

CENTRAL PENNSYLVANIA INSTITUTE OF SCIENCE AND TECHNOLOGY
PLEASANT GAP, PENNSYLVANIA

JOINT OPERATING COMMITTEE
REGULAR MEETING - 5:30 P.M.

MONDAY, AUGUST 13, 2018

BOARDROOM - CENTRAL PENNSYLVANIA INSTITUTE OF SCIENCE AND TECHNOLOGY

AGENDA

- I. CALL TO ORDER
- II. ROLL CALL
- III. RECOGNITION OF VISITORS
- IV. REPORTS, PRESENTATIONS, OR COMMENTS BY VISITORS
Time limit of five minutes per presentation.
- V. PRESENTATIONS OR REPORTS
- VI. MINUTES
 - A. *A motion to approve the minutes of the June 11, 2018 regular meeting.*
 - B. *A motion to approve the minutes of the June 27, 2018 special meeting.*
- VII. TREASURER'S REPORT AND PREPAID AND CURRENT BILLS
 - A. *A motion to approve the treasurer's reports to be filed for audit and approval of the prepaid and current bills as presented.*
- VIII. OLD BUSINESS
- IX. NEW BUSINESS
 - A. *Mrs. MaryAnn Volders – Vice-President, Secondary Education's Report*
 - B. *Mr. Todd Taylor – Vice-President, Post-Secondary Education's Report*
 - C. *Mr. David Van Buskirk – Business Manager's Report*
 - D. *Dr. Richard C. Makin – President's Report*
 - E. *Dr. Michelle Saylor – Chief School Administrator's Report*
- X. CONSENT AGENDA
All matters taken under this section are considered routine, and action will be taken by one motion. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and considered separately.
 - A. ADMINISTRATIVE
 1. *Approval of revisions to the 2018-2019 Secondary Faculty and Staff Handbook. (Attachment #1)*

2. *Approval of revisions to the 2018-2019 Secondary Student-Parent Handbook. (Attachment #2)*
3. *Approval of revisions to the 2018-2019 Practical Nursing Student Handbooks. (Attachment #3)*
4. *Approval of revisions to the 2018-2019 Nurse Aide Training Program Policies and Procedures. (Attachment #4)*
5. *Approval of revisions to the 2018-2019 Post-Secondary Education Handbook. (Attachment #5)*
6. *Approval of BakerTilly as Auditor for the 2018-2019 school year.*
7. *Approval of the Memorandum of Understanding with the Bureau of Career and Technical Education for participation in the 2018-2019 Technical Assistance Program. (Attachment #6)*
8. *Approval of the 2018-2019 Secondary Education Goals. (Attachment #7)*
9. *Approval to enter into an agreement with Keystone Central School District (KCS D) for CPI to provide CDL training on site in Clinton County.*
10. *Approval of an ICAR Fixed Training Site and PDP-EE Curriculum Licensing Agreement upon final review by the Solicitor.*

B. PERSONNEL

1. *Approval to appoint Timothy Beckenbaugh as FCCLA Advisor for the 2018-2019 school year with a stipend per the collective bargaining agreement.*
2. *Approval to hire Orié Hanley as a Substitute Instructor at a daily rate of \$95.00 effective August 27, 2018. All clearances have been received. (Attachment #8)*
3. *Approval to appoint MaryAnn Volders as School Safety and Security Coordinator per the requirements of Act 44 of 2018.*
4. *Approval to reclassify Helen Rogers-Koon from Practical Nursing Full-Time Instructor to Practical Nursing Part-Time Instructor effective September 1, 2018 to January 1, 2019.*
5. *Approval to reclassify Cortney Baney from Practical Nursing Full-Time Instructor to Practical Nursing Per Diem Instructor at an hourly rate of \$27.50 effective August 14, 2018.*
6. *Approval to accept the resignation of Joshua Wallace as Masonry Instructor retroactive to July 25, 2018. (Attachment #9)*
7. *Approval to accept the resignation of Leslie Syrett as Practical Nursing Per Diem Instructor retroactive to June 27, 2018. (Attachment #10)*
8. *Approval to accept the resignation of James Ard as CCPSTC Temporary Summer Groundskeeper retroactive to August 10, 2018. (Attachment #11)*
9. *Approval for the President to appoint staff to vacancies not yet filled or to those that become open until the Board can take action at the next regular meeting on September 10, 2018.*

C. *POLICIES*

1. *Second reading and final approval of policies:*
 - A. *Section 300 – Employees (Attachment #12)*
311 Reduction of Staff
 - B. *Section 800 – Operations (Attachment #13)*
810 Transportation
818 Contracted Services Personnel

D. *INFORMATION*

1. *Adult Full-Time program enrollment figures as of August 6, 2018. (Attachment #14)*
2. *2018-2019 Projected Secondary and Intergenerational Enrollment figures as of August 2, 2018. (Attachment #15)*
3. *The Joint Boards of Education Dinner will be held on Wednesday, April 3, 2019.*
4. *PSBA Slate of Candidates for 2018. Voting will be held at the September, 2018 JOC meeting. (Attachment #16)*

XI. *ADJOURNMENT*

XII. *EXECUTIVE SESSION*

Executive Session, if necessary, for the discussion of matters of employment, real estate, litigation, collective bargaining, safety, and other matters which if conducted in public would violate lawful privilege as defined by Act 84.

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