



**77 Graterford Road  
Limerick, PA 19468**

**Joint Operating Committee Meeting Minutes  
February 6, 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 7:02 P.M.**

**JOC Members**

Jay Strunk

Colleen Zasowski

Dana Hipszer

Joe Vecchio

Karen Weingarten

John Paul Prego

Patricia Grimm

Wendy Earle

Keith McCarrick

**Guests:**

Mr. Jose Cruz

Mr. Earle

Mr. Evan Ducko & Daughter

**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

**I. Call to Order**

**A. Approval of JOC Reorganization Minutes of January 9, 2023 meeting ([Appendix A](#))**

**B. Approval of the JOC Minutes of January 9, 2023 meeting ([Appendix B](#))**

**Meeting Minutes:**

**A motion was made by Ms. Weingarten and seconded by Mr. Vecchio to approve the JOC Meeting Minutes of January 9, 2023 ([Appendix A & B](#)).**

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

Motion carried 7-0

Approve the JOC minutes of January 9, 2023 meeting as shown in Appendix A and B.

## II. Administrative Director Discussion/Information Items

Report given by Mr. Livengood:

- This month is CTE month. We purchased t-shirts for the students to wear on 'Spirit Day'. The t-shirt was designed by a Commercial Arts student. It is also Black History month but we will celebrate that in April.
- The JOC was able to see a large piece of flooring that popped off in the Electrical program. There was a motion on the JOC agenda for approval to replace flooring there and in the automotive department. Mr. Livengood will go and see the flooring and have it installed in one bay prior to doing the complete project.
- Mr. Livengood demonstrated the safety on a saw that we use in the shops that cost more but saved a student from losing their finger.
- A part from the air hoses which hang from the shop ceiling flew off when the coupler broke. It broke a car window but there is always a possibility of hitting and injuring a student. The hoses also swing out of control, also a safety concern. They will be inviting the company out to see what safety precautions we can put in place.
- Thanks to the JOC members that attended the Winter in Hawaii.
- Thursday, February 9, 2023, Mr. Livengood will be providing a tour to the Tri-Chamber Leadership group.
- March 1<sup>st</sup>, WMCTC will be holding their "Skills over Stereotypes" event at 6:00 pm – 8:00 pm. (More information under Mr. Holtzman's report)
- The Diesel program received a new lift. Hunter would like to use WMCTC as a training site for large equipment and there is a possibility to invite North Montco to our site.
- Mr. Livengood will be presenting at PACTA on February 9-10, 2023.
- The Nurse grant was approved and several items were purchased (First Aid Kits, Stop the Bleed, Radios, etc.)
- Nine (9) students placed 1<sup>st</sup> in SkillsUSA and will be competing at the state level. Three (3) are nominated to delegate positions. Next year we will be hosting the competition.
- Seacap (Culinary Arts competition) had 21 students that competed, 3 of the finalists are from WMCTC. There is a possibility of a scholarship to Johnson and Wales or \$130,000.
- The 2023-2024 proposed budget will be presented in March.
- The Board Policies (range 000) are ready for review. They will be sent out to you shortly.
- Mr. Livengood introduced Jose (Joe) Cruz, our new Diesel Instructor and Mr. Ducko, who was representing the Union.
- After the JOC meeting he will provide a quick tour of the Automotive Technology program.

## III. Public Comments on Agenda Items

No Comments

#### **IV. Presentations**

An Executive Committee meeting was held at 6:30 pm to discuss Personnel Matters.

#### **V. Committee Reports**

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

No Report

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

Ms. Wilson explained the reason for the large payback amount to the districts. A process will be put in place to ensure this doesn't happen in the future. Responses from Mrs. Grimm and Ms. Zasowski were that they understood how it could happen and we should look at it as a benefit with things increasing this year. Both acknowledged Ms. Wilson's dedication, knowledge and importance to the team here at WMCTC.

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

- CTE360 is running smoothly. Rubrics have been uploaded and there have been minor changes to the system to increase the ability to retrieve data.
- Co-op has 50 students currently participating. 47 are out in the workplace and three (3) are completing paperwork.
- Skills over Stereotypes, 6<sup>th</sup> - 9<sup>th</sup> graders will be able to participate in various programs to accomplish small skills. A flyer was sent out. So far they have 47 RSVPs. The max is about 15 per program.
- Next community dinner is a German/Amish theme. It is on March 9, 2023.

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

No Report

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

No Report

#### **VI. Action Agenda**

##### **A. Personnel:**

###### **1. Cosmetology Salon Summer Hours:**

The Administration recommends approving the WMCTC Cosmetology Salon to be open during Summer 2023 with limited hours and by appointment only.

###### **2. Appointments:**

The Administration recommends approving the appointment of Jose Cruz, Diesel Instructor, Lane 1, Step 7, at \$63,522 with benefits. Effective date February 13, 2023.

3. Mentoring:

The Administration recommends approving a \$250.00 Mentor Stipend - prorated for William Soleau, Auto Technology Instructor, Mentor to Jose Cruz, new Diesel Technology Instructor.

4. Substitute List:

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

Raven Carey (sub custodian) at a rate of \$16.50.

5. Professional Development Steering Committee:

The Administration recommends approving the following individuals to be a part of the Professional Development Team:

- Christel Smith - Instructional Aid/Parent - Parent of a Child Attending
- Kyle Longacre - Montgomery County Community College - Local Business Representative
- Phil Mest - Community Member

Motion by Mrs. Grimm, seconded by Mr. McCarrick to approve Personnel as presented.

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

Motion carried 7-0

B. 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.

2. Annual Financial Report: ([Appendix D](#))

The Administration recommends approving the Annual Financial Report for year ending June 30, 2022, as presented in the Basic Financial Statements prepared by Hutchinson, Gillihan & Freeh, P.C. as shown in Appendix D.

Motion by Ms. Zasowski, seconded by Mr. McCarrick to approve Finance as presented.

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

Motion carried 7-0

C. Lawn Care Services: ([Appendix E](#))

The Administration recommends approving the Charlestown Landscaping Contract for March 1, 2023 through December 31, 2023 as shown in Appendix E.

D. Diesel Flooring: ([Appendix F](#))

The Administration recommends approving Franklin Flooring to prepare and install Duraflex flooring in the Diesel Technology lab at a cost of \$16,710.00.

Motion by Mrs. Grim, seconded by Mr. Vecchio to approve the Charlestown Landscaping Contract as shown in Appendix E and Diesel Flooring as shown in Appendix F.

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

Motion carried 7-0

## VII. New Business

Mrs. Grimm congratulated the students that won at SkillsUSA competitions. She was happy to hear the community dinner was sold out. It was a great meal.

## VIII. Public Comments on Non-Agenda Items

Ms. Zawoski gave a shout out to the instructors that showcased the Jeep at the Auto Show. This was a partnership with Quadratech. It was built for SEMA, the largest auto show in Las Vegas, NV. There was a plate made that indicated what students built on the vehicle. A video will be sent to all staff.

## IX. Adjournment

Motion by Mr. Vecchio, seconded by Ms. Earl to adjourn the February 6, 2023 JOC meeting.

The meeting adjourned at 7:45 pm.

Respectfully submitted,

Mr. Keith McCarrick, Secretary

Ms. Wendy Sigourney, Recording Secretary