

**BERKS CAREER & TECHNOLOGY CENTER**  
**Official Proceedings of the Joint Operating Committee**  
**May 26, 2021**

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**AGENDA ITEM III**  
**JOC Meeting 6/23/2021**

**CALL TO ORDER**

The regular meeting of the Joint Operating Committee was held at the East Campus in Oley, PA and via Zoom on Wednesday, May 26, 2021. The meeting was called to order by Chairperson Manbeck at 7:51 PM.

**ATTENDANCE**

**Present:** Mr. Michael Gierula, Mr. Robert Heckman, Mr. Andrew Raugh, Mr. George Mertz III, Mr. Gary Reinert, Mr. Oscar Manbeck, Mr. Charles Shurr, Mrs. Guadalupe Kasper, Mr. Roger Updegrove, Mr. John Scheetz, Mr. Neal McNutt, Mrs. Christen Thompson, Mr. John Fidler, Ms. Christine Osborn, Mr. Steven Pottieger and Mrs. Caryn Friedlander

**Absent:** None

**Staff:** Dr. James Kraft, Mr. John Reedy, Dr. Jill Hackman, Ms. Wendy Sigourney, Dr. Michael Stauffer, Mr. Kyle Follweiler, Mr. Curt Funkhouser, Dr. Kristine Rosenberger, Mr. Gary Auker, Mrs. Michalene Berg and Mr. Ray Jenkins

**Solicitor:** Mr. James Mancuso, Esq.

**Press:** None

**Guests:** Alexander Conzaman, Ida Koli, Katelyn Reidenhour, Sydney Wessner and family members

**PLEDGE OF ALLEGIANCE**

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

**JOC SCHOLARSHIP RECIPIENTS**

Alexander Conzaman, Wilson SD, East Campus  
Ida Koli, Wilson SD, East Campus  
Katelyn Reidenhour, Kutztown SD, West Campus  
Sydney Wessner, Fleetwood SD, West Campus

**EXECUTIVE SESSION**

Chairperson Manbeck announced an Executive Session to discuss personnel matters.

**STIPENDS FOR TREASURER AND SECRETARY**

A motion was made by Mr. Reinert and seconded by Mr. Mertz to set stipends for the Secretary and Treasurer for the 2021-2022 fiscal year at \$1,000 each effective July 1, 2021, and to donate the stipend to the JOC Scholarship for Excellence Award Fund for student scholarships.

**Upon roll call, the vote was recorded as follows: Yeas:** Gierula, Heckman, Raugh, Mertz, Osborn, Pottieger, Reinert, Manbeck, Shurr, Kasper, Updegrove, Scheetz, McNutt, Thompson, Fidler, and Friedlander **Nays:** None. **Abstained:** None. **Motion carried.**

**RECEIPT OF BIDS**

Augmented Arc Virtual System for Welding Technology  
CDL and Diesel Truck Purchase

**APPROVAL OF MINUTES**

**A motion** was made by Mrs. Friedlander and seconded by Mr. Mertz to approve the meeting minutes of April 28, 2021 as presented.

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

**RATIFICATION AND APPROVAL OF BILLS**

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

**Upon roll call, the vote was recorded as follows: Yeas:** Gierula, Heckman, Raugh, Mertz, Osborn, Pottieger, Reinert, Manbeck, Shurr, Kasper, Updegrove, Scheetz, McNutt, Thompson, Fidler, and Friedlander **Nays:** None. **Abstained:** None. **Motion carried.**

**ACCEPTANCE OF FINANCIAL REPORTS**

**A motion** was made by Mr. Reinert and seconded by Mr. Heckman 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:** Gierula, Heckman, Raugh, Mertz, Osborn, Pottieger, Reinert, Manbeck, Shurr, Kasper, Updegrove, Scheetz, McNutt, Thompson, Fidler, and Friedlander **Nays:** None. **Abstained:** None. **Motion carried.**

**INVESTMENT OF FUNDS**

None

**COMMUNICATIONS**

The Berks Career and Technology Center's Education Foundation has been approved to receive Educational Improvement Tax Credit Funds (EITC).

**ANYONE WISHING TO ADDRESS AGENDA ITEMS**

None

**OLD BUSINESS**

**A motion** was made by Mrs. Friedlander and seconded by Mrs. Osborn to approve the second reading of the following Berks Career and Technology Center policy:

Weapons (#218.1)

**Upon roll call, the vote was recorded as follows: Yeas:** Gierula, Heckman, Raugh, Mertz, Osborn, Pottieger, Reinert, Manbeck, Shurr, Kasper, Updegrove,

Scheetz, McNutt, Thompson, Fidler, and Friedlander **Nays:** None. **Abstained:** None. **Motion carried.**

### **NEW BUSINESS**

**A motion** was made by Mr. Mertz and seconded by Mr. Reinert to approve the first reading of the following Berks Career and Technology Center policies:

Electronic Signatures/Records (#800.1)  
Center Social Media (#816)

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

### **BCTC REPORT (FOR INFORMATION ONLY)**

Dr. Stauffer reported on a proposal for BCTC to develop a Diversified Occupations program to be implemented in 2022-2023 school year. BCTC would operate DO as a senior year only program for students in all 16 sending schools and is intended to serve a population of students that is currently not being served by any existing programs. Students will need to work 150 days they need to participate in related instruction which can be online for the most part BCTC. The main costs to run the program will include the salary for the BCTC certified instructor, travel and office materials and supplies. The intention is to build this into the operating budget for 2022-2023 as well as absorbed into the 2021-2022 budget through budgetary transfers.

Mr. Reedy informed the JOC that The Berks Career & Technology Center Education Fund now has the State approval to accept Educational Improvement Tax Credits (EITC). For businesses that donate they will be able to apply for EITC tax credits. Mr. Reedy has already contacted employers to donate.

Insurance policy will need to be renewed in June of 2021. Last year's amount was \$168,080 and this year will be approximately \$163,728, a 2.6% reduction. This is due to excellent experience with insurance claims. The approval for the insurance renewal will be on the June 2021 agenda for approval.

Mr. Reedy provided a presentation of the high cost areas for the 2022-2023 General Fund Budget. He began with the status of the 2021-2022 budget which was approved by all member districts. The main focus of the presentation was the impact of several staffing and infrastructure related items on the 2022-2023 budget and as a result the percentage increase will be higher than what has been presented over the past several years. Campus roofing and air handler replacements are on the long-range operational plan and will be needed within the next few years. Mr. Reedy provided a detailed report along with options to consider and to provide advisory input to the BCTC administration for funding the projects. The goal will be to plan for the additional staffing and infrastructure needs starting with the 2022-2023 budget. We are hopeful to accomplish the infrastructure upgrades within the general fund budget without the need to float a bond. At this point based on the main option that was presented, a 6.50% budget to budget impact to the districts is estimated for the 2022-2023 school year. We also discussed an option B and Option C that would lessen the budgetary impact and spread out the increases over two or three years. A summary of how that will impact the districts was shared. Mr. Reedy will add in some information on why we would choose not to apply for a bond so that the districts understand the benefit it is to them. After the

recent PAC Meeting, which had a low attendance, we will be holding a combined meeting on June 5<sup>th</sup> with the SAC group to discuss this with the full Superintendent group and then later with the Business Managers. Mr. Shurr asked about how we come up with an estimated price for fixtures. If we go with a bond, all 16 districts have to agree 100% and the bond price is based on the real estate value versus based on student count. A bond will also have an interest, where this option will not. Mr. Fidler asked if students would be able to fix the roof for experience and BCTC's response is that due to warranty, insurance and liability issues it's not an option.

Dr. Stauffer shared that based on the end of the year faculty evaluation meetings at both East and West campuses even though this year has been tough for instructors they feel it has been the best year and has challenged them to learn new technical skills. Instructors are hearing great things from students as well and being affirmed by receiving cards from student. They have heard many stories of how teachers are impacting students this year.

Mr. Follweiler shared they finished New Student Orientation last week. They had a great turnout. Mr. Scheetz attended and wrote a nice letter to Mrs. Ruth for her session with his daughter. There have been trying times, but instructors have come through. In fact, NOCTI scores were the best scores ever at the West Campus. Teachers have completed their task lists and completed several certifications. The Senior Recognition Ceremony will be held on June 1, 2021. It will be held virtually and the video created by the Communication cluster reflects the work and effort placed in creating the video.

Mr. Auker reported the summer projects projected for this summer. The front doors will be changed this summer at both campuses. The old welding building will be having the old booths removed so we can sell them and make that a Facilities building. The CDL lot will be sealcoated. Our sidewalk has sunk about 1" and will be corrected at the East Campus. We are replacing some of our vehicles for 2021- 2022. Some smaller projects will be completed but are now just in the beginning planning stages.

#### **IMPORTANT DATES**

- Senior Recognition Ceremony, June 1, 2021 at 7:00 pm  
(link:[www.berkscareer.com/ClassOf2021](http://www.berkscareer.com/ClassOf2021))
- Last Student and Teacher Day, June 3, 2021
- Joint Operating Committee Meeting, June 23, 2021, 7:30 pm

#### **STUDENT HONORS**

PBA Award Recipient

- Abigail H. Sisco

#### **COMMITTEE REPORTS**

##### **FINANCE COMMITTEE**

**A motion** was made by Mr. Reinert and seconded by Mr. Heckman to approve the 2021-2022 General Fund Operating Budget for the Berks Career and Technology Center in the amount of \$19,677,327.

**Upon roll call, the vote was recorded as follows: Yeas:** Gierula, Heckman, Rough, Mertz, Osborn, Pottieger, Reinert, Manbeck, Shurr, Kasper, Updegrove,

Scheetz, McNutt, Thompson, Fidler, and Friedlander **Nays:** None. **Abstained:** None. **Motion carried.**

The 2020-2021 Student Quota Report was provided for information only.

**A motion** was made by Mr. Reinert and seconded by Mrs. Friedlander to approve the daytime adult tuition rate effective July 1, 2021 from \$8.95 to \$9.20 per hour at a 2.8% increase.

**Upon roll call, the vote was recorded as follows: Yeas:** Gierula, Heckman, Raugh, Mertz, Osborn, Pottieger, Reinert, Manbeck, Shurr, Kasper, Updegrove, Scheetz, McNutt, Thompson, Fidler, and Friedlander **Nays:** None. **Abstained:** None. **Motion carried.**

#### **BUILDING/INSURANCE COMMITTEE**

**A motion** was made by Mr. Raugh and seconded by Mr. Mertz to approve the following motions to:

- Authorize Administration to bid for one Articulated Wheel Loader for the Heavy Equipment Operations program, at an estimated cost of \$75,000.
- Authorize Administration to purchase an Augmented Arc Welding Training system as per the bid opening on May 18, 2021, from Airgas USA LLC, at a cost not to exceed \$52,254 as part of the Supplemental Equipment Grant.
- Authorize Administration to purchase the following vehicles for the Diesel Technology and CDL programs as per the bid opening on May 18, 2021, from Five Star International LLC, and Gator Truck Sales at a cost not to exceed \$87,400 from the General Fund

**Upon roll call, the vote was recorded as follows: Yeas:** Gierula, Heckman, Raugh, Mertz, Osborn, Pottieger, Reinert, Manbeck, Shurr, Kasper, Updegrove, Scheetz, McNutt, Thompson, Fidler, and Friedlander **Nays:** None. **Abstained:** None. **Motion carried.**

#### **PROGRAM/PERSONNEL COMMITTEE**

Ms. Friedlander reported the Program/Personnel Committee met Wednesday, May 26, 2021 to discuss the personnel matters.

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

- Executive Director
- Chief Financial Officer/Director of Adult and Continuing Education
- Director of Information Technology Services

**Upon roll call, the vote was recorded as follows: Yeas:** Gierula, Heckman, Raugh, Mertz, Osborn, Pottieger, Reinert, Manbeck, Shurr, Kasper, Updegrove, Scheetz, McNutt, Thompson, Fidler, and Friedlander **Nays:** None. **Abstained:** None. **Motion carried.**

**NEGOTIATIONS COMMITTEE**

**A motion** was made by Mr. Reinert and seconded by Mr. Mertz to approve the following:

- Approve Ms. Michalene A. Berg's Compensation & Benefits Plan 3-year Agreement, beginning on July 1, 2021.
- Approve Mr. John L. Reedy's Compensation & Benefits Plan 3-year Agreement, beginning on July 1, 2021.
- Approve Addendum II to Dr. James A. Kraft's Compensation and Benefits Plan.

**Upon roll call, the vote was recorded as follows: Yeas:** Gierula, Heckman, Raugh, Mertz, Osborn, Pottieger, Reinert, Manbeck, Shurr, Kasper, Updegrove, Scheetz, McNutt, Thompson, Fidler, and Friedlander **Nays:** None. **Abstained:** None. **Motion carried.**

**OTHER COMMITTEES (FOR INFORMATION ONLY)**

A summary of the Berks Executive Committee (BEC) meeting summary of April 28, 2021 and Professional Advisory Committee (PAC) meeting summary of May 19, 2021. was provided for information only.

**PERSONNEL MATTERS**

**A motion** was made by Ms. Friedlander and seconded by Mrs. Osborn to approve the following:

**Leave of Absence, General Fund**

**Michalene A. Berg** – Director of Human Resources, West Campus. Change an approved medical leave of absence return-to-work-date from on or around May 24, 2021 to return to work on May 10, 2021.

**Employment Ratifications, Continuing Education Fund**

**Steve W. Kreisher** – Heavy Equipment Operator Specialist, East Campus. Recommended salary: \$25.00/hour. Effective date: May 24, 2021 and pending receipt of all the pre-employment terms and conditions.

**Employment Approval, General Fund**

**Michael E. Szczepkowski** – Director of Operations, West Campus. Recommended salary: \$87,000 per year pro-rated. Effective date: June 1, 2021 and pending receipt of all the pre-employment terms and conditions.

**Change of Status/Transfer Approvals, General Fund**

**Kyle T. Follweiler** – Principal, West Campus. Change status to Director of Curriculum, Instruction, and Assessment. Recommended salary: no change. Effective Date: July 1, 2021.

**Dr. Kristine W. Rosenberger** – Assistant Principal/Supervisor of CTE, West Campus. Change status to Principal, Campus TBD. Recommended Salary: \$111,000/year. Effective July 1, 2021.

**Curtis R. Funkhouser** – Assistant Director of Curriculum, Instruction, and Assessment. Change status to Assistant Principal/Supervisor of CTE, West Campus. Recommended salary: no change. Effective July 1, 2021.

### **Change of Status/Transfer Ratifications, General Fund**

**Alan E. Blackburn** – Electro-Mechanical Engineering Technology Instructor, West Campus. Change salary from \$72,408/year based on Track VT/level 4/Step 16 to \$75,600/year pro-rated based on Track VT/Level 7/Step 16 of the 2020-2021 salary schedule per the negotiated BCTCEA agreement. Reason: received Bachelor's +15 credits. Effective date: May 13, 2021.

**Albert N. DeNault** – Culinary Arts Instructor, West Campus. Change salary from \$56,230/year based on Track VT/level 3/Step 6 to \$60,486/year pro-rated based on Track VT/Level 7/Step 6 of the 2020-2021 salary schedule per the negotiated BCTCEA agreement. Reason: received Bachelor's +15 credits. Effective date: May 19, 2021.

**Tracey L. Sholl** – Cosmetology Instructor, East Campus. Change salary from \$58,805/year based on Track VT/level 4/Step 7 to \$59,869/year pro-rated based on Track VT/Level 5/Step 7 of the 2020-2021 salary schedule per the negotiated BCTCEA agreement. Reason: received Vocational II certification. Effective date: May 12, 2021.

### **Add Other Earning Approvals, Continuing Education Fund**

**Michael R. Rowe** – Heavy Equipment Operations Instructor, East Campus. Add other earnings for curriculum development/HEO Transition. Recommended salary: \$26.00/hour. Effective date: June 4, 2021 concluding on or around August 17, 2021 not to exceed a total of 20 hours.

### **Add Other Earning Approvals, General Fund**

**Wendy K. Sigourney** – Executive Assistant, West Campus. Add other earnings for JOC and Authority Committee Recording Secretary. Recommended salary: Stipend of \$150.00/meeting. Effective date: 2021-2022 fiscal year.

**Ernest S. Powell** – Protective Services Instructor, East Campus. Add other earnings for EMT Certification Camp. Recommended salary: \$26.00/hour. Effective date: June 4, 2021 concluding on or around August 17, 2021 not to exceed a total of 90 hours.

**Michael Kern** – Masonry Instructor, East Campus. Add other earnings for reconfiguring and cleaning up the student home construction building. Recommended salary: 26.00/hour. Effective date: June 4, 2021 concluding on or around August 17, 2021 not to exceed a cumulative total of 25 hours.

Add other earnings for additional contracted days during the summer for managing educational facilitator responsibilities. Recommended salary: per diem rate. Effective date: June 4, 2021 concluding on or around August 17, 2021.

- **John C. Forry** – Educational Facilitator, West Campus. ten (10) days.
- **Christine Twiford** – Educational Facilitator, West Campus. Five (5) days.
- **Heather L. Wargo** - Educational Facilitator, East Campus. ten (10) days.

Add other earnings for special summer projects for student documentation and clerical duties. Recommended salary: \$11.00/hour. Effective date: June 4, 2021 concluding on or around August 17, 2021 not to exceed a cumulative total of 120 hours.

- **Amber L. Angstadt** – Instructional Assistant, East Campus.
- **Monica V. Armao** – Instructional Assistant, West Campus.
- **Collette M. Bressler** – Instructional Assistant, West Campus.
- **Lindsey K. Buler** – Instructional Assistant, East Campus.
- **Miranda D. Endy** – Instructional Assistant, East Campus.
- **Carol L. Forbes** – Instructional Assistant, West Campus.
- **Denise A. Gribb** – Instructional Assistant, East Campus.
- **Samantha M. Herbine** – Instructional Assistant, West Campus.
- **Linda A. Keller** – Instructional Assistant, East Campus.
- **Lori P. Mahon** – Instructional Assistant, East Campus.

Add other earnings for virtual LRC in assisting new students in completion of the Career Safe requirement. Recommended salary: as per the JOC approved hourly rate.

Effective date: July 1, 2021 concluding on or around August 17, 2021 not to exceed a cumulative total of 200 hours.

- **Amber L. Angstadt** – Instructional Assistant, East Campus.
- **Monica V. Armao** – Instructional Assistant, West Campus.
- **Corale A. Bortz** – Instructional Assistant, West Campus.
- **Lindsey K. Buler** – Instructional Assistant, East Campus.
- **Miranda D. Endy** – Instructional Assistant, East Campus.
- **Denise A. Gribb** – Instructional Assistant, East Campus.
- **Linda A. Keller** – Instructional Assistant, East Campus.
- **Lori P. Mahon** – Instructional Assistant, East Campus.
- **Melissa D. McIlwain** – Instructional Assistant, East Campus.
- **Kimberly A. Young** – Instructional Assistant, East Campus.

Add other earnings for food service summer hours. Recommended salary: as per the JOC approved hourly rate. Effective date: July 1, 2021 concluding on or around August 17, 2021 not to exceed a cumulative total of 140 hours.

- **Amy N. Barrett** – Head Cook, East Campus.
- **Grace L. Calhoun** – Cafeteria Worker, West Campus.
- **Bruce L. Dutt** – Cafeteria Worker, East Campus.
- **Anthony L. Garcia** – Cafeteria Worker, West Campus.
- **Agnes A. Gelsinger** – Cafeteria Worker, West Campus.
- **Cathy L. Jamison** – Cafeteria Worker, East Campus.
- **Linda L. Sychterz** – Head Cook, West Campus.
- **Travis V. Swoyer** – Head Cashier/Cook Assistant, East Campus.

Add other earnings for summer driving duties/mail run. Recommended salary: \$17.00/hour. Effective date: June 4, 2021 concluding on or around August 17, 2021 not to exceed a cumulative total of 300 hours.

- **Amber L. Angstadt** – Instructional Assistant, East Campus.
- **Lindsey K. Buler** – Instructional Assistant, East Campus.
- **Colette M. Bressler** – Instructional Assistant, West Campus.
- **Grace L. Calhoun** – Cafeteria Worker, West Campus.
- **Miranda D. Endy** – Instructional Assistant, East Campus.



Add other earnings for summer bus cleaning and touch-up painting. Recommended salary: \$12.00/hour. Effective date: June 4, 2021 concluding on or around August 17, 2021 not to exceed a cumulative total of 175 hours.

- **Amber L. Angstadt** – Instructional Assistant, East Campus.
- **Lindsey L. Buler** – Instructional Assistant, East Campus.
- **Miranda Endy** – Instructional Assistant, East Campus.

Add other earnings for custodial work. Recommended salary: \$12.00/hour. Effective date: June 4, 2021 concluding on or around August 17, 2021 not to exceed a cumulative total of 625 hours.

- **Amber L. Angstadt** – Instructional Assistant, East Campus.
- **Lindsey K. Buler** – Instructional Assistant, East Campus.
- **Colette M. Bressler** – Instructional Assistant, West Campus.
- **Grace L. Calhoun** – Cafeteria Worker, West Campus.
- **Miranda D. Endy** – Instructional Assistant, East Campus.

**Upon roll call, the vote was recorded as follows: Yeas:** Gierula, Heckman, Raugh, Mertz, Osborn, Pottieger, Reinert, Manbeck, Shurr, Kasper, Updegrove, Scheetz, McNutt, Thompson, Fidler, and Friedlander **Nays:** None. **Abstained:** None. **Motion carried.**

#### **OTHER MATTERS FOR CONSIDERATION**

**A motion** was made by Ms. Friedlander and seconded by Mrs. Osborn to approve the following:

- To approve contracts to vendors for custodial supplies per the Berks County Joint Purchasing Bid Award dated May 4, 2021 for July 1, 2021 through June 30, 2022.)
- To approve the 2021-2022 monthly medical premium share deduction for the Administration and the BCTCEA as follows:
 

Single	\$ 98.38
Two-Party	\$208.58
Family	\$278.85
- To approve Gretchen H. Miller Heery, CRNP, Medical Provider of Record effective for the 2021-2022 school year at no cost to BCTC.

**Upon roll call, the vote was recorded as follows: Yeas:** Gierula, Heckman, Raugh, Mertz, Osborn, Pottieger, Reinert, Manbeck, Shurr, Kasper, Updegrove, Scheetz, McNutt, Thompson, Fidler, and Friedlander **Nays:** None. **Abstained:** None. **Motion carried.**

#### **PERSONS DESIRING TO BE HEARD**

Dr. Stauffer indicated that BCTC will send the link to the Student Built House video to all the JOC Members.

#### **ADJOURNMENT**

**A motion** was made by Mr. Mertz and seconded by Mr. Updegrove to adjourn the meeting at 8:43 PM.

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

Approved \_\_\_\_\_ 2021

Christine Osborn, JOC Secretary  
per Wendy Sigourney, Recording Secretary