



**77 Graterford Road
Limerick, PA 19468**

**Joint Operating Committee Meeting
November 1, 2021
7:00 P.M.
Board Room**

Joint Committee Meeting - November 1, 2021

A Meeting of the Joint Committee of the Western Montgomery Career and Technology Center was held in person at WMCTC. Ms. Grimm, Chairperson, called the meeting to order at 7:03 P.M.

JOC Members

Ashley Custer	Thomas DiBello (Absent)	Stephen Cunningham
Patricia Grimm	Wendy Earle (Absent)	Dana Hipszer
Jay Strunk	Colleen Zasowski (Virtual)	Keith McCarrick

Non-Members

Dr. David C. Finnerty, Superintendent, Pottsgrove S.D.
Robert Rizzo, Superintendent, Spring-Ford Area S.D.
Dr. Allyn Roche, Superintendent, Upper Perkiomen S.D. & WMCTC Superintendent of Record
Dr. Susan Lloyd, Interim Administrative Director
Rachel Hetzel, Interim Principal
Donna Wilson, Business Manager
Marc Davis, Esq., Fox, Rothschild, LLP

A motion was made by Mr. Cunningham and seconded by Mr. McCarrick to approve the JOC Meeting Minutes of September 13, 2021 (Appendix A).

Ashley Custer	Yes	Thomas DiBello	Absent	Stephen Cunningham	Yes
Patricia Grimm	Yes	Wendy Earle	Absent	Dana Hipszer	Yes
Jay Strunk	Yes	Colleen Zasowski	Yes	Keith McCarrick	Yes

Motion carried 7-0

II. Administrative Director Discussion/Information Items

Dr. Roche advises Dr. Lloyd could not be here this evening. On her behalf, Dr. Roche thanks everyone for her opportunity of taking the role as Interim Director for the time being. Dr. Roche and Dr. Lloyd acknowledge and thank Ms. Hetzel for stepping up as Interim Principal during this transition. He informs Dr. Lloyd's last day at WMCTC will be November 17th and he will continue to attend the school as it transitions.

Dr. Roche thanks Mr. Holtzman for attending the JOC this evening and reminds that the position for the new director is up for approval at this meeting.

III. Public Comments on Agenda Items

IV. Presentations

V. Committee Reports

**Superintendent of Record's Report - Dr. Allyn Roche
None**

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

**Principal's Report - Ms. Rachel Hetzel
Ms. Hetzel thanks the board for the experience as Interim Principal.**

She advises that the current enrollment count is at 608. 143 are Pottsgrove students, 229 are Spring-Ford students and 234 are Upper Merion students, with 2 from cyber/private schools.

She informs that students are currently working towards their OSHA and SP2 certifications.

Ms. Hetzel provides information on Covid cases at the school. As of the first day of school there have been 20 positive cases and in the month of October there have been 9. She thanks the school nurse, Ms. Dawn Davison, for working around the clock to keep up with Covid communication and contact tracing.

Ms. Hetzel informs that for the month of October there have been no reported offenses via Safe Schools which is fantastic!

Ms. Hetzel informs that the school has had a few guest speakers this year, including a speaker from AT Training Center for the Automotive Program, a college presentation from The Pennsylvania College of Technology, and a college presentation from Walnut Hill College, specifically for the Culinary Arts Program. She notes how successful the presentations were in attendance and engagement.

Ms. Hetzel advises that on the November 2nd, In-Service Day, instructors are performing industry and college visits which allows them to see current curriculums in those colleges and to have a better understanding of what the current industry standards are. These visits also function as a recruiting opportunity for the school's OAC.

Board Secretary's Report - Mr. Keith McCarrick
None

Solicitor's Report - Mr. Marc Davis

Mr. Davis notes that in the agenda there is a contract up for approval for a third-party provider for nursing services however, it is subject to the administration and his approval. He advises he has reviewed the contract, made comments, and is awaiting the provider's response. As always, he is optimistic the details will be worked out and the school can move forward with this process with the JOC approval.

Dr. Roche advises this is an internal contract which should be an aid in finding a nurse substitute however, it is not guaranteed. He also advises that at the same time, Spring-Ford and WMCTC are currently working towards a solution to utilize a standard teacher substitute service. Once more details are available, they will be provided.

VI. Action Agenda

A motion was made by Ms. Grimm and seconded by Mr. Cunningham to approve the appointment of Mr. David V. Livengood as Administrative Director, anticipated date January 3, 2022. Compensation is set at \$140,000 per year with benefits, prorated.

Mr. Cunningham asks what will happen during the timeframe where Dr. Lloyd leaves and Mr. Livengood starts.

Dr. Roche advises that during this timeframe Mr. Holtzman starts November 15th which will temporarily overlap Dr. Lloyd's last days and will fulfill the administration need at the school until Mr. Livengood arrives.

Ashley Custer	Yes	Thomas DiBello	Absent	Stephen Cunningham	Yes
Patricia Grimm	Yes	Wendy Earle	Absent	Dana Hipszer	Yes
Jay Strunk	Yes	Colleen Zasowski	Yes	Keith McCarrick	Yes

Motion carried 7-0

Ms. Grimm and the board members congratulate Mr. Livengood on his position. She asks that he introduces himself and his family with whom he brought.

Mr. Livengood introduces his wife, Natalie, and son, Eli.

Ms. Zasowski, via Zoom, congratulates and says a few words to him (unintelligible).

A. Personnel:

1. Appointments:

- a. Approve the appointment of Mr. David V. Livengood as Administrative Director, anticipated date January 3, 2022. Compensation is set at \$140,000 per year with benefits, prorated.

A motion was made by Ms. Grimm and seconded by Mr. Cunningham to approve the resignation of Patrick Boyle, Instructional Assistant, effective October 29, 2021.

Ashley Custer	Yes	Thomas DiBello	Absent	Stephen Cunningham	Yes
Patricia Grimm	Yes	Wendy Earle	Absent	Dana Hipszer	Yes
Jay Strunk	Yes	Colleen Zasowski	Yes	Keith McCarrick	Yes

Motion carried 7-0

2. Resignations:

- a. Approve the resignation of Patrick Boyle, Instructional Assistant, effective October 29, 2021.

A motion was made by Mr. Cunningham and seconded by Mr. McCarrick to approve Personnel items 3 - 4.

Ms. Grimm asks Ms. Hetzel for clarification on Supplemental Contracts.

Ms. Hetzel advises that \$44.00/hr is the current rate of curriculum writing hours. These Success Coordinators have been taking care of the Perkins Grant in the absences of the Principal and Director. They are doing the assurances and everything that goes into the grant until the new administration team is on board.

Mr. Strunk asks what the Perkins Grant is.

Ms. Hetzel says that the Perkins Grant is one of the most important grants available to CTCs. The grant financially assists the school with needs regarding special education and stems to the general needs of the school as well. This includes additional staffing and resources to ensure proper education and assistance is met. This grant is redone every year.

Mr. Cunningham advised that last year the grant helped fund equipment for the Health Sciences Programs such as the 3-D Cadaver.

Ms. Hetzel confirms that the approval means a total of 75 hours of work between the three Student Success Coordinators.

Ashley Custer	Yes	Thomas DiBello	Absent	Stephen Cunningham	Yes
Patricia Grimm	Yes	Wendy Earle	Absent	Dana Hipszer	Yes
Jay Strunk	Yes	Colleen Zasowski	Yes	Keith McCarrick	Yes

Motion carried 7-0

3. Hiring Authority:

Approve authority be granted to the Superintendent of Record of Western Montgomery CTC to appoint qualified personnel to vacant teacher, support, and other positions as needed during the period of November 2, 2021, until the next regularly scheduled board meeting in January.

4. Supplemental Contracts:

Approve Supplemental Contracts for up to 25 hours at \$44.00/hr per 2021-2022 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.

A motion was made by Mr. Cunningham and seconded by Mr. McCarrick to approve Personnel items 5 - 6.

Mr. Strunk asks what the Youth Organizations are and their contributions to the school.

Ms. Hetzel informs FCCLA is an organization led by Early Childhood Education which is geared towards learning what it is like contributing to the community. HOSA is for competitions and leadership experiences in the Health Sciences field. These organizations help hone the student's skills in that program and are a great addition for their resume.

Mr. Strunk asks if the money listed here funds supplemental work and coordination those advisors do for these organizations.

Ms. Hetzel confirms yes. Money is also generated through these organizations via fundraisers.

Mr. Strunk asks if the advisors are current teachers.

Ms. Hetzel confirms yes and that these are 'tech school' organizations specific to the programs offered here.

Mr. Cunningham advises that the OAC is an advisory group that is made up through community members who do business or possess unique skills specific to the programs at WMCTC. The OAC helps put in place the standards to ensure that what is being taught at WMCTC will align with the current nature of that industry. Mr. Cunningham utilizes Golbus Manufacturing as an example.

Ashley Custer	Yes	Thomas DiBello	Absent	Stephen Cunningham	Yes
Patricia Grimm	Yes	Wendy Earle	Absent	Dana Hipszer	Yes
Jay Strunk	Yes	Colleen Zasowski	Yes	Keith McCarrick	Yes

Motion carried 7-0

5. 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:

Family, Career and Community Leaders of America (FCCLA)

- **Stephanie German (\$1,800.00)**

Health Occupations Students of America (HOSA)

- **Patricia King, Lisa Cassidy-Lawler and Heather Zornek (\$1,800.00 ea.)**

The National Technical Honor Society (NTHS)

- **Julia Powers (\$950.00)**

Skills USA

- **Allison Stanziani & Charles Smith (\$1,800.00 ea.)**

6. Occupational Advisory Committee: (Appendix B)

Approve the 2021-2022 OAC Lists as shown in Appendix B.

A motion was made by Mr. Cunningham and seconded by Mr. McCarrick to approve Personnel items 7 - 8.

Ashley Custer	Yes	Thomas DiBello	Absent	Stephen Cunningham	Yes
Patricia Grimm	Yes	Wendy Earle	Absent	Dana Hipszer	Yes
Jay Strunk	Yes	Colleen Zasowski	Yes	Keith McCarrick	Yes

Motion carried 7-0

7. FMLA:

- Approval of intermittent Family Medical Leave for Cindy McDaniel, Instructional Assistant, beginning 8/23/2021 through the end of the school year, or until she has met the maximum amount of time permitted under FMLA.**
- Approve a paid leave of absence under the Family Medical Leave Act for Melissa Kane, Business Secretary, from 3/1/2022 to 4/26/2022 for the purpose of pregnancy leave.**

8. Substitute List:

Approve the following substitutes for the 2021-2022 school year:

Diane Gilette

A motion was made by Ms. Grimm and seconded by Mr. McCarrick to approve Contracted Services as shown in Appendix C.

Ashley Custer	Yes	Thomas DiBello	Absent	Stephen Cunningham	Yes
Patricia Grimm	Yes	Wendy Earle	Absent	Dana Hipszer	Yes
Jay Strunk	Yes	Colleen Zasowski	Yes	Keith McCarrick	Yes

Motion carried 7-0

B. Contracted Services: (Appendix C)

Approve, in compliance with solicitor review and recommendations, of the General Healthcare Resources, LLC, Nurse Substitute Services Contract as shown in Appendix C.

A motion was made by Mr. Cunningham and seconded by Mr. McCarrick to approve all of Finance items and JOC 2022 Meeting Dates.

Ashley Custer	Yes	Thomas DiBello	Absent	Stephen Cunningham	Yes
Patricia Grimm	Yes	Wendy Earle	Absent	Dana Hipszer	Yes
Jay Strunk	Yes	Colleen Zasowski	Yes	Keith McCarrick	Yes

Motion carried 7-0

C. Finance:

1. Cash Receipts and List of Bills:

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

2. Approve to pay the List of Bills until the next regularly scheduled board meeting in January, 2022.

D. JOC 2022 Meeting Dates:

Approve the following dates for the 2022 JOC meetings: January 3, February 7, March 7, April 4, May 2, June 6, August 8, September 12, October 3, and November 7, 2022.

VII. New Business

Ms. Grimm thanks everyone for all their effort selecting the Administration team for WMCTC.

Mr. Cunningham says his goodbyes as this is his last year serving on the JOC.

VIII. Public Comments on Non-Agenda Items

IX. Adjournment

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

Ashley Custer	Yes	Thomas DiBello	Absent	Stephen Cunningham	Yes
Patricia Grimm	Yes	Wendy Earle	Absent	Dana Hipszer	Yes
Jay Strunk	Yes	Colleen Zasowski	Yes	Keith McCarrick	Yes

Motion carried 7-0

The meeting was adjourned at 7:30 P.M.

Respectfully submitted,



Mr. Keith McCarrick, Secretary

Ms. Megan Alaniz, Recording Secretary