



**77 Graterford Road
Limerick, PA 19468**

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

Joint Committee Meeting - November 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 7:08 P.M. following an Executive Session that was held at 6:30 P.M to discuss personnel.

JOC Members

Jay Strunk
Joe Vecchio
Patricia Grimm

Colleen Zasowski
Karen Weingarten
Wendy Earle

Dana Hipszer
John Paul Prego
Keith McCarrick (Absent)

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

II. Administrative Director Discussion/Information Items

Mr. Livengood informs there is a Spring-Ford Chamber of Commerce event that will be held this week in the restaurant and he looks forward to seeing Mr. Rizzo and making further connections with chamber members. The student ambassadors will be hosting tours in the building for the chamber businesses as well.

On Monday, November 14th, the school will host their first Occupational Advisory Committee meeting of the school year. Administration will host the Local Advisory Committee during this time as well. The Local Advisory Committee has not met since 2018, Mr. Livengood has assembled a committee with local business owners.

Mr. Livengood attended the APE (Approve Program Evaluation) 339 at York County Technical High School. This is a great opportunity to learn more about what other schools are doing and Mr. Livengood has encouraged Mr. Holtzman to become an evaluator as well. Mr. Livengood advises the administration at York submitted their documentation for evaluation solely on what the teachers had to say and that no edits were made by the administration team. This model is how Mr. Livengood would like WMCTC's evaluation to be done. He believes this will be a great opportunity to get a good read on how the building currently stands. He reminds the JOC that they will receive the evaluation back, and at that time discussions can be had on how to correct or better WMCTC.

Ms. Zasowski asks if the school gets penalized for any items that come back from the state they need to correct.

Mr. Livengood advises no, as long as the school takes their part in correcting those items.

Mr. Livengood informs that the approval for the Carpentry Instructor is on the agenda this evening and early discussions have been had in administration regarding the possibility of adding a second Carpentry Instructor to the program.

Mr. Livengood advises there is still a struggle with finding substitutes. To help accommodate this, advertisements have been put out for flexible substituting. This would be beneficial to anyone who is interested in substituting but may have to come in late or leave early depending on their schedule and priorities, such as a parent needing to drop off or pick up their child from school. This has been working, Mr. Joseph Marshall is a bus driver who has been a very helpful substituting in the Carpentry Program.

Mr. Livengood gave a tour of the school to Lori Cushman, President of Justamere Foundation this past week. Justamere is a software company located in West Chester. Ms. Cushman would like to donate \$50,000 towards student equipment in our programs.

III. Public Comments on Agenda Items

No Comments

IV. Presentations

A. Student-Run Business Presentation for PACTA ILC - Mrs. Angela Reichert & Ms. Jenni King

Ms. King and Mrs. Reichert, WMCTC Cosmetology Instructors, recap their presentation from the Integrated Learning Conference last week at State College. This conference is for CTE instructors and administrators across the state to learn best practices. Their presentation focused on the student-run salon at WMCTC. Ms. Reichert informs the JOC that the presentation touched on the successes and challenges of running the student-based enterprise. Ms. King and Mrs. Reichert reflects on the experience of allowing students to run The Salon by themselves.

Mr. Livengood recognizes the success of The Salon as a business and learning experience for the students and comments that in the future he would like to see if other programs such as Automotive Technology and Culinary Arts would benefit from a student-run enterprise like The Salon during an extended school day.

B. The Future of WMCTC/Student Enrollment - Mr. David Livengood & Mr. Mark Holtzman

Mr. Livengood provides enrollment numbers and data trends for the programs. He discusses the current program models and how each level a student is in impacts the enrollment for current and future enrollment. This includes discussion on possibilities of expanding certain programs via a second instructor.

Mr. Holtzman provides examples of what these numbers look like to help put this into perspective. He then reflects on the numbers for enrollment versus waitlisting.

Mr. Livengood reminds that there is now a rubric for determining which students are accepted into programs. It is not a first come, first serve basis.

Ms. Earle asks how the school enrolls students based on their district.

Mr. Livengood confirms there is nothing in the Articles of Agreement that states a certain threshold needs to be met of enrolled students per school district. Students are enrolled based on the rubric process.

Ms. Zasowski asks and receives confirmation from Mr. Livengood that it is a data average over five years that determines costs for the districts.

Further discussion is held around 8th and 9th grade students and when they should be introduced to opportunities at WMCTC.

Lastly, Mr. Livengood presents a couple ideas for how to reconfigure the building to accommodate more room in specific programs. He reminds the board these are ideas that would take many meetings to discuss and time to implement, but wanted to bring this to the board as first conversations.

Dr. Roche provides examples of scheduling situations and how the home school classes and WMCTC classes timelines affect each other.

C. WMCTC Comprehensive Plan - Mr. David Livengood

Mr. Livengood advises the Comprehensive Learning Plan was due in 2020 but was granted an extension until January 30th due to the timeline of him transitioning to Administrative Director of WMCTC. He advises various discussions have taken place between the committee, staff, administration, and OAC/LAC members to create this plan. Mr. Livengood reflects on the plan with the JOC.

WMCTC Strengths:

- The school has approximately 750 students enrolled.
- WMCTC's mission statement and vision remains the same, but is something that the administration is interested in assessing in the future.
- An Education Value Statement has been created. Mr. Livengood states he received feedback from LAC member, Ms. Brenda Diehel at Bracalante Manufacturing, that this statement should have something added in there for employers and business partners. Mr. Livengood firmly believes the community and local businesses are crucial to WMCTC's success.
- OSHA 10 certification is a huge strength of WMCTC. All second year/10th grade students receive this and this goes towards Act 158.
- NOCTI score is another strength of WMCTC. Every year dating back to 2004, except for the year of COVID19, the school scored above 90%.
- Industry Recognized Credentials - apart from OSHA, there are other industry recognized certifications students obtain in their respective programs which helps increase the number of students who are eligible for Co-Op.
- Another strength of WMCTC is the non-traditional student enrollment.

WMCTC Challenges:

- The four year model versus the three year model for program completion. This would require a lot more discussion than just the Comprehensive Plan.
- The need to grow Co-Op students. Currently the school has about 40 students on Co-Op.
- Continue growth of program popularity and how to increase enrollment. There are discussions that will happen in the future and are dependent on the completion timeline of these programs.
- Increase job placement after WMCTC. This is an item that requires further discussion as well; how the school can find opportunities and work with recruiters.

WMCTC Goals:

- Raise Co-Op numbers by 10% every year.
- Review future enrollment plans and program models with all districts.
- Ensuring all students either have a job out of high school, are attending a college or future learning institution, or joining the military forces.

Mr. Strunk comments on the measurable goal statement within the Comprehensive Plan, recommending that instead of just looking at data and trends in the past, to include a statement about looking at future projections as well.

Mr. Livengood states this plan must be publicly posted for twenty-eight days. After that time, the JOC will meet to vote to adopt the plan. It is agreed that a special meeting will be held at the end of November to accommodate this.

V. Committee Reports

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

In addition to the conversation regarding enrollment, he reminds the JOC that Mr. Livengood and the Superintendents of the sending schools have been part of conversations for giving home schooled students the opportunity to attend WMCTC. Decisions, data, and conversations are occurring at this time of year regarding this process.

Dr. Roche says Threat Assessment and Title IX situations are showing up at WMCTC that he is working with the administration team to ensure it is handled appropriately and to the best of their ability. It is challenging because all three schools have their own processes which need to be better aligned with the process at WMCTC.

Dr. Roche informs that conversations have been had regarding inclement weather and what is expected of students as far as attending WMCTC. He expressed that when the sending school is closed, students should not attend WMCTC.

Mr. Livengood reminds the JOC of FID days, which will be an at-home instructional day in lieu of a snow day. FID days follow the same process as closings, WMCTC will do what two out of the three sending districts proceed with.

Dr. Roche informs the board that Upper Perkiomen will no longer be providing food service to WMCTC after this school year.

Dr. Roche informs he will not be attending the JOC meeting in January and Dr. Finnerty, Superintendent of Pottsgrove, will attend in his place.

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

No Report

C. Principal's Report - Mr. Mark Holtzman

Mr. Holtzman reminds that the new application process is rolling out this year, this process will begin in December and communication has been sent to the sending schools and posted on WMCTC's website. A benefit of the new application is that it is now in CTE 360 which integrates with Skyward.

Mr. Holtzman advises currently 42 students are out on Co-Op.

Lastly Mr. Holtzman informs the board that Haley Howe, Commercial Art student, is interning at WMCTC to help create promotional materials, update the program guide, and help create and implement new graphic designs for the school. She also made a 'Westie the Wildcat'

mascot/costume that was utilized at the recent Skills competition in Kalahari. She is doing great work!

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

Absent - No Report

E. Solicitor's Report - Mr. Marc Davis

No Report

VI. Action Agenda

Ms. Grimm informs that during the personnel session, it was decided to remit Action Agenda item 3b, from this agenda. This motion will be added to the agenda in January 2023.

A. Meeting Minutes: ([Appendix A](#))

A motion was made by Mr. Vecchio and seconded by Mr. Strunk to approve the JOC Meeting Minutes of October 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	Absent

Motion carried 8-0

Approve the JOC minutes of October 3, 2022 Meeting as shown in Appendix A.

B. Personnel:

1. Superintendent of Record:

A motion was made by Mr. Vecchio and seconded by Ms. Earle to approve Dr. Allyn Roche as Superintendent of Record for the 2023 school year.

Ms. Grimm thanks Dr. Roche for the leadership and guidance during his time as Superintendent of Record.

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	Absent

Motion carried 8-0

Approve the appointment of Dr. Allyn Roche, Superintendent, Upper Perkiomen S.D, to the position of Superintendent of Record for a one-year term starting in January, 2023 at a \$8,400 stipend.

2. Appointments:

A motion was made by Ms. Grimm and seconded by Ms. Weingarten to approve Madison Reger to the position of Part-Time Cosmetology Instructional Assistant.

Ms. Earle inquires why a part-time assistant is being hired when we are hiring three substitutes for Cosmetology.

Mr. Livengood explains that the part-time position is here solely for The Salon and to assist with that business. The three substitutes are to add to the substitute list for Ms. Reichert or Ms. King when they are not at school.

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	Absent

Motion carried 8-0

- a. **Approve the appointment of Madison Reger to the position of Part-Time Cosmetology Instructional Assistant at \$14.50/hr with no benefits, start date November 9th, 2022.**

A motion was made by Ms. Grimm and seconded by Mr. Vecchio to approve Nathan Miller to the position of Carpentry Instructor.

Ms. Earle asks why there is no start date.

Mr. Livengood says Mr. Miller is coming straight from industry and is obligated to complete his current job. Anticipated start date is December 5th but it depends on the weather and the completion of his job.

Ms. Earle asks why Mr. Zasowski is up for approval as a Carpentry Instructor substitute but if the school has a need now, why was he not selected for the position as he applied.

Mr. Livengood informs that Mr. Miller was the best recommendation through the hiring process. Mr. Zasowski has agreed to help substitute during the transition period.

Ms. Zasowski informs she will abstain from voting on this agenda item as Mr. Zasowski applied for this position and it is a conflict of interest for her. She informs she will abstain from voting for the Action Agenda item to approve substitutes as well.

Jay Strunk	Yes	Colleen Zasowski	Abstain	Dana Hipszer	Yes
Joe Vecchio	Yes	Karen Weingarten	Yes	John Paul Prego	Yes
Patricia Grimm	Yes	Wendy Earle	No	Keith McCarrick	Absent

Motion carried 6-1

- b. **Approve the appointment of Nathan Miller to the position of Carpentry Instructor, start date TBD. Compensation is set at \$63,522.00, Track B, Lane 1, Step 7, prorated.**

3. Resignations:

A motion was made by Ms. Grimm and seconded by Ms. Earle to approve the resignation of Melissa Kane, Business Secretary.

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	Absent

Motion carried 8-0

a. Approve the resignation of Melissa Kane, Business Secretary, effective November 8, 2022.

b. ~~Approve the resignation of Charles Smith, Collision Repair Instructor, effective June 9, 2023.~~ **REMOVED**

4. Instructional Assistant Substitute Pay:

A motion was made by Ms. Grimm and seconded by Mr. Vecchio to approve the Instructional Assistant Substitute Pay.

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	Absent

Motion carried 8-0

Approve an increase in Instructional Assistant pay if they are substituting, per the following:

- Overall \$5.00 increase to their current hourly pay rate.
- Applicable for full and half-day increments only.
- Amounts to ~\$35.00 full day / ~\$17.50 half-day.

This is to be retroactive as of August 29, 2022.

A motion was made by Ms. Grimm and seconded by Mr. Prego to approve items 5, 6, 7, 8, 10, and 11 of Personnel. Ms. Zasowski asks to separate Personnel item 9 as she will not be voting.

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	Absent

Motion carried 8-0

5. Youth Organizations and Advisors:

Approve the following Youth Organizations and Advisors. Compensation per teacher contract will range from \$1000.00 to no more than \$2,000.00 unless advisor attends National Competition, then compensation will be no more than \$2,600.00:

Family, Career and Community Leaders of America (FCCLA-Early Childhood)

- Stephanie German (\$2,000.00)

Health Occupations Students of America (HOSA)

- Patricia King (\$2,000.00)
- Lisa Cassidy-Lawler (\$2,000.00)
- Heather Zornek (\$2,000.00)

The National Technical Honor Society (NTHS)

- Julia Powers (\$1,000.00)

SkillsUSA

- Charles Smith (\$2,000.00)
- Cindy Prindle (\$2,000.00)
- Stephanie German (\$2,000.00)

6. Occupational Advisory Committee: ([Appendix B](#))

Approve the 2022-2023 OAC Lists as shown in Appendix B.

7. Tenure:

Approve Jenni King, Cosmetology Instructor, has completed three (3) years of satisfactory service as a temporary employee and is, therefore, entitled to tenure status. The Public School Code requires that a record of this accomplishment be incorporated in the Minutes of this Joint Committee. The Administration recommends that the Joint Committee officers authorize the execution and presentation of a Professional Employee Contract to Jenni King.

8. Mentoring:

Approve a \$500.00 Mentor Stipend for Dave Batory, Commercial Art Instructor, Mentor to Erin Romberger, new Sports Medicine Instructor.

9. Substitute List:

A motion was made by Ms. Grimm and seconded by Ms. Weingarten to approve the Substitute List as presented.

Dr. Roche informs the JOC that WMCTC is not required to have a substitute certified in a specific program but they must have experience within that industry to substitute. These are on-call substitutes and can only substitute for a limited number of days.

Ms. Earle asks why there are substitutes up for approval on the JOC but the JOC is to approve the use of the Substitute Teaching Service.

Mr. Livengood advises that it is like a failover system, if STS does not find a candidate, WMCTC has contacts they can reach out to as well. There are situations where the instructor may specifically ask to call in a substitute on WMCTC's substitute list because they have experience or certification in the appropriate industry when STS cannot guarantee that.

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

Motion carried 7-0

Approve the following to add to the 2022-2023 Substitute List:

**Abigail Staudte (Cosmetology)
Joanna MacDonald (Cosmetology)
Danielle Longacre (Cosmetology)
Mark Zasowski (Carpentry)
Erica Scott (Nurse)**

10. FMLA:

- a. **Approve Family Medical Leave for Patrick Boyle, Instructional Assistant, beginning November 5, 2022 through February 7, 2023.**
- b. **Approve intermittent Family Medical Leave for Donald Bray, Automotive Instructor, beginning October 21, 2022 through the end of the school year or until he has met the maximum amount of time permitted under FMLA.**

11. Hiring Authority:

Approve authority be granted to the Superintendent of Record of Western Montgomery CTC and Administrative Director to appoint qualified personnel to vacant teacher, support, and other positions as needed during the period of November 8th, 2022, until the next regularly scheduled board meeting in January.

C. Agreements:

A motion was made by Ms. Grimm and seconded by Mr. Prego to approve Agreements 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	Absent

Motion carried 8-0

1. Approved Program Evaluation Volunteer: ([Appendix C](#))

Approve the Monitor Agreement for Mark Holtzman, Principal, to become an Approved Program Evaluation (APE) Volunteer for the Pennsylvania Department of Education for Public School Code of 1949 (24 P.S. §18-1803) and Chapter 339 Career and Technical Education Standards, as shown in Appendix C.

2. **Substitute Teacher Service:** ([Appendix D](#))

Approve the updated Substitute Teacher Service Agreement as shown in Appendix D. This has been updated as of last approval in August to accommodate use of Frontline services.

3. **PSBA - Professional Services Contract:** ([Appendix E](#))

Approve the PSBA Contract for Professional Services. This service is a policy review service which is comprehensive and will be tailored for WMCTC specific legal requirements.

D. **Conferences/Student Competitions:**

A motion was made by Ms. Grimm and seconded by Ms. Earle to approve Conferences/Student Competitions 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	Absent

Motion carried 8-0

1. Approve Charles Smith, SkillsUSA Advisor; Cindy Prindle, SkillsUSA Advisor, and approximately 10 students to attend the Skills District 2 Leadership Conference at the Kalahari Resort in the Pocono Mountains on November 16th - 18th. Approximate cost of \$1,140.00 paid for by SkillsUSA.
2. Approve David Livengood, Administrative Director, to attend the Skills District 2 Leadership Conference at the Kalahari Resort in the Pocono Mountains on November 16th - 18th. Approximate cost \$460.00, paid for by WMCTC.

E. **Finance:**

A motion was made by Ms. Grimm and seconded by Mr. Prego 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	Absent

Motion carried 8-0

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

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

2. Approve to pay the List of Bills until the next regularly scheduled board meeting in January, 2023.

F. Maintenance & Repairs: ([Appendix G](#))

A motion was made by Ms. Grimm and seconded by Ms. Weingarten to approve Maintenance & Repairs as presented.

Ms. Zasowski asks where these repair funds are coming from.

Ms. Wilson informs it is through grant money.

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	Absent

Motion carried 8-0

1. Approve the proposal from Heritage Fence Company to repair the front, rear, and side gates in the approximate amount of \$68,328.00, as shown in Appendix G.

G. JOC 2023 Meeting Dates:

A motion was made by Ms. Grimm and seconded by Ms. Earle to approve the JOC 2023 Meeting Dates 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	Absent

Motion carried 8-0

Approve the following dates for the 2023 JOC meetings: January 9, February 6, March 6, April 3, May 1, June 5, August 7, September 11 (Zoom 5:00PM), October 2, and November 6, 2023.

VII. New Business

None

VIII. Public Comments on Non-Agenda Items

No Comments

IX. Adjournment

A motion was made by Mr. Vecchio 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	Absent

Motion carried 8-0

The meeting was adjourned at 9:00 PM.

Respectfully submitted,

Mr. Keith McCarrick, Secretary

Ms. Megan Alaniz, Recording Secretary