



**Joint Operating Committee Meeting Minutes  
October 2, 2023  
75:00 PM**

**Present:** Jay Strunk, Patricia Grimm, Colleen Zasowski, Wendy Earle (via Zoom), Keith McCarrick, John Paul Prego, Karen Weingarten, and Dana Hipszer

**Absent:**

**Non-Members:**

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

**Solicitor:**

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

**Guests:**

Mrs. Angela Reichert, Instructor  
Ms. Danielle Longacre, Instructional Assistant  
Mr. Mark Zasowski, Instructor  
Rossangela Padilla, Student  
Ruth Padilla, Student's Sister  
Fatima Cabrera, Student's Mother

**AGENDA**

**1. Call to Order**

Mrs. Patti Grimm, Chairperson, called the meeting to order at 7:00 p.m. Mrs. Grimm mentioned that Mr. Joe Vecchio resigned from his position, and Pottsgrove will elect someone to fill the unexpired term.

**2. Approval of Minutes**

A motion was made by Mrs. Colleen Zasowski and seconded by Mr. Keith McCarrick to approve the JOC Meeting Minutes of September 11, 2023.

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

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

### **3. Presentations**

- Mr. Dave Livengood introduced Rossangela Padilla, an Upper Perkiomen High School student. She placed 2nd in the SkillsUSA state competition. She then competed in the International SkillsUSA competition and placed in the top 25 out of 23,000 students nationwide. She shared her experience and indicated she will participate in a different event this year that will align more with her career direction. It deals more with a person's digestive system, diseases, and physiology than physical therapy.
- Mr. Dave Livengood introduced two new employees, Mr. Mark Zasowski and Ms. Danielle Longacre.
  - Mr. Zasowski shared he has been employed for 31 years in the painting and construction industry. He was hired over the summer to be the Carpentry instructor. Walking in, he was terrified, but after a month, he really loves teaching. He has found that where he usually performs a task, he now has to think about how to teach someone the task. Technology has been his biggest challenge, but he quickly catches on.
  - Ms. Longacre is a graduate of WMCTC and a licensed Cosmetologist. She had left and went into industry to do some teaching but realized that she loved working as an Instructional Assistant with students here at WMCTC, where she began.

We will invite two additional new employees to another meeting since they were unavailable to attend this meeting. They are Mr. Harry McGinnis, the Electrical instructor, and Mr. Thomas Bartholomew, the Welding instructor.

### **4. Everyone Wishing to Address Agenda Items - None**

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

### **6. WMCTC Reports**

#### **A. Administrative Reports**

- Mr. Dave Livengood shared that they were trying to fill a few open seats in Dental Occupations and Early Childhood Education (AM classes only.)
- On October 24 - 26, 2023, the 339 Review will take place. It occurs every five years, but this is the 6th year due to COVID. This will be a full Academic Audit reviewing IEPs, lesson plans, learning guides, OAC involvement, etc. We are aware of some missing meeting minutes due to the transition of employees therefore, we have already put in process a plan to safeguard us in the future. They will send Chris Davis and three other Administrators to spend two days reviewing our data and programs. On the last day, they will prepare a report. Mr. McCarrick, Mrs. Grimm, and Mrs. Zasowski have asked to join us for the Audit report.

We have two Trane quotes on the agenda. The first quote is for the coil that went bad and leaked into a classroom.

The second quote is the price to have the oil in the chiller replaced to see if there are metal fragments in the oil. The oil is supposed to be guaranteed for a lifetime. Therefore, it was discussed whether it is financially worth having it tested. It was decided by the group that we will not move forward with having this done.

Shop Specialities visited to maintain equipment that hadn't been maintained within most likely the last 13 years. Some of this equipment didn't work or wasn't safe. They did a fantastic job, and we will continue to use them since this is beyond the scope of the Facilities Department.

- In Mrs. Donna Wilson's absence, Mr. Livengood stated that the Financial Audit began today. They picked up our materials today and should have a report by next month's meeting.
- Mr. Craig Robinson has been out of the office with some health issues but will be ready to go by October 17, 2023. He and Mr. Livengood have been in communication, and Mr. Livengood feels confident that Mr. Robinson will hit the ground running.

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

## **C. Important Dates**

1. October 24-26 Approved Program Evaluation (PDE)
2. November 6 JOC Meeting at 7:00 pm
3. November 7 In-Service
4. November 20 In-Service (Trade-Off Day for August 17)
5. November 21 In-Service (Trade-Off Day for August 18)
6. November 22 No 10-Month Employees
7. November 23 School Closed – Thanksgiving Break
8. November 24 School Closed – Thanksgiving Break

## **7. Additional Reports**

- Dr. Allyn Roche spent time here at WMCTC this week to cover for Mr. Livengood one morning. It was fun for him to see his Upper Perkiomen students arrive and look confused to see him. He has also been in communication with Mr. Livengood, as some behavior issues have been on the rise. This will be his last week serving as the Superintendent of Record on the Joint Operating Committee. Several individuals shared they appreciated his professionalism, humor, and strong stand for what is best for the school.

He left us with some thoughts as we move forward to think about. One thing to consider is whether we should continue paying for students to attend national conferences for CTSOs.

Mrs. Zasowski mentioned that we should continue discussing the Capital Fund. Mr. Livengood met with the Superintendents and Business Managers, but more work is needed. We will continue to keep this at the forefront.

- Mr. Marc Davis, Esq., no report.
- Mr. Keith McCarrick, JOC Secretary, no report.
- Other Advisory Groups
  - Personnel Advisory Group
    - This upcoming year, there will be two contracts that Mr. Livengood would like for them to review (IA and Support Staff contracts).
    - They will be working on the Support Staff contract next. The contracts have been sent to the employees to review, and they will have two representatives present at the upcoming meeting.
  - Policy Advisory Group
    - Nothing to report at this time.
  - Facilities Advisory Group
    - Nothing to report at this time.

## 8. Personnel Matters

A motion was made by Mrs. Patti Grimm and seconded by Mr. Keith McCarrick to approve the following motions for Conferences (A.1-2):

### Conferences

- For Mrs. Barbara Mueller to attend the Co-Op Conference at The Penn Stater Hotel and Conference Center in State College from October 19-20, 2023, at a cost not to exceed \$700.
- For a maximum of 7 staff members to attend the Integrated Learning Conference at The Penn Stater Hotel and Conference Center in State College from November 8-10, 2023, at a cost not to exceed \$3,500.

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

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

A motion was made by Mrs. Patti Grimm and seconded by Mr. Keith McCarrick to approve the following motion for Supplemental Contracts (B.1-3):

- The resignation of Mr. Chuck Smith as the SkillsUSA Advisor.
- Mr. Sean English as the replacement SkillsUSA Advisor for the 2023-2024 school year with a stipend of \$2,000.
- The employment of Sophia Englert (Caia) as the Commercial Arts Co-Op student for the 2023-2024 school year at a rate of \$12.00 per hour.

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

**9. Finance Approvals**

A motion was made by Mrs. Patti Grimm and seconded by Mrs. Colleen Zasowsk to approve Cash Receipts and List of Bills.

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

**10. Other Action Items**

A motion was made by Mrs. Patti Grimm and seconded by Mr. JP Prego to approve the quote from Trane to remove reheat from VAV and install new heat at a cost of \$2,434.

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

A motion was made by Mrs. Patti Grimm and seconded by Mr. Keith McCarrick to disapprove of the quote from Trane to change the oil in the chillers at a cost of \$6,839.

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

**11. Board Comment** - Mrs. Colleen Zasowski shared that after Dr. Roche's term has expired, it will still be nice to have him at Upper Perkiomen.

**12. Public Comment - None**

**13. Adjournment**

A motion was made by Mr. Keith McCarrick and seconded by Mr. JP Prego to adjourn the meeting.

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

**The meeting Adjourned at 7:43 p.m.**

Respectfully submitted,

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