

CENTRAL PENNSYLVANIA INSTITUTE OF SCIENCE AND TECHNOLOGY
PLEASANT GAP, PENNSYLVANIA

JOINT OPERATING COMMITTEE
REGULAR MEETING - 5:30 P.M.
MONDAY, FEBRUARY 11, 2019

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 January 14, 2019 regular 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 the 2019-2020 Secondary Education Preliminary Budget in the amount of \$4,388,978. (Attachment #1)*
 2. *Approval of the 2019-2020 Adult/Post-Secondary Preliminary Budget in the amount of \$3,801,908. (Attachment #2)*

3. *Approval of an out-of-state learning request for Alicia Kitchen, Cosmetology Instructor, June Murray, Adult Cosmetology Instructor and 30 students to travel to New York, NY for the International Beauty Show on March 12, 2019.*
4. *Approval of a five year field site affiliation agreement between Walden University and CPI for Debra Couturiaux to work with Amy Haagen for field experience that is needed for her Master's Degree program effective February 25, 2019. (Attachment #3)*

B. PERSONNEL

1. *Approval to reclassify Katelyn Leathers from Medical Assistant Program Instructor to Medical Assistant Program Instructor/Coordinator at a starting salary of \$42,750 effective February 12, 2019. Administration will review program outcomes not later than September 15, 2019 and may make a salary adjustment recommendation contingent on the same.*
2. *Approval to accept the resignation of Mary June Murray, Adult Cosmetology Instructor, effective May 31, 2019. (Attachment #4)*
3. *Approval to accept the resignation of Carl Schreffler Jr., Adult CDL Instructor, retroactive to November 29, 2018. (Attachment #5)*
4. *Approval to appoint Mike Sipe, Automotive Technology Instructor, as mentor for Mark Claar, Precision Machine Technology Instructor, for the remainder of the 2018-2019 school year and the first half of the 2019-2020 school year with a stipend of \$250.*
5. *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 February 11, 2019.*

C. POLICIES

1. *Second reading and approval of policies:*
 - A. *Section 100 - Programs (Attachment #6)*
 - 103 – *Nondiscrimination/Discriminatory Harassment – School and Classroom Practices*
 - 103.1 – *Nondiscrimination – Qualified Students with Disabilities*
 - 104 – *Nondiscrimination/Discriminatory Harassment – Employment Practices*
 - B. *Section 200 – Pupils (Attachment #7)*
 - 222 – *Tobacco/Nicotine*
 - 247 – *Hazing*
 - 249 – *Bullying/Cyberbullying*
 - C. *Section 300 – Employees (Attachment #8)*
 - 323 – *Tobacco/Nicotine*
 - D. *Section 700 - Property (Attachment #9)*
 - 707 – *Use of Center (School) Facilities*

D. INFORMATION

1. *Adult Full-Time program enrollment figures as of February 1, 2019. (Attachment #10)*

2. *2018-2019 Secondary and Intergenerational Enrollment figures as of February 1, 2019. (Attachment #11)*
3. *Assignment and Compensation Update Memo. (Attachment #12)*
4. *Bring a Family Member to CPI – Wednesday, February 13*
5. *CPI Open House – Thursday, February 28 – 4:00 PM to 7:00 PM*
6. *Joint Boards of Education Social – Wednesday, April 3 – 5:30 PM to 7:00 PM*

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.

RCM/tab