

BERKS CAREER & TECHNOLOGY CENTER
Official Proceedings of the Joint Operating Committee
June 24, 2020

AGENDA ITEM III JOC
Meeting 8/5/2020

CALL TO ORDER

The regular meeting of the Joint Operating Committee was held at the West Campus of the Berks Career and Technology Center in Leesport, PA and via Zoom on Wednesday, June 24, 2020. The meeting was called to order by Chairperson Manbeck at 7:36 PM.

ATTENDANCE

Present: Ms. Laurie Waxler, Mr. George Mertz III, Mr. Michael Gierula, Mr. Roger Updegrove, Ms. Caryn Friedlander, Dr. Sharon McLendon, Ms. Guadalupe Kasper, Mr. Andrew Raugh, Ms. Christine Osborn, Mr. Robert Heckman, Mr. Oscar Manbeck, Mr. Charles Shurr, Mr. Gary Reinert

Absent: Mr. Michael Wagaman, Mr. Bucky Scott and Conrad Weiser SD member

Staff: Dr. James Kraft, Mr. John Reedy, Dr. Jill Hackman, Ms. Wendy Sigourney, Ms. Michalene Berg, Mr. Brett Adams, Dr. Michael Stauffer, Mr. Ray Jenkins, Mr. Curt Funkhouser Ms. Kim DeHart, Mr. Eddie Smeck and Mr. Kyle Follweiler

Solicitor: Mr. Jim Mancuso, Esq.

Press: None

Guests: None

PLEDGE OF ALLEGIANCE

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

EXECUTIVE SESSION

Chairperson Manbeck announced an Executive Session to discuss personnel matters.

APPROVAL OF MINUTES

A motion was made by Mr. Mertz and seconded by Ms. Friedlander to approve the meeting minutes of May 27, 2020 as presented.

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

RATIFICATION AND APPROVAL OF BILLS

A motion was made by Mr. Reinert and seconded by Ms. Friedlander to approve the bills as presented.

Upon roll call, the vote was recorded as follows: Yeas: Gierula, Updegrove, Friedlander, McLendon, Kasper, Raugh, Osborn, Heckman, Manbeck, Waxler, Mertz, Reinert, Shurr

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

ACCEPTANCE OF FINANCIAL REPORTS

A motion was made by Mr. Reinert and seconded by Mas. Friedlander 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, Updegrove, Friedlander, McLendon, Kasper, Raugh, Osborn, Heckman, Manbeck, Waxler, Mertz, Reinert, Shurr

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

INVESTMENT OF FUNDS

None

COMMUNICATIONS

- Communications received on February 25, 2020 from Lindsay Seibert, Division of Food and Nutrition indicating that BCTC's Administrative Review performed on January 9, 2020 found one Corrective Action Document (CAD). BCTC submitted a correction to the CAD to the satisfaction of PEARS Review Dashboard. At this time no additional fiscal action is needed

Anyone Wishing to Address Agenda Items

BCTC did not receive any calls or emails from the public to address at this meeting.

OLD BUSINESS

None

NEW BUSINESS

A motion was made by Mr. Reinert and seconded by Mr. Mertz to approve the resolution in support of a public stand against racism, inequality, and injustice in our school system.

Upon roll call, the vote was recorded as follows: Yeas: Gierula, Updegrove, Friedlander, McLendon, Kasper, Raugh, Osborn, Heckman, Manbeck, Waxler, Mertz, Reinert, Shurr

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

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

None

CAMPUS/PROGRAM UPDATES

The following individuals shared the BCTC updates below:

- Mr. Reedy – The Premium Share Report was reviewed as well at the new rates for the Insurance for employees. There was a very small increase in the meal pricing to students.

Continuing Education overall had a revenue gain, but it was less than last year due to COVID19. We are looking into the possibility of providing Company Safety Training to

bring in new revenue. Continuing Education is not funded by the sending districts and is independently funded.

- Mr. Smeck – CDL took a hit due to COVID19 at an average of 50% but we currently have 91% filled now that we are open again.
- Mrs. DeHart – Welding had the highest participation and they are going to expand the program using the old welding building, offering day classes and a 12-week accelerated program.

Apprenticeships are up. We are looking to be a sponsor and have applied to be registered. Per Mr. George Mertz this would help local small business since they don't have enough employees to bring on apprentices.

Day School exceeded revenue by 9,000 and there was a total of 58 students. Continuing Ed received COVID19 funding to students with hardships and we were also able to use dollars to provide online instruction.

- Dr. Stauffer – The plan for the Class of 2020 graduates is that BCTC will be offering them to return as an adult student free of charge. They will be able to return during the semester that offers the information needed for their certification. Some instructors are even working with students over the summer, so they are able to complete prior to Higher Education. Currently, there are 217 students needing 305 certificates.
- Mr. Jenkins – The Act 44 Safety and Security requires us to provide education for BCTC employees. Over the last year we conducted Fire Extinguisher Safety and Usage, Stop the Bleed, CPR and AED training to all employees. The Berks K-9 unit came out twice at both schools and found nothing (drugs, weapons, alcohol) for the third year in a row. The reports due are all in line with the required criteria. We received a grant of 367,626 and we purchased cameras (184) which used the majority of funds. Our Climate survey reflected that 4.48% (out of 5) of students indicated they felt safe at school. This was one of our highest scores. The administration has worked very hard to make sure the students feel safe.

The Health and Safety Plan is in the works but it's dependent on the 16 sending school district plans. Each school develops their own plan and we will structure ours in concordance with theirs. The BCIU has provided Job Alikes which are available to get a glimpse of what other districts are contemplating and areas of concern that should be discussed and resolved. We will have a rough draft of our plan in July. Our "Draft" copy will be sent to the JOC and sent to PDE for approval. At our In-Service we will provide training for the staff and then in August we will ratify the plan at the JOC meeting.

- Dr. Hackman – Superintendents meet weekly to have discussions on the Health and Safety plans. Even today, PDE released new models for the Health plan. There are county wide collaborative discussions based on the "red, yellow and green" phases. We are taking our lead from the CDC and the local, state and federal levels of government. We need to be flexible as this is a dynamic process and be ready to pivot directions as we receive data and things change. Our desire is to be back at school, but we have to consider safety first. We have created a Roadmap for re-entry that we have taken from local groups to create a guide for those with questions.

- Dr. Kraft – BCTC needs to be on the same page as the county while working together. Thanks for the leadership of Dr. Hackman at both the state level and Berks County.
- Dr. Hackman – Thanks to JOC for their part in the approval of plans and what is best for the students.
- Dr. Stauffer and Kyle Follweiler – The Climate Surveys were distributed to the students, staff and teachers.
 - Student Survey - The average was 4.18% out of 5. There were 634 student responses. The highlights are as follows:
 - Strengths = students are friendly, teachers are supportive, teacher feedback is meaningful
 - Needs = how to find my grades (the new SIS will take care of this), more emphasis on tool safety. One of our goals will be to go over this with the teachers when they return.
 - Staff Survey – The range was 3.98% - 4.24%.
 - Strengths – Teamwork, procedures for submitting OFI's, clean building, IT has timely response and are effective, main office is effective
 - Needs – None
 - Teacher Survey - The range was between 4.06% – 4.32% this has been the highest in 5 years.
 - Strengths – Supervisor feedback helpful, fair evaluations, confidence in supervisor, comfortable to talk with supervisor, mission statement clear,
 - Needs – become one BCTC not East/West Campuses, (COVID19 brought this to light since we had shared meetings with teachers), Facility issues, Mr. Auker worked with his staff to accomplish these over the summer.
 - Virtual Survey
 - Strengths – more confidence with our team, good IT support (Mr. Adams, Mr. Stein and Mrs. Rahn), brought East and West Campus together.
 - Needs – more training, concerned with how much students learned during this time.
- Mr. Funkhouser – The New Student Orientation guide process was assigned to him early in his employment to BCTC. The process to renovate the guide was lengthy but very valuable. The guide is for instructors to use to get students excited about their program. They took the current guides apart and customized them by program. There was a project management team who met to help refine the guide. This was also a school improvement plan. The task was completed, and they are all on our website. Our Cosmetology program held their meeting in June with students and parents and Culinary is holding their meeting tonight. Other will be held in August.

IMPORTANT DATES

- Summer Planning Session – BCTC – June 22-23, and July 27-28, 2020 – West Campus
- PACTA Summer Conference – July 29-30, 2020 via Zoom
- Director's Academy – June 24, 2020 via Zoom
- In-Service – August 19-20, 2020
- First Student Day – August 24, 2020
- JOC Meeting – August 26, 2020 – East Campus

STUDENT HONORS

- NTHS – Kory Waidelich, Electrical Occupations received the 2020 Jon H. Poteat \$1,000 scholarship. He attends Kutztown High School.
- Abby Gardula (Tulpehocken) & Autumn Moser (Fleetwood), won first place in the “Talk to Your Senator” Video contest. The contest is sponsored by the PA Senate and is focused on creating a dialogue about the importance that agriculture plays in our society.

COMMITTEE REPORTS**FINANCE COMMITTEE**

A motion was made by Mr. Reinert and seconded by Mr. Heckman approve the proposed Adult & Continuing Education 2020-2021 Fiscal Year Budget for the Berks Career and Technology Center with planned expenditures of \$1,191,765.

Upon roll call, the vote was recorded as follows: Yeas: Gierula, Updegrove, Friedlander, McLendon, Kasper, Raugh, Osborn, Heckman, Manbeck, Waxler, Mertz, Reinert, Shurr

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

A motion was made by Mr. Mertz and seconded by Ms. Friedlander to approve the following depositories for the Berks Career and Technology Center for the 2020-2021 fiscal year:

- Tompkins VIST Bank
- PA Local Government Investment Trust (PLGIT)
- PA School District Liquid Asset Fund (PSDLAF)
- PA Treasurer’s INVEST Program
- First Priority Bank

Upon roll call, the vote was recorded as follows: Yeas: Gierula, Updegrove, Friedlander, McLendon, Kasper, Raugh, Osborn, Heckman, Manbeck, Waxler, Mertz, Shurr

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

BUILDING/INSURANCE COMMITTEE

Mr. Raugh reported on the June 24, 2020 Building/Insurance Committee meeting.

A motion was made by Mr. Raugh and seconded by Ms. Osborn to approve the following agenda items:

- Approved Tompkins Insurance as the Broker of Record for the 2020-2021 fiscal year.
- Approved the 2020-2021 Insurance Policy Rates as of July 1, 2020. Increases or decreases in premium may be experienced throughout the year due to change in levels of exposure.
- Approved a contract with Automated Logic for building automation system maintenance and updates at \$16,768 per year, per campus, through June 31, 2025.
- Approved to ratify the purchase of a compressed air system for the Welding Training Facility with Taylor Air Center at a cost of \$18,875.

- Approved seal coating, crack filling, and line painting at West Campus through Alpha Seal at a cost of \$20,000.
- Approved the following resolution: Be it resolved, the BCTC administration is authorized to enter into agreements to pay the BCTC's transportation contractors (Specifically : Eshleman, New Rhoads, Quigley, Keystone (GL Trans), and Krapf) 45% of their average daily rate for the COVID19 closure period of March 13, 2020 through June 4, 2020 in accordance with the terms and conditions of the attached addendum to the existing transportation administration approval and solicitor review.

Upon roll call, the vote was recorded as follows: Yeas: Gierula, Updegrove, Friedlander, McLendon, Kasper, Raugh, Osborn, Heckman, Manbeck, Waxler, Mertz, Reinert, Shurr

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

NEGOTIATIONS COMMITTEE

A motion was made by Mr. Reinert and seconded by Mr. Mertz to approve the Act 93 Compensation Plan for the 2020-2021 school year.

Upon roll call, the vote was recorded as follows: Yeas: Gierula, Updegrove, Friedlander, McLendon, Kasper, Raugh, Osborn, Heckman, Manbeck, Waxler, Mertz, Reinert, Shurr

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

PROGRAM/PERSONNEL COMMITTEE

A motion was made by Ms. Friedlander and seconded by Mr. Mertz to approve a contract with Quest Behavioral Health for Employee Assistant Services at \$1,000 per year effective July 1, 2020 and shall remain in effect for a period of twelve months thereafter.

Upon roll call, the vote was recorded as follows: Yeas: Gierula, Updegrove, Friedlander, McLendon, Kasper, Raugh, Osborn, Heckman, Manbeck, Waxler, Mertz, Reinert, Shurr

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

Ms. Friedlander acknowledged Recognition of those staff members who have met the criteria for earning tenure.

- a. Theresa M. DeCarlo – June 5, 2020
- b. Robert C. Youse, Jr – June 5, 2020

OTHER COMMITTEES (FOR INFORMATION ONLY)

None

PERSONNEL MATTERS

A motion was made by Ms. Friedlander and seconded by Dr. McLendon to approve the following agenda items:

Resignations, General Fund

- **Leon Bergstresser** – Resource Specialist, East Campus. Reason: retirement. Effective date: May 22, 2020.
- **Wendy Harris** – Coordinator of Student Services, East/West Campuses. Reason: obtained other employment. Effective date June 17, 2020.
- BCTC Dishwasher Co-op resignations. Reason: Temporary position. Effective date: March 13, 2020.
 - **Shelby L. Alvarez**- East Campus.
 - **Jacob X. Mohn**- East Campus.
 - **Trinity Williams-Romualdi** - East Campus.
 - **Henry T. Redmond**- East Campus.

Add Other Earning Ratifications, General Fund

- **Michael Kern** – Masonry Instructor, East Campus. Add other earnings for miscellaneous house project tasks. Recommended salary: \$26.00/hour. Effective date: June 5, 2020 concluding on or around August 18, 2019 not to exceed 25 hours
- **Train the Trainer Motion (Dr. Stauffer to forward) \$26.00/hour. 10 people.**

Change of Status/Transfer Ratifications, General Fund

- **Christine L. Twiford**- Educational Facilitator, West Campus. Change salary from \$68,435/year based on Track AC/Level 8/Step 11 to \$70,855/year pro-rated based on Track AC/Level 9/Step 11 of the 2019-2020 salary schedule per the negotiated BCTCEA agreement. Reason: received master's degree +15 credits. Effective date: June 12, 2020.

Upon roll call, the vote was recorded as follows: Yeas: Gierula, Updegrove, Friedlander, McLendon, Kasper, Raugh, Osborn, Heckman, Manbeck, Waxler, Mertz, Reinert, Shurr

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

A motion was made by Ms. Friedlander and seconded by Mr. Reinert to approve the following agenda item:

Salary Increase Approvals – 2020-2021 Fiscal Year

- Consideration to approve the 2020-2021 Administrative Staff salary list consistent with the Act 93 Agreement and Non-Act 93 Administrators effective July 1, 2020 for the 2020-2021 fiscal year.
- Consideration to approve the hourly rates for the BCTCESPA personnel for the 2020-2021 fiscal year in accordance with the terms of the approved contract.
- Consideration to approve the 2020-2021 Confidential and Technical Support Staff listing and hourly rates effective July 1, 2020 for the 2020-2021 fiscal year.
- Consideration to approve the non-bargaining Continuing Education Personnel hourly increases effective July 1, 2020 for the 2020-2021 fiscal year.
- Consideration to approve the 2020-21 salary of Dr. James A. Kraft at a rate of \$158,841/year (3% increase = \$4,626).

Upon roll call, the vote was recorded as follows: Yeas: Gierula, Updegrove, Friedlander, McLendon, Kasper, Raugh, Osborn, Heckman, Manbeck, Waxler, Mertz, Reinert, Shurr

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

OTHER MATTERS FOR CONSIDERATION

A motion was made by Mr. Heckman and seconded by Mr. Mertz to approve the following agenda items:

- Consideration to approve contracts to vendors for copy paper bids per the Berks County Joint Purchasing Bid Award dated May 28, 2020 for July 1, 2020 to December 31, 2020.
- Consideration to approve the cafeteria prices for the 2020-2021 school year.
 - Student Meal – Breakfast \$1.75
 - Student Reduced Meal – Breakfast \$0.30
 - Student Meal – Lunch \$3.00
 - Student Reduced Meal – Lunch \$0.40
 - Adult Meal – Breakfast \$2.75
 - Adult Meal – Lunch \$4.50
- Consideration to approve the 2020-2021 monthly medical premium share deduction for the Administration and the BCTCEA as follows:
 - Single \$ 98.38
 - Two-Party \$208.58
 - Family \$278.85
- Consideration to approve the following signatures 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 Assets accounts at PNC Bank, and General, Activity, Cafeteria, Memorial accounts with Pennsylvania Local Government Investment Trust (PLGIT) at Wells Fargo Bank and the Berks Career & Technology Center Education Foundation at First Priority Bank:
 - Oscar J. Manbeck, Chairperson
 - Robert A. Heckman, Vice-Chairperson
 - Christine Osborn, Secretary
 - Gary A. Reinert, Treasurer
 - John L. Reedy, Director of Business Affairs and Continuing Education
- Consideration to authorize administration and officers to pay bills, salaries, and conduct year-end transactions during the month of July 2020 to be ratified at the August 26, 2020 meeting.
- Consideration to authorize Administration to prepare the Health and Safety Plan as a required component of the 2020-2021 BCTC Re-entry Plan, during the summer, for Ratification at the August 26, 2020 JOC Meeting and to submit the plan to PDE and post on the BCTC Website as a draft prior to the start of the school year.
- Consideration to authorize Administration to dispose of surplus equipment as presented, consistent with JOC policy #701.
- Consideration to approve the Training Agreement with Pocono Counties Workforce Development Board from July 1, 2020 through June 30, 2021.

Upon roll call, the vote was recorded as follows: Yeas: Gierula, Updegrove, Friedlander, McLendon, Kasper, Raugh, Osborn, Heckman, Manbeck, Waxler, Mertz, Shurr

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

PERSONS DESIRING TO BE HEARD

Dr. Hackman encouraged everyone to enjoy their summer.

ADJOURNMENT

A motion was made by Mr. Mertz and seconded by Mr. Reinert to adjourn the meeting at 9:18 PM.

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

Approved _____ 2020
Christine Osborn, JOC Secretary
per Wendy Sigourney, Recording Secretary