

BERKS CAREER & TECHNOLOGY CENTER
Official Proceedings of the Joint Operating Committee
October 23, 2019

AGENDA ITEM III
JOC Meeting 12/12/2019

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, October 23, 2019. The meeting was called to order by Chairperson Manbeck at 7:38 PM.

ATTENDANCE

Present: Caryn Friedlander, William Carl, Ed Case, Bob Heckman, Oscar Manbeck, Chris McCaffrey, Dr. Sharon McLendon, Dr. Jay Melvin, Christine Osborn, Andrew Raugh, Gary Reinert, Walt Saylor, John Tomasi and Charles Shurr

Absent: Dr. Jill Hackman, David Lewis, Mike Wolfe

Staff: Dr. James Kraft, John Reedy, Ken Kryder, Michalene Berg, Kyle Follweiler, Gary Auker, Dr. Mike Stauffer and Wendy Sigourney

Solicitor: John Stott, Esq.

Press: None

Guest(s): Tim Sawyer (Auditor), ZeeShan Lai (Auditor)

PLEDGE OF ALLEGIANCE

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

EXECUTIVE SESSION

A session was held in relation to Adult Education.

APPOINTMENT OF NOMINATING COMMITTEE FOR CHAIRPERSON AND VICE-CHAIRPERSON

Chairperson Manbeck appointed a Nominating Committee for the offices of Chairperson and Vice-Chairperson as follows:

- John Tomasi - Chairperson
- Ed Case
- Andrew Raugh

RECEIPT OF BIDS

None

APPROVAL OF MINUTES

A motion was made by Mr. Carl and seconded by Mrs. Osborn to approve the meeting minutes of September 25, 2019 as presented.

Yeas: Fourteen. Nays: None. Motion carried.

RATIFICATION AND APPROVAL OF BILLS

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

Upon roll call, the vote was recorded as follows: Yeas: Friedlander, Carl, Case, Heckman, Manbeck, McCaffrey, Dr. McLendon, Dr. Melvin, Osborn, Raugh, Reinert, Saylor, Tomasi and Shurr. **Nays:** None. **Abstention:** None **Motion carried.**

ACCEPTANCE OF FINANCIAL REPORTS

A motion was made by Mr. Reinert and seconded by Dr. Melvin 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: Friedlander, Carl, Case, Heckman, Manbeck, McCaffrey, Dr. McLendon, Dr. Melvin, Osborn, Raugh, Reinert, Saylor, Tomasi and Shurr. **Nays:** None. **Abstention:** None **Motion carried.**

INVESTMENT OF FUNDS

None

COMMUNICATIONS

Communication received on September 27, 2019 from Victoria Martinez, Fiscal Management Specialist at the Bureau of Financial Management to communicate that the audit conducted for the year ending in June 30, 2018 did not have findings.

ANYONE WISHING TO ADDRESS AGENDA ITEMS

None

OLD BUSINESS

A motion was made by Ms. Friedlander and seconded by Dr. Melvin to approve the second reading of the following Berks Career and Technology Center Policy: Bullying/Cyberbullying #249

NEW BUSINESS

None

BCTC REPORT (FOR INFORMATION ONLY)

AGENDA ITEMS AND/OR CHANGES

None

ADMINISTRATIVE UPDATES

Dr. James Kraft provided the following updates:

- On November 12, 2019 at 6:00 pm at the East Campus we will be celebrating the National Technical Honor Society award recipients.
- Dr. Hackman is with the PA Secretary of Education, Pedro Rivera, as an ambassador for BCTC which is an honor. She also recently was selected to be the President of all the Intermediate Units for the whole state of PA.

- Dr. Kraft gave acknowledgement to Oscar Manbeck and wife Sandy for being nominated “Top Farmer”. He is the top farmer of 1969 and came up through Future Farmers of America (FFA) and had an Agriculture teacher who did not give up on him when he didn’t want to compete. The teacher encouraged Oscar and he competed in several levels for FFA. Oscar competed in a room with several distinguished leaders similar to that of the JOC meeting. The year he applied for Farmer of the Year, there was only 1 in 1000 students who receives the award, and Oscar won. The students competed in regions Oscar represented the Northeast region. Oscar is still friends with the person from the Pacific region. Oscar will have the opportunity to perform as the judge at the FFA competition that he won years ago. He was also invited to a luncheon. Dr. Kraft acknowledged him for all he has done to represent the industry and said how grateful we are to have him part of our JOC.
- Dr. Kraft wanted to make sure everyone knew there will not be a JOC meeting in November and our December meeting will begin at 7:00 pm not 7:30 pm and will be a re-organizational meeting.

Mr. Follweiler stated the following:

- Mr. Follweiler was excited to announce two recent awards of the Culinary Arts staff. First Chef Denault received the Certified Culinary Educator award with the American Culinary Federation. This award has only been received by 595 chefs in the US and he is the youngest. He also recently obtained his baking certification. Chef Hammond has been selected to be the Northeast Secondary Educator. He will serve a 3-year term and attend Commission meetings and serve on accreditation teams ensuring goals and objectives are being met at schools visited.
- He also shared that four (4) out of 12 students out of our Art and Design Technology program received a “Golden Glow of Christmas” award. This competition was international, so we are very proud to have won. The winners receive \$500.
- BCTC Steam is a campus competition bringing all our 16 schools to BCTC for a competition. It will showcase the talent here and give them a glimpse of what students at BCTC do on a daily basis. The West Campus has an Open House here tomorrow.

Dr. Stauffer commented that tomorrow BCTC is holding a Meet and Greet which will include a goose chase. It is a Scavenger Hunt, using their Smart phone, that encourages students to walk around the programs to find answers for prizes. The teachers submit questions in 3 areas; personal, program related and proof of the visit by taking a photo with the student. Staff was so pumped up that we will have one at our Open House as well. Teachers tested the goose chase, they loved it and there are some great videos that will be posted soon.

Mrs. Berg indicated the Human Resources Department has a few more positions to fill and are hoping to fill them soon. Most of the positions are support personnel.

Mr. Kryder shared the following:

- Mr. Kryder said there are a lot of exciting things going on at the East Campus. Open House was successful with many people attending in spite of the rain. Instructors notified Administration that there wasn't enough sign in sheets for the amount of people visiting the programs.
- An AG summit was held at RACC with conjunction with PSU and they had a great turnout. There are lots of opportunities and many of High-Tech Business and Industry were present. Several teachers attended and received credit.
- Service Occupations had Steel City CTC came to observe the Service Occupations program to see how the program is run. The program was so well received that they stated that BCTC should be a model for the state. They had great compliments on our program how we work with OVR, facilitate our program and how state-of-the-art our program is.

Mr. Funkhouser coordinated his first In-Service on October 14, 2019. The survey results are in and they received positive results. We had Schoology, Stop the Bleed and Fire Etinguisher training. The Administrative Support Staff meet with Brett Adams for some Office 365 training.

STUDENT HONORS

None

IMPORTANT DATES

- November 12 – National Technical Honor Society (NTHS) Induction – East Campus, 6:00 pm
- November 19 – Professional Advisory Committee (PAC) Meeting - West Campus, 8:00 am
- November 27-29 – Holiday – School Closed
- Thursday, December 12 - Joint Operating Committee (JOC) Reorganizational Meeting – West Campus – 7:00 pm

COMMITTEE REPORTS

AUDIT/BUDGET COMMITTEE

A motion was made by Mr. Reinert and seconded by Mrs. Friedlander to receive the Independent Audit Report for the 2018-2019 Fiscal Year as presented by Barbacane, Thornton & Company, LLP, Incorporated.

Yeas: Fourteen. Nays: None. Motion carried.

A motion was made by Mr. Reinert and seconded by Dr. Melvin to authorize administration to enter into Year 2 intergovernmental agreement #FC4000022504 with the Commonwealth of Pennsylvania, Department of Labor and Industry, Office of Vocational Rehabilitation (OVR) in the amount of \$164,771 for the period commencing October 1, 2019 through September 30, 2020, to be used exclusively to provide “School-to-Work” services for OVR eligible, or potentially eligible, students enrolled in BCTC’s training programs. OVR will provide 78.7% of the funding and BCTC will provide and transfer to OVR 21.3% of the funding.

Upon roll call, the vote was recorded as follows: Yeas: Friedlander, Carl, Case, Heckman, Manbeck, McCaffrey, Dr. McLendon, Dr. Melvin, Osborn, Raugh, Reinert, Saylor, Tomasi and Shurr. **Nays:** None. **Abstention:** None **Motion carried.**

A motion was made by Mr. Reinert and seconded by Mrs. Friedlander to approve a transfer of \$700,000 from the General Fund to the Capital Reserve Fund consistent with the audit report for fiscal year 2018-2019 and to approve a transfer of \$100,000 from the General Fund PSERS Assigned Fund Balance to the General Fund Unassigned Fund Balance as approved in the 2019-2020 General Fund Budget..

Upon roll call, the vote was recorded as follows: Yeas: Friedlander, Carl, Case, Heckman, Manbeck, McCaffrey, Dr. McLendon, Dr. Melvin, Osborn, Raugh, Reinert, Saylor, Tomasi and Shurr. **Nays:** None. **Abstention:** None **Motion carried.**

BUILDING/INSURANCE COMMITTEE

Mr. Andrew Raugh indicated there was a Building and Insurance Committee Meeting prior to the JOC meeting on October 23, 2019.

A motion was made by Mr. Raugh and seconded by Mr. Case for the following motions:

Approve a lease agreement with New Enterprise Stone & Lime Co., Inc. for use of their quarry to supplement the needs of BCTC’s proposed Heavy Equipment Operator program, located at 59 Beiber Mill Rd, Oley, PA 19547, at a cost of \$1 per year.

Approve a purchase with Chiefrunningbus for a 2007 Freightliner School Bus for \$6,500.

Approve a purchase with Tanner Furniture on State contract for \$27,149.16 for furniture in the Health Occupations and Large Group Instruction rooms.

Authorize administration to obtain a fixed electricity price through an electricity vendor on or around October 24, 2019 and enter into an agreement for the period of January 1, 2020 to December 31, 2021.

Ratify the purchase and replacement of HVAC units in the Head Start and Diesel Technology programs under State contract for \$37,230.

Approve the installation of a new camera system through the Safety and Security Grant with Schultz Technology under State contract at East Campus for \$19,200 and at West Campus for \$19,900.

Approve two change orders with H.B. Frazer, the electrical contractor for the new welding building, at a net cost of \$3,710.

Upon roll call, the vote was recorded as follows: Yeas: Friedlander, Carl, Case, Heckman, Manbeck, McCaffrey, Dr. McLendon, Dr. Melvin, Osborn, Raugh, Reinert, Saylor, Tomasi and Shurr. **Nays:** None. **Abstention:** None **Motion carried.**

NEGOTIATIONS COMMITTEE

None

PROGRAM/PERSONNEL COMMITTEE

A motion was made by Mrs. Friedlander and seconded by Mr. Carl to approve the following job description: Change Counselor/Manager of Enrollment to Coordinator of Student Services.

Upon roll call, the vote was recorded as follows: Yeas: Friedlander, Carl, Case, Heckman, Manbeck, McCaffrey, Dr. McLendon, Dr. Melvin, Osborn, Raugh, Reinert, Saylor, Tomasi and Shurr. **Nays:** None. **Abstention:** None **Motion carried.**

A motion was made by Mrs. Friedlander and seconded by Mr. Reinert to approve Beth Ireland as the Teacher of Record for the Printing Production Technology program beginning November 1, 2019 to the end of the 2019-2020 school year.

Upon roll call, the vote was recorded as follows: Yeas: Friedlander, Carl, Case, Heckman, Manbeck, McCaffrey, Dr. McLendon, Dr. Melvin, Osborn, Raugh, Reinert, Saylor, Tomasi and Shurr. **Nays:** None. **Abstention:** None **Motion carried.**

OTHER COMMITTEE REPORTS

The following were shared for information only:

- Berks Executive Council on Career and Technical Education (BEC) meeting minutes of October 8, 2019

PERSONNEL MATTERS

A motion was made by Mrs. Friedlander and seconded by Mrs. Osborn to approve the following:

LEAVE OF ABSENCE, GENERAL FUND

- **Alexa M. Breslin** – Health Occupations Instructor, West Campus. Approve a leave of absence as follows:
 - Use accrued available time for childbearing purposes. Effective date: on or around February 5, 2020 until available accrued time is exhausted.
 - At the conclusion of using all available accrued time, begin a family medical leave of absence (FMLA) for the remainder of childbearing purposes until doctor release date.

- At the conclusion of the childbearing leave, exhaust the remainder of any FMLA for childrearing purposes.
- After exhausting twelve (12) full weeks of FMLA approve an uncompensated leave of absence for the remainder of the 2019-2020 school year with a return date of August 19, 2020.
- **Lori L. Miller** – Custodian. Ratify a Family Medical Leave of Absence for restoration of health. Effective date: September 27, 2019 for twelve full weeks, on or around December 27, 2019.
- **Celina Donmoyer** – Instructional Assistant, West Campus. Ratify a medical leave of absence due to a workers' compensation injury. Effective date: October 23, 2019 for approximately one (1) to six (6) weeks.

RESIGNATIONS, GENERAL FUND

- **Morgan E. Huseman** – Driver. Reason: personal. Effective date: October 18, 2019.
- **Bonita J. Walker** – Instructional Assistant, East Campus. Reason: personal. Effective date: October 15, 2019.
- **Melissa A. Yoder** – Counselor – Manager of Enrollment. Reason: Obtained other employment. Effective date: October 25, 2019.

EMPLOYMENT RATIFICATIONS, GENERAL FUND

- **Grace L. Calhoun** – Part-time Cafeteria Worker, East Campus. Recommended salary: \$12.25/hour. Effective date: October 21, 2019
- **Miranda D. Endy** – Instructional Assistant, East Campus. Recommended salary: \$13.25/hour. Effective Date: October 21, 2019.
- BCTC Dishwasher Co-op Students. Recommended salary: \$7.25/hour. Effective date: October 7, 2019 through the end of the 2019-2020 school year.
 - Destiny M. Hudock
 - Henry T. Redmond

EMPLOYMENT APPROVALS, GENERAL FUND

- **Bruce L. Dutt** – Part-time Cafeteria Worker, East Campus. Recommended salary: \$12.25/hour. Effective date: October 28, 2019.

ADD OTHER EARNINGS RATIFICATIONS, GENERAL FUND

- **Christine L. Twiford** – Educational Facilitator, West Campus. Add other earnings for National Technical Honor Society Coordinator. Recommended salary: Stipend of \$1,750/year. Effective date: 2019-2020 school year. Reason: replace Melissa Yoder who has resigned.

CHANGE OF STATUS/TRANSFER RATIFICATIONS, GENERAL FUND

- **Kathy L. Bailey** – Health Occupations Instructor, West Campus. Change effective date for receiving intern certificate from September 4, 2019 to August 21, 2019 (original action approved September 25, 2019, XIII.E.1.d).
- **Jennifer Maryniak** – Sports Medicine & Rehabilitative Therapy Instructor, East Campus. Change salary from \$60,987/year based on Track VT/Level 1/Step 11 to \$62,051/year pro-rated based on Track VT/Level 2/Step 11 of the 2019-2020

salary schedule per the negotiated BCTCEA agreement. Reason: received intern certificate. Effective date: August 21, 2019.

- **Susan A. Tibbetts** – Part-time Cafeteria Worker, West Campus.
 - Change status to part-time Instructional Assistant, West Campus. Recommended salary: \$13.25/hour. Effective date: September 23, 2019.
 - Change status to long-term substitute Instructional Assistant, West Campus. Recommended salary: \$13.25/hour. Effective date: October 23, 2019 for approximately one (1) to six (6) weeks to cover for Celina Donmoyer's leave of absence.

SUBSTITUTE APPROVAL/RATIFICATIONS, GENERAL FUND

- **Tracy S. Rubendall** – Day-to-day Substitute Instructor, East/West Campuses. Recommended salary: as per the 2019-2020 school year JOC approved rate. Effective date: on or around October 14, 2019 until the end of the 2019-2020 school year.

Upon roll call, the vote was recorded as follows: Yeas: Friedlander, Carl, Case, Heckman, Manbeck, McCaffrey, Dr. McLendon, Dr. Melvin, Osborn, Raugh, Reinert, Saylor, Tomasi and Shurr. **Nays:** None. **Abstention:** None **Motion carried.**

OTHER MATTERS FOR CONSIDERATION

A motion was made by Ms. Adams and seconded by Mr. Carl to approve the following:

Approve Brumbach, Mancuso & Fegley, P.C. as the Solicitor for the Joint Operating Committee beginning January 1, 2020 through December 31, 2020 at a cost of \$14,000.

Authorize the Administration and officers to pay bills and salaries during the month of November 2019, to be ratified at the December 12, 2019 JOC meeting.

Approve a purchase with Lincoln Electric for an Auto-Mate 5 welding robot for \$64,200. The robot will be funded \$25,000 through the Department of Community and Economic Development's PA Manufacturing Training to Career Grant, with the remainder of \$39,200 from the General Fund.

Approve an agreement with Santander Arena to host the class of 2020 Senior Recognition Ceremony on May 26, 2020 at a cost not to exceed \$11,772.42.

Upon roll call, the vote was recorded as follows: Yeas: Friedlander, Carl, Case, Heckman, Manbeck, McCaffrey, Dr. McLendon, Dr. Melvin, Osborn, Raugh, Reinert, Saylor, Tomasi and Shurr. **Nays:** None. **Abstention:** None **Motion carried.**

PERSONS DESIRING TO BE HEARD

Dr. Jay Melvin shared that he may not be back next year to serve on the JOC but wanted us to know that being on this committee has been one of the things he's done that he is most proud. He has thoroughly enjoyed being part of the JOC.

Mr. Gary Reinert mentioned that he may not be back as well and that it's been great working with everyone. He encouraged us to get the message out that "This is not your father's Vo-tech".

Mr. Oscar Manbeck confirmed that he appreciates how we are all here serving with the same common cause.

Mr. Bob Heckman was recently at Williamson College, which is an amazing college. He talked with Dr. David Cottner who oversees the Welding program. They have a state-of-the-art program with equipment and 125 welding booths. But with that said they know of BCTC very well and the reputation we have. They are excited to have some of our students attend the college.

ADJOURNMENT

A motion was made by Mr. Heckman and seconded by Mr. Reinert to adjourn the meeting at 8:03 PM.

Yeas: Fourteen. Nays: None. Motion carried.

Approved _____ 2019
Christine Osborn, JOC Secretary
per Wendy Sigourney, Recording Secretary