



**77 Graterford Road
Limerick, PA 19468**

**Joint Operating Committee Meeting
March 1, 2021
7:00 P.M.
Board Room via Zoom**

Joint Committee Meeting - March 1, 2021

A Meeting of the Joint Committee of the Western Montgomery Career and Technology Center was held via Zoom Meeting. Ms. Grimm, Chairperson, called the meeting to order at 7:01 P.M.

JOC Members:

Ashley Custer	Thomas DiBello	Stephen Cunningham
Patricia Grimm	Wendy Earle	Dana Hipszer
Robert Lindgren	Colleen Zasowski	Keith McCarrick

Non-Members

Dr. William R. Shirk, Superintendent, Pottsgrove S.D.
Mr. Robert Rizzo, Assistant Superintendent, Spring-Ford Area S.D.
Dr. Allyn Roche, Superintendent, Upper Perkiomen S.D. & WMCTC Superintendent of Record
Christopher Moritzen, Administrative Director
Daniel Chominski, Principal
Donna Wilson, Business Manager
Marc Davis, Esq., Fox, Rothschild, LLP

A motion was made by Mr. Cunningham and seconded by Ms. Custer to approve the JOC Meeting Minutes and Reorganization Meeting Minutes of February 1, 2021 (Appendix A).

Ashley Custer	Yes	Thomas DiBello	Yes	Steven Cunningham	Yes
Patricia Grimm	Yes	Wendy Earle	Yes	Dana Hipszer	Yes
Robert Lindgren	Yes	Colleen Zasowski	Yes	Keith McCarrick	Yes

Motion carried 9-0

II. Administrative Director Discussion/Information Items

Mr. Moritzen welcomes the members to today's meetings and wishes well for all.

Student certifications have increased fifteen more since last meeting as well as a small increase in co-op numbers. Applications for the new school year are continuing to rise a bit as well and currently at three hundred and forty-one total. Pottsgrove has ninety-one applications, forty-one of those are incoming ninth graders. Spring-Ford has one hundred and twenty-one applications, sixty-three of those are incoming ninth graders. Upper Perkiomen has ninety-seven applications, sixty-two of them are incoming ninth graders as well. Thirty-three other applications do not list the district name however, Mrs. Landis the guidance counselor is working to get those applications updated. Deadline for submitting applications is March fifteenth. Over the next two weeks, several programs will be hosting additional information sessions virtually for those interested in learning more about the programs.

Skills USA District Competitions were completed this month, with all competitions being held virtually. As of yet there are no results provided but that information will be shared as soon as the school receives it. Students did a phenomenal job and kudos to Mr. Smith and Mrs. Long for working so hard on this competition.

III. Public Comments on Agenda Items

IV. Presentations

A. 2021 - 2022 Budget Presentation (Mr. Moritzen & Ms. Wilson) (Appendix B)

2021-2022 Budget Presentation by Mr. Moritzen and Ms. Wilson, as shown in Appendix B, explaining the purpose and reasoning for the budget.

Ms. Earle asks the reasoning for an additional guidance counselor as students have their counselors at their sending schools.

Mr. Moritzen explains that there are services and scenarios that arise at WMCTC which require the guidance counselor's involvement. With over three-hundred students, the need for a second counselor is considered. The counselors at the districts are providing services at their schools but the students need counselors to provide services at the technical center as well.

Ms. Zasowski inquires about the monetary amount being sent back to each district.

Mr. Moritzen advises that it is about one-hundred-thousand dollars going back to each school district which was unused money over the past year.

Ms. Grimm notes that in the past, there has been discussion that instead of the funds being returned to the districts, they are kept in a Capital Reserve Fund with WMCTC which could then be used in emergency situations for the school.

V. Committee Reports

Superintendent of Record's Report - Dr. Allyn Roche

Dr. Roche was able to visit WMCTC in February and had a great visit and is continuing discussions with Mr. Moritzen regarding the school and the future.

Business Manager's Report - Ms. Donna Wilson
None

Principal's Report - Mr. Dan Chominski

Seniors and teachers are preparing for the written NOCTI test coming up at the end of March. This will be the first year Sports Medicine can participate in NOCTI which is very exciting. The school will host NOCTI Spirit Week which there will be a different theme every day that week to encourage and honor those seniors. Performance day is April 29th where each program has judges that come into the program's labs and grade specific tasks the students are asked to perform. Students must pass both written and performance portions of the NOCTI exam.

Mr. Chominski provides some school updates from this past week: Sports Medicine Level 1 students are working on orthopedic evaluations for the foot and ankle. Culinary Arts students began learning about starches. They learned to make homemade pasta carbonara. As far as co-op, there are currently thirty-seven students active in the program. Several juniors are getting ready to go out on their co-op and Mr. Chominski is confident the school will hit the fifty student mark on how many co-ops are taking place. He thanks Mrs. Mueller for all her hard work with the co-op program.

Mr. Moritzen advises that the Advanced Manufacturing Instructor, Mr. Klein, is currently in the process of a potential apprenticeship program which will look to secure job futures for students right out of WMCTC.

Board Secretary's Report - Mr. Keith McCarrick
None

Solicitor's Report - Mr. Marc Davis, Esq.

Mr. Davis does not have a report however, he comments on the discussion regarding returning the money to the sending districts. He advises that a vo-tech school is not allowed to carry a fund balance and in the past the districts have felt the best option was to have the money returned to them. Mr. Davis also advises that the rules regarding Capital Reserve Funds for technical schools are very limited, with a five year limit and sometimes do not have the worth or value to it.

Ms. Earle asks to confirm that nothing can be set aside for capital improvements or repairs.

Mr. Davis suggests that if the WMCTC Administration team foresees an oncoming need for funds such as these that it is possible to establish a Capital Reserve Fund and that he is merely informing of the limitations of that fund.

VI. Action Agenda

A. Personnel:

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

Ashley Custer	Yes	Thomas DiBello	Yes	Steven Cunningham	Yes
Patricia Grimm	Yes	Wendy Earle	Yes	Dana Hipszer	Yes
Robert Lindgren	Yes	Colleen Zasowski	Yes	Keith McCarrick	Yes

Motion carried 9-0

1. Resignations:

Approve the resignation of Elizabeth Way, Instructional Assistant, effective February 11, 2021.

2. Appointments:

A. Approve the appointment of Zackary Woodruff as Computer Information Sciences Instructor, effective March 2, 2021 or as soon as available. Compensation is set at \$52,021.00.

B. Approve the appointment of Patrick Boyle as Instructional Assistant, effective March 8, 2021. Compensation is set at \$14.50/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 positions during the period of March 2, 2021 until the next regularly scheduled board meeting in April 2021.

B. Finance:

A motion was made by Ms. Grimm and seconded by Mr. DiBello to approve Cash Receipts and List of Bills as shown in Appendix C.

Ashley Custer	Yes	Thomas DiBello	Yes	Steven Cunningham	Yes
Patricia Grimm	Yes	Wendy Earle	Yes	Dana Hipszer	Yes
Robert Lindgren	Yes	Colleen Zasowski	Yes	Keith McCarrick	Yes

Motion carried 9-0

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

Approve the Cash Receipts and List of Bills as shown in Appendix C.

A motion was made by Ms. Grimm and seconded by Mr. Cunningham to approve the Annual Financial Audit Fees for 2020-2021 (Appendix D).

Mr. McCarrick inquires what 'AFR' stands for.

Ms. Wilson advises that it is 'Annual Financial Report'.

Ashley Custer	Yes	Thomas DiBello	Yes	Steven Cunningham	Yes
Patricia Grimm	Yes	Wendy Earle	Yes	Dana Hipszer	Yes
Robert Lindgren	Yes	Colleen Zasowski	Yes	Keith McCarrick	Yes

Motion carried 9-0

2. Annual Financial Audit Fees for 2020-2021: (Appendix D)

Approve Hutchinson, Gillihan & 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 the fiscal year ending June 30, 2021 at the rates presented as shown in Appendix D.

	<u>2020-2021</u>
Audit Fee	\$ 10,400.00
AFR (if desired)	\$ 1,250.00
Hourly Rate for additional services	\$ 95.00

VII. New Business

Ms. Grimm calls attention to a discussion she and Mr. Moritzen had in the past regarding getting colored ropes for student's graduation gowns at their sending schools signifying completion of WMCTC.

Mr. Moritzen advises he will reach out to the district principals for further discussion.

VIII. Public Comments on Non-Agenda Items

IX. Adjournment

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

Ashley Custer	Yes	Thomas DiBello	Yes	Steven Cunningham	Yes
Patricia Grimm	Yes	Wendy Earle	Yes	Dana Hipszer	Yes
Robert Lindgren	Yes	Colleen Zasowski	Yes	Keith McCarrick	Yes

Motion carried 9-0

The meeting was adjourned at 7:32 P.M.

Respectfully submitted,

Mr. Keith McCarrick, Secretary

Ms. Megan Alaniz, Recording Secretary