

BERKS CAREER & TECHNOLOGY CENTER
Official Proceedings of the Joint Operating Committee
December 10, 2020

AGENDA ITEM III
JOC Meeting 1/27/2021

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 and on Zoom on Thursday, December 10, 2020. The meeting was called to order by Chairperson Manbeck at 7:05 PM.

ATTENDANCE

Present: Michael Gierula, Caryn Friedlander, Neal McNutt, Laurie Waxler, Guadalupe Kasper, Dr. Sharon McLendon, Gary Reinert, Oscar Manbeck, Christine Osborn, Robert Heckman, Andrew Raugh, George Mertz III, Charles Shurr

Absent: Bucky Scott, Michael Wagaman and Roger Updegrave

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

Solicitor: James Mancuso, Esq.

Press: None

Guest(s): Heidi Moll and Christin Thompson

PLEDGE OF ALLEGIANCE

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

EXECUTIVE SESSION

None

TEMPORARY CHAIRPERSON APPOINTED

Chairperson Manbeck appointed Solicitor, Mr. James Mancuso, Esq. as the temporary Chairperson for the election of officers.

REPORT OF NOMINATING COMMITTEE

Mr. Mancuso requested the report of the Nominating Committee for the offices of Chairperson and Vice-Chairperson.

On behalf of the Nominating Committee, Mr. Shurr nominated the following candidates:

- **Chairperson** (1 year term – 2021 calendar year):
 - Mr. Oscar J. Manbeck
- **Vice-Chairperson** (1 year term – 2021 calendar year):
 - Mr. Robert A. Heckman

NOMINATIONS CLOSED – OFFICE OF CHAIRPERSON

Mr. Mancuso requested nominations from the floor for the office of Chairperson. There being none, a motion was made by Mr. Reinert and seconded by Mr. Gierula, to close the nominations for the office of Chairperson.

Yeas: Thirteen. Nays: None. Motion carried.

NOMINATIONS CLOSED – OFFICE OF VICE-CHAIRPERSON

Mr. Mancuso requested nominations from the floor for the office of Vice-Chairperson. There being none, a motion was made by Mr. Mertz and seconded by Ms. Osborn, to close the nominations for the office of Vice-Chairperson.

Yeas: Thirteen. Nays: None. Motion carried.

ELECTION OF CHAIRPERSON

Mr. Mancuso requested a motion to have the secretary cast a unanimous ballot to re-elect Mr. Oscar Manbeck as Chairperson and Mr. Robert Heckman as Vice-Chairperson for the 2020 calendar year. A motion was made by Mr. Mertz and seconded by Mr. Gierula.

Upon roll call, the vote was recorded as follows: Yeas Carl, McLendon, Reinert, Friedlander, Raugh, Shurr, Heckman, Mertz, Osborn, Case, Gierula, Boyer, Tomasi, Manbeck **Nays: None. Motion carried.**

ELECTION OF THE VICE-CHAIRPERSON

Mr. Mancuso requested a motion to have the secretary cast a unanimous ballot to re-elect. A motion was made by Mr. Carl and seconded by Mr. Wolfe.

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

CHAIRPERSON REASSUMED BY MR. MANBECK

Mr. Manbeck assumed his role as Chairperson and expressed gratitude to the JOC for their continued support as well as did Mr. Heckman.

RECEIPT OF BIDS

None

APPROVAL OF MINUTES

A motion was made by Mr. Mertz and seconded by Mr. Shurr to approve the meeting minutes of October 28, 2020 as presented.

Yeas: Thirteen. Nays: None. Motion carried.

RATIFICATION AND APPROVAL OF BILLS

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

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

ACCEPTANCE OF FINANCIAL REPORTS

A motion was made by Mr. Reinert and seconded by Mr. Mertz 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, Friedlander, McNutt, Waxler, Kasper, McLendon, Reinert, Manbeck, Osborn, Heckman, Raugh, Mertz, Shurr **Nays:** None. **Motion carried.**

INVESTMENT OF FUNDS

None

COMMUNICATIONS

- Correspondence was received on October 21, 2020 from the PA Committee for Employer Support of the National Guard and Reserve. Dr. James A Kraft was thanked for his support for Mr. Kevin Heimbach, and his support of the Department of Defense and the service member who nominated BCTC.
- Correspondence was received on November 10, 2020 indicating that BCTC was awarded Middle States Association of secondary schools Accreditation Renewal until December 1, 2025.
- Correspondence was received on November 12, 2020 from Mrs. Lucy Kincade, Administrative Assistant to the Superintendent at the Boyertown Area School District, indicating that Mr. Roger Updegrove has been appointed to serve as the JOC member beginning on January 1, 2021 through December 31, 2023.
- Correspondence was received on November 13, 2020 from Mrs. Maria Jones, Secretary to the Administrative Office at the Oley Valley School District, indicating that Mr. Robert A. Heckman has been appointed to serve as the JOC member beginning on January 1, 2021 through December 31, 2023.
- Correspondence was received on December 2, 2020 from Mrs. Mimi Shade, Secretary to the Superintendent at the Tulpehocken School District, indicating that Mr. Oscar Manbeck has been appointed to serve as the JOC member beginning on January 1, 2021 through December 31, 2023. Mr. William Palmer was also appointed as the JOC Alternate member beginning on January 1, 2021 through December 31, 2023.
- Correspondence was received on December 8, 2020 from Mrs. Sheri Piveteau, Secretary to the Superintendent at the Wyomissing School District, indicating that Mr. Steven Pottieger has been appointed JOC member to serve the unexpired term beginning on December 8, 2020 through December 31, 2021. Mrs. Laurie Wexler was also appointed as the JOC Alternate to complete the unexpired term beginning on December 8, 2020 through December 31, 2021.
- Correspondence was received on December 9, 2020 from Mrs. Kathy Neely, Secretary to the Superintendent at the Daniel Boone School District, indicating Mrs. Christin Thompson has been appointed to serve as the JOC member beginning on January 1, 2021 through December 31, 2023 and Mrs. Asheli Godfrey was

appointed to serve as the JOC Alternate beginning on January 1, 2021 through December 31, 2023.

- Correspondence was received on December 9, 2020 from Ms. Rikki Devough, Secretary to the Superintendent at the Kutztown Area School District indicating Mr. Charles Shurr, JOC member and Mr. Michael Hess, JOC Alternate have been reappointed for another term from January 1, 2021 through December 31, 2023.

ANYONE WISHING TO ADDRESS AGENDA ITEMS

None

OLD BUSINESS

None

NEW BUSINESS

- A. Consideration to approve the first reading of the following Berks Career and Technology Center Policies:

1. Discipline of Students with Disabilities (#113.1)
2. Behavior Support (#113.2)
3. Confidentiality of Special Education Student Information (#113.3)
4. Extracurricular Activities (#122)
5. Sudden Cardiac Arrest (#122.2)

BCTC REPORT (FOR INFORMATION ONLY)

AGENDA ITEMS AND/OR CHANGES

None

ADMINISTRATIVE UPDATES

Dr. Kraft provided the following updates:

- Thanked the new Chair and Vice Chair for being willing to serve BCTC again this year.
- He thanked all the JOC members who are leaving for a job well done and welcomed the new members.

Dr. Michael Stauffer shared with us the following updates:

- House project is going well, students are eager to be working on the house. They are currently working on new manufactured rafters for the rook. Mr. Huck is sheathing the rook. The basement is dry in this house. Mike Kern worked with a local company to see if he could get window donated and the company donated 13 windows and a patio door and they will be delivered Monday.
- He wished everyone a safe and healthy holiday.

Mr. Kyle Follweiler provided the following updates:

- Parent Nights were held on November 16 – 19 and they went very well. Since COVID they have been forced to looking at news ways of doing events. The attendance of parents increased due to the format being online. Teachers really

liked the new venue. There is a committee for Open House looking into ways to make changes to that format as well.

- Recruitment is still happening. Nan Parks coordinated an opportunity at Boyertown Area High School which Curt Funkhouser facilitated.
- Christine Devine has reported that we have 200 applications at this point which is a great number for this time of year.

Mr. Gary Auker shared with us the following updates:

- He provides updates on facility upgrades that will be happening over the next few months.
- BCTC will be purchasing a tractor that can be used by the school and the Horticulture program.

STUDENT HONORS

- Students of 1st Quarter – East & West

IMPORTANT DATES

- December 23, 2019 - January 1, 2020 – Winter Break
- January 20, 2020 – In-Service, West Campus
- January 22, 2020 – Joint Operating Committee (JOC) Meeting – East Campus in Oley
- January 27 & 29, 2020 – ISO Renewal Audit

COMMITTEE REPORTS:

FINANCE COMMITTEE

- There will be a Finance Committee meeting immediately following the JOC meeting on December 10, 2020.

NEGOTIATIONS COMMITTEE

- There will be a Finance Committee meeting immediately following the JOC meeting on December 10, 2020.

BUILDING/INSURANCE COMMITTEE

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

- Consideration to approve the replacement of underground heating lines at the East campus with Landis Mechanical under State contract for \$47,425.27.
- Consideration to ratify the revised power agreement with IGS through JMI Consultants for the period of January 1, 2022 to December 31, 2023.
- Consideration to approve the purchase of a Kubota LX2610 tractor and brush attachment for the Horticulture program from Kubota Tractor Corporation on State bid for \$25,816.85.

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

PROGRAM/PERSONNEL COMMITTEE

A motion was made by Ms. Friedlander and seconded by Dr. McLendon to approve the following:

- Consideration to approve the revised Curriculum, Instruction and Assessment Organizational Chart.
- Consideration to approve the following Job Descriptions:
 - Administrative Assistant to Student Services
 - Assistant Director of Curriculum, Instruction and Assessment
 - Campus Counselor
 - Coordinator of Student Services
 - Curriculum, Instruction and Assessment Coach
 - Director of Curriculum, Instruction and Assessment
 - Educational Facilitator
 - Instructional Assistant
 - Nursing & Attendance Services Specialist
 - Outreach Coordinator
 - Reporting Systems Specialist
 - School to Work Coordinator
 - Technology Integration Coach
 - Work Based Education Coordinator

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

OTHER COMMITTEE REPORTS

The following were shared for information only:

- Professional Advisory Committee (PAC) meeting summary of November 17, 2020.

PERSONNEL MATTERS

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

Resignations, General Fund

- **Bridget A. John** – Nursing and Attendance Services Specialist, West Campus. Reason: obtained other employment. Effective date: December 4, 2020.

Leave of Absence, General Fund

- **Kayla M. Shugar**- Administrative Assistant to the Principal, West Campus. Approve a FMLA for restoration of health. Effective on or around January 24, 2021 until on or around March 1, 2021.
- **Kevin W. Heimbach**- Diesel Technology Instructor, East Campus. Ratify a military **Holly N. Singley**- Nursing & Attendance Services Specialist, West Campus. Recommended salary: \$20.50/hour. Effective date: December 22, 2020 and pending receipt of all the pre-employment terms and conditions.

- leave of absence with pay and benefits as per the Personal Necessity Leave Policy #336. Effective Date: November 5, 2020.

Employment Ratification, General Fund

- **Matthew D. Huck**- Building Construction Occupations Instructor, East Campus. Recommended salary: \$64,682/year pro-rated based on Track VT/Level 1/Step 13 of the 2020-2021 salary schedule per the negotiated BCTCEA 2020-2021 Agreement. Effective date: December 1, 2020.

Employment Approval, General Fund**Change of Status/Transfer Ratifications, Continuing Education Fund**

- **Christi F. Floriani**- CDL Instructor/Examiner, West Campus. Change status to CDL Site Coordinator, West Campus. Recommended salary: \$28.50/hour. Effective date: December 7, 2020.

Change of Status/Transfer Ratifications, General Fund

- **Laura F. Adamczyk** - Long-term assignment of COVID-19 Nurse. Change status to: Nursing and Attendance Services Specialist, East Campus. Recommended salary: \$21.50/hour. Effective date: December 1, 2020.
- **Samantha M. Herbine**- Part-time Instructional Assistant, West Campus. Change status to full-time Instructional Assistant, West Campus. Effective date: November 16, 2020.

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

OTHER MATTERS FOR CONSIDERATION

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

- Consideration to approve the 2021 Joint Operating Committee's regular meeting dates as per the enclosure.
- Consideration to approve the signatures of Oscar Manbeck, Chairperson; Robert Heckman, Vice-Chairperson, Christine Osborn, Secretary; Gary Reinert, Treasurer; and John Reedy, Director of Business Affairs and Continuing Education 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 Asset Fund (PSDLAF), General, Activity, Cafeteria and Memorial accounts with Pennsylvania Local Government Investment Trust (PLGIT) and the Berks Career and Technology Center Education Foundation with First Priority Bank for 2021.
- Consideration to ratify approval of the Attestation Ensuring Implementation of Mitigation Effort submitted to PDE on November 24, 2020.
- Consideration to approve the updated Health and Safety Plan and Continuity of Education Plan effective December 10, 2020
- Consideration to approve a purchase with Haas for a ST-20Y Precision Machining lathe at a cost of \$111,281. \$50,000 will be funded through the State Competitive Equipment Grant with the remaining of \$61,281 funded through the General Fund.

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

PERSONS DESIRING TO BE HEARD

Dr. Jill Hackman shared that the BCTC Proposed 2021- 2022 Budget was presented to the PAC members and they were grateful to Dr. Kraft and Mr. Reedy for their fiscal responsibility but not compromising the programs.

She also thanked Mr. Manbeck and Mr. Heckman for their continued support and willingness to serve on the JOC board.

Mr. Manbeck said it's been a pleasure to serve.

ADJOURNMENT

A motion was made by Mr. Mertz and seconded by Mr. Reinert to adjourn the meeting at 8:04 PM.

Yeas: Thirteen. Nays: None. Motion carried.

Approved _____ 2020

Christine Osborn, JOC Secretary
per Wendy Sigourney, Recording Secretary