

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

AGENDA ITEM III
JOC Meeting 4/28/2021

CALL TO ORDER

The meeting of the Joint Operating Committee was held at the East Campus of the Berks Career and Technology Center in Oley, PA and on Zoom on Wednesday, March 24, 2021. The meeting was called to order by Chairperson Manbeck at 7:32 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. Asheli Godfrey, Mr. Gary Reinert, Mr. John Fidler, Mr. Updegrove and Mr. John Sheetz

Absent: Mrs. Christen Thompson

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

Solicitor: Mr. James Mancuso, Esq.

Press:

Guest(s): Mr. Gerry Galczynski and Mr. Wendell Byler

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 Mrs. Friedlander and seconded by Mr. Updegrove to approve the meeting minutes of February 24, 2021 as presented.

Yeas: Sixteen. 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: Raugh, Shurr, Osborn, Manbeck, Kasper, Heckman, Gierula, Mertz, McNutt, Godfrey, Fidler, Reinert, Friedlander, Pottieger, Updegrove, Sheetz **Nays: None. Motion carried.**

ACCEPTANCE OF FINANCIAL REPORTS

A motion was made by Mr. Reinert and seconded by Mrs. Osborn 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, Godfrey, Fidler, Reinert, Friedlander, Pottieger, Updegrove, Sheetz **Nays:** None. **Motion carried.**

INVESTMENT OF FUNDS

None

COMMUNICATIONS

- Communications received on March 4, 2021 from Shane Miller, Bureau of Budget and Fiscal Management, indicating that our electronic submission of Request for Section 1504 (Act 80) Exception for School Year 2020-2021 has been approved.

ANYONE WISHING TO ADDRESS AGENDA ITEMS

None

OLD BUSINESS

A motion was made by Mr. Heckman and seconded by Mrs. Friedlander to approve the second 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, Godfrey, Fidler, Reinert, Friedlander, Pottieger, Updegrove, Sheetz **Nays:** None. **Motion carried.**

NEW BUSINESS

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

1. Discipline of Student Convicted/Adjudicated of Sexual Assault (#218.3)

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

BCTC Report (For Information Only)**AGENDA ITEMS AND/OR CHANGES**

None

DR. KRAFT

Dr. Kraft opened the meeting by apologizing for the meeting being held in the cafeteria. This is due to a COVID mandate that we may not have more than 15% occupancy of the total capacity of the room.

He also introduced Mrs. Shannon Stump, HR & Benefits Specialist. She will be learning the role of JOC Secretary to provide back up to Ms. Wendy Sigourney

Dr. Kraft recognized Dr. Jill Hackman for her work on coordinating the COVID Vaccine Rollout. The process was very organized, and we could not have accomplished this without her leadership. Even with her added responsibilities as President over the state-wide IU's she's managed to attend to make sure it is flowing smoothly. Dr. Hackman acknowledged that it was a team effort with 18 superintendents and 2 CTE Directors.

He ended his report by sharing that the administrative staff will be updating the Strategic Plan by summarizing what has been accomplished since 2014 until 2021. This will be reviewed with the JOC next month.

MR. GARY AUKER

Mr. Auker thanked the JOC for the opportunity to work with them and the staff at BCTC for the last two years where he has learned so much. He has been offered a job in his home city of Cocalico as a teacher which is his passion. He wished the best to BCTC. Dr. Kraft indicated we wish him the best as well knowing he will be doing his dream job to be back in the classroom.

He also shared about the work that needs to be done on the sliding doors at each campus and indicated that we have an opportunity to use funding from the Geer grant in order to do this. It was suggested by the JOC to add this to the agenda so that we can get the submission in prior to the cutoff date. This was added to the Building and Insurance section as a new motion.

DR. MICHAEL STAUFFER

Dr. Stauffer is working with a group who is focusing on preparing the Chapter 339 plans for submission. Part 1 is complete, Part 2 will be done in April, then Part 3 will be completed prior to the due date.

The house project is again underway with the nice weather now that the snow is gone.

Cosmetology has 12-14 students participating in a Pilot Co-op program. They are very excited about this opportunity. Dr. Stauffer thanked Phil Harris and Lords and Ladies for their efforts to facilitate the program.

Our Dental Program won a photo contest for the PA Dental Assistant for both the AM & PM session. He shared two photos for the JOC to view.

MR. KYLE FOLLWEILER

Mr. Follweiler indicated they are ramping up the New Student Orientation on May 18-20. It will be held at both campuses running on the same nights. They will invite students to bring a parent. They are currently working on a map for flow and signage to stay within the safety boundaries. On May 19, Student Services will be available to answer questions. The counselors and facilitators will be on Zoom to meet with parents.

The Senior Recognition celebration is being worked on by Jim Del Conte, Nan Parks and Jess Werner to showcase students within a virtual Presentation. June 1st will be the celebration. The video will be available after June 1st for viewing.

MR. CURT FUNKHOUSER

March 29 & 30 will be the last two Act 80 days for the school year. On Monday, the 29th it will be all staff for state mandated training and the 30th will be just teachers and IAs. They will be learning Act 71, ESL Training Part 2 and LGBTQ Part 2.

Student Honors

- None

IMPORTANT DATES

- Professional Advisory Committee – West Campus – March 16, 2021
- OAC, April 12-15, 2021
- OAC, April 19-22, 2021
- NOCTI Written Testing, April 19-23, 2021
- Joint Operating Committee Meeting, West Campus – April 28, 2021
- NOCTI Performance Testing, May 3-7, 2021

FINANCE COMMITTEE - NONE**NEGOTIATIONS COMMITTEE REPORT**

1. Mr. Gary Reinert report that a letter was received from Chris Nappi on behalf of the BCTCEA to notify the JOC of their intent to begin negotiations for a new contract in the Fall of the 2021-2022 school year.
2. **A Motion** was made by Mr. Reinert and seconded by Mrs. Friedlander for consideration to approve to approve the Act 93, three-year agreement, effective July 1, 2021 – June 30, 2024.

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

BUILDING/INSURANCE COMMITTEE

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

1. Consideration to purchase the following vehicles through PA State Bid (CoStars) from Manderbach Ford:

- a. Two 2022 Ford F-250 trucks with plow packages for Facilities and the Heavy Equipment Operator Program at a cost of \$39,852.76 each.
 - b. One 2022 Ford Econoline F-350 truck with Levan custom body for the Building Construction Occupation's Program at a cost of \$47,769.
 - c. One 2022 Ford Explorer for the transportation and CDL program at a cost of \$29,573.
2. Consideration to purchase a 7x16 equipment trailer at a cost of \$6,938.24.
 3. Consideration to approve to utilize the unused grant funding to replace the sliding doors at both East and West Campuses at a cost not to exceed \$100,000.

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

PROGRAM/PERSONNEL COMMITTEE

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

1. Consideration to ratify the reassignment of the West Campus Electrical Occupations program students to the East Campus Electrical Occupations program effective March 8, 2021 through the end of the 2020-2021 school year (Instructor reassignment was approved at the February 24, 2021 JOC meeting).
2. Consideration to approve the Technical Academy agreement with RACC effective for the 2021-2022 school year and will be renewed annually.
3. Consideration to approve the articulation agreement between RACC, RMCTC and BCTC for Health Occupations CIP 51.999 effective March 2021 and to be continued annually unless written termination is provided by one or more of the participating parties at least thirty days prior to the renewal date.

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

OTHER COMMITTEE REPORTS

1. Professional Advisory Committee (PAC) Meeting Notes

PERSONNEL MATTERS

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

Resignations, General Fund

- **Gary K. Auker** – Director of Operations, West Campus. Reason: resignation. Effective Date: August 13, 2021.
- **Melvin G. Johnson** - Recreational & Power Equipment Technology Instructor, West Campus. Reason: retirement. Effective date: at the end of 2020 -2021 school year.
- **Eileen J. Matz** - Administrative Assistant to Student Services, East Campus. Reason: retirement. Effective date: June 1, 2021.

Leave of Absence, General Fund

- **BobbieJo A. Mohr** - Driver. Revise return date (Board approved February 24, 2021) for an uncompensated leave of absence for restoration of health from on or around April 12, 2021 to March 15, 2021.

Employment Ratifications, General Fund

- **Keith B. Reppert** - Custodian, East Campus. Recommended salary: \$14.00/hour. Effective date: March 15, 2021.

Add Other Earnings Ratifications, General Fund

- **Theodore Semanchick** - Electrical Occupations Instructor, West Campus. Assume the role of Electrical Occupations Instructor for both the East and West Campuses. Recommended stipend of \$2,500.00. Effective date: March 8, 2021 through the end of the 2020-2021 school year.

Change of Status/Transfer Ratifications, General Fund

- **Amber L. Angstadt** – Part-time Instructional Assistant, East Campus. Change status to full-time Instructional Assistant. Recommended salary: \$13.50/hour (no change). Effective date: March 15, 2021.
- **Laura E. Krause** - Instructional Assistant, East Campus. Change status to Administrative Assistant to the Principal. Recommended salary: \$14.75/hour (no change). Effective date: March 4, 2021.

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

OTHER MATTERS FOR CONSIDERATION

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

1. Consideration to approve the following BCTC 2021-2022 calendars:
 - School Calendar
 - Custodial & Mechanics Staff Calendar
 - Administrative, Confidential Support, Secretarial & Clerical Support Staff Calendar
2. Consideration to approve BCTC's submission to PDE for ACT 80 instructional time for the 2021-2022 school year.
3. Consideration to approve the Training Agreement with Educational Data Systems Inc., the agent for the Lancaster County Workforce Development Area from July 1, 2020 through June 30, 2022.
4. Recommend approval to participate in the Berks County Safety & Security Consortium through the Berks County Intermediate Unit for the 2021-2022 school year at a cost not to exceed \$5,000.

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

PERSONS DESIRING TO BE HEARD

Mr. Updegrave asked if students are prepared to take the NOCTI tests. Dr. Kraft responded that every year they are getting help with what possibly is on the test. In the fall of their Senior year they take a pre-test and the teachers can then review with them the areas needed.

Dr. Kraft mentioned a pre-apprenticeship grant that is available as of last week for \$250,000 which has a four week turnaround for applying. He will be working with Jodi Corbett and Dan Richards (BCIU & Reading Muhlenberg) to offer a Welding and Building Construction program at night after school at 3:30 pm for Seniors.

ADJOURNMENT

A motion was made by Mr. Mertz and seconded by Mr. Heckman to adjourn the meeting at 8:16 PM.

Yeas: Sixteen. Nays: None. Motion carried.

Approved _____ 2021

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