

Joint Operating Committee Meeting Highlights, August 20, 2015

The SUN Area Technical Institute Joint Operating Committee at its regular meeting held August 20, 2015, acted on the following items:

Heard from Mrs. Jennifer Hain, Administrative Director the following:

✓ The following medals were earned by SUN Tech students at the National SkillsUSA Conference in Louisville, KY, June 22-27, 2015:

Student	Competition Area	Program	School	Medal Awarded
			District	
Jacob Jones	Action Skill	Food Service	Midd-West	Gold/First Place
Samantha Eisenhart	Job Skills	Cosmetology	Shikellamy	Silver/Second Place

- ✓ The placement report for the 2014-15 SY shows gainful placement of 69.3% of the 199 seniors. This includes the following categories: 21.1% employed in a related field, 13.6% employed in unrelated fields, 30.7% going on to higher education and 4.0% signed up for the military;
- ✓ The 14-15 SY NOCTI Placement Results; which show 148 Advanced, 25 Competent, 17 Basic and 1 incomplete for a total of 78% of the 190 students who participated in testing being awarded the PA Skills Certificate (PSC);
- ✓ The Consortium Performance Indicators for 15-16 SY which impacts the Perkins funding application indicates for the 2013-14 SY, the State Expectation levels show the Placement indicator of 90.24% is below the State Expectations of 97.50% and the Nontraditional Completion of 7.14% for SUN Tech Consortium, is below the State Expectation of 12.6%. The SUN Tech Consortium was above the state average and expectations for all other performance indicators. The NOCTI Skill Attainment for SUN Tech is at 90 %. The state expectation is 75% and the state average for this indicator is 85.19%;
- ✓ The status of work on the horizon for the West Campus includes:
 - o Sending out an RFP for Construction Manager services;
 - Transferring the 2014-15 FY unspent funds into the Designated Capital Project Account now that all School Boards have confirmed their approval of this transfer. The Articles of Agreement indicate all funds for the West and Main Campus building project need to be in the account by December in order to move forward with the bidding and construction phases;
 - The Sewer Project is near completion and came in \$7,695 less than the estimate for the completion of this work;
 - The Plan Con meeting transpired with few questions from the reviewer who stated that all
 documents were in order. He indicated there should be no deterrents to hold up the application
 and that reimbursement should be a viable expectation;
 - O The Payment Draw Schedule percentages were revised by Crabtree, Rohrbach & Associates Architects to reflect more accurately the flow of work completed in the different phases of the Project for the West and Main campus SOW. The revised percentages will change the possible monthly expenditure that will be expected for the project. This change will not affect the total project estimated cost. A revised Design/Construction draw schedule was distributed to reconcile the category percentage revisions as follows:

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	Original	Revised
	Category	Category
	Percentage of	Percentage of
Milestone Event	total Project	total Project
Schematic Design	10%	25%
Design Development	25%	35%
Construction Documents	50%	25%
Bid Release	5%	5%
Construction CRA Administration	10%	10%

- ✓ Timeline 2016-17 FY Budget will be developed by the district business administrators in a joint meeting to be convened for the purpose of reviewing the current budget conditions across the districts and the status of the SUN Tech budget and make projections for the upcoming fiscal year budget. Questions arising from the districts will be addressed at this joint meeting in October;
- ✓ Open House posters for this SUN Tech activity scheduled for Wed., Oct. 7th were distributed. This event is an all-day opportunity where school board members from the districts can stop by and see the various programs with students engaging in their course of study activities. Mrs. Hain offered to make SUN Tech available to host district school board meetings or reorganization meetings to keep members up-to-date with SUN Tech students and initiatives;
- ✓ Donation of Air Techniques AT-2000 Panorex Equipment valued at \$3,500 was received from Dr. Michelle Yearick, DMD, Lewisburg, PA. The equipment will be used by the Dental Health Technology program;
- ✓ Terms of appointment for JOC members was reviewed. Terms will expire December 2015 for the Lewisburg and Mifflinburg S.D. JOC representatives;
- ✓ Technical Assistance Program (TAP) initiative by the Bureau of Career & Technical Education to work as part of the school team to assist in identifying systemic or instructional barriers to improving student achievement. This program will be offered on a voluntary basis to SUN Tech instructors during the 2015-16 SY at no cost to SUN Tech;
- ✓ Seven vendors have provided presentations for consideration of securing a Web based Student Information System (SIS) package. From the vendors who have presented, three companies will be selected to provide further demonstrations with SUN Tech instructors over the next few weeks;
- ✓ The Dept. of Auditor General conducted a Limited Procedures Engagement review to determine compliance with certain relevant state laws, regulations, policies and administrative procedures for the period from 7/16/13 through 6/30/15. Reports were distributed stating SUN Tech properly implemented policies and procedures and complied in all significant respects, with relevant requirements;
- ✓ An on-site evaluation will be conducted October 27-30, 2015 for SUN Tech to renew Middle States Accreditation. The exit review for this evaluation will be held 10/30/15 and JOC members were invited to attend;
- ✓ The SUN Area Career & Technology Education Foundation is selling hats in four different colors and styles at a price of \$15.00 each. Also, the Foundation Board of Directors have requested to amend their By-Laws including an increase from five members to a nine member make up with staggered three year terms and a limit of three consecutive terms of office. Members will be approved by the JOC;

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Heard from Superintendent of Record, Mr. Chad Cohrs, he is looking forward to his role as the SUN Tech Superintendent of Record over the next two years. He stopped by during the opening in-service day August 18th and extended his wishes to the SUN-Tech staff for a good school year.

Mr. Cohrs informed the JOC the superintendents at their Administrative Advisory Committee meeting earlier in the month concurred it may be in the best interests of the JOC to table the First reading for a new policy, No. 138 - English as a Second Language/Bilingual Education Program, until language can be added to include the statement that implementation of a program will be a coordination of efforts with the districts and SUN Tech rather than the program being provided by SUN Tech.

- Ratified necessary budget transfers made June 30, 2015, to close out objects in the 2014-15 SUN Tech General Operating Budget.
- Accepted the resignation from instructional aide, Maria Walter, effective September 4, 2015.
- Authorized Business Manager, Jamie King, to transfer from the General Fund Account into the
 Designated Capital Account the sum of \$798,500.32 (pending audit) to provide an adequate funding
 source to meet the estimated project costs for the SUN Tech West and Main campuses Level 1B Scope
 of Work.
- Approved the amended By-Laws of the SUN Area Career & Technology Education Foundation as proposed by the Foundation Committee at their July 22, 2015 meeting.
- Granted approval for SUN Area Technical Institute to a file a renewal registration with the Pennsylvania Department of State, Bureau of Charitable Organizations for participation as an Educational Improvement Tax Credit Organization.
- Entered into a Memorandum of Understanding for the 2015-16 SY with the Bureau of Career and Technical Education to participate in the Technical Assistance Program (TAP) Activities.
- Approved the SUN Tech Safety Committee for the 2015-16 School Year comprised of Julie Loss, FASO; Jennifer Hain, Adm. Director; Tonya Struble, Adm. Assistant; and Doug Bertanzetti, Asst. Administrative Director.
- Approved the Substitute Teacher List for the 2015-16 School Year pending receipt of required clearances.
- Approved the Occupational Advisory Committee list for the 2015-16 School Year.
- Approved the Textbook List for the 2015-16 School Year.
- Granted blanket authorization to operate Customized Training Programs as requested for the 2015-16 fiscal year, and hire instructors as necessary, with a final report to be submitted at the end of the fiscal year.
- Approved revisions to No. 127 Assessment System and No. 212 Reporting Student Progress policies.

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- Tabled the First Reading for a new policy No. 138 English as a Second Language/Bilingual Education Program.
- Approved the following action, based upon the enrollment figures effective August 13, 2015, for the 2015-16 school year as they relate to Policy 136 Continuation of Programs:
 - o Rescinded Probation I letters issued 3/19/15 to:
 - Gregory Snook, HVAC & Plumbing instructor
 - Jack Neidig, Diesel & Truck Technology instructor
 - Van Reichelderfer, Electrical Systems Technology instructor;
 - o Rescinded Probation II letter issued 3/19/15 to Dorothy Randler, Dental Health Tech. instructor;
 - Let Stand Probation 1 letters issued 3/19/15 to:
 - William Samuelson, Carpentry
 - Len Schwartz, Electronics Technology
 - Justin Wright, Food Service
 - Let Stand the Probation II Warning of Possible program closure Letter issued 3/19/15 to Gary Gregory, Masonry instructor.
- 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, 2015 to September 30, 2016.
- Granted approval to dispose of obsolete Timesaver Model 237-2 36" W belt sander equipment within the Wood Products program by offering such equipment to the general public by sealed bid method with JOC acceptance and awarding at their October 15, 2015 regular meeting.
- Scheduled a JOC retreat to be held Thursday, September 17, 2015 at 6:00 p.m. in the SUN Tech Conference Room to review policies and procedure for compliance with the Sunshine Law, Right-to-Know and various other legislative mandates and SUN Tech budget development.
- Granted approval to advertise for a RFP for Construction Manager Services for the West and Main campus SOW and scheduled conducting interviews with three vendors for this service, Tuesday, October 6, 2015 beginning at 5:30 p.m. in the SUN Tech Conference Room.