



**JOINT OPERATING COMMITTEE MEETING
THURSDAY, AUGUST 18, 2022
SUN TECH LEARNING CENTER
6:30 P.M.**

AGENDA

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. Approval of the Minutes of the June 16, 2022, meeting.
5. Additions to the Agenda
6. Acknowledgment of Visitors, Public Concerns/Requests
7. SUN Tech Teachers' Association Report

DIRECTOR'S REPORT

- A. Vision for 2022-2023
- B. Highlights of Comprehensive Plan and Professional Development Goals
- C. Excess Funds 2021-22 FY (pending audit)
- D. 2021-22 SY Student Placement Survey Results
- E. Mechatronics & Patient Care Update
- F. ARC Grant
- G. Policy 706.1 Disposal of Obsolete/Surplus Equipment
- H. Police Coverage at SUN Tech
- I. Community College
- J. PCCD Grant
- K. Announcements:
 - Enrollment Update 2022-23 SY
 - Budget Timeline 2023-24 FY
 - WVIA Workforce Panel Discussion, Live broadcast from the Cherry Street Bistro, September 21st 6pm
 - Open House, October 5, 2022
 - Terms of Membership, JOC
- L. Student Recognition
 - RJ Cameron, Culinary Arts/Shikellamy, 1st Place, Action Skills, Skills USA National Conference

SUPERINTENDENT OF RECORD REPORT

A.

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 June 16, 2022, meeting.
- B. Treasurer's Report
- C. Approval of Bills and Payroll

PERSONNEL MATTERS

A. SCHOOL SAFETY AND SECURITY COORDINATOR

It is recommended approval be granted to appoint David Bacher, Administrative Director, as the School Safety and Security Coordinator, as per the guidelines of Act 55.

B. OPEN RECORDS OFFICER

It is recommended approval be granted to approve David Bacher, Administrative Director, as the School Open Records Officer.

C. HIRE, MECHATRONICS INSTRUCTOR

It is recommended approval be granted to ratify the hiring of Keith Cagigas, effective July 19, 2022, as the Mechatronics Instructor for the 2022-23 SY. Mr. Cagigas will receive a salary of \$72,676.00. Mr. Cagigas will be paid his per diem rate for an additional 10 days prior to the first day of school, to include setting up the program and writing the curriculum.

D. HIRE, SUBSTITUTE INSTRUCTORS

It is recommended approval be granted to hire the following substitutes, at a rate of \$16./ hr., pending receipt of all required clearances:

- Noah Romig, Forest Hill, PA, for the Welding, Electrical, HVAC and Diesel programs,
- Ashley Houtz, Middleburg, PA, for the Health and Criminal Justice programs,
- Kendall Murphy, Mifflinburg, PA, for the Health and Criminal Justice programs
- Valarie Hollenbach, Middleburg, PA, for the Advertising Art, Culinary Arts and Cosmetology programs.

E. HIRE, INSTRUCTIONAL AIDE

It is recommended approval be granted to hire Sara Rice, as an Instructional Aide, pending receipt of all required clearances. Ms. Rice will be hired at a rate of \$15. / hr. with the option to elect single health insurance coverage. Fringe benefits will include 10 sick leave days and three personal leave days per year, and life insurance at 1.5 times the salary.

F. VOLUNTEER APPROVALS

It is recommended approval be granted to approve the following volunteers for the 2022-23 SY:

- Crystal Gutshall – SkillsUSA
- Mahlon Baney, Preston Ross, Logan Weldy, Stephanie Taggert, Craig Egli – Summer Camp

G. CAREER CENTER ADMINISTRATIVE ASSISTANT SUMMER SCHEDULE

It is recommended approval be granted to amend the work schedule of the Career Center Administrative Assistant to 3 days per week during the months of June and July unless the current school year extends beyond the first Friday in June. Should department needs warrant a five-day week the work schedule will revert to five days per week, as determined by the Administrative Director. Salary will be prorated based upon days worked.

H. FMLA APPROVAL

It is recommended approval be granted to approve the request for FMLA, as per Policy 435, Family Medical Leave, Professional Staff, for the following employee:

- Employee No. 028, beginning August 4, 2022, intermittently.

I. FMLA APPROVAL

It is recommended approval be granted to approve the requests for FMLA, as per Policy 535, Family Medical Leave, Classified Staff, for the following employees:

- Employee No. 226, beginning August 11, 2022, intermittently.
- Employee No. 138, beginning September 6, 2022 through September 16, 2022.

J. CONTINUATION OF PROGRAMS

It is recommended approval be granted to approve the following recommendations for Probationary Status, based on Policy 136 – Continuation of Programs:

Program	Instructor	March 22-23 Enrollment	June 22-23 Enrollment	March Status	June Status
Precision Metalworking	Terry Anselmo	9	12	Probation I	Rescind Probation I
Dental Health Technology	Dorothy Randler	9	12	Probation I	Rescind Probation I
Wood, Design & Technology	Bryan Seward	5	12	Probation II	Rescind Probation II

K. SUBSTITUTE TEACHER LIST, 2022-23 SY

It is recommended approval be granted to approve the Substitute Teacher List for the 2022-23 school year pending receipt of required clearances and child abuse training, at the rate of \$16.00 per hour.

L. SAFETY COMMITTEE, 2022-23 SCHOOL YEAR

It is recommended approval be granted to approve the Safety Committee for the 2022-23 school year, comprised of the following individuals: Julie Loss, Student Health and Safety Coordinator; David Bacher, Adm. Director; Courtney Moyer, Adm. Assistant to Asst. Adm. Director; Kristy Etzler, Asst. Administrative Director.

PROGRAMS

A. 2022-23 TEXTBOOK LIST

It is recommended approval be granted to approve the Textbook List for the 2022-23 School Year for the 19 SUN Tech programs and the mathematics programs.

B. BLANKET AUTHORIZATION, 2022-23 FY CUSTOMIZED TRAINING PROGRAMS

It is recommended approval be granted to give blanket authorization to operate Customized Job Training Programs, as part of the Adult Education Program for the 2022-23 school year and hire instructors as necessary to operate such programs.

NOTE: In order to alleviate the problem of operating Customized Training Programs that are requested by local companies and businesses in our service area and meet the training dates they desire, blanket authorization is being requested to approve operation of all Customized Training Programs administration has reviewed and recommends. These programs are operated in the best interest of the school and are never operated without income being generated. A report will be submitted at the end of each fiscal year listing the courses and the instructors hired to teach the CJT programs.

C. COMPREHENSIVE PLAN

It is recommended approval be granted to approve the Comprehensive Plan for 2022-2025 as prepared for SUN Area Technical Institute.

D. ACT 48 PROFESSIONAL DEVELOPMENT PLAN

It is recommended approval be granted to approve the Act 48 Professional Development Plan for 2022-2025 as prepared for SUN Area Technical Institute.

E. INDUCTION PLAN

It is recommended approval be granted to approve the Induction Plan for 2022-2025 as prepared for SUN Area Technical Institute.

F. HEALTH AND SAFETY PLAN UPDATES

It is recommended approval be granted to accept the Health and Safety Plan as prepared for SUN Area Technical Institute for the 2022-23 SY; and to approve the COVID-19 Quarantine and Testing Procedures for SUN Area Technical Institute.

G. HOSA INTERNATIONAL LEADERSHIP CONFERENCE

It is recommended approval be ratified to approve Dorothy Randler, Dental Health Technology instructor, to travel to Nashville, TN, June 22-25, 2022, with McKenna Hauger, Dental Health Technology student to compete at the HOSA International Leadership Conference in the Dental Science contest. SUN Tech covered the expenses for registration, travel, lodging and meals for Mrs. Randler and McKenna Hauger, in the amount of \$4,918.00.

FINANCE AND BUDGET

A. 2021-22 BUDGET TRANSFERS

It is recommended approval be granted to ratify the budget transfers made in the 2021-22 SUN Tech Operating Budget as per blanket authorization at the June 16, 2022, meeting.

B. SIGNATORY, DAVID BACHER

It is recommended approval be granted to approve David Bacher, Administrative Director, as a signer for the Activities, Cafeteria and SUN Tech Foundation accounts; and authorize as a signer of electronic report submissions, grant applications and agreements.

C. LEASE RENTAL AGREEMENT, SAUERS HAVEN FARM, RENTAL FEE 22-23

It is recommended approval be granted to maintain the current fee of Five Dollars (\$5.00) per acre, per year, for the Sauers Haven Farm, to lease approximately 17 acres of farmland on the SUN Tech property, for the period from October 1, 2022, to September 30, 2023.

D. EDUCATIONAL IMPROVEMENT TAX CREDIT PROGRAM RENEWAL

It is recommended approval be granted to move forward with submission by the SUN Tech Foundation for a renewal registration with the Pennsylvania Department of State, Bureau of Charitable Organizations for participation as an Educational Improvement Tax Credit Organization.

E. PERFORMANCE CONTRACTS, TRANSLATION SERVICES

It is recommended approval be granted to enter into performance contracts for Spanish to English translation of documents and parent meetings for the 2022-23 SY, at a rate of \$25. /hr., with Aubyn Johnson and Everilde Willie.

EQUIPMENT AND RENOVATION

A. PARKING LOT AND DRIVEWAY SEALING BID

It is recommended approval be granted to ratify placing bid 070822-1 for the Parking Lot and Driveway Sealing and award the bid to Riteway Sealing & Paving, Inc., in the amount of \$29,040.00.

B. ARCHITECTURAL/ENGINEERING SERVICES AGREEMENT, MCKISSICK ASSOCIATES P.C.

It is recommended approval be granted to approve the Architectural/Engineering Services Agreement with McKissick Associates P.C. for architectural services related to the West Campus Renovation and alternate plans.

POLICY

ADDITIONS TO THE AGENDA

OTHER BUSINESS

ADJOURNMENT