



240 Arona Road | New Stanton, PA 15672  
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August 26, 2021

TO: Joint Operating Committee

FROM: Robin Savage, Chairperson

SUBJECT: Regular Meeting, September 1, 2022

In efforts to maintain safety and social distancing, the September 1, 2022 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.

Executive Session will begin at 6 PM.

Regular Meeting will begin at 7 PM.

Attached are the agenda for this meeting, minutes of the last meeting, and any other pertinent items of business. Please email me with any questions requiring detailed information prior to noon on Wednesday.

There will be a reminder sent 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](mailto:ctollari@cwctc.org).

Enclosures



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## JOINT OPERATING COMMITTEE MEETING September 1, 2022, 7 PM

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)

\_\_\_\_\_ 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)

\_\_\_\_\_ Mr. Jason Lucia (Administrative Director)

\_\_\_\_\_ Mr. Chris Tollari (Business Manager)

\_\_\_\_\_ Ms. Darcy Szymkiewicz (Assistant Director CTE)

\_\_\_\_\_ Mr. Russell Lucas (solicitor)

\_\_\_\_\_ Mr. Alex Novickoff (Assistant Director of Workforce Education)

\_\_\_\_\_ Ms. Michelle DeLuca (Coordinator of Grants & Adult Ed)

**3. Public Comments**

**4. Communications**

Add to the agenda the resignation letter of Steven Saunders, Workforce Education Coordinator, effective August 10, 2022.

**5. Minutes**

Motion to approve the minutes of the JOC meeting held August 4, 2022. (attachment 1)

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_

Comments \_\_\_\_\_

Affirmative Vote \_\_\_\_\_ Negative Vote \_\_\_\_\_

**6. Administrative Report**

**7. Treasurer's Report**

Motion to approve the Treasurer's Reports ending July 2022. (attachment 2)

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_

Comments \_\_\_\_\_

Affirmative Vote \_\_\_\_\_ Negative Vote \_\_\_\_\_

**8. Payment of Bills**

Motion to approve payment of bills. (attachment 3)

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_

Comments \_\_\_\_\_

Affirmative Vote \_\_\_\_\_ Negative Vote \_\_\_\_\_

## 9. Revenue Allocation

Motion to approve the Administration to utilize all remaining excess revenues from the 2021-22 school year for committed fund balance, program expansions, supplies, and equipment for increased enrollment and capital investments.

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_

Comments \_\_\_\_\_

Affirmative Vote \_\_\_\_\_ Negative Vote \_\_\_\_\_

## 10. JOC Meeting Dates

Motion to approve the following dates to the JOC meeting calendar:

October 6, 2022  
November 3, 2022  
December 8, 2022  
January 5, 2023  
February 2, 2023  
March 2, 2023  
April 6, 2023  
May 4, 2023  
June 1, 2023

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_

Comments \_\_\_\_\_

Affirmative Vote \_\_\_\_\_ Negative Vote \_\_\_\_\_

## 11. Liquidation

Motion to approve advertising for liquidation of any unused equipment and accept the highest responsible bid for the 2022-23 school year.

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_

Comments \_\_\_\_\_

Affirmative Vote \_\_\_\_\_ Negative Vote \_\_\_\_\_

## 12. Career and Technical Student Organization Club Advisors

Motion to approve the following as CTSO Club Advisors:

- Skills USA
  - Ken Lehnhardt
  - Garrison Miller
  - Christine Richards
  - Linda Iezzi
- The Club
  - Mikki Crist
  - Jessica Lingsch
- FFA
  - Daniel Overdorff
- WBA
  - TBD
- FCCLA/Prostart
  - Christie Parks
- BotsIQ
  - Nick Nelson
  - Mark Long
- NTHS
  - Debbie Grindle

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_

Comments \_\_\_\_\_

Affirmative Vote \_\_\_\_\_ Negative Vote \_\_\_\_\_

## 13. St. Vincent Educational Support and Intervention

Motion to approve the renewal agreement for service delivery between St. Vincent College and Central Westmoreland CTC to provide educational support and intervention to the student body, effective for the 2022-23 school year. The cost is \$25,200, the same as last year, and is paid through grant funding.

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_

Comments \_\_\_\_\_

Affirmative Vote \_\_\_\_\_ Negative Vote \_\_\_\_\_

#### **14. ACAPA**

Motion to approve Crissy Long to attend the Attendance/Child Accounting Professional Association 2022 Fall Workshop for CTE Technology Coordinators at the Hotel Hershey, on October 26 - 28, 2022 at an approximate cost of \$1200.

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_

Comments \_\_\_\_\_

Affirmative Vote \_\_\_\_\_ Negative Vote \_\_\_\_\_

#### **15. Contractive Services - Prime Communication**

Motion to approve a one-year renewal with Prime Communication to perform service to telephone equipment, including necessary service calls, labor, and materials on replacement parts. (cost is \$6,445.36, an increase of \$901.95 from the previous agreement)

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_

Comments \_\_\_\_\_

Affirmative Vote \_\_\_\_\_ Negative Vote \_\_\_\_\_

#### **16. PACTA Fall Workshops**

Motion to approve Darcy Szymkiewicz to attend the PACTA 2022 Fall Workshop for CTE Assistant Directors, Principals, and Supervisors at the Penn Stater/State College, on September 15 and 16, 2022 at an approximate cost of \$500.

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_

Comments \_\_\_\_\_

Affirmative Vote \_\_\_\_\_ Negative Vote \_\_\_\_\_

Motion to approve Chris Tollari, and Julie Lea to attend the PACTA 2022 Fall Workshop for CTE Business Administrators at the Penn Stater/State College, on September 15 and 16, 2022 at an approximate cost of \$1,000.

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_

Comments \_\_\_\_\_

Affirmative Vote \_\_\_\_\_ Negative Vote \_\_\_\_\_

Motion to approve Michelle DeLuca to attend the PACTA 2022 Fall Workshop for CTE Adult/Continuing Education Coordinators at the Penn Stater/State College, on September 15 and 16, 2022 at an approximate cost of \$500.

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_

Comments \_\_\_\_\_

Affirmative Vote \_\_\_\_\_ Negative Vote \_\_\_\_\_

Motion to approve Debbie Grindle to attend the PACTA 2022 PA Cooperative Education Conference at the Penn Stater/State College, on October 13 and 14, 2022 at an approximate cost of \$500.

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_

Comments \_\_\_\_\_

Affirmative Vote \_\_\_\_\_ Negative Vote \_\_\_\_\_

Motion to approve Curt Smithley to attend the PACTA 2022 Fall Workshop for CTE Technology Coordinators at the Penn Stater/State College, on October 21 and 22, 2022 at an approximate cost of \$500.

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_

Comments \_\_\_\_\_

Affirmative Vote \_\_\_\_\_ Negative Vote \_\_\_\_\_

## 17. Job Descriptions

Motion to approve the updated job descriptions (attachment 4) for the following positions, with the final form of the document subject to the solicitor's review and approval:

1. Administrative Director
2. Assistant Business Manager
3. Buildings and Grounds Assistant
4. Buildings and Grounds Supervisor
5. Business Manager
6. Coordinator of Grants and Adult Education

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_

Comments \_\_\_\_\_

Affirmative Vote \_\_\_\_\_ Negative Vote \_\_\_\_\_

## 18. Personnel

Motion to accept the resignation of Steven Saunders, Special Education Learning Facilitator, effective August 10, 2022. (attachment 5)

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_

Comments \_\_\_\_\_

Affirmative Vote \_\_\_\_\_ Negative Vote \_\_\_\_\_

Motion to hire Taylor Bartlow as a Workforce Education Coordinator at a salary of \$54,000, effective immediately for the 2022-23 school year 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.

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_

Comments \_\_\_\_\_

Affirmative Vote \_\_\_\_\_ Negative Vote \_\_\_\_\_



**19. Report of Solicitor**

**20. Adjournment**

Motion to adjourn at \_\_\_\_\_ until the next regular meeting on Thursday,  
October 6, 2022, at 7 pm.

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_

Comments \_\_\_\_\_

Affirmative Vote \_\_\_\_\_ Negative Vote \_\_\_\_\_

## **JOINT OPERATING COMMITTEE MEETING**

**August 4, 2022, 7 PM**

**Executive Session** 6:05 pm - 7:00 pm for personnel matters

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

The meeting was called to order at 7:07 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)

#### **Excused:**

Ms. Kristy Smith (Southmoreland School District)  
Ms. Amy Ulander (Yough School District)

#### **Others Present:**

Mr. Jason Lucia (Administrative Director)  
Mr. Chris Tollari (Business Manager)  
Mr. Russell Lucas (solicitor)  
Mr. Curt Smithley (Questeq IT)  
Zoom participants

**Public Comments:** none

**Communications**

Add to the agenda the resignation letter of Richard Heltion, HVAC Teacher, effective July 27, 2022.

Add to the agenda the resignation email of Keith “Pete” Highlands, Paraprofessional, effective August 2, 2021

**Minutes**

Motion by Mr. Gogolsky and seconded by Ms. Ciocca to approve the minutes of the JOC meeting held June 2, 2022. (attachment 1)

**Administrative Report:** see report 1

**Treasurer’s Report**

Motion by Dr. Learn and seconded by Ms. Livengood to approve the Treasurer’s Reports ending May and June 2022. (attachment 2)

**Payment of Bills**

Motion by Mr. Gogolsky and seconded by Mr. Petrucci to approve payment of bills. (attachment 3)

**Permission to Advertise**

Motion by Dr. Learn and seconded by Ms. Livengood to permit the Administration to advertise for positions as deemed necessary during the 2022-2023 school year.

**Health and Safety Plan**

Motion by Dr. Learn and seconded by Mr. Petrucci to approve the Pennsylvania Department of Education ARP/ESSER Health and Safety Plan, as presented, for the 2022-2023 school year. No revisions have been made. (attachment 4)

**Safety Report**

Motion by Ms. Livengood and seconded by Mr. Gogolsky to approve the 2021-2022 safety report. (attachment 5)

**Student Handbook**

Motion by Mr. Petrucci and seconded by Dr. Learn to approve the 2022-2023 Student Handbook as presented, with the final form of the document subject to the solicitor’s review and approval. (attachment 6)

**Budgetary Amendment**

Motion by Mr. Weinman and seconded by Ms. Livengood to grant the administration authority to amend the budget to reflect additional grants, revenues, and expenditures not in the original budget, pursuant to section 609 School Code for the 2022-2023 school year.

**ARP ESSER Grant**

Motion by Mr. Gogolsky and seconded by Mr. Petrucci to approve the ARP/ESSER grant application.

**FMLA**

Motion by Dr. Learn and seconded by Mr. Petrucci to approve Family Medical Leave (FMLA) for one employee (Employee ID #535) according to the school's policy under Section: Employees, Title: FMLA, Policy: #335, pending completion of necessary paperwork. The leave will commence after the sick days are exhausted.

**Substitutes**

Motion by Mr. Gogolsky and seconded by Ms. Ciocca to approve the 2022-2023 list of substitute teachers and custodians, pending receipt of valid clearances and documentation. (attachment 7)

**Compensation Plans**

Motion by Ms. Livengood and seconded by Dr. Learn to approve the Compensation Plans and Terms of Employment (attachment 8) for the following positions, with the final form of the document subject to the solicitor's review and approval:

1. Administrative Director
2. Assistant Director of Career and Technology Education
3. Assistant Director of Workforce Education
4. Business Manager
5. Assistant Business Manager
6. Supervisor of Building and Grounds
7. Coordinator of Grants and Adult Education
8. Supervisor of Safety and Special Projects
9. Confidential Secretary
10. Supplementary School Nurse/LPN

### **Job Descriptions**

Motion by Mr. Weinman and seconded by Dr. Learn to approve the updated job descriptions (attachment 9) for the following positions, with the final form of the document subject to the solicitor's review and approval:

1. Administrative Assistant/Business Office Specialist
2. Assistant Director of CTE
3. Assistant Director of Workforce Education
4. Confidential Secretary
5. Cooperative Education Coordinator
6. CTSO Club Advisor
7. CTTA
8. Main Office Secretary
9. School Counselor
10. Student & Community Engagement Coordinator
11. Supervisor of Safety & Special Projects
12. Supplemental School Nurse
13. Workforce Education Coordinator

### **Personnel**

Motion by Dr. Learn and seconded by Ms. Livengood to hire Corry Vargo King as a long-term substitute Multimedia instructor, with the commencement date to be determined based on the beginning of the approved leave for the permanent instructor, with the long-term substitute assignment lasting for the duration of the permanent instructor's approved leave, pending receipt of all necessary clearances and submission of any necessary documents.

Motion by Mr. Gogolsky and seconded by Dr. Learn to leave of employee #5254101, with the commencement date to be determined and lasting for a period of time to be determined.

Motion by Mr. Petrucci and seconded by Ms. Livengood to accept the resignation of Richard Heltion, HVAC Teacher, effective July 27, 2022. (attachment 10)

Motion by Mr. Gogolsky and seconded by Mr. Weinman to accept the resignation of Keith "Pete" Highlands, Paraprofessional, effective August 2, 2022. (attachment 11)

**Report of Solicitor:** none

### **Adjournment**

Motion by Ms. Ciocca and seconded by Mr. Petrucci to adjourn at 7:43 pm until the next regular meeting on Thursday, September 1, 2022, at 7 pm.

**To:** Joint Operating Committee Members  
**From:** CWCTC Administration  
**Subject:** Administrative Reports – 8/4/2022

**Administrative Director – Mr. Jason Lucia**

- Building and campus remodeling and renovations
  - o New flooring in Main hallways
  - o Parking Lot expansion
  - o Automotive Technology Expansion
    - Opening the space and expanding to the (horticulture) building
    - New industrial epoxy floor
    - New lift to be installed in the new building
  - o R.E.M. Advanced Manufacturing program remodel
    - Updating some of the old machining equipment
    - New epoxy floor
    - New classroom concept
    - Phoenix Manufacturing development for partnerships with local industry for subcontract work experience
  - o Cosmetology expansion
    - Side area room expansion to allow more students and more workspace
  - o Protective Services program expansion
    - Entry way cut between current Protective Services classroom into the old Prep II engine room
    - Teacher office area being constructed
    - Bathroom being updated
    - Lockers to be purchased and installed
- Meetings with L&S Machining, Astley Precision, and Westinghouse to discuss Phoenix Manufacturing partnership
- Attended the PACTA conference at the end of July
  - o Met with Directors from across the state to discuss the ongoing concern and expense to standardized testing, particularly NOCTI
  - o Received clarification and understanding of the new updates to ACT 55 regarding students as well as teacher certifications

**Business Manager – Mr. Chris Tollari**

- Completing the Final Expenditure Reports and the Grant binders for GEER II and Perkins for fiscal year 2021-22.
- Reconciling all Bank accounts for the 2021-22 school year for our Local auditors which will begin early October.
- Preparing for a Single Audit which will review the 2021-22 GEER II, ARP ESSER, and the Perkins Grant.
- Beginning the process of billing the Member Districts with Approved Budgets Tuition per each District.
- Rolling out all 2022-23 Business Processes and created a new filing system.
- Moved offices and cleaned up all archived files.

- Updated all benefits and account coding.

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

- Working on making improvements and necessary updates to the CTCs Emergency Operation Plan. Greg Barnhart will be assisting me in working with our School Safety and Security Planning and Team development. New school signage will be a priority for the start of the year.
- We are in the process of finalizing schedules and a CWCTC Welcome and First Day of School letter.
- The student Parking, Emergency Forms, and Handbook Sign Off sheets will be completed online this year.
- Working with Mrs. Jones to complete Act 158 CTE Pathway to graduation update for our districts. This information will help to map out our plan for this year's state requirements early on to ensure that all of our students can meet requirements as Seniors.
- Attended PACTA last week and had the opportunity to sit in on great informational sessions pertaining to Act 158 models, Equity and the processes being used within the Lehigh CTC, and creating a "Chill Space" for our students/staff mental health.
- I am pleased to report that we have many Instructors interested in being student organization advisors this year. We have a robust selection to offer the students, with the resurrection of some former clubs. This will assist in the student/school culture and well-being.

#### **Assistant Director of Workforce Education – Mr. Alex Novickoff**

- Worked with sending district special education directors to update IEP information for incoming students
- Delivered two presentations at PACTA: Special Education Support Services Transition Task List, Bringing CTE to You – the CWCTC Roadshow
- Expanded the Workforce Education Office to include a Careerlink Mobile Office
- Finalized PaTTAN Competitive Integrated Employment grant from 21-22 school year
- Toured multiple facilities, including Westinghouse, and met with several area businesses to discuss partnership opportunities for 22-23 school year
- Preparing for the launch of our (OVR) Pre-ETS courses at full scale next year
- Assisted in developing job descriptions for new or modified positions
- Help plan for the (grant-funded) Hempfield summer school project
- 3 of the 6 library Roadshow events have been completed, the remaining three are next week (see attached TribLive article)
- 2 PIC summer camp Roadshow events completed

#### **Coordinator of Grants & Adult Education – Mrs. Michelle DeLuca**

##### **Adult Ed Update - August 2022**

- PIMS Collection for Adult Students submitted July 2022
- There were 18 students in the two June CDL classes. The July CDL class had 7 students. Next class will begin on Monday, August 8th.
- Registration is open for Fall Adult Evening classes, which are posted on the CWCTC website and FaceBook page.
- NTMA Machinist Apprenticeship classes will begin on Tuesday, September 13th for Year 1 & 2 and Thursday, September 15th for Year 3 & 4 apprentices.
- State Inspection class will begin on September 19th and Emission Certification class will begin on October 11<sup>th</sup>.

##### **Grants Update - August 2022**

- Perkins 22-23 Grant submitted June 2022

- Competitive Equipment Grant 21-22 Final Report submitted June 2022
- GEER II Interim Report submitted June 2022
- Perkins 21-22 Performance Report due August 31, 2022
- PCCD Mental Health and School Safety Grants due August 31, 2022

**I.T. Coordinator – Mr. Curt Smithley**

- Currently updating all the end points to a supported version of Win 10. The early versions of Win 10 are no longer supported by MS.
- Parts are arriving for ERATE. We have the Access Points on hand so I'm trying to schedule a time to installation. We are still waiting on the switches before we can start the rip and replace.
- The UPS devices have a late August ship date so those will need to be installed during the school year



## Kids try out trades during technology center road show stop in Greensburg



JEFF HIMLER | Thursday, June 30, 2022 4:01 a.m.



JEFF HIMLER | TRIBUNE-REVIEW

Mallory DeNobile, 18, of Hempfield, a 2022 graduate of the protective services program at Central Westmoreland Career and Technology Center, fits Abigail Kelly, 8, of Greensburg with a self-contained breathing apparatus similar to what firefighters would use when entering a burning building. Kelly was among Greensburg Recreation Summer Camp participants who visited the technology center's Road Show visit on Wednesday at Greensburg's St. Clair Park.

Six-year-old Levi DiCola put hammer to nail Wednesday as he started a construction project.

"I was building a house," the Greensburg boy said. "It was just a basic house, but I didn't finish it."

That's because it was time for him to rotate to the next station of the Central Westmoreland Career and Technology Center Road Show, where he got to pilot a forklift in a virtual simulation.

That exercise also ended abruptly, though no actual damage was done. "I drove it off a cliff," he said.

Levi was among 20 Greensburg Recreation Summer Camp participants ages 5-11 who came to check out the road show during its afternoon stop at the town's St. Clair Park amphitheater. The exhibit features hands-on activities that provide a taste of some of the various trades area high school students can pursue at the technology center.

Greensburg Hempfield Area Library sponsored the CWCTC exhibit as part of its beanstack program that offers prize drawings for patrons of all ages who meet goals for reading books or taking part in activities.

For the camp kids, "It's a great partnership between three entities to make something cool happen on a summer afternoon," said Jessica Kiefer, head children's librarian.

Other road show simulators allowed kids to try their hands at welding, running an excavator or operating a spray paint booth.

Other children from the community also found plenty to do at the road show.

Chrisanay Johnson, 13, of Greensburg was eager to try on a self-contained breathing apparatus like those used when firefighters enter a burning building.

When she's older, she indicated, she might want to try out for a fire department dive team, helping at the scene of a water emergency. "They're firefighters first, but they're also divers," she said.

Mallory DeNobile, 18, of Hempfield, a 2022 graduate of the CWCTC protective services program, helped kids experience what it's like to view the world from inside a firefighter's air mask.

She learned to use the equipment when she completed the firefighting component of the program, which also introduces students to police and emergency medical work.

Juniors in that program attend a firefighting exercise at the Westmoreland County Community College Public Safety Training Center near Smithton, according to Alexander Novickoff, assistant director of workforce education at CWCTC. "They go to a live burn wearing their gear," he said.

Novickoff noted CWCTC's forklift simulator is "something industry actually uses before you put somebody behind the wheel."

CWCTC high school programs are available to students who attend the Greensburg Salem, Hempfield Area, Jeannette City, Mt. Pleasant Area, Norwin, Penn-Trafford, Southmoreland, Yough, Belle Vernon Area and Frazier districts. It also offers adult education and night classes.

He said the center programs employ "incredible 21st century technology, and no one knows about it because we're tucked away in New Stanton. So, we built something we could take on the road to schools, to parks, to libraries, to our community — to engage them and show off what we have to offer."

In addition to Greensburg, the CWCTC Road Show made stops at Yough Middle School and Scottdale Library this month. Locations scheduled later this summer include: Ligonier Valley Library, Aug. 9; Norwin Library, Aug. 10; and Murrysburg Community Library, Aug. 12.

"We have a workforce that's dying for workers," Novickoff said. "We know we've got to start engaging students at the youngest age."

Visit [cwctc.org](http://cwctc.org) for more information about the technology center and its programs. Log on to [ghal.org](http://ghal.org) to learn more about the offerings at Greensburg Hempfield Area Library.

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

**GENERAL FUND**

Balance July 1, 2022	648,391.58
Deposits	531,752.81
Expenditures	-906,555.17
<b>Balance July 31, 2022</b>	<b><u>273,589.22</u></b>

**COMMITTED FUND**

Balance July 1, 2022	1,000.00
Interest	0.00
Deposits	0.00
Expenditures	0.00
<b>Balance July 31, 2022</b>	<b><u>1,000.00</u></b>

**ACH ACCOUNT**

Balance July 1, 2022	3,283.05
Interest	1.41
Deposits	0.00
Expenditures	179.14
<b>Balance July 31, 2022</b>	<b><u>3,105.32</u></b>

**EVENING SCHOOL**

Balance July 1, 2022	11,753.11
Interest	
Deposits	21,784.62
Expenditures	-23,801.08
<b>Balance July 31, 2022</b>	<b><u>9,736.65</u></b>

**CAPITAL RESERVE FUND**

Balance July 1, 2022	261,441.89
Interest	280.42
Deposits	0.00
Expenditures	0.00
<b>Balance July 31, 2022</b>	<b><u>261,722.31</u></b>

**SCHOLARSHIP**

Balance July 1, 2022	100,350.88
Interest	0
Deposits	107.00
Expenditures	-1,250.00
<b>Balance July 31, 2022</b>	<b><u>99,207.88</u></b>

Date: 08/26/22  
Time: 12:12:47

Ending Date: 07/31/22

Central Westmoreland CTC  
Trial Balance 2022-2023

Page: 1  
BAR101

FUND 80 FUND 80

Balance Amount

Balance Sheet

80.0101.000.000.00.00.00	Cash Control Account	19,861.52
80.0102.000.000.00.00.00	Savings Account	14,140.99
80.0421.000.000.00.00.PY	Accounts Payable -	-215.21
80.0496.001.000.30.00.00	Auto Body	-16.59
80.0496.002.000.30.00.00	Auto Mechanics	-2,419.89
80.0496.003.000.30.00.00	Building Maintenance	-715.92
80.0496.004.000.30.00.00	Commercial Art	-503.23
80.0496.005.000.30.00.00	Cosmetology	-584.61
80.0496.006.000.30.00.00	Coca-Cola & Student Success Fund	-1,539.84
80.0496.007.000.30.00.00	Electricity	-1,005.91
80.0496.008.000.30.00.00	Future Builders	-928.77
80.0496.009.000.30.00.00	First Robotics	1,662.77
80.0496.010.000.30.00.00	Culinary	4,006.50
80.0496.011.000.30.00.00	Graphic Arts	-2,199.10
80.0496.012.000.30.00.00	Health Assistant	-67.77
80.0496.013.000.30.00.00	Heating & Air	-702.35
80.0496.014.000.30.00.00	SHA	-7,308.87
80.0496.015.000.30.00.00	Masonry	-594.99
80.0496.017.000.30.00.00	National Honor Society	-357.29
80.0496.018.000.30.00.00	Powerline Construction	-12,531.96
80.0496.019.000.30.00.00	Painting & Decorating	-1,642.74
80.0496.020.000.30.00.00	Physical Education	-925.69
80.0496.021.000.30.00.00	Plumbing	-147.85
80.0496.022.000.30.00.00	Protective Services	-2,013.94
80.0496.023.000.30.00.00	Computer & Information Science	-208.56
80.0496.024.000.30.00.00	SkillsUSA	-546.53
80.0496.025.000.30.00.00	Spirit Squad	-859.79
80.0496.026.000.30.00.00	Sports Therapy	-855.36
80.0496.027.000.30.00.00	Welding	-242.76
80.0496.028.000.30.00.00	Warehousing	-76.15
80.0496.029.000.30.00.00	National Art Honor Society	-675.32
80.0603.000.000.00.00.00	Enc Control DBAcct	-1,260.79
80.0604.000.000.00.00.00	Enc Control CRAcct	1,260.79

Date: 08/26/22  
Time: 12:12:47  
Ending Date: 07/31/22

**Central Westmoreland CTC**  
**Trial Balance 2022-2023**

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**FUND 80 FUND 80**

**Balance Sheet**

80.0850.000.000.00.00.00

Unrestricted Fund Balance

	<u>Balance Amount</u>
	-26,352.61
<b>Total Balance Sheet</b>	<b>-26,567.82</b>
<b>Total Trial Balance</b>	<b>-26,567.82</b>

Date: 08/26/22  
 Time: 12:27:00  
 Check Dates 07/01/22 - 07/31/22

**Central Westmoreland CTC**  
**List Of Payments 2022-2023**

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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				
ADVANCE AUTO PARTS	00040799	07/18/22	AUTOMOTIVE TECHNOLOGY SUPPLIES	\$59.49
	00040829	07/22/22	MAINTENANCE SUPPLIES VEHICLE MAINT.	\$222.62
AFLAC	00040793	07/14/22	EMPLOYEE - CANCER INS-AMER FAM	\$137.50
ALEXANDER NOVICKOFF	00040830	07/22/22	Student Activities - Travel FCCLA COMPETITION	\$2,021.20
ALLEGHENY LUMBER	00040831	07/22/22	Bldg Acquis/const Ser - Construction Services	\$12,857.13
AMAZON	00040783	07/13/22	wellness supplies	\$570.34
	00040800	07/18/22	System-wide Tech Services - General Supplies PO 21221081	\$977.83
	00040832	07/22/22	OFFICE SUPPLIES	\$3,240.16
AMERICAN HERITAGE LIFE INS CO	00040794	07/14/22	EMPLOYEE - CANCER INS- ALLSTATE	\$234.01
AMERICAN WELDING SOCIETY	00040801	07/18/22	WELDING DUES & FEES	\$264.00
ANCHOR CEMENT BLOCK WORKS INC	00040784	07/13/22	MAINTENANCE SUPPLIES	\$160.00
	00040833	07/22/22	Existing Site Improv Srvs - Construction Services COSMO BLDG	\$1,992.36
	00040854	07/28/22	Existing Site Improv Srvs - Const Serv REPLACE #40833	\$916.18
ATLANTIC COAST COTTON	00040775	07/01/22	GEER III COVID GRANT - SUPPLIES ATTENDANCE	\$50.06
	00040785	07/13/22	ARP ESSER - General Supplies PO 21220991	\$278.63
BEAVER STEEL SERVICES, INC.	00040802	07/18/22	PLUMBING SUPPLIES PO 21220880	\$3,062.50
BRIAN RUFF	00040803	07/18/22	MAINTENANCE COMMUNICATIONS POSTAGE	\$244.99
CDW GOVERNMENT	00040804	07/18/22	System-wide Tech Services -Supplies PO 21220953	\$412.90
CENTRAL WESTMORELAND - PAYROLL	99996895	07/28/22	EMPLOYEE - NET PAY NOT DIRECT DEPOSITED - 07/29/22	\$4,882.20
	99996906	07/28/22	EMPLOYEE - Direct Deposit Net - 07/29/22	\$95,707.26
	99996915	07/14/22	EMPLOYEE - NET PAY NOT DIRECT DEPOSITED - 07/15/22	\$4,745.80
	99996926	07/14/22	EMPLOYEE - Direct Deposit Net - 07/15/22	\$96,352.97
	99996935	07/01/22	EMPLOYEE - NET PAY NOT DIRECT DEPOSITED - 07/01/22	\$3,941.39
	99996946	07/01/22	EMPLOYEE - Direct Deposit Net - 07/01/22	\$90,420.04
CHRIS TOLLARI	00040796	07/14/22	BUSINESS OFFICE TRAVEL APRIL, MAY, JUNE 2022	\$110.60
CLEVELAND BROTHERS EQUIP CO INC	00040776	07/01/22	All School Support Services - Rental of Equipment JUNE	\$1,565.00
	00040834	07/22/22	All School Support Services - Rental of Equipment	\$1,515.00
CM REGENT LLC	00040805	07/18/22	EMPLOYER LIFE INSURANCE JULY	\$1,175.75
COLUMBIA GAS	00040835	07/22/22	MAINTENANCE NATURAL GAS JUNE 2022	\$418.72
CRISSY LONG	00040797	07/14/22	OFFICE SUPPLIES KITCHEN	\$140.98
DARCY SZYMKIEWICZ	00040777	07/01/22	NOCTI LUNCH PLATES	\$14.68
DELTA DENTAL OF PENNSYLVANIA	00040806	07/18/22	EMPLOYER SHARE OF DENTAL - JULY	\$3,800.00
EHRLICH	00040778	07/01/22	MAINTENANCE EXTERMINATION SERVICES JUNE	\$85.00
ERRANDZ NOW, INC.	00040807	07/18/22	MAINTENANCE REPAIRS & MAINTENANCE SERVICES DOOR	\$1,056.26
FEDERAL WITHHOLDING-EFTPS	99996905	07/28/22	EMPLOYEE - Federal Income Tax - 07/29/22	\$13,606.77
	99996925	07/14/22	EMPLOYEE - Federal Income Tax - 07/15/22	\$15,241.55
	99996945	07/01/22	EMPLOYEE - Federal Income Tax - 07/01/22	\$13,407.71
FICA - EFTPS	99996898	07/28/22	EMPLOYER - Social Security - 07/29/22	\$8,880.58

Date: 08/26/22

Time: 12:27:00

**Central Westmoreland CTC**  
**List Of Payments 2022-2023**

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Check Dates 07/01/22 - 07/31/22

Check # 00000109 - 99999999

Vendor Name	Check	Date	Description	Check Amount
Bank Account: 10.0101.000.000.00.00.00 Bank Acct For Fund 10				
	99996899	07/28/22	EMPLOYEE - Social Security - 07/29/22	\$8,880.58
	99996903	07/28/22	EMPLOYER - Medicare - 07/29/22	\$2,076.94
	99996904	07/28/22	EMPLOYEE - Medicare - 07/29/22	\$2,076.94
	99996918	07/14/22	EMPLOYER - Social Security - 07/15/22	\$9,458.81
	99996919	07/14/22	EMPLOYEE - Social Security - 07/15/22	\$9,458.81
	99996923	07/14/22	EMPLOYER - Medicare - 07/15/22	\$2,212.20
	99996924	07/14/22	EMPLOYEE - Medicare - 07/15/22	\$2,212.20
	99996938	07/01/22	EMPLOYER - Social Security - 07/01/22	\$8,839.67
	99996939	07/01/22	EMPLOYEE - Social Security - 07/01/22	\$8,839.67
	99996943	07/01/22	EMPLOYER - Medicare - 07/01/22	\$2,067.38
	99996944	07/01/22	EMPLOYEE - Medicare - 07/01/22	\$2,067.38
GLOBAL COMPLIANCE NETWORK, INC	00040836	07/22/22	System-wide Tech Services - TECHNOLOGY RELATED SUPPLIES & FE	\$400.00
PROSOFT TECHNOLOGIES INC	00040819	07/18/22	Admin And Support Staff) - EMPLOYEE TRAINING PO 21221047	\$780.00
HEPLERS HARDWARE	00040808	07/18/22	MAINTENANCE SUPPLIES	\$103.38
HOBART SERVICE	00040809	07/18/22	CULINARY ARTS REPAIRS & MAINTENANCE SERVICES	\$2,841.00
I-CAR	00040837	07/22/22	ARP ESSER AB TECHNOLOGY RELATED SUPPLIES	\$1,100.00
INDUSTRIAL SAFETY LLC	00040838	07/22/22	FORK LIFT TRAINING	\$1,500.00
IU 7 FEDERAL CREDIT UNION	00040780	07/01/22	EMPLOYEE - CREDIT UNION	\$640.00
	00040790	07/14/22	EMPLOYEE - CREDIT UNION	\$640.00
JASON TUCCARELLO	00040810	07/18/22	AUTOMOTIVE TECHNOLOGY TUITION REIMBUR SPRING 2022	\$1,148.40
KELLINGTON PROTECTION SERVICE, LLC	00040811	07/18/22	Oper/maint Of Plant Svcs - Security / Safety Services JULY	\$413.75
LOWES	00040812	07/18/22	PERKINS Trade/Industrial Ed - General Supplies PO 21221001	\$5,936.62
MATHESON TRI-GAS, INC.	00040839	07/22/22	MAINTENANCE SUPPLIES	\$2,512.79
MAWC	00040786	07/13/22	MAINTENANCE WATER & SEWAGE 5-13/ 6-14-22	\$1,410.93
	00040828	07/21/22	MAINTENANCE WATER & SEWAGE FIRE CONNECT 4-1/6-30-22	\$667.01
MCDOWELL ASSOCIATES	00040826	07/21/22	MAINTENANCE AUTOMOTIVE LIABILITY INS 22-23	\$91,854.00
MICHAL CRIST	00040840	07/22/22	WELLNESS/PHYS ED SUPPLIES ROADSHOW	\$30.00
MICHELLE DELUCA	00040813	07/18/22	EVENING SCHOOL TRAVEL MARCH - JUNE 2022	\$92.43
MODEL UNIFORMS	00040852	07/28/22	EMPLOYEE - UNIFORMS	\$160.52
MODEL Uniforms	00040841	07/22/22	MAINTENANCE REPAIRS & MAINTENANCE SERVICES	\$256.77
NAPA AUTO PARTS	00040814	07/18/22	HEMPFIELD SUMMER SCH SUPPLIES AUTO TECH	\$88.20
NATIONAL TOOL WAREHOUSE	00040815	07/18/22	PERKINS Trade/Industrial Ed - General Supplies PO 21221068	\$809.94
PACTA	00040798	07/14/22	BUSINESS OFFICE DUES & FEES	\$1,332.00
	00040816	07/18/22	WELLNESS/PHYSICAL EDUCATION DUES & FEES	\$900.00
PA DEPARTMENT OF REVENUE	99996897	07/28/22	EMPLOYEE - State Tax-PA - 07/29/22	\$4,396.60
	99996917	07/14/22	EMPLOYEE - State Tax-PA - 07/15/22	\$4,682.88
	99996937	07/01/22	EMPLOYEE - State Tax-PA - 07/01/22	\$4,376.36

Date: 08/26/22  
Time: 12:27:00

Central Westmoreland CTC  
List Of Payments 2022-2023

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Check Dates 07/01/22 - 07/31/22

Check # 00000109 - 99999999

Vendor Name	Check	Date	Description	Check Amount
Bank Account: 10.0101.000.000.00.00.00 Bank Acct For Fund 10				
PA SCDU	00040781	07/01/22	EMPLOYEE - LEVY - PA SCDU	\$323.54
	00040791	07/14/22	EMPLOYEE - LEVY - PA SCDU	\$323.54
	00040851	07/28/22	EMPLOYEE - LEVY - PA SCDU	\$323.54
PITNEY BOWES	00040817	07/18/22	OFFICE RENTAL OF EQUIPMENT JULY - SEPT 2022	\$827.04
PPG ARCHITECTURAL FINISHES	00040842	07/22/22	HEMPFIELD SUMMER SCH SUPPLIES	\$418.05
PROSOFT TECHNOLOGIES	00040818	07/18/22	System-wide Tech Services - TECHNOLOGY RELATED SUPPLIES & FE	\$16,756.36
PSBA	00040787	07/13/22	OFFICE OF DIRECTOR DUES & FEES	\$2,825.00
PSERS-RETIREMENT	99996901	07/14/22	EMPLOYEE - RETIREMENT AT 7.50 % (TD) - 07/29/22	\$6,263.38
	99996908	07/14/22	EMPLOYEE - RETIREMENT AT 10.8 (TF) - 07/29/22	\$1,463.10
	99996912	07/14/22	EMPLOYEE - Ret. (DB) 6.25% (TG) - 07/29/22	\$1,097.88
	99996914	07/14/22	EMPLOYEE - RETIREMENT AT 8.00% (TE) - 07/29/22	\$2,075.82
	99996921	07/14/22	EMPLOYEE - RETIREMENT AT 7.50 % (TD) - 07/15/22	\$6,567.97
	99996928	07/14/22	EMPLOYEE - RETIREMENT AT 10.8 (TF) - 07/15/22	\$1,417.70
	99996932	07/14/22	EMPLOYEE - Ret. (DB) 6.25% (TG) - 07/15/22	\$1,030.09
	99996934	07/14/22	EMPLOYEE - RETIREMENT AT 8.00% (TE) - 07/15/22	\$2,088.94
	99996941	07/14/22	EMPLOYEE - RETIREMENT AT 7.50 % (TD) - 07/01/22	\$6,353.53
	99996948	07/14/22	EMPLOYEE - RETIREMENT AT 10.8 (TF) - 07/01/22	\$1,546.80
	99996952	07/14/22	EMPLOYEE - Ret. (DB) 6.25% (TG) - 07/01/22	\$884.47
	99996954	07/14/22	EMPLOYEE - RETIREMENT AT 8.00% (TE) - 07/01/22	\$1,985.97
QUESTEQ	00040820	07/18/22	System-wide Tech Services - Purch Prof & Tech Svcs	\$9,942.67
REPUBLIC SERVICES #674	00040843	07/22/22	MAINTENANCE DISPOSAL SERVICES JULY	\$863.87
RONDA J WINNECOUR	00040853	07/28/22	EMPLOYEE - LEVY - RONDA J WINNECOUR	\$780.00
SAGE CORPORATION	00040844	07/22/22	EVENING SCHOOL PROFESSIONAL ED SERVICES	\$19,317.50
SCOTT ELECTRIC	00040821	07/18/22	MAINTENANCE SUPPLIES	\$781.97
	00040845	07/22/22	MAINTENANCE SUPPLIES	\$2,012.40
Shaffer Tree Removal LLC	00040846	07/22/22	tree removal	\$2,750.00
STANWOOD AREA CREDIT UNION	00040782	07/01/22	EMPLOYEE - CREDIT UNION - STANWOOD	\$2,230.00
	00040792	07/14/22	EMPLOYEE - CREDIT UNION - STANWOOD	\$2,230.00
TOP SEPTIC SERVICE INC.	00040847	07/22/22	Adult Voc Ed - Rent Of Equip & Vehicle JULY	\$120.00
TOSHIBA FINANCIAL SERVICES	00040848	07/22/22	System-wide Tech Services - Rent Of Equip JULY	\$2,702.15
TRI COUNTY OCCUPATIONAL MEDICINE	00040788	07/13/22	Other Health Services - Dues And Fees DRUG TEST OVERDORFF	\$45.00
TSA CONSULTING GROUP	00040795	07/14/22	EMPLOYEE - ANNUITY - AXA Equitable	\$5,770.00
ULINE	00040849	07/22/22	MultiMedia General Supplies PO21221087	\$5,271.62
VERIZON	00040850	07/22/22	MAINTENANCE COMMUNICATIONS JULY 22	\$40.23
VERIZON WIRELESS	00040822	07/18/22	MAINTENANCE COMMUNICATIONS JUNE 20225	\$163.25
VOYA FINANCIAL	99996909	07/28/22	EMPLOYER - Ret. (DC) 2.75% (TG) - 07/29/22	\$395.23
	99996910	07/28/22	EMPLOYEE - Ret. (DC) 2.75% (TG) - 07/29/22	\$483.06
	99996929	07/14/22	EMPLOYER - Ret. (DC) 2.75% (TG) - 07/15/22	\$370.81
	99996930	07/14/22	EMPLOYEE - Ret. (DC) 2.75% (TG) - 07/15/22	\$453.24
	99996949	07/01/22	EMPLOYER - Ret. (DC) 2.75% (TG) - 07/01/22	\$318.39
	99996950	07/01/22	EMPLOYEE - Ret. (DC) 2.75% (TG) - 07/01/22	\$389.16
WCBA SHREDDING	00040823	07/18/22	OFFICE REPAIRS & MAINTENANCE SERVICES	\$536.58



Date: 08/26/22

Time: 12:27:00

Check Dates 07/01/22 - 07/31/22

**Central Westmoreland CTC**  
**List Of Payments 2022-2023**

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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				
WCPSHC	00040779	07/01/22	EMPLOYER SHARE OF VISION JULY PLAN G	\$95,465.60
	00040827	07/21/22	EMPLOYER SHARE OF VISION AUG	\$92,096.42
Westmoreland Cty Chamber Ed Foundation	00040824	07/18/22	OFFICE OF DIRECTOR DUES & FEES	\$1,500.00
WEST PENN POWER	00040825	07/18/22	Oper/maint Of Plant Svcs - Electricity JULY	\$4,445.19
WEX BANK	00040789	07/13/22	MAINTENANCE GASOLINE MAY/JUNE	\$572.72
			<b>Report Total</b>	<b>\$878,654.10</b>

Date: 08/26/22  
Time: 12:12:06

Release Dates 09/02/22 - 09/30/22

Central Westmoreland CTC  
Invoices Payable 2022-2023  
Vendor # 000004 - PY0024

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Invoice # 134222712294 - PY-OP-20220826Q

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 TECHNOLOGY SUPPLIES	\$56.60	22-23 10.1380.610.000.30.00.AM/610AM			134222712294			08/15/22	No	09/02/22
						9012022					
503043	AMAZON		AMAZON CAPITAL SERVICES	PO BOX 035184	SEATTLE WA 98124-5184						
	OFFICE SUPPLIES	\$140.00	22-23 10.2360.610.000.30.00.OF/610OF			176R-HHWC-WJJG			08/14/22	No	09/02/22
				22230066		9012022					
	Board Services - General Supplies	\$316.24	22-23 10.2310.610.000.30.00.BS/00000775			19Q1-KYRV-1VNV			08/15/22	No	09/02/22
				22230068		9012022					
	503043 Vendor Total	\$456.24									
506450	BLICK ART MATERIALS, LLC		6910 EAGLE WAY	CHICAGO IL 60678-1069							
	MultiMedia General Supplies	\$894.55	22-23 10.1380.610.000.30.00.MM/610MM			8977589			08/08/22	No	09/02/22
				22230054		9012022					
543200	SCOTT ELECTRIC COMPANY		PO BOX S	GREENSBURG PA 15601-0899							
	SCOTT ELECTRIC										
	MAINTENANCE SUPPLIES	\$138.89	22-23 10.2600.610.000.30.00.MT/610MT			33510506			08/09/22	No	09/02/22
						9012022					
	MAINTENANCE SUPPLIES	\$220.00	22-23 10.2600.610.000.30.00.MT/610MT			33525278			08/10/22	No	09/02/22
						9012022					
	MAINTENANCE SUPPLIES	\$17.30	22-23 10.2600.610.000.30.00.MT/610MT			3354679			08/11/22	No	09/02/22
						9012022					
	543200 Vendor Total	\$376.19									
544600	SHERWIN WILLIAMS COMPANY		200 COUNTRY SIDE PLAZA	MT PLEASANT PA 15666-							
	MAINTENANCE SUPPLIES	\$130.70	22-23 10.2600.610.000.30.00.MT/610MT			2549-3			08/02/22	No	09/02/22
						9012022					
	MAINTENANCE SUPPLIES	\$197.23	22-23 10.2600.610.000.30.00.MT/610MT			9297-1			08/10/22	No	09/02/22
						9012022					
	544600 Vendor Total	\$327.93									
	Report Total	\$2,111.51				22-23	\$2,111.51				

# Steven Saunders

26 Meadow Dr.  
Greensburg, Pennsylvania 15601  
T (724) 953-5408  
SaundersSJ10@gmail.com

August 10, 2022

Mrs. Robbin Savage  
Joint Operating Committee- Chair  
240 Arona Rd.  
New Stanton, PA 15672

Dear Mrs. Savage,

Please accept this letter of resignation from my position of Special Education Learning Facilitator at Central Westmoreland Career and Technology Center to accept a position with Greensburg Salem School District. I would like to thank the JOC, Administration, Staff and most importantly students of CWCTC for giving me the opportunity to learn and grow over the past 7 years.

As excited as I am to start the next chapter of my career at Greensburg Salem I am saddened to be leaving CWCTC at such an exciting and promising time. I will continue to advocate for student participation in CTE and look forward to working with the CWCTC.

Sincerely,

A handwritten signature in blue ink, appearing to read 'S. J. Saunders', with a stylized flourish at the end.

Steven J. Saunders, M. Ed.