

The regular meeting of the Central Pennsylvania Institute of Science and Technology Joint Operating Committee was held in the Conference Room of the Central Pennsylvania Institute of Science and Technology at 540 North Harrison Road, Pleasant Gap, Pennsylvania on Monday, September 11, 2017.

Present were:

Committee Members: Mr. Henry Yeagley
Ms. Mary Ann Hamilton
Ms. Kimberly Hearn
Mr. Jeffrey Miles, Superintendent of Record
Mr. David Van Buskirk, non-voting Treasurer
Mrs. Theresa Brickley, non-voting Secretary

Staff Members: Dr. Richard C. Makin
Mrs. MaryAnn Volders
Dr. Scott Etter, Solicitor

Visitors: Mr. Ed Finnefrock

Mr. Yeagley called the regular meeting to order at 5:30 p.m.

Roll was called: Mr. Yeagley, Ms. Hamilton and Ms. Hearn were present. Mr. Danneker and Mr. Gaffron were absent.

Mr. Yeagley welcomed Mr. Finnefrock and congratulated him on receiving the Post-Secondary Teacher of the Year Award.

Ms. Hearn moved, seconded by Ms. Hamilton, approval of the minutes of the regular meeting held on August 14, 2017. Motion carried.

Ms. Hamilton moved, seconded by Ms. Hearn, approval of the Treasurer's reports to be filed for audit and approval of the prepaid and current bills as presented.

Roll call vote as follows:

Ms. Hearn	yes	Mr. Yeagley	yes	Ms. Hamilton	yes
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Motion carried.

Old Business:

New Business:

Vice-President of Secondary Education:

Mrs. Volders reported that we have had a smooth beginning to the school year; FFA and Horticulture/Landscaping students Alexis Witherite (PV), Kaylee Rossman (BEL), Nicole Haupt (BEA), Maddie Allen (BEL), and Marissa Loner (PV) will represent CPI at the Big E in Springfield, Massachusetts

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on September 13-16; Careers on Wheels will be held at the CCPSTC on September 23 from noon to 4 PM; and other upcoming dates to remember are September 22 – Custodian and Maintenance Appreciation Lunch, and October 11-13 – Chapter 339/APE Review.

Director of Business and Development:

Mr. Van Buskirk reported that the wiring project has been completed except for a few punch list items; the E-Rate submission has been filed for the wiring project; he reported that the paving project has been completed; and he reviewed the change orders for the paving project.

President:

Dr. Makin reported that a considerable amount of money remains from the multi-modal grant to pave the access area to the Health Sciences Building; we have requested approval of the Advisory Board Organizational and Operational Guidelines subject to review and modification by Dr. Etter; he explained that the job description for the Public Relations Specialist is a shared position with Bellefonte and Bald Eagle Area School Districts; the Chef Assistant positions are to help Chef Beckenbaugh on an as needed basis; he reviewed the enrollment reports; the Joint Boards of Education dinner will be held at CPI on April 4, 2018; there was an inspection of the kitchen by the Department of Agriculture with no findings or citations; we are currently interviewing for the Carpentry Instructor position; we have received the resignation of Mike Holtzinger, Heavy Equipment Operations Instructor, this afternoon; and in the future we will need to have a discussion on a future possibility of Spring Township Police body cameras.

Dr. Makin complimented Mr. Finnefrock for being a master teacher and thanked him for all of his hard work. He congratulated Ms. Hearn on her new position at Bald Eagle.

Superintendent of Record:

Mr. Miles reported that he is extremely excited because of the sense of comradery between the school districts.

Mr. Yeagley tabled agenda item A2 – Advisory Board Organizational and Operational Guidelines for separate consideration.

Ms. Hamilton moved, seconded by Ms. Hearn approval of revisions to the Nurse Aide Policies and Procedures; approval for Joe Luther, Horticulture\ Landscape Instructor, Kelly Boone, chaperone\Parent, and student competitors Maddie Allen (BEL), Nicole Haupt (BEA), Marissa Loner (PV), Kaylee Rossman (BEL), and Alexis Witherite (PV) to travel to and compete in the “Big E” Eastern States Exposition Large Landscape Display Competition in Springfield, MA, September 13-16; approval of the proposal from Hillis-Carnes to explore subsurface conditions to include borings and infiltration testing for the Health Sciences Building at an estimated cost of \$8,350; approval to hire Ms. Judy Egger as Nurse Aide Instructor at an hourly rate of \$27.50 effective September 12, 2017, pending receipt of the Pennsylvania Child Abuse History Certification, and Sexual Misconduct/Abuse Disclosure Release; approval to hire Ms. Tina Natchman as an adjunct instructor in the Practical Nursing program at an hourly rate of \$27.50

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effective September 12, 2017, pending receipt of the Pennsylvania Child Abuse History Certification, and Sexual Misconduct/Abuse Disclosure Release; approval to hire as needed Ms. Carly Wojtaszek as Chef Assistant at an hourly rate of \$10.00 effective September 12, 2017, pending receipt of the Recognizing and Reporting Child Abuse Training Certificate, and Sexual Misconduct/Abuse Disclosure Release; approval to hire as needed Ms. Cierra Laird as Chef Assistant at an hourly rate of \$10.00 effective September 12, 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; approval to hire Mr. Jake Miller as adult Diesel Technology teaching assistant at an hourly rate of \$12.00 effective September 12, 2017; approval to reclassify Mr. Terry Riley from part-time accounts payable clerk to full-time accounts payable clerk at an hourly rate of \$12.00 retroactive to September 1, 2017; approval to appoint Mr. Mark Keller and Mrs. Mindi Tobias as SkillsUSA advisors for the 2017-2018 school year with a stipend per the collective bargaining agreement; approval of the Administrative Assistant/Data Compliance Reporting job description; approval of the Public Relations Specialist job description; approval to hire personnel as necessary with JOC approval in October, 2017; and approval to accept the resignation of Mr. Mike Holtzinger as Heavy Equipment Operations instructor effective September 30, 2017.

Roll call vote as follows:

Ms. Hearn yes Mr. Yeagley yes Ms. Hamilton yes

Motion carried.

Ms. Hearn moved, seconded by Ms. Hamilton approval of the Advisory Board Organizational and Operational Guidelines subject to review and modifications by the solicitor.

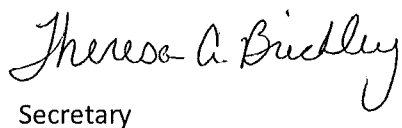
Roll call vote as follows:

Ms. Hearn yes Mr. Yeagley yes Ms. Hamilton yes

Motion carried.

Ms. Hearn moved, seconded by Ms. Hamilton to adjourn.

At 6:04 p.m. Mr. Yeagley adjourned the meeting.



Secretary

