



AREA TECHNICAL INSTITUTE
JOINT OPERATING COMMITTEE MEETING
THURSDAY, FEBRUARY 17, 2022
SUN TECH LEARNING CENTER
6:30 P.M.

A G E N D A

1. Call to Order
2. Roll Call

Regular

Jordan Fetzer
Francis Gillott
Julie Eriksson
Kenneth Teats
Jenna Eister-Whitaker

Alternate

Jamie Lyons
Janelle Weaver
Justin Haynes
Christopher Aikey
Jennifer Wetzel

District

Lewisburg
Mifflinburg
Mid-West
Selinsgrove
Shikellamy

3. Pledge of Allegiance and Moment of Silence
4. Additions to the Agenda
5. Acknowledgment of Visitors, Public Concerns/Requests
6. SUN Tech Teachers' Association Report

DIRECTOR'S REPORT

- A. 2022-23 SY Preliminary Enrollment (February 1st Enrollment)
- B. Certificate Awards Program Changes
- C. 2022-23 FY Budget
- D. Facilities Plan
- E. Medical Assisting Program
- F. Health and Safety Plan changes
- G. ESSER Funding
- H. JOC Director's Retreat/Orientation

ANNOUNCEMENTS

- I. February Career and Technical Education Month
- J. ISO 9001:2015 Surveillance Audit, January 10-11, 2022, SRI Quality System Registrar
- K. Student Recognition
 - Rachel Erickson, Mifflinburg/Dental, Lewisburg Sunrise Rotary Student of the Month, January
 - Natalie Ewig, Lewisburg/Criminal Justice, Lewisburg Sunrise Rotary Student of the Month, February
 - Cassidy Ressler, Mifflinburg/Criminal Justice, Young American, January
 - Liberty Justice-Dean, Lewisburg/Ad Art, Young American, February

SUPERINTENDENT OF RECORD REPORT

- A.

7. CONSENT AGENDA

All matters taken under this section are considered to be routine in nature, and action will be taken with one motion. There will be no separate discussion on these items. If discussion is desired, that item will be removed from the Consent Agenda and considered separately.

A. Approval of the Minutes of the December 16, 2021, meeting.

B. Treasurer's Report

C. Approval of Bills and Payroll

D. IN-PERSON PARTICIPATION, JOC MEETINGS

It is recommended approval be granted to permit public participation in JOC meetings to in-person only.

E. BID AWARD, CONSUMABLE SUPPLIES 2020-21 SY

It is recommended approval be granted to award contracts for Bid No. 010722-1, Consumable Supplies for the 2022-23 school year, to 15 vendors for a total amount of \$68,441.67.

F. HEALTH AND SAFETY PLAN UPDATE

It is recommended approval be granted to accept the changes to the Health and Safety Plan as presented.

G. OCCUPATIONAL COMPETENCY EXAM, PSU

It is recommended approval be granted to ratify the administration of an Occupational Competency Exam in the Precision Metalworking program, by Terry Anselmo, Instructor, for Penn State University on February 17, 2022.

8. PERSONNEL MATTERS

A. FEDERAL PROGRAM & ACCREDITATION COORDINATOR

It is recommended approval be granted to ratify Abigail Eichner, Selinsgrove, PA, as the Federal Programs & Accreditation Coordinator, effective January 18, 2022, at a salary of \$30,000 per year (\$16.46/hr.) to start, with the ability to increase to \$33,000 after a satisfactory 6 month and 1 year review. This salary will be prorated for the 2021-22 FY based on a start date of 1/18/2022. The minimum workday will be 7.5 hours per day from 7:30 a.m. to 3:30 p.m. for the full fiscal year exclusive of holidays. Fringe benefits will include 12 sick days per year, 20 vacation days per year, and 3 personal leave days per year; health insurance wherein she will be responsible for covering a portion per the Health Insurance Premium Share Schedule for Non-Bargaining Unit Personnel, and life insurance at two times the annual salary.

B. MECHATRONICS INSTRUCTOR

It is recommended approval be granted to hire Steven Bogush, Middleburg, PA, as the Mechatronics Instructor, beginning with the 2022-23 SY. Mr. Bogush will start on an Intern Step 3, with a salary of \$60,157.00 pending successful completion of the Occupational Competency Exam. Mr. Bogush will receive all fringe benefits in accordance with the Collective Bargaining Agreement.

C. MECHATRONICS PROGRAM SET UP AND PREPARATION

It is recommended approval be granted to permit Steven Bogush to work with the Administrative Director to begin setting up the Mechatronics Program and writing curriculum. Mr. Bogush will be paid the per diem rate, per the 2021-22 salary schedule of the CBA, for Step 1, Emergency Permit, \$285.15.

D. NURSE AIDE CLINICAL ASSISTANT

It is recommended approval be granted to approve Andrea Dorman, Selinsgrove, PA, at a rate of \$30./hr., as an assistant instructor for the Nurse Aide Clinicals to be held at Riverwoods.

E. RETIREMENT RESIGNATION, PATRICIA MILLETT

It is recommended approval be granted to accept the retirement resignation request for Patricia Millett, Health Professions & Related Sciences Instructor, effective August 1, 2022, and to advertise as necessary to fill the position.

F. FMLA REQUEST

It is recommended approval be granted to ratify the request for FMLA for employee No. 020, as per Policy 535 – Family and Medical Leaves, Classified Employees, beginning on February 8, 2022, and continuing intermittently.

G. CONFERENCE REQUEST, PACTA SYMPOSIUM, JENNIFER HAIN, DIRECTOR

It is recommended approval be granted to ratify the approval of Jennifer Hain, Director, to attend the PACTA sponsored Symposium, “Pathways to Career Readiness: An Education and Workforce Development Symposium”, February 10-11, 2022. The Symposium will be held at the Hershey Lodge and Convention Center, at a cost of \$200.00 for registration and approximately \$400.00 for lodging.

H. FOUNDATION MEMBER APPROVAL

It is recommended approval be granted to approve Mary Brouse, Lewisburg, PA, as a member of the SUN Area Career & Technology Foundation.

I. SAFETY MEETING COORDINATOR STIPEND

It is recommended approval be granted to pay a stipend of \$100.00 per meeting to Julie Loss, Student Health and Safety Coordinator, for organizing and running the required meetings of the SUN Tech Safety Committee.

9. PROGRAMS

A. OUT OF STATE FIELD TRIP REQUEST

It is recommended approval be granted to approve the Advertising Art & Design Program travel to Corning, New York, to visit the Corning Museum of Glass on February 23, 2022. The cost of the trip will be covered by the program Skills USA account.

B. SKILLS USA AND HOSA STATE CONFERENCES

It is recommended approval be granted to permit students qualifying for state student organization conferences to attend these conferences, which will include an overnight stay in a hotel requiring students to share rooms.

10. EQUIPMENT AND RENOVATION

A. ESSER FUNDING

It is recommended approval be granted to submit an approval for funding to be utilized in renovation projects to expand student workstations or purchase equipment.

11. POLICY

A. APPROVAL, NEW AND REVISED POLICIES

It is recommended approval be granted to approve the following SUN Tech policies:

- revisions to Policy 610 Finances - Purchases Subject to Bid; and Policy 611 – Finances - Purchases Budgeted (first reading and approval)
- Policy 805.3 – Use of Force (new, 1st reading)
- Policy 805.4 – School Resource Officers Authorized to use Weapons (new, 1st reading)
- Policy 006 – Meetings (second reading and approval)
- Policy 146.1 – Trauma-Informed Approach (second reading and approval)
- Policy 805 – Emergency Preparedness and Response (second reading and approval)
- Policy 805.2 – School Security Personnel (second reading and approval)
- Policy 903 – Public Participation in Joint Operating Committee Meetings (second reading and approval)

12. ADDITIONS TO THE AGENDA

13. OTHER BUSINESS

14. ADJOURNMENT