

**BERKS CAREER & TECHNOLOGY CENTER**  
**Official Proceedings of the Joint Operating Committee**  
**October 28, 2020**

---

**AGENDA ITEM III**  
**JOC Meeting 12/10/2020**

**CALL TO ORDER**

The regular meeting of the Joint Operating Committee was held at the East Campus of the Berks Career and Technology Center in Oley, PA and via Zoom on Wednesday, October 28, 2020. The meeting was called to order by Chairperson Manbeck at 7:58 PM.

**ATTENDANCE**

**Present:** Jill Koestel, Michael Gierula, Oscar Manbeck, Michael Wagaman, Dr. Sharon McLendon, George Mertz, Christine Osborn, Andrew Raugh, Gary Reinert, Guadalupe Kasper, Laurie Waxler, Neal McNutt, Roger Updegrave and Charles Shurr

**Absent:** Bob Heckman, Bucky Scott

**Staff:** Dr. Jill Hackman, Dr. James Kraft, John Reedy, Kyle Follweiler, Dr. Mike Stauffer, Ray Jenkins, Dr. Kristine Rosenberger, Brett Adams and Wendy Sigourney

**Solicitor:** James Mancuso, Esq.

**Press:** None

**Guest(s):** Steve Kutsuflakis (Auditor), ZeeShan Lai (Auditor)

**PLEDGE OF ALLEGIANCE**

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

**EXECUTIVE SESSION**

A session was held in relation to personnel matters.

**APPOINTMENT OF NOMINATING COMMITTEE FOR CHAIRPERSON AND VICE-CHAIRPERSON**

Chairperson Manbeck appointed a Nominating Committee for the offices of Chairperson and Vice-Chairperson as follows:

- Charles Shurr - Chairperson
- Mike Gierula
- George Mertz

**RECEIPT OF BIDS**

None

**APPROVAL OF MINUTES**

**A motion** was made by Mr. Mertz and seconded by Mr. Updegrave to approve the meeting minutes of September 23, 2020 as presented.

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

**RATIFICATION AND APPROVAL OF BILLS**

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

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

**ACCEPTANCE OF FINANCIAL REPORTS**

**A motion** was made by Mr. Reinert and seconded by Mr. Gierula to approve the Financial Reports of the BCTC General Fund, Capital Reserve Fund, Activity Fund, Cafeteria Fund and BCTC Education Foundation as presented.

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

**INVESTMENT OF FUNDS**

None

**COMMUNICATIONS**

Communication from Dr. Michael Stauffer to Ms. Bonnie Mack on October 2, 2020 thanking Mack Excavating Company for their donation of Ratchet Face shields for Heavy Equipment and Diesel Technology.

**ANYONE WISHING TO ADDRESS AGENDA ITEMS**

None

**OLD BUSINESS**

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

- Attendance at Meetings Via Electronic Communications (#006.1)
- Discrimination/Title IX Sexual Harassment Affecting Students (#103)
- Discrimination/Title IX Sexual Harassment Affecting Staff (#104)
- Trauma-Informed Approach (#146.1)
- Hazing (#247)
- Bullying/Cyberbullying (#249)
- Dating Violence (#252)
- Educator Misconduct (#317.1)
- Family and Medical Leaves (#335)
- Federal Fiscal Compliance (#626)
- Maintaining Professional Adult/Student Boundaries (#824)
- Educational Equity (# 832)

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

**NEW BUSINESS**

None

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

None

**ADMINISTRATIVE UPDATES**

Dr. James Kraft provided the following updates:

- Many individuals have noticed the BCTC Billboards posted in the area. They were very nicely done and represent us well.
- Mr. Jim Del Conte has filmed each program which will be featured at the upcoming BCTC Open Houses. Dr. Kraft recognized him for his efforts to always go above and beyond.
- The next PAC meeting will take place on November 17, 2020 via Zoom. Mr. John Reedy and Dr. James Kraft will present the budget.

Dr. Stauffer and Mr. Follweiler stated the following:

- The NOCTI written tests were taken by all our students. We should have the results by December to share with the JOC.
- OAC meetings were held virtually and went very well. We have our last few meetings tomorrow.
- BCTC applied on behalf of our Cosmetology students to be able to have some of the required hours be completed virtually. Our application was approved. Students can earn 50% of their hours virtually.
- We are currently planning four our Parent Conferences. Parents will be able to sign up through an online Jot Form for a time slot during the evening. They will log in during that time frame and the parents will meet with the individual teachers virtually.

**STUDENT HONORS**

None

**IMPORTANT DATES**

- November 11, 2020 – Virtual Open House (East and West Campuses), 5:30 pm – 7:30 pm
- November 16-19, 2020 - Virtual Parent Conference Nights (East & West Campuses), 5:30 pm – 8:30 pm
- November 17, 2020 – Virtual Professional Advisory Committee (PAC) Meeting - West Campus, 8:00 am
- November 25-30, 2020 – Holiday – School Closed
- Thursday, December 10, 2020 - Joint Operating Committee (JOC) Reorganizational Meeting – West Campus – 7:00 pm

**COMMITTEE REPORTS**

None

**AUDIT/BUDGET COMMITTEE**

**A motion** was made by Mr. Reinert and seconded by Mr. Mertz to receive the Independent Audit Report for the 2019-2020 Fiscal Year as presented by Barbacane, Thornton & Company, LLP, Incorporated.

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

**A motion** was made by Mr. Reinert and seconded by Mrs. Osborn to approve a transfer of \$100,000 from the General Fund PSERS Assigned Fund Balance to the General Fund Unassigned Fund Balance as approved in the 2020-2021 General Fund Budget.

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

**A motion** was made by Mr. Reinert and seconded by Mr. Mertz to approve a transfer of \$950,000 from the General Fund to the Capital Reserve Fund consistent with the audit report for fiscal year 2019-2020.

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

**A motion** was made by Mr. Reinert and seconded by Mr. Mertz to approve the budget for the COVID Governor's Emergency Education Relief (GEER) Grant for \$182,207.

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

**BUILDING/INSURANCE COMMITTEE**

**A motion** was made by Mr. Raugh and seconded by Mr. Shurr for the following motions:

Consideration to authorize administration to obtain a fixed electricity pricing through an electricity vendor and enter into an agreement for the period of January 1, 2022 to December 31, 2023 and to enter into a Demand Response energy curtailment agreement with JMI consultants for a period of five year from January 1, 2021 through December 31, 2026. It was also approved to enter into a contract with Keystone School Bus Services to provide student transportation for the remainder of the 2020-2021 school year at a cost not to exceed \$376.89 per day.

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

**NEGOTIATIONS COMMITTEE**

**A motion** was made by Mr. Reinert and seconded by Mr. Updegrove to approve the two-year Support Staff Contract effective July 1, 2021- June 30, 2023.

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

**PROGRAM/PERSONNEL COMMITTEE**

**A motion** was made by Mrs. Osborn and seconded by Mrs. Koestel the following resolution:

- A. Eliminated two vacant part-time Instructional Assistant positions.
- B. Created one full-time additional Instructional Assistant position and adopt the attached job description.

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

**OTHER COMMITTEE REPORTS - NONE****PERSONNEL MATTERS**

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

**Resignations, General Fund**

- **Beth A. Heimbach** – Part-time Instructional Assistant, East Campus. Reason: personal. Effective date: August 14, 2020.

**Terminations, General Fund**

- **Kayla Spadafora** – Nursing & Attendance Services Specialist, East Campus, Effective date: October 28, 2020.

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

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

**Employment Ratifications, Continuing Education Fund**

- **Christopher R. Gardecki** – Part-time Continuing Education Instructor, East/West Campuses. Recommended salary: as per the 2020-2021 school year approved rate. Effective date: October 6, 2020 through the end of the 2020-2021 fiscal year.

**Add Other Earning Approvals, General Fund**

Extend the long-term assignment of COVID19 Nurse not to exceed 30 hours/week. Recommended salary: \$30.00/hour. Effective date: October 31, 2020 as need or until on or around January 29, 2021.

- **Laura F. Adamczyk** – day-to-day Substitute Instructor, East/West Campuses.
- **Linda A. Hammond** – day-to-day Substitute Instructor, East/West Campuses. CTSO Coordinator/Liaison.
- **Philip F. Harris** – Work-Based Learning Coordinator, East/West Campuses. Recommended salary: Stipend of \$1,750/year. Effective date: 2020-2021 school term. FFA Coordinator.
- **Kelly E. Piccioni**, Horticulture Instructor, East Campus. Recommended salary: Stipend of \$1,750/year. Effective date: 2020-2021 school term. FCCLA Coordinator. Recommended salary: Stipend of \$1,750/year. Effective date: 2020-2021 school term.
- **Karla B. Gibson** – Early Childhood Education Instructor, West Campus.
- **Mary Jo Kuhwald** – Culinary Arts Instructor, East Campus. HOSA Coordinator. Recommended salary: Stipend of \$1,750/year. Effective date: 2020-2021 school term.
- **Stephen S. Cote** – Sports Medicine & Rehabilitative Therapy Instructor, East Campus.
- **Therese R. Matthew** – Health Occupations Instructor, West Campus.
- **Jennifer A. Maryniak** – Sports Medicine & Rehabilitative Therapy Instructor, East Campus.
- **Kelly S. Ruth** – Medical Health Professions Instructor, West Campus. SkillsUSA Coordinator. Recommended salary: Stipend of \$1,750/year. Effective date: 2020-2021 school term.
- **Donna L. Noecker** – Cosmetology Instructor, East Campus.
- **Christopher F. Nappi** – Computer Systems Networking & Security Instructor, East Campus.
- **Charles D. Stricker, Jr.** – Electro-Mechanical Engineering Technology Instructor, West Campus.
- **Jessica A. Werner** – Marketing Coordinator, West Campus

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

- **Laura E. Krause** – Job Coach, East Campus. Change regular full-time position Instructional Assistant, East Campus. Recommended salary: \$14.75/hour (no change). Effective date: October 29, 2020.

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

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

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

- Consideration to approve Brumbach, Mancuso & Fegley, P.C. as the Solicitor for the Joint Operating Committee beginning January 1, 2021 through December 31, 2021 at a cost of \$14,000 which is the same cost and rate per hour as the prior year.
- Consideration to authorize administration and officers to pay bills and salaries during the month of November 2020, to be ratified at the December 10, 2020 JOC meeting.
- Approved the following revised plans dated October 28, 2020.
  - BCTC Return to Learning Plan
  - BCTC Continuity of Education Plan
  - BCTC Health and Safety Plan

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

**PERSONS DESIRING TO BE HEARD**

**ADJOURNMENT**

**A motion** was made by Mr. Mertz and seconded by Mr. Reinert to adjourn the meeting at 8:03 PM.

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

Approved \_\_\_\_\_ 2020  
Christine Osborn, JOC Secretary  
per Wendy Sigourney, Recording Secretary