

**BERKS CAREER & TECHNOLOGY CENTER**  
**Official Proceedings of the Joint Operating Committee**  
**August 4, 2021**

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**AGENDA ITEM III**  
**JOC Meeting 9/22/2021**

**CALL TO ORDER**

The regular meeting of the Joint Operating Committee was held at the East Campus of the Berks Career and Technology Center in Oley, PA on Wednesday, August 4, 2021. The meeting was called to order by Chairperson Manbeck at 7:12 PM.

**ATTENDANCE**

**Present:** Ms. Caryn Friedlander, Mr. Oscar Manbeck, Mr. Andrew Raugh, Mr. Gary Reinert, Ms. Christen Thompson, Ms. Guadalupe Kasper, Mr. Roger Updegrove, Mr. George Mertz, Ms. Christine Osborn, Mr. David Pollock, Mr. John Scheetz, and Mr. John Fidler

**Absent:** Mr. Mike Gierula, Mr. Charles Shurr, Mr. Neal McNutt, Mr. Bob Heckman

**Staff:** Dr. Jill Hackman, Dr. Michael Stauffer, Mr. John Reedy, Ms. Wendy Sigourney, Ms. Michalene Berg, Mr. Kyle Follweiler, Mr. Curtis Funkhouser, Mr. Brad Entekin, Mr. Ray Jenkins, Dr. Kristine Rosenberger, Mr. Michael Szczepkowski

**Solicitor:** Mr. Mark Merolla, Esq.

**Press:** None

**Guests:** None

**PLEDGE OF ALLEGIANCE**

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

**EXECUTIVE SESSION**

Personnel Issues were discussed.

**RECEIPT OF BIDS**

None

**APPROVAL OF MINUTES**

**A motion** was made by Mr. Scheetz and seconded by Ms. Friedlander to approve the meeting minutes of June 23, 2021 as presented.

**Yeas:** Twelve. **Nays:** None. **Abstained:** 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:** Gierula, Mertz, Thompson, Reinert, Friedlander, Raugh, Kasper, Updegrove, Fidler, Scheetz, Pollock, and Manbeck.

**Nays:** None. **Abstained:** 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, Mertz, Thompson, Reinert, Friedlander, Raugh, Kasper, Updegrove, Fidler, Scheetz, Pollock, and Manbeck.

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

**INVESTMENT OF FUNDS**

None

**COMMUNICATIONS**

- Communications received from the Department of Education stating that BCTC has successfully submitted the Emergency Instructional Time Template.
- Communications received from the Department of Education stating that BCTC's submission of the Flexible Instructional Day (FID) application has been accepted.

**ANYONE WISHING TO ADDRESS AGENDA ITEMS**

None.

**OLD BUSINESS**

- **A motion** was made by Ms. Friedlander and seconded by Mr. Reinert to approve the second reading of the following Berks Career and Technology Center policies:
  - Acceptable Use of Internet, Computers, and Network Resources (#815)
  - Grading of Student Progress (#213)

**NEW BUSINESS**

- And to approve the first reading of the following Berks Career and Technology Center Policies:
  - Discrimination/Title IX Sexual Harassment Affecting Students (#103)
  - Discrimination/Title IX Sexual Harassment Affecting Staff (#104)

**Upon roll call, the vote was recorded as follows: Yeas:** Gierula, Mertz, Thompson, Reinert, Friedlander, Raugh, Kasper, Updegrove, Fidler, Scheetz, Pollock, and Manbeck.

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

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

None

**ADMINISTRATIVE UPDATE**

Dr. Stauffer shared it has been a busy summer and everyone is settling into their new roles. BCTC has been actively hiring and we have filled most of our instructional positions with interviews for the last open instructional position in Health Occupations to occur next week.

Dr. Stauffer also shared last week the administrative team attended the PACTA Leadership Conference at Penn State from Tuesday through Thursday with a full day administrative work session

on Monday. This was the first in-person event PACTA has held since COVID. The team found the sessions to be very beneficial, we networked with many other CTC's, and the Keynote Speaker was Dr. Rick Rigsby and was amazing! His message was about making an impact, leading with perspective, communicating clearly, listening, and modeling hope! It was perfect timing for what we are enduring in education right now as we start to come out of this pandemic but have many uncertainties on the horizon. Dr. Stauffer also encouraged the JOC to view the YouTube video. Wisdom of a 3<sup>rd</sup> Grade Dropout by Dr. Rick Rigsby.

Dr. Stauffer stated that he was excited to share one of our welding students was featured on the cover of the August edition of Berks County Living magazine. Jess Werner, BCTC Marketing Coordinator, was working with them on an article and had no idea we would make the cover. Dr. Stauffer provided copies of the article to the JOC member.

Dr. Stauffer stated, we are all excited to get the school year underway and are eagerly looking forward to returning to 5 days of in-person instruction. He continues to be extremely proud and humbled to work with this great team and we are looking forward to one of our best years yet at BCTC!

Dr. Kristine Rosenberger is settled in at the East Campus and has had an opportunity to get reacquainted with the staff. She looks forward to working with them, has visited the House Project and the quarry and is just so amazed at what is taking place there and can't wait to see the students at work. Over the next few weeks she will continue planning and looking forward to the upcoming year.

Mr. Brad Entrekin is getting acquainted with all things CTE. He learned a lot from PACTA and even more from visiting the House Project and quarry. He was amazed to see what the students have accomplished. Mr. Entrekin and Mr. Funkhouser had the opportunity to organize and hold two meet and greets with staff. They provided lunch for any staff member who attended. Their intent was to find out the goals from the staff and determine any potential barriers for the upcoming year. He is excited to meet the students and said it was a pleasure to join our team.

**IMPORTANT DATES**

- In-Service – August 18-19, 2021
- First Student Day – August 24, 2021
- BCTC Closed – Holiday –September 3 & 6, 2021
- JOC Meeting, West Campus – September 22, 2021

**STUDENT HONORS**

- None

**COMMITTEE REPORTS****FINANCE COMMITTEE**

A Finance Committee meeting will be held immediately following the JOC meeting on August 4, 2021.

**BUILDING/INSURANCE COMMITTEE**

None

**NEGOTIATIONS COMMITTEE**

None

**PROGRAM/PERSONNEL COMMITTEE**

**A motion** was made by Ms. Friedlander and seconded by Ms. Osborn to approve the following:

- Consideration to approve the 2021-2022 Instructional Staff Salary Schedule.
- Consideration to approve the 2021-2022 Instructional Staff Salary List.
- Consideration to approve revisions to the BCTC Organizational Chart as enclosed effective August 5, 2021.

**Upon roll call, the vote was recorded as follows: Yeas:** Gierula, Mertz, Thompson, Reinert, Friedlander, Raugh, Kasper, Updegrave, Fidler, Scheetz, Pollock, and Manbeck.

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

**OTHER COMMITTEES (FOR INFORMATION ONLY)**

None

**PERSONNEL MATTERS**

**A motion** was made by Ms. Friedlander and seconded by Ms. Osborn to approve the following Personnel Matters A - G:

**Resignations, General Fund**

- **Therese M. Matthew** - Health Occupations Instructor, West Campus. Reason: obtained other employment. Effective date: August 13, 2021.

**Leave of Absence, General Fund**

- **Darrall L. Miller** – Custodian, East Campus. Ratify a paid medical leave of absence for restoration of health using accrued paid time off. Effective date: July 23, 2021 for four to six weeks (until doctor release date).

**Employment Ratifications, Continuing Education**

- **Peter J. Forbes** – CDL Instructor/Examiner, West Campus. Recommended salary: \$27.00/hour. Effective date: July 15, 2021.
- **David F. Viola** – CDL Instructor/Examiner, West Campus. Recommended salary: \$27.00/hour. Effective date: July 15, 2021.

**General Fund**

- **Brandette M. Harwell** – Administrative Assistant to Student Services, East Campus. Recommended salary: \$15.50/hour. Effective date: Monday, July 26, 2021.

**Employment Approvals, Continuing Education**

- **Philip T. Meschke** – Part-time Continuing Education Instructor, East/West Campuses. Recommended salary: \$33.00/hour. Effective date: on or around August 25, 2021, and pending receipt of all the pre-employment terms and conditions.
- **John T. Weidner** – Part-time Continuing Education Instructor, East/West Campuses. Recommended salary: \$33.00/hour. Effective date: on or around August 25, 2021, and pending receipt of all the pre-employment terms and conditions.

**General Fund**

- **Christopher M. Bard** – Long-Term Substitute Campus Counselor, West Campus. Recommended salary: Based on Track AT/Level 4/Step 1 of the 2021-2022 salary schedule per the negotiated BCTCEA Agreement (2020-2021 salary \$49,737/year). Effective date: on or around August 10, 2021 and expected to end on or around the end of the 2021-2022 school year and pending receipt of all the pre-employment terms and conditions.
- **John A. Deatrich, Jr.** – Recreational and Power Equipment Technology Instructor, West Campus. Recommended salary: Based on Track VT/Level 5/Step 17 of the 2021-2022 salary schedule per the negotiated BCTCEA Agreement (2020-2021 salary \$74,983/year). Effective date: on or around August 10, 2021 and pending receipt of all the pre-employment terms and conditions.
- **Seth P. Musco** – Electro-Mechanical Engineering Technology Instructor, West Campus. Recommended salary: Based on Track VT/Level 1/Step 5 of the 2021-2022 salary schedule per the negotiated BCTCEA Agreement (2020-2021 salary \$52,590/year). Effective date: on or around August 10, 2021 and pending receipt of all the pre-employment terms and conditions.

#### **Add Other Earning Ratifications, General Fund**

- **Philip F. Harris** – Work-Based Education Coordinator. Add five (5) additional contracted days during the summer for managing additional Work-Based Education responsibilities. Recommended salary: per diem rate. Effective date: July 1, 2021 concluding on or around August 17, 2021.

#### **Change of Status/Transfer Ratifications, General Fund**

- **Barry A. Edwards** – Automotive Collision Repair Technology Instructor, West Campus. Change salary from \$67,874/year based on Track VT/level 4/Step 13 to \$68,938/year pro-rated based on Track VT/Level 5/Step 13 of the 2020-2021 salary schedule per the negotiated BCTCEA agreement. Reason: received PDE Instructional II certificate. Effective date: May 27, 2021.
- **Bradley D. Entrekin** – Building Principal, West Campus. Effective start date: August 5, 2021 (official employment action was approved June 23, 2021).
- **Kelly M. Fries** – Substitute Instructor, East and West Campus. Change status to full-time Instructional Assistant, East Campus. Recommended salary: \$13.75/hour. Effective date: August 10, 2021.
- **Matthew D. Huck** – Building Construction Occupations Instructor, East Campus. Change salary from \$64,682/year based on VT/level 1/Step 13 to \$65,746/year pro-rated based on Track VT/Level 2/Step 13 of the 2020-2021 salary schedule per the negotiated BCTCEA agreement. Reason: received PDE Intern certificate. Effective date: July 29, 2021.
- **Brandi L. Koch** – Administrative Assistant to the Assistant Principal, East Campus. Change status to Curriculum Specialist/Work-Based Education Liaison, East/West Campus. Recommended salary: \$48,000/year pro-rated. Effective date: August 9, 2021.
- **Ernest S. Powell** – Protective Services Instructor, East Campus. Change salary from \$61,659/year based on VT/level 1/Step 11 to \$63,787/year pro-rated based on Track VT/Level 3/Step 11 of the 2020-2021 salary schedule per the negotiated BCTCEA agreement. Reason: received PDE Instructional I certificate. Effective date: July 26, 2021.

**2021-2022 Substitute Listings and Rates Approval, General Fund**

- Substitute Teachers
- Substitute Support Staff
- Substitute School Building Administrators
- Substitute Work-Based Education Coordinators

2022 Substitute Listings and Rate Approval to:

1. General Fund
  - a. Substitute Teachers

**Approved Daily Rates:**

from: \$110/day to \$122/day or \$62/half day  
\$125/day or \$75/half-day for BCTC Retired  
Teachers (no rate change)

**Name:**

Antolini, Nancy N  
Barrios, Delia L  
Bernhard, James S  
Culley, James E  
DeTurk, Gary D  
Engleman, Kevin J  
Esseluhn, Vicki A  
Ettaro, Mark A  
Fries, Kelly M  
Fry, Barry E  
Gorgia, Thomas F Jr  
Hammond, Linda Ann  
Hofmann, Lisa  
Holcombe, Karen S  
Horner, Michael A  
Karstien, Richard F  
Keiser, Michael D  
Lambdin, Charles E Jr  
Leinbach, Ronald A  
Lewis, Lana M  
Lis, Robert J  
Miller, Janet E  
Morris, Gretchen E  
Rhoads, Kara M  
Roseto, Benjamin P  
Rubendall, Tracy S

Substitute Support Staff - effective 2021-2022 school term

Approved Hourly Rates:

Cafeteria: from \$9.50/hour to \$10.50/hour

Custodian: \$12.00/hour

Driver: from \$17.00/hour to \$17.50/hour

Driver - Regular in Another Classification: Regular BCTESPA Rate

Instructional Assistant: \$12.00/hour

Nurse/Attendance Specialist: from \$110/day to \$125/day or \$62/half day

Secretary Clerk: \$12.00/hour

Sauder, Daniel C

Sayers, Justine M

Schittler, Rachael D

Shreve, Kimberly J

Slifer, Stacey L

Squibb, Bruce L

Stubenrauch, Amanda

Swinehart, Joan M

Wunderlich, Garson W

**Approved Positions:**

**Name:**

Cafeteria

Keeney, Patricia A

Stern, Sandra L

Custodian

Driver

Miller, Edward B Jr

Miller, John D III

Prato, James

Driver – Regular in another classification

Krause, Louis A

Miller, Connie S

Miller, Jeffrey R

Instructional Assistant

Ettaro, Mark A

Gorgia, Thomas F Jr

Rhoads, Kara M

Roseto, Benjamin P

Nurse/Attendance Specialist

Hammond, Linda Ann

Holcombe, Karen S

Sayers, Justine M

Trembley, Patricia G

Secretary/Clerk

Benson, Diane  
Donmoyer, Celina L  
Herbine, Samantha M  
Mahon, Lori P  
Moll, Heidi J  
Rhoads, Kara M

Substitute School Building Administrators – Effective 2021-2022 school term

**Approved Daily Rate:** \$225.00/day (no rate change)

**Approved Position:**  
**Building Administrator**

**Name:**  
Lambdin, Jr., Charles E.

Substitute Work Based Education Coordinators – Effective 2021-2022 school term

**Approved Daily Rate:** \$190.00/day (no rate change)

**Approved Position:**  
**Work-Based Learning Coordinator**

**Name:**  
Swinehart, Joan M.

**Upon roll call, the vote was recorded as follows: Yeas:** Gierula, Mertz, Thompson, Reinert, Friedlander, Raugh, Kasper, Updegrove, Fidler, Scheetz, Pollock, and Manbeck.

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

**OTHER MATTERS FOR CONSIDERATION**

***A motion*** was made by Mr. Scheetz and seconded by Mr. Mertz to:

- Consideration to enter into an agreement with the PDE Bureau of Career and Technical Education for participation in the BCTC Technical Assistance Program (TAP) for the 2021-2022 school year.
- Consideration to enter into an agreement with the Berks County Intermediate Unit Head Start Program to provide meals for Head Start attendees for the 2021-2022 school year at \$2.60 per meal.
- Consideration to enter into an agreement with the Berks County Intermediate Unit Head Start Program to lease approximately 2,050 square feet at the East and West Campuses at a lease cost of \$7,146.00 per campus for the 2021-2022 fiscal year.
- Consideration to award contracts for student transportation for the 2021-2022 school year to the following vendors at costs not to exceed as listed:



CONTRACTOR	Cost Per Day	Cost Per Year	Runs per Day
Eshelman Transportation, Inc.	1,346	244,936	4
Keystone School Bus Services, Inc.	2,146	390,636	6
George Krapf, Jr. & Sons, Inc.	405	73,710	1
New Rhoads Transportation	3,054	555,855	10
Quigley Bus Service, Inc.	920	167,447	4
Totals	7,871	1,432,584	25

- Consideration to ratify the purchase of the PA-EETEP software for classroom observation to replace E-walk at a cost of \$6,956.00.
- Consideration to ratify the surplus equipment auction results from the July BCTC 2021 auction.
- Consideration to approve the PA CareerLink Membership Agreement effective on July 1, 2021 and ending on June 30, 2022.
- Consideration to ratify the Berks County Master Agreement for Occupational Skill Training for Educational Data Systems Inc. effective on July 15, 2021 and terminating on June 30, 2023.
- Consideration to approve the Lancaster County Publicly Available Training Non-Financial Agreement for Educational Data Systems Inc. effective on July 22, 2021 and terminating on June 30, 2022.
- Consideration to approve the Pocono Counties Master Non-Financial Agreement for Educational Data Systems Inc. effective July 1, 2021 and terminating on June 30, 2024.
- Consideration to approve the Montgomery County Training Contract effective July 12, 2021 and terminating on June 30, 2022.
- Consideration to approve BCTC's participation in the Berks County Joint Purchasing Board for the purchase of the following items for the 2021-2022 school year.
  1. Custodial Supplies
  2. Trash Removal
    1. Natural Gas
    2. Fuel
- Consideration to approve BCTC's participation in CAFCO (Cafeteria Food Co-Op) through Lancaster-Lebanon IU 13 for the purchase of the following items for the 2021-2022 school year.
  1. Grocery
  2. Bread
  3. Milk

**Upon roll call, the vote was recorded as follows: Yeas:** Gierula, Mertz, Thompson, Reinert, Friedlander, Raugh, Kasper, Updegrove, Fidler, Scheetz, Pollock, and Manbeck.

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

**PERSONS DESIRING TO BE HEARD**

Dr. Hackman stated how seamless the transition from Dr. Kraft to Dr. Stauffer has been. Even though Dr. Stauffer credits his team she believes it's due to his active engagement in his role and with the Superintendents. He has had one on one meetings with the Superintendents and is participating in the Superintendents meetings and has already reached out to community leaders. She is looking forward to working with him.

**ADJOURNMENT**

**A motion** was made by Ms. Friedlander and seconded by Mr. Mertz to adjourn the meeting at 7:32 PM.

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

Approved \_\_\_\_\_ 2021  
Christine Osborn, JOC Secretary  
per Wendy Sigourney, Recording Secretary