Joint Operating Committee meeting
August 5, 2019
7:00 P.M.
Board Room

**Board Members:**

**Pottsgrove School District**

Ashley Custer
Patricia Grimm (Vice-Chairperson)
Robert Lindgren

**Spring-Ford School District**

Mark P. Dehnert
Edward Dressler (Secretary)
Dawn R. Heine (Chairperson)

**Upper Perkiomen School District**

Steven Cunningham
John L. Farris (Treasurer)
James C. Glackin

**Non-Members**

Dr. William R. Shirk, Superintendent, Pottsgrove S.D. & WMCTC Superintendent of Record
Dr. David Goodin, Superintendent, Spring-Ford Area S.D.
Dr. Allyn Roche, Superintendent, Upper Perkiomen S.D.
Christopher Moritzen, Administrative Director
Daniel Chominsky, Principal
Donna Wilson, Business Manager

**Solicitor**

Marc Davis, Esq.
Fox, Rothschild, LLP
AGENDA

I. Call to Order
   A. Pledge of Allegiance
   B. Approval of JOC Minutes of June 3, 2019 Meeting (Appendix A)

II. Administrative Director Discussion/Information Items
   A. Summer Wrap-Up
   B. School Start-Up
   C. 9th Grade Program 2020/21
   D. Metal Tech/Advanced Manufacturing
   E. Technical Cluster Leaders

III. Public Comments on Agenda Items

IV. Presentations

V. Committee Reports
   A. Superintendent of Record’s Report - Dr. William Shirk
   B. Business Manager’s Report - Ms. Donna Wilson
   C. Principal’s Report - Mr. Daniel Chominski
   D. Board Secretary’s Report - Dr. Edward Dressler
   E. Solicitor’s Report - Mr. Marc Davis, Esq.

VI. Action Agenda
   A. Personnel:
      1. Appointments:
         a. The Administration recommends approving the appointment of Maureen McCormick as Protective Services Instructor effective August 20, 2019. Compensation is set at Track B, Lane 4, Step 6, $59,331.
         b. The Administration recommends approving the appointment of Jermaine Robinson as Custodian (replacement), effective July 29, 2019. Compensation is set at $15.60/hr. with benefits.

Motion by ___________________________ , seconded by ___________________________ to:
approve the appointment of Maureen McCormick as presented.

   2. Mentoring:
      a. The Administration recommends approving a $500.00 Mentor Stipend for Phil Mest, HVAC Instructor, Mentor to Raymond Bechtel, new Protective Services Instructor.
      b. The Administration recommends approving a $500.00 Mentor Stipend for Barbara Mueller, School-to-Work Coordinator, Mentor to Maureen McCormick, new Protective Services Instructor.
      c. The Administration recommends approving a $500.00 Mentor Stipend for Cindy Prindle, Student Success Coordinator, Mentor to Amy Rybnik, new Student Success Coordinator.

Motion by ___________________________ , seconded by ___________________________ to:
approve the $500.00 Mentor Stipends as presented.
3. **Technical Programs Cluster Chairpersons:**

The Administration recommends approving the creation of three Technical Cluster Leaders (Chairpersons) for the WMCTC (Auto Technology Cluster, Construction Cluster and the Health & Human Services Cluster). TCL’s will need to apply, and may not serve more than 2 years consecutive in the position. Compensation to be set at $2,000.00 per Technical Cluster Leader annually.

Motion by ___________________________ , seconded by ___________________________ to: approve the creation of 3 Technical Cluster Leaders and $2,000.00 compensation as presented.

4. **Leave of Absence**

The Administration recommends approving a paid leave of absence under the Family Medical Leave Act for Katharine Blitzstein, Student Success Coordinator, from September 9, 2019 to October 23, 2019, with the balance to November, 4, 2019 to be unpaid leave.

Motion by ___________________________ , seconded by ___________________________ to: approve the Leave of Absence as presented.

5. **Substitute List:**

The Administration recommends approving the following substitutes for the 2019-2020 school year:

<table>
<thead>
<tr>
<th>Judy Cooper</th>
<th>Susan Davis</th>
<th>Deborah Foraker</th>
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<tbody>
<tr>
<td>Tom Henry</td>
<td>Jenni King</td>
<td>Joanna MacDonald</td>
</tr>
<tr>
<td>Abigail Staudte</td>
<td>Gerry VanKeuren</td>
<td>Elizabeth Way</td>
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<tr>
<td>Danielle Woszynia</td>
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Motion by ___________________________ , seconded by ___________________________ to: approve the 2019-2020 Substitute List.

6. **Cosmetology Extended School Day:**

The Administration recommends approving the Cosmetology Extended School Day Program on Thursdays from 2:00 to 7:00 P.M., September 26, 2019 to May 28, 2019.

Motion by ___________________________ , seconded by ___________________________ to: approve the Cosmetology Extended School Day Program as presented.

7. **Supplemental Contracts:**

The Administration recommends approving Supplemental Contracts for:

a. Angela Reichert, Cosmetology Instructor, for the Extended School Day program, not to exceed 120 hours at $44.00/hr. Cost will be covered by the $50 student fee and revenue from the Salon.

b. The Culinary Arts Instructor for no more than 7 hrs. at $44.00/hr. for 9 JOC meetings to prepare and serve meals before the JOC meetings, along with Culinary Arts students, as an educational training tool.
c. David Batory, Commercial Art Instructor, for Commercial Art activities as needed, with Administration approval, not to exceed 100 hours for the 2019-2020 school year at a rate of $44.00/hr.

d. Maureen McCormick, Protective Services Instructor, to develop Curriculum over the summer for a total of 40 hrs. at $44.00/hr. per 2019-2020 Teacher Contract.

e. Amy Rybnik, Student Success Coordinator, for caseload review and IEP's over the summer for a total of 40 hrs. at $44.00/hr. per 2019-2020 Teacher Contract.

Motion by ____________________________, seconded by ____________________________ to:
approve the supplemental contracts as presented.

8. **After Hours Security:**

The Administration recommends approving Don Bray, Caterina Fuhmeister, Russ Keller, Cindy Prindle and/or Charles Smith, to work for the purpose of security no more than four hours on those Thursday’s when Cosmetology has the extended school day. Compensation is set at $20.00/hr.

Motion by ____________________________, seconded by ____________________________ to:
approve compensation for the above listed as presented.

9. **CPR Recertification:**

The Administration recommends approving Echelon Protection and Surveillance to recertify approximately 30 employees in CPR. The dates & cost are TBD.

Motion by ____________________________, seconded by ____________________________ to:
approve Echelon Protection and Surveillance to recertify approximately 30 employees in CPR. The dates & cost are TBD.

B. **Conferences:**

1. The Administration recommends approving 4 Instructors, to attend and/or present at the Integrated Learning Conference at the Penn Stater Conference Center, State College, PA on November 6-8, 2019 for an approximate cost of $1,852.00.

2. The Administration recommends approving Stephanie German, Early Childhood Instructor, to attend the Pennsylvania Early Childhood Education (PACCA) Summit Conference at Penn State University October 21-23, 2019 for an approximate cost of $1,192.00.

Motion by ____________________________, seconded by ____________________________ to:
approve conferences attendance as presented.

C. **Contracted Services:** *(Appendix B)*

The Administration recommends approving Brooks Harper of Brooks Harper Enterprises, to make 2 presentations to all staff members and all P.M. session students on August 28, 2019. Two separate presentations are needed due to space limitation. Booking Agreement is in the amount of $3,000 as shown in Appendix B.

Motion by ____________________________, seconded by ____________________________ to:
approve the Brooks Harper Booking Agreement as presented.
D. **Finance: (Appendix C)**

**Cash Receipts and List of Bills:**

The Administration recommends approving the Cash Receipts and List of Bills as shown in Appendix C.

Motion by ____________________________, seconded by ____________________________ to:
approve Cash Receipts and List of Bills as shown in Appendix C.

E. **Student Handbook: (Appendix D)**

The Administration recommends approving the Student Handbook for the 2019-2020 school year as shown in Appendix D.

Motion by ____________________________, seconded by ____________________________ to:
approve the Student Handbook for the 2019-2020 school year as shown in Appendix D.

F. **Induction Plan: (Appendix E)**

The Administration recommends approving the 2019-2024 Induction Plan for Western Montgomery Career & Technology Center’s new employees and their mentors.

Motion by ____________________________, seconded by ____________________________ to:
approve the 2019-2024 Induction Plan as presented.

VII. **New Business**

VIII. **Public Comments on Non-Agenda Items**

IX. **Adjournment**