

JOINT OPERATING COMMITTEE

DIRECTOR'S REPORT

MAY 6, 2020

- ITEM 1: Recommend acceptance of the resignation of Jacqueline Gilkey, Instructional Assistant, effective June 12, 2020. (Att. #1)
- ITEM 2: Recommend contract with PSBA for services to assist with Policy Review. (Att. #2)
- ITEM 3: Recommend employment of the following individual:

Name:	Carol MacInnes
Position:	Bookkeeper
Effective Date:	TBD
Employment Status:	Full-time/261 days
Annual Salary:	\$38,000.00 – pro-rated
Benefits:	As stated in the current Support Staff (ESPA) Agreement

NOTE: The following should be read into the May Minutes. To adopt the 2020-2021 Central Montco Technical High School Operating Budget as a result of the approval by three member districts and a combined vote count of 25. (Attachment #3)

Colonial School District	Unanimous (9-0)
Norristown Area School District	Unanimous (7-0) Absent – Tiffani Hendley Matthew Rivera
Upper Merion Area School District	Unanimous (9-0)

NOTE: Our Articles of Agreement indicate that at the May meeting of the Joint Operating Committee, a Treasurer shall be elected to serve one year beginning the first Monday in July following the election.

SETH SCHRAM
ADMINISTRATIVE DIRECTOR

April 21, 2020

Seth Schram
Central Montco Technical High School
821 Plymouth Rd
Plymouth Meeting, PA 19462

Dear Mr. Schram:

I am writing to notify you that I will be resigning from my position as Teacher Instructional Assistant at Central Montco Technical High School. My last day of employment will be the end of this current school year, 2020.

I greatly appreciate the opportunities and support that CMTHS has provided me. I will sincerely miss my colleagues, and the sense of school community. Retirement, however, is calling. I am looking forward to stepping up to this new adventure.

I wish Central Montco Technical High School all the success it deserves in the future.

Sincerely,

Jacqueline Gilkey



FOR USE ONLY BY GOVERNANCE SERVICES

CONTRACT FOR PROFESSIONAL SERVICES

This Contract for Professional Services ("CONTRACT") sets forth YOUR and OUR respective responsibilities and obligations with regard to the PROFESSIONAL SERVICES to be provided by US to YOU. When "YOU" and "YOUR" are used in this CONTRACT, it means the SCHOOL ENTITY that is identified below. When "WE", "US", "PSBA" and "OUR" are used in this CONTRACT, it means the PENNSYLVANIA SCHOOL BOARDS ASSOCIATION, whose address is 400 Bent Creek Blvd., Mechanicsburg, PA 17050.

<u>Full Legal Name of School Entity:</u> Central Montco Technical High School	<u>Term of CONTRACT:</u> Procedure and timing of performance is as stated in this contract, including "Appendix A" which was provided to you and forms a part of this contract
<u>School Entity's Physical Address:</u> 821 Plymouth Road Plymouth Meeting, PA 19462	<u>PROFESSIONAL SERVICES to be Provided by PSBA and dates for PROFESSIONAL SERVICES to be provided:</u> As stated in this contract, including "Appendix A" which was provided to you and forms a part of this contract.
<u>School Entity's Mailing Address:</u> SAME AS ABOVE	

TERMS AND CONDITIONS

1. **CONTRACT.** This CONTRACT consists of the foregoing information, these TERMS AND CONDITIONS and Appendix A. These documents include all items necessary to describe the services and work to be provided by PSBA. The CONTRACT documents are complementary, and what is required by one shall be as binding as if required by all; performance by PSBA shall be required only to the extent consistent with the Contract Documents and reasonably inferable from them as being necessary to produce the indicated results. In the event that there is any alleged or real conflict between any term(s) contained in these TERMS AND CONDITIONS and any term(s) contained in the Appendix, these TERMS AND CONDITIONS shall control.

2. **PRICE.** As stated in Appendix "A."

3. PROCEDURE AND TIMING OF PERFORMANCE. As stated in Appendix "A."

4. OWNERSHIP RIGHTS. PSBA Policy Guides are copyrighted policy templates written and designed by PSBA. PSBA shall retain ownership rights over PSBA Policy Guides and any associated documentation prepared by PSBA, to include style, design, formatting or numbering developed by PSBA Policy Services even if distributed to you for consideration and modification. PSBA Policy Guides and individualized policies furnished to YOU by PSBA for review and modification in the performance of this contract and intermediary revisions and modifications during the review period constitute YOUR "DRAFT POLICY OR POLICIES." Pursuant to this CONTRACT YOU are permitted to copy or distribute YOUR DRAFT POLICIES internally, to your legal counsel, or for use by YOUR committees assigned to review DRAFT POLICIES for the sole purpose of engaging in discussion, review and modification of the DRAFT POLICIES for YOUR use and consideration. At such time as any of YOUR DRAFT POLICIES have been revised and are ready for initial recommendation for adoption by YOUR governing body, YOU shall have them formatted by PSBA prior to presenting them for consideration by the governing body. Formatting by PSBA includes review from a policy perspective of any revisions, including insertions and deletions YOU have made, and necessary adjustments to spacing, font size/style, numbering and citations. Once formatting prior to recommended adoption is completed, YOU may, at any time, recommend one or more DRAFT POLICIES to YOUR governing body which shall be designated as YOUR "RECOMMENDED DRAFT POLICY or POLICIES." Upon adoption by your governing body, a policy shall be designated as YOUR FINAL ADOPTED POLICY. From the time a policy is designated as a RECOMMENDED DRAFT POLICY through its final adoption, you shall provide intermediary revisions to PSBA for further formatting and provide the finally adopted policy to PSBA with the addition of the adoption date. YOUR RECOMMENDED DRAFT POLICIES AND FINAL ADOPTED POLICIES belong to YOU and are not subject to PSBA copyright or ownership. Permitted uses by YOU of PSBA's Policy Guides shall not include the sale, release, or transfer of PSBA Policy Guides for any proprietary purposes. Individuals or entities that have not contracted with PSBA Policy Services are prohibited from possessing, copying, publishing, transmitting or transferring any PSBA Policy Guide without the express written permission of PSBA. Provided YOU maintain your membership in PSBA's separate Policy Maintenance Program, YOU are permitted to use PSBA's style, design, formatting or numbering when developing new policies or revising current policies. The right to use PSBA's style, design, formatting or numbering terminates upon termination of membership in PSBA's Policy Maintenance Program.

5. COMMERCIAL INFORMATION. Except as set forth in paragraph 4, the materials and services provided by the PSBA represent commercial information that is privileged and confidential. The disclosure of the materials, oral presentations, policy reviews, or analysis expressed would cause substantial harm to the competitive position of PSBA. The materials may only be used consistent with the terms in paragraph 4. The material shall not be forwarded, reproduced, disseminated or transmitted in any form or by any means to any person or entity except as provided for in paragraph 4, without the express written consent of the PSBA.

6. NOTICE OF RIGHT-TO-KNOW-LAW REQUESTS. All PSBA policy development and review services, including any material offered as part of PSBA's policy development or review service, may be subject to exemption from a Right-to-Know Law as original copyrighted material, as privileged material or pursuant to exemptions such as 65 P.S. § 67.708(b)(9) and 65 P.S. §67.708(10). In addition, some material provided to YOU may represent confidential proprietary information or trade secrets as defined by 65 P.S. §67.102. Before providing records which have not yet reached the status of RECOMMENDED DRAFT POLICIES OR FINAL ADOPTED POLICIES, YOU shall provide PSBA with such reasonable notice as is possible so as to allow

PSBA the opportunity to object to or limit disclosure. PSBA does not claim an interest in intervening in public records requests related to RECOMMENDED DRAFT POLICIES OR FINAL ADOPTED POLICIES.

7. TERMINATION PROVISIONS. PSBA and YOU each have the right to terminate this CONTRACT at any time and with or without cause, effective upon written notice to the other party. PSBA shall be paid for SERVICES satisfactorily completed prior to the effective date of the termination.

8. FORCE MAJEURE. Neither party shall be liable for any delay or failure to perform its obligations under this Agreement (other than obligations of payment) if such delay or failure arises from any cause(s) beyond the reasonable control of such party, including but not limited to third party labor disputes, third party strikes, other third party labor or industrial disturbances, act of God, floods, lightning, earthquakes, shortages of materials, rationing, utility or communication failures, casualty, war, acts of public enemy, riots, insurrections, embargoes, blockages, actions, restrictions, new or changed regulations or orders of any governmental agency or subdivision thereof.

9. CHOICE OF LAW. This CONTRACT shall be governed by and interpreted and enforced in accordance with the laws of the Commonwealth of Pennsylvania (without regard to any conflict of law provisions) and the decisions of the Pennsylvania courts.

10. INTEGRATION. The terms set forth in this CONTRACT constitute the entire agreement between the parties. No modifications, alterations, changes, or waiver to such terms shall be valid or binding unless accomplished by a written amendment signed by properly authorized representatives of both parties.

11. LIMITATION OF LIABILITY. PSBA's liability arising out of this agreement will be limited to refund of payments made up to the full price as stated in Appendix "A". In no event will PSBA be liable for any special, consequential, incidental or indirect damages (including without limitation loss of profit) whether or not PSBA has been advised of the possibility of such loss, however caused and on any theory of liability arising out of this CONTRACT. This exclusion applies to any liability that may arise out of third-party claims against YOU.

12. SURVIVAL OF DESIGNATED PROVISIONS BEYOND TERMINATION OF CONTRACT. Notwithstanding anything herein to the contrary, the following provisions of this CONTRACT shall survive termination of this CONTRACT:

- a. The Ownership Rights provisions in paragraph 4;
- b. The permitted uses of PSBA's copyrighted design and materials set forth in paragraph 4;
- c. The notice provisions of paragraph 6.

13. AUTHORITY. All persons signing this CONTRACT on behalf of PSBA and YOU hereby personally covenant and warrant that they are authorized to enter into this CONTRACT by the governing board of PSBA and YOUR governing body.

14. CONTEXT. Reference in this CONTRACT to the singular shall be meant to include reference to the plural and vice versa. Reference in this CONTRACT to the masculine gender shall be meant to include the female and neuter and vice versa.

15. HEADINGS. The headings of any Section or Paragraph hereof are for reference purposes only and shall not in any way affect the meaning or interpretation thereof.

16. SEVERABILITY. All agreements and covenants herein contained are severable. In the event that any provision of this CONTRACT should be held to be unenforceable, the validity and enforceability of the remaining provisions hereof shall not be affected thereby. Any court construing this CONTRACT is expressly granted the authority to revise any invalid or unenforceable provision hereof in order to render same enforceable.

Central Montco Technical High School

Pennsylvania School Boards Association

By: _____

By:

Title: JOC President

Title: Chief Operating Officer

Date: _____

Date:

By: _____

Title: JOC Secretary

Date: _____



April 22, 2020

Charles J. Braun
Business Manager
Central Montco Technical High School
821 Plymouth Road
Plymouth Meeting, PA 19462

Dear Mr. Braun:

Thank you for your inquiry regarding PSBA's Policy Services. I am glad that you recognize the importance of the development and maintenance of a current and compliant policy manual for the Central Montco Technical High School. Policy provides continuity for the school and direction for decisions by the Joint Operating Committee (JOC). It functions as a communication tool for the JOC and administration when dealing with the public, students and staff. Updated policy reinforces that the school is operating in compliance with state and federal laws and regulations and provides a legal basis for actions by the JOC.

In the past, school entities have received favorable court decisions based on the existence and proper implementation of current, legal policy. In these instances, policy proved to be an inexpensive form of legal insurance for the school system. However, a Policy Manual must be current and in compliance with relevant state and federal laws and regulations in order to be upheld in court.

For over 40 years PSBA has provided professional policy services to nearly 560 school entities in Pennsylvania, including nearly 90% of the vocational-technical schools/CTCs in Pennsylvania. PSBA's recommended policies are tailored for vocational technical schools/CTCs, thoroughly researched and are based on legal considerations, governance issues, and educational impact. The policy recommendations and information disseminated to school entities, through the Policy News Network (PNN), are updated continuously and monitored for quality, effectiveness, and compliance.

I am pleased to provide the following cost and components for participation in PSBA's Policy Development Service.

The comprehensive policy service is based on pertinent federal and state laws and regulations, court and arbitration decisions and educational and liability issues, in conjunction with an

analysis of the locally developed materials.

The Policy Development Service also includes:

1. Access to PSBA's web-based policy system which includes links to legal citations within policies, expansive search capabilities and which streamlines the policy processing and posting processes.
2. The writing, processing and electronic transmission of customized first draft policies to be submitted for Joint Operating Committee consideration.
3. A work session with the Joint Operating Committee, administration and a PSBA staff member to discuss suggested revisions and formulate a final draft of the Policy Manual, if needed.
4. All processing and electronic transmission of intermediary changes to prepare for Joint Operating Committee consideration and final adoption.
5. Access to the Policy News Network (PNN) through the web-based policy system. Designated individuals will receive e-mail notifications each time a new issue of our policy newsletter, the PNN is available. As new federal and state legislation is enacted, regulations are finalized and court and arbitration decisions change interpretation of laws, policies will require updating or enactment. PSBA will notify the school entity of new requirements through the *PNN* that will include revised model policy language, or new policy, to ensure that adopted policies meet the requirements of law. School administrators and Joint Operating Committee members will be able to access the at no additional charge for the first year after contract; following the initial year, the school may continue membership for an annual fee, which is currently \$1,250.

Upon adoption of the policy manual, the school will be placed in our Policy Maintenance Program. Participation in PSBA's Maintenance Program includes reviewing and processing all new policy adoptions and revisions received from your SCHOOL and is renewed on an annual basis.

During the policy drafting process, the PSBA policy guides are used as a foundation for the manual because the PSBA guides have gone through internal quality control and compliance checks and include updated policies which may be currently missing from your policy manual. Local language that is compliant with law, nonprocedural and still part of school operations will be inserted in the PSBA policy guides.

PSBA will provide a cross-reference document which explains its policy analysis, specifies why local language from existing JOC policy was not included, why new language was added and which policies are completely new to the school. The resulting draft policies are PSBA recommendations to you and should be reviewed and modified locally to meet your needs. As proposed revisions are made, PSBA will review them and provide feedback if we have concerns, e.g. if it is identified that policy language mandated by applicable law or regulation has been

deleted from the policy. As local revisions are made, PSBA will process and format them for your further use in the review and adoption process. Paragraph 4 of the contract between PSBA and you further describes the stages of the review and formatting process.

The policies will be drafted and returned to the school one section at a time. The first section to be drafted is normally the 000 Joint Operating Committee Procedures section; however, we can draft the policy manual in any order the school prefers. For instance, if you are in need of the 200 Pupils section first, please notify us and we will begin the development process with the 200 Pupils section. If the school prefers to have the larger policy sections divided into two or three parts to facilitate the review process, we would be happy to do that as well.

The complete cost for the Policy Development Service is \$7,800, payable as follows:

- a. \$2,600 upon return of executed copy of the contract;
- b. \$2,600 pursuant to an invoice upon completion of all sections of the draft policy manual;
- c. \$2,600 pursuant to an invoice in the next fiscal year after completion of all sections of the draft policy manual.

Within ten (10) business days of receipt of the executed contract and first payment, PSBA shall provide you with a confirmation which will include a checklist and questionnaire for your completion. This will instruct you on the materials and information to gather for PSBA to initiate the Policy Development Service.

Policy Services Contract

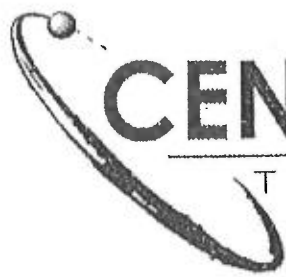
Attached is a Contract for Professional Services. This proposal letter is referred to in the contract as Appendix A. If the policy service is approved, please review the contract including Appendix A, contact us with any questions, acquire the proper signatures and return the signed contract and Appendix A to me.

If you need any additional information or clarification on our policy services, please do not hesitate to contact me. I can be reached at our toll-free number (800) 932-0588 or 717-506-2450, extension 3357 or by e-mail at davelyn.smeltzer@psba.org.

Sincerely,



Davelyn S. Smeltzer
Senior Director of Governance Services



CENTRAL MONTCO

TECHNICAL HIGH SCHOOL
FOR THE ARTS, SCIENCES AND TECHNOLOGY

2020/2021 OPERATING BUDGET

MEMBER DISTRICTS

COLONIAL SCHOOL DISTRICT

NORRISTOWN AREA SCHOOL DISTRICT

*UPPER MERION AREA SCHOOL
DISTRICT*



JOINT OPERATING COMMITTEE

COLONIAL

MRS. EUNICE FRANKLIN BECKER, CHAIRPERSON
MRS. CHRIS EPSTEIN
MRS. SUSAN MOORE

NORRISTOWN

DR. MONICA D'ANTONIO
MS. TIFFANI HENDLEY
MR. LOUIS MASON

UPPER MERION

MRS. ALICE HOPE, VICE CHAIRPERSON
MRS. MAGGIE PHILIPS, ESQ., TREASURER
MR. ERIC ELVANIAN

SOLICITOR

MARK FITZGERALD, ESQUIRE

J.O.C. SECRETARY

MS MARILYN MONASTERO

SUPERINTENDENTS

DR. MICHAEL CHRISTIAN
COLONIAL SCHOOL DISTRICT

MR. CHRISTOPHER T. DORMER
NORRISTOWN AREA SCHOOL DISTRICT

DR. JOHN TOLENO
UPPER MERION AREA SCHOOL DISTRICT

SUPERINTENDENT OF RECORD

DR. MICHAEL CHRISTIAN

DIRECTOR

MR. SETH SCHRAM

SUPERVISOR OF BUSINESS OPERATIONS

MR. CHARLES J. BRAUN



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2020/2021 BUDGET

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.....	Introduction to the 2019/2020 Budget
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2.....	Individual District Operating Costs based on Three Year Average Enrollment
3.....	Total Individual District Costs
4.....	Summary of Estimated Expenditures by Function Level
5-6.....	Expenditure Analysis by Course Grouping
7-8.....	Detailed Listing of Estimated Expenditures

INTRODUCTION



Introduction to 2020/2021 Operating Budget

We are pleased to present you with this copy of the Central Montco Technical High School's 2020/2021 Operating Budget.

The total enrollment at Central Montco Technical High School is currently at 815 students. That is an increase of 127 students over the previous year resulting in an 18.45% increase in enrollment for the current school year as compared to a 20.49% increase from two years ago resulting in a three year increase of 38.94%. Central Montco expects these enrollment numbers to be similar for the 2020/2021 school year and have built our budget based on these new enrollment statistics. The pages contained herein represent a combined effort on the part of the faculty, administration and support staff to continue to meet the career and technical needs of our collective student population and the job-related needs of local business and industry.

The 2020/2021 budget includes \$1,564,525 of debt service payments on the School's renovation bonds.

A statistical analysis shows that the overall General Fund Budget shows an increase of \$342,875 from the current year budget. Budget increases for Operating Expenses for Member Districts are calculated at a total decrease of 2.37% over the current year budget. The total Budget increase for the 2020/2021 school year is 3.37% (including Debt Service).

Other significant items included in the 2019/2020 budget are as follows:

- 1) Health Insurance contributions increase is estimated to be 6.0%.
- 2) Prescription Insurance contributions is estimated to be 10.10%.
- 3) Retirement contribution rate will be 34.51%.
- 4) The school anticipates receiving \$300,000 of Perkins Federal Grant funds.
- 5) The School Anticipates Receiving \$20,000 in Equipment Grants.
- 6) The School plans to continue a Transition to Career Program which will generate an estimated \$270,000
- 7) The school will run a summer program generating approximately \$15,000.00 in

revenue.

- 8) The school will continue to lease space to the YMCA and will generate additional revenue.
- 9) During the 2019/2020 School year the following personnel changes were made:

Additions:

- a) Added a new program teacher for Teacher Academy program.
- b) Added a new program teacher for Transition to Career program.
- c) Added a new instructional aide in Building Trades program.
- d) Added a EL Professional.
- e) Added a new Video and Sound Production Program teacher.
- f) Added a Cosmetology instructional aide.
- g) Increased secretary position from part-time to full-time.
- h) Added an additional Guidance counselor.
- i) Added a new Special Education counselor.
- j) Added part-time Security staff person.

Reductions:

- a) Sabbatical ended for counselor who retired.
- b) Purchasing agent is on medical leave and applied for long-term disability. Will not be replaced.
- c) Maintenance Mechanic on Worker's compensation. Will not be replaced.
- d) Bookkeeper retiring June 30: will be replaced with new job duties.

REVENUE

CENTRAL MONTCO TECHNICAL HIGH SCHOOL
SUMMARY OF ESTIMATED GENERAL FUND REVENUE
FISCAL YEAR 2020/2021

ACCOUNT CODE	ACCOUNT DESCRIPTION	2019/2020 CURRENT YEAR ESTIMATE	2019/2020 CURRENT YEAR BUDGET	2020/2021 PROPOSED BUDGET	BUDGET TO BUDGET DIFFERENCE	BUDGET TO BUDGET % DIFFERENCE
6000	<u>LOCAL SOURCES</u>					
6510	EARNINGS FROM INVESTMENTS	8,000.00	8,000.00	8,000.00	0.00	0.00%
6620	CAFETERIA SALES	6,000.00	10,000.00	5,000.00	(5,000.00)	-50.00%
6740	FEES REVENUE	750.00	500.00	500.00	0.00	0.00%
6910	FACILITY RENTAL	12,000.00	0.00	12,000.00	12,000.00	N/A
6943	TUITION- ADULT IN DAY	10,000.00	0.00	10,000.00	10,000.00	N/A
6943	DUAL ENROLLMENT TUITION	1,000.00	0.00	1,000.00	1,000.00	N/A
6943	TRANSITION TO CAREER TUITION	150,000.00	0.00	270,000.00	270,000.00	N/A
6943	SUMMER PROGRAM TUITION	15,000.00	0.00	15,000.00	15,000.00	N/A
6946	MEMBER DISTRICT CONTRIBUTIONS	8,019,512.00	8,090,525.00	7,898,400.00	(192,125.00)	-2.37%
6944	TUITION-NONMEMBER DISTRICTS	425,000.00	400,000.00	450,000.00	50,000.00	12.50%
6949	DRIVER'S ED/CHILDCARE	40,000.00	67,000.00	30,000.00	(37,000.00)	-55.22%
6980	PRODUCTION CONTROL	17,000.00	19,000.00	23,000.00	4,000.00	21.05%
	TOTAL-LOCAL SOURCES	<u>8,703,262.00</u>	<u>8,595,026.00</u>	<u>8,722,900.00</u>	<u>127,875.00</u>	<u>1.49%</u>
7000	<u>STATE SOURCES</u>					
7220	VOCATIONAL ED. SUBSIDY	400,000.00	380,000.00	500,000.00	120,000.00	31.58%
7509	EQUIPMENT GRANTS	20,000.00	20,000.00	20,000.00	0.00	0.00%
7810	SOCIAL SECURITY	180,000.00	180,000.00	185,000.00	5,000.00	2.78%
7820	RETIREMENT	730,000.00	730,000.00	800,000.00	70,000.00	9.59%
	TOTAL-STATE SOURCES	<u>1,330,000.00</u>	<u>1,310,000.00</u>	<u>1,505,000.00</u>	<u>195,000.00</u>	<u>14.89%</u>
8000	<u>FEDERAL SOURCES</u>					
8521	PERKINS	280,000.00	280,000.00	300,000.00	20,000.00	7.14%
8660	WORKFORCE DEVEL. SUMMER PROGRAM	0.00	0.00	0.00	0.00	N/A
	TOTAL-FEDERAL SOURCES	<u>280,000.00</u>	<u>280,000.00</u>	<u>300,000.00</u>	<u>20,000.00</u>	<u>7.14%</u>
	TOTAL-ALL FUNCTIONS	<u>10,313,262.00</u>	<u>10,185,025.00</u>	<u>10,527,900.00</u>	<u>342,875.00</u>	<u>3.37%</u>

CENTRAL MONTCO TECHNICAL HIGH SCHOOL
INDIVIDUAL MEMBER DISTRICT COSTS BASED ON
THREE YEAR AVERAGE ENROLLMENT
FISCAL YEAR 2020/2021

DISTRICT	3 Year Average Enrollments ADM's	3 Year Average Enrollment %s	Estimated Share of Expenses 2020/2021	Estimated Share of Expenses 2019/2020	Increase (Decrease) From 2019/2020	% Change From 2018/2019
Colonial	153.3478	23.33%	\$1,477,935	\$1,656,444	-\$178,509	-10.78%
Norristown	367.7501	55.96%	\$3,544,299	\$3,395,742	\$148,557	4.37%
Upper Merion	136.0935	20.71%	\$1,311,641	\$1,471,814	-\$160,173	-10.88%
Totals	657.1915	100.00%	\$6,333,875	\$6,524,000	-\$190,125	-2.91%

(1)

(1) SEE COMPUTATIONS BELOW.

DISTRICT	2017/2018 SCHOOL YEAR ADM	%	2018/2019 SCHOOL YEAR ADM	%	2019/2020 SCHOOL YEAR ADM	%	TOTAL ADM	AVERAGE ADM	AVERAGE %
Colonial	135.1264	25.07%	149.9171	22.90%	175.0000	22.50%	460.0435	153.3478	23.33%
Norristown	278.6923	51.70%	362.5580	55.39%	462.0000	59.38%	1103.2503	367.7501	55.98%
Upper Merion	125.2033	23.23%	142.0773	21.71%	141.0000	18.12%	408.2806	136.0935	20.71%
Totals	539.0220	100.00%	654.5524	100.00%	778.0000	100.00%	1971.5744	657.1915	100.00%

NOTE:

This schedule does not include Nonmember School District information since they will be billed on a tuition basis using actual enrollment for the 2020/2021 school year.

CENTRAL MONTCO TECHNICAL HIGH SCHOOL
TOTAL INDIVIDUAL MEMBER DISTRICT COSTS
FISCAL YEAR 2020/2021

<u>DISTRICT</u>	<u>Estimated</u> <u>Share of</u> <u>Expenses</u> <u>2020/2021</u>	<u>Estimated</u> <u>Share of</u> <u>Debt Service</u> <u>2020/2021</u>	<u>Total Due For</u> <u>General Fund</u> <u>Budget</u> <u>2020/2021</u>	<u>2018/2019</u> <u>Billing</u> <u>Adjustment</u>	<u>Net Due</u> <u>For</u> <u>2020/2021</u>
Colonial	\$1,477,935	\$547,584	\$2,025,519	(\$518,113)	\$1,507,406
Norristown	\$3,544,299	\$469,357	\$4,013,656	(\$131,233)	\$3,882,423
Upper Merion	\$1,311,641	\$547,584	\$1,859,225	(\$226,158)	\$1,633,067
Totals	\$6,333,875	\$1,564,525	\$7,898,400	(\$875,504)	\$7,022,896

(1)

(2)

(1) Based on three year average enrollment. See computations on page 3.

(2) Based on agreed upon %'s for renovation project as follows:

Colonial	35.00%
Norristown	30.00%
Upper Merion	35.00%
Total	<u>100.00%</u>

EXPENDITURES

CENTRAL MONTCO TECHNICAL HIGH SCHOOL
SUMMARY OF ESTIMATED EXPENDITURES BY FUNCTION LEVEL

FISCAL YEAR 2019/2020

	<u>2019/2020</u>	<u>2019/2020</u>	<u>2020/2021</u>	<u>BUDGET TO</u>	<u>BUDGET TO</u>
	<u>CURRENT</u>	<u>CURRENT</u>	<u>PROPOSED</u>	<u>BUDGET</u>	<u>BUDGET</u>
	<u>YEAR</u>	<u>YEAR</u>	<u>PROPOSED</u>	<u>DIFFERENCE</u>	<u>% DIFFERENCE</u>
	<u>ESTIMATE</u>	<u>BUDGET</u>	<u>BUDGET</u>		
<u>1000 INSTRUCTION</u>					
1300 VOCATIONAL EDUCATION PROGRAMS	4,496,500	4,320,275	4,772,850	452,575	10.48%
1400 OTHER INSTRUCTIONAL PROGRAMS	27,600	27,800	22,300	-5,300	-19.26%
SUBTOTAL-INSTRUCTION	<u>\$4,524,100</u>	<u>\$4,347,875</u>	<u>\$4,795,150</u>	<u>\$447,275</u>	<u>10.29%</u>
<u>2000 SUPPORT SERVICES</u>					
2100 PUPIL PERSONNEL	1,033,410	1,091,750	1,026,850	-64,900	-5.94%
2300 ADMINISTRATION	985,876	994,050	1,039,950	45,900	4.62%
2400 PUPIL HEALTH	103,600	107,050	108,850	1,800	1.68%
2500 BUSINESS	404,700	422,000	358,300	-65,700	-15.57%
2600 OPERATION & MAINT.OF PLANT SERVICES	1,204,021	1,240,800	1,272,300	31,500	2.54%
2800 SCHOOLWIDE TECHNOLOGY SERVICES	250,030	255,300	257,800	2,500	0.98%
SUBTOTAL-SUPPORT SERVICES	<u>\$3,987,637</u>	<u>\$4,110,950</u>	<u>\$4,062,050</u>	<u>-\$48,900</u>	<u>-1.19%</u>
<u>3000 OPERATION OF NON-INSTRUCTIONAL SERVICES</u>					
3200 STUDENT ACTIVITIES	162,100	52,675	49,175	-3,500	-8.64%
3300 COMMUNITY SERVICES	7,000	7,000	7,000	0	0.00%
SUBTOTAL-NON-INSTRUCTIONAL	<u>\$169,100</u>	<u>\$59,675</u>	<u>\$56,175</u>	<u>-\$3,500</u>	<u>-5.87%</u>
<u>5000 OTHER FINANCING USES</u>					
5200 FUND TRANSFERS	1,660,525	1,666,525	1,564,525	-2,000	-0.13%
5900 BUDGETARY RESERVE	66,000	100,000	50,000	-50,000	-50.00%
SUBTOTAL-OTHER FINANCING USES	<u>\$1,032,525</u>	<u>\$1,666,525</u>	<u>\$1,614,525</u>	<u>-\$52,000</u>	<u>-3.12%</u>
TOTAL-ALL FUNCTIONS	<u>\$10,313,362</u>	<u>\$10,185,025</u>	<u>\$10,527,900</u>	<u>\$342,875</u>	<u>3.37%</u>

CENTRAL MONTCO TECHNICAL HIGH SCHOOL
EXPENDITURE ANALYSIS BY COURSE GROUPING
FISCAL YEAR 2019/2020

COURSE GROUPING	AMOUNT OF INCREASE (DECREASE) FROM CURRENT BUDGET	EXPLANATION OF INCREASE (DECREASE)	
1300	\$452,575	Increase in cost of salary and benefits for contractual obligations	\$535,375
		(Decrease) in cost of purchased services including services related to federal and state grants	(\$4,500)
		(Decrease) in cost of supplies including supplies related to federal and state grants	(\$28,300)
		(Decrease) in cost of equipment including equipment related to federal and state grants	(\$50,000)
1400	(\$5,300)	(Decrease) in costs associated with self- funded Driver's Education Program	(\$5,300)
2100	(\$64,900)	(Decrease) in cost of salary and benefits for contractual obligations and personnel changes	(\$62,700)
		(Decrease) in cost of purchased services	(\$1,750)
		(Decrease) in cost of supplies	(\$450)
2300	\$45,900	Increase in cost of salary and benefits for contractual obligations and personnel changes	\$60,250
		(Decrease) in cost of purchased services	(\$16,600)
		Increase in cost of supplies	\$1,000
		Increase in cost of other objects	\$1,250
2400	\$1,800	Increase in cost of salary and benefits	\$1,800

CENTRAL MONTCO TECHNICAL HIGH SCHOOL
EXPENDITURE ANALYSIS BY COURSE GROUPING
FISCAL YEAR 2019/2020

COURSE GROUPING	AMOUNT OF INCREASE (DECREASE) FROM CURRENT BUDGET	EXPLANATION OF INCREASE (DECREASE)	
2500	(\$65,700)	(Decrease) in cost of salary and benefits for contractual obligations and personnel changes	(\$73,900)
		Increase in cost of purchased services	\$7,700
		(Decrease) in cost of supplies	\$300
		Increase in cost of other objects	\$200
2600	\$31,500	Increase in cost of salary and benefits for contractual obligations and personnel changes	\$89,500
		(Decrease) in cost of purchased services	(\$8,000)
		(Decrease) in cost of supplies & utilities	(\$5,000)
		(Decrease) in cost of equipment	(\$15,000)
2800	\$2,500	Increase in cost of salary and benefits for contractual obligations and personnel changes	\$2,500
		(Decrease) in cost of purchased services	(\$5,000)
		Increase in cost of supplies	\$5,000
3200	(\$3,500)	Increase in cost of salary and benefits for contractual obligations and personnel changes	\$6,500
		(Decrease) in cost of supplies	(\$10,000)
5200	(\$2,000)	(Decrease) in cost of debt service	(\$2,000)
5900	(\$50,000)	(Decrease) in Budgetary Reserve	(\$50,000)

CENTRAL MONTCO TECHNICAL HIGH SCHOOL
DETAILED LISTING OF EXPENDITURES FOR FISCAL YEAR 2020/2021

		2019/2020 CURRENT YEAR ESTIMATE	2019/2020 CURRENT YEAR BUDGET	2020/2021 PROPOSED BUDGET	BUDGET TO BUDGET DIFFERENCE	BUDGET TO BUDGET % DIFFERENCE
1000-000 INSTRUCTION						
VOCATIONAL EDUCATION PROGRAMS:						
1300-100	SALARIES	2,400,000.00	2,288,200.00	2,814,500.00	326,300.00	14.26%
1300-200	BENEFITS	1,593,000.00	1,571,025.00	1,780,100.00	209,075.00	13.31%
1300-300	PURCHASED PROF. & TECHNICAL SERVICES	2,800.00	3,250.00	750.00	-2,500.00	-76.92%
1300-400	PURCHASED PROPERTY SERVICES	9,000.00	10,500.00	8,500.00	-2,000.00	-19.05%
1300-500	OTHER PURCHASED SERVICES	11,000.00	11,050.00	11,050.00	0.00	0.00%
1300-600	SUPPLIES	225,000.00	238,250.00	207,950.00	-28,300.00	-11.98%
1300-700	PROPERTY	250,000.00	200,000.00	180,000.00	-50,000.00	-25.00%
** TOTAL- VOCATIONAL EDUCATION PROGRAMS		4,498,500.00	4,320,275.00	4,772,850.00	452,575.00	10.48%
OTHER INSTRUCTIONAL PROGRAMS:						
1400-100	SALARIES	28,000.00	25,000.00	20,000.00	-5,000.00	-20.00%
1400-200	BENEFITS	2,100.00	2,100.00	1,800.00	-300.00	-14.29%
1400-300	OTHER PURCHASED SERVICES	0.00	0.00	0.00	0.00	N/A
1400-400	SUPPLIES	500.00	500.00	500.00	0.00	0.00%
1400-800	OTHER OBJECTS	0.00	0.00	0.00	0.00	N/A
** TOTAL- OTHER INSTRUCTIONAL PROGRAMS		27,600.00	27,600.00	22,300.00	-5,300.00	-19.20%
** TOTAL- INSTRUCTION		4,524,100.00	4,347,875.00	4,795,150.00	447,275.00	10.29%
2000-000 SUPPORT SERVICES						
PUPIL PERSONNEL:						
2100-100	SALARIES	632,460.00	682,000.00	624,000.00	-58,000.00	-8.50%
2100-200	BENEFITS	398,000.00	398,550.00	393,850.00	-4,700.00	-1.18%
2100-300	PURCHASED PROF. & TECHNICAL SERVICES	500.00	750.00	0.00	-750.00	-100.00%
2100-500	OTHER PURCHASED SERVICES	5,000.00	5,000.00	4,000.00	-1,000.00	-20.00%
2100-600	SUPPLIES	5,450.00	5,450.00	5,000.00	-450.00	-8.26%
2100-700	PROPERTY	0.00	0.00	0.00	0.00	N/A
** TOTAL- PUPIL PERSONNEL		1,039,410.00	1,091,750.00	1,026,850.00	-64,900.00	-5.94%
ADMINISTRATION:						
2300-100	SALARIES	564,876.00	553,800.00	597,800.00	44,000.00	7.95%
2300-200	BENEFITS	346,000.00	346,700.00	362,950.00	16,250.00	4.69%
2300-300	PURCHASED PROF. & TECHNICAL SERVICES	36,000.00	36,000.00	39,000.00	3,000.00	2.63%
2300-400	PURCHASED PROPERTY SERVICES	0.00	800.00	0.00	-800.00	-100.00%
2300-500	OTHER PURCHASED SERVICES	26,000.00	44,000.00	27,200.00	-18,800.00	-38.18%
2300-600	SUPPLIES	11,000.00	10,750.00	11,750.00	1,000.00	9.30%
2300-700	PROPERTY	0.00	0.00	0.00	0.00	N/A
2300-800	OTHER OBJECTS	1,200.00	0.00	1,250.00	1,250.00	N/A
** TOTAL- ADMINISTRATION		985,876.00	994,050.00	1,039,950.00	45,000.00	4.62%
PUBLIC HEALTH:						
2400-100	SALARIES	52,000.00	52,000.00	55,000.00	3,000.00	5.77%
2400-200	BENEFITS	48,000.00	51,450.00	50,250.00	-1,200.00	-2.33%
2400-300	OTHER PURCHASED SERVICES	0.00	0.00	0.00	0.00	N/A
2400-400	SUPPLIES	3,500.00	3,500.00	3,000.00	-500.00	-14.29%
2400-600	PROPERTY	0.00	0.00	0.00	0.00	N/A
** TOTAL- PUBLIC HEALTH		103,500.00	107,050.00	108,250.00	1,800.00	1.68%
BUSINESS:						
2500-100	SALARIES	219,000.00	231,000.00	184,500.00	-46,500.00	-20.13%
2500-200	BENEFITS	182,000.00	167,300.00	139,900.00	-27,400.00	-16.38%
2500-300	PURCHASED PROF. & TECHNICAL SERVICES	20,000.00	20,000.00	28,200.00	8,200.00	41.00%
2500-400	PURCHASED PROPERTY SERVICES	250.00	250.00	0.00	-250.00	-100.00%
2500-500	OTHER PURCHASED SERVICES	1,250.00	1,250.00	1,000.00	-250.00	-20.00%
2500-600	SUPPLIES	2,200.00	2,200.00	2,500.00	300.00	13.64%
2500-700	PROPERTY	0.00	0.00	0.00	0.00	N/A
2500-800	OTHER OBJECTS	0.00	0.00	200.00	200.00	N/A
** TOTAL- BUSINESS		404,700.00	422,000.00	356,300.00	-68,700.00	-16.27%

CENTRAL MONTGO TECHNICAL HIGH SCHOOL
DETAILED LISTING OF EXPENDITURES FOR FISCAL YEAR 2020/2021

		2019/2020 CURRENT YEAR ESTIMATE	2019/2020 CURRENT YEAR BUDGET	2020/2021 PROPOSED BUDGET	BUDGET TO BUDGET DIFFERENCE	BUDGET TO BUDGET % DIFFERENCE
OPERATION & MAINT. OF PLANT SERVICES:						
2600-100	SALARIES	320,021.00	330,600.00	388,000.00	28,400.00	8.36%
2600-200	BENEFITS	270,000.00	275,000.00	306,100.00	31,100.00	11.31%
2600-400	PURCHASED PROPERTY SERVICES	380,000.00	390,000.00	387,000.00	-3,000.00	-0.77%
2600-500	OTHER PURCHASED SERVICES	78,000.00	85,000.00	80,000.00	-5,000.00	-5.88%
2600-600	SUPPLIES	132,000.00	136,200.00	131,200.00	-5,000.00	-3.67%
2600-700	PROPERTY	15,000.00	15,000.00	0.00	-15,000.00	-100.00%
** TOTAL- OPERATION & MAINT. OF PLANT SVCS.		1,204,021.00	1,240,800.00	1,272,300.00	31,500.00	2.54%
SCHOOL WIDE TECHNOLOGY SERVICES						
2800-100	SALARIES	82,030.00	82,000.00	87,000.00	5,000.00	6.10%
2800-200	BENEFITS	30,500.00	41,600.00	39,300.00	-2,500.00	-5.98%
2800-400	PURCHASED PROPERTY SERVICES	72,000.00	75,000.00	70,000.00	-5,000.00	-6.67%
2800-500	OTHER PURCHASED SERVICES	1,500.00	1,500.00	1,500.00	0.00	0.00%
2800-600	SUPPLIES	8,000.00	5,000.00	10,000.00	6,000.00	100.00%
2800-700	PROPERTY	50,000.00	50,000.00	50,000.00	0.00	0.00%
** TOTAL- SCHOOL WIDE TECH. SVCS.		250,030.00	255,300.00	257,800.00	2,500.00	0.98%
** TOTAL-SUPPORT SERVICES		3,987,637.00	4,110,950.00	4,082,050.00	-48,900.00	-1.19%
3000-000 OPERATION OF NON-INSTRUCTIONAL SERVICES						
STUDENT ACTIVITIES:						
3200-100	SALARIES	12,000.00	7,400.00	12,000.00	4,600.00	62.10%
3200-200	BENEFITS	5,100.00	3,275.00	5,175.00	1,900.00	58.02%
3200-500	OTHER PURCHASED SERVICES	25,000.00	30,000.00	20,000.00	-10,000.00	-33.33%
3200-800	SUPPLIES	120,000.00	12,000.00	12,000.00	0.00	0.00%
** TOTAL- STUDENT ACTIVITIES		162,100.00	52,675.00	49,175.00	-3,500.00	-6.64%
COMMUNITY SERVICES:						
3300-600	SUPPLIES	7,000.00	7,000.00	7,000.00	0.00	0.00%
** TOTAL- COMMUNITY SERVICES		7,000.00	7,000.00	7,000.00	0.00	0.00%
** TOTAL- OPERATION OF NON-INSTRUCT. SVCS.		169,100.00	59,675.00	56,175.00	-3,500.00	-0.07
5000-000 OTHER FINANCING USES						
FUND TRANSFERS:						
5200-900	TRANSFER TO CAPITAL RESERVE FUND	0.00	0.00	0.00	0.00	N/A
5200-800	TRANSFER TO DEBT SERVICE FUND	1,566,525.00	1,566,525.00	1,564,525.00	-2,000.00	-0.13%
** TOTAL- FUND TRANSFERS		1,566,525.00	1,566,525.00	1,564,525.00	-2,000.00	-0.13%
BUDGETARY RESERVE:						
5900-100	SALARIES	0.00	0.00	0.00	0.00	N/A
5900-200	BENEFITS	66,000.00	100,000.00	50,000.00	-50,000.00	-50.00%
5900-300	PURCHASED PROF. & TECHNICAL SERVICES	0.00	0.00	0.00	0.00	N/A
5900-400	PURCHASED PROPERTY SERVICES	0.00	0.00	0.00	0.00	N/A
5900-500	OTHER PURCHASED SERVICES	0.00	0.00	0.00	0.00	N/A
5900-600	SUPPLIES	0.00	0.00	0.00	0.00	N/A
5900-700	PROPERTY	0.00	0.00	0.00	0.00	N/A
5900-800	OTHER OBJECTS	0.00	0.00	0.00	0.00	N/A
** TOTAL- BUDGETARY RESERVE		66,000.00	100,000.00	50,000.00	-50,000.00	-50.00%
** TOTAL- OTHER FINANCING SOURCES		1,632,525.00	1,666,525.00	1,614,525.00	-52,000.00	-3.12%
***** GENERAL FUND TOTAL		10,313,362.00	10,185,025.00	10,527,900.00	342,875.00	3.37%

Carol MacInnes

OBJECTIVE

A position where my developed strengths in retail management, customer service and operations along with my education in accounting and Human Resources that will further enhance both growth for myself, associates and companies overall profitability.

BACKGROUND SUMMARY

Skills include all areas of retail and office management, operations, sales, marketing and all areas of accounting. Educational background in accounting, management and Human Resources together creating strong organization and communication skills. Leadership skills in training and development that offers associates a team minded environment for problem solving, growth, daily schedules and job tasks to meet company objectives for success.

PROFESSIONAL EXPERIENCE

Marshalls/Homegoods Superstore- Doylestown, PA

2012 - Present

Marshalls-Montgomeryville, PA

Assistant Manager

- Manage team of 180 employees and work with 6 other managers
- Assign daily, weekly, monthly work placement, job duties and skill testing in departments
- Human resources: interview, hire and orientation, process all paperwork, training development and department placement
- Daily and weekly payroll processing, time and attendance record keeping
- Scheduling versus sales and business needs
- Manage all accounting controls, sales, budgets, payroll
- Daily cash office, safe and store audit oversight
- Comply with company standards, policies and training
- Work with and assist customers in their shopping experience, purchases and returns
- Market of TJX rewards credit card

2009 – 2012

Into Innes Works- North Wales, PA

Accountant/ Office manager

- All accounting functions- accounts receivables, payables, payroll, taxes and billings Posting all to general ledger. Prepare all taxes and returns.
- Assist with Sales and Marketing development

2006 – 2009

Metco- Warminster, PA

Accountant/ Office manager

- All cash budgets/controls, deposits, accounts payable, accounts receivables, payroll, bank reconciliation, weekly and quarterly tax returns all maintained on a computerized system
- Monthly close through general ledger and income statement, budget planning/cost accounting for four divisions of the company
- Maintained office in terms of purchasing office supplies/equipment/promotional needs, All personnel functions, personnel files, insurance benefits/disability/life, vacation schedules
- Assist with Sales and Marketing Strategies

1979 – 2006

Clemens Market- Souderton, Center Square, Springhouse, PA (Full time/Part time)

Assistant Store Manager

- Handle all store functions in relation to employees, departments, sales and all reports

- All store sales, budgets, accounting controls and audits for a profit
- Human Resource functions regarding hiring, terminations, benefits and employee schedules
- Calculate and enter weekly payroll

Front end Manager

- Responsible for all daily, front end operational duties and reports, customer service with employees, oversees all front end jobs, cash office, customer service, check out coaches, cashiers. All store reports to corporate office

Pricing Coordinator- Process and distribute all computerized sales, daily price changes/scale changes and inventory reports, using five different computer programs. Handle all price changes for the entire store, signs and tags. (Assisted in Grand Openings/Remodels of stores)

- Supervise employees in the pricing department and job assignments
- Price changes on Sunday and on a daily basis.

Relief manager-

- Responsible for opening and closing the store, Report all information to the corporate office
- Manage all departments, Oversee the front end, customer service, cash office and cashiers

Store Employment Associate-

- Assist with the job hiring/training, Insurance and Associate Benefits, Company information to employees, Employee files/computerized forms

SUPER G MARKET/ SHOP-N-SAVE, Hilltown, PA (Part time to full time) **1996 - 2001**
Assistant Manager

MES, Doylestown, PA **1991 - 1996**
Accountant/ Office manager/Sales and Marketing

Mellon Bank, Warminster, PA **1985 – 1991**
Teller/ Head Teller, Loan Officer, Banking Sales

Microcom Corporation, Warminster, PA **1984 - 1985**
Payroll Administrator/Human Resources

A Touch of Gold, Philadelphia, PA/New Jersey **1981 – 1984**
Full Charge Accountant/Sales Administration

EDUCATION

Temple University, Ambler Campus, PA

- BS Degree in Accounting/Office Management/Human Resources- Graduated

Abington High School, Abington, PA

- Graduated

COMMUNITY ACTIVITY

Sellersville Elementary School, organize and run fundraiser in excess of 25K
American Cancer Society, Children's Hospital (Holiday Gift Giving)
MS Society,