

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, January 14, 2019.

Present were:

Committee Members: Ms. Mary Ann Hamilton
Ms. Kimberly Hearn
Mrs. Tina Greene
Ms. Holly Hawkins
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
Mr. Todd Taylor
Mrs. MaryAnn Volders
Dr. Scott Etter, Solicitor

Visitors: Mr. Gary Heverly

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

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

Ms. Hamilton welcomed Mr. Heverly. Mr. Heverly handed out a copy of the 2018 Fall Newsletter and highlighted some of the articles.

Ms. Hearn moved, seconded by Mr. Narber, approval of the minutes of the regular meeting held on December 10, 2018. Motion carried.

Mrs. Greene 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:

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|-------------|-----|-------------|-----|--------------|-----|
| Mrs. Greene | yes | Ms. Hawkins | yes | Ms. Hamilton | yes |
| Ms. Hearn | yes | Mr. Narber | yes | | |

At 5:35 p.m. an executive session was held to discuss personnel matters, potential litigation, and contract negotiations.

The regular meeting reconvened at 5:42 p.m.

Old Business:

There was no old business.

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New Business:

Vice-President of Secondary Education:

Mrs. Volders reported that February is Career and Technical Education Month and CPI will have activities to highlight it; she shared dates for Career Days; reviewed the December Students of the Month; said Mr. Detwiler's last day is tomorrow and the new Precision Machine instructor Mark Claar is on the agenda for approval; and a conversation was had about the plan for Bellefonte students who will be enrolled at CPI for their fourth year.

Vice-President of Post-Secondary Education:

Mr. Taylor reported that the Practical Nursing program started today with 24 students; the Medical Assistant program started on January 2, 2019 with 9 students; the next PN and MA programs start in August 2019; an employer sponsorship and employment night with our natural gas cohort is being scheduled so companies can recruit and hire students for paid externships and post-program employment; Andy King, Adult Diesel Instructor, has been working with east coast Case dealers regarding partnership incentives for CPI's Case Emphasis Diesel AST students and effective January 8th, Southeastern Equipment Company – Case Corporations Ohio Dealer is on board with employment incentives for two CPI students; and CPI is starting its 3-year re-accreditation with ACCSC.

Business Manager:

Mr. Van Buskirk gave each Joint Operating Committee member a copy of the financial interest form with a sheet to help them fill it out.

President:

Dr. Makin wished everyone a happy new year and expressed that our team is looking forward to working with the JOC this year. He handed out to each JOC member a school director's certificate of appreciation. Dr. Makin thanked Mr. Heverly for his work with the newsletter and asked for ideas of anything that we could incorporate into the newsletter.

Dr. Makin reviewed the agenda items. He also reported that we hosted the opening press conference for PA Schools Work and he handed out the PA Schools Work report; and budget season is here and we have a very preliminary budget that still needs work but we intend to present it to you in February.

Superintendent of Record:

Dr. Saylor thanked everyone for all of their hard work to move CPI forward. She also shared that at the monthly board presidents and superintendents luncheon they toured State High and shared ideas. One area to consider for CPI is cyber security.

Ms. Hearn moved, seconded by Mr. Narber approval of an out-of-state travel request for Mrs. Luann Bruno and Mrs. Jan Pepperday to travel to Arlington, VA on January 23-25, 2019 for ACCSC

Accreditation Renewal Training; approval of the agreement with Juniper Village at Brookline Village for the operation of Nurse Aide training program retroactive to October 9, 2018; approval of Administrative Regulation AR-0119 – Safe2Say Something Procedures; approval of the job description for Curriculum Specialist; approval to reclassify Ronald Benton, Chief Financial Aid Officer, from a full-time employee with benefits to a per diem employee without benefits at \$33.00 an hour, not to exceed 29 hours per week, effective February 1, 2019; approval to accept the resignation of Nicole St. Clair, Practical Nursing Instructor, effective February 1, 2019; approval to hire Kate Walker as Full-Time Curriculum Specialist at the compensation recommended by administration effective on a date to be determined, pending receipt of the FBI Criminal Background Check, Pennsylvania State Police Criminal History Report, Pennsylvania Child Abuse History Certification, Recognizing and Reporting Child Abuse Training Certificate, and Sexual Misconduct/Abuse Disclosure Release; approval to hire Traci Young-Brungard as an EMS Instructor for the Centre County Public Safety Training Center Instructor at an hourly rate of \$21.00 and \$17.00 for lead instructor/classroom coordinator and assistant instructor responsibilities respectively, retroactive to January 8, 2019, pending receipt of the Pennsylvania Child Abuse History Certification; approval to hire Jenna Hazlett as a CPR Instructor at a rate of \$21.00 per hour effective January 15, 2019, pending receipt of the Pennsylvania State Police Criminal History Report; approval to grant on a one time basis, non-precedential, Employee #19001 SSLWCC-Special Sick Leave, Workers' Compensation (Contributing) status through the Pennsylvania School Employees' Retirement System (PSERS) retroactive to November 16, 2018 and not to exceed one year; 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 February 11, 2019; approval to hire Mark Claar as Precision Machine instructor at a salary of \$42,500.00 effective January 29, 2019, pending receipt of the FBI Criminal Background Check, Pennsylvania State Police Criminal History Report, Pennsylvania Child Abuse History Certification, Recognizing and Reporting Child Abuse Training Certificate, and Sexual Misconduct/Abuse Disclosure Release; and approval to hire Ethan Corman as a part-time substitute custodian at an hourly rate of \$10.00 effective January 15, 2019, pending receipt of the FBI Criminal Background Check, Recognizing and Reporting Child Abuse Training Certificate, and Sexual Misconduct/Abuse Disclosure Release.

First reading of policies:

1. First reading 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
 - D. Section 700 - Property
 - 707 – Use of Center (School) Facilities

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Roll call vote as follows:

Ms. Greene yes

Ms. Hearn yes

Mr. Narber yes

Ms. Hawkins yes

Ms. Hamilton yes

Motion carried.

Ms. Hearn moved, seconded by Mrs. Greene to adjourn.

At 6:05 p.m. Ms. Hamilton adjourned the meeting.

Secretary