

**BERKS CAREER & TECHNOLOGY CENTER**  
**Official Proceedings of the Joint Operating Committee**  
**September 23, 2020**

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**AGENDA ITEM III**  
**JOC Meeting 10/28/2020**

**CALL TO ORDER**

The regular meeting of the Joint Operating Committee was held in the Welding Training Center at the West Campus of the Berks Career and Technology Center in Leesport, PA on Wednesday, September 23, 2020. The meeting was called to order by Chairperson Manbeck at 7:52 PM.

**ATTENDANCE**

**Present:** Caryn Friedlander, Neal Mc Nutt, Michael Gierula, Oscar Manbeck, Christine Osborn, Andrew Raugh, Gary Reinert, Michael Wagaman, George Mertz, Guadalupe Kasper, Laurie Waxler, Dr. Sharon McLendon, Roger Updegrove, Bob Heckman, Bucky Scott, Charles Shurr

**Absent:** None

**Staff:** Dr. James Kraft, John Reedy, Dr. Michael Stauffer, Mr. Ray Jenkins, Curt Funkhouser, Dr. Kristine Rosenberger, Gary Auker, Brett Adams Kyle Follweiler, Dr. Jill Hackman, Michalene Berg, and Wendy Sigourney

**Solicitor:** James Mancuso, Esq.

**Press:** None

**Guest(s):** None

**PLEDGE OF ALLEGIANCE**

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

**EXECUTIVE SESSION**

A personnel matter was discussed.

**RECEIPT OF BIDS**

None

**APPROVAL OF MINUTES**

**A motion** was made by Mr. Mertz and seconded by Mr. Updegrove to approve the JOC meeting minutes of August 5, 2020 as presented.

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

**RATIFICATION AND APPROVAL OF BILLS**

**A motion** was made by Mr. Reinert and seconded by Mrs. Osborn to approve the bills as presented.

**Upon roll call, the vote was recorded as follows: Yeas** Friedlander, Manbeck, Osborn, Raugh, Reinert, Updegrove, McNutt, Mertz, Kasper, Waxler, Heckman, Shurr, Wagaman, Gierula, McLendon. **Nays: None. Motion carried.**

AD-030

**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** Friedlander, Manbeck, Osborn, Raugh, Reinert, Updegrove, McNutt, Mertz, Kasper, Waxler, Heckman, Shurr, Wagaman, Gierula, McLendon. **Nays: None. Motion carried.**

**INVESTMENT OF FUNDS**

A. General Fund \$500,000.00

First Priority Bank – Purchased 9/16/20, 1 Year CD, 0.70% \$500,000, Interest \$3,500

**COMMUNICATIONS**

None

**ANYONE WISHING TO ADDRESS AGENDA ITEMS**

None

**OLD BUSINESS**

None

**NEW BUSINESS**

**A motion** was made by Mr. Heckman and seconded by Mr. Mertz to approve the first reading of the following policies:

Attendance at Meetings Via Electronic Communications (#006.1)  
Discrimination/Title IX Sexual Harassment Affecting Students (#103)  
Discrimination/Title IX Sexual Harassment Affecting Staff (#104)  
Trauma-Informed Approach (#146.1)  
Hazing (#247)  
Bullying/Cyberbullying (#249)  
Dating Violence (#252)  
Educator Misconduct (#317.1)  
Family and Medical Leaves (#335)  
Federal Fiscal Compliance (#626)  
Maintaining Professional Adult/Student Boundaries (#824)  
Educational Equity (# 832)

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

**BCTC REPORT (FOR INFORMATION ONLY)**

**AGENDA ITEMS AND/OR CHANGES - NONE**

**CAMPUS/PROGRAM UPDATES**

Dr. Kraft:

- Proposed to the JOC members if anyone would like to be the legislative representative for BCTC and attend the PASBA conference. Mr. Bob Heckman would be willing to serve in this role.
- Dr. Kristine Rosenberger joined our team on September 21, 2020. She is looking forward to kids returning and was grateful to the HR department for training.
- John Reedy shared about the new CE Evening Coordinator Cathy Benyak replacing Taylor Feeney. She comes to us with a wealth of experience and we look forward to her contributions to BCTC.
- Each member received a Marketing packet from our Recruiting, Marketing and Outreach team, Jess Werner and Nan Parks. Dr. Kraft reviewed the documents in the packet.

Mr. Reedy:

- Presented our approved grants.
  - Equipment Grant \$129,013.63
  - 2019-20 Perkins \$513,200.00
  - 2020-21 Perkins \$516,242.00
  - Governor's Emergency Education Relief (GEER) Grant 2020-21 Continuity of Education for Career and Technical Centers Grant \$182,207.00
  - PPE Grant \$90,000
- Student Built House development was reviewed. The history of the purchase in 1999 and the sequence of how the houses were erected was shared. The revenue from the Student Built House sale is used to provide for the next phase of development.
- We looked at 55 acres of land years ago for \$850,000 and the township purchased the land for \$450,000. It is now for sale for \$499,000 and we are looking at it for future possibility of Student Built homes, agriculture, or HEO.

Mr. Auker:

- Presented a PowerPoint which communicated the work that had been accomplished over the summer with photos. Highlights were:
  - Radios at both campuses have been implemented and everyone trained.
  - Surplus auction was held.
  - Completed the HEO lab and the Culinary Arts lab.
  - Doors were replaced
  - Replaced greenhouse roof
  - Carpeting work in the Continuing Ed room ECE and LGI.
  - Welding Training Center
  - Lobby floor leveling
  - Parking lot cracks filled and seal coated
  - Floors in the old welding room
- The accomplishments were shared as well as the goals for next year.
  - Welding Training Center punch list
  - Summer renovations punch list
  - Underground heating line leaking
  - Setting up Quarry with classroom needs
  - Re-do the retention fence on the Student Built House

- Scrap trailer
- Cell Tower run new T-Mobile
- Looking for a new lot to house our busses
- Replacing roofs and HVAC – beginning planning stages
- New vehicles – plans for future replacements

Mr. Funkhouser:

- In-Service for fall was held virtually at both campuses. We had lots of success working with our administrative team and our IT team. We brought in some people from outside and join us remotely for training modules. A survey was held and communicated positive feedback.
- October 12 is out next In-Service date and will also be held via MS Teams

Mr. Follweiler & Dr. Stauffer:

- Showed a PowerPoint of students working in their lab at BCTC
  - The students love being here and the video shows!
- Thanked Brett Adams and Mike Stein for all the technical expertise they have helped provide to our teachers. This has made the school a better place.
- There are about 27 different schedules the teachers have to accommodate but the teachers wouldn't trade it for virtual ever. It's been a great start and looking forward to continuing this year to see what will come from this new year.
- Cosmetology have been sharing concerns in relation to hours needed in order to get certification. The students were granted 250 hours towards their hours last summer from the State Board of Cosmetology, but it wasn't offered at the beginning of the year. They worked with the State board of Cosmetology and they voted to provide 50% of the hours to be done virtually. The students were watching the meeting to be able to see those policies take place. We have also invited the State Cosmetology Board members to come down to view our program.
- Mrs. Osborn asked if there were other programs that have high hours that could also be pursued. There are none other than Health Occupations which clinics are currently not held due to the pandemic.
- The teachers have done a great job at being successful with both remote and in-person instruction.
- Schoology demonstrations are being held for parents by Michael Stein. They have been getting very positive comments and it's been helpful to hear the perspective of parents. They have also been very well attended,

### **STUDENT HONORS**

CTSO's were not held due to COVID-19.

### **IMPORTANT DATES**

- October 1, 2019 - College/Career & Parent Conference Night (East Campus), 5:30 pm
- October 3, 2019 - College/Career & Parent Conference Night (West Campus), 5:30 pm
- October 7, 2019 - OAC Culinary Arts (West Campus) 3:30 pm
- October 8, 2019 - Berks Executive Council Committee Meeting (West Campus), 8:00 am –  
Note: This meeting will take place in November.
- Week of October 19, 2020 - OAC Meetings (East & West Campuses) 4:30 pm and 6:00 pm
- Week of October 26, 2020 - OAC Meetings (East & West Campuses) 4:30 pm and 6:00 pm

- October 28, 2020 - Joint Operating Committee (JOC) Meeting (East Campus), 7:30 pm

### COMMITTEE REPORTS

#### AUDIT/BUDGET COMMITTEE

**A motion** was made by Mr. Reinert and seconded by Mrs. Osborn to approve the Perkins V “Strengthening Career and Technical Education for the 21<sup>st</sup> Century Act” budget for the 2019-2020 fiscal year in the amount of \$513,200.00

**Upon roll call, the vote was recorded as follows: Yeas** Friedlander, Manbeck, Osborn, Raugh, Reinert, Updegrove, McNutt, Mertz, Scott, Kasper, Waxler, Heckman, Shurr, Wagaman, Gierula, McLendon. **Nays:** None. **Motion carried.**

**A motion** was made by Mr. Raugh and seconded by Mr. Mertz to approve a budgetary transfer within the General Fund in the amount of \$194,580.00 for the 2019 – 2020 fiscal year.

**Upon roll call, the vote was recorded as follows: Yeas** Friedlander, Manbeck, Osborn, Raugh, Reinert, Updegrove, McNutt, Mertz, Scott, Kasper, Waxler, Heckman, Shurr, Wagaman, Gierula, McLendon. **Nays:** None. **Motion carried.**

#### BUILDING/INSURANCE COMMITTEE

**A motion** was made by Mr. Raugh and seconded by Mr. Mertz to approve the following change order for the new Welding Training Center.

##### Uhrig Construction – General Contractor

#13 – \$1,532.33 – Add gas meter bollards and electric trench

**Upon roll call, the vote was recorded as follows: Yeas** Friedlander, Manbeck, Osborn, Raugh, Reinert, Updegrove, McNutt, Mertz, Scott, Kasper, Waxler, Heckman, Shurr, Wagaman, Gierula, McLendon. **Nays:** None. **Motion carried.**

#### NEGOTIATIONS COMMITTEE - NONE

Mr. Reinhart provided a report on a Negotiations Committee meeting that was held prior to the JOC meeting with the Support Staff.

#### PROGRAM/PERSONNEL COMMITTEE

**A motion** was made by Ms. Friedlander and seconded by Mr. Mertz to pay tuition and fees for BCTC students enrolled in the Technical Academy and the Teacher Academy at Reading Area Community College as a requirement of their career and technical program at BCTC and to pay the balance of tuition and fees for BCTC Medical Health Professions (MHP) students enrolled in courses at Penn State University Berks Campus with students/parents responsible for the Reading Area Community College dual enrollment credit hour toward the PSU course tuition as part of the BCTC MHP program requirements. Further, BCTC students will not be denied participation in their required program postsecondary coursework because of financial inability to pay for required coursework, supplies or equipment.

**Upon roll call, the vote was recorded as follows: Yeas** Friedlander, Manbeck, Osborn, Raugh, Reinert, Updegrove, McNutt, Mertz, Scott, Kasper, Waxler, Heckman, Shurr, Wagaman, Gierula, McLendon. **Nays:** None. **Motion carried.**

**OTHER COMMITTEE REPORTS**

1. Professional Advisory Committee (PAC) meeting notes of September 15, 2020.

**PERSONNEL MATTERS**

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

**Furloughs, General Fund**

- **Melanie B. Allend-Klim** Resource Specialist – NAT, West Campus. Effective date: September 24, 2020.

**Resignations, General Fund**

- **Kevin K. Crawford** – Building Construction Occupations Instructor, East Campus. Reason: obtained other employment. Effective date: on or around November 20, 2020 (60 days or sooner).
- **Julianna R. Hildenbrand** – Part-time Cafeteria Worker, East Campus. Reason: obtained other employment. Effective date: August 12, 2020.

**Leave of Absence, General Fund**

- **Kevin W. Heimbach**- Diesel Technology Instructor, East Campus. Ratify a military leave of absence with pay and benefits as per the Personal Necessity Leave Policy #336. Effective Date: September 14, 2020 through September 18, 2020.

**Employment Ratifications, Continuing Education Fund**

- **Kathleen J. Benyak**- Continuing Education Program Coordinator, East/West Campuses. Recommended salary: \$28.00/hour. Effective date: September 21, 2020.
- **Lee R. Geisinger** – Part-time Continuing Education Instructor, East/West Campuses. Recommended salary: as per the 2020-2021 school year approved rate. Effective date: September 22, 2020 through the end of the 2020-2021 fiscal year.

**Employment Ratifications, General Fund**

- **Harold W. Steve**- Part-time Resource Specialist – EMR/EMT, East Campus. Recommended salary: \$25.00/hour. Effective date: for the 2020-2021 school year.
- **Roger F. Voit** – Business Management and Entrepreneurship Instructor, West Campus. Recommended salary: \$60,147/year pro-rated based on Track AC Level 1/Step 10 of the 2020-2021 salary schedule per the negotiated BCTCEA agreement. Effective date: August 24, 2020.

**Employment Approvals, Continuing Education Fund**

- **Rickie A. Bieber** – Part-time Continuing Education Instructor, East/West Campuses. Recommended salary: as per the 2020-2021 school year approved rate. Effective date: on or around **September 28, 2020** through the end of the 2020-2021 fiscal year.
- **Christopher D. Roche** – Part-time Continuing Education Instructor, East/West Campuses. Recommended salary: as per the 2020-2021 school year approved rate. Effective date: on or around **September 28, 2020** through the end of the 2020-2021 fiscal year.
- **Barry R. Suski** - Part-time Continuing Education Instructor, East/West Campuses. Recommended salary: as per the 2020-2021 school year approved rate. Effective date: on or around **September 29, 2020** through the end of the 2020-2021 fiscal year.

**Employment Approvals, General Fund**

- **Dr. Kristine W. Rosenberger** – Assistant Principal, West Campus. JOC employment approved at the August 5, 2020 JOC Board meeting. Effective date: September 21, 2020.

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

- Add other earnings for the long-term assignment of COVID-19 Nurse. Recommended salary: \$30.00/hour. Effective date: August 19, 2020 until on or around October 30, 2020.
  - **Laura F. Adamczyk** – day-to-day Substitute Instructor, East/West Campuses.
  - **Linda A. Hammond** – day-to-day Substitute Instructor, East/West Campuses.
- Add other earnings for faculty meeting attendance re: update on the start of the 2020-2021 school year. Recommended salary: as per the 2020-2021 school year JOC approved rate. Effective date: August 10, 2020 not to exceed 1.5 hours each.
  - Linda A. Keller - Instructional Assistant, East Campus.
  - Susan A. Tibbetts – Instructional Assistant, East Campus.
  - Melissa F. Wolfe – Instructional Assistant, East Campus.

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

- House Project Coordinator. **Michael Kern**- Masonry Instructor, East Campus. Recommended salary: Stipend of **\$2,500/year**. Effective date: 2020-2021 school term.
- PA Builders Association Coordinator. **Jeffrey R. Miller** – Carpentry Instructor, East Campus. Recommended salary: Stipend of \$1,750/year. Effective date: 2020-2021 school term.
- Virtual Enterprises International Coordinator. **Roger F. Voit**- Business Management and Entrepreneurship Instructor, West Campus. Recommended salary: Stipend of \$1,750/year. Effective date: 2020-2021 school term.
- National Technical Honor Society Coordinator. Recommended salary: Stipend of \$1,750/year. Effective date: 2020-2021 school year.
  - **Christine L. Twiford** – Educational Facilitator, West Campus.
  - **Heather L. Wargo** - Educational Facilitator, East Campus.
- Peer Mentor Teachers. Recommended salary: First year students a stipend of \$500/year and \$250/year for each additional teacher. Second year teachers a stipend of \$250/year and \$125/year for each additional teacher. Effective date: 2020-2021 school year.
  - **James D. Del Conte** - Communication Media Technology Instructor, West Campus.
  - **Peter J. Hoffman** – Computerized Machining Technology Instructor, West Campus.
  - **Elizabeth S. Ireland** – Advertising Art & Design Technology, West Campus.
  - **Rachel B. Kline**- Painting & Decorating Instructor, East Campus.
  - **James P. Mack** – Heavy Equipment Technology Instructor, East Campus.
  - **Denise E. Paulson** – IT Programming Instructor, West Campus
  - **Christopher F. Nappi** – Computer Systems Networking & Security Instructor, East Campus.
  - **Dale J. Roberts** – Welding Technology Instructor, West Campus.

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

- **Stacey Campbell** – Campus Counselor, East Campus. Change salary from \$70,924/year based on Track AC/Level 10/Step 9 to \$73,344/year pro-rated based on Track AC/Level 11/Step 9 of the 2020-2021 salary schedule per the negotiated BCTCEA agreement. Reason: received Masters + 45 credits. Effective date: August 26, 2020.

- **Eric S. Hopewell** – Precision/Computerized Machining Technology Instructor, West Campus. Change salary from \$81,198/year based on Track VT/Level 8/Step 19 to \$83,618/year pro-rated based on Track VT/Level 9/Step 19 of the 2020-2021 salary schedule per the negotiated BCTCEA agreement. Reason: received Masters + 15 credits. Effective date: August 3, 2020.
- **Theodore Semanchick** – Electrical Occupations Instructor, West Campus. Change salary from \$69,385/year based on Track VT/Level 4/Step 14 to \$70,449/year pro-rated based on Track VT/Level 5/Step 14 of the 2020-2021 salary schedule per the negotiated BCTCEA agreement. Reason: received Vocational II Certificate. Effective date: September 11, 2020.
- **Robert C. Youse, Jr.** – School to Work Coordinator, East Campus. Change salary from \$51,695/year based on Track AC/Level 3/Step 3 to \$52,759/year pro-rated based on Track AC/Level 4/Step 3 of the 2020-2021 salary schedule per the negotiated BCTCEA agreement. Reason: received Instructional I +12 credits. Effective date: August 25, 2020

#### **Substitute Approvals/Ratifications, General Fund**

- **Nancy N. Antolini** – Day-to-day Substitute Instructor, East/West Campuses. Recommended salary: as per the 2020-2021 school year JOC approved rate. Effective date: September 15, 2020.
- **James E. Culley**- Day-to-day Substitute Instructor, East/West Campuses. Recommended salary: as per the 2020-2021 school year JOC approved rate. Effective date: August 12, 2020.

**Upon roll call, the vote was recorded as follows: Yeas** Friedlander, Manbeck, Osborn, Raugh, Reinert, Updegrove, McNutt, Mertz, Scott, Kasper, Waxler, Heckman, Shurr, Wagaman, Gierula, McLendon. **Nays:** None. **Motion carried.**

#### **OTHER MATTERS**

**A motion** was made by Mr. Mertz and seconded by Mr. Reinhart to approve the following motions:

- Consideration to receive and file the 2020-2021 School Improvement Plan (SIP) of the Berks Career and Technology Center as presented.
- Consideration to receive the proposed 2021-2022 Berks Career and Technology Center School Calendar for district planning purposes and authorize administration to distribute the calendar to the 16 sending school district Superintendents.
- Consideration to ratify a modification in contract with the BCIU to provide student transportation for the remainder of the 2020-2021 school year at a cost not to exceed \$98.25 per day.
- Consideration to ratify a contract with New Rhoads Transportation to provide student transportation for the remainder of the 2020-2021 school year at a cost not to exceed \$299.95 per day.
- Consideration to purchase a CAM Superline trailer for scrap metal removal from All Pro Trailers at a cost not to exceed \$9,829.24.
- Consideration to appoint Bob Heckman as the BCTC Legislative Representative for the PSBA Legislative Policy Council for the 2020-2021 fiscal year.



**Upon roll call, the vote was recorded as follows: Yeas** Friedlander, Manbeck, Osborn, Raugh, Reinert, Updegrove, McNutt, Mertz, Scott, Kasper, Waxler, Heckman, Shurr, Wagaman, Gierula, McLendon. **Nays: None. Motion carried.**

**PERSONS DESIRING TO BE HEARD**

- Mr. Gierula asked to know how many students participated in the return to BCTC to Complete their program. Dr. Stauffer indicate that 20 students have come back to complete certifications. There were also several students who completed various requirements over the summer.
- As a new board member Mr. McNutt gave accolades to our staff for their professionalism. He is excited to be a part of the JOC.
- Oscar asked Mr. McNutt if he would consider being a member on the Building and Insurance Committee. He gladly accepted.

**ADJOURNMENT**

**A motion** was made by Mr. Mertz and seconded by Mr. Updegrove to adjourn the meeting at 8:56 PM.

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

Approved \_\_\_\_\_ 2020  
Christine Osborn, JOC Secretary  
per Wendy Sigourney, Recording Secretary