



**77 Graterford Road  
Limerick, PA 19468**

**Joint Operating Committee Meeting  
September 12, 2022  
5:30 P.M.  
Zoom Meeting**

**Joint Committee Meeting - September 12, 2022**

**A meeting of the Joint Committee of the Western Montgomery Career and Technology Center was held virtually on Zoom. Ms. Grimm, Chairperson, called the meeting to order at 5:31 P.M.**

**JOC Members**

Jay Strunk	Colleen Zasowski	Dana Hipszer
Joe Vecchio	Karen Weingarten (5:47 P.M. arrival)	John Paul Prego
Patricia Grimm	Wendy Earle	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

**A motion was made by Ms. Zasowski and seconded by Mr. Prego to approve the JOC Meeting Minutes of August 8, 2022 ([Appendix A](#)).**

Jay Strunk	Yes	Colleen Zasowski	Yes	Dana Hipszer	Yes
Joe Vecchio	Yes	Karen Weingarten	Absent	John Paul Prego	Yes
Patricia Grimm	Yes	Wendy Earle	Yes	Keith McCarrick	Yes

**Motion carried 8-0**

**II. Administrative Director Discussion/Information Items**

Mr. Livengood makes the board aware of some sewer plant issues on the school grounds. Mr. Heffner, Facilities Manager, is continuing to work towards a resolution. Mr. Livengood advises the sewer system was not captured on the ICS Report that was provided last board meeting.

Mr. Livengood advises that hopefully by next month the teacher's contract will be resolved.

Ms. Grimm asks a question about the non-purchased items from the auction.

Ms. Zasowski gives kudos to Ms. Wilson and Mr. Livengood for all their hard work involving the teacher's contract negotiations.

Mr. Vecchio inquires why ICS did not assess the sewer system issues.

Mr. Livengood informs that at the time of the assessment, there was not a true knowledge base of this issue. Since then, a former Facilities Manager came in to review the building with him and Mr. Heffner and that is when this system and issue was realized.

### **III. Public Comments on Agenda Items**

None

### **IV. Presentations**

### **V. Committee Reports**

#### **Superintendent of Record's Report - Dr. Allyn Roche**

Dr. Roche reflects on the first teacher day this year at WMCTC.

He thanks Mr. Holtzman and Mr. Livengood for attending Upper Perk and Pottsgrove's back to school nights.

#### **Business Manager's Report - Ms. Donna Wilson**

Ms. Wilson advises the supplemental grant for PDE has been posted. This grant is for equipment but the equipment items must be approved by the school's OAC and must show up in their meeting minutes.

Mr. Livengood says the process has started, there are six programs that are up for equipment upgrades in the budget this year, he has asked those instructors to provide their ideal equipment upgrade. The grant is for substantial equipment items so if they do not have large ticket items, then he will reach out to other departments for their requests.

#### **Principal's Report - Mr. Mark Holtzman**

Mr. Holtzman reflects on the first week of school.

He informs the board that some instructors are piloting a new task tracking system called CTE 360. It's a POS tracking system and curriculum housing system that talks to Skyward.

#### **Board Secretary's Report - Mr. Keith McCarrick**



None

**Solicitor's Report - Mr. Marc Davis**

None

Ms. Weingarten joins the meeting at 5:47 P.M.

**VI. Action Agenda**

**A motion was made by Ms. Grimm and seconded by Mr. Prego to approve the revised Health and Safety Plan as shown in Appendix B.**

<b>Jay Strunk</b>	<b>Yes</b>	<b>Colleen Zasowski</b>	<b>Yes</b>	<b>Dana Hipszer</b>	<b>Yes</b>
<b>Joe Vecchio</b>	<b>Yes</b>	<b>Karen Weingarten</b>	<b>Yes</b>	<b>John Paul Prego</b>	<b>Yes</b>
<b>Patricia Grimm</b>	<b>Yes</b>	<b>Wendy Earle</b>	<b>Yes</b>	<b>Keith McCarrick</b>	<b>No</b>

**Motion carried 8-1**

**A. Health and Safety Plan: ([Appendix B](#))**

**Approve the revised WMCTC Health and Safety Plan as required by the Pennsylvania Department of Education as shown in Appendix B.**

**A motion was made by Ms. Grimm and seconded by Ms. Earle to approve Appointments.**

Mr. Vecchio inquires why Mr. Burch was placed on step seven.

There is further discussion held regarding the appointment of Mr. Burch and it was decided that an executive session will be held before the next board meeting to discuss further details.

<b>Jay Strunk</b>	<b>Yes</b>	<b>Colleen Zasowski</b>	<b>Yes</b>	<b>Dana Hipszer</b>	<b>Yes</b>
<b>Joe Vecchio</b>	<b>No</b>	<b>Karen Weingarten</b>	<b>Yes</b>	<b>John Paul Prego</b>	<b>Yes</b>
<b>Patricia Grimm</b>	<b>Yes</b>	<b>Wendy Earle</b>	<b>Yes</b>	<b>Keith McCarrick</b>	<b>Yes</b>

**Motion carried 8-1**

**B. Personnel:**

**1. Appointments:**

**Approve the appointment of Michael Burch, Computer Information Systems Instructor, anticipated start date September 26, 2022. Compensation is set at \$58,067 per year with benefits.**

**A motion was made by Mr. McCarrick and seconded by Ms. Grimm to approve personnel items 2 and 3.**

Mr. Vecchio expresses his admiration regarding Mr. Greisler, he will be missed.

<b>Jay Strunk</b>	<b>Yes</b>	<b>Colleen Zasowski</b>	<b>Yes</b>	<b>Dana Hipszer</b>	<b>Yes</b>
<b>Joe Vecchio</b>	<b>Yes</b>	<b>Karen Weingarten</b>	<b>Yes</b>	<b>John Paul Prego</b>	<b>Yes</b>
<b>Patricia Grimm</b>	<b>Yes</b>	<b>Wendy Earle</b>	<b>Yes</b>	<b>Keith McCarrick</b>	<b>Yes</b>

**Motion carried 9-0**

**2. Resignations:**

- a. **Approve the resignation of Grant Greisler, Sports Medicine Instructor, effective November 5th, 2022 or until the position has been filled.**
- b. **Approve the resignation of Danielle Longacre, Instructional Assistant, effective October 7th, 2022.**

**3. Mentoring:**

- a. **Approve a \$500.00 Mentor Stipend for Patricia King, Health Science Technology Instructor, Mentor to Sean English, new Health/PE Instructor.**
- b. **Approve a \$500.00 Mentor Stipend for Lisa Cassidy-Lawler, Intro to Med and Biomed Instructor, Mentor to Michael Burch, new Computer Information Systems Instructor.**

**A motion was made by Ms. Grimm and seconded by Mr. McCarrick to approve agenda items C and D.**

Ms. Zasowski inquires how the monetary amount was decided for the PIMS stipend.

Mr. Livengood advises the stipend was factored as 2 hours a week at \$25.00 per hour, for the whole year.

<b>Jay Strunk</b>	<b>Yes</b>	<b>Colleen Zasowski</b>	<b>Yes</b>	<b>Dana Hipszer</b>	<b>Yes</b>
<b>Joe Vecchio</b>	<b>Yes</b>	<b>Karen Weingarten</b>	<b>Yes</b>	<b>John Paul Prego</b>	<b>Yes</b>
<b>Patricia Grimm</b>	<b>Yes</b>	<b>Wendy Earle</b>	<b>Yes</b>	<b>Keith McCarrick</b>	<b>Yes</b>

**Motion carried 9-0**

**C. Supplemental Contracts:**

**Approve a \$3,000 stipend for Anne-Marie Yusko to complete the additional Pennsylvania Information Management Systems (PIMS) reports required by the state for the 2022-2023 school year. In the past, the generation and submission of these reports were completed by the Technology Director.**

**D. Conferences:**



Approve Barbara Mueller, Co-Op Instructor, to attend the 'Co-Op Conference' in Penn State from October 12, 2022 through October 14, 2022 for a total cost of \$791.50.

A motion was made by Ms. Grimm and seconded by Ms. Earle to approve all of Finance.

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

**E. Finance:**

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

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

**2. Budget Transfer:**

Approve budget transfer from the Public Safety funds to the Computer Information Systems funds in the amount of \$30,000.

**VII. New Business**

Ms. Grimm inquires what WMCTC does for retired instructors.

Mr. Livengood says he hasn't been through a retirement at WMCTC, but would like to going forward and will look into it.

**VIII. Public Comments on Non-Agenda Items**

None

**IX. Adjournment**

A motion was made by Ms. Grimm and seconded by Mr. Prego 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 6:06 PM.

Respectfully submitted,

A handwritten signature in dark red ink, featuring a stylized, cursive script that begins with a large, looped initial and extends into a long, horizontal flourish.

Mr. Keith McCarrick, Secretary

Ms. Megan Alaniz, Recording Secretary