

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

AGENDA ITEM III
JOC Meeting 2/27/2019

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, January 23, 2019. The meeting was called to order by Chairperson Manbeck at 8:11 PM.

ATTENDANCE

Present: William Carl, Edward Case, Caryn Friedlander, Robert Heckman, David Lewis, Oscar Manbeck, Dr. Jay Melvin, Chris McCaffrey, Dr. Sharon McLendon, Christine Osborn, Andrew Raugh, Gary Reinert, Walter Saylor, Charles Shurr, and John Tomasi

Absent: Chris McCaffrey, Michael Wolfe

Staff: Dr. James Kraft, Dr. Jill Hackman, Chris Hansen, John Reedy, Ken Kryder, Kyle Follweiler and Wendy Sigourney

Solicitor: John Stott, Esq.

Press: John Kissinger, Reading Eagle

Guest(s): John Burdy, George Mertz III

PLEDGE OF ALLEGIANCE

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

EXECUTIVE SESSION

None

RECEIPT OF BIDS

None

APPROVAL OF MINUTES

A motion was made by Mr. Carl and seconded by Ms. Osborn to approve the meeting minutes of December 13, 2018 as presented.

Yeas: 14. 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 Carl, Case, Friedlander, Heckman, Lewis, Manbeck, Melvin, McLendon, Osborn, Raugh, Reinert, Saylor, Shurr, Tomasi. **Nays: 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 Carl, Case, Friedlander, Heckman, Lewis, Manbeck, Melvin, McLendon, Osborn, Raugh, Reinert, Saylor, Shurr, Tomasi. **Nays:** None. **Motion carried.**

INVESTMENT OF FUNDS

None

COMMUNICATIONS

- Correspondence dated December 12, 2018, was received from Ms. Cynthia Sunday, Hamburg Area School District, to confirm the reappointment of Mr. Andrew Raugh as the district's representative and the reappointment of Ms. Laura Leshar as the alternate to the Joint Operating Committee from January 1, 2019 through December 31, 2021. Correspondence dated December 13, 2018, was received from Ms. Maria Jones, Oley Valley School District, to confirm the reappointment of Mr. Robert Heckman as the district's JOC representative and the reappointment of Mr. David Pollock as the alternate to the Joint Operating Committee from January 1, 2019 through December 31, 2021.
- Correspondence dated December 18, 2018, was received from Dr. Richard Faidley, Wilson Area School District, to confirm the appointment of Mr. Edward Case as the district's JOC representative and the reappointment of Mr. Mike Martin as the alternate to the Joint Operating Committee from January 1, 2019 through December 31, 2021. Correspondence dated December 13, 2018, was received from Ms. Rikki DeVough, Kutztown Area School District, to confirm the appointment of Mr. Charles Shurr as the district's representative to the Joint Operating Committee for the expired term of Dr. Al Darion until December 31, 2020.
- Correspondence dated December 19, 2018 was received from Ms. Donna Napoli, Exeter School District, to confirm the re-appointment of Dr. Sharon McLendon as the district's representative and Dr. Dave Hemberger as the alternate to the Joint Operating Committee from January 1, 2019 through December 31, 2021.
- Correspondence dated January 7, 2019 was received from Ms. Lucy Kincaid, Boyertown School District, to confirm the re-appointment of Mr. David Lewis as the district's representative and Mr. Rod Boyer as the alternate to the Joint Operating Committee from January 1, 2019 through December 31, 2020.
- Correspondence dated December 19, 2018 was received from Barbacane, Thornton & Company LLP including the procedures report for BCTC for the calculation of the Average Daily Attendance (ADA) and Average Daily Membership (ADM) for the period July 2, 2017 through June 30, 2018.

ANYONE WISHING TO ADDRESS AGENDA ITEMS

None

OLD BUSINESS

None

NEW BUSINESS

- **A motion** was made by Mr. Carl and seconded by Mr. Heckman to approve the first reading of the following Berks Career and Technology Center Policy:
 - Child Abuse #806

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

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

None

ADMINISTRATIVE UPDATES

Dr. Kraft provided the following updates:

- **ACKNOWLEDGEMENT OF BVT MEMBERS**
Several of the members have served since 1996 and have provided many years of service to BCTC. Please share this with your boards and express our gratitude of their years of service to BCTC.
- **GRANTS**
Dr. Kraft shared an update on the grants that we have received to date:
 - Total received \$58,035 since our last JOC meeting.
- **PILOT PROGRAM**
We plan to pilot a program where seniors would come to BCTC for either their senior year or the second semester to learn basic skills that would carry over as on the job training and/or continuation in BCTC's adult education program. We will pilot this program with Hamburg.
- **JOC GROUP PHOTO**
We will plan to take a photo at the February JOC meeting.

Mr. Kryder provided the following updates:

- **MEAL**
Tonight's meal was planned by both the Culinary Arts and Horticulture departments. It's was a very special meal. The vegetables were grown in our horticulture program.
- **TOUR**
The program tour tonight was in Diesel Technology with Mr. Kevin Heimbach.
- **NEXT MEETING**
Mr. Kryder will share an update on the Student Built House and provide the winners to the Skills USA competitions which were rescheduled because of inclement weather.

Mr. Follweiler provided the following updates:

- **PDE**
Advertising Art and Design students participated in a competition to design the 2019 logo for PDE. Our students took top honors by being selected for the first and second place designs.

- **ASSISTANT PRINCIPAL**
Dr. Michael Stauffer will be joining our BCTC team around February 11th. He came in on January 21st and met with Kyle, toured campus and met the Central Office staff. He is very excited to join our team.

COMMITTEE REPORTS:**FINANCE COMMITTEE**

NONE

NEGOTIATIONS COMMITTEE

NONE

BUILDING/INSURANCE COMMITTEE

Mr. Raugh reported on a meeting that was held on the evening of January 18, 2019. Two items of interest was a status report of the planned new Welding and Metal Fabrication Lab as well as camera security upgrades.

PROGRAM/PERSONNEL COMMITTEE

Ms. Friedlander announced there will be a committee meeting immediately following the JOC meeting on January 23, 2019.

OTHER COMMITTEE REPORTS

NONE

PERSONNEL MATTERS

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

LEAVE OF ABSENCE**General Fund**

- **Michael R. Decarlo** – Electrical Occupations Instructor, East Campus.
 - Ratify a medical leave of absence using accrued time off for restoration of health. Effective date: December 12, 2018 through January 21, 2019.
 - Ratify an FMLA for restoration of health. Effective date: January 22, 2019 through February 17, 2019.
 - Approve an intermittent FMLA for restoration of health. Effective date: February 18, 2019 for remainder of twelve (12) full weeks or upon the expiration of one full year from the effective date.
- **Jeffrey W. Royles** – Driver. Ratify an uncompensated leave of absence for restoration of health. Effective date: January 21, 2019 for four (4) to six (6) weeks.

EMPLOYMENT RATIFICATION**General Fund**

- **Kelly L. Neiman** – Administrative Assistant to the Principal, East Campus. Effective date: January 3, 2019. Recommended salary: \$14.25/hour.
- **Debra A. Steranko** – Part-time Instructional Assistant, West Campus. Effective date: January 3, 2019. Recommended salary: \$13.00/hour.

ADD OTHER EARNINGS RATIFICATIONS**General Fund**

- Substitute caller duties only as needed through the transition of Absence Management (formerly AESOP). Effective date: January 18, 2019 through the end of the 2018-2019 school year. Recommended salary: at a per diem rate of \$16.13/day.
 - **Oralee A. Folk** – Administrative Assistant to the Principal, West Campus.
 - **Kelly L. Neiman** – Administrative Assistant to the Principal, East Campus.
 - **Shannon S. Stump** – HR/Benefits Specialist, West Campus.
 - **Thomas M. Smith** – Instructional Assistant, East Campus.
- Add other earnings for long-term substitute Electrical Occupations Instructor, East Campus. Effective date: December 12, 2018 through February 17, 2019 and then on an as needed basis through the end of the 2018-2019 school year. Recommended salary: \$45,384/year pro-rated at a daily per diem rate based on Track VT/Level 1/Step 1 of the 2018-2019 salary schedule as per the negotiated BCTCEA Agreement.

SUBSTITUTE RATIFICATION**General Fund**

- **Anthony C. Russo** – Day-to-day Substitute Instructor, East/West Campuses. Add other earnings for substitute Instructional Assistant, East/West Campuses. Effective date: January 1, 2019 through the end of the 2018-2019 school year. Recommended salary: \$12.00/hour

INTERNSHIP APPROVAL

- Consideration to approve a non-paid internship in the East Campus Carpentry program for **Noah M. Weber** a senior in the Construction Management program at Northampton Community College. Effective date: January 23, 2019 through the end of the 2018-2019 school year.

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

OTHER MATTERS FOR CONSIDERATION

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

- Approved to ratify the contracts to vendors for copy paper bids per the Berks County Joint Purchasing Bid Award dated December 11, 2018 for January 1, 2019 to June 30, 2019. Consideration to ratify the contracts to vendors for the heating oil, diesel and gasoline bids for the 2019-2020 fiscal year per the Berks County Joint Purchasing Bid awarded Dec 18, 2018 as presented.
- Approved an educational trip of 40 West Campus students of the Culinary Arts program to tour the Culinary Institute of America on April 9, 2019 in Hyde Park, NY

at an estimated cost of \$100. The Students will pay for the remainder of the expenses.

- Approved an educational trip of 12 West Campus students of the Business Management Entrepreneurship (BME) program to the National Youth Business Summit on April 14 – 17, 2019 in Brooklyn, NY at an estimated cost of \$100. The Students will pay for the remainder of the expenses.
- Approved the NTHS educational Trip to Washington DC on April 15, 2019. All expenses will be covered by NTHS.
- Approved Mr. Phil Harris, Ms. Heather Wargo and Mr. P. Ken Kryder to participate in an educational trip to Salem County Career and Technical High School in Woodstown, NJ as part of the Middle States Association Evaluation Team on April 9 – 12, 2019 at an estimated cost of \$200.
- Approved Mr. Chris Hansen to attend the ACTE Policy Seminar on March 24 – 26, 2019 in Arlington, VA at an estimated cost of \$1,235.
- Approved an educational trip of 50 East Campus students of the Horticulture program to attend the Philadelphia Flower Show on Saturday, March 2, 2019, as an event sponsored by the East Campus FFA, at no cost to the BCTC's General Fund.
- Approved the 2018-2019 State Competitive Equipment Grant # FA-122-19-0000 budget and related expenses. Consideration to approve the Berks County Workforce Development Board grant for the BCTC Summer Camp in the amount of \$30,000 over the next two years
- Approved to authorize the Administration to purchase a Gen Eye Pod Package for the East Plumbing and Heating Program from Reading Foundry & Supply Company, LLC with a total cost of \$7,035 covered through the State Competitive Equipment Grant.
- Consideration to authorize the Administration to purchase four Multi-process Welders for the West Welding Technology Program from Grainger on the Sourcewell Contract #901214-WWG with a total cost of \$16,400 covered through the AWS Foundation Grant
- Approved to authorize the Administration to purchase a Plate Shear for the West Welding Technology Program from Uni-Hydro with a total cost of \$26,000 covered through the State Competitive Grant. Uni-Hydro is a sole source manufacturer of the plate shear.
- Approved to authorize the Administration to purchase four Feeder Wire Packages, three Feeder Wire Carts, and eight Mig welding guns for the West Welding Technology Program from Airgas with a total cost of \$8,767.25, \$8,600 covered through the AWS Foundation Grant and \$167.25 from the General Fund.
- Approved to enter into an agreement with the BCIU to be part of the Berks County Safety and Security Consortium with an annual fee of \$5,000 for Consortium Services for the 2019-2020 fiscal year.

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

PERSONS DESIRING TO BE HEARD

Dr. Kraft offered to host a New Board member orientation. Ms. Sigourney will schedule this soon. It should be a two-hour time frame during the day when students are in session.

Dr. Hackman wanted to thank all the Board Members for the times they go above and beyond the call of duty and for their continued support. This is National Board Members month. She also wanted to remind everyone that the Berks County BCIU Board Convention will be held on April 30, 2019 at 5 – 8 pm at the Schmidt Training Center of Reading Area Community College.

ADJOURNMENT

A motion was made by Mr. Carl and seconded by Ms. Adams to adjourn the meeting at 8:31 PM.

Yeas: Fourteen. Nays: None. Motion carried.

Approved _____ 2019
Caryn Friedlander, JOC Secretary
per Wendy Sigourney, Recording Secretary