

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

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
Agreement

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

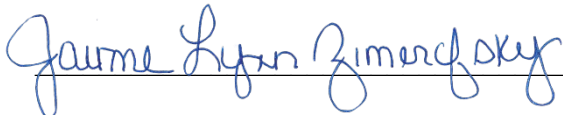
7:00 p.m.

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:



JaimeLynn Zimerofsky, Secretary

Scott Jacoby, President

[illegible]

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

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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

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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

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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

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Sort: Payment Number

Payment #	Trans Date	Trans #	PO #/Proc Ctrl#	Invoice #	Account Code	ASN	Amount
0000088320	06/01/2026	AP5124900002		TRANSPORTATI ON	10-2720-513-000-00-000-000-001-0000	2720513000 01	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		TRANSPORTATI ON	10-2720-513-000-00-000-000-001-0000	2720513000 01	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	2380530100 01	295.00
0000088323	05/29/2026	AP5124800009		2600000551	10-2380-530-000-30-200-000-001-0000	2380530200 01	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	2270240000 01	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	2380530200 01	125.55
0000088325	05/29/2026	AP5124800006		13786611	10-2380-530-000-30-100-000-001-0000	2380530100 01	212.79
0000088325	05/29/2026	AP5124800007		13786611	10-2380-530-000-30-200-000-001-0000	2380530200 01	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	1342610110 01	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	1690610437 40	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	1380610120 01	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	1690626442 40	1,714.99
0000088337	06/03/2026	AP5126400030		HEATING	58-1690-626-000-40-400-042-040-0000	1690626442 40	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	2620431200 01	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	1370610213 01	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	1610640000 525	693.00
0000088340	06/03/2026	LE5125800003	2600000557	13266212-01	10-1610-640-901-30-000-000-525-0000	1610640000 525	7,252.16
0000088340	06/03/2026	LE5125800004	2600000557	13266212-00	10-1610-640-901-30-000-000-525-0000	1610640000 525	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	2380610200 01	26.80

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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		TRANSPORTATI ON	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		TRANSPORTATI ON	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

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FUND ACCOUNTING PAYMENT REGISTER

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

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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		TRANSPORTATI ON	10-2720-513-000-00-000-000-001-0000	2720513000 01	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	2620431100 01	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	1380610102 01	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	2620424200 01	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	1380610201 01	304.25
0687575-NATIONAL COATINGS & SUPPLIES				Remit ID R-1	Payment Date: 06/05/2026	Payment Amt:	304.25
0000088354	06/03/2026	AP5126100002		TRANSPORTATI ON	10-2720-513-000-00-000-000-001-0000	2720513000 01	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	1690329438 40	83.73
0000088355	06/03/2026	AP5126400003		26NXC-0136	58-1690-329-000-40-400-037-040-0000	1690329437 40	2,542.99
0700050-NEXT CENTURY INC				Order ID O-1	Payment Date: 06/05/2026	Payment Amt:	2,626.72

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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

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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		TRANSPORTATI ON	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		TRANSPORTATI ON	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

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FUND ACCOUNTING PAYMENT REGISTER

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

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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	58-0470-000-000-00-000-000-0000	047021040	52.80
0000088363	06/03/2026	AP5126400021		LIFE INS	10-0470-000-000-00-000-000-0000	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	58-0470-000-000-00-000-000-0000	047021040	24,783.00
0000088364	06/03/2026	AP5126400019		GROUP INS	10-0470-000-000-00-000-000-0000	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	2620610200 01	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	2120610200 01	190.44
093450-STAHLL'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	1690610448 40	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	2270240000 01	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	2360610000 01	150.00

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FUND ACCOUNTING PAYMENT REGISTER

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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	1690610437 40	72.74
0000088371	06/17/2026	LE5134000001	2600000589	1WNMTQJDCDW 6	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	1380610103 01	206.80
0000088371	06/17/2026	LE5134000004	2600000539	1PWMCRQC79X M	10-1380-610-000-30-100-003-001-0000	1380610103 01	429.64
0000088371	06/17/2026	LE5134000005	2600000555	1NX616WXLQR7	10-1380-610-000-30-100-016-001-0000	1380610116 01	933.87
0000088371	06/17/2026	LE5134000006	2600000555	1LKLQM9R9RMD	10-1380-610-000-30-100-016-001-0000	1380610116 01	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	2380610200 01	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	1380610109 01	433.62
0000088371	06/17/2026	LE5134600014	2600000576	1CGV9FKLGHHV	10-1330-610-000-30-100-012-001-0000	1330610112 01	1,013.07

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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	2290650200 01	25.68
0000088373	06/17/2026	LE5134600004	2600000601	287441	10-2290-650-000-00-200-000-001-0000	2290650200 01	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	1690433442 40	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	3200513000 01	595.00
0000088375	06/17/2026	LE5134600002	2600000613	12424	10-3200-513-000-00-000-000-001-0000	3200513000 01	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	2290650100 01	213.60
0000088376	06/17/2026	LE5134000012	2600000569	2889-1099878	10-2290-650-000-00-100-000-001-0000	2290650100 01	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	2620431100 01	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

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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

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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

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FUND ACCOUNTING PAYMENT REGISTER

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

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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	2620610200 01	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	2620610100 01	79.88
0000088389	06/17/2026	AP5135100028		9521935	10-2620-610-000-00-100-000-001-0000	2620610100 01	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	1380610103 01	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	1342423110 01	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	2620610100 01	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	1690610448 40	79.60
059146-LINDE GAS & EQUIPMENT INC.				Remit ID R-1	Payment Date: 06/18/2026	Payment Amt:	79.60

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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		TRANSPORTATI ON	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

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FUND ACCOUNTING PAYMENT REGISTER

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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

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Payment #	Trans Date	Trans #	PO #/Proc Ctrl#	Invoice #	Account Code	ASN	Amount
0000088408	06/17/2026	AP5134300001		TRANSPORTATI ON	10-2720-513-000-00-000-000-001-0000	2720513000 01	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	2620622200 01	41.15
0000088409	06/17/2026	AP5135100017		411007940652	10-2620-622-000-00-200-000-001-0000	2620622200 01	415.99
0000088409	06/17/2026	AP5135100018		411006467707	10-2620-622-000-00-200-000-001-0000	2620622200 01	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	1690432442 40	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	2380530200 01	40.01
0000088412	06/17/2026	AP5134200002		6144762263	58-1690-530-000-40-400-037-040-0000	1690530437 40	40.01
0000088412	06/17/2026	AP5134200003		6144762263	10-2380-530-000-30-100-000-001-0000	2380530100 01	40.01
0000088412	06/17/2026	AP5134200004		6144762263	10-2380-530-000-30-200-000-001-0000	2380530200 01	40.01
0000088412	06/17/2026	AP5134200005		6144762263	10-2380-530-000-30-200-000-001-0000	2380530200 01	40.01
0000088412	06/17/2026	AP5134200006		6144762263	10-2380-530-000-30-200-000-001-0000	2380530200 01	40.01

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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

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0000088416	06/17/2026	AP5135100013		CAFE REFUND	50-0493-000-000-00-000-000-0000	049350	25.20
ZZZZZ-GAIL HERSHBERGER					Payment Date: 06/18/2026	Payment Amt:	25.20
0000088417	06/17/2026	AP5135100012		CAFE REFUND	50-0493-000-000-00-000-000-0000	049350	44.15
ZZZZZ-TINA ROLAND					Payment Date: 06/18/2026	Payment Amt:	44.15
0000088418	06/17/2026	AP5135100011		CAFE REFUND	50-0493-000-000-00-000-000-0000	049350	38.70
ZZZZZ-TANYA ELO					Payment Date: 06/18/2026	Payment Amt:	38.70
0000088419	06/17/2026	AP5135100010		CAFE REFUND	50-0493-000-000-00-000-000-0000	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	1342610210 01	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	2620431200 01	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	1690640438 40	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	2620610100 01	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	50-0493-000-000-00-000-000-0000	049350	20.05
ZZZZZ-DANNI-MARIE HERNER					Payment Date: 06/30/2026	Payment Amt:	20.05
0000088458	06/29/2026	AP5137300011		CAFE REFUND	50-0493-000-000-00-000-000-0000	049350	50.55
ZZZZZ-KIM DOTTERY					Payment Date: 06/30/2026	Payment Amt:	50.55
0000088459	06/29/2026	AP5137300010		CAFE REFUND	50-0493-000-000-00-000-000-0000	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	2990899452 40	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			10-0472-000-000-00-000-000-0000	047222001	12,457.07
* ET00000618	06/18/2026	OD5131100002			58-0472-000-000-00-000-000-0000	047222040	2,014.80
* ET00000618	06/18/2026	OD5131100003			71-0462-000-000-00-000-000-0000-1511	04621511	19,368.17
* ET00000618	06/18/2026	OD5131100004			71-0462-000-000-00-000-000-0000-1514	04621514	11,728.84
* ET00000618	06/18/2026	OD5131100005			71-0462-000-000-00-000-000-0000-1515	04621515	2,743.03
* ET00000618	06/18/2026	OD5131100006			10-0472-000-000-00-000-000-0000	047222001	304.61
* ET00000618	06/18/2026	OD5131100007			58-0472-000-000-00-000-000-0000	047222040	(304.61)
* ET00000618	06/18/2026	OD5131100008			10-0472-000-000-00-000-000-0000	047222001	306.00
* ET00000618	06/18/2026	OD5131100009			58-0472-000-000-00-000-000-0000	047222040	(306.00)
FICA-IRS					Payment Date: 06/18/2026	Payment Amt:	48,311.91
* PS00000630	06/30/2026	OD5139300001			71-0462-000-000-00-000-000-0000-1503	04621503	194.92
* PS00000630	06/30/2026	OD5139300002			71-0462-000-000-00-000-000-0000-1503	04621503	194.93
PSERS-PSERS					Payment Date: 06/30/2026	Payment Amt:	389.85
* RE00000630	06/30/2026	OD5139300003			71-0462-000-000-00-000-000-0000-1518	04621518	13,890.05
* RE00000630	06/30/2026	OD5139300004			71-0462-000-000-00-000-000-0000-1518	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
<u>Student Services</u>	<u>3,383.21</u>	<u>0.00</u>	<u>0.00</u>		<u>3,383.21</u>
	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	<u>4,697.53</u>	<u>100.00</u>	<u>0.00</u>		<u>4,797.53</u>
Total	<u>51,686.90</u>	<u>31,521.46</u>	<u>(24,157.47)</u>		<u>59,050.89</u>

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 Trol	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	<u>6,924.17</u>	<u>2,068.00</u>	<u>(5,027.50)</u>		<u>3,964.67</u>
Total	<u>46,770.25</u>	<u>7,414.36</u>	<u>(7,801.69)</u>		<u>46,382.92</u>

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	<u>4,297.53</u>	500.00	0.00		<u>4,797.53</u>
Total	<u>46,276.56</u>	<u>81,612.08</u>	<u>(68,837.75)</u>	<u>0.00</u>	<u>59,050.89</u>

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 Troi	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	<u>4,790.91</u>	<u>9,349.00</u>	<u>(10,175.24)</u>		<u>3,964.67</u>
Total	<u>48,135.71</u>	<u>37,936.79</u>	<u>(39,689.58)</u>		<u>46,382.92</u>

Schuykill 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

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John Petritsch

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Larry Wittig

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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



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

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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 11th and 12th 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 Educators 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 Keystone 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 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
Remodeling	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 the Safe Use of Hand Tools Demonstrate the Safe Use of Power Tools Estimate Masonry Materials	40 100 40 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 Techniques	105
Demonstrate Proper Blocklaying Techniques	105
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	50
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
Technology, 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	50
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	Hours
Safety	30
Infection Control	42
Health Care Provider Skills	72
Basic Structures & Functions of the Human Body	150
Medical Terminology	66
Level III	Hours
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	Hours
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

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 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

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 Food Safety 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 & Measurement	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	25
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.

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

Programs of Study

Cosmetology I	Hours
Pennsylvania Cosmetology Law	20
Hairstyling/Fingerwaving	50
Scalp Treatment	15
Hairstraightening	40
Hairshaping	90
Skincare	50
Bacteriology, Disinfection & 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



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 Code 52.1201)

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) Program Entrance Recommendations

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

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	60
Knowledge of Alternating Energy	30
Knowledge of Soldering Techniques	60
Troubleshoot & Repair Electrical Systems	45
	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
	30
Knowledge of Work Cells in Manufacturing	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:

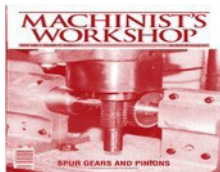
Lehigh Carbon Community College, Lincoln Educational Institute—East Windsor Campus, Triangle Tech, Johnson's College

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)	45
Manual Plasma Arc Cutting (PAC)	
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)	10
Visual Examination, Inspection and Testing	30
Gas Tungsten Arc Welding (GTAW)	150

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	20
Technology Applications	10
Interpreting Marketing & Business Fundamentals	60
Product/Service Management	20
CTSO Participation	60
Marketing Information Management & Market Planning	10
Business Management & Administration	60
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 Rpt Cert	30
Electronic Module Communication	30
Module Programming	30
Electrical Accessories	30
Hybrid/Electric Vehicle Fundamentals	30
PA Safety Inspection Certification	60
	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
Structural 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/	40
Structural Straightening	40
Panel Replacement and Alignment	55
Estimating Damage Analysis	55
Restraint Systems	50
Vehicle Design and Construction	30
Metal Finishing	20
Detailing	

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 WorkBoots..\$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	
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

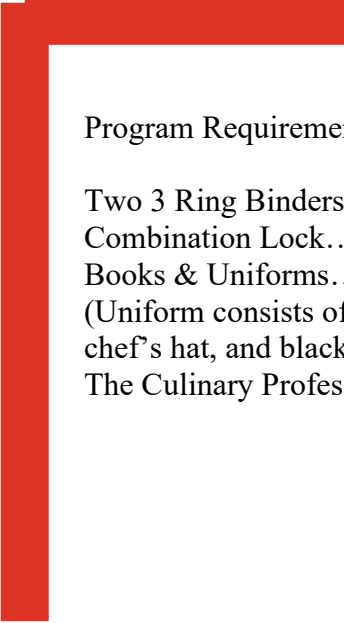
An understanding of the food industry

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

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:

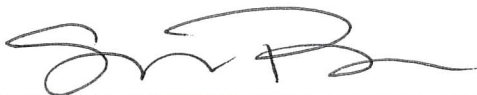
- ❖ The MOU;
- ❖ The One-Stop Operating Budget (OB); and
- ❖ The Infrastructure Funding Agreement (IFA).

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).

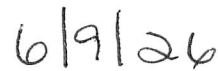
I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either:

- a) In three (3) years;
- b) Upon amendment, modification, or termination; or
- c) On June 30, 2029, whichever occurs earlier.



Signature

Shannon Brennan



Date

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



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- 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

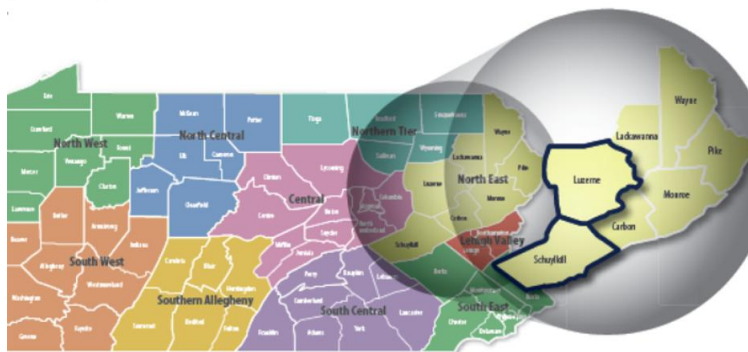
To establish a workforce system that provides data-driven and employer-validated talent solutions through the integration of education, workforce, and economic development resources across systems.

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:

❖ **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.

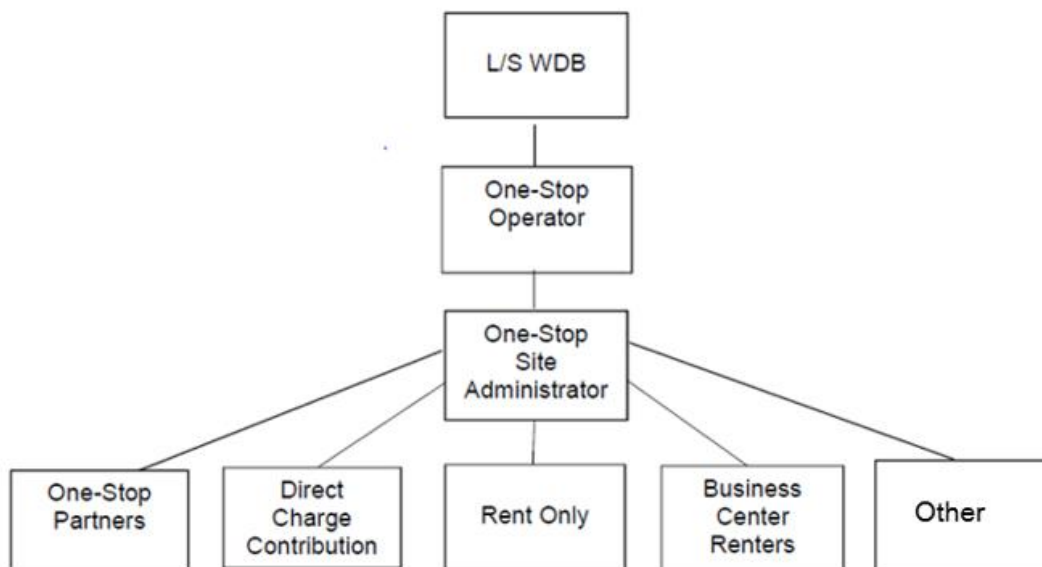
System Structure/Governance

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 kevin@eds.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 kenreising@pa.gov	P (M)

*Office of Vocational Rehabilitation (OVR)	WIOA Title IV State Vocational Rehabilitation Program	Heather Nelson, District Administrator, OVR hnelson@pa.gov	P (M)
*Job Corps - Drums	WIOA Title I Job Corps - Subtitle C	Kelly King, Keystone Director King.Kelly@jobcorps.org	P (M)
*Job Corps – Red Rock	WIOA Title I Job Corps - Subtitle C	Kelly King, Keystone Director 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) 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 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, Senior Community Services Employment Program (SCSEP) estachiw@aarp.org	AARP Foundation 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 kjevsevar@cotraic.org Not Local	(M) Not Local
*Luzerne County Community College	Carl D. Perkins Career and Technical Education Act – Post-secondary Level	John Yudichak, President, Luzerne County Community College, jyudichak@luzerne.edu	P (M) Not located on premises
*Trade Adjustment Assistance (pending reauthorization) and Reemployment	Title II Trade Act of 1974 – L & I (pending reauthorization) And Reemployment	Ken Reisinger, Director, Assistant Regional Director- NE Region, Bureau of Workforce Programs and Operations PA DOL kenreising@pa.gov	P (M)
*Unemployment Insurance (UI)	Unemployment Insurance (UI) under PA Unemployment Compensation Law	Maria Macus Deputy Secretary for UC Programs mmacus@pa.gov	P (M)
*Housing & Urban Development (HUD)	HUD - Employment & Training Activities	Judith Kosloski, Executive Director, Wilkes-Barre Housing Authority 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: Mayor George Brown Office of Economic & Community Development gbrown@wilkes-barre.pa.us	P (M) Not located on premises
*PA Department of Human Services (DHS) 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 cdonnini@pa.gov	P (M)
*Youth Build Philly	WIOA Title I Youth Build Sec. 171	Scott Emerick, Executive Director semerick@youthbuildphilly.org	(M) Not local
*Migrant & Seasonal Farmworker	National Farmworker Jobs Program	Tracy Jones, Executive Director Pathstone tjones@pathstone.org	(M) 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 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 tjones@pathstone.org	(M) Not located on premises
Schuylkill Intermediate Unit	Training Partner	Shannon Brennan, Executive Director, Schuylkill Intermediate Unit 29 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

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- 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.

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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](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

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

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6. Miscellaneous Provisions

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- 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. CSBG 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 • Conduct outreach regarding the local workforce system's services and products • Provide access to labor market information • Assist with the interpretation of labor market information • Use of local one-stop facility for recruitment and interviewing • Post job vacancies in CWDS and take and fill job orders • Provide information regarding workforce development initiatives and programs • Provide information and services related to UI taxes and claims • Conduct on-site Rapid Response activities • Conduct job fairs • provide customized recruitment and job applicant screening, assessment and referral services • Consult on human resources issues • Provide information regarding disability awareness issues • Provide information regarding assistive technology and communication accommodations • Assist with disability and communication accommodations, including job coaches • Provide information on On-the-Job Training (OJT) contracting • Provide employer and industry-driven Occupational Skills Training information • Provide information on customized training initiatives • Coordinate with employers to develop and implement layoff aversion strategies • Develop, convene, or implement industry or sector partnerships	<u>Basic Career Services</u> • Outreach, intake and orientation to the information, services, programs, tools and resources available through the local workforce system • Initial assessment of skills, aptitudes, abilities, and supportive service needs • Job search and placement assistance • Access to employment opportunities and labor market information • Performance information and program costs of eligible providers of training, education, and workforce services • Information on performance of the local workforce system • Information on available supportive services and referral to such, as appropriate • Information and meaningful assistance on UI claim filing • Determination of potential eligibility for workforce Partner services, programs and referrals • Information for application of financial aid for training and education programs not provided under WIOA <u>Individualized Career Services</u> • Development of an Individual Employment Development Plan charting goals, achievement objectives, and service needs • Referral to training services • Group counseling • One-on-one counseling and career planning • Literacy activities related to work readiness • Case management for customers seeking training services, in and out of area job search, referral and placement assistance • Work experience, transitional jobs, registered apprenticeships, and internships • Workforce preparation services (soft skills) to prepare individuals for unsubsidized employment or training • Post-employment follow-up services <u>Training</u> • Occupational skills training through Individual Training Accounts (ITAs) • Adult education and literacy activities, including English language acquisition (ELA) in combination with the above training activities • Incumbent worker training • On-The-Job training (OJT) • Programs combining workplace training with related instruction (cooperative education) • private sector training initiatives • Skill upgrading and retraining • Entrepreneurial training • Employer-committed customized training • 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 • Paid and unpaid work experience with an academic and occupational education which may include: ◦ Summer and year-round employment opportunities ◦ Pre-apprenticeship programs ◦ Internships and job shadowing ◦ and OJT Opportunities • Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster • Supportive services • Follow-up services for not less than 12 months after the completion of participation, as appropriate • Financial literacy education • 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 • Alternative secondary school services or dropout recovery services, as appropriate • 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 • Leadership development opportunities such as community service, peer-centered activities encouraging responsibility, and other positive social and civic behaviors, as appropriate • Adult mentoring during participation and not less than 12 months subsequent • Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate • Entrepreneurial skills training • 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. Section 1352), 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.O. 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 41 of 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-Cash¹

- ❖ 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)

Operating Budget Effective Dates: 7/1/2026
Operating Budget Narrative Effective Dates:
Modification Number:
Modification Effective Date:

Operating Budget Contact Name: Steven Thomsen
Operating Budget Contact Phone: 570-822-1101 ext. 244
Site Administrator Name: Christine Jensen
Site Administrator Phone: 570-822-1101 ext. 0327

[illegible]

Part 41 COMMENTS	Part 41 COMMENTS (cont.)
General Information	
1. Internet Connections - increase \$1,503.00	
2. Reasonable Accommodations - increase \$1,500.00	
3. Site Admin. Salaries - decrease \$11,000.00	
4. Site Admin. Travel - increase \$750.00	
5. Genelec/Chrysalis - increase \$2,583.14	
6. e-1 Staff - increase \$1,200.00	
7. Digital Outreach - decrease \$1,289.74	

Operating Budget Effective Dates:	7/1/2026	Operating Budget Contact Name:	Steve Trudewick
Operating Budget Narrative Effective Dates:		Operating Budget Contact Phone:	570-822-1121 ext. 249
Modification Number:		Site Administrator Name:	Cheryl Arnesen
Modification Effective Date:		Site Administrator Phone:	570-822-1121 ext. 0257

METHODS OF ALLOCATION		Total Square Footage		Comments B						D			
Program / Authorization	Partner Name / Account	Square Footage (Based on # of Staff #2)	% of Square Footage	Number of Staff #1	% of Staff #1	Number of Staff #2 (Capex)	% of Staff #2 (Capex)	New State Connection to State L.A.H.	% of New State Connection to State L.A.H.	Cost Center	Allocation	General Information	General Information
Adult, Outpatient Water & Youth Programs (BDA-H)	Sequoia & JPLH	404209	10.40	52.00%	10.4	10.21%	0	0.00%	0	0.00%	\$ 218,182.20	1. Phone system increase \$2,400.00	
Career & Technical Programs - Carl D. Perkins Career & Technical Education Act	State Workforce Solutions	404209	0.00	0.00%	0.0	0.00%	0	0.00%	0	0.00%	\$ -	2. No Address Staff increase \$4,804.00	
CCC - Carl D. Perkins	WCC - Carl D. Perkins	404209	0.00	0.00%	0.0	0.00%	0	0.00%	0	0.00%	\$ 16.00	3. Site Admin. travel increase \$700.00	
Continental and Training Activities - Community Services Block Grant Act	Continental	404209	0.00	0.00%	0.0	0.00%	0	0.00%	0	0.00%	\$ 140,000.00	4. Disabled/Residential increase \$9,900.00	
State Title I - Local Education	LEI - Title I Local Education	404209	0.00	0.00%	0.0	0.00%	0	0.00%	0	0.00%	\$ 2,000.00	5. IT Staff increase \$2,400.00	
State Title I - Adult Education	Adult Education - Adult Ed. Services	404209	0.00	0.00%	0.0	0.00%	0	0.00%	0	0.00%	\$ 4,107.90		
State Title I - Adult Education	Adult Education - Adult Ed. Services	404209	0.00	0.00%	0.0	0.00%	0	0.00%	0	0.00%	\$ 6,000.00		
State Title I - Adult Education	Adult Education - Adult Ed. Services	404209	0.00	0.00%	0.0	0.00%	0	0.00%	0	0.00%	\$ 6,000.00		
State Title I - Adult Education	Adult Education - Adult Ed. Services	404209	0.00	0.00%	0.0	0.00%	0	0.00%	0	0.00%	\$ 6,000.00		
State Title I - Adult Education	Adult Education - Adult Ed. Services	404209	0.00	0.00%	0.0	0.00%	0	0.00%	0	0.00%	\$ 6,000.00		
State Title I - Adult Education	Adult Education - Adult Ed. Services	404209	0.00	0.00%	0.0	0.00%	0	0.00%	0	0.00%	\$ 6,000.00		
State Title I - Adult Education	Adult Education - Adult Ed. Services	404209	0.00	0.00%	0.0	0.00%	0	0.00%	0	0.00%	\$ 6,000.00		
State Title I - Adult Education	Adult Education - Adult Ed. Services	404209	0.00	0.00%	0.0	0.00%	0	0.00%	0	0.00%	\$ 6,000.00		
State Title I - Adult Education	Adult Education - Adult Ed. Services	404209	0.00	0.00%	0.0	0.00%	0	0.00%	0	0.00%	\$ 6,000.00		
State Title I - Adult Education	Adult Education - Adult Ed. Services	404209	0.00	0.00%	0.0	0.00%	0	0.00%	0	0.00%	\$ 6,000.00		
State Title I - Adult Education	Adult Education - Adult Ed. Services	404209	0.00	0.00%	0.0	0.00%	0	0.00%	0	0.00%	\$ 6,000.00		
State Title I - Adult Education	Adult Education - Adult Ed. Services	404209	0.00	0.00%	0.0	0.00%	0	0.00%	0	0.00%	\$ 6,000.00		
State Title I - Adult Education	Adult Education - Adult Ed. Services	404209	0.00	0.00%	0.0	0.00%	0	0.00%	0	0.00%	\$ 6,000.00		
State Title I - Adult Education	Adult Education - Adult Ed. Services	404209	0.00	0.00%	0.0	0.00%	0	0.00%	0	0.00%	\$ 6,000.00		
State Title I - Adult Education	Adult Education - Adult Ed. Services	404209	0.00	0.00%	0.0	0.00%	0	0.00%	0	0.00%	\$ 6,000.00		
State Title I - Adult Education	Adult Education - Adult Ed. Services	404209	0.00	0.00%	0.0	0.00%	0	0.00%	0	0.00%	\$ 6,000.00		
State Title I - Adult Education	Adult Education - Adult Ed. Services	404209	0.00	0.00%	0.0	0.00%	0	0.00%	0	0.00%	\$ 6,000.00		
State Title I - Adult Education	Adult Education - Adult Ed. Services	404209	0.00	0.00%	0.0	0.00%	0	0.00%	0	0.00%	\$ 6,000.00		
State Title I - Adult Education	Adult Education - Adult Ed. Services	404209	0.00	0.00%	0.0	0.00%	0	0.00%	0	0.00%	\$ 6,000.00		
State Title I - Adult Education	Adult Education - Adult Ed. Services	404209	0.00	0.00%	0.0	0.00%	0	0.00%	0	0.00%	\$ 6,000.00		
State Title I - Adult Education	Adult Education - Adult Ed. Services	404209	0.00	0.00%	0.0	0.00%	0	0.00%	0	0.00%	\$ 6,000.00		
State Title I - Adult Education	Adult Education - Adult Ed. Services	404209	0.00	0.00%	0.0	0.00%	0	0.00%	0	0.00%	\$ 6,000.00		
State Title I - Adult Education	Adult Education - Adult Ed. Services	404209	0.00	0.00%	0.0	0.00%	0	0.00%	0	0.00%	\$ 6,000.00		
State Title I - Adult Education	Adult Education - Adult Ed. Services	404209	0.00	0.00%	0.0	0.00%	0	0.00%	0	0.00%	\$ 6,000.00		
State Title I - Adult Education	Adult Education - Adult Ed. Services	404209	0.00	0.00%	0.0	0.00%	0	0.00%	0	0.00%	\$ 6,000.00		
State Title I - Adult Education	Adult Education - Adult Ed. Services	404209	0.00	0.00%	0.0	0.00%	0	0.00%	0	0.00%	\$ 6,000.00		
State Title I - Adult Education	Adult Education - Adult Ed. Services	404209	0.00	0.00%	0.0	0.00%	0	0.00%	0	0.00%	\$ 6,000.00		
State Title I - Adult Education	Adult Education - Adult Ed. Services	404209	0.00	0.00%	0.0	0.00%	0	0.00%	0	0.00%	\$ 6,000.00		
State Title I - Adult Education	Adult Education - Adult Ed. Services	404209	0.00	0.00%	0.0	0.00%	0	0.00%	0	0.00%	\$ 6,000.00		
State Title I - Adult Education	Adult Education - Adult Ed. Services	404209	0.00	0.00%	0.0	0.00%	0	0.00%	0	0.00%	\$ 6,000.00		
State Title I - Adult Education	Adult Education - Adult Ed. Services	404209	0.00	0.00%	0.0	0.00%	0	0.00%	0	0.00%	\$ 6,000.00		
State Title I - Adult Education	Adult Education - Adult Ed. Services	404209	0.00	0.00%	0.0	0.00%	0	0.00%	0	0.00%	\$ 6,000.00		
State Title I - Adult Education	Adult Education - Adult Ed. Services	404209	0.00	0.00%	0.0	0.00%	0	0.00%	0	0.00%	\$ 6,000.00		
State Title I - Adult Education	Adult Education - Adult Ed. Services	404209	0.00	0.00%	0.0	0.00%	0	0.00%	0	0.00%	\$ 6,000.00		
State Title I - Adult Education	Adult Education - Adult Ed. Services	404209	0.00	0.00%	0.0	0.00%	0	0.00%	0	0.00%	\$ 6,000.00		
State Title I - Adult Education	Adult Education - Adult Ed. Services	404209	0.00	0.00%	0.0	0.00%	0	0.00%	0	0.00%	\$ 6,000.00		
State Title I - Adult Education	Adult Education - Adult Ed. Services	404209	0.00	0.00%	0.0	0.00%	0	0.00%	0	0.00%	\$ 6,000.00		
State Title I - Adult Education	Adult Education - Adult Ed. Services	404209	0.00	0.00%	0.0	0.00%	0	0.00%	0	0.00%	\$ 6,000.00		
State Title I - Adult Education	Adult Education - Adult Ed. Services	404209	0.00	0.00%	0.0	0.00%	0	0.00%	0	0.00%	\$ 6,000.00		
State Title I - Adult Education	Adult Education - Adult Ed. Services	404209	0.00	0.00%	0.0	0.00%	0	0.00%	0	0.00%	\$ 6,000.00		
State Title I - Adult Education	Adult Education - Adult Ed. Services	404209	0.00	0.00%	0.0	0.00%	0	0.00%	0	0.00%	\$ 6,000.00		
State Title I - Adult Education	Adult Education - Adult Ed. Services	404209	0.00	0.00%	0.0	0.00%	0	0.00%	0	0.00%	\$ 6,000.00		
State Title I - Adult Education	Adult Education - Adult Ed. Services	404209	0.00	0.00%	0.0	0.00%	0	0.00%	0	0.00%	\$ 6,000.00		
State Title I - Adult Education	Adult Education - Adult Ed. Services	404209	0.00	0.00%	0.0	0.00%	0	0.00%	0	0.00%	\$ 6,000.00		
State Title I - Adult Education	Adult Education - Adult Ed. Services	404209	0.00	0.00%	0.0	0.00%	0	0.00%	0	0.00%	\$ 6,000.00		
State Title I - Adult Education	Adult Education - Adult Ed. Services	404209	0.00	0.00%	0.0	0.00%	0	0.00%	0	0.00%	\$ 6,000.00		
State Title I - Adult Education	Adult Education - Adult Ed. Services	404209	0.00	0.00%	0.0	0							

DRAFT

PA CAREERLINK* Operating Budget
LWDA # NE075
PA CareerLink-Schuylkill County at Pottsville W011
201-303 East Arch Street, Pottsville, PA 17901

Operating Budget Effective Date: 7/1/2025
Operating Budget Contact Name: Steve Trudewick
Operating Budget Contact Phone: 717-622-5253 ext. 239
Modification Number: 1
Operating Budget Effective Date: 7/1/2025
Operating Budget Contact Name: Steve Trudewick
Operating Budget Contact Phone: 717-622-5253 ext. 239
Modification Number: 1

PART 3] SHARED ANNUAL COSTS				PART 3] ANNUAL ALLOCATION TO PARTNERS																	
Cost Category	Cost Item	Frontend Cost State / Non State	Method of Allocation	Total Annual Budget	ESS (WDA & TANF/LAARS)	Schuykill Technology Center	LOC - Carl D. Perkins	CSBG/DCED	LOC - WDA Title I Adult Ed.	Job Corps - Adams & Associates	AVSG (DVOB)	AVSG (LVER)	Wagner Payor	UCMR	TANF/DHS	BWDA	Reemployment	UC	OVR	RESEA	Total Allocation
INFRASTRUCTURE COSTS																					
Facilities				\$ 158,000.00	\$ 77,893.81	\$ 6,601.34	\$ 36.00	\$ 3,948.81	\$ 1,000.00	\$ 1,330.27	\$ 2,640.54	\$ 6,601.34	\$ 4,951.00	\$ 6,601.34	\$ 3,309.99	\$ 3,309.67	\$ 16,798.00	\$ 2,440.54	\$ 6,601.34	\$ 14,833.01	\$ 158,000.00
Total Rent																					
Bent - Unseal	6,500 sq. ft. @ \$12.00 per sq. ft. plus escalation (includes Bent - Direct Charge)	Non State	Staff #1	\$ 78,007.20	\$ 41,944.09	\$ 3,842.72	\$ -	\$ -	\$ -	\$ 704.54	\$ 1,517.09	\$ 3,842.72	\$ 2,882.04	\$ 3,842.72	\$ -	\$ 1,921.36	\$ -	\$ 1,927.08	\$ 3,842.72	\$ 8,646.13	\$ 75,877.20
Net - Direct (DCED, Reemployment, TANF & UCMB)	Direct Charge Contribution	State	Direct Charge	\$ 22,958.90				\$ 2,548.81							\$ -	\$ 3,200.00	\$ -	\$ 3,200.00		\$ -	\$ 23,958.90
Net (rent only Carl Perkins & WDA Title I)	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 #2	\$ 56,000.00	\$ 32,551.72	\$ 2,758.62	\$ -	\$ -	\$ -	\$ 551.72	\$ 1,103.43	\$ 2,758.62	\$ 2,068.97	\$ 2,758.62	\$ -	\$ 1,379.31	\$ -	\$ 1,383.46	\$ 2,758.62	\$ 6,206.90	\$ 55,000.00
Operations				\$ 95,060.00	\$ 51,082.96	\$ 4,529.26	\$ -	\$ -	\$ -	\$ 865.81	\$ 1,781.63	\$ 4,529.26	\$ 10,426.80	\$ 4,529.26	\$ -	\$ 2,164.53	\$ -	\$ 1,781.63	\$ 4,529.26	\$ 9,740.39	\$ 95,060.00
Telephone	Local connection lines and service	Non State	Staff #1	\$ 9,000.00	\$ 5,211.53	\$ 443.35	\$ -	\$ -	\$ -	\$ 88.67	\$ 177.34	\$ 443.35	\$ 181.51	\$ 443.35	\$ -	\$ 221.67	\$ -	\$ 177.34	\$ 443.35	\$ 887.54	\$ 8,000.00
Telephone	Local connection lines and service	State	Staff #1	\$ 130.00	\$ 75.57	\$ 6.40	\$ -	\$ -	\$ -	\$ 1.38	\$ 2.76	\$ 6.40	\$ 4.80	\$ 6.40	\$ -	\$ 3.20	\$ -	\$ 2.76	\$ 6.40	\$ 3.43	\$ 130.00
Internet/Computer/Technology	Internet/Computer monitoring (ITC) & hosting/ASP	Non State	Staff #1	\$ 6,500.00	\$ 3,718.33	\$ 320.20	\$ -	\$ -	\$ -	\$ 64.04	\$ 128.08	\$ 320.20	\$ 240.15	\$ 320.20	\$ -	\$ 160.10	\$ -	\$ 128.08	\$ 320.20	\$ 726.44	\$ 6,500.00
Website	Monitoring - hosting fees	Non State	Staff #1	\$ 1,100.00	\$ 671.92	\$ 73.89	\$ -	\$ -	\$ -	\$ 14.78	\$ 29.56	\$ 73.89	\$ 55.42	\$ 73.89	\$ -	\$ 36.95	\$ -	\$ 29.56	\$ 73.89	\$ 166.26	\$ 1,100.00
Wi-Fi capability	Internet Wi-Fi	State	Direct Charge	\$ 7,180.00									\$ 7,180.00							\$ 7,180.00	
Server/Network/Device	MFD Lease	State	Staff #2	\$ 5,000.00	\$ 2,906.40	\$ 246.18	\$ -	\$ -	\$ -	\$ 40.26	\$ 80.52	\$ 246.18	\$ 184.29	\$ 246.18	\$ -	\$ 123.09	\$ -	\$ 98.59	\$ 246.18	\$ 584.89	\$ 5,000.00
Postage	Postage Charge	Non State	Staff #2	\$ 750.00	\$ 433.06	\$ 36.55	\$ -	\$ -	\$ -	\$ 7.20	\$ 14.78	\$ 36.55	\$ 27.75	\$ 36.55	\$ -	\$ 18.47	\$ -	\$ 14.78	\$ 36.55	\$ 83.23	\$ 750.00
Printing	Brochures, Business Cards	State	Staff #2	\$ 500.00	\$ 290.64	\$ 24.63	\$ -	\$ -	\$ -	\$ 4.93	\$ 9.85	\$ 24.63	\$ 18.47	\$ 24.63	\$ -	\$ 12.32	\$ -	\$ 9.85	\$ 24.63	\$ 53.42	\$ 500.00
Office Supplies - State	General Office Supplies	State	Staff #2	\$ 2,500.00	\$ 1,453.29	\$ 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 #2	\$ 7,500.00	\$ 4,353.63	\$ 369.46	\$ -	\$ -	\$ -	\$ 73.89	\$ 147.78	\$ 369.46	\$ 277.09	\$ 369.46	\$ -	\$ 184.73	\$ -	\$ 147.78	\$ 369.46	\$ 831.28	\$ 7,500.00
Reproducible Accommodations	400x600 Language Line Services	State	Staff #2	\$ 100.00	\$ 58.13	\$ 4.93	\$ -	\$ -	\$ -	\$ 0.99	\$ 1.97	\$ 4.93	\$ 3.69	\$ 4.93	\$ -	\$ 2.48	\$ -	\$ 1.97	\$ 4.93	\$ 11.08	\$ 100.00
Community Outreach	Local marketing & job fairs	Non State	Staff #2	\$ 2,000.00	\$ 1,270.62	\$ 106.37	\$ -	\$ -	\$ -	\$ 21.67	\$ 43.35	\$ 106.37	\$ 80.26	\$ 106.37	\$ -	\$ 53.19	\$ -	\$ 43.35	\$ 106.37	\$ 243.84	\$ 2,000.00
Meetings	Memberships, Organization fees, Patron Meeting, etc.	Non State	Staff #1	\$ 1,200.00	\$ 697.34	\$ 59.11	\$ -	\$ -	\$ -	\$ 11.82	\$ 23.65	\$ 59.11	\$ 44.35	\$ 59.11	\$ -	\$ 29.56	\$ -	\$ 23.65	\$ 59.11	\$ 139.00	\$ 1,200.00
Security Guard	Security Guard	Non State	Staff #2	\$ 40,000.00	\$ 22,482.76	\$ 2,413.79	\$ -	\$ -	\$ -	\$ 482.76	\$ 965.52	\$ 2,413.79	\$ 1,813.34	\$ 2,413.79	\$ -	\$ 1,206.90	\$ -	\$ 965.52	\$ 2,413.79	\$ 5,433.09	\$ 40,000.00
Staff Development	Staff Training	Non State	Staff #2	\$ 2,000.00	\$ 1,162.56	\$ 98.57	\$ -	\$ -	\$ -	\$ 19.10	\$ 38.21	\$ 98.57	\$ 73.89	\$ 98.57	\$ -	\$ 49.26	\$ -	\$ 38.21	\$ 98.57	\$ 231.67	\$ 2,000.00
TOTAL INFRASTRUCTURE COSTS				\$ 253,060.00	\$ 138,979.77	\$ 10,930.45	\$ 36.00	\$ 3,948.81	\$ 1,000.00	\$ 2,186.08	\$ 4,372.16	\$ 10,930.45	\$ 15,377.80	\$ 10,930.45	\$ 3,309.99	\$ 5,465.20	\$ 16,798.00	\$ 4,372.16	\$ 10,930.45	\$ 24,393.41	\$ 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	\$ 1,215.87	\$ 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	\$ -	\$ -	\$ -	\$ 0.80	\$ 1.60	\$ 49.26	\$ 36.95	\$ 49.26	\$ -	\$ 24.63	\$ -	\$ 19.50	\$ 49.26	\$ 110.84	\$ 1,000.00
Greeter / Receptionist	Salary & Fringe Benefits	Non State	Staff #1	\$ 60,178.00	\$ 34,577.43	\$ 2,964.19	\$ -	\$ -	\$ -	\$ 552.84	\$ 1,105.67	\$ 2,964.19	\$ 2,223.14	\$ 2,964.19	\$ -	\$ 1,482.09	\$ -	\$ 1,105.67	\$ 2,964.19	\$ 6,609.42	\$ 60,178.00
J.T. Staff	Salary & Fringe Benefits	Non State	Staff #2	\$ 50,009.12	\$ 45,982.89	\$ 3,846.86	\$ -	\$ -	\$ -	\$ 708.57	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,009.12
Digital Outreach	Salary & Fringe Benefits	Non State	Staff #1	\$ 18,143.90	\$ 10,346.53	\$ 893.77	\$ -	\$ -	\$ -	\$ 178.75	\$ 357.51	\$ 893.77	\$ 670.31	\$ 893.77	\$ -	\$ 446.89	\$ -	\$ 357.51	\$ 893.77	\$ 2,030.99	\$ 18,143.90
TOTAL ADDITIONAL SHARED COSTS (PERSONNEL/SERVICES)				\$ 164,400.72	\$ 113,896.53	\$ 9,483.91	\$ -	\$ -	\$ -	\$ 1,896.38	\$ 2,294.02	\$ 5,635.05	\$ 4,726.28	\$ 5,635.05	\$ -	\$ 2,817.53	\$ -	\$ 2,294.02	\$ 5,635.05	\$ 12,676.87	\$ 164,400.72
TOTAL INFRASTRUCTURE / ADDITIONAL SHARED COSTS																					
TOTAL INFRASTRUCTURE / ADDITIONAL SHARED COSTS				\$ 417,460.72	\$ 252,876.30	\$ 20,414.31	\$ 36.00	\$ 7,845.19	\$ 2,000.00	\$ 4,082.46	\$ 6,666.18	\$ 16,565.46	\$ 19,604.08	\$ 16,565.46	\$ 3,309.99	\$ 8,282.73	\$ 16,798.00	\$ 6,666.18	\$ 16,565.46	\$ 37,070.28	\$ 417,460.72
PERIODIC INFRASTRUCTURE / ADDITIONAL SHARED COSTS BUDGET DIFFERENCE:				\$ 415,532.11	\$ 250,934.81	\$ 20,230.40	\$ 35.00	\$ 7,806.38	\$ 1,999.00	\$ 4,041.68	\$ 6,619.81	\$ 16,544.78	\$ 19,582.79	\$ 16,544.78	\$ 3,288.00	\$ 8,155.20	\$ 16,750.00	\$ 6,619.81	\$ 16,544.78	\$ 36,938.28	\$ 415,532.11

Part 3] METRICS OF ALLOCATION		Total System Footage		Centerlink #		0					
Program / Authorization	Partner Name / Acronym	Square Footage (based on N 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.	N of Non State Connections to State L.A.N.	Cost Center	Allocation
Adult, Substance Abuse & Health Program - WDA Title I	WDA (WDA & TANF/LAARS)	400,000	100.00%	11.80	100.00%	11.80	100.00%	0	0.00%	1340201000	\$ 240,865.30
WDA Title I Adult Education	Schuykill Technology Center	400,000	100.00%	11.80	100.00%	11.80	100.00%	0	0.00%	1340201000	\$ 20,412.31
Center & Technical Program - Carl D. Perkins Career & Technical Education Act	WCC - Carl D. Perkins	400,000	100.00%	11.80	100.00%	11.80	100.00%	0	0.00%	1340201000	\$ 36.00
Employment and Training Activities - Community Services Block Grant Act	CSBG/DCED	400,000	100.00%	11.80	100.00%	11.80	100.00%	0	0.00%	1340000999	\$ 2,948.81
WDA Title I Adult Education	WCC - WDA Title I Adult Ed.	400,000	100.00%	11.80	100.00%	11.80	100.00%	0	0.00%	1340000999	\$ 1,000.00
Job Corps - WDA Title I	Job Corps - Adams & Associates	400,000	100.00%	11.80	100.00%	11.80	100.00%	0	0.00%	1340000999	\$ 4,082.46
Adult Education - WDA Title I	WDA Title I	400,000	100.00%	11.80	100.00%	11.80	100.00%	0	0.00%	1340000999	\$ 6,619.81
Adult Education - WDA Title I	WDA Title I	400,000	100.00%	11.80	100.00%	11.80	100.00%	0	0.00%	1340000999	\$ 16,565.46
Wagner Payor Employment Services - WDA Title I, Staff Development, Regional Staff	Wagner Payor	400,000	100.00%	11.80	100.00%	11.80	100.00%	0	0.00%	1340000999	\$ 16,604.09
Agency of Public	APAC	400,000	100.00%	11.80	100.00%	11.80	100.00%	0	0.00%	1340000999	\$ -
Unemployment Compensation Board of Review	UCBR	400,000	100.00%	11.80	100.00%	11.80	100.00%	0	0.00%	1340000999	\$ 16,565.46
Temporary Assistance for Needy Families Program - Social Security Act Title IV-E	TANF/DCED	400,000	100.00%	11.80	100.00%	11.80	100.00%	0	0.00%	1340000999	\$ 3,309.99
Bureau of Workforce Development Administration	BWDA	400,000	100.00%	11.80	100.00%	11.80	100.00%	0	0.00%	1340000999	\$ 8,242.73
Unemployment Insurance Program - Unemployment Compensation Laws	UC	400,000	100.00%	11.80	100.00%	11.80	100.00%	0	0.00%	1340000999	\$ 6,619.81
Vocational Rehab Program - WDA Title I and Title I of Rehabilitation Act	VR	400,000	100.00%	11.80	100.00%	11.80	100.00%	0	0.00%	1340201000	\$ 16,565.46
Healthcare - WDA Title I	Healthcare	400,000	100.00%	11.80	100.00%	11.80	100.00%	0	0.00%	1340000999	\$ 37,272.38
Reemployment Services and Eligibility Assessment (RESEA) Program	RESEA	400,000	100.00%	11.80	100.00%	11.80	100.00%	0	0.00%	1340000999	\$ -
Rapid Response - Additional Partner	Rapid Response	400,000	100.00%	11.80	100.00%	11.80	100.00%	0	0.00%	1340000999	\$ -
Regional Administrative Office Program - WDA Title I	RAO	400,000	100.00%	11.80	100.00%	11.80	100.00%	0	0.00%	1340000999	\$ -
Generation	Generation	400,000	100.00%	11.80	100.00%	11.80	100.00%	0	0.00%	1340000999	\$ -
Veterans Employment and Training Service	VEVTS	400,000	100.00%	11.80	100.00%	11.80	100.00%	0	0.00%	1340000999	\$ -
TOTAL		4,000,000	100.00%	118.00	100.00%	118.00	100.00%	0	0.00%	1340000999	\$ 400,662.72

Part 3] COMMENTS	
General Information:	
1. Office Supplies - Non State (see shared costs)	
2. Site Administrator - increase \$1,800.00	
3. Site Admin. Travel - increase \$1,800.00	
4. Greeter/Receptionist - increase \$1,750.00	
5. J.T. Staff - increase \$4,750.00	
6. Digital Outreach - increase \$1,700.00	
General Information:	

