



**77 Graterford Road
Limerick, PA 19468**

**Joint Operating Committee Meeting
September 14, 2020
7:00 P.M.
Board Room via Zoom**

Joint Committee Meeting - September 14, 2020

A Meeting of the Joint Committee of the Western Montgomery Career and Technology Center was held via Zoom Meeting. Mr. Cunningham, Chairperson, called the meeting to order at 7:00 P.M.

JOC Members:

Ashley Custer	Thomas DiBello	Stephen Cunningham
Patricia Grimm	Christina F. Melton	Dr. Kerry Drake
Robert Lindgren	Colleen Zasowski	Keith McCarrick

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 Chominski, Principal
Donna Wilson, Business Manager
Marc Davis, Esq., Solicitor

A motion was made by Mr. Cunningham and seconded by Mr. McCarrick and Ms. Melton to approve the JOC Meeting Minutes of August 10, 2020 (Appendix A).

Ashley Custer	Yes	Thomas DiBello	Yes	Steven Cunningham	Yes
Patricia Grimm	Yes	Christina F. Melton	Yes	Dr. Kerry Drake	Yes
Robert Lindgren	Yes	Colleen Zasowski	Yes	Keith McCarrick	Yes

Motion carried 9-0

II. Administrative Director Discussion/Information Items

A. School Start Up

Mr. Moritzen thanks all staff for a successful start to the school year. The health and safety plan has been implemented with minor adjustments during the first week. There has been 100% compliance with students wearing masks. He advises the daily attendance rate is around 95% and our eligible students are being prepared for pre-NOCTI testing for co-ops.

Laerdal training is taking place with the new medical mannequins for the Intro to Med, Health Sciences and EMT teachers. The mannequins were purchased as part of the Competitive Equipment Grant last year however, training was only able to take place now due to COVID-19.

It has been a fantastic two weeks with students! Mr. Moritzen thanks the sending districts for providing transportation.

III. Public Comments on Agenda Items

Ms. Melton inquires how the first two weeks of school went in regards to staff attendance and substitute needs.

Mr. Moritzen advises out of the twenty-eight professionals, twenty-six have returned. He notes the agenda today has approvals for vacant positions to be filled and that interviews will be conducted this week. Mr. Moritzen also informs that an additional substitute has been and continues to be staffed for the first few weeks of school as an extra body to provide assistance in the event a teacher needs to be out sick. Mr. Moritzen reassures that staffing has not been an issue and more substitutes are up for approval at this meeting.

IV. Presentations

None

V. Committee Reports

Superintendent of Record's Report - Dr. William Shirk

Dr. Shirk informs the board he had an opportunity to visit WMCTC during the first week of school. The protocols Dr. Shirk witnessed were implemented as presented in the health and safety plan. He believes that WMCTC has set the tone and is a good model for an open school right now. Dr. Shirk touches on the importance of the community buy-in to this safety plan and he is pleased that it has been a successful process.

Business Manager's Report - Ms. Donna Wilson

None

Principal's Report - Mr. Dan Chominski

Mr. Chominski is proud of the students and staff for following protocols to keep the school safe. He has made sure that families are aware of how well the students are complying with masks and assisting with sanitation responsibilities. Mr. Chominski informs that the hands-on portion of the programs have already started and everyone is doing so well!

Mr. Chominski advises in a month WMCTC will host a district in-house SkillsUSA Leadership Conference as students are unable to attend the conference typically held in the Poconos this time of year. Mr. Chominski believes this is an important event for students because they are presented with the opportunity to learn skills that they may be missing such as social interaction, leadership and budgeting. The event will take place primarily utilizing Zoom meetings and ensure distancing, mask and sanitation protocols are implemented for group activities.

Ms. Melton inquires if Mr. Chominski has seen any changes in enrollment this year.

Mr. Chominski says historically there is a dip in the beginning of the year but the numbers are comparable to last year.

Mr. Cunningham inquires if there has been any discipline issues regarding students complying with the safety regulations.

Mr. Chominski advises in the first three weeks he only had to correct one student for not wearing their mask correctly however, overall there have been no compliance issues.

Board Secretary's Report - Mr. Keith McCarrick
None

Solicitor's Report - Mr. Marc Davis, Esq.
None

VI. Action Agenda

A. Personnel:

A motion was made by Mr. Cunningham and seconded by Mr. McCarrick to approve action items 1 - 3.

Ms. Custer asks if hiring authority has been granted at this time in the past.

Mr. Moritzen advises that this has been a process for the past three years.

Ashley Custer	Yes	Thomas DiBello	Yes	Steven Cunningham	Yes
Patricia Grimm	Yes	Christina F. Melton	Yes	Dr. Kerry Drake	Yes
Robert Lindgren	Yes	Colleen Zasowski	Yes	Keith McCarrick	Yes

Motion carried 9-0

1. Resignations:

Approve the resignation of Katharine Blitzstein, Student Success Coordinator, effective September 1, 2020.

Approve the resignation of Diane Gilette, Full-Time Instructional Assistant, effective August 24, 2020.

2. Appointments:

Approve the appointment of Beth Murphy as Full-Time Instructional Assistant, effective August 25, 2020. Compensation set at \$14.50/hr.

Approve the appointment of Diane Gilette as Part-Time Instructional Assistant, effective August 25, 2020. Compensation set at \$15.46/hr.

3. Hiring Authority:

Approve authority be granted to the Superintendent of Record/Administrative Director of Western Montgomery CTC to appoint qualified personnel to vacant or as needed positions during the period of September 15, 2020 until the next regularly scheduled board meeting on November 2, 2020.

A motion was made by Mr. Cunningham and seconded by Mr. McCarrick to approve action items 4 - 5.

Ms. Melton inquires about health safety and payment specifics for the automotive class.

Mr. Moritzen advises the class takes place in the Auto Tech lab, taught by Mr. Bray and a janitor is already scheduled at this time. The adult student pays for their own spot and course materials for the class. Students are aware of proper face masks and sanitation procedures prior to attending the class. As class is held in the Auto Tech lab there is no need for them to walk through the hallways.

Ashley Custer	Yes	Thomas DiBello	Yes	Steven Cunningham	Yes
Patricia Grimm	Yes	Christina F. Melton	Yes	Dr. Kerry Drake	Yes
Robert Lindgren	Yes	Colleen Zasowski	Yes	Keith McCarrick	Yes

Motion carried 9-0

4. Substitute List:

Approve the following be added to the 2020-2021 Substitute List.

Wendy Palma	Susan Camp	Rebecca Baumgardner
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5. Fall Automotive Classes:

Approve the following Fall Automotive classes:

- **Pennsylvania State Inspection - 9/28, 9/30, 10/5, 10/7 6-9PM**
- **Pennsylvania Emissions - dates and times TBD**

B. Finance:

1. Cash Receipts and List of Bills: (Appendix B)

A motion was made by Mr. Cunningham and seconded by Ms. Melton to approve the Cash Receipts and List of Bills as shown in Appendix B.

Ashley Custer	Yes	Thomas DiBello	Yes	Steven Cunningham	Yes
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Patricia Grimm	Yes	Christina F. Melton	Yes	Dr. Kerry Drake	Yes
Robert Lindgren	Yes	Colleen Zasowski	Yes	Keith McCarrick	Yes

Motion carried 9-0

VII. New Business

Ms. Custer inquires if the JOC meetings will continue to be through Zoom.

Mr. Cunningham advises he, Ms. Hetzel and Mr. Moritzen will work on the technology solutions to accommodate social distancing for in-person JOC meetings.

VIII. Public Comments on Non-Agenda Items

IX. Adjournment

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

Ashley Custer	Yes	Thomas DiBello	Yes	Steven Cunningham	Yes
Patricia Grimm	Yes	Christina F. Melton	Yes	Dr. Kerry Drake	Yes
Robert Lindgren	Yes	Colleen Zasowski	Yes	Keith McCarrick	Yes

Motion carried 9-0

The meeting was adjourned at 7:25 P.M.

Respectfully submitted,

Mr. Keith McCarrick, Secretary
Ms. Megan Alaniz, Recording Secretary