



**77 Graterford Road
Limerick, PA 19468**

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

Joint Committee Meeting - March 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 7:35 P.M. following an Executive Session that was held at 6:30 P.M.

JOC Members

Jay Strunk	Colleen Zasowski	Dana Hipszer
Joe Vecchio	Karen Weingarten	John Paul Prego
Patricia Grimm	Wendy Earle (virtual)	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

Ms. Grimm announces that an Executive Session was held prior to the JOC Meeting to discuss personnel and the upcoming contract renewals.

A motion was made by Mr. McCarrick and seconded by Ms. Zasowski to approve the JOC Meeting Minutes of February 7, 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. ESSER Funding

Mr. Livengood discusses how the ESSER funding will be allocated and presents final numbers. This information has been submitted to the state for pre-approval. The school is looking to update the security systems, \$130,000 will be allocated to upgrading the PA/bell system. The company the school is working with is Sage Technologies out of Lebanon County and are part of Co-Stars. This company has experience in installing PA systems in other colleges and high schools.

Ms. Zasowski asks what kind of warranty comes with this purchase.

Mr. Livengood says there is a warranty but will need to take a look at the paperwork to get this information for the board. He has worked with this company in the past at Pottstown and they are great to work with.

Another item for ESSER funding is the security camera system upgrades. This is through another Co-Stars company with an estimated cost of \$161,000. The upgrade will be a replacement of the system and new Motorola Vigilant cameras. Currently the school pays a yearly fee to have the servers hosted but the new installation will be hosted within the building. The update is roughly \$1,000 per camera and costs to update the servers. With this upgrade there is new technology and perks such as analytics (contact tracing, temperature scanning, inventory tracking).

The last item for ESSERs funding is the safety gates for the garage doors, including \$11,000 allocated to cut a garage door into the welding shop.

Mr. Livengood reiterates that he is presenting this information to the stakeholders at the March Perkins Meeting and he has already submitted the funding specifics to the state for pre-approval.

Ms. Zasowski asks what the total cost is.

Mr. Livengood says the numbers total up to \$379,000, \$11,000 over the grant amount of \$362,000.

Mr. Livengood stresses that although expensive, these are necessary updates to the school to keep the students safe and respond to Covid.

Ms. Zasowski asks if the safety gates are automated.

Mr. Livengood says yes they can be opened up via a remote and there are safety locks on the gates.

Ms. Grimm asks if there is a list of assets and equipment in the school.

Ms. Wilson says there is a list of big equipment that is tagged for insurance purposes. She also reminds that at the end of each school year the teachers are required to complete a spreadsheet providing their consumable inventory. The one thing the school does not have is a list of non-consumable inventory

pieces (for example, total count of drills in the school). All are in agreement that this inventory should be accounted for and is something the school will work on.

Ms. Grimm asks what the protocol is if an instructor wishes to utilize an inventory item outside of where this item is normally located.

Ms. Wilson says there is a form the instructor needs to complete to request these items.

Ms. Grimm requests to add this as a policy to the Policy sub-committee.

III. Public Comments on Agenda Items

None

IV. Presentations

A. Building Assessment Study

B. Recycled Rides - Charles Smith, Collision Repair Instructor

Mr. Livengood shares an update on the Building Assessment. The assessment was done this past Summer from the architects that remodeled the building. The big items to address are the water conditioner, hot water tanks and the flooring. Mr. Livengood says he has had companies come in and review the flooring for estimates so when Capital Projects is ready to move forward - so is the school. The first estimate received was between 20-50 thousand dollars per shop area. There are 6 shops that are looking to be replaced, including HVAC, Diesel Tech, Advanced Manufacturing, and Electrical Occupations. Mr. Livengood shows pictures of the current flooring, highlighting some structure issues with the flooring in Culinary Arts. The floorings will either be epoxy flooring or polished concrete. The decision will be based on cost effectiveness and lasting durability.

Ms. Zasowski asks that when Mr. Livengood meets with the Spring-Ford Facilities Manager, if he could take a look at Spring-Ford's long range plan to gain some perspective on planning projects for WMCTC. Mr. Livengood agrees on this, mentioning how he has already received some guidance, including information on a vehicle replacement/ fifteen year plan.

Ms. Zasowski asks how long are the building plan terms at WMCTC.

Mr. Livengood says the school is currently on a ten year plan.

Ms. Grimm says this is a good opportunity to mention the idea of another sub-committee for Facilities next school year as there are projects and plans in place that would warrant one.

Mr. Livengood presents a map of the school that is color-coded based on severity of flooring issues, provided by the architects who did the summer assessment.

Mr. McCarrick notes that Pottsgrove has a paid Summer Maintenance Program where they hire students or recent alumni to come in and help with limited renovations and custodial work. He asks if something like this would be possible for the Western Center.

Ms. Zasowski asks who the architects are that did the assessment and renovations and what was paid to them.

Mr. Livengood says Gilbert Architects and he provides a guesstimate of eleven million.

Mr. Livengood hands off the floor to Mr. Chuck Smith, Collision Repair Instructor, to discuss the Recycled Rides Project which is an awesome opportunity for the Western Center!

Mr. Smith introduces himself and discusses the project. Recycled Rides is a project where the school will be taking a vehicle that has been donated by an insurance company (Farmers Insurance), the Collision Repair students repair and restore the car, with the help of 1-800-charitycars and local nonprofits. Once complete, the car is then given to a family in need. This project falls under the umbrella of the National AutoBody Council who sponsors these types of events, this event being Recycled Rides for Schools. The Western Center never holds the car title, the car title is transferred from the insurance company to 1-800-charitycars and they sign all the releases while the car is being repaired. Charity Cars will transfer the car to the recipient so throughout this event, WMCTC is not liable. The local nonprofit the school partnered with is Family Promise of Montgomery County. This organization takes recommendations from social workers and, in this instance, connected with a family in Ambler, PA. This family is a homeless single parent with two teenagers, all three of them work. They want to get better work but they can't get there. Mr. Smith provides a current update on the vehicle. He has picked it up and it is currently in the Collision Repair workshop. The damage on this car is outside the 'norm' of damage that the Collision Repair Program is used to seeing. This provides a unique opportunity for the students. The students have done a thorough estimate, drafted blueprint repairs and came up with a parts and materials list. In total, the project is about \$3,200. The school is doing various types of fundraising to help raise money to meet this goal. The school is hoping to receive donations as well. The students were in agreement that any funds raised and not used would be given to the family to help pay for title transfer, tag, insurance and gas.

There are less than five high schools in the entire United States who are part of this program and WMCTC is one of them! This is the first time Farmers Insurance has given a vehicle to a school to repair and give away. Mr. Smith thinks this project is extremely impactful for all parties involved and would like to see the school continue this project every year.

At the time of the gifting, Mr. Smith is interested in hosting an event in the Fall of 2022. During this time, the school will recognize all who partnered with them to make this project a success. Mr. Smith and WMCTC Administration is hoping to partner with Tri County Toyota to provide parts and materials.

Ms. Weingarten asks how many students are involved with working on the car.

Mr. Smith says it is the afternoon class who works on it and there are roughly five students who spend a majority of their time working on this project. Mr. Smith says he is heavily involved in this as well.

Ms. Grimm asks Mr. Smith to send information to the sending schools and the Sanatoga Post to see if any interest can be generated to help fund this project.

V. Committee Reports

Superintendent of Record's Report - Dr. Allyn Roche

Dr. Roche was not in attendance at this meeting. Mr. Rizzo informs there is no report on his behalf.

Business Manager's Report - Ms. Donna Wilson

No report.

Principal's Report - Mr. Mark Holtzman

Mr. Holtzman says it is application season and provides the increased number of applications per district since the last JOC. He says there are fifty applications in waiting which means there is something in those applications not complete. The deadline for applications is March 15.

Certifications have increased since the last JOC, from 499 up to 860.

There are 33 students out on co-op.

Mr. McCarrick asks how many applications currently.

Mr. Holtzman says 318.

Mr. McCarrick asks how many applications could the school accept for next year.

Mr. Holtzman says he is working on this information and will have a better idea to present during the next JOC.

Mr. Holtzman recaps the Skills Over Stereotypes open house, non-traditional event. 64 students enrolled for the first portion of the open house where they could visit two programs and get a better idea of what each program has to offer including meeting the instructor. The second portion was an open house where all were welcome. It was great to see students assist instructors with introducing the program and sharing their experiences within the programs.

Ms. Grimm was overjoyed with the energy and outcome of the event!

In other news, Mr. Holtzman recognizes Lily Funkhouser who is the school's first fully licensed Cosmetologist out of the program this year. Raebecca Steffy and Paulina Aponte just passed their state boards for Cosmetology!

Mr. Holtzman recaps the Welding Technology field trip to Miller Welding in New Jersey. All of the newest equipment and processes are at this training center and the Welding students were able to get their hands on some of these new tools! Students were able to interact with the regional trainer for Miller who commended them on their knowledge and initiative. Overall it was an incredible experience!

Mr. Holtzman recognizes the Culinary Arts Program who decorated and donated 200 cookies for the LIFT Gala. The Gala was an event for Al's Heartwarming Center which is an organization

that provides meals and a place to stay for the homeless. The theme of the gala was 'Under the Stars' and the cookies were decorated to mirror the night sky.

Ms. Wilson said one of the Culinary Instructors attended the event and received lots of compliments on the cookies and packaging, admiring the level of professionalism.

Mr. Holtzman introduces the instructors in attendance at this meeting. Mr. Bechtel and Ms. McCormick are Protective Services. Mr. Smith is Collision Repair. Ms. King is the Health Science Instructor and Mr. Klein is the Advanced Manufacturing instructor.

Board Secretary's Report - Mr. Keith McCarrick

No report.

Solicitor's Report - Mr. Marc Davis

No report.

VI. Action Agenda

A motion was made by Mr. McCarrick and seconded by Mr. Prego to approve 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. Appointments:

- a. **Approve the appointment of Patrick Boyle as Instructional Assistant, effective February 2, 2022. Compensation is set at \$14.50/hr with benefits.**

2. Resignations:

- a. **Approve the resignation of Zackary Woodruff, Computer Information Systems Instructor, effective June 10, 2022.**

3. FMLA:

- a. **Approve intermittent Family Medical Leave for Zackary Woodruff, Computer Information Systems Instructor, beginning November 4, 2021 through the end of the school year, or until he has met the maximum amount of time permitted under FMLA.**

A motion was made by Mr. McCarrick and seconded by Ms. Zasowski to approve Finance 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

B. Finance:

1. Cash Receipts and List of Bills: ([Appendix C](#))

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

2. Annual Financial Audit Fees for 2021-2022: ([Appendix D](#))

Approve Hutchinson, Gillihan & Freeh, P.C., Certified Public Accountants, 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, 2022 at the rates presented as shown in Appendix D.

	<u>2021-2022</u>
Audit Fee	\$ 10,950.00
AFR (if desired)	\$ 1,300.00
Hourly Rate for additional services	\$ 125.00

A motion was made by Mr. McCarrick and seconded by Ms. Zasowski to approve Equipment as presented.

Mr. Prego questions the agenda item, inquiring why the text reflects a list of equipment but the appendix did not provide that.

Mr. Livengood confirms the agenda is incorrect and at this time there is no list of equipment. The auction company will come in and tag the items. Once that list is available he will share with the JOC.

Mr. McCarrick asks if any of the items to be auctioned off are currently being utilized.

Mr. Livengood confirms this is a purge of old and out of date items no longer being utilized.

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. Equipment: ([Appendix E](#))

Approve the list of decommissioned equipment to be auctioned off under a Personal Property Auction Contract with Geyer Auction Companies as shown in Appendix E.

VII. New Business

Health and Safety Plan

Mr. Livengood notes the changes made in the Health and Safety Plan. The format is the same regarding masking, if two out of the three districts are maskless, so is WMCTC. The initial plan stated required masking for Cosmetology, Culinary Arts and Early Childhood Education regardless of the district policies, this has been removed. Mr. Livengood has also removed the portion of the plan regarding the closure of the building. This means WMCTC is running business as usual, including use of the restaurant. Lastly, the terminology for the Mask to Stay and Test to Stay programs have been updated to reflect the same information and wording as the partner schools.

Mr. Davis says that if the plan is being amended that a motion should be made to approve this.

A motion was made by Mr. McCarrick and seconded by Mr. Vecchio to approve the updated Health and Safety Plan as presented.

Mr. Rizzo informs that the CDC has updated their recommendations for low, medium and high terminology and asks Mr. Livengood to make sure the Health and Safety Plan is updated to reflect that.

Mr. Livengood thanks Mr. Rizzo, and confirms he will make sure the Health and Safety Plan is aligned per CDC terminology.

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

Ms. Zasowski asks about the Spring-Ford clear coat project.

Mr. Smith and Mr. Livengood advise that they have not had anyone reach out from Spring-Ford regarding this project. Mr. Smith says the idea sounds familiar from last year and at that time he provided pricing quotes but has not had any recent communication regarding this project.

Ms. Zasowski says she will reach out to the appropriate parties at Spring-Ford for further information.

Ms. Zasowski asks a follow up question from the last JOC to Mr. Holtzman, inquiring if he has reached out to the Future Planning Center at Spring-Ford.

Mr. Holtzman says he has not as of yet but will do so.

Ms. Zasowski also notes she and Ms. Weingarten are part of Spring-Ford's Community Relations Committee and there has been discussion held to offer services/help to WMCTC for promotional and marketing. She asks that if WMCTC would like to reach out, please do so.

Ms. Grimm congratulates Mr. Livengood on his position of Board of Director with the TriCounty Area Chamber of Commerce.

Ms. Grimm believes the JOC should have additional sub-committees for Facilities, Curriculum, Policy, and Personnel. She recognizes some of these committees are already in place or in planning stages but she would like to define and involve them by the next school year. She notes the idea of updating the JOC agenda in general but to also have sub-committee reports so everyone in the JOC can be updated on all sub-committee plans and ideas. She opens the floor for comments and suggestions.

Ms. Earle asks if the school has any policies or starting from scratch.

Mr. Davis says yes, there is a full policy book PSBA has that he helped adapt to the Western Center.

VIII. Public Comments on Non-Agenda Items

IX. Adjournment

A motion was made by Mr. McCarrick and seconded by Ms. Zasowski 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 8:34 PM.

Respectfully submitted,



Mr. Keith McCarrick, Secretary

Ms. Megan Alaniz, Recording Secretary