Joint Committee Meeting – March 4, 2019

A meeting of the Joint Committee of the Western Montgomery Career and Technology Center was held was held at 77 Graterford Road, Limerick, PA on March 4, 2019. Ms. Dawn Heine, Chairperson, called the meeting to order at 7:00 P.M.

JOC Members:

Ashley Custer  
Patricia Grimm  Absent  
Robert Lindgren

Mark Dehnert  
Edward Dressler  
Dawn R. Heine

James C. Glackin  
Stephen Cunningham  
John Farris  Absent

Non-Members present:
Dr. William Shirk, Superintendent, Pottsgrove S.D. & WMCTC Superintendent of Record
Christopher Moritzen, Administrative Director
Daniel Chominski, Principal
Donna Wilson, Business Manager
Rachel Hetzel, IT Director
Marc Davis, Solicitor

A motion was made by Mr. Cunningham and seconded by Mr. Lindgren to: approve the February 4, 2019 Minutes.

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Motion carried 7-0

II. **Administrative Director’s Report**

Mr. Moritzen reported:

A. Online Applications:
   To date we have 297 applications. March 15 the window closes. We’re about 17 ahead of last year.

B. NOCTI Testing:
   April 9 is testing date with level 2 & 3 seniors testing with our OAC members as judges.

C. Other Updates:
   Mother nature has been finicky lately. We’re working around all that and making sure our kids are prepped. We have students prepping for competitions, HOSA, SkillsUSA and 2 C-CAP finalists that are
guaranteed scholarship opportunities. A few years ago we had a Pottsgrove receive a $136,000 full ride scholarship to Johnson Wales. Hopefully, we’ll get another.

That concluded the Director’s report.

III. Public Comments on Agenda Items – None

IV. Presentations:

A. Review of Annual Financial Report:
Mr. Moritzen presented a statement from Ms. Cheri Freeh (copy attached) regarding our Audited Financial Statements for the year ending June 30, 2018. Our audit was very good with no issues. We’re doing well as a board and administration here with our budget being fiscally sound. If you have any questions, she can be reached at the number listed on the statement provided.

B. 2019/2022 Budget Presentation – Christopher Moritzen/Donna Wilson
Mr. Moritzen presented a Power Point Presentation (Copy Attached). In summary:
- Budget 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 budget and actual expenditures and actual revenue and projected changes in enrollment, programs and staffing.
- Our budgets are developed using team approach with Teachers, Administrators, Business Managers and Superintendents.
  - We start with teachers in September and get their wish list. We look at current enrollment, cost of supplies, textbooks, software and equipment.
  - In January we had a meeting with all the Business Managers. A preliminary budget is then developed.
- Summary of key points:
  - Projected increase for CBA faculty members – 5.41%
  - Projected increase in custodial wages per CBA – 5%
  - All other staff increases projected at 3% (variable)
  - Increase in CBA faculty members is due to full step increase for 2019-2020, 2 members reaching bump step; and increase due to replacement of Auto Tech teacher.
  - Medical projected increase of 7% and retirement increase from 33.43 to 34.29%. He and Mrs. Wilson are looking into another medical insurance carrier that will offer us a more competitive rate. They work with other school districts in the Harrisburg area. We’re waiting to get reference checks on them.
  - Travel expenses for Special Education teachers attending IEP Meetings.
  - Guidance for recruitment purposes
  - Cooperative Education – site visits
  - Conference attendance for technical instructors to enhance educational practices.
  - Dues/Fees – several programs have dues/fees for certification/accreditation that are paid annually.
  - Budget comparison: 2018-2019 is $5,212,559 and our proposed 2019-2020 is $6,499,102, which is a 4.61% increase of $286,543. We are meeting our contractual obligations in sections 100 & 200. In section 700 there is a 2.15% increase due to equipment needs/replacement. Overall, we’re either cost neutral or a decrease across all areas.
  - Revenue Considerations: Increase in Vocational Education 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 (these
monies are not guaranteed by the state. Our federal subsidy (Perkins Grant) typically around $120,000, which we use for our special ed population.

  - Member Contributions: This year there was a district contribution increase of $72,571. All three districts are getting about $100,000 back from last years’ budget.

- As always, our JOC has always been a great supporter of us and have done a fantastic job to make sure our students always have everything they need so that we can get them prepared for the workforce. There’s a very good chance that we will be getting a $40,000 grant from Harrisburg to help promote workforce development by working with our students and get them out in the workforce. We have about 25 students out on co-op, which is up from last year by 12. That’s our budget in a nutshell. Each member received a copy of the proposed 2019-2020 budget. If there are no questions tonight, he can be reached by phone or email.

Mr. Dehnert asked if we could get into a Montgomery County Consortium.
Mr. Moritzen said we used to belong, but now we’re with DVIT and saved a lot of money. We’re looking at a company called Benecom and they are based out of Lancaster and have 1 or 2 CTE’s, but the majority are local school districts and businesses. They have to have the exact match for our teachers as far as coverage is concerned.

V. Committee Reports

Superintendent of Record’s Report – No Report

Business Manager’s Report – Ms. Donna Wilson – We did share the AFRN and budget with the 3 Business Managers.

Principal’s Report – Mr. Dan Chominski reported that we had our mock interview day last week with 18 members of the community and interviewed each senior and gave them feedback on their interviewing skills and what they needed to work on. Things they did well and not so well. If we can get the students to think about that skill now, it will serve them well whether they’re going to college, internship or directly into the workforce. Since interviews are intimidating, we want the students to think about it now. On our Instagram page there are pictures of students in suits and very nice dresses. There were only 8 students absent that day, which was fantastic. We got a lot of great feedback from the business community. It was a great day & we are really proud of our kids.

Board Secretary’s Report – No Report

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

VI. Action Agenda:

A motion was made by Mr. Dehnert and seconded by Ms. Custer to:
approve A. Conference on the Action Agenda as presented.

A. Conference

Approving Patricia King, Health Sciences Technology Instructor, Lisa Lawler, Health Careers Academy Instructor, Heather Zornek, Dental Instructor, Jack Harris, Protective Services and 29 students to attend the Health Occupations Students of America (HOSA) State Leadership Conference at the Valley Forge Convention Center,
Valley Forge, PA on April 3-5, 2019 for an approximate cost of $7,166.00 to be paid by fundraisers. Advisors cost of $1,718.00 paid from the general fund.

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Motion carried 7-0

B. Finance: (Appendix B):

A motion was made by Mr. Glackin and seconded by Mr. Cunningham to:
Approve B1. Cash Receipts and List of Bills as shown in Appendix B.


The approval of the Annual Financial Report for year ending June 30, 2018, as presented in the Basic Financial Statements prepared by Hutchinson, Gillahan & Freeh, P.C.

B.3. Annual Financial Audit Fees For 2018-2019: (Appendix B)

Approving Hutchinson, Gillahan and Freeh P.C., Certified Public Accountants, to perform the local audit and prepare the Annual Financial Report of Western Montgomery Career and Technology Center for fiscal year ending June 30, 2018 at the rates presented as shown in Appendix B.

2018-19

| Audit Fee | $9,975.00 |
| AFR (if desired) | $1,100.00 |
| Hourly rate for additional services | $ 95.00 |

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Motion carried 7-0

VII. New Business:

Mr. Moritzen said on March 13 we have Senator Mensch to tour our facility. He will be looking at our advanced manufacturing area, which I mentioned several meetings ago and in my weekly updates. We're looking to the 2020/2021 SY to possibly expand and add Welding. We've done an expansion survey working with the districts. A thank you to Pottsgrove for doing an excellent job of getting all their high school kids getting theirs done. Upper Perk is next and working on Spring-Ford to get that squared away. We have over 600 results so far with some good positive feedback. Of the 600 results about 30% are interested in seeing a Welding Program go, and out of that 30%, 60% said they would consider enrolling. The OAC for Welding and Advanced Manufacturing is very strong. A meeting was scheduled, but due to school being closed it was cancelled. He gave them an update, and if we could get this in front of the board and they decide to approve it we expect the OAC to be part of the recruitment and hiring process to guarantee some jobs for our students when we get to that point. We'll keep you updated and probably looking at a May presentation about the programming possible expansion in 2020/2021.

Dr. Dressler asked Mr. Moritzen if Senator Mensch's visit was initiated by his office.

Mr. Moritzen said we reached out to them through the OAC. We reached out to Senator Mensch before, but apparently someone has a good side-by-side relationship with him and tagged on his arm a little harder. Rep. Ciresi will probably be here as well.
VIII. Public Comments on Non-Agenda Items – None

IX. Adjournment

A motion was made by Mr. Cunningham and seconded by Mr. Glackin to adjourn the meeting.

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**Motion carried 7-0**

The meeting was adjourned at 7:20 P.M.

Respectfully submitted,

Edward Dressler

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