

**BERKS CAREER & TECHNOLOGY CENTER**  
**Official Proceedings of the Joint Operating Committee**  
**May 27, 2020**

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**AGENDA ITEM III**  
**JOC Meeting 6/24/2020**

**CALL TO ORDER**

The regular meeting of the Joint Operating Committee was held via Zoom on Wednesday, May 27, 2020. The meeting was called to order by Chairperson Manbeck at 8:37 PM.

**ATTENDANCE**

**Present:** Mr. William Carl, Dr. Sharon McLendon, Mr. Gary Reinert, Mr. Charles Shurr, Ms. Caryn Friedlander, Mr. Andrew Raugh, Mr. Robert Heckman, Mr. George Mertz III, Ms. Christine Osborn, Mr. Mike Gueirula, Mr. Michael Wagaman, Mrs. Guadalape Kasper, and Mr. Oscar Manbeck

**Absent:** Mr. Bucky Scott, Mrs. Laurie Waxler, and Mr. Roger Updegrove

**Staff:** Dr. James Kraft, Mr. John Reedy, Mr. Kyle Follweiler, Dr. Michael Stauffer, Dr. Jill Hackman, Ms. Michalene Berg, Mr. Ray Jenkins, Mr. Curt Funkhouser, Mr. Gary Auker and Ms. Wendy Sigourney

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

**Press:** None

**Guests:** Mr. Scott Cote, Faith Guers, Jordan Keiffer, Bianca Watt and Abigail Rea,

**PLEDGE OF ALLEGIANCE**

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

**EXECUTIVE SESSION**

Chairperson Manbeck announced an Executive Session to discuss personnel matters.

**REPORT OF THE NOMINATING COMMITTEE FOR THE OFFICE OF TREASURER**

Mr. Mancuso called for the report of the nominating committee for the office of treasurer.

On behalf of the nominating committee, Mr. Raugh recommended Mr. Gary Reinert to be re-elected as the treasurer of the JOC for the 2020-2021 Fiscal Year.

**NOMINATIONS CLOSED FOR THE OFFICE OF TREASURER**

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

- **Upon roll call, the vote was recorded as follows: Yeas:** Carl, McLendon, Gueirula, Wagaman, Reineirt, Friedlander, Raugh, Shurr, Heckman, Mertz, Osborn, Kasper, Manbeck. **Nays:** None. **Abstained:** None. **Motion carried.**

**ELECTION OF TREASURER**

A motion was made by Mr. Carl and seconded by Mr. Heckman to have the secretary cast a unanimous ballot to re-elect Mr. Gary Reinert as treasurer for a one-year term from July 1, 2020 through June 30, 2021.

- **Upon roll call, the vote was recorded as follows: Yeas:** Carl, McLendon, Gueirula, Wagaman, Reineirt, Friedlander, Raugh, Shurr, Heckman, Mertz, Osborn, Kasper, Manbeck. **Nays:** None. **Abstained:** None. **Motion carried.**

**STIPENDS FOR TREASURER AND SECRETARY**

A motion was made by Mrs. Friedlander and seconded by Mr. Carl to set stipends for the Secretary and Treasurer for the 2019-2020 fiscal year at \$1,000 each effective July 1, 2018, and to donate the stipend to the JOC Scholarship for Excellence Award Fund for student scholarships.

- **Upon roll call, the vote was recorded as follows: Yeas:** Carl, McLendon, Gueirula, Wagaman, Reineirt, Friedlander, Raugh, Shurr, Heckman, Mertz, Osborn, Kasper, Manbeck. **Nays:** None. **Abstained:** None. **Motion carried.**

**RECEIPT OF BIDS**

None

**APPROVAL OF MINUTES**

**A motion** was made by Mrs. Friedlander and seconded by Mrs. Kasper to approve the meeting minutes of April 22, 2020 as presented.

- **Yeas:** Thirteen. **Nays:** None. **Abstained:** None. **Motion carried.**

**RATIFICATION AND APPROVAL OF BILLS**

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

- **Upon roll call, the vote was recorded as follows: Yeas:** Carl, McLendon, Gueirula, Wagaman, Reineirt, Friedlander, Raugh, Shurr, Heckman, Mertz, Osborn, Kasper, Manbeck. **Nays:** None. **Abstained:** None. **Motion carried.**

**ACCEPTANCE OF FINANCIAL REPORTS**

**A motion** was made by Mr. Reinert and seconded by Dr. McLendon 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, Gueirula, Wagaman, Reineirt, Friedlander, Raugh, Shurr, Heckman, Mertz, Osborn, Kasper, Manbeck. **Nays:** None. **Abstained:** None. **Motion carried.**

**INVESTMENT OF FUNDS**

None

**COMMUNICATIONS**

- Communications received on April 17, 2020 from Katherine Thornton, President, Reading Hospital Foundation thanking BCTC for our generous donation of masks, gloves and gowns.

**ANYONE WISHING TO ADDRESS AGENDA ITEMS**

Mr. Manbeck announced that we published the COW and JOC Agenda for public view on the BCTC website and there we not any questions or comments received.

**OLD BUSINESS**

None

**NEW BUSINESS**

None

**BCTC REPORT (FOR INFORMATION ONLY)**

This report was provided at the COW meeting.

**IMPORTANT DATES**

- Senior Recognition Ceremony, Virtual Online, May 29<sup>th</sup>, 7 pm
- Last Student Day – June 4, 2020
- Last Teacher Day – June 5-30, 2020
- Joint Operating Committee Meeting – June 24, 2020, 7:30 pm

**STUDENT HONORS**

- JOC Scholarship Recipients
  - Faith Guers, Hamburg, East Campus
  - Abigail Rea, Schuylkill Valley, East Campus
  - Bianca Watt, Hamburg, West Campus
  - Jordan Keiffer, Homeschooled, West Campus

**COMMITTEE REPORTS****FINANCE COMMITTEE**

**A motion** was made by Mr. Carl and seconded by Mrs. Osborn to approve the 2020-2021 General Fund Operating Budget for the Berks Career and Technology Center in the amount of \$19,359,220.

- **Upon roll call, the vote was recorded as follows: Yeas:** Carl, McLendon, Gueirula, Wagaman, Reineirt, Friedlander, Raugh, Shurr, Heckman, Mertz, Osborn, Kasper, Manbeck. **Nays:** None. **Abstained:** None. **Motion carried.**

The 2019-2020 Student Quota Report was provided for information only.

**A motion** was made by Mr. Reinert and seconded by Mrs. Friedlander to approve the daytime adult tuition rate effective July 1, 2020 from \$8.77 to \$8.95 per hour.

- **Upon roll call, the vote was recorded as follows: Yeas:** Carl, McLendon, Gueirula, Wagaman, Reineirt, Friedlander, Raugh, Shurr, Heckman, Mertz, Osborn, Kasper, Manbeck. **Nays:** None. **Abstained:** None. **Motion carried.**

**BUILDING/INSURANCE COMMITTEE**

Mr. Raugh reported the Building/Insurance Committee met Thursday, May 14, 2020.

**A motion** was made by Mr. Reinert and seconded by Mr. Carl to approve the following motions to:

- Approve a contract with Barbacane, Thorton & Company for independent audit services for 3 years (2020, 2021, 2022).
- Increase purchase order 67522, in the amount of \$7,500 to Systems Design Engineering for additional construction administration and building design changes for the Welding Training Center.
- Authorize the Administration to purchase a Simulator Excavator-Loader Combination Unit from Simformotion LLC, licensee for CAT Simulators for Caterpillar Inc. at a cost of \$69,214.62 from the General Fund for the Heavy Equipment Operations Program.
- Approve the H.B. Frazer, Electrical Contractor change order #9 - \$1,578.04 to furnish and install power and control to sprinkler system bell
- Approve the replacement of exterior doors and frames with A.G. Mauro Company under State contract at East Campus for \$8,160 and at West Campus for \$16,840.
- Approve the replacement of flooring with Martins Flooring under State contract at East Campus for \$52,607.91 and at West Campus for \$15,565.68

➤ **Upon roll call, the vote was recorded as follows: Yeas:** Carl, McLendon, Gueirula, Wagaman, Reineirt, Friedlander, Raugh, Shurr, Heckman, Mertz, Osborn, Kasper, Manbeck. **Nays:** None. **Abstained:** None. **Motion carried.**

**A motion** was made by Mr. Reinert and seconded by Mr. Carl to approve the following motions to:

- Approve DESSCO Design & Construction to perform renovations to the East Culinary Theory Room at a cost of \$10,065.00.
- Approve Skid Steer for the Heavy Equipment Operations program for \$88,892.03 on PA State Contract #4400019961 from John Deere Governmental Sales with \$63,131.63 coming from the State Supplemental Equipment Grant and the balance of \$25,760.40 from the General Fund.

➤ **Upon roll call, the vote was recorded as follows: Yeas:** Carl, McLendon, Gueirula, Wagaman, Reineirt, Friedlander, Raugh, Shurr, Heckman, Mertz, Osborn, Kasper, Manbeck. **Nays:** None. **Abstained:** None. **Motion carried.**

**PROGRAM/PERSONNEL COMMITTEE**

Ms. Friedlander reported the Program/Personnel Committee met Wednesday, May 14, 2020 to discuss the 2020-2021 personnel matters.

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

- Approval of the following BCTC Program Changes for the 2020-2021 school year as presented.
    - To change the Photo Imaging Technology Program Title and CIP from 10.9999 to Video and Media Content Production, CIP 50.0602.
    - To change the title from Communications Media to Video and Media Content Production, CIP 50.0602.
  - Approval for BCTC seniors from the Class of 2020 to return to BCTC during the 2020-2021 school year for one quarter, to complete industry certifications at no additional cost to students.
  - Approval for BCTC seniors from the Class of 2020 in Heavy Equipment Technology to participate in the new Heavy Equipment Operations program at no additional cost to students.
- **Upon roll call, the vote was recorded as follows: Yeas:** Carl, McLendon, Gueirula, Wagaman, Reineirt, Friedlander, Raugh, Shurr, Heckman, Mertz, Osborn, Kasper, Manbeck. **Nays:** None. **Abstained:** None. **Motion carried.**

**A motion** was made by Ms. Friedlander and seconded by Mr. Mertz to approve to offer additional Daytime Welding Training for Continuing Education for the 2020-2021 school year

- **Upon roll call, the vote was recorded as follows: Yeas:** Carl, McLendon, Gueirula, Wagaman, Reineirt, Friedlander, Raugh, Shurr, Heckman, Mertz, Osborn, Kasper, Manbeck. **Nays:** None. **Abstained:** None. **Motion carried.**

#### **NEGOTIATIONS COMMITTEE**

**A motion** was made by Mr. Reinert and seconded by Mr. Mertz to approve the Support Staff Contract for the 2020-2021 school year.

**Upon roll call, the vote was recorded as follows: Yeas:** Carl, McLendon, Gueirula, Wagaman, Reineirt, Friedlander, Raugh, Shurr, Heckman, Mertz, Osborn, Kasper, Manbeck. **Nays:** None. **Abstained:** None. **Motion carried**

#### **OTHER COMMITTEES (FOR INFORMATION ONLY)**

A summary of the Combined BEC and Perkins Participatory Planning Committee meeting summary of May 13, 2020 and Professional Advisory Committee (PAC) meeting summary of May 19, 2020. was provided for information only.

#### **PERSONNEL MATTERS**

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

- **Employment Resignations, General Fund**
  - **Diane Boyer** - Accounts Payable Specialist, West Campus. Change retirement effective date (JOC approved December 12, 2019) from June 19, 2020 to November 2, 2020.
  - **Paul K. Kryder** – Principal, East Campus. Reason: obtained other employment. Effective date: May 27, 2020.
  - **Susan A. Wissler** – Driver, East and West Campuses. Reason: personal. Effective May 18, 2020.

- **Employment Approvals, General Fund**
  - **Michael R. Kline** – Welding Technology Instructor, West Campus. Recommended salary: based on Track VT/Level 1/Step 9 of the 2020-2021 salary schedule per the negotiated BCTCEA agreement (2019-20 salary \$57,964/year). Effective date: on or around August 12, 2020 and pending satisfactory receipt of background and screening requirements.
  - **Lauren A. Little** – Cinematography/Photography Instructor, West Campus. Recommended salary: based on Track VT/Level 1/Step 9 of the 2020-2021 salary schedule per the negotiated BCTCEA agreement (2019-20 salary \$57,964/year). Effective date: on or around August 12, 2020 and pending satisfactory receipt of background and screening requirements.
- **Change of Status Approvals, General Fund**
  - **Dr. Michael B. Stauffer** – Assistant Principal, West Campus. Change status to:
    - Director of Curriculum, Instruction and Assessment (CIA), East/West Campuses.
    - Acting Principal, East Campus through a date to be determined during the 2020-2021 fiscal year.
  - Effective date: May 28, 2020 at an annual salary of \$111,000/year pro-rated.
- Mr. Manbeck congratulated Dr. Stauffer as well as did the JOC members.
- **Add Other Earning Approvals, General Fund**
  - **Wendy K. Sigourney** – Executive Assistant, West Campus. Add other earnings for JOC and Authority Committee Recording Secretary. Recommended Salary: Stipend of \$150.00/meeting. Effective date: 2020-2021 fiscal year.
  - **Kelly E. Piccioni** – Horticulture Instructor, East Campus. Add other earnings for aquaponics maintenance. Recommended salary: \$26.00/hour not to exceed 20 hours. Effective date: June 5, 2020 concluding on or around August 18, 2020.
  - **Elizabeth S. Heffner** – Campus Counselor, West Campus. Add other earnings for student services work. Recommended salary: \$26.00/hour. Effective date: June 5, 2020 concluding on or around August 18, 2020 not to exceed 21 hours.
  - Add other earnings for additional contracted days during the summer for managing educational facilitator responsibilities. Recommended salary: per diem rate. Effective date: June 5, 2020 concluding on or around August 18, 2020.
    - **John C. Forry** – Educational Facilitator, West Campus. Ten (10) days.
    - **Heather L. Wargo** - Educational Facilitator, East Campus. Ten (10) days.
  - Add other earnings for special summer projects for student documentation and clerical duties. Recommended salary: \$11.00/hour. Effective date: June 5, 2020

concluding on or around August 18, 2020 not to exceed a cumulative total of 120 hours.

- **Denise A. Gribb** – Instructional Assistant, East Campus.
  - **Samantha M. Herbine** – Instructional Assistant, West Campus.
  - **Linda A. Keller** – Instructional Assistant, East Campus.
  - **Lori Mahon** – Instructional Assistant, East Campus.
  - **Mindy S. Spade** – Instructional Assistant, West Campus.
  - **Susan A. Tibbetts** – Instructional Assistant, East Campus.
  - **Kimberly A. Young** – Career Trainer, East Campus.
- Add other earnings for virtual LRC in assisting seniors in completion of the Career Safe requirement. Recommended salary: as per the JOC approved hourly rate. Effective date: July 1, 2020 concluding on or around August 18, 2020 not to exceed a cumulative total of 40 hours.
- **Corale A. Bortz** – Instructional Assistant, West Campus.
  - **Denise A. Gribb** – Instructional Assistant, East Campus.
  - **Mindy S. Spade** – Instructional Assistant, West Campus.
- Add other earnings for food service summer hours. Recommended salary: as per the JOC approved hourly rate. Effective date: July 1, 2020 concluding on or around August 18, 2020 not to exceed a cumulative total of 140 hours.
- **Amy N. Barrett** – Head Cook, East Campus.
  - **Grace L. Calhoun** – Cafeteria Worker, West Campus.
  - **Bruce L. Dutt** – Cafeteria Worker, East Campus.
  - **Anthony L. Garcia** – Cafeteria Worker, West Campus.
  - **Agnes A. Gelsinger** – Cafeteria Worker, West Campus.
  - **Julianna R. Hildenbrand** – Cafeteria Worker, West Campus.
  - **Cathy L. Jamison** – Cafeteria Worker, East Campus.
  - **Brian E. Keeney** – Cafeteria Worker, West Campus.
  - **Patricia A. Keeney** – Head Cashier/Cook Assistant, East Campus.
  - **Linda L. Sychterz** – Head Cook, West Campus.
  - **Travis V. Swoyer** – Head Cashier/Cook Assistant, East Campus.
- Add other earnings for summer driving duties/mail run. Recommended salary: as per the JOC approved hourly rate. Effective date: June 5, 2020 concluding on or around August 18, 2020 not to exceed a cumulative total of 300 hours.
- **Bobbie Jo A. Mohr** – Driver.
  - **Jeffrey W. Royles** – Driver.
  - **Ronald E. Smith** – Driver.
- Add other earnings for summer bus cleaning and touch-up painting. Recommended salary: \$12.00/hour. Effective date: June 5, 2020 concluding on or around August 18, 2020 not to exceed a cumulative total of 300 hours.
- **Carol L. Forbes** – Instructional Assistant, West Campus.
  - **Brian E. Keeney** – Cafeteria Worker, West Campus.
  - **Sandra L. Schlessman** – Instructional Assistant, West Campus.
  - **Barbara M. Steiner-Lawley** – Instructional Assistant, West Campus.
  - **Susan A. Tibbetts** – Instructional Assistant, East Campus.

- **Kimberly A. Young** – Career Trainer, East Campus.
- Add other earnings for custodial work. Recommended salary: \$12.00/hour. Effective date: June 5, 2020 concluding on or around August 18, 2020 not to exceed a cumulative total of 500 hours.
  - **Carol L. Forbes** – Instructional Assistant, West Campus.
  - **Brian E. Keeney** – Cafeteria Worker, West Campus.
  - **Sandra L. Schlessman** – Instructional Assistant, West Campus.
  - **Barbara M. Steiner-Lawley** – Instructional Assistant, West Campus.
  - **Susan A. Tibbetts** – Instructional Assistant, East Campus.
  - **Kimberly A. Young** – Career Trainer, East Campus.
- Add other earnings for developing adult education curriculum and heavy equipment lab configuration. Recommended salary: \$26.00/hour. Effective date: June 5, 2020 concluding on or around August 18, 2020 not to exceed 80 hours.
  - **James Mack** – Heavy Equipment Technology Instructor, East Campus.
  - **Michael R. Rowe** – Heavy Equipment Operations Instructor, East Campus.
- Add other earnings for the new welding lab configuration. Recommended salary: \$26.00/hour. Effective date: June 5, 2020 concluding on or around August 18, 2020 not to exceed a cumulative total of 100 hours.
  - **Michael R. Kline** - Welding Technology Instructor, West Campus.
  - **Dale J. Roberts** - Welding Technology Instructor, West Campus.
- Add other earnings for developing new curriculum for the Cinematography/Photography program. Recommended salary: \$26.00/hour. Effective date: Effective date: June 5, 2020 concluding on or around August 18, 2020 not to exceed a cumulative total of 30 hours.
  - **James D. Del Conte** – Communications Media Technology Instructor, West Campus.
  - **Elizabeth S. Ireland** – Advertising Art and Design, West Campus
  - **Lauren A. Little** – Cinematography/Photography Instructor, West Campus.
- Add other earnings for Instructor Learning Management System/Student Management System integration workshops. Recommended salary: \$26.00/hour. Effective date: June 5, 2020 concluding on or around August 18, 2020 not to exceed a cumulative total of 300 hours or a total amount of \$7,800.00. Participants will be required to sign-up prior to the start of the workshop they are attending. Dates of workshop to TBD.
- **Upon roll call, the vote was recorded as follows: Yeas:** Carl, McLendon, Gueirula, Wagaman, Reineirt, Friedlander, Raugh, Shurr, Heckman, Mertz, Osborn, Kasper, Manbeck. **Nays:** None. **Abstained:** None. **Motion carried.**



**PERSONS DESIRING TO BE HEARD**

Dr. Jill Hackman congratulated Dr. Stauffer on his new position at BCTC as East Campus Principal and Director of CIA. She also commended Dr. Kraft and his team for their work on the Re-entry Plan. More will be presented in June.

Mr. Oscar Manbeck thanks Ken Kryder for his time serving at BCTC and wished him well in his new position. Dr. Kraft concurred.

**ADJOURNMENT**

**A motion** was made by Mr. Carl and seconded by Mrs. Osborn to adjourn the meeting at 9:35 PM.

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

Approved \_\_\_\_\_ 2020

Christine Osborn, JOC Secretary  
per Wendy Sigourney, Recording Secretary