



240 Arona Road | New Stanton, PA 15672
Tel: (724) 925-3532 | cwctc.org
Fax: (724) 925-1423

JOINT OPERATING COMMITTEE MEETING

May 5, 2022, 7 PM

Executive Session 6:00 pm - 7:00 pm for personnel matters

Call to order by the President

The meeting was called to order at 7:02 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)
Ms. Darlene Ciocca (Norwin School District)
Mr. Nick Petrucci (Penn Trafford School District)
Ms. Kristy Smith (Southmoreland School District)
Ms. Amy Ulander (Yough School District)

Others Present:

Mr. Jason Lucia (Administrative Director)
Ms. Darcy Scymkiewicz (Assistant Director of CTE)
Mr. Alexander Novickoff (Assistant Director of Workforce Education)
Mr. Chris Tollari (Business Manager)
Ms. Michelle DeLuca (Coordinator of Grants and Adult Ed) via Zoom
Ms. Amy Schrempf (solicitor)
Dr. Ken Bissell (Greensburg Salem Superintendent)
Dr. Daniel Perna
Mr. Curt Smithley (Questeq IT)
Zoom participants

Public Comments: none

Communications: none

Minutes

Motion by Mr. Petrucci and seconded by Ms. Ciocca to approve the minutes of the JOC meeting held April 7, 2022. (attachment 1) All were in favor; motion carried unanimously.

Administrative Report

See report 1

Treasurer's Report

Motion by Ms. Livengood and seconded by Dr. Learn to approve the Treasurer's Reports ending March 2022. (attachment 2) All were in favor; motion carried unanimously.

Payment of Bills

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

Election of Treasurer

Motion by Mr. Gogolsky and seconded by Ms. Ulander to re-elect Nick Petrucci as JOC Treasurer for the 2022-23 school year. The motion passed with eight (8) yes votes and one (1) abstain by Mr. Petrucci.

Student Assistance Program

Motion by Ms. Livengood and seconded by Dr. Learn to approve the renewal agreement with Westmoreland County Behavioral Health and Developmental Services Program and Westmoreland Drug and Alcohol Commission, Inc., for continued participation in the development and ongoing operation of the Student Assistance Program (SAP) in accordance with the current SAP guidelines of the Commonwealth of Pennsylvania for a one-year term, effective July 1, 2022. (attachment 4) All were in favor; motion carried unanimously.

FCCLA National Leadership Conference

Motion by Mr. Gogolsky and seconded by Mr. Petrucci to approve for six students and two adults to attend the 2022 FCCLA National Leadership Conference in San Diego, California, from June 29 through July 3, 2022. Approximate total cost for the trip is \$16,500, not to exceed \$18,000. Funds will come from fundraising activities with the balance, if needed, to come from the Student Activity Fund. All were in favor; motion carried unanimously.

Local Auditor

Motion by Dr. Learn and seconded by Ms. Livengood to approve the three-year renewal agreement with Zelenkofske Axelrod LLC for local auditing services, effective July 1, 2022, through June 30, 2025, for the following amounts are the annual fees for services:

Year	Financial Audit	Fiscal Year Ending(if applicable)
2023	\$14,560	\$3,000
2024	\$14,750	\$3,000
2025	\$15,000	\$3,000

(attachment 5) All were in favor; motion carried unanimously.

PACTA Summer Leadership Conference

Motion by Ms. Livengood and seconded by Dr. Learn to approve for Jason Lucia, Darcy Szymkiewicz, Alex Novickoff, and Michelle DeLuca to attend the 2022 PACTA Summer Leadership Conference in State College, PA from July 26-28, 2022. The approximate total cost is \$2800. Funds will be taken from the General Operating Budget under Professional Development. All were in favor; motion carried unanimously.

Personnel

Motion by Ms. Ciocca and seconded by Mr. Gogolsky to hire Danielle Adamson as a Protective Services Instructor at a salary of \$54,000, effective for the beginning of the 2022-2023 school year, pending receipt of all necessary clearances and submission of any necessary documents. All were in favor; motion carried unanimously.

Motion by Mr. Gogolsky seconded by Mr. Weinman to hire Daniel Overdorff as an Agriculture and Landscaping Design Instructor at a salary of \$62,000, effective for the beginning of the 2022-2023 school year, pending receipt of all necessary clearances and submission of any necessary documents. All were in favor; motion carried unanimously.

Report of Solicitor: none

Adjournment

Motion by Dr. Learn and seconded by Ms. Smith to adjourn at 7:40 pm until the next regular meeting on Thursday, June 2, 2022, at 7 pm. All were in favor; motion carried unanimously.


JOC Chairperson
JOC Board Secretary



240 Arona Road | New Stanton, PA 15672
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To: Joint Operating Committee Members
From: CWCTC Administration
Subject: Administrative Reports – 5/5/2022

Administrative Director – Mr. Jason Lucia

- Met and toured GOP candidate Dr. Mehmet Oz and a group of legislators, business partners, and public safety officials through the campus and programs to discuss the ever-growing need of support for CTCs
- Working on updates for CTC Program alignments with curriculum, educational space, equipment, supplies, etc.
- Finalizing the correction action plan to submit back to PDE in response to the Approved Program Evaluation (Ch 339 Review)
- Civil Rights audit complete
- Auditing all job descriptions and updating as needed for approval at June JOC meeting

Business Manager – Mr. Chris Tollari

- Reconciliation of all financial accounts
- Preparing for all closures of accounts for the current, 21-22 school year
- Planning for year-end rollover in the ProSoft system

Assistant Director of Career & Technical Education – Mrs. Darcy Szymkiewicz

- This week we hosted students for our National Technical Honor Societies
- Staff and students pulled together to make our annual Fun Day event a success. Rain or shine, we had multiple stations and activities for the students. Classes utilized their custom corn-hole boards. Military representatives brought activities along with St. Vincent Prevention and other outside organizations such as SADD.
- CPR training for all Seniors has wrapped up. Our team trained and certified over 300 Seniors
- NOCTI is complete, and results will be arriving shortly
- Mr. Novickoff and Mrs. Szymkiewicz attended the McDowell High School Manufacturing programming in Erie, and had the opportunity to tour the facility to see the equipment and lab setup. We collected information for grants and funding opportunities
- Will be attending several awards assemblies throughout May.
- Dr. Perna returns in May to begin Literacy professional development

Assistant Director of Workforce Education – Mr. Alex Novickoff

- We now have 90 students on co-op right now!
- Launched Pre Employment Transition Service classes
- Roadshow is back out with 8 events in May and 10 scheduled so far this summer
- 30% increase in student applications from last year (not sure if that was reported last month or not)
- Almost every program is at capacity, only a couple programs have remaining seats and those are very limited

Coordinator of Grants & Adult Education – Mrs. Michelle DeLuca

- Sixty Machinist Apprentices will finish their related training for their Journey person papers at the end of May. Fourteen have completed all four years of the program and will graduate on June 8th.
- There were 20 students in the April CDL classes. The next CDL class will begin on Monday, May 16th with 6 students registered to date.
- Conducted Employment Testing for a Maintenance position with Norwin School District on April 28th
- Perkins Stakeholders Meeting will be held on May 18th

I.T. Coordinator – Mr. Curt Smithley

- Working to get all e-rate paperwork and quotes put together for the summer projects
- Auditing current phone system and services
- New WASP inventory and asset management system integration

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER
TREASURER'S REPORT
FOR THE MONTH ENDING MARCH 31, 2022

GENERAL ACCOUNT

Beginning Bank Balance-First National Bank

\$ 1,301,090.03

DEPOSITS

<u>CATEGORY</u>	<u>DATE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
1340 610 FS	3/14/2022	Culinary - Supplies n bake sale for fund raiser	100.00
1380 610 CO	3/14/2022	Cosmetology - Supplies for Clinic	170.00
6946 999 SC	3/14/2022	Norwin SD March 2022 - 2021-22	71,520.92
6946 999 SC	3/14/2022	Yough SD March 2021 - 2021-22	68,653.00
6946 999 SC	3/14/2022	Hempfield Area SD Feb 2022 - 2021-22	126,750.83
6946 999 SC	3/14/2022	Southmoreland SD Feb 2022 - 2021-22	36,541.91
6946 999 SC	3/14/2022	Southmoreland SD March 2022 - 2021-22	36,541.91
6946 999 SC	3/14/2022	Penn Trafford SD Feb 2022 - 2021-22	56,589.92
6946 999 SC	3/14/2022	Mt Pleasant Area SD Feb 2022 - 2021-2022	61,737.09
7820 999 RE	3/16/2022	State Retirement	199,666.99
10.1100.612.000.30.00.SE	3/18/2022	Snack Cart	4,061.15
10 7220 999 240 30 00 CG	3/21/2022	State Vo-Ed Job Ready	25,540.00
10.7509.999.219.30.00.EG	2/23/2022	State Supplemental Equipment Grant	89,640.61
10.7220.999.102.30.00.ES	2/23/2022	State Adult VoEd	6,524.16
		Total deposits	<u>784,038.49</u>

General Fund

Balance on Hand- February 28, 2022	835,134.15
Income	<u>784,038.49</u>
Total	1,619,172.64
Expenditures	<u>864,356.71</u>
Book Balance - March 30, 2022	741,942.73
Evening School Deposit	
March 30, 2022 - Outstanding Checks	<u>559,147.30</u>
Bank Balance March 30, 2022	<u><u>1,301,090.03</u></u>

(CONTINUED)

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER
TREASURER'S REPORT
FOR THE MONTH ENDING MARCH 31, 2022
(CONTINUED)

Capital Reserve Fund

Balance February 28, 2022	196,102.63
Interest	21.65
Deposits	
Expenditures	
	<hr/>
Balance February 28, 2022	<u><u>196,124.28</u></u>

ACH ACCOUNT

Balance February 28, 2022	3,998.49
Interest	0.41
Deposits	0.00
Expenditures	179.14
Balance February 28, 2022	<u><u>3,819.76</u></u>

Date: 04/28/22
Time: 08:15:42
Ending Date: 03/31/22

Central Westmoreland CTC
Trial Balance 2021-2022

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		Balance Amount
FUND 80 FUND 80		
Balance Sheet		
80.0101.000.000.00.00.00	Cash Control Account	34192.14
80.0102.000.000.00.00.00	Savings Account	14140.99
80.0421.000.000.00.00.PY	Accounts Payable -	215.21 CR
80.0496.001.000.30.00.00	Auto Body	16.59 CR
80.0496.002.000.30.00.00	Auto Mechanics	2219.89 CR
80.0496.003.000.30.00.00	Building Maintenance	715.92 CR
80.0496.004.000.30.00.00	Commercial Art	503.23 CR
80.0496.005.000.30.00.00	Cosmetology	5014.61 CR
80.0496.006.000.30.00.00	Coca-Cola & Student Success Fund	1539.84 CR
80.0496.007.000.30.00.00	Electricity	1005.91 CR
80.0496.008.000.30.00.00	Future Builders	928.77 CR
80.0496.009.000.30.00.00	First Robotics	1412.78 CR
80.0496.010.000.30.00.00	Culinary	1176.67
80.0496.011.000.30.00.00	Graphic Arts	4549.68 CR
80.0496.012.000.30.00.00	Health Assistant	67.77 CR
80.0496.013.000.30.00.00	Heating & Air	552.35 CR
80.0496.014.000.30.00.00	SHA	7575.77 CR
80.0496.015.000.30.00.00	Masonry	594.99 CR
80.0496.017.000.30.00.00	National Honor Society	357.29 CR
80.0496.018.000.30.00.00	Powerline Construction	6542.70 CR
80.0496.019.000.30.00.00	Painting & Decorating	2056.67 CR
80.0496.020.000.30.00.00	Physical Education	925.69 CR
80.0496.021.000.30.00.00	Plumbing	147.85 CR
80.0496.022.000.30.00.00	Protective Services	2570.94 CR
80.0496.023.000.30.00.00	Computer & Information Science	208.56 CR
80.0496.024.000.30.00.00	SkillsUSA	7555.93 CR
80.0496.025.000.30.00.00	Spirit Squad	1612.73 CR
80.0496.026.000.30.00.00	Sports Therapy	855.36 CR
80.0496.027.000.30.00.00	Welding	242.76 CR
80.0496.028.000.30.00.00	Warehousing	76.15 CR
80.0496.029.000.30.00.00	National Art Honor Society	675.32 CR
80.0603.000.000.00.00.00	Enc Control DBAcct	6302.29
80.0604.000.000.00.00.00	Enc Control CRAcct	6302.29 CR

Date: 04/28/22
Time: 08:15:43
Ending Date: 03/31/22

Central Westmoreland CTC
Trial Balance 2021-2022

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FUND 80 FUND 80

Balance Sheet

80.0850.000.000.00.00.00

Unrestricted Fund Balance

26352.61 CR

Total Balance Sheet

27584.07 CR

Expenditures

1000

Reg Prog-ele/sec

1016.25

Total Expenditures

1016.25

Total Trial Balance

26567.82 CR

Date: 04/27/22

Time: 08:49:32

Check Dates 03/01/22 - 03/31/22

Central Westmoreland CTC
List of Payments 2021-2022

attachment 3

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Check # 00000109 - 99999999

Vendor Name	Check	Date	Description	Check Amount
Bank Account: 10.0101.000.000.00.00.00 Bank Acct For Fund 10				
ABCO FIRE PROTECTION, INC.	00040325	03/31/22	MAINTENANCE REPAIRS & MAINTENANCE SERVICES inspection	\$460.00
ADVANCE AUTO PARTS	00040219	03/04/22	AUTOMOTIVE COLLISION TECHNOLOGY SUPPLIES	\$306.01
	00040225	03/08/22	MAINTENANCE SUPPLIES	\$1,606.87
	00040262	03/16/22	AUTOMOTIVE COLLISION TECHNOLOGY SUPPLIES	\$788.99
	00040326	03/31/22	AUTOMOTIVE TECHNOLOGY SUPPLIES	\$6,944.02
AFLAC	00040311	03/22/22	EMPLOYEE - CANCER INS-AMER FAM	\$137.50
ALEXANDER NOVICKOFF	00040320	03/28/22	OFFICE TRAVEL JAN 2022	\$427.38
ALLEGHENY LUMBER	00040321	03/28/22	CONSTRUCTION TRADES TECHNOLOGY SUPPLIES	\$33,684.82
ALRO STEEL	00040226	03/08/22	WELDING SUPPLIES	\$428.44
AMAZON	00040220	03/04/22	OFFICE SUPPLIES	\$588.47
AMERICAN HERITAGE LIFE INS CO	00040312	03/22/22	EMPLOYEE - CANCER INS- ALLSTATE	\$234.01
ANCHOR CEMENT BLOCK WORKS INC	00040227	03/08/22	MAINTENANCE SUPPLIES SAND	\$170.00
ANDREWS & PRICE	00040263	03/16/22	LEGAL & ACCOUNTING SERVICES FEB	\$1,572.00
AUTOMATIONDIRECT.COM INC	00040228	03/08/22	HAAS GRANT TECH ED SUPPLIES	\$1,728.50
BERKHEIMER TAX ADMINISTRATOR	99997076	03/31/22	EMPLOYEE - Wage Tax - 03/25/22	\$1,563.48
	99997096	03/31/22	EMPLOYEE - Wage Tax - 03/11/22	\$1,607.79
	99997116	03/31/22	EMPLOYEE - Wage Tax - 02/25/22	\$1,627.61
	99997136	03/31/22	EMPLOYEE - Wage Tax - 02/11/22	\$1,583.74
	99997156	03/31/22	EMPLOYEE - Wage Tax - 01/28/22	\$1,631.09
	99997176	03/31/22	EMPLOYEE - Wage Tax - 01/14/22	\$1,545.97
BFG SUPPLY COMPANY	00040229	03/08/22	HORTICULTURE SUPPLIES REFUND	\$739.59
	00040264	03/16/22	HORTICULTURE SUPPLIES	\$796.94
BRANDON MILLER	00040327	03/31/22	OFFICE SUPPLIES ELEMENTARY NIGHT EXPENSES	\$93.72
BRIAN RUFF	00040265	03/16/22	MAINTENANCE SUPPLIES	\$20.34
BURMAX COMPANY INC	00040266	03/16/22	COSMETOLOGY SUPPLIES	\$201.02
CAILEE YOUNKIN	00040255	03/09/22	GEER III Trade/Industrial Ed - Dues And Fees COSMO	\$125.00
CDI/ ACCTS RECEIVABLE	00040230	03/08/22	System-wide Tech Services - Trd/ind Shop	\$2,285.52
	00040267	03/16/22	System-wide Tech Services - General Supplies	\$7,288.47
CATHERINE S. CACCIA	00040217	03/02/22	Office of Director - Professional Education Services FEB 22	\$975.00
CENTRAL WESTMORELAND - PAYROLL	99997075	03/11/22	EMPLOYEE - NET PAY NOT DIRECT DEPOSITED - 03/25/22	\$6,171.06
	99997088	03/11/22	EMPLOYEE - Direct Deposit Net - 03/25/22	\$91,443.35
	99997095	03/10/22	EMPLOYEE - NET PAY NOT DIRECT DEPOSITED - 03/11/22	\$7,682.74
	99997108	03/10/22	EMPLOYEE - Direct Deposit Net - 03/11/22	\$93,046.53
CENTRAL WESTMORELAND CTC ESP	00040313	03/22/22	EMPLOYEE - PROFESSIONAL DUES - ESP	\$1,107.58
CENTRAL WESTMORELAND TEACHERS ASSOC	00040314	03/22/22	EMPLOYEE - PROFESSIONAL DUES	\$4,413.48
CERTIPORT	00040231	03/08/22	Trade/Industrial Ed - TECHNOLOGY RELATED SUPPLIES & FEES	\$3,640.00
CHANEY ELECTRONICS INC	00040232	03/08/22	MECHATRONICS SUPPLIES	\$534.50
CHRISTIE PARKS	00040269	03/16/22	CULINARY ARTS SUPPLIES LEG BREAK	\$17.94
CHROMEBOOKPARTS.COM	00040233	03/08/22	GEER III GRANT System-wide Tech Services - TECHNOLOGY RELATE	\$13,199.00

Date: 04/27/22

Time: 08:49:33

Check Dates 03/01/22 - 03/31/22

Central Westmoreland CTC
List of Payments 2021-2022

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Check # 00000109 - 99999999

Vendor Name	Check	Date	Description	Check Amount
Bank Account: 10.0101.000.000.00.00.00 Bank Acct For Fund 10				
CLEVELAND BROTHERS EQUIP CO INC	00040234	03/08/22	Oper/maint Of Plant Svcs - Rent Of Equip & Vehicle FEB	\$1,515.00
	00040270	03/16/22	All School Support Services - Rental of Equipment 2-14/3-14	\$1,565.00
	00040328	03/31/22	All School Support Services - Rental of Equipment MARCH	\$1,515.00
CM REGENT LLC	00040271	03/16/22	EMPLOYER LIFE INSURANCE MARCH	\$1,190.70
COLUMBIA GAS	00040329	03/31/22	MAINTENANCE NATURAL GAS JAN 2022	\$3,022.51
CCI	00040268	03/16/22	MAINTENANCE COMMUNICATIONS JAN/FEB	\$729.99
CRISSY LONG	00040272	03/16/22	OFFICE SUPPLIES	\$38.98
DELTA DENTAL OF PENNSYLVANIA	00040235	03/08/22	EMPLOYER SHARE OF DENTAL - MARCH	\$3,800.00
DIRECT ENERGY BUSINESS	00040273	03/16/22	Oper/maint Of Plant Svcs - Electricity JAN	\$1,449.76
EMMA MACZKO	00040274	03/16/22	GEER III Trade/Industrial Ed - Dues And Fees	\$125.00
ERRANDZ NOW, INC.	00040275	03/16/22	MAINTENANCE SUPPLIES MISC SUPPLIES	\$4,551.30
E TRAINING	00040276	03/16/22	LOGISTICS & WAREHOUSE MANAGEMENT SUPPLIES	\$468.00
FAGAN SANITARY SUPPLY	00040236	03/08/22	MAINTENANCE SUPPLIES	\$3,828.11
	00040277	03/16/22	MAINTENANCE SUPPLIES SALT	\$1,045.57
	00040304	03/21/22	MAINTENANCE SUPPLIES	\$421.12
FEDERAL WITHHOLDING-EFTPS	99997085	03/11/22	EMPLOYEE - Federal Income Tax - 03/25/22	\$12,213.11
	99997105	03/10/22	EMPLOYEE - Federal Income Tax - 03/11/22	\$12,585.26
FICA - EFTPS	99997078	03/11/22	EMPLOYER - Social Security - 03/25/22	\$9,401.70
	99997079	03/11/22	EMPLOYEE - Social Security - 03/25/22	\$9,401.70
	99997083	03/11/22	EMPLOYER - Medicare - 03/25/22	\$2,198.86
	99997084	03/11/22	EMPLOYEE - Medicare - 03/25/22	\$2,198.86
	99997098	03/10/22	EMPLOYER - Social Security - 03/11/22	\$9,670.88
	99997099	03/10/22	EMPLOYEE - Social Security - 03/11/22	\$9,670.88
	99997103	03/10/22	EMPLOYER - Medicare - 03/11/22	\$2,261.79
	99997104	03/10/22	EMPLOYEE - Medicare - 03/11/22	\$2,261.79
GORDON DIEHL	00040278	03/16/22	SPECIAL ED TRAVEL	\$84.50
GRAINGER	00040237	03/08/22	MECHATRONICS SUPPLIES	\$255.96
PROSOFT TECHNOLOGIES INC	00040336	03/31/22	Fiscal Services - TECH RELATED SUPPLIES & FEES PO 21220616	\$145.85
HEPLERS HARDWARE	00040279	03/16/22	MAINTENANCE SUPPLIES	\$352.19
	00040330	03/31/22	MAINTENANCE SUPPLIES	\$119.98
HERSHEY ENTERTAINMENT & RESORTS CO.	00040303	03/18/22	BUSINESS OFFICE TRAVEL	\$648.24
HOBART SALES & SERVICE	00040238	03/08/22	CULINARY ARTS REPAIRS & MAINTENANCE SERVICES	\$1,110.06
HOMERUN GRAPHICS	00040280	03/16/22	WELLNESS/PHYS ED SUPPLIES	\$225.00
OCA-IUP	00040223	03/04/22	Instruc. Staff Dev (certified Staff Only) - EMPLOYEE TRAININ	\$400.00
IU 7 FEDERAL CREDIT UNION	00040257	03/10/22	EMPLOYEE - CREDIT UNION	\$1,046.25
	00040308	03/22/22	EMPLOYEE - CREDIT UNION	\$1,046.25
JAMES DANIEL & ASSOCIATES LLC	00040281	03/16/22	Support Svc-Instr. Staff - Prof-educ Services	\$6,920.00
J C EHRlich	00040239	03/08/22	MAINTENANCE EXTERMINATION SERVICES	\$170.00

Date: 04/27/22

Time: 08:49:33

Check Dates 03/01/22 - 03/31/22

Central Westmoreland CTC
List of Payments 2021-2022

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Check # 00000109 - 99999999

Vendor Name	Check	Date	Description	Check Amount
Bank Account: 10.0101.000.000.00.00.00 Bank Acct For Fund 10				
Jeannette EMS	00040282	03/16/22	GEER III COVID GRANT - SUPPLIES	\$250.00
JEANNETTE STEEL & SUPPLY COMPANY	00040283	03/16/22	WELDING SUPPLIES	\$568.40
JOHNSTONE SUPPLY,	00040284	03/16/22	HEATING & AIR CONDITIONING SUPPLIES	\$689.81
JORDAN BANANA FOOD SERVICE	00040318	03/22/22	CULINARY ARTS SUPPLIES	\$3,351.21
KELLINGTON PROTECTION SERVICE, LLC	00040221	03/04/22	Oper/maint Of Plant Svcs - Security / Safety Services 2-6/	\$2,734.50
	00040285	03/16/22	Oper/maint Of Plant Svcs - Security / Safety Services 2-20/2	\$4,647.25
	00040331	03/31/22	Oper/maint Of Plant Svcs - Security / Safety Services 2-27/	\$5,629.25
Kimberlee Hill	00040332	03/31/22	COSMETOLOGY DUES & FEES STATE BOARDS K HILL	\$125.00
LINDSAY SCHULTE	00040286	03/16/22	HEALTH OCCUPATIONS TECHNOLOGY SUPPLIES	\$60.00
LKQ NORTHEAST INC	00040333	03/31/22	AUTOMOTIVE COLLISION TECHNOLOGY SUPPLIES	\$75.00
LOWES	00040218	03/03/22	MAINTENANCE SUPPLIES	\$178.73
	00040319	03/22/22	POWERLINE SUPPLIES	\$4,435.90
	00040334	03/31/22	MAINTENANCE SUPPLIES	\$911.28
MAWC	00040260	03/15/22	MAINTENANCE WATER jan/feb 2022	\$1,363.63
MEEGAN FORD	00040224	03/04/22	All School Vehicle Operation Svcs - Capital Equipment 12 pas	\$30,397.75
METCO SUPPLY INC	00040287	03/16/22	MACHINE TRADES TECHNOLOGY SUPPLIES	\$458.10
MICHAL CRIST	00040288	03/16/22	WELLNESS/PHYS ED TRAVEL ROADSHOW	\$102.96
MODEL UNIFORMS	00040316	03/22/22	EMPLOYEE - UNIFORMS	\$321.64
MODEL Uniforms	00040289	03/16/22	MAINTENANCE REPAIRS & MAINTENANCE SERVICES	\$260.19
MSC INDUSTRIAL SUPPLY CO	00040222	03/04/22	MACHINE TRADES TECHNOLOGY SUPPLIES	\$1,034.14
Mt. Pleasant Mine Service, LLC	00040240	03/08/22	MAINTENANCE SUPPLIES	\$163.80
MULTI METAL INC	00040241	03/08/22	WELDING SUPPLIES	\$10,582.83
	00040290	03/16/22	WELDING SUPPLIES	\$897.60
National Coatings and Supplies	00040322	03/28/22	GEER III COVID GRANT - SUPPLIES	\$3,364.03
NATIONAL RESTAURANT ASSOC	00040242	03/08/22	Trade/Industrial Ed - TECHNOLOGY RELATED SUPPLIES & FEES	\$75.00
PA DEPARTMENT OF REVENUE	99997077	03/11/22	EMPLOYEE - State Tax-PA - 03/25/22	\$4,654.74
	99997097	03/10/22	EMPLOYEE - State Tax-PA - 03/11/22	\$4,788.05
PA SCDU	00040258	03/10/22	EMPLOYEE - LEVY - PA SCDU	\$323.54
	00040309	03/22/22	EMPLOYEE - LEVY - PA SCDU	\$323.54
PA UNEMPLOYMENT COMPENSATION TAX	99997082	03/31/22	EMPLOYEE - PA Unemployment Comp - 03/25/22	\$93.68
	99997102	03/31/22	EMPLOYEE - PA Unemployment Comp - 03/11/22	\$96.33
	99997122	03/31/22	EMPLOYEE - PA Unemployment Comp - 02/25/22	\$97.54
	99997142	03/31/22	EMPLOYEE - PA Unemployment Comp - 02/11/22	\$94.99
	99997162	03/31/22	EMPLOYEE - PA Unemployment Comp - 01/28/22	\$96.27
	99997182	03/31/22	EMPLOYEE - PA Unemployment Comp - 01/14/22	\$92.73
PEARSON VUE.	00040253	03/09/22	GEER III Trade/Industrial Ed - Dues And Fees COSMO	\$93.00
	00040256	03/09/22	GEER III Trade/Industrial Ed - Dues And Fees STEVENSON FEE	\$93.00
	00040323	03/28/22	COSMETOLOGY DUES & FEES ROSENBERY	\$93.00

Date: 04/27/22

Time: 08:49:33

Check Dates 03/01/22 - 03/31/22

Central Westmoreland CTC
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Check # 00000109 - 99999999

Vendor Name	Check	Date	Description	Check Amount
Bank Account: 10.0101.000.000.00.00.00 Bank Acct For Fund 10				
	00040335	03/31/22	COSMETOLOGY DUES & FEES ROSENBERRY FEE	\$93.00
PENN FIXTURE & SUPPLY	00040243	03/08/22	SPECIAL ED SUPPLIES 20-21 PO #20211104	\$3,454.52
PITNEY BOWES	00040291	03/16/22	OFFICE RENTAL OF EQUIPMENT APRIL - JUNE	\$827.04
PITTSBURGH PROTECTION LLC	00040254	03/09/22	Oper/maint Of Plant Svcs - Security / Safety Services 3-8/3-	\$3,082.50
PREMIERE AUDIO/VIDEO SERVICES	00040261	03/16/22	REPLACE CHECK #40081, NEVER RECEIVED	\$3,701.00
PSERS-RETIREMENT	99997080	03/31/22	EMPLOYER - Ret. TG (DB) 6.25% - 03/25/22	\$5,881.50
	99997081	03/22/22	EMPLOYEE - Ret. TG (DB) 6.25% - 03/25/22	\$1,109.89
	99997086	03/31/22	EMPLOYER - RETIREMENT AT 7.50 % - TD - 03/25/22	\$33,320.50
	99997087	03/22/22	EMPLOYEE - RETIREMENT AT 7.50 % - TD - 03/25/22	\$7,152.38
	99997089	03/31/22	EMPLOYER - RETIREMENT AT 10.8 - TF - 03/25/22	\$5,090.23
	99997090	03/22/22	EMPLOYEE - RETIREMENT AT 10.8 - TF - 03/25/22	\$1,573.40
	99997093	03/31/22	EMPLOYER - RETIREMENT AT 8.00% - TE - 03/25/22	\$9,278.37
	99997094	03/22/22	EMPLOYEE - RETIREMENT AT 8.00% - TE - 03/25/22	\$2,124.43
	99997100	03/31/22	EMPLOYER - Ret. TG (DB) 6.25% - 03/11/22	\$6,283.73
	99997101	03/24/22	EMPLOYEE - Ret. TG (DB) 6.25% - 03/11/22	\$1,187.04
	99997106	03/31/22	EMPLOYER - RETIREMENT AT 7.50 % - TD - 03/11/22	\$33,822.30
	99997107	03/24/22	EMPLOYEE - RETIREMENT AT 7.50 % - TD - 03/11/22	\$7,260.09
	99997109	03/31/22	EMPLOYER - RETIREMENT AT 10.8 - TF - 03/11/22	\$5,249.06
	99997110	03/24/22	EMPLOYEE - RETIREMENT AT 10.8 - TF - 03/11/22	\$1,622.50
	99997113	03/31/22	EMPLOYER - RETIREMENT AT 8.00% - TE - 03/11/22	\$9,604.27
	99997114	03/24/22	EMPLOYEE - RETIREMENT AT 8.00% - TE - 03/11/22	\$2,199.04
	99997120	03/31/22	EMPLOYER - Ret. TG (DB) 6.25% - 02/25/22	\$6,224.55
	99997126	03/31/22	EMPLOYER - RETIREMENT AT 7.50 % - TD - 02/25/22	\$33,915.82
	99997129	03/31/22	EMPLOYER - RETIREMENT AT 10.8 - TF - 02/25/22	\$5,106.13
	99997133	03/31/22	EMPLOYER - RETIREMENT AT 8.00% - TE - 02/25/22	\$9,416.56
	99997140	03/31/22	EMPLOYER - Ret. TG (DB) 6.25% - 02/11/22	\$6,210.26
	99997146	03/31/22	EMPLOYER - RETIREMENT AT 7.50 % - TD - 02/11/22	\$33,491.22
	99997149	03/31/22	EMPLOYER - RETIREMENT AT 10.8 - TF - 02/11/22	\$5,025.07
	99997153	03/31/22	EMPLOYER - RETIREMENT AT 8.00% - TE - 02/11/22	\$9,414.86
	99997160	03/31/22	EMPLOYER - Ret. TG (DB) 6.25% - 01/28/22	\$5,452.53
	99997166	03/31/22	EMPLOYER - RETIREMENT AT 7.50 % - TD - 01/28/22	\$33,190.57
	99997169	03/31/22	EMPLOYER - RETIREMENT AT 10.8 - TF - 01/28/22	\$5,032.81
	99997173	03/31/22	EMPLOYER - RETIREMENT AT 8.00% - TE - 01/28/22	\$8,856.81
	99997180	03/31/22	EMPLOYER - Ret. TG (DB) 6.25% - 01/14/22	\$5,564.55
	99997186	03/31/22	EMPLOYER - RETIREMENT AT 7.50 % - TD - 01/14/22	\$32,809.45
	99997189	03/31/22	EMPLOYER - RETIREMENT AT 10.8 - TF - 01/14/22	\$4,973.77
	99997193	03/31/22	EMPLOYER - RETIREMENT AT 8.00% - TE - 01/14/22	\$9,042.60
QUESTEQ	00040337	03/31/22	System-wide Tech Services - Purch Prof & Tech Svcs	\$9,735.08
QUEST TRANSIT	00040244	03/08/22	WELDING TRAVEL	\$992.50
REPUBLIC SERVICES #674	00040292	03/16/22	MAINTENANCE DISPOSAL SERVICES FEB	\$285.73
	00040338	03/31/22	MAINTENANCE DISPOSAL SERVICES	\$829.31
ROBERTSON HEATING SUPPLY COMPANY	00040293	03/16/22	HEATING & AIR CONDITIONING SUPPLIES	\$3,628.32
RONDA J WINNECOUR	00040317	03/22/22	EMPLOYEE - LEVY -RONDA J WINNECOUR	\$520.00
SAFETY-KLEEN SYSTEMS INC	00040245	03/08/22	AUTOMOTIVE COLLISION TECHNOLOGY REPAIRS	\$452.99

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Time: 08:49:33

Check Dates 03/01/22 - 03/31/22

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List of Payments 2021-2022

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Check # 00000109 - 99999999

Vendor Name	Check	Date	Description	Check Amount
Bank Account: 10.0101.000.000.00.00.00 Bank Acct For Fund 10				
			& MAINTENANCE SERVIC	
SAINT VINCENT COLLEGE	00040246	03/08/22	Support Svc-pupil Person - Prof-educ Services	\$40.00
SCHOOL NURSE SUPPLY INC	00040247	03/08/22	FIRST AID SUPPLIES	\$284.09
SCOTT ELECTRIC	00040216	03/02/22	SCOTT ELECTRIC GRANT - SUPPLIES B RUFF	\$19,924.48
SHERWIN WILLIAMS COMPANY	00040248	03/08/22	PAINTING & DECORATING TRADES SUPPLIES	\$197.28
	00040294	03/16/22	EVENING SCHOOL SUPPLIES	\$188.81
SKYWORKS LLC	00040339	03/31/22	Supplemental Equip Grant -Trade/Industrial Ed - Trd/ind Shop	\$80,200.00
STANWOOD AREA CREDIT UNION	00040259	03/10/22	EMPLOYEE - CREDIT UNION - STANWOOD	\$2,580.00
	00040310	03/22/22	EMPLOYEE - CREDIT UNION - STANWOOD	\$2,580.00
TODAY'S CLASS	00040305	03/21/22	GEER II TECH RELATED	\$5,500.00
TOP SEPTIC SERVICE INC.	00040249	03/08/22	Oper/maint Of Plant Svcs - Rent Of Equip & Vehicle FEB	\$120.00
	00040295	03/16/22	Adult Voc Ed - Rent Of Equip & Vehicle 3-10/4-6	\$120.00
	00040324	03/28/22	Adult Voc Ed - Rent Of Equip & Vehicle JAN 22	\$120.00
TRANSPAC, INC	00040306	03/21/22	MAINTENANCE SUPPLIES ROCK SALT	\$624.45
TRUMEDICAL SOLUTIONS LLC	00040296	03/16/22	SPORTS MEDICINE	\$679.05
TSA CONSULTING GROUP	00040315	03/22/22	EMPLOYEE - ANNUITY - AXA Equitable	\$8,140.00
UNT WISE	00040297	03/16/22	PATTAN GRANT TRAINING SPEC ED	\$2,520.00
USCUTTER INC	00040298	03/16/22	GRAPHIC DESIGN TECHNOLOGY SUPPLIES	\$616.98
VERIZON	00040299	03/16/22	MAINTENANCE COMMUNICATIONS MARCH	\$38.67
VERIZON WIRELESS	00040300	03/16/22	MAINTENANCE COMMUNICATIONS FEB CELL	\$163.07
VOYA FINANCIAL	99997091	03/11/22	EMPLOYER - Ret. TG (DC) 2.75% - 03/25/22	\$323.10
	99997092	03/11/22	EMPLOYEE - Ret. TG (DC) 2.75% - 03/25/22	\$394.91
	99997111	03/10/22	EMPLOYER - Ret. TG (DC) 2.75% - 03/11/22	\$352.17
	99997112	03/10/22	EMPLOYEE - Ret. TG (DC) 2.75% - 03/11/22	\$430.44
WCPSHC	00040307	03/21/22	EMPLOYER SHARE OF VISION APRIL PLAN G	\$84,441.67
WESTMORELAND LOCK & SAFE LLC	00040250	03/08/22	MAINTENANCE SUPPLIES	\$13.50
WEST PENN POWER	00040301	03/16/22	Oper/maint Of Plant Svcs - Electricity FEB 22	\$6,351.62
WEST VIRGINIA UNIVERSITY	00040251	03/08/22	ELECTRICAL TECHNOLOGY DUES & FEES	\$750.00
WEX BANK SHEETZ	00040302	03/16/22	MAINTENANCE DUES & FEES paper delivery	\$424.60
WISNESKI'S	00040252	03/08/22	MAINTENANCE DISPOSAL SERVICES	\$1,500.00
Report Total				\$1,079,399.20

Date: 04/27/22

Time: 08:22:46

Release Dates 05/06/22 - 06/30/22

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Invoices Payable 2021-2022
Vendor # 500000 - PY0024

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Invoice # 1304210240769 - PY-OP-20220422Q

Vendor#	Vendor Name And Address	Year	Account Number	P.O.#	Combined?	Invoice #	Bat	Check Number	Inv Date	1099	Released
											Check Date
501551	ADVANCE AUTO PARTS		AAP FINANCIAL SERVICES	PO BOX 742063		ATLANTA GA 30374-2063					
	AUTOMOTIVE COLLISION TECHNOLOGY SUPPLIES	\$5.68	21-22 10.1380.610.000.30.00.AB/610AB		Yes	1304210240769	5062022		04/12/22	No	05/06/22
	AUTOMOTIVE COLLISION TECHNOLOGY SUPPLIES	\$33.06	21-22 10.1380.610.000.30.00.AB/610AB		Yes	1304210240770	5062022		04/12/22	No	05/06/22
	AUTOMOTIVE COLLISION TECHNOLOGY SUPPLIES	\$30.50	21-22 10.1380.610.000.30.00.AB/610AB		Yes	1304210240787	5062022		04/12/22	No	05/06/22
	ARP ESSER Trade/industrial Ed - General Supplies	\$879.60	21-22 10.1380.610.999.30.00.CV/00000828		Yes	1304210240798	5062022		04/12/22	No	05/06/22
	ARP ESSER Trade/industrial Ed - General Supplies	\$1,099.50	21-22 10.1380.610.999.30.00.CV/00000828		Yes	1304210840922	5062022		04/18/22	No	05/06/22
	AUTOMOTIVE COLLISION TECHNOLOGY SUPPLIES	\$184.56	21-22 10.1380.610.000.30.00.AB/610AB		Yes	1304211040954	5062022		04/20/22	No	05/06/22
	AUTOMOTIVE COLLISION TECHNOLOGY SUPPLIES	\$71.02	21-22 10.1380.610.000.30.00.AB/610AB		Yes	1304211141006	5062022		04/21/22	No	05/06/22
	501551 Vendor Total	\$2,303.92									
502501	ALLEGHENY EDUCATIONAL SYSTEMS		320 EAST 3RD AVENUE	TARENTUM PA 15084-							
	OFFICE SUPPLIES	\$629.27	21-22 10.2360.610.000.30.00.OF/610OF	21220866	Yes	3058	5062022		04/12/22	No	05/06/22
503885	ANCHOR CEMENT BLOCK WORKS INC		131 LIBERTY STREET	MT PLEASANT PA 15666-							
	MAINTENANCE SUPPLIES	\$227.25	21-22 10.2600.610.000.30.00.MT/610MT		Yes	ANCHOR 3-25-22	5062022		03/25/22	No	05/06/22
503400	AnyPromo		1511 E Holt Blvd	Ontario CA							
	OFFICE SUPPLIES	\$914.68	21-22 10.2360.610.000.30.00.OF/610OF	21220860	Yes	CV2046812	5062022		04/26/22	No	05/06/22
530510	Mt. Pleasant Mine Service, LLC		150 Three Mile HI	Mt. Pleasant PA 15666-							
	MAINTENANCE SUPPLIES snow plow	\$221.06	21-22 10.2600.610.000.30.00.MT/610MT		Yes	58235	5062022		03/28/22	No	05/06/22

Date: 04/27/22

Time: 08:22:46

Release Dates 05/06/22 - 06/30/22

Central Westmoreland CTC
Invoices Payable 2021-2022
Vendor # 500000 - PY0024

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Invoice # 1304210240769 - PY-OP-20220422Q

Vendor#	Vendor Name And Address	Year	Account Number	P.O.#	Combined?	Invoice #	Bat	Check Number	Inv Date	1099	Released
											Check Date
542628	SAGE CORPORATION		4242 CARLISLE PIKE SUITE 177 CAMP HILL PA 17011-								
	EVENING SCHOOL PROFESSIONAL ED SERVICES	\$4,001.50	21-22 10.1610.320.102.30.00.ES/1610320ES	21220950	Yes	22-03-22-051	5062022		03/14/22	No	05/06/22
543200	SCOTT ELECTRIC COMPANY		PO BOX S GREENSBURG PA 15601-0899								
	SCOTT ELECTRIC										
	SCOTT ELECTRIC GRANT - SUPPLIES	\$413.10	21-22 10.1380.610.113.30.00.SG/1380610SG	21220833	Yes	3151442	5062022		04/19/22	No	05/06/22
556700	WESTMORELAND INTERMEDIATE UNIT		102 EQUITY DRIVE GREENSBURG PA 15601-								
	Office of Director - Professional	\$100.00	21-22 10.2360.300.000.30.00.OF/300OF			17635			04/20/22	No	05/06/22
	EXECUTIVEServices				Yes	5062022					
556785	WESTMORELAND LOCK & SAFE LLC		642 OVERHEAD BRIDGE RD YOUNGWOOD PA 15697-								
	MAINTENANCE SUPPLIES KEYS	\$13.00	21-22 10.2600.610.000.30.00.MT/610MT			34310			04/10/22	No	05/06/22
					Yes	5062022					
	Report Total	\$8,823.78			21-22	\$8,823.78					

WESTMORELAND COUNTY STUDENT ASSISTANCE PROGRAM

A Collaborative Effort Between The Westmoreland Drug & Alcohol Commission, Inc.
The Westmoreland County Behavioral Health and Developmental Services Program
And The School Districts of Westmoreland County

SAP



February 1, 2022

Mr. Jason Lucia
Administrative Director
Central Westmoreland Career & Technology Center
240 Arona Road
New Stanton, PA 15672

Dear Mr. Lucia:

Enclosed is the annual Westmoreland County Student Assistance Program agreement for the 2022-2023 school year.

This agreement remains the same as in previous years - that of ensuring a mutual endorsement among the respective systems, the Westmoreland Drug and Alcohol Commission, the Westmoreland County Behavioral Health and Developmental Services Program and the Central Westmoreland Career and Technology Center to maintain a unified, coordinated Student Assistance Program in Westmoreland County.

As planning for student assistance program activities during the 2022-2023 school year continues, your assistance and cooperation in completing this agreement is greatly appreciated. As in previous years, the agreement asks for your signature and the signature of your school board secretary. Should you have any questions regarding the enclosed document, please contact me at your convenience. I may be reached at the Saint Vincent College Prevention Projects - (724) 805-2050.

Please return the signed agreement to:

Laurel Sherbondy, S.A.P. County Coordinator
Saint Vincent College Prevention Projects
300 Fraser Purchase Road
Latrobe, PA 15650-2690

It would be appreciated if the document could be returned on or before Friday, May 13, 2022.

Thank you for your continued support and cooperation with the Westmoreland County Student Assistance Program Initiative.

Sincerely,


Laurel Sherbondy, Coordinator
Westmoreland County
Student Assistance Program

LLS/dar
Enclosure

Belle Vernon Area

Burrell

Central Westmoreland
Career & Technology
Center (CWCTC)

Derry Area

Eastern Westmoreland
Career & Technology
Center (EWCTC)

Franklin Regional

Greater Latrobe

Greensburg Salem

Greensburg Central
Catholic

Hempfield Area

Jeannette City

Kiski Area

Ligonier Valley

Monessen City

Mount Pleasant Area

New Kensington-Arnold

Norwin

Penn-Trafford

Southmoreland

Westmoreland IU #7

Yough

WESTMORELAND COUNTY STUDENT ASSISTANCE PROGRAM

A Collaborative Effort Between The Westmoreland Drug & Alcohol Commission, Inc.
The Westmoreland County Behavioral Health and Developmental Services Program
And The School Districts of Westmoreland County

SAP



Belle Vernon Area

Burrell

Central Westmoreland
Career & Technology
Center (CWCTC)

Derry Area

Eastern Westmoreland
Career & Technology
Center (EWCTC)

Franklin Regional

Greater Latrobe

Greensburg Salem

Greensburg Central
Catholic

Hempfield Area

Jeannette City

Kiski Area

Ligonier Valley

Monessen City

Mount Pleasant Area

New Kensington-Arnold

Norwin

Penn-Trafford

Southmoreland

Westmoreland IU #7

Yough

AGREEMENT

WESTMORELAND COUNTY BEHAVIORAL HEALTH AND
DEVELOPMENTAL SERVICES PROGRAM

- and -

WESTMORELAND DRUG AND ALCOHOL COMMISSION, INC.
(Single County Authority)

- and -

CENTRAL WESTMORELAND CAREER
AND TECHNOLOGY CENTER

The Westmoreland County Behavioral Health and Developmental Services Program, and the Westmoreland Drug & Alcohol Commission, Inc. (WeDAC, Inc.), and the Central Westmoreland Career and Technology Center agree to cooperate in the development of the Westmoreland County Student Assistance Program (S.A.P.) in accordance with current Student Assistance Program Guidelines of the Commonwealth of Pennsylvania.

The Westmoreland County Student Assistance Program agrees to provide a S.A.P. Coordinator through Saint Vincent College Prevention Projects who is responsible for coordination of the overall S.A.P. process in Westmoreland County. This individual will provide technical assistance to core teams to assure that they function in accordance with the current State S.A.P. Guidelines. The Central Westmoreland Career and Technology Center agrees that core teams shall be trained only by a State Approved Student Assistance Program Trainer.

The Westmoreland County Student Assistance Program agrees to provide a S.A.P. Liaison to serve as an ad hoc member to the Central Westmoreland Career and Technology Center's core teams at all levels, as described in Attachment A (Liaison Policy and Procedures) and Attachment B (School District Responsibilities).

All personnel involved in the Westmoreland County Student Assistance Program will comply with all applicable Drug and Alcohol and Mental Health confidentiality regulations of the Central Westmoreland Career and Technology Center, Behavioral Health and Developmental Services, and Drug and Alcohol systems. Personnel involved in the Westmoreland County Student Assistance Program shall be responsible for only those individuals who are referred in accordance with the Student Assistance protocols. The Westmoreland County Student Assistance Program assumes no liability/responsibility for individuals who are referred to any program other than the Student Assistance Program described herein, and the Central Westmoreland Career and Technology Center agrees to hold the Westmoreland County Student Assistance Program harmless against any and all claims brought by or on behalf of individuals who are not referred in accordance with Student Assistance Program protocols.

The Westmoreland County Student Assistance Program and the Central Westmoreland Career and Technology Center agree to work cooperatively to avoid any duplication of services. The Westmoreland County Student Assistance Program and/or the Central Westmoreland Career and Technology Center reserves the right to terminate this Agreement and the services described herein with a thirty (30) day advance notice.

The Central Westmoreland Career and Technology Center agrees to provide a representative to serve on the Westmoreland Association of Student Assistance Professionals Council.

The Central Westmoreland Career and Technology Center agrees to submit S.A.P. statistical data on a monthly basis as required by the Westmoreland County Student Assistance Program.

The Central Westmoreland Career and Technology Center agrees that for students eligible for Medical Assistance, service delivery will be guided by the Westmoreland County Health Choices Letter of Agreement.

This Agreement will be in force July 1, 2022 - June 30, 2023, unless otherwise terminated as provided herein.

Westmoreland County Behavioral Health and
Developmental Services Program

Westmoreland Drug and Alcohol
Commission, Inc.



Sara Stenger
Administrator

Date


Colleen D. Hughes
Executive Director

Date

Central Westmoreland Career and Technology Center


Mr. Jason Lucia,
Administrative Director

Date


Secretary, School Board

Date

Westmoreland County SAP Agreement-School District Responsibilities

School Year 2022-2023



1. The School District will appropriate a safe and private space in the school building or buildings where the SAP Liaison can provide services; provide for secure storage of SAP files, and adhere to SAP confidentiality procedures.
2. The School District will provide copies of the district's policies, school calendar, schedule of special activities to the SAP liaison and any other information that may affect the Student Assistance Program services, if requested. This includes Health and Safety Plans during the COVID 19 pandemic
3. The School District will contact parents or guardians of identified students in order to explain, refer, gather information, and obtain written permission/consent to involve students in the Student Assistance Program.
4. The School District will submit data (on-line reporting) regarding the Student Assistance Program as requested to the PA Department of Education's Office of Safe Schools Student Assistance Program.
5. The School District agrees that core teams shall be trained only by a Commonwealth Approved Student Assistance Program Trainer.
6. The School District agrees to schedule and conduct core team meetings as part of the SAP process; it is the school's responsibility to maintain a consistent meeting schedule and to notify the liaison if the meeting is cancelled. The county reserves the right to withdraw (remove) a school district's liaison if the core team is not fully functioning with respect to regular core team meetings and/or there are frequent cancellations. The county shall provide at least 30 days notice to the school district for removal of a school's liaison.



Westmoreland County Behavioral Health and Developmental Services

Policy: Westmoreland County Student Assistance Program SAP Liaison Responsibilities (Assessment Model)

Revised: March 8, 2017; February 13, 2018; January, 2020; March 2022

Background: The Commonwealth Student Assistance Program (SAP) utilizes a systematic process involving a team composed of professionals from various disciplines within the school and liaisons from community agencies; the SAP liaisons are representatives of the community mental health system, professionally trained to provide consultation to school SAP core teams and families regarding the need for referral to community-based services to address behavioral health and/or drug & alcohol concerns.

Purpose: This policy is to identify the roles and responsibilities and provide guidelines of the Enhanced Student Assistance Program liaisons in the operation of a successful Student Assistance Program in Westmoreland County.

The SAP Behavioral Health liaison is an important member of the school SAP core team; as an ad hoc member of the core team, they may provide consultation from their area of expertise, assess for, and provide level of care recommendations to families, consult and participate in post-vention efforts following a tragic event, providing county and program updates, assisting parents in identifying and accessing appropriate services, and participating in team maintenance activities.

- **Core Team Meeting Participation and Attendance**

Attendance at core team meetings: Liaisons are to attend a minimum of **two (2) team/core meetings** per month with each identified school in which they are assigned. A liaison is encouraged to attend additional meetings that may be scheduled, attendance is mandatory at least two meetings in one calendar month. If extenuating circumstances apply that prevent the liaison from participating in person (school delay, inclement weather, transportation problems, etc), the SAP liaison's supervisor should make alternative arrangements for liaison representation and/or participation in the core team meeting if needed to meet the requirements of the two meetings per month.

Attendance at team maintenance: Liaisons are to attend their identified school district's **team maintenance** meetings as scheduled within the school year. For the enhanced SAP Liaison Model in a shared district, the team maintenance meeting should be scheduled on the Liaison's scheduled day in that district.

Westmoreland County Mental Health SAP Assessment Procedures

Following proper parental and/or youth written consent, the Westmoreland County Enhanced Behavioral Health SAP Liaison utilizes a Diagnostic Assessment Interview process for students referred to the school's SAP core team; the following procedures apply to the SAP liaison assessment process:

Assessment: Westmoreland County Enhanced SAP Liaisons are responsible for completing a SAP Assessment; this is a face to face interview between the referred student, the parent/guardian, and the SAP liaison. The assessment and interview is conducted at the school setting during regular school hours, unless other arrangements and/or accommodations have been made. The purpose of the assessment process and interview is to gather information from the student and parent related to the child's behavior, emotions, and available school based data as well as other identified areas of concern impacting student behavior. The assessment determines the youth and family strengths and needs, recommended services and/or supports, and develops an action plan to include additional services, if necessary. The assessment may also determine if a referral to the drug and alcohol case manager is needed for further evaluation.

All liaisons are to keep completed student assessments in a secure file and/or securely located within their provider organization; liaisons will be responsible for keeping all student assessment documentation for a period of a minimum of six (6) years following the student's assessment.

Referral for assessment process: Once an assessment referral is made and written parental consent is received by the SAP core team, the core team must discuss the referral and student in a meeting with SAP liaison. The SAP liaison will contact the parent/guardian to provide an explanation of the assessment interview process and to answer any questions they may have. The SAP liaison will reach out to the family within 24-48 hours* to begin the process of scheduling an assessment. The SAP liaison maintains control of their schedule and will schedule the assessment at the earliest convenience of the family/guardian. In the event that extenuating circumstances exist such as student absence, school closure, or if the parent/guardian cannot be reached by phone, the liaison shall document all attempts made to administer the assessment. The assessment is a face to face interview and all attempts will be made to include the parent/guardian and the youth. Exceptions can only be made with approval from a WCSI SAP Supervisor or Department Manager. Recommendations shall not be given to the core team prior to the completion of the SAP liaison assessment.

Assessment Recommendations: Following a liaison assessment, the liaison shall discuss the assessment results and the recommendations for behavioral health supports and services with the parent and/or youth; with written consent, the liaison may provide assistance in the identification and referral to community treatment and/or support services as appropriate.

The SAP liaison will then provide the assessment recommendations in writing (via WCSI Medical Records) within 5-7 school days* and verbally at the next core team meeting.

SAP Liaison Follow Up: Following the assessment and discussion with the parent and/or youth regarding the recommended services and supports the SAP liaison shall conduct a follow up phone call with the parent/guardian **within 5 days*** to determine if the recommended services were accessed and to identify any barriers that may exist. Phone calls to the parent or guardian will be made again 30 days following the assessment and at 60 days; written communication will be acceptable if the liaison is unable to contact the family by phone in a timely manner; all attempts will be documented in the child's SAP assessment record.

Postvention Assistance: The SAP liaison is available to their assigned school for the consultation and/or assistance when requested with "postvention" efforts in the event of any tragic death including the suicide of a student, teacher, or community member that would adversely affect the school community. Liaisons are also available for linking schools and/or families with community services for emergency crisis assistance as needed, including the Emergency Behavioral Health Team (EBH-formally known as Disaster Coordination Outreach and Referral Team (DCORT)).

To ensure a timely response for postvention and/or urgent crisis events, the SAP liaison shall provide each school district core team, school principal the SAP liaison crisis response plan by September 30th of each year; the plan shall include phone numbers to reach the liaison and/or their supervisor in the event of an emergency or crisis event. A copy of each plan will be provided to the SAP Coordinator and the Westmoreland County BH/DS office. The plan is to be reviewed verbally with each team and building administrator upon completion. A copy of the crisis plan will be kept in the school's files.

SAP Liaisons may provide consultation to schools for crisis/urgent situations but **are not considered crisis responders**; consultation may be provided on site when possible or via phone for situations when the liaison is not in the school building.

Other SAP responsibilities: All SAP liaisons will receive training by a State Approved Student Assistance Program Trainer; in addition, each liaison shall receive training in drug and alcohol confidentiality and have knowledge in substance use and addiction of drugs and alcohol. There may be additional liaison meetings scheduled according to training needs or special circumstances; SAP liaisons are required to attend all WCSI Team meetings and Leadership will attend all SAP Thematic Workshops and will train liaisons accordingly.

SAP Liaisons are responsible for the timely submission of data to the SAP Supervisor; the SAP supervisor will submit data to the county program and the SAP coordinator. Liaisons will utilize the county approved documentation forms for the processing of assessments, session notes, tracking forms, and parent consent forms; documentation shall be legible and kept in an organized manner.

The Westmoreland County BH/DS office will be responsible for the coordination of SAP liaison meetings; these meetings shall be scheduled in collaboration with WCSI and other SAP stakeholders and occur at least twice per year (or less at the discretion of the Westmoreland County BH/DS). All WCSI SAP liaisons and supervisors are required to participate in these liaison meetings; additional WCSI team meetings may be scheduled accordingly to address liaison training needs, leadership updates and/or to address special circumstances.

On an annual basis, a meeting shall be held with administrators and key SAP system stakeholders for the purpose of reviewing SAP policies, procedures, data, outcomes and to determine system needs and goals; this meeting is required for SAP supervisors and administrative staff members.

Conflict Resolution Process and Procedures: Westmoreland County BH/DS has a Conflict Resolution Policy and Procedure in place when a conflict arises between a school district SAP team and their assigned liaison and/or drug & alcohol case manager. The procedure promotes resolution of all differences through verbal communication however, when this cannot be accomplished, there is a procedure in place to address the conflict and all concerns.

County Program responsibilities: The county BH/DS office shall conduct annual monitoring of the SAP liaison program which shall include an on-site visit and review of the SAP liaison personnel file, training records, and all child assessment documentation. The SAP provider agency shall receive advance written notification of the annual monitoring visit at least two weeks prior to the on-site review.

On an annual basis, the county program shall develop Letters of Agreement that outline the provision of services that will be provided to the school building/district; each agreement shall be signed annually by the school administrator and a copy shall be kept at the county BH/DS office.

*The availability of the liaison, response times for assessment, recommendations and follow up may vary for schools that do not have a dedicated liaison and will be contingent upon the annual financial contribution to the program from all schools.



Zelenkofske Axelrod LLC

CERTIFIED PUBLIC ACCOUNTANTS

EXPERIENCE | EXPERTISE | ACCOUNTABILITY

April 28, 2022

Mr. Chris Tollari
Business Manager
Central Westmoreland Career and Technology Center
240 Arona Road
New Stanton, PA 15672

RE: Audit Extension

Dear Mr. Tollari:

As a follow-up to your conversation with Margaret Herzog of our firm, Zelenkofske Axelrod LLC is writing this letter in the form of a contract to extend our audit services to Central Westmoreland Career and Technology Center ("the Center") for the years ending June 30, 2023, 2024 and 2025.

Our audit of the Center's financial statements as of June 30 each year will be in accordance with generally accepted auditing standards as included in *Statements on Auditing Standards* published by the American Institute of Certified Public Accountants; *GAO Standards for Audits of Governmental Organizations, Programs, Activities and Functions*, 1994 Revision Edition; *GAO Guidelines for Financial and Compliance Audits of Federally Assisted Programs*; and the Single Audit Act Amendments of 1996; CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

The annual fees for these services will be as follows:

<u>Year</u>	<u>Financial Audit</u>	<u>Single Audit (if applicable)</u>
2023	\$ 14,560	\$3,000
2024	\$ 14,750	\$3,000
2025	\$ 15,000	\$3,000

We have included a 2% inflationary adjustment (above the 2022 fee) for the years ended June 30, 2023, 2024 and 2025, in order to allow us to continue to provide salary adjustments to our staff.

If additional time is necessary (e.g. due to changes in professional standards, changes in laws and regulations, establishment of new funds, new federal or state programs, new bond issues, etc.), we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.



Zelenkofske Axelrod LLC

CERTIFIED PUBLIC ACCOUNTANTS

EXPERIENCE | EXPERTISE | ACCOUNTABILITY

Mr. Chris Tollari
Business Manager
Central Westmoreland Career and Technology Center
April 28, 2022
Page 2

If the Center accepts this contract to provide audit services for the years ending June 30, 2023, 2024 and 2025, please indicate by signing the acknowledgment on the next page, and we will formalize the terms of our agreement in an engagement letter.

Thank you for the opportunity to present this contract to Central Westmoreland Career and Technology Center, and we look forward to continuing our relationship with Central Westmoreland Career and Technology Center.

If you have any questions, please call Brian Chruscial at (412) 367-7102, ext. 5303.

Sincerely,

Zelenkofske Axelrod LLC

Zelenkofske Axelrod LLC



Zelenkofske Axelrod LLC

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Mr. Chris Tollari
Business Manager
Central Westmoreland Career and Technology Center
April 28, 2022
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ACKNOWLEDGMENT

Central Westmoreland Career and Technology Center is in agreement with and accepts the above proposal

Name: 

Title: Joe Chair

Date: 5/5/2022

Name: 

Title: Business Manager

Date: 5/5/2022

Name: 

Title: ADMINISTRATIVE DIRECTOR

Date: 5-5-2022