



240 Arona Road | New Stanton, PA 15672
Tel: (724) 925-3532 | cwctc.org
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February 26, 2021

TO: Joint Operating Committee
FROM: Robin Savage, Chairperson
SUBJECT: Regular Meeting, March 4, 2021

In efforts to maintain safety and social distancing, the March 4, 2021 meeting will be held as a remote Zoom meeting. JOC members are encouraged to attend in-person at CWCTC, however, if you feel that you need to attend virtually, please do so. Please bring your laptop with you if you are attending in-person.

Executive Session will begin at 6 P.M.

Regular Meeting will begin at 7 P.M.

Attached are the agenda for this meeting, minutes of the last meeting, and any other pertinent items of business.

There will be a reminder prior to the meeting. If, for some reason you are unable to attend, kindly contact Mr. Chris Tollari, Board Secretary by phone, 724-925-3532 x1305, or by email, ctollari@cwctc.org.

Enclosures



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JOINT OPERATING COMMITTEE MEETING
March 4, 2021, 7 P.M.

1. Executive Session (time _____ - _____)
2. Call to order by the President (time _____)

Pledge of Allegiance

Roll Call

_____ Ms. Stacey Livengood (Belle Vernon Area School District)

_____ Ms. Robin Savage (Greensburg Salem School District)

_____ Dr. Scott Learn (Hempfield Area School District)

_____ Mr. Mark Gogolsky (Jeannette City School District)

_____ Mr. John Weinman (Mt. Pleasant Area School District)

_____ Mr. Brian Carlton (Norwin School District)

_____ Mr. Nick Petrucci (Penn Trafford School District)

_____ Mr. James Carson (Southmoreland School District)

_____ Ms. Nancy Bickus-Neel (Yough School District)

_____ Mr. Jason Lucia

_____ Mr. Chris Tollari

_____ Mr. Russell Lucas (solicitor)

3. Public Comments

4. Communications

5. Minutes

Motion to approve the minutes of the JOC meeting held February 4, 2021.
(attachment 1)

Motion by _____ Seconded by _____

Comments _____

Affirmative Vote _____ Negative Vote _____

6. Administration Reports

- A. Administrative Director
- B. Business Manager
- C. Adult Education Coordinator

7. Treasurer's Report

Motion to approve the Treasurer's Reports ending January 2021. (attachment 2)

Motion by _____ Seconded by _____

Comments _____

Affirmative Vote _____ Negative Vote _____

8. Payment of Bills

Motion to approve payment of bills. (attachment 2)

Motion by _____ Seconded by _____

Comments _____

Affirmative Vote _____ Negative Vote _____

9. Payment of Loan

Motion to grant permission to pay the ESCO loan payment in the amount of \$543,471.61. This is the eighth annual payment of a 15-year loan; seven payments remain.

Motion by _____ Seconded by _____

Comments _____

Affirmative Vote _____ Negative Vote _____

10. Westmoreland County SAP

Motion to approve a one-year renewal agreement with Westmoreland County Student Assistance Program (SAP), effective July 1, 2021.

Motion by _____ Seconded by _____

Comments _____

Affirmative Vote _____ Negative Vote _____

11. WUI Executive Leadership Services

Motion to approve a one-year renewal agreement with the Westmoreland Intermediate Unit for Executive Leadership Services, effective July 1, 2021. The hourly rate is \$100. There is no change in the hourly rate.

Motion by _____ Seconded by _____

Comments _____

Affirmative Vote _____ Negative Vote _____

12. Toshiba Printer Contract

Motion to approve the renewal of the print service contract with Toshiba for five years at a total of \$104,011.11, a projected savings of \$11,939.76.

Motion by _____ Seconded by _____

Comments _____

Affirmative Vote _____ Negative Vote _____

13. NOCTI Exam Waiver

Motion to approve a waiver of its obligation to administer the NOCTI Exam to its students during the 2020-2021 school year, as allowable under Act 136, as a result of in-person instructional time lost due to the COVID-19 Pandemic.

Motion by _____ Seconded by _____

Comments _____

Affirmative Vote _____ Negative Vote _____

14. Labor Agreement

Motion to approve the Settlement Agreement with the CWCTC ESPA concerning the PLRB Unit Clarification and to authorize Administration to take all steps necessary to carry out the terms of the Settlement Agreement.

Motion by _____ Seconded by _____

Comments _____

Affirmative Vote _____ Negative Vote _____

15. Comprehensive Plan

Motion to approve the Central Westmoreland Career and Technology Center Comprehensive Plan for the school years 2020-21, 2021-22, and 2022-23 to be available for public inspection and comment on our website from February 20 until March 19, 2021 and to be submitted to the Pennsylvania Department of Education on March 20, 2021.

Motion by _____ Seconded by _____

Comments _____

Affirmative Vote _____ Negative Vote _____

16. Report of Solicitor

17. Adjournment (time _____)

Motion to adjourn until the next meeting, Thursday, April 1 at 7 P.M.

Motion by _____ Seconded by _____

Comments _____

Affirmative Vote _____ Negative Vote _____



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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	
	<hr/>
Balance January 31, 2020	<u>130,782.47</u>

ACH ACCOUNT

Balance December 31, 2020	3,992.38
Interest	0.48
Deposits	
Expenditures	0
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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 & PERIODICALS	\$	335.30
COLKER JANITORIAL SUPPLIES - MAINTENANCE - 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 - TUTORING 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
	\$ 24,760.59	\$ 23,661.89	\$ 24,211.24	\$ 0.56