

Committee of the Whole Monthly Meeting of the GJCTC JOC

Tuesday, June 23, 2026 6:30 PM

Career Seminar Room, 445 Schoolhouse Road, Johnstown, PA 15904

1. OPENING ITEMS

1.A. Call to order

2. EXECUTIVE SESSION FOR PERSONNEL/LEGAL MATTERS

3. ITEMS RELATING TO EDUCATION AND PERSONNEL

3.A. Safety and Security Practices Report

3.B. Local Advisory Committee and Curriculum and Enrollment Committee Meeting Minutes from May 26, 2026

3.C. Conference/Meeting Attendance

3.D. Permission to Submit Grant Proposals

3.E. Personnel Additional Working Hours

3.F. Serena Bridges Alternative Certification

3.G. Transfer Secondary Instructor

3.H. Transfer to Full-time Custodial Position

3.I. Employee - Change of status

3.J. Ignite Education Staffing

3.K. Annual Articulation Agreements 2026-2027

3.L. Donation

3.M. Other Items Relating to Education and Personnel

4. ITEMS RELATING TO BUDGET AND FINANCE

4.A. Cooperative Purchase Agreements

4.B. Budget Transfers

4.C. 1st Summit Loan Payment Formula - 2026-2027

4.D. 2026-2027 Insurance Package

4.E. Natural Gas Supplier

4.F. Other Items Relating to Budget and Finance

5. ITEMS RELATING TO BUILDING AND GROUNDS

5.A. Use of Facilities

5.B. Auction List

5.C. Other Items Relating to Building and Grounds

6. ITEMS RELATING TO STUDENT ACTIVITIES

6.A. Other Items Related to Student Activities

7. OTHER BUSINESS

7.A. None

8. ADJOURNMENT

Local Advisory Committee/Curriculum Enrollment Committee

Meeting Minutes – May 26, 2026

Members:

Local Advisory Committee

Kevin Bean, Ex. Director, Richland Nursing & Rehabilitation
Amy Bradley, President & CEO of the Cambria Regional Chamber
Dick Burke, Owner, DB Homes Inc.
Lynn Clement, Workforce Dev. Coordinator, JWF Industries
Theresa Gall, Parent of Former Students, Community Member
Ryan Gindlesberger, CEO, 1st Team Advertising
Dave Grimaldi, Director of Workforce Development, JARI
Megan Kramer, ADON, Richland Healthcare & Rehab. Center
Bob McGowan., CEO, President - MCS Fabrication and Machining
Jonah Miller, Mid-Atlantic Organizer for Laborers Local 910
Shirley Quinn, Director of Fixed Operations for Laurel Auto Group
Sherry Spinos, VP of Nursing & Quality, Chan Soon-Shiong Med. Ctr.
Randy Wilson, Carmen's Wholesale Tire Sales

Curriculum and Enrollment Committee

Julian Beglin – Chairperson
Dr. William Carney
Dr. Rocco Mantini
Richard Pavic
Galen George – Ex-Officio Member

The following members were present:

Local Advisory Committee

Kevin Bean
Amy Bradley
Dick Burke
Theresa Gall
Ryan Gindlesberger
Dave Grimaldi
Darin Mauzy (Proxy for Bob McGowan)
Jonah Miller
Shirley Quinn
Sherry Spinos

Curriculum and Enrollment Committee

Julian Beglin
Galen George
Dr. Rocco Mantini
Richard Pavic

Others in attendance:

John S. Augustine II, Administrative Director
Amanda Harrington, Assistant Administrator of Program Operations
Dave Hudak, GJCTC Vice-Chairperson
Fran Kazmierczyk, Confidential Recording Secretary
Tom Mitchell, Chief School Administrator
Gene Pentz, GJCTC Board Member
Joseph Podrebarac, GJCTC Board Member
Mark Portante, GJCTC Board Member
Matthew Zern, Financial Officer

Focus of the Local Advisory Committee:

Advise the board and administration concerning the program of the school, including its general philosophy, academic and other standards, strategic plans, course offerings, support services, safety requirements, and the skill needs of employers. Chapter 339 – 12.2

1. Enrollment/Program # Regulations Review

- a. Discussed the need to increase seat time for the students.
- b. Reviewed GJCTC's Low Enrollment Policy – Approved 2024
 - i. When a program's enrollment reaches 17, it is declared low enrollment and a program improvement plan is to be implemented, a program with the enrollment reaches 12 is to go part-time, and a program when the enrollment reaches 10 is to close.

- c. Discussed which programs currently operate with a second and/or third instructor:
 - i. Auto Technology -Two (2) instructors
 - ii. Construction Technology – Three (3) instructors
 - iii. Cosmetology – Two (2) instructors
 - iv. Health Assistant - Two (2) instructors
 - v. Welding - Three (3) instructors
- d. Discussed renaming the Lab Technology Program:
 - i. Incorporate the words agriculture or environmental
- e. Discussed combining the Auto Technology and Collision Repair Programs to allow the students to learn the skills and earn certification in both specialties.
- f. Discussed transitioning the Mobile Equipment Operations Program from an adult only program to an Intergenerational Program. The program schedule would change to a 9-month format. High school students in multiple programs would benefit from the skills and certification they could earn in this program. It would be similar to the Robotic Tech Program. GJCTC currently has an Automotive Instructor with the credentials to teach this program.

2. Overall Programs Offered Review

- a. Discussed the inclusion of a Hospitality Program.
- b. Discussed the need to include instruction on A.I. in all programs.
- c. Discussed the need for a better introduction of GJCTC to parents, students, and teachers.
- d. Discussed the need to educate about union trades.
 - i. GJCTC could partner with the union trades during the building of the 3 houses
- e. Discussed possible programs such as:
 - i. Logistics/Supply Chain/Warehouse
 - ii. Cybersecurity
 - iii. Safety Science
 - iv. Logistics
- f. Discussed the need for more seat time for the students.
- g. Discussed the incorporation of drone instruction and aviation.

3. Absolute Must-Have Skills for GJCTC Graduates

- a. GJCTC Graduates must have the following skills when they graduate:
 - i. Interview skills: firm handshake, ability to make eye contact
 - ii. Skills A.I. cannot perform.
 - iii. They must be entry-level ready.
 - iv. They must be able to be taught how to learn.
 - v. They must be willing to learn.
 - vi. They must have work ethics.
 - vii. They must understand workplace loyalty.
 - viii. They need to be accountable.
 - ix. They need to understand the difference between “live to work” and “work to live.”
 - x. They must be coachable.
 - xi. They need to be able to answer interview questions and ask interview questions.
 - xii. They need to understand the importance of learning from their mistakes.
 - xiii. They must be team players.
 - xiv. They must show ambition.

4. Curriculum Delivery Map Review (Handout)

- a. Reviewed the Curriculum list and agreed on the additions as highlighted.
- b. Discussed removing Dreamweaver from the Graphics curriculum and adding Claude Code.
- c. Discussed investigating innovative ways to incorporate the use of Drones and A.I. into program instruction. The use of both technologies are increasing in the workforce, and our students need to be prepared.

- i. Discussed the drone training that Mr. Augustine is running to certify our teachers in using drones.
- d. Discussed MEO Micro Certs. and Robotic Micro Certs.
- e. Discussed bringing district counselors to GJCTC to get them more involved. They need to have a better understanding of our curriculum and certifications.
- f. Discussed instructor training. Having a sound curriculum for students is important but ensuring our teachers also have resources to learn is also important. It was suggested to partner with the IU to provide classroom management "curriculum" to our teachers.

5. Summary:

- a. Increase seat time for students
- b. A.I. Incorporation
- c. Program Alignment
- d. Get GJCTC students workforce ready
- e. Increase use of robotics/automation across all program areas
- f. Combine Auto Tech – Collision Repair
- g. Allow students to hone their special interests

6. Recommendations to the J.O.C.:

- a. Open the Mobile Equipment Operations Program to GJCTC secondary students and operate it as an Intergenerational Program for adults.
- b. Additional seat time at GJCTC for secondary students should be investigated.
- c. AI/Robotics/Automations – should be in all program areas.
- d. The committee recommends more involvement of sending school counselors and administrators to understand what GJCTC offers to all of their student populations.

GJCTC HS Curriculum List

<u>Auto Tech</u>
<u>Primary Curriculum:</u> <ul style="list-style-type: none">◇ CDX (\$3,500)--Current◇ Electude—New<ul style="list-style-type: none">○ Site License & Training (covers AT and DT)--\$1,500○ Curriculum--\$1,987<ul style="list-style-type: none">▪ 10% Discount for Multi-year Agreement▪ 20% Discount for Paying Upfront (in lieu of annual payments)▪ Potentially \$1,392/ Year (if utilizing discounts)
<u>National Skill Standard/ Industry Credential Goal:</u> <ul style="list-style-type: none">◇ ASE

<u>Collision Repair & Industrial Refinishing</u>
<u>Primary Curriculum:</u> <ul style="list-style-type: none">◇ iCar
<u>Supplementary Curriculum/ Materials:</u> <ul style="list-style-type: none">◇ Auto Collision Repair & Refinishing Textbook (GW Goodhart Willcox)
<u>National Skill Standard/ Industry Credential Goal:</u> <ul style="list-style-type: none">◇ ASE

<u>Construction</u>
<u>Primary Curriculum:</u> <ul style="list-style-type: none">◇ NCCER
<u>National Skill Standard/ Industry Credential Goal:</u> <ul style="list-style-type: none">◇ NCCER (Core & Level 1 Construction Technology)

<u>Cosmetology</u>
<u>Primary Curriculum:</u> <ul style="list-style-type: none">◇ Pivot Point
<u>National Skill Standard/ Industry Credential Goal:</u> <ul style="list-style-type: none">◇ State License

<u>Culinary</u>
<u>Primary Curriculum:</u> <ul style="list-style-type: none">◇ iCEV
<u>Supplementary Curriculum/ Materials:</u> <ul style="list-style-type: none">◇ Foundations of Restaurant Management & Culinary Arts (Move to Supplementary Resource/ Not Purchasing Books Moving Forward)

<ul style="list-style-type: none"> ◇ Rouxbe ◇ Good Eats, 2013 (full collection) ◇ Culinary Math, Copyright 2019 ◇ ServSafe Foodhandler Guide, Copyright 2018 ◇ ServSafe Manager 7th Edition, Copyright 2020 ◇ Food that Built America
<u>National Skill Standard/ Industry Credential Goal:</u> <ul style="list-style-type: none"> ◇ ServeSafe

<u>Diesel</u>
<u>Primary Curriculum:</u> <ul style="list-style-type: none"> ◇ CDX (\$3,500)--Current ◇ Electude—New <ul style="list-style-type: none"> ○ Curriculum--\$5,486 <ul style="list-style-type: none"> ▪ 10% Discount for Multi-year Agreement ▪ 20% Discount for Paying Upfront (in lieu of annual payments) ▪ Potentially \$3,841/ Year (if utilizing discounts)
<u>National Skill Standard/ Industry Credential Goal:</u> <ul style="list-style-type: none"> ◇ ASE

<u>Diversified Occupations</u>
<u>Primary Curriculum:</u> <ul style="list-style-type: none"> ◇ CareerSafe—Employability Skills
<u>National Skill Standard/ Industry Credential Goal:</u> <ul style="list-style-type: none"> ◇ Program-specific

<u>Graphics</u>
<u>Primary Curriculum:</u> <ul style="list-style-type: none"> ◇ Adobe Photoshop and Dreamweaver (Against the Clock 2019) ◇ Adobe in Design Illustrator and Photoshop ◇ iCEV (\$2,782)—New
<u>Supplementary Curriculum/ Materials:</u> <ul style="list-style-type: none"> ◇ MAVCEE DVDs ◇ CenGage Graphic Design Solutions & BrainBuffet Adobe Training
<u>National Skill Standard/ Industry Credential Goal:</u> <ul style="list-style-type: none"> ◇ Adobe

<u>Health Assistant Curriculum</u>
<u>Primary Curriculum:</u> <ul style="list-style-type: none"> ◇ iCEV (online curriculum for all three levels)
<u>Supplementary Curriculum/ Materials:</u> <ul style="list-style-type: none"> ◇ GoodHeart (Wilcox)—Intro to Anatomy and Physiology (10th Grade) ◇ Hartman (CNA Nursing Assisting and Caregiving) (11th) ◇ CenGage: Intro to Med Terminology (12th) ◇ NATCEP—Nurse Aide Training (state ruled)
<u>National Skill Standard/ Industry Credential Goal:</u> <ul style="list-style-type: none"> ◇ Certified Nursing Assistant

<u>Lab Tech</u>
<u>Primary Curriculum:</u> <ul style="list-style-type: none"> ◇ Biotechnology (Textbook)
<u>Supplementary Curriculum/ Materials:</u> <ul style="list-style-type: none"> ◇ Research Projects
<u>National Skill Standard/ Industry Credential Goal:</u> <ul style="list-style-type: none"> ◇ Biotechnician Assistant Credentialing Exam

<u>Machine Tool</u>
<u>Primary Curriculum:</u> <ul style="list-style-type: none"> ◇ ToolingU
<u>Supplementary Curriculum/ Materials:</u> <ul style="list-style-type: none"> ◇ Haas Programming Workbook for Lathe and Mill ◇ CenGAGE Textbook and Workbook ◇ Titans of CNC Academy (Master Keying)
<u>National Skill Standard/ Industry Credential Goal:</u> <ul style="list-style-type: none"> ◇ NIMS

<u>Micro-cert</u>
<u>Electric Vehicle</u> <ul style="list-style-type: none"> ◇ xEV (Level 1 & Level 2)
PA Auto Inspection

<u>Pre-Teacher Preparation</u>
<u>Primary Curriculum:</u> <ul style="list-style-type: none"> ◇ Educator Rising
<u>National Skill Standard/ Industry Credential Goal:</u> <ul style="list-style-type: none"> ◇ Mandated Reporter Training ◇ Dual Enrollment (college credits)

Robotics
<u>Primary Curriculum:</u>
<ul style="list-style-type: none"> ◇ Fanuc (Roboguide)--\$48 per License (one per computer) ◇ HandlingTool Manual--\$48 per Student (workbook to keep)
<u>National Skill Standard/ Industry Credential Goal:</u>
<ul style="list-style-type: none"> ◇ Fanuc HandlingTool Basic Certification

Sports Medicine (still being utilized for DO student)
<u>Primary Curriculum:</u>
<ul style="list-style-type: none"> ◇ National Academy of Sports Medicine
<u>Supplementary Curriculum/ Materials:</u>
<ul style="list-style-type: none"> ◇ iCEV Learning Platform ◇ The Role of the Athletic Trainer in Sports Medicine (Textbook)
<u>National Skill Standard/ Industry Credential Goal:</u>
<ul style="list-style-type: none"> ◇ NASM ◇ Certified Personal Trainer

Welding
<u>Primary Curriculum:</u>
<ul style="list-style-type: none"> ◇ ToolingU
<u>Supplementary Curriculum/ Materials:</u>
<ul style="list-style-type: none"> ◇ MAVCEE ◇ Welding Symbols (Booklet)
<u>National Skill Standard/ Industry Credential Goal:</u>
<ul style="list-style-type: none"> ◇ AWS

Mobile Equipment**
<u>Primary Curriculum:</u>
<ul style="list-style-type: none"> ◇ NCCER
<u>National Skill Standard/ Industry Credential Goal:</u>
<ul style="list-style-type: none"> ◇ Fork Lift Training Card ◇ OSHA-10 Occupational Safety & Health Admin. ◇ Mine Safety & Health Admin. ◇ NCCER (CORE, Level 1, Level 2, and Level 3)

Apartment Program (Special Education Programming)
<u>Adult Transition Suite (recommended add-on by sending districts)</u>
<ul style="list-style-type: none"> ◇ \$2,560

All Programs
<ul style="list-style-type: none">◇ CareerSafe—OSHA 10 & Employability Skills◇ Fusion (formerly SP2)—Annual Safety Training◇ NOCTI Study Guides◇ Learning Management System (launch pad)—Canvas◇ JobReady 360/ Pathful—Co-op Software◇ First Aid/ CPR—Offered to All Students◇ Forklift Training—Offered to All Applicable Program Areas

GJCTC AE Curriculum List

<u>Cosmetology</u>
<u>Primary Curriculum:</u> ◇ Pivot Point
<u>National Skill Standard/ Industry Credential Goal:</u> ◇ State License

<u>Electrical</u>
<u>Primary Curriculum:</u> ◇ NCCER
<u>National Skill Standard/ Industry Credential Goal:</u> ◇ NFPA 70E—Electrical Safety in the Workplace ◇ OSHA 10—Occupational Safety & Health Admin, ◇ NCCER (Core, Level 1, Level 2, and Level 3) ◇ First Aid/ CPR ◇ Forklift Training Card ◇ Ariel Lift Certificate

<u>HVAC</u>
<u>Primary Curriculum:</u> ◇ NCCER
<u>National Skill Standard/ Industry Credential Goal:</u> ◇ EPA 608 Universal Certification ◇ OSHA 10—Occupational Safety & Admin. ◇ NCCER (Core, Level 1, Level 2, Level 3, and Level 4) ◇ First Aid/ CPR ◇ Forklift Training CPR ◇ Ariel Lift Certificate

<u>LPN</u>
<u>Primary Curriculum:</u> ◇ FA Davis
<u>National Skill Standard/ Industry Credential Goal:</u> ◇ Healthcare Provider BLS CPR ◇ IV Care/ Insertion ◇ NCLEX State License

Mobile Equipment Operations
<u>Primary Curriculum:</u> <ul style="list-style-type: none"> ◇ NCCER
<u>Supplementary Curriculum/ Materials:</u> <ul style="list-style-type: none"> ◇ JJ Keller
<u>National Skill Standard/ Industry Credential Goal:</u> <ul style="list-style-type: none"> ◇ CDL Class A License ◇ Fork Lift Training Card ◇ OSHA-10 Occupational Safety & Health Admin. ◇ Mine Safety & Health Admin. ◇ NCCER (CORE, Level 1, Level 2, and Level 3)

Robotics in Manufacturing
<u>Primary Curriculum:</u> <ul style="list-style-type: none"> ◇ ToolingU
<u>National Skill Standard/ Industry Credential Goal:</u> <ul style="list-style-type: none"> ◇ NIMS

Welding
<u>Primary Curriculum:</u> <ul style="list-style-type: none"> ◇ ToolingU
<u>National Skill Standard/ Industry Credential Goal:</u> <ul style="list-style-type: none"> ◇ AWS <ul style="list-style-type: none"> ○ SMAW ○ GMAW ○ FCAW ○ SMAW ○ FCAW ◇ OSHA 10—Occupational Safety & Health Admin.

Adult Education Certification List for Intergenerational Programs

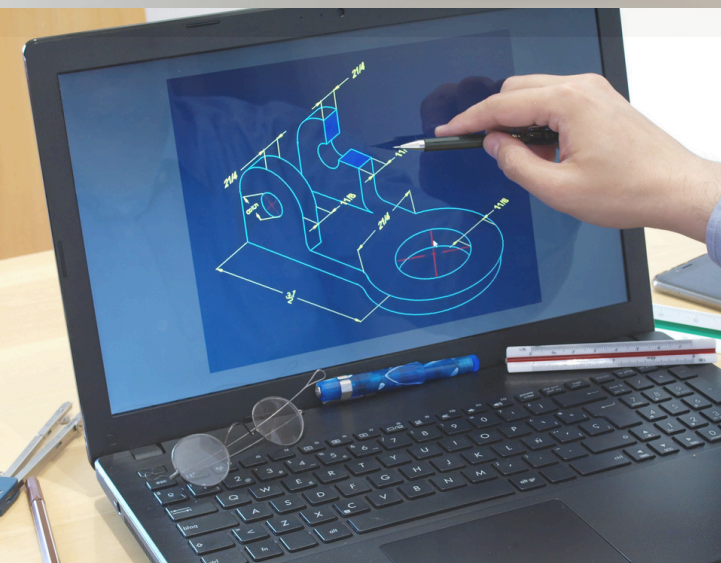
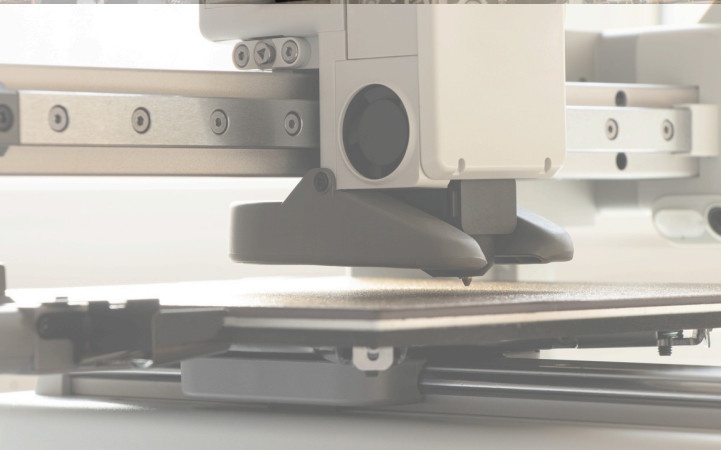
Automotive Repair Technology	Culinary Arts
<ul style="list-style-type: none"> • Automotive Service Excellence Certification (ASE) • Pennsylvania State Inspection License • OSHA 10 – Occupational Safety & Health Admin. • S/P2 Safety Training • Section 609 Certification for Refrigerant Recycling & Recovery 	<ul style="list-style-type: none"> • Heartsaver CPR – American Heart Association • Heartsaver First Aid – American Heart Association • OSHA 10 – Occupational Safety & Health Admin. • ProStart National Certificate • S/P2 Safety Training • ServSafe Certification – National Restaurant Association
Collision Repair Technology	Diesel Mechanics
<ul style="list-style-type: none"> • Automotive Service Excellence Certification (ASE) • Pennsylvania State Inspection License • OSHA 10 – Occupational Safety & Health Admin. • I-CAR Certification • S/P2 Safety Training • Section 609 Certification for Refrigerant Recycling & Recovery 	<ul style="list-style-type: none"> • Automotive Service Excellence Certification (ASE) • Pennsylvania State Inspection License <ul style="list-style-type: none"> ○ Category I – Automobile ○ Category III – Heavy Truck • OSHA 10 – Occupational Safety & Health Admin. • S/P2 Safety Training • Section 609 Certification for Refrigerant Recycling & Recovery
Construction Technology	Machine Tool Technology
<ul style="list-style-type: none"> • NCCER Core Curriculum • NCCER Construction Technology • OSHA 10 – Occupational Safety & Health Admin. • S/P2 Safety Training 	<ul style="list-style-type: none"> • NIMS (National Institute for Metal Working Skills) <ul style="list-style-type: none"> ○ Machining Level 1 ○ Machining Level 2 • OSHA 10 – Occupational Safety & Health Admin.

Advanced Manufacturing Micro-Certifications

Instructor: Mrs. Shelby Kieta

Email: Skieta@gjctc.org

Phone: 814-999-6421



Advanced Manufacturing Micro-Certifications

Program Overview

The Advanced Manufacturing Micro-Certification program provides Greater Johnstown Career and Technology Center students with additional hands-on skills that support careers in today's evolving workforce. These courses are designed to complement students' primary program areas by introducing technologies commonly used in industrial, manufacturing, automation, and technology-driven environments.

Students attend the program two days per week and gain experience with:

- AutoCAD & Digital Design
- CNC Plasma Cutting
- 3D Modeling & 3D Printing
- FANUC Robotics & Basic Robot Programming

Through these courses, students learn how design, automation, and fabrication work together in modern industry. The program helps students expand their technical skill set, build career flexibility, and gain exposure to advanced technologies that are increasingly used across a wide range of industries and career pathways.

Micro-Certification Course Duration

The Advanced Manufacturing Micro-Certification courses are designed to give students focused training in specific manufacturing technologies while still allowing them to spend the majority of their time in their primary shop program area.

Students attend these courses two days per week during their scheduled Advanced Manufacturing training period. Each course runs for a set period of time before students rotate into the next training opportunity.

Course Duration Overview

Course Estimated Length:

- **Computer-Aided Design & CNC Plasma Fabrication ~ *Approximately 9 Weeks***
- **3D Modeling & Additive Manufacturing (3D Printing) ~ *Approximately 9 Weeks***
- **Industrial & Collaborative Robotics Programming (FANUC Certification) ~ *Approximately 12 Weeks***

These timelines allow students to develop foundational knowledge and hands-on experience with each technology while completing projects and skill-based training.

Schedule Flexibility

Course durations are estimated timeframes and may be adjusted as needed throughout the school year. The schedule may change due to factors such as:

- Weather-related closures
 - School cancellations
 - Two-hour delays
- School events or schedule adjustments

Adjustments will be made as needed to ensure students have adequate time to complete training and coursework.

Training Participation Options

Students may choose to participate in one or multiple Advanced Manufacturing Micro-Certification trainings throughout the school year. These courses are designed to provide additional skills that complement students' primary program areas.

Students who choose to enroll in multiple trainings will have the opportunity to gain experience in several areas of advanced manufacturing, including digital design, CNC fabrication, additive manufacturing, and robotics.

Participating in multiple trainings can help students develop a broader understanding of modern manufacturing technologies and build additional technical skills that may benefit them in future employment opportunities.

Attendance Expectations for Micro-Certification Courses

The Advanced Manufacturing Micro-Certification courses are hands-on training experiences where students develop skills using specialized equipment and software. Because much of the learning takes place through demonstrations, programming practice, and hands-on work, regular attendance is very important for student success.

Students are expected to attend all scheduled class sessions and actively participate in training activities and projects.

Since these courses meet two days per week, missing class time can result in students falling behind in course material and hands-on practice.

FANUC Robotics Certification Attendance Requirement

The Industrial & Collaborative Robotics Programming course prepares students to earn the FANUC HandlingTool Operations and Programming Certification. Because this certification requires students to complete specific training objectives and programming exercises, attendance is especially important.

Students who miss a FANUC robotics training session will be required to complete a make-up training session in order to stay on track with the certification requirements. Make-up sessions may be scheduled based on instructor availability and student schedules.

Students who do not complete the required training hours may not be eligible to attempt the FANUC certification exam.

General Attendance Expectations

Students should:

- Arrive to class on time and prepared to participate
- Communicate with the instructor regarding absences
- Complete missed assignments or training when necessary
- Follow all classroom and shop expectations during training

Consistent attendance helps ensure students gain the full benefit of these training opportunities and develop the skills needed to support careers in manufacturing, automation, welding, and machining industries.

CAD for Manufacturing & CNC Plasma Cutting

Course Overview:

This course introduces students to the fundamentals of Computer-Aided Design (CAD) using AutoCAD and demonstrates how digital drawings are used in modern manufacturing and fabrication. Students learn how to create accurate two-dimensional technical drawings that can be used to manufacture parts and products.

After developing basic design skills, students apply their drawings by preparing files for CNC plasma cutting. The CNC plasma table uses computer-controlled technology to cut metal parts directly from digital designs. This allows students to see how designs created on a computer translate into real-world fabrication.

This course helps students understand an important part of the manufacturing process—how products move from design to production.

Skills Students Develop

- Creating 2D technical drawings using AutoCAD
- Understanding basic blueprint and dimensioning concepts
- Preparing digital files for CNC cutting
- Understanding CNC plasma cutting processes
- Translating digital designs into physical metal parts
- Problem solving and troubleshooting design errors

Example Projects

Students may design and produce items such as:

- Custom metal signs
- Fabrication components
- Decorative plasma cut designs
- Small project parts used in welding or machining projects

This course helps strengthen students' understanding of digital manufacturing and fabrication, skills that are commonly used in welding shops, machine shops, and modern manufacturing facilities.

To Sign Up

Students interested in participating in this Advanced Manufacturing Micro-Certification course should complete the information on this attached Microsoft Form. Please scan QR code to complete:



3D Modeling & Additive Manufacturing (3D Printing)

Course Overview:

3D Modeling & Additive Manufacturing (3D Printing)

This course introduces students to the fundamentals of three-dimensional (3D) design and additive manufacturing. Students learn how to create digital 3D models using computer-aided design software and then produce those designs using 3D printing technology.

3D modeling is widely used in modern manufacturing, engineering, and product design to create prototypes, test ideas, and produce parts. Students learn how objects are designed digitally before being manufactured or printed.

Through hands-on experience, students gain an understanding of how digital designs can be turned into physical objects using additive manufacturing processes.

Skills Students Develop:

- Creating 3D models using computer-aided design software
- Understanding basic principles of 3D design and geometry
- Preparing files for 3D printing
- Understanding additive manufacturing processes
- Troubleshooting design and printing issues
- Evaluating and improving product designs

Example Projects:

Students may design and produce items such as:

- Small mechanical parts
- Prototype designs
- Custom designed objects

These skills are commonly used in engineering, product development, manufacturing, and prototyping industries, helping students understand how digital design supports modern production methods.

To Sign Up

Students interested in participating in this Advanced Manufacturing Micro-Certification course should complete the information on this attached Microsoft Form. Please scan QR code to complete:



Industrial & Collaborative Robotics Programming (FANUC Robots & Collaborative Robots)

Course Overview:

This course introduces students to the fundamentals of industrial robotics and automation used in modern manufacturing environments. Students learn how robots are used to improve efficiency, accuracy, and productivity in manufacturing facilities.

Students gain hands-on experience with FANUC industrial robots as well as collaborative robots (cobots). Collaborative robots are designed to work safely alongside humans and are becoming increasingly common in many industries.

Through simulation and hands-on programming, students learn how robots are taught positions, how programs are created, and how automation systems perform tasks such as material handling and part movement.

Students who successfully complete this course will have the opportunity to earn the FANUC HandlingTool Operations and Programming Certification, an industry-recognized credential that demonstrates knowledge of industrial robot operation and basic programming.

This certification helps prepare students for careers in advanced manufacturing, automation, and robotics.

Skills Students Develop:

- Understanding industrial robot safety procedures
- Navigating and operating a robot teach pendant
- Programming basic robot movements and positions
- Understanding robot coordinate systems
- Operating and programming collaborative robots
- Troubleshooting simple robot programs
- Preparing for the FANUC HandlingTool Operations and Programming Certification

Example Activities

Students may practice tasks such as:

- Programming robots to move between positions
- Simulating robot operations using robotics software
- Performing pick-and-place style automation tasks
- Understanding how robots are used in manufacturing environments

These skills are commonly used in automated manufacturing facilities, robotics integration, and advanced manufacturing systems.

To Sign Up

Students interested in participating in this Advanced Manufacturing Micro-Certification course Parents should complete the information on this attached Microsoft Form. Please scan QR code to complete:





ignite Education Solutions is a division of The Learning Lamp

2025 Bedford Street · Johnstown, PA 15904 · 814-262-0732 · Fax: 814-262-0837 · igniteedu.org

GJCTC
GJCTCStaffMaster
Appendix GJCTCAIDES -26/27


As Instructional Aides, these individuals will provide behavioral, academic and primary care support for identified students in classrooms located at Greater Johnstown Career and Technology School.

<u>Staffing Expenses</u>	<u>#</u>	<u>Rate</u>	<u>Up to 8 hours</u>	<u>Contract #</u>	<u>Staff Name</u>	<u>Total</u>
Construction	1	\$19.10	8	GJCTCAIDE1	Dave Lehman	\$152.80
Culinary	1	\$19.10	8	GJCTCAIDE2	Joan Pritts	\$152.80
<u>Total Staffing Expenses</u>						<u>\$305.60</u>
Payroll taxes, UE, WC & Employee Liability Insurance @ 22%						\$67.23
<u>Subtotal</u>						<u>\$372.83</u>
Contract Administration and Implementation, including hiring, human resources & accounting @ 10%						\$37.28
<u>Total Program Expenses (Daily)</u>						<u>\$410.12</u>

Contract Authorization

John Augustine, Executive Director

Date



Leah Spangler, Ed.D., President and CEO

6/5/25

Date

The information disclosed in this document, including all personnel costs, designs and related materials, is the valuable property of Ignite Education Solutions. District will be billed at the hourly rate for any required staff trainings or professional development. Appendixes are valid for 30 days pending board approval.





Ignite Education Solutions is a division of The Learning Lamp

2025 Bedford Street • Johnstown, PA 15904 • 814-262-0732 • Fax: 814-262-0837 • igniteedu.org

GJCTC
GJCTCStaffMaster
Appendix GJCTCLPN-26/27

The individual contracted for this position will be a licensed practical nurse. He or she will be responsible for attending to the medical needs of students attending GJCTC. The LPN will be hired by Ignite Education Solutions. In addition, the LPN will work under the supervision of the Richland School District Certified School Nurse and will provide services to all public and private school age students located within the Trades Technology Complex, a property of the GJCTC.

Program Staffing Expenses:

Table with 2 columns: Description and Amount. Rows include LPN staffing (1 at \$25.98/hr), payroll taxes, insurance, subtotal, contract administration, and total program expenses (\$42,378.60 maximum).

Contract Authorization

John Augustine, Executive Director
Leah Spangler, Ed.D., President and CEO

Date
5/13/26
Date

The information disclosed in this document, including all personnel costs, designs and related materials, is the valuable property of Ignite Education Solutions. District will be billed at the hourly rate for any required staff trainings or professional development. Appendixes are valid for 30 days pending board approval.

May 13, 2026

To: Mr. John Augustine, Executive Director

From: Leah Spangler, Ed.D., President and CEO

Mr. Augustine:

Ignite Education Solutions is pleased to work with Greater Johnstown Career and Technology Center to provide long term, contracted, and substitute staff on an as needed basis for the term of the 2026-27 school year including Extended School Year. The primary function of the staff will be to fulfill a supplemental need the school district has in meeting the needs of students and maintaining necessary operations within the buildings.

NOW, THEREFORE, intending to be legally bound and acknowledging the receipt of adequate consideration, the parties agree to the following:

The individuals will be hired by and employed with Ignite Education Solutions (The Learning Lamp) and work under contract with Greater Johnstown Career and Technology Center. Rates will vary depending upon the position and certifications. Separate budgets will be provided for each position detailing comprehensive fees, general job descriptions, and requiring authorization.

1. Treatment as Employees of IES- All employees provided by IES will be treated by the District as employees of IES, and not employees of the District, for all purposes, including but not limited to federal and state income tax purposes. Without limiting the preceding sentence:

- 1.1 IES shall maintain all necessary personnel and payroll records for the employees and other staff members included in this contract;
- 1.2 The District shall not be responsible for the payment of wages and fringe benefits (if any) of the employees; IES shall withhold applicable taxes from the wages of the employees, and shall be responsible for any employer payroll tax liabilities with respect to the employees;
- 1.3 IES shall provide applicable workers' compensation insurance coverage for the employees in such amounts as may be required by law; and
- 1.4 As employees of IES, employees shall not be eligible for tenure with the District or entitled to participate in any of the District's employee benefit plans, including pension, 403(b), retirement, deferred compensation, welfare insurance, disability, bonus, vacation pay, severance pay, and other similar plans, programs and agreements, including terms and conditions of employment outlined by any collective bargaining agreement between the District and any bargaining unit.

1.5 In order to provide certain employees who are obtaining the required initial or renewal certifications, if requested, the District shall allow IES access to District resources to credential employees and shall assist IES in getting employees credentialed as required in Section 3 on a timely basis.

2. Obligations of IES- In connection with employees provided by IES pursuant to this agreement, IES shall:

2.1 IES will act in good faith to provide employees who, if needed or applicable, (a) hold a current license and certification for the positions requested by the District, (b) have obtained all required clearances as required by law (due to the nature of the services offered by LEA and service locations assigned to IES employees, no candidates with felony convictions and/or those with disqualifying offenses in accordance with IES policies upon their records shall be eligible for employment with IES, regardless of date of conviction. Other charges will be discussed with the SD prior to district placement), (c) have appropriate inoculations and tuberculosis testing as required by the Pennsylvania Department of Education and (d) who shall render services in accordance with applicable laws and procedures of the Commonwealth and this agreement. Districts may accept/refuse candidates at the time of clearance verification. Should the District require a credential of competency for a paraprofessional, the district may be billed additional fees for the requested candidate to fulfill the 20 hour training requirement and any additional training requirements. The District will be responsible for submitting the credential checklist to PDE for certification. Further, substitute staff assigned to provide coverage for contracted positions may not have the same credentials or statuses.

2.2 IES will require and track approvals/payroll verification for required 20 hours of paraprofessional trainings per year as required by PDE. District will be billed at the hourly rate for these required trainings. District may assign trainings to staff but should also update IES to ensure data is not repeated or no overages are accrued.

2.3 IES expects that the employees assigned to the District will perform their services satisfactorily. If the District notifies IES that an employee has not performed satisfactorily within the reasonable discretion of the District, IES will honor the District's request not to assign specific employees for placement within the District. This section will in no way affect the right of IES as an employer to hire, assign, reassign, discipline and/or terminate its own employees. The District understands that declining the services of a specific employee may result in the company's inability to secure an acceptable alternate if timely notice of the request is not provided. Further, the district acknowledges that when contracting for a school year position, that employee or the assigned substitute coverage will not be dismissed due to student absence. Requested subs cannot be cancelled morning of and the District will still be charged for the day if staff is sent home.

2.4 IES will assign paraprofessional mentors to each district building. The mentor will meet new Ignite paraprofessional staff on their first day and will be able to clock in an extra 15 minutes early to review district protocols and to escort new staff person to their assigned location. If the district provides this service with a district employee, the mentor will not be assigned.

2.5 IES employees follow IES's restraint/hands off policy and the district is obligated to share student details (IEPs, PBSP, etc.) to assist staff with addressing behaviors restoratively.

3. The Obligations of the District- In connection with individuals provided by IES pursuant to this agreement, the District shall:

- 3.1 Promptly report to IES any suspicious, unusual, inappropriate behavior or unsatisfactory performance on the part of the individual;
- 3.2 Provide a safe and suitable workplace that complies with all applicable safety and health standards, statutes and regulations;
- 3.3 Provide individuals with adequate information, training, and safety equipment with respect to hazardous substances and any inherent dangers of the workplace, including emergency procedures, school rules and protocols, policies and procedures regarding disciplinary actions, and confidentiality of student records; further the District will provide all individuals with any training appropriate to the needs, duties, responsibilities or knowledge unique to the District or otherwise different than would generally be appropriate in other districts. District will also provide access to student records as deemed necessary. Should the District require IES substitutes to attend mandatory trainings on District In-Service or Act 80 Days, the District shall provide a minimum of one week's advanced notice to IES such that the general operations of IES are not disrupted;
- 3.4 Not promise any individual an increased rate of compensation; and authorize all 3rd party contractors to hire for equal positions at equal rates;
- 3.5 Approve and sign forms supplied by IES documenting the amount of time worked by individuals or if representatives of the District are not available to approve and sign forms, authorize the forms to be executed by IES on the District's behalf.
- 3.6 Be responsible for keeping IES promptly informed by email or telephone of all individual on-site changes and any changes in the District or building supervisory contact information;
- 3.7 Comply with all IES policies and procedures to accurately invoice the District, process the daily record keeping and other tasks necessary for IES to administer and track individuals, including but not limited to, sign in and out procedures and related records; and assign appropriate working tasks to contracted employees during scheduled or emergency flexible instruction days, at the discretion of the district; IES contractual attendance at special events (ie field trips or extracurriculars) outside of contractual working hours will be pre-authorized in advance.
- 3.8 The District shall be solely responsible to control teacher absences and any budgetary impact resulting from absences;
- 3.9 Be responsible for reimbursement for any healthcare costs associated with assigning Ignite contracted employees full time, year round working status that would qualify them for the benefit;
- 3.10 Should the district hire staff persons introduced to the organization via this agreement as a district employee within 90 days of start date in position, district will be billed a finder's fee based

upon position as determined by IES. (\$1,000 for entry level, \$1,800 for mid-level, and \$2,500 for special education/administrative).

- 3.11 The District represents that its actions under this agreement do not violate its obligations under any agreement the district has with any labor unions.

4. Indemnification and Limitations of Liability

4.1 Indemnification of the District by IES. IES shall indemnify and hold the District's Board, and its agents, employees and Board members harmless from and against all claims or losses incurred, including reasonable attorney's fees that are proximately caused by the acts or omissions of IES, the employees, or other employees or authorized agents of IES or the company's breach of this agreement, except that such indemnification shall not apply to any claims or losses for which IES is entitled to indemnification by the district.

4.2 Indemnification of IES by the District. The District shall indemnify and hold IES harmless from and against all claims or losses incurred by IES, including reasonable attorney's fees, (i) that are proximately caused by the acts or omissions of the District or its employees or authorized agents, or by the District's breach of this agreement; or (ii) arise from any injury to an individual or other persons on the premises of the District while performing services on behalf of the District and not caused by the acts or omissions of IES, an individual, or other employees or authorized agents of IES. Such indemnification shall not apply to any claim for workers' compensation benefits for job-related bodily injury or death against IES by any of its employees or their representatives.

- 5. Insurance Coverage.** Each party shall, at its own cost and expense, maintain insurance coverage reasonably appropriate for the activities it conducts and the risks it assumes. The insurance coverage maintained by IES shall include:

5.1 Workers' compensation coverage of such types and in such amounts as may be required by the laws of the jurisdiction in which the services of the individuals are performed;

5.2 Commercial general liability coverage, including personal injury, blanket contractual liability, and a broad form of property damage with a \$2,000,000 combined single limit per occurrence;

5.3 Abuse or molestation coverage with a \$1,000,000 per occurrence and \$1,000,000 in the aggregate;

The District should be designated as an Additional Insured for all of the coverages shown on the certificate with the exception of Workers' Compensation, Employer Liability and the Professional Liability coverages.

- 6. Confidentiality.** During the course of the business relationship, each party may be given access to proprietary and confidential information such as pricing policies, business policies and systems ("Confidential Information"). Each party shall hold with no less care than it treats its own, and shall not disclose such Confidential Information to any third party or use such Confidential Information for any purpose other than as contemplated by this agreement. Upon termination of this agreement, or sooner, if requested by either party, each party shall return all Confidential Information to the other party in its possession, without retaining copies of such Confidential Information. This section shall not apply to information (i) that is in the public domain, or (ii) required to be disclosed by law or the legal process.

7. Miscellaneous

- 7.1 **Notices.** Any notice or document required or permitted to be given under this agreement shall be deemed to be given on the date such notice is (i) deposited in the United States mail, postage prepaid, certified mail, return receipt requested, (ii) deposited with a commercial overnight delivery service with delivery fees paid, or (iii) transmitted by facsimile or electronic mail with transmission acknowledgement, to the principal business address of the recipient or such other address or addresses as the parties may designate from time to time by notice satisfactory under this section. A copy of any notice to IES shall be sent to the attention of the CEO at the regular business address listed in this document.
- 7.2 **Governing Law.** This agreement shall be governed by the laws of Pennsylvania without giving effect to the principles of conflicts of laws. Each party hereby consents to the personal jurisdiction of the Federal or Pennsylvania courts located in the District's County and agrees that all disputes arising from the agreement shall be prosecuted in such courts. Each party hereby agrees that any such court shall have in personam jurisdiction over such party and consents to service of process by notice sent by regular mail to the address set forth above and/or by any means authorized by Pennsylvania law.
- 7.3 **Language Construction.** The language of this agreement shall be construed in accordance with its fair meaning and not for or against any party. The parties acknowledge that each party and its counsel have reviewed and had the opportunity to participate in the drafting of this agreement and, accordingly, that the rule of construction that would resolve ambiguities in favor of non-drafting parties shall not apply to the interpretation of this agreement.
- 7.4 **Force Majeure.** Neither party shall be responsible for delays or failure to perform caused by acts of God (including fire, flood, storm or other natural disturbances), war, civil war, riot, epidemic, acts of foreign enemies, terrorist activities, government sanction, strikes or other labor disputes (it being specifically understood that the existence of a picket line by a collective bargaining unit shall be considered as within this definition of force majeure), interruption or failure of electric, telephone or similar service or other causes beyond such party's control.
- 7.5 **Signature of Counterparts.** This agreement may be signed in counterparts, each of which shall be deemed a fully-executed original.
- 7.6 **Signature by Facsimile.** An original signature transmitted by facsimile shall be deemed to be original for the purposes of this agreement.
- 7.7 **Assignment.** No party to this agreement shall assign its rights or duties hereunder without the prior written consent of the other parties, except that IES may assign its rights and duties in connection with a merger of the organization with another organization or other disposition of all or substantially all of its business.
- 7.8 **No Third Party Beneficiaries.** Except as otherwise specifically provided in this agreement, this agreement is made for the sole benefit of the parties. No other persons shall have any rights or remedies by reason of this agreement against any of the parties or shall be considered to be third party beneficiaries of this agreement in any way.

7.9 **Cost Structures.** In the event of a federal or state adjustment of minimum wage above amounts specified in subsequent appendices, contract will adjust to meet that level, upon school district notification and approval.

7.10 **Binding Effect.** This agreement shall inure to the benefit of the heirs, legal representatives and permitted assigns of each party, and shall be binding upon the heirs, legal representatives, successors and assigns of each party.

7.11 **Entire Agreement.** This agreement constitutes the entire agreement between the parties with respect to its subject matter and supersedes all prior discussions, agreements, understandings and negotiations. The District and IES agree that in the event that any provision of this agreement shall be held invalid or unenforceable for any reason, such as invalidity or unenforceability shall attach only to such provision as shall not affect or render invalid and other provision of this agreement.


IN WITNESS WHEREOF, the parties have executed this Agreement on the first date set forth above.

John Augustine, Executive Director

Date

, (Witness)

Date



Leah Spangler, Ed.D., President and CEO

5/13/26

Date

Contract #GJCTCSTAFFMASTER-26/27



GJCTC DUAL ENROLLMENT PROGRAM

If a student enrolls in the postsecondary Electrical Technology or HVAC program, the cost savings for the 2026-2027 year will be \$1,211 off of the program tuition (\$10,900); for Mobile Equipment Operations, the savings is \$1,675 off of the program tuition (\$16,750). Additional financial aid is available for those who qualify.

Due to being placed on a transcript, these credits are transferable to any postsecondary school accepting the NCCER Core Curriculum.

Mobile Equipment Operations

Electrical Technology

HVAC Technology



MEMORANDUM OF UNDERSTANDING

GREATER JOHNSTOWN CAREER & TECHNOLOGY CENTER (GJCTC) DUAL ENROLLMENT PARTNERSHIP

Between Greater Johnstown Career and Technology Center Secondary Education Programs and Postsecondary Education Programs

The GJCTC Dual Enrollment program enables secondary students to earn 80 hours and/or 7.65 credits in the CORE Curriculum from the *National Center for Construction Education Research* curriculum for the following Postsecondary programs offered at GJCTC:

Electrical Technology
Heating, Ventilation, and Air Conditioning Technology
Mobile Equipment Operations

Steps:

1. The secondary student completes the CORE curriculum prior to high school graduation.
2. The secondary student must declare preference in one of the above mentioned GJCTC postsecondary programs.
3. A transcript will then be created in the Adult Education Office for the student, recording the grades for the Core Curriculum upon graduation.

Teacher Qualification: secondary and postsecondary teachers must submit the *Instructor Certification for Core Curricula from NCCER* to the GJCTC administration.

Program Administration:

- GJCTC administration will ensure a qualified teacher is available and adequate equipment and laboratory/classroom space is available.
- GJCTC administration will identify a point of contact for to manage the administrative processes of the Dual Enrollment program.

Core Curriculum:

Basic Safety
Building Your Future in Construction
Introduction to Construction Math
Hand Tools
Power Tools
Construction Drawings
Basic Rigging
Basic Communication Skills
Basic Employability Skills
Introduction to Materials Handling

Total 7.65 credits and/or 80 Clock Hours

Benefits to Student:

If a student enrolls in the postsecondary Electrical Technology or HVAC program, the cost savings for the 2026-2027 year will be \$1,211 off of the program tuition (\$10,900); for Mobile Equipment Operations, the savings is \$1,675 off of the program tuition (\$16,750).

Due to being placed on a transcript, these credits are transferable to any postsecondary school accepting the NCCER Core Curriculum.



ARTICULATION AGREEMENT

BETWEEN

SAINT FRANCIS UNIVERSITY
DIVISION OF PROFESSIONAL STUDIES

AND

Greater Johnstown Career and Technology Center

Prepared by

Dr. Sherri Link, Director of Academic and Student Affairs
Saint Francis University, Division of Professional Studies

&

Mr. John Augustine
Greater Johnstown Career and Technology Center

2026-2027

ARTICULATION AGREEMENT

Saint Francis University
and
Greater Johnstown Career and Technology Center

Greater Johnstown Career and Technology Center and Saint Francis University, Division of Professional Studies (DPS) hereby establish this transfer articulation agreement for the transfer of secondary students and alumni to Saint Francis University.

Recognizing that the missions and goals of both institutions include serving the educational and workforce needs of Pennsylvania, the high quality of both institutions, the growth of the career education movement throughout the state and in our region, and the need to provide multiple paths to the associate degree for both traditional-aged and returning adult students, this agreement allows for seamless transition for students and guarantees admittance and the Division of Professional Studies discounted tuition rate (at the time of application provided performance standards are met at the Greater Johnstown Career and Technology Center.

The primary purpose of this agreement is to enhance the transferability between the accredited secondary programs at Greater Johnstown Career and Technology Center and Saint Francis University. The new Associate of Applied Science, Specialized Studies program provides a generous transferability of credits for specialized areas and a clear pathway to earning a degree at SFU. Students can transfer up to 48 credits earned from a specialized certificate at the technical school into this program. Additionally, students can transfer a minimum of six (6) credits into one of the Saint Francis University associates of science degree programs or a minimum of twelve (12) credits into one of our bachelor of science degree programs. The goal is to help students find a path to a college education that is readily apparent, time sensitive, easily understandable, logistically organized, and financially responsible.

PRINCIPLES OF AGREEMENT

1. Greater Johnstown Career and Technology Center students are eligible to transfer into one of Saint Francis University's associate of science or bachelor of science degree completion programs offered through the Division of Professional Studies. *This agreement is not offered as a transfer to traditional day-time undergraduate programs.* If a student wishes to apply to traditional day-time undergraduate programs, he/she may do so by contacting the Office of Admissions (814-472-3100 or admissions@francis.edu). Transfer into the Division of Professional Studies programs can be done by contacting the office of DPS at (814-472-3012 or professionalstudies@francis.edu) or visiting www.francis.edu/professionalstudies.

2. Greater Johnstown Career and Technology Center students are eligible to transfer into the Associate of Applied Science (AAS), Specialized Studies program with a transfer of a maximum of 48 credits. Transferable credits will vary based on the credits earned for a specialized certificate at the students Greater Johnstown Career and Technology Center.
3. Greater Johnstown Career and Technology Center students are responsible to obtain, and submit an application for admission, and to submit an **OFFICIAL** transcript to Saint Francis University indicating successful completion of the secondary or post-secondary diploma. Potential students will be required to meet the admissions requirements for the program in which they choose to apply for admission. Students applying to the AAS, Specialized Studies program will be required to provide a copy of the certificate earned while attending Greater Johnstown Career and Technology Center.
4. This agreement provides Greater Johnstown Career and Technology Center eligible students and employees a twenty-five (25%) percent tuition reduction in courses matriculated through DPS, applicable as of the date this agreement is fully executed by the parties below. Students and employees must identify as students or employees at the time of application. This discount **does not** apply to traditional Saint Francis University courses and programs.
5. Saint Francis University may change its tuition rates at any time at its sole discretion and the reduction will be calculated based on the current tuition in effect for the applicable academic term for the enrolled program. Eligible employees and alumni shall not be entitled to any other reduction and are subject to all other admission and continuation requirements as set forth in the respective Saint Francis University policies and catalogs.
6. The determination of major program requirements for the associate of science and the associate of applied science degrees will be the responsibility of Saint Francis University. Transfer students will be held responsible for the requirements of a major, as well as general education requirements and other academic policies and procedures, as published in the Saint Francis University catalog at the time of enrollment.
7. Any statute of limitations on the acceptance of Greater Johnstown Career and Technology Center transfer credit towards general education and major requirements will be consistent with the statute of limitations for all Saint Francis University students. Credits accepted in transfer will not be used by Saint Francis University in the computation of the student's grade-point-average or the awarding of academic honors.
8. All Greater Johnstown Career and Technology Center accredited secondary programs of study must be completed successfully and mastered on the secondary level. Each course of study of at least 720 clock hours and listed below will be

accepted as the equivalent of six (6) credits into an associate degree program and twelve (12) credits into a bachelor's degree program at Saint Francis University. Total number of credits could be increased with approved dual enrollment courses.

- Greater Johnstown Career and Technology Center credits are transferable as listed below, for each associate degree program offered through Division of Professional Studies.
 - Associate of Business Administration
 - BUS 101 Wall Street: Business in a Global Society
 - BUS Elective
 - Associate of Early Childhood Education*
 - EDUC250 Family, Community Relations in ECE
 - EDUC231 Child Growth and Development

**An evaluation of the CTC, ECE program will need to be completed to confirm that PDE competencies are being met.*
- Credits earned for a certificate at Greater Johnstown Career and Technology Center are transferable for up to 48 credits for the Associate of Applied Science, Specialized Studies program offered through the Division of Professional Studies.
- Greater Johnstown Career and Technology Center credits are transferable as twelve (12) credits of free electives into any of the Bachelor of Art or Bachelor of Science programs.

9. Both Greater Johnstown Career and Technology Center and Saint Francis University will publicize and promote this agreement to potential and current students, faculty, staff, alumni, and the general public. Saint Francis University staff will be invited to any transfer advising sessions, career days, or open houses; and will provide transfer admissions materials to students requesting such information. Greater Johnstown Career and Technology Center will announce to its current students and to its alumni when Saint Francis University is holding open houses for possible transfer students. Saint Francis University will be included on the web listing and other pertinent materials regarding transfer and articulation agreement programs. Appropriate logos and other marketing materials will be provided to the Greater Johnstown Career and Technology Center for such use.

10. Each institution will designate an official who will be responsible for all aspects of the articulation program at that institution. Greater Johnstown Career and Technology Center and Saint Francis University will review this agreement every year to make any necessary adjustments. Either institution may terminate this agreement after providing written notification at least 90 days in advance of the effective date of termination. It is understood that such changes will not adversely impact students already covered under the provisions of the existing agreement. Notwithstanding the foregoing, either party may terminate the Agreement immediately in the event that

participation under the Agreement may give rise to a violation of any requirement of federal or state law or regulation or the requirements of any accrediting agency having jurisdiction.

Greater Johnstown Career and Technology Center and Saint Francis University hereby authorize this articulation agreement effective immediately upon the signatures of both institutions.

CONTACTS FOR COORDINATION:

All notices and other communications required hereunder by either party to the other shall be in writing, delivered personally, electronically with validation of receipt, by certified or registered mail, return receipt requested, or by overnight courier, and shall be deemed to have been duly given when delivered personally or received when using overnight courier or three business days after being deposited in the United States mail, postage prepaid, addressed as follows:

Saint Francis University:

Dr. Sherri Link
Director, Academic and Student Affairs
Center
PO Box 600
Loretto, PA 15940
slink@francis.edu

School

Amanda Harrington
Greater Johnstown Career and Technology
Center
445 Schoolhouse Road
Johnstown, PA 15904
aharrington@gjctc.org

or to such other persons or places as either party may designate by written notice to the other.

APPROVALS:

Signature: 
Michael McGinnis (Jun 8, 2026 13:38:20 EDT)

Signature: *Mr. John Augustine*
Mr. John Augustine (Jun 8, 2026 13:26:49 EDT)

Dr. Michael McGinnis
Vice President for Academic Affairs
Saint Francis University
117 Evergreen Drive
Loretto, PA 15940

Mr. John Augustine
Greater Johnstown Career and Technology Center
445 Schoolhouse Road
Johnstown, PA 15904

DATE: 08/06/2026

DATE: 08/06/2026



**Mount Aloysius
College**

***Mount Aloysius College, Cresson, Pennsylvania
and
Greater Johnstown Career & Technology Center
Articulation Agreement***

Mount Aloysius College celebrates the many successes of Greater Johnstown Career and Technology Center and also values and supports the goals to educate the total person in a terrific atmosphere.

In an effort to further support Greater Johnstown Career and Technology Center and the good of education as a whole, Mount Aloysius College is pleased to join in this agreement that will advance our relationship.

- 1) All students who graduate from the Health/Medical Assisting Services, Other CIP (51.0899) with a Medical Terminology course of grade "C" or higher will be able to transfer 3 credits into a designated Mount Aloysius program with the course name Medical Terminology – METE 109.

Andrew D Clouse, Dean of Admissions - Mount Aloysius College

2/4/26

Date

John Augustine, School Director - Greater Johnstown Career and Technology Center

Date

**Articulation Agreement Between
Pennsylvania Highlands Community College and
Greater Johnstown Career and Technology Center**

**Early Childhood Education (Childcare and Support Services Management: 19.0708)
Or Education, General (13.0101)
To
Education, A.A. – Elementary Track**

STATEMENT OF COOPERATION

Pennsylvania Highlands Community College and the Greater Johnstown Career and Technology Center wish to facilitate the transfer of students, enhance the number and quality of learning options, and provide a seamless transfer process for students at the Greater Johnstown Career and Technology Center who desire further education at Pennsylvania Highlands Community College. Pennsylvania Highlands Community College is accredited by Commission on Higher Education of the Middle States Association of Colleges and Schools and is located at 101 Community College Way, Johnstown, PA. An overview of the college, plus academic information is available at www.pennhighlands.edu.

TERMS AND CONDITIONS OF THE AGREEMENT

This articulation agreement applies to students at the Greater Johnstown Career and Technology Center who desire to transfer to Pennsylvania Highlands Community College into the **Education, A.A. Degree – Elementary Track** program.

The credits outlined below may be awarded to students who have successfully completed the program of study as noted in this agreement. All courses must be completed with a grade of C or above to transfer.

PROGRAM OF ARTICULATION

Greater Johnstown Career and Technology Center Education: Requires documented completion of this program. To facilitate credit transfer, Greater Johnstown Career and Technology Center will provide an official record of all previously completed coursework including a grade transcript and a signed competency checklist.

COURSES FOR ADVANCED STANDING

Upon completion of the **Greater Johnstown Career and Technology Center Education** program of study, the following classes will be applied to the **Education, AA – Elementary Track** program requirements at Pennsylvania Highlands Community College:

- ECE101 Introduction to Early Childhood Education
- ECE110 Child Development
- ECE298 Observation and Assessment in Early Childhood

ACCEPTANCE OF EARTICULATED CREDITS

The following outlines the acceptance of articulated credits to Pennsylvania Highlands:

- A maximum of 9 credits can be received through the articulation process into the **Early Childhood Education, A.A.** program.
- Articulated credits will be applied toward graduation requirements for the degree.
- Articulated credits accepted by Pennsylvania Highlands will be listed on the student's transcript and credited toward program requirements but will not be included in the computation of the student's quality point average (Q.P.A.).
- Articulated credits will be posted after a student enrolls and matriculates at Pennsylvania Highlands.

LENGTH OF AGREEMENT

Termination of this agreement may be made by either party and must be in writing. This agreement will be in effect from August 1, 2026, through July 31, 2027, however, the agreement may be renewed or modified with the written consent of both institutions. Either institution may terminate this agreement by written notice of at least six (6) weeks in advance of the effective date of termination. Should this agreement be terminated, it is understood that the termination will not apply to students already accepted to Pennsylvania Highlands Community College under terms of this agreement, and currently enrolled in program classes at Pennsylvania Highlands Community College.

SIGNATURE

For Pennsylvania Highlands Community College:

For Greater Johnstown Career and Technology Center:

Steve Nunez

2026-05-14

President

Date

Executive Director

Date

Sara Conroy

2026-05-14

Vice President of Academic Affairs & Student Services Date

Joint Operating Committee Rep.

Date

CERTIFICATE *of* SIGNATURE

REF. NUMBER
KZGSG-SQBYT-IDJ4G-TPJDP

DOCUMENT COMPLETED BY ALL PARTIES ON
14 MAY 2026 20:43:31
UTC

SIGNER

TIMESTAMP

SIGNATURE

STEVE NUNEZ

EMAIL
SNUNEZ@PENNHIGHLANDS.EDU

SENT
14 MAY 2026 17:57:51

VIEWED
14 MAY 2026 18:33:47

SIGNED
14 MAY 2026 18:33:57



IP ADDRESS
73.101.165.17

LOCATION
BELLEFONTE, UNITED STATES

RECIPIENT VERIFICATION

EMAIL VERIFIED
14 MAY 2026 18:33:47

SARA CONROY

EMAIL
SCONROY@PENNHIGHLANDS.EDU

SENT
14 MAY 2026 17:57:51

VIEWED
14 MAY 2026 20:43:20

SIGNED
14 MAY 2026 20:43:31



IP ADDRESS
71.60.178.150

LOCATION
DUBOIS, UNITED STATES

RECIPIENT VERIFICATION

EMAIL VERIFIED
14 MAY 2026 20:43:20



**Articulation Agreement Between
Pennsylvania Highlands Community College and
Greater Johnstown Career and Technology Center**

**Any High School CTE Program
To
Entrepreneurship, A.A.S.**

STATEMENT OF COOPERATION

Pennsylvania Highlands Community College and the Greater Johnstown Career and Technology Center wish to facilitate the transfer of students, enhance the number and quality of learning options, and provide a seamless transfer process for students at the Greater Johnstown Career and Technology Center who desire further education at Pennsylvania Highlands Community College. Pennsylvania Highlands Community College is accredited by Commission on Higher Education of the Middle States Association of Colleges and Schools and is located at 101 Community College Way, Johnstown, PA. An overview of the college, plus academic information is available at www.pennhighlands.edu.

TERMS AND CONDITIONS OF THE AGREEMENT

This articulation agreement applies to students at the Greater Johnstown Career and Technology Center who desire to transfer to Pennsylvania Highlands Community College into the **Entrepreneurship, A.A.S. Degree** program.

The credits outlined below may be awarded to students who have successfully completed the program of study as noted in this agreement. All courses must be completed with a grade of C or above to transfer.

PROGRAM OF ARTICULATION

Greater Johnstown Career and Technology Center CTE Program Completers: Requires documented completion of program completion. To facilitate credit transfer, the Greater Johnstown Career and Technology Center will provide an official record of all previously completed coursework including a grade transcript and a signed competency checklist.

COURSES FOR ADVANCED STANDING

Upon completion of the **Greater Johnstown Career and Technology Center program of study**, Pennsylvania Highlands Community College will award 15 credits of technical electives to the **Entrepreneurship, A.A.S.** degree program.

ACCEPTANCE OF ARTICULATED CREDITS

The following outlines the acceptance of articulated credits to Pennsylvania Highlands:

- A maximum of 15 (fifteen) credits can be received through the articulation process into the **Entrepreneurship, A.A.S.** degree.
- Articulated credits will be applied toward graduation requirements for the degree.
- Articulated credits accepted by Pennsylvania Highlands will be listed on the student's transcript and

credited toward program requirements but will not be included in the computation of the student's quality point average (Q.P.A.).

- Articulated credits will be posted after a student enrolls and matriculates at Pennsylvania Highlands.

LENGTH OF AGREEMENT

Termination of this agreement may be made by either party and must be in writing. This agreement will be in effect from August 1, 2026, through July 31, 2027, however, the agreement may be renewed or modified with the written consent of both institutions. Either institution may terminate this agreement by written notice of at least six (6) weeks in advance of the effective date of termination. Should this agreement be terminated, it is understood that the termination will not apply to students already accepted to Pennsylvania Highlands Community College under terms of this agreement, and currently enrolled in program classes at Pennsylvania Highlands Community College.

SIGNATURE

For Pennsylvania Highlands Community College:

For the Greater Johnstown Career and Technology Center

Steve Nunez

2026-05-14

President

Date

Executive Director

Date

Sara Conroy

2026-05-14

Vice President of Academic Affairs & Student Services

Date

Joint Operation Committee Rep.

Date

CERTIFICATE *of* SIGNATURE

REF. NUMBER
AUXDG-AVD8S-7G2QE-VX9E9

DOCUMENT COMPLETED BY ALL PARTIES ON
14 MAY 2026 20:43:53
UTC

SIGNER

TIMESTAMP

SIGNATURE

STEVE NUNEZ

EMAIL
SNUNEZ@PENNHIGHLANDS.EDU

SENT
14 MAY 2026 17:59:03

VIEWED
14 MAY 2026 18:33:28

SIGNED
14 MAY 2026 18:33:37



IP ADDRESS
73.101.165.17

LOCATION
BELLEFONTE, UNITED STATES

RECIPIENT VERIFICATION

EMAIL VERIFIED
14 MAY 2026 18:33:28

SARA CONROY

EMAIL
SCONROY@PENNHIGHLANDS.EDU

SENT
14 MAY 2026 17:59:03

VIEWED
14 MAY 2026 20:43:42

SIGNED
14 MAY 2026 20:43:53



IP ADDRESS
71.60.178.150

LOCATION
DUBOIS, UNITED STATES

RECIPIENT VERIFICATION

EMAIL VERIFIED
14 MAY 2026 20:43:42



**Articulation Agreement Between
Pennsylvania Highlands Community College and
Greater Johnstown Career and Technology Center**

**Health Assistant (51.0809)
To
Medical Assisting Technology, Diploma**

STATEMENT OF COOPERATION

Pennsylvania Highlands Community College and the Greater Johnstown Career and Technology Center wish to facilitate the transfer of students, enhance the number and quality of learning options, and provide a seamless transfer process for students at the Greater Johnstown Career and Technology Center who desire further education at Pennsylvania Highlands Community College. Pennsylvania Highlands Community College is accredited by Commission on Higher Education of the Middle States Association of Colleges and Schools and is located at 101 Community College Way, Johnstown, PA. An overview of the college, plus academic information is available at www.pennhighlands.edu.

TERMS AND CONDITIONS OF THE AGREEMENT

This articulation agreement applies to students at the Greater Johnstown Career and Technology Center who desire to transfer to Pennsylvania Highlands Community College into the **Medical Assisting Technology, Diploma** program.

The credits outlined below may be awarded to students who have successfully completed the program of study as noted in this agreement. All courses must be completed with a grade of C or above to transfer.

PROGRAM OF ARTICULATION

Greater Johnstown Career and Technology Center Health Assistant: Requires documented completion of this program. To facilitate credit transfer, the Greater Johnstown Career and Technology Center will provide an official record of all previously completed coursework including a grade transcript and a signed competency checklist.

COURSES FOR ADVANCED STANDING

Upon completion of the **Greater Johnstown Career and Technology Center Health Assistant** program of study, the following classes will be applied to the **Medical Assisting Technology, Diploma** program requirements at Pennsylvania Highlands Community College:

- HSC100 Medical Terminology
- HSC130 Basic Anatomy and Physiology

ACCEPTANCE OF ARTICULATED CREDITS

The following outlines the acceptance of articulated credits to Pennsylvania Highlands:

- A maximum of 6 credits can be received through the articulation process into the **Medical Assisting Technology, Diploma**.
- Articulated credits will be applied toward graduation requirements for the degree.
- Articulated credits accepted by Pennsylvania Highlands will be listed on the student's transcript and credited toward program requirements but will not be included in the computation of the student's quality point average (Q.P.A.).
- Articulated credits will be posted after a student enrolls and matriculates at Pennsylvania Highlands.

LENGTH OF AGREEMENT

Termination of this agreement may be made by either party and must be in writing. This agreement will be in effect from August 1, 2026, through July 31, 2027, however, the agreement may be renewed or modified with the written consent of both institutions. Either institution may terminate this agreement by written notice of at least six (6) weeks in advance of the effective date of termination. Should this agreement be terminated, it is understood that the termination will not apply to students already accepted to Pennsylvania Highlands Community College under terms of this agreement, and currently enrolled in program classes at Pennsylvania Highlands Community College.

SIGNATURE

For Pennsylvania Highlands Community College:

For the Greater Johnstown Career and Technology Center:

Steve Nunez

2026-05-14

President

Date

Executive Director

Date

Sara Conroy

2026-05-14

Vice President of Academic Affairs & Student Services

Date

Joint Operating Committee Rep.

Date

CERTIFICATE *of* SIGNATURE

REF. NUMBER
AYDGE-X38BR-DRAZR-KNCXN

DOCUMENT COMPLETED BY ALL PARTIES ON
14 MAY 2026 20:44:09
UTC

SIGNER

STEVE NUNEZ

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SNUNEZ@PENNHIGHLANDS.EDU

TIMESTAMP

SENT
14 MAY 2026 18:00:16

VIEWED
14 MAY 2026 18:33:08

SIGNED
14 MAY 2026 18:33:18

SIGNATURE



IP ADDRESS
73.101.165.17

LOCATION
BELLEFONTE, UNITED STATES

RECIPIENT VERIFICATION

EMAIL VERIFIED
14 MAY 2026 18:33:08

SARA CONROY

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SCONROY@PENNHIGHLANDS.EDU

SENT
14 MAY 2026 18:00:16

VIEWED
14 MAY 2026 20:43:58

SIGNED
14 MAY 2026 20:44:09



IP ADDRESS
71.60.178.150

LOCATION
DUBOIS, UNITED STATES

RECIPIENT VERIFICATION

EMAIL VERIFIED
14 MAY 2026 20:43:58



**Articulation Agreement Between
Pennsylvania Highlands Community College and
Greater Johnstown Career and Technology Center**

**Culinary Arts (Institutional Food Worker: 12.0508)
To
Culinary Arts, A.A.S.**

STATEMENT OF COOPERATION

Pennsylvania Highlands Community College and the Greater Johnstown Career and Technology Center wish to facilitate the transfer of students, enhance the number and quality of learning options, and provide a seamless transfer process for students at the Greater Johnstown Career and Technology Center who desire further education at Pennsylvania Highlands Community College. Pennsylvania Highlands Community College is accredited by Commission on Higher Education of the Middle States Association of Colleges and Schools and is located at 101 Community College Way, Johnstown, PA. An overview of the college, plus academic information is available at www.pennhighlands.edu.

TERMS AND CONDITIONS OF THE AGREEMENT

This articulation agreement applies to students at the Greater Johnstown Career and Technology Center who desire to transfer to Pennsylvania Highlands Community College into the **Culinary Arts, A.A.S. Degree** program.

The credits outlined below may be awarded to students who have successfully completed the program of study as noted in this agreement. All courses must be completed with a grade of C or above to transfer.

PROGRAM OF ARTICULATION

Greater Johnstown Career and Technology Center, Culinary Arts: Requires documented completion of this program. To facilitate credit transfer, the Greater Johnstown Career and Technology Center will provide an official record of all previously completed coursework including a grade transcript and a signed competency checklist.

COURSES FOR ADVANCED STANDING

Upon completion of the **Greater Johnstown Career and Technology Center Culinary Arts** program of study, the following classes will be applied to the **Culinary Arts, A.A.S** program requirements at Pennsylvania Highlands Community College:

- CUL151 Foods 1
- CUL182 Baking and Pastry 1
- CUL137 Food Sanitation and Safety Credential



ACCEPTANCE OF ARTICULATED CREDITS

The following outlines the acceptance of articulated credits to Pennsylvania Highlands:

- A maximum of 8 credits can be received through the articulation process into the **Culinary Arts, A.A.S.** degree.
- Articulated credits will be applied toward graduation requirements for the degree.
- Articulated credits accepted by Pennsylvania Highlands will be listed on the student's transcript and credited toward program requirements but will not be included in the computation of the student's quality point average (Q.P.A.).
- Articulated credits will be posted after a student enrolls and matriculates at Pennsylvania Highlands.

LENGTH OF AGREEMENT

Termination of this agreement may be made by either party and must be in writing. This agreement will be in effect from August 1, 2026, through July 31, 2027, however, the agreement may be renewed or modified with the written consent of both institutions. Either institution may terminate this agreement by written notice of at least six (6) weeks in advance of the effective date of termination. Should this agreement be terminated, it is understood that the termination will not apply to students already accepted to Pennsylvania Highlands Community College under terms of this agreement, and currently enrolled in program classes at Pennsylvania Highlands Community College.

SIGNATURE

For Pennsylvania Highlands Community College:

For the Greater Johnstown Career and Technology Center:

Steve Nunez

2026-05-14

President

Date

Executive Director

Date

Sara Conroy

2026-05-14

Vice President of Academic Affairs & Student Services

Date

Joint Operating Committee Rep.

Date

CERTIFICATE *of* SIGNATURE

REF. NUMBER
HKQ3U-K4FPQ-CMROA-CEWLD

DOCUMENT COMPLETED BY ALL PARTIES ON
14 MAY 2026 20:43:10
UTC

SIGNER

TIMESTAMP

SIGNATURE

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SENT
14 MAY 2026 17:56:11

VIEWED
14 MAY 2026 18:34:07

SIGNED
14 MAY 2026 18:34:15



IP ADDRESS
73.101.165.17

LOCATION
BELLEFONTE, UNITED STATES

RECIPIENT VERIFICATION

EMAIL VERIFIED
14 MAY 2026 18:34:07

SARA CONROY

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SCONROY@PENNHIGHLANDS.EDU

SENT
14 MAY 2026 17:56:11

VIEWED
14 MAY 2026 20:42:48

SIGNED
14 MAY 2026 20:43:10



IP ADDRESS
71.60.178.150

LOCATION
DUBOIS, UNITED STATES

RECIPIENT VERIFICATION

EMAIL VERIFIED
14 MAY 2026 20:42:48



Dual Credit Agreement

between Pennsylvania Highlands Community College and Greater Johnstown Career and Technology Center

The purpose of this agreement is to outline the terms and conditions upon which courses will be offered as part of the Dual Credit Programming through Pennsylvania Highlands Community College to students enrolled at the Greater Johnstown Career and Technology Center. The purpose of this offering is to allow high school students to take college-level courses and receive both college credit and high school credit towards graduation.

Programs in which the school district is participating include(s):

Accelerate College Education (ACE)

Early College Option

Principles of Agreement

1. Under this agreement, Pennsylvania Highlands Community College, (herein after “the College”), will make available college-level courses to students Greater Johnstown Career and Technology Center (herein after “the School”). A list of approved courses will be provided each year as an addendum to this agreement.
2. The School Principal or designated and approved School employee shall be the chief administrator of policies and procedures for dual credit students attending classes located at the high school.
3. The Pennsylvania Highlands Community College *Office of School Partnerships* shall be the chief administrator of policies and procedures for dual credit students attending classes at the College.
4. All dual credit high school students shall be entitled to use college facilities and services. Dual credit students shall be governed by all School and College policies as they affect any student of the School and College. Notification of violation of said policies will be communicated as appropriate to School and College officials. This includes, but is not limited to, Code of Conduct Violations and instances of expulsion or suspension.
5. Students completing the registration and payment process for college dual credit courses must successfully complete all course requirements for college credits to be awarded.
6. Pursuant to the College’s tuition and fees schedule approved by the Board of Trustees, students will be charged a reduced, per credit charge for tuition for those courses taught within the School by School hired faculty. Tuition and fee schedules are approved annually

during the preceding academic year and are published on the College's website. Where the School agrees to pay the tuition and fees, the College will bill the School on a semester basis. If the parties agree the students are responsible for such payments, the College will collect tuition payment directly from the student.

7. The College reserves the right to review and approve the textbooks used in dual credit courses. The provision of all dual credit course textbooks is the responsibility of the School or student. Required textbooks will either be provided by the school district or be available for purchase or rental from the College's bookstore.
8. College-level courses offered through the Dual Credit Agreement at a School location must be taught by an approved faculty member employed by the School. The approval of instructional faculty for all College courses covered by this agreement will be the responsibility of the College. The School may recommend qualified teachers who are interested in teaching in the dual credit program to the College for consideration. The School is responsible for notifying the College should an approved teacher become unable to teach the course.
9. Dual credit course faculty must meet at least the minimum credential requirements set forth by the College's current collective bargaining agreement. Such credentialing will be reviewed annually by the College and at the time when new courses are considered.
10. High school staff who are teaching a high school course during the regular school day in which the College is offering credit to dual credit students will not receive any additional compensation outside of the teachers' contract with the School.
11. Both the School and College agree to adhere to the regulations set forth by the Family Education Rights and Privacy Act of 1974 (Buckley Amendment) which mandates that once a student enrolls in post-secondary education, the sole ownership of the education record transitions to the student. Personally identifiable information contained within the student record can be shared with parent/guardian and/or School officials when the student formally releases such information.
12. Students desiring to enroll in courses taught on the college campus, either physically, virtually, or asynchronously online, by the college faculty as part of the Early College Option or Associate in High School Program must meet enrollment deadlines and course pre-requisites. These courses are full college credit price.

Responsibilities of Parties

Approved Dual Credit Faculty:

1. Dual Credit Faculty will be expected to conform to College policies for the dual credit courses they teach including, but not limited to, preparing/distributing approved course syllabi, verifying class rosters, submitting assessment, and providing final grades at the end of the semester.

2. Prior to teaching any approved course, dual credit faculty will be required to complete a new course orientation, available in an online format, as required by NACEP accreditation.
3. All faculty teaching a dual credit course will be required to attend an annual discipline meeting available in both in-person and online formats, as required by NACEP accreditation.
4. All dual credit courses offered at the School will receive a site visit according to the schedule set forth by the Office of School Partnerships. This review will not include an assessment or evaluation of faculty but will include a review of course rigor, applicability to college level learning methodologies, and student learning outcomes and success, as required by NACEP accreditation. Scheduling of the site visit will be coordinated between the College's liaison and the dual credit faculty member.

Students:

1. In order to be eligible to participate in Dual Credit Programming, high school students must have permission of their parent or guardian to participate, be recommended by their high school principal to cross register and meet course prerequisites.
2. For students to be enrolled in dual credit courses they must have the approval of the College and the School and meet the eligibility requirements as set by the College for the selected program.
3. Students are responsible for completing the appropriate College application, completing any applicable required placement testing, registering for courses, and paying tuition (unless in a district where the School pays tuition) by all dates set by the College. The College will not provide payment information to the school district unless the School takes responsibility for tuition payment.

College Administrative Responsibilities:

1. At the conclusion of each college academic term, the student will receive a college grade for each course in which he/she was registered and such grades will become part of the student's permanent college record.
2. A record will be maintained by the College for each student in the Dual Credit Program as a part of the permanent college record maintained by the College's Registrar's office. The College will send transcripts to colleges/universities upon a student's request.
3. The College will provide course rosters to instructors when official rosters become available.
4. The College will provide key dates to school districts and instructors for application, registration, required trainings, and other required administrative duties, such as grade entry and roster verification.

High School Administrative Responsibilities:

1. The School will verify enrollments in each class section, and instructors will report grades to the College within a prescribed period of time, according to mutually agreed-upon procedures.
2. In accordance with NACEP guidelines, the College will provide services to all students enrolled in the College's Dual Credit Programming. These services may include but are not limited to academic advising, assessment, career exploration, courses selection guidance, and degree completion and transfer options. The School agrees to grant access to the College's admissions and advising staff for this purpose. This access will be scheduled by the College Admissions Office through the School Guidance Office as appropriate.

This agreement will be in effect as of the date of its signing, however, the agreement may be renewed with the written consent of both institutions. Either institution may terminate this agreement by written notice of at least six (6) weeks in advance of the effective date of termination. Should this agreement be terminated, it is understood that the termination will not apply to students already accepted to Pennsylvania Highlands Community College under terms of this agreement, and currently enrolled in classes at Pennsylvania Highlands Community College.

For Pennsylvania Highlands Community College:

For Greater Johnstown Career and Technology Center:

Sara Conroy

2026-04-08

VP of Academic Affairs and Student Services

Date

Superintendent

Date

Kay-Leigh Davis

2026-04-08

Dean of Academic Affairs

Date

Chair, School Board

Date



CERTIFICATE *of* SIGNATURE

REF. NUMBER
MNWRT-XPKLU-UC9GD-4PQBA

DOCUMENT COMPLETED BY ALL PARTIES ON
08 APR 2026 16:09:25
UTC

SIGNER

TIMESTAMP

SIGNATURE

KAY-LEIGH DAVIS

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KDAVIS2@PENNHIGHLANDS.EDU

SENT
08 APR 2026 15:29:41

VIEWED
08 APR 2026 15:44:07

SIGNED
08 APR 2026 15:44:18



IP ADDRESS
174.241.119.151

LOCATION
GREENSBURG, UNITED STATES

RECIPIENT VERIFICATION

EMAIL VERIFIED
08 APR 2026 15:44:07

SARA CONROY

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SCONROY@PENNHIGHLANDS.EDU

SENT
08 APR 2026 15:29:41

VIEWED
08 APR 2026 16:09:11

SIGNED
08 APR 2026 16:09:25



IP ADDRESS
198.137.161.2

LOCATION
JOHNSTOWN, UNITED STATES

RECIPIENT VERIFICATION

EMAIL VERIFIED
08 APR 2026 16:09:11



Member District	2024 STEB Market Value	Share (%) of Market Value	5/31/2026 Enrollment	of Enrollment	Share (%)*
Conemaugh Twp	374,956,904	9.64%	83	15.23%	12.44%
Ferndale	107,645,718	2.77%	54	9.91%	6.34%
Forest Hills	614,527,831	15.80%	115	21.10%	18.45%
Greater Johnstown	703,362,410	18.09%	1	0.18%	9.13%
Richland	1,078,939,823	27.74%	99	18.17%	22.96%
Westmont-Hilltop	628,352,469	16.15%	96	17.61%	16.88%
Windber	381,749,253	9.81%	97	17.80%	13.80%
Total	3,889,534,408	100.00%	545	100.00%	100.00%

* 2026-2027 shares based on 2024 STEB Values and 5/31/2026 enrollment
Payment amounts will be distributed upon receipt of invoice from 1st Summit.
Interest amounts to be determined based on draw down facility.

GJCTC

Loan payment formula history

As prepared by PFM Financial Advisors

	<u>22-23</u>	<u>23-24</u>	<u>24-25</u>	<u>25-26</u>	<u>26-27</u>
Conemaugh Township	11.68%	12.19%	12.81%	12.76%	12.44%
Ferndale	5.06%	6.07%	5.99%	6.49%	6.34%
Forest Hills	20.08%	20.02%	19.70%	18.63%	18.45%
Greater Johnstown	11.23%	10.48%	9.51%	9.08%	9.13%
Richland	22.35%	22.86%	23.00%	22.93%	22.96%
Westmont	15.30%	14.64%	16.21%	17.46%	16.88%
Windber	14.31%	13.76%	12.78%	12.65%	13.80%

1 Frame Machine / Joel's Barcode

6 - Shed's

Chattanooga Hydrocollator

Saw Stop Table Saw - Barcode

Northfield Planer - Barcode

Delta DJ-30 Joiner - Barcode

Jet Beltsander - Barcode

Hobart Potato Peeler - Barcode

5' Black+Gray "Cosmo" Couch

3 - Trash Bins with Wheels

29 - Board Room Chairs

8 - Mixed Blue Chairs

Dimension Elite 3D Printer

Brown Shelving Unit

1 - 8' Gray Plastic Folding Table

1 - 5' White Plastic Folding Table

5 - 8' Butcher Block Shop Tables

2 - Arctic Claw Studded Tires 16"

Numerous Chisels - Various Sizes

Small Wooden Bench

Heavy Round Wooden Table

Assorted Sockets

Multiple Lots of Pick Tools

Taylor PSI Gage

Electric Drills

Air Impact Wrenches

Bucket of Assorted Tools

Bucket of Sockets

Kawasaki Grinder

Multiple Carlyle + Craftsman Wrench Lots (Loose)

Multiple Socket Wrench Lots (Loose)

1 - Radio

3 Torque Wrenches

Kawasaki 1/2" Impact Wrench w/ Sockets in case

Lisle Valve Guide Installaion Tool in Case

OTC Transmission Bearing Service Set in case

Small Bushing Driver in case

Weller Solder Gun Kit

MichaelPro - Hex + Tork Bits

7 - Screwdrivers

Deepwell Sockets in case

4 - Evercraft Socket Sets

AMM Hook + Pick Set

5 Carlyle Screwdrivers

Rocket + Socket Easyout Kit
Central Tool Inc. Cummins Injector
Central Pneumatic Sockets in case
K-D Bushing Driver Set
Carlyle Digital Driver
Heavy Metal Table with Offset Post
Antenna
Goose Neck Faucet
Box Fan
2 Squirt Guns
Orange Box Battery Caution Light
Boom Box
10 - Kenwood Walkie Talkies
Hudson Pump Sprayer
Akron Fire Nozzle
Kawasaki 3/8" Drill
Electric Radiator
4 Various Machine Motors
Metal File Cabinet
4 Sets of 6 Mini Lockers
Various - Shovels, Rakes, Brooms
3 - 5' Wooden Folding Tables
Set of Truck Steps
2 - Heavy Metal Carts
27 - Cans of Paint
2 - Wooden Carts
16 - Hard Hats
Wheels For a Bin/Cart
6' Shop Table Metal+Wood
6' Shop Table Metal
5' Butcher Block Shop Table
7.5' Metal Shop Table
Red Bird House
Box of Greaseguns
Basket of Stretcher + Related Items
2 Fluid Can / Jug
Small Black File Cabinet
Wooden Letter / Mail Holder
Bunn Dual Coffee Maker
Danby White Mini Fridge
Load Lock Pole for Tractor Trailer
Assorted Metal
Metal Baseball Drag Fence
3 Black Chairs

Rusty Metal Pole

3 Trash Can Wheels

Goble Meat Slicer - Barcode

Water Fountain

3 Blue Shelves

Alto-Shaam Halo-Heat-Hot Box? - Barcode

8 - Green File Holders

Wooden Cart

2 - Plastic Tierd Shelves

Continental Cold Serviceline

Mitutoyo Measuring Machine + Pallet of Programming Items - Barcode (all panels are off)

Jet Milling Machine - Barcode

Blue Barrel of Barricade Feet

Empty 50 Gal. Pump Drum Barrel

3 - Hack Saws

Car Floor Jack

NAPA Pressure Washer

Rubber Maid Baking Rack Holder

Baileigh Automatic Band Saw - Barcode

Yellow Metal Box with Sump Pump

Jet Bench Grinder

White Bucket of Mixed Tools

3 - Blue Rolling Toolboxes

Hammer 10+

2 - Soldering Gun

Fuse Tester

Fuel Line Disconnect Tool

Dewalt Drill

Dewalt Reciprocating Saw

Mityvac Brake Bleeder

5 - Rubbermaid Outside Lidded Trash Cans

Lasko-Gray Barrel Fan

RobinAir Cooltech - A/C Checky Recharger - Barcode

Symtech Headlamp Alignment Tool

2 - Cooper Tires on Rims

6' Wood + Metal Shop Table with Under Cabinet

2 - 6' Wood + Metal Shop Tables with 3 Drawers and Wheels

NAPA - Pulley Puller

Gear Wrench - Oil Plug Socket Set

3 - Grip Magnetic Tool Trays

4 - KenTool Socket Sets

Blue Box of Drill Bits

ToolAid - Fuel Injection + Ignition Spark Tester Kit

Double Flaring Toolkit

2 - Night Stick Shop Light
NAPA Multimeter
2 - Torque Wrenches
NAPA - Screw Extractor Set
Flat Hole Gages
7 - Air Impact Wrenches
Heavy Duty C-Clamp
Yawman - File Cabinet
Solware Microwave in Box
Amana Microwave
Samson - Oil Change System
6 - Buffet Pan Holders
Box of Coffee Filters
Box of Glass Punch Glasses
Ice Bucket Insert
Metal Coffee Pot
2 - Chip+Dip Serving Items
Box of Wax Sandwich Bags
Box of Miscellaneous Kitchen Items
78.5" Tall Metal + Glass Door
Wilton Horizontal Band Saw - Barcode
Small 30" Table
39" Tall Wooden 3 Coat Cubby
3 - Tan 4 Drawer Rolling Tool Boxes
Hanson - Tap+Die Super Set
8 - Carlyle Torque Wrenches
OEM Tools - Cooling System Funnel