



**77 Graterford Road  
Limerick, PA 19468**

**Joint Operating Committee Meeting  
January 3, 2022  
7:00 P.M.  
Board Room**

**Joint Committee Meeting - January 3, 2022**

**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 7:07 P.M.**

**JOC Members**

Jay Strunk	Colleen Zasowski	Dana Hipszer
Joe Vecchio	Karen Weingarten	John Paul Prego
Patricia Grimm	Wendy Earle	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  
Marc Davis, Esq., Fox, Rothschild, LLP

**A motion was made by Mr. McCarrick and seconded by Ms. Zasowski to approve the JOC Meeting Minutes of November 1, 2021 (Appendix A).**

<b>Jay Strunk</b>	<b>Yes</b>	<b>Colleen Zasowski</b>	<b>Yes</b>	<b>Dana Hipszer</b>	<b>Yes</b>
<b>Joe Vecchio</b>	<b>Yes</b>	<b>Karen Weingarten</b>	<b>Yes</b>	<b>John Paul Prego</b>	<b>Yes</b>
<b>Patricia Grimm</b>	<b>Yes</b>	<b>Wendy Earle</b>	<b>Yes</b>	<b>Keith McCarrick</b>	<b>Yes</b>

**Motion carried 9-0**

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

Mr. Livengood acknowledges today was his first day in office and he is proud to be working with such great staff. He invites the JOC members to visit for a tour of the building if they have not already. Mr. Livengood appreciates the service the JOC members do for their sending districts and WMCTC. He advises that within the upcoming JOCs he will provide some data and information regarding the current standing of the school.

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

### **IV. Presentations**

#### **A. Sports Medicine Program**

#### **B. Penn Tech Competition**

Both topics were included in one presentation given by Mr. Mark Holtzman, Principal. Mr. Holtzman presents this during the Principal's Report.

### **V. Committee Reports**

#### **Superintendent of Record's Report - Dr. Allyn Roche**

Dr. Roche acknowledges the hard work administration took on during the transitioning of staff over the past months and thanks them for their services. He informs the JOC that he will have continued discussions with Mr. Livengood regarding events on the horizon as well as touching on some things he took note of during his time assisting with the transition in the past months. He informs that teacher negotiations are coming up as well as discussions on administration compensation and getting a plan in place. He also notes discussions have been held and will continue to be held regarding staff and administration training, services and processes at WMCTC, and ensuring everyone is aware of protocols. Dr. Roche also informs that WMCTC's policies will need to be reviewed this year. Lastly, he notes that the JOC is looking to have more student involvement/presentations at future meetings and looking to implement an onboarding process for the new JOC members, including a retreat.

Dr. Roche addresses the Health and Safety Plan up for approval in this meeting, noting the ongoing changes starting in September regarding mask mandating and the 'Safe To Stay' program. He is hoping that there will be good discussion this evening regarding the changes to the Health and Safety Plan and to ensure everyone is in a mutual understanding of the protocols within the plan and that WMCTC is aligned with the partner districts' plans and changes.

Ms. Earle asks if WMCTC has a group designated to review and update the school's policies.

Dr. Roche believes that is not currently in place at the Western Center but is something he is looking into implementing.

It was noted that the policies are available for public view on the WMCTC website.

#### **Business Manager's Report - Ms. Donna Wilson**



Ms. Wilson advises the school has received \$389,000 of federal funding as part of the ESSERs Grant. One of the requirements for receiving this funding is to have stakeholder input and feedback which implies setting up meetings to discuss the buildings and programs and what the money would be allocated to. The funding is also dependent on the approval of the Health and Safety Plan, including a roll call of votes from the board members. Another requirement is the school must provide the plan for the expenditures to ESSER, anything over \$5,000 needs to be approved through them. Ms. Wilson confirms that with the ESSER funding included, WMCTC has received \$800,000 of grant money this year.

Ms. Zasowski asks if there is a breakdown for what the funding of \$800,000 is earmarked for.

Ms. Wilson recalls that the Job Training Grant is \$200,000 which will fund equipment purchases. There is a GEERS grant for \$50,000 which will be utilized for supplies and student certifications. The ESSER Grant funding is being forecasted to fund infrastructure changes and updates.

Mr. Livengood advises the building has reached its ten year mark from the last renovation and the school is starting to see the wear and tear on things installed at that time. He informs the JOC that once the grant money allocations are forecasted and he has more specifics on the infrastructure items, he will present a list to the board members. He advises Ms. Wilson recently applied for and received a \$50,000 Competitive Equipment Grant that is matched by the state; these funds will also assist in any infrastructure projects.

#### **Principal's Report - Mr. Mark Holtzman**

Mr. Holtzman's report includes a PowerPoint presentation. He begins by informing that one of the most noticeable things he has seen in the past few months is the impressive relationships built between the students and the teachers. It is evident that their strong relationships leverage better instruction and learning.

Mr. Holtzman then highlights activities from the Sports Medicine Program and the Diesel Technology Program. The Sports Medicine Program recently worked on a project to help other programs minimize risk of injury in the workplace. The students spent time in these programs observing the day-to-day movements and functions for those jobs (such as an electrician or carpenter) and looked for areas of weakness where those workers might injure themselves. The Sports Medicine students then created a plan to help minimize these risks. These observations and solutions makeup what is called the Industrial Athlete Program. Sports Medicine students then shared with each of the programs they observed. Some examples from the observations include different stretches the workers could perform or different methods of movement. Mr. Holtzman shares a brief video of the Sports Medicine students explaining their project. Mr. Holtzman then highlights the Diesel Technology competition held in early December at the Penn College of Technology. At this competition, three of WMCTC students competed against other CTCs, in teams and individually, on a variety of Diesel Technology procedures. WMCTC was one of the top ten out of thirty CTC schools to qualify for this competition. Major manufacturers for diesel manufacturing were present and the students got to show off their skills to these manufacturers. Madison Clarke and Jeffrey Cossel from Pottsgrove, and Jaden Harkins from Upper Perkiomen were the competing students from WMCTC and all three of them either placed and/or received job offers from these manufacturing companies! Mr. Holtzman shares a brief video of the three Diesel Technology students covering their experience at the competition.



Mr. Holtzman shares the number of applications for next school year so far are 156. He also advises that student certifications earned this year so far are 263 and there are 29 students currently out on co-op. All of the non-traditional programs at WMCTC (10 total) have at least one female student enrolled which is the first ever in WMCTC history! Mr. Holtzman informs that the school held a student of the quarter event in the past month for 48 students to celebrate their success. This included lunch or breakfast prepared by the Culinary Arts students and held in the school's restaurant. He also advises the school now has an student ambassador program made up of 27 students who were recommended by their instructors. Mr. Holtzman also takes some time to acknowledge the hard work the Culinary Arts Program dedicated to the Christmas cookie fundraiser and he also highlights the events that occurred on SkillsUSA Leadership Days. Mr. Holtzman notes that WMCTC has started a teacher MVP of the quarter program which was awarded to Mr. Smith (Collision Repair instructor and SkillsUSA Leader).

Mr. Holtzman and Mr. Klein (Advanced Manufacturing instructor) had the opportunity to meet with Bracalente Manufacturing Group, they graciously donated \$5,000 towards the program and asked to be more involved in the program at WMCTC!

Lastly, Mr. Holtzman advises that WMCTC is aligning with OSHA for Act 158 which means every student in the school will perform the necessary tasks to become OSHA 10 certified via Career Safe.

Mr. Livengood advises that Act 158 states that every student must pass their Keystone exams to graduate. If a student does not pass, the OSHA certification can be done in place of that.

**Board Secretary's Report - Mr. Keith McCarrick**

None

**Solicitor's Report - Mr. Marc Davis**

None

**VI. Action Agenda**

**A motion was made by Mr. McCarrick and seconded by Ms. Zasowski to approve the Administration as presented.**

<b>Jay Strunk</b>	<b>Yes</b>	<b>Colleen Zasowski</b>	<b>Yes</b>	<b>Dana Hipszer</b>	<b>Yes</b>
<b>Joe Vecchio</b>	<b>Yes</b>	<b>Karen Weingarten</b>	<b>Yes</b>	<b>John Paul Prego</b>	<b>Yes</b>
<b>Patricia Grimm</b>	<b>Yes</b>	<b>Wendy Earle</b>	<b>Yes</b>	<b>Keith McCarrick</b>	<b>Yes</b>

**Motion carried 9-0**

**A. Administration: (Appendix B)**

**Approve the adoption of the Resolution E. Signature shown in Appendix B. This resolution allows WMCTC's Administrative Director, Mr. David Livengood, to sign**



**electronically all contracts, agreements, grants and/or licenses for Western Montgomery Career and Technology Center.**

**A motion was made by Mr. McCarrick and seconded by Mr. Prego to approve the Health and Safety Plan items as presented.**

Mr. Vecchio asks to confirm if the school is going from masking optional to masking required starting February 3rd.

Dr. Roche advises that based upon the other districts, yes.

Mr. Vecchio asks if the Covid numbers at WMCTC have risen or is this decision based on following what the other districts are doing.

Mr. Holtzman provides the Covid case numbers from this year:

August had 2 cases, September had 9 cases, October had 9 cases, November had 12 cases, December had 25 cases, and 7 cases in January so far.

Dr. Roche informs the thought process was to stay in conjunction with the sending schools therefore when students are transitioning from sending schools to the Western Center, they are consistently masked.

Ms. Weingarten advises there is also a greater risk right now for the 12-15 year olds who are just coming off of the six month mark of being vaccinated. She advises the CDC just approved today the boosters for that age group.

Ms. Zasowski asks if the plan is approved today and there are changes within the districts afterwards, how will that be handled.

Dr. Roche confirms that the Western Center will follow the majority ruling (whatever two out of the three sending schools are doing) and that the Health and Safety Plan item number 2 is listed on the agenda for immediate decisions that need to be made when a meeting cannot be held or has not yet occurred. The current decisions shown in the Health and Safety Plan are aligned with the sending districts and information based within those districts.

Mr. Strunk asks for clarification on the two bullet points starting at the bottom of page 4 and asks how these items will work in conjunction with what the status of 'fully vaccinated' means per the newest guidelines.

*Items in question from the Health and Safety Plan:*

- *"Fully vaccinated individuals who are asymptomatic are not deemed close contacts to COVID positive individuals and will NOT be required to quarantine, unless specifically advised by county, state, or federal health officials or if they begin to be symptomatic."*
- *"If a student, regardless of vaccination status, is exposed, they are NOT considered a close contact if they practiced social distancing and/or were wearing a mask. The student will NOT need to quarantine."*

Further discussion to clarify this information happens. It is decided that removing the second bullet will resolve the situation as well as further defining 'fully vaccinated' per the county's health department guidelines.

Mr. Davis asks Mr. McCarrick and Mr. Prego if they are okay with proceeding with the original motion to approve the Health and Safety Plan under the pretense that the Health and Safety Plan will be updated to accommodate the discussion points. They agree.

Ms. Zasowski clarifies that the approval is contingent on WMCTC Administration and Dr. Roche making the updates to the Health and Safety Plan, based on the guidance provided at this meeting. The plan will be up for approval tonight in tangent with these updates, and confirmation that the Health and Safety Plan for WMCTC is aligned to the sending districts. If there is a change in the plans at the sending districts, WMCTC will follow what two out of the three sending districts are doing.

Mr. Davis advises that once the plan is updated, it should be resent to the JOC.

Ms. Grimm asks if everyone is in agreement with this. All agree.

Mr. Hipszer asks if any other changes have been made other than what was discussed at this meeting.

Dr. Roche says no other changes.

Ms. Zasowski asks to review the 'Test to Stay Program' section of the plan beginning on page 5.

Mr. Holtzman advises that the school nurse is set up for the 'Test to Stay Program' and he believes it is a valuable part of this process for the school.

There is a brief discussion on the ramifications if this plan is not approved at this meeting.

Mr. Davis reminds that an emergency meeting can take place if needed.

At this time the Health and Safety Plan was projected on screen so all members could see the changes/rewording.

*Items updated from the Health and Safety Plan:*

- *Fully vaccinated individuals who are asymptomatic are not deemed 4 close contacts to COVID positive individuals and will NOT be required to quarantine, unless specifically advised by county, state, or federal health officials or if they begin to be symptomatic.*
- *Definition of Fully Vaccinated will follow Montgomery County Health Department guidelines and recommendations.*

Again, Mr. Davis asks if Mr. McCarrick and Mr. Prego are okay with motioning with the new changes. They agree.

<b>Jay Strunk</b>	<b>Yes</b>	<b>Colleen Zasowski</b>	<b>Yes</b>	<b>Dana Hipszer</b>	<b>Yes</b>
<b>Joe Vecchio</b>	<b>No</b>	<b>Karen Weingarten</b>	<b>Yes</b>	<b>John Paul Prego</b>	<b>Yes</b>
<b>Patricia Grimm</b>	<b>Yes</b>	<b>Wendy Earle</b>	<b>Yes</b>	<b>Keith McCarrick</b>	<b>No</b>

**Motion carried 7-2**



**B. Health and Safety Plan: (Appendix C)**

- 1. Approve the revised WMCTC Health and Safety Plan as required by the Pennsylvania Department of Education as shown in Appendix C.**
- 2. Approve authority to the Administrative Director in conjunction with the Superintendent of Record, to make decisions to enforce temporary masking requirements based upon increases in the local COVID-19 incident and positivity rates, if needed to maintain in-person instruction and the continuity of education.**

**C. Personnel:**

**A motion was made by Mr. McCarrick and seconded by Mr. Strunk to approve Personnel and Conferences as presented.**

<b>Jay Strunk</b>	<b>Yes</b>	<b>Colleen Zasowski</b>	<b>Yes</b>	<b>Dana Hipszer</b>	<b>Yes</b>
<b>Joe Vecchio</b>	<b>Yes</b>	<b>Karen Weingarten</b>	<b>Yes</b>	<b>John Paul Prego</b>	<b>Yes</b>
<b>Patricia Grimm</b>	<b>Yes</b>	<b>Wendy Earle</b>	<b>Yes</b>	<b>Keith McCarrick</b>	<b>Yes</b>

**Motion carried 9-0**

**1. Hiring Authority:**

**Approve authority to be granted to the Superintendent of Record/Administrative Director of Western Montgomery CTC to appoint qualified personnel to vacant positions during the period of January 4th, 2022 until the next regularly scheduled board meeting on February 7th, 2022.**

**2. Resignations:**

- a. Approve the resignation of Stephanie Vanning, Instructional Assistant, effective December 23rd, 2021.**

**D. Conferences:**

- 1. Approve David Livengood, Administrative Director, to attend the annual PACTA Symposium: Pathways to Career Readiness Conference at the Hershey Lodge Convention Center in Hershey, PA, on February 10 & 11, 2022 for an approximate cost of \$662.00.**
- 2. Approve Stephanie German, Early Childhood Education Instructor, and 4 students to attend the Family Career and Community Leaders of America (FCCLA) State Leadership Conference at the Seven Springs Mountain Resort in Champion, PA, on March 21-23, 2022 for an approximate cost of \$462.00 per student (approximate cost of \$1,846.00) which will be paid through**

fundraising with no cost to WMCTC. One advisor will be attending for the approximate cost of \$450.00.

A motion was made by Mr. McCarrick and seconded by Mr. Vecchio to approve Finance as presented.

Jay Strunk	Yes	Colleen Zasowski	Yes	Dana Hipszer	Yes
Joe Vecchio	Yes	Karen Weingarten	Yes	John Paul Prego	Yes
Patricia Grimm	Yes	Wendy Earle	Yes	Keith McCarrick	Yes

Motion carried 9-0

**E. Finance:**

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

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

A motion was made by Mr. McCarrick and seconded by Mr. Vecchio to approve Equipment Purchases as presented.

Mr. Prego asks if the quote for the equipment is still valid as the date reflects 4 months ago.

Mr. Livengood confirms yes and that the company is aware that the funding is through a grant and will honor the original quote.

Jay Strunk	Yes	Colleen Zasowski	Yes	Dana Hipszer	Yes
Joe Vecchio	Yes	Karen Weingarten	Yes	John Paul Prego	Yes
Patricia Grimm	Yes	Wendy Earle	Yes	Keith McCarrick	Yes

Motion carried 9-0

**F. Equipment Purchases: (Appendix E)**

Approve the following equipment purchases utilizing the Competitive Equipment Grant (50% local funds, 50% PDE funding) as shown in Appendix E.

- HAAS Vertical Machining Center
- CookShack Industrial Smoker
- (2) Open Fryers w/2 well capability

**VII. New Business**

Ms. Grimm proposes a retreat for the JOC members and there is brief discussion regarding specifics.

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

**IX. Adjournment**



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

<b>Jay Strunk</b>	<b>Yes</b>	<b>Colleen Zasowski</b>	<b>Yes</b>	<b>Dana Hipszer</b>	<b>Yes</b>
<b>Joe Vecchio</b>	<b>Yes</b>	<b>Karen Weingarten</b>	<b>Yes</b>	<b>John Paul Prego</b>	<b>Yes</b>
<b>Patricia Grimm</b>	<b>Yes</b>	<b>Wendy Earle</b>	<b>Yes</b>	<b>Keith McCarrick</b>	<b>Yes</b>

**Motion carried 9-0**

The meeting was adjourned at 8:16 PM.

Respectfully submitted,



Mr. Keith McCarrick, Secretary  
Ms. Megan Alaniz, Recording Secretary