



**77 Graterford Road  
Limerick, PA 19468**

**Joint Operating Committee Meeting Minutes  
September 9, 2024,  
5:00 PM Via Zoom**

**A meeting of the Joint Committee of the Western Montgomery Career and Technology Center was held via Zoom. Mr. Keith McCarrick, the Chairperson, called the meeting to order at 5:00 P.M.**

**JOC Members**

Sarah Bieber  
Erica Hermes  
Heidi Goldsmith  
Patti Grimm

Keith McCarrick  
Dr. Charles Nippert  
JP Prego  
Karen Weingarten

**Absent:** Jay Strunk

**Guests:**

**Non-Members**

David Livengood, Administrative Director  
Robert Rizzo, Superintendent, Spring-Ford Area S.D & WMCTC Superintendent of Record  
Craig Robinson, Principal  
Wendy Sigourney, Administrative Assistant  
Donna Wilson, Business Manager

**Solicitor**

Marc Davis, Esq., Fox, Rothschild, LLP

## **Agenda**

### **1. Call to Order**

Pledge of Allegiance to the Flag  
Attendance/Roll Call  
Agenda Items and/or changes

### **2. Approval of Minutes**

A motion was made by JP Prego and seconded by Keith McCarrick to approve the JOC Meeting Minutes from August 5, 2024.

Erica Hermes	Yes	Sarah Beiber	Yes	Keith McCarrick	Yes
Charles Nippert	Yes	JP Prego	Yes	Patti Grimm	Yes
Heidi Goldsmith	Yes	Karen Weingarten	Yes	Jay Strunk	Yes
Motion carried	9-0				

### **3. Presentations - None**

### **4. Public Comments on Agenda Items - None**

### **5. Discussion Topics - None**

### **6. WMCTC Reports**

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

##### **1. Mr. Livengood**

- Mr. Livengood is working with a solicitor specializing in School Policy from Fox & Rothschild to discuss our direction with Title IX and how to implement the new changes for 2024. We have been referring to our sending schools to see what they are doing although we don't have some of the same requirements.
- We have offered to staff some online A.L.I.C.E. training and will plan on holding a live course on November 5th provided by our Protective Services instructor and one North Montco instructor on Safety Care. This is needed since we have new staff.
- Goals, Mission, and Vision have been shared with Superintendents and staff. A committee was put together to review the mission and vision. We are excited for the journey ahead

##### **2. Ms. Donna Wilson**

- There will be an audit in October. We don't expect any issues, they normally go very smoothly.

##### **3. Mr. Craig Robinson**

- We are off to a good start to begin this school year. It's been a pleasure to see the students coming back and enlightening to see the new students come in and become part of the program families.
- Today was our first fire drill for both AM and PM sessions. They went well with no issues.
- Tomorrow we are taking photos for IDs, we are looking to make sure everyone has a WMCTC ID.
- New this year, every student now has a WMCTC Google Suite account and email address.
- Our AM students are in the process of starting the OSHA 10 training for Year 1 and Year 2 students to be certified. There are about 400 students.
- We are also going through any waiting lists to make sure we are fully occupied in the programs. If someone leaves, we are making sure we fill those seats with waitlisted students.
- There are a lot of interesting things taking place. This is his first time being here at the beginning of a school year and he has been very pleased with how things are going.

## **B. Important Dates**

- October 7                      JOC Meeting at 7:00 pm
- October 23                    OAC/LAC Meetings
- November 4                  JOC Meeting at 7:00 pm

## **7. Additional Reports**

### **A. Mr. Robert Rizzo**

- Mr. Rizzo thanked Mr. Livengood for the work done at the school in preparation for welcoming the students back to school. Students will benefit from this. He appreciates the work done.
- Mr. Rizzo reviewed three top goals for WMCTC
  - Goal #1 is the Capital Improvement Fund conversation and process articulated into a goal. Mr. Livengood will begin discussions with the Business Managers and put together a feasibility study, 10-year plan, current funding, structure bond payments, etc. We will need to review the Articles of Agreement and what changes are needed to bring everything to fruition.
  - Goal #2 is to expand the programs. It's great to have programs but we don't want kids on a wait list. Kids would benefit from being here at WMCTC so Mr. Livengood is going to tackle that head on.
  - Goal #3 you have already been starting to see the benefits from and that is Mr. Livingood sending out a bi-weekly newsletter. This was very informative and you will continue to see various communications go out on an ongoing basis. Mr. Robinson is also sending out a weekly principal's newsletter. Both of these are really important additions in the area of communication so that we bring forward what the Western Center is doing.

- B. Mr. Marc Davis, Esq.
  - Title IX has been a challenge to determine if we are going to follow the new 2024 regulations. Some are using the old language versus the new. We will go by the 2024 changes as of now.
- C. Mr. JP Prego, JOC Secretary, - No report.
- D. Other Advisory Groups
  - Personnel Advisory Group - No report
  - Policy Advisory Group - Policies 000-002, 249 were reviewed. Mr. Livengood is consulting with lawyers for Tile IX related policies.
  - Facilities Advisory Group - No report
- E. Student Awards - None

## 8. Policies

- A. The JOC Policies 000-002, 249 were reviewed for a first reading.

## 9. Personnel

- A. Resignations
  - 1. Ms. Aimee Mutter, Attendance Administrative Assistant, resigned immediately on August 14, 2024.
- B. Employment
  - 1. Mrs. Kristen Zavertrnik will begin employment on September 23, 2024, as the Early Childhood Education Instructional Assistant at a rate of \$17.50.
  - 2. Mrs. Breana Linder will begin employment on August 20, 2024, as the Attendance Administrative Assistant at a rate of \$19.00.
- C. Mentoring
  - 1. Approval is needed for the following mentors:
    - William Soleu will mentor Joe Cruz at a rate of \$1,500
    - Phillip Mest will mentor Mark Zasowski at a rate of \$1,500
    - Chuck Smith will mentor Aimee Shelton at a rate of \$750
    - Tina Arnt will mentor Megan Costik at a rate of \$1,500
- D. Supplemental Contracts
  - 1. The administration recommends that Mr. Thomas Bartholomew be compensated \$2,000 for his new role as SkillsUSA advisor.
- E. Tenure
  - Julia Powers, Guidance Counselor

A motion was made by Patti Grimm and seconded by JP Prego to approve the Personnel items A - E, as presented.

Erica Hermes	Yes	Sarah Beiber	Yes	Keith McCarrick	Yes
Charles Nippert	Yes	JP Prego	Yes	Patti Grimm	Yes
Heidi Goldsmith	Yes	Karen Weingarten	Yes	Jay Strunk	Yes

Motion carried 9-0

## 10. Finance

### A. Approval of Cash Receipts and List of Bills

A motion was made by Patti Grimm and seconded by Dr. Charles Nippert to approve the Financial item A, as presented.

Erica Hermes	Yes	Sarah Beiber	Yes	Keith McCarrick	Yes
Charles Nippert	Yes	JP Prego	Yes	Patti Grimm	Yes
Heidi Goldsmith	Yes	Karen Weingarten	Yes	Jay Strunk	Yes
Motion carried	9-0				

## 11. Other Action Items

A. 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)

B. The Administration recommends purchasing a 2024 Sienna XLE Van to transport students and staff to field trips and conferences and a hybrid training vehicle for the automotive program. The vehicle costs \$50,445. The Workforce Grant will cover \$50,000 of the total cost. The WMCTC total cost is \$445.

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

Erica Hermes	Yes	Sarah Beiber	Yes	Keith McCarrick	Yes
Charles Nippert	Yes	JP Prego	Yes	Patti Grimm	Yes
Heidi Goldsmith	Yes	Karen Weingarten	Yes	Jay Strunk	Yes
Motion carried	9-0				

**12. Board Comment** - Mrs. Grimm wished everyone a wonderful school year. Every year gets a little better and we learn a bit more. She looks forward to all the great things that will come from WMCTC.

**13. Public Comment** - None

## 14. Adjournment

A motion was made by and seconded by to adjourn the meeting.

Erica Hermes	Yes	Sarah Beiber	Yes	Keith McCarrick	Yes
Charles Nippert	Yes	JP Prego	Yes	Patti Grimm	Yes

Heidi Goldsmith    Yes  
Motion carried      9-0

Karen Weingarten    Yes

Jay Strunk

Yes

The meeting adjourned at 5:22 pm.  
Respectfully submitted,

Mr. JP Prego, Secretary

Ms. Wendy Sigourney, Recording Secretary