

CENTRAL PENNSYLVANIA INSTITUTE OF SCIENCE AND TECHNOLOGY
PLEASANT GAP, PENNSYLVANIA

JOINT OPERATING COMMITTEE
REGULAR MEETING - 5:30 P.M.
MONDAY, OCTOBER 9, 2017
BOARDROOM - CENTRAL PENNSYLVANIA INSTITUTE OF SCIENCE AND TECHNOLOGY

A G E N D A

- I. *Call to Order.*
 - A. *Roll Call.*
- II. *Recognition of Visitors.*
- III. *Reports, Presentations or Comments by Visitors.
(Time limit of five minutes per presentation)*
- IV. *Presentations or Reports.*
- V. *Approval of Minutes of the September 11, 2017 meeting.*
- VI. A. *Presentation and Approval of Treasurer's Report.*
 - B. *Presentation and Approval of Current Bills.*
- VII. *Old Business.*
- VIII. *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 - Director of Business & Development's Report*
 - D. *Dr. Richard C. Makin - President's Report*
 - E. *Mr. Jeffrey Miles - Chief School Administrator's Report*

IX. 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. SkillsUSA Leadership Workshop.

Administration recommends approval for Mark Keller, Advisor, Mindi Tobias, Advisor, and student representatives Matthew Caldana (PV), Zachary Chambers (BEA), Dalton Derugen (PV), Emily Fisher (BEA), Alexis Hassinger (Bell), Brianna Keith (BEA), Melina Lucas (PV), and Katrina Orndorf (PV) to attend the Central PA SkillsUSA Fall Leadership Workshop in Gettysburg, PA, November 8-10, 2017.

2. Out-of-State Travel Request.

Administration recommends approval for Joe Luther, Horticulture\ Landscape Instructor, Toni Witherite, Chaperone\Parent, Derek Rishel (Graduate – PV) and student competitors Nichole Haupt (BEA), Charlie Harris (BEA), and Alexis Witherite (PV) to travel to and compete in the National FFA Nursery Landscape CDE in Indianapolis, IN from October 24-28, 2017.

3. School Guard Alert System.

Administration recommends approval of a master service agreement with Guard911 Alert System effective November 1, 2017. (Attachment #1)

4. Transportation Training Center Naming Rights.

Administration recommends approval to give Glenn O. Hawbaker, Inc. naming rights to the Transportation Training Center in accordance with Policy 701.1 subject to and condition upon execution of a Memorandum of Understanding.

5. Placement Test Policy.

Administration requests approval of the placement test policy for post-secondary education. (Attachment #2)

A. Administrative (continued).

6. Agreement – Public Relations Specialist.

Administration requests approval to enter into an agreement with Bellefonte Area School District and Bald Eagle Area School District to employ a Public Relations Specialist on a shared time basis. (Attachment #3)

B. Personnel.

1. Substitute Instructor Rate Increase.

Administration requests approval to increase the substitute instructor rate from \$85.00 to \$95.00 per day effective October 10, 2017.

2. New Hire – Substitute Instructor.

Administration recommends approval to hire Mrs. Trina Noggle as a substitute instructor at a daily rate of \$95.00 effective October 10, 2017. Pending receipt of the FBI Criminal Background Check, Pennsylvania State Police Criminal History Report, Pennsylvania Child Abuse History Certification, Recognizing and Reporting Child Abuse Training Certificate, and Sexual Misconduct/Abuse Disclosure Release. (Attachment #4)

3. New Hire – Carpentry Instructor.

Administration recommends approval to hire Mr. Martin Craine as carpentry instructor at a salary of \$44,082 effective November 6, 2017. Pending receipt of the FBI Criminal Background Check, Pennsylvania State Police Criminal History Report, Pennsylvania Child Abuse History Certification, Recognizing and Reporting Child Abuse Training Certificate, and Sexual Misconduct/Abuse Disclosure Release. (Attachment #5)

4. New Hire – Substitute Adjunct Practical Nursing Instructor.

Administration recommends approval to hire Ms. Amy Johnson as a substitute adjunct practical nursing instructor at an hourly rate of \$27.50 effective October 10, 2017. Pending receipt of the Pennsylvania State Police Criminal History Report, Pennsylvania Child Abuse History Certification, Recognizing and Reporting Child Abuse Training Certificate, and Sexual Misconduct/Abuse Disclosure Release. (Attachment #6)

B. Personnel (continued).

5. New Hire – Chef Assistant.

Administration recommends approval to hire as needed Ms. Kelsey Miller as Chef Assistant at an hourly rate of \$10.00 effective October 10, 2017. Pending receipt of the FBI Criminal Background Check, Recognizing and Reporting Child Abuse Training Certificate, Pennsylvania State Police Criminal History Report, and Sexual Misconduct/Abuse Disclosure Release. (Attachment #7)

6. New Hire - Substitute Instructor.

Administration recommends approval to hire Mr. Nate Roop as a substitute instructor at an hourly rate of \$16.00 retroactive to October 2, 2017. All clearances have been received.

7. New Hire - Substitute Instructor.

Administration recommends approval to hire Mr. Michael Noggle as a substitute instructor at an hourly rate of \$22.00 retroactive to October 2, 2017. All clearances have been received.

8. New Hire – CCPSTC Adjunct Instructor.

Administration recommends approval to hire Mr. Steven Groninger as a CCPSTC adjunct instructor at an hourly rate of \$21.00 effective October 10, 2017. Pending receipt of the FBI Criminal Background Check. (Attachment #8)

9. New Hire – Adjunct Practical Nursing Instructor.

Administration recommends approval to hire Mr. Thomas Irwin as an Adjunct Practical Nursing Instructor at an hourly rate of \$27.50 effective October 10, 2017. Pending receipt of the Sexual Misconduct/Abuse Disclosure Release. (Attachment #9)

10. New Hires.

Administration requests approval to hire personnel as necessary with JOC approval in November, 2017.

C. Policies.

1. First Reading.

First reading of policies:

A. Section 100 Programs (Attachment #10)

103 *Nondiscrimination in School and Classroom Practices*
103.1 *Nondiscrimination – Qualified Students with Disabilities*
104 *Nondiscrimination in Employment Practices*

B. Section 800 Operations (Attachment #11)

819 *Suicide Awareness, Prevention and Response*

D. Information.

1. Post-Secondary Full-Time Program Enrollments.

*Adult full-time program enrollment figures as of September 29, 2017.
(Attachment #12)*

2. Secondary & Intergenerational Enrollment.

Secondary and intergenerational enrollment figures as of September 30, 2017. (Attachment #13)

3. PDE Chapter 339/Approved Program Evaluation Visit.

The Chapter 339/APE is scheduled for October 11-13, 2017.

4. College and Career Fair.

A college and career fair will be held at CPI on Tuesday, October 24, 2017.

5. Career Days.

The following Career Days have been scheduled:

*Bald Eagle – December 12
Bellefonte – November 30 and December 1
Penns Valley – To Be Determined*

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X. Adjournment.

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

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