

# WACTC

## Western Area Career & Technology Center

688 Western Avenue Canonsburg, Pennsylvania 15317  
(724) 746-2890 FAX (724) 746-0817 Web Site [www.wactc.net](http://www.wactc.net)

Dennis J. McCarthy, Ph.D.  
Executive Director

June 23, 2022

Division of Student and School Services  
Bureau of Community and Student Services  
PENNSYLVANIA DEPARTMENT OF EDUCATION  
333 Market Street  
Fifth Floor  
Harrisburg, PA 17126-0333

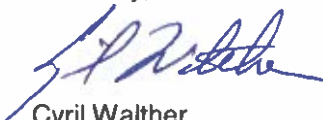
Dear Madame/Sir:

At a duly organized, public meeting of the Joint Operating Committee of the Western Area Career & Technology Center conducted on June 22, 2022, the Joint Operating Committee approved the recommendation of the Executive Director and Superintendent of Record and took official action pursuant to Section 1124(a)(2) of the Public School Code, 24 P.S. § 11-1124(a)(2), to curtail the school's Emergency & Protective Services program, effective upon conclusion of the 2023-24 school year, to conform to standards of organization. Specifically, the Joint Operating Committee adopted the following resolution:

The Joint Operating Committee concurs with the recommendation of the Superintendent of Record for the curtailment and elimination of the Emergency & Protective Services program and the elimination of the program instructor position effective upon the conclusion of the 2023-2024 school year to conform to standards of organization required by law or recommended by the Pennsylvania Department of Education. The Joint Operating Committee hereby directs the Superintendent of Record to notify the Pennsylvania Department of Education in accordance with Section 1124(a)(2) of the Public School Code of the curtailment of the Emergency & Protective Services program. The Joint Operating Committee further approves the furlough or non-renewal of the affected employee on the basis of the curtailment of the Emergency & Protective Services program effective upon the conclusion of the 2023-2024 school year.

This correspondence is provided as notice to the Department of such action in accordance with Section 1124(b) of the Public School Code, 24 P.S. § 11-1124(b).

Sincerely,



Cyril Walther  
Superintendent of Record

CW:sns

*Serving the school districts of  
Avella Area, Burgettstown Area, Canon-McMillan, Chartiers-Houston, Fort Cherry, McGuffey, Peters Township, Trinity Area and Washington  
through the education of their children*

EQUAL OPPORTUNITY EDUCATION

WESTERN AREA CAREER & TECHNOLOGY CENTER  
JOINT OPERATING COMMITTEE  
June 22, 2022

Mrs. Secco opened the meeting at 6:30 PM in the Board meeting room.

**ROLL CALL**

Board Delegate		Alternate	Also In Attendance	
Leslie J. Cunningham		Melissa A. Dryer	Cyril Walther, Superintendent	
Melissa P. Secco	X	Timothy K. Burgoyne	Dr. Dennis J. McCarthy	X
Mark E. Dopudja		Bernard Price	Mary DeProspero-Adams	X
Robert J. Mele	X	Laurie Popeck	Kimberly A. Siegman	X
Louis R. Ursitz	X	Beverly Schwab	Steffie Smith	X
David D. Haines	X	Aaron Vanatta	Matthew M. Hoffman, Esq.	X
Rebecca A. Bowman, Esq.	X	Ronald A. Dunleavy		
Greg Rudman	X	Penny S. Caleffe		
John Campbell, Sr.	X	Jenna Ward		

**PLEDGE OF ALLEGIANCE TO THE FLAG**

**PUBLIC PARTICIPATION** – No public participants

**EXECUTIVE SESSION**

Motion by Mr. Ursitz, second by Mr. Mele, to enter into executive session at 6:35 PM for discussion of personnel issues. On a voice vote, the motion was unanimously passed. The meeting resumed at 8:23 PM.

**APPROVAL OF MINUTES**

Motion by Mr. Haines, second by Mr. Ursitz, to approve the minutes of the May 25, 2022 meeting. On a voice vote, the motion passed by a vote of six ayes and one abstention by Mr. Rudman.

**COMMITTEE MEETING DATES**

Motion by Mr. Haines, second by Mr. Mele, to approve the following 2022-2023 JOC meeting dates and to convene the meetings at 6:30 PM: July - No Meeting; August 17, 2022; September 28, 2022; October 26, 2022; November 16, 2022; December 21, 2022; January 25, 2023; February 22, 2023; March 22, 2023; April 26, 2023; May 24, 2023; June 21, 2023.

Following discussion, the motion was amended as follows: Motion by Mr. Haines, second by Mr. Ursitz, to approve the following 2022-2023 JOC meeting dates: July 7, August 17, September 28, October 26, November 16, December 21, 2022, January 25, February 22, March 22, April 26, May 24, June 21, 2023, with Executive Sessions from 6:30-7:00 PM and convening of public meetings at 7:00 PM, with the exception of the July 7<sup>th</sup> meeting which will convene at 7:30 PM. On a voice vote, the motion was unanimously passed.

**FINANCIAL**

**Treasurer's Report | Ratification and Payment of Bills**

Motion by Mrs. Bowman, second by Mr. Haines, to accept the Treasurer's Report with ratification and payment of bills as presented. On a voice vote, the motion was unanimously passed.

**Budgetary Transfers**

- Motion by Mr. Ursitz, second by Mrs. Bowman, to make budgetary transfers to ensure no budget category is running in deficit as of June 30, 2022, to pay the July bills with ratification at the August meeting, and to transfer funds into the Capital Reserve account consistent with established Joint Operating Committee policy. On a voice vote, the motion was unanimously passed.
- Motion by Mr. Ursitz, second by Mrs. Bowman, to transfer \$127,939.73 from the General Fund to the Capital Fund for the payment on the roofing project to the PA State Public School Building Authority, and to transfer \$25,000 from the General Fund to the Capital Fund which is a budgeted line item incorporated every year to build up the Capital Fund. On a voice vote, the motion was unanimously passed.

**Commercial Package, Workers' Comp, Commercial Umbrella, School Leader's Liability Coverage**

Motion by Mr. Mele, second by Mr. Ursitz, to approve Commercial Package, Workers' Compensation, Commercial Umbrella and School Leader's Legal Liability insurance coverage to the lowest, best bidder per the proposed rates provided by Huntington Insurance, as broker, effective July 1, 2022, at a cost of \$80,385.56. On a voice vote, the motion was unanimously passed.

### **Authorization to Apply for Funding**

Motion by Mr. Mele, second by Mrs. Bowman, authorizing the administration to apply for any local, state, federal, foundation and/or private sector funding that applies to Western Area CTC programs during the 2022-2023 school year. On a voice vote, the motion was unanimously passed.

### **COLLISION REPAIR SPRAY BOOTH**

Motion by Mr. Mele, second by Mr. Haines, authorizing the Redevelopment Authority of Washington County to pay \$5,166.70 to Painters Supply & Equipment for Collision Repair program spray guns. On a voice vote, the motion was unanimously passed.

### **TITLE IX, TITLE VI, SECTION 504, ADA, SAFETY & SECURITY COORDINATOR**

Motion by Mr. Ursitz, second by Mr. Mele, to name the Western Area CTC Executive Director as Title IX, Title VI, Section 504, ADA, and Safety & Security Coordinator for the 2022-2023 school year. On a voice vote, the motion was unanimously passed.

### **SELECTION OF TREASURER FOR THE 2022-2023 SCHOOL YEAR**

Motion by Mr. Haines, second by Mrs. Bowman, and unanimous voice vote to open nominations for Treasurer for the 2022-2023 school year. Mrs. Secco made a motion to nominate Mrs. Cunningham as Treasurer, seconded by Mrs. Bowman, and unanimous voice vote. Nominations were closed by motion of Mr. Haines, second by Mr. Ursitz. By unanimous voice vote, Mrs. Cunningham was elected Treasurer for the 2022-2023 school year.

### **STUDENT SERVICES**

Motion by Mr. Haines, second by Mr. Ursitz, to employ Cooperative Education students during the 2022-2023 school year on an as-needed basis to be paid minimum wage. On a voice vote, the motion was unanimously passed.

### **PERSONNEL**

#### **Practical Nursing**

- Motion by Mr. Ursitz, second by Mr. Haines, to rescind the May 25<sup>th</sup> action to employ Melissa Patterson as a part-time Practical Nursing program clinical instructor due to health issues. On a voice vote, the motion was unanimously passed.
- Motion by Mr. Ursitz, second by Mr. Mele, to hire Matuh Awunti as a part-time Practical Nursing program clinical instructor to be paid \$30.50 per hour effective July 1, 2022, contingent upon fulfillment of employment requirements. On a voice vote, the motion was unanimously passed.
- Motion by Mr. Ursitz, second by Mr. Haines, to hire Faith M. Morelli as the Practical Nursing Program Administrator, a full-time, 204-day position which includes 10 clinical days, at a prorated salary of \$54,923, with no benefits, to be effective August 1, 2022, contingent upon fulfillment of employment requirements. On a voice vote, the motion was unanimously passed.

#### **Employee Resignations**

Motion by Mr. Haines, second by Mr. Ursitz, to accept the resignations of HVAC instructor Charles E. Wike V effective June 10, 2022, Auto Mechanics instructor Scott J. Miller effective June 15, 2022, and Adult Education Coordinator Joshua Layton effective June 17, 2022. On a voice vote, the motion was unanimously passed.

#### **Custodial/Maintenance**

Motion by Mr. Ursitz, second by Mrs. Bowman, to hire Robert W. Phillips as a full-time custodial/maintenance worker at \$16.50 per hour with benefits, effective July 11, 2022, contingent upon satisfactory fulfillment of employment requirements. On a voice vote, the motion was unanimously passed.

#### **HVAC Instructor**

Motion by Mr. Mele, second by Mr. Haines, to hire Robert T. Rossell as a full-time HVAC instructor at Step 16, Class II, effective August 12, 2022, at a base salary of \$62,384 with benefits, contingent upon fulfillment of employment requirements. On a voice vote, the motion was unanimously passed.

#### **Secondary Welding Program**

Motion by Mr. Ursitz, second by Mr. Haines, to pay Victor Cleveland \$30 per hour to instruct the 40-hour welding program for Western Area secondary students from June 13-July 13, 2022. On a voice vote, the motion was unanimously passed.

### **CDL Instructor**

Motion by Mr. Mele, second by Mr. Ursitz, to hire Andrew Popich as a CDL instructor to be paid \$30 per hour with single benefits, effective July 1, 2022, contingent upon fulfillment of employment benefits. On a voice vote, the motion was unanimously passed.

### **JOB DESCRIPTION**

Motion by Mr. Mele, second by Mr. Haines, to approve the updated Perkins Coordinator/Career Counselor job description as presented. On a voice vote, the motion was unanimously passed.

### **TEMPORARY PROVISION OF INSTRUCTION RESOLUTION**

Motion by Mr. Ursitz, second by Mr. Mele, to approve the Temporary Provision of Instruction Resolution as presented. On a voice vote, the motion was unanimously passed.

### **EMERGENCY INSTRUCTIONAL TIME TEMPLATE**

Motion by Mr. Ursitz, second by Mr. Haines, to approve the attached PDE 2022-2023 Emergency Instructional Time Template. On a voice vote, the motion was unanimously passed.

### **TECHNICAL ASSISTANCE PROGRAM**

Motion by Mr. Mele, second by Mr. Haines, to enter into a Memorandum of Understanding with the Bureau of Career & Technical Education for participation in the BCTE Technical Assistance Program for the 2022-2023 school year. On a voice vote, the motion was unanimously passed.

### **SAFETY AND SECURITY PRACTICES REPORT**

Motion by Mr. Ursitz, second by Mr. Mele, to approve the Safety and Security Practices Report as presented. On a voice vote, the motion was unanimously passed.

### **ADMISSION OF STUDENTS POLICY: PROCEDURES FOR PROGRAM ENROLLMENT**

Motion by Mr. Haines, second by Mr. Ursitz, to approve the attached Procedure for Program Enrollment for the 2022-2023 school year. On a voice vote, the motion was unanimously passed.

### **ARTICULATION AGREEMENT**

Motion by Mr. Ursitz, second by Mr. Mele, to approve the attached articulation agreement with Laurel Business Institute to benefit the Emergency Medical Services (EMT/Paramedic) program, CIP Code 51.0905. On a voice vote, the motion was unanimously passed.

### **PROGRAM CURTAILMENT**

- Motion by Mr. Ursitz, second by Mr. Haines, to rescind the May 25, 2022 motion approving the resolution for the curtailment and elimination of the Emergency & Protective Services program and program instructor position due to a decline in enrollment. On a voice vote, the motion was unanimously passed.
- On motion of Mr. Mele, second by Mr. Haines, and unanimous voice vote, the following resolution for the curtailment of the Emergency & Protective Services program and program instructor position effective upon the conclusion of the 2023-2024 school year was adopted.

"The Joint Operating Committee concurs with the recommendation of the Superintendent of Record for the curtailment and elimination of the Emergency & Protective Services program and the elimination of the program instructor position effective upon the conclusion of the 2023-2024 school year to conform to standards of organization required by law or recommended by the Pennsylvania Department of Education. The Joint Operating Committee hereby directs the Superintendent of Record to notify the Pennsylvania Department of Education in accordance with Section 1124(a)(2) of the Public School Code of the curtailment of the Emergency & Protective Services program. The Joint Operating Committee further approves the furlough or non-renewal of the affected employee on the basis of the curtailment of the Emergency & Protective Services program effective upon the conclusion of the 2023-2024 school year."

### **CONFERENCE REQUEST**

Motion by Mr. Ursitz, second by Mr. Mele, authorizing Dr. Dennis J. McCarthy, James Purtell and Randy Reed to attend the PACTA Summer Leadership Conference at State College July 26-28. On a voice vote, the motion was unanimously passed.

### **PRACTICAL NURSING AND FINANCIAL AID HANDBOOKS**

Motion by Mr. Ursitz, second by Mr. Mele, to approve the 2022-2023 Practical Nursing program and Financial Aid handbooks as presented. On a voice vote, the motion was unanimously passed.

### **STUDENT ORGANIZATIONS**

On motion of Mr. Mele, second by Mrs. Bowman, and unanimous voice vote, the following student organizations, sponsors, and activities were approved for the 2022-2023 school year pursuant to the Collective Bargaining Agreement: American Welding Society, Jesse R. Brosk; BattleBots, Craig J. Lindley; National Technical Honor Society, Tonya L. Decker; SkillsUSA, Allison A. Scaife.

### **SALARY ADJUSTMENTS**

Motion by Mr. Haines, second by Mrs. Bowman, to approve the salary and wage increases for the non-unionized personnel for the 2022-2023 school year as modified. On a voice vote, the motion was unanimously passed.

### **APPOINTMENT OF SOLICITOR**

Motion by Mr. Haines, second by Mr. Mele, to retain the law firm of Tucker Arensberg P.C. as Western Area CTC solicitor for the 2022-2023 school year at the rate of \$130 per hour and monthly retainer of \$400 commencing on July 1, 2022. On a voice vote, the motion was unanimously passed.

### **REPORTS**

#### **Superintendent of Record**

Mr. Walther and Board member Leslie Cunningham were unable to attend as the Avella Area School District's Board meeting was scheduled for this date.

#### **Solicitor**

Mr. Hoffman provided an update on pending legal matters.

#### **Executive Director**

- The superintendents met via Zoom on June 16th. The meeting minutes are attached.
- We are currently recalculating the 2022-2023 enrollment data and will get that out to everyone.
- The Sports Medicine instructor was in and is anxious to get the program up and running and hopes to visit the Schools to recruit for the program.
- We are still looking for an Auto Mechanics instructor and Adult Education Coordinator.

#### **Principal**

The Board congratulated Mrs. Adams on her retirement and wished her well.


#### **Business Manager**

- The auditors will be in to complete the federal programs audit.
- We are still working on acquiring additional equipment for the CRT program with remaining Local Share monies.

### **ADJOURNMENT**

With no further discussion or action required by the Board, a motion was made by Mr. Haines, second by Mr. Rudman, to adjourn the meeting at 9:08 PM. On a voice vote, the motion was unanimously passed.

Respectfully submitted,

  
Steffie Smith, Board Secretary