**77 Graterford Road**

**Limerick, PA 19468**

**Joint Operating Committee Meeting Minutes**

**March 3, 2025**

**7:00 PM in WMCTC Boardroom**

A meeting of the Joint Committee of the Western Montgomery Career and Technology Center was held at WMCTC and via Zoom. Mr. Keith McCarrick, the Chairperson, called the meeting to order at 7:09 PM.

**JOC Members**

Sarah Bieber

Erica Hermans

Patti Grimm

Keith McCarrick

JP Prego

Jay Strunk

Karen Weingarten

**Absent:**  Dr. Charles Nippert, Heidi Goldsmith, and Donna Wilson

**Guests:** Samantha Godshall, Kate Detterline, William Soleau, and Vicki McCarrick

**Non-Members**

Robert Rizzo, Superintendent, Spring-Ford Area SD & WMCTC Superintendent of Record

David Livengood, Administrative Director

Craig Robinson, Principal

Wendy Sigourney, Administrative Assistant

**Solicitor**

Beth Shore, Esq., Fox, Rothschild, LLP

**Agenda**

1. **Call to Order**

Attendance/Roll Call

Agenda Items and/or changes

1. **Approval of Minutes**

A motion was made by JP Prego and seconded by Karen Weingarten to approve the JOC Meeting Minutesfrom February 3, 2025.

Erica Hermes Yes Keith McCarrick Yes Patti Grimm Yes

Karen Weingarten Yes Jay Strunk Yes Sarah Bieber Yes

JP Prego Yes

Motion carried 7-0

1. **Presentations**
   1. SkillsUSA District Award Winners
      1. Ms. Samantha Godshall participated in SkillsUSA District Competitions and won 3rd place in Welding. She welded a vertical 3 G Double with back and strip. She attended Skills over Stereotypes to promote the Welding program.
   2. 2024-2025 WMCTC Goals Update
      1. Mr. Livengood shared a presentation about the 2024-2025 goals. Here are some next steps as a result of that presentation.
         * Mr. Livengood will meet with Gilbert Architects regarding a feasibility study on March 6th at 9 am.
         * Mr. Livengood will include updates on expansion plans and new program considerations in the monthly newsletter.
         * Mr. Livengood will send invitations to the April 9th Co-Op luncheon. This will go to all District Board members.
         * Mr. Livengood will prepare a final goal presentation for either the May and/or June board meeting.
         * Mr. Livengood will investigate the high utility bill and consult with legal counsel regarding the charges.
2. **Public Comments on Agenda Items** - None
3. **WMCTC Reports**
   1. **Administrative Reports**
      1. Mr. Dave Livengood
         * Representative Schueren spent four hours here last week, touring the facility.
         * Mr. Livengood was recently appointed to the Work-Force Development Board. The first CTE director to sit on the board.
         * WMCTC was featured in the American Welding Society magazine. He will forward the article once we receive the magazine.
         * There will be a Co-Op luncheon on April 9th. Invitations will be sent out soon.
         * There is a meeting on March 6th with Gilbert Architects regarding a feasibility study.
      2. Ms. Donna Wilson
         * No report
      3. Mr. Craig Robinson
         * There was a great turnout for the Skills over Stereotypes event last week. 115 sixth graders attended two programs. It was great to see current students participate.
         * Currently, there are 40 students out on Co-Op and 5 other students shadowing in the workplace.
         * There are 280 applicants for next year. The deadline for the applications is April 15. There are 190 spots available.
      4. Student Awards
         * [SkillsUSA](https://docs.google.com/document/d/1onpEavWJWJH6J87Hy3-cgJJMqjWUvYiB/edit?usp=drive_link&ouid=100534056565844812064&rtpof=true&sd=true)
         * [C-Cap](https://docs.google.com/document/d/1PjpuRGFRqqPfOen9OwLzO4-6PSkfbnNi/edit?usp=drive_link&ouid=100534056565844812064&rtpof=true&sd=true)

B**. Important Dates**

* + 1. March 3-7 Mock Interviews
    2. March 26 - 28 HOSA Leadership Conference
    3. March 31- April 4 Climate Surveys
    4. April 2-4 SkillsUSA State Competitions
    5. April 7 JOC Meeting at 5:30 pm via Zoom
    6. April 9 Co-Op Banquet 12:00 PM

**6. Additional Reports**

* 1. Mr. Robert Rizzo - Mr. Rizzo personally wanted to thank Mr. Livengood and Mrs. Prindle for their facilitation of the SkillsUSA competition. He is also very excited about the ideas Mr. Livengood is looking into for expansion. He also appreciated that he attended the district board meetings to present the budget.
  2. Ms. Beth Shore, Esq., No report
  3. Mr. Prego, JOC Secretary, No report.
  4. Other Advisory Groups
     + Personnel Advisory Group - There was a meeting held before the JOC meeting.
     + Policy Advisory Group - A meeting was held on 2/26, and the policies reviewed are on tonight's agenda for the 1st and 2nd readings.
     + Facilities Advisory Group - There will be an upcoming meeting.

**7. Policies (2nd Reading - Approval) - None**

* 1. [Policy 247](https://docs.google.com/document/d/1exZBTQkKWJLMi7lSejSuSpFtMDTxq0aP/edit?usp=drive_link&ouid=100534056565844812064&rtpof=true&sd=true) - Hazing
  2. [Policy 249](https://docs.google.com/document/d/150-lrRQZgrNq72wqNxj5nQgicgtPKeoG/edit?usp=drive_link&ouid=100534056565844812064&rtpof=true&sd=true) - Bullying - Cyberbullying
  3. [Policy 252](https://docs.google.com/document/d/12MRKp7C54LWtDxnjDppEgrulcZWvGDCQ/edit?usp=drive_link&ouid=100534056565844812064&rtpof=true&sd=true) - Dating Violence
  4. [Policy 317.1](https://docs.google.com/document/d/1ui89JBkfihK5Qma6gFTQ9fXojnyWisNT/edit?usp=drive_link&ouid=100534056565844812064&rtpof=true&sd=true) - Educator Misconduct
  5. [Policy 339](https://docs.google.com/document/d/1AGmNoDCJtBQ-1y-lTj__em2_y3DV_rDm/edit?usp=drive_link&ouid=100534056565844812064&rtpof=true&sd=true) - Uncompensated Leave
  6. [Policy 824](https://docs.google.com/document/d/1tfuT74a3SguQ8dowLfY4d22HvvH0stMX/edit?usp=drive_link&ouid=100534056565844812064&rtpof=true&sd=true) - Maintaining Professional Adult/Student Boundaries
  7. [Policy 103](https://docs.google.com/document/d/1LdyhV9fr6LvyCx-ImEXT6bpCptIgmFZB/edit?usp=drive_link&ouid=100534056565844812064&rtpof=true&sd=true) - Discrimination - Title IX Sexual Harassment Affecting Students ([Attachment 2](https://docs.google.com/document/d/1Dj5hHUKQZh72OgwjlaemWNO7Tv-5cO7o/edit?usp=drive_link&ouid=100534056565844812064&rtpof=true&sd=true) and [Attachment 3](https://docs.google.com/document/d/1gqMQbcQEOkllcHR5VN4QXJNfan28d3rF/edit?usp=drive_link&ouid=100534056565844812064&rtpof=true&sd=true))
  8. [Policy 104](https://docs.google.com/document/d/1fFQTA4IG5LRklE249Ir6JUzqdta0gQYB/edit?usp=drive_link&ouid=100534056565844812064&rtpof=true&sd=true) - Discrimination - Title IX Sexual Harassment Affecting Staff ([Attachment 2](https://docs.google.com/document/d/1Vsg9t6iY-lH6EiFHmzuWD126dA5Iz3qN/edit?usp=drive_link&ouid=100534056565844812064&rtpof=true&sd=true) and [Attachment 3](https://docs.google.com/document/d/1LvuoLa7KJTVPIii99qvtycYqtzpK3DUq/edit?usp=drive_link&ouid=100534056565844812064&rtpof=true&sd=true))
  9. [Policy 003](https://docs.google.com/document/d/1kNYwQn3rhOQ4uWDFcA_iEYz4HheJoayxwXk3oyYEspo/edit?usp=drive_link) – Functions
  10. [Policy 004](https://docs.google.com/document/d/1t7E_PWzcq0eIsr3MlNk0WmhQV1hI8TV3M_bjD9NqhHI/edit?usp=drive_link) – Membership
  11. [Policy 005](https://docs.google.com/document/d/1WtVrOnbte2P03O5JkhsuqFVgIyG48EWv1DMfl8dpj_M/edit?usp=drive_link) - Organization
  12. [Policy 006](https://docs.google.com/document/d/1IL5OqEi95L-TCiElWZgKA-sLF7ow1zzcMCkssQWZ-zQ/edit?usp=drive_link) - Meetings
  13. [Policy 006.1](https://docs.google.com/document/d/1NLVn9Mgc7ADZGXREeN8YJCp5eb8f13CVG3CPjLzPelY/edit?usp=drive_link) – Attendance at Meetings via Electronic Communications
  14. [Policy 007](https://docs.google.com/document/d/1LEHSz_0xxZdfmP6R9qQz94kChwZMQShsaFSCAXq0NAM/edit?usp=drive_link) – Policy Manual Access
  15. [Policy 011](https://docs.google.com/document/d/1QkDZax6mDQkLs7UndkcPlgpP3wAfvd3BUj8ND_Rpj50/edit?usp=drive_link)- Principles for Governance & Leadership
  16. [Policy 336](https://docs.google.com/document/d/1mH82gKT9ATd-ZI8YMvZDfB3WbKF-xRkK/edit?usp=drive_link&ouid=100534056565844812064&rtpof=true&sd=true) - Personal Necessity Leave

A motion was made by JP Prego and seconded by Patti Grimm to approve the second reading of JOC Policies A-P.

Erica Hermes Yes Keith McCarrick Yes Patti Grimm Yes

Karen Weingarten Yes Jay Strunk Yes Sarah Bieber Yes

JP Prego Yes

Motion carried 7-0

**8. Policies (1st Reading)**

The policies below have been

1. [Policy 100](https://docs.google.com/document/d/1uZpKCARlliqimF-KrIMBu-znZxP8hTaJSOuF5_525dI/edit?usp=drive_link) - Comprehensive Planning
2. [Policy 101](https://docs.google.com/document/d/1ZWsZwFMVnRfj7SAlTH9qLI-Y1947kWAYQgC5sl-BSX8/edit?usp=drive_link) - Mission Statement
3. [Policy 106](https://docs.google.com/document/d/1M6PGx3DJbAMziW_SHday9oIxnkxh1NTSmBKgF84SYas/edit?usp=drive_link) - Guides for Planned Instruction
4. [Policy 107](https://docs.google.com/document/d/1VvqGE8naVvvgdRsDcNeL2iUrJ-iRqt97Nk7Ui8CQuQg/edit?usp=drive_link) - Adoption of Planned Instruction
5. [Policy 108](https://docs.google.com/document/d/16qmW__z71XQ9-8CnPdGecbQicpbI37Qtkv8AYanb8sM/edit?usp=drive_link) - Adoption of Textbooks
6. [Policy 109](https://docs.google.com/document/d/12JBEhcjGRNe9UFcJpAuYChOCUts1S-0yjb-b4Ya5EqM/edit?usp=drive_link) - Resource Materials
7. [Policy 111](https://docs.google.com/document/d/1Zrxp0Rs8RnDHTO-tVUmayw6DQbswu1iXIhg1dBAQ_uY/edit?usp=drive_link) - Lesson Plans
8. [Policy 112](https://docs.google.com/document/d/1oD17WgqgIeOPDUNpoCSosrDeRpUCP8Io41ukgxWP9XU/edit?usp=drive_link) - Guidance Counseling
9. [Policy 124](https://docs.google.com/document/d/1O7ovBdDlFkSPcjxTy2-uRxn1t3k22LXa4kWrLmAwqp0/edit?usp=drive_link) - Summer School
10. [Policy 125](https://docs.google.com/document/d/1aEFych0_u7YfXj6jI-LKcxh3f7u3A8bkYrWzVfa2d7Y/edit?usp=drive_link) - Adult Education
11. [Policy 126](https://docs.google.com/document/d/1ZiLY9TUkFky6xJZd8qyZmQdqi89JIvPAfE20VSndg3w/edit?usp=drive_link) - Class Size - Minimum Vocational Program Enrollment
12. [Policy 140.1](https://docs.google.com/document/d/10X6dgW4qv-F6u1-edfkEp9ssV1aE-qWKjSWBZjjBwN0/edit?usp=drive_link) - Extracurricular Participation by Charter - Cyber School
13. **Rescind Policies**
    1. Policy 103.2 - Policy on Non-Discrimination Based on Sex Under Title IX
    2. Policy 103.2 - Policy on Non-Discrimination Based on Sex Under Title IX - Administrative Regulations

A motion was made by Patti Grimm and seconded by JP Prego to approve the second reading of JOC Policies A - B.

Erica Hermes Yes Keith McCarrick Yes Patti Grimm Yes

Karen Weingarten Yes Jay Strunk Yes Sarah Bieber Yes

JP Prego Yes

Motion carried 7-0

**10. Personnel**

* + 1. Conferences
       1. The Administration seeks approval for Mrs. Cindy Prindle, Ms. Dawn Davison, Mr.Tom Bartholomew, and 11 WMCTC students to attend the SkillsUSA State Leadership Conference on April 2-4, 2025, in Hershey, PA. The cost for the advisors will not exceed $2,500.
       2. The Administration seeks approval for two advisors, Mrs. Cindy Prindle and Mr. Tom Bartholomew, to attend the Welding Fabrication Competition with 3 students on March 10 - 11, 2025, at Penn Tech for a total of $2,408.00
       3. The Administration seeks approval for Ms. Tina Arnt to accompany students to Philadelphia for the C-CAP final preparation on March 20, 2025, as well as the C-CAP awards dinner on April 28, 2025, with a cost not to exceed $500.
       4. The Administration seeks the approval of Mr. Craig Robinson and Mrs. Allison Stanziani to attend the Pennsylvania Association of Career and Technical Education Special Populations (PACTESP) Promoting Well-Being in Special Populations on March 10-11, 2025, at the Best Western Premier – The Central Hotel & Conference Center, Harrisburg, PA with a cost not to exceed $1,000.

A motion was made by Patti Grimm and seconded by JP Prego to approve Personnel Item A as presented.

Erica Hermes Yes Keith McCarrick Yes Patti Grimm Yes

Karen Weingarten Yes Jay Strunk Yes Sarah Bieber Yes

JP Prego Yes

Motion carried 7-0

* + 1. Retirement
       1. A letter of resignation was received on March 3, 2025, from Phillip Mest, HVAC Instructor, announcing his retirement effective August 4, 2025. Mr. Mest has been an instructor here for 24 years.

A motion was made by Patti Grimm and seconded by JP Prego to approve Personnel Item B as presented.

Erica Hermes Yes Keith McCarrick Yes Patti Grimm Yes

Karen Weingarten Yes Jay Strunk Yes Sarah Bieber Yes

JP Prego Yes

Motion carried 7-0

* + 1. Substitute
       1. The Administration seeks approval for Mrs. Christel Smith to substitute for WMCTC at the current substitute rate.

A motion was made by Patti Grimm and seconded by JP Prego to approve Personnel item C as presented.

Erica Hermes Yes Keith McCarrick Yes Patti Grimm Yes

Karen Weingarten Yes Jay Strunk Yes Sarah Bieber Yes

JP Prego Yes

Motion carried 7-0

**11. Finance**

* 1. Approval of Cash Receipts and List of Bills
  2. 2025-2026 WMCTC Proposed Budget.
  3. The Administration recommends approving MVA Tax & Advisors, LLC, to perform the local audit and prepare the Annual Financial Report of Western Montgomery Career and Technology Center for the fiscal year ending June 30, 2025, at the rates presented.

2024-2025

Audit Fee $16,500.00

AFR (if desired) $ 1,500.00

Single Audit (if required) $ 4,000.00

A motion was made by JP Prego and seconded by Patti Grimm to approve Finance items A - C as presented.

Erica Hermes Yes Keith McCarrick Yes Patti Grimm Yes

Karen Weingarten Yes Jay Strunk Yes Sarah Bieber Yes

JP Prego Yes

Motion carried 7-0

**12. Other Action Items**

* 1. The Administration recommends approving the TWG Security System for Classrooms for $463,751.36. A grant will cover $450,000.
  2. The Administration recommends approving the purchase of a Robotic Welder for $132,170.00. $85,000 from the Competitive Equipment Grant and $47,170 from budgeted equipment funds.

A motion was made by JP Prego and seconded by Patti Grimm to approve Other Action items A-B as presented.

Erica Hermes Yes Keith McCarrick Yes Patti Grimm Yes

Karen Weingarten Yes Jay Strunk Yes Sarah Bieber Yes

JP Prego Yes

Motion carried 7-0

**13. Board Comment -** Both JP Prego and Keith McCarrick gave thanks to Mr. Livengood for securing all the grant money.

**14. Public Comment** - Will Soleau shared that he is appreciative of the stability that Mr. Livengood has brought to WMCTC as well as Mr. Robinson. He appreciates Dave’s transparency, that he listens, and rolls up his sleeves.

**15. Adjournment**

A motion was made by JP Prego and seconded by Patti Grimm to adjourn the meeting.

Erica Hermes Yes Keith McCarrick Yes Patti Grimm Yes

Karen Weingarten Yes Jay Strunk Yes Sarah Bieber Yes

JP Prego Yes

Motion carried 7-0

The meeting adjourned at 8:03 pm.

Respectfully submitted,

Mr. JP Prego, Secretary

Ms. Wendy Sigourney, Recording Secretary