



**77 Graterford Road
Limerick, PA 19468**

**Joint Operating Committee Meeting
April 4, 2022
7:00 P.M.
Board Room**

Joint Committee Meeting - April 4, 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 7:18 P.M. following an Executive Session that was held at 6:30 P.M.

JOC Members

Jay Strunk
Joe Vecchio
Patricia Grimm

Colleen Zasowski
Karen Weingarten (absent)
Wendy Earle (virtual)

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
Marc Davis, Esq., Fox, Rothschild, LLP

Ms. Grimm announces that an Executive Session was held prior to the JOC Meeting to discuss personnel.

Ms. Grimm requests a motion to amend the agenda to include additional agenda items.

Mr. McCarrick makes the motion to amend the agenda to add two agenda items:

- **A motion to approve Queste to perform an evaluation on the school's technology, including a letter of Understanding of Confidentiality as approved by the WMCTC's solicitor.**

- A motion to approve the Custodial Teamsters contract, effective July 1, 2022 through June 30, 2025.

Ms. Zasowski seconds this motion to add these items to the agenda.

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

Motion carried 8-0

Mr. Davis advises the public that this is only an amendment to add these items to the agenda, this is not the motion to approve these items which will take place at the end.

A motion was made by Mr. Vecchio and seconded by Mr. McCarrick to approve the JOC Meeting Minutes of March 4, 2022 (Appendix A).

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

Motion carried 8-0

II. Administrative Director Discussion/Information Items

Mr. Livengood opts to keep his items short this week due to the presentations. He invites the JOC on April 11th at 2:30 P.M. to tour The Western Center. He also advises that HOSA held their district competition last week and congratulates the three WMCTC students placed; two silver medals and one bronze!

Ms. Cassidy-Lawler, Biomed Instructor, is in the audience and provides the names of the students who placed and in what category:

- Kathryn McGowan (SF) Silver Medalist in Cultural Diversity and Disparities
- Zoe Winterbottom (UP) Bronze Medalist in Medical Law and Ethics
- Gunnar Zaengle (PG) Silver Medalist in Life Support Skills

Ms. Grimm congratulates the students and would love the opportunity to meet them!

III. Public Comments on Agenda Items

None

IV. Presentations

A. FireHouse Project - Mr. Ken Shuler, Limerick Fire Chief

Mr. Shuler introduces himself and provides his background at the Fire Department and affiliation with the Protective Services Program at WMCTC.

Mr. Shuler's presentation includes a PowerPoint which provides photos he references throughout the presentation. His presentation is introducing a large project to renovate unused land, owned by WMCTC, and build a new fire house training ground. The training ground would include a training center/building where the fire-fighter classes would be held, a training/burn building for drills, a cut off cell tower for high angle type rescue drills, a large concrete pad for vehicle rescue training, and lot space for CDL/truck training. This would include a parking lot and entrances and exits to the grounds right off the current parking lot at WMCTC. His intent is to fundraise the entire project and hopes that in the future funds can be generated to give back to The Western Center.

Mr. Shuler is looking for any interest from the JOC regarding this project and pauses for questions.

Ms. Grimm inquires how many acres would be needed.

Mr. Shuler says it is somewhere between 20 and 25 acres.

Ms. Grimm inquires about a time frame of when this project would start.

Mr. Shuler says at this moment it is focused on funds which could take a couple years to raise the money.

Ms. Grimm asks how business will be run, if the firehouse would put together a board of members.

Mr. Shuler says that this is all still in early stages but he imagines there would be a separate board for the firehouse.

Ms. Zasowski asks how this benefits The Western Center, beyond the students. She discusses how the land WMCTC owns is valuable and something should be done with it, whether this is the project or not. She asks what the financial benefit to The Western Center.

Mr. Shuler says that if they can come up with enough scenarios to generate income to support a maintenance team and a coordinator, any remaining funds generated could benefit The Western Center whether it is leasing the land or through other means.

Mr. McCarrick asks how this benefits the students directly knowing Protective Services cannot utilize some of the space (for example, the burn building).

Mr. Shuler notes that there are different levels of fire-fighters depending on age and he currently has full classes with students 17 and under (including a kid's camp). There are opportunities on this site for students to join and take classes.

Mr. Davis informs that the real estate is owned by all three districts which means all board members from all three sending districts would need to approve this plan as well.

Mr. McCarrick stresses the legal and financial issues need to be addressed and resolved first.

The board thanks Mr. Shuler for his time and it is decided the JOC will sit with this information and recap/discuss next steps at the May JOC or sooner.

B. 2022-2023 Proposed Budget Presentation - Mr. David Livengood & Ms. Donna Wilson ([Appendix B](#))

Ms. Wilson's presentation includes a PowerPoint which she references throughout her presentation. She notes that the school's approach is to look at each program's needs and look at what can be done fiscally to provide. The budget is based on a five year historical review of both budgeted and actual expenditures, a five year historical review of both budgeted and actual revenue, and the projected changes in enrollment, programs and staffing. Teachers provide estimates in what they believe they need to account for, software is reviewed by the Director of Technology, and any recommendations in equipment, textbooks and software need to be approved by the OAC. Ms. Wilson provides a summer of the key points for the budget: The school is looking to add two additional Skills Advisors, there is a projected increase for CBA for faculty and custodians, and there is a 3% variable increase for all other staff, which is dependent on their evaluations. Ms. Wilson advises medical benefits and retirement will be increasing.

Mr. Livengood advises the reason for increased Skills Advisors is because WMCTC will be hosting Skills in another year and they need to start preparing.

Ms. Wilson continues and advises that the school is proposing a 3 year rotation, for 6 programs each year at a rate of \$30,000 annually. She discusses the increase in budget from the prior years and discusses the increase to the districts. Ms. Wilson also advises on revenue considerations for the future and individual district contributions. She thanks the JOC for continuing to support The Western Center.

V. Committee Reports

Superintendent of Record's Report - Dr. Allyn Roche

Dr. Roche says he was able to attend the Student of the Quarter breakfast and sit with a few students who were very appreciative of the recognition and honored to be awarded. It was a great experience!

Business Manager's Report - Ms. Donna Wilson

None

Principal's Report - Mr. Mark Holtzman

Mr. Holtzman introduces the staff in attendance: Ms. Cassidy-Lawler is the Intro to Med and Biomed Instructor. Mr. Robinson is a school custodian. Mr. Klein is the Advanced Manufacturing Instructor. Ms. Hetzel is the I.T. Director.

Mr. Holtzman speaks about the C-CAP National Competition 'Beyond Cooking: Ann B. Zekauskas Food Styling Competition' some of the culinary students signed up for. The competition was cake decorating and Ella Albright placed third in the nation and won an \$800 cake decorating prize!

Ms. Grimm congratulates Ella and would love the opportunity for the board to meet her!

Mr. Holtzman advises there are 751 students for the next year which is an increase by 26.4% from this year. There are a total of 391 applications, 305 of those applications are students now enrolled for next year. These applications include internal applications which are students who transferred from Intro to Med this year into one of the health trade programs (Dental, Health Science, Biomed). He informs the average acceptance rate is 78% and is done utilizing a rubric to grade the applications. These applications were determined based on three portions: academic grades, attendance, and an essay of why the student wanted to attend The Western Center.

Mr. Holtzman highlights a few of the program's numbers...

The Welding Program had 36 applications which is high.

Sports Medicine has 7 new students, the reason for this is there was a high enrollment last year and those students are still fulfilling the spots in class.

Mr. Holtzman says there was a high number of 8th grade students applying to certain programs this year and will be Level 0. With this, that means those students will then enter Level 1 next year, which competes with 9th and 10th graders who apply to those programs.

Mr. McCarrick asks if any of the programs that didn't meet the occupancy threshold or are not at capacity.

Mr. Holtzman says there's really only 1 or 2 programs with that concern, but with how the classes transition into the next school year, the threshold should be fulfilled.

Board Secretary's Report - Mr. Keith McCarrick

None

Solicitor's Report - Mr. Marc Davis

None

Mr. Vecchio departs at 8:21 P.M.

VI. Action Agenda

A motion was made by Ms. Grimm and seconded by Mr. McCarrick to approve the 2022-2023 Calendar as shown in Appendix C.

Ms. Earle informs Spring-Ford included holidays for Muslims and Hindus and she didn't see those days marked on WMCTC's calendar and asks if that is something the JOC would like to consider before approving the calendar.

Dr. Roche says that the calendar is created based on what two out of the three partner districts are doing once their calendars are approved.

Ms. Earle asks if those days can be considered an approved excused day for those students if it can't be added to the calendar.

Mr. Livengood says absolutely, students are not penalized for not attending WMCTC on the days their sending school is closed.

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

Motion carried 7-0

A. 2022-2023 School Calendar: ([Appendix C](#))

Approve the 2022-2023 School Calendar as shown in Appendix C.

A motion was made by Mr. McCarrick and seconded by Mr. Prego to approve the Cash Receipts and List of Bills as shown in Appendix D.

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

Motion carried 7-0

B. Finance:

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

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

A motion was made by Ms. McCarrick and seconded by Mr. Prego to approve the Charlestown Landscaping Contract as shown in Appendix D.

Ms. Zasowski asks if this is the same landscaping business as Spring-Ford's.

Mr. Livengood says yes, he has received four quotes from landscaping businesses and this was the most cost efficient quote. This is not only just lawn mowing but maintenance and cleanup of the grounds. This agreement is for a one year term and that provision is if fuel prices increase, there will be surcharges.

Ms. Zasowski informs this company was brought into Spring-Ford on a 3 year contract and after the first year, the company came back asking for a 12.5% increase for the second year and then for the third year. Ms. Zasowski understands the fuel costs and labor shortages however, she feels it was unfair the company came in at the lowest cost and outbid the others, but then increased their cost after the first year. She advises the school was able to work with them to get the percentage increase down but will still be responsible for increased prices if gas prices continue to surge. Ms. Zasowski is concerned that if the school allows one business to come back and re-negotiate a contract, what is stopping the other businesses from doing so.

Mr. Livengood advises this agreement is from April 1, 2022 through December 31, 2022 and the school can assess after this year to see if the school wants to continue with them.

Ms. Zasowski asks if any of the other businesses have fuel surcharges noted in their contract.

Mr. Livengood says not at this time but he could reach back out to the other companies to ask.

Ms. Wilson says her concern is that the contract only provides what the surcharge is if gas increases to five dollars, but does not disclose what the surcharge will be if gas increases to six dollars. She believes that should be defined.

Mr. Davis explains that the contract does state there will be increased cost if the gas prices hit six dollars but the contract does not state there will be any increase in costs if gas prices increase past six dollars.

Ms. Zasowski believes the administration should contact the other companies to get the pricing information for all maintenance and gas charges.

Ms. Earle advises the grass cutting needs to happen, the school does not have the luxury to take these contracts back and ask for more information at this time, she proposes since the contract is only until December, that the JOC proceeds with it.

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

Motion carried 5-2

C. Lawn Care Services: ([Appendix E](#))

Approve the Charlestown Landscaping Contract for April 1, 2022 through December 31, 2022 as shown in Appendix E.

VII. New Business

A motion was made by Mr. McCarrick and seconded by Ms. Zasowski to approve Queste to perform an evaluation on the school's technology, including a letter of Understanding of Confidentiality as approved by WMCTC's solicitor.

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

Motion carried 7-0

- A. Approve Queste to perform an evaluation on the school's technology, including a letter of Understanding of Confidentiality as approved by the WMCTC's solicitor.

A motion was made by Mr. McCarrick and seconded by Ms. Zasowski to approve the Custodial Teamsters contract, effective July 1, 2022 through June 30, 2025.

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

Motion carried 7-0

- B. Approve the Custodial Teamsters contract, effective July 1, 2022 through June 30, 2025.

Ms. Grimm reminds the JOC to complete their Statement of Financial Interest form if not already and provide to Ms. Alaniz.

Ms. Grimm also takes this moment to thank the Cosmetology department for assisting Pottsgrove with makeup for their school plays.

Ms. Grimm informs there is a National Honors Society event at noon on May 11th at WMCTC, and the JOC is invited to attend.

VIII. Public Comments on Non-Agenda Items

None

IX. Adjournment

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

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

Motion carried 7-0

The meeting was adjourned at 8:20 PM.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read 'Keith McCarrick', with a long horizontal flourish extending to the right.

Mr. Keith McCarrick, Secretary

Ms. Megan Alaniz, Recording Secretary