



Joint Operating Committee Meeting Minutes

June 5, 2023

7:00 PM, WMCTC Board Room

Present: Jay Strunk, Joe Vecchio, Patricia Grimm, Colleen Zasowski, Wendy Earle, Dana Hipszer, John Paul Prego, Keith McCarrick

Absent: Karen Weingarten

Non-Members:

Dr. Allyn Roche, Superintendent, Upper Perkiomen S.D. & WMCTC Superintendent of Record
Mr. David Livengood, Administrative Director
Mrs. Donna Wilson, Business Manager
Mr. Mark Holtzman, Principal
Ms. Wendy Sigourney, JOC Secretary

Solicitor:

Mr. Marc Davis, Esq., Fox, Rothschild, LLP

Guests:

Ms. Kaylyn Adair, Upper Perkiomen Student
Mr. Will Soleau, Instructor

AGENDA

1. Call to Order

The meeting was called to order by Mrs. Patti Grimm, chairperson, at 7:35 pm.
There was an Executive Meeting to discuss Personnel Matters before the meeting.

2. Approval of Minutes

A. Meeting Minutes for May 1, 2023

A motion was made by Mrs. Patti Grimm and seconded by Mrs. Colleen Zaskowski to approve the JOC Meeting Minutes of May 1, 2023.

Yeas: Strunk, Zasowski, Hipszer, Vecchio, Prego, Earle, McCarrick, Grimm

Nays: Abstain: Motion Carries: 8-0

3. Anyone Wishing to Address Agenda Items - None

4. WMCTC Reports

A. Administrative Reports

Mr. Livengood introduced Ms. Kaylyn Adair, a junior from Upper Perkiomen High School, a student in our Carpentry program at WMCTC. The Upper Perkiomen Rotary Club was charged with making another book library for the Open Link. On behalf of the Rotary, Mr. McCarrick asked Mr. Livengood if WMCTC would like to assist with the project. Mr. Livengood worked with Nathan Miller, the Carpentry instructor, to devise a plan. They asked Ms. Kaylyn Adair, who had been out due to a concussion and missed learning some class skills, to plan and build this library. With enthusiasm, she could develop the skills missed during her classroom absence working on this project. She went above and beyond the project's scope by adding roofing tiles and trim.

Mr. Livengood presented Enrollment Data for the 2023-2024 school year. Here are some highlights:

- Enrollment by application was reviewed for all three districts
- Enrollment by the program was reviewed for all three districts
- Acceptance Rates were the following percentages:
 - Pottsgrove - 73%
 - Spring-Ford - 78%
 - Upper Perkiomen - 75%
- Total Students Accepted by District:
 - Pottsgrove - 174
 - Spring-Ford - 233
 - Upper Perkiomen - 327
- Program Rank by 2028% Change
 - Sports Medicine ranked first
 - Protective Services ranked last
- Program Rank by Wage
 - CIS, Electrical ranked highest
 - COS, ECE ranked lowest
- Space Expansion, 2024-2025
 - Looking at increasing space by moving a couple of programs
 - We are looking at hiring a few more instructors for highly enrolled programs to increase the number of students for those programs.
 - This would allow for 30 more students to be accepted
- 2028 programs to look into
 - Vet Tech
 - Motor Sports
 - Aircraft Technician

Mr. Livengood shared a statistic that 15,000 - 20,000 students do not get into CTE due to the school not having the building space for them.

We discussed the PE program and what we would do if we added more students. This would increase our need in other areas.

It was suggested that a goal statement be created for future expansion. It was asked that Mr. Livengood develop the statement and share it with the group for individual feedback.

Mr. Holtzman presented the School Safety and Security Survey information for the 2022 - 2023 school year. Our incidents did increase this year, but with the number of new students, it was a slight increase in comparison.

- Incidents up 8
- Suspensions up 7
- Discipline Referrals up 35

Mr. Holtzman reviewed the safety and security training we have held over the past year. Training is reflective of the previous year's needs. Knowing our incident numbers were increasing, we held Threat Assessment training at our May In-Service.

The MCIU recently visited for a safety/security visit. They checked on some suggestions to implement from a previous visit, and they were very impressed that those items had been accomplished.

Mr. Holtzman showed the JOC flyers and brochures our Co-Op student from Commercial Arts, Haley Howe, had created.

Mr. Livengood informed the JOC that we will install the Raptor system in two weeks.

B. Student Awards

1. Students of the Quarter
2. Student Awards by District

C. Important Dates

5. Additional Reports

A. Dr. Allyn Roche presented the following:

- Mr. Roche apologized for the technical issues experienced at the Sr. Awards & Recognition Ceremony but felt overall; it went very well.
- He attended the Cinco de Mayo Community Dinner and again congratulated our Culinary Arts department for their work.
- He also was meeting with Food Services to close out the year.

B. Mr. Mark Davis, Esq. presented the following:

- Mr. Davis, Esq, shared some minor changes he made to the Hunter Agreement.

C. Mr. Keith McCarrick, JOC Secretary, no report.

D. Other Committees

- Personnel Committee - They completed the Act 93 contract.
- Policy Committee - They will schedule a meeting to review the 000 series.

- Facilities Committee - No report.

6. Old Business - None

7. New Business - None

8. Personnel Matters

A. Resignation

A motion was made by Mrs. Patti Grimm and seconded by Mr. Keith McCarrick to approve the resignation of Mr. Mark Holtzman, Principal, effective July 28, 2023, and Mr. Rock Durant, Welding Instructor, effective June 9, 2023.

Yeas: Strunk, Zasowski, Hipszer, Vecchio, Prego, Earle, McCarrick, Grimm

Nays: Abstain: Motion Carries: 8-0

B. Salaries

- The Administration recommends approving the Administrative and Support Staff salaries for the 2023-2024 school year.

C. 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 a vacant teacher, support, and other positions as needed during June 6th, 2023, until the next regularly scheduled JOC meeting on August 7, 2023.

D. Supplemental Contracts

- The Administration recommends approving supplemental contracts for Mr. Donald Bray and Mr. William Soleau for approximately 12 nights, no more than four hours per night, at \$44.88 per hour per Teacher's Contract, for the 2023-2024 school year, to run PA State Inspection and PA Emission Classes.
- The Administration recommends approving supplemental contracts for Mrs. Candice Landis and Ms. Julia Powers, School Counselors, for approximately 5 days, no more than forty hours each, at \$44.88 per hour per Teacher's Contract, for the summer of the 2023 school year, to manage admission concerns and respond to student needs over the summer.
- The Administration recommends approving a supplemental contract for Mrs. Barb Muller for no more than twenty-five hours over the summer at \$44.88 per hour per Teacher's Contract for the 2023-2024 school year to coordinate with Co-Op employers.
- The Administration recommends approving a \$2,000 stipend for Mrs. Cindy Prindle as Perkins Coordinator for the 2023-2024 school year.
- The Administration recommends approving a supplemental contract for Mr. Donald Bray, no more than 40 hours, at \$44.88 per hour per Teacher's Contract, for the 2023-2024 school year, to maintain our school vehicles.

E. Agreement

- The Administration recommends approving the Act 93 agreement.

A motion was made by Mrs. Wendy Earle and seconded by Mr. Keith McCarrick to approve Personnel Matters, B - E, as presented.

Yeas: Strunk, Zasowski, Hipszer, Vecchio, Prego, Earle, McCarrick, Grimm

Nays: Abstain: Motion Carries: 8-0

9. Finance Approvals

A. Approval of Cash Receipts and List of Bills

B. Budget Transfers

- The Administration recommends approving the necessary 2022-2023 budget transfers to become part of the June 5, 2023 meeting minutes as determined by the Business Administrator upon completion of the audit; payment of properly contracted services through June 30, 2023; and acceptance of non-resident tuition for secondary students for the 2023-2024 school year upon receipt of the required documentation from the non-participating school district.

C. Bills

- The Administration recommends approving paying WMCTC bills to the extent that the payments reflect a budgeted expense. This will include purchases related to any current 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. The JOC shall confirm such action at the August 7, 2023, JOC meeting.

A motion was made by Mrs. Wendy Earle and seconded by Mr. Keith McCarrick to approve the Financial Approvals as presented.

Yeas: Strunk, Zasowski, Hipszer, Vecchio, Prego, Earle, McCarrick, Grimm

Nays: Abstain: Motion Carries: 8-0

10. Other Matters for Consideration

- A. The Administration recommends the approval of the Administrative Director and New Principal, if hired, to attend the PACTA (Pennsylvania Association of Career & Technical Administrators) Leadership Conference for Career and Technical Education: in State College, PA, on July 24-27, 2023, for an approximate cost of \$1,500.

- B. The Administration recommends approving the Local Advisory Committee Membership List for 2023-2024.
- C. The Administration recommends approving the Perkins Memberships List for 2023-2024.
- D. The Administration recommends the approval of the Hunter Agreement as a Satellite Training Center effective for the 2023- 2024 school year.
- E. The Administration recommends approving the Fox Rothschild Retainer Agreement for Solicitor for the 2023-2024 school year at the rate of \$3,600 per quarter.
- F. The Administration recommends approving the Agreement between Spring-Ford Area School District and WMCTC for food services for the 2023-2024 school year.

A motion was made by Mrs. Wendy Earle and seconded by Mr. Keith McCarrick to approve the Other Action Items as presented.

Yeas: Strunk, Zasowski, Hipszer, Vecchio, Prego, Earle, McCarrick, Grimm

Nays: Abstain: Motion Carries: 8-0

11. Board Comment

12. Public Comment

Mr. Will Soleau, Automotive Technology Instructor and AFT representative read an article referencing teacher, staff, and administration retention. Here are a few highlights:

- Many are not paid well
- They have no support

He reflected that in the time he has been here, he has seen the transition of

- Two Directors
- Three principals
- Six instructors - this is 27% of the programs
 - Reasons for leaving are:
 - Retired (1)
 - Quit (1)
 - Better contract further from home (2)
 - Better contract closer to home (1)
 - Going back into the industry (1)

He shared further information about salary increases, how they have been frozen, and how the minimal amount that has been allocated hinders them from getting to the top of the scale.

Another final article indicated that when there is a need to eliminate the programs due to the lack of qualified instructors, we will eventually lose the tradesperson in the marketplace/industry. When there is a transition of a teacher, there is a loss of 1 year of schooling.

13. Adjournment

A motion was made by Mrs. Wendy Earle and seconded by Mr. Keith McCarrick to adjourn the meeting.

Yeas: Strunk, Zasowski, Hipszer, Vecchio, Prego, Earle, McCarrick, Grimm

Nays: Abstain: Motion Carries: 8-0

The meeting Adjourned at 9:02 pm.

Respectfully submitted,

Mr. Keith McCarrick, Secretary

Ms. Wendy Sigourney, Recording Secretary