

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 12, 2024.

Present were:

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

Staff Members: Mrs. Tammie Burnaford, Superintendent of Record
Mr. Rick Carra
Dr. Scott Etter, Solicitor
Mrs. MaryAnn Volders

Visitors: Ms. Martha Dunkelberger, Gracefully Built LLC

Mrs. Weaver called the regular meeting to order at 5:42 p.m.

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

Mrs. Weaver introduced Martha Dunkelberger from Gracefully Built LLC. Ms. Dunkelberger shared a presentation about the Social Media Squad and their work with CPI's social media content, scheduling, collaboration with all departments, efficiency with program social media pages when a social media account holder leaves employment, design challenge, file access, comprehensive twelve-week plan, working towards message media, and advance schedule of summer posts.

Mrs. Volders thanked Martha for her work with our students and helping us learn what we could do and what we needed to change.

Mrs. Greene moved, seconded by Mr. Miller, approval of the minutes of the regular meeting held on January 22, 2024, and the special meeting held on January 29, 2024. 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. Greene | yes | Mrs. Weaver | yes | Mr. Pick | yes |
| Mr. Miller | yes | Ms. Hamilton | yes | | |

Motion carried.

Page 2
February 12, 2024

Old Business:
There was no old business.

New Business:

Director of Facilities:
Mr. Carra reported on the building controls upgrade for the main building and the Transportation Training Center. Automated Logic has been chosen to do the work and their proposal is on the Consent Agenda for approval. Mr. Carra also spoke about the resignation of Michael Englert as Maintenance Technician.

Business Manager:
Mr. Livergood reviewed the 2024-2025 Proposed Preliminary Secondary Education General Operating Fund Budget in the amount \$5,594,903; reviewed the 2024-2025 Proposed Preliminary Adult/Post-Secondary General Operating Fund Budget with revenues of \$4,091,843 and expenditures of \$4,483,036; and explained the process to secure the Usource Energy Natural Gas Supply Contract and for the Business Manager to execute agreements.

President:
Mrs. Volders reported on the updated 2023-2024 school calendar; Gracefully Built LLC agreement; new hire Heidi Bonner – Per Diem Practical Nursing Instructor; new hire Jacklyn Shrock – CCPSTC Administrative Assistant; Assignment and Compensation Update, we are going to put that on hold until March so Mr. Taylor can present it; Senior Certificate and Awards Night will be held on May 28th at Bellefonte; February CTE Month activities; and Signing Night.

Superintendent of Record:
Mrs. Burnaford spoke about the three districts working on their 2024-2025 school calendars. They are aligned the best that they can be. She also spoke about the Pennsylvania Department of Education changes to the 180 day and 990-hour minimums.

Mr. Miller moved, seconded by Mrs. Greene, approval of the revised 2023-2024 school calendar; approval of the 2024-2025 Proposed Preliminary Secondary Education General Operating Fund Budget in the amount of \$5,594,903; approval of the 2024-2025 Proposed Preliminary Adult/Post-Secondary General Operating Fund Budget with revenue of \$4,091,843 and expenditures of \$4,483,036; approval for Administration to work with Usource Energy (formerly Premier Power Solutions) to procure a Natural Gas Supply Contract for all Central Pennsylvania Institute of Science and Technology natural gas accounts; approval for Business Manager to execute agreements in connection with the Natural Gas Supply Contract for Central Pennsylvania Institute of Science and Technology; approval of the Automated Logic proposal for controls changeout in the main building in the amount of \$97,751 and Transportation Building Controls Changeout if done with Main building in the amount of \$64,955; approval of a contract with Gracefully Built LLC in the amount of \$7,000 retroactive to January 21, 2024, to June 21, 2024; approval of the resignation of Michael Englert, Maintenance Technician, effective February 23, 2024; approval to hire Heidi Bonner as Per Diem Nurse Assisting Instructor at an hourly rate of \$30.00 effective February 13, 2024, pending receipt of Recognizing and Reporting Child

Page 3

February 12, 2024

Abuse Training Certificate; approval to hire Jacklyn Shrock as Administrative Assistant for the Centre County Public Safety Training Center at an hourly rate of \$15.00 effective February 13, 2024, pending receipt of Pennsylvania Child Abuse History Certification; approval of FMLA (Family and Medical Leave Act) leave for employee #2024-01 and #2024-02; 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, 2024.

Roll call vote as follows:

| | | | | | |
|-------------|-----|-------------|-----|--------------|-----|
| Mr. Pick | yes | Mr. Miller | yes | Ms. Hamilton | yes |
| Mrs. Greene | yes | Mrs. Weaver | yes | | |

Motion carried.

Mrs. Hamilton moved, seconded by Mrs. Greene to adjourn.

At 6:31 p.m. Mrs. Weaver adjourned the meeting.

Secretary