



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

Present: Jay Strunk, Joe Vecchio, Patricia Grimm (Zoom), Colleen Zasowski, Wendy Earle (Zoom), Keith McCarrick, John Paul Prego (Zoom)

Absent: Karen Weingarten and Dana Hipszer

Non-Members:

Dr. Allyn Roche, Superintendent, Upper Perkiomen S.D. & WMCTC Superintendent of Record
Mr. David Livengood, Administrative Director
Mrs. Donna Wilson, Business Manager
Ms. Wendy Sigourney, JOC Secretary

Solicitor:

Mr. Marc Davis, Esq., Fox, Rothschild, LLP

Guests:

Mr. Will Soleau, Instructor

AGENDA

1. Call to Order

Mrs. Colleen Zasowski, vice-chairperson, called the meeting to order at 7:00 p.m.

2. Approval of Minutes

A motion was made by Mr. Keith McCarrick and seconded by Mrs. Patti Grimm to approve the JOC Meeting Minutes of June 5, 2023.

Yeas: Strunk, Zasowski, Vecchio, Prego, Earle, McCarrick, Grimm

Nays: Abstain: Motion Carries: 7-0

3. Anyone Wishing to Address Agenda Items - None

4. WMCTC Reports

A. Administrative Reports

Mr. Livengood shared that we are in the 2nd round of interviews for the Principal position. Three candidates will return and be interviewed by himself: Mr. Rizzo, Mrs. Grimm, and Mrs. Wilson. All other positions are fully staffed for the start of the school year.

He has expedited a couple of Certifications today to have teachers ready by August 28.

Projects previously discussed are underway: HVAC floors, moved Protective Services, and Electrical Occupations.

Mr. Livengood went to FCCLA, where student Kenley Adair placed second in her specialized area but did not receive gold. Another student qualified to attend HOSA, where he also placed. Both students will be attending a future meeting.

We are also currently working on our security system, ventilation, and hot water heater, which will arrive tomorrow.

Mrs. Donna Wilson reported on some financial questions that Mr. McCarrick was questioning. There were specific expenditures that he was wondering what they were for, and she clarified those without any further questions.

B. Student Awards - None

C. Important Dates

1. August 22 - 24 - In-Service
2. August 28, 2023 - First Student Day
3. September 1, 2023 - Holiday for 10-Month Employees
4. September 4, 2023 - Holiday for all Employees
5. September 11, 2023, JOC Meeting via Zoom at 5:00 pm

5. Additional Reports

A. Dr. Allyn Roche presented the following:

- Mr. Roche had stayed in touch closely over the summer by participating in Principal Interviews and supporting Mr. Livengood.
- He is glad to hear we will be fully staffed for the school year's start.

B. Mr. Marc Davis, Esq. emphasized that when going through the PSBA Board Policies, we need to take note of three areas:

- When reviewing the policies, make them applicable to the CTE environment.
- Some policies are repetitive (i.e., Sunshine Law); determine if you need both.
- A number of policies are voluntary, meaning they use 'shall' versus 'will.' Using 'shall' leaves open a wide door for misunderstanding in situations.

Mrs. Zasowski asked where we are with the capital budget. Mr. Livedgood responded that there will be a meeting held on August 10, 2023, with the Superintendents to see what they do, where we are, and how to move forward.

C. Mr. Keith McCarrick, JOC Secretary, no report.

D. Other Advisory Groups

- Personnel
 - This upcoming year, there will be two contracts that Mr. Livengood would like for them to review (IA and Support Staff contracts).
- Policy
 - We are working on a spreadsheet that will allow the advisory group to review all four schools' policies at one time.
 - Mrs. Wendy Earle shared that she will need to step down from her role as the chair of the committee. We will address this at a later date.
- Facilities
 - There has been good communication from Mr. Livengood to the committee, so they have been aware of the progress.

6. **Old Business - None**

7. **New Business - None**

8. **Personnel Matters**

A motion was made by Mr. Keith McCarrick and seconded by Mrs. Patti Grimm to approve the following motions for Employment:

A. Employment

- Mr. Thomas Bartholomew will begin employment on August 22, 2023, as the Welding Instructor at Lane 3, Step 6, with a salary of \$62,428.
- Mr. Harry McGinnis will begin employment on August 22, 2023, as the Electrical Instructor at Lane 5, Step 11, with a salary of \$88,193.
- Mrs. Danielle Longacre will begin employment on August 22, 2023, as an Instructional Assistant at an hourly rate of \$14.94.
- Mrs. Peggie Warfel will begin employment on July 31, 2023, as custodial staff at an hourly rate of \$18.40 an hour.

Yeas: Strunk, Zasowski, Vecchio, Prego, Earle, McCarrick, Grimm

Nays: Abstain: Motion Carries: 7-0

A motion was made by Mr. McCarrick and seconded by Mrs. Wendy Earle to approve the following motion for Employment:

- Mr. Mark Zasowski will begin employment on August 22, 2023, as the Carpentry Instructor at Lane 1, Step 7, with a salary of \$63,522.

Yeas: Strunk, Vecchio, Prego, Earle, McCarrick, Grimm

Nays: Abstain: 1-Zasowski Motion Carries: 6-0

A motion was made by Mr. McCarrick and seconded by Mr. Joe Vecchio to approve the following motions for Personnel (B-F):

B. Resignations

- Mr. Nathan Miller, Carpentry Instructor, submitted his letter of resignation on July 10th, 2023. His last day of employment will be effective on July 31, 2023.

C. Hiring Authority

- The Administration recommends authority be granted to the Superintendent of Record of Western Montgomery CTC and Administrative Director to appoint qualified personnel to the vacant teacher, support, and other positions as needed from August 5, 2023, until the next regularly scheduled board meeting on September 11, 2023.

D. Cosmetology Extended School Day

- The Administration recommends approving the Cosmetology Extended School Day Program on Thursdays from 2:00 to 7:00 P.M., October 5, 2023, to May 23, 2024.

E. Supplemental Contracts

The Administration recommends approving the Supplemental Contracts:

1. Mrs. Angela Reichert and Ms. Jenni King, Cosmetology Instructors, for the Cosmetology Extended School Day Program, not to exceed 120 hours for the 2023-2024 school year at a rate of \$44.00/hr. The \$50.00 student fee and revenue from the Salon will cover the cost.
2. Mr. David Batory, Commercial Art Instructor, for Commercial Art activities as needed, with Administration approval, not to exceed 50 hours for the 2023-2024 school year at a rate of \$44.00/hr.
3. Mrs. Anne Marie Yusko, Administrative Assistant to the Principal, as the PIMS Coordinator, will receive a stipend of \$2,000 for the 2023-2024 School Year.
4. Mrs. Cindy Prindle, Student Success Coordinator, as the Perkins Coordinator, will receive a stipend of \$2,000 for the 2023-2024 school year.
5. Georgiann Fisher, Director of Human Resources at Upper Perkiomen School District, to provide HR support from July 1, 2023, through June 30, 2024, at \$4,000.

F. After-Hours Security

- The Administration recommends approving one faculty member to work for the purpose of security no more than four hours on those Thursdays when Cosmetology has the extended school day. Compensation is set at \$20.00/hr.

Yeas: Strunk, Zasowski, Vecchio, Prego, Earle, McCarrick, Grimm

Nays: Abstain: Motion Carries: 7-0

A motion was made by Mr. Keith McCarrick and seconded by Mr. Joe Vecchio to approve the following substitutes for the 2023-2024 school year:

Susan Davis	Tom Henry	Rebecca Tomlinson
Joseph Marshall	Mark Zasowski	Joanna MacDonald
Abigail Staudte	Erica Scott	Wendy Palma

Yeas: Strunk, Vecchio, Prego, Earle, McCarrick, Grimm

Nays: Abstain: 1-Zasowski Motion Carries: 6-0

9. Finance Approvals

A motion was made by Mr. Keith McCarrick and seconded by Mr. Joe Vecchio to approve Cash Receipts and List of Bills.

Yeas: Strunk, Zasowski, Vecchio, Prego, Earle, McCarrick, Grimm

Nays: Abstain: Motion Carries: 7-0

10. Other Matters for Consideration

A motion was made by Mr. Keith McCarrick and seconded by Mr. Joe Vecchio to approve

- The Careers through Culinary Arts Program (C-CAP) Partnership Agreement for the 2023-2024 school year.
- The Welding Quote from Linde for a total cost of \$20,641.

Yeas: Strunk, Zasowski, Vecchio, Prego, Earle, McCarrick, Grimm

Nays: Abstain: Motion Carries: 7-0

11. Board Comment

Mr. Joe Vecchio shared his condolences on behalf of the JOC to Mrs. Barb Mueller at the loss of her father yesterday. We will send flowers on behalf of the JOC and WMCTC.

12. Public Comment - None

13. Adjournment

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

Yeas: Strunk, Zasowski, Vecchio, Prego, Earle, McCarrick, Grimm

Nays: Abstain: Motion Carries: 7-0

The meeting Adjourned at 7:24 p.m.

Respectfully submitted,

Mr. Keith McCarrick, Secretary

Ms. Wendy Sigourney, Recording Secretary