

Schuylkill Technology Center - South Campus
/ Conference Room
15 Maple Avenue
17 Maple Ave
MarLin, PA 17951

STC Monthly Meeting
Monday, June 1, 2026 7:00 p.m.

Kerry Ansbach: Present
Roy Heim: Absent
Scott Jacoby: Present
Bill Kimber: Absent
Mike Leiter: Present
Mike Mistishen: Present
John Petritsch: Absent
Kim Pribilla: Present
Alexandra Trexler: Absent
Allison Vance: Present
Larry Wittig: Present
Will Yourey: Present

Present: 8, Absent: 4.

1. Meeting Opening
 - 1.A. Call to Order
 - 1.B. Roll Call
 - 1.C. Committee Meeting
2. Addenda/Corrections
3. Approval of Minutes
4. STC Year-End Report
5. Public Comments/Correspondence
6. Finance
 - 6.A. Financial Reports
 - 6.B. Authorization to Submit Grants
 - 6.C. Designation of Depositories
 - 6.D. Donation — Lowe's Distribution
 - 6.E. Assigned and Capital Reserve Fund Balance Creation
7. Personnel
 - 7.A. Retirement
 - 7.B. Employment
 - 7.C. Educational Support Personnel Salaries 2026-2027
 - 7.D. Director of CTE Annual Performance Evaluation
 - 7.E. Degree Awarded/Salary Change
 - 7.F. Certification/Track Change
 - 7.G. Leave of Absence - Leave Without Pay
 - 7.H. Permission to Employ

8. Contracts/Agreements
 - 8.A. Safe Schools MOU- PSP
 - 8.B. Central Susquehanna Intermediate Unit (CSIU) - Financial Information System (FIS) Renewal
 - 8.C. Central Susquehanna Intermediate Unit (CSIU) - Student Information System (SIS) Renewal
 - 8.D. Finalsite - Website and Web Hosting
 - 8.E. Integral – Professional Services
 - 8.F. Linewize
 - 8.G. National School Lunch Program
 - 8.H. Northampton Community College - Articulation Agreement
 - 8.I. Food Services Management Company Contract
 - 8.J. Shared Services Agreement- Schuylkill Intermediate Unit 29 and Schuylkill Technology Center
 - 8.K. ACT 93 and Support Staff Compensation Plans - 2026-2029
9. Policy/Procedure/Protocol
 - 9.A. 2025-2026 School Safety and Security Update to the Board of Directors
 - 9.B. Flexible Instruction Day (FID) Application
 - 9.C. Policy - First Reading
10. Facility Use - Secondary Program
 - 10.A. Facility Use - Conference Room
11. Informational Items
 - 11.A. STC/Elks Students of the Year
12. Finance - Post Secondary Program
 - 12.A. Adult Education Fund Checking Account Report
13. Personnel - Post Secondary Program
 - 13.A. Employment
 - 13.B. Additional Instructor Hours - Practical Nursing Program
14. Contracts / Agreements - Post Secondary Program
 - 14.A. Lancaster County Career and Technical Education Center Agreement
 - 14.B. Practical Nursing Program - Student Clinical Rotation Agreements 2026-2029
15. Upcoming Meeting Date
16. Adjournment

**SCHUYLKILL TECHNOLOGY CENTER
MONTHLY CASH REPORT**

	PSDLAF #8192 GF CHECKING	PSDLAF #8184 PR CHECKING	PSDLAF #1245 GF	PSDLAF #0839 SCHOLARSHIP	PSDLAF #0838 CAFETERIA	PSDLAF #0534 ARNDT	PSDLAF #0443 CAP. RESERVE	PSDLAF #0510 TRAIN & TECH.	M&T #6161 OPERATING	M&T #6179 TRAIN & TECH.	M&T #6195 PELL	M&T #6187 CAFETERIA
BALANCE AS OF 3/31/2026	\$ 81,516.06	\$ 59,274.41	\$ 2,733,517.85	\$ 24,776.07	\$ 161,231.26	\$ 2,633.26	\$ 228,932.28	\$ 879,405.61	\$ 3,237.42	\$ 12,595.72	\$ 75,348.63	\$ 32,440.91
RECEIPTS:												
Deposits			314,672.99			200.00	-	19,918.75		2,397.50	198,341.00	6,094.72
Transfers	439,492.21	369,824.20	21,337.36					48,842.12	-	-	-	-
Interest	544.02	299.86	6,886.16	70.38	431.06	7.86	650.38	2,451.60	0.26	1.17	14.34	2.88
Adjustments				-	-	-	-	-	-	-	-	-
	440,036.23	370,124.06	342,896.51	70.38	431.06	207.86	650.38	71,212.47	0.26	2,398.67	198,355.34	6,097.60
EXPENDITURES:												
Cash Disbursements	(424,869.66)	(144,385.10)										
Payroll	-	(235,452.90)										
ACH	(16,136.36)		(13,047.04)									
Transfers	-	-	(730,998.80)		(40,543.05)			(107,954.04)				
Bank Fees	-	-	-	-	-	-	-	-	-	-	-	-
	(441,006.02)	(379,838.00)	(744,045.84)	-	(40,543.05)	-	-	(107,954.04)	-	-	-	-
BALANCE AS OF 4/30/2026	\$ 80,546.27	\$ 49,560.47	\$ 2,332,368.52	\$ 24,846.45	\$ 121,119.27	\$ 2,841.12	\$ 229,582.66	\$ 842,664.04	\$ 3,237.68	\$ 14,994.39	\$ 273,703.97	\$ 38,538.51

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: 01 - GF Checking PSDLAF **Payment Dates:** 04/01/2026 - 04/30/2026

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

Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000088112	04/01/2026	AMERICAN WELDING SOCIETY	WELDING CURRICULUM		2,044.50
0000088113	04/01/2026	ITC GLOBAL NETWORKS, LLC	COMMUNICATIONS		198.03
0000088114	04/10/2026	AMAZON CAPITAL SERVICES	supplies		113.71
0000088115	04/10/2026	APR SUPPLY COMPANY	Supplies		1,265.78
0000088116	04/10/2026	DEREK BENNETT	TUITION REIMBURSEMENT		1,704.00
0000088117	04/10/2026	BIROS UTILITIES INC	GENERAL SUPPLIES		95.00
0000088118	04/10/2026	BURMAX CO.	Supplies		592.39
0000088119	04/10/2026	CINTAS CORPORATION	REPAIRS-BUILDING		117.98
0000088120	04/10/2026	SARAH JACKSON	TUITION REIMBURSEMENT		2,121.07
0000088121	04/10/2026	JC EHRlich	REPAIRS-BUILDING		78.00
0000088122	04/10/2026	FAMA	WATER-SEWAGE		450.00
0000088123	04/10/2026	FROMM ELECTRIC	GENERAL SUPPLIES		100.00
0000088124	04/10/2026	HADESTY'S	GENERAL SUPPLIES		35.98
0000088125	04/10/2026	HAJOCA CORP	GENERAL SUPPLIES		103.65
0000088126	04/10/2026	INDEPENDENT DOCK & DOOR	REPAIRS-BUILDING		202.50
0000088127	04/10/2026	INTERSTATE TAX SRVC BUREAU	OTH PRCH PROF&TECH SVCS		204.60
0000088128	04/10/2026	KOPPY'S PROPANE, INC.	NATURAL GAS		741.34
0000088129	04/10/2026	L.J.C. DISTR FULLER BRUSH	GENERAL SUPPLIES		1,187.00
0000088130	04/10/2026	L/S WORKFORCE DEVELOPMENT BOARD	RENT LAND & BUILDINGS		1,544.03
0000088131	04/10/2026	MSC INDUSTRIAL SUPPLY	GENERAL SUPPLIES		19.84
0000088132	04/10/2026	MINERSVILLE AUTO PARTS	supplies	GENERAL SUPPLIES	8,914.18
0000088133	04/10/2026	ALLISON MISSTISHIN	TUITION REIMBURSEMENT		1,704.00

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

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0000088134	04/10/2026	NATIONAL COATINGS & SUPPLIES	GENERAL SUPPLIES		1,058.16
0000088135	04/10/2026	PPL ELECTRIC UTILITIES	ELECTRICITY		24,679.57
0000088136	04/10/2026	NEPA - REPUBLICAN HERALD	Other Advertising		582.80
0000088137	04/10/2026	PURE WATER TECHNOLOGY OF CENTRAL PA, INC	GENERAL SUPPLIES		258.95
0000088138	04/10/2026	READING FOUNDRY & SUPPLY CO	Supplemental Equipment Grant		7,082.38
0000088139	04/10/2026	ROCHE FINANCIAL	000		349.20
0000088140	04/10/2026	SCH CO EXCEPT. CHILD. PROGRAM	GASOLINE		243.31
0000088141	04/10/2026	SCH CO SCH EMP H&W TRUST	000		188,245.00
0000088142	04/10/2026	SNAP-ON INDUSTRIAL	REPAIRS		704.27
0000088143	04/10/2026	NEPA - STANDARD SPEAKER	Other Advertising		660.20
0000088144	04/10/2026	SWEET. STEVENS, KATZ & WILLIAMS LLP	OTHER PROF SRVC		1,884.00
0000088145	04/13/2026	AMAZON CAPITAL SERVICES	GENERAL SUPPLIES		2,582.68
0000088146	04/13/2026	ASSESSMENT TECH INSTITUTE LLC	TEAS TESTS		490.00
0000088147	04/13/2026	CENTRAL HIGHWAY OIL CO	GASOLINE		118.01
0000088148	04/13/2026	FRASER ADVANCED INFO SYSTEMS	N-COPIER	S-COPIER	2,855.21
0000088149	04/13/2026	FROMM ELECTRIC	BOOKS AND PERIODICALS	supplies	1,719.00
0000088150	04/13/2026	GLOBAL DATA CONSULTANTS, LLC	TECHNICAL SERVICES		2,186.25
0000088151	04/13/2026	GRAINGER	GENERAL SUPPLIES		487.38
0000088152	04/13/2026	HEGINS VALLEY TRANSPORTATION	CONTRACTED CARRIERS		9,597.00
0000088153	04/13/2026	HOME DEPOT CREDIT SERVICES	Supplies	GENERAL SUPPLIES	928.81

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Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000088154	04/13/2026	KISTLER TRANSPORTATION INC	CONTRACTED CARRIERS		10,164.00
0000088155	04/13/2026	KOPPY'S PROPANE, INC.	BOTTLED GAS		374.23
0000088156	04/13/2026	LVPG	326D drug screening Fanelli		54.60
0000088157	04/13/2026	WM V MACGILL & CO	Supplies		129.73
0000088158	04/13/2026	MAHANoy AREA SCHOOL DIST	CONTRACTED CARRIERS		8,436.00
0000088159	04/13/2026	MIDWEST TECHNOLOGY PRODUCTS	BAND SAW CLOSED STAND		1,527.59
0000088160	04/13/2026	NEWHURST INC	CONTRACTED CARRIERS		9,597.00
0000088161	04/13/2026	NORTH SCHUYLKILL SCHOOL DISTRICT	CONTRACTED CARRIERS		5,271.00
0000088162	04/13/2026	PA AMERICAN WATER CO	WATER-SEWAGE		1,024.63
0000088163	04/13/2026	POTTSVILLE BROADCASTING CO.	Other Advertising		1,280.00
0000088164	04/13/2026	POTTSVILLE AREA SCHOOL DISTRICT	CONTRACTED CARRIERS		4,242.00
0000088165	04/13/2026	R & J TRANSPORTATION INC.	CONTRACTED CARRIERS		14,217.00
0000088166	04/13/2026	RAVINE TRANSPORTATION INC.	CONTRACTED CARRIERS		12,558.00
0000088167	04/13/2026	EARL RENNINGER INC	CONTRACTED CARRIERS		6,783.00
0000088168	04/13/2026	SHERWOOD FREIGHTLINER	GENERAL SUPPLIES		32.32
0000088169	04/13/2026	SHENANDOAH VALLEY SCHOOL DISTRICT	CONTRACTED CARRIERS		7,287.00
0000088170	04/13/2026	SNAP-ON INDUSTRIAL	TOOL BOX		5,695.50
0000088171	04/13/2026	UGI UTILITIES INC.	ELECTRICITY		1,242.17
0000088172	04/13/2026	VERIZON WIRELESS	STC STUDENT CARES 8	STC STUDENT CARES 6	634.47
0000088173	04/13/2026	STC SOUTH CAMPUS	OAC		240.00
0000088174	04/24/2026	AMAZON CAPITAL SERVICES	Supplies		788.04

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Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000088175	04/24/2026	CC BROADCASTING	INVOICE		420.00
0000088176	04/24/2026	CASELLA WASTE SYSTEMS INC	REPAIRS-BUILDING		1,310.03
0000088177	04/24/2026	JC EHRLICH	REPAIRS-BUILDING		204.46
0000088178	04/24/2026	FROMM ELECTRIC	GENERAL SUPPLIES		1,242.95
0000088179	04/24/2026	L.J.C. DISTR FULLER BRUSH	GENERAL SUPPLIES		1,266.00
0000088180	04/24/2026	LAMAR ADVERTISING	ADVERTISING		2,000.00
0000088181	04/24/2026	LINDE GAS & EQUIPMENT INC.	Program Supplies	BOTTLED GAS	2,444.84
0000088182	04/24/2026	LINDENMEYR MUNROE	Printer supplies for large format printer at STC South		891.50
0000088183	04/24/2026	L/S WORKFORCE DEVELOPMENT BOARD	RENT LAND & BUILDINGS		1,426.31
0000088184	04/24/2026	MSC INDUSTRIAL SUPPLY	GENERAL SUPPLIES		55.42
0000088185	04/24/2026	LVPG	Physical & Drug Screening		425.25
0000088186	04/24/2026	NORTHEAST PARTS GROUP	GENERAL SUPPLIES		52.89
0000088187	04/24/2026	NUTRITION, INC.	FOOD SERVICE - FOOD COSTS	FOOD SERVICE - NON-FOOD COSTS	40,543.05
0000088188	04/24/2026	PACTA	TRAVEL-MILEAGE		375.00
0000088189	04/24/2026	PENNDOT DRIVER AND VEHICLE SERVICES	CDL Third Party Testing		21.95
0000088190	04/24/2026	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	COMMUNICATIONS		396.30
0000088191	04/24/2026	PURE WATER TECHNOLOGY OF CENTRAL PA, INC	GENERAL SUPPLIES		185.95
0000088192	04/24/2026	SCH IU 29	TECHNICAL SERVICES		513.72
0000088193	04/24/2026	JEZZICA FADULE	PASS THROUGH		1,667.00
0000088194	04/24/2026	ITCHAYRA LLITERAS-DEJESUS	PASS THROUGH		2,225.50
0000088195	04/24/2026	JENNIFER MORETTI	PASS THROUGH		2,225.50

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Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000088196	04/24/2026	STC NORTH CAMPUS	OAC DINNER		640.00
0000088197	04/24/2026	KELSEY STEPHEN	PASS THROUGH		1,667.00
0000088198	04/24/2026	JONATHAN ECHEVARRIA	PASS THROUGH		420.50
0000088199	04/24/2026	ERIN NIEHOFF	PASS THROUGH		420.50
10 - GENERAL FUND					339,481.58
50 - FOOD SERVICE					40,543.05
58 - POST-SECONDARY					44,845.03
Grand Total All Funds					424,869.66
Grand Total Credit Cards					0.00
Grand Total Direct Deposits					0.00
Grand Total Manual Checks					0.00
Grand Total Other Disbursement Non-negotiables					0.00
Grand Total Procurement Card Other Disbursement Non-negotiables					0.00
Grand Total Regular Checks					424,869.66
Grand Total Virtual Payments					0.00
Grand Total All Payments					424,869.66

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**SCHUYLKILL TECHNOLOGY CENTER
DESIGNATION OF DEPOSITORIES
2026-2027 FISCAL YEAR**

M&T Bank

- Operating Agency Checking Account
- Operating Agency Money Market Account
- Training & Technology Money Market Account
- Practical Nursing Student Loan Money Market Account
- Cafeteria Money Market Account
- North Campus Shop Checking Account
- North Campus Activity Checking Account
- South Campus Shop Checking Account
- South Campus Activity Checking Account
- Adult Education Checking Account

Pennsylvania School District Liquid Asset Fund

- Operating Agency Max Account
- General Fund Checking Account
- Payroll Checking Account
- Capital Reserve Max Account
- Training & Technology Max Account
- Doreen Arndt Memorial Max Account
- Scholarship Max Account
- Cafeteria Max Account

**SCHUYLKILL TECHNOLOGY CENTER
DESIGNATION OF DEPOSITORIES
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**Schuylkill Technology Center
Educational Support Personnel Salaries
2026-2027 School Year**

SECRETARIES (1875 HOURS)

		<u>7/1/2026</u>	
Bickelman	Lisa	\$ 23.20	\$ 43,500
Dalton	Kathy	\$ 28.40	\$ 53,250
Holley	Theresa	\$ 25.80	\$ 48,375
Lucas	Megan	\$ 18.35	\$ 34,406
Palladino	Margaret	\$ 18.85	\$ 35,344
Whalen	Yasmine	\$ 16.50	\$ 30,938
Yasenchak	Michele	\$ 17.10	\$ 32,063

CUSTODIAN/MAINTENANCE* (2080 HOURS)

		<u>7/1/2026</u>	
Daniels	Mark	\$ 21.80	\$ 45,344
Kubeika*	Edward	\$ 19.35	\$ 40,248
Letcavage*	Kenneth	\$ 22.20	\$ 46,176
Mitchell	Abbylee	\$ 15.50	\$ 32,240
Uholick*	Gary	\$ 29.75	\$ 61,880

FULL-TIME AIDES (1552.5 hours)

		<u>9/1/2026</u>	
Jacavage	Marcia	\$ 22.80	\$ 35,397

PART-TIME AIDES (975 HOURS)

		<u>9/1/2026</u>	
Baksh	Tahir	\$ 15.50	\$ 15,113
Dove	Andrea	\$ 15.50	\$ 15,113
Klinger	Larry	\$ 15.50	\$ 15,113
Kroh	Angela	\$ 20.45	\$ 19,939
Mengel	Doreen	\$ 17.35	\$ 16,916
Miller	Carlye	\$ 15.50	\$ 15,113
Murphy	Elizabeth	\$ 21.80	\$ 21,255
Purcell	Susan	\$ 20.20	\$ 19,695
Sitkus	Rosann	\$ 16.10	\$ 15,698
Troutman	Carol	\$ 15.50	\$ 15,113
Wickersham	Kim	\$ 19.40	\$ 18,915
Young	Dan	\$ 15.50	\$ 15,113



Model Memorandum of Understanding

**Memorandum of Understanding
Between**

Pennsylvania State Police- Frackville

(Law Enforcement Authority)

and

Schuykill Technology Center

(School Entity)

5/1/2026

(Date)

I. Introduction

A. Parties

The following Law Enforcement Authority or Authorities agree to follow the policies and procedures contained in this Memorandum of Understanding (hereinafter – Memorandum):

PA State Police- Frackville

The following School Entity or Entities agree to follow the policies and procedures contained in this Memorandum:

Schuykill Technology Center

- B.** This Memorandum establishes procedures to be followed when certain incidents – described in Section II below – occur on school property, at any sponsored activity, or on a conveyance as described in the Safe Schools Act (such as a school bus) providing transportation to or from a school or school sponsored activity. This Memorandum does not cover incidents that are outside of those school settings and create no substantial disruption to the learning

environment.

C. The parties seek to foster a relationship of cooperation and mutual support and to maintain a safe school environment.

D. Legal Authority

1. The parties make this agreement as required by Article XIII-A of the Public School Code of 1949, popularly known as the – Safe Schools Act, as amended, 24 P.S. §§ 13-1301-A – 13-1313-A.

2. In so recognizing this legal authority, the parties acknowledge their respective duties pursuant to the Safe Schools Act and hereby agree to support and cooperate with one another in carrying out their joint and several responsibilities thereunder.

3. Information from Student Records

a. The Law Enforcement Authority shall be governed by the following reporting and information exchange guidelines:

i. Criminal History Record Information Act, 18 Pa C.S. § 1901 *et seq.*

ii. The prohibition against disclosures, specified in section IV (C)(5) of this Memorandum.

b. When sharing information and evidence necessary for the Law Enforcement Authority to complete its investigation, the School Entity shall:

i. Comply with the Family Educational Rights and Privacy Act (hereinafter -FERPA), 20 U.S.C. § 1232g, and its implementing regulations at 34 C.F.R. § 99.1 *et seq.*, and 22 Pa. Code §§ 12.31-12.33, including any amendments thereto.

ii. Comply with the requirements of the Safe Schools Act, 24 P.S. §§ 13-1303-A and 13-1313-A, and any amendments thereto.

iii. Complete reports as required by section 13-303-A of the Safe Schools Act, 24 P.S. § 13-1303-A, and any amendments thereto.

c. The School Entity may disclose personally identifiable information from an educational record of a student to the Law Enforcement Authority if a health or safety emergency exists and knowledge of that information is necessary to protect the health or safety of the student or other individuals. In determining whether a health or safety emergency exists, the School Entity may take into account the totality of the circumstances pertaining to a threat to the health or safety of a student or other individuals. If the School Entity determines that there is an articulable and significant threat to the health or safety of a student or other individuals, it may disclose information from education records to the Law Enforcement Authority, if knowledge of that information is necessary for the Law Enforcement Authority to protect the health or safety of the student or other individuals. The School Entity must record the articulable and significant threat to the health or safety of a student or other

individuals so that it can demonstrate to parents, students and the Family Policy Compliance Office¹ – what circumstance led it to determine that a health or safety emergency existed and why the disclosure was justified.

E. Priorities of the Law Enforcement Authority

1. Help the School Entity prevent delinquent acts through preventive measures, including referrals to support services, diversionary programs, restorative practices, school-wide positive behavior supports, education and deterrence.
2. Investigate as appropriate all incidents reported to have occurred on school property, at any school sponsored activity, or on a conveyance as described in the Safe Schools Act (including a school bus) providing transportation to or from a school or school sponsored activity. The investigation of all reported incidents shall be conducted in the manner that the Law Enforcement Authority, in its sole discretion, deems appropriate; but any investigation shall be conducted so as to involve as little disruption to the school environment as is practicable.
3. Identify those responsible for the commission of the reported incident and, where appropriate, apprehend and prosecute those individuals. Identification and apprehension procedures shall involve as little disruption to the school environment as is practicable.
4. Establish and maintain a cooperative relationship with the School Entity in the reporting and resolution of all incidents described in Section II of this document.

F. Priorities of the School Entity

1. Help law enforcement prevent delinquent acts through preventive measures, including referrals to support services, diversionary programs, restorative practices, school-wide positive behavior supports, education and deterrence.
2. Create a safe learning environment.
3. Establish and maintain a cooperative relationship with the Law Enforcement Authority in the reporting and resolution of all incidents described in Section II of this document.
4. Provide the Law Enforcement Authority with all relevant information and required assistance in the event of a reported incident.
5. The School Entity shall give the Law Enforcement Authority a copy of the School Entity's behavior support services procedures and invite Law Enforcement Authority representatives to behavior support trainings.

5/1/2026

¹ Questions related to FERPA should be directed to the Family Policy Compliance Office within the U.S. Department of Education.

II. Notification of Incidents to Law Enforcement

The School Entity is required to notify law enforcement in specific situations listed in subsection A of this section, and has discretion over whether to notify law enforcement about incidents listed in subsection B of this section. Law enforcement's decision to investigate and file charges may be made in consultation with school administrators.

A. Mandatory Notification

1. The School Entity shall immediately notify the Law Enforcement Authority having jurisdiction where the offense occurred by the most expeditious means practicable of any of the following incidents occurring on school property, at any school sponsored activity, or on a conveyance as described in the Safe Schools Act (including a school bus) providing transportation to or from a school or school sponsored activity:

a. The following offenses under 18 Pa.C.S. (relating to crimes and offenses):

i. Section 908 (relating to prohibited offensive weapons).

a. The term offensive weapon is defined by section 908 of the Crimes Code as any bomb, grenade, machine gun, sawed-off shotgun with a barrel less than 18 inches, firearm specially made or specially adapted for concealment or silent discharge, any blackjack, sandbag, metal knuckles, dagger, knife, razor or cutting instrument, the blade of which is exposed in an automatic way by switch, push-button, spring mechanism, or otherwise, any stun gun, stun baton, taser or other electronic or electric weapon or other implement for the infliction of serious bodily injury which serves no common lawful purpose. See 18 Pa.C.S. § 908 (c) (relating to definitions).

b. Consistent with section 908(b) of the Crimes Code (relating to exceptions), this reporting requirement does not apply to one who possessed or dealt with an offensive weapon solely as a curio or in a dramatic performance, or to one who possessed an offensive weapon briefly in consequence of having found it taken it from an aggressor, or under circumstances similarly negating any intent or likelihood that the weapon would be used unlawfully.

ii. Section 912 (relating to possession of weapon on school property).

a. The term weapon is defined by section 912 of the Crimes Code to include but is not limited to, a knife, cutting instrument, cutting tool, nunchuck stick, firearm, shotgun, rifle and any other tool, instrument or implement capable of inflicting serious bodily injury.

b. Consistent with section 912(c) of the Crimes Code (relating to defense), this reporting requirement does not apply to a weapon that is: (a) possessed and used in conjunction with a lawful supervised school activity or course; or (b) is possessed for other lawful purpose.

- iii. Chapter 25 (relating to criminal homicide).
 - iv. Section 2702 (relating to aggravated assault).
 - v. Section 2709.1 (relating to stalking).
 - vi. Section 2901 (relating to kidnapping).
 - vii. Section 2902 (relating to unlawful restraint).
 - viii. Section 3121 (relating to rape).
 - ix. Section 3122.1 (relating to statutory sexual assault).
 - x. Section 3123 (relating to involuntary deviate sexual intercourse).
 - xi. Section 3124.1 (relating to sexual assault).
 - xii. Section 3124.2 (relating to institutional sexual assault).
 - xiii. Section 3125 (relating to aggravated indecent assault).
 - xiv. Section 3126 (relating to indecent assault).
 - xv. Section 3301 (relating to arson and related offenses)
 - xvi. Section 3307 (relating to institutional vandalism), when the penalty is a felony of the third degree.
 - xvii. Section 3502 (relating to burglary).
 - xviii. Section 3503(a) and (b)(1)(v)(relating to criminal trespass).
 - xix. Section 5501 (relating to riot).
 - xx. Section 6110.1 (relating to possession of firearm by minor).
- b. The possession, use or sale of a controlled substance, designer drug or drug paraphernalia as defined in The Controlled Substance, Drug, Device and Cosmetic Act, *as amended*, 35 P.S. §§ 780-101 – 780-144, popularly known as the Drug Act. For purposes of the Memorandum, the terms controlled substance, designer drug and drug paraphernalia shall be defined as they are in Section 102 of the Drug Act. See 35 P.S. § 780-102 (relating to definitions).
 - c. Attempt, solicitation or conspiracy to commit any of the offenses listed in paragraphs 1 and 2 of this subsection.
 - d. An offense for which registration is required under 42 Pa.C.S. § 9795.1 (relating to registration).

2. In responding to student who commit an incident listed under section 1303-A(b)(4.1) of the Safe Schools Act (24 P.S. § 13-1303-A(b)(4.1)), a school entity may consider the propriety of utilizing available school-based program, such as school-wide positive behavior supports, to address the student's behavior. Nothing in this provision shall be read to limit law enforcement's discretion.

B. Discretionary Notification

1. The School Entity may notify the Law Enforcement Authority having jurisdiction where the incident occurred of any of the following incidents occurring on school property, at any school sponsored activity, or on a conveyance as described in the Safe Schools Act (including a school bus) providing transportation to or from a school or school sponsored activity:
 - a. The following offenses under 18 Pa.C.S. (relating to crimes and offenses):
 - i. Section 2701 (relating to simple assault)
 - ii. Section 2705 (relating to recklessly endangering another person).
 - iii. Section 2706 (relating to terroristic threats).
 - iv. Section 2709 (relating to harassment).
 - v. Section 3127 (relating to indecent exposure)
 - vi. Section 3307 (relating to institutional vandalism), when the penalty is a misdemeanor of the second degree.
 - vii. Section 3503(b)(1)(i), (ii), (iii), and (iv), (b.1) and (b.2) (relating to criminal trespass).
 - viii. Chapter 39 (relating to theft and related offenses).
 - ix. Section 5502 (relating to failure of disorderly persons to disperse upon official order).
 - x. Section 5503 (relating to disorderly conduct).
 - xi. Section 6305 (relating to sale of tobacco).
 - xii. Section 6306.1 (relating to use of tobacco in schools prohibited).
 - xiii. Section 6308 (relating to purchase, consumption, possession, or transportation of liquor or malt or brewed beverages by a person under 21 years of age).
 - b. Attempt, solicitation or conspiracy to commit any of the offenses listed in subsection (a).
2. In exercising its discretion to determine whether to notify law enforcement of such incidents, the School Entity may consider the following factors: the seriousness of the situation, the school's ability to defuse or resolve the situation, the child's intent, the child's

age, whether the student has a disability and, if so, the type of disability and its impact on the student's behavior, and other factors believed to be relevant.

C. Law Enforcement Response to Notification

1. When notified of an incident listed in subsections A or B, law enforcement's decision to investigate and file charges, at the sole discretion of the Law Enforcement Authority, may be made in consultation with school administrators.
2. In determining whether to file charges, the Law Enforcement Authority is encouraged to consult with the District Attorney. Where appropriate under the law, part of this consultation may include a discussion about the availability or propriety of utilizing a diversionary program as an alternative to filing charges.

D. Notification of the Law Enforcement Authority when incident involves children with disabilities

1. If a child with a disability commits an incident of misconduct, school administrators and the Law Enforcement Authority should take into consideration that the child's behavior may be a manifestation of the disability and there may be no intent to commit an unlawful act. A child with a disability under this subsection shall mean a student with an IEP, a protected handicapped student with a service agreement that includes a behavior support plan, or such student for whom an evaluation is pending under 22 Pa. Code §§ 14.123 (relating to evaluation), 15.5 (relating to school district initiated evaluation and provision of services), 15.6 (relating to parent initiated evaluation and provision of services), or Chapter 711 (relating to charter school and cyber charter school services and programs for children with disabilities).
2. In the event a child with a disability commits a mandatory notification offense under Subsection A, the School Entity must provide immediate notification to the Law Enforcement Authority regardless of the disability. Such notification will state that the child has an IEP or a service agreement that includes a behavior support plan and may include the School Entity's recommendation that police intervention may not be required and advisement that the School Entity will address the student's behavior need as required by applicable federal and state law and regulations, including 22 Pa. Code §§ 14.133 (relating to positive behavior support), 15.3 (relating to protected handicapped students general) or 711.46 (relating to positive behavior support). The Law Enforcement Authority may take the recommendation under advisement but reserves the right to investigate and file charges.
3. In the event a child with a disability commits a discretionary offense under Subsection B and the School Entity does not believe that police intervention is necessary, the School Entity will address the student's behavior need as required by applicable federal and state law and regulations, including 22 Pa. Code §§ 14.133, 15.3 or 711.46.
4. In accordance with 34 CFR 300.535 (relating to referral to and action by law enforcement and judicial authorities), nothing will prohibit the School Entity from reporting an offense committed by a child with a disability to the Law Enforcement Authority, and nothing will prevent State law enforcement and judicial authorities from exercising their responsibilities with regard to the application of Federal and State law to crimes committed by a child with a

disability.

5. The School Entity, when reporting an offense committed by a child with a disability, should ensure that copies of the special education and disciplinary records of the child are transmitted for consideration by the appropriate authorities to the Law Enforcement Authority to whom the incident was reported.
6. The School Entity, when reporting an incident under this section, may transmit copies of the child's special education and disciplinary records only to the extent that the transmission is permitted by FERPA.

[Describe any specific procedures to be followed for incidents involving a student with a disability having an IEP as required by 22 Pa. Code § 14.104 (relating to special education plans) or 22 Pa. Code Chapter 711 (relating to charter school and cyber charter school services and programs for children with disabilities)]

The STC Special Education Supervisor will work to address any issues on a case by case basis.

- E. Upon notification of the incident to the Law Enforcement Authority, the School Entity shall provide as much of the following information as is available at the time of notification. In no event shall the gathering of information unnecessarily delay notification:
 1. Whether the incident is in-progress or has concluded.
 2. Nature of the incident.
 3. Exact location of the incident.
 4. Number of persons involved in the incident.
 5. Names and ages of the individuals involved.
 6. Weapons, if any, involved in the incident.
 7. Whether the weapons, if any, have been secured and, if so, the custodian of the weapons.
 8. Injuries involved.
 9. Whether EMS or the Fire Department have been notified.
 10. Identity of the school contact person.
 11. Identity of the witnesses to the incident, if any.
 12. Whether the incident involves a student with a disability and, if so, the type of disability and its impact on the student's behavior.
 13. Other such information as is known to the school entity and believed to be relevant to the incident.
- F. No later than September 30 of each year, the School Entity shall assemble and make ready for immediate deployment to its Incident Command Post the following information for the purpose of assisting the Law Enforcement Authority in responding to an emergency:

1. Blueprints or floor plans of the school buildings.
2. Aerial photo, map or layout of the school campus, adjacent properties and surrounding streets or roads.
3. Location(s) of predetermined or prospective command posts.
4. Current teacher/employee roster.
5. Current student roster.
6. Most recent school yearbook.
7. School fire-alarm shutoff location and procedures.
8. School sprinkler system shutoff location and procedures.
9. Gas/utility line layouts and shutoff valve locations.
10. Cable/satellite television shutoff location and procedures.
11. Other information the School Entity deems pertinent to assist local police departments in responding to an emergency.

III. Law Enforcement Authority Response

- A. Depending on the totality of the circumstances, initial response by the Law Enforcement Authority may include:
 1. For incidents in progress:
 - a. Meet with contact person and locate scene of incident.
 - b. Stabilize incident.
 - c. Provide/arrange for emergency medical treatment, if necessary.
 - d. Control the scene of the incident.
 - i. Secure any physical evidence at the scene.
 - ii. Identify involved persons and witnesses.
 - e. Conduct investigation.
 - f. Exchange information.
 - g. Confer with school officials to determine the extent of law enforcement involvement required by the situation.
 2. Incidents not in progress:
 - a. Meet with contact person.
 - b. Recover any physical evidence.
 - c. Conduct investigation.
 - d. Exchange information.
 - e. Confer with school officials to determine the extent of law enforcement involvement required by the situation.
 3. Incidents initially reported to the Law Enforcement Authority

If any incident described in sections IIA or IIB is initially reported to the Law Enforcement Authority, the Law Enforcement Authority shall proceed directly with its investigation, shall immediately notify the School Entity of the incident, and shall proceed as outlined in sections IIA through IIE.

B. Custody of Actors

1. Students identified as actors in reported incidents may be taken into custody at the discretion of the investigating law enforcement officer under any of the following circumstances:
 - a. The student has been placed under arrest.
 - b. The student is being placed under investigative detention
 - c. The student is being taken into custody for the protection of the student.
 - d. The student's parent or guardian consents to the release of the student to law enforcement custody.
2. The investigating law enforcement officer shall take all appropriate steps to protect the legal and constitutional rights of those students being taken into custody.

IV. Assistance of School Entities

A. *In Loco Parentis*

1. Teachers, Guidance Counselors, Vice Principals and Principals in the public schools have the right to exercise the same authority as a parent, guardian or person in parental relation to such pupil concerning conduct and behavior over the pupils attending a school during the time they are in attendance, including the time required in going to and from their homes.
2. School authorities' ability to stand *in loco parentis* over children does not extend to matters beyond conduct and discipline during school, school activities, or on a conveyance as described in the Safe Schools Act providing transportation to or from school or a school sponsored activity.

B. Notification of Parent or Guardian

1. Parents or guardians of all victims and suspects directly involved in an incident listed under Section IIA or IIB shall be immediately notified of the involvement, and they shall be informed about any notification regarding the incident that has been, or may be, made to the Law Enforcement Authority.
2. The School Entity shall document attempts made to reach the parents or guardians of all victims and suspects directly involved in incident listed under Section IIA or IIB.

C. Scope of School Entity's Involvement

1. General principles: Once the Law Enforcement Authority assume primary responsibility for a matter, the legal conduct of interviews, interrogations, searches, seizures of property, and arrests are within the purview of the Law Enforcement Authority. The School Entity shall defer to the Law Enforcement Authority on matters of criminal and juvenile law procedure, except as is necessary to protect the interests of the School Entity. The Law Enforcement

Authority will keep the chief school administrator, or his designees, informed of the status of pending investigations.

2. Victims

- a. The School Entity shall promptly notify the parent or guardian of a victim when the Law Enforcement Authority interviews that victim. The Law Enforcement Authority shall follow its policies and procedures when interviewing a victim to ensure the protection of the victim's legal and constitutional rights.
- b. In the event a victim is interviewed by Law Enforcement Authority on school property, a guidance counselor or similar designated personnel may be present during the interview.

3. Witness

- a. The School Entity shall promptly notify the parent or guardian of a witness when the Law Enforcement Authority interviews that witness. The Law Enforcement Authority shall follow its policies and procedures when interviewing a witness to ensure the protection of the witness's legal and constitutional rights.
- b. In the event a witness is interviewed by the Law Enforcement Authority on school property, a guidance counselor or similar designated personnel should be present during the interview.

4. Suspects and Custodial Interrogation

- a. The School Entity shall help the Law Enforcement Authority to secure the permission and presence of at least one parent or guardian of a student suspect before that student is interrogated by law enforcement authorities.
- b. When a parent or guardian is not present, school authorities shall not stand *in loco parentis* (in the place of the parent/guardian) during an interview.
- c. If an interested adult cannot be contacted, the School Entity shall defer to the investigating Law Enforcement Authority, which will protect the student suspect's legal and constitutional rights as required by law.

5. Conflicts of Interest

- a. The parties to this Memorandum recognize that if a School Entity employee, contractor, or agent of the School Entity is the subject of an investigation, a conflict of interest may exist between the School Entity and the adult suspect.
- b. Neither the individual that is the subject of the investigation, nor any person acting as his/her subordinate or direct supervisor, shall be present during Law Enforcement Authority's interviews of student co-suspects, victims or witnesses by the Law Enforcement Authority.
- c. Neither the individual who is the subject of the investigation, nor his/her subordinate(s) and/or direct supervisor(s), shall be informed of the contents of the statements made by

student co-suspects, victims or witnesses, except at the discretion of the Law Enforcement Authority or as otherwise required by law.

D. Reporting Requirements

All school entities are required to submit an annual report, which will include violence statistics and reports, to the Department of Education's Office for Safe Schools. This annual report must include all new incidents described in Sections IIA and IIB. Before submitting the required annual report, each chief school administrator and each police department having jurisdiction over school property of the School Entity shall do the following:

- a. No later than thirty days prior to the deadline for submitting the annual report, the chief school administrator shall submit the report to the police department with jurisdiction over the relevant school property. The police department shall review the report and compare the data regarding criminal offenses and notification of law enforcement to determine its accuracy.
- b. No later than fifteen days prior to the deadline for submitting the annual report, the police department shall notify the chief school administrator, in writing, whether the report accurately reflects police incident data. Where the police department determines that the report accurately reflects police incident data, the chief of police shall sign the report. Where the police department determines that the report does not accurately reflect police incident data, the police department shall notify the chief school administrator and the office in writing.
- c. Prior to submitting the annual report, the chief school administrator and the police department shall attempt to resolve discrepancies between the report and police incident data. Where a discrepancy remains unresolved, the police department shall notify the chief school administrator and the office in writing.
- d. Where a police department fails to take action as required under clause a or b, the chief school administrator shall submit the annual report and indicate that the police department failed to take action as required under clause a or b.
- e. Where there are discrepancies between the School Entity's incident data and the police incident data, the following shall occur:

[Describe procedure to be followed for the resolution of school violence data discrepancies prior to filing the annual report]

STC Administration will work cooperatively with the Station Commander at the PA State Police to validate any data discrepancies and amend any PIMS Safe Schools Reports, as needed.

V. COORDINATION BETWEEN SCHOOL ENTITY'S THREAT ASSESSMENT TEAM AND LAW ENFORCEMENT AUTHORITY (Act 47 of 2025 – Section 1319-B(d)(4) Compliance)

Pursuant to Section 1319-B(d)(4) of the Pennsylvania Public School Code, as amended by Act 47 of 2025, and in accordance with Section 1302-E, the School Entity and the Law Enforcement Authority agree to maintain procedures for timely coordination between the School Entity's Threat Assessment Team and the Law Enforcement Authority when necessary, as set forth below.

1. Notification of Law Enforcement

The School Entity's Threat Assessment Team shall promptly notify the Law Enforcement Authority when a situation presents an imminent threat to life or safety, potential criminal conduct, or other circumstances requiring law enforcement intervention. This includes, but is not limited to, offenses listed under Section 1319-B(b)(7) of the PA Public School Code occurring on school property, for which immediate notification to law enforcement is required.

2. Coordination and Consultation

When appropriate, the School Entity may consult with the Law Enforcement Authority as part of the threat assessment process in order to evaluate behaviors or information that may indicate a potential threat to students, staff, school facilities, or the community.

3. Information Sharing

The parties may share information necessary to assess and respond to potential threats, consistent with applicable federal and state laws including, but not limited to, the Family Educational Rights and Privacy Act (FERPA) and applicable law enforcement confidentiality requirements.

4. Emergency Situations

Nothing in this section shall delay or limit the immediate reporting of emergencies or criminal acts to law enforcement as otherwise required by law or this Memorandum of Understanding.

5. Role of Law Enforcement

The Law Enforcement Authority may provide assistance, consultation, or response support to the Threat Assessment Team when requested or when otherwise appropriate under the circumstances.



Model Memorandum of Understanding

**Memorandum of Understanding
Between**

Pennsylvania State Police-SchuylkillHaven

(Law Enforcement Authority)

and

Schuylkill Technology Center

(School Entity)

05/01/2026

(Date)

I. Introduction

A. Parties

The following Law Enforcement Authority or Authorities agree to follow the policies and procedures contained in this Memorandum of Understanding (hereinafter – Memorandum):
PA State Police- Schuylkill Haven

The following School Entity or Entities agree to follow the policies and procedures contained in this Memorandum:

Schuylkill Technology Center

- B.** This Memorandum establishes procedures to be followed when certain incidents – described in Section II below – occur on school property, at any sponsored activity, or on a conveyance as described in the Safe Schools Act (such as a school bus) providing transportation to or from a school or school sponsored activity. This Memorandum does not cover incidents that are outside of those school settings and create no substantial disruption to the learning

environment.

- C. The parties seek to foster a relationship of cooperation and mutual support and to maintain a safe school environment.

D. Legal Authority

1. The parties make this agreement as required by Article XIII-A of the Public School Code of 1949, popularly known as the – Safe Schools Act, as amended, 24 P.S. §§ 13-1301-A – 13-1313-A.
2. In so recognizing this legal authority, the parties acknowledge their respective duties pursuant to the Safe Schools Act and hereby agree to support and cooperate with one another in carrying out their joint and several responsibilities thereunder.
3. Information from Student Records
 - a. The Law Enforcement Authority shall be governed by the following reporting and information exchange guidelines:
 - i. Criminal History Record Information Act, 18 Pa C.S. § 1901 *et seq.*
 - ii. The prohibition against disclosures, specified in section IV (C)(5) of this Memorandum.
 - b. When sharing information and evidence necessary for the Law Enforcement Authority to complete its investigation, the School Entity shall:
 - i. Comply with the Family Educational Rights and Privacy Act (hereinafter -FERPA), 20 U.S.C. § 1232g, and its implementing regulations at 34 C.F.R. § 99.1 *et seq.*, and 22 Pa. Code §§ 12.31-12.33, including any amendments thereto.
 - ii. Comply with the requirements of the Safe Schools Act, 24 P.S. §§ 13-1303-A and 13-1313-A, and any amendments thereto.
 - iii. Complete reports as required by section 13-303-A of the Safe Schools Act, 24 P.S. § 13-1303-A, and any amendments thereto.
 - c. The School Entity may disclose personally identifiable information from an educational record of a student to the Law Enforcement Authority if a health or safety emergency exists and knowledge of that information is necessary to protect the health or safety of the student or other individuals. In determining whether a health or safety emergency exists, the School Entity may take into account the totality of the circumstances pertaining to a threat to the health or safety of a student or other individuals. If the School Entity determines that there is an articulable and significant threat to the health or safety of a student or other individuals, it may disclose information from education records to the Law Enforcement Authority, if knowledge of that information is necessary for the Law Enforcement Authority to protect the health or safety of the student or other individuals. The School Entity must record the articulable and significant threat to the health or safety of a student or other

individuals so that it can demonstrate to parents, students and the Family Policy Compliance Office¹ – what circumstance led it to determine that a health or safety emergency existed and why the disclosure was justified.

E. Priorities of the Law Enforcement Authority

1. Help the School Entity prevent delinquent acts through preventive measures, including referrals to support services, diversionary programs, restorative practices, school-wide positive behavior supports, education and deterrence.
2. Investigate as appropriate all incidents reported to have occurred on school property, at any school sponsored activity, or on a conveyance as described in the Safe Schools Act (including a school bus) providing transportation to or from a school or school sponsored activity. The investigation of all reported incidents shall be conducted in the manner that the Law Enforcement Authority, in its sole discretion, deems appropriate; but any investigation shall be conducted so as to involve as little disruption to the school environment as is practicable.
3. Identify those responsible for the commission of the reported incident and, where appropriate, apprehend and prosecute those individuals. Identification and apprehension procedures shall involve as little disruption to the school environment as is practicable.
4. Establish and maintain a cooperative relationship with the School Entity in the reporting and resolution of all incidents described in Section II of this document.

F. Priorities of the School Entity

1. Help law enforcement prevent delinquent acts through preventive measures, including referrals to support services, diversionary programs, restorative practices, school-wide positive behavior supports, education and deterrence.
2. Create a safe learning environment.
3. Establish and maintain a cooperative relationship with the Law Enforcement Authority in the reporting and resolution of all incidents described in Section II of this document.
4. Provide the Law Enforcement Authority with all relevant information and required assistance in the event of a reported incident.
5. The School Entity shall give the Law Enforcement Authority a copy of the School Entity's behavior support services procedures and invite Law Enforcement Authority representatives to behavior support trainings.

05/01/2026

¹ Questions related to FERPA should be directed to the Family Policy Compliance Office within the U.S. Department of Education.

II. Notification of Incidents to Law Enforcement

The School Entity is required to notify law enforcement in specific situations listed in subsection A of this section, and has discretion over whether to notify law enforcement about incidents listed in subsection B of this section. Law enforcement's decision to investigate and file charges may be made in consultation with school administrators.

A. Mandatory Notification

1. The School Entity shall immediately notify the Law Enforcement Authority having jurisdiction where the offense occurred by the most expeditious means practicable of any of the following incidents occurring on school property, at any school sponsored activity, or on a conveyance as described in the Safe Schools Act (including a school bus) providing transportation to or from a school or school sponsored activity:

a. The following offenses under 18 Pa.C.S. (relating to crimes and offenses):

i. Section 908 (relating to prohibited offensive weapons).

a. The term offensive weapon is defined by section 908 of the Crimes Code as any bomb, grenade, machine gun, sawed-off shotgun with a barrel less than 18 inches, firearm specially made or specially adapted for concealment or silent discharge, any blackjack, sandbag, metal knuckles, dagger, knife, razor or cutting instrument, the blade of which is exposed in an automatic way by switch, push-button, spring mechanism, or otherwise, any stun gun, stun baton, taser or other electronic or electric weapon or other implement for the infliction of serious bodily injury which serves no common lawful purpose. See 18 Pa.C.S. § 908 (c) (relating to definitions).

b. Consistent with section 908(b) of the Crimes Code (relating to exceptions), this reporting requirement does not apply to one who possessed or dealt with an offensive weapon solely as a curio or in a dramatic performance, or to one who possessed an offensive weapon briefly in consequence of having found it taken it from an aggressor, or under circumstances similarly negating any intent or likelihood that the weapon would be used unlawfully.

ii. Section 912 (relating to possession of weapon on school property).

a. The term weapon is defined by section 912 of the Crimes Code to include but is not limited to, a knife, cutting instrument, cutting tool, nunchuck stick, firearm, shotgun, rifle and any other tool, instrument or implement capable of inflicting serious bodily injury.

b. Consistent with section 912(c) of the Crimes Code (relating to defense), this reporting requirement does not apply to a weapon that is: (a) possessed and used in conjunction with a lawful supervised school activity or course; or (b) is possessed for other lawful purpose.

- iii. Chapter 25 (relating to criminal homicide).
 - iv. Section 2702 (relating to aggravated assault).
 - v. Section 2709.1 (relating to stalking).
 - vi. Section 2901 (relating to kidnapping).
 - vii. Section 2902 (relating to unlawful restraint).
 - viii. Section 3121 (relating to rape).
 - ix. Section 3122.1 (relating to statutory sexual assault).
 - x. Section 3123 (relating to involuntary deviate sexual intercourse).
 - xi. Section 3124.1 (relating to sexual assault).
 - xii. Section 3124.2 (relating to institutional sexual assault).
 - xiii. Section 3125 (relating to aggravated indecent assault).
 - xiv. Section 3126 (relating to indecent assault).
 - xv. Section 3301 (relating to arson and related offenses)
 - xvi. Section 3307 (relating to institutional vandalism), when the penalty is a felony of the third degree.
 - xvii. Section 3502 (relating to burglary).
 - xviii. Section 3503(a) and (b)(1)(v)(relating to criminal trespass).
 - xix. Section 5501 (relating to riot).
 - xx. Section 6110.1 (relating to possession of firearm by minor).
- b. The possession, use or sale of a controlled substance, designer drug or drug paraphernalia as defined in The Controlled Substance, Drug, Device and Cosmetic Act, *as amended*, 35 P.S. §§ 780-101 – 780-144, popularly known as the Drug Act. For purposes of the Memorandum, the terms controlled substance, designer drug and drug paraphernalia shall be defined as they are in Section 102 of the Drug Act. See 35 P.S. § 780-102 (relating to definitions).
 - c. Attempt, solicitation or conspiracy to commit any of the offenses listed in paragraphs 1 and 2 of this subsection.
 - d. An offense for which registration is required under 42 Pa.C.S. § 9795.1 (relating to registration).

2. In responding to student who commit an incident listed under section 1303-A(b)(4.1) of the Safe Schools Act (24 P.S. § 13-1303-A(b)(4.1)), a school entity may consider the propriety of utilizing available school-based program, such as school-wide positive behavior supports, to address the student's behavior. Nothing in this provision shall be read to limit law enforcement's discretion.

B. Discretionary Notification

1. The School Entity may notify the Law Enforcement Authority having jurisdiction where the incident occurred of any of the following incidents occurring on school property, at any school sponsored activity, or on a conveyance as described in the Safe Schools Act (including a school bus) providing transportation to or from a school or school sponsored activity:

- a. The following offenses under 18 Pa.C.S. (relating to crimes and offenses):

- i. Section 2701 (relating to simple assault)
- ii. Section 2705 (relating to recklessly endangering another person).
- iii. Section 2706 (relating to terroristic threats).
- iv. Section 2709 (relating to harassment).
- v. Section 3127 (relating to indecent exposure)
- vi. Section 3307 (relating to institutional vandalism), when the penalty is a misdemeanor of the second degree.
- vii. Section 3503(b)(1)(i), (ii), (iii), and (iv), (b.1) and (b.2) (relating to criminal trespass).
- viii. Chapter 39 (relating to theft and related offenses).
- ix. Section 5502 (relating to failure of disorderly persons to disperse upon official order).
- x. Section 5503 (relating to disorderly conduct).
- xi. Section 6305 (relating to sale of tobacco).
- xii. Section 6306.1 (relating to use of tobacco in schools prohibited).
- xiii. Section 6308 (relating to purchase, consumption, possession, or transportation of liquor or malt or brewed beverages by a person under 21 years of age).

- b. Attempt, solicitation or conspiracy to commit any of the offenses listed in subsection (a).

2. In exercising its discretion to determine whether to notify law enforcement of such incidents, the School Entity may consider the following factors: the seriousness of the situation, the school's ability to defuse or resolve the situation, the child's intent, the child's

age, whether the student has a disability and, if so, the type of disability and its impact on the student's behavior, and other factors believed to be relevant.

C. Law Enforcement Response to Notification

1. When notified of an incident listed in subsections A or B, law enforcement's decision to investigate and file charges, at the sole discretion of the Law Enforcement Authority, may be made in consultation with school administrators.
2. In determining whether to file charges, the Law Enforcement Authority is encouraged to consult with the District Attorney. Where appropriate under the law, part of this consultation may include a discussion about the availability or propriety of utilizing a diversionary program as an alternative to filing charges.

D. Notification of the Law Enforcement Authority when incident involves children with disabilities

1. If a child with a disability commits an incident of misconduct, school administrators and the Law Enforcement Authority should take into consideration that the child's behavior may be a manifestation of the disability and there may be no intent to commit an unlawful act. A child with a disability under this subsection shall mean a student with an IEP, a protected handicapped student with a service agreement that includes a behavior support plan, or such student for whom an evaluation is pending under 22 Pa. Code §§ 14.123 (relating to evaluation), 15.5 (relating to school district initiated evaluation and provision of services), 15.6 (relating to parent initiated evaluation and provision of services), or Chapter 711 (relating to charter school and cyber charter school services and programs for children with disabilities).
2. In the event a child with a disability commits a mandatory notification offense under Subsection A, the School Entity must provide immediate notification to the Law Enforcement Authority regardless of the disability. Such notification will state that the child has an IEP or a service agreement that includes a behavior support plan and may include the School Entity's recommendation that police intervention may not be required and advisement that the School Entity will address the student's behavior need as required by applicable federal and state law and regulations, including 22 Pa. Code §§ 14.133 (relating to positive behavior support), 15.3 (relating to protected handicapped students general) or 711.46 (relating to positive behavior support). The Law Enforcement Authority may take the recommendation under advisement but reserves the right to investigate and file charges.
3. In the event a child with a disability commits a discretionary offense under Subsection B and the School Entity does not believe that police intervention is necessary, the School Entity will address the student's behavior need as required by applicable federal and state law and regulations, including 22 Pa. Code §§ 14.133, 15.3 or 711.46.
4. In accordance with 34 CFR 300.535 (relating to referral to and action by law enforcement and judicial authorities), nothing will prohibit the School Entity from reporting an offense committed by a child with a disability to the Law Enforcement Authority, and nothing will prevent State law enforcement and judicial authorities from exercising their responsibilities with regard to the application of Federal and State law to crimes committed by a child with a

disability.

5. The School Entity, when reporting an offense committed by a child with a disability, should ensure that copies of the special education and disciplinary records of the child are transmitted for consideration by the appropriate authorities to the Law Enforcement Authority to whom the incident was reported.
6. The School Entity, when reporting an incident under this section, may transmit copies of the child's special education and disciplinary records only to the extent that the transmission is permitted by FERPA.

[Describe any specific procedures to be followed for incidents involving a student with a disability having an IEP as required by 22 Pa. Code § 14.104 (relating to special education plans) or 22 Pa. Code Chapter 711 (relating to charter school and cyber charter school services and programs for children with disabilities)]

The STC Special Education Supervisor will work to address any issues on a case by case basis.

- E. Upon notification of the incident to the Law Enforcement Authority, the School Entity shall provide as much of the following information as is available at the time of notification. In no event shall the gathering of information unnecessarily delay notification:
 1. Whether the incident is in-progress or has concluded.
 2. Nature of the incident.
 3. Exact location of the incident.
 4. Number of persons involved in the incident.
 5. Names and ages of the individuals involved.
 6. Weapons, if any, involved in the incident.
 7. Whether the weapons, if any, have been secured and, if so, the custodian of the weapons.
 8. Injuries involved.
 9. Whether EMS or the Fire Department have been notified.
 10. Identity of the school contact person.
 11. Identity of the witnesses to the incident, if any.
 12. Whether the incident involves a student with a disability and, if so, the type of disability and its impact on the student's behavior.
 13. Other such information as is known to the school entity and believed to be relevant to the incident.
- F. No later than September 30 of each year, the School Entity shall assemble and make ready for immediate deployment to its Incident Command Post the following information for the purpose of assisting the Law Enforcement Authority in responding to an emergency:

1. Blueprints or floor plans of the school buildings.
2. Aerial photo, map or layout of the school campus, adjacent properties and surrounding streets or roads.
3. Location(s) of predetermined or prospective command posts.
4. Current teacher/employee roster.
5. Current student roster.
6. Most recent school yearbook.
7. School fire-alarm shutoff location and procedures.
8. School sprinkler system shutoff location and procedures.
9. Gas/utility line layouts and shutoff valve locations.
10. Cable/satellite television shutoff location and procedures.
11. Other information the School Entity deems pertinent to assist local police departments in responding to an emergency.

III. Law Enforcement Authority Response

- A. Depending on the totality of the circumstances, initial response by the Law Enforcement Authority may include:
 1. For incidents in progress:
 - a. Meet with contact person and locate scene of incident.
 - b. Stabilize incident.
 - c. Provide/arrange for emergency medical treatment, if necessary.
 - d. Control the scene of the incident.
 - i. Secure any physical evidence at the scene.
 - ii. Identify involved persons and witnesses.
 - e. Conduct investigation.
 - f. Exchange information.
 - g. Confer with school officials to determine the extent of law enforcement involvement required by the situation.
 2. Incidents not in progress:
 - a. Meet with contact person.
 - b. Recover any physical evidence.
 - c. Conduct investigation.
 - d. Exchange information.
 - e. Confer with school officials to determine the extent of law enforcement involvement required by the situation.
 3. Incidents initially reported to the Law Enforcement Authority

If any incident described in sections IIA or IIB is initially reported to the Law Enforcement Authority, the Law Enforcement Authority shall proceed directly with its investigation, shall immediately notify the School Entity of the incident, and shall proceed as outlined in sections IIA through IIE.

B. Custody of Actors

1. Students identified as actors in reported incidents may be taken into custody at the discretion of the investigating law enforcement officer under any of the following circumstances:
 - a. The student has been placed under arrest.
 - b. The student is being placed under investigative detention
 - c. The student is being taken into custody for the protection of the student.
 - d. The student's parent or guardian consents to the release of the student to law enforcement custody.
2. The investigating law enforcement officer shall take all appropriate steps to protect the legal and constitutional rights of those students being taken into custody.

IV. Assistance of School Entities

A. *In Loco Parentis*

1. Teachers, Guidance Counselors, Vice Principals and Principals in the public schools have the right to exercise the same authority as a parent, guardian or person in parental relation to such pupil concerning conduct and behavior over the pupils attending a school during the time they are in attendance, including the time required in going to and from their homes.
2. School authorities' ability to stand *in loco parentis* over children does not extend to matters beyond conduct and discipline during school, school activities, or on a conveyance as described in the Safe Schools Act providing transportation to or from school or a school sponsored activity.

B. Notification of Parent or Guardian

1. Parents or guardians of all victims and suspects directly involved in an incident listed under Section IIA or IIB shall be immediately notified of the involvement, and they shall be informed about any notification regarding the incident that has been, or may be, made to the Law Enforcement Authority.
2. The School Entity shall document attempts made to reach the parents or guardians of all victims and suspects directly involved in incident listed under Section IIA or IIB.

C. Scope of School Entity's Involvement

1. General principles: Once the Law Enforcement Authority assume primary responsibility for a matter, the legal conduct of interviews, interrogations, searches, seizures of property, and arrests are within the purview of the Law Enforcement Authority. The School Entity shall defer to the Law Enforcement Authority on matters of criminal and juvenile law procedure, except as is necessary to protect the interests of the School Entity. The Law Enforcement

Authority will keep the chief school administrator, or his designees, informed of the status of pending investigations.

2. Victims

- a. The School Entity shall promptly notify the parent or guardian of a victim when the Law Enforcement Authority interviews that victim. The Law Enforcement Authority shall follow its policies and procedures when interviewing a victim to ensure the protection of the victim's legal and constitutional rights.
- b. In the event a victim is interviewed by Law Enforcement Authority on school property, a guidance counselor or similar designated personnel may be present during the interview.

3. Witness

- a. The School Entity shall promptly notify the parent or guardian of a witness when the Law Enforcement Authority interviews that witness. The Law Enforcement Authority shall follow its policies and procedures when interviewing a witness to ensure the protection of the witness's legal and constitutional rights.
- b. In the event a witness is interviewed by the Law Enforcement Authority on school property, a guidance counselor or similar designated personnel should be present during the interview.

4. Suspects and Custodial Interrogation

- a. The School Entity shall help the Law Enforcement Authority to secure the permission and presence of at least one parent or guardian of a student suspect before that student is interrogated by law enforcement authorities.
- b. When a parent or guardian is not present, school authorities shall not stand *in loco parentis* (in the place of the parent/guardian) during an interview.
- c. If an interested adult cannot be contacted, the School Entity shall defer to the investigating Law Enforcement Authority, which will protect the student suspect's legal and constitutional rights as required by law.

5. Conflicts of Interest

- a. The parties to this Memorandum recognize that if a School Entity employee, contractor, or agent of the School Entity is the subject of an investigation, a conflict of interest may exist between the School Entity and the adult suspect.
- b. Neither the individual that is the subject of the investigation, nor any person acting as his/her subordinate or direct supervisor, shall be present during Law Enforcement Authority's interviews of student co-suspects, victims or witnesses by the Law Enforcement Authority.
- c. Neither the individual who is the subject of the investigation, nor his/her subordinate(s) and/or direct supervisor(s), shall be informed of the contents of the statements made by

student co-suspects, victims or witnesses, except at the discretion of the Law Enforcement Authority or as otherwise required by law.

D. Reporting Requirements

All school entities are required to submit an annual report, which will include violence statistics and reports, to the Department of Education's Office for Safe Schools. This annual report must include all new incidents described in Sections IIA and IIB. Before submitting the required annual report, each chief school administrator and each police department having jurisdiction over school property of the School Entity shall do the following:

- a. No later than thirty days prior to the deadline for submitting the annual report, the chief school administrator shall submit the report to the police department with jurisdiction over the relevant school property. The police department shall review the report and compare the data regarding criminal offenses and notification of law enforcement to determine its accuracy.
- b. No later than fifteen days prior to the deadline for submitting the annual report, the police department shall notify the chief school administrator, in writing, whether the report accurately reflects police incident data. Where the police department determines that the report accurately reflects police incident data, the chief of police shall sign the report. Where the police department determines that the report does not accurately reflect police incident data, the police department shall notify the chief school administrator and the office in writing.
- c. Prior to submitting the annual report, the chief school administrator and the police department shall attempt to resolve discrepancies between the report and police incident data. Where a discrepancy remains unresolved, the police department shall notify the chief school administrator and the office in writing.
- d. Where a police department fails to take action as required under clause a or b, the chief school administrator shall submit the annual report and indicate that the police department failed to take action as required under clause a or b.
- e. Where there are discrepancies between the School Entity's incident data and the police incident data, the following shall occur:

[Describe procedure to be followed for the resolution of school violence data discrepancies prior to filing the annual report]

STC Administration will work cooperatively with the Station Commander at the PA State Police to validate any data discrepancies and amend any PIMS Safe Schools Reports, as needed.

V. COORDINATION BETWEEN SCHOOL ENTITY'S THREAT ASSESSMENT TEAM AND LAW ENFORCEMENT AUTHORITY (Act 47 of 2025 – Section 1319-B(d)(4) Compliance)

Pursuant to Section 1319-B(d)(4) of the Pennsylvania Public School Code, as amended by Act 47 of 2025, and in accordance with Section 1302-E, the School Entity and the Law Enforcement Authority agree to maintain procedures for timely coordination between the School Entity's Threat Assessment Team and the Law Enforcement Authority when necessary, as set forth below.

1. Notification of Law Enforcement

The School Entity's Threat Assessment Team shall promptly notify the Law Enforcement Authority when a situation presents an imminent threat to life or safety, potential criminal conduct, or other circumstances requiring law enforcement intervention. This includes, but is not limited to, offenses listed under Section 1319-B(b)(7) of the PA Public School Code occurring on school property, for which immediate notification to law enforcement is required.

2. Coordination and Consultation

When appropriate, the School Entity may consult with the Law Enforcement Authority as part of the threat assessment process in order to evaluate behaviors or information that may indicate a potential threat to students, staff, school facilities, or the community.

3. Information Sharing

The parties may share information necessary to assess and respond to potential threats, consistent with applicable federal and state laws including, but not limited to, the Family Educational Rights and Privacy Act (FERPA) and applicable law enforcement confidentiality requirements.

4. Emergency Situations

Nothing in this section shall delay or limit the immediate reporting of emergencies or criminal acts to law enforcement as otherwise required by law or this Memorandum of Understanding.

5. Role of Law Enforcement

The Law Enforcement Authority may provide assistance, consultation, or response support to the Threat Assessment Team when requested or when otherwise appropriate under the circumstances.

VI. General Provisions

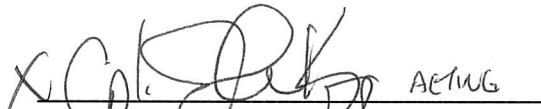
- A. This Memorandum does not create any contractual rights or obligations between the signatory Law Enforcement Authority, the signatory School Entity, any other signatory authorities or entities, or their respective officers, employees, agents or representatives.
- B. This Memorandum may be amended, expanded or modified at any time upon the written consent of the parties. It must be reviewed and re-executed within two years of the date of its original execution and every two years thereafter. Describe what modifications have been made to this Memorandum of Understanding. If you have not made any modifications or amended it in any way, please enter "Not Applicable" in the space provided.
- C. If changes in state or federal law require changes to the Memorandum, the parties shall amend this Memorandum.
- D. All parties to this Memorandum will communicate fully and openly with each other in order to resolve any problems that may arise in the fulfillment of the terms of this Memorandum.



Chief School Administrator

Shanon Brennan, STC Director

School Entity

 AETWG

Station Commander

PSP Station Commander

Law Enforcement Authority

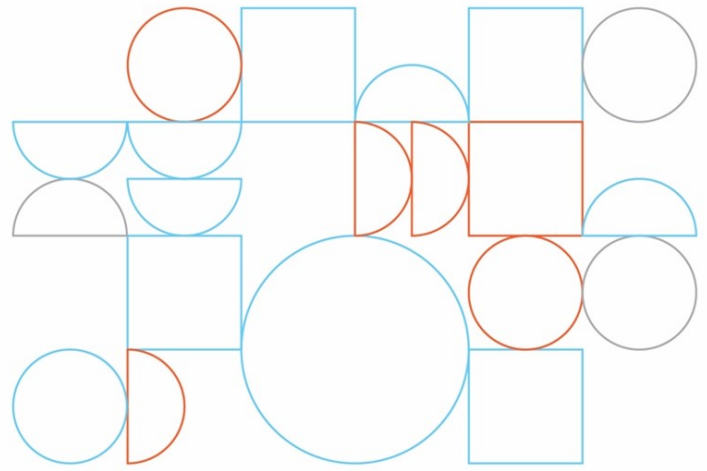


Building Administrator

Stacey Minahan, STC Assistant Director

School Building

Updated, February 1, 2019



PREPARED FOR
Schuylkill Intermediate Unit 29

PREPARED BY
Zach Herb - Account Manager
May 13, 2026

FortiGate 501E Installation Professional Services

Quote #049510 v2

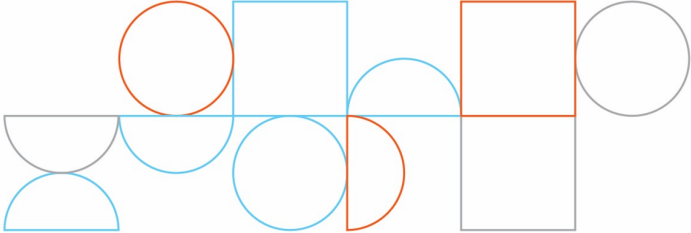
Services

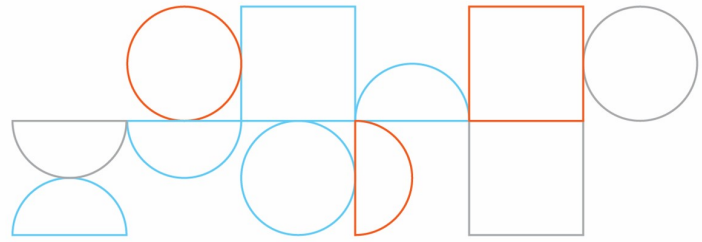
Description	Price	Qty	Ext. Price
Service IntegraONE Professional Services - Fortigate 501E Replacement Please see below for details of your service engagement summary.	\$5,377.50	1	\$5,377.50

Subtotal: **\$5,377.50**

Financing & Deferred Payment Options

Description	Qty
<p>Payment Solutions:</p> <ul style="list-style-type: none"> HPE Networking: <ul style="list-style-type: none"> 0% financing on HPE Networking AIOps Platform (3 years) HPE Networking hardware 10% less than cash (5 years) HPE Storage Hardware: <ul style="list-style-type: none"> 2 months free on 36-month term on MPB10000 / X10000 / 5000 / PCBE HP Personal Systems: <ul style="list-style-type: none"> Acquire now and pay later up to 180 days Deliver over 3 months – pay next quarter (Advance Payment Agreement) <p>Deferral Solutions:</p> <ul style="list-style-type: none"> 90/9 Advantage: Specialized program to overcome supply chain constraints. <ul style="list-style-type: none"> Defer initial payment for 90 days. Followed by "ultra-low" payments (1% of OEC) for the next 9 months. Remaining Payments based on customer's IT lifecycle requirements Extended Deployment Services (Phased Deployment): Allows for acquisition of compute and storage capacity with delayed payments. <ul style="list-style-type: none"> Provides flexibility to configure and test systems before full payments begin. Payments can be delayed for up to 12 months depending on the deployment schedule. 90-Day Payment Deferral: Allows customers to put equipment into place immediately with no payments for the first 90 days. <ul style="list-style-type: none"> Typically followed by 36 monthly payments. Available for qualifying transactions starting at a minimum of \$5,000. 	





FortiGate 501E Installation Professional Services



Prepared by:
IntegraONE - Philadelphia Office

Zach Herb
 zherb@integraone.com
 484-223-3480 x1165

Kandy Lang
 klang@integraone.com
 1-800-582-6399 x1116

Prepared for:
Schuylkill Intermediate Unit 29

17 Maple Avenue
 P.O. Box 130
 Marlin, PA 17951
 Mark Barnett
 (570) 544-9131
 msb@iu29.org

Quote Information:
Quote #: 049510

Version: 2
 Quote Date: 05/13/2026
 Expiration Date: 06/11/2026

Quote Summary

Description	Amount
Services	\$5,377.50
Total:	\$5,377.50


All pricing subject to change without advance notice. All leasing rates subject to final configuration, total pricing, and credit approval. Shipping fees are not listed on the quote. We reserve the right to pass along shipping charges incurred due to weight, size, re-delivery, lift gates, white glove deliveries and/or overnight shipping. All Returns and Cancellations are subject to prior approval. Return or Cancellation Requests must be submitted to IntegraONE within 10 days of purchase. Any Return Requests for Items already received by the Customer require all items to be factory sealed and in good condition. Restocking fees may apply. If a Return Request is denied, it is the customer's responsibility to pay IntegraONE for the items that are not returnable. The information provided to you in this communication is regarded by IntegraONE to be Confidential and Proprietary information. This includes, but is not limited to, descriptions of materials, products, or services; prices quoted; and any description of Professional or Consulting Services. This information shall not be disclosed or made available to any party unrelated to this agreement without our expressed written consent. You must also exercise reasonable care to protect this information from any unauthorized disclosure by others. By my signature below, or the issuance of a signed Purchase Order reflecting the full amount of this quote, I am accepting this quote in its entirety and agreeing to IntegraONE's Terms and Conditions, which can be viewed in full at <https://info.integraone.com/hubfs/IntegraONETermsandConditionsofSalesandReturns.pdf>.

Ship to Address:

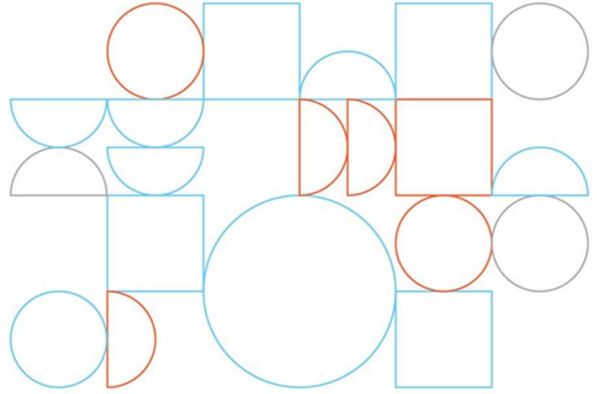
Additional Information:

IntegraONE

Schuylkill Intermediate Unit 29

Signature: 
 Name: Zach Herb
 Title: Account Manager
 Date: 05/13/2026

Signature: _____
 Name: Mark Barnett
 Date: _____



PREPARED FOR
Schuylkill Intermediate Unit 29

PREPARED BY
Aaron Moreck
May 12, 2026
Version 2

Statement of Work

Fortigate 501E Replacement

Objectives & Success Criteria

Schuylkill Intermediate Unit 29 is considering this statement of work in order to:

- Configure and install (1) FortiGate 201G Firewall to replace an existing Fortigate 501E Firewall

Pricing

Engagement Type: Fixed Fee
Engagement Fee: \$5,377.50
Expiration Date: **The terms of this document expire 30 days from the date of issue.**

Timing

Desired Completion:

Dependencies:

- All hardware and software pertaining to the order must be accessible at time of execution.

IntegraONE Responsibilities

Initiation

- Project Kickoff
 - Coordinate a project kick off meeting including all stakeholders after internal engineering review.
 - Review the client desirables and design requirements.
 - Review existing documentation of:
 - Equipment inventory and support contracts.
 - Additional technology integrations.
 - Document additional design components as needed.

Implementation

- Fortinet - Fortigate Deployment
 - Design & Architecture
 - Gather relevant information needed to facilitate the implementation of hardware and software as part of this project.
 - Develop a build and cut over plan for each component of the project.
 - Document IP addressing schemes and VLANs.
 - Document Network topology and routing.
 - Document Network locations and internet circuits.
 - Pre-Deployment
 - Register support contracts, serial numbers and FortiCloud account.
 - Convert existing configurations using FortiConverter and manual efforts.
 - Upgrade software to latest recommended release.
 - Configure per design requirements
 - Convert SSL VPN to IPSEC VPN and provide instructions to customer to reconfigure clients
 - Migrate Internet Interface to SD-WAN Zone
 - Migrate existing configuration to new VDOM. Use root VDOM for management
 - Cutover
 - Implement new firewalls and confirm connectivity.
 - Perform testing and validation of configured features and traffic flows:
 - Adjust configuration and policies as needed.
 - Post-Cutover Support
 - Provide up to (2) hours of remote post-cutover support.
 - Troubleshoot and adjust any discrepancies as needed.

Close Out

- Project Close-Out
 - Provide Hostname, IP Address, and Credentials for newly installed hardware
 - Knowledge Transfer & Documentation
 - Provide up to (4) hours of post-implementation training with client staff covering system configuration and best-practice techniques.
 - Provide any hand-off documentation created and maintained during the project.
 - Project Close-Out Meeting
 - Coordinate a project close out meeting including all stakeholders to review the success of the deployment.

Schuylkill Intermediate Unit 29 Responsibilities

- Provide a designated resource to assist with the design and deployment reviews
- Provide administrative access to in-scope equipment



- Provide carrier contact information and authorization to open service tickets as needed for routing configuration
- Provide resources to facilitate understanding of the current environment and assist with design and deployment reviews.
- Provide a setup and staging area with power, internet connectivity and LAN connectivity.
- Provide administrative access to existing in-scope equipment.
- Identify Active Directory users, groups and resources to be used for authentication.
- Provide any security groups, test users or service accounts required or requested for deployment.
- Provide 3rd party TLS certificates if desired to mitigate certificate warnings or implement SSL decryption.
- Provide adequate resources needed for virtual appliances (disk, memory, cpu).
- Provide administrative access to SaaS subscription if required for 3rd party multifactor-authentication integration.

Out of Scope Responsibilities

IntegraONE is not responsible for:

- Work not specifically mentioned in the IntegraONE Responsibilities section above
- Remediating work performed by another vendor on the project
- Performing ongoing management or maintenance of the hardware and/or software installed during the project
- Using customer provided equipment to achieve network connectivity or implement configurations.

Assumptions

The statement of work and fee estimate is based on the following assumptions:

- Non-service interrupting work will be completed during the normal hours of 8am to 5pm, Monday through Friday
- Work requested outside of normal operating hours will be invoiced at after-hours rates
- After-hours cutover may be scheduled Monday-Thursday outside of normal operating hours.



Conclusion & Contact Information

We look forward to working with Schuylkill Intermediate Unit 29 on the Fortigate 501E Replacement services project. We are confident we can assist with your specific needs.

Please contact us if you have any questions regarding this scope of work, either by email or phone.

Zachary Herb
Account Manager
zherb@integraone.com
(484) 223-3480 x1165

Aaron Moreck
Presales Engineer
amoreck@integraone.com
(570) 417-9463

Signatures

We have reviewed this statement of work and accept the conditions as outlined herein.

Customer Representative (signature)

Date

IntegraONE Representative (signature)

Date

Customer Representative (print name)

IntegraONE Representative (print name)

Title

Title

**AGREEMENT FOR PARTICIPATION
IN CHILD NUTRITION PROGRAMS BETWEEN SCHOOL DISTRICTS,
AREA VO-TECHS AND INTERMEDIATE UNITS**

SPONSOR'S

NAME: Schuylkill County AVTS

AGREEMENT

NUMBER: 129-54-690-7

The Sponsor is the agency that plans to claim reimbursement under the National School Lunch Program, School Breakfast Program, Afterschool Snack Program, and/or the Special Milk Program.

This Agreement, entered into this 1st day of July 2026, by and between Schuylkill County AVTS (hereinafter called "sponsor") and the School District Agreement Number (hereinafter called "school") is to provide students with services authorized by the National School Lunch Program, National School Breakfast Program, Afterschool Snack Program and/or the Special Milk Program under Traditional Menu Planning Option.

The term of this Agreement shall be limited to the period between July 1, 2026, and June 30, 2027.

NOW, THEREFORE, THE SPONSOR AGREES TO ACCEPT THE RESPONSIBILITIES LISTED HEREIN FOR THESE STUDENTS.

1. The sponsor agrees to submit to the Pennsylvania Department of Education an Application, Policy Statement/Agreement regarding the above-listed programs.
2. The Sponsor will (check which one applies): N/A
 - A. Agree to distribute Household Meal Benefit Applications for Free or Reduced Price Meals/Snacks/Free Milk to the parents of students attending classes. The sponsor agrees to verify the accuracy of the appropriate percentage of Household Meal Benefit Applications for Free or Reduced Price Meals/Snacks/Free Milk and to maintain records to document the results of verification as required by federal regulations.
 - B. Agree to obtain copies of Household Meal Benefit Applications for Free or Reduced-Price Meals/Snacks/ Free Milk from the home school and review to determine if the correct category of eligibility is indicated.
3. The sponsor agrees to designate an "Approving Official" to review and approve/deny Household Meal Benefit Applications for Free or Reduced Price Meals/Snacks/Milk. The sponsor will also designate a "Hearing Official" to establish and use a fair hearing procedure for appeals on the decision of the "Approving Official."
4. The sponsor agrees to count the number of paid, free, and reduced-price meals/snacks/ free milk served to these students at the point of service.
5. The sponsor agrees to ensure that meals/snacks claimed for reimbursement contain all the food required for a reimbursable meal.
6. The sponsor agrees to submit a monthly claim for reimbursement to the Department of Education in accordance with the appropriate federal regulations.
7. The sponsor agrees to accept fiscal responsibility for the program(s) and return to the Department of Education any amount not properly earned by the sponsor as determined by a review or audit.
8. The sponsor and the school agree to comply with all federal and state regulations governing the administration of the program(s).

(Braille, large print, audiotape, etc.), contact the USDA's TARGET Center at (202) 720-2600 (Voice or TDD). If you require information about this program, activity, or facility in a language other than English, contact the USDA agency responsible for the program or activity, or any USDA office. To file a complaint alleging discrimination, write to *USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, DC 20250-9410* or call, toll free, (866) 632-9992 (Voice). TDD users can contact USDA through local relay or the Federal Relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice users). USDA is an equal opportunity provider and employer.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized officers, on the dates noted below.

Please sign in **BLUE** ink.

FOR THE SPONSOR BY: _____ DATE _____

Typed Name and Title: _____ Jaime Lynn Zimerofsky _____

Secretary

FOR THE SCHOOL BY: _____ DATE _____

Typed Name and Title: _____

SNP Cost Reimbursable

Projected Operating Costs for Participating Sites

SFA : SCHUYLKILL TECHNOLOGY CENTERS
FSMC: THE NUTRITION GROUP

Contract Begin Date 07/01/2026
 Contract End Date 06/30/2027
 Days of Service 180

Section 1 - Actual "In-School" Revenue			
To be completed by SFA (include SSO Reimbursements, if applicable)			
<u>BREAKFASTS:</u>	<u>MEALS</u>	<u>RATES</u>	<u>REVENUE</u>
Adult Paid			\$ 0.00
A la Carte Sales			\$ 0.00
Subtotal Breakfasts			\$ 0.00
<u>LUNCHES:</u>			
Elementary Paid			\$ 0.00
Elementary Tiered Paid			\$ 0.00
Middle Paid			\$ 0.00
Middle Tiered Paid			\$ 0.00
Secondary Paid			\$ 0.00
Secondary Tiered Paid			\$ 0.00
Adult Paid	9,000	\$ 1.00	\$ 9,000.00
A la Carte Sales	57,960	\$ 1.00	\$ 57,960.00
Subtotal Lunches	0		\$ 66,960.00
<u>SNACKS/SUPPLEMENTS:</u>			
Paid			\$ 0.00
Reduced Price			\$ 0.00
Adult Paid			\$ 0.00
A la Carte Sales			\$ 0.00
Subtotal Snacks/Supplements	0		\$ 0.00
<u>OTHER:</u>			
Special Milk			
Vending Machine Sales			
Subtotal Other			\$ 0.00
Total "In-School" Revenue	0		\$ 66,960.00

SNP Cost Reimbursable

Projected Operating Costs for Participating Sites

SFA Name: SCHUYLKILL TECHNOLOGY CENTERS

Contract Begin Date: 07/01/2026

Section 2 - Federal Reimbursements			
To be completed by SFA (include SSO Reimbursements, if applicable)			
<u>BREAKFASTS:</u>	<u>MEALS</u>	<u>RATES</u>	<u>Reimbursements</u>
Free		\$ 2.46	\$ 2.46
Free, Severe Need	29,340	\$ 2.94	\$ 86,259.60
Reduced		\$ 2.16	\$ 2.16
Reduced, Severe Need		\$ 2.64	\$ 2.64
Paid		\$ 0.40	\$ 0.40
Paid, Severe Need	5,220	\$ 0.40	\$ 2,088.00
	Subtotal Breakfasts		\$ 88,347.60
<u>HIGH RATE LUNCHES:</u>			
Free	45,900	\$ 4.62	\$ 212,058.00
Reduced		\$ 4.22	\$ 4.22
Paid	8,280	\$ 0.46	\$ 3,808.80
	Subtotal High Rate Lunches		\$ 215,866.80
<u>LOW RATE LUNCHES:</u>			
Free	0	\$ 4.60	\$ 0.00
Reduced		\$ 4.20	\$ 4.20
Paid		\$ 0.44	\$ 0.44
	Subtotal Low Rate Lunches		\$ 0.00
<u>SNACKS/SUPPLEMENTS:</u>			
Free		\$ 1.26	\$ 1.26
Reduced		\$ 0.63	\$ 0.63
Paid		\$ 0.11	\$ 0.11
	Subtotal Snacks/Supplements		\$ 0.00
<u>SPECIAL MILK:</u>			
Paid		\$ 0.27	\$ 0.00
<u>Performance Based Reimbursement (if certified):</u>			
Lunches	54,180	\$ 0.09	\$ 4,876.20
Total Federal Reimbursement		88,740	\$ 309,090.60

SNP Cost Reimbursable

Projected Operating Costs for Participating Sites

SFA Name: SCHUYLKILL TECHNOLOGY CENTERS

Contract Begin Date: 07/01/2026

<u>Section 3 - State Reimbursements</u>			
To be completed by SFA (include SSO Reimbursements, if applicable)			
<u>BREAKFASTS:</u>	<u>MEALS</u>	<u>RATES</u>	<u>Reimbursements</u>
Free		\$ 0.10	\$ 0.10
Free, Severe Need	29,340	\$ 0.10	\$ 2,934.00
Reduced		\$ 0.40	\$ 0.40
Reduced, Severe Need		\$ 0.40	\$ 0.40
Paid		\$ 2.16	\$ 2.16
Paid, Severe Need	5,220	\$ 2.64	\$ 13,780.80
Subtotal Breakfasts			\$ 16,714.80
<u>LUNCHES:</u>			
Free	45,900	\$ 0.10	\$ 4,590.00
Reduced		\$ 0.50	\$ 0.50
Paid	8,280	\$ 0.10	\$ 828.00
Additional amount for Lunch if Breakfast participation <=20%		\$ 0.02	\$ 0.02
Additional amount for Lunch if Breakfast participation >20%	54,180	\$ 0.04	\$ 2,167.20
Subtotal Lunches			\$ 7,585.20
Total State Reimbursement		88,740	\$ 24,300.00
<u>Section 4 - Other Income</u>			
To be completed by SFA			
Other Income: Internal Catering (Special Functions)			\$ 800.00
Other Income: External Catering (To Outside Organizations)			
Other Income: Sponsor-to-Sponsor Agreements (Sold to other Sponsors of Child Nutrition Programs)			
Interest Income			
Total Other Income			\$ 800.00
<u>Revenue Summary</u>			
Total "In-School Revenue"			\$ 66,960.00
Total All Reimbursements			\$ 333,390.60
Total Other Income			\$ 800.00
Total Revenue			\$ 401,150.60
Commodity Usage @	\$ 0.3050	54,180	\$ -16,524.90

SNP Cost Reimbursable

Projected Operating Costs for Participating Sites

SFA Name: SCHUYLKILL TECHNOLOGY CENTERS

Contract Begin Date: 07/01/2026

Section 5 - Meal Equivalents

A la Carte Meal Equivalents

Federal reimb. - free, high lunch		A la carte revenue	\$ 57,960.00
Federal reimb. - free, low lunch		Adult meal revenue	\$ 9,000.00
Performance Based reimb.		Vending Sales	\$ 0.00
State reimb. - free, lunch			\$ 66,960.00
Commodity Usage	\$ 0.3050		
Total	\$ 0.3050	Meal Equivalents	219,541
		Reimbursable Meals	88,740
		Total Meals	308,281

Section 6 - SFA Costs

To be completed by SFA (if applicable)

EXPENSES:

Direct Labor and Benefits

- SFA Labor Costs (must equal to grand total on Attachment 6)
- SFA Fringe Costs (must equal to grand total on Attachment 7)

Subtotal Labor and Benefits **TOTAL COST**
\$ 0.00

Direct Costs (Must itemize)

Subtotal Direct Costs **TOTAL COST**
\$ 0.00

Indirect Costs (Must Itemize)

Subtotal Indirect Costs **TOTAL COST**
\$ 0.00

Subtotal SFA Costs		Subtotal SFA Costs	\$ 0.00
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SNP Cost Reimbursable Projected Operating Costs for Participating Sites

SFA Name: SCHUYLKILL TECHNOLOGY CENTERS

Contract Begin Date: 07/01/2026

Section 7 - FSMC Costs		
To be completed by FSMC		
EXPENSES:		TOTAL COST
Food Costs-Including Commodities		\$ 163,117.71
Enter the amounts of food and milk purchased and received. Include the Commodity Distribution Assessment Fee, Commodity Value and Bonus Commodity Value (Do not include rebates, discounts and credits)		
Less: Commodity Usage		\$ -16,524.90
	Subtotal Food Costs	\$ 163,117.71
Commodity Delivery Charge		\$ 755.00
Direct Labor and Benefits		
FSMC Labor Costs (must equal grand total on Attachment 4)		\$ 141,341.66
FSMC Fringe Costs (must equal grand total on Attachment 5)		\$ 36,876.91
	Subtotal Labor and Benefits	\$ 178,218.57
Direct Costs		
Accounting		\$ 50.00
Background Checks, Fingerprinting, and/or Drug Testing		\$ 50.00
Car/Truck Rental or Mileage/Fuel (cannot have mileage and fuel)		\$ 143.00
China, Silverware, Glassware		
Cleaning and Janitorial Supplies		\$ 2,696.01
Computer and Technology		
Courier Services (Air & Ground)		
Dues/Subscriptions		
Employee Meals		\$ 75.00
Employee Recruitment and Advertising		
Equipment Depreciation/Rental/Buy Back Investment		
Equipment Maintenance		
Equipment Repairs		
Equipment Replacement - Expendable		
Freight and Delivery Charges		
Insurance (Liability, Workman's Compensation, Vehicle, etc.)		\$ 2,511.48
Licenses and/or Permits		
Office Supplies and Printing		\$ 500.00
Paper Products and Disposable Supplies		\$ 7,697.69
Payroll Processing		
Performance Bond		\$ 201.00
POS Systems, Support and Service		
Postage		
Promotional Materials (Program Specific)		\$ 2,315.00
Smallware/Replacement Wares		\$ 200.00

SNP Cost Reimbursable Projected Operating Costs for Participating Sites

SFA Name: SCHUYLKILL TECHNOLOGY CENTERS

Contract Begin Date: 07/01/2026

Section 7 - FSMC Costs (continued)

Staff Training and Certification	\$ 200.00
Storage Costs (Food and/or supplies)	
Taxes (sales and other)	
Telephone, including Mobile and Internet	
Tickets, tokens	
Trash Removal and Pest Control	
Uniforms, Linens, and Laundry	\$ 950.00
Vending Rental	
Wellness Programs and materials	

Subtotal Direct Costs \$ 17,589.18

Other Costs included in the RFP (Section Q) required of the FSMC by the SFA (Must Itemize)

Subtotal Other Costs \$ 0.00

Internal Catering (Special Functions)	\$ 494.92
External Catering (To Outside Organizations)	
Sponsor-to-Sponsor (Sold to other Sponsors of Child Nutrition Programs)	

Administrative Fee: Cannot include any costs already covered in other categories. Documentation must be provided outlining all methodologies used to calculate the Administrative Fee on Attachment 9.

Billed Over: 12 months **Fees charged on the basis of:** Flat Fees Only

Corporate Overhead: Business Office Expense	flat fee	\$ 7,374.08
Corporate Overhead: Upper Management Expense	flat fee	\$ 1,580.16
Corporate Overhead: Support Service Expense	flat fee	\$ 4,213.76
	flat fee	
	per-meal fee	\$ 0.00
Reimb. Meals Plus Equivalents: 308,281		
Per-Meal Rate: (if applicable)		
Total per-meal fees: \$ 0.00		
	Subtotal Administrative Fee	\$ 13,168.00

FSMC Management Fee (enter the fee that will be charged to manage the program)

Billed Over: 12 months **Fees charged on the basis of:** Flat Fees Only

Reimb. Meals Plus Equivalents: 308,281	flat fee	\$ 4,980.80
Per-Meal Rate: (if applicable)	per-meal fee	\$ 0.00
Total per-meal fees: \$ 0.00		
	Subtotal Management Fee	\$ 4,980.80

SNP Cost Reimbursable

Projected Operating Costs for Participating Sites

SFA Name: SCHUYLKILL TECHNOLOGY CENTERS

Contract Begin Date: 07/01/2026

Section 7 - FSMC Costs (continued)

Subtotal FSMC Costs	\$ 378,324.18
Less Rebates, Discounts and Applicable Credits (Enter as a negative number)	\$ -16,519.77
Total FSMC Costs	\$ 378,324.18

Select the Guarantee Option:

Guaranteed Profit

Enter amount of Guaranteed Loss or Profit (if applicable):

\$ 55,871.09

Section 8 - Contract Summary

	<u>SUMMARY</u>
Total Revenue	\$ 401,150.60
SFA Costs	\$ 0.00
Total FSMC Costs	\$ 378,324.18
School Nutrition Program - Profit or (Loss)	\$ 55,871.09

SHARED SERVICES AGREEMENT

Between
Schuylkill Intermediate Unit 29 (IU29)
and
Schuylkill Technology Center (STC)

I. Purpose

This agreement serves as a shared services agreement between Schuylkill Intermediate Unit (IU29) and Schuylkill Technology Center (STC) .

II. Term

This agreement shall be effective June 1, 2026 and shall remain in effect until amended or terminated by mutual agreement of both parties. Nothing in this Shared Services Agreement shall be construed to alter the existing employment relationship of any individual performing services here under.

III. Services Provided by IU29 to STC

- Administrative support
- Grant research, development, and writing support
- Fiscal and payroll support services
- Business manager support, including participation in financial planning and labor and/or vendor negotiations
- Management and advisement related to insurance programs and coverage
- Support with personnel processes and coordination
- Support with purchasing coordination and vendor engagement
- Support with facilities planning and project coordination
- Coordination of school police supports
- Technology support and internal systems coordination
- Support for staff training initiatives and organizational initiatives
- Consultative support with special education oversight (advisory in nature)

- Assistance with policy development and management of the policy manual
- Provide Board Secretary support services to the STC Joint Operating Committee (JOC), including preparation of agendas and minutes, maintenance of official records, and coordination of meetings
- Cafeteria services
- IU29 Executive Director shall serve as the Superintendent of Record for STC.

IV. Services Provided by STC to IU29

- Title IX investigations and coordination
- Act 55 School Safety and Coordinator services
- Support for PIMS reporting and data uploads, including submission of required data to state systems

V. Health Services Coordination

- IU29 and STC nursing staff shall provide reciprocal coverage as needed
- A Certified School Nurse (CSN) from either IU29 or STC may serve in that capacity for the other organization in the absence of a designated CSN

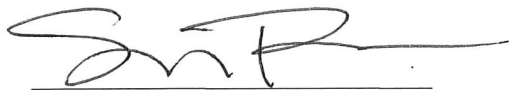
VII. Financial Terms

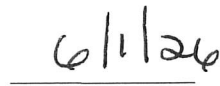
- IU29 shall receive an administrative services fee equal to 6.5% of STC's budget, as determined through the annual budget process.

Signatures


 Executive Director, IU29


 Date


 Administrative Director, STC


 Date



SCHUYLKILL INTERMEDIATE UNIT 29
&
SCHUYLKILL TECHNOLOGY CENTER

**ACT 93 and Support Staff
Compensation Plan**

Benefits Booklet

July 1, 2026, through June 30, 2029



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Design of Plan

The Schuylkill Intermediate Unit 29 ACT 93 and Support Staff Compensation Plan is a composite plan that defines the salaries and benefits packages for School Administrators, professional staff, support staff, maintenance staff, and confidential staff who are not included in any of the three collective bargaining associations.

The following sections serve as the Schuylkill Intermediate Unit Act 93 and Support Staff Compensation Plan for the 2026-2027, 2027-2028, 2028-2029 school years.

Insurance Benefits

1. Health Insurance

- All ACT 93 and Support Staff Compensation Plan employees will have a Qualified High-Deductible Health Plan (QHDHP) with a Health Savings Account (HSA) as approved by the Board of Directors.

2. Health Savings Account (HSA)

- The Intermediate Unit will make employer contributions to each employee's HSA based upon the schedule below.
 - Employer contributions – employer contributions will be deposited biannually during the first week of January and the last week of June.
 - Funding Schedule for each year of the contract, employees utilizing the employer health care plan shall receive the following deposit into their Health Savings Account.
 - i) \$1,250 Single
 - ii) \$2,500 Two-Party
 - iii) \$2,500 Family
- Employee Contributions - employees will be eligible to make additional contributions to the HSA voluntarily, based on IRS guidelines for the applicable calendar year. The Board of Directors reserves the right to amend contributions to post-tax contributions, depending on further guidance of the Affordable Care Act regulations that are not final at this point.
- HSA Service Charge - The Employer agrees to cover the monthly service charge for each member's account. This does not include the investment fee if a member decides to open an investment account through the HSA provider.

3. Health, Hospital, and Major Medical Coverage

- Benefits are provided as described in the Schuylkill County School Employees' Health and Welfare Administrators Benefit Plan Document, or equivalent coverage, for the employee, spouse, and eligible dependents. The major medical coverage will be a maximum of \$1,000,000 for each employee, spouse, and eligible dependents.

4. Prescription Drug Coverage

- For the duration of this agreement, the prescription drug coverage shall be as follows:

Prescription Drug Coverage		
	Retail Pharmacy	Mail Pharmacy
Deductible	\$50 Per Calendar Year	N/A
Member Cost Share	up to 31-day supply Generic-\$10 Formulary-\$25 Non-Formulary-\$75	up to a 90-day supply Generic-\$20 Formulary-\$50 Non-Formulary-\$150
Mail Incentive Plan	Members will be allowed 2 fills at retail for their long-term medications. On the 3rd fill, if the member stays at retail, they will be responsible for 100% of the drug cost. If the member moves to mail order, they will pay their standard mail copayments.	
Formulary	Incentive	
Generic Substitution	If a brand is dispensed when there is a generic equivalent available, the member will be responsible for the brand copayment plus the difference in cost between the brand and the generic drug.	
Out of Pocket Maximum	\$1,650 single \$3,300 two-party & family	

5. Dental Coverage

- Benefits are provided as described in the Schuylkill County School Employees' Health and Welfare Trust Administrators Benefit Plan Document, or equivalent coverage, for the employee, spouse, and eligible dependents.

6. Vision Coverage

- Benefits are provided as described in the Schuylkill County School Employees' Health and Welfare Administrators Benefit Plan Document. Vision Care Insurance (eye examination and refraction) will be provided for the employee, spouse, and eligible dependents.

7. Premium Share

- All employees eligible for board-paid insurance will pay a premium share based on the employee's enrollment status as of July 1st of each year, and the premium share amount shall be adjusted annually, effective July 1st.
 - During the term of this contract, the premium share per pay amount recovered by the Board will be as follows:

<u>Enrollment Status</u>	<u>Premium Share (Per Pay)</u>
Single	\$25.00
Two Party	\$30.00
Family	\$35.00

8. Waiver of Premium

- An employee eligible for health insurance coverage through his/her spouse may decline board-paid insurance and shall be entitled to a stipend based on the number of employees waiving their insurance coverage during each year of this contract. Stipend amounts are determined by the number of employees waiving insurance coverage as of July 1, as indicated below:
 - If 11 or more employees opt out of insurance coverage, an \$8,000 stipend will be paid to each employee waiving coverage.
 - If between 6 and 10 employees opt out of insurance coverage, a \$6,000 stipend will be paid to each employee waiving coverage.
 - If 5 or fewer employees opt out of insurance coverage, a \$3,000 stipend will be paid to each employee waiving coverage
- To be eligible for the stipend, the employee must withdraw from enrollment in the Schuylkill Intermediate Unit health insurance coverage, except for Income Protection, for a minimum period of one (1) school year. Employees must provide written notice and proof of alternate insurance to withdraw from coverage. Written notification must be received no later than June 1st, with an effective date of July 1.
- An employee receiving this stipend will receive the first disbursement (\$4,000, \$3,000, or \$1,500) in December and the second disbursement (\$4,000, \$3,000, or \$1,500) in June of the applicable school year based on the opt-out group size.
- The above numbers shall be calculated biannually based on the total number of opt-outs in the Association, with the first disbursement in December and the second disbursement in June of the applicable school year, based on the opt-out group size.

- If an employee in the 6-10 or 11 or more group opts back into coverage based on an eligible life-changing event and the group numbers fall below that respective level, the stipend per employee will be reduced to the lower level. The benefit will not be reduced for reasons of the death of an employee or the death of an employee's spouse (opt into coverage).
- In situations where both spouses are employed by one or a combination of the Schuylkill Intermediate Unit or Schuylkill Technology Center, neither will be eligible for the insurance stipend. One spouse is required to be covered as a dependent on the other's coverage. Both spouses cannot have individual coverage under the insurance plan.

9. Disability – Income Protection Coverage

- Benefits are provided as described in the Schuylkill County School Employees' Health and Welfare Trust Administrators Benefit Plan Document and provide for group disability income protection in the amount of \$1,100.00 per month for the employee who enrolls in the plan.
- Employees may elect to purchase additional coverage to a maximum of two-thirds (2/3) of the employee's annual salary.

10. Life Insurance Coverage

- Term life insurance shall be provided for the employee in the amount of fifty thousand dollars (\$50,000.00).

Reimbursement

1. Travel Reimbursement

- Employees who use their private motor vehicle for employer business or transportation shall be reimbursed at the standard rate for business travel as determined by the Internal Revenue Service (IRS).
- Reimbursement for travel during the school day shall be made from an annually designated building or departure point to and from the assigned work areas. When an employee travels from his/her home directly to a work-related event or assignment, the reimbursed mileage will be the difference between the total miles traveled and the employee's normal daily commute.
- Mileage incurred after the school day for activities shall be reimbursed on the actual mileage incurred, exclusive of any mileage between the work sites to the employee's home.

2. Course Reimbursement or Payment

- Reimbursement for tuition, course-required textbooks, fees, and course-required software would be provided at a maximum of twelve (12) credits per school year. For every additional three (3) credits taken beyond the base credits specified in this agreement, the service duration will be extended by an additional six (6) months. Reimbursement shall be restricted to courses specifically related to the employee's position or courses that may benefit the Intermediate Unit/Technology Center. Pre-approval of the Executive Director is required.

- The employee must provide the following items when submitting a request for reimbursement of course(s):
 - Copy of approved pre-approval form signed by the Executive Director.
 - Proof of payment for tuition, textbooks, fees, and course-required software.
 - Final passing grade.
- The use of a Deferred Payment Plan with the college or university shall be for the purpose of deferring payment until the end of the course(s). If a college offers deferred payment, the Intermediate Unit will pay the college directly once final transcripts have been provided to verify course completion.
- The employee will repay reimbursement to the Intermediate Unit/Technology Center in the event an employee resigns based on the following schedule:
 - One hundred percent (100%) repayment of reimbursement for courses taken two calendar years prior to resigning for purposes other than retirement, disability, or program elimination.
 - Reimbursement will be calculated based on one hundred percent (100%) of courses reimbursed within 730 days prior to resigning.
 - The total balance shall be repaid within two years of the last date of employment.

3. Professional Dues, Test Fees and Licenses

- The Board recognizes that certain expenses are incurred in the process of maintaining licensed status or in maintaining certain professional commitments. Employees who serve in a licensed or professional capacity may apply for consideration with full and appropriate justification for a maximum of \$500.00 for dues and fees.

Leave

1. Sick Leave

- Twelve-month employees are provided twelve (12) sick days per year. Ten-month employees are provided with (10) sick days per year.
- Each employee may use a maximum of four sick days per year per the board-approved Family Leave Policy. Family Leave days are not cumulative.
- Each employee may accumulate an unlimited number of sick days and, upon retirement or death, be reimbursed for the unused sick days.
- Full payment, because of retirement or death, will be made according to the SIU Professional Personnel Contract in the form of a lump sum payment to a 403 (b) Tax Sheltered Annuity or a 457 (b) Deferred Compensation Plan approved by the Schuylkill Intermediate Unit 29. The employee shall have the right to select the provider from the IU29-approved provider list.

2. Personal/Emergency Leave

- Each employee will receive three (3) days per year. The maximum accumulation for unused days will be (7) days. Unused days beyond the maximum will be converted to sick days annually.

3. Floating Holiday

Each employee shall receive one (1) floating holiday annually.

- Use of the floating holiday shall be subject to supervisory approval based upon operational needs.
- The floating holiday may not be prorated, carried over, accumulated, or paid out upon separation from employment.

4. Bereavement Leave

- Whenever an employee is absent from duty because of a death in the immediate family of said employee, there shall be no deduction in the salary of said employee for an absence of five (5) workdays used within the first seven (7) days of the family member's death unless otherwise approved by the Executive Director or designee. Members of the immediate family shall be defined as father, mother, brother, sister, son, daughter, husband, wife, grandchild, parent-in-law, son-in-law, daughter-in-law, stepchild, stepmother, and stepfather or near relative who resides in the same household, or any person with whom the employee has made his home.
- Whenever an employee is absent from duty because of the death of a grandfather, grandmother, grandfather-in-law, or grandmother-in-law of said employee, there shall be no deduction in the salary of said employee for an absence of three (3) workdays used within the first seven (7) days of the family member's death unless otherwise approved by the Executive Director or designee.
- Whenever an employee is absent because of the death of a near relative, there shall be no deduction in the salary of said employee for absence on the day of the funeral if the service is scheduled on a workday. A near relative shall be defined as a first cousin, aunt, uncle, niece, nephew, brother-in-law, or sister-in-law.

5. Vacation Leave

- Twelve-month 240-day employees shall receive the following vacation benefits.

<u>Years of Service</u>	<u>Vacation Days</u>
<u>Less than 3 years</u>	<u>15</u>
<u>3-4 years</u>	<u>20</u>
<u>5-6 years</u>	<u>21</u>
<u>7-8 years</u>	<u>22</u>
<u>9-10 years</u>	<u>23</u>
<u>10+ years</u>	<u>24</u>

- Vacation days are assigned as of July 1 of each year and may be used until August 15th of the following year. New employees starting after July 1st will receive a prorated number of vacation days based on the number of months remaining in the fiscal year.
- Employees may accumulate fifty (50) vacation days at the discretion of the employee.
- Unused vacation leave for all personnel may be converted to sick leave days annually at the request of the employee.
- Due to extenuating employment-related circumstances, Program Directors may be unable to take planned vacation time. In those cases, that staff member will be paid an amount equal to one-half

per diem over the maximum accumulation of vacation days, if necessary, to a maximum of fifteen (15) days.

- Upon retirement or death, full payment will be made by multiplying the number of accumulated vacation days by the employee's per diem rate. A lump sum payment will be made to a 403 (b) Tax Sheltered Annuity, or a 457 (b) Deferred Compensation Plan approved by the Schuylkill Intermediate Unit 29. The employee shall have the right to select the provider from the IU29-approved provider list.
- Upon dismissal or resignation for reasons other than retirement, the employee will receive no compensation for unused vacation days.

6. Catastrophic Sick Leave

- Act 93 and Support Staff Compensation Plan employees shall be permitted to solicit sick days from its members before October 1 of each year to be used in the event that any member is stricken with a serious or sudden illness or injury. To qualify for this program, the stricken member must have accumulated a minimum of twenty (20) sick days before being afflicted.
- Once the Sick Leave Bank falls below one hundred (100) cumulative days, the Sick Leave Bank Committee may re-solicit current membership for additional days.
- An eligible member may not contribute more than two (2) days in any school year. Once a day is contributed to the catastrophic sick day bank, the contribution is irrevocable.
- Once an employee joins the bank, membership is permanent. However, whenever the Bank becomes open, all current sick day bank members with twenty (20) accumulated sick days must donate a day.
- Only members who contribute to the sick leave program shall be permitted to participate in the program.
- A member must exhaust all sick, personal, and vacation days prior to being permitted to draw on the sick leave program.
- Illnesses or injuries covered by Workmen's Compensation shall be excluded from this program.
- Appropriate guidelines, or rules and regulations, shall be prepared as may be required by a committee governing the administration of the program and to ensure that abuses are not incurred and that the program is applied in a fair and equitable manner.

Retirement

1. Retirement Insurance Incentive

- For an eligible employee to qualify for one of the following retirement incentives, the employee must meet all criteria as listed:
 - The employee must have been employed on or before December 31, 2008.
 - The employee must have been employed for at least twenty (20) years of uninterrupted service by the Schuylkill Intermediate Unit and/or the Schuylkill Technology Center.
 - The employee must have at least thirty (30) years credited to the Public-School Employees' Retirement Systems (PSERS) and retire through the PSERS System.
 - The employee must provide written notification to the Board of Directors retiring at least ninety (90) school days before retiring.
 - The employee must notify the Board of Directors in writing as to which Retirement Incentive option he/she selected at the time of submitting the notification of retirement from one of the following options:
 - One hundred percent (100%) of the net cost of employee-only full group insurance for five (5) years commencing immediately after retiring or until Medicare eligible.

OR

- Seventy-five percent (75%) of the net cost of employee-only full group insurance for seven (7) years commencing immediately after retiring or until Medicare eligible.
- Full group insurance includes medical, dental, vision, and prescription coverage.
- The net cost is defined as the total cost of the group insurance less the PSERS Premium Assistance Reimbursement each month.
- The eligible employee agrees to pay the Premium Assistance Reimbursement to the Schuylkill Intermediate Unit/Schuylkill Technology Center each month in advance, due on the 1st of each month.
- Eligible coverage under the terms of this plan cannot be banked for use at a later time.
- Medical coverage for retirees of this Agreement shall be the same as for active employees. If there are multiple plans available, retirees will have the right to open enrollment as well.

2. Retirement Benefit

- Upon retirement, death, or program elimination resulting in suspension, the Board shall pay two thousand five hundred (\$2,500) dollars to any employee provided the following conditions exist:
 - The employee provides written notice to the Board six months prior to retiring.
 - The employee is eligible for retirement in Pennsylvania if retiring.
 - The employee has been employed with the Intermediate Unit for a minimum of ten consecutive years.
 - Full-time employees terminating their employment as a result of retirement, death, or program elimination shall receive a payment of sick days based on the following schedule:
 - 1-50 days \$55 per day
 - 51-150 days \$75 per day
 - 151+ days \$95 per day

- Employees in each tier shall receive the prescribed amount per day for ALL days accumulated.
- Upon meeting the requirements of the above outlined conditions, any and all lump sum payments for unused days and/or retirement incentives shall be made as an employer contribution, no cash option, to a 403(b) Tax Sheltered Annuity approved by the Schuylkill Intermediate Unit 29 Board of Directors.

Work Year

The schedule below covers the different categories an employee may fall under, unless otherwise specified in a separate agreement.

Category	Months Worked	Maximum # of Days	Workday Length	Lunch Period
A	12	240 days or the approved IU29 12-month calendar.	Approved by the IU29 Board of Directors	60 minutes
B	10	220 days	Approved by the IU29 Board of Directors	60 minutes
C	10	210 days	7 hours per day	30 minutes
D	10	200 days	7 hours per day	30 minutes
E	10	198 days	7 hours per day	30 minutes
F	10	195 days	7 hours per day	30 minutes
G	10	187 days	7 hours per day	30 minutes
H	10	185 days	7 hours per day	30 minutes

Remote Workday

The Board recognizes Act 93 and Support Staff employees as professional employees who may require flexibility in their work schedules to effectively fulfill their responsibilities. As such, eligible Act 93 and Compensation Support Staff employees may be permitted to work remotely with supervisory approval and in accordance with an approved Remote Work Agreement. As a condition of this section, it is understood and agreed that:

- The employee shall complete a Remote Work Agreement as provided by the IU29 Human Resources Office.
- All Remote Work Agreements must be signed by the employee’s supervisor and approved by the Executive Director or designee.
- Employees working remotely must remain readily available by phone and/or email throughout the workday.
- Remote workdays must be approved in advance by the employee’s direct supervisor or included as part of a regular work schedule outlined within the Remote Work Agreement.
- Employees are required to report remote workdays within the FIS system as a “Remote Work” day.
- Remote workdays are non-cumulative, may not be carried over from year to year, and hold no payout value upon retirement or separation from employment.

Salary

For each year of this contract, an annual salary increase based on the average percent increase of the 12-member school districts or \$1,400.00, whichever is more, will be provided for ACT 93 personnel and compensation plan members performing on a satisfactory level or above, as evidenced on his/her annual evaluation. The percentage increase will be calculated annually. If all twelve (12) member school districts approve a pay freeze, the increase will be zero.

Monetary Incentives

1. Education Incentive

- Employees are eligible for additional compensation added to their base salary upon submission of required documentation as follows:
 - Bachelor's Degree \$500.00
 - Master's Degree \$1,000.00
 - Doctorate \$2,000.00

2. Longevity Incentive

- Beginning in the 2026-2027 school year, eligible employees will receive a one-time incentive payment at the following service milestones. The first incentive amount will be determined by your years of service as of 7/1/2026. Longevity incentive payments shall be considered non-base compensation and shall not be added to the employee's annual salary schedule placement.
 - 5 years – \$1,000
 - 10 years – \$1,250
 - 15 years – \$1,500
 - 20 years – \$1,750
 - 25 years – \$2,250
 - 30+ years – \$2,500 (maximum)

- After the first year, the incentive amount will be determined by the employee's start date, with payments being issued as follows:

Start Date	Service Milestone Incentive Payment
July through December	First pay in December
January through June	First pay in June

- The employee has the option of payment by direct deposit through payroll or in their 403B.

Other Benefits

Unless specified above, same as the SIU Professional Personnel Contract.

Attachment A: Staff Member Classification

The Act 93 Compensation Plan includes the following staff members:

Title	Category
Administrator/Principal of Maple Avenue Campus	A
Assistant Director of Career and Technical Education	B
Assistant Director of Special Education	A
Director of Curriculum and Instruction	A
Director of Special Education	A
Supervisor of Early Intervention	A
Supervisor of English Language Arts and District Support	A
Supervisor of Mathematics and District Support	A
Supervisor of School Improvement and District Support	A
Supervisor of Science, Technology, Engineering, and Math (STEM) and District Support	A
Supervisor of Special Education	A

The Support Staff Compensation Plan includes the following staff members:

Title	Category
Adult Admissions Coordinator	A
Adult Literacy Specialist	Determined by Grant
Adult Literacy Specialist/Instructor PT	Determined by Grant
Assistant Business Manager	A
Board Certified Behavior Analyst	D
Business Office/Human Resource Assistant	A
Business Specialist	A
CDL Instructor	A
Certified Occupational Therapist	D
Certified Occupational Therapy Assistant	G
Coordinator of Internal Operations and Data Quality	A
Director of Technology Services	A
Culinary Aide/Food Service Specialist	
Curriculum Department Services Programs Assistant	A
Dean of Students	F
Early Intervention Department Program Coordinator	D
Early Intervention Transition Service Coordinator	D
ESL Instructor	PT
Executive/Board Secretary	A
Family Literacy Specialist PT	Determined by Grant
Financial Aide & Operations Coordinator	A
Grant Manager	Determined by Grant
Grant Writer	A
Health Room Assistant	H
Human Resource Coordinator	A
Interagency and Itinerant Staff Coordinator	C
Maintenance Supervisor	A
MSHA Coordinator	Determined by Grant

Nonpublic Guidance Counselor	E
Orientation & Mobility Therapist	E
Outreach Specialist	H
Physical Therapist	D
Physical Therapy Assistant	G
Post Secondary Instructor	A
Pregnant and Parenting Teen Specialist and Educational Liaison (PPTSEL)	Determined by Grant
Program Coordinator - Cohort 11	Determined by Grant
Program Coordinator - Cohort 12	Determined by Grant
Schuylkill ACHIEVE Lead Program Coordinator FT	Determined by Grant
SELECT Program Coordinator	Determined by Grant
Site Coordinator	A
Social Worker	D
Special Education School Social Services Coordinator	C
Staff Accountant	A
Technology Specialist I	A
Technology Specialist II	A
Technology Specialist, Networks and Systems	A
Transportation Coordinator	A

FINANCIAL AID CONSULTING SERVICES AGREEMENT

This Agreement, made this 29th day of May, 2026 by and between **LANCASTER COUNTY CAREER AND TECHNOLOGY CENTER ("LCCTC")**, 1730 Hans Herr Drive, Willow Street, PA 17584

And

SCHUYLKILL TECHNOLOGY CENTER ("School").

1. Parties:

- a. Schuylkill Technology Center (School) is a career and technical center with administrative 17 Maple Avenue, PO Box 130, Mar Lin, PA 17951; and
- b. Lancaster County Career and Technology Center (LCCTC) is a full-time career and technical center with administrative offices located at 1730 Hans Herr Drive, Willow Street, PA 17584.

2. Purpose:

- a. School desires to contract for financial aid consulting services for its participation in Federal PELL grant and student loan programs and PHEAA Special Programs for adult students; and
- b. LCCTC has the experience and expertise in the area of financial aid services and agrees to assist as a subcontractor in the processing of its financial aid.

3. Roles and Responsibilities:

- a. Schuylkill Technology Center will:
 - i. Maintain an individual within its institution who will be responsible for the complete oversight of the Federal Financial Aid programs and institutional requirements, including those related to Gainful Employment and Program Integrity rules;
 - ii. Identify individual(s) authorized to verify Student Identity and Statements of Educational Purpose as needed for federal aid Verification purposes;
 - iii. Regarding required reporting, the School will be responsible to complete and submit all required reports according to federal regulations, including but not limited to the electronic submission of:
 1. SSCR enrollment reports to National Student Loan Clearinghouse;
 2. IPEDS reports;
 3. Campus Safety and Security Report;
 4. The School's Annual Audit to EZ-Audit;
 5. IRS 1098T tax reporting for students enrolled in all Title IV programs;
 6. Gainful Employment reporting to NSLDS
 - iv. Process all federal PELL Grants, student loans, PHEAA special program grants and alternative loans for all students.

- v. Provide PELL and loan drawdown and return services via the G5 system based upon cash management notification from LCCTC via student aid documentation;
 - vi. Be responsible to understand the determination of satisfactory academic progress and attendance in the matter of disbursement of all financial aid funds and the handling of the required reporting of such information to LCCTC;
- b. Lancaster County Career & Technology Center will:
- i. Establishing the School's written policies and procedures necessary to satisfy federal aid regulations, including the review of necessary updates for financial aid handbook and financial aid materials for distribution to students;
 - ii. The administration of loan and grant programs (consultation need not be in person, but can be by telephone, fax, or other method as determined by LCCTC);
 - iii. Regarding PELL grants and loans:
 1. Assist school with understanding the complete application process for federal student aid including ISIR, loan entrance, loan exit, and MPN requirements;
 2. Train school personnel to perform the required verification and/or corrections procedures when processing student ISIRs;
 3. Assist school with understanding transfer monitoring to ensure all loan transfer student aid is processed according to each student's own processing periods;
 4. Train school personnel on calculating student PELL, Direct Loan and Parent PLUS loan eligibility;
 5. Assist school with understanding the required student aid Offer and disbursement notice process;
 6. Assist school with the development of adequate checks and balances in relation to disbursement of PELL and loan funds;
 7. Train school personnel in calculating Title IV refunds, as needed.
 - iv. Responding to questions or concerns regarding compliance issues and program reviews conducted at the institution;
 - v. Regarding PHEAA Special Programs:
 1. Assist school personnel with the certification process for PHEAA Special Program grants for approved programs;
 2. Assist school personnel with verifying PHEAA disbursement rosters and prepare for processing.

4. Period and Terms of Agreement:

- a. The period of agreement will be from July 1, 2026, through June 30, 2027.
- b. Services provided by LCCTC will be at a cost of \$80.00 per hour and not to exceed a total of fifty (50) hours.

- c. School and LCCTC will meet, as-needed, to evaluate and modify services based on actual needs.
- d. The Agreement may not be amended except in writing signed by the School and LCCTC. Termination notification of this Agreement by the School prior to the end of the contract period must be provided in writing to LCCTC no less than 60 days prior to the intended termination date.
- e. This agreement can be extended at the end of the period, by mutual written, signed consent.

5. Confidentiality

- a. Both parties agree to main the confidentiality of student records and personally identifiable information.

6. Liability

- a. LCCTC is acting in an assisting role and, as such, accepts no liability for the operation of the School's program.

7. Payment

- a. The School will generate a purchase order against which the services can be billed.
- b. LCCTC will invoice against the purchase order on a regular basis, at least quarterly.

Schuylkill Technology Center

Lancaster County CTC

Shannon Brennan, Director of CTE



Chief Financial Officer

Date



Date