

**BERKS CAREER & TECHNOLOGY CENTER**  
**Official Proceedings of the Joint Operating Committee**  
**August 5, 2020**

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**AGENDA ITEM III**  
**JOC Meeting 9/23/2020**

**CALL TO ORDER**

The regular meeting of the Joint Operating Committee was held at the West Campus of the Berks Career and Technology Center in Oley, PA on Wednesday, August 23, 2020. The meeting was called to order by Chairperson Manbeck at 7:56 PM.

**ATTENDANCE**

**Present:** Ms. Caryn Friedlander, Mr. Oscar Manbeck, Mr. Andrew Raugh, Mr. Gary Reinert, Mr. Mike Gierula\* Dr. Sharon McLendon\*, Mr. Charles Shurr\*, Ms. Laurie Waxler, Ms. Guadalupe Kasper\*, Mr. Roger Updegrove and Mr. George Mertz,

\*Those attending viz Zoom.

**Absent:** Mr. Michael Wagaman, Mr. Bucky Scott, Ms. Christine Osborn, Mr. Bob Heckman,

**Staff:** Dr. Jill Hackman, Dr. James Kraft, Mr. John Reedy, Ms. Wendy Sigourney, Ms. Michalene Berg, Mr. Kyle Follweiler, Dr. Michael Stauffer, Mr. Curtis Funkhouser, Mr. Curtis Funkhouser, Mr. Gary Auker, Ms. Kristine

**Solicitor:** Mr. James Mancuso, Esq.

**Press:** None

**Guests:** None

**PLEDGE OF ALLEGIANCE**

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

**EXECUTIVE SESSION**

None

**RECEIPT OF BIDS**

Bids were received for the Student Built House.

**APPROVAL OF MINUTES**

**A motion** was made by Mr. Reinert and seconded by Ms. Friedlander to approve the meeting minutes of June 24, 2020 as presented.

**Yeas:** Eleven. **Nays:** None. **Abstained:** None. **Motion carried.**

**RATIFICATION AND APPROVAL OF BILLS**

**A motion** was made by Mr. Reinert and seconded by Ms. Friedlander to approve the bills as presented.

**Upon roll call, the vote was recorded as follows: Yeas:** Gierula, Mertz, McLendon, Reinert, Friedlander, Raugh, Shurr, Waxler, Kasper, Updegrove, and Manbeck.

**Nays:** None. **Abstained:** None. **Motion carried.**

**ACCEPTANCE OF FINANCIAL REPORTS**

**A motion** was made by Mr. Reinert and seconded by Dr. McLendon 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, Mertz, McLendon, Reinert, Friedlander, Raugh, Shurr, Waxler, Kasper, Updegrove, and Manbeck.  
**Nays:** None. **Abstained:** None. **Motion carried.**

**INVESTMENT OF FUNDS**

None

**COMMUNICATIONS**

- Communications received on July 9, 2020 stating the Office of Vocational Rehabilitation (OVR) will not be utilizing the services in the Agreement past the stated termination date, September 30, 2020.
- Communications received on July 23, 2020 From Derin Myers, Director of the Office of Financial Management and Administration stating that BCTC has received the PCCD grant of \$90,000 to cover COVID costs.

**ANYONE WISHING TO ADDRESS AGENDA ITEMS**

BCTC posted on the website prior to the meeting soliciting questions for the board meeting and there were none received.

**OLD BUSINESS**

None

**NEW BUSINESS**

None

**BCTC REPORT (FOR INFORMATION ONLY)****AGENDA ITEMS AND/OR CHANGES**

None

**ADMINISTRATIVE UPDATE**

All topics were covered in the COW meeting.

**IMPORTANT DATES**

- In-Service – August 19-20, 2020
- First Student Day – August 26, 2020
- BCTC Closed – Holiday –September 4 & 7, 2020
- JOC Meeting, West Campus – September 23, 2020

**STUDENT HONORS**

- None

**COMMITTEE REPORTS****FINANCE COMMITTEE**

**A motion** was made by Mr. Reinert and seconded by Mr. Mertz to approve the CO-VID grant from the Pennsylvania Commission on Crime and Delinquency, and related budget, for \$90,000.

**Upon roll call, the vote was recorded as follows: Yeas:** Gierula, Mertz, McLendon, Reinert, Friedlander, Raugh, Shurr, Waxler, Kasper, Updegrave, and Manbeck.

**Nays:** None. **Abstained:** None. **Motion carried.**

**BUILDING/INSURANCE COMMITTEE**

None

**NEGOTIATIONS COMMITTEE**

None

**PROGRAM/PERSONNEL COMMITTEE**

**A motion** was made by Mrs. Friedlander and seconded by Mr. Reinert to approve the 2020-2021 Instructional Staff Salary Schedule and Instructional Staff Salary List.

**Upon roll call, the vote was recorded as follows: Yeas:** Gierula, Mertz, McLendon, Reinert, Friedlander, Raugh, Shurr, Waxler, Kasper, Updegrave, and Manbeck.

**Nays:** None. **Abstained:** None. **Motion carried.**

**OTHER COMMITTEES (FOR INFORMATION ONLY)**

None

**PERSONNEL MATTERS**

**A motion** was made by Mrs. Friedlander and seconded by Dr. McLendon to approve the following Personnel Matters A - F:

**Resignations, General Fund**

- **Taylor J. Feeney** – Continuing Education Program Coordinator, East/West Campuses. Reason: obtained other employment. Effective date: August 12, 2020.
- **Tiffany L. Greene**- Business Management and Entrepreneurship Instructor, West Campus. Reason: obtained other employment. Effective date: June 30, 2020.

**Employment Approvals, General Fund**

- **Christine M. Devine** – Coordinator of Student Services, East/West Campuses. Recommended salary: Pro-rated based on Track AC/Level 8/Step 7 of the 2020-2021 salary schedule per the negotiated BCTCEA Agreement (2019-2020 salary \$62,398/year). Effective date: will be determined based upon a release date from Chester County IU Technical College High School and receipt of all the pre-employment terms and conditions.
- **Dr. Kristine W. Rosenberger** – Assistant Principal, West Campus. Recommended salary: \$104,000/year pro-rated. Effective date: will be determined based upon a release date from Saucon Valley School District and receipt of all the pre-employment terms and conditions.

**Add Other Earning Ratifications, General Fund**

- Write learning guides for COVID-19/generic-disinfecting) for all instructor usage. Recommended salary: \$26.00/hour. Effective date: July 13, 2020 concluding on or around August 18, 2020.
  - **Therese M. Matthew** – Health Occupations Instructor, West Campus.
  - **Rochelle L. Rudy**- Technology Integration Coach, East/West Campuses.
- Redistribute two *days* (2) of unused summer per diem days from: **Rochelle L. Rudy** to:
  - **Michael J. Stein** for summer 2020 job responsibilities. Recommended salary: per diem rate. Effective date: July 30, 2020 concluding on or around August 24, 2020.
  - **Philip F. Harris** – Work Based Education Coordinator. Add ten (10) additional contracted days during the summer for managing Coordinator of Student Services responsibilities. Recommended salary: per diem rate. Effective date: July 30, 2020 concluding on or around August 24, 2020.

#### **Add Other Earning Approvals, General Fund**

- Revise the following May 27, 2020 JOC Board approved block of hours action:
  - Add other earnings for summer custodial work. Recommended salary \$12.00/hour. Effective June 5, 2020 concluding on or around August 18, 2020 not to exceed a cumulative total of 500 hours.
  - Re-allocate 63 of the 500 cumulative hours for miscellaneous clerical work to **Susan A. Tibbetts**, Instructional Assistant, East Campus at a rate of \$11.00/hour. Effective date: July 15, 2020 concluding on or around August 18, 2020.

#### **Change of Status/Transfer Ratifications, General Fund**

- **Lindsey Buler** – Job Coach, East Campus. Change regular position to Instructional Assistant, East Campus. Recommended salary: \$13.75/hour (no change) Effective date: at the beginning of the 2020-2021 school year.
- **Kimberly A. Young** - Job Coach, East Campus. Change regular position to Instructional Assistant, East Campus. Recommended salary: \$14.25/hour (no change) Effective date: at the beginning of the 2020-2021 school year.
- **Mindy S. Spade** – Instructional Assistant, West Campus. Change regular position to Administrative Assistant to the Assistant Principal, West Campus. Recommended salary: \$14.50/hour. Effective date: July 13, 2020.

#### **2020-2021 Substitute Listings and Rates Approval, General Fund**

- Substitute Teachers
- Substitute Support Staff
- Substitute School Building Administrators
- Substitute Work-Based Education Coordinators

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

#### **OTHER MATTERS FOR CONSIDERATION**

**A motion** was made by Ms. Friedlander and seconded by Mr. Mertz to:

- Consideration to approve Heidi Moll as the Union Representative for a two-year term to the board of Berks County Schools Health Insurance Consortium effective September 1, 2020 through June 30, 2022.
- Consideration to ratify the payment to RACC for the Spring 2020 term tuition, fees and books for 21 Technical Academy students for \$4,458.56 which is in addition to the previously approved amount of \$23,197.56.
- Consideration to approve the BCTC Continuity of Education Plan for the 2020-2021 school year and file with the PA Department of Education.
- Consideration to approve the BCTC Emergency Instructional Time Template for 2020-2021 school year and file with the PA Department of Education.
- Consideration to approve the BCTC Health and Safety Plan for the 2020-2021 school year and file with the PA Department of Education.
- Consideration to approve the revised the BCIU Anti-Racism Equity County-wide Statement.
- Consideration to ratify an agreement with the PA CareerLink® Berks County Operator Consortium to provide BCTC the use of office space at CareerLink for the purpose of assisting Career Link customers with enrollment at BCTC at a cost of \$285.57 per month effective July 1, 2020 until June 30, 2021.
- Consideration to enter into an agreement with the PDE Bureau of Career and Technical Education for participation in the BCTC Technical Assistance Program (TAP) for the 2020-2021 school year.
- Consideration to enter into an agreement with the Berks County Intermediate Unit Head Start Program to provide meals for Head Start attendees for the 2020-2021 school year at \$2.56 per meal. Consideration to enter into an agreement with the Berks County Intermediate Unit Head Start Program to lease approximately 2,050 square feet at the East and West Campuses at a lease cost of \$7,047.00 per campus for the 2020-2021 fiscal year.
- Consideration to award contracts for student transportation for the 2020-2021 school year to the following vendors at costs not to exceed as listed:

<b>CONTRACTOR</b>	<b>COST PER DAY</b>	<b>RUNS/DAY</b>
Eshelman Transportation, Inc.	1,284.25	4
G& L Student Transportation	1,381.80	4
George Krapf, Jr. & Sons, Inc.	316.20	1
New Rhoads Transportation	2,908.13	10
Quigley Bus Service, Inc.	655.67	3
BCIU	77.19	1
<b>TOTAL</b>	<b>6,623.24</b>	<b>23</b>

- Consideration to ratify the surplus equipment auction results from the July BCTC 2020 auction.
- Consideration to approve BCTC’s participation in the Berks County Joint Purchasing Board for the purchase of the following items for the 2020-2021 school year.

1. Copy Paper

2. Custodial Supplies
  3. Trash Removal
  4. Natural Gas
- Consideration to approve BCTC's participation in CAFCO (Cafeteria Food Co-Op) through Lancaster-Lebanon IU 13 for the purchase of the following items for the 2020-2021 school year.
    1. Grocery
    2. Bread
    3. Milk
  - Consideration to approve the revised 2020-2021 School Calendar to reflect the Continuity of Education and Health and Safety Plans.

**Upon roll call, the vote was recorded as follows: Yeas:** Gierula, Mertz, McLendon, Reinert, Friedlander, Raugh, Shurr, Waxler, Kasper, Updegrave, and Manbeck.

**Nays:** None. **Abstained:** None. **Motion carried.**

#### **PERSONS DESIRING TO BE HEARD**

Dr. Kraft shared that a student out of the Medical Health Professions instructed by Mrs. Kelly Ruth is now serving on the National Board.

He also welcomed the New Assistant Principal to the West Campus, Dr. Kristine Rosenberger and stated we are excited to have her part of the team. Mr. Oscar Manbeck agreed.

Dr. Hackman acknowledged Dr. Kraft for his leadership and visionary insight during all the unknowns of COVID. His team has been very strategic in their efforts to work with and collaborate with the 16 sending districts. Most of all they have been very fluid and flexible during this time.

Mr. Pedro Rivera has stepped down from his role as Secretary of Education, a role he has held since 2015. This is a very bittersweet moment as we are excited for his new opportunities at Thaddeus Stevens but will miss the relationship, we have with him as the Secretary of Ed. He has been such an advocate for CTE. Nore Ortega will be his replacement. She has experience with secondary ed and post-secondary education, held a position as a kindergarten teacher and served on the National Fellowship which is where Dr. Hackman met her. She has been in PA for 3 years and we look forward to building a friendship with her.

Mr. Oscar Manbeck applauded Dr. Kraft for his three plans but asked about the other plan we don't know about yet. He acknowledged that it's a working plan and that it's great that we have been able to articulate it in writing. He shared his appreciation to the Administration.

**ADJOURNMENT**

***A motion*** was made by Mr. Mertz and seconded by Ms. Friedlander to adjourn the meeting at 8:12 PM.

**Yeas:** Eleven. **Nays:** None. **Motion carried.**

Approved \_\_\_\_\_ 2020  
Christine Osborn, JOC Secretary  
per Wendy Sigourney, Recording Secretary