

The regular meeting of the Central Pennsylvania Institute of Science and Technology Joint Operating Committee was held in the President’s Room at the Central Pennsylvania Institute of Science and Technology, Pleasant Gap, PA on Tuesday, April 9, 2024.

Present were:

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

Staff Members: Mrs. Tammie Burnaford, Superintendent of Record (arrived at 4:35 PM)
Mr. Rick Carra
Dr. Scott Etter, Solicitor (via Zoom)
Mr. Craig Livergood
Mrs. Jessica Martin
Mrs. MaryAnn Volders

Visitors: Miss Clara Pick

Mrs. Weaver called the regular meeting to order at 4:30 p.m.

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

Ms. Hamilton moved, seconded by Mr. Miller, approval of the minutes of the regular meeting held on March 11, 2024. All in favor. Motion carried.

Mrs. Greene moved, seconded by Ms. Hamilton, 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. Pick	yes	Mr. Miller	yes	Ms. Hamilton	yes
Mrs. Weaver	yes	Mrs. Greene	yes		

Motion carried.

Old Business:

There was no old business.

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New Business:

Vice President of Secondary Education:

Ms. Martin reported on the Culinary Arts out-of-country learning opportunity; new hire – Brandon McKean, Substitute Instructor; February Students of the Month; Signing Night to be held on May 1st; upcoming Elementary Career Days; Senior Certificate and Awards Night practice will be held on May 23rd; Senior Certificate and Awards Night will be held May 28th at Bellefonte; shared the last day for seniors at CPI and discussed the 339 audit commendations and corrective actions.

Vice President of Adult and Post-Secondary Education:

Mr. Taylor was absent. Mrs. Volders will share his report.

Director of Facilities:

Mr. Carra had nothing to report.

Business Manager:

Mr. Livergood had nothing to report.

President:

Mrs. Volders reported on the Memorandum of Understanding with CATA; changes for the Nurse Aide Program Handbook; resignation – Dawn Daugherty, CDL Interim Coordinator/Instructor; new hire – Cindy Gongloff, Nurse Aide Instructor; new hire – Jason Grubb, CDL Instructor; enrollment update; Staff Appreciation Breakfast will be held on May 3rd; Car Show will be held May 4th; and Black Hoof Technology gave notification of termination of services effective June 30, 2024 and the RFP has been prepared and is ready to be released on April 15th.

Mrs. Volders led a discussion on allowing students to cater for events that serve alcohol. CPI students will not be serving alcohol, and students will have parent permission.

Superintendent of Record:

Mrs. Burnaford had nothing to report.

Mr. Miller moved, seconded by Ms. Hamilton, approval of an Externship Program Memorandum of Understanding with Centre Area Transportation Authority (CATA) to host Commercial Driver's License (CDL) student externships effective upon signing; approval of the updates to the Nurse Aide handbook; approval of an out-of-country learning opportunity to Italy for Culinary Arts students and two chaperones on December 27, 2024 – January 7, 2025; approval to accept the resignation of Dawn Daugherty as Interim Coordinator/Instructor for the CDL program effective April 17, 2024; approval to hire Cindy Gongloff as Assistant Post-Secondary Cosmetology Instructor at an hourly rate of \$22.25 effective April 15, 2024, 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 Jason Grubb as an Assistant CDL Instructor

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at an hourly rate of \$27.00 for training, and \$32.00 for PENNDOT 3rd Party Testing effective April 10, 2024; approval to hire Brandon McKean as a Substitute Instructor at a daily rate of \$100.00, effective April 10, 2024; 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 May 13, 2024.

Roll call vote as follows:

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

Motion carried.

Mr. Miller moved, seconded by Ms. Hamilton to adjourn.

At 4:54 p.m. Mrs. Weaver adjourned the meeting.

Secretary Pro-Tem