

Northern Tier Career Center
REGULAR MEETING of the JOINT OPERATING COMMITTEE
Thursday, April 16, 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 April 16, 2020, at 6:30 PM, using the Zoom platform.

Chairperson Gene Anne Woodruff called the meeting to order at 6:30 PM followed by the Pledge of Allegiance. The following board members responded to roll call: Ron Cole (Sayre), Rebecca Ferguson (Sullivan), Richard Jones (NEB), Kathy Jo Minnick (Athens), Deborah West (Towanda), and Gene Anne Woodruff (Wyalusing). 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. Neal Palmer (Canton) joined at 6:45 PM. Bill Brasington (Troy) was absent.

VISITORS: Brenda Benninger, Keri Sullivan and Deanna Morgan all employees of NTCC sat in as visitors.

MINUTES: Ron Cole (Sayre) made and Deborah West (Towanda) seconded Approval of the February 20, 2020, meeting minutes. The motion carried unanimously on roll call vote.

PRESENTATION: Maggie Johnson presented the budget for the practical nursing program.

REPORTS: Mr. Martell gave his report which is attached.

FINANCIAL REPORTS: Neal Palmer (Canton) made and Rich Jones (NEB) seconded a motion to approve the Summary of Bills, February 16, 2020, to April 10, 2020, Financial Report as of March 31, 2020, and the Student Center Report as of March 31, 2020. Roll call vote indicated unanimous approval.

CORRESPONDENCE: Mr. Martell informed that the cosmetology and the nursing programs both passed the inspection by the state board. He educated members on the Continuity of Education Plan's approval by the state and the fact that the budget resolution tallies were approved by the eight schools.

BUSINESS: A motion was made by Rebecca Ferguson (Sullivan) and seconded by Ron Cole (Sayre) for Diesel Lab Addition Change Orders to be Approved by Mr. Martell Prior to JOC Scheduled Meeting. All members voted in favor on roll call vote. Rebecca Ferguson (Sullivan) made and Neal Palmer (Canton) seconded Approval of Cleveland Brothers Equipment Company, Inc. Engine Monitor Service Agreement – May 1, 2020 to April 30, 2021; Approval of Memorandum of Understanding Between Matt Ahern and Northern Tier Career Center (Field Maintenance); and 2020-2021 General Fund Operating Budget Resolution Tally. Roll call vote was unanimous. Rebecca Ferguson (Sullivan) made and Kathy Jo Minnick (Athens) seconded Approval of 2020-2021 Practical Nursing Budget and Approval of 2020-2021 Practical Nursing Course Tuition and Fees. All members voted in favor on roll call vote. Rebecca Ferguson (Sullivan) made and Ron Cole (Sayre) seconded Second Reading Policies 108 – Adoption of Textbooks, 220 – Student Expression/Distribution and Posting of Materials, and 222 – Tobacco Use. Roll call vote was unanimous,

ANNOUNCEMENTS: The next meeting is scheduled for 6:30 PM on May 14, 2020.

Rebecca Ferguson (Sullivan) made and Kathy Jo Minnick (Athens) seconded a motion to adjourn the meeting at 7:02 PM. Voice vote indicated unanimous approval.

Respectfully submitted,



Colleen Edsell
Administrative Assistant

April 2020 NTCC Administrative Board Report



COVID CLOSURE STUDENT RESOURCES

Continuity of Education

- Above is our direct link on the Center's website that provides students with direct access to their program of study and their instructors.
- Each instructor will provide weekly enrichment and review opportunities that will be displayed on individual "teacher pages" that have been created on the Center's website. These non-graded opportunities that are designed to extend all student knowledge are voluntary/optional learning activities.
- We also intend to provide on-line industry certification opportunities that will aid in our students' transition to post-secondary and/or direct employment in our local workforce.
- Cosmetology is governed by the State Board of Cosmetology which has approved and developed an on-line option that will provide our students with 250 hours of review instruction that will count toward their mandated 1250 hours needed for program completion.
- Teachers will provide regular check-ins and reach out to students, as necessary, to provide support.
- In addition, during these unprecedented times in education, our focus will be not only to support each student's technical studies, but their social-emotional wellness while maintaining home and school balance during this extended closure

Financial

- 2020 Current gas royalty total – \$8820.57
- 2019-20 Budget was trending in a normal allocation rate.
- Finalizing the E-Rate CAT2 bids.
- Awarded Supplemental Equipment Grant-\$36,569 to upgrade our MTT Lathes.

LPN

- Mrs. Johnson is applied for a federal grant to aide in technology, and other on-line learning needs of our students.
- The State Board of Nursing has accepted NTCC's Continuity of Education Plan.
- Students are progressing through Zoom instruction and real-life scenarios.
- ATI virtual labs are being planned for the upcoming semester.

Building Project

- Attorney John Audi agrees on continuation of project and offered the following guidance from PDE; **Must school districts seek a formal exemption through the Pennsylvania Department of Community and Economic Development (DCED) to continue construction projects?**

School districts should use best judgment in exercising their authority to continue critical construction projects, and should not seek a formal exemption through DCED. All school district construction decisions should appropriately balance public health and safety while ensuring the continued safety of critical infrastructure. School districts and the contractors must ensure continuance of and compliance with the social distancing and other mitigation measures to protect employees and the public, including virtual and telework operations (e.g. work from home) as the primary option when available, as have been or will be established by the Department of Health and the Centers for Disease Control and Prevention. In-person work is only to be performed on the most limited basis possible.

- MAC Builders - "We have read and understand the CDC guidelines, have printed and read the OSH 39990-03 2020 Guidance on Preparing Workplaces for COVID-19, and conveyed that information to our employees in a safety meeting. "
- MAC is concerned with wait time on materials, so would like to begin asap.

Continuity of Education Activities for NTCC Students

- **Auto Body:** Mr. Sullivan has provided videos to review material covered in the course. In addition, he is encouraging class engagement through Zoom virtual meetings and GroupMe messaging.
- **Auto Mechanics:** Mr. Price encourages students to reach out to him with any questions. He posts videos for students to review and will be holding Zoom class meetings to check in with them and facilitate discussions.
- **Building Construction:** Mr. Howell has created his own YouTube channel and created videos to demonstrate projects to students. He is providing resource materials for OSHA 10 certification and has also developed challenges related to the videos and resources to encourage and engage students.
- **Cosmetology:** Mrs. Thibodeault is assisting students in continuing to accrue hours toward PA licensure using the online resources available through our Cengage Milady curriculum. Students are encouraged to participate by sharing demonstrations.
- **Diesel Technology:** Mr. Decatur actively seeks to engage students through Zoom meetings and Today's Class. Using Flipgrid, students are encouraged to share their own thoughts and projects and review material using teacher and student created videos.
- **Food Production & Management:** Mrs. Connell engages students through her class website and Google classroom. She has developed a food creation and assessment challenge, which encourages students to create recipes at home, involve their families in assessment, and share the outcome with classmates through photos or videos.
- **HVAC:** Mr. Davidson provides review and safety videos for students and is encouraging class discussions in Zoom. He will be facilitating completion of industry certifications in EPA 608 and OSHA 10, as well.
- **Information Technology:** Mrs. Van Noy is connecting with students on Zoom and Remind and is assisting them in navigating the requirements for CompTIA certifications. She is offering Kahoot challenges and is connecting class discussions to current events and issues surrounding the use of technology in education.
- **Machine Tool Technology:** Mr. Milks is posting videos to review course concepts and compare/contrast methods. He is reaching out to connect with students and will be adding Flipgrid to his repertoire to allow for sharing of projects being completed remotely.
- **Pre-Nursing I:** Mrs. Bellows is using her Google classroom and Kahoot for review. She has connected with students and encouraged them to share what they've been doing using Flipgrid. Almost all of her class attended the first round of Zoom meetings!
- **Pre-Nursing II:** Mrs. Koss is using her Google classroom and providing opportunities for students to add online certifications to their portfolios, such as Mandated Reporting. She is also using Flipgrid and making connections to current events related to healthcare by asking students to share how they've been social distancing.
- **Welding:** Mr. Welch provides videos for students to review and poses questions for them to consider and discuss. He encourages reflection, such as thinking about how the video was the same or different from the way they learned the material in class and which method they prefer.

Student Facilitator: Mrs. Warren continues to actively participate as a member of the IEP teams for currently enrolled and prospective students. She coordinates industry certifications for options we are able to provide remotely for interested students.

Paraprofessionals: Mrs. Cole, Mr. Edger, Mrs. Morgan, Miss Sullivan continue to support our students and staff by participating in virtual class meetings, providing remote assistance to students, and engaging in class discussions and activities.

Ongoing supports available to students:

- Students continue to have the opportunity to receive assistance with post-secondary transition, including career, college, and military, as well as support for personal concerns. Center-wide focus on transition for seniors, including virtual mock interviews, may be offered in May.
- Enrollment for 2020-2021 is on track. We continue to support prospective students by encouraging them to contact NTCC for information or with questions.
- Virtual open houses/meet and greets with NTCC staff may be offered in May