**77 Graterford Road**

**Limerick, PA 19468**

**Joint Operating Committee Meeting Minutes**

**February 5, 2024,**

**7:00 P.M.**

**Board Room**

**A meeting of the Joint Committee of the Western Montgomery Career and Technology Center was held in person at WMCTC. Mr. Keith McCarrick, Chairperson, called the meeting to order at 7:21 P.M.**

**JOC Members**

Sarah Bieber

Patricia Grimm

Heidi Goldsmith

Erica Hermans

Keith McCarrick

Dr. Charles Nippert

John Paul Prego

Jay Strunk

Karen Weingarten

**Absent: None**

**Guests: None**

**Non-Members**

Marc Davis, Esq., Fox, Rothschild, LLP

David Livengood, Administrative Director

Robert Rizzo, Superintendent, Spring-Ford Area S.D & WMCTC Superintendent of Record

Craig Robinson, Principal

Wendy Sigourney, Administrative Assistant

Donna Wilson, Business Manager

**Agenda**

1. **Call to Order**
   1. Pledge of Allegiance to the Flag
   2. Attendance/Roll Call
   3. There was an Executive Meeting held at 6:30 pm in relation to Personnel Matters. The meeting ended at 7:16 pm.
2. **Approval of Minutes**

A motion was made by Mrs. Patti Grimm and seconded by Mr. JP Prego to approve the Reorganization **(Attachment A)** and JOC Meeting Minutes **(Attachment B)** from January 8, 2024.

Jay Strunk Yes Heidi Goldsmith Yes Sarah Beiber Yes

Charles Nippert Yes Karen Weingarten Yes John Paul Prego Yes

Patricia Grimm Yes Keith McCarrick Yes Erica Hermans Yes

Motion carried 9-0

1. **Presentations**
2. Mr. Livengood communicated that the Comprehensive Plan **(Attachment C)** needs to be placed on the Website for a 28-day review period. If changes are suggested, they will be made, and the plan will go to the JOC for approval in March. There are three areas of focus.
   * Co-Op. We would like to see more students enter the workforce. We are projecting a 10% increase, although a change in the industry may challenge that goal.
   * Enrollment. This continues to rise, and we need to evaluate how to accommodate the need.
   * NOCTI. The goal is to continue to maintain high scores.
3. **Public Comments on Agenda Items - None**
4. **WMCTC Reports**
   1. **Administrative Reports**
5. Mr. Dave Livengood shared the following.
   1. We are holding our SkillsUSA competitions on February 6 & 7, 2024.
      1. Mrs. Cindy Prindle has done a great job organizing and preparing for the competition.
      2. Our Culinary Arts chefs, Ms. Tina Arnt and Mr. Tim McGinnis, have played a key role in preparing meals for the event.
      3. Our Facilities Director, Mr. Chad Heffner, has also done a fantastic job with his team getting the building ready for guests.
      4. Mr. Livengood reached out to several new contacts in hopes that they may develop some new relationships for OAC membership.
   2. February 28, 2024, we will hold our Skills over Stereotypes event. Students will have the opportunity to experience two programs, one hour each. Currently, we may have another record turnout.
   3. There will be a Community Dinner on March 7, 2024. It will have an Italian theme, “Nonna’s Kitchen."

1. Ms. Donna Wilson shared financial information regarding the general budget and the amount of funds that would be returned to the districts. There was a conversation about some of those funds being used for expenses already incurred.

There was a conversation about how those funds are returned but requested again during the year for unexpected expenses. This is the process that currently is in the Articles of Agreement. It can be amended, but it would need to go and be approved by all members of the three school boards. The information was provided to the Superintendents this morning for their review. There will be an upcoming meeting to discuss a decision.

This data was information only for the board members.

1. Mr. Craig Robinson reported on the following:
   1. There are 294 applications at this time. We expect an increase up to the deadline of March 15, 2024.
      1. COS leads with 54, and Culinary is in second with 32 applications.
      2. There are 232 open seats to be filled.
      3. There was a conversation about encouraging the schools to promote CTE, yet we must turn students away. Does this defeat the purpose? WMCTC takes many things into consideration during this process.
   2. Skills over Stereotypes encourage nontraditional students to come and experience our programs.
      1. 127 students are enrolled.
      2. 16 students are signed up, but there are only six applications for next year’s enrollment. This is something we will be looking into to understand more clearly.
      3. It was asked if we send out a survey; yes, we currently provide a survey to the attendees.
   3. **Important Dates**
      1. February 6 -7, 2024, SkillsUSA Competitions
      2. February 19, 2024, School Closed/Holiday (Trade-Off Day)
      3. February 28, 2024, Skills Over Stereotypes (6:00 - 8:00 pm)
      4. March 4, 2024, JOC Meeting

**6. Additional Reports**

1. Mr. Robert Rizzo is continuing his onboarding to his role as Superintendent of Record. He will be judging at the SkillsUSA competition tomorrow. He is eager to help raise awareness of WMCTC. He has offered his help to any member. If needed.
2. Mr. Marc Davis, Esq., no report.
3. Mr. JP Prego, JOC Secretary, no report.
4. Other Advisory Groups
   1. Personnel Advisory Group
      * Mrs. Karen Weingarten will move to the Facilities Advisory group, and Mrs. Erica Hermans will join this group.
   2. Policy Advisory Group
      * Mrs. Sarah Bieber and Mrs. Heidi Goldsmith will join this Advisory group.
   3. Facilities Advisory Group
      * Mrs. Karen Weingarten and Dr. Chuck Nippert will join this group.

**7. Personnel**

* 1. Conferences
     1. The Administration seeks approval for Mrs. Stephanie German and four students to attend the FCCLA State Leadership Conference in Lancaster, PA, on March 18 - 20, 2024, at a cost not to exceed $700.
  2. FMLA
     1. The Administration seeks approval for Mrs. Leahann Edleman to take a twelve-week Family Medical Leave of Absence beginning on May 19, 2024.

A motion was made by Mrs. Patti Grimm and seconded by Mr. JP Prego to approve the Personnel items as presented.

Jay Strunk Yes Heidi Goldsmith Yes Sarah Beiber Yes

Charles Nippert Yes Karen Weingarten Yes John Paul Prego Yes

Patricia Grimm Yes Keith McCarrick Yes Erica Hermans Yes

Motion carried 9-0

**8. Finance**

1. Approval of Cash Receipts and List of Bills **(Attachment D)**
2. The Administration recommends approving the Annual Financial Report for the year ending June 30, 2023, as presented in the Basic Financial Statements prepared by Hutchinson, Gillihan & Freeh, P.C. **(Attachment E)**

A motion was made by Mrs. Patti Grimm and seconded by Mr. JP Prego to approve the Financial Reports as presented.

Jay Strunk Yes Heidi Goldsmith Yes Sarah Beiber Yes

Charles Nippert Yes Karen Weingarten Yes John Paul Prego Yes

Patricia Grimm Yes Keith McCarrick Yes Erica Hermans Yes

Motion carried 9-0

**9. Other Action Items**

* 1. The Administration recommends approving the WMCTC Cosmetology Salon to be open during Summer 2024 with limited hours and by appointment only. (Dependent on Renovation)

A motion was made by Mr. Keith McCarrick and seconded by Mrs. Patti Grimm to approve item “A” with an explanation.

Jay Strunk Yes Heidi Goldsmith Yes Sarah Beiber Yes

Charles Nippert Yes Karen Weingarten Yes John Paul Prego Yes

Patricia Grimm Yes Keith McCarrick Yes Erica Hermans Yes

Motion carried 9-0

* 1. The Administration recommends approving the Unused Property Auction Contract for the Ken Geyer Auction Companies, Inc. to sell WMCTC’s unused property at a commission of 20% for items. **(Attachment F)**

A motion was made by Mrs. Patti Grimm and seconded by Mrs. Karen Weingarten to approve item “B” with an explanation.

Jay Strunk Yes Heidi Goldsmith Yes Sarah Beiber Yes

Charles Nippert Yes Karen Weingarten Yes John Paul Prego Yes

Patricia Grimm Yes Keith McCarrick Yes Erica Hermans Yes

Motion carried 9-0

**10. Board Comment -** None

**11. Public Comment** - None

**12. Adjournment**

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

Jay Strunk Yes Heidi Goldsmith Yes Sarah Beiber Yes

Charles Nippert Yes Karen Weingarten Yes John Paul Prego Yes

Patricia Grimm Yes Keith McCarrick Yes Erica Hermans Yes

Motion carried 9-0

The meeting adjourned at 8:30 pm.

Respectfully submitted,

Mr. JP Prego, Secretary

Ms. Wendy Sigourney, Recording Secretary