



240 Arona Road | New Stanton, PA 15672
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JOINT OPERATING COMMITTEE MEETING **February 4, 2021, 7 P.M.**

Executive Session 6-7 p.m. for legal and personnel matters

Call to order by the President

The meeting was called to order at 7:24 p.m. by Ms. Savage, followed by the Pledge of Allegiance and a moment of silence.

Present:

Ms. Robin Savage (GS member)
Dr. Scott Learn (H member)
Mr. Mark Gogolsky (J member)
Mr. Jay Weinman (MP member)
Ms. Nancy Bickus-Neel (Y member)

Others Present:

Mr. Jason Lucia
Mr. Chris Tollari
Mr. Russell Lucas (solicitor)

Present via Zoom:

Ms. Stacey Livengood (BV member)
Mr. Brian Carlton (N member)
Mr. Nick Petrucci (PT member)

Excused Absence:

Mr. James Carson (S member)

Also present were several CWCTC staff members.

Public Comments: None

Communications: None

Minutes

Motion by Mr. Gogolsky and seconded by Dr. Learn to approve the minutes of the JOC meeting held January 20, 2021. The motion passed with 7 votes in favor and 1 (Ms. Bickus-Neel) abstain.

Administration Reports

Administrative Director

- Update on the physical footprint, updating, and modernizing of the merged programs
- Update on the Local Advisory Committee and Perkins Committee Meeting; the attendance for both meetings was very high including trade unions, local industry, and post-secondary schools
- Discussion on the partnership with the Pipe Fitters Union and the curriculum that Jason Koss from the Construction Association of Western Pennsylvania and the Operating Engineers have shared with our new Construction Trades program
- New partnership with the Private Industry Council to assist in funding to provide onsite cooperative education students to our Building and Grounds department
- COVID update: the current hybrid schedule seems to be proving very beneficial as the number of positive cases and close contacts has decreased tremendously
- 9th graders from some of the sending districts will begin to tour on Wednesdays when our regular CTC students are full remote learning

Business Manager

- Work continues on the proposed budget. Based on how the numbers are looking, we're going to be on track for a budget that is similar to the current budget with a potential cost of living increase.
- Currently, for the existing budget, we are looking at high priority projects that we need to take care of to maintain building and grounds as well as the internal operating of the daily running of the school.

Adult Education Coordinator/Grant Writer

- Next CDL class starts February 22.
- State Inspection and Emissions Inspection Certification for CWCTC Auto Tech students will be held in March.
- Ron Surratt will be trained to be an Emissions Inspection Instructor in March at Northern Westmoreland CTC.
- Supplemental Equipment grant has been approved. We will be notified about the amount by the end of February.
- Perkins revision-Funds in grant that will not be expended due to COVID: conference registrations, travel, supplemental days for Coop and AYES coordinators decreased as well as substitutes for sending school instructors to spend a day at CWCTC. These funds that total \$20,000 will be used for additional days for Dr. Perna and a studio in Digital Media.
- The Central Westmoreland Foundation was established in 1999. We are in the process of reactivating the foundation.

Payment of Bills

Motion by Dr. Learn and seconded by Mr. Weinman to approve payment of bills. (attachment 2) All were in favor; motion carried unanimously.

Budget Transfer

Motion by Mr. Weinman and seconded by Dr. Learn to approve budgetary transfers as presented. All were in favor; motion carried unanimously. (attachment 3)

Solicit Bids

Motion by Mr. Gogolsky and seconded by Mr. Petrucci to grant permission to solicit bids for supplies and equipment for the 2021-22 school year. All were in favor; motion carried unanimously.

Development of Program

Motion by Dr. Learn and seconded by Mr. Weinman to table the approval of a CIP code to be used for the metal fabrication program. All were in favor; motion carried unanimously.

Set & Advertise 2021 Meeting Dates

Motion by Ms. Livengood and seconded by Dr. Learn to set and advertise the remaining 2021 CWCTC Joint Operating Committee meeting dates to include a 6 p.m. executive session and 7 p.m. call to order, unless otherwise noted. These days are Thursday, and typically the first Thursday of the month. All were in favor; motion carried unanimously.

| | |
|-------------------------|-------------------|
| March 4, 2021 | August 5, 2021 |
| April 1, 2021 | September 2, 2021 |
| May 6, 2021 | October 7, 2021 |
| June 3, 2021 | November 4, 2021 |
| July-no regular meeting | December 9, 2021 |

FMLA

Motion by Dr. Learn and seconded by Mr. Gogolsky to approve Family Medical Leave (FMLA) for one employee, (Employee ID 8798164) pending all completed paperwork, according to the school’s policy under Section: Employees, Title: FMLA, Policy: #335. The leave will commence after the sick days are exhausted. All were in favor; motion carried unanimously.

Audited Financial Statements

Motion by Mr. Petrucci and seconded by Mr. Weinman to accept the June 30, 2020 Audit from Zelenkofske Axelrod, LLC. Ms. Savage shared that she is impressed by the business manager, Mr. Tollari, in his first year. All were in favor; motion carried unanimously.

Special Sick Leave

Motion by Dr. Learn and seconded by Mr. Petrucci to approve a Special Sick Leave (SSL) for purposes of PSERS credit for Tina Sager for FFCRA days taken from December 3 to December 23, 2020. All were in favor; motion carried unanimously.

Program Creation

Motion by Mr. Petrucci and seconded by Dr. Learn to create a Service Occupations program with the CIP code 19.9999 for the 2021-22 school year. All were in favor; motion carried unanimously.

Creation of Positions

Motion by Dr. Learn and seconded by Mr. Gogolsky to create an Assistant Director of Workforce Education. All were in favor; motion carried unanimously.

Motion by Mr. Weinman and seconded by Dr. Learn to create an Assistant Director of Career and Technical Education. All were in favor; motion carried unanimously.

Motion by Mr. Petrucci and seconded by Dr. Learn to create a Workforce Education Coordinator for the 2021-22 school year. All were in favor; motion carried unanimously.

Report of Solicitor: None

Adjournment

Motion by Dr. Learn and seconded by Ms. Livengood to adjourn the meeting at 8:05 p.m. All were in favor; motion carried unanimously.

The next regular meeting is scheduled for Thursday, March 4 at 7 p.m.

JOC Chairperson

JOC Board Secretary

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER
TREASURER'S REPORT
FOR THE MONTH ENDING JANUARY 31, 2021

GENERAL ACCOUNT

Beginning Bank Balance-First National Bank

\$ 1,215,961.12

DEPOSITS

| CATEGORY | DATE | DESCRIPTION | AMOUNT |
|--------------------------|-----------|---|----------------------|
| 6946 999 SC | 1/11/2021 | Jeannette City SD January Tuition - 2020-21 SY | 24,734.04 |
| 6946 999 SC | 1/11/2021 | Greensburg Salem SD January Tuition - 2020-21 SY | 52,051.08 |
| 6946 999 SC | 1/11/2021 | Yough SD January Tuition - 2020-21 SY | 71,772.72 |
| 153 | 1/11/2021 | Café 125 | 12,410.77 |
| 1380 610 CO | 1/11/2021 | Cosmetology-Student Kit Payment-Winfield | 20.00 |
| 1380 610 CO | 1/11/2021 | Cosmetology-Supplies | 9.12 |
| 6946 999 SC | 1/12/2021 | Belle Vernon Area SD January 2021 - 2020-21 | 22,908.26 |
| 6946 999 SC | 1/12/2021 | Southmoreland SD Febuary 2020 - 2020-21 | 39,813.70 |
| 1380 610 CO | 1/12/2021 | Cosmetology-Student Kit Payments | 220.00 |
| 6999 999 SR | 1/12/2021 | Kriebel Utility Rebate | 161.04 |
| 6946 999 SC | 1/15/2021 | Mt Pleasant Area SD Nov. and Dec. 2020 - 2020-21 | 125,740.70 |
| 6946 999 SC | 1/15/2021 | Hempfield Area SD January 2021 - 2020-21 | 121,580.35 |
| 6943.999.102.30.00.ES | 1/15/2021 | Evening School | 6,950.00 |
| 6946 999 SC | 1/19/2021 | Norwin SD January 2021 - 2020-21 | 75,293.17 |
| 6946 999 SC | 1/19/2021 | Evening School | 40,736.16 |
| 10 1340 810 000 30 00 FS | 1/19/2021 | Activity Fund Reimbursement | 447.00 |
| 10 1380 610 000 30 00 AB | 1/19/2021 | Outside Vehicle Project | 678.00 |
| 1380 610 CO | 1/19/2021 | Cosmetology-Student Kit Payment-Priest | 100.00 |
| 10 8742 999 391 30 00 CV | 1/21/2021 | GEER Grant | 10,131.18 |
| 6946 999 SC | 1/27/2021 | Greensburg-Salem SD February 2021 - 2020-21 | 52,051.08 |
| 10 0145 000 000 00 00 00 | 1/27/2021 | Greensburg-Salem SD 2019-20 Tuition Due from Member Districts | 64,999.25 |
| 10 0145 000 000 00 00 00 | 1/27/2021 | Penn Trafford SD 2019-20 Tuition Due from Member Districts | 40,112.93 |
| 6946 999 SC | 1/27/2021 | Yough SD February 2021 - 2020-21 | 71,772.72 |
| 10 6992 999 000 30 00 ER | 1/27/2021 | NRG Curtailment Solutions | 1,024.00 |
| 10 2360 540 000 30 00 OF | 1/27/2021 | Westmoreland-Fayette Workforce | 6,300.00 |
| 1380 610 CO | 1/27/2021 | Cosmetology-Student Kit Payment-Wilson | 20.00 |
| | 1/31/2021 | Interest from Sweep Account | 2.99 |
| | | Total deposits | <u>\$ 842,040.26</u> |

General Fund

| | |
|------------------------------------|---------------------|
| Balance on Hand-December 31, 2020 | 1,173,142.72 |
| Income | <u>842,040.26</u> |
| Total | 2,015,182.98 |
| Expenditures | <u>1,126,708.21</u> |
| Book Balance-January 31, 2020 | 888,474.77 |
| January 31 2020-Outstanding Checks | <u>202,615.14</u> |
| Bank Balance January 31, 2020 | <u>1,091,089.91</u> |

(CONTINUED)

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER
TREASURER'S REPORT
FOR THE MONTH ENDING JANUARY 31, 2021
(CONTINUED)

Capital Reserve Fund

| | |
|---------------------------|-------------------|
| Balance December 31, 2020 | 130,756.50 |
| Interest | 25.97 |
| Deposits | |
| Expenditures | |
| Balance January 31, 2020 | <u>130,782.47</u> |

ACH ACCOUNT

| | |
|---------------------------|-----------------|
| Balance December 31, 2020 | 3,992.38 |
| Interest | 0.48 |
| Deposits | |
| Expenditures | <u>0</u> |
| Balance January 31, 2020 | <u>3,992.86</u> |



March 4, 2021
JOC MEETING

GENERAL ACCOUNTS

GENERAL PAID BILLS FOR APPROVAL

2020-2021 (Feb. 1-15)

| | |
|--|----------|
| Consolidated Communications - January Telephone Bill | 726.96 |
| Direct Energy Business - December Natural Gas Bill | 1,281.69 |
| FNB Commercial Credit Card - Covid Grant Supplies | 463.50 |
| FNB Commercial Credit Card - Protective Services Magazines | 318.00 |
| FNB Commercial Credit Card - Health Occupations Magazines | 23.00 |
| FNB Commercial Credit Card - Office Advertisement | 500.00 |
| FNB Commercial Credit Card - Electrical Supplies | 2,363.73 |
| FNB Commercial Credit Card - Business Office Supplies | 355.83 |
| J C Ehrlich Co Inc - January Pest Control | 85.00 |
| MAWC - January Sewage Bill | 313.60 |
| MAWC - January Water Bill | 574.52 |
| PA UC Fund - Unemployment Compensation Benefit Charge (Wire) | 324.16 |
| Wex Bank - January Gasoline | 146.31 |
| | <hr/> |
| | 7,476.30 |

2020-2021 Payroll (Feb. 1-15)

| | |
|---|------------|
| FICA - EFTPS - 1st February Pay | 22,347.78 |
| Federal Withholding-EFTPS - 1st February Pay | 13,072.34 |
| First National Bank - 1st February Pay | 92,103.42 |
| IU 7 Federal Credit Union - 1st February Pay | 2,640.00 |
| PA Department of Revenue - 1st February Pay | 4,483.79 |
| Stanwood Area Credit Union - 1st February Pay | 2,975.00 |
| Voya Financial - 1st February Pay | 524.82 |
| | <hr/> |
| | 138,147.15 |

2020 2021 UNPAID BILLS

| | | |
|---|----|-------------------|
| ADVANCE AUTO PARTS - AUTO MECHANICS - SUPPLIES | \$ | 223.50 |
| ADVANCE AUTO PARTS - AUTO MECHANICS - SUPPLIES | \$ | 44.97 |
| C-TECH ASSOCIATES - POWERLINE - BOOKS & PERODICALS | \$ | 335.30 |
| COLKER JANITORIAL SUPPLIES - MAINTENACE - SUPPLIES | \$ | 94.08 |
| CREST/GOOD - MAINTENANCE - SUPPLIES | \$ | 337.69 |
| DON PARKER SALES - COMPETITIVE EQUIPMENT GRANT - AUTO MECHANICS | \$ | 15,832.80 |
| MERI BETH ELDER - HEALTH OCCUPATIONS - TRAVEL | \$ | 22.40 |
| INSTITUTIONAL DIVERSIFIED - EVENING SCHOOL - SUPPLIES | \$ | 840.00 |
| INSTITUTIONAL DIVERSIFIED - ELECTRICAL - SUPPLIES | \$ | 360.00 |
| INSTITUTIONAL DIVERSIFIED - RESOURCE ROOM- SUPPLIES | \$ | 180.00 |
| INSTITUTIONAL DIVERSIFIED - AUTO BODY - SUPPLIES | \$ | 360.00 |
| INSTITUTIONAL DIVERSIFIED - AUTO MECHANICS - SUPPLIES | \$ | 360.00 |
| INSTITUTIONAL DIVERSIFIED - MACHINE TRADES - SUPPLIES | \$ | 685.00 |
| NICHOLAS NELSON - TUTITION REIMBURSEMENT | \$ | 574.20 |
| PAINT MASTERS PLUS - AUTO BODY - SOFTWARE UPDATE | \$ | 120.00 |
| PAXTON PATTERSON - MASONRY - SUPPLIES | \$ | 739.25 P |
| SAINT VINCENT COLLEGE - PERKINS - PROFESSIONAL SERVICES | \$ | 350.00 |
| SCOTT ELECTRIC - MAINTENANCE - SUPPLIES | \$ | 208.80 |
| SCOTT ELECTRIC - ELECTRIC - SUPPLIES | \$ | 97.60 |
| STAPLES - OFFICE - SUPPLIES | \$ | 26.59 |
| STAPLES - GUIDANCE - SUPPLIES | \$ | 6.48 |
| TOSHIBA BUSINESS SOLUTIONS - GUIDANCE - SUPPLIES | \$ | 210.00 |
| WISNESKI'S - MAINTENANCE - SERVICES | \$ | 475.00 |
| | | |
| TOTAL | \$ | <u>22,483.66</u> |
| | | |
| 2020-2021 PAID BILLS FOR APPROVAL | \$ | 7,476.30 |
| 2019-2020 PAID BILLS FOR APPROVAL | \$ | - |
| 2020-2021 PAYROLL | \$ | 138,147.15 |
| 2020-2021 UNPAID BILLS FOR APPROVAL | \$ | <u>22,483.66</u> |
| TOTAL | \$ | <u>168,107.11</u> |

ACTIVITIES ACCOUNT
MONTHLY STATEMENT FOR JANUARY 31, 2021
CENTRAL WESTMORELAND CTC
NEW STANTON, PA 15672

| CLUB | BEGINNING BALANCE | INCOME | EXPENSES | ENDING BALANCE |
|-------------------------------------|----------------------|-------------------|-------------------|--------------------|
| 1. SHA | \$ 2,404.48 | \$ 270.05 | \$ 630.84 | \$ 2,043.69 |
| 2. MAIN VICA (SKILLS USA) | \$ 22,356.11 | \$ 0.51 | \$ 737.86 | \$ 21,618.76 |
| 3. SPIRIT SQUAD | \$ 1,194.92 | \$ 2,575.00 | \$ 1,257.69 | \$ 2,512.23 |
| 4. AUTO BODY | \$ 16.59 | \$ - | \$ - | \$ 16.59 |
| 5. AUTO MECHANICS | \$ 2,447.03 | \$ - | \$ - | \$ 2,447.03 |
| 6. BUILDING MAINTENANCE | \$ 375.92 | \$ - | \$ - | \$ 375.92 |
| 7. COCA-COLA & STUDENT SUCCESS FUND | \$ 4,194.81 | \$ - | \$ - | \$ 4,194.81 |
| 8. COMMERICAL ART | \$ 503.23 | \$ - | \$ - | \$ 503.23 |
| 9. COMPUTER & INFORMATION SCIENCE | \$ 208.56 | \$ - | \$ - | \$ 208.56 |
| 10. COSMETOLOGY | \$ 584.61 | \$ - | \$ - | \$ 584.61 |
| 11. ELECTRICITY | \$ 1,005.91 | \$ - | \$ - | \$ 1,005.91 |
| 12. FIRST ROBOTICS | \$ 142.16 | \$ - | \$ - | \$ 142.16 |
| 13. FOOD SERVICE | \$ 409.22 | \$ 1,805.80 | \$ 1,685.30 | \$ 529.72 |
| 14. FUTURE BUILDERS | \$ 928.77 | \$ - | \$ - | \$ 928.77 |
| 15. GRAPHIC ARTS | \$ 66.49 | \$ 568.00 | \$ 72.23 | \$ 562.26 |
| 16. HEALTH ASSISTANT | \$ 67.77 | \$ - | \$ - | \$ 67.77 |
| 17. HEATING & AIR CONDITIONING | \$ 552.35 | \$ - | \$ - | \$ 552.35 |
| 18. MASONRY | \$ 594.99 | \$ - | \$ - | \$ 594.99 |
| 19. NATIONAL HONOR SOCIETY | \$ 357.29 | \$ - | \$ - | \$ 357.29 |
| 20. PAINTING & DECORATING | \$ 1,967.17 | \$ - | \$ - | \$ 1,967.17 |
| 21. PHYSICAL EDUCATION | \$ 925.69 | \$ - | \$ - | \$ 925.69 |
| 22. PLUMBING | \$ 147.85 | \$ - | \$ - | \$ 147.85 |
| 23. POWERLINE CONSTRUCTION | \$ 5,017.70 | \$ 210.00 | \$ - | \$ 5,227.70 |
| 24. PROTECTIVE SERVICES | \$ 2,235.02 | \$ 50.00 | \$ 151.98 | \$ 2,133.04 |
| 25. SPORTS THERAPY | \$ 855.36 | \$ - | \$ - | \$ 855.36 |
| 26. WAREHOUSING | \$ 400.15 | \$ - | \$ - | \$ 400.15 |
| 27. WELDING | \$ 242.76 | \$ - | \$ - | \$ 242.76 |
| 28. NATIONAL ART HONOR SOCIETY | \$ 860.81 | \$ - | \$ - | \$ 860.81 |
| MONTHLY TOTALS | \$51,063.72 | \$5,479.36 | \$4,535.90 | \$52,007.18 |
| INVESTMENT ACCOUNT | \$14,137.46 | \$0.56 | \$0.00 | \$14,138.02 |
| CHECKING ACCOUNT BALANCE | | | | \$37,869.16 |

INTEREST CALCULATION

31-Jan-21

INTEREST FOR MONTH ENDING:
 AVG. BAL. FOR MONTH ENDING:

\$ 0.56
 \$ 24,211.24

| | <u>BEG. BAL.</u> | <u>END BAL.</u> | <u>AVG. BAL.</u> | <u>INTEREST</u> |
|--------|---------------------|---------------------|---------------------|-----------------|
| SHA | \$ 2,404.48 | \$ 2,043.64 | \$ 2,224.06 | \$ 0.05 |
| SKILLS | \$ 22,356.11 | \$ 21,618.25 | \$ 21,987.18 | \$ 0.51 |
| | <u>\$ 24,760.59</u> | <u>\$ 23,661.89</u> | <u>\$ 24,211.24</u> | <u>\$ 0.56</u> |