Huntingdon County Career and Technology Center Joint Operating Committe Meeting

Tuesday, October 13, 2026 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
D)	**Roll Call Voting**	**Speaker(s):** Chairman of the JOC
E)	**Approval of Minutes**	**Speaker(s):** Chairman of the JOC
F)	**Treasurer's Report**	**Speaker(s):** Board Treasurer
G)	**Approval of Bills**	**Speaker(s):** Board Treasurer
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
K)	**Reports - Principal**	**Speaker(s):** Patrick Goodman
L)	**Reports - Executive Director**	**Speaker(s):** Laura Hicks
L)1.	Executive Session for personnel reasons.	
L)2.	Directors Report	
L)3.	Field Trips and Events	**Speaker(s):** Laura Hicks
M)	**Reports — Superintendent of Record**	**Speaker(s):** Superintendent of Record
N)	**Board Approval General**	**Speaker(s):** Chairman of the JOC
N)1.	Perkins E-Signature	
N)2.	Articulation Agreement	
N)3.	POLICY - Operation of Motorized Vehicles	
N)4.	2026-27 Updated OAC Member Roster	
N)5.	JOB DESCRIPTION - Maintenance Supervisor	
N)6.	Professional Development Conference	
N)7.	FIELD TRIP - Public Health and Safety	
O)	**Board Approval - Personnel**	**Speaker(s):** Chairman

	of the JOC
O)1. RESIGNATION - Maintenance Custodian	
O)2. HIRING - PARAEDUCATOR	
O)3. HIRING - Cosmetology Instructor	
O)4. RETIREMENT — Maintenance Supervisor	
P) **Other Business — Information Only**	**Speaker(s):** Chairman of the JOC
Q) **Closing**	**Speaker(s):** Chairman of the JOC
Q)1. Dates to Remember	**Speaker(s):** Chairman of the JOC
Q)2. Adjournment	**Speaker(s):** Chairman of the JOC

HUNTINGDON COUNTY CAREER AND TECHNOLOGY CENTER

JOINT OPERATING COMMITTEE MINUTES September 8, 2026

Call to Order
The Joint Operating Committee of the Huntingdon County Career and Technology Center met in regular session on Tuesday, September 8, 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. Steven Brumbaugh, Mount Union Area (Zoom)
- Mr. Stacy Horne, Southern Huntingdon Area (Zoom)
- Mrs. Nicole Reasner, Southern Huntingdon Area

Members Absent:
- Mr. Johnny Martinez, 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. Marissa Boozel, Business Manager
- 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: Mrs. Diggins
Second: Mr. Scialabba
Action: Approved the minutes of August 11, 2026, board meeting.
Vote: Unanimous

Approval of the Treasurers Report
Motion: Mr. Hutton
Second: Mr. Whitesel
Action: Approved August 2026 Treasurer's Report
Vote: Unanimous

Public Comment – None

Approval of the Bills
Motion: Mr. Hutton
Second: Mr. Scialabba
Action: Approved the bills for August 6, 2026, to September 2, 2026.
Vote: Unanimous

Finance – Auditors are on site this week, and the audit has officially begun. Some grant information and details are beginning to be released.

Building and Grounds Committee – David Carolus stated beginning September 14, 2026, Combustion will become the new controls company, taking over for FIT Company. He researched several companies, and Combustion came in very competitively within the controls industry. They will begin work next week, including repairing several controllers, with the goal of having the work completed before the colder weather arrives. A facility assessment is also being conducted. Joe has spent a significant amount of time evaluating our aging building and identifying areas that may need attention. The goal is to complete a thorough facility audit and assessment to help identify current needs and plan for future improvements.

Facility Assessment Presentation - Joe Richards presented the facility assessment and provided an overview of the company, explaining how the assessment process works and how it will help evaluate the building's current condition and facility needs.

Principal – Patrick Goodman provided an update on the Co-op program, reporting that there are currently three students participating. He also reported there will be a Principals Meeting September 22, 2026, here at the HCCTC, which, will include discussions on the application process, scheduling tours, sharing calendars, and a roundtable discussion.

Director's Report – Ms. Laura Hicks distributed her director's report to the board. She reported that a meeting was held with Broad Top Medical to discuss the direction of the Adult Health profession program and the continuation of their longstanding, productive partnership. She also applied for a PennDOT grant for a new CDL training truck. Revisions to the parking lot are being considered to accommodate CDL truck training.

Field Trip

Public Health & Safety (PHS) students will visit various locations throughout Huntingdon County on September 1, 2026, to research and observe local 9/11 memorial events. This field trip is associated with POS Task #705 and will include 24 students and 2 chaperones.

Sports Exercise Rehibition Therapy (SERT) and Health Occupations students will travel to Penn College on September 28, 2026, to explore career pathways in the medical field. The trip will include 58 students and 4 chaperones.

Public Health & Safety (PHS) students will visit Lake Raystown, U.S. Army Corps of Engineers (USACE), on September 30,2026 to investigate American law enforcement as part of POS Task #301. The trip will include 24 students and 3 chaperones.

Superintendent of Record Report – Mrs. Jennifer Mitchell stated that all four superintendents were present last week for the PAC meeting, providing a valuable opportunity for collaboration. Updates were shared regarding the principal's report, with an emphasis on improving communication with the sending schools.

An in-depth discussion was held with Ms. Laura Hicks regarding the Health Professionals programs and her action plan. Additional conversations focused on coordinating and optimizing schedules across districts, as well as exploring flexible instruction days permitted by the state and how the districts can work together to implement them. The discussion also addressed state regulations and the impact of more frequent delays on lost instructional time in the mornings.

Executive Session for Personnel Reasons
Motion: Mr. Scialabba
Second: Mr. Hutton
Action: To hold an executive session at 7:10p.m.
Vote: Unanimous

Return from Executive Session
Motion: Mr. Whitesel
Second: Mr. Scialabba
Action: To reconvene from executive session at 7:34p.m.
Vote: Unanimous

Amended Agenda Item
Motion: Mr. Scialabba
Second: Mr. Whitesel
Action: Approved to amend the agenda for advertising for an anticipated Maintenance Supervisor and Cosmetology Instructor.
Vote: Unanimous

Conferences
Motion: Mr. Whitesel
Second: Mr. Hutton
Action: Approved for Patrick Goodman to attend the PA Cooperative Education Conference.
Vote: Unanimous

Motion: Mr. Scialabba
Second: Mr. Hutton
Action: Approved for Patrick Goodman and Stephanie Parks to attend the PACTA Symposium.
Vote: Unanimous

Policy 237 Electronic Devices Second Reading
Motion: Mr. Hutton
Second: Mr. Whitesel
Action: Approved of Policy 237 Electronic Devices.
Vote: Unanimous

Operating of Program Vehicle and Motorized Equipment Policy
Motion: Mr. Hutton
Second: Mr. Scialabba
Action: Approved of the Operation of Program Vehicle and Motorized Equipment Policy.
Vote: Unanimous

Curriculum and Personnel

Motion: Mr. Hutton
Second: Mr. Whitesel
Action: Approved the following as substitute instructors: Lawrence Brown, Andrew Schall, Margorie Steiner, Karley Miller and Cassandra Riggleman.
Vote: Unanimous

Motion: Mrs. Scialabba
Second: Mr. Whitesel
Action: Approved to grant tenure to Samuel Kauffman, Electrical Instructor, as of August 21, 2026.
Vote: Unanimous

Motion: Mr. Hutton
Second: Mr. Whitesel
Action: Approved to accept with regret the resignation of Pamela Harpster, Cosmetology Instructor, effective September 30th, 2026
Vote: Unanimous

Motion: Mr. Hutton
Second: Mr. Scialabba
Action: Approved to advertise for Cosmetology Instructor
Vote: Unanimous

Motion: Mr. Hutton
Second: Mr. Whitesel
Action: Approved to hire Kiara Zaludek as a maintenance custodial at a rate of Step 1, $16.30 per hour effective upon receipt of all clearance paperwork.
Vote: Unanimous

Motion: Mrs. Scialabba
Second: Mr. Hutton
Action: Approved to advertise for an anticipated Maintenance Supervisor.
Vote: Unanimous

Dates to Remember

Next regular monthly meeting: **Tuesday, October 13, 2026, at 6:30 p.m.**

Adjournment

Motion: Mr. Scialabba
Second: Mr. Whitesel
Time: 7:59 p.m.
Vote: Unanimous

Karen A. Cisney, JOC Secretary

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TREASURER'S REPORT
September 2026

Fund	Beginning Balance	Transfers/ Receipts	Transfers/ Disbursements	Ending Balance
General Fund	$ 30,837.63	$ 191,158.56	$ (200,264.73)	$ 21,731.46
General Fund Money Market	$ 293,282.77	$ 398,649.01	$ (292,813.71)	$ 399,118.07
Payroll Fund	$ 14,355.72	$ 106,119.81	$ (101,815.47)	$ 18,660.06
Capital Reserve Fund	$ 2,505.96	$ 2.52	$ -	$ 2,508.48
Capital Reserve Money Market	$ 126,364.89	$ 359.71	$ -	$ 126,724.60
Adult Education Fund	$ 10,623.26	$ 5,596.80	$ (4,192.02)	$ 12,028.04
Adult Education Money Market	$ 129,817.44	$ 24,258.83	$ (8,643.62)	$ 145,432.65
Practical Nursing Fund	$ 5,000.22	$ 616.92	$ (616.70)	$ 5,000.44
Practical Nursing Money Market	$ 67,942.17	$ 192.39	$ (616.70)	$ 67,517.86
CTSO Fund	$ 2,545.40	$ 23.56	$ (23.45)	$ 2,545.51
CTSO Money Market	$ 48,244.88	$ 4,142.28	$ (23.45)	$ 52,363.71
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	*$ 1,186,965.02*	*$ 731,120.39*	*$ (609,009.85)*	$ 1,309,075.56

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

BEGINNING BALANCE SEPT 1, 2026		$ 30,837.63
RECEIPTS:		
Interest	$ 2.49	
Due to Adult Ed (Tuition/Subsidy)	$ -	
Cosmetology	$ 9.59	
Money Market Transfer In	$ 191,146.48	
Total Receipts		$ 191,158.56
TOTAL RECEIPTS, TRANSFERS IN & BEGINNING BALANCE		$ 221,996.19
EXPENDITURES:		
Transfer to Money Market Account	$ -	
USDA RD Loan Payment	$ (7,106.00)	
PSERS Employer Retirement	$ (100,495.42)	
Deposits to MM		
Expenditures	$ (92,663.31)	
TOTAL EXPENDITURES/TRANSFERS OUT		$ (200,264.73)
ENDING BALANCE SEPT 30, 2026		$ 21,731.46

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

BEGINNING BALANCE SEPT 1, 2026		$ 293,282.77
RECEIPTS:		
Interest	$ 1,109.40	
PSU Tuition Payback	$ 50.00	
Rental		
Welding	$ 561.00	
HVAC	$ 40.00	
PHS	$ 257.00	
Electrical		
Collision Repair	$ 365.00	
Auto Mechanics	$ 580.00	
Culinary Arts		
Health Occ	$ 400.00	
Construction Trade	$ 405.00	
Cosmetology	$ 4,713.50	
COBRA/Retiree Insurance	$ 2,713.86	
Social Security		
Retirement	$ 63,595.08	
Voc Ed Subsidy		
Perkins		
Equipment Grant(s)		
Due to Adult Ed (ACH + Subsidy+Tuition Reimb+Room Rental)	$ 7,480.00	
PCCD Grants		
Member District Receipts	$ 315,699.17	
Money Market Transfer In (Payroll)		
Money Market Transfer In		
Misc.	$ 680.00	
Deposits from Checking		
Total Receipts		$ 398,649.01
TOTAL RECEIPTS, TRANSFERS IN & BEGINNING BALANCE		$ 691,931.78
EXPENDITURES:		
Transfers to Payroll/Employer H.S.A.	$ (101,667.23)	
Transfers to AE	$ -	
Transfer to General Fund Checking	$ (191,146.48)	
Expenditures	$ -	
TOTAL EXPENDITURES/TRANSFERS OUT		$ (292,813.71)
ENDING BALANCE SEPT 30, 2026		$ 399,118.07

HUNTINGDON COUNTY CAREER AND TECHNOLOGY CENTER
PAYROLL FINANCIAL REPORT
CHECKING ACCOUNT

BEGINNING BALANCE SEPT 1, 2026			$ 14,355.72
TRANSFERS IN:			
Interest	$	0.98	
General Fund	$	101,667.23	
General Fund H.S.A.	$	-	
PN	$	-	
Adult Ed	$	4,451.60	
Total Transfers In and Interest			$ 106,119.81
TOTAL RECEIPTS, TRANSFERS IN & BEGINNING BALANCE			$ 120,475.53
EXPENDITURES:			
941 TAX	$	(20,014.39)	
PA State Tax	$	(2,878.80)	
Direct Deposit & Net Payrolls	$	(65,494.94)	
Discovery Benefits/WEX (Employee HSA Contributions)	$	(790.00)	
Discovery Benefits/WEX (HCCTC Employer HSA Contrib.)			
Voya (PSERS ACH Debits)	$	(2,625.39)	
Withholding Expenditures	$	(10,011.95)	
Money Market Transfer (General)			
Total Expenditures			$ (101,815.47)
ENDING BALANCE SEPT 30, 2026			$ 18,660.06

HUNTINGDON COUNTY CAREER AND TECHNOLOGY CENTER CAPITAL RESERVE FINANCIAL REPORT CHECKING ACCOUNT				
BEGINNING BALANCE SEPT 1, 2026			$	2,505.96
RECEIPTS:				
Sale of Compressors	$	-		
Interest	$	2.52		
Money Market Transfer In	$	-		
General Fund Annual Contribution	$	-		
Total Receipts/Transfers In			$	2.52
EXPENDITURES:				
Expenditures	$	-		
Money Market Transfer Out				
Total Expenditures			$	-
ENDING BALANCE SEPT 30, 2026			$	2,508.48

HUNTINGDON COUNTY CAREER AND TECHNOLOGY CENTER CAPITAL RESERVE FINANCIAL REPORT MONEY MARKET ACCOUNT				
BEGINNING BALANCE SEPT 1, 2026			$	126,364.89
RECEIPTS:				
Money Market Transfer In				
Money Market Interets	$	359.71		
Total Receipts/Transfers In			$	359.71
EXPENDITURES:				
Money Market Transfer Out	$	-		
Total Expenditures	$	-	$	-
ENDING BALANCE SEPT 30, 2026			$	126,724.60

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

BEGINNING BALANCE SEPT 1, 2026			$	10,623.26
RECEIPTS:				
Monthly Interest	$	0.62		
HiSET Test Center Receipts	$	32.00		
Ed2Go	$	-		
Money Market Transfer In	$	4,192.02		
Due/To From General Fund/Other Funds	$	1,372.16		
Billboard Rental Income (Qtrly)	$	-		
Tuition Repayment	$	-		
Tuition/App. Fees	$	-		
Tuition/Wave Credit Card Fees (2.9%+$.60/Trans)	$	-		
Total Receipts			$	5,596.80
TOTAL RECEIPTS, TRANSFERS IN & BEGINNING BALANCE			$	16,220.06
EXPENDITURES:				
Adult Ed Expenditures	$	(4,192.02)		
Deposits to MM	$	-		
TOTAL EXPENDITURES/TRANSFERS OUT			$	(4,192.02)
ENDING BALANCE SEPT 30, 2026			$	12,028.04

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

BEGINNING BALANCE SEPT 1, 2026			$	129,817.44
RECEIPTS:				
Money Market Interest	$	387.42		
Billboard Income (Qtrly)	$	255.00		
Ed 2 Go	$	-		
Tuition/App. Fees	$	23,800.00		
Tuition/Wave Credit Card Fees (2.9%+$.60/Trans)	$	(183.59)		
Money Market Transfer In	$	-		
Misc Income	$	-		
Total Receipts			$	24,258.83
TOTAL RECEIPTS, TRANSFERS IN & BEGINNING BALANCE			$	154,076.27
EXPENDITURES:				
Adult Ed Expenditures	$	(4,192.02)		
CD Transfer	$	-		
Payroll Expenses	$	(4,451.60)		
TOTAL EXPENDITURES/TRANSFERS OUT			$	(8,643.62)
ENDING BALANCE SEPT 30, 2026			$	145,432.65

HUNTINGDON COUNTY CAREER AND TECHNOLOGY CENTER PRACTICAL NURSING FINANCIAL REPORT CHECKING ACCOUNT				
BEGINNING BALANCE SEPT 1, 2026			$	5,000.22
RECEIPTS:				
Monthly Interest	$	0.22		
Money Market Interest	$	-		
Money Market Transfer In	$	616.70		
Total Receipts			$	616.92
TOTAL RECEIPTS, TRANSFERS IN & BEGINNING BALANCE			$	5,617.14
EXPENDITURES/TRANSFERS OUT:				
PN Expenditures	$	(616.70)		
PN Transfer Out- Money Market	$	-		
TOTAL EXPENDITURES/TRANSFERS OUT			$	(616.70)
ENDING BALANCE SEPT 30, 2026			$	5,000.44

HUNTINGDON COUNTY CAREER AND TECHNOLOGY CENTER PRACTICAL NURSING FINANCIAL REPORT MONEY MARKET ACCOUNT				
BEGINNING BALANCE SEPT 1, 2026			$	67,942.17
RECEIPTS:				
Money Market Interest	$	192.39		
Money Market Transfer In	$	-		
Total Receipts			$	192.39
TOTAL RECEIPTS, TRANSFERS IN & BEGINNING BALANCE			$	68,134.56
EXPENDITURES/TRANSFERS OUT:				
Money Market Transfer Out	$	(616.70)		
Money Market Transfer Out to CD	$	-		
Payroll Transfers	$	-		
TOTAL EXPENDITURES/TRANSFERS OUT			$	(616.70)
ENDING BALANCE SEPT 30, 2026			$	67,517.86

HUNTINGDON COUNTY CAREER AND TECHNOLOGY CENTER CTSO Student Fund CHECKING ACCOUNT			
BEGINNING BALANCE SEPT 1, 2026			$ 2,545.40
RECEIPTS:			
Monthly Interest	$	0.11	
Fundraiser Income	$	-	
Money Market Transfer In	$	23.45	
Total Receipts			$ 23.56
TOTAL RECEIPTS, TRANSFERS IN & BEGINNING BALANCE			$ 2,568.96
EXPENDITURES/TRANSFERS OUT:			
SKILLS Expenses	$	(23.45)	
Money Market Transfers	$	-	
	$	-	
TOTAL EXPENDITURES/TRANSFERS OUT			$ (23.45)
ENDING BALANCE SEPT 30, 2026			$ 2,545.51

HUNTINGDON COUNTY CAREER AND TECHNOLOGY CENTER CTSO Student Fund MONEY MARKET ACCOUNT			
BEGINNING BALANCE SEPT 1, 2026			$ 48,244.88
RECEIPTS:			
Money Market Interest	$	142.28	
Skills	$	4,000.00	
Due to Other Funds	$	-	
Total Receipts			$ 4,142.28
TOTAL RECEIPTS, TRANSFERS IN & BEGINNING BALANCE			$ 52,387.16
EXPENDITURES/TRANSFERS OUT:			
Money Market Transfer Out	$	(23.45)	
Due to Other Funds	$	-	
TOTAL EXPENDITURES/TRANSFERS OUT			$ (23.45)
ENDING BALANCE SEPT 30, 2026			$ 52,363.71

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: AE - ADULT ED **Payment Dates:** 09/03/2026 - 10/07/2026

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
0000022278	09/11/2026	Amazon Capital Services	Phlebotomy Books		872.13
0000022279	09/11/2026	Wesley Fink	OVR Reimbursment		250.00
0000022280	09/11/2026	Alexander Gottshall	OVR Reimbursment		250.00
0000022281	09/11/2026	United Refining Company	CDL Fuel July and August 2026		1,004.02
0000022282	09/11/2026	RICH PARK'S GARAGE INC	45854	45982	1,678.59
0000022283	09/24/2026	Amazon Capital Services	CDL Supplies		137.28

58 - ADULT ED	**4,192.02**
Grand Total All Funds	**4,192.02**
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	**4,192.02**
Grand Total Virtual Payments	**0.00**
Grand Total All Payments	**4,192.02**

* - 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:** 09/03/2026 - 10/07/2026

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
0000010699	09/24/2026	SkillsUSA PA Central Region	FLC Advisor Shirts		23.45

80 - CTSO - STUDENT FUND	**23.45**
Grand Total All Funds	**23.45**
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	**23.45**
Grand Total Virtual Payments	**0.00**
Grand Total All Payments	**23.45**

* - 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:** 09/03/2026 - 10/07/2026

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
0000032260	09/11/2026	Comcast	Internet Septmeber 2026		233.58
0000032261	09/11/2026	Penelec	Electric Annex August 2026		253.64
0000032262	09/24/2026	De Lage Landen Finan Services Inc.	Copier Lease September 2026		129.48

50 - PRACTICAL NURSING	**616.70**
Grand Total All Funds	**616.70**
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	**616.70**
Grand Total Virtual Payments	**0.00**
Grand Total All Payments	**616.70**

* - 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:** 09/03/2026 - 10/07/2026

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
0000061027	09/11/2026	Ace fix-it Hardware	MAINTENANCE SUPPLIES		38.58
0000061028	09/11/2026	Amazon Capital Services	Cosmetology Supplies	Para Supplies	2,533.99
0000061029	09/11/2026	American Tool and Supply	Electrical Supplies		3,354.26
0000061030	09/11/2026	Constellation New Energy - Gas Division, LLC	Natural gas Supply August 2026		77.00
0000061031	09/11/2026	Curtze Food Service	Culinary Arts Supplies August 2026		504.13
0000061032	09/11/2026	The Daily News	Cosmetology Supplies		33.90
0000061033	09/11/2026	Dale Oxygen Inc.	Welding Supplies	Cylinder tank Rental	1,744.09
0000061034	09/11/2026	De Lage Landen Finan Services Inc.	Transportation Center Copier Lease Septemer 2026		73.90
0000061035	09/11/2026	Dillon McCandless King Coulter & Graham LLP	Solicitor Fees - Professional Services		393.75
0000061036	09/11/2026	Giant Food Stores	228086	227894	404.51
0000061037	09/11/2026	Huntingdon Co. Business and Industry	Annual Investment dues		250.00
0000061038	09/11/2026	United Refining Company	Fuel August 2026		33.10
0000061039	09/11/2026	Lowe's Home Centers Inc.	Maintenance Supplies	Carpentry Supplies	225.18
0000061040	09/11/2026	Penelec	Electric August 2026	Electric Transportation Center August 2026	4,329.22
0000061041	09/11/2026	Pitney Bowes Bank Inc. Reserve Account	July 26-Oct 25 2026		166.65
0000061042	09/11/2026	Sandy Ridge Market	Culinary Arts Supplies		12.97
0000061043	09/11/2026	The Sentinel	Cosmetology, Paraeducator, Custodian/Mainenance		363.26
0000061044	09/11/2026	Tuscarora Intermediate Unit 11	Sap Day Training for Cindy Parks		20.00
0000061045	09/11/2026	Topp Business Solutions	Office Copier Lease September 2026		100.32
0000061046	09/11/2026	Tyler Technologies, Inc.	Edulink annual fee - teacher evaluation		2,570.00

* - 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:** 09/03/2026 - 10/07/2026

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
0000061047	09/11/2026	UGI Utilities Inc.	Natural Gas Distribution August 2026		958.21
0000061048	09/11/2026	Wex Health Inc.	H.S.A Monthly fee August 2026		47.25
0000061049	09/16/2026	COMMONWEALTH OF PENNSYLVANIA Cosmetology	School Change Application		20.00
0000061050	09/16/2026	Power House Subs	Cosmo Fundraiser		2,742.25
0000061051	09/24/2026	700 Shop	Shop Shirts for students		9,983.38
0000061052	09/24/2026	Amazon Capital Services	16N1-NL9T-9PVR	Auto Body Supplies	4,479.05
0000061053	09/24/2026	Bettwy Systems	Fire System inspections		1,800.00
0000061054	09/24/2026	CareerSafe	OSHA 10 Health Occ.	OSHA 10 PHS	630.00
0000061055	09/24/2026	Clearfield Wholesale Paper	Maintenance Supplies		60.00
0000061056	09/24/2026	CM Regent Solutions-Sun Life	Oct 2026 life ins		182.50
0000061057	09/24/2026	De Lage Landen Finan Services Inc.	Office Copier Lease 9/15-10/14/2026	Business Office copier lease 9/15-10/14/2026	284.14
0000061058	09/24/2026	J.C. Ehrlich	Pest Control September 2026		106.00
0000061059	09/24/2026	Grainger	Maintenance Supplies		158.79
0000061060	09/24/2026	L & M Embroidery	PHS - Supplies		788.00
0000061061	09/24/2026	Cassville Octoberfest	Cosmo Vender event		45.00
0000061062	09/24/2026	Safety-Kleen Systems Inc.	Auto Body Parts Washer		352.19
0000061063	09/24/2026	Tuscarora Intermediate Unit 11	WAN September 2026		270.00
0000061064	09/24/2026	Beth Younker	Student got jeans/boots stolen CR Locker Reimbursement to Parent		59.96
0000061065	10/05/2026	COMMONWEALTH OF PENNSYLVANIA Cosmetology	Cosmo Supervisor change		32.00
* 0000USDA76	09/28/2026	USDA Rural Development	USDA # 76		7,106.00
* 0Q22026RET	09/14/2026	Public School Employees'	Q2 2026 employer retirement		100,495.42

* - 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:** 09/03/2026 - 10/07/2026

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
D000000074	10/01/2026	HCSIT	Oct 2026 insurances		38,420.57 D
* KISHCC0826	09/10/2026	Elan Financial Services	zoom phone monthly	Hicks Full conference registration LC2026	2,012.25
* KISHCC0926	09/28/2026	Elan Financial Services	Professional cook certification- rouxbe culinary school	SERT BLS & Am Heart curriculum/books	4,928.96

10 - GENERAL FUND	**193,190.73**
Grand Total All Funds	**193,190.73**
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	**114,542.63**
Grand Total Procurement Card Other Disbursement Non-negotiables	**0.00**
Grand Total Regular Checks	**40,227.53**
Grand Total Virtual Payments	**0.00**
Grand Total All Payments	**193,190.73**

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

RESOLUTION

BE IT RESOLVED, by authority of the **Joint Operating Committee** of the **Huntingdon County Career and Technology Center**, and it is hereby resolved by authority of the same, that **Laura D. Hicks** who is the **Executive Director** of the above named body is authorized and directed to sign any and all contracts, agreements, grants and/or licenses (hereinafter collectively referred to as contract(s)) with the Pennsylvania Department of Education (Department); and

BE IT FURTHER RESOLVED, that the body consents to the use of electronic signatures by the above named individual and that no handwritten signature from the above named individual shall be required in order for any contract with the Department to be legally enforceable and that by affixing his/her electronic signature to an electronic file of the contract via the Department's e-grants system, the above designated authorized individual shall have effectively executed and delivered the contract, binding the **HCCTC Joint Operating Committee** to comply with the terms of said contract; and

BE IT FURTHER RESOLVED, that no writing shall be required in order to make the contract valid and legally binding, provided that the Department and all other necessary Commonwealth approvers affix their signatures electronically and an electronically-printed copy of the Contract is e-mailed or is otherwise made available to the body by electronic means; and

BE IT FURTHER RESOLVED, that the body will not contest the due authorization, execution, delivery, validity or enforceability of the electronic Contract under the provisions of a statute of frauds or any other applicable law. The Contract, if introduced as evidence on paper in any judicial, arbitration, mediation, or administrative proceedings, will be admissible as between the parties to the same extent and under the same conditions as other business records originated and maintained in documentary form and the admissibility thereof shall not be contested under either the business records exception to the hearsay rule or the best evidence rule; and

BE IT FURTHER RESOLVED, that the body will notify the Department's Bureau of Management Services promptly in the event that the above named individual is no longer authorized to execute agreements on behalf of the body electronically and that the Department shall be entitled to rely upon the above named officer's authority to execute agreements electronically on behalf of the body until such notice is received by the Department's Office of Chief Counsel.

ATTEST
(individual receiving signatory authority may not attest on behalf of himself/herself)

_____ _____

Signature Nicole Reasner, JOC Chair Signature Karen Cisney JOC Secretary

Nicole Reasner JOC Chair Karen Cisney, JOC Secretary

TO BE EXECUTED BY SECRETARY OF THE GOVERNING BODY:

I,_____, Secretary, of _____, do certify that the foregoing is a true and correct copy of the Resolution adopted at a regular meeting of the _____, held the _____ day of _____, 20___.

Dated: _____ _____
Signature (Secretary)

_____ _____
Print/type Name Title

TO BE EXECUTED BY AUTHORIZED SIGNATORY:

As the person authorized to sign on behalf of the above named body, I agree that I shall not provide any other person with my e-grants password or otherwise authorize any other individual to affix my electronic signature to any agreement with the Department.

Dated: _____ _____
Signature (authorized signatory)

_____ _____
Print/type Name Title

Memorandum of Understanding

Between the Mifflin County Academy of Science and Technology Practical Nursing Program

And

Huntingdon County Career and Technology Center Health Occupations Program

This Memorandum of Understanding made and entered into this _____ day of _____, 2026 by and between the **Mifflin County Academy of Science and Technology** *Practical Nursing Program* and the **Huntingdon County Career and Technology Center** *Health Occupations Program* as a result of the action taken by the Operating Committee of the Mifflin County Academy of Science and Technology on _____ day of _____, 2026.

Goal

The goal of this agreement is to establish an alignment between Huntingdon County Career and Technology Center's Health Occupations students and The Mifflin County Academy of Science and Technology Practical Nursing Program to assure/encourage secondary student entrance into the post-secondary program. This will be done by offering the Health Professions students a credit in the amount of the entrance testing required as part of the admissions process for the Practical Nursing Program. The Health Professions student will only receive the credit if they start the program.

Action

The entrance exam can be done by junior or senior students per scheduled offered times. A special date and time can be organized by the student and the Coordinator of Practical Nursing, if time allotted are not obtainable. Areas of deficiency will be addressed and an individualized remediation plan may be assigned. Students will be offered a re-test only once; if needed.

The Coordinator of Practical Nursing and the Health Professions instructor can work together to address areas to assist student on improvement prior to entrance. If the student is offered acceptance, the Financial Aid Administrator (also the Coordinator of Practical Nursing) will authorize a credit to the students account on the first day of enrollment. This credit will be deducted from the student's overall cost of attendance during admission.

In witness Whereof, Mifflin County Academy of Science and Technology has caused this Memorandum of Understanding to be executed.

Mifflin County Academy of Science and Technology

Coordinator of Practical Nursing	Date
Administrative Director	Date

Huntingdon County Career and Technology Center

Administrative Director	Date

In witness Whereof, Mifflin County Academy of Science and Technology has caused this Memorandum of Understanding to be executed.

Mifflin County Academy of Science and Technology

Supervisor of Adult & Post-Secondary

Date May 12, 2022

Juniata County School District

Superintendent Christie Holderman

December 14, 2022

Date

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.

2026 OAC Rosters

Program NameOrganizationEmailCell PhoneTypeMember SinceStatus
Construction TradesAndy BlugermanAPI Cabinets(540) 325-4670Management10/2/2021Active
Construction TradesScott BonsellCornerstone Builders(814) 329-1301Management10/4/2021Active
Construction TradesBrian HearnHearn General Constructionherngeneralconstructionllc@gmail.com(81
Construction TradesJim PorterJ Porter Enterprises LLCN/AManagementN/AActive
Construction TradesDoug RittenhouseD O Rittenhouse General ContractorN/AManagement1/2/2019Ac
Construction TradesFred SteverRetired(814) 599-7021OtherN/AActive
Construction TradesJeremy StrubleCarpenters UnionN/AOtherN/AActive
Construction TradesTom TrimerTrimer Constructiontimerconstructionllc@gmail.com814-506-2108Owne
Construction TradesMike McMonigalNext Doormlm81@pct.eduPost Secondary Active

Collision Repair Buddy RossHCCTCbrensue81@hotmail.comParent
Collision Repair FredPricePrices Auto Bodyfred@pricemotorsales.comOwner
Collision Repair JamieDivelyDivelys Auto Bodydivelysab@comcast.netOwner
Collision Repair Jill BrickBASFjill.brick@basf.comAccount Rep
Collision Repair JohnDonnellyNAPAj-donnelly@hotmail.com(248) 915-1056Owner
Collision Repair JohnnyWilsonTyrone Auto Salvagejohnny@tyroneautosalvage.comOwner
Collision Repair KirenDellAce Body Workskdell_26sh@hcctc.orgEmployee
Collision Repair LukeArmstrongC.A.R.Sluke@zabscars.com717 448 2272BASF Paint Tech
Collision Repair MikeShoemakerLuciano Auto Bodymikes@lucianoinc.com(717) 319-8919Manager
Collision Repair Shawn CaffertyDale Oxygenscafferty@daleoxygen.com(814) 644-5200Vender
Collision Repair SamanthaLongeneckerStuckeysamanthal@stuckeyauto.comHuman Resources Direct
Collision Repair TimGilbertC.A.R.Stgilbert@zabscars.com(814) 317-0206Sales
Collision Repair TraceRossHCCTCtross_27sh@hcctc.org717-543-8298Student
Collision Repair Bill Ross HCCTCwross@hcctc.orgInstructor

SERTCamden GentryPT Mile Level Physical Therapycamden.gentry@gmail.comN/AManagement9/1/2
SERTErica HawbakerPTA Drayer Physical Therapyericajane1000@gmail.com(814) 641-1112Postsecc
SERTAdam LandrinPT Light house ministries physical therapyadam.landrin@lhmpti.com(724) 331-165
SERTWes LyonsATC Huntingdon Area School Districtwlyons@huntsd.org(814) 644- 5653Secondary8/
SERTJohnny MartinezPersonal Trainer selfmartijj07@gmail.comN/AManagement9/30/2022Active
SERTJeff PeachmanATC Huntingdon County Career and Technology Centerjpeachman@hcctc.org(80
SERTAdam RigneyATC Southern Huntingdon high schoolarigney@shcsd.org(814) 506-6946Current W
SERTDave ShowalterATC Juniata Valley High schooldshowalter@jvsd.org(814)937-3270Secondary3/4
SERTDeb StatesOT Penn Highlands Hospitaljamescreekbeagles1@gmail.comN/ACurrent Worker8/14/
SERTAndrea SunderlandArista Caresunma913@gmail.comN/ACurrent Worker8/14/2020Active
SERTKelly YoungPT Penn Highlands Hospitalksyoung@phhealthcare.orgN/AManagement3/1/2022Act
SERTSavanna DuvallPTA Encompass healthsavannaduvall14@gmail.com(814)907-2494Current Work
SERTLauren LenoardPT LHMlauren.leonard@lhmpti.comManagement4/1/2026Active

Electrical Devin Carlin HCCTC Studentdcarlin_27sh@hcctc.orgStudent
Electrical Terry CarlinJLG Industries814-500-9094Parent
Electrical Zander Cowan Valley Rural Electriczcowan@valleyrec.com814-599-5044Worker in Industry F
Electrical Steve Hogle MCAST smh47@mcsdk12.org717-513-8238CTC Instructor
Electrical Sam Kauffman HCCTC Instructor skauffman@hcctc.org717-437-7417CTC Instructor
Electrical Ben Hurst MKB Company ben.hurst919@gmail.com717-824-5845Current Worker in Industry
Electrical Travis Kuhstos Valley Rural Electric Co-op tkuhstos@valleyrec.com (814) 386-3815 Current W
Electrical Trent Norris HCCTC Electrical Occupations tnorris_27jv@hcctc.org N/A Student
Electrical Jeremy Norris American Eagle Paper Mill (814) 935-4429 Parent/Worker in related Industry
Electrical Joe Parks Valley Rural Electric Co-op jparks@valleyrec.com (814) 386-3354 Current Worker
Electrical Andrew Pealock AMP Studios andrewpealock@gmail.com (706) 768-5292 Management

Electrical Mike Queary NEC Code Panel 17 (817) 366-9043 Current Worker
Electrical Todd Strausser Allied Mechanical (814) 571-5272 Employer in Industry
Electrical Brady Reed IBEW (814) 386-1467 Current Worker in Industry/Former Student
Electrical "I Management"
Electrical Andy White First Quality awhite@firstquality.com (570) 367-8725 Current Worker
Electrical "I Foreman"

Health Occ Secondary Community Member"3/4/2025
Health Occupations Richelle BoydHCCTCrboyd@hcctc.orgN/ASecondary2/26/2026
Health Occ Community Member"3/4/2025
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Health Occ Secondary Community Member"N/A
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Health Occ Inc."csisto Managem Communit Economic/ Chamber of Commerce Partner"N/A
Health Occupations Parent TBDHCCTC ParentN/AOtherN/A
Health Occupations Student TBDHCCTCN/AStudentN/A
Health Occupations Michele VarnerRetiredbemimaso@gmail.comN/ACurrent Worker10/2/2024
Health Occ Community Member"9/25/2025
Health Occupations Reed Levyreedlevy@ymail.comN/ACurrent Worker/Community Member10/7/2026
Health Occupations Julie WoelflVAjwoelfl@gmail.comN/ACurrent Worker/Community Member10/7/202

Culinary ArtsGreg Anderson Standing Stone Coffee Company greg@standingstonecoffeecompany.com
Culinary ArtsMarissa Blair HCCTC mblair_25mu@hcctc.org N/A N/A Student Board Member 08/28/202
Culinary ArtsBrandon Brown Sandy Ridge Market bwbrown23@gmail.com N/A N/A Management Chair
Culinary ArtsRyan Delbaggio Powerhouse Subs ryan@powerhousesubs.com N/A (814) 931-2695 Othe
Culinary ArtsTara Grajeda Huntingdon County Career and Technology Center tgrajeda@hcctc.org N/A
Culinary ArtsTristan Lawson Raystown Resort catering@raystownresort.com N/A N/A Management Bo
Culinary ArtsJustin Lewis Parent jalewis15@gmail.com N/A (814) 599-5742 Other Board Member 09/14
Culinary ArtsAngel Shaver Memories Bar and Grill ashaver8@gmail.com N/A N/A Management Board
Culinary ArtsReid Williams Student reidw522@gmail.com N/A (814) 506-6694 Student Board Member
Culinary ArtsNate Worthey The Korner Room nateworth@icloud.com N/A N/A Management Board Mem
Culinary ArtsMatthew Yoder Penn State University i.mattchew@yahoo.com N/A (717) 994-8574 Manag
Culinary ArtsStephanie Parsons The Rolling Pin Bakery and Homestead stephanieparsons31@yahoo.c

4) 599-8429Graduate10/2/2023Active

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/1/2020Active

)3) 608-0459Secondary8/14/2019Active
Worker9/22/2023Active
4/2024Active
/2019Active

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ker10/1/2026Active

Former Student

Worker in Industry

in Industry/Superviser

:6

n N/A N/A Management Vice Chair 08/28/2019 Active
:2 Active
r 08/28/2021 Active
er Board Member 09/23/2024 Active
(814) 251-2103 Other Non-Voting Board Member 8/16/2026 Active
ard Member N/A Active
4/2025
Member N/A Active
09/14/2025 Active
nber 10/06/2019 Active
gement Board Member 10/06/2016 Active
com N/A 814-386-9687 Owner/operator 10/6/2026

HUNTINGDON COUNTY
Career and Technology Center

11893 Technology Drive ● P.O. Box E ● Mill Creek, PA ● 17060-0905
Phone: (814) 643-0951 ● Email: admin@hcctc.org ● Website: www.hcctc.org

Training Tomorrow's Workforce Today…

Job Title:	Maintenance Supervisor
Position currently held by:	David Carolus
Classification:	Contractual
Reports to:	Executive Director
Supervises:	Maintenance Custodial Personnel

Qualifications

- High school diploma required
- An associate's degree or equivalent field experience in facilities management, construction management, engineering, or related field is preferred.
- Demonstrated experience in building maintenance, facilities operations, construction, HVAC, electrical, plumbing, carpentry, mechanical systems, or related trades required.
- Preferred Two (2) years' supervisory or leadership experience in maintenance, facilities, construction, or a related field strongly preferred.

Licenses and Certifications

- Valid driver's license required.
- Must possess or be willing to obtain certifications and training required for assigned responsibilities.
- OSHA, HVAC, electrical, plumbing, equipment-operation, or other applicable trade and safety certifications preferred when relevant to HCCTC operations.
- Current clearances and other employment requirements as required by Pennsylvania law and HCCTC policy.

Work Conditions

- Work year, workday, salary, benefits, leave and other terms and conditions of employment shall be governed by the current compensation contract, board policy, and applicable law.

Position Summary

The Maintenance Supervisor provides leadership and direct oversight for the maintenance, custodial, grounds, safety, security, and physical plant operations of the Huntingdon County Career & Technology Center (HCCTC). The position is responsible for ensuring that HCCTC facilities, grounds, instructional spaces, building systems, and equipment are maintained in a safe, clean, functional, efficient, and regulatory-compliant condition that supports high-quality career and technical education.

HUNTINGDON COUNTY
Career and Technology Center

11893 Technology Drive ● P.O. Box E ● Mill Creek, PA ● 17060-0905
Phone: (814) 643-0951 ● Email: admin@hcctc.org ● Website: www.hcctc.org

Training Tomorrow's Workforce Today…

The Maintenance Supervisor serves as a member of the HCCTC Leadership Team and works collaboratively with the Executive Director, Principal, Business Manager, instructors, support staff, contractors, inspectors, and outside agencies. The position combines hands-on facilities expertise with supervisory responsibility, preventive maintenance planning, work-order management, purchasing and inventory oversight, regulatory compliance, emergency response, and long-range facilities planning.

Essential Duties and Responsibilities –

- Conduct routine inspections of the building, grounds, instructional areas, mechanical spaces, exterior areas, and related facilities to identify maintenance, safety, security, and operational concerns.
- Coordinate and perform preventive, routine, corrective, and emergency maintenance of HCCTC facilities and building systems.
- Diagnose maintenance problems and perform or coordinate repairs involving HVAC, plumbing, electrical, carpentry, mechanical systems, fixtures, doors, hardware, and general building systems within the employee's qualifications and applicable regulatory requirements.
- Develop and maintain preventive maintenance schedules for building systems, equipment, filters, mechanical components, and other assets.
- Coordinate maintenance and repair of instructional and building equipment in consultation with instructors and the Leadership Team.
- Manage HCCTC's work-order system, including prioritizing requests, assigning work, communicating status, documenting completion, and identifying recurring maintenance needs.
- Coordinate grounds maintenance, snow and ice removal, exterior upkeep, and other activities necessary to maintain safe access to the facility.
- Maintain the facility in a condition that supports the educational and operational needs of HCCTC's technical programs.
- Strong knowledge of building systems, including HVAC, plumbing, electrical, roofing, carpentry, and related systems.
- Understanding of local, state, and federal safety and building regulations.
- Ability to develop and manage maintenance schedules and preventive maintenance programs.
- Strong leadership and communication skills to work effectively with staff, administrators, contractors, and vendors.
- Ability to multitask, establish priorities, and adhere to project timelines.
- Knowledge of energy-efficiency programs and sustainability practices.
- Ability to be on-call and respond to facility emergencies as required.

11893 Technology Drive ● P.O. Box E ● Mill Creek, PA ● 17060-0905
Phone: (814) 643-0951 ● Email: admin@hcctc.org ● Website: www.hcctc.org

Training Tomorrow's Workforce Today…

- Ability to use computer-based systems, including email, electronic work-order platforms, and HVAC/building automation systems, to communicate, monitor requests, track completion, and support facility operations.
- Knowledge and experience in carpentry, electrical, plumbing, and heating systems and equipment.
- Ability to operate trucks, snow-plowing equipment, tractors, front-end loaders, and other maintenance equipment.

Supervision and Personnel

- Provide direct supervision, leadership, scheduling, training, and performance oversight for maintenance and custodial personnel.
- Establish and coordinate work schedules, assignments, duty rotations, overtime, vacation coverage, and substitute coverage based upon operational needs.
- Monitor custodial services and cleaning schedules to ensure established standards are consistently met.
- Conduct evaluations of maintenance and custodial personnel in accordance with HCCTC procedures.
- Provide appropriate coaching, direction, training, and corrective feedback to assigned personnel.
- Assist the Executive Director in assessing staffing needs and in the screening, interviewing, and selection of maintenance and custodial personnel.
- Identify and coordinate appropriate safety training and professional development for maintenance and custodial staff.

Safety, Security and Regulatory Compliance

- Promote and enforce safe work practices and maintain high standards for workplace safety, housekeeping, and hazard prevention.
- Assist in maintaining the physical security of the building and grounds for the protection of students, staff, visitors, equipment, and property.
- Identify unsafe conditions and take appropriate immediate action when a condition presents a potential threat to health, safety, property, or school operations.
- Ensure proper storage, handling, labeling, use, and disposal of chemicals, cleaning products, waste materials, and other regulated substances.
- Assist in maintenance of Safety Data Sheets and related facilities and safety documentation.
- Coordinate and participate in inspections conducted by insurance carriers, fire officials, code officials, and applicable local, state, and federal agencies.

- Maintain records associated with required facilities inspections, permits, testing, certifications, repairs, and corrective actions.
- Assist HCCTC leadership with implementation of recommendations resulting from safety, insurance, regulatory, and facilities inspections.
- Maintain familiarity with applicable OSHA requirements, building and fire codes, environmental requirements, and other regulations affecting school facilities.

Purchasing, Inventory and Fiscal Responsibility

- Maintain appropriate inventories of custodial, maintenance, grounds, and facility supplies and equipment.
- Monitor inventory levels and recommend purchases necessary to maintain safe and uninterrupted operations.
- Coordinate purchasing needs with the Business Manager and follow HCCTC purchasing and purchase order procedures.
- Obtain quotes and coordinate with vendors and contractors as required by HCCTC procedures.
- Maintain appropriate records of equipment, supplies, warranties, repairs, inspections, and facility assets.
- Assist with inventory identification and tagging of HCCTC equipment and property as assigned.
- Exercise appropriate fiscal responsibility by considering repair versus replacement, life-cycle costs, preventive maintenance, energy efficiency, and long-term operational needs when making recommendations.

Contractors and Projects

- Maintain relationships with qualified contractors and service providers for specialized repairs and emergency services.
- Coordinate contractor access to HCCTC and monitor work performed on school property.
- Assist w/ planning & oversight of construction, renovation, repair, & facility-improvement projects.
- Communicate with the Executive Director and Business Manager regarding project status, anticipated costs, operational impact, and identified concerns.
- Review completed contracted work and communicated deficiencies or unresolved issues to the appropriate administrator.
- Assist w/ development of short- & long-range facility maintenance & capital improvement priorities.

- Provide information and recommendations regarding replacement of aging equipment, building systems, furniture, and facility infrastructure.

Communication and Leadership

- Serve as an active member of the HCCTC Leadership Team and provide facilities-related information and recommendations to support organizational decision-making.
- Maintain regular communication with the Executive Director regarding facility conditions, maintenance priorities, safety concerns, major repairs, projects, and emergency situations.
- Coordinate with the Business Manager regarding purchasing, budgeting, inventory, contracted services, and facility expenditures.
- Communicate with instructors and staff regarding maintenance needs while appropriately prioritizing requests based upon safety, instructional impact, urgency, available resources, and operational needs.
- Advise the Executive Director regarding facility conditions, anticipated maintenance needs, capital improvements, equipment replacement, and other matters affecting the physical plant.
- Utilize HCCTC-approved technology to track work orders, preventive maintenance, projects, inspections, inventory, and related records.

Authority and Accountability

- Serve as the primary point of coordination for maintenance work, custodial operations, facility repairs, contractor activity, and physical plant concerns at HCCTC.
- Review and coordinate requests involving building repairs, alterations, installation of equipment, changes to building systems, grounds work, and other activities that may affect HCCTC facilities, safety, utilities, or infrastructure.
- Ensure that maintenance and facility work is appropriately planned and communicated so that affected departments, programs, and members of the Leadership Team are informed as necessary.
- Determine appropriate methods for completing maintenance work within the scope of the position and recommend when specialized contractors, professional services, or additional resources are required.
- Coordinate outside contractors and vendors performing maintenance or facility-related work after appropriate administrative and purchasing authorization has been obtained.
- Maintain accountability for the status, documentation, and follow-through of assigned maintenance projects, work orders, preventive maintenance activities, inspections, and corrective actions.

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- Provide timely recommendations to the Executive Director regarding urgent facility needs, safety concerns, significant repairs, deferred maintenance, and capital improvement priorities.
- Authority assigned to the Maintenance Supervisor does not supersede HCCTC purchasing procedures, Business Office fiscal controls, Joint Operating Committee authority, or the Executive Director's administrative authority. Expenditures, contracts, major facility modifications, and other commitments requiring administrative approval shall be authorized through established HCCTC procedures.

Emergency and Operational Responsibilities

- Be available to respond to facility emergencies when required, including situations occurring outside the normal workday.
- Coordinate appropriate response to building system failures, weather-related conditions, utility disruptions, leaks, equipment failures, security concerns, and other facility emergencies.
- Assist leadership in determining whether facility conditions may affect safe school operations.
- Coordinate emergency contractors and service providers when specialized response is required.
- Adjust work schedules when reasonably necessary to address school activities, emergencies, weather events, construction projects, and other operational needs.

Physical and Environmental Requirements

- The position requires the ability to perform and supervise building and grounds maintenance activities, including standing and walking for extended periods; bending, reaching, climbing, kneeling, and working from ladders; lifting and carrying equipment and supplies; operating tools and maintenance equipment; and working indoors and outdoors under varying environmental and weather conditions.
- The employee may be exposed to noise, dust, cleaning products, mechanical equipment, temperature extremes, and other conditions normally associated with building and grounds maintenance. Appropriate personal protective equipment must be utilized as required.

Terms of Employment

Work year, salary, benefits, and other conditions of employment shall be established by the Joint Operating Committee and applicable HCCTC policies, agreements, or compensation plans.

Evaluation

HUNTINGDON COUNTY
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Performance shall be evaluated by the Executive Director in accordance with HCCTC procedures and established performance expectations.

Additional Responsibilities

This job description is intended to describe the general nature and level of work performed by the Maintenance Supervisor and is not intended to constitute an exhaustive list of all duties. The employee shall perform other duties and responsibilities as assigned by the Executive Director that are consistent with the general scope and purpose of the position.

Acknowledgment

This job description is intended to describe the general nature and essential functions of the position. It does not supersede the collective bargaining agreement, Board policy, applicable law, PDE requirements, or individual program requirements. Duties may be reasonably assigned or adjusted consistently with those authorities.

Date received by staff member: _____ Print Name: _____

Employee Signature: _____

Field Trip Request

Huntingdon County Career and Technology Center

Date of Trip: 10/19-20/26 **Person Requesting Trip:** Adam Miller

Program or CTSO: PHS

Name of Destination: Keyser, WV Officers' Leadership Retreat

Physical Address of Destination: Itinerary Attached

If there will be other locations/stops/pick ups during the trip, an Itinerary MUST be submitted with initial request.

Correlation to the POS task list or proposed objective of trip: See attached

---

301 Investigate American law enforcement on the federal, state, and local levels.

Total Number of Participants: 5 students, Myself and Chaperone = 7

List all adults participating: Adam Miller -

A ratio of 1 to 10 must be maintained between adult to students unless expressly authorized by Administration.

List Adults who require a substitute:

Number of students listed on Student Roster Form: 5

A final roster is due NO LESS than 48 school hours prior to Admin, Medical and Attendance.

Initial Departure Location: HCCTC **Initial Departure Time:** 0700

Initial Arrival Location: 9/11 memorial 6424 Lincoln Hwy, Stoystown, **Initial Arrival Time:** 0900

PA 15563 **Final Arrival Location: HCCTC** **Final Arrival** 1500

If there will be other locations/stops/pickups during the trip, an Itinerary MUST be submitted with initial request.

Time:

Transportation Requested: (Circle One) **School Van** X **Bus** _ **Other**_

Additional Costs/Monies Required (entrance fee etc): none (shop account 4 food.)

Trip Costs to be provided by: **Program** x____ **CTSO (list)**_____ **Other**_____

ADMINISTRATIVE USE ONLY

Approved: ✓ **Board Notification:** ✓ **Added to School Calendar:** ✓

Submitted to (initial): Transportation ✓ **Attendance** ✓

Busing Confirmed:_____ **Attendance submitted to home school:**_____

See reverse for signatures

By signing this form, I agreed to abide by the following requirements

- **The initial request for a field trip must be submitted no fewer than 14 school days prior to the event**
- **In the event that this is an overnight field trip the deadline is 60 days prior to the event unless otherwise approved with administration**
- **The initial request has been submitted with a full potential roster to include a list of students that have been considered for participation. I.e. this field trip will only be for seniors so this is a list only of the seniors in my program.**
- **If the trip is outside normal school hours, the medical release form must be completed by a doctor prior to the final roster being submitted.**
- **A minimum ratio of one (1) adult chaperone per ten (10) students is required unless otherwise approved by Leadership. Leadership reserves the right to require additional supervision based on student needs, destination risk factors, or activity type.**
- **Student participation must align with consistently applied and established program criteria, attendance expectations, and behavioral standards.**
- **Immediate notification will be made to the leadership if a substitute is required due to a drop in participation requiring coverage at the school.**
- **I understand that any point in time leadership has the right to cancel the field trip due to extenuating circumstances, such as lack of chaperone coverage, lack of funding, etc.**
- **All students should be made aware in writing that if they are fundraising in order to participate in the event, they may or may not be eligible for refunds based on nonrefundable costs in the event that the school would cancel.**
- **A finalized copy of the roster and itinerary must be submitted to the attendance secretary no less than 48 school hours prior to the event.**
- **A final roster must be handed to the bus driver upon entry to the bus at the start of the event.**
- **The requesting staff member is responsible for carrying, at all times during the field trip, copies of all signed student permission slips and emergency contact information and must be prepared to provide this information immediately in the event of an emergency.**
- **Field trips that are open till the entire class for career development, activities or career exploration activities may be eligible for Perkins funding as available. Other field trips should be funded through program budget or production accounts, CTSO accounts or fundraising.**
- **All requests for student self-transportation (driving) or parent/guardian pick-up at the event must be submitted in writing and approved by Administration no fewer than forty-eight (48) school hours prior to the event. Same-day or on-site requests will not be permitted.**
- **Failure to comply with these procedures may result in cancellation of the current field trip and/or denial of future field trip requests**

I attest that have meet all the requirements for submission on the front and back of this form and will submit all additional paperwork according to all deadlines.

Print Name: ***Adam Miller*** ***Signature:*** _____ ***Date:*** ***9/23/26***

ITINERARY

10/19

0700 leave HCCTC head to 911 memorial Shanksville

0900 arrive at memorial

1100 depart memorial for Municipal Court, Ridgeley Town Offices, Ridgeley, WV 26753

1200 Arrive Ridgeley – eat lunch

1300 Meet with Judge Golden – review the courts and operations

1500 Depart for Golden Group 06 Training Compound, 455 Broad Hollow Road, Springfield WV

1600 Arrive, Settle students in rooming areas, Dinner, then police procedures, practical exercise prep. Short break, then Fireside Forum (timing is variable, difficult to predict, we will be flexible in this space

10/20

0800 Breakfast, etc.

0900 Practical exercise and firearms training

1200 Depart of HCCTC

1430-1500 Return to HCCTC

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Field Trip Roster

Field Trip:_____PHS Leadership Development_____

Date of Trip:_____10/19-20/2026_____

Program(s) Attending:___PHS_____

Instructor(s)/Faculty Attending:_____Miller_____

List all participating students and home schools:

Permission slips must be completed in their entirety by each participating student and the instructor is responsible for keeping each permission slip file.

Student Name/School	Student Name/School	Student Name/School
Muckle, Joshua / JV		
Perez, Alexia / JV		
Buckley, Pierce / JV		
Clark, Jaxon / HA		
Knode, Parker / ND		
Shyanna Brant / HA		

*Revised 2/2024

The Huntingdon County Career and Technology Center (HCCTC) is an equal opportunity provider and employer.

📌 **PDE Task Crosswalk Summary Table for Leadership Retreat**

Itinerary Location	Duty Area & Task Numbers	PDE Official Task Title
Keyser Police Dept	Task 102	Follow safety and standard operation procedures
	Task 301	Describe American law enforcement on federal, state, local levels
	Task 306	Research education, training, recruitment in LE
	Task 803	Use communication devices and radio procedures
Allegany Co District Court	Task 201	Explain criminal justice system and its history
	Task 202	Explain select elements of the US Constitution
	Task 204	Discuss major court rulings affecting evidence admissibility
	Task 205	Describe state and federal court systems
	Task 214	Explain rules of criminal procedures for summary/court cases

	Task 215	Describe types of defenses to a criminal charge
Private Residence Seminars	Task 107	Practice health, wellness, and stress management
	Task 108	Discuss PTSD effects on the responder
	Task 301	Describe American LE on federal, state, local levels
	Task 303	Explain integrity and ethics within LE agencies
	Task 704	Explain Department of Homeland Security and components
	Task 706	Explain USA Patriot Act and USA Freedom Act
K9 & Firearms Range	Task 102	Follow safety and standard operation procedures
	Task 106	Use personal protective equipment (PPE)
	Task 309	Explain use of force and use of force

	Task 1102	continuum Conduct suspect searches and use restraints
Shanksville 9/11 Memorial	Task 705 Task 706	Explain the evolution of terrorism Explain USA Patriot Act and USA Freedom Act

September 9, 2026

Ms. Laura Hicks, Director
Huntingdon County Career and Technology Center
Mill Creek, PA 17060
lhicks@hcctc.org

Dear Ms. Hicks:

Please accept this letter as an expression of my interest in the Paraeducator position at Huntingdon County Career and Technology Center. With 26 years of experience with the Pennsylvania Department of Corrections, I have developed many of the skills necessary to support, encourage, and guide students in a structured learning environment.

I began my career with the Pennsylvania Department of Corrections in April 1997 as a Clerk Stenographer in the Superintendent's Office. Throughout my career, I held several positions of increasing responsibility, including Mailroom Inspector and, most recently, Corrections Food Service Instructor. I retired from the Pennsylvania Department of Corrections in June 2023 after 26 years of service.

As a Corrections Food Service Instructor, I gained valuable experience providing instruction, supervising individuals, demonstrating proper procedures, maintaining a structured and safe environment, and working with people with a wide range of abilities and needs. This experience strengthened my patience, communication skills and adaptability, while also teaching me the importance of providing clear direction, offering encouragement, and treating each individual with respect.

I am eager to bring these skills to the Paraeducator position and assist students in developing their abilities, building confidence, and succeeding in both their education and career preparation. I believe my years of instructional and supervisory experience, along with my ability to work patiently and respectfully with others would allow me to make a positive contribution to your students and programs.

Thank you for considering my application. I would appreciate the opportunity to discuss my qualifications and how my experience could benefit your students and educational programs.

Sincerely,

Staci D. Weaverling

Staci Weaverling

Hesston, PA 16647 | +1 814 599 2425 | sd.weaverling@gmail.com

Professional summary

Experienced professional with 26 years of service with the Pennsylvania Department of Corrections, with experience providing instruction, supervision, and administrative support. Skilled in communicating clear directions, working with individuals with diverse abilities and needs, maintaining structured and safe environments, and adapting to challenging situations. Dependable, patient, organized, and committed to helping individuals develop skills, build confidence, and succeed.

Work experience

Reception Clerk

Centurion Health | Huntingdon, PA

June 2024 to April 2025

Reviewed incoming inmates' medical information and medications to determine the need for appropriate medical assessment. Confirmed medications and dosages to ensure continuity of therapeutic care.

Corrections Food Service Instructor

PA Department of Corrections | Huntingdon, PA

September 2015 to June 2023

Provided instruction and demonstrated proper procedures to individuals with varying abilities and needs. Supervised daily activities while maintaining a structured, safe, and organized environment.
Provided clear direction, encouragement, and constructive guidance.
Adapted instruction and communication to help individuals understand and successfully complete tasks.

Corrections Mail Inspector

PA Department of Corrections | Huntingdon, PA

November 2001 to September 2015

Worked in conjunction with the institutional security department to ensure compliance with DOC safety and security guidelines during the inspection and processing of incoming and outgoing inmate mail.

Clerk Stenographer

PA Department of Corrections | Huntingdon, PA

April 1997 to November 2001

Provided administrative assistance to the Superintendent and Superintendent's Assistant/Litigation Coordinator.

Education

Administrative Assistant/Secretarial Program (Associate's degree)

South Hills School of Business & Technology | State College, PA

September 1992 to June 1994

Skills

Problem solving | Safety & Procedure Compliance | Communication skills | Organizational skills | Adaptability | Computer skills | Instruction and training | Supervision | Dependability | Time management | Administrative Support

Additional information

Previously certified annually in CPR and First Aid.

Personal and Professional References
for Staci D. Weaverling

Jay Whitesel
1109 Moore Street
Huntingdon PA 16652
jwhitesel@comcast.net

Kevin E. McKinney, CRNP
Genesis Medical
Huntingdon, PA 16652
814-207-7349

Shane Hower
Corrections Food Service Supervisor
Department of Corrections SCI-Huntingdon
814-506-7030

HUNTINGDON COUNTY CAREER AND TECHNOLOGY CENTER
11893 TECHNOLOGY DRIVE
MILL CREEK, PA 17060 Phone (814)643-0951

Application for Employment

Name Staci D. Weaverling Date 9-9-2026

Address 14358 Piney Ridge Rd
Hesston PA 16647

Home Phone ( ) X Cell Phone (814) 5992425 Work Phone ( ) X

Position(s) Applying For:
___ Custodians X Admin. Assistant X Aides/Paraeducators
___ Substitute Instructor X Admin. Asst. Substitute
___ Maintenance Substitute ___ Summer Maintenance Substitute
___ Other: _____

X **Full Time** X **Part Time**

EDUCATIONAL INFORMATION

School	Name and Location of School	Graduated?	Major	Diploma or Degree
High School	Juniata Valley Alexandria PA	Yes- 1992	General	Diploma
College/Trade/ Business School	HCCTC Mill Creek PA	Yes- 1992	Cosmetology	NU
Other (specify)	South Hills Bus + Tech State College PA	Yes- 1994	Admin. Secretary	Degree

EMPLOYMENT HISTORY

(List present or last employer first)

1. EMPLOYER Centurion @ SCI-Smithfield Telephone 814 381-8462 Supv. #
Address 1120 Pike St. Huntingdon PA 16652
Street City State Zip Code
Job Title Reception Clerk Employed From 6-2024 to 4-2025
Describe your duties: Reviewed all incoming inmates medical files to verify needed medication and/or provider review.

2. EMPLOYER SCI-Smithfield Telephone 814) 643-6520
Address 1120 Pike St. Huntingdon PA 16652
Street City State Zip Code

Job Title Corrections Food Svc. Inst. Employed From 4-1997 to 6-2023

Describe your duties: Provided instruction + security in the dietary department of SCI-Smithfield

3. EMPLOYER _____ Telephone ( ) _____

Address _____

Street City State Zip Code

Job Title _____ Employed From _____ to _____

Describe your duties: _____

_____

GENERAL INFORMATION

Are you at least 18 years of age? Yes X No _____

Do you have the present ability to perform the job(s) for which you have applied with or without reasonable accommodation? Yes X No _____ If you desire reasonable accommodation for any handicap or disability, please suggest the type of accommodation desired:

_____

Have you ever been convicted of a misdemeanor or a felony? Yes _____ No X

Act 34 Request for Criminal Record Check, Act 151 PA Child Abuse History Clearance, and Act 114 FBI Federal Criminal History Record will be required prior to employment. All costs associated with record checks are to be paid by applicant.

I certify that any and all information in this Application for Employment is true, correct, and complete. If employed, any misstatement or omission of fact on this application may result in my dismissal.

If accepted for employment, I hereby agree to abide by the rules and regulations of the Career Center. All information submitted with the application becomes the property of the Huntingdon County Career and Technology Center for the purposes of review and will be kept confidential.

I understand that all required documentation will be submitted upon application and that any other documentation required by the Career Center following employment will be submitted in a timely manner to complete my personnel records.

SIGNATURE OF APPLICANT: Stacie O Weaver **Date:** 9-9-2026

Please mail to: Huntingdon County Career and Technology Center
Attn: Director
11893 Technology Drive
Mill Creek, PA 17060

The Huntingdon County Career and Technology Center will not discriminate in its educational programs, activities, or employment practices, based on race, color, national origin, sex, sexual orientation, disability, age, religion, union membership, or any other legally protected classification. Announcement of this policy is in accord with state and federal laws, including Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, Titles VI and VII of the Civil Rights Act of 1964, and the Americans with Disabilities Act of 1990. Employees or applicants who have an inquiry or complaint of harassment or discrimination, or who need information about accommodations for persons with disabilities, should contact Title IX Section 504 Coordinator, Marissa Boozel, Business Manager, 11893 Technology Drive, Mill Creek, PA 17060, or telephone (814)643-0951.

*Revised 2/2026

September, 9 2026

Re: Letter of Intent to Retire

Dear Mrs. Laura Hicks

Please accept this letter as my formal intent to retire from the Huntingdon County Career and Technology Center, effective March 8, 2026, after 13 years of dedicated service as the Maintenance Supervisor.

It has been a privilege to serve the students, staff, and administration of the Huntingdon County Career and Technology Center throughout my years here. I am grateful for the opportunities, experiences, and relationships I have gained during my time with the school.

I take great pride in the work I have accomplished as Maintenance Supervisor and in helping maintain a safe, functional, and welcoming environment for everyone at the Center. I sincerely appreciate the support and trust extended to me throughout my 13 years of service.

As I begin this next chapter of my life, I leave with many fond memories and a deep appreciation for the people I have had the opportunity to work with. I am committed to assisting with the transition in any way I can to help ensure a smooth changeover.

Thank you for the opportunity to be part of the Huntingdon County Career and Technology Center. I wish the Center, its students, staff, and administration continued success in the years ahead.

Sincerely,

David Carolus

David Carolus
Maintenance Supervisor
Huntingdon County Career and Technology Center

cc: Huntingdon County Career and Technology Center Joint Operating Committee
Jennifer Mitchell, Superintendent