

BERKS CAREER & TECHNOLOGY CENTER
Official Proceedings of the Joint Operating Committee
March 27, 2019

AGENDA ITEM III
JOC Meeting 4/24/2019

CALL TO ORDER

The meeting of the Joint Operating Committee was held at the East Campus of the Berks Career and Technology Center in Oley, PA on Wednesday, March 27, 2019. The meeting was called to order by Chairperson Manbeck at 7:35 PM.

ATTENDANCE

Present: Mr. David Lewis, Mr. John Tomasi, Mr. Michael Wolfe, Dr. Sharon McLendon, Ms. Caryn Friedlander, Mr. Andrew Raugh, Dr. Jay Melvin, Mr. John Burdy, Mr. Edward Case, Mr. Oscar Manbeck, Mr. William Carl, Dr. Charles Shurr, Mr. Gary Reinert, Mr. Robert Heckman and Mr. Walter Saylor

Absent: Mr. Christopher McCaffrey and Ms. Christine Osborn

Staff: Dr. James Kraft, Mr. John Reedy, Mr. Kyle Follweiler, Mr. Ken Kryder, Mr. Kent Shirk, Mr. Michael Stauffer, Dr. Jill Hackman, and Ms. Wendy Sigourney

Solicitor: Mr. James Mancuso, Esq.

Press: None

Guest(s): None

PLEDGE OF ALLEGIANCE

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

EXECUTIVE SESSION

Personnel matters were discussed during this time.

RECEIPT OF BIDS

None

APPROVAL OF MINUTES

A motion was made by Dr. Melvin and seconded by Mr. Carl to approve the meeting minutes of February 27, 2019 as presented.

Yeas: Fifteen. Nays: None. Motion carried.

RATIFICATION AND APPROVAL OF BILLS

A motion was made by Mr. Reinert and seconded by Mr. Carl to approve the General Fund bills as presented.

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

INVESTMENT OF FUNDS

None

COMMUNICATIONS

Correspondence dated February 26, 2019, was received from Dr. Lorraine Sakorian, from Twin Valley, indicating that she is resigning her position on the Berks Vocational Technical Authority as of February 26, 2019.

Correspondence dated March 7, 2019, was received from Mr. James Snyder to indicate that on February 21, 2019 PHEAA conducted a routine program review of the school's administration of the Targeted Industry Program (TIP) without findings.

ANYONE WISHING TO ADDRESS AGENDA ITEMS

None

OLD BUSINESS

None

OLD BUSINESS

A motion was made by Mr. Heckman and seconded by Mr. Wolfe to approve the second reading of the following Berks Career and Technology Center Policies:

- Curriculum Development #105
- Program Enrollment Capacity #126
- Evaluation of Educational Program #127
- Reduction of Staff #311
- Food Services Policy #808 & Attachment

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

NEW BUSINESS

A motion was made by Dr. Melvin and seconded by Mr. Carl to approve the first reading of the following Berks Career and Technology Center Policies:

- Curriculum Development #105
- Program Enrollment Capacity #126

Mr. Ed Case asked what the timeframe is for sending school students to apply to BCTC. He suggested that he is hearing that the students need to make quick decisions about enrolling and this is placing pressure on the students. He was looking for some direction on the policy. Dr. Kraft explained our process for Admissions to clarify any confusion. He also mentioned that BCTC Counselors may attend district Course Selection nights to help students understand the process. Mr. Follweiler noted that Wilson Administrators and Instructors were coming in for a tour tomorrow and that his interactions with the new Principal have been exceedingly positive.

Yeas: Fifteen. Nays: None. Motion carried.

BCTC REPORT (FOR INFORMATION ONLY)

AGENDA ITEMS AND/OR CHANGES

None

CAMPUS/PROGRAM UPDATES

Mr. Kryder shared that BCTC students have completed the written NOCTI scores and will begin the performance portion next week. He will hold off on showing any more photos of the Student Built House since the JOC members will be taking a tour of the house in May and would like the end results to be a secret. He also mentioned that the CTSO's are getting geared up for their conferences.

Mr. Follweiler indicated that there were 36 gold, silver and bronze medal winners at the FCCLA district competition. The other exciting news is that the Welding program was asked if they could design a batting cage and they were able to build and install this for Schuylkill Valley Little League. The project was featured in the Reading Eagle. There was also an article about Gavin Milligan, a Fleetwood sophomore who referenced how the BME program has helped him with his understanding of business practices, now that he works at his father's business.

Oscar reminded us that this is why we are building a new welding building, so that we are able to take opportunities such as the batting cages to help out the community and have the space to produce larger products within the building.

Dr. Kraft presented the STEAM Camp brochure and shared the dates for camp: June 17 – 21, 2019. He acknowledged the Work Force Development Board for their continued support and funding. He will plan to share the successes of the camp at the June JOC meeting.

Dr. Stauffer reflected on the OAC meetings and how he was impressed with the passion the teachers have for their programs. One thing in particular was that he was able to see the interaction between the students and the OAC members. Seniors in Communications Media presented their Senior Projects. They received constructive criticism and to his surprise they were generally appreciative of the feedback. He felt they revered the opinions of the OAC members.

Dr. Kraft shared with the board how Dr. Stauffer uses a repurposed medical cart as a mobile office that allows him to be in the hallways to be available and connect more with

students. He also shared that Mr. Hansen was On the Hill, in Washington, DC at the ACTE Policy Seminar (ACTE).

IMPORTANT DATES

- NOCTI Performance Testing – West Campus – April 2 – 3, 2019
- HOSA State Conference – King of Prussia, PA - April 3 – 5, 2019
- NOCTI Performance Testing – East Campus – April 4 – 5, 2019
- Berks Executive Council Meeting – East Campus – April 11, 2019
- SkillsUSA State Conference – Hershey, PA – April 9 – 12, 2019
- Virtual Enterprises International, New York, NY – April 15-17, 2019
- Joint Operating Committee Meeting, West Campus – April 24, 2019

STUDENT HONORS

- FCCLA Leadership Conference, March 20 – 22, 2019

FINANCE COMMITTEE

None

NEGOTIATIONS COMMITTEE REPORT

Mr. Reinert informed the JOC members that there would be a Negotiations Committee meeting immediately following the JOC meeting tonight and one being schedule for after the JOC meeting held on April 24, 2019. He also reported that 12 of the 16 districts voted on the budget at their school board meeting without any negative votes.

BUILDING/INSURANCE COMMITTEE

Mr. Raugh informed the JOC members that they are planning on scheduling a meeting on April 22, 2019 at the West Campus at 6:00 pm. The purpose of this meeting is to review the new welding building construction bids and to ask questions in anticipation of awarding the bids at the April 24th JOC meeting.

PROGRAM/PERSONNEL COMMITTEE

Ms. Friedlander reported that there was a committee meeting held on February 27, 2019.

OTHER COMMITTEE REPORTS

The meeting notes from the Professional Advisory Committee meeting on March 19, 2019 were shared with the members.

PERSONNEL MATTERS

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

Resignations, General Fund

- **Aaron M. Gulla** – BCTC Custodian Co-Op Student, East Campus. Reason: personal. Effective date: March 26, 2019.
- **James Prato** – Driver. Reason: retirement. Effective date: at the end of the 2018-2019 school year.

Employment Approvals, Continuing Education Fund

- **Thomas C. Wetzel** – CDL Instructor/Examiner, West Campus. Recommended salary: as per the 2018-2019 school year approved rate.

Effective date: March 28, 2019 through the end of the 2018-2019 fiscal year

General Fund

- **Jonathan D. Cooper** – Mechanic, West Campus. Recommended salary: \$23.00/hour. Effective date: on or around April 1, 2019 pending satisfactory receipt of background and screening requirements.

Add other Earnings Ratifications, Continuing Education Fund

- **Thomas F. Gorgia, Jr.** – Substitute Instructor, East/West Campuses. Add other earnings for part-time Continuing Education Instructor. Recommended salary: as per the 2018-2019 school year approved rate. Effective date: March 11, 2019 through the end of the 2018-2019 fiscal year.
- **Madison E. Ruch** - BCTC Marketing Co-Op Student, West Campus. Effective Date: March 4, 2019 through the end of the 2018-2019 school year. Recommended salary: \$7.25/hour. Approximately 10 hours per week.

Change of Status/Transfer Ratifications, General Fund

- **Barbara M. Steiner-Lawley** – Part-time Instructional Assistant, East Campus. Change status to full-time Instructional Assistant, East Campus. Effective date: March 11, 2019. Recommended salary: no change.

Change of Status/Transfer Approvals, Continuing Education Fund

- **Edward A. Smeck** – CDL Site Coordinator, West Campus. Change status to Lead CDL Site Coordinator, West Campus. Effective date: March 28, 2019. Change salary from \$27.00/hour to \$29.00/hour.

Substitute Approvals Substitute Approval, General Fund

- **Faith E. Detweiler** - Day-to-day Substitute Instructor, East/West Campuses. Recommended salary: as per the 2018-2019 school year JOC approval rate. Effective date: on or around March 27, 2019 through the end of the 2018-2019 school year.

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

Other Matters for Consideration

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

- Consideration to approve the 2018-2019 State Supplemental Equipment Grant budget and related expenses.
- Consideration to ratify the purchase of Information Technology switches through State Bid for \$36,741.60. Approximately 60% of this cost will be reimbursed to BCTC through E-rate.
- Consideration to approve the revised BCTC 2018-2019 School Calendar.
- Consideration to approve the BCTC 2019-2020 School Calendar and distribute to the sending school districts allowing them to post the document.

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

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

- Consideration to ratify the attendance of Ms. Mary Jo Kuhwald and Mr. Eric Lynch to attend the FCCLA State Leadership Conference on March 20 – 22, 2019 in Champion, PA at a cost of approximately \$894.00.
- Consideration to approve the attendance of Ms. Theresa Sherman to attend the HOSA educational trip to the National Museum of Dentistry with 34 East Campus students on April 26, 2019 in Baltimore, MD at a cost of approximately \$100.
- Consideration to approve the attendance of Ms. Tracy Sholl, Ms. Donna Noecker and Ms. Barbara Steiner-Lawley to attend an educational trip to the Art of Business with 82 East Campus students on April 30 to Reading, PA at an estimated cost of \$100.
- Consideration to approve the attendance of Barry Edwards to attend the University of Northwestern Ohio Auto Collision Update Seminar in Lima, OH on July 17 – 20, 2019 at an estimated cost of \$625.

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

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

- Consideration to approve paying the BCTC's portion of Penn State University's tuition for the 40 students enrolled in the Medical Health Professions program during the 2019-2020 school year, at an estimated cost of \$1,267 per student.
- Consideration to approve the RACC Technical Academy dual enrollment costs for the Spring Computer Networking class for \$5,222.
- Consideration to authorize administration to enter into an 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, 2018 through September 30, 2019, 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.
- Consideration to approve the rental of 3,500 chairs and miscellaneous items from Action Party Rentals for the BCTC Sr. Recognition ceremony on May 28, 2019 at a total cost of \$8,026.67.
- Consideration to approve the purchase of 50 conference room chairs (25 chairs each campus) from Tanner Furniture under Costars contract #035-025 at a cost of \$12,000.

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

PERSONS DESIRING TO BE HEARD

Dr. Kraft encouraged the JOC members to come out to our BCTC 50th Anniversary Celebration on Saturday, April 27, 2019 at the East Campus. He told Mr. Lewis to bring his classic car and his Friedlander, both motorcycles and cars are welcome. They are also invited to the VIP Brunch on May 1, 2019 at the West Campus.

Dr. Hackman invited everyone to the Annual Board Convention on Tuesday, April 30, 2019 at the Schmidt Training Center at RACC. DA John Adams will be talking about Act 44 Safe Schools and Dr. Ed Mihalik will be talking about the resources and tools available.

ADJOURNMENT

A motion was made by Dr. Melvin and seconded by Mr. Carl to adjourn the meeting at 8:12 PM.

Yeas: Fifteen. Nays: None. Motion carried.

Approved _____ 2019

Ms. Caryn Friedlander, JOC Secretary
per Wendy Sigourney, Recording Secretary