

# Greater Johnstown Career and Technology Center

# Highlights

## JUNE 27, 2017 Regular Meeting

1. Minutes approved from May 23, 2017 Regular Meeting.
2. Treasurer's Report and Payment of Bills approved.
3. Correspondence - None
4. Items for Information only:
  - A. Conference Report was submitted by Lisha Knapp, Secondary Culinary Arts Instructor, for the Ohio Culinary Arts Invitational, May 10-12, 2017.
  - B. Conference Report was submitted by William Richards, Director of Police Academy, for the Quarterly Commission Meeting, June 14-15, 2017.
5. Approved the Committee of the Whole Agenda, as follows:
  - A. ITEMS RELATING TO EDUCATION AND PERSONNEL
    - a. Approved the first reading of the 600 Section of the Policy Manual Review.
    - b. Approved the revision to Policy 339 – Uncompensated Leave.
    - c. Approved the conference request by Mr. John S. Augustine, Administrative Director, to attend the PACTA Summer Leadership Conference, July 25-28, 2017.
    - d. Reviewed for information the administrative response to the Occupational Advisory Committee's recommendations from the 2016-2017 school year.
    - e. Approved beginning July 1, 2017, permission to submit grant proposals for federal and state funded grants throughout the 2017-2018 fiscal year.
    - f. Approved the Tri-County Workforce Investment Board's Classroom Training Agreement.
    - g. Approved the following Learning Lamp contracts for the 2017-2018 school year.
      1. Licensed Practical Nurse
      2. Part-time Construction Aide
      3. Part-time Cosmetology Aide
      4. Part-time Diesel Aide
      5. Part-time Health Assistant Aide
      6. Confidential Executive Secretary/Adult Education Recruiting Specialist
      7. Adult Career Coach
    - h. Ratified the Director's acceptance of the resignation of Mrs. Kavita Kumar from the position of LPN Instructor at the Monroeville Campus.

- i. Approved the change in employment status for Mrs. Susan Gardner from LPN Clinical Instructor to LPN Instructor at the Monroeville Campus.
- j. Approved the recall of furloughed employee, Mr. Chester Michael Carter, LPN Clinical Instructor.
- k. Approved the hiring of Ms. Erica LaMantia for the position of Special Education Facilitator.
- l. Approved the hiring of Mrs. Melony Gaudlip for the position of Secondary Education Cosmetology Instructor.
- m. Approved the following additions to the Occupational Advisory Committee for Early Childhood Education:
  - 1. Travis Hutzell – Resource development Director, United way of the Laurel Highlands.
- n. Approved the deletion of CIP Code 15.9999 Engineering Technologies from GJCTC's approved CATS program listings.

**B. ITEMS RELATING TO BUDGET AND FINANCE**

- a. Reviewed the results of the Mail Ballot Resolutions – Adoption of the 2017-2018 Adult/Workforce Development, Grants, and Non-Secondary Funded Budgets from the Greater Johnstown School District.
- b. Awarded the 2017-2018 Insurance Package to Arthur J. Gallagher, through PSBA.
- c. Approved beginning July 1, 2017, permission for GJCTC to participate in the PA Cooperative Technology Purchasing Program, PA State Co-Stars Purchasing Program and PA General Services Surplus Equipment Program.
- d. Approved beginning July 1, 2017 for the payment of the J.O.C. approved compensation plans for Adult Workforce Development, Administrative/Supervisory, and the Classified/Confidential Personnel.
- e. Approved beginning July 1, 2017 the authority of the Administrative Director to assign personnel additional work hours, at the approved hourly rate, for curriculum development, staff development, special projects or federal/state –funded grants, in writing proposals and accounting the same.
- f. Approved the Administrative Assistant in charge of Fiscal Operations, 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 2016-2017 fiscal year.
- g. Granted permission to BID the following pieces of equipment:
  - 1. Welding Simulator - Vertex 360 (Standard Frequency) with One-Pak Upgrade
  - 2. Auto Body Repair Paint Simulator - SimsSpray Standard Training Bay
  - 3. LPN Simulators (2 of each)
    - a. Haptics Device, Virtual IV
    - b. Nursing Kid
    - c. MegaCode Kid Advanced
    - d. SimPad PLUS
    - e. Demo Dose SimCartRX with Sample Pack
- h. Approved the following Co-Stars Purchases:
  - 1. Graphic Design
    - a. 12 – Apple iMac 21.5" 3.0 GHz Quad Core i5 turbo boost to 3.5 GHz - \$16,495.99

2. Secondary Education 1 to 1 Initiative
  - a. 80 – HP 250 G5 15.6" Core i3 6006U – 4 GB RAM – 500 GB HDD - \$37,782.40
- i. Approved the following future purchases from the State Surplus Auction
  1. Mobile Equipment - Dual Axle Dump Truck
  2. Diesel Technology - Light/Medium Truck for training

**C. ITEMS RELATING TO BUILDING AND GROUNDS**

- a. Approved/retroactively approved the following use of facility requests:
  1. Catalyst Connection, June 13, 15, 20, and 27, 2017, 9:00 AM – 12:00 PM
  2. Soccer Shots, Wednesdays and Thursdays, June 28-August 17, 2017, 5:30 PM – 7:30 PM
  3. Camco, August 21, 2017, 8:00 AM – 4:00 PM
  4. The Learning Lamp – Summer Camps, June 5 – August 25, 2017 Monday – Friday, 6:00 AM – 6:00 PM
  5. The Learning Lamp – Kids Day Out/Snow Days, 18 days throughout the 2017-2018 school year, 6:00 AM – 6:00 PM
  6. Appalachia Intermediate Unit 08 – First LEGO League, February 24, 2018, all day
- b. Granted permission for Mr. Augustine and Mr. Costlow to close out the TNT lease and finalize a lease agreement between GJCTC and Uzelac Gymnastics.
- c. Approved the Building and Grounds Meeting Minutes from the May 23, 2017 meeting.

**D. ITEMS RELATING TO STUDENT ACTIVITIES**

- a. Approved Michelle Tokarsky as a Career Foundation Advisor – Public Representative.
6. **Mr. Nate Harfield, Assistant Administrator of Secondary Education, was not in attendance, Mr. Augustine presented the attached High School Report.**
  7. **Mrs. Tricia Rummel, Supervisor of Adult Education, presented the attached Adult Education Report.**
  8. **Mr. John S. Augustine II, Administrative Director, presented the attached Director's Report.**
  9. **Mrs. Carole Kakabar, Chief School Administrator, was not in attendance.**
  10. **Mr. Gary Costlow, Solicitor, had nothing to report.**
  11. **Mr. Alan Tresnicky, J.O.C. Chairperson, reminded the board there will not be a July meeting.**
  12. **The August Regular Meeting is scheduled for Wednesday, August 9, 2017, immediately following the Committee of the Whole Meeting at 6:30 p.m.**



# Adult Education Report

June 27, 2017

## Program Updates:

- The adult cosmetology program received two large donations of hair color and supplies. Scott Kimmel, national color director for Paul Mitchell, and Sherry Harteis, instructor and salon owner, together donated over \$3300 in hair color to be used in the program.
- The mobile equipment operations program is scheduled to graduate on July 17. Several students in the class have already secured employment and three have started an early work experience.
- GJCTC has been included in the JARI Annual Report for 2016! An article is featured in the report about the Neighborhood Assistance Program (NAP) sponsored by local companies to put individuals to work. The program paid for seven students to take CDL training at GJCTC and earn their class A license. All of the students are now employed.

## 2016-2017 Administrative Goals-update

The JOC and PAC identified goal 2a: Leverages Human and Financial Resources for the 2016-2017 program year. The administrative team decided that a manual outlining GJCTC's hiring processes for employees needed to be developed to better streamline the process. Meetings were held throughout the year and current practices were reviewed and revised. Administrative staff members attended a training at the IU8 office regarding hiring qualified staff. The hiring manual was created, along with a standard set of interview questions for various job positions.

The hiring manual is available for review.



Greater Johnstown  
Career and Technology  
Center

June 27, 2017  
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## High School Report

### STUDENTS OF THE MONTH (MAY)

Every month the teachers are tasked with picking a student of the month. The criteria for student of the month is good work ethic, good attendance, a valuable team member to the work and classroom environment. The following students have received student of the month.

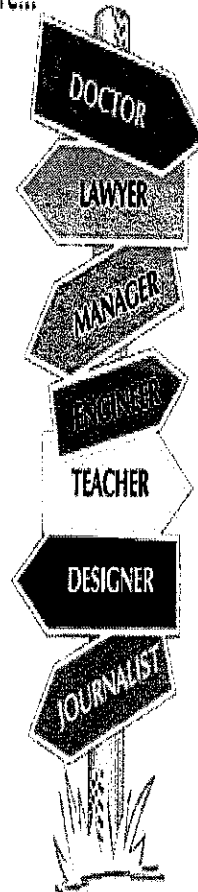
**Auto Technology– Dustin McLaughlin (R)**  
**Lab Technology – Corbin Delso (J)**  
**Collision Repair– Trenton Noon (W)**  
**Construction Tech– Josh Metzgar (R)**  
**Cosmetology – Ashlee Bray (R)**  
**Culinary Arts – Abby Wesche (W)**  
**Diesel Mechanics – Isaac Bier (R)**  
**Early Childhood– Kayci Irvin (F)**  
**Graphic Design – Evan Christie (W)**  
**Health Assistant – Alyssa Vera (R)**  
**Welding – Josh Wright (FH)**

### PROGRAM AREA FIELD TRIPS 2016-2017

**Auto Technology– Carlisle Car Show**  
**Collision Repair– Carlisle Car Show**  
**Construction Tech– Carpenters Union**  
**Culinary Arts – Pro Start Competition, Pennsylvania College of Technology, Ohio Invitational**  
**Diesel Mechanics – Carlisle Car Show**  
**Health Assistant – Pittsburgh Technical College**

### SERVSAFE CERTIFICATION

**Curtis Woodlin (F)**  
**Isaiah Magliocca (R)**



...go anywhere



# DIRECTOR'S REPORT



GJCTC Volume 11, Issue 10

June 27, 2017

*Mission: Ensure Student Success*  
High School Class of 2017

- 85 Graduates
- 10 SkillsUSA District 8 medalists
- 3 SkillsUSA State Champions— Welding Fabrication Team event
- 13 PA Skills Certificates — Competent NOCTI score
- 49 Governor's Skills Certificates — Advanced NOCTI score

### *Vision*

*Our graduate will be leader with employability skills for a changing workforce.*

852 National Skill Standards Certificates earned grades 10-12

### **Automotive/Collision Repair/Diesel Technology**

- 12th grade - 217
- 11th grade - 96
- 10th grade - 101

### **Graphic Design**

- 12th grade - 2

### **Welding**

- 12th grade - 46
- 11th grade - 23
- 10th grade - 14

### **Early Childhood Education**

- 12th grade - 50
- 11th grade - 65
- 10th grade - 31

### **Health Assistant**

- 12th grade - 28

### **Construction Technology**

- 12th grade - 44
- 11th grade - 23
- 10th grade - 34

### **Culinary Arts**

- 12th grade - 37
- 11th grade - 21
- 10th grade - 15

### **Cosmetology**

- 12th grade - 5

### **Point of Interest:**

GJCTC Community Service  
Highlights for 16-17

*Construction Tech:* Build softball dugouts and pee-wee football shed for Conemaugh Township, and 3 projects for Camp PARC.

*Collision Repair:* Restored 2 cruisers for Johnstown Police Department.

*Cosmetology:* Kids spa for Ferndale elementary students

*Graphic and Digital Media Design:* Shirts and signage for reading event for Conemaugh Township.

*Culinary Arts:* Thanksgiving dinner for Learning Lamp and Pressley Ridge, meals for local Seminary.

*SkillsUSA:* Fund raiser for Ronald McDonald House.

*STAR:* Fund raiser for Camp PARC and monthly support for Produce to People distribution.

### **Upcoming events:**

- 8-9-17 JOC meeting  
6:30

Elizabeth Hazlett (right)

3rd Place Class A Conference 1  
PA High School Clay Target League  
Early Childhood Ed, Forest Hills

