



**77 Graterford Road
Limerick, PA 19468**

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

Joint Committee Meeting - February 7, 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 7:01 P.M.

JOC Members

Jay Strunk
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 (virtual)

A motion was made by Mr. McCarrick and seconded by Mr. Vecchio to approve the JOC Meeting Minutes of January 3, 2022 (Appendix A).

Jay Strunk	Yes	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 9-0

A motion was made by Mr. McCarrick and seconded by Ms. Earle to approve the Reorganization Minutes of January 3, 2022 (Appendix A).

Jay Strunk	Yes	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 9-0

II. Administrative Director Discussion/Information Items

- A. Contract Renewals**
- B. Renovation Projects & Building Updates**
- C. ESSER Funding**

Mr. Livengood welcomes all to his second JOC meeting as Director. He notes that the energy in the building from staff and students is incredible and it's been a great first couple of months. It is CTE month and WMCTC is celebrating in different ways such as donuts for the faculty, a snack cart for faculty and students, new WMCTC merch, and massages for the faculty at the end of the month! Mr. Livengood informs the board that there are some contracts up for renewal such as the Teacher Contract, Maintenance Contract, and one Administrator agreement. Mr. Livengood addresses renovation projects and building updates next. There are some minor/miscellaneous items that require attention such as replacing floor tiles, but he is also expecting larger renovation projects such as updating the dining room. He notes other projects on the horizon such as upgrading boiler room equipment. Mr. Livengood advises he received some preliminary numbers for the ESSERs funding and is planning to allocate these funds to upgrading safety around the building. Some examples he presents are adding safety gates to the garage doors and upgrading the automotive padlock gate to an automatic sliding gate.

Mr. McCarrick asks if the safety gates will be added to the garage doors in the automotive wing.

Mr. Livengood says no, since the padlock gate will be upgraded to an automatic gate, that will provide enough safety/security. The security gates will only be purchased for the garage doors outside of the automotive wing. Other examples he provides for ESSER funding is upgrading/fixing the water conditioning system in the boiler room and replacing the hot water tank. He also notes the plans to update security cameras and access control, and potentially upgrading/replacing the school's bell/PA system if funds are available.

Ms. Earle notes who Spring-Ford has worked with in the past for their security needs and provides that information to Mr. Livengood.

Mr. Livengood acknowledges this and thanks her. He says he is currently working on getting quotes from various companies.

Ms. Zasowski asks if there are multiple bids for these items right now.

Mr. Livengood says yes and advises that the companies he has been looking at are considered 'co-stars' which means the company is already certified at the state level.

Ms. Wilson advises the threshold for bidding is \$21,900 and the threshold for quoting is \$11,800. This means that anything over those numbers would require bidding or quoting. She reiterates that WMCTC uses 'co-stars' which is a cooperative purchasing program that the commonwealth uses so they are already pre-bid. For technology, WMCTC utilizes PEPPM which is through the IU16 which is where a lot of the software for the school comes from. She also notes that she has recently become familiar with and is looking into the Keystone Purchasing Network.

Ms. Zasowski asks for the amount from ESSER funding.

Mr. Livengood says \$376,000.

Ms. Zasowski asks if that amount will cover funding for these plans.

Mr. Livengood is hopeful but is still awaiting other quotes to come in.

Ms. Grimm asks if there will be any backorders for these new items such as security gates.

Mr. Livengood says yes some items look to be backordered but the goal would be to have these items installed/upgraded over the summer months. He says he will have a Perkins/ESSER meeting in March to get stakeholder approvals to proceed with sending these purchases to the state for approval as the state must approve anything over \$5,000.

III. Public Comments on Agenda Items

None

IV. Presentations

A. WMCTC Data (Appendix B)

B. CLNA Data (Appendix C)

Mr. Livengood presents the WMCTC and CLNA Data, addressing the CLNA data first. He informs that this data is collected every year and WMCTC is required to present it at the Perkins/stakeholder meeting. Ms. Grimm attended the meeting this year and he believes it is important to share this information with the rest of the board members as well. The data overall assess the needs of the programs, what programs are doing well, what programs need to grow, etc...

Mr. Livengood addresses table #2 which contains the program numbers such as enrollment data, non-traditional vs traditional, and trends. He then addresses table #3b which contains data mapping WMCTC's current programs to current occupational data in the state. Lastly, Mr. Livengood addresses table #4 which contains enrollment trends over the past couple years. This table also includes the number of certifications earned over the past couple of years.

Mr. Strunk points out two differing numbers between the data.

Mr. Livengood notes there may be minor discrepancies between the CLNA Data and WMCTC Data tables depending on when the reports were pulled but overall this provides accurate information.

Ms. Zasowski asks why the number of certifications has decreased.

Mr. Livengood says that is due to Covid and he is anticipating a natural rebound. Every student in the building will have an OSHA certification by the end of this year which will increase those numbers.

Mr. Livengood confirms this data came from the workforce development board of Montgomery County.

Mr. Livengood addresses the WMCTC Data next. This data captures the student count from each partner school that is enrolled in the program. Brief discussion is held around the need for advertisement to increase enrollment numbers for certain programs.

V. Committee Reports

Superintendent of Record's Report - Dr. Allyn Roche

Dr. Roche informs that the superintendent meeting ran well and calendars for next year were discussed. Dr. Roche is continuing working with Mr. Livengood on items such as the competition agreement and other negotiations. He advises things are going well at the Western Center and he has slowly been able to step back as Mr. Livengood becomes more familiar with the school operations.

Business Manager's Report - Ms. Donna Wilson

None

Principal's Report - Mr. Mark Holtzman

Mr. Holtzman's report includes a PowerPoint presentation which provides current application numbers and their statuses.

He informs the OSHA 10 campaign is wrapping up as the deadline is approaching to have this completed, most students have this completed.

Mr. Holtzman advises that co-op numbers are increasing as well.

This month the school held another Student of the Quarter event with 47 students selected, those students had breakfast/lunch catered by the Culinary Program to honor them!

The Student Ambassador Program is gaining speed, with more students getting trained on events in the school - for example, school tours.

Formerly Girl's Night Out, now called Skills Over Stereotypes, is coming up in the beginning of March. It is an open house/non-traditional event where everyone has an opportunity to come tour the school and check out the programs. The first hour will be a non-traditional event where programs will be open to those who signed up ahead of time. Attendees select two programs that interest them and will spend 25 minutes in each program meeting the instructor and performing/watching a demonstration of what that program offers. The second half will be a

community open house where all public is welcome and can hop in and out of programs that interest them. The student ambassadors are going to play a part in it and help promote the school, direct guests, and answer questions.

Dawn Davison, school nurse, was selected as staff MVP of the quarter. This is well deserved as she has been overwhelmed with Covid situations. 68% of the staff selected her this quarter. Great job Dawn!

Mr. Holtzman highlights the SkillsUSA competitions, showing a photo of the students who participated.

Mr. McCarrick asked who (geographically) competes in the SkillsUSA competitions with WMCTC.

Mr. Livengood says WMCTC falls under Region 2 which is Bucks County, Montgomery County, and Delaware County. He informs that in 2 years WMCTC will host the SkillsUSA Competition as every CTC in the area rotates hosting.

Mr. Holtzman notes the outcome of WMCTC's Health and Wellness Fair. This year it was set up in the dining room and classes and the community were invited to attend. Mr. Holtzman says he was very impressed with the work put into each project and how knowledgeable the presenter was of the information they had studied. It was exciting to see the students present themselves and their findings!

Mr. Livengood invites the JOC to visit the open house on March 1st.

Ms. Weingarten asks what the earliest age is when a student should become introduced to the Western Center.

Mr. Holtzman says students can be exposed to the Western Center as early as 6th grade. In fact there are a few 6th graders who have signed up for the open house! Elementary schools have been provided with WMCTC's advertisements for the open house and all are encouraged to come!

Mr. Livengood notes that 8th grade tours are currently happening at the Western Center.

Ms. Zasowski informs Mr. Holtzman that Spring-Ford has a future planning center and encourages him to check out the program.

Board Secretary's Report - Mr. Keith McCarrick

None

Solicitor's Report - Mr. Marc Davis (virtual)

None

VI. Action Agenda

A motion was made by Mr. McCarrick and seconded by Mr. Prego to approve the Personnel as presented.

Jay Strunk	Yes	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 9-0

A. Personnel:

1. Cosmetology Salon Summer Hours:

Approve the WMCTC Cosmetology Salon to be open during Summer 2022 with limited hours and by appointment only.

2. Appointments:

Approve the appointment of Christel Smith as Instructional Assistant, effective February 1, 2022. Compensation is set at \$14.50/hr with benefits.

3. Emergency Instructional Time: (Appendix D)

Approve the Emergency Instructional Time Template as presented in Appendix D.

4. Hiring Authority:

Approve authority be granted to the Superintendent of Record/Administrative Director of Western Montgomery CTC to appoint qualified personnel to vacant positions during the period of February 8th, 2022 until the next regularly scheduled board meeting on March 7th, 2022.

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

Ms. Earle asks if this policy is taken from the state and then adapted for the specified school?

Ms. Wilson says yes, the PSBA provides their legal updates/suggestions and the school adapts it to their official policy.

Jay Strunk	Yes	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 9-0

B. Policies: (Appendix E)

Approved the PSBA Policy Maintenance Program Participation Agreement as presented in Appendix E.

A motion was made by Mr. McCarrick and seconded by Mr. Prego to approve the Finance as presented.

Mr. McCarrick inquires what Amazon Capital Services is on the list of bills.

Ms. Wilson confirms it is Amazon but our account is set up as a business where our POs have individual invoices associated with them so it can be billed all at once and paid out through the proper accounts.

Jay Strunk	Yes	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 9-0

C. Finance:

1. Cash Receipts and List of Bills: (Appendix F)

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

2. Annual Financial Report: (Appendix G)

Approve the Annual Financial Report for year ending June 30, 2021, as presented in the Basic Financial Statements prepared by Hutchinson, Gillihan & Freeh, P.C. as shown in Appendix G.

A motion was made by Ms. Grimm and seconded by Mr. McCarrick to approve the Student Conferences/Field Trips as presented.

Mr. McCarrick asks if this is a training center only or if it is a fabrication center as well.

Mr. Livengood confirms the location is a headquarters where both training and fabrication take place.

Jay Strunk	Yes	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 9-0

D. Student Conferences/Field Trips:

Approve Rock Durant, Welding Instructor, 17 students and 2 chaperones to attend a day field trip on March 3rd, 2022, to visit Miller Training Center at 7190 N Park

Drive, Pennsauken NJ, 08109, to see the newest equipment in welding and fabrication.

VII. New Business

Ms. Zasowski mentions the board retreat and there is further discussion regarding this event.

Ms. Grimm says the JOC needs to establish subcommittees within the JOC to work on negotiations and policies. Each subcommittee should have one representative from each partner school. Thus, the following subcommittees are created: Negotiations subcommittee - Ms. Zasowski, Mr. McCarrick, Mr. Strunk. Policies subcommittee - Ms. Earle, Mr. Vecchio, Mr. McCarrick. Further discussion is held regarding the set up of these subcommittees.

Ms. Grimm informs she has been in contact with Ken Shuler, Limerick Fire Chief, who reached out regarding plans for a fire training center build on WMCTC's grounds. Mr. Shuler will attend the JOC meeting in March to present and discuss these plans with the board. Mr. Livengood advises these plans have been in the works for the past couple of years, the intent is to possibly incorporate training with some of our programs.

Mr. Davis informs the decision to proceed with these plans would take approval from the JOC and the board's at the sending schools.

VIII. Public Comments on Non-Agenda Items

IX. Adjournment

A motion was made by Mr. McCarrick and seconded by Ms. Weingarten to adjourn the meeting.

Jay Strunk	Yes	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 9-0

The meeting was adjourned at 8:20 PM.

Respectfully submitted,



Mr. Keith McCarrick, Secretary

Ms. Megan Alaniz, Recording Secretary