**77 Graterford Road**

**Limerick, PA 19468**

**Joint Operating Committee Meeting Minutes**

**January 8, 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, the Chairperson, called the meeting to order at 7:08 P.M.**

**JOC Members**

Sarah Bieber

Patricia Grimm

Heidi Goldsmith

Keith McCarrick

Dr. Charles Nippert

John Paul Prego

Jay Strunk

Karen Weingarten

**Absent:**

Erica Hermans

**Guests:**

Angela Reichert (instructor)

Matt Hansell (Parent)

Christian Hansell (Student)

David Bitterman (Student)

Gianna Osborne (Student)

**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. Agenda Items and/or Changes
2. **Approval of Minutes**

A motion was made by Mrs. Patti Grimm and seconded by Mrs. Karen Weingarten to approve the JOC Meeting Minutes from November 6, 2023.

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 Motion carried 8-0

1. **Presentations**
2. Students attending the SkillsUSA Leadership Conference reported on their experiences. Mr. Christian Hansell, from our Precision Machining program, serves as the President of SkillsUSA. He indicated his group won two team awards in their division and learned much about team building. He aimed to network with other schools to learn about school fundraisers, what works, and what to avoid. He brought back great ideas. The conference helped him grow as an individual. The other two students were Mr. David Bitterman and Ms. Gianna Osborne from our ECE program. The recurring theme was that they learned about team building, public speaking, and how to communicate their opinions. They learned overall about how to work together, communicate, do community service, etc., and grew from the opportunity.
3. The APTE 339 review was presented by the Administrative Director, Mr. David Livengood. The presentation reviewed the corrections, recommendations, and commendations from PDE. Overall, we had six items that need to be addressed. They are all straightforward corrections, and some are already being addressed. They were very complimentary of the school and how we are functioning. There was a conversation among the members about NOCTI scores being on the student's transcripts. This is not being done, but the scores will be added to the student’s file. The certifications, which are more valuable to employers, are on the student transcripts.

1. The CLNA was the second presentation that Mr. David Livengood shared with the JOC. Mrs. Cindy Prindle is invaluable to us in reporting the data and organizing the meetings. We met on December 20, 2023. Mr. Livengood reviewed some of the enrollment data for each program and discussed the high-priority jobs and how we work with the Work Force Development Board. Mr. Craig Robinson, the Principal, shared where we are in our current incoming applications compared to last year. We are above by 60 applications and expect to have about 400 applications to fill 233 program seats.
2. **Public Comments on Agenda Items - None**
3. **WMCTC Reports**
	1. **Administrative Reports**
		1. Mr. Dave Livengood shared the following.
			* He welcomed the newest board members.
			* He shared the schedule for the SkillsUSA competitions and explained the process of hosting for two years. If they would like to participate, they can contact him directly. Competitions will take place on February 6 & 7. It provides students with opportunities to receive scholarships.
			* We hope everyone enjoyed their homemade cookies from our Culinary Arts program. Please feel free to reach out to thank them.
			* March 15th is the deadline for applications for 2024-2025 school year.
			* Pre-apprenticeships are at the top of many agendas at this time. We are working with the Work Force Development Board to see if we can get them for HVAC, Carpentry, Welding, and Precision Machining. We are in the early stages of this process.

* + 1. Ms. Donna Wilson shared that the Financial Statements are ready for distribution and will be shared at the February JOC Meeting.
		2. Mr. Craig Robinson communicated that the applications received to date are at 192. We were at 139 last year at this time. This was likely a result of the great response at the Open House this year. We should reach almost 400 applications. Here are some details:
			- Pottsgrove has 47 applications, Upper Perkiomen has 45 applications, and Spring-Ford has 54 applications from Middle School.
			- Applications - COS - 39, Intro. to Med. - 30, and Culinary 22 are the top highest applications received.

|  |  | MS | HS | Total |
| --- | --- | --- | --- | --- |
| Pottsgrove |  | 47 | 8 | 55 |
| Upper Perk |  | 45 | 25 | 70 |
| Spring-Ford |  | 54 | 9 | 63 |
| Other |  |  |  | 4 |
|  |  | 146 | 42 | 192 |

* 1. **Important Dates**
	2. January 15 School Closed/Holiday
	3. January 24 SkillsUSA Culinary Competiton only
	4. February 5 JOC Meeting at 7:00 pm

 **6. Additional Reports**

1. **Superintendent of Record’s Report - Mr. Robert Rizzo**
	* 1. Mr. Robert Rizzo shared he is looking forward to working with the JOC. His father was a welder, so he greatly appreciates CTE and looks forward to helping promote the programs.
2. **Solicitor’s Report - Mr. Marc Davis**
	* 1. Mr. Marc Davis, Esq., shared a change to the Sunshine Law. We can no longer change the JOC agenda 24 hours before the meeting unless there is a justifiable/unforeseen reason.
3. **Board Secretary’s Report - Mr. Keith McCarrick - None**
4. **Other Advisory Group Reports**
5. **Personnel Advisory Group**
6. Mr. Livengood invited Mrs. Karen Weingarten to participate in the Personal Advisory group. She accepted.
7. Policy Advisory Group - Nothing to report at this time.
8. Facilities Advisory Group - Nothing to report at this time.

Mr. McCarrick invited the newest members to let him know if they were interested in serving on one of the advisory groups. Having a representative from each school district on the advisory groups would be helpful.

 **7. Personnel**

* 1. Employment
		1. The Administration seeks approval to hire Mrs. Jennifer Soderman as a substitute at the substitute rate of pay of $135 per day.
	2. Conferences
		1. The Administration seeks approval for the following instructors, Mrs. PJ King, Mrs. Lisa Cassidy-Lawler, and Mrs. Heather Zornek, along with Sean English, Maureen McCormick, and Erin Romberger personnel, to attend the HOSA Student Leadership Conference in Lancaster, PA, on March 13 - 15, 2024, at a cost not to exceed $4,000.
		2. The Administration seeks approval for Mrs. Anne Marie Yusko to attend the PDE Data Summit on March 11-14, 2024, in Hershey, PA, at a cost not to exceed $930.
		3. The Administration seeks approval for Mrs. Angela Reichert, Ms. Jenni King, and 38 students to attend the New York Hair Show at the Javits Center in NY on March 5, 2024, at a cost not to exceed $3,400.
	3. FMLA
		1. The Administration seeks approval for Mrs. Danielle Longacre to take a Family Medical Leave of Absence beginning on January 28, 2024, for a period of six to eight weeks, depending on the type of delivery.

A motion was made by Mrs. Patti Grimm and seconded by Mrs. Karen Weingarten 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 Motion carried 8-0

**8. Finance**

1. Approval of Cash Receipts and List of Bills

A motion was made by Mrs. Patti Grimm and seconded by Mrs. Karen Weingarten 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 Motion carried 8-0

 **9. Other Action Items** - None

**10. Board Comment** Mr. McCarrick thanked the board for electing him as the Chairperson. He is looking forward to the role.

**11. Public Comment** - None

**12. Adjournment**

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

The meeting adjourned at 8:10 pm.

Respectfully submitted,

Mr. JP Prego, Secretary

Ms. Wendy Sigourney, Recording Secretary