**77 Graterford Road**

**Limerick, PA 19468**

**Joint Operating Committee Meeting Minutes**

**February 3, 2025**

**7:00 PM in WMCTC Boardroom**

A meeting of the Joint Committee of the Western Montgomery Career and Technology Center was held at WMCTC and via Zoom. Mr. Keith McCarrick, the Chairperson, called the meeting to order at 7:02 P.M.

**JOC Members**

Sarah Bieber

Erica Hermans

Heidi Goldsmith

Patti Grimm

Keith McCarrick

Dr. Charles Nippert

JP Prego

Jay Strunk

Karen Weingarten

**Absent:**  None

**Guests:** Vicki McCarrick, Angi Reichert, Chad Heffner

**Non-Members**

Robert Rizzo, Superintendent, Spring-Ford Area SD & WMCTC Superintendent of Record

Dr. Dave Finnerty, Superintendent, Pottsgrove SD

Dr. Robert Rizzo, Superintendent, Upper Perkiomen SD

David Livengood, Administrative Director

Craig Robinson, Principal

Wendy Sigourney, Administrative Assistant

Donna Wilson, Business Manager

**Solicitor**

Beth Shore, Esq., Fox, Rothschild, LLP

**Agenda**

1. **Call to Order**

Attendance/Roll Call

Agenda Items and/or changes

1. **Approval of Minutes**

A motion was made by Mrs. Patti Grimm and seconded by Mrs. Karen Weingarten to approve the JOC Reorganization and Meeting Minutesfrom January 6, 2025.

Erica Hermes Yes Keith McCarrick Yes Patti Grimm Yes

Karen Weingarten Yes Jay Strunk Yes Sarah Bieber Yes

Heidi Goldsmith Yes JP Prego Yes Charles Nippert Yes

Motion carried 9-0

There was a comment from Keith McCarrick to correct an item on the minutes. Completed.

1. **Presentations**
   1. Budget Presentation
      1. Mr. David Livengood presented the responses to questions that Pottsgrove and Upper Perkiomen asked concerning the proposed budget for 2025-2026.
         * Mr. David Livengood led discussions on the proposed budget for the 2025-2026 school year, the rising costs of various programs, and the development of a plan to increase enrollment at the Western Center. The budget has remained largely the same, with the addition of an Assistant Principal and the market value adjustment. The major cost drivers identified were medical benefits, supplies, and vocational education. The group discussed the increase in costs for various programs, including Dental Occupations, Health Sciences, Culinary Arts, Early Childhood Education, Protective Services, and Collision Repair. The discussion also touched on the capital improvement plan, which is in the process of being developed and is expected to be finalized by 2028.
      2. Group Discussion
         * Mr. Jay Strunk raised a question concerning an Enrollment Plan as to why we weren’t seeing the costs for space, materials, and staffing in the 2025 - 2026 budget. He wanted to know why the board had not seen the plan after six months since we were halfway through the year. He also asked about the rising costs of supplies and the $30,000 per program for supplies/equipment. He indicated that there wasn’t substance behind the numbers. He requested some detail as to what was included in those amounts and how do we know how much those items will go up. It seemed to him just an across-the-board assumption. Mrs. Erica Hermans responded that the details weren’t a concern and that the budget should be projected for the upcoming year not looking further into the future. Another board member affirmed for her company that the cost of metal is skyrocketing. Mr. Livengood provided an example of the cost for one electrical plug is $700. Mr. Keith McCarrick felt that to project out for those items, we would need to have a plan in place first to determine the needs.
         * Mr. David Livengood responded that the rising costs are from various aspects of the school's programs, including textbooks, software, and automotive supplies. He mentioned that the school had to pay for software and certifications that were previously free. He also discussed the need for site licenses for software and the challenges of managing equipment and supplies. Mr. David Livengood mentioned that the school had successfully implemented a model for Heavy Equipment Operations and was planning for the future. He also discussed the potential closure of the Bio-Med program and the plan for the instructor to move to clinical work. Lastly, he addressed concerns about increasing enrollment and the need for a plan to accommodate this growth.
         * Dr. Dave Finnerty shared that there is a common interest in increasing the number of classroom seats because he values CTE education. He is wondering if there is something we can do without changing the physical landscape and a major capital investment. He would like to have a conversation about this option.
         * The board also discussed the school's budget, the importance of clear communication and transparency within the board, and the need for an updated plan for the JOC. Several members want to see the development of a plan to increase enrollment at the Western Center. Mr. David Livengood, the administrator, mentions he has been working on a plan with his staff but it is not yet finalized. The board agrees to have Mr. Dave Livengood provide updates on the enrollment expansion plan at the next meeting in May and again in September.
         * Mrs. Angi Reichert shared her reflections as a veteran instructor (26 years) and the challenges of adding more students, including the need for additional support staff, safety considerations in lab spaces, and accommodating students with disabilities. The board recognizes the complexity of expanding enrollment and agrees to take a strategic approach, considering budgets and student safety. They decided to reassess in September whether to create an ad hoc committee focused on enrollment expansion.
2. **Public Comments on Agenda Items** - None
3. **WMCTC Reports**
   1. **Administrative Reports**

* Mr. David Livengood
  + We have gone live with ParentSquare. A message was sent out including a link to the Newsletter and there was an increase in those that read the newsletter. We can see analytics of who is reading messages.
  + We were awarded with the Competitive Grant for $85,000. We will be purchasing a Robotic Welder for the Welding program.
  + SkillsUSA competitions will be held on February 4 & 5. We encourage you to visit and experience what happens at this event. We have 6 districts and two schools participating. Great thanks to Cindy Prindle for her work and leadership.
  + Heavy Equipment Operations - Mr. Livengood visited Berks Career and Technology Center to tour their Heavy Equipment program. He saw the classroom, quarry, and equipment. He also visited Limerick Township to see if there was interest in support for the program and they were supportive.
  + CEO program will be moving to a new location next year, therefore, we will gain the classroom space they are using.
  + Statement of Interest Forms - These were handed out for the JOC members to complete and return to Wendy.
* Ms. Donna Wilson
  + The good news, each district will be receiving money back. Donna passed out a document that had all the information for each district.
* Mr. Craig Robinson
  + SkillsUSA has 38 students participating. You are welcome to come over the next two days.
  + The Co-Op program has expanded now that we are seeing more Juniors completing hours and skills needed to participate.

B**. Important Dates**

* January 6 -17 Keystone Testing
* January 20 School Closed/Holiday
* January 22 SkillsUSA Culinary Competition only
* February 3 JOC Meeting at 7:00 pm \*
* February 4 SkillsUSA District Competition (In-House)
* February 5 SkillsUSA District Competition (In-House)
* February 6 SkillsUSA District Competition (In-House)

Snow Make Up

* February 7 SkillsUSA District Competition (In-House)

Snow Make Up

**6. Additional Reports**

* 1. Mr. Robert Rizzo - Mr. Rizzo shared “An informed board is a happy board and an uninformed board is an unhappy board.” He indicated that as a board we need to be more specific on what the expectation is so that Mr. Livengood can deliver on what is requested. He is excited for the opportunity to be a judge tomorrow.
  2. Ms. Beth Shore, Esq., No report
  3. Mr. Prego, JOC Secretary, No report.
  4. Other Advisory Groups
     + Personnel Advisory Group - They met this evening before the JOC meeting to discuss the Act 93 contract and other agreements.
     + Policy Advisory Group - Met on Wednesday, January 29th to review the policies that are on tonight’s agenda. Mrs. Hermans asked for clarification on the process of approving the policies. Her concern was that if there were any changes made before the second read the board members would be notified.
     + Facilities Advisory Group - They met on January 22nd, to discuss HVAC issues, the control panels, and a leak in the Culinary department. The last two items are on the agenda for approval. We are waiting to hear back from Trane (proprietary) who services the HVAC equipment.

**7. Policies (2nd Reading - Approval) - None**

* 1. [Policy 234](https://docs.google.com/document/d/1CTyUzOupXcxCRkle3KPMcrBY0F7cR5Jc/edit?usp=drive_link&ouid=100534056565844812064&rtpof=true&sd=true) - Pregnant - Married Students

A motion was made by Mrs. Patti Grimm and seconded by Mr. JP Prego to approve the second reading of Policy A.

Erica Hermes Yes Keith McCarrick Yes Patti Grimm Yes

Karen Weingarten Yes Jay Strunk Yes Sarah Bieber Yes

Heidi Goldsmith Yes JP Prego Yes Charles Nippert Yes

Motion carried 9-0

* 1. [Policy 336](https://docs.google.com/document/d/1zIpACtcnLIRmiEmYQLdH-mDxy7WhBPSt/edit?usp=drive_link&ouid=100534056565844812064&rtpof=true&sd=true) - Personal Necessity Leave

A motion was made by Mr. JP Prego and seconded by Mrs. Patti Grimm to approve the second reading of Policy B.

There was discussion on this policy for there to be an unlimited number of days per year for the death of family members. It was suggested to include a statement that would leave it to the discretion of the Administrative Director and several did not agree, based on it could show partiality. Should there be boundaries? Should we request proof? Should we limit by year or incident? It was suggested to compare it to the school district policies.

Mr. Livengood expressed confusion about the policy regarding bereavement leave, particularly the limit of up to 2 days for the death of a near relative and the inclusion of aunts, uncles, and grandparents in the definition of near relatives. He suggested that the policy should be revisited to include more specific guidelines and guardrails. Donna agreed with David's concerns and suggested that the policy committee should provide more clarity on the issue. The team also discussed the possibility of adding an extra day for travel exceeding 150 miles for funerals.

Erica Hermes No Keith McCarrick No Patti Grimm No

Karen Weingarten No Jay Strunk No Sarah Bieber No

Heidi Goldsmith No JP Prego No Charles Nippert No

The motion was tabled and will go back for a first reading 0-9

* 1. [Policy 800](https://docs.google.com/document/d/1tNJtmAL2fiYHj-XXh-hBB9TPfA5_LaUN/edit?usp=drive_link&ouid=100534056565844812064&rtpof=true&sd=true) - Records Management

A motion was made by Mr. JP Prego and seconded by Mrs. Patti Grimm to approve the second reading of Policy C.

Erica Hermes Yes Keith McCarrick Yes Patti Grimm Yes

Karen Weingarten Yes Jay Strunk Yes Sarah Bieber Yes

Heidi Goldsmith Yes JP Prego Yes Charles Nippert Yes

Motion carried 9-0

**8. Policies (1st Reading)**

The policies below have been

1. [Policy 247](https://docs.google.com/document/d/1exZBTQkKWJLMi7lSejSuSpFtMDTxq0aP/edit?usp=drive_link&ouid=100534056565844812064&rtpof=true&sd=true) - Hazing
2. [Policy 249](https://docs.google.com/document/d/150-lrRQZgrNq72wqNxj5nQgicgtPKeoG/edit?usp=drive_link&ouid=100534056565844812064&rtpof=true&sd=true) - Bullying - Cyberbullying
3. [Policy 252](https://docs.google.com/document/d/12MRKp7C54LWtDxnjDppEgrulcZWvGDCQ/edit?usp=drive_link&ouid=100534056565844812064&rtpof=true&sd=true) - Dating Violence
4. [Policy 317.1](https://docs.google.com/document/d/1ui89JBkfihK5Qma6gFTQ9fXojnyWisNT/edit?usp=drive_link&ouid=100534056565844812064&rtpof=true&sd=true) - Educator Misconduct
5. [Policy 339](https://docs.google.com/document/d/1AGmNoDCJtBQ-1y-lTj__em2_y3DV_rDm/edit?usp=drive_link&ouid=100534056565844812064&rtpof=true&sd=true) - Uncompensated Leave
6. [Policy 824](https://docs.google.com/document/d/1tfuT74a3SguQ8dowLfY4d22HvvH0stMX/edit?usp=drive_link&ouid=100534056565844812064&rtpof=true&sd=true) - Maintaining Professional Adult/Student Boundaries
7. [Policy 103](https://docs.google.com/document/d/1LdyhV9fr6LvyCx-ImEXT6bpCptIgmFZB/edit?usp=drive_link&ouid=100534056565844812064&rtpof=true&sd=true) - Discrimination - Title IX Sexual Harassment Affecting Students ([Attachment 2](https://docs.google.com/document/d/1Dj5hHUKQZh72OgwjlaemWNO7Tv-5cO7o/edit?usp=drive_link&ouid=100534056565844812064&rtpof=true&sd=true) and [Attachment 3](https://docs.google.com/document/d/1gqMQbcQEOkllcHR5VN4QXJNfan28d3rF/edit?usp=drive_link&ouid=100534056565844812064&rtpof=true&sd=true))
8. [Policy 104](https://docs.google.com/document/d/1fFQTA4IG5LRklE249Ir6JUzqdta0gQYB/edit?usp=drive_link&ouid=100534056565844812064&rtpof=true&sd=true) - Discrimination - Title IX Sexual Harassment Affecting Staff ([Attachment 2](https://docs.google.com/document/d/1Vsg9t6iY-lH6EiFHmzuWD126dA5Iz3qN/edit?usp=drive_link&ouid=100534056565844812064&rtpof=true&sd=true) and [Attachment 3](https://docs.google.com/document/d/1LvuoLa7KJTVPIii99qvtycYqtzpK3DUq/edit?usp=drive_link&ouid=100534056565844812064&rtpof=true&sd=true))
9. [Policy 003](https://docs.google.com/document/d/1kNYwQn3rhOQ4uWDFcA_iEYz4HheJoayxwXk3oyYEspo/edit?usp=drive_link) – Functions
10. [Policy 004](https://docs.google.com/document/d/1t7E_PWzcq0eIsr3MlNk0WmhQV1hI8TV3M_bjD9NqhHI/edit?usp=drive_link) – Membership
11. [Policy 005](https://docs.google.com/document/d/1WtVrOnbte2P03O5JkhsuqFVgIyG48EWv1DMfl8dpj_M/edit?usp=drive_link) - Organization
12. [Policy 006](https://docs.google.com/document/d/1IL5OqEi95L-TCiElWZgKA-sLF7ow1zzcMCkssQWZ-zQ/edit?usp=drive_link) - Meetings
13. [Policy 006.1](https://docs.google.com/document/d/1NLVn9Mgc7ADZGXREeN8YJCp5eb8f13CVG3CPjLzPelY/edit?usp=drive_link) – Attendance at Meetings via Electronic Communications
14. [Policy 007](https://docs.google.com/document/d/1LEHSz_0xxZdfmP6R9qQz94kChwZMQShsaFSCAXq0NAM/edit?usp=drive_link) – Policy Manual Access
15. [Policy 011](https://docs.google.com/document/d/1QkDZax6mDQkLs7UndkcPlgpP3wAfvd3BUj8ND_Rpj50/edit?usp=drive_link)- Principles for Governance & Leadership

**9. Personnel**

* 1. Conferences
     + 1. The Administration seeks approval for Mr. Craig Robinson to participate in the CTE Western Study Tour. Mr. Robinson will be visiting A.W. Beattie Career Center, Crawford County CTC, Mercer County Career Center, and Parkway West CTC from March 2- 5, 2025 at a cost not to exceed $500 for the hotel. PACTA sponsors this event.
       2. The Administration seeks approval for Mr. Chad Heffner and Mr. Dave Livengood to attend the PASBO conference for 1 day. No overnight cost will be incurred. The registration cost is $500.
  2. Approval of Substitute Rates as presented as presented,

| Position | Pay Rate | Bill Rate 35% |
| --- | --- | --- |
| Full Day Daily Substitute Teacher 1-20 | 145 | 195.75 |
| Full Day Daily Substitute Teacher 21+ | 170 | 229.5 |
| Half Day Daily Substitute Teacher | 72.5 | 97.87 |

A motion was made by Mrs. Patti Grimm and seconded by Mr. Jay Strunk to approve Personnel Item A & B as presented.

Erica Hermes Yes Keith McCarrick Yes Patti Grimm Yes

Karen Weingarten Yes Jay Strunk Yes Sarah Bieber Yes

Heidi Goldsmith Yes JP Prego Yes Charles Nippert Yes

Motion carried 9-0

**10. Finance**

* 1. Approval of Cash Receipts and List of Bills
  2. The Administration recommends approving the Annual Financial Report for the year ending June 30, 2024, as presented in the Basic Financial Statements prepared by Hutchinson, Gillihan & Freeh, operating as a Division of MVA Audit, PLLC.

Mr. McCarrick shared that in the audit there are unknowns in the area of health benefits and PSERS which will pass on costs to the districts.

A motion was made by Mrs.Patti Grimm and seconded by Mr. JP Prego to approve items A - B as presented.

Erica Hermes Yes Keith McCarrick Yes Patti Grimm Yes

Karen Weingarten Yes Jay Strunk Yes Sarah Bieber Yes

Heidi Goldsmith Yes JP Prego Yes Charles Nippert Yes

Motion carried 9-0

**11. Other Action Items**

* 1. The Administration recommends approving the WMCTC Cosmetology Salon to be open during Summer 2025 with limited hours on Wednesdays from 8:30 to 3:00 and by appointment only.
  2. The Administration recommends approving the purchase of control boards for HVAC units to communicate with our HVAC Equipment at a cost of $10,600.
  3. The Administration recommends approving the repair of piping that is leaking Glycol at a cost of $1,200.

A motion was made by Mr. JP Prego and seconded by Mrs. Patti Grimm to approve items A-C as presented.

Erica Hermes Yes Keith McCarrick Yes Patti Grimm Yes

Karen Weingarten Yes Jay Strunk Yes Sarah Bieber Yes

Heidi Goldsmith Yes JP Prego Yes Charles Nippert Yes

Motion carried 9-0

**12. Board Comment -** None

**13. Public Comment** - Mrs. Vicki McCarrick shared that back when WMCTC had growing pains they had a strategic planning committee that helped to provide direction. She said you were able to see the ripple effects throughout the school. She agreed that we don’t have the typical environment here at WMCTC and that having 50 - 60 students in a class is a safety issue.

**14. Adjournment**

A motion was made by Mr. JP Prego and seconded by Mr. Jay Strunk to adjourn the meeting.

Erica Hermes Yes Keith McCarrick Yes Patti Grimm Yes

Karen Weingarten Yes Jay Strunk Yes Sarah Bieber Yes

Heidi Goldsmith Yes JP Prego Yes Charles Nippert Yes

Motion carried 9-0

The meeting adjourned at 8:40 pm.

Respectfully submitted,

Mr. JP Prego, Secretary

Ms. Wendy Sigourney, Recording Secretary