

The regular meeting of the Central Pennsylvania Institute of Science and Technology Joint Operating Committee was held in the boardroom at the Central Pennsylvania Institute of Science and Technology, Pleasant Gap, PA on Monday, February 13, 2023.

Present were:

Committee Members: Mrs. Kimberly Weaver  
Ms. Mary Ann Hamilton  
Mrs. Tina Greene  
Mr. Allen Miller  
Mr. Barry Sands  
Mr. Craig Livergood, non-voting Treasurer  
Mrs. Theresa Brickley, non-voting Secretary

Staff Members: Dr. Richard C. Makin  
Mrs. MaryAnn Volders  
Mr. Todd Taylor  
Mr. Rick Carra

Visitors: Dr. Brian Griffith  
Mr. Timothy Beckenbaugh  
Mrs. Renee Owens

Students: Devon Cain, Home Schooled  
Lucas Hackney, Bellefonte  
Alex Keys, Bellefonte  
Annelise Lestoric, Penns Valley  
Kaylah Nyman, Bellefonte  
Chris Paden, Bellefonte  
Lane Swartz, Penns Valley  
Megan Zehr, Penns Valley

Mrs. Weaver called the regular meeting to order at 5:32 p.m.

Roll was called: Mrs. Weaver, Ms. Hamilton, Mrs. Greene, Mr. Miller and Mr. Sands were present.

Mrs. Weaver welcomed the guests.

Mr. Beckenbaugh, Mrs. Owens and the Culinary Arts students gave a short presentation and talked about their trip to Italy. Mr. Beckenbaugh, Mrs. Owens and the Culinary Arts students left the meeting after their presentation.

Mr. Sands moved, seconded by Mr. Miller, approval of the minutes of the regular meeting held on January 9, 2023. All in favor. Motion carried.

Ms. Hamilton 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:

Mrs. Weaver	yes	Mr. Sands	yes	Mrs. Greene	yes
Mr. Miller	yes	Ms. Hamilton	yes		

Motion carried.

Old Business:

There was no old business.

New Business:

Vice-President of Secondary Education:

Mrs. Volders reported on approval to hire two substitutes, Donna Bowmaster and Kristie Tyson; unpaid leave request for Chris Skelly, Heavy Equipment Operations instructor; SkillsUSA District 7 Competition results; students of the month; CTE month activities, ice cream social and family day; signing night will be held on April 27<sup>th</sup>; and discussed Heavy Equipment Operations program enrollment options for 2023-2024 due to large class size.

Vice-President of Post-Secondary Education:

Mr. Taylor reported on new hires Scott Smith - Diesel instructor, Wendy Quici – Esthetician assistant instructor, and Karen Crane – Administrative Specialist; articulation agreement, secondary Diesel Technology to Post-Secondary CAT/Ariel NGC degree program; Water Operator and Wastewater Utility Operator apprenticeships have been approved and Solar Photovoltaic Installer is the next registered apprenticeship to go before the Apprenticeship Training Office for approval; ACCSC accreditation is underway with the renewal application due March 13 and the self-evaluation report due July 26; Occupational Therapy Assistant has received approval from the PA Department of Education; and he reported on the Assignment and Compensation update for Deb Smeal, Mary Lou Stine, Josh Harper, and Jen Braum, Esq.

Director of Facilities:

Mr. Carra reported that the flooring in the IDEA Hub has been installed and the painting is to start on February 22. He is working on getting estimates for kitchen electrical upgrades which would be a summer project.

Business Manager:

Mr. Livergood reviewed the 2023-2024 Preliminary General Operating Fund Budget Secondary Education with revenue and expenditures of \$5,218,063. He then reviewed the Preliminary General Operating Fund Budget Adult/Post-Secondary Education with revenue of \$4,371,064 and expenditures of \$4,639,300.

President:

Dr. Makin reported that the 2023-2024 school calendar will be presented in March for approval; secondary enrollment has increased by 11 students to a total of 528; a new adult/post-secondary EFDA class will start in March with 10 students currently enrolled; will be asking the JOC for their top 5 priorities from the JOC Discussion/Revisioning Forum outcomes; talked about the IDEA hub and its

benefits and concerns; discipline issues are resolved in house at CPI and not rolled back to the sending school administrators, Mrs. Volders explained the process; new hire Karen Crane, is the wife of Ad Arts instructor, Don Crane, there is no violation of the nepotism with her employment; and the Joint Boards of Education Mixer/Meeting will be held on April 4 at CPI.

Superintendent of Record:

Mrs. Burnaford was absent from the meeting and Dr. Griffith reported in her place. Dr. Griffith reported that the JOC members will see an agreement for mortgage on their school board's agenda, it is associated with a grant for the Medical Science Building; the CPI Executive Director/President's job description is on the agenda for approval and the position has been advertised.

Dr. Griffith also reported that there was some interest from the JOC Discussion/Revisioning meeting regarding 9<sup>th</sup> graders attending CPI. Dr. Connell, Penns Valley Assistant Superintendent, will partner with Tracy Boone, Bald Eagle Director of Curriculum & Instruction, to identify questions. It will then be discussed at a work session by the Education Committee at Penns Valley.

Ms. Hamilton left the meeting at 6:44 p.m.

Mrs. Weaver removed agenda items A6 – new hire Ernest “Keith” Greene and A7 – new hire Brandon Hearn from the Consent Agenda to be considered separately.

Mr. Sands moved, seconded by Mr. Miller, approval of the Executive Director/President's Job Description; approval of the 2023-2024 Proposed Preliminary Secondary Education General Operating Fund Budget in the amount of \$5,218,063; approval of the 2023-2024 Proposed Preliminary Adult/Post-Secondary General Operating Fund Budget with revenue of \$4,371,064 and expenditures of \$4,639,300; approval of an articulation agreement between CPI's secondary Diesel Repair Technology program and CPI's Natural Gas Compression – CAT/Ariel Emphasis degree program; approval to hire Scott Smith as part-time Adult Diesel Technology Coordinator/Instructor at an hourly rate of \$34.00, effective February 14, 2023, pending receipt of the FBI Criminal Background Check, Pennsylvania State Police Criminal History Report, Pennsylvania Child Abuse History Certification, and Recognizing and Reporting Child Abuse Training Certificate; approval to hire Scott Smith as Adult Diesel Technology Coordinator/Instructor, at a salary of \$69,250, effective May 8, 2023, pending receipt of the FBI Criminal Background Check, Pennsylvania State Police Criminal History Report, Pennsylvania Child Abuse History Certification, and Recognizing and Reporting Child Abuse Training Certificate; approval to hire Wendy Quici as an assistant instructor in the adult Esthetician program at a daily rate of \$100.00 retroactive to January 9, 2023; approval to hire Donna Bowmaster as a substitute instructor at a daily rate of \$100.00, effective February 14, 2023; approval to hire Kristie Tyson as a substitute instructor at a daily rate of \$100.00, effective February 14, 2023; approval to hire Karen Crane as Administrative Specialist – Financial Aid and Accreditation at an annual salary of \$40,000, effective March 7, 2023, pending receipt of the FBI Criminal Background Check, Pennsylvania State Police Criminal History Report, Pennsylvania Child Abuse History Certification, and Recognizing and Reporting Child Abuse Training Certificate; approval of (2) two days of unpaid leave for Chris Skelly on March 2-3, 2023; 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 13, 2023.

Roll call vote as follows:

Mr. Sands	yes	Mrs. Greene	yes	Mr. Miller	yes
Mrs. Weaver	yes				

Motion carried.

Mr. Miller moved, seconded by Mr. Sands approval to hire Ernest "Keith" Greene II as a substitute instructor at a daily rate of \$100.00, effective February 14, 2023.

Roll call vote as follows:

Mr. Miller	yes	Mrs. Weaver	yes	Mr. Sands	yes
Mrs. Greene	abstain				

Motion carried.

Mrs. Greene moved, seconded by Mr. Sands approval to hire Brandon Hearn as a substitute instructor at a daily rate of \$100.00, effective February 14, 2023.

Roll call vote as follows:

Mr. Miller	yes	Mr. Sands	yes	Mrs. Greene	yes
Mrs. Weaver	abstain				

Motion carried.

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

At 6:55 p.m. Mrs. Weaver adjourned the meeting.

*Theresa A. Buckley*  
Secretary