

School Board Agenda
Kutztown Area School District
Monday, October 7, 2019 - 7:30 p.m.
Kutztown Area School District Administration Building

1. Call to Order by President
2. Roll Call by Secretary
3. Approval of Minutes
 - a. September 16, 2019 School Board Meeting
4. Communications and Reports
 - a. Superintendent's Report
5. New Business
 - a. Personnel
 - b. Appointment of Student School Board Representatives
 - c. Policies- Second Reading
 - d. Compliance Officer Appointment
 - e. Conrad Siegel Agreement
 - f. Introduction of New Business by Board Members
 - g. Public Comment
6. Informational Items
 - a. BCIU NewsLink - September
 - b. BCIU What Happened - September
 - c. BCIU Legislative Update
 - d. PSBA Act 55 and Act 18 Compliant Training for School Directors
 - e. JOC Briefs
 - f. JOC Meeting Minutes
 - g. Student Enrollment - September
7. Upcoming Public Meetings/Informative Dates

October 14	Policy and Curriculum Committee	6:00 PM HS Library
October 14	Facilities and Extracurricular Committee	7:00 PM HS Library
October 21	Monthly Board Meeting	7:30 PM HS Library
November 12	Budget Town Hall Meeting	6:00 PM MS Commons
8. Adjournment

ITEM 5 NEW BUSINESS

a. PERSONNEL

It is the recommendation of the administration that the Board of School Directors approve the following personnel items:

1. The acceptance of the resignation of Kaitlyn R. Kerr as High School Library Aide, effective January 17, 2020.
2. The acceptance of the resignation of Heather J. Arbuckle as Instructional Aide Greenwich Elementary, effective October 4, 2019.
3. The approval of Francesca Lausch as a Social Studies teacher at Kutztown Area High School effective on or after October 8, 2019 at an annual salary of \$52,003 per Bachelors' Degree, Step 1, of the KATA/KASD contract.
4. The approval of the following resource persons/mentors and stipends for the 2019-2020 school year:
Amy Howard for Francesca Lausch (HS Social Studies) \$600.00(Prorated)
5. The approval of Dennis S. Ritter as a participant in the Senior Volunteer Tax Exchange Program for the 2019-2020 school year, effective October 8, 2019.
6. The approval of the following volunteers for the All Schools Musical for the 2019-20 school year:

Pamela Ashman	Jodi Blatt	Jacqueline Bridges
Abby Claypoole	Lindsey Dietrich	Chad Guldin
Heidi Heffelfinger	Richard Heffelfinger	Katie Hess
Karin Hoffman	Deanna Johnson	Courtney Kellum
Tracy Maley	Kathy Miller	Tyler Montanye
Gary Mullen	Martha Neary	Jessica O'Neil
Tammi Rabert	Becky Rager	Elizabeth Sica
Danielle Tackash	Jill Wismer	
7. The approval of the following coaches/extra duty positions and stipends for the 2019-2020 school year:

Jessica Romig	HS-JV Softball Co-Assistant Coach	\$1,520.00
Kerry Berger	HS-JV Softball Co-Assistant Coach	\$1,510.00
Michael Hill	Cross Country Volunteer Assistant Coach	
8. The acceptance of the request for an extension of medical leave for employee #134, through September 30, 2019.

Personnel is Approved Pending Receipt of All Mandated Credentials

- b. APPOINTMENT OF ASSISTANT SUPERINTENDENT-** It is the recommendation of the administration that the Board of School Directors approve the Commission and appointment of Dr. Steven Leever as Assistant Superintendent for a term of three years, effective on or after October 9, 2019, at a salary of \$130,000, subject to the terms and conditions of a pending contract.

c. APPOINTMENT OF STUDENT SCHOOL BOARD REPRESENTATIVES

1. It is the recommendation of the administration that the Board of School Directors appoint Sydney Sheetz as Senior Student Representative to the Kutztown Area Board of School Directors for the 2019-2020 school year, effective immediately.
2. It is the recommendation of the administration that the Board of School Directors appoint Matthew Hill as Junior Student Representative to the Kutztown Area Board of School Directors for the 2019-2020 school year, effective immediately.

- d. POLICIES - SECOND READING** - It is the recommendation of the Policy and Curriculum Committee that the Board of School Directors approve the second and final reading of the following policies:

Policy 004	Membership
Policy 201	Admission of Students
Policy 208	Withdrawal From School

e. COMPLIANCE OFFICER APPOINTMENTS

1. It is the recommendation of the administration that the Board of School Directors appoint Christian T. Temchatin as the Title IX Compliance Officer for the Kutztown Area School District, effective immediately.
2. It is the recommendation of the administration that the Board of School Directors appoint Christian T. Temchatin as the Title VI Compliance Officer for the Kutztown Area School District, effective immediately.

f. CONRAD SIEGEL AGREEMENT - It is the recommendation of the administration that the Board of School Directors approve the agreement with Conrad Siegel Actuaries to provide the District with report requirements for the Affordable Care Act Employer Reporting for the 2019-20 year per the attached.

g. NEW STORY AGREEMENT- It is the recommendation of the administration that the Board of School Directors approve the tuition agreement with New Story Schools and Services in Reading, PA for a special education student, at a cost of \$380 per day for the 2019-20 school year.

h. INTRODUCTION OF NEW BUSINESS BY BOARD MEMBERS

i. PUBLIC COMMENT

SCHOOL BOARD MEMBERS

Carl H. Ziegler, President
Randy T. Burch, Vice-President
Alan J. Darion
Michael Hess

Dennis S. Ritter
Eric Johnson
Karl Nolte
James L. Shrawder

Charles Shurr
Christian T. Temchatin, Superintendent (non-voting)
David J. Miller, Treasurer (non-member)
Rikki L. DeVough, Secretary (non-member)

Minutes of the
KUTZTOWN AREA SCHOOL DISTRICT
Board of Directors Meeting
Monday, September 16, 2019 - 7:30 p.m.

The Board of Directors of Kutztown Area School District met for a regular monthly board meeting on Monday, September 16, 2019, at 7:30 p.m., in the High School Library, pursuant to due notice to board members and the public.

Present Randy Burch, Michael Hess, Dennis Ritter, Eric Johnson, Karl Nolte, Alan Darion, Carl Ziegler, Charles Shurr, Jim Shrawder

Absent

Also Present Christian Temchatin, Rikki DeVough, Scott Hand, Deb Barnes, Barry Flicker, Melissa Blatt, Dan Stemko, Jaimee Stemko, Kerri Schegan, Jeff Huffert, Kylie LaSota Hand, Carol Schulley, Michele Schoener, Pam Ashman, Donna Hill-Chaney, Kristen Tuerk, Benjamin Hoffman

Call to Order The meeting was called to order at 7:32 p.m. by President Ziegler.

Welcome President Ziegler opened the meeting with a moment of silence and Pledge of Allegiance to the flag. He asked everyone to sign the attendance book and mark the topic of comment next to his/her name. He requested that anyone wishing to speak on an agenda item please raise his/her hand to be recognized. He noted there was an Executive Session held prior to the meeting to discuss matters of personnel and legal. He indicated that this meeting was being tape recorded.

Meeting Minutes Motion made by Michael Hess, seconded by Charles Shurr, to approve the Minutes of the September 3, 2019 School Board Meeting.

Roll call vote:	Yes 9	No 0	Absent 0
Motion carried.			

Treasurer's Report Motion made by Dennis Ritter, seconded by Eric Johnson to approve the Treasurer's Report of the General Fund.

Roll call vote:	Yes 9	No 0	Absent 0
Motion carried.			

Ratification of General Account Motion made by Michael Hess, seconded by Dennis Ritter, to ratify for payment the general account bills (including manual checks) in the amount of \$4,122,185.97.

Roll call vote:	Yes 9	No 0	Absent 0
Motion carried.			

Approval of General Account Motion made by Dennis Ritter, seconded by Charles Shurr, to approve for payment the general account bills in the amount of \$918,441.35.

Roll call vote:	Yes 9	No 0	Absent 0
Motion carried.			

Approval of Construction Account Motion made by Dennis Ritter, seconded by Michael Hess, to approve for payment the construction account bills in the amount of \$27,610.00.

Roll call vote:	Yes 9	No 0	Absent 0
Motion carried.			

Superintendent's Report Outstanding Visual Arts Community Recognition
Suicide Awareness
Alumni Homecoming Reception
Greenwich Elementary Patriot Day
Traveling Art Show

**Board Committee
Reports**

T.C.C.	No report.
PSBA	Annual conference is in October.
BCIU	No report.
BCTC	An agreement with RACC was approved, and the new welding building will soon be completed.
P & C	The committee received a presentation on professional development related to literacy, and reviewed policies.
ECC and Facilities	The committee discussed the district hosting the Student Council conference.
Secondary Programming and Scheduling	No report.

Personnel

Motion made by Eric Johnson, seconded by Karl Nolte, to approve the following personnel items:

1. The acceptance, with regret, of the resignation due to retirement of Jonathan Stickler as head custodian at Kutztown Area Middle School, effective January 1, 2020.
2. The approval of Margaret B. Mansell as a Speech and Language Pathologist effective on or after September 23, 2019 at an annual salary of \$62,168 per Master's Degree, Step 2, of the KATA/KASD contract.
3. The approval of the following coaches/extra duty positions and stipends for the 2019-2020 school year:

Angela DiCello	Freshman Class Co-Advisor	\$ 475.00
Ryan Thomas	Freshman Class Co-Advisor	\$ 475.00
Michael DiBenedetto	Track/Field Assistant Coach - Jumps	\$2,340.00
Ryan Thomas	Track/Field Assistant Coach - Throws	\$2,440.00
Shelby Brett	Track/Field MS Head Coach (also Distance)	\$2,740.00
Larry Chester	Track/Field HS Jumps/Sprints Coach	\$2,420.00
Christine Thomas	Track/Field Volunteer Coach - Throws	
Kay Schwalm	Track/Field Volunteer Coach - Distance	
Emily Bubbenmoyer	Track/Field Volunteer Coach - Sprints	
Celine Neyhart	Track/Field HS/MS Volunteer Coach	
Anson Weidner	Track/Field Winter Club Assistant Volunteer Coach	
4. The approval of the following resource persons/mentors and stipends for the 2019-2020 school year:

Ashley Dewitt	for Margaret Mansell (Speech and Language)	\$600.00(Prorated)
Sue Mixa	for Athina Yadush(LTS Math Teacher KAHS)	\$300.00(Prorated)

All Personnel are Approved Pending Receipt of All Mandated Credentials

Roll call vote: **Yes 9** **No 0** **Absent 0**
Motion carried.

Policy Maintenance

Motion made by Randy Burch, seconded by Eric Johnson, to approve the first reading of the following policies:

Policy 004	Membership
Policy 201	Admission of Students
Policy 208	Withdrawal From School

Roll call vote: **Yes 9** **No 0** **Absent 0**
Motion carried.

Internship Agreement Motion made by Dennis Ritter, seconded by Karl Nolte, to approve the Internship Agreement to be used with organizations agreeing to accept student interns.

Roll call vote: Yes 9 No 0 Absent 0

Motion carried.

Salt Spreader Motion made by Randy Burch, seconded by Eric Johnson, to approve the purchase of a salt spreader from Grim's Trailers, LLC at a cost of \$7,585.

Roll call vote: Yes 9 No 0 Absent 0

Motion carried.

Adjournment Motion made by Eric Johnson, seconded by Jim Shrawder, to adjourn the meeting at 8:19 p.m.

Motion carried unanimously.

Respectfully Submitted by,

Rikki L. DeVough
School Board Secretary

Book	Policy Manual
Section	000 Local Board Procedures
Title	Membership
Code	004
Status	First Reading

Number

The Board shall consist of nine (9) members.[\[1\]](#)

The Superintendent shall have a seat on the Board and the right to speak on all matters, but not the right to vote.[\[2\]](#)

Qualifications

Each school director shall meet the following qualifications:

1. Be of good moral character, be at least eighteen (18) years of age, have been a resident of the district for at least one (1) year prior to the date of election or appointment, and not be a holder of any office or position as specified in Section 322 of the School Code; nor shall the individual be a member of the municipal council.[\[3\]](#)
2. Shall not have been removed from any office of trust under federal, state or local laws for any malfeasance in such office.[\[4\]](#)
3. Shall not be engaged in a business transaction with the school district, be employed by the school district, or receive pay for services from the school district, except as provided by law.[\[5\]](#)[\[6\]](#)
4. Shall take and subscribe to the oath or affirmation prescribed by statute before entering the duties of the office.[\[7\]](#)
5. Shall file a statement of financial interests with the Board Secretary or designee at the following times:[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)[\[12\]](#)
 - a. Before taking the oath of office or entering upon duties.
 - b. Annually by May 1 while serving on the Board.
 - c. By May 1 of the year after leaving the Board.

Election

Election of members of the Board shall be in accordance with law.[\[13\]](#)

Vacancies

A vacancy shall occur by reason of death, resignation, removal from a district or region, or otherwise. Such vacancy shall be filled in accordance with the School Code and Sunshine Act and by appointment by a majority vote of the remaining members of the Board within thirty (30) days of the occurrence of the vacancy.[\[14\]](#)[\[15\]](#)[\[16\]](#)[\[17\]](#)[\[18\]](#)[\[19\]](#)

If a vacancy occurs during the last two (2) years of the former school director's term, the individual appointed to fill that vacancy shall serve for the remainder of the term. If a vacancy occurs during the first two (2) years of the term, the new appointee shall serve only until the first Monday in December following the first municipal election that is scheduled for more than sixty (60) days after the vacancy occurred.[\[14\]](#)

When a majority of the memberships are vacant, such vacancies shall be filled by the Court of Common Pleas of Berks County.[\[15\]](#)[\[16\]](#)

Temporary Vacancy – Active Military Service –

A temporary vacancy shall be declared when a school director is ordered to active duty in the military forces of the United States for a period of more than thirty (30) days. The temporary vacancy shall be filled in accordance with the School Code and Sunshine Act and by appointment by a majority vote of the remaining members of the Board within thirty (30) days of the occurrence of the temporary vacancy. The school director so appointed shall serve either until the school director returns from active duty or until expiration of the term for which s/he was elected, whichever occurs first.[\[14\]](#)[\[19\]](#)[\[20\]](#)

Term

In election years, the term of office for all newly elected and re-elected school directors shall begin on the first Monday in December. The term of office of each school director shall be four (4) years, **expiring** on the first Monday of December **of the fourth year of service.**[\[1\]](#)[\[14\]](#)

The term of office for an individual appointed or elected to fill a Board vacancy shall be determined by the number of years remaining on the term the school director was appointed or elected to fill, as stated above under Vacancies.[\[14\]](#)

Removal

Whenever a school director is no longer a resident of Kutztown Area School District or the region s/he represents, eligibility to serve on the Board shall cease.[\[14\]](#)[\[21\]](#)

If a school director shall neglect or refuse to attend two (2) successive regular meetings of the Board, unless detained by sickness or prevented by necessary absence from the district, or if in attendance at any meeting s/he shall neglect or refuse to act in **an** official capacity as a school director, the remaining members of the Board may declare such office vacant on the affirmative vote of a majority of the remaining members of the Board.[\[18\]](#)[\[22\]](#)

If a person elected or appointed as a school director, having been notified, shall refuse or neglect to qualify as such director, the remaining members may, within ten (10) days following the beginning of **the school director's** term of office, declare said office vacant on the affirmative vote of a majority of the remaining members of the Board.[\[18\]](#)[\[22\]](#)

Orientation

The Board believes that the preparation of each school director for the performance of duties is essential to the effectiveness of the Board's functioning. The Board shall encourage each new school director to understand the functions of the Board, acquire knowledge of matters related to the operation of the schools, and review Board procedures and policies.

Accordingly, each new school director **shall**, no later than **the** first regular meeting, **be provided access to** the following items **during the school director's term on the Board:**

1. **The** Board Policy Manual.
2. **The** district Administrative Regulations Manual.

3. The current budget statement, audit report and related fiscal materials.
4. **District** information on comprehensive planning, curriculum, assessments, facilities planning and district programs

Each new school director shall be invited to meet with the Board President, Superintendent, and Board Secretary to discuss Board functions, procedures and policy.

Inservice Educational Opportunities and Required Training Programs

The Board places a high priority on the importance of a planned and continuing program of education and training for its members. The purpose of the planned program shall be to enhance the quality and effectiveness of the Board's governance and leadership **by providing both inservice educational opportunities and required school director training by an approved provider.**

Inservice Education -

The Board, in conjunction with the Superintendent, shall plan specific inservice education programs and activities designed to assist **school directors** to improve their skills as policy-making leaders; expand their knowledge about issues, programs, and initiatives affecting the district's educational programs and student achievement; and deepen their insights into the nature of leadership, governance and community engagement.

The Board shall annually budget funds to support its planned program of inservice education and training.

The Board establishes the following activities as the basis for its planned program of inservice education and training:

1. Participation in School Board conferences, workshops and conventions. [\[25\]](#)
2. District-sponsored inservice education and training programs designed to meet Board needs.
3. Subscriptions to publications **addressing school directors'** concerns.
4. Maintenance of **current** resources and reference materials accessible to **school directors**.

Required Training Program: Newly Elected or Appointed School Directors - [\[26\]](#)

Each newly elected or appointed school director shall complete a training program consisting of at least five (5) hours of instruction, including, at a minimum, information regarding:

1. **Instruction and academic programs, to include, but not be limited to, a minimum of one (1) hour of instruction on best practices related to trauma-informed approaches.**
2. **Personnel.**
3. **Fiscal management.**
4. **Operations.**
5. **Governance.**
6. **Ethics and open meetings, to include accountability requirements.**

Required Training Program: Re-elected or Re-appointed School Directors - [\[26\]](#)

Each re-elected or re-appointed school director shall, within one (1) year after such re-election or re-appointment, complete an advanced training program consisting of at least

three (3) hours of instruction, including:

- 1. Information on relevant changes to federal and state public school law and regulations.**
- 2. Fiscal management.**
- 3. Trauma-informed approaches.**
- 4. Other information deemed appropriate by the PA Department of Education to enable school directors to serve effectively.**

Expenses [\[Z\]](#)

Funds for **school director education and training** shall be budgeted on an annual basis.

Each school director shall receive Board approval prior to attending a conference, workshop or convention at Board expense.

When attendance has been authorized by the Board, school directors, a nonmember Board Secretary, and solicitor(s) shall be reimbursed for **actual and** necessary expenses incurred as delegates to any state convention or association of school directors' convention held within the state, or for **attendance at** any other meeting held within the state or at an educational convention out-of-state. All such expenses shall be itemized and made available for public inspection at the next succeeding Board meeting. Expenses shall be reimbursed by the Treasurer in the usual manner, upon presentation of an itemized, verified statement. [\[27\]](#)

Advance payments may be made upon presentation of estimated expenses to be incurred, to be followed by a final itemized, verified statement of such expenses actually incurred, and a refund shall be made to the district of such funds remaining, or an additional payment shall be made by the district to meet the verified expenses actually incurred. [\[27\]](#)

No school director shall be reimbursed for more than two (2) out-of-state meetings in one (1) school year.

Student Representation

The Board authorizes student representation on the Board in order to facilitate effective communication and to provide an opportunity for students to participate in school governance.

Legal

1. 24 P.S. 303
2. 24 P.S. 1081
3. 24 P.S. 322
4. 24 P.S. 323
5. 24 P.S. 324
6. 65 Pa. C.S.A. 1101 et seq
7. 24 P.S. 321
8. 51 PA Code 15.2
9. 51 PA Code 15.3
10. 65 Pa. C.S.A. 1102
11. 65 Pa. C.S.A. 1104
12. 65 Pa. C.S.A. 1105
13. 24 P.S. 301 et seq
14. 24 P.S. 315
15. 24 P.S. 316
16. 24 P.S. 317
17. 24 P.S. 318
18. 24 P.S. 319
19. 65 Pa. C.S.A. 701 et seq
20. 24 P.S. 407
21. 65 P.S. 91
22. Pol. 006
23. Pol. 011
24. Pol. 901
25. 24 P.S. 516
26. 24 P.S. 328
27. 24 P.S. 516.1
- 24 P.S. 519
- Pol. 331

Book	Policy Manual
Section	200 Pupils
Title	Admission of Students
Code	201
Status	First Reading

Authority

The Board shall establish age requirements for the admission of students to first grade and to kindergarten that are consistent with state law and regulations.[\[1\]](#)[\[2\]](#)[\[3\]](#)

Guidelines

First Grade

Beginners are students entering the lowest grade of the primary school above the kindergarten level. The Board establishes the district's entry age for beginners as 6 years by September 1st, **in accordance with state law and regulations.**[\[4\]](#)[\[5\]](#)[\[6\]](#)

The Board is not required to admit as a beginner any child whose age is less than the district's established admission age for beginners.[\[7\]](#)

Kindergarten

The Board establishes the district's entry age for kindergarten as 5 years by September 1st, in accordance with state law and regulations.[\[8\]](#)

Early Admissions

The Board may admit as a beginner a child who is five (5) years old and demonstrates readiness for entry by the first day of the school term, upon the written request of the parent/guardian, recommendation of the district psychologist, and approval of the Superintendent.[\[9\]](#) Children not meeting the above criteria may be recommended for early admission to kindergarten or grade one if the following criteria are met:

1. Early admission requests must be submitted by May 1. Families that have established residency after the May 1st deadline may still apply for early admission, but must apply within thirty (30) calendar days of establishing residency within the district.
2. The Superintendent may waive the application deadline, provided there is enough time to complete the evaluation prior to the start of the school year.
3. The child must be six (6) years old for first grade and five (5) years old for kindergarten prior to October 1st to be eligible for early admission.
4. The requests must be submitted to the Student Services Office in writing.
5. The child is recommended for early admission based on criteria established by the Kutztown Area School District.
6. Results of early admission testing are final. There is no appeal.

Delegation of Responsibility

The Superintendent or designee shall require that the parent/guardian of each student who registers for entrance to school shall submit proof of age, residency, and required immunizations.[9][10]

NOTES:

Minimum age for admission to first grade –

Per 22 PA Code Sec. 11.15, the district may have a minimum **beginner** age no higher than 6 years and no months on the first day of the school term. Also, the district's minimum age may not be less than 5 years 7 months before September 1.

Minimum age for admission to kindergarten –

Per 22 PA Code Sec. 11.14, the district may establish an entry age for kindergarten that is not less than four (4) years and no months and not more than five (5) years and six (6) months before the first day of the school term.

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Legal

1. [22 PA Code 11.12](#)
2. [22 PA Code 11.41](#)
3. [24 P.S. 1301](#)
4. [22 PA Code 11.15](#)
5. [24 P.S. 1304](#)
6. [24 P.S. 1326](#)
7. [22 PA Code 11.16](#)
8. [22 PA Code 11.14](#)
9. [Pol. 200](#)
10. [Pol. 203](#)
- [24 P.S. 503](#)
- [22 PA Code 4.41](#)

Book	Policy Manual
Section	200 Pupils
Title	Withdrawal From School
Code	208
Status	First Reading

Purpose

The Board affirms that even though law requires attendance of only **students of compulsory school age**, it is in the best interests of both students and the community that students complete the educational program that will equip them with required skills and increase their chances for a successful life beyond school.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)

Authority

The Board directs that whenever a student wishes to withdraw, efforts should be made to determine the underlying reason for such action. District resources and staff shall be utilized to assist the student in pursuing career goals.

No student of compulsory school age will be permitted to withdraw without the written consent of a parent/guardian and supporting justification.

The Board shall approve the withdrawal of students attending college full-time.[\[6\]](#)

Guidelines

Counseling services shall be made available to any student who states an intention to withdraw permanently.

Information shall be given to help a withdrawing student define educational and life goals and develop a plan for achieving those goals.

Students shall be informed about the tests for General Educational Development.

Delegation of Responsibility

The Superintendent or designee shall develop administrative regulations to govern a student's withdrawal from school. The building **principal** shall ensure the timely return of all district-owned supplies and equipment in the possession of the student.

Legal

1. 22 PA Code 11.13
2. 22 PA Code 12.1
3. 24 P.S. 1326
4. 24 P.S. 1327
5. Pol. 204
6. 22 PA Code 11.4



Left: Keynote speaker Adam Blank (center) poses with Dr. Joseph Macharola, Superintendent of Muhlenberg School District (left) and members of the BCIU Board of Directors, BCIU Board Secretary Mrs. Elizabeth Huhn (BHASD), BCIU Board Member Mrs. Linda Lash (SVSD), BCIU Board Member Mr. Randall Madara (MSD), Mr. Adam Blank, BCIU Board President Mr. Tim Heffner (FASD), BCIU Board Member Dr. David Hemberger (ETSD), BCIU Executive Director Dr. Jill Hackman.

Middle Right: The Muhlenberg Air Force JROTC presented the colors and led the audience in the Pledge of Allegiance.

Bottom Right: Adam Blank delivers his powerful keynote address.

Start of the Year | State of the Unit: **Serve. Share. Support.**

On Tuesday, August 20, more than 1,200 employees gathered at Muhlenberg High School for the annual Start of the Year / State of the Unit event. This year's theme was "Serve. Share. Support."

The event brings together all BCIU employees in anticipation of the upcoming school year and provides organizational updates, celebrates years of service for employees, kicks off the annual United Way campaign, reviews the BCIU's mission and priorities, and sets the stage for another successful school year.

Keynote speaker **Mr. Adam Blank** delivered a powerful message about the importance of intermediate units to the student population. With his presentation, "It's About Me. It's About You. The Importance of an IU!" Adam shared his own experience, relating how the services provided by his home Intermediate Unit supported him throughout his school age years. Adam was born with albinism which caused vision problems. He also suffers from speech issues and is on the autism spectrum. His presentation touched the audience, reminding everyone of the important work that the BCIU and all intermediate units are doing for students.

Before the keynote speech, the audience was treated to an emotional presentation from **Ms. Christine Folk**, Executive Director of Mary's Shelter. Showcasing the impact of United Way contributions, Ms. Folk related personal stories about the pregnancy, parenting, and youth homelessness services that have made a difference in the lives of Berks County students.

Also participating in the event were the students of the Muhlenberg Air Force JROTC who presented the colors and led the audience in the Pledge of Allegiance.

The BCIU thanks everyone who helped to make the event a success and set the tone for our 2019-2020 school year.



START OF THE YEAR AT THE PENNSYLVANIA KEY

Following the Start of the Year / State of the Unit event at Muhlenberg High School on Tuesday, August 20, **Dr. Jill Hackman** and members of the Berks County Intermediate Unit joined **Dr. Marnie Aylesworth** and the staff of the Pennsylvania Key (PA Key) for their inservice event at the Pennsylvania Training and Technical Assistance Network (PaTTAN) offices in Harrisburg.

During a brief presentation, eight PA Key employees were recognized for reaching five- and 10-year employment milestones.

In addition, **Ms. Brandy Fox**, Early Childhood Mental Health Project Manager, was recognized for being named the BCIU Employee of the Month for March 2019.



The staff of the Pennsylvania Key gathered in Harrisburg at the offices of the Pennsylvania Training and Technical Assistance Network (PaTTAN) to start the 2019-2020 school year. Members of the BCIU leadership team presented key initiatives to the more than 100 attendees.

Mr. Dan Richards, Director of the Office of Professional Development and Curriculum, highlighted the top priorities for the coming year and emphasized the strong collaboration between the leadership of the PA Key and the Berks County Intermediate Unit.



From left to right: Dr. Edward Michalik speaks at the 2019 Berks Trauma Summit; Attendees participate in a simulation during a breakout session at the 2019 Berks County Trauma Summit; Mr. Gerry Vassar speaks during the call-to-action dialog.

2019 BERKS COUNTY TRAUMA SUMMIT

On September 5 and 6, the BCIU hosted more than 100 attendees at the 2019 Berks County Trauma Summit.

The two-day event was centered around trauma-informed care for children. The first day focused on educators and social services workers while the second was focused on parents and caregivers.

Breakout sessions provided attendees with an in-depth look into topics of their choosing, including basic skills of trauma-informed care, cultural sensitivity, and the trauma-informed classroom.

Mr. Gerry Vassar, President & CEO of Lakeside Global Institute, moderated the discussions, bringing the attendees together after the breakout sessions for a call-to-action dialogue.

The event was sponsored by the 2017 PA Hurricane Supplemental Emergency Response Grant (SERG) in collaboration with the PA Attorney General's Office, Lakeside Global Institute, Berks County Mental Health/Developmental Disabilities Program, and the Berks County Intermediate Unit.

SAVE THE DATE

Next BCIU Board Meeting
THURSDAY, OCTOBER 17, 2019

Special Presentation for Board Members and Superintendents

Equitable and Excellent: Schools Where All Students Succeed
With Dr. Tyrone C. Howard

TUESDAY, OCTOBER 15, 2019
5:00 TO 6:00 P.M.
CROWNE PLAZA - READING

Keeping Kids Safe Symposium: Rachel's Challenge

TUESDAY, OCTOBER 22, 2019
8:00 A.M. TO 12 NOON
PENN STATE BERKS

PSBA School Director Training

WEDNESDAY, DECEMBER 11, 2019
(SNOW DATE: WEDNESDAY, JANUARY 8, 2020)

PLEASE NOTE UPDATE IN TIMES:

New School Director Training

2:30 P.M. REGISTRATION OPENS
3:30 P.M. PROGRAM BEGINS
5:30 P.M. DINNER
6:00 - 9:00 P.M. REMAINING PROGRAM

Advanced School Director Training

4:30 - 5:30 P.M. REGISTRATION & DINNER
5:30 - 9:00 P.M. REMAINING PROGRAM

BCIU MAIN OFFICE

REGISTRATION INFORMATION
bit.ly/PSBAtraining2019

2020 Start of the Year | State of the Unit

TUESDAY, AUGUST 18, 2020
MUHLENBERG HIGH SCHOOL



Above: Members of the Committee on Legislative Action (COLA) met on Tuesday, September 10 at the BCIU Main Office. The committee heard updates on legislative priorities from the Pennsylvania School Boards Association (PSBA) during the meeting. Below: Mr. Larry Feinberg, Advocacy Ambassador for PSBA, speaks at the September COLA meeting.

COMMITTEE ON LEGISLATIVE ACTION

The Committee on Legislative Action (COLA) held its first meeting of the new school year on Tuesday, September 10, at the BCIU Main Office.

Leaders from the Pennsylvania School Boards Association (PSBA) were on hand to provide updates on legislative priorities and action on the Hill. **Mr. Nathan Mains**, PSBA CEO, and **Mr. John Callahan**, PSBA Chief Advocacy Officer, led the discussion. Both commended the Berks County COLA group for their advocacy efforts which have helped to bring attention to education concerns and positive movement to some issues with local legislators.



Mr. Larry Feinberg, regional Advocacy Ambassador for PSBA, spoke about his role to assist the 97 school districts comprised in Section 8. He also shared information about the "Show Them What It Takes Project," an effort to welcome legislators into schools and allow them to observe

first-hand the dedication of faculty and staff to student success. He urged the group to share the good things happening in their schools as part of the PA Public Schools "Success Starts Here" awareness campaign to raise understanding of the value of public education in PA.

In addition, COLA Chair **Dr. Robert Pleis** reviewed the committee's efforts from 2018-2019 and led a discussion on priorities for 2019-2020. Those priorities, as determined by the committee, include:

STATE LEVEL

- School Safety & Security
- Charter / Cyber Charter Schools

FEDERAL LEVEL

- Special Education

WATCH LIST

- Alternatives to School Property Tax
- Vaping
- Act 82
- Plan Con

The next meeting for the Committee on Legislative Action will be held on Tuesday, November 12 at 7:30 a.m.

Dr. Mark DiRocco, Executive Director from the Pennsylvania Association of School Administrators (PASA), will be the special guest.



BOARD OF DIRECTORS

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Solicitor
John M. Stott, Esq.



**Berks County
Intermediate Unit**

an educational service agency
1111 Commons Blvd.
P. O. Box 16050
Reading, PA 19612-6050
610-987-2248
FAX 610-987-8400
www.berksiu.org

LEADERSHIP SERIES

The first session in the 2019-2020 Leadership Series was held on Thursday, September 12, at the Crowne Plaza - Reading. **Dr. Tyrone C. Howard** led the first of three discussions on "Equitable and Excellent: Schools Where All Students Succeed."

Dr. Howard is a professor in the Graduate School of Education and Information Studies at UCLA and a leading advocate for equity-based learning.

More than 130 education leaders from across Berks County were in attendance for the first of three days. The next Leadership Series session will be held on Tuesday, October 15, at the Crowne Plaza. Dr. Howard will lead a special presentation for board members from 5 to 6 p.m.



Dr. Tyrone C. Howard leads the discussion during day one of the Leadership Series.



EMPLOYEE OF THE MONTH

Kamie Rothenberger, Head Start Lead Teacher in the Office of Early Childhood and Student Services working at Holy Cross, has been named Employee-of-the-Month for September 2019.



Kristen Hoffa, Region 2 Supervisor for Education for Children and Youth Experiencing Homelessness shares, "When Kamie is not teaching in Head Start, she is teaching at the Project Explore camp, tutoring in the Exeter Township School District, as well as several shelters throughout the city. Kamie is one of the most enthusiastic teachers in our program and is extremely flexible, always willing to adjust her schedule to better accommodate the students' needs."

Kamie graduated from Daniel Boone High School and went on to earn an associate degree with a minor in psychology from Eastern Nazarene College in Quincy, Massachusetts. She then transferred to Rhode Island College in Providence and received her Bachelor of Science in Art Education. When Kamie moved back to Pennsylvania in 2005, she went to Alvernia University to obtain her Certification in Early Childhood Education with honors.

Kamie lives in Exeter with her husband, Shane, her four-year-old daughter, Abigail; her 17-month-old daughter Hadley; and their dog, Sonny, who loves to play with his sisters. In Kamie's spare time she enjoys photography and capturing moments through the lens of a camera. She also enjoys visiting art museums and baseball fields throughout the United States.

Kamie shares that the best part of her job is the knowledge that she is playing a part in shaping a better future. "Every day is a new day and brings about new developments, accomplishments, and usually something that can make you smile and laugh at the same time."



WHAT HAPPENED

AT THE BCIU BOARD MEETING?

September 19, 2019 Board Actions

- Approved the minutes of the August 15, 2019 BCIU Board meeting.
- Ratified the unpaid internship of Kayla Scarpill, Penn State University undergraduate student majoring in Rehabilitation and Human Services.
- Ratified the unpaid student teaching placements of Daniel Savage and Sara Crosley, Kutztown University undergraduate students majoring in Elementary Education.
- Ratified the unpaid Level 1 field experiences of Analise Fouracre, Maria Russolello, and Nicole Acosta, Alvernia University undergraduate students majoring in Occupational Therapy; and Claudia Jones, Elizabethtown University student majoring in Occupational Therapy.
- Ratified an agreement with the Berks Community Action Program, Inc. for the BCIU to operate the Pre-K Counts Program for 137 eligible Pre-K children, three and four years of age, in full day programs.
- Ratified partner agency agreements with the Early Learning Community, Inc. and Touching the Future, LLC (Pre-K Counts Partner agencies) for the partner agencies to administer Pre-K Counts services to execute and implement the PA Department of Education Office of Child Development and Early Learning (OCDEL) Grant Plan at their facilities on behalf of the BCIU.
- Ratified an amendment to the grant agreement with the Pennsylvania Department of Education, for the BCIU to operate the Education for Homeless Children and Youth Grant Agreement across Region 2, with additional funding for the Summer Programming Initiative.
- Ratified an agreement with Cornerstone Pediatric Therapy Services for the provision of Occupational Therapy Services for the Early Intervention Program.
- Ratified agreements for the provision of services related to the statewide Comprehensive Support and Improvement Initiative with LinkedIn Government at Carahsoft, IP Global, and Jason Mundok, LLC.
- Ratified an agreement with the Chester County Intermediate Unit (CCIU) for the BCIU to provide Core Team Members for math, ELA, School Climate, and Data related to Comprehensive School Improvement.
- Ratified agreements and addendums to current agreements with the following school districts for the BCIU to provide Title I services to students who reside within Title I eligible schools and attend nonpublic schools: Antietam, Boyertown Area, Daniel Boone Area, Fleetwood Area, Governor Mifflin, Oley Valley, Reading, Schuylkill Valley, Tulpehocken Area, Upper Perkiomen, and Wilson.
- Ratified agreements and addendums to current agreements with the following school districts for the BCIU to provide Title II services to students who reside within Title II eligible schools and attend nonpublic schools: Boyertown Area, Daniel Boone Area, Governor Mifflin, Reading, Schuylkill Valley, and Wilson.

- Ratified agreements and addendums to current agreements with the following school districts for the BCIU to provide Title IV services to students who reside within Title IV eligible schools and attend nonpublic schools: Antietam, Boyertown Area, Daniel Boone Area, Governor Mifflin, Reading, Schuylkill Valley, and Wilson.
- Ratified addendums to current agreements with the Exeter Township, Hamburg Area, Muhlenberg, and Wyomissing Area school districts, for the BCIU to provide Titles I, II, and IV services to students who reside within Title I, II, and IV eligible schools and attend nonpublic schools. The addendums remove or change prior language in the agreement to align with federal guidelines.
- Ratified PA Key agreements with the following agencies for the agencies to provide services as noted:
 - Caspian Consulting Strategies to continue to conduct a formative/implementation evaluation of the Keystone STARS program for Year Two for the Office of Child Development and Early Learning (OCDEL) through the PA Key/BCIU.
 - Central Susquehanna Intermediate Unit/Center for Schools and Communities to conduct Community Asset Mapping (CAM) of various community organizations throughout the Commonwealth.
 - District 1199c Training & Upgrading Fund to serve the Office of Child Development and Early Learning (OCDEL) in support of advancing Pennsylvania's Early Childhood Education Apprenticeship.
 - Public Health Management Corporation (PHMC) to serve the Office of Child Development and Early Learning (OCDEL) in support of advancing Pennsylvania's Early Childhood Education Apprenticeship.
 - Shippensburg University to serve the Office of Child Development and Early Learning (OCDEL) in support of advancing Pennsylvania's Early Childhood Education Apprenticeship.
 - Harrisburg Area Community College's Early Education Program to deliver Child Development Associate courses to early childhood education professionals within the Commonwealth of Pennsylvania.
- Authorized an agreement with Candoris Technologies, LLC for Candoris Technologies, LLC to provide consulting services in migrating the existing 2008 SQL databases to SQL 2016.
- Authorized a five-year lease agreement with HP, Inc. to replace existing data storage hardware with HP Nimble equipment.
- Authorized an agreement with Conrad Siegel Actuaries, for Conrad Siegel Actuaries to provide professional services for the completion of Affordable Care Act (ACA) reporting for the 2019 calendar year.
- Authorized an agreement with Centro Hispano Daniel Torres, Inc. for Centro Hispano Daniel Torres, Inc. to provide food service for the BCIU Head Start, Child Care, Pre-K Counts, and Early Intervention programs.

The following individuals were honored prior to the BCIU Board meeting:

September 2019 BCIU Employee of the Month

Kamie Rothenberger, Head Start Teacher,
Office of Early Childhood and Student Services

Retirement

Linda Boltz, Transportation Driver,
Office of Business Services / Operations

Next BCIU Board Meeting: Thursday, October 17, 2019

TO: BCIU Board of Directors
FROM: Dr. Jill M. Hackman
DATE: September 19, 2019
RE: Legislative Update

NATIONAL NEWS

1. **Vaping and Student Use** – On Wednesday, September 11, President Donald Trump told reporters that the Food and Drug Administration will work to rein in sales of flavored e-cigarette products. These products are viewed as being especially attractive to teens, and there has been an uptick in student use at school. This move is in response to the outbreak of vaping-related illnesses earlier this month that led the Centers for Disease Control and Prevention to advise against using the e-cigarettes all together. Health and Human Services Secretary Alex Azar said his agency will issue an enforcement policy within 90 days that will ban sales of flavored vaping products until they gain FDA approval.

Some schools have taken matters into their own hands to tackle the growing use of e-cigarettes. For example, at one school, administrators installed devices in the bathrooms over the summer that detect vaping and automatically send email alerts to school administration. Additionally, high school students trained in prevention education will talk to middle school students about the dangers of vaping. To read the full article, visit blogs.edweek.org/edweek/campaign-k-12/2019/09/trump-vaping-schools-juul.html.

STATE NEWS

1. **Budget and Finance News** – According to the Pennsylvania Association of School Administrators (PASA), Pennsylvania collected \$2.2 billion in General Fund revenue in August. This is \$61.2 million, or 2.9 percent, more than what was anticipated. Fiscal year-to-date collections for the General Fund total \$4.5 billion, which is \$62.4 million, or 1.4 percent, above estimate.
2. **PSERS Fund Earnings** – The Pennsylvania Public School Employees' Retirement System (PSERS) last week posted a net investment return rate of 6.68 percent for the recently completed fiscal year. PSERS Chief Investment Officer James H. Grossman Jr. attributed the positive one-year return and the 10-year return rate of 9.02 percent to PSERS' diversified asset portfolio, which totals about \$57.7 billion. PSERS' pension benefits are funded through employee and employer contributions, and investment earnings on those contributions. Over the last two decades, investments have made up 56 percent of the system's funding. PSERS aims for a long-term investment assumption goal of 7.25 percent. Since the fiscal year 2018-19 investment return is close to the actuarial expected return, little to no adverse impact is expected on PSERS' projected employer contribution rate for fiscal year 2020-21 from investment performance, said PSERS Executive Director Glen Grell (from a PSERS press release).
3. **Bills on the House Calendar** – The following bills remain on the House floor calendar for possible consideration this week. All have amendments filed to them:
 - **HB 785 – Janus Notifications**
The bill responds to the *Janus* decision from 2018 by requiring employers to notify employees that have not joined the union and new employees that they are not required to pay any money to the union. Additionally, the bill repeals sections of current law that are in conflict with the *Janus* decision.
 - **HB 1069 – Public Meeting Agendas**
This bill would amend the Sunshine Act to require public agencies, including school districts, to post the agenda of action items to be considered at least 24 hours prior to the public meeting and post that agenda on the agency's website and at the meeting, and make copies available to individuals attending the meeting. No items could be considered if they are not posted 24 hours in advance except to address emergency business related to a "clear and present danger to life or property" or if the matter is de minimis in nature and does not involve contracts or the expenditure of funds.

4. **Charter School Reform** – Governor Wolf continues to target charter school reform. The Governor initially announced his plans for a comprehensive charter school reform package back on Tuesday, August 13. The package is intended to address academic performance, accountability, and funding concerns.

Since then, the Pennsylvania Department of Education (PDE) has set new fees to charter schools to fund the growing costs of administering the Charter School Law. According to PSBA, beginning on September 15, 2019, charter schools that request PDE’s intervention to resolve a funding dispute with a local school district will now be assessed \$15 per redirection payment. Additionally, new cyber charter applicants will be charged a fee of \$86,000 for PDE to review the application. This fee will be applied to applications filed on or after January 1, 2020.

The Pennsylvania Department of Education is also soliciting public comments on multiple issues related to current charter law and regulations, including, but not limited to: application requirements, admission policies, accountability of Board of Trustees, information related to charter school management companies, liability coverage, fiscal and auditing standards, funding for charter schools, and academic accountability.

5. **School Safety and Security** – Act 67 is requiring National Association of School Resource Officers (NASRO) Training for all current school resource officers, school police officers, and security officers by February 20, 2020. There are school district concerns that the entire security staff will not be present for the required week of training, leaving the district vulnerable.

The Berks County Intermediate Unit (BCIU) will be hosting the five-day NASRO Training Course November 18 through November 22, 2019. To register or for more information, visit www.nasro.org.

Two separate funding announcements for the School Safety and Security Grant Program funding were released on Monday, September 9. The first application, the “2019/20 School Safety and Security – Meritorious” funding announcement, is available for school districts only (total of more than \$33.7 million available); the second application, the “2019/20 School Safety and Security – Competitive” funding announcement, is available for all other school entities eligible to apply (i.e., a school district, intermediate unit, area career and technical school, charter school, cyber charter school, regional charter school, approved private school, etc.; more than \$18.7 million is available. Due date for grant applications is November 4.

Visit PCCD’s website for more information: pccdegrants.pa.gov/Egrants/Public/OpenAnnouncements.aspx

6. **State Science Standards** – Pennsylvania education officials will begin the process of reviewing the framework around how science is to be taught to students and consider whether to incorporate a set of standards embraced by most other states that encourage students to think like scientists. Currently, the state’s science standards (Science & Technology and Environment & Ecology) are 17-years-old. The Pennsylvania Department of Education has been tasked with preparing to modernize these standards and bring them into alignment with current research and best practices. The newer standards are Next Generation Science Standards (NGSS) which were released in 2013. So far, 44 states have adopted these standards or used the framework to develop their own standards. It is important to note that changing the standards would include new state assessments and changes to teacher preparation programs, as well as fiscal impacts on school districts.
7. **Computer Science Teacher Certification** – New guidelines have been released for colleges and universities to prepare prospective certified computer science teachers in grades 7-12. The guidelines establish a new certification pathway and outline subject-specific competencies for teachers.
8. **Act 1 Index Base** – On September 7, a notice was published in the issues of the Pennsylvania Bulletin announcing that the Department of Education has calculated the Act 1 base index for the 2020-2021 fiscal year at 2.6%. The index is the average of the percentage increase in the statewide average weekly wage and the Employment Cost Index. For school districts with a market value/income aid ratio greater than 0.4000, an adjusted index will be posted on the Department’s website at www.education.pa.gov by September 30, 2019.

9. **Secondary School Start Times** – A report on secondary school start times is expected to be released on October 18 by a special advisory committee of the state Joint State Government Commission. The committee was created following the Senate Resolution 417 passed last fall.
10. **Special Education Funding** – The deadline for a report from the state Special Education Funding Commission is November 30. Leading the group is Senator Pat Browne (R-Lehigh), Representative Curt Sonney (R-Erie) and Education Secretary Pedro Rivera.

The Commission will review the current special education funding formula and determine if it is meeting the intended goals. Their work will not discuss special education funding for charter schools. Plans are being made to conduct hearings across the state along with surveys to obtain public input. Any proposed changes to the formula would need to be introduced as legislation and approved by the General Assembly to become effective.

LEGISLATIVE CALENDAR

The House returned to session on Tuesday, September 17. The Senate will reconvene on Monday, September 23, 2019, at 1:00 p.m.

Senate Scheduled Session Days

September 23, 24, 25
October 21, 22, 23, 28, 29, 30
November 18, 19, 20
December 16, 17, 18

House Scheduled Session Days

September 19, 23, 24, 25
October 21, 22, 23, 28, 29, 30
November 12, 13, 14, 18, 19, 20
December 9, 10, 11, 16, 17, 18

Scheduled Committee Meetings

September 23 – 11 a.m. – Senate Education Committee

Hearing Room 1, North Office Building
Public hearing on food in education

September 23 – 10 a.m. - Senate Communications and Technology

Capitol, Room 8E-A, East Wing
Public hearing to discuss improving access to high-speed broadband internet in the Commonwealth

September 24 – 9 a.m. – Senate Judiciary Committee

September 25 – 1 p.m. – Senate Judiciary Committee

Hearing Room 1, North Office Building
Public hearing on behavioral health, second amendment rights, and other gun related issues

Sources: Education Week (edweek.org), PASA, PSBA, www.pasenate.gov, www.house.state.pa.us, PSERS

PSBA Act 55 and Act 18 Compliant Training for School Directors

Act 55 and Act 18 training requirements specific to School Directors:

Newly elected and appointed school board directors –
successful completion of 5 training hours, including 1 hour of trauma-informed approach training.

Re-elected school board directors –
successful completion of 3 training hours, including 1 hour of trauma-informed approach training.

Log-in at www.mypsb.org to access online courses or to register for the in-person option for School Director Training. After log-in, use the purple menu bar on the left hand-side.

Online learning

- Accessible 24/7, a series of 10- to 30-minutes topic-specific courses with takeaways.
- No charge to members.
- To access the 43 online courses including those identified as required, log-in at www.mypsb.org.

In-person learning

- During the New School Director Training program offered in more than 10 locations around the state, there will be 5 hours of live training for newly elected directors that runs concurrently to a 3-hour program for re-seated school directors. This is an interactive event structured to provide both new and veteran directors with the required training in a collaborative format.
- Nominal fee will cover provided meal and operational expenses.

LOCATIONS AND DATES:

Start times listed below are for New School Directors. Registration is 1 hour prior to start time.

- A W Beattie Career Center (Allison Park, PA) | December 7, 2019 | 9:00am
- Radnor Township School District | December 7, 2019 | 9:00am
- CTC of Lackawanna County | December 10, 2019 | 3:30pm
- Grove City Area School District | December 10, 2019 | 3:30pm
- Penn Manor School District | December 10, 2019 | 3:30pm
- Berks County IU 14 | December 11, 2019 | 3:30pm (**see schedule below**)
- Montoursville Area School District | December 11, 2019 | 3:30pm
- Upper St. Clair Township School District | December 11, 2019 | 3:30pm
- Richland School District | December 12, 2019 | 3:30pm
- Seneca Highlands IU 9 | December 12, 2019 | 3:30pm
- The School District of Haverford Township | December 12, 2019 | 3:30pm
- State College Area High School | December 14, 2019 | 9:00am
- PSBA | January 11, 2020 | 9:00am

You may also view specific details regarding training sessions by accessing the PSBA event calendar at <https://www.psb.org/events/2019-12/>. Click on date to see the agenda, cost, etc.

PSBA School Director Training at Berks County Intermediate Unit Main Office

WEDNESDAY, DECEMBER 11, 2019 (Snow Date: Wednesday, January 8, 2020)

New School Director Training (5 hours)

2:30 P.M. – Registration Opens
3:30 P.M. – Program Begins
5:30 P.M. – Dinner
6:00-9:00 P.M. – Remaining Program

Advanced School Director Training (3 hours)

4:30-5:30 P.M. – Registration & Dinner
5:30-9:00 P.M. – Remaining Program

REGISTRATION INFORMATION: bit.ly/PSBAtraining2019

Log-Inn at www.mypsb.org. After log-in, use the purple menu bar on the left hand-side

JOINT OPERATING COMMITTEE MEETING BRIEFS



The meeting of the Joint Operating Committee (JOC) was held at the West Campus of the Berks Career and Technology Center in Leesport, PA on Wednesday, September 25, 2019.

Old Business

- No report.

New Business

- Approved the first reading of the following Berks Career and Technology Center Policy:
 - Bullying/Cyberbullying #249

Under Finance Committee

- Approved the Perkins V "Strengthening Career and Technical Education for the 21st Century Act" budget for the 2019-2020 fiscal year in the amount of \$513,200.00.

Under Building/Insurance Committee, the Joint Operating Committee:

- No report.

Under Negotiations Committee

- No report.

Under Program/Personnel Committee

- Approved the Memorandum of Understanding between Penn College of Technology and BCTC for the Penn College NOW program beginning with the 2019 – 2020 school year.
- Approve the vacant Part-Time Instructional Assistant position at West Campus to be replaced with a Full-Time Instructional Assistant position at West Campus effective September 26, 2019.

Under Other Committees (For Information Only):

- Professional Advisory Committee (PAC) meeting notes of September 17, 2019.

Under Personnel Matters, the Joint Operating Committee took action to approve all personnel matters as presented.

Under Other Matters for Consideration, the Joint Operating Committee:

- Approved to receive and file the 2019-2020 School Improvement Plan (SIP) of the Berks Career and Technology Center as presented.
- Approved to receive the proposed 2020-2021 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.
- Approved to appoint William Carl as the BCTC Legislative Representative for the PSBA Legislative Policy Council for the 2019-2020 fiscal year.

- Approved Chris Nappi, Donna Noecker, Kevin Crawford, Jessica Werner, and Chuck Stricker to attend SkillsUSA on November 13 – 15, 2019 in Gettysburg, PA at a cost not to exceed \$500 each.
- Approved an agreement with the Central Susquehanna Intermediate Unit for the eSchoolData, student management system.
- Approved to authorize the disposal of three school buses, a truck and a flatbed trailer. All are no longer in use.

The next regular meeting of the Joint Operating Committee will be held on Wednesday, October 23, 2019, at the East Campus of the Berks Career and Technology Center in Oley, PA.

BERKS CAREER & TECHNOLOGY CENTER
Official Proceedings of the Joint Operating Committee
August 28, 2019

AGENDA ITEM III
JOC Meeting 9/25/2019

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, August 28, 2019. The meeting was called to order by Chairperson Manbeck at 7:33 PM.

ATTENDANCE

Present: Ms. Caryn Friedlander, Mr. William Carl, Mr. Oscar Manbeck, Mr. Andrew Raugh, Mr. Gary Reinert, Mr. Walter Saylor, Mr. John Tomasi, Dr. Sharon McLendon, Mr. Dave Lewis, Mr. Charles Shurr, Ms. Christine Osborn, Mr. Bob Heckman, Mr. Ed Case

Absent: Dr. Jay Melvin, Mr. Chris McCaffrey and Mr. Michael Wolfe

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

Solicitor: Mr. James Mancuso, Esq.

Press:

Guests: Mr. Curtis Funkhouser

PLEDGE OF ALLEGIANCE

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

RECOGNITION OF NATIONAL CTSO WINNERS

Mr. Christopher Nappi introduced the CTSO award recipients for Nationals and they received a certificate and photo. The following students received awards;

- SkillsUSA: Connor Brehm, Ryan Kane, Douglas Stroman, Joshua Joyce
- FCCLA: Savanna Rooney, Erin Koch (Absent: Sienna Montalvo, Austina Strong and Kellie Callahan)

EXECUTIVE SESSION

None

RECEIPT OF BIDS

None

APPROVAL OF MINUTES

A motion was made by Mr. Carl and seconded by Ms. Osborn to approve the meeting minutes of June 26, 2019 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. Lewis to approve the bills as presented.

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

INVESTMENT OF FUNDS

None

COMMUNICATIONS

None

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 UPDATE

Dr. Kraft welcomed new staff member; Mr. Curtis Funkhouser as the Supervisor of Curriculum and Assessment.

Dr. Kraft quickly reviewed the School Improvement Plan from 2018-2019 and all that was accomplished. He also reviewed the Assessment Data Presentation in Goggle Docs on their own due to the lack of time.

There was a "Signing Day" with RACC, Kutztown and BCTC for the Teacher's Academy. Photos captured the moment.

There was money was raised (93K) by East Penn Manufacturing, B & G Glass and private donors. Seventy 73 received a check for \$1200. Dr. Kraft also Thanks Phil Harris for all the work he's done with this team, He spent several days and hours visiting over 100 kids at their place of work and completing paperwork. We are continuing to monitor this position to see if there is a need for an additional position in the future.

Dr. Kraft thanked his Administrative Team. With all the recent changes, he felt that have really pulled together and stepped up to accomplish big things and have done a great job. Thanks to Mr. Kyle Follweiler and Dr. Michael Stauffer for doing a great job with the In-Service schedule. Everyone seemed to really appreciate the break-out sessions and our main speaker on LGBTQ since we are beginning to see those students attend BCTC.

Mrs. Michalene Berg has done a great job filling position but has two outstanding positions to fill; Drafting Design Technology (DDT) and Early Childhood Education (ECE). DDT is being covered by Katherine Reimert an IA, and Chuck Stricker, Instructor and the ECE course is being taught by Rochelle Rudy until a replacement can be found.

CAMPUS/PROGRAM UPDATES

Dr. Michael Stauffer welcomed the JOC back to the new year and indicated the West Campus had a great start to the year so far. He presented the consideration for BCTC to purchase eSchool Data by providing some background information to the decision to choose eSchool as the new SIS.

ClassMate over the 10 years we have worked with the SIS has worked well but in the last few years we have begun to experience some concerns:

- Loosing data randomly
- Other users leaving ClassMate
- Product support is not available
- Becoming complacent
- Since using Schoology it works for us but not for anyone else, so it's a bandaid interface.

There was an Adhoc committee made up of a person from each job role, IA, instructor, Support Staff, Administration and food service. For 2 ½ years they vetted six different vendors to make the best decision for BCTC. They had demos, meet with their product specialists, gave them surveys, etc.

After looking at these vendors, eSchool seemed the product that served our needs best. eSchool can:

- Can compute complex grading, something we need
- Is designed especially for CTE education
- Has the ability to have work ethic points tied to attendance, does automatically
- It can task track over three years versus ClassMate which does 1 year at a time so you have to merge the data manually
- Has a transportation module
- TA grading built in
- Guru board where home schools can see their student grades
- Online registration process
- Cloud based

Dr. Stauffer thanked Dr. Hackman for their perspective on Infinite Campus which is what the BCIU currently uses and is very satisfied. Dr. Hackman replied that we have her full support since eSchool is better equipped to support CTEs.

They have asked others using the product and they commented that the PIMS submission went very smooth and that it had outstanding product support. Therefore, we are recommending to the JOC for approval in September to purchase the new SIS, eSchool.

Start up costs are \$12 per student. The projected student number is 1739. It will be a higher start up costs because it will include a cost of \$4500 service bank for training and a \$5000 charge for data conversion. After that there would be an annual fee of \$27,000 which is less than what we pay now for ClassMate.

The Rollout plan would be a 3-year implementation with SIS heavy training in the summer and next year. The LMS would integrate seamlessly. You would be able to have the assignments coded alike and have real time processing where when one system is updated it updates the next. Between the SIS and LMS the training will be staggered so that it doesn't overwhelm staff. It is modeled in style and navigation like ClassMate but not in function which will also make it easy for staff.

Mr. Kryder shared that the school year started out a bit bouncy, up and down but is now on the right track. He received a CED magazine which has an article of the AED education which our campus (only one of two teaches) is featured including photos of Jim Mack.

Some disappointing news is the Parade of Homes and Project Hope have both been cancelled this year for various reasons. The house project will complete the house this fall and begin the new house on Lot #4.

Mr. Kyle Follweiler updated the Board on the In-Service days. These went very well with the staff providing very positive feedback on the topics. They especially appreciated the Clinical Observation updates on how these will be performed. It's a more positive observation with working together to better the classes not a "Gotcha" mentality. LGBTQ was another session they were very informed on since more and more they are dealing with this issue.

IMPORTANT DATES

- BCTC Closed – Holiday – August 30 & September 2, 2019
- JOC Meeting, West Campus – September 25, 2019
- College/Career & Parent Conference Night (East Campus) – October 1, 2019
- College/Career & Parent Conference Night (West Campus) – October 3, 2019

STUDENT HONORS

West Campus

- Sienna Montalvo (Governor Mifflin - ECE) – Silver for Advocacy
- Austina Stong (Conrad Weiser – ECE) – Silver for Advocacy
- Kellie Callahan (Conrad Weiser – ECE) – Bronze – Interpersonal Communications
- Erin Koch (Conrad Weiser – ECE) – Bronze – Interpersonal Communications
- Savanna Rooney (Boyertown - ECE East Campus) – Gold – Life Event Planning

East Campus

- Douglas Stroman (Daniel Boone – Masonry), Ryan Kane (Daniel Boone – Building Construction), Connor Brehm (Boyertown – Plumbing), Joshua Joyce (Twin Valley – Building Construction) – 1st place Skills USA National winners in Teamworks.

COMMITTEE REPORTS

FINANCE COMMITTEE

A motion was made by Mr. Reinert and seconded by Mr. Carl to approve a budgetary transfer within the General Fund in the amount of \$461,636.00 for the 2018 – 2019 fiscal year.

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

BUILDING/INSURANCE COMMITTEE

Mr. Raugh reported that Mr. John Reedy already provided reports on the Security Camera System Installation and The Security Keyless Entry Hardware & Installation.

NEGOTIATIONS COMMITTEE

A motion was made by Mr. Reinert and seconded by Mr. Lewis to approve an increase in the teacher supplemental rate from \$25.00 an hour to \$26.00 an hour.

PROGRAM/PERSONNEL COMMITTEE

A motion was made by Mrs. Friedlander and seconded by Mr. Carl to approve the 2019-2020 Instructional Staff Salary Schedule and Instructional Staff Salary List.

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

OTHER COMMITTEES (FOR INFORMATION ONLY)

None

PERSONNEL MATTERS

A motion was made by Mrs. Friedlander and seconded by Mr. Carl to approve the following Personnel Matters A - C:

Resignations - General Fund

- **Casey R. Semenza** – Marketing Coordinator, West Campus. Reason: obtained other employment. Effective date: July 29, 2019.

Employment Approvals - Continuing Education Fund

- Part-time Continuing Education Instructor pending satisfactory receipt of background and screening requirements. Recommended salary: as per the 2019-2020 school year approved rate.
 - Rick S. Dierolf – **Effective date: on or around September 4, 2019 through the end of the 2019-2020 school year.**
 - Lawrence L. Kuzniar, Jr. - **Effective date: on or around September 3, 2019 through the end of the 2019-2020 school year.**

- John H. Quinn, III. - **Effective date: on or around September 3, 2019 through the end of the 2019-2020 school year.**

General Fund

- BCTC Dishwasher Co-Op Students. Recommended salary: \$7.25/hour. Effective date: on or around August 26, 2019 through the end of the 2019-2020 school year.
 - **Jasmin C. Colon-Cruz**
 - **Kenia M. Hernandez**

Employment Ratifications - General Fund

- **Curtis R. Funkhouser** – Supervisor of Curriculum and Assessment, East/West Campuses. Recommended salary: \$92,500/year pro-rated. Effective date: August 19, 2019.
- Drivers. Recommended salary: \$18.00/hour. Effective date: August 14, 2019.
 - Morgan E. Huseman
 - BobbieJo A. Mohr
 - Ronald E. Smith
 - Susan A. Wissler
- Instructional Assistant, East Campus. Recommended salary: \$13.25/hour. Effective date: August 14, 2019.
 - Lindsey K. Buler
 - Melissa D. McIlwain

Upon roll call, the vote was recorded as follows: Yeas: Saylor, Boyer, Tomasi, Carl, Wolfe, McLendon, Reinert, Adams, Raugh, Darion, Melvin and Manbeck.

Nays: None. **Abstained:** None. **Motion carried.**

A motion was made by Mrs. Friedlander and seconded by Mr. Carl to approve the following Personnel Matters D - E:

Change of Status/Transfer Approvals - General Fund

- **Barbara M. Steiner-Lawley** – Instructional Assistant, East Campus. Change building location to West Campus. No change in pay. Effective date: August 21, 2019.
- **Rochelle L. Rudy** – Early Childhood Education Instructor, East Campus. Change Status to Instructional Coach, East/West Campuses. Recommended salary: \$65,859/year based on Track AC/Level 7/Step 10 of the 2019-2020 salary schedule as per the negotiated BCTCEA Agreement. Effective date: August 21, 2019.
- **Jessica A. Werner** – Part-time Printing Production Technology Instructor, West Campus.
 - **Add other earnings for part-time Marketing Coordinator, West Campus. Recommended salary: \$24,500/year. Effective date: September 1, 2019 through October 31, 2019.**
 - **Resignation of part-time Printing Production Technology Instructor, West Campus. Effective date: October 31, 2019.**
 - **Change job status to full-time Marketing Coordinator, West Campus. Recommended salary: \$49,000/year pro-rated. Effective date: November 1, 2019.**

Change of Status/Transfer Ratifications - General Fund

- **Michelle L. Hiester** – Administrative Assistant to the Assistant Principal, West Campus. Change job status to: Reporting Systems Specialist, West Campus. Recommended salary: \$41,000/year pro-rated. Effective date: September 16, 2019.
- **Nan E. Parks** – Job Coach, East Campus. Change status to Career Pathways Outreach Coordinator, East/West Campuses. Recommended salary: \$41,000/year pro-rated. Effective date: August 26, 2019.
- **Jeffrey W. Royles** - Driver. Change hourly rate from \$17.00/hour to \$18.50/hour. Reason. Align salary with the new Driver compensation package. Effective date: August 21, 2019.

Upon roll call, the vote was recorded as follows: Yeas: Saylor, Boyer, Tomasi, Carl, Wolfe, McLendon, Reinert, Adams, Raugh, Darion, Melvin and Manbeck.

Nays: None. **Abstained:** None. **Motion carried.**

A motion was made by Mrs. Friedlander and seconded by Mr. Carl to approve the following Personnel Matters F-G:

Add Other Earnings Approvals - General Fund

- Administrative approved evening Cosmetology clinics. Recommended salary: \$26.00/hour. Effective date: August 28, 2019 through the end of the 2019-2020 school year not to exceed 32 hours each.
 - **Donna L. Noecker** – Cosmetology Instructor, East Campus.
 - **Tracey L. Sholl** – Cosmetology Instructor, East Campus.
 - **Stacey C. Andersson** – Cosmetology Instructor, West Campus.
 - **Nancy A. Quick** – Cosmetology Instructor, West Campus.
- CTSO Coordinator/Liaison. **Jessica A. Werner** - Printing Production Technology Instructor, East/West Campuses. Recommended salary: Stipend of \$1,750/year. Effective date: 2019-2020 school term.
- Virtual Enterprises International Coordinator. **Tiffany L. Greene** – Business Management and Entrepreneurship Instructor, West Campus. Recommended salary: Stipend of \$1,750/year. Effective date: 2019-2020 school term.
- FFA Coordinator. **Kelly E. Piccioni** – Horticulture Instructor, East Campus. Recommended salary: Stipend of \$1,750.00/year. Effective date: 2019-2020 school term.
- House Project Coordinator. **Michael Kern** – Masonry Instructor, East Campus. Recommended salary: Stipend of \$2,500/year. Effective date: 2019-2020 school term.
- Banquets. Recommended salary: \$26.00/hour not to exceed 50 hours each or a total of 200 hours. Effective date: 2019-2020 school term.
 - **Albert N. DeNault**– Culinary Arts Instructor, West Campus.
 - **W. Clarke Hammond** – Culinary Arts Instructor, West Campus.
 - **Mary Jo Kuhwald** – Culinary Arts Instructor, East Campus.
 - **Eric R. Lynch** – Culinary Arts Instructor, East Campus.

- FCCLA Coordinator. Recommended salary: Stipend of \$1,750/year. Effective date: 2019-2020 school term.
 - **Karla Gibson** – Early Childhood Education Instructor, West Campus.
 - **Mary Jo Kuhwald** – Culinary Arts Instructor, East Campus.
- HOSA Coordinator. Effective date: 2019-2020 school term.
 - **Stephen S. Cote** – Sports Medicine & Rehabilitative Therapy Instructor, East Campus. Recommended salary: \$875.00/year.
 - **Jennifer A. Maryniak** - Sports Medicine & Rehabilitative Therapy Instructor, East Campus. Recommended salary: \$875/year.
 - **Maureen B. Longenecker** – Substitute Instructor, East/West Campuses. Recommended salary: Stipend of \$1,750/year.
 - **Therese R. Matthew** – Health Occupations Instructor, West Campus. Recommended salary: Stipend of \$1,750/year.
 - **Kelly S. Ruth** - Medical Health Professions Instructor, West Campus. Recommended salary: Stipend of \$1,750/year.
- National Technical Honor Society Coordinator. Recommended salary: Stipend of \$1,750/year. Effective date: 2019-2020 school term.
 - **Melissa A. Yoder** – Counselor - Manager of Enrollment, East/West Campuses.
 - **Heather Wargo** – Educational Facilitator, East Campus.
- Peer Mentor Teachers. Recommended salary: First year teachers a stipend of \$500/year and \$250.00/year for each additional teacher. Second year teachers a stipend of \$250.00/year and \$125/year for each additional teacher. Effective date: 2019-2020 school term.
 - **James D. DelConte** – Communication Media Technology Instructor, West Campus.
 - **James P. Mack** - Heavy Equipment Technology Instructor, East Campus.
 - **Christopher F. Nappi** – Computer Systems Networking & Security Instructor, East Campus.
 - **Denise E. Paulson** – IT Programming Instructor, West Campus.
 - **Rochelle L. Rudy** – Instructional Coach, East/West Campuses.
- PA Builders Association Coordinator. **Jeffrey R. Miller** - Carpentry Instructor, East Campus. Recommended salary: Stipend of \$1,750/year. Effective date: 2019-2020 school term.
- SkillsUSA Coordinator. Recommended salary: Stipend of \$1,750/year. Effective date: 2019-2020 school term.
 - **Christopher F. Nappi** – Computer Systems Networking & Security Instructor, East Campus
 - **Donna L. Noecker** – Cosmetology Instructor, East Campus.
 - **Charles D. Stricker, Jr.** – Electro-Mechanical Engineering Technology Instructor, West Campus.
 - **Jessica A. Werner** – Printing Production Technology Instructor, West Campus.

Add Other Earnings Ratifications - General Fund

- Redistribute **Maureen B. Longenecker's** unused summer per diem days between coaches for summer 2019 job responsibilities.

Recommended salary: per diem rate. Effective date: July 29, 2019 through on or around August 20, 2019.

- **Rochelle L. Rudy** – Instructional Coach. Nine (9) contracted days.
- **Michael J. Stein** – Technology Instructional Coach. Five (5) seven (7) contracted days.
- Ratify the following action that was approved June 26, 2019: BCTC STEAM Career Camp employees and compensation (compensated through the Strategic Innovation Grant). Effective date: June 17, 2019 – June 21, 2019.
 - **Bridget A. John** – Nursing and Attendance Services Specialist, West Campus. Add other earnings for School Nurse role. Recommended salary: as per the JOC 2018-2019 school year approved hourly rate *not to exceed 27.5 30 hours*.
- Add other earnings for Schoology training. Recommended salary: \$25.00/hour. Effective date: June 20, 2019 concluding on or around August 15, 2019 not to exceed a cumulative total of 300 hours.
 - Stacey C. Andersson – **Cosmetology Instructor, West Campus.**
 - Kathy L. Bailey – **Health Occupations Instructor, West Campus.**
 - Thomas E. Carl – **Protective Services Instructor, East Campus.**
 - Stephen S. Cote – **Sports Medicine & Rehabilitative Therapy Instructor, East Campus.**
 - Kevin K. Crawford – **Building Construction Occupations Instructor, East Campus.**
 - Gerald W. Galczynski – **Cabinetry and Wood Technology Instructor, East Campus.**
 - Tiffany L. Greene – **Business Management and Entrepreneurship Instructor, West Campus.**
 - W. Clarke Hammond – **Culinary Arts Instructor, West Campus.**
 - Todd A. Heckman – **Protective Services Instructor, East Campus.**
 - Melvin G. Johnson – **Recreational and Power Equipment Technology Instructor, West Campus.**
 - Rachel B. Kline - **Painting & Decorating Instructor, East Campus.**
 - Mary Jo Kuhwald – **Culinary Arts Instructor, East Campus.**
 - Gayle A. Leinbach - **Automotive Technology Instructor, East Campus.**
 - April L. Lenhart – **Service Occupations Instructor, East Campus.**
 - Eric R. Lynch – **Culinary Arts Instructor, East Campus.**
 - Jennifer A. Maryniak - **Sports Medicine & Rehabilitative Therapy Instructor, East Campus.**
 - Therese M. Matthew – **Health Occupations Instructor, West Campus.**
 - Christopher F. Nappi – **Computer Systems and Networking Security Instructor, East Campus.**
 - Donna L. Noecker – **Cosmetology Instructor, East Campus.**
 - Nancy A. Quick – **Cosmetology Instructor, West Campus.**
 - Rochelle L. Rudy – **Instructional Coach, East/West Campuses.**

- Kelly S. Ruth – **Medical Health Professions Instructor, West Campus.**
- Kathi L. Shaffer – **Service Occupations Instructor, East Campus.**
- Tracy L. Sholl - **Cosmetology Instructor, East Campus.**
- Michael P. Wentling – **Plumbing and Heating Instructor, East Campus.**

2019-2020 Substitute Listings and Rates Approval (Enclosures) - General Fund

Substitute Teachers

Substitute Support Staff

Substitute School Building Administrators

Substitute Work-Based Education Coordinators

Upon roll call, the vote was recorded as follows: Yeas: Saylor, Boyer, Tomasi, Carl, Wolfe, McLendon, Reinert, Adams, Raugh, Darion, Melvin and Manbeck.

Nays: None. **Abstained:** None. **Motion carried.**

OTHER MATTERS FOR CONSIDERATION

A motion was made by Mr. Heckman and seconded by Mr. Carl to:

- Consideration to ratify an agreement with the PA CareerLink® Berks County Operator Consortium to provide BCTC the use of office space at CareerLink for the purpose of assisting CareerLink customers with enrollment at BCTC at a cost of \$254.48 per month effective July 1, 2019 until June 30, 2020.
- Consideration to enter into an agreement with the PDE Bureau of Career and Technical Education for participation in the BCTC Technical Assistance Program (TAP) for 2019-2020 school year.
- Consideration to enter into an agreement with Berks Heim to provide clinical education and experiences for BCTC's Health Occupations students for 2019-2020.
- Consideration to enter into an agreement with the Berks County Intermediate Unit Head Start Program to provide meals for Head Start attendees for the 2019-2020 school year at \$2.48 per meal.
- Consideration to enter into an agreement with the Berks County Intermediate Unit Head Start Program to lease approximately 2,050 square feet at the East and West Campuses at a lease cost of \$6,837.75 for each campus for the 2019-2020 fiscal year.
- Consideration to approve Tri-Star Benefit Systems, Inc. as BCTC's Section 125 provider beginning with the 2019-2020 school year at an estimated yearly cost of \$2,700
- Consideration to approve the contract between the Montgomery County Economic & Workforce Development Board from July 1, 2019 – June 30, 2020 for Adult Education Training
- Consideration to approve a hosted solution for the Business Office financial software for a one-time cost of \$10,925 and a yearly cost of \$7,025 with Tyler Technologies.
- Consideration to approve an articulation agreement with Reading Area Community College (RACC) and Kutztown University to create a 2+2+2 model whereby

students will get advanced standing for coursework in Early Childhood Education towards an Associate Degree with RACC and a BS in Education at Kutztown University.

- Consideration to award contracts for student transportation for the 2019-2020 school year to the following vendors at costs not to exceed as listed:

<u>CONTRACTOR</u>	<u>COST PER DAY</u>	<u>RUNS/DAY</u>
Eshelman Transportation, Inc.	1,264	4
Keystone School Bus Services, Inc.	1,355	4
George Krapf, Jr. & Sons, Inc.	310	1
New Rhoads Transportation	1,969	7
Quigley Bus Service, Inc.	701	4
TOTAL	5,599	20

- Consideration to approve BCTC's participation in the Berks County Joint Purchasing Board for the purchase of the following items for the 2019-2020 school year.

- | | |
|--------------------------------|-------------------|
| 1. Copy Paper | 5. Grocery |
| 2. Custodial Supplies | 6. Fresh Bread |
| 3. Food Service Paper Products | 7. Milk and Dairy |
| 4. Fuel | 8. Trash Removal |
| | 9. Natural Gas |

- Consideration to approve the donation of used dental equipment to Reading Area Community College.
- Consideration to approve Robert Youse and Philip Harris to attend the 2019 Cooperative Education Conference in State College, PA on October 14 – 16, 2019 for a cost not to exceed \$1,500.

Upon roll call, the vote was recorded as follows: Yeas: Saylor, Boyer, Tomasi, Carl, Wolfe, McLendon, Reinert, Adams, Raugh, Darion, Melvin and Manbeck.

Nays: None. **Abstained:** None. **Motion carried.**

PERSONS DESIRING TO BE HEARD

Dr. Hackman congratulated Curt Funkhouser on his new role with BCTC and expressed how fortunate we were to have him according to the BCIU 13. He came with high recommendations.

She also expressed congrats to Dr. Kraft, during this transition time of staff, that employees are embracing each day, having a high moral and being positive, all things she observed during In-Service. She also thanked Michalene Berg for all her behind the scenes work she does in Human Resources.

ADJOURNMENT

A motion was made by Mr. Carl and seconded by Mr. Lewis to adjourn the meeting at 8:16 PM.

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

Approved _____ 2019
Christine Osborn, JOC Secretary
per Wendy Sigourney, Recording Secretary

School Board Agenda
Kutztown Area School District
Monday, October 7, 2019 - 7:30 p.m.
Kutztown Area School District Administration Building

1. Call to Order by President
2. Roll Call by Secretary
3. Approval of Minutes
 - a. September 16, 2019 School Board Meeting
4. Communications and Reports
 - a. Superintendent's Report
5. New Business
 - a. Personnel
 - b. Appointment of Student School Board Representatives
 - c. Policies- Second Reading
 - d. Compliance Officer Appointment
 - e. Conrad Siegel Agreement
 - f. Introduction of New Business by Board Members
 - g. Public Comment
6. Informational Items
 - a. BCIU NewsLink - September
 - b. BCIU What Happened - September
 - c. BCIU Legislative Update
 - d. PSBA Act 55 and Act 18 Compliant Training for School Directors
 - e. JOC Briefs
 - f. JOC Meeting Minutes
 - g. Student Enrollment - September
7. Upcoming Public Meetings/Informative Dates

October 14	Policy and Curriculum Committee	6:00 PM HS Library
October 14	Facilities and Extracurricular Committee	7:00 PM HS Library
October 21	Monthly Board Meeting	7:30 PM HS Library
November 12	Budget Town Hall Meeting	6:00 PM MS Commons
8. Adjournment

ITEM 5 NEW BUSINESS

a. PERSONNEL

It is the recommendation of the administration that the Board of School Directors approve the following personnel items:

1. The acceptance of the resignation of Kaitlyn R. Kerr as High School Library Aide, effective January 17, 2020.
2. The acceptance of the resignation of Heather J. Arbuckle as Instructional Aide Greenwich Elementary, effective October 4, 2019.
3. The approval of Francesca Lausch as a Social Studies teacher at Kutztown Area High School effective on or after October 8, 2019 at an annual salary of \$52,003 per Bachelors' Degree, Step 1, of the KATA/KASD contract.
4. The approval of the following resource persons/mentors and stipends for the 2019-2020 school year:
Amy Howard for Francesca Lausch (HS Social Studies) \$600.00(Prorated)
5. The approval of Dennis S. Ritter as a participant in the Senior Volunteer Tax Exchange Program for the 2019-2020 school year, effective October 8, 2019.
6. The approval of the following volunteers for the All Schools Musical for the 2019-20 school year:

Pamela Ashman	Jodi Blatt	Jacqueline Bridges
Abby Claypoole	Lindsey Dietrich	Chad Guldin
Heidi Heffelfinger	Richard Heffelfinger	Katie Hess
Karin Hoffman	Deanna Johnson	Courtney Kellum
Tracy Maley	Kathy Miller	Tyler Montanye
Gary Mullen	Martha Neary	Jessica O'Neil
Tammi Rabert	Becky Rager	Elizabeth Sica
Danielle Tackash	Jill Wismer	
7. The approval of the following coaches/extra duty positions and stipends for the 2019-2020 school year:

Jessica Romig	HS-JV Softball Co-Assistant Coach	\$1,520.00
Kerry Berger	HS-JV Softball Co-Assistant Coach	\$1,510.00
Michael Hill	Cross Country Volunteer Assistant Coach	
8. The acceptance of the request for an extension of medical leave for employee #134, through September 30, 2019.

Personnel is Approved Pending Receipt of All Mandated Credentials

- b. APPOINTMENT OF ASSISTANT SUPERINTENDENT-** It is the recommendation of the administration that the Board of School Directors approve the Commission and appointment of Dr. Steven Leever as Assistant Superintendent for a term of three years, effective on or after October 9, 2019, at a salary of \$130,000, subject to the terms and conditions of a pending contract.

c. APPOINTMENT OF STUDENT SCHOOL BOARD REPRESENTATIVES

1. It is the recommendation of the administration that the Board of School Directors appoint Sydney Sheetz as Senior Student Representative to the Kutztown Area Board of School Directors for the 2019-2020 school year, effective immediately.
2. It is the recommendation of the administration that the Board of School Directors appoint Matthew Hill as Junior Student Representative to the Kutztown Area Board of School Directors for the 2019-2020 school year, effective immediately.

- d. POLICIES - SECOND READING** - It is the recommendation of the Policy and Curriculum Committee that the Board of School Directors approve the second and final reading of the following policies:

Policy 004	Membership
Policy 201	Admission of Students
Policy 208	Withdrawal From School

e. COMPLIANCE OFFICER APPOINTMENTS

1. It is the recommendation of the administration that the Board of School Directors appoint Christian T. Temchatin as the Title IX Compliance Officer for the Kutztown Area School District, effective immediately.
2. It is the recommendation of the administration that the Board of School Directors appoint Christian T. Temchatin as the Title VI Compliance Officer for the Kutztown Area School District, effective immediately.

f. CONRAD SIEGEL AGREEMENT - It is the recommendation of the administration that the Board of School Directors approve the agreement with Conrad Siegel Actuaries to provide the District with report requirements for the Affordable Care Act Employer Reporting for the 2019-20 year per the attached.

g. NEW STORY AGREEMENT- It is the recommendation of the administration that the Board of School Directors approve the tuition agreement with New Story Schools and Services in Reading, PA for a special education student, at a cost of \$380 per day for the 2019-20 school year.

h. INTRODUCTION OF NEW BUSINESS BY BOARD MEMBERS

i. PUBLIC COMMENT

SCHOOL BOARD MEMBERS

Carl H. Ziegler, President
Randy T. Burch, Vice-President
Alan J. Darion
Michael Hess

Dennis S. Ritter
Eric Johnson
Karl Nolte
James L. Shrawder

Charles Shurr
Christian T. Temchatin, Superintendent (non-voting)
David J. Miller, Treasurer (non-member)
Rikki L. DeVough, Secretary (non-member)

Minutes of the
KUTZTOWN AREA SCHOOL DISTRICT
Board of Directors Meeting
Monday, September 16, 2019 - 7:30 p.m.

The Board of Directors of Kutztown Area School District met for a regular monthly board meeting on Monday, September 16, 2019, at 7:30 p.m., in the High School Library, pursuant to due notice to board members and the public.

Present Randy Burch, Michael Hess, Dennis Ritter, Eric Johnson, Karl Nolte, Alan Darion, Carl Ziegler, Charles Shurr, Jim Shrawder

Absent

Also Present Christian Temchatin, Rikki DeVough, Scott Hand, Deb Barnes, Barry Flicker, Melissa Blatt, Dan Stemko, Jaimee Stemko, Kerri Schegan, Jeff Huffert, Kylie LaSota Hand, Carol Schulley, Michele Schoener, Pam Ashman, Donna Hill-Chaney, Kristen Tuerk, Benjamin Hoffman

Call to Order The meeting was called to order at 7:32 p.m. by President Ziegler.

Welcome President Ziegler opened the meeting with a moment of silence and Pledge of Allegiance to the flag. He asked everyone to sign the attendance book and mark the topic of comment next to his/her name. He requested that anyone wishing to speak on an agenda item please raise his/her hand to be recognized. He noted there was an Executive Session held prior to the meeting to discuss matters of personnel and legal. He indicated that this meeting was being tape recorded.

Meeting Minutes Motion made by Michael Hess, seconded by Charles Shurr, to approve the Minutes of the September 3, 2019 School Board Meeting.

Roll call vote:	Yes 9	No 0	Absent 0
Motion carried.			

Treasurer's Report Motion made by Dennis Ritter, seconded by Eric Johnson to approve the Treasurer's Report of the General Fund.

Roll call vote:	Yes 9	No 0	Absent 0
Motion carried.			

Ratification of General Account Motion made by Michael Hess, seconded by Dennis Ritter, to ratify for payment the general account bills (including manual checks) in the amount of \$4,122,185.97.

Roll call vote:	Yes 9	No 0	Absent 0
Motion carried.			

Approval of General Account Motion made by Dennis Ritter, seconded by Charles Shurr, to approve for payment the general account bills in the amount of \$918,441.35.

Roll call vote:	Yes 9	No 0	Absent 0
Motion carried.			

Approval of Construction Account Motion made by Dennis Ritter, seconded by Michael Hess, to approve for payment the construction account bills in the amount of \$27,610.00.

Roll call vote:	Yes 9	No 0	Absent 0
Motion carried.			

Superintendent's Report Outstanding Visual Arts Community Recognition
Suicide Awareness
Alumni Homecoming Reception
Greenwich Elementary Patriot Day
Traveling Art Show

**Board Committee
Reports**

T.C.C.	No report.
PSBA	Annual conference is in October.
BCIU	No report.
BCTC	An agreement with RACC was approved, and the new welding building will soon be completed.
P & C	The committee received a presentation on professional development related to literacy, and reviewed policies.
ECC and Facilities	The committee discussed the district hosting the Student Council conference.
Secondary Programming and Scheduling	No report.

Personnel

Motion made by Eric Johnson, seconded by Karl Nolte, to approve the following personnel items:

1. The acceptance, with regret, of the resignation due to retirement of Jonathan Stickler as head custodian at Kutztown Area Middle School, effective January 1, 2020.
2. The approval of Margaret B. Mansell as a Speech and Language Pathologist effective on or after September 23, 2019 at an annual salary of \$62,168 per Master's Degree, Step 2, of the KATA/KASD contract.
3. The approval of the following coaches/extra duty positions and stipends for the 2019-2020 school year:

Angela DiCello	Freshman Class Co-Advisor	\$ 475.00
Ryan Thomas	Freshman Class Co-Advisor	\$ 475.00
Michael DiBenedetto	Track/Field Assistant Coach - Jumps	\$2,340.00
Ryan Thomas	Track/Field Assistant Coach - Throws	\$2,440.00
Shelby Brett	Track/Field MS Head Coach (also Distance)	\$2,740.00
Larry Chester	Track/Field HS Jumps/Sprints Coach	\$2,420.00
Christine Thomas	Track/Field Volunteer Coach - Throws	
Kay Schwalm	Track/Field Volunteer Coach - Distance	
Emily Bubbenmoyer	Track/Field Volunteer Coach - Sprints	
Celine Neyhart	Track/Field HS/MS Volunteer Coach	
Anson Weidner	Track/Field Winter Club Assistant Volunteer Coach	
4. The approval of the following resource persons/mentors and stipends for the 2019-2020 school year:

Ashley Dewitt	for Margaret Mansell (Speech and Language)	\$600.00(Prorated)
Sue Mixa	for Athina Yadush(LTS Math Teacher KAHS)	\$300.00(Prorated)

All Personnel are Approved Pending Receipt of All Mandated Credentials

Roll call vote: **Yes 9** **No 0** **Absent 0**
Motion carried.

Policy Maintenance

Motion made by Randy Burch, seconded by Eric Johnson, to approve the first reading of the following policies:

Policy 004	Membership
Policy 201	Admission of Students
Policy 208	Withdrawal From School

Roll call vote: **Yes 9** **No 0** **Absent 0**
Motion carried.

Internship Agreement Motion made by Dennis Ritter, seconded by Karl Nolte, to approve the Internship Agreement to be used with organizations agreeing to accept student interns.

Roll call vote: Yes 9 No 0 Absent 0

Motion carried.

Salt Spreader Motion made by Randy Burch, seconded by Eric Johnson, to approve the purchase of a salt spreader from Grim's Trailers, LLC at a cost of \$7,585.

Roll call vote: Yes 9 No 0 Absent 0

Motion carried.

Adjournment Motion made by Eric Johnson, seconded by Jim Shrawder, to adjourn the meeting at 8:19 p.m.

Motion carried unanimously.

Respectfully Submitted by,

Rikki L. DeVough
School Board Secretary

Book	Policy Manual
Section	000 Local Board Procedures
Title	Membership
Code	004
Status	First Reading

Number

The Board shall consist of nine (9) members.[\[1\]](#)

The Superintendent shall have a seat on the Board and the right to speak on all matters, but not the right to vote.[\[2\]](#)

Qualifications

Each school director shall meet the following qualifications:

1. Be of good moral character, be at least eighteen (18) years of age, have been a resident of the district for at least one (1) year prior to the date of election or appointment, and not be a holder of any office or position as specified in Section 322 of the School Code; nor shall the individual be a member of the municipal council.[\[3\]](#)
2. Shall not have been removed from any office of trust under federal, state or local laws for any malfeasance in such office.[\[4\]](#)
3. Shall not be engaged in a business transaction with the school district, be employed by the school district, or receive pay for services from the school district, except as provided by law.[\[5\]](#)[\[6\]](#)
4. Shall take and subscribe to the oath or affirmation prescribed by statute before entering the duties of the office.[\[7\]](#)
5. Shall file a statement of financial interests with the Board Secretary or designee at the following times:[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)[\[12\]](#)
 - a. Before taking the oath of office or entering upon duties.
 - b. Annually by May 1 while serving on the Board.
 - c. By May 1 of the year after leaving the Board.

Election

Election of members of the Board shall be in accordance with law.[\[13\]](#)

Vacancies

A vacancy shall occur by reason of death, resignation, removal from a district or region, or otherwise. Such vacancy shall be filled in accordance with the School Code and Sunshine Act and by appointment by a majority vote of the remaining members of the Board within thirty (30) days of the occurrence of the vacancy.[\[14\]](#)[\[15\]](#)[\[16\]](#)[\[17\]](#)[\[18\]](#)[\[19\]](#)

If a vacancy occurs during the last two (2) years of the former school director's term, the individual appointed to fill that vacancy shall serve for the remainder of the term. If a vacancy occurs during the first two (2) years of the term, the new appointee shall serve only until the first Monday in December following the first municipal election that is scheduled for more than sixty (60) days after the vacancy occurred.[\[14\]](#)

When a majority of the memberships are vacant, such vacancies shall be filled by the Court of Common Pleas of Berks County.[\[15\]](#)[\[16\]](#)

Temporary Vacancy – Active Military Service –

A temporary vacancy shall be declared when a school director is ordered to active duty in the military forces of the United States for a period of more than thirty (30) days. The temporary vacancy shall be filled in accordance with the School Code and Sunshine Act and by appointment by a majority vote of the remaining members of the Board within thirty (30) days of the occurrence of the temporary vacancy. The school director so appointed shall serve either until the school director returns from active duty or until expiration of the term for which s/he was elected, whichever occurs first.[\[14\]](#)[\[19\]](#)[\[20\]](#)

Term

In election years, the term of office for all newly elected and re-elected school directors shall begin on the first Monday in December. The term of office of each school director shall be four (4) years, **expiring** on the first Monday of December **of the fourth year of service.**[\[1\]](#)[\[14\]](#)

The term of office for an individual appointed or elected to fill a Board vacancy shall be determined by the number of years remaining on the term the school director was appointed or elected to fill, as stated above under Vacancies.[\[14\]](#)

Removal

Whenever a school director is no longer a resident of Kutztown Area School District or the region s/he represents, eligibility to serve on the Board shall cease.[\[14\]](#)[\[21\]](#)

If a school director shall neglect or refuse to attend two (2) successive regular meetings of the Board, unless detained by sickness or prevented by necessary absence from the district, or if in attendance at any meeting s/he shall neglect or refuse to act in **an** official capacity as a school director, the remaining members of the Board may declare such office vacant on the affirmative vote of a majority of the remaining members of the Board.[\[18\]](#)[\[22\]](#)

If a person elected or appointed as a school director, having been notified, shall refuse or neglect to qualify as such director, the remaining members may, within ten (10) days following the beginning of **the school director's** term of office, declare said office vacant on the affirmative vote of a majority of the remaining members of the Board.[\[18\]](#)[\[22\]](#)

Orientation

The Board believes that the preparation of each school director for the performance of duties is essential to the effectiveness of the Board's functioning. The Board shall encourage each new school director to understand the functions of the Board, acquire knowledge of matters related to the operation of the schools, and review Board procedures and policies.

Accordingly, each new school director **shall**, no later than **the** first regular meeting, **be provided access to** the following items **during the school director's term on the Board:**

1. **The** Board Policy Manual.
2. **The** district Administrative Regulations Manual.

3. The current budget statement, audit report and related fiscal materials.
4. **District** information on comprehensive planning, curriculum, assessments, facilities planning and district programs

Each new school director shall be invited to meet with the Board President, Superintendent, and Board Secretary to discuss Board functions, procedures and policy.

Inservice Educational Opportunities and Required Training Programs

The Board places a high priority on the importance of a planned and continuing program of education and training for its members. The purpose of the planned program shall be to enhance the quality and effectiveness of the Board's governance and leadership **by providing both inservice educational opportunities and required school director training by an approved provider.**

Inservice Education -

The Board, in conjunction with the Superintendent, shall plan specific inservice education programs and activities designed to assist **school directors** to improve their skills as policy-making leaders; expand their knowledge about issues, programs, and initiatives affecting the district's educational programs and student achievement; and deepen their insights into the nature of leadership, governance and community engagement.

The Board shall annually budget funds to support its planned program of inservice education and training.

The Board establishes the following activities as the basis for its planned program of inservice education and training:

1. Participation in School Board conferences, workshops and conventions. [\[25\]](#)
2. District-sponsored inservice education and training programs designed to meet Board needs.
3. Subscriptions to publications **addressing school directors'** concerns.
4. Maintenance of **current** resources and reference materials accessible to **school directors**.

Required Training Program: Newly Elected or Appointed School Directors - [\[26\]](#)

Each newly elected or appointed school director shall complete a training program consisting of at least five (5) hours of instruction, including, at a minimum, information regarding:

1. **Instruction and academic programs, to include, but not be limited to, a minimum of one (1) hour of instruction on best practices related to trauma-informed approaches.**
2. **Personnel.**
3. **Fiscal management.**
4. **Operations.**
5. **Governance.**
6. **Ethics and open meetings, to include accountability requirements.**

Required Training Program: Re-elected or Re-appointed School Directors - [\[26\]](#)

Each re-elected or re-appointed school director shall, within one (1) year after such re-election or re-appointment, complete an advanced training program consisting of at least

three (3) hours of instruction, including:

- 1. Information on relevant changes to federal and state public school law and regulations.**
- 2. Fiscal management.**
- 3. Trauma-informed approaches.**
- 4. Other information deemed appropriate by the PA Department of Education to enable school directors to serve effectively.**

Expenses [\[Z\]](#)

Funds for **school director education and training** shall be budgeted on an annual basis.

Each school director shall receive Board approval prior to attending a conference, workshop or convention at Board expense.

When attendance has been authorized by the Board, school directors, a nonmember Board Secretary, and solicitor(s) shall be reimbursed for **actual and** necessary expenses incurred as delegates to any state convention or association of school directors' convention held within the state, or for **attendance at** any other meeting held within the state or at an educational convention out-of-state. All such expenses shall be itemized and made available for public inspection at the next succeeding Board meeting. Expenses shall be reimbursed by the Treasurer in the usual manner, upon presentation of an itemized, verified statement. [\[27\]](#)

Advance payments may be made upon presentation of estimated expenses to be incurred, to be followed by a final itemized, verified statement of such expenses actually incurred, and a refund shall be made to the district of such funds remaining, or an additional payment shall be made by the district to meet the verified expenses actually incurred. [\[27\]](#)

No school director shall be reimbursed for more than two (2) out-of-state meetings in one (1) school year.

Student Representation

The Board authorizes student representation on the Board in order to facilitate effective communication and to provide an opportunity for students to participate in school governance.

Legal

1. 24 P.S. 303
2. 24 P.S. 1081
3. 24 P.S. 322
4. 24 P.S. 323
5. 24 P.S. 324
6. 65 Pa. C.S.A. 1101 et seq
7. 24 P.S. 321
8. 51 PA Code 15.2
9. 51 PA Code 15.3
10. 65 Pa. C.S.A. 1102
11. 65 Pa. C.S.A. 1104
12. 65 Pa. C.S.A. 1105
13. 24 P.S. 301 et seq
14. 24 P.S. 315
15. 24 P.S. 316
16. 24 P.S. 317
17. 24 P.S. 318
18. 24 P.S. 319
19. 65 Pa. C.S.A. 701 et seq
20. 24 P.S. 407
21. 65 P.S. 91
22. Pol. 006
23. Pol. 011
24. Pol. 901
25. 24 P.S. 516
26. 24 P.S. 328
27. 24 P.S. 516.1
- 24 P.S. 519
- Pol. 331

Book	Policy Manual
Section	200 Pupils
Title	Admission of Students
Code	201
Status	First Reading

Authority

The Board shall establish age requirements for the admission of students to first grade and to kindergarten that are consistent with state law and regulations.[\[1\]](#)[\[2\]](#)[\[3\]](#)

Guidelines

First Grade

Beginners are students entering the lowest grade of the primary school above the kindergarten level. The Board establishes the district's entry age for beginners as 6 years by September 1st, **in accordance with state law and regulations.**[\[4\]](#)[\[5\]](#)[\[6\]](#)

The Board is not required to admit as a beginner any child whose age is less than the district's established admission age for beginners.[\[7\]](#)

Kindergarten

The Board establishes the district's entry age for kindergarten as 5 years by September 1st, in accordance with state law and regulations.[\[8\]](#)

Early Admissions

The Board may admit as a beginner a child who is five (5) years old and demonstrates readiness for entry by the first day of the school term, upon the written request of the parent/guardian, recommendation of the district psychologist, and approval of the Superintendent.[\[7\]](#) Children not meeting the above criteria may be recommended for early admission to kindergarten or grade one if the following criteria are met:

1. Early admission requests must be submitted by May 1. Families that have established residency after the May 1st deadline may still apply for early admission, but must apply within thirty (30) calendar days of establishing residency within the district.
2. The Superintendent may waive the application deadline, provided there is enough time to complete the evaluation prior to the start of the school year.
3. The child must be six (6) years old for first grade and five (5) years old for kindergarten prior to October 1st to be eligible for early admission.
4. The requests must be submitted to the Student Services Office in writing.
5. The child is recommended for early admission based on criteria established by the Kutztown Area School District.
6. Results of early admission testing are final. There is no appeal.

Delegation of Responsibility

The Superintendent or designee shall require that the parent/guardian of each student who registers for entrance to school shall submit proof of age, residency, and required immunizations.[9][10]

NOTES:

Minimum age for admission to first grade –

Per 22 PA Code Sec. 11.15, the district may have a minimum **beginner** age no higher than 6 years and no months on the first day of the school term. Also, the district's minimum age may not be less than 5 years 7 months before September 1.

Minimum age for admission to kindergarten –

Per 22 PA Code Sec. 11.14, the district may establish an entry age for kindergarten that is not less than four (4) years and no months and not more than five (5) years and six (6) months before the first day of the school term.

PSBA Revision 8/19 © 2019 PSBA

Legal

1. [22 PA Code 11.12](#)
2. [22 PA Code 11.41](#)
3. [24 P.S. 1301](#)
4. [22 PA Code 11.15](#)
5. [24 P.S. 1304](#)
6. [24 P.S. 1326](#)
7. [22 PA Code 11.16](#)
8. [22 PA Code 11.14](#)
9. [Pol. 200](#)
10. [Pol. 203](#)
- [24 P.S. 503](#)
- [22 PA Code 4.41](#)

Book	Policy Manual
Section	200 Pupils
Title	Withdrawal From School
Code	208
Status	First Reading

Purpose

The Board affirms that even though law requires attendance of only **students of compulsory school age**, it is in the best interests of both students and the community that students complete the educational program that will equip them with required skills and increase their chances for a successful life beyond school.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)

Authority

The Board directs that whenever a student wishes to withdraw, efforts should be made to determine the underlying reason for such action. District resources and staff shall be utilized to assist the student in pursuing career goals.

No student of compulsory school age will be permitted to withdraw without the written consent of a parent/guardian and supporting justification.

The Board shall approve the withdrawal of students attending college full-time.[\[6\]](#)

Guidelines

Counseling services shall be made available to any student who states an intention to withdraw permanently.

Information shall be given to help a withdrawing student define educational and life goals and develop a plan for achieving those goals.

Students shall be informed about the tests for General Educational Development.

Delegation of Responsibility

The Superintendent or designee shall develop administrative regulations to govern a student's withdrawal from school. The building **principal** shall ensure the timely return of all district-owned supplies and equipment in the possession of the student.

Legal

1. 22 PA Code 11.13
2. 22 PA Code 12.1
3. 24 P.S. 1326
4. 24 P.S. 1327
5. Pol. 204
6. 22 PA Code 11.4



Left: Keynote speaker Adam Blank (center) poses with Dr. Joseph Macharola, Superintendent of Muhlenberg School District (left) and members of the BCIU Board of Directors, BCIU Board Secretary Mrs. Elizabeth Huhn (BHASD), BCIU Board Member Mrs. Linda Lash (SVSD), BCIU Board Member Mr. Randall Madara (MSD), Mr. Adam Blank, BCIU Board President Mr. Tim Heffner (FASD), BCIU Board Member Dr. David Hemberger (ETSD), BCIU Executive Director Dr. Jill Hackman.

Middle Right: The Muhlenberg Air Force JROTC presented the colors and led the audience in the Pledge of Allegiance.

Bottom Right: Adam Blank delivers his powerful keynote address.

Start of the Year | State of the Unit: **Serve. Share. Support.**

On Tuesday, August 20, more than 1,200 employees gathered at Muhlenberg High School for the annual Start of the Year / State of the Unit event. This year's theme was "Serve. Share. Support."

The event brings together all BCIU employees in anticipation of the upcoming school year and provides organizational updates, celebrates years of service for employees, kicks off the annual United Way campaign, reviews the BCIU's mission and priorities, and sets the stage for another successful school year.

Keynote speaker **Mr. Adam Blank** delivered a powerful message about the importance of intermediate units to the student population. With his presentation, "It's About Me. It's About You. The Importance of an IU!" Adam shared his own experience, relating how the services provided by his home Intermediate Unit supported him throughout his school age years. Adam was born with albinism which caused vision problems. He also suffers from speech issues and is on the autism spectrum. His presentation touched the audience, reminding everyone of the important work that the BCIU and all intermediate units are doing for students.

Before the keynote speech, the audience was treated to an emotional presentation from **Ms. Christine Folk**, Executive Director of Mary's Shelter. Showcasing the impact of United Way contributions, Ms. Folk related personal stories about the pregnancy, parenting, and youth homelessness services that have made a difference in the lives of Berks County students.

Also participating in the event were the students of the Muhlenberg Air Force JROTC who presented the colors and led the audience in the Pledge of Allegiance.

The BCIU thanks everyone who helped to make the event a success and set the tone for our 2019-2020 school year.



START OF THE YEAR AT THE PENNSYLVANIA KEY

Following the Start of the Year / State of the Unit event at Muhlenberg High School on Tuesday, August 20, **Dr. Jill Hackman** and members of the Berks County Intermediate Unit joined **Dr. Marnie Aylesworth** and the staff of the Pennsylvania Key (PA Key) for their inservice event at the Pennsylvania Training and Technical Assistance Network (PaTTAN) offices in Harrisburg.

During a brief presentation, eight PA Key employees were recognized for reaching five- and 10-year employment milestones.

In addition, **Ms. Brandy Fox**, Early Childhood Mental Health Project Manager, was recognized for being named the BCIU Employee of the Month for March 2019.



The staff of the Pennsylvania Key gathered in Harrisburg at the offices of the Pennsylvania Training and Technical Assistance Network (PaTTAN) to start the 2019-2020 school year. Members of the BCIU leadership team presented key initiatives to the more than 100 attendees.

Mr. Dan Richards, Director of the Office of Professional Development and Curriculum, highlighted the top priorities for the coming year and emphasized the strong collaboration between the leadership of the PA Key and the Berks County Intermediate Unit.



From left to right: Dr. Edward Michalik speaks at the 2019 Berks Trauma Summit; Attendees participate in a simulation during a breakout session at the 2019 Berks County Trauma Summit; Mr. Gerry Vassar speaks during the call-to-action dialog.

2019 BERKS COUNTY TRAUMA SUMMIT

On September 5 and 6, the BCIU hosted more than 100 attendees at the 2019 Berks County Trauma Summit.

The two-day event was centered around trauma-informed care for children. The first day focused on educators and social services workers while the second was focused on parents and caregivers.

Breakout sessions provided attendees with an in-depth look into topics of their choosing, including basic skills of trauma-informed care, cultural sensitivity, and the trauma-informed classroom.

Mr. Gerry Vassar, President & CEO of Lakeside Global Institute, moderated the discussions, bringing the attendees together after the breakout sessions for a call-to-action dialogue.

The event was sponsored by the 2017 PA Hurricane Supplemental Emergency Response Grant (SERG) in collaboration with the PA Attorney General's Office, Lakeside Global Institute, Berks County Mental Health/Developmental Disabilities Program, and the Berks County Intermediate Unit.

SAVE THE DATE

Next BCIU Board Meeting
THURSDAY, OCTOBER 17, 2019

Special Presentation for Board Members and Superintendents

Equitable and Excellent: Schools Where All Students Succeed
With Dr. Tyrone C. Howard

TUESDAY, OCTOBER 15, 2019
5:00 TO 6:00 P.M.
CROWNE PLAZA - READING

Keeping Kids Safe Symposium: Rachel's Challenge

TUESDAY, OCTOBER 22, 2019
8:00 A.M. TO 12 NOON
PENN STATE BERKS

PSBA School Director Training

WEDNESDAY, DECEMBER 11, 2019
(SNOW DATE: WEDNESDAY, JANUARY 8, 2020)

PLEASE NOTE UPDATE IN TIMES:

New School Director Training

2:30 P.M. REGISTRATION OPENS
3:30 P.M. PROGRAM BEGINS
5:30 P.M. DINNER
6:00 - 9:00 P.M. REMAINING PROGRAM

Advanced School Director Training

4:30 - 5:30 P.M. REGISTRATION & DINNER
5:30 - 9:00 P.M. REMAINING PROGRAM

BCIU MAIN OFFICE

REGISTRATION INFORMATION
bit.ly/PSBAtraining2019

2020 Start of the Year | State of the Unit

TUESDAY, AUGUST 18, 2020
MUHLENBERG HIGH SCHOOL



Above: Members of the Committee on Legislative Action (COLA) met on Tuesday, September 10 at the BCIU Main Office. The committee heard updates on legislative priorities from the Pennsylvania School Boards Association (PSBA) during the meeting. Below: Mr. Larry Feinberg, Advocacy Ambassador for PSBA, speaks at the September COLA meeting.

COMMITTEE ON LEGISLATIVE ACTION

The Committee on Legislative Action (COLA) held its first meeting of the new school year on Tuesday, September 10, at the BCIU Main Office.

Leaders from the Pennsylvania School Boards Association (PSBA) were on hand to provide updates on legislative priorities and action on the Hill. **Mr. Nathan Mains**, PSBA CEO, and **Mr. John Callahan**, PSBA Chief Advocacy Officer, led the discussion. Both commended the Berks County COLA group for their advocacy efforts which have helped to bring attention to education concerns and positive movement to some issues with local legislators.



Mr. Larry Feinberg, regional Advocacy Ambassador for PSBA, spoke about his role to assist the 97 school districts comprised in Section 8. He also shared information about the "Show Them What It Takes Project," an effort to welcome legislators into schools and allow them to observe

first-hand the dedication of faculty and staff to student success. He urged the group to share the good things happening in their schools as part of the PA Public Schools "Success Starts Here" awareness campaign to raise understanding of the value of public education in PA.

In addition, COLA Chair **Dr. Robert Pleis** reviewed the committee's efforts from 2018-2019 and led a discussion on priorities for 2019-2020. Those priorities, as determined by the committee, include:

STATE LEVEL

- School Safety & Security
- Charter / Cyber Charter Schools

FEDERAL LEVEL

- Special Education

WATCH LIST

- Alternatives to School Property Tax
- Vaping
- Act 82
- Plan Con

The next meeting for the Committee on Legislative Action will be held on Tuesday, November 12 at 7:30 a.m.

Dr. Mark DiRocco, Executive Director from the Pennsylvania Association of School Administrators (PASA), will be the special guest.



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Solicitor
John M. Stott, Esq.



**Berks County
Intermediate Unit**

an educational service agency
1111 Commons Blvd.
P. O. Box 16050
Reading, PA 19612-6050
610-987-2248
FAX 610-987-8400
www.berksiu.org

LEADERSHIP SERIES

The first session in the 2019-2020 Leadership Series was held on Thursday, September 12, at the Crowne Plaza - Reading. **Dr. Tyrone C. Howard** led the first of three discussions on "Equitable and Excellent: Schools Where All Students Succeed."

Dr. Howard is a professor in the Graduate School of Education and Information Studies at UCLA and a leading advocate for equity-based learning.

More than 130 education leaders from across Berks County were in attendance for the first of three days. The next Leadership Series session will be held on Tuesday, October 15, at the Crowne Plaza. Dr. Howard will lead a special presentation for board members from 5 to 6 p.m.



Dr. Tyrone C. Howard leads the discussion during day one of the Leadership Series.



EMPLOYEE OF THE MONTH

Kamie Rothenberger, Head Start Lead Teacher in the Office of Early Childhood and Student Services working at Holy Cross, has been named Employee-of-the-Month for September 2019.



Kristen Hoffa, Region 2 Supervisor for Education for Children and Youth Experiencing Homelessness shares, "When Kamie is not teaching in Head Start, she is teaching at the Project Explore camp, tutoring in the Exeter Township School District, as well as several shelters throughout the city. Kamie is one of the most enthusiastic teachers in our program and is extremely flexible, always willing to adjust her schedule to better accommodate the students' needs."

Kamie graduated from Daniel Boone High School and went on to earn an associate degree with a minor in psychology from Eastern Nazarene College in Quincy, Massachusetts. She then transferred to Rhode Island College in Providence and received her Bachelor of Science in Art Education. When Kamie moved back to Pennsylvania in 2005, she went to Alvernia University to obtain her Certification in Early Childhood Education with honors.

Kamie lives in Exeter with her husband, Shane, her four-year-old daughter, Abigail; her 17-month-old daughter Hadley; and their dog, Sonny, who loves to play with his sisters. In Kamie's spare time she enjoys photography and capturing moments through the lens of a camera. She also enjoys visiting art museums and baseball fields throughout the United States.

Kamie shares that the best part of her job is the knowledge that she is playing a part in shaping a better future. "Every day is a new day and brings about new developments, accomplishments, and usually something that can make you smile and laugh at the same time."



WHAT HAPPENED

AT THE BCIU BOARD MEETING?

September 19, 2019 Board Actions

- Approved the minutes of the August 15, 2019 BCIU Board meeting.
- Ratified the unpaid internship of Kayla Scarpill, Penn State University undergraduate student majoring in Rehabilitation and Human Services.
- Ratified the unpaid student teaching placements of Daniel Savage and Sara Crosley, Kutztown University undergraduate students majoring in Elementary Education.
- Ratified the unpaid Level 1 field experiences of Analise Fouracre, Maria Russolello, and Nicole Acosta, Alvernia University undergraduate students majoring in Occupational Therapy; and Claudia Jones, Elizabethtown University student majoring in Occupational Therapy.
- Ratified an agreement with the Berks Community Action Program, Inc. for the BCIU to operate the Pre-K Counts Program for 137 eligible Pre-K children, three and four years of age, in full day programs.
- Ratified partner agency agreements with the Early Learning Community, Inc. and Touching the Future, LLC (Pre-K Counts Partner agencies) for the partner agencies to administer Pre-K Counts services to execute and implement the PA Department of Education Office of Child Development and Early Learning (OCDEL) Grant Plan at their facilities on behalf of the BCIU.
- Ratified an amendment to the grant agreement with the Pennsylvania Department of Education, for the BCIU to operate the Education for Homeless Children and Youth Grant Agreement across Region 2, with additional funding for the Summer Programming Initiative.
- Ratified an agreement with Cornerstone Pediatric Therapy Services for the provision of Occupational Therapy Services for the Early Intervention Program.
- Ratified agreements for the provision of services related to the statewide Comprehensive Support and Improvement Initiative with LinkedIn Government at Carahsoft, IP Global, and Jason Mundok, LLC.
- Ratified an agreement with the Chester County Intermediate Unit (CCIU) for the BCIU to provide Core Team Members for math, ELA, School Climate, and Data related to Comprehensive School Improvement.
- Ratified agreements and addendums to current agreements with the following school districts for the BCIU to provide Title I services to students who reside within Title I eligible schools and attend nonpublic schools: Antietam, Boyertown Area, Daniel Boone Area, Fleetwood Area, Governor Mifflin, Oley Valley, Reading, Schuylkill Valley, Tulpehocken Area, Upper Perkiomen, and Wilson.
- Ratified agreements and addendums to current agreements with the following school districts for the BCIU to provide Title II services to students who reside within Title II eligible schools and attend nonpublic schools: Boyertown Area, Daniel Boone Area, Governor Mifflin, Reading, Schuylkill Valley, and Wilson.

- Ratified agreements and addendums to current agreements with the following school districts for the BCIU to provide Title IV services to students who reside within Title IV eligible schools and attend nonpublic schools: Antietam, Boyertown Area, Daniel Boone Area, Governor Mifflin, Reading, Schuylkill Valley, and Wilson.
- Ratified addendums to current agreements with the Exeter Township, Hamburg Area, Muhlenberg, and Wyomissing Area school districts, for the BCIU to provide Titles I, II, and IV services to students who reside within Title I, II, and IV eligible schools and attend nonpublic schools. The addendums remove or change prior language in the agreement to align with federal guidelines.
- Ratified PA Key agreements with the following agencies for the agencies to provide services as noted:
 - Caspian Consulting Strategies to continue to conduct a formative/implementation evaluation of the Keystone STARS program for Year Two for the Office of Child Development and Early Learning (OCDEL) through the PA Key/BCIU.
 - Central Susquehanna Intermediate Unit/Center for Schools and Communities to conduct Community Asset Mapping (CAM) of various community organizations throughout the Commonwealth.
 - District 1199c Training & Upgrading Fund to serve the Office of Child Development and Early Learning (OCDEL) in support of advancing Pennsylvania's Early Childhood Education Apprenticeship.
 - Public Health Management Corporation (PHMC) to serve the Office of Child Development and Early Learning (OCDEL) in support of advancing Pennsylvania's Early Childhood Education Apprenticeship.
 - Shippensburg University to serve the Office of Child Development and Early Learning (OCDEL) in support of advancing Pennsylvania's Early Childhood Education Apprenticeship.
 - Harrisburg Area Community College's Early Education Program to deliver Child Development Associate courses to early childhood education professionals within the Commonwealth of Pennsylvania.
- Authorized an agreement with Candoris Technologies, LLC for Candoris Technologies, LLC to provide consulting services in migrating the existing 2008 SQL databases to SQL 2016.
- Authorized a five-year lease agreement with HP, Inc. to replace existing data storage hardware with HP Nimble equipment.
- Authorized an agreement with Conrad Siegel Actuaries, for Conrad Siegel Actuaries to provide professional services for the completion of Affordable Care Act (ACA) reporting for the 2019 calendar year.
- Authorized an agreement with Centro Hispano Daniel Torres, Inc. for Centro Hispano Daniel Torres, Inc. to provide food service for the BCIU Head Start, Child Care, Pre-K Counts, and Early Intervention programs.

The following individuals were honored prior to the BCIU Board meeting:

September 2019 BCIU Employee of the Month

Kamie Rothenberger, Head Start Teacher,
Office of Early Childhood and Student Services

Retirement

Linda Boltz, Transportation Driver,
Office of Business Services / Operations

Next BCIU Board Meeting: Thursday, October 17, 2019

TO: BCIU Board of Directors
FROM: Dr. Jill M. Hackman
DATE: September 19, 2019
RE: Legislative Update

NATIONAL NEWS

1. **Vaping and Student Use** – On Wednesday, September 11, President Donald Trump told reporters that the Food and Drug Administration will work to rein in sales of flavored e-cigarette products. These products are viewed as being especially attractive to teens, and there has been an uptick in student use at school. This move is in response to the outbreak of vaping-related illnesses earlier this month that led the Centers for Disease Control and Prevention to advise against using the e-cigarettes all together. Health and Human Services Secretary Alex Azar said his agency will issue an enforcement policy within 90 days that will ban sales of flavored vaping products until they gain FDA approval.

Some schools have taken matters into their own hands to tackle the growing use of e-cigarettes. For example, at one school, administrators installed devices in the bathrooms over the summer that detect vaping and automatically send email alerts to school administration. Additionally, high school students trained in prevention education will talk to middle school students about the dangers of vaping. To read the full article, visit blogs.edweek.org/edweek/campaign-k-12/2019/09/trump-vaping-schools-juul.html.

STATE NEWS

1. **Budget and Finance News** – According to the Pennsylvania Association of School Administrators (PASA), Pennsylvania collected \$2.2 billion in General Fund revenue in August. This is \$61.2 million, or 2.9 percent, more than what was anticipated. Fiscal year-to-date collections for the General Fund total \$4.5 billion, which is \$62.4 million, or 1.4 percent, above estimate.
2. **PSERS Fund Earnings** – The Pennsylvania Public School Employees' Retirement System (PSERS) last week posted a net investment return rate of 6.68 percent for the recently completed fiscal year. PSERS Chief Investment Officer James H. Grossman Jr. attributed the positive one-year return and the 10-year return rate of 9.02 percent to PSERS' diversified asset portfolio, which totals about \$57.7 billion. PSERS' pension benefits are funded through employee and employer contributions, and investment earnings on those contributions. Over the last two decades, investments have made up 56 percent of the system's funding. PSERS aims for a long-term investment assumption goal of 7.25 percent. Since the fiscal year 2018-19 investment return is close to the actuarial expected return, little to no adverse impact is expected on PSERS' projected employer contribution rate for fiscal year 2020-21 from investment performance, said PSERS Executive Director Glen Grell (from a PSERS press release).
3. **Bills on the House Calendar** – The following bills remain on the House floor calendar for possible consideration this week. All have amendments filed to them:
 - **HB 785 – Janus Notifications**
The bill responds to the *Janus* decision from 2018 by requiring employers to notify employees that have not joined the union and new employees that they are not required to pay any money to the union. Additionally, the bill repeals sections of current law that are in conflict with the *Janus* decision.
 - **HB 1069 – Public Meeting Agendas**
This bill would amend the Sunshine Act to require public agencies, including school districts, to post the agenda of action items to be considered at least 24 hours prior to the public meeting and post that agenda on the agency's website and at the meeting, and make copies available to individuals attending the meeting. No items could be considered if they are not posted 24 hours in advance except to address emergency business related to a "clear and present danger to life or property" or if the matter is de minimis in nature and does not involve contracts or the expenditure of funds.

4. **Charter School Reform** – Governor Wolf continues to target charter school reform. The Governor initially announced his plans for a comprehensive charter school reform package back on Tuesday, August 13. The package is intended to address academic performance, accountability, and funding concerns.

Since then, the Pennsylvania Department of Education (PDE) has set new fees to charter schools to fund the growing costs of administering the Charter School Law. According to PSBA, beginning on September 15, 2019, charter schools that request PDE’s intervention to resolve a funding dispute with a local school district will now be assessed \$15 per redirection payment. Additionally, new cyber charter applicants will be charged a fee of \$86,000 for PDE to review the application. This fee will be applied to applications filed on or after January 1, 2020.

The Pennsylvania Department of Education is also soliciting public comments on multiple issues related to current charter law and regulations, including, but not limited to: application requirements, admission policies, accountability of Board of Trustees, information related to charter school management companies, liability coverage, fiscal and auditing standards, funding for charter schools, and academic accountability.

5. **School Safety and Security** – Act 67 is requiring National Association of School Resource Officers (NASRO) Training for all current school resource officers, school police officers, and security officers by February 20, 2020. There are school district concerns that the entire security staff will not be present for the required week of training, leaving the district vulnerable.

The Berks County Intermediate Unit (BCIU) will be hosting the five-day NASRO Training Course November 18 through November 22, 2019. To register or for more information, visit www.nasro.org.

Two separate funding announcements for the School Safety and Security Grant Program funding were released on Monday, September 9. The first application, the “2019/20 School Safety and Security – Meritorious” funding announcement, is available for school districts only (total of more than \$33.7 million available); the second application, the “2019/20 School Safety and Security – Competitive” funding announcement, is available for all other school entities eligible to apply (i.e., a school district, intermediate unit, area career and technical school, charter school, cyber charter school, regional charter school, approved private school, etc.; more than \$18.7 million is available. Due date for grant applications is November 4.

Visit PCCD’s website for more information: pccdegrants.pa.gov/Egrants/Public/OpenAnnouncements.aspx

6. **State Science Standards** – Pennsylvania education officials will begin the process of reviewing the framework around how science is to be taught to students and consider whether to incorporate a set of standards embraced by most other states that encourage students to think like scientists. Currently, the state’s science standards (Science & Technology and Environment & Ecology) are 17-years-old. The Pennsylvania Department of Education has been tasked with preparing to modernize these standards and bring them into alignment with current research and best practices. The newer standards are Next Generation Science Standards (NGSS) which were released in 2013. So far, 44 states have adopted these standards or used the framework to develop their own standards. It is important to note that changing the standards would include new state assessments and changes to teacher preparation programs, as well as fiscal impacts on school districts.
7. **Computer Science Teacher Certification** – New guidelines have been released for colleges and universities to prepare prospective certified computer science teachers in grades 7-12. The guidelines establish a new certification pathway and outline subject-specific competencies for teachers.
8. **Act 1 Index Base** – On September 7, a notice was published in the issues of the Pennsylvania Bulletin announcing that the Department of Education has calculated the Act 1 base index for the 2020-2021 fiscal year at 2.6%. The index is the average of the percentage increase in the statewide average weekly wage and the Employment Cost Index. For school districts with a market value/income aid ratio greater than 0.4000, an adjusted index will be posted on the Department’s website at www.education.pa.gov by September 30, 2019.

9. **Secondary School Start Times** – A report on secondary school start times is expected to be released on October 18 by a special advisory committee of the state Joint State Government Commission. The committee was created following the Senate Resolution 417 passed last fall.
10. **Special Education Funding** – The deadline for a report from the state Special Education Funding Commission is November 30. Leading the group is Senator Pat Browne (R-Lehigh), Representative Curt Sonney (R-Erie) and Education Secretary Pedro Rivera.

The Commission will review the current special education funding formula and determine if it is meeting the intended goals. Their work will not discuss special education funding for charter schools. Plans are being made to conduct hearings across the state along with surveys to obtain public input. Any proposed changes to the formula would need to be introduced as legislation and approved by the General Assembly to become effective.

LEGISLATIVE CALENDAR

The House returned to session on Tuesday, September 17. The Senate will reconvene on Monday, September 23, 2019, at 1:00 p.m.

Senate Scheduled Session Days

September 23, 24, 25
October 21, 22, 23, 28, 29, 30
November 18, 19, 20
December 16, 17, 18

House Scheduled Session Days

September 19, 23, 24, 25
October 21, 22, 23, 28, 29, 30
November 12, 13, 14, 18, 19, 20
December 9, 10, 11, 16, 17, 18

Scheduled Committee Meetings

September 23 – 11 a.m. – Senate Education Committee

Hearing Room 1, North Office Building
Public hearing on food in education

September 23 – 10 a.m. - Senate Communications and Technology

Capitol, Room 8E-A, East Wing
Public hearing to discuss improving access to high-speed broadband internet in the Commonwealth

September 24 – 9 a.m. – Senate Judiciary Committee

September 25 – 1 p.m. – Senate Judiciary Committee

Hearing Room 1, North Office Building
Public hearing on behavioral health, second amendment rights, and other gun related issues

Sources: Education Week (edweek.org), PASA, PSBA, www.pasenate.gov, www.house.state.pa.us, PSERS

PSBA Act 55 and Act 18 Compliant Training for School Directors

Act 55 and Act 18 training requirements specific to School Directors:

Newly elected and appointed school board directors –
successful completion of 5 training hours, including 1 hour of trauma-informed approach training.

Re-elected school board directors –
successful completion of 3 training hours, including 1 hour of trauma-informed approach training.

Log-in at www.mypsb.org to access online courses or to register for the in-person option for School Director Training. After log-in, use the purple menu bar on the left hand-side.

Online learning

- Accessible 24/7, a series of 10- to 30-minutes topic-specific courses with takeaways.
- No charge to members.
- To access the 43 online courses including those identified as required, log-in at www.mypsb.org.

In-person learning

- During the New School Director Training program offered in more than 10 locations around the state, there will be 5 hours of live training for newly elected directors that runs concurrently to a 3-hour program for re-seated school directors. This is an interactive event structured to provide both new and veteran directors with the required training in a collaborative format.
- Nominal fee will cover provided meal and operational expenses.

LOCATIONS AND DATES:

Start times listed below are for New School Directors. Registration is 1 hour prior to start time.

- A W Beattie Career Center (Allison Park, PA) | December 7, 2019 | 9:00am
- Radnor Township School District | December 7, 2019 | 9:00am
- CTC of Lackawanna County | December 10, 2019 | 3:30pm
- Grove City Area School District | December 10, 2019 | 3:30pm
- Penn Manor School District | December 10, 2019 | 3:30pm
- Berks County IU 14 | December 11, 2019 | 3:30pm (**see schedule below**)
- Montoursville Area School District | December 11, 2019 | 3:30pm
- Upper St. Clair Township School District | December 11, 2019 | 3:30pm
- Richland School District | December 12, 2019 | 3:30pm
- Seneca Highlands IU 9 | December 12, 2019 | 3:30pm
- The School District of Haverford Township | December 12, 2019 | 3:30pm
- State College Area High School | December 14, 2019 | 9:00am
- PSBA | January 11, 2020 | 9:00am

You may also view specific details regarding training sessions by accessing the PSBA event calendar at <https://www.psb.org/events/2019-12/>. Click on date to see the agenda, cost, etc.

PSBA School Director Training at Berks County Intermediate Unit Main Office

WEDNESDAY, DECEMBER 11, 2019 (Snow Date: Wednesday, January 8, 2020)

New School Director Training (5 hours)

2:30 P.M. – Registration Opens
3:30 P.M. – Program Begins
5:30 P.M. – Dinner
6:00-9:00 P.M. – Remaining Program

Advanced School Director Training (3 hours)

4:30-5:30 P.M. – Registration & Dinner
5:30-9:00 P.M. – Remaining Program

REGISTRATION INFORMATION: bit.ly/PSBAtraining2019

Log-Inn at www.mypsb.org. After log-in, use the purple menu bar on the left hand-side

JOINT OPERATING COMMITTEE MEETING BRIEFS



The meeting of the Joint Operating Committee (JOC) was held at the West Campus of the Berks Career and Technology Center in Leesport, PA on Wednesday, September 25, 2019.

Old Business

- No report.

New Business

- Approved the first reading of the following Berks Career and Technology Center Policy:
 - Bullying/Cyberbullying #249

Under Finance Committee

- Approved the Perkins V “Strengthening Career and Technical Education for the 21st Century Act” budget for the 2019-2020 fiscal year in the amount of \$513,200.00.

Under Building/Insurance Committee, the Joint Operating Committee:

- No report.

Under Negotiations Committee

- No report.

Under Program/Personnel Committee

- Approved the Memorandum of Understanding between Penn College of Technology and BCTC for the Penn College NOW program beginning with the 2019 – 2020 school year.
- Approve the vacant Part-Time Instructional Assistant position at West Campus to be replaced with a Full-Time Instructional Assistant position at West Campus effective September 26, 2019.

Under Other Committees (For Information Only):

- Professional Advisory Committee (PAC) meeting notes of September 17, 2019.

Under Personnel Matters, the Joint Operating Committee took action to approve all personnel matters as presented.

Under Other Matters for Consideration, the Joint Operating Committee:

- Approved to receive and file the 2019-2020 School Improvement Plan (SIP) of the Berks Career and Technology Center as presented.
- Approved to receive the proposed 2020-2021 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.
- Approved to appoint William Carl as the BCTC Legislative Representative for the PSBA Legislative Policy Council for the 2019-2020 fiscal year.

- Approved Chris Nappi, Donna Noecker, Kevin Crawford, Jessica Werner, and Chuck Stricker to attend SkillsUSA on November 13 – 15, 2019 in Gettysburg, PA at a cost not to exceed \$500 each.
- Approved an agreement with the Central Susquehanna Intermediate Unit for the eSchoolData, student management system.
- Approved to authorize the disposal of three school buses, a truck and a flatbed trailer. All are no longer in use.

The next regular meeting of the Joint Operating Committee will be held on Wednesday, October 23, 2019, at the East Campus of the Berks Career and Technology Center in Oley, PA.

BERKS CAREER & TECHNOLOGY CENTER
Official Proceedings of the Joint Operating Committee
August 28, 2019

AGENDA ITEM III
JOC Meeting 9/25/2019

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, August 28, 2019. The meeting was called to order by Chairperson Manbeck at 7:33 PM.

ATTENDANCE

Present: Ms. Caryn Friedlander, Mr. William Carl, Mr. Oscar Manbeck, Mr. Andrew Raugh, Mr. Gary Reinert, Mr. Walter Saylor, Mr. John Tomasi, Dr. Sharon McLendon, Mr. Dave Lewis, Mr. Charles Shurr, Ms. Christine Osborn, Mr. Bob Heckman, Mr. Ed Case

Absent: Dr. Jay Melvin, Mr. Chris McCaffrey and Mr. Michael Wolfe

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

Solicitor: Mr. James Mancuso, Esq.

Press:

Guests: Mr. Curtis Funkhouser

PLEDGE OF ALLEGIANCE

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

RECOGNITION OF NATIONAL CTSO WINNERS

Mr. Christopher Nappi introduced the CTSO award recipients for Nationals and they received a certificate and photo. The following students received awards;

- SkillsUSA: Connor Brehm, Ryan Kane, Douglas Stroman, Joshua Joyce
- FCCLA: Savanna Rooney, Erin Koch (Absent: Sienna Montalvo, Austina Strong and Kellie Callahan)

EXECUTIVE SESSION

None

RECEIPT OF BIDS

None

APPROVAL OF MINUTES

A motion was made by Mr. Carl and seconded by Ms. Osborn to approve the meeting minutes of June 26, 2019 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. Lewis to approve the bills as presented.

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

INVESTMENT OF FUNDS

None

COMMUNICATIONS

None

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 UPDATE

Dr. Kraft welcomed new staff member; Mr. Curtis Funkhouser as the Supervisor of Curriculum and Assessment.

Dr. Kraft quickly reviewed the School Improvement Plan from 2018-2019 and all that was accomplished. He also reviewed the Assessment Data Presentation in Goggle Docs on their own due to the lack of time.

There was a "Signing Day" with RACC, Kutztown and BCTC for the Teacher's Academy. Photos captured the moment.

There was money was raised (93K) by East Penn Manufacturing, B & G Glass and private donors. Seventy 73 received a check for \$1200. Dr. Kraft also Thanks Phil Harris for all the work he's done with this team, He spent several days and hours visiting over 100 kids at their place of work and completing paperwork. We are continuing to monitor this position to see if there is a need for an additional position in the future.

Dr. Kraft thanked his Administrative Team. With all the recent changes, he felt that have really pulled together and stepped up to accomplish big things and have done a great job. Thanks to Mr. Kyle Follweiler and Dr. Michael Stauffer for doing a great job with the In-Service schedule. Everyone seemed to really appreciate the break-out sessions and our main speaker on LGBTQ since we are beginning to see those students attend BCTC.

Mrs. Michalene Berg has done a great job filling position but has two outstanding positions to fill; Drafting Design Technology (DDT) and Early Childhood Education (ECE). DDT is being covered by Katherine Reimert an IA, and Chuck Stricker, Instructor and the ECE course is being taught by Rochelle Rudy until a replacement can be found.

CAMPUS/PROGRAM UPDATES

Dr. Michael Stauffer welcomed the JOC back to the new year and indicated the West Campus had a great start to the year so far. He presented the consideration for BCTC to purchase eSchool Data by providing some background information to the decision to choose eSchool as the new SIS.

ClassMate over the 10 years we have worked with the SIS has worked well but in the last few years we have begun to experience some concerns:

- Loosing data randomly
- Other users leaving ClassMate
- Product support is not available
- Becoming complacent
- Since using Schoology it works for us but not for anyone else, so it's a bandaid interface.

There was an Adhoc committee made up of a person from each job role, IA, instructor, Support Staff, Administration and food service. For 2 ½ years they vetted six different vendors to make the best decision for BCTC. They had demos, meet with their product specialists, gave them surveys, etc.

After looking at these vendors, eSchool seemed the product that served our needs best. eSchool can:

- Can compute complex grading, something we need
- Is designed especially for CTE education
- Has the ability to have work ethic points tied to attendance, does automatically
- It can task track over three years versus ClassMate which does 1 year at a time so you have to merge the data manually
- Has a transportation module
- TA grading built in
- Guru board where home schools can see their student grades
- Online registration process
- Cloud based

Dr. Stauffer thanked Dr. Hackman for their perspective on Infinite Campus which is what the BCIU currently uses and is very satisfied. Dr. Hackman replied that we have her full support since eSchool is better equipped to support CTEs.

They have asked others using the product and they commented that the PIMS submission went very smooth and that it had outstanding product support. Therefore, we are recommending to the JOC for approval in September to purchase the new SIS, eSchool.

Start up costs are \$12 per student. The projected student number is 1739. It will be a higher start up costs because it will include a cost of \$4500 service bank for training and a \$5000 charge for data conversion. After that there would be an annual fee of \$27,000 which is less than what we pay now for ClassMate.

The Rollout plan would be a 3-year implementation with SIS heavy training in the summer and next year. The LMS would integrate seamlessly. You would be able to have the assignments coded alike and have real time processing where when one system is updated it updates the next. Between the SIS and LMS the training will be staggered so that it doesn't overwhelm staff. It is modeled in style and navigation like ClassMate but not in function which will also make it easy for staff.

Mr. Kryder shared that the school year started out a bit bouncy, up and down but is now on the right track. He received a CED magazine which has an article of the AED education which our campus (only one of two teaches) is featured including photos of Jim Mack.

Some disappointing news is the Parade of Homes and Project Hope have both been cancelled this year for various reasons. The house project will complete the house this fall and begin the new house on Lot #4.

Mr. Kyle Follweiler updated the Board on the In-Service days. These went very well with the staff providing very positive feedback on the topics. They especially appreciated the Clinical Observation updates on how these will be performed. It's a more positive observation with working together to better the classes not a "Gotcha" mentality. LGBTQ was another session they were very informed on since more and more they are dealing with this issue.

IMPORTANT DATES

- BCTC Closed – Holiday – August 30 & September 2, 2019
- JOC Meeting, West Campus – September 25, 2019
- College/Career & Parent Conference Night (East Campus) – October 1, 2019
- College/Career & Parent Conference Night (West Campus) – October 3, 2019

STUDENT HONORS

West Campus

- Sienna Montalvo (Governor Mifflin - ECE) – Silver for Advocacy
- Austina Stong (Conrad Weiser – ECE) – Silver for Advocacy
- Kellie Callahan (Conrad Weiser – ECE) – Bronze – Interpersonal Communications
- Erin Koch (Conrad Weiser – ECE) – Bronze – Interpersonal Communications
- Savanna Rooney (Boyertown - ECE East Campus) – Gold – Life Event Planning

East Campus

- Douglas Stroman (Daniel Boone – Masonry), Ryan Kane (Daniel Boone – Building Construction), Connor Brehm (Boyertown – Plumbing), Joshua Joyce (Twin Valley – Building Construction) – 1st place Skills USA National winners in Teamworks.

COMMITTEE REPORTS

FINANCE COMMITTEE

A motion was made by Mr. Reinert and seconded by Mr. Carl to approve a budgetary transfer within the General Fund in the amount of \$461,636.00 for the 2018 – 2019 fiscal year.

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

BUILDING/INSURANCE COMMITTEE

Mr. Raugh reported that Mr. John Reedy already provided reports on the Security Camera System Installation and The Security Keyless Entry Hardware & Installation.

NEGOTIATIONS COMMITTEE

A motion was made by Mr. Reinert and seconded by Mr. Lewis to approve an increase in the teacher supplemental rate from \$25.00 an hour to \$26.00 an hour.

PROGRAM/PERSONNEL COMMITTEE

A motion was made by Mrs. Friedlander and seconded by Mr. Carl to approve the 2019-2020 Instructional Staff Salary Schedule and Instructional Staff Salary List.

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

OTHER COMMITTEES (FOR INFORMATION ONLY)

None

PERSONNEL MATTERS

A motion was made by Mrs. Friedlander and seconded by Mr. Carl to approve the following Personnel Matters A - C:

Resignations - General Fund

- **Casey R. Semenza** – Marketing Coordinator, West Campus. Reason: obtained other employment. Effective date: July 29, 2019.

Employment Approvals - Continuing Education Fund

- Part-time Continuing Education Instructor pending satisfactory receipt of background and screening requirements. Recommended salary: as per the 2019-2020 school year approved rate.
 - Rick S. Dierolf – **Effective date: on or around September 4, 2019 through the end of the 2019-2020 school year.**
 - Lawrence L. Kuzniar, Jr. - **Effective date: on or around September 3, 2019 through the end of the 2019-2020 school year.**

- John H. Quinn, III. - **Effective date: on or around September 3, 2019 through the end of the 2019-2020 school year.**

General Fund

- BCTC Dishwasher Co-Op Students. Recommended salary: \$7.25/hour. Effective date: on or around August 26, 2019 through the end of the 2019-2020 school year.
 - **Jasmin C. Colon-Cruz**
 - **Kenia M. Hernandez**

Employment Ratifications - General Fund

- **Curtis R. Funkhouser** – Supervisor of Curriculum and Assessment, East/West Campuses. Recommended salary: \$92,500/year pro-rated. Effective date: August 19, 2019.
- Drivers. Recommended salary: \$18.00/hour. Effective date: August 14, 2019.
 - Morgan E. Huseman
 - BobbieJo A. Mohr
 - Ronald E. Smith
 - Susan A. Wissler
- Instructional Assistant, East Campus. Recommended salary: \$13.25/hour. Effective date: August 14, 2019.
 - Lindsey K. Buler
 - Melissa D. McIlwain

Upon roll call, the vote was recorded as follows: Yeas: Saylor, Boyer, Tomasi, Carl, Wolfe, McLendon, Reinert, Adams, Raugh, Darion, Melvin and Manbeck.

Nays: None. **Abstained:** None. **Motion carried.**

A motion was made by Mrs. Friedlander and seconded by Mr. Carl to approve the following Personnel Matters D - E:

Change of Status/Transfer Approvals - General Fund

- **Barbara M. Steiner-Lawley** – Instructional Assistant, East Campus. Change building location to West Campus. No change in pay. Effective date: August 21, 2019.
- **Rochelle L. Rudy** – Early Childhood Education Instructor, East Campus. Change Status to Instructional Coach, East/West Campuses. Recommended salary: \$65,859/year based on Track AC/Level 7/Step 10 of the 2019-2020 salary schedule as per the negotiated BCTCEA Agreement. Effective date: August 21, 2019.
- **Jessica A. Werner** – Part-time Printing Production Technology Instructor, West Campus.
 - **Add other earnings for part-time Marketing Coordinator, West Campus. Recommended salary: \$24,500/year. Effective date: September 1, 2019 through October 31, 2019.**
 - **Resignation of part-time Printing Production Technology Instructor, West Campus. Effective date: October 31, 2019.**
 - **Change job status to full-time Marketing Coordinator, West Campus. Recommended salary: \$49,000/year pro-rated. Effective date: November 1, 2019.**

Change of Status/Transfer Ratifications - General Fund

- **Michelle L. Hiester** – Administrative Assistant to the Assistant Principal, West Campus. Change job status to: Reporting Systems Specialist, West Campus. Recommended salary: \$41,000/year pro-rated. Effective date: September 16, 2019.
- **Nan E. Parks** – Job Coach, East Campus. Change status to Career Pathways Outreach Coordinator, East/West Campuses. Recommended salary: \$41,000/year pro-rated. Effective date: August 26, 2019.
- **Jeffrey W. Royles** - Driver. Change hourly rate from \$17.00/hour to \$18.50/hour. Reason. Align salary with the new Driver compensation package. Effective date: August 21, 2019.

Upon roll call, the vote was recorded as follows: Yeas: Saylor, Boyer, Tomasi, Carl, Wolfe, McLendon, Reinert, Adams, Raugh, Darion, Melvin and Manbeck.

Nays: None. **Abstained:** None. **Motion carried.**

A motion was made by Mrs. Friedlander and seconded by Mr. Carl to approve the following Personnel Matters F-G:

Add Other Earnings Approvals - General Fund

- Administrative approved evening Cosmetology clinics. Recommended salary: \$26.00/hour. Effective date: August 28, 2019 through the end of the 2019-2020 school year not to exceed 32 hours each.
 - **Donna L. Noecker** – Cosmetology Instructor, East Campus.
 - **Tracey L. Sholl** – Cosmetology Instructor, East Campus.
 - **Stacey C. Andersson** – Cosmetology Instructor, West Campus.
 - **Nancy A. Quick** – Cosmetology Instructor, West Campus.
- CTSO Coordinator/Liaison. **Jessica A. Werner** - Printing Production Technology Instructor, East/West Campuses. Recommended salary: Stipend of \$1,750/year. Effective date: 2019-2020 school term.
- Virtual Enterprises International Coordinator. **Tiffany L. Greene** – Business Management and Entrepreneurship Instructor, West Campus. Recommended salary: Stipend of \$1,750/year. Effective date: 2019-2020 school term.
- FFA Coordinator. **Kelly E. Piccioni** – Horticulture Instructor, East Campus. Recommended salary: Stipend of \$1,750.00/year. Effective date: 2019-2020 school term.
- House Project Coordinator. **Michael Kern** – Masonry Instructor, East Campus. Recommended salary: Stipend of \$2,500/year. Effective date: 2019-2020 school term.
- Banquets. Recommended salary: \$26.00/hour not to exceed 50 hours each or a total of 200 hours. Effective date: 2019-2020 school term.
 - **Albert N. DeNault**– Culinary Arts Instructor, West Campus.
 - **W. Clarke Hammond** – Culinary Arts Instructor, West Campus.
 - **Mary Jo Kuhwald** – Culinary Arts Instructor, East Campus.
 - **Eric R. Lynch** – Culinary Arts Instructor, East Campus.

- FCCLA Coordinator. Recommended salary: Stipend of \$1,750/year. Effective date: 2019-2020 school term.
 - **Karla Gibson** – Early Childhood Education Instructor, West Campus.
 - **Mary Jo Kuhwald** – Culinary Arts Instructor, East Campus.
- HOSA Coordinator. Effective date: 2019-2020 school term.
 - **Stephen S. Cote** – Sports Medicine & Rehabilitative Therapy Instructor, East Campus. Recommended salary: \$875.00/year.
 - **Jennifer A. Maryniak** - Sports Medicine & Rehabilitative Therapy Instructor, East Campus. Recommended salary: \$875/year.
 - **Maureen B. Longenecker** – Substitute Instructor, East/West Campuses. Recommended salary: Stipend of \$1,750/year.
 - **Therese R. Matthew** – Health Occupations Instructor, West Campus. Recommended salary: Stipend of \$1,750/year.
 - **Kelly S. Ruth** - Medical Health Professions Instructor, West Campus. Recommended salary: Stipend of \$1,750/year.
- National Technical Honor Society Coordinator. Recommended salary: Stipend of \$1,750/year. Effective date: 2019-2020 school term.
 - **Melissa A. Yoder** – Counselor - Manager of Enrollment, East/West Campuses.
 - **Heather Wargo** – Educational Facilitator, East Campus.
- Peer Mentor Teachers. Recommended salary: First year teachers a stipend of \$500/year and \$250.00/year for each additional teacher. Second year teachers a stipend of \$250.00/year and \$125/year for each additional teacher. Effective date: 2019-2020 school term.
 - **James D. DelConte** – Communication Media Technology Instructor, West Campus.
 - **James P. Mack** - Heavy Equipment Technology Instructor, East Campus.
 - **Christopher F. Nappi** – Computer Systems Networking & Security Instructor, East Campus.
 - **Denise E. Paulson** – IT Programming Instructor, West Campus.
 - **Rochelle L. Rudy** – Instructional Coach, East/West Campuses.
- PA Builders Association Coordinator. **Jeffrey R. Miller** - Carpentry Instructor, East Campus. Recommended salary: Stipend of \$1,750/year. Effective date: 2019-2020 school term.
- SkillsUSA Coordinator. Recommended salary: Stipend of \$1,750/year. Effective date: 2019-2020 school term.
 - **Christopher F. Nappi** – Computer Systems Networking & Security Instructor, East Campus
 - **Donna L. Noecker** – Cosmetology Instructor, East Campus.
 - **Charles D. Stricker, Jr.** – Electro-Mechanical Engineering Technology Instructor, West Campus.
 - **Jessica A. Werner** – Printing Production Technology Instructor, West Campus.

Add Other Earnings Ratifications - General Fund

- Redistribute **Maureen B. Longenecker's** unused summer per diem days between coaches for summer 2019 job responsibilities.

Recommended salary: per diem rate. Effective date: July 29, 2019 through on or around August 20, 2019.

- **Rochelle L. Rudy** – Instructional Coach. Nine (9) contracted days.
- **Michael J. Stein** – Technology Instructional Coach. Five (5) seven (7) contracted days.
- Ratify the following action that was approved June 26, 2019: BCTC STEAM Career Camp employees and compensation (compensated through the Strategic Innovation Grant). Effective date: June 17, 2019 – June 21, 2019.
 - **Bridget A. John** – Nursing and Attendance Services Specialist, West Campus. Add other earnings for School Nurse role. Recommended salary: as per the JOC 2018-2019 school year approved hourly rate *not to exceed 27.5 30 hours*.
- Add other earnings for Schoology training. Recommended salary: \$25.00/hour. Effective date: June 20, 2019 concluding on or around August 15, 2019 not to exceed a cumulative total of 300 hours.
 - Stacey C. Andersson – **Cosmetology Instructor, West Campus.**
 - Kathy L. Bailey – **Health Occupations Instructor, West Campus.**
 - Thomas E. Carl – **Protective Services Instructor, East Campus.**
 - Stephen S. Cote – **Sports Medicine & Rehabilitative Therapy Instructor, East Campus.**
 - Kevin K. Crawford – **Building Construction Occupations Instructor, East Campus.**
 - Gerald W. Galczynski – **Cabinetry and Wood Technology Instructor, East Campus.**
 - Tiffany L. Greene – **Business Management and Entrepreneurship Instructor, West Campus.**
 - W. Clarke Hammond – **Culinary Arts Instructor, West Campus.**
 - Todd A. Heckman – **Protective Services Instructor, East Campus.**
 - Melvin G. Johnson – **Recreational and Power Equipment Technology Instructor, West Campus.**
 - Rachel B. Kline - **Painting & Decorating Instructor, East Campus.**
 - Mary Jo Kuhwald – **Culinary Arts Instructor, East Campus.**
 - Gayle A. Leinbach - **Automotive Technology Instructor, East Campus.**
 - April L. Lenhart – **Service Occupations Instructor, East Campus.**
 - Eric R. Lynch – **Culinary Arts Instructor, East Campus.**
 - Jennifer A. Maryniak - **Sports Medicine & Rehabilitative Therapy Instructor, East Campus.**
 - Therese M. Matthew – **Health Occupations Instructor, West Campus.**
 - Christopher F. Nappi – **Computer Systems and Networking Security Instructor, East Campus.**
 - Donna L. Noecker – **Cosmetology Instructor, East Campus.**
 - Nancy A. Quick – **Cosmetology Instructor, West Campus.**
 - Rochelle L. Rudy – **Instructional Coach, East/West Campuses.**

- Kelly S. Ruth – **Medical Health Professions Instructor, West Campus.**
- Kathi L. Shaffer – **Service Occupations Instructor, East Campus.**
- Tracy L. Sholl - **Cosmetology Instructor, East Campus.**
- Michael P. Wentling – **Plumbing and Heating Instructor, East Campus.**

2019-2020 Substitute Listings and Rates Approval (Enclosures) - General Fund

Substitute Teachers

Substitute Support Staff

Substitute School Building Administrators

Substitute Work-Based Education Coordinators

Upon roll call, the vote was recorded as follows: Yeas: Saylor, Boyer, Tomasi, Carl, Wolfe, McLendon, Reinert, Adams, Raugh, Darion, Melvin and Manbeck.

Nays: None. **Abstained:** None. **Motion carried.**

OTHER MATTERS FOR CONSIDERATION

A motion was made by Mr. Heckman and seconded by Mr. Carl to:

- Consideration to ratify an agreement with the PA CareerLink® Berks County Operator Consortium to provide BCTC the use of office space at CareerLink for the purpose of assisting CareerLink customers with enrollment at BCTC at a cost of \$254.48 per month effective July 1, 2019 until June 30, 2020.
- Consideration to enter into an agreement with the PDE Bureau of Career and Technical Education for participation in the BCTC Technical Assistance Program (TAP) for 2019-2020 school year.
- Consideration to enter into an agreement with Berks Heim to provide clinical education and experiences for BCTC's Health Occupations students for 2019-2020.
- Consideration to enter into an agreement with the Berks County Intermediate Unit Head Start Program to provide meals for Head Start attendees for the 2019-2020 school year at \$2.48 per meal.
- Consideration to enter into an agreement with the Berks County Intermediate Unit Head Start Program to lease approximately 2,050 square feet at the East and West Campuses at a lease cost of \$6,837.75 for each campus for the 2019-2020 fiscal year.
- Consideration to approve Tri-Star Benefit Systems, Inc. as BCTC's Section 125 provider beginning with the 2019-2020 school year at an estimated yearly cost of \$2,700
- Consideration to approve the contract between the Montgomery County Economic & Workforce Development Board from July 1, 2019 – June 30, 2020 for Adult Education Training
- Consideration to approve a hosted solution for the Business Office financial software for a one-time cost of \$10,925 and a yearly cost of \$7,025 with Tyler Technologies.
- Consideration to approve an articulation agreement with Reading Area Community College (RACC) and Kutztown University to create a 2+2+2 model whereby

students will get advanced standing for coursework in Early Childhood Education towards an Associate Degree with RACC and a BS in Education at Kutztown University.

- Consideration to award contracts for student transportation for the 2019-2020 school year to the following vendors at costs not to exceed as listed:

<u>CONTRACTOR</u>	<u>COST PER DAY</u>	<u>RUNS/DAY</u>
Eshelman Transportation, Inc.	1,264	4
Keystone School Bus Services, Inc.	1,355	4
George Krapf, Jr. & Sons, Inc.	310	1
New Rhoads Transportation	1,969	7
Quigley Bus Service, Inc.	701	4
TOTAL	5,599	20

- Consideration to approve BCTC's participation in the Berks County Joint Purchasing Board for the purchase of the following items for the 2019-2020 school year.

- | | |
|--------------------------------|-------------------|
| 1. Copy Paper | 5. Grocery |
| 2. Custodial Supplies | 6. Fresh Bread |
| 3. Food Service Paper Products | 7. Milk and Dairy |
| 4. Fuel | 8. Trash Removal |
| | 9. Natural Gas |

- Consideration to approve the donation of used dental equipment to Reading Area Community College.
- Consideration to approve Robert Youse and Philip Harris to attend the 2019 Cooperative Education Conference in State College, PA on October 14 – 16, 2019 for a cost not to exceed \$1,500.

Upon roll call, the vote was recorded as follows: Yeas: Saylor, Boyer, Tomasi, Carl, Wolfe, McLendon, Reinert, Adams, Raugh, Darion, Melvin and Manbeck.

Nays: None. **Abstained:** None. **Motion carried.**

PERSONS DESIRING TO BE HEARD

Dr. Hackman congratulated Curt Funkhouser on his new role with BCTC and expressed how fortunate we were to have him according to the BCIU 13. He came with high recommendations.

She also expressed congrats to Dr. Kraft, during this transition time of staff, that employees are embracing each day, having a high moral and being positive, all things she observed during In-Service. She also thanked Michalene Berg for all her behind the scenes work she does in Human Resources.

ADJOURNMENT

A motion was made by Mr. Carl and seconded by Mr. Lewis to adjourn the meeting at 8:16 PM.

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

Approved _____ 2019
Christine Osborn, JOC Secretary
per Wendy Sigourney, Recording Secretary