

BERKS CAREER & TECHNOLOGY CENTER
Official Proceedings of the Joint Operating Committee
February 27, 2019

AGENDA ITEM III
JOC Meeting 3/27/2019

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 27, 2019. The meeting was called to order by Chairperson Manbeck at 7:46 PM.

ATTENDANCE

Present: Mr. David Lewis, Mr. John Tomasi, Mr. William Carl, Mr. Michael Wolfe, Mr. Andrew Raugh, Mr. Charles Shurr, Dr. Jay Melvin, Ms. Christine Osborn, Mr. Edward Case, Mr. Christopher McCaffrey, Mr. Oscar Manbeck and Ms. Friedlander Mr. Walter Saylor, Mr. Robert Heckman, Mr. Kevin Manmiller, Mr. Dave Hemberger

Absent: Dr. Sharon McLendon, Mr. Gary Reinert

Staff: Dr. James Kraft, Mr. John Reedy, Mr. Christian Hansen, Ms. Michalene Berg, Mr. Kyle Follweiler, Mr. Ken Kryder, Dr. Jill Hackman, and Ms. Wendy Sigourney

Solicitor: Mr. James Mancuso, Esq.

Press: Keith Dmoclowski, Reading Eagle

Guest(s): Brett Adams, Dr. Michael Stauffer, Mr. George Mertz III

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 Dr. Melvin to approve the meeting minutes of January 23, 2019 as presented.

Yeas: Sixteen. Nays: None. Motion carried.

RATIFICATION AND APPROVAL OF BILLS

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

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

ACCEPTANCE OF FINANCIAL REPORTS

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

INVESTMENT OF FUNDS

None

COMMUNICATIONS

BCTC received notice of the Lead Testing Report.

ANYONE WISHING TO ADDRESS AGENDA ITEMS

None

OLD BUSINESS

A motion was made by Mr. Wolfe and seconded by Mr. Lewis to consider to approve the second reading of the following Berks Career and Technology Center Policy:

1. Child Abuse #806

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

NEW BUSINESS

A motion was made by Mr. Wolfe and seconded by Mr. Lewis to consider to approve the first reading of the following Berks Career and Technology Center Policy:

1. Curriculum Development #105
2. Program Enrollment Capacity #126
3. Evaluation of Educational Program #127
4. Reduction of Staff #311
5. Food Services Policy #808

BCTC Report (For Information Only)**AGENDA ITEMS AND/OR CHANGES**

None

PROGRAM/BUILDING UPDATES

Dr. Kraft asked Dr. Hackman to share about the JOC on the grant funding that was received. The grant money was received to provide the 18 districts with the opportunity for one teacher at each school to attend class at the University of Penn to learn how to implement STEM. There will not be a charge to the school. The grant for the Eastern Pennsylvania Innovation Catalyst (EPIC) has a lending library at the BCIU and at Kutztown.

There was also a grant received for Career Pathways in the Southeast region using the Berks model.

Mr. Ken Kryder showed the award that the East Campus received for their Advanced NOCTI scores. This is the sixth year they have received the award.

STEAM Camp flyers will be out soon. The programs being represented will be finalized tomorrow and there may be 7 – 10 programs available. The camp will be held in June.

Dr. Kraft indicated that Ryan Ott, from B& L Ott, has received the BCTC Life Long Friend of Career and Technical Education. He has had 15 Co-Op students and fulltime employees.

Dr. Kraft thanked Ms. Wendy Sigourney for her work on the ISO Surveillance audit.

Last month Dr. Kraft spoke about a pilot program with Hamburg for those students in their Senior year. This program would help students get up to speed with employers and allow them to continue on to either Higher Education or Adult Education. There is currently a female student who would like to participate in the Masonry program.

Mr. Kyle Follweiler noted that there were 26 students from our West Campus and 30 students from our East Campus who will be going to the State competition for SkillsUSA in April. The Culinary Arts program received the American Culinary Federation (ACF) certification which extends the certification for five more years at both campuses. They would also like to invite two of our chefs to go with them out to sites to share our processes. FCCLA and HOSA will be our next CTSO competitions.

Dr. Kraft thanked Ms. Michalene Berg, Ms. Shannon Stump and Ms. Cindy Dunkle for all the hard work contributed to make this transition a success. Ms. Michalene Berg stated that AESOP will go live on Monday.

Mr. Oscar Manbeck thanked everyone for their support of our programs which have been resulting in all the recent awards. It is exciting to see the students taking opportunities that the school offers to them.

IMPORTANT DATES

- March 11, 2019 – OAC Meeting – Culinary Arts Program (East & West Campuses)
- March 14, 2019 – OAC Meeting – West Campus (Single Campus Program)
- March 18 – 21, 2019 – NOCTI Written Testing (East & West Campus)
- March 19, 2019 – PAC Meeting – West Campus
- March 19, 2019 – OAC Meeting – East Campus (Dual Campus Program)
- March 27, 2019 – 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. Wolfe to accept the BCTC's General Fund Proposed Operating Budget for 2019 – 2020 in the amount of \$18,783,742 and distribute to participating school districts for their review and approval.

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

NEGOTIATIONS COMMITTEE REPORT

None

BUILDING/INSURANCE COMMITTEE

A motion was made by Mr. Raugh and seconded by Mr. Case to authorize Administration and Systems Design Engineering to solicit sealed bids for a new welding building.

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

PROGRAM/PERSONNEL COMMITTEE

Ms. Friedlander indicated they would be holding a brief meeting immediately following the JOC meeting tonight.

OTHER COMMITTEE REPORTS

None

PERSONNEL MATTERS

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

RESIGNATIONS

General Fund

- **Mark A. Ettaro** – Instructional Assistant, East Campus. Reason: Retirement. Effective date: on or around June 30, 2019.
- **Oralee A. Folk** – Administrative Assistant to the Principal, West Campus. Reason: Retirement. Effective date: on or around May 14, 2019.
- **Michele R. Karkoska** – Part-time Instructional Assistant, West Campus. Reason: Personal. Effective date: February 14, 2019.
- **Eugene R. Moyer** – Preventative Maintenance Mechanic, East/West Campuses. Reason: retirement. Effective date: on or around July 5, 2019.
- **Kent W. Shirk** – Director of Operations, West Campus. Reason: Retirement. Effective date: on or around July 12, 2019.
- **Hunter A. Troup** – Instructional Assistant, East Campus. Reason: Obtained other employment. Effective date: February 27, 2019.
- **Adam C. Wenrich** - BCTC Dishwasher Co-Op Student. Reason: Obtained other employment. Effective date: February 6, 2019.

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

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

EMPLOYMENT Approvals

General Fund

- **Melanie B. Allend-Klim** – Resource Specialist – NAT, West Campus.
Recommended salary: \$28.50/hour. Effective Date: on or around March 4, 2019 pending satisfactory receipt of background and screening requirements.

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

OTHER MATTERS FOR CONSIDERATION

A motion was made by Mr. Carl and seconded by Dr. Melvin to approve the following:

- Authorization to the administration to purchase four hospital beds for the Health Occupations program from Stryker with a total cost of \$19,777.93 covered through the State Competitive Equipment Grant.
- To approve the purchase of Information Technology switches through State Bid for \$64,548.30. Approximately 60% of this cost will be reimbursed to BCTC through E-rate.
- To approve the purchase of Information Technology wireless access points through State bid for \$7,880. Approximately 60% of this cost will be reimbursed to BCTC through E-rate.

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

A motion was made by Ms. Osborn and seconded by Mr. Carl to approve a resolution recognizing Ryan Ott, owner of B & L Ott, as the 2019 recipient of the BCTC Life Long Friend of Career and Technical Education Award. Mr. Ott will be presented with the Award at the March 27th JOC meeting.

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

A motion was made by Dr. Melvin and seconded by Mr. Carl to approve the following:

- Consideration to approve an educational trip of 19 BCTC students of the FCCLA State Leadership Conference on March 20 – 22, 2019 in Champion, PA at an

estimated cost of \$529. The FCCLA chapter will pay for the remainder of the expenses.

- Consideration to approve an educational trip of 97 BCTC students to attend the HOSA State Leadership Conference on April 3 - 5, 2019 in King of Prussia, PA at an estimated cost of \$1,078. The HOSA chapter will pay for the remainder of the expenses.
- Consideration to approve an educational trip of 38 BCTC students to attend the SkillsUSA State Conference on April 10 – 12, 2019 in Hershey, PA at an estimated cost of \$3,000. The Skills chapter will pay for the remainder of the expenses.
- Consideration to approve Gerald Galczynski to attend the Inside Berks Business – 5 Day Learning Experience for Educators during the summer of 2019, location to be determined, with a stipend of \$500.

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

PERSONS DESIRING TO BE HEARD

Mr. Heckman shared that he attended a conference at Penn State and met a Sr. Research Manager for NOCTI. In their discussion she found out he was connected to BCTC and she just beamed with excitement. She shared her fondness for our students and staff. Mr. Heckman indicated that it was nice to hear that from people outside our inner circle.

Dr. Kraft asked if the JOC members would post the 50th Golden Anniversary Event around their districts. It was requested they be sent electronically.

Dr. Hackman informed everyone that there will be a Superintendents Academy that they are trying to schedule in April and thanked Dr. Kraft for his willingness to host at the East Campus. They are touring at East so they can see the Student Built House.

ADJOURNMENT

A motion was made by Mr. Carl and seconded by Dr. Melvin to adjourn the meeting at 8:15 PM.

Yeas: Sixteen. Nays: None. Motion carried.

Approved _____ 2019

Ms. Christine Osborn, JOC Secretary
per Wendy Sigourney, Recording Secretary