

Northern Tier Career Center
REGULAR MEETING of the JOINT OPERATING COMMITTEE
Thursday, February 20, 2020, at 6:30 PM
NTCC Multi-Purpose Room

The Northern Tier Career Center's Joint Operating Committee held a meeting for general purposes on February 20, 2020, at 6:30 PM, in the Multi-Purpose Room, at the Northern Tier Career Center, Towanda, Pennsylvania.

Chairperson Gene Anne Woodruff called the meeting to order at 6:35 PM followed by the Pledge of Allegiance. The following board members responded to roll call: Gene Anne Woodruff (Wyalusing), Richard Jones (NEB), Rebecca Ferguson (Sullivan), Deborah West (Towanda), and Ron Cole (Sayre). Also present were Gary Martell, Director; Margaret Johnson, PN Coordinator; Jennifer Farley, Administrator of Educational Services; Jason Bottiglieri, Superintendent of Record; and Colleen Edsell, JOC Secretary. Bill Brasington, Troy arrived at 6:46 PM. Kathy Jo Minnick (Athens) notified that she would not be in attendance. Neal Palmer (Canton) was also absent.

VISITORS: Michael Jones and Kathryn Doyle, Hunt Engineering

MINUTES: Rebecca Ferguson (Sullivan) made and Ron Cole (Sayre) seconded Approval of the January 15, 2020, meeting minutes. The motion carried unanimously on voice vote.

PRESENTATION: Michael Jones and Kathryn Doyle from Hunt Engineering presented the costs for the addition of the Diesel lab.

REPORTS: Mr. Martell gave his report which is attached. Dr. Bottiglieri had no report.

FINANCIAL REPORTS: Rebecca Ferguson (Sullivan) made and Rich Jones (NEB) seconded a motion to approve the Summary of Bills, January 11, 2020 to February 15, 2020, Financial Report as of January 31, 2020, and the Student Center Report as of January 31, 2020. Roll call vote indicated unanimous approval.

CORRESPONDENCE: The information has been submitted for the Bureau of Workforce Development Administration Contract and EFPR Group Financial Statements for the year ended June 30, 2019 have been received.

DONATIONS: The Center received a \$1000 donation from Claverack REC to be used for the SkillsUSA program. Three welding machines were donated to the Center from Pennsylvania College of Technology.

BUSINESS: A motion was made by Rebecca Ferguson (Sullivan) and seconded by Deb West (Towanda) to Award the Following Contracts for the Diesel Lab Addition to be funded by the Capital Reserve Fund:

MAC Builders	76 Wyalusing-New Albany Road	New Albany, PA 18833	General Trades	\$ 367,800
AFT Mechanical LLC	PO Box 145	Elmira, NY 14902	HVAC	\$ 145,000
G.R. Noto	PO Box 247	Clarks Summit, PA 18411	Electrical	\$ 29,800
AFT Mechanical LLC	PO Box 145	Elmira, NY 14902	Plumbing	\$ 23,925
			Incidental Budget	\$ 47,052
			10% Contingency Budget	\$ 56,653
Total Budget				\$ 670,230

All members voted in favor on roll call vote. Rebecca Ferguson, Sullivan made and Ron Cole (Sayre) seconded a motion to Approve the 2020-2021 Final Budget. All members voted in favor on roll call vote. The 2020-2021 NTCC School Calendar was approved on a motion from Rebecca Ferguson

(Sullivan) and seconded by Bill Brasington (Troy). Roll call vote indicated unanimous approval. Second Reading Policies 103 Nondiscrimination in Center and Classroom Practices, 103.1 Nondiscrimination – Qualified Students With Disabilities; and 104 Nondiscrimination in Employment/Contract Practices were approved unanimously on a motion from Rebecca Ferguson (Sullivan) and seconded by Ron Cole (Sayre). Policy 108 – Adoption of Textbooks, Policy 220 – Student Expression/Distribution and Posting of Materials, and Policy 222 – Tobacco Use were reviewed for First Reading. Rebecca Ferguson (Sullivan) made and Rich Jones (NEB) seconded a motion to Retire Policy 248 – Unlawful Harassment (Pupils) and Policy 348 – Unlawful Harassment (Employees). All members voted in favor.

TRAVEL: A motion was made by Rebecca Ferguson (Sullivan) and seconded by Ron Cole (Sayre) to approve the following travel:

Event	Participants	Date and Cost
SkillsUSA State Competition	Advisors and 11 Students	April 15-17, 2020, SkillsUSA and Student Center Accounts
International Beauty Hair Show – New York City	Cosmetology Students and Chaperones	March 10, 2020 – Student Center

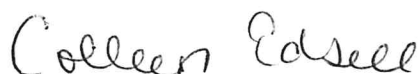
All members voted in favor with a roll call vote.

PERSONNEL: Rebecca Ferguson (Sullivan) made and Rich Jones (NEB) seconded a motion to approve Janean Eastman as a Substitute Teacher/Per Diem Instructor at \$100/Day or \$30.50/Hour. All members voted in favor on roll call vote.

ANNOUNCEMENTS: The next meeting is scheduled for 6:30 PM on March 19, 2020.

Rebecca Ferguson (Sullivan) made and Ron Cole (Sayre) seconded a motion to adjourn the meeting at 7:36 PM. Voice vote indicated unanimous approval.

Respectfully submitted,



Colleen Edsell
Administrative Assistant

February 2020 Administrative Board Report

Student News

- Students participated in the SkillsUSA district competition at Penn College (see reverse)
- 131 earned student recognition status for the 2nd marking period. (Attendance-Grades-Behaviors)
- Currently 27 students have perfect attendance, and 179 students have a 95% or better attendance rate!!
- Students completed the Certified Nursing Assistant Exam on January 28-31. 35/35 passed the practical and 33/35 were successful on the written exam.
- Cosmetology Students will be attending an international beauty show in NYC on March 10th.
- Mrs. Thibodeault and student hosted Towanda Elementary students for a spa day to reward positive school behaviors.
- 12 Students are currently on co-op
- Mrs. Warren is conducting industry certifications for OSHA Manufacturing, ASE, Serve Safe and I-Car.

Buildings and Grounds

- **Phase 2-Hunt Engineering** presents our bid opening results for the addition to the Diesel Lab.

LPN

- Current enrollment 28
- Next entrance exam scheduled for March 12th

Financial

- 2019 Current gas royalty total – \$6879.65
- 2019-20 Budget trending in a normal allocation rate.
- Investigation E-Rate CAT2 funding for upgrades to our current system (WIFI)
- 2019 Audit financial statement (provided) by EFPR Group

Other Adult Education

- Auto inspection with Mr. Sullivan on March 16th and 17th

Center News

- March 5th-NTCC Demonstration Night (6:00-7:30) and spring OAC meetings.
- NTCC staff complete a successful professional development opportunity @ the PACTA Workforce Symposium.
- Supplemental Equipment Grant Application has been accepted by PDE and will allocate funds for the purchase of upgraded lathes for Machine Tool Technology. (\$55,000)
- Mrs. Donna Yale, PSU-WB has secured a \$15,000 scholarship for our Informational Technology students, she has met with our student along with an admissions counselor to facilitate this opportunity.
- The Center is conducting Tuesday/Thursday tours for schools to send potential students to shadow

2020-2021 Budget Comparison

Total Operating Budget Minus Revenues Per District Percent

School	2019-2020		2020-21		Variance Increase/ (Decrease)
	75% Quota	District	75% Quota	District	
	25% Usage	Share	25% Usage	Share	
Athens	19.7540%	\$447,746	20.9833%	\$481,825	\$ 34,079
Canton	9.6367%	\$218,426	10.5434%	\$242,102	\$ 23,676
NE Bradford	10.0677%	\$228,197	9.8526%	\$226,239	\$ (1,958)
Sayre	9.8528%	\$223,327	10.1134%	\$232,228	\$ 8,901
Sullivan Cty	6.1440%	\$139,261	6.3949%	\$146,842	\$ 7,581
Towanda	15.9945%	\$362,534	15.8365%	\$363,642	\$ 1,108
Troy	15.4706%	\$350,660	14.6447%	\$336,276	\$ (14,384)
Wyalusing	13.0797%	\$296,466	11.6312%	\$267,079	\$ (29,387)
	100.000%	\$2,266,618	100.000%	\$2,296,233	\$ 29,615