

BERKS CAREER & TECHNOLOGY CENTER
Official Proceedings of the Joint Operating Committee
January 27, 2021

AGENDA ITEM III
JOC Meeting 2/24/2021

Call To Order

The regular meeting of the Joint Operating Committee was held at the East Campus of the Berks Career and Technology Center in Oley, PA on Wednesday, January 27, 2021. The meeting was called to order by Chairperson Manbeck at 7:38 PM.

ATTENDANCE

Present: Michael Gierula, Roger Updegrove, John Sheetz, Neal McNutt, Christen Thompson, John Fidler, Gary Reinert, Caryn Friedlander, Andrew Raugh, Charles Shurr, Robert Heckman, George Mertz III, Oscar Manbeck, Christine Osborn, Guadalupe Kasper, and Steven Pottieger

Absent:

Staff: Dr. Jill Hackman, Dr. James Kraft, Michalene Berg, Kyle Follweiler, John Reedy, Dr. Michael Stauffer, Dr. Kristine Rosenberger, Ray Jenkins, Brett Adams, Gary Auker, Curt Funkhouser and Wendy Sigourney

Solicitor: Jim Mancuso, Esq.

Press:

Guest(s):

PLEDGE OF ALLEGIANCE

The meeting began with the Pledge of Allegiance to the Flag.

EXECUTIVE SESSION

An executive session was held in relation to a personnel matter.

RECEIPT OF BIDS

None

APPROVAL OF MINUTES

A motion was made by Mr. Mertz and seconded by Mr. Sheetz to approve the meeting minutes of December 10, 2020 as presented.

Yeas: 16. Nays: None. Motion carried.

RATIFICATION AND APPROVAL OF BILLS

A motion was made by Mr. Reinert and seconded by Mrs. Osborn to approve the bills as presented.

Upon roll call, the vote was recorded as follows: Yeas Gierula, Updegrove, Sheetz, McNutt, Thompson, Fidler, Reinert, Friedlander, Raugh, Shurr, Heckman, Mertz III, Manbeck, Osborn, Kasper, Pottieger. **Nays: None. Motion carried.**

ACCEPTANCE OF FINANCIAL REPORTS

A motion was made by Mr. Reinert and seconded by Mr. Mertz to approve the Financial Reports of the BCTC General Fund, Capital Reserve Fund, Activity Fund, and Cafeteria Fund as presented.

Upon roll call, the vote was recorded as follows: Yeas Gierula, Updegrove, Sheetz, McNutt, Thompson, Fidler, Reinert, Friedlander, Raugh, Shurr, Heckman, Mertz III, Manbeck, Osborn, Kasper, Pottieger. **Nays: None. Motion carried.**

INVESTMENT OF FUNDS

None

COMMUNICATIONS

- Correspondence dated December 20, 2020 was received from Middle States Association of Secondary Schools to confirm that the Middle States Commission on Secondary Schools has found our BCTC FY19 Title IV Annual Report to be in compliance with the MSA-CSS Title IV requirements.
- Correspondence received on December 16, 2020, from Victoria Martinez from Bureau of Financial Management, reporting that BCTC's single audit contained no findings and/or deficiencies in the programmatic and financial systems of the Trade Adjustment Assistance (TAA) program.
- Correspondence was received on December 18, 2020 from Mrs. Donna Napoli, Secretary to the Superintendent at the Exeter School District, indicating that Mr. John Fidler has been appointed JOC member to serve the unexpired term of Dr. Sharon McClendon beginning on December 18, 2020 through December 31, 2021. Mr. Hurey Miller was also appointed as the JOC Alternate to complete the unexpired term of Mr. Dave Hemberger beginning on December 18, 2020 through December 31, 2021.
- Correspondence dated December 3, 2020 was received from Barbacane, Thornton & Company LLP in regard to the yearly audit. The calculations of the Average Daily Attendance (ADA) and the Average Daily Membership (ADMs) prepared by the Berks Career and Technology Center were without exception.

ANYONE WISHING TO ADDRESS AGENDA ITEMS

None

OLD BUSINESS

- **A motion** was made by Mr. Mertz and seconded by Mrs. Friedlander to Approve of the second reading of the following Berks Career and Technology Center Policies:
 - Discipline of Students with Disabilities (#113.1)
 - Behavior Support (#113.2)
 - Confidentiality of Special Education Student Information (#113.3)
 - Extracurricular Activities (#122)
 - Sudden Cardiac Arrest (#122.2)

Upon roll call, the vote was recorded as follows: Yeas Gierula, Updegrove, Sheetz, McNutt, Thompson, Fidler, Reinert, Friedlander, Raugh, Shurr, Heckman, Mertz III, Manbeck, Osborn, Kasper, Pottieger. **Nays:** None. **Motion carried.**

NEW BUSINESS

- **A motion** was made by Mr. Mertz and seconded by Mr. Sheetz to approve of the first reading of the following Berks Career and Technology Center policies:
 - Discrimination/Title IX Sexual Harassment Affecting Students (#103)
 - Discipline of Student Convicted/Adjudicated of Sexual Assault (#218.3)
 - Dating Violence (#252)
 - Social Media (#901.1)
 - Relations with Parents (#908)

Upon roll call, the vote was recorded as follows: Yeas Gierula, Updegrove, Sheetz, McNutt, Thompson, Fidler, Reinert, Friedlander, Raugh, Shurr, Heckman, Mertz III, Manbeck, Osborn, Kasper, Pottieger. **Nays:** None. **Motion carried.**

BCTC REPORT (FOR INFORMATION ONLY)

AGENDA ITEMS AND/OR CHANGES

None

ADMINISTRATIVE UPDATES

Mr. John Reedy presented the following updates:

- Highlights from the Proposed BCTC Budget for 2021-2022 were shared. Once that was complete, Mr. Reedy provided the budget details. The JOC will wait until the February JOC meeting to act on approval of the budget to allow the members time to review the data. The JOC members asked for a copy which will be sent out after the meeting.

Dr. Kraft provided the following updates:

- **EQUITY, DIVERSITY & INCLUSION COMMITTEES** – Dr. Kraft explained the evolution of the Berks County Equity Committee (BCEC) and thanked Dr. Hackman and Dr. Mummin for their efforts. He shared the BCTC Diversity Committee that they have created a vision, purpose and defined terms. The next steps will be to send out a staff survey. The committee has the right people involved and are making great progress in three weeks.

Dr. Stauffer and Mr. Follweiler provided the following updates:

- The East Campus House Project has the roof up and framed. The students will have an opportunity to use stick rafters and trusses.
- The Heavy Equipment Occupations (HEO) had a trailer installed on the property for tools. They would like to have a modular classroom by Spring. The enrollment for HEO looks very positive.
- Ernest Powell submitted an OFI which set in place a committee to look into the effect that COVID has had on all aspects of the school. They held a very successful meeting and plan to begin a recovery effort.

- The West Campus Business Management & Entrepreneurship (BME) program competed against 2300+ schools in a business competition and came in 5th place.
- We received accreditation for our NIMS submission.
- Our Co-op program is sending Seniors into the workforce. It has been a slow process but Mr. Harris is doing a great job.
- Work-Based Learning is allowing Cosmetology to get hours for hands-on service.

Mr. Funkhouser provided the following updates:

- **IN-SERVICE** – Mr. Funkhouser reviewed the sessions that were held in the most recent In-Service on Monday, January 18, 2020. We are planning to hold Act 80 days on March 29 – 30.

FINANCE COMMITTEE

- Mr. Gary Reinert reported on the Finance Committee meeting that was held on December 10, 2020.

NEGOTIATIONS COMMITTEE

- Mr. Gary Reinert reported on the Negotiations Committee meeting that was held on December 10, 2020.
- Mr. Gary Reinert reported there will be a Negotiations Committee meeting held after the January 27, 2021 JOC meeting.

BUILDING/INSURANCE COMMITTEE

- Mr. Andrew Raugh reported a Building/Insurance Committee meeting was held prior to the January 27, 2021 JOC meeting.

PROGRAM/PERSONNEL COMMITTEE - NONE

PERSONNEL MATTERS

A motion was made by Ms. Friedlander and seconded by Mr. Sheetz to approve the following:

- **Resignations, General Fund**
 - **Terry L. Broomhall** – Instructional Assistant, East Campus. Reason: retirement. Effective date: at the end of the 2020 -2021 school year.
 - **Jonathan D. Cooper** - Mechanic, West Campus. Reason: personal. Effective date: January 22, 2021.
 - **Lori L. Miller** – Custodian, East Campus. Reason: personal. Effective date: February 5, 2021.
- **Leave of Absence, General Fund**
 - **David S. Wagner** - Maintenance Mechanic, East Campus. Ratify a medical leave of absence using accrued paid time off for restoration of health. Effective date: 12/14/2020 through on or around February 1, 2021.
- **Employment Ratification, General Fund**
 - **Amber L. Angstadt** – Part-time Instructional Assistant, East Campus. Recommended salary: \$13.50/hour. Effective date: January 6, 2021.
- **Substitute Approvals/Ratifications, General Fund**

- **Kelly M. Fries** – Day-to-day Substitute Instructor, East/West Campuses. Recommended salary: as per the 2020-2021 school year JOC approved rate. Effective date: December 8, 2020.

Upon roll call, the vote was recorded as follows: Yeas Gierula, Updegrove, Sheetz, McNutt, Thompson, Fidler, Reinert, Friedlander, Raugh, Shurr, Heckman, Mertz III, Manbeck, Osborn, Kasper, Pottieger. **Nays:** None. **Motion carried.**

OTHER MATTERS FOR CONSIDERATION

A motion was made by Mr. Reinert and seconded by Mr. Sheetz to approve the ratification of the contracts to vendors for copy paper bids per the Berks County Joint Purchasing Bid Award dated December 08, 2020 for January 1, 2021 to June 30, 2021.

Upon roll call, the vote was recorded as follows: Yeas Gierula, Updegrove, Sheetz, McNutt, Thompson, Fidler, Reinert, Friedlander, Raugh, Shurr, Heckman, Mertz III, Manbeck, Osborn, Kasper, Pottieger. **Nays:** None. **Motion carried.**

A motion was made by Mr. Reinert and seconded by Mr. Mertz to approve the following resolution, the Berks Career and Technology Center JOC hereby appoints the law firm of Harmon & Davies, P.C., with Mr. Thomas R. Davies, Esq. as special counsel, to represent the BCTC in matters relating to its application for an Apprenticeship Certification that is before the PA Dept. of Labor and Industry, in accordance with the attached engagement letter.

Upon roll call, the vote was recorded as follows: Yeas Gierula, Updegrove, Sheetz, McNutt, Thompson, Fidler, Reinert, Friedlander, Raugh, Shurr, Heckman, Mertz III, Manbeck, Osborn, Kasper, Pottieger. **Nays:** None. **Motion carried.**

PERSONS DESIRING TO BE HEARD

Dr. Kraft mentioned that there were no inquiries on the posted BCTC JOC agenda.

Dr. Hackman thanked Dr. Kraft and Mr. Reedy for being fiscally responsible with the budget based on the times we are going through. In January, there was a briefing with the BCIU, Superintendents and Business Office Managers to address Charter Reform and COLA. On February 10, 2021 there will be a kick-off meeting to discuss legislative action (10 weeks to share the story and 10 weeks of action). These issues are affecting local taxpayers and taking from local schools and CTE's.

Mr. Updegrove asked a question to clarify a budget computation. Mr. Reedy was able to clarify it with satisfaction.

Mr. Manbeck shared a conversation with a parent who shared that we may want to think about recruiting and taking that to the next step. Students often get the information, but the parents did not, so they are in the dark as to the opportunities at BCTC. Can we promote on You Tube, Twitter, etc. How do we catch everyone?

Mr. Sheetz acknowledged that as a parent he wasn't aware that BCTC had a Medical Health Professions program when he has a daughter who wants to go into the Medical field.

Mr. Follweiler shared how much our marketing and recruiting has increased with these two on board. They had been getting out to as many places as possible then the COVID hit and set back their plans. We have done many things with online videos, such as Open House and Parent Orientation Night. Our Open House had the best results so far. The JOC members asked if they could see the results. We have a strong presence on Social Media. We definitely hear what is being said and will continue to listen for ways we can do things better. We have also recently received new Oculus readers which will be coming out soon.

Mr. Sheetz asked if we ask students what works for them? The response from Mr. Follweiler was yes, we do ask on Twitter and through other venues.

Mr. Manbeck mentioned that he has a grandson that he thought the information fell on deaf ears but went and loves it.

Mr. Fidler asked if they go to each school and Mr. Follweiler responded yes.

Dr. Kraft welcomed a conversation regarding recruitment, marketing and outreach and will arrange for a presentation and Q and A with the JOC as the focus at the February 24th COW meeting.

ADJOURNMENT

A motion was made by Mr. Sheetz and seconded by Mr. Mertz to adjourn the meeting at 8:50 PM.

Yeas: 16. Nays: None. Motion carried.

Approved _____ 2021
Caryn Friedlander, JOC Secretary
per Wendy Sigourney, Recording Secretary