

NORTHUMBERLAND COUNTY CAREER AND TECHNOLOGY CENTER
OPERATING AGENCY
September 10, 2025

1. **PRELIMINARIES**

- A. Pledge of Allegiance.
- B. Roll Call.
- C. Recognition of Public.

Presentation from McClure about Solar Project.

2. **OLD BUSINESS**

- 2.01 Approve Board Meeting Minutes.

Motion to approve the Board Meeting Minutes of the Monthly Meeting:
August 13, 2025

Motion to approve _____ Second _____ Action _____

(VOICE VOTE: IN FAVOR ____ OPPOSED ____)

ACTION ITEMS

3. Fiscal

- 3.01 Approve the Treasurer's Report for the month of August, 2025.
- 3.02 Approve payment of bills for the month of September, 2025.
- 3.03 Motion to pay out of Capital Reserve for wet insulation replacement for roof, \$2.75 per board foot per contract of \$7,304.00.
- 3.04 Motion to pay out of Capital Reserve the final roof payment of \$171,211.20.
- 3.05 Discuss the close out of DCED roof grant.
- 3.06 Approve to purchase 2 tee shirts (and smocks for Cosmetology, Chef Coats for Culinary and scrubs for Health Occupations) for each new student and 1 for the returning students for the 25-26 school year.

3. Fiscal Motion to approve _____ Second _____ Action _____

(ROLL CALL)

4. Policy & Program

- 4.01 Approve to recommend an off campus trip for the Culinary students to Herndon Area on Aging October 29, 2025, Mt. Carmel Area on Aging November 5, 2025 and Coal Township Area on Aging December 17, 2025.
- 4.02 Approve to recommend an off campus trip for the Health Occupation students to HOSA Fall Leadership Conference in Hershey on October 17, 2025. Admission paid by HOSA.
- 4.03 Approve to recommend permission for the Career and Technical Student Organizations to conduct various fundraisers for the 2025-2026 school year. All fundraising activities must have administrative approval. Fundraisers offset the cost of membership dues, fees, community service projects and other costs.
- 4.04 Approve the Black Diamond Soccer Club to lease the NCCTC ballfield for youth practices.
- 4.05 Approve to recommend OAC Membership rosters. Copies in board packet.
- 4.06 Approve to recommend the application to PDE for Electromechanical program to open in the 26-27 school year.

4. Policy & Programs Motion to approve _____ Second _____ Action _____

(ROLL CALL)

5. Personnel

- 5.01 Approve to recommend the following instructors as coordinators/class advisors for the 2025-2026 school year.

Position

Name

HOSA Advisor	Jaime Stelma
Skills USA Co-Advisor	Meghan Foote
Skills USA Co-Advisor	Emily Richardson
Yearbook Co-Advisor	Sharon Graboski
Yearbook Co-Advisor	Lori Kehler

- 5.02 Approve to re-advertise and permission to hire part-time custodian.

5. Personnel Motion to approve _____ Second _____ Action _____

(ROLL CALL)

6. NEW BUSINESS

6.01

6. New Business **Motion to approve** _____ **Second** _____ **Action** _____

7. ADJOURNMENT

I move that this meeting be adjourned.

Motion to approve _____ Second _____ Action _____

TIME: _____