

Northern Tier Career Center  
REGULAR MEETING of the JOINT OPERATING COMMITTEE  
Thursday, November 19, 2020, at 6:30 PM  
Virtual Zoom Meeting

The Northern Tier Career Center's Joint Operating Committee held a virtual meeting for general purposes on November 19, 2020, using the Zoom platform.

Chairperson Gene Anne Woodruff called the meeting to order at 6:35 PM. Roll Call was taken after the Pledge of Allegiance. The following board members responded to roll call: Ron Cole (Sayre), Rich Jones (NEB), Deborah West (Towanda), Daren Roy (Troy), and Gene Anne Woodruff (Wyalusing). Also present were Gary Martell, Director; Jennifer Farley, Administrator of Educational Services; Michele Welles, Business Manager; Craig Stage, Superintendent of Record; and Colleen Edsell, JOC Secretary. Jamie Westbrook (Athens), Rebecca Ferguson (Sullivan), and Neal Palmer (Canton), were absent.

**VISITORS:** There were no visitors.

**MINUTES:** Ron Cole (Sayre) made and Rich Jones (NEB) seconded Approval of the October 15, 2020, virtual meeting minutes. On roll call vote, all members voted in favor.

**REPORTS:** Mr. Martell gave the administrative report which is attached. Mr. Stage reported that contract negotiations with the support staff are still being held.

**FINANCIAL REPORTS:** Deborah West (Towanda) made and Ron Cole (Sayre) seconded a motion to approve the Summary of Bills, October 10, 2020, to November 13, 2020, Financial Report as of October 31, 2020, and the Student Center Report as of October 31, 2020. Roll call vote indicated unanimous approval.

**BUSINESS:** Ron Cole (Sayre) made and Rich Jones (NEB) seconded a motion to Award the Blacktop Paving through Keystone Purchasing at \$359,805 to be completed Spring 2021. All members voted in favor on roll call.

Daren Roy (Troy) made and Deb West (Towanda) seconded Approval to Return 2019-2020 Remaining Budget to Home Schools. Roll call vote indicated all members in favor.

Rich Jones (NEB) made and Ron Cole (Sayre) seconded Approval of the Diesel Lab Change Order CO-EC-002 – Extra Outlets for \$1060. All members voted in favor on roll call vote.

Ron Cole (Sayre) made and Deb West (Towanda) seconded Approval for Sweet, Stevens, Katz, and Williams Attorneys to Represent NTCC for 2021-2022 School Year at Rates Provided; Motion to Cancel December 17, 2020, Meeting; Motion to Approve 2021 Joint Operating Committee Meeting Dates; and Approval of 2021-2022 Preliminary Budget. Roll call vote showed everyone in favor.


**SECOND READING POLICIES:** Policy 146.1 – Trauma –Informed Approach; Policy 626 Attachments – Administration of Federal Funds-Type of Costs, Obligations and Property Management; Allowability of Costs – Federal Programs; Procurement Federal Programs, Cash Management – Federal Programs; Grant Subrecipient Monitoring Procedures – Federal

Programs; and Policy 819 – Suicide Awareness, Prevention and Response were unanimously approved on a motion made by Deb West (Towanda) and seconded by Ron Cole (Sayre).

**ANNOUNCEMENTS:** The next meeting is scheduled for 6:30 PM on Thursday, January 21, 2021, for reorganization purposes.

Ron Cole (Sayre) made and Rich Jones (NEB) seconded the adjournment at 7:32 PM. All members voted in favor on voice vote.

Respectfully submitted,



Colleen Edsell  
Administrative Assistant

# November 2020 Administrative Board Report

## Student/Center News

- 159 students receiving 1<sup>st</sup> nine-week recognition
- PS Bank Scholarship distribution of \$83,436 worth of tools and equipment was awarded to 258 students. Thank You PSBank!!
- 129 PCNOW credits were earned by 43 students during the 2019-20 school year. A saving of \$75,723 for our students.
- 126 Penn State University credits earned by 21 students during the 2019-20 school year. A savings of \$60,354 for our students.
- SkillsUSA organization has learned that the district and state competitions are on hold this year. NTCC plans for an internal event that will allow our student to showcase their talents.
- 12 students currently on Co-op opportunities throughout our communities.
- Virtual fall occupational advisory meeting occurred in each program of study.

## Financial / 2019-20 Remaining Funds

<ul style="list-style-type: none"> <li>• 2020 Current Gas Royalty Total – <b>=\$2403.65</b></li> <li>• Yearly Audit Completed October, Awaiting Completion of the Financial Statements in December.</li> <li>• 2020-21 Budget Trending in a Normal Allocation Rate.</li> <li>• Paving estimates for the spring 2021=\$359, 805</li> <li>• Change Order-outlets \$1060</li> </ul>	<b>10-1390 OTHER VOC ED</b>		
	Unused Salaries	\$	13,880.40
	Unused Benefits	\$	7,698.86
	Unused Network	\$	5,000.00
	<b>10-2271 INSTRUCTIONAL STAFF</b>		
	Unused Tuition Reimbursement	\$	14,855.00
	<b>10-2360 OFFICE SUPERINTDNT</b>		
	Admin unused due to shutdown	\$	31,608.55
	<b>10-2620 OPER BUILDING SVCS</b>		
	Maintenance unused due to shutdown	\$	21,618.38
•	<b>10-7220 VOCATONAL EDUCATION</b>		
	Increase from PDE	\$	69,402.36
	<b>10-6999 OTHER REVENUE</b>		
	Auction Items/Scrap	\$	5,638.77
			<b>\$ 169,702.32</b>

## 2021-22 Preliminary Budget

### Total Operating Budget Minus Revenues Per District Percent

School	2020-2021		2021-2022		Variance
	75% Quota 25% Usage	District Share	75% Quota 25% Usage	District Share	Increase/ (Decrease)
Athens	20.9833%	\$481,825	21.2424%	\$499,079	\$ 17,253
Canton	10.5434%	\$242,101	10.6348%	\$249,859	\$ 7,758
NE Bradford	9.8526%	\$226,239	8.9571%	\$210,442	\$ (15,797)
Sayre	10.1134%	\$232,227	10.3519%	\$243,212	\$ 10,985
Sullivan Cty	6.3949%	\$146,842	6.2968%	\$147,941	\$ 1,099
Towanda	15.8365%	\$363,643	15.9610%	\$374,994	\$ 11,351
Troy	14.6447%	\$336,276	14.3405%	\$336,921	\$ 644
Wyalusing	11.6312%	\$267,079	12.2154%	\$286,993	\$ 19,913
	100.000%	\$2,296,233	100.000%	\$2,349,441	\$ 53,208



## Center News

