

**BERKS CAREER & TECHNOLOGY CENTER**  
**Official Proceedings of the Joint Operating Committee**  
**June 26, 2019**

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**AGENDA ITEM III**  
**JOC Meeting 8/28/2019**

**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 Leesport, PA on Wednesday, June 26, 2019. The meeting was called to order by Chairperson Manbeck at 7:56 PM.

**ATTENDANCE**

**Present:** Mr. Christopher McCaffrey, Dr. Jay Melvin, Mr. Michael Wolfe, Mr. David Lewis, Mr. John Tomasi, Mr. William Carl, Ms. Caryn Friedlander, Dr. Sharon McLendon, Mr. Kevin Manmiller, Mr. Andrew Raugh, Ms. Christine Osborn, Mr. Robert Heckman, Mr. Oscar Manbeck, Mr. Charles Shurr

**Absent:** Mr. Walt Saylor, Mr. Gary Reinert, Mr. Edward Case

**Staff:** Dr. James Kraft, Mr. John Reedy, Dr. Jill Hackman, Ms. Wendy Sigourney, Ms. Michalene Berg and Mr. Kyle Follweiler

**Solicitor:** Mr. John Stott, Esq.

**Press:** None

**Guests:** None

**PLEDGE OF ALLEGIANCE**

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

**EXECUTIVE SESSION**

Chairperson Manbeck announced an Executive Session to discuss personnel matters.

**APPROVAL OF MINUTES**

**A motion** was made by Mr. Carl and seconded by Dr. Melvin to approve the meeting minutes of May 22, 2019 as presented.

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

**RATIFICATION AND APPROVAL OF BILLS**

**A motion** was made by Mr. Heckman and seconded by Mr. Wolfe to approve the bills as presented.

**Upon roll call, the vote was recorded as follows: Yeas:** Lewis, Tomasi, Carl, Friedlander, McLendon, Manmiller, Raugh, Osborn, Heckman, Manbeck, McCaffrey, Melvin, Wolfe

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

Mr. Shurr exited the room at 7:58 pm

**ACCEPTANCE OF FINANCIAL REPORTS**

**A motion** was made by Mr. Heckman 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, Carl, Friedlander, McLendon, Manmiller, Raugh, Osborn, Heckman, Manbeck, McCaffrey, Melvin, Wolfe

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

Mr. Shurr returned to the room at 7:59 pm

**INVESTMENT OF FUNDS**

None

**COMMUNICATIONS**

- Communications received on June 12, 2019 from Austin Wentzell thanking the JOC for selecting him for the JOC Scholarship award.
- Communication received on June 17, 2019 from the Internal Revenue Service stating that the BCTC Educational Foundation is now qualified to receive tax deductible gifts under Internal Revenue Code (IRC) Section 501 (c) (3).
- Communication received on June 20, 2019 from Universal Service Administrative Company stating that we have been approved through E-rate for \$43,456.98 in technology funding.

**Anyone Wishing to Address Agenda Items** - None

**OLD BUSINESS**

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

1. Admissions Policy #201

**Upon roll call, the vote was recorded as follows: Yeas:** Lewis, Tomasi, Carl, Friedlander, McLendon, Manmiller, Shurr, Raugh, Osborn, Heckman, Manbeck, McCaffrey, Melvin, Wolfe

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

**NEW BUSINESS**

None

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

None

**CAMPUS/PROGRAM UPDATES**

Mr. Follweiler remarked that this year BCTC had the highest turnout, 74 students, for any STEAM Camp held so far. The camp was held at the West Campus on June 17<sup>th</sup>-21<sup>st</sup>. Dr. Mike Stauffer was the administrator overseeing the camp. There were eight programs for the students to explore. They choose two guaranteed and could select another three. Students communicated a very positive experience throughout the week and we heard similar comments from parents. Many would like to return next year or attend BCTC in the future. Mr.

Follweiler thanked the JOC and Berks County Workforce Development Board for their continued support.

HOSA returned this week and we should have the results soon. SkillsUSA will return on Friday and FCCLA next week.

Dr. Kraft indicated that Penn Tech came and visited with the East and West Campuses. We are looking to create an articulation agreement for the PC Now Program. This will allow students to earn ½ college credits while in High School.

Dr. Kraft also showed some photos of recent events such as:

- Student Recognition Ceremony – 1<sup>st</sup> time East and West Campuses held it together
- Welding Award
- Retirement Dinner
- Ground Breaking Ceremony for the new Welding & Metal Fabrication Training Building

#### **IMPORTANT DATES**

- FCCLA National Leadership Conference in Anaheim, CA on June 30 - July 4, 2019
- Summer Planning Session – Penn State Main – July 22-23, 2019
- In-Service – August 21-22, 2019
- First Student Day – August 26, 2019
- JOC Meeting – August 28, 2019

#### **STUDENT HONORS**

- Students of the Fourth Quarter – East & West Campus

#### **COMMITTEE REPORTS**

##### **FINANCE COMMITTEE**

**A motion** was made by Mr. Heckman and seconded by Ms. Osborn to approve the proposed Adult & Continuing Education 2019-2020 Fiscal Year Budget for the Berks Career and Technology Center with planned expenditures of \$1,149,263

**Upon roll call, the vote was recorded as follows: Yeas:** Lewis, Tomasi, Carl, Friedlander, McLendon, Manmiller, Shurr, Raugh, Osborn, Heckman, Manbeck, McCaffrey, Melvin, Wolfe

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

**A motion** was made by Mr. Heckman and seconded by Dr. Melvin to approve the following depositories for the Berks Career and Technology Center for the 2019-2020 fiscal year:

- Tompkins VIST Bank
- PA Local Government Investment Trust (PLGIT)
- PA School District Liquid Asset Fund (PSDLAF)
- PA Treasurer's INVEST Program

**Upon roll call, the vote was recorded as follows: Yeas:** Lewis, Tomasi, Carl, Friedlander, McLendon, Manmiller, Shurr, Raugh, Osborn, Heckman, Manbeck, McCaffrey, Melvin, Wolfe

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

**BUILDING/INSURANCE COMMITTEE**

Mr. Raugh reported on the June 26, 2018 Building/Insurance Committee meeting.

**A motion** was made by Mr. Raugh and seconded by Mr. Lewis to approve the following agenda items:

- Approved Tompkins Insurance as the Broker of Record for the 2019-2020 fiscal year.
- Approved an agreement with Tompkins Insurance for Builder's Risk Insurance with an annual premium amount of \$2,510 to begin on June 27, 2019.
- Approved the 2019-2020 Insurance Policy Rates as of July 1, 2019. Increases or decreases in premium may be experienced throughout the year due to change in levels of exposure.
- Approved the Program Location Changes for the 2019-2020 school year as presented.
- Approved to transfer \$1,000,000 from the Continuing Education Fund to the General Fund, with an additional transfer of \$1,000,000 from the General Fund to the Capital Reserve Fund. These transfers are to support funding for the New Welding Building scheduled to be completed in 2020.
- Ratified the purchase of a 2000 Freightliner truck at a cost not to exceed \$13,000, to be dual utilized between the Diesel Technology program and the CDL program
- Approved the Safety and Security Grant budget in the amount of \$367,626.
  - Approved Berkshire Systems Group to upgrade BCTC's Card Access Control System for East and West Campuses at an amount not to exceed \$32,324.00. All funds are to be paid through the Safety and Security Grant.
  - Approved Berkshire Systems Group to upgrade BCTC's Security Panels for East and West Campuses at an amount not to exceed \$16,824.00. All funds are to be paid through the Safety and Security Grant.
  - Approved \$160,992.73 for a complete upgrade and replacement of all BCTC's internal and external cameras and system. All funds are to be paid through the Safety and Security Grant.
  - Approved \$33,030.50 for information technology equipment to support the new camera system. This includes switches, subscription licenses and cables. All funds are to be paid through the Safety and Security Grant.

**Upon roll call, the vote was recorded as follows: Yeas:** Lewis, Tomasi, Carl, Friedlander, McLendon, Manmiller, Shurr, Raugh, Osborn, Heckman, Manbeck, McCaffrey, Melvin, Wolfe

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

**PROGRAM/PERSONNEL COMMITTEE**

Ms. Osborn reported on the May 22, 2019 and the June 26, 2019 Program/Personnel Committee meetings.

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

- Approved the 2019-2020 Administrative Staff salary list consistent with the Act 93 Agreement and Non-Act 93 Administrators effective July 1, 2019 for the 2019-2020 fiscal year.
- Approved the hourly rates for the BCTESPA personnel for the 2019-2020 fiscal year in accordance with the terms of the approved contract.
- Approved the 2019-2020 Confidential and Technical Support Staff listing and hourly rates effective July 1, 2019 for the 2019-2020 fiscal year.

- Approved the non-bargaining Continuing Education Personnel hourly increases effective July 1, 2019 for the 2019-2020 fiscal year.
- Approved a Memorandum of Understanding (MOU) for Medical Health Professions between Tower Health and BCTC.
- Approved the new position title effective June 26, 2019.
  - Career Pathways Outreach Coordinator
  - Supervisor of Curriculum and Assessment
- Approved to enter into an agreement with Reading Area Community College to allow the use of our Dental Occupations lab and equipment for their summer dental class

**Upon roll call, the vote was recorded as follows: Yeas:** Lewis, Tomasi, Carl, Friedlander, McLendon, Manmiller, Shurr, Raugh, Osborn, Heckman, Manbeck, McCaffrey, Melvin, Wolfe

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

### NEGOTIATIONS COMMITTEE

Mr. Reedy reported on the May 22, 2019 Negotiations Committee meeting.

### OTHER COMMITTEES (FOR INFORMATION ONLY)

None

### PERSONNEL MATTERS

**A motion** was made by Ms. Osborn and seconded by Mr. Carl to approve the following agenda items:

#### **Resignations**

##### **General Fund**

- **Michelle B. Enright** – Reporting Systems Specialist, West Campus. Reason: obtained other employment. Effective date: July 5, 2019.
- **Nicole E. Ragab** – Instructional Assistant, West Campus. Reason: obtained other employment. Effective date: June 21, 2019.
- BCTC Dishwasher Co-op resignations. Reason: temporary position.
  - **Hanna R. Burkhart** – **East Campus. Effective date: June 3, 2019.**
  - Tyler J. Harville – **East Campus. Effective date: June 6, 2019.**
  - Cindy M. Kunkel – **East Campus. Effective date: June 6, 2019.**
  - Benjamin D. Macbeth – **East Campus. Effective date: June 6, 2019.**
  - Kirsten J. Werst – **East Campus. Effective date: June 6, 2019.**
- **Christian Hansen** – Assistant Director, West Campus. Reason: personal. Effective date: August 30, 2019.
- **Catherine M. Krause** – Curriculum Specialist, West Campus. Reason: retirement. Effective date: November 22, 2019.

#### **Employment Ratifications**

##### **Continuing Education Fund**

- **Sergio D. Burgos Ramos** – Part-time CDL/Instructor Examiner, West Campus. Recommended salary: as per the 2018-2019 school year approved rate. Effective date: May 29, 2019 through the end of the 2018-2019 fiscal year.

#### **Employment Approvals**

##### **General Fund**

- BCTC Dishwasher Co-Op student. Recommended salary: \$7.25/hour. Continue Co-Op assignment. Effective date: on or around August 26, 2019 through the end of the 2019-2020 school year.
  - **Shelby L. Alvarez** – East Campus

- **Lucas D. Bullock** – East Campus
- **Jacob X. Mohn** – East Campus
- **Trinity Williams Romualdi** – East Campus
- **David A. Kerschner** – Maintenance Mechanic, East/West Campuses. Recommended salary: \$20.00/hour. Effective date: on or around July 15, 2019 and pending satisfactory receipt of background and screening requirements.

#### **Change of Status Approvals**

##### **General Fund**

- **Jessica A. Werner** – Printing Production Technology (formerly Graphic Imaging Technology) Instructor, West Campus. Change status from full-time PPT instructor, West Campus to part-time (50%) PPT instructor, West Campus. Reason: significant decline in program student enrollment. Effective date: 2019-2020 school year.

#### **Add Other Earnings Ratifications**

##### **General Fund**

- **Michael Kern** – Masonry Instructor, East Campus. Add other earnings for miscellaneous house project tasks. Recommended salary: \$25.00/hour. Effective date: June 10, 2019 concluding on or around August 25, 2019 not to exceed 25 hours.
- Schooling training. Recommended salary: \$25.00/hour. Effective date: June 20, 2019 concluding on or around August 15, 2019 not to exceed a cumulated total of 300 hours. Employee names will be ratified at the August 26, 2019 JOC Board meeting.
- BCTC STEAM Career Camp employees and compensation (compensated through the Strategic Innovation Grant). Effective date: June 17, 2019 – June 21, 2019.
  - **Heather L. Wargo** – Educational Facilitator, East Campus. Add other earnings for Coordinator role. Recommended salary: stipend of \$750.00.
  - **Melissa A. Yoder** – Counselor – Manager of Enrollment, East/West Campuses. Add other earnings for Coordinator role. Recommended salary: stipend of \$750.00.
  - **Dale J. Roberts** – Welding Technology Instructor, West Campus. Add other earnings for Welding Technology Instructor role. Recommended salary: stipend of \$1,000.00.
  - **Alan E. Blackburn** – Electronic Engineering Technology Instructor, West Campus. Add other earnings for Mechatronics Instructor role. Recommended salary: stipend of \$1,000.00.
  - **Jessica A. Werner** – Graphic Imaging Technology Instructor, West Campus. Add other earnings for Graphic Imaging Technology Instructor role. Recommended salary: stipend of \$1,000.00.
  - **Albert N. DeNault** – Culinary Arts Instructor, West Campus. Add other earnings for Culinary Arts Instructor role. Recommended salary: stipend of \$750.00.
  - **Eric R. Lynch** – Culinary Arts Instructor, West Campus. Add other earnings for Culinary Arts Instructor role. Recommended salary: stipend of \$750.00.
  - **Elizabeth S. Ireland** – Advertising Arts and Design Instructor, West Campus. Add other earnings for Advertising Arts and Design Instructor role. Recommended salary: stipend of \$1,000.00.
  - **James D. DelConte** – Communication Media Instructor, West Campus. Add other earnings for Communication Media Instructor role. Recommended salary: stipend of \$1,000.00.
  - **Eric S. Hopewell** – Computerized Machining Technology Instructor, West Campus. Add other earnings for Computerized Machining Instructor role. Recommended salary: stipend of \$1,000.00.
  - **Kenneth D. James** – Drafting Design Technology Instructor, West Campus. Add other earnings for Drafting Design Technology Instructor role. Recommended salary: stipend of \$1,000.00.
  - **Bridget A. John** – Nursing and Attendance Services Specialist, West Campus. Add other earnings for School Nurse role. Recommended salary: as per the JOC 2018-19 school year approved hourly rate not to exceed 27.5 hours.

- **Heidi J. Moll** - Instructional Assistant, West Campus. Add other earnings for Instructional Assistant role. Recommended salary: as per the 2018-19 school year JOC approved rate not to exceed 27.5 hours.
- **Celina L. Donmoyer** - Instructional Assistant, West Campus. Add other earnings for Instructional Assistant role. Recommended salary: as per the 2018-19 school year JOC approved rate not to exceed 27.5 hours.
- **Nicole E. Ragab** – Instructional Assistant, West Campus. Add other earnings for Instructional Assistant role. Recommended salary: as per the 2018-19 school year JOC approved rate not to exceed 27.5 hours.
- Add other earnings for Driver role. Recommended salary: as per the JOC 2018-19 school year approved hourly rate not to exceed a cumulative total of 20 hours.
  - **Connie S. Miller** – Transportation Specialist.
  - **Jeffrey W. Royles** – Driver.

### **Substitute Ratifications**

#### **General Fund**

- **Yenly E. Ynfante** – Day-to-day Substitute Custodian, East/West Campuses. Recommended salary: as per the 2018-2019 school year JOC approved rate. Effective date: June 10, 2019 through August 26, 2019.

**Upon roll call, the vote was recorded as follows: Yeas:** Lewis, Tomasi, Carl, Friedlander, McLendon, Manmiller, Shurr, Raugh, Osborn, Heckman, Manbeck, McCaffrey, Melvin, Wolfe

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

### **OTHER MATTERS FOR CONSIDERATION**

**A motion** was made by Mr. Heckman and seconded by Ms. Osborn to approve the following agenda items:

- Approved contracts to vendors for food service paper products bids per the Berks County Joint Purchasing Bid Award dated May 14, 2019 for July 1, 2019 to June 30, 2020.
- Approved contracts to vendors for grocery bids per the Berks County Joint Purchasing Bid Award dated May 14, 2019 for July 1, 2019 to June 30, 2020.
- Approved contracts to vendors for milk and dairy per the Berks County Joint Purchasing Bid Award dated May 14, 2019 for July 1, 2019 to June 30, 2020.
- Approved contracts to vendors for fresh bread per the Berks County Joint Purchasing Bid Award dated May 14, 2019 for July 1, 2019 to June 30, 2020.
- Approved contracts to vendors for copy paper bids per the Berks County Joint Purchasing Bid Award dated May 28, 2019 for July 1, 2019 to December 31, 2019.
- Approved the cafeteria prices for the 2019-2020 school year, unchanged from the 2018-2019 school year.
  - Student Meal – Breakfast \$1.70
  - Student Reduced Meal – Breakfast \$0.30
  - Student Meal – Lunch \$2.85
  - Student Reduced Meal – Lunch \$0.40
  - Adult Meal – Breakfast \$2.50
  - Adult Meal – Lunch \$4.50
- Approved the 2019-2020 monthly medical premium share deduction for the Administration and the BCTCEA as follows:
  - Single \$ 93.67
  - Two-Party \$197.50
  - Family \$268.35

- Approved the following signatures as authorized signers of the General, Activity, Payroll, Cafeteria and Title IV accounts for Tompkins VIST Bank. In addition, the General and Capital Reserve accounts for the Pennsylvania School District Liquid Assets accounts at PNC Bank, and General, Activity, Cafeteria, Memorial accounts with Pennsylvania Local Government Investment Trust (PLGIT) at Wells Fargo Bank:
  - Oscar J. Manbeck, Chairperson
  - Robert A. Heckman, Vice-Chairperson
  - Christine Osborn, Secretary
  - Gary A. Reinert, Treasurer
  - John L. Reedy, Director of Business Affairs and Continuing Education
- Approved to authorize administration and officers to pay bills, salaries, and conduct year-end transactions during the month of July 2019 to be ratified at the August 28, 2019 meeting.
- Approved Liz Heffner to attend the Section 504 Coordinators Institute/Special Education Law Symposium on June 27 - 28, 2019 in Bethlehem, PA at an estimated cost not to exceed \$600.
- Approved Christopher Nappi to attend the Network+ Training Certification Camp on August 23-25, 2019 in Philadelphia, PA at an estimated cost not to exceed \$1,300.
- Ratified a grant from the PA Department of Community & Economic Development for \$200,000. This grant will support \$15,000 per year for the Career Pathways Outreach Coordinator in school years 2019-2020 and 2020-2021, \$72,500 per year in years 2020-2021 and 2021-2022 for a second Welding Instructor, and \$25,000 for new welding equipment.
- Approved an agreement with the County of Berks/Berks Heim to provide the clinical experience to evening adult students for the 2019-2020 fiscal year

**Upon roll call, the vote was recorded as follows: Yeas:** Lewis, Tomasi, Carl, Friedlander, McLendon, Manmiller, Shurr, Raugh, Osborn, Heckman, Manbeck, McCaffrey, Melvin, Wolfe

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

**PERSONS DESIRING TO BE HEARD**

None

**ADJOURNMENT**

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

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

Approved

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Christine Osborn, JOC Secretary  
per Wendy Sigourney, Recording Secretary

2019