77 Graterford Road
Limerick, PA 19468

Joint Operating Committee Meeting
March 2, 2020
7:00 P.M.
Board Room

Board Members:

Pottsgrove School District
Ashley Custer
Patricia Grimm
Robert Lindgren

Spring-Ford School District
Thomas DiBello
Christina F. Melton
Colleen Zasowski

Upper Perkiomen School District
Steven Cunningham
Dr. Kerry Drake
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

Solicitor
Marc Davis, Esq.
Fox, Rothschild, LLP
AGENDA

I. Call to Order
   A. Pledge of Allegiance
   B. Approval of JOC Minutes of February 3, 2020 Meeting (Appendix A)

II. Administrative Director Discussion/Information Items
   A. Online Applications
   B. NOCTI Testing
   C. General Update

III. Public Comments on Agenda Items

IV. Presentations
   A. Review of Annual Financial Report - (Hutchinson, Gillahan and Freeh, PS) (Appendix B)
   B. 2020/2021 Budget Presentation - Christopher Moritzen & Donna Wilson (Appendix C)

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. Dan Chominski
   D. Board Secretary’s Report - Mr. Keith McCarrick
   E. Solicitor’s Report - Mr. Marc Davis, Esq.

VI. Action Agenda
   A. Personnel:

      1. Resignations:

         The administration recommends approving the resignation, for the purpose of retirement, of Mary Polinski, Business Assistant, effective July 7, 2020.

         Motion by ________________________, seconded by ________________________ to:
         approve resignations as presented.

      2. Substitute List:

         The administration recommends approving Arthur Patrick Boyle and Erica Scott to be added to the 2019-2020 substitute list.

         Motion by ________________________, seconded by ________________________ to:
         approve adding Arthur Patrick Boyle and Erica Scott to the 2019-2020 substitute list as presented.

      3. Hiring Authority

         The administration recommends approving 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, 2020 until the next regularly scheduled board meeting in April 2020.

Motion by ________________________, seconded by ________________________ to:
approve authority be granted to the Superintendent of Record/Administrative Director of Western Montgomery CTC to appoint qualified personnel to vacant positions as presented.

B. Conferences/Student Competition:

The administration recommends approving Donna Wilson to attend the PA Keystone USER Group Skyward Conference at the Red Lion Inn, Harrisburg, PA on April 20 - April 22, 2020 for an approximate cost of $502.00.

Motion by ________________________, seconded by ________________________ to:
approve the PA Keystone User Group Skyward Conference as presented.

C. Finance:

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

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

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


The Administration recommends approving the Annual Financial Report for year ending June 30, 2019, as presented in the Basic Financial Statements prepared by Hutchinson, Gillihan & Freeh, P.C. as shown in Appendix B.

Motion by ________________________, seconded by ________________________ to:
approve the Annual Financial Report for year ending June 30, 2019, as presented in the Basic Financial Statements prepared by Hutchinson, Gillihan & Freeh, P.C. as shown in Appendix B.

3. Annual Financial Audit Fees for 2020-2021: (Appendix E)

The Administration recommends approving 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 fiscal year ending June 30, 2019 at the rates presented as shown in Appendix E.

<table>
<thead>
<tr>
<th>Audit Fee</th>
<th>$10,100.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>AFR (if desired)</td>
<td>$1,200.00</td>
</tr>
<tr>
<td>Hourly Rate for additional services</td>
<td>$95.00</td>
</tr>
</tbody>
</table>

Motion by ________________________, seconded by ________________________ to:
approve Hutchinson, Gillihan & Freeh, P.C. to perform the local audit and prepare the Annual Financial Report of WMCTC as shown in Appendix E.

D. **Equipment Purchase: (Appendix F)**

1. The administration recommends approving equipment purchases as shown in Appendix F. Cost for equipment in conjunction with the Supplemental Equipment Grant and remaining cost through matching local funds. Purchase subject to actual funds received through the grant.
   - Senaptec Sensory Station
   - Aligner with Premium Large Cabinet & HawkEye Elite Cameras
   - Ridgid Press Tool Kit & Milwaukee Force Logic Propress Tool Kit

Motion by ______________________, seconded by ______________________ to: approve for the equipment purchases as shown in Appendix F.

VII. **New Business**

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

IX. **Adjournment**