaced by SP McCarls technician, RTU is working normally.



5. Space Temperature Complaints

Background: Recurring temperature-related complaints were reported in several zones, particularly the “Learning Lamp” rooms and office spaces served by RTUs MC-1 and MC-2. Occupants reported conditions that were alternately “too hot” or “too cold.”

Implementation Summary:

- Wings E and F on the second floor were identified as having inadequate airflow and return air patterns. Each room is served by a VAV box; however, return air grilles are located in the hallways. Large transfer grilles between rooms and corridors, as well as transfer grilles in entry doors, contribute to excessive conditioned air leakage from the spaces. Limited return air grille quantity and location further exacerbate this condition.
- TEN will install additional egg-crate return air grilles in the second-floor hallways to improve and restore the return airflow to the original intent.
- TEN coordinated with ALC to adjust VAV box programming in several spaces. For example, Room E212 was originally programmed as an IT office but was later repurposed as a daycare space with higher occupancy. The VAV airflow setpoints were adjusted accordingly.
- Several zones served by MC-1 and MC-2 experience low airflow due to their location at the end of the duct distribution. TEN is working with ALC to adjust VAV damper positions to improve airflow delivery to these boxes.

Responsible Party: TEN is working with ALC to implement BAS programming adjustments and will install egg-crate return grilles in second-floor hallways.

03122026 – Currently under review. TEN installed the RA grilles in the 2nd floor hallways. Temperature seems to have improved in the learning lamp room E-214 as average temperature from past 2 weeks was 71°F. Other rooms are being reviewed currently and may need some adjustments considering the season change.

03242026 – Currently under review.

Recommendations to Facility Management:

- If the temperature control issues remain after installing the return grilles, then TEN recommends that adjustments to the transfer grilles to be made by facility management to reduce conditioned air exfiltration.



- Shop spaces in Wings B and C should keep doors closed during occupied periods. The unit heaters (HV units) are designed to maintain temperature within individual shops. During freezing outdoor conditions, corridors were observed to be warmer than adjacent shops, indicating heat loss and air imbalance caused by open doors. Keeping doors closed will allow systems to operate as designed and maintain proper temperature control.

6. Hot Water Boiler – Alarms and Maintenance

Background: The boilers were not maintaining the desired hot water temperature setpoint, and multiple units were displaying ignition failure alarms. The boilers are currently not communicating with the BAS.

Implementation Summary: TEN coordinated with ALC to address the communication issue between the boiler controllers and the BAS, allowing proper control and monitoring via BAS graphics. TEN also engaged an S.P. McCarl technician to review boiler faults during a recent site visit. The technician cleaned flame ignitors on four boilers, cleared the alarms, and noted that ignitor replacement may be required.

Responsible Party: TEN is coordinating with ALC to resolve the boiler communication issue. TEN recommends that facility management coordinate with the boiler service contractor to ensure annual maintenance is performed and replace flame ignitors as needed.

03122026 – The heating boilers are communicating with the ALC BAS and displayed on the graphics.

STUDENTS OF THE MONTH

MARCH 2026

APARTMENT PROGRAM - MIKE ZYRA (CT)

AUTO TECHNOLOGY - GRAYSON NOVAK (FH)

COLLISION REPAIR - TYLER KARLINSEY (W)

CONSTRUCTION TECHNOLOGY - CHARLIE MACIOROWSKI (CT)

COOPERATIVE EDUCATION - CONSTRUCTION- PADRAIC GRIFFIN (R)

COSMETOLOGY - MERCEDES PARRISH (CT) & ADDISON MANGUS (R)

CULINARY ARTS - ADRIONNA FORNISH (CT)

DIESEL MECHANICS - ISSAK STANLEY (JC)

PRE-TEACHER PREP - JAMES EMEIGH (W)

GRAPHIC DESIGN - SHAYLA WISE (FH)

HEALTH ASSISTANT - TAYLOR LEPLEY (CT)

& ADILIA CONCANNON (WH)

LAB TECHNOLOGY - MORGAN SOJAK (WH)

MACHINE SHOP - IAN BROWN (F)

MASONRY - LIAM DRAGER (WH)

POLY-TECHNICAL - ELLA KROUSE (NS)

WELDING - MARCES GORZELSKY (FH) & MICHAEL ASHLOCK (W)