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## **JOINT OPERATING COMMITTEE MEETING**

### **December 9, 2021, 7 PM**

**Executive Session** 7:45 pm - 7:50 pm

#### **Call to order by the President**

The meeting was called to order at 7:33 pm by Ms. Savage, followed by the Pledge of Allegiance.

#### **Present:**

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. Nick Petrucci (Penn Trafford School District)  
Ms. Kristy Smith (Southmoreland School District)  
Ms. Amy Ulander (Yough School District)

#### **Absent:**

member from Norwin School District

#### **Others Present:**

Mr. Jason Lucia (Administrative Director)  
Mr. Alex Novickoff (Assistant Director of Workforce Education)  
Mr. Chris Tollari (Business Manager)  
Ms. Michelle DeLuca (Coordinator of Grants & Adult Education)  
Ms. Amy Schrempf (solicitor)  
Mr. Brian Ruff (Buildings & Grounds Supervisor)  
Mr. Curt Smithley (Questeq IT)  
Dr. Matthew Harris (Penn-Trafford School District Superintendent)  
Dr. Dan Perna (Educational Consultant)  
Ms. Julie Lea (Assistant Business Manager)  
CWCTC employees  
Zoom participants

**Public Comments:** none

### **Communications**

Add to the agenda the resignation letter of Ron Surratt, Automotive Technology Teacher, with a last day of employment on December 17, 2021.

### **Minutes**

Motion by Dr. Learn and seconded by Mr. Gogolsky to approve the minutes of the JOC meeting held November 4, 2021. (attachment 1) All were in favor; motion carried unanimously.

### **Administration Reports**

#### **A. Jason Lucia, Administrative Director**

- Building renovations by our CWCTC students are still underway for the rebranding initiative.
- Program approval information is being entered into the CATS system.
- Industry credentials that have been earned are being collected to be reported back to the sending districts for the Future Ready reporting.
- The goal for every program is to guarantee students to have stackable credentials that are all active and applicable upon graduation to allow students to have an upper hand at job acquisition.

#### **B. Alexander Novickoff, Assistant Director of Workforce Education**

- The CWCTC Road Show has been in front of more than 1,000 students from Hempfield, Belle Vernon, Norwin, and Frazier. It will appear at Penn Trafford, Southmoreland, and Greensburg Salem before the break.

#### **C. Michelle DeLuca, Coordinator of Grants & Adult Ed**

- Two PDE Equipment grants were submitted in November.
- The Perkins Comprehensive Local Needs Assessment (CLNA) was held as a regional meeting on November 15th via zoom. Gathering data and preparing the tables to send out in early January. The CLNA is due in Egrants in February.
- There were 4 students in the November CDL class. Customized training with First Energy.
- Evening School classes for Spring will begin in February. Information has been sent out to those who requested it. The website will be updated.

#### **D. Chris Tollari, Business Manager**

- The 2021 audit resulted in no findings or recommendations.
- The new Assistant Business Manager is learning the business office process.
- The 2021 Annual Financial Report is nearing completion.

### **Treasurer's Report**

Motion by Ms. Livengood and seconded by Dr. Learn to approve the Treasurer's Reports ending October 2021. (attachment 2) All were in favor; motion carried unanimously.

### **Payment of Bills**

Motion by Mr. Gogolsky and seconded by Mr. Weinman to approve payment of bills. (attachment 3) All were in favor; motion carried unanimously.

### **JOC Chairperson**

Motion by Ms. Livengood and seconded by Dr. Learn to approve Mrs. Robin Savage as the Joint Operating Committee Chairperson for the 2021-2022 school year. All were in favor; motion carried unanimously.

Motion by Mr. Weinman and seconded by Ms. Ulander to approve Dr. Scott Learn as the Joint Operating Committee Vice Chairperson for the 2021-2022 school year. All were in favor; motion carried unanimously.

### **Set & Advertise 2022 Meeting Dates**

Motion by Dr. Learn and seconded by Ms. Livengood to approve the following dates for the 2022 JOC meetings. All were in favor; motion carried unanimously.

January 6	July-no regular meeting
February 3	August 4
March 3	September 1
April 7	October 6
May 5	November 3
June 2	December 8

### **Personnel**

Motion by Mr. Gogolsky and seconded by Dr. Learn to hire Rich Firmstone as the Buildings & Grounds Assistant at a salary of \$52,500, effective immediately pending receipt of all necessary clearances and submission of any other necessary documents, with all other terms and conditions as set forth in the Collective Bargaining Agreement with the CWCTC ESPA. All were in favor; motion carried unanimously.

Motion by Ms. Livengood and seconded by Dr. Scott to ratify and approve the hiring of Cris Long as an Administrative Assistant/Business Office Specialist, a 12 month position, retroactive to December 1, 2021, at a starting salary of \$45,000, pending receipt of all necessary clearances and submission of any other necessary documents, with all other terms and conditions as set forth in the Collective Bargaining Agreement with the CWCTC ESPA. All were in favor; motion carried unanimously.

### **FMLA**

Motion by Dr. Learn and seconded by Mr. Weinman to approve Family Medical Leave (FMLA) for one employee (Employee ID #3140528) 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.

### **Early Retirement Incentive**

Motion by Ms. Livengood and seconded by Mr. Weinman to approve issuing an Early Retirement Incentive to the employees of the CWCTC ESPA, PSEA-NEA, as set forth and documented on the attached Exhibit A. All were in favor; motion carried unanimously.

### **PACTA Education and Workforce Development Symposium**

Motion by Mr. Gogolsky and seconded by Dr. Learn to approve for Jason Lucia and Alex Novackoff to attend the February 2022 PACTA Education and Workforce Development Symposium for the purpose of presenting. Approximate total cost is \$1250. Ms. Savage asked how this is paid, and was told that the funding comes out of Professional Development. All were in favor; motion carried unanimously.

### **Resignation**

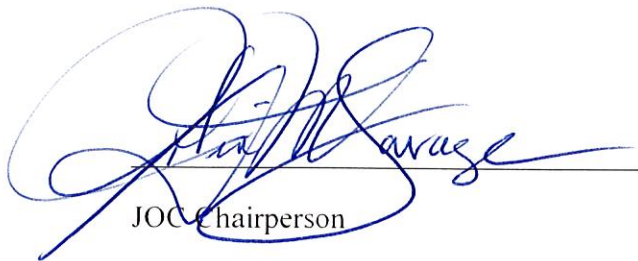
Motion by Mr. Weinman and seconded by Dr. Learn to accept the resignation of Ron Surratt, effective at the close of business, December 17, 2021. (exhibit B) All were in favor; motion carried unanimously.

**Report of Solicitor:** none

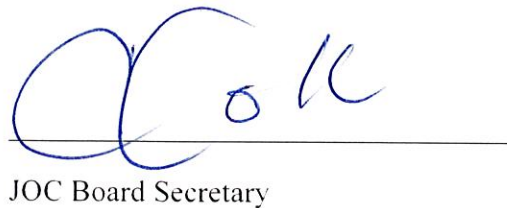
### **Adjournment**

Motion by Ms. Livengood and seconded by Dr. Learn to adjourn at 8:19. All were in favor; motion carried unanimously.

The next regular meeting is scheduled for Thursday, January 6, 2022, at 7 pm.



JOC Chairperson



JOC Board Secretary

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

## GENERAL ACCOUNT

Beginning Bank Balance-First National Bank

\$ 1,151,796.70

## DEPOSITS

CATEGORY	DATE	DESCRIPTION	AMOUNT
153	10/1/2021	CAFÉ 125	8,856.70
6946 999 SC	10/1/2021	Mt Pleasant Area SD Aug/Sept 2021 - 2021-2022	123,474.18
6946 999 SC	10/1/2021	Mt Pleasant Area SD October 2021 - 2021-2022	61,737.09
6946 999 SC	10/1/2021	Jeannette SD September 2021 - 2021-22	28,247.75
6946 999 SC	10/1/2021	Greensburg Salem SD October 2021 - 2021-22	50,481.17
6946 999 SC	10/1/2021	Frazier SD Sept n October 2021 - 2021-2022	57,876.82
1380 610 CO	10/1/2021	Students kit payment - Night School/Cash	955.00
1380 610 CO	10/1/2021	Students kit payment - Night School/Checks	1,935.00
6943.999.102.30.00.ES	10/13/2021	Evening School	7,838.00
1380 610 CO	10/18/2021	Students kit payment - Night School/Cash	456.00
1380 610 CO	10/18/2021	Students kit payment - Night School/Checks	325.00
6946 999 SC	10/18/2021	Penn Trafford SD October 2021 - 2021-22	56,589.92
6946 999 SC	10/18/2021	Belle Vernon Area SD October 2021 - 2021-22	31,635.42
6946 999 SC	10/18/2021	Southmoreland SD November 2021 - 2021-22	36,541.91
6946 999 SC	10/18/2021	Hempfield Area SD September 2021 - 2021-22	126,750.83
6946 999 SC	10/18/2021	Yough SD October 2021 - 2021-22	68,653.00
6946 999 SC	10/18/2021	Norwin SD October 2021 - 2021-22	71,520.92
1380 610 CO	10/18/2021	Kriebel - Utility rebate	290.30
1380 610 CO	10/19/2021	Parking Permit - Cash	1,285.00
1380 610 CO	10/19/2021	Parking Permit - Sager	40.00
1380 610 CO	10/19/2021	Parking Permit - Franzetta	40.00
1380 610 CO	10/19/2021	Parking Permit - Brown	40.00
1380 610 CO	10/19/2021	Parking Permit - Reynolds	40.00
1380 610 CO	10/19/2021	Parking Permit - Smith	40.00
1380 610 CO	10/19/2021	Parking Permit - Matichko	40.00
1380 610 CO	10/19/2021	Parking Permit - Colarusso	40.00
1380 610 CO	10/19/2021	Parking Permit - Trayers	40.00
1380 610 CO	10/19/2021	Parking Permit - Tarbuck	40.00
6946 999 SC	10/19/2021	Parking Permit - Jupina	40.00
6946 999 SC	10/19/2021	Parking Permit - Dorbrinick	20.00
6946 999 SC	10/19/2021	Parking Permit - Dorbrinick	20.00
6946 999 SC	10/19/2021	Parking Permit - Toman	40.00
6946 999 SC	10/19/2021	Parking Permit - Arcuri	40.00
6946 999 SC	10/19/2021	Parking Permit - Neiderhiser	40.00
6946 999 SC	10/19/2021	Parking Permit - Hurst	40.00
10 0145 000 000 00 00 00	10/19/2021	Parking Permit - Hart.Chandler	40.00
6999 999 SR	10/19/2021	Parking Permit - Yost	40.00
6999 999 SR	10/19/2021	Parking Permit - Delabio	40.00
6999 999 SR	10/19/2021	Parking Permit - Strinerjacobs	40.00
6999 999 SR	10/19/2021	Parking Permit - Poche	40.00
6999 999 SR	10/19/2021	Parking Permit - Saveikis	40.00
6999 999 SR	10/19/2021	Parking Permit - Butler	40.00
10 8521 999 661 30 00 PK	10/21/2021	Perkins Grant - 2021-22	88,358.01
10 8521 999 661 30 00 PK	10/21/2021	Perkins Grant - 2021-22	29,452.67
10.9400.000.000.00.00.00	10/21/2021	GEER II	22,173.19
6943.999.102.30.00.ES	10/27/2021	Evening School	1,770.00
7220 999 000 30 00 MD	10/28/2021	Vo-Ed cy- 2020-21	161,597.00
		Total deposits	<u>1,039,680.88</u>

## General Fund

Balance on Hand- September 30, 2021	681,393.39
Income	<u>1,039,680.88</u>
Total	1,721,074.27
Expenditures	<u>593,558.23</u>
Book Balance-October 31, 2021	1,127,516.04
Evening School Deposit	
October 31, 2021-Outstanding Checks	<u>24,280.66</u>
Bank Balance October 31, 2021	<u>1,151,796.70</u>

(CONTINUED)

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

**Capital Reserve Fund**

Balance September 30, 2021	195,997.21
Interest	20.24
Deposits	
Expenditures	
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Balance October 31, 2021	<u><u>196,017.45</u></u>

**ACH ACCOUNT**

Balance September 30, 2021	3,996.61
Interest	0.41
Deposits	
Expenditures	
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Balance October 31, 2021	<u><u>3,997.02</u></u>



December 9, 2021  
JOC MEETING

GENERAL ACCOUNTS

PAID BILLS FOR APPROVAL

2021-2022 (Oct. 16 - Nov. 15)

Action Oil Company Inc - Evening School Supplies	476.66	
Advance Auto Parts - Maintenance Supplies	107.46	
Advance Auto Parts - Auto Technology Supplies	36.75	
Advance Auto Parts - Auto Collision Supplies	819.29	
Advance Auto Parts - Auto Collision Supplies	1,228.61	
Allegheny Educational Systems - GEER II Grant Equipment	37,631.94	P
Allegheny Educational Systems - GEER II Grant Equipment	14,150.00	P
Andrews & Price - September General Matters Personnel (Replaced voided check)	1,396.00	
Anne Briggs - GEER III Grant Professional Ed Services	1,050.00	
Catherine S Caccia - Office Professional Services	1,200.00	
Cleveland Brothers Equip Co Inc - All School Rental of Equipment - 6/18-7/16	1,515.00	
Cleveland Brothers Equip Co Inc - All School Rental of Equipment - 8/13-9/10	1,515.00	
Cleveland Brothers Equip Co Inc - All School Rental of Equipment - 9/10-10/8	1,515.00	
Cleveland Brothers Equip Co Inc - All School Rental of Equipment - 10/8-11/5	1,515.00	
Cleveland Brothers Equip Co Inc - All School Rental of Equipment - 6/7-7/5	1,565.00	
Cleveland Brothers Equip Co Inc - All School Rental of Equipment - 8/2-8/30	1,565.00	
Cleveland Brothers Equip Co Inc - All School Rental of Equipment - 8/30-9/27	1,565.00	
Cleveland Brothers Equip Co Inc - All School Rental of Equipment - 9/27-10/25	1,565.00	
CM Regent LLC - November Life Insurance	299.83	
CM Regent, LLC - November Income Protection Insurance	870.00	
Consolidated Communications - October Telephone Bill	750.28	
Cummins Inc - Maintenance Services	856.19	
Richard Delmaster - Maintenance Supplies	3,000.00	
Delta Dental of Pennsylvania - November Dental Insurance	3,800.00	
Direct Energy Business - September Gas Bill	71.01	
Fagan Sanitary Supply - Maintenance Supplies	677.24	
Fagan Sanitary Supply - Maintenance Supplies	1,367.90	
Fagan Sanitary Supply - Service Occupations Supplies	1,678.78	
Fagan Sanitary Supply - GEER II Grant Supplies	1,284.00	
Fagan Sanitary Supply - Maintenance Supplies	1,665.95	
FNB Commercial Credit Card - GEER III Grant Supplies	9,847.25	



FNB Commercial Credit Card - Construction Trades Supplies	1,325.00
FNB Commercial Credit Card - Office Supplies	259.00
FNB Commercial Credit Card - Horticulture Supplies	139.60
FNB Commercial Credit Card - Office Supplies	291.47
FNB Commercial Credit Card - Office Supplies	49.94
FNB Commercial Credit Card - Office Supplies	20.14
FNB Commercial Credit Card - Health Occupations Periodicals	11.50
FNB Commercial Credit Card - GEER II Grant Supplies	4,676.25
FNB Commercial Credit Card - Service Occupations Supplies	236.56
FNB Commercial Credit Card - Office Supplies	119.98
FNB Commercial Credit Card - Painting & Decorating Supplies	21.97
FNB Commercial Credit Card - GEER III Grant Supplies	2,898.00
FNB Commercial Credit Card - Graphic Arts Supplies	71.25
FNB Commercial Credit Card - Service Occupations Supplies	14.96
FNB Commercial Credit Card - Office Supplies	69.90
FNB Commercial Credit Card - Office Supplies	1,054.14
Hampton Office Products - Sports Therapy Supplies	194.61
Hampton Office Products - Office Supplies	15.72
Richard Heltion - HVAC Supplies	77.52
Image360 - Building Improvements	14,046.06
Intrado Interactive Services, Corp - System Wide Technology (Replaced voided check)	2,468.25
J C Ehrlich - October Pest Control	85.00
James Daniel & Associates LLC - Perkins Professional Ed Services	3,200.00
James Daniel & Associates LLC - Perkins Professional Ed Services	2,640.00
Jordan Banana Food Service - Culinary Arts Supplies	584.74
Jordan Banana Food Service - Culinary Arts Supplies	139.50
Jordan Banana Food Service - Culinary Arts Supplies	93.32
Kellington Protection Service LLC - 10/10-10/16 Security Guard Contracted Svcs	2,335.75
Kellington Protection Service LLC - 10/17-10/23 Security Guard Contracted Svcs	2,742.75
Kellington Protection Service LLC - 10/24-10/30 Security Guard Contracted Svcs	2,868.75
L&I's Food & Spirits - Office Supplies	840.00
Lancaster Lebanon IU 13 - System Wide Supplies	7,409.55
Lowe's - Maintenance Supplies	364.30
Lowe's - Maintenance Supplies	92.79
Lowe's - Maintenance Supplies	589.44
Lowe's - Office Supplies	16.77
Lowe's - Office Supplies	57.60
Lowe's - Health Occupations Supplies	85.38
Lowe's - Health Occupations Supplies	315.04
Lowe's - Office Supplies	471.60
Lowe's - Health Occupations Supplies	2,336.73
Lowe's - Office Supplies	144.50
MAWC - October Sewage Bill	678.40
MAWC - October Water Bill	1,092.58
McDowell Associates - Workmen's Compensation - 20-21 Audit	646.00
PA UC Fund - Jul-Sept Unemployment Compensation	2,886.57
Pitney Bowes - Oct-Dec Office Rental of Equipment	827.04
Point of Sale Innovation - GEER II Grant Supplies	3,520.00
Questeq - October System-Wide Tech Services	9,735.08
R I Lampus Company - Construction Trades Supplies	595.00
Reinhart Foodservice LLC - Culinary Arts Supplies	1,271.52
Reinhart Foodservice LLC - Culinary Arts Supplies	1,146.18



Reinhart Foodservice LLC - Culinary Arts Supplies	4,104.86
S/P2 - Auto Technology Software	299.00
Safety-Kleen Systems Inc - October Maintenance Service	165.00
Saint Vincent College Prevention Projects - Perkins Professional Ed Services	2,100.00
Darcy Szymkiewicz - Culinary Arts Supplies	148.32
Trump's Landscaping - Maintenance Supplies	2,742.78
Verizon - November Telephone Bill	38.27
WCPSHC - November Medical & Vision Insurances	82,333.14
West Penn Power - September Electricity-Guard	7.60
West Penn Power - September Electricity-Sign	8.56
Wex Bank - October Gasoline	134.29
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	266,540.66

21-22 Payroll      (Oct. 16 - Nov. 15)

Aflac - October Pays	137.50
American Heritage Life Ins Co - October Pays	234.01
Central Westmoreland CTC - October Pays	8,884.60
Central Westmoreland CTC ESP - October Pays	1,013.90
Central Westmoreland Teachers Association - October Pays	4,399.60
FICA - EFTPS - 2nd October Pay	24,869.18
FICA - EFTPS - 1st November Pay	22,306.26
Federal Withholding-EFTPS - 2nd October Pay	15,956.48
Federal Withholding-EFTPS - 1st November Pay	12,378.08
First National Bank - 2nd October Pay	104,166.78
First National Bank - 1st November Pay	92,968.91
IU 7 Federal Credit Union -2nd October Pay	1,046.25
IU 7 Federal Credit Union -1st November Pay	1,046.25
Model Uniforms - October Pays	279.63
PS SCDU - 2nd October Pay	323.54
PA SCDU - 1st November Pay	323.54
PA Department of Revenue - 2nd October Pay	4,989.47
PA Department of Revenue - 1st November Pay	4,475.23
PSERS - Retirement - October Pays	23,013.59
Stanwood Area Credit Union - 2nd October Pay	2,580.00
Stanwood Area Credit Union - 1st November Pay	2,580.00
TSA Consulting Group - October Pays	7,750.00
Voya Financial - 2nd October Pay	736.90
Voya Financial - 1st November Pay	760.49
Ronda J Winnecour - October Pays	520.00
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	337,740.19

2020-2021      (Oct. 16 - Nov. 15)

Fagan Sanitary Supply - Custodial/Facilities Program Supplies	4,099.18
Kurtz Bros - Office Supplies	6,711.00

Lowes - Construction Trades Supplies	1,284.46
Lowes - Construction Trades Supplies	7,846.12
Lowes - Office Supplies	3,360.85
Lowes - Horticulture Supplies	196.31
Lowes - Construction Trades Supplies	2,586.07
Lowes - Construction Trades Supplies	1,161.75
Lowes - Powerline Supplies	908.76
Lowes - Construction Trades Supplies	2,605.70
Lowes - Construction Trades Supplies	710.89
R I Lampus Company - Construction Trades Supplies	10,463.40
School Nurse Supply Inc - First Aid Supplies	1,764.62
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	43,699.11

UNPAID BILLS FOR APPROVAL

2021-2022

Allegheny Educational Systems - Multi Media Supplies	994.92
Barbara Gongaware - Sept & Oct Service Occupations Travel	63.28
Builders Hardware & Specialty Co - Maintenance Tech Related Supplies & Fees	2,940.50
CDW Government - System Wide Supplies	628.57
CDW Government - System Wide Supplies	94.30
Crest/Good Manufacturing Co Inc - GEER II Supplies	4,956.00
Crest/Good Manufacturing Co Inc - Maintenance Repairs	1,026.03
DBEC Wholesale Company - Horticulture Supplies	400.50
Dream Designs LLC - Cosmetology Supplies	360.50
Errandz Now Inc - Business Office Supplies	3,926.11
Goods Plumbing, Heating & Cooling - Maintenance Contracted Services	850.00
Greensburg Concrete Block Co - Masonry Supplies	140.00
Hobart Sales & Service - Culinary Arts Repair & Maintenance	114.00
MSC Industrial Supply Co - Robotics Supplies	304.36
National Business Furniture - Business Office Supplies	434.00
Nicholas Nelson - October Robotics Travel	23.45
OZ Enterprises Inc - Maintenance Contracted Services	4,500.00
Prime Communications Inc - System Wide Supplies	379.00
R Brown Supply Co Inc - Maintenance Repairs	95.64
R Brown Supply Co Inc - Maintenance Supplies	116.31
Rampart Security Systems - Maintenance Contracted Services	101.00
Sage Corporation - Evening School Prof Ed Services	4,051.50
Sage Corporation - Evening School Prof Ed Services	4,029.50
Sage Corporation - Evening School Prof Ed Services	4,011.25
Snap On Industrial - Auto Technology Tech Related Supplies & Fees	1,893.15
Stone & Co - Building Trades Supplies	2,824.00
Stone & Co - Building Trades Supplies	3,474.00

Toshiba Business Solutions - Office Supplies	420.00
Tudi Mechanical Systems Inc - Maintenance Repairs & Maintenance Service	13,146.00
Tudi Mechanical Systems Inc - Maintenance Repairs & Maintenance Service	356.00
Tudi Mechanical Systems Inc - Maintenance Repairs & Maintenance Service	2,744.00
Tudi Mechanical Systems Inc - Maintenance Repairs & Maintenance Service	107.00
USCutter Inc - Multi Media Supplies	239.99
Webb's Service Center Inc - Protective Services Repairs & Maintenance Service	533.88
Western Region PACTA - Office PACTA Membership Fee	200.00
Westmoreland County Chamber of Commerce - Office Dues	285.00
Westmoreland Intermediate Unit - Office Dues	100.00
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	60,863.74

2021-2022 Paid Bills for Approval	266,540.66
2020-2021 Paid Bills for Approval	43,699.11
21-22 Payroll	337,740.19
2021-2022 Unpaid Bills for Approval	60,863.74
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	708,843.70

12/3/2021

Ron Surratt  
827 Sycamore Dr  
Saltsburg PA 15681  
724-388-4980

Jason Lucia  
Director  
Central Westmoreland Career and  
Technology Center

Dear Mr. Lucia,

Please accept this as formal notification that I am resigning from my position as automotive instructor at CWCTC. My last day of employment will be Friday, December 17th, 2021. I have accepted a noneducational position with another company.

I am grateful for the opportunity to work here at the school, and enjoyed being part of the great things that are going on here. I will do what is needed to help aid my departure however I can.

Sincerely,

A handwritten signature in blue ink, appearing to read "Ron M. Surratt", with a stylized flourish at the end.

Ron Surratt