



**Joint Operating Committee Meeting Minutes**  
**May 1, 2023**  
**7:00 PM, WMCTC Board Room**

**Present:** Jay Strunk, Joe Vecchio via Zoom, Patricia Grimm, Colleen Zasowski, Karen Weingarten, Dana Hipszer, John Paul Prego, Keith McCarrick

**Absent:** Wendy Earle

**Non-Members:**

Dr. Allyn Roche, Superintendent, Upper Perkiomen S.D. & WMCTC Superintendent of Record

David Livengood, Administrative Director

Donna Wilson, Business Manager

Mark Holtzman, Principal

Wendy Sigourney, JOC Secretary

**Solicitor:**

Marc Davis, Esq., Fox, Rothschild, LLP

**Guests:**

Mrs. Anne Marie Yusko, Assistant to Principal

Mrs. Barbara Mueller, Cooperative Education

Mr. Evan Ducko, Instructor

Mr. Andrew Klein, Instructor

Mr. Phil Mest, Instructor

Mr. Chad Heffner, Facilities Manager

**Agenda**

**1. Call to Order**

The meeting was called to order by Mrs. Patti Grimm, Chairperson, at 7:18 pm.

**2. Elections**

**A. Nomination**

A motion was made by Mrs. Colleen Zasowski to nominate Mr. Dana Hipszer to the position of Treasurer. The motion was seconded by Mr. Keith McCarrick.

**Yeas:** Strunk, Zasowski, Hipszer, Vecchio, Weingarten, Prego, McCarrick, Grimm **Nays:** **Abstain:** **Motion Carries:** 8-0

## **B. Election of Treasurer**

A motion was made by Mrs. Patti Grimm to elect Mr. Dana Hipszer to the position of Treasurer. The motion was seconded by Mr. Keith McCarrick.

**Yeas:** Strunk, Zasowski, Hipszer, Vecchio, Weingarten, Prego, McCarrick, Grimm **Nays:** **Abstain:** **Motion Carries:** 8-0

## **3. Approval of Minutes**

### **A. Meeting Minutes for April 3, 2023**

A motion was made by Mr. McCarrick and seconded by Mr. Hipszer to approve the JOC Meeting Minutes of April 3, 2023.

**Yeas:** Strunk, Zasowski, Hipszer, Vecchio, Weingarten, Prego, McCarrick, Grimm **Nays:** **Abstain:** **Motion Carries:** 8-0

## **4. Presentations**

### Climate Survey

Mr. Livengood explained the outcomes from the Climate Surveys. For the Student Survey there was comparative data from last year. Based on that data, there have been improvements. The survey goes out every April and results will be presented at the May JOC meetings.

Some considerations for the Student Survey:

- Some factors to consider are there were three new instructors' mid-way through the year. Therefore, some students may not have transitioned well and be disappointed in the education received.
- Students may not be going into their field of study but using what they have learned here to pay their way through college. (i.e., cutting hair to pay for college tuition)

Some considerations for the Staff/Faculty Survey:

- Need to work better on helping IEP students
- The Student Ambassador program has helped with students feeling connected in decision making and participating in events.

Mr. Strunk also stated that most survey's come back to be around 80% (approval) to 20% (disapproval) and based on our data it looks like it's about 90% to 10%. He feels like we are in a good place. He also suggested that on the questions that have negative data, to add a comment to be able to dig deeper to find out the reason for disapproval.

### Maintenance Plan

A document was prepared that broke down the areas where funding is needed. Mr. Livengood showed a video of a meter that was leaking that was a cost of \$25,000. We hope to have the plan ready for the 2024 - 2025 school year. It was difficult to construct a plan based on not having past history therefore, we are developing as we begin to experience deterioration of equipment. Mr. Livengood and Mr. Heffner are working diligently to create a maintenance plan in the format requested below.

The feedback was that they would like to see a breakdown of the planned equipment/cost versus the unplanned equipment/costs. ICS does not look at our equipment.

## **5. Public Comment to Address Agenda Items Only**

## **6. WMCTC Reports**

### **A. Administrative Reports**

Mr. Livengood presented the following:

- Mr. Livengood attended the Technical Education Day in Harrisburg, visiting 6 representatives. Most of them have toured the programs at WMCTC. The discussions held were on the following topics:
  - Certifications, this is a big concern
  - CTE needs more funding

A document that had been presented to the representatives was distributed to the JOC members for reference.

- We have held our interviews for the student Emcees for the Sr. Award & Recognition Ceremony. The emcees will be the following:
  - Julie Boyle
  - Alexandra Stadelmeyer
  - Matthew Holland will be sharing a testimonial of his time here at WMCTC
- WMCTC hosted the TriCounty Chamber meeting in April. We were happy to see Mr. Baran Schultz from Schultz Technologies.
- We also held the Director's meeting with those from Bucks/Chester/Delaware and Montgomery County attending.
- NOCTI performance testing and OAC meetings were held. Mr. Holtzman will talk about the NOCTI testing. The OAC recommendations will be reviewed and communicated out to all of you.
- Space on campus is limited. We currently hold a MCIU program, CEO, that we are considering moving to the boardroom. This is to make space for a workout room for our PE Program. JOC meetings would then be held in the restaurant. This is still in the early stages but next month Mr. Livengood will bring more information and a proposed plan.
- Mr. Livengood reviewed the important dates. Please let us know if you would like to attend any events on the calendar. For the car show, the car giveaway will be at noon.

Mr. Holtzman presented the following:

- They have processed 352 applications and there are 739 students enrolled for next year. There are 77 on the waitlist with Cosmetology having 24, Culinary Arts with 11, Carpentry with 10 and Welding with 11. There is movement already with the accepted students so they have re-opened the application period.
- NOCTI went well, especially since there were several new instructors. The mentors did a great job coaching them through the process. NOCTI scores are at 94% with students being competent

and advanced. There is one program still working on the scores for about 12 people.

- There are 55 Co-Op students participating in Work-Based Learning.
- Mr. Holtzman introduced the following guests, Mr. Evan Ducko, Electrical instructor, Mr. Phil Mest, HVAC instructor, Mr. Andrew Klein, Advanced Manufacturing instructor, Mrs. Barb Mueller, Co-Op Education, Mr. Chad Heffner, Facilities Manager and Anne Marie Yusko, Assistant to the Principal.

Mrs. Patti Grimm acknowledged Mr. Holtzman for his work here at WMCTC as it was National Principal Day.

## **B. HOSA**

### **C. Important Dates**

1. May 3, 2023 - ACTE Conference
2. May 4, 2023 - Cinco de Mayo Community Dinner, 4:30 pm and 6:00 pm (Sold Out)
3. May 12, 2023 - Field Day - PM Only, Signing Day PM Only
4. May 8 -12, 2023 - Teacher Appreciation Week
5. May 15, 2023 - Staff Appreciation Lunch, 10:30 am to 11:30 am
6. May 16, 2023 - In-Service Day
7. May 18, 2023 - NTHS Celebration at 12:00 pm
8. May 20, 2023 - Car Show- Pancake Breakfast- Car Giveaway 12:00 pm
9. May 24, 2023 - Sr. Award & Recognition Ceremony, Upper Perkiomen Sr. High School, 7:00 pm
10. May 29, 2023 - Memorial Day - School Closed
11. May 31, 2023 - New Student Orientation
12. June 5, 2023 - JOC Meeting, 7:00 pm
13. June 8, 2023 - Last day of School
14. June 9, 2023 - In-Service Day

## **7. Additional Reports**

- A. Superintendents Report – No Report
- B. Solicitor’s Report – No Report
- C. Board Secretary’s Report – No Report
- D. Other Advisory Reports:
  1. Personnel Committee - They met this evening and will continue to meet to discuss Act 93.
  2. Policy Committee - They will begin to review the policies in series 000.
  3. Facilities Committee - Mr. Livengood will schedule a meeting after all the district graduations.

## **8. Old Business – None (Policy 2<sup>nd</sup> Reading)**

## **9. New Business – (Policy 1<sup>st</sup> Reading)**

- A. 000 - JOC Policy/Procedure/Administration Regulations
- B. 001 - Name and Classification
- C. 002 - Authority and Powers

- D. 003 - Functions
- E. 004 - Membership
- F. 005 - Organization
- G. 006 - Meetings
- H. 006.1 - Attendance at Meetings via Electronic Communications
- I. 007 - Policy Manual Access
- J. 011 - Principles for Governance and Leadership

A motion for a Voice Vote was made by Mrs. Grimm and this was the vote:

**Yeas:** Strunk, Zasowski, Hipszer, Vecchio, Weingarten, Prego, McCarrick, Grimm

**Nays: Abstain: Motion Carries: 8-0**

## 10. Personnel

### A. Resignation

1. A letter of resignation was received from Mr. Evan Ducko, Electrical Occupations Instructor, on April 24, 2023. The effective date will be June 23, 2023.

### B. Retirement

1. A letter of retirement was received from Mr. Daniel Walker, Custodian, on April 5, 2023. The effective date will be June 9, 2023.

A motion was made by Mr. McCarrick and seconded by JP Prego to approve the Personnel matters as presented.

**Yeas:** Strunk, Zasowski, Hipszer, Vecchio, Weingarten, Prego, McCarrick, Grimm **Nays: Abstain: Motion Carries: 8-0**

## 11. Finance

### A. Approval of Cash Receipts and List of Bills

### B. Administration seeks approval for the 2023-2024 WMCTC Proposed Budget

A motion was made by Mr. McCarrick and seconded by Mr. JP Prego to approve the Finance matters as presented

**Yeas:** Strunk, Zasowski, Hipszer, Vecchio, Weingarten, Prego, McCarrick, Grimm **Nays: Abstain: Motion Carries: 8-0**

## 12. Other Action Items

- A. The Administration recommends the approval of the Administrative Director and Principal, to attend the PACTA (Pennsylvania Association of Career & Technical Administrators) Leadership Conference for Career and Technical Education: in State College, PA, on July 24-27 2023, for an approximate cost of \$1,500.

A motion was made by Mr. McCarrick, and seconded by Mrs. Weingarten to table the approval of 12.A until a future meeting.

**Yeas:** Strunk, Zasowski, Hipszer, Vecchio, Weingarten, Prego, McCarrick, Grimm

**Nays: Abstain: Motion Carries:** 8-0

- B. The Administration recommends the approval of Mr. Dave Livengood, Administrative Director, and Ms. Kenly Adair, ECE student, and Guardian of Kenly Adair to attend the FCCLA Leadership Conference in Denver, Co, from July 2-7, 2023 for an approximate cost of \$5,000.
- C. The Administration recommends the approval of Mrs. Erin Romberger, Instructor to attend the HOSA National Conference in Dallas, TX on June 20-24, 2023 at a cost of \$2,020 for the chaperone. To be the chaperone for a student who is paying their own way to attend the conference.
- D. The Administration recommends the approval of the Transition Agreement to transfer third party access to information and technology resources from GO2 to Montgomery County Intermediate Unit as of May 1, 2023
- E. The Administration recommends the approval of the Go2 Network Service Time & Materials Agreement at itemized amounts specified in the agreement.
- F. The Administration recommends the approval of the Montgomery County Intermediate Unit Service Agreement at a monthly cost of \$7,250
- G. The Administration recommends the approval of the Annual PSBA Membership Renewal for Policy Maintenance for 2023-2024 at a cost of \$1,525.
- H. The Administration recommends the approval of the 2023-2024 Textbook Inventory.

A motion was made by Mrs. Weingarten, and seconded by Mr. McCarrick to approve the Other Action Items as presented.

**Yeas:** Strunk, Zasowski, Hipszer, Vecchio, Weingarten, Prego, McCarrick, Grimm **Nays: Abstain: Motion Carries:** 8-0

### 13. Adjournment

A motion was made by Mrs. Weingarten, and seconded by Mr. McCarrick to adjourn the meeting.

**Yeas:** Strunk, Zasowski, Hipszer, Vecchio, Weingarten, Prego, McCarrick, Grimm **Nays: Abstain: Motion Carries:** 8-0

**The meeting Adjourned at 8:17 pm**

Respectfully submitted,

Mr. Keith McCarrick, Secretary  
Ms. Wendy Sigourney, Recording Secretary