

Joint Operating Committee

1057 County Welfare Road
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**REGULAR MEETING OF
WEDNESDAY – FEBRUARY 23, 2022
WEST CAMPUS – LEESPORT, PA
7:30 PM**

AGENDA

1. CALL TO ORDER

- A. Pledge of Allegiance to the Flag
- B. Attendance/Roll Call
- C. Announce Executive Session
- D. Agenda Items and/or Changes

2. RECEIPT OF BIDS

- A. Lucas 3.0 Chest Compression Bid

[\(Enclosure\)](#)

3. APPROVAL OF MINUTES

- A. January 26, 2022

[\(Enclosure\)](#)

4. RATIFICATION AND APPROVAL OF BILLS

[\(Enclosure\)](#)

A. General Fund	
1. Ratifications	\$1,193,252.10
2. Approvals	\$ 116,910.71
B. Capital Reserve Fund	
1. Ratifications	\$ 0.00
C. Activity Fund	
1. Ratifications	\$ 18,035.88
D. Cafeteria Fund	
1. Ratifications	\$ 95,010.38
E. BCTC Education Foundation	
1. Ratifications	\$ 0.00

5. ACCEPTANCE OF FINANCIAL REPORTS

[\(Enclosure\)](#)

- 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 January 26, 2022 from the PA Office of the Budget to inform BCTC that the review of the single audit report for the year ended June 30, 2020 contains the required elements as required by federal and state rules and regulations. [\(Enclosure\)](#)
- B. Communications received on February 10, 2022 from Ms. Chaydeanne Brunner, Administrative Assistant to the Superintendent of Brandywine Heights Area School District that Mr. Matthew Reitenauer was appointed as the JOC Alternate effective February 7, 2022. [\(Enclosure\)](#)

8. ANYONE WISHING TO ADDRESS AGENDA ITEMS

9. OLD BUSINESS

- A. Consideration to approve the second reading of the following Berks Career and Technology Center policies and procedure:

- 1. Copy of Purchases Subject to Bid/Quotation (610) [\(Enclosure\)](#)
- 2. Purchases Budgeted (611) [\(Enclosure\)](#)
- 3. Updated Procurement Procedure Attachment for Policy 626 (626) [\(Enclosure\)](#)

10. NEW BUSINESS

- A. Consideration to approve the first reading of the following Berks Career and Technology Center policies and procedures:

- 1. Discrimination Complaint Procedures (Attachment 2 for Policy 103) [\(Enclosure\)](#)
- 2. Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints (Attachment 3 for Policy 103) [\(Enclosure\)](#)
- 3. Template for Letter Documenting Parental Objection to Child's Participation in an Investigation (Attachment 4 for Policy 103) [\(Enclosure\)](#)
- 4. Discrimination – Title IX Sexual Harassment Affecting Staff (104) [\(Enclosure\)](#)
- 5. Discrimination Complaint Procedures (Attachment 2 for Policy 104) [\(Enclosure\)](#)
- 6. Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints (Attachment 3 for Policy 104) [\(Enclosure\)](#)

11. BCTC Report

- A. Administrative Report
- B. Student Honors
 - 1. Students of the Quarter [\(Enclosure\)](#)
 - 2. SkillsUSA District Competition Results [\(Enclosure\)](#)
- C. Important Dates
 - 1. February 28 – March 3, 2022 – NOCTI Written Testing, East Campus
 - 2. March 1-3, 2022 – NOCTI Written Testing, West Campus
 - 3. March 4, 2022 – NOCTI Written Testing, Make Up Day, East & West Campuses
 - 4. March 15, 2022 – Professional Advisory Committee, West Campus – 8:00 am
 - 5. March 14-15, 2022 – NOCTI Performance Testing, West Campus
 - 6. March 16-17, 2022 – NOCTI Performance Testing, East Campus
 - 7. March 18, 2022 – NOCTI for Dental Occupations, East Campus
 - 8. March 21-23, 2022 – FCCLA State Conference, Seven Springs Resort, PA
 - 9. March 23, 2022 – Joint Operating Committee Meeting, East Campus – 5:30 pm

10. March 30-April 1, 2022 – Penn HOSA State Leadership Conference, King of Prussia, PA

12. COMMITTEE REPORTS

- A. Finance Committee – Gary Reinert, Chairperson
 1. Consideration to accept the BCTC’s General Fund Proposed Operating Budget for the 2022-2023 school year in the amount of \$20,312,217 and distribute to participating school districts for their review and approval. ([Enclosure](#))
 2. Consideration to approve the signatures of Mr. Robert Heckman, Chairperson; Ms. Caryn Friedlander, Vice Chairperson. Mr. George Mertz III, Secretary; Mr. Gary Reinert, Treasurer; and Mr. Jason Feiertag, Director of Finance 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.
- B. Building/Insurance Committee – William Palmer, Chairperson
 1. Report on Building/Insurance Committee meeting held on February 23, 2022 prior to the JOC Meeting.
 2. Consideration to approve the cleaning and sealing of 16 individual bathroom floors at the West Campus by SaniGlaze, being paid by the GEERS II grant, at a total cost of \$8,480. ([Enclosure](#))
 3. Consideration to approve AEM Architects to design and create life safety drawings (paper and electronic copies) of both East and West Campuses for the cost of \$11,500, paid by the General Fund. ([Enclosure](#))
 4. Consideration to approve the fabrication and installation of multiple exterior signage throughout East and West Campus by Blatt Construction for the cost of \$9,519.59, paid by the General Fund. ([Enclosure](#))
- C. Negotiations Committee – Gary Reinert, Chairperson
- D. Program/Personnel Committee – Caryn Friedlander, Chairperson
- E. Other Committee Reports - None

13. PERSONNEL MATTERS

([Enclosure](#))

14. OTHER MATTERS FOR CONSIDERATION

- A. Consideration to appoint Mr. Jason Feiertag as Berks Career & Technology’s Open Records and Right to Know Officer effective February 23, 2022.
- B. Consideration to approve a resolution recognizing Ms. Ashley Rivera, as the 2022 recipient of the BCTC Life-Long Friend of Career and Technical Education Award. Ms. Rivera will be presented with the award at the March 23, 2022 COW meeting. ([Enclosure](#))
- C. Consideration to approve Mr. Eric Lynch and Mr. Albert DeNault to attend the National Restaurant Association Food Show in Chicago, IL on May 20, 2022 through May 23, 2022 at a cost not to exceed \$2,440.
- D. Ratification to approve Ms. Kelly Ruth to attend the HOSA International Conference in Grapevine, Texas on February 4-6, 2022 at a cost not to exceed \$845.14.
- E. Consideration to approve Ms. Kelly Ruth, Ms. Alexa Breslin, Ms. Corale Bortz, Ms. Kathy Bailey, Ms. Jessica Eckert, Ms. Jennifer Maryniak, Mr. Ernest Powell and Mr. Scott Cote along with 77 students to attend the PENN HOSA State Leadership

Conference on March 30 – April 1, 2022 in King of Prussia, PA at a cost not to exceed \$3,600.

- F. Consideration to enter into an agreement with the County of Berks to allow clinical training for Health Occupations students at Berks Heim for the 2022-2023 school year. [\(Enclosure\)](#)
- G. Consideration to approve Ms. Karla Gibson, Ms. Mary Jo Kuhwald, Mr. Eric Lynch and Ms. Samantha Herbine along with 25 students to attend the FCCLA State Leadership Conference on March 21-23, 2022 in Seven Springs Resort, PA at a cost not to exceed \$2,008.
- H. Consideration to enter into an agreement with Goodwill Keystone Area for the Summer and Work Experience and Assessment Program (SWEAP) beginning on June 27, 2022 through August 3, 2022. [\(Enclosure\)](#)
- I. Consideration to authorize administration to bid Protective Services equipment, 2 (two) LUCAS 3.1 Chest Compression Systems and Battery chargers as part of the Competitive Equipment Grant, at an estimated cost of \$34,300. [\(Enclosure\)](#)
- J. Consideration to approve the purchase of network switches through ePlus at a total cost of \$21,729.66. \$13,037.80 will be reimbursed through E-rate, which will leave a net cost of \$8,691.86 to the BCTC General Fund. [\(Enclosure\)](#)
- K. Consideration to approve the purchase of wireless access points through ePlus at a total cost of \$27,706.50. \$16,623.90 will be reimbursed through E-rate, which will leave a net cost of \$11,082.60 to the BCTC General Fund. [\(Enclosure\)](#)
- L. Consideration to approve the updated Health and Safety Plan as of February 23, 2022. [\(Enclosure\)](#)

15. PERSONS DESIRING TO BE HEARD

16. ADJOURNMENT