

**BERKS CAREER & TECHNOLOGY CENTER**  
**Official Proceedings of the Joint Operating Committee**  
**December 13, 2018**

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**AGENDA ITEM III**  
**JOC Meeting 1/23/2019**

**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, December 13, 2018. The meeting was called to order by Chairperson Manbeck at 7:18 PM.

**ATTENDANCE**

**Present:** Walter Saylor, Rod Boyer, Caryn Friedlander, John Tomasi, William Carl, Michael Wolfe, Dr. Sharon McLendon, Gary Reinert, Oscar Manbeck, Christine Osborn, Robert Heckman, Andrew Raugh, Dr. Jay Melvin, Charles Shurr, Chris McCaffrey, and Edward Case

**Absent:** David Lewis, Dr. Al Darion,

**Staff:** Chris Hansen, Ken Kryder, Kyle Follweiler, Michalene Berg, Dr. James Kraft, John Reedy and Wendy Sigourney

**Solicitor:** James Mancuso, Esq.

**Press:** None

**Guest(s):** Dr. Michael Stauffer

**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. Wolfe nominated the following candidates:

- **Chairperson** (1 year term – 2019 calendar year):
  - Mr. Oscar J. Manbeck
- **Vice-Chairperson** (1 year term – 2019 calendar year):
  - Mr. Robert A. Heckman

**NOMINATIONS CLOSED – OFFICE OF CHAIRPERSON**

AD-030

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

**Yeas: Sixteen. 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 Ms. Osborn, to close the nominations for the office of Vice-Chairperson.

**Yeas: Sixteen. 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 for the 2019 calendar year. A motion was made by Dr. Melvin and seconded by Mr. Wolfe.

**Upon roll call, the vote was recorded as follows: Yeas** Carl, Wolfe, McLendon, Reinert, Friedlander, Raugh, Shurr, Heckman, Melvin, Osborn, Case, McCaffrey, Saylor, 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 Mr. Robert Heckman as Vice-Chairperson for the 2019 calendar year. A motion was made by Mr. Carl and seconded by Mr. Wolfe.

**Upon roll call, the vote was recorded as follows: Yeas** Carl, Wolfe, McLendon, Reinert, Friedlander, Raugh, Shurr, Heckman, Melvin, Osborn, Case, McCaffrey, Saylor, 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 Dr. Melvin to approve the meeting minutes of October 24, 2018 as presented.

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

**RATIFICATION AND APPROVAL OF BILLS**

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

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

#### **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** Carl, Wolfe, McLendon, Reinert, Friedlander, Raugh, Shurr, Heckman, Melvin, Osborn, Case, McCaffrey, Saylor, Boyer, Tomasi, Manbeck **Nays:** None. **Motion carried.**

#### **INVESTMENT OF FUNDS**

None

#### **COMMUNICATIONS**

- Correspondence was received on November 6, 2018 indicating that the Single Audit Report for the fiscal year ended June 30, 2018 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 November 28, 2018 indicating that BCTC has been awarded one grant for three items from the Pennsylvania Department of Education totaling \$27,925.
- Correspondence dated December 4, 2018, was received from Shelley Filer, Wyomissing School District, to confirm the reappointment of Mr. Christopher McCaffrey as the district's JOC representative and Mr. Ryan Redner as the district's JOC alternate for a three-year term from January 1, 2019 through December 31, 2021.
- Correspondence dated December 6, 2018, was received from Pam Janda, Antietam School District, to confirm the reappointment of Mr. Walt Saylor as the district's JOC representative and the appointment of Mr. Michael Gierula as the district's JOC alternate for a three-year term from January 1, 2019 through December 31, 2021.
- Correspondence dated December 13, 2018, was received from Kelly Harple, Twin Valley School District, to confirm the reappointment of Mrs. Christine Osborn as the district's JOC representative and the appointment of Mr. John Burdy as the district's JOC alternate for a three-year term from January 1, 2019 through December 31, 2021.
- Correspondence dated December 13, 2018, was received from Heather Stricker, Conrad Weiser School District, to confirm the reappointment of Mr. Bill Carl as the district's JOC representative and the appointment of Mr. Joshua Speirs as the district's JOC alternate for a three-year term from January 1, 2019 through December 31, 2021.
- Correspondence dated December 13, 2018, was received from Cynthia Sunday, Hamburg School District, to confirm the reappointment of Mr. Andrew Raugh as the district's JOC representative and Laura "Lolly" Leshner as the JOC Alternate.

- Correspondence dated December 13, 2018, was received from Elaine Bleiler, Fleetwood School District, to confirm the reappointment of Mr. Gary Reinert as the district's JOC representative and Mr. Kevin Manmiller as the JOC alternate for a one-year term ending December 31, 2019.
- Correspondence dated December 12, 2018, was received from Sharon Patton, Governor Mifflin School District, to confirm the appointment of Mrs. Caryn Friedlander as the district's JOC representative and Mrs. Jill Koestel as the JOC alternate for a three-year term ending December 31, 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:

- **COSMETOLOGY LAB OPEN**  
The Cosmetology Lab is open tonight, which was something new that the JOC approved last summer. The night hours have provided opportunities for the students to gain additional hours for certification. It has been very successful.
- **ISO INTERNAL AUDIT**  
Dr. Kraft shared that we have successfully completed our internal audit and we will review the report next week. Ms. Wendy Sigourney trained employees and they went out to facilitate the audit. We audit programs and processes on a rotating schedule. If there are issues or opportunities for change, we assign them to an Administrator and once we have determined the Root Cause Analysis we will communicate the resolution. We value this process which allows us to be on top of issues and be a highly accredited CTE. We also have Middle States Accreditation in which we are certified until 2025. Dr. Kraft thanked Ms. Sigourney for her dedication to the internal audit and training.
- **DOCBASE**  
DocBase which is our document repository is being migrated to Sharepoint. Ms. Wendy Sigourney and Ms. Shannon Stump are working on the transition and it should be done by the end of the year.

Mr. Hansen shared the following updates:

- **INTEGRATED LEARNING SEMINAR**

They took 2<sup>nd</sup> and 3<sup>rd</sup> year teachers this year. It was helpful to learn what teachers are doing around the state at other CTE's. Mr. Hansen, Mr. DelConte and Mr. Stein presented an Action Research Project presentation. It's called "Flipped Learning". They create a video and learning is based on seeing demo's. They shared the pro's and con's compared to the traditional learning styles.

- **GRANTS**

BCTC has received several grants:

- The first is a supplemental grant to purchase equipment in the amount of \$27,000.
- For the Competition grant we received a full match of \$55,000. This will be used to purchase Welding equipment, Plumbing equipment and Health Occupations.
- We've submitted \$30,000 for the Workforce Development Board/Berks Career Ready for the STEAM Camps. This would cover the cost for two years and also provide money for Reading Muhlenberg as well.
- Lastly, there is a Safety and Security grant for \$367,000. For an overhaul of cameras and the security system as well as some web security. We are waiting to hear if that was accepted.

Mr. Reedy communicated that there was also an American Welding Society (AWS) grant for \$25,000. That was received and will purchase Welding equipment.

The Continuing Education department will also be submitting a PA Spark grant for manufacturing and apprenticeships for \$200,000.

BCTC is considering to move forward with a plan to see what rate/bids we would receive for a Transportation Contract. One option was to bid out the runs and sign a longer contract to get a better rate. The other option was to hire more drivers, and service buses here. This will be brought to the Insurance and Building Committee for review and vote. Early in January.

Mr. Reedy went over the Budget timeline. Immediately following the JOC meeting the Finance committee will meet to review the budget. It will then go to the Superintendents at the January 15<sup>th</sup> SAC meeting. The JOC members will then approve to have it go back to the districts for approval. Then final approval will be in the spring JOC meeting.

Mr. Kyle Follweiler provided the following updates:

- There were over 110 students inducted into the National Technical Honor Society. This is the biggest group we have had.
- In November, students attended the SkillsUSA conference for team and leadership training.
- BCTC provided two gift baskets for a raffle which contributed to raise over \$6,000 for the Pajama Project. BCTC students also donated and delivered over 50 pairs of pajamas to the association.

Mr. Ken Kryder shared with us the following updates:

- There were photos of the progress of the Student Built House. They have drywalled most of the walls and the wiring and heating is in place.
- They had students place 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> place at the FFA competition.
- Cosmetology held the “Cut for Cure” to donate proceeds to cancer. They were featured on Channel 69 news.
- Protective Services just received certification approval.
- Northwestern University in Ohio provided a \$4,000. Scholarship for a student in the Diesel program.

Dr. Kraft reiterated how much he appreciates the commitment of our teachers. They are dedicated to projects, great learning and have a good rapport with students.

He also talked about an authentic learning environment where students learn better with live work opportunities. He offered the board to consider using the program skills for Community Service, School Districts or personnel needs.

#### STUDENT HONORS

- Students of 1<sup>st</sup> Quarter – East & West
- NTHS Inductees (2018)
- FFA Fall Landscape Competition

#### IMPORTANT DATES

- December 24, 2018 - January 1, 2019 – Winter Break
- January 21, 2019 – In-Service, West Campus
- January 23, 2019 – Joint Operating Committee (JOC) Meeting – East Campus in Oley
- January 30 & 31, 2019 – ISO Renewal Audit

#### COMMITTEE REPORTS:

##### FINANCE COMMITTEE

- There will be a Finance Committee meeting held immediately following the JOC meeting on December 13, 2018.
- **A motion** to was made by Mr. Reinert and seconded by Mr. Carl to consider to approve a transfer of funds from the General Fund in the amount of \$1832.85 with \$1,098.25 transferred to the East Campus HOSA Protective Services Chapter and \$734.60 transferred to East HOSA Sports Medicine & Rehabilitative Therapy Chapter.

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

##### NEGOTIATIONS COMMITTEE

NONE

##### BUILDING/INSURANCE COMMITTEE

**PROGRAM/PERSONNEL COMMITTEE**

- **A motion** was made by Ms. Osborn and seconded by Dr. Melvin to consider to ratify a contract with Gage Personnel Employment Services to hire a clerical temp at a bill rate of \$21/hour to assist the East Campus main office until a permanent Administrative Assistant to the Principal is hired.

**OTHER COMMITTEE REPORTS**

The following were shared for information only:

- Berks Vocational Technical School Authority (BVT) meeting summary of November 6, 2018.
- Professional Advisory Committee (PAC) meeting summary of November 20, 2018.

**PERSONNEL MATTERS**

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

**Leave of Absence**

General Fund

**Michelle R. Karkoska** – Part-time Instructional Assistant, West Campus.

Ratify an uncompensated leave of absence for restoration of health.

Effective date: October 24, 2018 through November 21, 2018.

**Maureen B. Longenecker** – Instructional Coach, East/West Campuses.

Ratify a medical leave of absence using accrued sick days for restoration of health. Effective date: October 18, 2018 through on or around January 31, 2019.

**Kathi L. Shaffer** - Service Occupations Instructor, East Campus. Approve a

medical leave of absence using accrued sick days for restoration of

health. Effective date: on or around December 20, 2018 through on or

around March 11, 2019.

**Bonita J. Walker** – Instructional Assistant, East Campus. Ratify an

uncompensated leave of absence for restoration of health. Effective

date: November 9, 2018 through November 19, 2018.

**Termination**

General Fund

**Nahomi I. Negrón** – Administrative Assistant to the Principal, East Campus.

Reason: while on probationary period. Effective date: November 20,

2018.

**Resignation**

Continuing Education

**Jeffrey A. Bell, Sr.** – CDL Instructor/Examiner, West Campus. Reason:

personal. Effective Date: January 1, 2019.

General Fund

**Kimberly B. Gregory** – Instructional Assistant, East Campus. Reason:

Obtained other employment. Effective date: November 9, 2018.

**Employment Approvals**

General Fund

**Michael B. Stauffer** – Assistant Principal, West Campus. Recommended

salary: \$100,000/year pro-rated. Effective date: ~~to be determined~~ on or

around February 11, 2019 and pending satisfactory receipt of background and screening requirements.

### **Employment Ratification**

General Fund

Rescind the following October 24, 2018 approved action: **Enrique E.**

**Marrero** – Part-time CDL Instructor/Examiner, West Campus.

Recommended salary: as per the 2018-2019 school year approved rate.

Effective date: on or around November 5, 2018 through the end of the 2018-2019 school year.

**Kirsten J. Werst** – BCTC Dishwasher Co-Op Student, East Campus.

Effective date: November 12, 2018 through the end of the 2018-2019 school year. Recommended salary: \$7.25/hour.

### **Add Other Earnings Ratifications**

General Fund

**Aaron M. Gulla** – BCTC Custodian Co-Op Student, East Campus. Extend

Co-Op experience. Effective date: continue through the end of the 2018-2019 school year. Recommended salary: \$7.25/hour.

### **Change of Status/Transfer Approvals**

General Fund

**Debra L. Bugera** – Instructional Assistant, East Campus. Change status to long-term Service Occupations Instructor, East Campus. Recommended Salary: \$49,023/year pro-rated at a daily per diem rate based on Track AC/Level 3/Step 2 of the 2018-2019 salary schedule as per the negotiated BCTCEA Agreement. Effective date: on or around December 20, 2018 through on or around March 11, 2019

**Edward A. Smeck** – CDL Instructor/Examiner, West Campus. Change status to CDL Site Coordinator, West Campus. Effective date: January 1, 2019. Recommended salary: \$27.00/hour.

### **Change of Status/Transfer Ratification**

General Fund

**William S. Schwoyer** – Custodian, East Campus. Change status to Lead Custodian, East Campus. Effective date: December 10, 2018.

Recommended salary: \$15.50/hour.

**Hunter A. Troup** – Part-time Instructional Assistant, West Campus. Change status to full-time Instructional Assistant, East Campus Effective date: December 10, 2018. Recommended salary: no change in pay.

### **Substitute Ratification**

General Fund

**Thomas F. Gorgia** – Day-to-day Substitute Driver, East/West Campuses.

Recommended salary: as per the 2018-2019 school year JOC approved rate. Effective date: November 9, 2018 through the end of the 2018-2019 school year.

**Edward B. Miller** – Day-to-day Substitute Driver, East/West Campuses.

Recommended salary: as per the 2018-2019 school year JOC approved rate. Effective date: on or around December 6, 2018 through the end of the 2018-2019 school year.

**Upon roll call, the vote was recorded as follows: Yeas** Carl, Wolfe, McLendon, Reinert, Friedlander, Raugh, Shurr, Heckman, Melvin, Osborn,



Case, McCaffrey, Saylor, 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:

- Approve to set the 2019 Joint Operating Committee's regular meeting dates as per the enclosure.
- Approve the signatures of Mr. Oscar Manbeck, Chairperson; Mr. Robert Heckman, 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 2019.
- Approve an out of state field trip for students of the East & West Campus Cosmetology programs to attend the International Beauty Show in New York, New York on March 12, 2019. There will be 70 students attending at a cost not to exceed \$100 from the General Fund.
- Ratify, Melissa Yoder to attend the Integrated Learning Conference (ILC) on November 14-16, 2018 in place of Maureen Longenecker who was not able to attend.
- Approve to enter into an agreement with Berks Heim to provide clinical education and experience for BCTC's Evening Students for 2018-2019.
- Approve the American Welding Society (AWS) grant and corresponding budget in the amount of \$25,000 for welding equipment.
- Ratify a contract with the Montgomery County Workforce Development Board (MONTCO Works) to provide their adults with training at BCTC from December 1, 2018 – June 30, 2019.
- Ratify a contract with the Lancaster County Workforce Development Board to provide their adults with training at BCTC from November 1, 2018 – June 30, 2020.

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

**A motion** was made by Mr. Reinert and seconded by Mr. Carl to approve students and advisors of the East and West campuses to attend the following overnight State & National Leadership Conferences:

- HOSA State Leadership Conference, April 3-6, 2019, in Valley Forge, PA.
- FCCLA State Leadership Conference, March 20-22, 2019, in Seven Springs, PA.
- SkillsUSA State Leadership and Skills Conference, April 10-12, 2019, in Hershey, PA.

- FFA State Conference, June 11-13, 2019, in State College, PA.
- HOSA National Leadership Conference, June 20-23, 2019, in Orlando, FL.
- FCCLA National Leadership Conference, June 30-July 4, 2019, in Anaheim, CA.
- SkillsUSA National Leadership and Skills Conference, June 24-28, 2019, in Louisville, KY.

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

#### **PERSONS DESIRING TO BE HEARD**

Dr. Kraft showed appreciation to the Horticulture team who created the beautiful centerpiece gifts for the JOC members.

Dr. Hackman announced the Board Convention is being held on Tuesday, April 30, 2019 at the Schmidt Center. RACC will be sponsoring the event. Dinner will be from 5 – 6 pm and the program will be from 6:00 - 8:30 pm. The superintendents from 18 districts will be in attendance.

She also wanted to commend Dr. Kraft for putting together an A+ team of leaders and Administrators and his vision to create a great team.

She expressed appreciation for the great job that Mr. Manbeck and Mr. Heckman do in their board roles and for their extra time and continued service.

Mr. Heckman indicated they recognized their Students of the Quarter at their board meeting and that it was a great opportunity to showcase the students but also get to talk with parents. He said one parent was blown away at what his son was doing in the program here at BCTC.

Mr. Boyer mentioned that he was impressed with the Student Built House and how the students and teachers were so knowledgeable.

Mr. Manbeck is so pleased with this group. The difference with this group versus others is that we are unique in the fact that we all have the same goal, for students to be the best they can. Administration appreciates that and goes above and beyond to answer questions and makes everyone feel comfortable to ask.

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 8:04 PM.

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

Approved \_\_\_\_\_ 2019  
Christine Osborn, JOC Secretary  
per Wendy Sigourney, Recording Secretary