



School-To-Work - EMPLOYER INFORMATION - Schuylkill Technology Center

STC SCHOOL-TO-WORK PROGRAMS ♦ CURRENT PARTICIPATING EMPLOYERS

A Time for Children - Ashland
 Antz Energy Systems - Shenandoah
 A-Z Fabricating - Schuylkill Haven
 Ark Rentals - Orwigsburg
 Big B Manufacturing - Pitman
 Blue Mountain Health Systems - Lehighton
 Blue Mountain School District - Orwigsburg
 Bob Weaver Chevrolet-Buick-GMC - Pottsville
 Child Development Inc. - Minersville
 Cope Childcare and Learning - Tamaqua
 Creative Kitchens - Hometown
 Eitell Presses, Inc. - Deer Lake
 Highwood USA - Hometown
 Jack Rich Inc. - Frackville
 Keystoker - Schuylkill Haven
 Kiddin' Around - St. Clair
 Kimmel & Kimmel Contracting - Hegins
 K.R. Concrete & Masonry - Auburn
 Lehigh Valley Health Network
 McAdoo Machine - Kelayres
 Mineshaft Restaurant - Ashland

Mt. Carmel Senior Living Center - Mt. Carmel
 Orwigsburg Service Center - Orwigsburg
 Peaceful Valley Tree Farm - New Ringgold
 Pine Creek Landscaping - Friendsburg
 Pleasant Valley Homes - Pine Grove
 Reading Foundry and Supply Co. - Pottsville
 R & J Transportation - Pottsville
 R & R Auto Group - Schuylkill Haven
 Ruby Tuesday - Pottsville
 Scheib's Contracting - Tremont
 Schrefflers Equipment, Inc. - Pitman
 Schuylkill Center - Pottsville
 Silver Maple Landscaping - Orwigsburg
 Solar Innovations, Inc. - Pine Grove
 Superior Coal Company - Hegins
 The Home Depot - St. Clair
 Tri - State Envelope Corporation - Ashland
 Tri-Vet Contracting - Pine Grove
 Valley Precision Tool /Technology - Tower City
 Walco Fabrication - Pottsville
 Zimmerman Machine - Friendsburg

STC North Campus
101 Technology Dr., Frackville PA 17931
Phone: (570) 874-1034
Fax: (570) 874-4028



STC South Campus
15 Maple Avenue, Mar Lin PA 17951
Phone: (570) 544-4748
Fax: (570) 544-3895

Thank you for your interest in the Schuylkill Technology Center School-to-Work programs, and your willingness to mentor a student learner through their career pathway in your occupational area. Since 1969, the Schuylkill Technology Center has been providing career and technical education in the areas of human services, construction, health & science, information technology, transportation, manufacturing, and business applications.

We look forward to partnering with your business in any capacity that will strengthen the regional workforce through career and technical education. Enclosed you will find copies of the following materials concerning the operation of STC School-to-Work programs:

- (1) STC School-To-Work Program Descriptions
- (2) Background Clearance Information
- (3) Training Plan
- (4) Student Evaluation Sheets
- (5) Student Time Sheets (Attendance Log)
- (6) Suggestions For Training Site Mentors
- (7) Child Labor Laws abstract (if applicable)
- (8) Hours of Work Form (for Minors; under 18 yrs.)
- (9) Employer Survey

Thank you for your interest concerning the educational and career development of our students, if you have any questions, please contact me at:

Tim McGinley
School-To-Work Coordinator
Schuylkill Technology Center

North STC (Frackville) 570-8741034 Ext. 4816
South STC (Mar Lin) 570-544-4748 Ext. 3110
Cell phone: 570-985-9852
Email: tpcm@stcenters.org



STC SCHOOL-TO-WORK PROGRAM DESCRIPTIONS

- ◆ **JOB SHADOW**: All STC students may observe (shadow) an employee in a business, industrial, or professional job setting for one day (per POS job title). The Job Shadowing experience provides the student learner with specific information related to an occupation. This is a non-paid program with no hands-on work activities. Students are required to complete a daily log for each job shadow experience.
- ◆ **INTERNSHIP (paid or unpaid)**: All Students are eligible for an internship experience their pending POS Task Listing is currently up to date (min. 50% required). This short term work-based program provides direct hands-on training specific to the student's occupational program of study. An STC Internship may be one to two weeks.
- ◆ **CLINICAL**: Students in designated STC programs participate in a clinical experience which is offered at a live work site location, and is supervised by certified staff. Transportation is provided by STC. Some clearances and physical tests are required.
- ◆ **COOPERATIVE EDUCATION (Capstone)**: Students "cap off" their formal in-school career and technical education with a related employment experience at a school approved, work-based learning site. Students must be recommended for a paid Capstone job experience by their instructor, home school, and STC staff. A minimum of 80% POS tasks must be complete. Capstone is recommended for grade 12 (Level 3) students who are accountable and competent and accountable for his/her Program of Study. However, a student maybe eligible for Capstone in 11th grade during the last 45 days of a semester if specific criteria is met.
- ◆ **SCHUYLKILL DIVERSIFIED OCCUPATIONS**: Students currently attending Schuylkill County school districts have the option to participate in a "Diversified Occupations" program during their senior year offered through the supervision of the Schuylkill Technology Center. The Diversified Occupations (D.O.) one year program prepares students to develop marketable workforce skills through related theory assignments and job training connected with actual employment opportunities. Students must be legally employed for a minimum of 15 hours per week. A secondary student may apply for admission to the D.O. program under the following conditions: (1) STC does not offer a related occupational training program, (2) STC program enrollments are to capacity, or (3) inability to meet entrance requirements for existing vocational programs.



FEDERAL AND STATE BACKGROUND CLEARANCES

Pennsylvania State Law (Act 15) now requires that companies entering into cooperative education (co-op) or internship agreements with schools must have one adult with (three) clearances who will be designated as the supervisor of the student (includes student-learners who are 18 years old). The “designated supervisor” shall be the person responsible for the student’s welfare while at work. This supervisor must be in the “immediate vicinity” (an area in which he/she is physically present with the student and can see, hear, direct and access the activities of the student at regular intervals). The Schuylkill Technology Center will file a copy of each clearance, which are valid for 60 months/5 years (unless a known offense occurs).

- *Thank you in advance for your continued support of STC School to work programs, and for your efforts to help make work sites safer for all student learners.*

HOW TO OBTAIN BACKGROUND CHECKS:

- ✓ **(Act 151) Pennsylvania Child Abuse History Clearance (\$8.00)**
Requests for clearance statements (now called “certifications”) may be made on line at www.compass.state.pa.us/CWIS. Paper submissions of the clearance statement request form (CY113) may be accessed via the Department of Human Services (DHS) website and mailed to the ChildLine and Abuse Registry, Pennsylvania Department of Human Services, P.O. Box 8170, Harrisburg, PA. 17105-8170. NOTE: the online process is much quicker than mailing the form.
- ✓ **(Act 34) Pennsylvania State Criminal Record Check (\$8.00)**
Pennsylvania State reports may be secured online using the state police website - <https://epatch.state.pa.us> or by accessing Form SP4-164 on the PA State Police website and mailing the request form to the Pennsylvania State Police Repository-64, 1800 Elmerton Avenue, Harrisburg, PA 17110-9758. Questions concerning PA State Police checks may be directed to 1-888-QUERYP (1-888-783-7972). NOTE: the online process will have immediate results if there is no record.
- ✓ **(Act 114) Federal Criminal History Record - fingerprinting (\$27.00)**
To request FBI reports for the Department of Education, application forms and instructions are available online at pdenew.htm (Cogent Applicant Fingerprint Registration) or by calling 1-888-439-2486. You must register online and then call for an appointment to have the fingerprinting done (Frackville - STC: 874-1034 ext. 4880 & Pottsville - Lifelong Learning Center: 570-628-5761 - by Boyers).

STC COOPERATIVE EDUCATION TRAINING PLAN

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A training plan details who, what, when, where and why of a student's on-the-job training experience. The training plan is an educational plan and, as such, the student receives recognition and school credit(s) for performance in carrying out the plan. The training plan is a document separate from the training agreement. The plan outlines training activities that the student will learn to perform while on the job. The following principles should be considered in the development and use of a training plan:

1. The plan is individualized with the student's career objective or career interest as its basis.
2. The cooperative education teacher-coordinator, student and employer work as a team to prepare the training plan, which identifies the activities to be performed by the student learner.
3. Safety instruction should be a training activity for each student. Training activities for a student exposed to hazardous occupations must show evidence of planned on-the-job safety instruction.
4. A training plan must be modified during the training experience when conditions warrant.
5. The cooperative education teacher-coordinator and employer agree on the approximate time needed by the student to complete a training activity.
6. The cooperative education teacher-coordinator and employer cooperatively evaluate student performance of each training activity.
7. The cooperative education teacher-coordinator bases program planning, training site visitations and related instructional activities on the training plan.
8. As a working document, the training plan allows the employer and cooperative education teacher-coordinator to evaluate the student's on-the-job placement.

◆STC COOPERATIVE EDUCATION TRAINING PLAN◆

Name: <i>Robert Johnson</i>		CTE Program: <i>Diesel Technology</i>		CIP Code: <i>47.0613</i>	
Employer: <i>Star Trucking Inc., Port Clinton, PA</i>			Supervisor: <i>Andrew Becker</i>		
Proposed Work Schedule:	Monday	Tuesday	Wednesday	Thursday	Friday
Minor? <i>231 - 2016</i>	<i>Theory class as per schedule.</i>	<i>8:00 - 2:30</i>	<i>8:00 - 2:30</i>	<i>8:00 - 2:30</i>	<i>8:00 - 2:30</i>

➔ **Students must bring copies of ATTENDANCE/WORK LOG and PAY STATEMENTS to the bi-monthly meetings.**

Tasks – Competencies – Skills:

Grade:

1	<i>Review and apply all job site safety regulations PPE, and applicable Safety Data Sheets (SDS).</i>	
2	<i>Comply with all OSHA regulations.</i>	
3	<i>Identify and inventory parts.</i>	
4	<i>Safe use of related hand tools.</i>	
5	<i>Safe use of related air tools.</i>	
6	<i>Drill and use threading tools and extractors.</i>	
7	<i>Assist with engine code reading.</i>	
8	<i>Complete tire installations.</i>	
9	<i>Truck service: (1) oil & filter changes, (2) grease and lubrications.</i>	
10	<i>Replace disc brakes.</i>	

Skill / Task Grading Rubric

10	Master industry skills	5	Task incomplete; limited effort
9	Met industry skills	4	Demonstrates task knowledge / limited application
8	Met minimum industry standards independently	3	Demonstrates limited knowledge of task
7	Met industry standards with support	2	Demonstrates no knowledge of task
6	Complete task with support below industry standards	1	Task assigned; no effort - (0 points for refusing assignment)

TRAINING PLAN SIGNATURES:

	Name (print):	Signature	Phone:
Student:			
Employer			
Parent/ Guardian:			
Instructor:			
Co-op Coordinator:	<i>Timothy P. McGinley</i>	<i>Timothy P. McGinley</i>	<i>570-874-1034 X 4816</i>

**SAMPLE TRAINING PLAN COMPLETED
BY THE EMPLOYER & INSTRUCTOR**

- SCHUYLKILL TECHNOLOGY CENTER -



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◆ SCHOOL-TO-WORK STUDENT EVALUATION ◆

NOTE: Students are evaluated on a 15 day marking period.

This form is due on: _____. Please complete both sides of evaluation form and return to STC.

Student Name: _____ CTE Program: _____

Employer: _____ Supervisor: _____

Supervisor Signature: _____ Co-op Signature: _____

• WORK ETHIC EVALUATION - # 1 •

(30%)

**Please complete the following evaluation by circling the correct numbered response for each category.*

ATTITUDE AND INTEREST TOWARDS WORK		COOPERATES WITH OTHERS ON THE JOB	
Always has a positive attitude about work.	9 - 10	Always listens, shares, and supports others.	9 - 10
Often has a positive attitude about work.	7 - 8	Usually listens, shares, and supports others.	7 - 8
Sometimes has a positive attitude about work.	5 - 6	Sometimes listens, shares, and supports others.	5 - 6
Often has a negative attitude about work.	3 - 4	Rarely listens; not a good team member.	3 - 4
Unsatisfactory.	1 - 2	Unsatisfactory.	1 - 2
FOLLOWS INSTRUCTIONS & PROCEDURES		JOB KNOWLEDGE	
Continually stays focused on task; asks questions.	9 - 10	Solid prior job knowledge; learns new tasks quickly.	9 - 10
On task most of the time; asks some questions.	7 - 8	Good job knowledge; follows directions.	7 - 8
Sometimes on task; rarely asks questions.	5 - 6	Some prior job knowledge; makes simple mistakes.	5 - 6
Rarely on task; little understanding of procedures.	3 - 4	Little prior job knowledge; repeats mistakes.	3 - 4
Unsatisfactory.	1 - 2	Unsatisfactory.	1 - 2
INITIATIVE & DILLIGENCE		RESPECT FOR EQUIPMENT & MATERIALS	
Proceeds on job without being told.	9 - 10	Proper use of tools and materials each day.	9 - 10
Usually proceeds with task.	7 - 8	Usually cares for equipment and materials.	7 - 8
Unsure of job procedures; does not ask questions.	5 - 6	Has lost and broken tools; wastes materials.	5 - 6
Shows little interest in assigned work.	3 - 4	Rare efficient use of equipment and materials.	3 - 4
Unsatisfactory.	1 - 2	Unsatisfactory.	1 - 2
QUANTITY OF WORK		SAFETY	
Routinely uses time wisely to complete tasks.	9 - 10	Familiar with safety / OSHA procedures.	9 - 10
Usually uses time wisely to complete tasks.	7 - 8	Usually uses good judgment with safety matters.	7 - 8
Procrastinates; but completes tasks on time.	5 - 6	Occasional poor judgment concerning safety.	5 - 6
Rarely completes tasks on time; no teamwork.	3 - 4	Continuous poor safety habits affecting others.	3 - 4
Unsatisfactory.	1 - 2	Unsatisfactory.	1 - 2
QUALITY OF WORK		ATTENDANCE & PUNCTUALITY	
Produces work of the highest quality.	9 - 10	Always arrives early or on time.	9 - 10
Usually produces quality work.	7 - 8	Rarely misses work; usually calls to notify.	7 - 8
Work and tasks needs to be constantly checked.	5 - 6	Sometimes late; questionable sick days.	5 - 6
Jobs need to be redone by others.	3 - 4	Reports late / absent exceeding work schedule.	3 - 4
Unsatisfactory.	1 - 2	Unsatisfactory.	1 - 2
TOTAL :		TOTAL:	

**SAMPLE STUDENT EVALUATION SHEET
COMPLETED BY THE EMPLOYER**

STC COOPERATIVE EDUCATION GRADING: Total Points _____ = Work Ethic GRADE: _____ %

• TASKS / SKILLS EVALUATION - # 2 •

(40%)

* (1) *List the student-learner's job tasks, and (2) evaluate using the grading scale below:*

Tasks / Skills Grading Rubric: (use this grading scale to evaluate each student task / skill listed below):

10	Master industry skills	5	Task incomplete; limited effort
9	Met industry skills	4	Demonstrates task knowledge / limited application
8	Met minimum industry standards independently	3	Demonstrates limited knowledge of task
7	Met industry standards with support	2	Demonstrates no knowledge of task
6	Complete task with support below industry standards	1	Task assigned; no effort
		0	Task refused

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Tasks - Skills:

Skills Grade:

1	Review and apply all related job site safety regulations (PPE, Safety Data Sheets, etc.)	E X A M P L E S	
2	Layout and construct an exterior wall 16" on center.		
3	Replace damaged panels, and adjust for correct fit.		
4	Troubleshoot machines; adjust, lubricate, and repair as needed.		
5	Change exhaust systems on medium/heavy duty trucks.		
6	Measure, cut, and connect, and install irrigation lines as per job.		
7	Install switch and receptacle connections to code.		
8	Clean and prepare materials for welding and cutting.		
9	Measure, layout, and strike lines in preparation of block laying as per prints.		
10	Check and monitor blood pressure.		
11			
12			
13			
14			
15			
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22			
23			
24			
25			

**SAMPLE STUDENT EVALUATION SHEET
COMPLETED BY THE EMPLOYER**

Skill Grades Calculation:

FINAL SKILL GRADE:

Grading Percentages:	A = 93 - 100%	B = 85 - 92%	C = 77 - 84%	D = 70 - 76%	F = 0 - 69%
	10	9	8	7 - 6	0 - 5

COMMENTS: _____

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◆ SCHUYLKILL TECHNOLOGY CENTER - School-to-Work Daily Log Sheet ◆

_____ STC North Campus
101 Technology Dr., Frackville PA 17931
Phone: (570) 874-1034
Fax: (570) 874-4028



_____ STC South Campus
15 Maple Avenue, Mar Lin PA 17951
Phone: (570) 544-4748
Fax: (570) 544-3895

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This form is due at the end of each MONTH: _____; please return to the STC.

Student Name: _____ CTE Program: _____

Employer: _____ Supervisor: _____

Supervisor Signature: _____ Co-op Signature: _____

ATTENDANCE & WORK LOG for the Month of:

Day	Date	In	Out	Total Hrs.	STUDENT DAILY TASKS & JOBS:
Sunday					
Monday					
Tuesday	5/23/17	8:00	3:30	7	Set up and operate salad bar for service.
Wednesday	5/24/17	8:00	3:30	7	Properly organize and rotate food storage according to FIFO.
Thursday	5/25/17	8:00	3:30	7	Operate point of sale.
Friday	5/26/17	8:00	3:30	7	Bake and package product for sale.
Saturday					
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
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Friday					
Saturday					
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					

★ SUGGESTIONS FOR TRAINING SITE MENTORS ★

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1. *Demonstrate a sincere commitment to the school-to-work program and the student learner.*
2. *Make time to meet with the cooperative education coordinator and the student-learner.*
3. *Discuss Child Labor Laws concerning student-learners who are minors (under 18 years of age).*
4. *Please be sensitive that student-learners may not be able to perform tasks at “industry standard” on the first day.*
5. *Try to practice “patience” as much as possible - remember student-learners are young adults.*
6. *Make explanations and expectations clear: visual and verbal.*
7. *Encourage active learning: teach a skill, then have the student learner demonstrate.*
8. *Review safe work practices on a daily basis.*
9. *Address “how to act” on the job site; reinforce appropriate workforce behaviors.*
10. *Communicate with the STW coordinator, so that small problems do not become big problems.*



Thank you!

ABSTRACT OF THE CHILD LABOR ACT HOURS PROVISIONS

MUST BE POSTED IN A CONSPICUOUS PLACE WHERE ANY PERSON UNDER AGE 18 IS EMPLOYED

This summary is for general information, and is not to be considered in the same light as official statements contained in the Act or its regulations.

Minors under 16 must have a written statement by the minor's parent or guardian acknowledging the duties and hours of employment and granting permission to work.

HOURS OF EMPLOYMENT—AGES 14 & 15*

HOURS OF EMPLOYMENT

During School Term: Maximum three hours on school days, eight hours on any other day, and 18 hours per school week (Monday—Friday), and only at a time that does not interfere with school attendance. Plus eight additional hours on Saturdays and Sundays.

Exception: Students 14 and older, whose employment is part of a recognized school work program, may be employed for hours, when combined with school hours, not exceeding eight in a day.

During School Vacations: Maximum eight hours/day, 40 hours/week.

WORK TIME

Employment prohibited after 7 p.m. and before 7 a.m.

Exceptions: During school vacations, minors may be employed until 9 p.m. Minors at least age 11 may be employed in newspaper delivery from 5 a.m. to 8 p.m., except during school vacation, then until 9 p.m. Members of volunteer fire companies may participate in training and firefighting activities until 10 p.m. with written parental consent.

HOURS OF EMPLOYMENT—AGES 16 & 17* **

HOURS OF EMPLOYMENT

During School Term: Maximum eight hours a day and 28 hours per school week (Monday—Friday). Plus eight additional hours on Saturdays and Sundays.

During School Vacations: Maximum 48 hours/week; 10 hours/day; a minor may refuse any request to work greater than 44 hours/week.

WORK TIME

Employment prohibited before 6 a.m. and after 12 a.m.

Exceptions: During school vacations, minors may be employed until 1 a.m. Members of volunteer fire companies may continue serving in answer to a fire call until excused by chief.

* Minors employed as sports attendants are not subject to the Act's hours and work time restrictions.

**EXCEPT: A) Minors who have graduated from high school or who are exempt from compulsory attendance under the Public School Code are not subject to the Act's hours of employment or work time restrictions.

B) Special rules apply to young adults, 16 and 17 years of age, employed during a school vacation as a counselor by a summer resident camp operated by a religious or scout organization.

MAXIMUM EMPLOYMENT: NOT MORE THAN six CONSECUTIVE DAYS (except newspaper delivery).

30 MINUTE MEAL PERIOD REQUIRED ON OR BEFORE five CONSECUTIVE HOURS OF WORK.

For further information on the Child Labor Act, please consult the Department of Labor & Industry's website at www.dli.state.pa.us and click on "Labor Law Compliance."

Address inquiries and complaints to one of the offices of the Bureau of Labor Law Compliance:

Altoona District Office
1130 12th Ave.
Suite 200
Altoona, PA 16601
814-940-6224 or 877-792-8198

Harrisburg District Office
1301 Labor & Industry Building
651 Boas St.
Harrisburg, PA 17121
717-787-4671 or 800-932-0665

Philadelphia District Office
110 North 8th St.
Suite 203
Philadelphia, PA 19107
215-560-1858 or 877-817-9497

Pittsburgh District Office
301 5th Ave.
Suite 330
Pittsburgh, PA 15222
412-565-5300 or 877-504-8354

Scranton District Office
201 B State Office Building
100 Lackawanna Ave.
Scranton, PA 18503
570-963-4577 or 877-214-3962

*Auxiliary aids and services are available upon request to individuals with disabilities.
Equal Opportunity Employer/Program*

Department of Labor & Industry



Bureau of Labor Law Compliance

Hours of Work for Minors Under Eighteen

employed at _____

(Give name of establishment, department and floor, or otherwise designate workers to whom this schedule applies.)

Show daily time of starting work, time for meal or rest periods, and time of stopping work.

NAME OF EMPLOYEE	AGE	SUNDAY		MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		TOTAL SCHOOL HRS. PER WEEK IF UNDER 18	TOTAL HOURS FOR WEEK
		FROM	TO	FROM	TO	FROM	TO	FROM	TO	FROM	TO	FROM	TO				

NOTE: Minors between 14 and 16 years of age may not be employed at times that interfere with regular school attendance. Hours spent in school must be included in daily and weekly hours of work.

I hereby certify that the schedules of hours given above are true and correct.

DATE

MANAGER SIGNATURE

ADDRESS OF ESTABLISHMENT

This Schedule and the Abstract of the Child Labor Law Must be Posted in a Conspicuous Place in Every Pennsylvania Business Governed by the Child Labor Law. This Schedule Must be Kept up to Date and Correct.

LLC-17 REV 2-07

Auxiliary aids and services are available upon request to individuals with disabilities. *Equal Opportunity Employer/Program*



Schuylkill Technology Center Employer Survey / Evaluation

PLEASE NOTE: The information you provide will be used specifically to improve the "School-to Work" educational programs at STC. Thank you in advance for your concern and efforts.

Name: _____

Employer: _____

Phone: _____ **Email:** _____

1. Concerning the student's performance under your supervision, please list specific areas the STC staff could address in order to continue improving the student learner's level of competence, as they prepare for the workforce:

- A). _____
- B). _____
- C). _____
- D). _____
- E). _____

2. Please list any areas of improvement concerning the operation of the STC School-to-Work program:

- A). _____
- B). _____
- C). _____
- D). _____
- E). _____

Please return this survey during, or upon completion of your involvement with the STC Cooperative Education program. Thank you for your time and efforts concerning this process. Tim McGinley

You may send this by:

(1) Co-op student

(2) Fax (570) 874-4028

(3) Email: tpcm@stcenters.org

(4) Mail: Schuylkill Technology Center

101 Technology Drive

Frackville, PA 17931