



**77 Graterford Road
Limerick, PA 19468**

**Joint Operating Committee Meeting
November 2, 2020
7:00 P.M.
Board Room via Zoom**

Joint Committee Meeting - November 2, 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 7:02 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 September 14, 2020 (Appendix A).

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

Motion carried 7-0

II. Administrative Director Discussion/Information Items

Mr. Moritzen thanks all staff, students, and teachers for following protocols to keep the school running smoothly and safely these past few months. Everyone has been putting a

tremendous amount of effort into keeping the school running and Mr. Moritzen is thrilled to see students in their programs performing the hands-on work.

He advises the school is preparing for the Open House which will look different this year as it will be entirely virtual. Teachers will be scheduling Zoom Parent-Teacher Conferences during their Wednesday hours so the Open House can focus solely on new/perspective students. Mr. Moritzen notes that Spring-Ford's 'RAM TV' is assisting with the Virtual Open House by making promotional video clips of the programs offered at WMCTC. He thanks Spring-Ford for their assistance. Communication has already been sent out via mailer and social media has gone out to advertise.

Mr. Moritzen advises of the salon reopening on Thursday evenings, noting that all safety protocols and procedures will be followed.

Mr. Moritzen informs the board that WMCTC hosted their own SkillsUSA Leadership Summit last month which replaced the actual leadership conference that students typically attend in November but could not this year because of COVID.

He advises that the school received a donation of power bus materials from Charles Laboratories in Wayne, PA which the Electrical Program can utilize for a couple of projects.

In preparation for virtual learning, teachers have been utilizing their Wednesdays to make sure their assignments and recordings/work from the classes are available. Mr. Moritzen is hopeful that school can continue in-person teaching and reminds the importance of the hands-on work needed for these programs but the school and teachers are prepared for virtual learning if need be.

III. Public Comments on Agenda Items

IV. Presentations

V. Committee Reports

Superintendent of Record's Report - Dr. William Shirk

Dr. Shirk thanks Mr. Moritzen and his staff for their efforts in the first ten weeks of school. He reiterates that WMCTC has exemplified what it takes right now to accommodate in-person teaching while maintaining safety protocols and procedures. He commends the spirits of the school's staff and community and advises that WMCTC is a microcosm of what it takes to open a school this year and that the school has implemented this very well. Dr. Shirk also thanks the JOC and WMCTC Administration as this meeting completes his two year term as Superintendent of Record for WMCTC.

Mr. Moritzen thanks Dr. Shirk for his support over the past years and appreciates his guidance and help.

Mr. Cunningham thanks Dr. Shirk as well for all of the effort he has put into his role as Superintendent of Record for WMCTC. Mr. Cunningham advises that it is also his time to step down and thanks the JOC and WMCTC Administration.

Business Manager's Report - Ms. Donna Wilson

None

Principal's Report - Mr. Dan Chominski

Mr. Chominski is hoping all is well with everyone and that they are safe and healthy. He commends the staff and community for doing such a great job with the safety protocols and procedures. Mr. Chominski advises the school is prepared for the winter months and the school is continuing to send weekly video updates for teachers to present to the students to remind them of the importance of following these safety protocols. He advises the school has seen outstanding behavior this year compared to last year. This time last year there were seventy-six reported instances of behavioral situations; this year so far there is a reported twenty-nine. He is very proud of the teachers, students and their families for managing behaviors and staying positive through this difficult time.

Co-Operative Education is doing very well this year with eighteen students out working right now and five more in the pipeline. He thanks Ms. Mueller for her efforts to get students out there in their fields.

Mr. Chominski also advises the school is continuing to have students earn certifications. He thanks the Limerick Fire Company for providing four MSA Airpacks which the Protective Services students can use to work on certain certifications. He thanks Ms. McCormick for working diligently with her students on this.

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 Ms. Grimm to approve items 1-3.

Mr. DiBello asks a question regarding item 2a; what the salary was of the previous Culinary Instructor.

Mr. Moritzen advises it was higher than what is listed in the JOC for the new Culinary Instructor.

Mr. DiBello inquires why the new hire's salary is high.

Mr. Moritzen advises that the new hire's salary is based on his level of experience, his teaching years and what he can offer WMCTC. Mr. McGinnis is taking a pay cut moving to WMCTC and the school needs to ensure they are compensating appropriately. Mr. Moritzen confirms that this salary decision was decided appropriately by the chart from the CBA.

Mr. DiBello asks the same question for item 2b.

Mr. Moritzen advises that the decision was based on the same information as what was decided for 2a. He advises that the previous Student Success Coordinator's salary was a bit higher than what is listed in the JOC for the new hire.

Mr. DiBello advises that the newly hired Student Success Coordinator at Spring-Ford was brought in at about twenty thousand dollars less than what is listed for the WMCTC new hire.

Mr. Moritzen reiterates that based on qualifications and years of experience, this is the appropriate salary range according to the chart provided by the CBA.

Mr. DiBello asks if the motions can be separated.

Mr. Cunningham advises the motion will be split up for items 1, 2, and 3.

A revised motion was made by Mr. Cunningham and seconded by Ms. Grimm to approve item 1.

Ashley Custer	Absent	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 8-0

1. Resignations:

Approve the resignation of Kenneth Kaufmann and approve the Separation and Release Agreement.

A motion was made by Mr. Cunningham and seconded by Ms. Grimm to approve item 2a.

Ashley Custer	Absent	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 7-1

A motion was made by Mr. Cunningham and seconded by Ms. Grimm to approve item 2b.

Ashley Custer	Absent	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 7-1

2. Appointments:

a. Approve the appointment of Tim McGinnis as Culinary Arts Instructor, effective January 4, 2021 or earlier. Compensation is set at \$91,874.00.

- b. Approve the appointment of Allison Stanziani as Student Success Coordinator, effective November 30, 2020. Compensation is set at \$77,243.00, Lane 4, Step 13.

A motion was made by Mr. Cunningham and seconded by Mr. McCarrick to approve item 3-5.

Ms. Grimm congratulates Grant Greisler on his tenure approval. She notes how successful the Sports Medicine program has become because of him.

Ashley Custer	Absent	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 8-0

3. Mentoring:

Approve a \$500.00 Mentor Stipend for Cindy Prindle, Student Success Coordinator, Mentor to Allison Stanziani, new Student Success Coordinator.

4. Tenure:

Approve that the Joint Committee officers authorize the execution and presentation of a Professional Employee Contract to Grant Greisler, Sports Medicine Instructor, who has completed three (3) years of satisfactory service as a temporary employee

5. Substitute List:

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

Donald Christian Hipszer

A motion was made by Mr. Cunningham and seconded by Ms. Grimm to approve items 6-8.

Mr. Cunningham asks Mr. Moritzen a question regarding items 2b and 7; inquiring if the new Student Success Coordinator hire should still get supplemental dollars as well or if this supplemental contract is allocated to the Perkins Grant.

Mr. Moritzen advises that these contracts are coming from the fund allocated to the Perkins Grant.

Ashley Custer	Absent	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 8-0

6. Hiring Authority:

Approve authority be granted to the Superintendent of Record and the Administrative Director of Western Montgomery CTC to appoint qualified

personnel to vacant positions during the period of November 3, 2020 until the next regularly scheduled board meeting in January 2021.

7. Supplemental Contracts:

Approve Supplemental Contracts for up to 25 hours at \$44.00/hr per 2020-2021 Teacher Contract for Allison Stanziani, Cindy Prindle and Amy Rybnik, all Student Success Coordinators, for additional work related to the Perkins Grant and Perkins documentation.

8. Youth Organizations and Advisors:

Approve the following Youth Organizations and Advisors. Compensation per teacher contract will range from \$950.00 to no more than \$2,000.00 unless advisor attends National Competition, then compensation will be no more than \$2,400.00:

FCCLA	Stephanie German (\$1,800.00)
HOSA	Patricia King, Lisa Lawler & Heather Zornek (\$1,800.00 ea.)
NTHS	Candice Landis (\$950.00)
Skills USA	Carisa Long & Charles Smith (\$1,800.00 ea.)

A motion was made by Mr. Cunningham and seconded by Ms. Grimm to approve item 9.

Mr. DiBello inquires if WMCTC is following the same protocols as local salons.

Mr. Moritzen advises that WMCTC's protocols are above what standard protocols are for local salon businesses.

Mr. DiBello asks how appointments will filter into the school.

Mr. Moritzen advises there is a receptionist position during the salon hours where the customer will wait in their car for a phone call to enter the building. The furniture and refreshment stand have been moved out of the salon as well.

Mr. Cunningham inquires if customer information will be kept for emergency purposes such as contact tracing.

Mr. Moritzen confirms yes the information will be kept.

Dr. Drake asks if this is considered a non-essential business and if COVID cases rise, will the salon remain open or close.

Mr. Moritzen advises that the salon opening follows the same structure as the school. If the school is closed then the salon would close as well. He informs that the school is not required to keep the salon open and can be shut down at any point if there are health/safety concerns.

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

Motion carried 7-1

9. Cosmetology Salon Reopening: (Appendix B)

Approve the reopening of WMCTC's Cosmetology Salon for Thursday evenings from 2:30 to 7:00 P.M. as shown in Appendix B.

A motion was made by Mr. Cunningham and seconded by Ms. Grimm to approve item 10.

Ashley Custer	Absent	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 8-0

10. Occupational Advisory Committee: (Appendix C)

Approve the 2020-2021 OAC Lists as shown in Appendix C.

A motion was made by Mr. Cunningham and seconded by Ms. Grimm to approve items B and C.

Ashley Custer	Absent	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 8-0

B. Finance:

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

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

C. Equipment Purchase: (Appendix E)

Approve the following equipment purchases through Baileigh Industrial Holdings, LLC, utilizing Perkins Funding, with no cost to the districts, as shown in Appendix E.

- **220V 3 Phase 33 Ton, 63" 2 Axis Programmable, Hydraulic Press Brake w/ Light Curtains**

A motion was made by Mr. Cunningham and seconded by Ms. Grimm to approve item D.

Ashley Custer	Absent	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 8-0

D. JOC 2021 Meeting Dates:

The Administration recommends approving the following dates for the 2021 JOC meetings: January 4, February 1, March 1, April 12, May 3, June 7, August 9,

September 13, and November 1, 2021.

VII. New Business

Mr. Cunningham inquires when the next election process is held to approve new board members.

Mr. Moritzen advises that there is a meeting in January prior to the JOC where the reorganization will take place.

Ms. Melton asks Ms. Wilson if she can provide a summary of budgeted expenses that are COVID related.

Ms. Wilson advises that funds came from two separate grants but she has not finished grooming through the expenses and will provide that information once she has it.

Ms. Melton asks Mr. Chominski if there has been a need for contact tracing and isolation so far this school year.

Mr. Chominski advises that there have been a number of close contacts and once the school had been notified of this information, the kids were quarantined at home and were expected to get tested prior to returning. There have been two known cases last week which the school community has been made aware of and those students were quarantined appropriately.

Mr. Moritzen advises that the ability to implement social distancing has been a great advantage for the school. Every week a message blast is sent out reminding families to keep their children at home if they are sick.

Ms. Melton asks if the students attend virtually if they are quarantining.

Mr. Chominski confirms yes.

VIII. Public Comments on Non-Agenda Items

IX. Adjournment

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

Ashley Custer	Absent	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 8-0

The meeting was adjourned at 7:31 P.M.

Respectfully submitted,

Mr. Keith McCarrick, Secretary

Ms. Megan Alaniz, Recording Secretary