



**77 Graterford Road
Limerick, PA 19468**

**Joint Operating Committee Meeting
June 16, 2020
7:00 P.M.
Board Room via Zoom**

Joint Committee Meeting - June 16, 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 7:01 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 to approve the JOC Meeting Minutes of May 4, 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 (Appendix B)

Mr. Moritzen thanks the WMCTC staff for their tremendous efforts for the remainder of the 3rd and 4th quarters helping students transition from a hands

on to an online approach. Mr Moritzen and Mr. Chominski traveled June 1st - 3rd to deliver all senior sling bags with their certificates and portfolios. Mr Moritzen made note that it was great to see the seniors and their families which provided a great opportunity for photos. He recognizes Mary Polinski's 23 years of service and retirement at the end of the month and reaffirms Melissa Kane will be transitioning to the Accounting Secretary position. Mr. Moritzen advises that the Perkins Grant was submitted and mentions the small increase towards the Perkins allocation. He advises building maintenance has started their summer projects and notes that the senior award recipients from Appendix B are available to view online.

III. Public Comments on Agenda Items

None

IV. Presentations

None

V. Committee Reports

Superintendent of Record's Report - Dr. William Shirk

Dr. Shirk thanks Chris, Rachel, and Dan for their efforts and willingness to connect with students for the remainder of the school year. He mentions that Chris and him are continuing to work and have not stopped planning for the new school year. Dr. Shirk advises Chris and his staff are working on health and safety plans for reopening.

Business Manager's Report - Ms. Donna Wilson

None

Principal's Report - Mr. Dan Chominski

Mr. Chominski commends his staff for being present and available to all the students during the pandemic. He thanks Mary Polinski for her years of service. He mentions that visiting all seniors to drop off their senior sling bags was a powerful three days for Chris and him, getting to see the students and their families. Mr. Chominski thanks the JOC for their support to the Western Center this year.

Board Secretary's Report - Mr. Keith McCarrick

None

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

None

VI. Action Agenda

A motion was made by Mr. Cunningham and seconded by Ms. Grimm to approve action items A - D.

A. Personnel:

1. Appointments:

Approve the appointment of Megan Alaniz as Administrative Assistant to the Administrative Director, effective July 1, 2020. Compensation is set at \$38,000.00.

Ms. Melton asks a question regarding compensation for item A1. She asks if the compensation was budgeted already and if it is at the same rate as previous. Mr. Moritzen advises yes to both those questions.

2. Salaries:

Approve the Administrative and Support Staff salaries for the 2020-2021 school year as displayed in the Addenda.

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 June 17, 2020 until the next regularly scheduled board meeting in August 2020.

B. Supplemental Contracts:

- 1. Approve a Supplemental Contract at \$44.00/hr., per the Teacher Contract, for Angela Reichert or Jenni King, to run the Summer Salon Program (If Possible), which will be open to the public.**

The tentative dates are:

- Friday, June 19 & 26 from 8:30 to 3:00**
- Friday, July 10, 17, 24, 31, 19 from 8:30 to 3:00**
- Friday, August 7 & 14 from 8:30 to 3:00**

This will allow for approximately 15 registered students (at a fee of \$100.00 each,) to earn up to 44 hours throughout the summer. With revenue from The Salon and registration fees, there will be no cost to WMCTC.

- 2. Approve a Supplemental Contract for up to 40 hrs. each at \$44.00/hr. per 2018-2019 Teacher Contract for Cindy Prindle, Katherine Blitzstein, and Amy Rybnik, Student Success Coordinators, for curriculum planning.**

C. Conferences:

- 1. Approve Christopher Moritzen, Administrative Director, Daniel Chominski, Principal, and Rachel Hetzel, I.T. Director, to attend the Pennsylvania Association of Career & Technical Administrators (PACTA) Leadership Conference (Virtually) from July 28-31, 2020 for an approximate cost of \$1,500.**

D. Contracted Services: (Appendix C & D)

- 1. Approve the Fox Rothschild Retainer Agreement for Solicitor for the 2020-2021 year at the rate of \$3,600.00 per quarter as shown in Appendix C.**

2. Approve the renewal of the Joint Service Agreement with Upper Perkiomen School District to operate to provide food services for the period of July 1, 2020 through June 30, 2021 with an annual Administration Fee in the amount of \$16,500.
3. Approve the Tozour-Trane's Preventative Maintenance Service Agreement for the Trane HVAC & Automation System in the amount of \$13,260.00, effective August 1, 2020, as shown in Appendix D.

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

Motion carried 7-2

A motion was made by Mr. Cunningham and seconded by Ms. Grimm to approve action items E - F.

E. Finance: (Appendix E)

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

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

2. Budget Transfers:

Approve the necessary 2019-2020 budget transfers to become part of the June 16, 2020 meeting minutes as determined by the Business Administrator; payment of properly contracted services through June 30, 2020; and acceptance of non-resident tuition for secondary students for the 2020-2021 school year upon receipt of the required documentation from the non-participating school district.

F. Local Advisory Committee: (Appendix F)

1. Approve the Local Advisory Committee List for 2020 as shown in Appendix F.

Ashley Custer	Yes	Thomas DiBello	No	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 8-1

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

G. Perkins Membership List: (Appendix G)

1. Approve the Perkins Memberships List for 2020 as shown in Appendix G.

H. Technology: (Appendix H)

- 1. Approve the list of technical equipment that will be certifiably removed and recycled as shown in Appendix H.**

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

VII. New Business

Ms. Melton has a question for Chris and Dan regarding COVID plans for the next year. Mr. Moritzen advises the administration team has been drafting plans based on the guidance of the districts and documentation that has been provided. He acknowledges the Western Center’s large labs with smaller class numbers and no class transitions. He is focusing on appropriate spacing models, looking into getting our ventilation system tested and certified by Trane, increasing airflow and improving circulation. We are still awaiting further guidance from the districts. Mr. Chominski advises we are uniquely suited to handle the guidelines, mentioning there are bathrooms within the shops so students do not have the opportunity to leave the classroom. Dan also mentions that steps will be taken by the teacher to ensure students do not leave the classroom without washing hands. Mr. Moritzen advises that it is convenient that our arrival times are staggered by district which helps separate the students. He informs that there will still be online classes for those that cannot physically attend. Mr. Chominski advises that within the last few weeks the teachers have planned out the first five weeks of instruction for both classroom and online so they are prepared either way. Dr. Shirk confirms the Western Center is better positioned to be able to continue school virtually or face to face.

VIII. Public Comments on Non-Agenda Items

None

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	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 7:19 P.M.

Respectfully submitted,

Mr. Keith McCarrick, Secretary
Melissa Kane and Megan Alaniz, Recording Secretary