



AREA TECHNICAL INSTITUTE
JOINT OPERATING COMMITTEE MEETING
THURSDAY, DECEMBER 16, 2021
SUN TECH LEARNING CENTER
6:30 p.m.

A G E N D A

1. Call to Order
2. Roll Call

<u>Regular</u>	<u>Alternate</u>	<u>District</u>
Jordan Fetzer	TBD	Lewisburg
Francis Gillott	Janelle Weaver	Mifflinburg
Julie Eriksson	Justin Haynes	Midd-West
Kenneth Teats	Amy Stauffer	Selinsgrove
Jenna Eister-Whitaker	Jennifer Wetzol	Shikellamy

3. Pledge of Allegiance and Moment of Silence
4. Approval of the Minutes of the October 21, 2021, regular and November 18, 2021, special meetings.
5. Additions to the Agenda
6. Letter of Appointment: District Members as SUN TECH Joint Operating Committee Representatives:

Lewisburg S. D. - Three Year Term December 2021 to December 2024
Jordan Fetzer, Regular Representative, and **TBD**, Alternate Representative.

Midd West S. D. – Three Year Term December 2021 to December 2024
Julie Eriksson, Regular Representative, and Justin Haynes, Alternate Representative

7. Appoint, Temporary President
8. Nomination, Candidates for the Office of President
9. Election, President, SUN TECH Joint Operating Committee
(Term from December 2021 to December 2022)
10. Nomination, Candidates for the Office of Vice President
11. Election, Vice President, SUN TECH Joint Operating Committee
(Term from December 2021 to December 2022)
12. Nomination, Candidates for the office of Treasurer
13. Election, Treasurer, SUN Tech Joint Operating Committee (Term December 2021 to December 2022)

14. Set Dates and Time for the 2022 Joint Operating Committee Meetings

NOTE: A calendar was emailed for your consideration; for meetings to be held the third Thursday of the month excluding January, July, September, and November. Meetings have convened at 6:30 p.m. during 2021.

APPROVAL, NEWSPAPER OF CIRCULATION

15. It is recommended to name, as the newspaper of general circulation, The Daily Item, for the purposes of advertising for the SUN Area Technical Institute.

16. Acknowledgment of Visitors, Public Concerns/Requests

17. Financial Audit Report – Wagner, Dreese, Elsasser and Assoc.

18. Treasurer’s Report

19. Approval of Bills and Payroll

20. SUN Tech Teachers’ Association Report

DIRECTOR’S REPORT

- A. General Operating Budget Overview
- B. Health and Safety Plan Update
- C. Mechatronics/Construction Update
- D. Future Ready Scores
- E. Statistical Data
- F. Certificate Awards Program

ANNOUNCEMENTS

- G. Student Recognition
 - Makenna Hauger, Dental Health/Mifflinburg, November Young American
 - Mary Dunkelberger, Health 201/Shikellamy, December Young American
 - Olivia Beattie, Culinary Arts/Lewisburg, November Lewisburg Rotary Student of the Month
 - Adam Snayberger, HVAC/Mifflinburg, December Lewisburg Rotary Student of the Month

SUPERINTENDENT OF RECORD REPORT

A.

PERSONNEL MATTERS

21. It is recommended approval be granted to approve the following personnel matters:
- accept the retirement resignation of Greg Snook, HVAC & Plumbing Technology instructor, effective May 25, 2022, and to advertise to fill the position for the first day of the 2022-23 SY.
 - ratify Crystal Gutshall, Watsonstown, PA, as a substitute in the Cosmetology program at a rate of \$16./hr.
 - approve Scott Rood, Mt. Pleasant Mills, PA, as a substitute in the Criminal Justice program at a rate of \$16./hr., pending receipt of all required clearances.

TEST TO STAY ASSURANCE

22. It is recommended approval be granted to sign the Test To Stay Assurance for in school COVID testing, recognizing that this program requires masking remains in force within the school. *A copy of this assurance, along with the previous assurance, was emailed.*

COVID TESTING PROCEDURES

23. It is recommended approval be granted to approve the COVID Testing Procedures and COVID-19 Quarantine and Testing Procedures for SUN Area Technical Institute. *Copies of these documents were emailed.*

HEALTH AND SAFETY PLAN

24. It is recommended approval be granted to accept the Health and Safety Plan (as presented) (with the following changes:)

CHAPTER 339 GUIDANCE PLAN

25. It is recommended approval be granted to accept the Chapter 339 Guidance Plan as presented. *A copy of this plan was emailed.*

AGREEMENT OF AFFILIATION, NURSE AIDE PROGRAM

26. It is recommended approval be granted to continue in force the Agreement of Affiliation with the Evangelical Community Hospital and Riverwoods, to provide clinical sites for the Health Professions & Related Sciences students to obtain their clinical experience requirements for the completion of the Nurse Aide Certification Program. *Copies of the Agreements were emailed.*

AGREEMENT OF AFFILIATION, DENTAL HEALTH TECHNOLOGY PROGRAM

27. It is recommended approval be granted to continue in force the Agreement of Affiliation with the Susquehanna River Valley Dental Clinic and Geisinger Medical Center to provide a clinical site for the Dental Health Technology students to obtain their clinical experience requirements pending receipt of all appropriate certifications as required by Policy 115. *Copies of the Agreements were emailed.*

ROOFTOP UNIT REPLACEMENTS AND IONIZATION

28. It is recommended approval be granted to enter into agreement with McKissick Assoc., to write the bid specifications for the rooftop unit replacements and building ionization, at an amount not to exceed \$___ and place the project out for bid.

FINANCIAL AUDIT APPROVAL

29. It is recommended approval be granted to accept the Financial Audit Report for the 2020-21 FY as presented by Wagner, Dreese, Elsasser and Assoc.

FIRST REVIEW, DRAFT 2022-23 GENERAL OPERATING BUDGET

30. It is recommended approval be granted to review the first reading of the Proposed Preliminary draft of the SUN Tech 2022-23 General Operation Budget in the amount of \$8,121,578.00 and to forward this proposed preliminary draft on to the participating districts for their consideration. *A copy of the proposed budget was emailed.*

SECOND READING AND APPROVAL, REVISED SUN TECH POLICIES

31. It is recommended approval be granted to accept the second reading and approval of the following revised SUN Tech policies:

- 006 – Meetings

- 146.1 – Trauma-Informed Approach
- 805 – Emergency Preparedness and Response
- 805.2 – School Security Personnel
- 903 – Public Participation in Joint Operating Committee Meetings

INVESTMENT, REDEMPTION AND REINVESTMENT AUTHORIZATION

32. It has been the practice to approve the Investment, Redemption, and Reinvestment Authorization Resolution and form each December after the reorganization meeting has been held. This provides the Business Manager the opportunity to transfer funds within accounts to meet the needs of the school.

RESOLUTION

BE IT RESOLVED that the Treasurer of the SUN Area Technical Institute in conjunction with the Business Manager of the SUN Area Technical Institute, be authorized to invest funds that become available from time to time, such funds to be invested in accordance with the provisions of the Pennsylvania School Code, the Treasurer and the Business Manager also be authorized to redeem such invested funds when such are required to meet authorized expenditures.

BE IT ALSO RESOLVED that the officers of the SUN Area Technical Institute, the President and the Secretary, be granted approval to authorize the SUN Area Technical Institute Treasurer, in conjunction with the Business Manager, to redeem investments for the purpose of making reinvestments or to deposit such money in the General Fund. Such transactions shall be individually approved on an appropriate form. Such form must bear the signature of the said officers and the signature of the Treasurer acknowledging such instructions. All transactions will be submitted to the SUN TECH Joint Operating Committee for approval at its regular meeting or at the next following meeting when such is necessary.

INVESTMENT, REDEMPTION & REINVESTMENT AUTHORIZATION

No. _____

Date: _____

This is to certify that the Treasurer in conjunction with the Business Manager is authorized to take the following action:

A. Identify Investment _____

B. Action Taken: Redeemed, Invested, Reinvested, Withdrew, \$ _____

C. Institution Holding Funds: _____

D. Disposition of Withdrawal or Redemption: _____

E. Interest Earned \$ _____

F. Disposition of Interest Earned _____

Approved:

JOC President, SUN Area Technical Institute

Approved:

JOC Secretary, SUN Area Technical Institute

Acknowledged By:

JOC Treasurer, SUN Area Technical Institute

ADDITIONS TO THE AGENDA

OTHER BUSINESS

ADJOURNMENT