

BERKS CAREER & TECHNOLOGY CENTER
Official Proceedings of the Joint Operating Committee
December 12, 2019

AGENDA ITEM III
JOC Meeting 1/22/2020

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 on Thursday, December 12, 2019. The meeting was called to order by Chairperson Manbeck at 7:21 PM.

ATTENDANCE

Present: Michael Gierula, Rod Boyer, Caryn Friedlander, John Tomasi, William Carl, Guadalupe Kasper, Dr. Sharon McLendon, Gary Reinert, Oscar Manbeck, Christine Osborn, Robert Heckman, Andrew Raugh, George Mertz III, Charles Shurr, Michael Wolfe and Edward Case

Absent: Laurie Waxler

Staff: Dr. Jill Hackman, Dr. James Kraft, John Reedy, Michalene Berg, Curt Funkhouser, Ken Kryder, Kyle Follweiler, Dr. Michael Stauffer, and Wendy Sigourney

Solicitor: James Mancuso, Esq.

Press: None

Guest(s): Dr. Jay Melvin and Ms. Guadalupe Kasper

PLEDGE OF ALLEGIANCE

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

EXECUTIVE SESSION

None

TEMPORARY CHAIRPERSON APPOINTED

Chairperson Manbeck appointed Solicitor, Mr. James Mancuso, Esq. as the temporary Chairperson for the election of officers.

REPORT OF NOMINATING COMMITTEE

Mr. Mancuso requested the report of the Nominating Committee for the offices of Chairperson and Vice-Chairperson.

On behalf of the Nominating Committee, Mr. Tomasi nominated the following candidates:

- **Chairperson** (1 year term – 2020 calendar year):
 - Mr. Oscar J. Manbeck
- **Vice-Chairperson** (1 year term – 2020 calendar year):
 - Mr. Robert A. Heckman

NOMINATIONS CLOSED – OFFICE OF CHAIRPERSON

Mr. Mancuso requested nominations from the floor for the office of Chairperson. There being none, a motion was made by Ms. Osborn and seconded by Mr. Carl, to close the nominations for the office of Chairperson.

Yeas: Thirteen. Nays: None. Motion carried.

NOMINATIONS CLOSED – OFFICE OF VICE-CHAIRPERSON

Mr. Mancuso requested nominations from the floor for the office of Vice-Chairperson. There being none, a motion was made by Mr. Reinert and seconded by Mr. Carl, to close the nominations for the office of Vice-Chairperson.

Yeas: Thirteen. Nays: None. Motion carried.

ELECTION OF CHAIRPERSON

Mr. Mancuso requested a motion to have the secretary cast a unanimous ballot to re-elect Mr. Oscar Manbeck as Chairperson and Mr. Robert Heckman as Vice-Chairperson for the 2020 calendar year. A motion was made by Mr. Carl and seconded by Mr. Case.

Upon roll call, the vote was recorded as follows: Yeas Carl, McLendon, Reinert, Friedlander, Raugh, Shurr, Heckman, Mertz, Osborn, Case, Gierula, Boyer, Tomasi, Manbeck **Nays: None. Motion carried.**

ELECTION OF THE VICE-CHAIRPERSON

Mr. Mancuso requested a motion to have the secretary cast a unanimous ballot to re-elect. A motion was made by Mr. Carl and seconded by Mr. Wolfe.

Upon roll call, the vote was recorded as follows: Yeas Carl, McLendon, Reinert, Friedlander, Raugh, Shurr, Heckman, Mertz, Osborn, Case, Gierula, Boyer, Tomasi, Manbeck **Nays: None. Motion carried.**

CHAIRPERSON REASSUMED BY MR. MANBECK

Mr. Manbeck assumed his role as Chairperson and expressed gratitude to the JOC for their continued support.

RECEIPT OF BIDS

None

APPROVAL OF MINUTES

A motion was made by Mr. Carl and seconded by Ms. Friedlander to approve the meeting minutes of October 23, 2019 as presented.

Yeas: Thirteen. Nays: None. Motion carried.

RATIFICATION AND APPROVAL OF BILLS

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

Upon roll call, the vote was recorded as follows: Yeas Carl, McLendon, Reinert, Friedlander, Raugh, Shurr, Heckman, Mertz, Osborn, Case, Gierula, Boyer, Tomasi, Manbeck **Nays:** None. **Motion carried.**

ACCEPTANCE OF FINANCIAL REPORTS

A motion was made by Mr. Reinert and seconded by Ms. 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 Carl, McLendon, Reinert, Friedlander, Raugh, Shurr, Heckman, Mertz, Osborn, Case, Gierula, Boyer, Tomasi, Manbeck **Nays:** None. **Motion carried.**

INVESTMENT OF FUNDS

None

COMMUNICATIONS

- Correspondence was received on November 8, 2019 indicating that the Single Audit Report for the fiscal year ended June 30, 2019 is approved as being substantially in compliance with 2 CFR, Part 200, Subpart F and other relevant federal and Commonwealth policy.
- Correspondence was received on December 4, 2019 from Kathy Neely, Administrative Assistant at the Daniel Boone School District, indicating that Bucky Scott has been appointed to fill the unexpired term of Michael Wolfe as the JOC member beginning on December 2, 2019 through December 31, 2020.
- Correspondence was received on December 4, 2019 from Shelly Filer, Administrative Assistant at the Wyomissing School District, indicating that Laurie Waxler has been appointed to fill the unexpired term of Christopher McCaffrey as the JOC member beginning on December 4, 2019 through December 31, 2021.
- Correspondence was received on December 4, 2019 from Pam Janda, Administrative Assistant to the Antietam School District, indicating that Michael Gierula has been appointed to fill the unexpired term of Walter Saylor as the JOC member and Ann Sellers as the JOC Alternate filling the unexpired term of Michael Gierula beginning on December 2, 2019 through December 31, 2021.
- Correspondence was received on December 4, 2019 from Sue Christman, Administrative Assistant to the Schuylkill Valley School District, indicating that George H. Mertz III has been appointed serve as the JOC member and David E. Moll as the JOC Alternate beginning on January 1, 2020 through December 31, 2022.
- Correspondence was received on December 5, 2019 from Kathy Ege, Administrative Assistant to the Brandywine Heights School District, indicating that Michael Wagaman has been appointed serve as the JOC member and John Sheetz as the JOC Alternate beginning on January 1, 2020 through December 31, 2022.
- Correspondence was received on December 5, 2019 from Lucy Kincade, Administrative Assistant to the Boyertown School District, indicating that Robert A.Updegrove has been appointed serve as the JOC member and Christine M. Neiman as the JOC Alternate beginning on December 3, 2019 through December 31, 2023.

- Correspondence was received on November 19, 2019, from Victoria Martinez, stating that the Single Audit that was conducted for the year ending on June 30, 2018 was without findings.
- Correspondence was received on December 12, 2019 from Edna Carroll, Administrative Assistant to the Wilson School District, indicating that Guadalupe Kasper had been appointed to serve as the JOC member filling the unexpired term of Edward Case beginning on December 12, 2019 through December 21, 2021.

ANYONE WISHING TO ADDRESS AGENDA ITEMS

None

OLD BUSINESS

None

NEW BUSINESS

None

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

None

ADMINISTRATIVE UPDATES

Dr. Kraft provided the following updates:

- **LANCASTER CTC VISIT**
Lancaster CTC is coming to visit BCTC to benchmark about our Data Collection process and reports. We are in the preparation stages for this meeting and we are excited to share with them the importance and value of data collection.

Mr. Kyle Follweiler provided the following updates:

- Showed updated photos of our Welding building. It's so much larger than the previous building and they will begin early this summer to project enrollment for the program.
- Students attended the Skills USA Leadership Conference on November 13 – 15 in Gettysburg, PA. The event was totally student lead. The students are excited to utilize the tools and skills learned.

Mr. Ken Kryder shared with us the following updates:

- There were photos of the progress of the Student Built House. They have broken ground on the new house.
- Penn College approved 9 programs at the East Campus with the ability to earn 24 credits and 5 programs at the West Campus with the ability to earn 12 credits.

Mr. Curt Funkhouser shared with us the following updates:

- BCTC held the Perkins V, Comprehensive Learning Needs Assessment on December 10, 2019. It was a very positive meeting and we gained lots of great insight and ideas.

- Our January 20th In-Service has been planned for all of BCTC employees. It will be six hours and each person will leave with a certificate.

Dr. Michael Stauffer shared with us the following updates:

- BCTC broke up into 5 subgroups and reviewed local data and provided input and then based on their stakeholder group they were provided specific data to review. The conversations were rich with input and provide us with ideas for positive change.

STUDENT HONORS

- Students of 1st Quarter – East & West
- NTHS Inductees (2019)
- FFA Fall Landscape Competition

IMPORTANT DATES

- December 23, 2019 - January 1, 2020 – Winter Break
- January 20, 2020 – In-Service, West Campus
- January 22, 2020 – Joint Operating Committee (JOC) Meeting – East Campus in Oley
- January 27 & 29, 2020 – ISO Renewal Audit

COMMITTEE REPORTS:

FINANCE COMMITTEE

- There will be a Finance Committee meeting immediately following the JOC meeting on December 12, 2019 to discuss the proposed 2020-2021 General Fund Budget.

NEGOTIATIONS COMMITTEE

- There will be a Finance Committee meeting immediately following the JOC meeting on December 12, 2019 to discuss the upcoming Act 93 and Support Staff Contract.

BUILDING/INSURANCE COMMITTEE

- Consideration to approve Met-Ed to connect the welding building to permanent power while moving the current powerlines from overhead to underground at a cost not to exceed \$30,221.75 and to approve Dauphin Electric to install conduit and complete boring for the proposed underground power lines at a cost not to exceed \$14,978.

Upon roll call, the vote was recorded as follows: Yeas Carl, McLendon, Reinert, Friedlander, Raugh, Shurr, Heckman, Mertz, Osborn, Case, Gierula, Boyer, Tomasi, Manbeck **Nays:** None. **Motion carried.**

PROGRAM/PERSONNEL COMMITTEE

NONE

OTHER COMMITTEE REPORTS

The following were shared for information only:

- Professional Advisory Committee (PAC) meeting summary of November 19, 2019.

PERSONNEL MATTERS

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

Leave of Absence - General Fund

- **Carol Forbes** – Instructional Assistant, West Campus. Ratify a Family Medical Leave of Absence for restoration of health. Effective date: November 11, 2019 until on or around December 5, 2019.

Resignations - General Fund

- **Diane Boyer** – Accounts Payable Specialist, West Campus. Reason: retirement. Effective date: June 19, 2020.
- **Ricky L. Keller** – Custodian, West Campus. Reason: personal. Effective date: November 5, 2019.
- **Catherine M. Krause** – Curriculum Specialist, West Campus. Change retirement effective date (JOC approved June 26, 2019) from November 22, 2019 to May 15, 2020.

Employment Ratifications - General Fund

- **Alexis M. Adam** – BCTC Co-op Student Dishwasher, East Campus. Recommended salary: \$7.25/hour. Effective date: November 25, 2019.
- **Darren C. Harris** – Information Technology Intern, East/West Campus. Recommended salary: \$15.00/hour. Effective date: December 16, 2019 until on or around January 17, 2020.
- **Mindy S. Spade** – Full-time Instructional Assistant, West Campus. Recommended salary: \$13.25/hour. Effective date: November 18, 2019.

Employment Approvals - General Fund

- **Wendy M. Harris** – Coordinator of Student Services, East/West Campuses. Recommended salary: \$62,837/year pro-rated based on Track AC/Level 7/Step 8 of the 2019-2020 salary schedule per the negotiated BCTCEA agreement. Effective date: to be determined based upon release date from Lehigh Career and Technical Institute and pending satisfactory receipt of background and screening requirements.

Change of Status/Transfer Ratifications - General Fund

- **Lindsey K. Buler** – Instructional Assistant, East Campus. Change job status to full-time Job Coach, East Campus. No change in salary. Effective date: November 11, 2019.
- **Stacey L. Campbell** - Counselor, East Campus. Change salary from \$66,321/year based on Track AC/Level 9/Step 8 to \$68,741/year pro-rated based on Track AC/Level 10/Step 8 of the 2019-2020 salary schedule per the negotiated BCTCEA agreement. Reason: Received Vocational Master's Degree + 30 credits. Effective date: December 4, 2019.
- **Jose M. Gonzalez** – Automotive Technology Instructor, West Campus. Change salary from \$56,005/year based on Track VT/Level 2/Step 7 to \$58,133/year pro-rated based on Track VT/Level 4/Step 7 of the 2019-2020 salary schedule

- per the negotiated BCTCEA agreement. Reason: Received Vocational I certification + 30 credits. Effective date: November 1, 2019.
- **Louis A. Krause** – Driver. Change job status to full-time Custodian, West Campus. Recommended salary: \$16.75/hour. Effective date: November 11, 2019.
 - **Susan A. Tibbetts** – Part-time Instructional Assistant, West Campus. Change job status to full-time Instructional Assistant, East Campus. No change in salary. Effective date: November 19, 2019.
 - **Melissa F. Wolfe** – Substitute Instructor, East and West Campuses. Change job status to full-time Instructional Assistant, East Campus. Recommended salary: \$13.25/hour. Effective date: November 14, 2019.

Upon roll call, the vote was recorded as follows: Yeas Carl, McLendon, Reinert, Friedlander, Raugh, Shurr, Heckman, Mertz, Osborn, Case, Gierula, Boyer, Tomasi, Manbeck **Nays:** None. **Motion carried.**

OTHER MATTERS FOR CONSIDERATION

A motion was made by Mr. Heckman and seconded by Mr. Case to approve the following:

- B. Consideration to approve the 2020 Joint Operating Committee's regular meeting dates as per the enclosure.
- C. Consideration to approve the signatures of Oscar Manbeck, Chairperson; Christine Osborn, Vice-Chairperson, Christine Osborn, Secretary; Gary Reinert, Treasurer; and John Reedy, Director of Business Affairs and Continuing Education 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) and General, Activity, Cafeteria and Memorial accounts with Pennsylvania Local Government Investment Trust (PLGIT) for 2020.
- D. Consideration to approve payment to RACC for the Fall 2019 and Spring 2020 terms tuition, fees and books for 21 Technical Academy students taking 98 combined credits at an amount not to exceed \$23,197.56.

Upon roll call, the vote was recorded as follows: Yeas Carl, McLendon, Reinert, Friedlander, Raugh, Shurr, Heckman, Mertz, Osborn, Case, Gierula, Boyer, Tomasi, Manbeck **Nays:** None. **Motion carried.**

PERSONS DESIRING TO BE HEARD

Dr. Jill Hackman distributed a copy of the State Mandates that they have been working on for months. There are over 2200 pages of school code that impact our schools and they have narrowed it down to the book distributed. She highlighted page 35, relating to Act 1 and pages 36 & 37, relating to Training. They are leveraging using the book for the following; 1) a training tool for Administrators; 2) informational for newly elected board members; and 3) as a advocacy tool for legislators.

Phase II will be to remove what's relevant to us and what isn't and breaking it down into categories red, yellow and green.

Dr. Kraft extended wishes everyone a wonderful holiday.

ADJOURNMENT

A motion was made by Mr. Carl and seconded by Mr. Wolfe to adjourn the meeting at 8:27 PM.

Yeas: Thirteen. Nays: None. Motion carried.

Approved _____ 2019
Christine Osborn, JOC Secretary
per Wendy Sigourney, Recording Secretary