

Joint Operating Committee

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**REGULAR MEETING OF
WEDNESDAY – AUGUST 24, 2022
EAST CAMPUS - OLEY TOWNSHIP
7:30 PM**

AGENDA

1. CALL TO ORDER

- A. Pledge of Allegiance to Flag
- B. Attendance/Roll Call
- C. Agenda Items and/or Changes

- D. Articles of Agreement – Resolution

2. RECEIPT OF BIDS

3. APPROVAL OF MINUTES

- A. June 22, 2022

4. RATIFICATION AND APPROVAL OF BILLS

A. General Fund	
1. Ratifications	\$3,882,916.57
2. Approvals	\$ 61,094.87
B. Capital Reserve Fund	
1. Ratifications	\$ 0.00
C. Activity Fund	
1. Ratifications	\$ 21,920.88
D. Cafeteria Fund	
1. Ratifications	\$ 40,175.43
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 June 23, 2022 thanking the Business Management and Entrepreneurship program for their contribution of \$535.69 to the Organization for Autism Research (OAR).
- B. Communications received on July 13, 2022 from parent, Dave Berryman, thanking various people who have played a part in his son's growth and success.
- C. Communications received on July 21, 2022 from the PA Department of Education indicating that we have successfully completed the requirements for the Emergency Instructional Time Template.
- D. Communications received on July 22, 2022 from the PA Department of Education letting us know that the BCTC Comprehensive Plan meets the criteria and is approved.
- E. Communications received on August 9, 2022 from Kreitz/Gallen-Schutt Attorneys, to Berks Career and Technology Center to communicate a "Notice of Estate Administration" in the estate of Gerald L. Martin.
- F. Communications received on August 15, 2022 from the U.S. Treasury in relation to a U.S. Federal court case. A check was received in the amount of \$3,750.

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 policy:

- 1. Non-school Organizations/Groups/Individuals (913)

10. NEW BUSINESS

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

- 1. Adoption of Planned Instruction (107)
- 2. Whistleblower (819)

11. BCTC REPORT

- A. Administrative Update
 - 1. Safety and Security Committee
 - a. BCTC has designated Mr. Craig Soden as the new Safety and Security Officer in accordance with Act 55 effective August 24, 2022.
- B. Student Honors - None
- C. Important Dates
 - 1. New Staff Induction – August 9, 2022
 - 2. In-Service – August 17-18, 2022
 - 3. First Student Day – August 23, 2022
 - 4. BCTC Closed – Holiday –September 2 & 5, 2022
 - 5. JOC Meeting, West Campus – September 28, 2022

12. COMMITTEE REPORTS

- A. Finance Committee – Gary Reinert, Chairperson
- B. Building/Insurance Committee – William Palmer, Chairperson
- C. Negotiations Committee – Gary Reinert, Chairperson
- D. Program/Personnel Committee – Caryn Friedlander, Chairperson

1. Consideration to approve revisions to the BCTC Organizational Chart as enclosed effective August 24, 2022.
2. Consideration to approve revisions to the following BCTC Position Descriptions as enclosed effective August 24, 2022:
 - a. Executive Director
 - b. Director of Finance
 - c. Director of Operations
- E. Other Committee Reports – None

13. PERSONNEL MATTERS

14. OTHER MATTERS FOR CONSIDERATION

- A. Consideration to approve the Articulation Agreement between BCTC and BCTC Continuing Education for the Electrical Apprenticeship program effective on July 11, 2022 for the 2022-2023 school year.
- B. Consideration to approve the Articulation Agreement between BCTC and BCTC Continuing Education for the HVAC Apprenticeship program effective on June 30, 2022 for the 2022-2023 school year.
- C. Consideration to approve the Articulation Agreement between BCTC and BCTC Continuing Education for the Plumbing Apprenticeship program effective on July 18, 2022 for the 2022-2023 school year.
- D. Consideration to approve the Articulation Agreement between BCTC and Kutztown University for Advertising Art & Design and Video Media Content Production effective for the 2022-2023 school year.
- E. Consideration to approve the Articulation Agreement between BCTC and Northampton Community College for Automotive Technology effective for the 2022-2023 school year.
- F. Consideration to approve the Articulation Agreement between BCTC and Penn State Berks Campus for Bioethics and Chemical Principals effective for the 2022-2023 school year.
- G. Consideration to approve the Articulation Agreement between BCTC and Saint Francis University for Business Administration, Criminal Justice, and Early Childhood Education effective for the 2022-2023 school year.
- H. Consideration to approve the Articulation Agreement between BCTC and Suny Cobleskill for Agricultural Engineering effective for the 2022-2023 school year.
- I. Consideration to approve the Articulation Agreement between BCTC and Universal Technical Institute for Automotive Technology and Diesel Technology for the 2022-2023 school year.
- J. Consideration to approve Mr. Jason Feiertag as the Privacy Officer to ensure compliance with the HIPAA Privacy Rule (Board Policy 802) effective immediately.
- K. Consideration to enter into an agreement with the Berks County Intermediate Unit Head Start Program to provide meals for Head Start attendees for the 2022-2023 school year at \$2.75 per meal.
- L. 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 \$7,344.00 per campus for the 2022-2023 fiscal year.
- M. Consideration to request bids for 1 (One) 2017-2019 Manual Day Cab Class 7-8 Freightliner Conventional Tractor for the CDL program for the 2022-2023 school year utilizing the Continuing Education fund.
- N. Consideration to request bids for 1 (One) 2017 or newer Great Dane Manufactured trailer for the CDL program utilizing the Continuing Education fund.

- O. Consideration to approve a training contract with the Montgomery County CareerLink acting through the Economic and Workforce Development effective August 15, 2022 and terminating on June 30, 2023.
- P. Consideration to approve the revised 2022-2023 school calendar to include a Summer Curriculum Day to bring our instructional days to 190.
- Q. Consideration to approve the Articulation Agreement between BCTC and Associated Builders and Contractors, Keystone Chapter for Carpentry, Masonry, Electrical Technology and Heating, Ventilation and Air Conditioning effective for the 2022-2023 school year.
- R. 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 2022-2023 school year.
 - 1. Grocery
 - 2. Bread
 - 3. Milk

15. PERSONS DESIRING TO BE HEARD**16. ADJOURNMENT**