

**BERKS CAREER & TECHNOLOGY CENTER**  
**Official Proceedings of the Joint Operating Committee**  
**February 26, 2020**

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**AGENDA ITEM III**  
**JOC Meeting 3/26/2020**

**CALL TO ORDER**

The meeting of the Joint Operating Committee was held at the West Campus of the Berks Career and Technology Center in Leesport, PA on Wednesday, February 26, 2020. The meeting was called to order by Chairperson Manbeck at 7:30 PM.

**ATTENDANCE**

**Present:** Mr. William Carl, Mr. Andrew Raugh, Mr. Charles Shurr, Ms. Christine Osborn, Mr. Oscar Manbeck, Ms. Jill Kostel, Mr. Robert Heckman, Mr. Kevin Manmiller, Mr. Michael Gierula, Mr. Roger Updegrove, Mr. Michael Wagaman, Dr. Sharon McLendon, Ms. Guadalupe Kasper, Ms. Laurie Waxler, Mr. George Mertz

**Absent:** Ms. Caryn Friedlander, Mr. Gary Reinert and Mr. Bucky Scott,

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

**Solicitor:** Mr. James Mancuso, Esq.

**Press:**

**Guest(s):** Mr. Gary Auker, Mr. RC Youse, Ms. Chrissy Twiford

**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 Mr. Mertz to approve the meeting minutes of January 22, 2020 as presented.

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

**RATIFICATION AND APPROVAL OF BILLS**

**A motion** was made by Mr. Heckman and seconded by Mr. Mertz to approve the bills as presented.

**Upon roll call, the vote was recorded as follows: Yeas:** Carl, Raugh, Shurr, Osborn, Manbeck, Kostel, Kasper, Waxler, Heckman, Manmiller, Updegrove, Gierula, Wagaman, McLendon, Mertz **Nays: None. Motion carried.**

**ACCEPTANCE OF FINANCIAL REPORTS**

**A motion** was made by Mr. Heckman and seconded by Ms. Kostel 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, Raugh, Shurr, Osborn, Manbeck, Kostel, Kasper, Waxler, Heckman, Manmiller, Updegrove, Gierula, Wagaman, McLendon, Mertz **Nays:** None. **Motion carried.**

**INVESTMENT OF FUNDS**

None

**COMMUNICATIONS**

- Communication was received from Michael Kovach, Veterans Education Liaison that the Pennsylvania State Approving Agency has determined that BCTC continues to meet the criteria for approval for Veterans Education. Our approval is effective as of August 26, 2019.
- Communication of the BCTC Surveillance Audit No: 17 was received on February 19, 2020 from SRI Quality System Registrar indication BCTC has no non-conformances.

**ANYONE WISHING TO ADDRESS AGENDA ITEMS**

None

**OLD BUSINESS**

**A motion** was made by Mr. Carl and seconded by Mr. Mertz to approve the second reading of the following Berks Career and Technology Center Policies:

1. Membership 004
2. Meetings 006
3. Nondiscrimination & Harassment for School & Classroom 103
4. Nondiscrimination for Students with Disabilities 103.1
5. Nondiscrimination & Harassment for Employees 104
6. Adoption of Textbooks 108
7. Admission of Students 201
8. Attendance 204
9. Withdrawal from School 208
10. Health Examinations and Screenings 209
11. Possession & Admin. of Asthma Inhalers/Epi Pens 210.1
12. Student Expression & Distribution & Posting of Materials 220
13. Tobacco and Vaping Products (Students) 222 \*
14. Suspension and Expulsion 233
15. School Wellness 246
16. Hazing 247
17. Tobacco and Vaping Products (Employees) 323 \*
18. Professional Development 333
19. Family & Medical Leaves 335
20. Workers Compensation 346

21. Procurement 626
  22. Crowdfunding 702.1
  23. Maintenance 704
  24. Facilities and Workplace Safety 705
  25. Use of Center Facilities 707 \*
  26. Building Security 709
  27. Emergency Preparedness & Response 805
  28. Relations with Law Enforcement Agencies 805.1
  29. Food Services 808
  30. Transportation 810
  31. School Bus Drivers & Comm. Motor Vehicle Drivers 810.1
  32. School Vehicle Drivers 810.3
  33. Contracted Services Personnel 818
  34. Public Attendance at Center Events 904 \*
  35. Nonschool Organizations/Groups/Individuals 913
- \* Updated since last JOC meeting on January 22, 2020

**Upon roll call, the vote was recorded as follows: Yeas:** Carl, Raugh, Shurr, Osborn, Manbeck, Kostel, Kasper, Waxler, Heckman, Manmiller, Updegrove, Gierula, Wagaman, McLendon, Mertz **Nays:** None. **Motion carried.**

#### **NEW BUSINESS**

None

#### **BCTC Report (For Information Only)**

#### **AGENDA ITEMS AND/OR CHANGES**

None

#### **DR. KRAFT**

Dr. Kraft shared his appreciation to Mr. Curt Funkhouser and Dr. Michael Stauffer for the work they did on the Perkins V – Community Local Needs Assessment (CLNA) report. They performed a final review yesterday and submitted the report. The two have put months of work into the research with local community members, employees and business and industry personnel to establish the report.

Ms. Michalene Berg is not present at the JOC meeting due to attending a HR Conference in Harrisburg.

We are piloting operating our East and West Campuses OAC Meetings (March 4) on the same night. We will see how that works and adjust accordingly. On March 6, we are holding the Heavy Equipment Operations OAC meeting as well as a “Developing a Curriculum” (DACUM) workshop. Several staff and administrators will be attending.

A letter was sent today inviting Governor Tom Wolf to speak at our Welding Celebration on May 15<sup>th</sup> at 1:00 pm. He is also planning on inviting Senator Judy Schwank.

**MR. KYLE FOLLWEILER**

Mr. Follweiler was proud to announce that the West Campus had 26 gold winners at the SkillUSA competition. HOSA and FCCLA competitions will be coming up soon.

**DR. MICHAEL STAUFFER**

Mr. Stauffer showed a video "Finding Your Spark" that our Communications Media program created and won 2<sup>nd</sup> place in the nation at the NOCTI video contest.

He also shared a sound bite that won 1<sup>st</sup> place. It was created by several students for suicide prevention month and will be played on the radio and on other broadcasts during March. As a result, the team won an all expenses paid trip to the Phillies game with a behind the scenes tour on April 18<sup>th</sup>.

**MR. KEN KRYDER**

Mr. Kryder reported that there were 10 gold winners for SkillsUSA at the East Campus. This weekend, there is a Home and Garden show at the Crown Plaza where some of our students will be represented. He asked the board members to stop by.

He also wanted to thank RC Youse for a presentation that he did last week at a conference in Hershey about Work Partners and Service Occupations. Dr. Kraft also thanked RC for work he had done on another presentation he was part of as well and said he appreciated his work.

**MR. FUNKHOUSER**

Mr. Funkhouser shared that he is working on the Heavy Equipment Operations program approval through PDE. They need to hold a second OAC meeting to satisfy requirements then they will be able to apply for approval. The meeting is scheduled for March 6<sup>th</sup>.

**MR. MANBECK**

Mr. Manbeck wanted to acknowledge how grateful he was for how a teacher took him under his wing when he was a student and correlated that to the teachers here at BCTC helping our students get their start in their careers. He also wanted to thank the board members for all the time and support they provide to make BCTC the best in the state. He is thankful for the dedication and time commitment.

**IMPORTANT DATES**

- March 2, 2020 – OAC Meeting – Culinary Arts Program (East & West Campuses) at 3:30 pm
- March 4, 2020 – Spring OAC Meeting East/West Campuses starting at 4:30 pm.
- March 6, 2020 – OAC Meeting – Heavy Equipment Operations & DACUM
- March 9 – 12 – NOCTI Written Testing
- March 17, 2020 – PAC Meeting – West Campus (8 – 9:30), Congressman Meuser at 9:30 am
- March 24 – 27 – NOCTI Performance Testing
- March 25, 2020 – Joint Operating Committee (JOC) Meeting – East Campus in Oley, PA.

**STUDENT HONORS**

Students of the Quarter - East & West Campuses  
SkillsUSA winners

**FINANCE COMMITTEE**

**A motion** was made by Mr. Heckman and seconded by Mr. Carl to accept the BCTC's General Fund Proposed Operating Budget for 2020 – 2021 in the amount of \$19,359,220 and distribute to participating school districts for their review and approval.

**Upon roll call, the vote was recorded as follows: Yeas:** Carl, Raugh, Shurr, Osborn, Manbeck, Kostel, Kasper, Waxler, Heckman, Manmiller, Updegrove, Gierula, Wagaman, McLendon, Mertz **Nays:** None. **Motion carried.**

**NEGOTIATIONS COMMITTEE REPORT**

Ms. Osborn indicated a Negotiations Committee meeting was held prior to the February 26, 2020 JOC meeting with the BCTCESPA.

Ms. Osborn stated a Negotiations Committee meeting is scheduled on March 12, 2020 at 5:30 pm at the West Campus.

Ms. Osborn shared there will be a Negotiations Committee meeting after the March 25, 2020 JOC meeting with the Act 93 representatives.

**BUILDING/INSURANCE COMMITTEE**

Mr. Raugh shared there will be a Building/Insurance Committee meeting held at 5:00 pm prior to the March 25, 2020 JOC Meeting.

**A motion** was made by Mr. Raugh and seconded by Mr. Heckman to approve the following change orders for the new welding training center:

- **Uhrig Construction – General Contractor**  
#7 – \$881.60 – Paint 5 columns from floor to bottom of steel beams.
- **H.B. Frazer – Electrical Contractor**  
#5 – \$959.22 – Extend receptables circuits for grinders from columns to back of welding booths to avoid using extension cords.
- **Vision Mechanical - Plumbing Contractor**  
#1 – \$9,020.00 – Change sprinkler pipe size due to hydraulic calculation and water test results.

**Upon roll call, the vote was recorded as follows: Yeas:** Carl, Raugh, Shurr, Osborn, Manbeck, Kostel, Kasper, Waxler, Heckman, Manmiller, Updegrove, Gierula, Wagaman, McLendon, Mertz **Nays:** None. **Motion carried.**

**A motion** was made by Mr. Raugh and seconded by Mr. Heckman to approve a purchase with Tanner Furniture on state contract for \$52,891.38 for furniture and lockers in the new Welding Training Center, pending administration satisfaction of provided samples.

**Upon roll call, the vote was recorded as follows: Yeas:** Carl, Raugh, Shurr, Osborn, Manbeck, Kostel, Kasper, Waxler, Heckman, Manmiller, Updegrove, Gierula, Wagaman, McLendon, Mertz **Nays:** None. **Motion carried.**

### PROGRAM/PERSONNEL COMMITTEE

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

To approve the creation of the instructor positions below and to authorize the BCTC Administration to post the position per BCTC policy.

1. Heavy Equipment Operations Instructor
2. Welding Technology Instructor

To approve the revised job descriptions.

1. Assistant Director of Curriculum, Instruction, & Assessment which replaces the Supervisor of Curriculum & Assessment
2. Director of Curriculum, Instruction, & Assessment which replaces the Assistant Director
3. Technology Integration Coach replaces the Technology Instructional Coach and Instructional Coach

**Upon roll call, the vote was recorded as follows: Yeas:** Carl, Raugh, Shurr, Osborn, Manbeck, Kostel, Kasper, Waxler, Heckman, Manmiller, Updegrove, Gierula, Wagaman, McLendon, Mertz **Nays:** None. **Motion carried.**

### OTHER COMMITTEE REPORTS

None

### PERSONNEL MATTERS

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

#### **Resignations, Continuing Education Fund**

- **Russell J. Chadwick** – CDL Instructor/Examiner, West Campus. Reason: personal. Effective date: February 5, 2020.

#### **Resignations, General Fund**

- **Lucas D. Bullock** – BCTC Dishwasher Co-Op student. Reason: temporary position. Effective date: January 29, 2020.
- **Debra L. Bugera** – Instructional Assistant, East Campus. Reason: retirement. Effective date: June 4, 2020 or the last day that students are in attendance for the 2019-2020 school year.

#### **Leave of Absence, General Fund**

- **Michael R. DeCarlo** – Electrical Occupations Instructor, East Campus. Ratify an intermittent FMLA for restoration of health. Effective date: February 19, 2020 for twelve (12) full weeks or upon the expiration of one full year from the effective date.

#### **Employment Ratifications, General Fund**

- **Ernest S. Powell** – Protective Services Instructor, East Campus. Recommended salary: \$59,475/year pro-rated based on Track VT/Level 1/Step 10 of the 2019-2020 salary schedule per the negotiated BCTCEA agreement. Effective date: February 24, 2020.

#### **Employment Approval, General Fund**

- **Beth A. Heimbach** – Part-time Instructional Assistant, East Campus. Recommended salary: \$13.25/hour. Effective date: on or around March 4, 2020 pending satisfactory receipt of background and screening requirements.

#### **Add other Earnings Ratifications, General Fund**

- **Thomas E. Carl** - Part-time Resource Specialist – EMR/EMT, East Campus. Add other earnings for Part-time Resource Specialist – Fire Science, East Campus. Recommended salary: \$25.00/hour. Effective date: January 2, 2020 through the end of the 2019-2020 school year.

#### **Change of Status/Transfer Ratifications, General Fund**

- **Alan E. Blackburn** – Electro-Mechanical Engineering Technology Instructor, West Campus. Change salary from \$69,161/year based on Track VT/Level 3/Step 15 to \$70,225/year pro-rated based on Track VT/Level 4/Step 15 of the 2019-2020 salary schedule per the negotiated BCTCEA agreement. Reason: Received Vocational I + 30 credits. Effective date: January 31, 2020.
- **Alexa M. Breslin** – Health Occupations Instructor, West Campus. Change salary from \$54,494/year based on Track VT/Level 2/Step 6 to \$56,622/year pro-rated based on Track VT/Level 4/Step 6 of the 2019-2020 salary schedule per the negotiated BCTCEA agreement. Reason: Received Vocational I + 30 credits. Effective date: January 23, 2020.
- **Theresa M. DeCarlo** – Dental Occupations Instructor, East Campus. Change salary from \$59,475/year based on Track VT/Level 1/Step 10 to \$61,603/year pro-rated based on Track VT/Level 3/Step 10 of the 2019-2020 salary schedule per the negotiated BCTCEA agreement. Reason: Received Vocational I certification. Effective date: January 24, 2020.

#### **Substitute Approval/Ratification, General Fund**

- **Louis A. Krause** – Day-to-day Substitute Driver, East/West Campuses. Recommended salary: \$19.50/hour. Effective date: February 6, 2020 until the end of the 2019-2020 fiscal school year.

**Upon roll call, the vote was recorded as follows: Yeas:** Carl, Raugh, Shurr, Osborn, Manbeck, Kostel, Kasper, Waxler, Heckman, Manmiller, Updegrove, Gierula, Wagaman, McLendon, Mertz **Nays:** None. **Motion carried.**

#### **OTHER MATTERS FOR CONSIDERATION**

- **A motion** was made by Mr. Heckman and seconded by Mr. Mertz to approve the following:
- Consideration to approve a resolution recognizing Charlene Fisher, as the 2020 recipient of the BCTC Life-Long Friend of Career and Technical Education Award. Mrs. Fisher will be presented with the Award at the March 25<sup>th</sup> JOC dinner.

- Consideration to approve Michalene Berg to attend the PASPA Annual Conference on February 26 - 28, 2020 in Harrisburg, PA at a cost not to exceed \$875.
- Consideration to approve 110 BCTC students and staff to attend the HOSA State Leadership Conference in Valley Forge, PA on April 1 – 3, 2020 at a cost not to exceed \$100.
- Consideration to approve Donna Noecker and Nancy Quick to attend the AVTEC at the Greater Altoona Career & Technology Center on May 3 – 4, 2020 in Altoona, PA at a cost not to exceed \$100.
- Consideration to approve Chrissy Twiford and Heather Wargo to attend the National Technical Honor Society Field Trip with students from East and West Campus in Washington, DC on April 28, 2020 at a cost not to exceed \$100.
- Consideration to purchase an Eco-Solvent Ink Jet Printer/Contour Cutter from Lindenmeyr Munroe from the Printing Production fund at a cost not to exceed \$14,493.15.
- Consideration to ratify the contracts to vendors for the heating oil, diesel and gasoline bids for the 2020-2021 fiscal year per the Berks County Joint Purchasing Bid awarded January 30, 2020 as presented.
- Consideration to approve a fiber build out for an internet circuit at East Campus which will improve their existing internet connection. The build out of \$19,541 is a one-time cost in which \$11,724.60 will be reimbursed through E-rate with a net cost of \$7816.40 to the BCTC General Fund. The total monthly recurring cost will be \$719.22, which will be discounted \$431.53 through E-rate, with a net cost of \$287.69 a month from the BCTC General Fund.
- Consideration to approve the purchase of a firewall through ePlus at a total cost of \$13,472.70. \$8,083.62 will be reimbursed through E-rate, which will leave a net cost of \$5,389.08 to the BCTC General Fund.
- Consideration to authorize administration to bid Welding equipment at an estimated cost of \$115,000.
- Consideration to approve a HOSA Educational Day, STEM Day, on May 15, 2020 with 98 East Campus students to Hershey Park in Hershey, PA at a cost not to exceed \$100.
- Consideration to approve the purchase and installation of a new digital radio system at both campuses through the Safety and Security Grant with Triangle Communications under State contract for \$38,688.70.
- Consideration to approve the purchase and installation of a new wide area digital radio system for student transportation through the Safety and Security Grant with Triangle Communications under State contract for \$10,242.00.
- Consideration to approve Donna Noecker to take 39 East Campus students to the SkillsUSA Conference in Hershey, PA on April 15 – 17, 2020 at a cost not to exceed \$100.
- Consideration to approve Karla Gibson to take 23 students to the FCCLA State Leadership Conference at State College on March 30 – April 1, 2020 at a cost not to exceed \$100.
- Consideration to approve Dr. Kraft and Dr. Stauffer to attend the ACTE - CTE Innovation Summit as part of the National Policy Seminar in Arlington, VA on March 31 – April 1, 2020 at a cost not to exceed \$1,600.



**Upon roll call, the vote was recorded as follows: Yeas:** Carl, Raugh, Shurr, Osborn, Manbeck, Kostel, Kasper, Waxler, Heckman, Manmiller, Updegrove, Gierula, Wagaman, McLendon, Mertz **Nays:** None. **Motion carried.**

**PERSONS DESIRING TO BE HEARD**

Dr. Hackman shared that they have scheduled the Administrator’s Conference on Thursday, April 23 at Alvernia University in the new Tom and Helen Flynn Complex, “The Plex”. A tour will be held at 5:30 pm followed by the dinner and program at 6:30 pm. The keynote speaker will be the new President of Alvernia University, John Loyack.

**ADJOURNMENT**

**A motion** was made by Mr. Carl and seconded by Mr. Mertz to adjourn the meeting at 7:58 PM.

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

Approved \_\_\_\_\_ 2020  
Ms. Christine Osborn, JOC Secretary  
per Wendy Sigourney, Recording Secretary