

BERKS CAREER & TECHNOLOGY CENTER
Official Proceedings of the Joint Operating Committee
April 28, 2021

AGENDA ITEM III
JOC Meeting 5/26/2021

CALL TO ORDER

The meeting of the Joint Operating Committee was held virtually through Zoom and some in person attendance on Wednesday, April 28, 2021. The meeting was called to order by Chairperson Manbeck at 7:39 PM. Please note: The meeting agenda was posted on the BCTC website a minimum of 48 hours prior to the meeting for public comment on agenda items or persons desiring to be heard. The access was provided by a phone extension as well as written response. There were no public comments received prior to the meeting.

ATTENDANCE

Present: Mr. Michael Gierula, Mr. Robert Heckman, Mr. Andrew Raugh, Mr. George Mertz III, Mr. John Burdy, 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, and Mrs. Caryn Friedlander

Absent: Ms. Christine Osborn, Mr. Steven Pottieger

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

Solicitor: Mr. James Mancuso, Esq.

Press: None

Guest(s): None

PLEDGE OF ALLEGIANCE

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

APPOINTMENT OF THE OFFICE OF TREASURER

A motion was made by Mr. Heckman and seconded by Mr. Mertz to appoint Mr. Gary Reinert to serve as the Treasurer for the Office of the Treasurer beginning on the first Monday in July 2021 through June 30, 2022.

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

EXECUTIVE SESSION

Personnel matters were discussed before and after the JOC meeting.

RECEIPT OF BIDS

NONE

APPROVAL OF MINUTES

A motion was made by Mr. Oscar Manbeck and seconded by Mr. Gary Reinert to approve the meeting minutes of March 24, 2021 as presented.

Yeas: Fifteen **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, Burdy, Reinert, Manbeck, Shurr, Kasper, Updegrove, Scheetz, McNutt, Thompson, Fidler and Friedlander **Nays:** None. **Motion carried.**

ACCEPTANCE OF FINANCIAL REPORTS

A motion was made by Mr. Reinert and seconded by Mrs. Friedlander 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, Burdy, Reinert, Manbeck, Shurr, Kasper, Updegrove, Scheetz, McNutt, Thompson, Fidler and Friedlander **Nays:** None. **Motion carried.**

INVESTMENT OF FUNDS

NONE

COMMUNICATIONS

- Communication received from the Berks County Intermediate Unit communicating the facts on the COVID vaccines administered and providing thanks.
- Communication from M.J. Reider and Associates informing BCTC that we are at an acceptable level for lead in our drinking water.
- In February 2021, the General Assembly and the Governor enacted Act 1 of 2021, which distributed \$20,000,000 of the GEER II Funds to area CTCs. The allocations to BCTC is \$499,842.00.

ANYONE WISHING TO ADDRESS AGENDA ITEMS

None

OLD BUSINESS

- **A motion** was made by Mr. Scheetz and seconded by Mr. Mertz to approve the 2nd reading of the following policies of the Berks Career & Technology Center Policy:

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

NEW BUSINESS

- **and** to approve the 1st reading of the following policy of the Berks Career & Technology Center Policy:

Weapons (#218.1)

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

BCTC REPORT (FOR INFORMATION ONLY)**AGENDA ITEMS AND/OR CHANGES****CAMPUS/PROGRAM UPDATES****Dr. Kraft made the following updates:**

- For our recent ISO External Audit, we are happy to say we didn't have any non-conformances. We are now recertified for the next 3 years. Lots of work goes on behind the scenes and we appreciate our teachers and staff. It's BCTC's our checks and balances. Mr. Bob Heckman says it's the whole organization versus just the management so the experience to the students is so valuable. They also gave us great feedback on our internal QA.
- We received GEER II funding at almost 500K. We are submitting an application by May 10, 2021.
- We received approval for the Pre-apprenticeship grant. Stacey Dunleavy and Nan Parks wrote the grant and it's to serve all 18 schools in Berks County. It will serve students we aren't currently serving. We would be hosting students after school into our programs. We are required to have apprenticeship partners which we have secured. We are waiting to hear if we will be awarded the grant.

Dr. Stauffer shared the following updates:

- We are continuing to make progress on the Student Built house. We will have five of our programs out working on the house this coming week. All the windows, doors and bricks were donated. Mr. Kern is doing a tremendous job in getting donations. Next month we will feature the history of the homes that BCTC has built up to this point. In the future, when COVID is over we will take the JOC on a bus tour to see the homes.
- We are currently seeking approval for the Flexible Instructional Days (FIDS). This would give us five additional days for up to the next three years on instructional days.

Mr. Kyle Follweiler presented the following:

- Our Senior Recognition program is virtual this year and will be held on June 1st. We spent the last few days filming and recording messages from everyone in the Administration team and Facilitators. Next week we record the instructors at both campuses. Thanks to Jim Del Conte and his team for their work.
- NOCTI is almost complete. The written portion of the test is being completed. May 3 – 7, 2021 will be our NOCTI performance testing.

- New Student and Parent Orientation is well underway and is set for May 18th and 20th. We will bring parents and students here in one-hour sessions for COVID reasons. Last years virtual orientation went well but this will be even better to be in person.

Mr. Curt Funkhouser shared the following update:

- We have received the Supplement Equipment Grant for \$133,884.50 and also had received \$50,000 in the fall. It will provide our programs to be equipped with the latest equipment and tools.
- Every 5 years we have to go through the reapproval program for all BCTC programs. Dr. Stauffer and Mr. Funkhouser have been working furiously to get this accomplished through our CATS system.

Dr. Kristine Rosenberger

- This is a busy time getting ready for all our staff evaluations and completing NOCTI. Even though it's busy students and staff are very positive.

Mr. Brett Adams presented the following:

- BCTC has the opportunity to purchase a Nutanix Hyperconverged Server which will help BCTC's infrastructure and comes with all the necessary hardware and licenses. This will be a replacement for our server and allows us to consolidate everything into three nodes which will allow for growth. We would like to have everything on the same platform, we are currently running out of space and resources. Our capabilities are decreasing, and our servers are aging. We are taking risks by not being able to update software for safety and security of systems. It will reduce electrical costs and redundancy of products. It will also allow us to manage classroom servers which are now being managed by the instructors at this time. It will provide three times the speed and includes support and software warranties. He has networked with other schools who have used the system and has gotten rave reviews, which most indicated they would have done the change sooner if they had known. The pro's totally outweigh the con's and there was only one who was using the Dell version that had issues that usually resolved itself within a day.

IMPORTANT DATES

- NOCTI Performance, May 3-7, 2021
- Berks Executive Committee (BEC), May 12, 2021
- Professional Advisory Committee (PAC), May 19, 2021
- Joint Operating Committee Meeting, May 26, 2021

STUDENT HONORS

- Students of the 3rd Quarter
- Virtual HOSA Student Awards

NEGOTIATIONS COMMITTEE REPORT

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

- To approve a three-year Compensation Agreement for Executive Director, Dr. Michael Stauffer effective July 1, 2021 through June 30, 2024.

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

FINANCE COMMITTEE

- None

BUILDING/INSURANCE COMMITTEE

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

- Consideration to approve the School Facilities Fee Schedule for the 2021-2022 school year as presented, no changes from previous year.
- Consideration to allow administration to utilize Provident Energy to lock-in natural gas commodity rates for a 36-month term beginning July 1, 2021 for a price not to exceed \$2.90 per dekatherm.
- Consideration to ratify the contracts to vendors for the heating oil, diesel and gasoline bids for the 2021-2022 fiscal year per the Berks County Joint Purchasing Bid awarded March 31, 2021 as presented.
- Consideration to approve Waste Management of Pennsylvania, Inc. as trash removal services vendor as per the Berks County Joint Purchasing RFP awarded April 13, 2021 for the two-year period of July 1, 2021 through June 30, 2023.
- Consideration to authorize administration to bid Welding equipment, 2 (Two) AugmentedArc® Augmented Reality Welding System - 951823, as part of the supplemental grant, at an estimated cost of \$52,800.
- Consideration to authorize administration to bid Continuing Education CDL equipment, 2 (Two) 2015-2016 Manual Day Cab Class 7-8 Freightliner Conventional Tractors, at an estimated cost of \$70,000.
- Consideration to approve the 2020-2021 State Supplemental Equipment Grant budget and related expenses.
- Consideration to approve a purchase of a Bomag Soil Compactor from Plasterer Equipment for \$86,900 for the Heavy Equipment Operator Program

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

PROGRAM/PERSONNEL COMMITTEE

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

- Consideration to approve the new position description:
 - Continuing Education Heavy Equipment Operations (HEO) Specialist
- Consideration to approve the Technology Support Specialist position description budgeted for the 2021-2022 school year, however, we are asking for approval to advertise and fill the position as soon as possible.
 - Technology Support Specialist
- Consideration to approve the Summer 2021 Hours Plan for 12-month employees.

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

OTHER COMMITTEE REPORTS

None

PERSONNEL MATTERS

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

Resignations, General Fund

- Brienne E. Keeney – Part-time Cafeteria Worker, West Campus. Reason: personal. Effective date: May 6, 2021.

Leave of Absence, General Fund

- Michalene A. Berg – Director of Human Resources, West Campus. Ratify a medical leave of absence using accrued paid time off for restoration of health. Effective date: April 26, 2021 through on or around May 24, 2021.

Employment Approvals, General Fund

- James H. Asbury – Ratification for Part-time Continuing Education Instructor, East/West Campuses. Recommended salary: as per the 2020-2021 school year approved rate. Effective date: April 13, 2021 through the end of the 2020-2021 fiscal year.

Change of Status/Transfer Approvals, General Fund

- Dr. Michael B. Stauffer – Principal, East Campus. Change status to Executive Director. Recommended Salary: \$ 142,000.00. Effective date: July 1, 2021.

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

Other Matters for Consideration

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

- Consideration to purchase a Nutanix Hyperconverged Server Infrastructure including 5 years of full Software and Hardware support, Licenses, Hardware and Installation services through PA State Bid (CoStars) from ePlus in an amount not to exceed \$80,600.
- Consideration to approve the highlighted revisions to the BCTC Health and Safety Plan which reflect the recent Pennsylvania Department of Health and/or CDC recommendations.
- Consideration to approve the BCTC 2021–2022 Textbook and Reference Book Listing.
- Recommend approval of the Flexible Instruction Days (FIDS) application for BCTC in accordance with Act 64 of 2019 to be submitted to the Pennsylvania

Department of Education (PDE). The application is effective with the 2021-2022 school year and is valid for three years. FIDS allows up to five FIDS days per year to be built into the school calendar.

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

PERSONS DESIRING TO BE HEARD

ADJOURNMENT

A motion was made by Mr. Scheetz and seconded by Mr. Mertz to adjourn the meeting at 8:12 PM.

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

Approved _____ 2021
Ms. Christine Osborn, JOC Secretary
per Wendy Sigourney, Recording Secretary