

BERKS CAREER & TECHNOLOGY CENTER
Official Proceedings of the Joint Operating Committee
September 26, 2018

AGENDA ITEM III
JOC Meeting 10/24/2018

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, September 26, 2018. The meeting was called to order by Chairperson Manbeck at 7:44 PM.

ATTENDANCE

Present: Caryn Friedlander, William Carl, David Lewis, Oscar Manbeck, Christine Osborn, Andrew Raugh, Gary Reinert, Walt Saylor, John Tomasi, Bob Heckman, Dr. Jay Melvin, Michael Wolfe, Dr. Sharon McLendon, Chris McCaffrey, Ed Case.

Absent: Dr. Al Darion and Ms. Betsy Adams

Staff: Dr. James Kraft, John Reedy, Christian Hansen, Ken Kryder, Bridget Holden, Dr. Jill Hackman, Michalene Berg, and Wendy Sigourney

Solicitor: James Mancuso, Esq.

Press: None

Guest(s): Kelly Ruth, Haileigh Walmer, Brandie Boltz and Stephanie Herr, Melissa Yoder

PLEDGE OF ALLEGIANCE

The meeting began with the Pledge of Allegiance to the Flag. Dr. Hackman left the room at 7:46 pm and returned at 7:48 pm.

EXECUTIVE SESSION

None

RECEIPT OF BIDS

None

APPROVAL OF MINUTES

A motion was made by Mr. Carl and seconded by Mr. Wolfe to approve the meeting minutes of August 22, 2018 as presented.

Yeas: Fifteen. 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: Friedlander, Carl, Lewis, Manbeck, Osborn, Raugh, Reinert, Saylor, McLendon, Heckman, Melvin, Case, McCaffrey, Wolfe and Tomasi. **Nays: None. Motion carried.**

AD-030

ACCEPTANCE OF FINANCIAL REPORTS

A motion was made by Mr. Reinert and seconded by Mr. McCaffrey 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: Friedlander, Carl, Lewis, Manbeck, Osborn, Raugh, Reinert, Saylor, McLendon, Heckman, Melvin, Case, McCaffrey, Wolfe and Tomasi. **Nays:** None. **Motion carried.**

INVESTMENT OF FUNDS

None

COMMUNICATIONS

None

ANYONE WISHING TO ADDRESS AGENDA ITEMS

None

OLD BUSINESS

A motion was made by Ms. Osborn and seconded by Dr. Melvin to approve the second reading of the following Policies of the Berks Career & Technology Center Policy Manual:

1. Public Complaint Procedures #906
2. Consideration to approve the BCTC East and West Campuses Comprehensive Plan (2019-2022) and submit to the Pennsylvania Department of Education (PDE).

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

NEW BUSINESS

A motion was made by Ms. Reinert and seconded by Mr. Case to approve the first reading of the BCTC Chapter 339 School Counseling Plan.

Yeas: Fifteen. Nays: None. Motion carried.

BCTC REPORT (FOR INFORMATION ONLY)

AGENDA ITEMS AND/OR CHANGES - NONE

PROGRAM TOUR

Kelly Ruth was accompanied by three students who joined her to talk about the MHP program. The Senior year only program is such a benefit to the students because it provides clinical experiences at Tower Health coupled with college coursework through Penn State Berks campus. Because of the demand and student interest, we have plans of expanding the program to include an afternoon session for 2019 - 2020. This program boasts 100% college placement rate

CAMPUS/PROGRAM UPDATES

Dr. Kraft

- Informed the Board members that, Mr. Hansen, Dr. Susan Looney, RACC President, and two others from RACC as well as he, visited Chester County Technical College High School to learn about their model and possible concept for BCTC.
- We were recently informed BCTC has the largest chapter in the state and in the nation. (Student Home Builders Association)

Mr. Kryder

- Restoring Hope – Students from BCTC construction programs partnered with the Berks Home Builders Association to restore a home in the community for a family and did several renovations within and outside the home. The renovation was very high-quality work. Mr. Kryder showed slides which depicted the work the students performed.
- On Tuesday there was an Associated Equipment Distributors (AED) accreditation celebration held at the East Campus. We are the first High School in the state and third in the nation offering the AED program that is designed for college students only because of the rigor of the certification expansion. Our students are matching the performance of those students. Students were very engaged at the celebration. Oscar Manbeck mentioned that with the industry changing to more computerized machinery it's changing the scope of this program where they need to be both mechanical and technical. Both Dr. Hackman and Mr. Peers from the Greater Reading Chamber attended as well. Ms. Joan Kelleher, graduate of BCTC, currently working for Pennsylvania Department of Education Bureau said we were a great representation of BCTC and a top model school in Pennsylvania.
- Our Horticulture program won several awards at the Oley fair. They had several first and second place winners a best of show and first all around.

James Mancuso left the meeting at 7:55 pm. and returned at 7:59 pm.

Ms. Holden

- It's been a smooth start to the school year and it's largely contributed to the support staff and instructors who are amazing at what they do.

STUDENT HONORS

- Oley Fair Winners
 - FFA Horticulture

IMPORTANT DATES

- October 2, 2018 - College/Career & Parent Conference Night (East Campus), 5:30 PM
- October 4, 2018 - College/Career & Parent Conference Night (West Campus), 5:30 PM
- October 6, 2018 - CTSO Golf Tournament
- October 8, 2018 - In-Service (East Campus)
- October 9, 2018 - Berks Executive Council Committee Meeting (West Campus), 8:00 AM
- October 23, 2018 - Open House (East Campus), 5:30 PM – 8:30 PM
- October 24, 2018 - Open House (West Campus), 5:30 PM – 8:30 PM
- October 24, 2018 - Joint Operating Committee (JOC) Meeting (East Campus), 7:30 PM
- November 13, 2018 - National Technical Honor Society Induction (West Campus), 6:00 PM

COMMITTEE REPORTS**AUDIT/BUDGET COMMITTEE** - NONE**BUILDING/INSURANCE COMMITTEE**

Mr. Andrew Raugh reported on the Building/Insurance Committee meeting held prior to the Committee of the whole meeting on September 26, 2018.

A motion was made by Mr. Raugh and seconded by Mr. Wolfe to appoint Systems Design Engineering for building design and engineering services for a new welding building at a cost not to exceed \$97,000 and to appoint Burkey Construction for Construction Management Services for a new welding building at a cost not to exceed \$44,795.

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

NEGOTIATIONS COMMITTEE - NONE**PROGRAM/PERSONNEL COMMITTEE**

A motion was made by Ms. Osborn and seconded by Dr. Melvin to enter into a contract with Frontline (AESOP) substitute services for an initial one-time cost of \$4,000 and an annual subscription cost of \$7,000.

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

A motion was made by Ms. Osborn and seconded by Dr. Melvin to approve the following revised position description effective September 26, 2018: Transportation Services Mechanic.

Yeas: Fifteen. Nays: None. Motion carried.

A motion was made by Ms. Osborn and seconded by Mr. Carl to approve expansion of Medical Health Professions (MHP) to include an afternoon session to meet the current expansion demand of the 16 school districts beginning with the 2019-2020 school year.

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

PERSONNEL MATTERS

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

Resignations**General Fund**

- **Christopher M. Boyle** - BCTC Dishwasher Co-Op Student. Reason: did not return in the 2018-2019 school year. Effective Date: June 12, 2018.
- **Ricky A. Kline** – Bus Driver. Reason: personal. Effective date: August 23, 2018.

- **Nancy L. Tatelbaum** – Driver. Reason: Obtained other employment. Effective date: August 24, 2018.

Yeas: Fifteen. Nays: None. Motion carried.

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

Employment Approvals

General Fund

- **Nahomi Negron** – Administrative Assistant to the Principal, East Campus. Recommended salary: \$14.25/hour. Effective date: October 1, 2018 pending satisfactory receipt of background and screening requirements.
- **Charles D. Stricker** – Engineering Technology Instructor, West Campus. Recommended Salary: \$80,649/year pro-rated based on Track VT/Level 12/Step13 of the 2018-2019 salary schedule as per the negotiated BCTCEA Agreement. Effective date: October 1, 2018 pending satisfactory receipt of background and screening requirements.

Employment Ratifications

General Fund

- **Anthony L. Garcia** – Part-time Cafeteria Worker, West Campus. Recommended salary: \$12.00/hour. Effective date: September 13, 2018.
- **Cindy M. Kunkel** – BCTC Dishwasher Co-Op Student, East Campus. Recommended salary: \$7.25/hour. Effective date: September 10, 2018 through the end of the 2018-2019 school year.

Continuing Education

- **Edward A. Smeck** – CDL Instructor/Examiner, West Campus. Recommended salary: as per the 2018-2019 school year JOC approved rate. Effective date: September 20, 2018 through the end of the 2018-2019 school year.

Add Other Earnings Approvals

General Fund

- Rescind the following August 22, 2018 approved action: FCCLA Coordinator. **Albert N. DeNault**, Culinary Arts Instructor, East Campus. Recommended salary: Stipend of \$1,750/year. Effective date: 2018-2019 school term.
- **Karla B. Gibson** – Early Childhood Education Instructor, West Campus. FCCLA Coordinator. Recommended Salary: \$1,750/year. Effective date: 2018-2019 school term.
- Rescind the following August 22, 2018 approved action: HOSA Coordinator. **Alexa M. Breslin** – Health Occupations Instructor, West Campus. Recommended salary: Stipend of \$1,750/year. Effective date: 2018-2019 school term.
- **Therese M. Matthew** – Health Occupations Instructor, West Campus. HOSA Coordinator. Recommended Salary: \$1,750/year. Effective date: 2018-2019 school term.

Add Other Earnings Ratifications

Continuing Education

- **Karen S. Holcombe** – Substitute Instructor, East/West Campuses. Add other earnings for part-time Continuing Education Instructor. Recommended salary: as

per the 2018-2019 school year approved rate. Effective date: August 14, 2018 through the end of the 2018-2019 school year.

Substitute Approvals

General Fund

- **Linda A. Hammond** - Day-to-day Substitute Instructor, East/West Campuses. Recommended salary: as per the 2018-2019 school year JOC approval rate. Effective date: 2018-2019 school year.
- **Samantha M. Herbine** – Day-to-day Substitute Secretary/Clerk, East/West Campuses. Recommended salary: as per the 2018-2019 school year JOC approval rate. Effective date: 2018-2019 school year.
- **Charles E. Lambdin, Jr.** – Day-to-day Substitute Administrator, East/West Campuses. Recommended salary: Recommended salary: as per the 2018-2019 school year JOC approval rate. Effective date: 2018-2019 school year.

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

OTHER MATTERS FOR CONSIDERATION

A motion was made by Ms. Osborn and seconded by Mr. Reinert to approve:

- To receive the proposed 2018-2019 Berks Career and Technology Center School Calendar for district planning purposes and authorize administration to distribute the calendar to the 16 sending school districts.
- To receive the proposed 2019-2020 Berks Career and Technology Center School Calendar for district planning purposes and authorize administration to distribute the calendar to the 16 sending school district Superintendents.
- To appoint William Carl as the BCTC Legislative Representative for the PSBA Legislative Policy Council for the 2018-2019 fiscal year.
- To authorize administration to dispose of the 1977 Chevrolet Corvette Coupe and the 1937 Chevrolet Street Rod through a ticket raffle. The raffle will take place on or around April 27, 2019.
- To ratify a contract for BCTC Run #10 for \$392 per day with New Rhoads Transportation. This is due to a recent driver resignation.

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

PERSONS DESIRING TO BE HEARD - NONE

ADJOURNMENT

A motion was made by Mr. Reinert and seconded by Mr. Carl to adjourn the meeting at 8:38 PM.

Yeas: Fifteen. Nays: None. Motion carried.

Approved _____ 2018
Christine Osborn, JOC Secretary
per Wendy Sigourney, Recording Secretary