



**77 Graterford Road
Limerick, PA 19468**

**Joint Operating Committee Meeting
May 4, 2020
7:00 P.M.
Board Room via Zoom**

Joint Committee Meeting - May 4, 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 7:10 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 Ms. Grimm and seconded by Mr. McCarrick to approve the JOC Meeting Minutes of April 6, 2020. Mr. McCarrick noted the April 6, 2020 Minutes needed to be corrected where the motion was made and seconded to approve March 2, 2020 Minutes. It stated Mr. McCarrick motioned and seconded, this was corrected to Mr. Cunningham making the motion and Mr. McCarrick seconding the Minutes.

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

Motion carried 8-0

II. Administrative Director Discussion/Information Items

A. Mr. Moritzen thanked everyone for their tremendous efforts the last couple of weeks. There are less than 20 students who haven't completed all of their work. Ms. Hetzel has been working with Tech Directors to get technical issues fixed. Teachers are doing great with online learning, they have office hours twice a day, Monday through Friday. The administrators regularly check in on Instructor office hours. We have faculty meetings every week to touch base with staff. In April, we processed over 300 applications and sent out over 270 acceptance packets to students. A big thank you goes out to those who helped process and design applications and acceptance packets. The Commercial Arts designing team created the acceptance packets before they left, they are very similar to college acceptance packets. We have 20-30 open seats in the morning session and the new Welding program will start with over 20 students. All OAC meetings were completed in the month of April. May 27th, we will be hosting New Student Orientation via Zoom. New Student Orientation packets, with Zoom information, will be mailed within the next two weeks. We are working on creating a video for the Senior Recognition Ceremony which should be completed by the end of May. Mr. Moritzen and Mr. Chominski will deliver senior sling bags, certificates, awards and padfolios to students after the Senior Recognition Ceremony to congratulate Seniors on their accomplishments and wish them well.

Mr. DiBello asked if there was a plan in place in the event school does not reopen in August. Mr. Moritzen stated it is dependent on what the districts decide to do, we will adjust accordingly. We are also waiting on guidelines from PDE and the state.

III. Public Comments on Agenda Items - None

IV. Presentations - None

V. Committee Reports

Superintendent of Record's Report - Dr. William Shirk - Dr. Shirk thanked Mr. Moritzen and staff for coordinating the online platform and planning. Dr. Shirk and Mr. Moritzen are beginning to plan for next year.

Business Manager's Report - Ms. Donna Wilson - None

Principal's Report - Mr. Dan Chominski - Mr. Chominski shares positive thoughts and well wishes. He is proud of the students' accomplishments and progress so far using the online learning platform. Both teachers and students are making the best of the situation. Teacher and Parent contacts have about all been made. Nurse Dawn has been doing an amazing job reaching out to all of our student families for check-ins. Mr. Chominski will present his Safe Schools report at the June Executive meeting. He thanked everyone for their hard work.

Ms. Zasowski asked Mr. Chominski how remaining student contacts are going. Mr. Chominski reports just about 100% of contacts have been made however some students are unresponsive.

Board Secretary's Report - Mr. Keith McCarrick - None

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

VI. Action Agenda

A. 2020-2021 Budget: (Appendix B)

A motion was made by Mr. Cunningham and seconded by Mr. McCarrick to approve the WMCTC 2020-2021 budget as shown in Appendix B.

Mr. DiBello asked if the two instructional assistant and guidance counselor positions were in the budget and Ms. Wilson replied they were not. Mr. Moritzen sent an email with this information the week prior after meeting with the superintendents.

Ms. Grimm noted she appreciates Mr. Moritzens diligent efforts.

Mr. Cunningham noted he appreciates administration for doing what could be done with what we had while continuing to run a great system.

Mr. McCarrick asked if we could still make changes as needed and Ms. Wilson replied yes.

Ashley Custer	Yes	Thomas DiBello	No	Steven Cunningham	Yes
Patricia Grimm	Yes	Christina F. Melton	Yes	Dr. Kerry Drake	Absent
Robert Lindgren	Yes	Colleen Zasowski	Yes	Keith McCarrick	Yes

Motion carried 7-0

B. Personnel Appointments:

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

1. Approve Rock Durant as the full time Welding Instructor for the 2020-2021 School Year. Compensation is set at Track B, Lane 1, Step 10, \$51,711.00.
2. Approve Rock Durant, Welding Instructor, for no more than 100 hrs. at \$44.00/hr. to develop the Welding Curriculum between July 1, 2020 and August 24, 2020.
3. Approve the appointment of Melissa Kane as Accounting Assistant to the Business Manager, effective July 1, 2020. Compensation is set at \$39,000.00.

Ms. Grimm requested clarification on item three. Mr. Moritzen stated Melissa interviewed for the Accounting Secretary position and was selected. The Administrative Assistant position will be posted after the meeting adjourns.

Ms. Melton asked for clarification on items one and two, dates of starting position. Mr. Moritzen stated item one will begin August 25, 2020.

Ashley Custer	Yes	Thomas DiBello	No	Steven Cunningham	Yes
Patricia Grimm	Yes	Christina F. Melton	Yes	Dr. Kerry Drake	Absent
Robert Lindgren	Yes	Colleen Zasowski	Yes	Keith McCarrick	Yes

Motion carried 7-0

C. Contracted Services: (Appendix C & D)

A motion was made by Mr. Cunningham and seconded by Ms. Grimm to approve Contracted Services 1-2.

1. The Administration recommends approving Pletcher Fire Protection to perform the Sprinkler System's Annual Inspection, the Annual Inspection of the Fire System, and the Annual Inspection of the Fire Extinguishers in the approximate amount of \$3672.00/annually (approximate based on number of extinguishers inspected), effective July 1, 2020 through June 30, 2023 (three years) as shown in Appendix C.
2. Approve the Annual Service Level Agreement (SLA) with GO2Tech, Inc. in the amount of \$903.00 per month to provide technical support on an as needed basis as shown in Appendix D.

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

Motion carried 8-0

D. Finance:

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

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

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

Motion carried 8-0

E. 2020-2021 School Calendar: (Appendix F)

A motion was made by Mr. Cunningham and seconded by Ms. Grimm to approve the 2020-2021 School Calendar as shown in Appendix F.

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

Motion carried 8-0

F. Textbook Inventory: (Appendix G)

A motion was made by Mr. Cunningham and seconded by Ms. Melton to approve the 2020-2021 Textbook Inventory as shown in Appendix G.

Ms. Melton asked for clarification on the Textbook Inventory. Mr. Moritzen stated it's a yearly practice to see where we are in terms of textbooks that we have and are needed.

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

Motion carried 8-0

G. 2020-2021 Panel of Physicians: (Appendix H)

A motion was made by Mr. Cunningham and seconded by Ms. Grimm to approve the Panel of Physicians for Workers Compensation Premium credit as shown in Appendix H.

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

Motion carried 8-0

VII. New Business - None

VIII. Public Comments on Non-Agenda Items - None

Mr. DiBello commented that he would like superintendents to make recommendations to the board and the board to make final decisions.

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	Absent
Robert Lindgren	Yes	Colleen Zasowski	Yes	Keith McCarrick	Yes

Motion carried 8-0

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

Respectfully submitted,

Mr. Keith McCarrick, Secretary
Melissa Kane, Recording Secretary