

GREATER JOHNSTOWN CAREER AND TECHNOLOGY CENTER
445 Schoolhouse Road, Johnstown, PA 15904

REGULAR JOINT OPERATING COMMITTEE
MEETING MINUTES – September 23, 2025

OFFICERS

Chairperson – Mr. Galen George – Forest Hills School District
Vice-Chairperson – Mr. David Hudak – Richland School District
Secretary – Dr. Rocco Mantini – Conemaugh Township School District
Treasurer – Dr. Richard Knavel – Forest Hills School District

MEMBERS

Conemaugh Township Area School District
Ferndale Area School District
Forest Hills School District

Greater Johnstown School District
Richland School District

Westmont Hilltop School District
Windber Area School District

Mr. Jeffrey Alesantrino and Dr. Rocco Mantini
Mr. Stephen Thompson
Mr. Galen George, Dr. Richard Knavel, and
Dr. Timothy Ondrejik
Mr. Eugene Pentz
Mr. Julian Beglin, Mr. Dave Hudak, and
Mrs. Tricia Shaffer
Dr. William Carney and Dr. Kamal Gella
Mr. Mark Portante, Mrs. Antoinette Rummel, and
Mr. Ron Walker

The following were the items of business and discussion:

- 1) Prior to the start of the meeting, a moment of silence was observed in remembrance of Mrs. Jeanne Mantini, wife of GJCTC JOC board member Dr. Rocco Mantini.
- 2) **CALL TO ORDER**
Mr. Galen George, Chairperson, called the meeting to order at 7:16 p.m.
- 3) **ROLL CALL OF MEMBERS**
Mrs. Fran Kazmierczyk, Confidential Recording Secretary, took roll call as follows:

Members Present	Members Absent	Alternates	
Mr. Stephen Thompson	Mr. Jeffrey Alesantrino		
Mr. Galen George	Dr. Rocco Mantini		
Dr. Richard Knavel	Mr. Julian Beglin		
Dr. Timothy Ondrejik	Mr. Ron Walker		
Mr. Gene Pentz	Mrs. Antoinette Rummel		
Mr. Dave Hudak			
Mrs. Tricia Shaffer			
Mr. Mark Portante			
Dr. William Carney			
Dr. Kamal Gella			
Total Members: 10	Absent: 5	Alternates: 0	Quorum Present: 10 / Yes

Others Present:

Mr. John S. Augustine II, Administrative Director
Mr. Zackery Buchholz, Cooperative Education Coordinator
Mrs. Amanda Harrington, Assistant Administrator of Program Operations
Mrs. Fran Kazmierczyk, Confidential Recording Secretary
Mr. Thomas Mitchell, Chief School Administrator
Mrs. Carissa Penatzer, Secondary Health Assistant Instructor, President of Teachers' Association
Attorney Ronald Repak, Solicitor
Mrs. Tricia Rummel, Assistant Director
Mrs. Jennifer Steele, President of the Support Union
Mr. Matthew Zern, Financial Officer

4) INVOCATION AND PLEDGE OF ALLEGIANCE

The meeting opened with the invocation and Pledge of Allegiance.

5) COMMENTS, VISITOR INTRODUCTIONS – None

6) APPROVAL OF MINUTES – AUGUST 6, 2025 REGULAR MEETING MINUTES

On a motion by Dr. Gella, seconded by Mr. Pentz, it was moved that the minutes resulting from the August 6, 2025 Regular Meeting be approved as presented. A voice vote was taken and the motion passed unanimously.

7) TREASURER'S REPORT AND PAYMENT OF BILLS

Mr. Matthew Zern, Financial Officer, presented the Treasurer's Report and the billing list. He noted that Dr. Knavel, Treasurer, reviewed and approved of the bills listed. Mr. Pentz made a motion to approve the Treasurer's Report and Payment of Bills as presented, seconded by Mr. Hudak. A voice vote was taken, and the motion passed unanimously. (Copy on file in the Administrative Office)

8) CORRESPONDENCE

- A. Thank you notes from GJCTC Career Foundation Scholarship winners. (Handout 1)
 - 1. Thank you note from Dane Jordan.
 - 2. Thank you note from Devin Halaburda

9) ITEMS FOR INFORMATION ONLY

- A. Conference Report (Handout 2)
 - 1. Jeremy Hall, Automotive Technology Instructor attended the Switch Lab Electrical Vehicle Training in Sebastopol, CA, August 4-8, 2025.

10) EXECUTIVE SESSION FOR PERSONNEL/LEGAL MATTERS – Not needed

11) APPROVAL OF THE COMMITTEE OF THE WHOLE AGENDA

Dr. Gella made a motion to approve the Committee of the Whole Agenda Items 3A through 6B, as presented, seconded by Mrs. Shaffer. A voice vote was taken and the motion passed unanimously.

A. C.O.W. Item 3: ITEMS RELATING TO EDUCATION AND PERSONNEL

A. Conference/Meeting Requests

- 1. Approved the following conference/meeting requests:
 - a. Carissa Penatzer, Secondary Health Assistant Instructor
 - i. 2025 Strategies Conference
State College, PA
November 13-14, 2025
Estimated Cost: Conference \$400, Hotel \$300

- b. John S. Augustine II, Administrative Director, has been invited to join a cohort of 25 school leaders from across the country including Texas, New York, Ohio, Pennsylvania, Massachusetts, Arizona, Georgia, Indiana, California, Colorado and more. Together, they will explore topics focused on future-readiness and global competency for students and staff. They'll bring them to life while connecting with other administrators to for thoughtful reflection and hands-on learning as they travel across the Dominican Republic and share CTE ideas with their leaders.
 - i. CTE Admin Professional Learning & Exploration Program
Dominican Republic
January 15-19, 2025
Estimated Cost: \$0 (Mr. Augustine is a scholarship recipient.)

B. Employee Resignation

- 1. Retroactively approved the director's acceptance of the verbal resignation of the following employee:
 - a. John Farrior, Culinary Aid/Kitchen Manager, effective the end of the 2024-2025 school year.

C. Employee – Change of Status

- 1. Approved the change of status for the following employees from active to inactive:
 - a. Inactive Employees
 - i. Cheryl Fisher
 - ii. Mary Christ

D. Employee Request for Change of Status

- 1. Retroactively approved the director's acceptance of Zackery Blank's voluntary request to change status from part-time custodian to substitute custodian, effective August 12, 2025.

E. Custodian Hire

- 1. Approved the hiring of Ellis Dixon for an adult student custodian position.
 - a. 4.5 hours a day, at the rate of \$13.00/hr.
Ellis Dixon
240 Barron Avenue
Johnstown, PA 15906

F. Granting of Professional Contracts

- 1. Approved the following secondary instructors, having met the requirements to receive tenure, be granted a Professional Contract, effective with the start of the 2025-2026 school year.
 - a. Christopher Farabaugh, Secondary Diesel Technology Instructor
 - b. Jen Wyant, Secondary Pre-Teacher Prep Instructor
 - c. Michael Williamson, Secondary Construction Technology Instructor

G. Secondary Classroom Aides 2025-2026

- 1. Retroactively approved the hiring of the following aides for the 2025-2026 school year:
 - a. Mary Beth Jeschonek
 - b. Miah McFadden - Cosmetology Aide
 - c. Joe Kochinski
 - d. Walter Wadsworth
 - e. David Worst
 - f. Joan Pritts
 - g. Dave Lehman

H. Substitute Instructor 2025-2026

1. Retroactively approved the following substitute instructors for the 2025-2026 school year at the established substitute instructor rate of \$100.00/day, \$50.00/half day. Effective September 23, 2025, the substitute rate will increase to \$120/day, \$60/half day. All required clearances received.
 - a. Mary Beth Jeschonek
 - b. Karen Brandon
 - c. Buck Christ
 - d. Joe Kochinski
 - e. Dave Lehman
 - f. Robert Martincic
 - g. Rick Maser
 - h. Miah McFadden
 - i. Joan Pritts
 - j. Walter Wadsworth
 - k. David Worst

I. Ignite Education Solutions Contract – Update (Handout 3)

1. Retroactively approved the Culinary Aide contract with Ignite Educational Solutions for the 2025-2026 school year.
 - a. Culinary Aide - funded by the Secondary Budget up to \$199.05/day for the 2025-2026 school year.

J. PA Smart Grant Initiative – 2025 (Handout 4)

1. Approved the Consulting Agreement contract with Aldo Jackson & Jan Kennerknecht Educational Consulting, LLC, in the amount of \$9,720.00, paid for by the PA Smart Grant.

K. PA Smart Grant Club Proposals (Handout 5)

1. Approved the following club proposals paid by the PA Smart Grant:
 - a. Student Run Manufacturing Enterprise program
 - b. Auto Tech Service Center Team
 - c. Student-Led Social Media and Marketing Team
 - d. BattleBot Proposal
 - e. Pre-Teacher Preparation Program Team

L. Cosmetology Supervisor 2025

1. Retroactively approved the appointment of Ms. Kennedy Fry to the position of GJCTC's Cosmetology Supervisor, effective August 19, 2025.

M. Confidential Recording Secretary Discussion

1. Discussed the Confidential Recording Secretary Position. A plan for this position will be presented at the October meeting.

N. Mentors for New Instructors - 2025-2026

1. Approved the following mentors for new instructors for the 2025-2026 school year. The Compensation for a mentor is \$500.00/mentee.
 - a. John Edwards, Secondary Welding Instructor, as mentor for Shelby Kieta, Robotics Instructor and Brody Kieta, Welding Instructor.
 - b. Scott Pritts, Secondary Machine Tool Technology Instructor, to mentor: Gage Hiner, Secondary Construction Technology Instructor.
 - c. Carissa Penatzer, Secondary Health Assistant Instructor, as mentor for Kennedy Fry, Secondary Cosmetology Instructor and Mary Potter Secondary Cosmetology Instructor.

- d. Corey Leahey, Secondary Automotive Technology Instructor, as mentor for Jeremy Hall, Secondary Automotive Technology Instructor.
 - i. Zackery Buchholz will act as a temporary mentor for a one (1) month period until Mr. Leahey returns from leave. He will be paid a one (1) month pro-rated rate.
- e. Jen Wyant, Secondary Pre-Teacher Prep Instructor, as mentor for Tyler Mosorjak, Special Education Instructor, Serena Bridges, Special Education Instructor, and Jennifer Mitchell, Special education Instructor.

O. Grow Your Own - 2025-2026

- 1. Approved the following personnel for 2025-2026 Grow Your Own Contracts (GURU), at the extracurricular rate of \$1,500/year/GURU position:
 - a. Graduation Guru
 - i. Adult Education - Fran Kazmierczyk, Adult Education Career Coach
 - ii. Secondary - Mrs. Shelby Kieta, Robotic Technology Instructor, and Abigail Gerber, Graphic and Digital Media Design Instructor
 - a) Secondary Graduation Gurus will split the extracurricular rate \$750/Guru.
 - b. Ninth (9th) Grade Tours Guru - Pam Bear
 - c. CTSO Guru - Carissa Penatzer, Secondary Health Assistant Instructor
 - d. Occupational Advisory Committee Guru - Scott Thomas, Secondary Construction Trades Instructor
 - e. Mentor Program Guru - Zackery Buchholz, Co-Op Coordinator
 - f. Canvas Guru - Carissa Penatzer, Secondary Health Assistant Instructor

P. Culinary Arts Discussion

- 1. Discussed the Culinary Arts Program, agreed to continue the current one instructor/one aide format.

Q. OAC Additions/Deletions - September 2025

- 1. Approved the following Addition/Deletions to the OAC committee:
 - a. Addition: Welding – Kyle Ruane, Welder, CTC
 - b. Deletion: Health Assistant – Pam Swansboro – Director of Nursing, Meyersdale Hospital
 - c. Deletion: Health Assistant – Kim Hadad – Executive Director, Richland Woods Assisted Living

R. Low Enrollment Warning Notice - September 2025

- 1. Approved the commencement of a probation period for the Laboratory Technology Program, due to low student enrollment.
- 2. GJCTC's Enrollment Policy states:
 - a. When a program's enrollment reaches 17 students, it is considered low enrollment, and a Program Improvement Plan must be implemented.
 - b. If enrollment declines to 12 students, the program will operate on a part-time basis.
 - c. If enrollment declines to 10 students or fewer, the program will be closed.

S. Alternate Community Resource Program

- 1. Approved the "Letter of Agreement" for referrals between the Greater Johnstown Career and Technology Center and the Alternate Community Resource Program.

T. Annual Articulation Agreements 2025-2026 (Handout 6)

1. Approved the annual articulation agreements with the following educational institutions:
 - a. Penn Highlands Community College
 - b. St. Francis University
 - c. Greater Johnstown Career and Technology Center's Adult Education Programs

U. Other Items Relating to Education and Personnel – None

B. C.O.W. Item 4: ITEMS RELATING TO BUDGET AND FINANCE

A. Tuition Student Update

1. At the August 6, 2025 GJCTC JOC Meeting, a tuition student was incorrectly identified as a student from the Conemaugh Valley School District, enrolled in the Construction Program. The student should have been listed as a student enrolled in Commonwealth Charter Academy (CCA). Approved the updated tuition student request, for the following students from a non-participating school district, to attend GJCTC as tuition student for the 2025-2026 school year at the established tuition student rate of \$13,143.23 per student per year.
 - a. CCS Student - 10th Grade - Construction

B. Greater Johnstown CTC Awards Ceremony 2025-2026

1. Approved the updated rental agreement between Greater Johnstown Career and Technology Center and the First Summit Arena for the use of the First Summit Arena for the purpose of the 2025 -2026 GJCTC Award Ceremony. The revised rental agreement rate, via email confirmation, is not to exceed \$2,000.00.

C. Other items Relating to Budget and Finance – None

C. C.O.W. Item 5: ITEMS RELATING TO BUILDING AND GROUNDS

A. Building and Grounds Committee Meeting Minutes from August 6, 2025 (Handout 7)

1. Approved the minutes resulting from the August 6, 2025 Building and Grounds Committee Meeting.

B. Use of Facility Request

1. Approved the following use of facility requests:

Name of Organization:	Pennsylvania Recreational Vehicle and Camping Association
Type of Organization:	Camping Association
Facility Requested:	MEO Remote Classroom
Dates Requested:	October 7-10, 13-24, 27, and 30, 2025
Fee to be charged:	\$200.00

C. Other Items Relating to Building and Grounds – None

D. C.O.W. Item 6: ITEMS RELATING TO STUDENT ACTIVITIES

A. Student Activity Advisors 2025-2026

1. Approved the following Student Activity Advisors for the 2025-2026 school year at the following rates: \$2,100/year single advisor rate, \$1,050/year co-advisor rate.

2. SKILLSUSA Co-Advisors

- a. Approved Mrs. Lisha Knapp, Secondary Culinary Instructor, Mrs. Shelby Kieta, Robotic Technology Instructor, and Joel Yoder, Secondary Collision Rep0air & Industrial Refinishing Instructor as the 2025-2026 SKILLSUSA Co-Advisors, at the supplemental contract rate of \$1,050 each.

3. ProStart Advisor

- a. Approved Ms. Lisha Knapp, Secondary Culinary Arts Instructor, as the 2025-2026 ProStart Advisor, at the supplemental contract rate of \$2,100.

4. National Technical Honor Society Co-Advisors

- a. Approved Ms. Lisha Knapp, Secondary Culinary Arts Instructor, and Jenn Wyant, Secondary Pre-Teacher Prep Instructor, as the 2025-2026 National Technical Honor Society Co-Advisors, at the supplemental contract rate of \$1,050 each.

5. Motorsport Club Advisor

- a. Approved Mr. Corey Leahey, Secondary Auto Technology Instructor, as the 2025-2026 Motorsport Club Advisor, at the supplemental contract rate of \$2,100.

6. Entrepreneurial Club Advisor

- a. Approved Mr. John S. Augustine II, Administrative Director, as the 2025-2026 Entrepreneurial Club Advisor, at the supplemental contract rate of \$2,100.

7. Spartan Service Club Advisor

- a. Approved Mr. Mike Williamson, Secondary Construction Technology Instructor, as the 2025-2026 Spartan Service Club Advisor, at the supplemental contract rate of \$2,100.

B. CTSO Plan of Activities – 2025-2026 (Handout 8)

1. Approved the SkillsUSA Plan of Activities and Budget for the 2025-2026 school year.

C. Other Items Relating to Student Activities – None

E. C.O.W. Item 7: OTHER BUSINESS – None

12) REPORT OF THE SUPERVISOR OF BUILDING AND GROUNDS

Mr. Randy Roxby, Supervisor of Building and Grounds, was not in attendance.

13) REPORT OF THE ASSISTANT ADMINISTRATOR OF PROGRAM OPERATIONS

Mrs. Harrington, Assistant Administrator of Program Operations, shared the September Student of the Month list.

14) REPORT OF THE ASSISTANT DIRECTOR

Mrs. Tricia Rummel, Assistant Director, reported that during the previous week GJCTC had an unannounced CDL Audit. The auditors proclaimed GJCTC's CDL Program to be a "model program across the state."

15) REPORT OF ADMINISTRATIVE DIRECTOR

Mr. John S. Augustine II, Administrative Director, reported activities in the weekly Director's Report.

16) REPORT OF THE CHIEF SCHOOL ADMINISTRATOR

Mr. Thomas Mitchell, Chief School Administrator, shared the following:

A. Greater Johnstown Healthcare Consortium

1. Broker RFPs are due Friday, September 26, 2025
2. Committed to transparency and conducting a comprehensive process

17) REPORT OF THE SOLICITOR

Attorney Ronald Repak, Solicitor, reported that all paperwork for the Penelec Right-of-Way/Eminent Domain has been submitted. Penelec has agreed to reimburse GJCTC up to \$4,000 toward attorneys' fees and the funds were received.

18) REPORT OT THE J.O.C. CHAIRPERSON

Mr. Galen George, J.O.C. Chairperson, requested board members to volunteer for the PA Smart Grant Committee.

19) FUTURE MEETING DATES

The October Regular Meeting of the Joint Operating Committee is scheduled for Tuesday, October 28, 2025, immediately following the Committee of the Whole Meeting scheduled for 6:30 p.m. There will be a Budget and Finance Committee Meeting at 5:30 p.m.

20) OTHER BUSINESS – None

21) ADJOURNMENT

On a motion by Mr. Thompson, seconded by Mr. Portante, it was moved that the meeting be adjourned, time 7:30 p.m. A voice vote was taken with all present voting AYE. Motion carried.

Respectfully submitted,



Fran Kazmierczyk
Confidential Recording Secretary

of GJCTC Scholarship Fund

Thank you for making the GJCTC scholarship possible. I was thrilled to be awarded \$1750.00 this year. I am attending Penn Highlands in the fall to begin pursuing my business degree. I recently opened my own lawn care business. This money will allow me to reallocate some of the money I have saved for college and invest in my business.

Thank you again for this amazing award!

I truly appreciate it!

Dane Jordan

(Richland #59
GJCTC)

Dear Scholarship Donor,

I hope that you are doing well!

I wanted to thank you for your generous donation that allowed me to be a recipient of The Greater Johnstown Career and Technology Center Foundation Scholarship. This award has given me the opportunity to rebuild the engine in my dump truck while continuing to grow my Landscaping business. Again, thank you for your donation that has financially assisted me in my entrepreneurship journey. Have a great day and take care!

Sincerely,

**GREATER JOHNSTOWN CAREER & TECHNOLOGY CENTER
POST-CONFERENCE REPORT FORM**

EMPLOYEE: Jeremy Hall

CONFERENCE/WORKSHOP/MEETING ATTENDED: Switch Lab – Sebastopol, California

DATES ATTENDED: 08/04/2025-08/08/2025

1. Please give a short summary of the conference/workshop/meeting attended:

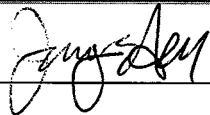
I attended the Switch Lab in Sebastopol, California, where participants worked hands-on with the Switch Car, an electric vehicle (EV) designed for technical training. During the lab, we assembled, wired, and test drove the vehicle, gaining valuable insight into best practices for instruction, troubleshooting, and safe handling of EV components. Since GJCTC already owns a Switch EV kit, this training directly reinforced how to maximize its use in the classroom and shop environment.

2. Please list any new or innovative ideas that would enhance the educational experiences here at GJCTC:

- **Deeper integration of the Switch EV kit:** Use the vehicle more extensively as a teaching tool for wiring, diagnostics, and safety procedures, not just assembly.
 - **Student-led build projects:** Break the kit down into modules (wiring, drivetrain, suspension, etc.) so students rotate through tasks, building collaboration and ownership.
 - **EV curriculum expansion:** Add lessons on EV safety, charging systems, and emerging technologies to align with industry demand.
 - **Community demonstrations:** Showcase the Switch Car at open houses or community events to highlight GJCTC's commitment to future-focused training and attract prospective students.
-

Employee's Signature: _____

Date: 9-19-25



Brochures, pamphlets, or other materials can be attached as supporting documentation.

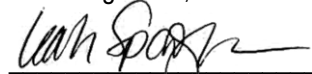
GJCTC
GJCTCStaffMaster
Appendix GJCTCAIDE2 -25/26

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

<u>Staffing Expenses</u>	<u>#</u>	<u>Rate</u>	<u>Up to 8 hours</u>	<u>Contract #</u>	<u>Staff Name</u>	<u>Total</u>
Culinary	1	\$18.54	8	GJCTCAIDE2	Joan Pritts	\$148.32
<u>Total Staffing Expenses</u>						<u>\$148.32</u>
Payroll taxes, UE, WC & Employee Liability Insurance @ 22%						\$32.63
<u>Subtotal</u>						<u>\$180.95</u>
Contract Administration and Implementation, including hiring, human resources & accounting @ 10%						\$18.10
<u>Total Program Expenses (Daily)</u>						<u>\$199.05</u>

Contract Authorization

John Augustine, Executive Director



Leah Spangler, Ed.D., President and CEO

Date

8/13/25

Date

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



Ignite Education Solutions is a division of The Learning Lamp

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

Contract Amendment Agreement

This amendment details changes made to a contract between Ignite Education Solutions/The Learning Lamp and a school entity. This document outlines the needed changes necessary and the date the changes will be implemented.

School Entity: GJCTC

Contract: GJCTCAIDE1 Date of Original Contract Signature: 7/7/25

Item(s) to be adjusted: Calculation error: Total program expenses (daily) is \$199.05 per day not \$206.29 per day.

Reasons:

- | | |
|---|---|
| ☐ Unable to staff | ☐ Student removed |
| ☐ Contract no longer needed | ☐ Contract on hold |
| ☐ Refund on contract/line item | ☒ Other |
| ☐ Staff Pay Increase | |

Explanation if needed:

For Accounting Use Only:



Ignite Education Solutions is a division of The Learning Lamp. The official registration and financial information of The Learning Lamp may be obtained from the Pennsylvania Department of State by calling toll free within Pennsylvania, 1-800-732-0999. Registration does not imply endorsement. The Learning Lamp is a 501(c)(3) nonprofit organization, donations to which are tax deductible to the fullest extent permitted by law.

CONSULTING AGREEMENT

THIS CONSULTING AGREEMENT (the "Agreement") is dated this 10th day of September, 2025 and is between the following:

CLIENT

Greater Johnstown Career & Technology Center (GJCTC)
445 Schoolhouse Road, Johnstown, PA 15904 (the "Client")

CONSULTANT

Aldo Jackson and Jan Kennerknecht Educational Consulting, LLC
661 Ridgeview Drive, Erie, PA 16505 (the "Consultant")

BACKGROUND

- A. The Client is of the opinion that the Consultant has the necessary qualifications, experience and abilities to provide consulting services to the Client.
- B. The Consultant is agreeable to providing such consulting services to the Client on the terms and conditions set out in this Agreement.

IN CONSIDERATION OF the matters described above and of the mutual benefits and obligations set forth in this Agreement, the receipt and sufficiency of which consideration is hereby acknowledged, the Client and the Consultant (individually the "Party" and collectively the "Parties" to this Agreement) and intending to be legally bound agree as follows:

SERVICES PROVIDED

- 1. The Client hereby agrees to engage the Consultant to provide the Client with the following consulting services (the "Services"):
 - A. Conduct group facilitation for the 'More Seat Time' initiative to include:
 - 1) Project orientation from school administrators and staff
 - 2) Monthly meetings with members of a steering committee composed of Joint Operating Committee members, superintendents, GJCTC staff, community members, and others as necessary. Meetings can occur either in-person or virtually
 - 3) Provide written agendas and meeting summaries.
 - B. Research best practices in career and technical education program operation and instructional time practices.

- C. Submit a final written report that represents the opinion and recommendation of the steering committee.
 - D. Services to be provided for 18 days between September 2025 to May 2026.
2. The Services will also include any other consulting tasks which the Parties may agree on. The Consultant hereby agrees to provide such Services to the Client.

TERM OF AGREEMENT

3. The term of this Agreement (the "Term") will begin on the date of this Agreement and will remain in full force and effect until the completion of the Services, subject to earlier termination as provided in this Agreement. The Term may be extended with the written consent of the Parties.
4. In the event that either Party wishes to terminate this Agreement prior to the completion of the Services, that Party will be required to provide 20 days' written notice to the other Party.

PERFORMANCE

5. The Parties agree to do everything necessary to ensure that the terms of this Agreement take effect.

COMPENSATION

6. The Consultant will charge the Client for the Services as follows (the "Compensation"):
- A. Rate of \$540 per day, irrespective of expenses.
 - B. Total compensation to total \$9,720.00.
7. Invoices submitted by the Consultant to the Client are due upon receipt. Invoices will be submitted on a monthly basis and will include any expenses incurred by Consultant. Invoices will be submitted to Client at the address identified in paragraph 24 of this Agreement.
8. In the event that this Agreement is terminated by the Client prior to completion of the Services but where the Services have been partially performed, the Consultant will be entitled to pro rata payment of the Compensation to the date of termination provided that there has been no breach of contract on the part of the Consultant.

REIMBURSEMENT OF EXPENSES

9. The Consultant will be reimbursed from time to time for reasonable and necessary expenses incurred by the Consultant in connection with providing the Services. The Consultant will only be reimbursed for expenses submitted according to the U.S. General Services Administration's (GSA) per mile and per diem rates. Expenses will be fully reimbursed regardless of whether the Services have been fully performed in the event the Client terminates this Agreement under paragraph 9 of this Agreement.
Expenses

INTEREST ON LATE PAYMENTS

10. Interest payable on any overdue amounts under this Agreement is charged at a rate of 12% per annum or at the maximum rate enforceable under applicable legislation, whichever is lower.

CONFIDENTIALITY

11. Confidential information (the "Confidential Information") refers to any data or information relating to the business of the Client which would reasonably be considered to be proprietary to the Client including, but not limited to, accounting records, business processes, and client records and that is not generally known in the industry of the Client and where the release of that Confidential Information could reasonably be expected to cause harm to the Client.
12. The Consultant agrees that they will not disclose, divulge, reveal, report or use, for any purpose, any Confidential Information which the Consultant has obtained, except as authorized by the Client or as required by law. The obligations of confidentiality will apply during the Term and will survive indefinitely upon termination of this Agreement.
13. All written and oral information and material disclosed or provided by the Client to the Consultant under this Agreement is Confidential Information regardless of whether it was provided before or after the date of this Agreement or how it was provided to the Consultant.

OWNERSHIP OF INTELLECTUAL PROPERTY

14. All intellectual property and related material, including any trade secrets, moral rights, goodwill, relevant registrations or applications for registration, and rights in any patent, copyright, trademark, trade dress, industrial design and trade name (the "Intellectual Property") that is developed or produced under this Agreement, is a "work made for hire" and will be the sole property of the Client. The use of the Intellectual Property by the Client will not be restricted in any manner.

15. The Consultant may not use the Intellectual Property for any purpose other than that contracted for in this Agreement except with the written consent of the Client. The Consultant will be responsible for any and all damages resulting from the unauthorized use of the Intellectual Property.

RETURN OF PROPERTY

16. Upon the expiration or termination of this Agreement, the Consultant will return to the Client any property, documentation, records, or Confidential Information which is the property of the Client.

CAPACITY/INDEPENDENT CONTRACTOR

17. In providing the Services under this Agreement it is expressly agreed that the Consultant is acting as an independent contractor and not as an employee. The Consultant and the Client acknowledge that this Agreement does not create a partnership or joint venture between them, and is exclusively a contract for service. The Client is not required to pay, or make any contributions to, any social security, local, state or federal tax, unemployment compensation, workers' compensation, insurance premium, profit-sharing, pension or any other employee benefit for the Consultant during the Term. The Consultant is responsible for paying, and complying with reporting requirements for, all local, state and federal taxes related to payments made to the Consultant under this Agreement.

RIGHT OF SUBSTITUTION

18. Except as otherwise provided in this Agreement, the Consultant may, at the Consultant's absolute discretion, engage a third-party sub-contractor to perform some or all of the obligations of the Consultant under this Agreement and the Client will not hire or engage any third parties to assist with the provision of the Services.
19. In the event that the Consultant hires a sub-contractor:
 - a) the Consultant will pay the sub-contractor for its services, and the Compensation will remain payable by the Client to the Consultant.
 - b) for the purposes of the indemnification clause of this Agreement, the sub-contractor is an agent of the Consultant.

AUTONOMY

20. Except as otherwise provided in this Agreement, the Consultant will have full control over working time, methods, and decision making in relation to provision of the

Services in accordance with the Agreement. The Consultant will work autonomously and not at the direction of the Client. However, the Consultant will be responsive to the reasonable needs and concerns of the Client.

EQUIPMENT

21. Except as otherwise provided in this Agreement, the Consultant will provide at the Consultant's own expense, any and all equipment, software, materials and any other supplies necessary to deliver the Services in accordance with the Agreement.

NO EXCLUSIVITY

22. The Parties acknowledge that this Agreement is non-exclusive and that either Party will be free, during and after the Term, to engage or contract with third parties for the provision of services similar to the Services.

NOTICE

23. All notices, requests, demands, invoices, or other communications required or permitted by the terms of this Agreement will be given in writing and delivered to the Parties at the following addresses:
 - a. Greater Johnstown Career & Technology Center
445 Schoolhouse Road
Johnstown, PA 15904
 - b. Aldo Jackson and Jan Kennerknecht Educational Consulting, LLC
661 Ridgeview Drive
Erie, PA 16505
24. or to such other address as either Party may from time to time notify the other, and will be deemed to be properly delivered (a) immediately upon being served personally, (b) two days after being deposited with the postal service if served by registered mail, or (c) the following day after being deposited with an overnight courier.

INDEMNIFICATION

25. Except to the extent paid in settlement from any applicable insurance policies, and to the extent permitted by applicable law, each Party agrees to indemnify and hold harmless the other Party, and its respective directors, shareholders, affiliates, officers, agents, employees, and permitted successors and assigns against any and all claims, losses, damages, liabilities, penalties, punitive damages, expenses, reasonable legal fees and costs of any kind or amount whatsoever, which result from or arise out of any

act or omission of the indemnifying party, its respective directors, shareholders, affiliates, officers, agents, employees, and permitted successors and assigns that occurs in connection with this Agreement. This indemnification will survive the termination of this Agreement.

MODIFICATION OF AGREEMENT

26. Any amendment or modification of this Agreement or additional obligation assumed by either Party in connection with this Agreement will only be binding if evidenced in writing signed by each Party or an authorized representative of each Party.

TIME OF THE ESSENCE

27. Time is of the essence in this Agreement. No extension or variation of this Agreement will operate as a waiver of this provision.

ASSIGNMENT

28. The Consultant will not voluntarily, or by operation of law, assign or otherwise transfer its obligations under this Agreement without the prior written consent of the Client.

ENTIRE AGREEMENT

29. It is agreed that there is no representation, warranty, collateral agreement or condition affecting this Agreement except as expressly provided in this Agreement.

ENUREMENT

30. This Agreement will enure to the benefit of and be binding on the Parties and their respective heirs, executors, administrators and permitted successors and assigns.

TITLES/HEADINGS

31. Headings are inserted for the convenience of the Parties only and are not to be considered when interpreting this Agreement.

GENDER

32. Words in the singular mean and include the plural and vice versa. Words in the masculine mean and include the feminine and vice versa.

GOVERNING LAW

33. This Agreement will be governed by and construed in accordance with the laws of the Commonwealth of Pennsylvania.

SEVERABILITY

34. In the event that any of the provisions of this Agreement are held to be invalid or unenforceable in whole or in part, all other provisions will nevertheless continue to be valid and enforceable with the invalid or unenforceable parts severed from the remainder of this Agreement.

WAIVER

35. The waiver by either Party of a breach, default, delay or omission of any of the provisions of this Agreement by the other Party will not be construed as a waiver of any subsequent breach of the same or other provisions.

IN WITNESS WHEREOF the Parties have duly affixed their signatures under hand and seal on this 10th day of September, 2025.

Greater Johnstown Career & Technology Center

Per: _____ (Seal)

Officer's Name: John Augustine, Executive Director

Aldo Jackson and Jan Kennerknecht Educational Consulting, LLC

Per: _____ (Seal)

Officer's Name: Aldo R. Jackson, Ph.D., Partner

Student-led Social Media & Marketing Team

Spartans Media Team

Teacher Sponsor: Serena Bridges

Date: 9-5-25

Goal: To establish a structured student group that develops, manages, and promotes GJCTC's social media campaigns under faculty guidance

Introduction/Purpose:

A student-led social media marketing team will help increase school communication and community engagement while simultaneously amplifying student voices and lived experiences. A strong social media presence via Facebook and Instagram will help give timely updates to parents, external stakeholders, and sending schools. Instead of relying solely on newsletters or emails, photo and video of classroom projects, student work, and events help make communication more engaging. A structured student group ensures that posts are scheduled regularly and that the school's online presence reflects its professionalism and mission.

A strong and consistent social media presence also bridges the gap between the school and local community, including local businesses, parents, alumni, and civic leaders. This streamlined and interactive communication can help highlight partnerships, internships, and career pathways. It will be a tool to help celebrate student achievements, competitions, and community projects, bring greater amplification of the GJCTC's student success. Strong visibility can help attract future students and partnerships by showing the real-world benefits of the CTE programs.

Goal: To establish a structured student group that develops, manages, and promotes GJCTC's social media campaigns under faculty guidance

Objectives:

- Increase positive visibility of GJCTC programs, students, and events.
- Provide real-world, career-aligned experiences in communications, marketing, and digital media.
- Build student skills in writing, photography, video production, and responsible online communication.
- Strengthen school and community relationships.

Student-led Social Media & Marketing Team

Structure of the Team

Membership: Open to students across programs (grades 10-12)

Selection: Application or teacher nomination

Roles: Content creators, photographers, videographers, editors, social media managers, reporters

Faculty Oversight: Teacher sponsor will review and approve scheduled content before posting

Activities/Responsibilities

Students will cover school events such as career signing day, open house, SkillsUSA, presentations, etc.

Members from each program will highlight student achievements, daily activities, class projects, and regular themed content like student spotlights, tech tip Tuesday, etc.

Benefits:

Student benefits include hands-on experience in media, marketing, and leadership roles. Students will also be able to use this club and the skills gained on their resume and portfolio material. Potentially, students can earn certifications in Canva, Adobe, etc. School benefits include an increase in brand identity, increased enrollment interest, positive community perception, and increased morale and confidence in student activities.

Resources Needed:

- Faculty sponsor stipend
- Access to school-approved devices/software (camera, i-phones, adobe suite, Canva, computers)
- Budget for promotional materials (sponsored social media content)

Oversight/Accountability

All content will be pre-approved by a faculty sponsor, and also administration. Students will be required to follow a code of conduct for digital professionalism and be educated on copywrite laws, permission to photograph, and posting-best practices.

Timeline

- Pilot Phase: January 6th, 10 students (or 1 student from each program)
- Evaluation: End of 3rd quarter review of student participation and community engagement metrics (can be determined via social media metrics, for example view count, likes, shares)
- Expansion: Grow membership and responsibilities if successful

Student-led Social Media & Marketing Team

Conclusion:

Establishing a student-led social media marketing team at GJCTC is more than just a communications strategy. It is an opportunity to empower students with real-world skills, strengthen school-to-community connections, and amplify the achievements and voices of our learners. By creating structured, consistent, and engaging content, this initiative will not only keep parents and stakeholders informed but will also showcase the innovation and success happening daily within our programs.

We respectfully ask for the Board's approval to move forward with the implementation of this student-led initiative so that GJCTC can continue to grow its visibility, celebrate student success, and foster stronger partnerships within the greater Johnstown community and beyond.

Proposal Outline: Pre-Teacher Preparation Program Team

1. Title Page/Heading

- Proposed Team Name: **Pre-Teacher After School**
 - Teacher Sponsor: Mrs. Wyant
 - Date: _____
-

2. Introduction / Purpose

- Why create a Pre-Teacher Preparation Program student service organization?
 - Students at GJCTC are interested in creating opportunities to learn to work with children, families, and community members. They are limited by the school day on the opportunities to work with children, and would benefit from extended time to learn more about the world of education. These high school students would benefit from opportunities to design and create workshops for community children to attend. This would help them see the value and importance of the roots in education – young learners and motivated educators. The Pre-Teacher Prep students are also limited on contact with parents and learning about families. By creating after school opportunities, students at GJCTC will have a better understanding of working with parents to improve the education of the children involved.
 - How will it help students explore teaching careers?
 - It will allow high school students interested in working with children the opportunity to learn how to nurture young children, build meaningful relationships with family members and the GJCTC community, and design/implement instructional activities for young learners.
 - How does this align with GJCTC's mission and Pennsylvania's growing need for educators?
 - The GJCTC mission of empowering student success and the proposed student organization directly relate to addressing Pennsylvania's growing need for educators. By helping high school students understand more about the educational community, they can enter college programs with a better background of the career they are choosing. Students can learn more about instructional design/implementation and classroom management.
-

3. Objectives

- Provide early exposure to the teaching profession, specifically child development and behavior management.
- Develop leadership, communication, and classroom management skills.

- Explore pathways to educational positions in Pennsylvania.
 - Establish professional relationships with community members who may benefit from support of the Pre-Teacher After School team.
-

4. Structure of the Team

- Who can participate?
 - Any GJCTC student can be nominated by their GJCTC teacher to participate in the program, regardless of their enrollment in the Pre-Teacher Prep program.
 - Roles for members:
 - **Lesson Planners** – create and test mini-lessons
 - **Community Engagement** – research and reach out to community organizations for more involvement in what is occurring in the community
 - **Leadership Team** – officers or rotating leaders
 - Oversight by the teacher sponsor to ensure all activities are age-appropriate and professional.
-

5. Activities / Responsibilities

- Develop and present short lessons/activities to younger learners and various stakeholders (parents, community members, etc.)
 - Volunteer in community outreach programs.
 - Participate in discussions on classroom management, child development, and best teaching practices.
 - Plan school-based events such as “Parents’ Night Out”, “Literacy Night”, etc.
-

6. Benefits

- **For Students:** Gain authentic experience in education, leadership, and public speaking; build resumes for college programs; network with local educators.
 - **For School/Community:** Strengthen pipelines into education careers, highlight GJCTC’s Pre-Teacher Prep Program, and provide extra encouragement for high school students to pursue careers in education.
-

7. Resources Needed

- Faculty sponsor oversight.
- Transportation for possible school visits.
- Access to instructional materials and teaching supplies.

- Modest budget for program activities (optional).
-

8. Oversight / Accountability

- Faculty sponsor monitors all lessons and outreach activities.
 - Students follow a Code of Professional Conduct, obtain clearances, complete mandated reporter training.
 - Progress tracked by reflections, journals, or presentations.
 - Regular updates shared with administration and the school board.
-

9. Timeline

- Pilot launch during 25/26 School Year
 - Create a children's activity night, open to preschool to elementary aged children from GJCTC sending school teachers. This flyer can be sent out as a structured "parent's night out". Rising Root students will be responsible for the care, activities, and a small snack for the children attending.
 - Expansion in year two to include more outreach or partnerships.
 - Create relationships with local PTO organizations at Elementary Schools to assist with activities (including student activities, parent activities, etc).
 - Create a network of high school students who are interested in babysitting children as an early work opportunity. This includes obtaining the Babysitter Certification through the American Red Cross.
-

10. Conclusion

- Re-state the value of preparing future educators.
- Request formal approval to implement the Pre-Teacher Preparation Program Team.

Proposal Outline: Battle Bots Team

1. Title Page/Heading

- **Proposed Team Name:** SpartanBots (I would like the kids to name it officially)
 - **Teacher Sponsors:** Scott Pritts, Brody Kieta, Shelby Kieta
 - **Date:** September 18, 2025
-

2. Introduction / Purpose

Why start a Battle Bots Team at GJCTC?

Starting a Battle Bots program would give our students a fun, hands-on way to pull together skills from welding, robotics, machining, and design while working as a team. It gives them a chance to take what they're learning in class and push it further—problem solving, working under pressure, and learning how to bounce back when something doesn't go right. This type of program also brings energy and excitement to our school, helps with student recruitment, and opens doors for community and industry support.

How does this align with CTE pathways?

Robotics competitions are a natural extension of what we already teach in our CTE programs. Students get more time to practice, experiment, and collaborate across programs. They'll use the same technical and soft skills they'll need in the workforce: welding and fabrication, machining and design, robotics programming, and leadership and communication. It's a great way to bridge classroom learning with real-world challenges.

What value does this bring to students?

- Build teamwork skills while learning to rely on each other's strengths.
 - Practice technical innovation by designing, fabricating, wiring, and programming a working robot.
 - Gain competition experience, thinking fast, troubleshooting, and showing their skills against other schools all of which prepares them for certifications, apprenticeships, and future careers.
-

3. Objectives

- **Enhance Technical Skills** – Give students hands-on experience with welding, machining, robotics, electronics, and design while building competitive robots.
- **Promote Teamwork & Collaboration** – Bring together students from multiple programs to mirror the way real industry teams work.

- **Foster Innovation & Problem-Solving** – Encourage students to think outside the box, troubleshoot, and adapt.
 - **Develop Career Readiness** – Build technical and soft skills that employers look for: leadership, communication, and resilience.
 - **Increase Student Engagement & Visibility** – Boost school spirit and recruitment while highlighting GJCTC's innovation to the community.
-

4. Structure of the Team

Who can join?

Any student who is willing to put in the time, effort, and teamwork it takes to design, build, and compete. No experience needed—just a good work ethic and creativity.

Roles on the Team:

- **Team Captain/Project Manager** – Keeps everyone on task, organizes schedules, and makes sure deadlines are met.
- **Design & CAD Lead** – Creates designs and drawings using CAD software.
- **Fabrication/Welding Lead** – Handles frame and armor building, welding, machining, and assembly.
- **Electrical/Controls Tech** – Takes care of wiring, batteries, and electronics.
- **Programming & Drive Team** – Programs controls and drives the robot in competition.
- **Strategy & Pit Crew** – Works on match strategy and quick repairs during competitions.

Faculty sponsors provide oversight and make sure safety comes first.

5. Activities / Responsibilities

- Design, build, and test competition-ready robots.
 - Practice driving and troubleshooting.
 - Compete in local, regional, and possibly national events (like BotsIQ).
 - Showcase robots at school events to promote STEM.
 - Maintain a safe and organized workspace.
-

6. Benefits

- **For Students:** Hands-on STEM application, portfolio projects, leadership opportunities, and competition experience.
- **For School & Community:** Builds school spirit, strengthens recruitment, and shows off GJCTC as a leader in STEM innovation.

7. Resources Needed

- Faculty sponsor oversight.
- Dedicated workspace for building and testing.
- Access to machine shop tools, CNC, welding, and electronics equipment.
- Budget for materials (metal, motors, batteries, controllers, safety gear).
- Competition registration fees and travel funds.

8. Oversight / Accountability

- Faculty sponsor ensures strict safety protocols.
- Students sign and follow a safety contract.
- Budget is tracked and reported with transparency.
- Regular updates are shared with administration and the board.

9. Timeline

- **Phase 1 (Fall):** Recruit team and provide basic training.
- **Phase 2 (Winter):** Design and build robots.
- **Phase 3 (Spring):** Competition prep and participation (BotsIQ).
- **Evaluation:** End-of-year review of skills gained, team performance, and planning for next year.

10. Conclusion

Launching a Battle Bots team at GJCTC would give our students an exciting way to apply their skills, work together, and represent our school in a positive light. The SpartanBots would not only prepare students for future careers but also build school pride and community connections.

MICROLESSONS – LIST OF LESSONS

Each lesson includes a 3–5-minute video, taught by a content expert. Microlessons are accompanied by an Instructor's Guide, activity downloads, links to resources, etc.

Badge/GENERAL TOPIC	Microlesson TOPIC
Business	BUSINESS MODEL 1 - Introduction
Business	BUSINESS MODEL 2 - Customer Segments
Business	BUSINESS MODEL 3 - Channels
Business	BUSINESS MODEL 4 - Customer Relationships
Business	BUSINESS MODEL 5 - Key Activities
Business	BUSINESS MODEL 6 - Key Resources
Business	BUSINESS MODEL 7 - Key Partnerships
Business	BUSINESS MODEL 8 - Revenue Streams
Business	BUSINESS MODEL 9 - Cost Structure
Business	BUSINESS MODEL 10 - Value Proposition 1
Business	BUSINESS MODEL 11 - Value Proposition 2
Business	Sales: Introduction
Business	Sales: Understanding Your Customer
Business	Sales Process Map
Business	Sales Tools
Business	Cold Calling
Accounting	Generating Quotes
Accounting	Tracking Quotes
Accounting	Tracking Orders
Accounting	Components of an Invoice
Accounting	Generating & Tracking Invoices
Organizational Structure	What is a SRME?
Organizational Structure	Identity and Brand Pride
Organizational Structure	Roles & Responsibilities
Organizational Structure	Working as a Team
Organizational Structure	Problem Solving
Organizational Structure	Regular Team Meetings



Badge/GENERAL TOPIC	Microlesson TOPIC
Marketing	Brand-Logo
Marketing	Website / social media / Awareness
Marketing	Capabilities Statement
Marketing	Publicity
Quality	Quality Overview
Quality	Micrometers, Calipers, & Guage Blocks
Quality	Quality 3
Production	Lean 1 Overview - Intro
Production	Lean 2 – 8 Wastes/5S
Production	Lean 3 – Visuals/POUS/Teams
Production	Lean 4 – Batch Size Reduction
Production	Lean 5 – Quick Changeover/Quality
Production	Lean 6 – Standard Operations/Pull Systems
Production	Lean 7 – Cell Design with Flow
Production	Blueprint Basics 1
Production	Blueprint Basics 2 – Lines & Dimensions
Production	Manufacturing Math – Measuring 1
Production	Manufacturing Math – Measuring 2
Production	Safety in the Shop
Engineering	Autodesk Fusion 360
Engineering	CAD & Onshape
Engineering	Onshape Workflow
Professional Skills	Communications
Professional Skills	Critical Thinking
Professional Skills	Collaboration
Professional Skills	Creativity





August 12th, 2025

ATTN: John Augustine
Administrative Director
Greater Johnstown Area Career & Technology Center
445 Schoolhouse Road, Johnstown, PA 15904

HSSR Enterprises, Inc. *dba* Student Run Manufacturing Enterprise (SRME), is pleased to submit this proposal to launch a student-run manufacturing enterprise at **Greater Johnstown Career & Technology Center**.

We believe an SRME model tailored specifically to your school's needs and desires, and those of your industry partners, will provide your students with inspiring real-world experience, work-based learning, and career pathways leading to greater student outcomes and opportunities.

We are confident that SRME is uniquely positioned and qualified to help you to achieve your vision, goals, and desired outcomes in the most cost effective and efficient manner. Our confidence is based on our extensive experience assisting other school districts and the proven tools, lessons, and other resources that we have developed, enhanced, and tailored to specific situations.

On the following pages, we have provided information on our Digital Playbook, consulting services, and Microlesson Suite for your consideration.

Sincerely,

Rebecca Walker

REBECCA WALKER

President

STUDENT RUN MANUFACTURING ENTERPRISE

rwalker@studentrunMFG.com • 814.323.9772

8425 Peach Street • Erie, PA 16509

<http://studentrunMFG.com/>





PROPOSAL

BACKGROUND

Established in 2024, HSSR Enterprises, Inc., *DBA* Student Run Manufacturing Enterprise (SRME) is based on a successful program model initiated by Northwest Industrial Resource Center (NWIRC) that provides high school students with the real-world experience of running all aspects of a manufacturing enterprise – while making real parts for real companies. The goal of the company is to offer school districts across the U.S. support services, content, and resources to build their own student-run manufacturing enterprises within their high school.

SRME is fully owned by NWIRC <https://nwirc.org>, a not-for-profit entity serving manufacturers throughout 13 counties of northwest and north central Pennsylvania. NWIRC developed the student-run manufacturing enterprise model in 2020 and since that time has assisted eight school districts within their footprint to establish unique programs for their high schools. As one of seven centers that comprise the Pennsylvania Manufacturing Extension Partnership (PA MEP) and part of the MEP national network, NWIRC's mission is to help manufacturers address business challenges. With workforce being at the forefront, the organization is vital to connecting high schools to local industry. (Find the MEP Center in your region here: <https://www.nist.gov/mep/centers>).

In a student-run manufacturing enterprise, students are connected to local industry partners and build relationships that lead to exciting and rewarding career opportunities in advanced manufacturing. These students proudly build and promote their enterprise's identity, brand, and team culture while gaining the experience of being part of something bigger and belonging to a network of programs.

PROJECT LEADER

Rebecca Walker, President

HSSR Enterprises, Inc. *DBA* Student Run Manufacturing Enterprise (SRME)

Rebecca grew up in a manufacturing community in western Pennsylvania and values the exciting career pathways that lead to family-sustaining wages and a strong economy. Rebecca has been involved in education for most of her career, in just about every role from teacher to dean. She spent more than 20 years working in community colleges, and most recently helped create America's newest community college (in Erie, Pennsylvania) as the founding academic dean, before moving into her specialty as dean of Workforce Development & Career and Technical Education (CTE). In that role, she developed and launched CTE programs in welding, manufacturing, industrial maintenance, construction trades, IT, entrepreneurship, and more.

Rebecca holds a Master of Arts in Intercultural Studies and TESOL (Teaching English to Speakers of Other Languages) from Wheaton Graduate School and a Bachelor of Arts in Art from Asbury College. She led an award-winning start-up of a new community college location in a Chicago suburb with two community colleges and an Illinois One-Stop Employment Center





(American Job Center®) in one location. Rebecca was recognized as the “2016 Educator of the Year” by the Village of Hanover Park, Illinois. Rebecca previously served as the Coordinator of the Adult Education Program at School District U-46, the second largest school district in Illinois, and was the Director of a community-based Adult Education and Family Literacy program at the YWCA. She is an experienced instructor and program administrator of high-performing programs. Rebecca is passionate about the transformative work of education and excited to help your school impact students and strengthen your region’s industry for generations to come.

METHODS & ACTIVITIES

Our services can help you create a student-run manufacturing enterprise designed for your school and region. Through our extensive experience gained over the past five years assisting other school districts, we have amassed best practices and critical resources. We have developed and refined many helpful tools and templates and have constructed a web-based repository for it all. With the SRME Digital Playbook at your fingertips, and the professional consultation that goes along with it, your school can accelerate the planning, development, implementation, and outcomes of your student-run manufacturing enterprise.

Rebecca Walker will provide professional consulting services and content in the Digital Playbook. Consulting will be virtual via live online meeting platform, unless in-person coaching is requested. If requested, in-person or on-site consulting would have additional travel costs not specified in this proposal.

The Digital Playbook Table of Contents, attached, provides a list of the tools available for the launch of your student run enterprise. **Services included in our pricing can help you:**

- **Establish a structure within your school district**
By sharing best practices and other models, we can help your school create a program model for students in different study tracks, appropriate for your district/school/schedule. This may look like a club, an elective course, an enhanced existing course, or a combination of these.
- **Support teachers and program coordinators**
Our content, coaching, and a network of colleagues supports your teachers and coordinators with:
 - o Use of our Digital Playbook/Toolkit for starting a student-run enterprise
 - o Resources for Coordinators, such as business structure and student position descriptions
 - o Classroom teaching resources that support the enterprise
 - Micro-lesson videos for classroom use
 - PPT and workshop guides, hand-outs/worksheets/content for the students (i.e. quote and invoice templates, value proposition worksheet, etc.)
- **Connect with local manufacturing**
We can connect you with industry leaders through our network and build collaboration, mentoring, and partnerships leading directly to work, apprenticeships, and continuing education opportunities.



- **Identify and apply for funds**

We have a successful track-record of helping schools identify and apply for funding opportunities that help develop and implement a student run manufacturing enterprise. Funds have supported the role of the coordinator, purchase of equipment, student materials, etc. Support may include recommendations for applicable grant sources, access to written content and sample budgets used in other successful grant applications, and personalized coaching/support/editing for your grant application.

RECOMMENDATION SUMMARY

It is recommended that Greater Johnstown Career & Technology Center invest in the Student Run Manufacturing Enterprise **Launch Package** that includes 25 hours of consulting and content from the Digital Playbook (TOC attached), and the subscription to the **Microlesson Video Suite** (Topic List attached) to support the student run enterprise model.

PROPOSAL PRICING

LAUNCH PACKAGE: One Time Investment	\$15,000
• Access to the Digital Playbook to successfully launch your student run manufacturing enterprise.	
• 25 hours of professional consulting. Assistance may include document review, editing, coaching, and support with: - Initial School Team Meeting - Assessment, Findings, and Planning - Industry Partner Meeting - Assistance Identifying & Applying for Grant Funding - Press Conference / Public Launch - Training/Coaching: School Staff, Lead Instructor/Coordinator - Adapting Resources to Support Students	
MICROLESSON SUBSCRIPTION – annual subscription	\$4,000
One year subscription to SRME Micro-Lesson Video Suite (including 5 instructor LOGINS)	
TOTAL	\$19,000*

*Appropriate sales tax will be ADDED to all listed prices, with the exception of those that provide acceptable legal documentation of tax-exempt status.

Student Run Manufacturing Enterprise

A Model that Works

Rebecca Walker, President



STUDENT RUN

MANUFACTURING ENTERPRISE

What is a student run manufacturing enterprise?

High School students in a variety of disciplines or Programs of Study **work as a team** to run all aspects of a business from within their own high school.

Student enrolled in

- Business
- Marketing/Communications
- Graphics Communication
- Design/Engineering
- Skilled Trades:
Engineering & Advanced Mfg,
Machining/Industrial Arts,
Agriculture/Woodworking/Welding, etc.

...make real parts for real companies!



Hands-on experience in:

- Engineering & production processes
- Business operations & management
- Teamwork & leadership
- Entrepreneurship & innovation



Invoice

Date:
Invoice #:
Customer ID:

Customer Name	
Address	

Salesperson		Job		Payment Terms		Due Date	
Qty Parts		Description		Price Per Part		Non Recurring Charges	
				#DIV/0!		Total	
						\$0.00	

MODEL:

Curricular & Extracurricular

- **Credit Class**

- Credit (elective or core; CTE or Gen Ed.; Internship/WBL; repeatable credit)

- **Club**

- Afterschool or during “open” period
- Regular time to meet as a team
- Finances run through “club”

CLUB

- 9th-12th
- Original Products
- Field Trips

SHOP CLASSES

- Wood Shop
- Metal Shop
- Ag Shop

BUSINESS CLASS

- 10th-12th
- Sales, Marketing, Manufacturing
- Run The Business



Students contribute to the Manufacturing Supply Chain:



Keeper Plates



Bushings



Hardened Steel
Tail Shafts and
Connector Shafts
for American Refining Group



White Delrin Jaw Blocks

Aluminum Control
Arm Link



Key Features

- **Educational/Workforce Focus:** The goal is to provide **real-world experience** that complements academic learning and leads more students to consider **careers in Manufacturing**.
- **Student Leadership:** Students take on roles such as president, operations manager, marketing lead, and production engineer.
- **Teacher & Industry Support:** Teachers and **industry mentors** provide guidance and oversight.
- **Revenue Generation:** These enterprises sell their products or services to fund operations, provide scholarships, and reinvest in the business.
- **Cross-Disciplinary Collaboration:** Students from engineering, business, design, and other disciplines work together.



IMPACT:

STUDENTS:

- Career awareness - changing mindset
- Pathways to work, apprenticeships, & college
- Real world experience that challenges students
 - Success through failure: prototyping model
- Part of something bigger
- Business connections that lead directly to careers

SCHOOLS:

- Scalable Work-Based Learning/Internships
- Build tangible work-readiness skills
- Re-energize, retain, & attract teachers

MANUFACTURERS:

- Recruit and engage future local workforce
- Mentor and lead in your community
- Problem-solve with custom prototyping and new supplier resource



Regional SRMEs in PA



Northwest and North Central
Pennsylvania Counties



Success:

- **Manufacturing Talent Steam:** More than ½ of the students were not in a CTE program or considering manufacturing as a career prior to participation
- **Attracts Diversity:** male/female, various study tracks, college-bound and work-bound
- **Leadership-Presentation Opportunities:**
 - Visits from leaders - former Governor Tom Wolf, (2) Secretaries - Department of Education, (2) Secretaries - Department of Community and Economic Development (DCED)
 - Students host OPEN HOUSE, tours, and **present to** invited local leaders
 - Students & Industry – at 'Hill Day' in Washington DC
 - McDowell Manufacturing (2023)
 - Parkway Industrial (2024)
 - Lion Manufacturing (2025)



“Hill Day” in Washington DC: Lion Manufacturing (2025)

Notable Examples:

Lion Manufacturing Student Video



<https://fb.watch/vgVRllThOX/>

Clarion-
Limestone High
School

McDowell Manufacturing School Video



[McDowell
Manufacturing –
YouTube](#)

McDowell High
School

Dutch Manufacturing News Video



[Secretary of Education
visits Saint Marys High
School \(youtube.com\)](#)

Saint Marys
Area High
School



What you should know to replicate...

- Assess the school's current assets (equipment, faculty, curriculum, scheduling)
 - Include **Business** teachers
- Join school admin, faculty, & students in a **meeting with industry**
- **Utilize your regional MEP** - build relationships with regional/local manufacturing
- Identify and pursue potential **funding** opportunities
- Utilize **Student Run Manufacturing Enterprise (SRME)** <https://studentrunmfg.com>
 - Launch Package – Digital Playbook & Consulting
 - Microlesson Video Suite



Q & A

Contact:

REBECCA WALKER

President

STUDENT RUN MANUFACTURING ENTERPRISE

rwalker@studentrunMFG.com • 814.323.9772

8425 Peach Street • Erie, PA 16509

<http://studentrunMFG.com/>



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

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

STATEMENT OF COOPERATION

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

TERMS AND CONDITIONS OF THE AGREEMENT

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

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

PROGRAM OF ARTICULATION

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

COURSES FOR ADVANCED STANDING

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

ACCEPTANCE OF ARTICULATED CREDITS

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

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

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

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

LENGTH OF AGREEMENT

Termination of this agreement may be made by either party and must be in writing. This agreement will be in effect from August 1, 2025, through July 31, 2026, however, the agreement may be renewed or modified with the written consent of both institutions. Either institution may terminate this agreement by written notice of at least six (6) weeks in advance of the effective date of termination. Should this agreement be terminated, it is understood that the termination will not apply to students already accepted to Pennsylvania Highlands Community College under terms of this agreement, and currently enrolled in program classes at Pennsylvania Highlands Community College.

SIGNATURE

For Pennsylvania Highlands Community College:

For the Greater Johnstown Career and Technology Center

Steve Nunez

2025-08-05

President

Date

Executive Director

Date

Sam King

2025-07-31

Vice President of Academic Affairs & Student Services

Date

Joint Operation Committee Rep.

Date



101 Community College Way
Johnstown, PA 15904
814.262.6400 | 1.888.385.PEAK
www.pennhighlands.edu

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

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

STATEMENT OF COOPERATION

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

TERMS AND CONDITIONS OF THE AGREEMENT

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

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

PROGRAM OF ARTICULATION

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

COURSES FOR ADVANCED STANDING

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

- CUL151 Foods I
- CUL182 Baking and Pastry I
- BUS110 Introduction to Business
- CUL137 Food Sanitation and Safety Credential



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814.262.6400 | 1.888.385.PEAK
www.pennhighlands.edu

ACCEPTANCE OF ARTICULATED CREDITS

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

- A maximum of 11 credits can be received through the articulation process into the **Culinary Arts, A.A.S.** degree.
- Articulated credits will be applied toward graduation requirements for the degree.
- Articulated credits accepted by Pennsylvania Highlands will be listed on the student's transcript and credited toward program requirements but will not be included in the computation of the student's quality point average (Q.P.A.).
- Articulated credits will be posted after a student enrolls and matriculates at Pennsylvania Highlands.

LENGTH OF AGREEMENT

Termination of this agreement may be made by either party and must be in writing. This agreement will be in effect from August 1, 2025, through July 31, 2026, however, the agreement may be renewed or modified with the written consent of both institutions. Either institution may terminate this agreement by written notice of at least six (6) weeks in advance of the effective date of termination. Should this agreement be terminated, it is understood that the termination will not apply to students already accepted to Pennsylvania Highlands Community College under terms of this agreement, and currently enrolled in program classes at Pennsylvania Highlands Community College.

SIGNATURE

For Pennsylvania Highlands Community College:

For the Greater Johnstown Career and Technology Center:

Steve Nunez

2025-08-05

President

Date

Sam King

2025-07-31

Vice President of Academic Affairs & Student Services

Date

Executive Director

Date

Joint Operating Committee Rep.

Date



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Johnstown, PA 15904
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**Articulation Agreement Between
Pennsylvania Highlands Community College and
Greater Johnstown Career and Technology Center**

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

STATEMENT OF COOPERATION

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

TERMS AND CONDITIONS OF THE AGREEMENT

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

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

PROGRAM OF ARTICULATION

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

COURSES FOR ADVANCED STANDING

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

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



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814.262.6400 | 1.888.385.PEAK
www.pennhighlands.edu

ACCEPTANCE OF EARTICULATED CREDITS

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

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

LENGTH OF AGREEMENT

Termination of this agreement may be made by either party and must be in writing. This agreement will be in effect from August 1, 2025, through July 31, 2026, however, the agreement may be renewed or modified with the written consent of both institutions. Either institution may terminate this agreement by written notice of at least six (6) weeks in advance of the effective date of termination. Should this agreement be terminated, it is understood that the termination will not apply to students already accepted to Pennsylvania Highlands Community College under terms of this agreement, and currently enrolled in program classes at Pennsylvania Highlands Community College.

SIGNATURE

For Pennsylvania Highlands Community College:

For Greater Johnstown Career and Technology Center:

Steve Nuñez

2025-08-05

President

Date

Am Kyg

2025-07-31

Vice President of Academic Affairs & Student Services

Date

Executive Director

Date

Joint Operating Committee Rep.

Date



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814.262.6400 | 1.888.385.PEAK
www.pennhighlands.edu

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

**Graphic and Digital Design (10.0399)
To
Marketing, A.A.S**

STATEMENT OF COOPERATION

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

TERMS AND CONDITIONS OF THE AGREEMENT

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

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

PROGRAM OF ARTICULATION

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

COURSES FOR ADVANCED STANDING

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

- DSG110 Graphic Design



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www.pennhighlands.edu

ACCEPTANCE OF EARTICULATED CREDITS

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

- A maximum of 3 credits can be received through the articulation process into **the Marketing, A.A.S. program.**
- Articulated credits will be applied toward graduation requirements for the degree.
- Articulated credits accepted by Pennsylvania Highlands will be listed on the student's transcript and credited toward program requirements but will not be included in the computation of the student's quality point average (Q.P.A.).
- Articulated credits will be posted after a student enrolls and matriculates at Pennsylvania Highlands.

LENGTH OF AGREEMENT

Termination of this agreement may be made by either party and must be in writing. This agreement will be in effect from August 1, 2025, through July 31, 2026, however, the agreement may be renewed or modified with the written consent of both institutions. Either institution may terminate this agreement by written notice of at least six (6) weeks in advance of the effective date of termination. Should this agreement be terminated, it is understood that the termination will not apply to students already accepted to Pennsylvania Highlands Community College under terms of this agreement, and currently enrolled in program classes at Pennsylvania Highlands Community College.

SIGNATURE

For Pennsylvania Highlands Community College:

For Greater Johnstown Career and Technology Center:

Steve Nunez

2025-08-05

President

Date

Executive Director

Date

Jim King

2025-07-31

Vice President of Academic Affairs & Student Services

Date

Joint Operating Committee Rep.

Date



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

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

STATEMENT OF COOPERATION

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

TERMS AND CONDITIONS OF THE AGREEMENT

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

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

PROGRAM OF ARTICULATION

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

COURSES FOR ADVANCED STANDING

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

- HSC100 Medical Terminology
- HSC130 Basic Anatomy and Physiology



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814.262.6400 | 1.888.385.PEAK
www.pennhighlands.edu

ACCEPTANCE OF ARTICULATED CREDITS

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

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

LENGTH OF AGREEMENT

Termination of this agreement may be made by either party and must be in writing. This agreement will be in effect from August 1, 2025, through July 31, 2026, however, the agreement may be renewed or modified with the written consent of both institutions. Either institution may terminate this agreement by written notice of at least six (6) weeks in advance of the effective date of termination. Should this agreement be terminated, it is understood that the termination will not apply to students already accepted to Pennsylvania Highlands Community College under terms of this agreement, and currently enrolled in program classes at Pennsylvania Highlands Community College.

SIGNATURE

For Pennsylvania Highlands Community College:

For the Greater Johnstown Career and Technology Center:

Steve Nunez

2025-08-05

President

Date

Executive Director

Date

AmKey

2025-07-31

Vice President of Academic Affairs & Student Services

Date

Joint Operating Committee Rep.

Date



ARTICULATION AGREEMENT

BETWEEN

SAINT FRANCIS UNIVERSITY
DIVISION OF PROFESSIONAL STUDIES

AND

Greater Johnstown Career and Technology Center

Prepared by

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

&

Mr. John Augustine
Greater Johnstown Career and Technology Center

2025-2026

ARTICULATION AGREEMENT

Saint Francis University
and
Greater Johnstown Career and Technology Center

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

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

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

PRINCIPLES OF AGREEMENT

1. Greater Johnstown Career and Technology Center students are eligible to transfer into one of Saint Francis University's associate of science or bachelor of science degree completion programs offered through the Division of Professional Studies. *This agreement is not offered as a transfer to traditional day-time undergraduate programs.* If a student wishes to apply to traditional day-time undergraduate programs, he/she may do so by contacting the Office of Admissions (814-472-3100 or admissions@francis.edu). Transfer into the Division of Professional Studies programs can be done by contacting the office of DPS at (814-472-3012 or professionalstudies@francis.edu) or visiting www.francis.edu/professionalstudies.
2. Greater Johnstown Career and Technology Center students are eligible to transfer into the Associate of Applied Science (AAS), Specialized Studies program with a transfer of a maximum of 48 credits. Transferable credits will vary based on the credits earned for a specialized certificate at the students Greater Johnstown Career and Technology Center.
3. Greater Johnstown Career and Technology Center students are responsible to obtain, and submit an application for admission, and to submit an **OFFICIAL** transcript to Saint Francis University indicating successful completion of the secondary or post-secondary diploma. Potential students will be required to meet the admissions requirements for the program in which they choose to apply for admission. Students applying to the AAS, Specialized Studies program will be required to provide a copy of the certificate earned while attending Greater Johnstown Career and Technology Center.
4. This agreement provides Greater Johnstown Career and Technology Center eligible students and employees a twenty-five (25%) percent tuition reduction in courses matriculated through DPS, applicable as of the date this agreement is fully executed by the parties below. Students and employees must identify as students or employees at the time of application. This discount **does not** apply to traditional Saint Francis University courses and programs.
5. Saint Francis University may change its tuition rates at any time at its sole discretion and the reduction will be calculated based on the current tuition in effect for the applicable academic term for the enrolled program. Eligible employees and alumni shall not be entitled to any other reduction and are subject to all other admission and continuation requirements as set forth in the respective Saint Francis University policies and catalogs.
6. The determination of major program requirements for the associate of science and the associate of applied science degrees will be the responsibility of Saint Francis University. Transfer students will be held responsible for the requirements of a major, as well as general education requirements and other academic policies and

procedures, as published in the Saint Francis University catalog at the time of enrollment.

7. Any statute of limitations on the acceptance of Greater Johnstown Career and Technology Center transfer credit towards general education and major requirements will be consistent with the statute of limitations for all Saint Francis University students. Credits accepted in transfer will not be used by Saint Francis University in the computation of the student's grade-point-average or the awarding of academic honors.
8. All Greater Johnstown Career and Technology Center accredited secondary programs of study must be completed successfully and mastered on the secondary level. Each course of study of at least 720 clock hours and listed below will be accepted as the equivalent of six (6) credits into an associate degree program and twelve (12) credits into a bachelor's degree program at Saint Francis University.
 - CTC credits are transferable as listed below, for each associate degree program offered through Division of Professional Studies
 - Associate of Business Administration
 - BUS 101 Wall Street: Business in a Global Society
 - BUS Elective
 - Associate of Early Childhood Education*
 - EDUC250 Family, Community Relations in ECE
 - EDUC231 Child Growth and Development

**An evaluation of the CTC, ECE program will need to be completed to confirm that PDE competencies are being met.*
 - CTC credits earned for a specialized certificate at Greater Johnstown Career and Technology Center are transferable for up to 48 credits for the Associate of Applied Science, Specialized Studies program offered through the Division of Professional Studies.
 - CTC credits are transferable as twelve (12) credits of free electives into any of the Bachelor of Art or Bachelor of Science programs.
9. Both Greater Johnstown Career and Technology Center and Saint Francis University will publicize and promote this agreement to potential and current students, faculty, staff, alumni, and the general public. Saint Francis University staff will be invited to any transfer advising sessions, career days, or open houses; and will provide transfer admissions materials to students requesting such information. Greater Johnstown Career and Technology Center will announce to its current students and to its alumni when Saint Francis University is holding open houses for possible transfer students. Saint Francis University will be included on the web listing and other pertinent materials regarding transfer and articulation agreement

programs. Appropriate logos and other marketing materials will be provided to the Greater Johnstown Career and Technology Center for such use.

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

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

CONTACTS FOR COORDINATION:

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

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

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

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

APPROVALS:

Signature: Amanda Harrington

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

DATE: Jul 29, 2025

Signature: Amanda Harrington

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

DATE: Jul 29, 2025

Revised 2025-2026

Signature: *Amanda Harrington*

Email: aharrington@gjctc.org



GJCTC DUEL ENROLLMENT PROGRAM

If a student enrolls in the postsecondary Electrical Technology or HVAC program, the cost savings for the 2025-2026 year will be \$1,178 off of the program tuition (\$10,600); for Mobile Equipment Operations, the savings is \$1,620 off of the program tuition (\$16,200).

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

Mobile Equipment Operations

Electrical Technology

HVAC Technology



For More Information 814•266•1300

MEMORANDUM OF UNDERSTANDING

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

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

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

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

Steps:

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

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

Program Administration:

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

Core Curriculum:

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

Total 7.65 credits and/or 80 Clock Hours

Benefits to Student:

If a student enrolls in the postsecondary Electrical Technology or HVAC program, the cost savings for the 2025-2026 year will be \$1,178 off of the program tuition (\$10,600); for Mobile Equipment Operations, the savings is \$1,620 off of the program tuition (\$16,200).

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



**GREATER JOHNSTOWN CAREER AND TECHNOLOGY
CENTER 445 Schoolhouse Road, Johnstown, PA 15904**



**Building and Grounds Committee
Meeting Minutes – August 6, 2025**

2025 Sub-Committee Members

Mr. Dave Hudak - Chairman
Mr. Gene Pentz
Mr. Stephen Thompson
Mr. Mark Portante

The following members were present:

Mr. Gene Pentz
Mr. Mark Portante

Others present:

Mr. Galen George, JOC President
Mr. Tom Mitchell, GJCTC Chief School Administrator
Mr. John S. Augustine II, Administrative Director
Mrs. Tricia Rummel, Assistant Director
Mr. Matthew Zern, Financial Officer
Mr. Randy Roxby, Supervisor of Building and Grounds
Mrs. Joan Pritts, Confidential Recording Secretary

A. New Business

1. Reviewed the following:
 - a.) PALCO generator Preventive Maintenance Contract – The Committee approved the annual Preventative Maintenance contract at a cost of \$947.00/year.
 - b.) Second Floor B/C Bathroom Floor quotes - Lowest quote - Laurel Ridge Flooring- \$9750.00 – The Committee approved to accept the lowest quote.
 - c.) PennDOT's new final offer increased by \$5,000.00 to \$35,000. Special thanks to Attorney Ron Repak for his efforts. The Committee agreed to accept this offer for right of way passage.
 - d.) House project plans/Elton Rd. – Committee agreed to approve the following:
 1. Completion of Tiny House
 2. Demolition of the existing structure
 3. Temporary construction trailer - Mr. Galen George offered the use of one at no cost to GJCTC.
 4. Divide the property into three (3) lots - to build three (3) "ranch" style houses
 5. A suggestion was made to utilize an existing hoop barn to aid in construction during inclement weather.
 6. Penelec Update – The Solicitor reached out to Penelec regarding outages. Penelec's response was that the power outages were only recorded twice. They only count outages that last for more than 15 minutes. TEN is to install a 3rd party monitoring system.

B. FYI Updates

1. Maintenance/Custodial Staff
 - a.) Two (2) Internal maintenance personnel have passed out in-house testing.
 1. Committee approved the recommendation of two (2) maintenance staff
 2. Josh Fronheiser and Ken Larson
 - b.) The remaining Custodial Team consists of:

1. Sarah Rush, Julie Kopach, and Isaiah Mattis
2. Substitute Custodians: Zach Berkey and Zach Blank
3. There will be a four-person rotation on weekend call.
2. East Hills Door Replacement
 - a.) Items to be replaced in the next few weeks include:
 1. Doors, jam, closer and ADH Seals
3. 50/50 Heating Grant – Cab heaters. Everything is on -site.
4. Paving Project – L & M Sealing/Paving
 - a.) All tenants have been notified
 - b.) Line painting “as is” is included
5. Tour Welding – new wall covering initiative.
 - a.) The Committee was impressed and support changes to welding shop area and encouraged to expanding the changes to other shop areas.

Proposal Outline: Battle Bots Team

1. Title Page/Heading

- **Proposed Team Name:** SpartanBots (I would like the kids to name it officially)
 - **Teacher Sponsors:** Scott Pritts, Brody Kieta, Shelby Kieta
 - **Date:** September 18, 2025
-

2. Introduction / Purpose

Why start a Battle Bots Team at GJCTC?

Starting a Battle Bots program would give our students a fun, hands-on way to pull together skills from welding, robotics, machining, and design while working as a team. It gives them a chance to take what they're learning in class and push it further—problem solving, working under pressure, and learning how to bounce back when something doesn't go right. This type of program also brings energy and excitement to our school, helps with student recruitment, and opens doors for community and industry support.

How does this align with CTE pathways?

Robotics competitions are a natural extension of what we already teach in our CTE programs. Students get more time to practice, experiment, and collaborate across programs. They'll use the same technical and soft skills they'll need in the workforce: welding and fabrication, machining and design, robotics programming, and leadership and communication. It's a great way to bridge classroom learning with real-world challenges.

What value does this bring to students?

- Build teamwork skills while learning to rely on each other's strengths.
 - Practice technical innovation by designing, fabricating, wiring, and programming a working robot.
 - Gain competition experience, thinking fast, troubleshooting, and showing their skills against other schools all of which prepares them for certifications, apprenticeships, and future careers.
-

3. Objectives

- **Enhance Technical Skills** – Give students hands-on experience with welding, machining, robotics, electronics, and design while building competitive robots.
- **Promote Teamwork & Collaboration** – Bring together students from multiple programs to mirror the way real industry teams work.

- **Foster Innovation & Problem-Solving** – Encourage students to think outside the box, troubleshoot, and adapt.
 - **Develop Career Readiness** – Build technical and soft skills that employers look for: leadership, communication, and resilience.
 - **Increase Student Engagement & Visibility** – Boost school spirit and recruitment while highlighting GJCTC's innovation to the community.
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4. Structure of the Team

Who can join?

Any student who is willing to put in the time, effort, and teamwork it takes to design, build, and compete. No experience needed—just a good work ethic and creativity.

Roles on the Team:

- **Team Captain/Project Manager** – Keeps everyone on task, organizes schedules, and makes sure deadlines are met.
- **Design & CAD Lead** – Creates designs and drawings using CAD software.
- **Fabrication/Welding Lead** – Handles frame and armor building, welding, machining, and assembly.
- **Electrical/Controls Tech** – Takes care of wiring, batteries, and electronics.
- **Programming & Drive Team** – Programs controls and drives the robot in competition.
- **Strategy & Pit Crew** – Works on match strategy and quick repairs during competitions.

Faculty sponsors provide oversight and make sure safety comes first.

5. Activities / Responsibilities

- Design, build, and test competition-ready robots.
 - Practice driving and troubleshooting.
 - Compete in local, regional, and possibly national events (like BotsIQ).
 - Showcase robots at school events to promote STEM.
 - Maintain a safe and organized workspace.
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6. Benefits

- **For Students:** Hands-on STEM application, portfolio projects, leadership opportunities, and competition experience.
- **For School & Community:** Builds school spirit, strengthens recruitment, and shows off GJCTC as a leader in STEM innovation.

7. Resources Needed

- Faculty sponsor oversight.
- Dedicated workspace for building and testing.
- Access to machine shop tools, CNC, welding, and electronics equipment.
- Budget for materials (metal, motors, batteries, controllers, safety gear).
- Competition registration fees and travel funds.

8. Oversight / Accountability

- Faculty sponsor ensures strict safety protocols.
- Students sign and follow a safety contract.
- Budget is tracked and reported with transparency.
- Regular updates are shared with administration and the board.

9. Timeline

- **Phase 1 (Fall):** Recruit team and provide basic training.
- **Phase 2 (Winter):** Design and build robots.
- **Phase 3 (Spring):** Competition prep and participation (BotsIQ).
- **Evaluation:** End-of-year review of skills gained, team performance, and planning for next year.

10. Conclusion

Launching a Battle Bots team at GJCTC would give our students an exciting way to apply their skills, work together, and represent our school in a positive light. The SpartanBots would not only prepare students for future careers but also build school pride and community connections.