



**77 Graterford Road  
Limerick, PA 19468**

**Joint Operating Committee Meeting Minutes  
August 5, 2024,  
7:00 PM**

**A meeting of the Joint Committee of the Western Montgomery Career and Technology Center was held in the Board Room. Mr. Keith McCarrick, the Chairperson, called the meeting to order at 7:02 P.M.**

**JOC Members**

Sarah Bieber

Patti Grimm

Keith McCarrick

Dr. Charles Nippert

JP Prego

Jay Strunk

**Absent:** Heidi Goldsmith, Erica Hermans, and Karen Weingarten

**Guests:** Aimee Shelton, Megan Costik, Lily Funkhouser and Vicki McCarrick

**Non-Members**

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

**Solicitor**

Marc Davis, Esq., Fox, Rothschild, LLP

## **Agenda**

### **1. Call to Order**

Pledge of Allegiance to the Flag  
Attendance/Roll Call

### **2. Approval of Minutes**

A motion was made by Mrs. Grimm and seconded by Mr. Prego to approve the JOC Meeting Minutes from June 3, 2024.

Jay Strunk	Yes	Sarah Beiber	Yes	Keith McCarrick	Yes
Charles Nippert	Yes	JP Prego	Yes	Patti Grimm	Yes
Motion carried	6-0				

### **3. Presentations - None**

### **4. Public Comments on Agenda Items - None**

### **5. Discussion Topics - None**

### **6. WMCTC Reports**

#### **A. Administrative Reports**

##### 1. Mr. Livengood

- He shared he is excited for the new year.
- The budget process is being reviewed by the Superintendents.
- There have been several projects underway this summer. A tour will be available after the meeting.
- We are fully staffed, with the exception of waiting for the acceptance of one position for ECE.
- He will be providing a newsletter of bi-weekly updates to the JOC and Superintendents this year. Mr. Robinson will now be doing the newsletter weekly.
- The sign in the front of the building is not working. We are seeing if we can get this fixed.
- Mr. Robinson and Mr. Livengood went to the PACTA conference at the end of June. This was a great opportunity to network and bring back new ideas.
- He is working with Mr. Rizzo on the goals for this upcoming year.

##### 2. Ms. Donna Wilson

- She reported that we made almost \$50,000 on the sale of surplus items at the auction. This money will be used to replace the summer boiler.

##### 3. Mr. Craig Robinson

- He is currently working on two partnerships, one with PaTTAN, that is related to how we deliver Special Education. They will be featured at our In-Service and Central Montco will be joining us for that day. It will be a great time to network with them about common practices. They will then come out again on November 5th for that In-Service.
- He provided a breakdown of the In-Service Agenda.
- We have received a grant that allows us to be equipped with a Mental Health Support specialist for one day a week.

## **B. Important Dates**

- |  |  |
|--|--|
| 1. August 13   | Trade-Off Day for November 25              |
| 2. August 14   | Trade-Off Day for November 25              |
| 3. August 15   | Trade-Off Day for November 25              |
| • Choose 1 of the 3 days above as a Trade-Off Day for November 25) |  |
| 4. August 20   | In-Service - Trade-off day for November 26 |
| 5. August 21   | In-Service - First Teacher Day             |
| 6. August 22   | In-Service                                 |
| 7. August 23   | No 10-Month Employees                      |
| 8. August 26   | First Student Day                          |
| 9. August 30   | No 10-Month Employees                      |
| 10. September 2  | School Closed/Holiday                      |
| 11. September 9  | JOC Meeting via Zoom at 5:00 pm            |

## **7. Additional Reports**

### A. Mr. Robert Rizzo

1. Mr. Rizzo welcomed everyone back.
2. They held their first Superintendent's meeting so they have the same goals for this year.
3. He met with Mr. Livengood to discuss this year's goals and staffing.
4. Held two transition meetings for the transition of the HR director supporting WMCTC.

### B. Mr. Marc Davis, Esq. - No report

### C. Mr. JP Prego, JOC Secretary, - No report.

### D. Other Advisory Groups

1. Personnel Advisory Group - No report
2. Policy Advisory Group - We are in the process of reviewing Policy #249. Mr. Strunk provided some input.
3. Facilities Advisory Group - No report

### E. Student Awards

1. HOSA International Leadership Conference - Pottsgrove student Cory Herbsleb placed second for Life Support Skills.

## **8. Policies**

- A. The JOC Policy #249 - Bullying/Cyberbullying was presented for a first reading. Mr. Strunk presented comments.

## 9. Personnel

### A. Resignation

1. Effective August 5, 2024, a letter of resignation was received on July 6, 2024, from Mr. David Batory, Commercial Arts Instructor.

### B. Employment

1. Mrs. Aimee Mutter will begin employment on August 21, 2024, as the Attendance Secretary/Data Specialist with an hourly rate of \$19.75.
2. Ms. Lily Funkhouser will begin employment on August 21, 2024, as the Instructional Assistant- Cosmetology, part-time at an hourly rate of \$17.50.
3. Mrs. Aimee Shelton will begin employment on August 21, 2024, as the Sports Medicine Instructor at Lane 5, Step 10, with a salary of \$82,304.
4. Mrs. Megan Costick will begin employment on August 21, 2024, as the Commercial Arts Instructor at Lane 5, Step 5, with a salary of \$62,128.

New employees were introduced to the JOC Board at this time.

### C. Supplemental Contracts

The Administration recommends approving Supplemental Contracts:

1. Mrs. Angela Reichert and Ms. Jenni King, Cosmetology Instructors, for the Cosmetology Extended School Day Program, not to exceed 120 hours for the 2024-2025 school year at a rate of \$44.00/hr. The \$50.00 student fee and revenue from the Salon will cover the cost.
2. Commercial Art Instructor, for Commercial Art activities as needed, with Administration approval, not to exceed 50 hours for the 2024-2025 school year at a rate of \$44.00/hr.
3. Mrs. Cindy Prindle, Student Success Coordinator, as the Perkins Coordinator, will receive a stipend of \$2,000 for the 2024-2025 school year.
4. Elizabeth Leiss, Director of Human Resources at Spring-Ford Area School District, to provide HR support from July 1, 2024, through June 30, 2026, at \$4,000 per year.

### D. Substitutes

5. The Administration recommends approving the following substitutes for the 2024-2025 school year:

Abigail Staudte

Tom Henry

Joseph Marshall

A motion was made by Mrs. Grimm and seconded by Mr. Prego to approve the Personnel items A - D, as presented.

Jay Strunk	Yes	Sarah Beiber	Yes	Keith McCarrick	Yes
Charles Nippert	Yes	JP Prego	Yes	Patti Grimm	Yes
Motion carried	6-0				

## 10. Finance

### A. Approval of Cash Receipts and List of Bills

A motion was made by Mrs. Grimm and seconded by Mr. Prego to approve the Financial items A, as presented.

Jay Strunk	Yes	Sarah Beiber	Yes	Keith McCarrick	Yes
Charles Nippert	Yes	JP Prego	Yes	Patti Grimm	Yes
Motion carried	6-0				

## 11. Other Action Items

### A. The Administration recommends approving the following Memorandum of Understanding between WMCTC and the BCTE Technical Assistance Program for the 2024-2025 school year.

A motion was made by Mr. McCarrick and seconded by Mrs. Grimm to approve item A as presented.

Jay Strunk	Yes	Sarah Beiber	Yes	Keith McCarrick	Yes
Charles Nippert	Yes	JP Prego	Yes	Patti Grimm	Yes
Motion carried	6-0				

### B. The Administration recommends approving the Staffing Agreement with GHR Education, nurse staffing effective July 1, 2024, through June 30, 2025.

A motion was made by Mr. McCarrick and seconded by Mrs. Grimm to approve item B as presented.

Jay Strunk	Yes	Sarah Beiber	Yes	Keith McCarrick	Yes
Charles Nippert	Yes	JP Prego	Yes	Patti Grimm	Yes
Motion carried	6-0				

C. The Administration recommends approving the Mental Health Professional Agreement with the MCIU for the 2024-2025 school year.

A motion was made by Mr. McCarrick and seconded by Mrs. Grimm to approve item C as presented.

Jay Strunk	Yes	Sarah Beiber	Yes	Keith McCarrick	Yes
Charles Nippert	Yes	JP Prego	Yes	Patti Grimm	Yes
Motion carried	6-0				

D. The Administration recommends approving the Student Handbook for the 2024-2025 school year.

A motion was made by Mr. McCarrick and seconded by Mrs. Grimm to approve item D as presented.

Jay Strunk	Yes	Sarah Beiber	Yes	Keith McCarrick	Yes
Charles Nippert	Yes	JP Prego	Yes	Patti Grimm	Yes
Motion carried	6-0				

E. The Administration recommends approving the quote from TWG Security for new interior entry doors and release buttons at a cost of \$8,288.87.

F. The Administration recommends approving the quote from TWG Security for security cameras at a cost of \$37,876.62.

A motion was made by Mr. Prego and seconded by Mrs. Grimm to approve items E - F as presented.

Jay Strunk	Yes	Sarah Beiber	Yes	Keith McCarrick	Yes
Charles Nippert	Yes	JP Prego	Yes	Patti Grimm	Yes
Motion carried	6-0				

**12. Board Comment** - Mrs. Grimm indicated that she is ready for a fun school year and that she's proud to be on our JOC Board.

**13. Public Comment** - None

**14. Adjournment**

A motion was made by Mr. Prego and seconded by Mrs. Grimm to adjourn the meeting.

Jay Strunk	Yes	Sarah Beiber	Yes	Keith McCarrick	Yes
Charles Nippert	Yes	JP Prego	Yes	Patti Grimm	Yes

Motion carried 6-0

The meeting adjourned at 8:46 pm.

Respectfully submitted,

Mr. JP Prego, Secretary

Ms. Wendy Sigourney, Recording Secretary