Agenda of the Schuylkill Technology Center Joint Operating Committee

A meeting of the Schuylkill Technology Center Joint Operating Committee will be held Monday, July 13, 2026, beginning at 7:00 p.m. Schuylkill Technology Center - South Campus / Conference Room, 15 Maple Avenue, MarLin, PA 17951.

1. **Meeting Opening**

   1.A. Call to Order
   Description:
   The regular monthly meeting of the Schuylkill Intermediate Unit 29 Board of Directors, held at the Conference Room of the Schuylkill Technology Center — South Campus, Mar Lin, Pennsylvania, will be called to order by President Scott Jacoby

   1.B. Roll Call

   1.C. Committee Meeting
   Description:
   The Committee of the Whole will meet before the board meeting at 6:30 p.m.

2. **Addenda/Corrections**
3. **Approval of Minutes**
4. **Public Comments/Correspondence**
5. **Finance**

   5.A. Financial Reports
   Description: Approve the Schuylkill Technology Center Financial Reports for May 2026 as presented.

   5.B. Authorized Signers of Bank/Investment Accounts
   Description: Appoint authorized signers for the Schuylkill Technology Center bank and investment accounts for the 2026-2027 fiscal year as presented.

- Committee Chair
- Treasurer
- Secretary
- Superintendent of Record
- Director of CTE
- Business Manager
- Assistant Business Manager

   5.C. Cooperative Purchasing Programs
   Description: Approve the Schuylkill Technology Center to participate in cooperative purchasing programs for the 2026–2027 school year.

   5.D. Renewal of Officer Bonds
   Description: Authorize administration to obtain renewal of the Joint Operating Committee's Secretary and Treasurer bonds effective July 1, 2026.

   5.E. Renewal of Insurance Policies
   Description: Approve the renewal of the insurance coverage through Seltzer

Insurance Agency effective for the fiscal year July 1, 2026, through June 30, 2027, at annual premiums as presented.

CM REGENT	
Package	$17,361
Auto	$26,799
Unbrella	$7,168
Legal Liability	$9,440
ACCIDENT FUND	
Workers Comp	$22,275
ELPHASECURE	
Cyber Liability	$5,048
TOTAL	**$88,091**

5.F. Cafeteria Daily Rates

Description: Establish the daily rates for the 2026-2027 fiscal year as below. Schuylkill Technology Center to participates in the Community Eligibility Provision (CEP); therefore, the first student meal purchased is free. The prices listed are for additional student meals purchased.

Regular Student Breakfast	$1.20
Regular Student Lunch	$2.45
Milk (1/2 Pint)	$.65
Adult Breakfast	$2.85
Adult Lunch	$4.75

5.G. Napa Auto Parts - Donation of Safety Glasses

Description: Accept a donation of 100 pairs of Safety glasses from NAPA Auto Parts, Minersville, valued at $300, for use in the automotive program.

6. **Personnel**

6.A. Employment

Description: Approve the employment of the following employees pending receipt of all required documentation.

Employee Name	City	Position	Employment	Location	Rate	Start Date	Replacing
Educational Professionals Association							
Andrew Monger	Shamokin Dam	Social Studies Instructor	full-time	North Campus	$62,108/yr	August 18, 2026	William Mack

6.B. Teachers' Salaries 2026-2027

Description: Approve the agreed-upon teachers' salaries for the 2026-2027 fiscal year as presented per the approved 2026-2029 Schuylkill Technology Center Education Association/PSEA/NEA Contract.

6.C. ACT 93 and Support Staff Compensation Plan Salaries 2026-2027

Description: Approve the agreed-upon ACT 93 and Support Staff Compensation Plan salaries for the 2026-2027 fiscal year as presented.

6.D. Lead Teachers and Advisors
Description: Approve club advisors and lead teachers for the 2026-2027 school year per the Collective Bargaining Agreement as listed:

Name	Position	Amount
Tom Buff	Lead Teacher — North	$1,000
Tom Buff	National Technical Honor Society Advisor	$1,500
Allie Misstishin	HOSA	$1,500
Brandon Horan	DECA	$1,500
Jonathan Flynn	Lead Teacher — South	$1,000
Gretchen Witman	Student Ambassadors	$1,500
Jen Wollyung	Student Ambassadors	$1,500
Tracey Picht	Skills - North	$1,500
Derek Bennett	Skills - North	$1,500
Kyle Moran	eSports	$1,500
Nicole Lubinsky	Skills - South	$1,500
Mackenzie Francis	Skills - South	$1,500

6.E. Certification/Track Change
Description: Approve a certification/track change effective for the 2026–2027 School Year, as listed:

Teacher	Track	Salary
Derek Bennett	B - Voc I	2026-2027 Salary + $600
Allison Misstishin	B - Voc I	2026-2027 Salary + $600
Jeremy Stock	C - Bachelors+24	2026-2027 Salary + $1,500

6.F. Leave of Absence — Leave without Pay
Description: Approve an unpaid leave of absence for the following employee(s). The employee(s) will reimburse the cost of health insurance for their absence when applicable.

- Employee #957 on May 29, 2026 (1/2 PM)
- Employee # 1082 on May 29, 2026

7. **Contracts/Agreements**

7.A. IU13 - EES Renewal
Description: Approve the Microsoft Renewal Agreement for EES-IU13 with Lancaster Lebanon IU13, Lancaster, PA for the 2026-2027 fiscal year. The software allows for the use of Microsoft products, software, and solutions.

8. **Policy/Procedure/Protocol**

8.A. Schuylkill County Emergency Operations Plan
Description: Permission to adopt the Schuylkill County Emergency Operations Plan

8.B. STC Threat Assessment Plan

Description: Approve the STC Threat Assessment Plan as presented.

8.C. IU/STC Emergency Plan
Description: Approve the IU/STC Emergency Operations Multi-Hazard Plan.

8.D. Policy — Second and Final Reading
Description: Approve the second and final reading of the following policies:

- 000- Board Procedures
- 004.1-Membership
- 005.1- Organization

9. **Contracts/Agreements - Post-Secondary Program**

9.A. Master Agreement for Occupational Skills Training — WIOA
Description: Approve renewal of the TAA Master Agreement for Occupational Skills Training with the Luzerne-Schuylkill Workforce Investment Board.

10. **Policy/Procedure/Protocol - Post Secondary Program**

10.A. STC Adult Education Handbook
Description: Approve the 2026-2027 STC Adult Education Student Handbook as presented.

11. **Informational Items - Post Secondary Program**

11.A. STC Adult Graduation
Description: STC is pleased to announce a graduation ceremony for students in the STC Adult Education Programs will be held on Wednesday, July 15, 2026, at the North Campus at 6 p.m. at the North Campus in Frackville, PA.

12. **Upcoming Meeting Dates**
Description: Board Meeting
Monday, August 3, 2026
7:00 p.m.
Schuylkill Technology Center - South Campus, Conference Room

13. **Adjournment**

SCHUYLKILL TECHNOLOGY CENTER
MONTHLY CASH REPORT

		PSDLAF #8192 GF CHECKING	PSDLAF #8184 PR CHECKING	PSDLAF #1245 GF	PSDLAF #0839 SCHOLARSHIP	PSDLAF #0838 CAFETERIA	PSDLAF #0534 ARNDT	PSDLAF #0443 CAP. RESERVE	PSDLAF #0510 TRAIN & TECH.	M&T #6161 OPERATING	M&T #6179 TRAIN & TECH.	M&T #6195 PELL	M&T #6187 CAFETERIA
BALANCE AS OF	4/30/2026	$ 80,546.27	$ 49,560.47	$ 2,332,368.52	$ 24,846.45	$ 121,119.27	$ 2,841.12	$ 229,582.66	$ 842,664.04	$ 3,237.68	$ 14,994.39	$ 273,703.97	$ 38,538.51
RECEIPTS:													
	Deposits			177,871.26			50.00	-	9,618.66	40.00	553.00		6,160.56
	Transfers	577,209.03	380,649.28	6,861.44		128,191.20			293,336.33	-	-	-	-
	Interest	547.28	297.47	5,341.59	72.18	513.90	8.37	666.93	2,588.68	0.28	1.29	5.50	1.08
	Adjustments				-	-		-	-	-	-	-	-
		577,756.31	380,946.75	190,074.29	72.18	128,705.10	58.37	666.93	305,543.67	40.28	554.29	5.50	6,161.64
EXPENDITURES:													
	Cash Disbursements	(615,977.52)	(133,790.94)			-	-	-	-	-	-	-	-
	Payroll	-	(242,710.86)			-	-	-	-	-	-	-	-
	ACH	(15,146.84)		(15,595.59)			-	-	-	-	-	-	-
	Transfers	-	-	(959,634.25)		(2,031.03)		-	(116,582.00)	-		(270,000.00)	(38,000.00)
	Bank Fees	-	-	-	-		-	-	-	-	-	-	
		(631,124.36)	(376,501.80)	(975,229.84)	-	(2,031.03)	-	-	(116,582.00)	-	-	(270,000.00)	(38,000.00)
BALANCE AS OF	5/31/2026	$ 27,178.22	$ 54,005.42	$ 1,547,212.97	$ 24,918.63	$ 247,793.34	$ 2,899.49	$ 230,249.59	$ 1,031,625.71	$ 3,277.96	$ 15,548.68	$ 3,709.47	$ 6,700.15

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: 01 - GF Checking PSDLAF **Payment Dates:** 05/01/2026 - 05/31/2026

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards
Sort: **Payment Number**

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000088200	05/04/2026	AMAZON CAPITAL SERVICES	supplies		673.65
0000088201	05/04/2026	CHROMEBOOKPARTS.COM	Chromebook repair		19.79
0000088202	05/04/2026	D & H DISTRIBUTING CO	Technology Supplies & Fees		146.54
0000088203	05/04/2026	FROMM ELECTRIC	GENERAL SUPPLIES		100.00
0000088204	05/04/2026	GOVCONNECTION INC	Chromebooks for STC adult programs	Purchase of Vercada access controller and readers for STC South Lobby	27,082.00
0000088205	05/04/2026	HEGINS VALLEY TRANSPORTATION	CONTRACTED CARRIERS		8,683.00
0000088206	05/04/2026	KISTLER TRANSPORTATION INC	CONTRACTED CARRIERS		9,196.00
0000088207	05/04/2026	KOPPY'S PROPANE, INC.	NATURAL GAS		65.25
0000088208	05/04/2026	LINDE GAS & EQUIPMENT INC.	BOTTLED GAS		133.35
0000088209	05/04/2026	WM V MACGILL & CO	supplies		73.18
0000088210	05/04/2026	MAHANOY AREA SCHOOL DIST	CONTRACTED CARRIERS		7,600.00
0000088211	05/04/2026	MINERSVILLE AUTO PARTS	supplies	GENERAL SUPPLIES	4,363.39
0000088212	05/04/2026	NEWHURST INC	CONTRACTED CARRIERS		8,683.00
0000088213	05/04/2026	NIMS	Accreditation		1,000.00
0000088214	05/04/2026	NORTHEAST PA MANUFACTURERS	ROUNDTABLE		45.00
0000088215	05/04/2026	NORTH SCHUYLKILL SCHOOL DISTRICT	CONTRACTED CARRIERS		4,769.00
0000088216	05/04/2026	PPL ELECTRIC UTILITIES	ELECTRICITY		9,678.92
0000088217	05/04/2026	R & J TRANSPORTATION INC.	CONTRACTED CARRIERS		12,863.00
0000088218	05/04/2026	RAVINE TRANSPORTATION INC.	CONTRACTED CARRIERS		11,362.00
0000088219	05/04/2026	EARL RENNINGER INC	CONTRACTED CARRIERS		6,137.00
0000088220	05/04/2026	SCH IU 29	COMMUNICATIONS		590.00

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card ^ - Virtual Payment

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Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000088221	05/04/2026	SPECTROTEL	COMMUNICATIONS		346.30
0000088222	05/04/2026	SWEET. STEVENS, KATZ & WILLIAMS LLP	OTHER PROF SRVC		3,318.00
0000088223	05/04/2026	YORK COUNTY SCHOOL OF TECHNOLOGY	CDL Third Party Testing		780.00
0000088224	05/08/2026	ALVERNIA UNIVERSITY	TUITION REIMBURSEMENT		2,400.00
0000088225	05/08/2026	AMAZON CAPITAL SERVICES	GENERAL SUPPLIES		7,381.57
0000088226	05/08/2026	ASSESSMENT TECH INSTITUTE LLC	GENERAL SUPPLIES		210.00
0000088227	05/08/2026	BIROS UTILITIES INC	GENERAL SUPPLIES		95.00
0000088228	05/08/2026	CAMPUS CAFE SOFTWARE	GENERAL SUPPLIES		3,173.91
0000088229	05/08/2026	CENTRE STREET HARDWARE	GENERAL SUPPLIES		11.70
0000088230	05/08/2026	CENTRAL HIGHWAY OIL CO	GASOLINE		1,253.96
0000088231	05/08/2026	CONEXUS INC	REPAIRS-BUILDING		2,900.00
0000088232	05/08/2026	D & H DISTRIBUTING CO	Technology Supplies & Fees	GENERAL SUPPLIES	786.91
0000088233	05/08/2026	FRASER ADVANCED INFO SYSTEMS	N-COPIER	S-COPIER	2,855.21
0000088234	05/08/2026	GLOBAL DATA CONSULTANTS, LLC	Google Workspace Education License Upgrade	Google Workspace Education Licenses Upgrade	2,195.58
0000088235	05/08/2026	GRAINGER	GENERAL SUPPLIES		174.35
0000088236	05/08/2026	HADESTY'S	GENERAL SUPPLIES		26.97
0000088237	05/08/2026	IGUS INC.	ROBOT		6,999.00
0000088238	05/08/2026	ITC GLOBAL NETWORKS, LLC	COMMUNICATIONS		197.77
0000088239	05/08/2026	INTEGRA ONE	Replacement firewall for STC - Current firewall has EOS on 7/15/2026		21,368.78
0000088240	05/08/2026	L.J.C. DISTR FULLER BRUSH	GENERAL SUPPLIES		1,317.00
0000088241	05/08/2026	LANCASTER LEBANON IU #13	Additional MS Lienses needed	Additional MS licenses needed	148.75

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Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000088242	05/08/2026	LINDE GAS & EQUIPMENT INC.	Supplemental Equipment Grant		74,904.13
0000088243	05/08/2026	LOWES	GENERAL SUPPLIES		26.27
0000088244	05/08/2026	MSC INDUSTRIAL SUPPLY	GENERAL SUPPLIES		3,572.08
0000088245	05/08/2026	NEXT CENTURY INC	PROF. ED. SRVCS - OTHER	OTHER PROFESSIONAL SVCS	763.95
0000088246	05/08/2026	KIMBERLY O'NEILL	GENERAL SUPPLIES		21.20
0000088247	05/08/2026	PPL ELECTRIC UTILITIES	ELECTRICITY		10,243.92
0000088248	05/08/2026	PENN NATIONAL INSURANCE	BONDING INS		100.00
0000088249	05/08/2026	PA AMERICAN WATER CO	WATER-SEWAGE		62.87
0000088250	05/08/2026	POTTSVILLE AREA SCHOOL DISTRICT	CONTRACTED CARRIERS		3,838.00
0000088251	05/08/2026	PURE WATER TECHNOLOGY OF CENTRAL PA, INC	GENERAL SUPPLIES		258.95
0000088252	05/08/2026	ROCHE FINANCIAL	000		349.20
0000088253	05/08/2026	SCH CO EXCEPT. CHILD. PROGRAM	GASOLINE		309.19
0000088254	05/08/2026	SCH CO SCH EMP H&W TRUST	000		188,245.00
0000088255	05/08/2026	TAB SERVICE COMPANY	OTHER PROFESSIONAL SVCS		1,025.73
0000088256	05/08/2026	TRIMARK	Supplies		1,812.50
0000088257	05/08/2026	VERIZON WIRELESS	STC STUDENT CARES 8	STUDENT CARES 1	600.21
0000088258	05/08/2026	LANCASTER COUNTY CTC	OTHER PROFESSIONAL SVCS		240.00
0000088259	05/14/2026	PA AMERICAN WATER CO	WATER-SEWAGE		913.36
0000088260	05/14/2026	UGI UTILITIES INC.	ELECTRICITY		740.41
0000088261	05/22/2026	ALLEGHENY EDUCATIONAL SYSTEMS INC	HIGH VOLTAGE TRAINER		60,135.15
0000088262	05/22/2026	ALVERNIA UNIVERSITY	TUITION REIMBURSEMENT		824.00

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Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000088263	05/22/2026	APR SUPPLY COMPANY	HVAC EQUIPMENT	FOOD TRUCK REPAIRS	12,270.54
0000088264	05/22/2026	CHROMEBOOKPARTS.COM	Chromebook repair		18.99
0000088265	05/22/2026	MICHELLE CHICORA	GENERAL SUPPLIES		96.00
0000088266	05/22/2026	CINTAS CORPORATION	REPAIRS-BUILDING		123.88
0000088267	05/22/2026	EFFECTIVE CONTROLS INC.	Maintenance	GENERAL SUPPLIES	1,597.00
0000088268	05/22/2026	JC EHRLICH	REPAIRS-BUILDING		126.46
0000088269	05/22/2026	NORTH EAST PARTS GROUP	CDL Truck Parts		611.94
0000088270	05/22/2026	FROMM ELECTRIC	GENERAL SUPPLIES		3,610.15
0000088271	05/22/2026	JOHN GOWER	TUITION REIMBURSEMENT		2,021.96
0000088272	05/22/2026	ROBERT H. GREINER	TUITION REIMBURSEMENT	Supplies	1,731.54
0000088273	05/22/2026	HARRIS SCHOOL SOLUTIONS	EDUC SFTWRE & LIC FEES		944.37
0000088274	05/22/2026	HAZLETON OIL ENVIRONMENTAL INC.	REPAIRS-BUILDING		175.00
0000088275	05/22/2026	HOME DEPOT CREDIT SERVICES	LASER LEVEL KIT	supplies	7,448.66
0000088276	05/22/2026	L.J.C. DISTR FULLER BRUSH	GENERAL SUPPLIES		792.00
0000088277	05/22/2026	LONG RUN FENCE AND RAILING CO	REPAIRS VEHICLES		264.00
0000088278	05/22/2026	MSC INDUSTRIAL SUPPLY	GENERAL SUPPLIES		2,681.32
0000088279	05/22/2026	LVPG	Drug screening 326D Nicsabel Cruz		112.35
0000088280	05/22/2026	R.C. MATTHEWS INC.	GENERAL SUPPLIES		0.00
0000088281	05/22/2026	MILLER DIESEL INC	CDL TURBO		3,765.93
0000088282	05/22/2026	ALLISON MISSTISHIN	TUITION REIMBURSEMENT		1,704.00
0000088283	05/22/2026	KYLE MORAN	TUITION REIMBURSEMENT		3,043.00
0000088284	05/22/2026	NAVIGATE360, LLC	EDUC SFTWRE & LIC FEES		4,134.38

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Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards
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Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000088285	05/22/2026	NORTHEAST PARTS GROUP	REPAIRS-EQUIPMENT		59.11
0000088286	05/22/2026	NUTRITION, INC.	FOOD SERVICE - NON-FOOD COSTS	FOOD SERVICE - FOOD COSTS	37,472.89
0000088287	05/22/2026	NEPA - REPUBLICAN HERALD	ADVERTISING		242.00
0000088288	05/22/2026	PURE WATER TECHNOLOGY OF CENTRAL PA, INC	GENERAL SUPPLIES		185.95
0000088289	05/22/2026	SCH IU 29	OPER & MAINT	RETIRE	6,030.07
0000088290	05/22/2026	SIRCHIE ACQUISITION COMPANY, LLC	Supplies		73.36
0000088291	05/22/2026	STAHL'S TRANSFER EXPRESS	Supplies		389.50
0000088292	05/22/2026	STEEL & METAL SERVICE CENTER	GENERAL SUPPLIES		112.45
0000088293	05/22/2026	SWEET. STEVENS, KATZ & WILLIAMS LLP	OTHER PROF SRVC		2,550.00
0000088294	05/22/2026	WERNER LUMBER CO	Supplies		374.77
0000088295	05/22/2026	YORK COUNTY SCHOOL OF TECHNOLOGY	CDL Third Party Testing		90.00
0000088296	05/22/2026	STC SOUTH CAMPUS	Dinners		92.00
0000088297	05/22/2026	DENISA DIXON	PASS THROUGH		420.50
0000088298	05/22/2026	CHAD KOLENSKY	PASS THROUGH		420.50

FUND ACCOUNTING PAYMENT SUMMARY

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Sort: **Payment Number**

10 - GENERAL FUND	**517,380.60**
50 - FOOD SERVICE	**39,285.39**
58 - POST-SECONDARY	**59,311.53**
Grand Total All Funds	**615,977.52**
Grand Total Credit Cards	**0.00**
Grand Total Direct Deposits	**0.00**
Grand Total Manual Checks	**(1,577.41)**
Grand Total Other Disbursement Non-negotiables	**0.00**
Grand Total Procurement Card Other Disbursement Non-negotiables	**0.00**
Grand Total Regular Checks	**617,554.93**
Grand Total Virtual Payments	**0.00**
Grand Total All Payments	**615,977.52**

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card ^ - Virtual Payment

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: PY - PAYROLL PSDLAF **Payment Dates:** 05/01/2026 - 05/31/2026

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards

Sort: **Payment Number**

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000072816	05/08/2026	SCH CO SCH EMP H&W TRUST	DED: HSA - Full Payroll Pay Date: 5/8/2026		0.00
0000072817	05/08/2026	SCH CO SCH EMP H&W TRUST	DED: HSA - Full Payroll Pay Date: 5/8/2026		275.00
0000072818	05/22/2026	SCH CO SCH EMP H&W TRUST	DED: HSA - Full Payroll Pay Date: 5/22/2026		275.00
0000072819	05/26/2026	NORTH AMERICAN BENEFITS COMPANY	DED: LONG TERM DIS - Full Payroll Pay Date: 5/22/2026	DED: LONG TERM DIS - Full Payroll Pay Date: 5/8/2026	506.24
0000072820	05/26/2026	HAB-DLT (ER)	DED: BERK WAGE GARN - Full Payroll Pay Date: 5/8/2026	DED: BERK WAGE GARN - Full Payroll Pay Date: 5/22/2026	83.00
0000072821	05/26/2026	IUESPA	DED: NON-PROF DUES - Full Payroll Pay Date: 5/22/2026	DED: NON-PROF DUES - Full Payroll Pay Date: 5/8/2026	425.24
0000072822	05/26/2026	SCAVTSEA	DED: PROF DUES - Full Payroll Pay Date: 5/8/2026		2,018.88
0000072823	05/26/2026	SCH CO SCH EMP H&W TRUST	DED: INS PREM SHARE - Full Payroll Pay Date: 5/22/2026	DED: INS PREM SHARE - Full Payroll Pay Date: 5/8/2026	4,416.00
0000072824	05/26/2026	SCH CO AVTS O/A	DED: LWOP MED - Full Payroll Pay Date: 5/22/2026	DED: LWOP MED - Full Payroll Pay Date: 5/8/2026	291.32
0000072825	05/26/2026	TSA CONSULTING GROUP INC.	DED: ROTH 403B KADES - Full Payroll Pay Date: 5/22/2026	DED: ROTH 403B KADES - Full Payroll Pay Date: 5/8/2026	2,120.00
0000072826	05/26/2026	AMERICAN HERITAGE LIFE INSURANCE CO	DED: Life/LTC - Full Payroll Pay Date: 5/22/2026	DED: Life/LTC - Full Payroll Pay Date: 5/8/2026	192.40
* AF00000531	05/31/2026	AFLAC	DED:[AFLAC CANCER] AFLAC CANCER PLAN - Pay Date: 5/22/2026	DED:[AFLAC CANCER] AFLAC CANCER PLAN - Pay Date: 5/8/2026	1,066.24
* ET00000508	05/08/2026	IRS	Purpose: EE FED Pay Date: 5/8/2026	Purpose: ER FICA Pay Date: 5/8/2026	39,921.58
* ET00000522	05/22/2026	IRS	Purpose: EE FED Pay Date: 5/22/2026	Purpose: ER FICA Pay Date: 5/22/2026	41,502.25
* PS00000531	05/31/2026	PSERS	DED:[PSERS POS] PSERS POS - Pay Date: 5/8/2026	DED:[PSERS POS] PSERS POS - Pay Date: 5/22/2026	389.85
* RE00000531	05/31/2026	PSERS	Purpose: EE RETP Pay Date: 5/22/2026	Purpose: EE RETP Pay Date: 5/8/2026	25,205.78
* ST00000508	05/08/2026	PA DEPT OF REVENUE	Purpose: EE STPA Pay Date: 5/8/2026		5,272.25

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card ^ - Virtual Payment

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: PY - PAYROLL PSDLAF **Payment Dates:** 05/01/2026 - 05/31/2026

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards
Sort: **Payment Number**

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
* ST00000522	05/22/2026	PA DEPT OF REVENUE	Purpose: EE STPA Pay Date: 5/22/2026		5,375.47
* VOYA000508	05/08/2026	VOYA	Purpose: EE RETD Pay Date: 5/8/2026	Purpose: ER RETD Pay Date: 5/8/2026	2,243.05
* VOYA000522	05/22/2026	VOYA	Purpose: EE RETD Pay Date: 5/22/2026	Purpose: ER RETD Pay Date: 5/22/2026	2,211.39

10 - GENERAL FUND	**24,126.05**
58 - POST-SECONDARY	**4,341.21**
71 - PAYROLL ACCOUNT	**105,323.68**
Grand Total All Funds	**133,790.94**
Grand Total Credit Cards	**0.00**
Grand Total Direct Deposits	**0.00**
Grand Total Manual Checks	**(275.00)**
Grand Total Other Disbursement Non-negotiables	**123,187.86**
Grand Total Procurement Card Other Disbursement Non-negotiables	**0.00**
Grand Total Regular Checks	**10,878.08**
Grand Total Virtual Payments	**0.00**
Grand Total All Payments	**133,790.94**

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card ^ - Virtual Payment

Schuylkill Technology Center
Professional Staff
2026-2027 School Year

Track		Employee		26-27
BS Equiv	D	Allvord	Scott	$77,776.00
Master's +30	F	Barnhart	Caroline	$80,927.00
BS Equiv	B	Barrett	Pamela	$62,390.00
EP	A	Bennett	Dereck	$56,964.00
C&T II	C	Buff	Thomas	$83,227.00
Master's	D	Chicora	Michelle	$80,996.00
Master's	D	Cicero, Jr.	Frederick	$82,527.00
BS Equiv	D	DelConte	Douglas	$77,039.00
Inst I	B	Fitzpatrick	Thomas	$68,039.00
Master's	D	Flynn	Jonathan	$80,996.00
Inst I	B	Francis	Mackenzie	$54,507.00
Master's+15	E	Gower	John	$67,765.00
C&T I	B	Greiner	Robert	$66,956.00
BSN	C	Herring	Stacie	$65,390.00
C&T II	C	Hess, Jr.	David	$80,827.00
Inst II	C	Hess	Gary	$79,827.00
C&T II	C	Homola Jr.	Steven	$70,163.00
Inst I	B	Horan	Brandon	$66,056.00
Master's	D	Kintzel	Philip	$89,127.00
BSN	C	Kirchmeier	Lorraine	$61,295.00
C&T II	C	Krasnitsky	Jesse	$71,129.00
C&T Intern	B	Lieberman	Gregory	$65,707.00
Master's	D	Lubinsky	Nicole	$68,707.00
EP	A	Misstishin	Allison	$61,790.00
EP	A	Moran	Kyle	$62,390.00
Master's	D	O'Neill	Kimberly	$81,148.00
Master's	D	Picht	Tracey	$80,927.00
Master's	D	Pisarz	Jennifer	$77,927.00
C&T II	C	Reichert	Scott	$84,427.00
EP	A	Smith	Jason	$64,790.00
C&T I	B	Stock	Jeremy	$51,964.00
C&T I	B	Thomas	Krystal	$74,248.00
Master's	D	Tobin	Jeanette	$78,289.00
Master's	D	Whitecavage	Sherry	$66,064.00
C&T II	C	Wolff	Allen	$74,248.00
CSN/Master's	D	Wolff	Elizabeth	$81,127.00
Master's	D	Wollyung	Jennifer	$77,927.00
BS Equiv	C	Wood	Thomas	$76,170.00
C&T II	C	Wright	Jason	$80,427.00
				$2,832,200.00

*26-27 Salary Increase for STC Professional Staff $ 3,400.00

Schuylkill Technology Center
Act 93/Support Staff Compensation Plan Salaries
2026-2027 School Year

	Name	26-27 Increase	26-27 Salary
7/1/2026	Brennan, Shawn	$ 1,920.00	$ 51,920.00
	Ciarimboli, Steve	$ 2,215.03	$ 59,898.00
	Conville, John	$ 2,294.40	$ 62,044.00
	Frie, Melissa	$ 2,325.20	$ 62,877.00
	Kane, Lori	$ 1,768.63	$ 47,827.00
	Picht, William	$ 2,356.53	$ 63,725.00
	Weist, William	$ 2,486.40	$ 67,236.00
9/1/2026	Cunningham, Yvonne	$ 1,400.00	$ 37,153.00
	Groody, Christopher	$ 3,343.17	$ 98,862.00
	Minahan, Stacey	$ 3,333.40	$ 98,573.00



SCHUYLKILL TECHNOLOGY CENTER THREAT ASSESSMENT TEAM MEMBERS

2026/2027

Shannon Brennan, Director of CTE
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Stacey Minahan, Assistant Director of CTE
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Chris Groody, Assistant Director of CTE
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Sarah Jackson, Nursing Office Assistant
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Gretchen Witman, Social Worker
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Tracey Picht, School Counselor
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Justin Sims
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SCHUYLKILL TECHNOLOGY CENTER

Comprehensive School Threat Assessment Plan

2026- 2029

Board Approved July 13, 2026

What is Threat Assessment?

Threat assessment is a structured group process used to evaluate the risk posed by a student or another person, typically as a response to an actual or perceived threat or concerning behavior. Threat assessment as a process was developed by the Secret Service as a response to incidents of school violence. Threat assessment seeks to make an informed judgment on two questions: how credible and serious is the threat itself? And to what extent does the threatener appear to have the resources, intent, and motivation to carry out the threat?

The primary purpose of a threat assessment is to prevent targeted violence. The threat assessment process is centered upon on analysis of the facts and evidence of behavior in a given situation. The appraisal of risk in a threat assessment focuses on actions, communications, and specific circumstances that might suggest that an individual intends to mount an attack and is engaged in planning or preparing for that event.

In a situation that becomes the focus of a threat assessment inquiry or investigation, appropriate authorities gather information, evaluate facts, and make a determination as to whether a given student poses a threat of violence to a target. If an inquiry indicates that there is a risk of violence in a specific situation, school personnel and school resource officers conducting the threat assessment collaborate with others to develop and implement a plan to manage or reduce the threat posed by the student in that situation.

Schuylkill Technology Center utilizes a team approach, which utilizes trained site level threat assessment teams, in consultation with the District Threat Assessment Team to conduct threat assessments utilizing a standardized rating system. Based on the results of these rating, appropriate actions are taken to address the threat level which is determined by the team. These actions are taken in conjunction with collaboration from law enforcement, mental health professionals, and other relevant personnel/agencies.

Who Activates the Threat Assessment Team?

The threat assessment team is activated by a site administrator upon receiving information which indicates a threat to an individual, individuals or school site as a whole. This should be done immediately upon receiving this information in order that the threat assessment team may immediately be included in the process. This may involve coordination with law enforcement and/or mental health so that the TAT receive and document information prior to the student being removed from campus. When a threat assessment team is convened, please notify building administrator. They will work with the threat assessment team to determine next steps based on the information acquired by the team.

Who Comprises the Threat Assessment Team?

Threat assessment teams should be comprised of individuals who have received training in Threat Assessment. Team members may include the following: social worker, administrators, dean of students, and other individuals who know the student who is being assessed. The school nurse may also be important for providing information regarding any physical conditions or medications which may impact a student's functioning. It may also be important to include relevant community members including probation officers, social workers or other individuals with knowledge of a student's behavior and social-emotional functioning.

If the student of concern is being provided services under the Individuals with Disabilities in Education Act (IDEA), a representative from the team that developed or manages that student's Individualized Education Plan (IEP) also should be brought onto the threat assessment team as an ad hoc member for the inquiry regarding this particular student.

Forms for the Comprehensive School Threat Assessment Guidelines

What is the purpose of these forms?
These forms are used to conduct a threat assessment.

Do I conduct a threat assessment for all threats?
No. It is not feasible or necessary to conduct a formal assessment for clearly insignificant behavior such as playful bantering or joking. Conduct a threat assessment if there is some reason to be concerned about the behavior. When in doubt about a threat, conduct a threat assessment.

Do I use all of these forms for every threat assessment case?
No. Transient cases are documented with only a few pages (Threat Report, Interview(s), Key Observations, Threat Response), whereas only very serious substantive threats are likely to use all of the forms. In large samples, approximately 75% of cases are transient and fewer than 10% are very serious substantive threats.

Do I complete every section of each form?
No. These forms are intended as guidelines to help you consider the most likely aspects of a case, but you will use your judgment as to what is appropriate for your assessment and intervention.

Who completes the forms?
Threat assessment is a team process and can be documented by any member of the team. A transient threat might be handled by just one team member (preferably in consultation with at least one other team member), whereas a substantive threat will likely engage several team members.

Can I modify these forms?
Yes, within reasonable limits that do not significantly alter the CSTAG process. Be sure that changes are approved by an administrator.

If a threat is resolved, do I change the threat classification to "no threat"?
No. The threat classification reflects your initial assessment and guides your next steps, regardless of how the threat is resolved. Occasionally, the threat classification might change if you find, for example, that a transient case is more serious than you thought and should be changed to a substantive threat. The resolution of a threat should be recorded in the Case Plan section.

Should I document transient threats?

Yes. If a student later carries out a threat that was previously judged to be transient, you will want documentation to show that you made a defensible effort to assess the threat. If a student makes multiple threats, documentation will provide a useful perspective.

Where should I file these forms?
Please store the CSTAG paperwork outside of the educational record of the student in the Guidance Department. ***Any information placed in the student's educational record is subject to FERPA restrictions.***

Act 18 Threat Assessment Teams

SCHUYLKILL TECHNOLOGY CENTER THREAT ASSESSMENT TEAM MEMBERS

Shannon Brennan, Director of CTE
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Stacey Minahan, Assistant Director of CTE
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Chris Groody, Assistant Director of CTE
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Liz Wolff, School Nurse
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Sarah Jackson, School Nurse
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Gretchen Witman, Social Worker
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Tracey Picht, School Counselor
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Jonathan Flynn, Criminal Justice Instructor
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Tom Buff, Instructor
bufft@stcenters.org 570-436-1672

Justin Sims. School Safety
simsj@stcenters.org, 856-906-0411

Threat Assessment Training

Act 18 Requires all public-school employees to complete a minimum of one hour of annual Threat Assessment Training. STC meets to this requirement through the following online training modules using the Vector Platform. The three courses include Threat Assessment (24 minutes), Threats of Violence Online Safety: Threats of Violence (16 minutes), and STC Threat Assessment Policy 236.1 & Procedures. The Human Resources Departments launches the online training for all employees and the Vector Platform is utilized to track employee completion.



To continue, please select a course version

Full Course
This version is designed for all school staff members.
24 Minutes



To continue, please select a course version

Full Course
This version is designed for all school staff members.
16 Minutes

Threat Assessment Policy 236.1

Item Title *

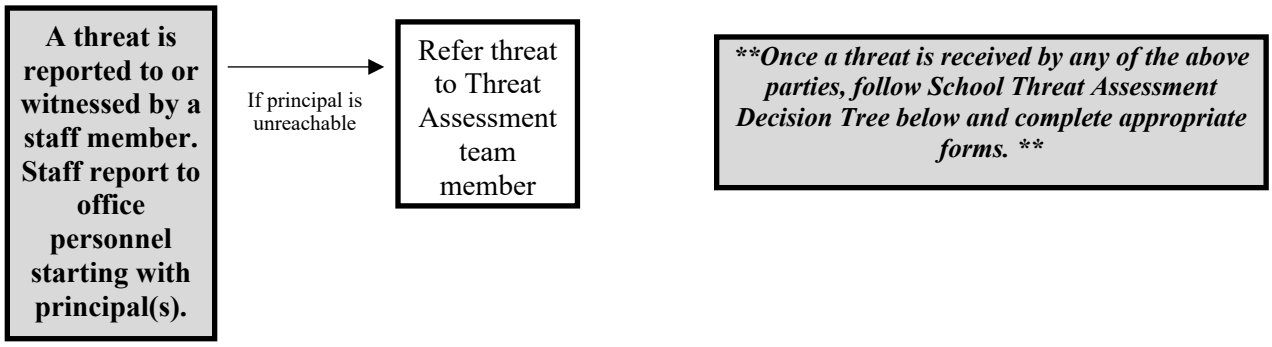
Threat Assessment Policy 236.1

I have a link to a policy file.
https://go.boarddocs.com/

I have a file to upload.

How long will it take someone to read this policy? *
20 **minutes**

Schuylkill Technology Center
Comprehensive School Threat Assessment Guidelines



Utilize the PCCD Flow Chart and Threat Assessment Case Management Form provided in Attachment A.

Threat Assessment Plan Governing Body Affirmation Statement

The Board of Director for Schuylkill Technology Center Reviewed and approved the Threat Assessment Plan on:

Date: July 13, 2026

By

Signature Board President

Scott Jacoby

Print Board President

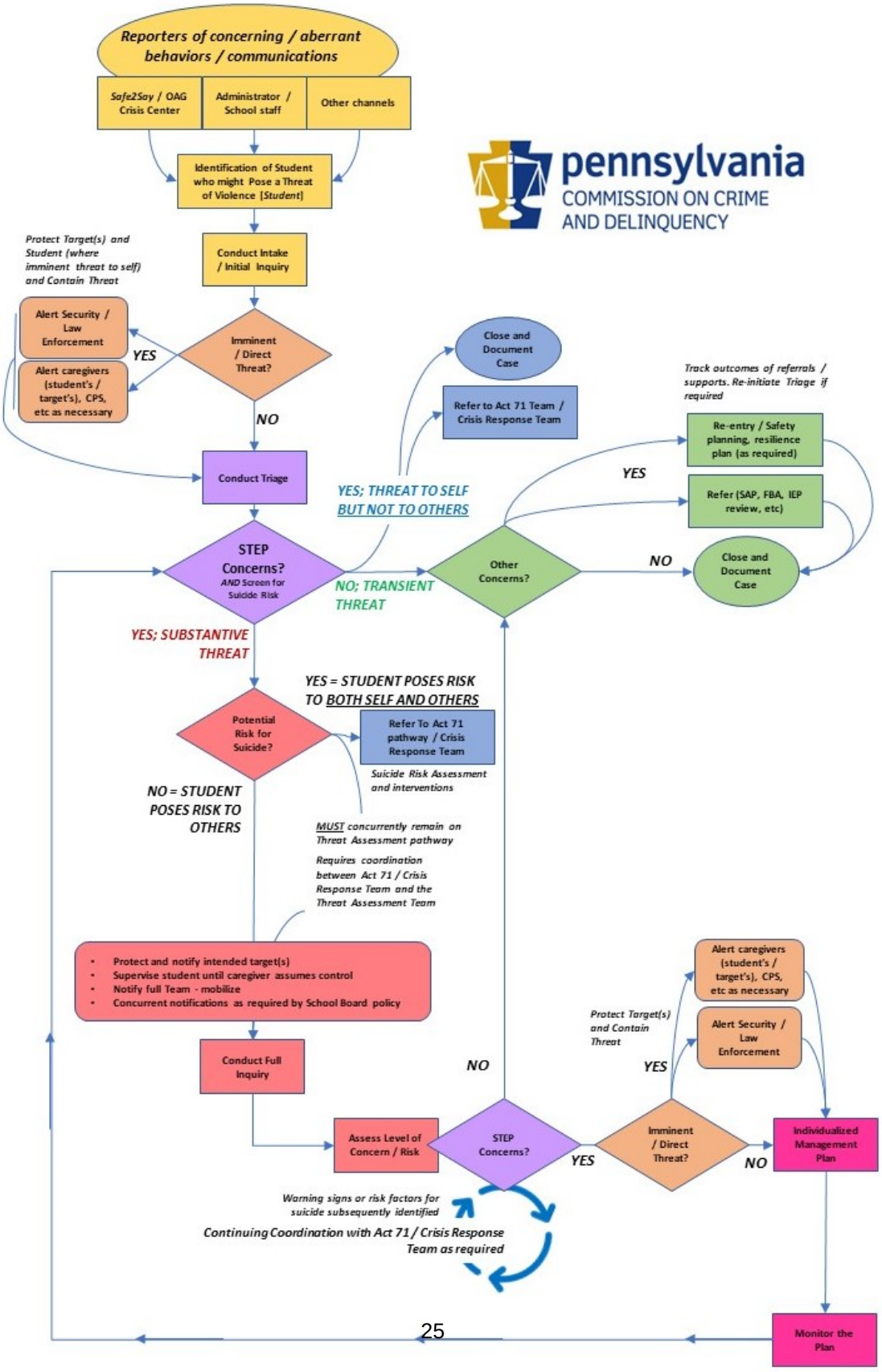
Date

Attachment A.

PCCD Flow Chart & Threat Assessment Case Management Form

Threat Assessment

Threat Assessment Process Flowchart: This forms the basis for threat assessment procedures and case formulation.



THREAT ASSESSMENT CASE MANAGEMENT FORM

PART 1: INTAKE / INITIAL INQUIRY		
Person Completing Form:		**Position:**
Date Reported:	**Time:**	☐ **AM** ☐ **PM**
Was this a Safe2Say Something Report? ☐ Yes ☐ No		**If Yes; Safe2Say Something Ref#:**

REPORTING PARTY:		
Name:		**Position (circle):** Student Teacher Administrator Staff Volunteer Parent/Guardian Anonymous Other:_____
Contact Phone:		
School/Program/Grade:		
Did you witness this threat? ☐ Yes ☐ No	**If NO, how did you learn about it?**	

STUDENT WHO MAY POSE A THREAT OF VIOLENCE (SUBJECT OF CONCERN):		
Student Name:		**Grade:**
Date of Incident:	**Time:** ☐ AM ☐ PM	**Student ID:**
Location of Incident:	**Mode (circle):** In-Person Phone Text Letter Social Media Internet Email Gesture Other:_____	
Did the threat involve a weapon? ☐ Yes ☐ No	**If yes, identify type of weapon:**	
Name(s) of any witnesses:		
Description of Concerning Behaviors or Communications *(Use additional paper if needed to provide as much detail as possible, including language quoted. Attach copies of files/images/videos received in writing or electronically):*		
Does this student have an IEP/504? ☐ Yes ☐ No	**If yes/unknown, contact Director of Special Education.** DATE/TIME notified:	

PART 1: INTAKE / INITIAL INQUIRY | SUBJECT AND TARGET INQUIRIES
Student Engaging in Threatening or **Otherwise Concerning Behavior:** *(If more than one student, complete additional forms)*
Student Interview Summary:

TARGET (1):	
Name:	**ID#:**
Relationship to STUDENT [SUBJECT OF CONCERN]: **School/Program/Grade:**	**Position (circle):** Student Teacher Administrator Staff Volunteer Parent/Guardian Contractor Other:_____
Did you witness this threat? ☐ Yes ☐ No	**If NO, how did you learn about it?**
Emergency Contact NAME:	**Emergency Contact Number:**
Target Interview Summary:	

If more than one student subject of concern or more than one target in this incident, attach additional copies of this page.

PART 1: INTAKE / INITIAL INQUIRY | WITNESS INQUIRIES	
WITNESS (1):	
Name:	**ID#:**
Relationship to STUDENT:	**Position (circle):** Student Teacher Administrator Staff Volunteer Parent/Guardian Contractor Other:_____
School/Program/Grade:	
Emergency Contact NAME:	**Emergency Contact Number:**
Witness Interview Summary:	

WITNESS (2):	
Name:	**ID#:**
Relationship to STUDENT:	**Position (circle):** Student Teacher Administrator Staff Volunteer Parent/Guardian Contractor Other:_____
School/Program/Grade:	
Emergency Contact NAME:	**Emergency Contact Number:**
Witness Interview Summary:	

If more than two witnesses in this incident, attach additional copies of this page.

PART 1: INTAKE / INITIAL INQUIRY | RECORD REVIEW & OUTCOME OF SEARCH OF PERSON / PROPERTY		
RECORDS CHECKED	*S=Significant NS=Not Significant NA=Not Applicable*	**Remarks [include only where associated with significant findings]**
Photo	☐ S ☐ NS ☐ NA	
Prior Threat Assessment Case(s)	☐ S ☐ NS ☐ NA	
Prior Act 71/Suicide Risk Case(s)	☐ S ☐ NS ☐ NA	
Health Records	☐ S ☐ NS ☐ NA	
SAP Referrals	☐ S ☐ NS ☐ NA	
Conduct/Discipline	☐ S ☐ NS ☐ NA	
Class Schedule	☐ S ☐ NS ☐ NA	
Academic Records	☐ S ☐ NS ☐ NA	
IEP/504	☐ S ☐ NS ☐ NA	
Records from prior schools	☐ S ☐ NS ☐ NA	
Mental Health Evaluations	☐ S ☐ NS ☐ NA	
Criminal Records	☐ S ☐ NS ☐ NA	
Law Enforcement Contacts	☐ S ☐ NS ☐ NA	
Juvenile Probation Records	☐ S ☐ NS ☐ NA	
Driver License Information	☐ S ☐ NS ☐ NA	
Vehicle/Parking Information	☐ S ☐ NS ☐ NA	
SRO/School Police Contacts	☐ S ☐ NS ☐ NA	
Protective/No Contact Orders	☐ S ☐ NS ☐ NA	
No Trespass Notice	☐ S ☐ NS ☐ NA	
Weapons Permit(s)	☐ S ☐ NS ☐ NA	
Social Media Presence	☐ S ☐ NS ☐ NA	
Internet Usage/Search History	☐ S ☐ NS ☐ NA	
Title IX Actions	☐ S ☐ NS ☐ NA	
Search of person or property	☐ S ☐ NS ☐ NA	
Records from Outside Agencies *(e.g. social services/mental health)*	☐ S ☐ NS ☐ NA	
Other *(Describe):*	☐ S ☐ NS ☐ NA	

Attach additional copies of this page or supporting documentation if needed.

PART 2: IMMINENT/DIRECT THREATS

Did the student subject of concern identify a direct target? ☐ Yes ☐ No	**If yes, include NAME(S) of targets:**

Were target(s) notified? ☐ Yes ☐ No **Date/Time notified:**	**Were parents of target(s) notified?** ☐ Yes ☐ No **Date/Time notified and Name of Parent/Guardian:**

Is this an imminent threat requiring law enforcement attendance? ☐ Yes ☐ No **Is medical attention required?** ☐ Yes ☐ No	**The following have been notified (circle):** 9-1-1 SRO/School Police Building Principal Superintendent Other Threat Assessment Team Members Parents/Guardians School Safety and Security Coordinator Children & Youth Services

Is there imminent suicide risk? ☐ Yes ☐ No If YES, DO NOT LEAVE THE STUDENT ALONE.	**If YES, have parents been notified?** ☐ Yes ☐ No

For all imminent/direct threats, protect target(s) and student (for threat to self) and contain threat.

Additional Information Regarding the Reported Student or Incident/Behavior:

Is this student acting alone? ☐ Yes ☐ No
If No, include NAME(S) of others also engaging in concerning behaviors/communications:

PARENT/GUARDIAN CONTACT (Coordinate with Building Principal):

Parent Guardian NAME(S):	**Contact Phone Number(s):**
Date Notified:	**Method of Contact:**
Name of Staff who Contacted Parent(s)/Guardian(s)	

ONLY ONCE THE IMMINENT / DIRECT THREAT IS CONTAINED CAN THE THREAT ASSESSMENT TEAM PROCEED TO PART 3

PART 3: TRIAGE *(Questions adapted from INVESTIGATIVE THEMES described by the National Threat Assessment Center (NTAC))*		
INVESTIGATIVE THEMES		**SIGNIFICANT FINDINGS**
Motive: Does the student have motive(s) or grievances? *What first brought them to someone's attention?*	☐Yes ☐No ☐Unknown	
Communications: Has the student engaged in concerning, or otherwise threatening communications suggesting ideas, intent, planning or preparation for violence?	☐Yes ☐No ☐Unknown	
Inappropriate Interests: Has the student shown any inappropriate interest in, fascination, and / or identification with other incidents of mass attacks or other acts of targeted violence?	☐Yes ☐No ☐Unknown	
Weapons Access: Does the student have (or are they developing) the capacity to carry out an act of targeted violence?	☐Yes ☐No ☐Unknown	
Stressors: Has, or is, the student experiencing stressful events, setbacks, challenges or losses or are there circumstances that may affect the likelihood of an escalation to violent behavior?	☐Yes ☐No ☐Unknown	
Desperation or Despair: Is the student experiencing hopelessness, desperation, and/or despair?	☐Yes ☐No ☐Unknown	
Mental Health Disorders and Developmental Issues: Does the student have a diagnosed mental health disorder or developmental issue or exhibit behaviors that suggest a mental health disorder or developmental issue?	☐Yes ☐No ☐Unknown	
Violence as an Option: Does the student see violence as an acceptable, desirable (only?) way to solve a problem?	☐Yes ☐No ☐Unknown	
Concerned Others: Are other people concerned about the student's potential for violence?	☐Yes ☐No ☐Unknown	
Planning and Capacity to Carry Out an Attack: Does the student have the ability, intent and will to plan and carry out an attack?	☐Yes ☐No ☐Unknown	
Consistency: Are the student's conversation and "story" consistent with his or her actions?	☐Yes ☐No ☐Unknown	
Protective Factors: Does the student have a positive, trusting, sustained relationship with at least one responsible person?	☐Yes ☐No ☐Unknown	

TRIAGE NOTES *(Also refer to Appendix 1 for case formulation):*

THREAT CLASSIFICATION			
☐ No Threat / Transient Threat	☐ Substantive Threat	☐ Imminent/Direct Threat	☐ Threat to SELF

TRIAGE RECOMMENDATION:			
☐ No Threat / Transient Threat: **DOCUMENT & CLOSE CASE *UNLESS* OTHER CONCERNS EXIST – IN WHICH CASE CONDUCT RE-ENTRY / SAFETY PLANNING AND / OR REFER (E.G., TO SAP)**	☐ Unknown or Substantive Threat: **INITIATE FULL INQUIRY**	☐ Imminent/Direct Threat **INITIATE CRISIS RESPONSE PROTOCOL (CRP) FROM EMERGENCY OPERATIONS PLAN***	☐ Threat to SELF **REFERRAL(S) CLOSE THREAT ASSESSMENT CASE *UNLESS* THREAT TO OTHERS IS ALSO PRESENT**

***For Imminent/Direct Threats, initiate full threat assessment inquiry once the student, target, and environment are made safe.**

PART 4: THREAT TO SELF

For All Threats to Self, Implement the Following:

- Refer to Act 71 Team / Crisis Response Team (CRT)
- Close and Document Case
- Should the Act 71 Team / CRT identify potential for thereat to others, refer back to the Threat Assessment Team

PART 5: TRANSIENT THREATS

Are OTHER Concerns Present?	☐Yes ☐No ☐Unknown
If NO OTHER Concerns, Close and Document Case	
If YES, OTHER Concerns are Present or Unknown, Then Implement the Following: • Re-Entry / Safety Planning; Resilience Plan (as required) • Referrals (SAP, FBA, IEP Review, etc.) • Track Outcomes of Referrals / Supports; Re-Initiate Triage if Required	

TRIAGE COMPLETED BY:

Name	Position	Signature	Date

REVIEWED BY:

Name	Position	Signature	Date

PART 6: SUBSTANTIVE THREATS – FULL INQUIRY

Is there also potential suicide risk? ☐ Yes ☐ No If YES, DO NOT LEAVE THE STUDENT ALONE.	**If YES, RETURN to PART 4** **Student remains on Threat Assessment Pathway** **Act 71 Team / CRT coordinate with TAT**

For ALL Substantive Threats, Implement the Following:

- Protect and notify intended target(s)
- Supervise student until caregiver assumes control
- Notify full team – mobilize
- Concurrent notifications as required by School Board Policy

CONDUCT FULL INQUIRY & ASSESS LEVEL OF CONCERN / RISK

Student Engaging in Threatening or Otherwise Concerning Behavior:
(If more than one student, complete additional forms)

Student Interview Summary ***(A more in-depth interview may be conducted for substantive threats. Provide detail here):***

PARENT/GUARDIAN INTERVIEW

Name:	**Relationship to STUDENT [SUBJECT OF CONCERN]:**

Parent/Guardian Interview Summary:

If more than one student subject of concern or more than one parent/guardian interview, attach additional copies of this page.

CONTRIBUTOR INTERVIEW ***(May include other caregivers, teachers/school staff, police/SRO, community-based providers, other students, etc.)***	
Name:	**ID#:**
Relationship to STUDENT:	**Position (circle):** Student Teacher Administrator Staff Volunteer Parent/Guardian Contractor Other:_____
School/Program/Grade:	
Emergency Contact NAME:	**Emergency Contact Number:**
Interview Summary:	

CONTRIBUTOR INTERVIEW ***(May include other caregivers, teachers/school staff, police/SRO, community-based providers, other students, etc.)***	
Name:	**ID#:**
Relationship to STUDENT:	**Position (circle):** Student Teacher Administrator Staff Volunteer Parent/Guardian Contractor Other:_____
School/Program/Grade:	
Emergency Contact NAME:	**Emergency Contact Number:**
Interview Summary:	

CONTRIBUTOR INTERVIEW ***(May include other caregivers, teachers/school staff, police/SRO, community-based providers, other students, etc.)***	
Name:	**ID#:**
Relationship to STUDENT:	**Position (circle):** Student Teacher Administrator Staff Volunteer Parent/Guardian Contractor Other:_____
School/Program/Grade:	
Emergency Contact NAME:	**Emergency Contact Number:**
Interview Summary:	

CONTRIBUTOR INTERVIEW ***(May include other caregivers, teachers/school staff, police/SRO, community-based providers, other students, etc.)***	
Name:	**ID#:**
Relationship to STUDENT:	**Position (circle):** Student Teacher Administrator Staff Volunteer Parent/Guardian Contractor Other:_____
School/Program/Grade:	
Emergency Contact NAME:	**Emergency Contact Number:**
Interview Summary:	

If additional contributors in this incident, attach additional copies of this page.

PART 6: SUBSTANTIVE THREATS – FULL INQUIRY *(Questions adapted from INVESTIGATIVE THEMES described by the National Threat Assessment Center (NTAC)) – The themes explored here deliberately replicate those used at the Triage stage (PART 3) as they are consistently valid in the assessment of threat for violence. At FULL INQUIRY however, greater detail, including from other contributor interviews / information is generated*

INVESTIGATIVE THEMES		SIGNIFICANT FINDINGS
Motive: Does the student have motive(s) or grievances? *What first brought them to someone's attention?*	☐Yes ☐No ☐Unknown	
Communications: Has the student engaged in concerning, or otherwise threatening communications suggesting ideas, intent, planning or preparation for violence?	☐Yes ☐No ☐Unknown	
Inappropriate Interests: Has the student shown any inappropriate interest in, fascination, and / or identification with other incidents of mass attacks or other acts of targeted violence?	☐Yes ☐No ☐Unknown	
Weapons Access: Does the student have (or are they developing) the capacity to carry out an act of targeted violence?	☐Yes ☐No ☐Unknown	
Stressors: Has, or is, the student experiencing stressful events, setbacks, challenges or losses or are there circumstances that may affect the likelihood of an escalation to violent behavior?	☐Yes ☐No ☐Unknown	
Desperation or Despair: Is the student experiencing hopelessness, desperation, and/or despair?	☐Yes ☐No ☐Unknown	
Mental Health Disorders and Developmental Issues: Does the student have a diagnosed mental health disorder or developmental issue or exhibit behaviors that suggest a mental health disorder or developmental issue?	☐Yes ☐No ☐Unknown	
Violence as an Option: Does the student see violence as an acceptable, desirable (only?) way to solve a problem?	☐Yes ☐No ☐Unknown	
Concerned Others: Are other people concerned about the student's potential for violence?	☐Yes ☐No ☐Unknown	
Planning and Capacity to Carry Out an Attack: Does the student have the ability, intent and will to plan and carry out an attack?	☐Yes ☐No ☐Unknown	
Consistency: Are the student's conversation and "story" consistent with his or her actions?	☐Yes ☐No ☐Unknown	
Protective Factors: Does the student have a positive, trusting, sustained relationship with at least one responsible person?	☐Yes ☐No ☐Unknown	

FULL INQUIRY NOTES *(Also refer to Appendix 1 for case formulation):*

FULL INQUIRY: THREAT CLASSIFICATION			
☐ Low/Transient	☐ Moderate	☐ High	☐ Imminent/Direct Threat

Has subsequent suicide risk been noted? ☐ Yes ☐ No If YES, DO NOT LEAVE THE STUDENT ALONE.	**If YES:** • **Continue with Full Inquiry and assessment of level of risk to others; *AND*** • **RETURN to PART 4: THREAT TO SELF** • **Act 71 Team / CRT coordinate with TAT**
Are there STEP Concerns? ☐ Yes ☐ No	**If NO, Return to Part 5: TRANSIENT THREATS**
	If YES, Is this an Imminent/Direct Threat? ☐ **Yes** ☐ **No**
	If this is an IMMINENT/DIRECT THREAT, RETURN to PART 2
	If this is NOT an IMMINENT/DIRECT THREAT, Implement the Following: • **Individualized Management Plan (PART 7)** • **Monitor and update the Plan as required** • **Return to PART 3: TRIAGE: STEP CONCERNS to continue to monitor progress and screen suicide risk**

FULL INQUIRY COMPLETED BY:

_____	_____	_____	_____
Name	Position	Signature	Date

REVIEWED BY:

_____	_____	_____	_____
Name	Position	Signature	Date

PART 7: CASE MANAGEMENT PLAN

Student Name:	ID:

INTERVENTION/TASK	PERSON RESPONSIBLE	DATE DUE
SUBJECT INTERVENTIONS: De-escalate, contain, or control the individual who may take violent action		
TARGET INTERVENTIONS: Decrease vulnerabilities of the target		
ENVIRONMENTAL INTERVENTIONS: Address environment and systems to discourage escalation		
PRECIPITATING EVENTS: Prepare and mitigate against precipitating events that may trigger adverse reactions		

DATE FOR NEXT REVIEW:	
Print Name of Team Leader:	Date:
Signature of Team Leader:	

PART 7: CASE MANAGEMENT PLAN | UPDATE (*To Be Updated Regularly While Case is Active)*

Student Name:	ID:

INTERVENTION/TASK		
SUBJECT INTERVENTIONS: De-escalate, contain, or control the individual who may take violent action		
UPDATES:	SOURCE	
INTERVENTION/TASK	PERSON RESPONSIBLE	DATE DUE
TARGET INTERVENTIONS: Decrease vulnerabilities of the target		
UPDATES:	SOURCE	
INTERVENTION/TASK	PERSON RESPONSIBLE	DATE DUE
ENVIRONMENTAL INTERVENTIONS: Address environment and systems to discourage escalation		
UPDATES:	SOURCE	
INTERVENTION/TASK	PERSON RESPONSIBLE	DATE DUE
PRECIPITATING EVENTS: Prepare and mitigate against precipitating events that may trigger adverse reactions		
UPDATES:	SOURCE	

INTERVENTION/TASK	PERSON RESPONSIBLE	DATE DUE

COMMENTS (If CASE CLOSED, Include Reasons):

DATE FOR NEXT REVIEW (or CASE CLOSED):

Person Completing Update Form:	**Date:**

Signature of Person Completing Form:

CURRENT THREAT CLASSIFICATION			
☐ No Threat / Transient Threat	☐ Substantive Threat	☐ Imminent/Direct Threat	☐ Threat to SELF

CURRENT TRIAGE RECOMMENDATION:			
☐ No Threat/ Transient Threat: **DOCUMENT & CLOSE CASE**	☐ Continued Substantive Threat: **SUSTAIN TAT CASE**	☐ Imminent/Direct Threat **INITIATE EMERGENCY OPERATIONS PLAN**	☐ Threat to SELF **REFERRAL(S) CLOSE CASE**

REFERRALS:

Appendix 1: STEP©[1] CONCERNS

Targeted violence stems from an interaction among the subject(s), the target(s), the environment and the precipitating events. Continuously reflect on all parts of *STEP* to ensure vital information is not missed.

Use the following STEP© Concerns to guide case conceptualization **for both TRIAGE and FULL INQUIRY**.

STUDENT / SUBJECT OF CONCERN

The goal of threat assessment and management is to gain a holistic understanding of the subject of concern – the individual who might pose a threat of violence. This may be revealed by gathering information from school educational and discipline records, witnesses, social media posts, the individual themselves, and observations made by teachers, counselors, administrators, School Resource Officers or other Law Enforcement Officers and others who know the individual. Consider the following with regard to the subject:

- Self-perception, coping skills, mental health, response to rules and authority
- Exposure to or engagement in violence
- Access to and experience with weapons and motivation towards using violence as a means to solve problems
- Behavior(s) causing concern or impacting others
- Concerning communications and/or directly communicated threats
- Leakage behaviors: intentional or unintentional communication of intent to do harm
- Identified grievances and/or motives for violence; fixation on grievances or target(s)
- Pathway to violence behaviors: ideation/intent, planning, preparation (means, method, opportunity)
- Interest in or identification with perpetrators or violent acts
- Despondency, despair, isolation, difficulty coping, or suicidality
- Significant changes of behavior or mental health concerns
- Lack of protective factors

TARGET/OTHERS

The target may be an individual, a group of individuals or a location. In some cases, the relationship between a grievance and the target may be identified; however, in other cases it may be difficult or impossible to identify the relationship. Consider the following:

- The potential target and the factors that may increase or decrease their vulnerability for harm
- Are potential target(s) fearful of harm; does the subject present as a safety concern?

ENVIRONMENT (or SETTING)

A focus on the environment gives consideration to the context in which the individual is operating both in school and in the community. An understanding of the environments in which the individual exists, both in and out of school, is critical to determine the level of concern. Consider the following:

- School climate and culture (e.g., bullying, bias, poor conflict management, high rates of stress or violence, etc.)
- Social relationships, including adverse peer influences
- Family dynamics and relationships
- Lack of support, guidance, or resources at home, school and/or community

PRECIPITATING EVENTS (or SITUATION)

An understanding of the stressors affecting the individual of concern is an important step in assessing and managing the case. Stressors may be acute or chronic and can be anything in their life that causes them tension or worry. In general, the more stressors in a person's life, the more difficult it will be for them to cope. For this reason, an understanding of the individual's response to stressors is as important as identifying the stressors themselves. The threat assessment team must operate with the understanding that, in the face of multiple precipitating events, an individual's stress level may be such that they are vulnerable to a "last straw" or triggering event, an event which causes them to advance on the path to violence. Consider the following:

- Impending loss or failure or return to school after separation
- Key dates, events, triggers/reminders, or anniversaries of loss

[1] © Gene Deisinger and Marissa R. Randazzo, 2008.

Attachment B.

Medical Clearance for Returning School Following Mental Health Intervention Service or Hospitalization

AUTHORIZATION TO RECEIVE/RELEASE MEDICAL INFORMATION

Date: _____

Dear Doctor:

The student named below was either hospitalized or received mental health services recently for being a danger to himself/herself, danger to others and/or gravely disabled. Medical information from you is essential in planning for the student's safety, educational and health needs.

Student: _____DOB: _____ Grade: _____

Please complete the following information and return to school nurse. Your cooperation is much appreciated. Diagnosis/description of problem: _____

Please indicate any prescribed medications and dosages:

_____

If the student no longer poses a threat to self or others at the time of discharge and can return to school, please sign below and indicate restrictions, if any. The above named student does not pose a threat to self and/or others at the time of discharge and may return to school: without restrictions with the following modifications/restrictions (indicate below) Restrictions:

_____

Doctor's Name (print) _____ Doctor's Signature _____

Return to School Nurse: _____Contact Number: _____

Practitioner/Agency/Clinic: _____

Name: _____ Phone Number: _____

Practitioner/Agency/Clinic Address: (street, city, zip code)

_____

Purpose for which information may be used:

_____

_____

School District/Building Street City Zip code

This authorization shall be valid until _____ unless revoked earlier

Parent/Legal Guardian Signature: _____ Date: _____

Attachment C.

STUDENT RE-ENTRY GUIDELINES

Student/Name/DOB:_____Location:_____Date:_____

In planning for the re-entry of a student who has been out of school for any length of time, including mental health hospitalization, or if the student will be transferring to a new school, the school site administrator/designee may consider any of the following action items:

Returning Day	Have parent escort student on first day back. Develop a re-entry communication and safety plan in the event of future emergencies. (See safety plan Threat Assessment documents).
Hospital Discharge Documents	Request discharge documents from hospital or Medical Clearance for Return to School from parent on first day back. Obtain Authorization or Exchange/Release Information for relevant providers including psychiatrist, treating physician, psychologist etc. Update medication list.
Meeting with Parents	Engage parents, school support staff, teachers, and student, as appropriate in a Reentry Planning Meeting. • Identify on-going mental health resources in school and/or in the community. • Modify academic programming, as appropriate. • Consider an assessment for special education for a student whose behavioral and emotional needs effect their ability to benefit from their educational If the student is prescribed medication, monitor with parent consent. • Offer suggestions to parents regarding monitoring personal communication devices, including social networking sites, as needed. • Notify student's teachers, as appropriate.
Identify Supports	Assist the student in identifying adults they trust and can go to for assistance at school and at home.
Address Bullying, Harassment, Discrimination	As needed, ensure that any bullying, harassment, discrimination is being addressed.
Designate Staff	Designate staff (e.g., Academic Counselor, Social worker/counselor, School Nurse, etc.) to check in with the student during the first couple weeks periodically.
Release of Information	Obtain consent by the parent to discuss student information with outside providers using the Parent Authorization for Release/Exchange of Information.
Manage and Monitor	Case management and monitoring – ensure the student is receiving and accessing the proper mental health and educational services needed.