



**77 Graterford Road
Limerick, PA 19468**

**Joint Operating Committee Meeting Minutes
January 9, 2023
7:00 P.M.
Board Room**

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 7:14 P.M.

JOC Members

Jay Strunk	Colleen Zasowski	Dana Hipszer
Joe Vecchio	Karen Weingarten	John Paul Prego
Patricia Grimm	Wendy Earle	Keith McCarrick (via Zoom)

Guests:

Charles Smith	Alanah Carroll	Samantha Swanger
Kennady Dean	Jada Benjamin	William Soleau
Jeff Sweeney	Kate Sweeney	Kane Sweeney
Lucie Terkowski		

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 shared that we have received approval for the Competitive Equipment Grant. The money will be used for a lift in Diesel Technology and new flooring.

All CTCs across Pennsylvania received a grant for \$144,000.00. Our goal was to renovate the Nurse's Office but that was not part of the criteria. Therefore, we are getting 6 AEDs, 'Stop the Bleed' stations, 40 1st Aid Emergency Kits for each classroom and 70,000.00 for radios for staff members and a repeater.

It is budget season, in March Mr. Livengood will be presenting the proposed budget to the sending schools. Some highlights are:

- \$70,000.00 for hosting SkillsUSA (meals, materials, etc.).
- Safety & Security - keeping locks up to date, cameras, and a police officer.
- Assistant Principal
- New Job Descriptions

We are looking at enrollment numbers for Diesel and Carpentry to decide if there is a need for a second instructor.

January 19, 2023 our Culinary Arts will be hosting "Christmas in Hawaii". Seating is at 4:30 pm and 6:00 pm at a cost of \$20 per person.

III. Public Comments on Agenda Items

No Comments

IV. Presentations

A. SkillsUSA Leadership Conference Recap - Alanah Carroll, Samantha Swanger, Kennady Dean, Jada Benjamin

Four students shared their experiences at the SkillsUSA Leadership Conference. They were the smallest group to attend yet four (4) out of the five (5) present received leadership positions. They enjoyed the time networking and bonding with other students and learning various leadership and communication skills. Their motto after the conference is "Our Time is Now".

Mr. Livengood indicated there were three (3) students going next week to the SkillsUSA State Leadership Conference.

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

Mr. Livengood provided enrollment numbers and data trends for the programs. He discussed 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 provided examples of what these numbers looked like to help put this into perspective. He then reflected on the numbers for enrollment versus waitlisting.

Mr. Livengood reminded us 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 asked how the school enrolls students based on their district.

Mr. Livengood confirmed 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 asked and received confirmation from Mr. Livengood that it is a data average over five years that determines costs for the districts.

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

Lastly, Mr. Livengood presented 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 provided examples of scheduling situations and how the home school classes and WMCTC classes timelines affect each other.

V. Committee Reports

A. Superintendent of Record's Report - Dr. David Finnerty

Dr. Finnerty thanked everyone for the valuable job they do on the JOC and in the districts.

He thanked the Western Center for the amazing Christmas cookies that were delivered prior to Christmas.

Dr. Finnerty shared that Open House feedback was that it had a great turnout and was the best one so far.

Pottsgrove sent their complete 8th grade class to WMCTC and he believes that helped to increase the enrollment interest due to that visit.

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

Ms. Wilson shared that she is working on the Food Service bid for the 2023-2024 school lunch. She met with Spring Ford to review the possibility of them serving lunch for WMCTC under their umbrella.

C. Principal's Report - Mr. Mark Holtzman

Mr. Holtzman commended our new Co-Op working in Commercial Arts, Haley Howe, for her work creating posters and flyers for Open House, updating the POS guide and SkillUSA postcards. She has made program cards with coordinating cluster colors. She also took photos and wrote featured articles on students and staff for the Newsletter.

Enrollment is up, they currently have 148 applications. Applications are due in March.

CTE-360 is a great system where they are able to view the application process which provides more data for assessment. If anyone would like a tour they can set that up with their homeschool counselor.

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

No Report

E. Solicitor's Report - Mr. Marc Davis

No Report

VI. Action Agenda

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

A motion was made by Ms. Grimm and seconded by Ms. Earle to approve the JOC Meeting Minutes of November 7, 2023 (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

Approve the JOC minutes of November 7, 2023 Meeting as shown in Appendix A.

B. Administration: ([Appendix B](#))

A motion was made by Mr. Vecchio and seconded by Mr. McCarrick to approve the Administration 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

Approve the adoption of the Resolution E. Signature shown in Appendix B. This resolution allows WMCTC's Administrative Director, Mr. David Livengood, to sign electronically for Western Montgomery Career & Technology Center.

C. Personnel:

1. Resignations:

A motion was made by Mr. Keith McCarrick and seconded by Mrs. Wendy Earle to remove 'A' under resignations.

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. The Administration recommends approving the resignation of Charles Smith, Collision Repair Instructor, effective June 9, 2023 for the purpose of retirement.
- b. The Administration recommends approving the resignation of Russell Keller, Diesel Technology Instructor, effective January 8, 2023 for the purpose of returning to industry.
- c. The Administration recommends approving the resignation of Megan Alaniz, Administrative Assistant, effective date early February 2023 for the purpose of relocation.
- d. The Administration recommends approving the resignation of Lisa Berrodin, Attendance Secretary, effective January 2, 2023.
- e. The Administration recommends approving the resignation of Patrick Boyle, Instructional Assistant, effective January 13, 2023 for the purpose of resignation.

2. Appointments:

- a. The Administration recommends approving the appointment of Lisa Berrodin, Business Secretary, at \$40,000 with benefits. Effective date January 3, 2023.
- b. The Administration recommends approving the appointment of Wendy Sigourney, Administrative Assistant, at \$40,000 with benefits. Effective date January 3, 2023.
- c. The Administration recommends approving the appointment of Lucie Terkowski, Attendance Secretary, at \$16/hr with benefits. Anticipated start date January 23, 2023.

3. Mentoring:

The Administration recommends approving a \$500.00 Mentor Stipend for Angela Reichert, Cosmetology Instructor, Mentor to Nathan Miller, new Carpentry Instructor.

4. Substitute List:

The Administration recommends approving the following to add to the 2022-2023 Substitute List:

Stephanie Van Sickle (any program)
Ashley Hundt (any program)

Motion by Mr. Keith McCarrick, seconded by Mrs. Karen Grimm 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

D. Conferences/Competitions:

1. The Administration recommends approving David Livengood, Administrative Director, to attend the annual PACTA Symposium: Pathways to Career Readiness Conference at the Hershey Lodge Convention Center in Hershey, PA, on February 9-10, 2023 for an approximate cost of \$400.00.
2. The Administration recommends approving a maximum of 40 students and 4 staff to attend the HOSA State Leadership Conference at the Valley Forge Convention Center, on March 29, -31, 2023. Students will pay for themselves in addition to fundraising. WMCTC will be responsible for advisor costs, approximate of \$1,800.00
3. The Administration recommends approving Mrs. Stephanie German, Early Childhood Education Instructor, and a maximum of 9 (nine) students to attend the FCCLA State Leadership Conference at the Seven Springs Mountain Resort in Champion, PA, on March 20-22, 2023. Students will pay for themselves in addition to fundraising. WMCTC will be responsible for the advisor cost, of approximately \$482.38.
4. The Administration recommends approving Anne-Marie Yusko to attend the Data Summit for a PIMS workshop at Hershey Lodge in Hershey PA on March 27-29, 2023. Anticipated cost to WMCTC of \$875.00

Motion by Mr. Keith McCarrick, seconded by Mrs. Karen Grimm to Approve Conferences/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	Yes

Motion carried 9-0

E. Finance:

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

The Administration recommends approving the Cash Receipts and List of Bills as shown in Appendix C.

Motion by Mr. Joe Vecchio, seconded by Mrs. Karen Grimm 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

VII. New Business

A motion was made by Mr. McCarrick and seconded by Mr. Strunk to amend to add the motion below:

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. Vecchio and seconded by Ms. Grimm for Administration to recommend authority be granted to the Superintendent of Record of Western Montgomery CTC and Administrative Director to appoint qualified personnel to vacant IA and Diesel Technology positions as needed during the period of January 9, 2023, until the next regularly scheduled board meeting in February.

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

It was also mentioned that the Personnel Subcommittee will stay the same for another year.

VIII. Public Comments on Non-Agenda Items - None

IX. Adjournment

Motion by Mr. Vecchio, seconded by Mrs. Earle to adjourn the January 9, 2023 JOC meeting.

The meeting adjourned at 8:05 pm.

Respectfully submitted,

Mr. Keith McCarrick, Secretary

Ms. Wendy Sigourney, Recording Secretary