



**AREA TECHNICAL INSTITUTE**  
**Joint Operating Committee Meeting**  
**Highlights, August 20, 2020**

The SUN Area Technical Institute Joint Operating Committee at its regular meeting held August 20, 2020, acted on the following items:

Heard from Mrs. Jennifer Hain, Administrative Director the following:

- ✓ Reviewed the Health and Safety Plan for approval.
- ✓ Reviewed the Student and Faculty Plan.
- ✓ Reviewed the Emergency Instructional Time Plan for approval.
- ✓ Noted the Pre-Apprentice Program has been approved for CNC Machinists' in the Precision Metalworking program.
- ✓ Listed grants and donations from: Greater Susquehanna Valley United Way, Northway Industries, Union County Emergency Grant, Capital Blue Cross Wellness, Cabot Oil EITC Funds, Continuity of Education Grant, and that we will be submitting a PEMA grant application.
- ✓ Enrollment totals for July 11, 2020 were presented. As of the second Wednesday in July, a total of 309 students were enrolled. As of August 15<sup>th</sup>, a total of 302 students are enrolled. There have been some students opt not to attend SUN, and a few students have started this week that were not originally enrolled, giving us a total of approximately 299 at this time.
- ✓ The 2021-22 FY Budget Timeline will be developed by the district business administrators in a joint meeting to be convened for the purpose of reviewing the current budget conditions across the districts and the status of the SUN Tech budget and make projections for the upcoming fiscal year budget.
- ✓ Safety concerns were discussed noting that I. Ray Zimmerman Electric will be providing a quote to replace Federal Pacific electrical panels in front hall of the building starting panel outside the main office, and T. Ross Brothers was able to repair rafters in the storage shed on short notice and at minimal cost to the school.
- ✓ A variance was received for the electronic sign out front, however, due to the closure of school in the spring, and the start of the school year this week, no additional research was done to continue this project.
- ✓ The Open House scheduled for October 7, 2020 will be postponed until the spring or will be held virtually.
- ✓ Terms of appointment for JOC members was reviewed. Terms will expire December 2020 for the Selinsgrove and Shikellamy representatives.
- ✓ Tours of SUN Tech are available for any new board members in our sending districts.

Heard from Superintendent of Record, Dan Lichtel, the following:

- ✓ Many schools across the valley have started back to school this week, and are sharing positive reports as they navigate new obstacles and tricks, and we should all be encouraged by this.
  - ✓ New regulations and requirements are coming out concerning Title IX regulations, and will add to each district's training needs.
- Elected Jenna Eister-Whitaker as the Secretary to fill the position left vacant by C. Scott Karpinski.
  - Ratified necessary budget transfers made June 30, 2020, to close out objects in the 2019-20 SUN Tech General Operating Budget.

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- Granted approval for SUN Area Career & Technology Education Foundation to file a renewal registration with the Pennsylvania Department of State, Bureau of Charitable Organizations for participation as an Educational Improvement Tax Credit Organization.
- Approved the SUN Tech Safety Committee for the 2020-21 School Year comprised of Julie Loss, FASO; Jennifer Hain, Adm. Director; Courtney Moyer, Adm. Assistant; and Kristy Etzler, Asst. Administrative Director.
- Approved the Substitute Teacher List for the 2020-21 School Year pending receipt of required clearances.
- Approved the Textbook List for the 2020-21 School Year.
- Granted blanket authorization to operate Customized Training Programs as requested for the 2020-21 fiscal year, and hire instructors as necessary, with a final report to be submitted at the end of the fiscal year.
- Approved the Change Order from the Phase 3 roof project.
- Ratified Roof Replacement Pre-Job Meetings and Job Walks for Phase 4.
- Approved to enter into agreement with R. H. Marcon, Inc. and Weatherproofing Technologies, Inc., for Phase 4 of the Roof Project.
- Approved the Lease Rental Agreement for the Sauers Haven Farm to lease approximately 17 acres of farmland on the SUN Tech property for the period from October 1, 2020 to September 30, 2021.
- Approved to enter into agreement with The Graphic Hive to redesign and host the SUN Tech Website.
- Approved Kristy Etzler, Assistant Director, as the Title IX Compliance Officer and Coordinator.
- Approved the first reading of the following SUN Tech policies:
  - 103 – Discrimination/Title IX Sexual Harassment Affecting Students
  - 103 Attachment 1 Report Form
  - 103 Attachment 2 Discrimination Complaint Procedures
  - 103 Attachment 3 Title IX Procedures and Grievance Process for Formal Complaints
  - 103 Attachment 4 Student Investigation Participation Parent Letter
  - 104 – Discrimination/Title IX Sexual Harassment Affecting Staff
  - 104 Attachment 1 Report Form
  - 104 Attachment 2 Discrimination Complaint Form
  - 104 Attachment 3 Procedures and Grievance Process for Formal Complaints
  - 203 – Communicable Diseases
  - 233 – Suspension and Expulsion
- Approved the second reading and approval of new SUN Tech policy 006.1 Attendance at Meetings Via Electronic Communications.

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- Ratified the approval of the Health and Safety Plan for the August 17, 2020 start of school.
- Approved the Emergency Instructional Time Plan.

- Approved the following resolution for a 180 Day Learning Model:

WHEREAS, the World Health Organization has declared the current outbreak of COVID-19 a global pandemic; and

WHEREAS, the Pennsylvania Department of Education has determined that the COVID-19 pandemic constitutes an “emergency” within the meaning of Section 520.1 of the Public School Code; and

WHEREAS, the Joint Operating Committee (JOC) has determined that the risks COVID-19 presents to our students, faculty, and community requires an extraordinary response;

NOW THEREFORE, the JOC finds and declares that the COVID-19 pandemic is an emergency within the meaning of Section 520.1 of the Pennsylvania School Code.

For the duration of said pandemic but in no event for any period exceeding four years, the Administrative Director shall have the duty and the authority to develop a Health and Safety plan in a form and manner prescribed by the Pennsylvania Department of Education that ensures a minimum of 180 days of instruction, allowing for a minimum of 990 hours of instruction at the secondary level, employing any combination of in-person, virtual, and distance learning as the Administrative Director seems appropriate to address the health and safety of students, faculty, and community, and the learning needs of students. Such instruction shall comply in full with the requirement of Chapter 4 of the regulations of the State Board of Education and with the curriculum standards published in accordance therewith.

- Approved the Superintendent of Record to monitor state COVID related guidance and made determinations concerning the changes to the student learning model.