



**Joint Operating Committee Meeting Minutes  
September 11, 2023  
5:00 PM, via Zoom**

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

**Absent:** None

**Non-Members:**

Dr. Allyn Roche, Superintendent, Upper Perkiomen S.D. & WMCTC Superintendent of Record  
Mr. Robert Rizzo, Superintendent, Spring-Ford Area S.D.  
Dr. 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. Patti Grimm, Chairperson, called the meeting to order at 5:01 p.m. Let's remember today is September 11th, and what happened 12 years ago and never forget. There are no changes or additions to the agenda.

**2. Approval of Minutes**

A motion was made by Mrs. Patti Grimm and seconded by Mr. Keith McCarrick to approve the JOC Meeting Minutes of August 7, 2023.

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

**Nays: Abstain: Motion Carries: 9-0**

**3. Anyone Wishing to Address Agenda Items - None**

#### **4. Public Comment to Address Agenda Items Only - None**

#### **5. WMCTC Reports**

- **Administrative Reports**

Mr. Livengood shared a couple of things that have been happening at the Western Center. He met with the Superintendents and the Business Managers in August to talk about Capital Improvement Funding, what that might look like and, where we were going with that, and what needs to happen. They had a very good meeting.

Right now, we are looking at working with ICS again to revamp the plan they gave us before and come up with a 10-year plan and a cost structure on how to do this. So, to recap, this is something we've been working on for a while. And we have to make sure all districts have a say in this and for change and the way we fund the building.

Our food service is provided by Spring-Ford (Aramark) this year. It is going well. We have had very few complaints besides dishwasher issues or the gas tripping.

We've had three safety audits since the summer.

- One was from Montgomery County, Department of Public Safety. This is done every two years. The county comes out and does a walk through the building. They provided us with a report. We received a great review of our advancements since the last visit, two years ago.
- There was also an inspection by the health department, which occurs every three years. And besides some brown ceiling tiles, and a couple of receptacles, that was the only finding. These need to be fixed within three years.
- Today, the Limerick Township Fire Marshal was out for their fire inspection, which went well.

So there have been a lot of safety inspections. There will be one in October from the state and PDE. Once that review is complete, the building safety should be in great shape.

Career and Technical Education for the state of PDE has a new borough director. His name is Judd Pitman. Lee Burkett retired, and Judd is her replacement. Judd came from Thaddeus Stevens College, where he worked with the president of the college. He is familiar with PDE from prior work. He will be in the eastern part of the state on Friday. Mr. Livengood will try to meet him if it fits into his schedule. He is also inviting him here for a campus visit.

A question from Jay Strunk asked for an update on the complaint about the noise level. Mr. Dave Livengood responded that the neighbor who complained actually stopped over one day and met with him. That day, he went over to her property to listen.

There is a faint sound that can be heard. It's a humming sound. They thought that there was a bearing going bad in the chiller. The technician said he didn't believe so. We can drain the oil to see if there are any metal fragments in it, but this is an expensive process. He is getting prices on that in case that is needed. We have looked at chiller blankets, which is about \$128,000. Right now, the neighbors are happy. She sent a thank you note to thank us for being proactive and coming to see what they were experiencing.

Mrs. Donna Wilson reported that she is preparing for the Financial Audit that is soon approaching.

Mr. Craig Robinson indicated that he is very excited to come on board on October 17, 2023, when his 60 days are up in Philadelphia.

Mr. Dave Livengood shared the enrollment numbers for this year.

- A total of 707 students enrolled, 394 in the AM and 314 in the PM
- 175 from Pottsgrove, 314 from Upper Perk, and 218 from Spring-Ford

SkillsUSA will be participating in the community night at the Limerick Generating Station. A couple of students will be talking about the Western Center. Mr. Livengood will be attending as well.

TSS came in and took the student photos and will be generating our student IDs. Parents will also have the opportunity to purchase the photos. A question was asked if we do yearbooks, and the answer was no.

## **B. Student Awards - None**

## **C. Important Dates**

1. October 2, 2023, JOC Meeting at 7:00 p.m.
2. October 25, 2023, OAC Meetings - OAC meetings are Occupational Advisory Committee meetings that are required by the state to be held twice a year. WMCTC holds one in the fall and one in the spring. They meet by program, and industry representatives come in to share what is happening in their specific industry and make recommendations for WMCTC to stay current. This may include program changes, equipment to be purchased, etc. You are more than welcome to come and join us for dinner and the meetings. We will let you know the time they begin.

## **6. Additional Reports**

- Dr. Allyn Roche said it was nice to see everyone.

The meeting with the Superintendents and Business Office Managers went well. The potential for capital is going to boil down to how the money is put into the General Fund. If there is extra funding at the end of the school year, will it go to the Capital Fund account? If so, this is not the way articles are written. This will be

something that we're going to have to grapple with moving forward. Mr. Livengood will continue to lead that discussion, but it was a good discussion by everybody with lots of ideas and opinions.

He also had the opportunity to introduce Georgiann Fisher, Director of Human Resources (HR), at the August In-Service meeting at WMCTC. She will be on board until June 30, 2024. At that time, the Director of HR from Spring-Ford will come on for a two-year term. Mr. Rizzo will join the JOC in January.

- Mr. Marc Davis, Esq. , no report.
- Mr. Keith McCarrick, JOC Secretary, no report.
- Other Advisory Groups
  - Personnel
    - The group met a few times on Zoom and discussed the mentoring program, which required more stringent regulations and a rubric.
    - This upcoming year, there will be two contracts that Mr. Livengood would like for them to review (IA and Support Staff contracts).
  - Policy
    - Patti will reach out to everyone.
  - Facilities
    - There has been good communication from Mr. Livengood to the committee, so they have been aware of the progress. What is the status of the Security System? The alarms are older, and we are having a hard time finding parts. Mr. Livengood is looking into this.

**7. Old Business - None**

**8. New Business - None**

**9. Personnel Matters**

A motion was made by Mrs. Patti Grimm and seconded by Mrs. Wendy Earle to approve the following motions for Employment (A):

**Employment**

- Mr. Craig Robinson will begin employment on October 17, 2023, as the Principal at a salary of \$108,000

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

**Nays: Abstain: Motion Carries: 9-0**

A motion was made by Mr. Keith McCarrick and seconded by Mrs. Wendy Earle to approve the following motion for Resignation (B):

- Ms. Madison Reger provided a letter of resignation on August 11, 2023, effective August 15, 2023.

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

**Nays: Abstain: Motion Carries:** 9-0

A motion was made by Mrs. Grimm and seconded by Mr. McCarrick to approve the following motion for Mentoring (C):

Approval is needed for the following mentors:

- Heather Zornek will mentor Thomas Bartholomew
- Stephanie German will mentor Harry McGinnis
- William Soleu will mentor Joe Cruz
- Phillip Mest will mentor Mark Zasowski
- Lisa Cassidy-Lawler will mentor Michael Burch
- PJ (Patricia) King will mentor Sean English

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

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

A motion was made by Mr. McCarrick and seconded by Mrs. Patti Grimm to approve the following motions for Personnel (D-E):

Conferences

- The Administration recommends approval for Ms. Julia Powers to attend the PACTA: Workshop for CTE School Counselors on October 10-11, 2023, at State College, PA, not to exceed a cost of \$750.
- The Administration recommends approval for Mrs. Cindy Prindle to attend the PA District Leader Summit on October 5-6, 2023, in Altoona, PA, not to exceed a cost of \$500.

Supplemental Contracts

- The administration recommends that Mr. Andrew Klein be compensated \$2,000 for his new role as SkillsUSA advisor.

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

**Nays: Abstain: Motion Carries:** 9-0

## 10. Finance Approvals

A motion was made by Mrs. Patti Grimm and seconded by Mr. Keith McCarrick to approve Cash Receipts and List of Bills.

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

**Nays: Abstain: Motion Carries:** 9-0

## **11. Other Action Items**

A motion was made by Mr. Keith McCarrick and seconded by Mrs. Colleen Zasowski to approve

- The administration recommends approving the following Handbooks for the 2023-2024 school year.
  1. Student Handbook
  2. Faculty and Staff Handbook
- The administration recommends the Memorandum of Understanding with the American Federation of Teachers (AFT) on Mentor Stipend as presented.
- The Administration recommends approving the review of the WMCTC Health and Safety Plan as required by the Pennsylvania Department of Education as presented. (No Change)

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

**Nays: Abstain: Motion Carries:** 9-0

## **12. Board Comment**

- Mrs. Patti Grimm shared that she is proud to represent WMCTC and is happy the numbers are up. She is excited to see what the students can do this year
- Mr. Keith McCarrick affirmed what Dr. Allyn Roche said: he wished there was more of a balance between school enrollment numbers.

## **13. Public Comment - None**

## **14. Adjournment**

A motion was made by Mrs. Patti Grimm and seconded by Mr. Keith McCarrick to adjourn the meeting.

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

**Nays: Abstain: Motion Carries:** 9-0

**The meeting Adjourned at 7:32 p.m.**

Respectfully submitted,

Mr. Keith McCarrick, Secretary

Ms. Wendy Sigourney, Recording Secretary