Huntingdon County Career and Technology Center Joint Operating Committee Meeting

Tuesday, November 10, 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.	Directors Report	
L)2.	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.	FIELD TRIP APPROVAL	
N)2.	Conference Request	
N)3.	25-26 Budget Funds Retention	
O)	**Board Approval - Personnel**	**Speaker(s):** Chairman of the JOC
O)1.	HIRE - Maintenance Supervisor	
O)2.	CONTRACT - Maintenance Supervisor	
O)3.	SALARY INCREASE	
P)	**Other Business — Information Only**	**Speaker(s):** Chairman of the JOC
Q)	**Executive Session — ONLY AS NEEDED**	**Speaker(s):** Chairman of the JOC

R) **Closing**	**Speaker(s):** Chairman of the JOC
R) 1. Dates to Remember	**Speaker(s):** Chairman of the JOC
R) 2. Adjournment	**Speaker(s):** Chairman of the JOC

HUNTINGDON COUNTY CAREER AND TECHNOLOGY CENTER

JOINT OPERATING COMMITTEE MINUTES October 13, 2026

Call to Order
The Joint Operating Committee of the Huntingdon County Career and Technology Center met in regular session on Tuesday, October 13, 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
- Mrs. Kimberly Diggins, Juniata Valley Area (Zoom)
- Mr. Johnny Martinez, Mount Union Area (Zoom)
- Mr. Steven Brumbaugh, Mount Union Area
- Mr. Stacy Horne, Southern Huntingdon Area
- Mrs. Nicole Reasner, Southern Huntingdon Area

Members Absent:
- Mr. John Hutton, Juniata Valley Area

Also Present:
- 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: Mr. Brumbaugh
Second: Mr. Horne
Action: Approved the minutes of September 8, 2026, board meeting.
Vote: Unanimous

Approval of the Treasurers Report
Motion: Mr. Scialabba
Second: Mr. Whitesel
Action: Approved September 2026 Treasurer's Report

Public Comment – None

Approval of the Bills
Motion: Mr. Brumbaugh
Second: Mrs. Diggins
Action: Approved the bills for September 3, 2026, to October 7, 2026.
Vote: Unanimous

Finance – Mrs. Boozel stated that the audit is in process and should be wrapping up next week and that additional grants and details are starting to be released.

Building and Grounds Committee – David Carolus stated that he is currently shorthanded, with only one custodian.

Principal – Patrick Goodman reported that the seniors completed their pre-NOCTI testing on Friday. With the assistance of Marissa Boozel, he was able to download the necessary materials. He expressed his appreciation for the teamwork and support from everyone involved. The materials have been distributed to instructors for review. He will be discussing with instructors of strategies to help students progress from the basic level to competency.

Executive Session for Personnel Reasons
Motion: Mr. Scialabba
Second: Mr. Horne
Action: To hold an executive session at 6:35p.m.
Vote: Unanimous

Return from Executive Session
Motion: Mrs. Diggins
Second: Mr. Horne
Action: To reconvene from executive session at 6:59p.m.
Vote: Unanimous

Director's Report – No report.

Field Trip

Oct 2, 2026 - Collision Repair — Carlisle Collector Car Market & Corral - Task # 201, 203, 304-304 - Student Account Funded.

Oct 2, 2026 - Automotive Technology - Carlisle Collector Car Market - Task # 107, 108, 111, 304 - Career Development - Program Student Account Funded.

Field Trip (Cont.)

Oct 15, 2026 - Collision Repair - Zimmerman Auto Body Supplies - Employment Opportunities in Collision Repair – Student Account funded.

Nov 6, 2026 - Health Professions & SERT - South Hills School - Post Secondary Education Opportunities - Funded by South Hills

Superintendent of Record Report – No report – absent

Board Approval General

Resolution E-Signature-Perkins
Motion: Mr. Scialabba
Second: Mr. Whitesel
Action: Approved of the resolution to allow Laura D. Hicks to e-sign Grant documents on behalf of HCCTC.
Vote: Unanimous

Articulation Agreement
Motion: Mr. Whitesel
Second: Mr. Horne
Action: Approved of the Articulation Agreement between the HCCTC Health Professions program and the Mifflin County Academy of Science and Technology Practical Nursing Program
Vote: Unanimous

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

2026-27 Updated OAC Member Roster
Motion: Mr. Scialabba
Second: Mr. Brumbaugh
Action: Approved the 2026-27 Occupational Advisory Committee Members.
Vote: Unanimous

Job Description – Maintenance Supervisor
Motion: Mrs. Diggins
Second: Mr. Whitesel
Action: Approved the revised job description for the Maintenance Supervisor.
Vote: Unanimous

Field Trip
Motion: Mr. Brumbaugh
Second: Mr. Whitesel
Action: Approved for the PHS Office team to attend the leadership retreat in Keyser, WV, October 19 – 20, 2026.
Vote: Unanimous

Curriculum and Personnel

Resignation- Maintenance Custodian
Motion: Mr. Horne
Second: Mr. Whitesel
Action: Approved to accept the resignation of Kiara Zaludek, effective September 30, 2026.
Vote: Unanimous

Hiring-Paraeducator
Motion: Mr. Brumbaugh
Second: Mr. Horne
Action: Approved to hire Staci Weaverling as a Paraeducator at the rate of Step 1 $15.55, effective upon receipt of all clearance paperwork.
Vote: Unanimous

Hiring-Cosmetology Instructor
Motion: Mr. Brumbaugh
Second: Mr. Horne
Action: Approved to hire Karina Posey as the Cosmetology Instructor at Step 3 (Intern Scale) at a rate of $51,500, effective October 5, 2026.
Vote: Unanimous

Retirement -Maintenance Supervisor
Motion: Mr. Scialabba
Second: Mr. Whitesel
Action: Approved with regret to accept the retirement of David Carolus, Maintenance Supervisor, effective March 8, 2027.
Vote: Unanimous

Dates to Remember

Next regular monthly meeting: **Tuesday, November 10, 2026, at 6:30 p.m.**

Adjournment

Motion: Mrs. Diggins
Second: Mr. Brumbaugh
Time: 7:24 p.m.
Vote: Unanimous

Karen A. Cisney, JOC Secretary

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TREASURER'S REPORT
October 2026

Fund	Beginning Balance	Transfers/ Receipts	Transfers/ Disbursements	Ending Balance
General Fund	$ 21,731.46	$ 135,408.61	$ (134,134.92)	$ 23,005.15
General Fund Money Market	$ 399,118.07	$ 327,437.61	$ (248,391.44)	$ 478,164.24
Payroll Fund	$ 18,660.06	$ 117,319.66	$ (118,606.20)	$ 17,373.52
Capital Reserve Fund	$ 2,508.48	$ 0.18	$ -	$ 2,508.66
Capital Reserve Money Market	$ 126,724.60	$ 528.10	$ 58,815.00	$ 186,067.70
Adult Education Fund	$ 12,028.04	$ 5,270.43	$ (4,334.67)	$ 12,963.80
Adult Education Money Market	$ 145,432.65	$ 14,157.84	$ (8,667.66)	$ 150,922.83
Practical Nursing Fund	$ 5,000.44	$ 749.37	$ (749.15)	$ 5,000.66
Practical Nursing Money Market	$ 67,517.86	$ 192.82	$ (749.15)	$ 66,961.53
CTSO Fund	$ 2,545.51	$ 6,372.12	$ (6,371.95)	$ 2,545.68
CTSO Money Market	$ 52,363.71	$ 145.16	$ (6,371.95)	$ 46,136.92
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	*$ 1,309,075.56*	*$ 607,581.90*	*$ (469,562.09)*	$ 1,447,095.37

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

BEGINNING BALANCE OCT 1, 2026		$ 21,731.46
RECEIPTS:		
Interest	$ 2.76	
Due to Adult Ed (Tuition/Subsidy)	$ -	
Cosmetology		
Money Market Transfer In	$ 135,405.85	
Total Receipts		$ 135,408.61
TOTAL RECEIPTS, TRANSFERS IN & BEGINNING BALANCE		$ 157,140.07
EXPENDITURES:		
Transfer to Money Market Account	$ -	
USDA RD Loan Payment	$ (7,106.00)	
PSERS Employer Retirement		
Deposits to MM		
Expenditures	$ (127,028.92)	
TOTAL EXPENDITURES/TRANSFERS OUT		$ (134,134.92)
ENDING BALANCE OCT 30, 2026		$ 23,005.15

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

BEGINNING BALANCE OCT 1, 2026		$ 399,118.07
RECEIPTS:		
Interest	$ 1,084.36	
PSU Tuition Payback		
Rental		
Welding	$ 193.20	
HVAC		
PHS	$ 268.80	
Electrical	$ 1,365.00	
Collision Repair	$ 140.00	
Auto Mechanics	$ 60.00	
Culinary Arts	$ 1,298.00	
Health Occ	$ 80.00	
Construction Trade		
Cosmetology		
CHAMP	$ 25.00	
COBRA/Retiree Insurance		
Social Security		
Retirement		
Voc Ed Subsidy	$ 117,191.00	
Perkins		
Equipment Grant(s)		
Due to Adult Ed (ACH + Subsidy+Tuition Reimb+Room Rental)		
Hygiene Grant	$ 701.43	
Member District Receipts	$ 204,009.75	
Money Market Transfer In (Payroll)		
Money Market Transfer In		
Misc.	$ 1,021.07	
Deposits from Checking		
Total Receipts		$ 327,437.61
TOTAL RECEIPTS, TRANSFERS IN & BEGINNING BALANCE		$ 726,555.68
EXPENDITURES:		
Transfers to Payroll/Employer H.S.A.	$ (112,985.59)	
Transfers to AE	$ -	
Transfer to General Fund Checking	$ (135,405.85)	
Expenditures	$ -	
TOTAL EXPENDITURES/TRANSFERS OUT		$ (248,391.44)
ENDING BALANCE OCT 30, 2026		$ 478,164.24

HUNTINGDON COUNTY CAREER AND TECHNOLOGY CENTER
PAYROLL FINANCIAL REPORT
CHECKING ACCOUNT

BEGINNING BALANCE OCT 1, 2026			$ 18,660.06
TRANSFERS IN:			
Interest	$	1.08	
General Fund	$	112,985.59	
General Fund H.S.A.	$	-	
PN	$	-	
Adult Ed	$	4,332.99	
Total Transfers In and Interest			$ 117,319.66
TOTAL RECEIPTS, TRANSFERS IN & BEGINNING BALANCE			$ 135,979.72
EXPENDITURES:			
941 TAX	$	(22,706.81)	
PA State Tax	$	(3,193.42)	
Direct Deposit & Net Payrolls	$	(73,091.30)	
Discovery Benefits/WEX (Employee HSA Contributions)	$	(790.00)	
Discovery Benefits/WEX (HCCTC Employer HSA Contrib.)	$	(1,530.00)	
Voya (PSERS ACH Debits)	$	(2,970.22)	
Withholding Expenditures	$	(14,324.45)	
Money Market Transfer (General)			
Total Expenditures			$ (118,606.20)
ENDING BALANCE OCT 30, 2026			$ 17,373.52

HUNTINGDON COUNTY CAREER AND TECHNOLOGY CENTER CAPITAL RESERVE FINANCIAL REPORT CHECKING ACCOUNT				
BEGINNING BALANCE OCT 1, 2026			$	2,508.48
RECEIPTS:				
Sale of Compressors	$	-		
Interest	$	0.18		
Money Market Transfer In	$	-		
General Fund Annual Contribution	$	-		
Total Receipts/Transfers In			$	0.18
EXPENDITURES:				
Expenditures	$	-		
Money Market Transfer Out				
Total Expenditures			$	-
ENDING BALANCE OCT 30, 2026			$	2,508.66

HUNTINGDON COUNTY CAREER AND TECHNOLOGY CENTER CAPITAL RESERVE FINANCIAL REPORT MONEY MARKET ACCOUNT				
BEGINNING BALANCE OCT 1, 2026			$	126,724.60
RECEIPTS:				
Money Market Transfer In				
Money Market Interets	$	528.10		
Total Receipts/Transfers In			$	528.10
EXPENDITURES:				
Money Market Transfer Out	$	-		
FIT Void	$	58,815.00		
Total Expenditures	$	-	$	58,815.00
ENDING BALANCE OCT 30, 2026			$	186,067.70

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

BEGINNING BALANCE OCT 1, 2026			$ 12,028.04
RECEIPTS:			
Monthly Interest	$	0.68	
HiSET Test Center Receipts	$	16.00	
Ed2Go	$	-	
Money Market Transfer In	$	4,334.67	
Due/To From General Fund/Other Funds	$	628.98	
Billboard Rental Income (Qtrly)	$	-	
Tuition Repayment	$	-	
Tuition/App. Fees	$	300.00	
Tuition/Wave Credit Card Fees (2.9%+$.60/Trans)	$	(9.90)	
Total Receipts			$ 5,270.43
TOTAL RECEIPTS, TRANSFERS IN & BEGINNING BALANCE			$ 17,298.47
EXPENDITURES:			
Adult Ed Expenditures	$	(4,334.67)	
Deposits to MM	$	-	
TOTAL EXPENDITURES/TRANSFERS OUT			$ (4,334.67)
ENDING BALANCE OCT 30, 2026			$ 12,963.80

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

BEGINNING BALANCE OCT 1, 2026			$ 145,432.65
RECEIPTS:			
Money Market Interest	$	409.93	
Billboard Income (Qtrly)	$	1,102.50	
Ed 2 Go	$	39.00	
Tuition/App. Fees	$	12,650.00	
Tuition/Wave Credit Card Fees (2.9%+$.60/Trans)	$	(47.59)	
Money Market Transfer In	$	-	
Misc Income	$	4.00	
Total Receipts			$ 14,157.84
TOTAL RECEIPTS, TRANSFERS IN & BEGINNING BALANCE			$ 159,590.49
EXPENDITURES:			
Adult Ed Expenditures	$	(4,334.67)	
CD Transfer	$	-	
Payroll Expenses	$	(4,332.99)	
TOTAL EXPENDITURES/TRANSFERS OUT			$ (8,667.66)
ENDING BALANCE OCT 30, 2026			$ 150,922.83

HUNTINGDON COUNTY CAREER AND TECHNOLOGY CENTER PRACTICAL NURSING FINANCIAL REPORT CHECKING ACCOUNT				
BEGINNING BALANCE OCT 1, 2026			$	5,000.44
RECEIPTS:				
Monthly Interest	$	0.22		
Money Market Interest	$	-		
Money Market Transfer In	$	749.15		
Total Receipts			$	749.37
TOTAL RECEIPTS, TRANSFERS IN & BEGINNING BALANCE			$	5,749.81
EXPENDITURES/TRANSFERS OUT:				
PN Expenditures	$	(749.15)		
PN Transfer Out- Money Market	$	-		
TOTAL EXPENDITURES/TRANSFERS OUT			$	(749.15)
ENDING BALANCE OCT 30, 2026			$	5,000.66

HUNTINGDON COUNTY CAREER AND TECHNOLOGY CENTER PRACTICAL NURSING FINANCIAL REPORT MONEY MARKET ACCOUNT				
BEGINNING BALANCE OCT 1, 2026			$	67,517.86
RECEIPTS:				
Money Market Interest	$	192.82		
Money Market Transfer In	$	-		
Total Receipts			$	192.82
TOTAL RECEIPTS, TRANSFERS IN & BEGINNING BALANCE			$	67,710.68
EXPENDITURES/TRANSFERS OUT:				
Money Market Transfer Out	$	(749.15)		
Money Market Transfer Out to CD	$	-		
Payroll Transfers	$	-		
TOTAL EXPENDITURES/TRANSFERS OUT			$	(749.15)
ENDING BALANCE OCT 30, 2026			$	66,961.53

HUNTINGDON COUNTY CAREER AND TECHNOLOGY CENTER CTSO Student Fund CHECKING ACCOUNT		
BEGINNING BALANCE OCT 1, 2026		$ 2,545.51
RECEIPTS:		
Monthly Interest	$ 0.17	
Fundraiser Income	$ -	
Money Market Transfer In	$ 6,371.95	
Total Receipts		$ 6,372.12
TOTAL RECEIPTS, TRANSFERS IN & BEGINNING BALANCE		$ 8,917.63
EXPENDITURES/TRANSFERS OUT:		
SKILLS Expenses	$ (6,371.95)	
Money Market Transfers	$ -	
	$ -	
TOTAL EXPENDITURES/TRANSFERS OUT		$ (6,371.95)
ENDING BALANCE OCT 30, 2026		$ 2,545.68

HUNTINGDON COUNTY CAREER AND TECHNOLOGY CENTER CTSO Student Fund MONEY MARKET ACCOUNT		
BEGINNING BALANCE OCT 1, 2026		$ 52,363.71
RECEIPTS:		
Money Market Interest	$ 145.16	
Skills	$ -	
Due to Other Funds	$ -	
Total Receipts		$ 145.16
TOTAL RECEIPTS, TRANSFERS IN & BEGINNING BALANCE		$ 52,508.87
EXPENDITURES/TRANSFERS OUT:		
Money Market Transfer Out	$ (6,371.95)	
Due to Other Funds	$ -	
TOTAL EXPENDITURES/TRANSFERS OUT		$ (6,371.95)
ENDING BALANCE OCT 30, 2026		$ 46,136.92

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: AE - ADULT ED **Payment Dates:** 10/08/2026 - 11/04/2026

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
0000022284	10/08/2026	CENTRAL PENNSYLVANIA INSTITUTE OF SCIENCE & TECH	CDL Testing		2,142.00
0000022285	10/08/2026	United Refining Company	CDL Fuel September 2026		1,580.67
0000022286	10/23/2026	CENTRAL PENNSYLVANIA INSTITUTE OF SCIENCE & TECH	CDL Testing		612.00

58 - ADULT ED	**4,334.67**
Grand Total All Funds	**4,334.67**
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	**4,334.67**
Grand Total Virtual Payments	**0.00**
Grand Total All Payments	**4,334.67**

* - 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:** 10/08/2026 - 11/04/2026

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
0000010700	10/08/2026	Entourage Imagine Inc	Student Yearbooks		439.95
0000010701	10/23/2026	SkillsUSA PA Central Region	Fall Leadership Conference		5,264.00
0000010702	10/23/2026	SkillsUSA Inc.	Advisor & Student Officers memberships		668.00

80 - CTSO - STUDENT FUND	**6,371.95**
Grand Total All Funds	**6,371.95**
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	**6,371.95**
Grand Total Virtual Payments	**0.00**
Grand Total All Payments	**6,371.95**

* - 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:** 10/08/2026 - 11/04/2026

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
0000032263	10/08/2026	Comcast	Internet October 2026		233.58
0000032264	10/08/2026	Mill Creek Area Municipal Auth	Annex September 2026		104.50
0000032265	10/08/2026	Penelec	Electric Annex September 2026		246.81
0000032266	10/08/2026	UGI Utilities Inc.	Natural Gas Distribution 8/14-9/14/2026		39.99
0000032267	10/23/2026	De Lage Landen Finan Services Inc.	Copier Lease October 2026		124.27

50 - PRACTICAL NURSING	**749.15**
Grand Total All Funds	**749.15**
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	**749.15**
Grand Total Virtual Payments	**0.00**
Grand Total All Payments	**749.15**

* - 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:** 10/08/2026 - 11/04/2026

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
0000061066	10/08/2026	American 3B Scientific, LP	HO Equipment		181.35
0000061067	10/08/2026	700 Shop	Shop Shirts	sweat shirts	15,755.30
0000061068	10/08/2026	Advance Auto Parts Professional	Auto Mechanic Supplies		24.92
0000061069	10/08/2026	Amazon Capital Services	HVAC Supplies	Electrical Supplies	3,699.45
0000061070	10/08/2026	American Tool and Supply	Electrical Supplies		127.72
0000061071	10/08/2026	Appalachia Intermediate Unit 8	2026 Superintendent Retreat L.Hicks		975.00
0000061072	10/08/2026	AutoZone Inc.	Auto Mech Supplies		4,132.07
0000061073	10/08/2026	Bettwy Systems	Yearly 911 monitoring		415.00
0000061074	10/08/2026	Burmax Company Inc.	Cosmetology Supplies		8,682.19
0000061075	10/08/2026	C.A.R.S.	Auto Body Supplies		1,464.56
0000061076	10/08/2026	Cengage Learning	Cosmo Tech Supplies		8,466.36
0000061077	10/08/2026	Constellation New Energy - Gas Division, LLC	Natural Gas Supply September 2026		96.25
0000061078	10/08/2026	Curtze Food Service	Culinary Arts Supplies September 2026		828.23
0000061079	10/08/2026	The Daily News	Maintenance Supervisor add		121.76
0000061080	10/08/2026	De Lage Landen Finan Services Inc.	Transportation Center Copier Lease October 2026		73.90
0000061081	10/08/2026	Eastern Penn Supply Company	Electrical Supplies		6,057.83
0000061082	10/08/2026	Giant Food Stores	229493	227725	415.95
0000061083	10/08/2026	Greenland Grass	Mowing 6 times Shrubbery Trimming		4,640.00
0000061084	10/08/2026	Grubco Busing Inc.	AUME Carlisle Car Show	AUBD Carlisle Car Show	1,194.75
0000061085	10/08/2026	Happy Chef Uniforms	Culinary Chef Coats		1,109.87
0000061086	10/08/2026	J & L Rhone Services LLC	PHS Field Trip to Raystown		207.75
0000061087	10/08/2026	United Refining Company	Fuel September 2026		388.22

* - 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:** 10/08/2026 - 11/04/2026

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
0000061088	10/08/2026	RE Michel Company	Maintenance Supplies		316.22
0000061089	10/08/2026	Mill Creek Area Municipal Auth	Main building September 2026	Transportation Center September 2026	914.40
0000061090	10/08/2026	Adam Miller	Professional Development trip to Lancaster		158.87
0000061091	10/08/2026	NAPA Auto Parts	Auto Mech Supplies		214.95
0000061092	10/08/2026	Park's Garbage Service	Garbage August 2026		447.83
0000061093	10/08/2026	Penelec	Electric September 2026	Electric Transportation Center September 2026	5,481.72
0000061094	10/08/2026	Scott Electric	Electrical Supplies		2,228.72
0000061095	10/08/2026	Strickler's Ice & Bottled Water	32714	32812	463.00
0000061096	10/08/2026	Susquehanna Fire Protection Company	Annual Fire Extinguisher Servicing and Inspections		695.50
0000061097	10/08/2026	Topp Business Solutions	Transportation Copier Usage 6/2-9/28/2026	Office Copier Lease October 2026	235.25
0000061098	10/08/2026	UGI Utilities Inc.	Natural Gas Distribution September 2026		963.41
0000061099	10/08/2026	UniFirst Corporation	Auto Mech Rags/wipers	Auto Body Rags/Wipers	168.44
0000061100	10/08/2026	VERIZON	Phone/Burg System October 2026		48.39
0000061101	10/08/2026	Wex Health Inc.	WEXHEALTH		45.00
0000061102	10/13/2026	Luis Herandez	Fall 2026 OAC Dinner		0.00
0000061103	10/13/2026	Matthew Ley	Fall 2026 OAC Dinner		32.00
0000061104	10/13/2026	Kira Park	Fall 2026 OAC Dinner		32.00
0000061105	10/13/2026	Penelope Ramsey	Fall 2026 OAC Dinner		32.00
0000061106	10/13/2026	Margarita Ricker	Fall 2026 OAC Dinner		32.00
0000061107	10/13/2026	Alivia Soult	Fall 2026 OAC Dinner		32.00
0000061108	10/13/2026	Paige Walker	Fall 2026 OAC Dinner		32.00

* - 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:** 10/08/2026 - 11/04/2026

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
0000061109	10/13/2026	Mason Weaver	Fall 2026 OAC Dinner		32.00
0000061110	10/13/2026	Reid Williams	Fall 2026 OAC Dinner		32.00
0000061111	10/13/2026	William Walters	Fall 2026 OAC Dinner		32.00
0000061112	10/13/2026	Yuvia Herandez	2026 Fall OAC Dinner		32.00
0000061113	10/23/2026	Amazon Capital Services	Maintenance Supplies		378.92
0000061114	10/23/2026	Alorah Claycomb	Salvation Army Spaghetti Dinner		32.00
0000061115	10/23/2026	CM Regent Solutions-Sun Life	Nov 2026 life ins		182.50
0000061116	10/23/2026	Dale Oxygen Inc.	Cylinder Tank Rental		153.00
0000061117	10/23/2026	De Lage Landen Finan Services Inc.	Office Copier Lease 10/15-11/14/2026	Business Office Copier Lease 10/15-11/14/2026	284.14
0000061118	10/23/2026	First National Bank Omaha	Website domain annual fee		24.19
0000061119	10/23/2026	GALLS	PHS - Supplies		251.62
0000061120	10/23/2026	J & L Rhone Services LLC	Collision Repair Field Trip Zimmermans Auto Body Supplies		808.00
0000061121	10/23/2026	Emily Leturgey	Salvation Army Spaghetti Dinner		36.00
0000061122	10/23/2026	Matthew Ley	Salvation Army Spaghetti Dinner		36.00
0000061123	10/23/2026	Lowe's Home Centers Inc.	986460	911821	63.75
0000061124	10/23/2026	Matthew Medina	Salvation Army Spaghetti Dinner		36.00
0000061125	10/23/2026	Park's Garbage Service	Garbage September 2026	Roll Off Service	986.66
0000061126	10/23/2026	The Pennsylvania State University	Professional Personal Development Grajeda/Weyer		450.00
0000061127	10/23/2026	PENNSYLVANIA TRUST	Conrad S & GASB 75		3,925.00
0000061128	10/23/2026	Margarita Ricker	Salvation Army Spaghetti Dinner		36.00
0000061129	10/23/2026	Sandy Ridge Market	Culinary Arts Supplies		71.04
0000061130	10/23/2026	The Sentinel	Maintenance Supervisor add		184.50

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FUND ACCOUNTING PAYMENT SUMMARY

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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
0000061131	10/23/2026	Shirleysburg Water Authority	September 2026		27.00
0000061132	10/23/2026	Alivia Soult	Salvation Army Spaghetti Dinner		32.00
0000061133	10/23/2026	Hannah Thompson	Salvation Army Spaghetti Dinner		32.00
0000061134	10/23/2026	Tuscarora Intermediate Unit 11	WAN October 2026		270.00
0000061135	10/23/2026	Paige Walker	Salvation Army Spaghetti Dinner		32.00
0000061136	10/23/2026	Michael Walters	Salvation Army Spaghetti Dinner		32.00
0000061137	10/23/2026	Mason Weaver	Salvation Army Spaghetti Dinner		32.00
0000061138	10/23/2026	JEFFREY S WEYER	Reimbursement Carpentry Supplies		26.15
0000061139	10/23/2026	Reid Williams	Salvation Army Spaghetti Dinner		36.00
0000061140	10/23/2026	Autumn Wilkinson	Salvation Army Spaghetti Dinner		32.00
0000061141	10/23/2026	Personal Protection Consultants, Inc.	PHS Training		598.00
0000061142	11/04/2026	700 Shop	Shop red kap shirts & Sweatshirts		1,886.68
0000061143	11/04/2026	Checker's Grill	in service lunch		450.00
D000000075	11/01/2026	HCSIT	Nov 2026 health insurances		39,691.50 D
* KISHCC1020	10/27/2026	Elan Financial Services	110 navy cushion banquet chairs-stackchairs4less.com	promethean smart board 65"- CDW G	7,673.18
* SALESTAXQ3	10/20/2026	PA Department of Revenue	sales tax Q3 2026		54.57

* - 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:** 10/08/2026 - 11/04/2026

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

10 - GENERAL FUND	**130,604.53**
Grand Total All Funds	**130,604.53**
Grand Total Credit Cards	**0.00**
Grand Total Direct Deposits	**39,691.50**
Grand Total Manual Checks	**(32.00)**
Grand Total Other Disbursement Non-negotiables	**7,727.75**
Grand Total Procurement Card Other Disbursement Non-negotiables	**0.00**
Grand Total Regular Checks	**83,217.28**
Grand Total Virtual Payments	**0.00**
Grand Total All Payments	**130,604.53**

HCCTC Executive Director Professional Goals

2026–2027 School Year

DOMAIN 1 – Strategic/Cultural Leadership: Develop Leadership Capacity and a Culture of Distributed Leadership

Professional Goal

During the 2026–2027 school year, I will develop the HCCTC Leadership Team into a collaborative, high-functioning leadership structure by establishing shared expectations, increasing distributed leadership, intentionally developing leadership capacity within the organization, and creating opportunities for employees to assume greater responsibility and prepare for future leadership roles.

Evidence / Measures of Progress

- The leadership team completed a Leadership Seminar with Penn State on Aug 10 as a goal setting and expectations exercise.
- Two members are scheduled for PACTA symposium in February
- **Supported staff and student leadership through CHAMP.**

DOMAIN 2 – Systems Leadership: Establish Clear, Consistent, and Sustainable Organizational Systems

Professional Goal

During the 2026–2027 school year, I will strengthen HCCTC's organizational effectiveness by developing, communicating, and consistently implementing clear operational systems, procedures, roles, and expectations that increase accountability, improve communication, reduce ambiguity, and allow staff to focus more effectively on student success.

Evidence / Measures of Progress

- The leadership team completed a review and revision of the employee handbook to be rolled out on August 17th.
- Newly hired positions have had a review of the job description to ensure that it is up to date with PDE regulations/terminology and standard formatting.
- **Prepared the 2027–2028 calendar comparisons to create draft 27-28 School Calendar.**
- **Advanced Staffing issues within the maintenance department with the hiring of the Maintenance Supervisor.**

DOMAIN 3 – Leadership for Learning: Establish a Data-Informed System of Student and Instructional Support

Professional Goal

During the 2026–2027 school year, I will establish a systematic, data-informed process for identifying students requiring additional academic, behavioral, attendance, special-population, or instructional support and strengthen collaboration among instructors, the Principal, Coordinator of Student Services, paraeducators, and sending schools to improve student engagement, achievement, credential attainment, and program completion.

Evidence / Measures of Progress

- A procedure for Google Calendar has been developed and will be rolled out on August 17th.
- Creation of the vehicle policy.
- Reviewing donation and shop project process with instructors.
- **Coordinated two professional learning days in the absence of the ILC conference. Penn State Engagement Strategies and a day visit to CPI in Bellefonte.**
- **Shared New Students Services Model with GACTC visit.**

DOMAIN 4 – Professional and Community Leadership: Expand Business, Industry, and Community Ownership of HCCTC

Professional Goal

During the 2026–2027 school year, I will strengthen HCCTC's role as a workforce-development partner by expanding meaningful engagement with business, industry, families, sending schools, and community organizations and creating additional opportunities for stakeholders to actively contribute to student learning, career readiness, program improvement, and organizational growth.

Evidence / Measures of Progress

- Presented at the Huntingdon County Rotary
- Asked to sit as a Board Member for Employment & Training Inc.
- Leadership team attended the Huntingdon Chamber Membership Luncheon
- Held meeting with Broad Top Medical Center for Adult Education Opportunities.
- **Follow up on OAC minutes and Scheduling Fall Stakeholders meeting**
- **Hosted conversations regarding a collaborative approach to Health Care Education with CPI re the Annex**
- **Led Central Region PACTA Meeting**
- **Participating in the Penn State Educational Advisory Committee.**

Additional Events and Updates:

- Looking at potential grant opportunities for facilities, CDL and Solar Projects.
- Connected with CPI & GACTC for collaborative PD efforts.
- Submitted PennDot Grant for potential new CDL Equipment
- Completed Facilities Assessment with TEN
- **Onboarding of Karina Posey and the necessary transitional paperwork.**
- **SkillsUSA Competitions have been set**

Field Trip Request

Huntingdon County Career and Technology Center

Date of Trip: Nov. 11-13, 2026 **Person Requesting Trip:** Cindy Parks

Program or CTSO: SkillsUSA

Name of Destination: SkillsUSA Fall Leadership Conference.

Physical Address of Destination: Penn Harris Hotel Camp Hill, Pa.

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: CTSO SkillsUSA officer requirement

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Total Number of Participants: 15

List all adults participating: Jeff Weyer, Cindy Parks, Stephanie Parks

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

List Adults who require a substitute: Jeff Weyer

Number of students listed on Student Roster Form: 12

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

Initial Departure Location: HCCTC **Initial Departure Time:** 8:30 A.M.

Initial Arrival Location: Penn Harris Hotel, Camp Hill Pa. **Initial Arrival Time:** 10:30 A.M.

Final Arrival Location: Penn Harris Hotel, Camp Hill, Pa. **Final Arrival Time:** 10:30 A.M.

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

Transportation Requested: (Circle One) (School Van 2) **Bus**___ **Other**_

Additional Costs/Monies Required (entrance fee etc): $5567.00

Trip Costs to be provided by: Program_____ **CTSO (list)** SkillsUSA **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: Cindy Parks ***Signature:*** Cindy Parks ***Date:*** 10-16-26

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...

Student Roster Form

The following students will miss home school classes on the following occasion:

____ All Day Event Participation ____ HCCTC Field Trip

Date: Nov.11-13, 2026 **Program:** Skills USA
Event/Destination: Fall Leadership Conf. Camp Hill, Pa. **Event Chaperone:** Jeff Weyer, Cindy Parks
Event Location: ____**HCCTC Program** _X_ **Offsite Field Trip**
Time of Arrival at HCCTC: Nov.11-8:30 AM **Dismissal/Pick up from HCCTC:** Nov.13- TBD
HCCTC Director's Approval: _____

No	Student Name	Grade	Session AM / PM	Home School JV / MU / SHC / HA
1	Trenton Norris	12	AM	JV
2	Cassandra Andrews	12	AM	MU
3	Paige Walker	11	AM	MU
4	David Gage Snyder	10	AM	JV
5	Chance Wisor	10	AM	JV
6	Darcie Hepler	11	AM	Homeschooled HASD Res.
7	Jaxon Clark	11	PM	HA
8	Annalise Knott	11	PM	HA
9	Blair Harlow	12	PM	HA
10	Gabriel Porter	10	PM	HA
11	Xiomara McCall-Purdy	11	PM	HA
12	Colt Shetrom	11	PM	HA
13				
14				
15				
16				
17				
18				
19				
20				

CENTRAL REGION LEADERSHIOP WORKSHOP
NOVEMBER 11-13, 2026
CAMP HILL, PENNSYLVANIA
Agenda

WEDNESDAY – Conference Shirt - School Spirit

12:00 – 1:00 PM	REGISTRATION – Conference Center
1:30 – 2:00 PM	OPENING GENERAL SESSION Introduction of State and Conference Officers Call to Order – Riley Silvis –State Central Region Vice President Opening Ceremony Welcome – Audrey, State President and Mental Health Association in Pennsylvania – Announcements –
2:00 – 2:30 PM	"PRE-GAME WARM UP"
2:00 – 2:30 PM	MANDATORY ADVISOR MEETING
2:45 – 3:45 PM	Leadership Challenge
4:15 - 5:15 PM	Tricycle Race
5:45 - 6:45 PM	DINNER - **Sports Theme**
7:15 PM	Interviews for Outstanding SkillsUSA Student
7:15 – 9:45 PM	HALF TIME SHOW activities
10:00 - 6:00 AM	CURFEW – IN YOUR ROOM AND **QUIET!!!!**

FRIDAY	**Conference Shirt – Aquatic**
8:45- 9:30 AM	Activity 1 – By Letter
9:35 – 10:20 AM	Activity 2 – By Letter
10:30	CLOSING GENERAL SESSION Patriotic Salute – Leadership Challenge Awards Closing Challenge Closing Ceremony Brunch

Congratulations to Samantha Snedden and her instructor Steven Sensebaugh from Jefferson County – DuBois AVTS for designing this year's Leadership Challenge Pin!

HAVE A SAFE TRIP HOME

THE REQUEST

The Auditors are wrapping up the 25-26 fiscal audit. Currently they anticipate a carryover balance of approx. $267,000. I am requesting permission to retain up to $267,030 in projected, available 2025–2026 carryover funds and designate them for a restricted-purpose capital improvement reserve addressing priorities in HCCTC's independent Facilities Assessment.

WE RECOGNIZE THE PRESSURES ON OUR SENDING DISTRICTS

Each participating district is managing aging buildings, increasing operating expenses, competing capital needs, and difficult budget decisions. Returning carryover funds would provide meaningful near-term relief. We respect that reality and are not asking districts to overlook their own facility obligations.

WHY RETAINING THIS ONE-TIME BALANCE IS FISCALLY SOUND

- **Temporary savings—not permanent reductions.** Staff vacancies and changes, including the Director's March departure, the unrealized Powersports program, higher-than-anticipated vocational subsidy and charter invoicing, and account earnings contributed to the carryover. These conditions should not be assumed to recur.
- **Documented needs—not discretionary expansion.** The Facilities Assessment identifies immediate building automation, domestic hot water, and classroom ventilation priorities estimated at $400,000–$720,000, with additional roofing and other infrastructure needs ahead.
- **Preventive investment—not crisis spending.** Addressing high-priority systems in planned phases can reduce the risk of emergency failures, instructional disruptions, and more costly reactive repairs.
- **A shared asset for four districts.** Improvements protect a building used by students from every participating district and may lessen pressure for larger future capital requests.
- **Accountability—not an open-ended fund.** Reserve dollars would be limited to documented facility priorities, with JOC approval of projects and expenditures and annual reporting. To strengthen financial stewardship, the Leadership Team plans to review revenues, expenditures, and projections quarterly during the school year, identifying trends, savings, and potential shortfalls early. Administration will also meet with each instructional program two to three times annually to review spending, anticipated equipment and supply needs, and alignment with curriculum and industry expectations. These reviews are intended not simply to restrict spending, but to plan purchases earlier, prioritize student learning, avoid unnecessary costs, and build more accurate future budgets.

SUPPORTING HCCTC'S NEXT CHAPTER

The new Leadership Team is working to strengthen the application and enrollment process, maximize students' experiences in their technical programs, and build community confidence in HCCTC. A safe, dependable, well-maintained facility reinforces the quality of instruction and the reputation we want students, families, and employers to associate with the Center.

PROJECTED DISTRICT SHARES IF RETURNED

Southern Huntingdon	Juniata Valley	Huntingdon Area	Mount Union Area
$61,461	**$59,053**	**$82,854**	**$63,66**

BOTTOM LINE

We are not asking our districts for additional funding. We are asking to turn an unusual, one-time year-end balance into a controlled investment in looming facility needs—before those needs become more expensive obligations for all four districts.

Aaron Goodman
1323 Mt Vernon Ave.
Huntingdon, PA 16652

September 22, 2026

Huntingdon County Career and Technology Center
Attn: Laura Hicks, Executive Director
11893 Technology Drive
Mill Creek, PA 17060

Dear Ms. Hicks,

My name is Aaron Goodman and I am interested in applying for the Maintenance Supervisor position at the Huntingdon County Career and Technology Center. I graduated from the HCCTC at the top of my class in the HVAC program in 2016. I have been working in the field for the last 10 years and have my EPA Universal Certification, 410A Safety Certification, and OSHA General Industry Safety and Health Certification.

I am a conscientious worker and feel I have a lot to offer your school. In my current position I perform many of the job duties listed daily. These duties include HVAC, plumbing, electrical, and building maintenance. I have first hand knowledge of work order management and contractor coordination. I have worked independently and have supervised others who are new to the field.

I hope to have the opportunity to meet in person and discuss the skill set I can bring to your organization. Thanks in advance for your kind consideration, and I look forward to hearing from you.

Sincerely,

Aaron Goodman

Aaron Goodman

• 1323 Mount Vernon Ave, Huntingdon, Pa 16652 • 814-599-7649 • Agoodman199028@gmail.com

Professional Summary

Versatile and driven HVAC Service manager with 10+ years of experience combining advanced technical diagnostics with strategic team leadership. Equipped with deep cross-functional expertise on maintaining and servicing customers' heating and cooling systems.

Skills

- HVAC
- Plumbing
- Welding
- Trouble Shooting
- Basic Carpentry
- Electrical
- Property Maintenance
- Mechanical Skills
- Operate Equipment
- Communication
- Time Management
- Customer Service

Education

Highschool- Graduated 2008
Tuscarora Charter School- Huntingdon, Pa

Huntingdon County Career and Technology Center- *2015-2016*
HVAC Program- Graduated

Certifications

- EPA Universal Certification
- 410A Safety Certification
- Osha General Industry safety and health certification

Work History

HVAC Service Manager- *May 2016- Present*
Muls, Inc- *Mount Union, Pa*

- Install, maintain, and repair Heating/Ventilation/Air Conditioning equipment
- Manages employees and ensures seamless operations of daily tasks
- Communicates effectively on jobs/job sites with customers and other employees
- Assigns jobs to employees
- Schedules customers for service needs

- Preventive Maintenance
- Parts management/Warranty Claims
- Knowledgeable in Customer Service
- Sales
- Record Keeping

Warehousing- *Jan 2013- May 2015*
First Quality- *Lewistown, Pa*

- Operated Forklift
- Loaded and unloaded Trucks
- Order Picking

Line Service/Forklift Operator- *Jan 2012- Jan 2013*
PGW- *Tyrone, Pa*

- Forklift Operator
- Line Service