



**77 Graterford Road
Limerick, PA 19468**

**Joint Operating Committee Meeting Minutes
February 5, 2024,
7:00 P.M.
Board Room**

A meeting of the Joint Committee of the Western Montgomery Career and Technology Center was held in person at WMCTC. Mr. Keith McCarrick, Chairperson, called the meeting to order at 7:00 P.M.

JOC Members

Sarah Bieber
Patricia Grimm (via Zoom)
Heidi Goldsmith
Erica Hermans

Keith McCarrick
Dr. Charles Nippert
John Paul Prego
Jay Strunk
Karen Weingarten

Absent: None

Guests: Mr. Anthony Goldsmith and Mrs. Vicky McCarrick

Non-Members

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

Solicitor

Marc Davis, Esq., Fox, Rothschild, LLP

Agenda

1. Call to Order

- A. Pledge of Allegiance to the Flag
- B. Attendance/Roll Call

2. Approval of Minutes

A motion was made by Mrs. Patti Grimm and seconded by Mr. JP Prego to approve the Reorganization and JOC Meeting Minutes from February 5, 2024.

Jay Strunk	Yes	Heidi Goldsmith	Yes	Sarah Beiber	Yes
Charles Nippert	Yes	Karen Weingarten	Yes	John Paul Prego	Yes
Patricia Grimm	Yes	Keith McCarrick	Yes	Erica Hermans	Yes

Motion carried 9-0

3. Presentations

- A. Based on last month's request, Mr. Dave Livengood asked Mr. Craig Robinson to walk through the Admissions process. The following highlights were mentioned.
 - Mrs. Candice Landis and Mr. Craig Robinson are the two individuals from WMCTC responsible for selecting the students to be accepted.
 - Currently, there are 346 applicants; COS and Culinary are the highest.
 - Depending on the class size of Level 2 will depend on the number of students accepted to Level 1. The average class size is 20.
 - He showed the number of students who have applied from Middle and High School.
 - Students may apply through 360. A set of rubrics is used to determine the score. The categories are attendance, grades, discipline, interest statement, and extra points for a recommendation.
 - Students are able to apply to two programs, but they are separate applications.
 - If there is a student whose first choice is lower than another student's second choice, they will take precedence since it's their first choice. We have found that some students sign up for a second choice only because they didn't get a first choice and may not necessarily be interested in that program.
 - If there is a tie between two individuals, other items for consideration are the letter of recommendation and the interest letter to see if there is one with better knowledge of the program. If there is still a tie, they will consider math scores if math is highly used.
 - A question about attendance was asked to see if there is any consideration of the possibility of a student's tardiness being the parent's fault, not the student's. There is a place for the Counselor at the home school to make these notes.
 - A question about students with disabilities was also asked. It was asked if we take into consideration the number of OSSs students with disabilities may have.

Our understanding was that the counselor from the home school didn't send us those OSSs. We will confirm that with the districts.

- We are not able to consider IEPs during the admissions process. Last year's IEPs were still over 30%. By law, we are invited to an IEP meeting before the student applies, and when accepted, they meet again. We also offer the Career Exploration program, where they visit other programs.

4. Public Comments on Agenda Items - None

5. WMCTC Reports

A. Administrative Reports

1. Mr. Livengood thanked Mr. Robert Rizzo and the other superintendents, Dr. Dave Finnerty and Dr. Allyn Roche, for participating in SkillsUSA as judges. Mrs. Cindy Prindle organized the event with limited issues. We will host again next year.

The Hunter Group held the first engineer training course here at WMCTC. It's a great partnership. We were able to purchase a running diesel truck for the students to observe and diagnose. The Hunter Group asked to be the ADAS training center. This is a new feature in some cars (Nissan, Acura, Honda); we would be one of the 12 sites that have it. This system costs \$150,000, and they can install it for free.

We received free LED lights from PECO. Our students have been installing these in the classrooms while students are in PE. They are 50% complete. They replace 10 lights in two hours.

A Co-op banquet will be held on April 11, 2024. Everyone is invited, including your board members.

2. Ms. Donna Wilson - No report
3. Mr. Craig Robinson shared that the schools are taking an Act 80 day on Wednesday, and the counselors will travel to WMCTC for a tour. This was a suggestion made in response to the APE 339 Review.

A. Important Dates

- | | |
|--------------|------------------------|
| 1. March 27 | Snow Make Up Day |
| 2. March 28 | School Closed/Holiday |
| 3. March 29 | School Closed/Holiday |
| 4. April 1 | JOC Meeting at 7:00 pm |
| 5. April 1 | No 10-Month Employees |
| 6. April 4 | NOCTI Performance Day |
| 7. April 1-5 | Climate Surveys |

6. Administrative Reports:

1. Mr. Robert Rizzo shared he has:

- Participated in the Skills over Stereotypes evening and was very excited to see what was happening. Over 100 students and parents attended.
- Reviewed the WMCTC Articles of Agreement to become more familiar with the school.
- Investigated students' sealed records and asked if their NOCTI scores could be added. The records can have additions over the summer but the logistics for doing this is tricky. He is discussing this with his staff.

2. Mr. Marc Davis, Esq.,

- He has met with Mrs. Georgine Fisher to update that language for the compensation plan.

3. Mr. JP Prego, JOC Secretary, no report.

4. Other Advisory Groups

- Personnel Advisory Group
 - They had planned a meeting, but it was postponed.
- Policy Advisory Group
 - This group met on Wednesday, February 28, 2024, and discussed the plan to review the policies and timeframe. The plan is to meet once a month on the Wednesday prior to the JOC Meeting.
- Facilities Advisory Group
 - Mr. JP Prego reemphasized that the lighting project is saving us a lot of money. Each light cost \$100, and we were given 1000 of them.
 - The outdoor lighting is being converted to LED lighting as well.
 - On February 26, they discovered that we may have a leaky pipe contributing to the low water pressure. We will check the area where the water is gathering to see if that is where a broken pipe may be. Mr. Livengood is trying to get PA One Call to come out.
 - Not having a maintenance budget is becoming an issue for the school. There is a grant that was just announced, but we would need \$125,000 to match the grant in order to apply for the \$500,00. This would need to be completed by May 31, 2024. If we have a commitment from each school to designate this money, we can apply. Mr. Marc Davis offered to do some research with the Commonwealth of PA. He will then advise us of our options. The question was raised about using the surplus funds. This would require agreement from each board member from each district.

Additional discussion about a maintenance budget took place. Many members thought now was the time for those discussions. It was suggested that they begin having both discussions with their boards.

7. Personnel

A. Conferences

1. The Administration seeks approval for Mrs. Cindy Prindle, Ms. Dawn Davison, Mr. Sean English, and 6 WMCTC students to attend the SkillsUSA State Leadership Conference on April 3-5, 2024, in Hershey, PA. The cost for the advisors will not exceed \$1,353.

A motion was made by Mr. JP Prego and seconded by Mrs. Karen Weingarten to approve the Personnel items as presented.

Jay Strunk	Yes	Heidi Goldsmith	Yes	Sarah Beiber	Yes
Charles Nippert	Yes	Karen Weingarten	Yes	John Paul Prego	Yes
Patricia Grimm	Yes	Keith McCarrick	Yes	Erica Hermans	Yes

Motion carried 9-0

8. Finance

A. Approval of Cash Receipts and List of Bills

B. Annual Financial Audit Fees for 2023-2024:

The Administration recommends approving Hutchinson, Gillahan & Freeh, P.C., Certified Public Accountants, to perform the local audit and prepare the Annual Financial Report of Western Montgomery Career and Technology Center for the fiscal year ending June 30, 2025, at the rates presented.

	<u>2024-2025</u>
Audit Fee	\$12,500.00
AFR (if desired)	\$ 1,500.00
Single Audit (if required)	\$ 4,500.00
Hourly Rate for additional services	\$ 175.00

A motion was made by Mrs. Patti Grimm and seconded by Mrs. Karen Weingarten to approve the Financial Reports as presented.

Jay Strunk	Yes	Heidi Goldsmith	Yes	Sarah Beiber	Yes
Charles Nippert	Yes	Karen Weingarten	Yes	John Paul Prego	Yes
Patricia Grimm	Yes	Keith McCarrick	Yes	Erica Hermans	Yes

Motion carried 9-0

9. Other Action Items

- A. The Administration recommends approving the WMCTC 2024-2027 Comprehensive Plan.

- B. The Administration recommends approving a change to March 27, 2024, from a Spring Break Holiday for faculty and students to an in-session day.
- C. The Administration recommends approving the review of the WMCTC Health and Safety Plan as required by the Pennsylvania Department of Education as presented.
(Last reviewed on 9/11/2023)

A motion was made by Dr. Charles Nippert and seconded by Mrs. Patti Grimm to approve item "A" with an explanation.

Jay Strunk	Yes	Heidi Goldsmith	Yes	Sarah Beiber	Yes
Charles Nippert	Yes	Karen Weingarten	Yes	John Paul Prego	Yes
Patricia Grimm	Yes	Keith McCarrick	Yes	Erica Hermans	Yes

Motion carried 9-0

10. Board Comment - None

11. Public Comment - None

12. Adjournment

A motion was made by Mr. JP Prego and seconded by Dr. Charles Nippert to adjourn the meeting.

Jay Strunk	Yes	Heidi Goldsmith	Yes	Sarah Beiber	Yes
Charles Nippert	Yes	Karen Weingarten	Yes	John Paul Prego	Yes
Patricia Grimm	Yes	Keith McCarrick	Yes	Erica Hermans	Yes

Motion carried 9-0

The meeting adjourned at 8:10 pm.

Respectfully submitted,

Mr. JP Prego, Secretary

Ms. Wendy Sigourney, Recording Secretary