

The regular meeting of the Central Pennsylvania Institute of Science and Technology Joint Operating Committee was held in the Conference Room of the Central Pennsylvania Institute of Science and Technology at 540 North Harrison Road, Pleasant Gap, Pennsylvania on Monday, February 18, 2019.

Present were:

Committee Members: Ms. Mary Ann Hamilton
Ms. Kimberly Hearn
Mrs. Tina Greene
Mr. Darren Narber
Dr. Michelle Saylor, Superintendent of Record
Mr. David Van Buskirk, non-voting Treasurer
Mrs. Theresa Brickley, non-voting Secretary

Staff Members: Dr. Richard C. Makin
Dr. Scott Etter, Solicitor

Visitors: None

Ms. Hamilton called the regular meeting to order at 5:31 p.m.

Roll was called: Ms. Hamilton, Ms. Hearn, Mrs. Greene and Mr. Narber were present. Ms. Hawkins was absent.

Mrs. Greene moved, seconded by Ms. Hearn, approval of the minutes of the regular meeting held on January 14, 2019. Motion carried.

Ms. Hearn moved, seconded by Mr. Narber, approval of the Treasurer's reports to be filed for audit and approval of the prepaid and current bills as presented.

Roll call vote as follows:

Mr. Narber	yes	Ms. Hamilton	yes	Ms. Hearn	yes
Mrs. Greene	yes				

Old Business:

There was no old business.

New Business:

Vice-President of Secondary Education:

Dr. Makin reported for Mrs. Volders. He reported on the SkillsUSA District competition results with 20 competitors moving on to the state competitions; instructors and students have been trained on Safe2Say Something and we have not had any reports of safety concerns at CPI; and he shared the January Students of the Month.

Business Manager:

Mr. Van Buskirk reported on the Comcast agreement which is on the agenda for approval. The cost has been reduced from previously and we will be saving approximately \$2000 per month.

President:

Dr. Makin reviewed the JOC agenda items and information; reviewed the Secondary Education Preliminary Budget and Adult/Post-Secondary Preliminary Budget; a revised school calendar will soon be submitted for approval; and Pennsylvania Business Central has named CPI as a top 100 organization in Central PA.

Superintendent of Record:

Dr. Saylor spoke of the Centre Ready Initiative general session presentation that was given at the PACTA conference. She thanked Todd Taylor, MaryAnn Volders, Vern Squire (CBICC), Scoot Goode (Goodco Mechanical), Shawn Barbrow, and Mike Feddison for being a part of the presentation to help other counties and regions develop their initiative.

Mr. Narber requested to table Policy 707 Use of Center (School) facilities until March. All in favor.

Mr. Narber moved, seconded by Mrs. Greene approval of the 2019-2020 Secondary Education Preliminary Budget in the amount of \$4,388,978; approval of the 2019-2020 Adult/Post-Secondary Preliminary Budget in the amount of \$3,801,908; approval of an out-of-state learning request for Alicia Kitchen, Cosmetology Instructor, June Murray, Adult Cosmetology Instructor and 30 students to travel to New York, NY for the International Beauty Show on March 12, 2019; approval of a five year field site affiliation agreement between Walden University and CPI for Debra Couturiaux to work with Amy Haagen for field experience that is needed for her Master's Degree program retroactive to February 14, 2019; approval of a revised Comcast contract for telephone and internet services for two years at a monthly rate of \$1,035.90 effective within 30 days of contract signing; approval to reclassify Katelyn Leathers from Medical Assistant Program Instructor to Medical Assistant Program Instructor/Coordinator at a starting salary of \$42,500 effective February 12, 2019, administration will review program outcomes not later than September 15, 2019 and may make a salary adjustment recommendation contingent on the same; approval to accept the resignation of Mary June Murray, Adult Cosmetology Instructor, effective May 31, 2019; approval to accept the resignation of Carl Schreffler Jr., Adult CDL Instructor, retroactive to November 29, 2018; approval to appoint Mike Sipe, Automotive Technology Instructor, as mentor for Mark Claar, Precision Machine Technology Instructor, for the remainder of the 2018-2019 school year and the first half of the 2019-2020 school year with a stipend of \$250; approval to hire Tiffany Baker as Part-Time CCPSTC Administrative Assistant at an hourly rate of \$11.75 effective February 19, 2019, pending receipt of the FBI Criminal Background Check, Recognizing and Reporting Child Abuse Training Certificate, and Sexual Misconduct/Abuse Disclosure Release; and approval for the President to appoint staff to vacancies not yet filled or to those that become open until the Board can take action at the next regular meeting on March 11, 2019.

Second reading and final approval of policies:

- A. Section 100 – Programs
 - 103 – Nondiscrimination/Discriminatory Harassment – School and Classroom Practices
 - 103.1 – Nondiscrimination – Qualified Students with Disabilities
 - 104 – Nondiscrimination/Discriminatory Harassment – Employment Practices
- B. Section 200 – Pupils
 - 222 – Tobacco/Nicotine
 - 247 – Hazing
 - 249 – Bullying/Cyberbullying
- C. Section 300 – Employees
 - 323 – Tobacco/Nicotine

Roll call vote as follows:

Mrs. Greene	yes	Ms. Hearn	yes	Mr. Narber	yes
Ms. Hamilton	yes				

Motion carried.

An executive session was called at 6:27 p.m. to discuss negotiations/contracts that if discussed in public would violate lawful privilege as defined by Act 84.

The regular meeting reconvened at 6:31 p.m.

Ms. Hearn moved, seconded by Mr. Narber to adjourn.

At 6:32 p.m. Ms. Hamilton adjourned the meeting.

Respectfully submitted,

Secretary