



The Greater Johnstown Career and Technology Center

445 Schoolhouse Road, Johnstown, PA 15904

REGULAR JOINT OPERATING COMMITTEE

MEETING MINUTES – August 7, 2024

OFFICERS

Chairperson – Mr. Galen George – Forest Hills School District
Vice-Chairperson – Mr. David Hudak – Richland School District
Secretary – Mr. Alan Tresnicky – Non-Voting Member
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

Mr. Jeffrey Alesantrino and Dr. Rocco Mantini
Mr. Stephen Thompson
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 and Mr. Joseph Podrebarac
Mr. Mark Portante, Mrs. Amy Rummel, and
Mrs. Antoinette Rummel

1. CALL TO ORDER

Mr. Galen George, Chairman, called the meeting to order at 7:45 p.m. The following were the items of business and discussion:

2. ROLL CALL OF MEMBERS

Mrs. Fran Kazmierczyk, Confidential Recording Secretary, took roll call as follows:

Members Present:

Dr. Rocco Mantini

Mr. Galen George

Dr. Richard Knavel

Mr. Eugene Pentz

Mr. Julian Beglin

Dr. William Carney

Mr. Joseph Podrebarac

Mr. Mark Portante

Mrs. Antoinette Rummel

Members Absent:

Mr. Jeffery Alesantrino

Mr. Stephen Thompson

Dr. Timothy Ondrejik

Mr. David Hudak

Mrs. Tricia Shaffer

Mrs. Amy Rummel

Alternates:

Mr. Richard Sukenik (R)

Total: 9 Members

Absent: 6

Alternates: 1

Quorum Present: 10 Yes

Others Present

Mr. John S. Augustine II, Administrative Director

Mr. Zackery Buchholz, Secondary Culinary Arts Instructor, President of Teachers Association

Attorney Matthew Gieg, Solicitor

Mrs. Amanda Harrington, Assistant Administrator of Program Operations

Mrs. Fran Kazmierczyk, Confidential Recording Secretary

Mr. Arnold Nadonley, Chief School Administrator

Attorney Ronald Repak, Solicitor

Mr. Randy Roxby, Supervisor of Building and Grounds

Mrs. Tricia Rummel, Assistant Director

Mr. Matthew Zern, Financial Officer

3. INVOCATION AND PLEDGE OF ALLEGIANCE

The meeting opened with the invocation and Pledge of Allegiance.

4. COMMENTS, VISITORS INTRODUCTIONS

Prior to the start of the Committee of the Whole meeting, the board was addressed by Mrs. Bethany Delano, GJCTC's Secondary Sports Medicine Instructor.

5. APPROVAL OF MINUTES – June 25, 2024

On a motion by Mr. Pentz, seconded by Mr. Podrebarac, it was moved that the minutes resulting from the June 25, 2024, Regular Meeting be approved as presented. A voice vote was taken and the motion passed unanimously.

6. TREASURER'S REPORT AND PAYMENT OF BILLS

Mr. Matthew Zern presented the Treasurer's Report and the billing list. He noted that Dr. Knavel, Treasurer, reviewed and approved the bills listed. On a motion by Mr. Pentz, seconded by Dr. Mantini, it was moved that the Treasurer's Report and Payment of Bills be approved as presented. A voice vote was taken and the motion passed unanimously. (Copy on file in the Administrative Office)

7. CORRESPONDENCE

Thank You Letters

- A. GJCTC received a thank you letter from the West Hills Regional Fire Department, Inc. thanking us for our donation.
- B. GJCTC received a thank you letter from Devin Halaburda, recipient of the 2023-2024 Career Foundation Scholarship.

Westmont Hilltop – Change in GJCTC Representation

- A. A letter was received from the Westmont Hilltop School District informing the GJCTC board of a change in their Joint Operating Committee Representation. Mr. Joseph Podrebarac will be joining Dr. William Carney as their representative to the 2024 GJCTC Joint Operating Committee. Mr. Robert Gleason and Dr. Kamal Gella will serve as alternates.

8. ITEMS FOR INFORMATION ONLY

Conference Reports: The following conference reports were received:

- A. Lisha Knapp, Secondary Culinary Arts Instructor /SkillsUSA Advisor - SkillsUSA National Leadership & Skills Conference
- B. Joel Yoder, Secondary Collision Repair Instructor/ SkillsUSA Advisor - SkillsUSA National Leadership & Skills Conference
- C. John S. Augustine II, Administrative Director - PACTA Summer Leadership Conference
- D. Tricia Rummel, Assistant Director - PACTA Summer Leadership Conference
- E. Amanda Harrington, Assistant Administrator of Program Operations - PACTA Summer Leadership Conference
- F. Cathy Tunstall, Special Education Facilitator - PACTA Summer Leadership Conference
- G. Randy Roxby, Supervisor of Building and Grounds - PACTA Summer Leadership Conference
- H. Matthew Zern, Financial Officer - PACTA Summer Leadership Conference

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

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

On a motion by Mr. Beglin, seconded by Dr. Knavel, it was moved that the Committee of the Whole Agenda items 3A- 6B, be approved as presented. A voice vote was taken and motion passed unanimously.

A. C.O.W. Item 3: – ITEMS RELATING TO EDUCATION AND PERSONNEL

A. Enrollment Report (ATTACHMENT 1)

- 1. Reviewed the 2024-2025 Enrollment Report.

B. Administration's Recommendation for Low Enrollment Program

1. Approved the administration's recommendation for the low enrollment programs.
 - a. Based on enrollment as of August 1, 2024, Collision Repair, and Laboratory Technology, will be placed a warning status and a Program Improvement Plan will be developed.
2. The Administrative Director has been authorized to request the approval of the PA Department of Education to curtail the Rehabilitation Aide Program (CIP Code 51.2604) course offering, due to declining enrollment, effective the end of the 2023-2024 school year. The Rehabilitation Aide Program is known inhouse as the Sports Medicine Program. i. The six (6) new students, and five (5) returning will be afforded their choice of other programs or enrollment in Diversified Occupations.
3. Approved the involuntary furlough of Mrs. Bethany DeLano, Secondary Sports Medicine Instructor, effective August 7, 2024.

C. 2024-2025 Secondary and Adult Student and Teacher Handbooks (ATTACHMENT 2)

1. Approved the changes to the 2024-2025 Secondary and Adult Student and Teacher Handbooks.

D. Ignite Education Solutions Contracts

1. Licensed Practical Nurse
2. Part-time Construction Technology Aide
3. Secondary Aide Contracts for the 2024-2025 School Year (Pending ability to find qualified candidates)
 - a. Welding Instructional Aides (2)
 - b. Construction Trades Aide
 - c. Machine Tool Technology Aide

E. Confidential Recording Secretary

1. Approved the administration's request to seek a contract with Ignite Education Solutions for a Confidential Recording Secretary.

F. Secondary Instructional Aides

1. Approved the following aides for the 2024-2025 school year:
 - a. Jerry Hershberger, rate of \$16.00/hr.
 - b. Karen Brandon, rate of \$13.50/hr.
 - c. Kerry Farrior, rate of \$12.75/hr.
 - d. David Worst, rate of \$16.50/hr.
 - e. Walter Wadsworth, rate of \$12.75/hr.
 - f. John Farrior
 - i. Rate of \$13.50/ hr. for Culinary Arts Instructional Aide.
 - ii. Rate of \$15.80/hr. for Kitchen Manager.

G. Inhouse Classroom Monitor Program

1. Approved the following substitutes for the 2024-2025 school year for the Inhouse Classroom Monitor Program at the established rate of \$13.85/hr.
 - a. Marybeth Jeschonek
 - b. Angel Widmann

H. Employee Resignations

1. Retroactively approved the director's acceptance of the following employee resignations:
 - a. Curtis Morris, Part-time Welding Aide, effective August 1, 2024.
 - b. Denver Shaffer, Secondary Welding Instructor, effective August 4, 2024.
 - c. Ethan King, Part-time Custodian, effective August 5, 2024.

I. Secondary Automotive Technology Instructor

1. Approved the hiring of Mr. Jeremy Hall for the position of Secondary Automotive Technology Instructor, effective with the 2024-2025 school year. The compensation for this 187-day position is \$46,350/year with full family health benefits. Required clearances have been received,
2. Jeremy Hall
191 Fifty Acre Road
Johnstown, PA 15904

J. Secondary Welding Instructor

1. Approved the administration's request to hire a Secondary Welding Instructor as soon as a qualified candidate is found by the Administrative Team.

K. Security Guard

1. Discussion
2. School code now requires a school entity defined as a school district to have an armed security guard. After research, a CTC was not included in the definition as a school entity. Following much internal discussion and debate, the administration requests serious consideration for GJCTC to follow what we believe to be the intent of the school code requirement.
3. Approved the administration to seek additional information so the board can make an informed decision about the utilization of a school security officer at GJCTC.

L. Mentors for New Instructors

1. Approved the following mentors for new instructors for the 2024-2025 school year. The compensation for a mentor is \$150/mentee.
 - a. John Edwards, Secondary Welding Instructor, to mentor:
 - i. Shelby Kieta, Robotics Instructor
 - ii. Megan Karazsia, Special Education Instructor.
 - b. Zackery Buchholz, Secondary Culinary Arts Instructor, to mentor:
 - i. Kelsey Senft, Secondary Pre-Teacher Preparation Instructor,

- ii. Darius Kovacina, Secondary Cosmetology Instructor
- iii. Heather Philburn, Secondary Cosmetology Instructor.
- c. Carissa Penatzer, Secondary Health Assistant Instructor, to mentor:
 - i. Kelly Abel, Secondary Health Assistant Instructor
 - ii. Abigail Gerber, Secondary Graphic Digital Design Instructor
 - iii. Katelyn Brendle, Special Education Instructor
- d. Corey Leahey, Secondary Automotive Technology Instructor, to mentor:
 - i. Jeremy Hall, Secondary Automotive Technology Instructor

M. Grow Your Own

1. Approved the following personnel as the 2024-2025 GURUS, at the extracurricular rate of \$1,500.
 - a. Graduation Guru
 - i. Adult Education - Fran Kazmierczyk, Adult Education Career Coach
 - ii. Secondary - Shelby Kieta, Advanced Manufacturing/Robotics Instructor, and TBA
 - 1. Secondary Graduation Gurus will split the extracurricular rate \$750/Guru.
 - b. Tours and 9th Grade Visit Guru - Open
 - c. CTSO Guru - Patrick Wallet, Micro-Certification Specialist
 - d. Occupational Advisory Committee Guru - Scott Thomas, Secondary Construction Trades Instructor
 - e. Mentor Program Guru - Zackery Buchholz, Secondary Culinary Arts Instructor
 - f. Canvas Guru - Carissa Penatzer, Secondary Health Assistant Instructor

N. Notice of Non-discrimination (ATTACHMENT 3)

1. Approved the posting of the following Notice of Nondiscrimination in the newspaper, GJCTC website, brochures, and employment ads.

O. 339 Corrective Action (ATTACHMENT 4)

1. Shared for information: The 339 Corrective Action Plan has been approved.

P. Administrative Response to Occupational Advisory Committee (OAC) Recommendations from the Spring 2023-2024 OAC Meeting (ATTACHMENT 5)

1. Approved the administrative response to the Occupational Advisory Committee's Recommendations from the Spring meeting.

Q. Technical Assistance Program (TAP) Commitment

1. Approved GJCTC to participate in the 2024-2025 BCTE Technical Assistance Program for NOCTI Pre-Test and Study Guides.

R. Certified Nursing Assistant Clinical Site Affiliation Agreements

1. Approved the following Certified Nursing Assistant Clinical Site Affiliation agreements with the following institutes. The Agreements shall be in effect for one (1) year from the date of signing and renew annually.
 - a. Richland Healthcare and Rehabilitation Center
 - b. Windber Woods

S. Articulation Agreement with Eastern Atlantic States Council of Carpenters

1. Approved the Articulation Agreements with Eastern Atlantic States Carpenter Technical Center and Eastern Atlantic States Regional Council of Carpenters.

T. Approval of Career Connections Curriculum (ATTACHMENT 6)

1. Approved the administration's recommendation to use Career Connections Curriculum sponsored by Eastern Atlantic States Regional Council of Carpenters.

U. Corporate Care Service Agreement

1. Approved the service agreement between GJCTC and Conemaugh Corporate Care effective August 28, 2024 through August 28, 2027.

V. MOU with GJCTC AVTS/CTC Education Support Personnel Association (ATTACHMENT 7)

1. Approved the following Memorandum of Understandings (MOU) between GJCTC and GJCTC AVTS/CTC Education Support Personnel Association:
 - a. Secretaries Wages
 - b. Support Staff Substitute Hire

W. MOU with GJCTC Commonwealth Charter Academy (CCA)

1. Discussed the proposed MOU with the Commonwealth Charter academy.
 - a. Decided that all non-participating schools pay the tuition student rate of \$12,239.30.

X. Other Items Relating to Education and Personnel – None

B. C.O.W. Item 4: – ITEMS RELATING TO BUDGET AND FINANCE

A. Amazon Business

1. Approved the administration's recommendation to authorize the Financial Officer to apply for an Amazon Business credit card.

B. Tuition Students (ATTACHMENT 8)

1. Approved 20 students from non-participating school districts, to attend GJCTC as tuition students for the 2024-2025 school year at the established tuition student rate of \$12,239.30 per student per year.

C. Other Items Relating to Budget and Finance – None

C. C.O.W. Item 5: – ITEMS RELATING TO BUILDING AND GROUNDS

A. Use of Facilities Request

1. Approved the following Use of Facilities Request:

a. PA Link

Purpose:	Scam Event
Dates Requested:	August 29, 2024
Times Requested:	9:00am - 12:30pm
Facility Requested	Cafeteria
Cost:	\$200.00

B. Generator Replacement

1. Discussed the need to purchase a back-up generator, a decision supported by the Building and Grounds Committee.
2. Approved going to BID and having Michael L. Norris & Associated, Inc. review/write the official specs.

C. HVAC Maintenance Discussion

1. Discussed preventative maintenance options for GJCTC's HVAC system.
2. Agreed the Administration will conduct additional research and report back to the board at the next meeting with option for preventative maintenance.

D. Exterior Security Cameras

1. Approved the Administration's recommendation to purchase and install exterior security cameras through Costars at the quoted price of \$69,989.04. The quoted price includes materials and labor.

E. Other Items Relating to Building and Grounds – None

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

A. SkillsUSA National Leadership & Skills Conference (ATTACHMENT 9)

1. Shared for information the results of the SkillsUSA National Leadership & Skills Conference.

B. Other Items Relating to Building and Grounds – None

11. REPORT OF THE SUPERVISOR OF BUILDING AND GROUNDS

Mr. Randy Roxby, Supervisor of Building and Grounds, presented the attached report.

12. REPORT OF THE ASSISTANT ADMINISTRATOR OF PROGRAM OPERATIONS

Mrs. Amanda Harrington, Assistant Administrator of Program Operations, presented the attached report.

13. REPORT OF THE ASSISTANT DIRECTOR

Mrs. Tricia Rummel, Assistant Director, presented the attached report.

14. REPORT OF THE ADMINISTRATIVE DIRECTOR

Mr. John S. Augustine II, Administrative Director, presented the attached report.

15. REPORT OF THE CHIEF SCHOOL ADMINISTRATOR

Mr. Arnold Nadonley, Chief School Administrator, had nothing to report.

16. REPORT OF THE SOLICITOR

Mr. Ronald Repak, Solicitor, reviewed with the JOC recent school security and cyber/charter school updates.

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

Mr. Galen George, J.O.C. Chairperson, praised the JOC and the administration's ability to think innovatively.

18. FUTURE MEETING DATE AND LOCATION

The September Regular Meeting is scheduled for Tuesday, September 24, 2024, immediately following the Committee of the Whole Meeting at 6:30 p.m.

19. OTHER BUSINESS – None

20. ADJOURNMENT

On a motion of Mr. Portante, seconded by Mr. Sukenik, it was moved the meeting be adjourned, time 8:14 p.m. A voice vote was taken with all present voting AYE. Motion carried.

Respectfully Submitted,



Fran Kazmierczyk

Confidential Recording Secretary Joint Operating Committee

Supervisor of Building and Grounds Report



The Greater Johnstown Career and Technology Center

August 7, 2024

Building and Grounds Updates

- Weld shop projects (2).
- Robotics room project
- Construction tech project
- Generator update-proposal and ideas from Palco and Cummins including Halstrom Clark's temporary fix for now
- Ongoing HVAC adjustments including A.L.C., Eber & T.E.N
- Auction-Mishler hibid
- Sewer line repairs in the East Hills portion of the building [inside and outside repairs]
- Solar update. Including sewer puncture, transformer tests. main breaker adjustments and megger tests
- O.M.E. electrical upgrades. Penelec and Barclay electric for above ground transformer install



Planning and Projecting

- Shop and theory room prep [all]. Including furniture placement and basic cleaning for the start of school.
- Furniture updates
- Continued staff training for new hires.

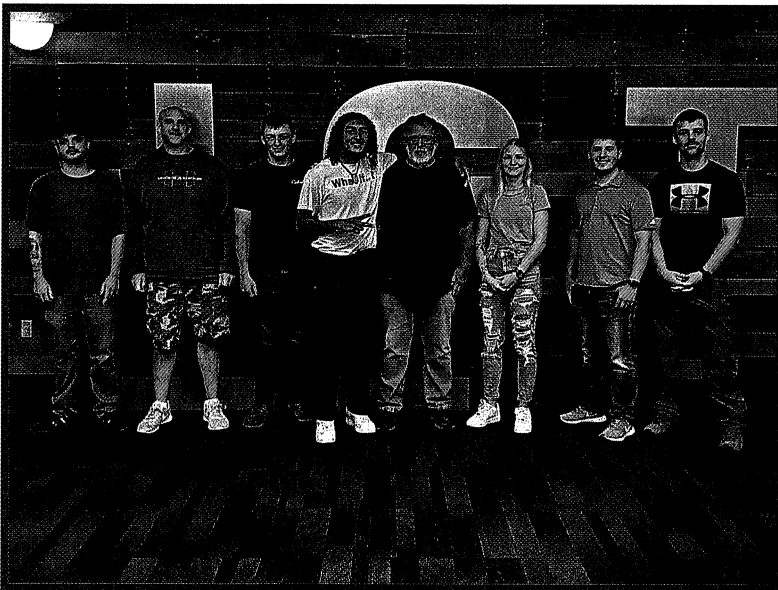


**Greater Johnstown
Career and
Technology Center**

**August 7, 2024
Volume 1, Issue 8**

Electrical and HVAC Adult Education Graduation

August 1, 2024



Electrical Technology

Braden Baxter (Employed at Camco)

Jeremy Carnahan (Fossil Fuels)

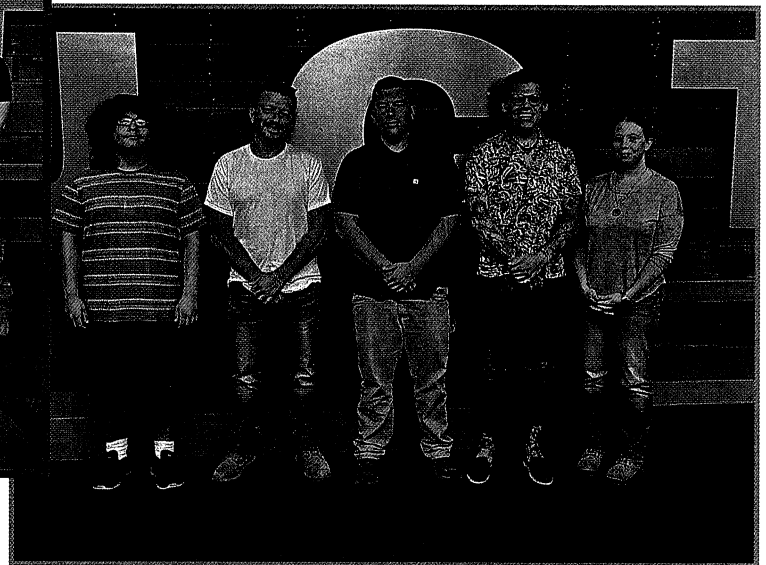
Coleman Harris (Electrician Plant)

Sergio Medina-Vazquez (Construction)

Garrett Musselman (Residential Field)

Josie Nemitz (M. H. Electric)

Tanner Smith (Undecided)



HVAC

Mark Bean (Conemaugh Hospital)

Max Lemons (Independent Work)

Donnavan Sanchez (Conemaugh)

Elizabeth Sanchez-Torres (Undecided)





Principal's Report

UPDATES ON SUMMER PROJECTS

- Classroom furniture has been ordered for most program areas to promote active learning (mobile work stations).
- Administration agreed on t-shirts, long sleeve shirts, and crewneck shirts for uniforms.
- Student packets are assembled and ready for distribution. Instead of letters, we created postcards to welcome new students to GJCTC.
- Teacher and student handbooks have been reviewed by administration and updated accordingly.

KUDOS, SHELBY!



GOALS FOR 24/25 SCHOOL YEAR

- Promote Active Learning
- Continue to Build Community
- Encourage Increased Student Attendance



Assistant Director's Report

August 7 , 2024

PDE Accreditation Team Visit

The Adult Education programs had an audit of its Accreditation on June 25 & 26. This audit review occurs every 5 years and successfully passing the review is a requirement of federal financial aid.

A team of individuals from PDE and other CTCs conducted an in-depth review of the following areas:

- Leadership
- Programs
- Students
- Faculty/Staff/Facilities
- Employers

There were a total of **31** areas of evaluation.

- 2 were rated as Advanced
- 29 were rated as Functioning Well

GJCTC's marketing received an **Advanced** rating and the commitment the school puts into its marketing and the budget was viewed as a Best Practice.

The Adult Ed Department's procedure for evaluating faculty/staff and programs was also given an Advanced rating. The variety of completed surveys and analysis of them, along with the feedback and follow-up information provided was viewed as being used to effectively build better programs.

GJCTC's postsecondary programs will be approved for continued accreditation by the State Board of Vocational Education based on a recommendation from the Bureau of Career & Technical Education for Public Postsecondary Vocational Education Accreditation.

Employer Tours

Students from the Adult HVAC and Electrical Tech programs toured local industries prior to graduation. The HVAC students are at Gallikers (left) and the Electrical Students are touring EnerTech (below).



DIRECTOR'S REPORT



GJCTC Volume 19, Issue 1

August 7, 2024

2024-2025 Goals

Mission

Ensure Student Success

Vision

Positively impacting an ever-changing workforce.

GJCTCs 3-5-10 year goals

Research and develop a staffing plan to keep and attract staff that believe in GJCTC.

- Teacher and support staff negotiations will begin this school year

Increase the role of the Curriculum and Enrollment Committee to identify and launch new programs and support school growth.

- New transformative educational furniture
- Robotics lab and drone programming
- 3 new instructional areas
- Schoolwide uniforms supported by PCCD Health and Wellness Grant of \$70k

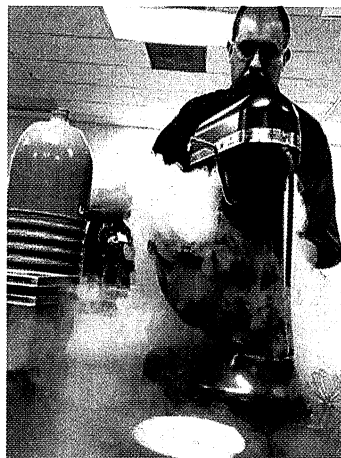
Support program remodeling to catch up with building upgrades.

Grants already applied for: \$3,584,000

- PCCD Safety and Security - Fencing \$208k, not approved
- PDDC Mental Health and School Safety - Cameras \$70k, approved
- DCED—COVID 19 Capital Project - payback grant \$2 million, under review
- DCED—Public School Facility Improvement \$966k, under review
- PDE - Environmental Repairs \$340k, under review

Methodically plan administrative transitions.

- *The Team is starting its 2nd book study, Leaders Eat Last*
- *Mrs. Rummel now has a state-wide leadership role in PACTA*
- *The Team is united*



Point of Interest:

*Information-application
= information*

*Information+application
= TRANSFORMATION*

Dr. Chris Marshall

Upcoming events:

- 9-24-24 OAC meeting
5:30
- 9-24-24 JOC meeting
6:30

Guru spotlight:

Zack Buchholz is not only our Culinary Arts teacher, he is also our Mentor Guru. Special thanks and KUDOS to Zack for his creation of the Canvas course and HOW TO short videos to aid and assist new, and yes, experienced teachers.

[illegible]

2024-2025 Student Handbook Changes

Student Handbook will be posted online at www.gjctc.org under Quick Links, Parents and Students, Student Handbook

Page 7 Student Behavior – added Students are prohibited from prolonged visits to the High School Office

Page 8 Dress Code – added Uniform Policy in process: GJCTC has applied for a grant for uniforms. Once approved we will establish a start date that uniforms will be required.

Page 9 Early Dismissal added - Parent /Guardian must come into high school office and sign student out.

Page 9 – added Student Pickup - When a student is picked up from school the parent/guardian must come in to the high school office and sign the student out.

Page 10 Tardiness – Changed Students who arrive to class after 8:05 and 12:05

To: Students who arrive to class later than the home school districts arrival time must report to the office to have their names removed from the absentee list.

Page 10 Textbooks/tablets/mini PC's – Changed During the 2023-2024 school year

To: During the school year (removed year)

Page 14 Driving Privileges - Number 8 - Students who drive to school are not permitted to have passengers at any time.

1. Changed to: Students who drive to school must follow PA law for passengers. Remember, bus transportation is provided for each and every student.

Page 15 – Driving Pass Procedures – Student drivers are not permitted to have any passengers,

Changed to: Student drivers are not permitted to have any passengers, unless prior authorization is obtained in writing from homeschool, parents and GJCTC

Page 17 – Jackets and Coats - Jackets, coats and other forms of heavy outerwear must be put in teacher assigned area (locker or classroom)

Removed (locker or classroom).

Page 18 Student Internet Access – The authorization form is on the back cover of this handbook

Changed to The authorization form is included in the student packet given at the beginning of the school year or when a student starts at GJCTC

Page 18 – Valuables – Students are encouraged to keep money and other valuable in their assigned lockers, do not lockers.

Changed to: Students are encouraged to keep money or other valuables in their assigned area of the classroom

Page 19 Suspension – Procedure Policy 1. D. When suspension exceeds 4 school days

Changed to : When the suspension exceeds 3 school days.

Page 21 How to enroll 2. Pick up an application from your home school guidance counselor, obtain one from the high school office or www.gjctc.org

1. Changed to Pick up an application from your home school guidance counselor, obtain one from the GJCTC high school office or www.gjctc.org

Page 21 – Change Programs at GJCTC 3. After having all the signatures required, turn the paper into the GJCTC high school office The GJCTC career coach will meet with you

Changed to: After having all the signatures required, turn the paper into the GJCTC high school office, the GJCTC administration or designee will meet with you and arrange your program visits and facilitate your change of program.

Page 21 – Career Resources – GJCTC has a career coach on staff, any questions relating to employment and career information will be handled through the office of the career coach.

Removed: GJCTC has a career coach on staff, any questions relating to employment and career information will be handled through the office of the career coach.

Page 22 – Directory Information The following items are considered directory information, student name, address, telephone number, parent/guardian, date and place of birth, major field of study, participation in officially recognized activities and sports, height and weight of athletic team members,

Removed: and sports, height and weight of athletic team members

Page 22 Updated Non-Discrimination Policy -removed Early Childhood, added Pre-Teacher Prep Program and Robotics in Manufacturing

2024-2025 Teacher Handbook changes/updates

Page 5 Non-Discrimination Policy Statement updated to include Pre-Teacher Program and remove Early Childhood Education

Page 8 updated the GJCTC daily schedule for the year of 2024-2025

Page 9 updated the 2023-2024 marking period schedule to the 2024-2025 marking period schedule

Page 10 updated the JOC member List to current members

Page 11 Updated the Office Personnel and the Instructional Staff to current staff

Page 15 Instructional Responsibility – changed Teachers shall keep on hand lesson plans to Teacher shall keep on hand goals for each day's class

Page 24 Updated the GJCTC Walk-through to remove ECE and add Pre-Teacher Prep

Page 32 Updated the Telephone Calls section to the Zoom App, removed section on GJCTC issued cell phones.

Page 36 Added Services Provided to Public

No accepting money or charges for services through GJCTC except Cosmetology and Culinary who follow expected procedures. Must go through billing office.

Page 37 Minimum days of instruction – changed The school term of Greater Johnstown Career & Technology Center shall consist of 187 days: 180 for instructional purposes and at least 3 clerical days – added 4 in- in service days.

Page 40 Teacher Dress Code – added clothing should not distract from student learning or disrupt the school environment.

Page 44 updated Purchasing Procedures for the contact person for adding a new vendor to bookkeeper. Update the Amazon ordering procedure.

Page 50 Attendance Reporting changed afternoon session to 12:20 from 12:10

Page 55 Vocational Student Organization changed to Career & Technology Student Organization

Page 56 Advisory Committee Meeting Procedure - #5 Minutes will be submitted by instructor using the approved OAC minute form

Changes to 2024-2025 Adult Education Handbook Career in a Year:

Update JOC member information:

page 1

2024 Members:

Conemaugh Township

Mr. Jeffrey Alestrino

Dr. Rocco Mantini

Ferndale Area

Mr. Stephen Thompson

Forest Hills

Chairperson – Mr. Galen George

Treasurer – Dr. Richard Knavel

Dr. Timothy Ondrejik

Delete: Mr. Keith Rager

Greater Johnstown

Mr. Eugene Pentz

Richland

Vice-Chairperson – Mr. David Hudak

Mr. Julian Beglin

Add: Mrs. Tricia Shaffer

Westmont Hilltop

Dr. William Carney (Westmont Hilltop SD)

Delete: Mr. Robert Gleason (Westmont Hilltop SD)

Add: Mr. Joseph Podrebarac (Westmont Hilltop SD)

Windber Area

Mrs. Amy Rummel

Delete: Mr. Roger Birkhimer

Add: Mr. Mark Portante

Delete: Mr. Steven Kormanik

Add: Mrs. Antoinette Rummel

Mr. Ronald Repak, Solicitor

Mr. Alan Tresnicky, Secretary, Non-Voting Member

Non-Discrimination Policy Statement:

Update Non-Discrimination Policy Statement with program name changes.

Page 3

Tuition and Fees:

page 6

Delete:

The full-time LPN program consists of three payment periods over the term of the program. One-third of the tuition is due at the beginning of each level (approx.. 533 hrs) along with any fees associated in that level. Students receiving Title IV aid may deduct the amount of aid from the tuition and fees owed. Remaining tuition and fees, after aid has been received and applied to the student's account, are the responsibility of the student and will be due by the second due date.

Add:

The full-time LPN programs will be billed over four (4) payment periods. The payment periods will be broken down according to hours:

0-450	first billing period
451-900	second billing period
901-1200	third billing period
1201-1500	fourth billing period

Students with confirmed financial aid may deduct the amount of aid from the tuition and fees owed. Remaining tuition and fees, after aid has been received and applied to the student's account, are the responsibility of the student and will be due by the next due date.

Students may pay by cash, check, or credit card.

All student invoices must be paid by the due date on the invoice or withdrawal from the program may occur.

Update Tuition Costs

page 33

Delete: 2023-2024 Program Tuition Rates

Remove Tuition costs and reference annual tuition sheets.

Update Staff Listing

pages 34-35

Delete: Damiana Kniss, Acting Practical Nursing Coordinator

Add: Laura Hollis, Practical Nursing Coordinator

Delete: Tara Kozlick, Cosmetology Instructor

Add: Darius Kovacina, Cosmetology Instructor

Delete: Practical Nursing Instructors-Monroeville campus

Joyce Miketic

Amanda Borish

Greater Johnstown Career & Technology Center

Public Notice of Non-Discrimination

The Greater Johnstown Career and Technology Center does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. Career and Technical education program offerings include: Secondary programs – Advanced Manufacturing/Robotics, Automotive Repair Technology, Collision Repair & Refinishing, Construction Technology, Cosmetology, Culinary Arts, Diesel Mechanics, Graphic & Digital Media Design, Health Assistant, Laboratory Technology, Machine Tool Technology, Pre-Teacher Preparation, and Welding. Adult Education programs – Auto Inspection, Commercial Driver Training, Cosmetology, Drone Training, Electrical Technology, HVAC, Intergenerational Advanced Manufacturing/Robotics, Intergenerational Automotive Technology, Intergenerational Collision Repair, Intergenerational Construction Trades, Intergenerational Cosmetology, Intergenerational Culinary Arts, Intergenerational Diesel Mechanics, Intergenerational Machine Tool Technology, Intergenerational Welding, Mobile Equipment Operations, Practical Nursing, Robotic Technology in Manufacturing, and Welding. Inquiries may be directed to: Title IX Coordinator at 445 Schoolhouse Road, Johnstown, PA 15904 or at (814)266-6073 ext. 121 or trummel@gjctc.org.

The Greater Johnstown Career and Technology Center affirms that all employment practices will be done in adherence to Title IX of the Educational Amendments of 1972, Title VI and VII of the Civil Rights Act of 1964, and Section 504 of the Rehabilitation Act of 1973. We further affirm that all curriculum offerings and student enrollment practices will be handled without discrimination based on sex, age, race, color, religion, national origin, or non-job related handicaps or disabilities. Inquiries should be directed to: The Title IX Coordinator at the Greater Johnstown Career and Technology Center, 445 Schoolhouse Road, Johnstown, PA 15904-2998. (814) 266-6073, ext. 121 or trummel@gjctc.org.



June 27, 2024

Board Secretary
Board of Directors
Greater Johnstown CTC
445 Schoolhouse Road
Johnstown, PA 15904-2998

Dear Board Secretary:

This letter is a follow-up to your Corrective Action Plan (CAP) responses and implementation timelines following the onsite Approved Program Technical Evaluation (APTE) of your career and technical education programs in 2022-23. The regulations used as guidelines for the APTE included the School Code of 1949, Title 22; Chapter 339, Vocational Education Standards; and Chapter 4, Academic Standards and Assessment.

Your responses to the identified corrective actions annotated on the CAP were reviewed by the Bureau of Career and Technical Education (BCTE) staff and are deemed acceptable. As stated in the Chapter 339 Vocational Education Standards, Section 339.61: **"If the evaluation identified areas of noncompliance, the board of school directors or area vocational-technical board of school directors shall file a plan for correcting the noncompliance identified in the report with the department."** Maintain a copy of your board's approval of your plan for correction of noncompliance items on site for any follow-up review.

We appreciate your efforts to improve the quality of your career and technical education programs.

Sincerely,

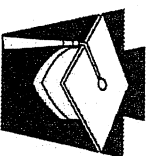
Judd R.
Pittman

Digitally signed by Judd
R. Pittman
Date: 2024.06.27
12:18:49 -04'00'

Judd R. Pittman
Director

cc: Mr. John S. Augustine II, Administrative Director
Dr. Jason Hicks, Assistant Administrator of Secondary Education

Enclosure: Approved Program Technical Evaluation Correction Plan



pennsylvania
DEPARTMENT OF EDUCATION

Bureau of Career and Technical Education
Approved Program Technical Evaluation Corrective Action Plan and Status Update
2023-24

School District or CTC Name: Greater Johnstown CTC

Date of Review: March 20-21, 2024

Chief School Administrator: Mr. John S. Augustine,
Administrative Director

School Contact: Dr. Jason Hicks, Assistant
Administrator of Secondary
Education

School Contact Email: jhicks@gjctc.org

School Telephone Number: 814.266.6073 x400

BCTE Team Leader: Christopher Davis

BCTE Leader Email: chmdavi@pa.gov

Professional Development Center (PDC) Contact and Location:

Monica Murdoch, Indiana University of Pennsylvania

PDC Telephone Number: 724.357.5669

PDC Contact Email: Monica.Murdoch@iup.edu

Corrective Action Plan must be returned within 30 days of receipt.

CIP Code No(s) and Name(s) of Approved Programs Reviewed:

CIP CODE	CIP TITLE
Programs Reviewed	
26.1201	Biotechnology
47.0603	Autobody/Collision and Repair Technology/Technician
48.0501	Machine Tool Technology/Machinist
48.0508	Welding Technology/Welder
51.0899	Health/Medical Assisting Services, Other
51.2604	Rehabilitation Aide
Reviewed for Safety and Teacher Certification	
12.0401	Cosmetology/Cosmetologist, General
12.0508	Institutional Food Workers
46.9999	Construction Trades, Other
47.0604	Automobile/Automotive Mechanics Technology/Technician

Greater Johnstown CTC

CORRECTION CITED ON APPROVED PROGRAM EVALUATION FINAL REPORT	PLAN TO ADDRESS	BY WHOM	BY WHEN	ACCEPTABLE BY PDE		PDE RESPONSE	STATUS UPDATE (PDE USE ONLY)
				YES	NO		
11.2 All CIPs – Provide documentation that student records include the student's educational and occupational objectives and results of the assessment of student competencies.	GJCTC will ensure a copy of every student's Career Objective Form and NOCTI results are in his/her file.	Amanda Harrington, Principal	Completed for 23/24 School Year & Will Reoccur Annually	X		Action as described meets standard.	
15.7 All CIPs – Provide documentation of student records that include the results of the assessment of student competencies based on performance standards.	GJCTC NOCTI results were available in one comprehensive folder but will be placed in every student's individual file.	Amanda Harrington, Principal	Completed for 23/24 School Year & Will Reoccur Annually	X		Action as described meets standard.	
17.2 All CIPs – Provide a copy of the guidance services plan approved by the local board of school directors. The plan must include procedures to provide for guidance services to CTCs/AVTSS.	GJCTC will complete the required Guidance Plan in FRCPP and will be approved by the board by December of 24.	Amanda Harrington, Principal	December 2024	X		Action as described meets standard.	
17.10 All CIPs – Provide a sampling of student career plans.	GJCTC task lists will be placed in every student's individual file.	Amanda Harrington, Principal	Completed for 23/24 School Year & Will Reoccur Annually	X		Action as described meets standard.	

Below are the administrative responses to the recommendations provided during the Spring OAC meetings:

Construction

- The Administration supports the recommendations for the following equipment:
 - Table Saw with Dado Head
 - Hilti Vacuum Based Core Drill Machine with 1 1/2" inch to 5"-inch bits
 - Industry Standard Wooded 6 Vile Mason Levels in 2' & 4' Lengths (15 each)
 - Gasoline Powered Concrete Power Screed with 12', 10', 8', & 6' Length Screeds
 - Hydraulic Conduit Bending Machine
 - Battery Operated Cutoff Saw with Chargers & Extra Battery Packs
 - New Step Ladders (4', 6', and 8') Along with 24' Extension Ladder
 - Drawings for Building Projects (local engineering firms)
 - Pro-press Tool with Fittings
 - Cameras for Classrooms
 - Keep/ Track System for Tool Maintenance and Inspection
- **Note: As grant funding becomes available, the above recommendations will be used to build the grant application.**

Diesel

- The Administration supports the recommendation of the following equipment:
 - Repair or Replace Ventilation Fans
 - Individual Toolboxes/ Kits for Students (containing heavily used hand tools)
 - Various Gear/ Bearing Pullers (replaced due to wear and tear)
 - Master Pulling Set with an Indexed Cabinet
- **Note: As grant funding becomes available, the above recommendations will be used to build the grant application.**

Early Childhood Education

- During the Early Childhood Education meeting, the OAC members had no recommendations for the purchase of equipment. They felt the program is well-established and mimics the environment out in the field.

Machine Tool

- The Administration supports the recommendations for the following equipment:
 - Replace HAAS VF-E CNC Mill with a 3 Axis—if 4 Axis—Replace with CNC Vertical Mill
 - Tooling for New HAAS ST-10 Lathe
 - Purchase New Optical Comparator/ CMM
 - Replacement Guards on 3 Newer Manual Lathes & Vertical Manual Mills
 - Replacement Power Feeds and Readouts on Manual Mills
- **Note: As grant funding becomes available, the above recommendations will be used to build the grant application.**

Culinary

- The Administration supports the recommendations for the following equipment:
 - Single Door Reach In Cooler
 - Industrial Air Fryer
 - Dough Sheeter
 - Pasta Maker/ Extruder
 - Blast Freezer
 - Paco Jet
 - 30 Qt Mixer
 - Slicer
 - Updating Small Wares:
 - Immersion Blender
 - Vacuum Sealer
 - Blenders
 - Food Processor
 - Belgium Waffle Iron
- **Note: As grant funding becomes available, the above recommendations will be used to build the grant application.**

Welding

- The Administration supports the recommendations for the following equipment:
 - New Work Tables for the Booths
 - Ventilation in the GEO Lab
 - Covered Booth Ventilation to Replace Current Set-up in High School Lab
 - Tool Table Replaced in the Toolroom
 - New Upgraded Torchmate Plasma Cutter
- **Note: As grant funding becomes available, the recommendations will be used to build the grant application.**

Sports Med

- The Administration supports the recommendation of the following equipment:
 - Total Gym
 - Elliptical
 - Bike
 - Treadmill
 - Free Weights (no higher than 25lbs)
 - Barbells with Weights of 5 lbs, 10 lbs, & 15 lbs
 - BOSU Balls and Stability Balls
 - Whirlpool
 - Paraffin Bath
 - Heart and Eye Models
 - Suture Kits
 - Stop the Bleed Materials
 - Weight and Height Scale
- **As grant funding becomes available, these recommendations will be used to build the grant application.**

Graphics

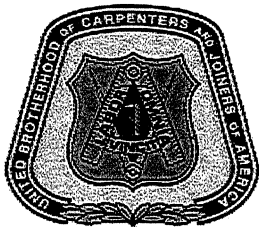
- The Administration supports the recommendation of the following equipment:
 - Book: "Graphic Design Solutions" by Robin Landa
 - Graphic Design Solutions
 - BrainBuffet Adobe Full Suite Courses
 - Wacom Tablets for Digital Drawing
 - Large Laminator
 - Updated Monitor
 - Smaller Format Printer
- **Note: As grant funding becomes available, the above recommendations will be used to build the grant application.**

Auto Tech

- During the Automotive Technology meeting, the OAC members had no recommendations for the purchase of equipment. They felt the shop is well-established and mimics the environment out in the field.

Cosmetology

- The Administration supports the recommendation of the following equipment:
 - Cameras and Rounded Mirrors (maintain few of all learning areas)
 - Blinds to Cover Large Windows
 - New Pedicure Chairs with Movable Arms
 - Paul Mitchell A.I.
 - IVAC (electric dustpan)
 - Roomba
 - Replace Lights for Gel Manicure Curing Lamps
- **Note: As grant funding becomes available, the above recommendations will be used to build the grant application.**



Eastern Atlantic States

REGIONAL COUNCIL OF CARPENTERS

TO:

CAREER CONNECTIONS CURRICULUM ESTIMATE

Thomas Bender
Director of Outreach Education
650 Ridge Rd
Pittsburgh, PA 15205
412-393-9603
tbender@eascarpenters.org

P.O.

Training Solutions Order No.

Date:

Prepared by Tom Bender

Item	QTY	Unit Cost	Total Unit Cost
Project Book 1 (Teacher Annotated Edition)	0	\$59.57	\$ -
Project Book 2 (Teacher Annotated Edition)	0	\$61.72	\$ -
Project Book 3 - Commercial (Teacher Annotate	0	\$74.37	\$ -
Project Book 3 - Residential (Teacher Annotated	0	\$93.17	\$ -
ExamView® Assessment Question Banks	0	\$22.00	\$ -
Career Connections Math for the Trades (Teach	0	\$62.72	\$ -
Introduction to Millwrighting (Teachers Annotate	0	\$51.21	\$ -
Oxyfuel Cutting and Shielded Metal Arc Welding	0	\$39.58	\$ -
The Virtual Shop (Teachers Annotated Edition)	0	\$9.58	\$ -
One Trade, Many Careers (Teacher Annotated Ed	0	\$44.06	\$ -
Project Book 1	0	\$24.53	\$ -
Project Book 2	0	\$28.24	\$ -
Project Book 3 - Commercial	0	\$31.71	\$ -
Project Book 3 - Residential	0	\$33.97	\$ -
Career Connections Math for the Trades	0	\$31.15	\$ -
Introduction to Millwrighting	0	\$40.01	\$ -
Oxyfuel Cutting and Shielded Metal Arc Welding	0	\$36.05	\$ -
One Trade, Many Careers	0	\$16.85	\$ -
Sub Total			\$ -
Estimated Shipping & Handling			
Total Cost			\$ -

THIS IS NOT AN INVOICE

DO NOT PAY FROM THIS ESTIMATE – A STATEMENT WILL BE MAILED TO YOU WITH EXACT SHIPPING COSTS

THIS ESTIMATE IS GOOD FOR 60 DAY FROM THIS DATE:

Books Received By: _____

Print Name

Date: ____/____/____

Signature

MEMORANDUM OF UNDERSTANDING

Between the Greater Johnstown AVTS/CTC and

Greater Johnstown AVT Education Support Personnel Association

This Memorandum of Understanding (hereinafter referred to as the "MOU") is made by and between the Greater Johnstown AVTS/CTC (the "GJCTC") and the Greater Johnstown AVTS/CTC Education Support Personnel Association (the "Association"), an exclusive representative certified under law to represent a bargaining unit of support staff members of the GJCTC. The GJCTC and Association will be referred to collectively as "the Parties."

WHEREAS, the GJCTC and the Association are parties to a collective bargaining agreement (the "CBA") with a term of July 1, 2022 through June 30, 2025 and

WHEREAS, the GJCTC and the Association, after discussion, desire to work cooperatively to address the incentive payment for a employee hirings and filling of vacancies.

NOW THEREFORE, intending to be legally bound hereby, the Parties agree as follows:

1. Article VIII, Section 5 C – Wage Schedule,

As of July 1, 2024 three (3) secretarial employees shall be paid an additional One Dollar and 35/00 (\$1.35). This will be in addition to the contractual Sixty-Five cents (\$0.65).

2. All remaining provisions of the CBA shall remain in full force and effect.
3. With the exception of the provisions as set forth herein, this MOU shall not set a precedent or be construed as a practice or course of dealing between the parties.
4. Should any provision of this MOU be declared illegal or unenforceable and unable to be modified to be enforceable, then such provision shall become null and void, but the remainder of this MOU shall remain in full force and effect.
5. Additionally, the Association understands, acknowledges and agrees that the three (3) secretaries, as enumerated herein, are the only ones within the bargaining unit to receive said increase. Said increase has not been requested by the Association nor shall it be received by any other bargaining unit member.

6. The individuals signing on behalf of the respective Parties hereto acknowledge that they have been duly authorized and empowered to execute this MOU and to permanently bind hereto such respective parties and their successors and assigns.

IN WITNESS WHEREOF, the Parties hereto, intending to be legally bound, have executed this Memorandum of Understanding the day and year first above written.

Signed: _____ Date: _____
John S. Augustine II
Administrative Director

Signed: _____ Date: _____
Galen George
Chairperson, Joint Operating Committee

Signed: Jennifer Steele Date: 7/08/2024
Jennifer Steele
President, GJAVTS/CTC Education Support Personnel Association

Witness: Pamela Bear Date: 7/08/2024
Name: _____
Education Support Personnel Association Member/Officer
Pamela Bear, Vice-President



GREATER JOHNSTOWN CAREER & TECHNOLOGY CENTER/AVTS

MEMORANDUM OF UNDERSTANDING

BETWEEN

Greater Johnstown Career & Technology Center/AVTS

AND

Greater Johnstown Career & Technology Center/AVTS

Educational Support Professional Association

ESPA/PSEA

It is hereby agreed by both parties that, due to a shortage of applicants, the administration is authorized to hire Part-Time Substitute Custodians. Existing employees will be given the opportunity to work additional hours. Should current employees decline the offer of extra hours, the administration may then engage the services of a Part-Time Substitute Custodian.

Signed:

ESPA/PSEA Officer

Date:

Attested by:

ESPA/PSEA Officer

Signed:

Galen George
Chairperson, Joint Operating Committee

Date:

Attested by:

Alan Tresnicky
Secretary, Joint Operating Committee

Tuition Students

2024-2025

Central Cambria

11th Grade Student

Machine Tool Technology

North Star

12th Grade Student

Apartment Program

12th Grade Student

Diesel Technology

12th Grade Student

Diesel Technology

12th Grade Student

Laboratory Technology

12th Grade Student

Graphic Digital Media Design

11th Grade Student

Diesel Technology

11th Grade Student

Diesel Technology

11th Grade Student

Poly Tech

11th Grade Student

Diesel Technology

11th Grade Student

Diesel Technology

PA Cyber

14th Year Student

Diesel Technology

Shade Central City

12th Grade Student

Construction Trades

12th Grade Student

Construction Trades

12th Grade Student

Graphic Digital Media Design

12th Grade Student

Diesel Technology

11th Grade Student

Laboratory Technology

Ligonier Valley

11th Grade Student

Automotive Technology

11th Grade Student

Automotive Technology

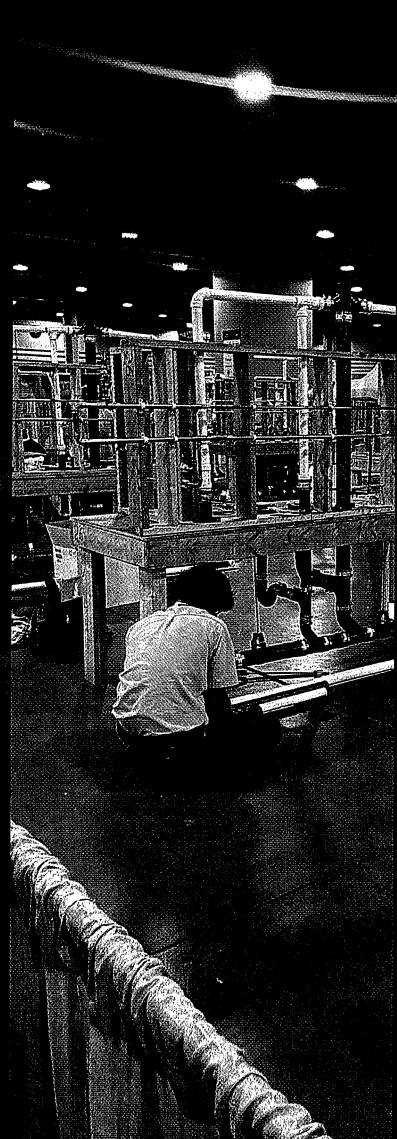
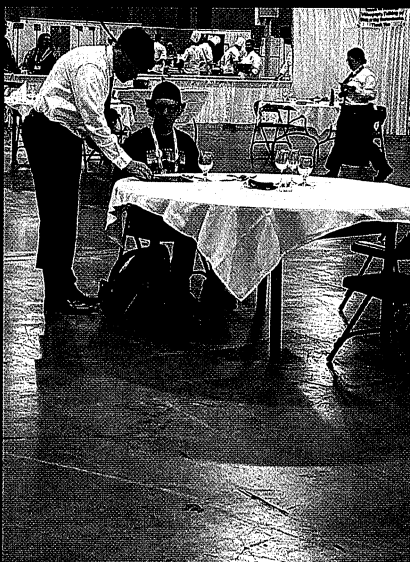
Berlin Brothers Valley

10th Grade Student

Diesel Technology

SkillsUSA

National Leadership & Skills Conference



Atlanta Georgia
World Congress Center
June 24-28, 2024

Jacob Rhoades competed in Plumbing and placed 6th at the national level.

Makenzie Jerin competed in the Post-Secondary Esthetics competition and placed 9th at the national level. Her model was Haylee Thomas.

**Nick Yoder
volunteered
to participate
in the
restraunt
service
competition.**