



**77 Graterford Road  
Limerick, PA 19468**

**Joint Operating Committee Meeting  
August 8, 2022  
7:00 P.M.  
Board Room**

**Joint Committee Meeting - August 8, 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 7:03 P.M. following an Executive Session that was held at 6:30 P.M.**

**JOC Members**

Jay Strunk (Absent)  
Joe Vecchio  
Patricia Grimm

Colleen Zasowski  
Karen Weingarten  
Wendy Earle

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.

Mr. Davis announces that the agenda will be amended to add item 10 under Personnel. The reason for the amendment was the information was not provided until earlier in the afternoon.

Item to add to the agenda:

The Administration recommends approving the resignation of Stephen Antrim, Carpentry Instructor, effective September 21, 2022.

**A motion was made by Mr. McCarrick and seconded by Ms. Earle to add this motion to the agenda.**

Jay Strunk	Absent	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 8-0**

**A motion was made by Mr. McCarrick and seconded by Ms. Earle to approve the JOC Meeting Minutes of June 6, 2022 ([Appendix A](#)).**

Jay Strunk	Absent	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 8-0**

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

### **A. Auction Update**

Mr. Livengood says the auction generated \$112,000 in revenue which provides the school with more space in the barns out back for storage.

Mr. McCarrick asks what happens to the items that did not get sold.

Mr. Livengood says they will search for anyone to donate it to and if not it will be disposed of.

Ms. Grimm asks what was leftover from the auction that did not get sold.

Mr. Holtzman says only seven items were not sold.

### **B. Safety and Security/Mental Health Grant Money (Due August 31, 2022)**

- 1. Safety Alarms on all exterior doors**
- 2. Keyless entry to classroom doors**
- 3. Mental Health Curriculum Health and PE**
- 4. Mental Health Services**

Mr. Livengood says this grant came from the governor's budget. The deadline for this grant is August 31. The grant provides CTC's with \$70,000 for safety and security and \$70,000 for mental health. Mr. Livengood notes the items he is anticipating to allocate those funds.

Dr. Roche advises of the application requirements. The school must apply to this grant based on tiers. All items on tier 1 must be addressed and in place at the school before the school can apply for items on the tier 2 or tier 3 list.

Mr. Livengood confirms they are on track, applying for the tier 1 safety and security items.

Mr. Zasowski asks if it is a tier system with the mental health portion as well.

Mr. Livengood says yes but cannot recall what is on it at the moment. He confirms the school is also applying for tier 1 items for mental health services.

### **C. Building Projects**

Mr. Livengood says the school is in good shape for the new year and thanks the custodian and maintenance staff for all their hard work. He informs the board that there has been a great deal of landscaping updates throughout the grounds. New carpets are currently being installed in the restaurant thanks to funding from the GEERS Grant.

Ms. Grimm asks what the teacher's first day is.

Mr. Livengood says August 23rd.

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

None

### **IV. Presentations**

#### **A. [ICS 5/10/15 Year Plan](#) - ICS Representative**

Mr. Livengood introduces Bill and Tim from ICS who have been working with WMCTC for 4-5 months to review the building and generate this report. He informs that in the past they have worked with Upper Perkiomen and Spring-Ford school districts so they do have experience with school buildings and its necessities. The intent of this presentation is to provide the board with financial and planning information for the future of WMCTC.

Bill and Tim present their findings, recommendations, and 5/10/15 year plan to the board.

Ms. Earle asks about available grants to fund some of these projects.

Bill and Tim address items that are near term. These items are outside of the 10 year capital plan that they are anticipating being resolved due to the priority of correcting them.

Ms. Zasowski asks if these items are from ICS findings.

They advise yes, along with working with Trane's input as well.

Ms. Zasowski asks about the roof's warranty and asks if it has been maintained to keep the warranty active.

Mr. Livengood is unsure of the status of the roof.

Mr. McCarrick asks if the entire roof was replaced or patched during the last renovation.

Bill and Tim say they believe it was replaced entirely but cannot confirm that.

Mr. Livengood asks the ICS to inform the board where these financial numbers came from.

Bill and Tim advise they look at recent bids and market adjustments.

Ms. Zasowski asks about the status of the chillers.

Mr. Livengood says one is not functioning and the other needs updates but is functioning properly.

Mr. McCarrick inquires about the maintenance of the compressors.

Ms. Zasowski asks if ICS has worked with other CTCs through this process.

Bill and Tim advise yes, they have worked with Bethlehem and Lehigh Valley.

Ms. Zasowski says she is interested in seeing how other CTC's are handling preventative maintenance. She also requests the board seek more information regarding the past plan of WMCTC.

Mr. Davis recalls there were issues regarding funding approval from the three district's school boards and were not able to come to a long term solution for funding.

There is discussion regarding maintenance, capital reserve funds, and the next steps.

The board thanks Bill and Tim for their time and presentation.

Mr. McCarrick stresses the importance of having a preventative maintenance plan and discussions that should be held regarding where these funds will come from.

There is further discussion regarding different ways of funding between the districts.

Ms. Grimm says a sub-committee for this project may be beneficial.

Mr. Davis advises he will look into the Articles of Agreement and see what he can find regarding capital investments and reserve funds specifics.

## **V. Committee Reports**

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

Dr. Roche advises that recent legislation has pushed CTCs into discussions on state level regarding homeschool students in 2023-2024 being able to attend CTCs. There is a brief discussion regarding the impact of this to the districts. The logistics of this is currently in the works.

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

None

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

Mr. Holtzman highlights some important information and changes on the Student Handbook. Grading percentages were adjusted for the new year, a rubric for work ethic has been created to utilize across the board, and process and procedure on task tracking for each program. FID information has been added as well.

He informs the school is working towards creating a unified general syllabus that all programs follow.

Mr. Holtzman touches on enrollment information. He informs that Collision, Dental, Diesel, HVAC have a couple open seats with Collision the highest at seven open seats. Enrollment was based on a rubric that was shared with the districts during the principal and counselors meeting.

Mr. Holtzman summarizes WMCTC's levels versus grade-levels.

Ms. Earle asks a question regarding excused attendance.

Ms. Zasowski commends the update for the work ethic in the classrooms.

### **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 the Business Manager Contract.**

Ms. Grimm thanks Ms. Wilson for all the hard work she does for this school.

<b>Jay Strunk</b>	<b>Absent</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 8-0**

### **A. Administration:**

#### **1. Business Manager Contract:**

**Approve the Business Manager Contract as displayed in the addenda.**

**A motion was made by Mr. McCarrick and seconded by Mr. Prego to approve the Memorandum of Understanding, for participation in the BCTE Technical Assistance Program.**

Jay Strunk	Absent	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 8-0**

**B. Memorandum of Understanding: ([Appendix B](#))**

**Approve the 2022-2023 Memorandum of Understanding, for participation in the BCTE Technical Assistance Program, as shown in Appendix B.**

**A motion was made by Mr. McCarrick and seconded by Ms. Earle to approve all of Personnel.**

Ms. Zasowski asks for justification of the substitute increase.

Mr. Livengood advises that the sub service contract up for approval provides this number as market value and puts WMCTC at competitive level with substitute payout.

Ms. Grimm welcomes Mr. English and invites him to introduce himself to the board.

Jay Strunk	Absent	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 8-0**

**C. Personnel:**

**1. Resignations:**

- a. **Approve the resignation of Angela Johnson, Health & PE Instructor, effective June 10, 2022.**

**2. Appointments:**

- a. **Approve the appointment of Sean English, Health & PE Instructor, anticipated start date August 23, 2022. Compensation is set at \$47,415 per year with benefits.**

**3. Tenure:**

**Maureen McCormick, 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. The Administration recommends that the Joint Committee officers authorize the execution and presentation of a Professional Employee Contract to Maureen McCormick.**

**4. Hiring Authority:**

Approve 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 August 9th, 2022, until the next regularly scheduled board meeting in September.

**5. Substitute List:**

Approve the following substitutes for the 2022-2023 school year:

Susan Davis	Tom Henry	Wendy Palma
Joseph Marshall		

**6. Substitute Pay Increase:**

Approve an increase in the substitute daily rate from \$110 to \$135 to be competitive with surrounding school districts.

**7. Cosmetology Extended School Day:**

Approve the Cosmetology Extended School Day Program on Thursdays from 2:00 to 7:00 P.M., September 19, 2022 to May 26, 2023.

**8. Supplemental Contracts:**

Approve Supplemental Contracts:

- a. Angela Reichert and Jenni King, Cosmetology Instructors, for the Cosmetology Extended School Day Program, not to exceed 120 hours for the 2022-2023 school year at a rate of \$44.00/hr. Cost will be covered by the \$50.00 student fee and revenue from the Salon.
- b. David Batory, Commercial Art Instructor, for Commercial Art activities as needed, with Administration approval, not to exceed 50 hours for the 2022-2023 school year at a rate of \$44.00/hr.

**9. After Hours Security:**

Approve one faculty member to work for the purpose of security no more than four hours on those Thursdays when Cosmetology has the extended school day. Compensation is set at \$20.00/hr.

**10. Approve the resignation of Stephen Antrim, Carpentry Instructor, effective September 21, 2022.**

A motion was made by Mr. McCarrick and seconded by Ms. Zasowski to approve the Student Handbook.

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

Motion carried 8-0

**D. Student Handbook: ([Appendix C](#))**

Approve the Student Handbook for the 2022-2023 school year as shown in Appendix C.

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

Jay Strunk	Absent	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 8-0

**E. Contracted Services:**

**1. MCIU Technology Services: ([Appendix D](#))**

Approve the MCIU Technology Services contract as shown in Appendix D.

**2. Substitute Services: ([Appendix E](#))**

Approve of the Substitute Teacher Services, Inc. contract as shown in Appendix E.

**3. C-CAP 2022-2023 Partnership Agreement: ([Appendix F](#))**

Approve the Careers through Culinary Arts Program (C-CAP) Partnership Agreement for the 2022-2023 school year as shown in Appendix F.

**4. Trane Service Renewal Contract: ([Appendix G](#))**

Approve the renewal of a three year service agreement with Trane as shown in Appendix G.

2022-2023	\$14,924
2023-2024	\$16,118
2024-2025	\$17,408

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

Jay Strunk	Absent	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
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Motion carried 8-0

**F. Policies: ([Appendix H](#))**

**Approve the second reading of Policy #223, prohibiting student driving, as shown in Appendix H.**

**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.**

**A motion was made by Mr. McCarrick and seconded by Mr. Prego to approve all of Finance.**

Mr. Vecchio inquires what the \$26,000 return was for.

Ms. Wilson explains that the IRS refunded the school in error, a payment was posted in the wrong quarter and the funds will be returned to the IRS.

Jay Strunk	Absent	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 8-0

**G. Finance:**

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

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

**2. E Grant Purchases:**

**Approve the pre-discussed purchases related to security planning and the purchase of security-related technology:**

**Safety Alarms on all exterior doors  
Keyless entry to classroom doors  
Mental Health Curriculum Health and PE  
Mental Health Services**

**A motion was made by Mr. McCarrick and seconded by Mr. Prego to approve Maintenance and Repairs**

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

**Motion carried 8-0**

**H. Maintenance and Repairs: ([Appendix K](#))**

**Approve of utilizing the \$326,000, that was transferred from the House Project fund to General fund, for the following projects. Estimated proposals as shown in Appendix K.**

**Gehring Mechanical Company - Repairs to glycol leaks in hallways - \$19,775**

**Gehring Mechanical Company - Repairs to exterior main water meter pit - \$21,473**

**Trane - Repairs to chiller 1 - \$22,364**

**Trane - Repairs to chiller 2 - \$13,440**

**VII. New Business**

Discussion was held regarding the next meeting it was determined the next meeting will be virtual at 5:30 P.M.

**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	Absent	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 8-0**

The meeting was adjourned at 8:26 PM.

Respectfully submitted,

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