



**Joint Operating Committee Meeting Minutes
November 6, 2023
7:00 PM**

Present: Jay Strunk, Patricia Grimm, Keith McCarrick, John Paul Prego, Karen Weingarten, and Dana Hipszer

Absent: Colleen Zasowski, Wendy Earle

Non-Members:

Mr. Robert Rizzo, Superintendent, Spring-Ford S.D.
Mr. David Livengood, Administrative Director
Mr. Craig Robinson, Principal
Ms. Donna Wilson, Business Manager
Ms. Wendy Sigourney, JOC Secretary

Solicitor:

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

Guests:

Mr. William Soleau, Instructor

AGENDA

1. Call to Order

Mrs. Patti Grimm, Chairperson, called the meeting to order at 7:00 p.m. Mrs. Grimm asked everyone to introduce themselves since we have a new member, Mr. Chuck Nippert.

2. Approval of Minutes

A motion was made by Mrs. Patti Grimm and seconded by Mrs. Karen Weingarten to approve the JOC Meeting Minutes of October 2, 2023.

Yeas: Strunk, Prego, McCarrick, Grimm, Hipszer, Weingarten

Nays: Abstain: Motion Carries: 6-0

3. Presentations - None

4. Everyone Wishing to Address Agenda Items - None

5. Public Comment to Address Agenda Items Only - None

6. WMCTC Reports

1. Administrative Reports

1. Mr. Dave Livengood reported on our 339 Review. It went very smoothly. The instructors have been working on submitting data since last year and moving it into the correct file structure for the review. They were particularly pleased with the cleanliness and organization of the programs. They also appreciated Mr. Livengood's transparency with the faculty and staff.
 - Some recommendations they shared were the following.

We need safety stickers. They said that we needed to have the NOCTI scores on the student transcripts, but we found out that isn't a state requirement, so that it won't be a corrective action. CATS is a corrective action, but we have already received reapproval of all of our programs we are just waiting on the OAC meeting minutes, and then we will have completed fixing the corrective action.
 - There has been some discussion about best practices versus corrective action. Over there years, some procedures have been considered best practices, and the line between what is a state requirement and a best practice has become a bit unclear.
 - Overall, WMCTC will have minimal corrective actions.
 - Mr. Jay Strunk attended the report out and said he learned a lot. The most important was that their purpose for coming was to elevate the school, not find faults. It's to make something good, greater.
 - He had three points.
 - He was very impressed with the reviewers, they were great role models.
 - "My eyes saw, my ears heard, and my heart felt." Eyes - This equates to cleanliness, strong learning guides, and quality equipment. The kids were working without needing instruction and in groups. This shows a level of professionalism with the instructors that they kept order, and students knew what to do.
 - Ears - The students said what they like best is the instructors.
 - Heart - Impressed that they said they would send their kids here.
 - Real learning isn't the accumulation of knowledge but the application of that learning. He shared about math class teachers sharing with the program instructors, so they know how to incorporate current learning into the skills learned in the program.
 - Mr. Keith McCarrick shared that the biggest compliment on him was the fact that they said they would send their kids to WMCTC. He said they recommended that we start introducing the school to the students at a younger grade level and work with the school teachers. It's a great place for visual learners to be successful.
 - Mr. Livengood was very thankful for the board members and their support.
 - They, in turn, thanked Mr. Livengood for the partnerships he has formed with the community and industry.

Mr. Harry McGinnis, our new Electrical Occupations instructor, was able to negotiate a deal with Siemens to provide the school with electrical equipment. This saved the school \$70,000.

Milwaukee donated gloves, glasses, and N95 masks. They sent us cases. They are using our students to collect survey data, then they will meet with them one-on-one for discussions, and in return, they get Milwaukee gear. It's a great partnership.

Denny's Electric is helping us with a PECO rebate for our lights. We are replacing our fluorescent lights with LED lighting. They will replace them for free. We are ordering 1000 lights, so it is saving the school \$80,000. The Electrical instructor will be working with our students to get them installed before the year's end, working with Mr. Chad Heffner, Facilities Manager.

We are taking 21 students to the SkillsUSA Leadership Conference at the Kalahari Resort. We received a \$7,500 donation from Constellation, which helped fund the trip. Mr. Livengood is the Director on Record, and Ms. Dawn Davison is the On-call nurse. Because we are hosting for the next two years, they are required to go to this conference and the State Conference. This is a rotation that takes place every ten years.

December 6, is our Open House.

Christmas cookies will be coming out, and those going off the board will still receive them. This year, Culinary Arts students are looking to make fancy cookies.

2. Ms. Donna Wilson shared that the current JOC is the best she has seen in her 32 years, and she is thankful for all they have accomplished.
3. Mr. Craig Robinson communicated that he is so grateful to be a part of the Western Center. In his three weeks here, he has felt very welcomed by staff, students, and the JOC. He had been able to get a sense of the community, having been to the OAC meetings and JOC meetings, and experiencing daily routines. He gave thanks to Mr. Livengood and Ms. Wilson for all their help.

They are in the process of getting all the Level 1 students OSHA certified. They are hoping this will be completed by January 19, 2023.

There are 22 students on Co-Op currently, and we hope to have 60 out in the field by the end of the school year while keeping the high standards of the program.

As of November 1st, we have opened up the application process for students. As of today, we have 19 students who have applied.

We will be sending out our Newsletter again. It should be out soon. We also have our social media up and running, as well as announcements on the website.

Ms. Grimm asked if Mr. Robinson had been able to get out to the schools to meet the staff and teachers. He hasn't had the opportunity to as of now but is definitely looking forward to doing this.

Mr. Livengood read a letter of appreciation to Mr. Dana Hipszer for his commitment to serving on the JOC. He also read one for Dr. Roche for serving as the Superintendent of Record.

B. Student Awards - None

C. Important Dates

A. November 7	In-Service
B. November 20	In-Service (Trade-Off Day for August 17)
C. November 21	In-Service (Trade-Off Day for August 18)
D. November 22	Building Closed- No water, Work from home
E. November 23	School Closed-Thanksgiving Break
F. November 24	School Closed - Thanksgiving Break
G. December 6	Open House at 6:00 pm - 8:00 pm
H. December 25	School Closed – Winter Break
I. December 26	School Closed – Winter Break
J. December 27	No 10-Month Employees
K. December 28	No 10-Month Employees
L. December 29	School Closed/Holiday
M. January 1	School Closed/Holiday
N. January 8	JOC Meeting at 7:00 pm
O. January 15	School Closed/Holiday

7. Additional Reports

- Mr. Robert Rizzo shared he is looking forward to working with the JOC. There was a discussion on the upcoming dates for the JOC, and due to the holiday, the JOC meeting was moved to April 8th. We discussed moving this to a Zoom meeting at 5:00 p.m. This will be the same for the September 9th meeting, held at 5:00 p.m. on Zoom.
- Mr. Marc Davis, Esq., no report.
- Mr. Keith McCarrick, JOC Secretary, no report.
- Other Advisory Groups
 - A. Personnel Advisory Group

- They met with Mr. Livengood and Mrs. Georgie Fisher to discuss the contracts of both groups, Administrative Assistants and Instructional Assistants. They feel they are able to make desired changes. There is a meeting on November 10, 2023, with the Administrative Assistants.
- B. Policy Advisory Group
- Nothing to report at this time.
- C. Facilities Advisory Group
- Nothing to report at this time.

8. Personnel Matters

A motion was made by Mr. Keith McCarrick and seconded by Mr. JP Prego to approve the following motions for Personnel (A-D):

A. Superintendent of Record

- The approval of the appointment of Mr. Robert Rizzo, Superintendent of Spring-Ford Area School District, to the position of Superintendent of Record for a one-year term starting in January 2024 at a \$8,400 stipend.

B. FMLA

- The approval of Intermittent Family Medical Leave for Mr. Charles Smith, Collision Instructor, beginning on September 22, 2023, through January 2024.

C. Conferences

- The approval of Mr. David Livingood, Ms. Dawn Davison, Mr. Sean English, and Mrs. Cindy Prindle, along with 21 students, to attend the SkillsUSA Leadership Conference on November 15-17, 2023, at the Kalahari Resort in Pocono Manor, PA, at an expense not to exceed \$9,295. SkillsUSA will fund \$7,595, and \$1,700 will be funded from the general fund.
- The approval of a stipend for Dawn Davison at a rate of \$500 a day (24/7) (\$1,000) for District Skills USA Leadership Conference, for nurse on call for the event.

D. Youth Organizations and Advisors:

The approval of the following Youth Organizations and Advisors. Compensation per teacher contract will range from \$1000.00 to no more than \$2,000.00 unless the advisor attends National Competition, then compensation will be no more than \$2,600.00:

Family, Career, and Community Leaders of America (FCCLA-Early Childhood)

- Stephanie German (\$2,000.00)

Health Occupations Students of America (HOSA)

- Patricia King (\$2,000.00)
- Lisa Cassidy-Lawler (\$2,000.00)
- Heather Zornek (\$2,000.00)

The National Technical Honor Society (NTHS)

- Julia Powers (\$1,000.00)

SkillsUSA

- Andrew Klein (\$2,000.00)
- Sean English (\$2,000.00)
- Cindy Prindle (\$2,000.00)
- Stephanie German (\$2,000.00)

Yeas: Strunk, Prego, McCarrick, Grimm, Hipszer, Weingarten

Nays: Abstain: Motion Carries: 6-0

9. Finance Approvals

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

Yeas: Strunk, Prego, McCarrick, Grimm, Hipszer, Weingarten

Nays: Abstain: Motion Carries: 6-0

10. Other Action Items

A motion was made by Mrs. Patti Grimm and seconded by Mr. Keith McCarrick to approve the following items.

- A. The approval of the following dates for the 2024 JOC meetings including the changes discussed earlier.
- B. The approval of the LAC/OAC Membership Listing.
- C. The approval of Precision Learning Systems is seeking approval to rent space in the Automotive Technology lab to teach Adult Education and secondary students (free) for the Pennsylvania Enhanced Emissions and Pennsylvania Safety Inspection certifications. Depending on the class and class size, the classes will run three to five nights, and the rental fee for the lab space will be paid at a rate of \$200.00 per night.

Yeas: Strunk, Prego, McCarrick, Grimm, Hipszer, Weingarten

Nays: Abstain: Motion Carries: 6-0

11. **Board Comment** - Mr. McCarrick asked if they were allowed to come and observe the SkillsUSA competition. Mr. Livengood said yes and will send out a calendar of the events. There is also a need for judges if anyone is interested.

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, Prego, McCarrick, Grimm, Hipszer, Weingarten

Nays: Abstain: Motion Carries: 6-0

The meeting Adjourned at 7:54 p.m.

Respectfully submitted,

Mr. Keith McCarrick, Secretary

Ms. Wendy Sigourney, Recording Secretary