

BERKS CAREER & TECHNOLOGY CENTER
Official Proceedings of the Joint Operating Committee
January 22, 2020

AGENDA ITEM III
JOC Meeting 2/26/2020

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 Leesport, PA on Wednesday, January 22, 2020. The meeting was called to order by Chairperson Manbeck at 8:18 PM.

ATTENDANCE

Present: William Carl, Caryn Friedlander, Michael Gierula, Robert Heckman, Guadalupe Kasper, Oscar Manbeck, Dr. Sharon McLendon, George Mertz III, Christine Osborn, Andrew Raugh, Gary Reinert, Charles Shurr, Roger Updegrove, Michael Wagaman and Laurie Waxler

Absent: Bucky Scott

Staff: Michalene Berg, Kyle Follweiler, Dr. Jill Hackman, Dr. James Kraft, Ken Kryder, John Reedy, Dr. Michael Stauffer and Wendy Sigourney

Solicitor: Jim Mancuso, Esq.

Press: Keith Smoker, Reading Eagle

Guest(s):

PLEDGE OF ALLEGIANCE

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

EXECUTIVE SESSION

An executive session was held in relation to a personnel matter.

RECEIPT OF BIDS

None

APPROVAL OF MINUTES

A motion was made by Mr. Carl and seconded by Mr. Mertz to approve the meeting minutes of December 12, 2019 as presented.

Yeas: 15. Nays: None. Motion carried.

RATIFICATION AND APPROVAL OF BILLS

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

Upon roll call, the vote was recorded as follows: Yeas Carl, Friedlander, Gierula, Heckman, Kasper, Manbeck, Dr. McLendon, Mertz III, Osborn, Raugh, Reinert, Shurr, Updegrove, Wagaman and Waxler. **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 Carl, Friedlander, Gierula, Heckman, Kasper, Manbeck, Dr. McLendon, Mertz III, Osborn, Raugh, Reinert, Shurr, Updegrove, Wagaman and Waxler. **Nays:** None. **Motion carried.**

INVESTMENT OF FUNDS

None

COMMUNICATIONS

- Correspondence dated December 5, 2019 was received from Barbacane, Thornton & Company LLP in regard to the yearly ADM audit. They were able to recalculate the ADMs prepared by the Berks Career and Technology Center without exception.
- Correspondence dated December 20, 2019 was received from Middle States Association of Secondary Schools to confirm that the Middle States Commission on Secondary Schools has found our BCTC FY19 Title IV Annual Report to be in compliance with the MSA-CSS Title IV requirements.

ANYONE WISHING TO ADDRESS AGENDA ITEMS

None

OLD BUSINESS

None

NEW BUSINESS

- **A motion** was made by Mr. Carl and seconded by Mr. Mertz to approve the 1st reading of the following policies of the Berks Career & Technology Center Policy Manual:
 - Membership 004
 - Meetings 006
 - Nondiscrimination & Harassment for School & Classroom 103
 - Nondiscrimination for Students with Disabilities 103.1
 - Nondiscrimination & Harassment for Employees 104
 - Adoption of Textbooks 108
 - Admission of Students 201
 - Attendance 204
 - Withdrawal from School 208
 - Health Examinations and Screenings 209
 - Possession & Admin. of Asthma Inhalers/Epi Pens 210.1
 - Student Expression & Distribution & Posting of Materials 220
 - Tobacco/Nicotine (Students) 222
 - Suspension and Expulsion 233
 - School Wellness 246
 - Hazing 247
 - Tobacco/Nicotine (Employees) 323

- Professional Development 333
- Family & Medical Leaves 335
- Workers Compensation 346
- Procurement 626
- Crowdfunding 702.1
- Maintenance 704
- Facilities and Workplace Safety 705
- Use of Center Facilities 707
- Building Security 709
- Emergency Preparedness & Response 805
- Relations with Law Enforcement Agencies 805.1
- Food Services 808
- Transportation 810
- School Vehicle Drivers 810.3
- Contracted Services Personnel 818
- Public Attendance at Center Events 904
- Nonschool Organizations/Groups/Individuals 913

Yeas: 15. Nays: None. Motion carried.

- Approved to remove the following policy from the Berks Career & Technology Center Policy Manual. It has been merged into Policy 126:
 - Student Quotas 126.1

Upon roll call, the vote was recorded as follows: Yeas Carl, Friedlander, Gierula, Heckman, Kasper, Manbeck, Dr. McLendon, Mertz III, Osborn, Raugh, Reinert, Shurr, Updegrove, Wagaman and Waxler. **Nays: None. Motion carried.**

BCTC REPORT (FOR INFORMATION ONLY)

AGENDA ITEMS AND/OR CHANGES

None

ADMINISTRATIVE UPDATES

Dr. Kraft provided the following updates:

- **BCTC'S COMMITMENT TO DELIVERING WORLD CLASS CAREER & TECHNICAL EDUCATION**
Dr. Kraft presented a written document that was presented to the SAC members on Tuesday, January 14, 2020. This document was written to communicate how BCTC is proud of its current programming as well as challenges we face and how we are looking to provide additional technical training options for the students. We will be looking for input from the Superintendents and the Administration from the 16 sending districts to determine the district needs. Dr. Kraft suggested that everyone read the document to see how BCTC is embracing change as we move forward. Please feel free to direct any questions directly to Dr. Kraft. Ms. Sigourney will email an electronic copy to all members.

Mr. Kryder provided the following updates:

- **COSMETOLOGY – CHOPS FOR CHOP**

Tonight, the Cosmetology program held a senior project facilitated event called “Chops for CHOP”. They gave haircuts, manicures, massages all to raise money for Philadelphia Children’s Hospital. At 4:30 pm they already had served 75 people.

- **HOUSE TOUR**

The Student Built House tour will be featured in March when we will see the student’s completed work. The foundation is almost complete on the new house. Cathy Sloan with Home Builders Association (HBA) will be writing an article that will feature the house project, the instructor and students. We will let you know when that is available.

Mr. Follweiler provided the following updates:

- **SKILLSUSA**

BCTC students did a wonderful job as they began the competitions for the SkillsUSA district competition. Both campus competitors in the Cosmetology program placed at the competition. There were many students who placed and additional students will be competing on February 14, 2020 in Lancaster PA. All first-place district will head to State competition in April in Hershey, PA and then if they place first in the state competitions they will head to Nationals in June in Kentucky. We are very proud of our students!

Dr. Stauffer provided the following updates:

- **BME COMPETITION**

Dr. Michael Stauffer had just received notice during our meeting that our Business Management and Entrepreneurship program competing at Albright College placed in several categories. The competition involves teams they had to create a business, generate a business plan, project finances, etc. Teams were from New Jersey, New York, Pennsylvania and Connecticut.

Mr. Funkhouser provided the following updates:

- **IN-SERVICE JANUARY 20, 2020**

All BCTC Employees participated in our In-Service day on January 20, 2020. We sought out volunteer instructors as well as utilized some of BCTC Instructors to conduct certified training in First Aid, AED and CPR.

FINANCE COMMITTEE

- Mr. Gary Reinert reported on the Finance Committee meeting that was held on December 12, 2019.

BUILDING/INSURANCE COMMITTEE

A motion was made by Mr. Raugh and seconded by Mr. Carl to approve the following change orders for the new Welding building.

Change Order Details

Uhrig Construction – General Contractor

#1 – \$3,602.82 – Additional storm water runoff piping.

#2 – \$5,005.28 – Steel support channels to support roof mounted equipment.

#3 – \$4,492.53 – Modify the water line install. A decision was made to run water out of the Printing Production area as opposed to Cosmetology lab.

#4 – \$3,550.12 – Install additional rebar for the overlapping area. Due to block type and seismic/hurricane specifications.

#5 – \$8,328.20 – Adds blocking on the rear storage room canopy to provide a finished look and provides a mount to the rain gutter.

#6 – \$6,600.76 – Door hardware changes to support the card access system and security system.

H.B. Frazer – Electrical Contractor

#3 – \$9,136.00 – Install IT cables, lines and data rack.

#4 – \$35,193.15 – Furnish and install card access and security system.C

Upon roll call, the vote was recorded as follows: Yeas Carl, Friedlander, Gierula, Heckman, Kasper, Manbeck, Dr. McLendon, Mertz III, Osborn, Raugh, Reinert, Shurr, Updegrove, Wagaman and Waxler. **Nays:** None. **Motion carried.**

PROGRAM/PERSONNEL COMMITTEE

A motion was made by Ms. Friedlander made a motion and seconded by Mr. Mertz to approve approval for the administration to include the Heavy Equipment Operations program CIP#49.0202 at the East Campus as a program beginning with the start of the 2020-2021 school year and to submit the required documentation to the Pennsylvania Department of Education, Bureau of Career and Technical Education.

Upon roll call, the vote was recorded as follows: Yeas Carl, Friedlander, Gierula, Heckman, Kasper, Manbeck, Dr. McLendon, Mertz III, Osborn, Raugh, Reinert, Shurr, Updegrove, Wagaman and Waxler. **Nays:** None. **Motion carried.**

NEGOTIATIONS COMMITTEE

- Mr. Gary Reinert announced there will be a Negotiation Committee meeting with Act 93 representatives immediately following the JOC meeting on January 22, 2020.

PERSONNEL MATTERS

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

Resignations- General Fund

- **Thomas E. Carl** – Protective Services Instructor, East Campus. Reason: personal. Effective date: December 20, 2019.
- **Karin N. Manwiller** – Part-time Instructional Assistant, East Campus. Reason: personal. Effective date: January 17, 2020.

- **Glenn I. Riegel** – Photo Imaging Technology Instructor, West Campus. Reason: retirement. Effective date: at the end of the 2019-2020 school year.

Employment Ratifications - General Fund

- **Thomas E. Carl** - Part-time Resource Specialist – EMR/EMT, East/West Campuses. Recommended salary: \$25.00/hour. Effective date: January 2, 2020 through the end of the 2019-2020 school year.
- **Falcon S. Morningstar** – BCTC Co-op Student Dishwasher, West Campus. Recommended salary: \$7.25/hour. Effective date: January 9, 2020.

Employment Approvals - General Fund

- **Wendy M. Harris** – Coordinator of Student Services, East/West Campuses. JOC approved December 12, 2019 with an effective start date of February 4, 2020.

Change of Status/Transfer Ratifications - General Fund

- **Cindy M. Dunkle** – Payroll Specialist, West Campus. Change status to Accounts Payable Specialist, West Campus. Recommended salary: \$52,500/year pro-rated. Effective date; May 1, 2020.
- **Barry A. Edwards** – Automotive Collision Technology Instructor, West Campus. Change salary from \$64,626/year based on Track VT/Level 3/Step 12 to \$65,690/year pro-rated based on Track VT/Level 4/Step 12 of the 2019-2020 salary schedule per the negotiated BCTCEA agreement. Reason: Received Vocational I + 30 credits. Effective date: December 17, 2019.
- **Tiffany L. Greene** – Business Management and Entrepreneurship Instructor, West Campus. Change salary from \$56,791/year based on Track AC/Level 7/Step 4 to \$57,855/year pro-rated based on Track AC/Level 8/Step 4 of the 2019-2020 salary schedule per the negotiated BCTCEA agreement. Reason: Received Master's Degree. Effective date: January 6, 2020.
- **Rachel B. Kline** – Painting and Decorating Instructor, East Campus. Add other earnings for Peer Mentor Teacher. For first year teachers, receive a stipend of \$500/year and \$250.00/year for each additional teacher. For second year teachers, receive a stipend of \$250.00/year and \$125/year for each additional teacher. Effective date: 2019-2020 school term.
- **Gayle A. Leinbach** – Automotive Technology Instructor, East Campus. Change salary from \$64,179/year based on Track VT/Level 4/Step 11 to \$65,243/year pro-rated based on Track VT/Level 5/Step 11 of the 2019-2020 salary schedule per the negotiated BCTCEA agreement. Reason: Received Vocational II Certification. Effective date: January 17, 2020

HOSA Coordinator

- **Maureen B. Longenecker** – Substitute Instructor, East/West Campuses. Resignation of HOSA Coordinator. Effective January 17, 2020. Split remainder stipend balance of \$875.00 as follows:
- **Stephen S. Cote** – Sports Medicine & Rehabilitative Therapy Instructor, East Campus. Additional \$437.50 paid out at the end of the 2019-2020 school year due to Ms. Longenecker's resignation.

- **Jennifer A. Maryniak** - Sports Medicine & Rehabilitative Therapy Instructor, East Campus. Additional \$437.50 paid out at the end of the 2019-2020 school year due to Ms. Longenecker's resignation.

Change of Status/Transfer Approvals - General Fund

- **Samantha M. Herbine** – Substitute Instructor, East/West Campus. Change status to part-time Instructional Assistant, West Campus. Recommended salary: 15.00/hour. Effective date: January 28, 2020.

Upon roll call, the vote was recorded as follows: Yeas Carl, Friedlander, Gierula, Heckman, Kasper, Manbeck, Dr. McLendon, Mertz III, Osborn, Raugh, Reinert, Shurr, Updegrave, Wagaman and Waxler. **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 purchase an envelope press from Northern Machine Works from the Printing Production fund at a cost not to exceed \$13,069.10.
- Consideration to ratify the contracts to vendors for copy paper bids per the Berks County Joint Purchasing Bid Award dated December 10, 2019 for January 1, 2020 to June 30, 2020.
- Consideration to approve an educational trip for Albert DeNault and Eric Lynch of the Culinary Arts program to attend the National Restaurant Association Food Show on May 15-18, 2020 in Chicago, IL at a cost not to exceed \$2,490.
- Consideration to ratify 19 students to attend the SkillsUSA District Competitions on January 17, 2020, in Chambersburg, PA, at a cost of \$100 to BCTC's General Fund.
- Consideration to approve 37 students to attend the SkillsUSA District Competitions on February 14, 2020, in Ephrata, PA, at a cost of \$100 to BCTC's General Fund.
- Consideration to approve an educational trip of 54 students of the East Campus Cosmetology program to attend "The Beauty Experience" on March 10, 2020 in New York, NY at a cost not to exceed \$210.
- Consideration to approve an educational trip of 50 East Campus students of the Horticulture program to attend the Philadelphia Flower Show on Saturday, March 29, 2020, as an event sponsored by the East Campus FFA, at a cost of \$100 to BCTC's General Fund.
- Consideration to approve BCTC's participation in the CAFCO Food Service Bids processed through Lancaster-Lebanon IU #13 for the purchase of the following items for the 2020-2021 school year.
 - Grocery
 - Bread
 - Milk
 - Tea & Drinks
- Consideration to ratify a contract with Eshelman Transportation to provide student transportation for the remainder of the 2019-2020 school year at a cost not to exceed \$108 per day.

- Consideration to ratify a contract with New Rhoads Transportation to provide student transportation for 62 days at a cost not to exceed \$299 per day.

Upon roll call, the vote was recorded as follows: Yeas Carl, Friedlander, Gierula, Heckman, Kasper, Manbeck, Dr. McLendon, Mertz III, Osborn, Raugh, Reinert, Shurr, Updegrove, Wagaman and Waxler. **Nays:** None. **Motion carried.**

PERSONS DESIRING TO BE HEARD

Mr. Carl encouraged new board members not to view BCTC as your Old Vo-Tech school.

Mr. Heckman shared he was at Reading College for business and in telling them about BCTC found many of them were aware of reputation of BCTC students.

Dr. Kraft indicated to new board members there will be a New Member Orientation. Ms. Sigourney will schedule this within the week.

Dr. Hackman wanted to thank Dr. Kraft and Mr. Reedy for the great job presenting the SAC members and especially for the fiscal responsibility in keeping expenses low for the districts. She also thanked Dr. Kraft for sharing his vision for moving forward in championing education opportunities for students and adults. He's created a great roadmap for moving forward.

ADJOURNMENT

A motion was made by Mr. Carl and seconded by Mr. Mertz to adjourn the meeting at 8:50 PM.

Yeas: Fifteen. Nays: None. Motion carried.

Approved _____ 2020
Caryn Friedlander, JOC Secretary
per Wendy Sigourney, Recording Secretary