

BERKS CAREER & TECHNOLOGY CENTER
Official Proceedings of the Joint Operating Committee
June 23, 2021

AGENDA ITEM III
JOC Meeting 8/4/2021

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 via Zoom on Wednesday, June 23, 2023. The meeting was called to order by Chairperson Manbeck at 8:04 PM.

ATTENDANCE

Present: Mr. Steven Pottieger, Mr. George Mertz III, Mr. Michael Gierula, Mr. Roger Updegrove, Ms. Caryn Friedlander, Mr. John Scheetz, Ms. Guadalupe Kasper, Mr. Andrew Raugh, Ms. Christine Osborn, Mr. Robert Heckman, Mr. Oscar Manbeck, Mr. Charles Shurr, Mr. Gary Reinert, Mrs. Ashlei Godfrey, Mr. John Fidler

Absent: Mr. Neal McNutt, Mrs. Christen Thompson

Staff: Ms. Michalene Berg, Mr. Curt Funkhouser, Dr. Jill Hackman, Mr. Ray Jenkins, Dr. James Kraft, Mr. John Reedy, Ms. Wendy Sigourney, Mr. Mike Szczepkowski, and Dr. Michael Stauffer

Solicitor: Mr. Jim Mancuso, Esq.

Press: None

Guests: Jayson Rahn, Andrew Rahn, Jenn Rahn, Trent Stoyer, Julian Greb, Aydin Pergine, Kim DeHart, Ed Smeck, Kathy Benyak, Colleen Stoyer, Brad Entrekin

PLEDGE OF ALLEGIANCE

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

EXECUTIVE SESSION

Chairperson Manbeck announced an Executive Session to discuss personnel matters.

RECEIPT OF BIDS

Wheel Loader Bid

APPROVAL OF MINUTES

A motion was made by Mr. Mertz and seconded by Ms. Friedlander to approve the meeting minutes of May 26, 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 Ms. Friedlander to approve the bills as presented.

Upon roll call, the vote was recorded as follows: Yeas: Gierula, Updegrove, Friedlander, McLendon, Kasper, Raugh, Osborn, Heckman, Manbeck, Mertz, Reinert, Shurr, Pottieger, Fidler, Godfrey

Nays: None. **Abstained:** 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 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: Gierula, Updegrove, Scheetz, Friedlander, Kasper, Raugh, Osborn, Heckman, Manbeck, Mertz, Reinert, Shurr, Pottieger, Fidler, Godfrey

Nays: None. **Abstained:** None. **Motion carried.**

INVESTMENT OF FUNDS

General Fund \$1,000,000.00

First Priority Bank – Purchased 6/16/21, 1 Year CD, 0.40% \$1,000,000, Interest \$4,000

COMMUNICATIONS

Communication was received on June 4, 2021 stating that our Single Audit Report for year ending June 30, 2019, including the Schedule of Expenditures of Federal Awards (SEFA) is acceptable.

Anyone Wishing to Address Agenda Items

BCTC did not receive any calls or emails from the public to address at this meeting.

OLD BUSINESS

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

- Electronic Signatures/Records (#800.1)
- Center Social Media (#816)

Upon roll call, the vote was recorded as follows: Yeas: Gierula, Updegrove, Scheetz, Friedlander, Kasper, Raugh, Osborn, Heckman, Manbeck, Mertz, Reinert, Shurr, Pottieger, Fidler, Godfrey

Nays: None. **Abstained:** None. **Motion carried.**

NEW BUSINESS

A motion was made by Mr. Mertz and seconded by Mr. Sheetz to approve the first reading of the following Berks Career and Technology Center policies:

- Acceptable Use of Internet, Computers and Network Resources (#815)
- Grading of Student Progress (#213)

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

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

None

CAMPUS/PROGRAM UPDATES

The following individuals shared the BCTC updates below:

- Dr. Kraft thanked his Administrative Team for completing a successful school year which even included taking the NOCTI tests which most schools did not. He also informed the JOC members that the Annual Act 44 Safety and Security Report was reviewed in the Committee of the Whole meeting.
- Mr. Reedy shared that the Career Court expansion motion is being presented tonight. Right now there is only one lot left on the current street. BCTC would like to begin working with the engineer to design the subdivision plans which would provide space for many more homes. The homes will not affect our general fund budget but funds will come directly from the Student Built home revenues. Bids will take place in December and January. Oley township is aware of our plans.

They will be taking a motion for the surplus equipment in June and asking for that to be ratified in August because they would like to clear out all the equipment sitting around. There is a list of equipment within the board attachments. There is a item with a minimum bid, a filtration system for \$12,000.

- Mr. Funkhouser shared that the Perkins grant was successfully submitted, and BCTC has been conditionally approved for \$547,717.00 compared to \$516,242.00 last year. We received an additional \$31,475.00. The funding will be available in the new fiscal year.

IMPORTANT DATES

- Director's Academy – June 11, 2021
- Summer Planning – July 25-26, 2021
- PACTA Summer Conference – July 27-29, 2021
- JOC Meeting – August 4, 2021 – East Campus
- In-Service – August 18-19, 2021
- First Student Day – August 24, 2021

STUDENT HONORS

- Students of the Quarter

COMMITTEE REPORTS**FINANCE COMMITTEE**

A motion was made by Mr. Reinert and seconded by Mr. Heckman approve the proposed Adult & Continuing Education 2021-2022 Fiscal Year Budget for the Berks Career and Technology Center with planned expenditures of \$1,368,765.

Upon roll call, the vote was recorded as follows: Yeas: Gierula, Updegrove, Scheetz, Friedlander, Kasper, Raugh, Osborn, Heckman, Manbeck, Mertz, Reinert, Shurr, Pottieger, Fidler, Godfrey

Nays: None. **Abstained:** None. **Motion carried**

A motion was made by Mr. Mertz and seconded by Ms. Friedlander to approve the following depositories for the Berks Career and Technology Center for the 2021-2022 fiscal year:

- Tompkins VIST Bank
- PA Local Government Investment Trust (PLGIT)
- PA School District Liquid Asset Fund (PSDLAF)
- PA Treasurer's INVEST Program
- First Priority Bank

Upon roll call, the vote was recorded as follows: Yeas: Gierula, Updegrove, Scheetz, Friedlander, Kasper, Raugh, Osborn, Heckman, Manbeck, Mertz, Reinert, Shurr, Pottieger, Fidler, Godfrey

Nays: None. **Abstained:** None. **Motion carried.**

BUILDING/INSURANCE COMMITTEE

Mr. Raugh reported on the June 24, 2020 Building/Insurance Committee meeting.

A motion was made by Mr. Raugh and seconded by Mr. Scheetz to approve the following agenda items:

- To approve Tompkins Insurance as the Broker of Record for the 2021-2022 fiscal year.
- To approve the 2021-2022 Insurance Policy Rates as of July 1, 2021. Increases or decreases in premium may be experienced throughout the year due to change in levels of exposure.
- To contract with Systems Design Engineering (SDE) to prepare and bid plans for the final phase ('Phase 3') of the BCTC development at Career Court in Oley PA, at a price not to exceed \$22,500.

Upon roll call, the vote was recorded as follows: Yeas: Gierula, Updegrove, Scheetz, Friedlander, Kasper, Raugh, Osborn, Heckman, Manbeck, Mertz, Reinert, Shurr, Pottieger, Fidler, Godfrey

Nays: None. **Abstained:** None. **Motion carried.**

NEGOTIATIONS COMMITTEE

A motion was made by Mr. Reinert and seconded by Mr. Mertz to approve the 2021-2022 Administrative Staff salary list consistent with the Act 93 Agreement and Non-Act 93 Administrators effective July 1, 2021 for the 2021-2022 fiscal year.

Upon roll call, the vote was recorded as follows: Yeas: Gierula, Updegrove, Scheetz, Friedlander, Kasper, Raugh, Osborn, Heckman, Manbeck, Mertz, Reinert, Shurr, Pottieger, Fidler, Godfrey

Nays: None. **Abstained:** None. **Motion carried.**

A motion was made by Mr. Reinert and seconded by Mrs. Friedlander to authorize the appropriate officers to enter into Memorandum of Understanding between the Berks Career & Technology Center and the BCTCESPA dated 6/23/2021.

Upon roll call, the vote was recorded as follows: Yeas: Gierula, Updegrove, Scheetz, Friedlander, Kasper, Raugh, Osborn, Heckman, Manbeck, Mertz, Reinert, Shurr, Pottieger, Fidler, Godfrey

Nays: None. **Abstained:** None. **Motion carried.**

A motion was made by Mr. Reinert and seconded by Mrs. Friedlander to authorize the appropriate officers to enter into a revised BCTC/BCTCESPA collective bargaining agreement effective July 1, 2021 through June 30, 2025, which shall replace the previously executed two-year BCTC/BCTCESPA collective bargaining agreement which was to be effective July 1, 2021.

Upon roll call, the vote was recorded as follows: Yeas: Gierula, Updegrove, Scheetz, Friedlander, Kasper, Raugh, Osborn, Heckman, Manbeck, Mertz, Reinert, Shurr, Pottieger, Fidler, Godfrey

Nays: None. **Abstained:** None. **Motion carried.**

A motion was made by Mr. Reinert and seconded by Mrs. Kasper to approve the hourly rates for the BCTCESPA personnel effective July 1, 2021 for the 2021-2022 fiscal year in accordance with the terms of the approved contract.

Upon roll call, the vote was recorded as follows: Yeas: Gierula, Updegrove, Scheetz, Friedlander, Kasper, Raugh, Osborn, Heckman, Manbeck, Mertz, Reinert, Shurr, Pottieger, Fidler, Godfrey

Nays: None. **Abstained:** None. **Motion carried.**

A motion was made by Mr. Reinert and seconded by Mr. Mertz to approve the 2021-2022 Confidential and Technical Support Staff listing and hourly rates effective July 1, 2021 for the 2021-2022 fiscal year.

Upon roll call, the vote was recorded as follows: Yeas: Gierula, Updegrove, Scheetz, Friedlander, Kasper, Raugh, Osborn, Heckman, Manbeck, Mertz, Reinert, Shurr, Pottieger, Fidler, Godfrey

Nays: None. **Abstained:** None. **Motion carried.**

A motion was made by Mr. Reinert and seconded by Mrs. Friedlander to approve the non-bargaining Continuing Education Personnel hourly increases effective July 1, 2021 for the 2021-2022 fiscal year.

Upon roll call, the vote was recorded as follows: Yeas: Gierula, Updegrove, Scheetz, Friedlander, Kasper, Raugh, Osborn, Heckman, Manbeck, Mertz, Reinert, Shurr, Pottieger, Fidler, Godfrey

Nays: None. **Abstained:** None. **Motion carried.**

PROGRAM/PERSONNEL COMMITTEE

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

- Kathy L. Bailey – June 3, 2021
- Jennifer A. Maryniak – June 3, 2021

Upon roll call, the vote was recorded as follows: Yeas: Gierula, Updegrove, Scheetz, Friedlander, Kasper, Raugh, Osborn, Heckman, Manbeck, Mertz, Reinert, Shurr, Pottieger, Fidler, Godfrey

Nays: None. **Abstained:** None. **Motion carried.**

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

- To approve offering a Diversified Occupations Program (CIP 32.0105) for the 2022-2023 school year.
- To approve accepting students into the Diversified Occupations Program during 2021-2022 school year for the 2022-2023 school year.
- To approve the revised title change from School to Work Coordinator to the Diversified Occupations Coordinator effective the 2021-2022 school year.

Upon roll call, the vote was recorded as follows: Yeas: Gierula, Updegrove, Scheetz, Friedlander, Kasper, Raugh, Osborn, Heckman, Manbeck, Mertz, Reinert, Shurr, Pottieger, Fidler, Godfrey

Nays: None. **Abstained:** None. **Motion carried.**

OTHER COMMITTEES (FOR INFORMATION ONLY)

None

PERSONNEL MATTERS

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

Resignations, General Fund

Charles D. Stricker – Electro-Mechanical Engineering Technology Instructor, West Campus. Reason: Obtained other employment. Effective date: August 17, 2021.

Leave of Absence, General Fund

Elizabeth S. Heffner – Campus Counselor, West Campus.

1. Request a paid medical leave of absence for restoration of health using accrued paid time off. Effective date: August 18, 2021, until doctor release date.
2. Request an FMLA leave of absence for child rearing purposes. Effective date: at the end of a paid medical leave of absence for twelve (12) full weeks.
3. Request an uncompensated leave of absence for child rearing purposes. Effective date: at the end of an FMLA leave of absence through the end of the 2021- 2022 school year.

Darrall L. Miller – Custodian, East Campus. Ratify a paid medical leave of absence for restoration of health using accrued paid time off. Effective date: June 18, 2021 for four to six weeks (until doctor release date).

Employment Ratifications, General Fund

Matthew J. Fabrizio – Technology Support Specialist, West Campus. Recommended salary: \$50,000/year pro-rated. Effective date: June 21, 2021 and pending receipt of all the pre-employment terms and conditions.

Employment Approval, General Fund

Brian K. Bachman – Transportation Services Mechanic, West Campus. Recommended salary: \$24.00/hour. Effective date: July 6, 2021 and pending receipt of all the pre-employment terms and conditions.

Bradley D. Entrekin

1. Building Principal, West Campus. Recommended salary: \$109,000/year pro-rated. Effective date: to be determined based upon release from current employer and receipt of all the pre-employment terms and conditions.
2. Add other earnings for transitioning/on-boarding to receive eight (8) vacation days for eight (8) workdays in the 2021-2022 school year.

Add Other Earnings Ratifications, Continuing Education Fund

Michael R. Rowe – Welding Technology Instructor, West Campus. Add other earnings to provide training to evening welding instructors. Effective date: June 14, 2021 through Jun 18, 2021. Recommended salary: \$32.50/per hour not to exceed 16 hours.

Add Other Earnings Ratifications, General Fund

Gerald W. Galczynski – Cabinetry and Wood Technology, East Campus. Add other earnings for Peer Mentor Teacher. Recommended salary: First year teachers receive a stipend of \$500/year and \$250/year for each additional teacher. Second year teachers receive a stipend of \$250/year and \$125/year for each additional teacher. Effective date: 2020-2021 school year.

Elizabeth S. Ireland – Advertising Art & Design Technology, West Campus. Add other earnings for developing new curriculum for the Advertising Art & Design Technology program. Recommended salary: \$26.00/hour. Effective date: Effective date: 2020-2021 school year not to exceed a cumulative total of 40 hours.

Jeffrey R. Miller – Carpentry Instructor, East Campus. Add other earnings for reconfiguring and cleaning up the student home construction building. Recommended salary: 26.00/hour. Effective date: June 4, 2021 concluding on or around August 17, 2021 not to exceed a cumulative total of 25 hours.

Add Other Earnings Approvals, General Fund

James H. Ashbury – Part-time Continuing Education Instructor. Add other earnings for summer maintenance work. Recommended salary: \$25.00/hour. Effective date: June 24, 2021 concluding on or around August 13, 2021 not to exceed 140 hours.

Change of Status/Transfer Ratifications, General Fund

Michael R Kline – Welding Technology Instructor, West Campus. Change salary from \$58,636/year based on Track VT/level 1/Step 9 to \$59,700/year pro-rated based on Track VT/Level 2/Step 9 of the 2020-2021 salary schedule per the negotiated BCTCEA agreement. Reason: received PDE Intern Certificate. Effective date: June 8, 2021.

Michael R. Rowe- Heavy Equipment Operations Instructor, East Campus. Change salary from \$61,659/year based on Track VT/level 1/Step 11 to \$62,723/year pro-rated based on Track VT/Level 2/Step 11 of the 2020-2021 salary schedule per the negotiated BCTCEA agreement. Reason: received PDE Intern Certificate. Effective date: June 22, 2021.

Change of Status/Transfer Approvals, General Fund

Dr. Kristine W. Rosenberger- Assistant Principal/Supervisor of CTE, West Campus. Change location status to Principal, East Campus. Effective July 1, 2021.

Upon roll call, the vote was recorded as follows: Yeas: Gierula, Updegrove, Scheetz, Friedlander, Kasper, Raugh, Osborn, Heckman, Manbeck, Mertz, Reinert, Shurr, Pottieger, Fidler, Godfrey

Nays: None. **Abstained:** None. **Motion carried.**

OTHER MATTERS FOR CONSIDERATION

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

- To approve contracts to vendors for copy paper bids per the Berks County Joint Purchasing Bid Award dated May 25, 2021 for July 1, 2021 to December 31, 2021.
- To approve the cafeteria prices for the 2021-2022 school year (no change from previous year).
 - Student Meal – Breakfast \$1.75
 - Student Reduced Meal – Breakfast \$0.30
 - Student Meal – Lunch \$3.00
 - Student Reduced Meal – Lunch \$0.40
 - Adult Meal – Breakfast \$2.75
 - Adult Meal – Lunch \$4.50
- To approve the following signatures 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 Assets accounts at PNC Bank, and General, Activity, Cafeteria, Memorial accounts with Pennsylvania Local Government Investment Trust (PLGIT) at Wells Fargo Bank and the Berks Career & Technology Center Education Foundation at First Priority Bank:
 - Oscar J. Manbeck, Chairperson
 - Robert A. Heckman, Vice-Chairperson
 - Christine Osborn, Secretary
 - Gary A. Reinert, Treasurer

- John L. Reedy, CFO and Director of Adult and Continuing Education
- To authorize administration and officers to pay bills, salaries, and conduct year-end transactions during the month of July 2021 to be ratified at the August 4, 2021 meeting.
- To authorize the Executive Director to offer employment to prospective employees between the June and August Board meeting subject to receiving approval from Berks Career & Technology Center Board officers through polling of each officer. Employment shall be ratified at the August 4, 2021 Board meeting.
- To approve the revised Health and Safety Plan effective July 1, 2021.
- To approve the Emergency Instructional Time Template for the 2021-2022 school year.
- To authorize Administration to dispose of surplus equipment as presented, consistent with JOC policy #701, and ratify the July 2021 surplus auction results.
- Consideration to approve John Reedy as the Management Representative for a two-year term to the board of Berks County Schools Health Insurance Consortium effective July 1, 2021 through June 30, 2023

Upon roll call, the vote was recorded as follows: Yeas: Gierula, Updegrove, Scheetz, Friedlander, Kasper, Raugh, Osborn, Heckman, Manbeck, Mertz, Reinert, Shurr, Pottieger, Fidler, Godfrey

Nays: None. **Abstained:** Reinert **Motion carried.**

PERSONS DESIRING TO BE HEARD

Mrs. Osborn apologized for missing Dr. Kraft's time of recognition but wanted to make sure she wished him best.

Mr. George Mertz indicated they just hired and IT intern from BCTC. Mr. Reinert said they as well hired a student from BCTC as an IT employee. Mr. Updegrove mentioned that a Oley HVAC came and fixed his heater.

Dr. Hackman thanked the Boy Scouts for coming to the JOC meeting and wished them a happy summer. She also again wanted to thank Dr. Kraft for a professional partnership, the direction provided to BCTC and it was a pleasure working with him and wished him much success.

ADJOURNMENT

A motion was made by Mr. Scheetz and seconded by Mr. Mertz to adjourn the meeting at 8:48 PM.

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

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