

CENTRAL PENNSYLVANIA INSTITUTE OF SCIENCE AND TECHNOLOGY
PLEASANT GAP, PENNSYLVANIA

JOINT OPERATING COMMITTEE
REGULAR MEETING - 5:30 P.M.
MONDAY, SEPTEMBER 9, 2024

BOARDROOM - CENTRAL PENNSYLVANIA INSTITUTE OF SCIENCE AND TECHNOLOGY

A G E N D A

- I. CALL TO ORDER
- II. ROLL CALL
- III. RECOGNITION OF VISITORS
- IV. REPORTS, PRESENTATIONS, OR COMMENTS BY VISITORS
Time limit of five minutes per presentation.
- V. PRESENTATIONS OR REPORTS
- VI. MINUTES
 - A. *A motion to approve the minutes of the August 12, 2024 regular meeting.*
- VII. TREASURER'S REPORT AND PREPAID AND CURRENT BILLS
 - A. *A motion to approve the treasurer's reports to be filed for audit and approval of the prepaid and current bills as presented.*
- VIII. OLD BUSINESS
- IX. NEW BUSINESS
 - A. *Mrs. Jessica Martin – Vice-President, Secondary Education's Report*
 - B. *Mr. Todd Taylor – Vice President, Adult/Post-Secondary Education's Report*
 - C. *Mr. Rick Carra – Director of Facilities' Report*
 - D. *Mr. Craig Livergood – Business Manager's Report*
 - E. *Mrs. MaryAnn Volders – President's Report*
 - F. *Dr. Brian Griffith – Chief School Administrator's Report*
- X. CONSENT AGENDA
All matters taken under this section are considered routine, and action will be taken by one motion. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and considered separately.
 - A. ADMINISTRATIVE
 1. *Approval of the Post-Secondary Faculty and Staff Handbook revisions. (Attachment #1)*

2. *Approval of the CPI New Instructor Induction Manual - Post-Secondary. (Attachment #2)*
3. *Approval of Welding Equipment Bid received from Roberts Oxygen Company, in the amount of \$44,400. (Attachment #3)*
4. *Approval of a service agreement with Gracefully Built LLC at a cost of \$7,000 per semester for the 2024-2025 school year, effective September 10, 2024. (Attachment #4)*
5. *Approval of a clinical agreement with Pediatric Dental Care for the Dental Assisting intergenerational program retroactive to September 4, 2024. (Attachment #5)*

B. PERSONNEL

1. *Approval of an unpaid leave request for Arika Robinson, Health Room Para-Educator/School Nurse, on October 18-25, 2024.*
2. *Approval to reclassify Emalea Mills from full-time Practical Nursing instructor to per-diem Practical Nursing instructor at an hourly rate of \$30.00, effective September 15, 2024.*
3. *Approval to hire Erica Bowmaster as a full-time Practical Nursing instructor at a salary of \$55,990, effective September 16, 2024. 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.*
4. *Approval to hire Lenny Hockenberry as an adjunct CDL instructor and PennDOT 3rd party examiner at an hourly rate of \$27.00 for instruction and \$32.00 for examiner, effective September 10, 2024. 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.*
5. *Approval to hire William Kern as an adjunct CDL instructor and PennDOT 3rd party examiner at an hourly rate of \$27.00 for instruction and \$32.00 for examiner, effective September 10, 2024. Pending receipt of the Pennsylvania Child Abuse History Certification.*
6. *Approval to hire Tiffany Young as a per diem Practical Nursing instructor at an hourly rate of \$30.00, effective September 15, 2024. 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.*
7. *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 October 14, 2024.*

C. *POLICIES*

1. *Second Reading and Final Approval of Policies*
 - A. *Section 100 – Programs (Attachment #6)*
 - 103 – *Discrimination/Harassment Affecting Students*
 - 103.1 – *Nondiscrimination – Qualified Students With Disabilities*
 - 104 – *Discrimination/Harassment Affecting Staff*
 - B. *Section 200 – Pupils (Attachment #7)*
 - 222 – *Tobacco and Vaping Products*
 - 249 – *Bullying/Cyberbullying*
 - C. *Section 300 – Employees (Attachment #8)*
 - 323 – *Tobacco and Vaping Products*
 - D. *Section 800 – Operations (Attachment #9)*
 - 824 – *Maintaining Professional Adult/Student Boundaries*

D. *INFORMATION*

1. *Adult Full-Time Program Enrollment Update as of August 26, 2024. (Attachment #10)*
2. *2024-2025 Secondary and Intergenerational Enrollment figures as of September 5, 2024. (Attachment #11)*

XI. *ADJOURNMENT*

XII. *EXECUTIVE SESSION*

Executive Session, if necessary, for the discussion of matters of employment, real estate, litigation, collective bargaining, safety, and other matters which, if conducted in public, would violate lawful privilege as defined by Act 84.

MAV/tab