



**AREA TECHNICAL INSTITUTE**  
**Joint Operating Committee Meeting**  
**Highlights, June 18, 2020**

The SUN Area Technical Institute Joint Operating Committee, at their regular meeting held June 18, 2020, acted on the following items:

- Heard from Mrs. Hain, Administrative Director, the following:
  - Billie Gene Moran, Ad Art/Mifflinburg, “No Excuses” Contest Winner
  - SUN Tech is eligible for Carl Perkins allocations in the amount of \$166,518.00 for the 2020-21 FY. SUN Tech received \$168,510.00 in the 19-20 FY and \$160,760.00 in the 185-90 FY.
  - The 2020-21 enrollment summary as of June 1, 2020, indicates 288 students are enrolled; compared to the 325 students were enrolled for June 1, 2019. To the current date, 302 students are enrolled.
  - The 2019-20 Adult Education summary showed a total of 13 adult education students, 8 of which were enrolled in the Ed2Go online program.
  - Mrs. Etzler shared an overview of the recommendations from the 19-20 SY OAC meetings.
  - The SUN Tech property, liability, auto, etc., insurance will most likely be renewed with CM Regent. A quote from Liberty Mutual is pending. First National Insurance Agency is finalizing the quotations so policies are in place July 1, 2020.
  - The Wellness Committee report was presented to the board.
  - An Act 44 report was provided during Executive Session.
  - The Flexible Instruction Day (FID) Plan was presented for questions prior to voting to approve it.
  - The Summer Safety & Health Plan was presented for questions prior to voting to approve it.
  - SUN Tech was the recipient of a \$90,000 Safety Grant which will be used to purchase items needed due to COVID-19.
  - Dr. Skalka was thanked for his service and support of SUN Tech not only as Superintendent of Record, but as a district superintendent, especially during COVID-19.
- Heard from Superintendent of Record Steve Skalka that this evening was his last meeting as Superintendent of Record, he thanked the group for having him and stated that he enjoyed his time here and was thankful for the opportunity to work with SUN.
- Approved necessary budget transfers within the approved 2019-20 Operating Budget.
- Approved necessary budget transfers to close out objects in the 2019-20 SUN Tech General Operating Budget and gave blanket authorization to make additional transfers after June 18, 2020, to close out the fiscal year.
- Granted blanket authorization to apply for any funding opportunities through state and federal grants during the 2020-21 school year, increasing the appropriate budgetary revenue and expenditure accounts in the SUN Tech 2020-21 General Operating Budget to reflect such funds.
- Awarded the bid for an International Diesel Tractor to Penske Truck Leasing.

- Approved to offer Adult Technical Education Programs for the Fall of 2020 and to advertise through local media.
- Approved tenure to Brian Lauver, Carpentry Instructor, and Bryan Seward, Wood, Design & Technology instructor.
- Approved Kristy Etzler, Assistant Director, as the 504 Coordinator.
- Approved Jennifer Hain, Director, as Pandemic Safety Coordinator, and to assemble a Pandemic Response Team.
- Approved to enter into a Memorandum of Understanding with the Union County Sheriff's Office for School Resource Officer coverage.
- Approved to enter into agreement with outside agencies for substitute nursing services for student health.
- Approved Probationary Status based on Policy 136 – Continuation of Programs for programs with low enrollment.
- Approved salary increases for Non-Bargaining Unit Personnel.
- Approved the premium shares for health insurance for all Non-Bargaining Unit personnel.
- Approved the Occupational Advisory Committee Information and Recommendations from the 2019-20 SY and granted consideration of the items recommended for future budgetary, planning and curriculum initiatives.
- Approved offering student accident insurance for the 2020-21 school year through AG Administrators, with premiums of \$124.00 for 24-hour coverage or \$28.00 for school-time coverage with a maximum \$250,000 benefit.
- Approved the proposed revisions for the 2020-21 SUN Area Technical Institute Student Handbook and the dissemination process which requires both students, and their parents/ guardians to read the handbook and sign a card attesting to their understanding of the contents.
- Approved the following guidelines to operate the SUN TECH Cafeteria for the 2020-21 school year:
  - SUN Tech will screen eligible students to Federal Guidelines to determine eligibility for the free and reduced lunch program.
  - Set the price for one-half pint of milk at \$.50 for students and \$.50 for adults.
  - Set the price for the Type A lunch or Fast Food Platter at \$2.90 for students and \$3.55 for adults.
  - Grant permission to the Cafeteria Director to establish a'la carte prices.
  - Set the workday for one part-time cafeteria personnel at four hours and one at five hours per day maximum.
  - Set the workday for the Head Cook at six and one-half hours per day for, up to a maximum of 186 days per year.

- Approved the use of Weikel Busing, LLC., Shamokin Dam, PA, for field trip and other student transportation needs for the 2020-21 school year.
- Approved the Memorandum of Understanding for the 2020-21 SY with the Bureau of Career and Technical Education to participate in the TAP activities.
- Approved the Health & Safety Plan for the summer session, scheduled to begin on July 6<sup>th</sup>, 2020.
- Approved the Flexible Instruction Day (FID) Plan.
- Approved the following SUN Tech Emergency Plans for the 2020-21 SY:
  - Emergency Operations Plan
  - First Aid, Emergency Care, Medication, Treatments and Procedures Plan
  - Exposure Control Plan
  - Diabetes Management Plan
- Approved the First Reading of new SUN Tech Policy 006.1 – Attendance at Meetings Via Electronic Communications.
- Approved the PlanCon Part J documents for submission.
- Approved to hire a temporary, part-time employee to assist with custodial duties during the 2020-21 SY due to COVID-19.
- Approved Jennifer Hain to complete the Health & Safety Plan for the 2020-21 SY to be ratified at the next scheduled JOC meeting.