

**BERKS CAREER & TECHNOLOGY CENTER**  
**Official Proceedings of the Joint Operating Committee**  
**October 24, 2018**

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**AGENDA ITEM III**  
**JOC Meeting 12/13/2018**

Call To Order

The regular meeting of the Joint Operating Committee was held at the East Campus of the Berks Career and Technology Center in Oley, PA on Wednesday, October 24, 2018. The meeting was called to order by Chairperson Manbeck at 7:36 PM.

ATTENDANCE

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

**Absent:** Dr. Jill Hackman, Chris Hansen, Dr. Al Darion, Bridget Holden

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

**Solicitor:** James Mancuso, Esq.

**Press:** David Kostival, Reading Eagle

**Guest(s):** Steven N. Kutsuflakis

PLEDGE OF ALLEGIANCE

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

EXECUTIVE SESSION

None

APPOINTMENT OF NOMINATING COMMITTEE FOR CHAIRPERSON AND VICE-CHAIRPERSON

Chairperson Manbeck appointed a Nominating Committee for the offices of Chairperson and Vice-Chairperson as follows:

- Dr. Jay Melvin
- Mike Wolfe
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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 September 26, 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:** Adams, Carl, Case, Heckman, Lewis, Manbeck, McCaffrey, Dr. McLendon, Dr. Melvin, Raugh, Reinert, Saylor, Tomasi and Wolfe. **Nays:** None. **Abstention:** Osborn **Motion carried.**

#### **ACCEPTANCE OF FINANCIAL REPORTS**

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

#### **INVESTMENT OF FUNDS**

None

#### **COMMUNICATIONS**

Communications received on October 3, 2018 to Mr. John Leinbach notifying him that they have received an award from SEMA. The amount will be announced at SEMA show on October 30 – November 2, 2018 in Las Vegas, Nevada.

#### **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. James Kraft provided the following updates:

- **ENROLLMENT REPORTS**

Dr. Kraft shared the October 1<sup>st</sup> enrollment reports highlighting the district trends over the last five years. He also pointed out the enrollment by District and Program.

#### **PERSONNEL COMMITTEE**

Thanked the committee for their time and involvement with the Principal interviews; Bill Carl, Christine Osborn and Oscar Manbeck.

- **CAREER PATHWAYS**

Dr. Kraft invited everyone to the Career Pathways event at the Crown Plaza on October 30<sup>th</sup>. Last week at the OAC meetings we had Stacey Dunleavy present to the Business Community. The program offers features Job Opportunities, internship information, etc.

- **BUCKS COUNTY**

The superintendents are sharing about the Berks County Career Pathways to Bucks County. They like our model and would like to participate in the movement in this direction.

- **INTEGRATED LEARNING CONFERENCE**

We have several members of our community going to attend the Integrated Learning Conference. Dr. Kraft will be speaking.

- **NO MEETING**

There will not be a JOC meeting in November.

Ken Kryder share the following:

- **OAC**

- The OAC meeting went very well. We had over 100 members joined us for the evening and it was a very productive meeting for the programs.

- **OPEN HOUSE**

This was one of the largest Open Houses we have had. The classrooms were filled with not only guest but teachers and many students in uniforms. Horticulture had baby fish that evening. And an old foundry eagle was found and will be placed in the window to celebrate our history of this program.

### **STUDENT HONORS**

None

### **IMPORTANT DATES**

- November 1 - Occupational Advisory Committee (OAC) Meeting – East Campus (Single Campus Programs) Note: Dual Campus held on October 17, 2018.
- November 6 – Berks Vocational-Technical School (BVT) Authority Meeting – West Campus, 6:30 pm
- November 13 – National Technical Honor Society (NTHS) Induction – East Campus, 6:00 pm
- November 20 – Professional Advisory Committee (PAC) Meeting – BCIU, 8:00 am
- November 21-26 – Holiday – School Closed
- Thursday, December 13 - Joint Operating Committee (JOC) Reorganizational Meeting – West Campus – 7:00 PM

### **COMMITTEE REPORTS**

**AUDIT/BUDGET COMMITTEE**

**A motion** was made by Mr. Reinert and seconded by Mr. Lewis to receive the Independent Audit Report for the 2017-2018 Fiscal Year as presented by Barbacane, Thornton & Company, LLP, Incorporated.

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

**A motion** was made by Mr. Reinert and seconded by Dr. Carl to authorize administration to authorize administration to extend the Interagency Agreement FC #4000018701 for three months until a full year renewal amendment can be properly executed. This agreement is between the Commonwealth of Pennsylvania, Department of Labor & Industry, Office of Vocational Rehabilitation (OVR) and BCTC. These funds are used to provide "School-to-Work" services for OVR eligible, or potentially eligible, students enrolled in BCTC's training programs. The current contract ended September 30, 2018.

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

**A motion** was made by Mr. Reinert and seconded by Mr. Heckman to approve a transfer of \$111,056 from the General Fund to the Capital Reserve Fund consistent with the audit report for 2017-2018.

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

**BUILDING/INSURANCE COMMITTEE**

- **A motion** was made by Mr. Raugh and seconded by Ms. Twardowski to enter into a contract with Bonfitto Inc. to provide and install a Weil McClain SF 1500 high efficiency gas boiler system in the West Campus Auto Annex at a cost not-to-exceed \$65,000 (Costars contract #008-229). This boiler will eliminate the need to replace the existing underground heating water piping which was estimated to cost \$78,000.

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

**NEGOTIATIONS COMMITTEE**

None

**PROGRAM/PERSONNEL COMMITTEE**

Ms. Osborn reported that they held Principal interviews and a selection had been made.

**OTHER COMMITTEE REPORTS**

The following were shared for information only:

- Berks Executive Council on Career and Technical Education (BEC) meeting minutes of October 9, 2018

**PERSONNEL MATTERS**

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

**EMPLOYMENT RATIFICATION**

Continuing Education

- **Dylan T. Hatt** – Part-time Continuing Education Instructor. Recommended salary: as per the 2018-2019 school year approved rate. Effective date: October 15, 2018 through the end of the 2018 – 2019 school year.
- **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.
- **Jay A. Montgomery** - Part-time Continuing Education Instructor. Recommended salary: as per the 2018-2019 school year approved rate. Effective date: October 4, 2018 through the end of the 2018 – 2019 school year.
- **William S. Schwoyer** – Custodian, East Campus. Recommended salary: \$13.50/hour. Effective date: October 29, 2018 pending satisfactory receipt of background and screening requirements.

**ADD OTHER EARNINGS RATIFICATIONS**

General Fund

- **Brianna E. Wendling** – BCTC Marketing Co-Op Student, West Campus. Extend BCTC Co-Op experience. Effective Date: September 4, 2018 through the end of the 2018-2019 school year. Recommended salary: \$7.25/hour. Approximately 10 hours per week.

**CHANGE OF STATUS/TRANSFER APPROVALS**

General Fund

- **Kyle T. Follweiler** – Assistant Principal, West Campus. Change status to: Principal, West Campus. Recommended salary: \$103,000/year pro-rated. Effective date: November 27, 2018.
- **M. Bridget Holden** – Interim Principal, West Campus. Recommended salary: per diem rate of \$480.77/day (with no benefits). Change effective date from August 1, 2018 to on or around January 30, 2019.

**SUBSTITUTE APPROVALS SUBSTITUTE APPROVAL**

General Fund

- **Richard K. Karstien** - Day-to-day Substitute Instructor, East/West Campuses. Recommended salary: as per the 2018-2019 school year JOC approval rate. Effective date: October 5, 2018 through the end of the 2018-2019 school year.

**OTHER MATTERS FOR CONSIDERATION**

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

- A. Approval to enter into the following agreements as listed:
  1. Pennsylvania Department of Transportation Emissions Inspector Certification (EIC) and Emissions Inspector Recertification (EIR) Training Program Performance Agreement.

2. Pennsylvania Department of Transportation Safety Inspector Certification and Recertification Training Program Performance Agreement between the Commonwealth of Pennsylvania, acting through the Department of Transportation, and the Berks Career & Technology Center.
- B. Approval of Brumbach, Mancuso & Fegley, P.C. as the Solicitor for the Joint Operating Committee for 2019 at the same rate as 2018.
- C. Approval the transfer of \$100,000 from the General Fund PSERS Assigned Fund Balance to the General Fund Unassigned Fund Balance as approved in the 2018 – 2019 General Fund Budget.
- D. To approve students and advisors of the East and West Campuses (Ms. Jessica Werner, Ms. Melissa Yoder, Ms. Donna Noecker and Mr. Chris Nappi and 33 students) to attend the SkillsUSA Central Region Leadership Conference in Gettysburg, PA on November 7 – 9, 2018. Only staff expenses, at an estimated cost of \$1900 will be charged to the general fund, all other expenses are covered by our SkillsUSA student organization.
- E. To approve, Dr. James Kraft, Chris Hansen, Kyle Follweiler, Beth Ireland, Alan Blackburn, Alexa Breslin, Thomas Carl, Michael DeCarlo, Scott Cote, Michael Stein, Maureen Longenecker and Jim Del Conte to attend the Integrated Learning Conference (ILC) on November 14-16, 2018 at an estimated cost of \$3,400.
- F. Approval to authorize administration and officers to pay bills and salaries during the month of November 2018, to be ratified at the December 13, 2018 JOC meeting.

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

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

There was a personal welcome to Mr. Kyle Follweiler for the promotion to Principal of the West Campus. We are excited to have him on our team.

Mr. Follweiler responded with thankfulness and gratitude for his new opportunity.

Dr. Kraft and Mr. Manbeck both thanked Mr. Reedy for being underbudget and excelling in revenue in the Continuing Education Department.

#### **ADJOURNMENT**

**A motion** was made by Mr. Carl and seconded by Ms. Osborn to adjourn the meeting at 8:30 PM.

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

Approved \_\_\_\_\_ 2017  
Christine Osborn, JOC Secretary  
per Wendy Sigourney, Recording Secretary