Joint Committee Meeting -- February 5, 2018

A meeting of the Joint Committee of the Western Montgomery Career and Technology Center was held and held at 77 Graterford Road, Limerick, PA on February 5, 2018. Patricia Grimm, Chairperson, called the meeting to order at 7:27 P.M. following the Executive Session and Reorganization Meeting.

JOC Members:

Ashley Custer      Colleen Zasowski      James C. Glackin
Patricia Grimm     Edward Dressler       John Farris      Absent
Robert Lindgren    Dawn R. Heine        Raeann Hofkin    Absent

Non-Members present:
Dr. David Goodin, Superintendent, Spring-Ford Area S.D. & WMCTC Superintendent of Record
Christopher Moritzen, Administrative Director
Robert Weneck, Principal
Donna Wilson, Business Manager
Rachel Hetzel, IT Director
Phil Mest, Carpentry Instructor and AFT Member
Marc Davis, Solicitor
Cheri Free, Hutchinson, Gillahan and Free, PC
James Glackin

A motion was made by Ms. Heine and seconded by Ms. Custer to:
approve the JOC Minutes of January 5, 2018.

Ashley Custer      Yes      Colleen Zasowski      Yes      James C. Glackin      Yes
Patricia Grimm     Yes      Edward Dressler       Yes      John Farris      Absent
Robert Lindgren    Yes      Dawn R. Heine        Yes      Raeann Hofkin      Absent

Motion carried 7-0

Mr. Moritzen introduced Ms. Free of Hutchinson, Gillahan and Free, and asked her to make her presentation before he began his Administrative Director’s Report.

Presentations:

A. Review of Annual Financial Report:

She commented that all members received copies of the audit, and the good news is it was a clean opinion with no significant deficiencies and your records are in very good shape. We appreciate all the help we get from your wonderful office staff we work with. She asked the members to turn to Page 24, which is what she calls your report card and basically your budget
persons’ actual report. It says you did better than anticipated on your budget. You originally budgeted for a surplus on operations of about $75,000 and on an operating basis you experienced a surplus of $200,000. Then you had some other financing sources and uses which are basically returning the fund balances to the school districts. The very bottom line is you had budgeted for a deficit of $75,000 and you only experienced a deficit of $72,000, which is good. You’re meeting your expectations, you’re doing your fiscal responsibility and you’re sticking to what you said you were going to spend your money on. She asked if there were any questions. There were none. He said their contact information is on their letterhead, and if you ever have any questions they work for the board so please do not hesitate to give her a call.

The members thanked Ms. Free.
Ms. Grimm also thanked Ms. Wilson and Mr. Moritzen for their hard work & effort throughout the year.

II. Administrative Director’s Report

Mr. Moritzen began his report by publicly recognizing Mr. John Gehman for his years of service to the Western Center JOC, and will be delivering his award to him for his year of service as he was unable to attend the meeting this month and last.

A. SkillsUSA Results:

Results were emailed to the members last week and we are getting prepped for HOSA & FCCLA coming up in March.

B. General Update:

Some visits to the Western Center for next week include:

- On the 13th, State Representative Toepel from Upper Perkiomen District is coming to visit and tour the facility and learn more about what CTC has to offer.
- On the 14th, Butler County CTC will be visiting to tour our Sports Medicine Program. They are located on the other side of Pittsburgh, so they’re coming a long way. They want to see the best so they’re coming out to us. They are opening a program, but they want to see how to build it and how to budget it and make it look professional. We are already at the magic number of 10 and NOCTI will be in place next year with the Program of Study instead of Tech Prep.
- On the 21st, the state will be here to do our Perkins Audit. They will be here for 3 days. They fund half of 2 Student Success Coordinators and half of 2 of our Instructional Assistant, so there’s no equipment for them to search for and find so it’s pretty cut and dry.
- On April 4-6th, we will be having our 339 Audit, which has been a fun adventure. Each program has about 26 file folders plus about 26 Administrative file folders, which includes all types of documentation. It is 99.9% done and we are doing the final audit on our Administrative files. The audit occurs anywhere from 3 to 5 year with our last one being done in 2013. Ours is done electronically in the Google Drive, because it would be easier for them. Since we’re a technical school, we should be able to do it technically.
- In March, NOCTI testing will be starting at the end of March running thru mid-April with our hands-on testing on April 25.
- March 10th, we will have our Active Shooter Drill here on a Saturday, March 10, which will involve Limerick Police, Fire Dept., Trappe EMS, Local SWAT and FBI. It will go on from approx. 8:00 A.M. to noon. Neighbors will be notified and another planning meeting is scheduled for Feb. 20th.

Dr. Dressler asked what was the current enrollment.
Mr. Moritzen said current enrollment is 524. Applications was last at 187 with over 90 freshmen applying.
III. Public Comments on Agenda Items – None

IV. Presentations:

B. 2018/19 Budget – Administrative Director

Mr. Moritzen said everyone should have a blue folder with the draft 2018/19 school year budget. Our budget is developed to meet the educational programming needs of our students while applying sound fiscal discipline.

Our budgets are based on:

- A five-year historical review of both budgeted and actual expenditures; and,
- A five-year historical review of both budgeted and actual revenue.

We started earlier this year, we met with all the teachers and got their input and developed the budget as early as October. He and Ms. Wilson finalized everything by October and met with the Superintendents in November and just recently met with all the Business Administrators and Superintendents to review the budget. Everyone seemed satisfied with the budget.

The teachers give information on supplies, textbooks, software and equipment. Realistically, the biggest things that come up during the year for the teachers is the cost of supplies. He and Ms. Wilson review all the requests to develop the preliminary budget and then we sit down with the Superintendents and Business Managers.

A summary f the key points:

Personnel:

- Projected increase for CBA faculty members – 2.95%
- Projected increase in custodial wages per CBA – 5%. Contract comes up at the end of 2019.
- All other staff increases projected at 3% (Variable), which are decided in June.

Other Areas of the budget:

- Benefits:
  - Medical – projected increase of 7.5%
  - Retirement – increase from 32.57% to 33.43%

- Travel:
  - Special Education  IEP’s
  - Guidance – Recruitment
  - Bio-Medical – Project lead the Way
  - Cooperative Education – site visits
  - Technical Areas – Conference to enhance educational practices

We continue to want to push the envelope with what we do with our students and challenging them in new areas. Thanks to the JOC we are able to travel to SEMA, travel to ACTE and travel to I-CAR conferences that are really paying off for our students.

- Dues/Fees
- Several programs have dues/fees for certification/accreditation that are paid annually.

Ms. Heine asked if Mr. Moritzen could give a snapshot of one or two of the dues to those who may not know. Mr. Moritzen said the CCAP, which is the Culinary Arts Program allows for student competitions and they also do professional development for our teachers and our students. That program costs $5,000. Two years ago we had a young lady who was involved in CCAP get a $136,000 full scholarship to Johnson Wales University because of the competition she was allowed to get through CCAP. Looking at some of our NATEF
certifications in Automotive getting our students more certifications that way. SP2 is a certification company we utilize among 7 of our programs now. It’s an inexpensive on-line certification program that can be used by hundreds of students at a time and you have access to at least 10-15 certifications. In order for a student to get hired the better the resume looks with more credentials and be the better candidate.

Budget Comparison 2017-2018 vs. 2018-2019:

- 2017-2018 budget was $6,112,019
- Proposed 2018-2019 budget is $6,199,739
- Budget increase of $87,720
- Actual cost to the districts going up $60,574
- A breakdown of our increases shows an increase of 1.4% overall
- Object code 700 (equipment) includes $50,000 for matching grant and $26,000 for supplemental equipment grant, which is not guaranteed, so we don’t spend it until we get it.
- Object code 900 includes lease payments for Xerox copier, which we are in the last year of payment and will go away after next year.

Revenue Considerations:

- Increase in Voc. Ed. Subsidy due to consistent increase in student enrollment
- Increase in state subsidies due to increase in retirement rate and wage and salary increases
- Also includes state funding for Equipment Grant and Matching Equipment Grant, which we talked about
- Federal subsidy for Perkins, which is projected at a slight decrease in alignment with 2017-2018 allocation. We don’t know what the 2018-2019 allocation is going to be, which is typically April. It’s been pretty steady around where it is with minimal decreases; this past year was around $7,000 and we hope to see an increase in that. They talked previously about not re-issuing Perkins so that $100,000 may be coming up down the road. All the information we are getting from the state is that Perkins will remain intact at least for next year. Obviously, if that come down we will need to figure out how to subsidize that $100,000. We’re one of the smaller in the state with Delaware County getting close to $1.2 million in Perkins fund.

Member Contributions:

- In 2017-18 the District contribution had an increase of $356,521 as we did add positions and changes in equipment that we needed.
- The 2018-19 District contribution increased by $60,574

- District Contribution Comparison
  - Pottsgrove decreasing $15,547 for a -1.07% change
  - Spring Ford increased by $96,313 for a 5.53% change due to a higher enrollment over that ADM
  - Upper Perk decreasing $20,192 for a -1.13% change

The JOC has done a phenomenal job of continuing to support us at the Western Center. He thinks we have done a good job of being fiscally sound and has demonstrated that for the last 3 years since he took over and hopefully we continue on the same path. He and Ms. Wilson are very proud of this budget and we worked really hard to get the percentage down for the districts. That concluded the budget presentation and Mr. Moritzen asked if there were any questions.

Dr. Dressler asked if the overall budget increase was 1.4%.

Mr. Moritzen said we had some ups because we changed to a zero base budget when I first came in. If you remember, we had a large number of money that was sitting there offsetting costs, which was returned to the Districts. Built from a zero base so that started with an initial higher increase, which had some shock value to it because last year we increased staff members and got positions where we needed them.

He reiterated that the budget has been reviewed by the Superintendents and Business Administrators.
V. Committee Reports

Superintendent of Record’s Report – Dr. Goodin said we had applied for a Safe Schools Grant to get a grant funded School Resource Officer here in the building with the hope that Limerick would come in and help fund that position so they would have half of the individual and we would have the other half. Limerick is not willing to do that. Now we have a situation where we have been afforded some grant money, but it is not enough to cover.

Mr. Moritzen said initially when we met with Limerick they had anticipated being able to hire coming back after we received that. He met with Chief Skelton and his Lieut. And he’s basically been told he’s been put on a 3 to 5 year hiring freeze. So, he hates to give away free money, but obviously there will be another district that can use that money so I don’t want to sit on it and give it away. I also don’t want to increase the financial burden to the Western Center also. It’s not a dire need for us here because we’re a pretty safe building. It was hopeful that Limerick was going to come through, but unfortunately that was impossible. The Chief was upset on his end also because he would have liked to have done it with us. It’s not a matter of that our building is unsafe, it’s more of building community. Having that position isn’t one that is detrimental to the image of the school and actually enhances student relationships with uniformed officers. We have some really great students here and it would have added to the atmosphere of the Western Center.

Ms. Heine asked if there was a way to look beyond the township we’re in.

Mr. Moritzen said you’d be looking at a full time position and we only have $40,000 for the first year, and $20,000 for the next and a typical police officer is $80,000 plus benefits.

Business Manager’s Report – Ms. Donna Wilson – No Report

Principal’s Report – Mr. Rob Weneck – He wrote his first successful grant, unfortunately, we can’t use it. We had another successful Community Dinner tonight and the menu for March’s Dinner is for a California buffet for the first time.

Board Secretary’s Report – Dr. Ed Dressler – No Report

Solicitors Report – Mr. Marc Davis, Esq. – No Report

VI. Action Agenda

A motion was made by Ms. Grimm and seconded by Ms. Heine to:
approve A.1, 2 & 3 under A. Personnel of the Action Agenda as shown.

<table>
<thead>
<tr>
<th>Name</th>
<th>Yes</th>
<th>Yes</th>
<th>Yes</th>
<th>Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ashley Custer</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Patricia Grimm</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Robert Lindgren</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Colleen Zasowski</td>
<td></td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Edward Dressler</td>
<td></td>
<td></td>
<td></td>
<td>Absent</td>
</tr>
<tr>
<td>Dawn R. Heine</td>
<td></td>
<td></td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>James C. Glackin</td>
<td></td>
<td></td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>John Farris</td>
<td></td>
<td></td>
<td></td>
<td>Absent</td>
</tr>
<tr>
<td>Raeann Hofkin</td>
<td></td>
<td></td>
<td></td>
<td>Absent</td>
</tr>
</tbody>
</table>

Motion carried 7-0

A. Personnel:

1. Substitute List:

Approving Megan Miller to be added to our 2017-2018 Substitute List
2. **Summer Camp 2018:**

Approving the 2018 Summer Camp rate of $115 per session; an increase of $10 over 2017.

3. **Supplemental Contracts:**

Approving Supplemental Contracts at $44.00 per hour, per Teacher’s contract for the 2017-2018 school year, for the Summer Day Camp for, Diego Civello, Evan Ducko, Grant Greisler, Jack Harris, Russ Keller, Barbara McGinnis, Dori-Ann Miles, Michelle Poorman and Angela Reichert.

(NOTE: Summer Day courses will only operate if enrollment tuition meets or exceeds break-even point.).

A motion was made by Ms. Grimm and seconded by Ms. Heine to:
approve B.1, 2 & 3 under B. Conferences as shown.

<table>
<thead>
<tr>
<th>Member</th>
<th>Yes</th>
<th>Yes</th>
<th>Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ashley Custer</td>
<td>Yes</td>
<td>Colleen Zasowski</td>
<td>Yes</td>
</tr>
<tr>
<td>Patricia Grimm</td>
<td>Yes</td>
<td>Edward Dressler</td>
<td>Yes</td>
</tr>
<tr>
<td>Robert Lindgren</td>
<td>Yes</td>
<td>Dawn R. Heine</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>James C. Glackin</td>
<td>Yes</td>
<td>John Farris</td>
<td>Absent</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Raeann Hofkin</td>
<td>Absent</td>
</tr>
</tbody>
</table>

Motion carried 7-0

**B. Conferences:**

1. **Approving Donna Wilson to attend the Pennsylvania Assoc. of School Business Officials (PASBO) Annual Conference March 6-9, 2018 at Hershey, PA for an estimated cost of $800.00.**

2. **Approving Jack Harris, Protective Services Instructor, to attend the Health Occupations Students of America (HOSA) Leadership Conference in Lancaster, PA on March 7-9, 2018 with no cost to WMCTC.**

3. **Approving Rachel Hetzel, IT Director, Donna Wilson, Business Administrator, Mary Polinski, Business Secretary and Anne Marie Yusko, Student Services Secretary, to attend the Pennsylvania Keystone State Skyward User Group Conference on April 18 & 19, 2018 at the Holiday Inn in Harrisburg for an approximate cost of $1,215.00.**

A motion was made by Ms. Heine and seconded by Ms. Grimm to:
approve C.1 & 2 under C. Finances as shown.

**C. Finance: (Appendix B)**

1. **Cash Receipts and List of Bills:**

   Approving the Cash Receipts and List of Bills as shown in Appendix B.


   Approving the Annual Financial Report for year ending June 30, 2017, as presented in the Basic Financial Statements prepared by Hutchinson, Gillahan & Freeh, P.C.

<table>
<thead>
<tr>
<th>Member</th>
<th>Yes</th>
<th>Yes</th>
<th>Yes</th>
<th>Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ashley Custer</td>
<td>Yes</td>
<td>Colleen Zasowski</td>
<td>Yes</td>
<td>James C. Glackin</td>
</tr>
<tr>
<td>Patricia Grimm</td>
<td>Yes</td>
<td>Edward Dressler</td>
<td>Yes</td>
<td>John Farris</td>
</tr>
<tr>
<td>Robert Lindgren</td>
<td>Yes</td>
<td>Dawn R. Heine</td>
<td>Yes</td>
<td>Raeann Hofkin</td>
</tr>
</tbody>
</table>

Motion carried 7-0
VII. New Business

Ms. Heine asked Mr. Moritzen if he receive newsletters from the PSBA and they are recognizing CTC’s and she remembers seeing something about money. She will look for it.
Mr. Moritzen said he will check as he gets a lot of mail, but if she finds it to send it to him.

Mr. Moritzen said he has two quick items:

- We are hosting a drone training company out of Alaska for two weeks in July doing 80 hrs. of training that will certify instructors and get them prepared for their FFA certification and certify them as a Drone Instructor. The whole package includes the drones for them to take back to classrooms and utilize and the whole curriculum and everything else and there is a cost to that. We will get some of that training for free in trade of utilizing us. Mr. Batory, commercial Art Instructor and Ms. Hetzel, IT Director will receive the training for us.

- He spoke with the Superintendents last Wednesday. We have a 1991 stake body truck and it is not doing what it needs to do and it is more costly to continue to repair it. We’re building the Tiny Homes and we need a vehicle to take these Tiny Homes to RV Shows in Phila., Hershey and Harrisburg and we need a vehicle that can tow the items we need to tow. He & Ms. Wilson are looking at Co-stars for an F-350, which the Superintendents were in favor of moving forward with that. Once we get the quotes, we will bring that to you probably next month so we can get that truck and utilize moving our Tiny House to bring to events that you have if you want to showcase it.

Mr. Glackin said at Upper Perk we have Community Day in Pennsburg and East Greenville. It’s free to display something. The school board typically sets something up and the Scouts always set something up. Would that be on the table for something like that?
Mr. Moritzen said yes, but we have no way of getting it there right now. The sticker price right now is about $43,000 but going through Co-Stars is going to be less. We have a 26 yr. old truck that’s not doing what it needs to do anymore. A small investment for a larger return on investment coming back to us because it has multi-functions. The students are in the process of picking out the next set of plans they want to build. They’ll pick that out, we’ll purchases a trailer hopefully here at the end of the year and they’ll start building probably a 1 1/2 year, 2 yr. process because of the time constraint of a half-day.

Ms. Zasowski commented that bringing the Tiny House around more would probably be good and get the message out about the Tech. school in general. One of the things James said at the dinner was that you didn’t know too much about the dinners and she can say coming on this board as a new member she definitely didn’t know everything that was going on here until I did the walk through. How do we get our advertising out – social media or print, how does that work. There’s so much going on here and even though it’s reported at the board meetings, but if they are not very well attended and the message doesn’t really get out to everybody even in the district to know all the good things that are going on here. By moving the Tiny House around you would have that opportunity to really do some marketing.

Mr. Moritzen said that was part of his initiative when 3 years ago we started doing the Weekly Updates to have you help us spread the word. He sends out everything to the OJC, Principals and social media. One of the things I am working on is a tour with the CEO of the Valley Forge Tourism Bureau. What he is looking to do, hopefully down the road if we can make it happen, he would like to get a digital kiosk in each of the high schools and middle schools just to have CTE information readily available in the cafeteria where they go up to the touchscreen and learn about things. He has asked Ms. Hetzel to look into the cost of r 7 machines with wireless capability that we can upload from a distance. Some of those things I think we should be able to find funding for and have a tourism slide every 50 slides or so through Montgomery County. We’re looking at different ways to get that information out there. Check your Weekly Updates as he tries to put a lot of information out there to share with everyone out there. Information is also on the districts electronic signs.

Ms. Grimm asked all the members to go back to their home schools and push WMCTC.
Mr. Moritzen said we will probably see a change in the districts with the 339 plans that the state is coming down with for the students. There are plenty of avenues to utilize us as a piece of data. He would love to see us come in and talk to 5th graders because it’s a great age because they’re interested in a lot of things. Unfortunately, there’s that stigma.
Ms. Heine said it's changing, but it's a long process. When these kids graduate and what they can do when they come out of this school in comparison of what they did in a vocational school 20 years ago is extremely different and we have recognized that here and we need to make sure that that understanding is brought home. The stronger we continue to send that message that it's a Career & Technology Center and when these kids come out of here they will have some great careers. The teachers have done a great job in this school of providing the educational needs for these kids to have careers that are rock solid right.

Mr. Moritzen said we had Mr. Kyle Longacre of the MCIU here who is heading up a Youth Council in Montgomery County and he was amazed at what our building had to offer. We're working on a project of creating a Youth Career Summit for Montgomery County so I will be sitting on a panel in March to discuss districts that are going through the 339 process to help them to better understand what we are doing on the CTE end.

Ms. Grimm said that one thing she has pushed at Pottsgrove is all of our kids and that we are not in competition weather they go to the home school or they come here, it's their choice. All these students should be offered everything. That was a little misunderstanding at Pottsgrove that we were taking away – no we're not – we need to offer every opportunity we can for our students.

Mr. Moritzen said we celebrate kids that go to college, but we should be celebrating the kids that are getting full time jobs and what company they are working for. We are going to start having a wall of company supporters and every kid that goes on co-op gets the business gets a sign that we made for them saying employ a WMCTC student here. It's little ways of getting that information out there.

Ms. Heine said at last year's Sr. Recognition Ceremony the keynote speaker, who was a Biomedical student, talked about how basically set her up to become a nurse, which is what she wants to do. She doesn't think that enough people in our home schools understand the linkages. Mr. Moritzen does a great job of getting the information out there but it's the rectification of are you hearing the actual message and are you understanding this type of focus and she thinks these 339's are eventually going to lead people in this direction because they are going to see the benefits and understating the program philosophies.

Ms. Grimm announced that we had an Executive Session before the meeting to discuss personnel.

VIII. Public Comments on Non-Agenda Items — None

IX. Adjournment

A motion was made by Ms. Heine and seconded by Mr. Lindgren to adjourn the meeting.

<table>
<thead>
<tr>
<th>Ashley Custer</th>
<th>Yes</th>
<th>Colleen Zasowski</th>
<th>Yes</th>
<th>James C. Glackin</th>
<th>Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Patricia Grimm</td>
<td>Yes</td>
<td>Edward Dressler</td>
<td>Yes</td>
<td>John Farriss</td>
<td>Absent</td>
</tr>
<tr>
<td>Robert Lindgren</td>
<td>Yes</td>
<td>Dawn R. Heine</td>
<td>Yes</td>
<td>Raeann Hofkin</td>
<td>Absent</td>
</tr>
</tbody>
</table>

Motion carried 8-0

The meeting was adjourned at 8:05 P.M.

Respectfully submitted,

[Signature]

Dr. Edward Dressler, Secretary
Kathleen M. Mullen-Lewis, Recording Secretary