

BERKS CAREER & TECHNOLOGY CENTER
Official Proceedings of the Joint Operating Committee
September 25, 2019

AGENDA ITEM III
JOC Meeting 10/23/2019

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 on Wednesday, September 25, 2019. The meeting was called to order by Chairperson Manbeck at 8:02 PM.

ATTENDANCE

Present: Caryn Friedlander, William Carl, David Lewis, Oscar Manbeck, Christine Osborn, Andrew Raugh, Gary Reinert, Walt Saylor, Dr. Jay Melvin, Michael Wolfe, Dr. Sharon McLendon, Ed Case.

Absent: Mr. Charles Shurr, John Tomasi, Bob Heckman and Chris McCaffrey,

Staff: Dr. James Kraft, John Reedy, Ken Kryder, 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

None

RECEIPT OF BIDS

None

APPROVAL OF MINUTES

A motion was made by Mr. Carl and seconded by Dr. Melvin to approve the meeting minutes of August 28, 2019 as presented.

Yeas: Twelve. Nays: None. Motion carried.

RATIFICATION AND APPROVAL OF BILLS

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

Upon roll call, the vote was recorded as follows: Yeas Friedlander, Carl, Lewis, Manbeck, Osborn, Raugh, Reinert, Saylor, Melvin, Wolfe, McLendon, Case. **Nays:** None. **Motion carried.**

AD-030

ACCEPTANCE OF FINANCIAL REPORTS

A motion was made by Mr. Reinert and seconded by Mr. Wolfe 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, Carl, Lewis, Manbeck, Osborn, Raugh, Reinert, Saylor, Melvin, Wolfe, McLendon, Case. **Nays:** None. **Motion carried.**

INVESTMENT OF FUNDS

None

COMMUNICATIONS

None

ANYONE WISHING TO ADDRESS AGENDA ITEMS

None

OLD BUSINESS

None

NEW BUSINESS

A motion was made by Mr. Lewis and seconded by Mr. Carl to approve the first reading of the BCTC Bullying/Cyberbullying policy.

Yeas: Twelve. Nays: None. Motion carried.

BCTC REPORT (FOR INFORMATION ONLY)

AGENDA ITEMS AND/OR CHANGES - NONE

CAMPUS/PROGRAM UPDATES

Mr. Follweiler:

- Provided an update on the SIS system, on behalf of Dr. Stauffer who is at a Director's Conference. Dr. Stauffer actually had an opportunity to visit with the staff from eSchoolData at the conference and was very encouraged by their affirmation of the system for our use.
 - On the agenda this evening is consideration for your approval for acquiring the new Student Management System (SMS), eSchoolData. Included with this evening's motion is an updated quote and more accurately reflects our current student enrollment. Our annual hosted subscription cost is based off of the October 1st PIMS submission for the following year. For example, On October 1st of this year, the number of students we report is what we will be billed for the 2020-2021 school year.
 - Additionally, at our last JOC Meeting the question regarding data storage was raised. CSIU utilizes an off-site location to back up the data. In the event, there is a catastrophic failure to the servers at the CSIU, our data and system can be restored, and we can be back online within minutes.

- We thank you for your consideration and are eager to see the hard work of the dedicated committee who spent 2+ years researching and testing various options to determine the best SMS product that meets the all the needs for BCTC.
- Shared that we are ½ way through the semester and that it's been great so year. He's excited to come to work each day to see the students grow.

Mr. Kryder:

- Presented a PowerPoint on the PC Now Program. This program benefits the students in that they are able to take dual enrollment courses that can provide them with credits to post-secondary schools at no cost to the student. Ms. Sigourney will send the presentation to the JOC members. Dr. Hackman stepped out of the room at 8:23 and returned at 8:26 pm.
- Passed out an Agriculture Education Summit flyer. The event takes place October 14, 2019.
- He showed a flyer for a free dental clinic which served over 100 clients free. The student on the flyer was a BCTC graduate who participated in a dental clinic.
- Created a movie with photos of the progress on the Student Built House.
- Communicated that the Oley Fair had a strong showing. There were three 1st place winners (including one "Best in Show"), two 2nd place winners, two 3rd place winners and one 4th place winner.

STUDENT HONORS

- Oley Fair Winners
 - FFA Horticulture

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
- October 9, 2019 - OAC Meeting (East Campus – single & dual campus programs) 4:30 pm
- October 14, 2019 - In-Service (West Campus) October 17, 2019 - OAC Meeting (West Campus – single campus programs) 4:30 pm
- October 17, 2019 OAC Meeting (West Campus – single campus programs) 4:30 pm
- October 22, 2019 - Open House (East Campus), 5:30 PM – 8:30 pm
- October 24, 2019 - Open House (West Campus), 5:30 PM – 8:30 pm
- October 23, 2019 - Joint Operating Committee (JOC) Meeting (East Campus), 7:30 pm
- November 12, 2019 - National Technical Honor Society Induction (West Campus), 6:00 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 21st 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, Carl, Lewis, Manbeck, Osborn, Raugh, Reinert, Saylor, Melvin, Wolfe, McLendon, Case. **Nays:** None. **Motion carried.**

BUILDING/INSURANCE COMMITTEE - NONE

NEGOTIATIONS COMMITTEE - NONE

PROGRAM/PERSONNEL COMMITTEE

A motion was made by Ms. Friedlander and seconded by Dr. Melvin to approve the Memorandum of Understanding between Penn College of Technology and BCTC for the Penn College NOW program beginning with the 2019 – 2020 school year.

Upon roll call, the vote was recorded as follows: Yeas Friedlander, Carl, Lewis, Manbeck, Osborn, Raugh, Reinert, Saylor, Melvin, Wolfe, McLendon, Case. **Nays:** None. **Motion carried.**

A motion was made by Ms. Friedlander and seconded by Mr. Carl to recommend the vacant Part-Time Instructional Assistant position at West Campus to be replaced with a Full-Time Instructional Assistant position at West Campus effective September 26, 2019.

Upon roll call, the vote was recorded as follows: Yeas Friedlander, Carl, Lewis, Manbeck, Osborn, Raugh, Reinert, Saylor, Melvin, Wolfe, McLendon, Case. **Nays:** None. **Motion carried.**

PROGRAM/PERSONNEL COMMITTEE

- Professional Advisory Committee (PAC) meeting notes of September 17, 2019.

PERSONNEL MATTERS

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

Resignations

- **General Fund**
 - Margaret E. Mayberry – Instructional Coach, East Campus. Reason: personal. Effective date: September 27, 2019.
 - Debra A. Steranko – Part-time Instructional Assistant, West Campus. Reason: obtained other employment. Effective date: September 20, 2019.
 - Melissa A, Yoder - Counselor/Manager of Enrollment, East/West Campuses. Reason: obtained other employment. Effective date: TBD.

Employment Ratifications

- **General Fund**
 - Michaella J. Mellen – Job Coach, East Campus. Recommended salary: \$13.25/hour. Effective date: September 16, 2019.

Employment Approvals

- **General Fund**
 - Cody L. Gey – Early Childhood Education Instructor, East Campus. Recommended salary: \$48,895/year pro-rated based on Track VT/Level 1/Step 3 of the 2019-2020 salary schedule per the negotiated BCTCEA

agreement. Effective date: October 1, 2019 pending satisfactory receipt of background and screening requirements.

- Loretta M. Sterner – Drafting Design Technology Instructor, West Campus. Recommended salary: \$60,987/year pro-rated based on Track VT/Level 1/Step 11 of the 2019-2020 salary schedule as to the negotiated BCTCEA agreement. Effective date: September 26, 2019 pending satisfactory receipt of background and screening requirements.

Add Other Earnings Ratifications

- **General Fund**

- John C. Forry – Educational Facilitator, West Campus. Add other earnings for Peer Mentor Teacher. First year teachers a stipend of \$500/year and \$250.00/year for each additional teacher. Second year teachers a stipend of \$250.00/year and \$125/year for each additional teacher. Effective date: 2019-2020 school term.
- Kevin K. Crawford – Building Construction Occupations Instructor, East Campus. Add other earnings for SkillsUSA Coordinator. Stipend of \$1,750/year. Effective date: 2019-2020 school term.
- Philip F. Harris – Work-Based Education Coordinator, East/West Campuses. Add other earnings for CTSO Coordinator/Liaison. Recommended salary: Stipend of \$1,750/year. Effective date: 2019-2020 school term.

Change of Status/Transfer Ratifications

- **General Fund**

- Stephen S. Cote – Sports Medicine and Rehabilitative Therapy Instructor, East Campus. Change salary from \$56,005/year based on Track VT/Level 2/Step 7 to \$57,069/year pro-rated based on Track VT/Level 3/Step 7 of the 2019-2020 salary schedule per the negotiated BCTCEA agreement. Reason: Received Vocational I certification. Effective date: September 10, 2019.
- Mary Jo Kuhwald – Culinary Arts Instructor, East Campus. Change salary from \$58,133/year based on Track VT/Level 4/Step 7 to \$59,197/year pro-rated based on Track VT/Level 5/Step 7 of the 2019-2020 salary schedule per the negotiated BCTCEA agreement. Reason: Received Vocational II certification. Effective date: September 4, 2019.
- Michael P. Wentling – Plumbing & Heating Instructor, East Campus. Change salary from \$58,581/year based on Track VT/Level 3/Step 8 to \$62,837/year pro-rated based on Track VT/Level 7/Step 8 of the 2019-2020 salary schedule per the negotiated BCTCEA agreement. Reason: received bachelor's +15 credits. Effective date: September 4, 2019.
- Kathy L. Bailey – Health Occupations Instructor, West Campus. Change salary from \$56,453/year based on Track VT/Level 1/Step 8 to \$57,517/year pro-rated based on Track VT/Level 2/Step 8 of the 2019-2020 salary schedule per the negotiated BCTCEA agreement. Reason: received intern certificate. Effective date: September 4, 2019.

Upon roll call, the vote was recorded as follows: Yeas: Caryn Friedlander, William Carl, David Lewis, Oscar Manbeck, Christine Osborn, Andrew Raugh, Gary Reinert, Walt Saylor, Dr. Jay Melvin, Michael Wolfe, Dr. Sharon McLendon, Ed Case. **Nays:** None. **Motion carried.**

OTHER MATTERS FOR CONSIDERATION

A motion was made by Dr. Melvin and seconded by Ms. Osborn to approve:

- Consideration to receive and file the 2019-2020 School Improvement Plan (SIP) of the Berks Career and Technology Center as presented.
- Consideration to receive the proposed 2020-2021 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 appoint William Carl as the BCTC Legislative Representative for the PSBA Legislative Policy Council for the 2019-2020 fiscal year.
- Consideration to approve Chris Nappi, Donna Noecker, Kevin Crawford, Jessica Werner, and Chuck Stricker to attend SkillsUSA on November 13 – 15, 2019 in Gettysburg, PA at a cost not to exceed \$500 each.
- Consideration to approve an agreement with the Central Susquehanna Intermediate Unit for the eSchoolData, student management system.
- Consideration to authorize the disposal of three school buses, a truck and a flatbed trailer. All are no longer in use.

Upon roll call, the vote was recorded as follows: Yeas: Caryn Friedlander, William Carl, David Lewis, Oscar Manbeck, Christine Osborn, Andrew Raugh, Gary Reinert, Walt Saylor, Dr. Jay Melvin, Michael Wolfe, Dr. Sharon McLendon, Ed Case. **Nays:** None.
Motion carried.

PERSONS DESIRING TO BE HEARD - NONE**ADJOURNMENT**

A motion was made by Mr. Carl and seconded by Mr. Wolfe to adjourn the meeting at 8:37 PM.

Yeas: Twelve. Nays: None. Motion carried.

Approved _____

2019

Christine Osborn, JOC Secretary
per Wendy Sigourney, Recording Secretary