



**AREA TECHNICAL INSTITUTE**  
**Joint Operating Committee Meeting**  
**Highlights, March 19, 2020**

The SUN Area Technical Institute Joint Operating Committee at their regular meeting held March 19, 2020, acted on the following items:

- Heard from the Administrative Director, Jennifer Hain:
  - ✓ Blake Miller, Criminal Justice/Lewisburg, was named the March Young American.
  - ✓ Jared Moyer, Carpentry/Mifflinburg, was named the Lewisburg Sunrise Rotary Student of the Month.
  - ✓ The Spring Occupational Advisory Committee meetings, scheduled for March 25, 2020, have been postponed and rescheduling will be based on guidance from PDE.
  - ✓ The March 1<sup>st</sup> Preliminary Enrollment for the 2020-21 SY totals 239 students. This list includes an additional 78 students that are currently on wait lists.
  - ✓ All SUN Tech Foundation activities are being cancelled, including the Fish Fry scheduled for April 3<sup>rd</sup>.
  - ✓ School has been closed since March 16<sup>th</sup> under the Governor’s direction.
  - ✓ The interview committee will be receiving electronic copies of the Assistant Director applications, and an online review will be held to determine interview candidates.
  - ✓ Meetings that are required will be held using Zoom until school is reopened or other direction is given.
- Approved to allow Jamie Kotarski to administer an Occupational Competency Exam on April 22, 2020 or a date to be determined.
- Approved to allow Jamie Kotarski to attend the Qualification of Welding Procedures Conference in Cleveland, OH.
- Approved to allow Jennifer Hain to attend the PACTA 2020 Summer Leadership Conference in State College, PA.
- Approved to hire Stephen Mercaldo as a substitute instructor.
- Per the terms of Policy No. 136, Continuance of Programs, and the March 1, 2020 enrollment for the 2020-21 SY, issued the **Notice of Probation I** – preliminary enrollment is six (6) to nine (9) students and no Probation Notice was sent to the program’s instructor the prior year to:

Program	Instructor	August 19-20	March for 20-21
Collision Repair Technology	Donald Gunther	17	6
Culinary Arts	Justin Wright	16	6

- Per the terms of Policy No. 136, Continuance of Programs, and the March 1, 2020 enrollment for the 2020-21 SY, issued **Notice of Probation II** – preliminary enrollment is less than six (6) to nine (9) students, or if a program’s preliminary enrollment is six (6) to nine (9) students and the instructor received a Probation Notice the prior year, to:

Program	Instructor	August 19-20	March for 20-21
Advanced Wood Products Manufacturing	Bryan Seward	10	7

- Approved the SUN Area Technical Institute 2020-21 School Year Calendar. The first student day is set for Monday, August 17, 2020 and the last student day is set for Wednesday, May 26, 2021.
- Approved the adoption of the SUN Area Technical Institute 2020-21 General Operating Budget in the amount of \$7,521,519.00.
- Approved the review of Policy 247 – Bullying/Cyberbullying as written.
- Approved the first reading of the following revised SUN Tech policies:
  - Policy 222 – Tobacco and Vaping Products
  - Policy 323 – Tobacco and Vaping Products – Administrative Employees
  - Policy 423 – Tobacco and Vaping Products – Professional Employees
  - Policy 523 – Tobacco and Vaping Products – Classified Employees
  - Policy 707 – Use of School Facilities
  - Policy 805.2 – School Security Personnel
  - Policy 904 – Public Attendance at School Events
- Approved to pay all employees their regular salary and wages during the Coronavirus school closure, retroactive to March 16, 2020 through March 27, 2020.
- Approved to allow the Administrative Director, in consultation with the Superintendent of Record, to make essential decisions until they can be ratified at the next regularly scheduled JOC meeting.