

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, May 13, 2024.

Present were:

Committee Members: Mrs. Tina Greene (arrived at 5:40 p.m.)  
Ms. Mary Ann Hamilton, Vice-Chairman  
Mr. Allen Miller  
Mrs. Kimberly Weaver, Chairman  
Mrs. Theresa Brickley, non-voting Secretary

Staff Members: Mrs. Tammie Burnaford, Superintendent of Record  
Dr. Scott Etter, Solicitor  
Mrs. Jessica Martin  
Mr. Todd Taylor  
Mrs. MaryAnn Volders

Visitors:

Mrs. Weaver called the regular meeting to order at 5:30 p.m.

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

Ms. Hamilton moved, seconded by Mr. Miller, approval of the minutes of the regular meeting held on April 9, 2024. All in favor. Motion carried.

Ms. Hamilton moved, seconded by Mr. Miller, 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. Miller	yes	Ms. Hamilton	yes	Mrs. Weaver	yes
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Motion carried.

Old Business:

There was no old business.

New Business:

Vice President of Secondary Education:

Ms. Martin reported on the 2024-2025 secondary enrollment; 92.7% of NOCTI testers were advanced or competent; shared March Students of the Month; and Elementary Career Days began today.

Mrs. Greene arrived at 5:40 p.m.

Vice President of Adult and Post-Secondary Education:

Mr. Taylor reported on the resignation – Heidi Bonner, Nurse Aide Instructor; resignation – Holly Lupton, Cosmetology Instructor; new hire – Zachary Bartram, Assistant Welding Instructor; new hire – Paula Miller, EMT Instructor for the CCPSTC; new hire – Cassie Williams, Assistant EFDA Instructor; Assignment and Compensation Update – Mindi Tobias; Mechatronics/Emerging Energy & Infrastructure instructor Kevin King pursued recognition with Smart Automation Certification Alliance (SACA); CPI is now a member of SACA and is authorized to issue SACA credentials and micro-credentials; we are working with 321 Blink for targeted digital marketing, brand strategy, and other services focusing on July-August 2024 enrollments; recent technological updates Campus © LMS, and DocuSign are being utilized to assist with the enrollment campaign; administration from the Mifflin County Academy have asked us to consider a partnership with them involving an oversight role in some of their post-secondary programs; and he gave a status update on the low enrollment of the Natural Gas Compression – CAT/Ariel Emphasis Degree Program.

Director of Facilities:

Mr. Carra was absent.

Business Manager:

Mr. Livergood was absent.

President:

Mrs. Volders reported on the 2024-2025 Proposed Final Secondary Education Budget in the amount of \$5,404,823, this is a 6.11% increase with a large part of that being PSERS and medical benefits; reviewed the 2024-2025 Proposed Final Adult/Post-Secondary General Operating Fund Budget with revenue of \$4,407,483 and expenditures of \$4,484,536; appointment of Craig Livergood as Treasurer for 2024-2025; it is common for secondary enrollment to increase by at least 40 students before the beginning of the school year; anticipated opening for an Attendance Secretary; the Health Science Building is going to bid on June 11<sup>th</sup>, pre-bid is June 18<sup>th</sup>, and bids will be due by July 11<sup>th</sup>; she would like to have a revisioning session in July; and we have an interested candidate for the Precision Machine Instructor position.

Superintendent of Record:

Mrs. Burnaford reported that she is retiring and has reached the end of her two years as Superintendent of Record. The next Superintendent of Record should be from Bald Eagle Area School District but since they will have a new Superintendent, Dr. Griffith, Penns Valley Area School District Superintendent, will fill in next year.

Mrs. Weaver discussed moving the June meeting to June 17<sup>th</sup>. Mr. Miller said he would be out of town but can attend virtually.

Ms. Hamilton moved, seconded by Mrs. Greene, approval of the 2024-2025 Proposed Final Secondary Education General Operating Fund Budget in the amount of \$5,404,823; approval of the 2024-2025

Proposed Final Adult/Post-Secondary General Operating Fund Budget with revenue of \$4,407,483 and expenditures of \$4,484,536; approval of a one-year land lease with lessor Tom Ault, retroactive to May 1, 2024; approval to appoint Craig Livergood as Joint Operating Committee Treasurer for the 2024-2025 school year; approval to accept the resignation of Heidi Bonner, Nurse Aide Instructor, retroactive to April 18, 2024; approval to accept the resignation of Holly Lupton, Post-Secondary Cosmetology Instructor, effective July 25, 2024; approval to hire Zachary Bartram as Assistant Instructor for the Welding program at a salary of \$30,030 effective August 12, 2024, pending receipt of the FBI Criminal Background Check; approval to hire Paula Miller as an EMT Instructor for the Centre County Public Safety Training Center at an hourly rate of \$21.00 for lead instructor and \$17.00 for assistant instructor; approval to hire Cassie Williams as Assistant EFDA Instructor at an hourly rate of \$22.00 effective May 11, 2024, pending receipt of the Pennsylvania Child Abuse History Clearance; 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 June 10, 2024.

Roll call vote as follows:

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

Motion carried.

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

At 6:08 p.m. Mrs. Weaver adjourned the meeting.

Secretary