



**77 Graterford Road  
Limerick, PA 19468**

**Joint Operating Committee Meeting  
November 7, 2022  
7:00 P.M.  
Board Room**

**Board Members:**

**Pottsgrove School District**

Jay Strunk  
Joe Vecchio  
Patricia Grimm

**Spring-Ford School District**

Colleen Zasowski  
Karen Weingarten  
Wendy Earle

**Upper Perkiomen School District**

Dana Hipszer  
John Paul Prego  
Keith McCarrick

**Non-Members:**

Dr. Allyn Roche, Superintendent, Upper Perkiomen S.D. & WMCTC Superintendent of Record  
Dr. David C. Finnerty, Superintendent, Pottsgrove S.D.  
Robert Rizzo, Superintendent, Spring-Ford Area S.D  
David Livengood, Administrative Director  
Donna Wilson, Business Manager  
Mark Holtzman, Principal

**Solicitor:**

Marc Davis, Esq.  
Fox, Rothschild, LLP

## **AGENDA**

### **I. Call to Order**

- A. Pledge of Allegiance

### **II. Administrative Director Discussion/Information Items**

### **III. Public Comments on Agenda Items**

### **IV. Presentations**

- A. Student-Run Business Presentation for PACTA ILC - Mrs. Angela Reichert & Ms. Jenni King
- B. The Future of WMCTC/Student Enrollment - Mr. David Livengood & Mr. Mark Holtzman
- C. WMCTC Comprehensive Plan - Mr. David Livengood

### **V. Committee Reports**

- A. Superintendent of Record's Report - Dr. Allyn Roche
- B. Business Manager's Report - Ms. Donna Wilson
- C. Principal's Report - Mr. Mark Holtzman
- D. Board Secretary's Report - Mr. Keith McCarrick
- E. Solicitor's Report - Mr. Marc Davis, Esq.

### **VI. Action Agenda**

- A. Meeting Minutes: ([Appendix A](#))

The Administration recommends the approval of JOC Minutes of October 3, 2022 Meeting as shown in Appendix A.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve the Meeting Minutes as presented.

- B. Personnel:

- 1. Superintendent of Record:

The Administration recommends approving the appointment of Dr. Allyn Roche, Superintendent, Upper Perkiomen S.D, to the position of Superintendent of Record for a one-year term starting in January, 2023 at a \$8,400 stipend.

- 2. Appointments:

- a. The Administration recommends approving the appointment of Madison Reger to the position of Part-Time Cosmetology Instructional Assistant at \$14.50/hr with no benefits, start date November 9th, 2022.
- b. The Administration recommends approving the appointment of Nathan Miller to the position of Carpentry Instructor, start date TBD. Compensation is set at \$63,522.00, Track B, Lane 1, Step 7, prorated.

- 3. Resignations:

- a. The Administration recommends approving the resignation of Melissa Kane, Business Secretary, effective November 8, 2022.
- b. The Administration recommends approving the resignation of Charles Smith, Collision Repair Instructor, effective June 9, 2023.

4. Instructional Assistant Substitute Pay:

The Administration recommends approving an increase in Instructional Assistant pay if they are substituting, per the following:

- Overall \$5.00 increase to their current hourly pay rate.
- Applicable for full and half-day increments only.
- Amounts to ~\$35.00 full day / ~\$17.50 half-day.

This is to be retroactive as of August 29, 2022.

5. Youth Organizations and Advisors:

The Administration recommends approving the following Youth Organizations and Advisors. Compensation per teacher contract will range from \$1000.00 to no more than \$2,000.00 unless advisor attends National Competition, then compensation will be no more than \$2,600.00:

Family, Career and Community Leaders of America (FCCLA-Early Childhood)

- Stephanie German (\$2,000.00)

Health Occupations Students of America (HOSA)

- Patricia King (\$2,000.00)
- Lisa Cassidy-Lawler (\$2,000.00)
- Heather Zornek (\$2,000.00)

The National Technical Honor Society (NTHS)

- Julia Powers (\$1,000.00)

SkillsUSA

- Charles Smith (\$2,000.00)
- Cindy Prindle (\$2,000.00)
- Stephanie German (\$2,000.00)

6. Occupational Advisory Committee: ([Appendix B](#))

The Administration recommends approving the 2022-2023 OAC Lists as shown in Appendix B.

7. Tenure:

Jenni King, Cosmetology Instructor, has completed three (3) years of satisfactory service as a temporary employee and is, therefore, entitled to tenure status. The Public School Code requires that a record of this accomplishment be incorporated in the Minutes of this Joint Committee. The Administration recommends that the Joint

Committee officers authorize the execution and presentation of a Professional Employee Contract to Jenni King.

8. Mentoring:

The Administration recommends approving a \$500.00 Mentor Stipend for Dave Batory, Commercial Art Instructor, Mentor to Erin Romberger, new Sports Medicine Instructor.

9. Substitute List:

The Administration recommends approving the following to add to the 2022-2023 Substitute List:

Abigail Staudte (Cosmetology)  
Joanna MacDonald (Cosmetology)  
Danielle Longacre (Cosmetology)  
Mark Zasowski (Carpentry)  
Erica Scott (Nurse)

10. FMLA:

- a. The Administration recommends the approval of Family Medical Leave for Patrick Boyle, Instructional Assistant, beginning November 5, 2022 through February 7, 2023.
- b. The Administration recommends the approval of intermittent Family Medical Leave for Donald Bray, Automotive Instructor, beginning October 21, 2022 through the end of the school year or until he has met the maximum amount of time permitted under FMLA.

11. Hiring Authority:

The Administration recommends authority be granted to the Superintendent of Record of Western Montgomery CTC and Administrative Director to appoint qualified personnel to vacant teacher, support, and other positions as needed during the period of November 8th, 2022, until the next regularly scheduled board meeting in January.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve the Personnel as presented.

C. Agreements:

1. Approved Program Evaluation Volunteer: (Appendix C)

The Administration recommends approving the Monitor Agreement for Mark Holtzman, Principal, to become an Approved Program Evaluation (APE) Volunteer for the Pennsylvania Department of Education for Public School Code of 1949 (24 P.S. §18-1803) and Chapter 339 Career and Technical Education Standards, as shown in Appendix C.

2. Substitute Teacher Service: (Appendix D)

The Administration recommends approving the updated Substitute Teacher Service Agreement as shown in Appendix D. This has been updated as of last approval in August to accommodate use of Frontline services.

3. PSBA - Professional Services Contract: (Appendix E)

The Administration recommends approving the PSBA Contract for Professional Services. This service is a policy review service which is comprehensive and will be tailored for WMCTC's specific legal requirements.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve the Agreements as presented.

D. Conferences/Student Competitions:

1. The Administration recommends Charles Smith, SkillsUSA Advisor; Cindy Prindle, SkillsUSA Advisor, and approximately 10 students to attend the Skills District 2 Leadership Conference at the Kalahari Resort in the Pocono Mountains on November 16th - 18th. Approximate cost of \$1,140.00 paid for by SkillsUSA.
2. The Administration recommends approving David Livengood, Administrative Director, to attend the Skills District 2 Leadership Conference at the Kalahari Resort in the Pocono Mountains on November 16th - 18th. Approximate cost \$460.00, paid for by WMCTC.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve the Conferences/Student Competitions as presented.

E. Finance:

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

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

2. The Administration recommends approving to pay the List of Bills until the next regularly scheduled board meeting in January, 2023.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve Finance as presented.

F. Maintenance & Repairs: (Appendix G)

1. The Administration recommends accepting the proposal from Heritage Fence Company to repair the front, rear, and side gates in the approximate amount of \$68,328.00, as shown in Appendix G.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve Maintenance & Repairs as presented.

G. JOC 2023 Meeting Dates:

The Administration recommends approving the following dates for the 2023 JOC meetings:  
January 9, February 6, March 6, April 3, May 1, June 5, August 7,  
September 11 (Zoom 5:00PM), October 2, and November 6, 2023.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to  
approve the JOC 2023 Meeting Dates as presented.

**VII. New Business**

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

**IX. Adjournment**