

Northern Tier Career Center
REGULAR MEETING of the JOINT OPERATING COMMITTEE
Thursday, September 20, 2018 at 6:30 PM
NTCC Multi-Purpose Room

The Northern Tier Career Center's Joint Operating Committee held a meeting, for general purposes, on September 20, 2018 at 6:30 PM, in the Multi-Purpose Room at the Northern Tier Career Center, Towanda, Pennsylvania.

President 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: Gayle Burkett (Athens), Ron Cole (Sayre), John Morgan (Troy), Howard Rought, Jr. (Northeast Bradford), Evelyn Sherburne (Towanda), Hal Stockdill (Sullivan), and Gene Anne Woodruff (Wyalusing). Michele Welles, Business Manager, Jennifer Farley, Administrator of Educational Services, Margaret Johnson, Practical Nursing Coordinator, Gary Martell, Director, and Colleen Edsell, Board Secretary were also present. Neal Palmer was absent but did notify.

EXECUTIVE SESSION: There was no Executive Session.

PRESENTATION: Mr. Martell's presentation was on the cosmetology lab makeover, the ideas about the additional storage building and the additional space for the diesel, HVAC and electrical shops.

MINUTES: Howard Rought, Jr. (Northeast) made and Hal Stockdill (Sullivan) seconded the Approval of the June 21, 2018 minutes. All members voted in favor on roll call vote.

REPORTS:

Mr. Martell gave the Administrative Reports which are attached.

Superintendent of Record, Jason Bottiglieri, reported on the career readiness strategies that the superintendents in our area are working on for the schools as well as the meetings that are being held monthly with employers in our area to gauge the needs and help with the disconnect between the two.

FINANCIAL REPORTS: Howard Rought, Jr. (NEB) made and Gayle Burkett (Athens) seconded a motion to approve the Summary of Bills, June 17, 2018 to August 10, 2018, Financial Report for July 31, 2018, Summary of Bills, August 11, 2018 to September 14, 2018, and Financial Report for August 31, 2018. All members voted approval on roll call vote.

The 2017-2018 Unaudited Year-End Budget Report was reviewed as well as the Reserved and Unreserved Fund Balances as of the last audit.

CORRESPONDENCE: There was no correspondence.

BUSINESS: Ron Cole (Sayre) made and Hal Stockdill (Sullivan) seconded the Memorandum of Understanding with Professional CDL Services, LLC; Memorandum of Understanding with Penn State University; Memorandum of Understanding for TAP; Agreement with Home Schools for Nursing Services; Engagement Letter with EFPR Group for the 2017-2018 Audit; and the Increase Substitute Rate to \$100/day. On roll call vote, all members voted in favor.

ADMINISTRATIVE REGULATIONS: Policy 618 – Student Activity Funds Cash Handling Policy was given to members.

PERSONNEL: Howard Rought, Jr. (NEB) made and Gayle Burkett (Athens) seconded a motion to approve Angela Koss and Richard Decatur as Cooperative Education Teachers at a stipend of \$3000 each for the 2018-2019 School Year. All members voted in favor on roll call vote.

TRAVEL: Howard Rought, Jr. (NEB) made and Gayle Burkett (Athens) seconded a motion for Michele Welles to attend the Business Manager’s Retreat at Penn State University on October 23-25, 2018 at a cost of the room; the students and three chaperones to attend the Field Trip to Thaddeus Stevens College on September 19, 2018; and three chaperones and students to attend the Penn College Career Day on October 18, 2018. Field trip costs are paid for from the Perkins Funds. All members voted in favor on roll call vote.

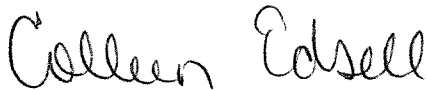
ANNOUNCEMENTS:

Our next meeting is scheduled for 6:30 PM on October 18, 2018, and President Woodruff will not be in attendance.

ADJOURNMENT:

Hal Stockdill (Sullivan) made and Ron Cole (Sayre) seconded a motion to adjourn at 8:00 pm.

Respectfully submitted,

A handwritten signature in cursive script that reads "Colleen Edsell".

Colleen Edsell, Board Secretary

September/August 2018 Administrative Board Report

Student News

- NTCC students earned 215 dual/concurrent enrollment credits through the Penn College NOW program in 2017-2018 at no cost to them, saving families \$117,175 in tuition.
- Congratulations to Brandon Brown (Electrical Occupations, Wyalusing) placed 16th at SkillsUSA Nationals in Kentucky in June.
- Enrollment for the 2018-2019 school year is currently 223 students in the morning session and 194 students in the afternoon, for a total of 417. Only Pre-Nursing and Cosmetology have small waiting list.
- All 7 of the 2018 graduates of the cosmetology program who took the Pennsylvania State Licensing Exam this summer have passed.
- 101 members of the 2018 graduating class are eligible for SOAR statewide articulation credits, based on earning a grade average of B or better and completing their Program of Study Task List.
- September 19th Field Trip to Thaddeus Stevens College
- 13 IT students enrolled in PSU concurrent enrollment.
- Industry certification being added in Pre-Nursing (Health Care Safety)
- Building Construction class preparing for the Wyalusing Concession Stand Project
- 4 Co-op students currently and 13 in process

Buildings and Grounds

- Everything looks great and a special thanks to Mr. Murphy and Mr. Dionne on a well-orchestrated summer work plan. The staff not only completed the normal maintenance and cleaning schedule they also completed the requests submitted by the staff.
- Equipment serviced and certified by manufactures, all hazardous materials removed.
- Cosmetology Lab make over in progress!
- New Multi-Purpose room to be utilized for board meetings, presentations, student computer lab and staff meetings.
- Building B completely painted and updated.

LPN

- July 9, 2018, Bradford County Manor hosted a lunch for the practical nursing students as part of their recruitment process.
- August 3, 2018, students hosted Career Day for area employers & educational providers.
- The school hosted Stat Nursing NCLEX-Prep Course for the students August 6 & 7, 2018.
- Commencement for Class #35 was held Thursday, August 16, 2018 at the Towanda Area High School Auditorium for 31 graduates.
- Class #36 started with 35 students.

<ul style="list-style-type: none"> • Electric issues due to lighting strike in the area cause electric shorts in the lighting and outdoor overhead lamps. Also, fire and security alarms were affective. 	<ul style="list-style-type: none"> • ACEN (Accreditation Commission for Education in Nursing) provided formal notification of continuing accreditation until the spring of 2026.
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Financial	Other Adult Education
<ul style="list-style-type: none"> • Preliminary cost and designs by Hunt Engineering on storage units, and facility additions to 3 lab areas. • Completing the final review of the 2017-18 budget. • Updated fund balance and capitol reserve funds. 	<ul style="list-style-type: none"> • 3 CDL completers • 30 auto inspection class in June, 6 in August and growing list for next class • Need for adult CNA continues to be a need of the community

Center News

- Legislation: Approval of the Carl Perkins Grant (Perkins 5) to help fund Career and Technical Education for an additional 5 years. HB 2155 changing the requirement for vocational instructors, 2156-CTC business tax credit program, 2157 guidelines for expand new programs, 2158 equal treatment for CTE students all approved or in the final stages.
- The Center’s Administration continues to work with Tony Ventello and Chris Brown of the Progress Authority to explore a state level apprenticeship program in the Northern Tier. PA Secretary of Community and Economic Development, Mr. Dennis Davin, and his staff toured the Center August 7th.
- Thank you to Eric Briggs, Superintendent of Canton School District, for helping to develop new procedural guidelines for IEP students in Career and Technical Education, which will help to insure students’ needs are met. Center staff attending meeting via Zoom.
- August 21st and 22nd-NTCC In-Service focusing on instructional strategies, OAC capacity, student expectations, CPR and first-aid training.
- Mr. Martell and Mrs. Farley attended the Annual Summer PACTA conference. The Center was awarded 25 OSHA certifications for Health Care Safety.
- Summer curriculum and initial New Teacher Induction Meeting was recently conducted as the staff prepares for the upcoming school year.
- Center hosted Canton High School teaching staff and Principal for in-service session.
- October 17th Employers’ Day at the Center, followed by our fall Occupational Advisory Committee meetings the week of October 22nd.