

Northern Tier Career Center  
REGULAR MEETING of the JOINT OPERATING COMMITTEE  
Thursday, May 14, 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 May 14, 2020, at 6:30 PM, using the Zoom platform.

Chairperson Gene Anne Woodruff called the meeting to order at 6:34 PM followed by the Pledge of Allegiance. The following board members responded to roll call: Ron Cole (Sayre), Rebecca Ferguson (Sullivan), Deborah West (Towanda), Bill Brasington (Troy) 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), Richard Jones (NEB), and Kathy Jo Minnick (Athens) were absent.

**VISITORS:** Deanna Morgan, NTCC paraprofessional and Jim Shaw sat in as visitors.

**MINUTES:** Rebecca Ferguson (Sullivan) made and Ron Cole (Sayre) seconded Approval of the April 16, 2020, meeting minutes. The motion carried unanimously on roll call vote.

**PRESENTATION:** Michele Welles presented information on C&N Bank and using their depository services.

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

**FINANCIAL REPORTS:** Rebecca Ferguson (Sullivan) made and Deborah West (Towanda) seconded a motion to approve the Summary of Bills, April 11, 2020, to May 8, 2020, Financial Report as of April 30, 2020, and the Student Center Report as of April 30, 2020. Roll call vote indicated unanimous approval.

**BUSINESS:** A motion was made by Ron Cole (Sayre) and seconded by Deborah West (Towanda) to nominate Rebecca Ferguson (Sullivan) as Treasurer to Serve July 1, 2020 to June 30, 2021. Roll call vote was unanimous. Ron Cole (Sayre) nominated and Rebecca Ferguson (Sullivan) seconded Bill Brasington to serve as PSBA Voting Delegate to Represent JOC. All members voted in favor on roll call vote. Rebecca Ferguson (Sullivan) made and Bill Brasington (Troy) seconded the motion for Appointment of Colleen Edsell as JOC Secretary to Serve July 1, 2020, to June 30, 2024, as Per Administrative Contract; Approval of Sweet, Stevens, Katz and Williams as NTCC Solicitor for 2020-2021 Fiscal Year; Approval of M&T and C&N Banks for Fiscal Year 2020-2021 Depositories; Approval to Name The Daily Review as the Newspaper for General Circulation for 2020-2021 Fiscal Year; Approval for Current High School Pre-nursing Students to Attend the LPN Course at Reduced Rate; Approval to Solicit Bids to Finish Pole Storage Building Completion; Approval of 2019-2020 COVID School Calendar Adjustment as Attached; and Approval of Diesel Building Project Change Order Relocation of Gas Line. All members voted in favor on roll call vote. The following policies were submitted for the first reading: 004, 005, 006, 006.1, 007, 201, 204, 208, 209.1, 209.2, 210.1, 226, 227, 247, 323, 335, 351, 626, 806, and 913. Approval of the policies will be at the August JOC meeting.

**PERSONNEL:** Rebecca Ferguson (Sullivan) made and Ron Cole (Sayre) seconded the approval of:


| <b>Name</b>        | <b>Position</b>  | <b>Salary</b> |
|--------------------|--|---------------|
| Kathryn Vanderpool | Substitute Support Staff                                 | Per Contract  |
| Craig Stage        | Superintendent of Record – July 1, 2020 to June 30, 2021 | \$6000/Year   |

All members voted in favor on roll call vote.

**ANNOUNCEMENTS:** The next meeting is scheduled for 6:30 PM on June 18, 2020.

Rebecca Ferguson (Sullivan) made and Deborah West (Towanda) seconded a motion to adjourn the meeting at 7:25 PM. Voice vote indicated unanimous approval.

Respectfully submitted,



Colleen Edsell  
Administrative Assistant

# May 2020 Administrative Board Report

## Student News

- Students continue to complete industry certifications online, including OSHA-10, Automotive Service Excellence (ASE), I-CAR, CompTIA IT Fundamentals+, Tooling U-SME, EPA 608 (Refrigeration & Air Conditioning), EPA 609 (Motor Vehicle Air Conditioning), and Mandated Reporting.
- Instructors and students continue connecting, supporting, learning, and interacting remotely through virtual class meetings, sharing pictures and videos of industry-related projects, online learning modules, Kahoot challenges, and group messaging. Food production students are bringing their plants to virtual classes to share their growth during the sustainability unit. Diesel students are sharing photos and videos of vehicle projects to consult with their class and instructor.
- Senior post-graduation plans surveys are being conducted online with great response so far. Plans and submitted photos will be included in senior recognition during the Awards Ceremony.
- Many of our students are employed as essential workers. 18 of our 36 Pre-Nursing students are putting their CNA certifications to use and working in the healthcare field! We have several students now employed full-time at Cargill and others at grocery stores, convenience marts, and essential retail and industry during the closure.

### Financial

- Current gas royalty total – \$8820.57
- C&N Bank Benefits for Depository Accounts
- ✓ Refinanced Bond
- ✓ Local Office Representative
- ✓ No Fees on Accounts
- ✓ Better Banking Hours
- ✓ Accommodating Services Locally

### Buildings and Grounds

- Diesel Lab Addition has begun with MAC Builders preparing foundational work.
- Change order-relocation of the gas line by Valley Energy- Approximately \$5000
- Custodians will return to normal summer working hours beginning May 11<sup>th</sup>.

### LPN

- 30 students continue into our final semester with online learning and virtual labs daily. Mrs. Johnson pleased with progress and development of class in light of the change of instructional models.

## Covid Calendar Updates

| May 2020 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  |
|          |    |    |    |    | 1  | 2  |
| 3        | 4  | 5  | 6  | 7  | 8  | 9  |
| 10       | 11 | 12 | 13 | 14 | 15 | 16 |
| 17       | 18 | 19 | 20 | 21 | 22 | 23 |
| 24       | 25 | 26 | 27 | 28 | 29 | 30 |

| June 2020 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| S         | M  | T  | W  | T  | F  | S  |
|           | 1  | 2  |    | 4  | 5  | 6  |
| 7         | 8  | 9  | 10 | 11 | 12 | 13 |
| 14        | 15 | 16 | 17 | 18 | 19 | 20 |
| 21        | 22 | 23 | 24 | 25 | 26 | 27 |
| 28        | 29 | 30 |    |    |    |    |

**May 14, Virtual JOC Meeting at 6:30 PM**

**May 21, NTCC Virtual Awards at 6:00 PM**

**May 25, Memorial Day Holiday**

### Tentative

**May 26-28 - Senior Pickup**

**June 1-3 Underclass Pickup**

**Student Last**

**Day June 3, 2020**

**Teacher Last**

**Day June 15, 2020**