

BERKS CAREER & TECHNOLOGY CENTER
Official Proceedings of the Joint Operating Committee
February 24, 2021

AGENDA ITEM III
JOC Meeting 3/24/2021

CALL TO ORDER

The meeting of the Joint Operating Committee was held at the West Campus of the Berks Career and Technology Center in Leesport, PA on Wednesday, February 24, 2021. The meeting was called to order by Chairperson Manbeck at 7:37 PM.

ATTENDANCE

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

Absent: Mr. Updegrove and Mr. John Sheetz,

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

Solicitor: Mr. James Mancuso, Esq.

Press:

Guest(s): Mrs. Nan Parks, Mrs. Jess Werner, Mrs. Christine Devine, Mrs. Kathy Benyak

PLEDGE OF ALLEGIANCE

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

EXECUTIVE SESSION

None

RECEIPT OF BIDS

None

APPROVAL OF MINUTES

A motion was made by Mr. Heckman and seconded by Mr. Mertz to approve the meeting minutes of January 27, 2021 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: Raugh, Shurr, Osborn, Manbeck, Kasper, Heckman, Gierula, Mertz, McNutt, Thompson, Fidler, Reinert, Friedlander, Pottieger **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, Cafeteria Fund and Education Foundation Fund as presented.

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

INVESTMENT OF FUNDS

None

COMMUNICATIONS

- Communications received from Clayton P. Carroll, II, Audit Coordinator from PDE indicating our Single Audit Report for fiscal year ended June 30, 2020 is approved as being substantially in compliance with 2 CFR, Part 200, Subpart F and other relevant federal and Commonwealth policy.

ANYONE WISHING TO ADDRESS AGENDA ITEMS

None

OLD BUSINESS

A motion was made by Mrs. Osborn and seconded by Mr. Heckman to approve the second reading of the following Berks Career and Technology Center Policies:

1. Discrimination/Title IX Sexual Harassment Affecting Students (#103)
2. Discipline of Student Convicted/Adjudicated of Sexual Assault (#218.3)
3. Student Rights and Responsibilities (#235)
4. Dating Violence (#252)
5. Social Media (#901.1)
6. Relations with Parents (#908)

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

NEW BUSINESS

A motion was made by Mr. Reinert and seconded by Mrs. Osborn to approve the first reading of the following Berks Career and Technology Center Policies:

1. Student Recruitment (#250)
2. Advisory Committees (#905)

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

BCTC Report (For Information Only)

AGENDA ITEMS AND/OR CHANGES

None

DR. KRAFT

Dr. Kraft recognized Mr. John Reedy and Mrs. Kathy Benyak for their work in securing the Registered Apprenticeship approval. They put many hours into the process with a successful outcome that will serve generation in Berks County and our region.

Mr. John Reedy then thanked Mrs. Kathy Benyak for her hard work in pursuing the Electrical Apprenticeship, approved on February 11, 2021. Mrs. Kathy Benyak, shared the value of the Apprenticeship. The next apprenticeship programs we would like to apply for are HVAC, Plumbing, and Welding. Our target date for additional apprenticeship program application is May 2021.

MRS. JESS WERNER, MRS. NAN PARKS AND MRS. CHRISTINE DEVINE

The three staff members shared various aspects of the Recruiting, Marketing and Outreach process. Highlights were:

- Due to COVID there have been many changes this year with the visiting in person, therefore there have been many online/virtual marketing opportunities. There have been several videos made to share out to the various grades within our 16 Districts.
- There have also been many programs videos that have been used at our Open House and then placed in our program sites on our Website. They have collected the Open House data for the Board to review. Created postcards, announced via billboards, social media, etc.
- Facebook Data has been collected. They have tried to set a goal to update social media daily. We use Twitter, Facebook, Instagram and You Tube.
- The Enrollment details were shared with our target goals and all the upgrades to the actual announcement to the students that they have been accepted. The timeline for the process was also discussed.
- Money from the Steam Camp was redeployed for Oculus Readers, break out boxes, digital escape room and other miscellaneous materials for outreach.

MR. GARY AUKER

Mr. Auker showed the breakdown of the vehicles that need to be replaced along with visuals of the old verses' new vehicles. He will see if our Auto program can utilize the old vehicles and if not, they will either be auctioned or be recycled as scrap metals.

Our Natural Gas contract ends on July 1, 2021 and we would like to go with the new BCIU pricing for gas. Gary reviewed some analysis charts.

Student Honors

- Students of the Quarter – East & West Campuses

IMPORTANT DATES

- March 16, 2021 – PAC Meeting – West Campus (8:00 am – 10:00 am)
- March 24, 2021 – Joint Operating Committee (JOC) Meeting – East Campus in Oley, PA & via Zoom.

- March 29 & 30, 2021 – Act 80 Days

FINANCE COMMITTEE

A motion was made by Mr. Heckman and seconded by Mr. Mertz to accept the BCTC's General Fund Proposed Operating Budget for 2021 – 2022 in the amount of \$19,677,327 and distribute to participating school districts for their review and approval.

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

NEGOTIATIONS COMMITTEE REPORT

1. Mr. Gary Reinert reported on the Negotiations Committee meeting that was held after the January 27, 2021 JOC meeting.
2. Mr. Gary Reinert announced there will be a meet and discuss will be held immediately after the February 24, 2021 JOC meeting with the Act 93 representatives.
3. **A Motion** was made by Mr. Reinert and seconded by Mr. Mertz to approve the following resolution: Be it resolved, that the Joint Operating Committee hereby grants to the Executive Director, Dr. James Kraft, an increase to his base salary of \$19,000 in consideration of his annual review and his outstanding performance during the 2020-2021 school year. This salary adjustment shall be retroactive to July 1, 2020.

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

BUILDING/INSURANCE COMMITTEE

A motion was made by Mr. Raugh and seconded by Mr. Shurr to approve the following

- Approval to allow administration to enter into an agreement with Provident Energy, through the BCIU Energy Purchasing Program, to procure natural gas for a term beginning July 1, 2021.
- Approve of the following change order for the West Campus heating line replacement:
 - Landis Mechanical – Labor and material for line reroute caused by unknown electrical duct bank in the amount of \$10,000.

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

PROGRAM/PERSONNEL COMMITTEE

Mrs. Caryn Friedlander reported on information presented to the Program/Personnel committee:

1. BCTC and RMCTC administration is developing a revised technical academy agreement with Reading Area Community College. It is anticipated the agreement will be on the March JOC meeting agenda for approval. Dr. Kraft plans to share the agreement at the March 16th PAC meeting, and it will be shared with the Program Personnel Committee after the PAC meeting.
2. The plan for NOCTI testing is as follows:
 - a. 4/12-16 – pre-test
 - b. 4/19-23 – post-test written.
 - c. 4/26-4/30 – make up testing.
 - d. 5/3-5/7 – Performance testing. Underclassmen stay at sending school on the day the performance exam is given in their class. The thought is that will help alleviate any concerns with exposure of evaluators coming in to the building. We will work that out with the principals. Should only be a minor impact to the sending schools.

A motion was made by Ms. Osborn and seconded by Mr. Mertz to recognize those staff members who have met the criteria for earning tenure.

- Alexa M. Breslin – January 20, 2021
- April L. Lenhart – January 20, 2021

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

OTHER COMMITTEE REPORTS

None

PERSONNEL MATTERS

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

Resignations, General Fund

- **James A. Kraft**- Executive Director, West Campus. Reason: retirement. Effective date: June 30, 2021.

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

A motion was made by Ms. Osborn and seconded by Mr. Reinert to approve the following:

Resignations, General Fund

- **Patricia A. Keeney**- Head Cashier/Cook Assistant, East Campus. Reason: retirement. Effective date: at the end of the 2020-2021 school year.
- **Kim L. Cowell**- Administrative Assistant to the Principal, East Campus. Reason: obtained other employment. Effective date: March 9, 2021.

Leave of Absence, General Fund

- **Kayla M. Bernet** – Administrative Assistant to the Principal, West Campus. Revise effective start date for an FMLA for restoration of health to January 30, 2021 with a continuation of FMLA for child rearing leave with an anticipated return date of April 26, 2021.
- **Michael R. DeCarlo**- Electrical Occupations Instructor, East Campus. Ratify an intermittent FMLA for restoration of health. Effective date: February 20, 2021 for twelve (12) full weeks or upon the expiration of one (1) full year from the effective date.
- **Bobbie Jo Mohr** – Driver. Ratify an uncompensated leave of absence for restoration of health. Effective date: Thursday, February 11, 2021 with an anticipated return date of April 12, 2021.

Add Other Earnings Ratifications, General Fund

- **Linda A. Hammond**- Day-to-day Substitute Instructor, East/West Campuses. Extend the long-term assignment of COVID-19 Nurse not to exceed 30 hours/week. Recommended salary: \$30.00/hour. Effective date: February 1, 2021 as needed or until on or around the last day of the 2020-2021 school year.

Change of Status/Transfer Ratifications, General Fund

- **Jennifer A. Maryniak**- Sports Medicine & Rehabilitative Therapy Instructor, East Campus. Change salary from \$64,234/year based on Track VT/level 2/Step 12 to \$65,298/year pro-rated based on Track VT/Level 3/Step 12 of the 2020-2021 salary schedule per the negotiated BCTCEA agreement. Reason: received Vocational I certification. Effective date: January 26, 2021.
- **Theodore Semanchick**- Electrical Occupations Instructor, West Campus. Temporarily change in location assignment to the East Campus. Effective date: March 8, 2021 through the end of the 2020-2021 school year.

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

OTHER MATTERS FOR CONSIDERATION

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

- Consideration to approve a resolution recognizing Wendell Byler, as the 2021 recipient of the BCTC Life-Long Friend of Career and Technical Education Award. Mr. Byler will be presented with the Award at the March 24, 2021 COW meeting.
- Consideration to approve a 3-year contract with Comcast for campus-to-campus internet service at \$880.00 per month. This includes a discount of 60% (\$528.00) through the e-rate program.

- Consideration to enter into an agreement with the County of Berks to allow clinical training for Health Occupations students at Berks Heim for the 2020-2021 school year.

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

PERSONS DESIRING TO BE HEARD

NONE

ADJOURNMENT

A motion was made by Mr. Mertz and seconded by Mr. Heckman to adjourn the meeting at 8:53 PM.

Yeas: Fourteen. Nays: None. Motion carried.

Approved _____ 2021

Ms. Christine Osborn, JOC Secretary
per Wendy Sigourney, Recording Secretary