



**77 Graterford Road  
Limerick, PA 19468**

**Joint Operating Committee Meeting  
June 6, 2022  
7:00 P.M.  
Board Room**

**Joint Committee Meeting - June 6, 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 7:21 P.M. following an Executive Session that was held at 6:00 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

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

**A motion was made by Mr. McCarrick and seconded by Mr. Vecchio to approve the JOC Meeting Minutes of May 2, 2022 ([Appendix A](#)).**

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**

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

### **A. WMCTC Award Recipients by District ([Appendix B](#))**

Mr. Livengood presents the list of awards for the Senior Award Ceremony.

Mr. McCarrick thanks the staff and faculty for their hard work.

### **B. Climate Survey Results ([Appendix C](#) & [D](#))**

Mr. Livengood presents the student climate survey results.

Ms. Earle asks if responses were anonymous.

Mr. Livengood says yes.

Mr. Livengood presents the student climate survey results.

Ms. Zasowski asks if the sending districts provide information on effective responses and techniques working with IEP students.

Mr. Livengood informs that the school has three Student Success Coordinators who work with the sending districts.

Ms. Zasowski asks if the data can be compared between the 2022 results and the 2023 results so the JOC can see movement.

Mr. Livengood agrees.

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

None

## **IV. Presentations**

### **A. Act 44 Training Presentation - Mr. Mark Holtzman**

Mr. Holtzman states this report is mandated and required to be sent by June 30th. Mr. Holtzman shows a breakdown of reportable offenses over the past school year. He shows comparisons between the year prior and this year. Mr. Holtzman believes in response to drug related referrals, the school could increase signage and host assemblies towards the beginning of the year that reviews rules and procedures in the school. He believes stakeholders attending those assemblies would be beneficial as well so they may speak on drug issues in the industry and the importance of passing a drug test. Mr. Holtzman also reviews the training required with Act 44, including 'Stop the Bleed' training which will happen for all staff and faculty at the end of August.

Mr. McCarrick asked if Mr. Holtzman noticed any increases in offenses during any part of the year.

Mr. Holtzman says no, it was steady throughout.

Ms. Grimm says it may be beneficial to take a look at the sending districts' drug policies.

**B. 2022-2023 Student Handbook - Mr. Mark Holtzman**

Mr. Livengood confirms this presentation is for review and is continually being reviewed and updated until approval at the August JOC.

Mr. Holtzman advises he will email a copy out to the board.

Mr. Holtzman informs the following items have been updated: attendance procedures, course expectations and grading, program change request process, and task tracking.

**C. Questeq Proposal Presentation - Mr. David Livengood ([Appendix E](#))**

Mr. Livengood presents Questeq's proposal.

Ms. Zasowski asks what Questeq found during their audit before explaining their proposal.

Mr. Livengood says it was very limited in what was provided and opens the section within the presentation that provides information regarding the school's strengths and weaknesses they found during the audit.

Ms. Earle asks what type of infrastructure support is Questeq referring to in this proposal.

Mr. Livengood advises the school currently utilizes Go2Tech.

Ms. Earle asks what the school is currently lacking by utilizing Go2Tech.

Mr. Livengood advises the Questeq presentation includes full support and touches on the issues they have found.

Ms. Zasowski asks if the school is in a contract with Go2Tech and for how long.

Mr. Livengood says yes and does not have that information readily available.

Ms. Zasowski asks if Questeq and Go2Tech will overlap.

Mr. Livengood says not specifically but the school will continue to utilize Go2Tech until the transition has been made.

Dr. Roche says this was discussed at board meetings prior to the I.T. Director resignation and administration is continuing this process to implement the best technology practices possible.

Ms. Zasowski asks if Mr. Livengood is going to present the financial information for all options (Questeq, MCIU, and Go2Tech) to compare.

Mr. Livengood presents the financial commitment within the Questeq presentation. He explains that he has reached out to Go2Tech to provide a similar proposal but their proposal did not include a representative on site, unlike Questeq. He informs the Go2 cost is around \$102,000 but does not include the contracted services they are currently providing. The school is currently spending \$40,240 to Go2 a year for their contracted services. He informs he has reached out to MCIU and is waiting to hear back.

Ms. Earle asks what the cost was when The Western Center employed an I.T. Director.

Mr. Livengood informs that the total cost for that position estimated out to \$120,000.

Ms. Zasowski inquires about the turnover rate and position responsibilities for the onsite Questeq representative.

Mr. Vecchio is concerned that Questeq proposal doesn't reflect much information on an audit and would like to know more about their findings.

Mr. Strunk inquires if WMCTC has I.T. help during this transition period.

Mr. Livengood says yes, he has asked Go2 Tech to provide more block hours to cover the school through the summer months.

Ms. Zasowski asks Mr. Davis if an RFP is needed.

Mr. Davis says no, but you can.

Dr. Roche asks how the board would like to proceed.

Ms. Zasowski would like to see the RFP.

Mr. Livengood says he can look into that but Go2 is available to assist during this transition period.

Mr. Livengood advises the board can discuss options of hiring a new I.T. Director as well.

Mr. Strunk asks that the administration decide which way (outsourcing or new hire) they want to go in terms of I.T. direction and the board can further decide based on what administration provides to them.

Mr. Livengood says that whichever route is most cost effective and matches the school's needs. The previous I.T. Director assisted with many functionalities of the school and that needs to be taken into consideration as well. He believes it is important to have someone on-site to assist with technical needs and troubleshooting.

Dr. Roche advises that the board should wait for the response from the MCIU and they can revisit this.

Ms. Zasowski asks if Go2's services can be extended until a decision is made.

**Mr. McCarrick asks to amend the agenda to add an action item, the reason for this addition is the motion just came up due the current conversation.**

**The new motion is as follows:**

**"The Administration recommends authorizing the Administration to extend Go2 services, as needed, until a solution has been made for an I.T. provider"**

**A motion was made by Mr. McCarrick and seconded by Mr. Prego to approve adding this motion to the agenda.**

<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 motion was made by Mr. McCarrick and seconded by Mr. Vecchio to approve authorizing the Administration to extend Go2 services, as needed, until a solution has been made for an I.T. provider.**

<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**

## **V. Committee Reports**

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

Dr. Roche recognizes staff and faculty for their hard work at the Senior Award Ceremony. He hopes that the JOC sees progress on some of the goals for WMTC, including the climate survey.

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

None

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

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

- Mr. McGinnis, Culinary Arts.
- Mr. Klein, Advanced Manufacturing.
- Mr. Ducko, Electrical Occupations.
- Ms. German, Early Childhood Education.
- Ms. Mueller, Co-Op Coordinator.
- Mr. Antrim, Carpentry.

Ms. Stanziani, Student Success Coordinator.  
 Ms. Murphy, Instructional Assistant.  
 Ms. King, Health Science Technology.  
 Ms. Cassidy-Lawlder, Biomed.  
 Ms. McCormick, Protective Services.  
 Ms. Reichert, Cosmetology.  
 Ms. Prindle, Student Success Coordinator.  
 Ms. Powers, Guidance Counselor.  
 Mr. Soleau, Automotive Technology.  
 Mr. Mest, HVAC.  
 Mr. Smith, Collision.  
 Ms. McDaniel, Instructional Assistant.  
 Ms. Rybnik, Student Success Coordinator.

Mr. Holtzman reflects on year-end information...

- NOCTI scores 94% of all students completed Advanced or Competent.
- 46 students participated in work-based learning.
- Students earned 1,372 certifications.
- Enrollment is at 751.

Mr. Holtzman thanks the staff for all of their hard work this past year.

**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 Mr. Prego to approve Personnel as presented.**

Ms. Zasowski seeks confirmation that the JOC is approving the updated Administrative and Support Staff salaries for the 2022-2023 school year as discussed.

Ms. Grimm confirms, yes.

<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. Personnel:**

**1. Appointments:**

- a. Approve the appointment of Mr. Chad Heffner, Facilities Manager, anticipated start date to be determined. Compensation is set at \$85,000 per year with benefits.

**2. Tenure:**

Raymond Bechtel, Protective Services 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. Approve the execution and presentation of a Professional Employee Contract to Raymond Bechtel.

**3. Salaries:**

Approve the Administrative and Support Staff salaries for the 2022-2023 school year as displayed in the Addenda.

**4. 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 June 7th, 2022, until the next regularly scheduled board meeting in August.

A motion was made by Mr. McCarrick and seconded by Mr. Prego to approve Supplemental Contracts 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

**B. Supplemental Contracts:**

1. Approve supplemental contracts for Donald Bray and William Soleau for approximately 12 nights, no more than four hours per night, at \$44.00 per hour per Teacher's Contract, for the 2022-2023 school year, to run PA State Inspection and PA Emission Classes.
2. Approve a \$2,000.00 stipend for Cindy Prindle as Perkins Coordinator for the 2022-2023 school year.

A motion was made by Mr. McCarrick and seconded by Mr. Prego to approve Contracted Services 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

**C. Contracted Services:**

**1. Fox Rothschild Retainer Agreement: ([Appendix F](#))**

Approve the Fox Rothschild Retainer Agreement for Solicitor for the 2022-2023 year at the rate of \$3,600.00 per quarter as shown in Appendix F.

**2. Approve the renewal of the Joint Service Agreement with Upper Perkiomen School District to operate to provide food services for the period of July 1, 2022 through June 30, 2023, with an annual Administration Fee in the amount of \$16,500.**

A motion was made by Mr. McCarrick and seconded by Ms. Earle 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

**D. Finance:**

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

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

**2. Budget Transfers:**

Approve the necessary 2022-2023 budget transfers to become part of the June 6, 2022 meeting minutes as determined by the Business Administrator upon completion of the audit; payment of properly contracted services through June 30, 2022; and acceptance of non-resident tuition for secondary students for the 2022-2023 school year upon receipt of the required documentation from the non-participating school district.

**3. Bills:**

Approve paying WMCTC bills to the extent that the payments reflect a budgeted expense. This will include purchases related to the Department of

Labor and Industry Grant following all quote and bid guidelines required by the grant. Any action taken by the Administrative Director/Superintendent of Record in accordance with this authorization shall be deemed to be the action of this JOC. Such action shall be confirmed by the JOC at the August 8, 2022, JOC meeting.

A motion was made by Mr. McCarrick and seconded by Ms. Weingarten to approve the Local Advisory Committee 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. Local Advisory Committee: ([Appendix H](#))**

Approve the Local Advisory Committee List for 2022-2023 as shown in Appendix H.

A motion was made by Mr. McCarrick and seconded by Mr. Prego to approve the Perkins Membership List 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

**F. Perkins Membership List: ([Appendix I](#))**

Approve the Perkins Memberships List for 2022-2023 as shown in Appendix I.

Mr. Livengood confirms there should be no motion to approve Policy, this is the first reading only.

**G. Policy: ([Appendix J](#))**

Review the first reading of Policy #223, prohibiting student driving.

New reading of Policy #223:

The Joint Operating Committee allows students to drive private vehicles onto center property. Students must obtain a parking permit from the Student Services office and turn in the required paperwork to be eligible to park on school property. The Administration shall be authorized to issue permits as needed following established procedures utilized for Cooperative Education and Biomedical Sciences.

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

Barb Mueller - WMCTC Employee - West Vincent Township

Ms. Mueller speaks to the JOC regarding the upcoming teacher contract negotiations.

Andrew Klein - WMCTC Employee - Exeter Township

Mr. Klein speaks to the JOC regarding the upcoming teacher contract negotiations.

Cindy McDaniel - WMCTC Employee - South Coventry Township

Ms. McDaniel speaks to the JOC regarding the contractual agreement of support staff and needs of the building.

Amy Rybnik - WMCTC Employee - Bern Township

Ms. Rybnik speaks to the JOC regarding the upcoming teacher contract negotiations.

Patricia King - WMCTC Employee - East Pikeland Township

Ms. King speaks to the JOC regarding the upcoming teacher contract negotiations.

Tim McGinnis - WMCTC Employee - Springfield Township

Mr. McGinnis speaks to the JOC regarding the upcoming teacher contract negotiations.

Maureen McCormick - WMCTC Employee - West Goshen

Ms. McCormick speaks to the JOC regarding the upcoming teacher contract negotiations.

Carli Ducko - WMCTC Perkins Member - Upper Pottsgrove Township

Ms. Ducko speaks to the JOC regarding the upcoming teacher contract negotiations.

Evan Ducko - WMCTC Employee - Upper Pottsgrove Township

Mr. Ducko speaks to the JOC regarding the upcoming teacher contract negotiations.

## **IX. Adjournment**

**A motion was made by Ms. Grimm and seconded by Ms. Earle 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 8:51 PM.

Respectfully submitted,



Mr. Keith McCarrick, Secretary

Ms. Megan Alaniz, Recording Secretary