

Joint Operating Committee

1057 County Road
Leesport, Pennsylvania 19533
Phone 610 • 374-4073
www.berkscareer.com



**REGULAR MEETING OF
THURSDAY – DECEMBER 9, 2021
WEST CAMPUS – LEESPORT, PA
7:00 PM**

AGENDA

1. CALL TO ORDER

- A. Pledge of Allegiance to the Flag
- B. Attendance/Roll Call
- C. Moment of Silence
- D. Announce Executive Session
- E. Recognition of Newly Appointed and Returning JOC Members
- F. Appoint Temporary Chairperson
- G. Report of Nominating Committee for the Election of Chairperson, Vice Chairperson
- H. Election of Officers
 - 1. Chairperson (1-year term – 2022 Calendar Year)
 - 2. Vice Chairperson (1-year term – 2022 Calendar Year)
- I. JOC Sub-Committee Appointments

2. RECEIPT OF BIDS

- A. 2012 Wheel loader bid Jerre Martin Repair 12/03/2021

3. APPROVAL OF MINUTES

- A. October 27, 2021

4. RATIFICATION AND APPROVAL OF BILLS

A. General Fund	
1. Ratifications	\$1,780,963.73
2. Approvals	\$ 0.00
B. Capital Reserve Fund	
1. Ratifications	\$ 0.00
C. Activity Fund	
1. Ratifications	\$ 21,842.40
D. Cafeteria Fund	
1. Ratifications	\$ 75,016.76
E. BCTC Education Foundation	
1. Ratifications	\$ 0.00

5. ACCEPTANCE OF FINANCIAL REPORTS

- A. General Fund
- B. Capital Reserve Fund
- C. Activity Fund
- D. Cafeteria Fund
- E. BCTC Education Foundation

6. INVESTMENT OF FUNDS - NONE

7. COMMUNICATIONS

- A. Communications received on November 4, 2021, from Clayton P. Carroll, Audit Coordinator from Pennsylvania Department of Education indicating that the Single Audit Report for fiscal year ending June 30, 2021, have been approved.
- B. Communications received on November 4, 2021, from John L. Reedy, BCTC Chief Financial Officer and Director of Adult and Continuing Education to Mr. Butto, of Mid Penn Bank, thanking him for a contribution of \$4,000 to the Berks Career and Technology Center Education Foundation.
- C. Communications received on November 30, 2021 from Ms. Linda Hammond thanking the BCTC Administration for the flowers and food sent to the family.
- D. Communications received on December 2, 2021, from John L. Reedy, BCTC Chief Financial Officer and Director of Adult and Continuing Education to Mr. Butto, of Mid Penn Bank, thanking him for a contribution of \$2,500 to the Berks Career and Technology Center Education Foundation.
- E. Communications received on December 2, 2021 from Norman A. Ulrich III, P.E. from LTL Consultants, indicating BCTC provided a plan for conformance with the Oley Township Zoning, Subdivision and Land Development and Stormwater Management Ordinances and engineering practices. The plan was reviewed, and comments were provided.
- F. Correspondence was received on December 3, 2021 from Ms. Heather Stricker, Secretary to the Superintendent at Governor Mifflin School District indicating Mr. Neal McNutt, JOC member and newly appointed Mr. William Carl, JOC Alternate have been appointed for the term from January 1, 2022 through December 31, 2024.
- G. Correspondence was received on December 7, 2021 from Ms. Kelly Harple, Secretary to the Superintendent at Twin Valley School District indicating that Mr. Kyle Moyer was newly appointed as the JOC Alternate for the term of January 1, 2022 through December 31, 2024.
- H. Correspondence was received on December 7, 2021 from Ms. Cindy Sunday, Secretary to the Superintendent at Hamburg Area School District indicating that Mr. Bradley R. Faust was newly appointed at the JOC Member for the term of January 1, 2022 through December 31, 2024.
- I. Communications received on December 8, 2021 from Ms. Sharon Patton, Secretary to the Superintendent at Governor Mifflin School District indicating that Ms. Caryn Friedlander, JOC Member and Ms. Jill Koestel, JOC Alternated was voted to extend their terms until December 31, 2024.
- J. Communications received on December 8, 2021 from Ms. Sheri Piveteau, Secretary for the Wyomissing School District, JOC Member, Steven Pottieger and JOC Alternate, Ms. Laurie Waxler were voted to continue their terms until December 31, 2024.
- K. Communications received on December 8, 2021 from Ms. Dawn and Jake Hammond thanking the BCTC Administration for the flowers, food, and encouragement sent to the family.

8. ANYONE WISHING TO ADDRESS AGENDA ITEMS

9. OLD BUSINESS - NONE

10. NEW BUSINESS

- A. Consideration to approve the first reading of the following Berks Career and Technology Center policies:
 - 1. Discrimination/Title IX Sexual Harassment Affecting Students (103)

2. Discrimination/Title IX Sexual Harassment Affecting Staff (104)
3. Instructional Planning (111)
4. School Counseling (112)
5. Universal Precautions (203.1)
6. Weapons (218.1)
7. Terroristic Threats (218.2)
8. Student Fundraising (229)
9. Public Performances by Students (230)
10. Social Events and Class Trips (231)
11. Threat Assessment (236.1)
12. School Wellness (246)
13. Hazing (247)
14. Bullying-Cyberbullying (249)
15. Dating Violence (252)
16. Food Services (808)
17. Safe2Say Something

11. BCTC Report

- A. Agenda Items and/or Changes
- B. Administrative Report
 1. Senior Recognition Ceremony (Dr. Stauffer)
 2. Santander Promotions (Mr. Follweiler)
- C. West Campus Report
- D. East Campus Report
- E. Student Honors
 1. FFA Nursery Landscape Regional Competition
 2. Students of the Quarter
- F. Important Dates
 1. December 22, 2021, New JOC Board Member Orientation, 8:00-11:00 am or 5:30-8:30 pm at the West Campus in Leesport, PA.
 2. January 17, 2022, SkillsUSA Competition (snow-makeup – January 21, 2022)
 3. January 18, 2022, Professional Advisory Committee (West Campus)
 4. January 26, 2022, Joint Operating Committee (JOC) (East Campus), 7:30 pm
 5. January 26-28, 2022, ISO Renewal Audit

12. COMMITTEE REPORTS

- A. Finance Committee – Gary Reinert, Chairperson
- B. Negotiations Committee – Gary Reinert, Chairperson
 1. Consideration to approve a 4-year collective bargaining agreement with the BCTC Educator's Association beginning on July 1, 2022 and ending on June 30, 2026.
- C. Building/Insurance Committee – _____, Chairperson
 1. Consideration to approve the purchase of a Kubota gasoline powered riding mower for the East Campus from Reading Tractor and Equipment at a cost not to exceed \$10,291.48.
 2. Consideration to approve Systems Design Engineering's escrow agreement for the final engineering and design approval from Oley Township for the expansion for the Student Built House development.
 3. Consideration to ratify the authorization of the administration to bid one articulated wheel loader for the Heavy Equipment Operator Program at an estimated cost of \$87,000.

4. Consideration to approve the purchase one Articulated Wheel Loader for the Heavy Equipment Operations as per the bid opening on December 3, 2021, from Jerre Martin Repair at a cost not to exceed \$87,000.00 from the General Fund.
- D. Program/Personnel Committee – Caryn Friedlander, Chairperson
1. Report on Program/Personnel Committee Meeting on Monday, December 6, 2021 at 5:00 pm at the West Campus.
 2. Consideration to appoint the following administrators as BCTC's Title IX Coordinators in these respective areas, effective immediately:
 - A. Ms. Michalene Berg, East and West Campuses staff
 - B. Dr. Kristine Rosenberger, East Campus students
 - C. Mr. Brad Entrekin, West Campus students
 3. Be it resolved, the JOC authorizes the appropriate officers to enter into the attached Advisor Stipend adjustment MOU with BCTCESPA.
 4. Consideration to approve the revisions to the BCTC Organizational Chart as enclosed effective January 28, 2022.
 5. Consideration to approve the following revised position descriptions:
 - A. Executive Director
 - B. Chief Financial Officer/Director of Adult and Continuing Education (title change to: Director of Finance)
- E. Other Committee Reports – For Information Only
1. Professional Advisory Committee (PAC) meeting summary of November 16, 2021.

13. PERSONNEL MATTERS

14. OTHER MATTERS FOR CONSIDERATION

- A. Consideration to approve the 2022 Joint Operating Committee's regular meeting dates as per the enclosure.
- B. Consideration to approve the signatures of _____, Chairperson; _____, Vice Chairperson. _____, Secretary; Gary Reinert, Treasurer; and John Reedy, Chief Finance Officer and Director of Adult and Continuing Education 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 Asset Fund (PSDLAF), General Activity, Cafeteria and Memorial Accounts with Pennsylvania Local Government Investment Trust (PLGIT) and the Berks Career and Technology Center Education Foundation with First Priority Bank for 2022.
- C. Consideration to approve the attendance of James Mack, Kevin Heimbach and six (6) East Campus Diesel program students to attend the Penn College of Technology Diesel Competition in Williamsport, PA on December 10-11, 2021 at an estimated cost of \$530.

15. PERSONS DESIRING TO BE HEARD

16. ADJOURNMENT