

BERKS CAREER & TECHNOLOGY CENTER
Official Proceedings of the Joint Operating Committee
April 22, 2020

AGENDA ITEM III
JOC Meeting 5/27/2020

CALL TO ORDER

The meeting of the Joint Operating Committee was held virtually through Zoom with public attendance through You Tube Live on Wednesday, April 22, 2020. The meeting was called to order by Chairperson Manbeck at 8.03 PM. Please note: The meeting agenda was posted on the BCTC website a minimum of 48 hours prior to the meeting for public comment on agenda items or persons desiring to be heard. The access was provided by a phone extension as well as written response. There were no public comments received prior to the meeting.

ATTENDANCE

Present: Mr. Michael Gierula, Dr. Sharon McLendon, Mr. William Carl, Mr. Robert Heckman, Mr. Andrew Raugh, Mr. George Mertz III, Ms. Christine Osborn, Mr. Gary Reinert, Mr. Oscar Manbeck, Mr. Charles Shurr, Mrs. Guadalupe Kasper, Mrs. Laurie Waxler, Mr. Roger Updegrove, Mr. Wagaman, Mr. Bucky Scott, and Mrs. Caryn Friedlander

Absent: None

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

Solicitor: Mr. James Mancuso, Esq.

Press: None

Guest(s): None

PLEDGE OF ALLEGIANCE

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

RESOLUTION #1

A motion was made by Mr. George Mertz and seconded by Mr. Bill Carl to approve that due to COVID-19 pandemic in order for the BCTC Board of Directors (Joint Operating Committee) to hold its regular monthly meetings virtually, the board hereby waives the following Policy Section:

Policy 006 – Meetings

A. All language requiring board members to be physically present to constitute a quorum.

Policy 006.1 – Attendance at Meetings Via Electronic Communications

A. Paragraph 5 – Limitation of Board Members Participating

B. Paragraph 6 – Notice to Secretary to Participate

The administration has provided an alternative method for citizen to present issue of concern through advertisement.

These waivers shall continue as long as the Board of Directors (Joint Operating Committee) is required to hold its meetings virtually.

Yeas: Sixteen. Nays: None. Motion carried.

RESOLUTION #2

A motion was made by Mr. Carl and seconded by Mr. George Mertz III to approve that due to COVID-19 pandemic, the Board of Directors (Joint Operating Committee) hereby waives the requirements to adopt a new policy contained in *Board Policy 003 Local Joint Operating Committee Procedures* and immediately adopts Section 006.1 relating to Attendance at Meetings Via Electronic Communications.

Yeas: Sixteen. Nays: None. Motion carried.

APPOINTMENT OF THE NOMINATING COMMITTEE FOR THE OFFICE OF TREASURER

Mr. Manbeck appointed Mr. Andy Raugh as Chairperson and Mrs. Caryn Friedlander and Mr. Charles Shurr will be members of the committee. Each accepted the nomination.

EXECUTIVE SESSION

Personnel and finance matters were discussed after the JOC meeting.

JOC AGENDA ITEMS

A motion was made by Mr. Bob Heckman and seconded by Mr. Bill Carl to approve the remaining agenda items as one roll call vote.

RECEIPT OF BIDS

Bids for construction of the new Welding Training Center were received on March 12, 2020.

APPROVAL OF MINUTES

Approved the meeting minutes of February 26, 2020 as presented.

RATIFICATION AND APPROVAL OF BILLS

Approved the Activity Fund and Cafeteria Fund bills as presented.

ACCEPTANCE OF FINANCIAL REPORTS

Approved the Financial Reports of the BCTC General Fund, Capital Reserve Fund, Activity Fund, and Cafeteria Fund as presented.

INVESTMENT OF FUNDS

NONE

COMMUNICATIONS

- Correspondence dated February 28, 2020 was received from Justin Heistand, Industrial District Manager, of Miller Electric with the acknowledgement that they have agreed to loan BCTC five welding machines.
- Correspondence dated April 2, 2020 from Tompkins VIST Bank informed BCTC that they pledge collateral, on a pooled basis, for all deposits of public funds with

aggregate balances in excess of the FDIC insurance coverage, \$250,000.00 per depositor.

- Correspondence received on March 30, 2020 from PDE confirming submission of the BCTC Continuity of Education Plan in accordance with ACT 13 of 2020.
- Correspondence was received on April 6, 2020 from PDE confirming the addition of the Heavy Equipment Operations program, CIP 49.0202.
- Communication from M.J. Reider and Associates informing BCTC that we are at an acceptable level for lead in our drinking water.
- Correspondence was received from the Secretary of Education, Mr. Pedro Rivera, indicating Governor Tom Wolf enacted Act 13 of 2020 for all Pennsylvania schools.

ANYONE WISHING TO ADDRESS AGENDA ITEMS

None

OLD BUSINESS

None

NEW BUSINESS

None

BCTC REPORT (FOR INFORMATION ONLY)

AGENDA ITEMS AND/OR CHANGES

None

IMPORTANT DATES

- Berks Executive Council Meeting & CLNA Meeting – West Campus – May 12, 2020
- Professional Advisory Committee (PAC), Virtual Meeting, May 19, 2020
- Joint Operating Committee Meeting, Virtual Meeting, May 27, 2020

STUDENT HONORS

- Students of the 3rd Quarter

FINANCE COMMITTEE

Mr. Reinert reported on the following motions.

- Consideration to authorize Administration to purchase a Certificate of Deposit with First Priority Bank using Berks Career and Technology Center General Funds.
- Consideration to authorize Administration to establish a checking account with First Priority Bank for the Berks Career and Technology Center Education Foundation.

BUILDING/INSURANCE COMMITTEE

Mr. Raugh reported on the following motions.

- Consideration to approve the School Facilities Fee Schedule for the 2020-2021 school year as presented, no changes from previous year.

- Consideration to approve the following change orders for the new Welding Training Center:

Uhrig Construction – General Contractor

- #8 – \$1,070.23– Add bulkhead at entrance to changing rooms to accommodate change in ceiling alignment.
- #9 – \$15,846.84 – Additional excavating, regrading and paving.
- #10 – \$4,987.35 – Remove existing perimeter fence and pull posts. Cut post in concrete areas and patch.
- #11 – \$2,990.26 – Remove existing material on the western end of the building and install stone base.
- #12 – \$2,494.08 – Regrade dirt to the East of the new driveway and reseed.

H.B. Frazer – Electrical Contractor

- #6 – \$705.87– Credit to delete dimming cables to exterior light fixtures.
- #7 – \$714.50– Furnish and install power for the hands-free faucets in the toilet rooms.
- #8 – \$1,500.75– Furnish and install power and control for the solenoid valve for sprinkler system.

PROGRAM/PERSONNEL COMMITTEE

None

NEGOTIATIONS COMMITTEE REPORT

Mr. Gary Reinert reported on the Negotiations Committee meeting held on March 12, 2020.

OTHER COMMITTEE REPORTS

None

PERSONNEL MATTERS

- **Leave of Absence - General Fund**
 - **Cody L. Gey** – Early Childhood Education Instructor, East Campus. Approve an uncompensated leave of absence for restoration of health. Effective date: on or around August 19, 2020 through on or around September 14, 2020.
- **Employment Approvals - General Fund**
 - **Kim L. Cowell** – Administrative Assistant to the Principal, East Campus. Recommended salary: \$14.00/hour. Effective date: April 27, 2020 and pending satisfactory receipt of background and screening requirements.
 - **Michael R. Rowe** – Heavy Equipment Operations Instructor, East Campus. Recommended salary: based on Track VT/Level 1/Step 11 of the 2020-2021 salary schedule per the negotiated BCTCEA agreement (2019-20 salary \$60,987/year). Effective date: on or around August 12, 2020 and pending satisfactory receipt of background and screening requirements.
- **Employment Ratifications - General Fund**

- **Laura F. Adamczyk** – Long-term Substitute Health Occupations Instructor, West Campus. Recommended salary: \$45,873/year pro-rated based on track VT/Level 1/Step 1 of the 2019-2020 salary schedule as per the negotiated BCTCEA Agreement. Effective date: February 4, 2020 through the end of the 2019-2020 school year.
- **Change of Status/Transfer Approvals - General Fund**
 - **Kelly L. Neiman** – Administrative Assistant to the Principal, East Campus. Change status to Payroll Specialist, West Campus. Recommended salary: \$43,000/year prorated. Effective date: April 1, 2020.

Other Matters for Consideration

- Approved the Classmate purchase of a 90-day transition option for \$5,830.62 and a data extraction for \$2,600.
- Ratified the Administration's purchase of the following:

Vendor, Program, Total Amt. Item Description

Auto Body Tool Mart, East and West Auto Collision Repair Technology, \$14,368.86, Mo-Clamp Sets

Hermance Machine Company, East Carpentry, \$6,999.98, Planer and Jointer

Keco Body Repair Products, East and West Auto Collision Repair Technology, \$8,238.40, Collision Kit #1 and #2

Snap On Industrial, East and West Auto Technology, \$7,386.00, Solus Edge

Grand Total \$36,993.24

- Ratified Administration to purchase the following Welding Equipment as per the bid opening on March 12, 2020, from Roberts Oxygen Company at a cost not to exceed \$98,038 from the Federal Perkins Grant and the State Supplemental Equipment Grant.
- Approved the following BCTC 2020-2021 calendars:
 - BCTC 2020-2021 School Calendar
 - Custodial & Mechanics Staff Calendar
 - Administrative, Confidential Support, Secretarial & Clerical Support Staff Calendar
- Approved the *revised* BCTC 2019-2020 School Calendar
- Approved BCTC's submission to PDE for ACT 80 instructional time.

Upon roll call, the vote was recorded as follows: Yeas: Gierula, McLendon, Carl, Heckman, Raugh, Mertz, Osborn, Reinert, Manbeck, Shurr, Kasper, Waxler, Updegrave, Wagaman, Scott, and Friedlander **Nays:** None. **Motion carried.**

PERSONS DESIRING TO BE HEARD

Dr. Kraft thanked the administrative staff for all hands-on deck and performing as a team through the transition to the virtual work environment.

Dr. Hackman recognized Dr. Kraft for his demonstration of leadership during these unprecedented times. She also recognized the team for putting together a very successful and innovative Continuity of Education Plan.

She indicated that there is a daily check-in with Superintendents where they have shared information and held roundtable discussions on pertinent topics. Out of the 28 days of quarantine they have met 20 times. The meetings are helpful to continue to keep connected and sharing information for administration to share with their teams. She acknowledged Dr. Kraft for his attendance and active participation at these meetings.

She also acknowledged our administrators for participating in Job-A-Likes to share information amongst the 28 18 Berks County school districts.

BCTC has done a great job at communicating with parents, students, faculty and staff about the procedures during this pandemic. It's been great to see the leaders leading and the teachers teaching. Be safe and be well.

Mr. Gary Reinert shared that he attended his board meeting and a fellow board member asked how we as a CTE were teaching since most of our classroom time is hands-on. To his surprise, the Dr. Miller, the superintendent knew exactly what we were doing. This communicated to him that BCTC is doing a great job communicating with our districts.

ADJOURNMENT

A motion was made by Mr. Carl and seconded by Mr. Scott to adjourn the meeting at 8:21PM.

Yeas: Sixteen. Nays: None. Motion carried.

Approved _____ 2020

Ms. Christine Osborn, JOC Secretary
per Wendy Sigourney, Recording Secretary