

CENTRAL PENNSYLVANIA INSTITUTE OF SCIENCE AND TECHNOLOGY
PLEASANT GAP, PENNSYLVANIA

JOINT OPERATING COMMITTEE
REGULAR MEETING - 5:30 P.M.

MONDAY, AUGUST 8, 2022

BOARDROOM - CENTRAL PENNSYLVANIA INSTITUTE OF SCIENCE AND TECHNOLOGY

A G E N D A

- I. CALL TO ORDER
- II. ROLL CALL
- III. RECOGNITION OF VISITORS
- IV. REPORTS, PRESENTATIONS, OR COMMENTS BY VISITORS
Time limit of five minutes per presentation.
- V. PRESENTATIONS OR REPORTS
- VI. MINUTES
 - A. A motion to approve the minutes of the June 20, 2022 regular meeting.
- VII. TREASURER'S REPORT AND PREPAID AND CURRENT BILLS
 - A. A motion to approve the treasurer's reports to be filed for audit and approval of the prepaid and current bills as presented.
- VIII. OLD BUSINESS
- IX. NEW BUSINESS
 - A. Mrs. MaryAnn Volders – Vice-President, Secondary Education's Report
 - B. Mr. Todd Taylor – Vice President, Adult/Post-Secondary Education's Report
 - C. Mr. Rick Carra – Director of Facilities' Report
 - D. Mr. Craig Livergood – Business Manager's Report
 - E. Dr. Richard C. Makin – President's Report
 - F. Mrs. Tammie Burnaford – Chief School Administrator's Report
- X. CONSENT AGENDA
All matters taken under this section are considered routine, and action will be taken by one motion. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and considered separately.
 - A. ADMINISTRATIVE
 - 1. Approval of the 2022-2023 Secondary Education Goals.
(Attachment #1)
 - 2. Approval of the 2022-2023 Student-Parent Handbook revisions.
(Attachment #2)

3. *Approval of the 2022-2023 Faculty-Staff Handbook revisions. (Attachment #3)*
4. *Approval of the 2022-2023 Post-Secondary Education Student Handbook. (Attachment #4)*
5. *Approval of the Memorandum of Understanding with the Bureau of Career and Technical Education for participation in the 2022-2023 Technical Assistance Program. (Attachment #5)*
6. *Approval of the 2022-2023 Emergency Instructional Time Template. (Attachment #6)*
7. *Approval of the 2022-2023 Flexible Instructional Day Program plan. (Attachment #7)*
8. *Approval to accept a PAsmart Advancing Grant 2022 in the amount of \$500,000 for the IDEA (Innovation, Design, Entrepreneurship, and Action) Hub space.*
9. *Approval to purchase cameras and door alarms at a cost of up to \$70,000 as part of the School Mental Health and Safety & Security Grant. These purchases help satisfy Tier 1 Safety and Security obligations required by the grant.*
10. *Approval to purchase equipment for the Water and Wastewater/Solar Photovoltaic Apprenticeship program in the amount of \$260,593. CPI will be reimbursed for equipment purchases in these programs by Advance Central PA.*
11. *Approval of a Software as a Service (SaaS) proposal from Campus Café for Adult/Post-Secondary Education with an implementation cost of \$19,800 and a monthly SaaS fee of \$1,600. (Attachment #8)*

B. PERSONNEL

1. *Approval to accept the resignation of Margaret Herbstritt, Nurse Aide instructor, retroactive to July 31, 2022.*
2. *Approval to accept the resignation of Andrew King, Adult Diesel Technology Instructor, retroactive to August 5, 2022.*
3. *Approval to accept the resignation of Joseph Luther, Horticulture/Landscaping instructor, retroactive to July 31, 2022.*
4. *Approval of the following advisors for the 2022-2023 school year with a stipend per the collective bargaining agreement:*
Mr. John Fike – SkillsUSA
Mr. Brian Hummel – SkillsUSA
Mrs. Alicia Kitchen – SkillsUSA
5. *Approval to hire Jennifer Braum, Esq. to teach Technical Writing (3 credits, 36 hours) Fall Term, starting August 22, 2022 at a rate of \$1,800 for the course. Pending receipt of the FBI Criminal Background Check.*
6. *Approval to hire Darin Claar as a Diesel Technology Teaching Assistant at an hourly rate of \$26.00, retroactive to August 1, 2022. Pending receipt of the FBI Criminal Background Check, and Recognizing and Reporting Child Abuse Training Certificate.*
7. *Approval to hire Shane Dickey as an adjunct instructor at the Centre County Public Safety Training Center at an hourly rate of*

\$21.00 and \$17.00 for lead instructor and assistant instructor responsibilities respectively, retroactive to June 23, 2022. All clearances have been received.

8. *Approval to hire Karen Mellott as a Practical Nursing Instructor at a salary of \$55,250.00 effective August 9, 2022. All clearances have been received.*
9. *Approval to hire a part-time Mental Health Coordinator to coordinate and provide services not to exceed \$70,000 as part of the School Mental Health and Safety & Security Grant. This position helps satisfy Tier 1 Mental Health obligations required by the grant.*
10. *Approval to make salary adjustments per the memorandum from the President. (Handout)*
11. *Approval for Andrew Brill, Natural Gas Compression instructor, to attend an Ariel Corporation training in Mount Vernon, OH retroactive to July 18-22, 2022.*
12. *Approval for the President to appoint staff to vacancies not yet filled or to those that become open until the Board can take action at the next regular meeting on September 12, 2022.*

C. *INFORMATION*

1. *Adult Full-Time Program Enrollment Update as of July 28, 2022. (Attachment #9)*
2. *2022-2023 Projected Secondary and Intergenerational Enrollment figures as of July 28, 2022. (Attachment #10)*
3. *CPI will have a booth at the Centre County Grange Fair from August 19-27, 2022.*
4. *Roof restoration project update. (Attachment #11)*

XI. *ADJOURNMENT*

XII. *EXECUTIVE SESSION*

Executive Session, if necessary, for the discussion of matters of employment, real estate, litigation, collective bargaining, safety and other matters which if conducted in public would violate lawful privilege as defined by Act 84.

RCM/tab

The regular meeting of the Central Pennsylvania Institute of Science and Technology Joint Operating Committee was held in the President's Suite at the Central Pennsylvania Institute of Science and Technology, Pleasant Gap, PA on Monday, June 20, 2022.

Present were:

Committee Members: Mrs. Kimberly Weaver
Ms. Mary Ann Hamilton
Mr. Jack Bechdel
Mr. Allen Miller
Dr. Brian Griffith, Superintendent of Record
Mr. Craig Livergood, non-voting Treasurer
Mrs. Theresa Brickley, non-voting Secretary

Staff Members: Dr. Richard C. Makin
Mrs. MaryAnn Volders
Mr. Rick Carra
Dr. Scott Etter, Solicitor

Visitors: Ms. Ayla Hearn, Student
Mrs. Tammie Burnaford

Mrs. Weaver called the regular meeting to order at 5:33 p.m.

Roll was called: Mrs. Weaver, Ms. Hamilton, Mr. Bechdel, and Mr. Miller were present. Mrs. Greene was absent.

Ms. Hamilton moved, seconded by Mr. Miller, approval of the minutes of the regular meeting held on May 9, 2022. All in favor. Motion carried.

Ms. Hamilton moved, seconded by Mr. Miller, approval of the Treasurer's reports to be filed for audit and approval of the prepaid and current bills as presented.

Roll call vote as follows:

Mr. Miller	yes	Ms. Hamilton	yes	Mrs. Weaver	yes
Mr. Bechdel	yes				

Motion carried.

Old Business:

There was no old business.

New Business:

Vice-President of Secondary Education:

Mrs. Volders reported on Senior Certificate and Awards Night; FFA competition results; \$20,000 First Energy Foundation grant to install poles at the CCPSTC for linemen training; SkillsUSA National

Competitions; NTHS and FCCLA advisors for 2022-2023; Career Pathways; National Signing Day; and an update on the PA Smart Grant in the amount of \$510,000 to start the IDEA Hub in conjunction with the sending school districts.

Director of Facilities:

Mr. Carra gave an update on the roof restoration project including change orders. He also reported on the Health Science Building preconstruction constructability review.

Business Manager:

Mr. Livergood gave a handout regarding the budget and reviewed the budget. He also reported on the land lease agreement with Tom Ault, and his appointment as treasurer for 2022-2023.

President:

Dr. Makin reported on the Nurse Aide Handbook revisions; roof restoration project change orders; Denise Shultz unpaid leave request; Family and Medical Leave Act (FMLA) for employee #22-02; new hire Leigh-Anne Hall as a per-diem Practical Nursing instructor; Andrew Brill's out of state training in Lafayette, LA June 12-25; resignation of Ariel Bryan, Practical Nursing instructor; assignment and compensation memo regarding Guy Woodard and Kevin King; Adult/Post-Secondary enrollment; 2022-2023 projected secondary enrollment; Practical Nursing graduation will be held July 6, 2022; Nurse Aide graduation will be held June 22, 2022; EDA grant for the Health Science Building; Physical Therapy Assistant program is pending revision; update on the Occupational Therapy Assistant program; and the next JOC meeting will be held on Monday, August 8, 2022.

Dr. Makin thanked Mr. Griffith for his guidance and counsel during his term as Superintendent of Record and Mr. Bechdel for his service to CPI. He welcomed Tammie Burnaford as the incoming Superintendent of Record.

Superintendent of Record:

Dr. Griffith gave his appreciation to everyone here tonight for making his job as Superintendent of Record easy. Everyone's experience and background makes the place go. He gave thanks to Dr. Makin and his team.

Ms. Hamilton moved, seconded by Mr. Miller, approval of the 2022-2023 Final General Operating Fund Budget/ Secondary Education with total revenues of \$4,828,745 and expenditures of \$4,828,745, contingent on approval of the respective school district budgets; approval of the 2022-2023 Final General Operating Fund Budget/ Adult & Post-Secondary Education with total revenues of \$4,004,650 and expenditures of \$4,221,328; approval of a one-year lease agreement with Tom Ault retroactive to November 1, 2021 through October 31, 2022; approval of Nurse Aide Handbook revisions; approval for two (2) student competitors, two (2) chaperones and one (1) competition chair to attend the National Leadership and Skills Conference in Atlanta, GA on June 20-24, 2022; approval for the President to execute change orders for the roof restoration project not to exceed \$25,000 with ratification to follow by the JOC; approval of an agreement with Alexander Building Construction Company for a preconstruction constructability review of the Health Sciences Building construction documents in the amount of \$18,152; approval of not more than four (4) unpaid leave days for Denise Shultz, Benefits

Coordinator, from June 3-30, 2022; approval of Family Medical Leave of Absence (FMLA) for employee #22-02; approval to hire Leigh-Anne Hall as a per diem Practical Nursing instructor at an hourly rate of \$27.50 effective June 21, 2022, pending receipt of the FBI Criminal Background Check, Pennsylvania State Police Criminal History Report, Pennsylvania Child Abuse History Certification, and Recognizing and Reporting Child Abuse Training Certificate; approval for Andrew Brill, Natural Gas Compression instructor, to attend Advance CAT Engine Training with K&R Operating in Lafayette, LA retroactive to June 12-25, 2022; approval of the following advisors for the 2022-2023 school year with a stipend per the collective bargaining agreement: Mrs. Erin Gearhart – National Technical Honor Society, Mr. Timothy Beckenbaugh – FCCLA; approval to appoint Craig Livergood as Joint Operating Committee Treasurer for the 2022-2023 school year; approval to accept the resignation of Ariel Bryan, Practical Nursing instructor, effective July 7, 2022; and approval for the President to appoint staff to vacancies not yet filled or to those that become open until the Board can take action at the next regular meeting on August 8, 2022.

Roll call vote as follows:

Mr. Miller	yes	Ms. Hamilton	yes	Mrs. Weaver	yes
Mr. Bechdel	yes				

Motion carried.

Mrs. Weaver announced that an executive session will be held following the regular meeting to discuss matters of safety that if disclosed would be reasonably likely to jeopardize or threaten public safety and preparedness.

Ms. Hamilton moved, seconded by Mr. Miller to adjourn.

At 6:10 p.m. Mrs. Weaver adjourned the meeting.

Secretary



Payment of Bills Summary

May 31, 2022

Account	From Check #	To Check #	Total Amount	Date From	Date To
Operating	47829	47979 + PR Trans	1,604,079.75	5/1/2022	5/31/2022
Payroll	DD, ACH & 6576	DD, ACH & 6578	210,822.85	5/1/2022	5/31/2022
Capital Project	1728	1730	159,383.60	5/1/2022	5/31/2022
CCPSTC	3374	3396	103,441.51	5/1/2022	5/31/2022

Treasurer's Report

May 31, 2022

CPI Bank Accounts	Opening Balance 5/1/2022	Deposits	Expenditures	Net Sweep Transfers In/(Out)	Reconciled Balance 5/31/2022
Operating	215,517.59	1,463,135.62	1,604,079.75	190,844.81	265,418.27
Operating Sweep	790,538.28	214.90	-	(190,844.81)	599,908.37
Payroll	2,501.56	210,826.99	210,822.85	-	2,505.70
Capital Project	123,129.66	983,580.80	159,383.60	-	947,326.86
Capital Proj. House	41,934.15	21.77	-	-	41,955.92
CCPSTC	140,158.03	3,359.82	103,441.51	-	40,076.34
TOTALS:	1,313,779.27	2,661,139.90	2,077,727.71	-	1,897,191.46

NOTES:



Payment of Bills Summary

June 30, 2022

Account	From Check #	To Check #	Total Amount	Date From	Date To
Operating	47980	48178 + PR Trans	988,417.25	6/1/2022	6/30/2022
Payroll	DD, ACH & 6579	DD, ACH & 6590	221,768.45	6/1/2022	6/30/2022
Capital Project	-	-	-	6/1/2022	6/30/2022
CCPSTC	3397	3419	7,094.81	6/1/2022	6/30/2022

Treasurer's Report

June 30, 2022

CPI Bank Accounts	Opening Balance 6/1/2022	Deposits	Expenditures	Net Sweep Transfers In/(Out)	Reconciled Balance 6/30/2022
Operating	265,418.27	753,345.24	988,417.25	228,014.97	258,361.23
Operating Sweep	599,908.37	217.20	-	(228,014.97)	372,110.60
Payroll	2,505.70	221,766.59	221,768.45	-	2,503.84
Capital Project	947,326.86	720.32	-	-	948,047.18
Capital Proj. House	41,955.92	31.04	-	-	41,986.96
CCPSTC	40,076.34	6,197.89	7,094.81	-	39,179.42
TOTALS:	1,897,191.46	982,278.28	1,217,280.51	-	1,662,189.23

NOTES:

FUND ACCOUNTING PAYMENT REGISTER

Bank Account: GF - GENERAL FUND **Payment Dates:** 06/01/2022 - 06/30/2022

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

Sort: Payment Number

Payment #	Trans Date	Trans #	PO #/Proc Ctrl#	Invoice #	Account Code	ASN	Amount
0000047980	06/01/2022	LE2640500001	2200001210	M072487	10-2360-330-000-40-236-000-000-0000	16330236	250.00
ACCSC-ACCSC				Order ID O-1	Payment Date: 06/01/2022	Payment Amt:	250.00
0000047981	06/01/2022	AP2640200055			10-2620-580-000-30-260-000-000-0000	13580260	120.67
0000047981	06/01/2022	AP2640200056			10-6999-000-000-30-330-000-000-0000	13699330	400.00
0000047981	06/01/2022	AP2640200057			10-2360-580-000-30-236-000-000-0000	13580236	129.61
0000047981	06/01/2022	AP2640200058			10-1380-640-000-30-840-000-000-0000	13640840	1.98
0000047981	06/01/2022	AP2640200059			10-1380-640-000-30-840-000-000-0000	13640840	99.00
0000047981	06/01/2022	AP2640200060			10-1610-610-000-40-875-000-000-0000	16610875	497.68
0000047981	06/01/2022	AP2640200061			10-1380-580-000-30-845-000-000-0000	13580845	160.00
0000047981	06/01/2022	AP2640200062			10-1330-610-000-30-330-000-000-0000	13610330	50.00
0000047981	06/01/2022	AP2640200063			10-1380-580-000-30-835-000-000-0000	13580835	84.07
0000047981	06/01/2022	AP2640200064			10-1610-580-000-40-892-000-000-0000	16580892	45.58
0000047981	06/01/2022	AP2640200065			10-2360-610-000-40-236-000-000-0000	16610236	225.00
0000047981	06/01/2022	AP2640200066			10-1610-580-000-42-820-000-000-0000	1658082042	1,496.76
0000047981	06/01/2022	AP2640200067			10-2360-580-000-40-236-000-000-0000	16580236	293.56
0000047981	06/01/2022	AP2640200068			10-1610-580-000-40-875-000-000-0000	16580875	777.67
0000047981	06/01/2022	AP2640200069			10-1610-540-000-40-236-000-000-0000	16540236	500.00
0000047981	06/01/2022	AP2640200070			10-2360-610-000-40-236-000-000-0000	16610236	60.39
0000047981	06/01/2022	AP2640200071			10-1610-430-000-40-835-000-000-0000	16430835	390.00
0000047981	06/01/2022	AP2640200072			10-2360-610-000-40-236-000-000-0000	16610236	8.95
0000047981	06/01/2022	AP2640200073			10-2360-610-000-40-236-000-000-0000	16610236	520.00

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

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Sort: Payment Number

Payment #	Trans Date	Trans #	PO #/Proc Ctrl#	Invoice #	Account Code	ASN	Amount
0000047981	06/01/2022	AP2640200074			10-2360-610-000-40-236-000-000-0000	16610236	8.95
0000047981	06/01/2022	AP2640200075			10-2360-610-000-40-236-000-000-0000	16610236	520.00
0000047981	06/01/2022	AP2640200076			10-2360-610-000-40-236-000-000-0000	16610236	31.78
0000047981	06/01/2022	AP2640200077			10-1610-610-000-40-892-000-000-0000	16610892	2,160.00
FNBCOMCC-FNB COMMERCIAL CREDIT CARD				Order ID O-1	Payment Date: 06/01/2022	Payment Amt:	8,581.65
0000047982	06/01/2022	AP2640200054			10-1380-610-000-30-830-000-000-0000	13610830	316.03
KITCHENA-ALICIA KITCHEN				Order ID O-1	Payment Date: 06/01/2022	Payment Amt:	316.03
0000047983	06/01/2022	AP2640200025			10-1380-890-000-30-872-000-000-0000	13890872	100.00
ZZZZZ-Abby E. Palmer					Payment Date: 06/01/2022	Payment Amt:	100.00
0000047984	06/01/2022	AP2640200024			10-1380-890-000-30-872-000-000-0000	13890872	100.00
ZZZZZ-Caitlyn L. Bechdel					Payment Date: 06/01/2022	Payment Amt:	100.00
0000047985	06/01/2022	AP2640200023			10-1380-890-000-30-872-000-000-0000	13890872	100.00
ZZZZZ-Abigail L. Billett					Payment Date: 06/01/2022	Payment Amt:	100.00
0000047986	06/01/2022	AP2640200022			10-1380-890-000-30-872-000-000-0000	13890872	100.00
ZZZZZ-Colton J. Deitrich					Payment Date: 06/01/2022	Payment Amt:	100.00
0000047987	06/01/2022	AP2640200021			10-1380-890-000-30-872-000-000-0000	13890872	150.00
ZZZZZ-Haley F. Watson					Payment Date: 06/01/2022	Payment Amt:	150.00
0000047988	06/01/2022	AP2640200020			10-1380-890-000-30-872-000-000-0000	13890872	500.00
ZZZZZ-Elizabeth M. Spicher					Payment Date: 06/01/2022	Payment Amt:	500.00

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

FUND ACCOUNTING PAYMENT REGISTER

Bank Account: GF - GENERAL FUND **Payment Dates:** 06/01/2022 - 06/30/2022

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

Sort: Payment Number

Payment #	Trans Date	Trans #	PO #/Proc Ctrl#	Invoice #	Account Code	ASN	Amount
0000047989	06/01/2022	AP2640200019			10-1380-890-000-30-872-000-000-0000	13890872	750.00
ZZZZZ-Barry D. Decker					Payment Date: 06/01/2022	Payment Amt:	750.00
0000047990	06/01/2022	AP2640200018			10-1380-890-000-30-872-000-000-0000	13890872	500.00
ZZZZZ-Andrew M. McChesney					Payment Date: 06/01/2022	Payment Amt:	500.00
0000047991	06/01/2022	AP2640200017			10-1380-890-000-30-872-000-000-0000	13890872	100.00
ZZZZZ-Emma R. Shawley					Payment Date: 06/01/2022	Payment Amt:	100.00
0000047992	06/01/2022	AP2640200016			10-1380-890-000-30-872-000-000-0000	13890872	100.00
ZZZZZ-Collin J. Winnett					Payment Date: 06/01/2022	Payment Amt:	100.00
0000047993	06/01/2022	AP2640200015			10-1380-890-000-30-872-000-000-0000	13890872	100.00
ZZZZZ-Christopher L. Robinson					Payment Date: 06/01/2022	Payment Amt:	100.00
0000047994	06/01/2022	AP2640200014			10-1380-890-000-30-872-000-000-0000	13890872	100.00
ZZZZZ-Dawson T. Lee					Payment Date: 06/01/2022	Payment Amt:	100.00
0000047995	06/01/2022	AP2640200013			10-1380-890-000-30-872-000-000-0000	13890872	50.00
ZZZZZ-Daniel S. Gray					Payment Date: 06/01/2022	Payment Amt:	50.00
0000047996	06/01/2022	AP2640200012			10-1380-890-000-30-872-000-000-0000	13890872	50.00
ZZZZZ-Caleb R. Bennett					Payment Date: 06/01/2022	Payment Amt:	50.00
0000047997	06/01/2022	AP2640200011			10-1380-890-000-30-872-000-000-0000	13890872	50.00
ZZZZZ-Gage M. Whitehill					Payment Date: 06/01/2022	Payment Amt:	50.00
0000047998	06/01/2022	AP2640200010			10-1380-890-000-30-872-000-000-0000	13890872	500.00

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

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Sort: Payment Number

Payment #	Trans Date	Trans #	PO #/Proc Ctrl#	Invoice #	Account Code	ASN	Amount
ZZZZZ-Andrew M. McChesney					Payment Date: 06/01/2022	Payment Amt:	500.00
0000047999	06/01/2022	AP2640200009			10-1380-890-000-30-872-000-000-0000	13890872	50.00
ZZZZZ-Chandler L. Burns					Payment Date: 06/01/2022	Payment Amt:	50.00
0000048000	06/01/2022	AP2640200008			10-1380-890-000-30-872-000-000-0000	13890872	50.00
ZZZZZ-Brayden M. Comly					Payment Date: 06/01/2022	Payment Amt:	50.00
0000048001	06/01/2022	AP2640200007			10-1380-890-000-30-872-000-000-0000	13890872	500.00
ZZZZZ-Corbyn M.G. Edmonds					Payment Date: 06/01/2022	Payment Amt:	500.00
0000048002	06/01/2022	AP2640200006			10-1380-890-000-30-872-000-000-0000	13890872	500.00
ZZZZZ-Colby W. Lohr					Payment Date: 06/01/2022	Payment Amt:	500.00
0000048003	06/01/2022	AP2640200005			10-1380-890-000-30-872-000-000-0000	13890872	500.00
ZZZZZ-Barry D. Decker					Payment Date: 06/01/2022	Payment Amt:	500.00
0000048004	06/01/2022	AP2640200004			10-1380-890-000-30-872-000-000-0000	13890872	200.00
ZZZZZ-Harley G. Benner					Payment Date: 06/01/2022	Payment Amt:	200.00
0000048005	06/01/2022	AP2640200003			10-1380-890-000-30-872-000-000-0000	13890872	150.00
ZZZZZ-Colton J. Deitrich					Payment Date: 06/01/2022	Payment Amt:	150.00
0000048006	06/01/2022	AP2640200002			10-1380-890-000-30-872-000-000-0000	13890872	200.00
ZZZZZ-Ashton B. Phillips					Payment Date: 06/01/2022	Payment Amt:	200.00
0000048007	06/01/2022	AP2640200001			10-1380-890-000-30-872-000-000-0000	13890872	100.00

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Payment #	Trans Date	Trans #	PO #/Proc Ctrl#	Invoice #	Account Code	ASN	Amount
ZZZZZ-Caitlyn L. Bechdel					Payment Date: 06/01/2022	Payment Amt:	100.00
0000048008	06/01/2022	AP2640200050			10-1380-890-000-30-872-000-000-0000	13890872	100.00
ZZZZZ-Railey A. Zeigler					Payment Date: 06/01/2022	Payment Amt:	100.00
0000048009	06/01/2022	AP2640200049			10-1380-890-000-30-872-000-000-0000	13890872	100.00
ZZZZZ-Noah C. Fetterolf					Payment Date: 06/01/2022	Payment Amt:	100.00
0000048010	06/01/2022	AP2640200048			10-1380-890-000-30-872-000-000-0000	13890872	200.00
ZZZZZ-Miya L. Barton					Payment Date: 06/01/2022	Payment Amt:	200.00
0000048011	06/01/2022	AP2640200047			10-1380-890-000-30-872-000-000-0000	13890872	200.00
ZZZZZ-Joseph D. Shawley					Payment Date: 06/01/2022	Payment Amt:	200.00
0000048012	06/01/2022	AP2640200046			10-1380-890-000-30-872-000-000-0000	13890872	200.00
ZZZZZ-Sabrina M. Corman					Payment Date: 06/01/2022	Payment Amt:	200.00
0000048013	06/01/2022	AP2640200045			10-1380-890-000-30-872-000-000-0000	13890872	500.00
ZZZZZ-Matthew J. Meeker					Payment Date: 06/01/2022	Payment Amt:	500.00
0000048014	06/01/2022	AP2640200044			10-1380-890-000-30-872-000-000-0000	13890872	500.00
ZZZZZ-Quinton D. Reed					Payment Date: 06/01/2022	Payment Amt:	500.00
0000048015	06/01/2022	AP2640200043			10-1380-890-000-30-872-000-000-0000	13890872	750.00
ZZZZZ-Paige A. Shivery					Payment Date: 06/01/2022	Payment Amt:	750.00
0000048016	06/01/2022	AP2640200042			10-1380-890-000-30-872-000-000-0000	13890872	150.00

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

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Payment #	Trans Date	Trans #	PO #/Proc Ctrl#	Invoice #	Account Code	ASN	Amount
ZZZZZ-James A. Guiser					Payment Date: 06/01/2022	Payment Amt:	150.00
0000048017	06/01/2022	AP2640200041			10-1380-890-000-30-872-000-000-0000	13890872	1,000.00
ZZZZZ-Miya L. Barton					Payment Date: 06/01/2022	Payment Amt:	1,000.00
0000048018	06/01/2022	AP2640200040			10-1380-890-000-30-872-000-000-0000	13890872	50.00
ZZZZZ-Isaiah A. Hodge					Payment Date: 06/01/2022	Payment Amt:	50.00
0000048019	06/01/2022	AP2640200039			10-1380-890-000-30-872-000-000-0000	13890872	100.00
ZZZZZ-Justin L. Smith					Payment Date: 06/01/2022	Payment Amt:	100.00
0000048020	06/01/2022	AP2640200038			10-1380-890-000-30-872-000-000-0000	13890872	500.00
ZZZZZ-Micah G. Fetterolf					Payment Date: 06/01/2022	Payment Amt:	500.00
0000048021	06/01/2022	AP2640200037			10-6999-000-000-30-330-000-000-0000	13699330	200.00
ZZZZZ-Katrina Gerasenko					Payment Date: 06/01/2022	Payment Amt:	200.00
0000048022	06/01/2022	AP2640200036			10-6999-000-000-30-330-000-000-0000	13699330	250.00
ZZZZZ-Kaylee E. Cadman					Payment Date: 06/01/2022	Payment Amt:	250.00
0000048023	06/01/2022	AP2640200035			10-1380-890-000-30-872-000-000-0000	13890872	100.00
ZZZZZ-Makayla A. Ripka					Payment Date: 06/01/2022	Payment Amt:	100.00
0000048024	06/01/2022	AP2640200034			10-1380-890-000-30-872-000-000-0000	13890872	100.00
ZZZZZ-Quinton D. Reed					Payment Date: 06/01/2022	Payment Amt:	100.00
0000048025	06/01/2022	AP2640200033			10-1380-890-000-30-872-000-000-0000	13890872	200.00

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Payment #	Trans Date	Trans #	PO #/Proc Ctrl#	Invoice #	Account Code	ASN	Amount
ZZZZZ-Jordan M. Klinefelter					Payment Date: 06/01/2022	Payment Amt:	200.00
0000048026	06/01/2022	AP2640200032			10-1380-890-000-30-872-000-000-0000	13890872	200.00
ZZZZZ-Mackenzie L. Hockenberry					Payment Date: 06/01/2022	Payment Amt:	200.00
0000048027	06/01/2022	AP2640200031			10-1380-890-000-30-872-000-000-0000	13890872	150.00
ZZZZZ-Max E. Yetko					Payment Date: 06/01/2022	Payment Amt:	150.00
0000048028	06/01/2022	AP2640200030			10-1380-890-000-30-872-000-000-0000	13890872	100.00
ZZZZZ-Kyle J. Blesh					Payment Date: 06/01/2022	Payment Amt:	100.00
0000048029	06/01/2022	AP2640200029			10-1380-890-000-30-872-000-000-0000	13890872	500.00
ZZZZZ-Nolen M. Stover					Payment Date: 06/01/2022	Payment Amt:	500.00
0000048030	06/01/2022	AP2640200028			10-1380-890-000-30-872-000-000-0000	13890872	300.00
ZZZZZ-Joseph R. Schrenkel					Payment Date: 06/01/2022	Payment Amt:	300.00
0000048031	06/01/2022	AP2640200027			10-1380-890-000-30-872-000-000-0000	13890872	500.00
ZZZZZ-Joseph D. Shawley					Payment Date: 06/01/2022	Payment Amt:	500.00
0000048032	06/01/2022	AP2640200026			10-1380-890-000-30-872-000-000-0000	13890872	100.00
ZZZZZ-Raegan S. Sisler					Payment Date: 06/01/2022	Payment Amt:	100.00
0000048033	06/01/2022	AP2640200053			10-1380-890-000-30-872-000-000-0000	13890872	500.00
ZZZZZ-Taylor S. Wetzel					Payment Date: 06/01/2022	Payment Amt:	500.00
0000048034	06/01/2022	AP2640200052			10-1380-890-000-30-872-000-000-0000	13890872	1,000.00

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Payment #	Trans Date	Trans #	PO #/Proc Ctrl#	Invoice #	Account Code	ASN	Amount
ZZZZZ-Ty N. Cronin					Payment Date: 06/01/2022	Payment Amt:	1,000.00
0000048035	06/01/2022	AP2640200051			10-1380-890-000-30-872-000-000-0000	13890872	100.00
ZZZZZ-Sabrina M. Corman					Payment Date: 06/01/2022	Payment Amt:	100.00
0000048036	06/02/2022	AP2641300003			10-6999-000-000-30-330-000-000-0000	13699330	250.00
ZZZZZ-Jessica J. Robinson					Payment Date: 06/02/2022	Payment Amt:	250.00
0000048037	06/02/2022	AP2641300002			10-6999-000-000-30-330-000-000-0000	13699330	200.00
ZZZZZ-Niccole M. Vasco					Payment Date: 06/02/2022	Payment Amt:	200.00
0000048038	06/02/2022	AP2641300001			10-6999-000-000-30-330-000-000-0000	13699330	100.00
ZZZZZ-Ariyanna J. Heltman					Payment Date: 06/02/2022	Payment Amt:	100.00
0000048039	06/10/2022	LE2646500008	2200001298	1NL9-CCNP-3PYN	10-1610-610-000-40-335-000-000-0000	16610335	92.61
0000048039	06/09/2022	LE2646500009	2200001275	17T4-9CR4-D137	10-2220-610-000-30-222-000-000-0000	13610222	34.95
0000048039	06/06/2022	LE2646500010	2200001274	1P7G-Y41D-M114	10-2360-610-000-30-236-000-000-0000	13610236	111.80
0000048039	06/06/2022	LE2646500011	2200001274	1P7G-Y41D-M114	10-2360-610-000-40-236-000-000-0000	16610236	111.79
0000048039	06/03/2022	LE2646500012	2200001270	1RCG-FFQW-3KP4	10-6943-000-000-40-875-000-000-0000	16943875	109.74
0000048039	06/03/2022	LE2646500013	2200001250	1WPR-FWDX-79HM	10-2400-610-000-30-240-000-000-0000	13610240	102.60
0000048039	06/03/2022	LE2646500014	2200001241	1MFW-6CCC-GTFH	10-1610-540-000-40-236-000-000-0000	16540236	57.16
0000048039	06/03/2022	LE2646500015	2200001245	1VJR-D9JY-FV47	10-2360-610-000-30-236-000-000-0000	13610236	67.35
Amazon-Amazon				Remit ID R-1	Payment Date: 06/10/2022	Payment Amt:	688.00

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Payment #	Trans Date	Trans #	PO #/Proc Ctrl#	Invoice #	Account Code	ASN	Amount
0000048040	06/01/2022	LE2646500016	2200001221	AJ02049851	10-1330-610-000-30-330-000-000-0000	13610330	118.50
0000048040	06/01/2022	LE2646500017	2200001221	AJ02049851	10-1610-610-000-40-330-000-000-0000	16610330	118.50
0000048040	06/10/2022	LE2646500070	2200001221	AJ04441698	10-1610-610-000-40-330-000-000-0000	16610330	673.50
0000048040	06/10/2022	LE2646500071	2200001221	AJ04441698	10-1330-610-000-30-330-000-000-0000	13610330	673.50
APPLE-APPLE Inc.				Order ID O-1	Payment Date: 06/10/2022	Payment Amt:	1,584.00
0000048041	06/09/2022	LE2646500005	2200001292	S-C001014695	10-1610-610-600-40-995-000-000-0000	16610995	2,151.15
0000048041	06/09/2022	LE2646500024	2200001292	S-C001014686	10-1610-610-600-40-995-000-000-0000	16610995	2,850.00
ASSESSMET-Assessment Technologies				Order ID O-1	Payment Date: 06/10/2022	Payment Amt:	5,001.15
0000048042	06/10/2022	LE2646500028	2200001301	p93465	10-2620-610-000-30-260-000-000-0000	13610260	11.98
BESTLINE-BEST LINE LEASING				Order ID O-1	Payment Date: 06/10/2022	Payment Amt:	11.98
0000048043	06/09/2022	LE2646500023	2200001291	1380538	10-1610-610-600-40-995-000-000-0000	16610995	3,908.76
BLACKBOAR-BLACKBOARD INC				Order ID O-1	Payment Date: 06/10/2022	Payment Amt:	3,908.76
0000048044	06/08/2022	AP2647400002		2992	10-2840-329-000-30-280-000-000-0000	13320280	350.00
0000048044	06/01/2022	AP2647400003		2991	10-2840-329-000-30-280-000-000-0000	13320280	7,500.00
BLACKHF-Black Hoof Technology LLC				Order ID O-1	Payment Date: 06/10/2022	Payment Amt:	7,850.00
0000048045	06/09/2022	AP2647400052			10-2360-610-000-30-236-000-000-0000	13610236	65.98
0000048045	06/09/2022	AP2647400053			10-2360-580-000-30-236-000-000-0000	13580236	14.04
BRICKLEYT-THERESA BRICKLEY				Order ID O-1	Payment Date: 06/10/2022	Payment Amt:	80.02
0000048046	06/01/2022	LE2646500018	2200001268		10-1610-329-000-40-872-000-000-0000	16320872	499.00

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CAREERSAF-CareerSafeOnline				Remit ID R-1	Payment Date: 06/10/2022	Payment Amt:	499.00
0000048047	06/08/2022	LE2646500021	2200001288	1269154	10-1380-610-000-30-810-000-000-0000	13610810	94.54
0000048047	06/08/2022	LE2646500022	2200001288	1269154	10-1610-610-000-40-810-000-000-0000	16610810	50.91
CARS2-CAPITAL AUTO REFINISHING				Order ID O-1	Payment Date: 06/10/2022	Payment Amt:	145.45
0000048048	06/09/2022	AP2647400004			10-2620-411-000-30-260-000-000-0000	13411260	35.16
CCRRA-Centre County Recycling &				Order ID O-1	Payment Date: 06/10/2022	Payment Amt:	35.16
0000048049	06/01/2022	LE2646500020	2200000567	29933	10-2620-431-000-40-260-000-000-0000	16431260	7,537.00
CDOCKDOOR-CENTRAL PA DOCK AND DOOR				Order ID O-1	Payment Date: 06/10/2022	Payment Amt:	7,537.00
0000048050	06/03/2022	LE2646500027	2200001276	4950	10-2360-610-000-30-236-000-000-0000	13610236	382.75
CHAMPIONT-CHAMPION TROPHIES				Order ID O-1	Payment Date: 06/10/2022	Payment Amt:	382.75
0000048051	06/09/2022	AP2647400009		4121442196	10-2620-415-000-30-260-000-000-0000	13415260	296.98
0000048051	06/03/2022	AP2647400010		4120576435	10-2620-415-000-30-260-000-000-0000	13415260	249.31
CINTAS-CINTAS CORPORATION LOC. 536				Remit ID R-1	Payment Date: 06/10/2022	Payment Amt:	546.29
0000048052	06/10/2022	AP2647400008		32516958	10-1610-610-000-40-845-000-000-0000	16610845	1,191.87
0000048052	06/23/2022	OD2655100001		32516958	10-1610-610-000-40-845-000-000-0000	16610845	(1,191.87)
CLEVELAND-CLEVELAND BROTHERS				Remit ID R-1	Payment Date: 06/10/2022	Payment Amt:	0.00
0000048053	06/10/2022	AP2647400001			10-0462-213-000-00-000-000-000-0000	462213	511.88
CMREGENT-CM REGENT LLC				Order ID O-1	Payment Date: 06/10/2022	Payment Amt:	511.88
0000048054	06/09/2022	AP2647500001			10-0462-214-000-00-000-000-000-0000	462214	949.55

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Payment #	Trans Date	Trans #	PO #/Proc Ctrl#	Invoice #	Account Code	ASN	Amount
CMREGENT2-CM Regent LLC				Order ID O-1	Payment Date: 06/10/2022	Payment Amt:	949.55
0000048055	06/10/2022	AP2647400005		2044625	10-1610-610-000-40-845-000-000-0000	16610845	1,677.09
0000048055	06/09/2022	AP2647400006		2010848	10-1610-610-000-40-845-000-000-0000	16610845	1,327.46
0000048055	06/01/2022	AP2647400007		1990294	10-5110-911-000-00-000-000-000-0000	5110911	2,065.09
CNHINDUST-CNH INDUSTRIAL CAPITAL AMERICA LLC				Remit ID R-1	Payment Date: 06/10/2022	Payment Amt:	5,069.64
0000048056	06/10/2022	AP2647500003			10-2620-530-000-30-260-000-000-0000	13530260	1,195.70
COMCASTB-COMCAST BUSINESS				Remit ID R-2	Payment Date: 06/10/2022	Payment Amt:	1,195.70
0000048057	06/09/2022	LE2646500029	2200001202		10-1610-540-000-42-236-000-000-0000	1654023642	560.00
CourierE-Courier Express/Democrat/Leader-Vindicator				Remit ID R-1	Payment Date: 06/10/2022	Payment Amt:	560.00
0000048058	06/08/2022	LE2646500001	2200001217	338358	10-1342-610-000-30-342-000-000-0000	13610342	829.56
0000048058	06/08/2022	LE2646500002	2200001222	344108	10-1342-610-000-30-342-000-000-0000	13610342	645.52
0000048058	06/08/2022	LE2646500019	2200001222	344109	10-1342-610-000-30-342-000-000-0000	13610342	231.58
CURTZE-C.A. Curtze Co.				Order ID O-1	Payment Date: 06/10/2022	Payment Amt:	1,706.66
0000048059	06/08/2022	LE2646500025	2200001300	531772	10-2620-610-000-30-260-000-000-0000	13610260	199.14
0000048059	06/06/2022	LE2646500026	2200001249	531166	10-2620-610-000-30-260-000-000-0000	13610260	439.80
CWP-CLEARFIELD WHOLESALE PAPER COMPANY				Order ID O-1	Payment Date: 06/10/2022	Payment Amt:	638.94
0000048060	06/09/2022	AP2647400011		502818242	10-2515-610-000-30-250-000-000-0000	13610250	1,061.04
DIEBOLNI-Diebold Nixdorf, Inc				Order ID O-1	Payment Date: 06/10/2022	Payment Amt:	1,061.04
0000048061	06/01/2022	AP2647400014		1101	10-2310-330-000-30-230-000-000-0000	13330230	972.50

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ETTERLAW-Etter Law Firm LLC				Order ID O-1	Payment Date: 06/10/2022	Payment Amt:	972.50
0000048062	06/10/2022	AP2647400013		7-778-36231	10-1610-610-000-40-870-000-000-0000	16610870	34.87
FEDEX-FedEx				Order ID O-1	Payment Date: 06/10/2022	Payment Amt:	34.87
0000048063	06/10/2022	AP2647400064			10-1610-580-000-40-870-000-000-0000	16580870	58.50
FINNEFRO-Edward Finnefrock				Order ID O-1	Payment Date: 06/10/2022	Payment Amt:	58.50
0000048064	06/09/2022	LE2646500032	2200001218	136-383092	10-1380-610-000-30-815-000-000-0000	13610815	59.95
0000048064	06/09/2022	LE2646500033	2200001218	136-383092	10-1380-610-000-30-835-000-000-0000	13610835	59.95
0000048064	06/08/2022	LE2646500034	2200001205	171-342561	10-1380-610-000-30-815-000-000-0000	13610815	2,507.38
0000048064	06/08/2022	LE2646500035	2200001205	171-342561	10-1610-610-000-40-815-000-000-0000	16610815	626.84
0000048064	06/02/2022	LE2646500036	2200001237	136-382493	10-1380-610-000-30-815-000-000-0000	13610815	66.39
0000048064	06/02/2022	LE2646500037	2200001237	136-382493	10-1610-610-000-40-815-000-000-0000	16610815	16.60
FISHERSBT-FISHERS AUTO PARTS				Remit ID R-1	Payment Date: 06/10/2022	Payment Amt:	3,337.11
0000048065	06/02/2022	LE2646500030	2200001163	MC-1220562342	10-1610-540-000-40-236-000-000-0000	16540236	1,917.00
FOREVEMES-Forever Media, State College				Order ID O-1	Payment Date: 06/10/2022	Payment Amt:	1,917.00
0000048066	06/10/2022	AP2647400012			10-1342-610-000-30-345-000-000-0000	13610345	173.61
GEARHARTE-ERIN GEARHART				Order ID O-1	Payment Date: 06/10/2022	Payment Amt:	173.61
0000048067	06/02/2022	AP2647400019		GW0000001819	10-2620-530-000-30-260-000-000-0000	13530260	199.00
GETWIRELE-GETWIRELESS.NET				Order ID O-1	Payment Date: 06/10/2022	Payment Amt:	199.00
0000048068	06/09/2022	AP2647400018		21681297	10-1330-610-000-30-330-000-000-0000	13610330	(256.36)

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Payment #	Trans Date	Trans #	PO #/Proc Ctrl#	Invoice #	Account Code	ASN	Amount
0000048068	06/09/2022	LE2646500046	2200001026	21065654	10-1330-752-219-30-330-000-000-0000	13752330219	5,620.00
HENRYSCHE-HENRY SCHEIN INC.				Order ID O-1	Payment Date: 06/10/2022	Payment Amt:	5,363.64
0000048069	06/01/2022	LE2646500044	2200000893	1124452	10-2360-610-000-40-236-000-000-0000	16610236	3,079.66
0000048069	06/01/2022	LE2646500045	2200000893	1124452	10-2360-610-000-30-236-000-000-0000	13610236	1,539.83
HERFF-HERFF JONES				Remit ID R-1	Payment Date: 06/10/2022	Payment Amt:	4,619.49
0000048070	06/08/2022	LE2646500041	2200001281		10-1610-610-000-40-875-000-000-0000	16610875	222.21
0000048070	06/02/2022	LE2646500042	2200001144	9107004723	10-6943-000-000-40-875-000-000-0000	16943875	28.66
0000048070	06/02/2022	LE2646500043	2200001144	9107004723	10-6943-000-000-40-875-000-000-0000	16943875	47.78
JJKELLER-J.J. KELLER & ASSOCIATES INC.				Remit ID R-1	Payment Date: 06/10/2022	Payment Amt:	298.65
0000048071	06/09/2022	AP2647400016			10-1610-610-000-40-845-000-000-0000	16610845	2,185.80
0000048071	06/09/2022	AP2647400017			10-1380-610-000-30-845-000-000-0000	13610845	2,185.80
JJPOWELL-J.J. POWELL INC				Order ID O-1	Payment Date: 06/10/2022	Payment Amt:	4,371.60
0000048072	06/03/2022	LE2646500038	2200001099	154672030	10-1610-430-000-40-835-000-000-0000	16430835	317.50
0000048072	06/03/2022	LE2646500039	2200001099	154672030	10-1610-430-000-42-820-000-000-0000	1643082042	317.50
KONECRAN-KONE CRANES INC.				Remit ID R-1	Payment Date: 06/10/2022	Payment Amt:	635.00
0000048073	06/10/2022	AP2647500005		2073	10-2620-530-000-30-260-000-000-0000	13530260	202.50
LAZERPRO-Lazerpro				Order ID O-1	Payment Date: 06/10/2022	Payment Amt:	202.50
0000048074	06/02/2022	AP2647400022		10298762	10-1610-610-000-40-870-000-000-0000	16610870	34.35
0000048074	06/02/2022	AP2647400023		10298762	10-1380-610-000-30-870-000-000-0000	13610870	34.35
0000048074	06/01/2022	AP2647400024		10521441	10-1610-610-000-40-870-000-000-0000	16610870	180.81

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LINDEGAE-Linde Gas & Equipment Inc.				Remit ID R-1	Payment Date: 06/10/2022	Payment Amt:	249.51
0000048075	06/10/2022	LE2646500068	2200001195		10-2620-610-991-30-260-000-000-0038	136102600038	270.50
0000048075	06/10/2022	LE2646500069	2200001198		10-2620-610-000-30-260-000-000-0000	13610260	122.25
LOWESHOM-LOWES BUSINESS ACCOUNT				Remit ID R-1	Payment Date: 06/10/2022	Payment Amt:	392.75
0000048076	06/08/2022	AP2647400020		38301	10-2220-610-000-30-222-000-000-0000	13610222	1,199.00
LVTEC-LVTECH				Remit ID R-1	Payment Date: 06/10/2022	Payment Amt:	1,199.00
0000048077	06/02/2022	LE2646500047	2200001225	230790	10-2620-432-000-30-260-000-000-0000	13432260	230.00
0000048077	06/02/2022	LE2646500048	2200001223	228225	10-2620-432-000-30-260-000-000-0000	13432260	174.00
0000048077	06/02/2022	LE2646500049	2200001224	228738	10-2620-432-000-30-260-000-000-0000	13432260	947.68
MCCLURE-MCCLURE MECHANICAL SERVICES				Order ID O-1	Payment Date: 06/10/2022	Payment Amt:	1,351.68
0000048078	06/09/2022	AP2647400047			10-1610-580-000-40-875-000-000-0000	16580875	304.18
MULTHE-Scott Multher				Order ID O-1	Payment Date: 06/10/2022	Payment Amt:	304.18
0000048079	06/08/2022	AP2647400041	1200001240	738992	10-1380-610-000-30-845-000-000-0000	13610845	197.39
NAPASTC1-Nittany Supply Inc				Remit ID R-1	Payment Date: 06/10/2022	Payment Amt:	197.39
0000048080	06/08/2022	AP2647400039		737294	10-1380-610-000-30-835-000-000-0000	13610835	(12.86)
0000048080	06/08/2022	AP2647400040		731454	10-1380-610-000-30-835-000-000-0000	13610835	(119.69)
0000048080	06/10/2022	LE2646500053	2200001259	739633	10-1610-610-000-40-875-000-000-0000	16610875	1,960.10
0000048080	06/08/2022	LE2646500054	2200001177	736977	10-1380-610-000-30-835-000-000-0000	13610835	21.23
0000048080	06/08/2022	LE2646500055	2200001145	737615	10-1380-752-219-30-835-000-000-0000	13752835219	5,953.33

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NAPASTC1-Nittany Supply Inc				Remit ID R-3	Payment Date: 06/10/2022	Payment Amt:	7,802.11
0000048081	06/02/2022	AP2647400027	2200000973	1303801919	10-1370-610-000-30-370-000-000-0000	13610370	13.99
NEWEGG-NEW EGG BUSINESS				Remit ID R-1	Payment Date: 06/10/2022	Payment Amt:	13.99
0000048082	06/10/2022	AP2647400025			10-2620-411-000-30-260-000-000-0000	13411260	750.00
NEWMANHIL-NEWMAN HILL INC.				Order ID O-1	Payment Date: 06/10/2022	Payment Amt:	750.00
0000048083	06/10/2022	AP2647200001			10-0462-212-000-00-000-000-000-0000	0462212	2,940.00
PAFEDERAT-PA FEDERATION OF TEACHERS				Order ID O-1	Payment Date: 06/10/2022	Payment Amt:	2,940.00
0000048084	06/06/2022	LE2646500051	2200001280	816036	10-2620-432-000-30-260-000-000-0000	13432260	125.00
PAONC-Pennsylvania One Call System, Inc.				Remit ID R-1	Payment Date: 06/10/2022	Payment Amt:	125.00
0000048085	06/09/2022	AP2647400028			10-1610-610-000-40-850-000-000-0000	16610850	22.00
0000048085	06/09/2022	AP2647400029			10-1610-610-000-40-850-000-000-0000	16610850	22.00
0000048085	06/09/2022	AP2647400030			10-1610-610-000-40-850-000-000-0000	16610850	22.00
0000048085	06/09/2022	AP2647400031			10-1610-610-000-40-850-000-000-0000	16610850	22.00
0000048085	06/09/2022	AP2647400032			10-1610-610-000-40-850-000-000-0000	16610850	22.00
0000048085	06/09/2022	AP2647400033			10-1610-610-000-40-850-000-000-0000	16610850	22.00
0000048085	06/09/2022	AP2647400034			10-1610-610-000-40-810-000-000-0000	16610810	22.00
0000048085	06/09/2022	AP2647400035			10-1610-610-000-40-850-000-000-0000	16610850	22.00
0000048085	06/09/2022	AP2647400036			10-1610-610-000-40-850-000-000-0000	16610850	22.00
0000048085	06/09/2022	AP2647400037			10-1610-610-000-40-331-000-000-0000	16610331	22.00
0000048085	06/09/2022	AP2647400038			10-1610-610-000-40-830-000-000-0000	16610830	22.00

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PASTATEPO-PA STATE POLICE				Order ID O-1	Payment Date: 06/10/2022	Payment Amt:	242.00
0000048086	06/01/2022	AP2647400046		3315699840	10-2290-610-000-30-229-000-000-0000	13610229	326.04
PITNEYBOW-PURCHASE POWER				Remit ID R-5	Payment Date: 06/10/2022	Payment Amt:	326.04
0000048087	06/08/2022	LE2646500052	2200001272	1272873-1	10-1610-610-000-40-890-000-000-0000	16610890	741.89
POCKET2-Pocket Nurse				Order ID O-1	Payment Date: 06/10/2022	Payment Amt:	741.89
0000048088	06/09/2022	LE2646500057	2200001262	5248	10-1380-610-000-30-845-000-000-0000	13610845	49.02
0000048088	06/09/2022	LE2646500058	2200001262	5248	10-1610-610-000-40-845-000-000-0000	16610845	49.02
QUALITHYL-Quality Hydraulics, LLC.				Order ID O-1	Payment Date: 06/10/2022	Payment Amt:	98.04
0000048089	06/06/2022	AP2647400042		N98603	10-1610-610-000-40-870-000-000-0000	16610870	141.11
0000048089	06/06/2022	AP2647400043		N98603	10-1380-610-000-30-870-000-000-0000	13610870	140.14
0000048089	06/06/2022	AP2647400044		n98602	10-1610-610-000-40-835-000-000-0000	16610835	35.33
0000048089	06/06/2022	AP2647400045		n98602	10-1380-610-000-30-835-000-000-0000	13610835	35.32
ROBERTOXY-Roberts Oxygen Company INC.				Order ID O-1	Payment Date: 06/10/2022	Payment Amt:	351.90
0000048090	06/08/2022	LE2646500003	2200001235	86977	10-1610-610-000-40-875-000-000-0000	16610875	60.00
0000048090	06/08/2022	LE2646500061	2200001235	86979	10-1610-610-000-40-875-000-000-0000	16610875	60.00
0000048090	06/08/2022	LE2646500062	2200001252	86999	10-1610-610-000-40-875-000-000-0000	16610875	60.00
0000048090	06/08/2022	LE2646500063	2200001263	87021	10-1610-610-000-40-875-000-000-0000	16610875	60.00
S&R REPAI-S&R REPAIRS TOWING AND REC.				Order ID O-1	Payment Date: 06/10/2022	Payment Amt:	240.00
0000048091	06/09/2022	LE2646500056	2200001293	1343	10-1610-610-600-40-995-000-000-0000	16610995	1,150.00

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SAFEME-safeMedicate, Inc.				Order ID O-1	Payment Date: 06/10/2022	Payment Amt:	1,150.00
0000048092	06/09/2022	LE2646500059	2200000446		10-1610-540-000-40-236-000-000-0000	16540236	7,636.85
0000048092	06/09/2022	LE2646500065	2200001200		10-1610-540-000-40-236-000-000-0000	16540236	6,200.00
SCHLESING-Schlesinger Communications Inc				Remit ID R-1	Payment Date: 06/10/2022	Payment Amt:	13,836.85
0000048093	06/02/2022	AP2647400049		1280375	10-1610-610-000-42-820-000-000-0000	1661082042	2,916.10
SNYDERBR-Snyder Brothers Inc.				Remit ID R-1	Payment Date: 06/10/2022	Payment Amt:	2,916.10
0000048094	06/09/2022	LE2646500067	2200001279		10-1610-329-600-40-995-000-000-0000	16320995	5,689.00
STATNURSI-STAT Nursing Consultants				Order ID O-1	Payment Date: 06/10/2022	Payment Amt:	5,689.00
0000048095	06/09/2022	LE2646500066	2200001278	L32854	10-1610-610-000-40-890-000-000-0000	16610890	770.61
TERRYBERR-TERRYBERRY				Order ID O-1	Payment Date: 06/10/2022	Payment Amt:	770.61
0000048096	06/10/2022	AP2647000001			10-0462-211-000-00-000-000-000-0000	462211	97,135.07
TIUCIT-TIUCIT				Order ID O-1	Payment Date: 06/10/2022	Payment Amt:	97,135.07
0000048097	06/03/2022	LE2646500004	2200001248	856-40427245	10-2620-610-000-30-260-000-000-0000	13610260	211.80
0000048097	06/09/2022	LE2646500064	2200001248	856-40427246	10-2620-610-000-30-260-000-000-0000	13610260	358.35
VERITIV-Veritiv Office				Remit ID R-1	Payment Date: 06/10/2022	Payment Amt:	570.15
0000048098	06/08/2022	AP2647400051		33685	10-2620-610-000-30-260-000-000-0000	13610260	552.84
VIGILANT-Vigilant Security Inc.				Order ID O-1	Payment Date: 06/10/2022	Payment Amt:	552.84
0000048099	06/10/2022	AP2647400063		5020540922	10-1610-610-000-40-845-000-000-0000	16610845	1,564.07
WELLSFARG-Wells Fargo Equipment Finance Inc				Remit ID R-1	Payment Date: 06/10/2022	Payment Amt:	1,564.07

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0000048100	06/02/2022	AP2647400062		3691026741	10-1610-610-000-40-845-000-000-0000	16610845	1,355.96
WELLSFAVE-Wells Fargo Vendor Fin Serv				Order ID O-1	Payment Date: 06/10/2022	Payment Amt:	1,355.96
0000048101	06/03/2022	AP2647400060			10-2620-530-000-30-260-000-000-0000	13530260	2,220.86
0000048101	06/03/2022	AP2647400061			10-2620-530-000-30-260-000-000-0000	13530260	6,401.19
WESTPENN-West Penn Power				Order ID O-1	Payment Date: 06/10/2022	Payment Amt:	8,622.05
0000048102	06/08/2022	AP2647400055		81250891	10-1610-610-000-40-875-000-000-0000	16610875	3,918.31
0000048102	06/08/2022	AP2647400056		81250891	10-2620-626-000-30-260-000-000-0000	13626260	138.64
0000048102	06/08/2022	AP2647400057		81250891	10-1380-610-000-30-840-000-000-0000	13610840	62.25
0000048102	06/08/2022	AP2647400058		81250891	10-1310-610-000-30-310-000-000-0000	13610310	74.62
WEXBANK-WEX BANK				Remit ID R-1	Payment Date: 06/10/2022	Payment Amt:	4,193.82
0000048103	06/10/2022	AP2647500004			10-2620-530-000-30-260-000-000-0000	13530260	7.49
WINDSTREA-WINDSTREAM ACCOUNTS PAYABLE				Order ID O-1	Payment Date: 06/10/2022	Payment Amt:	7.49
0000048104	06/09/2022	AP2647400015			10-6943-000-000-40-890-000-000-0000	16943890	3,332.00
ZZZZZ-Kinza Schooley					Payment Date: 06/10/2022	Payment Amt:	3,332.00
0000048105	06/10/2022	AP2647400021			10-6943-000-000-40-830-000-000-0000	16943830	95.00
ZZZZZ-Lexus Weaver					Payment Date: 06/10/2022	Payment Amt:	95.00
0000048106	06/24/2022	AP2652700005			10-0462-AFL-PAY-00-000-000-000-0000	AFLAC	118.79
0000048106	06/24/2022	AP2652700006			10-0462-AFL-PAY-00-000-000-000-0000	AFLAC	118.79
AFLAC-AFLAC				Order ID O-1	Payment Date: 06/24/2022	Payment Amt:	237.58

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0000048107	06/22/2022	LE2652500003	2200001310	1RPR-LC3W-7V99	10-1610-610-000-40-890-000-000-0000	16610890	179.55
0000048107	06/22/2022	LE2652500004	2200001310	1RPR-LC3W-7V99	10-1610-610-000-40-830-000-000-0000	16610830	9.45
0000048107	06/22/2022	LE2652500005	2200001310	1RPR-LC3W-7V99	10-1610-610-000-40-890-000-000-0000	16610890	1,113.60
0000048107	06/22/2022	LE2652500006	2200001310	1RPR-LC3W-7V99	10-1610-610-000-40-830-000-000-0000	16610830	74.24
0000048107	06/22/2022	LE2652500007	2200001135	1QYL-RDGC-FK6L	10-2360-610-000-40-236-000-000-0000	16610236	26.98
0000048107	06/22/2022	LE2652500008	2200001127	1VT4-NTJQ-19P7	10-1610-610-000-40-331-000-000-0000	16610331	279.92
0000048107	06/22/2022	LE2652500009	2200001141	11R6-WXQ3-QD66	10-1380-610-000-30-850-000-000-0000	13610850	12.59
0000048107	06/22/2022	LE2652500010	2200001141	11R6-WXQ3-QD66	10-1610-610-000-40-850-000-000-0000	16610850	8.39
Amazon-Amazon				Remit ID R-1	Payment Date: 06/24/2022	Payment Amt:	1,704.72
0000048108	06/23/2022	LE2652500013	2200001338	59125	10-2620-432-000-30-260-000-000-0000	13432260	683.96
BREONS-BREONS				Order ID O-1	Payment Date: 06/24/2022	Payment Amt:	683.96
0000048109	06/23/2022	LE2652500012	2200001302	1086470-00	10-1610-610-000-40-830-000-000-0000	16610830	12,310.41
BURMAX-BURMAX CO. INC.				Order ID O-1	Payment Date: 06/24/2022	Payment Amt:	12,310.41
0000048110	06/23/2022	AP2655200002		32516958	10-1610-610-000-40-845-000-000-0000	16610845	1,191.87
CATERPILL-Caterpillar Financial Services Corporation				Order ID O-1	Payment Date: 06/24/2022	Payment Amt:	1,191.87
0000048111	06/23/2022	AP2655200010		4121965527	10-2620-415-000-30-260-000-000-0000	13415260	296.98
0000048111	06/22/2022	AP2655200011		4122671222	10-2620-415-000-30-260-000-000-0000	13415260	289.08
CINTAS-CINTAS CORPORATION LOC. 536				Remit ID R-1	Payment Date: 06/24/2022	Payment Amt:	586.06

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0000048112	06/23/2022	LE2652500016	2200001297	INPP4910602	10-1610-610-000-40-845-000-000-0000	16610845	7.72
0000048112	06/23/2022	LE2652500017	2200001297	INPP4910602	10-1380-610-000-30-845-000-000-0000	13610845	7.72
CLEVELAND-CLEVELAND BROTHERS				Remit ID R-1	Payment Date: 06/24/2022	Payment Amt:	15.44
0000048113	06/22/2022	LE2652500002	2200001319	22NM-01	10-2620-610-000-30-260-000-000-0000	13610260	1,112.00
CNET-C-NET				Order ID O-1	Payment Date: 06/24/2022	Payment Amt:	1,112.00
0000048114	06/21/2022	AP2655200009			10-2620-621-000-30-260-000-000-0000	13621260	2,753.62
COLUMBIAG-COLUMBIA GAS OF PENNSYLVANIA				Remit ID R-2	Payment Date: 06/24/2022	Payment Amt:	2,753.62
0000048115	06/24/2022	AP2652700001			10-0462-CPI-PAY-00-000-000-000-0000	CPIF	41.32
0000048115	06/24/2022	AP2652700002			10-0462-CPI-PAY-00-000-000-000-0000	CPIF	41.32
CPIFOUND-CP Foundation				Order ID O-1	Payment Date: 06/24/2022	Payment Amt:	82.64
0000048116	06/21/2022	AP2655200003		20086143	10-1610-610-000-42-820-000-000-0000	1661082042	58.11
0000048116	06/21/2022	AP2655200004		20086143	10-2360-610-000-40-236-000-000-0000	16610236	58.09
0000048116	06/21/2022	AP2655200005		20086143	10-2360-610-000-30-236-000-000-0000	13610236	58.09
CRYSTASP-Crystal Springs				Order ID O-1	Payment Date: 06/24/2022	Payment Amt:	174.29
0000048117	06/22/2022	LE2652500001	2200001285	375603	10-1420-610-990-30-342-000-000-0000	13610342990	768.88
0000048117	06/22/2022	LE2652500011	2200001285	375604	10-1420-610-990-30-342-000-000-0000	13610342990	370.15
CURTZE-C.A. Curtze Co.				Order ID O-1	Payment Date: 06/24/2022	Payment Amt:	1,139.03
0000048118	06/22/2022	LE2652500015	2200001267	531413	10-1610-610-000-40-885-000-000-0000	16610885	349.42
CWP-CLEARFIELD WHOLESALE PAPER COMPANY				Order ID O-1	Payment Date: 06/24/2022	Payment Amt:	349.42

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

FUND ACCOUNTING PAYMENT REGISTER

Bank Account: GF - GENERAL FUND **Payment Dates:** 06/01/2022 - 06/30/2022

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

Sort: Payment Number

Payment #	Trans Date	Trans #	PO #/Proc Ctrl#	Invoice #	Account Code	ASN	Amount
0000048119	06/23/2022	LE2652500014	2200001255	14	10-1380-513-000-30-872-000-000-0000	13513872	411.90
DDTR-D&D Transportation Inc				Order ID O-1	Payment Date: 06/24/2022	Payment Amt:	411.90
0000048120	06/22/2022	AP2655200015		76592481	10-1310-610-000-30-310-000-000-0000	13610310	9.00
0000048120	06/22/2022	AP2655200016		76592481	10-1610-610-000-40-310-000-000-0000	16610310	1.00
0000048120	06/22/2022	AP2655200017		76592481	10-1330-610-000-30-330-000-000-0000	13610330	26.55
0000048120	06/22/2022	AP2655200018		76592481	10-1610-610-000-40-330-000-000-0000	16610330	14.30
0000048120	06/22/2022	AP2655200019		76592481	10-1330-610-000-30-335-000-000-0000	13610335	24.00
0000048120	06/22/2022	AP2655200020		76592481	10-1610-610-000-40-335-000-000-0000	16610335	48.11
0000048120	06/22/2022	AP2655200021		76592481	10-1342-610-000-30-342-000-000-0000	13610342	6.73
0000048120	06/22/2022	AP2655200022		76592481	10-1342-610-000-30-345-000-000-0000	13610345	14.00
0000048120	06/22/2022	AP2655200023		76592481	10-1370-610-000-30-370-000-000-0000	13610370	40.85
0000048120	06/22/2022	AP2655200024		76592481	10-1380-610-000-30-810-000-000-0000	13610810	44.34
0000048120	06/22/2022	AP2655200025		76592481	10-1610-610-000-40-810-000-000-0000	16610810	11.09
0000048120	06/22/2022	AP2655200026		76592481	10-1380-610-000-30-815-000-000-0000	13610815	20.33
0000048120	06/22/2022	AP2655200027		76592481	10-1610-610-000-40-815-000-000-0000	16610815	6.78
0000048120	06/22/2022	AP2655200028		76592481	10-1380-610-000-30-830-000-000-0000	13610830	8.40
0000048120	06/22/2022	AP2655200029		76592481	10-1610-610-000-40-830-000-000-0000	16610830	3.60
0000048120	06/22/2022	AP2655200030		76592481	10-1380-610-000-30-835-000-000-0000	13610835	61.80
0000048120	06/22/2022	AP2655200031		76592481	10-1610-610-000-40-835-000-000-0000	16610835	61.80
0000048120	06/22/2022	AP2655200032		76592481	10-1380-610-000-30-840-000-000-0000	13610840	242.93
0000048120	06/22/2022	AP2655200033		76592481	10-1380-610-000-30-845-000-000-0000	13610845	27.43

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FUND ACCOUNTING PAYMENT REGISTER

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Sort: Payment Number

Payment #	Trans Date	Trans #	PO #/Proc Ctrl#	Invoice #	Account Code	ASN	Amount
0000048120	06/22/2022	AP2655200034		76592481	10-1610-610-000-40-845-000-000-0000	16610845	27.43
0000048120	06/22/2022	AP2655200035		76592481	10-1380-610-000-30-850-000-000-0000	13610850	5.85
0000048120	06/22/2022	AP2655200036		76592481	10-1610-610-000-40-850-000-000-0000	16610850	7.15
0000048120	06/22/2022	AP2655200037		76592481	10-1380-610-000-30-860-000-000-0000	13610860	11.00
0000048120	06/22/2022	AP2655200038		76592481	10-1610-610-000-40-860-000-000-0000	16610860	11.00
0000048120	06/22/2022	AP2655200039		76592481	10-1380-610-000-30-865-000-000-0000	13610865	25.00
0000048120	06/22/2022	AP2655200040		76592481	10-1380-610-000-30-870-000-000-0000	13610870	15.12
0000048120	06/22/2022	AP2655200041		76592481	10-1610-610-000-40-870-000-000-0000	16610870	22.69
0000048120	06/22/2022	AP2655200042		76592481	10-1380-610-000-30-872-000-000-0000	13610872	13.56
0000048120	06/22/2022	AP2655200043		76592481	10-1610-610-000-40-872-000-000-0000	16610872	13.56
0000048120	06/22/2022	AP2655200044		76592481	10-1380-610-600-30-995-000-000-0000	13610995	14.00
0000048120	06/22/2022	AP2655200045		76592481	10-1390-610-000-30-390-000-000-0000	13610390	26.62
0000048120	06/22/2022	AP2655200046		76592481	10-2290-610-000-40-229-000-000-0000	16610229	14.49
0000048120	06/22/2022	AP2655200047		76592481	10-2290-610-000-30-229-000-000-0000	13610229	57.11
0000048120	06/22/2022	AP2655200048		76592481	10-2290-610-000-40-229-000-000-0000	16610229	14.00
0000048120	06/22/2022	AP2655200049		76592481	10-2360-610-000-30-236-000-000-0000	13610236	46.82
0000048120	06/22/2022	AP2655200050		76592481	10-2360-610-000-40-236-000-000-0000	16610236	94.77
0000048120	06/22/2022	AP2655200051		76592481	10-2380-610-000-30-238-000-000-0000	13610238	41.11
0000048120	06/22/2022	AP2655200052		76592481	10-2360-610-000-42-236-000-000-0000	1661023642	102.11
0000048120	06/22/2022	AP2655200053		76592481	10-2515-610-000-30-250-000-000-0000	13610250	153.70
0000048120	06/22/2022	AP2655200054		76592481	10-2515-610-000-40-250-000-000-0000	16610250	32.85
0000048120	06/22/2022	AP2655200055		76592481	10-2840-610-000-30-280-000-000-0000	13610280	37.43

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FUND ACCOUNTING PAYMENT REGISTER

Bank Account: GF - GENERAL FUND **Payment Dates:** 06/01/2022 - 06/30/2022

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards
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Payment #	Trans Date	Trans #	PO #/Proc Ctrl#	Invoice #	Account Code	ASN	Amount
0000048120	06/22/2022	AP2655200056		76592481	10-1610-610-000-40-875-000-000-0000	16610875	23.35
0000048120	06/22/2022	AP2655200057		76592481	10-1610-610-000-40-880-000-000-0000	16610880	52.73
0000048120	06/22/2022	AP2655200058		76592481	10-1610-610-000-40-890-000-000-0000	16610890	257.77
0000048120	06/22/2022	AP2655200059		76592481	10-1610-610-000-40-892-000-000-0000	16610892	22.00
DELAGE-DE LAGE LANDEN FINANCIAL SERVICES INC.			Order ID O-1	Payment Date: 06/24/2022		Payment Amt:	1,816.26
0000048121	06/22/2022	LE2652500019	2200001313	B7896	10-1610-610-000-40-890-000-000-0000	16610890	1,323.45
0000048121	06/22/2022	LE2652500020	2200001306	B7897	10-1610-610-000-40-835-000-000-0000	16610835	713.69
0000048121	06/21/2022	LE2652500021	2200001303	B7889	10-1610-610-000-40-890-000-000-0000	16610890	4,425.00
0000048121	06/21/2022	LE2652500022	2200001303	B7889	10-1610-610-000-40-830-000-000-0000	16610830	295.00
0000048121	06/21/2022	LE2652500023	2200001303	B7889	10-1610-610-000-40-890-000-000-0000	16610890	375.00
0000048121	06/21/2022	LE2652500024	2200001303	B7889	10-1610-610-000-40-830-000-000-0000	16610830	25.00
0000048121	06/21/2022	LE2652500025	2200001303	B7889	10-1610-610-000-40-890-000-000-0000	16610890	1,900.00
0000048121	06/21/2022	LE2652500026	2200001303	B7889	10-1610-610-000-40-830-000-000-0000	16610830	100.00
0000048121	06/21/2022	LE2652500027	2200001303	B7889	10-1610-610-000-40-890-000-000-0000	16610890	286.33
DISCELEC-Discout Electronics			Remit ID R-1	Payment Date: 06/24/2022		Payment Amt:	9,443.47
0000048122	06/22/2022	LE2652500029	2200001189	1000183669-1	10-2360-640-000-42-236-000-000-0000	1664023642	15,438.00
EBSCO-EBSCO INFORMATION SERVICES			Remit ID R-1	Payment Date: 06/24/2022		Payment Amt:	15,438.00
0000048123	06/21/2022	AP2655200066		24260212	10-2620-330-000-30-260-000-000-0000	13330260	117.00
EHRlich-J.C. Ehrlich			Remit ID R-1	Payment Date: 06/24/2022		Payment Amt:	117.00
0000048124	06/22/2022	LE2652500018	2200001251	22F1497MCPI	10-2620-610-000-30-260-000-000-0000	13610260	210.00

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FUND ACCOUNTING PAYMENT REGISTER

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

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Payment #	Trans Date	Trans #	PO #/Proc Ctrl#	Invoice #	Account Code	ASN	Amount
FAIRWALA-Fairway Labs				Order ID O-1	Payment Date: 06/24/2022	Payment Amt:	210.00
0000048125	06/23/2022	AP2655200013		7-793-50696	10-1610-610-000-40-870-000-000-0000	16610870	68.60
FEDEX-FedEx				Order ID O-1	Payment Date: 06/24/2022	Payment Amt:	68.60
0000048126	06/23/2022	AP2655200012			10-1610-580-000-40-870-000-000-0000	16580870	127.35
FINNEFRO-Edward Finnefrock				Order ID O-1	Payment Date: 06/24/2022	Payment Amt:	127.35
0000048127	06/22/2022	LE2652500028	2200001261	12P121736	10-1610-610-000-40-875-000-000-0000	16610875	195.10
FIVESTIN-FiveStar International				Remit ID R-1	Payment Date: 06/24/2022	Payment Amt:	195.10
0000048128	06/21/2022	LE2652500034	2200001239	PSO418344-1	10-1380-610-000-30-845-000-000-0000	13610845	283.11
GROFF-GROFF TRACTOR & EQUIPMENT INC				Remit ID R-1	Payment Date: 06/24/2022	Payment Amt:	283.11
0000048129	06/23/2022	LE2652500032	2200001203		10-1380-610-000-30-825-000-000-0000	13610825	143.20
0000048129	06/23/2022	LE2652500033	2200001203		10-1610-610-000-40-825-000-000-0000	16610825	35.80
HOMEDEPOT-Home Depot Credit Services				Remit ID R-1	Payment Date: 06/24/2022	Payment Amt:	179.00
0000048130	06/21/2022	LE2652500031	2200001281	9107053093	10-1610-610-000-40-875-000-000-0000	16610875	340.29
JJKELLER-J.J. KELLER & ASSOCIATES INC.				Remit ID R-1	Payment Date: 06/24/2022	Payment Amt:	340.29
0000048131	06/22/2022	AP2655200065		2073	10-2360-530-000-30-236-000-000-0000	13530236	202.50
LAZERPRO-Lazerpro				Order ID O-1	Payment Date: 06/24/2022	Payment Amt:	202.50
0000048132	06/24/2022	AP2652700003			10-0462-DUE-PAY-00-000-000-000-0000	UNION	375.00
0000048132	06/24/2022	AP2652700004			10-0462-DUE-PAY-00-000-000-000-0000	UNION	375.00
LOCAL0336-LOCAL 03361				Order ID O-1	Payment Date: 06/24/2022	Payment Amt:	750.00

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FUND ACCOUNTING PAYMENT REGISTER

Bank Account: GF - GENERAL FUND **Payment Dates:** 06/01/2022 - 06/30/2022

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

Payment #	Trans Date	Trans #	PO #/Proc Ctrl#	Invoice #	Account Code	ASN	Amount
0000048133	06/22/2022	AP2655200062		38552	10-2840-610-000-30-280-000-000-0000	13610280	190.00
LVTEC-LVTECH				Remit ID R-1	Payment Date: 06/24/2022	Payment Amt:	190.00
0000048134	06/23/2022	AP2655200060		275596	10-1610-540-000-40-236-000-000-0000	16540236	19.81
0000048134	06/23/2022	AP2655200061		275596	10-2360-540-000-30-236-000-000-0000	13540236	19.89
MCCLAT-McClatchy				Order ID O-1	Payment Date: 06/24/2022	Payment Amt:	39.70
0000048135	06/22/2022	LE2652500030	2200001307	741246	10-1610-610-000-40-835-000-000-0000	16610835	61.59
0000048135	06/22/2022	LE2652500043	2200001316	741421	10-1610-610-000-40-875-000-000-0000	16610875	92.22
NAPASTC1-Nittany Supply Inc				Remit ID R-3	Payment Date: 06/24/2022	Payment Amt:	153.81
0000048136	06/22/2022	AP2655200067			10-1610-540-000-40-236-000-000-0000	16540236	274.00
0000048136	06/22/2022	AP2655200068			10-2360-540-000-30-236-000-000-0000	13540236	274.00
0000048136	06/22/2022	AP2655200069			10-1610-540-000-40-236-000-000-0000	16540236	852.25
0000048136	06/22/2022	AP2655200070			10-1610-540-000-40-236-000-000-0000	16540236	78.81
0000048136	06/22/2022	AP2655200071			10-1610-810-000-40-333-000-000-0000	16810333	59.50
0000048136	06/22/2022	AP2655200072			10-1330-810-000-30-330-000-000-0000	13810330	59.50
0000048136	06/22/2022	AP2655200073			10-2360-610-000-30-236-000-000-0000	13610236	119.40
0000048136	06/22/2022	AP2655200074			10-2360-610-000-30-236-000-000-0000	13610236	54.03
0000048136	06/22/2022	AP2655200075			10-2360-610-000-30-236-000-000-0000	13610236	33.34
0000048136	06/22/2022	AP2655200076			10-2360-610-000-30-236-000-000-0000	13610236	119.70
0000048136	06/22/2022	AP2655200077			10-2360-610-000-30-236-000-000-0000	13610236	75.00
0000048136	06/22/2022	AP2655200078			10-2360-610-000-30-236-000-000-0000	13610236	399.00

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FUND ACCOUNTING PAYMENT REGISTER

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Payment #	Trans Date	Trans #	PO #/Proc Ctrl#	Invoice #	Account Code	ASN	Amount
NORTHWBA-Northwest Bank				Remit ID R-1	Payment Date: 06/24/2022	Payment Amt:	2,398.53
0000048137	06/21/2022	LE2652500036	2200000203	1320603	10-1380-610-000-30-865-000-000-0000	13610865	9,970.00
PACINL-PAC Industries, LLC				Order ID O-1	Payment Date: 06/24/2022	Payment Amt:	9,970.00
0000048138	06/22/2022	LE2652500035	2200001320		10-1610-752-000-40-875-000-000-0000	16752875	7,800.00
PATSAU-Pat's Auto				Order ID O-1	Payment Date: 06/24/2022	Payment Amt:	7,800.00
0000048139	06/23/2022	LE2652500041	2200001017	3020058799	10-1610-610-000-40-330-000-000-0000	16610330	41.45
0000048139	06/23/2022	LE2652500042	2200001017	3020058799	10-1330-610-000-30-330-000-000-0000	13610330	41.44
PDENTAL-Patterson Dental				Remit ID R-1	Payment Date: 06/24/2022	Payment Amt:	82.89
0000048140	06/22/2022	LE2652500037	2200001220	90000	10-1610-610-000-40-870-000-000-0000	16610870	750.00
PESystems-Product Evaluation Systems, Inc				Remit ID R-1	Payment Date: 06/24/2022	Payment Amt:	750.00
0000048141	06/21/2022	AP2655200079			10-2290-610-000-30-229-000-000-0000	13610229	1,052.88
PITNEYBOW-PURCHASE POWER				Remit ID R-5	Payment Date: 06/24/2022	Payment Amt:	1,052.88
0000048142	06/21/2022	LE2652500040	2200001284	1273349-1	10-1610-610-000-40-890-000-000-0000	16610890	307.07
POCKET2-Pocket Nurse				Order ID O-1	Payment Date: 06/24/2022	Payment Amt:	307.07
0000048143	06/23/2022	LE2652500039	2200001295	25629915	10-2360-610-000-30-236-000-000-0000	13610236	77.27
QUILL-QUILL CORP.				Order ID O-1	Payment Date: 06/24/2022	Payment Amt:	77.27
0000048144	06/22/2022	LE2652500038	2200001247	492772	10-1610-610-000-40-870-000-000-0000	16610870	227.50
ROBERTOXY-Roberts Oxygen Company INC.				Order ID O-1	Payment Date: 06/24/2022	Payment Amt:	227.50
0000048145	06/22/2022	AP2655200089			10-2660-580-000-30-266-000-000-RSCS	13580266	1,341.39

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SPRINGTWP-SPRING TOWNSHIP				Order ID O-1	Payment Date: 06/24/2022	Payment Amt:	1,341.39
0000048146	06/22/2022	AP2655200080		23590	10-2360-530-000-40-236-000-000-0000	16530236	74.93
0000048146	06/22/2022	AP2655200081		23590	10-2360-530-000-30-236-000-000-0000	13530236	74.92
TELEME-Telemedicine Management, Inc.d/b/a				Order ID O-1	Payment Date: 06/24/2022	Payment Amt:	149.85
0000048147	06/22/2022	AP2655200088		8165J0195	10-2360-810-000-30-236-000-000-0000	13810236	100.00
TRAVELERS-TRAVELERS CL REMITTANCE CENTER				Order ID O-1	Payment Date: 06/24/2022	Payment Amt:	100.00
0000048148	06/23/2022	AP2655200084			10-1610-530-000-40-875-000-000-0000	16530875	36.82
0000048148	06/23/2022	AP2655200085			10-2360-530-000-40-236-000-000-0000	16530236	36.83
0000048148	06/23/2022	AP2655200086			10-2360-530-000-30-236-000-000-0000	13530236	110.48
0000048148	06/21/2022	AP2655200087			10-1610-610-000-40-333-000-000-0000	16610333	128.62
VERIZONWI-VERIZON WIRELESS				Remit ID R-3	Payment Date: 06/24/2022	Payment Amt:	312.75
0000048149	06/22/2022	AP2655200001			10-6943-000-000-40-330-000-000-0000	16943330	2,540.00
ZZZZZ-Alaina Wetzel					Payment Date: 06/24/2022	Payment Amt:	2,540.00
0000048150	06/22/2022	AP2655200007			10-6943-000-000-40-330-000-000-0000	16943330	2,540.00
ZZZZZ-Central Pennsylvania Endodontics, LLC					Payment Date: 06/24/2022	Payment Amt:	2,540.00
0000048151	06/23/2022	AP2655200006			10-1420-610-990-30-840-000-000-0000	13610840990	100.00
ZZZZZ-Clyde Mighells					Payment Date: 06/24/2022	Payment Amt:	100.00
0000048152	06/21/2022	AP2655200063			10-6943-000-000-40-830-000-000-0000	16943830	91.48
ZZZZZ-Madelyn Sahr					Payment Date: 06/24/2022	Payment Amt:	91.48

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

FUND ACCOUNTING PAYMENT REGISTER

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Payment #	Trans Date	Trans #	PO #/Proc Ctrl#	Invoice #	Account Code	ASN	Amount
0000048153	06/23/2022	AP2655200083			10-6943-000-000-42-835-000-000-0000	1694383542	1.30
ZZZZZ-Shawnee Ripka					Payment Date: 06/24/2022	Payment Amt:	1.30
0000048154	06/23/2022	AP2655200082			10-6943-000-000-42-835-000-000-0000	1694383542	2.30
ZZZZZ-Seth Hamilton					Payment Date: 06/24/2022	Payment Amt:	2.30
0000048155	06/24/2022	AP2655200095			10-1342-610-000-30-342-000-000-0000	13610342	31.50
ZZZZZ-William Ferree					Payment Date: 06/24/2022	Payment Amt:	31.50
0000048156	06/24/2022	AP2655200094			10-1342-610-000-30-342-000-000-0000	13610342	135.00
ZZZZZ-Donovan Nyman					Payment Date: 06/24/2022	Payment Amt:	135.00
0000048157	06/24/2022	AP2655200093			10-1342-610-000-30-342-000-000-0000	13610342	31.50
ZZZZZ-Emma Stull					Payment Date: 06/24/2022	Payment Amt:	31.50
0000048158	06/24/2022	AP2655200092			10-1342-610-000-30-342-000-000-0000	13610342	81.00
ZZZZZ-Tiffani Grieb					Payment Date: 06/24/2022	Payment Amt:	81.00
0000048159	06/24/2022	AP2655200091			10-1342-610-000-30-342-000-000-0000	13610342	90.00
ZZZZZ-Faith Shawley					Payment Date: 06/24/2022	Payment Amt:	90.00
0000048160	06/24/2022	AP2655200090			10-1342-610-000-30-342-000-000-0000	13610342	108.00
ZZZZZ-Joshua Wright					Payment Date: 06/24/2022	Payment Amt:	108.00
0000048161	04/13/2022	AP2624200001			10-0462-CPI-PAY-00-000-000-000-0000	CPIF	41.32
0000048161	04/13/2022	AP2624200002			10-0462-CPI-PAY-00-000-000-000-0000	CPIF	41.32
CPIFOUND-CP Foundation				Order ID O-1	Payment Date: 06/30/2022	Payment Amt:	82.64

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

FUND ACCOUNTING PAYMENT REGISTER

Bank Account: GF - GENERAL FUND **Payment Dates:** 06/01/2022 - 06/30/2022

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

Sort: Payment Number

Payment #	Trans Date	Trans #	PO #/Proc Ctrl#	Invoice #	Account Code	ASN	Amount
0000048162	04/13/2022	AP2624200003			10-0462-DUE-PAY-00-000-000-000-0000	UNION	375.00
0000048162	04/13/2022	AP2624200004			10-0462-DUE-PAY-00-000-000-000-0000	UNION	375.00
LOCAL0336-LOCAL 03361				Order ID O-1	Payment Date: 06/30/2022	Payment Amt:	750.00
0000048163	06/30/2022	LE2660000002	2200001361	INV0545391	10-1610-610-600-40-995-000-000-0000	16610995	3,300.00
0000048163	06/30/2022	LE2660000005	2200001353	D-C001017790	10-1610-610-600-40-995-000-000-0000	16610995	1,800.00
0000048163	06/30/2022	LE2660000006	2200001353	D-C001017789	10-1610-610-600-40-995-000-000-0000	16610995	975.00
ASSESSMET-Assessment Technologies				Order ID O-1	Payment Date: 06/30/2022	Payment Amt:	6,075.00
0000048164	06/30/2022	LE2660000011	2200001351	129	10-1610-329-600-40-995-000-000-0000	16320995	956.00
JTI-J & T Irwin Consulting, LLC				Remit ID R-2	Payment Date: 06/30/2022	Payment Amt:	956.00
0000048165	06/30/2022	LE2660000003	2200001362	2949-18652-1	10-1610-610-600-40-995-000-000-0000	16610995	3,200.91
0000048165	06/30/2022	LE2660000004	2200001362	2949-18652-1	10-1610-610-000-40-890-000-000-0000	16610890	1,399.09
KAPLAN-KAPLAN Higher Education Corp-NIT				Order ID O-1	Payment Date: 06/30/2022	Payment Amt:	4,600.00
0000048166	06/30/2022	LE2660000007	2200001354	Q-578681	10-1610-610-600-40-995-000-000-0000	16610995	521.63
LAERDAME-Laerdal Medical Corporation				Order ID O-1	Payment Date: 06/30/2022	Payment Amt:	521.63
0000048167	06/30/2022	LE2660000008	2200001352	S99547	10-1610-610-600-40-995-000-000-0000	16610995	1,044.99
0000048167	06/30/2022	LE2660000009	2200001352	S99430	10-1610-610-600-40-995-000-000-0000	16610995	1,051.98
MEDICASH-Medical Shipment				Order ID O-1	Payment Date: 06/30/2022	Payment Amt:	2,096.97
0000048168	06/30/2022	LE2660000010	2200001357	1276351-0	10-1610-610-600-40-995-000-000-0000	16610995	2,100.43
POCKET2-Pocket Nurse				Order ID O-1	Payment Date: 06/30/2022	Payment Amt:	2,100.43

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

FUND ACCOUNTING PAYMENT REGISTER

Bank Account: GF - GENERAL FUND **Payment Dates:** 06/01/2022 - 06/30/2022

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

Sort: Payment Number

Payment #	Trans Date	Trans #	PO #/Proc Ctrl#	Invoice #	Account Code	ASN	Amount
0000048169	06/30/2022	LE2660000001	2200001342		10-1610-329-600-40-995-000-000-0000	16320995	2,048.50
STATNURSI-STAT Nursing Consultants				Order ID O-1	Payment Date: 06/30/2022	Payment Amt:	2,048.50
0000048170	06/29/2022	AP2659900001			10-6943-000-000-40-890-000-000-0000	16943890	178.00
ZZZZZ-Megan A Confer					Payment Date: 06/30/2022	Payment Amt:	178.00
0000048171	06/29/2022	AP2659900002			10-6943-000-000-40-890-000-000-0000	16943890	2,227.00
ZZZZZ-Tara Altson					Payment Date: 06/30/2022	Payment Amt:	2,227.00
0000048172	06/29/2022	LE2660400003	2200001333	1273072	10-1380-610-000-30-810-000-000-0000	13610810	189.83
0000048172	06/29/2022	LE2660400004	2200001333	1273072	10-1610-610-000-40-810-000-000-0000	16610810	102.21
CARS2-CAPITAL AUTO REFINISHING				Order ID O-1	Payment Date: 06/30/2022	Payment Amt:	292.04
0000048173	06/29/2022	LE2660400005	2200001315	Z779594	10-2220-610-991-30-222-000-000-0038	136102220038	157.08
CDW-G-CDW GOVERNMENT INC.				Order ID O-1	Payment Date: 06/30/2022	Payment Amt:	157.08
0000048174	06/29/2022	LE2660400006	2200001340	B7926	10-2360-610-000-40-236-000-000-0000	16610236	1,438.56
DISCELEC-Discount Electronics				Remit ID R-1	Payment Date: 06/30/2022	Payment Amt:	1,438.56
0000048175	06/29/2022	LE2660600004	2200001282	35050	10-1610-610-000-40-875-000-000-0000	16610875	1,025.00
GROVEPRIN-GROVE PRINTING				Order ID O-1	Payment Date: 06/30/2022	Payment Amt:	1,025.00
0000048176	06/29/2022	LE2660600005	2200001116	EES00005585	10-1610-610-000-40-890-000-000-0000	16610890	1,494.02
0000048176	06/29/2022	LE2660600006	2200001116	EES00005585	10-2360-610-000-40-236-000-000-0000	16610236	1,494.02
0000048176	06/29/2022	LE2660600007	2200001116	EES00005585	10-2220-610-000-30-222-000-000-0000	13610222	1,494.01
IU13LANCA-IU13 Lancaster-Lebanon Intermediat				Order ID O-1	Payment Date: 06/30/2022	Payment Amt:	4,482.05

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

FUND ACCOUNTING PAYMENT REGISTER

Bank Account: GF - GENERAL FUND **Payment Dates:** 06/01/2022 - 06/30/2022

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

Sort: Payment Number

Payment #	Trans Date	Trans #	PO #/Proc Ctrl#	Invoice #	Account Code	ASN	Amount
0000048177	06/29/2022	LE2660600008	2200001050	65754	10-1310-752-219-30-310-000-000-0000	13752310219	400.73
0000048177	06/29/2022	LE2660600009	2200001050	65754	10-1310-752-219-30-310-000-000-0000	13752310219	256.04
0000048177	06/29/2022	LE2660600010	2200001050	65754	10-1310-752-219-30-310-000-000-0000	13752310219	54.69
0000048177	06/29/2022	LE2660600011	2200001050	65754	10-1310-752-219-30-310-000-000-0000	13752310219	548.50
PAVETOI-Pave Tool Innovators				Order ID O-1	Payment Date: 06/30/2022	Payment Amt:	1,259.96
0000048178	06/29/2022	LE2660600014	2200001182	856-40406941	10-2620-762-000-40-260-000-000-0000	16762260	5,782.65
0000048178	06/29/2022	LE2660600015	2200001182	856-40406941	10-2620-762-000-30-260-000-000-0000	13762260	5,782.65
VERITIV-Veritiv Office				Remit ID R-1	Payment Date: 06/30/2022	Payment Amt:	11,565.30
* 00ANHTZ83V	06/29/2022	OD2661300001			10-2360-213-000-30-236-000-000-0000	13213236	2,472.35
PRUDENTIA-Prudential				Order ID O-1	Payment Date: 06/29/2022	Payment Amt:	2,472.35
* AFLAC00629	06/29/2022	OD2672400002		270785	10-0462-AFL-PAY-00-000-000-000-0000	AFLAC	237.58
AFLAC-AFLAC				Order ID O-1	Payment Date: 06/29/2022	Payment Amt:	237.58
* ERR0000623	06/23/2022	OD2672400001			10-0462-230-000-00-000-000-000-0000	462230	280,872.24
PSERSCONT-PSERS				Order ID O-1	Payment Date: 06/23/2022	Payment Amt:	280,872.24
* GFMS053122	06/10/2022	OD2661200001			10-2513-810-000-30-250-000-000-0000	138102513	595.01
FNB-FNB COMMERCIAL CREDIT CARD				Remit ID R-1	Payment Date: 06/10/2022	Payment Amt:	595.01
* HSA0000531	06/03/2022	OD2642200007			10-0462-HSA-EMP-00-000-000-000-0000	100462HSAE MP	1,393.53
PNCHSACU-PNC-HSA Custodian					Payment Date: 06/03/2022	Payment Amt:	1,393.53

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

FUND ACCOUNTING PAYMENT REGISTER

Bank Account: GF - GENERAL FUND **Payment Dates:** 06/01/2022 - 06/30/2022

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

Payment #	Trans Date	Trans #	PO #/Proc Ctrl#	Invoice #	Account Code	ASN	Amount
* HSA0000615	06/16/2022	OD2652300016			10-1610-211-000-40-890-000-000-0000	16211890	333.33
* HSA0000615	06/16/2022	OD2652300017			10-1330-211-000-30-335-000-000-0000	13211335	399.99
* HSA0000615	06/16/2022	OD2652300018			10-1610-211-000-40-892-000-000-0000	16211892	666.65
* HSA0000615	06/16/2022	OD2652300019			10-0462-HSA-EMP-00-000-000-000-0000	100462HSAE MP	1,293.53
PNCHSACU-PNC-HSA Custodian					Payment Date: 06/16/2022	Payment Amt:	2,693.50
* IRS0000531	06/03/2022	OD2642200003			10-0462-220-000-00-000-000-000-0000	462220	13,082.73
* IRS0000531	06/03/2022	OD2642200004			10-0462-FED-PAY-00-000-000-000-0000	FITWH	13,828.11
* IRS0000531	06/03/2022	OD2642200005			10-0462-MED-PAY-00-000-000-000-0000	EEMEDICAR E	2,479.77
* IRS0000531	06/03/2022	OD2642200006			10-0462-SSA-PAY-00-000-000-000-0000	EE SOCSEC	10,602.96
IRS-INTERNAL REVENUE SERVICE					Order ID O-1	Payment Date: 06/03/2022	Payment Amt: 39,993.57
* IRS0000615	06/17/2022	OD2652300003			10-0462-220-000-00-000-000-000-0000	462220	10,165.65
* IRS0000615	06/17/2022	OD2652300004			10-0462-FED-PAY-00-000-000-000-0000	FITWH	11,457.02
* IRS0000615	06/17/2022	OD2652300005			10-0462-MED-PAY-00-000-000-000-0000	EEMEDICAR E	1,926.87
* IRS0000615	06/17/2022	OD2652300006			10-0462-SSA-PAY-00-000-000-000-0000	EE SOCSEC	8,238.78
IRS-INTERNAL REVENUE SERVICE					Order ID O-1	Payment Date: 06/17/2022	Payment Amt: 31,788.32
* PAY0000615	06/14/2022	OD2652300020			10-0101-NET-PAY-00-000-000-000-0000	NET PAY	92,087.71
PAYROLL-Payroll					Order ID O-1	Payment Date: 06/14/2022	Payment Amt: 92,087.71
* PAY0000630	06/29/2022	OD2672000001			10-0101-NET-PAY-00-000-000-000-0000	NET PAY	129,675.04

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

FUND ACCOUNTING PAYMENT REGISTER

Bank Account: GF - GENERAL FUND Payment Dates: 06/01/2022 - 06/30/2022

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

Payment #	Trans Date	Trans #	PO #/Proc Ctrl#	Invoice #	Account Code	ASN	Amount
PAYROLL-Payroll				Order ID O-1	Payment Date: 06/29/2022	Payment Amt:	129,675.04
* POS0000613	06/13/2022	OD2652300008			10-1610-230-000-40-892-000-000-0000	16230892	4,806.01
PSERS-PENNSYLVANIA STATE EMPLOYEES RETIREMENT				Order ID O-1	Payment Date: 06/13/2022	Payment Amt:	4,806.01
* RET0000531	06/13/2022	OD2652300009			10-0462-RET-PAY-00-000-000-000-0000	EE PSERS	299.95
* RET0000531	06/13/2022	OD2652300010			10-0462-RET-PAY-00-000-000-000-0000	EE PSERS	11,805.26
* RET0000531	06/13/2022	OD2652300011			10-0462-RET-PAY-00-000-000-000-0000	EE PSERS	9,577.32
PSERSEMP-PSERS-Employee Share				Order ID O-1	Payment Date: 06/13/2022	Payment Amt:	21,682.53
* STX0000531	06/03/2022	OD2642200002			10-0462-STA-PAY-00-000-000-000-0000	SITWH	5,265.21
PADEPTREV-PA DEPT OF REVENUE				Order ID O-1	Payment Date: 06/03/2022	Payment Amt:	5,265.21
* STX0000615	06/22/2022	OD2652300001			10-0462-STA-PAY-00-000-000-000-0000	SITWH	4,094.57
PADEPTREV-PA DEPT OF REVENUE				Order ID O-1	Payment Date: 06/22/2022	Payment Amt:	4,094.57
* SUP0000531	06/03/2022	OD2642200001			10-0462-SUP-PAY-00-000-000-000-0000	SUPPORT	150.50
EXPERT-EXPERT PAY				Order ID O-1	Payment Date: 06/03/2022	Payment Amt:	150.50
* SUP0000615	06/17/2022	OD2652300002			10-0462-SUP-PAY-00-000-000-000-0000	SUPPORT	150.50
EXPERT-EXPERT PAY				Order ID O-1	Payment Date: 06/17/2022	Payment Amt:	150.50
* SUP0000630	06/30/2022	OD2672400003			10-0462-SUP-PAY-00-000-000-000-0000	SUPPORT	150.50

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

FUND ACCOUNTING PAYMENT REGISTER

Bank Account: GF - GENERAL FUND **Payment Dates:** 06/01/2022 - 06/30/2022

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

Payment #	Trans Date	Trans #	PO #/Proc Ctrl#	Invoice #	Account Code	ASN	Amount
EXPERT-EXPERT PAY				Order ID O-1	Payment Date: 06/30/2022	Payment Amt:	150.50
*	06/02/2022	OD2642200008			10-0462-230-000-00-000-000-0000	462230	845.28
VOYA000602							
*	06/02/2022	OD2642200009			10-0462-RET-PAY-00-000-000-000-0000	EE PSERS	1,033.11
VOYA000602							
PSERSEMP-PSERS-VOYAEmployee Share				Order ID O-2	Payment Date: 06/02/2022	Payment Amt:	1,878.39
*	06/03/2022	OD2642300001			10-0462-ING-PAY-00-000-000-000-0000	ING	275.00
VOYA000603							
VOYARETIR-Voya Institutional Trust Company				Order ID O-1	Payment Date: 06/03/2022	Payment Amt:	275.00
*	06/16/2022	OD2652300012			10-0462-RET-PAY-00-000-000-000-0000	EE PSERS	198.00
VOYA000616							
*	06/16/2022	OD2652300013			10-0462-230-000-00-000-000-0000	462230	162.00
VOYA000616							
*	06/16/2022	OD2652300014			10-0462-RET-PAY-00-000-000-000-0000	EE PSERS	908.15
VOYA000616							
*	06/16/2022	OD2652300015			10-0462-230-000-00-000-000-0000	462230	743.03
VOYA000616							
PSERSEMP-PSERS-VOYAEmployee Share				Order ID O-2	Payment Date: 06/16/2022	Payment Amt:	2,011.18
*	06/17/2022	OD2652300007			10-0462-ING-PAY-00-000-000-000-0000	ING	275.00
VOYA000617							
VOYARETIR-Voya Institutional Trust Company				Order ID O-1	Payment Date: 06/17/2022	Payment Amt:	275.00
10 - GENERAL FUND							992,244.35

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

FUND ACCOUNTING PAYMENT REGISTER

Bank Account: GF - GENERAL FUND **Payment Dates:** 06/01/2022 - 06/30/2022

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

Sort: Payment Number

Grand Total All Funds	992,244.35
Grand Total Credit Cards	0.00
Grand Total Direct Deposits	0.00
Grand Total Manual Checks	(1,191.87)
Grand Total Other Disbursement Non-negotiables	622,548.24
Grand Total Procurement Card Other Disbursement Non-negotiables	0.00
Grand Total Regular Checks	370,887.98
Grand Total All Payments	992,244.35

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

FUND ACCOUNTING PAYMENT REGISTER

Bank Account: GF - GENERAL FUND **Payment Dates:** 07/01/2022 - 07/31/2022

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

Sort: Payment Number

Payment #	Trans Date	Trans #	PO #/Proc Ctrl#	Invoice #	Account Code	ASN	Amount
0000048184	07/01/2022	AP2661700049		4538	10-1610-250-000-40-892-000-000-0000	16250892	96.00
0000048184	07/01/2022	AP2661700050		4538	10-1610-250-000-40-890-000-000-0000	16250890	576.00
0000048184	07/01/2022	AP2661700051		4538	10-1610-250-000-40-880-000-000-0000	16250880	96.00
0000048184	07/01/2022	AP2661700052		4538	10-1610-250-000-40-875-000-000-0000	16250875	216.00
0000048184	07/01/2022	AP2661700053		4538	10-1380-250-600-30-995-000-000-0000	13250995	96.00
0000048184	07/01/2022	AP2661700054		4538	10-1380-250-600-30-995-000-000-0000	13250995	48.00
0000048184	07/01/2022	AP2661700055		4538	10-2620-250-000-30-260-000-000-0000	13250262	240.00
0000048184	07/01/2022	AP2661700056		4538	10-2611-250-000-30-260-000-000-0000	13250261	48.00
0000048184	07/01/2022	AP2661700057		4538	10-2514-250-000-30-250-000-000-0000	132502514	32.00
0000048184	07/01/2022	AP2661700058		4538	10-2513-250-000-40-250-000-000-0000	162502513	96.00
0000048184	07/01/2022	AP2661700059		4538	10-2513-250-000-30-250-000-000-0000	132502513	96.00
0000048184	07/01/2022	AP2661700060		4538	10-2511-250-000-30-250-000-000-0000	13250251	48.00
0000048184	07/01/2022	AP2661700061		4538	10-2400-250-000-30-240-000-000-0000	13250240	48.00
0000048184	07/01/2022	AP2661700062		4538	10-2360-250-000-42-236-000-000-0000	1625023642	48.00
0000048184	07/01/2022	AP2661700063		4538	10-2380-250-000-30-238-000-000-0000	13250238	48.00
0000048184	07/01/2022	AP2661700064		4538	10-2360-250-000-40-236-000-000-0000	16250236	96.00
0000048184	07/01/2022	AP2661700065		4538	10-2360-250-000-30-236-000-000-0000	13250236	96.00
0000048184	07/01/2022	AP2661700066		4538	10-2290-250-000-30-229-000-000-0000	13250229	72.00
0000048184	07/01/2022	AP2661700067		4538	10-1390-250-000-30-390-000-000-0000	13250390	48.00
0000048184	07/01/2022	AP2661700068		4538	10-1610-250-000-40-886-000-000-0000	16250886	48.00
0000048184	07/01/2022	AP2661700069		4538	10-1610-250-000-40-870-000-000-0000	16250870	48.00
0000048184	07/01/2022	AP2661700070		4538	10-1380-250-000-30-870-000-000-0000	13250870	48.00

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

FUND ACCOUNTING PAYMENT REGISTER

Bank Account: GF - GENERAL FUND **Payment Dates:** 07/01/2022 - 07/31/2022

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

Payment #	Trans Date	Trans #	PO #/Proc Ctrl#	Invoice #	Account Code	ASN	Amount
0000048184	07/01/2022	AP2661700071		4538	10-1380-250-000-30-865-000-000-0000	13250865	48.00
0000048184	07/01/2022	AP2661700072		4538	10-1380-250-000-30-860-000-000-0000	13250860	48.00
0000048184	07/01/2022	AP2661700073		4538	10-1610-250-000-40-850-000-000-0000	16250850	48.00
0000048184	07/01/2022	AP2661700074		4538	10-1380-250-000-30-850-000-000-0000	13250850	48.00
0000048184	07/01/2022	AP2661700075		4538	10-1610-250-000-40-845-000-000-0000	16250845	72.00
0000048184	07/01/2022	AP2661700076		4538	10-1380-250-000-30-845-000-000-0000	13250845	96.00
0000048184	07/01/2022	AP2661700077		4538	10-1380-250-000-30-840-000-000-0000	13250840	48.00
0000048184	07/01/2022	AP2661700078		4538	10-1610-250-000-40-835-000-000-0000	16250835	48.00
0000048184	07/01/2022	AP2661700079		4538	10-1380-250-000-30-835-000-000-0000	13250835	48.00
0000048184	07/01/2022	AP2661700080		4538	10-1610-250-000-40-830-000-000-0000	16250830	48.00
0000048184	07/01/2022	AP2661700081		4538	10-1380-250-000-30-830-000-000-0000	13250830	48.00
0000048184	07/01/2022	AP2661700082		4538	10-1610-250-000-42-820-000-000-0000	1625082042	48.00
0000048184	07/01/2022	AP2661700083		4538	10-1380-250-000-30-825-000-000-0000	13250825	48.00
0000048184	07/01/2022	AP2661700084		4538	10-1380-250-000-30-815-000-000-0000	13250815	48.00
0000048184	07/01/2022	AP2661700085		4538	10-1380-250-000-30-810-000-000-0000	13250810	48.00
0000048184	07/01/2022	AP2661700086		4538	10-1370-250-000-30-370-000-000-0000	13250370	48.00
0000048184	07/01/2022	AP2661700087		4538	10-1342-250-000-30-345-000-000-0000	13250345	48.00
0000048184	07/01/2022	AP2661700088		4538	10-1342-250-000-30-342-000-000-0000	13250342	48.00
0000048184	07/01/2022	AP2661700089		4538	10-1610-250-000-40-335-000-000-0000	16250335	96.00
0000048184	07/01/2022	AP2661700090		4538	10-1330-250-000-30-335-000-000-0000	13250335	48.00
0000048184	07/01/2022	AP2661700091		4538	10-1610-250-000-40-331-000-000-0000	16250331	48.00
0000048184	07/01/2022	AP2661700092		4538	10-1610-250-000-40-333-000-000-0000	16250333	48.00

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

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Payment #	Trans Date	Trans #	PO #/Proc Ctrl#	Invoice #	Account Code	ASN	Amount
0000048184	07/01/2022	AP2661700093		4538	10-1610-250-000-40-330-000-000-0000	16250330	48.00
0000048184	07/01/2022	AP2661700094		4538	10-1610-250-000-40-310-000-000-0000	16250310	7.02
0000048184	07/01/2022	AP2661700095		4538	10-1330-250-000-30-330-000-000-0000	13250330	48.00
0000048184	07/01/2022	AP2661700096		4538	10-1310-250-000-30-310-000-000-0000	13250310	48.00
2011BUCS-PSBA Insurance Trust				Remit ID R-1	Payment Date: 07/08/2022	Payment Amt:	3,615.02
0000048185	07/07/2022	AP2661700009		060295	10-2360-540-000-30-236-000-000-0000	13540236	4,820.24 #
ALTOONAMI-ALTOONA MIRROR				Remit ID R-1	Payment Date: 07/08/2022	Payment Amt:	4,820.24
0000048186	07/07/2022	AP2661700001			10-1610-580-000-42-820-000-000-0000	1658082042	1,897.27
ANDREWBR-Andrew Brill				Order ID O-1	Payment Date: 07/08/2022	Payment Amt:	1,897.27
0000048187	07/08/2022	LE2661500017	2200001318	1010224490	10-2360-330-000-42-236-000-000-0000	1633023642	425.00 #
AOTA-American Occupational Therapy Association				Order ID O-1	Payment Date: 07/08/2022	Payment Amt:	425.00
0000048188	07/01/2022	AP2661700033			10-1610-610-000-40-875-000-000-0000	16610875	115.00
0000048188	07/01/2022	AP2661700034			10-1610-610-000-40-875-000-000-0000	16610875	115.00
0000048188	07/01/2022	AP2661700035			10-1610-610-000-40-875-000-000-0000	16610875	115.00
0000048188	07/01/2022	AP2661700036			10-1610-610-000-40-875-000-000-0000	16610875	115.00
0000048188	07/01/2022	AP2661700037			10-1610-610-000-40-845-000-000-0000	16610845	115.00
0000048188	07/01/2022	AP2661700038			10-1610-610-000-40-845-000-000-0000	16610845	115.00
BARRETTJO-JOHN A. BARRETT D.C.				Order ID O-1	Payment Date: 07/08/2022	Payment Amt:	690.00
0000048189	07/06/2022	AP2661700002		2996	10-2840-329-000-30-280-000-000-0000	13320280	7,500.00
BLACKHF-Black Hoof Technology LLC				Order ID O-1	Payment Date: 07/08/2022	Payment Amt:	7,500.00

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0000048190	07/08/2022	LE2661500018	2200001359	11112709	10-1342-430-000-30-342-000-000-0000	13430342	305.00 #
BREONSHEA-Breon's heating and air				Remit ID R-1	Payment Date: 07/08/2022	Payment Amt:	305.00
0000048191	07/07/2022	AP2661700007		4123293078	10-2620-415-000-30-260-000-000-0000	13415260	289.08 #
0000048191	07/07/2022	AP2661700008		4123976223	10-2620-415-000-30-260-000-000-0000	13415260	289.08 #
CINTAS-CINTAS CORPORATION LOC. 536				Remit ID R-1	Payment Date: 07/08/2022	Payment Amt:	578.16
0000048192	07/08/2022	LE2661500023	2200001330	SERV7636415	10-1380-610-000-30-845-000-000-0000	13610845	64.35 #
0000048192	07/08/2022	LE2661500024	2200001330	SERV7636415	10-1610-610-000-40-845-000-000-0000	16610845	64.34 #
CLEVELAND-CLEVELAND BROTHERS				Remit ID R-1	Payment Date: 07/08/2022	Payment Amt:	128.69
0000048193	07/07/2022	AP2661700005		2103346	10-1610-610-000-40-845-000-000-0000	16610845	1,327.46 #
0000048193	07/07/2022	AP2661700006		2083112	10-5110-911-000-00-000-000-000-0000	5110911	2,065.09 #
0000048193	07/08/2022	AP2661700157			10-1610-610-000-40-845-000-000-0000	16610845	1,677.09
CNHINDUST-CNH INDUSTRIAL CAPITAL AMERICA LLC				Remit ID R-1	Payment Date: 07/08/2022	Payment Amt:	5,069.64
0000048194	07/08/2022	LE2661500022	2200000837	11443	10-2620-610-000-30-260-000-000-0000	13610260	2,285.80 #
CORBETT-Corbett Inc.				Order ID O-1	Payment Date: 07/08/2022	Payment Amt:	2,285.80
0000048195	07/06/2022	AP2661700032			10-2310-330-000-30-230-000-000-0000	13330230	972.50
ETTERLAW-Etter Law Firm LLC				Order ID O-1	Payment Date: 07/08/2022	Payment Amt:	972.50
0000048196	07/07/2022	AP2661700003			10-1610-580-000-40-870-000-000-0000	16580870	294.26 #
FINNEFRO-Edward Finnefrock				Order ID O-1	Payment Date: 07/08/2022	Payment Amt:	294.26
0000048197	07/07/2022	AP2661700020			10-2360-610-000-40-236-000-000-0000	16610236	151.44 #

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0000048197	07/07/2022	AP2661700021			10-2360-580-000-40-236-000-000-0000	16580236	96.25 #
0000048197	07/07/2022	AP2661700022			10-2360-610-000-40-236-000-000-0000	16610236	31.76 #
0000048197	07/07/2022	AP2661700023			10-1610-610-000-40-835-000-000-0000	16610835	95.00 #
0000048197	07/07/2022	AP2661700024			10-1610-580-000-42-820-000-000-0000	1658082042	45.26 #
0000048197	07/07/2022	AP2661700025			10-1610-580-000-42-820-000-000-0000	1658082042	20.60 #
0000048197	07/07/2022	AP2661700026			10-1610-610-000-40-845-000-000-0000	16610845	205.69 #
0000048197	07/07/2022	AP2661700027			10-1610-610-000-40-835-000-000-0000	16610835	120.00 #
FNBCOMCC-FNB COMMERCIAL CREDIT CARD				Order ID O-1	Payment Date: 07/08/2022	Payment Amt:	766.00
0000048198	07/08/2022	LE2661500019	2200001163	MC-1220662810	10-1610-540-000-40-236-000-000-0000	16540236	2,478.00 #
FOREVEMES-Forever Media, State College				Order ID O-1	Payment Date: 07/08/2022	Payment Amt:	2,478.00
0000048199	07/07/2022	AP2661700154			10-2360-540-000-30-236-000-000-0000	13540236	81.50
GAZETTE-The Centre County Gazette				Order ID O-1	Payment Date: 07/08/2022	Payment Amt:	81.50
0000048200	07/06/2022	AP2661700019			10-1342-610-000-30-345-000-000-0000	13610345	35.52
GEARHARTE-ERIN GEARHART				Order ID O-1	Payment Date: 07/08/2022	Payment Amt:	35.52
0000048201	07/08/2022	LE2661500020	2200001183	220428-002C	10-1380-610-000-30-845-000-000-0000	13610845	209.90 #
GEIGLESAG-Geigle Safety Group Inc.				Order ID O-1	Payment Date: 07/08/2022	Payment Amt:	209.90
0000048202	07/06/2022	AP2661700018		GW0000001943	10-2620-530-000-30-260-000-000-0000	13530260	199.00 #
GETWIRELE-GETWIRELESS.NET				Order ID O-1	Payment Date: 07/08/2022	Payment Amt:	199.00
0000048203	07/07/2022	AP2661700017			10-1610-610-000-40-835-000-000-0000	16610835	265.76

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Payment #	Trans Date	Trans #	PO #/Proc Ctrl#	Invoice #	Account Code	ASN	Amount
GROFF-GROFF TRACTOR & EQUIPMENT INC				Remit ID R-1	Payment Date: 07/08/2022	Payment Amt:	265.76
0000048204	07/07/2022	AP2661700010		3930	10-2360-610-000-40-236-000-000-0000	16610236	148.50
0000048204	07/07/2022	AP2661700011		3930	10-2360-610-000-30-236-000-000-0000	13610236	148.50
Guard911-Guard 911, LLC				Order ID O-1	Payment Date: 07/08/2022	Payment Amt:	297.00
0000048205	07/07/2022	AP2661700016		C077500-IN	10-2620-411-000-30-260-000-000-0000	13411260	1,428.00
GUARDIAN-GUARDIAN CSC				Order ID O-1	Payment Date: 07/08/2022	Payment Amt:	1,428.00
0000048206	07/08/2022	AP2661700158	2200001020	21252431	10-1330-610-000-30-330-000-000-0000	13610330	690.29 #
HENRYSCHE-HENRY SCHEIN INC.				Order ID O-1	Payment Date: 07/08/2022	Payment Amt:	690.29
0000048207	07/07/2022	AP2661700012		17272638	10-1610-610-000-40-845-000-000-0000	16610845	330.64 #
0000048207	07/07/2022	AP2661700013		17272638	10-1380-610-000-30-845-000-000-0000	13610845	330.61 #
0000048207	07/07/2022	AP2661700014		17272638	10-1610-610-000-40-835-000-000-0000	16610835	330.61 #
0000048207	07/07/2022	AP2661700015		17272638	10-1380-610-000-30-835-000-000-0000	13610835	330.61 #
HERITAGE-Heritage Crystal Clean LLC				Order ID O-1	Payment Date: 07/08/2022	Payment Amt:	1,322.47
0000048208	07/07/2022	AP2661700040		11121440	10-1610-610-000-40-870-000-000-0000	16610870	186.22 #
LINDEGAE-Linde Gas & Equipment Inc.				Remit ID R-1	Payment Date: 07/08/2022	Payment Amt:	186.22
0000048209	07/06/2022	AP2661700153		DCENVO	10-2360-610-000-40-236-000-000-0000	16610236	361.91 #
LOCKHAVEN-THE LOCK HAVEN EXPRESS				Order ID O-1	Payment Date: 07/08/2022	Payment Amt:	361.91
0000048210	07/07/2022	LE2661500025	23000000010		10-1610-752-000-40-875-000-000-0000	16752875	17,000.00
MAYESTRT-Mayes Truck and Trailer Sales				Order ID O-1	Payment Date: 07/08/2022	Payment Amt:	17,000.00

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Payment #	Trans Date	Trans #	PO #/Proc Ctrl#	Invoice #	Account Code	ASN	Amount
0000048211	07/08/2022	LE2661500027	2200000651	3093704	10-1380-430-000-30-865-000-000-0000	13430865	1,332.80 #
0000048211	07/26/2022	OD2676400004	2200000651	3093704	10-1380-430-000-30-865-000-000-0000	13430865	(1,332.80)
MIDATLFIA-Mid-Atlantic Fire and Air				Order ID O-1	Payment Date: 07/08/2022	Payment Amt:	0.00
0000048212	07/07/2022	AP2661700046			10-2620-411-000-30-260-000-000-0000	13411260	750.00
NEWMANHIL-NEWMAN HILL INC.				Order ID O-1	Payment Date: 07/08/2022	Payment Amt:	750.00
0000048213	07/07/2022	AP2661700042			10-2511-810-000-30-250-000-000-0000	13810251	158.00
0000048213	07/07/2022	AP2661700043			10-2380-810-000-30-238-000-000-0000	13810238	158.00
0000048213	07/07/2022	AP2661700044			10-2360-810-000-40-236-000-000-0000	16810236	158.00
0000048213	07/07/2022	AP2661700045			10-2360-810-000-30-236-000-000-0000	13810236	700.00
PACTA-PACTA				Order ID O-1	Payment Date: 07/08/2022	Payment Amt:	1,174.00
0000048214	07/07/2022	AP2661700041		10centrevt-22-7	10-2360-810-000-30-236-000-000-0000	13810236	50.00
PENNLINK-PENNSYLVANIA STATE UNIVERSITY				Order ID O-1	Payment Date: 07/08/2022	Payment Amt:	50.00
0000048215	07/08/2022	LE2661500029	2200001334		10-1610-610-000-40-890-000-000-0000	16610890	202.50 #
POCKETPO-Pocketful of Posies				Order ID O-1	Payment Date: 07/08/2022	Payment Amt:	202.50
0000048216	07/08/2022	LE2661500005	2200001314	25771760	10-2360-610-000-30-236-000-000-0000	13610236	60.33 #
0000048216	07/08/2022	LE2661500006	2200001314	25771760	10-2360-610-000-40-236-000-000-0000	16610236	60.33 #
0000048216	07/08/2022	LE2661500007	2200001314	25771760	10-1610-610-000-40-890-000-000-0000	16610890	60.33 #
0000048216	07/08/2022	LE2661500008	2200001314	25770451	10-1610-610-000-40-890-000-000-0000	16610890	513.33 #
0000048216	07/08/2022	LE2661500009	2200001314	25770451	10-2360-610-000-40-236-000-000-0000	16610236	513.32 #
0000048216	07/08/2022	LE2661500010	2200001314	25770451	10-2360-610-000-30-236-000-000-0000	13610236	513.34 #

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0000048216	07/08/2022	LE2661500011	2200001314	25803949	10-2360-610-000-30-236-000-000-0000	13610236	18.33 #
0000048216	07/08/2022	LE2661500012	2200001314	25803949	10-2360-610-000-40-236-000-000-0000	16610236	18.33 #
0000048216	07/08/2022	LE2661500013	2200001314	25803949	10-1610-610-000-40-890-000-000-0000	16610890	18.33 #
0000048216	07/08/2022	LE2661500014	2200001314	25784723	10-1610-610-000-40-890-000-000-0000	16610890	11.33 #
0000048216	07/08/2022	LE2661500015	2200001314	25784723	10-2360-610-000-40-236-000-000-0000	16610236	11.33 #
0000048216	07/08/2022	LE2661500016	2200001314	25784723	10-2360-610-000-30-236-000-000-0000	13610236	11.33 #
0000048216	07/08/2022	LE2661500033	2200001314	161673879	10-2360-610-000-30-236-000-000-0000	13610236	14.66 #
0000048216	07/08/2022	LE2661500034	2200001314	161673879	10-2360-610-000-40-236-000-000-0000	16610236	14.66 #
0000048216	07/08/2022	LE2661500035	2200001314	161673879	10-1610-610-000-40-890-000-000-0000	16610890	14.65 #
QUILL-QUILL CORP.				Order ID O-1	Payment Date: 07/08/2022	Payment Amt:	1,853.93
0000048217	07/07/2022	AP2661700151		9699	10-2360-610-000-40-236-000-000-0000	16610236	302.50
0000048217	07/07/2022	AP2661700152		9699	10-2360-610-000-30-236-000-000-0000	13610236	242.50
SCHOOLGAT-School Gate Guardian Inc.				Order ID O-1	Payment Date: 07/08/2022	Payment Amt:	545.00
0000048218	07/08/2022	LE2661500031	2200001311	ARV/53396292	10-1380-752-219-30-835-000-000-0000	13752835219	8,016.18 #
SNAP-ON-SNAP-ON				Remit ID R-1	Payment Date: 07/08/2022	Payment Amt:	8,016.18
0000048219	07/07/2022	AP2661700103		INV342736	10-1610-610-000-40-892-000-000-0000	16610892	99.27 #
0000048219	07/07/2022	AP2661700104		INV342736	10-1610-610-000-40-890-000-000-0000	16610890	389.52 #
0000048219	07/07/2022	AP2661700105		INV342736	10-1610-610-000-40-880-000-000-0000	16610880	79.35 #
0000048219	07/07/2022	AP2661700106		INV342736	10-1610-610-000-40-875-000-000-0000	16610875	60.34 #
0000048219	07/07/2022	AP2661700107		INV342736	10-2840-610-000-30-280-000-000-0000	13610280	20.65 #
0000048219	07/07/2022	AP2661700108		INV342736	10-2515-610-000-40-250-000-000-0000	16610250	18.56 #

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0000048219	07/07/2022	AP2661700109		INV342736	10-2515-610-000-30-250-000-000-0000	13610250	89.66 #
0000048219	07/07/2022	AP2661700110		INV342736	10-2360-610-000-42-236-000-000-0000	1661023642	12.46 #
0000048219	07/07/2022	AP2661700111		INV342736	10-2380-610-000-30-238-000-000-0000	13610238	82.64 #
0000048219	07/07/2022	AP2661700112		INV342736	10-2360-610-000-40-236-000-000-0000	16610236	94.47 #
0000048219	07/07/2022	AP2661700113		INV342736	10-2360-610-000-30-236-000-000-0000	13610236	267.73 #
0000048219	07/07/2022	AP2661700114		INV342736	10-2360-610-000-40-236-000-000-0000	16610236	45.23 #
0000048219	07/07/2022	AP2661700115		INV342736	10-2290-610-000-30-229-000-000-0000	13610229	131.83 #
0000048219	07/07/2022	AP2661700116		INV342736	10-2290-610-000-40-229-000-000-0000	16610229	34.21 #
0000048219	07/07/2022	AP2661700117		INV342736	10-1390-610-000-30-390-000-000-0000	13610390	16.30 #
0000048219	07/07/2022	AP2661700118		INV342736	10-1610-610-600-40-995-000-000-0000	16610995	45.25 #
0000048219	07/07/2022	AP2661700119		INV342736	10-1380-610-600-30-995-000-000-0000	13610995	38.17 #
0000048219	07/07/2022	AP2661700120		INV342736	10-2360-610-000-40-236-000-000-0000	16610236	48.79 #
0000048219	07/07/2022	AP2661700121		INV342736	10-2360-610-000-30-236-000-000-0000	13610236	56.60 #
0000048219	07/07/2022	AP2661700122		INV342736	10-1610-610-000-40-870-000-000-0000	16610870	8.31 #
0000048219	07/07/2022	AP2661700123		INV342736	10-1380-610-000-30-870-000-000-0000	13610870	17.43 #
0000048219	07/07/2022	AP2661700124		INV342736	10-1380-610-000-30-865-000-000-0000	13610865	26.11 #
0000048219	07/07/2022	AP2661700125		INV342736	10-1610-610-000-40-860-000-000-0000	16610860	44.90 #
0000048219	07/07/2022	AP2661700126		INV342736	10-1380-610-000-30-860-000-000-0000	13610860	44.90 #
0000048219	07/07/2022	AP2661700127		INV342736	10-1610-610-000-40-850-000-000-0000	16610850	30.84 #
0000048219	07/07/2022	AP2661700128		INV342736	10-1380-610-000-30-850-000-000-0000	13610850	25.24 #
0000048219	07/07/2022	AP2661700129		INV342736	10-1610-610-000-40-845-000-000-0000	16610845	46.48 #
0000048219	07/07/2022	AP2661700130		INV342736	10-1380-610-000-30-845-000-000-0000	13610845	34.26 #

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

FUND ACCOUNTING PAYMENT REGISTER

Bank Account: GF - GENERAL FUND **Payment Dates:** 07/01/2022 - 07/31/2022

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

Sort: Payment Number

Payment #	Trans Date	Trans #	PO #/Proc Ctrl#	Invoice #	Account Code	ASN	Amount
0000048219	07/07/2022	AP2661700131		INV342736	10-1380-610-000-30-840-000-000-0000	13610840	220.99 #
0000048219	07/07/2022	AP2661700132		INV342736	10-1610-610-000-40-835-000-000-0000	16610835	34.88 #
0000048219	07/07/2022	AP2661700133		INV342736	10-1380-610-000-30-835-000-000-0000	13610835	40.00 #
0000048219	07/07/2022	AP2661700134		INV342736	10-1610-610-000-40-830-000-000-0000	16610830	30.83 #
0000048219	07/07/2022	AP2661700135		INV342736	10-1380-610-000-30-830-000-000-0000	13610830	24.76 #
0000048219	07/07/2022	AP2661700136		INV342736	10-1610-610-000-40-825-000-000-0000	16610825	4.59 #
0000048219	07/07/2022	AP2661700137		INV342736	10-1380-610-000-30-825-000-000-0000	13610825	5.95 #
0000048219	07/07/2022	AP2661700138		INV342736	10-1610-610-000-40-815-000-000-0000	16610815	16.08 #
0000048219	07/07/2022	AP2661700139		INV342736	10-1380-610-000-30-815-000-000-0000	13610815	14.60 #
0000048219	07/07/2022	AP2661700140		INV342736	10-1610-610-000-40-810-000-000-0000	16610810	5.05 #
0000048219	07/07/2022	AP2661700141		INV342736	10-1380-610-000-30-810-000-000-0000	13610810	17.79 #
0000048219	07/07/2022	AP2661700142		INV342736	10-1370-610-000-30-370-000-000-0000	13610370	28.94 #
0000048219	07/07/2022	AP2661700143		INV342736	10-1342-610-000-30-345-000-000-0000	13610345	22.69 #
0000048219	07/07/2022	AP2661700144		INV342736	10-1342-610-000-30-342-000-000-0000	13610342	9.34 #
0000048219	07/07/2022	AP2661700145		INV342736	10-1610-610-000-40-335-000-000-0000	16610335	26.69 #
0000048219	07/07/2022	AP2661700146		INV342736	10-1330-610-000-30-335-000-000-0000	13610335	16.38 #
0000048219	07/07/2022	AP2661700147		INV342736	10-1610-610-000-40-330-000-000-0000	16610330	23.12 #
0000048219	07/07/2022	AP2661700148		INV342736	10-1330-610-000-30-330-000-000-0000	13610330	20.99 #
0000048219	07/07/2022	AP2661700149		INV342736	10-1610-610-000-40-310-000-000-0000	16610310	3.66 #
0000048219	07/07/2022	AP2661700150		INV342736	10-1310-610-000-30-310-000-000-0000	13610310	16.63 #
TOPPBUSIN-TOPP Business Solutions				Order ID O-1	Payment Date: 07/08/2022	Payment Amt:	2,493.46

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FUND ACCOUNTING PAYMENT REGISTER

Bank Account: GF - GENERAL FUND **Payment Dates:** 07/01/2022 - 07/31/2022

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

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Payment #	Trans Date	Trans #	PO #/Proc Ctrl#	Invoice #	Account Code	ASN	Amount
0000048220	07/08/2022	LE2661500028	2200001349	10205158	10-1610-540-000-40-236-000-000-0000	16540236	1,007.00 #
VauxEle-Vaux Electronics LLC				Remit ID R-1	Payment Date: 07/08/2022	Payment Amt:	1,007.00
0000048221	07/08/2022	AP2661700163		5020932130	10-1610-610-000-40-845-000-000-0000	16610845	1,564.07
WELLSFARG-Wells Fargo Equipment Finance Inc				Remit ID R-1	Payment Date: 07/08/2022	Payment Amt:	1,564.07
0000048222	07/08/2022	AP2661700162		5020634882	10-1610-610-000-40-845-000-000-0000	16610845	1,355.96
WELLSFAVE-Wells Fargo Vendor Fin Serv				Order ID O-1	Payment Date: 07/08/2022	Payment Amt:	1,355.96
0000048223	07/08/2022	AP2661700160			10-2620-622-000-30-260-000-000-0000	13622260	6,495.00
0000048223	07/08/2022	AP2661700161			10-2620-622-000-30-260-000-000-0000	13622260	2,117.92
WESTPENN-West Penn Power				Order ID O-1	Payment Date: 07/08/2022	Payment Amt:	8,612.92
0000048224	07/07/2022	AP2661700099		82172701	10-1610-610-000-40-875-000-000-0000	16610875	5,013.06 #
0000048224	07/07/2022	AP2661700100		82172701	10-2360-610-000-40-236-000-000-0000	16610236	49.57 #
0000048224	07/07/2022	AP2661700101		82172701	10-1610-610-000-40-845-000-000-0000	16610845	66.17 #
WEXBANK-WEX BANK				Remit ID R-1	Payment Date: 07/08/2022	Payment Amt:	5,128.80
0000048225	07/14/2022	AP2670000002		771551	10-1610-260-000-40-886-000-000-0000	16260886	55.00
0000048225	07/14/2022	AP2670000003		771551	10-1610-260-000-40-892-000-000-0000	16260892	442.00
0000048225	07/14/2022	AP2670000004		771551	10-1610-260-000-40-890-000-000-0000	16260890	3,365.00
0000048225	07/14/2022	AP2670000005		771551	10-1610-260-000-42-880-000-000-0000	1626088042	137.00
0000048225	07/14/2022	AP2670000006		771551	10-1610-260-000-40-880-000-000-0000	16260880	559.00
0000048225	07/14/2022	AP2670000007		771551	10-1610-260-000-40-875-000-000-0000	16260875	911.00
0000048225	07/14/2022	AP2670000008		771551	10-1610-260-600-40-995-000-000-0000	16260995	103.00

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

FUND ACCOUNTING PAYMENT REGISTER

Bank Account: GF - GENERAL FUND **Payment Dates:** 07/01/2022 - 07/31/2022

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

Sort: Payment Number

Payment #	Trans Date	Trans #	PO #/Proc Ctrl#	Invoice #	Account Code	ASN	Amount
0000048225	07/14/2022	AP2670000009		771551	10-1380-260-600-30-995-000-000-0000	13260995	305.00
0000048225	07/14/2022	AP2670000010		771551	10-2620-260-000-30-260-000-000-0000	13260262	912.00
0000048225	07/14/2022	AP2670000011		771551	10-2611-260-000-30-260-000-000-0000	13260261	358.00
0000048225	07/14/2022	AP2670000012		771551	10-2514-260-000-30-250-000-000-0000	132602514	102.00
0000048225	07/14/2022	AP2670000013		771551	10-2513-260-000-30-250-000-000-0000	132602513	359.00
0000048225	07/14/2022	AP2670000014		771551	10-2513-260-000-40-250-000-000-0000	162602513	568.00
0000048225	07/14/2022	AP2670000015		771551	10-2511-260-000-30-250-000-000-0000	13260251	490.00
0000048225	07/14/2022	AP2670000016		771551	10-2400-260-000-30-240-000-000-0000	13260240	118.00
0000048225	07/14/2022	AP2670000017		771551	10-2380-260-000-30-238-000-000-0000	13260238	716.00
0000048225	07/14/2022	AP2670000018		771551	10-2360-260-000-42-236-000-000-0000	1626023642	488.00
0000048225	07/14/2022	AP2670000019		771551	10-2360-260-000-40-236-000-000-0000	16260236	1,167.00
0000048225	07/14/2022	AP2670000020		771551	10-2360-260-000-30-236-000-000-0000	13260236	1,409.00
0000048225	07/14/2022	AP2670000021		771551	10-2290-260-000-30-229-000-000-0000	13260229	375.00
0000048225	07/14/2022	AP2670000022		771551	10-1390-260-000-30-390-000-000-0000	13260390	176.00
0000048225	07/14/2022	AP2670000023		771551	10-1610-260-000-40-870-000-000-0000	16260870	183.00
0000048225	07/14/2022	AP2670000024		771551	10-1380-260-000-30-870-000-000-0000	13260870	409.00
0000048225	07/14/2022	AP2670000025		771551	10-1380-260-000-30-865-000-000-0000	13260865	293.00
0000048225	07/14/2022	AP2670000026		771551	10-1610-260-000-40-860-000-000-0000	16260860	3.00
0000048225	07/14/2022	AP2670000027		771551	10-1380-260-000-30-860-000-000-0000	13260860	285.00
0000048225	07/14/2022	AP2670000028		771551	10-1610-260-000-40-850-000-000-0000	16260850	208.00
0000048225	07/14/2022	AP2670000029		771551	10-1380-260-000-30-850-000-000-0000	13260850	286.00
0000048225	07/14/2022	AP2670000030		771551	10-1610-260-000-40-845-000-000-0000	16260845	552.00

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FUND ACCOUNTING PAYMENT REGISTER

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

Payment #	Trans Date	Trans #	PO #/Proc Ctrl#	Invoice #	Account Code	ASN	Amount
0000048225	07/14/2022	AP2670000031		771551	10-1380-260-000-30-845-000-000-0000	13260845	448.00
0000048225	07/14/2022	AP2670000032		771551	10-1380-260-000-30-840-000-000-0000	13260840	289.00
0000048225	07/14/2022	AP2670000033		771551	10-1610-260-000-42-835-000-000-0000	1626083542	171.00
0000048225	07/14/2022	AP2670000034		771551	10-1610-260-000-40-835-000-000-0000	16260835	220.00
0000048225	07/14/2022	AP2670000035		771551	10-1380-260-000-30-835-000-000-0000	13260835	393.00
0000048225	07/14/2022	AP2670000036		771551	10-1610-260-000-40-830-000-000-0000	16260830	224.00
0000048225	07/14/2022	AP2670000037		771551	10-1380-260-000-30-830-000-000-0000	13260830	291.00
0000048225	07/14/2022	AP2670000038		771551	10-1380-260-000-30-825-000-000-0000	13260825	313.00
0000048225	07/14/2022	AP2670000039		771551	10-1610-260-000-42-820-000-000-0000	1626082042	478.00
0000048225	07/14/2022	AP2670000040		771551	10-1610-260-000-40-815-000-000-0000	16260815	55.00
0000048225	07/14/2022	AP2670000041		771551	10-1380-260-000-30-815-000-000-0000	13260815	351.00
0000048225	07/14/2022	AP2670000042		771551	10-1380-260-000-30-810-000-000-0000	13260810	346.00
0000048225	07/14/2022	AP2670000043		771551	10-1370-260-000-30-370-000-000-0000	13260370	357.00
0000048225	07/14/2022	AP2670000044		771551	10-1610-260-000-40-345-000-000-0000	16260345	364.00
0000048225	07/14/2022	AP2670000045		771551	10-1342-260-000-30-342-000-000-0000	13260342	388.00
0000048225	07/14/2022	AP2670000046		771551	10-1610-260-000-42-335-000-000-0000	1626033542	190.00
0000048225	07/14/2022	AP2670000047		771551	10-1610-260-000-40-335-000-000-0000	16260335	211.00
0000048225	07/14/2022	AP2670000048		771551	10-1330-260-000-30-335-000-000-0000	13260335	292.00
0000048225	07/14/2022	AP2670000049		771551	10-1610-260-000-40-333-000-000-0000	16260333	134.00
0000048225	07/14/2022	AP2670000050		771551	10-1610-260-000-40-331-000-000-0000	16260331	130.00
0000048225	07/14/2022	AP2670000051		771551	10-1610-260-000-40-330-000-000-0000	16260330	132.00
0000048225	07/14/2022	AP2670000052		771551	10-1330-260-000-30-330-000-000-0000	13260330	386.00

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

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Payment #	Trans Date	Trans #	PO #/Proc Ctrl#	Invoice #	Account Code	ASN	Amount
0000048225	07/14/2022	AP2670000053		771551	10-1310-260-000-30-310-000-000-0000	13260310	384.00
EASTERNAL-Eastern Alliance Insurance Grp				Order ID O-1	Payment Date: 07/15/2022	Payment Amt:	21,881.00
0000048226	07/15/2022	AP2669800002			10-1390-211-000-30-390-000-000-0000	13211390	175.02
LUTHERW-William Luther				Order ID O-1	Payment Date: 07/15/2022	Payment Amt:	175.02
0000048227	07/15/2022	AP2669800001			10-2360-211-000-30-236-000-000-0000	13211236	1,122.02
MAKIN-DR. RICHARD C. MAKIN				Order ID O-1	Payment Date: 07/15/2022	Payment Amt:	1,122.02
0000048228	07/15/2022	LE2669900001	2300000022		10-2360-810-000-40-236-000-000-0000	16810236	2,610.00
MERCER-Mercer Consumer				Order ID O-1	Payment Date: 07/15/2022	Payment Amt:	2,610.00
0000048229	07/22/2022	LE2671000003	2300000051	3168	10-1342-430-000-30-342-000-000-0000	13430342	450.00
ACOW-A+ Collegiate Work Force LLC.				Order ID O-1	Payment Date: 07/22/2022	Payment Amt:	450.00
0000048230	07/20/2022	LE2671000011	2200001335	49005	10-1610-610-000-40-870-000-000-0000	16610870	411.05
ALTOONPIP-ALTOONA PIPE & STEEL CO. INC.				Order ID O-1	Payment Date: 07/22/2022	Payment Amt:	411.05
0000048231	07/15/2022	LE2671000004	2200001321	1CCL-DQGV-XMTR	10-6943-000-000-40-872-000-000-0000	16943872	35.97 #
0000048231	07/15/2022	LE2671000005	2200001332	1JKM-YKLV-9H1P	10-2360-610-000-30-236-000-000-0000	13610236	30.12 #
0000048231	07/15/2022	LE2671000006	2200001341	14pl-7qlg-njd6	10-2360-610-000-40-236-000-000-0000	16610236	247.29 #
0000048231	07/15/2022	LE2671000007	2200001336	1r77-x7cg-4ywx	10-1610-610-000-40-335-000-000-0000	16610335	65.98 #
0000048231	07/15/2022	LE2671000008	2200001339	1K9H-YH3T-16KC	10-1380-121-000-30-840-000-000-0000	13121840	889.96 #
0000048231	07/15/2022	LE2671000009	2200001350	1XRT-Y6PW-Y193	10-1610-610-000-40-892-000-000-0000	16610892	77.96 #
0000048231	07/15/2022	LE2671000010	2200001346	1H16-KXQ3-3DKM	10-2360-610-000-40-236-000-000-0000	16610236	68.24 #

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FUND ACCOUNTING PAYMENT REGISTER

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Payment #	Trans Date	Trans #	PO #/Proc Ctrl#	Invoice #	Account Code	ASN	Amount
0000048231	07/22/2022	LE2671000012	2300000009	1TMK-LDGJ-MGJG	10-1342-430-000-30-342-000-000-0000	13430342	157.46
0000048231	07/22/2022	LE2671000013	2300000016	1KPD-T39X-1QGG	10-1610-610-000-42-820-000-000-0000	1661082042	83.12
0000048231	07/21/2022	LE2671000014	2300000031	1LK1-PYKX-9JHH	10-1610-610-000-42-820-000-000-0000	1661082042	220.25
0000048231	07/21/2022	LE2671000016	2300000012	1M4C-XCMP-TKLR	10-1610-640-000-40-872-000-000-0000	16640872	46.00
0000048231	07/21/2022	LE2671000017	2200001348	1CPM-9CWH-36XV	10-1610-610-000-42-880-000-000-0000	1661088042	35.96 #
0000048231	07/15/2022	LE2671000018	2200001290	1GGR-XVMF-3Y3R	10-1380-610-000-30-840-000-000-0000	13610840	113.43 #
0000048231	07/15/2022	LE2671000019	2200001289	1DY4-K9YH-GWTT	10-2220-610-000-30-222-000-000-0000	13610222	27.12 #
0000048231	07/15/2022	LE2671000020	2200001322	1WTK-FDK4-4XRD	10-1610-610-000-40-892-000-000-0000	16610892	2,057.80 #
0000048231	07/22/2022	LE2671000021	2300000021	11W1-T746-XXN3	10-6943-000-000-40-880-000-000-0000	16943880	29.18
0000048231	07/22/2022	LE2671000022	2300000021	11W1-T746-XXN3	10-6943-000-000-40-880-000-000-0000	16943880	29.33
0000048231	07/22/2022	LE2671000023	2300000021	11W1-T746-XXN3	10-6943-000-000-40-880-000-000-0000	16943880	38.11
0000048231	07/22/2022	LE2671000024	2300000021	11W1-T746-XXN3	10-6943-000-000-40-880-000-000-0000	16943880	82.81
0000048231	07/22/2022	LE2671000025	2300000025	1PNC-DL6R-RGR9	10-2620-610-000-30-260-000-000-0000	13610260	145.98
0000048231	07/22/2022	LE2671000056	2300000027	1MY1-QMXQ-3NDL	10-1380-610-000-30-865-000-000-0000	13610865	304.28
Amazon-Amazon				Remit ID R-1	Payment Date: 07/22/2022	Payment Amt:	4,786.35
0000048232	07/14/2022	LE2671000029	2200001221	AJ12395446	10-1610-610-000-40-330-000-000-0000	16610330	104.93
0000048232	07/14/2022	LE2671000030	2200001221	AJ12395446	10-1330-610-000-30-330-000-000-0000	13610330	104.92
APPLE-APPLE Inc.				Order ID O-1	Payment Date: 07/22/2022	Payment Amt:	209.85

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

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Bank Account: GF - GENERAL FUND **Payment Dates:** 07/01/2022 - 07/31/2022

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

Payment #	Trans Date	Trans #	PO #/Proc Ctrl#	Invoice #	Account Code	ASN	Amount
0000048233	07/21/2022	AP2674000078			10-1610-610-000-40-875-000-000-0000	16610875	115.00
0000048233	07/21/2022	AP2674000079			10-1610-610-000-40-875-000-000-0000	16610875	115.00
0000048233	07/21/2022	AP2674000080			10-1610-610-000-40-875-000-000-0000	16610875	115.00
0000048233	07/21/2022	AP2674000081			10-1610-610-000-40-875-000-000-0000	16610875	115.00
0000048233	07/21/2022	AP2674000082			10-1610-610-000-40-875-000-000-0000	16610875	115.00
BARRETTJO-JOHN A. BARRETT D.C.				Order ID O-1	Payment Date: 07/22/2022	Payment Amt:	575.00
0000048234	07/14/2022	AP2674000113			10-1342-610-000-30-342-000-000-0000	13610342	119.25
BECKENT-Tim Beckenbaugh				Remit ID R-1	Payment Date: 07/22/2022	Payment Amt:	119.25
0000048235	07/20/2022	LE2671000028	23000000042		10-1610-540-000-40-236-000-000-0000	16540236	1,150.00
BSSCREEN-Bs Screen				Order ID O-1	Payment Date: 07/22/2022	Payment Amt:	1,150.00
0000048236	07/22/2022	AP2674000004		32646633	10-1610-610-000-40-845-000-000-0000	16610845	7.15
0000048236	07/22/2022	AP2674000005		32646633	10-1610-610-000-40-845-000-000-0000	16610845	1,191.87
CATERPILL-Caterpillar Financial Services Corporation				Order ID O-1	Payment Date: 07/22/2022	Payment Amt:	1,199.02
0000048237	07/14/2022	AP2674000003			10-2620-411-000-30-260-000-000-0000	13411260	35.16
CCRRA-Centre County Recycling &				Order ID O-1	Payment Date: 07/22/2022	Payment Amt:	35.16
0000048238	07/15/2022	LE2671000027	2200001315	Z771964	10-2220-610-991-30-222-000-000-0038	1361022200 38	13,959.58 #
CDW-G-CDW GOVERNMENT INC.				Order ID O-1	Payment Date: 07/22/2022	Payment Amt:	13,959.58
0000048239	07/22/2022	AP2674000002		4125330202	10-2620-415-000-30-260-000-000-0000	13415260	289.08
0000048239	07/22/2022	AP2674000010		4124752252	10-2620-415-000-30-260-000-000-0000	13415260	289.08

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Payment #	Trans Date	Trans #	PO #/Proc Ctrl#	Invoice #	Account Code	ASN	Amount
CINTAS-CINTAS CORPORATION LOC. 536				Remit ID R-1	Payment Date: 07/22/2022	Payment Amt:	578.16
0000048240	07/21/2022	AP2673500001			10-0462-213-000-00-000-000-0000	462213	511.88
CMREGENT-CM REGENT LLC				Order ID O-1	Payment Date: 07/22/2022	Payment Amt:	511.88
0000048241	07/22/2022	AP2673600001			10-0462-214-000-00-000-000-0000	462214	949.55
0000048241	07/26/2022	OD2676100004			10-0462-214-000-00-000-000-0000	462214	(949.55)
CMREGENT2-CM Regent LLC				Order ID O-1	Payment Date: 07/22/2022	Payment Amt:	0.00
0000048242	07/20/2022	AP2674000008			10-2620-530-000-30-260-000-000-0000	13530260	947.14
0000048242	07/20/2022	AP2674000009			10-2620-530-000-30-260-000-000-0000	13530260	67.64
COLUMBIAG-COLUMBIA GAS OF PENNSYLVANIA				Remit ID R-2	Payment Date: 07/22/2022	Payment Amt:	1,014.78
0000048243	07/20/2022	AP2674000064		149575066	10-2620-530-000-30-260-000-000-0000	13530260	3,252.90
0000048243	07/20/2022	AP2674000065		149640580	10-2620-530-000-30-260-000-000-0000	13530260	1,929.48
COMCASTB-COMCAST BUSINESS				Remit ID R-1	Payment Date: 07/22/2022	Payment Amt:	5,182.38
0000048244	07/14/2022	AP2674000006			10-2620-530-000-30-260-000-000-0000	13530260	1,199.94
COMCASTB-COMCAST BUSINESS				Remit ID R-2	Payment Date: 07/22/2022	Payment Amt:	1,199.94
0000048245	07/14/2022	AP2674000011		20086143070722	10-1610-610-000-42-820-000-000-0000	1661082042	32.46
0000048245	07/14/2022	AP2674000012		20086143070722	10-2360-610-000-30-236-000-000-0000	13610236	32.46
0000048245	07/14/2022	AP2674000013		20086143070722	10-2360-610-000-40-236-000-000-0000	16610236	32.46
CRYSTASP-Crystal Springs				Order ID O-1	Payment Date: 07/22/2022	Payment Amt:	97.38
0000048246	07/20/2022	LE2671000002	2200001309	390857	10-1342-610-000-30-342-000-000-0000	13610342	319.18

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Payment #	Trans Date	Trans #	PO #/Proc Ctrl#	Invoice #	Account Code	ASN	Amount
0000048246	07/20/2022	LE2671000026	2200001309	390858	10-1342-610-000-30-342-000-000-0000	13610342	40.80
CURTZE-C.A. Curtze Co.				Order ID O-1	Payment Date: 07/22/2022	Payment Amt:	359.98
0000048247	07/15/2022	LE2671000001	2300000023	532670	10-2620-610-000-30-260-000-000-0000	13610260	21.42
0000048247	07/20/2022	LE2671000032	2200001304	532075	10-2620-610-000-30-260-000-000-0000	13610260	1,411.60
0000048247	07/20/2022	LE2671000033	2200001300	531772-1	10-2620-610-000-30-260-000-000-0000	13610260	199.14
0000048247	07/15/2022	LE2671000034	2300000023	532670-1	10-2620-610-000-30-260-000-000-0000	13610260	12.71
CWP-CLEARFIELD WHOLESALE PAPER COMPANY				Order ID O-1	Payment Date: 07/22/2022	Payment Amt:	1,644.87
0000048248	07/21/2022	AP2674000017		76863061	10-1610-610-000-40-892-000-000-0000	16610892	22.00
0000048248	07/21/2022	AP2674000018		76863061	10-1610-610-000-40-890-000-000-0000	16610890	257.77
0000048248	07/21/2022	AP2674000019		76863061	10-1610-610-000-40-880-000-000-0000	16610880	52.73
0000048248	07/21/2022	AP2674000020		76863061	10-1610-610-000-40-875-000-000-0000	16610875	23.35
0000048248	07/21/2022	AP2674000021		76863061	10-2840-610-000-30-280-000-000-0000	13610280	37.43
0000048248	07/21/2022	AP2674000022		76863061	10-2515-610-000-40-250-000-000-0000	16610250	32.85
0000048248	07/21/2022	AP2674000023		76863061	10-2515-610-000-30-250-000-000-0000	13610250	153.70
0000048248	07/21/2022	AP2674000024		76863061	10-2360-610-000-42-236-000-000-0000	1661023642	102.11
0000048248	07/21/2022	AP2674000025		76863061	10-2380-610-000-30-238-000-000-0000	13610238	41.11
0000048248	07/21/2022	AP2674000026		76863061	10-2360-610-000-40-236-000-000-0000	16610236	94.77
0000048248	07/21/2022	AP2674000027		76863061	10-2360-610-000-30-236-000-000-0000	13610236	46.82
0000048248	07/21/2022	AP2674000028		76863061	10-2290-610-000-40-229-000-000-0000	16610229	14.00
0000048248	07/21/2022	AP2674000029		76863061	10-2290-610-000-30-229-000-000-0000	13610229	57.11
0000048248	07/21/2022	AP2674000030		76863061	10-2290-610-000-40-229-000-000-0000	16610229	14.49

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Payment #	Trans Date	Trans #	PO #/Proc Ctrl#	Invoice #	Account Code	ASN	Amount
0000048248	07/21/2022	AP2674000031		76863061	10-1390-610-000-30-390-000-000-0000	13610390	26.62
0000048248	07/21/2022	AP2674000032		76863061	10-1380-610-600-30-995-000-000-0000	13610995	14.00
0000048248	07/21/2022	AP2674000033		76863061	10-1610-610-000-40-872-000-000-0000	16610872	13.56
0000048248	07/21/2022	AP2674000034		76863061	10-1380-610-000-30-872-000-000-0000	13610872	13.56
0000048248	07/21/2022	AP2674000035		76863061	10-1610-610-000-40-870-000-000-0000	16610870	22.69
0000048248	07/21/2022	AP2674000036		76863061	10-1380-610-000-30-870-000-000-0000	13610870	15.12
0000048248	07/21/2022	AP2674000037		76863061	10-1380-610-000-30-865-000-000-0000	13610865	25.00
0000048248	07/21/2022	AP2674000038		76863061	10-1610-610-000-40-860-000-000-0000	16610860	11.00
0000048248	07/21/2022	AP2674000039		76863061	10-1380-610-000-30-860-000-000-0000	13610860	11.00
0000048248	07/21/2022	AP2674000040		76863061	10-1610-610-000-40-850-000-000-0000	16610850	7.15
0000048248	07/21/2022	AP2674000041		76863061	10-1380-610-000-30-850-000-000-0000	13610850	5.85
0000048248	07/21/2022	AP2674000042		76863061	10-1610-610-000-40-845-000-000-0000	16610845	27.43
0000048248	07/21/2022	AP2674000043		76863061	10-1380-610-000-30-845-000-000-0000	13610845	27.43
0000048248	07/21/2022	AP2674000044		76863061	10-1380-610-000-30-840-000-000-0000	13610840	242.93
0000048248	07/21/2022	AP2674000045		76863061	10-1610-610-000-40-835-000-000-0000	16610835	61.80
0000048248	07/21/2022	AP2674000046		76863061	10-1380-610-000-30-835-000-000-0000	13610835	61.80
0000048248	07/21/2022	AP2674000047		76863061	10-1610-610-000-40-830-000-000-0000	16610830	3.60
0000048248	07/21/2022	AP2674000048		76863061	10-1380-610-000-30-830-000-000-0000	13610830	8.40
0000048248	07/21/2022	AP2674000049		76863061	10-1610-610-000-40-815-000-000-0000	16610815	6.78
0000048248	07/21/2022	AP2674000050		76863061	10-1380-610-000-30-815-000-000-0000	13610815	20.33
0000048248	07/21/2022	AP2674000051		76863061	10-1610-610-000-40-810-000-000-0000	16610810	11.09
0000048248	07/21/2022	AP2674000052		76863061	10-1380-610-000-30-810-000-000-0000	13610810	44.34

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Sort: Payment Number

Payment #	Trans Date	Trans #	PO #/Proc Ctrl#	Invoice #	Account Code	ASN	Amount
0000048248	07/21/2022	AP2674000053		76863061	10-1370-610-000-30-370-000-000-0000	13610370	40.85
0000048248	07/21/2022	AP2674000054		76863061	10-1342-610-000-30-345-000-000-0000	13610345	14.00
0000048248	07/21/2022	AP2674000055		76863061	10-1342-610-000-30-342-000-000-0000	13610342	6.73
0000048248	07/21/2022	AP2674000056		76863061	10-1610-610-000-40-335-000-000-0000	16610335	48.11
0000048248	07/21/2022	AP2674000057		76863061	10-1330-610-000-30-335-000-000-0000	13610335	24.00
0000048248	07/21/2022	AP2674000058		76863061	10-1610-610-000-40-330-000-000-0000	16610330	14.30
0000048248	07/21/2022	AP2674000059		76863061	10-1330-610-000-30-330-000-000-0000	13610330	26.55
0000048248	07/21/2022	AP2674000060		76863061	10-1610-610-000-40-310-000-000-0000	16610310	1.00
0000048248	07/21/2022	AP2674000061		76863061	10-1310-610-000-30-310-000-000-0000	13610310	9.00
DELAGE-DE LAGE LANDEN FINANCIAL SERVICES INC.				Order ID O-1	Payment Date: 07/22/2022	Payment Amt:	1,816.26
0000048249	07/11/2022	AP2674000015	2200000109	47145543	10-1330-752-000-30-330-000-000-0000	13752330	24,188.85
DENTSPLY-Dentsply				Order ID O-1	Payment Date: 07/22/2022	Payment Amt:	24,188.85
0000048250	07/19/2022	AP2674000073		24942444	10-2620-330-000-30-260-000-000-0000	13330260	117.00
EHRlich-J.C. Ehrlich				Remit ID R-1	Payment Date: 07/22/2022	Payment Amt:	117.00
0000048251	07/21/2022	AP2674000076			10-1380-610-000-30-835-000-000-0000	13610835	179.97 #
FIKEJOHN-John Fike				Order ID O-1	Payment Date: 07/22/2022	Payment Amt:	179.97
0000048252	07/22/2022	AP2674000014			10-1380-610-000-30-870-000-000-0000	13610870	188.63
FINNEFRO-Edward Finnefrock				Order ID O-1	Payment Date: 07/22/2022	Payment Amt:	188.63
0000048253	07/14/2022	AP2674000068		136-380703	10-1610-610-000-40-815-000-000-0000	16610815	53.75 #
0000048253	07/14/2022	AP2674000069	2200001129	136-380513	10-1380-610-000-30-815-000-000-0000	13610815	71.48 #

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Payment #	Trans Date	Trans #	PO #/Proc Ctrl#	Invoice #	Account Code	ASN	Amount	
0000048253	07/14/2022	AP2674000070	2200001112	136-380422	10-1380-610-000-30-815-000-000-0000	13610815	24.30	#
0000048253	07/14/2022	AP2674000071	2200001107	136-380296	10-1610-610-000-40-815-000-000-0000	16610815	135.86	#
0000048253	07/14/2022	AP2674000072	2200000829	136-376775	10-1380-610-000-30-815-000-000-0000	13610815	22.45	#
0000048253	07/14/2022	LE2671000035	2200001192	136-381678	10-2620-610-000-30-260-000-000-0000	13610260	50.82	#
FISHERSBT-FISHERS AUTO PARTS				Remit ID R-1	Payment Date: 07/22/2022	Payment Amt:	358.66	
0000048254	07/21/2022	AP2674000110			10-2360-540-000-30-236-000-000-0000	13540236	81.50	#
GAZETTE-The Centre County Gazette				Order ID O-1	Payment Date: 07/22/2022	Payment Amt:	81.50	
0000048255	07/21/2022	AP2673800001			10-2360-610-000-30-236-000-000-0000	13610236	239.20	
HIGHMARK-HIGHMARK INC				Order ID O-1	Payment Date: 07/22/2022	Payment Amt:	239.20	
0000048256	07/14/2022	AP2674000067			10-2620-610-000-30-260-000-000-0000	13610260	503.40	
HITECOMPA-HITE COMPANY				Remit ID R-1	Payment Date: 07/22/2022	Payment Amt:	503.40	
0000048257	07/22/2022	LE2671000036	2300000049		10-1420-610-990-30-345-000-000-0000	13610345990	400.00	
JACOBS-Karen Jacobs				Order ID O-1	Payment Date: 07/22/2022	Payment Amt:	400.00	
0000048258	07/14/2022	AP2674000066			10-1610-610-000-40-875-000-000-0000	16610875	179.52	#
JKKELLER-J.J. KELLER & ASSOCIATES INC.				Remit ID R-1	Payment Date: 07/22/2022	Payment Amt:	179.52	
0000048259	07/22/2022	LE2671000037	2300000006	44658	10-1380-640-000-30-865-000-000-0000	13640865	1,564.00	
LANCASCOF-Lancaster County Fireman's Association				Order ID O-1	Payment Date: 07/22/2022	Payment Amt:	1,564.00	
0000048260	07/19/2022	AP2674000077		2122	10-2620-530-000-30-260-000-000-0000	13530260	47.50	
LAZERPRO-Lazerpro				Order ID O-1	Payment Date: 07/22/2022	Payment Amt:	47.50	

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0000048261	07/14/2022	LE2671000039	2200001294		10-2620-610-000-30-260-000-000-0000	13610260	102.51 #
LOWESHOM-LOWES BUSINESS ACCOUNT				Remit ID R-1	Payment Date: 07/22/2022	Payment Amt:	102.51
0000048262	07/11/2022	AP2674000074		38747	10-2220-610-000-30-222-000-000-0000	13610222	1,199.00
0000048262	07/11/2022	AP2674000075		38902	10-2840-330-000-30-280-000-000-0000	13330280	522.50
LVTEC-LVTECH				Remit ID R-1	Payment Date: 07/22/2022	Payment Amt:	1,721.50
0000048263	07/22/2022	LE2671000040	2300000020		10-1610-580-000-40-872-000-000-0000	16580872	75.00
LYCOMICOC-Lycoming County Counselors' Association (LCCA)				Order ID O-1	Payment Date: 07/22/2022	Payment Amt:	75.00
0000048264	07/22/2022	AP2673900001			10-2360-549-000-30-236-000-000-0000	13549236	3,625.00
0000048264	07/22/2022	AP2673900002			10-1610-549-000-40-236-000-000-0000	16549236	3,625.00
0000048264	07/14/2022	LE2671000041	2200001317	130992	10-2360-540-000-30-236-000-000-0000	13540236	39.70 #
MCCLAT-McClatchy				Order ID O-1	Payment Date: 07/22/2022	Payment Amt:	7,289.70
0000048265	07/22/2022	LE2671000046	2300000033		10-2271-360-000-30-330-000-000-0000	13360330	80.00
NPAHEC-NORTHCENTRAL PA AHEC				Order ID O-1	Payment Date: 07/22/2022	Payment Amt:	80.00
0000048266	07/22/2022	AP2673700001			10-0462-212-000-00-000-000-000-0000	0462212	2,940.00
PAFEDERAT-PA FEDERATION OF TEACHERS				Order ID O-1	Payment Date: 07/22/2022	Payment Amt:	2,940.00
0000048267	07/15/2022	LE2671000042	2300000028	87684	10-6943-000-000-40-875-000-000-0000	16943875	14.00
0000048267	07/15/2022	LE2671000043	2300000028	87684	10-6943-000-000-40-875-000-000-0000	16943875	28.00
0000048267	07/15/2022	LE2671000044	2300000028	87684	10-6943-000-000-40-875-000-000-0000	16943875	32.00
0000048267	07/15/2022	LE2671000045	2300000028	87684	10-6943-000-000-40-875-000-000-0000	16943875	18.00

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Bank Account: GF - GENERAL FUND **Payment Dates:** 07/01/2022 - 07/31/2022

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

Payment #	Trans Date	Trans #	PO #/Proc Ctrl#	Invoice #	Account Code	ASN	Amount
PAMP-PAMP				Remit ID R-1	Payment Date: 07/22/2022	Payment Amt:	92.00
0000048268	07/22/2022	AP2674000087			10-1610-610-000-40-810-000-000-0000	16610810	22.00
0000048268	07/22/2022	AP2674000088			10-1610-610-000-40-825-000-000-0000	16610825	44.00
0000048268	07/22/2022	AP2674000089			10-1610-610-000-40-850-000-000-0000	16610850	66.00
0000048268	07/22/2022	AP2674000090			10-1610-610-000-40-815-000-000-0000	16610815	44.00
0000048268	07/22/2022	AP2674000091			10-1610-610-000-42-820-000-000-0000	1661082042	88.00
0000048268	07/22/2022	AP2674000092			10-1610-610-000-42-835-000-000-0000	1661083542	22.00
0000048268	07/22/2022	AP2674000093			10-1610-610-000-42-880-000-000-0000	1661088042	22.00
0000048268	07/22/2022	AP2674000094			10-1610-610-000-40-835-000-000-0000	16610835	110.00
0000048268	07/22/2022	AP2674000095			10-1610-610-000-40-830-000-000-0000	16610830	66.00
0000048268	07/22/2022	AP2674000096			10-1610-610-000-40-830-000-000-0000	16610830	198.00
0000048268	07/22/2022	AP2674000097			10-1610-610-000-40-875-000-000-0000	16610875	176.00
0000048268	07/22/2022	AP2674000098			10-1610-610-000-40-845-000-000-0000	16610845	264.00
PASTATEPO-PA STATE POLICE				Order ID O-1	Payment Date: 07/22/2022	Payment Amt:	1,122.00
0000048269	07/21/2022	AP2674000085		CE2250000003	10-2271-240-000-30-865-000-000-0000	13227865	3,672.00
0000048269	07/21/2022	AP2674000086		ce2225000004	10-2271-240-000-30-825-000-000-0000	13227825	1,836.00
0000048269	07/21/2022	AP2674000102		CE222500000002	10-2271-240-000-30-830-000-000-0000	13227830	1,836.00
PENN STAT-PENN STATE UNIVERSITY				Remit ID R-1	Payment Date: 07/22/2022	Payment Amt:	7,344.00
0000048270	07/21/2022	LE2671000051	23000000026	s029571480.001	10-2620-610-000-30-260-000-000-0000	13610260	408.99
PENSTAN-PENSTAN SUPPLY				Order ID O-1	Payment Date: 07/22/2022	Payment Amt:	408.99

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

FUND ACCOUNTING PAYMENT REGISTER

Bank Account: GF - GENERAL FUND **Payment Dates:** 07/01/2022 - 07/31/2022

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

Payment #	Trans Date	Trans #	PO #/Proc Ctrl#	Invoice #	Account Code	ASN	Amount
0000048271	07/13/2022	AP2674000101			10-6943-000-000-40-890-000-000-0000	16943890	441.00
PHEAA-PHEAA				Order ID O-2	Payment Date: 07/22/2022	Payment Amt:	441.00
0000048272	07/15/2022	AP2674000100	2200001357	1276351-1	10-1610-610-000-40-890-000-000-0000	16610890	1,121.56
POCKET2-Pocket Nurse				Order ID O-1	Payment Date: 07/22/2022	Payment Amt:	1,121.56
0000048273	07/14/2022	AP2674000099		20978	10-1342-810-000-30-342-000-000-0000	13810342	234.00
PR&LA-Pennsylvania Restaurant & Lodging Assoc.				Order ID O-1	Payment Date: 07/22/2022	Payment Amt:	234.00
0000048274	07/14/2022	LE2666600002	23000000003	26123475	10-2360-610-000-30-236-000-000-0000	13610236	235.50
0000048274	07/15/2022	LE2671000049	2200001331	25927018	10-1380-610-000-30-872-000-000-0000	13610872	82.99 #
0000048274	07/14/2022	LE2671000050	23000000003	26118324	10-2360-610-000-30-236-000-000-0000	13610236	12.99
QUILL-QUILL CORP.				Order ID O-1	Payment Date: 07/22/2022	Payment Amt:	331.48
0000048275	07/19/2022	LE2671000048	2200001305	53826300	10-2620-610-000-30-260-000-000-0000	13610260	175.86
R.E.MICHE-R.E. MICHEL COMPANY INC.				Order ID O-1	Payment Date: 07/22/2022	Payment Amt:	175.86
0000048276	07/20/2022	AP2674000108		E23991	10-1610-610-000-40-870-000-000-0000	16610870	292.95
0000048276	07/20/2022	AP2674000109		E23990	10-1610-610-000-40-835-000-000-0000	16610835	70.65
0000048276	07/20/2022	LE2671000047	2200001337	534037	10-1610-610-000-40-870-000-000-0000	16610870	562.41
ROBERTOXY-Roberts Oxygen Company INC.				Order ID O-1	Payment Date: 07/22/2022	Payment Amt:	926.01
0000048277	07/19/2022	AP2674000103		1284114	10-1610-610-000-42-820-000-000-0000	1661082042	1,674.34
SNYDERBR-Snyder Brothers Inc.				Remit ID R-1	Payment Date: 07/22/2022	Payment Amt:	1,674.34
0000048278	07/19/2022	AP2674000106		1825	10-2620-424-000-30-260-000-000-0000	13424260	2,710.50

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

FUND ACCOUNTING PAYMENT REGISTER

Bank Account: GF - GENERAL FUND Payment Dates: 07/01/2022 - 07/31/2022

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

Payment #	Trans Date	Trans #	PO #/Proc Ctrl#	Invoice #	Account Code	ASN	Amount
SPRBENWAL-SPRING BENNER WALKER JOINT AUT				Order ID O-1	Payment Date: 07/22/2022	Payment Amt:	2,710.50
0000048279	07/19/2022	AP2674000104		860-0	10-2620-424-000-30-260-000-000-0000	13424260	95.00
SPRINGWAT-SPRING TOWNSHIP WATER AUTHORIT				Order ID O-1	Payment Date: 07/22/2022	Payment Amt:	95.00
0000048280	07/22/2022	LE2671000052	23000000030	6428	10-1610-610-000-40-890-000-000-0000	16610890	20.00
SUNSETTRO-SUNSET TROPHIES & PLAQUES				Order ID O-1	Payment Date: 07/22/2022	Payment Amt:	20.00
0000048281	07/22/2022	AP2673300001			10-0462-211-000-00-000-000-000-0000	462211	105,407.43
0000048281	07/22/2022	AP2673400001			10-2360-211-000-40-236-000-000-0000	16211236	285.15
0000048281	07/22/2022	AP2673400002			10-2360-211-000-30-236-000-000-0000	13211236	285.14
TIUCIT-TIUCIT				Order ID O-1	Payment Date: 07/22/2022	Payment Amt:	105,977.72
0000048282	07/14/2022	LE2666600001	2200001343	85301964-00	10-2620-610-000-30-260-000-000-0000	13610260	116.52 #
0000048282	07/14/2022	LE2671000055	2200001343	85307964-01	10-2620-610-000-30-260-000-000-0000	13610260	320.43 #
UNITEDREF-UNITED REFRIGERATION INC.				Order ID O-1	Payment Date: 07/22/2022	Payment Amt:	436.95
0000048283	07/22/2022	AP2674000001			10-0462-211-000-00-000-000-000-0000	462211	236.74
USTREAS-UNITED STATES TREASURY				Order ID O-1	Payment Date: 07/22/2022	Payment Amt:	236.74
0000048284	07/19/2022	LE2671000053	2200001345	856-40462610	10-2620-610-000-30-260-000-000-0000	13610260	363.67
VERITIV-Veritiv Office				Remit ID R-1	Payment Date: 07/22/2022	Payment Amt:	363.67
0000048285	07/14/2022	AP2674000112			10-1610-610-000-40-333-000-000-0000	16610333	133.31
VERIZONWI-VERIZON WIRELESS				Remit ID R-3	Payment Date: 07/22/2022	Payment Amt:	133.31
0000048286	07/11/2022	AP2674000111			10-2620-530-000-30-260-000-000-0000	13530260	7.70

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

FUND ACCOUNTING PAYMENT REGISTER

Bank Account: GF - GENERAL FUND Payment Dates: 07/01/2022 - 07/31/2022

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

Payment #	Trans Date	Trans #	PO #/Proc Ctrl#	Invoice #	Account Code	ASN	Amount
WINDSTREA-WINDSTREAM ACCOUNTS PAYABLE				Order ID O-1	Payment Date: 07/22/2022	Payment Amt:	7.70
0000048287	07/13/2022	AP2674000084			10-6943-000-000-40-890-000-000-0000	16943890	351.00
ZZZZZ-Nevaeh Sampsel					Payment Date: 07/22/2022	Payment Amt:	351.00
0000048288	07/21/2022	AP2674000083			10-6943-000-000-40-330-000-000-0000	16943330	50.00
ZZZZZ-Ms. Jordan Koch					Payment Date: 07/22/2022	Payment Amt:	50.00
0000048289	07/13/2022	AP2674000114			10-6943-000-000-40-330-000-000-0000	16943330	5,000.00
ZZZZZ-AES					Payment Date: 07/22/2022	Payment Amt:	5,000.00
0000048290	07/26/2022	LE2676200001	2200001234	5109286770	10-2440-610-991-30-240-000-000-0038	136102400038	33.33
CINTAS-CINTAS CORPORATION LOC. 536				Remit ID R-1	Payment Date: 07/26/2022	Payment Amt:	33.33
0000048291	07/26/2022	AP2674900001			10-0462-214-000-00-000-000-000-0000	462214	884.39
CMREGENT2-CM Regent LLC				Order ID O-1	Payment Date: 07/26/2022	Payment Amt:	884.39
0000048292	07/26/2022	AP2675400001		5-293126-0000	10-2620-523-000-30-260-000-000-0000	13523260	8,231.25
0000048292	07/26/2022	AP2675400002		5-293126-0000	10-2620-523-000-30-260-000-000-0000	13523260	277.00
0000048292	07/26/2022	AP2675400003		5-293126-0000	10-2620-523-000-30-260-000-000-0000	13523260	4,286.50
0000048292	07/26/2022	AP2675400004		5-293126-0000	10-2620-523-000-30-260-000-000-0000	13523260	3,500.00
0000048292	07/26/2022	AP2675400005		5-293126-0000	10-2620-523-000-30-260-000-000-0000	13523260	2,450.75
0000048292	07/26/2022	AP2675400006		5-293126-0000	10-2620-523-000-30-260-000-000-0000	13523260	181.75
0000048292	07/26/2022	AP2675400007		5-293126-0000	10-2620-522-000-30-260-000-000-0000	13522260	6,880.00
LIBERTY-LIBERTY MUTUAL INSURANCE				Remit ID R-1	Payment Date: 07/26/2022	Payment Amt:	25,807.25

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

FUND ACCOUNTING PAYMENT REGISTER

Bank Account: GF - GENERAL FUND **Payment Dates:** 07/01/2022 - 07/31/2022

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

Sort: Payment Number

Payment #	Trans Date	Trans #	PO #/Proc Ctrl#	Invoice #	Account Code	ASN	Amount
0000048293	07/26/2022	AP2675400008		3093704	10-1380-430-000-30-865-000-000-0000	13430865	1,332.80 #
MIDATLFIA-Mid-Atlantic Fire and Air			Order ID O-1	Payment Date: 07/26/2022		Payment Amt:	1,332.80
0000048294	07/26/2022	AP2675300001			10-1610-610-000-40-885-000-000-0000	16610885	90.70
0000048294	07/26/2022	AP2675300002			10-2360-610-000-30-236-000-000-0000	13610236	19.54
0000048294	07/26/2022	AP2675300003			10-1610-610-000-40-330-000-000-0000	16610330	67.92
0000048294	07/26/2022	AP2675300004			10-1330-610-000-30-330-000-000-0000	13610330	67.92
0000048294	07/26/2022	AP2675300005			10-1330-610-000-30-330-000-000-0000	13610330	148.36
0000048294	07/26/2022	AP2675300006			10-2360-540-000-30-236-000-000-0000	13540236	103.30
0000048294	07/26/2022	AP2675300007			10-2360-810-000-40-236-000-000-0000	16810236	250.00
0000048294	07/26/2022	AP2675300008			10-2360-610-000-30-236-000-000-0000	13610236	1,218.13
0000048294	07/26/2022	AP2675300009			10-2360-610-000-40-236-000-000-0000	16610236	285.83
0000048294	07/26/2022	AP2675300010			10-2620-610-000-30-260-000-000-0000	13610260	29.67
0000048294	07/26/2022	AP2675300011			10-2360-610-000-40-236-000-000-0000	16610236	17.31
NORTHWBA-Northwest Bank			Remit ID R-1	Payment Date: 07/26/2022		Payment Amt:	2,298.68
* AFLAC00063	07/14/2022	OD2672500009		060856	10-0462-AFL-PAY-00-000-000-000-0000	AFLAC	237.58
AFLAC-AFLAC			Order ID O-1	Payment Date: 07/14/2022		Payment Amt:	237.58
* EMPLOYERS H	07/01/2022	OD2682100008			10-0462-211-000-00-000-000-000-0000	462211	62,593.52
PNCHSACU-PNC-HSA Custodian				Payment Date: 07/01/2022		Payment Amt:	62,593.52
* GFMS063022	07/11/2022	OD2675100001			10-2513-810-000-30-250-000-000-0000	138102513	784.52

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

FUND ACCOUNTING PAYMENT REGISTER

Bank Account: GF - GENERAL FUND **Payment Dates:** 07/01/2022 - 07/31/2022

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

Payment #	Trans Date	Trans #	PO #/Proc Ctrl#	Invoice #	Account Code	ASN	Amount
FNB-FNB COMMERCIAL CREDIT CARD				Remit ID R-1	Payment Date: 07/11/2022	Payment Amt:	784.52
* GFST063022	07/15/2022	OD2675200001			10-0494-STA-000-00-000-000-0000	100494	44.09
* GFST063022	07/15/2022	OD2675200002			10-6999-000-000-30-872-000-000-0000	13699872	(0.44)
PADEPTREV-PA DEPT OF REVENUE				Order ID O-1	Payment Date: 07/15/2022	Payment Amt:	43.65
* HSA0000715	07/19/2022	OD2672600005			10-0462-HSA-EMP-00-000-000-000-0000	100462HSAE MP	2,773.93
PNCHSACU-PNC-HSA Custodian					Payment Date: 07/19/2022	Payment Amt:	2,773.93
* IRS0000629	07/06/2022	OD2672500005			10-0462-SSA-PAY-00-000-000-000-0000	EE SOCSEC	11,333.64
* IRS0000629	07/06/2022	OD2672500006			10-0462-MED-PAY-00-000-000-000-0000	EEMEDICAR E	2,650.60
* IRS0000629	07/06/2022	OD2672500007			10-0462-FED-PAY-00-000-000-000-0000	FITWH	16,336.83
* IRS0000629	07/06/2022	OD2672500008			10-0462-220-000-00-000-000-000-0000	462220	13,984.24
IRS-INTERNAL REVENUE SERVICE				Order ID O-1	Payment Date: 07/06/2022	Payment Amt:	44,305.31
* IRS0000630	07/06/2022	OD2672500004			10-0462-STA-PAY-00-000-000-000-0000	SITWH	5,626.99
PADEPTREV-PA DEPT OF REVENUE				Order ID O-1	Payment Date: 07/06/2022	Payment Amt:	5,626.99
* IRS0000715	07/20/2022	OD2682100003			10-0462-220-000-00-000-000-000-0000	462220	11,641.10
* IRS0000715	07/20/2022	OD2682100004			10-0462-FED-PAY-00-000-000-000-0000	FITWH	14,604.91
* IRS0000715	07/20/2022	OD2682100005			10-0462-MED-PAY-00-000-000-000-0000	EEMEDICAR E	2,206.50
* IRS0000715	07/20/2022	OD2682100006			10-0462-SSA-PAY-00-000-000-000-0000	EE SOCSEC	9,434.60
IRS-INTERNAL REVENUE SERVICE				Order ID O-1	Payment Date: 07/20/2022	Payment Amt:	37,887.11

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

FUND ACCOUNTING PAYMENT REGISTER

Bank Account: GF - GENERAL FUND **Payment Dates:** 07/01/2022 - 07/31/2022

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

Payment #	Trans Date	Trans #	PO #/Proc Ctrl#	Invoice #	Account Code	ASN	Amount
* PAY0000729	07/28/2022	OD2682100002			10-0101-NET-PAY-00-000-000-000-0000	NET PAY	108,799.73
				Order ID O-1	Payment Date: 07/28/2022	Payment Amt:	108,799.73
* RET0063022	07/19/2022	OD2672600006			10-0462-RET-PAY-00-000-000-000-0000	EE PSERS	22,067.61
				Order ID O-1	Payment Date: 07/19/2022	Payment Amt:	22,067.61
* STX0000715	07/15/2022	OD2682100007			10-0462-STA-PAY-00-000-000-000-0000	SITWH	4,671.67
				Order ID O-1	Payment Date: 07/15/2022	Payment Amt:	4,671.67
* SUP0000715	07/19/2022	OD2672600004			10-0462-SUP-PAY-00-000-000-000-0000	SUPPORT	150.50
				Order ID O-1	Payment Date: 07/19/2022	Payment Amt:	150.50
* UNE0000729	07/29/2022	OD2682100001			10-0462-UNE-PAY-00-000-000-000-0000	EEUEWH	554.12
				Order ID O-1	Payment Date: 07/29/2022	Payment Amt:	554.12
* VOYA000701	07/01/2022	OD2672500001			10-0462-ING-PAY-00-000-000-000-0000	ING	275.00
				Order ID O-1	Payment Date: 07/01/2022	Payment Amt:	275.00
* VOYA000715	07/18/2022	OD2672600001			10-0462-ING-PAY-00-000-000-000-0000	ING	275.00
				Order ID O-1	Payment Date: 07/18/2022	Payment Amt:	275.00
* VOYA000718	07/18/2022	OD2672600002			10-0462-RET-PAY-00-000-000-000-0000	EE PSERS	839.46
* VOYA000718	07/18/2022	OD2672600003			10-0462-230-000-00-000-000-000-0000	462230	686.85

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

FUND ACCOUNTING PAYMENT REGISTER

Bank Account: GF - GENERAL FUND **Payment Dates:** 07/01/2022 - 07/31/2022

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

Payment #	Trans Date	Trans #	PO #/Proc Ctrl#	Invoice #	Account Code	ASN	Amount
PSERSEMP-PSERS-VOYAEmployee Share				Order ID O-2	Payment Date: 07/18/2022	Payment Amt:	1,526.31
* VOYA000721	07/01/2022	OD2672500002			10-0462-230-000-00-000-000-0000	462230	794.60
* VOYA000721	07/01/2022	OD2672500003			10-0462-RET-PAY-00-000-000-000-0000	EE PSERS	971.17
PSERSEMP-PSERS-VOYAEmployee Share				Order ID O-2	Payment Date: 07/01/2022	Payment Amt:	1,765.77
10 - GENERAL FUND							641,951.44
Grand Total All Funds							641,951.44
Grand Total Credit Cards							0.00
Grand Total Direct Deposits							0.00
Grand Total Manual Checks							(2,282.35)
Grand Total Other Disbursement Non-negotiables							294,338.32
Grand Total Procurement Card Other Disbursement Non-negotiables							0.00
Grand Total Regular Checks							349,895.47
Grand Total All Payments							641,951.44

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



Secondary Education Goals for 2022-2023

1. Increase NOCTI scores so that 72% of CPI students score at the Advanced Level and 92% of CPI students score at the Advanced or Competent Level.
2. Ensure that 100% of program completers meet at least one of the following criteria: (a) obtain at least two industry credentials; (b) earn college credits while at CPI; and/or (c) develop a portfolio related to their chosen program area that can be used as part of their post-secondary field of study/area of employment.
3. Enroll 10% of secondary CPI completers/graduates in a post-secondary certificate or degree program at CPI within one year after their high school graduation.
4. Ensure that at least 25% of the CPI Senior Class participates in ½ day visit opportunities in one or more of the CPI Post-Secondary certificate, diploma, or degree programs during the 2022-2023 school year.
5. Decrease the secondary chronic absenteeism rate to 8%.

Central PA Institute of Science and Technology

Student-Parent Handbook Revisions

For the 2022-2023 School Year

INFORMATION ADDED – Page 21 and 22

Flexible Instructional Days

A Flexible Instructional Day (FID) can be utilized in cases when circumstances (e.g., a disease epidemic, a hazardous weather condition, a law enforcement emergency, the inoperability of school buses or other equipment necessary to the public school entity's operation, damage to a school building, or a temporary circumstance rendering any portion of a school building unfit or unsafe for use) prevent the delivery of instruction in its customary manner or location. FIDs are considered school days and count toward the number of instructional days/hours required under Article 15 of the Public School Code and Chapter 11 of the state Board of Education regulations.

Responsibilities of Students During Flexible Instructional Days - Students will not report to school in-person on a Flexible Instructional Day. Instead, they will receive learning activities and assignments that would have normally taken place during their regular CPI time. Teachers will work with students at the beginning of the year regarding their expectations for FIDs. Since the Flexible Instructional Day is considered a school day, it is expected that students will complete the given assignments. If students need support to do so, teachers will be available during their regularly scheduled CPI time. Students/Parents should communicate with teachers via email or another predetermined method communicated by the teacher. If a student cannot access the Internet, paper copies of all lessons and assignments will be provided to those students on the next available school day. In the event of expected inclement weather, a teacher may provide students with FID lessons/assignments in advance. Students will be expected to complete the FID assignments within three school days for all classes that are typically scheduled for that day. If a student fails to complete the assignments, he/she will receive a zero grade and will be marked absent.

Student Attendance for a Flexible Instructional Day - Since students will be responsible for turning in the assignments given on a FID, attendance will be tracked via acceptable completion of the assignments. Teachers will be responsible for notifying the office if a student has not completed the given assignments within three school days. If the assignments for a class are not completed within three school days upon returning to school, the student will be marked absent, either lawfully or unlawfully based upon school code.

Reason for Addition: In the past, we were only approved to offer Emergency Instructional Time. For the 2022-2023 school year, we are approved to offer Flexible Instructional Days which mirrors what each of our three sending districts are doing.

INFORMATION REMOVED – Instructional Assistants

CPI employs several Instructional Assistants. Post-secondary Instructional Assistants are also available to help high school students as necessary and appropriate. Instructional Assistants are provided to help instructors with students who have an identified area of disability. The Instructional Assistant is matched with their area(s) of expertise. The IA's may work with a group of students or an individual student. They are available to work with students on performance or academic tasks in the classroom. This may be accomplished by helping students with tests as stated in the IEP, helping students read directions, assisting students in performance tasks, and acting as a liaison between the home school IEP teacher and CPI. CPI instructors participate in IEP meetings at the sending schools. If a CPI teacher cannot attend the IEP meeting, information regarding a student's grades and progress shall be provided to the IEP team. An Instructional Support Room is available at CPI for students to utilize as needed and appropriate.

Reason for Change: Although we still employ two (2) high school instructional assistants, they often work with students in their specific program areas to provide the necessary services. This section was removed so parents are not confused that we have special education personnel at CPI.

Faculty and Staff Handbook Revisions

For the 2022-2023 School Year

UPDATED INFORMATION – School Goals – Page 4

Secondary Education Goals for 2022-2023

1. Increase NOCTI scores so that 72% of CPI students score at the Advanced Level and 92% of CPI students score at the Advanced or Competent Level.
 2. Ensure that 100% of program completers meet at least one of the following criteria: (a) obtain at least two industry credentials; (b) earn college credits while at CPI; and/or (c) develop a portfolio related to their chosen program area that can be used as part of their post-secondary field of study/area of employment.
 3. Enroll 10% of secondary CPI completers/graduates in a post-secondary certificate or degree program at CPI within one year after their high school graduation.
 4. Ensure that at least 25% of the CPI Senior Class participates in ½ day visit opportunities in one or more of the CPI Post-Secondary certificate, diploma, or degree programs during the 2022-2023 school year.
 5. Decrease the secondary chronic absenteeism rate to 8%.
-

INFORMATION REMOVED (Page 6)

Please note that this handbook is representative of normal school operations. As a result of the continued COVID-19 pandemic, many aspects of how our school functions may be different and could change throughout the school year. Administrative changes can be made to this handbook at any time. Please refer to the most recent CPI guidelines for operations, health/safety, and virtual learning information throughout the 2021-2022 school year.

Reason for Change:

SECTION ADDED - Instructional Day Changes (Page 18)

EMERGENCY INSTRUCTIONAL DAYS

Section 520.1 of the School Code provides schools with flexibility to meet minimum instructional time requirements in the event of an emergency that prevents a school entity from providing for the attendance of all pupils or usual hours of classes at the school entity. CPI can utilize up to five Emergency Instructional Days (EID's) during the 2022-2023 school year in order to provide instruction to all students via virtual learning or other educational/instructional platforms utilized by individual program area instructors. EID's are designed for school-wide closures and cannot be used by individual students to justify an absence on other school days. Emergency Instructional Days count toward the number of annual instructional days/hours required under Article 15 of the Public School Code and Chapter 11 of the state Board of Education regulations.

FLEXIBLE INSTRUCTIONAL DAYS (FIDs)

A Flexible Instructional Day (FID) can be utilized in cases when circumstances (e.g., a disease epidemic, a hazardous weather condition, a law enforcement emergency, the inoperability of school buses or other equipment necessary to the public school entity's operation, damage to a school building, or a temporary circumstance rendering any portion of a school building unfit or unsafe for use) prevent the delivery of instruction in its customary manner or location. FIDs are considered school days and count toward the number of instructional days/hours required under Article 15 of the Public School Code and Chapter 11 of the state Board of Education regulations.

Responsibilities of Students During Flexible Instructional Days - Students will not report to school in-person on a Flexible Instructional Day. Instead, they will receive learning activities and assignments that would have normally taken place during their regular CPI time. Teachers will work with students at the beginning of the year regarding their

expectations for FIDs. Since the Flexible Instructional Day is considered a school day, it is expected that students will complete the given assignments. If students need support to do so, teachers will be available during their regularly scheduled CPI time. Students/Parents should communicate with teachers via email or another predetermined method communicated by the teacher. If a student cannot access the Internet, paper copies of all lessons and assignments will be provided to those students on the next available school day. In the event of expected inclement weather, a teacher may provide students with FID lessons/assignments in advance. Students will be expected to complete the FID assignments within three school days for all classes that are typically scheduled for that day. If a student fails to complete the assignments, he/she will receive a zero grade and will be marked absent.

Student Attendance for a Flexible Instructional Day - Since students will be responsible for turning in the assignments given on a FID, attendance will be tracked via acceptable completion of the assignments. Teachers will be responsible for notifying the office if a student has not completed the given assignments within three school days. If the assignments for a class are not completed within three school days upon returning to school, the student will be marked absent, either lawfully or unlawfully based upon school code.

Reason for Addition: In the past, we were only approved to offer Emergency Instructional Time. For the 2022-2023 school year, we are approved to offer Flexible Instructional Days which mirrors what each of our three sending districts are doing.

In reviewing the Faculty-Staff Handbook, it was discovered that Emergency Instructional Time was not mentioned. Therefore, with the addition of the Flexible Instructional Day information it was important to include this section as well.



**Central Pennsylvania Institute
of Science and Technology**

Post-Secondary Education

PROGRAM CATALOG

2022 / 2023

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This handbook will answer many, if not all, questions regarding CPI. It is the primary reference for students.

CPI reserves the right, in its sole judgment, to make changes of any nature in its programs, calendar, or academic schedule, whenever it is deemed necessary or desirable. Changes may include course content, the rescheduling of classes, canceling of scheduled classes, and other academic activities. In any such case, giving such notice thereof as is reasonably practical under the circumstances.

This handbook does not establish a contractual relationship, but summarizes current information regarding the calendar, admissions, degree requirements, tuition, fees, regulations, and course offerings. The policy of CPI is to give advance notice of change, whenever possible, to permit the appropriate student adjustment; however, CPI reserves the right to make any changes deemed advisable by CPI Administration or the Joint Operating Committee of the institution.

CPI will not discriminate in its educational programs or employment practices based on race, color, national origin, sex, sexual orientation, gender identity, disability, age, religion, ancestry, union membership, or any other legally protected classification. Announcement of this policy is in accordance with state and federal laws, including Title IX of the Educational Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the American Disabilities Act of 1991.

Employees and participants who have an inquiry or complaint of harassment or discrimination, or who need information about accommodations for persons with disabilities, should contact the Vice President of Post-Secondary Education, Central Pennsylvania Institute of Science and Technology, 540 N. Harrison Road, Pleasant Gap, PA 16823. Phone: (814) 359-2793

I. INTRODUCTION

MISSION STATEMENT

CPI will produce highly competent individuals who are prepared and motivated to pursue the high skill careers of the 21st century.

POST-SECONDARY EDUCATION VISION

CPI provides programs of excellence in academics and training that foster economic vitality in our community. The institution strives to improve the quality of life for the people it serves. CPI promotes instructional excellence in all program areas and works closely with business and industry representatives to develop responsive and effective educational programs that aim to train a competent workforce. CPI continually enhances and expands its programs to meet the evolving needs of the community it serves while strengthen partnerships to advance the CPI mission.

ACCREDITATION

Central Pennsylvania Institute of Science and Technology is licensed by the Pennsylvania Department of Education and accredited through the Pennsylvania State Board of Vocational Education. Additionally, CPI is also accredited through the Accrediting Commission of Career Schools and Colleges (ACCSC) in 2017. ACCSC is a non-profit, independent accrediting agency recognized by the U.S. Department of Education since 1967. ACCSC's mission is *"to serve as a reliable authority on educational quality and to promote enhanced opportunities for students by establishing, sustaining, and enforcing valid standards and practices which contribute to the development of a highly trained and competitive workforce through quality career-oriented education."*

Numerous programs offered at CPI are also accredited, certified, or approved through national, state, and professional organizations including:

- ◆ Pennsylvania State Board of Nursing (SBON)
- ◆ Commission on Accreditation of Allied Health Education Programs (CAAHEP)
- ◆ National Healthcare Association (NHA)
- ◆ National Institute for Metalworking Skills (NIMS)
- ◆ Associated Equipment Distributors (AED)
- ◆ American Welding Society (AWS)
- ◆ Manufacturing Institute (MI)
- ◆ Pennsylvania Department of Environmental Protection (DEP)
- ◆ National Automotive Technician's Education Foundation (NATEF)
- ◆ National Center for Construction Education and Research (NCCER)

GUIDANCE

CPI receives support from active Occupational Advisory Committees (OACs) also known as Program Advisory Committees (PACs), which consist of well-respected, experienced community leaders who donate their time and expertise to advance educational curriculum and initiatives at CPI. Through OAC/PAC meetings in the spring and fall, CPI faculty remain current with changes in business and industry. By utilizing industry components and testing procedures, CPI graduates are afforded portability of skills and in-demand, current training. CPI believes industry should drive technical school curriculum and training and emphasizes offering high priority training programs in both regional demand occupations (Central PA WIB) and state demand occupations (Statewide HPO list). CPI believes it is imperative that students find long-term employment at family-sustaining wages. Programs in high growth and employment areas (HPOs) are the vehicle to achieve this goal.

II. GENERAL INFORMATION

CAMPUS & FACILITIES

Situated on 70 acres, CPI has a main facility in excess of 140,000 square feet that houses numerous certificates, diploma, and Associates in Specialized Technology (AST) degree programs. Adjacent to the main building is the Transportation Training Center (TTC), a 35,000 square-foot training center that includes a 23,000 square foot paved diesel yard and a 12,000 square-foot heavy equipment yard that houses the diesel repair, heavy equipment operation, and commercial driver's license training programs. Each program features industry-current training, equipment/technology, and a training area. CPI also operates the Centre County Public Safety Training Center (CCPSTC) which is located on 18-acres of land near the main campus. The Centre County Public Safety Training Center (CCPSTC) is a regional emergency services training site that serves responders and emergency personnel within a twelve-county region.

ADMISSION POLICY

The Central Pennsylvania Institute of Science and Technology (CPI) is dedicated to serving the educational needs of those who apply for admission. The admission requirements vary depending on the program, so the admission policy serves to provide the applicant with an understanding of the enrollment process at CPI. Certain programs may have additional prerequisites, as required by accreditation and/or licensing. Each post-secondary program has a program-specific enrollment agreement. Students can obtain an enrollment agreement by contacting the CPI Office of Post-Secondary Education. Students enrolling in an accredited program will be required to meet specific enrollment criteria of *both* the accrediting and/or credentialing organization, as well as CPI.

GENERAL ADMISSIONS REQUIREMENTS:

All applicants for admission to certificate or diploma training programs (in excess of 400 clock hours) must possess a high school diploma or GED. Additional admission requirements can be found on the Program Listings. CPI's Administrative and Student Support Specialist can also assist with details.

ADMISSION/ENTRANCE REQUIREMENTS: AST DEGREE PROGRAMS*

1. Act 34 and 151 clearances
2. High school diploma or GED
3. SAT composite score of 1010 or ACCUPLACER® score of 235 or above (*as noted below*):
 - ◆ CPI uses the College Board ACCUPLACER® assessment instrument when evaluating an applicants' readiness for AST degree programs (or diploma programs, where testing is required). However, in the place of ACCUPLACER®, CPI accepts an applicants' official entrance score on the College Board SAT taken within five (5) years of the date of enrollment at CPI.
 - ◆ Readiness for AST degree programs is determined by the following measures:
 - **SAT:** Applicants must achieve a minimum composite score of 1010 in both Reading and Math to enroll in a program.
 - Applicants who score below 480 in Reading may elect to take the ACCUPLACER® Reading exam. The applicant must achieve a minimum score of 235 or enroll in a developmental reading course. Applicants may re-test one time to qualify for exemption*
 - Applicants who score below 530 in Math may elect to take the ACCUPLACER® Math exam. The applicant must achieve a minimum score of 235 or enroll in a developmental math course. Applicants may re-test one time to qualify for exemption*
 - **ACCUPLACER®:** Applicants must achieve a minimum score of 235 in both Reading *and* Math to enroll in a program.
 - Applicants who score below 235 Reading may elect to re-test or enroll in a developmental reading course. Applicants may re-test one time to qualify for exemption*
 - Applicants who score below 235 in Math may elect to re-test or enroll in a developmental math course. Applicants may re-test one time to qualify for exemption*

- ◆ In lieu of the ACCUPLACER® exam, CPI also accepts official transcripts from a regionally or nationally accredited post-secondary institutions recognized by the U.S. Department of Education documenting equivalent program-level English and math coursework successfully completed with a "C" or better.

* Refer to the *Placement Testing Policy* for additional information.

+ Applicants are limited to four (4) attempts per subject (math or reading comprehension) in a 3-month period.

CERTAIN AST DEGREE PROGRAMS MAY HAVE ADDITIONAL ENTRANCE REQUIREMENTS AS NOTED BELOW:

- ◆ Healthcare Management:
 - Minimum 1 years of healthcare work experience
 - Physical exam and proof of immunizations verified by a physician prior to program start
 - Students will be drug tested prior to beginning the practicum component of the program.
 - Students may also be required to complete additional clearances and/or testing prior to beginning the practicum component of the program.
- ◆ Heavy Diesel Construction – Case Construction Emphasis
 - Valid PA driver's license.
 - Students will be required to take a Federal Motor Carrier Safety Administration (FMCSA) physical and drug screen and are subject to random testing while enrolled in the program.
- ◆ Natural Gas Compression – CAT/Ariel Emphasis
 - Valid PA driver's license.
 - Students will be required to take a Federal Motor Carrier Safety Administration (FMCSA) physical and drug screen and are subject to random testing while enrolled in the program.

NOTE: All students enrolling in AST degree programs must have access to a personal computer (PC) that meets specified criteria. Please refer to the *Technology Requirements* in this section of the Handbook.

ADMISSION PROCESS

Applicants enrolling in any full-time program at CPI must obtain an application for admission form by contacting the Post-Secondary Education Office at 814-359-2793 Ext. 207 or logging on to www.cpi.edu. The application fee is a fee charged by the institution to process student applications and establish a student record system.

1. Complete the application/registration form and submit it along with the application fee to:

ATTN: Post-Secondary Education Office
Central PA Institute of Science and Technology | 540 North Harrison Road | Pleasant Gap, PA 16823

Incomplete application/registration forms or forms received without the application fee will be held on file as "pending" and will not be counted when determining if maximum class size has been reached. Refer to the refund policies section for information concerning the application fee. *Students must include both the completed Criminal Record Check and Child Abuse History Check applications with the CPI application/registration form.* Payments may be made by cash, personal/cashier's check, money order, Visa, MasterCard, or Discover Card.

2. Applicants must submit their high school transcripts or GED Test Scores.
 - a) Applicants should request a copy of their transcript be forwarded to the CPI address listed in item #1 above. This is done by completing the High School Transcript Request form and sending it to their graduating high school.
 - b) GED recipients should complete the Secondary Education GED Test Scores Request form and send it to the Department of Education.

NOTE: If the student passed the GED in another state, or completed preliminary education outside the United States, they should contact the Post-Secondary Education Office at 814-359-2793 Ext. 207 to obtain the necessary forms for submission to the Department of Education.

3. After all materials are received by the institution and the application is processed, the applicant will be contacted by a representative of the CPI Post-Secondary Education Office to schedule a testing date for the ACCUPLACER® exam, if required.

4. After the application is processed and testing (as required) is complete, the applicant will meet with a representative from the Post-Secondary Education. During this meeting, the applicant will review and sign the Enrollment Agreement.
NOTE: *Certain programs may require meeting with the Program Coordinator prior to enrollment.*
5. The enrolled student will be required to attend an orientation seminar prior to the start of training. All newly enrolled students will be notified of the orientation date by a representative of the Post-Secondary Education Office.

NOTE: Maximum class size varies per program. An enrolled student is defined as a student who has met all the admission requirements for a program, completed the admission process, and holds a place in the program. Students will be enrolled until maximum enrollments for the class is reached.

PLACEMENT POLICY

The purpose of this policy is to establish a process to ensure students' readiness for AST degree level coursework through standard placement testing; developmental/remedial coursework; and the demonstration of proficiency in the required developmental education competencies.

1. Students must take one developmental class concurrent with the first term coursework of an AST degree program if they do not meet minimum accuplacer score thresholds.
2. Students earning scores less than those listed under the *Entrance Requirements* section of the Admission Policy shall enroll in developmental reading or math class in the area of the deficiency.

THE SUPPLEMENTAL PROGRAM OPTIONS ARE AS FOLLOWS:

DISTANCE LEARNING (6-WEEK PROGRAM)

- ◆ Students will be referred to the Tuscarora Intermediate Unit #11 (TIU-11) Distance Learning Project (DLP) established by the Pennsylvania Department of Education. The student will enroll in the Transition to Post-Secondary Education class(es) in the area of the deficiency. The process for enrollment is as follows:
 - The student will complete the adult education intake, assessment, and screening process to determine that distance learning is an appropriate method for the student.
 - If distance learning is appropriate for the student, (s)he will create a profile and schedule an orientation for distance learning.
 - Students will complete the TABE test to determine which course they will enroll in.
 - After the orientation and TABE testing are complete, the student will register for the appropriate distance learning class in the area of the deficiency.

TRADITIONAL (FACE-TO-FACE) LEARNING (6-WEEK PROGRAM)

- ◆ Students will be referred to the Central Intermediate Unit #10 (CIU-10)
 - ◆ The student will enroll in the Adult Basic Education or Math Refresher for Post-Secondary
 - ◆ Enrollment class depending on the area of the deficiency. The process for enrollment is as follows:
 - The student will be referred to the CIU-10
 - During the initial meeting, the student will complete a TABE assessment which will be used to determine his/her academic level. Once the academic level is determined, the student will attend weekly tutoring classes in the area of the deficiency.
 - The student may complete subsequent TABE assessment(s) to measure progress.
3. Before a student is considered to have met basic math or reading skills requirements, the student must demonstrate proficiency in the subject. This is achieved through re-testing in the area of the deficiency. The testing will be done through the Post-Secondary Education department at CPI.

4. If a student demonstrates progress in a developmental class, as determined by standardized testing, but requires additional developmental coursework, (s)he may take a second developmental class concurrent with the second term provided proficiency in the subject matter is not required for courses offered in the term.
5. Students who do not meet the ACCUPLACER® cut scores must re-enroll in a developmental program.
6. Students are limited to two (2) attempts in any developmental class in a calendar year. If the student does not meet cut score after the second attempt, (s)he will be removed from the program. Standard refund terms will apply as outlined in the Student Handbook.
7. Students who are removed from a program, may re-apply for enrollment during the next enrollment period. The student will be required to meet the ACCUPLACER® cut scores for acceptance into the program.

STUDENT RECORDS (FERPA)

Family Educational Rights and Privacy Act (FERPA) Provisions. The following outline FERPA provisions as practiced at CPI:

RIGHT TO ACCESS

With a few exceptions as provided by law, students may view their educational records upon request. Access will be granted after written request to the program office. In some cases, students are also entitled to copies (at their expense) of all records to which they have rightful access. Students have the right, under established procedures, to challenge the factual accuracy of the records and to enter their viewpoints in the records.

Students may waive their right of access to recommendations and evaluations in the case of applications for employment and applications to other schools and universities which have been placed in their educational records.

LISTING OF EDUCATIONAL RECORDS

At CPI, the permanent record and official file for each student is maintained by the specific program area and/or the Adult & Continuing Education Office. The file contains copies of documents relating to the student. It may also include information supplied to the institution, copies of transcripts for academic work completed, and copies of letters relating to academic or disciplinary actions taken against the student.

Other offices may retain such information as is necessary to provide services or assistance to students or information necessary for the administration of various programs. Incidental and/or official files may also be kept by academic instructors or other staff members.

DISCLOSURE OF STUDENT RECORDS

With several exceptions identified in the following paragraph, CPI cannot release information concerning students to prospective employers, government agencies, credit bureaus, or other third parties without the written consent of the eligible student. Students and alumni applying for jobs, credit, graduate school, etc., must provide CPI with signed and dated written consents to release their records, specifying the records that may be disclosed, the purpose of the disclosure, and the party or class of parties to whom disclosure may be made.

CPI has designated the following categories of information as "Directory information" which, at CPI's discretion, may be released without consent of the student: student's name, degree program and major area of study, dates of attendance, and degrees and awards received.

Students may request that the directory information not be released without their written consent. Such requests must be submitted in writing to the Program Coordinator and must include their name, address, student identification number, date, and signature.

CPI grants its students all rights under this law. No one outside the institution shall have access to a student's educational records, nor will CPI disclose any information from these records without the written consent of students except, in accordance with the Act, (1) to personnel within the institution or appropriate officials of the school in which the student seeks to enroll, (2) to persons or organizations providing student financial aid, (3) to accrediting agencies carrying out their accreditation function, (4) to persons in compliance with a judicial order or a lawfully issued subpoena (provided that CPI will first make a reasonable attempt to notify the student), (5) to organizations conducting studies to develop, validate, and administer predictive tests, to administer student aid programs, or to improve instruction, (6) to authorized representatives of federal or state government agencies for the purpose of audit and evaluation of government programs, and (7) to persons in an emergency in order to protect the health or safety of students or other persons.

All of these exceptions are permitted under the Act. Information will be released solely upon the condition that the party to whom the information is released will not disclose it to subsequent parties without the written consent of the student. Furthermore, CPI will maintain records of all access provided without the express consent of the student, and these records will be made available to the student on request.

FURTHER NOTICE

This notice is not intended to fully explain a students' rights under the Family Educational Rights and Privacy Act (FERPA). Copies of CPI's Compliance Policy and Family Educational Rights and Privacy Act are available for students in the Adult Education Office of CPI.

RIGHT TO FILE A COMPLAINT

Inquiries and complaints may be filed with the Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue SW, Washington, DC 20202-4605.

CHANGE OF ADDRESS

It is the responsibility of the student to notify the instructor of any change in address.

STUDENT RECORDS RETENTION

CPI maintains day-to-day student records for all students attending CPI. Upon successful completion of the program, all paper records are consolidated and held in the Post-Secondary Education office. The Bald Eagle Area School District agrees to store the records for 50 years in accordance with the Private Licensed School Act and regulations to make records available to students as needed.

CURRICULUM RECORDS

The following curriculum records will be retained by CPI as scheduled.

DOCUMENT	RETENTION PERIOD
Course offerings (<i>AST-degree programs only</i>)	3 years
Syllabi (<i>AST-degree programs only</i>)	5 years after last course offering

EDUCATIONAL RECORDS

Student educational records are defined as those records (any format) which contain information directly related to a student and are maintained by CPI. Student educational records are subject to the constraints of the Family Educational Rights and Privacy Act (Buckley Amendment). They do not include records of instructional, supervisory, and administrative personnel and ancillary educational personnel, which are in the sole possession of the maker and which are not accessible or revealed to any other person except a designated substitute. Other exclusions include:

- ◆ Notes of an instructor/staff member concerning a student and intended for the instructor's/staff member's own use are not subject to inspection, disclosure, and challenge.
- ◆ Records on students which are created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting or assisting in that capacity are not subject to the provisions of access, disclosure, and challenge. Such records, however, must be created, maintained, or used only in connection with the provision of treatment to the student and are not available to anyone other than the persons providing such treatment or a substitute. Such records may be personally reviewed by a physician or other appropriate professional of the student's choice.

The following student education records will be retained by CPI as scheduled.

DOCUMENT	RETENTION PERIOD
Academic Dismissal (<i>conduct standard violation</i>)	3 years after termination
Appeals (<i>grades</i>)	1 year after decision is rendered
Exams/Answer Sheets	1 year after course ends
Gradebooks	5 years after course completion
Transcripts	Permanent

NOTE: Certain programs at CPI may have accreditation standards whereby retention periods are greater than those listed in the Student Handbook.

Student records should always be destroyed by shredding.

TECHNOLOGY REQUIREMENTS

All students enrolled in AST degree programs and students enrolled in certain medical programs are required to have a personal computer (PC) with the following system requirements:

LAPTOP, DESKTOP COMPUTER, OR TABLET REQUIREMENTS	Operating System	Windows 10; Mac OS High Sierra (10.13), Mojave (10.14) or Catalina (10.15), Chrome OS
	Processor	2 GHz or higher
	Memory	4 GB of RAM (Win 10 & Catalina); 2 GB of RAM (High Sierra, Mojave & Chrome OS)
	Hard Drive	128 GB free disk space
	Browser	Latest Blackboard® supported version of Chrome, Firefox, Internet Explorer, Edge, or Chrome.
	Plug-ins	Adobe Reader, Flash Player
	Internet Connection	Broadband (cable or DSL) connection required
	Printer	Access to graphics-capable printer
	Sound Card, Microphone and Speakers	Required
	Monitor	Capable of at least 1024 x 768 resolution

NOTE: CPI recommends all students have access to a laptop, personal computer, or tablet less than 5 years old with reliable internet connection.

DISTANCE LEARNING POLICY

This policy allows for the use of an online course management system during regular in-person teaching and allows for the use of this online learning management system in a case where the student or the teacher cannot attend class in person for a short period of time. For example, if a student is quarantined due to COVID-19, recovering from an accident or illness, or other short-term situations as determined to be valid by the CPI administration.

These guidelines should be followed in the case of the shift to an online portion of a program:

- ◆ This period when an instructor or student is out should not exceed more than three weeks at a time.
- ◆ The use of the online learning management system will only cover the lecture/didactic portion of the class. This online learning will not take the place of in-person, hands-on learning as required in the objectives of the course.
- ◆ Students who do not have access to computers and other necessary technology, can sign out this equipment from CPI. Students who need this material must contact the IT staff to indicate their need for these resources as soon as they know they will not be able to attend courses in person.
- ◆ All students are introduced to the Google Classroom for their course in the first week of classes, where instructors help students understand how to use the online course. Resources for the course are stored there, and homework will be turned in online, so students are familiar with Google Classroom if a situation arises, and they are unable to attend class in person.
- ◆ For each week they are attending virtually, students will have a week and a half to make up work, unless it is the end of a term, which they will need to address with their instructor about earning an Incomplete. For example, if a student misses two weeks, they will have three weeks to make up their hands-on work. There will be opportunities to make up missing time before and after regular course hours, or at a mutually agreed upon time between the instructor and the student.
- ◆ These online practices are limited in duration, application, and in scope to only those students whose circumstances qualify.
- ◆ This policy cannot be used to replace the entirety of the approved delivery method of a program.

III. ACADEMIC INFORMATION

ACADEMIC YEAR

The academic year for AST programs is divided into fall, winter, spring, and summer terms. The fall, winter, and spring terms are 12 weeks in duration. Summer terms are 8-10 weeks in length, depending on the course. AST degree programs follow a pre-determined schedule – refer to the academic calendar in the Student Handbook or on the CPI website. Diploma and certificate programs may have multiple start dates; therefore, each program's start date, end date, and length of time is set individually, based on PDE regulations.

CREDIT HOURS

AST degree programs are based on quarter credit hours. Credit hours are defined by the Pennsylvania State Board of Education as a unit of curricular material that normally can be taught in a minimum of 10 clock hours of classroom instruction, plus appropriate outside preparation. For laboratory instruction, a credit hour represents a minimum of 20 clock hours, plus appropriate outside preparation, and for externship / practicum/clinical experiences, a credit hour represents a minimum of 30 clock hours, plus appropriate outside preparation.

TRANSFER OF CREDITS

Credits earned at other educational institutions may or may *not* be accepted by CPI. It is the student's responsibility to obtain confirmation that CPI will accept any credits earned at another educational institution before signing an enrollment agreement. CPI will only accept credits for General Education courses completed at an institution accredited by a regional or national accrediting agency. The student must have received a final grade of "C" or higher for the course to be transferred. All non-General Education classes must be taken at CPI. Transferred courses are recorded on the student record/transcript with a "T" (transfer credit) in place of merit grade. These classes do *not* factor in the student's GPA.

Students must have an official transcript from the institution(s) where courses were taken, and the course description or course syllabus, submitted via ground or electronic mail to the Office of Post-Secondary Education. The Office of Post-Secondary Education will evaluate all course descriptions/syllabi and will notify students as to which classes meet the requirements of transferring.

Students seeking to submit for consideration of transfer of core credit should contact the Office of Post-Secondary Education.

CREDIT BY EXAMINATION

ADVANCED PLACEMENT (AP) – CPI grants college credit to students who achieve a score of 3 or higher on the following AP tests:

1. English Literature and Composition
2. Physics – Algebra Based
3. Psychology

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP) – CPI grants college credit to students who achieve a score of 50 or more on the following CLEP tests:

1. College Composition
2. Introductory Psychology
3. College Math

CPI does not award credit for life or work experience.

TRANSFER OF CREDITS TO ANOTHER INSTITUTION

A student should not assume credits will transfer to or from any educational institution. Credits earned at Central Pennsylvania Institute of Science and Technology (CPI) may or may not transfer to another educational institution. The ability to transfer credits from CPI to another educational institution may be limited. Students are advised to make certain they contact any educational institutions they wish to attend to determine if the institution will accept credits earned at CPI. Students should know the credit transfer policy of other educational institutions of interest before they sign an enrollment agreement.

DROP/ADD POLICY

AST students may drop courses at any time during the term. However, if they are receiving financial aid, they must retain enough credits for the term they are in. Refunds will be provided based on the refund policy as described in the enrollment agreement. Students may add a course or enter a program during the first term no later than the end of the first week of the course. Students may drop a course through the fourth week of the term without academic penalty.

ACADEMIC ACCOMMODATION SERVICES

Students requesting academic accommodation services at the Central Pennsylvania Institute of Science and Technology (CPI) *must self-identify* to the Office of Post-Secondary Education. Students should note their high school Individualized Education Program (IEP) ends when enrolling in a post-secondary education program and, as such, the student is required to provide appropriate and current documentation of a learning disability as defined by the Americans with Disabilities Act, Amendments Act (ADAAA) of 2008, and Section 504 of the Vocational Rehabilitation Act of 1973. The student is responsible for all costs associated with the evaluation(s). Additional information may be obtained from the Office of Post-Secondary Education.

LEARNING RESOURCES / LIBRARY

The Learning Resources Center (LRC) is an essential component of post-secondary education at CPI. The LRC is integrated into the curriculum of many post-secondary programs, including the AST degree programs. Adequate materials and instructional technology are available to meet the teaching mission of the post-secondary programs, and these resources represent a broad range of resources appropriate for the levels and interests of all students and instructors.

The Learning Resource Center is a coordination site for services, programs, and resources that promote academic success for all students of CPI. The LRC is committed to supporting and guiding students as they strive to reach their academic goals. Students are encouraged to take advantage of these resources and services to enhance their prospects for academic success. Services are available free of charge to CPI students.

The LRC staff are available to assist students in the following areas:

1. Developing a plan of action that promotes academic success.
2. Connecting with tutoring and developmental resources.
3. Engaging with course work in an active and effective manner.
4. Enhance students learning strategies and techniques.

Resources available to all CPI students include:

1. A 24-work station computer lab. The computer lab is available to all CPI students or can be scheduled for special class sessions. The computer lab is available for student and faculty use between the hours of 8:00 AM and 9:00 PM unless it has been previously scheduled (check with the Post-Secondary Office).
2. Copiers and printers are located in many program areas, as well as the computer lab.
3. Online library system called EBSCOhost, a research service including full-text articles and abstracts of articles in magazines, journals, subject indexes, medical references, and newspapers. This service also includes e-books and various historical digital archives.

In order to maintain a pleasant learning environment inside the LRC and computer lab, students are expected to observe the following:

1. No talking on cell phones.
2. No food, no uncapped drinks.
3. No non-enrolled persons, including children.

EXTERNSHIP

The Heavy Diesel Construction: CASE Construction Emphasis and Natural Gas Compression: CAT / Ariel Emphasis AST-degree programs include an externship at a partner facility. Students enrolled in these programs may be required to travel out of the area for the externship and are responsible for securing their own transportation and living arrangements for the externship. Students are encouraged to speak with the Program Coordinator or the Office of Post-Secondary Education for additional information.

GRADING / ACADEMIC PROGRESS

CPI uses a number-letter system of grading. Number grades are assigned to the individual components of a course and letter grades are assigned to completed courses. The number grade for each course is outlined on the course syllabus. The scale for letter grades is below. Letter grades are converted to quality points for the purpose of computing the Grade Point Average (GPA) for each term and the Cumulative Grade Point Average for more than one term. Grade points range from 4.0 for an A grade to 0.0 for an F grade.

GRADE SCALE		
90-100	A	4.0
80-89	B	3.0
70-79	C	2.0
60-69	D	1.0
<60	F	0.0

If a student withdraws from the program, they will receive a "W" (*withdrawal*) grade on the school transcript. A grade of "I" (*incomplete*) indicates that the student has not completed the required work for the course. The student must complete the required work within six weeks of the end of the term (*with approval of the instructor or the Office of Post-Secondary Education*). If the required work is not completed within the allotted time frame, the student will receive an "F" (*failing*) grade.

GRADE REPORT

Student grade reports will be issued by individual instructors for students at the mid-term and at the end of the term.

ACADEMIC PROGRESS

Measures of academic achievement must be maintained for students to remain enrolled in their program of study. This measurement of achievement* is defined as:

- ◆ Clock hour programs: the student will demonstrate competency in 60% of the work defined by the course guidelines and coursework completion at an acceptable level of performance for the program.
- ◆ AST-degree programs: the student will maintain a 3.0 cumulative grade point average at the end of each term.

**Due to program accreditation or industry standards, some CPI programs have academic progress standards (grades/attendance) that supersede the above minimum standards. These programs are as follows:*

1. Diesel Technology Diploma program has a minimum grade average of 70%
2. Heavy Diesel Construction – Case Construction Emphasis credit hour AST degree program has a required minimum grade average of 85% in each of the core courses, and overall CGPA of 3.0 at the end of each term for students to continue in the program.
3. Natural Gas Compression – CAT/Ariel Emphasis credit hour AST degree program has a required minimum grade average of 85% in each of the core courses, and overall CGPA of 3.0 at the end of each term for students to continue in the program.
4. Practical Nursing Program students must complete each course with an 80%.
5. Medical Assisting Program students may be dismissed from the program after earning a grade less than 75% in any Medical Assistant Program course.
6. Dental Assisting Diploma Program students should consult the Dental Assisting Student Handbook for academic progress standards.

APPEAL PROCESS

Students may appeal a final grade which the student believes is inaccurate. Students must initiate the appeal before the end of the first week of classes of the term immediately following the term in which the grade under appeal was awarded. The student is expected to first try to resolve the problem with the instructor. If this does not lead to resolution, the student may appeal the case in writing. All appeals *must be submitted in writing* to the Office of Post-Secondary Education. The appeal must include a detailed description of the reason for the appeal, statement of the reasons why the grade should be changed, and information concerning actions taken with the course instructor. The student will be required to submit all of his/her work for the course (examinations, test, quizzes, etc.). If the instructor is in possession of some of these written materials, the instructor will also submit the materials to the Office of Post-Secondary Education. The Office of Post-Secondary Education will respond to the appeal within (5) program session days. If the student is not satisfied with the outcome, they may initiate the grievance procedure.

GRADUATION REQUIREMENTS

CPI awards a diploma or AST degree to qualified students who are recommended by the individual program faculty or coordinators. In order to qualify for the diploma or degree, the student must complete the following:

1. Satisfactorily complete all general education requirements (*if applicable*) as defined by the program.
2. Satisfactorily complete all core requirements as defined by the program.
3. Achieve an overall average of GPA of 3.0 in the program of study (*AST degree students*).
4. Payment of all outstanding bills.
5. Return of all CPIs owned equipment and resources.

NOTE: Students are responsible for notifying the Office of Post-Secondary Education of any changes in their name at least 4 weeks prior to graduation from a program at CPI. The student must provide legal documentation verifying the proof of change.

ACCOUNTS:

CPI reserves the right to exclude from the graduation ceremony, any student who has unpaid debt. Student balances of more than \$1,000 must be paid in full by the 8th week of the final term of the program in order for the student to participate in the graduation ceremony.

Students who do not have a zero (0) balance on their student account by the last day of the program will not be awarded their diploma nor certificate until the outstanding balance is paid.

TRANSCRIPT REVIEW:

By the start of the final term before graduation, the student should work with the Office of Post-Secondary Education to:

1. Confirm that all AP, CLEP, and transfer credits are posted to their transcript.
2. Confirm that all course names, numbers, and grades listed on the transcript are correct. The transcript becomes permanently immutable during the summer after graduation.
3. Confirmed that the information listed under 'Previous Institution' on the transcript is correct.

Students who do not meet all graduation requirements by the established deadlines will be removed from the convocation list and will be required to re-apply for graduation. Students should contact the Office of Post-Secondary Education for the application or information about re-applying for graduation.

GRADUATION AWARD

Upon successful completion of all diploma requirements of a CPI program, the student will receive a diploma. Upon successful completion of an Associate in Specialized Technology (AST) degree program, the student will receive an Associate in Specialized Technology degree.

GRADUATION CEREMONY

Only students who have completed all degree requirements of a CPI program can participate in the graduation ceremony. This includes students on leave of absence.

IV. FINANCIAL AID INFORMATION

FINANCIAL AID DEPARTMENT PRIVACY POLICY

The Central Pennsylvania Institute of Science and Technology (CPI) is committed to providing its students (and prospective students) with the greatest protection possible to safeguard their personal information. To this effect, CPI has a secure computer operation and a private and secure filing system.

The institution collects information from students for enrollment or financial aid purposes that it may need to disclose to other parties, such as student loan lenders, the U.S. Department of Education, and various other agencies. CPI will only share student personal information required by its accrediting agency or by law. CPI is committed to protecting the privacy of its students. For more information on CPI's records handling and reporting process, contact the Vice President at (814) 359-2793 ext. 217.

STUDENT TUITION AND RELATED COSTS

Information regarding student tuition and related charges is listed on the Enrollment Agreement for each respective program. The Enrollment Agreement can be obtained from the Office of Post-Secondary Education.

ADDITIONAL STUDENT EXPENSES

Students are required to pay for materials for their personal use. For some programs, in addition to textbooks, students are required to purchase uniforms, personal tools, equipment, and/or supply kits essential for their particular program. The additional cost of these supplies is listed on the Enrollment Agreement. CPI is not responsible for lost or stolen tools, equipment, kits, or supplies.

CANCELLATION AND REFUND POLICY

1. CPI must refund all money paid if the applicant is not accepted to the institution. This includes instances where a class is canceled by CPI.
2. All monies paid by the applicant will be refunded in full, if requested, within three (3) days after signing an enrollment agreement and making payment – even after training begins.
3. Regarding the Program Application fee, the Application fee is fully refundable if the student notifies the school of intent to cancel in writing within five calendar days of signing the contract. A request for cancellation that is not made in writing shall be confirmed in writing by the student within an extended refund period of five additional calendar days provided. The institution may retain the student's application fee after five calendar days or after ten calendar days absent written confirmation. After ten calendar days, CPI's application fee is non-refundable.
4. If training is terminated after the student enters classes, CPI may retain the application fee established under part 3 of this subsection, plus a percentage of the total tuition as described in the following table:

IF THE STUDENT COMPLETES THIS AMOUNT OF TRAINING:	CPI MAY KEEP THIS PERCENTAGE OF THE TUITION COST:
One week or up to 10%, whichever is less	10%
More than one week or 10%, whichever is less, but less than 25%	25%
25% through 50%	50%
More than 50%	100%

5. When calculating refunds, the official date of a student's termination is the last day of recorded attendance or:
 - a) when CPI receives notice of the student's intention to discontinue the training program, or
 - b) when the student is terminated for a violation of a published school policy which provides for termination, or
 - c) when a student, without notice fails to attend classes for thirty calendar days.
6. Used textbooks are non-refundable.
7. All refunds will be paid within thirty calendar days of the student's official termination date.

RETURN OF TITLE IV FUNDS POLICY

The Financial Aid Office is required by federal statute to determine how much financial aid was earned by students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period or term. For a student who withdraws after 60% of a payment period or term, there are no unearned funds. The percentage of the payment period or term completed for clock hour programs equals the number of hours scheduled up to the withdrawal date divided by the total hours in the payment period or term. The percentage of the payment period for credit hour program is calculated by the number of days completed in the period divided by the total calendar days in the period (any school-designated break of five days or more is not counted as part of the days in the term).

Once the amount of federal funds to be returned are calculated, refunds are allocated in the following order:

- a) Unsubsidized Direct Stafford Loans
- b) Subsidized Direct Stafford Loans
- c) Federal Direct Parent (PLUS) Loans
- d) Federal Pell Grants

Questions about the Title IV return of fund amounts should be directed to CPI's Financial Aid Office.

VERIFICATION

In compliance with the Code of Federal Regulations 668, Subpart E, Central Processing Systems (CPS), the agency may select an application for a review process called verification. In these instances, CPI has the authority to request copies of certain financial documents from the student and their spouse, if applicable. The student will meet with a Financial Aid representative to make any needed corrections necessary to complete the Free Application for Federal Student Aid (FASFA). If the EFC (expected family contribution) and the Title IV amounts change, the student will be notified by the Financial Aid Office with a new award letter.

CONSEQUENCES OF FAILURE TO SUBMIT VERIFICATION DOCUMENTS

The timeframe for submitting verification documents for Pell recipients is established yearly by the federal government. Generally, students may submit these documents by August 31 of the last year during a two-year award year, or no later than 120 days after the last day of the student's enrollment, whichever is earlier.

Campus-based and Stafford Subsidized Loan recipients must complete verification within 30 days of the beginning of the award year or 14 calendar days after notification, whichever is last.

If the student selected for verification does not provide the required documentation by their deadline, then the CPI cannot:

- ◆ Disburse any FSEOG or Federal Perkins Loan funds to the student.
- ◆ Allow the student to continue employment in a federal work study (FWS) job.
- ◆ Certify a Stafford Loan application for the student.
- ◆ Disburse any remaining Stafford Loan funds to the student.

WITHDRAWN STUDENTS

Students who withdraw before completing the verification process have 14 calendar days after withdrawing to complete the verification process to be eligible for a post-withdrawal disbursement.

APPLICANT VERIFIED BY ANOTHER SCHOOL

If the student completed verification for the current award year at another school before transferring to CPI, the FASFA data must be the same as it was at the previous school. CPI must obtain a letter from the previous institution which states:

- ◆ that the previous institution verified the application.
- ◆ that the institution provided the transaction number of the pertinent institutional student information record (ISIR).

DISBURSEMENTS

Students selected for verification will not have their aid disbursed until all required documents have been received and the required reprocessing completed. If a student is selected for verification *after* disbursements have been made, there will be no adjustments made to the disbursement. However, no subsequent disbursements will be made until the verification process is complete and the student or Financial Aid Office makes all necessary FASFA updates.

REFERRALS

If it is determined that a student has received funds which they were not eligible to receive, the student must repay the amount. If a repayment is not made, the overpayment must be referred to the U.S. Department of Education. No further applications for financial aid will be processed by the U.S. Department of Education or CPI's Financial Aid Office.

SATISFACTORY ACADEMIC PROGRESS POLICY

INTRODUCTION

Federal and state regulations require that students receiving financial aid be enrolled in an eligible program for the purpose of obtaining a certificate, diploma, or degree. An eligible program is defined as a one to two-year program leading to a vocational certificate, diploma, or degree; or a specialized program that meets federal criteria. All enrolled students are responsible for making satisfactory academic progress toward the successful completion of their program. The following sections outline the standards by which student progress will be measured. Federal regulations require that this policy apply to all students whether or not financial aid was received.

ACADEMIC / ATTENDANCE REQUIREMENTS:

QUALITATIVE STANDARD

A measurement of academic achievement must be maintained by all students. SAP standards must be maintained in order to receive financial aid. This measurement of achievement for all students is defined as:

Student competency in 60% percent of the work defined by the course guidelines and coursework completion at an acceptable level of performance for the clock hour (diploma) programs*

- OR -

Student must maintain a 3.0 cumulative grade point average (CGPA) at the end of each term for credit hour AST degree programs*

NOTE: *incomplete, withdraw, and transfer credits are not calculated in the CGPA*

Students who do not meet the above requirements will be placed on financial aid probation. Notification of probationary status will be provided in writing. Student progress will be reviewed by Office of Post-Secondary Education during the subsequent grade period. The result of the review will be:

1. If the student does not meet SAP requirements, financial aid may be suspended. *
2. If a student meets SAP requirements, probationary status will be lifted.

The Financial Aid Representative will require an attendance/academic progress report from the instructor every month. Documentation supporting absences may be required and must be given to the Financial Aid Representative immediately upon student returning to school for approval. Refer to CPI's Excused Absence Policy for information on excused absences and how it applies to financial aid disbursements.

****Due to program accreditation or industry standards, some CPI programs have academic progress standards (grades/attendance) that differ from the above minimum standards. These programs are as follows:***

1. Diesel Technology Diploma program has a minimum grade average of 70%.
2. Heavy Diesel Construction – Case Construction Emphasis AST degree program has a required minimum grade average of 85% in each of the core courses.
3. Natural Gas Compression – CAT/Ariel Emphasis AST degree program has a required minimum grade average of 85% in each of the core courses.
4. Practical Nursing Program students must complete each course with an 80%.
5. Medical Assisting Program students may be dismissed from the program after earning a grade less than 75% in any Medical Assistant Program course.
6. Dental Assisting Program students should consult the Dental Assisting Student Handbook for academic progress standards. Quantitative Standard the Completion Rate (CR) is a measurement of progress towards completion of an AST degree program in a timely manner. The student must complete a certain portion of the total program credits to maintain satisfactory academic progress. For students enrolled in AST degree programs, the 67% completion rate applies.

$$\text{CR} = \frac{\text{Cumulative number of credits successfully completed}}{\text{Cumulative number of credits attempted}}$$

The Maximum Time Frame (MTF) is limited to no more than 150% of the program length. As such, students are required to successfully complete their program within a timeframe of 150% of the program's assigned hours. For example, if a program is designated as 900 clock hours, a student must complete this program within 1,350 hours or they will lose eligibility for financial aid. Students may appeal the loss of aid as described below in the appeal process.

QUANTITATIVE STANDARD

The Completion Rate (CR) is a measurement of progress towards completion of an AST degree program in a timely manner. The student must complete a certain portion of the total program credits to maintain satisfactory academic progress. For students enrolled in AST degree programs, the 67% completion rate applies.

$$\text{CR} = \frac{\text{Cumulative number of credits successfully completed}}{\text{Cumulative number of credits attempted}}$$

The Maximum Time Frame (MTF) is limited to no more than 150% of the program length. As such, students are required to successfully complete their program within a timeframe of 150% of the program's assigned hours. For example, if a program is designated as 900 clock hours, a student must complete this program within 1,350 hours or they will lose eligibility for financial aid. Students may appeal the loss of aid as described below in the appeal process.

CONSIDERATIONS – SATISFACTORY ACADEMIC PROGRESS

1. Financial Aid Satisfactory Academic Progress (SAP) is not the same as academic progress required for graduation.
2. Being declared ineligible for financial aid does not mean the student has been dismissed from CPI.
3. Any appeal of ineligibility is good for only one grading term or period. SAP must be reviewed each term.
4. Students failing to maintain SAP will be issued a financial aid warning. A financial aid warning means CPI will reinstate the student's eligibility for aid for one payment period without the need for the student to file an appeal. If the student fails to maintain SAP after the warning period, they will be placed on financial aid probation.
5. Financial aid probation is assigned to a student who is failing to make SAP after a financial aid warning. If a student is placed on financial aid probation, the student may file an appeal. A student who successfully appeals will have reinstatement of their eligibility of aid for one payment period. Approval of an appeal will place the student on financial aid probation for the next term of enrollment. If the appeal fails, the student remains on financial aid probation.
6. No private loan funds, federal loans, or grants may be paid to the student's account for a subsequent term until AFTER grades for the probationary period have been reviewed and the student's status determined to be satisfactory.
7. Failure to meet the SAP again after an appeal was approved, will place a student in ineligible status again.

CONSIDERATIONS – SATISFACTORY ACADEMIC PROGRESS

1. Financial Aid Satisfactory Academic Progress (SAP) is not the same as academic progress required for graduation.
2. Being declared ineligible for financial aid does not mean the student has been dismissed from CPI.
3. Any appeal of ineligibility is good for only one grading term or period. SAP must be reviewed each term.
4. Students failing to maintain SAP will be issued a financial aid warning. A financial aid warning means CPI will reinstate the student's eligibility for aid for one payment period without the need for the student to file an appeal. If the student fails to maintain SAP after the warning period, they will be placed on financial aid probation.
5. Financial aid probation is assigned to a student who is failing to make SAP after a financial aid warning. If a student is placed on financial aid probation, the student may file an appeal. A student who successfully appeals will have reinstatement of their eligibility of aid for one payment period. Approval of an appeal will place the student on financial aid probation for the next term of enrollment. If the appeal fails, the student remains on financial aid probation.
6. No private loan funds, federal loans, or grants may be paid to the student's account for a subsequent term until AFTER grades for the probationary period have been reviewed and the student's status determined to be satisfactory.
7. Failure to meet the SAP again after an appeal was approved, will place a student in ineligible status again.

REVIEW OF SATISFACTORY ACADEMIC PROGRESS

At the end of each grading period, student progress will be reviewed to determine if academic requirements have been met. Students who complete all the courses in a term will be assigned a numeric or letter grade.

Below find the codes assigned indicating the technical training program (diploma) or courses in an AST degree program are not considered complete:

W	Withdrawal
IP	In Progress
F	Failing
I	Incomplete

GRADUATION REQUIREMENTS: Successful completion of all courses and all monies due to CPI paid.

Students who complete all the courses in a term will be assigned a numeric or letter grade.

SUSPENSION OF FINANCIAL AID

1. Financial aid will be suspended immediately if a student withdraws from training and the student may be required to repay all or part of the funds received.
2. If a student finishes a term or course with an "I" (incomplete) grade or grades, the student must successfully complete the course in the allotted time frame per policy (refer to Grading Requirements section of Handbook). If the student receives an "F" (failing) grade for an incomplete course, the student may *not* be maintaining SAP and may receive a warning or suspension of their financial aid.

REINSTATEMENT OF FINANCIAL AID

Once suspended from financial aid, students may have their eligibility reinstated by meeting all of the following conditions.

Without the benefit of aid, students on financial aid suspension must:

- a) complete 60% of the required minimum program competencies, **or** meet program specific qualitative standards, **or** achieve a GPA of 2.0 or better*, **and**
- b) maintain satisfactory attendance.

* Refer to Satisfactory Academic Progress section of this Handbook for programs standards that supersede these thresholds.

APPEAL PROCESS

Students may appeal financial aid suspension or denial by submitting their appeal in writing to:

Central Pennsylvania Institute of Science and Technology
Attn: Vice President of Post-Secondary Education
540 North Harrison Road
Pleasant Gap, PA 16823

Students must clearly explain in the petition the extenuating circumstances that led to financial aid suspension or denial. Documentation may be required to support the student's petition.

If the appeal is approved, the student will be required to follow an educational plan for continuation of financial aid.

SATISFACTORY ACADEMIC PROGRESS FOR VETERANS

The Satisfactory Academic Progress Policy applies to all students, including Veteran students eligible for and receiving VA Education Benefits. Academic progress is measured at the end of each grading period.

ACADEMIC PROBATION:

1. Veteran students are placed on academic probation when they fail to maintain academic progress as follows:
 - ◆ competency in 60% percent of the work defined by the course guidelines and coursework completion at an acceptable level of performance for the clock hour (diploma) programs*

- OR -

- ◆ maintain a 3.0 cumulative grade point average (CGPA) at the end of each term for AST degree programs*

**Due to program accreditation and/or industry standards, some CPI programs have academic progress standards (grades/attendance) that supersede the above minimum standards. These programs are as follows:*

- ◆ Diesel Technology Diploma program has a minimum grade average of 70%.
- ◆ Heavy Diesel Construction – Case Construction Emphasis AST degree program has a required minimum grade average of 85% in each of the core courses.
- ◆ Natural Gas Compression – CAT/Ariel Emphasis AST degree program has a required minimum grade average of 85% in each of the core courses.
- ◆ Practical Nursing Program students must complete each course with an 80%.
- ◆ Medical Assisting Program students may be dismissed from the program after earning a grade less than 75% in any Medical Assistant Program course.
- ◆ Dental Assisting Program students should consult the Dental Assisting Student Handbook for academic progress standards.

2. Veteran students on academic probation have one academic term to raise their competency level to 60% or greater, OR cumulative grade point average to at least 3.0 or greater, OR meet the minimum academic threshold as noted above in section #1.
3. The institution will notify the Department of Veterans Affairs within 30 days of a student being placed on academic probation. Veteran students on academic probation maintain eligibility for Veteran benefits.

ACADEMIC SUSPENSION:

1. Failure to meet minimum academic thresholds will result in the student being placed on academic suspension and will be withdrawn from the program.
2. Veteran students on academic suspension are not eligible for Veteran educational benefits.
3. Veteran students may appeal academic probation or suspension by following the Grievance Procedure outlined in the Student Handbook.
4. Veteran students may be re-evaluated for re-admission on an individual basis in accordance with CPI and/or individual program re-admission guidelines.

V. STUDENT SERVICES INFORMATION

The mission of student support services at CPI is to provide students with a network of support personnel and programs that will give the student the confidence and skills necessary for success in their academic endeavors. Services available to CPI students are free (*unless otherwise noted*) and include:

- ◆ Individual guidance on academic information and program selection.
- ◆ Individualized assistance regarding the student's financial aid programs and benefits.
- ◆ Tutorial and developmental programs.
- ◆ Mentoring.
- ◆ Academic and personal counseling.
- ◆ Assistance with career planning and readiness.
- ◆ Students are encouraged to meet with their instructor or a representative in the Office of Post-Secondary Education regarding support services.

INDIVIDUALIZED GUIDANCE

Students meet with a representative from the Office of Post-Secondary Education prior to enrolling in a program at CPI. During this meeting, the student receives individualized counseling regarding career goals and program options. Additionally, students can meet with individual program representatives to gain additional information regarding the curriculum and training, as well as career opportunities.

All students enrolling at CPI meet with a Financial Aid counselor to discuss the range of financial aid programs and benefits available to the student.

ACADEMIC ADVISING, TUTORING, AND DEVELOPMENTAL COURSEWORK

Students are encouraged to meet with their instructor / program coordinator for guidance or assistance with their coursework. In many instances, meeting with the instructor to discuss personal or academic barriers to learning often resolves the challenges a student faces. In some cases, the instructor / program coordinator may refer the student to the Curriculum Specialist, or an outside resource for counseling or tutoring / developmental coursework.

CPI has a partnership with the Central Intermediate Unit #10 (CIU-10) Developmental Center for Adults to provide face-to-face tutoring and developmental coursework. Most CIU-10 services are offered free of charge. The CIU-10 has developmental centers in the State College, Clearfield, and Lock Haven areas. Students who need more flexibility with these services can elect to receive tutoring or developmental coursework online through the Tuscarora Intermediate Unit (TIU-11) Distance Learning Project. More information on the CIU-10 and TIU-11 programs can be obtained through the Office of Post-Secondary Education.

MENTORING

Some programs at CPI offer alumni mentoring. Students interested in learning more about alumni mentoring should contact their instructor/program coordinator or speak with a representative from the Office of Post-Secondary Education.

CAREER PLANNING AND READINESS

Career planning courses and workshops are available to all CPI students. During these courses/workshops, students are taught how to perform a job search, build a resume, and prepare for an interview. Additionally, all students and alumni have lifetime access to the *CPI Career Connection* on the institution's website at www.cpi.edu. The Career Connection allows local employers to list job opening on the CPI website. This program also offers students and alumni the ability to create a personal account and store their resume as well as other important employment documents.

NOTE: *CPI does not guarantee job placement to graduates upon program completion and graduation.*

EXTERNSHIP PLACEMENT:

CPI provides unpaid externship opportunities for many students. In addition to pre-arranged externships through certain programs, CPI has a business and industry liaison who works with local employers to assist placing students at the worksite. Student progress is monitored by a CPI instructor/program coordinator or the industry liaison, as well as preceptors at the externship site. More information regarding externships can be obtained through the program coordinator or the Office of Post-Secondary Education.

VI. POLICIES & PROCEDURES

GENERAL POLICIES AND PROCEDURES

Post-secondary students enrolled in programs at CPI are expected to comply with ALL policies and procedures set forth in the Central Pennsylvania Institute of Science and Technology Post-Secondary Education Student Handbook. The policies and procedures are designed to address the needs of the wide range of students who attend CPI. When applicable, program specific policies may supersede the policies outlined in this handbook. Students will sign an acknowledgment form indicating they have received, reviewed, and understand the material in the Post-Secondary Education Student Handbook.

PARKING

Students enrolled at CPI who plan to park their vehicle on CPI grounds must have a parking pass. Students are permitted to park in a designated student parking area with no fee charged. The parking pass must be in a visible place (rear view mirror) on the vehicle. Students parking without a permit may be subject to ticketing. CPI is not responsible for lost or stolen parking passes. It is the student's responsibility to obtain a replacement parking pass, which costs five dollars (\$5.00). All parking passes must be returned when the student graduates or is no longer enrolled at CPI. CPI is not responsible for vehicles damaged, stolen, or involved in a theft of contents while the vehicle is on school property.

DRESS CODE / UNIFORM POLICY

Students enrolled at CPI are preparing for career opportunities in business and industry. An important component in student preparation is an appearance that will be inviting to visitors and prospective employers. It is equally important that grooming and attire are geared toward safe and effective participation in educational activities. Technical and clinical areas have varied dress requirements and use of personal safety equipment, which is reviewed with students during orientation and enforced by the instructors year-round. Students enrolled in programs that have a dress code are required to purchase the appropriate attire and safety equipment and wear it according to program policy. Students are expected to comply with the uniform policy or be subject to disciplinary action.

If a program does not have a specific dress code policy, students are expected to help foster a comfortable learning environment free of distractions. The primary focus at CPI is on educational programming and the classrooms are the learning environments for this educational programming. Accordingly, CPI has instituted the following dress code policy:

PERMISSIBLE ATTIRE

1. Sensible shoes such as sneakers, casual shoes, and sandals for traveling around the CPI campus.
2. Well-fitting tops, pants, jeans, shorts, and skirts.
3. Non-revealing clothing that fully covers the back, shoulders, mid-section, chest, and backside.
4. Professional and/or business attire for special occasions.

PROHIBITED ATTIRE

1. Low-rise jeans, shorts, or pants that are too tight or too loose.
2. Clothing or jewelry with offensive logos or symbols depicting alcohol, cigarette ads, profanity, or drug paraphernalia.
3. Mini-skirts or shorts--specifically shirts and shorts should be fingertip length and should be long enough to cover the body even when seated.
4. Crop tops, halter tops, strapless shirts, see-through/sheer clothing, or muscle shirts.
5. Slippers, untied footwear, or bare feet.
6. Pajama tops and bottoms, or other items considered to be sleepwear.

The Office of Post-Secondary Education reserves the right to revise this dress code policy, as necessary.

SANCTIONS

For violating the institution's Dress Code, the institution may, but is not limited to, institute any combination of the following:

1. Opportunity to self-correct.
2. Verbal warning to student.
3. Written warning to student.
4. Suspend from participation in externship or CPI sponsored or hosted activity.
5. Suspension from CPI.
6. Dismissal from CPI.

ATTENDANCE POLICY

A major part of post-secondary education is accepting responsibility for one's actions. Timeliness and respect for deadlines are critical to student success. Students are responsible for developing plans to arrive for their program prepared and on time. Tardiness and absenteeism not only cause the student to miss a portion of the subject matter, but also diminishes the opportunities to contribute to the learning environment. Poor attendance may even impact the student's financial aid. Students are responsible for notifying program instructors/coordinators of tardiness and absence the day it occurs via phone, text, or email.

GUIDELINES:

1. CPI requires students to attend all scheduled classes.
2. Instructors keep a weekly record of attendance to comply with federal grants, financial aid guidelines, and SAP.
3. Attendance may be factored into the final grade for a course or program – refer to the course syllabus.
4. If a student's tardiness or absences become excessive, the instructor will notify the student in writing.
5. Continued tardiness or absences may result in disciplinary action, including removal from the course or program.
6. Students are responsible for notifying the instructor when they will be tardy or absent from class.
7. It is the student's responsibility to inquire about missed classwork and complete the missed work.

Whenever the number of absences exceeds five (5) absentee occurrences, an excused or unexcused consecutive period of days absent from school, the Office of Post-Secondary Education may remove the student from the course for excessive absences. If students are removed involuntarily from a course or program, they may appeal the decision per the grievance process outlined in this Handbook.

EXCUSED ABSENCE

CPI understands that some absences cannot be avoided. Excused absences are approved by the course instructor / coordinator or the Office of Post-Secondary Education. Examples of excused absences may include military, bereavement, extended illness, jury duty, participation in professional, or other school functions. CPI may require additional documentation in determining whether an absence is excused. Financial aid requirements mandate that a student may not exceed more than 10% excused absences per term.

ABSENCES– FEDERAL STUDENT AID

The Central Pennsylvania Institute of Science & Technology follows the guidelines set forth by the Federal Student Aid Handbook, which stipulates; *once a student has reached the mid-point of his or her training program, Financial Aid (grants or loans) may be withheld if a student has missed ten percent (10%) or more of assigned program hours.*

MAKE-UP WORK

It is the student's responsibility to inquire about make-up work when a class is missed. Make-up work guidelines and policies are program specific. Make-up work is not charged to the student if additional instructional time is not required. If a student needs to retake a class, the student will be charged.

INCOMPLETE GRADES

This grade is to be used only when the excused absences are approved by the Office of Post-Secondary Education. This involves any excused absence where the absence or the makeup work extends beyond the institution's term. Refer to the *Grading Requirements* section of this Handbook for additional information on incomplete grades.

CODE OF CONDUCT- DETAILED OUTLINE

The following sets forth definitions and procedures for handling instances of misconduct and gross misconduct regarding students enrolled at CPI.

MISCONDUCT

The term “misconduct” refers to:

1. Student behavior that is detrimental to the learning process.
2. Intentional disregard of CPI policies, rules, and procedures.

In cases that are deemed misconduct by the instructor or administration:

1. The instructor or administration will provide the student with verbal notice of the misconduct and appropriate corrective action.
2. If misconduct still exists after the verbal notice, the instructor or administration will provide the student with a written notice of misconduct and appropriate corrective action.
3. If the written notice of misconduct does not provide remediation, repeated occurrences of misconduct may result in the student being suspended or removed from the course or program.
4. If a student is involuntarily removed from a course or program as a result of misconduct, the student may appeal the decision in writing. The student must follow the CPI grievance procedure.

GROSS MISCONDUCT

The term “gross misconduct” refers to:

1. Conduct which constitutes a serious breach of CPI safety regulations and which places or might place students, instructors, staff and/or visitors at risk,
2. Conduct violating the health or safety of other students, instructors, staff, and/or visitors.
3. Any inappropriate contact or communications with secondary students sharing the facility with the post-secondary programs.
4. Damage or theft of CPI property, including property of students, instructors, staff, and visitors.
5. Illegal computer misuse/hacking. Misuse includes visiting inappropriate sites such as illicit adult oriented sites, gambling sites, and other inappropriate, non-education-oriented sites.
6. Plagiarism/cheating.
7. Possession, use, or sale of alcohol on CPI premises.
8. Possession, use, or sale of illegal drugs.
9. Any action of a criminal or dangerously violent nature.

In proven cases of gross misconduct, the Vice President of Post-Secondary Education or the President may expel the student immediately.

Procedure in cases of alleged gross misconduct:

1. The Office of Post-Secondary Education must be informed as soon as possible. The Vice-President of Post-Secondary Education may suspend the student pending further investigation. The Vice President of Post-Secondary Education will determine the terms of the suspension and will advise the student and the funding agency within 3 working days.
2. The Vice President of Post-Secondary Education will notify the student, and the funding agency in writing confirming the suspension and related terms.
3. The Vice President of Post-Secondary Education will commence an investigation regarding the incident of alleged gross misconduct.
4. Students(s) may be accompanied to any interview(s) in the investigation by a friend, relative, or representative. In some cases, interviews with suspended students may be held off-site.

5. If the investigation reveals that the student has demonstrated conduct sufficient for removal from the course or program, the Vice President of Post-Secondary Education will notify the student in writing.
6. If the investigation does not determine sufficient evidence or information to warrant expulsion, the Vice President of Post-Secondary Education will remove the suspension and allow the student to resume the course or program.
7. If a student is involuntarily removed from a course or program as a result of misconduct, the student may appeal this decision in writing. The student must follow the CPI grievance procedure.

Where criminal or other external legal proceedings have been, or are likely to be, initiated alongside CPI procedures, CPI may liaise with external authorities and will modify this procedure to ensure, as far as is possible, that court or other proceedings are not prejudiced.

Students must return all CPI property (tools, instruction guides, etc.) immediately upon expulsion from a training program or course.

CONDUCT VIOLATING THE HEALTH OR SAFETY OF OTHERS

Respect for the rights of personal safety and individual liberties are fundamental expectations of any academic community. The following restrictions are designed to protect the health and/or safety of the individual at CPI:

1. HARASSMENT – Includes such acts as, but is not limited to:

- a. Attempting or threatening to subject another person to unwanted physical contact.
- b. Stalking any person by any means including by physical, electronic, written, or telephonic means.
- c. Persistent, pervasive, or severe bullying behaviors such as theft or destruction of personal property, public humiliation, intimidating or threatening behaviors.
- d. Directing obscene language or gestures at another person or group of people in a threatening manner.

2. HAZING – Any activity that humiliates, degrades, abuses, or endangers the mental, emotional, or physical health or safety of a student, or which destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in an organization or team whose members are or include students at CPI. Hazing can occur regardless of the person's willingness to participate.

NOTE: *A person commits a hazing offense if the person engages in hazing; solicits, encourages, directs, aids, or attempts to aid another engaging in hazing; or intentionally, knowingly, or recklessly permits hazing to occur.*

3. PHYSICAL ASSAULT – Including but not limited to:

- a. Inflicting bodily harm upon any person.
- b. Taking any action for the purpose of inflicting harm upon any person.
- c. Threatened use of force upon any person.
- d. Subjecting another person to unwanted physical contact.

4. RECKLESS ENDANGERMENT – Taking any action that creates a substantial risk such that bodily harm could result to any person. These type actions include, but are not limited to:

- a. Objects or people on motorized equipment.
- b. Use of weapons of any kind for any purpose.
- c. Throwing objects, e.g., snowballs.
- d. Use of fireworks.
- e. Jeopardizing the physical or emotional safety of oneself or another.

5. RAPE – The act of sexual intercourse without *affirmative consent* (see definition below) or with someone who is incapable of affirmative consent.

6. SEXUAL ASSAULT – Including, but not limited to:

- a. Any intentional and uninvited sexually explicit touching or attempt or threat of such touching.
- b. Any engagement in sexual activity with another person without their affirmative consent.
- c. Sexual violence including sexual battery and/or sexual coercion.

Affirmative Consent- Affirmative consent is a knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions if those words or actions create clear permission regarding willingness to engage in sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant's sex, sexual orientation, gender identity or gender expression.

- a) Consent to any sexual act or prior consensual sexual activity between or with any party does not necessarily constitute consent to any other sexual act.
- b) Consent is required regardless of whether the person initiating the act is under the influence of drugs and/or alcohol.
- c) Consent may be initially given but withdrawn at any time.
- d) Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. Incapacitation may be caused by the lack of consciousness or being asleep, being involuntarily restrained, or if an individual otherwise cannot consent. Depending on the degree of intoxication, someone who is under the influence of alcohol, drugs, or other intoxicants may be incapacitated and therefore unable to consent.
- e) Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm.
- f) When consent is withdrawn or can no longer be given, sexual activity must stop.

7. SEXUAL HARASSMENT – Sexual harassment in the educational setting is a form of discrimination based on sex, which includes unwelcome sexual advances, requests for sexual favors, or verbal, non-verbal, or physical conduct of a sexual nature which denies or limits a student's ability to participate in or to receive benefits, services, and opportunities in the institution's educational programs. Conduct of a sexual nature (verbal, non-verbal, or physical), which creates an intimidating, hostile, or offensive environment is prohibited.

8. BIAS-RELATED HARASSMENT – Harassment based on race, color, age, religion, national origin, disability, sexual orientation, gender identity, or other protected characteristics that is:

- a. Expressed in oral, written, or graphic manner, or by physical conduct *and*
- b. Related to an individual's race, color, gender identity or national origin (including an individual's ancestry or country of origin) or other protected characteristics *and*
- c. Sufficiently severe, pervasive, or persistent so as to interfere with, or limit, the ability of an individual to participate in, or benefit from CPI's programs or activities.
- d. May subject the offender(s) to more serious levels of sanctioning.

9. FIRE SAFETY, FALSE ALARMS OR TERRORISTIC THREATS

A student shall at no time threaten to commit any crime of violence with the purpose of terrorizing another, or to cause the evacuation of a building, place of assembly, or facility of transportation, or otherwise cause serious public inconvenience, or in a reckless disregard of the risk of causing such terror or inconvenience.

- a. Intentional sounding of a false fire alarm, falsely reporting an emergency or terroristic threat in any form, issuing a bomb threat, constructing mock explosive devices, destruction, or activation of fire sprinklers, filing false police reports, improperly possessing, tampering with, or destroying fire equipment or emergency signs on CPI premises.
- b. Failure to evacuate the building immediately upon the sound of an alarm or to follow specific evacuation and safety procedures.
- c. Misusing or tampering with fire safety equipment. Examples of this includes removal of doors, door closures, exit signs, emergency exits, alarm pull stations, smoke detectors, or fire extinguishers.

- d. Initiating, communicating, or circulating a false report of a present, past, or future bombing, fire, offense, or other emergency that would cause action by an agency organized to deal with emergencies; placing a person in fear of imminent serious bodily injury; or preventing or interrupting the occupation of a building, room, vehicle, or other mode of conveyance.
- e. Posting any statement on social media that could be considered a threat against CPI, its employees, students, or affiliations.

A referral to civil authorities for charges under the Pennsylvania Criminal Code shall be made when deemed necessary by institutional authorities. Making a terroristic threat is cause for immediate expulsion.

ACT 104 SEXUAL VIOLENCE PROGRAM

All incoming students will participate in Act 104 Sexual Violence Education Training as part of CPI's orientation program. The orientation will cover the following:

1. Discussion of sexual violence, drug and alcohol-related sexual violence, and affirmative consent.
2. Information on risk education and personal protection.
3. Information on assistance, medical attention and reporting sexual violence.
4. CPI policies on student conduct, privacy, and confidentiality.

Additional information related to sexual violence, prevention and awareness will be distributed to new students throughout the school year in the form of lecture/discussion, videos, and written materials.

PROPERTY DAMAGE OR DESTRUCTION OF PROPERTY

Students and guests are expected to act with consideration for the property of CPI and of individual persons. The following offenses are regarded as gross misconduct:

1. Willful or careless misuse, damage, or destruction of the property of CPI, including the deliberate defacement of buildings, sidewalks, walls, trees, furnishings, or equipment. The penalty for willful or careless damage will ordinarily include charges for replacement or repair, plus disciplinary action, including possible legal proceedings.
2. Theft or unauthorized borrowing, or conspiracy to commit theft. While CPI does not assume responsibility for losses incurred by students which may result from vandalism or theft, it will support actions taken against those persons responsible for such activities, whether such action is initiated through CPI's conduct policy and/or by the local police.
3. Personal belongings of students are not covered under CPI's insurance policy. CPI assumes no responsibility for personal property lost, damaged, or destroyed by theft, vandalism, fire, smoke, rain, wind, hail, or water. CPI recommends students procure their own homeowner's or renter's insurance to protect their belongings in the case of loss, damage, or theft.

ACADEMIC INTEGRITY

Academic integrity means honesty and responsibility in scholarship. Academic assignments exist to help students learn; grades exist to show how fully this goal is attained. Therefore, all work and all grades should result from the student's own understanding and effort.

Cheating means any attempt to mislead by deception or to obtain by fraud or deception with the intent to gain by doing so; i.e., copying assignments from others, lending one's own work for the purpose of aiding another to cheat, and giving or receiving aid during the testing period.

Plagiarism means any act of using, without acknowledgment, the ideas, writings, or inventions of another, either word for word or in substance, and representing them as one's own, i.e., failure to use quotation marks, footnotes, or bibliography, and to indicate material used directly or substantially from other sources in written and oral reports.

At Central Pennsylvania Institute of Science and Technology, the institution is committed to the academic, civic and ethical development of the community the institution serves. CPI strives to create a learning environment both challenging and supportive. The institution commits to upholding the fundamental values of honesty, respect, and individual responsibility. Only through a genuine

partnership among students, faculty, staff, and administrators can the CPI community maintain the commitment necessary to ensure that the highest standards of academic honesty and integrity are upheld.

Administration and instructors will support students to understand the standards of academic honesty and integrity that govern conduct at CPI. Each student will abide by the following principles:

1. Submit their own work.
2. Identify appropriately the work of others, when incorporated into their own work, including direct quotations, summaries, and paraphrases.
3. Follow directions of the instructor regarding permissible materials in the learning environment at the time of examinations/quizzes or with take-home exams.
4. Proceed during examinations/quizzes without any assistance and without communicating in any way with others while the examinations/quizzes are being conducted, unless permitted by the instructor.
5. Refrain from obtaining or distributing the content of any examination/quiz without the permission of the instructor.
6. Complete all laboratory observations and reports based solely on his/her own processing of the experiment or demonstration, unless otherwise directed by the instructor.
7. Submit work, either whole or in part, only once, and not reuse an assignment from a previous course.
8. Represent data and sources appropriately and honestly.
9. Online assignments are subject to the same standards of integrity as regular classroom assignments.

Students are responsible for adhering to these standards outlined in the Academic Honesty and Integrity Student Agreement, which the student will sign. Not being familiar with these standards does not mean students are not accountable for adherence to them. Furthermore, students are encouraged to report suspected or known violations of the Academic Honesty and Integrity Policy to appropriate instructors, staff, or administration.

Violations of academic honesty and integrity include, but are not limited to, the following:

1. **PLAGIARISM** – The intentional or unintentional representation of another person’s work as one’s own. Examples include, but not limited to, the following:
 - ◆ Quoting, paraphrasing, or summarizing another’s work without appropriately acknowledging the source.
 - ◆ Using another’s content without acknowledging the source.
 - ◆ Submitting another’s work, purchased, or otherwise obtained, as one’s own.
2. **CHEATING ON EXAMINATIONS/QUIZZES** – Looking at another’s work, using or bringing to the learning environment materials that are not permitted by the instructor, communicating with another student, receiving any kind of assistance including, but not limited to, assistance from electronic devices, and obtaining or distributing the content of an examination/quiz without the permission of the instructor.
3. **MULTIPLE SUBMISSION** – Submitting any work of one’s own, either whole or in substantial part, to more than one instructor without the permission of the instructor(s) receiving the work
4. **FACILITATING ACADEMIC DISHONESTY** – Knowingly allowing another student to use one’s work or cheat from one’s examination/quiz
5. **FABRICATION** – Falsifying or fabricating information in any situation, including but not limited to data for a lab or research project

Consequences at the course level will be at the discretion of the instructor and may include, but are not limited to, one or a combination of the following:

1. Verbal or written warning to the student.
2. A letter, detailing the violation, to be kept on record.

3. Deduction of points, a grade of “F” or zero for the assignment, project, or examination/quiz.
4. Lowering of the course grade or failure of the course.
5. Suspension or expulsion from CPI.

Instructors, staff, and administration will report instances of academic integrity violations to the Vice President of Post-Secondary Education. The Office of Post-Secondary Education is responsible for keeping documentation on reported academic integrity violations. Reported violations will be made part of the student’s permanent record. Notification of a reported violation will be forwarded to the student and the instructor. The Vice President of Post-Secondary Education will determine the consequences, listed above, based on the severity of the violation.

TECHNOLOGY POLICY

CPI’s technical resources – including desktop and portable computer systems, fax machines, Internet and web access, voicemail, electronic mail, electronic bulletin boards, and its intranet – are an important and integral part of its business. Because these technologies are rapidly changing, it is important to explain how they fit within the institution and the student’s education.

This policy applies to all technical resources owned or leased by CPI, used, or accessed from the institution’s premises, or used for institutional business. This policy also applies to all activities using any CPI-paid accounts, subscriptions, or other technical services, such as Internet and Web access, voicemail, and e-mail, whether or not the activities are conducted from the school’s premises.

As students use CPI’s technical resources, it is important to remember the nature of the information created and stored there. Because they seem informal, e-mail messages, voicemail messages, and messages posted on the Internet are sometimes offhand, like a conversation, and not as carefully thought out as a letter or memorandum. However, even after these messages are deleted or a computer session is terminated, the information may still be recoverable and may even remain in the system. Students should keep this in mind when creating e-mail messages, voicemail messages, messages on the Internet, and other documents on the computer.

ACCEPTABLE USES

CPI’s technical resources are provided for the benefit of the institution and its instructors, staff, and students. These resources are provided for use in the pursuit of institutional business or education and are to be reviewed, monitored, and used only in that pursuit, except as otherwise provided in this policy.

UNACCEPTABLE USES

CPI’s technical resources should not be used for personal gain or the advancement of individual views. Students who wish to express personal opinions on the Internet are encouraged to obtain a personal account with a commercial Internet service provider and to access the Internet without using CPI resources.

Solicitation for any non-educational activities using CPI’s technical resources is strictly prohibited, and student usage of said resources must not interfere with their operation. Students may not play games or access nonacademic related Web sites while using CPI’s computers and other technical resources, unless otherwise stated in their course syllabi. Additionally, students are strictly prohibited from operating

their own wireless access points from within the campus buildings, as such devices interfere with CPI’s network, and other students’ ability to access said network.

Students should not send e-mail or other communications that either mask their identity or indicate that they were sent by someone else, nor should a student ever access any technical resources using another person’s password.

Similarly, students should only access the libraries, files, data, programs, and directories related to their course work. Unauthorized review, duplication, dissemination, removal, installation, damage, or alteration of files, passwords, computers systems or programs, or other property of the CPI, or improper use of information obtained by unauthorized means is prohibited.

Sending, saving, or viewing offensive material is prohibited. Messages stored and/or transmitted by computer, voicemail, e-mail, or telephone systems must not contain content that may reasonably be considered offensive to any person. Offensive material includes, but is not limited to, pornography, sexual comments, jokes or images, racial slurs, gender-specific comments, or any comments, jokes or images that would offend someone based on his or her race, color, creed, sex, age, national origin, or ancestry, physical or mental disability, veteran status, as well as any other category protected by federal, state, or local laws. Any use of the Internet/ Web to harass or discriminate is unlawful and strictly prohibited by CPI. Violators will be subject to discipline, including suspension or expulsion.

CPI does not consider conduct in violation of this policy to be within the course or scope of education or the direct consequence of the discharge of one's educational pursuits. Accordingly, to the extent permitted by law, CPI reserves the right not to provide a defense or pay damages assessed against students for conduct in violation of this policy.

ACCESS TO INFORMATION

CPI requests that students keep in mind that when they are using the institution's computers, they are in fact creating CPI documents using CPI's assets. CPI respects the individual privacy of its students; however, that privacy does not extend to a student's education-related conduct or to the use of CPI-provided technical resources or supplies.

CPI's computer, voicemail, e-mail, or telephone systems, and the data stored on them are, and always remain, the property of the institution. As a result, computer data, voicemail messages, e-mail messages, and other data are readily available to numerous persons. If, during training, student perform or transmit work on the institution's computer system and other technical resources, their work may be subject to the investigation, search, and review of others in accordance with this policy.

All information, including e-mail messages and files, that are created, sent, or retrieved over the institution's technical resources is the property of the institution and should not be considered private or confidential. Students have no right to privacy regarding any information or file transmitted or stored through the school's computer, voicemail, e-mail, or telephone systems. Any electronically stored information that a student creates, sends to, or receives from others may be retrieved and reviewed when doing so serves the legitimate educational interests and obligations of the school. Students should also be aware that even when a file or message is erased, or a visit to an Internet or Web site is closed, it is still possible to recreate the message or locate the Web site. CPI reserves the right to monitor students' use of its technical resources at any time, and all information, including text and images, may be disclosed to law enforcement or to other third parties without prior consent of the sender or the receiver.

SECURITY OF INFORMATION

Although students may have passwords to access computers and e-mail systems, these technical resources belong to the institution, are to be always accessible by the institution and are subject to inspections by the institution with or without notice. CPI may override any applicable passwords or codes to inspect, investigate, or search a student's files and messages. All passwords must be made available to the IT Department upon request. Students should not provide a password to instructors, staff, or students or to anyone outside the school and should never access any technical resources using another person's password.

COPYRIGHTED MATERIALS

Students should not copy or distribute copyrighted material (*e.g.*, software, database files, documentation, articles, graphics files, and downloaded information) through the e-mail system or by any other means unless they have confirmed in advance from appropriate sources that the institution has the right to copy or distribute the material. Failure to observe a copyright may result in disciplinary action by the institution, as well as legal action by the copyright owner. Any questions concerning these rights should be directed to the Office of Post-Secondary Education.

SOFTWARE POLICY

Students are prohibited from installing any software on any CPI technical resource without the express prior written permission from the IT department. If a student wants to install software on CPI computers, they must contact the IT department and request to have the software installed.

Involving the IT department ensures that the IT department can manage the software on CPI systems, prevent the introduction of computer viruses, and meet its obligations under any applicable software licenses and copyright laws. Computer software is protected from unauthorized copying and use by federal and state law; unauthorized copying or use of computer software exposes the school and the individual to substantial fines and exposes the individual to imprisonment.

STUDENT RESPONSIBILITIES

Each student is responsible for the content of all text, audio, or images placed or sent utilizing CPI's technical resources. Students may access only files or programs, whether computerized or not, that they have permission to enter.

Violations of any guidelines in this policy may result in disciplinary action up to and including expulsion. In addition, the institution may advise appropriate legal officials of any illegal violations and cooperate in investigations conducted by legal officials.

POSSESSION OR USE OF TOBACCO

CPI is a tobacco restricted campus. This restriction includes the use of electronic cigarettes, personal vaporizers, and other electronic nicotine delivery systems. All faculty, staff, students, guests, and visitors are expected to adhere to the policy guidelines. The School Tobacco Control Act 145 of 1996 prohibits the possession or use of tobacco in an institutional building or on CPI property (this includes the parking lot and in cars parked on institutional property / parking lots). Any person or individual who commits an offense under this act shall be subject to prosecution by CPI.

DEFINITION OF TERMS:

1. Smoking shall include the possession of a lighted, electronic, or vapor cigarette, cigar, and pipe or other lighted smoking equipment, as well as the actual act of smoking.
2. Tobacco use shall include smoking as defined above, as well as the use of smokeless tobacco in any form. Smokeless tobacco also includes flavored substitutes that have the same appearance and are packaged like smokeless tobacco products.
3. Possession shall include having any one or more of the items listed in number one and two above on one's person, in any carrying apparatus (book bag, computer bag, etc.), or in one's school locker.

Tobacco use by students presents a health safety hazard than can have serious consequences for both users and non-users and the safety and environment of the institution. Smoking, chewing, and the possession of tobacco, look alike substances, and/or smoking paraphernalia are prohibited in school buildings, school buses, or on school property.

DRUG POLICY

In compliance with the Federal Drug-Free Workplace Act of 1988 and the Federal Drug-Free Schools and Communities Act of 1989, CPI is a drug-free workplace and learning community and the unlawful manufacture, sale or attempted sale, distribution, dispensing, possession or use of controlled substances by employees, students, or visitors to the campus is prohibited on CPI property or at institutional functions or activities. Compliance with these federal requirements necessitates that students be notified in writing annually of the policy and related procedures.

Violations of this policy may result in criminal prosecution. In addition, any student determined to be in violation of this policy is subject to receipt of a written reprimand or disciplinary action up to and including suspension, dismissal, or expulsion.

LEGAL SANCTIONS

There are numerous Federal, State, and local statutes and ordinances relating to the manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol. These statutes impose legal sanctions for both felony and misdemeanor convictions related to violations of applicable laws and ordinances. Detailed information regarding these statutes, which may change over time, is available from the CPI Resource Officer. Scheduled drugs considered to be controlled substances are listed in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and are further defined by regulations 21 CFR 1308.11 through 1308.15. Copies of the Act and regulations are available for review via the internet at: www.dea.gov/druginfo/csa.shtml

RANDOM TESTING

Students in certain programs at CPI will be required to complete a urine drug screen before entry into a program, entry into externship, and/or enrollment in a course where compliance with Federal Motor Carrier Safety Administration (FMCSA) regulations is required. All expenses incurred secondary to the drug testing will be the student's responsibility. Students who demonstrate signs and behaviors that appear to indicate chemical impairment/use will require additional testing. Expenses of any additional testing will be the responsibility of the student.

If the urine drug screen is positive the student will not be permitted to continue in the course/program. Failure to comply with the drug screen or refusal to follow defined guidelines in this policy may result in immediate dismissal from the program.

COMMERCIAL DRIVER'S LICENSE DRUG & ALCOHOL TESTING

Pre-employment and random drug and alcohol testing is performed to deter students and employees who perform safety-sensitive functions related to the operation of vehicles requiring a Commercial Driver's License (CDL) from reporting to work or remaining on the job under the influence of alcohol or controlled substances/drugs.

Students who are attending CPI to obtain their CDL, and employees who are required to hold a CDL based on duties performed, are subject to testing. A CDL is required for:

- ◆ Vehicles with a gross weight rating of 26,001 or more pounds.
- ◆ Vehicles designed to transport 16 or more passengers, including the driver.
- ◆ Vehicles used to transport hazardous materials and are required to be placarded in accordance with the Hazardous Materials Transportation Administration.

FMCSA requires CPI to perform pre-employment testing on all students enrolling in CDL training and random drug testing of 50% of the total of all CDL students and CDL-holding employees during the calendar year. In addition, CPI must random alcohol test 10% of CDL students and CDL-holding employees during each calendar year. All testing is conducted by a certified testing facility that complies with the federal regulations pertaining to the Federal Motor Carrier Safety Act.

Students enrolled in a CDL course at CPI will be required to review and sign the *Commercial Driver License Drug and Alcohol Testing Policy*. Inquiries should be directed to the Office of Post-Secondary Education.

HEALTH RISKS ASSOCIATED WITH SUBSTANCE ABUSE

Substance abuse dependence may result in a wide spectrum of extremely serious health / behavioral problems. Substance abuse results in both short-term and long-term effects upon the body and mind. Information and literature about the health risks associated with substance abuse can be found at: <https://www.drugabuse.gov/publications/drugs-brains-behavior-science-addiction/addiction-health>

SAFETY AND PERFORMANCE

Students with substance abuse and dependency problems create excessive safety risks for themselves, their instructors, peers, and others. A person who is mentally or physically impaired because of drug or alcohol use may behave in careless and unsafe ways. Substance abuse may noticeably affect a student's academic performance, which may, over time, decline in quality. Such students tend to have unusually high accident rates and are absent or tardy more frequently than others.

ALCOHOL AND OTHER DRUG PROGRAMS AND ASSISTANCE

A variety of community services are available to help prevent or treat substance abuse. Students are encouraged to seek assistance for substance abuse or dependency problems voluntarily (self-referral). Students are also referred to outside counseling and treatment providers. All information disclosed by a student participating in counseling services is considered confidential, in accordance with Federal and State laws and CPI policies.

DISCIPLINARY SANCTIONS

Students violating the Drug or Alcohol abuse policies at CPI may be expelled, suspended, placed on probation, or given a lesser sanction for violations. Additionally, students may be required to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State or local health, law enforcement, or other appropriate agency.

INCLEMENT WEATHER POLICY / SCHOOL CANCELLATION OR DELAY

As a residential post-secondary institution committed to providing a quality education, CPI will try to remain open and encourage its instructors, staff, and students to report even during periods of inclement weather. However, there may be times when weather conditions necessitate cancelling classes, delaying the start of classes, and/or to closing the institution early.

1. The decision to cancel classes will be made by administration and the School Reach system will be activated to notify all students and employees. Additionally, a message confirming the cancellation will be put on the local radio stations and television networks.
2. When the institution cancels classes, certain programs may still require students report for clinical, externships, and/or classes. Remember, the closing of CPI does not necessarily mean all programs are cancelled for the entire day.
3. There may be times when inclement weather occurs in the middle of the day. If this happens, the institution will attempt to communicate the cancellation to students as early as possible.
4. Student safety is important. Students are urged to use sound judgment in the event the institution is open, but weather prohibits a student from safely making it to class.

If a class is cancelled or the institution's campus is closed for any reason, it is each student's responsibility to contact the instructor(s) for information about assignments related to the canceled class sessions. It is strongly suggested that the student do this as soon as they are notified a class session will be canceled or the campus closed so any alternative or makeup assignments may be completed prior to the next scheduled class. If a program is using an online course system, students are expected to log into the course for directions from the instructor regarding assignments/work related to the canceled class session. Please note that a student's failure to contact the instructor(s) may result in an unexcused absence and lost credit for any work missed.

Students who do not receive a call from the School Reach System should contact CPI to ensure their contact information is correctly entered into the system.

WEATHER ALERTS

In the event of a severe thunderstorm or tornado warning, students will be notified via intercom.

1. Students located inside campus buildings should seek safe space in the lowest building level, or center of an interior room (interior hallway, closet, etc.) away from windows, doors, and outside walls. Students should aim to put as many walls as possible between themselves and the outside. Students should get under a sturdy table and use their arms to protect their head and neck. When possible, students should avoid glass walls, the cafetorium or other free-span areas, and should never open windows.
2. Students located outside who cannot get inside a building should lie flat in a depression or ditch and cover their head with their hands and remain aware of potential flooding. Students should watch out for flying debris. Students should never try to outrun a tornado in a vehicle; instead, they should leave the vehicle for safer shelter.
3. After the storm has passed, the student should check for injuries and call Emergency 911 to summon help immediately. Students should also be aware of possible safety issues such as debris, downed power lines, utility leaks and unsafe structures.

CPI administrators may conduct Weather Alertness Drills to aid in preparing students and employees for a weather event.

STUDENT GRIEVANCE PROCEDURE

The purpose of this procedure is to assist with the process of determining equitable solutions to a claim of the aggrieved party. Any student(s) having a grievance against the Central Pennsylvania Institute of Science and Technology or its employees, should follow the procedures listed:

- STEP I:** Arrange to speak with the coordinator of the program, if in place, to resolve the problem within five (5) calendar days of the occurrence of the alleged misinterpretation, violation, or misapplication of program policies and/or procedures. If the program does not have a coordinator, the aggrieved party should proceed to Step II.
- STEP II:** If the action in Step I fails to resolve the grievance to the satisfaction of the aggrieved party, the grievance shall be referred in writing to the Vice President, Post-Secondary Education within five (5) days after the occurrence of the alleged violation. The Vice President of Post-Secondary Education shall reply, in writing, to the aggrieved party within five (5) days after the notification of the grievance.
- STEP III:** If the action in Step II fails to resolve the grievance to the satisfaction of the aggrieved party, the grievance shall be referred in writing to the President of CPI within five (5) days after the decision of the Vice President of Post-Secondary Education. The President shall reply in writing to the aggrieved party within five (5) days after the notification of the grievance.
- STEP IV:** If the action in Step III fails to resolve the grievance to the satisfaction of the aggrieved party, the grievance shall be referred in writing, to CPI's Joint Operating Committee at the next regularly scheduled meeting. The Committee will meet to discuss the matter with the aggrieved party and shall notify the aggrieved party, in writing, of the final decision regarding the grievance within five (5) days of the meeting.

NOTE: CPI is licensed by the State Board of Private Licensed Schools and accredited by the Accrediting Commission of Career Schools & Colleges (ACCSC). Any grievances that are not resolved at the institutional level may be forwarded to the State Board of Private Licensed Schools, Pennsylvania Department of Education, 333 Market Street, 12th Floor, Harrisburg, PA 17126 and/or the Accrediting Commission of Career Schools & Colleges, 2101 Wilson Blvd., Suite 302, Arlington, VA, 22201.

During the Grievance Procedure, the student should continue to participate and abide by the program and course requirements, as permitted by the Vice President of Post-Secondary Education, until a final decision has been made.

VII. SAFETY INFORMATION

SAFETY

It is state law that every student must wear safety glasses or some other form of eye protection while performing work in shops, laboratories, or classrooms where chemicals, gases, and other dangerous elements are prevalent in the air. Safety glasses will be provided for all new students enrolled in courses where they must be used. Students are responsible for having the safety glasses each day when reporting to class. Students without glasses must either purchase another pair in the school office or remain in a safe area until they obtain them.

All instructors, staff, students, and visitors must, upon entering the laboratory area, wear approved eye protection as required by Act 116, Eye Protection Law: *The General Assembly of the Commonwealth of Pennsylvania* which states:

Section 1: Every teacher, student, visitor and every other person in any class or laboratory in public or private schools, colleges and universities who are engaged in or is within the area of known danger created by:

- 1. The use of hot liquids, solids, gases, caustic, or explosive materials; or*
- 2. The milling, sawing, turning, shaping, cutting, grinding, or stamping of solid materials; or*
- 3. Tempering, heat treatment, or kiln firing of metals and other materials; or*
- 4. Gas or electrical welding; or*
- 5. The repairing or servicing of vehicles.*

Students are instructed in safe working practices and respect for tools and equipment. However, in spite of rigorous safety measures, there is always an element of danger when working around machinery. Basic safety equipment is provided by the school.

1. Prescription safety glasses and other special equipment must be purchased by the student. Sunglasses are not permitted as eye protection.
2. Soft-toed shoes, such as sneakers, open toed sandals/beach shoes, etc. are not permitted in lab areas.
3. Students are not permitted to wear loose-fitting clothing, such as neckties, torn sleeves, baggy or torn pants, etc., in the lab areas.
4. All visitors and faculty will wear appropriate safety equipment when involved in activities in lab areas.
5. Prior to operating a piece of equipment for the first time, students must successfully pass a safety test.
6. Students will wear safety equipment as specified by the instructors and the appropriate health and safety codes.
7. The student is responsible for the cost of replacing lost or abused safety equipment.

THERE ARE NO EXCEPTIONS TO THE SAFETY RULES. Failure to follow safety rules will result in disciplinary action including suspension or removal from the program.

INJURY OR ILLNESS

All accidents or illnesses must be reported to the instructor immediately. The instructor will refer the student to the designated school official in charge of first aid. If the student becomes ill or has an accident on the institution's campus before or after class time, they should report to the school official immediately for assistance.

COVID-19 PRECAUTIONS:

SCREENING UPON ARRIVAL – Due to the current COVID-19 pandemic, students must be screened before entering their classrooms. Students will be asked a series of questions and then have their temperature taken and recorded. They will receive a pass to give to their instructor to indicate they completed the screening for the day.

MASKS AND SOCIAL DISTANCING – Students are expected to wear proper masks or neck gaiters while on campus. Additionally, students are asked to maintain social distancing when possible, and stay within their program area and not walk around campus.

LOUNGES & VENDING AREAS – Students are asked to bring their own lunch and eat at their desks, or go outside, or leave campus for lunch. All lounges and vending areas are currently closed.

INSURANCE

CPI does not carry insurance to cover medical expenses for injuries to students while attending school. Each student should carry school insurance purchased through a personal policy.

CHILD ABUSE REPORTING GUIDELINES

The Pennsylvania Child Protective Services Law (PA Code Section 6311) defines school employees as mandated reporters. This mandate requires school personnel to contact *ChildLine*, a division of the PA Department of Human Services, whenever they have reason to *suspect* child abuse. CPI is required to cooperate with the Centre County Office of Children and Youth Services, which is charged with conducting an investigation.

VIDEO SURVEILLANCE

Central Pennsylvania Institute of Science and Technology (CPI) uses Video Surveillance Technology (VST) on the premises to enhance the safety and security of persons and property, while respecting and preserving individual privacy. This policy does not imply or guarantee that VST will be monitored in real time.

1. CPI uses VST, such as closed-circuit television and cameras, to deter crime, promote personal safety, and protect property.
2. Camera surveillance by CPI shall be conducted in a professional, ethical, and legal manner consistent with all federal and state laws and CPI policy, with due regard for reasonable expectations of privacy.
3. Areas subject to VST security surveillance include, but are not limited to, grounds, walkways, parking lots, building perimeters, entrances and exits, lobbies, corridors, receiving areas, special storage areas, laboratories, and locations where financial transactions are conducted.
4. VST equipment shall not be used to view private areas or areas through windows beyond what can be observed with unaided vision.
5. VST equipment shall not be used to intercept or record sound.
6. CPI posts in appropriate locations (such as building entryways), signage reading: "Video Surveillance in Use on These Premises"
7. Information obtained through VST may be used for security and law enforcement purposes and for compliance with CPI policy, including in CPI disciplinary proceedings where appropriate.
8. Information obtained through VST is considered confidential and must be handled with an appropriate level of security to protect against unauthorized access, alteration, or disclosure.
9. VST-recorded information shall be viewed by and/or disclosed only to authorized individuals for legitimate safety, security, and/or CPI-policy-compliance purposes.
10. All digital media shall be stored on a CPI-designated secure location. Digital media may be transferred to portable media solely as part of an ongoing security/law enforcement investigation, disciplinary or legal proceeding, or other bona fide use.
11. To the extent that video images create student records or personnel records, CPI shall comply with all applicable state and federal laws related to record maintenance, retention, and disclosure, including the Family Education Rights and Privacy Act ("FERPA").
12. Requests to review surveillance footage should be submitted to the Office of Post-Secondary Education.

SEARCH AND SEIZURE

The purpose of this policy is to establish procedures governing searches to which CPI students may be subject. A primary consideration is balancing a student's right to privacy with CPI's need to enforce applicable laws and rules. Concern for the well-being and safety of individuals and students, CPI community, as well as reasonable protection of student's rights, should govern all decisions regarding student searches.

AREAS AND PROPERTY SUBJECT TO SEARCH

Any area or property located on CPI premises and under the control of custody of a student is subject to search. Included in this definition are (1) CPI-owned buildings and land, vehicles, and equipment, (2) student-owned, operated, or controlled, motor vehicles located on CPI premises, and (3) any personal property located or contained in these structures of vehicles.

JUSTIFICATION FOR SEARCH

Any search conducted by CPI personnel must be based upon one or more of the following grounds: emergency, health and safety considerations, or suspected violation of CPI policy or local, state, or federal law. A search may be authorized under the following conditions:

1. **VOLUNTARY CONSENT.** In most circumstances, it is desirable to obtain the prior voluntary consent of the person having control or custody of the area or property to be searched.
2. **REASONABLE SUSPICION.** It is the responsibility of the President of CPI, Vice-President of Post-Secondary Education, or designee to decide if there is a substantial likelihood that evidence of unauthorized activity will be in the place to be searched. This decision may be based on any credible information developed during ongoing investigation, received through indirect means, or reported by CPI students or employees. The President of CPI, Vice-President of Post-Secondary Education, or designee will evaluate all information for reliability and relevancy prior to requesting authorization to conduct a search.
3. **PLAIN VIEW.** Evidence of a violation of either CPI policy, local, state, or federal law, or which indicates health and safety concerns, may sometimes be observed in plain view within a vehicle. Evidence which is seen in plain view may be seized and will justify a search of the area in which the evidence is located.
4. **EMERGENCY.** Immediate entry without student consent is appropriate in emergency situations where pressing necessity or urgency require prompt action. In such a situation, delay might jeopardize the health and safety of a person or result in concealment, disposal or destruction of evidence or unauthorized activity. Emergency conditions may justify a frisk or pat down search by a Safety Resource Officer.

SCOPE OF SEARCH

Any search conducted by CPI personnel shall be reasonable and shall be limited to items of evidence related to one or more of the grounds for which a search is justified. A search shall be no more broad or intrusive than reasonably necessary to locate the evidence sought.

SEARCHES BY CPI PERSONNEL

1. No search, whether consensual or non-consensual, shall be undertaken without the prior approval of the President of CPI or Vice-President of Post-Secondary Education unless emergency conditions are present.
2. All searches shall be conducted by the President of CPI, Vice-President of Post-Secondary Education, or designee. Whenever possible, the Safety Resource Officer shall be present for the search.
3. A written report describing justification, conduct and results of a search will be provided to the President of CPI within 24 hours of the search.
4. A search by CPI personnel which discloses any item reasonably believed to constitute a controlled substance or drug paraphernalia, regardless of quantity or type, will result in an off-campus law enforcement agency being contacted. A CPI representative will secure the site and remain at the scene pending arrival of a law enforcement officer, who will assume jurisdiction over the incident.

SEARCHES BY LAW ENFORCEMENT AGENCIES

A search may be made by a municipal or state police officer, sheriff, or federal law enforcement officer only pursuant to warrant or under circumstances in which a search without a warrant is legally permissible. No CPI personnel will assist in the search, but a Safety Resource Officer may accompany the searching officer.

SEIZURE OF PROPERTY

Items which constitute evidence which is discovered in plain view or as a result of a permissible search may be seized for use in CPI disciplinary proceedings and/or local, state, or federal criminal proceedings. A receipt shall be given to the person from whom the property was seized or left on the premises in a conspicuous place.

AUTHORITY

The President of CPI, or administrative designee, shall have final authority for the conduct of all student searches other than those initiated or assumed by off-campus law enforcement agencies.

WEAPONS

CPI policy prohibits the use, possession, or carrying of firearms while on school-owned or controlled property, or at CPI sponsored or supervised activities. Likewise, keeping a firearm

in any locker or storage area of any building of the school is prohibited. Firearms shall not be kept in any vehicle on CPI property. Weapons are defined as, but are not limited to the following:

1. Any weapon powered by pump action, including any BB gun, or “air soft” gun.
2. Any weapon powered by compressed air or CO₂.
3. Any firearm, including black powder weapons.
4. Any paint ball guns.
5. Any blowgun or similar weapon.
6. Any type of bow (archery).
7. Any Martial Arts weapon, (i.e., nunchucks, throwing stars, throwing knives, etc.).
8. Any knife with a blade or straight razor.
9. Any noxious, irritating, or poisonous gases, poisons, drugs.
10. Any other item that may be deemed as dangerous at the discretion of the President of CPI, Vice-President of Post-Secondary Education or Security Resource Officer.

Violators of this policy will face disciplinary action. In certain circumstances (e.g., carrying a loaded firearm concealed in a motor vehicle without a valid concealed firearms permit, possession of an enumerated firearm under the Federal Crime Bill, etc.) such possession may subject the student to criminal prosecution under Commonwealth of Pennsylvania or federal statutes. Any weapon found in violation will be seized and will be returned to the student under proper court order.

FIREWORKS

Fireworks Law (Act of 1939, P.L. 134 #65). “Fireworks” are not permitted in public buildings. The term “fireworks” shall mean and include any combustible or explosive composition, or any substance or combination of substances prepared for the purpose of producing a visible or audible effect by combustion, explosion, deflagration, or detonation and shall include firecrackers or other fireworks of like construction and any fireworks containing any explosive or flammable compound. Fireworks (including smoke bombs and firecrackers) are not permitted at CPI such possession may subject the student to prosecution under Commonwealth of Pennsylvania.

EMERGENCY EVACUATION

The purpose of this plan is to ensure the safe and orderly evacuation of a building during emergency situations such as fire, chemical spills, natural disasters, bomb threats, etc. In the event of an emergency situation:

1. Students are expected to learn and know the emergency exits for the building.
2. If a student discovers fire and/or smoke, they should pull the nearest fire alarm and promptly exit the building.
3. If a fire alarm is not in the immediate vicinity, the student should notify the local authorities by dialing 911. The student should remain on the phone and provide 911 dispatch with details as requested.
4. If the student hears or sees an explosion, they should exit the area as safely as possible.
5. Students are expected to always evacuate the building anytime the fire alarm and/or sprinkler system is activated. Once an evacuation has begun, students should not stop until the process is completed.
6. Students should assist disabled persons as safely as possible.
7. Individuals needing evacuation assistance should establish procedures in advance with their instructors.
8. If no source of smoke or fire is located, the local fire authorities will provide an “all clear” for students, instructors, staff, and visitors to return to the building.

9. Nobody is permitted to return to the building until the fire authorities have determined the building safe for occupancy.
10. Directions for evacuation are as follows:
 - a. All occupants of the building must promptly and calmly evacuate using the nearest exit and report to the assembly area designated by the instructor.
 - b. Students should only take personal items if time permits safe retrieval.
 - c. Students should be aware of others in the immediate area and inform them to evacuate the building.
 - d. Student should assist persons with disabilities as safely as possible.
 - e. Students are expected to follow directions given by CPI emergency evacuation personnel.
 - f. If a student encounters smoke and/or fire while evacuating, they should exercise caution and logic to help ensure a safe exit from the building.
 - g. Students are expected to remain in the designated assembly area so the instructor can take a head count to ensure all individuals safely evacuated the building.
 - h. Student should immediately notify the instructor or CPI personnel of any person(s) who may not have evacuated the building.

LOCKDOWN PROCEDURES

A lockdown of campus buildings is an emergency procedure to secure and protect faculty, staff, students and visitors to CPI during an immediate threat such as a violent intruder. The lockdown procedure is used when it may be more dangerous to evacuate the building than to remain inside. By controlling entrances and exits, emergency personnel are better able to resolve a threat.

During an internal lockdown, all students will remain in their respective program areas until an announcement has been made on the PA system. If students are in another area during the time of a lockdown, they must remain in that area or report to the closest program area until it is deemed safe to return to their own program area. A school-wide internal lockdown is for the safety of all students and staff and will only be instituted when it is deemed necessary by administration.

ARMED VIOLENT INTRUDER RESPONSE

Follow ALICE Principles:

1. **ALERT** listen for/or receive specific, real-time information and call 911 when safe to do so.
2. **LOCKDOWN** or secure in place (if evacuation is not a safe option) by locking down and barricading entry points. Get low to the floor, spread out, turn off lights and silence cell phones.
3. **INFORM**, listen for or give real-time updates by any communication means possible.
4. **COUNTER** as a last resort, distract shooter's ability to shoot accurately. Move toward exits while making noise, distractions, throwing objects or swarm intruder.
5. **EVACUATE**, get out and put distance between you and intruder. Do not go to your car; evacuate on foot. Seek assistance at a rally point, stay alert to school information.

No matter where you are, be familiar with your surroundings and know your escape routes. When faced with a violent intruder, increase your chances of survival by remembering your ALICE options. ALICE is not designed to be sequential. Remember, there are no guarantees in an active shooter/violent intruder situation, but just as in most other emergency situations the more you know, the better your chances of survival.

An **external lockdown** may be instituted as deemed necessary by administration. No one will be permitted to come into or leave the building. Faculty and students will maintain a regular schedule within the school.

VII. DISTANCE EDUCATION

The goal of distance education at the Central Pennsylvania Institute of Science and Technology (CPI) is to provide students with access to instruction without having to regularly appear on campus. CPI strives to serve the needs of those who find it difficult to continue education and training via conventional educational methods.

All distance education courses must comply with the principles of licensing and accreditation as defined by the Pennsylvania Department of Education, Board of Private Licensed Schools and the standards established by the Accrediting Commission of Career Schools and Colleges (ACCSC). The Office of Post-Secondary Education at CPI will oversee the development and delivery of all distance learning courses, and for making sure that all instructors comply with established policies.

DEFINITIONS

CPI defines *distance education* as “a formal educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors are not in the same place.” Policies within this section relate specifically to all distance education courses defined as “online” courses.

NOTE: Courses that include a combination of face-to-face meetings with online learning activities are defined as *hybrid* or *blended* courses. Hybrid/blended courses at CPI are considered traditional resident courses that utilize an alternative delivery mode such as Blackboard Learning Management System (LMS). In hybrid or blended courses, most course activity is completed online, however some instructional activities (lectures, discussions, labs, or other in-person learning activities) and evaluations may be conducted in person.

STUDENT SUPPORT SERVICES

The Central Pennsylvania Institute of Science and Technology (CPI) provides equivalent support services for campus and distance education students. Students have multiple options for obtaining support services, including online information resources, multiple web conferencing options, department-specific email addresses and phone numbers. Instructions for accessing support services are provided during the student enrollment and orientation processes, and available on the CPI web site. The following sections describe the specific CPI support services available to distance education students. Questions regarding support services should be directed to the Office of Post-Secondary Education.

FINANCIAL PLANNING & MANAGEMENT

Financial aid helps make educational and living expenses become more affordable. Several forms of financial aid assistance are available from state and federal agencies for those who qualify. Each funding source has its own requirements. Participation will generally require completion of the Free Application for Federal Student Aid (FAFSA). Veterans: CPI welcomes veterans and assists them in carrying out their responsibilities with the US Department of Veterans Affairs. Financial aid administrators are Certified Officials for VA benefits. Questions regarding Financial Aid should be directed to the Financial Aid Office at (814) 359-2793 x262.

ACADEMIC ADVISING

Students are required to take the Pathways to Success Seminar PSS-125 in the first term. During the seminar, the student is introduced to various resources available to achieve their academic goals, including their academic advisor/facilitator. During the seminar, students meeting with their assigned representative (faculty or program coordinator) who will serve as the student’s academic advisor / facilitator. The student meets with their assigned facilitator using face-to-face (f2f), video conference, telephone, or any other means of real-time communication technology. This meeting establishes the foundation for the student and facilitator to collaborate in the development of educational goals to assist the student in achieving academic success. The student and advisor/facilitator arrange additional consultations as needed.

LIBRARY

CPI utilizes the online reference system EBSCOhost which is a research service that includes full-text articles and abstracts of articles in magazines, journals, subject indexes, medical references, and newspapers. The service also includes e-books and various historical digital archives. AST-degree students are required to take the Pathways to Success Seminar (PSS-101) in the first term of their program. During the seminar, the student is introduced to various resources available to achieve their academic goals, including the EBSCOhost e-library. The student receives log-in information during the seminar, as well as an orientation to EBSCOhost.

FACULTY INTERACTION

Students will have access to CPI's Learning Management System (LMS), which will provide discussion boards for students to interact with the instructors, as well as other students enrolled in the course. Students can contact their instructor via email, video conferencing, and/or phone. Students may also elect to arrange to meet the instructor face-to-face (f2f) during the instructor's office hours.

CAREER COUNSELING

CPI offers career counseling services to all students and graduates of post-secondary programs. Career advisors are available via email, phone, or video conferencing. Students enrolled at CPI are also provided the opportunity to take the Professionalism and Employment Readiness course (SOC-221), designed to prepare the student for the job search and entry into the workplace. The student is taught how to construct a resume and cover letter as well as the essential elements of a successful interview. The course also covers concepts of networking, communication, professionalism, motivation, teamwork, accountability, and conflict in the workplace. Students also have the opportunity to participate in a Resume Writing Workshop. This 4-hour workshop focuses on constructing a professional resume and cover letter. Students and alumni also have lifetime access to CPI's Career Connection job portal. The link to the portal is found on home page of CPI's website. Here, students can create their own account where they can store employment documents, browse job postings, complete an online application, and submit their resume for available positions. Additional information on Career Counseling Services at CPI should be directed to the Office of Post-Secondary Education at (814) 359-2793 x207.

REMEDIAL AND DEVELOPMENTAL SERVICES

CPI has partnered with the Central Intermediate Unit (CIU-10) and the Tuscarora Intermediate Unit (TIU-11) Distance Learning Project to provide remedial and developmental coursework for students. Students seeking face-to-face interaction with a tutor may do so at one of CIU-10 regional offices located in Centre, Clearfield, and Clinton Counties. The Tuscarora Intermediate Unit (TIU-11) Distance Learning Project provides remedial and developmental coursework for students online. CPI facilitates the initial consult with CIU-10 and TIU-11. Additional information on remedial and developmental courses may be obtained through the Office of Post-Secondary Education.

LEARNING SUPPORT SERVICES

CPI makes every effort to comply with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 by providing reasonable accommodations to students who present with a documented disability. It is the student's responsibility to disclose a disability to the Office of Post-Secondary Education and request an accommodation. CPI requires the student to provide supportive documentation, which must verify the existence of the disability and subsequent need for an accommodation. CPI will provide reasonable required accommodations to a student with a documented disability, in order to afford the student and equal opportunity to participate in its programs. Additional information on Learning Support Services may be obtained through the Office of Post-Secondary Education.

INFORMATION TECHNOLOGY (IT)

Information Technology (IT) provides key enterprise services to CPI students, faculty, and staff. IT provides support for academic computing, administrative computing, servers, and networks, as well as user training and support. The IT support staff provide students with assistance in many areas, including:

- ◆ Accessing online resources, including username and password assistance.
- ◆ Accessing the learning management system.
- ◆ CPI email.
- ◆ Basic computer or mobile device use.
- ◆ Web browser recommendations.
- ◆ Required software.

IT support staff can be reached at 814-359-2793 Ext. 216 or itsupport@cpiedu

VIII. MISCELLANEOUS

STUDENT HANDBOOK

As a point of reference, the document formerly known as *CPI's Student Publication* and then later the *Post-Secondary Student Handbook*, has been updated and our *Student Handbook* is a part of our *Full CPI Course Catalog with Student Handbook*. This complete Course Catalog with Student Handbook is posted on CPI's website (www.cpi.edu). Students are expected to abide by the procedures, policies, and codes of conduct set forth in both the Student Handbook section and the full CPI Course Catalog with Student Handbook which resides on the website. Students are encouraged to consult CPI's Full Course Catalog with Student Handbook when questions regarding procedures or policies arise. CPI will provide a physical copy of the CPI Course Catalog with Student Handbook upon request.

2022-2023

MEMORANDUM of UNDERSTANDING

Between

Career and Technical Education Centers

And

School Districts

And

The Bureau of Career and Technical Education (BCTE)

For

Participation in the BCTE Technical Assistance Program

Technical Assistance Program Commitment

Despite a decade of reform and rising public expenditures for education, little has changed in most high schools to prepare students for the demands of work and further education. The Technical Assistance Program (TAP) is focused on assisting schools in raising student academic achievement. The technical assistance is designed to support career and technical centers (CTCs) and high schools with approved programs by offering these sites multiple resources at minimal cost.

Purpose

The purpose of this Program is to significantly raise the academic and technical achievement of all students enrolled in approved career and technical education programs at a CTC or high school which take advantage of this opportunity. Through this Program, the BCTE will assist CTCs and their sending school districts with raising student performance on academic assessments and occupational end-of-program assessments. Each participating school agrees to align their Perkins local application activities for increasing student achievement with the TAP activities and participate in all professional development activities provided by BCTE.

Goal

The academic targets and skill attainment targets are based on the meaningful progress targets negotiated as part of the Perkins V grant process for 2S1 Keystone Literature, 2S2 Keystone Algebra, and 5S4 Skill Attainment.

TAP Activities

Your school has indicated all TAP services and activities you wish to participate in during the 2022-2023 school year. Schools have been chosen to participate in the TAP services and activities based on the BCTE review of your Intent to Participate Survey responses and a school's ability to most benefit from each TAP services and activities. By signing and returning the Memorandum of Understanding (MOU), your school agrees to participate in all TAP activities listed on the MOU. **The BCTE staff expects each school to commit to the training and coaching days listed for each TAP service and activity.** TAP consultants will contact each school's administrator to schedule training and coaching days after the MOU is signed and returned. If participating in any of the PIL Programs, the BCTE will assume the cost in EACH of the PILs for two participants who are seeking Act 45 hours. In the future, if you are unable to participate in a TAP activity listed on the signed MOU, contact Erin Young at elw12@psu.edu. The BCTE staff will be made aware of these changes to the MOU.

Due to the ongoing updates to school safety regulations, providers of TAP activities will adapt training and coaching sessions to meet the specific needs of each school. Activities will be delivered as face-to-face, synchronous, or asynchronous as feasible and appropriate for each school.

**Memorandum of Understanding
with
Central PA Institute of Science and Technology**

**2022-2023
Technical Assistance Program (TAP) Activities**

By signing this Memorandum of Understanding, you are assuring your school's participation in the following TAP activities:

- Career and Technical Distinguished School Leader
- NOCTI Pre-Tests and Study Guides
- Pennsylvania Inspired Leadership (PIL) Program – Using Advocacy to Support Student Achievement

Career and Technology Center Director Signature


Date

Superintendent of Records Signature

Date

Joint Operating Committee Chair Signature

Date


Director, Bureau of Career and Technical Education
Pennsylvania Department of Education

6/17/2022

Date



Emergency Instructional Time Template

Section 520.1 - 2022-23 School Year

As communicated to chief school administrators on July 6, 2020, Section 520.1 of the School Code provides flexibility to meet minimum instructional time requirements in the event of an emergency that prevents a school entity from providing for the attendance of all pupils or usual hours of classes at the school entity. As occurred for the 2020-21 and 2021-22 school year, the Pennsylvania Department of Education (PDE) considers the World Health Organization-declared Coronavirus disease (COVID-19) a global pandemic and an emergency as contemplated by Section 520.1 for the 2022-23 school year. Nothing in Section 520.1 of the School Code should be construed to extend beyond the 2022-23 school year.

A local education agency (LEA) that elects to implement temporary provisions in response to the COVID-19 global pandemic may meet the minimum 180 days of instruction and 900 hours of instruction at the elementary level and 990 hours of instruction at the secondary level through a combination of face-to-face and remote instruction, consistent with the requirements outlined in PDE's May 23, 2022, guidance. Such LEAs must provide PDE with the following information specific to the 2022-23 school year:

1. LEA's Proposed Calendar and Schedule(s) for SY 2022-23

a. School Year Calendar

School Year Start Date	School Year End Date	Total Number of Instructional Days Must meet minimum 180 days
08/30/2022	06/02/2022	180

- b. Should a school need to use remote learning at either the student or school level, LEAs should submit a sample weekly schedule reflecting remote learning as approved by the LEA's governing body. (Recognizing the need for flexibility and that circumstances may change as the LEA responds to the COVID-19 pandemic, an LEA may provide more than one proposed weekly schedule.)

2. When using remote learning (i.e., learning outside of the school building), describe how the LEA will ensure access for all students.

All students enrolled at the Central PA Institute of Science and Technology (CPI) have school-issued Chrome Books so that they are able to complete their remote work as assigned by each instructor. All CPI instructors utilize Google Classroom with their students on a daily basis. This helps ensure that students have the access that they need to complete virtual learning while still holding in-person classes. All students have the required Internet capabilities to access their work if necessary during virtual learning. Hot spots will be provided to students as needed if Internet capabilities pose a challenge to their virtual learning. This will be tested during the first week of school to ensure that all students have the necessary access to virtual learning. Students are expected to complete their virtual assignments during in-class learning so that there is a seamless transition to remote learning when and if necessary. If situations exist where students are unable to complete work virtually, paper copies of assignments, activities, and assessments will be provided to them via personal delivery by an administrator, the instructor, or through USPS.

3. The Chief School Administrator and Board President affirm the following:

- ☒ The proposed school calendar and academic schedule(s) will provide all students the planned instruction needed to attain the relevant academic standards set forth in Chapter 4.
- ☒ The proposed school calendar and academic schedule(s) allow sufficient instructional time necessary for content mastery and provide instructional blocks for each grade level and content area.
- ☒ The proposed school calendar and academic schedule(s) provide at least 900 hours (elementary) and 990 hours (secondary) of in-person instruction and/or remote learning for all students. (Such time may include synchronous and/or asynchronous instruction.)
- ☒ The proposed school calendar and academic schedule(s) define instructional time for students as time in the school day devoted to instruction and instructional activities under the direction of certified school employees. (Such time may include synchronous and/or asynchronous instructional activities.)
- ☒ Clearly defined systems for tracking attendance and instructional time will be implemented to ensure student engagement in remote instruction.
- ☒ The LEA acknowledges that it must provide Free and Appropriate Public Education (FAPE) during this pandemic-related emergency.
- ☒ The proposed school calendar and academic schedule(s) ensures ESL services for English Learners.
- ☒ Clearly defined and ongoing systems for evaluating the quality and outcomes of instructional delivery will be implemented, at least quarterly, and necessary adjustments will be made when data highlight concerns about quality, equity, and/or lack of progress in student learning.

Name of Local Education Agency: Central PA Institute of Science and Technology

Signature of Chief School Administrator

Date

Signature of Governing Body President

Date

Date Approved at Board Meeting: _____

Please scan and submit this entire signed document, the proposed weekly schedule, and a copy of the board meeting minutes at which such schedule was approved to to RA-EDContinuityofED@pa.gov.

Questions can also be submitted to this email address.

Central PA Institute of Science and Technology
(Career and Technical Center)

Weekly/Daily Schedule

100% Remote for Grades 9-12				
Monday	Tuesday	Wednesday	Thursday	Friday
All Students Work Remotely	All Students Work Remotely	All Students Work Remotely	All Students Work Remotely	All Students Work Remotely

100% In-Person Learning for Grades 9-12				
Monday	Tuesday	Wednesday	Thursday	Friday
All Students Work In-Person at CPI	All Students Work In-Person at CPI	All Students Work In-Person at CPI	All Students Work In-Person at CPI	All Students Work In-Person at CPI

All students will attend class in-person at CPI during their normally scheduled class time unless required by our sending districts to move to remote learning. Therefore, we will either hold 100% in-person learning at CPI or 100% remote learning at any given time. This may include daily or weekly changed in instructional delivery based on the current situation in Centre County.

Profile

LEA Name		AUN
Central PA Institute of Science & Technology		110141607
Address Line 1		
540 North Harrison Road		
City	State	Zip
Pleasant Gap	PA	16823
LEA Phone Number		LEA Phone Extension
8143592793		
Single Point of Contact Name		
MaryAnn E Volders		
Phone Number		Phone Extension
814-359-2793		240
Email		
mavolders@cpa.edu		
Chief Administrator Name		
Dr Richard C Makin		
Phone Number		Phone Extension
(814)359-2793-221		(814)359-2793-221
Email		
rmakin@cpa.edu		

Narratives

1. Describe the procedure for notifying all students, parents, and professional staff prior to a flexible instructional day being instituted.

Please make sure that you address the following components in your response

- How will you notify all stakeholder groups that your district is planning to apply for the Flexible Instruction Day (FID) Program?
- Immediately prior to or on the FID, how will you notify your stakeholders that the district has decided to implement a FID? (please identify all methods of communication)
- Ensure you differentiate between parents / guardians and students vs informing staff.
- Ensure the procedure for notifying all stakeholders prior to a flexible instructional day being instituted, is detailed and clear.

All stakeholder groups will be notified that CPI is planning to apply for the Flexible Instruction Day Program in several ways. More specifically, information will be posted on all social media sites and all parents will be notified via email. All OAC's and the LAC were told at their Spring meeting in 2022. Information will be posted on the school's website as well. In the event that CPI would need to utilize a Flexible Instructional Day, all CPI students, parents, and staff members will be notified via text message, email, and voice message through our All Call System by 6:00 AM that morning or sooner. This system places a phone call, text, and email to the staff members/parents/guardians contact information listed in our information contact system and will include a recorded message, text, and email with instructions about the Flexible Instructional Day. Students and parents are directed to the CPI website, Facebook page, and/or individual program area Google Classroom pages for specific information regarding the FID. Students and parents receive information regarding how and when to log on for attendance, how to access the instructional material, instructions for families in need of accommodations including technological help. Again, all of this information is provided to stakeholders by 6:00 AM on the morning of the FID or sooner. Additionally, all CPI instructors contact students via Google Classroom at the start of a Flexible Instructional Day using their school issued chrome books to share with them the expectations for the day regarding attendance, assignments, due dates, and other information important for FID. Finally, CPI will notify the public through our local media outlets (WJAC, WTAJ, and Forever Media) that a Flexible Instructional Day has been initiated. Our local media outlets report this information on their morning broadcast as well as on their websites and mobile applications.

2. Describe the procedure for instituting a flexible instructional day.

Please make sure that you address the following components in your response:

- Include (if applicable) the use of technology and equitable accommodations for students and professional staff lacking sufficient home access to devices and/or the Internet.
- How will the FID day be structured? Explain your daily schedule.
- Which modes of instruction will you implement during the FID?
- Include requirements pertaining to the delivery of services and specially designed instruction, which includes accommodations and modifications for students with special needs or disabilities.

After the students, parents, and staff have been notified of the Flexible Instructional Day, primary implementation of the day's activities will be started by the instructor using Google Classroom for their individual program areas. The instructors will provide specific information regarding the day's expectations, goals, and objectives. Students will log into Google Classroom by the set time using their first and last name for attendance purposes. The learning activities, expectations for the day, and class schedule will be provided to the students by the instructor by 8:15 (AM session) and 12:15 (PM session). The instructors will be available to students via Google Classroom or the phone throughout the morning and afternoon sessions to provide instruction, answer questions regarding the assignments, and to provide feedback as needed by the students. While students will complete their assignments in an asynchronous fashion, instructors will provide face-to-face opportunities for learning via remote instruction to meet the various needs of the students enrolled in their individual programs. In the event that households do not have home access to devices or the internet, CPI will have Flexible Instructional Day folders that include the activities for each program area that are available digitally on the CPI website or that can be delivered (if weather conditions permit) to the students home. Twelve-month administrators and staff will report on Flexible Instructional Days and will be available to provide the copies of the instructional materials and detailed directions/instruction over the phone to parents and/or students who cannot access the information through the website. Each week, instructors will provide

students with a list of activities that can be completed at home if a FID is used. Students will be asked to use this list in an emergency situation if they are not able to log on for learning or if they can not contact the teacher or an administrator for directions and instruction. Upon request, teachers may provide students with an offline version of the learning activities prior to the Flexible Instructional Day. Students will have 7 calendar days to complete the Flexible Instructional Day activities for full credit. Instruction for the day will be provided over the phone by a teacher and/or administrator as necessary for students who cannot access the material electronically. All instructors will be required to personally check-in individually with all students that need accommodations and modifications. This can be done via individual Zoom/Google Classroom sessions, breakout sessions, or over the phone. Each teacher will be prepared to provide the student with the modifications necessary for them to complete the task(s) during the FID. Special needs students or those with disabilities will be provided with one-on-one instruction as needed throughout the FID so that they are able to complete the task. If the home setting does not allow for the necessary accommodations, students will be provided an equal, alternative assignment for the day that they can do at home without the need for the modifications that are available in the school-setting.

3. Provide a contingency plan - an alternative method of delivering instruction, should there be issues with the availability of technology or student access to the materials and instructors during a flexible instructional day.

Please make sure that you address the following components in your response:

- Include an alternative method of delivering instruction, should there be issues with the availability of technology or student access to the materials and instructors during a flexible instructional day.
- How will you ensure access to the materials and resources required for instruction and completing assignments during the FID?
- How will professional staff provide assistance to the students that are working at home with hard copies or don't have access to technology resources?
- How will you ensure that the materials and resources are relevant when the FID is initiated?
- Your contingency plan must ensure compliance with compulsory attendance laws and addresses extenuating circumstances and what workarounds would be available for students to meet the FID requirements.

If a student is unable to access instruction due to the availability of technology or student access to the materials/instructor during a Flexible Instructional Day, the following contingency plan is in place: In the event that households do not have home access to devices or the internet, CPI will have Flexible Instructional Day folders that include the activities for each program area that are available digitally on the CPI website or that can be delivered (if weather conditions permit) to the students home. Twelve-month administrators and staff will report on Flexible Instructional Days and will be available to provide the copies of the instructional materials and detailed directions over the phone to parents and/or students who cannot access the information through the website. Instructors will also be available to provide detailed instructions over the phone regarding instruction and assignments if necessary and appropriate. Instructors will contact individual students in need of accommodations and/or modifications to ensure that they understand and can complete the required tasks during the FID. Upon request, teachers may provide students with an offline version of the learning activities prior to the Flexible Instructional Day. Each week, instructors will provide students with a list of activities and assignments that can be completed on an FID if access to technology is not available. This list will include phone numbers for instructors and CPI administration in order to help students with assignment questions. These assignments will be based on the tasks associated with the Program of Study task list or on industry certification expectations which are both relevant to the program and help students prepare for the workforce. All FID assignments and projects will be directly related to the work being completed in-person at the time of the FID and based on the program of study task

list. Students will have 7 calendar days to complete the Flexible Instructional Day activities for full credit. Instructors will take attendance on each FID based on the following standards: students logged on and completed the assigned activities, contacted their teacher via email or phone for directions and instruction if online learning was not accessible, or contacted the school for information regarding the assignment expectations for the day. Students must demonstrate that they completed some or all of the assigned work on the FID to receive credit for attendance. Students will have up to seven days to complete the assigned work for full credit. All compulsory attendance laws will be followed. However, the administration will review special circumstances on an individual basis in order to meet FID requirements.

4. Describe the responsibilities of professional staff during a flexible instructional day.

Please make sure that you address the following components in your response:

- Include teacher AND professional, administrative, tech support, and health services staff availability (hours, guidance, accessibility (phone, email, skype, etc.).

The Flexible Instructional Day is a workday for the instructors. Instructors may choose to physically report to CPI or log in remotely using Google Classroom from any site with internet access, including their home. Because CPI teachers have been equipped with a laptop, every teacher has the technological capability to provide remote instruction and activities to the students on the FID and to provide support to students who have questions regarding the assignments/activities. Teachers will be available through email, established whole-group meeting times via Google Classroom, and by phone (as appropriate and needed) during the normal school day and will respond to emails within 45 minutes. Flexible Instructional Day activities will be developed in advance with the following guidelines: Instruction and assignments require a minimum of 45 minutes and a maximum of 90 minutes of student work for each instructional period. CPI Administration, the school counselor, and school nurse will be available during the regular work day via email, Zoom, or a phone call for the instructors, parents/guardians, and students. Tech support is available to administration, instructors, staff, students, and parents/guardians from 7:30 to 5:00 each weekday. Most issues can be resolved remotely by tech support.

5. Describe the responsibilities of students during a flexible instructional day.

Please make sure that you address the following components in your response:

- How will students participate?
- How will students complete assignments or working on ongoing projects?
- How will students prove attendance?

Once notified that a Flexible Instructional Day has been initiated, students will be required to access their individual program area Google Classroom page and/or make contact with their instructor. Individual program area instructors will take attendance based on students logging on to Google Classroom or reaching out to them in another way regarding the day's assignments/activities. Teachers will take attendance for the morning session by 11:00 and 3:00 for the afternoon session on FID's. Students will prove attendance by logging on and completing the assigned activities, contacting their teacher via email or phone for

directions and instruction if online learning is not accessible, or through contacting the school for information regarding the assignment expectations for the day. Students must demonstrate that they completed some or all of the assigned work on the FID to receive credit for attendance. Students will be required to complete the activities/assignments for the FID based on the timeline provided by the instructor. If students have issues of any kind accessing their work or instructor, this will be taken into consideration and extra time will be provided for students to complete the activities and receive credit for the assignment. Students may be asked to complete whole-group instruction using Google Classroom, individual/group assignments using technology, paper/pencil assignments. Teachers may ask students to complete work asynchronously or synchronously during an FID. In the event that households do not have home access to devices or the internet, CPI will have Flexible Instructional Day folders that include the activities for each program area that are available digitally on the CPI website or that can be delivered (if weather conditions permit) to the students home. Twelve-month administrators and staff will report on Flexible Instructional Days and will be available to provide the copies of the instructional materials and detailed directions over the phone to parents and/or students who cannot access the information through the website. Upon request, teachers may provide students with an offline version of the learning activities prior to the Flexible Instructional Day. In the event students were unable to gain access to the materials prior to the FID, a hard copy of the activities will be provided to the students on the next regular school day. Students will have 7 calendar days to complete the Flexible Instructional Day activities for full credit. Instruction for the day will be provided over the phone by a teacher and/or administrator as necessary for students who cannot access the material electronically.

6. Describe the procedure for tracking student participation (i.e., attendance) during a flexible instructional day.

Please make sure that you address the following components in your response:

- How do students sign in / how are they accounted for?
- How do teachers keep track of attendance?
- How do teachers keep track of participation?
- If you are going to use completion of assignments as proof of participation then the assignments must be submitted on the FID or immediately upon return to school.
- Students who did not participate during the FID should be reported as having either excused or unexcused absences accordingly.

Once notified that the Flexible Instructional Day has been initiated, students will be required to log in to their individual program area Google Classroom page or make direct contact with their instructor via email, phone call, or text. Teachers will report student attendance for the day to the attendance secretary using the PowerSchool system that is used each day. Students must log in and/or complete the required work based on the timeline set by the instructor to receive full credit for the day. If issues arise that do not allow students to complete their work, the cases will be reviewed on an individual basis and extra time will be provided to complete assignments for full credit. Students who do not make contact with their teacher will be marked unexcused for the day. If a parent/guardian note is provided regarding the reason for the absence on the FID, a student may be marked excused if the reason follows the CPI attendance policy. Students who log on, but do not complete the assigned work within the given time will have points deducted from their daily grade based on the points assigned to the project. In the event that households do not have home access to devices or the internet, CPI will have Flexible Instructional Day folders that include the activities for each program area that are available digitally on the CPI website or that can be delivered (if weather conditions permit) to the students home, Twelve-month administrators and staff will report on Flexible Instructional Days and will be available to provide the copies of the instructional materials and detailed directions over the phone to parents and/or students who cannot access the information through the website. Upon request, teachers may

provide students with an offline version of the learning activities prior to the Flexible Instructional Day. Instruction for the day will be provided over the phone by a teacher and/or administrator as necessary for students who cannot access the material electronically.

Career Technology Education / Center Program Exemplars

Does your public school entity offer five (5) or more PDE approved CTE courses? Yes

CIP Code	CIP Title
51.0601	Dental Assisting/Assistant
Program/Course Name	Grade Level
Dental Assisting	<ul style="list-style-type: none"> • Grade 9 • Grade 10 • Grade 11 • Grade 12

PA Academic Standard(s) Addressed (include alpha numeric and standard descriptor) www.pdesas.org/Standard/View

Alpha Numeric Descriptor	Standard Descriptor
CC.1.2.9-10.A	Determine the central idea of a text and analyze its development over the course of the text, including how it emerges and is shaped and refined by specific details; provide an objective summary of the text
CC.1.2.9-10.L	Read and comprehend literacy non-fiction and information text on grade level, reading independently and proficiently
CC.3.6.9-10.C.	Produce clear and coherent writing in which the development, organization, and style are appropriate to task, purpose, and audience.

CTE-Programs of Study Task Grid(s) Addressed [Career and Technical Education Framework](#) All POS programs should enter task number and description from POS State developed task grid. For all CTE programs that do not have a developed state task number and description, enter the locally developed tasks.

Task Number	Task Description
807	Expose Intra-Oral Radiographs
Lesson Title	
Introduction to the Dental X-Ray Machine	
Lesson Goals (planned instructional outcomes)	
Students will be able to identify the parts of the dental x-ray machine and explain what each part does with 100% accuracy	
Activities (step-by-step directions for ensuring active student participation in support of planned instructional outcome)	

Students will log on to the Dental Assisting Google Classroom page for attendance purposes and to gain access to the day's lesson. Students will participate in one of several virtual classroom meetings/discussions that are provided during their scheduled class period. Students can discuss the lesson and expectations with the instructor via Google Meets at any time throughout the class. Students will complete the assigned Bellringer for the day and submit electronically to the instructor. Students will hear a teacher-directed lesson on the X-ray machine and receive the notes regarding the important information in the lesson. Students will submit pictures of their notes via Google Classroom so that they can be reviewed by the instructor. Students will draw a picture of the x-ray machine and list what each part does by it's name (students can use the internet to find answers and for an example of the x-ray machine). Students will submit a picture electronically to the instructor for feedback. Students will make flashcards for the each part name of the x-ray machine. The students will use these flashcards for a matching activity. Students will submit a video into the Dental Assisting FlipGrid Classroom of them practicing their matching skills for teacher feedback.

Resources (materials and/or tools required to complete the activities)

Laptop, paper, pencil, cell phone (option), Radiography textbook (print out of material or online version), and index cards (supplied in advance by instructor)

Assessment(s) (evidence of learning)

Completion of Bellringer Pictures of notes taken by students for feedback by the instructor Picture of x-ray machine with a list of names for each part
Completion of flashcards and video of students using flashcards for feedback from the instructor

Opportunities for Accommodations and Modifications (insert options for adaptations, alternatives, and/or assistive measures within the lesson for English Learners and students with IEPs.)

Students have access to recorded lessons and notes in order to review and watch the lesson several times in order to get the required information. The information contained in the recorded lessons and notes can be translated in multiple languages such as English, Spanish, Deutsch, Portuguese, Russian for students who require this accommodation. Students with accommodations can use the speech to text on their computers for the recorded presentation and notes. speech or listening options.

Adaptations for Students Without Internet Access (how will you provide instruction/alternative pathways for lesson completion for those without Internet access)

Students without internet access will have up to seven days after returning to school to complete the requirements of this lesson. If there is extended time without students with no or limited internet access, paper copies of the lesson and course materials or hand delivered to the student's place of residence.

CIP Code	CIP Title
47.0613	Medium/Heavy Vehicle and Truck Technology/Technician
Program/Course Name	Grade Level
Diesel Repair Technology	<ul style="list-style-type: none"> • Grade 9 • Grade 10 • Grade 11 • Grade 12

PA Academic Standard(s) Addressed (include alpha numeric and standard descriptor) www.pdesas.org/Standard/View

Alpha Numeric Descriptor	Standard Descriptor
CC.2.1.HS.F.2	Apply properties of rational and irrational numbers to solve real world mathematical problems
CC.2.1.HD.F.3	Apply quantitative reasoning to choose and interpret units and scales in formulas, graphs, and data displays

CC.1.2.9-10.A	Determine the central idea of a text and analyze its development over the course of the text, including how it emerges and is shaped and refined by specific details; provide an objective summary of the text
CC.1.2.9-10.L	Read and comprehend literacy non-fiction and information text on grade level, reading independently and proficiently
CC.3.6.9-10.C.	Produce clear and coherent writing in which the development, organization, and style are appropriate to task, purpose, and audience.

CTE-Programs of Study Task Grid(s) Addressed Career and Technical Education Framework All POS programs should enter task number and description from POS State developed task grid. For all CTE programs that do not have a developed state task number and description, enter the locally developed tasks.

Task Number	Task Description
805	Test Anti-Freeze and Supplemental Coolant Additives
Lesson Title	
Cooling Systems Basics Part 1 and 2	
Lesson Goals (planned instructional outcomes)	
This lesson is designed to introduce the student to the importance of coolant, ingredients that make up a coolant, types and specifications of coolant, basic guidelines for choosing the right coolant, an explanation of the purpose of water or coolant filters, details on the types of Fleetguard coolant maintenance test strips, and to highlight Fleetguard cooling system cleaning products. After completion of this lesson with a grade of 80% or higher, students will receive an industry certification.	
Activities (step-by-step directions for ensuring active student participation in support of planned instructional outcome)	
Students will log on to the Diesel Repair Google Classroom page for attendance purposes and to gain access to the day's lesson Students will participate in one of several virtual classroom meetings/discussions that are provided during their scheduled class period Students can discuss the lesson and expectations with the instructor via Google Meets at any time throughout the class Students will log into their Fleetguard online training school at https://www.cumminsfiltration.com/eme/fleetschooltraining - Students will select the courses tab in the center of the page and select cooling system basics or cooling system basics part two - students will complete a self-paced video and slide show as part of these courses Students will complete the following online courses: engine cooling system basic and cooling system basics part two Upon completing each course, students will complete a 10 question quiz with an 80% or better Students can complete the quiz multiple times to get the necessary score for certification Students can save and/or print certification of completion when they have finished each course. The student will notify the instructor that the course was successfully completed. Students should download and email each certification to the instructor Students should write an excerpt in their daily journal regarding the work that they completed for the day as well as three things that they learned as a result of the online Fleetguard training that they completed for this lesson.	
Resources (materials and/or tools required to complete the activities)	
Computer with internet access, pen, paper, and online textbook/print out of necessary textbook material, printed/online presentation	
Assessment(s) (evidence of learning)	
Students will complete the lesson and two ten question quizzes with an 80% or better and submit their certification via email to the instructor Students will submit daily journal entry via email or Google Classroom to the instructor for review	
Opportunities for Accommodations and Modifications (insert options for adaptations, alternatives, and/or assistive measures within the lesson for English Learners and students with IEPs.)	

The online training program can be accessed in multiple languages such as English, Spanish, Deutsch, Portuguese, Russian. Students with accommodations can use the speech to text on their computers for the test. Additionally, the slide presentation has text to speech or listening options. All quizzes are untimed and students can log off and on and resume courses in the same place they left off. Students will also have multiple attempts to achieve the minimum score of 8/10 or 80% on the quizzes.

Adaptations for Students Without Internet Access (how will you provide instruction/alternative pathways for lesson completion for those without Internet access)

Students without internet access will have up to seven days after returning to school to complete the requirements of this lesson. If there is extended time without students with no or limited internet access, paper copies of the lesson and course materials or hand delivered to the student's place of residence.

Signatures and Assurances

Upload of School Board Minutes or Affirmation Statement

Date of Approval

2022-05-31

Uploaded Files

CPI Board Affirmation Statement.pdf

Assurances

- x Staff, students, and parents shall be made aware of notification procedures prior to the institution of a flexible instructional day and the means of notification shall be fully accessible.
- x Responsibilities shall be agreed upon and expectations shall be communicated to all staff, students, and parents prior to the institution of a flexible instructional day.
- x Attendance shall be strictly enforced in compliance with Article XIII during a flexible instructional day.
- x Students shall be provided health services during a flexible instructional day in compliance with Article XIV. Free Appropriate Public Education (FAPE) shall be afforded all students during a flexible instructional day in compliance with the Individuals with Disabilities Education Act (IDEA).
- x Should technology ever be employed during a flexible instructional day, policies and measures are in place to ensure the cyber-safety and security of students accessing online school services and digital resources.
- x Should technology ever be employed during a flexible instructional day, technical assistance and support shall be provided, as appropriate, to ensure access to instruction and resources.

Superintendent/Chief Executive Officer/Executive Director	Date
Richard C. Makin	2022-07-05



June 21, 2022

**Software as a Service (SaaS)
Proposal**

**Central Pennsylvania Institute of Science and
Technology**

540 North Harrison Road
Pleasant Gap, PA 16823

Prepared By

Christopher Doherty
Campus Café Software
990 Washington St., Suite 102, Dedham, MA 02026
chris@campuscafesoftware.com
(781) 444-0429 x 135

Central Pennsylvania Institute of Science and Technology

Why Campus Café is ideal for your school:

1. Out-of-the box **configurations** to allow you to get up and running fast.
2. Highly **customizable** to allow further tweaking that fits your operation.
3. Multiple **billing options** by course, credit hour, term, cohort etc.
4. Full general ledger **accounting** that allows for easy upload to **your accounting system** for month-end closing
5. A user-friendly **online portal** for students and parents to access admissions, billing and transcript information
6. Campus Cafe has comprehensive **activity tracking** of email and texts for each stage of the student lifecycle from admission through alumni and career development.
7. Campus Cafe has **mobile responsive pages** for faculty and students to access schedules, bills, grades etc via phones or tablets..
8. Robust query **reporting** tool for accessing lists and exporting to excel, emailing or texting
9. Our system is a secure **cloud-based** platform that eliminates annual server and maintenance costs and allows for easy online access from any device
10. Campus Cafe is **fully-integrated** so all your information is connected which reduces duplication, bad data and allows for real-time access

EXHIBIT 1
Investment Costs

Monthly SaaS Fee	\$1,600	\$8 per FT student 200 FT students
<u>Implementation</u>		
Data Conversion (assumes a single database)	\$0 \$5,000 \$5,000 \$5,000	Biographical data is free Transcript Student Records Student Financial Ledger
Total Conversion	\$15,000	Amortized over 12 equal payments.
Configuration	\$0	Set-up, configuration, and supported 3rd party integrations are included in the monthly SaaS fee
Training	\$4,800	3 days of training. Amortized over 12 equal payments.
Total Implementation	\$19,800	(Data Conversion + Training)

Payment Terms:

The first month's SaaS payment + Training+ Conversion is due upon signing of contract and each subsequent month until cancelled as defined in section 9. Implementation will not proceed prior to receipt of first payment. Data Conversion and Training is billed as set forth in section 4.1.

Description of Costs and Deliverables

Monthly SaaS Fee:

Campus Cafe is a Software as a Service (SaaS) priced monthly based on Full Time Equivalent (FT) students. Our software calculates FT monthly but the fee is only adjusted annually unless there is a significant change in students over a short period of time. (See Section 4.4 for more details).

The SaaS fee includes the full-suite of software modules (Admissions, Student Services, Alumni/Career, Business Office, Workflow/Contact Management) securely available in the cloud, with 24/7 help-desk support, online documentation and video training.

Implementation

The implementation process involves the set-up and configuration of Campus Cafe, converting and migrating data from your prior system and training your administrative users.

An implementation is a collaborative process with your team and the timeline for completing an implementation can vary greatly depending on how much data is being migrated and the availability of your team at certain times of the year.

While every customer is different and many variables need to be considered, the amount of data migration is one of the biggest factors that determine the implementation timeline. The implementation timeline starts from the date Campus Cafe receives the data and validation documents (i.e copy of a transcript, ledger card balances etc) from the Client.

Configuration:: During implementation, the Monthly SaaS Fee also includes all initial system configuration (e.g. user permissions, class schedules, billing rules, online forms, grade book, attendance parameters and workflows etc) as well as integrating third-party systems that have existing APIs built for Campus Cafe.

Data Conversion: Data conversion is the process of formatting historical data so it can be imported into Campus Café. The Data conversion costs include the time required to map, scrub, dedupe, migrate, write conversion scripts and assist with data validation. Costs assume a single database and additional costs might be required for more than one database conversion.

Training: It is highly recommended that all the key users within your organization participate in training performed by a Campus Café representative. Training covers all aspects of utilizing the system from running reports, creating class schedules, building financial aid packages, creating transcript templates, attaching documents, tracking activity, setting up user permissions, creating workflow queues etc.

Campus Café Software as a Service (SaaS) Agreement

This Software as a Service Managed Services Agreement included each of Exhibits 1 through 6 ("Agreement") and is entered into and effective as of the latest signature date ("Effective Date") by and between **Scan Business Systems, Inc. d/b/a Campus Cafe Software ("Campus Café")**, a Massachusetts corporation currently located at 990 Washington St., Suite 102, Dedham, MA 02026 and **Central Pennsylvania Institute of Science and Technology** located at 540 North Harrison Road Pleasant Gap, PA 16823 ("**Client**").

Background

Client will be provided hosted third-party "software as a service" (the "**Hosted Services**," as further described herein) with respect to certain of its operational and information technology needs;

Campus Café has agreed to provide the Hosted Services to Client, all on the terms and conditions set forth herein.

In consideration of the mutual covenants and representations set forth in this Agreement, the parties hereby agree as follows:

1. Definitions

1.1 "Client Data" shall mean all information, pertaining to Client, Client's business including, without limitation, information regarding students, applicants, faculty and administrative employees of Client and Client itself, its vendors, donors, and all other data that is entered, accessed, generated, transmitted, stored, or processed, or that otherwise becomes known to Campus Café in connection with the provision, receipt, or use of the Services and any information derived from such information, including without limitation as stored in or processed, transmitted, or accessed through the Software.

1.2 "Documentation" shall mean any user manuals, technical manuals, training manuals, specifications, or other explanatory or descriptive materials of any type, whether in paper or electronic form, provided by Campus Café with respect to the Services, including any Software

1.3 "Services" shall mean the Hosted Services, Help Desk Support, all other services, Client Data import/export, Client Data conversion, monitoring, support, backup and recovery, change management, technology upgrades, and training necessary for Client's productive use of the Software (the "Services"), as further set forth on Exhibit 1.

1.4 "Software" shall mean the software modules (branded as "Campus Café") including, without limitation: a) any software, whether it is owned by Campus Café directly or licensed separately from a third party, that is necessary for the provision, receipt, or use of the Services; (b) the computer programs identified in Exhibit 1, together with input and output formats, object code, program listings, data models, flow charts, outlines, narrative descriptions, operating instructions, and supporting documentation; and (c) all authorized reproductions, corrections, Updates and Releases (as defined below).

1.5 "Updates and Releases" shall mean all revisions, updates, Upgrades (as defined below), modifications, corrections, releases (including all point, minor, and major releases), versions, fixes, program temporary fixes, replacement products, revised Documentation, and enhancements to the Services or the Software, as the case may be.

1.6 "Upgrade" shall mean a new version of the Software that includes enhancements and new functionality and is designated by a change in the version number to the left of the decimal point, associated with the upgrade and any upgrades to the associated Documentation.

2. Purchase Orders

2.1 If Client elects to procure Services from Campus Café on the terms and conditions contained in this Agreement, then Client will issue a purchase order subject to the charges and payment schedule agreed to on Exhibit 1. All Services provided by Campus Café will be subject to the terms of this Agreement.

3. Service Levels - Software as a Service SaaS Provisions

3.1 The Services shall be performed by Campus Café in accordance with the standards and service levels (the "Service Levels") set forth in the Service Level Agreement Exhibit 2 attached (the "SLA").

3.2 Uptime/Availability. As further set forth in Exhibit 2, Campus Café's infrastructure contains virtualized servers with redundant and backup hardware solutions to provide high availability and all efforts will be made to maximize up time for Client.

3.3 Scheduled Downtime. As further set forth in Exhibit 2, scheduled downtime is required for system and server maintenance, hardware reboots for patches, both of the Software itself and the operating systems running the servers. Downtime will be scheduled and Client will be notified in writing with at least 24 hours' notice when scheduled downtime will occur. As much as possible, Campus Café will perform the work off hours according to Client's time zone as to limit any disruption in business continuity.

3.4 Unplanned Downtime. Unplanned Downtime can occur for a variety of reasons including: Hardware Failure – This includes but is not limited to: Hard Disks, Memory, Network Card, Physical Cabling, Power supplies, processors, and motherboards. Software Failure – This includes but is not limited to: Operating System, Web Services, Web applications, database management systems, Client applications. Network Failure at the data center, the customer location, or the internet service provider. Natural disasters – actual destruction of hosted environment where backup sites may need to be employed to restore business operations. All means necessary will be taken to ensure rapid recovery of Service in the event of an unplanned interruption of Service, as further set forth in Exhibit 2.

3.5 Client Data backups will occur on all regular business days to a backup site, and a copy will be made available for Client, as further described in Exhibit 3. Campus Café will be responsible for normal data or disaster recovery in the event that Client Data must be restored. The Client backup copy must be maintained by the Client as an emergency backup for contingency purposes. In the event this Agreement is terminated for any reason, Campus Café

will provide upon request by Client unless Client already has been provided by Campus Café, a backup with the latest and most up-to-date version of Client Data.

3.6 Without limiting Campus Café's obligation of confidentiality as further described in Section 7, Campus Café shall be responsible for establishing and maintaining an information security program that is designed to: (a) ensure the security and confidentiality of the Client Data; (b) protect against any anticipated threats or hazards to the security or integrity of the Client Data; (c) protect against unauthorized access to or use of the Client Data; (d) ensure the proper disposal of Client Data; and, (e) ensure that all permitted subcontractors of Campus Café, if any, comply with all of the foregoing. In no case shall the safeguards of Campus Café's information security program be less stringent than the information security safeguards set forth as Exhibit 4.

3.7 Client may use the Software only in connection with the operation and management of Client's own business. Client is not authorized to grant access for use of the Software or permit persons to use the Software to provide services to third parties on a time-sharing, networking, or similar basis.

4. Charges and Payment Schedule.

4.1 The compensation for all Services ("Implementation Fees") are set forth in Exhibit 1. Data Conversion and Training will be billed in 12 equal payments of the total amount in Exhibit 1, starting with the initial invoice. Reimbursable expenses, if any, must be reasonable, must have prior written approval by the client, and will be billed at Campus Café's actual out of pocket cost. Any additional services provided outside the scope of Exhibit 1 (if any) will be invoiced as services are performed and due in accordance with the terms of this Agreement and upon receipt.

4.2 Client shall pay the monthly SaaS fee as listed on Exhibit 1. Payment obligations for the monthly SaaS fees shall commence with the parties signing of this Agreement prorated in the second month if not signed on the first day of the month, and billed monthly. Implementation will not proceed until the first month's SaaS payment has been received. Such payments made during the implementation and prior to go-live will cover the costs of infrastructure setup, software configuration, and tailoring. Failure to pay undisputed invoices within ninety (90) days of the due date will constitute a default and allow Campus Café to exercise termination rights as described in Section 9 of this Agreement.

4.3 In addition to the foregoing amounts, Client will pay all applicable federal, state, municipal, and other governmental excise, sales, use, customs, value added, occupational, or other taxes, fees, or duties now in force or enacted in the future that are levied or based upon Client's payments to Campus Café, excluding Campus Café's corporate and excise taxes.

4.4 The Monthly SaaS Fee in Exhibit 1 is calculated by multiplying the per student Fee by the Client's annual Full Time Students (FT). The annual FT is calculated as follows:

- *Credit Based Programs:* The total credits taught for any enrollment that begins within the calendar year is divided by 24.
- *Clock Hour Based Programs:* The total clock hours for any enrollment that begins within

the calendar year is divided by 900.

- *Continuing Education Programs:* Total CE enrollments that begin within the calendar year are multiplied by a CE monthly rate as defined in Exhibit 1 or \$1, if not defined.

The annual FT will be re-calculated each calendar year and the Fee for the upcoming year will be based on the prior year FT. Since the initial FT is an estimate supplied by the Client, if there is a difference between the actual FT and the estimated FT of greater than 10%, the charges will be adjusted up or down retroactively for the first year only and a refund or additional charge will be administered accordingly.

5. Delivery

5.1 Campus Café will provide the Hosted Services for the Software within 14 days after this Agreement is executed.

5.2 Campus Café will provide access to its user portal and electronic Documentation concurrently with the delivery of the Hosted Services. Client may print as many copies as necessary.

6. Commencement of Help Desk Support.

6.1 Upon completion of Implementation and subsequent to official Go-Live, 24/7 support will be in effect ("Help Desk Support").

6.2 Campus Café shall provide ongoing Help Desk Support from its facilities to Client's end users that have been trained by Campus Café while this Agreement is in effect. On-site visits or remote virtual meetings for services such as customization, training, support for customized programs, installation service, third party software, or telephone support for users who have not been trained by Campus Café, which are not covered by this Agreement, will be billed at Campus Café's current hourly rate, plus travel time and expenses.

6.3 Client is expected to report issues through a ticket system that will track requests and resolution of those requests. Client will receive an immediate electronic response with a ticket reference. Client may also call the help desk after a ticket has been submitted for immediate assistance. In any event, Client can expect a call back from help desk personnel within the times specified in Exhibit 2. The help desk portal contains a call chain for emergencies and tickets reported outside of normal business hours. These phone numbers will allow access to Campus Café personnel to ensure that tickets are addressed on a 24/7 basis.

6.4 Campus Café shall provide Software Updates and Upgrades while this Agreement is in effect. The Updates and/or Upgrades will include enhancements, modifications, and additional programs which are made to improve the functions of Campus Café's Software modules or fix defects. Updates and Upgrades will be applied in such a way as to minimize interruptions to ongoing operations of Client. Notification will be made at least 24 hours in advance if the Update and/or Upgrade will cause an interruption in the Services.

7. Protection of Proprietary Material

7.1 "Campus Café Proprietary Material" shall mean the Software, Updates, Upgrades and Documentation, and any other information in written, graphic, or machine readable form, received by Client from Campus Café that is marked as proprietary to Campus Café.

7.1.1 Client acknowledges that the Campus Café Proprietary Material is confidential and constitutes a valuable asset of Campus Café. Client shall not use any Campus Café Proprietary Material for any purpose not specifically authorized in this Agreement.

7.1.2 Client will limit access to the Campus Café Proprietary Material to those employees or consultants whose use of or access thereto is necessary or appropriate in light of Client's intended or actual use of the Software. Client will inform its employees and consultants of the confidential nature of the proprietary material and shall take all reasonable precautions to protect and maintain the confidentiality of the Campus Café Proprietary Material.

7.1.3 Client may make copies of the Documentation only for use as permitted in Section 3.5. Client shall not remove any copyright or proprietary rights notices included in any Campus Café Proprietary Material and shall reproduce all such notices on any copies of Campus Café Proprietary Material which Client may make.

7.1.4 Campus Café shall retain all title, copyright, and other proprietary rights to all Campus Café Proprietary Material furnished by Campus Café to Client and all copies thereof made by thereof by Client.

7.2 "Client Proprietary Material" shall mean all confidential information of Client including, without limitation, the Client Data, privacy information and other confidential information, of Client including financial information, business plans, and operational and/or strategic material. Campus Café and its personnel will use best efforts to avoid disclosure, publication or dissemination of any Client Proprietary Information. Further, Campus Café: (a) may use the Client Proprietary Information only as necessary to perform the Services and its other obligations under this Agreement, (b) may not disclose the Client Proprietary Information except to its personnel who have a need to know such Client Proprietary Information in connection with this Agreement. Additionally, with respect to any Client Proprietary Information that contains personally identifiable information ("PII"), In addition to the restrictions set forth above, Campus Café may not: (x) disclose PII to any third parties without Client's prior written permission, nor (y) duplicate or incorporate the PII into its own records or databases. In addition, Campus Café must establish and maintain written policies and procedures and conduct its operations to ensure: (i) the security, confidentiality and proper disposal of the PII; (ii) protection against any anticipated threats or hazards to the security or integrity of such PII; and (iii) protection against unauthorized access to or use of such PII that could result in substantial harm or inconvenience to any such person. Copies of such policies and procedures will be provided to Client upon Client's request. Client's Proprietary Information, or any derivatives thereof, contained in any Campus Café repository shall be and remain the sole and exclusive property of Client. Campus Café is provided a license to Client Data hereunder for the sole and exclusive purpose of providing the Services, including a license to store, record, transmit, maintain, and display Client Data only to the extent necessary in the provisioning of the Services.

7.3 Each party agrees that the Proprietary Information of the other party may not be copied or reproduced without the other party's prior written consent. Campus Café will not process student or other persons' credit or debit card information unless requested by Client to do so and an appropriate amendment is made to this Agreement. Campus Café will advise Client of physical locations of all Client Proprietary Information at all times. Client will, if requested, advise Campus Café of the status of its internal backups of all such information of Client and of problems, if any, encountered in making or monitoring such backups.

8. Warranties; Indemnities; and Limitations

8.0 Campus Café warrants that it owns, or otherwise possesses all necessary license rights, including patents, trademarks, copyrights and other intellectual property rights, in and to the Software and the Services and Campus Café has the right to enter this Agreement and grant Client all rights conveyed hereunder. Campus Café represents and warrants to Client that as of the time of execution of this Agreement. Campus Café knows of no third party intellectual property rights that would be infringed or otherwise misappropriated by Client's use of the Software and Services, as authorized pursuant to this Agreement.

8.1 Campus Café warrants that, while this Agreement is in effect, and following the Acceptance Date as set forth after the implementation is completed, the Software provided will conform in all material respects to the specifications contained in the attached Exhibit 1, and the Documentation supplied for use with the Software and Services. Campus Café's sole responsibility under this warranty shall be to correct or replace that portion of the Software and/or Services provided that fails to conform to said warranty, provided, however that Client has reported in writing to Campus Café any non-conformity.

8.2 Campus Café will: (a) perform all Services in a competent and workmanlike manner in accordance with industry standards; (b) utilize sufficient personnel possessing the skills, experience and abilities to perform the Services all in accordance with such additional requirements as may be reasonably imposed by Client from time to time; (c) possess the experience and is qualified to perform the tasks involved with providing the Services in an efficient and timely manner

8.3 No additional third party licenses or license fees other than those specifically itemized in Exhibit 1 are required in order for Client to use the Services. Campus Café will use its best efforts to ensure that no computer viruses, malware, unauthorized code, or similar items (collectively, the "Harmful Code") are introduced into Client's computer and network environment while performing or providing the Services.

8.4 The express warranties set forth in this Section 8 are the only warranties given by Campus Café with respect to Software and Services furnished to Client. **Campus Café MAKES NO OTHER WARRANTIES, EXPRESS, IMPLIED, OR ARISING BY CUSTOM OR TRADE USAGE, AND SPECIFICALLY MAKES NO WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.**

8.5 To the fullest extent permitted by law: Campus Café must defend, indemnify and hold harmless Client, and its present, former, and future shareholders, successors and assigns

(collectively, the "Indemnified Parties") against all damages, losses, costs, expenses (including attorneys' fees, costs and expenses) and other liabilities arising out of any claims, demands, suits, judgments, or causes of action by third parties (collectively, "Claims"), arising out of or in connection with this Agreement which result or are claimed to result in whole or in part from the violation of any intellectual property rights of third parties caused by Campus Café or resulting from Client's use of the Software and any Services; or the violation by Campus Café of any law or regulation.

8.6 In the event the Services are held or are likely to be held to constitute an infringement, Campus Café, at its own expense, will first use reasonable and prompt efforts to: (a) procure for Client the right to continue to use the Services; (b) modify the Services so that they are non-infringing and of at least equivalent performance and functionality.

8.7 EXCEPT AS OTHERWISE PROVIDED IN THIS AGREEMENT, NEITHER PARTY WILL BE LIABLE FOR ANY CONSEQUENTIAL, INDIRECT, SPECIAL, EXEMPLARY, OR PUNITIVE DAMAGES (INCLUDING LOST PROFITS) ARISING IN CONNECTION WITH THIS AGREEMENT OR THE PERFORMANCE, OMISSION OF PERFORMANCE, OR TERMINATION HEREOF WITHOUT REGARD TO THE NATURE OF THE CLAIM (E.G., BREACH OF CONTRACT, NEGLIGENCE OR OTHERWISE), EVEN IF A PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

8.8 Campus Cafe Insurance and Indemnification of Client: Campus Cafe shall maintain in full force and effect the following insurance policies during the term of this Agreement and shall provide an appropriate Certificate of Insurance evidencing the same prior to commencing Services and annually thereafter: (a) Commercial General Liability insurance with a combined bodily injury and property damage limit of \$1,000,000 for each occurrence/ \$2,000,000 annual aggregate. (b) If accessing the Client's information technology systems or accessing or utilizing PHI/PII/PCI, Cyber Liability insurance, including coverage for Network Security and Privacy Breach, in an amount not less than \$3,000,000 per claim.

9. Term and Termination

9.1 This Agreement shall become effective on the date on which it is last executed and shall remain in effect for a minimum of one year.

9.2 If Client shall fail to perform or shall be in breach of any of its obligations hereunder and (A) shall have failed or been unable to remedy such failure or breach within 90 days after receipt of written notice from Campus Cafe with respect thereto, or (B) with respect to failures or breaches not curable within such 90 days, shall have failed to commence within that time actions reasonably anticipated to remedy such problems or failed to prosecute such actions diligently to completion, then Campus Cafe may terminate this Agreement by giving written notice to Client.

9.3 The client may terminate this agreement without cause, by making written notification to Campus Cafe with a 90 day notice. Client will continue to make monthly service payments until the end of the 90 day period after notice of termination is given and is responsible for the remaining balance of Training fees, if any, as defined in Exhibit 1.

10. General Terms.

10.1 This Agreement sets forth the entire Agreement of the parties with respect to the subject matter hereof, and supersedes all prior oral and written agreements and understandings relating thereto. No representation, condition, understanding, statement of intention or agreement of any kind, oral or written, shall be binding upon the parties unless set forth or specifically incorporated herein. No waiver, alteration, modification, or cancellation of any of the provisions of this Agreement shall be binding unless made in writing and signed by the parties. The failure of either party at any time or times to require performance of any provision hereof shall in no manner affect the right at a later time to enforce such provisions. No remedy referred to in this Agreement is intended to be exclusive, but each shall be cumulative and in addition to any other remedy referred to herein or otherwise available at law or in equity. Any provision of Client's Purchase Order which is in any way inconsistent with or in addition to the terms and conditions of this Agreement shall not be binding upon Campus Café unless Campus Café specifically accepts such provisions in writing.

10.2 Neither Campus Café nor Client shall be liable for any delays in the performance of any of its obligations hereunder due to causes beyond its reasonable control, including, but not limited to, fire, strike, war, riots, acts of any civil war or military authority, acts of God, judicial action, unavailability or shortages of material or equipment, failures or delays in delivery of vendors and suppliers or delays in transportation, provided however that the parties recognize as foreseeable contingencies warranting reasonable efforts at avoidance or mitigation, as set forth in Exhibits 3 and 4 of this Agreement.

10.3 Client and Campus Café acknowledge and agree that the employees and consultants of each organization are a valuable asset and difficult to replace. Accordingly, Client and Campus Café agree that, during the term of this Agreement and for a period of twelve (12) months after termination of this Agreement, Client and Campus Café will not solicit or attempt to solicit any employee or consultants of the respective organizations.

10.4 All written notices to be given in connection with this Agreement shall be sufficient if sent by certified or registered mail, postage prepaid, addressed to the party entitled or required to receive such notice at the addresses, as set forth in the introductory paragraph in the Agreement.

10.5 In the event that one or more of the provisions contained in this Agreement shall for any reason be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or enforceability shall not affect any other provisions contained in this Agreement.

10.6 This Agreement shall be subject to and interpreted in accordance with the substantive law of the Commonwealth of Massachusetts.

10.7 This Agreement shall be binding upon and inure to the benefit of the parties and their respective successors, assigns and legal representatives, provided, however, that the rights, duties, and privileges of Client hereunder may not be assigned, or otherwise transferred by it, in whole or in part without prior written consent of Campus Café, which consent shall not be withheld or delayed unreasonably. Notwithstanding the foregoing, Client may assign this Agreement to any entity into which it is merged or consolidated or to which it transfers

substantially all of its assets.

10.8 The Client shall be responsible for the configuration, upgrades, maintenance and troubleshooting for all software applications not developed by Campus Cafe.

11. Gift Reporting.

11.1 Campus Cafe acknowledges and agrees that Client employees, officers and directors are prohibited under the Client Code of Business Conduct from directly or indirectly soliciting gifts or business courtesies from Campus Cafe, and from directly or indirectly offering, giving, or accepting any gifts, benefits, meals, lodging, travel, or other perquisite that could influence (or appear to influence) his/her objective business judgment or that would violate applicable law. Cash gifts or cash equivalents, such as checks, gift certificates or stocks/bonds, or political/charitable contributions on behalf of any Client employee, officer or director, in any amount to, or from any organization or person that does business with Client are prohibited. Campus Cafe will refrain, and cause its employees, and agents to refrain, from making, soliciting, offering, or accepting any such prohibited gifts. Failure to comply with the terms and conditions of this section may, in Client's sole discretion, result in termination of this Agreement.

12. Whistleblower Rights.

12.1 Campus Cafe Employee Whistleblower Rights and Requirement to Inform Employees of Whistleblower Rights. Federal contractors and subcontractors involved in solicitations and contracts that exceed the "simplified acquisition threshold" are mandated to comply with the following Campus Cafe Employee Whistleblower Rights and Requirement to Inform Employees of Whistleblower Rights: Campus Cafe is prohibited from discharging, demoting, or otherwise discriminating against an employee as a reprisal for disclosing information that the employee reasonably believes is: evidence of gross mismanagement of a Federal contract; a gross waste of Federal funds; an abuse of authority relating to a Federal contract; a substantial and specific danger to public health or safety; or violation of law, rule, or regulation related to a Federal contract. Employees who disclose these types of information to the following persons or entities are protected: a member of Congress or a representative of a committee of Congress; an Inspector General; the Government Accountability Office; a federal employee responsible for contract or grant oversight or management at the relevant federal agency; an authorized official of the Department of Justice or other law enforcement agency; a court or grand jury; or a management official or other employee of Client or Campus Cafe who has the responsibility to investigate, discover, or address misconduct. Campus Cafe shall inform its employees in writing, in the predominant language of the workforce, of employee whistleblower rights and protections under Federal law, including but not limited to 41 U.S.C. 4712, as described in section 3.908 of the Federal Acquisition Regulations. Campus Cafe also agrees to include this requirement as a flow down to any related subcontracts that exceed the simplified acquisition threshold, entered into or modified after the date of this contract.

[Signatures on the Follow Page]

THE PARTIES EVIDENCE THEIR AGREEMENT WITH THE ABOVE TERMS AND CONDITIONS BY SIGNING BELOW ON THE DATE SET FORTH BELOW EACH PARTY'S SIGNATURE TO BE EFFECTIVE AS OF THE EFFECTIVE DATE.

Central Pennsylvania Institute of Science and Technology
540 North Harrison Road
Pleasant Gap, PA 16823

Date

Print Name

Title:

X

Signature

Accepted By: **Scan Business Systems, Inc. d/b/a Campus Café Software**

Date

Print Name

Title

X

Signature

EXHIBIT 2 SERVICE LEVELS

1. **Severity Levels.** The following severity levels shall be used to define the level of importance and commensurate effort necessary by Campus Café to remedy each individual request that is reported to Campus Café's help desk.
 - a. **Severity Level 1** have caused the Services functionality to be totally inoperable. There is no way to work around the problem or there is a work around but the work around imposes a material burden or cost upon Client. Campus Café will respond within 1 hour of being notified either through system monitoring or submission of a service ticket by the Client. The response will include providing Client with information regarding the nature, scope, expected duration and plan of action to resolve the incident. The response may include notice by email message, telephone call, pager message or other means. Campus Café will immediately and continuously work until a resolution suitable to Client is found and placed into productive use. Time is of the essence. Campus Café will correct the problem or install an effective work around that does not impose a material burden or cost upon Client within 1 business day of receiving notice from Client of the problem.
 - b. **Severity Level 2** severely restrict Client's ability to use the Services. The Services may be functioning, but at a level that does not allow normal daily activities using the Services to be completed in a timely manner. Campus Café will respond within 2 hours. Campus Café will immediately and continuously work until a resolution suitable to Client is found and placed into productive use. Time is of the essence. Campus Café will correct the problem or install an effective work around that does not impose a material burden or cost upon Client within 2 business days of receiving notice from Client of the problem.
 - c. **Severity Level 3** are "nice to have" requests that have no impact on the daily operations. Campus Café will work with Client to resolve the issue over time.
2. **Availability, Downtime and Response Time definitions**
 - a. "Available" shall mean the Service or system is up, running and responsive to ping requests and is providing Client the functionality and the Services described herein.
 - b. "Availability" shall be ninety-nine and ninety-nine tenths percent (99.9%).
 - c. "Scheduled Uptime" shall mean the days of the week and hours per day that the Services or network is scheduled to be Available for use by Client subject to Scheduled Downtime.

- d. "Scheduled Downtime" shall mean, of the Scheduled Uptime, the aggregate number of hours in any calendar month during which the system or network is scheduled to be unavailable for use by Client due to events such as preventive maintenance and system upgrades .
- e. "Unplanned Downtime" shall mean, of the Scheduled Uptime, the aggregate number of hours in any calendar month during which the system or network is unavailable.
- f. "Excusable Downtime" shall mean, of the Scheduled Uptime, the aggregate amount of time in any calendar month during which the Services or network is unavailable for use by Client due to action or inaction by Client, its vendors (other than Campus Café) or agents, or due to a force majeure event, which is excusable under this Agreement.

EXHIBIT 3 BACKUP AND RECOVERY AND BUSINESS CONTINUITY

Campus Café shall comply with the Backup and Recovery Plan set forth herein. Unless expressly agreed otherwise, the backup and recovery procedures shall include, at a minimum, the following components:

All system backups are completed on a daily cycle.

- Offsite storage of full backup is required. Full backups of the entire database are performed each night at the Campus Cafe data center and additional backups are made to at least one other off site location. Campus Cafe will provide a copy of the database to the Client via a secure FTP site in the timeframe requested by the Client. Campus Café shall notify Client of the location of such offsite storage upon request.
- Backup samples will be tested periodically to ensure restoration and validate data recovery procedures.
- Annually, as part of the test of the business continuity and disaster recovery plan, the backup and recovery processes are validated.

Campus Café's Business Continuity Plan ("BCP") shall address, among other things:

- Classification and levels of disaster
- Disaster response team ("DRT") roles and responsibilities
- Communications with media
- Identification of emergency services in each city
- Description of facilities at all locations
- DRT team members for each facility
- Plan review and update parameters
- Plan testing parameters
- Contact information
- Risk Mitigation for base infrastructure for various scenarios
- Campus Café shall ensure the following are in place to support the Business Continuity Plan:
 - o Diesel generator in data center
 - o Uninterrupted power supply system for critical equipment
 - o Fire detection and protection system
 - o Computer room
 - o Voice communication
 - o Transportation arrangement to and from the facility for employees
 - o Transportation arrangement between facilities in a city
 - o High uptime contracts for critical equipment

EXHIBIT 4 INFORMATION SECURITY

At a minimum and as specified herein, Campus Café shall provide security for all Client Data and communications including, without limitation:

Network Security Architecture: Campus Café agrees to employ industry best practices network security control measures over all systems used to create, transmit, or process Client Proprietary Information including but not limited to:

- Firewalls shall be operational at all times and shall be installed at the network perimeter between Campus Café's internal (private) and public (Internet) networks.
- Properly configured and monitored IDS/IPS (Intrusion Detection/Prevention Systems) must be used on Campus Café's network.
- Databases must be logically or physically separated from the web server, and the database may not reside on the same host as the web server, where applicable.
- The database and other information systems used for the purposes of processing Client Proprietary Information must have only those services/processes and ports enabled to perform routine business. All other services/processes on the host must be disabled.
- All information systems, repositories, etc. used for Client by Campus Café, or its business partners, must be physically located in a controlled data center environment used for the purpose of protecting information systems.
- Secure channels (e.g., SSL, SFTP, SSH, IPSEC, etc.) must be used at all times for inter-host communications

Physical Access Controls: Campus Café agrees to maintain servers, databases, and other hardware and/or software components that store information related to Client's business activities in an access controlled and consistently monitored Data Center secured by appropriate alarm systems, which will not be commingled with another unrelated party's hardware, software or information.

Risk Assessment: At no additional cost, Campus Café agrees to provide responses to a risk assessment questionnaire (if provided by Client), participate in a passive Campus Café of their network and / or application (upon notification).

- Campus Café agrees to perform regular security vulnerability assessments and shall provide Client with results of a current security assessment by an accredited third-party (e.g., penetration test results of internet-facing devices) as well as action plans describing how Campus Café will address all identified security vulnerabilities affecting systems used to store, process or otherwise access Client Proprietary Information. Campus Café maintains a rigorous policy on information security and procedures which is posted and updated on the web site.
- Campus Café will permit Client or its designee to conduct audits of Client Data and any other of Client's data maintained or stored by the Campus Café.

Security Policy: Campus Café agrees to maintain and enforce security policies consistent with security best practices, and all applicable regulatory and legal security and privacy requirements,, including but not limited to Massachusetts 201 CMR 17.00 et. seq. “Standards for the Protection of Personal Information of Residents of the Commonwealth”. Upon request, Campus Café shall provide copy of current security policy and standards as well as security architecture. Campus Café shall comply with Client’s Privacy Policy with respect to any Client PII it receives.

Additionally, Campus Café agrees to adhere to the following controls surrounding the use and protection of Client’s Proprietary Information:

- Client Proprietary Information may not be copied, sold or used for solicitation purposes by the Campus Café or its business partners.
- Campus Café must disclose where Client Data will be stored and processed. Storage and processing shall take place within the United States.

System Monitoring: Campus Café agrees to regularly audit and monitor information systems processing Client’s business activities to ensure the protection of Client’s information. Monitoring includes, but is not limited to, potential breaches or hacking activity and access to devices. Campus Café must have defined processes for security alerting, escalation and remediation that are consistent with the Services procured pursuant to the Agreement. Campus Café must ensure that event logs with Client Data are not provided to other subscribers. If Campus Café using virtual machines, must ensure there is granular monitoring of traffic that is crossing the virtual machine backplanes.

Vulnerability Management Controls: Campus Café agrees to employ effective vulnerability management control measures over all of its systems used to create, transmit, or process Client Proprietary Information, including; but, not limited to:

- Third-party vulnerability of Campus Cafés or audits of any external-facing (public) infrastructure devices.
- Deploy and maintain currency of up-to-date commercially available anti-virus, anti-spam, anti-malware software on all information system components including personal computers, laptops, and interconnecting networks, where applicable, used for the purpose of managing Client’s Data. Additionally, provide for regular scanning for viral infections and update virus signature files frequently.
- Maintain a standard patch management process and practice to ensure the protection of any devices used to access, process or store Client’s Data. Campus Café agrees to provide Client with its patch management policies and procedures upon request.
- Regularly auditing and monitoring to ensure the protection of Client Proprietary Information.
- Any security breach that involves Client Proprietary Information must be reported immediately to Client. Campus Café shall immediately perform a root cause analysis as well as provide detailed information about measures taken by Campus Café to prevent future breaches. All efforts to rectify or resolve the situation must include subsequent and regular notification for the reported incident.

- Campus Café agrees to provide full cooperation with Client and in the event of a data breach involving Client Data.
- Client must be immediately notified of any known attacks occurring against Campus Café's systems used to store or process Client Data.
- Campus Café must utilize industry best practices for security, data, services, and communications recoverability. Data and applications must be replicated across multiple independent sites and alternate communication channels must be available.
- Campus Café's systems must be device (computer machine) and provider independent in order to ensure portability and successful recovery of applications and backup or restoration services, or both.

EXHIBIT 5 DATA CONVERSION

As defined in EXHIBIT 1, Investment Costs, data conversion is included in the SaaS fee for Biographical data.

Biographical (*Client must supply in a Campus Cafe formatted excel template or additional charge may apply.)	<ul style="list-style-type: none"> • Data Type Prospects, Faculty, Students, Staff with some type of designation as to what type(s) they are) • Contact Information (e.g. Name, Address, Phone, Mobile, Email etc.) • Personal Data (e.g. SSN, Birth Date, Gender, Ethnicity) • Classification(s) (e.g. Disabled, Veteran, International, Current Status at the School)
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All non-biographical data conversion requests by the Client , which are not defined in Exhibit 1, will be quoted and billed as incurred and additional scope of services charges shall be agreed to in writing, between the parties, prior to providing said conversion. Non-biographical data includes the following:

Admissions	<ul style="list-style-type: none"> • Sources, inquiry dates, scores, app dates, entering semester, sites,
Transcript	<ul style="list-style-type: none"> • Course Data (e.g. Course, Title, Instructor, Credits, Term) • Enrollment History (e.g. Course, Final Grade, Credits, Enrollment Dates, Term for transcripts) • Degree or program history Information (Major, Degree Awarded, Date Granted)
Student Financial Ledger	<ul style="list-style-type: none"> • A/R History (Billing, Payments) • Dates, Amounts, Transaction Codes
Student Records	<ul style="list-style-type: none"> • Student Data (SAP Status, Holds, Counselors, Grad Date, Prior Education, Advisors, Parents, Emergency & FERPA contacts)
Financial Aid	<ul style="list-style-type: none"> • Awards (e.g Type, amount, status) • ISIR (required for IPEDs eg EFT, income, etc.)
Attendance	<ul style="list-style-type: none"> • Attendance (e.g. Date, Time-in, Time-out), Class Schedule
Activity Tracking	<ul style="list-style-type: none"> • General Activities, Comments • Health Data
Housing	<ul style="list-style-type: none"> • Housing Data (e.g. Dorm, Address, Dates)
Alumni Giving	<ul style="list-style-type: none"> • Gift History (e.g. Amount, Type, Matching)
Alumni Placement	<ul style="list-style-type: none"> • Company Info (e.g. Start Date, Salary. Employment Relationships)

- Chart of Accounts (e.g. Revenue, Expenses)
- Accounts Payable (e.g Vendors, A/P History)

EXHIBIT 6 TRAVEL POLICY

Current hourly rates for consulting is \$200.00 per hour for remote Campus Café consulting and on site Campus Cafe consulting.

Travel expenses, must be reasonable, must have prior written approval by the client, and will be billed at Campus Café's actual out of pocket cost. Clients will reimburse Campus Cafe for each consultant for the following travel related items.

- Mileage at Federal rate plus tolls and parking (if driving own vehicle)
- Business class air fare
- Airport Transportation
- Car Rental- mid size (4-wheel drive if weather warrants) plus fuel, tolls, and parking
- Overnight Stay – Single Room – Brand Name hotel – Marriott, Hilton, Hampton Inn etc.
- Daily Per Diem for food and incidentals depending on location (use federal guidelines)
- If traveling on weekends an additional \$500.00 is billed as a travel stipend
- Any consulting provided on weekends is billed at time and a half.
- Actual hours of transit for one-way is billed at the current consulting rate.

Adult\Post-Secondary Enrollments

2022 / 2023

Program Name	Number of students
Diesel Technology	4
Emerging Energy & Infrastructure	7
HEO (Aug 2022)	16
Cosmetology	15
Practical Nursing (August 2022)	22
P/T Practical Nursing (Jan 2022)	22
Practical Nursing (January 2022)	9
CDL	18
EFDA (June, Sep 2022)	14
Medical Assistant (Aug 2022)	4
Case Diesel Degree (Aug 2022)	1
Case Diesel Degree (Aug 2021)	2
NGC Degree (Aug 2022)	9
NGC Degree (Aug 2021)	3
Adv Mfg AST (Aug 2022)	2
Adv Mfg AST (Aug 2021)	3
Healthcare Management (Aug 2022)	1
Total:	152
Auto Tech	5
Carpentry	1
Collision Repair	5
Dental Assistant	2
HVAC/R	16
Landscape Hort.	2
Precision Machine	0
Welding	2
Total:	33
Total Enrolled:	185



Central PA Institute of Science and Technology
2022-2023 Enrollment by Grade/School

TOTALS		BEA		BHS		PV		SC		Adults	Totals		Program Area
w/Adults *2	HS	AM	PM	AM	PM	AM	PM	AM	PM		AM	PM	
22	12	0	2	2	3	2	3	0	0	5	4	8	Automotive Body Technology/Collision Repair
31	21	0	1	9	9	2	0	0	0	5	11	10	Automotive Science & Technology
26	24	0	2	6	14	0	2	0	0	1	6	18	Carpentry & Building Construction Technology
31	31	4	3	12	6	5	1	0	0	0	21	10	Cisco Networking Academy
15	15	0	2	2	7	3	1	0	0	0	5	10	Commercial & Advertising Arts
50	50	7	10	17	8	1	4	0	3	0	25	25	Cosmetology
38	38	6	4	13	8	3	4	0	0	0	22	16	Culinary Arts / Food & Beverage Management
14	12	0	2	0	5	2	3	0	0	1	2	10	Dental Assisting
39	39	2	13	5	6	7	6	0	0	0	14	25	Diesel Equipment Maintenance & Repair Tech
35	35	5	9	8	6	5	2	0	0	0	18	17	Early Childhood Education
21	21	1	2	7	2	1	7	0	1	0	9	12	Emergency Services
67	67	14	8	14	13	9	7	0	2	0	37	30	Heavy Equipment Operation Technology
22	18	3	5	3	5	0	2	0	0	2	6	12	Horticulture/Landscaping
55	23	5	9	2	3	0	2	0	2	16	7	16	HVAC
42	42	7	10	6	4	8	7	0	0	0	21	21	Medical Science Technology
5	5	1	0	0	2	0	2	0	0		1	4	Precision Machine Technology
44	40	7	9	4	8	6	5	0	1	2	17	23	Welding & Metal Fabrication Technology
557	493	62	91	110	109	54	58	0	9	32	226	267	Totals



Progress Report

Client: Central Pennsylvania Institute of Science & Technology

Facility: CPI

Report Date: 07/29/2022

Roof Section: CPI-Entire Facility

Report Data

Title
Restoration Progress Report

David Maines continues to make progress on the restoration project.



Photo 1

A sump has been installed at an internal drain location.



Photo 2

David Maines continues to install sumps at the identified areas out ahead of the coating installation.



Photo 3

Workers have started to apply the fabric at all of the man-made seams.



Photo 4

Man-made seams have been addressed with reinforcement fabric.



Photo 5

The White Knight Plus restoration system has been completed as specified.



Photo 6

Completed area...



Photo 7

Another photo of a completed area...



Photo 8

Photo shows progress as of yesterday.



Photo 9

Another photo of the progress being made by David Maines.