# STC Monthly Meeting

Monday, August 3, 2026 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

1.B. Roll Call

1.C. Committee Meeting

2. **Addenda/Corrections**

3. **Approval of Minutes**

4. **Public Comments/Correspondence**

5. **Finance**

5.A. Financial Reports

5.B. Quarterly and Year-End Activity and Shop Accounts

5.C. Auditing Services

5.D. Fundraiser - Professional School Photography

5.E. Donation Medical Assisting Equipment

6. **Personnel**

6.A. Resignations - Secondary

6.B. Rescind Intent to Retire - Secondary

6.C. Transfer

6.D. Coordinator Stipend - Service Occupation Program

6.E. Certification/Track Change

6.F. Mentor Teacher

7. **Contracts/Agreements**

7.A. Penn College of Technology Articulation Agreeement

7.B. Miller Brothers — Masonry Repair

8. **Facility Use**

8.A. PSERS Health Options Program (HOP) — South Conference Room

9. **Policy/Procedure/Protocol**

9.A. STC Student Handbook

9.B. STC Program Catalog 2026-2027

10. **Commendations**

10.A. Professional Certification Acquired

11. **Finance — Post-Secondary Program**

11.A. Adult Education Quarterly and Year-End Reports

12. **Personnel - Post Secondary Program**

12.A. Resignations - Post Secondary

12.B. Employment - Post Secondary

12.C. Coordinator Stipend - Practical Nursing Program

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

13.A. PA Career Link — MOU and IFA

14. **Upcoming Meeting Dates**

14.A. Health & Welfare Trust

14.B. Board Meeting

15. **Adjournment**

# SCHUYLKILL TECHNOLOGY CENTER
**Monday, July 13, 2026**

## CALL TO ORDER
The regular monthly meeting of the Schuylkill Technology Center Board of Directors held at the Schuylkill Technology Center – South Campus, Conference Room, MarLin, PA was called to order at 7:32 p.m. by President Scott Jacoby.

## ROLL CALL
Jaime Zimerofsky, Board Secretary, called the roll:

| | | |
|---|---|---|
| Scott Jacoby, President | Present | Schuylkill Haven Area |
| Roy Heim, Vice-President | Absent | Blue Mountain |
| Allison L. Vance, Treasurer | Absent | Tri-Valley |
| Michael Mistishen, Member | Present | Mahanoy Area |
| Dr. William Yourey, Member | Absent | Minersville Area |
| Alexandra Trexler, Member | Present | North Schuylkill |
| Kim Pribilla, Member | Absent | Pine Grove Area |
| Kerry Ansbach, Member | Present | Pottsville Area |
| Bill Kimber, Member | Present | Saint Clair Area |
| John Petritsch, Member | Present* | Shenandoah Valley |
| Larry Wittig, Member | Absent | Tamaqua Area |
| Michael Leiter, Member | Present | Williams Valley |

Also present:

| | | |
|---|---|---|
| Dr. Anthony Serafini | Executive Director | Schuylkill IU 29 |
| David F. Conn, Esq. | Solicitor | Sweet \| Stevens \| Katz \| Williams |
| Shannon Brennan | Asst. Executive Director/ Director of CTE | Schuylkill IU 29/ Schuylkill Technology Center |
| Dr. Rene' Evans | Director of Special Education | Schuylkill IU 29 |
| Jaime Zimerofsky | Board Secretary | |

* Denotes participation via Zoom electronic platform

## COMMITTEE MEETING
President Jacoby announced that the Committee of the Whole met at 6:30 p.m.

## ADDENDA/CORRECTIONS
None

## APPROVAL OF MINUTES
A motion was made by Ansbach, and seconded by Trexler, to approve the Minutes of the June 1, 2026, Board Meeting. The motion carried unanimously.

## PUBLIC COMMENTS/CORRESPONDENCE
None

## SECONDARY PROGRAM

## FINANCE

It was recommended that the Board approve the **FINANCE** items as presented:

Financial Reports
Approve the Schuylkill Technology Center Financial Reports for May 2026 as presented.

Authorized Signers of Bank/Investment Accounts
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

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

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

Renewal of Insurance Policies
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 |
| Umbrella | $4,378 |
| Legal Liability | $9,440 |
| **ACCIDENT FUND** | |
| Workers Comp | $22,275 |
| **ELPHASECURE** | |
| Cyber Liability | $5,048 |
| **TOTAL** | **$88,091** |

Cafeteria Daily Rates
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 | $3.05 |
| Adult Lunch | $4.85 |

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

Following a motion by Trexler, and seconded by Petritsch, the **FINANCE** items of the consent agenda were approved as recommended.

| | | | |
|---|---|---|---|
| Jacoby – Yea | Heim – Not Cast | Vance - Not Cast | Mistishen – Yea |
| Yourey – Not Cast | Trexler – Yea | Pribilla – Not Cast | Ansbach – Yea |
| Kimber – Yea | Petritsch – Yea | Wittig – Not Cast | Leiter – Yea |

**PERSONNEL**
It was recommended that the Board approve the following **PERSONNEL** items as presented:

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

AVTS Education Association

- Andrew Monger, Shamokin Dam, full-time Social Studies Instructor at the North Campus at an annual salary of $62,108 effective August 18, 2026. Mr. Monger is replacing William Mack.

Teachers' Salaries 2026-2027
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.

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

Lead Teachers and Advisors
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 |

Certification/Track Change

Approve a certification/track change effective for the 2026–2027 School Year, as listed:

| Name | Position | Amount |
|---|---|---|
| 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 |

Leave of Absence - Leave Without Pay

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

Following a motion by Ansbach, seconded by Petritsch, the PERSONNEL items on the consent agenda were approved as recommended.

| | | | |
|---|---|---|---|
| Jacoby – Yea | Heim – Not Cast | Vance - Not Cast | Mistishen – Yea |
| Yourey – Not Cast | Trexler – Yea | Pribilla – Not Cast | Ansbach – Yea |
| Kimber – Yea | Petritsch – Yea | Wittig – Not Cast | Leiter – Yea |

**CONTRACTS/AGREEMENTS**

It was recommended that the Board contract with or ratify the following **CONTRACTS/AGREEMENTS** as presented:

IU13 - EES Renewal

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.

Following a motion by Trexler, seconded by Ansbach, the CONTRACTS/AGREEMENTS on the consent agenda were approved/ratified as recommended.

| | | | |
|---|---|---|---|
| Jacoby – Yea | Heim – Not Cast | Vance - Not Cast | Mistishen – Yea |
| Yourey – Not Cast | Trexler – Yea | Pribilla – Not Cast | Ansbach – Yea |
| Kimber – Yea | Petritsch – Yea | Wittig – Not Cast | Leiter – Yea |

## POLICY/PROCEDURE/PROTOCOL

It was recommended that the Board approve/ratify the following **POLICY/PROCEDURE/PROTOCOL** items as presented:

Schuylkill County Emergency Operations Plan
Permission to adopt the Schuylkill County Emergency Operations Plan

STC Threat Assessment Plan
Approve the STC Threat Assessment Plan as presented.

IU/STC Emergency Plan
Approve the IU/STC Emergency Operations Multi-Hazard Plan.

Policy — Second and Final Reading
Approve the second and final reading of the following policies:

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

Following a motion by Kimber and seconded by Trexler, the **POLICY/PROCEDURE/PROTOCOL** items of the consent agenda were approved as recommended.

| | | | |
|---|---|---|---|
| Jacoby – Yea | Heim – Not Cast | Vance - Not Cast | Mistishen – Yea |
| Yourey – Not Cast | Trexler – Yea | Pribilla – Not Cast | Ansbach – Yea |
| Kimber – Yea | Petritsch – Yea | Wittig – Not Cast | Leiter – Yea |

# POST SECONDARY PROGRAM

## CONTRACTS/AGREEMENTS

It was recommended that the Board contract with or ratify the following **CONTRACTS/AGREEMENTS** as presented:

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

Following a motion by Ansbach, and seconded by Mistishen, the **CONTRACTS/AGREEMENTS** of the consent agenda were approved/ratified as recommended.

| | | | |
|---|---|---|---|
| Jacoby – Yea | Heim – Not Cast | Vance - Not Cast | Mistishen – Yea |
| Yourey – Not Cast | Trexler – Yea | Pribilla – Not Cast | Ansbach – Yea |
| Kimber – Yea | Petritsch – Yea | Wittig – Not Cast | Leiter – Yea |

## POLICY/PROCEDURE/PROTOCOL

It was recommended that the Board approve/ratify the following **POLICY/PROCEDURE/PROTOCOL** as presented:

STC Adult Education Handbook
Approve the 2026-2027 STC Adult Education Student Handbook as presented.

Following a motion by Leiter, and seconded by Trexler, the **POLICY/PROCEDURE/ PROTOCOL** items of the consent agenda were approved as recommended.

| | | | |
|---|---|---|---|
| Jacoby – Yea | Heim – Not Cast | Vance - Not Cast | Mistishen – Yea |
| Yourey – Not Cast | Trexler – Yea | Pribilla – Not Cast | Ansbach – Yea |
| Kimber – Yea | Petritsch – Yea | Wittig – Not Cast | Leiter – Yea |

## INFORMATIONAL ITEMS

STC Adult Graduation

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

## UPCOMING MEETING DATES

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

## ADJOURNMENT

There being no further business to discuss, Ansbach moved, seconded by Mistishen, to adjourn the meeting at 7:36 p.m. Motion carried unanimously.

Attest:

Jaime Lynn Zimerofsky

JaimeLynn Zimerofsky, Secretary

Scott Jacoby, President

**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 | | 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 | |
| RECEIPTS: | | | | | | | | | | | | | | | |
| | Deposits | | | | 844,203.39 | | | | - | 178,723.72 | | 280.00 | | 394.14 | |
| | Transfers | | 689,453.02 | 843,784.69 | 3,328.87 | | 35,042.24 | | | 3,083.69 | - | - | - | - | 1,574,692.51 |
| | Interest | | 417.18 | 393.78 | 3,484.05 | 70.40 | 675.01 | 8.09 | 650.69 | 2,798.99 | 0.27 | 1.28 | 0.30 | 0.58 | |
| | Adjustments | | - | - | - | - | - | | - | - | - | - | - | - | |
| | | | 689,870.20 | 844,178.47 | 851,016.31 | 70.40 | 35,717.25 | 8.09 | 650.69 | 184,606.40 | 0.27 | 281.28 | 0.30 | 394.72 | |
| EXPENDITURES: | | | | | | | | | | | | | | | |
| | Cash Disbursements | | (671,486.30) | (156,044.89) | | | - | - | - | - | - | - | - | - | |
| | Payroll | | - | (275,435.93) | | | - | - | - | - | - | - | - | - | |
| | ACH | | (18,915.25) | (407,280.00) | (16,416.77) | | | - | - | - | - | - | - | - | |
| | Transfers | | - | - | (1,347,142.57) | (200.00) | (36,872.12) | (100.00) | - | (190,377.82) | - | | | | (1,574,692.51) |
| | Bank Fees | | - | - | - | - | | - | - | - | - | - | - | | |
| | | | (690,401.55) | (838,760.82) | (1,363,559.34) | (200.00) | (36,872.12) | (100.00) | - | (190,377.82) | - | - | - | - | |
| BALANCE AS OF | | 6/30/2026 | $ 26,646.87 | $ 59,423.07 | $ 1,034,669.94 | $ 24,789.03 | $ 246,638.47 | $ 2,807.58 | $ 230,900.28 | $ 1,025,854.29 | $ 3,278.23 | $ 15,829.96 | $ 3,709.77 | $ 7,094.87 | $ - |
| | | | ok | ok | OK | ok | ok | ok | ok | ok | ok | ok | ok | ok | |

# FUND ACCOUNTING PAYMENT REGISTER

**Bank Account:** 01 - GF Checking PSDLAF **Payment Dates:** 06/01/2026 - 06/30/2026

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

| Payment # | Trans Date | Trans # | PO #/Proc Ctrl# | Invoice # | Account Code | ASN | Amount |
|---|---|---|---|---|---|---|---|
| 0000088299 | 05/29/2026 | LE5124300001 | 2600000518 | 13CKFD6GRRFH | 10-1370-610-000-30-200-025-001-0000 | 137061022501 | 148.11 |
| 0000088299 | 05/29/2026 | LE5124300002 | 2600000518 | 11JX1WC13LL3 | 10-1370-610-000-30-200-025-001-0000 | 137061022501 | 67.36 |
| 0000088299 | 05/29/2026 | LE5124300003 | 2600000518 | 1RK6THTV6YKF | 10-1370-610-000-30-200-025-001-0000 | 137061022501 | 1,282.64 |
| 0000088299 | 05/29/2026 | LE5124300004 | 2600000529 | 139Y7NP6TW6G | 10-1380-610-000-30-100-009-001-0000 | 138061010901 | 66.62 |
| 0000088299 | 05/29/2026 | LE5124300005 | 2600000529 | 1DQG3GMJX1R | 10-1380-610-000-30-100-009-001-0000 | 138061010901 | 15.69 |
| 0000088299 | 05/29/2026 | LE5124300006 | 2600000529 | 1PYLNPHTXVMF | 10-1380-610-000-30-100-009-001-0000 | 138061010901 | 379.43 |
| 0000088299 | 05/29/2026 | LE5124300007 | 2600000532 | 1GNJ4YLQ71ND | 10-1380-752-000-30-100-009-067-0000 | 138075210967 | 481.12 |
| 0000088299 | 05/29/2026 | LE5124300008 | 2600000532 | 1K6JXF1X9G4Q | 10-1380-752-000-30-100-009-067-0000 | 138075210967 | 21.46 |
| 0000088299 | 05/29/2026 | LE5124300009 | 2600000532 | 1Q43J7MDXM13 | 10-1380-752-000-30-100-009-067-0000 | 138075210967 | 6,484.23 |
| 0000088299 | 05/29/2026 | LE5124500010 | 2600000554 | 1R9RRD17F6VM | 10-2419-610-000-00-100-000-001-0000 | 241961010001 | 34.29 |
| 0000088299 | 05/29/2026 | LE5124500011 | 2600000550 | 1N66Q1GK7X9N | 10-1380-610-000-30-200-005-001-0000 | 138061020501 | 17.99 |
| 0000088299 | 05/29/2026 | LE5124500012 | 2600000549 | 1TRWPWXQ6Y4M | 10-1390-610-000-30-200-026-001-0000 | 139061022601 | 95.97 |
| 0000088299 | 05/29/2026 | LE5124500013 | 2600000544 | 11DM3JFVVYXC | 10-2380-893-000-30-200-000-001-0000 | 238089320001 | 195.24 |
| 0000088299 | 05/29/2026 | LE5124500014 | 2600000519 | 17KYNT34HRW9 | 10-1380-610-000-30-200-005-001-0000 | 138061020501 | 36.49 |
| 0000088299 | 05/29/2026 | LE5124500015 | 2600000515 | 1MLXJNCWQ96L | 10-1380-610-000-30-100-003-001-0000 | 138061010301 | 179.40 |
| **0025251-AMAZON CAPITAL SERVICES** | | | | **Order ID O-1** | **Payment Date: 06/01/2026** | **Payment Amt:** | **9,506.04** |

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

# FUND ACCOUNTING PAYMENT REGISTER

**Bank Account:** 01 - GF Checking PSDLAF **Payment Dates:** 06/01/2026 - 06/30/2026

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

| Payment # | Trans Date | Trans # | PO #/Proc Ctrl# | Invoice # | Account Code | ASN | Amount |
|---|---|---|---|---|---|---|---|
| 0000088300 | 05/29/2026 | AP5124600008 | | 367574 | 10-2620-431-000-00-100-000-001-0000 | 262043110001 | 209.50 |
| **010697-BERKSHIRE SYSTEMS GROUP INC** | | | | **Order ID O-1** | **Payment Date: 06/01/2026** | **Payment Amt:** | **209.50** |
| 0000088301 | 05/29/2026 | AP5124600001 | | 260518KF14738 | 10-2620-431-000-00-200-000-001-0000 | 262043120001 | 482.17 |
| 0000088301 | 05/29/2026 | AP5124600002 | | 260518KF15150 | 10-2620-431-000-00-200-000-001-0000 | 262043120001 | 465.50 |
| 0000088301 | 05/29/2026 | AP5124600003 | | 260518KF15148 | 10-2620-431-000-00-100-000-001-0000 | 262043110001 | 460.54 |
| **016830-CASELLA WASTE SYSTEMS INC** | | | | **Remit ID R-1** | **Payment Date: 06/01/2026** | **Payment Amt:** | **1,408.21** |
| 0000088302 | 05/29/2026 | LE5124500001 | 2600000553 | SI50736 | 10-1380-752-219-30-000-001-035-0001 | 13807520135 | 18,569.54 |
| **016997-BEST BUY AUTOMOTIVE EQUIPMENT** | | | | **Order ID O-1** | **Payment Date: 06/01/2026** | **Payment Amt:** | **18,569.54** |
| 0000088303 | 05/29/2026 | LE5124500009 | 2600000552 | 3763140 | 10-1380-752-219-30-000-015-035-0001 | 13807521535 | 19,307.53 |
| **025677-DGI SUPPLY-A DO ALL COMPANY** | | | | **Remit ID R-1** | **Payment Date: 06/01/2026** | **Payment Amt:** | **19,307.53** |
| 0000088304 | 05/29/2026 | LE5124500004 | 2600000541 | INV66463 | 10-1330-610-000-30-100-012-001-0000 | 133061011201 | 908.99 |
| **026030-DIA MEDICAL USA** | | | | **Order ID O-1** | **Payment Date: 06/01/2026** | **Payment Amt:** | **908.99** |
| 0000088305 | 05/29/2026 | AP5124600004 | | 11948 | 10-2620-610-000-00-100-000-001-0000 | 262061010001 | 550.00 |
| **0260355-DM SUPPLY SOURCE LLC** | | | | **Remit ID R-1** | **Payment Date: 06/01/2026** | **Payment Amt:** | **550.00** |
| 0000088306 | 05/29/2026 | AP5124600007 | | 13266740-00 | 10-2620-610-000-00-100-000-001-0000 | 262061010001 | 138.22 |
| **035900-FROMM ELECTRIC** | | | | **Remit ID R-1** | **Payment Date: 06/01/2026** | **Payment Amt:** | **138.22** |
| 0000088307 | 05/29/2026 | LE5124500002 | 2600000577 | 49702 | 58-1690-540-000-40-400-030-040-0000 | 169054043040 | 202.00 |

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

# FUND ACCOUNTING PAYMENT REGISTER

**Bank Account:** 01 - GF Checking PSDLAF **Payment Dates:** 06/01/2026 - 06/30/2026

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

| Payment # | Trans Date | Trans # | PO #/Proc Ctrl# | Invoice # | Account Code | ASN | Amount |
|---|---|---|---|---|---|---|---|
| **040010-GREATER HAZLETON CHAMBER OF COMMERCE** | | | | **Order ID O-1** | **Payment Date: 06/01/2026** | **Payment Amt:** | **202.00** |
| 0000088308 | 05/29/2026 | LE5124300010 | 2600000572 | 701137 | 10-1342-610-000-30-100-010-001-0000 | 134261011001 | 96.80 |
| 0000088308 | 05/29/2026 | LE5124300011 | 2600000572 | 699192 | 10-1342-610-000-30-100-010-001-0000 | 134261011001 | 86.40 |
| 0000088308 | 05/29/2026 | LE5124300012 | 2600000572 | 697762 | 10-1342-610-000-30-100-010-001-0000 | 134261011001 | 49.00 |
| 0000088308 | 05/29/2026 | LE5124300013 | 2600000572 | 696014 | 10-1342-610-000-30-100-010-001-0000 | 134261011001 | 88.20 |
| 0000088308 | 05/29/2026 | LE5124500008 | 2600000580 | 710199 | 10-2380-610-000-30-200-000-001-0000 | 238061020001 | 98.00 |
| **041025-GUERS DAIRY** | | | | **Order ID O-1** | **Payment Date: 06/01/2026** | **Payment Amt:** | **418.40** |
| 0000088309 | 06/01/2026 | AP5124900004 | | TRANSPORTATION | 10-2720-513-000-00-000-000-001-0000 | 272051300001 | 9,140.00 |
| **044410-HEGINS VALLEY TRANSPORTATION** | | | | **Order ID O-1** | **Payment Date: 06/01/2026** | **Payment Amt:** | **9,140.00** |
| 0000088310 | 05/29/2026 | AP5124600006 | | INV17540 | 10-2620-610-000-00-100-000-001-0000 | 262061010001 | 525.00 |
| **0557005-L.J.C. DISTR FULLER BRUSH** | | | | **Order ID O-1** | **Payment Date: 06/01/2026** | **Payment Amt:** | **525.00** |
| 0000088311 | 05/29/2026 | AP5124600005 | | 56855752 | 10-1380-423-000-30-200-019-001-0000 | 138042321901 | 321.24 |
| **059146-LINDE GAS & EQUIPMENT INC.** | | | | **Remit ID R-1** | **Payment Date: 06/01/2026** | **Payment Amt:** | **321.24** |
| 0000088312 | 05/29/2026 | LE5124500003 | 2600000578 | 246795 | 58-1690-610-000-40-400-042-040-0000 | 169061044240 | 535.50 |
| **059650-LVPG** | | | | **Order ID O-1** | **Payment Date: 06/01/2026** | **Payment Amt:** | **535.50** |
| 0000088313 | 05/29/2026 | AP5124800004 | | 1046 | 10-1380-610-000-30-100-002-001-0000 | 138061010201 | 1,488.12 |

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

# FUND ACCOUNTING PAYMENT REGISTER

**Bank Account:** 01 - GF Checking PSDLAF **Payment Dates:** 06/01/2026 - 06/30/2026

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

| Payment # | Trans Date | Trans # | PO #/Proc Ctrl# | Invoice # | Account Code | ASN | Amount |
|---|---|---|---|---|---|---|---|
| **063020-R.C. MATTHEWS INC.** | | | | **Order ID O-1** | **Payment Date: 06/01/2026** | **Payment Amt:** | **1,488.12** |
| 0000088314 | 05/29/2026 | LE5124500005 | 2600000575 | 165385 | 10-1380-610-000-30-100-002-001-0000 | 138061010201 | 59.77 |
| 0000088314 | 05/29/2026 | LE5124500006 | 2600000574 | 166787 | 10-1380-610-000-30-100-020-001-0000 | 138061012001 | 655.26 |
| 0000088314 | 05/29/2026 | LE5124500007 | 2600000558 | 166464 | 10-1380-610-000-30-100-020-001-0000 | 138061012001 | 5,341.33 |
| **066751-MINERSVILLE AUTO PARTS** | | | | **Order ID O-1** | **Payment Date: 06/01/2026** | **Payment Amt:** | **6,056.36** |
| 0000088315 | 05/29/2026 | LE5124700001 | 2600000593 | INV0874273 | 58-1690-640-000-40-400-039-040-0000 | 169064043940 | 660.00 |
| **0687590-NHA** | | | | **Order ID O-1** | **Payment Date: 06/01/2026** | **Payment Amt:** | **660.00** |
| 0000088316 | 06/01/2026 | AP5124900003 | | TRANSPORTATION | 10-2720-513-000-00-000-000-001-0000 | 272051300001 | 9,140.00 |
| **070004-NEWHURST INC** | | | | **Order ID O-1** | **Payment Date: 06/01/2026** | **Payment Amt:** | **9,140.00** |
| 0000088317 | 05/29/2026 | AP5124800003 | | 007013 | 58-1690-610-000-40-400-042-040-0000 | 169061044240 | 22.78 |
| **0718056-NORTHEAST PARTS GROUP** | | | | **Order ID O-1** | **Payment Date: 06/01/2026** | **Payment Amt:** | **22.78** |
| 0000088318 | 05/29/2026 | AP5124800010 | | 99257-23001 | 10-2620-622-000-00-200-000-001-0000 | 262062220001 | 271.26 |
| 0000088318 | 05/29/2026 | AP5124800011 | | 92150-35009 | 10-2620-622-000-00-200-000-001-0000 | 262062220001 | 17,880.97 |
| **075200-PPL ELECTRIC UTILITIES** | | | | **Order ID O-1** | **Payment Date: 06/01/2026** | **Payment Amt:** | **18,152.23** |
| 0000088319 | 05/29/2026 | AP5124800001 | | 0033216139 | 58-1690-626-000-40-400-042-040-0000 | 169062644240 | 274.69 |
| **0760592-PENSKE TRUCK LEASING CO, LP** | | | | **Order ID O-1** | **Payment Date: 06/01/2026** | **Payment Amt:** | **274.69** |

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

# FUND ACCOUNTING PAYMENT REGISTER

**Bank Account:** 01 - GF Checking PSDLAF **Payment Dates:** 06/01/2026 - 06/30/2026

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

| Payment # | Trans Date | Trans # | PO #/Proc Ctrl# | Invoice # | Account Code | ASN | Amount |
|---|---|---|---|---|---|---|---|
| 0000088320 | 06/01/2026 | AP5124900002 | | TRANSPORTATION | 10-2720-513-000-00-000-000-001-0000 | 272051300001 | 11,960.00 |
| **08083550-RAVINE TRANSPORTATION INC.** | | | | **Order ID O-1** | **Payment Date: 06/01/2026** | **Payment Amt:** | **11,960.00** |
| 0000088321 | 05/29/2026 | LE5124700002 | 2600000468 | 78987 | 10-1342-610-219-30-000-004-035-0001 | 13426100435 | 14,583.75 |
| 0000088321 | 05/29/2026 | LE5124700003 | 2600000467 | 78707 | 10-1342-610-219-30-000-004-035-0001 | 13426100435 | 16,618.25 |
| **0820030-REALITYWORKS** | | | | **Order ID O-1** | **Payment Date: 06/01/2026** | **Payment Amt:** | **31,202.00** |
| 0000088322 | 06/01/2026 | AP5124900001 | | TRANSPORTATION | 10-2720-513-000-00-000-000-001-0000 | 272051300001 | 6,460.00 |
| **082929-EARL RENNINGER INC** | | | | **Order ID O-1** | **Payment Date: 06/01/2026** | **Payment Amt:** | **6,460.00** |
| 0000088323 | 05/29/2026 | AP5124800008 | | 2600000551 | 10-2380-530-000-30-100-000-001-0000 | 238053010001 | 295.00 |
| 0000088323 | 05/29/2026 | AP5124800009 | | 2600000551 | 10-2380-530-000-30-200-000-001-0000 | 238053020001 | 295.00 |
| **087998-SCH IU 29** | | | | **Order ID O-1** | **Payment Date: 06/01/2026** | **Payment Amt:** | **590.00** |
| 0000088324 | 05/29/2026 | AP5124800002 | | TUITION | 10-2270-240-000-30-000-000-001-0000 | 227024000001 | 3,408.00 |
| **0917140-JASON SMITH** | | | | **Order ID O-1** | **Payment Date: 06/01/2026** | **Payment Amt:** | **3,408.00** |
| 0000088325 | 05/29/2026 | AP5124800005 | | 13786611 | 10-2380-530-000-30-200-000-001-0000 | 238053020001 | 125.55 |
| 0000088325 | 05/29/2026 | AP5124800006 | | 13786611 | 10-2380-530-000-30-100-000-001-0000 | 238053010001 | 212.79 |
| 0000088325 | 05/29/2026 | AP5124800007 | | 13786611 | 10-2380-530-000-30-200-000-001-0000 | 238053020001 | 7.96 |
| **0935181-SPECTROTEL** | | | | **Order ID O-1** | **Payment Date: 06/01/2026** | **Payment Amt:** | **346.30** |
| 0000088326 | 05/29/2026 | LE5124700007 | 2600000573 | 1643082 | 10-1342-610-000-30-100-010-001-0000 | 134261011001 | 1,422.48 |

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

# FUND ACCOUNTING PAYMENT REGISTER

**Bank Account:** 01 - GF Checking PSDLAF **Payment Dates:** 06/01/2026 - 06/30/2026

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

| Payment # | Trans Date | Trans # | PO #/Proc Ctrl# | Invoice # | Account Code | ASN | Amount |
|---|---|---|---|---|---|---|---|
| **100883-US FOODSERVICE - ALLENTOWN** | | | | **Order ID O-1** | **Payment Date: 06/01/2026** | **Payment Amt:** | **1,422.48** |
| 0000088327 | 05/29/2026 | LE5124700006 | 2600000567 | STUDENT SIGNING | 10-1390-610-000-30-200-026-001-0000 | 139061022601 | 600.00 |
| **NVT-STC NORTH CAMPUS** | | | | **Order ID O-1** | **Payment Date: 06/01/2026** | **Payment Amt:** | **600.00** |
| 0000088328 | 05/29/2026 | LE5124700005 | 2600000571 | MEMBERSHIP | 10-2360-810-000-30-000-000-001-0000 | 236081000001 | 350.00 |
| **S03086-SCHUYLKILL CHAMBER OF COMMERCE** | | | | **Order ID O-1** | **Payment Date: 06/01/2026** | **Payment Amt:** | **350.00** |
| 0000088329 | 05/29/2026 | LE5124700004 | 2600000568 | FUN DAY | 10-2380-610-000-30-200-000-001-0000 | 238061020001 | 600.00 |
| **SVT-STC SOUTH CAMPUS** | | | | **Order ID O-1** | **Payment Date: 06/01/2026** | **Payment Amt:** | **600.00** |
| 0000088330 | 06/03/2026 | LE5126200005 | 2600000596 | 0926200493884 | 10-2290-348-000-00-200-000-001-0000 | 229034820001 | 1,500.00 |
| **001895-ALLDATA LLC** | | | | **Remit ID R-1** | **Payment Date: 06/05/2026** | **Payment Amt:** | **1,500.00** |
| 0000088331 | 06/03/2026 | LE5126200007 | 2600000469 | RINV2600036 | 10-1380-752-219-30-000-022-035-0001 | 13807522235 | 59,196.88 |
| **0019112-ALLEGHENY EDUCATIONAL SYSTEMS INC** | | | | **Order ID O-1** | **Payment Date: 06/05/2026** | **Payment Amt:** | **59,196.88** |
| 0000088332 | 06/03/2026 | AP5126400004 | | TUITION | 10-2270-240-000-30-000-000-001-0000 | 227024000001 | 1,704.00 |
| **010688-DEREK BENNETT** | | | | **Order ID O-1** | **Payment Date: 06/05/2026** | **Payment Amt:** | **1,704.00** |
| 0000088333 | 06/03/2026 | LE5126200015 | 2600000560 | 11212201 | 10-1380-610-000-30-100-016-001-0000 | 138061011601 | 1,322.30 |
| **011404-BON TOOL COMPANY** | | | | **Order ID O-1** | **Payment Date: 06/05/2026** | **Payment Amt:** | **1,322.30** |
| 0000088334 | 06/03/2026 | AP5126400001 | | 3662-001 | 10-3200-549-390-00-000-000-275-0000 | 3200549275 | 3,478.00 |
| **0151198-CC BROADCASTING** | | | | **Order ID O-1** | **Payment Date: 06/05/2026** | **Payment Amt:** | **3,478.00** |

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

# FUND ACCOUNTING PAYMENT REGISTER

**Bank Account:** 01 - GF Checking PSDLAF **Payment Dates:** 06/01/2026 - 06/30/2026

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

| Payment # | Trans Date | Trans # | PO #/Proc Ctrl# | Invoice # | Account Code | ASN | Amount |
|---|---|---|---|---|---|---|---|
| 0000088335 | 06/03/2026 | AP5126400014 | | INV44002217 | 58-1690-610-000-40-400-037-040-0000 | 169061043740 | 1,057.97 |
| **015320-CAMPUS CAFE SOFTWARE** | | | | **Order ID O-1** | **Payment Date: 06/05/2026** | **Payment Amt:** | **1,057.97** |
| 0000088336 | 06/03/2026 | LE5126200014 | 2600000395 | 44151 | 10-1380-610-000-30-100-020-001-0000 | 138061012001 | 1,512.08 |
| **016831-CENTRE STREET HARDWARE** | | | | **Order ID O-1** | **Payment Date: 06/05/2026** | **Payment Amt:** | **1,512.08** |
| 0000088337 | 06/03/2026 | AP5126400029 | | DIESEL FUEL | 58-1690-626-000-40-400-042-040-0000 | 169062644240 | 1,714.99 |
| 0000088337 | 06/03/2026 | AP5126400030 | | HEATING | 58-1690-626-000-40-400-042-040-0000 | 169062644240 | 884.74 |
| **017454-CENTRAL HIGHWAY OIL CO** | | | | **Order ID O-1** | **Payment Date: 06/05/2026** | **Payment Amt:** | **2,599.73** |
| 0000088338 | 06/03/2026 | AP5126400028 | | 4270238410 | 10-2620-431-000-00-200-000-001-0000 | 262043120001 | 123.88 |
| **017710-CINTAS CORPORATION** | | | | **Order ID O-1** | **Payment Date: 06/05/2026** | **Payment Amt:** | **123.88** |
| 0000088339 | 06/03/2026 | LE5126200001 | 2600000602 | 05-331141 | 10-1370-610-000-30-200-013-001-0000 | 137061021301 | 13.27 |
| **018607-COAL TOWN SUPERMARKET** | | | | **Order ID O-1** | **Payment Date: 06/05/2026** | **Payment Amt:** | **13.27** |
| 0000088340 | 06/03/2026 | LE5125800002 | 2600000557 | 13266212-02 | 10-1610-640-901-30-000-000-525-0000 | 161064000525 | 693.00 |
| 0000088340 | 06/03/2026 | LE5125800003 | 2600000557 | 13266212-01 | 10-1610-640-901-30-000-000-525-0000 | 161064000525 | 7,252.16 |
| 0000088340 | 06/03/2026 | LE5125800004 | 2600000557 | 13266212-00 | 10-1610-640-901-30-000-000-525-0000 | 161064000525 | 2,401.00 |
| **035900-FROMM ELECTRIC** | | | | **Remit ID R-1** | **Payment Date: 06/05/2026** | **Payment Amt:** | **10,346.16** |
| 0000088341 | 06/03/2026 | LE5126200013 | 2600000608 | 714135 | 10-2380-610-000-30-200-000-001-0000 | 238061020001 | 26.80 |

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

# FUND ACCOUNTING PAYMENT REGISTER

**Bank Account:** 01 - GF Checking PSDLAF **Payment Dates:** 06/01/2026 - 06/30/2026

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

| Payment # | Trans Date | Trans # | PO #/Proc Ctrl# | Invoice # | Account Code | ASN | Amount |
|---|---|---|---|---|---|---|---|
| **041025-GUERS DAIRY** | | | | **Order ID O-1** | **Payment Date: 06/05/2026** | **Payment Amt:** | **26.80** |
| 0000088342 | 06/03/2026 | AP5126400027 | | 336269 | 10-2620-610-000-00-200-000-001-0000 | 262061020001 | 39.55 |
| **041705-HADESTY'S** | | | | **Order ID O-1** | **Payment Date: 06/05/2026** | **Payment Amt:** | **39.55** |
| 0000088343 | 06/03/2026 | AP5126100003 | | TRANSPORTATION | 10-2720-513-000-00-000-000-001-0000 | 272051300001 | 914.00 |
| **044410-HEGINS VALLEY TRANSPORTATION** | | | | **Order ID O-1** | **Payment Date: 06/05/2026** | **Payment Amt:** | **914.00** |
| 0000088344 | 06/03/2026 | AP5126400007 | | 63428 | 10-2380-530-000-30-200-000-001-0000 | 238053020001 | 98.89 |
| 0000088344 | 06/03/2026 | AP5126400008 | | 63428 | 10-2380-530-000-30-100-000-001-0000 | 238053010001 | 98.88 |
| **04777150-ITC GLOBAL NETWORKS, LLC** | | | | **Order ID O-1** | **Payment Date: 06/05/2026** | **Payment Amt:** | **197.77** |
| 0000088345 | 06/03/2026 | AP5126000003 | | TRANSPORTATION | 10-2720-513-000-00-000-000-001-0000 | 272051300001 | 9,196.00 |
| **053404-KISTLER TRANSPORTATION INC** | | | | **Order ID O-1** | **Payment Date: 06/05/2026** | **Payment Amt:** | **9,196.00** |
| 0000088346 | 06/03/2026 | LE5126200012 | 2600000605 | 2024-25-042 | 10-1390-610-663-30-000-000-005-0000 | 139061005 | 140.00 |
| **058224-LEHIGH VALLEY SCHUYLKILL SOUTH** | | | | **Order ID O-1** | **Payment Date: 06/05/2026** | **Payment Amt:** | **140.00** |
| 0000088347 | 06/03/2026 | AP5126400009 | | 56954208 | 10-1380-423-000-30-200-021-001-0000 | 138042322101 | 941.50 |
| 0000088347 | 06/03/2026 | AP5126400010 | | 57046101 | 10-2620-432-000-00-200-000-001-0000 | 262043220001 | 28.00 |
| 0000088347 | 06/03/2026 | LE5126200003 | 2600000582 | 56954207 | 58-1690-610-000-40-400-048-040-0000 | 169061044840 | 1,172.87 |
| **059146-LINDE GAS & EQUIPMENT INC.** | | | | **Remit ID R-1** | **Payment Date: 06/05/2026** | **Payment Amt:** | **2,142.37** |
| 0000088348 | 06/03/2026 | LE5126200011 | 2600000591 | 47749571 | 10-1380-610-000-30-200-015-001-0000 | 138061021501 | 1,798.24 |

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

# FUND ACCOUNTING PAYMENT REGISTER

**Bank Account:** 01 - GF Checking PSDLAF **Payment Dates:** 06/01/2026 - 06/30/2026

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

| Payment # | Trans Date | Trans # | PO #/Proc Ctrl# | Invoice # | Account Code | ASN | Amount |
|---|---|---|---|---|---|---|---|
| **059645-MSC INDUSTRIAL SUPPLY** | | | | **Remit ID R-1** | **Payment Date: 06/05/2026** | **Payment Amt:** | **1,798.24** |
| 0000088349 | 06/03/2026 | AP5126000002 | | TRANSPORTATION | 10-2720-513-000-00-000-000-001-0000 | 272051300001 | 8,800.00 |
| **062300-MAHANOY AREA SCHOOL DIST** | | | | **Order ID O-1** | **Payment Date: 06/05/2026** | **Payment Amt:** | **8,800.00** |
| 0000088350 | 06/03/2026 | AP5126400026 | | 5626 | 10-2620-431-000-00-100-000-001-0000 | 262043110001 | 3,000.00 |
| **063031-MATTERA CONSTRUCTION INC** | | | | **Order ID O-1** | **Payment Date: 06/05/2026** | **Payment Amt:** | **3,000.00** |
| 0000088351 | 06/03/2026 | LE5126200010 | 2600000599 | 166698 | 10-1380-610-000-30-100-002-001-0000 | 138061010201 | 11.99 |
| **066751-MINERSVILLE AUTO PARTS** | | | | **Order ID O-1** | **Payment Date: 06/05/2026** | **Payment Amt:** | **11.99** |
| 0000088352 | 06/03/2026 | AP5126400025 | | 3069-0 | 10-2620-424-000-00-200-000-001-0000 | 262042420001 | 1,915.40 |
| **066975-MINERSVILLE BOROUGH** | | | | **Order ID O-1** | **Payment Date: 06/05/2026** | **Payment Amt:** | **1,915.40** |
| 0000088353 | 06/03/2026 | LE5126200002 | 2600000603 | 27529516 | 10-1380-610-000-30-200-001-001-0000 | 138061020101 | 304.25 |
| **0687575-NATIONAL COATINGS & SUPPLIES** | | | | **Remit ID R-1** | **Payment Date: 06/05/2026** | **Payment Amt:** | **304.25** |
| 0000088354 | 06/03/2026 | AP5126100002 | | TRANSPORTATION | 10-2720-513-000-00-000-000-001-0000 | 272051300001 | 914.00 |
| **070004-NEWHURST INC** | | | | **Order ID O-1** | **Payment Date: 06/05/2026** | **Payment Amt:** | **914.00** |
| 0000088355 | 06/03/2026 | AP5126400002 | | 26NXC-0136 | 58-1690-329-000-40-400-038-040-0000 | 169032943840 | 83.73 |
| 0000088355 | 06/03/2026 | AP5126400003 | | 26NXC-0136 | 58-1690-329-000-40-400-037-040-0000 | 169032943740 | 2,542.99 |
| **0700050-NEXT CENTURY INC** | | | | **Order ID O-1** | **Payment Date: 06/05/2026** | **Payment Amt:** | **2,626.72** |

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

# FUND ACCOUNTING PAYMENT REGISTER

**Bank Account:** 01 - GF Checking PSDLAF **Payment Dates:** 06/01/2026 - 06/30/2026

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

| Payment # | Trans Date | Trans # | PO #/Proc Ctrl# | Invoice # | Account Code | ASN | Amount |
|---|---|---|---|---|---|---|---|
| 0000088356 | 06/03/2026 | AP5126400024 | | 16200-83008 | 10-2620-622-000-00-100-000-001-0000 | 262062210001 | 32.71 |
| **075200-PPL ELECTRIC UTILITIES** | | | | **Order ID O-1** | **Payment Date: 06/05/2026** | **Payment Amt:** | **32.71** |
| 0000088357 | 06/03/2026 | AP5126400006 | | 27610-1 | 10-3200-549-390-00-000-000-275-0000 | 3200549275 | 1,200.00 |
| **078210-POTTSVILLE BROADCASTING CO.** | | | | **Order ID O-1** | **Payment Date: 06/05/2026** | **Payment Amt:** | **1,200.00** |
| 0000088358 | 06/03/2026 | AP5126000001 | | TRANSPORTATION | 10-2720-513-000-00-000-000-001-0000 | 272051300001 | 4,040.00 |
| **078300-POTTSVILLE AREA SCHOOL DISTRICT** | | | | **Order ID O-1** | **Payment Date: 06/05/2026** | **Payment Amt:** | **4,040.00** |
| 0000088359 | 06/03/2026 | AP5126400022 | | 526254540 | 58-1690-540-000-40-400-037-040-0000 | 169054043740 | 121.00 |
| 0000088359 | 06/03/2026 | AP5126400023 | | 526254540 | 58-1690-540-000-40-400-042-040-0000 | 169054044240 | 121.00 |
| **078800-NEPA - REPUBLICAN HERALD** | | | | **Remit ID R-1** | **Payment Date: 06/05/2026** | **Payment Amt:** | **242.00** |
| 0000088360 | 06/03/2026 | AP5126400011 | | 312384 | 10-2620-610-000-00-100-000-001-0000 | 262061010001 | 130.00 |
| 0000088360 | 06/03/2026 | AP5126400012 | | 312384 | 10-2419-610-000-00-100-000-001-0000 | 241961010001 | 61.95 |
| 0000088360 | 06/03/2026 | AP5126400013 | | 312384 | 58-1690-610-000-40-400-031-040-0000 | 169061043140 | 67.00 |
| **08040464-PURE WATER TECHNOLOGY OF CENTRAL PA, INC** | | | | **Order ID O-1** | **Payment Date: 06/05/2026** | **Payment Amt:** | **258.95** |
| 0000088361 | 06/03/2026 | AP5126100001 | | TRANSPORTATION | 10-2720-513-000-00-000-000-001-0000 | 272051300001 | 1,196.00 |
| **08083550-RAVINE TRANSPORTATION INC.** | | | | **Order ID O-1** | **Payment Date: 06/05/2026** | **Payment Amt:** | **1,196.00** |
| 0000088362 | 06/03/2026 | AP5126400015 | | S2833286.001 | 10-2290-610-390-00-000-000-317-0000 | 2290610317 | 9.95 |
| 0000088362 | 06/03/2026 | LE5126200006 | 2600000585 | S2830570.001 | 10-2290-610-390-00-000-000-317-0000 | 2290610317 | 85.18 |

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

# FUND ACCOUNTING PAYMENT REGISTER

**Bank Account:** 01 - GF Checking PSDLAF **Payment Dates:** 06/01/2026 - 06/30/2026

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

| Payment # | Trans Date | Trans # | PO #/Proc Ctrl# | Invoice # | Account Code | ASN | Amount |
|---|---|---|---|---|---|---|---|
| **082001-READING FOUNDRY & SUPPLY CO** | | | | **Remit ID R-1** | **Payment Date: 06/05/2026** | **Payment Amt:** | **95.13** |
| 0000088363 | 06/03/2026 | AP5126400020 | | LIFE INS | 58-0470-000-000-00-000-000-000-0000 | 047021040 | 52.80 |
| 0000088363 | 06/03/2026 | AP5126400021 | | LIFE INS | 10-0470-000-000-00-000-000-000-0000 | 047001 | 286.80 |
| **083827-ROCHE FINANCIAL** | | | | **Order ID O-1** | **Payment Date: 06/05/2026** | **Payment Amt:** | **339.60** |
| 0000088364 | 06/03/2026 | AP5126400018 | | GROUP INS | 58-0470-000-000-00-000-000-000-0000 | 047021040 | 24,783.00 |
| 0000088364 | 06/03/2026 | AP5126400019 | | GROUP INS | 10-0470-000-000-00-000-000-000-0000 | 047001 | 160,368.00 |
| **088445-SCH CO SCH EMP H&W TRUST** | | | | **Remit ID R-1** | **Payment Date: 06/05/2026** | **Payment Amt:** | **185,151.00** |
| 0000088365 | 06/03/2026 | AP5126400017 | | 4099-3 | 10-2620-610-000-00-200-000-001-0000 | 262061020001 | 1,351.74 |
| **090244-THE SHERWIN WILLIAMS CO** | | | | **Remit ID R-1** | **Payment Date: 06/05/2026** | **Payment Amt:** | **1,351.74** |
| 0000088366 | 06/03/2026 | LE5126200004 | 2600000598 | 7163994 | 10-2120-610-000-30-200-000-001-0000 | 212061020001 | 190.44 |
| **093450-STAHL'S TRANSFER EXPRESS** | | | | **Order ID O-1** | **Payment Date: 06/05/2026** | **Payment Amt:** | **190.44** |
| 0000088367 | 06/03/2026 | LE5126200009 | 2600000581 | 300313379 | 58-1690-610-000-40-400-048-040-0000 | 169061044840 | 1,735.32 |
| **0935286-STEEL & METAL SERVICE CENTER** | | | | **Remit ID R-1** | **Payment Date: 06/05/2026** | **Payment Amt:** | **1,735.32** |
| 0000088368 | 06/03/2026 | AP5126400005 | | TUITION | 10-2270-240-000-30-000-000-001-0000 | 227024000001 | 1,493.00 |
| **0957128-JEREMY STOCK** | | | | **Order ID O-1** | **Payment Date: 06/05/2026** | **Payment Amt:** | **1,493.00** |
| 0000088369 | 06/03/2026 | AP5126400016 | | 79958 | 10-1390-610-663-30-000-000-005-0000 | 139061005 | 612.00 |
| **103720-WELDER TRAINING & TESTING INSTITUTE** | | | | **Order ID O-1** | **Payment Date: 06/05/2026** | **Payment Amt:** | **612.00** |
| 0000088370 | 06/03/2026 | LE5126200008 | 2600000597 | LAC | 10-2360-610-000-30-000-000-001-0000 | 236061000001 | 150.00 |

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

# FUND ACCOUNTING PAYMENT REGISTER

**Bank Account:** 01 - GF Checking PSDLAF **Payment Dates:** 06/01/2026 - 06/30/2026

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

| Payment # | Trans Date | Trans # | PO #/Proc Ctrl# | Invoice # | Account Code | ASN | Amount |
|---|---|---|---|---|---|---|---|
| **SVT-STC SOUTH CAMPUS** | | | | **Order ID O-1** | **Payment Date: 06/05/2026** | **Payment Amt:** | **150.00** |
| 0000088371 | 06/17/2026 | AP5134700022 | | 1GYL3JGTWDX4 | 58-1690-610-000-40-400-037-040-0000 | 169061043740 | 72.74 |
| 0000088371 | 06/17/2026 | LE5134000001 | 2600000589 | 1WNMTQJDCDW6 | 10-2290-610-390-00-000-000-317-0000 | 2290610317 | 25.16 |
| 0000088371 | 06/17/2026 | LE5134000002 | 2600000589 | 1FP1D1DCHRWK | 10-2290-610-390-00-000-000-317-0000 | 2290610317 | 696.35 |
| 0000088371 | 06/17/2026 | LE5134000003 | 2600000539 | 1QGD4LPDFRDW | 10-1380-610-000-30-100-003-001-0000 | 138061010301 | 206.80 |
| 0000088371 | 06/17/2026 | LE5134000004 | 2600000539 | 1PWMCRQC79XM | 10-1380-610-000-30-100-003-001-0000 | 138061010301 | 429.64 |
| 0000088371 | 06/17/2026 | LE5134000005 | 2600000555 | 1NX616WXLQR7 | 10-1380-610-000-30-100-016-001-0000 | 138061011601 | 933.87 |
| 0000088371 | 06/17/2026 | LE5134000006 | 2600000555 | 1LKLQM9R9RMD | 10-1380-610-000-30-100-016-001-0000 | 138061011601 | 219.10 |
| 0000088371 | 06/17/2026 | LE5134000007 | 2600000588 | 1K73PTNKGKFC | 10-2290-610-390-00-000-000-317-0000 | 2290610317 | 1,925.99 |
| 0000088371 | 06/17/2026 | LE5134000008 | 2600000588 | 1QNCJLYNPJYX | 10-2290-610-390-00-000-000-317-0000 | 2290610317 | 12.98 |
| 0000088371 | 06/17/2026 | LE5134000009 | 2600000594 | 1T4XVFDRTYQQ | 10-2290-610-390-00-000-000-317-0000 | 2290610317 | 1,181.34 |
| 0000088371 | 06/17/2026 | LE5134000010 | 2600000594 | 1DNNL63LDLMM | 10-2290-610-390-00-000-000-317-0000 | 2290610317 | 431.96 |
| 0000088371 | 06/17/2026 | LE5134600009 | 2600000615 | 1MXQ113QWLF3 | 10-2380-610-000-30-200-000-001-0000 | 238061020001 | 251.49 |
| 0000088371 | 06/17/2026 | LE5134600010 | 2600000607 | 1YHK9HVLWC7C | 10-2290-610-390-00-000-000-317-0000 | 2290610317 | 353.74 |
| 0000088371 | 06/17/2026 | LE5134600011 | 2600000606 | 1FHKFYKNQ34G | 10-1335-610-000-30-100-012-001-0000 | 1335610100 | 101.79 |
| 0000088371 | 06/17/2026 | LE5134600012 | 2600000586 | 1TW9PXG74QTK | 10-2290-610-390-00-000-000-317-0000 | 2290610317 | 1,990.01 |
| 0000088371 | 06/17/2026 | LE5134600013 | 2600000579 | 1R3KHJRYHJJD | 10-1380-610-000-30-100-009-001-0000 | 138061010901 | 433.62 |
| 0000088371 | 06/17/2026 | LE5134600014 | 2600000576 | 1CGV9FKLGHHV | 10-1330-610-000-30-100-012-001-0000 | 133061011201 | 1,013.07 |

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

# FUND ACCOUNTING PAYMENT REGISTER

**Bank Account:** 01 - GF Checking PSDLAF **Payment Dates:** 06/01/2026 - 06/30/2026

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

| Payment # | Trans Date | Trans # | PO #/Proc Ctrl# | Invoice # | Account Code | ASN | Amount |
|---|---|---|---|---|---|---|---|
| **0025251-AMAZON CAPITAL SERVICES** | | | | **Order ID O-1** | **Payment Date: 06/18/2026** | **Payment Amt:** | **10,279.65** |
| 0000088372 | 06/17/2026 | AP5134700004 | | REIMB-LOWES | 10-2290-610-390-00-000-000-317-0000 | 2290610317 | 92.16 |
| **010688-DEREK BENNETT** | | | | **Order ID O-1** | **Payment Date: 06/18/2026** | **Payment Amt:** | **92.16** |
| 0000088373 | 06/17/2026 | LE5134600003 | 2600000612 | 287930 | 10-2290-650-000-00-200-000-001-0000 | 229065020001 | 25.68 |
| 0000088373 | 06/17/2026 | LE5134600004 | 2600000601 | 287441 | 10-2290-650-000-00-200-000-001-0000 | 229065020001 | 25.48 |
| **0176489-CHROMEBOOKPARTS.COM** | | | | **Order ID O-1** | **Payment Date: 06/18/2026** | **Payment Amt:** | **51.16** |
| 0000088374 | 06/17/2026 | AP5134700013 | | RENEWAL | 58-1690-433-000-40-400-042-040-0000 | 169043344240 | 12.00 |
| **019835-COMMONWEALTH OF PA** | | | | **Order ID O-1** | **Payment Date: 06/18/2026** | **Payment Amt:** | **12.00** |
| 0000088375 | 06/17/2026 | LE5134600001 | 2600000614 | 12425 | 10-3200-513-000-00-000-000-001-0000 | 320051300001 | 595.00 |
| 0000088375 | 06/17/2026 | LE5134600002 | 2600000613 | 12424 | 10-3200-513-000-00-000-000-001-0000 | 320051300001 | 1,190.00 |
| **02045193-C & R BUS TOURS** | | | | **Order ID O-1** | **Payment Date: 06/18/2026** | **Payment Amt:** | **1,785.00** |
| 0000088376 | 06/17/2026 | LE5134000011 | 2600000569 | 2889-1099729 | 10-2290-650-000-00-100-000-001-0000 | 229065010001 | 213.60 |
| 0000088376 | 06/17/2026 | LE5134000012 | 2600000569 | 2889-1099878 | 10-2290-650-000-00-100-000-001-0000 | 229065010001 | 427.20 |
| **024280-DAUPHIN ELECTRIC HARRISBURG** | | | | **Remit ID R-1** | **Payment Date: 06/18/2026** | **Payment Amt:** | **640.80** |
| 0000088377 | 06/17/2026 | AP5134700005 | | DCG-3779 | 10-3200-549-390-00-000-000-275-0000 | 3200549275 | 5,038.50 |
| **0247033-DEEP CREEK GRAPHICS LLC** | | | | **Order ID O-1** | **Payment Date: 06/18/2026** | **Payment Amt:** | **5,038.50** |
| 0000088378 | 06/17/2026 | AP5134700020 | | R62340 | 10-2620-431-000-00-100-000-001-0000 | 262043110001 | 825.00 |

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

# FUND ACCOUNTING PAYMENT REGISTER

**Bank Account:** 01 - GF Checking PSDLAF **Payment Dates:** 06/01/2026 - 06/30/2026

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

| Payment # | Trans Date | Trans # | PO #/Proc Ctrl# | Invoice # | Account Code | ASN | Amount |
|---|---|---|---|---|---|---|---|
| 0000088378 | 06/17/2026 | AP5134700021 | | R62342 | 10-2620-431-000-00-200-000-001-0000 | 262043120001 | 825.00 |
| **027523-DM2 SECURITY** | | | | **Order ID O-1** | **Payment Date: 06/18/2026** | **Payment Amt:** | **1,650.00** |
| 0000088379 | 06/17/2026 | AP5135100009 | | TUITION | 10-2270-240-000-30-000-000-001-0000 | 227024000001 | 662.00 |
| **030700-SARAH JACKSON** | | | | **Order ID O-1** | **Payment Date: 06/18/2026** | **Payment Amt:** | **662.00** |
| 0000088380 | 06/17/2026 | AP5134700018 | | 97209188 | 10-2620-431-000-00-200-000-001-0000 | 262043120001 | 137.84 |
| 0000088380 | 06/17/2026 | AP5134700019 | | 95865602 | 10-2620-431-000-00-200-000-001-0000 | 262043120001 | 78.00 |
| **030800-JC EHRLICH** | | | | **Order ID O-1** | **Payment Date: 06/18/2026** | **Payment Amt:** | **215.84** |
| 0000088381 | 06/17/2026 | AP5134700002 | | 13525345 | 10-2620-431-000-00-100-000-001-0000 | 262043110001 | 740.50 |
| 0000088381 | 06/17/2026 | AP5134700003 | | 13510242 | 10-2620-431-000-00-200-000-001-0000 | 262043120001 | 1,418.00 |
| **031595-ENCORE FIRE PROTECTION** | | | | **Order ID O-1** | **Payment Date: 06/18/2026** | **Payment Amt:** | **2,158.50** |
| 0000088382 | 06/17/2026 | AP5134700007 | | 42185969 | 10-2380-438-000-30-200-000-001-0000 | 238043820001 | 252.71 |
| 0000088382 | 06/17/2026 | AP5134700008 | | 42185969 | 10-2380-438-000-30-100-000-001-0000 | 238043810001 | 421.50 |
| 0000088382 | 06/17/2026 | AP5134700009 | | 42185969 | 10-2380-448-000-30-100-000-001-0000 | 238044810001 | 1,003.50 |
| 0000088382 | 06/17/2026 | AP5134700010 | | 42185969 | 10-2380-448-000-30-200-000-001-0000 | 238044820001 | 814.50 |
| 0000088382 | 06/17/2026 | AP5134700011 | | 42185969 | 58-1690-448-000-40-400-000-040-0000 | 169044840040 | 115.00 |
| 0000088382 | 06/17/2026 | AP5134700012 | | 42185969 | 58-1690-448-000-40-400-037-040-0000 | 169044843740 | 248.00 |

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

# FUND ACCOUNTING PAYMENT REGISTER

**Bank Account:** 01 - GF Checking PSDLAF **Payment Dates:** 06/01/2026 - 06/30/2026

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

| Payment # | Trans Date | Trans # | PO #/Proc Ctrl# | Invoice # | Account Code | ASN | Amount |
|---|---|---|---|---|---|---|---|
| **035851-FRASER ADVANCED INFO SYSTEMS** | | | | **Order ID O-1** | **Payment Date: 06/18/2026** | **Payment Amt:** | **2,855.21** |
| 0000088383 | 06/17/2026 | AP5134700015 | | 13265605-00 | 10-2620-610-000-00-100-000-001-0000 | 262061010001 | 3,470.00 |
| 0000088383 | 06/17/2026 | AP5134700016 | | 13266992-00 | 10-2620-610-000-00-100-000-001-0000 | 262061010001 | 5.46 |
| 0000088383 | 06/17/2026 | AP5134700017 | | 13267193-00 | 10-2620-610-000-00-100-000-001-0000 | 262061010001 | 18.96 |
| **035900-FROMM ELECTRIC** | | | | **Remit ID R-1** | **Payment Date: 06/18/2026** | **Payment Amt:** | **3,494.42** |
| 0000088384 | 06/17/2026 | LE5134600005 | 2600000618 | 77698484 | 10-2290-650-000-00-100-000-001-0000 | 229065010001 | 537.00 |
| 0000088384 | 06/17/2026 | LE5134600006 | 2600000618 | 77698484 | 10-2290-650-000-00-200-000-001-0000 | 229065020001 | 716.00 |
| 0000088384 | 06/17/2026 | LE5134600007 | 2600000570 | 77685605 | 10-2290-650-000-00-100-000-001-0000 | 229065010001 | 1,770.00 |
| 0000088384 | 06/17/2026 | LE5134600008 | 2600000570 | 77685605 | 10-2290-650-000-00-200-000-001-0000 | 229065020001 | 1,770.00 |
| **0400003-GOVCONNECTION INC** | | | | **Remit ID R-1** | **Payment Date: 06/18/2026** | **Payment Amt:** | **4,793.00** |
| 0000088385 | 06/17/2026 | AP5134700014 | | 9953253433 | 10-2620-610-000-00-200-000-001-0000 | 262061020001 | 143.67 |
| **0400039-GRAINGER** | | | | **Remit ID R-1** | **Payment Date: 06/18/2026** | **Payment Amt:** | **143.67** |
| 0000088386 | 06/17/2026 | AP5134700001 | | MEMBERSHIP | 58-1690-580-000-40-400-000-040-0000 | 169058040040 | 750.00 |
| **040011-GREATER HAZLETON PARTNERS IN EDUCATION** | | | | **Order ID O-1** | **Payment Date: 06/18/2026** | **Payment Amt:** | **750.00** |
| 0000088387 | 06/17/2026 | AP5134700006 | | TUITION | 10-2270-240-000-30-000-000-001-0000 | 227024000001 | 1,704.00 |
| **040030-ROBERT H. GREINER** | | | | **Order ID O-1** | **Payment Date: 06/18/2026** | **Payment Amt:** | **1,704.00** |

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

# FUND ACCOUNTING PAYMENT REGISTER

**Bank Account:** 01 - GF Checking PSDLAF **Payment Dates:** 06/01/2026 - 06/30/2026

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

| Payment # | Trans Date | Trans # | PO #/Proc Ctrl# | Invoice # | Account Code | ASN | Amount |
|---|---|---|---|---|---|---|---|
| 0000088388 | 06/17/2026 | AP5135100008 | | S038576473.001 | 10-2620-610-000-00-200-000-001-0000 | 262061020001 | 113.93 |
| **041720-HAJOCA CORP** | | | | **Remit ID R-1** | **Payment Date: 06/18/2026** | **Payment Amt:** | **113.93** |
| 0000088389 | 06/17/2026 | AP5135100027 | | 1024741 | 10-2620-610-000-00-100-000-001-0000 | 262061010001 | 79.88 |
| 0000088389 | 06/17/2026 | AP5135100028 | | 9521935 | 10-2620-610-000-00-100-000-001-0000 | 262061010001 | 52.57 |
| 0000088389 | 06/17/2026 | AP5135100029 | | 7014806 | 10-0141-000-000-00-000-000-000-0000 | 014101 | 35.64 |
| 0000088389 | 06/17/2026 | AP5135100030 | | 4014251 | 10-0141-000-000-00-000-000-000-0000 | 014101 | 251.06 |
| 0000088389 | 06/17/2026 | AP5135100031 | | 1905211 | 10-0141-000-000-00-000-000-000-0000 | 014101 | 1,047.00 |
| 0000088389 | 06/17/2026 | LE5135000007 | 2600000587 | 901899 | 10-2290-610-390-00-000-000-317-0000 | 2290610317 | 1,648.31 |
| 0000088389 | 06/17/2026 | LE5135000008 | 2600000540 | 3900371 | 10-1380-610-000-30-100-003-001-0000 | 138061010301 | 3,229.76 |
| **0456235-HOME DEPOT CREDIT SERVICES** | | | | **Remit ID R-1** | **Payment Date: 06/18/2026** | **Payment Amt:** | **6,344.22** |
| 0000088390 | 06/17/2026 | LE5135000001 | 2600000471 | S01/10140447 | 10-1380-752-219-30-000-009-035-0001 | 13807520935 | 1,247.34 |
| **047725-IGUS INC.** | | | | **Order ID O-1** | **Payment Date: 06/18/2026** | **Payment Amt:** | **1,247.34** |
| 0000088391 | 06/17/2026 | AP5135100007 | | 2687457 | 10-1342-423-000-30-100-010-001-0000 | 134242311001 | 361.63 |
| **054530-KOPPY'S PROPANE, INC.** | | | | **Order ID O-1** | **Payment Date: 06/18/2026** | **Payment Amt:** | **361.63** |
| 0000088392 | 06/17/2026 | AP5135100026 | | INV17789 | 10-2620-610-000-00-100-000-001-0000 | 262061010001 | 794.25 |
| **0557005-L.J.C. DISTR FULLER BRUSH** | | | | **Order ID O-1** | **Payment Date: 06/18/2026** | **Payment Amt:** | **794.25** |
| 0000088393 | 06/17/2026 | AP5135100002 | | 57256559 | 58-1690-610-000-40-400-048-040-0000 | 169061044840 | 79.60 |
| **059146-LINDE GAS & EQUIPMENT INC.** | | | | **Remit ID R-1** | **Payment Date: 06/18/2026** | **Payment Amt:** | **79.60** |

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

# FUND ACCOUNTING PAYMENT REGISTER

**Bank Account:** 01 - GF Checking PSDLAF **Payment Dates:** 06/01/2026 - 06/30/2026

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

| Payment # | Trans Date | Trans # | PO #/Proc Ctrl# | Invoice # | Account Code | ASN | Amount |
|---|---|---|---|---|---|---|---|
| 0000088394 | 06/17/2026 | LE5135000005 | 2600000565 | 100102222 | 10-2620-431-000-00-200-000-001-0000 | 262043120001 | 1,410.00 |
| 0000088394 | 06/17/2026 | LE5135000006 | 2600000564 | 100102251 | 10-2620-431-000-00-200-000-001-0000 | 262043120001 | 2,706.00 |
| **059628-LOSCH SERVICES INC.** | | | | **Order ID O-1** | **Payment Date: 06/18/2026** | **Payment Amt:** | **4,116.00** |
| 0000088395 | 06/17/2026 | LE5135000003 | 2600000619 | 247418 | 58-1690-610-000-40-400-042-040-0000 | 169061044240 | 178.50 |
| **059650-LVPG** | | | | **Order ID O-1** | **Payment Date: 06/18/2026** | **Payment Amt:** | **178.50** |
| 0000088396 | 06/17/2026 | LE5135000002 | 2600000604 | 27572315 | 10-1380-610-000-30-200-001-001-0000 | 138061020101 | 2,417.88 |
| **0687575-NATIONAL COATINGS & SUPPLIES** | | | | **Remit ID R-1** | **Payment Date: 06/18/2026** | **Payment Amt:** | **2,417.88** |
| 0000088397 | 06/17/2026 | AP5135100025 | | CO 01-26-83 | 10-2380-580-000-30-100-000-001-0000 | 238058010001 | 30.00 |
| **0718053-NORTHEAST PA MANUFACTURERS** | | | | **Order ID O-1** | **Payment Date: 06/18/2026** | **Payment Amt:** | **30.00** |
| 0000088398 | 06/17/2026 | AP5135100001 | | 216954 | 10-2620-610-000-00-200-000-001-0000 | 262061020001 | 75.38 |
| **0718056-NORTHEAST PARTS GROUP** | | | | **Order ID O-1** | **Payment Date: 06/18/2026** | **Payment Amt:** | **75.38** |
| 0000088399 | 06/17/2026 | AP5134300004 | | TRANSPORTATION | 10-2720-513-000-00-000-000-001-0000 | 272051300001 | 5,522.00 |
| **072100-NORTH SCHUYLKILL SCHOOL DISTRICT** | | | | **Order ID O-1** | **Payment Date: 06/18/2026** | **Payment Amt:** | **5,522.00** |
| 0000088400 | 06/17/2026 | AP5135100003 | | STC610 | 50-3100-572-000-00-000-000-050-0000 | 3100572 | 20,331.30 |
| 0000088400 | 06/17/2026 | AP5135100004 | | STC610 | 50-3100-571-000-00-000-000-050-0000 | 3100571 | 15,897.49 |
| **0721120-NUTRITION, INC.** | | | | **Order ID O-1** | **Payment Date: 06/18/2026** | **Payment Amt:** | **36,228.79** |
| 0000088401 | 06/17/2026 | AP5135100024 | | 11810-47004 | 10-2620-622-000-00-100-000-001-0000 | 262062210001 | 9,875.22 |

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

# FUND ACCOUNTING PAYMENT REGISTER

**Bank Account:** 01 - GF Checking PSDLAF **Payment Dates:** 06/01/2026 - 06/30/2026

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

| Payment # | Trans Date | Trans # | PO #/Proc Ctrl# | Invoice # | Account Code | ASN | Amount |
|---|---|---|---|---|---|---|---|
| **075200-PPL ELECTRIC UTILITIES** | | | | **Order ID O-1** | **Payment Date: 06/18/2026** | **Payment Amt:** | **9,875.22** |
| 0000088402 | 06/17/2026 | AP5135100022 | | 1024210037067796 | 10-2620-424-000-00-100-000-001-0000 | 262042410001 | 62.87 |
| 0000088402 | 06/17/2026 | AP5135100023 | | 1024210031049653 | 10-2620-424-000-00-100-000-001-0000 | 262042410001 | 949.31 |
| **075959-PA AMERICAN WATER CO** | | | | **Order ID O-1** | **Payment Date: 06/18/2026** | **Payment Amt:** | **1,012.18** |
| 0000088403 | 06/17/2026 | AP5135100005 | | 314330 | 10-2620-610-000-00-200-000-001-0000 | 262061020001 | 130.00 |
| 0000088403 | 06/17/2026 | AP5135100006 | | 314330 | 10-2419-610-000-00-200-000-001-0000 | 241961020001 | 55.95 |
| **08040464-PURE WATER TECHNOLOGY OF CENTRAL PA, INC** | | | | **Order ID O-1** | **Payment Date: 06/18/2026** | **Payment Amt:** | **185.95** |
| 0000088404 | 06/17/2026 | AP5134300003 | | TRANSPORTATION | 10-2720-513-000-00-000-000-001-0000 | 272051300001 | 14,217.00 |
| **080638-R & J TRANSPORTATION INC.** | | | | **Order ID O-1** | **Payment Date: 06/18/2026** | **Payment Amt:** | **14,217.00** |
| 0000088405 | 06/17/2026 | AP5134300002 | | TRANSPORTATION | 10-2720-513-000-00-000-000-001-0000 | 272051300001 | 646.00 |
| **082929-EARL RENNINGER INC** | | | | **Order ID O-1** | **Payment Date: 06/18/2026** | **Payment Amt:** | **646.00** |
| 0000088406 | 06/17/2026 | AP5135100020 | | REIMB GAS | 10-1370-610-000-30-200-013-001-0000 | 137061021301 | 67.10 |
| 0000088406 | 06/17/2026 | AP5135100021 | | REIMB GAS | 10-2620-626-000-00-200-000-001-0000 | 262062620001 | 392.02 |
| **088103-SCH CO EXCEPT. CHILD. PROGRAM** | | | | **Order ID O-1** | **Payment Date: 06/18/2026** | **Payment Amt:** | **459.12** |
| 0000088407 | 06/17/2026 | AP5135100019 | | 5197-4 | 10-2620-610-000-00-200-000-001-0000 | 262061020001 | 94.04 |
| **090244-THE SHERWIN WILLIAMS CO** | | | | **Remit ID R-1** | **Payment Date: 06/18/2026** | **Payment Amt:** | **94.04** |

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

# FUND ACCOUNTING PAYMENT REGISTER

**Bank Account:** 01 - GF Checking PSDLAF **Payment Dates:** 06/01/2026 - 06/30/2026

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

| Payment # | Trans Date | Trans # | PO #/Proc Ctrl# | Invoice # | Account Code | ASN | Amount |
|---|---|---|---|---|---|---|---|
| 0000088408 | 06/17/2026 | AP5134300001 | | TRANSPORTATION | 10-2720-513-000-00-000-000-001-0000 | 272051300001 | 13,880.00 |
| **090385-SHENANDOAH VALLEY SCHOOL DISTRICT** | | | | **Order ID O-1** | **Payment Date: 06/18/2026** | **Payment Amt:** | **13,880.00** |
| 0000088409 | 06/17/2026 | AP5135100016 | | 421004123020 | 10-2620-622-000-00-200-000-001-0000 | 262062220001 | 41.15 |
| 0000088409 | 06/17/2026 | AP5135100017 | | 411007940652 | 10-2620-622-000-00-200-000-001-0000 | 262062220001 | 415.99 |
| 0000088409 | 06/17/2026 | AP5135100018 | | 411006467707 | 10-2620-622-000-00-200-000-001-0000 | 262062220001 | 75.59 |
| **1008819-UGI UTILITIES INC.** | | | | **Order ID O-1** | **Payment Date: 06/18/2026** | **Payment Amt:** | **532.73** |
| 0000088410 | 06/17/2026 | LE5134800001 | 2600000610 | 615643 | 10-2290-610-390-00-000-000-317-0000 | 2290610317 | 1,791.14 |
| 0000088410 | 06/17/2026 | LE5134800002 | 2600000610 | ORDER #575121 | 10-2290-610-390-00-000-000-317-0000 | 2290610317 | 231.83 |
| **1008826-US FOOD SERVICE EQUIP & SUPP** | | | | **Remit ID R-1** | **Payment Date: 06/18/2026** | **Payment Amt:** | **2,022.97** |
| 0000088411 | 06/17/2026 | LE5135000004 | 2600000592 | 3371 | 58-1690-432-000-40-400-042-040-0000 | 169043244240 | 550.00 |
| **10088290-ULTRASEAL ASPHALT MAINTENANCE** | | | | **Remit ID R-1** | **Payment Date: 06/18/2026** | **Payment Amt:** | **550.00** |
| 0000088412 | 06/17/2026 | AP5134200001 | | 6144762263 | 10-2380-530-000-30-200-000-001-0000 | 238053020001 | 40.01 |
| 0000088412 | 06/17/2026 | AP5134200002 | | 6144762263 | 58-1690-530-000-40-400-037-040-0000 | 169053043740 | 40.01 |
| 0000088412 | 06/17/2026 | AP5134200003 | | 6144762263 | 10-2380-530-000-30-100-000-001-0000 | 238053010001 | 40.01 |
| 0000088412 | 06/17/2026 | AP5134200004 | | 6144762263 | 10-2380-530-000-30-200-000-001-0000 | 238053020001 | 40.01 |
| 0000088412 | 06/17/2026 | AP5134200005 | | 6144762263 | 10-2380-530-000-30-200-000-001-0000 | 238053020001 | 40.01 |
| 0000088412 | 06/17/2026 | AP5134200006 | | 6144762263 | 10-2380-530-000-30-200-000-001-0000 | 238053020001 | 40.01 |

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

# FUND ACCOUNTING PAYMENT REGISTER

**Bank Account:** 01 - GF Checking PSDLAF **Payment Dates:** 06/01/2026 - 06/30/2026

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

| Payment # | Trans Date | Trans # | PO #/Proc Ctrl# | Invoice # | Account Code | ASN | Amount |
|---|---|---|---|---|---|---|---|
| 0000088412 | 06/17/2026 | AP5134200007 | | 6144762263 | 10-2380-530-000-30-100-000-001-0000 | 238053010001 | 40.07 |
| 0000088412 | 06/17/2026 | AP5134200008 | | 6144762263 | 10-2380-530-000-30-100-000-001-0000 | 238053010001 | 40.01 |
| 0000088412 | 06/17/2026 | AP5134200009 | | 6144762263 | 10-2380-530-000-30-100-000-001-0000 | 238053010001 | 40.01 |
| 0000088412 | 06/17/2026 | AP5134200010 | | 6144762263 | 58-1690-530-000-40-400-037-040-0000 | 169053043740 | 40.01 |
| 0000088412 | 06/17/2026 | AP5134200011 | | 6144762263 | 10-2380-530-000-30-100-000-001-0000 | 238053010001 | 40.01 |
| 0000088412 | 06/17/2026 | AP5134200012 | | 6144762263 | 10-2380-530-000-30-200-000-001-0000 | 238053020001 | 40.01 |
| 0000088412 | 06/17/2026 | AP5134200013 | | 6144762263 | 10-2380-530-000-30-200-000-001-0000 | 238053020001 | 40.01 |
| 0000088412 | 06/17/2026 | AP5134200014 | | 6144762263 | 10-2380-530-000-30-100-000-001-0000 | 238053010001 | 40.01 |
| 0000088412 | 06/17/2026 | AP5134200015 | | 6144762263 | 10-2380-530-000-30-100-000-001-0000 | 238053010001 | 40.01 |
| **1026038-VERIZON WIRELESS** | | | | **Order ID O-1** | **Payment Date: 06/18/2026** | **Payment Amt:** | **600.21** |
| 0000088413 | 06/17/2026 | LE5134000013 | 2600000486 | 907677379 | 10-1380-610-000-30-200-019-001-0000 | 138061021901 | 63.52 |
| 0000088413 | 06/17/2026 | LE5134000014 | 2600000486 | 907550242 | 10-1380-610-000-30-200-019-001-0000 | 138061021901 | 160.82 |
| **1074600-WURTH INDUSTRY** | | | | **Order ID O-1** | **Payment Date: 06/18/2026** | **Payment Amt:** | **224.34** |
| 0000088414 | 06/17/2026 | AP5135100015 | | CAFE REFUND | 50-0493-000-000-00-000-000-000-0000 | 049350 | 22.45 |
| **ZZZZZ-HEATHER DIRENZO** | | | | | **Payment Date: 06/18/2026** | **Payment Amt:** | **22.45** |
| 0000088415 | 06/17/2026 | AP5135100014 | | CAFE REFUND | 50-0493-000-000-00-000-000-000-0000 | 049350 | 35.95 |
| **ZZZZZ-CHELSEA HILL** | | | | | **Payment Date: 06/18/2026** | **Payment Amt:** | **35.95** |

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

# FUND ACCOUNTING PAYMENT REGISTER

**Bank Account:** 01 - GF Checking PSDLAF **Payment Dates:** 06/01/2026 - 06/30/2026

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

| Payment # | Trans Date | Trans # | PO #/Proc Ctrl# | Invoice # | Account Code | ASN | Amount |
|---|---|---|---|---|---|---|---|
| 0000088416 | 06/17/2026 | AP5135100013 | | CAFE REFUND | 50-0493-000-000-00-000-000-000-0000 | 049350 | 25.20 |
| **ZZZZZ-GAIL HERSHBERGER** | | | | | **Payment Date: 06/18/2026** | **Payment Amt:** | **25.20** |
| 0000088417 | 06/17/2026 | AP5135100012 | | CAFE REFUND | 50-0493-000-000-00-000-000-000-0000 | 049350 | 44.15 |
| **ZZZZZ-TINA ROLAND** | | | | | **Payment Date: 06/18/2026** | **Payment Amt:** | **44.15** |
| 0000088418 | 06/17/2026 | AP5135100011 | | CAFE REFUND | 50-0493-000-000-00-000-000-000-0000 | 049350 | 38.70 |
| **ZZZZZ-TANYA ELO** | | | | | **Payment Date: 06/18/2026** | **Payment Amt:** | **38.70** |
| 0000088419 | 06/17/2026 | AP5135100010 | | CAFE REFUND | 50-0493-000-000-00-000-000-000-0000 | 049350 | 33.85 |
| **ZZZZZ-MICHELLE KRAMER** | | | | | **Payment Date: 06/18/2026** | **Payment Amt:** | **33.85** |
| 0000088420 | 06/29/2026 | AP5137100016 | | BOOST GRANT | 10-2290-329-390-00-000-000-317-0000 | 2290329317 | 1,148.60 |
| **001940-SCOTT ALLVORD** | | | | **Order ID O-1** | **Payment Date: 06/30/2026** | **Payment Amt:** | **1,148.60** |
| 0000088421 | 06/29/2026 | AP5137100015 | | 1XTMCNRCLKDR | 10-2290-610-390-00-000-000-317-0000 | 2290610317 | 45.36 |
| 0000088421 | 06/29/2026 | LE5137000009 | 2600000620 | 1Y7GPR6YGDW7 | 58-1690-540-000-40-400-030-040-0000 | 169054043040 | 82.44 |
| 0000088421 | 06/29/2026 | LE5137000010 | 2600000620 | 1Y7GPR6YGDW7 | 58-1690-610-000-40-400-030-040-0000 | 169061043040 | 125.55 |
| **0025251-AMAZON CAPITAL SERVICES** | | | | **Order ID O-1** | **Payment Date: 06/30/2026** | **Payment Amt:** | **253.35** |
| 0000088422 | 06/29/2026 | LE5137000008 | 2600000531 | S012874342 | 10-1380-752-219-30-000-022-035-0001 | 13807522235 | 6,048.06 |
| **005440-APR SUPPLY COMPANY** | | | | **Remit ID R-1** | **Payment Date: 06/30/2026** | **Payment Amt:** | **6,048.06** |
| 0000088423 | 06/29/2026 | LE5137000006 | 2600000628 | S-C01167.C05 | 58-1690-610-000-40-400-037-040-0000 | 169061043740 | 14,700.00 |
| 0000088423 | 06/29/2026 | LE5137000007 | 2600000627 | INV0618566 | 58-1690-610-000-40-400-037-040-0000 | 169061043740 | 350.00 |

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

# FUND ACCOUNTING PAYMENT REGISTER

**Bank Account:** 01 - GF Checking PSDLAF **Payment Dates:** 06/01/2026 - 06/30/2026

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

| Payment # | Trans Date | Trans # | PO #/Proc Ctrl# | Invoice # | Account Code | ASN | Amount |
|---|---|---|---|---|---|---|---|
| **0054403-ASSESSMENT TECH INSTITUTE LLC** | | | | **Remit ID R-1** | **Payment Date: 06/30/2026** | **Payment Amt:** | **15,050.00** |
| 0000088424 | 06/29/2026 | LE5137000004 | 2600000590 | 150743 | 10-2290-610-390-00-000-000-317-0000 | 2290610317 | 31.02 |
| **007399-B&K FASTENERS** | | | | **Order ID O-1** | **Payment Date: 06/30/2026** | **Payment Amt:** | **31.02** |
| 0000088425 | 06/29/2026 | AP5137100003 | | BOOST GRANT | 10-2290-329-390-00-000-000-317-0000 | 2290329317 | 827.20 |
| **010688-DEREK BENNETT** | | | | **Order ID O-1** | **Payment Date: 06/30/2026** | **Payment Amt:** | **827.20** |
| 0000088426 | 06/29/2026 | AP5137600001 | | BQC-003832 | 10-2620-431-000-00-100-000-001-0000 | 262043110001 | 452.50 |
| **012420-BQ CONCRETE HOLDINGS** | | | | **Order ID O-1** | **Payment Date: 06/30/2026** | **Payment Amt:** | **452.50** |
| 0000088427 | 06/29/2026 | LE5136800001 | 2600000626 | 17494 | 58-1690-610-000-40-400-030-040-0000 | 169061043040 | 899.00 |
| 0000088427 | 06/29/2026 | LE5136800002 | 2600000626 | 17103 | 58-1690-610-000-40-400-030-040-0000 | 169061043040 | 206.00 |
| **0158606-MET & ASSOCIATES** | | | | **Remit ID R-1** | **Payment Date: 06/30/2026** | **Payment Amt:** | **1,105.00** |
| 0000088428 | 06/29/2026 | AP5137100006 | | BOOST GRANT | 10-2290-329-390-00-000-000-317-0000 | 2290329317 | 1,222.00 |
| **0176495-FRED CICERO** | | | | **Order ID O-1** | **Payment Date: 06/30/2026** | **Payment Amt:** | **1,222.00** |
| 0000088429 | 06/29/2026 | AP5137100001 | | 19588 | 10-2620-431-000-00-100-000-001-0000 | 262043110001 | 165.00 |
| **0184750-CLS SERVICES** | | | | **Order ID O-1** | **Payment Date: 06/30/2026** | **Payment Amt:** | **165.00** |
| 0000088430 | 06/25/2026 | LE5136600001 | 2600000595 | 2889-1100182 | 10-2290-348-000-00-100-000-001-0000 | 229034810001 | 1,335.26 |
| 0000088430 | 06/25/2026 | LE5136600002 | 2600000595 | 2889-1100182 | 10-2290-348-000-00-200-000-001-0000 | 229034820001 | 1,424.48 |
| **024280-DAUPHIN ELECTRIC HARRISBURG** | | | | **Remit ID R-1** | **Payment Date: 06/30/2026** | **Payment Amt:** | **2,759.74** |

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

# FUND ACCOUNTING PAYMENT REGISTER

**Bank Account:** 01 - GF Checking PSDLAF **Payment Dates:** 06/01/2026 - 06/30/2026

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

| Payment # | Trans Date | Trans # | PO #/Proc Ctrl# | Invoice # | Account Code | ASN | Amount |
|---|---|---|---|---|---|---|---|
| 0000088431 | 06/29/2026 | AP5137100002 | | LICENSE RENEWAL | 10-1342-610-000-30-200-010-001-0000 | 134261021001 | 82.00 |
| **025657-DEPARTMENT OF AGRICULTURE** | | | | **Order ID O-1** | **Payment Date: 06/30/2026** | **Payment Amt:** | **82.00** |
| 0000088432 | 06/29/2026 | AP5137100014 | | 97207235 | 10-2620-431-000-00-200-000-001-0000 | 262043120001 | 78.00 |
| **030800-JC EHRLICH** | | | | **Order ID O-1** | **Payment Date: 06/30/2026** | **Payment Amt:** | **78.00** |
| 0000088433 | 06/29/2026 | LE5137000005 | 2600000629 | 45554DH8 | 58-1690-640-000-40-400-038-040-0000 | 169064043840 | 328.46 |
| **030935-ELSEVIER INC.** | | | | **Remit ID R-1** | **Payment Date: 06/30/2026** | **Payment Amt:** | **328.46** |
| 0000088434 | 06/29/2026 | AP5137100013 | | 13267602-00 | 10-2620-610-000-00-100-000-001-0000 | 262061010001 | 133.98 |
| **035900-FROMM ELECTRIC** | | | | **Remit ID R-1** | **Payment Date: 06/30/2026** | **Payment Amt:** | **133.98** |
| 0000088435 | 06/29/2026 | AP5137100005 | | BOOST GRANT | 10-2290-329-390-00-000-000-317-0000 | 2290329317 | 981.60 |
| **040030-ROBERT H. GREINER** | | | | **Order ID O-1** | **Payment Date: 06/30/2026** | **Payment Amt:** | **981.60** |
| 0000088436 | 06/29/2026 | AP5137100012 | | BOOST GRANT | 10-2290-329-390-00-000-000-317-0000 | 2290329317 | 1,195.80 |
| **0446176-DAVID R. HESS JR** | | | | **Order ID O-1** | **Payment Date: 06/30/2026** | **Payment Amt:** | **1,195.80** |
| 0000088437 | 06/29/2026 | AP5137100011 | | BOOST GRANT | 10-2290-329-390-00-000-000-317-0000 | 2290329317 | 1,031.00 |
| **04562340-STEVE HOMOLA** | | | | **Order ID O-1** | **Payment Date: 06/30/2026** | **Payment Amt:** | **1,031.00** |
| 0000088438 | 06/29/2026 | LE5137400001 | 2600000530 | S01/10149109 | 10-1380-752-219-30-000-009-035-0001 | 13807520935 | 1,247.13 |
| 0000088438 | 06/29/2026 | LE5137400002 | 2600000530 | S01/10146597 | 10-1380-752-219-30-000-009-035-0001 | 13807520935 | 6,999.00 |
| 0000088438 | 06/29/2026 | LE5137400003 | 2600000530 | S01/10130783 | 10-1380-752-219-30-000-009-035-0001 | 13807520935 | 419.35 |
| **047725-IGUS INC.** | | | | **Order ID O-1** | **Payment Date: 06/30/2026** | **Payment Amt:** | **8,665.48** |

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

# FUND ACCOUNTING PAYMENT REGISTER

**Bank Account:** 01 - GF Checking PSDLAF **Payment Dates:** 06/01/2026 - 06/30/2026

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

| Payment # | Trans Date | Trans # | PO #/Proc Ctrl# | Invoice # | Account Code | ASN | Amount |
|---|---|---|---|---|---|---|---|
| 0000088439 | 06/29/2026 | AP5137100009 | | 142005 | 10-2620-431-000-00-200-000-001-0000 | 262043120001 | 560.00 |
| 0000088439 | 06/29/2026 | AP5137100010 | | 142004 | 10-2620-431-000-00-100-000-001-0000 | 262043110001 | 487.00 |
| **053028-KENSOL AIRWAYS** | | | | **Order ID O-1** | **Payment Date: 06/30/2026** | **Payment Amt:** | **1,047.00** |
| 0000088440 | 06/29/2026 | AP5137100007 | | INV17980 | 10-2620-610-000-00-200-000-001-0000 | 262061020001 | 825.00 |
| 0000088440 | 06/29/2026 | AP5137100008 | | INV17979 | 10-2620-610-000-00-200-000-001-0000 | 262061020001 | 1,071.50 |
| **0557005-L.J.C. DISTR FULLER BRUSH** | | | | **Order ID O-1** | **Payment Date: 06/30/2026** | **Payment Amt:** | **1,896.50** |
| 0000088441 | 06/29/2026 | AP5137100004 | | 57439895 | 10-1380-423-000-30-100-018-001-0000 | 138042311801 | 326.88 |
| **059146-LINDE GAS & EQUIPMENT INC.** | | | | **Remit ID R-1** | **Payment Date: 06/30/2026** | **Payment Amt:** | **326.88** |
| 0000088442 | 06/29/2026 | LE5137000001 | 2600000611 | INUS0009574 | 10-2290-348-000-00-100-000-001-0000 | 229034810001 | 1,890.00 |
| 0000088442 | 06/29/2026 | LE5137000002 | 2600000611 | INUS0009574 | 10-2290-348-000-00-200-000-001-0000 | 229034820001 | 1,890.00 |
| **0591540-FAMILY ZONE INC** | | | | **Remit ID R-1** | **Payment Date: 06/30/2026** | **Payment Amt:** | **3,780.00** |
| 0000088443 | 06/29/2026 | LE5137000003 | 2600000622 | 247408 | 58-1690-610-000-40-400-037-040-0000 | 169061043740 | 54.60 |
| **059650-LVPG** | | | | **Order ID O-1** | **Payment Date: 06/30/2026** | **Payment Amt:** | **54.60** |
| 0000088444 | 06/29/2026 | AP5137600002 | | 27531444 | 10-1380-610-000-30-200-001-001-0000 | 138061020101 | (169.96) |
| 0000088444 | 06/29/2026 | AP5137600003 | | 27253589 | 10-1380-610-000-30-200-001-001-0000 | 138061020101 | (181.49) |
| 0000088444 | 06/29/2026 | AP5137600004 | | 27372405 | 10-1380-610-000-30-200-001-001-0000 | 138061020101 | 513.55 |

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

# FUND ACCOUNTING PAYMENT REGISTER

**Bank Account:** 01 - GF Checking PSDLAF **Payment Dates:** 06/01/2026 - 06/30/2026

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

| Payment # | Trans Date | Trans # | PO #/Proc Ctrl# | Invoice # | Account Code | ASN | Amount |
|---|---|---|---|---|---|---|---|
| 0000088444 | 06/29/2026 | AP5137600005 | | 27040877 | 10-1380-610-000-30-200-001-001-0000 | 138061020101 | 58.77 |
| 0000088444 | 06/29/2026 | AP5137600006 | | 26954096 | 10-1380-610-000-30-200-001-001-0000 | 138061020101 | 151.70 |
| 0000088444 | 06/29/2026 | AP5137600007 | | 27534832 | 10-1380-610-000-30-200-001-001-0000 | 138061020101 | 89.29 |
| 0000088444 | 06/29/2026 | AP5137600008 | | 27470565 | 10-1380-610-000-30-200-001-001-0000 | 138061020101 | 283.98 |
| **0687575-NATIONAL COATINGS & SUPPLIES** | | | | **Remit ID R-1** | **Payment Date: 06/30/2026** | **Payment Amt:** | **745.84** |
| 0000088445 | 06/29/2026 | AP5137300004 | | 217462 | 10-2620-432-000-00-200-000-001-0000 | 262043220001 | 57.99 |
| **0718056-NORTHEAST PARTS GROUP** | | | | **Order ID O-1** | **Payment Date: 06/30/2026** | **Payment Amt:** | **57.99** |
| 0000088446 | 06/29/2026 | AP5137300019 | | 92150-35009 | 10-2620-622-000-00-200-000-001-0000 | 262062220001 | 7,615.05 |
| 0000088446 | 06/29/2026 | AP5137600009 | | 99257-23001 | 10-2620-622-000-00-200-000-001-0000 | 262062220001 | 146.18 |
| **075200-PPL ELECTRIC UTILITIES** | | | | **Order ID O-1** | **Payment Date: 06/30/2026** | **Payment Amt:** | **7,761.23** |
| 0000088447 | 06/29/2026 | AP5137300013 | | BOOST GRANT | 10-2290-329-390-00-000-000-317-0000 | 2290329317 | 1,251.40 |
| **0827235-SCOTT REICHERT** | | | | **Order ID O-1** | **Payment Date: 06/30/2026** | **Payment Amt:** | **1,251.40** |
| 0000088448 | 06/29/2026 | AP5137300015 | | 2600000589 | 10-2380-580-000-30-100-000-001-0000 | 238058010001 | 295.00 |
| 0000088448 | 06/29/2026 | AP5137300016 | | 2600000589 | 10-2380-530-000-30-200-000-001-0000 | 238053020001 | 295.00 |
| 0000088448 | 06/29/2026 | AP5137300017 | | 2600000579 | 10-2290-348-000-00-200-000-001-0000 | 229034820001 | 285.00 |
| 0000088448 | 06/29/2026 | AP5137300018 | | 2600000579 | 10-2290-348-000-00-100-000-001-0000 | 229034810001 | 285.00 |
| **087998-SCH IU 29** | | | | **Order ID O-1** | **Payment Date: 06/30/2026** | **Payment Amt:** | **1,160.00** |

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

# FUND ACCOUNTING PAYMENT REGISTER

**Bank Account:** 01 - GF Checking PSDLAF **Payment Dates:** 06/01/2026 - 06/30/2026

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

| Payment # | Trans Date | Trans # | PO #/Proc Ctrl# | Invoice # | Account Code | ASN | Amount |
|---|---|---|---|---|---|---|---|
| 0000088449 | 06/29/2026 | AP5137300001 | | BOOST GRANT | 10-2290-329-390-00-000-000-317-0000 | 2290329317 | 948.20 |
| **0917140-JASON SMITH** | | | | **Order ID O-1** | **Payment Date: 06/30/2026** | **Payment Amt:** | **948.20** |
| 0000088450 | 06/29/2026 | AP5137300005 | | 13852736 | 10-2380-530-000-30-200-000-001-0000 | 238053020001 | 125.55 |
| 0000088450 | 06/29/2026 | AP5137300006 | | 13852736 | 10-2380-530-000-30-100-000-001-0000 | 238053010001 | 212.79 |
| 0000088450 | 06/29/2026 | AP5137300007 | | 13852736 | 10-2380-530-000-30-200-000-001-0000 | 238053020001 | 7.96 |
| **0935181-SPECTROTEL** | | | | **Order ID O-1** | **Payment Date: 06/30/2026** | **Payment Amt:** | **346.30** |
| 0000088451 | 06/29/2026 | AP5137300014 | | BOOST GRANT | 10-2290-329-390-00-000-000-317-0000 | 2290329317 | 1,197.40 |
| **0957212-TRACEY PICHT** | | | | **Order ID O-1** | **Payment Date: 06/30/2026** | **Payment Amt:** | **1,197.40** |
| 0000088452 | 06/29/2026 | LE5137200001 | 2600000616 | 204477 | 10-2380-610-000-30-200-000-001-0000 | 238061020001 | 93.30 |
| **0962884-SUPREME SCHOOL SUPPLY** | | | | **Order ID O-1** | **Payment Date: 06/30/2026** | **Payment Amt:** | **93.30** |
| 0000088453 | 06/29/2026 | AP5137300002 | | 204688 | 10-2350-331-000-00-000-000-001-0000 | 235033100001 | 200.00 |
| **0962899-SWEET. STEVENS, KATZ & WILLIAMS LLP** | | | | **Order ID O-1** | **Payment Date: 06/30/2026** | **Payment Amt:** | **200.00** |
| 0000088454 | 06/25/2026 | LE5136600003 | 2600000584 | 907664885 | 10-2290-610-390-00-000-000-317-0000 | 2290610317 | 31.60 |
| 0000088454 | 06/25/2026 | LE5136600004 | 2600000584 | 907662595 | 10-2290-610-390-00-000-000-317-0000 | 2290610317 | 194.80 |
| **1074600-WURTH INDUSTRY** | | | | **Order ID O-1** | **Payment Date: 06/30/2026** | **Payment Amt:** | **226.40** |
| 0000088455 | 06/29/2026 | AP5137300003 | | SHEILA COLIHAN | 72-3200-890-000-00-000-000-073-0000 | 320089073 | 200.00 |
| **D051030-STEPHANIE DEJESUS-JIMENEZ** | | | | **Order ID O-1** | **Payment Date: 06/30/2026** | **Payment Amt:** | **200.00** |
| 0000088456 | 06/29/2026 | AP5137300008 | | DOREEN ARNDT | 72-3200-890-000-00-000-000-072-0000 | 320089072 | 100.00 |

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

# FUND ACCOUNTING PAYMENT REGISTER

**Bank Account:** 01 - GF Checking PSDLAF **Payment Dates:** 06/01/2026 - 06/30/2026

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

| Payment # | Trans Date | Trans # | PO #/Proc Ctrl# | Invoice # | Account Code | ASN | Amount |
|---|---|---|---|---|---|---|---|
| **S0380-ARIEL L SCHOPFER** | | | | **Order ID O-1** | **Payment Date: 06/30/2026** | **Payment Amt:** | **100.00** |
| 0000088457 | 06/29/2026 | AP5137300012 | | CAFE REFUND | 50-0493-000-000-00-000-000-000-0000 | 049350 | 20.05 |
| **ZZZZZ-DANNI-MARIE HERNER** | | | | | **Payment Date: 06/30/2026** | **Payment Amt:** | **20.05** |
| 0000088458 | 06/29/2026 | AP5137300011 | | CAFE REFUND | 50-0493-000-000-00-000-000-000-0000 | 049350 | 50.55 |
| **ZZZZZ-KIM DOTTERY** | | | | | **Payment Date: 06/30/2026** | **Payment Amt:** | **50.55** |
| 0000088459 | 06/29/2026 | AP5137300010 | | CAFE REFUND | 50-0493-000-000-00-000-000-000-0000 | 049350 | 39.00 |
| **ZZZZZ-GUY SMITH** | | | | | **Payment Date: 06/30/2026** | **Payment Amt:** | **39.00** |
| 0000088460 | 06/29/2026 | AP5137300009 | | REFUND | 58-2990-899-061-40-400-052-040-0000 | 299089945240 | 2,647.00 |
| **ZZZZZ-DARRYL NEAL** | | | | | **Payment Date: 06/30/2026** | **Payment Amt:** | **2,647.00** |

| | |
|---|---|
| **10 - GENERAL FUND** | **577,136.32** |
| **50 - FOOD SERVICE** | **36,538.69** |
| **58 - POST-SECONDARY** | **57,511.29** |
| **72 - EXPENDABLE TRUST** | **300.00** |

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

# FUND ACCOUNTING PAYMENT REGISTER

**Bank Account:** 01 - GF Checking PSDLAF **Payment Dates:** 06/01/2026 - 06/30/2026

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

| | |
|---|---|
| **Grand Total All Funds** | **671,486.30** |
| **Grand Total Credit Cards** | **0.00** |
| **Grand Total Direct Deposits** | **0.00** |
| **Grand Total Manual Checks** | **0.00** |
| **Grand Total Other Disbursement Non-negotiables** | **0.00** |
| **Grand Total Procurement Card Other Disbursement Non-negotiables** | **0.00** |
| **Grand Total Regular Checks** | **671,486.30** |
| **Grand Total Virtual Payments** | **0.00** |
| **Grand Total All Payments** | **671,486.30** |

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

# FUND ACCOUNTING PAYMENT REGISTER

**Bank Account:** PY - PAYROLL PSDLAF **Payment Dates:** 06/01/2026 - 06/30/2026

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

| Payment # | Trans Date | Trans # | PO #/Proc Ctrl# | Invoice # | Account Code | ASN | Amount |
|---|---|---|---|---|---|---|---|
| 0000072828 | 06/05/2026 | AP5123700001 | | | 71-0462-000-000-00-000-000-000-1530 | 04621530 | 275.00 |
| **088445-SCH CO SCH EMP H&W TRUST** | | | | **Remit ID R-1** | **Payment Date: 06/05/2026** | **Payment Amt:** | **275.00** |
| 0000072830 | 06/18/2026 | AP5129100001 | | | 71-0462-000-000-00-000-000-000-1530 | 04621530 | 375.00 |
| **088445-SCH CO SCH EMP H&W TRUST** | | | | **Remit ID R-1** | **Payment Date: 06/18/2026** | **Payment Amt:** | **375.00** |
| 0000072831 | 06/30/2026 | AP5131300001 | | | 71-0462-000-000-00-000-000-000-1510 | 04621510 | 53.64 |
| **HABDLTER-HAB-DLT (ER)** | | | | **Remit ID R-1** | **Payment Date: 06/22/2026** | **Payment Amt:** | **53.64** |
| 0000072832 | 06/18/2026 | AP5131500001 | | | 71-0462-000-000-00-000-000-000-1527 | 04621527 | 194.21 |
| 0000072832 | 06/05/2026 | AP5131500002 | | | 71-0462-000-000-00-000-000-000-1527 | 04621527 | 194.21 |
| **088100-SCH CO AVTS O/A** | | | | **Remit ID R-1** | **Payment Date: 06/22/2026** | **Payment Amt:** | **388.42** |
| 0000072833 | 06/30/2026 | AP5131700001 | | | 71-0462-000-000-00-000-000-000-1520 | 04621520 | 245.00 |
| 0000072833 | 06/30/2026 | AP5131700002 | | | 71-0462-000-000-00-000-000-000-1520 | 04621520 | 1,445.00 |
| 0000072833 | 06/30/2026 | AP5131700003 | | | 71-0462-000-000-00-000-000-000-1520 | 04621520 | 255.00 |
| 0000072833 | 06/30/2026 | AP5131700004 | | | 71-0462-000-000-00-000-000-000-1506 | 04621506 | 443.00 |
| 0000072833 | 06/30/2026 | AP5131700005 | | | 71-0462-000-000-00-000-000-000-1520 | 04621520 | 245.00 |
| 0000072833 | 06/30/2026 | AP5131700006 | | | 71-0462-000-000-00-000-000-000-1520 | 04621520 | 1,365.00 |
| 0000072833 | 06/30/2026 | AP5131700007 | | | 71-0462-000-000-00-000-000-000-1520 | 04621520 | 255.00 |
| 0000072833 | 06/30/2026 | AP5131700008 | | | 71-0462-000-000-00-000-000-000-1506 | 04621506 | 443.00 |
| **088445-SCH CO SCH EMP H&W TRUST** | | | | **Remit ID R-1** | **Payment Date: 06/22/2026** | **Payment Amt:** | **4,696.00** |
| 0000072834 | 06/30/2026 | AP5131900001 | | | 71-0462-000-000-00-000-000-000-1509 | 04621509 | 144.00 |
| 0000072834 | 06/30/2026 | AP5131900002 | | | 71-0462-000-000-00-000-000-000-1509 | 04621509 | 18.50 |

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

# FUND ACCOUNTING PAYMENT REGISTER

**Bank Account:** PY - PAYROLL PSDLAF **Payment Dates:** 06/01/2026 - 06/30/2026

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

| Payment # | Trans Date | Trans # | PO #/Proc Ctrl# | Invoice # | Account Code | ASN | Amount |
|---|---|---|---|---|---|---|---|
| 0000072834 | 06/30/2026 | AP5131900003 | | | 71-0462-000-000-00-000-000-000-1509 | 04621509 | 144.00 |
| **NP DUES-IUESPA** | | | | **Remit ID R-1** | **Payment Date: 06/22/2026** | **Payment Amt:** | **306.50** |
| 0000072835 | 06/30/2026 | AP5132100001 | | | 71-0462-000-000-00-000-000-000-1529 | 04621529 | 253.12 |
| 0000072835 | 06/30/2026 | AP5132100002 | | | 71-0462-000-000-00-000-000-000-1529 | 04621529 | 253.12 |
| **NABCO-NORTH AMERICAN BENEFITS COMPANY** | | | | **Remit ID R-1** | **Payment Date: 06/22/2026** | **Payment Amt:** | **506.24** |
| 0000072836 | 06/30/2026 | AP5132300001 | | | 71-0462-000-000-00-000-000-000-1501 | 04621501 | 25.00 |
| 0000072836 | 06/30/2026 | AP5132300002 | | | 71-0462-000-000-00-000-000-000-1501 | 04621501 | 550.00 |
| 0000072836 | 06/30/2026 | AP5132300003 | | | 71-0462-000-000-00-000-000-000-1501 | 04621501 | 285.00 |
| 0000072836 | 06/30/2026 | AP5132300004 | | | 71-0462-000-000-00-000-000-000-1501 | 04621501 | 10.00 |
| 0000072836 | 06/30/2026 | AP5132300005 | | | 71-0462-000-000-00-000-000-000-1501 | 04621501 | 150.00 |
| 0000072836 | 06/30/2026 | AP5132300006 | | | 71-0462-000-000-00-000-000-000-1501 | 04621501 | 40.00 |
| 0000072836 | 06/30/2026 | AP5132300007 | | | 71-0462-000-000-00-000-000-000-1501 | 04621501 | 50.00 |
| 0000072836 | 06/30/2026 | AP5132300008 | | | 71-0462-000-000-00-000-000-000-1501 | 04621501 | 25.00 |
| 0000072836 | 06/30/2026 | AP5132300009 | | | 71-0462-000-000-00-000-000-000-1501 | 04621501 | 550.00 |
| 0000072836 | 06/30/2026 | AP5132300010 | | | 71-0462-000-000-00-000-000-000-1501 | 04621501 | 285.00 |
| 0000072836 | 06/30/2026 | AP5132300011 | | | 71-0462-000-000-00-000-000-000-1501 | 04621501 | 10.00 |
| 0000072836 | 06/30/2026 | AP5132300012 | | | 71-0462-000-000-00-000-000-000-1501 | 04621501 | 150.00 |
| 0000072836 | 06/30/2026 | AP5132300013 | | | 71-0462-000-000-00-000-000-000-1501 | 04621501 | 40.00 |
| 0000072836 | 06/30/2026 | AP5132300014 | | | 71-0462-000-000-00-000-000-000-1501 | 04621501 | 50.00 |
| **TSA-TSA CONSULTING GROUP INC.** | | | | **Remit ID R-1** | **Payment Date: 06/22/2026** | **Payment Amt:** | **2,220.00** |
| 0000072837 | 06/30/2026 | AP5132500001 | | | 71-0462-000-000-00-000-000-000-1534 | 04621534 | 96.20 |

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

# FUND ACCOUNTING PAYMENT REGISTER

**Bank Account:** PY - PAYROLL PSDLAF **Payment Dates:** 06/01/2026 - 06/30/2026

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

| Payment # | Trans Date | Trans # | PO #/Proc Ctrl# | Invoice # | Account Code | ASN | Amount |
|---|---|---|---|---|---|---|---|
| 0000072837 | 06/30/2026 | AP5132500002 | | | 71-0462-000-000-00-000-000-000-1534 | 04621534 | 96.20 |
| **0044035-AMERICAN HERITAGE LIFE INSURANCE CO** | | | | | **Payment Date: 06/22/2026** | **Payment Amt:** | **192.40** |
| * AF00000630 | 06/30/2026 | OD5136500001 | | | 71-0462-000-000-00-000-000-000-1528 | 04621528 | 186.18 |
| * AF00000630 | 06/30/2026 | OD5136500002 | | | 71-0462-000-000-00-000-000-000-1528 | 04621528 | 209.30 |
| * AF00000630 | 06/30/2026 | OD5136500003 | | | 71-0462-000-000-00-000-000-000-1528 | 04621528 | 65.88 |
| * AF00000630 | 06/30/2026 | OD5136500004 | | | 71-0462-000-000-00-000-000-000-1528 | 04621528 | 71.76 |
| * AF00000630 | 06/30/2026 | OD5136500005 | | | 71-0462-000-000-00-000-000-000-1528 | 04621528 | 186.18 |
| * AF00000630 | 06/30/2026 | OD5136500006 | | | 71-0462-000-000-00-000-000-000-1528 | 04621528 | 209.30 |
| * AF00000630 | 06/30/2026 | OD5136500007 | | | 71-0462-000-000-00-000-000-000-1528 | 04621528 | 65.88 |
| * AF00000630 | 06/30/2026 | OD5136500008 | | | 71-0462-000-000-00-000-000-000-1528 | 04621528 | 71.76 |
| **AFLAC-AFLAC** | | | | | **Payment Date: 06/30/2026** | **Payment Amt:** | **1,066.24** |
| * ET00000605 | 06/05/2026 | OD5124200001 | | | 10-0472-000-000-00-000-000-000-0000 | 047222001 | 13,024.16 |
| * ET00000605 | 06/05/2026 | OD5124200002 | | | 58-0472-000-000-00-000-000-000-0000 | 047222040 | 2,816.42 |
| * ET00000605 | 06/05/2026 | OD5124200003 | | | 71-0462-000-000-00-000-000-000-1511 | 04621511 | 20,606.47 |
| * ET00000605 | 06/05/2026 | OD5124200004 | | | 71-0462-000-000-00-000-000-000-1514 | 04621514 | 12,838.13 |
| * ET00000605 | 06/05/2026 | OD5124200005 | | | 71-0462-000-000-00-000-000-000-1515 | 04621515 | 3,002.45 |
| **FICA-IRS** | | | | | **Payment Date: 06/05/2026** | **Payment Amt:** | **52,287.63** |

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

# FUND ACCOUNTING PAYMENT REGISTER

**Bank Account:** PY - PAYROLL PSDLAF **Payment Dates:** 06/01/2026 - 06/30/2026

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

| Payment # | Trans Date | Trans # | PO #/Proc Ctrl# | Invoice # | Account Code | ASN | Amount |
|---|---|---|---|---|---|---|---|
| * ET00000618 | 06/18/2026 | OD5131100001 | | | 10-0472-000-000-00-000-000-000-0000 | 047222001 | 12,457.07 |
| * ET00000618 | 06/18/2026 | OD5131100002 | | | 58-0472-000-000-00-000-000-000-0000 | 047222040 | 2,014.80 |
| * ET00000618 | 06/18/2026 | OD5131100003 | | | 71-0462-000-000-00-000-000-000-1511 | 04621511 | 19,368.17 |
| * ET00000618 | 06/18/2026 | OD5131100004 | | | 71-0462-000-000-00-000-000-000-1514 | 04621514 | 11,728.84 |
| * ET00000618 | 06/18/2026 | OD5131100005 | | | 71-0462-000-000-00-000-000-000-1515 | 04621515 | 2,743.03 |
| * ET00000618 | 06/18/2026 | OD5131100006 | | | 10-0472-000-000-00-000-000-000-0000 | 047222001 | 304.61 |
| * ET00000618 | 06/18/2026 | OD5131100007 | | | 58-0472-000-000-00-000-000-000-0000 | 047222040 | (304.61) |
| * ET00000618 | 06/18/2026 | OD5131100008 | | | 10-0472-000-000-00-000-000-000-0000 | 047222001 | 306.00 |
| * ET00000618 | 06/18/2026 | OD5131100009 | | | 58-0472-000-000-00-000-000-000-0000 | 047222040 | (306.00) |
| **FICA-IRS** | | | | | **Payment Date: 06/18/2026** | **Payment Amt:** | **48,311.91** |
| * PS00000630 | 06/30/2026 | OD5139300001 | | | 71-0462-000-000-00-000-000-000-1503 | 04621503 | 194.92 |
| * PS00000630 | 06/30/2026 | OD5139300002 | | | 71-0462-000-000-00-000-000-000-1503 | 04621503 | 194.93 |
| **PSERS-PSERS** | | | | | **Payment Date: 06/30/2026** | **Payment Amt:** | **389.85** |
| * RE00000630 | 06/30/2026 | OD5139300003 | | | 71-0462-000-000-00-000-000-000-1518 | 04621518 | 13,890.05 |
| * RE00000630 | 06/30/2026 | OD5139300004 | | | 71-0462-000-000-00-000-000-000-1518 | 04621518 | 14,028.68 |
| **PSERS-PSERS** | | | | | **Payment Date: 06/30/2026** | **Payment Amt:** | **27,918.73** |

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

# FUND ACCOUNTING PAYMENT REGISTER

**Bank Account:** PY - PAYROLL PSDLAF **Payment Dates:** 06/01/2026 - 06/30/2026

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

| Payment # | Trans Date | Trans # | PO #/Proc Ctrl# | Invoice # | Account Code | ASN | Amount |
|---|---|---|---|---|---|---|---|
| * ST00000605 | 06/05/2026 | OD5124100001 | | | 71-0462-000-000-00-000-000-000-1512 | 04621512 | 6,371.97 |
| **PA REV-PA DEPT OF REVENUE** | | | | | **Payment Date: 06/05/2026** | **Payment Amt:** | **6,371.97** |
| * ST00000618 | 06/18/2026 | OD5131000001 | | | 71-0462-000-000-00-000-000-000-1512 | 04621512 | 5,820.68 |
| **PA REV-PA DEPT OF REVENUE** | | | | | **Payment Date: 06/18/2026** | **Payment Amt:** | **5,820.68** |
| * VOYA000605 | 06/05/2026 | OD5125400001 | | | 10-0471-000-000-00-000-000-000-0000 | 047123001 | 877.16 |
| * VOYA000605 | 06/05/2026 | OD5125400002 | | | 58-0471-000-000-00-000-000-000-0000 | 047123040 | 315.96 |
| * VOYA000605 | 06/05/2026 | OD5125400003 | | | 71-0462-000-000-00-000-000-000-1518 | 04621518 | 1,458.25 |
| **VOYA-VOYA** | | | | | **Payment Date: 06/05/2026** | **Payment Amt:** | **2,651.37** |
| * VOYA000618 | 06/18/2026 | OD5131200001 | | | 10-0471-000-000-00-000-000-000-0000 | 047123001 | 678.64 |
| * VOYA000618 | 06/18/2026 | OD5131200002 | | | 58-0471-000-000-00-000-000-000-0000 | 047123040 | 317.34 |
| * VOYA000618 | 06/18/2026 | OD5131200003 | | | 71-0462-000-000-00-000-000-000-1518 | 04621518 | 1,217.33 |
| **VOYA-VOYA** | | | | | **Payment Date: 06/18/2026** | **Payment Amt:** | **2,213.31** |

| | |
|---|---|
| **10 - GENERAL FUND** | **27,647.64** |
| **58 - POST-SECONDARY** | **4,853.91** |
| **71 - PAYROLL ACCOUNT** | **123,543.34** |

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

# FUND ACCOUNTING PAYMENT REGISTER

**Bank Account:** PY - PAYROLL PSDLAF **Payment Dates:** 06/01/2026 - 06/30/2026

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

| | |
|---|---|
| **Grand Total All Funds** | **156,044.89** |
| **Grand Total Credit Cards** | **0.00** |
| **Grand Total Direct Deposits** | **0.00** |
| **Grand Total Manual Checks** | **0.00** |
| **Grand Total Other Disbursement Non-negotiables** | **147,031.69** |
| **Grand Total Procurement Card Other Disbursement Non-negotiables** | **0.00** |
| **Grand Total Regular Checks** | **9,013.20** |
| **Grand Total Virtual Payments** | **0.00** |
| **Grand Total All Payments** | **156,044.89** |

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

**SCHUYLKILL COUNTY AVTS OPERATING AGENCY**
**NORTH CENTER SHOP ACCOUNTS**

**QUARTERLY REPORT**

| Account | Balance 04/01/26 | Receipts | Expenditures | Adjustments | Balance 06/30/26 |
|---|---|---|---|---|---|
| Auto Mechanics | 5,230.78 | 561.89 | (1,012.99) | | 4,779.68 |
| Carpentry | 403.26 | 1,200.00 | (1,331.43) | | 271.83 |
| Commissions | 5,210.14 | 847.56 | (1,047.29) | | 5,010.41 |
| Culinary | 973.91 | 6,006.26 | (5,568.59) | | 1,411.58 |
| Electromechanical | 111.62 | 0.00 | 0.00 | | 111.62 |
| Early Childhd Educ | 3,353.04 | 2,055.00 | (4,095.55) | | 1,312.49 |
| Health Careers | 1,083.50 | 0.00 | 0.00 | | 1,083.50 |
| Interest | 178.08 | 6.29 | 0.00 | | 184.37 |
| Masonry | 96.26 | 0.00 | 0.00 | | 96.26 |
| Social Studies | 0.00 | 0.00 | 0.00 | | 0.00 |
| Small Engine | 1,772.46 | 0.00 | 0.00 | | 1,772.46 |
| Diesel Technology | 196.12 | 0.00 | 0.00 | | 196.12 |
| HVAC | 7,000.00 | 0.00 | (1,012.14) | | 5,987.86 |
| EHP | (476.00) | 0.00 | 0.00 | | (476.00) |
| Total | 25,133.17 | 10,677.00 | (14,067.99) | 0.00 | 21,742.18 |

**SCHUYLKILL COUNTY AVTS OPERATING AGENCY**
NORTH CENTER ACTIVITY ACCOUNTS

**QUARTERLY REPORT 4th Qtr**

| Account | Balance 04/01/26 | Receipts | Expenditures | Adjustments | Balance 06/30/26 |
|---|---|---|---|---|---|
| Craft Show | 2,600.00 | 0.00 | (2,600.00) | | 0.00 |
| NTHS | 242.54 | 230.00 | (315.00) | | 157.54 |
| Interest | 367.38 | 8.24 | 0.00 | | 375.62 |
| Skills USA | 15,815.97 | 13,299.55 | (8,604.45) | | 20,511.07 |
| Social Studies | 0.00 | 0.00 | 0.00 | | 0.00 |
| Student Awards | 0.00 | 0.00 | 0.00 | | 0.00 |
| Student Services | 3,383.21 | 0.00 | 0.00 | | 3,383.21 |
| Interest | 0.50 | 0.00 | 0.00 | | 0.50 |
| Masonry | 0.00 | 0.00 | 0.00 | | 0.00 |
| Social Studies | 0.00 | 0.00 | 0.00 | | 0.00 |
| Small Engine | 0.00 | 0.00 | 0.00 | | 0.00 |
| EHC | 7,694.31 | 0.00 | 0.00 | | 7,694.31 |
| Total | 30,103.91 | 13,537.79 | (11,519.45) | 0.00 | 32,122.25 |

**SCHUYLKILL COUNTY AVTS OPERATING AGENCY**
**NORTH CENTER SHOP ACCOUNTS**

**YEARLY SUMMARY**

| Account | Balance 07/01/25 | Receipts | Expenditures | Adjustments | Balance 06/30/26 |
|---|---|---|---|---|---|
| Auto Mechanics | 5,170.55 | 1,203.89 | (1,594.76) | | 4,779.68 |
| Carpentry | 403.26 | 1,200.00 | (1,331.43) | | 271.83 |
| Commissions | 3,950.64 | 2,774.57 | (1,714.80) | | 5,010.41 |
| Culinary | 1,438.41 | 26,657.48 | (26,684.31) | | 1,411.58 |
| Electromechanical | 111.62 | 0.00 | 0.00 | | 111.62 |
| Early Childhd Educ | 1,023.94 | 11,583.99 | (11,295.44) | | 1,312.49 |
| Health Careers | 1,083.50 | 0.00 | 0.00 | | 1,083.50 |
| Interest | 161.79 | 22.58 | 0.00 | | 184.37 |
| Masonry | 96.26 | 0.00 | 0.00 | | 96.26 |
| Social Studies | 0.00 | 0.00 | 0.00 | | 0.00 |
| Small Engine | 1,772.46 | 0.00 | 0.00 | | 1,772.46 |
| Diesel Technology | 196.12 | 0.00 | 0.00 | | 196.12 |
| HVAC | 3,000.00 | 4,000.00 | (1,012.14) | | 5,987.86 |
| EHP | (476.00) | 0.00 | 0.00 | | (476.00) |
| Total | 17,932.55 | 47,442.51 | (43,632.88) | 0.00 | 21,742.18 |

**SCHUYLKILL COUNTY AVTS OPERATING AGENCY**
NORTH CENTER ACTIVITY ACCOUNTS

**YEARLY SUMMARY 25/26**

| Account | Balance 07/01/25 | Receipts | Expenditures | Adjustments | Balance 06/30/26 |
|---|---|---|---|---|---|
| Craft Show | 2,600.00 | 0.00 | (2,600.00) | | 0.00 |
| | 0.00 | 0.00 | 0.00 | | 0.00 |
| NTHS | 12.54 | 3,240.00 | (3,095.00) | | 157.54 |
| | 0.00 | 0.00 | 0.00 | | 0.00 |
| Interest | 344.50 | 31.12 | 0.00 | | 375.62 |
| | 0.00 | 0.00 | 0.00 | | 0.00 |
| Skills USA | 13,807.99 | 38,286.74 | (31,583.66) | | 20,511.07 |
| | 0.00 | 0.00 | 0.00 | | 0.00 |
| Social Studies | 0.00 | 0.00 | 0.00 | | 0.00 |
| | 0.00 | 0.00 | 0.00 | | 0.00 |
| Student Awards | 0.00 | 0.00 | 0.00 | | 0.00 |
| | 0.00 | 0.00 | 0.00 | | 0.00 |
| Student Services | 3,383.21 | 0.00 | 0.00 | | 3,383.21 |
| | 0.00 | 0.00 | 0.00 | | 0.00 |
| Interest | 0.50 | 0.00 | 0.00 | | 0.50 |
| | 0.00 | 0.00 | 0.00 | | 0.00 |
| Masonry | 0.00 | 0.00 | 0.00 | | 0.00 |
| | 0.00 | 0.00 | 0.00 | | 0.00 |
| Social Studies | 0.00 | 0.00 | 0.00 | | 0.00 |
| | 0.00 | 0.00 | 0.00 | | 0.00 |
| Small Engine | 0.00 | 0.00 | 0.00 | | 0.00 |
| | 0.00 | 0.00 | 0.00 | | 0.00 |
| EHC | 8,907.45 | 4,976.00 | (6,189.14) | | 7,694.31 |
| | 0.00 | 0.00 | 0.00 | | 0.00 |
| Total | 29,056.19 | 46,533.86 | (43,467.80) | | 32,122.25 |

SCHUYLKILL COUNTY AVTS OPERATING AGENCY
SOUTH CENTER SHOPS ACCOUNT

**QUARTERLY REPORT**

| Account | Balance 03/31/26 | Receipts | Expenditures | Adjustment | Balance 06/30/26 |
|---|---|---|---|---|---|
| Auto Body | 3,504.29 | 1,400.00 | (4,092.53) | | 811.76 |
| Business Management | 762.92 | 2,484.00 | (1,865.02) | | 1,381.90 |
| Criminal Justice | 394.02 | 0.00 | 0.00 | | 394.02 |
| Carpentry | 772.31 | 119.03 | (344.61) | | 546.73 |
| Computer Technology | 250.00 | 0.00 | 0.00 | | 250.00 |
| Cosmetology | 7,189.12 | 0.00 | 0.00 | | 7,189.12 |
| Food Preparation | 19,657.90 | 11,575.75 | (13,926.46) | | 17,307.19 |
| Food Truck | 5,315.87 | 0.00 | (354.47) | | 4,961.40 |
| Interest | 333.46 | 15.68 | 0.00 | | 349.14 |
| Machine Trades | 296.28 | 14,334.50 | (2,842.00) | | 11,788.78 |
| Plumbing | 3,874.18 | 0.00 | (48.40) | | 3,825.78 |
| Res/Ind Electrical | 68.02 | 1,492.50 | (683.98) | | 876.54 |
| Maint. General | 4,571.00 | 0.00 | 0.00 | | 4,571.00 |
| Welding | 4,697.53 | 100.00 | 0.00 | | 4,797.53 |
| **Total** | **51,686.90** | **31,521.46** | **(24,157.47)** | | **59,050.89** |

SCHUYLKILL COUNTY AVTS OPERATING AGENCY
SOUTH CENTER ACTIVITY ACCOUNT

## QUARTERLY REPORT - SOUTH CENTER ACTIVITY ACCOUNT

| Account | Balance 03/31/26 | Receipts | Expenditures | Adjustments | Balance 06/30/26 |
|---|---|---|---|---|---|
| DECA | 8,513.82 | 0.00 | 0.00 | | 8,513.82 |
| FFA | 2,935.69 | 0.00 | 0.00 | | 2,935.69 |
| eSports | 63.82 | 0.00 | 0.00 | | 63.82 |
| Interest | 338.03 | 12.36 | 0.00 | | 350.39 |
| Events - Santa - 5K Tech Trot | 25,137.22 | 4,684.00 | (2,774.19) | | 27,047.03 |
| Student Sponsors / Craft Sho | 2,857.50 | 650.00 | 0.00 | | 3,507.50 |
| SKILLS USA - VICA | 6,924.17 | 2,068.00 | (5,027.50) | | 3,964.67 |
| **Total** | **46,770.25** | **7,414.36** | **(7,801.69)** | | **46,382.92** |

SCHUYLKILL COUNTY AVTS OPERATING AGENCY
SOUTH CENTER SHOPS ACCOUNT

**YEARLY REPORT**

| Account | Balance 07/01/25 | Receipts | Expenditures | Adjustment | Balance 06/30/26 |
|---|---|---|---|---|---|
| Auto Body | 2,469.20 | 5,526.77 | (7,184.21) | | 811.76 |
| Business Management | 75.00 | 14,518.63 | (13,211.73) | | 1,381.90 |
| Criminal Justice | 394.02 | 0.00 | 0.00 | | 394.02 |
| Carpentry | (431.06) | 1,650.09 | (672.30) | | 546.73 |
| Computer Technology | 250.00 | 0.00 | 0.00 | | 250.00 |
| Cosmetology | 7,154.12 | 35.00 | 0.00 | | 7,189.12 |
| Food Preparation | 18,086.63 | 39,407.28 | (40,186.72) | | 17,307.19 |
| Food Truck | 5,724.49 | 0.00 | (763.09) | | 4,961.40 |
| Interest | 292.63 | 56.51 | 0.00 | | 349.14 |
| Machine Trades | 379.78 | 14,619.00 | (3,210.00) | | 11,788.78 |
| Plumbing | 3,857.97 | 91.20 | (123.39) | | 3,825.78 |
| Res/Ind Electrical | 500.25 | 3,412.60 | (3,036.31) | | 876.54 |
| Maint. General | 3,226.00 | 1,795.00 | (450.00) | | 4,571.00 |
| Welding | 4,297.53 | 500.00 | 0.00 | | 4,797.53 |
| **Total** | **46,276.56** | **81,612.08** | **(68,837.75)** | **0.00** | **59,050.89** |

SCHUYLKILL COUNTY AVTS OPERATING AGENCY
SOUTH CENTER ACTIVITY ACCOUNT

**YEARLY REPORT**

| Account | Balance 07/01/25 | Receipts | Expenditures | Adjustments | Balance 06/30/26 |
|---|---|---|---|---|---|
| DECA | 8,190.33 | 11,329.57 | (11,006.08) | | 8,513.82 |
| FFA | 3,935.69 | 0.00 | (1,000.00) | | 2,935.69 |
| eSports | 63.82 | 0.00 | 0.00 | | 63.82 |
| Interest | 300.70 | 49.69 | 0.00 | | 350.39 |
| Events - Santa - 5K Tech Trol | 23,253.06 | 10,206.53 | (6,412.56) | | 27,047.03 |
| Student Sponsors / Craft Sho | 7,601.20 | 7,002.00 | (11,095.70) | | 3,507.50 |
| SKILLS USA - VICA | 4,790.91 | 9,349.00 | (10,175.24) | | 3,964.67 |
| **Total** | **48,135.71** | **37,936.79** | **(39,689.58)** | | **46,382.92** |

**PATHWAY AGREEMENT FOR HIGH SCHOOLS, CAREER TECHNOLOGY CENTERS (CTC), AND CAREER & TECHNICAL EDUCATION (CTE) SENDING INSTITUTIONS BETWEEN**

**PENNSYLVANIA COLLEGE OF TECHNOLOGY**

**AND**

**SCHUYLKILL TECHNOLOGY CENTER**

## I. PURPOSE

The purpose of a Pathway Agreement is to demonstrate a valuable partnership between Pennsylvania College of Technology (Penn College) and a high school, career technology center (CTC) or career and technical education (CTE) sending institution.

This agreement establishes a mechanism for students of Schuylkill Technology Center to earn credit for the below defined coursework at Penn College in Caterpillar Equipment Technology (A.A.S.), Diesel Truck Technology (A.A.S.), Heavy Equipment Technology (A.A.S.), On-Site Power Generation Technology (A.A.S.), and Diesel Truck Maintenance Technician (Certificate).

## II. GOALS

A. To attract qualified students to Penn College who will enter with earned credit.
B. To provide a well-defined mechanism for students of Schuylkill Technology Center to earn Penn College credit for work completed at the high school, CTC or CTE sending institution.
C. To recruit students whose career goals include the acquisition of degrees offered at Penn College.

## III. ELIGIBILITY/ADMISSION REQUIREMENTS

Penn College will accept Schuylkill Technology Center coursework for Penn College credit for the courses listed in **Appendix A** if students meet the following requirements.

A. Students must have gained admission to Penn College and met placement requirements.
B. Students must complete coursework with a grade of B or better (3.0 or better on a 4.0 scale).
C. Penn College will accept Schuylkill Technology Center coursework for Penn College credit for students who enroll at the College within two (2) academic years of graduation from Schuylkill Technology Center.
D. Students must submit their final official Schuylkill Technology Center transcript to Penn College prior to enrollment in order to receive credit for their Schuylkill Technology Center coursework which identifies the completion of the Heavy Equipment Operations Program of Study/coursework.
E. Penn College will only consider those credits earned through Schuylkill Technology Center for the terms of this agreement. Students must request transcripts from additional institutions to be evaluated on an individual basis at Penn College.
F. Credits will post on the student's official academic transcript upon the successful completion of twelve (12) credits of academic work at Penn College. Whether Penn

College credits will be accepted by another college or university is at the discretion of the receiving college or university.

## IV. COURSE CREDIT OUTLINE

A. Appendix A will outline course by course transfer credit or block course equivalency as it relates to the coursework associated with this Pathway Agreement at Penn College.

## V. MARKETING AND PROMOTION

A. Marketing and promotion of this Pathway Agreement is the joint responsibility of both institutions. At a minimum:
   I. Both institutions should provide information about the Pathway Agreement in the appropriate prominent locations on their public websites and any internal sites.
   II. The sending institution should actively promote the Pathway Agreement with students and parents, counselors, teachers, college fairs, and marketing materials. Additionally, the sending institution will help ensure that students provide the proper documentation to Penn College.
   III. Penn College staff and/or faculty will visit the site or provide virtual meetings with students when/if it is mutually agreeable to both institutions.

## VI. UPDATES AND EXPIRATION

This Pathway Agreement has been reviewed and approved by those indicated on this signature page. A representative from each institution will inform the other party of any curriculum changes, which will then be reviewed to re-establish this Pathway Agreement. This Pathway Agreement is effective the date signed and will be reviewed annually by both institutions. Either institution may terminate the Pathway Agreement by notifying the other party.

**PATHWAY AGREEEMENT**

**SIGNATURE PAGE**

**PENNSYLVANIA COLLEGE OF TECHNOLOGY**

Dr. John Pecchia
Assistant Dean of Diesel Technologies & Natural Resources

John Pecchia

Signature

Sep 10 2026

Date

Ms. Joanna Flynn
Vice President for Academic Affairs & Provost

Joanna K Flynn

Signature

Sep 12 2026

Date

**SCHUYLKILL TECHNOLOGY CENTER**

Dr. Shannon Brennan
Director of Career & Technical Education

Signature

8/3/2026

Date

**APPENDIX A – COURSE EQUIVALENCIES**

| Schuylkill Technology Center Coursework | Penn College Coursework | Number of Credits |
|---|---|---|
| Medium/Heavy Vehicle and Truck Technology/Technician<br>CIP 47.0613 | DSM119: Fuel Systems<br>DSM141: Heavy Duty Brake Systems<br>HEO100: Tools, Hardware & Basic Safety | 2<br>2<br>2 |

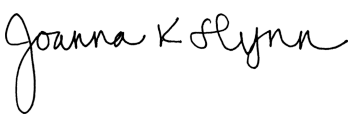
xodo sign
by apryse

# Audit Trail

## Document Details

| | |
|---|---|
| **Title** | Penn College_Diesel_SchuylkilTC_2026 |
| **File Name** | scan_cdc32_2026-09-10-10-40-00.pdf |
| **Document ID** | 9cd864bafd72466b806e0a059d7e54e4 |
| **Fingerprint** | a97576536d94522913bc431caf3df2ed |
| **Status** | Completed |

## Document History

| | | |
|---|---|---|
| **Document Created** | Document Created by Chuck Crews (cdc32@pct.edu)<br>Fingerprint: 038d20decf61290467bb479c7125f0f9 | Sep 10 2026<br>06:57PM UTC |
| **Document Sent** | Document Sent to John Pecchia (jpecchia@pct.edu) | Sep 10 2026<br>06:57PM UTC |
| **Document Viewed** | Document Viewed by John Pecchia (jpecchia@pct.edu)<br>IP: 199.87.1.248 | Sep 10 2026<br>07:02PM UTC |
| **Document Signed** | Document Signed by John Pecchia (jpecchia@pct.edu)<br>IP: 199.87.1.248<br> | Sep 10 2026<br>07:03PM UTC |
| **Document Sent** | Document Sent to Joanna Flynn (jflynn@pct.edu) | Sep 10 2026<br>07:03PM UTC |
| **Document Viewed** | Document Viewed by Joanna Flynn (jflynn@pct.edu)<br>IP: 199.87.1.170 | Sep 12 2026<br>08:56PM UTC |
| **Document Viewed** | Document Viewed by Joanna Flynn (jflynn@pct.edu)<br>IP: 72.152.84.200 | Sep 12 2026<br>08:56PM UTC |
| **Document Signed** | Document Signed by Joanna Flynn (jflynn@pct.edu)<br>IP: 199.87.1.170<br> | Sep 12 2026<br>08:56PM UTC |
| **Document Completed** | This document has been completed.<br>Fingerprint: a97576536d94522913bc431caf3df2ed | Sep 12 2026<br>08:56PM UTC |

Processed by xodo sign

**PATHWAY AGREEMENT FOR HIGH SCHOOLS, CAREER TECHNOLOGY CENTERS (CTC), AND CAREER & TECHNICAL EDUCATION (CTE) SENDING INSTITUTIONS BETWEEN**

**PENNSYLVANIA COLLEGE OF TECHNOLOGY**

**AND**

**SCHUYLKILL TECHNOLOGY CENTER**

This pathway agreement establishes a mechanism for students of Schuylkill Technology Center to earn credit for the below defined coursework at Penn College in Caterpillar Equipment Technology (A.A.S.), Diesel Truck Technology (A.A.S.), Heavy Equipment Technology (A.A.S.), On-Site Power Generation Technology (A.A.S.), Heavy Equipment Operator Technology (A.A.S.), and/or Diesel Truck Maintenance (certificate).

| Schuylkill Technology Center Coursework | Penn College Coursework | Number of Credits |
|---|---|---|
| Medium/Heavy Vehicle and Truck Technology/Technician<br>CIP Code: 47.0613<br><br>**Must present Completer status from CTC* | DSM141: Heavy Duty Brake Systems<br><br>DSM119: Fuel Systems<br><br>HEO100: Tools, Hardware & Basic Safety | 2 Credits<br><br>2 Credits<br><br>2 Credits |

**Additional Transfer Information**

- Students must have gained admission to Penn College and met placement requirements.
- Students must complete coursework with a grade of B or better (3.0 or better on a 4.0 scale).
- Penn College will accept the Schuylkill Technology Center coursework for Penn College credit for students who enroll at the College within two (2) academic years of graduation from Schuylkill Technology Center.
- Students must submit their final official Schuylkill Technology Center transcript to Penn College prior to enrollment in order to receive credit for their Schuylkill Technology Center coursework which identifies the completion of the Heavy Equipment Operations Program of Study/coursework.
- Penn College will only consider those credits earned through Schuylkill Technology Center for the terms of this agreement. Students must request transcripts from additional institutions to be evaluated on an individual basis at Penn College.
- Credits will post on the student's official academic transcript upon the successful completion of twelve (12) credits of academic work at Penn College. Whether Penn College credits will be accepted by another college or university is at the discretion of the receiving college or university.

**Agreement formalized September 2026**

# Schuylkill Technology Centers

SCHUYLKILL TECHNOLOGY CENTER

# Secondary Program Course Catalog 2026-2027

## North Campus




101 Technology Drive
Frackville, PA 17931
570-874-1034

## South Campus




15 Maple Avenue
Mar Lin, PA 17951
570-544-4748

STC South Annex | 17 Maple Avenue | Mar Lin, PA 17951
570-544-9131 ext. 2399

*Visit us on the web:* www.stcenters.org

# Schuylkill Technology Center Board of Directors

## Officers

**President**
**Scott Jacoby**
Schuylkill Haven Area School District

**Vice-President**
**Roy Heim**
Blue Mountain School District

**Secretary**
**Jaime Zimerofsky**

**Treasurer**
**Michael Holobetz**
Saint Clair Area School District

## Members

**Michael Leiter**
Williams Valley School District

**Michael Mistishen**
Mahanoy Area School District

**Allison Vance**
Tri-Valley Area School District

**David Frew**
Pine Grove Area School District

**Bob Thomas**
Pottsville Area School District

**Christopher Bowers**
Minersville Area School District

**John Petritsch**
Shenandoah Valley School District

**Larry Wittig**
Tamaqua Area School District

**Glenn Weist**
North Schuylkill School District

## Administration

**Shannon Brennan**
Director of CTE
sbrennan@stcenters.org

**Chris Groody**
Admin-North Campus
grooc@stcenters.org

**Stacey Minahan**
Admin-South Campus
minas@stcenters.org

SCHUYLKILL TECHNOLOGY CENTER

# STC Faculty & Staff

## North Campus

**Instructors:**

Automotive Technology - Steve Homola
Carpentry Technology - Allen Wolff
Culinary Arts - Scott Reichert
Diesel Technology - Thomas Buff
Early Childhood Care & Education - Jeanette Tobin
Electromechanical Technology– Jason Smith
Emerging Health Professionals - Allison Misstishin
Health Careers - Michelle Chicora
HVAC - Derek Bennett
Itinerant Support - Jennifer Pisarz
Itinerant Support - Jennifer Wollyung
Masonry Technology - Scott Allvord
Outdoor Power Technology - Jason Wright
Social Studies - William Mack
Social Studies – John Gower

**Student Services:**

Co-op Coordinator - TJ Fitzpatrick
Nurse - Liz Wolff
School Counselor - Tracey Picht
Social Worker - Gretchen Witman

**Support Staff:**

Guidance Secretary – Megan Lucas
Secretary - Theresa Holley
Secretary - Michele Yasenchak

## South Campus

**Instructors:**

Business Management - Brandon Horan
Carpentry Technology - Philip Kintzel
Collision Repair Technology - Jesse Krasnitsky
Computer Information Systems - Kyle Moran
Cosmetology—Krystal Thomas
Criminal Justice - Jonathan Flynn
Culinary Arts -Greg Lieberman
Itinerant Support—Gary Hess
Itinerant Support - Caroline Barnhart
Supply Chain & Warehouse– Nicole Lubinsky
Plumbing & Heating Technology - Robert Greiner
Precision Machining Technology - Frederick Cicero
Residential/Industrial Electricity - David Hess, Jr
SOC Food Services - Thomas Wood
Social Studies - Mackenzie Francis
Social Studies - Jeremy Stock
Welding Technology - Doug Del Conte

**Student Services:**

Co-op Coordinator - TJ Fitzpatrick
Nurse - Sarah Jackson
School Counselor - Tracey Picht
Social Worker - Gretchen Witman

**Support Staff:**

Guidance Secretary -Ruth Maberry
Secretary - Kathy Dalton
Secretary - Lisa Bickleman

# Table of Contents


Table of Contents.....4
Our Mission.....5
About Our School.....6
Recommended Academic Coursework.....6
Application & Admission Requirements...6
Scheduling Options.....7
Non-Traditional Career.....7
Certificates of Competency.....7
Articulation & Dual Enrollment Agreements..7
SOAR.....8
Students Occupationally and Academically Ready
Student Organizations.....8
Student Services.....9
Cooperative Education.....10
Diversified Occupations.....11
Students and National Exams.....12
**Career Clusters and Programs**
Academics.....14
Social Studies.....15
Architecture and Construction.....16
Carpentry Technology.....17
Masonry Technology.....18
Plumbing & Heating Technology.....19
Heating, Air Conditioning, & Ventilation....20
Residential/Industrial Electricity.....21
Health Science.....22
Health Careers.....23
Emerging Health Professionals.....24
Hospitality & Tourism.....26
Culinary Arts.....27
Human Services.....28
Cosmetology.....29
Early Childhood Care & Education.....30
Information Technology.....31
Computer Information Systems.....32
Law, Public Safety & Security.....33
Criminal Justice.....34
Manufacturing.....35
Electromechanical Technology.....36
Precision Machining Technology.....37
Welding Technology.....38
Marketing Sales & Service.....39
Marketing & Business Management...40
Transportation,Distribution&Logistics..41
Automotive Technology.....42
Collision Repair Technology.....43
Diesel Engine Technology.....45
Supply Chain & Warehouse.....46
Outdoor Power Technology.....47
STC Faculty & Staff.....48
Administration.....48
Support/Student Services.....48
Service Occupation Cluster.....49
SOC Food Services .....49
STC Faculty & Staff.....51

# About our School

The Schuylkill Technology Center is an elective option of high school course selection designed to provide the basic technical skills to assist all students to prepare for a career in tomorrow's high-tech workforce and enable students to get a "head start" on post-secondary careers. Programs offer basic entry-level skills with "hands-on" training on computerized and technical equipment. All Schuylkill Technology Center's Programs of Studies have articulation agreements to various post-secondary higher education institutes, thus providing for advanced placement and advanced skill opportunities. More information regarding program of studies and articulation agreements can be obtained from the Schuylkill Technology Center's Guidance Department at 570-544-4748 or 570-874-1034 or on the web at ***www.stcenters.org.***

STC offers career and technical education with the support of the following 12 sponsoring school districts: Blue Mountain, Mahanoy Area, Minersville, North Schuylkill, Pine Grove, Pottsville, Saint Clair, Schuylkill Haven, Shenandoah Valley, Tamaqua, Tri-Valley, and Williams Valley. Schools outside of the county may enroll students in STC for a fee.

STC operates two campuses located in Frackville and Mar Lin. Students have the opportunity to choose from 22 programs of study. Campus assignments are determined by student's program of choice.

| Subject | 9th Grade | 10th Grade | 11th Grade | 12th Grade |
|---|---|---|---|---|
| Technical 1320 Hours | Programs of Study | Programs of Study | Programs of Study | Programs of Study |
| English | College Prep English I | College Prep English II | College Prep English III | College Prep English IV |
| Math | Algebra I | Algebra II | Geometry | College Prep Math (recommended) |
| Science | Biology | Chemistry | Physics | |
| Humanities | Civics | U.S. History | World History | |
| Other | Foreign Language I (recommended | Foreign Language II (recommended) | | |

## Application & Admission Requirements

Students in grades 9, 10, 11, and 12 who reside in the 12 participating school districts may attend the Schuylkill Technology Center. Students can attend for one, two, three or four semesters. Students may enter as 9th graders and stay for four semesters over a four-year period.

Applications can be found on the STC website and are submitted electronically. Students can contact their school counselor for assistance in completing the STC application. Students who live in Schuylkill County and attend parochial schools, private schools, charter schools, or are home schooled need to contact the school district in which they reside to obtain enrollment procedures.

Prospective students must complete the STC application to be considered for admission. Each application will be reviewed by STC Administration and Student Services staff members. Each application is scored using the application rubric which is based on academics, attendance, and discipline. Admission is granted based on an applicant's rubric score and pre-determined district slot allocations. If all of the district's slots are utilized, the remaining applicants are then placed on a waiting list for potential placement as openings occur in those programs.

***Students who have been in alternative placement should demonstrate successful completion of at least one semester at home school prior to admission to STC.***

## Scheduling Options

STC operates on a semester-about scheduling model. Students are enrolled for one semester at STC; the other semester at the sending district. Session assignment is based on the district in which the student resides and available openings.

**Successful applicants to Schuylkill Technology Center should:**

- Express a desire to learn a trade and a desire to attend Schuylkill Technology Center
- Work independently with minimal supervision to complete a task
- Stay focused on class work and assignments for extended periods of time
- Get along with fellow students and co-workers
- Deal with individuals with different work styles and points of view
- Resolve conflicts in an appropriate manner other than physical or verbal abuse
- Follow multiple step verbal directions
- Perform basic math operations (addition, subtraction, multiplication, division)

## Non-Traditional Career

Non-traditional career choices can provide professional and personal satisfaction, greater potential for employment, higher salaries and benefits, greater potential for advanced training, and a greater possibility for promotion within your chosen career.

## Certificates of Competency

Students earn a STC certificate of completion when they successfully complete a minimum of 3 semesters (9 credits) in their Program of Study.

The Pennsylvania Department of Education requires that all students take an end-of- program exam as a senior. The National Occupational Competency Institute (NOCTI) or an equivalent exam will occur during the last month of the senior year. Students who exceed an established "cut score" will be awarded a Pennsylvania Skills Certificate recognizing their achievement (For more information regarding PDE required end-of-program exams refer to Students and National Exams). All students will receive their high school diploma from their home school districts.

## Articulations and Dual Enrollment Agreements

College is an option for all students who attend Schuylkill Technology Center. A large percentage of STC students continue their education at two and four year colleges/universities/technical institutions, apprenticeship programs and other post-secondary schools.

Articulation agreements between secondary and post-secondary schools are cooperative arrangements for granting admission and advanced college credits to students who are continuing their education from one institution to the other. Articulation agreements recognize a student's mastery of college-level learning during his or her high school program of study. Schuylkill Technology Center has articulation agreement with a wide range of college and technical schools. State-wide articulations offer STC students at a minimum 3 to 12 advance credits in selected post-secondary schools (www.collegetransfer.net ). Schuylkill Technology Center has established additional articulations with various post-secondary colleges and technical schools.

Dual enrollment courses allow students to receive both high school credit and college credits. Please refer to the specific program description for details on the post-secondary institutions that provide advanced credit. Schuylkill Technology Center's website (www.stcenters.org) provides the most up-to-date listing of Articulations & Dual Enrollment Agreements.

## Students Occupationally and Academically Ready
## www.education.state.pa.us

**SOAR** programs of study prepare today's student for tomorrow's high demand and high wage careers.

**SOAR** is built on programs of study (POS) that incorporate secondary and postsecondary education elements and include coherent and rigorous academic and technical content aligned with Pennsylvania's challenging academic standards.

**SOAR** Agreement Articulation for advanced credit transfer is made possible when Perkins-allocated postsecondary institutions and Pennsylvania secondary schools offering SOAR programs agree to the terms and conditions stated in the Perkins Statewide Articulation Agreement.

**SOAR Mission**
The mission of SOAR is to prepare students for college and careers in a diverse, high-performing workforce.

**SOAR Benefits**

- Saving Money on College Tuition
- Saving Time by Shortening College Attendance
- Getting on the Right Career Pathway
- Getting Consistent Education

**SOAR Articulation**
SOAR credits are accepted at higher education institutions.

## Student Organizations

Schuylkill Technology Center's students are encouraged to participate in athletics and extra-curricular activities at their home school districts. Students attending STC will have opportunities to develop leadership skills in the career and technical organizations. Each organization fosters leadership, community service, and cooperative interaction among students. Skills competitions, service projects, special events, and social activities are included in the organizations.

**Skills USA** is a partnership of students, teachers and industry working together to ensure America has a skilled work force. Skills USA helps each student excel. Skills USA is a national nonprofit organization serving teachers and high school and college students who are preparing for careers in trade, technical and skilled service occupations, including health occupations. It was formerly known as VICA (Vocational Industrial Clubs of America). Skills USA serves as the school's student government. Students participate in community service and competitions.

**National Technical Honor Society (NTHS)** is open to 11$^{th}$ and 12$^{th}$ grade students that meet certain requirements. NTHS encourages higher scholastic achievement, cultivates a desire for personal excellence, and helps top students find success in today's highly competitive workplace.

**Distributive Education Clubs of America (DECA)** is open to students enrolled in the Marketing program. DECA prepares emerging leaders and entrepreneurs in marketing, finance, hospitality and management in high schools. Students participate in community service and competitions.

**HOSA - Future Health Professionals** is to develop leadership and technical HOSA skill competencies through a program of motivation, awareness and recognition, which is an integral part of the Health Science Education instructional program.

**Student Ambassador Program** is open to students who are interested in developing leadership skills. Ambassadors serve as a liaison between STC, the sending districts, and the community.

## Student Services

The Student Services for Schuylkill Technology Center plays a critical role in supporting the educational, emotional and social development of all students in relation to their total educational experience. The Student Services for Schuylkill Technology Center cooperates with participating school districts counselors to coordinate guidance and support services for students. The services are available to students and provided by STC staff:

**Career Guidance and Counseling**
Schuylkill Technology Center's School Counselor assists students in becoming successful students in school, at work, and in their community. Individual and group counseling is available to help students plan future employment or higher education. Information concerning educational opportunity (financial aid, scholarships, post-secondary institutions, military opportunities, etc.) is available in the guidance office. Students are encouraged to consider careers that are non-traditional to their gender. STC School Counselor coordinates and proctors the National Occupational Competency Institute (NOCTI) exam and NIMS exam.

**Social Services**
Schuylkill Technology Center's Social Worker provides individual or group mental health services to STC students, particularly those who receive treatment via their Individual Educational Plans (IEP's). Psychological support is provided to any student that may need assistance either with a psychological or social issue that impedes his or her learning. The school social worker promotes and enhances the overall academic mission of STC by providing services that strengthen home/school/community partnerships as well as intervention strategies to facilitate a stable learning environment for all students.

**Special Education**
Based on specially designed instruction and accommodations, identified students receive academic and emotional support within the regular CTE shops and pulled-out as needed. Special Edu-cators work collaboratively with shop teachers to address the various level tasks and completion of planned courses and to provide a better understanding of the effects of various disabilities in the vocational environment. Each instructor is made aware of the individual needs of his/her students and obtains a copy of the Individual Education Plan. Assistance is provided to assure compliance with the IEP. Supplemental support is also provided for the students by instructional aides in each vocational shop.

**School-to-Work Programs (Bridging the Gap)**
The Cooperative Education Program at Schuylkill Technology Center (STC) is designed to provide students with work-based learning opportunity directly related to their occupational program of study. A certified coordinator is responsible for placement, paperwork, on-site visitations, and evaluation of students between the employer and the occupational instructor.

This is a structured program that combines school-based learning with a work-based component and is a partnership among students, parents/guardians, schools, and employers. Co-op is usually a paid work or internship experience; however, unpaid work experiences also comprise a portion of the Cooperative Education Program. Participation in the program is a privilege, and the student must be recommended by the occupational instructor for placement. Eligibility is determined by an evaluation of grades, attendance and punctuality, career goals, attitude, and other factors as deemed necessary.

**Pre-Apprentice Program**
The STC Pre-Apprenticeship program held in cooperation with the International Brotherhood of Electrical (IBEW) workers is delivered via in-person / on-line (student driven) Hybrid instruction. The curriculum is a mixture of theory and hands-on instruction that delivers year one of the five year IBEW journeyman Electrician content. The program is delivered by STC Electrical Instructor, Lifelong Learning Center, IBEW and the Schuylkill Chamber of Commerce. Students entering the 12th grade who successfully complete the program will be guaranteed an interview into the registered Apprenticeship at IBEW Local 743. The program runs in a twilight format, from 2-4pm Tuesday, Wednesday, & Thursday throughout the school year as well as during the regular school day for Level III or IV Residential Industrial Electrical students.

## Cooperative Education (Capstone) Guidelines:

(STC Cooperative Education operates under the Pennsylvania Department of Education guidelines entitled "Cooperative Education Guidelines for Administration.")

1. A Cooperative Education experience must relate to a student's program of study.
2. All Co-op student candidates must maintain an 80% or better in their program of study and have 75% or more tasks completed.
3. A Co-op student candidate must be recommended by their STC instructor.
4. A Co-op student candidate must produce a resume (as per STC format).
5. All Co-op student candidates will be interviewed by the Co-op Coordinator before the application process begins.
6. Students under the age of 18 must obtain a "Work Permit" from the sending district.
7. All Forms must be completed before a student begins a Cooperative Education work related program.
8. The student is responsible for his/her own transportation to and from employment; proof of a current driver's license and auto insurance is required. If transportation is provided by another party, the "Alternative Transportation" form must be completed and signed.
9. A Cooperative Education student must comply to all school and job site attendance requirements; if unable to report to work, the student must notify the employer and the Co-op Coordinator before the start of the normal workday.
10. The Cooperative Education student is not to report to work when suspended from school.
11. The Cooperative Education student will continue to work to complete POS tasks and related assignments when back in attendance in their CTE program.
12. The Cooperative Education student agrees to diligently continue to work toward completion of the STC Portfolio project. Home school senior project, if applicable, the NOCTI exams (both written and performance) or any other industry related testing as part of his/her CTE program.
13. If a Cooperative Education student is not scheduled for work or there is inclement weather, he/she must report to STC for a normal day of instruction.
14. MEETINGS the Cooperative Education student is expected to report to STC for all related Co-op meetings as designated by the Co-op Coordinator.
15. The Cooperative Education student will adhere to all company work site policies, *specifically all safety regulations.*
16. The Cooperative Education student agrees to report any change in job status or related work site problems to both the mentor/job supervisor and the Co-op Coordinator,
17. If the Cooperative Education student quits a Co-op job or is fired, they must report back to STC and immediately contact the Co-op Coordinator.
18. The Cooperative Education Coordinator will visit and monitor the student learner's progress throughout the duration of the Capstone placement.
19. A "Training Agreement" outlining the student learner's job responsibilities and POS tasks will be jointly developed by the employer and Cooperative Education Coordinator.
20. Capstone student learner attendance and evaluation are the responsibility of the employer during the Cooperative Education Capstone program duration.
21. An STC student learner will only be placed on work sites where the employer is subject to the Fair Labor Standards Act, the Pennsylvania Minimum Wage Laws, the Worker's Compensation Act, and all Child Labor Laws.

**Schuylkill Technology Center Cooperative Education Programs**

**Job Shadow** - All STC students may observe (shadow) an employee in a business, industrial, or professional job setting for one day (per POS job title). The "Job Shadowing" experience provides the student learner with specific information related to an occupation. This is a non-paid program with no hands-on work activities. Students are required to complete a daily log for each job shadow experience.

**Internship** - All STC students are eligible for an internship experience pending their Program of Study task listing is currently up to date (min. 50% required). This short-term work-based program provides specific "hands-on" training related to the student's occupational studies. An internship may be a paid or unpaid experience and one to two weeks in length.

**Clinical** - Students in designated STC programs may participate in a clinical experience which is directly related to his/her occupational area as outlined in the course curriculum. Clinical programs are supervised by certified staff. Some clearances and physical tests are required

**Cooperative Education (Capstone)** - Students cap off their formal in-school career and technical education with a related employment experience at a school approved work site. STC students must be recommended for a paid "Capstone" job experience by their Instructor, Home School and STC staff. A minimum of 80% POS tasks must be complete before applying for Capstone. The Capstone program is recommended for grade 12 (Level 3) students who are competent and demonstrate responsibility to proudly represent STC out in the workforce. However, a student may be eligible for Capstone in 11th grade during the last 45 days of a semester if specific criteria is met.

## Schuylkill Diversified Occupations

Students currently attending Schuylkill County school districts have the option to participate in a "Diversified Occupations" program during their senior year offered through the supervision of the Schuylkill Technology Center. The Diversified Occupations (D.O.) one-year program prepares students to develop marketable workforce skills through related theory assignments and job training connected with actual employment opportunities. Students must be legally employed for a minimum of 15 hours per week. A secondary student may apply for admission to the D.O. program under the following conditions: (1) STC does not offer a related occupational training program, (2) STC program enrollments are to capacity, or (3) inability to meet entrance requirements for other existing vocational programs. Specific student eligibility requirements include the following:

Parent/guardian approval
Full endorsement from sending district administration / staff
An approved job site (with worker's compensation insurance)
Transportation (to and from the job site)
Valid PA driver's license and insurance
Appropriate work dress
Required Personal Protective Equipment (PPE)
Necessary tools and/or equipment
STC/Employer Training Agreement
STC/Employer Training Plan

The Diversified Occupations program is supervised by the STC Cooperative Education Coordinator, who will also administer one required 90-minute related theory class bi-monthly, which will include related workforce topics such as resume development, work ethics, and workplace safety. The employer and D. O. Coordinator will produce a "Training Plan" outlining the student's job-related tasks and responsibilities connected to current industry standards and OSHA safety regulations. Student evaluation will be determined by related theory assignments, and employer evaluations from the job site.

## Students and National Exams

Pennsylvania utilizes two methods of measuring the occupational competency of career and technical education students. The two methods are assessments from the National Occupational Competency Testing Institute (NOCTI) and the National Institute of Metalworking Skills (NIMS).

### National Occupational Competency Testing Institute /NOCTI

PDE requires all secondary concentrators ) who are anticipated to graduate in approved career and technical education programs and completes at least two state-defined CTE courses– completing means passed the course and earned credit for which there is a test available, to take a state-approved occupational competency test in order to meet the requirements of the *Carl D. Perkins Career and Technical Education Improvement Act of 2006* and Chapter 4 of Title 22. This includes Special Education and Tech Prep students. All concentrators who participated in the PSSA testing are expected to also participate in the student occupational competency testing. NOCTI Job Ready Assessments are composed of two sections – written and performance. The written test consists of approximately 180 multiple choice questions that can be answered in 90 to 120 minutes. All NOCTI written tests are required to be taken online. The performance test typically takes two to three hours to administer.

Accountability of school programs becomes more significant each year to students, instructors, parents, administrators, school boards and the Department of Education. The tests used in this testing program are based on state, national and/or industry-based standards. NOCTI tests are designed around criteria for job readiness. Pennsylvania has developed statewide cutoff scores to establish a competency standard which reflects those skills employers expect from entry-level workers.

Students with Individual Education Plans (IEPs) must be included in the testing process. The *Individuals with Disabilities Education Improvement Act* (IDEIA 04) and the *Improving America's Schools Act* mandate that students with disabilities be included in state- and district-wide assessments. If a student with an IEP participates in the PSSA and Keystones statewide testing, then that student will also participate in this occupational competency testing program. Allowable accommodations for all students are described in the *PSSA and PSSA -M Accommodations Guidelines*. Students who take the PASA are exempted from participating in the occupational testing program.

NOCTI collaborated with the National College Credit Recommendation Service (NCCRS) to evaluate several of its assessments. Experienced industry experts and professors evaluated the rigor of the NOCTI assessments to translate the content into college credit equivalencies. Students must meet a 70% benchmark on an approved NOCTI multiple-choice assessment to be eligible.

| Test Portion 1 written or performance | Test Portion 2 written or performance | Pennsylvania Certificate Level Achieved | Certificate Earned |
|---|---|---|---|
| Advanced | Advanced | Advanced Level | PA Skills Certificate |
| Advanced | Competent | Competent Level | Competent Certificate |
| Competent | Competent | Competent Level | Competent Certificate |
| Competent | Basic | Basic Level | No Certificate |
| Basic | Basic | Basic Level | No Certificate |
| Advanced | Basic | Basic Level | No Certificate |

The above criteria is used to determine who receives the Pennsylvania Skills Certificate. The per-performance levels for career and technical education are Basic, Competent and Advanced. Students who achieve the Advanced Level cut score will receive a Pennsylvania Skills Certificate. Students who achieve the Competent Level cut score will receive a Certificate of Competency.

**Advanced Level** – This level reflects mastery of competence and understanding of academic/career and technical skills and knowledge required for advanced placement in employment and/or postsecondary education.
**Competent Level** – This level reflects a solid acquisition of academic/career and technical skills and knowledge required to enter employment and/or postsecondary education.
**Basic Level** – This level reflects an adequate attainment of academic/career and technical skills and knowledge required to enter employment or postsecondary education. Students with this score "would function at an entry level, but would require some assistance on the job."

**National Institute of Metalworking Skills /NIMS**
The NIMS assessments are drawn from industry-validated metalworking standards. Both performance and theory (written) assessments are developed and piloted by the industry.
The PDE and NIMS have partnered to provide NIMS testing in eleven Level I metalworking credential areas. This includes both performance and theory exams. These certification areas include: (1) Measurement, Materials and Safety; (2) Job Planning, Benchwork and Layout; (3) Manual Milling; (4) Manual Turning Between Centers; (5) Manual Turning with Chucking; (6) Manual Surface Grinding; (7) Manual Drill Press Operations; (8) CNC Turning: Programming Setup and Operations; (9) CNC Milling: Setup and Operations; (10) CNC Turning: Operator and (11) CNC Milling: Operator.

In order to achieve a Pennsylvania Skills Certificate, a student must pass FOUR or more credentialing tests before graduation, with at least THREE from Manual Milling; Manual Turning Between Centers; Manual Turning with Chucking; Manual Surface Grinding; Manual Drill Press Operations; CNC Turning: Programming Setup and Operations; CNC Milling: Setup and Operations; CNC Turning: Operator; CNC Milling: Operator (Numbers 3-11 from above).

In order to achieve a Certificate of Competency, a student must pass THREE or more credentialing tests before graduation, with at least TWO from Manual Milling; Manual Turning Between Centers; Manual Turning with Chucking; Manual Surface Grinding; Manual Drill Press Operations; CNC Turning: Programming Setup and Operations; CNC Milling: Setup and Operations; CNC Turning: Operator; CNC Milling: Operator (Numbers 3-11 from above).
In order to achieve the Basic Level, a student must pass TWO or more credentialing tests before graduation, with at least ONE from Manual Milling; Manual Turning Between Centers; Manual Turning with Chucking; Manual Surface Grinding; Manual Drill Press Operations; CNC Turning: Programming Setup and Operations; CNC Milling: Setup and Operations; CNC Turning: Operator; CNC Milling: Operator (Numbers 3-11 from above).

A student who does not meet the minimum for the Basic Level will be classified as achieving Below Basic.

Performance tests will be administered locally by each school in accordance with the NIMS policies and procedures as contained in the *Procedures Manual for NIMS Credentialing Program Machining Level I & II*. The performance portion requires the machining of a part in accordance with the NIMS specifications for that respective credential area. The performance will be evaluated locally using the above procedures. Costs of materials and supplies required for the performance portion of the test are the responsibility of the school.

# Academics

## Social Studies

### American Studies I

### American Studies II

### Civics/Economics

### World Studies

Social Studies is the "integrated study of the social sciences and humanities to promote civic competence. Social Studies is most commonly recognized as the name of a course or set of courses taught in schools, but may refer to the study of particular aspects of human society. In high schools, the Social Studies curriculum becomes more discipline-based and content-specific. It includes various fields which involve past and current human behavior and interactions.




# Social Studies

**Instructors: William Mack & John Gower (North Campus)**
**Mackenzie Francis & Jeremy Stock (South Campus)**

Social Studies is offered to all students enrolled at the Schuylkill Technology Center. One credit per semester will be awarded for each social studies course successfully completed. Courses offered meet individual district requirements.

### AMERICAN STUDIES I- 1cr

American Studies is a course that focuses on the history of the United States from 1776 to 1914 (American Revolution through American Imperialism). Through readings, literature excerpts, political cartoons, simulations, technology projects and more, students will gain insight into the nation's past by examining period accounts and first- person voices. Students will use varied resources to examine the links and make connections between events being studied in the textbook/learning guides and events that are taking place today. The major focus is the state history standards: content, chronology, analysis, and interpretation. Related concepts found in the state civics, economics, and geography standards are a supporting focus.

### AMERICAN STUDIES II- 1cr

American Studies is a course that focuses on the history of the United States from 1914 to present (World War I through Modern America). Through readings, literature excerpts, political cartoons, simulations, technology projects and more, students will gain insight into the nation's past by examining period accounts and first-person voices. Students will use varied resources to examine the links and make connections between events being studied in the textbook/learning guides and events that are taking place today. The major focus is the state history standards: content, chronology, analysis, and interpretation. Related concepts found in the state civics, economics, and geography standards are a supporting focus.

### WORLD STUDIES - 1cr

World Studies is a course focusing on the diverse ways of life found around the world. Through study of the pertinent issues to the major regions of the world, students will recognize and evaluate the relationships between people, places, regions, and environments. Students will further explore how physical environments affect human events and build a global perspective that allows them to understand the connections between global and national issues. The major focus is the state's geography standards: maps, environments, places, and regions. Related concepts found in the state civics, economics, and history standards are a supporting focus.

### CIVICS/ECONOMICS - 1cr

Civics/Economics is a course that is comprised of two disciplines. Economics is a course that teaches students how to make reasoned economic choices and provide ways they can effectively participate in an increasingly competitive and interdependent global economy. Students will assess the impact of market influences and governmental actions on our economy through the use of real-world economic applications and analyze how different economic systems interact. In Civics, students will learn about the basic freedoms traditionally enjoyed by American citizens and about the qualities of a good citizen. Students will explore issues about U.S. citizenship and their rights and responsibilities and roles in their communities by putting them in decision-making simulations and assessments that will enable them to acquire the skills necessary to participate in our democratic processes. The major focus of the course is state civics (government, politics, participation, citizenship) and economics (microeconomics, macroeconomics, economic systems, international trade) standards. Related concepts found in the state geography and history standards are a supporting focus. In order to pass this course a required town meeting project must be done.

The final examination pass rate will be reported in compliance with Act 35.

## Program Requirements/Costs (approximate)

One 3 Ring Binder (2“)..... $10.00

Writing Utensils ……..$1.00 to $5.00
Pen (black/blue ink)
Pencil

Dividers……..……...…$1.00 to $5.00
(Varies by Instructor)

# Architecture & Construction

## Carpentry Technology

## Masonry Technology Plumbing & Heating

## Technology

## Heating, Air Conditioning & Ventilation

## Residential Industrial Electricity

Architecture & Construction include careers in designing, planning, managing, building, and maintaining the built environment.




# Carpentry Technology (CIP Code 46.0201)

**Instructors: Allen Wolff (North Campus)**
**& Philip Kintzel (South Campus)**

An instructional program that prepares individuals to apply technical knowledge and skills to lay out, fabricate, erect, install and repair structures and fixtures using hand and power tools. This program includes instruction in common systems of framing, construction materials, estimating, blueprint reading and finish carpentry techniques.

## Programs of Study

| | |
|---|---|
| **Carpentry I** | **Hours** |
| Safety/Occupational Orientation | 60 |
| Hand Tools | 80 |
| Estimation | 50 |
| Power Tools | 130 |
| Blueprint Reading | 40 |
| **Carpentry II** | **Hours** |
| Safety/Occupational Orientation/Hand Tools | 10 |
| Blueprints Reading | 10 |
| Safety/Occupational Orientation/Power Tools | 20 |
| Site Prep Layout | 50 |
| Footings & Foundations | 80 |
| Framing—Floor Construction | 80 |
| Framing—Wall Construction | 70 |
| Framing—Roof Construction | 40 |
| **Carpentry III** | **Hours** |
| Safety/Occupational Orientation/Hand Tools | 10 |
| Safety/Occupational Orientation/Power Tools | 20 |
| Blueprints Reading | 10 |
| Framing-Roof Construction | 40 |
| Exterior Finish | 140 |
| Interior Finish | 140 |
| **Carpentry IV** | **Hours** |
| Safety/Occupational Orientation/Hand Tools | 10 |
| Safety/Occupational Orientation/Power Tools | 20 |
| Blueprints Reading | 10 |
| Interior Finish | 60 |
| Remodelng | 60 |
| Energy Efficiency | 80 |
| Estimation | 120 |

## CAREER PATHWAYS

- Carpenter
- Construction Laborer
- Helpers – Carpenter
- Rough Framing Carpenters
- Construction Carpenter
- Drywall & Ceiling Tile Installers
- Roofers

## INDUSTRY CERTIFICATIONS

- Hilti Power Actuated Operator's License
- National Association of Home Builders Certification
- National Registry Certification —HBI
- NOCTI Certification—Carpentry (*National College Credit Recommendation Service)
- OSHA 10
- Werner Ladder & Pump Jack Certification

**STC has Articulation Agreements with the following post-secondary schools:**
Clarion University of PA, Commonwealth Technical Institute, Delaware County Community College, Harrisburg Area Community College, Johnson College, Lehigh Carbon Community College, Orleans Technical Institute, Thaddeus Stevens College of Technology, Triangle Tech, Johnson's College

## Program Requirements/Costs (approximate)

3" 3 Ring Binder .....$10.00
25' Tape Measure ..... $12.00
Carpenter Pencils ..... $5.00
Light Blue T shirt (NORTH).....$10.00
Light Brown T shirt (SOUTH).....$10.00
Dickie's Carpenter Pants.....$30.00
Work Boots and Pants ..... $60.00
6' Folding Rule .....(Optional) ..... $15.00
Builder's Calculator……..(Optional) ..... $50.00
Carpenter's Tool Belt……(Optional) ..... $20.00

## Program Entrance Recommendations

Ability to work independently and as a team
Basic computer skills
Be able to climb, lift, bend, and stand for prolonged periods of time
Demonstrate responsibility & safety on a job site
Geometry/Algebra I
Reading at grade level

# Masonry Technology (CIP Code 46.0101)

**Instructor: Scott Allvord (North Campus)**




An instructional program that prepares individuals to apply technical knowledge and skills in the laying and/or setting of brick, concrete block, glass block, hard tile, marble and related materials using trowels, levels, hammers, chisels and other hand tools.

## CAREER PATHWAYS

- Brick Masons & Block Masons
- Helpers—Brick Masons, Block Masons, Stone Masons
- Cement Masons & Concrete Finishers
- Tile & Marble Setters

## INDUSTRY CERTIFICATIONS

- National Registry Certification —HBI
- NOCTI Certification —Masonry/Masonry PA
- Residential Construction Academy (RCA)
- OSHA 10

## STC has Articulation Agreements with the following post-secondary schools:

Thaddeus Stevens College of Technology.

## Programs of Study

| **Level I** | **Hours** |
|---|---|
| Safety/Occupational Orientation Demonstrate | 40 |
| the Safe Use of Hand Tools Demonstrate the | 100 |
| Safe Use of Power Tools Estimate Masonry | 40 |
| Materials | 20 |
| Read Blueprints | 40 |
| Demonstrate Proper Bricklaying Techniques | 60 |
| Demonstrate Proper Block Laying Techniques | 60 |

| **Level II** | **Hours** |
|---|---|
| Demonstrate Safe Use of Power Tools | 80 |
| Demonstrate the Use of Masonry Fasteners | 50 |
| Demonstrate Proper Bricklaying Techniques | 100 |
| Demonstrate Proper Blocklaying Techniques | 100 |
| Estimate Masonry Work | 30 |

| **Level III** | **Hours** |
|---|---|
| Read Blueprints | 50 |
| Demonstrate Safe Use of Power Tools | 60 |
| Demonstrate Proper Bricklaying | 105 |
| Techniques Demonstrate Proper Blocklaying | 105 |
| Techniques Estimate Masonry Work | 40 |

| **Level IV** | **Hours** |
|---|---|
| Read Blueprints | 60 |
| Prepare Building Site | 60 |
| Construct Residential Chimneys and Fireplaces | 100 |
| Perform Arch Construction | 60 |
| Estimate Masonry Work | 80 |

## Program Requirements/Costs (approximate)

3” 3 Ring Binder..... $10.00
25’ Tape Measure ..... $12.00
Dark Grey T-Shirt.....$10.00
Dickie's Work Pant.....$40.00
Work Boots.....$50.00

## Program Entrance Recommendations

Ability to work independently and as a team

Demonstrate responsibility on the job site

Geometry (Basic)

Hand & Eye coordination

Reading at grade level




# Plumbing & Heating Technology (CIP Code 46.0503)

**Instructor: Robert Greiner (South Campus)**

A program that prepares individuals to practice as licensed plumbers by applying technical knowledge, safety and skills to lay out, assemble, install and maintain plumbing fixtures and systems for steam, natural gas, oil, hot water, heating, cooling, drainage, lubricating, sprinkling and industrial processing systems in home and business environments Includes instruction in source determination, water distribution, waste removal, pressure adjustment, basic physics, technical mathematics, blueprint reading, pipe installation, pumps, brazing and soldering, plumbing inspection and applicable codes and standards.

## Programs of Study

| Level I | Hours |
|---|---|
| Hand and Power Tools | 60 |
| Steel Pipe Operations | 90 |
| Steel Pipe Operations | 40 |
| Plastic Pipe and Tubing | 60 |
| Ladders and Scaffolds | 20 |

| Level II | Hours |
|---|---|
| Hand and Power Tools | 40 |
| Blueprints and Sketching of Pipe Systems | 40 |
| Valves | 40 |
| Pipe Hangers and Supports | 30 |
| Water Distribution Lines | 30 |
| Drains, Stacks, and Sewers | 30 |
| Fixtures | 40 |
| Appliances | 40 |
| Vents | 40 |
| Tests on Systems | 10 |

| Level III | Hours |
|---|---|
| Hand and Power Tools | 30 |
| Pressure Boilers | 40 |
| Hydronic Heating System | 70 |
| Plumbing Systems Maintenance | 40 |
| Demonstrate Skill in Working with Cast Iron Pipe | 20 |
| Appliances | 50 |
| Perform Advanced Pipe | 20 |
| Fabrication | 50 |
| Fixtures | |

| Level IV | Hours |
|---|---|
| Safety | 30 |
| Hand and Power Tools | 30 |
| Appliances | 60 |
| Advanced Pipe Fabrication | 20 |
| Tests on Systems | 50 |
| Pressure Boilers | 90 |
| Hydronic Heating System | 50 |
| Pipe Specifications and Systems | 30 |

## CAREER PATHWAYS

- Boilermakers
- Helpers—Installation, Maintenance & Repair Workers
- Pipe Fitters & Steam Fitters
- Plumbers
- Retail Salespersons
- Heating & Air Conditioning Mechanics & Installers
- Helpers—Pipe Layers, Plumbers, Pipe Fitters & Steam Fitters
- Pipe Layers
- Plumbers, Pipe Fitters & Steam Fitters
- Septic Tank Servicers & Sewer Pipe Cleaners
- Journeyman Plumber
- Master Plumber

## INDUSTRY CERTIFICATIONS

- NOCTI Certification—Plumbing Technology/ Plumber PA
- OSHA 10
- HBI—National Registry Certification

### STC has Articulation Agreements with the following post-secondary schools:

Community College of Allegheny County, Lehigh Carbon Community College, Lincoln Educational Institute—East Windsor Campus, Luzerne County Community College, Orleans Technical Institute, Pennsylvania College of Tech- nology, Thaddeus Stevens College of Technology

## Program Requirements/Costs (approximate)

(2) 3” 3 Ring Binders ..... $10.00ea
(1 for Course Information & 1 for Portfolio)
25’ Measuring Rule.....$17.00
Safety Glasses ..... $4.00
Hard Sole Work Boots..... $35.00
Dark Grey Tshirt.....$10.00
Work pants (no khakis) ..... $20.00

## Program Entrance Recommendations

Ability to work independently and as a team
Demonstrate responsibility on the job site
Geometry (Basic)
Hand & eye coordination
Reading at grade level




## Heating, Air Conditioning, Ventilation, and Refrigeration Maintenance Technology/Technician (CIP Code 47.0201)

**Instructor: Derek Bennett (North Campus)**

The Heating/Air Conditioning and Refrigeration (HVACR) program at Schuylkill Technology Center is designed to prepare students for entry level employment in the HVACR field. Students will develop skills necessary to perform routine maintenance, service HVACR equipment, install HVACR equipment, and troubleshoot HVACR systems. Certifications earned will include: EPA 608 that provides guidelines for the use and handling of refrigerant, OSHA 10, and Werner ladder certification. The program will culminate with students taking the NOCTI examination for HVACR, making them eligible to earn SOAR credits with a proficient score. Students will have the opportunity to earn college credit with post-secondary institutions through articulation agreements.

### Programs of Study

| **HVAC 100** | **Hours** |
|---|---|
| Hand and Power Tools | 60 |
| Steel Pipe Operations | 90 |
| Steel Pipe Operations | 40 |
| Plastic Pipe and Tubing | 60 |
| Ladders and Scaffolds | 20 |

| **HVAC 200** | **Hours** |
|---|---|
| Hand and Power Tools | 40 |
| Blueprints and Sketching of Pipe Systems | 40 |
| Valves | 40 |
| Pipe Hangers and Supports | 30 |
| Water Distribution Lines | 30 |
| Drains, Stacks, and Sewers | 30 |
| Fixtures | 40 |
| Appliances | 40 |
| Vents | 40 |
| Tests on Systems | 10 |

| **HVAC 300** | **Hours** |
|---|---|
| Hand and Power Tools | 30 |
| Pressure Boilers | 40 |
| Hydronic Heating System | 70 |
| Plumbing Systems Maintenance | 40 |
| Demonstrate Skill in Working with Cast Iron Pipe | 20 |
| Appliances | 50 |
| Perform Advanced Pipe | 20 |
| Fabrication | 50 |
| Fixtures | |

| **HVAC 400** | **Hours** |
|---|---|
| Safety | 30 |
| Hand and Power Tools | 30 |
| Appliances | 60 |
| Advanced Pipe Fabrication | 20 |
| Tests on Systems | 50 |
| Pressure Boilers | 90 |
| Hydronic Heating System | 50 |
| Pipe Specifications and Systems | 30 |

### CAREER PATHWAYS

- Boilermakers
- Helpers—Installation, Maintenance & Repair Workers
- Pipe Fitters & Steam Fitters
- Plumbers
- Retail Salespersons
- Heating & Air Conditioning Mechanics & Installers
- Helpers—Pipe Layers, Plumbers, Pipe Fitters & Steam Fitters
- Plumbers, Pipe Fitters & Steam Fitters
- Control and Valve Installers/Repairers
- Home Appliance Repair
- Solar Thermal Installers and Technicians
- Stationary Engineers / Boiler Operators

### INDUSTRY CERTIFICATIONS

- NOCTI Certification—Heating, Air Conditioning, Ventilation, and Refrigeration Maintenance
- OSHA 10
- EPA 608
- Werner Ladder Certification

**STC has Articulation Agreements with the following post-secondary schools:** TBD

### Program Requirements/Costs (approximate)

(2) 3" 3 Ring Binders.....$10.00ea.
(1 for Course Information & 1 for Portfolio)
25' Measuring Rule.....$17.00
Royal Blue T-shirt.....$10.00
Dickies Work Pants.....$20.00
Safety Glasses.....$4.00
Hard Sole Work Boots .....$35.00

# Residential/Industrial Electricity

**(CIP Code 46.0399)**

**Instructor: David Hess, Jr. (South Campus)**

An instructional program that prepares individuals to apply technical knowledge and skills necessary to install, operate, maintain and repair electrically-energized residential, commercial and industrial systems, and DC and AC motors, controls and electrical distribution panels. Instruction emphasizes practical application of mathematics, science, circuit diagrams and use of electrical codes and includes blueprint reading, sketching and other subjects essential for employment in the electrical occupations. Reading and interpretation of commercial and residential construction wiring codes and specifications, installation and maintenance of wiring, service and distribution networks within large construction complexes are also critical components of the program.

## CAREER PATHWAYS

- Construction & Building Inspectors
- Electrical & Electronic Equipment Assemblers
- Electrical Power Line Installers & Repairers
- Electromechanical Equipment Assemblers
- Installation, Maintenance & Repair Workers
- Electric Motor Power Tool & Related Repairers
- Electrical & Electronic Repairers, Powerhouse,Substations
- Electricians
- Electricians - Helpers
- Maintenance & Repair Workers

## INDUSTRY CERTIFICATIONS

- Home Builders Institute Certification in Residential Electricity
- National Registry Certification – HBI
- NOCTI Certification—Electrical & Power Transmission Installer PA
- O.S.H.A. 10 Hour Construction Safety Card

## STC has Articulation Agreements with the following post-secondary schools:

Lehigh Carbon Community College, Lincoln Technical Institute— East Windsor Campus, Orleans Technical Institute, Pennsylvania College of Technology, Rosedale Technical Institute, Triangle Tech, Johnson's College

## Programs of Study

| RIE 1 | Hour |
|---|---|
| Safety Occupational Orientation | 80 |
| Hand Tools Safety/Usage | 80 |
| Power Tools Safety/Usage | 100 |
| Measuring & Calculating Materials | 40 |
| Blue Print Reading | 60 |

| RIE 2 | Hours |
|---|---|
| Basic Safety | 60 |
| Construction Math | 50 |
| Hand Tools | 20 |
| Power Tools | 20 |
| Switches | 60 |
| National Electrical Code | 60 |
| Fixtures | 40 |
| Receptacles | 50 |

| RIE 3 | Hours |
|---|---|
| Basic Safety | 60 |
| Construction Math | 50 |
| Anchors & Supports | 10 |
| Blue Print Readings | 50 |
| Raceways | 60 |
| National Electrical Code | 60 |
| Green Technology | 20 |
| Cable Types & Installations | 50 |

| RIE 4 | Hours |
|---|---|
| Electrical Services | 60 |
| Testing Equipment | 50 |
| Wired Devices | 50 |
| Residential Cabling Technology | 40 |
| Raceways | 60 |
| National Electrical Code | 60 |
| Green Technology | 40 |

## Program Requirements/Costs (approximate)

3" -3 Ring Binder ..... $10.00
Pair of Work Boots (Composite Toe Optional).....$25.00
Black T-Shirt.....$10.00
Dickie's Work Pants.....$40.00

## Program Entrance Recommendations

Able to adapt to a changing environment
Able to work with other people & personalities
A positive & energetic attitude
Basic math skills (fractions, decimals, etc.)
Punctual & eager to learn

# Health Science

## Health Careers

## Emerging Health Professionals

Planning, managing, and providing therapeutic services, diagnostic services, health information, support services, and biotechnology research and development.

# Health Careers (CIP Code 51.0899)

**Instructor: Michelle Chicora**
**(North Campus)**



A cluster program with a combination of subject matter and experiences designed to prepare individuals for entry-level employment in a minimum of three related health occupations under the supervision of a licensed health care professional. Instruction consists of core course content with clinical experiences in one or two health related occupations. The core curriculum consists of planned courses for introduction of health careers, basic anatomy and physiology, medical terminology, legal and ethical aspects of health care and communications and at least three planned courses for the knowledge and skills for the occupational area such as medical assisting, unit clerk, nursing assisting, etc.

## CAREER PATHWAYS

- Personal Care Aides
- Nurse Assistants
- Home Health Aides
- Healthcare Support Workers, All Other
- Speech-Language Pathology Assistants
- Endoscopy Technicians
- Phlebotomists
- Healthcare Practitioners & Technical Workers, All Other

## INDUSTRY CERTIFICATIONS

- OSHA 10-Hour General Industry Safety (Healthcare)
- AHA Basic Life Support for Healthcare Providers
- AHA Heartsaver First Aid
- AHA Bloodborne Pathogens
- Stop the Bleed
- NOCTI—Health Assisting (*National College Credit Recommendation Service )
- ACT 31 Child Abuse Education and Training

## Programs of Study

| Level I | Hours |
|---|---|
| Safety | 20 |
| Professional, Legal & Ethical Issues | 30 |
| Communication | 30 |
| Infection Control | 40 |
| Emergency Care & Disaster Preparedness | 40 |
| Human Needs & Human Development | 40 |
| Healthcare Provider Skills | 50 |
| Nutrition & Hydration | 30 |
| Basic Structures & Functions of the Human Body | 30 |
| Medical Terminology | 50 |
| **Level II** | |
| Safety | 30 |
| Infection Control | 42 |
| Health Care Provider Skills | 72 |
| Basic Structures & Functions of the Human Body | 150 |
| Medical Terminology | 66 |
| **Level III** | |
| Safety | 30 |
| Professional, Legal & Ethical Issues | 30 |
| Communication | 60 |
| Infection Control | 18 |
| Emergency Care & Disaster Preparedness | 72 |
| Human Needs & Development | 30 |
| Healthcare Provider Skills | 72 |
| Nutrition & Hydration | 30 |
| Death & Dying | 18 |
| **Level IV** | |
| Safety | 20 |
| Professional, Legal & Ethical Issues | 30 |
| Communication | 30 |
| Infection Control | 36 |
| Healthcare Provider Skills | 66 |
| Medical Terminology | 82 |
| Home Health | 96 |

## STC has Articulation Agreements with the following post-secondary schools:

PA Bureau of CTE SOAR Program-To find out what post secondary (college) programs articulate skills and tasks from this health careers program via the Student Occupationally and Academically Ready (SOAR) Program: Visit collegetransfer.net, Select Program of Study: Health/Medical Assisting CIP CODE:51.0899, Select year of graduation.

## Program Requirements/Costs (approximate)

Physical Exam ..... Varies
Royal Blue Scrub V-Neck top/pants..... $50.00
Two-Step Tuberculin Skin Test ..... $0.00
PA Criminal Background Check… ..... $0.00

## Program Entrance Recommendations

Ability to work independently and as a team member.
Basic math skills and problem solving skills
Reading & writing skills at grade level
Full use of hands and the ability to bend, push, pull, and lift a min. of 40 lbs as well as stand for a prolonged period time.

**Criminal History-**All students applying to this program must have a background check free of any criminal convictions at the time of enrollment and are required to maintain that status throughout the duration of the program. Students must immediately report any new criminal conviction that occurs while enrolled. Administration will review the conviction, with consideration of any rights associated with an IEP or 504 plan, to determine continued eligibility. Failure to report a conviction may result in immediate suspension or dismissal from the program.

# Emerging Health Professionals

**Instructor: Allison Misstishin (North Campus)**

**(SENIOR ONLY PROGRAM)**



The Emerging Health Professionals is a partnership between Penn State Schuylkill, Leigh Valley Health Network - Schuylkill and St. Luke's University Hospital - Miners and other medical facilities. The Emerging Health Career Professional dual-enrollment program combines skills-based, interactive and university level classroom learning with shadowing in the health care setting. The program is designed to prepare students for post-secondary education by offering college science courses. Students spend two half-days a week with Penn State faculty and will spend two half-days a week participating in activities at either LVH or SLUHN. Students spend one half day a week participating in health curriculum taught by the STC instructor at STC North Campus.

## CAREER PATHWAYS

- Family & General Practitioners
- Nurse Practitioners
- Occupational Therapists
- Physical Therapists
- Physician Assistant
- Pharmacists
- Radiologic Technologists
- Registered Nurses
- Respiratory Therapists
- Speech/Language Pathologists
- Sports Medicine Physicians
- Veterinarians
- All healthcare

## INDUSTRY CERTIFICATION

- AHA BLS CPR & AED
- AHA First Aid
- OSHA 10 Hour General
- Industry Health Care
- Stop the Bleed

## Program Eligibility

**Students who want to apply must:**

Attend a participating Schuylkill County school district

Be entering their senior year

Have an overall GPA of 3.0 or better

Have completed one year of high school biology and chemistry with a grade of 3.0 or better

Have an excellent attendance record

Have written recommendations from a high school guidance counselor and one chemistry or biology teacher

Successfully complete an interview

**Criminal History-**All students applying to this program must have a background check free of any criminal convictions at the time of enrollment and are required to maintain that status throughout the duration of the program. Students must immediately report any new criminal conviction that occurs while enrolled. Administration will review the conviction, with consideration of any rights associated with an IEP or 504 plan, to determine continued eligibility. Failure to report a conviction may result in immediate suspension or dismissal from the program.

## Program Requirements/Costs (approximate)

**Tuition:**

Students are responsible for the cost of all PSU college credits and any additional fees which may include required textbooks, fees, etc. (Penn State Schuylkill offers a 50% tuition reduction.)

AHA CPR and First Aid course
EHP Uniform Cost

Approximate Total Cost (21-22*):..... $3,100.00

**Transportation:**

Participants are responsible for their own transportation to all sites, including but not limited to Penn State Schuylkill and all shadowing sites.

* Subject to change based on PSU tuition.

## Program Entrance Requirements

Students who have met all of the requirements and are accepted into the program must:

- Present a health certification signed by health care professional (physician, physician assistant or nurse practitioner; a chiropractor will not be accepted)
- Complete tuberculosis (TB) questionnaire and a 2- step tuberculin test as required for shadowing
- Receive an annual flu shot
- Complete required orientation paperwork
- Pay initial deposit fee
- Commit to the entire, school-year long, program

# Hospitality & Tourism

## Culinary Arts

Hospitality & Tourism encompasses the management, marketing and operations of restaurants and other food services, lodging, attractions, recreation events and travel related services.

# Culinary Arts (CIP Code 12.0508)

**Instructors: Scott Reichert (North Campus)**
**& Greg Lieberman (South Campus)**




An instructional program that prepares students for employment related to institutional, commercial or self-owned food establishments or other food industry occupations. Instruction and specialized learning experiences include theory, laboratory and work experience related to planning, selecting, preparing and serving of quantity food and food products; nutritive values; use and care of commercial equipment; safety; and sanitation precautions. Instruction skills are provided to individuals desiring to become employed in all areas of the food service industry at entry level.

## CAREER PATHWAYS

- Bakers
- Combined Food Preparation & Serving Workers
- Cooks, Short Order
- Food Preparation & Serving Related Workers
- Waiters & Waitresses
- Chefs & Head Cooks
- Cooks, Institutional & Cafeteria
- Food Service Manager

## INDUSTRY CERTIFICATIONS

- NOCTI Certification—Culinary Arts II Cook (*National College Credit Recommendation Service)
- Server-Safe FoodSafety Managers Certification ($40.00 to take exam)
- OSHA 10

## Programs of Study

| Culinary I | Hours |
|---|---|
| Safety and Sanitation Procedures | 45 |
| The Food Industry | 45 |
| Purchasing, Receiving and Storage | 40 |
| Garde Manger (Cold Food Preparation) | 45 |
| Knife Skills | 55 |
| Food Service Tools and Equipment | 75 |
| Standardized Recipes & Measurment | 55 |

| Culinary II | Hours |
|---|---|
| Prepare stocks, soups and sauces | 55 |
| Prepare Cheese | 25 |
| Prepare Fruits and Vegetables | 55 |
| Prepare Breakfast Foods | 45 |
| Prepare Salads, Fruits, and Salad Dressing | 75 |
| Properly Add Seasonings to Food | 45 |
| Service Procedures | 35 |
| Prepare Pastas and Rice | 25 |
| Demonstrate Knowledge of Beverages | |

| Culinary III | Hours |
|---|---|
| Demonstrate Knowledge of Nutrition | 50 |
| Demonstrate Skill in Basic Baking Practices | 70 |
| Identify and Prepare Meat, Poultry and Seafood | 70 |
| Perform Front of House Operations | 60 |
| Perform Institutional Food Service Procedures | 50 |
| Plan and Cost Menus | 20 |
| Demonstrate Skill in the Use of a Computer | 20 |
| Perform Dining Service | 40 |

| Culinary IV | Hours |
|---|---|
| Advanced Principals of Table Service | 90 |
| Advanced Principals in Baking and Pastry | 90 |
| Advanced Principals in Culinary Arts | 90 |
| Advanced Principals in Safety and Sanitations | 90 |

## STC has Articulation Agreements with the following post-secondary schools:

Delaware County Community College, Lehigh Carbon Community College, Pennsylvania College of Technology, The Culinary Institute of America, Westmoreland County Community College

## Program Requirements/Costs (approximate)

Two 3 Ring Binders..... $10.00ea.
Combination Lock ..... $5.00
The Culinary Professional Workbook ..... $25.00
Black T-Shirt (North).....$10.00
Light Grey T-Shirt (South).....$10.00
Uniform.....$250.00
(Uniform consists of a white or black chef coat, black and white pants, a white chef's hat and black non-skid shoes).

## Program Entrance Recommendations

A strong will to work
Accept criticism and deal calmly and effectively with high stress situations
An understanding of the food industry
Clear understanding of math, English & grammar Good people skills
Spend a considerable amount of time standing and/or walking
Understand teamwork

# Human Services

## Cosmetology
## Early Childhood Care & Education

Planning individuals for employment in career pathways that relate to families and human needs.

# Cosmetology (CIP Code 12.0401)

**Instructor: Krystal Thomas (South Campus)**




An instructional program that prepares individuals to apply technical knowledge and skills related to experiences in a variety of beauty treatments including the care and beautification of the hair, complexion and hands. Instruction includes training in giving shampoos, rinses and scalp treatments; hair styling, setting, cutting, dyeing, tinting and bleaching; permanent waving; facials; manicuring; and hand and arm massaging. Bacteriology, anatomy, hygiene, sanitation, salon management including record keeping and customer relations are also emphasized. Instruction is designed to qualify pupils for the licensing examination.

## Programs of Study

| **Cosmetology I** | **Hours** |
|---|---|
| Pennsylvania Cosmetology Law | 20 |
| Hairstyling/Fingerwaving | 50 |
| Scalp Treatment | 15 |
| Hairstraightening | 40 |
| Hairshaping | 90 |
| Skincare | 50 |
| Bacteriology, Disenfection & Sanitation | 35 |
| Trichology | 30 |
| Shampooing and Conditioning | 15 |
| Makeup | 15 |

| **Cosmetology II** | **Hours** |
|---|---|
| Pennsylvania Cosmetology Law | 10 |
| Nail Technology | 80 |
| Scalp & Hair Care | 35 |
| Hairshaping | 90 |
| Hairstraightening | 20 |
| Temporary Hair Removal | 30 |
| Chemistry | 20 |
| Permanent Waving | 30 |
| Care of All Hair Types & Textures | 20 |
| Electricity | 25 |

| **Cosmetology III** | **Hours** |
|---|---|
| Pennsylvania Cosmetology Law | 10 |
| Chemical Texturizing | 30 |
| Cosmetic Dermatology | 35 |
| Permanent Waving | 90 |
| Haircoloring | 55 |
| Physiology | 40 |
| Histology | 40 |
| Professional Attitude | 20 |
| Business Practices | 20 |
| Professional Practices | 20 |

| **Cosmetology IV** | **Hours** |
|---|---|
| Pennsylvania Cosmetology Law | 10 |
| Chemical Texturizing | 30 |
| Haircoloring | 40 |
| Histology | 50 |
| Professional Practices | 60 |
| Professional Attitude | 60 |
| Business Practices | 65 |
| Physiology | 45 |

## CAREER PATHWAYS

- Funeral Attendants
- Licensing Examiner & Inspector
- Skin Care Specialists
- Hairdresser, Hairstylists & Cosmetologists
- Manicurists & Pedicurists
- Receptionists & Information Clerks
- Teachers & Instructors

## INDUSTRY CERTIFICATIONS

- NOCTI Certification—Cosmetology PA
- OSHA
- Infection Control
- Client Safety and Well Being
- Be Healthy Initiative
- PA State Cosmetology License *
- PA Cosmetology Instructor License ** +^

* Upon successful completion of 1250 hours.

** Upon completion of additional 500 hours level 4 year.
+ Prerequisite:: 4th level students interested in pursuing the Teacher License must obtain their PA State Cosmetology License prior to starting the 500 hours of required coursework.
^ Students who earn the Cosmetology Instructor License may not substitute at STC for at least 4 years after graduation, as per PDE's work experience job requirements for new instructors.

**STC has Articulation Agreement with the following Post-Secondary Schools:** Lehigh Carbon Community College

## Program Requirements/Costs (approximate )

2" Binder (Portfolio) ..... $8.00 3" Binder (Cosmetology Notebook)..... .....$10.00

Black Shirt & Pants (Uniform) ..... $75.00

Cosmetology Kit..... $424.56 + $25.00 shipping

## Program Entrance Recommendations

Active listening & speaking skills Algebra I, Biology, Chemistry, English Computer skills, Manual dexterity, Reading comprehension skills, Social perceptiveness

# Early Childhood Care & Education

**(CIP Code 19.0708)**

**Instructor: Jeanette Tobin (North Campus)**

An instructional program that prepares individuals for a variety of occupations in child care and guidance, often under the supervision of professional personnel in child or day care centers. This program includes instruction in growth and development; nutrition; program planning and management; safety; behavior guidance; play activities; child abuse and neglect; parent-child personal relationships; learning experiences for children; and laws, regulations and policies relating to child care services.

## CAREER PATHWAYS

- Child Care Worker
- Kindergarten Teacher
- Occupational Therapist Aide
- Special Education Teacher
- Elementary Teacher
- Nanny
- Pre-school Teacher
- Teacher's Assistant

## INDUSTRY CERTIFICATIONS

- ACT 126—Recognizing and Reporting Child Abuse for Mandated Reports of Child Abuse and Neglect
- Child Development Associate (CDA) Read Certificate
- Heart Saver First Aid, CPR, AED Training (American Heart Association)
- NOCTI Certification—Child Care & Support Services PA (*National College Credit Recommendation Service )
- Health & Safety Basics (6hr)
- Qualification for Assistant Group Supervisor\ Position in PA Department of Public Welfare

## Programs of Study

| **Level I** | **Hours** |
|---|---|
| Orientation & Safety | 50 |
| Standards, Curriculum & Assessment | 110 |
| Curriculum Development | 100 |
| Clinical Experience | 40 |
| Professionalism | 60 |

| **Level II** | **Hours** |
|---|---|
| Orientation & Safety | 30 |
| Standards, Curriculum & Assessment | 90 |
| Child Development | 50 |
| Classroom Management & Positive Guidance | 40 |
| Clinical Experience | 50 |
| Health & Safety | 100 |

| **Level III** | **Hours** |
|---|---|
| Child Development | 60 |
| Learning Activities/Experiences | 40 |
| Clinical Experience | 80 |
| Learning Environment | 120 |
| Standards, Curriculum & Assessment | 30 |
| Curriculum Development | 30 |

| **Level IV** | **Hours** |
|---|---|
| Learning Activities/Experiences | 20 |
| Clinical Experience | 100 |
| Health & Safety | 120 |
| Professionalism | 90 |
| Program Partnerships | 30 |

## STC has Articulation Agreements with the following post-secondary schools:

Community College of Allegheny County, Community College of Beaver County, Harcum College, Harrisburg Area Community College, Lackawanna College, Lackawanna Community College, Lehigh Carbon Community College, Manor College, Mount Aloysius College, Pennsylvania College of Technology, Community College of Pennsylvania, Montgomery County Community College, PA Highlands Community College, Reading Area Community College

## Program Requirements/Costs (approximate)

American Heart Association Training.....$5.00

ACT 126 Training..... $5.00

Physical Exam (Including Mantoux Test)…Doctor's Fee

Khaki Pants.....$20.00

Royal Blue TShirt or Maroon Polo..... $20.00

Child Abuse History Clearance ..... $10.00

PA State Police Criminal Check..... $10.00

## Program Entrance Recommendations

Ability to work independently and as a team Basic math skills

or geometry

Creativity

Hand & eye coordination

Problem solving skills and Reading at grade level 30

**Criminal History-**All students applying to this program must have a background check free of any criminal convictions at the time of enrollment and are required to maintain that status throughout the duration of the program. Students must immediately report any new criminal conviction that occurs while enrolled. Administration will review the conviction, with consideration of any rights associated with an IEP or 504 plan, to determine continued eligibility. Failure to report a conviction may result in immediate suspension or dismissal from the program.

# Information Technology

## Computer Information Systems

Building linkages in IT occupations framework for entry-level, technical, and professional careers related to the design, development, support and management of hardware, software, multimedia, and systems integration services.




# Computer Information Systems (CIP Code52.1201)

**Instructor: Kyle Moran (South Campus)**

An instructional program that prepares individuals to apply technical knowledge and skills to support the design and development of software applications. This program is designed to provide the capacity to prepare and interpret process and data models, develop and structure software components and to validate the functionality, usability and reliability of those components. Validation skills include testing and debugging. System, component and user documentation is to be performed throughout the process. This program will provide students with the ability to integrate new and existing components. Students will receive instruction in at least two programming languages including at least one procedure-oriented language and one object and visually-oriented language. This course provides a thorough practical knowledge of the concepts, theories, logic and critical thinking skills required when building software applications. Students completing the program will possess a basic technical foundation needed to pursue postsecondary degrees leading to a career as a software developer, analyst project leader or in the management of information technologies. Students may prefer to immediately enter the labor market in an entry-level position as developer or analyst.

## Programs of Study

| CIS I | Hours |
|---|---|
| Safety | 10 |
| Professional Business Procedures | 45 |
| Business Law & Ethics | 30 |
| Computer and Internet Fundamentals | 90 |
| Data Analysis Software | 45 |
| Programming and System Development | 100 |
| Computer Maintenance/Troubleshooting | 40 |

| CIS II | Hours |
|---|---|
| Safety | 10 |
| Professional Business Procedures | 45 |
| Business Law and Ethics | 30 |
| Computer and Internet Fundamentals | 90 |
| Data Analysis Software | 45 |
| Programming and System Development | 100 |
| Computer Maintenance/Troubleshooting | 40 |

| CIS III | Hours |
|---|---|
| Safety | 10 |
| Professional Business Procedures | 20 |
| Business Law & Ethics | 15 |
| Computer and Internet Fundamentals | 30 |
| Data Analysis Software | 90 |
| Database Administration | 45 |
| Programming & System Development | 100 |
| Computer Maintenance/Troubleshooting | 50 |

| CIS IV | Hours |
|---|---|
| Safety | 10 |
| Professional Business Procedures | 20 |
| Business Law & Ethics | 15 |
| Computer and Internet Fundamentals | 30 |
| Data Analysis Software | 90 |
| Database Administration | 45 |
| Programming & System Development | 100 |
| Computer Maintenance/Troubleshooting | 50 |

## CAREER PATHWAYS

- Computer Programmers
- Computer Systems Analysts
- Computer Specialists, All Others
- Database Administrators

## INDUSTRY CERTIFICATIONS

- NOCTI Certification—Management Information Systems PA
- CompTIA IT Fundamentals
- TestOut—Desktop Pro
- TestOut—IT Fundamentals

## Program Entrance Recommendations

Ability to work independently and in a team
Algebra I or Geometry
Hand & eye coordination
Problem solving/troubleshooting skills (logic)
Reading at grade level

**Program Requirements/Costs (approximate)**

Navy T-Shirt or Navy Polo Shirt.....$20.00
Khaki Pants.....$20.00
Sneakers.....$20.00

## STC has Articulation Agreements with the following post-secondary schools:

Lackawanna College, Lehigh Carbon Community College, Manor College, Pennsylvania College of Technology, Pierce College, Johnson's College

# Law, Public Safety & Security

## Criminal Justice

Planning, managing and providing legal, public safety, protective services and homeland security, including professional and technical support services.

# Criminal Justice (CIP Code 43.0107)

**Instructor: Jonathan Flynn (South Campus)**

An instructional program that prepares individuals for entering post-secondary educational coursework in the field of criminal justice. Individuals completing this program have the knowledge and skills to advance themselves in the various disciplines of criminal justice, including policing, corrections, probation and parole, security, communications, and crime scene management. They also have a requisite understanding of the use of force and health issues.

## Programs of Study

| **Criminal Justice I** | **Hours** |
|---|---|
| Crime Scene Management | 5 |
| Court Systems | 137 |
| Criminal Law & Procedures | 26 |
| Health Issues | 8 |
| Police Concepts & Skills | 79 |
| Corrections Concepts & Skills | 72 |
| Working With Special Populations | 7 |
| Security | 19 |
| Use of Force | 7 |

| **Criminal Justice II** | **Hours** |
|---|---|
| Health Issues | 8 |
| Crime Scene Management | 133 |
| Police Concepts & Skills | 139 |
| Use of Force | 60 |
| Criminal Law & Procedures | 10 |
| Communication | 10 |

| **Criminal Justice III** | **Hours** |
|---|---|
| Health Issues | 98 |
| Police Concepts & Skills | 90 |
| Court Systems | 36 |
| Communications | 36 |
| Security | 50 |
| Working for Special Populations | 50 |

| **Criminal Justice IV** | **Hours** |
|---|---|
| Crime Scene Management | 100 |
| Use of Force | 60 |
| Police Concepts & Skills | 90 |
| Court Systems | 50 |
| Criminal Law & Procedures | 20 |
| Corrections Concepts & Skills | 30 |
| Security | 10 |

## CAREER PATHWAYS

- Corrections Officers/Jailers
- Probation Officers/Correctional Treatment Specialists
- Sheriff/Deputy Sheriff
- Police Patrol Officers
- Forensic Science Technicians
- Security Guards
- Retail Loss Prevention Specialists
- Bailiffs

## INDUSTRY CERTIFICATIONS

- CPR/First Aid/AED
- NIMS National Incident Management System (FEMA
- NOCTI Certification—4081 Criminal Justice
- Hazardous Recognition Identification
- OSHA 10
- PPCI Control Tactics
- PATH (Handcuffing)
- OCAT (Pepper Spray)
- PPBT (Police Baton)
- SALT Mass Casualty Triage
- IS-100 Intro to Incident Command
- ACT 31/126 Child Abuse Certification

## STC has Articulation Agreements with the following post-secondary schools:

Lehigh Carbon Community College, Montgomery County Community College, Harrisburg Community College, Mount Aloysius College, Reading Area Community College, Manor College, Butler County Community College, Harcum College, Lackawanna College, Westmoreland County Community College, Pennsylvania College of Technology

### Program Requirements/Costs (approximate)

Khaki Cargo/Tactical Pants.....$30.00
Level 1- Grey Polo Shirt.....$30.00
Level 2- Black Polo Shirt.....$30.00
Level 3- Navy Polo Shirt.....$30.00
Level 4- Navy Polo Shirt.....$30.00
Black Brown Belt.....$22.00
Tactical Boots/Hikers ..... $50.00
Doctor's Physical.....Varies
Criminal Background Check.....$22.00

### Program Entrance Recommendations

Ability to work independently and in a team Basic computer skills

Be able to run, jog, do sit-ups and pushups. Demonstrate responsibility & safety

Demonstrate good judgement and personal restraint. Reading at grade level

**Criminal History-**All students applying to this program must have a background check free of any criminal convictions at the time of enrollment and are required to maintain that status throughout the duration of the program. Students must immediately report any new criminal conviction that occurs while enrolled. Administration will review the conviction, with consideration of any rights associated with an IEP or 504 plan, to determine continued eligibility. Failure to report a conviction may result in immediate suspension or dismissal from the program.

# Manufacturing

## Electromechanical Technology

## Precision Machining Technology

## Welding Technology

Planning, managing and performing the processing of materials into intermediate or final products and related professional and technical support activities such as production planning and control, maintenance, and manufacturing/process engineering.




# Electromechanical Technology

**(CIP Code 15.0403)**

**Instructor: Jason Smith (North Campus)**

An instructional program that prepares individuals to apply basic engineering principles and technical skills in both the mechanical and electrical fields. Instruction is planned to provide preparation in the design, development and testing of electromechanical devices and systems such as automatic control systems, servomechanisms, vending machines, elevator controls, missile controls, tape-control machines and auxiliary computer equipment. Instruction also includes feasibility testing of engineering concepts, systems analysis including designs, selection and testing and application of engineering data and the preparation of written reports and test results in support of mechanical and electrical engineers.

## Programs of Study

| Level I | Hours |
|---|---|
| Safety | 100 |
| Tools | 50 |
| Occupations | 30 |
| Blueprints | 30 |
| Test Equipment | 50 |
| Portfolio/Certifications | 20 |
| Electrical Writing Circuits | 80 |

| Level II | Hours |
|---|---|
| Demonstrate Knowledge of Technical Report | 25 |
| Demonstrate Safety in the Laboratory | 60 |
| Interpret Electrical Symbols on Blueprints & Schematics | 25 |
| Knowledge of Electrical Systems | 60 |
| Use of National Electric Code | 50 |
| Knowledge of Resistive Systems | 30 |
| Knowledge of D.C. Motors | 60 |
| | 50 |

| Level III | Hours |
|---|---|
| Demonstration of Inductance & Capacitance | 30 |
| Demonstrate Knowledge of Alternating Current Motors | 45 |
| Demonstrate Knowledge of Series-Parallel Circuits | 60 |
| Knowledge of Motor Controls | 60 |
| Knowledge of Transformers | 30 |
| Knowledge of Alternating Energy | 60 |
| Knowledge of Soldering Techniques | 45 |
| Troubleshoot & Repair Electrical Systems | 30 |

| Level IV | Hours |
|---|---|
| Demonstrate Basics Electronics | 60 |
| Demonstrate Knowledge Basic Logic Functions | 30 |
| Demonstrate Knowledge of Programmable Logic Controls (PLC's) | 60 |
| Knowledge of Mechanical Power Transmission | 30 |
| Knowledge of Fluid Power | 80 |
| Troubleshoot/Repair Fluid Power System Knowledge of Robotics | 40 |
| Knowledge of Work Cells in Manufacturing | 30 |
| | 30 |

## CAREER PATHWAYS

- Control & Valve Installers & Repairers, Except Mechanical Door
- Electrical & Electronics Equipment Assemblers
- Electromechanical Equipment Assemblers
- Electromechanical Technician
- Engine & Other Machine Assemblers
- Hydroelectric Plant Technician
- Mechatronics Engineers
- Robotics Technicians

## INDUSTRY CERTIFICATIONS

- NOCTI Certification—8094 Electromechanical Engineering Technology PA
- OSHA 10

## STC has Articulation Agreements with the following post-secondary schools:

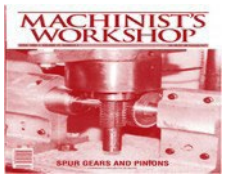
Lehigh Carbon Community College, Lincoln Educational Institute—East Windsor Campus, Triangle Tech, Johnson's College

## Program Requirements/Costs (approximate)

| | |
|---|---|
| One 3 Ring Binder | $10.00 |
| Work Pants | $16.00 |
| Maroon T Shirt | $16.00 |
| Work Boots | $45.00 |

## Program Entrance Recommendations

Ability to work independently and as a team
Algebra
Hand & eye coordinating skills
Reading at grade level




# Precision Machining Technology (CIP Code 48.0501)

**Instructor: Frederick Cicero, Jr. (South Campus)**

An instructional program that prepares individuals to apply technical knowledge and skills in all aspects of shaping metal parts. Instruction involves making computations relating to work dimensions, tooling and feeds and speeds of machining. Emphasis is placed upon bench work and the operation of lathes, power saws, milling machines, grinders, drills and computer operated equipment (CNC and CIM). Instruction also includes the use of precision measuring instruments such as layout tools, micrometers and gauges; methods of machining and heat treatment of various metals; blueprint reading; and the layout of machine parts. Instruction prepares students to operate all types of hand and computer controlled machines.

## Programs of Study

| Level I | Hours |
|---|---|
| Safety | 70 |
| Tools | 50 |
| Occupations | 40 |
| Blue Prints | 40 |
| Measuring | 50 |
| Portfolio/Certifications | 30 |
| Performing Layout Work | 50 |
| Drill Press | 30 |

| Level II | Hours |
|---|---|
| Safety | 50 |
| Performing Layout Work | 10 |
| Part Inspection | 30 |
| Bench Work | 95 |
| Blueprint Reading | 35 |
| Operate Grinding Machines | 40 |
| Operate Lathes | 80 |
| Power Saw | 20 |

| Level III | Hours |
|---|---|
| Operating Lathes | 50 |
| Operate Milling Machines | 70 |
| Use of Charts & References | 30 |
| Shop Math | 60 |
| Metallurgy | 35 |
| Maintaining Machines & Tools | 50 |
| Blueprint Reading | 30 |
| Part Inspection | 35 |

| Level IV | Hours |
|---|---|
| Operating Grinding Machines | 45 |
| Operate Milling Machines | 60 |
| Operating Lathes | 40 |
| Maintaining Machine Tools | 35 |
| Demonstrate CNC Programming | 70 |
| Shop Math | 40 |
| Use of Charts & References | 40 |
| Blueprint Reading | 30 |

## CAREER PATHWAYS

- Computer-Controlled Machine Tool Operators, (Metal & Plastic)
- Grinding, Lapping, Polishing & Buffing Machine Tool Setters
- Machinists
- Multiple Machine Tool Setters, Operators & Tenders (Metal & Plastic)
- Tool & Die Makers
- Drilling & Boring Machine Tool Setters, Operators & Tenders
- Lathe & Turning Machine tool Setters, Operators & Tenders
- Milling Machine Setters, Operators & Tenders (Metal & Plastic)
- Tool Grinders, Filers & Sharpeners

## INDUSTRY CERTIFICATIONS

- NIMS Measurement, Materials & Safety
- NIMS Job Planning, Bench Work & Layout
- NIMS Milling 1
- NIMS Drill Press Skills
- NIMS Grinding Skills
- NIMS Turning Operations: Turning Between Centers
- NIMS Turning Operation: Turning Chucking Skills
- NIMSCNC Milling-Programming Setup/Op.
- NIMS CNC Turning-Programming Setup/Op.

## STC has Articulation Agreements with the following post-secondary schools:

Butler County Community College, Clarion University, Delaware County Community College, Lehigh Carbon Community College, Luzerne Community College, Pennsylvania College of Technology, Reading Community College, Thaddeus Stevens College of Technology, Westmoreland Community College, Johnson's College

## Program Requirements/Costs (approximate)

3" 3 Ring Binder ..... $10.00
Leather Steel Toe Work Shoes..... $40.00
Safety Glasses-1 Pair Provided (Additional) ..... $6.00
Work Shirt (Black Short Sleeved Dickies) ..... $15.00

## Program Entrance Recommendations

Algebra 1 or Pre-Algebra
Reading at grade level

# Welding Technology (CIP Code 48.0508)

**Instructor: Doug DelConte (South Campus)**




An instructional program that prepares individuals to apply technical knowledge and skills in gas, arc, shielded and non -shielded metal arc, brazing, flame cutting. Hand, semi-automatic and automatic welding processes are also included in the instruction. Students learn safety practices and types and uses of electrodes; properties of metals; blueprint reading; electrical principles; welding symbols and mechanical drawing; use of equipment for testing welds by ultrasonic methods and destruction and hardness testing; use of manuals and specification charts; use of portable grinders and chemical baths for surface cleaning; positioning and clamping; and welding standards established by the American Welding Society, American Society of Mechanical Engineers and American Bureau of Ships.

## CAREER PATHWAYS

- Boiler Makers
- Pipe Fitters/Welders
- Solderers and Brazers
- Steam Fitter/Welder
- Structural Iron and Steelworkers
- Welder, Arc
- Welder, Combination
- Welder, Fitter
- Welder, Assembler
- Welder, Production Line

## INDUSTRY CERTIFICATIONS

- NOCTI Certification—Welding (*National College Credit Recommendation Service)
- OSHA 10

## STC has Articulation Agreements with the following post-secondary schools:

Clarion University of PA, Community College of Allegheny County, Delaware County Community College, Harrisburg Area Community College, Lehigh Carbon Community College, Lincoln Educational Institute— East Windsor Campus, Northampton Community College, PA Highlands Community College, Pennsylvania College of Technology, Thaddeus Stevens College of Technology, Westmoreland County Community College, Johnson's College

## Programs of Study

| **Welding I** | **Hours** |
|---|---|
| Occupational Orientation & Safety | 25 |
| Principles of Welding | 20 |
| Shielded Metal Arc Welding | 180 |
| Manual Oxy-Fuel Cutting | 45 |
| Mechanized Oxyfuel Cutting | 45 |
| Manual Carbon Arc Cutting | 45 |

| **Welding II** | **Hours** |
|---|---|
| Occupational Orientation & Safety | 10 |
| Principles of Welding | 10 |
| Welding Drawing & Weld Symbol Interpretation Shield | 10 |
| Shielded Metal Arc Welding (SMAW) | 90 |
| Gas Metal Arc Welding (GMAW) | 90 |
| Mechanized Oxyfuel Gas Cutting | 45 |
| Manual Plasma Arc Cutting | 45 |
| Manual Carbon Arc Cutting | 45 |
| Flux Cored Arc Welding (FCAW) | 15 |

| **Welding III** | **Hours** |
|---|---|
| Occupational Orientation & Safety | 10 |
| Principles of Welding | 10 |
| Welding Drawing & Weld Symbol Interpretation | 30 |
| Shield Metal Arc Welding (SMAW) | 20 |
| Gas Metal Arc Welding (GMAW) | 25 |
| Flux Cored Arc Welding (FCAW) | 20 |
| Manual Oxy-Fuel Gas Cutting (OFC) | |
| Mechanized Oxyfuel Gas Cutting (OFC) | |
| Manual Plasma Arc Cutting (PAC) | 45 |
| Manual Carbon Arc Cutting (CAC) | |
| Visual Examination, Inspection and Testing | |
| Gas Tungsten Arc Welding (GTAW) | 200 |

| **Welding IV** | **Hours** |
|---|---|
| Occupational Orientation & Safety | 10 |
| Principles of Welding | 10 |
| Welding Drawing & Weld Symbol Interpretation | 90 |
| Shield Metal Arc Welding (SMAW) | 10 |
| Gas Metal Arc Welding (GMAW) | 10 |
| Flux Cored Arc Welding (FCAW) | 10 |
| Manual Oxy-Fuel Gas Cutting (OFC) | 10 |
| Mechanized Oxyfuel Gas Cutting (OFC) | 10 |
| Manual Plasma Arc Cutting (PAC) | 10 |
| Manual Carbon Arc Cutting (CAC) | 30 |
| Visual Examination, Inspection and Testing | 150 |
| Gas Tungsten Arc Welding (GTAW) | |

## Program Requirements/Costs (approximate)

Two 3" 3 Ring Binders.....$10.00ea.
Notebook Dividers ..... $4.00pk.
Sheet Protectors ..... $8.00bx.
Leather Steel Tip Boots ..... $100.00
Leather gauntlet Welding Gloves ..... $10.00
Leather Work Gloves ..... $10.00
Cotton Welding Hat ..... $10.00
Black T-Shirt.....$10.00
Dickies Work Pants.....$40.00

## Program Entrance Recommendations

Able to read & understand US & metric measurements (tape measure)

# Marketing Sales & Service

## Marketing & Business Management

Planning, managing, and performing marketing activities to reach organizational objectives.

# Marketing & Business Management

**(CIP Code 52.1801)**

**Instructor: Brandon Horan (South Campus)**




An instructional program that provides instruction in the fields of sales, distribution and marketing operations and focuses on the process and techniques of direct wholesale and retail buying and selling operations. This program is concerned with marketing, sales, distribution, merchandising and management including ownership and management of enterprises engaged in marketing. Marketing education programs prepare individuals to perform one or more marketing function such as selling, pricing, promotion, product/service management, distribution, financing and marketing information management. In addition, instructional programs include varying emphasis on technical knowledge of products and/or services marketed; related communication, economic, technological and computation skills; and abilities and attitudes associated with human relations. The program may also include management functions associated with owning and operating a business. Sales, distribution and marketing operations prepares individuals for occupations in such businesses as retail and wholesale trade, finance, insurance, real estate, entertainment, hospitality, food service, communications, storage and distribution.

## STC CAREER PATHWAYS

- Marketing Manager
- Meeting, Convention & Event Planners
- Market Research Analysts & Marketing Specialists
- Loan Officers
- Sales Representatives
- Customer Service Representatives
- Demonstrators & Product Promoters
- Account Executive
- Copywriters
- Art Directors
- Advertising & Promotions Associates
- Online Merchant
- Office Clerks, General

## INDUSTRY CERTIFICATIONS

- A*S*K Certification
- NOCTI Certification—Sales, Distribution, and Marketing Operations PA

## Programs of Study

| Marketing I | Hours |
|---|---|
| Pricing and Retail Math | 30 |
| Exploring Career & Development Opportunities | 20 |
| Technology Applications | 50 |
| Interpreting Marketing & Business Fundamentals | 90 |
| Communications in Marketing | 20 |
| Economics | 60 |
| Business Management & Administration | 90 |

| Marketing II | Hours |
|---|---|
| Pricing and Retail Math | 60 |
| Channel Management | 60 |
| Technology Applications | 20 |
| Interpreting Marketing & Business Fundamentals | 10 |
| Product/Service Management | 60 |
| CTSO Participation | 20 |
| Marketing Information Management & Market Planning | 60 |
| Business Management & Administration | 10 |
| Advertising & Promoting Goods & Services | 60 |

| Marketing III | Hours |
|---|---|
| Pricing and Retail Math | 30 |
| Exploring Career & Development Opportunities | 30 |
| Technology Applications | 50 |
| Communications in Marketing | 30 |
| CTSO Participation | 20 |
| Providing Personalized Customer Service | 40 |
| Advertising & Promoting Goods & Services | 90 |
| Selling Goods & Services | 40 |
| Social Media & Digital Marketing | 30 |

| Marketing IV | Hours |
|---|---|
| Pricing and Retail Math | 20 |
| Exploring Career & Development Opportunities | 40 |
| Technology Applications | 50 |
| CTSO Participation | 20 |
| Market Information Management & Market Planning | 40 |
| Providing Personalized Customer Service | 20 |
| Advertising & Promoting Goods & Services | 60 |
| Selling Goods & Services | 50 |
| Social Media & Digital Marketing | 60 |

## STC has Articulation Agreements with the following post-secondary schools:

Commonwealth Technical Institute, Lehigh Carbon Community College, Montgomery County Community College, Westmoreland Community College.

## Program Requirements/Costs (approximate

(1)1 1/2" 3-Ring Binder… .....$5.00
(1) 3" 3-Ring Binder.....$5.00
Headphones/Earbuds.....$5.00
Semi Professional Top.....$15.00
GB USB Flash Drive.....$15.00
Light Blue T-shirt.....$10.00
Khaki Pants.....$30.00

## Program Entrance Recommendations

Ability to work both individually and as part of a team
Effective communication skills
Intermediate computer skills
Problem solving skills
Reading/Writing at grade level
Business Math Skills

# Transportation, Distribution & Supply Chain Warehouse

## Automotive Technology

## Collision Repair Technology

## Diesel Engine Technology

## Supply Chain & Warehouse Distribution

## Outdoor Power Technology

Planning, management, and movement of people, materials, and goods by road, pipeline, air, rail and water and related professional and technical support services such as transportation infrastructure planning and management, logistics services, mobile equipment, and facility maintenance.

# Automotive Technology (CIP Code 47.0604)

**Instructors: Steve Homola (North Campus)**




An instructional program that prepares individuals to apply technical knowledge and skills to engage in the servicing and maintenance of all types of automobiles and light trucks. This program includes instruction in the diagnosis and testing, including computer analysis, of malfunctions in and repair of engines, fuel, electrical, cooling and brake systems and drive train and suspension systems. Instruction is also given in the adjustment and repair of individual components and systems such as cooling systems, drive trains, fuel system components and air conditioning and includes the use of technical repair information and the state inspection procedures.

## CAREER PATHWAYS

- Auto Master Mechanic
- Automotive Specialty Technician
- First Line Supervisors/Manager of Mechanics
- Tire Repairers & Changers
- Bus & Truck Mechanics & Diesel Engine Specialists
- Service Station Attendants

## INDUSTRY CERTIFICATIONS

- AC Delco Training Certification
- 609 Refrigerant Certification
- S/P2 Safety Certification
- ASE/NATEF (Completed 2017)
  Requires 2 years work experience
- NOCTI Certification—Automotive Mechanics Technology PA
- OSHA 10
- Pennsylvania State Inspection
- Pennsylvania State Emission Certification
- Emissions Certification

## Programs of Study

| Level I | Hours |
|---|---|
| Orientation | 18 |
| Career Paths | 12 |
| Safety | 60 |
| Tools/Equipment Use | 60 |
| Fasteners | 30 |
| Precision Measuring | 30 |
| Engine Fundamentals | 70 |
| Preventative Maintenance | 70 |
| Portfolio | 10 |
| **Level II** | **Hours** |
| Suspension | 75 |
| Steering | 75 |
| Wheel Alignment | 45 |
| Brake Fundamentals | 45 |
| Disc Brakes | 30 |
| Drum Brakes | 30 |
| ABS Systems | 30 |
| Electrical Fundamentals | 30 |
| **Level III** | **Hours** |
| Electrical Advanced | 90 |
| Electrical Meter Use (DVOM) | 30 |
| Engine Performance Fundamentals | 90 |
| Engine Performance Advanced | 90 |
| Engine Diagnosis/Repair | 60 |
| **Level IV** | **Hours** |
| Manual Transmission Fundamentals | 45 |
| Auto Transmission Fundamentals | 45 |
| A/C Fundamentals | 30 |
| A/C Service and 609 Cert | 30 |
| Electronic Module Communication | 30 |
| Module Programming | 30 |
| Electrical Accessories | 30 |
| Hybrid/Electric Vehicle Fundamentals | 60 |
| PA Safety Inspection Certification | 60 |

## STC has Articulation Agreements with the following post-secondary schools:

Commonwealth Technical Institute, Community College of Allegheny County, Community College of Philadelphia, Delaware Community College, Harrisburg Area Community College, Johnson College, Lincoln Educational Institute—East Windsor Campus, Luzerne County Community College, Northampton County Community College, Pennsylvania College of Technology, Rosedale Technical Institute, Thaddeus Stevens College of Technology, Universal Technical Institute, Johnson's College

## Program Requirements/Costs (approximate)

Two 3" 3 Ring Binders ..... $10.00ea.
Dark Grey T Shirt/ & Dickies Work Pants ..... $50.00
Leather Upper/Oil Resistant Soled Work Boots..$50.00+

## Program Entrance Recommendations

Able to work independently and as a team
Basic math (Algebra I & Geometry) skills
Computer skills
Coordination skills

# Collision Repair Technology (CIP Code 47.0603)

**Instructor: Jesse Krasnitsky (South Campus)**

An instructional program that prepares individuals to apply technical knowledge and skills to repair damaged automotive vehicles such as automobiles and light trucks. Students learn to examine damaged vehicles and estimate cost of repairs; remove, repair and replace upholstery, accessories, electrical and hydraulic window and seat operating equipment and trim to gain access to vehicle body and fenders; remove and replace glass; repair dented areas; replace excessively damaged fenders, panels and grills; straighten bent frames or uni-body structures using hydraulic jacks and pulling devices; and file, grind and sand repaired surfaces using power tools and hand tools. Students refinish repaired surfaces by painting with primer and finish coat.

## Programs of Study

| Level I | Hours |
|---|---|
| Safety | 140 |
| Occupations | 40 |
| Estimating Damage Analysis | 30 |
| Structual Component Repair and Damage Analysis | 30 |
| Portfolios/Certifications | 40 |
| Bodyfiller | 35 |
| Surface Preparation | 30 |
| Corrosion Protection | 15 |

| Level II | Hours |
|---|---|
| Safety/Tools | 40 |
| Plastic Repair | 40 |
| Trim and Hardware | 30 |
| Vehicle Design and Construction | 40 |
| Panel Replacement and Alignment | 50 |
| Corrosion Protection | 40 |
| Welding/Cutting Processes | 80 |
| Glass and Hardware | 20 |
| Portfolios/Certifications | 20 |

| Level III | Hours |
|---|---|
| Safety/Tools | 40 |
| Welding/Cutting Processes | 60 |
| Refinishing Equipment and Paint Area | 40 |
| Refinishing Operations | 60 |
| Automotive Finishes | 75 |
| Applying the Finish | 40 |
| Blending Operations | 25 |
| Portfolios/Certifications | 20 |

| Level IV | Hours |
|---|---|
| Safety/Tools | 40 |
| Portfolios/Certifications | 30 |
| Structural Component Repair and Damage Analysis/ Structural Straightening | 40 |
| Panel Replacement and Alignment | 40 |
| Estimating Damage Analysis | 55 |
| Restraint Systems | 55 |
| Vehicle Design and Construction | 50 |
| Metal Finishing | 30 |
| Detailing | 20 |

## CAREER PATHWAYS

- Automotive Body & Related Repairers
- Painters, Transportation Equipment
- Insurance Adjusters, Examiners, & Investigators
- Vocational Education Teacher, Post-Secondary
- Career/Technical Education Teachers, Secondary School
- Cleaners of Vehicles & Equipment
- Automotive Glass Installers & Repairers
- Parts Salespersons

## INDUSTRY CERTIFICATIONS

- NOCTI-Certification—Collision Repair & Refinishing Technology
- S/P2 Safety & Pollution Prevention
- Collision Safety
- Collision Pollution Prevention
- OSHA 10
- ASE Certification (PENDING)




## STC has Articulation Agreements with the following post-secondary schools:

Automotive Training Center, Lehigh Carbon Community College, Lincoln Educational Institute—East Windsor Campus, Pennsylvania College of Technology, Pennsylvania Institute of Technology, Thaddeus Stevens College of Technology, Universal Technical Institute

## Program Requirements/Costs (approximate)

| | |
|---|---|
| One 1" Binder (Student Portfolio) | $4.00 |
| Two 3" Binders (1 for Shop & 1 for NOCTI) | $10.00 |
| Clean Sheet Mixing Board | $15.50 |
| Navy T-Shirt | $10.00 |
| Dickies or Similar Type Pants | $38.00 |
| Hard Soled Shoes | $50.00+ |
| Mixing Board | $4.00 |
| Organic Vapor Respirator | $25.00 |
| Page Tab Markers | $2.00 |
| Plastic Spreader | $0.50 |
| Squeegee | $0.75 |
| Pencils, Pens, Colored Markers | $5.00 |

## Program Entrance Recommendations

Ability to work independently and as a team member
Algebra 1 or Geometry
Hand & eye coordination
Mechanical aptitude
Problem solving/trouble shooting skills
Reading at grade level

# Diesel Engine Technology (CIP Code 47.0613)

**Instructors: Thomas Buff (North Campus)**



An instructional program that prepares individuals to apply technical knowledge and skills to engage in the servicing and maintenance of all types of medium and heavy duty trucks. This program includes instruction in the diagnosis and testing, including computer analysis, of malfunctions in and repair of engines, fuel, electrical, cooling and brake systems, and drive train and suspension systems. Instruction is also given in the adjustment and repair of individual components and systems such as cooling systems, drive trains, fuel system components, braking systems, and includes the use of technical repair information and the state inspection procedures.

## CAREER PATHWAYS

- Auto Mechanic
- Bus & Truck Mechanics & Diesel Engine Specialists
- Farm & Equipment Mechanics
- Service Station Attendants
- Tire Repair & Changers

## INDUSTRY CERTIFICATIONS

- S/P2 Safety Certification
- ASE/NATEF (Completed 2017)
  Requires 2 years work experience
- NOCTI Certification—Diesel Technology
- OSHA 10
- Pennsylvania State Inspection
- Mack/Volvo Certificates (80 certificates can be earned)

## Programs of Study

| Level I | Hours |
|---|---|
| Safety | 120 |
| Tools | 60 |
| Occupations | 40 |
| Measuring | 40 |
| Portfolios/Certifications | 40 |
| Service Manuals | 30 |
| Truck Classification | 30 |

| Level II | Hours |
|---|---|
| Orientation & Safety | 50 |
| Tools/Fasteners/Hardware | 70 |
| Preventative Maintenance | 125 |
| Demonstrate Engine Knowledge | 115 |

| Level III | Hours |
|---|---|
| Suspension & Steering Systems | 115 |
| Brake Systems | 211 |
| Electrical/Electronic Systems | 34 |

| Level IV | Hours |
|---|---|
| Electrical/Electronic Systems | 60 |
| Air Intake & Exhaust Systems | 40 |
| Demonstrate the Knowledge of Cooling Systems | 50 |
| Fuel System | 60 |
| Drive Line | 120 |
| PA State Inspection | 30 |

## STC has Articulation Agreements with the following post-secondary schools:

Lehigh Carbon Community College

## Program Requirements/Costs (approximate)

(2) 3" 3 Ring Binders..... $10.00ea.
Black T Shirt/ Dickie's Work Pants..... $50.00
Leather Upper/Oil Resistant Soled Work Boots..$50.00+

## Program Entrance Recommendations

Able to work independently and as a team
Basic math (Algebra I & Geometry) skills
Computer skills
Coordination skills
Problem solving skills
Reading at grade level
Writing, spelling, penmanship at grade level



# Supply Chain & Warehouse Distribution

**(CIP Code 52.0203)**

**Instructor: Nicole Lubinsky (South Campus Annex at IU29)**

A program that prepares individuals to manage and coordinate logistical functions in an enterprise ranging from acquisitions to receiving and handling, through internal allocation of resources to operations units, to the handling and delivery of output. Includes instruction in acquisitions and purchasing, inventory control storage and handling, just-in-time manufacturing, logistics planning, shippings and delivery management, transportation, quality control resource estimation and allocation and budgeting manufacturing, logistics planning, shipping and delivery management, transportation and quality control.

| **Supply Chain & Warehouse I** Safety and | **Hours** |
|---|---|
| Ergonomics | 60 |
| Inventory Management | 80 |
| Receiving | 110 |
| Packing | 80 |
| Storage & Putaway | 25 |
| Supply Chain & Warehouse Distribution | 5 |

| **Supply Chain & Warehouse II** Safety and | **Hours** |
|---|---|
| Ergonomics | 30 |
| Inventory Management | 15 |
| Receiving | 10 |
| Packing | 10 |
| Storage & Putaway | 20 |
| Shipping & Transportation | 40 |
| Order Fulfillment | 160 |
| Procurement Operations | 70 |
| Supply Chain & Warehouse Distribution | 5 |

| **Supply Chain & Warehouse III** Safety and | **Hours** |
|---|---|
| Ergonomics | 80 |
| Inventory Management | 10 |
| Receiving | 10 |
| Packing | 10 |
| Storage & Putaway | 10 |
| Shipping & Transportation | 40 |
| Order Fulfillment | 10 |
| Procurement Operations | 10 |
| Supply Chain & Warehouse Distribution | 175 |
| | 5 |

| **Supply Chain & Warehouse IV** Safety and | **Hours** |
|---|---|
| Ergonomics | 20 |
| Supply Chain & Warehouse Distribution | 60 |
| Management | 60 |
| Industry Trends & Technology | 160 |
| | 60 |

## CAREER PATHWAYS

- Distribution Center/Warehouse Associate
- Forklift Operator
- Inventory Control Specialist
- Shipping/Receiving Clerk

## INDUSTRY CERTIFICATION

- OSHA-10
- NSC Forklift Certification
- NOCTI Certification- Supply Chain and Warehouse Distribution

**STC has Articulation Agreements with the following post-secondary schools:**

## Program Entrance Recommendations

Good organizational skills
Strong communication skills
Basic math operations
Ability to get along with others
Ability to work independently and as a team
Problem solving skills
Reading at grade level

## Program Requirements/Costs (approximate)

| | |
|---|---|
| 2- 3 Ring Binders | $10.00 |
| 2- Folders | $5.00 |
| Dark Gray T-shirt | $10.00 |
| Dickies Work Pants | $40.00 |
| Closed Toe/Closed Back Shoes | $40.00 |

# Outdoor Power Technology (CIP Code 47.0699)

**Instructor: Jason Wright (North Campus)**

An instructional program that prepares individuals to apply technical knowledge and skills to repair, service, maintain and diagnose problems on a variety of small internal-combustion gasoline engines and related systems used on portable power equipment such as lawn and garden equipment, chain saws, outboard motors, rotor tillers, snowmobiles, lawn mowers, motorcycles, personal watercraft and pumps and generators. This program includes instruction in the principles of the internal-combustion engine and all systems related to the powered unit. Instruction also includes the use of technical and service manuals, state inspection code, care and use of tools and test equipment, engine tune-up/ maintenance, engine overhaul, troubleshooting and diagnostic techniques, drive lines and propulsion systems, electrical and electronic systems, suspension and steering systems and service operations and parts management.

## Programs of Study

| Level I | Hours |
|---|---|
| Workplace Safety | 40 |
| Knowledge & Design of 2 & 4 Cycle Engines | 50 |
| Knowledge of Fuel, Lube, & Exhaust Systems | 100 |
| Occupation & Certifications | 20 |
| Demonstrate Skill with Measuring System & Tools | 30 |
| Identify & Use Hand Tools & Fasteners | 40 |
| Service Manual Starting & Lubrication Systems | 40 |
| Identify & Service Governors | 40 |

| Level II | Hours |
|---|---|
| Demonstrate Knowledge & Service Cooling Systems | 20 |
| Service Fuel Systems on All Engines | 40 |
| Weld with Oxyacetylene Torch | 40 |
| Weld with an Electric Welder | 20 |
| Diagnose Problems on a 2 Cycle Gasoline Engine | 40 |
| Diagnose Problems on a 4 Cycle Gasoline Engine | 40 |
| Overhaul a 2 & 4 Cycle Engine | 100 |
| Demonstrate Knowledge of Basic Electricity | 60 |

| Level III | Hours |
|---|---|
| Service Electrical Starting Systems | 60 |
| Service & Test Charging Systems | 60 |
| Service Braking Systems | 35 |
| Service Clutch & Equipment Drives | 55 |
| Service Transmissions, Trans Axles & Hydrostatic Drives | 50 |
| Repair & Overhaul Transmissions & Drives | 50 |
| Order Repair Parts & Keep Records | 20 |
| Wheel and Chassis Service | 30 |

| Level IV | Hours |
|---|---|
| Conduct a Failure Analysis on Gasoline Engines | 60 |
| Service Transmissions, Trans Axles & Hydrostatic Drives | 40 |
| Service & Test Charging Systems | 40 |
| Service Electrical Starting Systems | 60 |
| Power Sports Repair/Overhaul Transmission & Drives | 50 |
| Wheel & Chassis Service | 30 |
| Service Fuel Injection Systems | 50 |
| Power Sports Service Braking Systems | 30 |

## CAREER PATHWAYS

- Engine & Other Machine Assemblers
- Motorcycle Mechanics
- Recreational Vehicle Services Technicians
- Electric Motor Power Tool & Related Repairers
- Motorboat Mechanics
- Outdoor Power Equipment & Other Small Engine Mechanics
- Parts Person

## INDUSTRY CERTIFICATIONS

- EETC Certification (Completed 2017)
- NOCTI Certification—Small Engine Technology
- OSHA 10
- S/P2 Safety Certificate



## STC has Articulation Agreements with the following post-secondary schools:

Lincoln Educational Institute—East Windsor Campus, Pennsylvania College of Technology, Universal Technical Institute

## Program Requirements/Costs (approximate)

Two 3" 3 Ring Binders ..... $10.00ea.
Black T-Shirt.....$10.00
Dickies Work Pants.....$40.00
Leather Upper/Oil Resistant Soled Work Boots.....$50.00

## Program Entrance Recommendations

Ability to get along with others
Able to work independently and as a team
Algebra I or Geometry
Mechanical abilities
Problem solving skills
Reading at grade level

# Service Occupation Cluster

**SOC Food Services**

## Service Occupation Cluster

The supervisor of special education oversees the Service Occupations Cluster (SOC). SOC programs are designed to help students transition from basic, entry-level skill development to more advanced technical training that will lead them directly to the workforce. Typically, these programs are well suited for students who learn best in small-group settings and require intense reading and math support to master skill competencies. Prior to enrollment, students undergo skills screenings to determine their readiness and interests. Results from the screenings are then provided to students' IEP teams.

### SOC Food Services (CIP Code 19.99)
### Instructor: Thomas Wood (STC South Annex at IU29)

The Food Services program prepares students for entry-level positions in the food service industry. The curriculum includes basic training in preparing and serving foods in a commercial kitchen and basic cooking techniques for restaurant and cafeteria services. Students are taught the knowledge and skills they need to successfully complete the OSHA Teen Workers Safety in Restaurants Assessment. Advanced students work in Woody's restaurant, cafeteria and commercial dish room.

Theory subjects include measurements, understanding ingredients, sanitation and commercial equipment use. Currently, there is a strong demand for food service workers. Potential career pathways include working in restaurants and hospitals, retirement community or school cafeterias.

Career Pathways

- Combined Food Preparation & Serving Workers
- Cooks, Short Order
- Food Preparation & Serving Related Workers
- Waiters & Waitresses
- Cooks, Institutional & Cafeteria

Industry Certifications

- Serv-Safe—Food Safety Managers Certification ($40.00 to take exam)
- OSHA 10

Program Requirements:

A strong will to work
Accept criticism and deal calmly and effectively with high stress situations
An understanding of the food industry
Clear understanding of math, English & grammar
Good people skills
Spend a considerable amount of time standing and/or walking
Understand teamwork

Program Requirements/Costs (approximate)

Two 3 Ring Binders…….. $ 10.00 each
Combination Lock……. $ 5.00
Books & Uniforms……..... $250.00
(Uniform consists of a black chef's coat, black and white pants, a white chef's hat, and black non-skid shoes)
The Culinary Professional Workbook…….. $ 25.00

# STC Faculty & Staff

## Administration

**Shannon Brennan,** Director of CTE

**Chris Groody,** Assistant Director of CTE (North Campus)

**Stacey Minahan,** Assistant Director of CTE (South Campus)

## Support Services

**Caroline Barnhart,** Special Ed **(South)**
M.Ed. in Special Education, Alvernia University; B.A. in Elementary Education, Alvernia University; Pennsylvania Special Education Instructional II Certification (N-12); Pennsylvania Teaching Instructional II Certification (K-6); Pennsylvania Principal Certification (K-12); Pennsylvania Special Education Supervisory Certification (K-12); Highly Qualified Social Studies (7-12); Highly Qualified English (7-12); Student Assistance Program (SAP) Certification; I-SAFE Certification.

**Jennifer Wollyung,** Special Ed **(North)**
M.Ed. in Special Education (N-12), Lehigh University; B.A. in Elementary Education (K-6) & Special Education Certification, DeSales University; Pennsylvania Special Education Instructional II Certification (N-12); Student Assistance Program (SAP) Certification; I-SAFE Certification.

**Jennifer Pizarz,** Special Ed **(North)**
M.Ed. in Special Education, & Elementary Education, Bloomsburg University; Pennsylvania Special Education Instructional II Certification; B.S. in Social Sciences (Psychology/Sociology), Bloomsburg University; Student Assistance Program (SAP) Certification; I-SAFE Certification.

**Gary Hess** Special Ed **(South)**
Certified in Special Education 7-12, B.A. in History (Minor-Geography), King's College; Pennsylvania Secondary Education Level II Certificate in Citizenship Education (Grades 7 to 12); I–SAFE Certification.

## Student Services

**TJ Fitzpatrick**
**Cooperative Education (North & South)**
Kutztown University, B.S. Degree in Elementary Education with Minor in Psychology, PSEA member

**Tracey Picht**
**School Counselor (North & South)**
M.Ed. in Secondary Counseling, Kutztown University; BA in Psychology, Kutztown University; SAP (Student Assistance Program) Certification., SkillsUSA Advisor; I –SAFE Certification.

**Gretchen Witman**
**Social Worker (North & South)**
Masters of Social Work, University of Pennsylvania; B.A. in History/Sociology, Georgetown University; PA License of Clinical Social Work; SAP (Student Assistance Program) Certification; SAP Team Coordinator for STC North & South; Board Certified Diplomat in Clinical Social Work.

# Career & Technical Education Instructors

## Scott Allvord
**Masonry Technology (North)**
Associate of Applied Science (Masonry Construction Technology), Thaddeus Stevens College of Technology; International Union of Bricklayers & Allied Craftworkers Journey- man; OSHA 10 Certified; MSHA; Scaffold User Certification; L.O.T.O. Trained; Confined Space Trained; Fall Protection Trained; I–SAFE Certification; Pennsylvania Vocational II Certification Bachelors Equivalency Temple University

## Derek Bennett
**Heating, Ventilation, & Air Conditioning**
Associate Degree in HVAC/R, Thaddeus Stevens College of Technology. EPA 608 Certification, OSHA 10 Certification, STC Alumni Plumbing & Heating Program.

## Thomas Buff
**Diesel Technology (North)**
Pennsylvania Vocational II Certification (Automotive & Diesel Technology), Temple University; Pennsylvania State Inspection Instructor; Pennsylvania Emissions Certification; ASE Certified, Skills USA Advisor; I–SAFE Certification.

## Michelle Chicora
**Health Careers (North)**
Registered Nurse; BSN Bloomsburg University; Masters Degree Temple University; Career & Technical Instructional II Certification; American Heart Association BLS Instructor; NATCEP Teaching the Educator Certification; Stop the Bleed Instructor; ALICE Certification

## Frederick Cicero, Jr.
**Precision Machining Technology (South)**
Pennsylvania Vocational II Certification; NIMS Manual Milling Skills; NIMS Surface Grinding; B.A.S. in Manufacturing Engineering; A.A.S. Tool Making Technology, Pennsylvania College of Technology; NOCTI Precision Machining; Temple Occupational Competency Assessment in Machine Shop; NIMS Measurement, Materials & Safety; NIMS Job Planning, Bench Work and Layout;
I–SAFE Certification.

## Jason Smith
**Electromechanical Technology (North)**
Associate Degree in Electrical Engineering Technology, Emergency Certification in Electromechanical.

## Doug DelConte
**Welding Technology (South)**
A.S. in Welding Technology Pennsylvania College of Technology. AWS Certified Welding Inspector/Certified Welding Educator. AWS D1.1 Structural Welding Certification. Pennsylvania Vocational II Certification. Bachelors Equivalency

## Jonathan Flynn
**Criminal Justice/Police Science (South)**
PA Voc. II Certification; B.S. in Fires Science, minor in Criminal Justice, University of New Haven; NRA Certified Law Enforcement handgun/shotgun instructor; Probation & Parole Officer; Firearms Education and Training Commission Certified Master Instructor.

## Robert Greiner
**Plumbing Technology (South)**
STC Alumni, Completed a 4-year apprenticeship course in Plumbing at Berks Career & Technology Center, became a Certified Journeyman Plumber in the state of PA in 2010.

## Gregory Lieberman
**Culinary Arts (South)**
Associate Degree in Culinary and Restaurant Management, Pennsylvania School of Culinary Arts. BS American Studies Lebanon Valley College. ServeSafe Certification.

## Allison Misstishin
**Emerging Health Professionals (North)**
Licensed Practical Nurse; LPN STC North Practical Nursing Program; Vocational II Certification; HOSA Advisor

## David Hess, Jr.
**Residential & Industrial Electricity (South)**
Pennsylvania Vocational II Certification, Temple University; Pennsylvania Vocational I Certification, Temple University; OCA in Electrical Construction, Temple University; OSHA Qualified Instructor; MSHA Instructor; Certified in AC/DC Motor Repair; Certified Miller Welder Technician; Certified Hypertherm Plasma Cutter Repair; Qualified Home Integration Systems Instructor; Home Builders Institute Certification; Leviton Certified Installer; Arc Flash/Arc Blast Compliant Instructor; I–SAFE Certification.

## Steve Homola
**Automotive Technology (North)**
Teaching Certification in Automotive Technology; ASE Master Technician; ASE L1 (Advanced Engine Performance) Certified; ASE Diesel Certified; General Motors World Class Technician.

# Career & Technical Education Instructors

### Brandon Horan
**Marketing &Business Management (South)**
Bachelors Degree (Business Administration) Alvernia University; Associates Degree (Business Management and Marketing) McCann School of Business: Masters Degree (Marketing Education) Temple University, Currently Enrolled; Thirteen years of sales, marketing, and financial aid experience; DECA Advisor; Yearbook Advisor.

### Philip Kintzel
**Carpentry Technology (South)**
M.S. in Education (Classroom Technology Concentration), Wilkes University; B.S. in Industrial Arts Education, Millersville University; Instructional II Certification; Industrial Arts/Technology Education Certification; Pennsylvania Vocational II Certification; Carpentry Certification; Building Construction Occupations Certification; Certified Fairway Vinyl Systems Installer; Certified Timber Tech Elite Contractor; Home Builder's Institute Certification; Simonton Windows Preferred Installer; Penn Dot Verified Flagger; i–SAFE Certification.

### Jesse Krasnitsky
**Collision Repair Technology (South)**
A.S. in Collision Repair & Refinishing, Pennsylvania College of Technology; ASE Certification in Painting & Refinishing and Non-Structural Analysis; Pennsylvania State Inspection License, OSHA Certified.

### Nicole Lubinsky
**Supply Chain & Warehouse Distribution (South)**
BS Chemistry, Bloomsburg University; Masters Business Administration, Alvernia College; Temple University, coursework for Vocational I Certification; 15 years experience in distribution

### Scott Reichert
**Culinary Arts (North)**
Pennsylvania Vocational II Certification, Temple University; AOS, Culinary Institute of American; Certified ServSafe (Food Safety Managers) Instructor and Proctor; Adult Education Culinary Arts Instructor; SAP (Student Assistance Program) Member; Skills USA Advisor; i–SAFE Certification.

### Krystal Thomas
**Cosmetology (South)**
Intern Certificate, Temple University; Cosmetology License, Schuylkill Technology Center; Cosmetology Teacher's License, Schuylkill Technology Center.

### Jeanette Tobin
**Early Childhood Care & Education (North)** M.Ed., Career and Technical Education, Concordia University; Pennsylvania Training Certification; B.S. Elementary Education, Lebanon Valley College; State Certification (Grades K to 6-Elementary Education); Family & Consumer Science (Grades K to 12); i–SAFE Certification.

### Allen Wolff
**Carpentry (North)**
Intern Certificate, Temple University.

### Kyle Moran
**Computer Information Systems (South)** BS Computer Information Systems, Alvernia University; Associates in Computer Science, McCann School of Business & Technology

### Jason Wright
**Outdoor Power Technology (North)**
Pennsylvania Vocational I Certification; EETC Certification (four stroke & two stroke); ASE Master Certification (A-1 thru A-8); PA State Safety Inspection Certification; i–SAFE Certification.

### Thomas Wood
**SOC Food Services (STC South Annex at IU29)**
BS in Education, Alvernia University; Certifications; Elementary K-6, Special Education PK-12, Supervisor Special Education PK-12, Family-Consumer Science PK-12, ServeSafe Instructor

# Academic Instructors

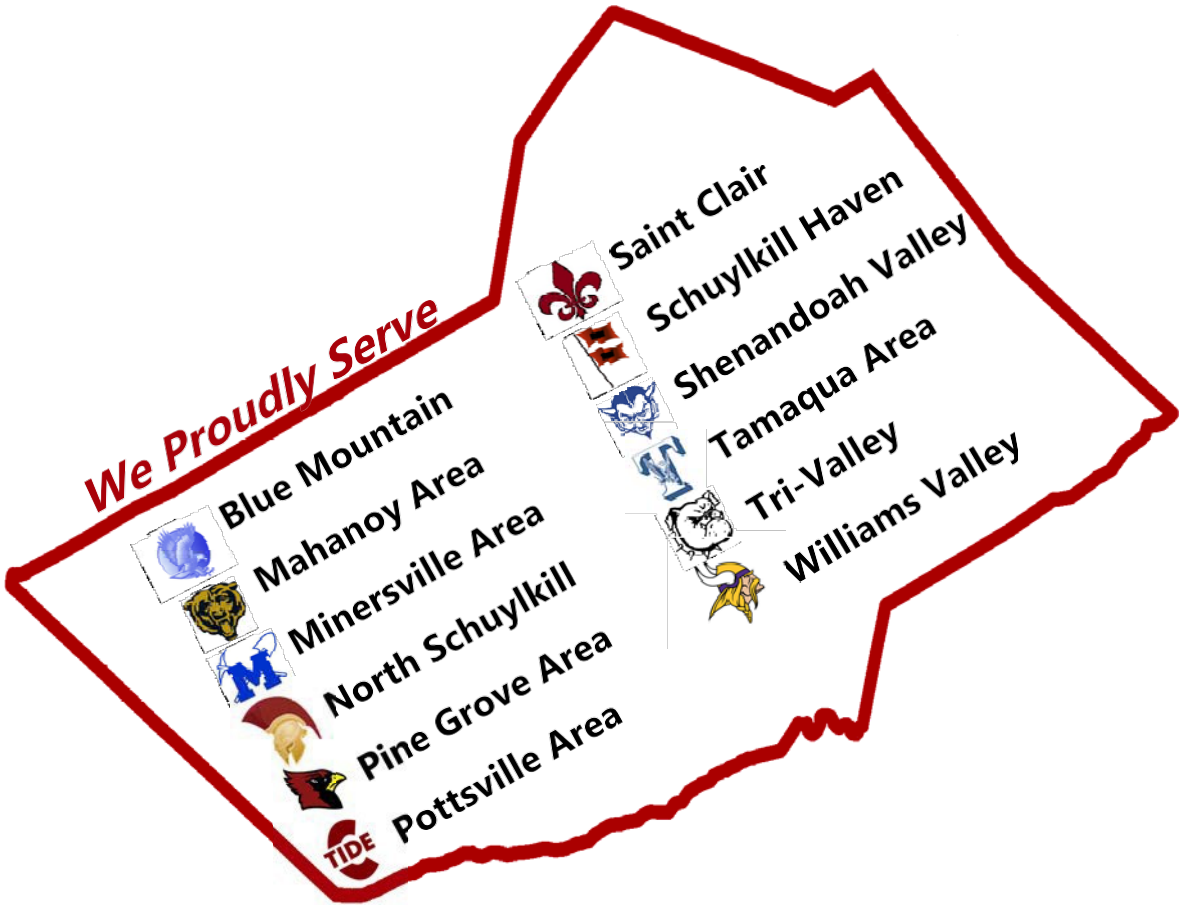
### William Mack
**Social Studies (North)**
M.Ed., Curriculum and Instruction, Bloomsburg University; B.S. Secondary Education in Social Studies; Pennsylvania Instructional II Certification (Social Studies 7-12); Pennsylvania Administrative I Certification (Principal Pre-K-12); Pennsylvania Administrative Certification (Career and Technical Administrative Director 7-12); SkillsUSA Advisor; I-Safe Certification

### John Gower
**Social Studies (North)**
M.Ed., Instructional Technology, Wilkes University; B.S. Social Studies Education, Millersville University; Pennsylvania Instructional II Certification (Social Studies 7-12); Youth Summit Coordinator

### Mackenzie Francis
**Social Studies (South)**
B.S. Secondary Education in Social Studies, Kutztown; Pennsylvania Instructional II Certification (Social Studies 7-12)

### Jeremy Stock
**Social Studies (South)**
B.A. History, Bloomsburg University; B.A. Secondary Education, Bloomsburg University; Pennsylvania Instructional I Certification (Social Studies 7-12)

# *STC offers career and technical education with the support of the following sponsoring School Districts:*




## *Schuylkill Technology Center consists of two campuses:*

**North Campus** | 101 Technology Drive | Frackville, PA 17931 | Ph: 570-874-1034 | Fax: 570-874-4028

**South Campus** | 15 Maple Avenue | Mar Lin, PA 17951 | Ph: 570-544-4748 | Fax: 570-544-3895
**STC South Annex Building** | 17 Maple Avenue | Mar Lin, PA 17951 | 570-544-9131 ext. 2399

**www.stcenters.org**

# SCHUYLKILL COUNTY AVTS OPERATING AGENCY

## Adult Education Fund Checking Account

YEARLY SUMMARY

**July 1, 2025 through June 30, 2026**

| Account | Balance 07/01/25 | Receipts | Expenditures | Adjustments | Balance 06/30/26 |
|---|---|---|---|---|---|
| Credit Card Charges | (19,143.58) | (5,236.91) | 0.00 | | (24,380.49) |
| Interest | 422.09 | 71.73 | 0.00 | | 493.82 |
| Tuition - Post Sec | 96,994.02 | 149,402.77 | (220,226.08) | | 26,170.71 |
| Mine Safety | 16,035.43 | 5,400.00 | 0.00 | | 21,435.43 |
| Misc | 1,153.11 | 0.00 | 0.00 | | 1,153.11 |
| LPN Fundraiser | 110.03 | 0.00 | 0.00 | | 110.03 |
| Credit Card Fees & Adj. | 0.00 | 0.00 | 0.00 | | 0.00 |
| **Total** | **95,571.10** | **149,637.59** | **(220,226.08)** | **0.00** | **24,982.61** |

# SCHUYLKILL COUNTY AVTS OPERATING AGENCY

## Adult Education Fund Checking Account

### 4th QUARTERLY REPORT 25/26

| Account | Balance 03/31/26 | Receipts | Expenditures | Adjustments | Balance 06/30/26 |
|---|---|---|---|---|---|
| Credit Card Charges | (22,378.17) | (2,002.32) | 0.00 | | (24,380.49) |
| Interest | 476.27 | 17.55 | 0.00 | | 493.82 |
| Tuition - Post Sec | 68,587.62 | 37,680.57 | (80,097.48) | | 26,170.71 |
| Mine Safety | 21,435.43 | 0.00 | 0.00 | | 21,435.43 |
| Misc | 1,153.11 | 0.00 | 0.00 | | 1,153.11 |
| LPN Fundraiser | 110.03 | 0.00 | 0.00 | | 110.03 |
| Credit Card Fees & Adj. | 0.00 | 0.00 | 0.00 | | 0.00 |
| **Total** | **69,384.29** | **35,695.80** | **(80,097.48)** | | **24,982.61** |

## AUTHORITY AND SIGNATURE

The effective period of this MOU is July 1, 2026 to June 30, 2029.

By signing my name below, I, Shannon Brennan, certify that I have read the above information. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and agreement with:

- The MOU;
- The One-Stop Operating Budget (OB); and
- The Infrastructure Funding Agreement (IFA).

By signing this document, I also certify that I have the legal authority to bind my agency (outlined below) to the terms of:

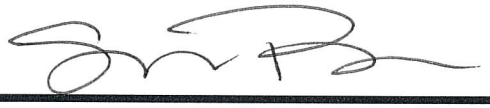
- The MOU;
- The One-Stop Operating Budget (OB); and
- The Infrastructure Funding Agreement (IFA).

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either:

a) In three (3) years;

b) Upon amendment, modification, or termination; or

c) On June 30, 2029, whichever occurs earlier.



Signature

6/9/26

Date

Shannon Brennan

Director

Print Name and Title

Training -

Schuylkill Technology Center

Agency Organization (s)

PY 2026

# Memorandum of Understanding (MOU) and Infrastructure Agreement (IFA)

For

Partners of the PA CareerLink®

Luzerne/Schuylkill Workforce Area (NE 075)

Effective July 1, 2026-June 30, 2029

Developed by:

Luzerne/Schuylkill Workforce Development Board

32 E. Union St., Second Floor

Wilkes-Barre, PA 18701

*The MOU may be modified as required by the Pennsylvania Department of Labor, the United States Department of Labor, and/or the Luzerne/Schuylkill Workforce Development Board*

# Table of Contents


**Legal Authority** ..... 1
**Memorandum of Understanding – Purpose/Development** ..... 3
**INTRODUCTION** ..... 4
**Vision** ..... 4
**Mission** ..... 4
**One-Stop Operator** ..... 6
**Partners** ..... 7
**System Structure/Governance** ..... 8
**WIOA Required Partners to the MOU are listed in the following section** ..... 9
**Terms and Conditions** ..... 10
**Partner Services** ..... 11
- **Adult Education and Literacy Activities (WIOA-Title II):** ..... 13
- **Carl D. Perkins – Career and Technical Education:** ..... 15
- **Wagner Peyser:** ..... 16
- **Trade Act Services and Reemployment:** ..... 18
- **Rapid Response:** ..... 20
- **Jobs for Veterans State Grant (JVSG):** ..... 22
- **Foreign Labor Certification:** ..... 24
- **Office of Vocational Rehabilitation (VR):** ..... 27
- **PA Department of Community and Economic Development:** ..... 28
- **The Senior Community Service Employment Program (SCSEP):** ..... 29
- **The National Farmworker Jobs Program:** ..... 30
- **Unemployment Compensation Program (UC):** ..... 30

**Roles and Responsibilities of Partners/Parties** ..... 33
**Professional Conduct** ..... 41
**Leadership** ..... 41
**Customer Service** ..... 41
**Courtesy** ..... 41
**Ethics** ..... 42
**Communications** ..... 42
**Teamwork** ..... 42
**Professionalism** ..... 42
**Safety** ..... 42
**Smoking Policy** ..... 43
**Responsibility and Accountability** ..... 43
**Data Sharing** ..... 43
**Confidentiality** ..... 44
**Referrals** ..... 44
**Accessibility** ..... 45
**Outreach** ..... 47
**Monitoring** ..... 47

**Non-Discrimination and Equal Opportunity** ..... 48
**Indemnification/Liability** ..... 48
**Severability** ..... 48
**Drug and Alcohol-free Workplace** ..... 48
**Certification Regarding Lobbying** ..... 49
**Debarment and Suspension** ..... 49
**Priority of Service** ..... 49
**Buy American Provision** ..... 49
**Salary Compensation and Bonus Limitations** ..... 49
**Non-Assignment** ..... 50
**Governing Law** ..... 50
**Steps to Reach Consensus** ..... 50
**Dispute Resolution** ..... 51
**Modification Process** ..... 52
**Renewal Process** ..... 52
**Effective Period/Termination** ..... 53
**Execution** ..... 53
**Infrastructure Funding Agreement** ..... 54
**Partners** ..... 54
**Infrastructure Costs** ..... 54
**Cost Allocation Methodology** ..... 55
**Earned Income** ..... 56
**Steps to Reach Consensus** ..... 56
**Dispute and Impasse Resolution** ..... 56
**IFA Modification Process** ..... 57
**One-Stop Operating Budget** ..... 58
**Cost Reconciliation and Allocation Base Update** ..... 59
**DEFINITIONS** ..... 61
**AUTHORITY AND SIGNATURE** ..... 66

Attachment 1: PA CareerLink® Luzerne County Wilkes Barre (One –Stop Operating Budget)
Wilkes-Barre, Luzerne County Staffing Survey
Attachment 2: PA CareerLink® Luzerne County Hazleton (One-Stop Operating Budget)
Hazleton, Luzerne County Staffing Survey
Attachment 3: PA CareerLink® Schuylkill County Pottsville (One Stop-Operating Budget)
Pottsville, Schuylkill County Staffing Survey

## Legal Authority

The Workforce Innovation and Opportunity Act (WIOA) sec. 121(c)(1) requires each locally designated Workforce Board, with the agreement of the Chief Elected Official (CEO), to develop and enter into a Memorandum of Understanding (MOU) between the Local Board and the PA CareerLink® Service Delivery System One-Stop Partners, also known as the American Job Center network Partners (Partners). This is consistent with WIOA Sec. 121(c)(2), concerning the operation of the one-stop delivery system in a local area. This requirement is further described in the Workforce Innovation and Opportunity Act; Joint Rule for Unified and Combined State Plans, Performance Accountability, and the One-Stop System Joint Provisions: Final Rule at 20 CFR 678.500, 34 CFR 361.500, and 34 CFR 463.500, and in Federal guidance.

Additionally, the sharing and allocation of infrastructure costs among one-stop partners is governed by WIOA sec. 121(h), its implementing regulations, and the Federal Cost Principles contained in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) at 2 CFR part 200. Since the inception of the WIOA, the Commonwealth has recognized the strength and value of local boards and has utilized the L/S WDB for additional programs and services, including the Employment, Advancement, and Retention Network (EARN) Program, Temporary Assistance to Needy Families (TANF) Program, Partnerships, Business Education Partnerships, and other workforce-related ancillary grants and opportunities. Programs offered through the L/S WDB, as fiscal agent for the workforce area, are funded in whole or in part by federal and state funds. The Stevens' Amendment detailed information can be found at https://lswib.org/stevens-amendment/.

### Local Workforce Development Board (L/S WDB):

The Luzerne/Schuylkill WDB (L/S WDB) is responsible for administrative and fiscal oversight, contracting, chartering, and monitoring of all WIOA-funded programs for one-stop centers' activities and services offered at the PA CareerLink® sites in Luzerne and Schuylkill Counties.

Karen Kenderdine, L/S WDB Chairperson
E-Mail: Karen.kenderdine@midpennbank.com
Phone: (570) 544-4788

Christine Jensen, Executive Director, L/S WDB
E-Mail: christinejensen@lswib.org
Phone: (570) 822-1101, ext. 299

### Local Elected Officials (LEO):

The Local Elected Officials of Luzerne and Schuylkill Counties are responsible, along with the Luzerne/Schuylkill WDB, for the administrative and fiscal oversight of all WIOA-funded programs and activities offered at the PA CareerLink® sites in Luzerne and Schuylkill Counties.

Jimmy Sabatino, Chairperson, Local Elected Official – Luzerne County
E-Mail: jimmy.sabitino@luzernecounty.org
Phone: (570) 825-1500

Larry Padora, Chairman, Local Elected Official – Schuylkill County
E-Mail: lpadora@schuylkillcountypa.gov

Phone: (570) 622-5570

**Fiscal Agent:**
The Luzerne/Schuylkill Workforce Development Board (L/S WDB) is the designated Fiscal Agent/Grant Recipient for the Luzerne/Schuylkill workforce development area. The Fiscal Agent is responsible for the fiscal oversight, accounting, monitoring, and dispersal of all funds related to WIOA contracted activities. In addition, the Fiscal Agent provides oversight, billing, and accounting for all local costs described in the PA CareerLink® One-Stop Operating Budget in the MOU.

Christine Jensen, Executive Director, L/S WDB
E-Mail: christinejensen@lswib.org
Phone: (570) 822-1101, ext. 299

Steve Tredinnick, Director of Accounting Services, S.A.M.
E-Mail: Stredinnick@sam-inc.org
Phone: (570) 822-1101, ext. 239

| | |
|---|---|
| State | Pennsylvania |
| Local Workforce Development Area | Luzerne/Schuylkill (L/S WDA) |
| Local Workforce Development Board | Luzerne/Schuylkill (L/S WDB) |
| Local Board Chair | Karen Kenderdine |
| Local Board Executive Director | Christine Jensen |
| Fiscal Agent | Luzerne/Schuylkill WDB |
| One-Stop Operator | EDSI |
| Chief Elected Officials – Chairs of each county – Schuylkill and Luzerne, respectively | Larry Padora; Jimmy Sabatino |
| County #1 (Comprehensive PA CareerLink® (Site) | Wilkes-Barre, Luzerne County |
| County #2 (Comprehensive PA CareerLink® Site) | Hazleton, Luzerne County |
| County #3 (Comprehensive PA CareerLink® Site) | Pottsville, Schuylkill County |
| Local Workforce Development Board Website | www.lswib.org |
| | |

## Memorandum of Understanding – Purpose/Development

In accordance with the Workforce Innovation & Opportunity Act, this Memorandum of Understanding, (MOU) is executed between the Luzerne/Schuylkill Workforce Development Board (L/S WDB), the PA CareerLink® system Partners (Partners), and the Chief Elected Officials (CEO), Chairman of Schuylkill County Commissioners and Chairman of Luzerne County Council of Governments. They are collectively referred to as the "Parties" in this MOU, which is intended to be legally binding with respect to the operation of the PA CareerLink® sites.

This MOU is intended to confirm the Parties' understanding regarding the operation and management of the three (3) Comprehensive PA CareerLink® Centers in the Luzerne/Schuylkill Workforce Development Area (L/S WDA). The L/S WDB provides local oversight of workforce programming for the L/S WDA.

The purpose of the PA CareerLink®, a proud partner of the American Job Center Network, is to create a seamless system of service delivery for the public workforce system that will enhance access to the individual program services while improving long-term employment outcomes for both job seekers and business customers receiving assistance.

The objective of the Parties is to provide career planning and employment services in the most efficient manner possible, and to meet all performance measures established by the L/S WDB, the Pennsylvania Workforce Development Board, and the United States Department of Labor.

The L/S WDB, with the agreement of the CEO, competitively bid the One-Stop Operator. EDSI was selected as the One-Stop Operator for the L/S WDA, as further outlined in the One-Stop Operator section.

The One Stop Center's One-Stop Operating Budget (OB) and Infrastructure Funding Agreement (IFA) establishes a financial plan, including terms and conditions, to fund the services and operating costs of the L/S WDA PA CareerLink® system. The Parties to this MOU agree that joint funding is an essential foundation for an integrated service delivery system and is necessary to maintain the L/S WDA's high-standard PA CareerLink® system. The MOU parties' goal is to develop overarching parameters in establishing a funding mechanism that:

- establishes and maintains the local workforce delivery system at a level that meets the needs of the job seekers and businesses in the local area;
- reduces duplication and maximizes program impact through the sharing of services, resources, and technologies among partners (thereby improving each program's effectiveness);
- reduces overhead costs for any one partner by streamlining and sharing financial, procurement, and facility costs;
- ensures that costs are appropriately shared by PA CareerLink® partners by determining contributions based on the proportionate use of the one-stop centers and relative benefits received, while requiring that all funds are spent solely for allowable purposes consistent with applicable authorizing statutes and all other applicable legal requirements, including the Uniform Guidance.

The Vision, Mission, System Structure, Terms and Conditions, One-Stop Operating Budget and Infrastructure Funding Agreement outlined herein reflect the commitment of the Parties to their job seeker, workers and business customers, as well as to the overall workforce development community.

## INTRODUCTION

Changing labor markets and advances in technology have revolutionized how businesses find talent and jobseekers look for work. Social media, online talent platforms, and professional networking sites are evolving rapidly, perpetuating shifts in labor market dynamics. Additionally, rising consumer expectations and global competition have transformed how business is conducted in most industries. Employers must move faster and more efficiently in order to stay ahead of (or at least keep up with) competitors. This makes it imperative for the public workforce system to continuously adapt and reframe strategies and policies designed to support employers and job seekers.

The L/S WDB seeks to establish a system that stands in stark contrast to the "traditional"/historical transaction-based model, whereby each agency operates its own business and job seeker services functions, and participants move from place to place seeking services. Instead, the goal is to create integrated locations and a unified structure and process of proactive, transparent, and effective job seeker and business services, orchestrated by a seamless collaboration of talent development and support agencies.

The purpose of this Memorandum of Understanding (MOU) is to define the parameters within which education, workforce, economic development, and other Partner programs and entities operating in the L/S WDA create a seamless, customer-focused service delivery system that aligns service delivery across the board and enhances access to program services. By realizing one-stop opportunities, partners can build community-benefiting bridges rather than silos of programmatic isolation. Partners will be able to deliver the vision and mission of the L/S WDB to offer the highest-quality services and opportunities in a collaborative manner. These partnerships will reduce administrative burden and costs and increase customer access and performance outcomes. The vision of the public workforce system is to empower local area employers, individuals, and communities to prosper and grow the region's economy through a workforce development system that is inherently customer-centered, seamless, and effective. The mission of the public workforce system is to establish a data-driven, employer-validated talent solution by integrating education, workforce, and economic development resources across systems.

### Vision

Empower local area employers, individuals, and communities to prosper and grow the region's economy through a workforce development system that is inherently customer-centered, seamless, and effective.

### Mission

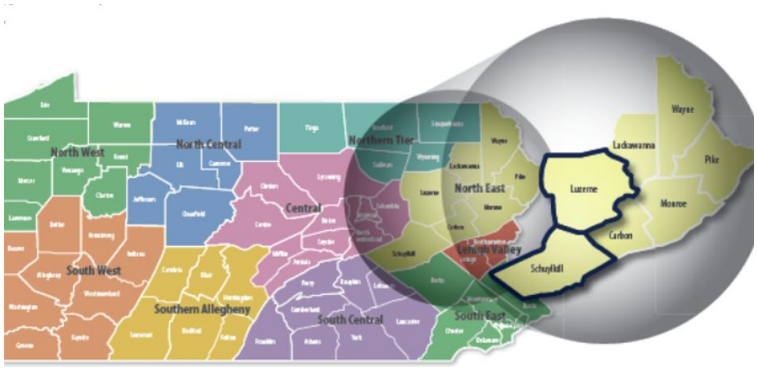
To establish a workforce system that provides data-driven and employer-validated talent solutions through the integration of education, workforce, and economic development resources across systems.

## PA CareerLink® One-Stop Centers, a proud partner of the American Job Center (AJC) network

The L/S WDA has three (3) PA CareerLink® Comprehensive centers, proud partners of the One Stop American Job Centers (AJC) network, that are designed to provide a full range of assistance to job seekers, workers, and businesses under one roof. Established under the Workforce Investment Act of 1998 *(WIA)* and continuing under the Workforce Innovation and Opportunity Act *(WIOA) of 2014*, the centers offer a comprehensive array of services designed to match talent with opportunities.

The Site Administrators for the PA CareerLink® sites in Luzerne County and Schuylkill County are TBD and Sharon Angelo, respectively. The Site Administrator is responsible for overseeing the daily PA CareerLink® activities at the site and reports to the One-Stop Operator and the L/S WDB on efforts to improve customer service or resolve partner concerns or problems.

When fulfilling services for the One-Stop system, all partners are under the functional supervision of the PA CareerLink® Administrator. Those partners who may be co-located but not providing services through the One-Stop system are not under the functional supervision of the PA CareerLink® Administrator. When a co-located partner begins providing One-Stop services, co-located staff fall under the functional direction of the PA CareerLink® Administrator, in accordance with the formal PA CareerLink® Administrator job description.




❖ **Luzerne County PA CareerLink® Center (Comprehensive)**

| | |
|---|---|
| TBD, Site Administrator | Phone: 570-822-1101, ext. 3057 |
| PACL – 32 E. Union St, WB, PA 18701 | Email: |
| Operating Hours: 8:00 a.m. to 4:30 p.m. | Website: www.pacareerlink.pa.gov |

❖ **Luzerne County PA CareerLink® Center (Comprehensive)**

| | |
|---|---|
| TBD, Site Administrator | Phone: 570-822-1101, ext. 3057 |
| PACL – 75 N. Laurel St., Hazleton, PA 18201 | Email: |

| | |
|---|---|
| Operating Hours: 8:00 a.m. to 4:30 p.m. | Website: www.pacareerlink.pa.gov |

❖ **Schuylkill County PA CareerLink® Center (Comprehensive)**

| | |
|---|---|
| Sharon Angelo, Site Administrator | Phone: 570-622-5253, ext. 149 |
| PACL – 201-203 Arch St., Pottsville, PA 17901 | Email: sharonangelo@lswib.org |
| Operating Hours: 8:00 a.m. to 4:30 p.m. | Website: www.pacareerlink.pa.gov |

## One-Stop Operator

The L/S WDB procured and selected the One-Stop Operator in accordance with WIOA, the Uniform Guidance and its implementing regulations, and local procurement policy. The One-Stop Operator is a single entity model. The Commonwealth requires that the One-Stop Operator be recompeted at a minimum, every four (4) years. The contract for the One Stop Operator is through June 30, 2029.

Following the competitive procurement process, the L/S WDB assigned the responsibility for the day-to-day operation of the three comprehensive PA CareerLink® physical centers to a designated One-Stop Operator with a representative from Educational Data Systems, Inc. (EDSI). The One-Stop Operator is reimbursed $4,000 annually to provide services listed below. The One-Stop Operator name and contact is:

Name: EDSI, Larry Melf, Director of Strategic Initiatives
E-Mail: Lmelf@edsis.com
Phone: (570) 301-2253

Specific responsibilities of the One Stop Operator include, at a minimum:

- Ensure a seamless delivery of services.
- Provide oversight to the assigned Site Administrator in the following areas:
  - Organization and coordination of all co-located partner staff by function in accordance with State and/or provider personnel rules; collective bargaining agreements, if applicable; and other specific partner policy and guidance.
  - Establishment of a customer-friendly service delivery model.
  - Development of operational procedures and protocols that promotes effective seamless service delivery to ensure positive program outcomes.
  - Communication of workforce system policy that effects overall Center operations.
  - Establishment of internal policies and procedures for situations such as inclement weather; holidays, as allowed by partner entity, etc.
  - Ensures an effective partner referral mechanism is in place for the benefit of both the individual customer as well as partner performance.
  - Act as an ambassador of the One-Stop Center in the community.
  - Provides a bridge to business services and resources.
  - Ensures that relevant policies and procedures including equal opportunity and civil rights measures are enforced.
  - Recommends and retires technological tools and services needed for the operation of the One-Stop Center.

- Serve in the capacity of an intermediary with all the One-Stop partners.
- Recognize and understand the parameters under which the individual partners provide services including partner-specific performance measures.
- Schedule One-Stop Partner meetings (minimum quarterly).
- Prepare a meeting Agenda for distribution prior to the set meeting date.
- Facilitation of the Operator meeting.
- Prepare and distribute any/all required meeting materials.
- Prepare and distribute post-meeting minutes.
- Assist the Local Board in preparation of compliance measures for One-Stop Center Certification to ensure continued receipt of infrastructure funding.
- Approve the expenditure of earned income. Provide recommendations for approval of internal operational services (*i.e., security services, disbursement of any earned income; disbursement of any One-Stop Operating costs in excess of $500.00, etc.) to the L/S WDB.* Allow Site Administrator discretion in disbursement of funds up to a maximum of $250.00, reportable at the next regularly-scheduled Operator's Meeting.

The success of the One-Stop Operator, having demonstrated a vested interest in the public workforce system, will be its ability to work cooperatively with the Local Workforce Development Board, the assigned Site Administrator of the Center, and Partners, affiliates, and other constituents of the local Center. The One-Stop Operator is a decision-making-level representative of their organization, with the expertise to provide systemic oversight that strategically fosters an integrated service model. The Operator must inspire others and lead change; demonstrate extremely high levels of professionalism, integrity, and collaboration; and enhance and develop partnerships.

A One-Stop Operating Budget (OB) and Infrastructure Funding Agreement (IFA) is a component of the MOU that establishes a financial plan, including terms and conditions, to fund the services and operating costs of the local PA CareerLink®, a proud partner of the American Job Center network (as *noted above*). The Parties to this MOU agree that joint funding is an essential foundation for an integrated service delivery system and is necessary to maintain the high operational standards of the local PA CareerLink®.

## Partners

To establish a high-quality one-stop delivery system and enhance collaboration amongst partner programs, all required partners and additional partners represented in the L/S WDA, both on-site and off-site, are considered parties to the MOU. It is agreed that any required program not represented in the L/S WDA is not a Party to the MOU, and further, the non-represented required program is articulated as not available in the local area MOU.

Each partner that is party to the MOU provides one or more services or activities based upon the partner program's authorizing statute and regulation requirement. All partner services provided must be listed in the MOU. For purposes of this MOU, the services are classified in three major groups: *Business Services, Job Seeker Services, and Youth Services.*

Partners agree to make services available, as applicable to the program, in a manner consistent with and coordinated by the PA CareerLink® Operator. Additional services may be provided on a case-by-case

basis with the approval of the L/S WDB. The MOU lists services available at each PA CareerLink® site, as well as services not directly available at a PA CareerLink® site but still associated with the service site.

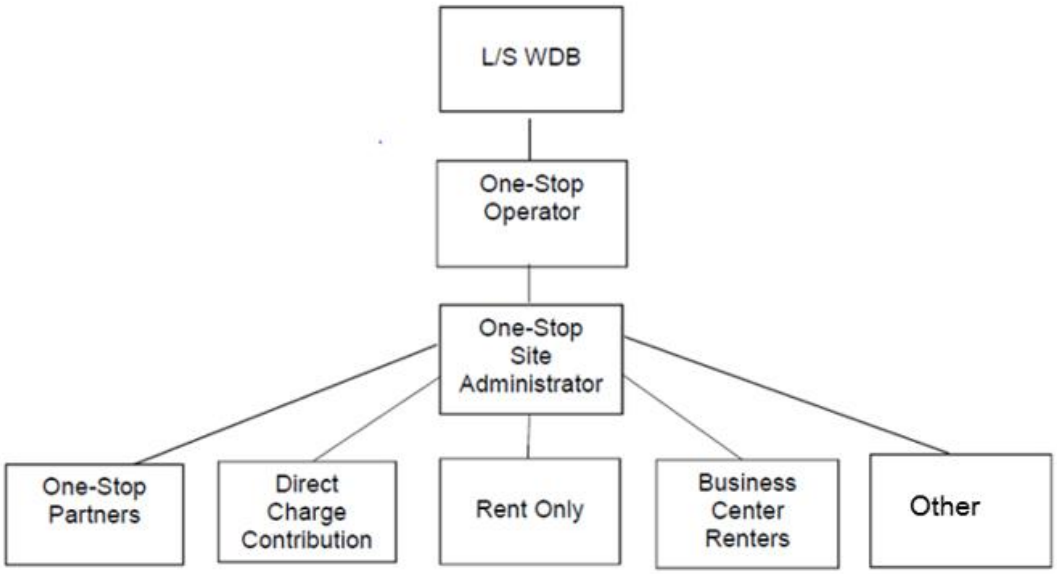
## System Structure/Governance

Advancements in technology, along with fluctuating labor markets, have significantly transformed how businesses find talent and job seekers find jobs. The use of social media is evolving rapidly, thereby altering the methodologies and strategies required to effectively promote local economic growth. The L/S WDB wholeheartedly supports the premise that a unified, seamless system of service provision eliminates isolated programmatic and structured silos and enables the construction of community-benefitting bridges, which will, in turn, reduce administrative burdens and costs and increase customer access and performance outcomes.

As described above, the One-Stop Operator will oversee the provision of any/all customer services by an integrated partner staff including but not limited to: mandated services as defined within the context of the Workforce Innovation and Opportunity Act (WIOA) of 2014; provision of employment-related workshops; provision of workforce services which may include basic and intermediate computer instruction; dissemination of information regarding site activities and/or that of any participating partner; outreach to the community through a Business Services Team (BST); and collaboration with local entities who are comprised to promote economic development.

With the expansion of mandated partners under the WIOA of 2014, it is necessary to develop a redesigned system structure. Recognizing that not all required entities have the resources (either staffing or financial) to participate as a full partner, the L/S WDB has approved the following breakdown of associates: Partner, Rent Only; Direct Charge Contribution; Business Center Renter; and Other. Also recognizing that each of the required partners will have varying degrees of involvement within the local center, the L/S WDB has established and approved an Infrastructure Funding Agreement (IFA), included herein to this MOU, to ensure the sustained viability of the three comprehensive one-stop centers located within the boundaries of the designated workforce development area The IFA establishes a structured payment ladder based on the premise of proportionate use and relative benefits in reimbursement. All, as signed herein, ensure the reimbursement of resources in the provision of career services, as applicable to their funding entity, to the overall operations of the One-Stop system. Partner, Rent Only, Direct Charge Contribution, Business Center Renter, and other statuses are further detailed in the One-Stop Operating Budget, included as Attachments 1, 2, and 3.

Governance of authority within this structure is as follows:




For the purposes of this MOU, the following contact information is applicable to the structure defined above:

**Luzerne/Schuylkill WDB:**

Karen Knderdine, Chair
Mid Penn Bank
1504 Route 61 South
Pottsville, PA 17901
Karen.kenderdine@midpennbank.com

Christine M. Jensen, Executive Director
L/S WDB
32 E. Union Street, 2nd Floor
Wilkes-Barre, PA 18701
christinejensen@lswib.org

## WIOA Required Partners to the MOU are listed in the following section

Programs representing Title I Adult, Dislocated Worker and Youth - Department of Labor; Title II Adult Education and Family Literacy Act - Department of Education; Title III Wagner-Peyser Employment Services - Department of Labor and Title IV Office of Vocational Rehabilitation – Department of Health and Human Services are the Core Partners WIOA identifies as required partners in all comprehensive PA CareerLink® centers. The following programs are represented in each comprehensive center in Luzerne/Schuylkill workforce area:

- Youth Workforce Innovation Activities (WIOA-Title I, Sec. 126)
- Adult/Dislocated Worker Employment and Training Activities (WIOA-Title I, Sec. 131)
- Adult Education and Literacy Activities (WIOA-Title II)
- Vocational Rehabilitation State Grant Programs (Title I of the Rehabilitation Act of 1973, as amended (WIOA Title IV))
- Senior Community Service Employment Program (SCSEP) (Title V of the Older Americans Act of 1965)
- Post-Secondary Career & Technical Education (Carl D. Perkins Vocational & Applied Technology)
- Trade Adjustment Act (TAA) (Title II of the Trade Act of 1974, as amended) and Reemployment

- Jobs for Veterans State Grant Programs (38 U.S.C. Chapter 41)
- Employment and Training Activities carried out under the Community Service Block Grant (Community Services Block Grant Act (42 U.S.C. 9901))
- State Unemployment Compensation Program (Social Security Act of 1935 (Title III, IX and XII) and federal Unemployment Tax Act of 1939)
- Temporary Assistance for Needy Families (Social Security Act, Part A of Title IV)
- Programs authorized under the Wagner-Peyser Act (WIOA Title III)
- Job Corps (WIOA-Title I, Subtitle C)
- Employment and Training Activities carried out by the Department of Housing and Urban Development

The following programs are included as required programs, but do not operate in our local area. Referrals to regional providers are available at each center upon request:

- Youth Build Program (WIOA-Title I, Sec. 171)
- Reintegration of Offenders Programs (Second Chance Act of 2007, Section 212)
- Migrant and Seasonal Farmworker Program (WIOA-Title I, Sec. 167)
- Native American Programs (WIOA-Title I, Sec. 166)

Representatives of the required partners, along with local contacts and MOU signatories, infrastructure costs, and staffing surveys, are listed for each PA CareerLink® center in Attachments 1, 2, and 3 at the end of this document.

Note: When a local board has determined that a required program is not represented in the local workforce area (i.e., local area), then there is no requirement to include that program in the MOU. *For example, if* no employment and training activities are carried out by the Youth Build Programs in the local area, Youth Build would not be required to be a partner in that local workforce service delivery system. Thus Youth Build would not be a party to the local MOU.

## Terms and Conditions

This Agreement shall become effective July 1, 2026, superseding any previous and/or similar agreements agreement, and shall remain in effect until it terminates on June 30, 2029, or is subsequently renewed/extended by all involved parties.

Any party may withdraw from this MOU by giving written notice of intent to withdraw at least ninety (90) calendar days in advance of the effective withdrawal date. Notice of withdrawal shall be made to the PA CareerLink® Luzerne/Schuylkill One-Stop Operator and the Workforce Development Board through its Executive Director. Should any party withdraw, this MOU shall remain in effect with respect to other remaining parties.

The LWDB may terminate this MOU upon 90 days' written notice to any partner with or without cause. Cause includes, but is not limited to failure to meet required performance standards; failure to comply with this MOU; failure to comply with policies and standards operating procedures as established under the authority of the WDB; failure to make reimbursement as defined in the One-Stop Operating Budget.

This MOU may be modified only through mutual consent of the WDB and any/all partners entities for reasons including, but not limited to, withdrawal or change of partner(s); change

of location, either internally or through relocation of the physical facility; circumstances that would affect service provision; circumstances that would affect reimbursement costs, etc.

## Partner Services

At a minimum, Partners will make the required career services available, as applicable to the program, per the Workforce Innovation and Opportunity Act, consistent with and coordinated through the PA CareerLink® system. Additional services may be provided on a case-by-case basis and with the approval of the Local WDB.

The following chart defines the overall menu of services that are offered to One-Stop customers with each partner entity integrated as allowable/integral to that partner's programs, thus, ensuring a seamless provision of services in the operation of the One-Stop System consistent with the terms of this MOU and the requirements of the authorizing laws. The One-Stop Partners offer Business Services, Youth Services, and Job Seeker Basic Career and Training Services.

The staff of the PA CareerLink® Partners located at the site are responsible for the provision of all PA CareerLink® services as described in this section of the MOU. This is done through the Career and Training services offered by their respective agency or in teams comprised of staff from multiple agencies. All staff located within the PA CareerLink® site have the opportunity to assist in policy development, team-building efforts, and attend training sessions designed to increase their abilities and skills related to their PA CareerLink® duties. Staff development and capacity building are both ongoing and integral parts of the continuous improvement efforts in this business plan. The partner agencies utilize both local- and state-sponsored training opportunities to support staff development and capacity-building efforts.

The staff of the site is governed by their respective agency's personnel system, and the fiscal agent will provide the fiscal system necessary to handle the PA CareerLink® shared financial costs as described in the One-Stop Operating Budget (OB) and Infrastructure Funding Agreement (IFA).

P – Partner; (M)-Mandated; O-Other; Not local and/or not located on premises

| Partner Organization | Authorization/Category *Denotes Mandated Partner | Contact/Signatory Official | Category |
|---|---|---|---|
| Educational Data Systems, Inc. (EDSI) | WIOA Title I Adult/Dislocated Worker/Youth Services; EARN | Kevin Schneider, Chief Servant Leader/CEO<br><br>kevin@edsi.com | P (M) |
| *Wagner Peyser Employment Services (ES) | WIOA Title III Wagner-Peyser Employment Services Program –Foreign Labor Certification and Rapid Response Services - L & I | Ken Reisinger, Assistant Regional Director, Northeast Region, Bureau of Workforce Programs and Operations PA DOL<br>kenreising@pa.gov | P (M) |

| | | | |
|---|---|---|---|
| *Office of Vocational Rehabilitation (OVR) | WIOA Title IV State Vocational Rehabilitation Program | Heather Nelson, District Administrator, OVR<br>hnelson@pa.gov | P (M) |
| *Job Corps - Drums | WIOA Title I Job Corps - Subtitle C | Kelly King, Keystone Director<br>King.Kelly@jobcorps.org | P (M) |
| *Job Corps – Red Rock | WIOA Title I Job Corps - Subtitle C | Kelly King, Keystone Director<br>King.Kelly@jobcorps.org | P (M) |
| *Luzerne County Community College | WIOA Title II Adult Education and Family Literacy Program | John Yudichak, President, WIOA Title II Adult Education and Family Literacy Program jyudichak@luzerne.edu | P (M)<br>Not located on premises |
| *Luzerne/Wyoming Area Agency on Aging | Title V Senior Community Service Employment Program (SCSEP) | Maureen Danko, Mature Worker Program Project Director, Luzerne/Wyoming Area Agency on Aging<br>maureen.danko@luzernecounty.org | P (M) |
| *AARP Foundation Schuylkill County | Title V Senior Community Service Employment Program (SCSEP) | Elizabeth Stachiw, Sr. Project Director, Schuylkill County,<br>Senior Community Services Employment Program (SCSEP)<br>estachiw@aarp.org | AARP<br>Foundation<br>Not located on Premises |
| *Commission of Native American Affairs | WIOA Title I Native American National Programs | Kerry Jevsevar, Native American Employment & Training WIOA Program/Director, Council of Three Rivers American Indian Center<br>kjevsevar@cotraic.org<br>Not Local | (M)<br>Not Local |
| *Luzerne County Community College | Carl D. Perkins Career and Technical Education Act – Post-secondary Level | John Yudichak, President, Luzerne County Community College,<br>jyudichak@luzerne.edu | P (M) Not located on premises |
| *Trade Adjustment Assistance (pending reauthorization) and<br>Reemployment | Title II Trade Act of 1974 – L & I<br>(pending reauthorization)<br>And Reemployment | Ken Reisinger, Director, Assistant Regional Director- NE Region, Bureau of Workforce Programs and Operations PA DOL<br>kenreising@pa.gov | P (M) |
| *Unemployment Insurance (UI) | Unemployment Insurance (UI) under PA Unemployment Compensation Law | Maria Macus<br>Deputy Secretary for UC Programs<br>mmacus@pa.gov | P (M) |
| *Housing & Urban Development (HUD) | HUD - Employment & Training Activities | Judith Kosloski, Executive Director, Wilkes-Barre Housing Authority<br>jkosloski@wbhousing.org | (M) |

| | | | |
|---|---|---|---|
| | | | Not located on premises |
| *Department of Community & Economic Development (DCED) CSBG Funds. OECD is a local administrative arm | Community Services Block Grant (CSBG) - Employment & Training Activities –OECD - Sources of Support for a variety of community and economic development initiatives | Local Representative:<br>Mayor George Brown<br>Office of Economic & Community Development<br>gbrown@wilkes-barre.pa.us | P (M)<br>Not located on premises |
| *PA Department of Human Services (DHS)<br>TANF | Title IV Temporary Assistance for Needy Families (TANF) – Social Security Act | Christina Donnini, Executive Director, PA Department of Human Services/ Luzerne County Assistance Office<br>cdonnini@pa.gov | P (M) |
| *Youth Build Philly | WIOA Title I Youth Build Sec. 171 | Scott Emerick, Executive Director<br>semerick@youthbuildphilly.org | (M)<br>Not local |
| *Migrant & Seasonal Farmworker | National Farmworker Jobs Program | Tracy Jones, Executive Director Pathstone<br>tjones@pathstone.org | (M)<br>Not Local |
| *Jobs for Veterans (JVSC) | Jobs for Veterans – L & I | Ken Reisinger Director, Assistant Regional Director- NE Region, Bureau of Workforce Programs and Operations PA DOL<br>kenreising@pa.gov | P (M) |
| *Reintegration of Ex-Offenders (REO) Program/Second Chance Act | Reentry Employment Opportunities under Second Chance Act of 2007 | Tracy Jones, Executive Director Pathstone<br>tjones@pathstone.org | (M)<br>Not located on premises |
| Schuylkill Intermediate Unit | Training Partner | Shannon Brennan, Executive Director, Schuylkill Intermediate Unit 29<br>sbrennan@stcenters.org | P (O) |

Regulatory requirements for specific partner entities are further defined as follows:

## Adult Education and Literacy Activities (WIOA-Title II):

### 1. Description of Services

The Adult Education and Family Literacy agency (WIOA Title II) provides instruction at all six adult basic education (ABE) and adult secondary education (ASE) educational functioning levels (EFL), plus English language acquisition (ELA) activities where needed. The Title II Program supports the use of classroom aides. The Title II Program prepares students for and supports their successful transition to postsecondary education/training, or employment. The Program integrates digital literacy, employability skills, and workforce preparation activities into services. Basic skills instruction incorporates activities

that require technology, promote critical thinking, and build self-management skills, such as using resources and information, understanding systems, and working with others.

**2. Access to Services**

Title II services are provided in areas surrounding Nanticoke, Wilkes-Barre, Hazleton, and Pottsville. The provision of services may vary by location. Referrals from PA CareerLink® and social service agencies receive priority referral status. Potential referrals can access services through cross-trained PA CareerLink® staff as well as adult education staff on-site during monthly workshops.

**3. Agreement on funding the costs**

All one-stop operating budget costs must be included in the MOU, allocated according to BWPO's proportionate use and relative benefits received, and reconciled on a quarterly basis against actual costs incurred and adjusted accordingly. The one-stop operating budget is expected to be transparent and negotiated among Partners on an equitable basis to ensure costs are shared appropriately. All Partners must negotiate in good faith and seek to establish outcomes that are reasonable and fair.

**4. Methods of referral**

The primary principle of the referral system is to provide integrated, seamless service delivery to workers, job seekers, and employers. To facilitate such a system, Partners will agree to:

- Familiarize themselves with the basic eligibility and participation requirements of all BWPO programs, as well as with the available services and benefits offered.
- Review materials summarizing the BWPO program requirements and make them available for Partners and customers.
- Develop and utilize intake, eligibility determination, assessment, and registration processes.
- Provide substantive referrals to customers who are eligible for supplemental and complementary services and benefits under partner programs.
- Regularly evaluate ways to improve the referral process, including the use of customer satisfaction surveys.
- Commit to robust and ongoing communication required for an effective referral process, and to actively follow up on the results of referrals.

**5. Methods to ensure those with barriers to employment are served**

The Title II Program has an intake and orientation process that helps students and staff assess an individual's readiness to participate in the program. This includes activities to help the individual assess his/her own schedule and potential barriers to successful participation in instruction. It also includes a discussion of the individual's reasons and goals for participation. The Program will have attendance and other policies consistently enforced to help students develop the self-management skills needed to persist in services, with the goal that those skills will transfer to employment situations. The Program will integrate career awareness and career planning activities into the services provided to students, including using those activities as the context for basic skills instruction. The Program will have at least one case manager who works with students to address barriers to participation and to plan and prepare for transition to postsecondary education and/or training. Case management activities in support of transition will be offered in a variety of ways: integrated into instruction, stand-alone group activities, and one-on-one case management support. The activities will include introducing students to and helping them use the resources available through L&I and the PA CareerLink®; helping students identify

employment and career pathways that align with their skills and interests, and also lead to jobs that pay; and supporting students through the application process for employment or training.

**6. Miscellaneous Provisions**

The Adult Education and Family Literacy agency (WIOA Title II) will

- Provide and accept referrals for PA CareerLink® partner services.
- Participate in cross-training to help strengthen and streamline the referral process.
- Serve on Job Seeker and Business Services teams as appropriate, based on location.
- Have representation on the local Workforce Development Board and committees of the WDB.
- Collaborate with site administrators to provide cross-training for access to services through partner staff.
- Provide CASAS assessment to customers, as appropriate, based on location.
- Assist partner staff in proper CASAS administration practices.
- Be provided access to CWDS.
- Collaborate on additional projects, outside our current scope of work, where our professional services can benefit employers and job seekers (i.e., grant-funded Integrated Education and Training projects – similar to the I-BEST model).

## Carl D. Perkins – Career and Technical Education:

**1. Description of Services**

The purpose of the Carl D. Perkins Program under the PA Dept. of Education, located at Luzerne County Community College (LCCC) is to develop more fully the academic and career and technical skills of secondary and post-secondary students who elect to enroll in career and technical education programs by:

- Building on the efforts of states and localities to develop challenging academic and technical standards and to assist students in meeting such standards, including preparation for high skill, high wage, or high demand occupations in current or emerging professions;
- Promoting the development of services and activities that integrate rigorous and challenging academic and career and technical instruction, and that link secondary education and postsecondary education for participating career and technical education students;
- Increasing state and local flexibility in providing services and activities designed to develop, implement, and improve career and technical education, including Tech Prep education;
- Conducting and disseminating national research and disseminating information on best practices that improve career and technical education programs, services, and activities;
- Providing technical assistance that promotes leadership, initial preparation, and professional development at the state and local levels;
- Improving the quality of career and technical education teachers, faculty, administrators, and counselors;
- Supporting partnerships among secondary schools, postsecondary institutions, baccalaureate degree granting institutions, area career and technical education schools, local workforce development boards, business and industry, and intermediaries; and

- Providing individuals with opportunities throughout their lifetimes to develop, in conjunction with other education and training programs, the knowledge and skills needed to keep the United States competitive.

**2. Access to Services**

All post-secondary students enrolled in career and technical education (CTE) are eligible for services provided by schools in the Perkins Consortium. The members of the Perkins Consortium are Luzerne County Community College, Hazleton Area School District, and the Schuylkill County Intermediate Unit.

**3. Agreement on funding the costs**

All one-stop operating budget costs must be included in the MOU, allocated according to Perkins VI WIOA Infrastructure Costs, according to Subpart E One Stop Operating Costs 678.700. There is a 1.5% maximum on the federal administrative (Indirect Cost) Perkins funds that can be used to support the One-Stop Center. The amount of support is based on the proportionate use of and benefit to the Perkins recipient.

## Wagner Peyser:

**1. Description of Services**

Wagner-Peyser staff provide employment services to job seekers and employers through PA CareerLink® centers. Services to job seekers include, but are not limited to: job search and job placement assistance; career counseling; needs and interest assessments; proficiency testing; workshops; development of an individual employment plan; and case management. Services to employers include assistance in developing and posting job orders, referral of qualified job seekers to job openings and organizing job fairs. Both job seekers and employers are also provided with labor market information to help inform their activities.

**2. Access to Services**

Access to Wagner-Peyser Act Services will be provided within the local workforce development system through physical and programmatic resources described below. Bureau of Workforce Development Partnership & Operations (BWPO) is the State Workforce Agency (SWA) responsible for administering Wagner-Peyser Act services in accordance with federal regulations.

a) Wagner-Peyser service focuses on providing a variety of employment-related labor-exchange services, including, but not limited to: job-search assistance, job referral, and placement help for job seekers, re-employment services to unemployment insurance claimants, and recruitment services to employers with job openings. Services are delivered in one of three modes: self-service, facilitated self-help, and staff-assisted.

b) Depending on the needs of the labor market, other services – such as assessment of jobseekers' skills, abilities, and aptitudes, career guidance when appropriate, job-search workshops, and referral to training may be necessary.

c) The services offered to employers, in addition to referring job seekers to available job openings, include: help developing job-order requirements, matching job seekers' experience with job requirements, skills, and other attributes, helping employers with special recruitment needs, arranging for job fairs, helping employers analyze hard-to-fill job orders, helping restructure jobs, and helping employers deal with layoffs.

d) Job seekers who are veterans receive priority referral to jobs and training, as well as veteran-specific employment services. PA CareerLink® delivers specialized services to individuals with disabilities, migrant and seasonal farm-workers, ex-offenders, youth, minorities, and older workers.

**3. Agreement on funding the costs**

All one-stop operating budget costs must be included in the MOU, allocated according to BWPO's proportionate use and relative benefits received, and reconciled quarterly against actual costs incurred, with any adjustments made accordingly. The one-stop operating budget is expected to be transparent and negotiated among Partners on an equitable basis to ensure costs are shared appropriately. All Partners must negotiate in good faith and seek to establish outcomes that are reasonable and fair.

**4. Methods for referral**

The primary principle of the referral system is to provide integrated, seamless service delivery to workers, job seekers, and employers. To facilitate such a system, Partners will agree to:

- Familiarize themselves with the basic eligibility and participation requirements of all BWPO programs, as well as with the available services and benefits offered.
- Review materials summarizing the BWPO program requirements and make them available for Partners and customers.
- Develop and utilize intake, eligibility determination, assessment, and registration processes.
- Provide substantive referrals to customers who are eligible for supplemental and complementary services and benefits under partner programs.
- Regularly evaluate ways to improve the referral process, including the use of customer satisfaction surveys.
- Commit to robust and ongoing communication required for an effective referral process, and to actively follow up on the results of referrals.

**5. Methods to ensure those with barriers to employment are served**

All Partners agree that they will not discriminate in their employment practices or services based on gender, gender identity and/or expression, age, race, religion, national origin, disability, veteran's status, or based on any other classification protected under state or federal law. Partners must ensure that they have policies and procedures in place to address these issues, and that such policies and procedures have been disseminated to their employees and otherwise posted as required by law. Partners further assure that they are currently in compliance with all applicable state and federal laws and regulations regarding these issues. All Partners will cooperate with compliance monitoring that is conducted at the Local level to ensure that all PA CareerLink® programs, services, technology, and materials are physically and programmatically accessible and available to all. Additionally, staff members will be trained to provide services to all, regardless of ability range, mobility, age, language, learning style, comprehension, or education level. An interpreter will be provided in real time or, if not available, within a reasonable timeframe to any customer with a language barrier. Assistive devices, such as screen-reading software programs (e.g., JAWS and DRAGON) and assistive listening devices, must be available to ensure physical and programmatic accessibility within the PA CareerLink®.

**6. Miscellaneous Provisions**

- Pennsylvania state personnel laws and collective bargaining agreements must govern all state merit staff in a PA CareerLink® site. No activity shall infringe upon any collective bargaining agreement. The Commonwealth retains authority over its employees and resources; it also retains responsibility for its programs.

- The commonwealth is committed to achieving innovation, service integration, and process improvement at the local level. One-stop Operator shall coordinate monthly or bi-monthly meetings to update core partners on operational concerns, problems, anticipated changes or enhancements to service integration, etc. In cases where 'significant' changes or enhancements would impact commonwealth programs, staff or resources, the One-stop Operator must communicate such plans to Regional managers at least 60 days prior to implementation to ensure continuity and stability of commonwealth programs and services.

## Trade Act Services and Reemployment:

**1. Description of Services**

The Trade Act (TAA) (*pending reauthorization*) and Reemployment programs focus on getting participants reemployed and ensuring they maintain employment. The Programs include training, employment, and case management services, job search allowances, relocation allowances, Trade Readjustment Allowances (TRA), Reemployment Trade Adjustment Assistance (RTAA), and Alternative Trade Adjustment Assistance (ATAA), and the Health Coverage Tax Credit (HCTC) (a benefit available to eligible TAA recipients which is administered by the Internal Revenue Service (IRS)).

The TAA program was first established at the USDOL by the Trade Act of 1974. Individual workers who are members of the certified worker group apply for benefits and services at a PA CareerLink® office. Individual workers who meet the qualifying criteria may receive: job training; income support in the form of Trade Readjustment Allowances (TRA); job-search and relocation allowances; Health Coverage Tax Credit (HCTC) as determined by the Internal Revenue Service (IRS); and for workers age 50 and older, a wage supplement in the form of Re-Employment Trade Adjustment Assistance (RTAA; (ATAA)). Additionally, all workers covered by a certification are eligible for employment and case-management services, including basic and individualized career services, either through the TAA program or through the Workforce Innovation and Opportunity Act (WIOA) and the Wagner-Peyser Act (reference TEGL No. 3-15).

**2. Access to Services**

Access to reemployment services will be provided within the local workforce development system through physical and programmatic resources outlined below.

a. The commonwealth will emphasize and reinforce case management services as a means to maintain performance levels for Trade Act participants. Re-employment services will also be enhanced as a component of case management services for participants who have completed Trade Act training prior to exiting the program. This will ensure that participants are receiving the necessary assistance to enter the workforce with suitable employment in place. These services are provided by the Bureau of Workforce

Development & Operations (BWPO) Trade staff located in the Central office and PA CareerLink® staff located throughout the state.

b. The commonwealth implemented an online application for TAA training, job-search and relocation allowances, the Alternative Trade Adjustment Assistance (ATAA) and Reemployment Trade Adjustment Assistance (RTAA) programs. This online application is accessed via the Internet, and dislocated workers, PA CareerLink® Merit staff, and training providers add information online. PA CareerLink® Merit staff help trade-affected workers complete their applications and assess workers' skills and experiences.
c. The commonwealth uses Wagner-Peyser resources to provide career services for all job seekers. Pennsylvania's service delivery system provides greater choice and focuses resources where dislocated workers most need them. Dislocated workers receive all WIOA services in a comprehensive PA CareerLink® center. Pennsylvania co-enrolls all TAA-eligible workers in the WIOA program to ensure that all Trade participants receive the full range of assistance available to dislocated workers. These services are provided by our partner network, which includes WIOA Title I Contractors and local Workforce Development Boards.

**3. Agreement on funding the costs**

All one-stop operating budget costs must be included in the MOU, allocated according to BWPO's proportionate use and relative benefits received, and reconciled quarterly against actual costs incurred, with any adjustments made accordingly. The one-stop operating budget is expected to be transparent and negotiated among Partners on an equitable basis to ensure costs are shared appropriately. All Partners must negotiate in good faith and seek to establish outcomes that are reasonable and fair.

**4. Methods for referral**

The primary principle of the referral system is to provide integrated, seamless service delivery to workers, job seekers, and employers. To facilitate such a system, Partners will agree to:

- Familiarize themselves with the basic eligibility and participation requirements of all BWPO programs, as well as with the available services and benefits offered.
- Review materials summarizing the BWPO program requirements and make them available for Partners and customers.
- Develop and utilize intake, eligibility determination, assessment, and registration processes.
- Provide substantive referrals to customers who are eligible for supplemental and complementary services and benefits under partner programs.
- Regularly evaluate ways to improve the referral process, including the use of customer satisfaction surveys.
- Commit to robust and ongoing communication required for an effective referral process, and to actively follow up on the results of referrals.

**5. Methods to ensure those with barriers to employment are served**

All Partners agree that they will not discriminate in their employment practices or services based on gender, gender identity and/or expression, age, race, religion, national origin, disability, veteran's status, or based on any other classification protected under state or federal law. Partners must ensure that they have policies and procedures in place to address these issues, and that such policies and procedures have been disseminated to their employees and otherwise posted as required by law. Partners further assure that they are currently in compliance with all applicable state and federal laws and regulations

regarding these issues. All Partners will cooperate with compliance monitoring that is conducted at the Local level to ensure that all PA CareerLink® programs, services, technology, and materials are physically and programmatically accessible and available to all. Additionally, staff members will be trained to provide services to all, regardless of ability range, mobility, age, language, learning style, comprehension, or education level. An interpreter will be provided in real time or, if not available, within a reasonable timeframe to any customer with a language barrier. Assistive devices, such as screen-reading software programs (e.g., JAWS and DRAGON) and assistive listening devices, must be available to ensure physical and programmatic accessibility within the PA CareerLink®.

**6. Miscellaneous Provisions**

- Pennsylvania state personnel laws and collective bargaining agreements must govern all state merit staff in a PA CareerLink® site. No activity shall infringe upon any collective bargaining agreement. The commonwealth retains authority over its employees and resources; it also retains responsibility for its programs.
- The commonwealth is committed to achieving innovation, service integration, and process improvement at the local level. One-stop Operator shall coordinate monthly or bi-monthly meetings to update core partners on operational concerns, issues, anticipated changes, and enhancements to service integration. In cases where 'significant' changes or enhancements would impact commonwealth programs, staff, or resources, the One-stop Operator must communicate such plans to Regional managers at least 60 days prior to implementation to ensure continuity and stability of commonwealth programs and services.

## Rapid Response:

**1. Description of Service**

Rapid Response is an early-intervention business service that assists workers and employers throughout the business cycle. Rapid Response coordinates layoff aversion and outplacement services for employers and workers affected by layoffs, plant closures, or natural disasters. It is not always event-driven; it is a proactive approach to planning for and managing economic transitions. At its best, Rapid Response assists employers with their layoffs by coordinating outplacement services prior to layoff, while supporting the business by working with other state and local stakeholders who can then assist in job expansion. Rapid Response provides an introduction to the Workforce and Economic Development Systems and helps workers and employers navigate the Commonwealth's system of user-friendly resources and information to help transition workers into reemployment and assist businesses.

a. The primary objective of rapid response is to provide workers with the resources and services necessary to allow them to find new jobs or get the training and education needed for new careers so they can return to work quickly.
b. Rapid Response Services (RRS) also helps communities develop proactive and coordinated strategies to access Pennsylvania's economic development systems that help businesses at risk of closing to keep their doors open.

**2. Access to Services**

Access to Rapid Response Services will be provided within the local workforce development system through physical and programmatic resources outlined below.

a. Rapid Response activities are triggered when the Department of Labor and Industry learns of a planned closure or layoff, either by receiving a notice as required by the Worker Adjustment and Retraining Notification (WARN) Act, through the media, or by contacts in the local area. Services may also be offered when Pennsylvania experiences mass job dislocation due to a disaster. There is no charge to the employer or employee for these services, and they are provided regardless of the reason for the layoff. These resources are provided by the BWPO Rapid Response Staff throughout the state.
b. Fact Findings and Rapid Response Informational Meetings, which include presentations and organized activities, are led by the BWPO Rapid Response Staff throughout all phases of the layoff/closure business cycle.
c. Rapid Response Staff are responsible for organizing the necessary partners to present information on the PA CareerLink® system, Unemployment Compensation, and Social Service Agency Support Systems, as well as serving as an intermediary during the employee's transition. Rapid Response provides an introduction to the workforce system and helps workers and employers navigate the system. Convening, facilitating, and brokering connections, networks, and partners.
d. Communication of Rapid Response services will be coordinated through its partner network, which includes Economic Development, Business Service Teams, Title 1 Operators, and local Workforce Development Boards.
e.

**3. Agreement on funding the costs**

All one-stop operating budget costs must be included in the MOU, allocated according to BWPO's proportionate use and relative benefits received, and reconciled quarterly against actual costs incurred, with any adjustments made accordingly. The one-stop operating budget is expected to be transparent and negotiated among Partners on an equitable basis to ensure costs are shared appropriately. All Partners must negotiate in good faith and seek to establish outcomes that are reasonable and fair.

**4. Methods for referral**

The primary principle of the referral system is to provide integrated and seamless delivery of services to workers, job seekers, and employers. To facilitate such a system, Partners will agree to:

- Familiarize themselves with the basic eligibility and participation requirements of all BWPO programs, as well as with the available services and benefits offered.
- Review materials summarizing BWPO program requirements and make them available for Partners and customers.
- Develop and utilize intake, eligibility determination, assessment, and registration processes.
- Provide substantive referrals to customers who are eligible for supplemental and complementary services and benefits under partner programs.
- Regularly evaluate ways to improve the referral process, including the use of customer satisfaction surveys.
- Commit to robust and ongoing communication required for an effective referral process, and to actively follow up on the results of referrals.

**5. Methods to ensure those with barriers to employment are served**

All Partners agree that they will not discriminate in their employment practices or services based on gender, gender identity and/or expression, age, race, religion, national origin, disability, veteran's status, or based on any other classification protected under state or federal law. Partners must assure that they

have policies and procedures in place to address these issues, and that such policies and procedures have been disseminated to their employees and otherwise posted as required by law. Partners further assure that they are currently in compliance with all applicable state and federal laws and regulations regarding these issues. All Partners will cooperate with compliance monitoring that is conducted at the Local level to ensure that all PA CareerLink® programs, services, technology, and materials are physically and programmatically accessible and available to all. Additionally, staff members will be trained to provide services to all, regardless of range of abilities, mobility, age, language, learning style, or comprehension or education level. An interpreter will be provided in real time or, if not available, within a reasonable timeframe to any customer with a language barrier. Assistive devices, such as screen-reading software programs (e.g., JAWS and DRAGON) and assistive listening devices must be available to ensure physical and programmatic accessibility within the PA CareerLink®.

**6. Miscellaneous Provisions**

- Pennsylvania state personnel laws and collective bargaining agreements must govern all state merit staff in a PA CareerLink® site. No activity shall infringe upon any collective bargaining agreement. The commonwealth retains authority over its employees and resources; it also retains responsibility for its programs.

- The commonwealth is committed to achieving innovation, service integration, and process improvement at the local level. One-stop Operator shall coordinate monthly or bi-monthly meetings to update core partners on operational concerns, issues, anticipated changes, and enhancements to service integration. In cases where 'significant' changes or enhancements would impact commonwealth programs, staff, or resources, the One-stop Operator must communicate such plans to Regional managers at least 60 days prior to implementation to ensure continuity and stability of commonwealth programs and services.

## Jobs for Veterans State Grant (JVSG):

**1. Description of Services**

JVSG is a BWPO-administered program that ensures the commonwealth can provide specialized, individualized services to disabled veterans. Disabled Veteran Outreach Program (DVOP) staff work in conjunction with PA CareerLink® partners to identify veterans and develop an appropriate plan to meet their employment and training needs. These specialized counselors work directly with disabled veterans to provide labor exchange services, secure appropriate training, and obtain appropriate employment at a family-sustaining wage. In addition, the JVSG allows Local Veterans Employment Representatives to conduct employer outreach and promote veterans as job seekers with highly marketable skills and experience.

**2. Access to Services**

Veterans are advised of their priority of service status when they connect with the PA CareerLink® system by staff and through signs and documentation posted throughout PA CareerLink® centers.

a) Veterans qualifying for priority of service designation who require services and/or training are ensured the next available spot as a result of their priority of service status. Local Veterans Employment Representatives (LVERs) and Disabled Veterans' Outreach Program

(DVOP) staff work in conjunction with PA CareerLink® partners to identify veterans and establish an appropriate plan to meet their needs.

b) LVERS will conduct face-to-face contact with employers, plan and participate in job and career fairs and conduct job development with employers. LVERs will facilitate employment, training, and placement services furnished to veterans, promote the benefits of employing veterans, and facilitate employer training. LVER's will work with other partners and workforce development to communicate employer outreach and job openings

c) Veterans with significant barriers to employment, such as but not limited to long-term unemployment, previous incarceration, and low-income status, are able to see the DVOP. A DVOP will be able to provide one-on-one assistance and develop an Individual Employment Plan to address the specific barriers faced by the eligible veteran.

d) DVOP specialists will coordinate supportive services with applicable providers, deliver technical assistance to community-based organizations for employment and training services to veterans, and assist PA CareerLink® partners in providing services to veterans on a priority basis.

e) Veterans, ages 18-24, and transitional service members are eligible to meet with the DVOP to receive one-on-one case management services.

BWPO is the State Workforce Agency (SWA) responsible for administering and staffing the JVSG grant positions in accordance with federal regulations.

**3. Agreement on funding the costs**

All one-stop operating budget costs must be included in the MOU, allocated according to BWPO's proportionate use and relative benefits received, and reconciled quarterly against actual costs incurred, with any adjustments made accordingly. The one-stop operating budget is expected to be transparent and negotiated among Partners on an equitable basis to ensure costs are shared appropriately. All Partners must negotiate in good faith and seek to establish outcomes that are reasonable and fair.

**4. Methods for referral**

The primary principle of the referral system is to provide integrated and seamless delivery of services to workers, job seekers, and employers. To facilitate such a system, Partners will agree to:

- Familiarize themselves with the basic eligibility and participation requirements of all BWPO programs, as well as with the available services and benefits offered.
- Review materials summarizing BWPO program requirements and make them available for Partners and customers.
- Develop and utilize intake, eligibility determination, assessment, and registration processes.
- Provide substantive referrals to customers who are eligible for supplemental and complementary services and benefits under partner programs.
- Regularly evaluate ways to improve the referral process, including the use of customer satisfaction surveys.
- Commit to robust and ongoing communication required for an effective referral process, and to actively follow up on the results of referrals.

5. **Methods to ensure those with barriers to employment are served**

All Partners agree that they will not discriminate in their employment practices or services based on gender, gender identity and/or expression, age, race, religion, national origin, disability, veteran's status, or based on any other classification protected under state or federal law. Partners must ensure that they have policies and procedures in place to address these issues, and that such policies and procedures have been disseminated to their employees and otherwise posted as required by law. Partners further assure that they are currently in compliance with all applicable state and federal laws and regulations regarding these issues. All Partners will cooperate with compliance monitoring that is conducted at the Local level to ensure that all PA CareerLink® programs, services, technology, and materials are physically and programmatically accessible and available to all. Additionally, staff members will be trained to provide services to all, regardless of ability range, mobility, age, language, learning style, comprehension, or education level. An interpreter will be provided in real time or, if not available, within a reasonable timeframe to any customer with a language barrier. Assistive devices, such as screen-reading software programs (e.g., JAWS and DRAGON) and assistive listening devices, must be available to ensure physical and programmatic accessibility within the PA CareerLink®.

6. **Miscellaneous Provisions**

- Pennsylvania state personnel laws and collective bargaining agreements must govern all state merit staff in a PA CareerLink® site. No activity shall infringe upon any collective bargaining agreement. The commonwealth retains authority over its employees and resources; it also retains responsibility for its programs.

- The commonwealth is committed to achieving innovation, service integration, and process improvement at the local level. One-stop Operator shall coordinate monthly or bi-monthly meetings to update core partners on operational concerns, problems, anticipated changes, or enhancements to service integration, etc. In cases where 'significant' changes or enhancements would impact commonwealth programs, staff, or resources, the One-stop Operator must communicate such plans to Regional managers at least 60 days prior to implementation to ensure continuity and stability of commonwealth programs and services.

## Foreign Labor Certification:

1. **Description of Services**

The H-2A (Temporary Agricultural Program) and H-2 B (Temporary Non-Agricultural Program) help U.S. employers fill jobs while protecting U.S. and foreign workers. Hiring foreign workers for employment in the U.S. normally requires approval from several government agencies. First, employers must seek labor certification through the U.S. Department of Labor (DOL). Once the application is certified (approved), the employer must petition the U.S. Citizenship and Immigration Services (CIS) for a visa. DOL approval does not guarantee visa issuance. The Department of State (DOS) will issue an immigrant visa number to the foreign worker for U.S. entry. Applicants must also establish that they are admissible to the U.S. under the provisions of the Immigration and Nationality Act (INA).

Although each foreign labor certification program is unique, there are similar requirements that the employer must complete prior to the issuance of a labor certification. In general, the employer will be required to complete these basic steps to obtain a labor certification:

a. The employer must ensure that the position meets the qualifying criteria for the requested program.

b. The employer must complete the ETA form designated for the requested program. This may include the form and any supporting documentation (e.g., the applicant's resume, job description, etc.).
c. The employer must ensure that the wage offered equals or exceeds the prevailing wage for the occupation in the area of intended employment.
d. The employer must ensure that the compliance issues affected upon receipt of a foreign labor certification are completely understood.
e. The completed ETA form is submitted to the designated Department of Labor office for the requested program (e.g., SWA, processing center, or the national office).
f. The employer is notified of the determination of the Department of Labor.

**2. Access to Services**

Access to H-2A Foreign Labor Certification services will be provided within the local workforce development system through the Bureau of Workforce Partnership & Operations (BWPO). BWPO is the State Workforce Agency (SWA) responsible for helping Pennsylvania employers hire foreign workers in accordance with federal regulations.

a. BWPO is in partnership with the PA CareerLink® network of one-stop service centers. These centers are located throughout the state and help employers recruit qualified U.S. workers through the automated, self-service Pennsylvania CareerLink® https://www.pacareerlink.pa.gov .
b. The Foreign Labor Certification Unit (FLC), a work unit within BWPO Central Office, provides employers with other U.S. Department of Labor (USDOL) mandated foreign labor certification process services, and helps employers complete the SWA-related segments of the temporary foreign labor H-2A and H-2 B.
c. PA CareerLink® staff assist in administering an internet-based labor exchange called Pennsylvania CareerLink® https://www.pacareerlink.pa.gov. This self-service, automated system enables employers, attorneys or agents to submit job postings and search for workers, while job seekers search the job postings and submit their resumes or job applications to the employers or their Points of Contact (POC). In addition to enabling employers or their POCs to independently submit and manage job postings, the self-serve system permits employers or their POCs to obtain job posting "My Candidates" lists 24 hours a day, seven days a week at Pennsylvania CareerLink® https://www.pacareerlink.pa.gov.
d. PA CareerLink® staff also offer a variety of other employer services, including education and training services to help employers build a quality workforce.
e. PA CareerLink® staff help employers fulfill part of the USDOL requirements for FLC by helping them recruit U.S. workers and determine whether or not there are any qualified job applicants available to fill their job postings. The goal, as required, is to find U.S. workers for all positions.

**3. Agreement on funding the costs**

All one-stop operating budget costs must be included in the MOU, allocated according to BWPO's proportionate use and relative benefits received, and reconciled quarterly against actual costs incurred, with any adjustments made accordingly. The one-stop operating budget is expected to be transparent and negotiated among Partners on an equitable basis to ensure costs are shared appropriately. All Partners must negotiate in good faith and seek to establish outcomes that are reasonable and fair.

**4. Methods for referral**

The primary principle of the referral system is to provide integrated, seamless service delivery to workers, job seekers, and employers. To facilitate such a system, Partners will agree to:

- Familiarize themselves with the basic eligibility and participation requirements of all BWPO programs, as well as with the available services and benefits offered.
- Review materials summarizing the BWPO program requirements and make them available for Partners and customers.
- Develop and utilize intake, eligibility determination, assessment, and registration processes.
- Provide substantive referrals to customers who are eligible for supplemental and complementary services and benefits under partner programs.
- Regularly evaluate ways to improve the referral process, including the use of customer satisfaction surveys.
- Commit to robust and ongoing communication required for an effective referral process, and to actively follow up on the results of referrals.

**5. Methods to ensure those with barriers to employment are served**

All Partners agree that they will not discriminate in their employment practices or services based on gender, gender identity and/or expression, age, race, religion, national origin, disability, veteran's status, or based on any other classification protected under state or federal law. Partners must ensure that they have policies and procedures in place to address these issues, and that such policies and procedures have been distributed to their employees and otherwise posted as required by law. Partners further assure that they are currently in compliance with all applicable state and federal laws and regulations regarding these issues. All Partners will cooperate with compliance monitoring that is conducted at the Local level to ensure that all PA CareerLink® programs, services, technology, and materials are physically and programmatically accessible and available to all. Additionally, staff members will be trained to provide services to all, regardless of ability range, mobility, age, language, learning style, comprehension, or education level. An interpreter will be provided in real time or, if not available, within a reasonable timeframe to any customer with a language barrier. Assistive devices, such as screen-reading software programs (e.g., JAWS and DRAGON) and assistive listening devices must be available to ensure physical and programmatic accessibility within the PA CareerLink®.

**6. Miscellaneous Provisions**

- Pennsylvania state personnel laws and collective bargaining agreements must govern all state merit staff in a PA CareerLink® site. No activity shall infringe upon any collective bargaining agreement. The commonwealth retains authority over its employees and resources; it also retains responsibility for its programs.

- The commonwealth is committed to achieving innovation, service integration, and process improvement at the local level. One-stop Operator shall coordinate monthly or bi-monthly meetings to update core partners on operational concerns, problems, anticipated changes, or enhancements to service integration, etc. In cases where 'significant' changes or enhancements would impact commonwealth programs, staff, or resources, the One-stop Operator must communicate such

plans to Regional managers at least 60 days prior to implementation to ensure continuity and stability of commonwealth programs and services.

## Office of Vocational Rehabilitation (VR):

### 1. Description of Services

As a core partner, VR provides Vocational Rehabilitation services for people with disabilities. Eligible VR customers receive multiple services that may include but not be limited to; diagnostic, vocational counseling and guidance, vocational evaluation, restoration, training, job placement and pre-employment training services for eligible and potentially eligible high school students with disabilities. These individualized services are designed to prepare VR customers to become qualified, trained members of the workforce. VR provides multiple services to the business community designed to assist businesses with onboarding pre-screened, qualified employees with disabilities. VR onboarding supports for a qualified new hire can include: reasonable accommodation consultation, initial probationary period wage reimbursement (On-the-Job Training-OJT), and referral to tax credits or deductions. VR also offers a no-cost consultation on the Americans with Disabilities Act (ADA), accessibility standards, and ways to help a business retain current employees following an accident, injury, or disability. Our statewide business services staff can identify resources to assist any organization in improving access compliance and in diversifying its workforce to include citizens with disabilities.

### 2. Agreement on funding the costs

All one-stop operating budget costs must be included in the MOU, allocated according to VR's proportionate use and relative benefits received, and reconciled quarterly against actual costs incurred, with any adjustments made accordingly. The one-stop operating budget is expected to be transparent and negotiated among Partners on an equitable basis to ensure costs are shared appropriately. All Partners must negotiate in good faith and seek to establish outcomes that are reasonable and fair.

### 3. Methods to ensure those with barriers to employment are served

All Partners agree that they will not discriminate in their employment practices or services based on gender, gender identity and/or expression, age, race, religion, national origin, disability, veteran's status, or based on any other classification protected under state or federal law. Partners must ensure that they have policies and procedures in place to address these issues, and that such policies and procedures have been disseminated to their employees and otherwise posted as required by law. Partners further assure that they are currently in compliance with all applicable state and federal laws and regulations regarding these issues. All Partners will cooperate with compliance monitoring conducted at the Local level to ensure that all PA CareerLink® programs, services, technology, and materials are physically and programmatically accessible to all. Additionally, staff members will be trained to provide services to all, regardless of ability range, mobility, age, language, learning style, comprehension, or education level. An interpreter will be provided in real time or, if not available, within a reasonable timeframe to any customer with a language barrier. Assistive devices, such as screen-reading software programs (e.g., JAWS and DRAGON) and assistive listening devices, must be available to ensure physical and programmatic accessibility to all customers within the PA CareerLink®.

### 4. Miscellaneous Provisions

- Pennsylvania state personnel laws and collective bargaining agreements must govern all state merit staff in a PA CareerLink® site. No activity shall infringe upon any collective bargaining agreement. The Commonwealth retains authority over its employees and resources; it also retains responsibility for its programs.

- The commonwealth is committed to achieving innovation, service integration, and process improvement at the local level. One-stop Operator shall coordinate monthly or bi-monthly meetings to update core partners on operational concerns, problems, anticipated changes, or enhancements to service integration, etc. In cases where 'significant' changes or enhancements would impact commonwealth programs, staff or resources, the One-stop Operator must communicate such plans to District Administrators at least 60 days prior to implementation to ensure continuity and stability of commonwealth programs and services.

## PA Department of Community and Economic Development:

The PA Department of Community and Economic Development (DCED) is the commonwealth agency that represents the required one-stop (PA CareerLink® partner) representing employment and training activities carried out under the Community Services Block Grant Act (42. U.S.C. 9901 et seq.) at the state level.

The mission of the Community Services Block Grant (CSBG) is to provide a full range of services and activities that have a measurable impact on the causes of poverty in a community or in areas where poverty is particularly acute. Only federally designated Community Action Agencies (CAA) receive funding in PA. There are 44 CAAs that cover all 67 PA counties.

Ameliorating the causes and conditions of poverty take on a variety of community engagement activities and collaborative activism to remove obstacles that block the achievement of self-sufficiency; i.e. employment and training resources; community stakeholder collaboration; literacy activities; obtaining adequate housing; grassroots activities that provide intervention to the causes of poverty; addressing the needs of youth through programming or coordination; and increased engagement in community planning and improvement activities.

CSBG has existed since 1965, with the same mission: to improve the causes and conditions of poverty. Initiatives have included, but are not limited to: neighborhood linkages, leverage of community resources, conduction of Volunteer Income Tax Assistance sites, building housing capacity, provision of family self-sufficiency and case management, and facilitation of Results-Oriented Management and Accountability. For every $1 of CSBG funds, the PA network leveraged $16.82 from other federal, state, local, and private sources, including the calculated value of volunteer hours.

DCED will participate in the local workforce service delivery system via the local CSBG agencies. CBSG agencies located in this local workforce development area may:

- Participate in local and regional planning groups;
- Engage in Business Service Teams activities;
- Have print materials available in the PA CareerLink® centers;
- Be linked to local workforce websites on computers;

- Potentially hold meetings at PA CareerLink® centers;
- Conduct joint employer outreach sessions as necessary; and
- Seek to leverage grant funding opportunities.

DCED will provide financial assistance for infrastructure and other operating costs of the PA CareerLink® sites annually, to the extent funding is available.

It is DCED's commitment that CSBG, as a required partner, will become part of the fabric of the public workforce system in a much more formalized way than in previous years. Any partners with staff not assigned on-site on a regular schedule may provide program material at assigned stations for public accessibility; however, in this situation, the PA CareerLink® Luzerne County and Schuylkill County DO NOT assume liability for any materials and/or equipment (i.e., phone, computer, etc.) which may be housed at said station or at information kiosks within the Centers. Upon approval of said partner and following the provision of proper instruction, PA CareerLink® staff may provide universal information regarding the partner's programs/activities to site customers, as appropriate. It is also understood that any partner may be asked to participate in PA CareerLink® activities, as determined necessary by the Site Administrator.

As previously stated, the following programs provide a comprehensive description of available services:

### The Senior Community Service Employment Program (SCSEP):

Mature Worker Program, Area Agency on Aging for Luzerne/Wyoming Counties, operates the Senior Community Service Employment Program in Luzerne County. AARP Foundation operates the Senior Community Service Employment Program in Schuylkill County.

The Senior Community Service Employment Program (SCSEP) is a community service and work-based job training program for older Americans. Authorized by the Older Americans Act, the program provides training for low-income, unemployed seniors. Participants also have access to employment assistance through the American Job Centers/ PA CareerLink®

SCSEP participants gain work experience in a variety of community service activities at non-profit and public facilities, including schools, hospitals, day-care centers, and senior centers. Nationally, the program provides over 40 million community service hours to public and nonprofit agencies, enabling them to enhance and deliver needed services. Participants work an average of 20 hours a week, and are paid the highest of federal, state, or local minimum wage.

Participants must be at least 55, unemployed, and have a family income of no more than 125% of the federal poverty level. Enrollment priority is given to veterans and qualified spouses, then to individuals who are over 65, have a disability, have low literacy skills or limited English proficiency, reside in a rural area, and are homeless or at risk of homelessness and have low employment prospects.

The Mature Worker Program on Aging and the AARP Foundation commit to providing eligible SCSEP participants with training opportunities within the PA CareerLink® located in designated workforce areas and through an electronic system convenient to the customer. Participants may assist with front desk duties and reception, serve as greeters, attend workshops, use the PA CareerLink® to assist with recruitment, and assist in the computer lab, to name a few.

## The National Farmworker Jobs Program:

The National Farmworker Jobs Program (NFJP) is a nationally directed, locally administered program of services for migrant and seasonal farmworkers (MSFWs). In Pennsylvania, the NFJP is administered by PathStone Corporation. This program partners with community organizations and state agencies to address the chronic unemployment and underemployment experienced by farm workers who primarily work in agricultural labor in Pennsylvania and other states. The NFJP is an integral part of the public workforce system and a required partner in the nationwide network of One-Stop Career Centers. In addition, NFJP partners with State Monitor Advocates to provide services to farmworkers and their families working in agricultural employment.

Under the Workforce Innovation Opportunity Act (WIOA) Title 1- Section 167, an individual must meet on the date of application, the following criteria to be eligible for NFJP services:

First MSFWs must be within the most recent 24 months be an:

- Eligible seasonal farmworker or
- Eligible migrant farmworker or
- Eligible MSFW Youth
- Be a United States Citizen or Work Authorized
- Selective Service Registered

Second MSFWs must be:

- A low-income individual who faces multiple barriers to economic self-sufficiency.
- A dependent of an eligible farmworker may also qualify if they are a United States citizen or work-authorized and selective service registered.

The NFJP provides job training programs, including: Career Services; Training Services – OJT; OST and Agricultural Up-Grade Training; Related Services for stabilization in Agriculture and other Supportive Services in coordination with Training.

PathStone Corporation has targeted areas where the highest numbers of eligible farmworkers reside. Luzerne/Schuylkill Counties are not targeted areas. Thus, PathStone provides a toll-free number 1-800-425-0053 that is accessible 24 hours a day, 7 days per week. Should a farmworker be eligible for services following contact through the toll-free phone line, PathStone will provide services and may, when necessary, provide a staff person on-site to assure services are rendered.

## Unemployment Compensation Program (UC):

**UC Services to be provided:**

In accordance with the Workforce Innovation and Opportunity Act (WIOA), the Unemployment Compensation (UC) Program provides meaningful assistance to individuals seeking help with filing an unemployment claim at PA CareerLink® sites. The meaningful assistance will be provided at PA CareerLink® sites by offering claimants dedicated access to UC service center staff and important UC information.

Staff from the Bureau of Workforce Partnership and Operations (BWPO) provide some direct assistance to UC claimants and employers at the PA CareerLink® sites. BWPO staff are required to keep records of time spent assisting UC claimants and employers, and certain identified personnel services they provide are reimbursed by the UC Program. The reimbursable services and requirements are defined in a separate document entitled Memorandum of Cooperation between the Unemployment Compensation Programs and Workforce Development within the Department of Labor & Industry. BWPO staff will continue their referral processes for approved activities they conduct on UC's behalf. This would include opportunities for referral through partner collaboration.

The UC Board of Review utilizes space in certain PA CareerLink® sites for UC appeal hearings. For the UC appeal hearings, the PA CareerLink® sites shall provide a room with a minimum of 300 square feet, where that size exists within the site, provide access to a copier a networked computer and provide a telephone in the hearing room with conferencing and speaker capabilities. Additionally, UC Tax Services utilizes space in certain PA CareerLink® sites for UC Tax staff. Any change to physical PA CareerLink® sites utilized by the UC Board of Review or UC Tax must be communicated to the Deputy Secretary of UC no less than 90 days prior to any changes occurring, including, but not limited to, PA CareerLink® closure, relocation, or proposed mobile concepts.

The cost of the space utilized by the UC Board of Review, where applicable, will be negotiated and detailed in the One-Stop operating budget. Invoices shall be submitted by the 15th day following the end of the quarter by email to the UC Program Fiscal Management Specialist. Each PA CareerLink®, through the fiscal agent, shall submit separate invoices for the UC Board of Review. Invoices will be processed upon UC Program approval.

**Manner in which UC services will be provided:**

Assistance to individuals filing an unemployment claim will be provided by offering a computer that allows one-stop customers to access unemployment compensation services online, along with informational UC postings, signs, pamphlets, and forms for UC claimants and employers.

Physical accessibility of PA CareerLink® sites and services will be assured in collaboration with the local board. In addition to physical accessibility, UC provides programmatic accessibility through TTY on its dedicated courtesy telephones, as well as bilingual translation and sign language interpretation when needed. Partner collaboration locally will ensure that all special populations can be served through referrals to partner program supports.

WIOA Section 121(c)(2) requires that this Memorandum of Understanding (MOU) contain provisions describing the services to be provided through the one-stop delivery system, including the manner in which the services will be coordinated and delivered through the system.

| Business Services | Job Seeker Services | Youth Services |
|---|---|---|
| • Serve as a single point of contact for businesses, responding to all requests in a timely manner<br>• Conduct outreach regarding the local workforce system's services and products<br>• Provide access to labor market information<br>• Assist with the interpretation of labor market information<br>• Use of local one-stop facility for recruitment and interviewing<br>• Post job vacancies in CWDS and take and fill job orders<br>• Provide information regarding workforce development initiatives and programs<br>• Provide information and services related to UI taxes and claims<br>• Conduct on-0site Rapid Response activities<br>• Conduct job fairs<br>• provide customized recruitment and job applicant screening, assessment and referral services<br>• Consult on human resources issues<br>• Provide information regarding disability awareness issues<br>• Provide information regarding assistive technology and communication accommodations<br>• Assist with disability and communication accommodations, including job coaches<br>• Provide information on On-the-Job Training (OJT) contracting<br>• Provide employer and industry-driven Occupational Skills Training information<br>• Provide information on customized training initiatives<br>• Coordinate with employers to develop and implement layoff aversion strategies<br>• Develop, convene, or implement industry or sector partnerships | **Basic Career Services**<br>• Outreach, intake and orientation to the information, services, programs, tools and resources available through the local workforce system<br>• Initial assessment of skills, aptitudes, abilities, and supportive service needs<br>• Job search and placement assistance<br>• Access to employment opportunities and labor market information<br>• Performance information and program costs of eligible providers of training, education, and workforce services<br>• Information on performance of the local workforce system<br>• Information on available supportive services and referral to such, as appropriate<br>• Information and meaningful assistance on UI claim filing<br>• Determination of potential eligibility for workforce Partner services, programs and referrals<br>• Information for application of financial aid for training and education programs not provided under WIOA<br>**Individualized Career Services**<br>• Development of an Individual Employment Development Plan charting goals, achievement objectives, and service needs<br>• Referral to training services<br>• Group counseling<br>• One-on-one counseling and career planning<br>• Literacy activities related to work readiness<br>• Case management for customers seeking training services, in and out of area job search, referral and placement assistance<br>• Work experience, transitional jobs, registered apprenticeships, and internships<br>• Workforce preparation services (soft skills) to prepare individuals for unsubsidized employment or training<br>• Post-employment follow-up services<br>**Training**<br>• Occupational skills training through Individual Training Accounts (ITAs)<br>• Adult education and literacy activities, including English language acquisition (ELA) in combination with the above training activities<br>• Incumbent worker training<br>• On-The-Job training (OJT)<br>• Programs combining workplace training with related instruction (cooperative education)<br>• private sector training initiatives<br>• Skill upgrading and retraining<br>• Entrepreneurial training<br>• Employer-committed customized training<br>• Other (locally determined) | • Tutoring, study skills training, instruction, and evidenced-based drop-out prevention and recovery strategies that lead to completion of a high school diploma or GED (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized post-secondary credential<br>• Paid and unpaid work experience with an academic and occupational education which may include:<br>  ○ Summer and year-round employment opportunities<br>  ○ Pre-apprenticeship programs<br>  ○ Internships and job shadowing<br>  ○ and OJT Opportunities<br>• Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster<br>• Supportive services<br>• Follow-up services for not less than 12 months after the completion of participation, as appropriate<br>• Financial literacy education<br>• Provision of labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services<br>• Alternative secondary school services or dropout recovery services, as appropriate<br>• Occupational skill training with priority consideration in areas that lead to recognized post-secondary credentials that are aligned with local in-demand industry sectors or occupations<br>• Leadership development opportunities such as community service, peer-centered activities encouraging responsibility, and other positive social and civic behaviors, as appropriate<br>• Adult mentoring during participation and not less than 12 months subsequent<br>• Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate<br>• Entrepreneurial skills training<br>• Activities that help youth prepare for and transition to postsecondary education and training |

Note: See Partner Services Section beginning on page 11 for Service Providers.

## Roles and Responsibilities of Partners/Parties

All Parties to this agreement will work closely together to ensure that all Luzerne/Schuylkill PA CareerLink® centers are high-performing workplaces with staff that will ensure quality of service.

All Parties to this agreement shall comply with:

- Workforce Innovation and Opportunity Act, enacted July 22, 2014
- WIOA promulgating regulations, Department of Labor Only, 20 Code of Federal Regulations, or CFR Parts 603, 651, 652, et al., Final Rule, published August 19, 2016
- WIOA promulgating regulations Joint Rule for Unified and Combined State Plans, Performance Accountability, and the One-Stop System Joint Provisions, 20 CFR Parts 676, 677 and 678, Final Rule, published August 19, 2016
- Section 188 of the WIOA Nondiscrimination and Equal Opportunity Regulations (29 CFR Part 38; Final Rule, published December 2, 2016),
- Title VI of the Civil Rights Act of 1964 (Public Law 88-352),
- Comply with any and all Child Labor Laws and applicable policies,
- Section 504 of the Rehabilitation Act of 1973, as amended,
- The Americans with Disabilities Act of 1990 (Public Law 101-336),
- The Jobs for Veterans Act (Public Law 107-288) pertaining to priority of service in programs funded by the U.S. Department of Labor,
- Training and Employment Guidance Letter (TEGL) 37-14, Update on Complying with Nondiscrimination Requirements: Discrimination Based on Gender Identity, Gender Expression and Sex Stereotyping are Prohibited Forms of Sex Discrimination in the Workforce Development System and other guidance related to implementing WIOA sec. 188,
- The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR part 99),
- Confidentiality requirements governing the protection and use of personal information held by the VR agency (34 CFR 361.38),
- The confidentiality requirements governing the use of confidential information held by the State UI agency (20 CFR part 603),
- All amendments to each, and
- All requirements imposed by the regulations issued pursuant to these acts.

The above provisions require, in part, that no persons in the United States shall, on the grounds of race, color, national origin, sex, sexual orientation, gender identity and/or expression, age, disability, political beliefs or religion be excluded from participation in, or denied, any aid, care, services or other benefits provided by federal and/or state funding, or otherwise be subjected to discrimination.

Additionally, all Parties shall:

- Collaborate and reasonably assist each other in the development of necessary service delivery protocols for the services outlined in the Partner Services section above,
- Agree that the provisions contained herein are made subject to all applicable federal and state laws, implementing regulations, and guidelines imposed on either or all Parties relating to privacy rights of customers, maintenance of records, and other confidential information relating to customers, and
- Agree that all equipment and furniture purchased by any party for purposes described herein shall remain the property of the purchaser after the termination of this agreement.

*The aforementioned assurances and certifications are not intended to be all-inclusive. All parties agree to comply with all applicable Acts, laws, and other policy-regulating documents issued by the Federal and/or State officials.*

- *Chief Elected Officials (CEOs)*

The CEOs for the L/S WDA are the Chair of Schuylkill County Commissioners and the Chair of Luzerne County Council of Governments. The CEOs will, at a minimum:

- In partnership with the L/S WDB and other applicable Partners within the planning region, develop and submit a single regional plan that includes a description of the activities that shall be undertaken by all NE Regional WDBs and their Partners, and also incorporates plans for each of the Local areas in the planning region;
- Approve the WIOA funded L/S WDB budget (non-county funding);
- Approve the selection of the one-stop operator following the competitive procurement process;
- In partnership with the board and applicable partners to concur with the MOU/IFA and operations of the local PA CareerLink® system.

- *Luzerne/Schuylkill WDB (L/S WDB)*

The L/S WDB ensures the workforce-related needs of employers, workers, and job seekers in the local L/S WDA and/or the region are met, to the maximum extent possible with available resources. The L/S WDB will, at a minimum:

- In Partnership with the CEO and other applicable Partners within the local WDA, develop and submit a local plan that includes a description of the activities that shall be undertaken by the L/S WDB and its Partners, and that aligns its strategic vision, goals, objectives, and workforce-related policies to the regional plan and economy.
- In Partnership with the CEO and other applicable Partners within the planning region, develop and submit a single regional plan that includes a description of the activities that shall be undertaken by NEPA Consortium of WDBs and their Partners, and that incorporates plans for each of the Local areas in the planning region.
- In collaboration and Partnership with the CEO and other applicable Partners within the planning region, develop the strategic regional vision, goals, objectives, and workforce-related policies.
- In cooperation with the regional CEOs and the other Local WDBs within the regional area, design and approve the PA CareerLink® system structure. This includes, but is not limited to:
    - Ensuring adequate, sufficient, and accessible one-stop center locations and facilities,
    - Ensuring sufficient numbers and types of providers of career and training services (including eligible providers with expertise in assisting individuals with disabilities and eligible providers with expertise in assisting adults in need of adult education and literacy activities),
    - Provide a holistic system of supporting services,
    - Ensuring elimination of program and operational silos, thus enabling a unified structure and process of collaborative, streamlined, and customer-focused service delivery; and
    - Competitive procurement of a one-stop operator.
- Designate through a competitive process, oversee, monitor, implement corrective action, and, if applicable, terminate the one-stop operator(s),
- Determine the role and day-to-day duties of the one-stop operator,

- ❖ Approve annual budget allocations for operation of the PA CareerLink® system,
- ❖ Help the one-stop operator recruit operational Partners and negotiate MOUs with new Partners,
- ❖ Leverage additional funding for the PA CareerLink® system – American Job Center network to operate and expand one-stop customer activities and resources, and
- ❖ Review and evaluate the performance of the Luzerne/Schuylkill WDA and One-Stop Operator and operations.

◆ *Local Workforce Development Board Staff*

Specific responsibilities include, at a minimum:

- ❖ Assist the CEO and the Local WDB with the development and submission of a single local plan and regional plan,
- ❖ Support the Local WDB with the implementation and execution of the local and regional vision, goals, objectives, and workforce-related policies, including all duties outlined above,
- ❖ Provide operational and grant-specific guidance to the One-Stop Operator,
- ❖ Investigate and resolve elevated customer complaints and grievance issues,
- ❖ Prepare regular reports and recommendations to the Local WDB,
- ❖ Conduct internal monitoring and all operational aspects and one-stop operations,
- ❖ Oversee all operation subcontracts and invoicing,
- ❖ Oversee negotiations and maintenance of MOUs with One-Stop Partners.
- ❖ Prepare for, coordinate, and assist at local WDB Quarterly meetings, WDB Executive Committee meetings, WDB Youth sub-committee meetings; and other ad hoc sub-committee meetings, as warranted;
- ❖ Prepare and distribute minutes of all local WDB and Sub-Committee meetings;
- ❖ Prepare operational data/reports for distribution at WDB Quarterly meetings including, but not necessarily limited to: fiscal and programmatic operation reports, monitoring reports, performance reports, etc.
- ❖ Ensure that all local WDB meetings, as required, are carried out under the Sunshine Act;
- ❖ Prepare yearly WDB rosters of members for submission to the Commonwealth;
- ❖ Prepare yearly budgets for review and approval by the CEO and WDB to fulfill requirements of the Commonwealth of PA;
- ❖ Develop internal policies and procedures for WDB review and approval; and
- ❖ Address any other applicable workforce circumstances.

◆ *One-Stop Operator*

The L/S WDB has established a scope of work duties for its competitively procured PA CareerLink® One Stop Operator. The tasks are a mix of administrative and programmatic functions as outlined in pages 7-8 of this document.

◆ *Site Administrator/Center Manager*

L/S WDB, Inc. has designated one Site Administrator (also known as a Center Manager) who acts as "functional leader" in Luzerne County. L/S WDB has designated one Site Administrator (Center Manager) who acts as a "functional leader" in Schuylkill County. As such, they will have the authority to organize Partner staff, in order to optimize and streamline service delivery efforts. Formal leadership, supervision, and performance responsibilities will remain with each staff member's employer of record.

The One-Stop Operator, through the Site Administrators, shall, at a minimum:

- Manage daily operations, including but not limited to:
- Managing and coordinating Partner responsibilities, as defined in this MOU,
- Managing hours of operation, including the once-weekly extended hours of operation,
- Coordinating daily work schedules and workflow based upon operational needs, and
- Coordinating staff vacations/unscheduled absences with the formal leader to ensure service coverage by center staff.
- Assist the Local WDB in establishing and maintaining the PA CareerLink® system structure. This includes but is not limited to:
- Ensuring that State requirements for center certification are met and maintained,
- Ensuring that career services, such as the ones outlined in WIOA, per section 134(c)(2) are available and accessible,
- Ensuring that L/S Local WDB policies are implemented and adhered to,
- Adhering to the provisions outlined in the contract with the Local WDB
- Reinforcing strategic objectives of the Local WDB to Partners, and
- Ensuring staff are properly trained by their formal leadership organizations and provided technical assistance, as needed.
- Integrate systems and coordinate services for the center and its Partners, placing priority on customer service.
- Integrated Workforce Service Delivery, as defined by WIOA, means organizing and implementing services by function (rather than by program), when permitted by a program's authorizing statute and as appropriate, and by coordinating policies, staff communication, capacity building, and training efforts.
- Functional alignment includes having one-stop center staff who perform similar tasks serve on relevant functional teams, e.g. Skills Development Team or Business Services Team.
- Service integration focuses on serving all customers seamlessly (including targeted populations) by providing a full range of services staffed by cross-functional teams, consistent with the purpose, scope, and requirements of each program.
- The services are seamless to the customer, meaning the services are free of cumbersome transitions or duplicative registrations from one program service to another and there is a smooth customer flow to access the array of services available in the workforce center.
- Oversee and coordinate partner, program, and PA CareerLink® system performance. This includes but is not limited to:
- Providing and/or contributing to reports of center activities, as requested by the Local WDB,
- Providing input to the formal leader (partner program official) on the work performance of staff under their purview,
- Notifying the formal leader immediately of any staff leave requests or unexcused absences, disciplinary needs, or changes in employee status,
- Identifying and facilitating the timely resolution of complaints, problems, and other issues,
- Collaborating with the Local WDB on efforts designed to ensure the meeting of program performance measures, including data sharing procedures to ensure effective data matching,

timely data entry into the case management systems, and coordinated data batch downloads (while ensuring the confidentiality requirements of FERPA, 34 CFR 361.38, and 20 CFR part 603),

- ❖ Ensuring open communication with the formal leader(s) in order to facilitate efficient and effective center operations,
- ❖ Evaluating customer satisfaction data and proposing service strategy changes to the Local WDB based on findings.
- ❖ Manage fiscal responsibilities and records for the center. This includes assisting the Local WDB with cost allocations and the maintenance and reconciliation of one-stop center operation budgets.

NOTE: The One-Stop Operator *will not* assist in the development, preparation, and submission of Local plans. They cannot manage or assist in future competitive processes for selecting partners or select or terminate One-Stop Operators, career services providers, or Youth providers. The One-Stop Operator cannot negotiate local performance accountability measures or develop and submit budgets for the Local WDB's activities. L/S WDB is responsible for the negotiated performance measures, strategic planning, budgets, and One-Stop Operator oversight (including monitoring).

- ◆ *Partners*

Each partner co-located at the local one-stop site commits to cross-training of staff, as appropriate, to carry out the vision, mission, and goals as set forth by L/S WDB in the approved Local Plan and Regional Plan and to allow staff other professional learning opportunities that promote continuous quality improvement. Certified Workforce Development Professional (CWDP) training is offered to staff.

Partners will further promote system integration to the maximum extent feasible through:

- ❖ Effective communication, information sharing, and collaboration with the one-stop operator,
- ❖ Joint planning, policy development, and system design processes,
- ❖ Commitment to the joint mission, vision, goals, strategies, and performance measures,
- ❖ The design and use of common intake, assessment, referral, and case management processes,
- ❖ The use of common and/or linked data management systems and data sharing methods, as appropriate,
- ❖ Leveraging of resources, including other public agency and non-profit organization services,
- ❖ Participation in a continuous improvement process designed to boost outcomes and increase customer satisfaction,
- ❖ Participation in regularly scheduled Partner meetings to exchange information in support of the above and encourage program and staff integration, and
- ❖ Ensure timely reimbursement of One-Stop Operating Budget costs.

***BUSINESS SERVICES***

- Serve as a single point of contact for businesses, responding to all requests in a timely manner
- Provide information and services related to Unemployment Insurance taxes and claims
- Assist with disability and communication accommodations, including job coaches
- Conduct outreach regarding Local workforce system's services and product
- Conduct on-site Rapid Response activities regarding closures and downsizings
- Develop On-the-Job Training (OJT) and Transitional Employment (TE) contracts

- Provide access to labor market information
- Provide customized recruitment and job applicant screening, assessment and referral services
- Provide employer and industry cluster-driven Occupational Skills Training through Individual Training Accounts with eligible training providers
- Assist with the interpretation of labor market information
- Conduct job fairs
- Develop customized training opportunities to meet specific employer and/or industry cluster needs
- Use of one-stop center facilities for recruiting and interviewing job applicants
- Consult on human resources issues
- Coordinate with employers to develop and implement layoff aversion strategies
- Post job vacancies in the state labor exchange system and take and fill job postings
- Provide information regarding disability awareness issues
- Provide incumbent worker upgrade training through various modalities
- Provide information regarding workforce development initiatives and programs
- Provide information regarding assistive technology and communication accommodations
- Develop, convene, or implement industry or sector partnerships

***Job Seeker/Business Service Teams***:

In the PA CareerLink® center, teams are developed to focus on service for the two primary customers of PA CareerLink® operations – job seekers and employers. Partners are required to designate staff to participate on these teams to assist in providing the highest quality of service to the customers.

***JOB SEEKER SERVICES***

*Basic Career Services*

- Outreach, intake and orientation to the information, services, programs, tools and resources available through the Local workforce system
- Initial assessments of skill level(s), aptitudes, abilities and supportive service needs
- In- and out-of-area job search and placement assistance (including provision of information on in-demand industry sectors and occupations and non-traditional employment)
- Access to employment opportunities and labor market information
- Performance information and program costs for eligible providers of training, education, and workforce services
- Information on performance of the Local workforce system
- Information on the availability of supportive services and referral to such, as appropriate
- Information and meaningful assistance on Unemployment Insurance claim filing
- Determination of potential eligibility for workforce Partner services, programs, and referral(s)
- Information and assistance in applying for financial aid for training and education programs not provided under WIOA

*Individualized Career Services*

- Comprehensive and specialized assessments of skills levels and service needs
- Development of an individual employability development plan to identify employment goals, appropriate achievement objectives, and appropriate combination of services for the customer to achieve the employment goals
- Referral to training services
- Group counseling
- Literacy activities related to work readiness
- Individual counseling and career planning
- Case management for customers seeking training services; individual in- and out- of-area job search, referral and placement assistance
- Work experience, transitional jobs, registered apprenticeships, and internships
- Workforce preparation services (e.g., development of learning skills, punctuality, communication skills, interviewing skills, personal maintenance, literacy skills, financial literacy skills, and professional conduct) to prepare individuals for unsubsidized employment or training
- Post-employment follow-up services and support (*This is not an individualized career service, but listed here for completeness*.)

*Training*

- Occupational skills training through Individual Training Accounts (ITAs)
- Adult education and literacy activities, including English language acquisition (ELA), provided in combination with the training services described above
- On-the-Job Training (OJT)
- Incumbent Worker Training
- Programs that combine workplace training with related instruction which may include cooperative education
- Training programs operated by the private sector
- Skill upgrading and retraining
- Entrepreneurial training
- Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training
- Other training services as determined by the workforce partner's governing rules

***Youth Services***

- Tutoring, study skills training, instruction, and evidence- based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized postsecondary credential.
- Alternative secondary school services, or dropout recovery services, as appropriate.
- Paid and unpaid work experiences that have as a component academic and occupational education, which may include: Summer employment opportunities and other employment opportunities available throughout the school year, pre-apprenticeship programs, internships and job shadowing, and on-the-job training opportunities.
- Occupational skill training, which shall include priority consideration for training

programs that lead to recognized postsecondary credentials that are aligned with in-demand industry sectors or occupations in the local area involved.

- Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster. Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors, as appropriate.
- Supportive services.
- Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months.
- Follow-up services for not less than 12 months after the completion of participation, as appropriate.
- Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate.
- Financial literacy education.
- Entrepreneurial skills training.
- Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services.
- Activities that help youth prepare for and transition to postsecondary education and training.

**Career Plan Development/Career Pathways**

We address both career planning and development needs for job seeker customers. For customers who have already developed an individual employment plan or who prefer to take responsibility for their own career planning and development needs, we attempt to provide them with sufficient labor market information, self-service tools and resources, and other relative information of available resources that will help them with their career planning needs. Information on the L/S WDB High Priority Industry Clusters, high demand occupations, training providers, and other information is available on line or in the Career Resource Area.

We also attempt to identify the transferable skills of new job seekers, identify potential career ladders available to them with their current skills and experience, and also identify any skill gaps that might be addressed to assist them in achieving their goal(s). Through interviews and a review of the customers' background and goals, we identify those customers who might fill the skill demands of our business customers. We also direct customers who lack highly marketable skills, or those with skill gaps to the agencies that will assist them with their needs.

Many job seeker customers who register with the PA CareerLink® have very specific goals that do not require career-planning services. An example would be job seekers who register with the PA CareerLink® only because they want to complete an application for a business customer who uses our Business Services or who responds to other recruitment events. In those cases, we provide these customers with an understanding of the wide variety of services we offer and encourage them to avail themselves of these services, even if they are beyond the need that brought them to the site. Customers in the latter circumstances are not required to participate in career services. Customers requesting career services is based on those who feel they need and want such assistance.

We also help customers through staff assisted services. Again, in order to provide staff assisted services to as many customers as possible, we try to establish customers' potential eligibility for partner services early in their engagement with us. This allows us to direct job seekers to the staff or partner who are best suited and experienced in providing customers with career services promptly. This is especially important for customers who have special needs, barriers to employment or circumstances that are beyond the training and experience needed by staff to assist them with in developing a career plan. The goals, services, and outcomes for customer career plans are recorded and monitored by the staff who assist them in developing the plans, or by the staff who provide the services that help them achieve their goals.

In all cases, we help customers identify their transferable skills, experience, credentials, and abilities that will help them pursue a specific career goal, advance to the next level of a career ladder, or obtain the skills needed by local business customers. We encourage customers to take advantage of any business customer-provided training opportunities, and to explore the wide variety of training opportunities and resources that will help them secure or retain employment with the businesses in the local area labor market.

### Professional Conduct

Regardless of role within the PA CareerLink®, all partner positions are important. In each interaction with a wide range of internal and external customers, partners present the face of PA CareerLink®. All customers, co-workers and partners rely on quality customer service and professionalism. As a result, it is the expectation of the L/S WDB that every member of the PA CareerLink® team presents themselves as a professional capable of meeting the needs and expectations of job seekers and employer customers alike.

### Leadership

- Primary supervision for each partner staff will remain with his/her employer of record
- All partner agencies agree to PA CareerLink® participation and functional leadership by the PA CareerLink® Site Administrator, which in this instance is supervision related to the goals of the local board

### Customer Service

- Work with Site Administrators to become familiar with the customers, both job seekers and employers
- Provide exemplary service to all customers
- Respond to requests for assistance and other inquiries in a timely manner

### Courtesy

- Be kind, courteous, professional, and respectful to customers, co-workers, direct reports, supervisors, managers, external partners, and the public
- Refrain from behaviors, actions, or language constituting workplace harassment or bullying
- Value diversity and value each other

**Ethics**

- Partners must conduct themselves according to the highest ethical standards and promote an environment of public trust that is free from conflicts of interest, fraud, abuse of authority, and misuse of public property

**Communications**

- Be open and honest. Adult-to-adult conversations are essential to earning the trust of customers, coworkers, supervisors/managers and partners
- Greet people with a smile and a friendly word; it is an act of respect. Think about the customer; how will all communication be received and perceived
- Do not engage in idle gossip or rumor mongering. All questions or concerns should be brought to the Site Administrator
- Cell phones - Refrain from checking devices (such as iPhone, laptop, iPad, PC, etc.) for messages when meeting with an individual, attending a group meeting, while in training, or within sight of customer traffic.
    - In most meeting situations, cell phones should be in silence mode or turned off
    - Even if ringtones are muted or the phone is set to vibrate, it is generally impolite and disruptive to answer calls while meeting with others

**Teamwork**

- Work as a team for the good of the PA CareerLink® and its customers
- Share information and good ideas to improve operations and outcomes
- Celebrate each other's achievements to promote the success of our center
- Be receptive to constructive feedback
- Be open to input from coworkers, other partners, and L/S WDB staff
- Seek help when needed and give help when asked

**Professionalism**

- Be knowledgeable about PA CareerLink® business, community, and customers
- Conduct business and complete tasks proficiently
- Represent the L/S WDB and PA CareerLink® in a professional manner
- Hold honesty and integrity as essential character traits
- Maintain a positive attitude and aspire to excellence
- Report to work properly attired and with good hygiene
- Seek professional and personal growth opportunities and attend training that enhance professional behavior such as staff meetings, cross-partner workshops, and state or L/S WDB sponsored trainings

**Safety**

- Be aware of all PA CareerLink® emergency response procedures, fire exits, and phone call contacts in the case of an emergency
- Use good judgment in decision-making and follow safety guidelines where appropriate. If there is a question on the appropriate course of action, clarify the question with your immediate supervisor or the Site Administrator before proceeding.

**Smoking Policy**

- It is the policy of L/S WDB and One-Stop Operator to limit smoking to the designated smoking areas at all PA CareerLink® premises in order to provide and maintain a safe and healthy work environment for all employees. The law defines smoking as the "act of lighting, smoking or carrying a lighted or smoldering cigar, cigarette or pipe of any kind." PA CareerLink® offices also include e-cigarettes and vaping mechanisms.
- Smoking must be done no fewer than 100 feet from the front entrance to the PA CareerLink®. Partners are asked to adhere to this policy.
- Partners are also asked to be cognizant of smoking breaks they are taking during the course of the day and limit them to the time allowances of their employer of record

**Responsibility and Accountability**

- Meet commitments and deadlines
- Be "work focused"; dependable and accountable; productive
- Take care of personal needs and business during breaks and lunch period
- Notify supervisor and Site Administrator as far in advance as possible when a deadline may be missed or if partners will not be in the center on a particular time or day
- Follow instructions and directions given by a L/S WDB staff, One Stop Operator, or Site Administrator in a timely and respectful manner
- Lock or log off computers when away from office or workstation

## Data Sharing

Partners agree that the use of high-quality, integrated data is essential to inform decisions made by policymakers, employers, and job seekers. Additionally, it is vital to develop and maintain an integrated case management system, as appropriate, that informs customer service throughout customers' interaction with the integrated system and allows information collected from customers at intake to be captured once.

Partners further agree that the collection, use, and disclosure of customers' personally identifiable information (PII) is subject to various requirements set forth in Federal and State privacy laws. Partners acknowledge that the execution of this MOU, by itself, does not function to satisfy all of these requirements.

All data, including customer PII, collected, used, and disclosed by Partners will be subject to the following:

- ❖ Customer PII will be properly secured in accordance with the Local WDB's policies and procedures regarding the safeguarding of PII.
- ❖ The collection, use, and disclosure of customer education records, and the PII contained therein, as defined under FERPA, shall comply with FERPA and applicable State privacy laws.
- ❖ All confidential data contained in UI wage records must be protected in accordance with the requirements set forth in 20 CFR part 603.
- ❖ All personal information contained in VR records must be protected in accordance with the requirements set forth in 34 CFR 361.38.
- ❖ Customer data may be shared with other programs, for those programs' purposes, within the PA CareerLink® system only after the informed written consent of the individual has been obtained, where required.

- ❖ Customer data will be kept confidential, consistent with Federal and State privacy laws and regulations.
- ❖ All data exchange activity will be conducted in machine readable format, such as HTML or PDF, for example, and in compliance with Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794 (d)).

All one-stop center and Partner staff will be trained in the protection, use, and disclosure requirements governing PII and any other confidential data for all applicable programs, including FERPA-protected education records, confidential information in UI records, and personal information in VR records.

## Confidentiality

All Parties expressly agree to abide by all applicable Federal, State, and local laws and regulations regarding confidential information, including PII from educational records, such as but not limited to 20 CFR Part 603, 45 CFR Section 205.50, 20 USC 1232g and 34 CFR part 99, and 34 CFR 361.38, as well as any applicable State and local laws and regulations. In addition, in carrying out their respective responsibilities, each Party shall respect and abide by the confidentiality policies and legal requirements of all of the other Parties.

Each Party will ensure that the collection and use of any information, systems, or records that contain PII and other personal or confidential information will be limited to purposes that support the programs and activities described in this MOU and will comply with applicable law.

Each Party will ensure that access to software systems and files under its control that contain PII or other personal or confidential information will be limited to authorized staff members who are assigned responsibilities in support of the services and activities described herein and will comply with applicable law. Each Party expressly agrees to take measures to ensure that no PII or other personal or confidential information is accessible by unauthorized individuals.

To the extent that confidential, private, or otherwise protected information needs to be shared amongst the Parties for the Parties' performance of their obligations under this MOU, and to the extent that such sharing is permitted by applicable law, the appropriate data sharing agreements will be created and required confidentiality and ethical certifications will be signed by authorized individuals. With respect to confidential unemployment insurance information, any such data sharing must comply with all of the requirements in 20 CFR Part 603, including but not limited to requirements for an agreement consistent with 20 CFR 603.10, payments of costs, and permissible disclosures. With respect to the use and disclosure of FERPA-protected customer education records and the PII contained therein, any such data sharing agreement must comply with all of the requirements set forth in 20 U.S.C. § 1232g and 34 CFR Part 99.

With respect to the use and disclosure of personal information contained in VR records, any such data-sharing agreement must comply with all requirements set forth in 34 CFR 361.38.

## Referrals

Partner Agency staff work collectively to support both job seekers and employers with multiple needs. All partner agencies involved in collaborative efforts maintain case records accessible to the team in order to document contacts and services provided. The PA Commonwealth Workforce Development (CWDS)® system is the system of record for enrollment, tracking, case management, and referrals. The initial registration process for job seeker customers is designed to inform customers of the broad range of services available, both on-site and through our referral process. The partner agencies are using this registration information to eliminate duplicate data collection. It is also instrumental in ensuring that customers can easily access the services that they and the staff have determined are appropriate to their needs and goals.

Staff may also refer customers to other services provided by agencies that are not formal partners to the PA CareerLink® system. The integrated approach to referrals and case management is designed to maximize the resources available to the customer, avoid duplication of effort, and assist the customer and the PA CareerLink® partner agencies achieve their individual and collective goals.

The primary principle of the referral system is to provide integrated and seamless delivery of services to workers, job seekers, and employers. In order to facilitate such a system, Partners agree to:

- Familiarize themselves with the basic eligibility and participation requirements, as well as with the available services and benefits offered, for each of the Partners' programs represented in the Local WDA PA CareerLink® system,
- Develop materials summarizing their program requirements and making them available for Partners and customers,
- Develop and utilize common intake, eligibility determination, assessment, and registration forms,
- Provide referrals to customers who are eligible for supplemental and complementary services and benefits under partner programs,
- Regularly evaluate ways to improve the referral process, including the use of customer satisfaction surveys,
- Commit to robust and ongoing communication required for an effective referral process,
- Conduct tracking of referrals, if subsequently mandated by the PA Department of Labor & Industry,
- Commit to actively follow up on the results of referrals and ensure that Partner resources are being leveraged at an optimal level.

## Accessibility

Access to the services provided by the PA CareerLink® centers and all Partner agencies is essential to meeting the requirements and goals of the local service delivery system. Job seekers and businesses must be able to access all information relevant to them via visits to physical locations as well as in virtual spaces, regardless of gender, age, race, religion, national origin, disability, veteran's status, or on the basis of any other classification protected under state or federal law.

- *Physical Accessibility*

One-stop centers maintain a culture of inclusiveness and the physical characteristics of the facility, both indoor and outdoor, and meet the latest standards of accessible design and in compliance with Equal Opportunity accessibility standards. Services are available in a convenient, high-traffic, and accessible location, within a reasonable distance of public transportation and with adequate parking (including

parking clearly marked for individuals with disabilities). Indoor space is designed in an “equal and meaningful” manner, providing access for individuals with disabilities.

One-stop centers have Americans with Disabilities Act (ADA)- compliant adaptive equipment and software, and staff are aware of the resources available to assist customers with their needs. The one-stop centers conduct staff training sessions on Disability Awareness issues and protocols. The Office of Vocational Rehabilitation (VR) partners are also available as resources to assist staff in best serving customers with barriers and disabilities. All written communications, as well as the one-stop centers' websites and other electronic communication methods, include information informing customers that auxiliary aids and services are available upon request.

For more information regarding accessibility requirements, refer to WIOA Section 188 and the WIOA Nondiscrimination and Equal Opportunity Regulations (29 CFR Part 38; Final Rule December 2, 2016), the Americans with Disabilities Act (ADA), and Pennsylvania’s Non-Discrimination Plan, or NDP.

- *Virtual Accessibility*

The L/S WDB works with the PA Workforce Development Board (PA WDB) to ensure that job seekers, workers, and businesses have access to the same information online as they do in a physical facility. Information must be clearly marked and compliant with Section 508 of the U.S. Department of Health and Human Services code. Partners comply with the Plain Writing Act of 2010, the law that requires that federal agencies use "clear Government communication that the public can understand and use, and all information is kept virtual and is updated regularly to ensure dissemination of correct information.

Partners should either have their own web presence via a website and/or social media, or submit a request to the local board to post content on its website or on the one-stop centers' websites.

The one-stop site will maintain a website that details all programs and series, and a link to the Commonwealth’s website.

- *Communication Accessibility*

Communications access, for purposes of this MOU, means that individuals with sensory disabilities can communicate (and be communicated with) on an equal footing with those who do not have such disabilities. All Partners shall agree to provide accommodations for individuals with communication challenges, including, but not limited to, individuals who are deaf or hard of hearing, individuals with vision impairments, and individuals with speech-language impairments/barriers.

For more information, please refer to the U.S. Department of Labor’s Office of Disability Employment Policy’s website at https://www.dol.gov/odep/topics/CommunicationsAccess.htm.

- *Programmatic Accessibility*

All Partners shall agree that they will not discriminate in their employment practices or services on the basis of gender, gender identity and/or expression, age, race, religion, national origin, disability, veteran’s status, or on the basis of any other classification protected under state or federal law. Partners

must ensure that they have policies and procedures in place to address these issues, and that such policies and procedures have been distributed to their employees and otherwise posted as required by law. Partners further assure that they are currently in compliance with all applicable state and federal laws and regulations regarding these issues. All Partners shall cooperate with local-level compliance monitoring to ensure that all PA CareerLink® programs, services, technology, and materials are physically and programmatically accessible to all. Additionally, staff members shall be trained to provide services to all, regardless of ability range, mobility, age, language, learning style, comprehension, or education level. An interpreter shall be provided in real time or, if not available, within a reasonable timeframe to any customer with a language barrier. Assistive devices, such as screen-reading software programs and assistive listening devices, are available to ensure physical and programmatic accessibility within the local service delivery system.

## Outreach

*American Job Center Network* is a unifying name and brand that identifies online and in-person workforce development services as a part of the One-Stop public workforce system. Terms and Use agreement and graphic downloads of the logo and tag-line for use can be viewed at https://www.dol.gov/ajc

The L/S WDB and its Partners shall develop and implement a strategic outreach plan that will include, at a minimum:

- Specific steps to be taken by each partner,
- An outreach plan to the region's human resources professionals,
- An outreach and recruitment plan to the region's job seekers, including targeted efforts for populations most at-risk or most in need,
- An outreach and recruitment plan for out-of-school youth,
- Sector strategies and career pathways,
- Connections to registered apprenticeship,
- A plan for messaging to internal audiences,
- An outreach tool kit for Partners,
- Regular use of social media,
- Clear objectives and expected outcomes, and
- Leveraging of any statewide outreach materials relevant to the region.

## Monitoring

The L/S WDB or its designated staff, officials from the State and Local administrative entities, the U.S. Departments of Labor, Education, and Health and Human Services have the authority to conduct fiscal and programmatic monitoring to ensure that:

- Federal awards are used for authorized purposes in compliance with law, regulations, and State policies,
- Those laws, regulations, and policies are enforced properly,
- Performance data are recorded, tracked, and reviewed for quality to ensure accuracy and completeness,
- Outcomes are assessed and analyzed periodically to ensure that performance goals are met,

- ❖ Appropriate procedures and internal controls are maintained, and record retention policies are followed, and
- ❖ All MOU terms and conditions are fulfilled.

All Parties to this MOU should expect regular fiscal and programmatic monitoring by each of the above entities, as appropriate.

## Non-Discrimination and Equal Opportunity

All Parties to this MOU certify that they prohibit, and shall continue to prohibit, discrimination, and they certify that no person, otherwise qualified, is denied employment, services, or other benefits on the basis of: (i) political or religious opinion or affiliation, marital status, sexual orientation, gender, gender identification and/or expression, race, color, creed, or national origin; (ii) sex or age, except when age or sex constitutes a bona fide occupational qualification; or (iii) the physical or mental disability of a qualified individual with a disability.

The Parties specifically agree that they shall comply with Section 188 of the WIOA Nondiscrimination and Equal Opportunity Regulations (29 CFR Part 38; Final Rule December 2, 2016), the Americans with Disabilities Act (42 U.S.C. 12101 et seq.), the Non-traditional Employment for Women Act of 1991, titles VI and VII of the Civil Rights of 1964, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Age Discrimination Act of 1967, as amended, title IX of the Education Amendments of 1972, as amended, and with all applicable requirements imposed by or pursuant to regulations implementing those laws, including but not limited to 29 CFR Part 37 and 38. The parties agree to comply with Pennsylvania's NDP.

## Indemnification/Liability

All Parties to this MOU recognize that the Partnership consists of various levels of government, not-for-profit, and for-profit entities. Each party to this agreement shall be responsible for injury to persons or damage to property resulting from negligence on the part of itself, its employees, its agents, or its officers. No Partner assumes any responsibility for any other party, State or non-State, for the consequences of any act or omission of any third party. The Parties acknowledge that the L/S WDB and the one-stop operator have no responsibility and/or liability for any actions of the one-stop center employees, agents, and/or assignees. Likewise, the Parties have no responsibility and/or liability for any actions of the L/S WDB or the one-stop operator.

## Severability

If any part of this MOU is found to be null and void or is otherwise stricken, the rest of this MOU shall remain in force.

## Drug and Alcohol-free Workplace

All Parties to this MOU certify they comply with the Drug-Free Workplace Act of 1988, 41 U.S.C. 702 et seq., and 2 CFR part 182 which require that all organizations receiving grants from any Federal agency maintain a drug-free workplace. The recipient must notify the awarding office if an employee of the recipient is convicted of violating a criminal drug statute. Failure to comply with these requirements

may be cause for suspension or debarment under 2 CFR part 180, as adopted by the U.S. Department of Education at 2 CFR 3485, and the U.S. Department of Labor regulations at 29 CFR part 94.

## Certification Regarding Lobbying

All Parties shall comply with the Byrd Anti-Lobbying Amendment (31 U.S.C. Section1352), 29 C.F.R. Part 93, and 34 CFR part 82, as well as the requirements in the Uniform Guidance at 2 CFR 200.450. The Parties shall not lobby federal entities using federal funds and shall disclose lobbying activities as required by law and regulations.

## Debarment and Suspension

All Parties shall comply with the debarment and suspension requirements (E.0.12549 and 12689) and 2 CFR part 180, and as adopted by the U.S. Department of Labor at 29 CFR part 2998 and by the U.S. Department of Education at 2 CFR 3485.

## Priority of Service

All Parties certify they adhere to all statutes, regulations, policies, and plans regarding priority of service, including, but not limited to, priority of service for veterans and their eligible spouses, and priority of service for the WIOA title I Adult program, as required by 38 U.S.C. sec. 4215 and its implementing regulations and guidance, and WIOA sec. 134(c)(3)(E) and its implementing regulations and guidance. Partners shall target the recruitment of special populations that receive a focus of services under WIOA, such as individuals with disabilities, low-income individuals, basic skills-deficient youth, and English language learners.

All career services provided at the one-stop centers are available to all customers. We also make use of the specialized skills, experience, and services provided by our partners to meet the needs of customers with special needs or barriers. Customer registration and an initial customer needs assessment process attempt to identify any barriers, needs, or services that may assist in meeting the customer's goal(s). Staff also attempt to determine customers' eligibility for services with specific priority or eligibility requirements.

## Buy American Provision

Each Party that receives funds made available under Title I or II of WIOA or under the Wagner-Peyser Act (29 U.S.C. Section 49, et. seq.) certifies that it complies with Sections 8301 through 8303 of title 41 of the United States Code (commonly known as the "Buy American Act.") and as referenced in WIOA Section 502 and 20 CFR 683.200(f).

## Salary Compensation and Bonus Limitations

Each Party certifies that, when operating grants funded by the U.S. Department of Labor, it complies with TEGL 05-06, Implementing the Salary and Bonus Limitations in Public Law 109-234, TEGL 17-15, Workforce Innovation and Opportunity Act (WIOA) Adult, Dislocated Worker and Youth Activities Program Allotments for Program Year (PY) 2016; Final PY 2016 Allotments for the Wagner-Peyser Act Employment Service (ES) Program Allotments; and Workforce Information Grants to States Allotments

for PY 2016, Public Laws 114-113 (Division H, title I, Section 105) and 114-223, and WIOA section 194(15)(A), restricting the use of federal grant funds for compensation and bonuses of an individual, whether charged to either direct or indirect, at a rate in excess of the Federal Office of Personnel Management Executive Level II.

## Non-Assignment

Except as otherwise indicated herein, no Party may, during the term of this MOU or any renewals or extensions of this MOU, assign or subcontract all or any part of the MOU without prior written consent of all other Parties.

## Governing Law

This MOU shall be construed, interpreted, and enforced according to the laws of the Commonwealth of Pennsylvania. All Parties shall comply with all applicable Federal and State laws and regulations, and Local laws to the extent that they are not in conflict with State or Federal requirements.

## Steps to Reach Consensus

1. ***Notification of Partners***

The Chair of the L/S WDB or designee must notify all parties in writing that it is necessary to renew or execute the MOU and provide all applicable policies and preceding MOU documents, as applicable.

2. ***MOU Introduction Meeting***

The L/S WDB Chair or designee is responsible for convening all required and optional PA CareerLink® – American Job Center partners to formally initiate negotiations and to ensure that, at a minimum, all partners within the workforce area are appropriately represented.

The L/S WDB designee shall provide all relevant documents, facts, and information to ensure all partners have sufficient time to ask questions or voice concerns and are fully aware of the expectations and overall process.

The initial MOU notification meeting shall be held within a reasonable timeframe prior to the MOU modification or renewal. This allows partners sufficient opportunity to review documents, provide comments or edits, and ensures that all steps in the process are conducted in good faith and in an open and transparent manner.

3. **Negotiations**

Following the meeting(s) for the initial draft MOU, partners must submit all relevant edits/documents to the L/S WDB designee to begin drafting the MOU. During this timeframe, additional requests for information or meetings may occur, provided they are conducted in an open and transparent manner and pertinent information is provided to all Parties.

4. **Draft MOU**

The L/S WDB designee will circulate the MOU draft to all parties.

**5. Review and Comment**

All parties must review and return MOU feedback to the L/S WDB Chair or designee within a specified timeframe. It is advised that each party also use this time to allow their respective Legal Departments to review the MOU for legal sufficiency. It is the responsibility of the L/S WDB Chair or designee to ensure that all PA CareerLink® partners to the MOU are aware of the required comments and revisions.

**6. Finalized Draft**

The L/S WDB Chair or designee must circulate the finalized MOU and secure partner signatures within a specified reasonable timeframe from receipt of feedback. The MOU will be considered fully executed once all signatories have reviewed and signed, and a signed copy has been returned to all parties.

If it is determined that a Partner is unwilling to sign the MOU, the L/S WDB designee must ensure that the ***dispute resolution*** process is followed.

## Dispute Resolution

The following section details the dispute resolution process designed for use by the MOU Partner entities. The L/S WDB designee will coordinate the MOU dispute resolution to ensure the issues are being resolved appropriately. (***Note:*** *This is separate from the L/S WDB, Customer Grievance and Complaint Management Policy.*) A disagreement is considered to have reached the level of dispute resolution when an issue arises out of the development and negotiation of an MOU that is not easily coming to a point of resolution. All negotiations and efforts to resolve the impasse must be documented. Any party to the MOU may seek resolution under this process.

1. All Parties are advised to actively participate in Local negotiations in a good faith effort to reach agreement. Any disputes shall first be attempted to be resolved informally, in lieu of litigation.
2. Should informal resolution efforts fail, the dispute resolution process must be initiated by the petitioner seeking resolution. The petitioner must send a written notification to the L/S WDB Chair or designee and all parties to the MOU either in letter or email format, thus initiating the formal dispute process.
3. Upon receipt of the dispute notification, the L/S WDB Chair shall place the dispute on the agenda of the next advertised/***Sunshined*** L/S WDB Executive Committee meeting. The WDB Executive Committee shall attempt to mediate and resolve the dispute. Disputes shall be resolved by a majority consent of the Executive Committee members present.
4. The decision of the Executive Committee shall be final and binding unless such a decision is in contradiction of applicable State and Federal laws or regulations governing the Partner agencies. The right of appeal no longer exists when a decision is final. Additionally, final decisions will not be precedent-setting or binding on future conflict resolutions unless they are officially stated in this procedure.
5. The Executive Committee must provide a written response and dated summary of the proposed resolution to all Parties to the MOU.
6. The local WDB Chair or designee will contact the petitioner and appropriate parties to verify that all are in agreement with the proposed resolution.

MOU Negotiation Outcome Notification: When the MOU is being negotiated, renewed, or modified, the Governor must be made aware of the local area's consensus status no later than 90 days within the MOU's expiration date. Likewise, if a dispute occurs, halting the negotiation or modification process, the Governor must be made aware of the situation. To accomplish this notification, the L/S WDB Chair or

designee agrees to submit a *MOU Negotiation Outcome Notification* template and any other required documentation to PA Department of L&I's PA CareerLink® Finance & Budget Unit resource account RA-LI-PACL-FINOP@pa.gov.

## Modification Process

The MOU parties agree that non-substantive changes to the MOU, such as minor budget revisions or adjustments resulting from the annual budget reconciliation, do not require modification to the MOU.

### *1. Notification of Partners*

When a Partner wishes to modify the MOU, the partner must provide written notification to all signatories of the existing MOU and outline the proposed modifications.

### *2. Discussion/Negotiation*

Upon notification, the Local WDB Chair or designee will ensure that discussions and negotiations regarding the proposed modification take place with Partners in a timely manner, as appropriate.

Depending upon the type of modification, this can be accomplished through email communication among all parties. If the proposed modification is extensive and is met with opposition, the Local WDB Chair or designee may need to call a meeting of the parties to resolve the issue. Upon agreement of all parties, a modification will be processed.

If the modification involves substitution of a party that will not impact any of the terms of the agreement, it can be accomplished by the original party and the new party entering into an MOU that includes the Local WDB, wherein the new party assumes all of the rights and obligations of the original party. Upon execution, the L/S WDB Chair or designee presents the agreement as a proposed modification to the MOU, and the remaining steps are followed.

If determined that a partner is unwilling to agree to the MOU modification, the L/S Board Chair or designee will ensure that the process in the ***Dispute Resolution*** section of this MOU is followed.

### *3. Signatures*

The L/S WDB Chair or designee will circulate the MOU modification and secure partner signatures. The modified MOU will be considered fully executed once all signatories have reviewed and signed.

The modification may be signed in counterparts, meaning each signatory may sign a separate document, provided that all signatures are obtained and a complete copy of the modification is distributed to all parties. The MOU modification is considered final once this step is complete.

## Renewal Process

Non-substantive changes to the MOU, such as minor budget revisions, reduced costs to partners, or adjustments resulting from the annual budget reconciliation, do not require renewal of the MOU. Substantial changes, such as one-stop partners or a change to the election of a new CEO, will require an MOU renewal. MOU renewals must be completed at least every three years.

The MOU renewal or modification requires all parties to review and agree to the MOU elements. The parties will follow the process as detailed in the MOU terms and conditions. The renewed MOU will take effect on the date of signing by the final signatory.

## Effective Period/Termination

This MOU will remain in effect until the specified end date, unless any of the following reasons in the Termination section apply.

- All Parties mutually agree to terminate this MOU prior to the end date.
- Federal oversight agencies charged with the administration of WIOA are unable to appropriate funds, or if funds are not otherwise made available for continued performance for any fiscal period of this MOU succeeding the first fiscal period. Any party unable to perform pursuant to MOU due to lack of funding shall notify the other parties as soon as the party has knowledge that funds may be unavailable for the continuation of activities under this MOU.
- WIOA is repealed or superseded by subsequent federal law.
- Local area designation is changed under WIOA.
- A party breaches any provision of this MOU and such breach is not cured after receiving written notice from the Local L/S WDB Chair or designee specifying such breach in reasonable detail. In such an event, the non-breaching party(s) shall have the right to terminate this MOU by giving written notice thereof to the party in breach, upon which termination will go into effect.
- Any party may withdraw from this MOU by giving written notice of intent to withdraw at a minimum of 90 calendar days in advance of the effective withdrawal date. Notice of withdrawal shall be given to all parties to the addresses shown in other parts of this MOU, and to the contact persons listed. Should any party withdraw, this MOU shall remain in effect with respect to other remaining parties.

In the event of termination, the parties to the MOU must convene within 30 days of the breach to discuss the formation of a successor MOU. At that time, allocated costs must be addressed.

Any party may request termination of its inclusion in this MOU by following the modification process set out in the Modification Process section above.

All Parties agree that this MOU shall be reviewed and updated as needed, and at least once every 3-year period, to ensure up-to-date information regarding appropriate funding, service delivery, and changes in the signatory official of the CEO, L/S WDB, or PA CareerLink® Partner(s).

## Execution

Once consensus has been reached, it is agreed that L/S WDB must circulate the finalized MOU and secure authorization from the signatories representing each party. Authorized signatories for all the parties must review the MOU. Thereafter, the parties must return a completed, signed, and dated MOU Authority and Signature Page to L/S WDB. The MOU will be considered fully executed once all parties receive a copy of the complete MOU, including all MOU Authority and Signature Pages.

If it is determined that a MOU Party is unwilling to authorize the MOU, then L/S WDB must ensure that the dispute resolution process is followed.

Effective Period: This MOU is entered into on July 1, 2026. This MOU will become effective as of the date of signing by the final signatory and will expire on June 30, 2029, unless any of the reasons found in the MOU's Termination section apply.

## Infrastructure Funding Agreement

The MOU parties agree that the Infrastructure Funding Agreement, or IFA, is an incorporated component of the MOU, and when consensus is reached, allows the Local Funding Mechanism to be employed.

The partners of the L/S WDA PA CareerLink® sites have come together to establish a self-negotiated, rather than state-funding mechanism-driven, method for covering costs associated with the one-stop system. Information related to costs, including those related to the MOU and Infrastructure Funding Agreements, the cost allocation methodology, steps to reach consensus, dispute resolution process, and impasse process, is outlined below. Note that the PA CareerLink® Operating Budget, or OB, is a fluid document; at times, modifications will be needed to reflect changes in staffing levels or instances of increasing or decreasing costs associated with site operations. These budgets reflect current cost allocation methods applied to partners and are included in this MOU's PA CareerLink® Operating Budget section.

PA CareerLink® Center infrastructure costs are defined as non-personnel costs that are necessary for the general operation of the PA CareerLink®, including, but not limited to:

- Rental of the facilities;
- Utilities and maintenance;
- Equipment, including assessment-related products and assistive technology for individuals with disabilities; and,
- Technology to facilitate access to the American Job Center, including technology used for the center's planning and outreach activities.

All Parties to this MOU and IFA recognize that infrastructure costs apply to all required partners, whether they are physically located in the PA CareerLink® center. However, each partner's contributions to these costs may vary, as they are based on the proportionate use and relative benefit received, consistent with the Partner programs' authorizing laws and regulations and the Uniform Guidance.

## Partners

Partners funding the costs of infrastructure, according to this IFA, are the same as those identified in the MOU Partners section. In cases where no financial contribution is shown, the identified partner is not present in the region, no financial contribution is expected, or their contribution is provided in-kind in lieu of a cash payment and is equivalent to the expected cash payment. PA CareerLink® offices maintain materials on programs not available in the region, e.g., Youth Build, Indian and Native American programs, and make referrals as appropriate.

## Infrastructure Costs

The PA CareerLink® Operating Budget, or OB, is the result of MOU negotiations and the IFA process. It is necessary to maintain the L/S WDA's high-standard PA CareerLink® system. Furthermore, the PA

CareerLink® OB will be the document that assigns each partner's share of the cost or contribution toward funding the region's PA CareerLink® system, pursuant to the provisions of the MOU and its subparts. The OB is recognized as an MOU component, and all parties may announce OB consensus through correspondence between the local board and partners, or by another agreed-upon procedure. Such agreed-upon amendments or modifications will become part of the MOU. It includes the following *cost categories*, as required by WIOA and its implementing regulations:

- Infrastructure costs
- Additional Costs to include career services and shared services

The infrastructure portion of the OB for each PA CareerLink® is specific to the "infrastructure cost" cost category. The infrastructure costs list appropriate infrastructure-related cost pools, and, in turn, related cost items are listed under each cost pool. The infrastructure budget is summarized in the attached PA CareerLink ® OB.

All costs will be allocated according to partners' proportionate use and relative benefits received, and reconciled quarterly against actual costs incurred, with any adjustments made accordingly. The PA CareerLink® OB is expected to be transparent and negotiated among partners on an equitable basis to ensure costs are shared appropriately. All partners must negotiate in good faith and seek to establish outcomes that are reasonable and fair. All program income received will be used to offset rent expenses in the quarter in which the invoicing occurs.

The MOU parties agree to use L&I budget templates designed to allow local-area customization and to follow the rules attached to them. The infrastructure budget information will be applied to the annual PA CareerLink® OB.

## Cost Allocation Methodology

Within the one-stop system, a variety of allocation methods may be used as agreed upon by the MOU parties, which reflect the best measure of benefit received by the partner programs. Cost allocation methodologies are incorporated within the MOU's OB. The attached OBs outline the allocation method by partner, primarily based on partner full-time equivalents (FTEs) as provided in the PA CareerLink® Staffing Survey accompanying the One-Stop Operating Budget.

There are a variety of cost allocation methodologies to determine overall partner contributions assigned to the Operating Budget. (See page 9) This was done to:

- Remedy the imbalance of non-physically represented partners, and
- Comply with the requirement of partners' contributions having to be in proportion to the partners' use of the one-stop center(s) and relative benefit received.

The different allocation methodologies include:

- One-Stop Partners Full Time Equivalent, or FTE
- Direct Charge Contribution
- Rent Only/Flat Rate
- In-Kind In Lieu of Cash Payment
- Other

The parties to the MOU and IFA recognize a formal and fiduciary relationship with the public workforce system.

The OBs show each partner's percent allocation, which determines their annual contribution to the cost of operating the PA CareerLink® sites. The methodologies include the use of partner FTEs, as provided on the PA CareerLink® Staffing Survey, which is included with the attached OBs.

## Earned Income

Any/all income earned as a result of shared activities such as, but not necessarily limited to, employer space rentals, business partnerships, educational institutions space rentals, etc. will be distributed to all partners for the overall improvement of the PA CareerLink® physical sites with direct benefits to all partner entities. If distributable, the program income will be allocated in the same proportion as the shared costs. Any earned income will be reported on the One Stop Operating Budget.

## Steps to Reach Consensus

All Parties agree that the steps to reach consensus for this IFA will be the same as described in the Steps to Reach Consensus section of the MOU. Partners will make a concerted effort to negotiate the IFA along with the remainder of the MOU, including the overall operating budget, for the L/S WDA American Job Center network.

## Dispute and Impasse Resolution

All Parties will actively participate in Local IFA negotiations in good faith to reach an agreement. Any disputes shall first be attempted to be resolved informally. Should informal resolution efforts fail, the process outlined in the MOU's Dispute Resolution section must be followed.

If the L/S WDB, CEO, and one-stop partners in a local area employ the dispute resolution process but still reach an impasse regarding infrastructure cost funding, the State Funding Mechanism (SFM) is triggered.

Steps to implement the State Funding Mechanism:

- *Step 1: Notice of failure to reach consensus given to the Governor.*

If the Parties cannot reach consensus on methods of sufficiently funding a one-stop center's infrastructure costs and the amounts to be contributed by each local partner program, the L/S WDB is required to notify the Governor. Notification must be given to the Governor no later than 90 days before the MOU's expiration.

- *Step 2: Negotiation materials provided to the Governor.*

The L/S WDB Chair or designee must provide the appropriate and relevant materials and documents used in the negotiations to the Governor, preferably at the time of the notification of failure to reach consensus, but no later than five (5) business days thereafter. At a minimum, the L/S WDB Chair or designee must provide to the Governor:

- The local WIOA plan,
- The cost allocation methodology or methodologies proposed by the Partners to be used in determining the proportionate share,
- The proposed amounts or budget to fund infrastructure costs,
- The amount of Partner funds included,
- The type of funds (cash, non-cash, and third-party in-kind contributions) available (including all documentation on how Partners valued non-cash and third-party in-kind contributions consistent with 2 CFR 200.306),
- Any proposed or agreed on American Job Center budgets (for individual centers or a network of centers), and
- Any partially agreed upon, proposed, One-Stop Operating Budget.
- Any partially agreed upon, proposed, or draft IFAs.

The local board may also provide the Governor with additional materials that they or the Governor find to be appropriate.

- *Step 3: Governor Determinations and Calculations.*

The Governor will:

- Determine one-stop center infrastructure budget(s),
- Establish cost allocation methodology(s),
- Determine Partners' proportionate shares,
- Calculate statewide caps,
- Assess the aggregate total of infrastructure contributions as it relates to the statewide cap, and
- Adjust allocations.

Once all determinations and calculations are completed, the Governor will notify the Local WDB Chair or designee of the final decision and provide a revised IFA for execution by the Parties.

- *Step 4: Infrastructure Funding Agreement Execution*

The Infrastructure Funding Agreement becomes effective as of the date of signing by the final signatory.

Programs may appeal the Governor's determinations of their infrastructure cost contributions in accordance with the process established under 20 CFR 678.750, 34 CFR 361.750, and 34 CFR 463.750.

## IFA Modification Process

All parties agree to abide by the modification process, as outlined in the MOU's Terms and Conditions, except as they may relate to modifying annual PA CareerLink® Operating Budgets. The L/S WDB will comply with L&I directives and guidance regarding operating budget modification.

## Effective Period

This IFA is entered into on July 1, 2026. This IFA will become effective as of the date of signing by the final signatory below and shall terminate on June 30, 2029, unless any of the reasons in the Termination section of the MOU apply. The process for negotiating the One-Stop Operating Budget, including infrastructure costs, will be annually repeated for all partners.

## One-Stop Operating Budget

*Note: The following narrative describes the Operating Budget and provides guidance. Further guidance is provided in the PA CareerLink® Operating Budget Bulletin and the PA CareerLink® Operating Budget template, both of which are found within the Financial Management Policy.*

The PA CareerLink® Operating Budget, or OB, is an incorporated MOU component. The purpose of this section is to establish a financial plan, including terms and conditions, to fund the services and operating costs of the local public workforce PA CareerLink® system in Luzerne and Schuylkill Counties. The Parties to this MOU agree that joint funding is a necessary foundation for an integrated service delivery system. The goal of the One-Stop Operating Budget is to develop the overarching parameters in establishing a funding mechanism that:

- Establishes and maintains the Local workforce delivery system at a level that meets the needs of the job seekers and businesses in the Local area,
- Reduces duplication and maximizes program impact through the sharing of services, resources, and technologies among Partners (thereby improving each program's effectiveness),
- Reduces overhead costs for any one partner by streamlining and sharing financial, procurement, and facility costs, and
- Ensures that costs are appropriately shared by PA CareerLink® Partners - The American Job Center's network by determining contributions based on the proportionate use of the one-stop centers and relative benefits received, and requiring that all funds are spent solely for allowable purposes in a manner consistent with the applicable authorizing statutes and all other applicable legal requirements, including the Uniform Guidance.

The One-Stop Operating Budget is considered the master agreement that must be maintained in the local workforce development area's high-standard PA CareerLink® system. Furthermore, the One-Stop Operating Budget will be the actual document that assigns each partner's shared cost, or contribution of funding, the local PA CareerLink® system pursuant to the provisions of this MOU and its subparts. The One-Stop Operating Budget will be recognized as an addendum to this MOU, and all parties may announce their consensus on the associated costs through correspondence between the local board and partners or by another agreed-upon procedure.

Such agreed-upon amendments or modifications will become part of this MOU. It includes the following cost categories, as required by WIOA and its implementing regulations:

- Infrastructure costs (*also separately outlined in the Infrastructure Funding Agreement (IFA),*
- Additional Costs (*career services and shared services); see WIOA Section 121(i)(1) and 20 CFR Rule 678.760*

All costs will be allocated according to Partners' proportionate use and relative benefits received, and reconciled quarterly against actual costs incurred, with any adjustments made accordingly. The PA CareerLink® One-Stop Operating Budget is expected to be transparent and negotiated among Partners on an equitable basis to ensure costs are shared appropriately. All Partners must negotiate in good faith and seek to establish outcomes that are reasonable and fair.

The majority of costs of doing business at PA CareerLink® are associated with separately contracted agencies that provide core, intensive, and training services, as described in the Local Plan. The separate contracted agencies cover the costs of their staff and their operational budgets and are solely the

responsibility of the contracted partner agencies. These will not be part of the operating budget because they will be directly charged to the contracted partner's allowable funding source. These contracted partners' major contribution to PA CareerLink® operations is in the form of "in-kind" contributions. In-Kind contributions are required to be fairly evaluated in accordance with 2 CFR 200. The combined budgets and staffing levels of the PA CareerLink® partners are sufficient to meet the system's operational goals. Each partner covers their staff and related costs from their funding stream, and fronts their own costs related to their involvement in the PA CareerLink® site.

There are numerous funding streams being utilized to support the services and staffs located in the PA CareerLink® offices which include but are not limited to include: Wagner-Peyser, Unemployment Compensation, Workforce Innovation & Opportunity Act, Veterans Employment Services, Trade Act - TRA/TAA, Reemployment Services, Office of Vocational Rehabilitation, Carl Perkins, Office on Aging, Title II Adult Basic Education and Literacy, TANF and other Department of Welfare funding streams, as well as other funding which support partner activities.

Detailed One-Stop Operating Budgets (OBs) are provided for each of the three PA CareerLink® sites in Attachments 1, 2, and 3.

## Cost Reconciliation and Allocation Base Update

All Parties agree that a quarterly reconciliation of budgeted and actual costs and an update of the allocation bases will be completed in accordance with the following process:

- Partners will provide the Luzerne/Schuylkill WDB with the following information no later than thirty (30) days after the end of each quarter, as applicable:
- Quarterly cost information and documentation of the actual costs,
- Updated staffing information (per the 1st day of a new program year and the 1st day of each subsequent quarter), and
- Actual customer participation numbers (per the last day of the last month of each quarter).

Upon receipt of the above information, the L/S WDB as Fiscal Agent will provide a One-Stop Operating Budget – Financial Status Report on or before 45 days after the end of the quarter.

- Compare budgeted costs to actual costs,
- Update the allocation bases, and
- Apply the updated allocation bases, as described in the Cost Allocation Methodology section above, to determine the actual costs allocable to each partner.

The L/S WDB will prepare an updated budget document showing cost adjustments and an invoice for each partner, with the actual costs allocable to each partner for the quarter.

The L/S WDB will submit the invoices to the partners and send a copy of the updated budget to all parties no later than forty-five (45) days after the end of each quarter. The partners understand that the timeliness of the L/S WDB's preparation and submission of invoices and adjusted budgets is contingent upon each partner's timeliness in providing the necessary cost information. For partners that advance funds to the local area, the L/S WDB will only send a copy of the updated budget.

Upon receipt of the invoice and adjusted budget, each partner will review both documents and will submit payment to the L/S WDB no later than fifteen (15) days following receipt. Payment of the invoice signifies agreement with the costs in the adjusted budget. For partners that advance funds to the local area, the L/S WDB may draw down funds for quarterly payments upon approval via email of the reconciled budget.

Partners will communicate any disputes regarding costs on the invoice or in the adjusted budget to the L/S WDB in writing. The L/S WDB will review the disputed cost items and respond accordingly to the partner and L/S WDB within ten (10) days of receipt of notice of the disputed costs. When necessary, the L/s WDB will revise the invoice and the adjusted budget upon resolution of the dispute.

Based upon L&I requirements, upon receipt of the above information, the L/S WDB, or Fiscal Agent, will provide an Operating Budget – Financial Status Report, or OB FSR, on or before 45 days after the end of the quarter.

The parties to the MOU shall attach copies of the PA CareerLink ® Operating Budgets as required by law.

## DEFINITIONS

### One-Stop Delivery System

The one-stop delivery system (herein also referred to as the PA CareerLink® Service Delivery System) brings together workforce development, educational, and other human resource services in a seamless customer-focused service delivery network that enhances access to the programs' services and improves long-term employment outcomes for individuals receiving assistance. One-stop Partners administer separately funded programs as a set of integrated streamlined services to customers.

*[20 CFR 678.300(a); 34 CFR 361.300(a); and 34 CFR 463.300(a)]*

### Required One-Stop Partners

*Department of Labor*

- WIOA title I programs: Adult, Dislocated Worker, and Youth formula programs;
- Job Corps;
- YouthBuild;
- Native American programs;
- Migrant Seasonal Farmworkers (MSFW) that includes the National Farmworker Jobs Program (NFJP);
- Wagner-Peyser Act Employment Service program authorized under the Wagner-Peyser Act (29 U.S.C. 49 et seq.), as amended by WIOA title III;
- Senior Community Service Employment Program (SCSEP) authorized under title V of the Older Americans Act of 1965;
- Trade Adjustment Assistance (TAA) activities authorized under chapter 2 of title II of the Trade Act of 1974; Reemployment;
- Unemployment Compensation (UC) programs;
- Jobs for Veterans State Grants (JVSG) programs authorized under chapter 41of title 38, U.S.C.;
- Reentry Employment Opportunities (REO) programs (formerly known as Reintegration of Ex-Offenders Program (REXO)) authorized under sec. 212 of the Second Chance Act of 2007 (42 U.S.C. 17532) and WIOA sec. 169;

*Department of Education*

- Adult Education and Family Literacy Act (AEFLA) program, authorized under WIOA title II;
- Career and technical education programs at the postsecondary level, authorized under the Carl D. Perkins Career and Technical Education Act of 2006 (Perkins);
- The State Vocational Rehabilitation (VR) Services program authorized under title I of the Rehabilitation Act of 1973 (29 U.S.C.720 et seq.), as amended by WIOA title IV;

*Department of Housing and Urban Development*

- Employment and training programs;

*Department of Health and Human Services*

- ❖ Employment and training activities carried out under the Community Services Block Grant (CSBG) programs (42 U.S.C. 9901 et seq.); and
- ❖ Temporary Assistance for Needy Families (TANF) program authorized under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.), unless exempted by the Governor under 20 CFR 678.405(b).

[WIOA sec. 121(b)(1)(B); 20 CFR 678.400-405; 34 CFR 361.400-405, and 34 CFR 463.400-405]

## Additional One-Stop Partners

Other entities that carry out a workforce development program, including Federal, State, or Local programs and programs in the private sector, may serve as additional Partners in the local PA CareerLink® service delivery system if the Local WDB and chief elected official(s) approve the entity's participation.

Additional Partners may include employment and training programs administered by the Social Security Administration, including the Ticket to Work and Self-Sufficiency Program established under sec. 1148 of the Social Security Act (42 U.S.C. 1320b–19), employment and training programs carried out by the Small Business Administration, Supplemental Nutrition Assistance Program (SNAP) employment and training programs, authorized under secs. 6(d)(4) and 6(o) of the Food and Nutrition Act of 2008 (7 U.S.C. 2015(d)(4) and 2015(o)), Client Assistance Program authorized under sec. 112 of the Rehabilitation Act of 1973 (29 U.S.C. 732), programs authorized under the National and Community Service Act of 1990 (42 U.S.C. 12501 et seq.), and other appropriate Federal, State, or local programs, including employment, education, and training programs provided by public libraries or in the private sector, programs providing transportation assistance, and programs providing services to individuals with substance abuse or mental health issues.

[20 CFR 678.410; 34 CFR 361.410; 34 CFR 463.410; and TEGL 17-16, RSA TAC 17-03, and OCTAE Program Memo 17-3, Infrastructure Funding of the One-Stop Delivery System (p. 7)]

## Infrastructure Costs

Non-personnel costs that are necessary for the general operation of the one-stop center, including but not limited to applicable facility costs (such as rent), costs of utilities and maintenance, equipment (including assessment-related products and assistive technology for individuals with disabilities), and technology to facilitate access to the one-stop center, including technology used for the center's planning and outreach activities. Common identifier costs may be considered as costs of one-stop infrastructure.

[WIOA sec. 121(h)(4); 20 CFR 678.700(a)-(b); 34 CFR 361.700(a)-(b); and 34 CFR 463.700(a)-(b)]

## Shared Operating Costs, Shared Services and Additional Costs

Shared operating costs and shared services costs may include costs of shared services that are authorized for and may be commonly provided through the one-stop Partner programs, including initial intake, assessment of needs, appraisal of basic skills, identification of appropriate services, referrals to other one-stop Partners, and business services.

Additional Costs (*career services and shared services*) per WIOA Section 121(i)(1) / Final Rule 678.760.

[WIOA sec. 121(i)(2); 20 CFR 678.760(b); 34CFR 361.760(b); 34 CFR 463.760(b); and TEGL 17-16, RSA TAC 17-03, and OCTAE Program Memo 17-3, Infrastructure Funding of the One-Stop Delivery System (pp. 4-5, Attachment II)]

## One-Stop Operating Budget

The One-Stop Operating Budget of PA CareerLink® service delivery system is the financial plan that the one-stop partners, the CEO, and the Local WDB have agreed to in the MOU that will be used to achieve their goals of delivering services in a local area. The MOU must contain, among other things, provisions describing how the costs of shared services provided by the one-stop system and the operating costs of such system will be funded, including the infrastructure costs for the one-stop system (WIOA sec. 121(c)(2)(A) and 20 CFR 678.500(b)).

The One-Stop Operating Budget may be considered the master budget that contains resource sharing or components that consist of costs that are specifically identified in the statute: infrastructure costs, defined in WIOA sec. 121(h)(4); and additional costs which must include applicable career services and may include shared operating costs and shared services that are related to the operation of the one-stop delivery system and do not constitute infrastructure costs. These additional costs are described in WIOA sec. 121(i). The one-stop operating budget must be periodically reconciled against actual costs incurred and adjusted accordingly. This reconciliation helps to ensure that the budget reflect a cost allocation methodology that demonstrates how infrastructure costs are charged to each partner in proportion to the partner's use of the one-stop center and relative benefit received. The one-stop operating budget may be further refined by the one-stop partners, as needed, to assist in tracking their contributions. It may be necessary at times to separate the budget of a comprehensive one-stop center from a specialized one-stop center or an affiliate one-stop center.

[TEGL 17-16, RSA TAC 17-03, and OCTAE Program Memo 17-3, Infrastructure Funding of the One-Stop Delivery System (pp. 3-4)]

## Infrastructure Funding Agreement *(IFA)*

The IFA contains the infrastructure costs that is an integral component of the overall one-stop operating budget. The other components of the one-stop operating budget consist of applicable career services, shared operating costs, and shared services, which are considered additional costs. While each of these components covers different cost categories, the one-stop operating budget would be incomplete if any of these cost categories were omitted, as all components are necessary to maintain a fully functioning and successful local one-stop delivery system. Therefore, the Departments recommend that the Local WDBs, one-stop partners, and CEOs negotiate the IFA, along with additional costs, when developing the operating budget for the local one-stop system. The overall one-stop operating budget must be

included in the MOU. IFAs are a mandatory component of the local MOU, described in WIOA sec. 121(c) and 20 CFR 678.500 and 678.755. Similar to MOUs, the Local WDB may negotiate an umbrella IFA or individual IFAs for one or more of its one-stop centers.

The Departments also consider it essential that the IFA include the signatures of individuals with authority to bind the signatories to the IFA, including all one-stop partners, CEO, and Local WDB participating in the IFA.

Changes in the one-stop Partners or an appeal by a one-stop partner's infrastructure cost contributions will require a renewal of the MOU.

[TEGL 17-16, RSA TAC 17-03, and OCTAE Program Memo 17-3, Infrastructure Funding of the One-Stop Delivery System (pp. 17-18 and Attachment II)]

## Funding Types

*Cash*

- Cash funds provided to the Local WDB or its designee by one-stop partners, either directly or by an interagency transfer, or by a third party.

*Non-Cash*[1]

- Expenditures incurred by one-stop partners on behalf of the one-stop center; and
- Non-cash contributions, goods, or services contributed by a Partner program and used by the one-stop center.

*Third-Party In-Kind*

- Contributions of space, equipment, technology, non-personnel services, or other like items to support the infrastructure costs associated with one-stop operations, by a non-one-stop Partner to:
- Support the one-stop center in general; or
- Support the proportionate share of one-stop infrastructure costs of a specific partner.

[20 CFR 678.720; 20 CFR 678.760; 34 CFR 361.720; 34 CFR 361.760; 34 CFR 463.720; and 34 CFR 463.760]

## Allocation

Allocation is the process of assigning a cost, or a group of costs, to one or more cost objective(s), in a reasonable proportion to the benefit provided or in another equitable relationship. The process may entail assigning a cost(s) directly to a final cost objective or through one or more intermediate cost objectives.

[2 CFR 200.4]

## Cost Objectives

[1] The value of non-cash and third-party in-kind contributions must be fairly evaluated in accordance with the Uniform Guidance at 2 CFR 200.306.

Cost objective means a program, function, activity, award, organizational subdivision, contract, or work unit for which cost data are desired and for which provision is made to accumulate and measure the cost of processes, products, jobs, capital projects, etc. A cost objective may be a major function of the non-federal entity, a particular service or project, a federal award, or an indirect (Facilities & Administrative (F&A)) cost activity, as described in Subpart E—Cost Principles of this Part. See also 2 CFR §§ 200.44 Final cost objective and 200.60 Intermediate cost objective.

[2 CFR 200.28]

## AUTHORITY AND SIGNATURE

The effective period of this MOU is July 1, 2026 to June 30, 2029.

By signing my name below, I, _____, certify that I have read the above information. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and agreement with:

- The MOU;
- The One-Stop Operating Budget (OB); and
- The Infrastructure Funding Agreement (IFA).

By signing this document, I also certify that I have the legal authority to bind my agency (outlined below) to the terms of:

- The MOU;
- The One-Stop Operating Budget (OB); and
- The Infrastructure Funding Agreement (IFA).

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either:

a) In three (3) years;

b) Upon amendment, modification, or termination; or

c) On June 30, 2029, whichever occurs earlier.

Signature Date

Print Name and Title

Agency Organization (s)

# DRAFT

**PA CAREERLINE® Operating Budget**
**LWDA # NEOTS**
**PA CareerLink Luzerne County at Wilkes Barre #0822**
**32 East Union Street, Wilkes Barre, PA 18701**

**Operating Budget Effective Dates:** 7/1/2026
**Operating Budget Narrative Effective Dates:**
**Modification Number:**
**Modification Effective Date:**

**Operating Budget Contact Name:** Steve Tredennick
**Operating Budget Contact Phone:** 570-822-1101 ext. 239
**Site Administrator Name:** Christine Jensen
**Site Administrator Phone:** 570-822-1101 ext. 0317

[Part 1] SHARED ANNUAL COSTS — [Part 3] ANNUAL ALLOCATION TO PARTNERS

| | Cost Item | | Frosted Cost State / Non State | Method of Allocation | Total Annual Budget | EDSI (WIOA, TANF/EARN, Reentry) | 0 | LCCC - Carl D. Perkins | CSBG/DCED | LCCC - WIOA Title II Adult Ed. | Job Corps - Adams & Associates | JVSG (DVOP) | JVSG (LVER) | Wagner Peyser | TANF/DHS | Trade | Reemployment | UC | OVR | YouthBuild | RESEA | ATO | Total Allocation |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| *INFRASTRUCTURE COSTS* | | | | | | | | | | | | | | | | | | | | | | | |
| **Facilities** | | | | | $ 301,500.00 | $ 179,201.96 | $ - | $ 36.00 | $ 3,761.58 | $ 1,000.00 | $ 2,240.02 | $ 11,200.12 | $ 6,720.07 | $ 14,000.15 | $ 3,634.45 | $ - | $ 22,025.00 | $ 4,480.05 | $ 11,200.12 | $ - | $ 42,000.46 | $ - | $ 301,500.00 |
| | | | | Total Rent | | | | | | | | | | | | | | | | | | | |
| Rent | 23,800 sq. ft. @ $18.899/sq. ft. (minus Direct Charge Contribution) | | Non State | Staff FT | $ 289,542.97 | $ 178,230.23 | $ - | $ - | $ - | $ - | $ 2,227.85 | $ 11,138.14 | $ 6,682.88 | $ 13,932.67 | $ - | $ - | $ - | $ 4,455.26 | $ 11,138.14 | $ - | $ 41,748.02 | $ - | $ 289,542.97 |
| Rent - Direct (DCED, Reemployment & TANF) | Direct Charge Contribution | | State | Direct Charge | $ 29,421.03 | | | | $ 3,761.58 | | | | | | $ 3,634.45 | $ - | $ 22,025.00 | | | | | | $ 29,421.03 |
| Rent (rent only Carl Perkins & WIOA Title II) | Direct Charge Contribution | | Non State | Direct Charge | $ 1,036.00 | | $ 36.00 | | | $ 1,000.00 | | | | | $ - | $ - | $ - | $ - | | | | | $ 1,036.00 |
| Facility Utilities & Bldg. Maintenance | Shredding, signage and temperature sensors, ect. | | Non State | Staff #1 | $ 1,500.00 | $ 901.74 | $ - | $ - | $ - | $ - | $ 12.40 | $ 61.98 | $ 37.19 | $ 77.48 | $ - | $ - | $ - | $ 24.79 | $ 61.98 | $ - | $ 232.44 | $ - | $ 1,100.00 |
| | | | | | | 0 | 0 | 0 | 0.00 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 |
| **Operations** | | | | | $ 107,404.67 | $ 67,318.18 | $ - | $ - | $ - | $ - | $ 841.48 | $ 4,114.79 | $ 2,468.88 | $ 11,470.16 | $ - | $ - | $ - | $ 1,645.92 | $ 4,114.79 | $ - | $ 15,430.48 | $ - | $ 107,404.67 |
| Phone System | Constant Contact, Cell, Zoom, Frontier, NEC Cloud | | Non State | Staff #1 | $ 7,000.00 | $ 4,438.10 | $ - | $ - | $ - | $ - | $ 57.85 | $ 289.24 | $ 173.55 | $ 361.57 | $ - | $ - | $ - | $ 115.70 | $ 289.24 | $ - | $ 1,086.71 | $ - | $ 7,000.00 |
| Internet Connection & WAN Filter | Internet | | Non State | Staff #1 | $ 10,000.00 | $ 6,611.57 | $ - | $ - | $ - | $ - | $ 82.64 | $ 413.22 | $ 247.93 | $ 516.53 | $ - | $ - | $ - | $ 165.29 | $ 413.22 | $ - | $ 1,549.59 | $ - | $ 10,000.00 |
| Website | Maintenance - Hosting Fees | | Non State | Staff #1 | $ 1,900.00 | $ 1,256.20 | $ - | $ - | $ - | $ - | $ 15.70 | $ 78.51 | $ 47.11 | $ 98.14 | $ - | $ - | $ - | $ 31.40 | $ 78.51 | $ - | $ 294.42 | $ - | $ 1,900.00 |
| Wi-Fi capability | Internet Wi-Fi | | State | Direct Charge | $ 6,326.67 | | | | | | | | | | $ - | | | | | | | | $ 6,326.67 |
| Copier | 2 leases, 5307 80 / 5317 00 | | State | Staff FT | $ 4,378.00 | $ 2,791.24 | $ - | $ - | $ - | $ - | $ 34.14 | $ 170.70 | $ 102.42 | $ 213.38 | $ - | $ - | $ - | $ 68.28 | $ 170.70 | $ - | $ 639.56 | $ - | $ 4,378.00 |
| Office Supplies - State | Copier & General Office Supplies | | State | Staff FT | $ 10,000.00 | $ 6,611.57 | $ - | $ - | $ - | $ - | $ 82.64 | $ 413.22 | $ 247.93 | $ 516.53 | $ - | $ - | $ - | $ 165.29 | $ 413.22 | $ - | $ 1,549.59 | $ - | $ 10,000.00 |
| Office Supplies - Non State | General Office Supplies | | Non State | Staff FT | $ 7,500.00 | $ 4,958.68 | $ - | $ - | $ - | $ - | $ 61.98 | $ 309.92 | $ 185.95 | $ 387.40 | $ - | $ - | $ - | $ 123.97 | $ 309.92 | $ - | $ 1,162.19 | $ - | $ 7,500.00 |
| Reasonable Accommodations | ACA/LEP Language Line Services | | State | Staff #1 | $ 3,000.00 | $ 1,983.47 | $ - | $ - | $ - | $ - | $ 24.79 | $ 123.97 | $ 74.38 | $ 154.96 | $ - | $ - | $ - | $ 49.59 | $ 123.97 | $ - | $ 464.88 | $ - | $ 3,000.00 |
| Community Outreach | Local marketing & Job fairs | | Non State | Staff #1 | $ 3,400.00 | $ 2,247.93 | $ - | $ - | $ - | $ - | $ 28.10 | $ 140.50 | $ 84.30 | $ 175.62 | $ - | $ - | $ - | $ 56.20 | $ 140.50 | $ - | $ 526.86 | $ - | $ 3,400.00 |
| Miscellaneous | Memberships, Organization fees, Partner Meeting, ect | | Non State | Staff #1 | $ 2,800.00 | $ 1,851.24 | $ - | $ - | $ - | $ - | $ 23.14 | $ 115.70 | $ 69.43 | $ 144.63 | $ - | $ - | $ - | $ 46.28 | $ 115.70 | $ - | $ 433.88 | $ - | $ 2,800.00 |
| Security Guard | Salary | | Non State | Staff PT | $ 49,000.00 | $ 32,396.69 | $ - | $ - | $ - | $ - | $ 404.96 | $ 2,024.79 | $ 1,214.88 | $ 2,530.99 | $ - | $ - | $ - | $ 809.92 | $ 2,024.79 | $ - | $ 7,592.98 | $ - | $ 49,000.00 |
| Staff Development | Staff Training | | Non State | Staff PT | $ 1,500.00 | $ 1,481.48 | $ - | $ - | $ - | $ - | $ 18.52 | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ 1,500.00 |
| *TOTAL INFRASTRUCTURE COSTS* | | | | | $ 408,904.67 | $ 246,520.14 | $ - | $ 36.00 | $ 3,761.58 | $ 1,000.00 | $ 3,081.50 | $ 15,314.92 | $ 9,188.95 | $ 25,470.32 | $ 3,634.45 | $ - | $ 22,025.00 | $ 6,125.97 | $ 15,314.93 | $ - | $ 57,430.94 | $ - | $ 408,904.67 |
| *ADDITIONAL SHARED COSTS (PERSONNEL/SERVICES)* | | | | | | | | | | | | | | | | | | | | | | | |
| Site Administrator | Salary & Fringe Benefits | | Non State | Staff #1 | $ 54,212.00 | $ 35,847.64 | $ - | $ - | $ - | $ - | $ 448.03 | $ 2,240.17 | $ 1,344.10 | $ 2,800.21 | $ - | $ - | $ - | $ 896.07 | $ 2,240.17 | $ - | $ 8,600.63 | $ - | $ 54,212.00 |
| Site Administrator | Travel | | Non State | Staff #1 | $ 2,800.00 | $ 1,851.24 | $ - | $ - | $ - | $ - | $ 23.14 | $ 115.70 | $ 69.42 | $ 144.63 | $ - | $ - | $ - | $ 46.28 | $ 115.70 | $ - | $ 432.88 | $ - | $ 2,800.00 |
| Greeter / Receptionist | Salary & Fringe Benefits | | Non State | Staff PT | $ 67,473.00 | $ 44,619.75 | $ - | $ - | $ - | $ - | $ 557.63 | $ 2,788.14 | $ 1,672.88 | $ 3,485.18 | $ - | $ - | $ - | $ 1,115.76 | $ 2,788.14 | $ - | $ 10,459.53 | $ - | $ 67,473.00 |
| I.T. Staff | Salary & Fringe Benefits | | Non State | Staff #2 | $ 58,616.79 | $ 38,880.78 | $ - | $ - | $ - | $ - | $ 726.01 | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ 58,616.79 |
| Digital Outreach | Salary & Fringe Benefits | | Non State | Staff PT | $ 18,143.99 | $ 11,995.76 | $ - | $ - | $ - | $ - | $ 149.95 | $ 749.74 | $ 449.84 | $ 937.17 | $ - | $ - | $ - | $ 299.89 | $ 749.74 | $ - | $ 2,811.53 | $ - | $ 18,143.99 |
| | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | |
| *TOTAL ADDITIONAL SHARED COSTS (PERSONNEL/SERVICES)* | | | | | $ 202,245.98 | $ 153,180.67 | $ - | $ - | $ - | $ - | $ 1,914.76 | $ 5,893.74 | $ 3,536.25 | $ 7,367.18 | $ - | $ - | $ - | $ 2,357.50 | $ 5,893.74 | $ - | $ 22,101.54 | $ - | $ 202,245.98 |
| **TOTAL INFRASTRUCTURE /ADDITIONAL SHARED COSTS** | | | | | $ 611,150.65 | $ 399,700.81 | $ - | $ 36.00 | $ 3,761.58 | $ 1,000.00 | $ 4,996.26 | $ 21,208.66 | $ 12,725.20 | $ 32,837.49 | $ 3,634.45 | $ - | $ 22,025.00 | $ 8,483.46 | $ 21,208.66 | $ - | $ 79,532.47 | $ - | $ 611,150.65 |
| PREVIOUS INFRASTRUCTURE / ADDITIONAL SHARED COST'S BUDGET | | | | | $ 626,720.86 | $ 401,888.29 | $ - | $ 36.00 | $ 3,484.40 | $ 1,000.00 | $ 4,996.30 | $ 20,982.17 | $ 12,589.42 | $ 32,454.64 | $ 6,829.06 | $ - | $ 20,796.00 | $ 8,392.76 | $ 20,982.17 | $ - | $ 78,683.89 | $ 20,982.17 | $ 626,720.86 |
| DIFFERENCE | | | | | $ (15,570.21) | $ 4,812.52 | $ - | $ - | $ 277.18 | $ - | $ (0.04) | $ 226.49 | $ 135.77 | $ 382.86 | $ (3,194.61) | $ - | $ 1,229.00 | $ 90.70 | $ 226.49 | $ - | $ 848.58 | $ (20,982.17) | $ (15,570.21) |

[Part 2] METHODS OF ALLOCATION

Total Square Footage: 0 — CareerLink #: 0

| Program / Authorization | Partner Name / Acronym | Square Footage (based on % of Staff #1) | % of Square Footage | Number of Staff #1 | % of Staff #1 | Number of Staff #2 (Copier) | % of Staff #2 (Copier) | Non State Connections to State L.A.N. | % of Non State Connections to State L.A.N. | Cost Center | Allocation |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Adult, Dislocated Worker & Youth Programs- WIOA Title I | EDSI (WIOA, TANF/EARN, Reentry) | | #DIV/0! | 16.00 | 66.12% | 16.00 | 98.77% | 0 | 0.00% | | $ 399,700.81 |
| | | | #DIV/0! | 0.00 | 0.00% | 0.00 | 0.00% | 0 | 0.00% | | $ - |
| Career & Technical Program - Carl D. Perkins Career & Technical Education Act | LCCC - Carl D. Perkins | | #DIV/0! | 0.00 | 0.00% | 0.00 | 0.00% | 0 | 0.00% | | $ 36.00 |
| Employment and Training Activities - Community Services Block Grant Act | CSBG/DCED | | #DIV/0! | 0.00 | 0.00% | 0.00 | 0.00% | 0 | 0.00% | 1240009999 | $ 3,761.58 |
| WIOA Title II Adult Education | LCCC - WIOA Title II Adult Ed. | | #DIV/0! | 0.00 | 0.00% | 0.00 | 0.00% | 0 | 0.00% | | $ 1,000.00 |
| Job Corps - WIOA Title IC | Job Corps - Adams & Associates | | #DIV/0! | 0.20 | 0.85% | 0.20 | 1.23% | 0 | 0.00% | | $ 4,996.26 |
| Jobs for veterans State Grants - Chpt. 41 of Title 38 U.S.C. | JVSG (DVOP) | | #DIV/0! | 1.00 | 4.12% | 0.00 | 0.00% | 0 | 0.00% | 1240009999 | $ 21,208.66 |
| Jobs for veterans State Grants - Chpt. 41 of Title 38 U.S.C. | JVSG (LVER) | | #DIV/0! | 0.80 | 2.48% | 0.00 | 0.00% | 0 | 0.00% | 1240009999 | $ 12,725.20 |
| Wagner Peyser Employment Services - WIOA Title III, Staff Development, Regional Staff | Wagner Peyser | | #DIV/0! | 1.25 | 5.17% | 0.00 | 0.00% | 0 | 0.00% | 1240009999 | $ 32,837.49 |
| Agency of Aging | Aging | | #DIV/0! | 0.00 | 0.00% | 0.00 | 0.00% | 0 | 0.00% | | $ - |
| Job Corps | Job Corps | | #DIV/0! | 0.00 | 0.00% | 0.00 | 0.00% | 0 | 0.00% | | $ - |
| Temporary Assistance for Needy Families Program - Social Security Act Title IV | TANF/DHS | | #DIV/0! | 0.00 | 0.00% | 0.00 | 0.00% | 0 | 0.00% | 1240009999 | $ 3,634.45 |
| Trade Adjustment Assistance Program - Trade Act (Part I) | Trade | | #DIV/0! | 0.00 | 0.00% | 0.00 | 0.00% | 0 | 0.00% | 1240009999 | $ - |
| Reemployment programs | Reemployment | | #DIV/0! | 0.00 | 0.00% | 0.00 | 0.00% | 0 | #DIV/0! | | |
| Unemployment Insurance Program - Unemployment Compensation Laws | UC | | #DIV/0! | 0.40 | 1.65% | 0.00 | 0.00% | 0 | 0.00% | 1240009999 | $ 8,483.46 |
| Vocational Rehab Program - WIOA Title IV and Title 1 of Rehabilitation Act | OVR | | #DIV/0! | 1.00 | 4.13% | 0.00 | 0.00% | 0 | 0.00% | 1266201000 | $ 21,208.66 |
| YouthBuild - WIOA Sec. 171 | YouthBuild | | #DIV/0! | 0.00 | 0.00% | 0.00 | 0.00% | 0 | 0.00% | | $ - |
| Reemployment Services and Eligibility Assessment (RESEA) Program | RESEA | | #DIV/0! | 3.75 | 15.55% | 0.00 | 0.00% | 0 | 0.00% | 1240009999 | $ 79,532.47 |
| Rapid Response - Additional Partner | Rapid Response | | #DIV/0! | 0.00 | 0.00% | 0.00 | 0.00% | 0 | 0.00% | 1240009999 | $ - |
| National Farmworker Jobs Program - WIOA Sec. 167 | NFJP | | #DIV/0! | 0.00 | 0.00% | 0.00 | 0.00% | 0 | 0.00% | 1299103000 | $ - |
| OTHER | Jobs Health & Beauty | | #DIV/0! | 0.00 | 0.00% | 0.00 | 0.00% | 0 | 0.00% | | $ - |
| Apprenticeship Training Office | ATO | | #DIV/0! | 0.00 | 0.00% | 0.00 | 0.00% | 0 | 0.00% | | $ - |
| Workers Comp | Workers Comp | | #DIV/0! | 0.00 | 0.00% | 0.00 | 0.00% | 0 | 0.00% | 1240009999 | $ - |
| Mediation | Mediation | | #DIV/0! | 0.00 | 0.00% | 0.00 | 0.00% | 0 | 0.00% | 1211370000 | $ - |
| Veterans Employment and Training Service | JVSG (DVOP) | | #DIV/0! | 0.00 | 0.00% | 0.00 | 0.00% | 0 | 0.00% | 1277405000 | $ - |
| | | 0 | #DIV/0! | 24.20 | 100% | 16.20 | 100% | 23 | #DIV/0! | | $ 599,125.05 |

[Part 4] COMMENTS — [Part 4] COMMENTS (cont.)

**General Information**

1 - Internet Connection - increase $1,500.00
2 - Reasonable Accommodations - increase $1,500.00

3 - Site Admin. Salary - decrease $10,869.00
4 - Site Admin. Travel - increase $700.00
5 - Greeter/Receptionist - increase $2,583.14
6 - I.T. Staff - increase $1,206.79
7 - Digital Outreach - decrease $1,288.74

**PA CAREERLINK® Operating Budget**
**LWDA # 18E075**
**PA CareerLink Luzerne County at Hazleton #0804**
**75 North Laurel Street, Hazleton, PA 18201**

**DRAFT**

**Operating Budget Effective Dates:** 7/1/2026
**Operating Budget Narrative Effective Dates:**
**Modification Number:**
**Modification Effective Date:**

**Operating Budget Contact Name:** Steve Trodennick
**Operating Budget Contact Phone:** 570-822-1301 ext. 249
**Site Administrator Name:** Christine Jensen
**Site Administrator Phone:** 570-822-1301 ext. 0227

[Part 1] SHARED ANNUAL COSTS

[Part 2] ANNUAL ALLOCATION TO PARTNERS

| Cost Category | Cost Item | Fronted Cost State / Non State | Method of Allocation | Total Annual Budget | EDS (WIOA & EARN) | Equus Workforce Solutions | LCCC - Carl D. Perkins | CSBG/DCED | LCCC - WIOA Title II Adult Ed. | Job Corps - Adams & Associates | JVSG (DVOP) | JVSG (LVER) | Wagner Peyser | UCBR | TANF/DHS | Trade Navigator | Reemployment | UC | OVR | RESEA | Rapid Response | Total Allocations | Reconciliation Part 1 & Part 2 Totals |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| ***INFRASTRUCTURE COSTS*** | | | | | | | | | | | | | | | | | | | | | | | |
| **Facilities** | | | Total Rent | $ 119,000.00 | $ 47,960.50 | $ - | $ 36.00 | $ 3,761.59 | $ 1,000.00 | $ 922.76 | $ 2,768.28 | $ 1,845.52 | $ 4,613.80 | $ 4,613.80 | $ 3,684.45 | $ - | $ 18,292.00 | $ 1,845.52 | $ 4,613.80 | $ 13,841.39 | $ 9,227.60 | $ 119,000.00 | $ - |
| Rent - Shared | Includes all Bldg. Maint. & Utilities ($15,000 Minus rent only & direct rent partners | State | Staff #1 | $ 88,275.96 | $ 45,469.50 | $ - | $ - | $ - | $ - | $ 880.76 | $ 2,648.28 | $ 1,765.52 | $ 4,413.80 | $ 4,413.80 | $ - | $ - | $ - | $ 1,765.52 | $ 4,413.80 | $ 13,241.39 | $ 8,827.60 | $ 88,275.96 | $ - |
| Rent - Direct (DCED, Reemployment, TANF & UCBR) | Direct Charge Construction | State | Direct Charge | $ 25,688.04 | | | | $ 3,761.59 | | | | | | | $ 3,684.45 | $ - | $ 18,292.00 | $ - | | | | $ 25,688.04 | $ - |
| Rent (rent only Carl Perkins & WIOA Title II) | Direct Charge Construction | Non State | Direct Charge | $ 1,036.00 | | | $ 36.00 | | $ 1,000.00 | | | | | | | | | | | | | $ 1,036.00 | $ - |
| Facility Utilities & Bldg. Maintenance | Shredding, signage and temperature-sensors, ect. | Non State | Staff #1 | $ 4,000.00 | $ 2,080.00 | $ - | $ - | $ - | $ - | $ 40.00 | $ 120.00 | $ 80.00 | $ 200.00 | $ 200.00 | $ - | $ - | $ - | $ 80.00 | $ 200.00 | $ 600.00 | $ 400.00 | $ 4,000.00 | $ - |
| **Operations** | | | | $ 93,896.67 | $ 46,191.70 | $ - | $ - | $ - | $ - | $ 888.30 | $ 2,580.00 | $ 1,720.00 | $ 10,686.67 | $ 4,300.00 | $ - | $ - | $ - | $ 1,720.00 | $ 4,300.00 | $ 12,900.00 | $ 8,600.00 | $ 93,896.67 | $ - |
| Phone System | Constant Contact, Cell, Zoom, Frontier, RICC Cloud | Non State | Staff #2 | $ 8,000.00 | $ 4,160.00 | $ - | $ - | $ - | $ - | $ 80.00 | $ 240.00 | $ 160.00 | $ 400.00 | $ 400.00 | $ - | $ - | $ - | $ 160.00 | $ 400.00 | $ 1,200.00 | $ 800.00 | $ 8,000.00 | $ - |
| Internet Connection & WEB Filter | Internet | Non State | Staff #1 | $ 4,600.00 | $ 2,392.00 | $ - | $ - | $ - | $ - | $ 46.00 | $ 138.00 | $ 92.00 | $ 230.00 | $ 230.00 | $ - | $ - | $ - | $ 92.00 | $ 230.00 | $ 690.00 | $ 460.00 | $ 4,600.00 | $ - |
| Website | Maintenance - Hosting Fees | Non State | Staff #1 | $ 1,500.00 | $ 780.00 | $ - | $ - | $ - | $ - | $ 15.00 | $ 45.00 | $ 30.00 | $ 75.00 | $ 75.00 | $ - | $ - | $ - | $ 30.00 | $ 75.00 | $ 225.00 | $ 150.00 | $ 1,500.00 | $ - |
| Wi-Fi capability | Internet Wi-Fi | State | Direct Charge | $ 6,966.67 | | | | | | | | | $ 6,966.67 | | | | | | | | | $ 6,966.67 | $ - |
| Copier | 2 Leases, $207.80 / $180.00 | State | Staff #1 | $ 5,000.00 | $ 2,600.00 | $ - | $ - | $ - | $ - | $ 50.00 | $ 150.00 | $ 100.00 | $ 250.00 | $ 250.00 | $ - | $ - | $ - | $ 100.00 | $ 250.00 | $ 750.00 | $ 500.00 | $ 5,000.00 | $ - |
| Office Supplies - State | Copier & General Office Supplies | State | Staff #1 | $ 5,500.00 | $ 2,860.00 | $ - | $ - | $ - | $ - | $ 55.00 | $ 165.00 | $ 110.00 | $ 275.00 | $ 275.00 | $ - | $ - | $ - | $ 110.00 | $ 275.00 | $ 825.00 | $ 550.00 | $ 5,500.00 | $ - |
| Office Supplies - Non State | General Office Supplies | Non State | Staff #1 | $ 6,000.00 | $ 3,120.00 | $ - | $ - | $ - | $ - | $ 60.00 | $ 180.00 | $ 120.00 | $ 300.00 | $ 300.00 | $ - | $ - | $ - | $ 120.00 | $ 300.00 | $ 900.00 | $ 600.00 | $ 6,000.00 | $ - |
| Reasonable Accommodations | ADA/EFF Language Line Services | State | Staff #1 | $ 1,500.00 | $ 780.00 | $ - | $ - | $ - | $ - | $ 15.00 | $ 45.00 | $ 30.00 | $ 75.00 | $ 75.00 | $ - | $ - | $ - | $ 30.00 | $ 75.00 | $ 225.00 | $ 150.00 | $ 1,500.00 | $ - |
| Community Outreach | Local marketing & job fairs | Non State | Staff #1 | $ 3,700.00 | $ 1,924.00 | $ - | $ - | $ - | $ - | $ 37.00 | $ 111.00 | $ 74.00 | $ 185.00 | $ 185.00 | $ - | $ - | $ - | $ 74.00 | $ 185.00 | $ 555.00 | $ 370.00 | $ 3,700.00 | $ - |
| Miscellaneous | Memberships, Organization Fees, Partner Meeting, ect | Non State | Staff #1 | $ 1,200.00 | $ 624.00 | $ - | $ - | $ - | $ - | $ 12.00 | $ 36.00 | $ 24.00 | $ 60.00 | $ 60.00 | $ - | $ - | $ - | $ 24.00 | $ 60.00 | $ 180.00 | $ 120.00 | $ 1,200.00 | $ - |
| Security Guard | Salary | Non State | Staff #1 | $ 49,000.00 | $ 25,480.00 | $ - | $ - | $ - | $ - | $ 490.00 | $ 1,470.00 | $ 980.00 | $ 2,450.00 | $ 2,450.00 | $ - | $ - | $ - | $ 980.00 | $ 2,450.00 | $ 7,350.00 | $ 4,900.00 | $ 49,000.00 | $ - |
| Staff Development | Staff Training | Non State | Staff #2 | $ 1,500.00 | $ 1,471.70 | $ - | $ - | $ - | $ - | $ 28.30 | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ 1,500.00 | $ - |
| ***TOTAL INFRASTRUCTURE COSTS*** | | | | $ 212,896.67 | $ 94,175.20 | $ - | $ 36.00 | $ 3,761.59 | $ 1,000.00 | $ 1,811.06 | $ 5,348.28 | $ 3,565.52 | $ 15,310.47 | $ 8,913.80 | $ 3,684.45 | $ - | $ 18,292.00 | $ 3,565.52 | $ 8,913.80 | $ 26,741.39 | $ 17,827.60 | $ 212,896.67 | $ - |
| ***ADDITIONAL SHARED COSTS (PERSONNEL/SERVICES)*** | | | | | | | | | | | | | | | | | | | | | | | |
| Site Administrator | Salary & Fringe Benefits | Non State | Staff #1 | $ 54,212.00 | $ 28,190.24 | $ - | $ - | $ - | $ - | $ 542.12 | $ 1,626.36 | $ 1,084.24 | $ 2,710.60 | $ 2,710.60 | $ - | $ - | $ - | $ 1,084.24 | $ 2,710.60 | $ 8,131.80 | $ 5,421.20 | $ 54,212.00 | $ - |
| Site Administrator | Travel | Non State | Staff #1 | $ 2,800.00 | $ 1,456.00 | $ - | $ - | $ - | $ - | $ 28.00 | $ 84.00 | $ 56.00 | $ 140.00 | $ 140.00 | $ - | $ - | $ - | $ 56.00 | $ 140.00 | $ 420.00 | $ 280.00 | $ 2,800.00 | $ - |
| Greeter / Receptionist | Salary & Fringe Benefits | Non State | Staff #2 | $ 66,507.00 | $ 34,583.64 | $ - | $ - | $ - | $ - | $ 665.07 | $ 1,995.21 | $ 1,330.14 | $ 3,325.35 | $ 3,325.35 | $ - | $ - | $ - | $ 1,330.14 | $ 3,325.35 | $ 9,976.05 | $ 6,650.70 | $ 66,507.00 | $ - |
| I.T. Staff | Salary & Fringe Benefits | Non State | Staff #2 | $ 49,270.07 | $ 48,360.65 | $ - | $ - | $ - | $ - | $ 909.42 | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ 49,270.07 | $ - |
| Digital Outreach | Salary & Fringe Benefits | Non State | Staff #1 | $ 18,143.60 | $ 9,434.67 | $ - | $ - | $ - | $ - | $ 181.44 | $ 544.31 | $ 362.87 | $ 907.18 | $ 907.18 | $ - | $ - | $ - | $ 362.87 | $ 907.18 | $ 2,721.54 | $ 1,814.36 | $ 18,143.60 | $ - |
| ***TOTAL ADDITIONAL SHARED COSTS (PERSONNEL/SERVICES)*** | | | | $ 190,932.67 | $ 122,005.00 | $ - | $ - | $ - | $ - | $ 2,346.25 | $ 4,249.88 | $ 2,833.25 | $ 7,083.13 | $ 7,083.13 | $ - | $ - | $ - | $ 2,833.25 | $ 7,083.13 | $ 21,249.39 | $ 14,166.26 | $ 190,932.67 | $ - |
| **TOTAL INFRASTRUCTURE /ADDITIONAL SHARED COSTS** | | | | $ 403,829.34 | $ 216,180.20 | $ - | $ 36.00 | $ 3,761.59 | $ 1,000.00 | $ 4,157.31 | $ 9,598.16 | $ 6,398.77 | $ 22,393.60 | $ 15,996.93 | $ 3,684.45 | $ - | $ 18,292.00 | $ 6,398.77 | $ 15,996.93 | $ 47,990.78 | $ 31,993.86 | $ 403,829.34 | $ - |
| PREVIOUS INFRASTRUCTURE / ADDITIONAL SHARED COSTS BUDGET | | | | $ 393,443.01 | $ 205,119.44 | $ - | $ 35.00 | $ 3,488.59 | $ 1,000.00 | $ 3,944.63 | $ 8,933.05 | $ 5,979.57 | $ 21,080.95 | $ 14,886.80 | $ 6,409.07 | $ - | $ 17,122.00 | $ 5,979.57 | $ 14,886.80 | $ 44,660.36 | $ 29,966.86 | $ 393,443.01 | $ - |
| DIFFERENCE | | | | $ 10,386.33 | $ 11,060.55 | $ - | $ 1.00 | $ 273.00 | $ - | $ 212.70 | $ 788.10 | $ 419.40 | $ (1,313.53) | $ (10,589.67) | $ (2,724.62) | $ - | $ 1,170.00 | $ 419.40 | $ 1,110.13 | $ 3,330.42 | $ 2,027.00 | $ 10,386.33 | $ 0 |

[Part 2] METHODS OF ALLOCATION

Total Square Footage

CareerLink #

0

| Program / Authorization | Partner Name / Acronym | Square Footage (based on % of Staff #1) | % of Square Footage | Number of Staff #1 | % of Staff #1 | Number of Staff #2 (Copier) | % of Staff #2 (Copier) | Non-State Connections to State L.A.N. | % of Non-State Connections to State L.A.N. | Cost Center | Allocation |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Adult, Dislocated Worker & Youth Programs-WIOA Title I | EDS (WIOA & EARN) | | #DIV/0! | 10.60 | 52.00% | 10.4 | 58.11% | 0 | 0.00% | | $ 216,180.20 |
| | Equus Workforce Solutions | | #DIV/0! | 0.00 | 0.00% | 0.0 | 0.00% | 0 | 0.00% | | $ - |
| Career & Technical Program - Carl D. Perkins Career & Technical Education Act | LCCC - Carl D. Perkins | | #DIV/0! | 0.00 | 0.00% | 0.0 | 0.00% | 0 | 0.00% | | $ 36.00 |
| Employment and Training Activities - Community Services Block Grant Act | CSBG/DCED | | #DIV/0! | 0.00 | 0.00% | 0.0 | 0.00% | 0 | 0.00% | 1240000399 | $ 3,761.59 |
| WIOA Title II Adult Education | LCCC - WIOA Title II Adult Ed. | | #DIV/0! | 0.00 | 0.00% | 0.0 | 0.00% | 0 | 0.00% | | $ 1,000.00 |
| Job Corps - WIOA Title I C | Job Corps - Adams & Associates | | #DIV/0! | 0.20 | 1.00% | 0.2 | 1.89% | 0 | 0.00% | | $ 4,157.31 |
| Jobs for Veterans State Grants - Chpt. 41 of Title 38 U.S.C. | JVSG (DVOP) | | #DIV/0! | 0.60 | 3.00% | 0.0 | 0.00% | 0 | 0.00% | 1240000399 | $ 9,598.16 |
| Jobs for Veterans State Grants - Chpt. 41 of Title 38 U.S.C. | JVSG (LVER) | | #DIV/0! | 0.40 | 2.00% | 0.0 | 0.00% | 0 | 0.00% | 1240000399 | $ 6,398.77 |
| Wagner Peyser Employment Services - WIOA Title III, Staff Development, Regional Staff | Wagner Peyser | | #DIV/0! | 1.00 | 5.00% | 0.0 | 0.00% | 0 | 0.00% | 1240000399 | $ 22,393.60 |
| Agency of Aging | Aging | | #DIV/0! | 0.00 | 0.00% | 0.0 | 0.00% | 0 | 0.00% | | $ - |
| Unemployment Compensation Board of Review | UCBR | | #DIV/0! | 1.00 | 5.00% | 0.0 | 0.00% | 0 | 0.00% | | $ 15,996.93 |
| Temporary Assistance for Needy Families Program - Social Security Act Title IV | TANF/DHS | | #DIV/0! | 0.00 | 0.00% | 0.0 | 0.00% | 0 | 0.00% | 1240000399 | $ 3,684.45 |
| Trade Navigator | Trade Navigator | | #DIV/0! | 0.00 | 0.00% | 0.0 | 0.00% | 0 | 0.00% | 1240000399 | $ - |
| Reemployment programs | Reemployment | | #DIV/0! | 0.00 | 0.00% | 0.0 | 0.00% | 0 | 0.00% | | |
| Unemployment Insurance Program - Unemployment Compensation Laws | UC | | #DIV/0! | 0.40 | 2.00% | 0.0 | 0.00% | 0 | 0.00% | 1240000399 | $ 6,398.77 |
| Vocational Rehab Program - WIOA Title IV and Title 1 of Rehabilitation Act | OVR | | #DIV/0! | 1.00 | 5.00% | 0.0 | 0.00% | 0 | 0.00% | 1262201000 | $ 15,996.93 |
| Youth(Act II - WIOA Sec. 131 | Youth/Labor | | #DIV/0! | 0.00 | 0.00% | 0.0 | 0.00% | 0 | 0.00% | | $ - |
| Reemployment Services and Eligibility Assessment (RESEA) Program | RESEA | | #DIV/0! | 3.00 | 15.00% | 0.0 | 0.00% | 0 | 0.00% | 1240000399 | $ 47,990.78 |
| Rapid Response - Additional Funding | Rapid Response | | #DIV/0! | 2.00 | 10.00% | 0.0 | 0.00% | 0 | 0.00% | 1240000399 | $ 31,993.86 |
| National Farmworker Jobs Program - WIOA Sec. 167 | NFJP | | #DIV/0! | 0.00 | 0.00% | 0.0 | 0.00% | 0 | 0.00% | 1290100000 | $ - |
| OTHER | OTHER | | #DIV/0! | 0.00 | 0.00% | 0.0 | 0.00% | 0 | 0.00% | | $ - |
| Apprenticeship Training Office | ATO | | #DIV/0! | 0.00 | 0.00% | 0.0 | 0.00% | 0 | 0.00% | | $ - |
| Workers Comp | Workers Comp | | #DIV/0! | 0.00 | 0.00% | 0.0 | 0.00% | 0 | 0.00% | 1240000399 | $ - |
| Mediation | Mediation | | #DIV/0! | 0.00 | 0.00% | 0.0 | 0.00% | 0 | 0.00% | 1211370000 | $ - |
| Veterans Employment and Training Service | AD VET | | #DIV/0! | 0.00 | 0.00% | 0.0 | 0.00% | 0 | 0.00% | 1277405000 | $ - |
| | | 0 | #DIV/0! | 20.00 | 100% | 10.6 | 100% | 21 | 100% | | $ 385,537.34 |

**General Information**

1 - Phone system increase $2,400.00
2 - Site Admin. Sal/FWS increase $4,924.00

3 - Site Admin. travel increase $700.00

4 - Greeter/Receptionist increase $6,962.00
5 - I.T. Staff increase $2,469.93
6 - Digital Outreach decrease $1,786.74

**General Information**

Attachment 3

# DRAFT

**PA CAREERLINK® Operating Budget**
**LWDA # NEO75**
**PA CareerLink Schuylkill County at Pottsville #0811**
**201-203 East Arch Street, Pottsville, PA 17901**

**Operating Budget Effective Dates:** 7/1/2026
**Operating Budget Narrative Effective Dates:**
**Modification Number:**
**Modification Effective Date:**

**Operating Budget Contact Name:** Steve Tredinnick
**Operating Budget Contact Phone:** 570-622-1101 ext. 239
**Site Administrator Name:** Sharon Angelo
**Site Administrator Phone:** 570-622-5253 ext.149

[Part 1] SHARED ANNUAL COSTS

[Part 3] ANNUAL ALLOCATION TO PARTNERS

| Cost Category | Cost Item | Fronted Cost State / Non State | Method of Allocation | Total Annual Budget | EDSI (WIOA & TANF/EARN) | Schuylkill Technology Center | LCCC - Carl D. Perkins | CSBG/DCED | LCCC - WIOA Title II Adult Ed. | Job Corps - Adams & Associates | JVSG (DVOP) | JVSG (LVER) | Wagner Peyser | UCBR | TANF/DHS | BWDA | Reemployment | UC | OVR | RESEA | Total Allocation |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| ***INFRASTRUCTURE COSTS*** | | | | | | | | | | | | | | | | | | | | | |
| **Facilities** | | | **Total Rent** | $ 158,000.00 | $ 77,895.81 | $ 6,601.34 | $ 36.00 | $ 2,948.81 | $ 1,000.00 | $ 1,320.27 | $ 2,640.54 | $ 6,601.34 | $ 4,951.00 | $ 6,601.34 | $ 3,209.99 | $ 3,300.67 | $ 16,798.00 | $ 2,640.54 | $ 6,601.34 | $ 14,853.01 | $ 158,000.00 |
| Rent - Shared | 8,500 sq. ft. @ $12.00 per sq. ft. plus escalation (excludes Rent - Direct Charge) | Non State | Staff #1 | $ 78,007.20 | $ 45,364.09 | $ 3,847.72 | $ - | $ - | $ - | $ 768.54 | $ 1,537.09 | $ 3,847.72 | $ 3,847.04 | $ 3,847.72 | $ - | $ 1,921.36 | $ - | $ 1,537.09 | $ 3,847.72 | $ 8,666.17 | $ 78,007.20 |
| Rent - Direct (DCED, Reemployment, TANF & UCBR) | Direct Charge Contribution | State | Direct Charge | $ 22,956.80 | | | | $ 2,948.81 | | | | | | $ - | $ 3,209.99 | $ - | $ 16,798.00 | $ - | | | $ 22,956.80 |
| Rent [rent only Carl Perkins & WIOA Title II] | Direct Charge Contribution | Non State | **Direct Charge** | $ 1,036.00 | | | $ 36.00 | | $ 1,000.00 | | | | | | | | $ - | | | | $ 1,036.00 |
| Facility Utilities & Bldg. Maintenance | Utilities & Contracted Maintenance Services | Non State | Staff #1 | $ 56,000.00 | $ 32,551.72 | $ 2,758.62 | $ - | $ - | $ - | $ 551.72 | $ 1,103.45 | $ 2,758.62 | $ 2,068.97 | $ 2,758.62 | $ - | $ 1,379.31 | $ - | $ 1,103.45 | $ 2,758.62 | $ 6,206.90 | $ 56,000.00 |
| **Operations** | | | | $ 95,060.00 | $ 51,082.96 | $ 4,529.06 | $ - | $ - | $ - | $ 865.81 | $ 1,731.63 | $ 4,329.06 | $ 10,426.80 | $ 4,329.06 | $ - | $ 2,164.53 | $ - | $ 1,731.63 | $ 4,329.06 | $ 9,740.39 | $ 95,060.00 |
| Telephone | Local connection lines and service | Non State | Staff #1 | $ 9,000.00 | $ 5,231.55 | $ 443.35 | $ - | $ - | $ - | $ 88.67 | $ 177.34 | $ 443.35 | $ 332.51 | $ 443.35 | $ - | $ 221.67 | $ - | $ 177.34 | $ 443.35 | $ 997.54 | $ 9,000.00 |
| Telephone | Local connection lines and service | State | Staff #1 | $ 130.00 | $ 75.57 | $ 6.40 | $ - | $ - | $ - | $ 1.28 | $ 2.56 | $ 6.40 | $ 4.80 | $ 6.40 | $ - | $ 3.20 | $ - | $ 2.56 | $ 6.40 | $ 14.41 | $ 130.00 |
| Internet Connection/Technology | Internet/Computer monitoring (CRC) & texting App | Non State | Staff #1 | $ 6,500.00 | $ 3,778.33 | $ 320.20 | $ - | $ - | $ - | $ 64.04 | $ 128.08 | $ 320.20 | $ 240.15 | $ 320.20 | $ - | $ 160.10 | $ - | $ 128.08 | $ 320.20 | $ 720.44 | $ 6,500.00 |
| Website | Maintenance - Hosting Fees | Non State | Staff #1 | $ 1,500.00 | $ 871.92 | $ 73.89 | $ - | $ - | $ - | $ 14.78 | $ 29.56 | $ 73.89 | $ 55.42 | $ 73.89 | $ - | $ 36.95 | $ - | $ 29.56 | $ 73.89 | $ 166.26 | $ 1,500.00 |
| Wi-Fi capability | Internet Wi-Fi | State | Direct Charge | $ 7,180.00 | | | | | | | | | $ 7,180.00 | | | | | | | | $ 7,180.00 |
| Copier/Multifunction Device | MFD Lease | State | Staff #1 | $ 5,000.00 | $ 2,906.40 | $ 246.31 | $ - | $ - | $ - | $ 49.26 | $ 98.52 | $ 246.31 | $ 184.73 | $ 246.31 | $ - | $ 123.15 | $ - | $ 98.52 | $ 246.31 | $ 554.19 | $ 5,000.00 |
| Postage | Postage Usage | Non State | Staff #1 | $ 750.00 | $ 435.96 | $ 36.95 | $ - | $ - | $ - | $ 7.39 | $ 14.78 | $ 36.95 | $ 27.71 | $ 36.95 | $ - | $ 18.47 | $ - | $ 14.78 | $ 36.95 | $ 83.13 | $ 750.00 |
| Printing | Brochures, Business Cards | State | Staff #1 | $ 500.00 | $ 290.64 | $ 24.63 | $ - | $ - | $ - | $ 4.93 | $ 9.85 | $ 24.63 | $ 18.47 | $ 24.63 | $ - | $ 12.32 | $ - | $ 9.85 | $ 24.63 | $ 55.42 | $ 500.00 |
| Office Supplies - State | General Office Supplies | State | Staff #1 | $ 2,500.00 | $ 1,453.20 | $ 123.15 | $ - | $ - | $ - | $ 24.63 | $ 49.26 | $ 123.15 | $ 92.36 | $ 123.15 | $ - | $ 61.58 | $ - | $ 49.26 | $ 123.15 | $ 277.09 | $ 2,500.00 |
| Office Supplies - Non State | General Office Supplies | Non State | Staff #1 | $ 7,500.00 | $ 4,359.61 | $ 369.46 | $ - | $ - | $ - | $ 73.89 | $ 147.78 | $ 369.46 | $ 277.05 | $ 369.46 | $ - | $ 184.73 | $ - | $ 147.78 | $ 369.46 | $ 831.28 | $ 7,500.00 |
| Reasonable Accommodations | ADA/LEP Language Line Services | State | Staff #1 | $ 100.00 | $ 58.13 | $ 4.93 | $ - | $ - | $ - | $ 0.99 | $ 1.97 | $ 4.93 | $ 3.69 | $ 4.93 | $ - | $ 2.46 | $ - | $ 1.97 | $ 4.93 | $ 11.08 | $ 100.00 |
| Community Outreach | Local marketing & job fairs | Non State | Staff #1 | $ 2,200.00 | $ 1,278.82 | $ 108.37 | $ - | $ - | $ - | $ 21.67 | $ 43.35 | $ 108.37 | $ 81.28 | $ 108.37 | $ - | $ 54.19 | $ - | $ 43.35 | $ 108.37 | $ 243.84 | $ 2,200.00 |
| Miscellaneous | Memberships, Organization fees, Partner Meeting, ect. | Non State | Staff #1 | $ 1,200.00 | $ 697.54 | $ 59.11 | $ - | $ - | $ - | $ 11.82 | $ 23.65 | $ 59.11 | $ 44.33 | $ 59.11 | $ - | $ 29.56 | $ - | $ 23.65 | $ 59.11 | $ 133.00 | $ 1,200.00 |
| Security Guard | Security Guard | Non State | Staff #1 | $ 49,000.00 | $ 28,482.76 | $ 2,413.79 | $ - | $ - | $ - | $ 482.76 | $ 965.52 | $ 2,413.79 | $ 1,810.34 | $ 2,413.79 | $ - | $ 1,206.90 | $ - | $ 965.52 | $ 2,413.79 | $ 5,431.03 | $ 49,000.00 |
| Staff Development | Staff Training | Non State | Staff #2 | $ 2,000.00 | $ 1,162.56 | $ 98.52 | $ - | $ - | $ - | $ 19.70 | $ 39.41 | $ 98.52 | $ 73.89 | $ 98.52 | $ - | $ 49.26 | $ - | $ 39.41 | $ 98.52 | $ 221.67 | $ 2,000.00 |
| ***TOTAL INFRASTRUCTURE COSTS*** | | | | $ 253,060.00 | $ 128,978.77 | $ 10,930.40 | $ 36.00 | $ 2,948.81 | $ 1,000.00 | $ 2,186.08 | $ 4,372.16 | $ 10,930.40 | $ 15,377.80 | $ 10,930.40 | $ 3,209.99 | $ 5,465.20 | $ 16,798.00 | $ 4,372.16 | $ 10,930.40 | $ 24,593.41 | $ 253,060.00 |
| ***ADDITIONAL SHARED COSTS (PERSONNEL/SERVICES)*** | | | | | | | | | | | | | | | | | | | | | |
| Site Administrator | Salary & Fringe Benefits | Non State | Staff #1 | $ 35,075.00 | $ 20,388.42 | $ 1,727.83 | $ - | $ - | $ - | $ 345.57 | $ 691.13 | $ 1,727.83 | $ 1,295.87 | $ 1,727.83 | $ - | $ 863.92 | $ - | $ 691.13 | $ 1,727.83 | $ 3,887.62 | $ 35,075.00 |
| Site Administrator | Travel | Non State | Staff #1 | $ 1,000.00 | $ 581.28 | $ 49.26 | $ - | $ - | $ - | $ 9.85 | $ 19.70 | $ 49.26 | $ 36.95 | $ 49.26 | $ - | $ 24.63 | $ - | $ 19.70 | $ 49.26 | $ 110.84 | $ 1,000.00 |
| Greeter / Receptionist | Salary & Fringe Benefits | Non State | Staff #1 | $ 60,173.00 | $ 34,977.41 | $ 2,964.19 | $ - | $ - | $ - | $ 592.84 | $ 1,185.67 | $ 2,964.19 | $ 2,223.14 | $ 2,964.19 | $ - | $ 1,482.09 | $ - | $ 1,185.67 | $ 2,964.19 | $ 6,669.42 | $ 60,173.00 |
| I.T. Staff | Salary & Fringe Benefits | Non State | Staff #2 | $ 50,009.12 | $ 45,892.89 | $ 3,846.86 | $ - | $ - | $ - | $ 769.37 | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ 50,009.12 |
| Digital Outreach | Salary & Fringe Benefits | Non State | Staff #1 | $ 18,143.60 | $ 10,546.53 | $ 893.77 | $ - | $ - | $ - | $ 178.75 | $ 357.51 | $ 893.77 | $ 670.33 | $ 893.77 | $ - | $ 446.89 | $ - | $ 357.51 | $ 893.77 | $ 2,010.99 | $ 18,143.60 |
| ***TOTAL ADDITIONAL SHARED COSTS (PERSONNEL/SERVICES)*** | | | | $ 164,400.72 | $ 111,886.53 | $ 9,481.91 | $ - | $ - | $ - | $ 1,896.38 | $ 2,254.02 | $ 5,635.05 | $ 4,226.29 | $ 5,635.05 | $ - | $ 2,817.53 | $ - | $ 2,254.02 | $ 5,635.05 | $ 12,678.87 | $ 164,400.72 |
| **TOTAL INFRASTRUCTURE /ADDITIONAL SHARED COSTS** | | | | $ 417,460.72 | $ 240,865.30 | $ 20,412.31 | $ 36.00 | $ 2,948.81 | $ 1,000.00 | $ 4,082.46 | $ 6,626.18 | $ 16,565.46 | $ 19,604.09 | $ 16,565.46 | $ 3,209.99 | $ 8,282.73 | $ 16,798.00 | $ 6,626.18 | $ 16,565.46 | $ 37,272.28 | $ 417,460.72 |
| PREVIOUS INFRASTRUCTURE / ADDITIONAL SHARED COSTS BUDGET | | | | $ 415,522.11 | $ 227,614.80 | $ 19,289.40 | $ 35.00 | $ 3,488.39 | $ 1,000.00 | $ 3,857.88 | $ 6,317.91 | $ 15,794.78 | $ 15,026.09 | $ 32,578.80 | $ 8,356.11 | $ 6,317.91 | $ 15,795.00 | $ 6,317.91 | $ 15,794.78 | $ 35,538.26 | $ 415,522.11 |
| DIFFERENCE | | | | $ 1,938.61 | $ 13,250.41 | $ 1,122.92 | $ 1.00 | $ (539.58) | $ - | $ 224.58 | $ 308.27 | $ 770.68 | $ 578.01 | $ (16,013.34) | $ (5,145.12) | $ 1,964.82 | $ 3,003.00 | $ 308.27 | $ 770.68 | $ 1,734.02 | $ 1,938.61 |

[Part 2] METHODS OF ALLOCATION

Total Square Footage

CareerLink # 0

| Program / Authorization | Partner Name / Acronym | Square Footage (based on % of Staff #1) | % of Square Footage | Number of Staff #1 | % of Staff #1 | Number of Staff #2 | % of Staff #2 | Non State Connections to State L.A.N. | % of Non State Connections to State L.A.N. | Cost Center | Allocation |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Adult, Dislocated Worker & Youth Programs-WIOA Title I | EDSI (WIOA & TANF/EARN) | | #DIV/0! | 11.80 | 58.13% | 11.8 | 90.77% | 0 | 0.00% | | $ 240,865.30 |
| WIOA Title I Youth | Schuylkill Technology Center | | #DIV/0! | 1.00 | 4.93% | 1.0 | 7.69% | 0 | 0.00% | | $ 20,412.31 |
| Career & Technical Program - Carl D. Perkins Career & Technical Education Act | LCCC - Carl D. Perkins | | #DIV/0! | 0.00 | 0.00% | 0.0 | 0.00% | 0 | 0.00% | | $ 36.00 |
| Employment and Training Activities - Community Services Block Grant Act | CSBG/DCED | | #DIV/0! | 0.00 | 0.00% | 0.0 | 0.00% | 0 | 0.00% | 1240000999 | $ 2,948.81 |
| WIOA Title II Adult Education | LCCC - WIOA Title II Adult Ed | | #DIV/0! | 0.00 | 0.00% | 0.0 | 0.00% | 0 | 0.00% | | $ 1,000.00 |
| Job Corps - WIOA Title I C | Job Corps - Adams & Associates | | #DIV/0! | 0.20 | 0.99% | 0.2 | 1.54% | 0 | 0.00% | | $ 4,082.46 |
| Jobs for Veterans State Grants - Chpt. 41 of Title 38 U.S.C. | JVSG (DVOP) | | #DIV/0! | 0.40 | 1.97% | 0.0 | 0.00% | 0 | 0.00% | 1240000999 | $ 6,626.18 |
| Jobs for Veterans State Grants - Chpt. 41 of Title 38 U.S.C. | JVSG (LVER) | | #DIV/0! | 1.00 | 4.93% | 0.0 | 0.00% | 0 | 0.00% | 1240000999 | $ 16,565.46 |
| Wagner Peyser Employment Services - WIOA Title III, Staff Development, Regional Staff | Wagner Peyser | | #DIV/0! | 0.75 | 3.69% | 0.0 | 0.00% | 0 | 0.00% | 1240000999 | $ 19,604.09 |
| Agency of Aging | Aging | | #DIV/0! | 0.00 | 0.00% | 0.0 | 0.00% | 0 | 0.00% | | $ - |
| Unemployment Compensation Board of Review | UCBR | | #DIV/0! | 1.00 | 4.93% | 0.0 | 0.00% | 0 | 0.00% | | $ 16,565.46 |
| Temporary Assistance for Needy Families Program - Social Security Act Title IV | TANF/DHS | | #DIV/0! | 0.00 | 0.00% | 0.0 | 0.00% | 0 | 0.00% | 1240000999 | $ 3,209.99 |
| Bureau of Workforce Development Administration | BWDA | | #DIV/0! | 0.50 | 2.46% | 0.0 | 0.00% | 0 | 0.00% | 1240000999 | $ 8,282.73 |
| Reemployment | Reemployment | | | 0.00 | 0.00% | | | | | | |
| Unemployment Insurance Program - Unemployment Compensation Laws | UC | | #DIV/0! | 0.40 | 1.97% | 0.0 | 0.00% | 0 | 0.00% | 1240000999 | $ 6,626.18 |
| Vocational Rehab Program - WIOA Title IV are Title 1 of Rehabilitation Act | OVR | | #DIV/0! | 1.00 | 4.93% | 0.0 | 0.00% | 0 | 0.00% | 1366201000 | $ 16,565.46 |
| YouthBuild - WIOA Sec. 171 | YouthBuild | | #DIV/0! | 0.00 | 0.00% | 0.0 | 0.00% | 0 | 0.00% | | $ - |
| Reemployment Services and Eligibility Assessment (RESEA) Program | RESEA | | #DIV/0! | 2.25 | 11.08% | 0.0 | 0.00% | 0 | 0.00% | 1240000999 | $ 37,272.28 |
| Rapid Response - Additional Partner | Rapid Response | | #DIV/0! | 0.00 | 0.00% | 0.0 | 0.00% | 0 | 0.00% | 1240000999 | $ - |
| National Farmworker Jobs Program - WIOA Sec. 167 | NFJP | | #DIV/0! | 0.00 | 0.00% | 0.0 | 0.00% | 0 | 0.00% | 1299103### | $ - |
| Mediation | Mediation | | #DIV/0! | 0.00 | 0.00% | 0.0 | 0.00% | 0 | 0.00% | 1211370000 | $ - |
| Veterans Employment and Training Service | AD VET | | #DIV/0! | 0.00 | 0.00% | 0.0 | 0.00% | 0 | 0.00% | 1277405000 | $ - |
| | | 0 | #DIV/0! | 20.30 | 100% | 13.0 | 100% | 21 | 100% | | $ 400,662.72 |

[Part 4] COMMENTS

| General Information | General Information |
|---|---|
| 1 - Office Supplies - Non State decreased $500.00<br>2 - Site Administrator - decrease $3,084.15<br>3 - Site Admin. travel - increase $1,000.00<br>4 - Greeter/Receptionist - increase $1,733.37<br>5 - I.T. Staff - increase $4,579.12<br>6 - Digital Outreach - decrease $1,789.73 | |