

Book	Policy Manual
Section	000 Local Joint Operating Committee Procedures
Title	Attendance at Meetings Via Electronic Communications
Code	006.1 Vol II 2020
Status	First Reading
Legal	1. 24 P.S. 1850.1 2. Pol. 805 3. 65 Pa. C.S.A. 701 et seq 4. Pol. 903 Pol. 006
Last Reviewed	April 15, 2020

Authority

The Joint Operating Committee recognizes that factors such as illness, travel, schedule conflicts, weather conditions **and other emergency situations** can make impossible the physical presence of a Joint Operating Committee member **or other necessary participants** at a Joint Operating Committee meeting, and that electronic communications can enable a Joint Operating Committee member **or other necessary participants** to participate in a meeting **electronically** from a remote location.

A Joint Operating Committee member shall be able to attend a Joint Operating Committee meeting, and participate in Joint Operating Committee deliberations and voting, through electronic communications, but only under extraordinary circumstances. **The Joint Operating Committee Chairperson may permit other necessary participants to participate in meetings via electronic communications as the Chairperson deems appropriate.**

The Joint Operating Committee authorizes the administration to provide the equipment and facilities required to implement this Joint Operating Committee procedure.[\[1\]](#)

Guidelines

A Joint Operating Committee member who attends a meeting through electronic communications shall be considered present only if the member can hear everything said at the meeting and all those attending the meeting can hear everything said by that member **and other participants addressing the Joint Operating Committee**. If the Chairperson determines either condition is not occurring, **the Chairperson** shall terminate the Joint Operating Committee member's attendance through electronic communications.

A majority of Joint Operating Committee members shall be physically present at a Joint Operating Committee meeting when a Joint Operating Committee member attends through electronic communications.

To attend a Joint Operating Committee meeting through electronic communications, a Joint Operating Committee member shall comply with the following:

1. Submit such request to the Chairperson at least three (3) days prior to the meeting.
2. Ensure that the remote location is quiet and free from background noise and interruptions.
3. Participate in the entire Joint Operating Committee meeting.

Emergency Conditions

In the event that the county, state or federal public health authorities, the Governor, or any similar authority with appropriate jurisdiction declares an emergency condition that prevents or discourages public gatherings due to a public health or safety concern, the Joint Operating Committee shall be authorized to conduct meetings primarily or entirely via electronic communications to enable all Joint Operating Committee members and other necessary participants to fully participate in the conduct of official Joint Operating Committee business through electronic communications.[2]

Meetings held primarily or entirely via electronic communications shall be conducted in a manner that assures compliance with the public access and public comment requirements of the Sunshine Act. All rules normally applicable to in-person meetings of the Joint Operating Committee shall be observed in meetings held primarily or entirely via electronic means to the extent practicable and appropriate to the nature and features of the technology used.[3][4]

The requirement for Joint Operating Committee members to submit a request to participate in meetings through electronic communications shall be waived during such emergency conditions.

The Joint Operating Committee authorizes the administration to utilize available technical resources to permit the public to attend and submit public comment during open meetings via electronic communications, in accordance with law and Joint Operating Committee procedures and policy.[3][4]



8500 Oliver Road, Erie, PA 16509

Joint Operating Committee - Meeting Minutes

Thursday, February 28, 2020

Work session - 6:00 pm

- The Student Spotlight highlighting the Electrical Engineering program were presented during the work session

Call to Order

Mr. Sam Ring, JOC Chair and Treasurer, called the regular meeting to order at 6:22 pm

Moment of Reflection and Pledge of Allegiance

Roll Call

Terri Birchard, Board Secretary, called the roll:

<u>Committee members:</u>	<u>District:</u>	<u>Present</u>	<u>Absent</u>
David Mahoney	Fairview	x	
Andy Dinsmore	Fort LeBoeuf	x	
Dennis Olesnanik	Girard	x	
James Bucksbee	General McLane	x	
Terri Brink	Harbor Creek	x	
Edward Rickrode	Iroquois	x	
John DiPlacido	Millcreek	x	
Joseph Cancilla	North East		x
Sam Ring	Northwestern	x	
Stephen Gilbert	Union City	x	
Steve O'Donnell	Wattsburg	x	

<u>Administrators:</u>	<u>Position:</u>	<u>Present</u>	<u>Absent</u>
Dr. Erik Kincade	Superintendent of Record	x	
Dr. H Fred Walker	Director	x	
Tim Sennett	Solicitor	x	
Joseph Tarasovitch	Principal	x	
Terri L. Birchard	Business Manager	x	
Natalie Fatica	Human & Quality Resources Coordinator	x	
Del VonVolkenburg	Facilities Manager	x	
Jeff Smith	Technology Manager	x	
Lesa Scalise	Supervisor of Student Services	x	
Sandra Carr	Supervisor of Student Services	x	

Motion to Approve the Agenda and Amendments

Motion to approve the agenda and amendments as presented
Moved for approval by Rickrode, with second by Bucksbee
The motion is approved with an all “ayes” voice vote

Meeting Minutes

Minutes of January 23, 2020

Motion to accept the minutes of the January 23, 2020 meeting as presented
Moved for approval by DiPlacido, with second by Rickrode
The motion is approved with an all “ayes” voice vote
(Copy is filed with the official minutes)

Student Accomplishments/Highlights

Review of the accomplishments of the following:

- Student of the Month – January 2020

Guests and Public Comment – Items related to the Agenda

Guests signed in and present: Rosanne Gangemi, James Boorum, Torie Boorum, Mariea Sargent, John Kroh, Teresa Kroh, Travis Woodburn

Mr. Travis Woodburn, ECTS instructor, addressed the group. He requested that the group please proceed with caution regarding discussions regarding alterations and curtailments per Procedure 126 while the admissions application process is still ongoing

Operations

1. New Business
 - A. Policy Review – First Readings
 - i. Policy 701 – Facilities Planning
 - ii. Policy 701-1 – Land Utilization
 - iii. Policy 702 – Gifts, Grants, Donations
 - iv. Policy 702.1 – Crowdfunding
 - v. Policy 703 – Sanitary Management
 - vi. Policy 704 – Maintenance
 - vii. Policy 705 – Facilities and Workplace Safety
 - viii. Policy 706 – Property Records
 - ix. Policy 707 – Use of School Facilities
 - x. Policy 708 – Lending of Equipment and Books
 - xi. Policy 709 – Building Security
 - xii. Policy 710 – Use of Facilities by Staff
 - xiii. Policy 716 – Integrated Pest Management
 - xiv. Policy 717 – Cellular Telephones

2. Donation of artifacts to Erie Art Museum
3. Director's Expense Reimbursement Request – February 2020

B. Old Business – None

Motion to approve Operations Section

Motion to approve the Operations Section

Moved for approval by Rickrode, with second by O'Donnell

The motion is approved with an all "ayes" voice vote

Financial Items

- A. Business Manager Report
- B. Treasurer Report
- C. Statement of Activities
 - i. General Fund
 - ii. Capital Projects Fund
 - iii. Student Activities Fund
- D. Checks and Wire Transfers
 - i. General Fund
 - ii. Capital Projects Fund
 - iii. Student Activities Fund
- E. Invoices Payable
 - i. General Fund
 - ii. Capital Projects Fund
 - iii. Student Activities Fund
- F. VISA Procurement Card

(Copies filed with the official minutes)

Motion to approve Financial Items Section

Motion to approve the Financial Items Section, including Amendments 2 and 3 (updated Invoice Payable Reports for General Fund and Capital Projects Fund)

Moved for approval by Brink, with second by O'Donnell

The motion is approved with an all "ayes" voice vote

Human and Quality Resources

- A. Human and Quality Resources Report
- B. Resignations and Retirements - None
- C. Hiring
 - i. Motion to hire James Varner at a rate of \$35.00 per hour as RCTC instructor
 - ii. Motion to grant regular employment status to Sharon Kresse, Supplemental School Nurse effective December 26, 2019

Motion to approve Human and Quality Resources Section

Motion to approve Human and Quality Resources Section

Moved for approval by Brink, with second by Rickrode

The motion is approved with an all “ayes” voice vote

Reports (Verbal and Written)

- Superintendent Report – Dr. Erik Kincaid, Fairview School District
- Director Report — Dr. H. Fred Walker
- Solicitor Report — Tim Sennett
- High School Principal Report — Joe Tarasovitch

Supplemental Reports (written only)

- a. Facilities Report
- b. Technology Report
- c. Instructional Support Services Report
- d. JOC Member Attendance Report
- e. Secondary Program Enrollment Report
- f. Transition Center & Career Alternative Education Enrollment Report
- g. Disabled Population by Program
- h. Disabled Population by District
- i. Business Partnership Coordinator Report
- j. Enrollment and Community Engagement Coordinator Report
- k. Career Planning Coordinator Report

Statute-Related Business

- A. Staff Travel > 400 miles – None
- B. Field Trip Requests
 - (i) Early Childhood Education – First Assembly of God Preschool and Infant Room, March 23, 2020
 - (ii) Culinary Arts – Cedar Point, May 20, 2020
 - (iii) Electrical Engineering – Cedar Point, May 20, 2020
 - (iv) Computer Networking – Ingram Micro, March 11, 2020
 - (v) Early Childhood Education – Mill Village Elementary School and Jake’s on the Park, March 9, 2020
 - (vi) Construction Trades – KML Carpenters’ Apprenticeship and Training Center, May 8, 2020
 - (vii) Metal Fabrication – Wabtec, Date TBD
 - (viii) Precision Machining – Industrial Sales and Manufacturing, May 1, 2020
 - (ix) Early Childhood Education – Location TBD, May 2020
 - (x) Drafting & Design – Kane Innovations, March 2020
 - (xi) Drafting & Design – Caplugs, April 2020
 - (xii) Drafting & Design – Michael Grab Architects, May 2020

- (xiii) National Vocational Technical Honors Society – Presque Isle State Park & Erie City Mission, May 2020
- (xiv) Graphic Communications and Art & Design for Business – Erie Art Museum and Presque Isle State Park, May 12, 2020
- (xv) Career Planning Services – Various Labs, Mercyhurst University, March 30, 2020
- (xvi) Health Assistant – VA Medical Center, March 19, 2020
- (xvii) Health Assistant – VA Medical Center, April 2020
- (xviii) Health Assistant – Hertel and Brown Physical Therapy, April 2020
- (xix) Health Assistant – LECOM, May 6, 2020
- (xx) Early Childhood Education, Erie Zoo, May 2020
- C. Ratification of Field Trip Requests
 - (i) Automotive Technologies – Erie Auto Show (Bayfront Convention Center), January 31, 2020
- D. Fundraising
- E. Facility Use Requests (for-profit groups only)

Motion to approve Statute-Related Business Section

Motion to approve Statute-Related Business Section

Moved for approval by Olesnanik, with second by Mahoney

The motion is approved with an all “ayes” voice vote

Agenda Amendments

1. Procedure 126
2. Updated Invoice Payable Report – General Fund
3. Updated Invoice Payable Report – Capital Projects Fund
4. Technology Report
5. Field Trip Requests –
 - a. Travel and Tourism – Heinz Field, TBD
 - b. Travel and Tourism – Peak-N-Peek Resort, TBD
 - c. Travel and Tourism – Presque Isle Lighthouse and Monuments, TBD
 - d. Travel and Tourism – Cedar Point, May 20, 2020
 - e. Cosmetology – Cosmo Prof (Beauty Supply House), May 19, 2020
 - f. Cosmetology – Tony & Guy and Laurel Institute, TBD
 - g. Cosmetology – State Board Exam Test (Pearson Vue), TBD
 - h. Cosmetology – Salon Visits, TBD

Motion to approve Agenda Amendments

Motion to approve Agenda Amendments 2 through 5

Moved for approval by Brink, with second by Rickrode

The motion is approved with an all “ayes” voice vote

Adjournment

Motion to adjourn was presented by Brink with a second by Bucksbee

Mr. Ring, JOC Chairman/Treasurer, adjourned the meeting at 7:55 p.m.

The next meeting is March 26, 2020 at 6:00 p.m.

An Executive Session regarding personnel matters was held after the JOC session adjourned

Minutes prepared by,

Terri L. Birchard, Secretary
Joint Operating Committee

Book	Policy Manual
Section	700 Property
Title	Facilities Planning
Code	701
Status	Second Reading
Legal	1. 24 P.S. 1850.1 2. 24 P.S. 1853 3. Pol. 103 4. Pol. 103.1 5. Pol. 104 25 PA Code 171.1 et seq Pol. 100

Authority

The Joint Operating Committee shall engage in short-term and long-term facilities planning in order to meet the ongoing needs of the school's educational programs and operations. The involvement of the Joint Operating Committee, staff, community, businesses, parents/guardians, and participating districts is an important part of this process.

The Joint Operating Committee shall periodically conduct surveys to determine the career vocational and technical needs of the participating school districts in order to facilitate facilities planning.[\[1\]](#)

Delegation of Responsibility

In order to inform the **Joint** Operating Committee of the school's future needs, the Director **or designee** shall:

1. Prepare a written description of existing physical facilities.
2. Report to the **Joint** Operating Committee on the enrollment **by programs and** by grades during the school year.
3. Estimate each spring the number of students who will be enrolled in the school **and in specific programs** in September of the year for which the estimate is made.
4. **Prepare student population projections and compare the actual population figures to the previously projected figures to detect early any changes in population trends.**

Guidelines

When planning **to** enlarge or modify its facilities, the **Joint** Operating Committee shall consider not only the number of students whose **career and ~~vocational~~-technical and** educational needs must be met, but also the physical requirements of the programs best suited to meet those needs.[\[1\]](#)[\[2\]](#)

The building and site shall provide suitable accommodations to carry out the educational program, including provision for the handicapped/disabled, pursuant to law and regulations.[\[3\]](#)[\[4\]](#)[\[5\]](#)

Book	Policy Manual
Section	700 Property
Title	Land Utilization
Code	701.1
Status	Second Reading
Legal	Pol. 006
Last Reviewed	November 12, 2019

Authority

Projected land use shall be justified on the basis of educational need and value to the participating districts' residents. The purpose of this facility is to promote lifelong education. The secondary educational program **shall** receive priority **consideration** for land usage.

Land use must meet all applicable zoning, building code, and environmental conditions and standards.

Guidelines

1. Requests to utilize any portion of the land for any purpose, including temporary structures and mobile units, are to be forwarded to the Director in detailed form indicating the purpose; population to be served; land area desired; a plan for administration, operation, and maintenance of the facility; as well as relevant information concerning the organization or agency making the request. Short-term usage, not to exceed a one-year period, **shall** be approved by the **Joint** Operating Committee following recommendation from the Director.
2. The proposed plan shall be reviewed initially by the Land Utilization Committee.
3. The Solicitor shall be involved in the process at this juncture to **ensure** legal compliance.
4. The request is to be reviewed by the Executive Committee of the General Advisory Council for comments and recommendations **preceding** consideration by the **Joint** Operating Committee.
5. After review by the Land Utilization Committee and Solicitor, the plan shall be forwarded to the Professional Advisory Council for their consideration and review. A positive recommendation from the Professional Advisory Council must **be obtained prior to** consideration by the **Joint** Operating Committee.
6. The request is to be forwarded to the **Joint** Operating Committee Secretary for inclusion as a discussion item at a **work** session of the Committee as a Whole.

7. The request is to be placed on the agenda of a regularly-scheduled meeting of the **Joint** Operating Committee. Acceptance of the request **shall** result in a resolution recommending approval by the Erie County Technical School **Joint Operating Committee**.
8. The unanimous approval of all of the participating districts and at least **fifty-one percent** (51%) of all of the school directors of the Joint Board shall be necessary for the planning to proceed.
9. The state Plancon **process** shall be followed in the construction of any building.
10. A Land Utilization Committee shall be established to:
 - a. Initially review all requests.
 - b. Determine conformity to the Land Utilization Plan.
 - c. Formulate a recommendation for site location for uses not specifically referenced on the Utilization Plan to the **Joint** Operating Committee.
 - d. Provide oversight responsibility.

The Land Utilization Committee shall be chaired by the Director and composed of administrators in charge of the technical school; the Superintendent of Record; **the** Chairperson of the Professional Advisory Council; and the Architect of Record.

Book	Policy Manual
Section	700 Property
Title	Gifts, Grants, Donations
Code	702
Status	Second Reading
Legal	1. 24 P.S. 216 2. 24 P.S. 1850.1 3. Pol. 706
Last Reviewed	November 12, 2019

Purpose

The **Joint** Operating Committee recognizes that individuals, **businesses** and community organizations may wish to contribute supplies **and** equipment to enhance or extend the **technical education** programs **of the school**.

Authority

The **Joint** Operating Committee has the authority to accept gifts and donations made to the school **or to any program in the school**.[\[1\]](#)[\[2\]](#)

The **Joint** Operating Committee reserves the right to refuse to accept any gift **that** does not contribute toward achievement of **established** goals or **when such** ownership would tend to adversely affect the school.[\[1\]](#)

Any gift accepted by the **Joint** Operating Committee or **its** designee shall become property of the school, may not be returned without **Joint** Operating Committee approval, and is subject to the same controls and regulations as are other properties of the school.[\[1\]](#)[\[2\]](#)

The Joint Operating Committee shall be responsible for the maintenance of any gift it accepts, unless otherwise stipulated.

The Joint Operating Committee shall make every effort to honor the intent of the donor in its use of a gift, but it reserves the right to utilize any gift in the best interest of the school's educational program.

In no case shall acceptance of a gift be considered an endorsement by the **Joint** Operating Committee of a commercial product, business enterprise or institution of learning.

All gifts shall be recorded in the appropriate inventory listing and property records.[\[1\]](#)[\[3\]](#)

The Director shall publicly report to the **Joint** Operating Committee all gifts **to the school** accepted on behalf of the **Joint** Operating Committee.

Delegation of Responsibility

The Director or designee shall:

1. Counsel potential donors on appropriateness of gifts.
2. Encourage individuals and organizations considering a **donation** to consult with **the** Director before appropriating funds.
3. Acknowledge the receipt and value of any gift accepted by the school.

Book	Policy Manual
Section	700 Property
Title	Crowdfunding
Code	702.1 - Second
Status	Reading
Legal	1. Pol. 229 2. Pol. 702 3. Pol. 122 4. Pol. 113.3 5. Pol. 216 6. Pol. 324 7. 20 U.S.C. 1232g 8. 34 CFR 99.3 9. 7 CFR 210.11 10. Pol. 246 11. Pol. 103.1 12. Pol. 113 24 P.S. 216 34 CFR Part 99 7 CFR Part 210
Last Revised	January 30, 2020
Last Reviewed	January 30, 2020

Purpose

The Joint Operating Committee recognizes that crowdfunding has become an increasingly popular method by which schools can procure funding for specific projects and/or programs.

Authority

~~–IMPORTANT NOTE: There is language preceded by brackets in the Authority section. The first option states the CTC shall allow crowdfunding, but it shall be managed under this policy. **The second option prohibits all crowdfunding to benefit the schools.** If this option is chosen, all following policy language is unnecessary and should be deleted or struck. Please determine which option is in accordance with CTC practice or wishes. **Please place an X in the appropriate brackets to indicate the desired option.** (If the second paragraph below is chosen, disregard remainder of the policy)~~

~~{ } The Joint Operating Committee permits school employees and eligible organizations to maximize opportunities to obtain resources for the benefit of students and the school; however, unregulated use of crowdfunding on behalf of the school can expose the school, the employee, and an organization to significant potential legal liability. The Joint Operating Committee adopts this policy to effectively mitigate risks and establish parameters for the use of crowdfunding on behalf of the school. Organizations not granted formal recognition by the Joint Operating Committee as an eligible organization shall not engage in crowdfunding on behalf of the school.~~

{ X } The Joint Operating Committee prohibits the use of crowdfunding by school employees or organizations on behalf of the school.

Definitions

~~Crowdfunding shall mean a mechanism by which an individual or organization solicits and accepts donations from the general public, via specially designed websites, to fund a specific purpose or cause. Crowdfunding shall not include requests for donations the school makes using its own website or social media platforms.~~

~~IMPORTANT NOTE: There is language preceded by brackets in the Definitions section. This is where the CTC may indicate which organizations are permitted to crowdfund on behalf of the schools. Please determine which option(s) are in accordance with CTC practice or wishes. Please place an X in the appropriate brackets to indicate the desired option(s). PSBA recommends selecting the options preceded by asterisks, but this is a local decision.~~

~~Eligible organizations shall mean~~

~~*{ } booster groups~~

~~*{ } parent organizations~~

~~*{ } school-sponsored student organizations [1]~~

~~{ } educational foundations~~

~~{ } Other _____~~

~~that have been formally recognized by the Joint Operating Committee and may be granted permission to utilize crowdfunding upon proper application and subsequent approval.~~

~~A crowdfunding campaign shall mean an approved crowdfunding request that has been set up and is actively soliciting and accepting donations.~~

~~A crowdfunding request shall mean the form and related information submitted by an individual who, or eligible organization that, seeks permission to engage in a crowdfunding campaign.~~

~~A crowdfunding site, for the purposes of this policy, shall mean one that has been approved by the Joint Operating Committee or designated administrator.~~

~~Individual, for purposes of this policy, shall mean a school employee.~~

~~Resources include donated funds, items purchased with donated funds, and, when the crowdfunding site directly provides the items, the items themselves.~~

Delegation of Responsibility

~~IMPORTANT NOTE: There is language preceded by brackets in the Delegation of Responsibility section. This is where the CTC assigns administrative duties to the appropriate administrators to ensure proper oversight of crowdfunding. Please determine which option(s) are in accordance with CTC practice or wishes. Please place an X in the appropriate brackets to indicate the desired option(s). PSBA recommends selecting the options preceded by asterisks, but this is a local decision.~~

~~The~~

~~*{ } Joint Operating Committee~~

~~{ } Director~~

~~{ } Business Manager~~

~~shall approve crowdfunding sites for use by individuals and eligible organizations based on the criteria outlined in this policy.~~

~~The~~

~~{ } Business Manager~~

~~*{ } Director~~

~~{ } Other _____~~

~~shall maintain a list of approved crowdfunding sites and update the list as needed.~~

~~–IMPORTANT NOTE: There is language preceded by brackets in the Delegation of Responsibility section. This language ensures proper approval of crowdfunding. Please determine which option(s) are in accordance with CTC practice or wishes. Please fill in dollar amounts AND place an X in the appropriate brackets to indicate the desired option(s). PSBA recommends selecting the options preceded by asterisks, but this is a local decision.~~

~~It shall be the responsibility of the~~

~~*{ } Joint Operating Committee to approve all crowdfunding requests.~~

~~{ } Director~~

~~{ } Business Manager~~

~~to approve all crowdfunding requests totaling \$ _____ or less. When the crowdfunding request is more than \$ _____, Joint Operating Committee approval shall be required.~~

~~If the crowdfunding request is approved, the requester shall be responsible for:~~

- ~~1. Preparing all materials and information related to the crowdfunding campaign.~~
- ~~2. Keeping administrators apprised of the status of the campaign.~~
- ~~3. Following all applicable laws, Joint Operating Committee policies, and administrative regulations, including the requirements, policies and/or regulations established by the crowdfunding site.~~

Guidelines

~~The school reserves the right to withhold approval of any crowdfunding request or terminate a pre-approval for a crowdfunding campaign for any reason.~~

~~The school reserves the right to refuse to accept funds that have been raised through a crowdfunding campaign if it discovers that the campaign violated this policy or any of the crowdfunding site's requirements, policies and/or regulations.~~

~~All resources obtained through crowdfunding campaigns are the property of the school.[2]~~

~~While preference shall be given for the resources to be used and maintained by the individual or eligible organization who originally obtained them through crowdfunding, the school reserves the right to transfer such resources to another classroom, program and/or individual, as necessary.[3]~~

Approval of Crowdfunding Sites

~~–IMPORTANT NOTE: There is language preceded by brackets in the Approval of Crowdfunding Sites section. This language ensures proper approval of crowdfunding. Please determine which option(s) are in accordance with CTC practice or wishes. Please place an X in the appropriate brackets to indicate the desired option(s). PSBA recommends selecting the options preceded by asterisks, but it is important that this section matches that made in the first paragraph of the Delegation of Responsibility section.~~

~~When evaluating crowdfunding sites to be approved for use by individuals or eligible organizations, the~~

~~*{ } Joint Operating Committee~~

~~{ } Director~~

~~{ } Business Manager~~

~~shall consider the following:~~

- ~~1. The crowdfunding site shall be operated by a legitimate corporation or limited liability company with no history of fraud, unlawful activity, financial mismanagement, or other misconduct.~~
- ~~2. { } The crowdfunding site shall publicly display details about each resource funded (unit cost, vendor, etc.) and provide easy-to-understand explanations of fees and overhead costs.~~
- ~~3. Crowdfunding sites that provide requested items in lieu of direct funds shall be given preference.~~
- ~~4. The crowdfunding site shall require that all resources secured by an individual or eligible organization on behalf of the school go directly to the program listed in the crowdfunding request, not the individual who, or the eligible organization that, submitted the crowdfunding request.~~
- ~~5. Sites designed for crowdfunding by schools and/or educators shall be given preference, as long as they otherwise meet the requirements of this section.~~
- ~~6. { } Other _____.~~

~~All crowdfunding campaigns shall utilize one (1) of the approved crowdfunding sites.~~

~~Approval of the Crowdfunding Request~~

~~-IMPORTANT NOTE: There is language preceded by brackets in the Approval of Crowdfunding Request section. This language ensures proper approval of crowdfunding. Please determine which option(s) are in accordance with CTC practice or wishes. **Please place an X in the appropriate brackets to indicate the desired option(s).**~~

~~PSBA recommends selecting the options preceded by asterisks, but it is important that this section matches that made in the third paragraph of the Delegation of Responsibility section. If a time frame is chosen, PSBA recommends it is set at no less than 30 days so that it can be included on the JOC agenda.~~

~~Individuals who, and eligible organizations that, wish to use crowdfunding to obtain resources for classroom or school purposes shall submit a written request to the~~

~~*{ } Joint Operating Committee~~

~~{ } Director~~

~~{ } Business Manager~~

~~for approval at least _____ days before the desired start of the crowdfunding campaign.~~

~~The crowdfunding request shall include:~~

- ~~1. The name and job title of the individual requester or, if the applicant is an eligible organization, the names of two (2) members of the eligible organization, and their position within the eligible organization, who shall be~~

~~responsible for overseeing the crowdfunding campaign.~~

- ~~2. The crowdfunding site to be used.~~
- ~~3. The requested item(s) and/or the amount of funds targeted to be raised in order to purchase the item(s).~~
- ~~4. The school, classroom, program, and/or activity to be benefitted.~~
- ~~5. The exact language, as well as any graphics, that will be included in the post on the crowdfunding site.~~
- ~~6. The projected start and end dates of the post on the crowdfunding site.~~
- ~~7. A list and description of any social media platforms and/or accounts that will be used to promote the crowdfunding campaign, including the identification of the individuals/organizations to whom such accounts belong.~~
- ~~8. A description of any other methods/channels that will be used to promote/market the crowdfunding campaign.~~
- ~~9. { } Other _____.~~

~~The individual(s) reviewing the crowdfunding request shall ensure that:[1][2]~~

- ~~1. The crowdfunding request does not conflict with other school fundraising efforts.~~
- ~~2. The school does not already have the requested resources.~~
- ~~3. The school can adequately utilize, support, store, and maintain the resources, if received.~~
- ~~4. The crowdfunding campaign is compliant with all applicable federal and state laws and regulations, and Joint Operating Committee policies and administrative regulations.~~
- ~~5. The school, staff and/or students are not portrayed in a negative light.~~
- ~~6. The crowdfunding request is compatible with the school's educational program, mission, vision, shared values, curriculum, and school initiatives.~~

Use of Crowdfunding

~~–IMPORTANT NOTE: There is language preceded by brackets in the Use of Crowdfunding section. It should be determined if any of these options are in accordance with CTC practice or wishes. If any of the language is desired, please be sure to place an X in the brackets to indicate such language should be included. If any language is not desired, please strike or delete such language. PSBA recommends selecting the options preceded by asterisks, but this is a local decision.~~

~~*{ } To ensure the successful use of crowdfunding for school purposes, the school may provide the following:~~

- ~~1. { } Training for individuals and members of eligible organizations on the use of crowdfunding, including school technology requirements or preferences,~~

~~to best align with school initiatives and curriculum.~~

2. ~~*{ } School expectations, Joint Operating Committee policies and administrative regulations for the protection of private information.[4][5][6]~~
3. ~~*{ } Recommended external messaging or logo/branding guidelines that align with school standards.~~
4. ~~*{ } A maximum dollar amount permitted to be raised by crowdfunding.~~
5. ~~*{ } A listing of items that may and may not be obtained through crowdfunding.~~

~~Where crowdfunding resources are in the form of funds, such funds shall be sent to the Business Manager, who shall ensure the appropriate accounting and holding of such funds until they are used for their stated purpose.~~

~~Where crowdfunding resources are in the form of the requested items, all items must be delivered directly to the administrator of the building in which they will be used.~~

~~*{ } For every crowdfunding campaign, individuals and eligible organizations shall be required to report the following to the individual approving crowdfunding requests: how the resources were used in the school, classroom, program, and/or activity to be benefitted and how the students and the school benefitted.~~

~~All crowdfunding campaigns involving classroom materials, projects or resources must be consistent with school approved curriculum.~~

~~The Business Manager shall be promptly notified of any unused funds.~~

~~The building administrator shall maintain control and discretion over unused items or items that can be used after the conclusion of the project for which the items were sought.~~

Prohibitions

~~Crowdfunding campaigns may not:~~

1. ~~Include pictures or personally identifying information of students in the crowdfunding post, or on the posting individual's home or biography page on the crowdfunding site, without proper consent.[4][5][7][8]~~
2. ~~Be used for the personal gain of any individual.~~
3. ~~Request food items that do not meet the Smart Snacks standards of the USDA regulations for school nutrition.[9][10]~~
4. ~~Contain language that suggests, infers or states that:~~
 - a. ~~The resources sought are required for, or otherwise integral to, a student's special education program, necessary for a student to achieve his/her Individualized Education Program (IEP) goals, or essential to ensure participation of a student or students with disabilities in school or any program offered by the school.[11][12]~~
 - b. ~~The school does not have enough resources.~~

~~Individuals may not keep resources for personal use.~~

~~Individuals who are not employees of the school or authorized as part of an eligible organization may not engage in crowdfunding on behalf of the school.~~

Book	Policy Manual
Section	700 Property
Title	Sanitary Management
Code	703
Status	Second Reading
Legal	1. 24 P.S. 701 2. 24 P.S. 1850.1 25 PA Code 171.1 et seq
Last Reviewed	November 12, 2019

Purpose

The **Joint** Operating Committee recognizes that **safeguarding** the health and physical well-being of students **and staff** depends upon the cleanliness and **proper** sanitary conditions of school **building(s) and grounds**.

Authority

The **Joint** Operating Committee directs that a program of sanitary management shall be **maintained** in school **building(s) and facilities** and explained periodically to all staff members.[\[1\]\[2\]](#)

The **Joint** Operating Committee directs that standards be maintained to meet requirements set forth by the Pennsylvania Department of Health, Department of Labor & Industry and any local agency **that** has jurisdiction.

Delegation of Responsibility

-**IMPORTANT NOTE:** There is new language regarding inspections for sanitation preceded by brackets in the Delegation of Responsibility section. Please determine which option is in accordance with CTC practice or wishes. **Please place an X in the appropriate brackets to indicate the desired option.** PSBA recommends selecting **both** the Director or designee **and** Supervisor of Buildings and Grounds but this is a local decision.

All school facilities shall be inspected regularly for cleanliness and proper sanitation by the

☒ **Director or designee.**

☐ **Supervisor of Buildings and Grounds.**

☒ **Facilities Manager.**

☐ **head custodian.**

The Director **or designee** shall develop and supervise a program for cleanliness and sanitary management of school building(s) **and facilities**, grounds and equipment pursuant to **law**, State Board regulations **and requirements** of the local and State Board of Health and the Department of Labor & Industry.

-IMPORTANT NOTE: There is language regarding building cleanliness preceded by brackets in the Delegation of Responsibility section. The original CTC policy stated this was the Director and maintenance staff. However, this policy was last reviewed in 1996 and may no longer reflect CTC practice. Please determine which option is in accordance with CTC practice or wishes. **Please place an X in the appropriate brackets to indicate the desired option.**

Cleanliness of each school building shall be the responsibility of the

☐ Director and maintenance staff

☐ **head custodian.**

☐ **building administrator.**

☐ **Supervisor of Buildings and Grounds.**

☒ **Facilities Manager.**

Teachers shall be responsible for the condition of their **instructional areas**.

The building administrator shall inspect the facility at least once per month, and report to the Director or designee any conditions that may threaten the comfort, health or safety of occupants.

Book	Policy Manual
Section	700 Property
Title	Maintenance
Code	704 - New
Status	Second Reading
Legal	1. 24 P.S. 1850.1 2. 24 P.S. 701 3. 24 P.S. 742 25 PA Code 171.1 et seq
Last Reviewed	November 12, 2019

Purpose

Adequate maintenance of school building(s), property and equipment is essential to fiscal responsibility and efficient management of facilities.

Authority

The Joint Operating Committee directs that a continuous program of inspection and maintenance of school building(s), property and equipment be established and implemented. Wherever possible, maintenance shall be preventive. [\[1\]](#)[\[2\]](#)[\[3\]](#)

Delegation of Responsibility

The Director or designee shall develop and supervise a maintenance program which shall include:

- 1. Regular program of maintenance, repair and improvement of buildings and facilities.**
- 2. Critical spare parts inventory.**
- 3. Equipment replacement program.**
- 4. Long-range plans for building modernization and conditioning.**
- 5. The Director or designee shall develop a maintenance check list applicable to the building, property and equipment.**
- 6. The building administrator, in conjunction with the designated maintenance employee, shall conduct a physical inspection of the building on a periodic basis and return a written report to the Director or designee as to the findings of that inspection.**

The Director shall report annually to the Joint Operating Committee regarding the current maintenance and improvement program and projected maintenance needs that include cost analysis.

Book	Policy Manual
Section	700 Property
Title	Facilities and Workplace Safety
Code	705
Status	Second Reading
Legal	1. Pol. 805 2. 24 P.S. 223 3. 34 PA Code 129.1001 et seq 4. 72 P.S. 1722-J 5. 77 P.S. 1038.2 24 P.S. 1517 24 P.S. 1518 24 P.S. 1850.1

Purpose

The Joint Operating Committee recognizes that school facilities must be maintained and operated in a condition that prioritizes the safety of students, staff and visitors.

Authority

The **Joint** Operating Committee directs **the school to provide facilities and** equipment **deemed** necessary for the **safe** conduct of the educational programs **and** operations of the school, **including the provision of** protective devices where **needed** for safety **purposes**.

Delegation of Responsibility

The Director or designee shall annually review and evaluate school safety rules and plans.^[1]

Building administrators shall ensure that all staff and students are informed of safety rules at the beginning of the school year.

Guidelines

Certified Workplace Safety Committee

A **workplace** safety committee shall be **established to** promote **the school's** goals **concerning safe schools**.^{[2][3][4][5]}

The **workplace** safety committee **shall** be composed of **a minimum of four (4)** members, **including two (2)** administrators **and two (2)** employee representatives.

If the number of members on the workplace safety committee exceeds four (4), the committee shall be composed of an equal number of administrators and employees unless otherwise agreed upon by both groups. The administrators shall not constitute a majority of the workplace safety committee.

It shall be the responsibility of the **workplace** safety committee **to**:

1. **Evaluate the current safety program.**
2. **Establish procedures for conducting and documenting the findings of periodic inspections to locate and identify safety and health hazards.**
3. **Make** recommendations to correct hazards.
4. Review, **in a timely manner, incident and** accident report and investigation forms.
5. **Conduct follow-up evaluations on the effectiveness of new health and safety equipment or safety procedures.**

A quorum of the workplace safety committee members shall meet **at least once a month.**

The workplace safety committee shall develop **and** maintain **operating procedures, membership lists, committee** meeting agendas, **attendance lists** and minutes of each meeting.

All decisions of the committee **shall be made** by majority vote **of members present.**

The Director or designee shall ensure that a qualified trainer provides all committee members with adequate, annual training in safety committee structure and operation, hazard detection and inspection, and accident and illness prevention and investigation.

The Director or designee shall maintain written records of workplace safety committee training.

Book	Policy Manual
Section	700 Property
Title	Property Records
Code	706
Status	Second Reading
Legal	1. 24 P.S. 1850.1 2. Pol. 708 3. Pol. 710
Last Reviewed	January 29, 2020

Purpose

The **Joint** Operating Committee **recognizes** that adequate property and inventory records **must** be maintained on all buildings, **equipment**, and physical property under control of the school.

Authority

-IMPORTANT NOTE: There is language detailing the equipment inventory review preceded by brackets in the Authority section. Please determine which option is in accordance with CTC practice or wishes. **Please place an X in the appropriate brackets to indicate the desired option.** PSBA *recommends* selecting "at intervals that coincide with property insurance renewal", but this is a local decision.

The Joint Operating Committee directs that a complete inventory, by physical count, of all school-owned equipment and property records of school building(s) and grounds, shall be maintained and updated [\[1\]](#)

{ X } **annually.**

{ } **every ____ years.**

{ } **at intervals that coincide with property insurance renewal.**

Delegation of Responsibility

-IMPORTANT NOTE: There is language preceded by brackets in the Delegation of Responsibility section which should be used to ensure the correct administrator is named. The original CTC policy stated this was the Director or designee. However, this policy was last reviewed in 1996 and may no longer reflect CTC practice. Please determine which option is in accordance with CTC practice or wishes. **Please place an X in the appropriate brackets to indicate the desired option.** PSBA *recommends* selecting the Business Manager, but this is a local decision.

It shall be the **responsibility** of the

{ ☒ } Director or designee

{ ☐ } **Joint Operating Committee Secretary**

{ ☐ } **Business Manager**

{ ☒ } ~~**Supervisor of Buildings and Grounds**~~ **Facilities Manager**

to ensure that equipment inventories are systematically and accurately recorded, updated, and adjusted annually by reference to purchase orders and withdrawal reports. Property records of facilities shall be maintained on an ongoing basis.

Guidelines

Major items of equipment shall be subject to annual physical spot check inventory to determine loss, **location** or depreciation; any major loss shall be reported to the **Joint** Operating Committee.

Records of consumable supplies shall be maintained on a continuous inventory basis.

No equipment shall be removed for personal or nonschool use, except in accordance with **Joint** Operating Committee policy.[2][3]

Equipment shall be identified with a permanent tag that provides appropriate school identification.

Book	Policy Manual
Section	700 Property
Title	Use of School Facilities
Code	707
Status	Second Reading
Legal	1. 24 P.S. 1850.1 2. 24 P.S. 775 3. 24 P.S. 511 4. 10 P.S. 328.101 et seq 5. 61 PA Code 901.701 6. 35 P.S. 1223.5 7. 20 U.S.C. 7182 8. 20 U.S.C. 7183 24 P.S. 779 61 PA Code 901.1 20 U.S.C. 7181 et seq 20 U.S.C. 7905 9. 24 P.S. 777

Purpose

The Joint Operating Committee recognizes that although the primary purpose of the school buildings, facilities and property is to provide students with an appropriate learning environment, the Joint Operating Committee may make school facilities available to individuals and community groups without discrimination and in accordance with this policy, provided the use does not interfere with the educational program of the school.

Authority

The Joint Operating Committee directs that use of school facilities may be granted to individuals and community groups for the following types of activities:[\[1\]](#)

1. { [x](#) } Instruction in any branch of education, learning and the arts, consistent with the school's mission.
2. { [x](#) } Social, civic and recreational meetings and entertainment, and other uses pertaining to the welfare of the community; but such use shall be non-exclusive and open to the public without charge.
3. { [x](#) } Polling places for holding primaries, elections and special elections, as permitted or required by state law.

4. { x } Recreation, physical training and athletics, including competitive athletic contests for children and adults.

The Joint Operating Committee shall establish a schedule of fees for the use of school facilities by approved groups.[\[2\]](#)

Delegation of Responsibility

The Director or designee shall implement administrative regulations or procedures for requesting and granting permission for use of school facilities and shall distribute the necessary information to individuals affected by them.

An application for use of school facilities may be disapproved because of noncompliance with established policy and procedures by the

{ } Director.

{ } Business Manager.

{ } Joint Operating Committee Secretary.

{ } building administrator.

{ x } Facilities Manager ~~Supervisor of Buildings and Grounds~~.

Guidelines

Application Process

An individual or community group requesting permission to use the school's buildings, facilities or property must submit a written request on the prescribed application form at least ten (10) days in advance of the proposed date to the

{ } Director.

{ } Business Manager.

{ } Joint Operating Committee Secretary.

{ } building administrator.

{ x } Facilities Manager ~~of Buildings and Grounds~~.

The application must specify the portion of the facilities requested for use; proposed activities; number of individuals participating; and the date, time and duration of the proposed event.

Along with the completed application, the individual or group must submit the following:

1. { x } Payment of the specified rental fee.
2. { x } Evidence of organizational liability to limits required by school guidelines.
3. { x } Documentation evidencing the school shall be held harmless by the user for any liability that arises from use of facilities by the individual or group.

Application Evaluation

No application to use school facilities shall be approved if the proposed activity would result in any of the following:

1. { x } Conflict with any school-sponsored activity.
2. { x } Access to facilities closed due to renovations, maintenance, cleaning, the school calendar, or Joint Operating Committee action.
3. { x } Access to facilities containing equipment or furnishings which would be detrimental to the operation of a school program if damaged or operated by an unqualified operator.
4. { x } The proposed use would prevent or encumber school personnel from preparing facilities for their primary purpose, because of the nature or duration of the activity.
5. { } Individual or community group uses facilities in excess of five (5) times during any calendar year for the same purpose. This limitation shall not apply to individual athletic contests for children or adults that are part of an overall athletic season schedule, and the use is approved by the Joint Operating Committee.

Limitations

When individuals and community groups receive written permission to use school facilities under this policy, such use shall be conditioned upon strict compliance with the following:

1. { x } Individuals shall not use, access or enter upon any portions of the facilities or their contents not specified in the approved written request form.
2. { x } Individuals shall refrain from any conduct or activities not specifically identified in the approved written request form.
3. { } All activities must begin after 5:00 p.m.
4. { x } All activities must terminate and all individuals and community group members must exit the premises by 9:00 p.m.
5. { x } When advertising or promoting activities held at facilities, individuals and community groups shall clearly communicate that the activities are not being sponsored by the school.
6. { x } School equipment used in conjunction with requested facilities shall be identified when the application is submitted. Users of equipment must accept liability for any damage to or loss of equipment that occurs while in their use. Where rules so specify, no equipment may be used except by a qualified operator, provided by the school.
7. Approved users shall ~~will~~ provide adequate supervision to ensure proper use of the grounds, equipment and furnishings.
8. School equipment used in conjunction with requested facilities shall be identified when the application is submitted. ~~users~~ Users of school equipment must accept responsibility ~~liability~~ for any damage to or loss of equipment that occurs while in their use. ~~whererule~~ Where rules so specify, no equipment may be used except by a qualified operator provided by the school.

9. The approved user is responsible for setting up, moving, dismantling, and returning furniture, equipment and supplies to their proper place.
10. Use of facilities on weekends, or when the school would otherwise be closed requires that a school employee be on site. Payroll cost will be billed to the approved user per the fee schedule.
11. The approved user is responsible for performing all custodial chores necessary to restore the facility and furniture to the condition in which it was found. Payroll costs will be billed for additional services.
12. ~~Emergency closing of the school when~~ When the school facilities are closed due to inclement weather or any other reason, the approved applicant use of the school facilities shall will be canceled.
13. The school shall be held harmless by the user for any liability that arises from the use of facilities by the individual or group.
14. The approved user shall be financially responsible liable for damages to the facilities facilities. ~~facilities~~ ^[9]

Prohibited Activities

The following activities are strictly prohibited in school facilities when individuals and community groups are granted written permission to use said facilities: ^[3]

1. { ☒ } Possession, use or distribution of illegal drugs and/or alcoholic beverages.
2. { ☒ } Possession of weapons.
3. { ☒ } Conduct that would alter, damage or be injurious to any school property, equipment or furnishings.
4. { ☒ } Conduct that would constitute a violation of the Pennsylvania Crimes Code, and/or state and federal laws and regulations.
5. { ☒ } Gambling, games of chance, lotteries, raffles or other activities requiring a license under the Local Option Small Games of Chance Act, unless such activity has been expressly authorized by the Joint Operating Committee or administration. ^{[4][5]}
6. { ☒ } Use of tobacco/nicotine and nicotine delivery products. This policy does not prohibit the use of a nicotine patch, gum or lozenge as a smoking cessation product by adults using the school facilities. ^{[6][7][8]}

{ } The Joint Operating Committee designates specific areas for tobacco/nicotine use by the public on property owned, leased or controlled by the school that is at least fifty (50) feet from school buildings, stadiums and bleachers. ^[6]

Violations

The school reserves the right to remove from school premises any individual or community group who fails to comply with the terms and conditions of this policy and established procedures. ^[3]

In the event an individual or community group violates this policy or the terms under which permission was granted to use school facilities, that individual or community group forfeits

the right to submit future written requests to use school property, unless otherwise decided by the Joint Operating Committee.

Fee Schedule

Use of school facilities for activities directly related to the educational program and school operations shall be without cost to users.

{ ~~x~~ } except that the user shall be responsible for extra custodial fees.

Book	Policy Manual
Section	700 Property
Title	Lending of Equipment and Books
Code	708
Status	Second Reading
Legal	1. 24 P.S. 801 2. 24 P.S. 1850.1 3. Pol. 707 4. 24 P.S. 804
Last Revised	January 29, 2020

Purpose

The Joint Operating Committee directs that equipment owned **by the** school **normally** shall not be loaned for nonschool use off school property. If equipment is required for use by those granted permission to use school facilities, it may be loaned in accordance with **Joint Operating Committee** policy.[\[1\]\[2\]\[3\]](#)

Delegation of Responsibility

-IMPORTANT NOTE: There is language preceded by brackets in the Delegation of Responsibility section which should be used to ensure the correct administrator is named. The original CTC policy stated this was the Director. However, this policy was last reviewed in 1996 and may no longer reflect CTC practice. Please determine which option is in accordance with CTC practice or wishes. **Please place an X in the appropriate brackets to indicate the desired option.** PSBA *recommends* selecting the building administrator, but this is a local decision.

Use of specific items of equipment, when unobtainable elsewhere, may be granted on the written request of the intended user and approval by the

{ X } Director or Principal.

{ } **Joint Operating Committee Secretary.**

{ } **Business Manager.**

{ } **supervisor.**

{ } **building administrator.**

-IMPORTANT NOTE: There is language preceded by brackets in the Delegation of Responsibility section. It should be determined if this language is still in accordance with

CTC practice or wishes. **If any of the language is desired, please be sure to place an X in the brackets to indicate such language should be included. If any language is not desired, please strike or delete such language.**

{ X } School equipment may be removed from school property by students or staff members only when such equipment is necessary to accomplish tasks **relevant to** their **education** or job responsibilities. Prior approval of the

{ } **building administrator**

{ x } Director or Principal

is required for such removal **and use**.

Guidelines

The user of school owned equipment shall be fully liable for any damage or loss occurring to the equipment during the period of its use and shall be responsible for its safe return.

When equipment authorized for **lending** requires the services of an operator, the user shall employ the person designated by the school and shall pay **the stated cost of services**.

Removal of school equipment from school property for personal use by staff or students is prohibited.

School books may be used by students during vacations when permission is granted by the building administrator.[\[4\]](#)

Book	Policy Manual
Section	700 Property
Title	Building Security
Code	709
Status	Second Reading
Legal	1. Pol. 805 2. Pol. 805.2 3. Pol. 907 24 P.S. 1850.1 Pol. 705

Purpose

The **Joint** Operating Committee recognizes the need to maintain security of school facilities for reasons of **safety**, vandalism and theft.

Delegation of Responsibility

Building security shall be **coordinated** by the **School Safety and Security Coordinator**, with the cooperation of **school administrators and staff**.^{[1][2]}

The Director **or designee** shall **develop administrative regulations designating** who **may be authorized to access school** building(s), **the designated level of access** and who may have after-hours access to school facilities.

Guidelines

After the start of the school day, access to school buildings shall be limited to one (1) entrance that is monitored and capable of controlling visitor entry. All other entrances shall be locked, and designated school staff shall follow established Joint Operating Committee policy and procedures for entry of school visitors and other authorized individuals into school buildings.^[3]

Book	Policy Manual
Section	700 Property
Title	Use of Facilities by Staff
Code	710
Status	Second Reading
Legal	24 P.S. 1850.1 Pol. 707 Pol. 708

Authority

The Joint Operating Committee establishes that school **equipment and** facilities may not be used by **school** staff for personal reasons, **either on or off school property**, without explicit authorization or administrative permission.

-IMPORTANT NOTE: There is language preceded by brackets in the Authority section which should be revised to reflect the CTC's practices. The original JOC policy stated employees could use school property and equipment once approved. However, this policy was last reviewed in 1996 and may no longer reflect CTC practice. Please determine which option(s) are in accordance with CTC practice or wishes. **Please place an X in the appropriate brackets to indicate the desired option(s).**

{ **X** } **Personal use of** school equipment by **an** employee **shall not be used for** work which will result in **a monetary** profit to the employee.

Guidelines

School facilities and equipment **are available for staff use only if:**

1. **Such use is in accordance with applicable collective bargaining agreements;**
2. **Such use is clearly within the authorization granted in Joint Operating Committee policy;**
3. **Prior approval has been granted by resolution of the Joint Operating Committee, such as a school-assigned vehicle; or**
4. **Temporary approval has been granted** by the **building administrator.**

Book	Policy Manual
Section	700 Property
Title	Integrated Pest Management
Code	716
Status	Second Reading
Legal	1. 22 PA Code 4.12 2. Pol. 102 3. 24 P.S. 772.1 4. 3 P.S. 111.21 et seq 5. 7 PA Code 128.1 et seq 6. 24 P.S. 772.2 7 U.S.C. 136 et seq

Purpose

The school shall utilize integrated pest management procedures to manage structural and landscape pests and the toxic chemicals used for their control in order to alleviate pest problems with the least possible hazard to people, property and the environment.

The school shall integrate IPM education into the curriculum in accordance with relevant academic standards.[\[1\]](#)[\[2\]](#)

Definitions

Integrated Pest Management (IPM) is the coordinated use of pest and environmental information to design and implement pest control methods that are economically, environmentally and socially sound. IPM promotes prevention over remediation and advocates integration of at least two (2) or more strategies to achieve long-term solutions.

Integrated Pest Management Plan is a plan that establishes a sustainable approach to managing pests by combining biological, cultural, physical and chemical tools in a way that minimizes economic, health and environmental risks.[\[3\]](#)

Authority

The Joint Operating Committee establishes that the school shall use pesticides only after consideration of the full range of alternatives, based on analysis of environmental effects, safety, effectiveness and costs.[\[4\]](#)[\[5\]](#)

The Joint Operating Committee shall adopt an Integrated Pest Management Plan for the building and grounds that complies with policies and regulations promulgated by the Department of Agriculture.[\[3\]](#)[\[5\]](#)

The Joint Operating Committee shall designate an employee to serve as IPM Coordinator for the school.

Delegation of Responsibility

The IPM Coordinator shall be responsible to implement Integrated Pest Management procedures and to coordinate communications between the school and the approved contractor.

The IPM Coordinator shall be responsible to annually notify parents/guardians of the procedures for requesting notification of planned and emergency applications of pesticides in the building and on school grounds.[\[6\]](#)

The IPM Coordinator shall maintain detailed records of all chemical pest control treatments for at least three (3) years. Information regarding pest management activities shall be available to the public at the administrative office.[\[6\]](#)

Appropriate personnel involved in making decisions relative to pest management shall participate in update training.

Guidelines

Pest management strategies may include education, exclusion, sanitation, maintenance, biological and mechanical controls, and site appropriate pesticides.

An integrated pest management decision shall consist of the following five (5) steps:

1. Identify pest species.
2. Estimate pest populations and compare to established action thresholds.
3. Select the appropriate management tactics based on current on-site information.
4. Assess effectiveness of pest management.
5. Keep appropriate records.

When pesticide applications are scheduled in the building and on school grounds, the school shall provide notification in accordance with law, including:[\[6\]](#)

1. Posting a pest control sign in an appropriate area.
2. Providing the pest control information sheet to all individuals working in the building.
3. Providing required notice to all parents/guardians of students or to a list of parents/guardians who have requested notification of individual applications of pesticides.

Where pests pose an immediate threat to the health and safety of students or employees, the school may authorize an emergency pesticide application and shall notify by telephone any parent/guardian who has requested such notification.[\[6\]](#)

Book	Policy Manual
Section	700 Property
Title	Integrated Pest Management
Code	716
Status	Second Reading
Legal	1. 22 PA Code 4.12 2. Pol. 102 3. 24 P.S. 772.1 4. 3 P.S. 111.21 et seq 5. 7 PA Code 128.1 et seq 6. 24 P.S. 772.2 7 U.S.C. 136 et seq

Purpose

The school shall utilize integrated pest management procedures to manage structural and landscape pests and the toxic chemicals used for their control in order to alleviate pest problems with the least possible hazard to people, property and the environment.

The school shall integrate IPM education into the curriculum in accordance with relevant academic standards.[\[1\]](#)[\[2\]](#)

Definitions

Integrated Pest Management (IPM) is the coordinated use of pest and environmental information to design and implement pest control methods that are economically, environmentally and socially sound. IPM promotes prevention over remediation and advocates integration of at least two (2) or more strategies to achieve long-term solutions.

Integrated Pest Management Plan is a plan that establishes a sustainable approach to managing pests by combining biological, cultural, physical and chemical tools in a way that minimizes economic, health and environmental risks.[\[3\]](#)

Authority

The Joint Operating Committee establishes that the school shall use pesticides only after consideration of the full range of alternatives, based on analysis of environmental effects, safety, effectiveness and costs.[\[4\]](#)[\[5\]](#)

The Joint Operating Committee shall adopt an Integrated Pest Management Plan for the building and grounds that complies with policies and regulations promulgated by the Department of Agriculture.[\[3\]](#)[\[5\]](#)

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Delegation of Responsibility

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The IPM Coordinator shall be responsible to annually notify parents/guardians of the procedures for requesting notification of planned and emergency applications of pesticides in the building and on school grounds.[\[6\]](#)

The IPM Coordinator shall maintain detailed records of all chemical pest control treatments for at least three (3) years. Information regarding pest management activities shall be available to the public at the administrative office.[\[6\]](#)

Appropriate personnel involved in making decisions relative to pest management shall participate in update training.

Guidelines

Pest management strategies may include education, exclusion, sanitation, maintenance, biological and mechanical controls, and site appropriate pesticides.

An integrated pest management decision shall consist of the following five (5) steps:

1. Identify pest species.
2. Estimate pest populations and compare to established action thresholds.
3. Select the appropriate management tactics based on current on-site information.
4. Assess effectiveness of pest management.
5. Keep appropriate records.

When pesticide applications are scheduled in the building and on school grounds, the school shall provide notification in accordance with law, including:[\[6\]](#)

1. Posting a pest control sign in an appropriate area.
2. Providing the pest control information sheet to all individuals working in the building.
3. Providing required notice to all parents/guardians of students or to a list of parents/guardians who have requested notification of individual applications of pesticides.

Where pests pose an immediate threat to the health and safety of students or employees, the school may authorize an emergency pesticide application and shall notify by telephone any parent/guardian who has requested such notification.[\[6\]](#)

Book	Policy Manual
Section	700 Property
Title	Cellular Telephones
Code	717
Status	Second Reading
Legal	1. Pol. 624 2. Pol. 317 26 U.S.C. 1 et seq

Purpose

The **Joint** Operating Committee **recognizes** that the use of cellular **telephones by employees may be appropriate and necessary to provide for the effective and efficient operation** of the school. **In addition, the use of cellular telephones can help to ensure the safety and security of school property, staff, students and others while on school property or engaged in school-sponsored activities.**

Authority

The Joint Operating Committee authorizes the purchase and employee use of cellular telephones.

Cellular telephones provided to employees by the school shall be used for authorized business purposes. Personal use **of such shall be prohibited, except in emergency situations.**^[1]

Guidelines

Expenses incurred for personal use of cellular telephones provided by the school shall be reimbursed to the school by the employee.

Use of **cellular telephones by employees in violation of Joint Operating Committee policy, administrative regulations, and/or federal or state laws shall** result in discipline, as appropriate.^[2]

Delegation of Responsibility

The Director or designee shall determine which employees receive cellular telephones provided by the school for business purposes.

The Director **or designee** shall develop **administrative regulations to implement this policy, including a uniform and controlled system for identifying employee cellular telephone needs, monitoring employee use, and reimbursement.**

The Director or designee shall develop administrative regulations for staff use of privately owned cellular telephones for authorized school business.

Business Manager's Report
February 2020

Prepared by Terri Birchard
Business Manager

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General Ledger Bank Account Balances		February 29, 2020		January 31, 2020		Change	
General Fund Cash & Investment Accounts							
PNC, PSDLAF, ERIEBank, NWSB		\$	1,583,158.00	\$	1,314,853.78	\$	268,304.22
Capital Projects Fund, PSDLAF, NWSB & PNC		\$	708,749.86	\$	742,464.53	\$	(33,714.67)
Student Activities Fund-PNC & NWSB		\$	12,451.77	\$	14,768.80	\$	(2,317.03)
Flexible Spending Acct - PNC		\$	6,698.88	\$	5,819.74	\$	879.14
Total All Funds - Bank Balances		\$	2,311,058.51	\$	2,077,906.85	\$	233,151.66

2

General Fund (Fund 10)		February 29, 2020				January 31, 2020							
Revenue and Expenditure Summary		Annual Budget		YTD Actual		%		Annual Budget		YTD Actual		%	
ECTS-High School													
Fund Balances - July 1, 2019													
Fund Balance-Unassigned-(High School)		\$	138,631	\$	138,631			\$	138,631	\$	138,631		
Fund Balance-Assigned PSERS		\$	318,800	\$	318,800			\$	318,800	\$	318,800		
Fund Balance - Assigned - New Program		\$	250,000	\$	250,000			\$	250,000	\$	250,000		
Fund Balance-Non-Spendable-Inventory		\$	120,162	\$	120,162			\$	120,162	\$	120,162		
		\$	827,593	\$	827,593			\$	827,593	\$	827,593		
Revenue-Local Sources & Districts		\$	4,960,447	\$	3,253,596	65.59%		\$	4,960,447	\$	2,837,526	57.20%	
Revenue-All Other Sources		\$	1,666,429	\$	930,204	55.82%		\$	1,666,429	\$	803,922	48.24%	
Total Revenue		\$	6,626,876	\$	4,183,800			\$	6,626,876	\$	3,641,448		
Expenditure and reserve		\$	6,626,876	\$	3,821,304	57.66%		\$	6,626,876	\$	3,308,890	49.93%	
Change		\$	-	\$	362,496			\$	-	\$	332,558		
Fund Balances													
Fund Balance-Unassigned-(High School)		\$	138,631	\$	501,127			\$	138,631	\$	471,189		
Fund Balance-Assigned PSERS		\$	318,800	\$	318,800			\$	318,800	\$	318,800		
Fund Balance - Assigned - New Program		\$	250,000	\$	250,000			\$	250,000	\$	250,000		
Fund Balance-Non-Spendable-Inventory		\$	120,162	\$	120,162			\$	120,162	\$	120,162		
		\$	827,593	\$	1,190,089			\$	827,593	\$	1,160,151		
		February 29, 2020						January 31, 2020					
RCTC		Annual Budget		YTD Actual		%		Annual Budget		YTD Actual		%	
Fund Balance July 1, 2019		\$	217,986	\$	222,904			\$	217,986	\$	222,904		
Revenue		\$	476,000	\$	369,199	77.56%		\$	476,000	\$	321,621	67.57%	
Expenditure and reserve		\$	476,000	\$	361,842	76.02%		\$	476,000	\$	328,751	69.07%	
Change		\$	-	\$	7,357			\$	-	\$	(7,130)		
Fund Balance-Assigned-RCTC		\$	217,986	\$	230,261			\$	217,986	\$	236,094		

Business Manager's Report
February 2020

Prepared by Terri Birchard
Business Manager

3

ECTS Capital Projects Fund (Fund 31) Revenue and Expenditure Summary		February 29, 2020			January 31, 2020		
	Annual Budget	YTD Actual		%	Annual Budget	YTD Actual	%
Fund Balance-July 1, 2019							
Assigned-Transition Center	\$ -	\$ -			\$ -	\$ -	
Assigned-Capital Projects	\$ 782,179	\$ 782,179			\$ 782,179	\$ 782,179	
	\$ 782,179	\$ 782,179			\$ 782,179	\$ 782,179	
Plus:							
Transfers from General Fund-2019-2020	\$ 65,900	\$ 65,900		100.00%	\$ 65,900	\$ 65,900	100.00%
School District Contributions - Pre Bid Documents	\$ -	\$ 225,000			\$ -	\$ 225,000	
Interest	\$ 650	\$ 7,891		1214.06%	\$ 650	\$ 7,136	969.56%
	\$ 66,550	\$ 298,791			\$ 66,550	\$ 298,036	
Less:							
School car	\$ -	\$ -		0.00%	\$ -	\$ -	0.00%
HS Copier	\$ -	\$ -		0.00%	\$ -	\$ -	0.00%
Copier - GRA	\$ 25,000	\$ -		0.00%	\$ 25,000	\$ -	0.00%
Network system - server software	\$ -	\$ -		0.00%	\$ -	\$ -	0.00%
Faculty laptop replacements	\$ 33,000	\$ -		0.00%	\$ 33,000	\$ -	0.00%
Technology	\$ -	\$ 50,458			\$ -	\$ 49,930	
Classroom Projection	\$ 20,000	\$ -		0.00%	\$ 20,000	\$ -	0.00%
Fire Alarm Project	\$ -	\$ 86,265			\$ -	\$ 52,323	
School District - Pre-Bid Documents	\$ -	\$ 225,000			\$ -	\$ 225,000	
Other - Production Server Replacement	\$ 50,000	\$ -		0.00%	\$ 50,000	\$ -	0.00%
	\$ 128,000	\$ 361,723			\$ 128,000	\$ 327,253	
Fund Balance							
Assigned-Transition Center	\$ -	\$ -			\$ -	\$ -	
Assigned-Capital Projects	\$ 720,729	\$ 719,248			\$ 720,729	\$ 752,962	
	\$ 720,729	\$ 719,248			\$ 720,729	\$ 752,962	

Business Manager's Report
February 2020

Prepared by Terri Birchard
Business Manager

4

Student Activity Fund (Fund 81)		February 29, 2020	January 31, 2020
		YTD-Actual	YTD-Actual
<u>Fund Balances- July 1, 2019</u>			
Designated-SkillsUSA	\$	3,348	\$ 3,348
Designated -Other	\$	1,815	\$ 1,815
Designated-NTHS	\$	3,281	\$ 3,281
	\$	8,444	\$ 8,444
<u>Revenue + Transfers</u>			
SkillsUSA/Other	\$	5,956	\$ 5,257
Make-A-Wish/Community Blood Bank/Other	\$	1,512	\$ 1,512
National Technical Honor Society	\$	2,896	\$ 2,224
	\$	10,364	\$ 8,992
<u>Expenditure</u>			
SkillsUSA	\$	7,625	\$ 4,907
Make-A-Wish/Community Blood Bank/Other	\$	-	\$ -
National Technical Honor Society	\$	2,527	\$ 1,963
	\$	10,152	\$ 6,870
<u>Fund Balances- YTD</u>			
Assigned-SkillsUSA/Other	\$	1,679	\$ 3,698
Assigned -Other	\$	3,327	\$ 3,327
Assigned-NTHS	\$	3,649	\$ 3,541
	\$	8,656	\$ 10,566

Business Manager's Report
February 2020

Prepared by Terri Birchard
Business Manager

5

NOREBT-ECTS	Medical/ Rx	Dental/Vision	Total
Per Employee Per Month	\$ 1,283	\$ 85	\$ 1,368
Account Balance July 1, 2019, Per NOREBT Statement	\$ 585,627	SELF FUNDED - NA	\$ 585,627
	\$ -		\$ -
Account Balance July 1, 2019, Adjusted for June claims	\$ 585,627		\$ 585,627
Plus: YTD Contributions+receipts	\$ 465,698		\$ 465,698
Plus: Prescription formulary rebate	\$ 5,792		\$ 5,792
Plus: Interest allocation/Loyalty credit	\$ 13,624		\$ 13,624
Plus: reimbursement from excess loss fund	\$ -		\$ -
	\$ 485,114		\$ 485,114
Less: YTD gross claims	\$ (360,969)		\$ (360,969)
Less: YTD gross claims- prescription	\$ (117,527)		\$ (117,527)
Less: Claims Administration	\$ (18,959)		\$ (18,959)
Less: Stop Loss insurance	\$ (14,927)		\$ (14,927)
Less: reinsurance for large claims over 40K	\$ (87,574)		\$ (87,574)
Less: Miscellaneous Admin (Legal/ACA Fees/Audit)	\$ (1,525)		\$ (1,525)
Less: other expense- Wellness contribution	\$ (1,077)		\$ (1,077)
Less: Admin expenses/stop-loss ins	\$ (700)		\$ (700)
Less: Total YTD claims/exps.	\$ (603,258)		\$ (603,258)
Total YTD claims and expenses			
YTD contributions less expenses	\$ (118,144)		\$ (118,144)
Account balance -2/29/2020 per NOREBT Statement	\$ 467,483	SELF FUNDED - NA	\$ 467,483
Months of claims + expenses in reserve	9.3	Cash Balances - BAI	9.3
avg monthly claims + expenses	\$ 50,272		\$ 50,272

****MOST RECENT STATEMENT THROUGH 2/29/20****

Other information

- A. Perkins budget reallocation was submitted to PDE
- B. PDE third quarter reports submitted
- C. Working on 2020-2021 budget submission to PDE
- D.

Business Manager's Report
March 2020

Prepared by Terri Birchard
Business Manager

1	General Ledger Bank Account Balances	March 31, 2020	February 29, 2020	Change
	General Fund Cash & Investment Accounts			
	PNC, PSDLAF, ERIEBank, NWSB	\$ 1,369,566.43	\$1,583,158.00	\$ (213,591.57)
	Capital Projects Fund, PSDLAF, NWSB & PNC	\$ 709,124.59	\$ 708,749.86	\$ 374.73
	Student Activities Fund-PNC & NWSB	\$ 17,654.68	\$12,451.77	\$ 5,202.91
	Flexible Spending Acct - PNC	\$ 7,304.28	\$6,698.88	\$ 605.40
	Total All Funds - Bank Balances	\$ 2,103,649.98	\$2,311,058.51	\$ (207,408.53)

2	General Fund (Fund 10)	March 31, 2020			February 29, 2020		
	Revenue and Expenditure Summary	Annual Budget	YTD Actual	%	Annual Budget	YTD Actual	%
	<u>ECTS-High School</u>						
	<u>Fund Balances - July 1, 2019</u>						
	Fund Balance-Unassigned-(High School)	\$ 138,631	\$ 138,631		\$ 138,631	\$ 138,631	
	Fund Balance-Assigned PSERS	\$ 318,800	\$ 318,800		\$ 318,800	\$ 318,800	
	Fund Balance - Assigned - New Program	\$ 250,000	\$ 250,000		\$ 250,000	\$ 250,000	
	Fund Balance-Non-Spendable-Inventory	\$ 120,162	\$ 120,162		\$ 120,162	\$ 120,162	
		\$ 827,593	\$ 827,593		\$ 827,593	\$ 827,593	
	Revenue-Local Sources & Districts	\$ 4,960,447	\$ 3,661,559	73.82%	\$ 4,960,447	\$ 3,253,596	65.59%
	Revenue-All Other Sources	\$ 1,666,429	\$ 1,140,560	68.44%	\$ 1,666,429	\$ 930,204	55.82%
	Total Revenue	\$ 6,626,876	\$ 4,802,120		\$ 6,626,876	\$ 4,183,812	
	Expenditure and reserve	\$ 6,626,876	\$ 4,292,129	64.77%	\$ 6,626,876	\$ 3,821,304	57.66%
	Change	\$ -	\$ 509,991		\$ -	\$ 362,508	
	<u>Fund Balances</u>						
	Fund Balance-Unassigned-(High School)	\$ 138,631	\$ 648,622		\$ 138,631	\$ 501,139	
	Fund Balance-Assigned PSERS	\$ 318,800	\$ 318,800		\$ 318,800	\$ 318,800	
	Fund Balance - Assigned - New Program	\$ 250,000	\$ 250,000		\$ 250,000	\$ 250,000	
	Fund Balance-Non-Spendable-Inventory	\$ 120,162	\$ 120,162		\$ 120,162	\$ 120,162	
		\$ 827,593	\$ 1,337,584		\$ 827,593	\$ 1,190,101	
		March 31, 2020			February 29, 2020		
	<u>RCTC</u>	Annual Budget	YTD Actual	%	Annual Budget	YTD Actual	%
	Fund Balance July 1, 2019	\$ 217,986	\$ 222,904		\$ 217,986	\$ 222,904	
	Revenue	\$ 476,000	\$ 425,100	89.31%	\$ 476,000	\$ 369,199	67.57%
	Expenditure and reserve	\$ 476,000	\$ 414,369	87.05%	\$ 476,000	\$ 361,842	69.07%
	Change	\$ -	\$ 10,731		\$ -	\$ 7,357	
	Fund Balance-Assigned-RCTC	\$ 217,986	\$ 233,635		\$ 217,986	\$ 230,261	

Business Manager's Report
March 2020

Prepared by Terri Birchard
Business Manager

3

ECTS Capital Projects Fund (Fund 31) Revenue and Expenditure Summary		March 31, 2020			February 29, 2020		
	Annual Budget	YTD Actual		%	Annual Budget	YTD Actual	%
Fund Balance-July 1, 2019							
Assigned-Transition Center	\$ -	\$ -			\$ -	\$ -	
Assigned-Capital Projects	\$ 782,179	\$ 782,179			\$ 782,179	\$ 782,179	
	\$ 782,179	\$ 782,179			\$ 782,179	\$ 782,179	
Plus:							
Transfers from General Fund-2019-2020	\$ 65,900	\$ 65,900		100.00%	\$ 65,900	\$ 65,900	100.00%
School District Contributions - Pre Bid Documents	\$ -	\$ 225,000			\$ -	\$ 225,000	
Interest	\$ 650	\$ 8,266		1271.64%	\$ 650	\$ 7,891	969.56%
	\$ 66,550	\$ 299,166			\$ 66,550	\$ 298,791	
Less:							
School car	\$ -	\$ -		0.00%	\$ -	\$ -	0.00%
HS Copier	\$ -	\$ -		0.00%	\$ -	\$ -	0.00%
Copier - GRA	\$ 25,000	\$ -		0.00%	\$ 25,000	\$ -	0.00%
Network system - server software	\$ -	\$ -		0.00%	\$ -	\$ -	0.00%
Faculty laptop replacements	\$ 33,000	\$ -		0.00%	\$ 33,000	\$ -	0.00%
Technology	\$ -	\$ 50,458			\$ -	\$ 50,458	
Classroom Projection	\$ 20,000	\$ -		0.00%	\$ 20,000	\$ -	0.00%
Fire Alarm Project	\$ -	\$ 112,815			\$ -	\$ 86,265	
School District - Pre-Bid Documents	\$ -	\$ 225,000			\$ -	\$ 225,000	
Other - Production Server Replacement	\$ 50,000	\$ -		0.00%	\$ 50,000	\$ -	0.00%
	\$ 128,000	\$ 388,273			\$ 128,000	\$ 361,723	
Fund Balance							
Assigned-Transition Center	\$ -	\$ -			\$ -	\$ -	
Assigned-Capital Projects	\$ 720,729	\$ 693,072			\$ 720,729	\$ 719,248	
	\$ 720,729	\$ 693,072			\$ 720,729	\$ 719,248	

Business Manager's Report
March 2020

Prepared by Terri Birchard
Business Manager

4

Student Activity Fund (Fund 81)		March 31, 2020	February 29, 2020
		YTD-Actual	YTD-Actual
<u>Fund Balances- July 1, 2019</u>			
Designated-SkillsUSA	\$	3,348	\$ 3,348
Designated -Other	\$	1,815	\$ 1,815
Designated-NTHS	\$	3,281	\$ 3,281
	\$	8,444	\$ 8,444
<u>Revenue + Transfers</u>			
SkillsUSA/Other	\$	9,211	\$ 5,956
Make-A-Wish/Community Blood Bank/Other	\$	1,512	\$ 1,512
National Technical Honor Society	\$	5,534	\$ 2,896
	\$	16,257	\$ 10,364
<u>Expenditure</u>			
SkillsUSA	\$	7,625	\$ 7,625
Make-A-Wish/Community Blood Bank/Other	\$	-	\$ -
National Technical Honor Society	\$	3,216	\$ 2,527
	\$	10,841	\$ 10,152
<u>Fund Balances- YTD</u>			
Assigned-SkillsUSA/Other	\$	4,934	\$ 1,679
Assigned -Other	\$	3,327	\$ 3,327
Assigned-NTHS	\$	5,598	\$ 3,649
	\$	13,859	\$ 8,656

Business Manager's Report
March 2020

Prepared by Terri Birchard
Business Manager

5

NOREBT-ECTS	Medical/ Rx	Dental/Vision	Total
Per Employee Per Month	\$ 1,283	\$ 85	\$ 1,368
Account Balance July 1, 2019, Per NOREBT Statement	\$ 585,627	SELF FUNDED - NA	\$ 585,627
	\$ -		\$ -
Account Balance July 1, 2019, Adjusted for June claims	\$ 585,627		\$ 585,627
Plus: YTD Contributions+receipts	\$ 465,698		\$ 465,698
Plus: Prescription formulary rebate	\$ 5,792		\$ 5,792
Plus: Interest allocation/Loyalty credit	\$ 13,624		\$ 13,624
Plus: reimbursement from excess loss fund	\$ -		\$ -
	\$ 485,114		\$ 485,114
Less: YTD gross claims	\$ (360,969)		\$ (360,969)
Less: YTD gross claims- prescription	\$ (117,527)		\$ (117,527)
Less: Claims Administration	\$ (18,959)		\$ (18,959)
Less: Stop Loss insurance	\$ (14,927)		\$ (14,927)
Less: reinsurance for large claims over 40K	\$ (87,574)		\$ (87,574)
Less: Miscellaneous Admin (Legal/ACA Fees/Audit)	\$ (1,525)		\$ (1,525)
Less: other expense- Wellness contribution	\$ (1,077)		\$ (1,077)
Less: Admin expenses/stop-loss ins	\$ (700)		\$ (700)
Less: Total YTD claims/exp.	\$ (603,258)		\$ (603,258)
Total YTD claims and expenses			
YTD contributions less expenses	\$ (118,144)		\$ (118,144)
Account balance -2/29/2020 per NOREBT Statement	\$ 467,483	SELF FUNDED - NA	\$ 467,483
Months of claims + expenses in reserve	9.3	Cash Balances - BAI	9.3
avg monthly claims + expenses	\$ 50,272		\$ 50,272

****MOST RECENT STATEMENT THROUGH 2/29/20****

Other information

- A. Perkins budget reallocation was submitted to PDE
- B. PDE third quarter reports submitted
- C. Working on 2020-2021 budget submission to PDE
- D.

**Erie County Technical School
Treasurer's Report**

General Fund - PNC - Depository Account - NWSB			
	March 2020	February 2020	January 2020
Beginning Cash Balance - PNC/NWSB	\$ 165,044.10	\$ 85,742.32	\$ 64,515.41
Plus: Receipts			
Receipts Deposited	242,996.36	561,117.22	495,694.93
Tfr from other accounts	0.00	0.00	0.00
Credit card receipts	12,429.06	17,217.25	11,548.27
Total Receipts	\$ 255,425.42	\$ 578,334.47	\$ 507,243.20
Less: Disbursements			
Checks Disbursements	209,963.79	216,584.56	207,165.25
Wire/ACH payments-taxes/fees/ RCTC Credit Card Refunds	13,542.01	3,262.73	21,322.94
Tfr to other accounts - FLEX/Vision/Dental/Food Service Fund	1,685.40	4,185.40	7,528.10
ACH transfers to PSDLAF	125,000.00	275,000.00	250,000.00
Total disbursements	\$ 350,191.20	\$ 499,032.69	\$ 486,016.29
Ending Cash Balance - PNC/NWSB General Fund	\$ 70,278.32	\$ 165,044.10	\$ 85,742.32
General Fund - PSDLAF/PSDMAX/Investments			
	March 2020	February 2020	January 2020
Beginning Cash Balance - PSDLAF	\$ 520,240.19	\$ 331,237.71	\$ 402,350.50
Plus: Receipts			
Transfers from PNC-Erie	125,000.00	275,000.00	250,000.00
Void Add-backs	0.00	0.00	0.00
PSDLAF/PSDMAX interest	305.14	350.56	304.46
Social Security Subsidy direct deposit	0.00	0.00	0.00
Retirement Subsidy direct deposit	121,564.02	0.00	0.00
Vocational Ed Subsidy direct deposit	12,755.52	0.00	0.00
Other revenues - PSERS/Payroll adjustment/Equipment grant/RCTC tuit	60,563.84	5,850.00	0.00
Federal/State program grant direct deposit - Perkins	28,228.00	180,896.12	28,228.00
Total Receipts	\$ 348,416.52	\$ 462,096.68	\$ 278,532.46
Less: Disbursements			
Check Disbursements	0.00	0.00	0.00
Payroll, VISA and ACH payments out	235,935.47	249,205.32	332,825.95
PSERS Employer/Employee Payment	231,306.56	23,888.88	16,819.30
TFR to other accounts/funds - Capital Projects Fund	0.00	0.00	0.00
Total Disbursements	\$ 467,242.03	\$ 273,094.20	\$ 349,645.25
Ending Cash Balance - PSDLAF	\$ 401,414.68	\$ 520,240.19	\$ 331,237.71
ERIEBank			
	March 2020	February 2020	January 2020
Beginning Cash Balance-ERIEBank	\$ 896,874.50	\$ 896,873.71	\$ 896,872.84
Plus: Receipts			
Receipts Deposited	0.00	0.00	0.00
Interest	0.87	0.79	0.87
Unrealized gains/losses	0.00	0.00	0.00
Total Receipts	\$ 0.87	\$ 0.79	\$ 0.87
Less: Disbursements			
Checks returned-credit fees-credit card refunds	0.00	0.00	0.00
Wire/ACH payments-taxes/fees - bi-annual investment mgmt fee	0.00	0.00	0.00
Tfr to other accounts	0.00	0.00	0.00
ACH transfers to PSDLAF/PLGIT	0.00	0.00	0.00
Total disbursements	\$ -	\$ -	\$ -
Ending Cash Balance - ERIEBank	\$ 896,875.37	\$ 896,874.50	\$ 896,873.71
	\$ 2,702.28	\$ 2,701.41	\$ 2,700.62
	\$ 894,173.87	\$ 894,173.87	\$ 894,173.87
	\$ 896,875.37	\$ 896,874.50	\$ 896,873.71

**Erie County Technical School
Treasurer's Report**

General Fund Section 125-PNC			
	March 2020	February 2020	January 2020
Beginning Cash Balance-PNC	\$ 6,698.88	\$ 5,819.74	\$ 7,581.64
Plus Receipts			
Receipts Deposited	1,685.40	1,685.40	2,528.10
Transfers from other accounts	0.00	0.00	2,500.00
Total Receipts	\$ 1,685.40	\$ 1,685.40	\$ 5,028.10
Less Disbursements			
Check Disbursements	1,080.00	806.26	6,790.00
Other Disbursements	0.00	0.00	0.00
	\$ 1,080.00	\$ 806.26	\$ 6,790.00
Ending Cash Balance-PNC	\$ 7,304.28	\$ 6,698.88	\$ 5,819.74
General Fund -Dental and Vision Claims - PNC			
	March 2020	February 2020	January 2020
Beginning Cash Balance-PNC	\$ 9,162.51	\$ 8,874.71	\$ 7,324.71
Plus Receipts			
Receipts Deposited	0.00	0.00	0.00
Transfers from other accounts	0.00	2,500.00	2,500.00
Total Receipts	\$ -	\$ 2,500.00	\$ 2,500.00
Less Disbursements			
Check Disbursements	2,217.00	2,212.20	950.00
Other Disbursements	0.00	0.00	0.00
	\$ 2,217.00	\$ 2,212.20	\$ 950.00
Ending Cash Balance-PNC	\$ 6,945.51	\$ 9,162.51	\$ 8,874.71
Dental	5,189.85	7,006.85	6,599.05
Vision	1,755.66	2,155.66	2,275.66
	\$ 6,945.51	\$ 9,162.51	\$ 8,874.71
Capital Projects Fund - PSDLAF / PNC / NWSB Accounts			
	March 2020	February 2020	January 2020
Beginning Cash and Investments Balance- PSDLAF	\$ 708,749.86	\$ 742,464.53	\$ 836,075.62
Plus Receipts			
Transfers from General Fund-per budget	0.00	0.00	0.00
School District Pre-bid documents	0.00	0.00	0.00
Interest posted	374.33	755.33	833.91
Total Receipts	\$ 374.33	\$ 755.33	\$ 833.91
Less disbursements			
Less transfers to General Fund	0.00	0.00	0.00
Less Checks	0.00	34,470.00	94,445.00
Less Checks issued - PreBid Documents	0.00	0.00	0.00
	\$ -	\$ 34,470.00	\$ 94,445.00
Ending Cash and Investments Balance - PSDLAF	\$ 709,124.19	\$ 708,749.86	\$ 742,464.53
PNC account	15,554.80	15,554.80	15,554.80
NWSB account	131,081.16	131,081.16	165,388.66
PSDMAX account	562,488.23	562,113.90	561,521.07
	\$ 709,124.19	\$ 708,749.86	\$ 742,464.53

**Erie County Technical School
Treasurer's Report**

Student Activity Fund - PNC / NWSB (For Information)				March 2020	February 2020	January 2020
Beginning Cash Balance - PNC				\$ 12,451.28	\$ 14,768.81	\$ 13,562.74
Plus Receipts						
SkillsUSA-Receipts				3,255.11	699.09	1,516.02
COS Funds-Transfer from General Fund				0.00	0.00	0.00
NTHS-Receipts				2,637.69	672.10	355.04
NTHS-Transfer from General Fund				0.00	0.00	0.00
Community Blood Bank				0.00	0.00	0.00
Make A Wish/Other				0.00	0.00	0.00
Interest/bank fees posted				0.00	0.01	0.01
Total Receipts				\$ 5,892.80	\$ 1,371.20	\$ 1,871.07
Less SkillsUSA-disbursements-checks/fees, adjustments				0.00	3,442.28	665.00
Less Make A Wish/Blood Bank-disbursements-checks/fees				0.00	0.00	0.00
Less NTHS-disbursements-checks/fees				689.40	246.45	0.00
				\$ 689.40	\$ 3,688.73	\$ 665.00
Ending Cash Balance - PNC / NWSB				\$ 17,654.68	\$ 12,451.28	\$ 14,768.81
SkillsUSA				7,026.09	3,770.98	6,514.86
Blood Bank/Other				460.00	460.00	460.00
Make A Wish				3,591.68	3,591.68	3,591.69
NTHS				6,576.91	4,628.62	4,202.26
				\$ 17,654.68	\$ 12,451.28	\$ 14,768.81

Respectfully submitted

Sam Ring,Chairman/Treasurer
Joint Operating Committee

Prepared by: Terri Birchard, Business Manager

Erie County Technical School

Statement of Activities

General Fund - July 1, 2019 to March 31, 2020

	7/1/2019 to 1/31/2020	7/1/2019 2/29/2020	7/1/2019 3/31/2020
Revenues			
INTEREST INCOME	\$2,635.43	\$2,986.00	\$3,291.14
Gains Or Losses On Sale Of Investments - Secondary Progra	\$8,191.21	\$8,191.21	\$8,191.21
Student Fees - Supplies / Uniforms	\$0.00	\$0.00	\$0.00
Facility Rental	\$9,680.75	\$10,978.00	\$12,275.25
RCTC PART TIME TUITION	\$314,689.58	\$360,644.58	\$402,118.78
RCTC BOOKSTORE SALES	\$2,090.00	\$2,355.00	\$3,085.00
FAIRVIEW SD	\$99,012.69	\$113,157.36	\$127,302.03
FORT LEBOEUF SD	\$248,351.81	\$283,830.64	\$319,309.47
GENERAL MCLANE SD	\$236,620.44	\$270,423.36	\$304,226.28
GIRARD SD	\$230,424.81	\$263,342.64	\$296,260.47
HARBOR CREEK SD	\$253,931.44	\$290,207.36	\$326,483.28
IROQUOIS SD	\$131,188.19	\$149,929.36	\$168,670.53
MILLCREEK SD	\$468,553.19	\$535,489.36	\$602,425.53
NORTH EAST SD	\$228,842.82	\$261,534.65	\$294,226.48
NORTHWESTERN SD	\$196,576.31	\$224,658.64	\$252,740.97
UNION CITY SD	\$168,970.69	\$193,109.36	\$217,248.03
WATTSBURG SD	\$181,730.50	\$207,692.00	\$233,653.50
DISTRICTS-ALTERNATIVE EDUCATION	\$236,740.02	\$300,720.02	\$356,160.02
DISTRICTS- TRANSITION CENTER PAYMENTS	\$104,399.91	\$104,399.91	\$104,399.91
Other Contracted Services - ECVTS/CS	\$0.00	\$0.00	\$0.00
MISCELLANEOUS REVENUE	\$5,369.61	\$4,526.37	\$4,526.37
RCTC - Refunds And Other Miscellaneous Revenue	\$4,841.00	\$6,199.00	\$7,141.00
INSURANCE PAYMENTS-INDIVIDUALS	\$24,698.46	\$26,810.60	\$28,187.03
VOCATIONAL EDUCATION SUBSIDY	\$346,588.73	\$472,041.73	\$472,041.73
VOCATIONAL EDUCATION SUBSIDY	\$0.00	\$0.00	\$12,755.52
Safe Schools - SRO Grant	\$0.00	\$0.00	\$0.00
CTE SUPP EQUIPMENT GRANT-STATE	\$0.00	\$0.00	\$60,563.84
SOCIAL SECURITY REIMBURSEMENT	\$17,117.09	\$44,332.21	\$44,332.21
SOCIAL SECURITY REIMBURSEMENT	\$0.00	\$0.00	\$0.00
RETIREMENT REIMBURSEMENT	\$216,246.40	\$216,246.40	\$337,810.42
RETIREMENT REIMBURSEMENT	\$0.00	\$0.00	\$0.00
PERKINS LOCAL PLAN	\$169,368.00	\$197,596.00	\$225,824.00
Sale of / Compen-loss of Fixed AssT	\$1,608.84	\$1,608.84	\$1,981.97
Total Revenues	\$3,908,467.92	\$4,553,010.60	\$5,227,231.97

Expenses

Transition Center - Salary	\$26,462.92	\$29,547.90	\$29,547.90
Transition Center - Aide Wages	\$25,798.59	\$30,758.19	\$35,619.51
Transition Center - Life Insurance	\$162.81	\$311.61	\$311.61
Transition Center - LTD Insurance	\$198.39	\$369.63	\$369.63
Transition Center - Social Security	\$3,666.32	\$4,280.48	\$4,652.45

Erie County Technical School

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General Fund - July 1, 2019 to March 31, 2020

	7/1/2019 to 1/31/2020	7/1/2019 2/29/2020	7/1/2019 3/31/2020
Transition Center - Retirement	\$16,455.60	\$19,214.08	\$20,881.02
Transition Center - Workers Comp	\$572.00	\$1,144.00	\$1,144.00
Transition Center - Medical	\$17,362.70	\$32,842.70	\$32,842.70
Transition Center - Supplemental Benefits	\$80.76	\$152.76	\$152.76
Transition Center - 403(b) payments	\$0.00	\$0.00	\$0.00
Transition Center - Field Trips/Travel	\$22.00	\$70.00	\$70.00
Transition Center - Special Needs-Instruction	\$16,070.70	\$16,260.17	\$16,260.17
Transition Center - Supplies	\$2,065.34	\$2,711.29	\$2,758.74
Tourism/Hospitality - Salary	\$19,761.06	\$23,353.98	\$26,946.90
Tourism/Hospitality - Life Insurance	\$57.60	\$115.20	\$115.20
Tourism/Hospitality - LTD Insurance	\$111.60	\$223.20	\$223.20
Tourism/Hospitality - Social Security	\$1,504.61	\$1,778.15	\$2,051.69
Tourism/Hospitality - Retirement	\$6,851.88	\$8,083.90	\$9,315.92
Tourism/Hospitality - Workers Comp	\$226.50	\$453.00	\$453.00
Tourism/Hospitality - Medical	\$7,740.00	\$15,480.00	\$15,480.00
Tourism/Hospitality - Dental/Vision	\$36.00	\$72.00	\$72.00
Tourism/Hospitality - Supplies	\$3,771.07	\$3,810.04	\$5,917.97
Tourism/Hospitality - Textbooks	\$0.00	\$0.00	\$0.00
SALARY-LODGING MANAGEMENT	\$0.00	\$0.00	\$0.00
Health Assistant - Salary	\$30,214.03	\$35,707.49	\$41,200.95
Health Assistant - Life Insurance	\$57.60	\$115.20	\$115.20
Health Assistant - LTD Insurance	\$111.60	\$223.20	\$223.20
Health Assistant - Social Security	\$2,292.23	\$2,703.29	\$3,114.35
Health Assistant - Retirement	\$10,476.99	\$12,360.69	\$14,244.39
Health Assistant - Workers Comp	\$341.00	\$682.00	\$682.00
Health Assistant - Medical	\$7,740.00	\$15,480.00	\$15,480.00
Health Assistant - Dental/Vision	\$36.00	\$72.00	\$72.00
Health Assistant - Supplies	\$4,371.30	\$4,479.72	\$4,504.72
Health Assistant - Supplies (Perkins)	\$1,168.78	\$1,168.78	\$1,168.78
Health Assistant - Textbook	(\$575.00)	(\$575.00)	(\$575.00)
Early Childhood Education - Salary	\$25,110.83	\$29,676.43	\$34,242.03
Early Childhood Education - Life Insurance	\$57.60	\$115.20	\$115.20
Early Childhood Education - LTD Insurance	\$111.60	\$223.20	\$223.20
Early Childhood Education - Social Security	\$0.00	\$0.00	\$0.00
Early Childhood Education - Retirement	\$0.00	\$0.00	\$0.00
Early Childhood Education - Workers Comp	\$265.00	\$530.00	\$530.00
Early Childhood Education - Medical	\$7,740.00	\$15,480.00	\$15,480.00
Early Childhood Education - Dental/Vision	\$36.00	\$72.00	\$72.00
Early Childhood Education - 403(b) payments	\$0.00	\$0.00	\$0.00
Early Childhood Education - Supplies	\$1,463.67	\$4,014.58	\$4,494.32
Early Childhood Education - Equipment - Perkins	\$1,699.95	\$1,699.95	\$1,699.95
Culinary - Salary	\$46,043.62	\$52,369.98	\$58,696.34
Culinary - Life Insurance	\$115.20	\$230.40	\$230.40
Culinary - LTD Insurance	\$223.20	\$446.40	\$446.40

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	7/1/2019 to 1/31/2020	7/1/2019 2/29/2020	7/1/2019 3/31/2020
Culinary - Social Security	\$2,653.93	\$3,130.53	\$3,607.13
Culinary - Retirement	\$12,151.46	\$14,320.76	\$16,490.06
Culinary - Workers Comp	\$452.00	\$904.00	\$904.00
Culinary - Medical	\$15,480.00	\$30,960.00	\$30,960.00
Culinary - Dental/Vision	\$72.00	\$144.00	\$144.00
Culinary - Supplies	\$3,080.71	\$3,427.44	\$3,427.44
Culinary - Supplies	\$32,688.76	\$42,643.96	\$49,025.59
Culinary - Supplies (Perkins)	\$0.00	\$0.00	\$0.00
Culinary - Textbooks	\$0.00	\$0.00	\$0.00
Technical Instruction - Salary	\$77,674.12	\$93,945.99	\$110,217.86
Technical Instruction - Life Insurance	\$213.59	\$443.99	\$443.99
Technical Instruction - LTD Insurance	\$413.82	\$860.22	\$860.22
Technical Instruction - Social Security	\$5,895.37	\$7,126.05	\$8,356.72
Technical Instruction - Retirement	\$20,638.89	\$25,099.31	\$29,559.73
VOYA Retirement	\$403.92	\$477.36	\$550.80
Technical Instruction - Workers Comp	\$1,052.00	\$2,104.00	\$2,104.00
Technical Instruction - Medical	\$28,700.76	\$59,660.76	\$59,660.76
Technical Instruction - Dental/Vision	\$133.49	\$277.49	\$277.49
Technical Instruction - 403(b) payments	\$0.00	\$0.00	\$0.00
Technical Instruction - Supplies	\$0.00	\$0.00	\$0.00
Technical Instruction - Computer Programming - Supplies	\$2,605.45	\$2,662.73	\$2,784.25
Technical Instruction - Drafting and Design - Supplies	\$6,964.12	\$7,977.19	\$8,284.32
Technical Instruction - Electronics - Supplies	\$0.00	\$0.00	\$0.00
Technical Instruction - Computer Networking - Supplies	\$2,988.88	\$3,366.75	\$4,038.94
SALARY-TECHNICAL INSTRUCTORS	\$0.00	\$0.00	\$0.00
Technical Instruction - Supplies (Perkins)	\$4,372.92	\$23,354.48	\$23,354.48
Technical Instruction - Textbooks	\$0.00	\$0.00	\$0.00
Technical Instruction - Software	\$3,500.00	\$3,500.00	\$3,500.00
Trade and Industrial - Salary	\$281,557.60	\$333,039.65	\$384,521.63
Trade and Industrial - Substitutes	(\$27,986.78)	(\$27,986.78)	(\$27,986.78)
Trade and Industrial - Aides (Perkins)	\$48,618.69	\$57,474.09	\$66,428.37
Trade and Industrial - Life Insurance	\$2,322.70	\$278.09	\$1,038.60
Trade and Industrial - Life Insurance (Perkins)	\$103.60	\$204.40	\$204.40
Trade and Industrial - LTD Insurance	\$2,154.18	(\$1,251.50)	(\$323.02)
Trade and Industrial - LTD Insurance (Perkins)	\$5.43	\$5.43	\$5.43
Trade and Industrial - Social Security	\$21,544.38	\$25,427.90	\$29,311.42
Trade and Industrial - Social Security (Perkins)	\$3,719.33	\$4,396.77	\$5,081.78
Trade and Industrial - Retirement	\$100,530.41	\$118,181.84	\$135,833.38
Trade and Industrial - Retirement (Perkins)	\$16,671.35	\$19,707.86	\$22,778.29
Trade and Industrial - Unemployment Comp	\$425.88	\$425.88	\$425.88
Trade and Industrial - Workers Comp	\$4,477.00	(\$5,807.00)	(\$5,807.00)
Trade and Industrial - Workers Comp (Perkins)	\$531.00	\$1,062.00	\$1,062.00
Trade and Industrial - Medical	\$179,989.40	\$11,974.90	\$68,133.05
Trade and Industrial - Medical (Perkins)	\$376.54	\$376.54	\$376.54

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	7/1/2019 to 1/31/2020	7/1/2019 2/29/2020	7/1/2019 3/31/2020
Trade and Industrial - Dental/Vision	\$14,738.75	\$15,906.95	\$18,123.95
Trade and Industrial - Dental/Vision (Perkins)	\$1.75	\$1.75	\$1.75
Trade and Industrial - 403(b) payments	\$0.00	\$0.00	\$0.00
Trade and Industrial - Contracted Substitutes	\$35,900.25	\$38,588.95	\$43,169.65
Trade and Industrial - High School Repairs and Maintenance	\$0.00	\$0.00	\$914.25
Trade and Industrial - Travel (Perkins)	\$1,085.00	\$1,950.00	\$1,950.00
SALARY-T & I	\$0.00	\$0.00	\$0.00
Trade and Industrial - Art and Design - Supplies	\$1,500.58	\$2,241.48	\$2,389.92
Trade and Industrial - Graphic Arts - Supplies	\$2,648.99	\$5,039.39	\$5,039.39
Trade and Industrial - Auto Body - Supplies	\$5,871.45	\$5,586.00	\$5,586.00
Trade and Industrial - Auto Tech - Supplies	\$6,649.40	\$6,752.98	\$6,926.57
Trade and Industrial - Construction Trades - Supplies	\$4,479.76	\$7,224.99	\$7,224.99
Trade and Industrial - Cosmetology - Supplies	\$6,034.99	\$6,499.47	\$8,370.37
Trade and Industrial - Electrical Engineering - Supplies	\$12,289.38	\$12,929.31	\$13,605.21
Trade and Industrial - Precision Machining - Supplies	\$7,729.11	\$8,133.62	\$9,854.26
Trade and Industrial - Facilities Maintenance - Supplies	\$2,022.09	\$2,195.38	\$2,238.45
Trade and Industrial - Metal Fabrication - Supplies	\$6,555.04	\$6,713.23	\$7,571.49
Trade and Industrial - Graduation Supplies	\$319.66	\$319.66	\$319.66
Trade and Industrial - Copier Paper Reimbursement Supplies	\$2,416.00	\$4,688.00	\$4,688.00
Trade and Industrial - Repair Parts	\$0.00	\$0.00	\$0.00
Trade and Industrial - Miscellaneous Lab Supplies	(\$133.80)	(\$133.80)	(\$133.80)
Trade and Industrial - Instructional Supt Supplies (Perkins)	\$26,626.10	\$26,679.05	\$26,679.05
Trade and Industrial - Textbooks	\$0.00	\$0.00	\$0.00
Trade and Industrial - Textbooks	\$22,816.91	\$22,816.91	\$22,816.91
Trade and Industrial - Lab Software	\$8,793.00	\$8,991.00	\$8,991.00
Trade and Industrial - Lab Software (Perkins)	\$0.00	\$0.00	\$0.00
Trade and Industrial - Equipment	\$0.00	\$0.00	\$0.00
Trade and Industrial - CTE Equipment Grant	\$134.25	\$134.25	\$134.25
Trade and Industrial - Equipment (Perkins)	\$15,238.27	\$39,317.40	\$39,317.40
Other Voc Ed - Salary	\$38,795.24	\$45,848.92	\$52,902.60
Other Voc Ed - Life Insurance	\$115.20	\$230.40	\$230.40
Other Voc Ed - LTD Insurance	\$223.20	\$446.40	\$446.40
Other Voc Ed - Social Security	\$2,953.34	\$3,490.34	\$4,027.34
Other Voc Ed - Retirement	\$13,412.88	\$15,831.58	\$18,250.28
Other Voc Ed - Workers Comp	\$694.50	\$1,389.00	\$1,389.00
Other Voc Ed - Medical	\$15,480.00	\$30,960.00	\$30,960.00
Other Voc Ed - Dental/Vision	\$72.00	\$144.00	\$144.00
Other Voc Ed - Supplies	\$151.12	\$354.77	\$354.77
Other Voc Ed - Math Supplies	\$327.53	\$453.78	\$453.78
Other Vocational Ed - Literacy Supplies	\$0.00	\$0.00	\$0.00
Career Alternative Education - Secretary wages	\$11,453.76	\$13,020.78	\$14,491.86
Career Alternative Education - Life Insurance	\$16.80	\$33.60	\$33.60
Career Alternative Education - LTD Insurance	\$0.00	\$0.00	\$0.00
Career Alternative Education - Social Security	\$876.27	\$996.15	\$1,108.69

Erie County Technical School

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	7/1/2019 to 1/31/2020	7/1/2019 2/29/2020	7/1/2019 3/31/2020
Career Alternative Education - Retirement	\$3,933.48	\$4,470.81	\$4,975.24
Career Alternative Education - Worker Comp	\$46.14	\$92.28	\$92.28
Career Alternative Education - Medical	\$0.00	\$0.00	\$0.00
Career Alternative Education - Dental/Vision	\$0.00	\$0.00	\$0.00
Career Alternative Education - Professional Services	\$186,010.00	\$236,280.00	\$279,840.00
Career Alternative Education - Travel	\$0.00	\$0.00	\$0.00
Career Alternative Education - Supplies	\$3,945.28	\$5,719.53	\$5,944.37
Career Alternative Education - Meals/Refreshments	\$5,935.33	\$7,618.33	\$9,757.33
RCTC - Manager Salaries	\$28,658.31	\$41,886.43	\$47,772.23
RCTC - Instructor Salary	\$26,679.75	\$26,679.75	\$26,679.75
RCTC - Secretary Salary	\$5,692.71	\$5,692.71	\$5,692.71
RCTC - Life Insurance	\$33.60	\$67.20	\$67.20
RCTC - Social Security	\$0.00	\$0.00	\$0.00
RCTC - Social Security	\$4,371.87	\$5,383.81	\$5,834.08
RCTC - Retirement	\$4,335.44	\$6,605.27	\$7,610.19
RCTC- Retirement	\$5,200.60	\$5,200.60	\$5,200.60
RCTC - VOYA Retirement	\$0.00	\$23.12	\$69.36
RCTC - Workers Comp	\$415.86	\$831.72	\$831.72
RCTC - Medical	\$0.00	\$0.00	\$0.00
RCTC - 403(b) payments	\$930.00	\$930.00	\$930.00
RCTC - Contracted Services	\$239,168.15	\$254,416.64	\$298,551.11
RCTC - Postage	\$90.90	\$90.90	\$90.90
RCTC - Advertising	\$3,455.03	\$3,455.03	\$3,455.03
RCTC - Travel	\$0.00	\$0.00	\$0.00
RCTC Supplies	\$0.00	\$70.31	\$70.31
RCTC - Supplies	\$9,072.93	\$9,617.74	\$10,422.24
RCTC- Textbooks	\$501.11	\$501.11	\$501.11
RCTC Supplies - Software	\$412.50	\$412.50	\$660.00
Pupil Personnel - Counselor Salary	\$79,881.27	\$94,252.41	\$108,623.55
Pupil Personnel - Co-op Salary	\$15,928.38	\$17,644.50	\$19,376.51
Pupil Personnel - Life Insurance	\$189.60	\$379.20	\$379.20
Pupil Personnel - LTD Insurance	\$334.80	\$669.60	\$669.60
Pupil Personnel - Social Security	\$7,031.44	\$8,257.70	\$9,485.17
Pupil Personnel - Retirement	\$31,711.51	\$37,227.83	\$42,749.60
Pupil Personnel - Workers Comp	\$1,128.00	\$2,256.00	\$2,256.00
Pupil Personnel - Medical	\$23,220.00	\$46,440.00	\$46,440.00
Pupil Personnel - Dental/Vision	\$108.00	\$216.00	\$216.00
Pupil Personnel - 403(b) payments	\$0.00	\$0.00	\$0.00
Pupil Personnel - Professional Services (Perkins)	\$19,148.00	\$19,148.00	\$26,148.00
Pupil Personnel - Advertising Services	\$1,350.00	\$1,350.00	\$1,350.00
Pupil Personnel - Admissions Printing	\$15,718.97	\$17,319.48	\$17,319.48
Pupil Personnel - Travel - Career Planning	\$0.00	\$0.00	\$175.00
Pupil Personnel - Travel - Admissions	\$969.18	\$969.18	\$969.18
Pupil Personnel - Travel - Co-op	\$0.00	\$0.00	\$0.00

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	7/1/2019 to 1/31/2020	7/1/2019 2/29/2020	7/1/2019 3/31/2020
Pupil Personnel - Travel - Special Education	\$0.00	\$0.00	\$0.00
PUPIL PERSONEL-COUNSELLOR SALARY	\$0.00	\$0.00	\$0.00
Pupil Personnel - Supplies - Career Planning	\$1,086.99	\$1,122.54	\$1,122.54
Pupil Personnel - Advertising - Newspaper	\$165.93	\$165.93	\$165.93
Pupil Personnel - Supplies - Admissions	\$1,128.34	\$1,653.92	\$1,725.54
Pupil Personnel - Supplies - Special Education	\$470.52	\$652.89	\$652.89
Pupil Personnel - Supplies - Co-op	\$3,240.45	\$2,569.18	\$3,086.68
Pupil Personnel - Meals - Career Planning	\$880.00	\$880.00	\$1,000.00
Pupil Personnel - Meals - Admissions	\$3,117.99	\$3,117.99	\$3,380.79
Pupil Personnel - Meals - Co-op	\$1,753.56	\$1,753.56	\$2,353.56
Curriculum Development - Salary	\$94,989.60	\$106,863.40	\$118,737.20
Curriculum Development - Life Insurance	\$295.68	\$591.36	\$591.36
Curriculum Development - LTD Insurance	\$456.24	\$912.48	\$912.48
Curriculum Development - Social Security	\$7,269.06	\$8,177.70	\$9,086.34
Curriculum Development - Retirement	\$32,571.98	\$36,643.50	\$40,715.02
Curriculum Development - Workers Comp	\$807.00	\$1,614.00	\$1,614.00
Curriculum Development - Medical	\$15,480.00	\$30,960.00	\$30,960.00
Curriculum Development - Dental/Vision	\$72.00	\$144.00	\$144.00
Curriculum Development - Accreditation Services	\$300.00	\$300.00	\$300.00
Curriculum Development - Travel	\$0.00	\$0.00	\$0.00
Curriculum Development - Supplies	\$500.00	\$552.45	\$713.54
Curriculum Development - Food	\$195.00	\$195.00	\$195.00
Instructional Staff Development - Tuition - Certified	\$26,715.00	\$26,455.00	\$26,455.00
Instructional Staff Development - Certified - Perkins	\$0.00	\$0.00	\$0.00
Instructional Staff Development -Professional Fee- Certified	\$525.00	\$525.00	\$525.00
Instructional Staff Development - Travel	\$4,807.71	\$5,378.44	\$5,489.42
INST STAFF DEV- CERT TUITION	\$82.48	\$82.48	\$82.48
Instructional Staff Development - Dues - Certified	\$158.00	\$402.00	\$427.00
Board Services - Salary	\$1,433.44	\$1,612.62	\$1,791.80
Board Services - LTD Insurance	\$7.42	\$14.84	\$14.84
Board Services - Social Security	\$110.49	\$124.35	\$138.21
Board Services - Retirement	\$498.32	\$561.46	\$624.60
Board Services - Workers Comp	\$11.00	\$22.00	\$22.00
Board Services - Professional Services	\$100.00	\$100.00	\$100.00
Board Services - E&O and Bonding Insurances	\$9,943.00	\$9,943.00	\$9,943.00
Board Services - Postage	\$4,553.51	\$4,553.51	\$4,553.51
Board Services - Advertising - Legal Ads	\$463.80	\$463.80	\$463.80
Board Services - Board Local Mileage	\$785.90	\$785.90	\$1,201.68
Board Services - Supplies (JOC Meeting Expenses)	\$0.00	\$56.10	\$56.10
Board Services -Meals/Refreshments	\$872.79	\$872.79	\$1,112.79
Board Services - Dues and Fees	\$4,774.00	\$4,774.00	\$4,774.00
Professional Services - Legal and Accounting	\$27,124.60	\$30,916.60	\$32,052.60
Director Services - Salary	\$67,269.28	\$75,942.36	\$84,615.44
Director Services - Life Insurance	\$211.20	\$422.40	\$422.40

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	7/1/2019 to 1/31/2020	7/1/2019 2/29/2020	7/1/2019 3/31/2020
Director Services - LTD Insurance	\$334.80	\$669.60	\$669.60
Director Services - Social Security	\$5,121.19	\$5,779.17	\$6,437.15
Director Services - Retirement	\$23,119.39	\$26,093.39	\$29,067.39
Director Services - Workers Comp	\$546.50	\$1,093.00	\$1,093.00
Director Services - Medical	\$7,740.00	\$15,480.00	\$15,480.00
Director Services - Dental/Vision	\$36.00	\$72.00	\$72.00
Directors Services - Superintendent Professional Services	\$2,746.43	\$2,746.43	\$2,746.43
Director Services - Travel	\$1,328.64	\$1,540.82	\$1,894.45
Director Services - Supplies	\$675.98	\$1,009.67	\$1,202.37
Director Services - Meals and Refreshments	\$2,496.86	\$2,496.86	\$2,496.86
Principal/High School Secretary - Principal Salary	\$70,131.52	\$78,695.46	\$87,259.40
Principal/High School Secretary - HS Secretary Salary	\$20,875.66	\$23,870.44	\$26,823.04
Principal/High School Secretary - Life Insurance	\$294.72	\$589.44	\$589.44
Principal/High School Secretary - LTD Insurance	\$446.40	\$892.80	\$892.80
Principal/High School Secretary - Social Security	\$6,833.80	\$7,704.02	\$8,571.02
Principal/High School Secretary - Retirement	\$30,674.25	\$34,637.73	\$38,586.75
Principal/High School Secretary - Workers Comp	\$658.50	\$1,317.00	\$1,317.00
Principal/High School Secretary - Medical	\$15,480.00	\$30,960.00	\$30,960.00
Principal/High School Secretary - Dental/Vision	\$72.00	\$144.00	\$144.00
ADMIN-H.S. PRINCIPAL TRAVEL	\$0.00	\$0.00	\$0.00
Principal/High School Secretary - High School Supplies	\$2,066.53	\$3,311.85	\$3,865.14
Principal/High School Secretary - Infinite Campus Photos	\$2,050.00	\$2,050.00	\$2,050.00
SALARY-PRINCIPAL	\$0.00	\$0.00	\$0.00
Principal/High School Secretary - Meals and Refreshments	\$425.38	\$425.38	\$425.38
Health Services - Student Health Svcs Coordinator	\$2,500.00	\$2,500.00	\$2,500.00
Health Services - Health Service Coordinator - Salary	\$0.00	\$0.00	\$0.00
Health Services - Life Insurance	\$0.00	\$0.00	\$0.00
Health Services - Health Service Coordinator-Social Security	\$191.25	\$191.25	\$191.25
Health Services - Health Service Coordinator - Retirement	\$857.25	\$857.25	\$857.25
Health Services - Health Service Coordinator - Workers Com	\$0.00	\$0.00	\$0.00
Health Services - Professional Services	\$0.00	\$0.00	\$0.00
Health Services - Supplemental School Nurse - Salary	\$13,557.55	\$16,077.82	\$18,758.09
Health Services - Supplemental School Nurse -Social Securit	\$1,037.14	\$1,229.94	\$1,434.98
Health Services - Supplemental School Nurse - Retirement	\$4,648.89	\$5,513.09	\$6,432.16
Health Services - Supplemental School Nurse - Workers Com	\$127.50	\$255.00	\$255.00
Health Services - Supplies	\$1,539.71	\$1,539.71	\$1,539.71
Business Services - Business Office Manager - Salary	\$47,639.46	\$53,597.16	\$59,554.86
Business Services - Business Office Secretary - Salary	\$17,183.22	\$19,763.28	\$21,992.15
Business Services - Life Insurance	\$211.20	\$422.40	\$422.40
Business Services - LTD Insurance	(\$831.99)	(\$494.53)	(\$494.53)
Business Services - Social Security	\$4,892.08	\$5,526.15	\$6,133.36
Business Services - Retirement	\$22,244.17	\$25,171.77	\$27,978.95
Business Services - Workers Comp	\$512.50	\$1,025.00	\$1,025.00
Business Services - Medical	\$15,480.00	\$30,960.00	\$30,960.00

Erie County Technical School
Statement of Activities
General Fund - July 1, 2019 to March 31, 2020

	7/1/2019 to 1/31/2020	7/1/2019 2/29/2020	7/1/2019 3/31/2020
Business Services - Dental/Vision	\$72.00	\$144.00	\$144.00
Business Services - Contracted Payroll Services	\$22,227.10	\$22,513.40	\$25,824.05
Business Services - Travel	\$0.00	\$0.00	\$0.00
Business Services - Supplies	\$1,878.52	\$2,872.53	\$4,347.38
Maintenance - Natural Gas (High School)	\$482.58	\$482.58	\$482.58
Maintenance - Natural Gas (Skills Center)	\$0.00	\$0.00	\$700.56
Operation & Maint Plant Svcs -EQUIP	\$0.00	\$0.00	\$0.00
Maintenance Supervisor - Salary	\$40,923.84	\$46,039.32	\$51,154.80
Maintenance/Custodial - Life Insurance	\$127.68	\$255.36	\$255.36
Maintenance Supervisor - LTD Insurance	\$206.16	\$412.32	\$412.32
Maintenance Supervisor - FICA	\$3,145.44	\$3,538.62	\$3,931.80
Maintenance Supervisor - Retirement	\$14,032.80	\$15,786.90	\$17,541.00
Maintenance Supervisor - Workers Comp	\$309.00	\$618.00	\$618.00
Maintenance Supervisor - Medical	\$7,740.00	\$15,480.00	\$15,480.00
Maintenance Supervisor - Dental/Vision	\$36.00	\$72.00	\$72.00
Maintenance/Custodial - Salary	\$109,480.72	\$124,898.15	\$140,379.00
Maintenance/Custodial - Life Insurance	\$182.40	\$364.80	\$364.80
Maintenance/Custodial - LTD Insurance	\$214.08	\$428.16	\$428.16
Maintenance/Custodial - FICA	\$8,390.42	\$9,548.35	\$10,711.14
Maintenance Custodial - Retirement	\$28,435.93	\$32,075.79	\$35,696.08
Maintenance/Custodial - VOYA Retirement	\$10.97	\$32.91	\$84.11
Maintenance/Custodial - Workers Comp	\$988.00	\$1,976.00	\$1,976.00
Maintenance/Custodial - Medical	\$15,480.00	\$30,960.00	\$30,960.00
Maintenance/Custodial - Dental/Vision	\$72.00	\$144.00	\$144.00
Maintenance - Contracted Services	\$3,064.47	\$3,114.47	\$3,164.47
Maintenance - Disposal Services	\$7,015.18	\$8,091.33	\$9,157.13
Maintenance - High School Laundry/Dry Cleaning	\$3,405.13	\$4,658.26	\$5,114.50
Maintenance - Electricity (High School)	\$40,981.10	\$40,981.10	\$47,253.78
Maintenance - Electricity (Skills Center)	\$10,353.77	\$10,353.77	\$11,818.62
Maintenance - Water/Sewer	\$5,509.07	\$6,770.48	\$7,975.76
Maintenance - Repairs and Maintenance (High School)	\$347.67	\$347.67	\$347.67
Maintenance - Repairs and Maintenance (Skills Center)	\$0.00	\$0.00	\$0.00
Maintenance - Property and Liability Ins (High School)	\$42,400.50	\$42,400.50	\$42,400.50
Maintenance - Property and Liability Ins (Skills Center)	\$14,133.50	\$14,133.50	\$14,133.50
Maintenance - Supplies (High School)	\$31,456.06	\$34,917.09	\$36,038.68
Maintenance - Supplies (Skills Center)	\$0.00	\$0.00	\$0.00
Maintenance - Natural Gas (High School)	\$22,110.48	\$28,422.13	\$34,234.35
Maintenance - Natural Gas (Skills Center)	\$2,804.46	\$5,070.32	\$5,214.64
Maintenance - Electricity (High School)	\$0.00	\$0.00	\$0.00
Maintenance - Electricity (Skills Center)	\$0.00	\$0.00	\$0.00
Care of Grounds - Snow Removal	\$8,784.75	\$8,784.75	\$15,091.18
Care of Grounds - Lawn Care	\$229.09	\$229.09	\$229.09
CARE OF GROUNDS - SNOW REMOVAL	\$0.00	\$394.58	\$394.58
Operations and Maintenance - Repairs/Maintenance HS	\$11,521.40	\$11,521.40	\$14,494.30

Erie County Technical School

Statement of Activities

General Fund - July 1, 2019 to March 31, 2020

	7/1/2019 to 1/31/2020	7/1/2019 2/29/2020	7/1/2019 3/31/2020
Operations and Maintenance - Repairs/Maintenance Skill Ce	\$1,997.69	\$1,997.69	\$1,997.69
Vehicle Operations - Gasoline/Diesel	\$1,746.31	\$1,932.26	\$1,932.26
Operation and Maintenance - Travel/Auto Mileage Reimburse	\$0.00	\$0.00	\$0.00
Safe Schools	\$33,008.03	\$34,008.03	\$34,008.03
Safe School Supplies	\$0.00	\$17.70	\$1,594.00
Safety Grant Supplies	\$0.00	\$0.00	\$4,572.00
Safe Schools	\$0.00	\$3,914.00	\$3,914.00
HR/Quality - Staff Services - Other Professional Services	\$3,752.00	\$3,752.00	\$3,752.00
HR-QUALITY- EAP	\$0.00	\$0.00	\$0.00
HR/Quality - Coordinator Salary	\$52,042.08	\$58,547.34	\$65,052.60
HR/Quality - Life Insurance	\$162.24	\$324.48	\$324.48
HR/Quality - LTD Insurance	\$262.14	\$524.28	\$524.28
HR/Quality - FICA	\$3,930.20	\$4,420.24	\$4,910.28
HR/Quality - Retirement	\$17,845.28	\$20,075.94	\$22,306.60
HR/Quality - Workers Comp	\$393.00	\$786.00	\$786.00
HR/Quality - Medical	\$7,740.00	\$15,480.00	\$15,480.00
HR/Quality - Dental/Vision	\$36.00	\$72.00	\$72.00
HR/Quality - Travel	\$0.00	\$0.00	\$0.00
HR/Quality - Supplies	\$1,130.41	\$1,321.06	\$2,039.88
HR/Quality - Meals and Refreshments	\$1,572.52	\$1,850.17	\$1,850.17
HR/Quality - Advertising and Recruiting	\$1,930.00	\$1,930.00	\$2,895.00
Staff Development - Employee Training - Non-Instructional	\$3,096.00	\$3,096.00	\$3,096.00
Staff Development - Travel - Non-Instructional	\$1,318.98	\$1,680.60	\$1,680.60
Staff Development - Emmloyee Training - Non-Instruction	\$0.00	\$0.00	\$0.00
Staff Development - Dues - Non-Instructional	\$3,007.00	\$3,007.00	\$3,007.00
HR/Quality - ISO Audit	\$6,191.55	\$6,191.55	\$6,191.55
Technology Services - Admin Salary	\$44,648.18	\$50,212.48	\$55,776.78
Technology Services -Classified-Assistant- Salary	\$24,648.28	\$27,673.68	\$30,699.08
Technology Services - Life Insurance	\$196.80	\$393.60	\$393.60
Technology Services - LTD Insurance	\$335.82	\$671.64	\$671.64
Technology Services - Social Security	\$5,361.34	\$6,015.84	\$6,670.34
Technology Services - Retirement	\$22,804.15	\$25,749.55	\$28,694.95
Technology Services - Worker Compensation	\$207.00	\$414.00	\$414.00
Technology Services - Medical	\$15,480.00	\$30,960.00	\$30,960.00
Technology Services - Dental/Vision	\$72.00	\$144.00	\$144.00
Technology Services - Professional Services	\$15,153.84	\$15,153.84	\$17,261.83
Technology Services - Service Contracts	\$11,418.41	\$12,097.28	\$14,500.16
Technology Services - Communication/Telephone	\$5,350.56	\$6,104.42	\$6,858.28
Technology Services - Local Travel	\$0.00	\$0.00	\$0.00
TECHNOLOGY SERVICES -ADMIN SALARY	\$0.00	\$0.00	\$0.00
Technology Services - Supplies	\$14,327.32	\$9,445.28	\$5,033.16
Technology - printer toner stock	\$0.00	\$0.00	\$4,499.89
Technology Services - Software	\$0.00	\$4,500.00	\$4,500.00
TECHNOLOGY SERVICES -SUPPLIES	\$0.00	\$0.00	\$0.00

Erie County Technical School
Statement of Activities
General Fund - July 1, 2019 to March 31, 2020

	<u>7/1/2019 to 1/31/2020</u>	<u>7/1/2019 2/29/2020</u>	<u>7/1/2019 3/31/2020</u>
Student Activity - Advisors	\$3,000.00	\$3,000.00	\$3,000.00
Student Activity - Social Security	\$229.50	\$229.50	\$229.50
Student Activity - Retirement	\$1,028.70	\$1,028.70	\$1,028.70
Student Activity - Workers Comp	\$0.00	\$0.00	\$0.00
Other Community Services - Co-op Clearance Reimb	\$0.00	\$0.00	\$0.00
Site Improvements - Repairs	\$11,383.00	\$11,383.00	\$11,383.00
Building - Architect/Professional Services	\$0.00	\$0.00	\$0.00
Building Improvements - Repairs	\$19,570.07	\$19,570.07	\$19,570.07
Existing Building Improvement Services - Equipment	\$0.00	\$0.00	\$0.00
Capital Project Fund - Transfers	\$65,900.00	\$65,900.00	\$65,900.00
Budgetary Reserve	\$0.00	\$0.00	\$0.00
65900	\$0.00	\$0.00	\$0.00
Total Expenses	<u>\$3,641,153.89</u>	<u>\$4,183,158.00</u>	<u>\$4,706,510.72</u>
 NET SURPLUS/(DEFICIT)	 <u>\$267,314.03</u>	 <u>\$369,852.60</u>	 <u>\$520,721.25</u>

Erie County Technical School

Statement of Activities

Capital Projects - July 1, 2019 to March 31, 2020

		<u>7/1/2019 to 1/31/2020</u>	<u>7/1/2019 2/29/2020</u>	<u>7/1/2019 3/31/2020</u>
Revenues				
31-46510-000-000-00-000-00	INTEREST EARNINGS	\$7,136.03	\$7,891.36	\$8,265.69
31-46999-000-000-00-000-00	School District Contributions - RENOVATION DESIGN	\$225,001.00	\$225,001.00	\$225,001.00
31-49310-000-000-00-000-00	TRANSFERS FROM GENERAL FUND	\$65,900.00	\$65,900.00	\$65,900.00
Total Revenues		<u>\$298,037.03</u>	<u>\$298,792.36</u>	<u>\$299,166.69</u>
Expenses				
31-62840-650-000-00-000-00	Technology Related Supplies - Licenses	\$4,803.04	\$4,803.04	\$4,803.04
31-62840-750-000-00-000-00	CAPITAL PROJECTS TECHNOLOGY SERVICES -EQUIPMENT	\$42,650.00	\$42,650.00	\$42,650.00
31-62840-758-000-00-000-00	TECHNOLOGY Services - EQUIPMENT	\$2,476.86	\$2,476.86	\$2,476.86
31-64200-430-000-00-000-00	Existing Site Impv Svcs -REPAIRS	\$527.70	\$527.70	\$527.70
31-64200-430-000-00-000-00	Site Improvements - Fire Alarm Upgrade Project	\$51,795.00	\$86,265.00	\$112,815.00
31-64300-330-000-00-000-00	Pre-Bid Documents - Architect	\$225,000.00	\$225,000.00	\$225,000.00
Total Expenses		<u>\$327,252.60</u>	<u>\$361,722.60</u>	<u>\$388,272.60</u>
NET SURPLUS/(DEFICIT)		<u>(\$29,215.57)</u>	<u>(\$62,930.24)</u>	<u>(\$89,105.91)</u>

Erie County Technical School

Statement of Activities

Student Activities - July 1, 2019 to March 31, 2020

		<u>7/1/2019 1/31/2020</u>	<u>7/1/2019 2/29/2020</u>	<u>7/1/2019 3/31/2020</u>
Revenues				
81-46510-000-000-00-000-00	INTEREST INCOME	\$0.04	\$0.05	\$0.05
81-46990-000-000-00-000-00	Student Activities Revenue - SkillsUSA	\$3,380.41	\$3,607.41	\$6,690.91
81-46990-000-000-00-000-10	Skills USA - Break Revenue	\$1,876.66	\$2,348.75	\$2,520.15
81-46990-001-000-00-000-00	Student Activity Revenue- NVTHS	\$347.01	\$547.01	\$3,013.51
81-46990-001-000-00-000-00	MISCELLANEOUS REVENUE	\$0.00	\$0.60	\$0.60
81-46990-001-000-00-000-00	Student Activities Revenue - General	\$1,491.62	\$1,491.62	\$1,491.62
81-46990-001-000-00-000-00	Student Activities - Smoking Tobacco & Electronic Vapor Fine	\$20.00	\$20.00	\$20.00
81-46990-001-000-00-000-10	NVTHS - Break Revenue	\$1,876.70	\$2,348.80	\$2,520.21
Total Revenues		<u>\$8,992.44</u>	<u>\$10,364.24</u>	<u>\$16,257.05</u>
Expenses				
81-63200-580-000-00-000-00	Student Activities -SkillsUSA - travel expenses	\$74.24	\$74.24	\$74.24
81-63200-610-000-00-000-00	Student Activities -SUPPLIES- SKILLSUSA	\$3,931.60	\$6,078.88	\$6,078.88
81-63200-610-000-00-000-00	Student Activities -SUPPLIES-NVTHS	\$2,006.25	\$2,251.99	\$2,941.39
81-63200-810-000-00-000-00	Student Activities - SkillsUSA - dues	\$541.00	\$1,112.00	\$1,112.00
81-63200-810-000-00-000-00	Student Activities -SkillsUSA - Leadership Conference	\$360.00	\$360.00	\$360.00
81-63200-810-000-00-000-00	Student Activities -NTHS DUES	\$275.00	\$275.00	\$275.00
Total Expenses		<u>\$7,188.09</u>	<u>\$10,152.11</u>	<u>\$10,841.51</u>
NET SURPLUS/(DEFICIT)		<u>\$1,804.35</u>	<u>\$212.13</u>	<u>\$5,415.54</u>

Erie County Technical School

Bank Register Report - PNC Bank

PNC GENERAL FUND

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Post Date	Status
84	Accounts Payable	Bank Draft	2/20/2020	National Fuel Gas	\$0.00	\$3,113.56	(\$3,113.56)	2/20/2020	Reconciled
2319	Accounts Payable	Computer Check	2/14/2020	Boston Mutual Life Insurance Compan	\$0.00	\$760.51	(\$3,874.07)	2/14/2020	Reconciled
2320	Accounts Payable	Computer Check	2/14/2020	C.M. Regent Insurance Company	\$0.00	\$928.48	(\$4,802.55)	2/14/2020	Reconciled
2321	Accounts Payable	Computer Check	2/14/2020	NOREBT	\$0.00	\$56,760.00	(\$61,562.55)	2/14/2020	Reconciled
2322	Accounts Payable	Computer Check	2/14/2020	Terri L. Birchard	\$0.00	\$48.00	(\$61,610.55)	2/14/2020	Reconciled
2323	Accounts Payable	One-Time Check	2/14/2020	Ronda J. Winnecour, Trustee	\$0.00	\$700.00	(\$62,310.55)	2/13/2020	Reconciled
2324	Accounts Payable	One-Time Check	2/14/2020	United Way of Erie County	\$0.00	\$42.00	(\$62,352.55)	2/10/2020	Reconciled
2325	Accounts Payable	Computer Check	2/28/2020	Allegheny Educational Systems, Inc.	\$0.00	\$8,715.00	(\$71,067.55)	2/28/2020	Reconciled
2326	Accounts Payable	Computer Check	2/28/2020	Autozone	\$0.00	\$44.00	(\$71,111.55)	2/28/2020	Reconciled
2327	Accounts Payable	Computer Check	2/28/2020	Benefit Administrators, Inc.	\$0.00	\$585.50	(\$71,697.05)	2/28/2020	Reconciled
2329	Accounts Payable	Computer Check	2/28/2020	Contract Paper Group, Inc.	\$0.00	\$2,272.00	(\$73,969.05)	2/28/2020	Reconciled
2330	Accounts Payable	Computer Check	2/28/2020	Creative Imprint	\$0.00	\$429.50	(\$74,398.55)	2/28/2020	Reconciled
2331	Accounts Payable	Computer Check	2/28/2020	David Yanosko	\$0.00	\$73.03	(\$74,471.58)	2/28/2020	Reconciled
2332	Accounts Payable	Computer Check	2/28/2020	Dell Marketing L.P.	\$0.00	\$27,693.18	(\$102,164.76)	2/28/2020	Reconciled
2333	Accounts Payable	Computer Check	2/28/2020	Desantis Solutions	\$0.00	\$1,160.78	(\$103,325.54)	2/28/2020	Reconciled
2334	Accounts Payable	Computer Check	2/28/2020	Dianna Noe	\$0.00	\$1,125.00	(\$104,450.54)	2/28/2020	Reconciled
2335	Accounts Payable	Computer Check	2/28/2020	Direct Energy Business	\$0.00	\$5,039.48	(\$109,490.02)	2/28/2020	Reconciled
2336	Accounts Payable	Computer Check	2/28/2020	ECTS - Student Activities Fund	\$0.00	\$400.00	(\$109,890.02)	2/28/2020	Reconciled
2337	Accounts Payable	Computer Check	2/28/2020	Fagan Sanitary Supply	\$0.00	\$360.08	(\$110,250.10)	2/28/2020	Reconciled
2338	Accounts Payable	Computer Check	2/28/2020	FLB Cafeteria Account	\$0.00	\$1,683.00	(\$111,933.10)	2/28/2020	Reconciled
2339	Accounts Payable	Computer Check	2/28/2020	Frontier Laundry	\$0.00	\$114.98	(\$112,048.08)	2/28/2020	Reconciled
2340	Accounts Payable	Computer Check	2/28/2020	Galbraith Media Access	\$0.00	\$2,840.51	(\$114,888.59)	2/28/2020	Reconciled
2341	Accounts Payable	Computer Check	2/28/2020	General Exterminating	\$0.00	\$50.00	(\$114,938.59)	2/28/2020	Reconciled
2342	Accounts Payable	Computer Check	2/28/2020	Global Equipment Company Inc.	\$0.00	\$6,652.51	(\$121,591.10)	2/28/2020	Reconciled
2343	Accounts Payable	Computer Check	2/28/2020	H. Fred Walker	\$0.00	\$212.18	(\$121,803.28)	2/28/2020	Outstanding
2344	Accounts Payable	Computer Check	2/28/2020	James B. Schwab Co.	\$0.00	\$520.49	(\$122,323.77)	2/28/2020	Reconciled
2345	Accounts Payable	Computer Check	2/28/2020	John Rainey	\$0.00	\$1,275.00	(\$123,598.77)	2/28/2020	Outstanding
2346	Accounts Payable	Computer Check	2/28/2020	Kelly Services, Inc.	\$0.00	\$2,688.70	(\$126,287.47)	2/28/2020	Reconciled
2347	Accounts Payable	Computer Check	2/28/2020	Knox McLaughlin Gornall & Sennett, P	\$0.00	\$3,792.00	(\$130,079.47)	2/28/2020	Reconciled
2349	Accounts Payable	Computer Check	2/28/2020	Kubinski Business Systems	\$0.00	\$76.58	(\$130,156.05)	2/28/2020	Reconciled
2350	Accounts Payable	Computer Check	2/28/2020	Laser Creations by I.D. Systems	\$0.00	\$56.10	(\$130,212.15)	2/28/2020	Reconciled
2351	Accounts Payable	Computer Check	2/28/2020	NaviGate Prepared	\$0.00	\$1,000.00	(\$131,212.15)	2/28/2020	Reconciled
2352	Accounts Payable	Computer Check	2/28/2020	NetSupport Incorporated	\$0.00	\$4,500.00	(\$135,712.15)	2/28/2020	Reconciled
2353	Accounts Payable	Computer Check	2/28/2020	Northwest Tri-County IU5	\$0.00	\$186.93	(\$135,899.08)	2/28/2020	Reconciled
2354	Accounts Payable	Computer Check	2/28/2020	Pa Pride, LLC	\$0.00	\$14,780.00	(\$150,679.08)	2/28/2020	Reconciled
2355	Accounts Payable	Computer Check	2/28/2020	Pepsi Beverages Company	\$0.00	\$3,388.36	(\$154,067.44)	2/28/2020	Reconciled
2356	Accounts Payable	Computer Check	2/28/2020	Reinhart Food Service	\$0.00	\$9,682.50	(\$163,749.94)	2/28/2020	Reconciled
2357	Accounts Payable	Computer Check	2/28/2020	Sarah A. Reed Children's Center	\$0.00	\$50,270.00	(\$214,019.94)	2/28/2020	Reconciled

Erie County Technical School
Bank Register Report - PNC Bank
PNC GENERAL FUND

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Post Date	Status
2358	Accounts Payable	Computer Check	2/28/2020	Saw Sales & Machinery Company	\$0.00	\$23.00	(\$214,042.94)	2/28/2020	Reconciled
2359	Accounts Payable	Computer Check	2/28/2020	Scott Electric	\$0.00	\$535.40	(\$214,578.34)	2/28/2020	Reconciled
2360	Accounts Payable	Computer Check	2/28/2020	SJE FBO EnergyMark, LLC	\$0.00	\$50.00	(\$214,628.34)	2/28/2020	Reconciled
2361	Accounts Payable	Computer Check	2/28/2020	SME	\$0.00	\$198.00	(\$214,826.34)	2/28/2020	Reconciled
2362	Accounts Payable	Computer Check	2/28/2020	STA Central Region	\$0.00	\$865.00	(\$215,691.34)	2/28/2020	Reconciled
2363	Accounts Payable	Computer Check	2/28/2020	Summit Township Sewer Authority	\$0.00	\$487.39	(\$216,178.73)	2/28/2020	Reconciled
2364	Accounts Payable	Computer Check	2/28/2020	Summit Township Water Authority	\$0.00	\$774.02	(\$216,952.75)	2/28/2020	Reconciled
2365	Accounts Payable	Computer Check	2/28/2020	Unifirst Corporation	\$0.00	\$1,095.13	(\$218,047.88)	2/28/2020	Reconciled
2366	Accounts Payable	Computer Check	2/28/2020	Verizon Wireless	\$0.00	\$337.92	(\$218,385.80)	2/28/2020	Reconciled
2367	Accounts Payable	Computer Check	2/28/2020	Brigiotta's Produce & Garden Center	\$0.00	\$667.26	(\$219,053.06)	2/28/2020	Reconciled
2368	Accounts Payable	Computer Check	2/28/2020	Koldrock Waters, Inc.	\$0.00	\$204.20	(\$219,257.26)	2/28/2020	Reconciled
2369	Accounts Payable	Computer Check	2/28/2020	Pepsi Beverages Company	\$0.00	\$284.79	(\$219,542.05)	2/28/2020	Reconciled

Summary by Transaction Type

Total Deposits	\$0.00
Less Payments by Transaction Type:	
Computer Check	(\$215,686.49)
One-Time Check	(\$742.00)
Bank Draft	(\$3,113.56)
Total Payments:	(\$219,542.05)
Adjustments:	
Payment Adjustments	\$0.00
Deposit Adjustments	\$0.00
Total Adjustments:	\$0.00
Total Change in Register Balance:	(\$219,542.05)

Erie County Technical School

Bank Register Report - PNC Bank

PNC GENERAL FUND

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Post Date	Status
85	Accounts Payable	Bank Draft	3/20/2020	National Fuel Gas	\$0.00	\$2,278.66	(\$2,278.66)	3/20/2020	Reconciled
87	Accounts Payable	Bank Draft	3/2/2020	Penelec	\$0.00	\$7,737.53	(\$10,016.19)	3/2/2020	Reconciled
88	Accounts Payable	Bank Draft	3/10/2020	Pitney Bowes-Meter Rental	\$0.00	\$405.12	(\$10,421.31)	3/10/2020	Reconciled
89	Accounts Payable	Bank Draft	3/3/2020	National Fuel Gas	\$0.00	\$663.11	(\$11,084.42)	3/3/2020	Reconciled
2370	Accounts Payable	Computer Check	3/6/2020	Pearson Vue	\$0.00	\$1,395.00	(\$12,479.42)	3/6/2020	Outstanding
2371	Accounts Payable	Computer Check	3/10/2020	Helen Nelson Trucking	\$0.00	\$6,306.43	(\$18,785.85)	3/10/2020	Reconciled
2372	Accounts Payable	Computer Check	3/18/2020	Benefit Administrators, Inc.	\$0.00	\$241.15	(\$19,027.00)	3/18/2020	Outstanding
2373	Accounts Payable	Computer Check	3/18/2020	Boston Mutual Life Insurance Compan	\$0.00	\$760.51	(\$19,787.51)	3/18/2020	Reconciled
2374	Accounts Payable	Computer Check	3/18/2020	Brigiotta's Produce & Garden Center	\$0.00	\$355.94	(\$20,143.45)	3/18/2020	Reconciled
2375	Accounts Payable	Computer Check	3/18/2020	Builders Hardware	\$0.00	\$4,572.00	(\$24,715.45)	3/18/2020	Reconciled
2376	Accounts Payable	Computer Check	3/18/2020	C. Michael Miller	\$0.00	\$110.98	(\$24,826.43)	3/18/2020	Reconciled
2377	Accounts Payable	Computer Check	3/18/2020	C.M. Regent Insurance Company	\$0.00	\$928.48	(\$25,754.91)	3/18/2020	Reconciled
2378	Accounts Payable	Computer Check	3/18/2020	Courtney Neal	\$0.00	\$150.95	(\$25,905.86)	3/18/2020	Reconciled
2379	Accounts Payable	Computer Check	3/18/2020	Desantis Solutions	\$0.00	\$863.39	(\$26,769.25)	3/18/2020	Reconciled
2380	Accounts Payable	Computer Check	3/18/2020	Dianna Noe	\$0.00	\$1,050.00	(\$27,819.25)	3/18/2020	Reconciled
2381	Accounts Payable	Computer Check	3/18/2020	Fagan Sanitary Supply	\$0.00	\$1,782.10	(\$29,601.35)	3/18/2020	Outstanding
2382	Accounts Payable	Computer Check	3/18/2020	FLB Cafeteria Account	\$0.00	\$1,449.00	(\$31,050.35)	3/18/2020	Outstanding
2383	Accounts Payable	Computer Check	3/18/2020	Frontier Laundry	\$0.00	\$92.70	(\$31,143.05)	3/18/2020	Reconciled
2384	Accounts Payable	Computer Check	3/18/2020	General Exterminating	\$0.00	\$50.00	(\$31,193.05)	3/18/2020	Reconciled
2385	Accounts Payable	Computer Check	3/18/2020	H. Fred Walker	\$0.00	\$353.63	(\$31,546.68)	3/18/2020	Outstanding
2386	Accounts Payable	Computer Check	3/18/2020	Hennessy Printing	\$0.00	\$1,181.50	(\$32,728.18)	3/18/2020	Outstanding
2387	Accounts Payable	Computer Check	3/18/2020	James B. Schwab Co.	\$0.00	\$1,801.95	(\$34,530.13)	3/18/2020	Reconciled
2388	Accounts Payable	Computer Check	3/18/2020	Johnson Controls	\$0.00	\$998.80	(\$35,528.93)	3/18/2020	Reconciled
2389	Accounts Payable	Computer Check	3/18/2020	Kelly Services, Inc.	\$0.00	\$700.00	(\$36,228.93)	3/18/2020	Reconciled
2390	Accounts Payable	Computer Check	3/18/2020	Koldrock Waters, Inc.	\$0.00	\$192.25	(\$36,421.18)	3/18/2020	Reconciled
2391	Accounts Payable	Computer Check	3/18/2020	Kubinski Business Systems	\$0.00	\$93.89	(\$36,515.07)	3/18/2020	Reconciled
2392	Accounts Payable	Computer Check	3/18/2020	Marla Perseo	\$0.00	\$50.98	(\$36,566.05)	3/18/2020	Outstanding
2393	Accounts Payable	Computer Check	3/18/2020	MSC Industrial Supply Company	\$0.00	\$1,447.97	(\$38,014.02)	3/18/2020	Reconciled
2394	Accounts Payable	Computer Check	3/18/2020	NOREBT	\$0.00	\$56,760.00	(\$94,774.02)	3/18/2020	Reconciled
2395	Accounts Payable	Computer Check	3/18/2020	Northwest Tri-County IU5	\$0.00	\$186.93	(\$94,960.95)	3/18/2020	Reconciled
2396	Accounts Payable	Computer Check	3/18/2020	Pepsi Beverages Company	\$0.00	\$1,315.77	(\$96,276.72)	3/18/2020	Reconciled
2397	Accounts Payable	Computer Check	3/18/2020	PostNet PA129	\$0.00	\$493.50	(\$96,770.22)	3/18/2020	Reconciled
2398	Accounts Payable	Computer Check	3/18/2020	Reinhart Food Service	\$0.00	\$1,422.12	(\$98,192.34)	3/18/2020	Reconciled
2399	Accounts Payable	Computer Check	3/18/2020	Scobell Company Inc.	\$0.00	\$1,734.10	(\$99,926.44)	3/18/2020	Reconciled
2400	Accounts Payable	Computer Check	3/18/2020	Scott Electric	\$0.00	\$675.90	(\$100,602.34)	3/18/2020	Reconciled
2401	Accounts Payable	Computer Check	3/18/2020	The Nutrition Group	\$0.00	\$2,024.00	(\$102,626.34)	3/18/2020	Reconciled
2402	Accounts Payable	Computer Check	3/18/2020	Times Publishing Company	\$0.00	\$965.00	(\$103,591.34)	3/18/2020	Reconciled
2403	Accounts Payable	Computer Check	3/18/2020	Unifirst Corporation	\$0.00	\$456.24	(\$104,047.58)	3/18/2020	Reconciled

Erie County Technical School

Bank Register Report - PNC Bank

PNC GENERAL FUND

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Post Date	Status
2404	Accounts Payable	Computer Check	3/18/2020	Verizon Wireless	\$0.00	\$337.92	(\$104,385.50)	3/18/2020	Reconciled
2405	Accounts Payable	Computer Check	3/18/2020	Summit Township Sewer Authority	\$0.00	\$463.78	(\$104,849.28)	3/18/2020	Reconciled
2406	Accounts Payable	Computer Check	3/18/2020	Summit Township Water Authority	\$0.00	\$741.50	(\$105,590.78)	3/18/2020	Reconciled
2408	Accounts Payable	Computer Check	3/31/2020	Adam Miller, LCSW	\$0.00	\$5,800.00	(\$111,390.78)	3/31/2020	Outstanding
2409	Accounts Payable	Computer Check	3/31/2020	Benefit Administrators, Inc.	\$0.00	\$39.00	(\$111,429.78)	3/31/2020	Outstanding
2410	Accounts Payable	Computer Check	3/31/2020	Black Diamond Drill Grinders, Inc.	\$0.00	\$141.11	(\$111,570.89)	3/31/2020	Outstanding
2411	Accounts Payable	Computer Check	3/31/2020	Brianna Morrow	\$0.00	\$1,200.00	(\$112,770.89)	3/31/2020	Outstanding
2412	Accounts Payable	Computer Check	3/31/2020	Direct Energy Business	\$0.00	\$3,533.56	(\$116,304.45)	3/31/2020	Outstanding
2413	Accounts Payable	Computer Check	3/31/2020	ECTS-Foundation	\$0.00	\$415.78	(\$116,720.23)	3/31/2020	Outstanding
2414	Accounts Payable	Computer Check	3/31/2020	FLB Cafeteria Account	\$0.00	\$690.00	(\$117,410.23)	3/31/2020	Outstanding
2415	Accounts Payable	Computer Check	3/31/2020	Helen Nelson Trucking	\$0.00	\$2,778.25	(\$120,188.48)	3/31/2020	Outstanding
2416	Accounts Payable	Computer Check	3/31/2020	Kelly Services, Inc.	\$0.00	\$3,880.70	(\$124,069.18)	3/31/2020	Outstanding
2417	Accounts Payable	Computer Check	3/31/2020	Knox McLaughlin Gornall & Sennett, P	\$0.00	\$1,136.00	(\$125,205.18)	3/31/2020	Outstanding
2418	Accounts Payable	Computer Check	3/31/2020	Koldrock Waters, Inc.	\$0.00	\$193.25	(\$125,398.43)	3/31/2020	Outstanding
2419	Accounts Payable	Computer Check	3/31/2020	Pa Pride, LLC	\$0.00	\$43,790.00	(\$169,188.43)	3/31/2020	Outstanding
2420	Accounts Payable	Computer Check	3/31/2020	PCEA	\$0.00	\$25.00	(\$169,213.43)	3/31/2020	Outstanding
2421	Accounts Payable	Computer Check	3/31/2020	Reinhart Food Service	\$0.00	\$3,877.63	(\$173,091.06)	3/31/2020	Outstanding
2422	Accounts Payable	Computer Check	3/31/2020	Reinhart Food Service	\$0.00	\$1,287.11	(\$174,378.17)	3/31/2020	Outstanding
2423	Accounts Payable	Computer Check	3/31/2020	Sarah A. Reed Children's Center	\$0.00	\$43,560.00	(\$217,938.17)	3/31/2020	Outstanding
2424	Accounts Payable	Computer Check	3/31/2020	Shoutpoint, Inc.	\$0.00	\$758.04	(\$218,696.21)	3/31/2020	Outstanding
2425	Accounts Payable	Computer Check	3/31/2020	Student Transportation of America	\$0.00	\$1,100.00	(\$219,796.21)	3/31/2020	Outstanding
2426	Accounts Payable	Computer Check	3/31/2020	The Nutrition Group	\$0.00	\$1,012.00	(\$220,808.21)	3/31/2020	Outstanding
2427	Accounts Payable	Computer Check	3/31/2020	Wilkins Company, Inc.	\$0.00	\$240.00	(\$221,048.21)	3/31/2020	Outstanding

Summary by Transaction Type

Total Deposits	\$0.00
Less Payments by Transaction Type:	
Computer Check	(\$209,963.79)
Bank Draft	(\$11,084.42)
Total Payments:	(\$221,048.21)
Adjustments:	
Payment Adjustments	\$0.00
Deposit Adjustments	\$0.00
Total Adjustments:	\$0.00
Total Change in Register Balance:	(\$221,048.21)

Erie County Technical School
Bank Register Report - PNC Bank
PNC GENERAL FUND

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Post Date	Status
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Erie County Technical School
Bank Register Report - Student Activities Bank Account
STUDENT ACTIVITIES FUND

<u>Transaction Number</u>	<u>Source</u>	<u>Transaction Type</u>	<u>Transaction Date</u>	<u>Reference</u>	<u>Deposits</u>	<u>Payments</u>	<u>Running Total</u>	<u>Post Date</u>	<u>Status</u>
1058	Accounts Payable	Computer Check	2/28/2020	ECTS-General Fund	\$0.00	\$3,688.72	(\$3,688.72)	2/28/2020	Reconciled

Summary by Transaction Type

Total Deposits **\$0.00**

Less Payments by Transaction Type:

Computer Check **(\$3,688.72)**

Total Payments: **(\$3,688.72)**

Adjustments:

Payment Adjustments **\$0.00**

Deposit Adjustments **\$0.00**

Total Adjustments: **\$0.00**

Total Change in Register Balance: **(\$3,688.72)**

VISA Statement Ending March 27, 2020[illegible]

VISA Statement Ending March 27, 2020

<u>Cardholder Name</u>	<u>Budget Account Number</u>	<u>Amount</u>	<u>Supplier</u>	<u>Date</u>
Birchard	10-04990-000-000-00-000-273	527.84	Nail Supply Inc	03/05/2020
Birchard	10-04990-000-000-00-000-273	158.00	Cintas 60a Sap	03/04/2020
Birchard	10-04990-000-000-00-000-273	207.90	Msi*millennium Si	03/02/2020
Birchard	10-04990-000-000-00-000-273	152.50	Amzn Mktp Us	03/02/2020
Birchard	10-62122-635-000-00-000-005	600.00	Wm Supercenter #2278	03/02/2020
Birchard	10-04990-000-000-00-000-273	36.64	Amzn Mktp Us	02/28/2020
Carr	10-62260-610-000-00-000-000	44.10	Officemax/Officedept#6877	03/09/2020
Carr	10-62260-610-000-00-000-000	112.65	Officemax/Officedept#6877	03/09/2020
Carr	10-62260-610-000-00-000-000	4.34	Office Depot #5910	03/09/2020
Cyphert	10-61380-610-000-00-000-279	180.66	The Warren Company	03/13/2020
Cyphert	10-61380-610-000-00-000-279	199.52	Welders Supply Co	03/11/2020
Cyphert	10-61380-610-000-00-000-279	478.08	The Warren Company	03/06/2020
Diplacido	10-61442-610-000-00-000-000	81.79	Officemax/Officedept#6877	03/06/2020
Diplacido	10-61442-610-000-00-000-000	3.37	Office Depot #1170	03/06/2020
Diplacido	10-61442-610-000-00-000-000	139.68	The Home Depot #4124	03/02/2020
Fatica	10-62830-610-000-00-000-000	35.83	Walmart Grocery	03/12/2020
Fatica	10-62830-610-000-00-000-000	-1.14	Amazon.Com	03/05/2020
Fatica	10-62830-610-000-00-000-000	20.13	Amazon.Com*wl1ml0ge3	03/04/2020
Foulkrod	10-62271-810-000-00-000-000	129.00	Asca	02/28/2020
Fox	10-61341-610-000-00-000-000	7.50	Ac Moore Str 74	03/12/2020
Fox	10-61341-610-000-00-000-000	28.40	Wm Supercenter #2278	03/10/2020
Fox	10-61341-610-000-00-000-000	46.43	Wal-Mart #2278	03/06/2020
Fox	10-61341-610-000-00-000-000	8.79	Sams Club #6675	03/04/2020
Fox	10-61341-610-000-00-000-000	38.62	Wm Supercenter #2278	03/03/2020
Klins	10-61370-610-000-00-000-261	15.09	Amzn Mktp Us	03/06/2020
Klins	10-61370-610-000-00-000-261	24.99	Amzn Mktp Us	03/06/2020
Marendt	10-61370-610-000-00-000-261	81.44	Samsclub #6675	03/04/2020
Massello	10-61380-610-000-00-000-278	43.07	Toolup.Com	03/04/2020
Miller	10-61370-610-000-00-000-264	62.40	Tim Hortons #913546	03/12/2020
Miller	10-61370-610-000-00-000-264	34.79	Amzn Mktp Us	03/11/2020
Nichilo	10-61610-610-100-40-000-000	515.77	Matheson Tri-Gas L46	03/17/2020
Nichilo	10-61610-610-100-40-000-000	13.89	Wm Supercenter #2561	03/09/2020
Nichilo	10-61610-610-100-40-000-000	113.81	Matheson Tri-Gas L46	03/09/2020
Nichilo	10-61610-610-100-40-000-000	13.13	Amzn Mktp Us	03/09/2020
Nichilo	10-61610-648-100-40-000-000	247.50	Cengage Learning, Inc	03/02/2020
Salorino	10-61380-610-000-00-000-266	75.00	Paypal	02/28/2020
Sanders	10-61342-610-000-00-000-001	36.30	Amzn Mktp Us	03/09/2020
Sanders	10-61342-610-000-00-000-001	71.65	Instacart	02/28/2020
Sargent	10-61370-610-000-00-000-262	14.66	Wal-Mart #3281	03/09/2020
Sargent	10-61370-610-000-00-000-262	59.98	At Home Store #108	03/02/2020
Smith	10-62840-618-000-00-000-000	499.00	Microsoft*answer Desk	03/25/2020

VISA Statement Ending March 27, 2020

<u>Cardholder Name</u>	<u>Budget Account Number</u>	<u>Amount</u>	<u>Supplier</u>	<u>Date</u>
Smith	10-62840-618-000-00-000-000	171.73	Graybar Electric Company	03/18/2020
Smith	10-62840-618-000-00-000-000	599.98	Amazon.Com*xo8pb8p73 Amzn	03/13/2020
Smith	10-62840-618-000-00-000-000	149.56	Msft * E0400acv5n	03/12/2020
Smith	10-62840-618-000-00-000-000	251.86	Paypal	03/11/2020
Sorensen	10-62122-610-000-00-000-003	26.62	Target 00012872	03/16/2020
Sorensen	10-62122-635-000-00-000-003	94.83	Panera Bread #203483 P	03/13/2020
Sorensen	10-62122-635-000-00-000-003	167.97	Panera Bread #203483 P	03/13/2020
Sorensen	10-62122-610-000-00-000-003	45.00	Amzn Mktp Us	03/09/2020
States	10-61330-610-000-00-000-000	25.00	Careersafe Online	03/16/2020
Suprynowicz	10-61380-610-000-00-000-277	131.56	Msc	03/16/2020
Tarasovitch	10-62380-610-000-00-000-000	59.79	Officemax/Officedept#6877	03/18/2020
Tarasovitch	10-01320-000-000-00-000-000	126.71	Walmart Grocery	03/09/2020
Tarasovitch	10-01320-000-000-00-000-000	164.17	Walmart Grocery	03/02/2020
Vonvolkenburg	10-62620-610-000-00-000-000	122.24	Gih*globalindustrialeq	02/28/2020
Vonvolkenburg	10-62620-610-000-00-000-000	75.89	Se Equipment-Mentor	02/28/2020
Walker	10-62360-610-000-00-000-000	-260.00	Tims	03/12/2020
Walker	10-62360-610-000-00-000-000	100.00	Team Pa Foundation	03/11/2020
Walker	10-62360-610-000-00-000-000	260.00	Tims	03/10/2020
Walter	10-61380-610-000-00-000-271	64.94	Lowe's #01654	03/13/2020
Walter	10-61380-610-000-00-000-271	62.26	Harbor Freight Tools 158	03/11/2020
Walter	10-61380-610-000-00-000-271	46.39	Lowe's #00226	03/09/2020
Wilber	10-61380-610-000-00-000-265	148.44	Michaels Stores 2030	03/10/2020
Woodburn	10-01320-000-000-00-000-000	100.35	Walmart Grocery	03/11/2020
Woodburn	10-01320-000-000-00-000-000	39.00	Skillsusa Org	03/10/2020
Woodburn	10-01320-000-000-00-000-000	61.00	E Group Inc	03/10/2020
Woodburn	10-01320-000-000-00-000-000	92.98	Walmart Grocery	03/05/2020
Zellefrow	10-61320-610-000-00-000-000	15.07	Chick-Fil-A #01879	03/13/2020
Zellefrow	10-61320-610-000-00-000-000	79.54	Chick-Fil-A #01879	03/09/2020
Zellefrow	10-61320-610-000-00-000-000	24.97	Krispy Kreme 0369	03/05/2020
Total for March 2020		\$ 13,786.43		

ERIE COUNTY TECHNICAL SCHOOL

PROPOSED AGENDA ITEM

DATE: April 23, 2020

SUBJECT: Rescind Retirement- Tracy Massello

CATEGORY: **Operations:** **Policy:** **Information:** **Personnel: X**

INITIATED BY: Natalie Fatica, Coordinator of Human and Quality Resources

DESCRIPTION:

Tracy Massello, has expressed his desire to rescind his retirement and return in the 2020-2021 school year. (see attached letter).

RECOMMENDATION:

Motion to accept the request to rescind his retirement from Tracy Massello and he will return for the 2020-2021 school year.

April 2, 2020

Ms. Terri Birchard
Board Secretary
Erie County Technical School
8500 Oliver Road
Erie, PA 16509

Dear Ms. Birchard:

This is to inform you that I would like to rescind my intent to retire,
presented on January 22, 2020, during the 2019 – 2020 school year.

Respectfully,

James Tracy Massello

ERIE COUNTY TECHNICAL SCHOOL

PROPOSED AGENDA ITEM

DATE: April 23, 2020

SUBJECT: Permanent Employee Status

CATEGORY: **Operations:** **Policy:** **Information:** **Personnel: X**

INITIATED BY: Natalie Fatica, Coordinator of Human and Quality Resources

DESCRIPTION:

Classified Employees serve a probationary period of 120 days prior to recommendation for regular employment to the Operating Committee (Article I, Section 6). Michael Kraus, C-2 (Custodian) has completed his probationary period effective March 29th, 2020 which changes his rate to \$16.25 per hour.

RECOMMENDATION:

Motion to grant regular employment status to Mike Krause effective March 29, 2020 with a rate change of \$16.25 per hour.

ERIE COUNTY TECHNICAL SCHOOL

PROPOSED AGENDA ITEM

DATE: April 23, 2020

SUBJECT: Additional RCTC Instructor

CATEGORY: **Operations:** **Policy:** **Information:** **Personnel: X**

INITIATED BY: Amy Nichilo, Supervisor of Adult Education

DESCRIPTION:

Request to employ Eric McCray as an additional RCTC Instructor. This is an addition from the prior list of Instructors to employ for RCTC. He teaches State Inspection and should have been approved at the March meeting which was cancelled.

RECOMMENDATION:

Motion to employ Eric McCray at rate of \$45.00 per hour as an RCTC instructor.

**Erie County Technical School
Director's Report
March and April 2020**

School Closure

1. Preserved business continuity during the school closure.
2. Participated in multiple planning and coordination meetings with IU5.
3. Established phone conference meeting structure with the Administrative Staff (three meetings per week as needed).
4. Completed, and filed with PDE, a "Continuity of Education Plan" (COEP).
5. Communicating with and providing work instructions for all ECTS employees as needed.
 - a. Faculty
 - i. Embraced online educational technology.
 - ii. Developed, and are delivering, "optional" Enrichment and Review – No New Instruction.
 - iii. Implemented "Office Hours" for student communications and support.
 - iv. Continuing work on school-wide curriculum development effort.
 - b. Instructional Aides
 - i. Working from home contacting and supporting students daily.
 - c. Clerical Staff
 - i. Computing equipment has been provided/deployed and is operational to support work from home.
 - ii. Working from home on selected projects and assignments in support of business continuity.
 - d. Custodial Staff
 - i. Completed sanitization of ECTS building.
 - ii. Working on selected deep cleaning projects – Rotating work schedule.
 - e. Maintenance Staff
 - i. Working on normal repairs and maintenance – Rotating work schedule.
 - ii. Preparing to begin outdoor maintenance – lawns and grounds (lawn repair, mowing, trimming, etc.).
6. Preparing for end of year close out:
 - a. Grades
 - b. Graduation

Roundabout

1. Requested design addition from PennDOT to include a safety barrier between the roundabout and ECTS building – Request denied.
2. Worked with Attorney Sennett to provide a letter, at PennDot's request, allowing Knox Law to represent the ECTS in the land transfer process for the roundabout.

Renovation Status

1. Contacted Architect Chris Coughlin to discuss the status/progress.
2. Architect is preparing to send proposals for geotechnical and storm water contractors.
3. Progress on the design work has been suspended until the "stay at home" order is lifted due to the pandemic.

Fire Alarm Project

1. Contractors returned to the ECTS building to work on Monday, April 13th.
2. Work is expected to be finished near the end of the April.

New Program Development

1. A stakeholders meeting was conducted with representatives of the health care community and Erie Together (ET) -- ET Healthcare Pathways Committee.
2. Candidate new programs were identified and discussed during the meeting based on high occupational demand data for Erie County.
3. Plans for additional work and meetings have been suspended due to the pandemic.

Grants

1. PCCD School Safety and Security Grant – Grant successfully awarded ~\$230K+.
 - a. Secure vestibule portion of the project will proceed before renovation.
 - b. A design that can be re-used as part of the renovation is being prepared.
 - c. Architect preparing drawings for bid process.
 - d. Secure vestibule will require a formal bid process.
 - e. Work on the secure vestibule has been suspended due to the pandemic.
2. Perkins Grant.
 - a. The ECTS submitted its Comprehensive Local Needs Assessment (CLNA).
 - b. Comprehensive Local Needs Assessment (CLNA) have not been reviewed yet due to delays for pandemic.
 - c. Attended half-day "mandatory" Perkins online training with Principal Tarasovitch.
 - d. Application submission dates are being adjusted given delays for pandemic.

ECTS Operations

1. Risk, Vulnerability, and Assessment Team inspection Completed (December 2019).
 - a. Report provided in Executive Session this evening.
2. Conducting teaching observations for the Spring 2020 (Director = 1/2 , Principal = ½).

Student Activity

1. Student clubs and activities have been suspended.

High School Activity Report March and April 2020

OAC Dinner Meeting: The Occupational Advisory Committee dinner was held on Tuesday, March 3rd. Again, the evening was a great success due to the exceptional planning of Mr. Rob Eggleston. Mr. Eggleston shared that ECTS had 192 people at the event, 158 of which were OAC members representing 81 organizations. Main topics of discussion included: performance objectives; industry standards; and resource and industrial materials.

Guidance Counselor Meeting: The Erie County Technical School hosted the home school guidance counselors on Thursday, March 12th. Lisa Sorensen did a tremendous job organizing the session for the counselors. The topics of discussion were, Enrollment of New Students, Welcome Presentation to New Students, New Student Dinner, and grade concerns. Mrs. Sorensen also had a special presentation from the Erie County Home Team Homeless and Housing Coalition; this presentation introduced the counselors to opportunities of supporting our ever-growing number of homeless students.

3rd Quarter Closure and Grades: The Administration closed the 3rd quarter on March 27, 2020. There were 6 school days that were not accounted for in the 3rd quarter due to the COVID-19 mandatory closing. Mr. Tarasovitch informed the instructional staff to examine their gradebooks thoroughly for activities that should be exempted and to review each student grades for appropriateness. The 3rd quarter grades were shared with both the Sending Schools and families through a mailing on April 1, 2020.

Perkins Re-allocation Budget Meeting: Mr. Tarasovitch and Terri Birchard conducted a meeting to discuss the final allocation of the 2019-20 Perkins Grant funding. This session allows the administrative staff to examine the best use of any funding that may have become available due to cost savings in the budget lines of the grant.

Continuity of Education Plan (COEP): The ECTS Administration developed and submitted the “Continuity of Education Plan” required by PDE. The administrative plan, as of this time, was built upon the “Enrichment and Review” option. The “Enrichment and Review” option was decided upon due to the concerns for student “equity”; ECTS has a 30% “Special Education” population and a 70% “Economically and Disadvantaged” population. **COEP attached in to supplemental materials.**

Perkins Mandatory Meeting: Mr. Tarasovitch and Dr. Walker were engaged in a Mandatory Webinar on April 8, 2020 for the preparation of the 2020-21 Perkins Grant submission process. The meeting was a mandatory meeting driven by PDE that had over 250 participants statewide. This session provides guidance for the grant writers to ensure that PDE expectations of planning and preparing are accomplished to the reviewer’s specifications.

Maintenance Department Report for March 2020

I. MANAGER ACTIVITIES

A. Accomplishments

1. Ordering Safety related products – grant award
2. Met with contractors to review and get quotes for future projects
3. In the process of SDS binder reviews for all labs
4. Communicated with the following Contractors/Vendors:

- | | |
|---------------|--------------------|
| - DeSantis | - EMSI |
| - UniFirst | - Summit Township |
| - Fagan | - DBC Construction |
| - W T Spaeder | |

B. Meetings Attended

1. Weekly Administrative Team meetings.
2. School Safety and Security Committee
3. Safe Schools Focus Group
4. Facilities Team Meetings

II. MAINTENANCE

C. Accomplishments

1. Building safety projects as assigned
2. Installed additional dispensers for hand sanitizer in each theory room

D. Ongoing Projects

1. Completed work requests at High School and Skill Center.
2. Performed Preventive Maintenance on Scheduled Equipment
3. Maintained snow removal equipment
4. Snow removal and grounds care

II. CUSTODIAL

A. Accomplishments

1. Routine cleaning of the facilities.
2. Set up for events as scheduled
3. Sanitizing all touchable surfaces in all areas

IV. SAFETY

1. Safety and Security Administration –Act 44 Recommended improvements
2. Fire drills completed

Supervisors of Instructional Support Services Report

March 2020

Sandy Carr and Lesa Scalise

Curriculum Development

NOCTI Testing - Sandy and Mary Foulkrod have been making the preparations for the NOCTI pre-test for the juniors and the NOCTI written and performance testing for seniors in April. Juniors are scheduled to test March 26 and 27. Seniors are scheduled for testing the week of April 20. We will have approximately 50 evaluators from business and industry assessing the skills of our students. We have 225 juniors and 179 seniors that will participate in testing. **Note:** Timelines will be adjusted due to the COVID19 school closure.

Curriculum – Instructors have prepared the Fundamentals Quarter 1 syllabus for their major utilizing a redesigned template. Using a peer-edit exercise, instructors will continue to work on creating 12 documents for their major.

Early Childhood Education Pre-Apprenticeship – Sandy and Kim Fox, our Early Childhood Education instructor, participated in a tele-meeting with the Northwest PA Early Childhood Education Pre-Apprenticeship group. The goal is to create seamless pathways to earn the credentials needed for Early Childhood Education. The meeting brought a variety of educational partners together to begin coordination of training and professional development.

Health Care Programming – Sandy prepared information for the Science and Health Advisory Group Meeting on March 9. Dr. Walker presented to the group and Mary Bula helped gather input from the group to determine local needs for a new health program.

Special Education

Transition – Lesa participated in the Junior Transition staffing meeting at Millcreek last month. Transition plans for our junior students with special needs were discussed with the Millcreek support team and various agencies.

National Registry of Food Safety Professional Testing - On March 3, our instructional aides provided testing accommodations to our Health Assistant students for the Food Safety Professional test. Special thanks for assisting our students with this testing.

Grade Monitoring - Quarter 3 will end on Friday, March 27. Lesa and Sandy are continuing to follow up with our students with disabilities who have low or failing grades either for this term or for the year. To encourage grade improvement, we utilize the support of many people, including parents, home school counselors and individual case managers, our instructors and the direct support of the instructional aides. The most important team member is the student to help identify the specific cause(s) of the poor grades and to develop a proactive course of action for improvement.

Incoming Students – Lesa and Sandy will continue to attend meetings for accepted and prospective IEP/504 students for the 2020-2021 school year to help ensure a smooth and successful transition to ECTS.

Supervisors of Instructional Support Services Report

April 2020

Sandy Carr and Lesa Scalise

Curriculum Development

NOCTI Testing – Due to the school closure, the pre-NOCTI testing for our junior students was cancelled. We will plan to test our juniors in October as we have done in past years. The NOCTI/NIMS testing requirement for senior concentrators was waived by the Pennsylvania Department of Education. All NOCTI evaluators were notified that the testing is cancelled for this year.

Continuity of Education Plan – The continuity of education plan for our school concentrates on offering enrichment and review opportunities for our students. Instructors and instructional aides polled our students to determine technology access and we have created a system to track communication with students and their needs for curriculum materials. Our instructors have utilized the e-class system to provide on-line content beginning March 31. Many thanks to Jeff Smith and our instructors for their flexibility, creativity, and support to quickly offer our students opportunities to learn. Lesa and Sandy have assisted with preparing packets for our students with limited/no access to technology.

Special Education

Instructors and instructional aides were provided information regarding the requirement to provide FAPE to IEP/504 students to the fullest extent possible as part of the enrichment and review being offered to all students. In addition, a notice of our intent to meet this obligation was included with the Quarter 3 report cards and posted to our website. Case managers for our students with special needs from our sending schools were also notified of the COEP plan.

A special thanks to the instructional aides for their efforts. Instructional aides were provided guidance and instruction on accessing the enrichment and review materials for their assigned labs. They are making regular contact with students with IEP/504 Plans to provide support according to their Specially Designed Instruction to the fullest extent possible in the current educational environment. They are also working closely with the instructors to monitor student engagement and to meet specific needs of students with IEPs/504s. A variety of methods are being utilized to provide support including emails and phone calls and all contacts are being documented.

Business and Industry Partnership Coordinator's Report

March 26, 2020

Rob Eggleston, Business and Industry Partnership Coordinator

Co-op, Intern, Shadow, etc. Update: Since the end of the 2018-2019 school year 207 visits, observations, site inspections, etc. have been made to AYES, Co-op, intern, shadow, etc. sites as of February 29, 2020. Currently there are 122 students on the Co-op, intern or shadowing "call-back" list. These range from the beginning procedures to being actively on the Job. Due to the current COVID19 situation, the following position has been taken in regard to on-line instruction of our co-op students (this position has been taken by an extremely large number of CTC/CTE's throughout PA): *Effective March 16, 2020, the ECTS Cooperative Education program had been suspended until further notice. However, there was a strong potential that many of the remaining parties involved in each placement (student, parents, employer) agreed on some type of employment continuation arrangement. If that happened, it was strictly an employment agreement between the student and the employer, not under the Cooperative Education Program, and your Employer is required to begin deducting Unemployment Tax. The official position of ECTS was/is that we do not recommend that our students report to their placement out of concern for their safety and the potential for exposure to the COVID19 virus. That being said, moving forward and until further notice, Cooperative Education student status will revert back to the Student's individual Technical Program. The student will be required to complete whatever the Instructor assigns to the rest of the class during this time. I want to be clear that if the you remain employed during this time, you are not released from any activity your Instructor prepares for the rest of the class. You should be completing anything your Instructor assigns you.*

Thank you, and I wish you well.

Mr. Eggleston

March 3, 2020, OAC Dinner/Meeting Progress: We had 192 attendees for the OAC dinner and meetings. The menu, member gifts, etc. were prepared with the invaluable help of our Secretaries; Pam Pence & Pam Lasher, our Aide, Nancy Makowski and Marla, Nicole, Courtney and Lexi of the Nutrition Group.

Meetings, Presentations, Trade Shows, Field Trips, etc.: Numerous meetings have been conducted with Support Staff, Potential Employers, etc. Many Co-op, Internship and Shadowing presentations have been made to ECTS Labs. Numerous conferences, trade shows, field trips, etc. have been attended with significant success. Continued attendance at conferences, seminars, meetings, presentations, trade shows, field trips, etc. is planned.

Business and Industry Partnership Coordinator's Report
April 23, 2020

Rob Eggleston, Business and Industry Partnership Coordinator

Co-op, Intern, Shadow, etc. Update: Since the end of the 2018-2019 school year 212 visits, observations, site inspections, etc. have been made to AYES, Co-op, intern, shadow, etc. sites as of March 31, 2020. Currently there are 122 students on the Co-op, intern or shadowing call-back list. These range from the beginning procedures to being actively on the Job.

Meetings, Presentations, Trade Shows, Field Trips, etc.: Numerous web-based meetings have been conducted. Continued attendance at web-based conferences, seminars, meetings, presentations, etc. is planned.



**Enrollment and Community Engagement Coordinator
JOC Report
March-April 2020**

Enrollment

Enrollment has been closed for the remainder of the 2019/20 school year. The School Counselors in each sending district have agreed not to admit any students at this point and to do their best not to allow admitted students to decline their ECTS seat. At the beginning of the new 2020/21 school year we will have students from the wait list interested in their second choice and students that did not originally apply visit for a half day to ensure they are choosing the right program for the right reason.

Marketing

Unfortunately, we were unable to continue the drips to new students and their families in our marketing plan. At the end of March and beginning of April I would have traveled to each district to meet with all new, incoming students, present them an ECTS gym bag, answer questions and take a group photo. A New Student Dinner with Teacher was planned for families on April 30th. The challenge becomes, how do we compensate for these events? We do not want to risk losing students because they and their families do not feel connected to ECTS, a school of choice. I am in the process of planning the following to remain in contact with new students:

- A fun, colorful letter will be sent to all new students in May answering the frequently asked questions and giving them a date for our first ever New Student Orientation.
- Organizing a New Student Orientation Event for August. More details will be in the May JOC report.
- Creating mini videos of ECTS programs to be placed on ECTS social media feeds to remind families and inform the community at large of the offering at ECTS.
- Planning a June mailing to new students as another drip to stay connected.

Copies of these mailings will be included in future reports.

I am updating our social media sites several times a week to continue to connect with our current students, incoming students, and community in general. If you have social media accounts please 'Like' Erie County Technical School to become a part of our following.

As you read in previous reports, we are in the planning stages of creating a new ECTS recruiting video. I am working with the videographer to complete all preproduction prior to next school year. This includes writing an entire script for the video, developing a filming schedule, working with all administration, staff, and students to communicate and many other details. When school returns we plan to be ready to begin filming.

Community Engagement

I am continuing to work with School Counselors to answer questions, keep lines of communication open, and share ideas.

Those of us not in the classroom are delivering work to districts and to the homes of students unable to access online enrichment activities. My districts are North East, Harbor Creek, and Iroquois.

I hope this report finds you and your loved ones well as we all do our best to cope in this very difficult time.

Career Planning Coordinator Board Report

April 2020

Career Planning

- *Career Planning Artifacts* checklists: Approximately 60 of the sophomores completed the level 1 required activities for the 2019-2020 year. Classroom activities will be continued in the fall.
- **WIN CRC certificates continue to be a valuable asset. Students can work from their mobile device or home computer to advance through the levels to earn beneficial certificates in the following areas: Applied Mathematics, Workplace Documents, Graphic Literacy, and Soft Skills. Students can work at their own pace and can enhance their Career Readiness skills from home during this unique and difficult time.**

Activities & Awards

- An Introduction letter and a letter with instructions was drafted and made available to parents and students regarding the WIN Career Readiness Program.
- Email requests are answered daily for login information and passwords, as well as general questions about requirements.
- A list of scholarship information and web sites was made available to instructors to forward to all seniors.

NOCTI/NIMS

- February 11th, 14 Precision Machining level 1 students tested for NIMS.
- Eight students successfully completed Measurement, Materials, & Safety.

Apprenticeship Day

- Held February 19, 2020.
- A panel discussion was held with students directing questions to one of the eight local unions represented. Following was a break-out session time for informal individual discussions.