



The Greater Johnstown Career and Technology Center

445 Schoolhouse Road, Johnstown, PA 15904

REGULAR JOINT OPERATING COMMITTEE MEETING MINUTES – June 25, 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. Robert Gleason
Mr. Mark Portante, Mrs. Amy Rummel, and
Mrs. Antoinette Rummel

1. CALL TO ORDER

Mr. Galen George, Chairman, called the meeting to order at 7:30 p.m. The following were the items of business and discussion:

2. ROLL CALL OF MEMBERS

Mrs. Shelby Kieta, Confidential Recording Secretary, took roll call as follows:

Members Present:

Mr. Jeffery Alesantrino

Dr. Rocco Mantini

Mr. Galen George

Dr. Richard Knavel

Dr. Timothy Ondrejik

Mr. Eugene Pentz

Mr. Julian Beglin

Mr. David Hudak

Mrs. Tricia Shaffer

Dr. William Carney

Mr. Robert Gleason

Mr. Mark Portante

Mrs. Antoinette Rummel

Total: 13 Members

Members Absent:

Mr. Stephen Thompson

Mrs. Amy Rummel

Alternates:

Alternates:

Quorum Present: 13 Yes

Others Present

Mr. John S. Augustine II, Administrative Director

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

Mrs. Amanda Harrington, Assistant Administrator of Program Operations

Mrs. Shelby Kieta, Confidential Recording Secretary

Mr. Arnold Nadonley, Chief School Administrator

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 – None

5. APPROVAL OF MINUTES – April 23, 2024 and May 28, 2024 REGULAR MEETING MINUTES

On a motion by Mr. Beglin, seconded by Mrs. Shaffer, it was moved that the minutes resulting from the April 23, 2024 and May 28, 2024, Regular Meeting be approved as presented. A voice vote was taken and the motion passed unanimously.

6. ELECTION OF TREASURER

Adopted Policy #005 states: Annually during the month of May (June 2024) the Joint Operating Committee shall elect a Treasurer to serve a term of one (1) year beginning the first Monday in July.

1. Nominations for Treasurer of the Joint Operating Committee – 1 year term, July 1, 2024 through June 30, 2025. To be paid annual salary of \$600.00 for the 2024-2025 fiscal year.
2. On a motion by Dr. Carney, seconded by Mr. Hudak, to retain Dr. Richard Knavel for the position of GJCTC Treasurer. A voice vote was taken and the motion passed unanimously.

7. 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. Hudak, 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)

8. CORRESPONDENCE

Thank you Letters:

1. GJCTC received two thank you cards from Mr. William C. Polacek, President & CEO of JWF Industries, for having our Welding Students that were recently hired full-time post-graduation prepared for the workforce.
2. GJCTC received a thank you letter from CamTran Cambria County Transit Authority, for refinishing the Transit Center's benches.

9. ITEMS FOR INFORMATION ONLY

Donations:

1. GJCTC's Masonry Shop received a generous donation from Phillip and Mary Faranda from Franda Farm. Mr. and Mrs. Franda donated masonry tools valuing \$1,800.00 donation.
2. GJCTC's Diesel Technology received a generous donation from Ascendance Trucks. Ascendance Trucks donated an A26 and Maxx Force engines valuing an \$11,200.00 donation.

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

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

On a motion by Mrs. Shaffer, seconded by Dr. Carney, it was moved that the Committee of the Whole Agenda items 3A- 6A, along with the changes in support staff, 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. Permission to Submit Grant Proposals

1. Approved beginning July 1, 2024, permission to submit grant proposals for federal and state-funded grants throughout the 2024-2025 school year.

B. GJCTC Secondary Enrollment (Attachment 1)

1. Reviewed GJCTC's Secondary Enrollment.

C. Employee Resignations

1. Retroactively approved the Director's acceptance of the written resignation of the following employees:
 - 1) Taylor Maris, Custodian, effective May 31, 2024.
 - 2) Cody Wagner, Custodian, effective May 24, 2024.
 - 3) Rachel Eiszler, Secondary Cosmetology Instructor, effective May 29, 2024.
 - 4) Chase Huff, Substitute Custodian, effective May 30, 2024. *Resigned via text message.

D. Cosmetology Instructor

1. Approved the hire of Ms. Heather Philburn for the position of Secondary Cosmetology Instructor for the 2024-2025 school year, the compensation for this 187-day position is \$48,175.00/year with full family health benefits. Required clearances received.

E. Support Staff Update

1. Alexis Williams declined the substitute Custodian position.
2. Discussed Co-op Opportunity for students to be employed by GJCTC.
3. Approved Mr. Michael Fronheiser to become full-time with single healthcare benefits.

F. Mobile Equipment

1. Approved the suspension of the Mobile Equipment Program due to the lack of enrollment for the summer program (July - December). Resulting in the layoff of Mr. David Mitchell and Mr. Keith Custer effective the close of business Friday, July 12, 2024, and will resume for the winter program starting January 2025 pending enrollment.

G. Conference Requests

1. Approved the following conference requests:

1) SkillsUSA National Leadership & Skills Conference (Retroactive to June 24, 2024)

Employees: Joel Yoder, Secondary Collision Repair
Instructor/SkillsUSA Advisor
Lisha Knapp, Secondary Culinary Arts
Instructor/SkillsUSA Advisor

Dates: June 24-28, 2024

Location: Atlanta Georgia

Cost: \$1,125 (Registration Fees)
\$4,635 (Airbnb)

2) Fanuc Academy

Employees: Shelby Kieta, Incoming Robotics Instructor

Dates: Tentatively July 8-11, 2024

Location: Fanuc American Head Quarters, Rochester Hills, Michigan

Cost: Registration: Free
Hotel: TBD

H. Approval of Local Advisory Committee and Curriculum and Enrollment Committee Meeting Minutes Resulting from the May 28, 2024 Meeting (Attachment 2)

1. Approved the minutes resulting from the May 28, 2024 Local Advisory Committee/Curriculum and Enrollment Committee Meeting.

I. Occupational Advisory Committee

1. Approved the following additions/deletions to GJCTC's Occupational Advisory Committee.

1) Cosmetology Additions:

Jan Beech, Sales Representative – Cosmoprof

Angelica Saylor, Salon Owner – 3 Shears

Alyssa Fleegle, Salon Owner – Colourluxe Salon

2) Culinary Arts Additions:

John Druschel, Culinary Food Service Instructor - PA Department of Corrections

J. VidCruiter

1. Approved the one (1) year subscription with VidCruiter INC. for the price of \$5,250.

K. Safety and Security Practices

1. Reviewed in Executive Session, per Section 1309-B of the PA School Code.

L. Personnel Working Additional Hours

1. Approved beginning July 1, 2024, authority of the administrative Director to assign additional work hours, at the approved hourly rates, for curriculum development, staff development, special projects for federal/state funded grants, in writing proposals and accounting the same.

M. Other Items Relating to Education and Personnel – None

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

A. PA Cooperative Technology Purchasing Program, PA State Co-Stars Purchasing Program and PA Services Surplus Equipment Programs

1. Approved beginning July 1, 2024 permission for GJCTC to participate in the PA Cooperative Technology Purchasing Program, PA State Co-Stars Purchasing Program and PA General Services Surplus Equipment Programs to obtain state contract pricing for purchases for the 2024-2025 fiscal year.

B. Auditor Contract (Attachment 3)

1. Approved the proposal from Young Oakes Brown & Company for independent auditing services for the fiscal years ending June 30, 2024, 2025, and 2026.

C. Budget Transfers

1. Approved the Financial Officer along with the Auditor, be authorized to make the necessary budgetary transfers, as required by the School Code, to close the books at the end of the 2023-2024 fiscal year.

D. Recommendation of Health Consortium Bylaws (Attachment 4)

1. Approved the Health Trust Consortium's recommendation of the Bylaw Amendment.

E. E-Rate

1. The following is presented as a matter of information:
 - 1) GJCTC has been funded E-Rate Year 24 (2024-2025) Eligible.
Category 1 - \$8,179.20
Category 2 - \$3,508.43

F. 1st Summit Loan Payment (Attachment 5)

1. Approved the 2024-2025 loan payment formula, detailed on the attachment, as recommended by PFM Financial Advisors, LLC.

G. 2024-2025 Tuition Rate for Non-Participating School Districts (Attachment 6)

1. Approved the tuition rate for students from non-participating schools to attend GJCTC during the 2024-2025 school year.

H. 2024-2025 Use of Facilities Rate Schedule (Attachment 7)

1. Approved the 2024-2025 Use of Facilities Rate Schedule as presented.

I. 2024-2025 Insurance Package (Attachment 8)

1. Approved the 2024-2025 insurance package from MGI Risk Management, Johnstown PA.

J. In-Shore Technologies Contract

1. Approved the three (3) year IT Management Services Agreement with In-Shore Technologies, effective July 1, 2024 at the rate of \$67,500/year.

K. 2024-2025 Adult Workforce Development Budget/Grants and Non-Secondary Funded Budgets

1. FYI: Greater Johnstown School District held their monthly meeting on May 6, 2024 where they voted on the 2024-2025 Adult Workforce Development Budget/Grants and Non-Secondary Funded Budgets.

<u>DISTRICTS</u>	<u>YES VOTES</u>	<u>NO VOTES</u>	<u>ABSTAIN</u>	<u>ABSENT</u>	<u>TOTAL</u>
Greater Johnstown SD	7	0	0	1	8

- 1) *2024-2025 Adult Workforce Development Budget/Grants and Non-Secondary Funded Budgets were approved at the April 23, 2024 JOC Regular Meeting with 48 affirmative votes from 6 districts. *

L. Other Items Relating to Budget and Finance – None

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

A. Learning Lamp Lease Extension

1. Approved the lease extension agreement with Learning Lamp. The lease extension will begin on July 1, 2024 and will renew annually with the master lease for room E212 Front this will bring the total annual lease to \$92,663.73, broken into 12 monthly installments of \$7,721.98.

B. Other Items Relating to Building and Grounds – None

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

A. Other Items Relating to Building and Grounds – None

12. REPORT OF THE SUPERVISOR OF BUILDING AND GROUNDS

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

13. REPORT OF THE ASSISTANT ADMINISTRATOR OF PROGRAM OPERATIONS

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

14. REPORT OF THE ASSISTANT DIRECTOR

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

15. REPORT OF THE ADMINISTRATIVE DIRECTOR

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

16. REPORT OF THE CHIEF SCHOOL ADMINISTRATOR

Mr. Arnold Nadonley, Chief School Administrator, gave an overview of the Health Consortium Bylaws.

17. REPORT OF THE SOLICITOR

Mr. Ronald Repak, Solicitor, was not in attendance.

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

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

19. FUTURE MEETING DATE AND LOCATION

The August Regular Meeting is scheduled for Wednesday August 7, 2024, immediately following the Committee of the Whole Meeting at 6:30 p.m.

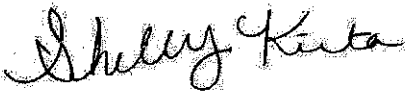
There will be a Building and Grounds Committee Meeting at 5:30 p.m.

20. OTHER BUSINESS - None

21. ADJOURNMENT

On a motion of Mr. Hudak, seconded by Mrs. Shaffer, it was moved the meeting be adjourned, time 8:35 p.m. A voice vote was taken with all present voting AYE. Motion carried.

Respectfully Submitted,



Shelby Kieta

Confidential Recording Secretary Joint Operating Committee

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

Local Advisory Committee/Curriculum and Enrollment Committee
Meeting Minutes – May 28, 2024

Local Advisory Committee Members

Mr. Jelden Arcilla, CNO Conemaugh Hospital
Mrs. Cathy Tunstall, GJCTC Special Education Facilitator
Ms. Theresa Gall, Parent of Former GJCTC Student, Community Member
Ms. Sarah Helman, CareerLink
Mr. Shawn Kaufman, Director of HR, McAneny Brothers
Ms. Diane Kurchak, DON Conemaugh Hospital
Ms. Julie Juhas, OVR
Mr. Jesper Neilson, Croyle Neilsen Therapeutic Associates, INC. WIB member
Mr. Anthony Penna SR., Coaches-4-kids Owner, Former GJCTC Instructor
Dr. Richard Somiari, President of ISTI_Biosciences
Ms. Pam Swonsboro, CNO Conemaugh Meyersdale

Local Advisory Committee Members Present:

Mrs. Patricia Harrington, Alternate for Sarah Helman, CareerLink
Mr. Shawn Kaufman
Dr. Richard Somiari
Ms. Theresa Gall

2024 Curriculum and Enrollment Committee Sub-Committee Members

Mr. Julian Beglin – Chairman
Dr. William Carney
Dr. Rocco Mantini
Mr. Stephen Thompson

The following members were present:

Mr. Julian Beglin – Chairman
Dr. Rocco Mantini

Others present:

Mr. John S. Augustine II, Administrative Director
Mrs. Amanda Harrington, Assistant Administrator of Program Operations
Mr. David Hudak, GJCTC JOC Vice-Chairperson
Mrs. Shelby Kieta, Confidential Recording Secretary
Mrs. Tricia Rummel, Assistant Director

A. Program Overview:

1. Review on Pre-Teacher Preparation Program (Handout 1)

- a. Reviewed the Competency Task List – Secondary Component Education, General CIP 13.0101.

1. On a motion of Mr. Kaufman seconded by Mr. Beglin, it was moved that the Competency Task List – Secondary Component Education, General CIP 13.0101 be approved as the task list for Pre-Teacher Preparations Program. A voice vote was taken and the motion passed unanimously.

2. Review of Diversified Occupations (Handout2)

- a. Reviewed the Competency Task List – Job Seeking/Changing Skills CIP 32.0105.

1. On a motion of Dr. Somiari seconded by Ms. Gall it was moved that the Competency Task List – Job Seeking/Changing Skills CIP 32.0105 be approved as the task list for Diversified Occupations. A voice vote was taken and the motion passed unanimously.

3. Review of the GJCTC Curriculum List (Handout 3 & 4)

- a. Reviewed GJCTC's Curriculum List.

1. On a motion of Mr. Beglin seconded by Mr. Kaufman it was moved that the GJCTC Curriculum List be approved for the 2024-2025 School Year. A voice vote was taken and the motion passed unanimously.

4. 3/5/10 Year Planning Discussion (Handout 5)

- a. Program Review

1. Discussed that when a programs enrollment reaches 17 is declared low enrollment and a program improvement plan is to be implemented, a program with the enrollment reaches 12 is to go part-time, and a program when the enrollment reaches 10 is to close. * This does not include the special education programs.

- a. On a motion of Mr. Hudak seconded by Mr. Kaufman it was approved that Program Review Plan be approved. A voice vote was taken and the motion passed unanimously.

- b. The following items were discussed as to what additional micro-certs/Programs could be added to GJCTC.

1. Drone Pilot courses for secondary students
2. Soft Skills/Accountability courses.
3. Surveying
4. Industrial Painting
5. Radiology

c. The LAC and Curriculum and Enrollment Committee also spoke on the additional items:

1. Students taking an employment pledge to be accountable for showing up everyday on time to gain the needed skills to retain a job. If a student is consistent with good attendance there could be an added incentive for being true to their pledge.
2. Training with AI, AI is new and becoming prominent in almost every industry.
3. Getting more local businesses involved with GJCTC within the Occupational Advisory Committee and the new Diversified Occupations program.
4. With the newer Special Education programs, getting the students involved more within the school and community.
 - a. Running an in-school coffee shop
 - b. Utilizing the food truck to work concession at local sports events.

B. Occupational Advisory Committee (Handout 6)

1. Review and Approval of the Occupational Advisory Committee Membership Updates. (handout

- a. Approved the membership updated to the 2023-2024 Occupational Advisory Committee. On a motion of Ms. Gall seconded by Mr. Beglin it was moved that the 2023-2024 Occupational Advisory Committee membership updates be approved. A voice vote was taken and the motion passed unanimously.

C. Adjournment

1. On a motion by Dr. Somiari seconded by Mr. Beglin it was moved that the Local Advisory Committee Meeting and the Curriculum Committee Meeting be adjourned, time 7:15.

Competency Task List – Secondary Component Education, General CIP 13.0101

High School Graduation Years 2024, 2025, 2026

100 Orientation to the Education Profession

Item	Task	(X) Indicates Proficiency ¹	Secondary Course Crosswalk
101	Research potential career paths within the education profession including requirements for coursework, training, and certification.		
102	Develop professional goals and a postsecondary career plan based on one's individual interests and preferences.		
103	Acquire required clearances to participate in clinical experiences.		
104	Research the history, role, and social/political/economic context of American education and the education profession.		
105	Reflect on one's cultural lens.		
106	Develop a personal mission statement that summarizes one's motivation for entering the education profession based on one's personal experiences, values, and goals.		
107	Identify the knowledge, skills, dispositions, and abilities necessary to succeed within the education profession.		

200 Planning and Preparation

Item	Task	(X) Indicates Proficiency ¹	Secondary Course Crosswalk
201	Explore the connections of content knowledge and pedagogy.		
202	Demonstrate knowing and valuing students as part of the planning process.		
203	Prepare instructional outcomes.		
204	Identify educational resources and evaluate uses in the classroom.		
205	Plan clear and thoughtful instruction aligned to standards.		

Pennsylvania Department of Education

206	Design and analyze assessments and identify how to incorporate results into the instructional planning process.		
207	Identify the several types of assessments.		
208	Design culturally relevant learning that brings real world experiences into educational spaces/the classroom.		

300 Learning Environment and Classroom Management

Item	Task	(X) Indicates Proficiency ¹	Secondary Course Crosswalk
301	Identify classroom modifications and accommodations to meet the needs of all students.		
302	Identify and practice strategies to cultivate respectful and affirming environments and a sense of belonging for all students.		
303	Identify and practice strategies for fostering a culture for learning.		
304	Identify and practice strategies for supporting positive student behavior.		
305	Identify and practice strategies for organizing physical and digital spaces for learning.		
306	Provide all learners with equitable and differentiated opportunities to learn and succeed.		

400 Human Growth and Development

Item	Task	(X) Indicates Proficiency ¹	Secondary Course Crosswalk
401	Identify a learner's cognitive, physical, emotional, and social developmental stages (Pre-K-12).		
402	Identify strategies for designing learning environments based on learner's developmental stages.		
403	Identify strategies for designing and delivering instruction based on learner's developmental stages.		
404	Discuss how social issues and relationships affect students.		
405	Promote asset-based perspectives about differences.		

500 Clinical Experience (Observation and Participation)

Item	Task	(X) Indicates Proficiency ¹	Secondary Course Crosswalk
501	Observe a variety of classrooms and reflect upon learning environment and classroom management.		
502	Participate in an elementary, middle, high school, career and technical center or cross-grade instructional program.		
503	Meet with mentor teacher and plan for active participation in the classroom.		
504	Maintain a log of time and activities in clinical experiences.		
505	Design and deliver instruction that takes into consideration the diverse needs of all learners.		
506	Seek out opportunities to both self-reflect and receive feedback from others to adjust future practice.		
507	Assess lesson plan effectiveness.		
508	Observe and evaluate students' performance and development.		
509	Observe a variety of classrooms and reflect upon instructional practice.		
510	Establish high expectations for each learner and treat them as capable and deserving of achieving success.		

600 Culturally Relevant and Sustaining Education and Inclusion

Item	Task	(X) Indicates Proficiency ¹	Secondary Course Crosswalk
601	Research students' rights in the public education setting (e.g., IDEA, Title IX, ESSA, FERPA).		
602	Describe ways educators can support students identified as needing special services (e.g., emerging multilinguals, special education).		
603	Identify, deepen understanding of, and take steps to address bias in the system.		
604	Communicate in linguistically and culturally relevant ways that demonstrate respect for learners, educators, educational leaders, and families.		

Pennsylvania Department of Education

605	Educate oneself about microaggressions and their impact on diverse learners, educators, and families.		
606	Research culturally relevant and sustaining practices in the design of an instructional activity or lesson.		

700 Professionalism, Ethics and Reflective Practice

Item	Task	(X) Indicates Proficiency ¹	Secondary Course Crosswalk
701	Research and adhere to school, district, and program rules, regulations, and policies in all applicable education settings.		
702	Determine and employ the professional demeanor and social emotional competencies needed to maintain professionalism.		
703	Identify and adhere to the professional ethics competencies and code of conduct practice for educators as established by the Pennsylvania Department of Education under Chapter 49, as well as other legal requirements (e.g., FERPA, mandated reporting).		
704	Communicate professionally in oral, written, and electronic communication, including maintaining a professional digital footprint.		
705	Practice planning, sharing, and working collaboratively to improve instructional skills, student success and the professional culture and climate of the school.		
706	Identify resources for engaging in professional learning, inquiry, and growth.		
707	Identify and use resources to support self-care wellness.		
708	Reflect upon practice through the lens of culturally relevant and sustaining education, as outlined in the CR-SE competencies.		

¹ Student Demonstrated Entry-Level Industry Proficiency as Indicated by (X)

Secondary CTE Instructor Signature _____ Date _____

Student Signature _____ Date _____

Competency Task List

Job-Seeking/Changing Skills CIP 32.0105

General Related Instruction

100 Orientation

Item	Task	(X) Indicates Proficiency ¹	Secondary Course Cross-Walk
101	Identify program policies and procedures		
102	List program objectives		
103	Describe work ethics		
104	Complete forms		
105	List the benefits of career and technical student organizations		

200 Career Development and Planning

Item	Task	(X) Indicates Proficiency ¹	Secondary Course Cross-Walk
201	Construct a profile of personal interests, aptitudes, abilities and values		
202	Compare careers in relation to job tasks, work environment, job availability and educational requirements		

300 Employment Acquisition

Item	Task	(X) Indicates Proficiency ¹	Secondary Course Cross-Walk
301	Prepare a resume		
302	Prepare a letter of application		

Job-Seeking/Changing Skills CIP 32.0105

Revised August 2022

This Competency Task List is not a state-developed Program of Study.

303	Complete employment applications		
304	Demonstrate job interview techniques		
305	Demonstrate job interview/application follow-up activity(ies)		
306	List potential employers		

400 Human Relations

Item	Task	(X) Indicates Proficiency ¹	Secondary Course Cross-Walk
401	Analyze human relations in terms of:		
	a. Employer responsibilities		
	b. Employee responsibilities		
	c. Coworker responsibilities		
402	Demonstrate positive decision-making skills		
403	Identify methods to resolve conflicts		
404	Distinguish between positive/negative feedback		
405	Discuss the advantages and disadvantages of unions and other employee organizations		

500 Health and Safety

Item	Task	(X) Indicates Proficiency ¹	Secondary Course Cross-Walk
501	Describe the need for safety practice and procedures		
502	Identify ways to achieve personal safety		
503	Identify general occupational safety practices		
504	Demonstrate general first aid procedures		
505	Describe the role of government agencies in providing for a safe workplace		

600 Employment Retention

Job-Seeking/Changing Skills CIP 32.0105

Revised August 2022

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Item	Task	(X) Indicates Proficiency ¹	Secondary Course Cross-Walk
601	Demonstrate the positive attributes of a "good employee"		
602	Evaluate job changes and promotions		
603	Diagram the organizational structure of a company		
604	Interpret a performance evaluation		
605	Identify sources of employee information regarding company policies and procedures		
606	Summarize proper procedures for job termination		

700 Communications Development

Item	Task	(X) Indicates Proficiency ¹	Secondary Course Cross-Walk
701	Demonstrate listening skills		
702	Demonstrate speaking skills		
703	Demonstrate nonverbal skills		
704	Demonstrate writing skills		
705	Demonstrate digital/online communication skills		
706	Demonstrate self-assertiveness		

800 Legal Awareness

Item	Task	(X) Indicates Proficiency ¹	Secondary Course Cross-Walk
801	Describe how labor regulations (federal and state) affect employment certificates		
802	Describe how labor regulations affect where an individual can work		
803	Describe how labor regulations affect the time an individual can work		
804	Describe how labor regulations affect wages		

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805	List the benefits provided by:		
	a. Social Security		
	b. Workers' Compensation		
	c. Unemployment Compensation		
806	Describe the purpose of Equal Opportunity Employment (EOE)		
807	Identify major laws that regulate management relations		

900 Youth Organizations

Item	Task	(X) Indicates Proficiency ¹	Secondary Course Cross-Walk
901	List good citizenship activities		
902	Participate in a leadership activity		
903	Demonstrate leadership qualities		
904	Demonstrate parliamentary procedure skills		
905	Participate in a public relations activity		

1000 Consumer Skills

Item	Task	(X) Indicates Proficiency ¹	Secondary Course Cross-Walk
1001	Banking		
	a. Discuss financial institutions		
	b. Demonstrate ability to use basic banking services		
1002	Credit		
	a. Describe the function and purposes of credit		
	b. Describe how to use credit wisely		
1003	Money Management		
	a. List personal financial goals		
	b. Prepare a budget		

This Competency Task List is not a state-developed Program of Study.

1004	Taxes		
	a. Describe the types and function of taxes		
	b. Prepare tax forms of payroll deductions		
1005	Insurance		
	a. Describe types and purposes of insurance		
	b. List factors in buying insurance		
1006	Consumer Protection		
	a. Identify actions that can be taken for consumer protection		
1007	Wages		
	a. Identify types of earnings		
	b. Describe forms of payroll deductions		
1008	Fringe Benefits		
	a. Identify and describe the various fringe benefits		
	b. Identify types of retirement plans and the role of an employer and employee in contributing to retirement plans		

1100 Economics

Item	Task	(X) Indicates Proficiency ¹	Secondary Course Cross-Walk
1101	Describe types of business organizations		
1102	Describe the opportunities of entrepreneurship		
1103	Identify major differences in economic systems		

1200 Future Planning

Item	Task	(X) Indicates Proficiency ¹	Secondary Course Cross-Walk
1201	Describe the impact of technological change in the workplace		
1202	List the occupational opportunities at your present skill level		

Job-Seeking/Changing Skills CIP 32.0105

Revised August 2022

This Competency Task List is not a state-developed Program of Study.

1203	List short and long-term career goals		
1204	Develop a plan for professional growth		
1205	Discuss career changes		

1300 Technical Related Instruction

Item	Task	(X) Indicates Proficiency ¹	Secondary Course Cross-Walk
1301	List specific safety rules and identify potential hazards at the job site		
1302	Demonstrate safe work habits and attitudes on the job		
1303	Define the specific occupational terms related to your job		
1304	List your occupational skills		
1305	List the occupational requirements to maintain employment at your job site		
1306	Describe the policies and procedures used by your cooperating employer		
1307	Diagram your company's organizational structure		
1308	Identify technical related resources that correlate with on-the-job experiences		

1400 Job Site Evaluation

Item	Task	(X) Indicates Proficiency ¹	Secondary Course Cross-Walk
1401	Job Visit On Site		

¹ Student Demonstrated Entry-Level Industry Proficiency as Indicated by (X)

GJCTC HS Curriculum List

<u>Auto Repair</u>
<u>Primary Curriculum:</u>
◇ CDX
<u>National Skill Standard/ Industry Credential Goal:</u>
◇ ASE

<u>Collision Repair</u>
<u>Primary Curriculum:</u>
◇ iCar
<u>Supplementary Curriculum/ Materials:</u>
◇ Auto Collision Repair & Refinishing Textbook (GW Goodhart Willcox)
<u>National Skill Standard/ Industry Credential Goal:</u>
◇ ASE

<u>Construction</u>
<u>Primary Curriculum:</u>
◇ NCCER
<u>National Skill Standard/ Industry Credential Goal:</u>
◇ NCCER (Core & Level 1 Construction Technology)

<u>Cosmetology</u>
<u>Primary Curriculum:</u>
◇ Pivot Point
<u>National Skill Standard/ Industry Credential Goal:</u>
◇ State License

<u>Culinary</u>
<u>Primary Curriculum:</u>
◇ Foundations of Restaurant Management & Culinary Arts
<u>Supplementary Curriculum/ Materials:</u>
◇ Rouxbe
◇ Good Eats, 2013 (full collection)
◇ Culinary Math, Copyright 2019
◇ ServSafe Foodhandler Guide, Copyright 2018
◇ ServSafe Manager 7 th Edition, Copyright 2020
◇ Food that Built America
<u>National Skill Standard/ Industry Credential Goal:</u>
◇ ServeSafe

Diesel
<u>Primary Curriculum:</u>
◊ CDX
<u>National Skill Standard/ Industry Credential Goal:</u>
◊ ASE

Diversified Occupations
<u>Primary Curriculum:</u>
◊ CareerSafe—Employability Skills
<u>National Skill Standard/ Industry Credential Goal:</u>
◊ Program-specific

Graphics
<u>Primary Curriculum:</u>
◊ Adobe Photoshop and Dreamweaver (Against the Clock 2019)
◊ Adobe in Design Illustrator and Photoshop
<u>Supplementary Curriculum/ Materials:</u>
◊ MAVCEE DVDs
◊ CenGage Graphic Design Solutions & BrainBuffet Adobe Training
<u>National Skill Standard/ Industry Credential Goal:</u>
◊ Adobe

Health Assistant Curriculum
<u>Primary Curriculum:</u>
◊ iCEV (online curriculum for all three levels)
<u>Supplementary Curriculum/ Materials:</u>
◊ GoodHeart (Wilcox)—Intro to Anatomy and Physiology (10 th Grade)
◊ Hartman (CNA Nursing Assisting and Caregiving) (11 th)
◊ CenGage: Intro to Med Terminology (12 th)
◊ NATCEP—Nurse Aide Training (state ruled)
<u>National Skill Standard/ Industry Credential Goal:</u>
◊ Certified Nursing Assistant

Lab TechPrimary Curriculum:

- ◇ Biotechnology (Textbook)

Supplementary Curriculum/ Materials:

- ◇ Research Projects

National Skill Standard/ Industry Credential Goal:

- ◇ Pharmacy Technician
- ◇ Biotechnician Assistant Credentialing Exam

Machine IntPrimary Curriculum:

- ◇ ToolingU

Supplementary Curriculum/ Materials:

- ◇ Haas Programming Workbook for Lathe and Mill
- ◇ CenGAGE Textbook and Workbook
- ◇ Titans of CNC Academy (Master Keying)

National Skill Standard/ Industry Credential Goal:

- ◇ NIMS

Micro-centElectric Vehicle

- ◇ xEV (Level 1 & Level 2)

CDL: Class A Commercial Driver's License

- ◇ JJ Keller (online platform)
- ◇ CDL Driver's Manual

PA Auto Inspection**Pre-Teacher Preparation**Primary Curriculum:

- ◇ Educator Rising

National Skill Standard/ Industry Credential Goal:

- ◇ Mandated Reporter Training
- ◇ Dual Enrollment (college credits)

Sports Medicine
<u>Primary Curriculum:</u>
◊ National Academy of Sports Medicine
<u>Supplementary Curriculum/ Materials:</u>
◊ iCEV Learning Platform
◊ The Role of the Athletic Trainer in Sports Medicine (Textbook)
<u>National Skill Standard/ Industry Credential Goal:</u>
◊ NASM
◊ Certified Personal Trainer

Welding
<u>Primary Curriculum:</u>
◊ ToolingU
<u>Supplementary Curriculum/ Materials:</u>
◊ MAVCEE
◊ Welding Symbols (Booklet)
<u>National Skill Standard/ Industry Credential Goal:</u>
◊ AWS

All Programs
◊ CareerSafe—OSHA 10 & Employability Skills
◊ Fusion (formerly SP2)—Annual Safety Training
◊ NOCTI Study Guides
◊ Learning Management System (launch pad)—Canvas or Google Classroom

GJCTC AE Curriculum List

Cosmetology
<u>Primary Curriculum:</u> ◇ Pivot Point
<u>National Skill Standard/ Industry Credential Goal:</u> ◇ State License

Electrical
<u>Primary Curriculum:</u> ◇ NCCER
<u>National Skill Standard/ Industry Credential Goal:</u> ◇ NFPA 70E—Electrical Safety in the Workplace ◇ OSHA 10—Occupational Safety & Health Admin, ◇ NCCER (Core, Level 1, Level 2, and Level 3) ◇ First Aid/ CPR ◇ Forklift Training Card ◇ Ariel Lift Certificate

HVAC
<u>Primary Curriculum:</u> ◇ NCCER
<u>National Skill Standard/ Industry Credential Goal:</u> ◇ EPA 608 Universal Certification ◇ OSHA 10—Occupational Safety & Admin. ◇ NCCER (Core, Level 1, Level 2, Level 3, and Level 4) ◇ First Aid/ CPR ◇ Forklift Training CPR ◇ Ariel Lift Certificate

LPN
<u>Primary Curriculum:</u> ◇ FA Davis
<u>National Skill Standard/ Industry Credential Goal:</u> ◇ Healthcare Provider BLS CPR ◇ IV Care/ Insertion ◇ NCLEX State License

Mobile Equipment Operations

Primary Curriculum:

- ◇ NCCER

National Skill Standard/ Industry Credential Goal:

- ◇ CDL Class A License
- ◇ Fork Lift Training Card
- ◇ OSHA-10 Occupational Safety & Health Admin.
- ◇ Mine Safety & Health Admin.
- ◇ NCCER (CORE, Level 1, Level 2, and Level 3)

Robotic Sim Manufacturing

Primary Curriculum:

- ◇ ToolingU

National Skill Standard/ Industry Credential Goal:

- ◇ NIMS

Welding

Primary Curriculum:

- ◇ ToolingU

National Skill Standard/ Industry Credential Goal:

- ◇ AWS
 - SMAW
 - GMAW
 - FCAW
 - SMAW
 - FCAW
- ◇ OSHA 10—Occupational Safety & Health Admin.

Adult Education Certification List for Intergenerational Programs

Automotive Repair Technology	Culinary Arts
• Automotive Service Excellence Certification (ASE) • Pennsylvania State Inspection License • OSHA 10 – Occupational Safety & Health Admin. • S/P2 Safety Training • Section 609 Certification for Refrigerant Recycling & Recovery	• Heartsaver CPR – American Heart Association • Heartsaver First Aid – American Heart Association • OSHA 10 – Occupational Safety & Health Admin. • ProStart National Certificate • S/P2 Safety Training • ServSafe Certification – National Restaurant Association
Collision Repair Technology	Diesel Mechanics
• Automotive Service Excellence Certification (ASE) • Pennsylvania State Inspection License • OSHA 10 – Occupational Safety & Health Admin. • I-CAR Certification • S/P2 Safety Training • Section 609 Certification for Refrigerant Recycling & Recovery	• Automotive Service Excellence Certification (ASE) • Pennsylvania State Inspection License ◦ Category I – Automobile ◦ Category III – Heavy Truck • OSHA 10 – Occupational Safety & Health Admin. • S/P2 Safety Training • Section 609 Certification for Refrigerant Recycling & Recovery
Construction Technology	Machine Tool Technology
• NCCER Core Curriculum • NCCER Construction Technology • OSHA 10 – Occupational Safety & Health Admin. • S/P2 Safety Training	• NIMS (National Institute for Metal Working Skills) ◦ Machining Level 1 ◦ Machining Level 2 • OSHA 10 – Occupational Safety & Health Admin.

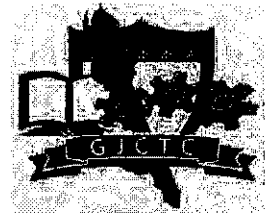
Projected Enrollment as of 5/28/2024

PROGRAM AREA	
ADV MANUFACTURING	
AUTO TECHNOLOGY	
COLLISION REPAIR	
CONSTRUCTION TECHNOLOGY	
COSMETOLOGY	
CULINARY ARTS	
DIESEL MECHANICS	
GRAPHIC & DIGITAL MEDIA DESIGN	
HEALTH ASSISTANT	
LABORATORY TECHNOLOGY	
MACHINE TOOL TECHNOLOGY	
PAES	
Pre Teacher Prep	
SPORTS MEDICINE	
WELDING	
Apt Program	
TOTALS	

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DIRECTOR'S REPORT



GJCTC Volume 18, Issue 5

February 27, 2024

2023-2024 Goals

Mission

Ensure Student Success

Vision

Positively impacting an ever-changing workforce.

GJCTCs 3-5-10 year goals

- GJCTC admin team sequestered themselves on February 19 to focus on the four primary pillars for the 3-5-10 goals. Below are some key brainstorming ideas that we will continue to work on.

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

- ⇒ Establish the non-negotiable standards for hiring at all levels
- ⇒ Use an evaluation tool to support employee growth vs a traditional satisfactory/unsatisfactory system
- ⇒ Automate what can be automated

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

- ⇒ GJCTCs power lane is career education, but we are building a successful special education transition programming—this should continue and grow and integrate CTE
- ⇒ AI and robotics must begin to be incorporated in all program areas
- ⇒ Micro-certifications and student professional development beyond career training must occur

Support program remodeling to catch up with building upgrades.

- ⇒ Program area floors must be addressed
- ⇒ Develop a program area painting schedule
- ⇒ Develop a unified furniture plan
- ⇒ Uniforms - to be or not to be ...

Methodically plan administrative transitions.

- ⇒ We are internally looking at each others strengths and talents to best lay the future plans.



Point of Interest:

Major Kudos to Mrs. Rummel. After nearly 36 months of navigating the PCCD grant system, countless emails, and zoom meetings, our \$70,000 safety grant to support our camera purchases was approved on February 22, 2024.

Mr. Zern and I can both attest to the difficulty CTCs across the Commonwealth are having with this grant. But not so for our very own grant writing superstar.

Upcoming events:

- 3-26-24 Building & Grounds Committee 5:30
- 3-26-24 JOC meeting 6:30

Staff spotlight:

Cody Wagner is a two-time GJCTC grad. A 2018 secondary grad of culinary arts and '22 in adult HVAC. Cody joined the custodial team in 2018 and now serves GJCTC as our evening custodial point of contact.

2023-2024 Occupational Advisory Committee Member Updates

June 27, 2024 JOC Regular Meeting:

- No Updates

August 9, 2023 JOC Regular Meeting:

- No Updates

September 24, 2023 JOC Regular Meeting:

- No Updates

October 24, 2023 JOC Regular Meeting:

- No Updates

December 14, 2024 JOC Reorganizational and Regular Meeting:

1.) Graphic and Digital Design Addition:

Sydney Helsel Production Artist, Gordon Sinclair

2.) Early Childhood Education Deletion:

Veronica Martin Former Director, Learning Lamp

January 23, 2024 JOC Regular Meeting:

1.) Construction Additions:

Jacklynn Nana Foreman, Hemlock Valley LLC

2.) Cosmetology Additions:

Marilyn Gehlman Owner/Stylist, M&M Design/Tanning Salon

Becky Shirley Retired Instructor, Empire Beauty School

Barb Bereider Manager, Stylist, Noble Haircuts

3.) Welding Additions:

Joshua Mulvehill Foreman, J&J Trucking

Eric Harrington Senior Welder/Fabricator, J&J Trucking

February 27, 2024 JOC Regular Meeting:

1.) Auto Technology Additions:

David Emigh Mechanic Supervisor, PennDOT

Randy Wilson Sales Representative, Carmen's Wholesale Tire

2.) Health Assistant Additions:

Larry Koontz CNA Instructor, Hiram G. Andrews

Claudine Croyle

RN-Hospice, Windber Hospice

March 26, 2024 JOC Regular Meeting:

1.) Culinary Arts Additions:

Patrick T. Hussey Executive Chef, Windber Country Club

April 24, 2024 JOC Regular Meeting:

1.) Laboratory Technology Additions:

Jenna Lab Manager GEO Chemical Testing
Kline

Sue Shuss Lab Manager Chan Soon Shiong
Institute of Molecular
Medicine at Windber

Adam Director, IRL East American Red Cross
Cobaugh Area 2

Gloria Laboratory Manager Chan Soon Shiong
Webb Medical Center at
Windber

Vincent Facilities Manager Lampire Biological Labs
Maria

2.) Laboratory Technology Deletions:

Dr. Shawn Millinder

William Wolf

GJCTC**Auditor Bid Comparison**

	Young Oakes & Brown	
Year	Wessel	
23-24	24,000	17,900
24-25	25,500	18,700
25-26	27,000	19,500
Total for Contract	<u>76,500</u>	<u>56,100</u>

SECOND AMENDED AGREEMENT

THIS AGREEMENT made this _____ day of _____, 2024, by and among CONEMAUGH TOWNSHIP AREA SCHOOL DISTRICT, CONEMAUGH VALLEY SCHOOL DISTRICT, FERNDALE AREA SCHOOL DISTRICT, FOREST HILLS SCHOOL DISTRICT, GREATER JOHNSTOWN SCHOOL DISTRICT, GREATER JOHNSTOWN AREA VOCATIONAL-TECHNICAL SCHOOL, PORTAGE AREA SCHOOL DISTRICT, RICHLAND SCHOOL DISTRICT, WESTMONT HILLTOP SCHOOL DISTRICT, and WINDBER AREA SCHOOL DISTRICT, School Districts of the Commonwealth of Pennsylvania, organized and existing under and by virtue of the laws of the Commonwealth of Pennsylvania:

WHEREAS, the Parties to this Agreement currently provide hospitalization, medical/surgical and professional services, and major medical benefits for their employees pursuant to Section 513 of the Public School Code of 1949, and Blue Cross and Blue Shield;

WHEREAS, the Parties may individually and collectively agree to purchase said hospitalization, medical/surgical and professional services, and major medical benefits for their employees; and

WHEREAS, the Parties desire to purchase hospitalization, medical/surgical and professional services, major medical benefits on a group basis to provide the broadest benefits in the most cost effective manner; and

WHEREAS, a joint and cooperative agreement is a proper exercise of the power of school districts pursuant to the Act of July 12, 1972, P.L. 762, No. 180, as amended, 53 P.S. Section 481, et seq., and Section 521 of the Public School Code of 1949, Act of March 10, 1949, P.L. 30, as amended, 24 P.S. Section 5-521; and

WHEREAS, the Parties desire to cooperate in a joint operation and jointly purchase hospitalization, medical/surgical and professional services, and major medical benefits for their employees;

NOW, THEREFORE, the Parties hereto, by the execution of a duly authorized resolution, and in consideration of the mutual promises hereinafter contained and the recitals set forth above, which are incorporated into this Agreement as although set out in full and each intending to be legally bound, do hereby agree as follows:

ARTICLE I

Definitions

"Administrator" means the person or firm selected by the Committee to administer the hospitalization, medical/surgical and professional services, and major medical benefits coverage procured under this Agreement, pursuant to Article 4.

"Board" means with respect to any Party or prospective Party, its board of school directors or other governing body.

"Broker" means any person or firm that will assist in the administration and funding of the Consortium's program, by providing a review of financial experience, by individual claim

assistance, by assisting in the development of cost containment strategies, and by monitoring of legislative developments affecting health care and advising the Consortium thereof.

"Committee" means the Greater Johnstown Area Schools Health Insurance Consortium Cooperative Committee which shall, as of any time in which this Agreement shall be in effect, consist of one (1) Delegate from each then-Party to this Agreement.

"Consortium" means the Greater Johnstown Area Schools Health Insurance Consortium, which is a consortium of school districts and vocational-technical schools organized and created under this Agreement in accordance with the Act of July 12, 1972, P.L. 762, No. 180, as amended, 53 P.S. Section 481, et seq., and Section 521 of the Public School Code of 1949, Act of March 10, 1949, P.L. 30, as amended, 24 P.S. Section 5-521.

"Delegate" means a Party's representative to the Committee who is duly authorized by such Party to act on such Party's behalf on the Committee.

"Effective Date" means January 1, 1993 and any amended agreements from that date until the execution of this amended agreement.

"Executive Committee" means the subcommittee who is designated with making recommendations to the full consortium committee. Said individuals consist of the CTC Director, current Superintendent of Record, the next in line Superintendent of Record, the Superintendent from the largest district in the Consortium, the CTC Chief Financial Operator, and one additional designated business manager from a participating school.

"Fiscal Agent" means the person or firm that shall carry out the management and fiscal duties set forth in Article 4.

"Funds" means any cash or its equivalent available for distribution to the Parties after all expenses have been paid and an amount established for any "lag" claims, as determined by the Committee.

"Party" means any school district, or vocational-technical school of the Commonwealth of Pennsylvania who enters into this Agreement in conformity with Article 3.

ARTICLE II

Creation and Name

Section 2.01. The Parties do hereby agree and do create the Consortium to take such actions as are necessary to the procurement, purchase, and making available of hospitalization, medical/surgical and professional services, and major medical benefits to the employees of the Parties hereto, upon terms and conditions set forth herein, and to establish allocation of costs and expenses in regard to said operation.

Section 2.02. There is hereby created the Greater Johnstown Area Schools Health Insurance Consortium.

Section 2.03. The governing body of the Consortium shall be the Committee.

Section 2.04. The term of this Agreement shall be from the Effective Date through the Termination Date unless all of the Parties shall, by duly adopted resolutions of their Boards, sooner terminate this Agreement.

ARTICLE III

Participation and Membership

Section 3.01. A school district or vocational-technical school shall become a Party to the Consortium if it shall have, as of the Effective Date, (i) adopted a resolution of its Board authorizing such school district or vocational-technical school to enter into this Agreement and therein designated the Delegate of such school district or vocational-technical school to the Committee, (ii) delivered a certified copy of such resolution to the Committee, and (iii) executed this Agreement by the signature of the president and secretary of the Board of such school district or vocational-technical school.

Section 3.02. From time to time after the Effective Date, additional Parties may be added whenever the Committee shall, by resolution adopted by Delegates representing a majority of the then Parties, approve such prospective Party's request to be added, and the school district or vocational-technical school to be added as a Party shall have (i) authorized, by duly adopted resolution of its Board, such school district or vocational-technical school to enter into this Agreement and designated the Delegate of such school district or vocational-technical school, (ii) delivered a certified copy of such resolution to the Committee, and (iii) executed this Agreement by the signature of the president and secretary of the Board of such school district or vocational-technical school.

ARTICLE IV

Operation of Consortium

Section 4.01. To carry out the purposes of this Agreement, the Committee shall, by resolution adopted by Delegates constituting a majority of the then-Parties, select an Administrator to procure hospitalization, medical/surgical and professional services, and major medical benefits for all eligible employees of the respective Parties. The selection must be approved by a majority vote of the Delegates to the Committee.

Section 4.02. Each Party to this Agreement shall be entitled to purchase hospitalization, medical/surgical and professional services, and major medical benefits coverage for its eligible employees through the Consortium.

Section 4.03. Each Party to this Agreement shall notify the Committee and Administrator of any desired benefit plan design changes, and the effective date of such changes. . Such specification shall be in writing and delivered to the Committee or the Administrator.

Section 4.04. The Administrator shall deal with health care providers on behalf of the Consortium, doing all those things that may be required to carry out the intent of this Agreement which is to provide to the employees of the Parties those medical benefits usually designated as hospitalization, medical/surgical and professional services, and major medical benefits.

Section 4.05. The Committee shall require the Administrator to keep accurate and detailed records to its administration, which records shall be open for examination during regular business hours by any person authorized in writing by the Committee. The Administrator shall, within thirty (30) days after the end of each year, ~~or such other date as determined by the Committee,~~ file with the Consortium a summary of its administration since the last statement.

Section 4.06. The Committee may require the Administrator to provide a surety bond or other security acceptable to the Committee for the faithful performance of its duties and proper handling of funds by the Administrator and its employees, the cost thereof to be borne by the Administrator.

Section 4.07. The Committee will establish hospitalization, medical/surgical and professional services, and major medical benefits charges upon majority vote of the Committee. Such charges shall be established sufficiently well in advance of the beginning of each year to enable the Parties to meet their individual responsibilities hereunder.

Section 4.08. The Committee shall retain the Broker to assist in the administration and funding of the program. The Broker shall provide a review of financial experience; provide individual claim assistance; participate in the development of cost containment strategies; and monitor and advise the Committee of legislative development affecting health care.

Upon implementation of the self-funding program, the Committee agrees to retain the ~~Reschini Insurance Agency~~ as a Broker, ~~to be annually approved by a majority vote of the Committee and upon procurement of a signed contract.~~ . Said fees are to be paid by the appropriate health insurance company, i.e. Blue Cross, Blue Shield, or major medical. ~~Said engagement shall be for a period of not longer than six (6) months from the date of implementation.~~ The Committee shall evaluate the standard of service and the fee structure of the ~~Reschini Agency~~ Broker, and may seek quotations for renewal of said services at the expiration of the original engagement period. Said fee structure shall be approved by a majority vote of the Delegates to the Committee.

Section 4.09. ~~The Committee hereby designates the Greater Johnstown Area Vocational Technical School as Fiscal Agent~~ shall designate a Fiscal Agent as approved by a majority vote of the Committee. The duties of the Fiscal Agent shall include the selection of a depository bank or trust; the depositing and accounting of funds received from the Broker; the writing of checks to the Administrator based upon vendor listings provided by said Administrator; the maintenance of accounting records which shall provide an audit trail of all transactions; and to perform all other such fiscal duties necessary to comply with applicable regulations. Funds shall be deposited or invested in accordance with Section 440.1 of the Pennsylvania School Code.

The Fiscal Agent shall be assisted by either the business manager or the superintendent of one of the Parties. The assistant to the Fiscal Agent shall be chosen by the Committee.

Section 4.10. The Committee shall purchase appropriate stop-loss insurance which will pay 100% of the amount by which the actual claims exceed the forecasted claims, (attachment point).

Upon implementation of the self-funding program, said stop-loss insurance shall be purchased from CONSERV, ~~a Veritus company related to Blue Cross of Western Pennsylvania~~ a company approved by a majority of the Delegates to the Committee, and a contract shall be executed.

The Committee shall evaluate annually the cost of stop-loss insurance and may seek quotations for renewal of said insurance after an initial twelve (12) month period.

Stop-loss insurance shall be applicable for both specific claims and aggregate claims.

Section 4.11. A majority vote of all consortium members is required to change the terms of this Agreement.

ARTICLE V

Administration, Meetings, Reports

Section 5.01. The Committee shall meet not less frequently than two (2) times per year at a place to be determined by majority vote of the Delegates to the Committee to conduct any and all business properly before them.

Section 5.02. The Committee shall keep accurate and detailed accounts of all receipts, disbursements, and other transactions under this Arrangement Agreement, and all such accounts and other records and correspondence relating thereto shall be open to inspection and audit at all reasonable times by the Administrator or any person authorized by any Party to this Agreement.

Section 5.03. Within sixty (60) days following the close of each calendar year, the Committee shall file with the Parties to this Agreement a written account setting forth all receipts, disbursements, and other transactions effected by the Committee during such fiscal year, and the Parties may require the Committee to furnish to them such interim or partial accounts as may be considered by a majority of the Parties to be necessary for the proper oversight of the transaction of the Consortium.

ARTICLE VI

Consortium Cooperative Committee Membership

Section 6.01. To the extent permitted by law, no person other than the Parties may require an accounting or bring an action against the Delegates with respect to their actions as Committee members.

Section 6.02. The Delegates to the Committee shall discharge their duties under this Agreement solely for the benefit of the Parties and their beneficiaries in an efficient and economical manner. To accomplish their duties, the Committee is vested with the oversight of the Administrator, the acceptance of payments for hospitalization, medical/surgical and professional services, and major medical benefits coverage, and the planning and distribution of funds in conformity to the law and this Agreement.

Section 6.03. The Committee may consult with counsel of its choice and shall not be deemed imprudent by reason of their acting in conformity with the opinion of counsel.

Section 6.04. To the extent permitted by law, the Parties agree to indemnify and hold harmless the Delegates from and against any liability that the Delegates may incur in the administration of this Agreement, unless such liability arises from the Delegate's criminal, negligent, or willful breach of the provisions of this Agreement. If any bond or security for faithful

performance of the duties of the Committee members should be required, the cost thereof shall be borne equally by the Parties to this Agreement.

ARTICLE VII

Funding

Section 7.01. The Committee shall establish a schedule by which monthly payments shall be made each month in advance for funding the hospitalization, medical/surgical and professional services, and major medical benefits insurance purchased under this Agreement for the Parties (see Exhibit "A").

Section 7.02. The ceiling level range of the Consortium fund balance (Overfunded Terminal Liability) is set at no less than 20% of the projected costs and no more than 40% of projected cost and shall be reviewed by the governing body on an annual basis. Overfunded Terminal Liability = Fund Balance – Terminal Liability (Runout Claims)¹

Example:

Consortium Projected Costs 2024/2025 - \$21,764,104

Consortium Fund Balance (OTL) as of October 31, 2023 - \$4,763,197

Minimum Fund Balance – (20% of Projected Costs) - \$4,352,820

Maximum Fund Balance – (40% of Projected Costs) - \$8,705,641

October 2023 fund balance is 21.9% of projected costs and falls within the 20/40 parameters.

Section 7.03.

a. Funding for the consortium is based upon a three (3) year loss ratio calculation. Renewal percentage (%) increase is based upon the three (3) previous years premiums and claims to calculate the loss ratio. An example of such three-year loss Ratio is attached as Exhibit B. (i.e. The members of the consortium share risk. a. If a school has good experience, they pay more in premium to the consortium than claims. b. If a school has poor performance the consortium pays more in claims than the school paid in premium. c. The three-year loss ratio helps by averaging experience over a three-year period.)²

b. Additionally, the allocation of the annual renewal for the consortium is based upon a three (3) year loss ratio calculation. The loss ratio is calculated by taking the three (3) previous years claims to premium expressed as a ratio. Any high claim in excess of the stop loss attachment point in effect during the claim year will be excluded from the district's loss ratio calculation. An example of such three-year Ratio is attached as Exhibit C.

¹ Previously approved by Consortium on April 16, 2020.

² Previously approved by Consortium on June 21, 2011.

Section 7.04. The Parties agree that all payments shall be made in advance no later than the first day of each month. The payments shall be made in cash or its equivalent.

Section 7.05. The monthly payments of any Party shall be determined by the terms of the medical benefits contract chosen by such Party, and shall be based upon the total amount of medical benefits coverage purchased by such Party, to which a reasonable fee for operation of the Consortium may be added.

Section 7.06. The ~~monies~~ monies collected by the Committee shall be utilized to purchase the medical benefits described in Article 4 above, together with such ordinary and necessary expenses as may be incurred by the Committee in execution of the duties under this Agreement. Payments upon the medical benefits contracts shall be made promptly to the Administrator.

Section 7.07. Failure of any Party to make any payment by the due date shall work as an automatic termination of benefits to that party's employees and their dependents.

ARTICLE VIII

Amendment, Termination and Withdrawal

Section 8.01. This Agreement may be amended by a majority of the Parties, acting through their respective Boards, adopting identical resolutions authorizing such amendment. Amendments to the bylaws will be completed in two readings and two (2) votes by the Consortium delegates. The first to approve and digest the changes and the second to approve and authorize their implementation and/or any minor changes. Once the Consortium delegates have approved for the second reading, the amended bylaws will be sent to the participating districts board for a vote consistent with this section.

Section 8.02. This Agreement, the Consortium, and the Committee may be terminated at any time by the unanimous agreement of the Parties; that is, the majority vote of the Board of Directors of each and every Party to the Consortium.

Section 8.03. Any Party may withdraw from the Consortium by majority vote of all members of its Board, provided it gives all other Parties and the Committee written notice, by certified mail. Proper notice to withdraw from the consortium shall be Nine (9) months³, which is October 1st, prior to a July 1st termination. . Such withdrawing party shall be entitled to full benefits under the terms of this Agreement for such period as it has paid for benefits hereunder. Any withdrawing Party shall not be eligible for readmission to the Consortium for a period of three (3) years from the effective date of their previous withdrawal. Additionally, prior to withdrawal from the consortium, the withdrawing party will be required to have an actuarial study performed, and said Party shall exclusively bear the cost thereof, for the benefit of and review by the Consortium. (i.e. this helps to establish the impact on future rate increases and past member performance.)

Section 8.04. Any qualified School Entity which desires to become a Participant in the Consortium shall signify its intention by submitting to the Board, as herein defined, a letter of intent requesting admission, together with three (3) years of claims experience and a current

³ Previously approved by Consortium on April 21, 2016.

census. The Board must receive requests for admission no later than the first workday in January of any Fiscal Year to provide for admission at the beginning of the next Fiscal Year. If the majority of the current Participants vote to accept the applicant, then the Board shall attempt to notify the applicant on or before June 1. It will be the intent of the Board, for the newly accepted applicant to become a Participant as of the start of the next fiscal year. Furthermore prior to admission of a participant to the consortium, the party desiring to be admitted will be required to have an actuarial study performed, at their cost for the benefit of and review by the Consortium subject to the admission formula setforth herein.

Section 8.05. This Agreement shall continue in full force and effect until terminated by the Parties.

Section 8.06. Upon dissolution, merger, or consolidation of any of the Parties, the successor or successors thereof, if any, may elect to adopt and continue participation in the Consortium, and shall furnish the Committee an instrument duly authorized and executed, acknowledging such election and expressing the intention to abide by the terms of this Agreement in all respects.

ARTICLE IX

Fiscal Year

Section 9.01. The fiscal year of this Agreement shall end on June 30th of each year.

ARTICLE X

Miscellaneous Provisions

Section 10.01. All Parties hereto specifically agree that it is their intent that this Agreement, under all circumstances and in every respect shall comply with all applicable statutes, governmental regulations, and judicial decisions, and if it shall be determined by proper authority that this Agreement, or any part thereof, is in conflict with said statutes, governmental regulations, or judicial decisions, this Agreement shall be automatically adjusted to comply with the referenced statutes, governmental regulations, or judicial decisions.

Section 10.02. In the event that any provision of this Agreement is found to be inconsistent with existing statutes or regulations, the mandatory provisions of such statutes or regulations shall prevail and, if any provision herein is determined to be invalid and unenforceable by a court or other authority having jurisdiction, such provision shall be considered void, but all other valid provisions hereof shall remain in full force and effect.

ARTICLE XI

Proration of Interest and Other Funds

Section 11.01. Interest earned by the Consortium shall be maintained and held by the Consortium as part of the Consortium's fund balance.

Section 11.02. All Parties will receive any interest and funds on a prorated percentage basis which will be dependent upon the total amount of cash or cash equivalents contributed by each Party in conjunction with the length of time each Party is a member of the Committee during the fiscal year in question.

ARTICLE XII

Payment of Funds to Withdrawing Parties

Section 12.01. Any Party that withdraws from the Consortium subject to the provisions set forth in Article VIII, Section 8.03, ~~XIII, Part C~~, shall receive that Party's prorated share of funds, as determined by the Committee and with written acceptance of the withdrawing Party, subject to the following provisions:

- a) The withdrawing Party must be a member of the Consortium for not less than two (2) full years. On the effective date of the withdrawal, the Participant's vested interest in the Consortium will be determined by calculating the ratio of the total premiums paid by the withdrawing Participant to the total premiums paid by the aggregate membership during the existing member schools' concurrent term of membership. In other words, the calculation for the withdrawing Participant will be retro-active to the inception date of the Funding Arrangement (if there is no change in membership) or the last date of membership change, whichever is applicable. This percentage will be applied to the Fund Balance and the (Consortium Reserve being held) on the effective date of withdrawal to establish the Participant's vested interest and any potential liabilities to the consortium. (i.e. rationale for actuarial study).
- b) The account of the withdrawing Party with the trust shall be settled as follows:
 1. If on the date of withdrawal the liabilities of the Consortium exceed the available reserve funds, the withdrawing Party shall within 30 days of withdrawal pay to the Consortium its prorated share of the amount necessary to pay any unfunded liability. A final accounting as to amounts due hereunder shall be made after a two-year waiting period. If during said period claims made for the years prior to the date of withdrawal of said withdrawing Party increase said unfunded liability, the Committee may in its sole discretion require the withdrawing Party to periodically pay its pro rata share of said unfunded liability, which said withdrawing Party shall pay within 30 days of demand for payment by the Committee, otherwise final payment of all sums due hereunder shall be made within 30 days of expiration of said two-year period.
 - a. For example: If the withdrawing Party's current premium is equal to ten percent of the total Consortium premiums paid by all Consortium members through the withdrawal date of the withdrawing Party, the withdrawing Party would be required to periodically pay its prorated share of said unfunded liability throughout the two-year withdrawal period or at the end of the two-year period.

2. If on the date of withdrawal the total amount of accrued reserve funds exceed the total liabilities of the Consortium, monies ~~monies~~ will be paid as follows:

No funds shall be distributed to the withdrawing Party for two full years following said withdrawal date. If at the expiration of said two-year period funds available as of the date of withdrawal still exceed all accrued liabilities of said date, said withdrawing Party shall within 30 days of said two-year anniversary be paid a sum equal to its prorated share of said excess. If, however, as a result of delayed claims paid during said two-year waiting period, total liabilities upon said date exceed reserve funds available upon said date, the withdrawing Party shall pay in its prorated share of said liability as set forth in paragraph (b) above.

a. For example: If the withdrawing Party's current premium is equal to fifteen percent (15%) of the total Consortium premiums paid by all Consortium members, then the withdrawing Party would receive fifteen percent (15%) of the trust funds available at the end of the two-year period of membership.

- c) The Committee will reimburse the covered person for claims incurred, on behalf of a covered person in accordance with this Agreement, prior to the Termination Date. Expenses incurred after the Termination Date are the responsibility of the withdrawing Party. Expenses are deemed incurred by a covered person on the date the service, treatment, supply, or facility is provided. If the withdrawing Party becomes insolvent or fails to pay its liability under this Agreement within the time allowed, the Trust has the right to offset against any amount due to the School District under this Agreement.
- d) The withdrawing Party will receive any interest on such funds held by the Committee in the manner described in Article XI of this Agreement.
- e) The withdrawing Party must adhere to the aforementioned provisions or forfeit its rights to any funds that would be available upon its withdrawal.

IN WITNESS WHEREOF, the Parties, intending to be legally bound, have caused this Agreement to be executed by the President of the Board of Directors of each of the Parties on its behalf and the corporate seal thereof to be affixed and to be attested by the Secretary of each of the Parties.

ATTEST:

CONEMAUGH TOWNSHIP AREA
SCHOOL DISTRICT

By _____
Secretary

By _____
President

CONEMAUGH VALLEY AREA
SCHOOL DISTRICT

By _____

By _____

Secretary

President

FERNDALDE AREA SCHOOL DISTRICT

By _____
Secretary

By _____
President

FOREST HILLS SCHOOL DISTRICT

By _____
Secretary

By _____
President

GREATER JOHNSTOWN AREA VOCATIONAL-
TECHNICAL SCHOOL

By _____
Secretary

By _____
President

GREATER JOHNSTOWN SCHOOL DISTRICT

By _____
Secretary

By _____
President

PORTAGE AREA SCHOOL DISTRICT

By _____
Secretary

By _____
President

RICHLAND SCHOOL DISTRICT

By _____
Secretary

By _____
President

WINDBER AREA SCHOOL DISTRICT

By _____
Secretary

By _____
President

WESTMONT HILLTOP SCHOOL DISTRICT

By _____
Secretary

By _____
President

The modifications/amendments to the bylaws will not go into effect until July 1, 2024.

EXHIBIT C
Greater Johnstown School Consortium
Loss Ratio Formula
Effective July 1, 2025 Renewal

Allocation of the annual renewal for the consortium is based upon a three (3) year loss ratio calculation. The loss ratio is calculated by taking the three previous years claims to premium expressed as a ratio. Any high claim in excess of the stop loss attachment point in effect during the claim year will be excluded from the district's loss ratio calculation. An example of the three-year calculation is below:

Consortium				
Year	Stop Loss Attachment	Premium	Claims	Loss Ratio
2022	\$400,000	\$18,400,000	\$18,000,000	97.83%
2023	\$450,000	\$19,000,000	\$18,100,000	95.26%
2024	\$450,000	\$19,500,000	\$20,200,000	103.59%
		\$56,900,000	\$56,300,000	98.95%

Example School A					
Year	Premium	Claims	Claim Amount Over Stop Loss	Claim Total for Calculation	Loss Ratio
2022	\$1,240,000	\$1,520,000	1 claim - \$200,000 1 claim - \$150,000	\$1,170,000	94.35%
2023	\$1,310,000	\$1,560,000	0 claims	\$1,560,000	119.08%
2024	\$1,410,000	\$1,721,000	1 claim - \$250,000	\$1,471,000	104.33%
	\$3,960,000	\$4,801,000	\$600,000	\$4,201,000	106.10%

Exhibit B

Greater Johnstown School Consortium

Renewal Calculation Example - Three Year Loss Ratio

Consortium			
Year	Premium	Claims	Loss Ratio
2021	\$ 18,400,000	\$ 18,000,000	97.83%
2022	\$ 19,000,000	\$ 18,100,000	95.26%
2023	\$ 19,500,000	\$ 20,629,300	105.79%
Three Year Avg.	\$ 56,900,000	\$ 56,729,300	99.70%

School A - Good Experience			
Year	Premium	Claims	Loss Ratio
2021	\$ 1,900,000	\$ 1,520,000	80.00%
2022	\$ 1,890,000	\$ 1,560,000	82.54%
2023	\$ 1,890,000	\$ 1,721,000	91.06%
Three Year Average	\$ 5,680,000	\$ 4,801,000	84.52%

School B - Poor Experience			
Year	Premium	Claims	Loss Ratio
2021	\$ 1,240,000	\$ 1,630,000	131.45%
2022	\$ 1,310,000	\$ 1,960,000	149.62%
2023	\$ 1,410,000	\$ 2,360,000	167.38%
Three Year Average	\$ 3,960,000	\$ 5,950,000	150.25%

Consortium Renewal - July 1, 2024

The consortium overall increase is 12.3%
 School A is a good performer over the last 3 years. Their renewal is a 9.3% increase.
 School B is a poor performer over the last 3 years. Their renewal is a 22.3% increase.

Consortium Renewal - July 1, 2025

Renewal is based on 2022, 2023, 2024 premium and claims.

EXHIBIT A

APPENDIX "A"

GREATER JOHNSTOWN AREA SCHOOLS
MAJOR MEDICAL HEALTH INSURANCE CONSORTIUM

PAYMENT PROCEDURES

<u>DATE</u>	<u>ACTIVITY</u>
First of the Month	Third Party Administrator invoices Consortium Fiscal Agent
First of the Month	Individual school payments for Blue Cross/Blue Shield/Major Medical * health insurance due to Broker of Record the first day of the month prior to the month designated for coverage, i.e., February 1 - 28 payment due January 1
First of the Month	Consortium fiscal agent pays premium to Major Medical Stop Loss carrier (CONSERV) (Post), i.e., January payment due February 1
5th - 7th	* Broker of Record transfers Major Medical portion of health insurance premium to Consortium fiscal agent
15th of the Month	Consortium payment due for administrative fees to third Parties administrator
15th of the Month	CONSERVE invoices Consortium for specific and aggregate Stop Loss insurance premium due on the first of the following month

* Major Medical payments sent to the Consortium fiscal agent from the Broker of Record will reflect the following information:
(see attachment)

Payment will be made to the consortium fiscal agent by the 7th of the month preceding the month designated for coverage.

DILLON McCANDLESS KING COULTER & GRAHAM L.L.P.

ATTORNEYS AT LAW

RONALD N. REPAK, Partner

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BUTLER, PA 16001
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600 CRANBERRY WOODS DR.,
SUITE 175
CRANBERRY TWP., PA 16066
PHONE: (724) 776-6644

CONFIDENTIAL LEGAL MEMORANDUM

TO: Healthcare Consortium Members
FROM: Ronald N. Repak, Esquire, Dillon McCandless King Coulter & Graham, LLP
DATE: May 13, 2024
RE: By-Law Enumeration and Modification Highlights

Dear Healthcare Consortium:

Please find this communication as a brief highlight to the changes and modifications approved by the Greater Johnstown Schools Healthcare Consortium on May 10, 2024. This memorandum is to provide a brief update to the members regarding the modifications and updates to the bylaws which have been recommend for greater clarity and consolidation of previous amendments made throughout the years. In taking a look at the second (2nd) amended agreement, the terms that show up in redline have been made for one (1) of two (2) reasons. If the information is in black it remains unchanged. The first reason is that the consortium board members have made a modification throughout the years, and such amendment has never been reduced to a consolidated and updated document. The second reason is to add clarity for the consortium members in moving forward with the application of the formulas and to clarify when and how consortium members may enter or leave the healthcare consortium and its global impact. For clarification, the consortium began looking to update and consolidate previous modification into the bylaws for ease of reference in June of 2023. At that time, the full consortium members voted to begin updating and consolidating all information into one document. Below are the changes approved on May 10, 2024, for review by the member boards.

1. In taking a look at the highlights, the first is on page two (2) with the executive committee. Again, this is how the executive committee has been set up and implemented through the board's approval, however, it has never been reduced to the By-Laws. The goal of the executive committee is to make recommendations to the full committee, which ultimately get approved at the healthcare consortium meetings. With that said, the consortium decided on May 10, 2024, to forgo the use of the Subcommittee structure and will now be having quarterly meetings with the entire Greater Johnstown Schools Healthcare Consortium members.

2. The next clarification piece was to remove specific names, companies, and healthcare providers from the agreement. As you can see, on page three (3), page four (4), and page five (5) those modifications have been made to remove specific references to individuals and/or companies. Whereas this is not a recommendation to remove any individuals from providing said service, the fact that names have been placed into the bylaws is something that is inappropriate to have within the bylaws as a document that the healthcare consortium should rely upon. With that said, it provides that the delegates were able to hire and approve a broker, fiscal agent and a healthcare provider, whoever that may be. Again, it does not change the process, it simply removes the names.
3. The next update is on page six (6) regarding funding. You can see the modifications in sections 7.02 and 7.03 specifically. These redline updates have a footnote attached where it was previously approved.
 - a. 7.03 makes clear as to how the fund balance is created as established on April 16, 2020, and section 7.04 talks about the three (3) year loss ratio calculation which the healthcare consortium operates under. Such change was approved on June 21, 2011.
 - b. 7.03. The other update is on page six (6) regarding the stop-loss. You can see the modifications in sections 7.03(b). This was done after discussion on how to continue to help some of the participating districts and the costs associated with their high claims. This was discussed in detail at the May 10, 2024, meeting and approved accordingly. Section 7.03(b) is an addition which has not been previously approved or reviewed until May 10, 2024. There is an exhibit attached that will help to provide an example regarding why this change was recommended and its impact.

As recommended and approved by the Consortium on May 10, 2024, the first year of premium increases related to the approved stop-loss formula modification, will be paid out of the fund balance. This will only be for the first year of the implementation of the changes so no district is negatively impacted. This was approved via motion and not as a bylaw modification as this would be for only one year and not held for future years.

4. Article VIII, amendment termination and withdraw, we would like to provide clarification on this article. First and foremost, the process for amendment and termination itself in term of the requirements for votes, have not been modified or changed. As section 8.01 specifies, the agreement itself, and the amendments which came from 2011, 2016 and other meetings, were approved by resolution of the delegates which was approved by majority vote of the parties. As stated earlier, these amendments have been referenced by footnote throughout. As can be reviewed, termination of the consortium in section 8.02 is by unanimous decision. Once again, those procedures remain unchanged. Additionally, the Consortium is recommending two (2) readings and approvals at the delegate level. This is to allow the first read and approval to digest any changes and the second to actually take action. From there the bylaws will be sent to the participating member

school for a vote. As has been the case from the start almost one year ago, the consortium is making sure the parties at the table and those that are not, have a firm understanding of the bylaws and any changes which are made. Since the bylaws are only modified rarely, this process should not have an impact on the operations of the consortium. A draft resolution for approval has been attached to this memorandum accordingly.

5. Section 8.03 also simply updates the bylaws to the nine (9) months' time period as was approved on April 21, 2016. The one (1) modification is to set specifically that nine (9) month time period which would be October 1. This gives the ability for the healthcare consortium members to make adjustments and for the broker to be able to run numbers to determine the impacts on the healthcare consortium, if the healthcare consortium would agree to allow a school to be removed and/or withdraw. This October 1, timeline would also be the timeline for any revocation of the notice of withdraw should a district decide to send notice to withdraw in July they would have the option of rescinding such withdraw before the October 1 (9 month) deadline.
6. The remainder of section 8.03 and 8.04 is new. We found that these specific terms are also enumerated in other healthcare consortium bylaws and help to preserve the solidarity of the healthcare consortium for its members. Once again, the goal of requiring an actuarial study, both for entrance and withdraw, is to make sure that every participant has accurate numbers and can understand what the cost will be to the incoming member and/or the outgoing member, as well as the other participating schools. That is a new provision as well as section 8.04 regarding entry requirements to join the consortium.
7. The fiscal year was changed to run with the fiscal school year, as well as section 11.01 was modified to specifically enumerate what the consortium has been doing compared to what the bylaws have been stipulating concerning interest and repayments.
8. Finally, article 12 highlights withdrawing members requirements regarding taking a global review of potential liabilities to the consortium. This is to ensure that if a District has been a member of the consortium for ten (10) years and decides to withdraw, the actuarial study and review from the time of entry to the time of withdraw is evaluated for total outstanding liabilities.

These measures are being recommended to ensure that the participating healthcare consortium members have all the prior history, knowledge and information to be able to make the best decision for their District's.

Please find the above memo simply as a reference and rational as to why the by-law revisions are being recommended. Additionally, these by-law revisions have been reviewed by the executive committee, as well as by the broker, and have been recommended for approval.

Any questions or concerns, please do not hesitate to contact us. I thank the Consortium and the Reschini Group for helping to provide guidance and a review of the costs associated with the healthcare consortium in preparation of these by-laws and modification of same.

Sincerely,

DILLON McCANDLESS KING
COULTER & GRAHAM, L.L.P.



Ronald N. Repak, Esquire
Solicitor Greater Johnstown Schools
Healthcare Consortium Solicitor

Encl: Second Amended Agreement to By-laws
Exhibit A- Schedule (7.01)
Exhibit B- 3-year Formula Example
Exhibit C- Stop-Loss Formula Example
Board Resolution

Member District	2022 STEB Market Value	Share (%) of Market Value	Enrollment	of Enrollment	Share (%)*
Perkins	98,236,256	2.71%	50	9.28%	5.99%
Greater Johnstown	657,230,525	18.13%	5	0.97%	19.15%
Westmont Hilltop	577,693,417	15.96%	89	16.31%	16.21%

* 2023-2024 shares based on 2021 STEB Values and 5/31/2023 enrollment
September 15, 2024 payment amounts will be distributed upon receipt of invoice from 1st Summit.
Interest amounts to be determined based on draw down facility.

**GJCTC
2024-2025
ADULT/WORKFORCE
DEVELOPMENT
PROPOSED TUITION AND FEES**

**2024-25
PROPOSED TUITION &
FEES**

ADULT SHORT TERM TUITION

PA STATE INSPECTION-12 HR. PROGRAM	\$250.00
DRONE PILOTING PROGRAM	\$900.00
TACTILE TEST-Hands-On Portion of the PA State Inspection	\$60.00
500 HOUR COSMETOLOGY TEACHER PROGRAM	\$6,100.00

**PROPOSED TUITION
RATES**

CAREER TRAINING TUITION

Career Training Registration Fee will be \$100 for all Career Training Programs. This fee is non-refundable. It will be deducted from the cost of tuition upon student participation in the respective course.

CAREER TRAINING: INTERGENERATIONAL

5 I.G. STUDENTS	\$10,250.00
-----------------	-------------

CAREER TRAINING: POST-SECONDARY

AMPED	\$10,250.00
COMMERCIAL DRIVER TRAINING	\$4,950.00
COSMETOLOGY (THIS INCLUDES \$730 KIT, BOOK, ON-LINE ACCESS)	\$18,100.00
ELECTRICAL TECHNOLOGY	\$10,250.00
HEATING AND AIR CONDITIONING	\$10,250.00
WELDING TECHNOLOGY - BEDFORD	\$10,250.00
MOBILE EQUIPMENT OPERATIONS	\$15,400.00

**2024-2025 PROPOSED RATES FOR
SUPPLIES/FEES**

FEES:

COMMERCIAL DRIVER TRAINING-\$1,475 Lab Fee (fuel & curriculum)	\$1,475.00
WELDING- Lab Fee-\$1550.00 Certification Fee -\$400.00- Bedford	\$1,950.00
ELECTRICAL TECHNOLOGY Lab Fee = \$ 645; Certification Fee = \$ 30.00	\$675.00
HEATING AND AIR CONDITIONING- Lab Fee- \$640.00 ; Certification Fee = \$ 95.00	\$735.00
MOBILE EQUIPMENT- Lab Fee-\$2170.00; Certification Fee = \$ 30.00	\$2,200.00
COSMETOLOGY TEACHER -Lab Fee = \$650	\$650.00
COSMETOLOGY --Lab Fee = \$650	\$650.00
AUTO INSPECTION BOOKS-\$15	\$15.00
INTERGENERATIONAL:	
CERTIFICATION FEE= \$250.00/ LAB FEE = \$ 650.00	\$900.00

**2024-25
PROPOSED FEES**

WORKFORCE DEVELOPMENT TRAINING

INDUSTRY TRAINING - INSTRUCTIONAL	\$140.00
3rd PARTY CDL LICENSING - TESTING FEE - WE SUPPLY VEHICLE - 35 STUDENTS	\$400.00
3rd PARTY CDL LICENSING - RETAKE (PER SECTION) - 15 STUDENTS	\$120.00
INDUSTRY TRAINING - CURRICULUM	\$60.00
INDUSTRY TRAINING - TRAVEL TIME	\$60.00

**2024-25
PROPOSED FEES**

TESTINGS/CERTIFICATIONS

WELDING CERTIFICATION - PER EACH CERTIFICATION	\$425.00
WELDING RE-CERTIFICATION	\$75.00

GJCTC
2024-2025
ADULT/WORKFORCE
DEVELOPMENT
PROPOSED TUITION AND FEES

PRACTICAL NURSING - JOHNSTOWN PROGRAM		2024-25 PROPOSED FEES
LPN CO-HORT 1		\$20,650.00
LPN CO-HORT 2		\$20,650.00
COMPREHENSIVE/NCLEX-PN REVIEW		\$600.00
LAB FEE		\$750.00
PEARSON VUE REGISTRATION & PROCESSING FEE		\$500.00
STATE SUBSIDY		\$2,540.00

GREATER JOHNSTOWN CAREER AND TECHNOLOGY CENTER/AVTS
2024-2025 RATE
SCHEDULE
USE OF FACILITIES

AREA TO BE RENTED	COMMUNITY ORGANIZATIONS NON-PROFIT WHEN CIVIC & WELFARE	COMMUNITY ORGANIZATIONS, NON-PROFIT, CIVIC, AND PRIVATE INDIVIDUALS WHEN ADMISSION IS CHARGED PROFIT MAKING IS CHARGED NO ADMISSION IS CHARGED	PROFIT-MAKING ORGANIZATIONS WHEN ADMISSION IS CHARGED OR COLLECTION IS TAKEN
RENTAL RATES: EFFECTIVE: 7/1/2024			
Classroom/Theory Room	\$75.00	\$100.00	\$150.00
Cafeteria	\$200.00	\$300.00	\$425.00
Career Seminar Room	\$125.00	\$150.00	\$200.00
Athletic Fields	\$50.00	\$100.00	\$150.00

**If renting beyond the normal work day, which is 7:30 am - 4 pm, there will be a fee charged.

NOTES:

Normal Business Hours = 7:30 a.m. to 4:30 p.m.

Weekend Hours - Custodian Fee:

(1 hour extra will be charged beyond usage request)

Weekend Welcome Team Fee:

\$23.00

\$11.65

Exclusive Rental of one of the Athletic Fields = \$600/month (includes once a week mowing;

Field A - Baseball

Field B - Soccer

Field C - Football

**Renter must provide a port-a-potty.

INSURANCE REQUIREMENT:

Anyone or any organization requesting use of the GJCTC facility must provide a Certificate of Insurance. Prior to rental, GJCTC will be named as an additional insured in the minimum amount of \$1,000,000.00/each occurrence/\$1,000,000.00 general aggregate, for the entire time of use.

GJCTC IS
A SMOKE/TOBACCO/VAPE
FREE FACILITY!



Renewal Proposal

for

Greater Johnstown Career & Technology Center



presented by:

**Michael P. Gleason, CPCU - President
MGI Risk Management Inc.**

**PO Box 62185
1121 Boyce Road
Pittsburgh, PA 15241
412-838-9610 x12**



This quotation should not be construed as a legal interpretation or description of coverage afforded. Information contained in this proposal is intended to provide you with a brief overview of the coverages provided for reference purposes only. It is not intended to provide you with all policy exclusions, limitations and conditions. The precise coverage afforded is subject to the terms, conditions, and exclusions of the policies issued. Higher limits of insurance may be available. Please let us know if you would like a quote for increased limits. In evaluating your exposures to loss, we have depended upon information provided by you. If there are other areas that need to be evaluated prior to binding coverages, please bring them to our attention.

Greater Johnstown Career and Technology Center**Premium and Coverage Comparison****7/1/2024 - 7/1/2025 Renewal****Presented By: MGI Risk Management**

Premium Summary			
	2023-2024	2024-2025	
	CM Regent	CM Regent	Change
Property	\$63,863	\$69,254	8%
Equipment Breakdown	\$6,749	\$6,769	0%
General Liability	\$8,199	\$9,720	19%
Violent Incident Protection	\$1,757	\$1,990	13%
Crime	\$269	\$321	19%
Automobile Liability and Physical Damage	\$7,074	\$9,244	31%
Umbrella/Excess	\$10,239	\$12,524	22%
Total	\$98,150	\$109,822	12%
Professional Liability	CM Regent	CM Regent	
	\$6,924	\$8,245	19%
Workers Compensation	CM Regent	CM Regent	
	\$11,818	\$11,572	-2%
Student Accident	United States Fire	United States Fire	
	\$803	\$803	0%
Cyber	Tokio Marine	Beazley	
	\$3,945	\$4,230	7%
Total Premium	\$121,640	\$134,672	11%

Terrorism included

Coverages/Limits/Exposure Basis			
	2023-2024	2024-2025	
	CM Regent	CM Regent	
Blanket Building and Business Personal Property	\$98,100,000	\$98,401,000	0%
Deductible	\$5,000		
Combined Business Income and Extra Expense	\$4,100,000	\$4,100,000	
Waiting Period	24 Hours	24 Hours	

	CM Regent	CM Regent
Equipment Breakdown	\$150,000,000	\$150,000,000
Deductible	\$2,500	\$2,500

	CM Regent	CM Regent
Aggregate Limit	\$3,000,000	\$3,000,000
Each Occurrence Limit (Occurrence)	\$1,000,000	\$1,000,000
Law Enforcement Liability (Included under General Agg.)	Cov. Not offered	Cov. Not offered
Employee Benefits Liability - Aggregate	\$3,000,000	\$3,000,000
Employee Benefits Liability - Each Employee (Claims Made)	\$1,000,000	\$1,000,000
Abuse/Molestation Liability - Aggregate	\$1,000,000	\$1,000,000
Abuse/Molestation Liability - Each Act (Occurrence)	\$1,000,000	\$1,000,000
Student Count	520	580
Garage Operations	\$35,000	\$35,000

	CM Regent	CM Regent
Aggregate	\$1,000,000	\$1,000,000
Each Incident (Occurrence)	\$1,000,000	\$1,000,000

	CM Regent	CM Regent
Employee Theft	\$1,000,000	\$1,000,000
Forgery & Alteration	\$1,000,000	\$1,000,000
Theft of Money & Securities - Inside	\$100,000	\$100,000
Theft of Money & Securities - Outside	\$100,000	\$100,000
Computer Fraud and Funds Transfer Fraud	\$1,000,000	\$1,000,000
Money Orders and Counterfeit Money	\$1,000	\$1,000
Faithful Performance of Duty for Govt Employees	\$1,000,000	\$1,000,000
Credit, Debit, or Charge Card Forgery	\$1,000,000	\$1,000,000
Fraudulent Impersonation	\$100,000	\$100,000
Deductible (per coverage part)	\$500	\$500

	CM Regent	CM Regent	
Liability (Any Auto)	\$1,000,000	\$1,000,000	
Combination First Party Benefits	\$277,500	\$277,500	
Sublimit - Funeral Expense	\$2,500	\$2,500	
Sublimit - Accidental Death	\$25,000	\$25,000	
Extraordinary Medical Expense	\$1,000,000	\$1,000,000	
Uninsured Motorists Coverage	\$1,000,000	\$1,000,000	
Underinsured Motorists Coverage	\$1,000,000	\$1,000,000	
Comprehensive (Actual Cash Value) - Deductible	\$1,000	\$1,000	
Collision (Actual Cash Value) - Deductible	\$1,000	\$1,000	
Towing & Labor (Owned Private Passenger Vehicles)	\$50	\$50	
Rental Reimbursement (per day for 30 days)	\$100	\$100	
Loss of Use (per day, maximum \$750)	\$65	\$65	
Hired and Non-owned Auto	\$1,000,000	\$1,000,000	
Hired Auto Physical Damage - Comprehensive - Deductible	\$1,000	\$1,000	
Hired Auto Physical Damage - Collision - Deductible	\$1,000	\$1,000	
Garagekeepers Coverage (Comp & Coll)	\$150,000	\$150,000	
Deductible	\$1,000	\$1,000	
Number of Vehicles	11	13	18%

	CM Regent	CM Regent
Aggregate	\$10,000,000	\$10,000,000
Occurrence	\$10,000,000	\$10,000,000

	CM Regent	CM Regent
Aggregate	\$1,000,000	\$1,000,000
Each Claim	\$1,000,000	\$1,000,000
Deductible	\$10,000	\$15,000
Non-Monetary Aggregate	\$250,000	\$250,000
Non-Monetary Limit	\$100,000	\$100,000
Deductible	\$10,000	\$15,000

	CM Regent	CM Regent	
Bodily Injury by Accident - Each Accident	\$100,000	\$100,000	
Bodily Injury by Disease - Policy Limit	\$500,000	\$500,000	
Bodily Injury by Disease - Each Employee	\$100,000	\$100,000	
Total Payroll	\$3,128,611	\$3,201,192	2%
Experience Modification - PA	0.850	0.817	-4%
Classification Rate	0.450	0.440	-2%

	United States Fire	United States Fire
Accident Medical Benefit	\$25,000	\$25,000
Accidental Death & Dismemberment	\$10,000	\$10,000

	Tokio Marine	Beazley
Aggregate	\$1,000,000	\$1,000,000
Deductible per Coverage	\$5,000	\$5,000
Privacy and Security	\$1,000,000	\$1,000,000
Payment Card Costs	\$1,000,000	\$1,000,000
Media	\$1,000,000	\$1,000,000
Regulatory Proceedings	\$1,000,000	\$1,000,000
Privacy Breach Notification	\$1,000,000	\$1,000,000
Computer and Legal Experts	\$1,000,000	\$1,000,000
Betterments (Hardware Replacement Costs)	\$1,000,000	\$1,000,000
Cyber Extortion	\$1,000,000	\$1,000,000
Data Restoration	\$1,000,000	\$1,000,000
Public Relations	\$1,000,000	\$1,000,000
Social Engineering Fraud	\$250,000	\$250,000
Telecom Fraud	\$250,000	\$250,000
Business Interruption	\$1,000,000	\$1,000,000
Dependent Business Interruption	\$1,000,000	\$1,000,000
Reputation Harm	\$1,000,000	\$1,000,000
Cryptojacking	Not Covered	
Invoice Manipulation	Not Covered	

Package, Equipment Breakdown, and School Leaders Legal

Year	Carrier	Cost	Revenue	Profit	Loss	Net	Count
2023-2024	CM Regent	\$0	\$0	\$0	\$98,150	0%	4
2022-2023	CM Regent	\$17,508	\$1,100	\$0	\$82,719	22%	5
2021-2022	CM Regent	\$10,393	\$0	\$0	\$86,932	12%	2
2020-2021	Various	\$83	\$0	\$0	\$88,478	0%	1
2019-2020	Various	\$0	\$0	\$0	Unknown	Unknown	5
2018-2019	Various	\$0	\$0	\$0	Unknown	Unknown	2

Greater Johnstown Career and Technology Center
5 Year Loss Summary
Workers Compensation

Year	Category	Paid	Reserve	Collection	Uninsured	Retention	Loss Ratio	Ratio Factor
2023-2024	CM Regent	\$283	\$2,750	\$0	\$3,033	\$11,818	26%	0.850
2022-2023	CM Regent	\$0	\$0	\$0	\$0	\$13,127	0%	0.996
2021-2022	CM Regent	\$0	\$0	\$0	\$0	\$13,048	0%	1.007
2020-2021	UPMC	\$0	\$0	\$0	\$0	\$15,638	0%	1.002
2019-2020	UPMC	\$0	\$0	\$0	\$0	Unknown	Unknown	0.865

Current Experience Modification: 0.817

- Cyber Application

John

Maine is career
Ready because of
your willingness to
engage with local
businesses to meet
the needs of the future!

Jim

John

Thank you for preparing
Cavin with a "Career
Ready" education

Bill



May 28, 2024

John Augustine
Administrative Director
Greater Johnstown Career and Technology Center
445 Schoolhouse Road,
Johnstown Pa. 15904

Re: Transit Center Bench Project

Mr. Augustine:

I wanted to thank you, your staff, and students for taking on the transit center bench rehabilitation project.

This collaboration began in 1999 when CamTran partnered with the Greater Johnstown Area Vocational-Technical School to originally construct these benches. With any luck these benches will last another twenty-five (25) years.

Many thanks and continued success to all of you.

Sincerely,

Robert F. Johnson
Chief Operations Officer, CamTran

cc: Rose M. Lucey-Noll, Executive Director
Michael Sanders, Facilities Manager
Andrew Bell-Bigelow, Facilities Supervisor

Supervisor of Building and Grounds Report



Building and Grounds Updates

- Weld shop projects (2)
- Zero-turn mower purchase
- Paving repairs, crackfill etc.
- Adult Ed Audit prep
- Power outage updates



Planning and Projecting

- Shop and theory room cleaning and prep [all].
- Robotics room prep
- Furniture updates
- Continued staffing training for new hires.



Principal's Report

HIGH SCHOOL STUDENTS OF THE MONTH

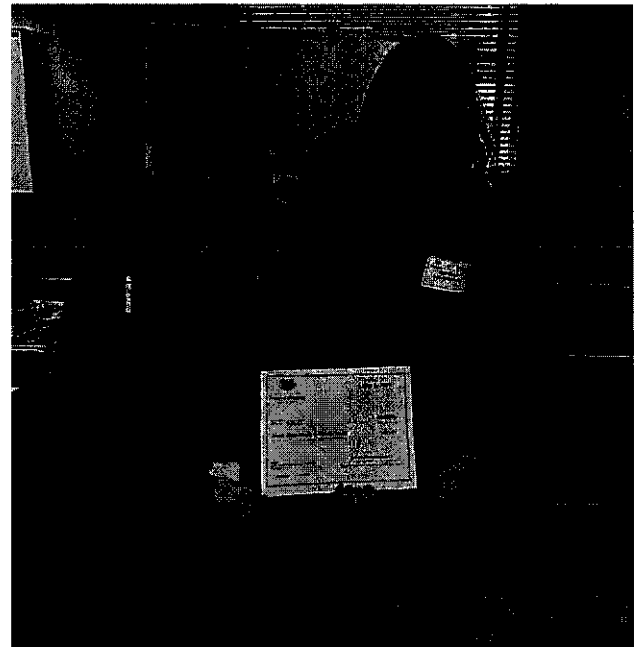
Every month, GJCTC teachers are tasked with selecting a student of the month. The criteria for student of the month is a good work ethic, good attendance, and being a valuable team member in the classroom. The following students have met these requirements.

Congratulations, students!

Apartment Program – Tyler Pauley (FH)
Auto Technology – Christopher Myers (WH)
Collision Repair – Jonathan Mattis (W)
Construction Tech. – Brady Kubas (FH)
Cosmetology – MacKenzie Wachs (FH)
Culinary Arts – Colby Havyer (FA)
Diesel Mechanics – Ethan Stein (CT)
Early Childhood – Kaitlyn Hillegass (CT)
Graphic Design – Abi Golden (CT)
Health Assistant – Amy Shaffer (CT)
Lab Technology – Faryn Ayers (FH)
Machine Tool – Bradley Gibbons (WH)
Poly-Technical – Kieran Blough (R)
Sports Medicine – Laikyn Reynolds (CT)
Welding – Quinn Kuzmiak (WH)

MAJOR SUMMER PROJECTS/ GOALS

- Update/ Replace Classroom Furniture
- Discuss/ Order Uniforms (Grant)
- Beginning of Year Packets (Students)
- Teacher & Student Handbooks



STUDENT SHOUT-OUT

Meet Madison Hofecker!

Madison Hofecker is a student in the Health Assistant program. On May 2nd, Madison, along with Mrs. Penatzer (Health Assistant Instructor), accepted a Lee Initiatives Grant check for \$9,000.00. This money will pay for all seniors to complete the CNA course and their state board testing.



Assistant Director's Report

June 25 , 2024

PDE Accreditation Team Visit

The postsecondary programs that offer financial aid are undergoing a review 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 are reviewing GJCTC's programs, administration, faculty, and facilities in an-depth review.

Results of the review will be shared at the next JOC meeting.



Grant Money at Work!!!

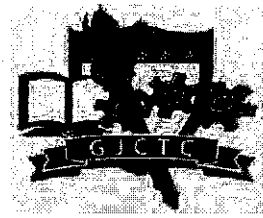
Adult Educations Carl Perkins funds in 22-23 were used to purchase the Anatomage table. This unique piece of technology has been used by both the Practical Nursing program as well as the Health Assistant program. In the picture above, the PN students used the table during a lecture on fetal circulation. The table was used to show the structures involved in both the fetus and the mother's bodies.

Community Service



Students in the JARI-sponsored adult education programs at Greater Johnstown Career and Technology Center participated in a day of community service by cleaning up the Woodvale section of Johnstown. Students canvassed the area from Dellwood Street to the bridge over the Little Conemaugh River along Maple Avenue picking up garbage and beautifying the area.

DIRECTOR'S REPORT



GJCTC Volume 18, Issue 8

June 25, 2024

2023-2024 Goals

Mission

Ensure Student Success

Vision

Positively impacting an ever-changing workforce.

23-24 In-Review by the #s

Secondary Attendance: **786** total students served

of National Skill Credentials Earned: **822**

NOCTI: **54%** scoring Advanced & 5 programs with a **100%** pass rate

Adult Attendance: **373** total students served

of National Skill Credentials Earned: **490**

New Program Approvals: **7** (Robotics, Teacher Prep, Diversified Occupations, CDL/Heavy Eq simulator, Solar Installation, EV home charging, Drone FAA licensure)

Curtailed Programs: **2** (LPN MV and Early Childhood Education)

New Faculty and Staff: **26** (9 new positions; 7 teachers & 2 aides)

Exiting Faculty and Staff: **18** (5 retirements, 5 better job, 6 resignations, 2 furloughed)

Sq Ft space unoccupied: **ZERO**

of automated facilities assets: **3**

of District PA SkillsUSA Gold Medalists : **7**

of State PA SkillsUSA Gold Medalists : **2**

Total # of graduates prepared to positively impact an ever-changing workforce:

Point of Interest:

Major Project Completions:

GESA project of \$17,222,680

Projected savings over 20 years \$21,338,867

Solar field ensuring energy cost controls over the next 25 years

Upcoming events:

- 8-7-24 Building and Grounds Committee 5:30
- 8-7-24 JOC meeting 6:30

SkillsUSA Spotlight:

We are so proud of our National SkillsUSA competitors. They are in Atlanta this week competing against the best of the best our County has to offer.



