

# Joint Operating Committee

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**REGULAR MEETING OF  
THURSDAY – DECEMBER 10, 2020  
WEST CAMPUS – LEESPORT, PA AND VIA ZOOM  
7:00 PM  
AGENDA**

**I. CALL TO ORDER**

- A. Pledge of Allegiance to Flag
- B. Attendance/Roll Call
- C. Announce Executive Session
- D. Recognition of Newly Appointed and Returning JOC Members
- E. Appoint Temporary Chairperson
- F. Report of Nominating Committee for the Election of Chairperson, Vice Chairperson
- G. Election of Officers
  - 1. Chairperson (1-year term – 2021 Calendar Year)
  - 2. Vice-Chairperson (1-year term – 2021 Calendar Year)
- H. JOC Sub-Committee Appointments

**II. RECEIPT OF BIDS - NONE**

**III. APPROVAL OF MINUTES**

- A. October 28, 2020 (Enclosure)

**IV. RATIFICATION AND APPROVAL OF BILLS** (Enclosure)

- A. General Fund
  - 1. Ratification \$1,339,798.78
  - 2. Approvals \$ 7,315.60
- B. Capital Reserve
  - 1. Ratifications \$ 0.00
- C. Activity Fund
  - 1. Ratifications \$ 405.00
- D. Cafeteria Fund
  - 1. Ratifications \$ 47,394.10
- E. BCTC Education Foundation Fund
  - 1. Ratifications \$ 0.00

**V. ACCEPTANCE OF FINANCIAL REPORTS** (Enclosure)

- A. General Fund
- B. Capital Reserve Fund
- C. Activity Fund
- D. Cafeteria Fund

**VI. INVESTMENT OF FUNDS - NONE****VII. COMMUNICATIONS**

- A. Correspondence was received on October 21, 2020 from the PA Committee for Employer Support of the National Guard and Reserve. Dr. James A Kraft was thanked for his support for Mr. Kevin Heimbach, and his support of the Department of Defense and the service member who nominated BCTC. (Enclosure)
- B. Correspondence was received on November 10, 2020 indicating that BCTC was awarded Middle States Association of secondary schools Accreditation Renewal until December 1, 2025. (Enclosure)
- C. Correspondence was received on November 12, 2020 from Mrs. Lucy Kincade, Administrative Assistant to the Superintendent at the Boyertown Area School District, indicating that Mr. Roger Updegrave has been appointed to serve as the JOC member beginning on January 1, 2021 through December 31, 2023. (Enclosure)
- D. Correspondence was received on November 13, 2020 from Mrs. Maria Jones, Secretary to the Administrative Office at the Oley Valley School District, indicating that Mr. Robert A. Heckman has been appointed to serve as the JOC member beginning on January 1, 2021 through December 31, 2023. (Enclosure)
- E. Correspondence was received on December 2, 2020 from Mrs. Mimi Shade, Secretary to the Superintendent at the Tulpehocken School District, indicating that Mr. Oscar Manbeck has been appointed to serve as the JOC member beginning on January 1, 2021 through December 31, 2023. Mr. William Palmer was also appointed as the JOC Alternate member beginning on January 1, 2021 through December 31, 2023. (Enclosure)
- F. Correspondence was received on December 8, 2020 from Mrs. Sheri Piveteau, Secretary to the Superintendent at the Wyomissing School District, indicating that Mr. Steven Pottieger has been appointed JOC member to serve the unexpired term beginning on December 8, 2020 through December 31, 2021. Mrs. Laurie Wexler was also appointed as the JOC Alternate to complete the unexpired term beginning on December 8, 2020 through December 31, 2021. (Enclosure)
- G. Correspondence was received on December 9, 2020 from Mrs. Kathy Neely, Secretary to the Superintendent at the Daniel Boone School District, indicating Mrs. Christin Thompson has been appointed to serve as the JOC member beginning on January 1, 2021 through December 31, 2023 and Mrs. Asheli Godfrey was appointed to serve as the JOC Alternate beginning on January 1, 2021 through December 31, 2023. (Enclosure)
- H. Correspondence was received on December 9, 2020 from Ms. Rikki Devough, Secretary to the Superintendent at the Kutztown Area School District indicating Mr. Charles Shurr, JOC member and Mr. Michael Hess, JOC Alternate have been reappointed for another term from January 1, 2021 through December 31, 2023. (Enclosure)

**VIII. ANYONE WISHING TO ADDRESS AGENDA ITEMS****IX. OLD BUSINESS - NONE****X. NEW BUSINESS**

- A. Consideration to approve the second reading of the following Berks Career and Technology Center Policies:
1. Discipline of Students with Disabilities (#113.1) (Enclosure)
  2. Behavior Support (#113.2) (Enclosure)
  3. Confidentiality of Special Education Student Information (#113.3) (Enclosure)

4. Extracurricular Activities (#122) (Enclosure)
5. Sudden Cardiac Arrest (#122.2) (Enclosure)

**XI. BCTC REPORT**

- A. Agenda Items and/or Changes
- B. Administrative Update
- C. Student Honors
  1. Students of the 1<sup>st</sup> Quarter – East & West Campuses (Enclosure)
- D. Important Dates
  1. December 23, 2020 - January 1, 2021 – Winter Break
  2. January 18, 2021 – In-Service, East & West Campus via Teams
  3. January 27, 2021 – Joint Operating Committee (JOC) Meeting – East Campus in Oley
  4. January 26-28, 2021 – ISO Renewal Audit (Dates are tentative)

**XII. COMMITTEE REPORTS**

- A. Finance Committee – Gary Reinert, Chairperson
  1. Meeting to be held immediately following the December 10, 2020 JOC meeting.
- B. Negotiations Committee – Gary Reinert, Chairperson
  1. Meeting to be held immediately following the December 10, 2020 JOC meeting.
- C. Building/Insurance Committee – Andrew Raugh, Chairperson
  1. Consideration to approve the replacement of underground heating lines at the East campus with Landis Mechanical under State contract for \$47,425.27. (Enclosure)
  2. Consideration to ratify the revised power agreement with IGS through JMI Consultants for the period of January 1, 2022 to December 31, 2023. (Enclosure)
  3. Consideration to approve the purchase of a Kubota LX2610 tractor and brush attachment for the Horticulture program from Kubota Tractor Corporation on State bid for \$25,816.85. (Enclosure)
- D. Program/Personnel Committee – Caryn Friedlander, Chairperson
  1. Consideration to approve the revised Curriculum, Instruction and Assessment Organizational Chart. (Enclosure)
  2. Consideration to approve the following Job Descriptions: (Enclosure)
    - a. Administrative Assistant to Student Services
    - b. Assistant Director of Curriculum, Instruction and Assessment
    - c. Campus Counselor
    - d. Coordinator of Student Services
    - e. Curriculum, Instruction and Assessment Coach
    - f. Director of Curriculum, Instruction and Assessment
    - g. Educational Facilitator
    - h. Instructional Assistant
    - i. Nursing & Attendance Services Specialist
    - j. Outreach Coordinator
    - k. Reporting Systems Specialist
    - l. School to Work Coordinator
    - m. Technology Integration Coach
    - n. Work Based Education Coordinator
- E. Other Committee Reports – For Information Only
  1. Professional Advisory Committee (PAC) meeting summary of November 17, 2020. (Enclosure)

**XIII. PERSONNEL MATTERS**

(Enclosure)

**XIV. OTHER MATTERS FOR CONSIDERATION**

- A. Consideration to approve the 2021 Joint Operating Committee's regular meeting dates as per the enclosure. (Enclosure)
- B. Consideration to approve the signatures of \_\_\_\_\_, Chairperson; \_\_\_\_\_, 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), General, Activity, Cafeteria and Memorial accounts with Pennsylvania Local Government Investment Trust (PLGIT) and the Berks Career and Technology Center Education Foundation with First Priority Bank for 2021.
- C. Consideration to ratify approval of the Attestation Ensuring Implementation of Mitigation Effort submitted to PDE on November 24, 2020. (Enclosure)
- D. Consideration to approve the updated Health and Safety Plan and Continuity of Education Plan effective December 10, 2020 (Enclosure)
- E. Consideration to approve a purchase with Haas for a ST-20Y Precision Machining lathe at a cost of \$111,281. \$50,000 will be funded through the State Competitive Equipment Grant with the remaining of \$61,281 funded through the General Fund. (Enclosure)

**XV. PERSONS DESIRING TO BE HEARD****XVI. ADJOURNMENT**