



Field Trip Board Approval Form

Instructor: Lesa Scalise

Date of Request: 12-15-16

Program: Transition

Session: AM ☐ PM ☐ Both ☒

Date(s) of Trip: Wed. Jan. 11, 2017

Time(s): 8:15 AM - 7:15 PM

Number of students participating: 30-35

Destination: Hiram G. Andrews Center

Address: 727 Goucher St. / Johnstown, PA 15905

Mode of transportation: Motorcoach - Arranged and paid for by O.V.R.

List of chaperones (where applicable):

Lesa Scalise, Patrick Holland, Sandy Carr,
Jessica Litz, Rosanne Gangemi, Gina Zona

Educational Rationale:

Students will learn about Post-Secondary options @ H.G.A.
by touring the facility & visiting labs.

Cost to students: Ø (Attach an itemized description if necessary)

Cost to Program: \$150.00 (lunch @ \$5/ student)

Where applicable please attach itinerary.

Principal's Signature: [Signature]

Date: 12/15/16

Applicant's Signature: Lesa Scalise

Date: 12/15/16

Board Approval Date: _____

All Erie County Technical School Field Trips Must Adhere to Operating Committee Policy #231

ISO Form #: 2700.03.01

Revision Date: March 3, 2011

This is a controlled document. Hard copies of this form must conform with Forms Index date.

Lesa Scalise

From: Davidson, Robert <robdauidso@pa.gov>
Sent: Tuesday, November 22, 2016 1:55 PM
To: Lesa Scalise
Cc: Gies, Jason; Smolko, Joseph
Subject: Tour Confirmation Letter for 1/11/2017 and Directions to HGAC
Attachments: Tour Confirmation Letter (Erie County Tech School).docx; Directions to HGAC (from Erie NWPA).docx

Lisa...

As we spoke about, please split the groups according to areas of interest (try to keep groups to 10 or less)

Group 1 – Culinary Arts, Kitchen Helper, Nursing Assistant

Group 2 – Automotive Technology, Building Maintenance, Architectural & Mechanical Drafting

Group 3 – Office Technology, Medical Office Assistant, Business Retail Sales

Group 4 – Material Management & Distribution, Dental Lab Technology, Network Technology

Rob Davidson | CT2/Tour Coordinator
Student Services Division | Counseling Office
Commonwealth Technical Institute at
Hiram G. Andrews Center
727 Goucher Street
Johnstown, PA 15905-3025
(814) 254-0582



HIRAM G. ANDREWS CENTER

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November 22, 2016

Erie County Technical School
ATTN: Ms. Lisa Scalise
8500 Oliver Road
Erie, Pennsylvania 16509

Your group has been confirmed for a tour of our facility on Wednesday, January 11, 2017 at 10:00 AM. We look forward to hosting your visit and to meeting you. The lunch meal is served from 11:30-12:45 PM daily in our Cafeteria. Meals are \$5.00 each, cash or check only.

If you have a need to reschedule your tour for any reason, please call (814) 254-0582 or contact me at the following e-mail address: robdavidso@pa.gov.

Thank you for your interest in our institution!

FOR THE ADMISSIONS DIRECTOR

Sincerely,

A handwritten signature in blue ink that reads "Robert G. Davidson".

ROBERT G. DAVIDSON
Admission Office Tour Coordinator

Lesa Scalise

From: Seus Starr, Jill <jistarr@pa.gov>
Sent: Tuesday, December 13, 2016 6:56 AM
To: Lesa Scalise
Subject: HGAC trip

Hi Lesa,

For the HGAC bus trip, we would just need a roster of who is in attendance and also a guarantee you will be providing lunches.

I also wanted to verify you spoke to HGAC about the tour.

Once we have this together, we should be set to approve through Coach.

Can you also review below and see if this is an accurate depiction of the trip? We can change times, I just wanted to give them an idea of what to expect.

Thanks!

Group Details

Group Name: OVR- Transition Center tour
Group Type: School
Group Size: 55
Group Notes:

Itinerary Information

Trip Type: Round Trip

Pickup Details

Address/Venue: 8500 Oliver Road
City: Erie
State/Prov: PA
Postal Code: 16509
Date/Time: January 11, 2017 (Wednesday) @ 08:15AM

Destination Details

Address/Venue: 727 Goucher Street
City: Johnstown
State/Prov: PA
Postal Code: 15905
Arrive Date/Time: January 11, 2017 (Wednesday) @ 11:30AM
Driver Required: No
Depart Date/Time: January 11, 2017 (Wednesday) @ 03:15PM

Dropoff Details

Address/Venue: 8500 Oliver Road
City: Erie
State/Prov: PA
Postal Code: 16509
Date/Time: January 11, 2017 (Wednesday) @ 07:15PM

Itinerary: Drive to Johnstown and return to Erie

Flexibility: None

Vehicle / Feature Preferences

Vehicles Requested: 1 x 55-57 Seat Motorcoach
Wheelchair accessibility: Must Have
AM/FM audio system: Indifferent
Audio tape cassette system: Indifferent
PA/microphone system: Indifferent
Video system: Indifferent
Lavatory: Must Have

Advertisement Information

Source: Not Specified

Jill K. Seus Starr, LPC, CCDP-D, GDCF | Vocational Rehabilitation Supervisor

Office of Vocational Rehabilitation

PA Department of Labor & Industry

3200 Lovell Place | Erie, PA 16503

Phone: 814-651-9108 | Fax: 814-871-4631

www.dli.pa.gov

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

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