

HEALTH AND SAFETY PLAN SUMMARY: Northern Westmoreland CTC

Initial Effective Date: 7-1-2021

Date of Last Review: 7-1-2021

Date of Last Revision: 7-1-2021

1. How will the LEA, to the greatest extent practicable, support prevention and mitigation policies in line with the most up-to-date guidance from the CDC for the reopening and operation of school facilities in order to continuously and safely open and operate schools for in-person learning?

NWCTC will monitor communications from the local Health Department, the Center for Disease Control (CDC), the Pennsylvania Department of Health (PADOH) and the Pennsylvania Department of Education (PDE) any applicable Governor's orders. Facilities and procedures will be adjusted accordingly to the extent possible to ensure standard preventative measures.

2. How will the LEA ensure continuity of services, including but not limited to services to address the students' academic needs, and students' and staff members' social, emotional, mental health, and other needs, which may include student health and food services?

NWCTC students and staff will return to full live instruction beginning with the 2021 - 2022 school year. In the event that a school closure is necessary, students will have access to asynchronized instruction via virtual methods such as google classroom, and live synchronized instruction via Zoom. Students that do not have internet access will be mailed written packets.

Educational models will be adjusted as necessary to meet students' educational needs. NWCTC's sending schools provide counselor's to assist in meeting needs for student's emotional and mental health needs. NWCTC's employee assistance program is available to meet the needs of staff member's social and emotional needs. Health and food services are provided by the individual student's home school districts. NWCTC will assist in facilitating these services upon the request of the sending school district.

3. Use the table below to explain how the LEA will maintain the health and safety of students, educators, and other staff and the extent to which it has adopted policies, and a description of any such policy on each of the following safety recommendations established by the CDC.

ARP ESSER Requirement	Strategies, Policies, and Procedures
a. Universal and correct wearing of <u>masks</u> ;	NWCTC intends to make masks optional for any student or employee who prefers to wear a face covering. State orders and/or local data may result in modifications to the school's face covering practices. NWCTC will continue to monitor community and state transmission rates and will follow all mandates.
b. Modifying facilities to allow for <u>physical distancing</u> (e.g., use of cohorts/podding);	Students and employees will be encouraged to maintain physical distance to the maximum extent feasible and appropriate. NWCTC will follow guidance from the local Health Department, the Center for Disease Control (CDC), the Pennsylvania Department of Health (PADOH), the Pennsylvania Department of Education (PDE) and any applicable Governor's orders.

ARP ESSER Requirement	Strategies, Policies, and Procedures
c. <u>Handwashing and respiratory etiquette</u> ;	Frequent hand washing for students and staff will be encouraged throughout the school utilizing techniques consistent with CDC guidelines. Hand sanitizer will be available throughout the building
d. <u>Cleaning</u> and maintaining healthy facilities, including improving ventilation	NWCTC will continue to modify cleaning procedures as recommended by the local HealthDepartment, the Center for Disease Control (CDC), the Pennsylvania Department of Health (PADOH), the Pennsylvania Department of Education (PDE) and any applicable Governor's orders. NWCTC will recommend use of preventative measures to ensure clean facilities including nightly cleaning of facilities. Ventilation systems will be monitored to allow for the greatest air exchange possible without losing efficiency. Faculty will be encourages to open classrooms when feasible for additional air flow.
e. <u>Contact tracing</u> in combination with <u>isolation</u> and <u>quarantine</u> , in collaboration with the State and local health departments;	NWCTC will follow guidance from the local Health Department, the Center for Disease Control (CDC), the Pennsylvania Department of Health (PADOH), the Pennsylvania Department of Education (PDE) and any applicable Governor's orders. NWCTC will work with sending school districts administrations and nursing staff on health related issues of actual and potential exposure. Notifications will be sent to building staff and students with appropriate information as needed. Procedures will be monitored based on CDC guidelines in affect at that time. Monitor that students and staff meet requirements to return to the school safely.
f. <u>Diagnostic</u> and screening testing ;	NWCTC will encourage all individuals to monitor their symptoms. Employees and students are required to report positive diagnosis of Covid 19 to administration. Staff will be encouraged to stay home if they are sick and encourage parents to keep sick children home.
g. Efforts to provide <u>vaccinations</u> to <u>school communities</u> ;	Vaccinations will be provided to students by the respective sending school district. Staff members have been <u>provided several opportunities</u> to be vaccinated. NWCTC will continue to provide information regarding <u>vaccination opportunities</u> .
h. Appropriate accommodations for students with disabilities with respect to health and safety policies; and	Appropriate accommodations will be handled on an individual student-by-student basis in accordance with the current federal and state laws for students with disabilities with respect to health and safety policies and procedures.
i. Coordination with state and local health officials.	NWCTC will collaborate with state and local health officials by directly contacting them as needed or directly through known contacts. Additionally, administration will continue to coordinate with sending districts.

Health and Safety Plan Governing Body Affirmation Statement

The Joint Operating Committee for the **Northern Westmoreland Career & Technology Center** reviewed and approved the Health and Safety Plan on **8-19-2021**.

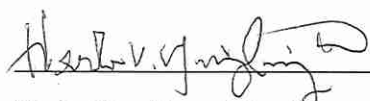
The plan was approved by a vote of:

Yes 6

No 0

Affirmed on: 8-19-2021

By:

A handwritten signature in black ink, appearing to read "Herb Yingling", is written over a horizontal line.

Herb Yingling, Joint Operating Committee President

NORTHERN WESTMORELAND CAREER & TECHNOLOGY CENTER

JOINT OPERATING COMMITTEE

MINUTES

Regular Joint Operating Committee Meeting – Thursday, August 19, 2021

Presiding – Mr. Herb Yingling, Chairman

ROLL CALL

Present

Flemm, Mark	-	Kiski
Neavin, Gregg	-	Franklin
Shaffer, Amy	-	Kiski
Sorch Steven	-	NK-Arnold
Wojcik, Christopher	-	Burrell (arrived at 7:14)
Yingling, Herb	-	Franklin

Absent

DeAntonio, John – NK-Arnold
Kaczor, Rick - Burrell

Also in attendance: Kurt R. Kiefer, Administrative Director
Coleen Steim, Business Manager
Dr. Shannon Wagner – Chief School Administrator
Mr. Lee Price – Solicitor

CALL TO ORDER

The meeting was called to order by Chairman Yingling at 7:00 via a zoom meeting.

RECOGNITION
OF VISITORS

COMMENTS BY
VISITORS

APPROVAL OF
MINUTES

A motion was made by Mr. Sorch seconded by Ms. Shaffer to approve the minutes of the Regular Joint Operating Committee meeting of June 17, 2021.

Roll Call Vote: Voting "Aye" – Flemm, Neavin, Shaffer, Sorch and Yingling. Motion carried.

FINANCE

TREASURER'S
REPORT

A motion was made by Mr. Sorch seconded by Mr. Flemm to approve the Treasurer's Report for June 2021 and July 2021 as submitted for informational purposes.

Roll Call Vote: Voting "Aye" – Flemm, Neavin, Shaffer, Sorch and Yingling. Motion carried.

ACTIVITY ACCOUNT
TREASURER'S REPORT

A motion was made by Mr. Sorch seconded by Mr. Flemm to approve the Activity Account Treasurer's Report for April 2021 – June 2021 as submitted for informational purposes.

Roll Call Vote: Voting "Aye" – Flemm, Neavin, Shaffer, Sorch and Yingling. Motion carried.

PAYMENT OF BILLS

A motion was made by Mr. Sorch seconded by Mr. Flemm to approve the Ratification of Bills for June and July 2021 in the amount of \$314,619.09 and Payment of Bills for August 2021 in the amount of \$286,373.28 as presented.

Roll Call Vote: Voting "Aye" – Flemm, Neavin, Shaffer, Sorch and Yingling. Motion carried.

RATIFICATION
OF INVESTMENTS

A motion was made by Mr. Sorch seconded by Mr. Flemm to approve the Ratification of Investments for June and July 2021 as presented.

Roll Call Vote: Voting "Aye" – Flemm, Neavin, Shaffer, Sorch and Yingling. Motion carried.

REPORTS

DIRECTOR'S
REPORT

- Enrollment
- Health and Safety Plan

ADMINISTRATIVE
REPORT

BUSINESS OFFICE
REPORT

- Local Audit

CORRESPONDENCE

OLD BUSINESS

NEW BUSINESS

ADMINISTRATION

RENEWAL OF
AMBULANCE CONTRACT

A motion was made by Mr. Neavin seconded by Mr. Flemm to approve the renewal of the Ambulance Contract for the 2021-2022 school year with the New Kensington Ambulance Corporation at an annual rate of \$700.00.

Roll Call Vote: Voting “Aye” – Flemm, Neavin, Shaffer, Sorch, Wojcik and Yingling. Motion carried.

JOINT PURCHASING
AGREEMENT

A motion was made by Mr. Neavin seconded by Mr. Flemm to authorize the Westmoreland Intermediate Unit through the Joint Purchasing Agreement to advertise for the purchase of multi-purpose paper.

Roll Call Vote: Voting “Aye” – Flemm, Neavin, Shaffer, Sorch, Wojcik and Yingling. Motion carried.

REPRESENTATIVE
JOINT PURCHASING

A motion was made by Mr. Neavin seconded by Mr. Flemm to approve Coleen Steim as the authorized representative and Kurt Kiefer as the alternate representative on the Westmoreland Intermediate Unit Joint Purchasing Board of General Supplies.

Roll Call Vote: Voting “Aye” – Flemm, Neavin, Shaffer, Sorch, Wojcik and Yingling. Motion carried.

CONFERENCES AND
FIELD TRIPS 2021/22

A motion was made by Mr. Neavin seconded by Mr. Flemm to authorize the administration to approve the attendance of staff and students at in-state conferences and field trips within the 2021-2022 school year budgeted amounts and subject to the approval from home school principals (for field trips).

Roll Call Vote: Voting “Aye” – Flemm, Neavin, Shaffer, Sorch, Wojcik and Yingling. Motion carried.

FUNDRAISING
ACTIVITIES

A motion was made by Mr. Neavin seconded by Mr. Flemm to authorize the Administrative Director to approve fundraising activities for the 2021-2022 school year based on established school guidelines.

Roll Call Vote: Voting “Aye” – Flemm, Neavin, Shaffer, Sorch, Wojcik and Yingling. Motion carried.

TUITION
RATE

A motion was made by Mr. Neavin seconded by Mr. Flemm to approve the 2021-2022 school year tuition rate for students attending nonparticipating school districts at \$5,981.57.

Roll Call Vote: Voting “Aye” – Flemm, Neavin, Shaffer, Sorch, Wojcik and Yingling. Motion carried.

ADMINISTRATION (cont'd)

TAP PROGRAM

A motion was made by Mr. Neavin seconded by Mr. Flemm to approve the memorandum of understanding with the Bureau of Career & Technical Education for participation in the BCTE Technical Assistance Program.

Roll Call Vote: Voting "Aye" – Flemm, Neavin, Shaffer, Sorch, Wojcik and Yingling. Motion carried.

SCHOOLWIRES
CONTRACT RENEWAL

A motion was made by Mr. Neavin seconded by Mr. Flemm to approve the renewal of the contract with SchoolMessenger for community contact services.

Roll Call Vote: Voting "Aye" – Flemm, Neavin, Shaffer, Sorch, Wojcik and Yingling. Motion carried.

HEALTH AND
SAFETY PLAN

A motion was made by Mr. Neavin seconded by Mr. Flemm to approve the Return to School Health and Safety Plan for the 2021-2022 school year.

Roll Call Vote: Voting "Aye" – Flemm, Neavin, Shaffer, Sorch, Wojcik and Yingling. Motion carried.

INSTRUCTIONAL
TIME TEMPLATE

A motion was made by Mr. Neavin seconded by Mr. Flemm to approve the Emergency Instructional Time Template for the 2021-2022 school year.

Roll Call Vote: Voting "Aye" – Flemm, Neavin, Shaffer, Sorch, Wojcik and Yingling. Motion carried.

EVENING EDUCATION
2021-2022 BUDGETS

A motion was made by Mr. Neavin seconded by Mr. Flemm to approve the 2021-2022 evening education budgets for auto inspection, emissions certification and National Tool Machining Association (NTMA).

Roll Call Vote: Voting "Aye" – Flemm, Neavin, Shaffer, Sorch, Wojcik and Yingling. Motion carried.

PERSONNEL

SHOP AIDES
RATES

A motion was made by Mr. Sorch seconded by Mr. Neavin to approve the hourly rate of the Shop Aide positions for the 2021-2022 school year at a rate of \$15.75 per hour, 6 hours per day, for a maximum of 182 days with no benefits.

Roll Call Vote: Voting "Aye" – Flemm, Neavin, Shaffer, Sorch, Wojcik and Yingling. Motion carried.

PERSONNEL (cont'd)

PARAPROFESSIONALS
RATES

A motion was made by Mr. Sorch seconded by Mr. Neavin to approve the employment of Judy Tipton, Stefanie Serena and Tinamarie Gill as Paraprofessionals for the 2021-2022 school year at a rate of \$15.75 per hour, 6 hours per day, for a maximum of 182 days with no benefits funded through the Carl D. Perkins Grant.

Roll Call Vote: Voting "Aye" – Flemm, Neavin, Shaffer, Sorch, Wojcik and Yingling. Motion carried.

ACADEMIC
FACILITATOR

A motion was made by Mr. Sorch seconded by Mr. Neavin to approve Linda Slanicka as Academic Facilitator for the 2021-2022 school year (187 days) at a salary of \$43,242.00 to be funded through the Carl D. Perkins Grant.

Roll Call Vote: Voting "Aye" – Flemm, Neavin, Shaffer, Sorch, Wojcik and Yingling. Motion carried.

SUPPLEMENTAL
CONTRACTS

A motion was made by Mr. Sorch seconded by Mr. Neavin to approve the following supplemental contracts for extracurricular activities for the 2021-2022 school year at a supplemental salary as listed per the Collective Bargaining Agreement between Northern Westmoreland Career & Technology Center Joint Operating Committee and the Northern Westmoreland Career & Technology Center Education Association, subject to the extra-curricular activity actually operating during the 2021-2022 school year. If the activity commences and is subsequently halted prior to its conclusion, the salary to be paid shall be prorated.

Medical Emergency Personnel

- Mary Roncher

Roll Call Vote: Voting "Aye" – Flemm, Neavin, Shaffer, Sorch, Wojcik and Yingling. Motion carried.

SUBSTITUTE
LIST

A motion was made by Mr. Sorch seconded by Mr. Neavin to approve the list of substitutes for the Northern Westmoreland Career & Technology Center for the 2021-2022 school year.

Roll Call Vote: Voting "Aye" – Flemm, Neavin, Shaffer, Sorch, Wojcik and Yingling. Motion carried.

PERSONNEL (cont'd)

EVENING PROGRAM
SECRETARY APPROVAL

A motion was made by Mr. Sorch seconded by Mr. Neavin to approve the employment of Brandy Stone, Evening Education Secretary for the 2021-2022 school year at a rate of \$10.00/hour.

Roll Call Vote: Voting "Aye" – Flemm, Neavin, Shaffer, Sorch, Wojcik and Yingling. Motion carried.

EVENING PROGRAM
INSTRUCTORS APPROVAL

A motion was made by Mr. Sorch seconded by Mr. Neavin to approve the employment of NTMA, Inspection and Emissions Instructors for 2021-2022 school year as presented.

Roll Call Vote: Voting "Aye" – Flemm, Neavin, Shaffer, Sorch, Wojcik and Yingling. Motion carried.

BUNDY
HIRE

A motion was made by Mr. Sorch seconded by Mr. Neavin to approve the employment of Patrick Bundy, Tech Ed Instructor, effective August 23, 2021 at a salary of \$60,000.00 (pro-rated) and all other benefits as included in the Collective Bargaining Agreement with Northern Westmoreland Career & Technology Center Education Association upon receipt and acceptance of all applicable clearances, appropriate certification and required pre-employment verifications (including Act 24, Act 126 and Act 168).

Roll Call Vote: Voting "Aye" – Flemm, Neavin, Shaffer, Sorch, Wojcik and Yingling. Motion carried.

NEWSTED
HIRE

A motion was made by Mr. Sorch seconded by Mr. Neavin to approve the employment of Nathaniel Newsted, Multi-Media Instructor, effective August 23, 2021 at a salary of \$64,000.00 (pro-rated) and all other benefits as included in the Collective Bargaining Agreement with Northern Westmoreland Career & Technology Center Education Association upon receipt and acceptance of all applicable clearances, appropriate certification and required pre-employment verifications (including Act 24, Act 126 and Act 168).

Roll Call Vote: Voting "Aye" – Flemm, Neavin, Shaffer, Sorch, Wojcik and Yingling. Motion carried.

COMMENTS BY
CITIZENS IN
ATTENDANCE

None

EXECUTIVE SESSION

It was announced that an executive session was to be held immediately following the regular meeting for personnel issues.

ADJOURNMENT

A motion was made by Mr. Sorch seconded by Ms. Shaffer to adjourn the meeting at 7:21 pm.

Voice Vote: Voting "Aye" – Flemm, Neavin, Shaffer, Sorch, Wojcik and Yingling. Motion carried.

EXECUTIVE SESSION

An executive session was held from 7:22 p.m. to 7:33 p.m. for personnel issues.

Secretary,



Coleen Steim

CS

Dates to Remember:

Thursday, September 16, 2021	-	7:00 PM JOC Regular Meeting
Thursday, October 21, 2021	-	7:00 PM JOC Regular Meeting
Thursday, November 18, 2021	-	NO REGULAR JOC Meeting
Thursday, December 9, 2021	-	7:00 PM JOC Reorganization Meeting
Thursday, December 9, 2021	-	7:15 PM JOC Regular Meeting