



**77 Graterford Road  
Limerick, PA 19468**

**Joint Operating Committee Meeting  
October 3, 2022  
7:00 P.M.  
Board Room**

**Joint Committee Meeting - October 3, 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 7:06 P.M.**

**JOC Members**

Jay Strunk	Colleen Zasowski	Dana Hipszer
Joe Vecchio	Karen Weingarten	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. Grimm and seconded by Mr. McCarrick to approve the JOC Meeting Minutes of September 12, 2022 (Appendix A).**

<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**

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

Mr. Livengood thanks the contract sub-committee for their hard work on the teacher's contract.

Mr. Livengood informs he and Mr. Holtzman have been actively attending the sending school open houses. It is a great opportunity to connect with these schools and market for WMCTC!

The appliances to upgrade the culinary kitchen are being installed this month, with a completion of that project by the end of October.

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

No Comments

### **IV. Presentations**

#### **A. Hunter Engineering Company - Heavy Duty Training Center - Mr. Jim DeLeo**

Mr. Livengood introduces Mr. DeLeo and Hunter Engineering Company.

Hunter Engineering is WMCTC's vendor for certain automotive equipment such as tire changing machines and alignment racks. Hunter reached out to WMCTC regarding a unique opportunity to combine their Heavy-Duty Diesel Training Center with WMCTC's Diesel Technology Lab. Mr. Livengood acknowledges Mr. Keller, Diesel Technology Instructor, who is in attendance to assist with the presentation, answer questions and provide feedback.

Mr. DeLeo presents this opportunity to the board.

The Hunter Engineering Company was founded in 1946, family owned and operated out of Saint Louis, Missouri. He advises that three years ago, UTI decided to close the Hunter Training Center at their building. Hunter Engineering has been looking for a place to open their training center since then and, through mutual connections, reached out to WMCTC with interest to partner and utilize the Diesel Technology's lab as their training facility. The benefits to WMCTC includes... new up-to-date technology installed yearly at no cost to WMCTC. These pieces of equipment can be utilized by the Diesel Technology Program as needed. Hunter Engineering has roughly forty-five satellite training facilities throughout the United States which utilizes curriculum, videos and data that WMCTC would then have access to. Hunter offers training classes free of charge to the WMCTC Automotive Instructors as well. In return, Hunter Engineering would utilize WMCTC's Diesel Technology lab to facilitate their trainings to their employees and their customers. Typical training would include things such as wheel balancing, alignment, tire changing, etc... and would run four times a year at WMCTC's discretion.

Mr. Livengood advises there is a truck rack/lift that Hunter Engineering would not provide that WMCTC is responsible for purchasing. The lift has a three year warranty. The estimated cost for this item is \$100,000. Funds for this piece of equipment will come from the Competitive Equipment Grant which is \$50,000 from the state and per the grant, WMCTC matches the amount of \$50,000 which is already built into the budget for the year. There is discussion regarding alternative funds if the grant does not go through.

Mr. Keller, Diesel Technology Instructor, advises there are a few pieces of equipment in the shop that are becoming outdated and WMCTC would need to purchase new pieces. With Hunter Engineering coming in, those pieces of equipment will be updated yearly directly from Hunter, which is a huge cost savings to WMCTC. He informs that with the new/updated equipment Hunter brings in, it will allow for more certifications for students within that program. He also notes that having the lift is an excellent opportunity to teach students as it will provide a safer and larger area for students to be under the vehicle while instruction is given.

Mr. McCarrick asks if there is enough space to accommodate the equipment and new lift.

Mr. Keller confirms, yes, possibly just moving the lights up higher which can be done in house.

Mr. Davis affirms there is no obligation to this right now and if the funds do not come through, they will not proceed. He also advises there is no contract or agreement for Hunter Engineering as of now so there is nothing for the JOC to decide upon this evening. If this entire process goes through, the school is looking at seeing the Diesel Technology lab fully operational by next year.

Mr. Strunk asks questions regarding the safety of the building and what the daily process would look like on the days Hunter Engineering runs their class.

Mr. DeLeo advises the Hunter Engineering workshop is typically 6-10 people and is held for a week during standard school hours (8:30 - 3:30).

Mr. Strunk asks what the impact is to the Diesel Technology students/

Mr. Keller confirms there would be no impact to students during these classes as Hunter Engineering would utilize the Diesel Technology computer room and only a half of the Diesel Technology shop. They both have separate spaces and would not intermix.

Mr. Strunk asks if the students would have an opportunity to attend the workshop.

Mr. Livengood advises the students and attendees of the class would not mix. There will be strict protocols in place for where these attendees are allowed to go, including separate entrance and exit of the building, separate restrooms, and separate classroom area.

Hunter Engineering has a light-duty training center at North Montgomery CTC, the board has asked that Mr. Davis utilizes that agreement to draft WMCTC's.

Ms. Zasowski asks how North Montco handles the safety/security of these attendees.

Mr. DeLeo advises they must provide a driver's license or they will have no access to the building. They are ID and given a badge via the Raptor Program.

Mr. Livengood advises WMCTC would follow the same protocols; all attendees will check in at the front office, be provided with a badge for the day, then exit the building and only reenter at the specific door leading straight into Diesel Technology.

There is discussion on when these training dates could happen, potentially during summer hours or in-service days while students are not there.

Mr. Livengood concludes by reminding the board the equipment grant is due by the end of October which is the first step to getting the proper lift needed for Hunter Engineering to facilitate training. As long as the JOC is on board to proceed with this, he will have further information on this process at the a future meeting and will work with Mr. Davis to draft an agreement to present to the board.

Mr. DeLeo thanks the board for the opportunity.

## **V. Committee Reports**

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

Dr. Roche advises he visited WMCTC this month to observe the lunch periods. He notes serving lunch at WMCTC continues to be a challenge for Upper Perk, especially with current staffing shortages. Dr. Roche informs the board that he has a meeting later in the week with Upper Perk's Business Manager and Food Service Manager to discuss the future of Upper Perk handling lunches for WMCTC.

Ms. Earle asks why the sending districts don't provide all lunches.

Dr. Roche advises it is all about the timing and bus schedules.

Ms. Wilson recalls past practice of hiring a third party to do lunch at WMCTC and it was not cost efficient.

Mr. Livengood advises discussions are currently being held with the sending school principals to come up with the best solution for school lunches.

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

Ms. Wilson provides an answer to a question asked of her at the last meeting, informing the board that lawyer costs are estimated to be about \$14,500 for working on the teacher's contract.

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

Mr. Holtzman advises there are 16 students out on co-op at this time.

Seniors just completed their Pre-NOCTI testing and the school is working on obtaining those scores to send over to the districts for CTE pathway indicators.

The 10th graders have started their OSHA10 training with about 47% completion at this time.

Mr. English, the new Health/PE Instructor, is doing a great job with his class. He has also assumed a lot of daily duties for the building which is very helpful.

Mr. Burch, new Computer Information Systems Instructor, is blending in well and developing relationships with his students, they love him!

The school will have a CIR Review through the TAP Program. WMCTC selected the option for 'curriculum instruction review' which means a group of professionals (OAC members, principals from other schools, former directors, etc...) will visit the school and review the school's instructional practice, schedules, lesson plans, etc... and provide feedback. This is a three day process which is scheduled for the 13th through 15th of December.

Lastly, Mr. Holtzman advises that they are eagerly working on getting all of their information for FRCCP, the new portal for CATS information.

Ms. Grimm asks if there are issues with students vaping at WMCTC and there is a brief discussion held on that matter. Mr. Holtzman advises there have been a few issues on campus so far this year and that vaping policies were communicated to students during the first few weeks of school. There is further discussion on aligning discipline for issues such as these.

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

No Report

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

No Report

**VI. Action Agenda**

**A motion was made by Mr. McCarrick and seconded by Ms. Earle to approve the Teacher's Association Agreement 2022-2027 as shown in the addenda. The motion for approval was contingent upon the approval from the AFT on September 30, 2022.**

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. WMCTC Teachers' Association Agreement:**

**Approve the Teachers' Association Agreement 2022-2027 as shown in the addenda. The motion for approval is contingent upon the AFT vote on September 30, 2022.**

**A motion was made by Mr. McCarrick and seconded by Mr. Prego to approve all of Personnel.**

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**

Mr. Livengood introduces Ms. Romberger who is in the audience.

Ms. Romberger introduces herself.

**B. Personnel:**

**1. Appointments:**

- a. **Approve the appointment of Erin Romberger, Sports Medicine Instructor. Tentative start date is December 5, 2022. Compensation set at \$63,526/yr with benefits.**

**2. Internal Student Co-Op Position:**

**Approve an internal co-op position at WMCTC for \$12.00/hr. This position is for one Commercial Art student to assist with graphic art and design for various WMCTC projects.**

**A motion was made by Mr. McCarrick and seconded by Mr. Prego to approve Conferences.**

Ms. Grimm asks what this conference is.

Mr. Livengood informs this is a CTE capstone conference on instructional practices in technical education. He advises the Cosmetology instructors, Ms. Reichert and Ms. King will be doing a presentation on the success of The Salon at WMCTC.

Ms. Zasowski asks if the presentation can also be recapped at the next board meeting.

<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. Conferences:**

**Approve a maximum of 3 staff members (Mark Holtzman, Jenni King, and Angela Reichert) to attend the Integrated Learning Conference at The Penn Stater Hotel and Conference Center in State College from November 2, 2022 to November 4, 2022. Approximate cost is \$1,300.**

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

<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**

**D. Finance:**

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

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

**A motion was made by Mr. McCarrick and seconded by Mr. Prego to approve Technology.**

Ms. Zasowski asks how these items will be discarded.

Mr. Livengood advises they are going to be posted for sale to the public via Facebook and the school website.

Ms. Weingarten asks if these can be sold to the students.

Mr. Livengood advises it must be available to the public prior to students.

Mr. McCarrick adds that if they are not sold, perhaps they can be donated.

<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**

**E.     Technology:**

**Approve the discardment/resale of old and outdated technology equipment past its life cycle. Such equipment has been appraised as having no value and is no longer useful to faculty and staff.**

**VII.    New Business**

Ms. Grimm informs that a board member from one of the sending districts brought to her attention that students are being turned away from enrolling at WMCTC. Some questions that were asked...

"Does the Western Center have plans to expand their enrollment to accommodate the demand?"...

"If not, do you think we should open a discussion in the curriculum committee at the sending school(s) to possibly offer electives that would include certain aspects of what is taught at the Western Center?"

Mr. Davis says there are certifications that must be in place that the schools do not currently have.

Ms. Grimm asks if a workshop could take place, for the JOC and other board members from the sending schools, to learn how the enrollment process works at the Western Center, including criteria, pre-requisites, and the decision process.

Mr. Holtzman discusses general enrollment trends over the years and how applying at different levels to these programs affects enrollment and future enrollment.

Ms. Earle believes it would be a good idea to look into possible expansion as the ideology and trends of seniors moving onto college has changed over the years.

There is further discussion on the current and projected numbers of students, potential building expansion plans, program statistics, and financial projections.

Mr. Strunk suggests creating a five year plan that looks at numbers in terms of demand from each of the sending schools so that WMCTC has a better idea to plan for the future.

Mr. Vecchio suggests the possibility of removing the 9th grade program to add more availability for the 10th-12th graders. He advises that the 9th grade program was to help increase enrollment numbers in the past which may no longer be a need.

There is further discussion on task grids and timelines of program completions.

Mr. McCarrick suggests capturing different models of program development, scheduling, and enrollment and providing that information to the board members.

Mr. Livengood advises he will work on obtaining the appropriate information and what is requested and provide it as soon as it is available. In the meantime, Mr. Holtzman will provide the rubric for enrollment to the board before the next meeting.

There is discussion on current use of space in the building.

Mr. Holtzman advises the application process for next year has been pushed back and will also look different this year. The application process is very efficient and part of the new CTE 360 task tracking system that some programs in the school are piloting this year. This has been communicated out to counselors and principals of the sending districts. The application process is targeted to start November 1st and ends March 15th.

Ms. Grimm asks Mr. Davis who holds the authority for approval to make changes to the school's curriculum.

Mr. Davis advises that it is the JOC.

Ms. Grimm asks Mr. Davis who holds the authority for approval to make changes to the building.

Mr. Davis advises that it needs to be discussed and approved with each district's board.

Discussion moves on to the Superintendent of Record position and who will take that role in the future as the JOC is currently at the two year mark with Dr. Roche.

The board all agrees they wish Dr. Roche to maintain the role of Superintendent of Record for WMCTC for one more year.

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

None

## **IX. Adjournment**



**A motion was made by Mr. Vecchio and seconded by Mr. McCarrick to adjourn the meeting.**

<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**

The meeting was adjourned at 8:52 PM.

Respectfully submitted,

Mr. Keith McCarrick, Secretary  
Ms. Megan Alaniz, Recording Secretary