



AREA TECHNICAL INSTITUTE
Joint Operating Committee Meeting
Highlights, February 21, 2019

The SUN Area Technical Institute Joint Operating Committee at their regular meeting held February 21, 2019, acted on the following items:

- Heard from the Administrative Director, Jennifer Hain:
 - ✓ Student Recognition
 - Austin Klose, Diesel/Mifflinburg, Lewisburg Sunrise Rotary Student of the Month – January
 - Riley Wolfgang, Criminal Justice/Mifflinburg, Young American – January
 - Justin Gessner, Carpentry/Lewisburg, Young American – February
 - Aaron Allred, Collision Repair/Lewisburg, Lewisburg Sunrise Rotary Student of the Month – February
 - ✓ The 2019-20 SY February 1st Preliminary Enrollment indicates 251 students have registered to attend in the upcoming school year. This number does not include the Lewisburg district, which will bring the total to 264 at this time.
 - ✓ SUN Tech will receive \$6.88/Hr. subsidy under Act 25 of 1991, for the Adult Education programs operated in the 2017-178 FY. This revenue of \$151.36 will offset the operating costs in the 2018-19 General Operating Budget.
 - ✓ An ISO 9001:2015 audit was conducted and SUN Tech received conditional registration approval with 3 minor nonconformance's addressed. All proposed corrections were approved by the auditor.
 - ✓ A copy of the SkillsUSA District 6 Competition Results was provided; which indicates 24 competitors and two models are eligible to move on to the State Competition to be held in Hershey, April 10-12, 2019.
 - ✓ The 2018-19 SY 11th grade visitations show the following visitation numbers per school with last year's totals in ():
 - Lewisburg – 13 (5)
 - Midd-West – 86 (72)
 - Mifflinburg – 89 (45)
 - Selinsgrove – 37 (45)
 - Shikellamy (10th grade) – 34 (32)
 - ✓ The Perkins Audit completed in October of 2018 was completed with one action required, all districts must have the SUN Tech program descriptions available in their course selection guides – online and/or paper.
 - ✓ Information will be compiled to compare the cost and necessity of a Resource Officer vs. a Police Officer for SUN Tech student safety and will be presented to the JOC at a later date.
 - ✓ The Safe2Say Something roll out was completed at SUN, and all staff and students were trained on the system. SUN has received two reports through this system, one was factual and the other could not be followed up on as no information was provided.

- ✓ Policy 707 concerning use of school facilities, which is on the agenda for First Reading, will be marked for limited use by outside organizations, and will be reviewed again at the March meeting for changes.
 - ✓ The Career Pathways Program will hold a joint meeting at SUN on February 26th with all K-12 district teams and business representatives.
 - ✓ February is Career and Technical Education month. We will celebrate the event with a Media Day on February 22, 2018, from 10 a.m. to 12 p.m. A mailer that was sent to each district 11th grader was provided in the JOC folders.
 - ✓ On March 6th, Cole's Hardware and Milwaukee Tools will be at SUN to present the Carpentry program with \$25,000.00 worth of tools.
- Approved the Comprehensive Plan for the Collection, Maintenance and Dissemination of Pupil Records, Post-Secondary Student Records and Mandated State and Federal Records.
 - Approved the Attendance and Recordkeeping Guidelines.
 - Approved the Criminal History Recordkeeping Procedure.
 - Hired Crystal Gutshall as the instructor to teach the 2019, 300-Hour Summer Cosmetology Program.
 - Hired Kristen Mitch, Earl Buckles, Nina Rupert, Kimberly Bridge and Tracy O'Brien as substitute teachers.
 - Ratified Lisa Curry as substitute Cafeteria staff.
 - Ratified Lisa Curry and Wendy Goines as substitute and temporary Custodial staff.
 - Hired Shannon Reed, Northumberland, PA, as the Workforce Development & Purchasing Coordinator.
 - Ratified FMLA requests for employee No. 200 and employee No. 106.
 - Approved Brian Reich, Winfield, PA, as a member of the SUN Tech Foundation.
 - Approved Jennifer Hain's attendance at the Penn State Director's Academy.
 - Approved Mrs. Harvey, Health Professions and Related Sciences program instructor and Mrs. Randler, Dental Health Technology instructor and 14 Health and/or Dental students, participating in the State HOSA Conference/competition at the Radisson Hotel Valley Forge and Event Center, King of Prussia, PA, April 3-5, 2019. Registration, lodging and meal expenses for students will be paid by the HOSA Activity Account. The SUN Tech vans will be used for transportation.
 - Approved three advisors and the 24 SUN Tech students who placed First in the District 6 SkillsUSA Competition and two models, to participate in the Pennsylvania State SkillsUSA Leadership Conference, April 10-12, 2019, in Hershey, PA. Expenses for the students will be covered through the General SkillsUSA Activity Account. The SUN Tech vans and a bus will be used for transportation.

- Awarded contracts for Bid No. 011119-1, Consumable Supplies for the 2019-20 school year, to 27 vendors for a total amount of \$74,631.47.
- Granted approval to rent the Garrett Field House, at Susquehanna University, Selinsgrove, PA, Wednesday, May 22, 2019, for the SUN Area Technical Institute Certificate Awards Program.
- Approved to sponsor the Young American Awards Program Banquet.
- Approved the purchase and construction of a portable kiln for the Advanced Wood Products Manufacturing program.
- Approved to enter into agreement with Weatherproofing Technologies, Inc. for the Main and West Campus roof projects.
- Approved to enter into agreement with Strosser/Baer Architects, LLC, for the schematic design of the Welding Canopy.
- Approved to enter into agreement with Weikel Busing for the purposes of offering CDL Bus Driver training.
- Approved the first reading of the following policies:
 - Policy 103 - Nondiscrimination/Discriminatory Harassment – School and Classroom Practices
 - Policy 103.1 – Nondiscrimination – Qualified Students with Disabilities
 - Policy 104 – Nondiscrimination/Discriminatory Harassment – Employment Practices
 - Policy 201 – Admission of Students
 - Policy 222 – Tobacco/Nicotine
 - Policy 247 – Hazing
 - Policy 249 – Bullying/Cyberbullying
 - Policy 323 – Tobacco/Nicotine – Administrative Employees
 - Policy 423 – Tobacco/Nicotine – Professional Employees
 - Policy 523 – Tobacco/Nicotine – Classified Employees
 - Attachment – Procurement – to Policy 626
 - Policy 707 – Use of School Facilities
 - Policy 904 and Attachment – Public Attendance at School Events
- Approved the revisions to policy 610 Finances – Purchases Subject to Bid and Policy 611 – Finances – Purchases Budgeted.
- Approved a salary increase for the positions of Office Manager, QMT Management Representative and Board Recording Secretary effective immediately.