

Northern Tier Career Center  
REGULAR MEETING of the JOINT OPERATING COMMITTEE  
Tuesday, August 23, 2016, at 6:30 p.m.  
NTCC Conference Room

The Northern Tier Career Center's Joint Operating Committee held a meeting, for general purposes, on August 23, 2016 at 6:30 p.m., in the Conference Room, at the Northern Tier Career Center, Towanda, Pennsylvania.

President Gene Ann Woodruff (Wyalusing) called the meeting to order at 6:30 p.m. followed by the Pledge of Allegiance. The following board members responded to roll call: Evelyn Sherburne (Towanda), Rebecca Ferguson (Sullivan), Howard Rought (NEB), Andrew Hickey (Sayre), Gayle Burkett (Athens), Gene Ann Woodruff (Wyalusing). Also present were Charles Young, Superintendent of Record; Gary Martell, Director; Michele Welles, Business Manager; Margaret Johnson, PN Coordinator; and Colleen Edsell, Board Secretary. Krista Jennings (Canton) and John Morgan (Troy), did notify that they would not be in attendance.

**PRESENTATION:** The JOC reviewed a potential refinancing of the existing Series of 2011 bond issue. The first optional redemption date for the Series of 2011 bonds is March 1, 2017, which allows NTCC to lock in fixed interest rates for the refinancing as early as November 2016, if interest rates provide adequate savings to meet the JOC's approval. The JOC and the participating school districts will each be presented a Resolution at upcoming meetings to authorize the refinancing. In accordance with new procedures of the State Public School Building Authority, the NTCC administration will submit an RFP for bond counsel services. After all Resolutions are approved, the documentation will be submitted to the Department of Community and Economic Development for approval.

A change in the date of Gary Martell's PACTA Summer Symposium was made to be July 27-29, 2016. A motion was made to approve the corrected minutes of the June 23, 2016 regular meeting by Evelyn Sherburne and seconded by Rebecca Ferguson. The motion carried.

**REPORTS:**

The Practical Nursing Activity Report was provided by Mrs. Margaret Johnson, PN Coordinator. Commencement of 21 students was held on Thursday, August 18, 2016 at Towanda High School. There are currently 29 students enrolled for the next class. There has been a breakfast and lunches hosted for the students as a recruitment process by the Towanda Memorial Skilled Nursing, Bradford County Manor, and also the Green Home in Wellsboro. In addition there was a Career Day hosted on August 5, 2016 for the students. The NCLEX-Prep Course was also hosted for the students in August.

Gary Martell's report is attached and consisted of the following: Adult Education, Building and Grounds, Student Programs, and Northern Tier Career Center News. He also talked about the Perkins Grant funding for the school year.

Superintendent of Record, Charles Young, had no report.

Rebecca Ferguson moved to approve the Ratification of Bills, June 19, 2016 to August 19, 2016 which was seconded by Gayle Burkett. Roll call vote indicated unanimous approval.

A motion to approve the 2016-2017 Student Handbook was approved by a motion made by Rebecca Ferguson and seconded by Gayle Burkett. A typographical error was noted. The book will be reviewed by members before it is printed by staff.

Rebecca Ferguson made a motion and Howard Rought seconded it to approve the LAC members in the attached sheet. All members voted in favor.

Policy 249 was reviewed by the JOC members and will be amended to have the review date on it. All members voted in favor.

Class	Program Cost	\$175 Enrollment
Class A	\$5500	Included
Class A (with permit)	\$4500	Included
Class B	\$4500	Included
Class B (with permit)	\$3500	Included

A motion to approve the revised schedule (above) of CDL charges was made by Rebecca Ferguson and seconded by Evelyn Sherburne. All members voted in favor.

A motion to approve the below Personnel Employments was made by Rebecca Ferguson and seconded by Gayle Burkett. On roll call vote, all members voted in favor.

PERSONNEL:

Name	Position/Action	Salary/Benefits	Effective Date
Michelle Thibodeault	Cosmetology Aide	\$11.41	8/1/16
Kirtis Geer	Mechanical Trades Aide - Part-Time	\$15.00	8/24/16
Substitute List Attached	2016-2017 Substitute	\$90/Day	8/30/16

A motion was made by Rebecca Ferguson to accept Rhaylene Cooley's resignation with regret. The motion was seconded Gayle Burkett. All members voted in favor on roll call vote.

The below Travel was approved by a motion made by Rebecca Ferguson and seconded by Gayle Burkett. On roll call vote, all members voted in favor.

TRAVEL

Christi Signor	2016 Fall Workshop for CTE Counselors - Hershey, PA	Mileage, Meals, Hotel, and Reg. Fees	9/22/16-9/23/16
Colleen Edsell	School Board Secretaries and Affiliates Conference - Hershey, PA	Registration, Accommodations, & Meals	10/13/16-10/15/16

A motion was made to go into Executive Session with no business to follow. Adjournment was made by Rebecca Ferguson at 8:07 and seconded by Andrew Hickey. The motion carried.

Next meeting will be September 22, 2016 at 6:30 p.m.

Respectfully submitted,

*Colleen Edsell*

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Board Secretary