

BERKS CAREER & TECHNOLOGY CENTER
Official Proceedings of the Joint Operating Committee
April 24, 2019

AGENDA ITEM III
JOC Meeting 5/22/2019

CALL TO ORDER

The meeting of the Joint Operating Committee was held at the West Campus of the Berks Career and Technology Center in Leesport, PA on Wednesday, April 24, 2019. The meeting was called to order by Chairperson Manbeck at 7:48 PM.

ATTENDANCE

Present: Mr. David Lewis, Dr. Sharon McLendon, Mr. William Carl, Mr. Robert Heckman, Mr. Andrew Raugh, Dr. Jay Melvin, Ms. Christine Osborn, Mr. Gary Reinert, Mr. Oscar Manbeck, Mr. Charles Shurr, Mr. Michael Wolfe, Ms. Jill Koestel and Mr. Walter Saylor

Absent: Mr. John Tomasi, Ms. Caryn Friedlander, Mr. Christopher McCaffrey and Mr. Edward Case

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

Solicitor: Mr. James Mancuso, Esq.

Press: Ms. Susan Shelly, Reading Eagle

Guest(s): Mr. Gary Aucker

PLEDGE OF ALLEGIANCE

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

EXECUTIVE SESSION

Personnel matters were discussed during this time.

APPOINTMENT OF NOMINATING COMMITTEE FOR THE OFFICE OF TREASURER

Mr. Manbeck appointed Mr. Heckman to determine the committee members. Mr. Heckman nominated Mr. Dave Lewis and Mr. Charles Shurr to assist, which they accepted the nomination.

RECEIPT OF BIDS

Bids for construction of the new Welding and Metal Fabrication Facility were received on April 22, 2019.

APPROVAL OF MINUTES

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

Yeas: Thirteen. Nays: None. Motion carried.

RATIFICATION AND APPROVAL OF BILLS

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

Upon roll call, the vote was recorded as follows: Yeas: Saylor, Lewis, Carl, Wolfe, McLendon, Reinert, Koestel, Raugh, Shurr, Heckman, Melvin, Osborn, Manbeck.

Nays: None. **Motion carried.**

ACCEPTANCE OF FINANCIAL REPORTS

A motion was made by Mr. Reinert and seconded by Ms. Osborn 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: Saylor, Lewis, Carl, Wolfe, McLendon, Reinert, Koestel, Raugh, Shurr, Heckman, Melvin, Osborn, Manbeck.

Nays: None. **Motion carried.**

INVESTMENT OF FUNDS

NONE

COMMUNICATIONS

Communication received on April 1, 2019 from Dr. Cindy Mierzejewski, Superintendent of Schuylkill Valley School District, to thank BCTC for hosting their Board Meeting on March 26, 2019.

ANYONE WISHING TO ADDRESS AGENDA ITEMS

None

OLD BUSINESS

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

1. Child Abuse # 806

NEW BUSINESS

None

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

None

CAMPUS/PROGRAM UPDATES

Mr. Follweiler was proud to announce that Jenna Cesar was chosen to be the PENN HOSA State President. This is our second year of having students on the state committee.

He also presented some handmade notes that Mrs. Melissa Yoder received from students at a recent school visit that indicated how much they learned about BCTC.

Mr. Stauffer attended PA SkillsUSA competition for the first time and would recommend that everyone attend just once to see the amazing work of the students. He spent time watching the Team Works competition, which BCTC took first place.

Mr. Kryder also noted that BCTC's PA SkillsUSA Team Works took home 1st place and will be attending the National Conference. Masonry placed 1st as well. Painting and Decorating took home 2nd place and Networking took home 3rd place. This is a great job done by both students and instructors. PENN HOSA students took home 1st place in exploratory writing and 10 students won 2nd place and 10 won 3rd place.

Dr. Kraft shared we are excited to be holding our 50th Anniversary celebration this Saturday at our East Campus. He invited everyone to stop by with family and friends.

We have also wrapped up our NOCTI testing and waiting for results. We are anticipating good solid reports for both campuses again this year.

There is an article that Dr. Kraft pointed out about the Culinary program participated in the "Chopped" student competition.

Mr. Hansen talked about the ACTE policy seminar and provided a summary of the CTE working with legislators. It was great to talk with them face to face about policies for CTE. He had a chance to get to know Dr. Haas from Reading Muhlenberg CTC and Dr. Willard from Chester County CTC and talk through challenges and successes they have at CTE's. PACTA is going to pay \$1000 towards all expenses.

IMPORTANT DATES

- New Student/Parent Orientation (East & West Campus) – May 7 & 8, 2019
- PRIDE Day (East Campus), May 9, 2019
- PRIDE Day (West Campus), May 16, 2019
- Professional Advisory Committee (PAC), East Campus, May 21, 2019
- Joint Operating Committee Meeting, East Campus, May 22, 2019
- Senior Recognition Ceremony (East & West Campus), May 28, 2019 – Kutztown University at 6:30 pm.

STUDENT HONORS

- Students of the 3rd Quarter
- PENN HOSA State Leadership Conference
- PA Skills USA Leadership Conference

FINANCE COMMITTEE

Mr. Reinert reported on the 2019 – 2020 BCTC Budget District approval status.

BUILDING/INSURANCE COMMITTEE

Mr. Raugh reported that there was a committee meeting held on April 22, 2019.

A motion was made by Mr. Raugh and seconded by Mr. Wolfe to:

- Approved the “Resolution” executing contracts with the responsible low bidders for the construction of the Welding and Metal Fabrication Program Building at the West Campus.
- Authorized Administration to dispose of surplus equipment as presented, consistent with JOC policy #701.
- Approved the School Facilities Fee Schedule for the 2019-2020 school year as presented, no changes from previous year.
- Approved Waste Management of Pennsylvania, Inc. as trash removal services vendor as per the Berks County Joint Purchasing RFP awarded April 16, 2019 for the period of July 1, 2019 through June 30, 2021.

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

PROGRAM/PERSONNEL COMMITTEE

Dr. Jim Kraft reported that there was a committee meeting planned for April 22, 2019 but will be rescheduled for May 22, 2019.

NEGOTIATIONS COMMITTEE REPORT

Mr. Gary Reinert reported on the Negotiations Committee meeting held on March 27, 2019.

Mr. Gary Reinert announced there will be a “Meet and Discuss” with the BCEA leadership in the restaurant on April 24, 2019 immediately following the JOC meeting.

OTHER COMMITTEE REPORTS

Berks Executive Committee (BEC) and Perkins Participatory Planning (PPP) meeting summary of April 11, 2019.

PERSONNEL MATTERS

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

Leave of Absence

General Fund

- **Kayla M. Spadafora** – Nursing & Attendance Services Specialist, East Campus. Ratify an intermittent FMLA for restoration of health. Effective date: March 22, 2019 for 12 full weeks or upon the expiration of one full year from the effective date.

Resignations

General Fund

- **Debra A. Steranko** – Part-time Instructional Assistant, West Campus. Reason: obtained other employment. Effective date: April 26, 2019.

Employment Ratifications

General Fund

- **Michelle L. Hiester** – Administrative Assistant to the Assistant Principal, West Campus. Recommended salary: \$14.00/hour. Effective date: on or around April 24, 2019 pending satisfactory receipt of background and screening requirements.

Employment Approvals

General Fund

- **Gary K. Aufer** – Director of Operations, West Campus. Recommended salary: \$82,000/year pro-rated. Effective date: **on or around June 10, 2019** pending satisfactory receipt of background and screening requirements.
- **Darren C. Harris** - Information Technology Intern, West Campus. Recommended salary: \$15.00/hour. Effective date: on or around May 13, 2019 until on or around August 23, 2019.

Change of Status/Transfer Ratifications

General Fund

- **Kayla Shugar** – Administrative Assistant to the Assistant Principal, West Campus. Change status to: Administrative Assistant to the Principal, West Campus. Recommended salary: no change. Effective date: April 11, 2019.

Add Other Earnings Ratifications

General Fund

- **Kayla Shugar** – Administrative Assistant to the Assistant Principal, West Campus. Add other earnings for substitute caller duties only as needed through the transition of Absence Management (formerly AESOP). Effective date: April 1, 2019 through the end of the 2018-2019 school year. Recommended salary: at a per diem rate of \$16.13/day.

Substitute Approvals

General Fund

- **Laurel F. Schaeffer** – Substitute Administrator, East/West Campuses. Recommended salary: as per the 2018-2019 school year JOC approval rate. Effective date: April 16, 2019.
- **Melissa F. Wolfe** – Substitute Instructor, East/West Campuses. Add other earnings for Substitute Instructional Assistant, East/West Campuses. Recommended salary: as per the 2018-2019 school year JOC approval rate. Effective date: April 15, 2019 through the end of the 2018-2019 school year.

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

Other Matters for Consideration

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

- Consideration to approve the 2019 Summer Hours.
- Consideration to approve the following BCTC 2019-2020 calendars:
 - Custodial & Mechanics Staff Calendar

- Administrative, Confidential Support, Secretarial & Clerical Support Staff Calendar
- Consideration to approve the *revised* BCTC 2019-2020 School Calendar, including one additional instructional day on Tuesday, April 7, 2020.

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

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

- Consideration to approve the Agreement ICA-592135-19 dated February 1, 2019 through June 30, 2020, between the County of Berks and Berks Career & Technology Center for the Career Exploration Camps (STEAM) to be held June 2019 and June 2020.
- Consideration to authorize Dr. Yvette Rivera, of U.S. Health Works Medical Group, BCTC's Doctor of Record for the 2019 – 2020 school year.
- Consideration to approve the payment to RACC Technical Academy dual enrollment for the Spring Mechatronics Engineering class for \$2791.46
- Consideration to approve audio and visual services with VA Productions for the Senior Night Recognition ceremony at Kutztown University on May 28, 2019, in the amount of \$9,820.
- Consideration to approve Berkshire Systems Group Inc. to replace the West Campus central security alarm panel at a cost of \$9,456.

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

PERSONS DESIRING TO BE HEARD

Mr. Gary Reinert was excited to share that he has seen lots of good press in the recent weeks for BCTC in the Reading Eagle.

Dr. Jill Hackman shared there is still room to attend the Annual Board Convention meeting being held at RACC, Schmidt Center. All 18 school districts and both CTC's will be represented and over 175 people are attending. Registration begins at 5:30 – 6:15 pm and at 6:15 pm the program begins.

ADJOURNMENT

A motion was made by Mr. Carl and seconded by Dr. Melvin to adjourn the meeting at 8:18PM.

Yeas: Thirteen. Nays: None. Motion carried.

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