

The SUN Area Technical Institute Joint Operating Committee at their regular meeting held August 16, 2012, acted on the following items:

- Heard from Mr. Hain the following:
 - ✓ The following medals were earned by SUN Tech students at the National SkillsUSA Conference in Kansas City, MO, June 23-29, 2012:

Student	Competition Area	Program	School	Medal Awarded
			District	
	Job Skill			
Katelyn Meiser	Demonstration	Cosmetology	Mifflinburg	Silver/Second Place
Alexa Krautheim	Esthetics	Cosmetology	Selinsgrove	Silver/Second Place
Jenna Swinehart	Esthetics Model	Cosmetology	Shikellamy	

- ✓ To comply with Chapter 339 requirements, Mr. Hain distributed summarized excerpts of the recommendations made by the Occupational Advisory Committees at their Spring 2012 meetings for the Committee members to review;
- ✓ The 2011-12 Adult Education Enrollment included 181 students registered for the evening programs and seven students were enrolled in the Prime Time Adult (PTA) program. SUN Tech will receive in the 2013-14 fiscal year, Adult Education Subsidy reimbursement of \$6.88 per instructional hour for these programs;
- ✓ Mr. Hain distributed the Appraisal Report for the 315 Cherry Street, New Berlin property, as prepared by Richard Drzewiecki, Appraisal & Marketing Associates, Inc., Sunbury;
- Mr. Hain distributed the Phase I Environmental Site Assessment for the 315 Cherry Street, New Berlin property, as prepared by Molesevich Environmental, LLC, Lewisburg, PA;
- ✓ SUN Tech received a PA Dept. of Education Certificate of Recognition by the Bureau of Career & Technical Education, for School Wide Performance of 80% or More, Competent and Advanced on the School Wide NOCTI Assessments, and a second certificate for exceeding expected performance in occupational reading skills;
- ✓ SUN Tech received a donation valued at \$2,530.00, of drafting and engineering services for the Switching Closet Project in the form of drawings, permits and calculations during the 2011-12 SY from John Coukart, Coukart & Associates. Inc., New Berlin, PA;
- ✓ donations of wall cabinets were received from Wood Mode, Inc., Kreamer, PA;
- ✓ Jim Romig, donated two ducks he carved and painted, to the 501c(3) Foundation to be raffled off as a fundraising activity for the SUN Tech Foundation.
- Heard from Dr. Wesley Knapp, Superintendent of Record, the superintendents at their AAC meeting earlier in the month reviewed the Welding and Criminal Justice relocation project and the establishment in 2009 of the Designated Excess Budgetary Account as the funding source for such initiatives. Further reviewed by the superintendents at this meeting was interest in how to fund and make plans for securing and moving ahead with the 315 Cherry Street, New Berlin property acquisition.

- The superintendents further reviewed the concerns the districts may need to react to for the implementation of the Keystone Exams at they may impact the students attending SUN Tech.
- Ratified necessary budget transfers made June 30, 2012, to close out objects in the 2011-12 SUN TECH General Operating Budget.
- Ratified approving the low bidder(s) for bids opened 7/31/2012 and giving notice 8/3/12 to the vendors of such awarding as part of the Bid Phase of the Classroom Relocation and Masonry Ventilation System Project as follows:

Project Type	Vendor Awarded	Amount
General Contractor	Hepco Construction, Selinsgrove, PA	\$64,912.00
HVAC	Silvertip Inc., Lewisburg, PA	\$225,000.00
Plumbing	Silvertip Inc., Lewisburg, PA	\$61,000.00
Electrical	Howard Organization, Inc., Bloomsburg, PA	\$96,000.00

- Ratified approving the low bidder for Exterior Entrance Door Replacement, Bid No. 071112-1, to Hershocks, Inc., Harrisburg, PA at a cost of \$27,535.00.
- Ratified hiring Julie Loss, Middleburg, PA, as the First Aid Safety Officer/Secretary, effective August 1, 2012.
- Granted approval to hire Molesevich Environmental, LLC, Lewisburg, PA, at a cost of \$6,800.00, to proceed with securing soil samples for the two Recognized Environmental Conditions (RECs) the Phase 1 Environmental Study of the Playworld Cherry Street, New Berlin, PA, property revealed.
- Awarded the bid to purchase and install a Roof Top Heat Pump and purchase and install a Building Access and Security Control System, Bid No. 0801512-1, to Siemens Industries, Inc., Mechanicsburg, PA, for a total cost of \$116,092.00.
- Approved the SUN Tech Safety Committee for the 2012-13 School Year comprised of Julie Loss, FASO; Dennis Hain, Adm. Director; Cathy Kreitzer, Adm. Assistant to Asst. Adm. Director; Judy Sharer, Asst. Administrative Director.
- Approved the Substitute Teacher List for the 2012-13 School Year.
- Approved the Occupational Advisory Committee list for the 2012-13 School Year.
- Approved the Textbook List for the 2012-13 School Year.
- Entered into a Memorandum of Understanding with both the Mifflinburg Area School District, to provide Certified Nurse Services as per Section 1402(a.1) of the School Code of 1949.
- Approved the services of Narehood Transportation, Beavertown, PA, for field trips and other student transportation needs for the 2012-13 school year.
- Granted blanket authorization to operate Customized Training Programs as requested for the 2012-13 fiscal year, and hire instructors as necessary, with a final report to be submitted at the end of the fiscal year.

- Renewed the Agility Work Plan with the Snyder County Pennsylvania Department of Transportation to use SUN Tech facilities for conducting training and/or meetings for their personnel. In exchange they provide technical and physical assistance in maintaining the SUN Tech Property.
- Entered into an Agility Work Plan with the Clinton County Pennsylvania Department of Transportation. This Agreement will provide equipment and personnel to paint the SUN Tech parking lot lines. In exchange the SUN Tech Collision Program will provide painting services of equal value.
- Approved the revisions to the following SUN Tech policies:
 - 610 Purchases Subject to Bid/Quotation
 - 611 Purchases Budgeted
- Recorded the First Reading of the following SUN Tech Policies:

209.1 Food Allergy Management

- 822 Automated External Defibrillator (AED) Cardiopulmonary Resuscitation (CPR)
- Approved renewal of the Lease Rental Agreement for the Sauers Haven Farm to lease approximately 13 acres of farmland on the SUN Tech property for the period from October 1, 2012 to September 30, 2013.
- Granted approval to establish a Sick Leave Bank for SUN Tech Support Personnel (non-bargaining members).
- Approved the following action, based upon the enrollment figures effective August 9, 2012, for the 2012-13 school year as they relate to Policy 136 Continuation of Programs:
 - A. Let Stand Probation I Letter of Warning of possible program closure issued March 15, 2012- Programs with six (6) to nine (9) students enrolled when classes start in August will continue; however, if by March 1st of the second consecutive year, enrollment has not increased above nine (9), the program can be terminated after being evaluated by the Administrative Director, Superintendent of Record, and the Joint Operating Committee to determine if it should continue, as follows:

Program	Instructor	August 10-11	March 11-12	August 12-13
Advertising Art	Kim McBride	17	8	9

B. **Rescind**, **Probation I Letter** issued March 15, 2012 - the first year of less than ten (10) students and the possibility of program closure and furlough of employment if the enrollment remains below 10 students two consecutive years to as follows:

Program	Instructor	August 10-11	March 11-12	August 12-13
Masonry	Gary Gregory	14	8	11

C. **Rescind**, **Pending Program Closure Letter** issued March 15, 2012 - the third year of less than ten (10) students and the possibility of program closure and furlough of employment if the enrollment remains below 10 students two consecutive years to as follows:

Program	Instructor	August 10-11	August 11-12	March 11-12	August 12-13
Electrical Systems Technology	Van Reichelderfer	8	6	5	12

D. Issue Probation II Letter of Warning of possible program closure - Programs with six (6) to nine (9) students enrolled when classes start in August will continue; however, if by March 1st of the 2013-14 school year, enrollment has not increased above nine (9), the program can be terminated after being evaluated by the Administrative Director, Superintendent of Record, and the Joint Operating Committee to determine if it should continue, as follows:

Program	Instructor	August 10-11	August 11-12	March 12-13	August 12-13
Wood Products Mfg.	Jim Romig	9	8	10	9

E. Issue Notice of Closure/Termination & Suspension – enrollment of less than six (6) students enrolled for the 2012-13 school year. Class enrollment as of June 1, 2012 did not increase from the two (2) students enrolled in March 2012 for the 2012-13 SY. As of August 9, 2012, the second Thursday in August, the enrollment remains at two (2) and the Drafting CAD program shall be closed for the upcoming 2012-13 school year and you shall be suspended from employment for the 2012-13 school year.

Program	Instructor	August 10-11	August 11- 12	March 12-13	August 12-13
Drafting CAD Technology	Tim Harvey	6	6	2	2