



AREA TECHNICAL INSTITUTE
JOINT OPERATING COMMITTEE MEETING
THURSDAY, MAY 19, 2022
SUN TECH CONFERENCE ROOM
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
Michael Stender

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. Director Search Update
- B. Wellness Committee Report
- C. Act 44 Safety Report
- D. Comprehensive Plan Member

ANNOUNCEMENTS

- E. Certificate Awards Program, May 25th, SUN Tech Lawn, 6:30 p.m. – chairs provided to district staff and board member with RSVP (rain date May 26th)
- F. Student Recognition
 - Alex Helwig, Lewisburg/Auto Tech, Lewisburg Sunrise Rotary Student of the Month, May
 - Tayla Schreffler, Midd West/Health Professions - 201, Young American, May

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 April 21, 2022, meeting.

B. Treasurer's Report

C. Approval of Bills and Payroll

8. **PERSONNEL MATTERS**

A. **HIRE HVAC INSTRUCTOR**

It is recommended approval be granted to hire Travis Weaver, Beavertown, PA, as the SUN Area Technical Institute HVAC & Plumbing Technology Instructor, effective August 10, 2022. Mr. Weaver will be hired in accordance with the Collective Bargaining Agreement and his credentials as of his first workday, with a step placement no higher than Step 3. Mr. Weaver will be compensated at his per diem daily rate for an additional 10 workdays in July/August 2022. Fringe benefits will be in accordance with the Collective Bargaining Agreement and include 10 sick leave days, three personal leave days, and health and life insurance coverage. Mr. Weaver will need to fulfill the obligation of acquiring his vocational certification with PDE.

B. **HIRE HEALTH PROFESSIONS INSTRUCTOR**

It is recommended approval be granted to hire _____, as the SUN Area Technical Institute Health Professions – Patient Care Technician Instructor, effective August 10, 2022. Ms. _____ will be hired in accordance with the Collective Bargaining Agreement and her credentials as of her first workday, with a step placement no higher than Step 3. Ms. _____ will be compensated at her per diem daily rate for an additional 10 workdays in July/August 2022. Fringe benefits will be in accordance with the Collective Bargaining Agreement and include 10 sick leave days, three personal leave days, and health and life insurance coverage. Ms. _____ will need to fulfill the obligation of acquiring her vocational certification with PDE.

C. **HIRE, ADULT EDUCATION INSTRUCTOR**

It is recommended approval be granted to hire Zachary Hoagland, Northumberland, PA, as an instructor for Precision Metalworking Adult Education courses, at a rate of \$30./hr. pending receipt of all required clearances.

D. **HIRE, SUBSTITUTE INSTRUCTOR/CUSTODIAN**

It is recommended approval be granted to hire Charles Yessel, Selinsgrove, PA, as a substitute instructor in various programs, at a rate of \$16./hr., and as a substitute custodian at a rate of \$10.34/hr., pending receipt of all required clearances.

E. **HIRE, SUBSTITUTE SCHOOL NURSE/INSTRUCTOR**

It is recommended approval be granted to ratify Lori Bowers, Middleburg, PA, as a substitute for the Student Health & Safety Coordinator, at a rate of \$100/day, effective May 11, 2022; and as a substitute instructor for the Health and Dental programs at a rate of \$16./ hr.

F. **ADVERTISE, FULL TIME CUSTODIAN**

It is recommended approval be granted to advertise to hire a Full Time Custodian.

G. **FMLA REQUEST, CLASSIFIED EMPLOYEE**

It is recommended approval be granted to ratify the request for Family Medical Leave for Employee No. 161, as per Policy 535 – Family and Medical Leaves, Classified Employees, beginning May 2, 2022, and continuing intermittently.

H. RETIREMENT RESIGNATION

It is recommended approval be granted to accept the retirement resignation for Linda Hendricks, Instructional Aide, effective the end of the 2022/23 SY, May 24, 2023.

I. CAREER RESOURCE & GUIDANCE ASST. SUMMER SCHEDULE

It is recommended approval be granted to approve Larissa Trissler, Career Resource & Guidance Asst. to work three days a week (Tuesday, Wednesday and Thursday), from June 1, 2022 through July 31, 2022.

9. PROGRAMS

A. LUNCH PROGRAM/CAFETERIA POLICIES 2022-23 SY

It is recommended approval be granted to operate the SUN Tech Cafeteria for the 2022-23 SY under the following guidelines:

- 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 adults.
- Set the price for the Type A lunch or fast-food platter at \$3.00 for students and \$3.75 for adults.
- Grant permission to the Director of Food Services to establish a 'la carte prices.
- Set the workday for one part time cafeteria employee 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, up to a maximum of 186 days per year.

B. CONSULTING PHYSICIAN, 22-23 SY

It is recommended the approval be granted to appoint The Family Practice Center, P.C., as Medical Consultants, including the Cosmetology program, for the 2022-23 SY; no fee will be charged for this service.

10. FINANCE AND BUDGET

A. DEPOSITORIES, 2022-23 FY

It is recommended approval be granted to use the following depositories for the SUN Area Technical Institute for the 2022-23 FY:

- M&T Bank – Money Market, Investments and General Fund Checking Accounts
- First Nat'l Bank – Activities and Cafeteria Accounts

B. INVESTMENT ACCOUNT APPROVAL

It is recommended approval be granted to approve the creation of an investment account with FNB Wealth Management to invest reserve cash in PA Act 10 approved investments. Investments will primarily be into Treasury Bills and FDIC insured CDs that will increase rate of return while maintaining principal preservation. FNB Wealth Management has extensive experience in constructing investment portfolios and will customize the investments to match the needs of SUN Area Technical institute. Initial investment amount of \$1,500,000 is recommended.

C. ACCOUNT BALANCE TRANSFER

It is recommended approval be granted to transfer the remaining funds from the Capital Project Account with PSDLAF to the Investment Account with First National Bank. These funds will be designated to be used for the West Campus Electrical Systems and Mechatronics Student Workspace Project.

D. SOLICITOR, 2022-23 SY

It is recommended approval be granted to retain Patrick Fanelli, Fanelli Willett Law Firm, as Solicitor for the 2022-23 SY, effective July 1, 2022, at the following rates:

- Attorney time for professional services, special and regular board meetings; \$135 per hour; no mileage charges; travel time is charged.
- \$165 per hour for specialized matters, such labor law, special education, and litigation.

11. EQUIPMENT AND RENOVATION

A. BID AWARD, AUGMENTED REALITY WELDING SYSTEM

It is recommended approval be granted to award Bid No. 042822-1 for an Augmented Reality Welding System, to Airgas, LLC., in the amount of \$26,148.00. Funds for this system will be taken from the Supplemental Equipment Grant.

12. POLICY

A. EMERGENCY PLANS

It is recommended approval be granted to accept the following emergency plan as presented:

- Emergency Operations Plan
- Diabetes Management Plan
- Emergency Care Plan
- Exposure Control Plan

B. REVISED SUN TECH POLICIES

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

- Policy 218 – Student Discipline
- Policy 220 – Student Expression/Dissemination of Materials
- Policy 227 – Controlled Substances/Paraphernalia
- Policy 237 – Electronics Devices
- Policy 808 – Food Services

13. ADDITIONS TO THE AGENDA

14. OTHER BUSINESS

15. ADJOURNMENT