Agenda of Huntingdon County Career and Technology Center Joint Operating Committe Meeting

The Joint Operating Committee
Huntingdon County Career and Technology

A Huntingdon County Career and Technology Center Joint Operating Committe Meeting of the Joint Operating Committee of Huntingdon County Career and Technology will be held Tuesday, September 8, 2026, beginning at 6:30 PM HCCTC Conference Room , 11893 Technology Drive, Mill Creek, PA 17060.

A) **Call To Order**
Speaker(s): Chairman Nicole Reasner

B) **Pledge of Allegiance**

C) **Roll Call**
Speaker(s): Board Secretary
Description:
Jay Whitesel - Huntingdon Area
Dick Scialabba - Huntingdon Area
John Hutton - Juniata Valley
Kimberly Diggins - Juniata Valley
Steven Brumbaugh - Mount Union Area
Johnny Martinez - Mount Union Area
Stacy Horne - Southern Huntingdon
Nicole Reasner - Southern Huntingdon

D) **Roll Call Voting**
Speaker(s): Chairman of the JOC
Description: As the Chairman of the Joint Operating Committee conducts this meeting, it is not necessary to announce each member's name for each roll call vote. If, however, a member or members wish to comment or have his/her comment or vote specifically recorded, the member(s) shall have the opportunity to so state.

The Chairman of the meeting should announce before each roll call vote, that if he or she hears no objections from any member of the JOC present, the vote will be considered a unanimous roll call vote and so recorded.

E) **Approval of Minutes** **4**
Speaker(s): Chairman of the JOC
Description: August 11, 2026 JOC Meeting Minutes

F) **Treasurer's Report** **10**
Speaker(s): Board Treasurer
Description: August 2026 Treasurer's Report

G) **Approval of Bills** **17**
Speaker(s): Board Treasurer

Description: Bills for August 6, 2026, to September 2, 2026

H) **Public Comment**
Speaker(s): Chairman of the JOC

I) **Reports - Finance**
Speaker(s): Marissa Boozel

J) **Reports - Building and Grounds**
Speaker(s): David Carolus

1. Facilties Assessment
Speaker(s): Joe Richards
Description: Facilities Assessment Audit Report - Joe Richards - TEN, Inc

K) **Reports - Principal**
Speaker(s): Patrick Goodman

L) **Reports - Executive Director**
Speaker(s): Laura Hicks

1. Directors Report

2. Field Trips and Events
Speaker(s): Laura Hicks
Description: PHS - Sept 11th — Various Locations in Huntingdon County. Research on 9/11 memorial events. POS Task # 705 - 24 students max, 3 chaperones.

SERT & Health Occ. - Sept 28th — Penn College — Exploring Career paths in the Medical Field. - 58 students, 4 Chaperones.

PHS - Sept 30th — Lake Raystown USACE - POS Task #301 — Investigate American Law Enforcement. 24 students max, 3 chaperones.

M) **Reports — Superintendent of Record**
Speaker(s): Superintendent of Record

N) **Board Approval General**
Speaker(s): Chairman of the JOC

1. CONFERENCE — Cooperative Education 23
Description: PA Cooperative Education Conference, October 15 - 16, 2026, at the Penn Stater, at a cost of $300 + mileage (Perkins funding)

2. CONFERENCE - PACTA Annual Symposium 25
Description: Pathways to Career Readiness: An Education and Workforce Development Symposium February 9-10, 2027 ? Hershey Lodge and Convention Center, Hershey, PA ($350 registration and $189 Hotel Per person, PERKINS Funded)

3. Policy 237 Electronic Devices - Second Reading 26

4. POLICY - Operation of Program Vehicle and Motorized Equipment Policy 29
Description: First Reading

O) **Board Approval - Personnel**
Speaker(s): Chairman of the JOC

1. Substitute List
Description: Approval of the following as substitute instructors: Lawrence Brown, Andrew Schall, Margorie Steiner, Karley Miller and Cassandra Riggleman.

2. Award Tenure
Description: Recommend the approval to grant tenure to Samuel Kauffman, Electrical Instructor, as of August 21, 2026.

3. Resignation - Cosmetology Instructor 35
Description: Recommendation to approve the resignation of Pamela Harpster, Cosmetology Instructor, effective September 30th, 2026.

4. NEW HIRE - Custodial
Description: Recommend the approval of Kiara Zaludek as Maintenance Custodial at a rate of Step 1 $16.30 per hour, effective upon receipt of all clearance paperwork.

P) **Other Business — Information Only**
Speaker(s): Chairman of the JOC

Q) **Executive Session — For personnel reasons**
Speaker(s): Chairman of the JOC

R) **Closing**
Speaker(s): Chairman of the JOC

1. Dates to Remember
Speaker(s): Chairman of the JOC

2. Adjournment
Speaker(s): Chairman of the JOC

HUNTINGDON COUNTY CAREER AND TECHNOLOGY CENTER

JOINT OPERATING COMMITTEE MINUTES August 11, 2026

Call to Order
The Joint Operating Committee of the Huntingdon County Career and Technology Center met in regular session on Tuesday, August 11, 2026, at 6:30 p.m., in person, with Chairman Nicole Reasner presiding.
Pledge of Allegiance
The Pledge of Allegiance was recited prior to roll call.

Roll Call
Members Present:
- Mr. Jay Whitesel, Huntingdon Area
- Mr. Dick Scialabba, Huntingdon Area
- Mr. John Hutton, Juniata Valley
- Mrs. Kimberly Diggins, Juniata Valley Area (Zoom)
- Mr. Stacy Horne, Southern Huntingdon Area
- Mrs. Nicole Reasner, Southern Huntingdon Area

Members Absent:
- Mr. Johnny Martinez, Mount Union Area
- Mr. Steven Brumbaugh, Mount Union Area

Also Present:
- Mrs. Jennifer Mitchell, Superintendent of Record/Huntingdon Superintendent
- Mr. David Carolus, Maintenance Supervisor
- Ms. Laura Hicks, Executive Director
- Mr. Patrick Goodman, Principal
- Mrs. Karen Cisney, JOC Secretary

Roll Call Voting - Approval granted that individual roll call announcements are not required for each vote unless a member wishes to have their vote or comment specifically recorded

Approval of Minutes
Motion: Mr. Hutton
Second: Mr. Whitesel
Action: Approved the minutes of June 9, 2026, board meeting.
Vote: Unanimous

Approval of the Treasurers Report
Motion: Mr. Scialabba
Second: Mr. Hutton
Action: Approved June and July 2026 Treasurer's Report
Vote: Unanimous

Approval of the Bills
Motion: Mr. Hutton
Second: Mr. Horne
Action: Approved the bills for June 4, 2026, to August 5, 2026.
Vote: Unanimous

Finance – No report

Building and Grounds Committee – David Carolus welcomed Patrick Goodman to the team and expressed his appreciation for the time spent working together throughout the summer. It was a very productive summer with many accomplishments completed, including painting, renovating, and moving offices. He thanked Steve Crawley, custodian, along with instructors and staff who assisted during the summer for their work and assistance in getting the building prepared for the start of school. Jeffrey Weyer, construction instructor, spent considerable time over the summer completing drywall work and assisting with the office renovations. Sam Kauffman, electrical instructor, and 2 students assisted with completing the electrical work. Pam Harpster, cosmetology instructor, and Amanda Hockenberry, para-educator, assisted with maintenance projects. David stated that, with everyone's help, he was able to accomplish everything on his summer checklist. All administrative offices are now located together, creating a more efficient and collaborative team environment.

Principal – Patrick Goodman thanked everyone for welcoming him to the team and for the opportunity to serve as Principal. He has been focused on working with the school counselors to finalize student schedules and rosters. The current enrollment is approximately 400 students, which is expected to change during the first few days of school. Patrick is looking forward to welcoming staff back on Monday and students on Wednesday and Thursday. He expressed his excitement and readiness for the start of the new school year.

Director's Report – Ms. Laura Hicks distributed a handout and discussed her goals for developing a collaborative, high-functioning leadership structure. She discussed the importance of restructuring the leadership team to move away from the traditional administrative leadership team model and toward a more collaborative leadership structure. The goal is to have team members work together effectively, with a shared focus on putting students first.

Directors Report (Cont.)

She shared her experience attending a leadership conference at Penn State University with professors from her Director's Program. The seminar focused on various leadership styles and provided an opportunity to examine the different strengths and weaknesses associated with each style. The experience provided a strong foundation for developing an effective leadership structure. The team will identify goals for the remainder of the school year and will continue to hold strategic leadership meetings each month. The intent is to build the leadership work into the professional development plan and establish effective practices that will promote communication, collaboration, and accountability among team members. The team has also spent the past several weeks reviewing the student handbook. Policies will be incorporated into and carried forward through the student handbook to ensure that expectations and procedures are clearly communicated. The leadership team is working on establishing and implementing consistent procedures. A staff member will work with the schools to ensure that activities and events, including guest speakers, are properly entered and communicated through the Google calendar. She was asked to serve on the CareerLink Board appointment in Training, providing an additional opportunity to strengthen community partnerships and connections. She emphasized that these efforts would help improve communication and efficiency while continuing to build partnerships within the communities. She also discussed opportunities for collective special development training, including the possibility of instructors to visit CPI and work with instructors in their respective fields to share ideas, practices, and training opportunities.

Field Trips – none

Superintendent of Record Report- Mrs. Jennifer Mitchell introduced herself and believes things are going well at CTC. She expressed support for the direction Ms. Hicks is taking and noted that she has established a clear mission and vision for the organization. The leadership team is continuing to focus on improving information sharing and communication while taking the necessary time to develop a positive organizational culture. Mrs. Mitchell emphasized that meaningful change does not happen overnight and that building strong relationships within the leadership team takes time. The Superintendents recently met with Ms. Hicks and Mr. Goodmen and were pleased with the communication and progress they had seen Mrs. Mitchell also discussed Ms. Hicks' vision for reorganizing the physical space. The Superintendents supported the changes, recognizing the importance of creating a safe and effective environment for students and staff. She emphasized that the community needs and values CTC and expressed that there is a great deal of excitement about having Ms. Hicks on board. Overall, there is strong support for the leadership direction, improved communication, and continued development of a positive culture at the CTC.

Public Comment – None

Consent Agenda Items

- Approved the Paraeducator job description
- Approved the Coordinator of Student Services job description
- Approved the Instructor job description
- Approved for Stephanie Parks to attend the PACTA Adult Education Conference on Oct 1-2, 2026, at State College PA
- Approved for Laura Hicks to attend the TIU11 Superintendent Retreat on September 23-25 2026, at Gettysburg PA.
- Approved the MOU between HCCTC and HCCTCEA/ESPA for the purpose of defining a rate for the Custodial substitute rate for HCCTC full-time employees
- Approved the yearly review of Policy #249 Bullying/Cyberbullying
- Approved Policy # 237 Electronic devices first reading
- Approved to move $100,000.00 from the Practical Nursing money market account into a Practical Nursing 5-month special CD
- Re-approval of the law office services of Ronald Repak, Esq. and Dillon McCandless, King, Coulter & Graham, L.L.P. as solicitors at a rate of $175 per hour for the 2026-27 school year
- Approved the revised 2026-27 School Calendar

Approval of the Consent Agenda Items
Motion: Mr. Scialabba
Second: Mr. Hutton
Action: Approved of the Consent Agenda Items
Vote: Unanimous

Curriculum and Personnel

Motion: Mr. Hutton
Second: Mr. Horne
Action: Approved Elias Rivello and Carter Whitsel to the Maintenance Sub list at the approved rate of $13.00 per hour.
Vote: Unanimous

Motion: Mrs. Diggins
Second: Mr. Hutton
Action: Approved the 2026-27 Instructional Substitute list.
Vote: Unanimous

Motion: Mr. Hutton
Second: Mr. Martinez
Action: Approved to accept the resignation of Stephanie Parks as a Paraeducator effective August 14th, 2026.
Vote: Unanimous

Motion: Mr. Scialabba
Second: Mr. Hutton
Action: Approved Stephanie Parks in the position of the Coordinator of Student Services according to the approved compensation plan, effective August 17th, 2026.
Vote: Unanimous

Motion: Mr. Whitesel
Second: Mr. Hutton
Action: Approved to hire Phyllis Ross as a para-educator at Step 1, $15.55, effective August 17th, 2026, or upon receipt of all clearance paperwork.
Vote: Unanimous

Motion: Mrs. Diggins
Second: Mr. Whitesel
Action: Approved to hire Tara Grajeda as the Culinary Instructor at Step 1 (Intern Scale) at a rate of $50,000, effective August 17th, 2026, or upon receipt of all clearance paperwork.
Vote: Unanimous

Dates to Remember

Next regular monthly meeting: **Tuesday, September 8, 2026, at 6:30 p.m.**

Adjournment

Motion: Mr. Hutton
Second: Mr. Horne
Time: 7:39 p.m.
Vote: Unanimous

Karen A. Cisney, JOC Secretary

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TREASURER'S REPORT
August 2026

Fund	Beginning Balance	Transfers/ Receipts	Transfers/ Disbursements	Ending Balance
General Fund	$ 74,194.54	$ 140,459.43	$ (183,816.34)	$ 30,837.63
General Fund Money Market	$ 167,460.62	$ 358,821.17	$ (232,999.02)	$ 293,282.77
Payroll Fund	$ 26,500.44	$ 96,736.48	$ (108,881.20)	$ 14,355.72
Capital Reserve Fund	$ 2,503.36	$ 2.60	$ -	$ 2,505.96
Capital Reserve Money Market	$ 125,995.70	$ 369.19	$ -	$ 126,364.89
Adult Education Fund	$ 35,102.84	$ 2,481.80	$ (26,961.38)	$ 10,623.26
Adult Education Money Market	$ 110,164.84	$ 25,632.77	$ (5,980.17)	$ 129,817.44
Practical Nursing Fund	$ 5,648.71	$ 540.56	$ (1,189.05)	$ 5,000.22
Practical Nursing Money Market	$ 167,483.70	$ 998.81	$ (100,540.34)	$ 67,942.17
CTSO Fund	$ 2,545.29	$ 100.11	$ (100.00)	$ 2,545.40
CTSO Money Market	$ 48,203.68	$ 141.20	$ (100.00)	$ 48,244.88
Adult Education CD Begin: 8/14/2024 Renewal: 2/11/2027	$ 236,709.49			$ 236,709.49
Capital Reserve CD Begin: 8/14/2024 Renewal: 2/11/2027	$ 218,735.19			$ 218,735.19
TOTALS	*$ 1,221,248.40*	*$ 626,284.12*	*$ (660,567.50)*	$ 1,186,965.02

HUNTINGDON COUNTY CAREER AND TECHNOLOGY CENTER
GENERAL FUND FINANCIAL REPORT
CHECKING ACCOUNT

BEGINNING BALANCE AUGUST 1, 2026		$ 74,194.54
RECEIPTS:		
Interest	$ 2.40	
Due to Adult Ed (Tuition/Subsidy)	$ -	
Refund from IU	$ 72.00	
Money Market Transfer In	$ 140,385.03	
Total Receipts		$ 140,459.43
TOTAL RECEIPTS, TRANSFERS IN & BEGINNING BALANCE		$ 214,653.97
EXPENDITURES:		
Transfer to Money Market Account	$ -	
USDA RD Loan Payment	$ (7,106.00)	
PSERS Employer Retirement	$ -	
Deposits to MM	$ (49,194.54)	
Expenditures	$ (127,515.80)	
TOTAL EXPENDITURES/TRANSFERS OUT		$ (183,816.34)
ENDING BALANCE AUGUST 31, 2026		$ 30,837.63

HUNTINGDON COUNTY CAREER AND TECHNOLOGY CENTER
GENERAL FUND FINANCIAL REPORT
MONEY MARKET ACCOUNT

BEGINNING BALANCE AUGUST 1, 2026		$ 167,460.62
RECEIPTS:		
Interest	$ 723.38	
PSU Tuition Payback		
Rental		
Welding		
HVAC		
PHS		
Electrical		
Collision Repair		
Auto Mechanics		
Culinary Arts		
Construction Trade		
Cosmetology		
COBRA/Retiree Insurance		
Social Security	$ 14,074.18	
Retirement		
Voc Ed Subsidy	$ 117,191.00	
Perkins	$ 45,182.30	
Equipment Grant(s)		
Due to Adult Ed (ACH + Subsidy+Tuition Reimb+Room Rental)		
PCCD Grants	$ 70,000.00	
Member District Receipts	$ 45,955.33	
Money Market Transfer In (Payroll)	$ 16,500.44	
Money Market Transfer In	$ 49,194.54	
Misc.		
Deposits from Checking		
Total Receipts		$ 358,821.17
TOTAL RECEIPTS, TRANSFERS IN & BEGINNING BALANCE		$ 526,281.79
EXPENDITURES:		
Transfers to Payroll/Employer H.S.A.	$ (140,385.03)	
Transfers to AE	$ -	
Transfer to General Fund Checking	$ (92,613.99)	
Expenditures	$ -	
TOTAL EXPENDITURES/TRANSFERS OUT		$ (232,999.02)
ENDING BALANCE AUGUST 31, 2026		$ 293,282.77

HUNTINGDON COUNTY CAREER AND TECHNOLOGY CENTER
PAYROLL FINANCIAL REPORT
CHECKING ACCOUNT

BEGINNING BALANCE AUGUST 1, 2026			$	26,500.44
TRANSFERS IN:				
Interest	$	0.86		
General Fund	$	92,613.99		
General Fund H.S.A.	$	-		
PN	$	-		
Adult Ed	$	4,121.63		
Total Transfers In and Interest			$	96,736.48
TOTAL RECEIPTS, TRANSFERS IN & BEGINNING BALANCE			$	123,236.92
EXPENDITURES:				
941 TAX	$	(18,373.64)		
PA State Tax	$	(2,620.27)		
Direct Deposit & Net Payrolls	$	(59,257.92)		
Discovery Benefits/WEX (Employee HSA Contributions)	$	(850.00)		
Discovery Benefits/WEX (HCCTC Employer HSA Contrib.)	$	-		
Voya (PSERS ACH Debits)	$	(2,065.97)		
Withholding Expenditures	$	(9,212.96)		
Money Market Transfer (General)	$	(16,500.44)		
Total Expenditures			$	(108,881.20)
ENDING BALANCE AUGUST 31, 2026			$	14,355.72

HUNTINGDON COUNTY CAREER AND TECHNOLOGY CENTER CAPITAL RESERVE FINANCIAL REPORT CHECKING ACCOUNT				
BEGINNING BALANCE AUGUST 1, 2026			$	2,503.36
RECEIPTS:				
Sale of Compressors	$	-		
Interest	$	2.60		
Money Market Transfer In	$	-		
General Fund Annual Contribution	$	-		
Total Receipts/Transfers In			$	2.60
EXPENDITURES:				
Expenditures	$	-		
Money Market Transfer Out				
Total Expenditures			$	-
ENDING BALANCE AUGUST 31, 2026			$	2,505.96

HUNTINGDON COUNTY CAREER AND TECHNOLOGY CENTER CAPITAL RESERVE FINANCIAL REPORT MONEY MARKET ACCOUNT				
BEGINNING BALANCE AUGUST 1, 2026			$	125,995.70
RECEIPTS:				
Money Market Transfer In				
Money Market Interets	$	369.19		
Total Receipts/Transfers In			$	369.19
EXPENDITURES:				
Money Market Transfer Out	$	-		
Total Expenditures	$	-	$	-
ENDING BALANCE AUGUST 31, 2026			$	126,364.89

HUNTINGDON COUNTY CAREER AND TECHNOLOGY CENTER
ADULT EDUCATION FINANCIAL REPORT
CHECKING ACCOUNT

BEGINNING BALANCE AUGUST 1, 2026			$	35,102.84
RECEIPTS:				
Monthly Interest	$	0.66		
HiSET Test Center Receipts	$	40.00		
Ed2Go	$	-		
Money Market Transfer In	$	1,858.54		
Due/To From General Fund/Other Funds	$	-		
Billboard Rental Income (Qtrly)	$	-		
Tuition Repayment	$	-		
Tuition/App. Fees	$	600.00		
Tuition/Wave Credit Card Fees (2.9%+$.60/Trans)	$	(17.40)		
Total Receipts			$	2,481.80
TOTAL RECEIPTS, TRANSFERS IN & BEGINNING BALANCE			$	37,584.64
EXPENDITURES:				
Adult Ed Expenditures	$	(1,858.54)		
Deposits to MM	$	(25,102.84)		
TOTAL EXPENDITURES/TRANSFERS OUT			$	(26,961.38)
ENDING BALANCE AUGUST 31, 2026			$	10,623.26

HUNTINGDON COUNTY CAREER AND TECHNOLOGY CENTER
ADULT EDUCATION FINANCIAL REPORT
MONEY MARKET ACCOUNT

BEGINNING BALANCE AUGUST 1, 2026			$	110,164.84
RECEIPTS:				
Money Market Interest	$	384.28		
Billboard Income (Qtrly)	$	-		
Ed 2 Go	$	-		
Tuition/App. Fees	$	150.00		
Tuition/Wave Credit Card Fees (2.9%+$.60/Trans)	$	(4.35)		
Money Market Transfer In	$	25,102.84		
Misc Income	$	-		
Total Receipts			$	25,632.77
TOTAL RECEIPTS, TRANSFERS IN & BEGINNING BALANCE			$	135,797.61
EXPENDITURES:				
Adult Ed Expenditures	$	(1,858.54)		
CD Transfer	$	-		
Payroll Expenses	$	(4,121.63)		
TOTAL EXPENDITURES/TRANSFERS OUT			$	(5,980.17)
ENDING BALANCE AUGUST 31, 2026			$	129,817.44

HUNTINGDON COUNTY CAREER AND TECHNOLOGY CENTER PRACTICAL NURSING FINANCIAL REPORT CHECKING ACCOUNT				
BEGINNING BALANCE AUGUST 1, 2026			$	5,648.71
RECEIPTS:				
Monthly Interest	$	0.22		
Money Market Interest	$	-		
Money Market Transfer In	$	540.34		
Total Receipts			$	540.56
TOTAL RECEIPTS, TRANSFERS IN & BEGINNING BALANCE			$	6,189.27
EXPENDITURES/TRANSFERS OUT:				
PN Expenditures	$	(540.34)		
PN Transfer Out- Money Market	$	(648.71)		
TOTAL EXPENDITURES/TRANSFERS OUT			$	(1,189.05)
ENDING BALANCE AUGUST 31, 2026			$	5,000.22

HUNTINGDON COUNTY CAREER AND TECHNOLOGY CENTER PRACTICAL NURSING FINANCIAL REPORT MONEY MARKET ACCOUNT				
BEGINNING BALANCE AUGUST 1, 2026			$	167,483.70
RECEIPTS:				
Money Market Interest	$	350.10		
Money Market Transfer In	$	648.71		
Total Receipts			$	998.81
TOTAL RECEIPTS, TRANSFERS IN & BEGINNING BALANCE			$	168,482.51
EXPENDITURES/TRANSFERS OUT:				
Money Market Transfer Out	$	(540.34)		
Money Market Transfer Out to CD	$	(100,000.00)		
Payroll Transfers	$	-		
TOTAL EXPENDITURES/TRANSFERS OUT			$	(100,540.34)
ENDING BALANCE AUGUST 31, 2026			$	67,942.17

HUNTINGDON COUNTY CAREER AND TECHNOLOGY CENTER
CTSO Student Fund
CHECKING ACCOUNT

BEGINNING BALANCE AUGUST 1, 2026			$ 2,545.29
RECEIPTS:			
Monthly Interest	$	0.11	
Fundraiser Income	$	-	
Money Market Transfer In	$	100.00	
Total Receipts			$ 100.11
TOTAL RECEIPTS, TRANSFERS IN & BEGINNING BALANCE			$ 2,645.40
EXPENDITURES/TRANSFERS OUT:			
SKILLS Expenses	$	(100.00)	
Money Market Transfers	$	-	
	$	-	
TOTAL EXPENDITURES/TRANSFERS OUT			$ (100.00)
ENDING BALANCE AUGUST 31, 2026			$ 2,545.40

HUNTINGDON COUNTY CAREER AND TECHNOLOGY CENTER
CTSO Student Fund
MONEY MARKET ACCOUNT

BEGINNING BALANCE AUGUST 1, 2026			$ 48,203.68
RECEIPTS:			
Money Market Interest	$	141.20	
Skills	$	-	
Due to Other Funds	$	-	
Total Receipts			$ 141.20
TOTAL RECEIPTS, TRANSFERS IN & BEGINNING BALANCE			$ 48,344.88
EXPENDITURES/TRANSFERS OUT:			
Money Market Transfer Out	$	(100.00)	
Due to Other Funds	$	-	
TOTAL EXPENDITURES/TRANSFERS OUT			$ (100.00)
ENDING BALANCE AUGUST 31, 2026			$ 48,244.88

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: AE - ADULT ED **Payment Dates:** 08/06/2026 - 09/02/2026

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

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000022274	08/13/2026	AutoZone Inc.	CDL Maintenance Equipment		40.29
0000022275	08/13/2026	STEPHANIE J PARKS	Hilton Garden Inn Prostart Instructor w		94.25
0000022276	08/28/2026	CENTRAL PENNSYLVANIA INSTITUTE OF SCIENCE & TECH	CDL Testing		1,224.00
0000022277	08/28/2026	Eli Rice	Refund for CDL		500.00

58 - ADULT ED	**1,858.54**
Grand Total All Funds	**1,858.54**
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	**1,858.54**
Grand Total Virtual Payments	**0.00**
Grand Total All Payments	**1,858.54**

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

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: CT - CTSO-STUDENT ACTIVIT **Payment Dates:** 08/06/2026 - 09/02/2026

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

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000010698	08/28/2026	Entourage Imagine Inc	Student Yearbooks		100.00

80 - CTSO - STUDENT FUND	**100.00**
Grand Total All Funds	**100.00**
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	**100.00**
Grand Total Virtual Payments	**0.00**
Grand Total All Payments	**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 SUMMARY

Bank Account: PN - PRACTICAL NURSING **Payment Dates:** 08/06/2026 - 09/02/2026

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

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000032256	08/13/2026	Penelec	Electric Annex July 2026		268.01
0000032257	08/28/2026	De Lage Landen Finan Services Inc.	Copier Lease August 2026		124.27
0000032258	08/28/2026	Mill Creek Area Municipal Auth	Annex- August 2026		104.50
0000032259	08/28/2026	UGI Utilities Inc.	Natural Gas Distribution 7/16 - 8/13/2026		43.56

50 - PRACTICAL NURSING	**540.34**
Grand Total All Funds	**540.34**
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	**540.34**
Grand Total Virtual Payments	**0.00**
Grand Total All Payments	**540.34**

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

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: SV - GENERAL FUND **Payment Dates:** 08/06/2026 - 09/02/2026

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

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000060976	08/13/2026	Ace fix-it Hardware	Maintenance Supplies		9.98
0000060977	08/13/2026	Amazon Capital Services	2 security cameras trans center	Maintenance Supplies	2,226.06
0000060978	08/13/2026	American Tool and Supply	Auto Mech Supplies		1,141.99
0000060979	08/13/2026	Checker's Grill	In service lunch		450.00
0000060980	08/13/2026	Constellation New Energy - Gas Division, LLC	Natural Gas Supply July 2026		84.70
0000060981	08/13/2026	Dale Oxygen Inc.	Cylinder Tank Rental		18.60
0000060982	08/13/2026	De Lage Landen Finan Services Inc.	Transportation Center Copier Lease		73.90
0000060983	08/13/2026	Dillon McCandless King Coulter & Graham LLP	Solicitor Fees Professional Services		175.00
0000060984	08/13/2026	Dively's Garage	Gray Van Inspection		287.74
0000060985	08/13/2026	D.C. Goodman & Sons Inc.	Maintenance Supplies		250.00
0000060986	08/13/2026	Greenland Grass	Mowing 4 times		1,740.00
0000060987	08/13/2026	Pamela Harpster	PSU CTE engagement workshop		79.97
0000060988	08/13/2026	LAURA HICKS	PACTA Conference Mileage		71.05
0000060989	08/13/2026	Instructure, Inc.	Canvas Success package		5,000.00
0000060990	08/13/2026	United Refining Company	Fuel July 2026		23.11
0000060991	08/13/2026	Lancaster-Lebanon IU 13	Adobe creative cloud		2,385.00
0000060992	08/13/2026	Lowe's Home Centers Inc.	Carpentry Supplies	Electrical Supplies	1,106.97
0000060993	08/13/2026	PACTA	2026-27 Dues Laura Hicks		850.00
0000060994	08/13/2026	Park's Garbage Service	Garbage July 2026		347.20
0000060995	08/13/2026	Penelec	Electric July 2026	Electric Transportation Center July 2026	3,409.09
0000060996	08/13/2026	PSBA	UC Q2 2026		84.33 #
0000060997	08/13/2026	Shirleysburg Water Authority	July 2026		27.00

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

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: SV - GENERAL FUND **Payment Dates:** 08/06/2026 - 09/02/2026

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

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000060998	08/13/2026	Topp Business Solutions	Business Office Copier 5/10-8/9/2026	Office Copier Lease August 2026	400.34
0000060999	08/13/2026	Tractor Supply Credit Plan	Maintenance Supplies		34.69
0000061000	08/13/2026	UGI Utilities Inc.	Natural Gas Distribution July 2026		680.14
0000061001	08/13/2026	UniFirst Corporation	Auto Mech Rags/wipers	Auto Body Rags/Wipers	79.29
0000061002	08/13/2026	Wex Health Inc.	H.S.A Monthly fee July 2026		47.25
0000061003	08/28/2026	Amazon Capital Services	Office Chairs/ Board Room Chairs	Program Cell Phone Lockers	3,521.06
0000061004	08/28/2026	Joseph T. Berrena Mechanicals Inc.	Repair Compressor in Cosmo		289.10
0000061005	08/28/2026	Best Line Equipment	FORKLIFT AND MANLIFT SAFETY INSPECTIONS	Safety Inspections for forklift/man lift	841.50
0000061006	08/28/2026	CM Regent Solutions-Sun Life	Sept 2026 life ins		175.20
0000061007	08/28/2026	Jeremy Cooper	Shirleysburg Property Mowing 2 xs		60.00
0000061008	08/28/2026	Central Susquehanna Intermediate Unit	Software Solutions		21,890.04
0000061009	08/28/2026	The Daily News	Subscription renewal 52 weeks		175.00
0000061010	08/28/2026	Dale Oxygen Inc.	Welding Supplies	Auto Mechanic Supplies	26,252.88 #
0000061011	08/28/2026	De Lage Landen Finan Services Inc.	Office Copier Lease 8/15-9/14/2026	Business Office Copier Lease 8/15-9/14/2026	284.14
0000061012	08/28/2026	J.C. Ehrlich	Pest Control August 2026		106.00
0000061013	08/28/2026	Home Depot Credit Services	Tool Room Supplies		131.67
0000061014	08/28/2026	Huntingdon County Chamber	Gala Membership Luncheon sponsor	Annual Chamber Luncheon	555.00
0000061015	08/28/2026	Lancaster-Lebanon IU 13	m365 licenses		2,407.65
0000061016	08/28/2026	McCartney's	principal office desk/furniture		4,269.72 #
0000061017	08/28/2026	Mill Creek Area Municipal Auth	Main Building August 2026	Transportation Center August 2026	620.40
0000061018	08/28/2026	The Pennsylvania State University	Leadership Training		500.00

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

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: SV - GENERAL FUND **Payment Dates:** 08/06/2026 - 09/02/2026

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

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000061019	08/28/2026	PRLA	PA Restaurant & Lodging Annual Dues 8/1-7/31/2027		240.00
0000061020	08/28/2026	Scott Electric	Cosmo Shop maintenance	Maintenance Supplies	1,323.76
0000061021	08/28/2026	Shearer Screen Printing & Embroidery	Auto Mechanic Sweat Shirts		1,044.00
0000061022	08/28/2026	Sherwin-Williams	Painting Supplies		414.80
0000061023	08/28/2026	Susquehanna Fire Protection Company	Annual Fire Extinguisher/Suppression		2,172.50
0000061024	08/28/2026	Tuscarora Intermediate Unit 11	Wan August 2026		270.00
0000061025	08/28/2026	VERIZON	Phone/Burg System September 2026		48.39
0000061026	08/28/2026	Wayground	417 student annual licenses		4,170.00
D000000073	09/01/2026	HCSIT	Sept 2026 insurances		38,420.57 D

10 - GENERAL FUND	**131,266.78**
Grand Total All Funds	**131,266.78**
Grand Total Credit Cards	**0.00**
Grand Total Direct Deposits	**38,420.57**
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	**92,846.21**
Grand Total Virtual Payments	**0.00**
Grand Total All Payments	**131,266.78**

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

2026 PCEA Conference

Strategies for Success in Work-Based Learning

Capstone Occupations • Diversified Occupations • Work-Based Learning • Internships

In cooperation with the Pennsylvania Association of Career and Technical Administrators

October 15 & 16, 2026

Penn Stater Hotel & Conference Center, State College, PA

The Pennsylvania Cooperative Education Association is proud to announce its annual conference, which is being held in cooperation with the Pennsylvania Association of Career and Technical Administrators (PACTA). The conference will focus on best practices, safety, child labor and other relevant laws, technology, and communications as well as providing the latest information on cooperative education.

Session Topics

- New Coordinator Session
- Capstone Roundtable
- 339 Site Visits
- Clearances
- Advanced Job Ready WBL
- Leadership Certification Programs
- Educators Rising
- Child Labor Laws
- Plus more…

Conference Registration

Registration fee for participants is $300.00.

Please register no later than **October 5, 2026**.

To register complete a registration form or register online.

Date and Location

The **2026 PA Cooperative Education Conference** is being held on **October 15-16, 2026** at the **Penn Stater Hotel & Conference Center** in State College, PA. The registration desk will open at 8:30 a.m. on October 15, and the first conference session will begin at 9:00 a.m. The conference will end on October 16 at 12:00 p.m.

Accommodations



A block of rooms for workshop participants has been reserved at the Penn Stater Hotel & Conference Center for the evenings of October 14 and 15. The rates are $159.00 single and/or double occupancy. Individuals are responsible for making reservations for hotel accommodations. Reservations can be made by calling (814) 863-5050 using group code **PACT26C** or **click here to book online**.

PACTA is an approved provider for Act 48 professional development activities. Conference participants will be awarded Act 48 credit based on the conference agenda.

For further information, contact PACTA at (717) 761-3381 or info@pacareertech.org.

PAC&TA
PENNSYLVANIA
Association of Career & Technical Administrators

2026 PCEA Conference

Strategies for Success in Work-Based Learning

October 15 & 16, 2026
Penn Stater Hotel & Conference Center

REGISTRATION FORM

Name _____

Title _____

Agency/School _____

Address _____

_____

Telephone _____ **E-mail** _____

Please select one:

☐ I am a new to Cooperative Education (0-3 years in the position)

☐ I am a seasoned Cooperative Education Coordinator (3 or more years in the position)

Conference Registration (select one):

☐ Full Conference Registration *Includes lunch on October 15, breakfast on October 16, refreshment breaks and conference materials*	$300.00
☐ One-Day Registration, October 15 *Includes lunch, refreshment breaks and conference materials*	$150.00
☐ One-Day Registration, October 16 *Includes breakfast, refreshment breaks and conference materials*	$150.00

Amount Enclosed _____

The deadline for registration is October 5, 2026. No refunds will be issued after October 5, 2026.

Register online or mail this form with a check made payable to PACTA to:

PACTA
PENNSYLVANIA
Association of Career & Technical Administrators

PACTA
403 Euclid Avenue
Dravosburg, PA 15034

NEW ADDRESS

(717) 761-3381 | info@pacareertech.org

PACTA
PENNSYLVANIA
Association of Career & Technical Administrators

36th ANNUAL SYMPOSIUM

Pathways to Career Readiness: An Education and Workforce Development Symposium

February 9-10, 2027 • Hershey Lodge and Convention Center, Hershey, PA

Students entering the workforce of tomorrow will face challenges much different than workers of the past. These challenges will impact new workers whether they enter the workforce directly from high school or after earning a two- or four-year degree. Schools and workforce agencies must work to develop new pathways to help students. Local, state, and national leaders will present best practices to help students be career ready.

TENTATIVE AGENDA

Tuesday, February 9, 2027

7:30 am - 5:00 pm	Registration
10:30 am - 11:30 am	Welcome with Exhibitors
11:30 am - 1:15 pm	CTE Celebration Luncheon
1:30 pm - 4:45 pm	Breakout Sessions
5:00 pm - 6:00 pm	Reception with Exhibitors

Wednesday, February 10, 2027

7:00 am - 8:00 am	Breakfast
8:00 am - 9:00 am	General Session
9:15 am - 12:00 pm	Breakout Sessions



ACCOMMODATIONS

A block of rooms has been reserved at a special rate of $189 single or double occupancy. Individuals are responsible for making their own hotel reservations by calling 855-729-3108 or on-line using the QR code.

Please identify yourself as part of the ***PA Assn of Career and Technical Administrators*** to receive the special rate.

Group ID: **610**
General Attendee Passcode: **PACTA2027**

Make your reservations by **January 11, 2027**.

REGISTRATION

PACTA Members	$350 per person
Non-Members	$425 per person
One day registration	$225 per person

Register online:

- **PACTA Members** – **click here** to log in and register
- **Non-members** – **click here** to register

Registration deadline is **January 22, 2027**.

No refunds will be given after the registration deadline.
A $50 late fee will apply to invoices that remain unpaid over 60 days.

Sponsored by the Pennsylvania Association of Career and Technical Administrators in cooperation with the Pennsylvania Departments of Education

If you have any questions regarding the Symposium, please contact:
(717) 761-3381 or info@pacareertech.org.

Huntingdon County Career and Technology Center

Policy 237 — Electronic Devices

Printed 8/6/2026

Policy Number	237
Title	Electronic Devices
Adopted	6/30/2020
Revised	5/2/2022
Last Reviewed	8/6/2026
Version	v1 · 8/6/2026 · DRAFT

Electronic Devices

Purpose

The Huntingdon County Career and Technology Center (HCCTC) is committed to providing an educational environment focused on learning, safety, and career readiness. Personal electronic devices can be valuable instructional tools in Career and Technical Education when used appropriately. This policy establishes consistent school-wide expectations while allowing instructors to authorize educational and industry-based uses of technology.

Definition

Electronic devices include, but are not limited to, mobile phones, smartphones, smartwatches, wearable technology, earbuds, wireless headphones, tablets, laptops, AI-enabled devices, cameras, recording devices, and any personal device capable of storing, transmitting, receiving, or displaying digital information.

Authority

This policy is intended to align with applicable provisions of Pennsylvania School Code and current model guidance concerning student electronic devices.

Authorized Use of Electronic Devices

Secure Classroom Storage

At the beginning of each instructional period, students shall silence all personal electronic devices and place them in the District-provided secure classroom storage system (lock box or similar secure storage device) located in each classroom, laboratory, or shop. Devices shall remain secured until released by the instructor for an approved instructional purpose or until the conclusion of the instructional period.

Teacher-Directed Instruction

Instructors may authorize students to retrieve and use personal electronic devices for curriculum-based activities including Kahoot, Quizizz, Google Classroom, QR codes, OSHA resources, manufacturer applications, electrical amperage calculators, HVAC charging calculators, welding references, automotive diagnostic applications, medical reference tools, AI applications approved by the instructor, project documentation, and other curriculum or industry-specific resources. Upon completion, devices shall be returned to the secure storage system.

Instructor Authority

Instructors may establish additional classroom expectations that are more restrictive than this policy, provided they are communicated to students and consistently enforced.

Recording and Livestreaming

Students shall not photograph, record, livestream, or distribute images, audio, or video of students, staff, classrooms, laboratories, shops, clinical simulations, customer services, or school-sponsored activities without prior authorization from the instructor or administration.

Safety

Electronic devices shall remain secured while students are operating machinery, using tools, participating in laboratory activities, clinical simulations, driving equipment, or participating in any activity where device use may compromise safety.

Academic Integrity

Electronic devices shall not be used during quizzes, tests, NOCTI testing, industry certification examinations, or other assessments unless expressly authorized by the instructor.

Progressive Discipline

First: Reminder and documentation.
Second: Parent contact.
Third: Office referral.
Fourth: Loss of phone privilege during the instructional day.
Refusal to comply may be treated as insubordination.

Exceptions

Exceptions may be approved for IEPs, Section 504 Plans, documented medical needs, health-monitoring devices, emergencies authorized by administration, or other approved circumstances.

School Liability

Although HCCTC provides secure classroom storage, students assume responsibility for personal electronic devices. The District assumes no responsibility for loss, theft, or damage.

Workplace Readiness

This policy is intended to teach students appropriate workplace technology habits by emphasizing that instructors determine when personal technology is appropriate for educational and professional purposes.

Guidelines

• Students shall silence all personal electronic devices upon entering the classroom.
• Devices shall be placed in the District-provided secure classroom lock box or secure storage system at the beginning of each instructional period.
• Devices shall remain secured until released by the instructor for an approved educational purpose or until the end of class.
• Instructors may authorize the temporary use of devices for curriculum-based or industry-specific activities.
• Students shall immediately return devices to secure storage upon completion of the approved activity.
• Students shall not photograph, record, livestream, or distribute images or audio of students, staff, classrooms, laboratories, shops, clinical simulations, or school-sponsored activities without authorization.
• Electronic devices shall not be used during quizzes, tests, NOCTI assessments, industry certification exams, or other assessments unless expressly authorized.
• Electronic devices shall remain secured during any activity in which their use may compromise safety.
• Refusal to comply with a staff member's directive regarding electronic devices may result in disciplinary action.

Delegation of Responsibility

The Executive Director or designee shall be responsible for implementing and administering this policy.

Building administrators shall:
• Ensure consistent enforcement of this policy.
• Communicate expectations to students, staff, and families.
• Support staff in addressing violations and maintaining consistency.

Instructors shall:
• Require students to secure electronic devices in the District-provided classroom lock box or secure storage system at the beginning of each instructional period unless otherwise directed.
• Determine when electronic devices may be used for instructional purposes.
• Establish additional classroom or program expectations that are consistent with this policy.
• Enforce this policy fairly and consistently and document violations as appropriate.

Students are responsible for complying with all provisions of this policy and following staff directions regarding the use and storage of electronic devices.

HUNTINGDON COUNTY CAREER AND TECHNOLOGY CENTER

Operation of Program Vehicles and Motorized Equipment Policy

Purpose

The Huntingdon County Career and Technology Center (HCCTC) recognizes that the operation of vehicles, mobile equipment, and other self-propelled motorized equipment is an important component of instruction within several Career and Technical Education programs. The purpose of this policy is to establish consistent requirements for the safe, authorized, and insurable operation of such equipment by students and employees.

This policy is intended to support student and employee safety, protect HCCTC property, establish appropriate documentation and supervision requirements, and maintain compliance with applicable laws, regulations, manufacturer requirements, and the liability insurance requirements applicable to HCCTC, including requirements established through CM Regent Insurance.

Scope

This policy applies to **all school-owned, leased, borrowed, donated, customer-owned/live-work, or otherwise authorized self-propelled motorized vehicles or equipment** operated as part of an HCCTC instructional program.

Examples include, but are not limited to:

- Automotive Technology shop and instructional vehicles;
- Collision Repair shop and instructional vehicles;
- Customer or other live-work vehicles used for instructional purposes;
- Police, emergency response, or public safety vehicles;
- Forklifts and other powered industrial equipment;
- Skid loaders/skid-steer loaders;
- Utility vehicles and similar mobile equipment;
- Electric bicycles (e-bikes);
- CDL vehicles and other commercial vehicles; and
- Any other self-propelled motorized vehicle or mobile equipment used for instructional purposes.

The inclusion or omission of a particular type of vehicle or equipment from this list does not exempt it from this policy.

General Operating Restrictions

Program vehicles and motorized equipment covered by this policy **shall not be operated off HCCTC premises by students**.

Student operation shall be limited to HCCTC property and specifically designated instructional or training areas under the direct supervision of an authorized instructor.

Nothing in this policy authorizes operation of a vehicle or piece of equipment in a manner prohibited by law, insurance requirements, manufacturer specifications, HCCTC procedures, or applicable safety standards.

Vehicles or equipment shall only be operated for legitimate instructional, training, maintenance, testing, or other school-authorized purposes.

Student Operator Requirements

Prior to operating any vehicle or motorized equipment covered by this policy, the instructor shall verify that the student:

1. Possesses a current and valid driver's license appropriate to the activity when a driver's license is required;
2. Has a copy of the required driver's license on file with the instructor prior to operation;
3. Possesses any additional permit, certification, or qualification required by law, regulation, insurance requirements, or HCCTC procedures for the specific equipment being operated;
4. Has received appropriate and documented instruction and safety training for the vehicle or equipment;
5. Has demonstrated to the instructor the knowledge and ability necessary to safely operate the equipment;
6. Has received specific authorization from the instructor to operate the vehicle or equipment; and
7. Uses all required personal protective equipment and vehicle/equipment safety devices.

A driver's license on file **does not, by itself, constitute authorization to operate a vehicle or piece of equipment**. Students who do not meet all applicable requirements shall not be permitted to operate the vehicle or equipment.

Employee/Instructor Operator Requirements

Employees operating vehicles or motorized equipment covered by this policy shall possess all licenses, certifications, endorsements, and/or training required for the specific vehicle or equipment.

This may include, as applicable:

- Valid driver's license;
- Valid Commercial Driver's License (CDL) and required endorsements;
- Valid and Current Powered industrial truck/forklift training or certification;
- Equipment-specific training or qualification; or
- Other licenses, certifications, or documentation required by law, HCCTC, or its insurance carrier.

Required employee licenses and certifications shall be maintained on file with the **HCCTC Business Office**.

Employees are responsible for immediately notifying HCCTC administration of any expiration, suspension, revocation, restriction, or other change that may affect their authorization to operate a vehicle or motorized equipment.

No employee shall operate or supervise student operation of equipment for which the employee does not possess the qualifications required by HCCTC, applicable law, or insurance requirements.

Instructor Responsibilities

The instructor responsible for the program, vehicle, or equipment shall:

- Verify student eligibility before permitting operation;
- Maintain required student driver's license documentation;
- Ensure required student training has occurred prior to operation;
- Establish and enforce safe operating procedures;
- Provide direct and appropriate supervision during student operation;
- Restrict operation to approved areas of HCCTC property;
- Ensure required PPE and safety equipment are used;
- Prevent operation of equipment that is unsafe, damaged, or inappropriate for instructional use;
- Immediately discontinue operation when an unsafe condition or unsafe student behavior is observed; and
- Report accidents, injuries, property damage, or other incidents immediately in accordance with HCCTC procedures.

Live-Work and Customer Vehicles

Vehicles accepted into an HCCTC program for live-work or instructional purposes are subject to the same operating restrictions as school-owned instructional vehicles.

Students may operate or move live-work/customer vehicles only when:

- The operation is necessary for the approved instructional activity;
- The student meets the requirements of this policy;
- The instructor has specifically authorized the operation;
- The instructor provides appropriate supervision; and
- The vehicle remains on HCCTC property.

Customer authorization for HCCTC to perform work on a vehicle does not supersede the requirements of this policy.

Safety and Pre-Operation Requirements

Before operation, instructors and students shall follow applicable pre-operation inspection requirements for the vehicle or equipment.

Seat belts, restraints, guards, rollover protection systems, helmets, eye protection, high-visibility apparel, or other safety devices/PPE shall be used whenever required by law, manufacturer instructions, program procedures, or HCCTC safety requirements.

Horseplay, racing, unauthorized passengers, reckless operation, personal use, or operation outside the instructional purpose is strictly prohibited.

Accidents and Incidents

Any accident, collision, injury, property damage, or other incident involving a vehicle or motorized equipment covered by this policy shall be reported **immediately** to the instructor and HCCTC administration.

The vehicle or equipment shall be removed from student operation until administration determines that continued operation is appropriate.

Required accident, injury, insurance, and incident documentation shall be completed in accordance with HCCTC procedures and applicable insurance requirements.

Delegation of Responsibility

The Executive Director or designee is authorized to establish administrative procedures necessary to implement this policy, including documentation requirements, approved

operating areas, student eligibility verification, instructor qualification requirements, accident reporting procedures, and equipment-specific safety requirements.

The Business Office shall maintain required employee licensing and certification documentation.

Program instructors are responsible for verifying student eligibility and enforcing this policy within their instructional areas.

Suspension of Operating Privileges

Operation of HCCTC vehicles and motorized equipment is an instructional privilege and not a student right.

HCCTC may immediately suspend or revoke a student's authorization to operate a vehicle or motorized equipment for:

- Unsafe operation;
- Failure to follow instructor directions;
- Violation of safety procedures;
- Operation without authorization;
- Loss or expiration of required licensure or qualification;
- Reckless or inappropriate behavior; or
- Any circumstance in which continued operation creates an unreasonable safety or liability risk.

Additional disciplinary action may be imposed in accordance with HCCTC student policies and procedures.

Insurance and Regulatory Compliance

This policy shall be administered consistent with applicable federal and Pennsylvania laws and regulations, manufacturer requirements, recognized safety practices, and the terms, conditions, recommendations, and loss-control requirements of HCCTC's liability and insurance coverage, including applicable requirements of **CM Regent Insurance**.

Where an insurance requirement, law, regulation, or safety standard establishes a more restrictive operating requirement than this policy, the more restrictive requirement shall apply.

Administrative Review

HCCTC administration shall periodically review this policy and related procedures to ensure continued compliance with applicable insurance requirements, laws, regulations, and changes in the types of vehicles and motorized equipment utilized within HCCTC instructional programs.

August 17th, 2026

Dear **Laura Hicks,**

Please accept this letter as my formal resignation from my position as Cosmetology Teacher at Huntingdon County Career and Technology Center, effective immediately.

This is not a decision I have made lightly. I am incredibly grateful for the time I have spent here and for the many relationships I have built throughout my time with the school. The experiences, education, guidance, encouragement, and support I have received have meant so much to me, both personally and professionally.

Working with my students has been one of the most rewarding parts of my career. I am proud of the growth I have witnessed in so many students and grateful for the opportunity to have played a part in their education and future careers. I will always value the connections I have made with my students, coworkers, administration, and the many people who have supported the Cosmetology program.

After careful consideration, I have made the decision to take a new direction and do what I feel is best for me, both personally and professionally. While I am excited about what lies ahead, leaving is bittersweet because of the people and experiences that have made my time here so meaningful.

I want to make this transition as smooth as possible. I am more than happy to assist with preparing materials, organizing the classroom and clinic, sharing curriculum and procedures, and helping train and support the incoming Cosmetology teacher in any way I can.

Thank you again for the opportunity to be part of this school community. I sincerely appreciate all of the trust, support, guidance, and opportunities I have been given. I leave with many wonderful memories and a deep appreciation for the relationships I have developed here.

I wish the school, the Cosmetology program, my colleagues, and especially the students continued success in the years ahead.

Sincerely,



Pamela Harpster