

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, August 12, 2019.

Present were:

Committee Members: Mrs. Tina Greene
Mr. Darren Narber
Mrs. Kimberly Weaver, Vice-Chair
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. Michelle Saylor, Superintendent of Record
Dr. Scott Etter, Solicitor

Visitors: Mr. Rick Carra

An executive session was held at 5:30 p.m. to discuss employment matters.

Mrs. Weaver called the regular meeting to order at 5:35 p.m.

Mrs. Weaver welcomed Mr. Carra. Mr. Carra did not have any remarks.

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

Mrs. Greene moved, seconded by Mr. Narber approval of the minutes of the regular meeting held on June 10, 2019. Motion carried.

Mrs. Greene moved, seconded by Mr. Narber approval of the minutes of the special meeting held on June 25, 2019. Motion carried.

Mr. Narber moved, seconded by Mrs. Greene, 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 Mrs. Weaver yes Mrs. Greene yes

Old Business:

There was no old business to discuss.

New Business:

Vice-President of Secondary Education:

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Mrs. Volders reported on the Faculty and Student-Parent Handbook changes; PDE Technical Assistance Memorandum of Understanding; the 2019-2020 School Goals; she reported on the opening of the 2019-2020 school year; spoke about the new Precision Machine Instructor, Michael Kline; and stated that Plumbing and Cybersecurity are being looked at for possible new programs.

Vice-President of Post-Secondary Education:

Mr. Taylor reported on the Practical Nursing and Nurse Aide program hiring recommendations and staffing strategies; the Nurse Aide Coordinator role and regional marketing strategy; Smith Transport is donating a 2015 Freightliner power unit with a 53' trailer to CPI on August 23rd at noon and Cleveland Brother's marketing department designed and paid for a trailer wrap to promote the CAT/Ariel Natural Gas program; an application was submitted to Caterpillar's Foundation – Dealer Excellence Fund for \$20,000 to be used towards equipment and lab funding; CPI staff is working on a proposal for PA recognition as a registered Advanced Manufacturing apprenticeship with First Quality being our lead employer sponsor; and he reviewed the Adult/Post-Secondary Education Handbook changes.

Business Manager:

Mr. Van Buskirk reported on consent agenda items A4 – approval of BakerTilly as auditor for 2019-2020, and A9 – approval of Technology Help-Desk & Network Services contract with Greybeard Technologies, LLC.

President:

Dr. Makin reported on consent agenda item A7 – Out-of-State conference request; A8 – McClure Company HVAC maintenance agreement; hail damage repairs to skylights and HVAC equipment; B-4 Practical Nursing Administrative Assistant new hire Lisa Sharer; reviewed secondary enrollment of 434 secondary students and 40 intergenerational students; CareerLink will not be holding a fall career fair at CPI due to low interest; reviewed Post-Secondary program enrollments of 131 students as of July 2019; working on new AST programs Occupational Therapy Assistant, Physical Therapy Assistant, and Surge Tech.; waiting on approval for the Expanded Function Dental Auxiliary (EFDA) program hoping to start in January 2020; a new Pennsylvania Department of Transportation requirement that CDL drivers have training before testing may go into effect in February 2020 if not pushed back; the Joint Boards of Education event will be held on April 1, 2020; CPI will again have a display at the Grange Fair; and Mr. Finnefrock's Welding program has been reaccredited by AWS for another five years.

Mrs. Greene asked if there has been further discussion with the Superintendents regarding Bald Eagle and Penns Valley sending 9th grade students to CPI. Dr. Saylor said absolutely and she offered to give a presentation to the other school boards of education.

Superintendent of Record:

Dr. Saylor reported on the Senior Pathway and Entrepreneurship initiative that all of the districts and CPI have been working on. Dr. Saylor and Mrs. Volders worked together to apply for a grant to be designated as one of three youth innovation hubs in Pennsylvania. The grant was accepted which means

we will develop the Youth Innovation Hub that looks at Entrepreneurship, developing the entrepreneurial mind set for the kids and it moves hand in hand with the Career Ready program. We will have quite a few partners that will be working with us and have some hard deadlines to meet in November. The districts should be hearing more about the program shortly.

Mr. Narber moved, seconded by Mrs. Greene approval of revisions to the 2019-2020 Secondary Faculty and Staff Handbook; approval of revisions to the 2019-2020 Secondary Student-Parent Handbook; approval of revisions to the 2019-2020 Adult/Post-Secondary Education Handbook; approval of BakerTilly as Auditor for the 2019-2020 school year; approval of the Memorandum of Understanding with the Bureau of Career and Technical Education for participation in the 2019-2020 Technical Assistance Program; approval of the 2019-2020 Secondary Education Goals; approval of an out-of-state conference request for Katelyn Leathers, Medical Assistant Instructor/Coordinator, to attend the AAMA National Conference in Greensboro, NC from September 12-13, 2019; approval of a preventative maintenance agreement with McClure Company for main building HVAC equipment in the amount of \$19,292.00 effective August 1, 2019-July 31, 2020; approval of a Technology Help-Desk & Network Service Provider Agreement with Greybeard Technologies, LLC in the amount of \$7067.00 per month retroactive to July 1, 2019 through December 31, 2019; approval to accept the resignation of Amy Haagen as Practical Nursing Instructor retroactive to August 2, 2019; approval to reclassify Debbie Couturiaux from Practical Nursing Instructor to Practical Nursing Coordinator at a salary of \$68,500.00 retroactive to August 8, 2019; approval to hire Kimberly Houck as Full-Time Nurse Aide Instructor/Coordinator at a salary of \$48,800.00, effective date to be determined contingent on PDE acceptance of her long-term care facility experience, pending receipt of the FBI Criminal Background Check, Recognizing and Reporting Child Abuse Training Certificate, Pennsylvania Child Abuse History Certification, Pennsylvania State Police Criminal History Report, and Sexual Misconduct/Abuse Disclosure Release; approval to hire Lisa Sharer as Practical Nursing Administrative Assistant at a salary of \$31,800.00 effective August 27, 2019, pending receipt of Recognizing and Reporting Child Abuse Training Certificate, and Pennsylvania State Police Criminal History Report; approval to hire Michael Kline as Precision Machine Instructor at a salary of \$43,857.00 effective August 27, 2019. Pending receipt of Sexual Misconduct/Abuse Disclosure Release; approval to reclassify Ariel Bryan from Substitute Adjunct Instructor for the Practical Nursing program to Full-Time Practical Nursing Instructor at a salary of \$51,500.00 effective August 13, 2019; approval of a Compensation Agreement for the President retroactive to July 1, 2019 through July 30, 2022; 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 September 9, 2019; and approval to reclassify Jerome Kinney from Practical Nursing Per Diem Instructor to Full-Time Practical Nursing Instructor at a salary of \$52,500.00 effective August 13, 2019.

Roll call vote as follows:

Mrs. Greene yes Mr. Narber yes Mrs. Weaver yes

Motion carried.

Mrs. Greene moved, seconded by Mr. Narber to adjourn.

At 6:29 p.m. Mrs. Weaver adjourned the meeting.

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Theresa A. Brickley

Secretary