



**77 Graterford Road
Limerick, PA 19468**

**Joint Operating Committee Meeting
May 2, 2022
7:00 P.M.
Board Room**

Joint Committee Meeting - May 2, 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 7:04 P.M. following an Executive Session that was held at 6:00 P.M.

JOC Members

Jay Strunk	Colleen Zasowski	Dana Hipszer
Joe Vecchio (Absent)	Karen Weingarten	John Paul Prego (Absent)
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. Earle to approve the JOC Meeting Minutes of April 4, 2022 (Appendix A).

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

Motion carried 7-0

II. Administrative Director Discussion/Information Items

Mr. Livengood reminds the JOC that on May 5th, 2022, the Culinary Program is hosting a Cinco De Mayo dinner and encourages all to attend.

Mr. Livengood notes that last Tuesday he attended a business expo at the Upper Perkiomen YMCA sponsored by the Chamber of Commerce. Both the tiny house and the Lightning McQueen car were brought up there to advertise WMCTC and remained there through the weekend to showcase during other events. He advises Mr. Holtzman was able to attend the expo after school. He brought the virtual welder for anyone interested to simulate welding. The intent was to attract as many people as possible to WMCTC's stand which worked!

Mr. Livengood also informs that this past Friday was WMCTC's 'Take Your Kid to Work Day'. There were about fifteen children who attended. It was a great turnout!

Mr. Livengood reminds the JOC that the National Technical Honor Society Recognition event will be held May 11th at 12:00PM and encourages all to attend.

Mr. Livengood advises WMCTC's Senior Award Ceremony will be held on May 25th at 7:00PM at Upper Perkiomen Middle School. The school received some very nice donations and many of them will be presented by the company themselves.

Mr. Livengood says the school has been working on the Workforce Grant which was amended when he first started to reflect changes in leadership. This grant provides the school with \$130,000 donated by Senator Mensch two years ago. These funds are going towards the culinary kitchen to replace appliances and upgrade the dining room.

Lastly, Mr. Livengood informs the Student and Staff Climate Surveys are out and due by the end of this week. Dr. Roche reminds that the survey was something previously decided upon with the JOC to perform yearly.

Ms. Grimm makes a statement informing that an Executive Session was held prior to tonight's JOC to discuss personnel.

III. Public Comments on Agenda Items

IV. Presentations

V. Committee Reports

Superintendent of Record's Report - Dr. Allyn Roche

Dr. Roche says he received some great feedback regarding WMCTC's attendance at the business expo. He thanks the WMCTC administration for all the hard work being done at this time of year.

Business Manager's Report - Ms. Donna Wilson

Ms. Wilson advises the school is currently working on finishing up grants worth an estimated \$700,000. Some of the grants have been extended due to supply chain issues, as long as a purchase order has been put in they are honoring any equipment up till December to have it paid.

Principal's Report - Mr. Mark Holtzman

Mr. Holtzman introduces the faculty and staff in the audience:

Mr. Klein, Advanced Manufacturing.

Ms. Reichert, Cosmetology.

Ms. German, Early Childhood Education.

Mr. Durant, Welding.

Mr. Ducko, Electrical Occupations.

Ms. Cassidy-Lawler, Biomed and Intro to Medical Careers.

Ms. King, Health Science Technology.

Mr. Holtzman advises that NOCTI Testing Day was held on April 28th. He reminds the JOC that NOCTI is an assessment of the student's skills and knowledge within their program. NOCTI contains both written testing and skills/hands-on testing. The hands-on test is proctored by members of the OAC. Mr. Holtzman takes time to recognize and thank the faculty who helped prepare the students for their testing. Prior to NOCTI, breakfast was provided for both instructors, OAC members and students. Admin had music playing, and culinary set up candy gift bags for the students. NOCTI scores are based on cut scores/thresholds; 79 students scored Advanced, 21 students scored Confident, and 7 students scored Basic. Overall, WMCTC's average is 93.45%.

Ms. Earle asks if all programs perform NOCTI testing.

Mr. Holtzman says all except for one, Advanced Manufacturing has NIMS Certification instead.

Mr. Livengood thanks Mrs. Barb Mueller for overseeing NOCTI and all the components that come with it.

Board Secretary's Report - Mr. Keith McCarrick

No report

Solicitor's Report - Mr. Marc Davis

No report

VI. Action Agenda

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

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

Motion carried 7-0

A. Personnel:

1. Resignations:

- a. **Approve the resignation of Edward Plowfield, Facilities Manager, effective May 3, 2022.**
- b. **Approve the resignation of Rachel Hetzel, Director of Technology, effective June 3, 2022.**

2. Supplemental Contracts:

Approve Evan Ducko, Electrical Occupations Instructor, Jenni King, Cosmetology Instructor, and Angela Reichert, Cosmetology Instructor, for curriculum development during the summer months of 2022, not to exceed 80 hours combined for the 2022-2023 school year at the rate of \$44.00/hr.

At this time the JOC agrees to approve the Election of Treasurer on this agenda in lieu of utilizing the Reorganization Agenda initially provided for this motion. Ms. Grimm adds this as number 3 under Personnel.

3. Election of Officers:

Ms. Grimm nominates Mr. Hipszer as Treasurer for a one year term beginning on July 4th.

Nominations close.

A motion was made by Ms. Grimm and seconded by Mr. McCarrick to approve Mr. Hipszer as Treasurer as proposed.

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

Motion carried 7-0

Ms. Grimm acknowledges Ms. Hetzel and Mr. Plowfield for all their hard work over the past years and wishes them the best of luck.

A motion was made by Ms. Zasowski to amend Action Agenda item B.

Ms. Zasowski is requesting to remove the fourth custodian position and reduce the proposed equipment cost by 25%.

Mr. McCarrick seconds this motion.

Ms. Earle seeks confirmation that the school is planning for an additional 150 students.

Ms. Zasowski says yes but has hopes for the Facilities Manager to accommodate this.

Ms. Grimm informs the custodian team has worked so hard and the budget has been visible to the JOC for a long time now, she does not feel comfortable approving the proposed amended motion.

Mr. Livengood clarifies there is a full time custodian who works 3:00 A.M to 11:30 A.M. each day and two other full time custodians who work from 1:00 P.M. to 9:00 P.M. each day. With the additional fourth custodian, hours would be adjusted. These positions are under the Teamsters Contract. It is not currently in the contract for Teamsters to have a fourth custodian, the fourth would be hired and added to the Teamsters contact.

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

Motion denied 1-6

A motion was made by Ms. Zasowski and seconded by Mr. McCarrick to approve the 2022-2023 budget as shown in Appendix B, no amendments.

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

Motion carries 6-1

B. 2022-2023 Budget: ([Appendix B](#))

Approve the 2022-2023 budget as shown in Appendix B.

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

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

Motion carried 7-0

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

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

A motion was made by Ms. Grimm and seconded by Mr. McCarrick to approve Action Agenda items D through F as presented.

Ms. Earle inquires about a dated reference book on the list.

Mr. Livengood agrees some review needs to be done and asks Mr. Klein, Advanced Manufacturing Instructor, to clarify this decision.

Mr. Klein says when the students take the NIMS exam, they are allowed resources and one of them is the Machinery's Handbook and an abridged edition which is the one in question, the book is minimally updated every 3-4 years and not a concern for change as the updates are very minimal. In the future he would like to obtain the updated versions.

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

Motion carried 7-0

D. 2022-2023 Textbook Inventory: ([Appendix D](#))

Approve the 2022-2023 Textbook Inventory as shown in Appendix D.

E. 2022-2023 Panel of Physicians: ([Appendix E](#))

Approve the 2022-2023 Panel of Physicians for Workers Compensation Premium Credit as shown in Appendix E.

F. Flexible Instruction Day: ([Appendix F](#))

Approve Flexible Instruction Day Program, available to public school entities to be used as an alternative approach to delivering instruction if a circumstance arises that prevents instruction in the customary manner, as shown in Appendix F.

A motion was made by Mr. McCarrick and seconded by Ms. Earle to approve Field Trips/Conferences as presented.

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

Motion carried 7-0

G. Field Trips/Conferences:

1. PACTA Conference:

Approve David Livengood, Administrative Director and Mark Holtzman, Principal, to attend the PACTA (Pennsylvania Association of Career & Technical Administrators) Conference for Career and Technical Education: Leadership for Success held in State College, PA, from July 25-28 2022, for an approximate cost of \$1,170.00.

2. **HOSA Conference:**

Approve Heather Zornek, Dental Occupations Instructor, and 1 student to attend the HOSA International Leadership Conference in Nashville, TN, from June 21 to June 26, 2022 for an approximate cost of \$2,100.00. Cost includes advisor only, to be paid by WMCTC. The student will pay for themselves.

3. **PDAC Conference:**

Approve David Livengood, Administrative Director, to attend the PDAC (Directors' Academy and Advisory Committee) Meeting in Philadelphia, PA, from June 9-10, 2022. Costs covered by Temple University.

4. **Dental Occupations Field Trip:**

Approve Heather Zornek, Dental Occupations Instructor, and 5 students to attend a day field trip on May 26th, 2022, to visit the Museum of Dentistry at 31 S Greene St, Baltimore, MD 21201.

A motion was made by Mr. McCarrick and seconded by Ms. Earle to approve Action Agenda items H and I as presented.

Ms. Zasowski asks when ICS starts.

Mr. Livengood says as soon as the contract is signed it will be scheduled.

Ms. Zasowski asks if PSBA has any other affiliation.

Dr. Roche says they are their own entity.

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

Motion carried 7-0

H. **Agreements:** ([Appendix G](#))

Approve the Monitor Agreement for David Livengood, Administrative Director, 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 G.

I. Contracts:

1. ICS Facilities Contract: ([Appendix H](#))

Approve the proposed contract from ICS Facilities to develop a facility assessment and assist with long range capital planning efforts as shown in Appendix H.

2. Go2 Service Contract: ([Appendix I](#))

Approve the Annual Service Contract and Service Agreement Rate Card from Go2 as shown in Appendix I.

3. PSBA Membership Renewal: ([Appendix J](#))

Approve the Annual PSBA Membership Renewal for Policy Maintenance for 2022-2023 as shown in Appendix J.

A motion was made by Ms. Grimm and seconded by Mr. McCarrick to approve Finance item 1.

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

Motion carried 7-0

J. Finance:

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

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

A motion was made by Ms. Grimm and seconded by Ms. Earle to approve Finance item 2.

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

Motion carried 6-1

2. Transfer of Funds:

Approve the transfer of funds in the amount of \$326,765.15 from the House Project to the General Fund and close out the House Project fund. The funds will be used for maintenance projects in the building.

VIII. Public Comments on Non-Agenda Items

Ms. Earle asks that Mr. Livengood provide the policies that require attention and the Policies Sub-Committee can schedule a time to work on them first and then continue addressing the rest of the policies. She covers specifics for how to organize and review the policies.

There is further discussion regarding organization of the policies.

Attendee - Cindy McDaniel - WMCTC Instructional Assistant - South Coventry Township

Ms. McDaniel speaks to the JOC regarding Instructional Assistant responsibilities and wages.

IX. Adjournment

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

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

Motion carried 7-0

The meeting was adjourned at 7:40 PM.

Respectfully submitted,



Mr. Keith McCarrick, Secretary

Ms. Megan Alaniz, Recording Secretary