



**JOINT OPERATING COMMITTEE MEETING
THURSDAY, OCTOBER 20, 2022
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. Additions to the Agenda
5. Acknowledgment of Visitors, Public Concerns/Requests
6. SUN Tech Teachers' Association Report

7. Presentation of 2021-22 Financial Audit Findings – Wagner, Dreese, Elsasser & Associates

DIRECTOR'S REPORT

- A. Excess Funds 2021-22 FY (pending audit)
- B. 5 Year Facility Plan
- C. Open House Report
- D. Child Care/Teacher Training Program
- E. Solar Panels
- F. School Police Officer

ANNOUNCEMENTS

- G. Student Recognition
 - Isaac Leaman, Ad Art/Lewisburg, Lewisburg Sunrise Rotary Student of the Month, September
 - Connor Fohringer, Carpentry/Mifflinburg, Lewisburg Sunrise Rotary Student of the Month, October
- H. District Representative Term: Mifflinburg, December 2022
- I. Occupational Advisory Committee Meetings, November 2, 2022, 6:30 p.m.
- J. Aviation Camp

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 August 16, 2022, regular meeting and September 15, 2022, special meeting.
- B. Treasurer's Report
- C. Approval of Bills and Payroll

PERSONNEL MATTERS

A. HIRE (TEMPORARILY HIRE), COOPERATIVE EDUCATION COORDINATOR

It is recommended approval be granted to hire _____, _____, PA, as the Cooperative Education Coordinator, effective _____. The salary for this professional position will be _____ based on the Collective Bargaining Agreement, Step __, and will be prorated based on a start date of _____. All other fringe benefits will be in accordance with the Collective Bargaining Agreement.

OR

It is recommended approval be granted to permit David Bacher, Administrative Director, to temporarily hire a Cooperative Education Coordinator, to be ratified at the December 15, 2022, regular meeting.

B. HIRE, SUBSTITUTE INSTRUCTORS

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

- Kevin Yakamook, McClure, PA, for the Mechatronics program.
- Zachary Hoagland, Northumberland, PA, for the Precision Metalworking program.
- Peter Terrell, Lewisburg, PA, for various programs.

C. HIRE, PART TIME CUSTODIAN

It is recommended approval be granted to hire Peter Terrell, Lewisburg, PA, as a part-time custodian, at a rate of \$10.50 per hour, pending receipt of all required clearances.

D. RESIGNATION, SABRINA DAVIS, INSTRUCTIONAL AIDE

It is recommended that approval be granted to accept the resignation of Sabrina Davis, Instructional Aide, effective October 21, 2022; and to hire to fill the position as necessary.

E. RESIGNATION, JULIE LOSS, STUDENT HEALTH & SAFETY COORDINATOR

It is recommended approval be granted to accept the resignation of Julie Loss, Student Health & Safety Coordinator, effective December 2, 2022; and to hire to fill the position as necessary.

F. SALARY INCREASE, ASSISTANT DIRECTOR

It is recommended approval be granted to approve a salary increase for Kristy Etzler, Assistant Administrative Director, in the amount of \$_____.

G. HIPPA PRIVACY AND SECURITY OFFICER RESOLUTION

It is recommended approval be granted to adopt the following resolution:

RESOLUTION OF THE JOINT OPERATING COMMITTEE OF THE SUN AREA TECHNICAL INSTITUTE

WHEREAS, SUN Area Technical Institute intends to comply with those Federal statutes and regulations ensuring the privacy and security of protected health information as amended from time to time including the 2013 HIPAA Amendments; and

WHEREAS, SUN Area Technical Institute proposes to appoint Jamie King as its Privacy Official and Security Official pursuant to the Privacy Rule and the Security Rule regulations.

NOW, THEREFORE, the Joint Operating Committee approves the proposed appointment and adopts this Resolution on the 20th day of October 2022 to take effect immediately.

JOC President

H. FMLA REQUEST

It is recommended approval be granted to approve the request for FMLA, as per Policy 535, Family Medical Leave, Professional Staff, for the following employee:

- Employee No. 136, beginning August 10, 2022, intermittently.

I. ADVISORS, 2022-23 STUDENT ORGANIZATIONS

It is recommended approval be granted to approve the following as advisors to student organizations for the 2022-23 SY per the terms of the Collective Bargaining Agreement:

Organization	Advisor	Stipend
Skills USA	Jamie Kotarski	\$450.00
Skills USA	Sarah Krebs	\$450.00
Health Occ. Students of America (HOSA)	Robin Harvey	\$450.00
Health Occ. Students of America (HOSA)	Dottie Randler	\$450.00
Council of Presidents	Wendy Chalmers	\$900.00
Yearbook Advisor	Kim McBride	\$900.00

PROGRAMS

A. ADVISORY COMMITTEE APPROVALS

It is recommended approval be granted to approve the members of the Occupational Advisory Committees and the Local Advisory Committee for the 2022-23 SY.

B. REVISION, 2022-23 SY CALENDAR

It is recommended that approval be granted to adjust the 2022-23 SY calendar to change December 22, 2022, from a half instructional day to a vacation day due to an error on the calendar.

C. OUT OF STATE FIELD TRIP, ADVERTISING ART & DESIGN PROGRAM

It is recommended approval be granted to permit the Advertising Art & Design program to travel to Corning, New York, to visit the Corning Museum of Glass, on November 22, 2022. The program activity fund will pay for the cost of the trip.

FINANCE AND BUDGET

A. APPROVAL, FINANCIAL AUDIT

It is recommended approval be granted to accept the Financial Audit Report for the 2021-22 FY as presented by Wagner, Dreese, Elsasser and Associates.

B. BOARD DOCS DOCUMENT MANAGEMENT AGREEMENT

It is recommended approval be granted to enter into agreement with Diligent Corporation (Board Docs) for the purpose of organizing and maintaining Joint Operating Committee meeting agendas, documents, and minutes. The annual fee for this agreement is \$2,700.00.

C. ADVANCE CENTRAL PA AGREEMENT, STEM AVIATION CAMP

It is recommended approval be granted to enter into agreement with Advance Central PA in the amount of \$9,326.00, to provide an Aviation Camp for up to 24 students prior to the end of the 2022-23 SY. SUN Tech will provide staffing, meals, transportation, and off-site aviation experiences to campers.

EQUIPMENT AND RENOVATION

A. MECHATRONICS EQUIPMENT PURCHASE

It is recommended that approval be granted to purchase equipment for the Mechatronics program, using a matching equipment ARC grant. The equipment, in the amount of \$170,176.00, will be purchased from Educational Solutions Enterprise, the sole source provider for FESTO equipment, with supporting documentation of this on file. The ARC grant will cover \$85,088.00, with a 50% match from SUN Tech coming from the Budget Excess, Grants and Equipment Fund.

POLICY

A. FIRST READING, REVISED SUN TECH POLICIES

It is recommended approval be granted to approve the first reading of the following revised SUN Tech policies:

- 111 – Lesson Plans
- 706.1 – Disposal of Obsolete/Surplus Equipment

ADDITIONS TO THE AGENDA

OTHER BUSINESS

ADJOURNMENT