



**Joint Operating Committee  
Meeting Agenda**  
Thursday, June 25, 2020  
8500 Oliver Road, Erie, PA 16509

**Work Session  
6:00 p.m.**

**1. Foundation Meeting**

**Regular Meeting – [www.ects.org/joc](http://www.ects.org/joc)**

**1. Call to Order**

- a. Moment of Reflection
- b. Pledge of Allegiance
- c. Roll Call

Mahoney, Dinsmore, Bucksbee, Olesnanik, Brink, Rickrode, DiPlacido, Cancilla, Ring, Gilbert, O'Donnell

- d. Motion to approve agenda and agenda amendments
  - i. Agenda Amendment – added 6/24/2020 – Item 4(a)(v)

**2. Meeting Minutes**

- a. Motion to accept the minutes of the May 28, 2020 meeting as presented

**3. Guest and Public Comment**

**4. Operations**

- a. New Business
  - i. Motion to approve final 2019-2020 General Fund budget transfers as presented
  - ii. Motion to approve A/B Calendar for 2020-2021 school year
  - iii. Motion to approve the Health and Safety Plan for submission to PDE
  - iv. Motion to approve the award of the Secured Vestibule construction projects at the High School and Skill Center buildings to the following:
    - 1. Considine Biebel & Co. - General Contractor - \$129,700
    - 2. Keystone Electric base bid – Electrical Contractor - \$15,350
  - v. Motion to approve revised CAEP contract with Bethesda Lutheran Services from July 1, 2020 to June 30, 2021

**5. Financial Items**

- a. Invoices Payable
  - i. General Fund
  - ii. Student Activities Fund
  - iii. Capital Projects Fund
- b. Motion to approve the Financial Items section of the agenda

**14. JOC Board Remarks and Comments**

**15. Adjournment**

**16. Executive Session**

Erie County  
**Foundation**  
Vocational-Technical School

Board of Directors  
Meeting Agenda

|                                                               |                                                                  |
|---------------------------------------------------------------|------------------------------------------------------------------|
| June 25, 2020<br>6:00 p.m. - Prior to the<br>ECTS JOC Meeting | Erie County Technical School<br>8500 Oliver Road, Erie, PA 16509 |
|---------------------------------------------------------------|------------------------------------------------------------------|

Regular Meeting – [www.ects.org/joc](http://www.ects.org/joc)

1. Call to Order
2. Roll Call: Mahoney, Dinsmore, Olesnanik, Bucksbee, Brink, Rickrode, DiPlacido, Cancilla, Ring, Gilbert, O'Donnell
3. Motion to accept the minutes of the December 17, 2019 meeting, as presented
4. Correspondence
  - A. List of 2019-2020 Scholarship Recipients
5. Motion to approve the payment of the 2019-2020 scholarship awards as presented
6. Motion to approve the purchase of \$250,000 bonds for Board Treasurer and Secretary
7. **Next meeting: Thursday, August 27, 2020 – at 6:00 p.m.**
8. Adjournment

Mr Buckbee, Chairman, called the meeting to order at 6:04 p.m.

Motion to approve the following district appointed representatives:

Wattsburg – Steve O’Donnell (2021)  
Fairview – David Mahoney (2022)  
Harbor Creek – Terri Brink (2020)  
Fort LeBoeuf – Andy Dinsmore (2020)  
Millcreek – John DiPlacido (2022)  
North East – Joseph Cancilla (2022)

Moved for approval by Ring, with a second by Gilbert  
The motion is approved with an all “ayes” voice vote

#### Roll Call

Terri Birchard, Board Secretary, called the roll:

| <u>Board 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              |               |
| Steven Gilbert        | Union City       | x              |               |
| Steve O’Donnell       | Wattsburg        | x              |               |

#### Meeting Minutes

Minutes of August 22, 2019

Motion to accept the minutes of the August 22, 2019 meeting as presented

Moved for approval by Gilbert, with a second by Ring  
The motion is approved with an all “ayes” voice vote

**Officers – 2020**

Motion was made by Gilbert, with a second by Olesnanik to nominate Mr. Bucksbee as Foundation President for a one-year term (2020)

Motion was made by Gilbert, with a second by Ring to nominate Mr. Olesnanik as Foundation Vice President for a one-year term (2020)

Motion was made by Ring, with a second by Olesnanik to nominate Mrs. Birchard as Foundation Secretary for a one-year term (2020)

Motion was made by Olesnanik, with a second by Gilbert to nominate Mr. Ring as Foundation Treasurer for a one-year term (2020)

Motion to close nominations was approved with all “ayes” voice vote. All officers are approved by acclamation in absence of other nominations.

**Correspondence – None**

**Financial Reports, Payments, and Invoices**

Presentation of the following business reports, payments, and invoices:

- ECVTS Foundation Statement of Activities Report – September to November 2019
- ECVTS Foundation Statement of Financial Position – September to November 30, 2019
- ECVTS Invoices Payable – December 2019 – n/a
- ECVTS Foundation Checks and Invoices – September to November 2019
- ECVTS Foundation Treasurer’s Report – November 30, 2019

Motion to approve the ECVTS Foundation Reports, Payments and Invoices as presented

Moved for approval by Ring with a second by Olesnanik  
The motion is approved with an all “ayes” voice vote  
(Copy of reports are filed with the official minutes)

**Other Business**

Operations Manager Report – no report  
Finance Manager Report – no report

**Donation for Christmas Gift Cards**

Motion to a matching gift of up to \$1,000 for Christmas gift card donations for Erie County Technical School Students

Moved for approval by Ring with a second by Olesnanik  
The motion is approved with an all “ayes” voice vote

Other Information

Next meeting is Thursday, March 26, 2020 at 6:00 p.m.

Adjournment

Moved by DiPlacido, with a second by Gilbert to adjourn the meeting

Mr. Bucksbee, President, adjourned the meeting at 6:14 p.m.

Minutes prepared by,

Terri Birchard, Board Secretary  
Erie County Vocational Technical School Foundation

**From:** [Mariea Sargent](#)  
**To:** [Joe Tarasovitch](#); [Terri Birchard](#); [Rob Eggleston](#); [H. Fred Walker](#)  
**Cc:** [Faculty](#); [Instructional Aides](#); [Pam Lasher](#); [Pamela Pence](#); [Kelly Bennett](#)  
**Subject:** AFT & Foundation Scholarship winners  
**Date:** Wednesday, June 3, 2020 11:22:54 AM

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Hello,

We had 8 great students apply for the AFT & Foundation scholarships this year. During the application process, the committee asked the students to answer this question with a single sentence:

*“How would you describe ECTS to someone who knows nothing about your school?”*

Here are their answers – some of them may make you smile:

- I would describe ECTS as a place where thousands of opportunities await to make your future the best it can be.  
*Avery McCullough*
- Erie County Technical School is a school that offers many labs that can help you decide what career field you truly love and helps you get a head start into your future.  
*Damaris Menjivar*

ECTS Is a place where imagination thrives through exceptional education and lifelong friends are made.

*Elaina Lawson*

I would describe ECTS to a student that knows nothing is that it is the biggest blessing; the education and learning environment that ECTS gives would help anybody tremendously who is determined on their career.

*Jamaria Bolden*

- A great technical school that engages students in hands-on learning, and offers a chance to meet peers from other school districts.  
*Kayleigh Bucci*
- The opportunity to attend ECTS provided me a unique, hands-on, engaging learning experience that has inspired me to further my education in the Electrical Engineering field.  
*Lucas Thomas*

Erie County Technical School is an organization that enhances the education of the students from multiple sending schools through the curriculum of various vocational programs.

*Nicholas Chandler*

The way I would describe to someone who knows nothing about the Erie County Technical School is that, this building, staff, and classmates can have a life lasting effect on one's career path and a great opportunity to discover something you love to do.

*Luke Eichenlaub*

They are all “straight A students” and we are very happy to report the winners, where they will study or apprentice and the amounts of their awards based on scholarship criteria.

| 2020 AFT/ECTS Foundation Scholarship results |                   |                                           |       |           |
|----------------------------------------------|-------------------|-------------------------------------------|-------|-----------|
| 1                                            | Nicholas Chandler | Drafting & Design – Penn State University | \$750 | AFT Award |

|   |                  |                                                           |       |                  |
|---|------------------|-----------------------------------------------------------|-------|------------------|
| 2 | Elaina Lawson    | Drafting & Design – Penn College of Technology            | \$750 | Foundation Award |
| 3 | Kayleigh Bucci   | Health Assistant - Kent State University                  | \$600 | Foundation Award |
| 4 | Damaris Menjivar | Health Assistant – Gannon University                      | \$600 | Foundation Award |
| 5 | Lucas Eichenbaub | Precision Machining – Tool & Die Apprenticeship at Samtec | \$600 | Foundation Award |
| 6 | Avery McCullough | Cosmetology - George Mason University                     | \$150 | Foundation Award |
| 7 | Lucas Thomas     | Electrical Engineering – Penn State University            | \$150 | Foundation Award |
| 8 | Jamaria Bolden   | Cosmetology – Indiana University of PA                    | \$150 | Foundation Award |

Thank you to the faculty for getting the word out about the scholarship opportunity, and thank you to the local AFT & ECVTS Foundation for their generous contributions.

We will be contacting the winners shortly,

*The AFT Scholarship Committee*

*Sherry States*

*Pam Lasher*

*Mary Foulkrod*

*Allison Marendt*

*Marica Sargent*



VIA ZOOM SESSION ONLINE

Joint Operating Committee - Meeting Minutes

Thursday, May 28, 2020

Work session - NONE

Call to Order

Mr. Sam Ring, JOC Chair and Treasurer, called the regular meeting to order at 6:04 pm

The session was held via Zoom due to the COVID-19 restrictions

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

Motion to approve the agenda as presented  
Moved for approval by Brink, with second by Gilbert  
The motion is approved with an all “ayes” voice roll call vote

### Meeting Minutes

Minutes of April 23, 2020

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

### Student Accomplishments/Highlights

#### Guests and Public Comment – Items related to the Agenda

### Important Items Coming to ECTS

Reopening options for the beginning of the school year , such as A/B schedules are being considered

### Operations

#### A. New Business

- i. Approval of PNC Bank, PSDLAF/PNC, Northwest Savings Bank, and ERIEBank as depositories of school fund for 2020-2021
- ii. Approval of the purchase of public official bonds for the Secretary and Treasurer for the 2020-2021 school year in the amount of \$500,000 each
- iii. Approval of the Erie Times News as the newspaper for general circulation for 2020-2021
- iv. Election of Treasurer for one-year term beginning July 1, 2020
  - a. Call for Nominations – Brink and Olesnanik nominated Bucksbee  
Approved with all “ayes” voice roll call vote
  - b. Close of Nominations – DiPlacido and Olesnanik  
Approved with all “ayes” voice roll call vote
  - c. Bucksbee is approved as Treasurer with all “ayes” voice roll call vote
- v. Approval of the lease agreement with the Northwest Tri-County Intermediate Unit for the Regional Choice Initiative program at the Skill Center building effective July 1, 2020 through June 30, 2021
- vi. Approval of the Special Education Transition Center Operating Agreement effective July 1, 2020 through June 30, 2021, as presented
- vii. Approval of the MOU with the Erie County Sheriff’s Department effective July 1, 2020 through June 30, 2022
- viii. Approval of the increase in RCTC class fees for the following programs: PA State Inspection Class to \$330.00; Motorcycle Testing to \$100.00; and Big Truck Testing to \$250.00

- ix. Approval of the General Fund budget transfers as presented
- x. Approval of the Director's expense report for April 2020

Motion from the floor to add item xi. to agenda by Brink with a second by Mahoney

- xi. Approval of free license testing during 2020-2021 to 2019-2020 students in Automotive Technologies, Automotive Body Repair, and Cosmetology as if completed in 2019-2020

B. Old Business

a. Discussion regarding RCTC Operations

Dr. Walker presented a summarized document regarding the RCTC Adult Training operations. He advised the discontinuance of anecdotal courses. Fingerprinting operation discussions will continue at the June JOC session to allow the JOC members the opportunity to discuss this operation with their home districts

Motion from the floor to add item i. to agenda by Olesnanik with a second by Brink

Motion from the floor to add item ii to agenda by Mahoney with a second by Brink

- i. Approval to transfer one RCTC supervisor back to Perkins funded program as an instructional aide and to maintain one RCTC supervisor in RCTC Operations
- ii. Approval of discontinuance of anecdotal, non-program based, and hobby courses for RCTC operations per Dr. Walker's discussion

**Motion to approve Operations Section**

Motion to approve the Operations Section

Moved for approval by Bucksbee, with second by Brink

The motion is approved with an all "ayes" voice roll call 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

Moved for approval by Rickrode, with second by Olesnanik

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

### **Human and Quality Resources**

- a. Human and Quality Resources Report
- b. Resignations and Retirements
  - i. Approval of retirement of Mark Cyphert, Metal Fabrication Instructor, effective September 1, 2020
  - ii. Approval of the resignation of Stephanie Mathews, Transition Center Instructor, effective May 31, 2020
  - iii. Approval of the resignation of Natalie Fatica, Coordinator of Human and Quality Resources, effective June 5, 2020
- c. Hiring
  - i. Approval of regular employment status for Allen Labrozzi, part-time custodian effective March 6, 2020
  - ii. Approval of Diana Noe as long term per diem substitute instructor in the Cosmetology Program for the 2020-2021 school year at the rate of pay of \$225.00 per instructional day for the first 30 days and \$250.00 per instructional day after that
  - iii. Approval of hiring three seasonal maintenance/custodial employees at the hourly rate of \$9.00 per hour from May 29 to September 30, 2020

### **Motion to approve Human and Quality Resources Section**

Motion to approve Human and Quality Resources Section

Moved for approval by Brink, with second by DiPlacido

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

### **Reports (Verbal and Written)**

- Superintendent Report – none
- 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 - none**

No motion needed since there were no items of business in the Statute-Related Business Section

**Board Action Items- none**

**Amendments – none**

**Adjournment**

Motion to adjourn presented by Bucksbee with a second by Brink

Mr. Ring, JOC Chairman/Treasurer, adjourned the meeting at 8:17 p.m.

The next meeting is June 25, 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

**Erie County Technical School  
Budget Transfer - June 2020**

|                                                                   |                                                              | <u>Unrestricted</u> | <u>Adjusted<br/>BUDGET</u> | <u>Over / Under</u> | <u>Decreases</u> | <u>Increases</u> |
|-------------------------------------------------------------------|--------------------------------------------------------------|---------------------|----------------------------|---------------------|------------------|------------------|
| To create fund balance reserves for unbudgeted COVID expenditures |                                                              |                     |                            |                     |                  |                  |
| <b>Expenses</b>                                                   |                                                              |                     |                            |                     |                  |                  |
| 10-61320-120-000-00-000-000                                       | Tourism/Hospitality - Salary                                 | \$46,707.97         | \$48,948.00                | \$2,240.03          | (\$2,200.00)     |                  |
| 10-61320-230-000-00-000-000                                       | Tourism/Hospitality - Retirement                             | \$16,092.01         | \$16,784.00                | \$691.99            | (\$500.00)       |                  |
| 10-61330-120-000-00-000-000                                       | Health Assistant - Salary                                    | \$71,414.98         | \$73,741.00                | \$2,326.02          | (\$1,800.00)     |                  |
| 10-61330-230-000-00-000-000                                       | Health Assistant - Retirement                                | \$24,604.76         | \$25,286.00                | \$681.24            | (\$200.00)       |                  |
| 10-61341-120-000-00-000-000                                       | Early Childhood Education - Salary                           | \$42,197.65         | \$53,323.00                | \$11,125.35         | (\$11,000.00)    |                  |
| 10-61341-220-000-00-000-000                                       | Early Childhood Education - Social Security                  | \$4,470.76          | \$3,185.00                 | (\$1,285.76)        |                  | \$1,200.00       |
| 10-61341-230-000-00-000-000                                       | Early Childhood Education - Retirement                       | \$12,688.67         | \$14,656.00                | \$1,967.33          | (\$1,800.00)     |                  |
| 10-61342-120-000-00-000-000                                       | Culinary - Salary                                            | \$84,001.78         | \$89,525.00                | \$5,523.22          | (\$5,300.00)     |                  |
| 10-61342-230-000-00-000-000                                       | Culinary - Retirement                                        | \$37,910.77         | \$30,698.00                | (\$7,212.77)        |                  | \$7,200.00       |
| 10-61370-120-000-00-000-000                                       | Technical Instruction - Salary                               | \$199,713.07        | \$203,465.00               | \$3,751.93          | (\$3,500.00)     |                  |
| 10-61370-230-000-00-000-000                                       | Technical Instruction - Retirement                           | \$56,890.03         | \$62,998.00                | \$6,107.97          | (\$6,000.00)     |                  |
| 10-61370-271-000-00-000-000                                       | Technical Instruction - Medical                              | \$59,660.76         | \$62,688.00                | \$3,027.24          | (\$3,000.00)     |                  |
| 10-61380-120-000-00-000-000                                       | Trade and Industrial - Salary                                | \$669,422.88        | \$680,546.00               | \$11,123.12         | (\$11,000.00)    |                  |
| 10-61380-121-000-00-000-000                                       | Trade and Industrial - Substitutes                           | \$0.00              | \$18,750.00                | \$18,750.00         | (\$18,700.00)    |                  |
| 10-61380-213-000-00-000-000                                       | Trade and Industrial - Life Insurance                        | \$3,320.13          | \$1,109.00                 | (\$2,211.13)        |                  | \$2,200.00       |
| 10-61380-220-000-00-000-000                                       | Trade and Industrial - Social Security                       | \$50,937.45         | \$53,496.00                | \$2,558.55          | (\$2,500.00)     |                  |
| 10-61380-250-000-00-000-000                                       | Trade and Industrial - Unemployment Comp                     | \$567.84            | \$5,000.00                 | \$4,432.16          | (\$4,400.00)     |                  |
| 10-61380-260-000-00-000-000                                       | Trade and Industrial - Workers Comp                          | (\$5,807.00)        | \$6,993.00                 | \$12,800.00         | (\$12,800.00)    |                  |
| 10-61380-271-000-00-000-000                                       | Trade and Industrial - Medical                               | \$236,332.00        | \$247,120.00               | \$10,788.00         | (\$10,500.00)    |                  |
| 10-61380-272-000-00-000-000                                       | Trade and Industrial - Dental/Vision                         | \$19,621.95         | \$12,463.00                | (\$7,158.95)        |                  | \$7,100.00       |
| 10-61380-330-000-00-000-000                                       | Trade and Industrial - Contracted Substitutes                | \$21,963.61         | \$44,500.00                | \$22,536.39         | (\$22,500.00)    |                  |
| 10-61380-610-000-00-000-290                                       | Trade and Industrial - Graduation Supplies                   | \$319.66            | \$2,000.00                 | \$1,680.34          | (\$1,500.00)     |                  |
| 10-61380-610-000-00-000-291                                       | Trade and Industrial - Copier Paper Reimbursement Supplies   | \$4,688.00          | (\$38,500.00)              | (\$43,188.00)       |                  | \$43,000.00      |
| 10-61380-610-000-00-000-292                                       | Trade and Industrial - Repair Parts                          | \$0.00              | \$1,000.00                 | \$1,000.00          | (\$1,000.00)     |                  |
| 10-61380-750-240-00-000-000                                       | Trade and Industrial - CTE Equipment Grant                   | \$134.25            | \$19,600.00                | \$19,465.75         | (\$18,000.00)    |                  |
| 10-61390-120-000-00-000-000                                       | Other Voc Ed - Salary                                        | \$91,697.87         | \$123,780.00               | \$32,082.13         | (\$32,000.00)    |                  |
| 10-61390-230-000-00-000-000                                       | Other Voc Ed - Retirement                                    | \$31,553.16         | \$32,444.00                | \$890.84            | (\$800.00)       |                  |
| 10-62122-120-000-00-000-000                                       | Pupil Personnel - Counselor Salary                           | \$187,664.80        | \$208,881.00               | \$21,216.20         | (\$21,000.00)    |                  |
| 10-62122-140-000-00-000-000                                       | Pupil Personnel - Co-op Salary                               | \$25,478.27         | \$30,201.00                | \$4,722.73          | (\$4,500.00)     |                  |
| 10-62122-220-000-00-000-000                                       | Pupil Personnel - Social Security                            | \$15,978.13         | \$18,290.00                | \$2,311.87          | (\$2,200.00)     |                  |
| 10-62122-230-000-00-000-000                                       | Pupil Personnel - Retirement                                 | \$71,945.15         | \$81,981.00                | \$10,035.85         | (\$10,000.00)    |                  |
| 10-62122-290-000-00-000-000                                       | Pupil Personnel - 403(b) payments                            | \$0.00              | \$11,000.00                | \$11,000.00         | (\$11,000.00)    |                  |
| 10-62122-580-000-00-000-005                                       | Pupil Personnel - Travel - Co-op                             | \$0.00              | \$1,000.00                 | \$1,000.00          | (\$1,000.00)     |                  |
| 10-62122-580-000-00-000-006                                       | Pupil Personnel - Travel - Special Education                 | \$0.00              | \$1,000.00                 | \$1,000.00          | (\$1,000.00)     |                  |
| 10-62122-610-000-00-000-001                                       | Pupil Personnel - Supplies - Career Planning                 | \$1,122.54          | \$3,400.00                 | \$2,277.46          | (\$2,200.00)     |                  |
| 10-62122-610-000-00-000-002                                       | Pupil Personnel - Advertising - Newspaper                    | \$165.93            | \$2,500.00                 | \$2,334.07          | (\$2,200.00)     |                  |
| 10-62122-610-000-00-000-003                                       | Pupil Personnel - Supplies - Admissions                      | \$1,725.54          | \$3,700.00                 | \$1,974.46          | (\$1,900.00)     |                  |
| 10-62122-635-000-00-000-005                                       | Pupil Personnel - Meals - Co-op                              | \$2,353.56          | \$6,300.00                 | \$3,946.44          | (\$3,900.00)     |                  |
| 10-62260-110-000-00-000-000                                       | Curriculum Development - Salary                              | \$154,358.60        | \$166,359.00               | \$12,000.40         | (\$12,000.00)    |                  |
| 10-62260-220-000-00-000-000                                       | Curriculum Development - Social Security                     | \$11,812.26         | \$12,726.00                | \$913.74            | (\$900.00)       |                  |
| 10-62260-230-000-00-000-000                                       | Curriculum Development - Retirement                          | \$52,929.58         | \$57,045.00                | \$4,115.42          | (\$4,000.00)     |                  |
| 10-62260-330-000-00-000-000                                       | Curriculum Development - Accreditation Services              | \$300.00            | \$2,000.00                 | \$1,700.00          | (\$1,700.00)     |                  |
| 10-62260-610-000-00-000-000                                       | Curriculum Development - Supplies                            | \$713.54            | \$3,000.00                 | \$2,286.46          | (\$2,200.00)     |                  |
| 10-62271-330-000-00-000-000                                       | Instructional Staff Development -Professional Fee- Certified | \$2,060.00          | \$0.00                     | (\$2,060.00)        |                  | \$2,000.00       |
| 10-62310-525-000-00-000-000                                       | Board Services - E&O and Bonding Insurances                  | \$9,943.00          | \$11,100.00                | \$1,157.00          | (\$1,100.00)     |                  |
| 10-62310-530-000-00-000-000                                       | Board Services - Postage                                     | \$7,109.35          | \$9,500.00                 | \$2,390.65          | (\$2,200.00)     |                  |

**Erie County Technical School  
Budget Transfer - June 2020**

| To create fund balance reserves for unbudgeted COVID expenditures |                                                           | <u>Unrestricted</u> | <u>Adjusted<br/>BUDGET</u> | <u>Over / Under</u> | <u>Decreases</u> | <u>Increases</u> |
|-------------------------------------------------------------------|-----------------------------------------------------------|---------------------|----------------------------|---------------------|------------------|------------------|
| <b>Expenses</b>                                                   |                                                           |                     |                            |                     |                  |                  |
| 10-62310-540-000-00-000-000                                       | Board Services - Advertising - Legal Ads                  | \$1,572.50          | \$500.00                   | (\$1,072.50)        |                  | \$1,000.00       |
| 10-62310-581-000-00-000-000                                       | Board Services - Board Local Mileage                      | \$1,201.68          | \$2,100.00                 | \$898.32            | (\$800.00)       |                  |
| 10-62350-330-000-00-000-000                                       | Professional Services - Legal and Accounting              | \$35,411.60         | \$30,500.00                | (\$4,911.60)        |                  | \$4,900.00       |
| 10-62360-110-000-00-000-000                                       | Director Services - Salary                                | \$110,634.68        | \$118,163.00               | \$7,528.32          | (\$7,500.00)     |                  |
| 10-62360-230-000-00-000-000                                       | Director Services - Retirement                            | \$37,989.39         | \$40,518.00                | \$2,528.61          | (\$2,500.00)     |                  |
| 10-62360-580-000-00-000-000                                       | Director Services - Travel                                | \$4,382.57          | \$1,000.00                 | (\$3,382.57)        |                  | \$3,300.00       |
| 10-62380-140-000-00-000-000                                       | Principal/High School Secretary - HS Secretary Salary     | \$39,666.85         | \$51,203.00                | \$11,536.15         | (\$11,500.00)    |                  |
| 10-62380-220-000-00-000-000                                       | Principal/High School Secretary - Social Security         | \$11,476.95         | \$12,592.00                | \$1,115.05          | (\$1,000.00)     |                  |
| 10-62380-230-000-00-000-000                                       | Principal/High School Secretary - Retirement              | \$51,800.61         | \$55,929.00                | \$4,128.39          | (\$4,000.00)     |                  |
| 10-62380-271-000-00-000-000                                       | Principal/High School Secretary - Medical                 | \$30,960.00         | \$31,812.00                | \$852.00            | (\$800.00)       |                  |
| 10-62380-610-000-00-000-000                                       | Principal/High School Secretary - High School Supplies    | \$4,587.37          | \$6,500.00                 | \$1,912.63          | (\$1,500.00)     |                  |
| 10-62380-610-000-00-000-001                                       | Principal/High School Secretary - Infinite Campus Photos  | \$2,050.00          | \$0.00                     | (\$2,050.00)        |                  | \$2,000.00       |
| 10-62419-130-000-00-000-000                                       | Health Services - Supplemental School Nurse - Salary      | \$27,029.09         | \$24,890.00                | (\$2,139.09)        |                  | \$2,100.00       |
| 10-62419-230-000-00-000-000                                       | Health Services - Supplemental School Nurse - Retirement  | \$9,268.30          | \$8,535.00                 | (\$733.30)          |                  | \$700.00         |
| 10-62440-610-000-00-000-000                                       | Health Services - Supplies                                | \$1,697.71          | \$5,000.00                 | \$3,302.29          | (\$3,300.00)     |                  |
| 10-62511-140-000-00-000-000                                       | Business Services - Business Office Secretary - Salary    | \$31,825.40         | \$33,159.00                | \$1,333.60          | (\$1,300.00)     |                  |
| 10-62511-214-000-00-000-000                                       | Business Services - LTD Insurance                         | (\$494.53)          | \$710.00                   | \$1,204.53          | (\$1,200.00)     |                  |
| 10-62511-271-000-00-000-000                                       | Business Services - Medical                               | \$30,960.00         | \$34,944.00                | \$3,984.00          | (\$3,900.00)     |                  |
| 10-62511-272-000-00-000-000                                       | Business Services - Dental/Vision                         | \$144.00            | \$2,266.00                 | \$2,122.00          | (\$2,100.00)     |                  |
| 10-62511-330-000-00-000-000                                       | Business Services - Contracted Payroll Services           | \$28,841.05         | \$13,000.00                | (\$15,841.05)       |                  | \$15,800.00      |
| 10-62619-180-000-00-000-000                                       | Maintenance/Custodial - Salary                            | \$194,986.65        | \$213,946.00               | \$18,959.35         | (\$18,800.00)    |                  |
| 10-62619-220-000-00-000-000                                       | Maintenance/Custodial - FICA                              | \$14,824.09         | \$16,367.00                | \$1,542.91          | (\$1,500.00)     |                  |
| 10-62619-230-000-00-000-000                                       | Maintenance Custodial - Retirement                        | \$47,633.29         | \$71,167.00                | \$23,533.71         | (\$23,000.00)    |                  |
| 10-62620-340-000-00-000-000                                       | Maintenance - Contracted Services                         | \$3,364.72          | \$2,500.00                 | (\$864.72)          |                  | \$800.00         |
| 10-62620-340-000-00-801-000                                       | Maintenance - Contracted Services (Skill Center)          | \$2,192.48          | \$0.00                     | (\$2,192.48)        |                  | \$2,100.00       |
| 10-62620-411-000-00-000-000                                       | Maintenance - Disposal Services                           | \$11,248.49         | \$9,500.00                 | (\$1,748.49)        |                  | \$1,700.00       |
| 10-62620-415-000-00-000-000                                       | Maintenance - High School Laundry/Dry Cleaning            | \$5,272.50          | \$9,500.00                 | \$4,227.50          | (\$4,000.00)     |                  |
| 10-62620-422-000-00-000-000                                       | Maintenance - Electricity (High School)                   | \$60,746.84         | \$80,000.00                | \$19,253.16         | (\$10,000.00)    |                  |
| 10-62620-422-000-00-801-000                                       | Maintenance - Electricity (Skills Center)                 | \$14,943.76         | \$20,500.00                | \$5,556.24          | (\$2,000.00)     |                  |
| 10-62620-424-000-00-000-000                                       | Maintenance - Water/Sewer                                 | \$9,150.91          | \$25,000.00                | \$15,849.09         | (\$11,000.00)    |                  |
| 10-62620-610-000-00-000-000                                       | Maintenance - Supplies (High School)                      | \$42,830.22         | \$38,000.00                | (\$4,830.22)        |                  | \$7,500.00       |
| 10-62620-621-000-00-000-000                                       | Maintenance - Natural Gas (High School)                   | \$46,451.01         | \$66,000.00                | \$19,548.99         | (\$17,000.00)    |                  |
| 10-62620-621-000-00-801-000                                       | Maintenance - Natural Gas (Skills Center)                 | \$9,604.31          | \$7,500.00                 | (\$2,104.31)        |                  | \$1,500.00       |
| 10-62630-414-000-00-000-000                                       | Care of Grounds - Lawn Care                               | \$229.09            | \$5,000.00                 | \$4,770.91          | (\$2,000.00)     |                  |
| 10-62640-430-000-00-000-000                                       | Operations and Maintenance - Repairs/Maintenance HS       | \$16,604.36         | \$27,000.00                | \$10,395.64         | (\$5,000.00)     |                  |
| 10-62659-580-000-00-000-000                                       | Operation and Maintenance - Travel/Auto Mileage Reimburse | \$0.00              | (\$8,200.00)               | (\$8,200.00)        |                  | \$8,200.00       |
| 10-62831-110-000-00-000-000                                       | HR/Quality - Coordinator Salary                           | \$82,554.85         | \$84,981.00                | \$2,426.15          | (\$2,400.00)     |                  |
| 10-62831-230-000-00-000-000                                       | HR/Quality - Retirement                                   | \$28,308.13         | \$29,140.00                | \$831.87            | (\$800.00)       |                  |
| 10-62831-610-000-00-000-000                                       | HR/Quality - Supplies                                     | \$2,039.88          | \$1,000.00                 | (\$1,039.88)        |                  | \$1,000.00       |
| 10-62831-635-000-00-000-000                                       | HR/Quality - Meals and Refreshments                       | \$1,850.17          | \$1,000.00                 | (\$850.17)          |                  | \$700.00         |
| 10-62834-324-000-00-000-000                                       | Staff Development - Employee Training - Non-Instructional | \$4,644.00          | \$3,000.00                 | (\$1,644.00)        |                  | \$1,500.00       |
| 10-62834-580-000-00-000-000                                       | Staff Development - Travel - Non-Instructional            | \$2,309.60          | \$5,700.00                 | \$3,390.40          | (\$3,300.00)     |                  |
| 10-62840-140-000-00-000-000                                       | Technology Services -Classified-Assistant- Salary         | \$42,498.14         | \$44,646.00                | \$2,147.86          | (\$2,100.00)     |                  |
| 10-62840-260-000-00-000-000                                       | Technology Services - Worker Compensation                 | \$414.00            | \$1,173.00                 | \$759.00            | (\$700.00)       |                  |
| 10-62840-348-000-00-000-000                                       | Technology Services - Professional Services               | \$20,662.71         | \$25,300.00                | \$4,637.29          | (\$4,500.00)     |                  |
| 10-62840-438-000-00-000-000                                       | Technology Services - Service Contracts                   | \$17,048.39         | \$25,000.00                | \$7,951.61          | (\$7,500.00)     |                  |

**Erie County Technical School  
Budget Transfer - June 2020**

|                                                                   |                                                                                          | <u>Unrestricted</u> | <u>Adjusted<br/>BUDGET</u> | <u>Over / Under</u> | <u>Decreases</u>      | <u>Increases</u>    |
|-------------------------------------------------------------------|------------------------------------------------------------------------------------------|---------------------|----------------------------|---------------------|-----------------------|---------------------|
| To create fund balance reserves for unbudgeted COVID expenditures |                                                                                          |                     |                            |                     |                       |                     |
| <b>Expenses</b>                                                   |                                                                                          |                     |                            |                     |                       |                     |
| 10-62840-538-000-00-000-000                                       | Technology Services - Communication/Telephone                                            | \$9,166.60          | \$23,700.00                | \$14,533.40         | (\$12,000.00)         |                     |
| 10-64200-430-000-00-000-000                                       | Site Improvements - Repairs                                                              | \$12,638.00         | \$25,000.00                | \$12,362.00         | (\$10,000.00)         |                     |
| 10-64400-330-000-00-000-000                                       | Building - Architect/Professional Services                                               | \$0.00              | \$10,000.00                | \$10,000.00         | (\$10,000.00)         |                     |
| 10-64600-430-000-00-000-000                                       | Building Improvments - Repairs                                                           | \$19,570.07         | \$54,500.00                | \$34,929.93         | (\$10,000.00)         |                     |
| 10-65900-990-000-00-000-000                                       | Budgetary Reserve                                                                        | \$0.00              | \$50,000.00                | \$50,000.00         | (\$50,000.00)         |                     |
|                                                                   | Reserve for COVID related operational expenditures - technology, maintenance, curriculum |                     |                            |                     |                       | \$350,000.00        |
|                                                                   | Reserve for Instructional Equipment - delayed purchases due to COVID                     |                     |                            |                     |                       | \$37,500.00         |
|                                                                   |                                                                                          |                     |                            |                     | <u>(\$505,000.00)</u> | <u>\$505,000.00</u> |

**RCTC OPERATIONS**

|                             |                            |              |              |               |                      |                    |
|-----------------------------|----------------------------|--------------|--------------|---------------|----------------------|--------------------|
| 10-61610-110-100-40-000-000 | RCTC - Manager Salaries    | \$62,372.31  | \$61,400.00  | (\$972.31)    |                      |                    |
| 10-61610-120-100-40-000-000 | RCTC - Instructor Salary   | \$27,189.75  | \$30,000.00  | \$2,810.25    | (\$2,800.00)         |                    |
| 10-61610-140-100-40-000-000 | RCTC - Secretary Salary    | \$5,692.71   | \$5,706.00   | \$13.29       |                      |                    |
| 10-61610-213-100-40-000-000 | RCTC - Life Insurance      | \$67.20      | \$67.00      | (\$0.20)      |                      |                    |
| 10-61610-220-000-00-000-000 | RCTC - Social Security     | \$114.75     | \$0.00       | (\$114.75)    |                      |                    |
| 10-61610-220-100-40-000-000 | RCTC - Social Security     | \$6,875.24   | \$12,882.00  | \$6,006.76    | (\$6,000.00)         |                    |
| 10-61610-230-000-00-000-000 | RCTC - Retirement          | \$8,189.96   | \$0.00       | (\$8,189.96)  |                      | \$8,000.00         |
| 10-61610-230-100-40-000-000 | RCTC- Retirement           | \$5,200.60   | \$35,953.00  | \$30,752.40   | (\$30,000.00)        |                    |
| 10-61610-231-000-00-000-000 | RCTC - VOYA Retirement     | \$209.24     | \$0.00       | (\$209.24)    |                      |                    |
| 10-61610-260-100-40-000-000 | RCTC - Workers Comp        | \$831.72     | \$1,103.00   | \$271.28      |                      |                    |
| 10-61610-271-000-00-000-000 | RCTC - Medical             | \$0.00       | \$0.00       | \$0.00        |                      |                    |
| 10-61610-290-100-40-000-000 | RCTC - 403(b) payments     | \$930.00     | \$1,000.00   | \$70.00       |                      |                    |
| 10-61610-330-100-40-000-000 | RCTC - Contracted Services | \$339,041.22 | \$286,689.00 | (\$52,352.22) |                      | \$50,000.00        |
| 10-61610-530-100-40-000-000 | RCTC - Postage             | \$90.90      | \$2,000.00   | \$1,909.10    |                      |                    |
| 10-61610-540-100-40-000-000 | RCTC - Advertising         | \$3,455.03   | \$5,000.00   | \$1,544.97    |                      |                    |
| 10-61610-580-100-40-000-000 | RCTC - Travel              | \$0.00       | \$200.00     | \$200.00      |                      |                    |
| 10-61610-610-000-00-000-000 | RCTC Supplies              | \$70.31      | \$1,500.00   | \$1,429.69    |                      |                    |
| 10-61610-610-100-40-000-000 | RCTC - Supplies            | \$10,767.88  | \$12,500.00  | \$1,732.12    |                      |                    |
| 10-61610-640-100-40-000-000 | RCTC- Textbooks            | \$501.11     | \$0.00       | (\$501.11)    |                      | \$500.00           |
| 10-61610-648-100-40-000-000 | RCTC Supplies - Software   | \$660.00     | \$0.00       | (\$660.00)    |                      | \$300.00           |
| 10-65900-990-100-40-000-000 | Budgetary Reserve - RCTC   | \$0.00       | \$20,000.00  | \$20,000.00   | (\$20,000.00)        |                    |
|                             |                            |              |              |               | <u>(\$58,800.00)</u> | <u>\$58,800.00</u> |

# Erie County Technical School

## A-B School Calendar

### 2020-2021 School Year

#### August 2020

| M  | T  | W  | Th | F  |    |
|----|----|----|----|----|----|
|    | 3  | 4  | 5  | 6  | 7  |
|    | 10 | 11 | 12 | 13 | 14 |
|    | 17 | 18 | 19 | 20 | 21 |
| 24 | 25 | 26 | 27 | 28 |    |
| 31 |    |    |    |    |    |

|    |                    |
|----|--------------------|
| 21 | Teacher In-Service |
| 24 | Teacher In-Service |
| 25 | First Student Day  |
| 5  | Student Days       |
| 7  | Teacher Days       |

| Snow Make-up Days: |  |
|--------------------|--|
| 2/15/2021          |  |
| 4/1/2021           |  |
| 4/7/2021           |  |
| 4/6/2021           |  |

#### September 2020

| M  | T  | W  | Th | F  |   |
|----|----|----|----|----|---|
|    |    | 1  | 2  | 3  | 4 |
| 7  | 8  | 9  | 10 | 11 |   |
| 14 | 15 | 16 | 17 | 18 |   |
| 21 | 22 | 23 | 24 | 25 |   |
| 28 | 29 | 30 |    |    |   |

|    |              |
|----|--------------|
| 7  | No School    |
| 25 | Mid-Quarter  |
| 21 | Student Days |
| 21 | Teacher Days |

#### February 2021

| M  | T  | W  | Th | F  |  |
|----|----|----|----|----|--|
| 1  | 2  | 3  | 4  | 5  |  |
| 8  | 9  | 10 | 11 | 12 |  |
| 15 | 16 | 17 | 18 | 19 |  |
| 22 | 23 | 24 | 25 | 26 |  |

|    |                    |
|----|--------------------|
| 12 | Teacher In-Service |
| 15 | No School          |
| 19 | Mid-Quarter        |
| 18 | Student Days       |
| 19 | Teacher Days       |

#### October 2020

| M  | T  | W  | Th | F  |  |
|----|----|----|----|----|--|
|    |    |    | 1  | 2  |  |
| 5  | 6  | 7  | 8  | 9  |  |
| 12 | 13 | 14 | 15 | 16 |  |
| 19 | 20 | 21 | 22 | 23 |  |
| 26 | 27 | 28 | 29 | 30 |  |

|    |                      |
|----|----------------------|
| 12 | Teacher In-Service   |
| 28 | End of First Quarter |
| 21 | Student Days         |
| 22 | Teacher Days         |

#### March 2021

| M  | T  | W  | Th | F  |  |
|----|----|----|----|----|--|
| 1  | 2  | 3  | 4  | 5  |  |
| 8  | 9  | 10 | 11 | 12 |  |
| 15 | 16 | 17 | 18 | 19 |  |
| 22 | 23 | 24 | 25 | 26 |  |
| 29 | 30 | 31 |    |    |  |

|    |                      |
|----|----------------------|
| 24 | End of Third Quarter |
| 23 | Student Days         |
| 23 | Teacher Days         |

#### November 2020

| M  | T  | W  | Th | F  |  |
|----|----|----|----|----|--|
| 2  | 3  | 4  | 5  | 6  |  |
| 9  | 10 | 11 | 12 | 13 |  |
| 16 | 17 | 18 | 19 | 20 |  |
| 23 | 24 | 25 | 26 | 27 |  |
| 30 |    |    |    |    |  |

|         |                    |
|---------|--------------------|
| 25 - 30 | Thanksgiving Break |
| 17      | Student Days       |
| 17      | Teacher Days       |

#### April 2021

| M  | T  | W  | Th | F  |  |
|----|----|----|----|----|--|
|    |    |    | 1  | 2  |  |
| 5  | 6  | 7  | 8  | 9  |  |
| 12 | 13 | 14 | 15 | 16 |  |
| 19 | 20 | 21 | 22 | 23 |  |
| 26 | 27 | 28 | 29 | 30 |  |

|       |              |
|-------|--------------|
| 1 - 7 | Spring Break |
| 30    | Mid-Quarter  |
| 17    | Student Days |
| 17    | Teacher Days |

#### December 2020

| M  | T  | W  | Th | F  |  |
|----|----|----|----|----|--|
|    | 1  | 2  | 3  | 4  |  |
| 7  | 8  | 9  | 10 | 11 |  |
| 14 | 15 | 16 | 17 | 18 |  |
| 21 | 22 | 23 | 24 | 25 |  |
| 28 | 29 | 30 | 31 |    |  |

|         |              |
|---------|--------------|
| 4       | Mid-Quarter  |
| 23 - 31 | Winter Break |
| 16      | Student Days |
| 16      | Teacher Days |

#### May 2021

| M  | T  | W  | Th | F  |  |
|----|----|----|----|----|--|
| 3  | 4  | 5  | 6  | 7  |  |
| 10 | 11 | 12 | 13 | 14 |  |
| 17 | 18 | 19 | 20 | 21 |  |
| 24 | 25 | 26 | 27 | 28 |  |
| 31 |    |    |    |    |  |

|    |              |
|----|--------------|
| 31 | No School    |
| 20 | Student Days |
| 20 | Teacher Days |

#### January 2021

| M  | T  | W  | Th | F  |  |
|----|----|----|----|----|--|
|    |    |    |    | 1  |  |
| 4  | 5  | 6  | 7  | 8  |  |
| 11 | 12 | 13 | 14 | 15 |  |
| 18 | 19 | 20 | 21 | 22 |  |
| 25 | 26 | 27 | 28 | 29 |  |

|    |                       |
|----|-----------------------|
| 1  | No School             |
| 18 | No School             |
| 15 | End of Second Quarter |
| 19 | Student Days          |
| 19 | Teacher Days          |

#### June 2021

| M  | T  | W  | Th | F  |  |
|----|----|----|----|----|--|
|    | 1  | 2  | 3  | 4  |  |
| 7  | 8  | 9  | 10 | 11 |  |
| 14 | 15 | 16 | 17 | 18 |  |
| 21 | 22 | 23 | 24 | 25 |  |
| 28 | 29 | 30 |    |    |  |

|   |                       |
|---|-----------------------|
| 3 | Last Student Day      |
| 3 | End of Fourth Quarter |
| 4 | Teacher In-Service    |
| 3 | Student Days          |
| 4 | Teacher Days          |

Approved:

A-Day

B-Day

ECTS NOCTI Testing

March: Junior NOCTI Pre-Testing March 1-5

April: Senior NOCTI Testing Window April 12-30

#### Total Days

180 Total Student Days  
185 Total Teacher Days

NOTE: Preliminary Keystone Exams 2020-2021:

Winter Wave 1 = December 1-15, 2020

Winter Wave 2 = January 4-15, 2021

Spring = May 17-28, 2021

Summer = July 26-30, 2021

# Erie County Technical School

## A-B School Calendar

### 2020-2021 School Year

#### August 2020

| M  | T  | W  | Th | F  |                       |
|----|----|----|----|----|-----------------------|
| 3  | 4  | 5  | 6  | 7  | 21 Teacher In-Service |
| 10 | 11 | 12 | 13 | 14 | 24 Teacher In-Service |
| 17 | 18 | 19 | 20 | 21 | 25 First Student Day  |
| 24 | 25 | 26 | 27 | 28 | 5 Student Days        |
| 31 |    |    |    |    | 7 Teacher Days        |

| Snow Make-up Days: |  |
|--------------------|--|
| 2/15/2021          |  |
| 4/1/2021           |  |
| 4/7/2021           |  |
| 4/6/2021           |  |

#### September 2020

| M  | T  | W  | Th | F  |                 |
|----|----|----|----|----|-----------------|
|    | 1  | 2  | 3  | 4  |                 |
| 7  | 8  | 9  | 10 | 11 | 7 No School     |
| 14 | 15 | 16 | 17 | 18 | 25 Mid-Quarter  |
| 21 | 22 | 23 | 24 | 25 | 21 Student Days |
| 28 | 29 | 30 |    |    | 21 Teacher Days |

#### February 2021

| M  | T  | W  | Th | F  |                       |
|----|----|----|----|----|-----------------------|
| 1  | 2  | 3  | 4  | 5  | 12 Teacher In-Service |
| 8  | 9  | 10 | 11 | 12 | 15 No School          |
| 15 | 16 | 17 | 18 | 19 | 19 Mid-Quarter        |
| 22 | 23 | 24 | 25 | 26 | 18 Student Days       |
|    |    |    |    |    | 19 Teacher Days       |

#### October 2020

| M  | T  | W  | Th | F  |                         |
|----|----|----|----|----|-------------------------|
|    |    |    | 1  | 2  | 12 Teacher In-Service   |
| 5  | 6  | 7  | 8  | 9  |                         |
| 12 | 13 | 14 | 15 | 16 | 28 End of First Quarter |
| 19 | 20 | 21 | 22 | 23 | 21 Student Days         |
| 26 | 27 | 28 | 29 | 30 | 22 Teacher Days         |

#### March 2021

| M  | T  | W  | Th | F  |                         |
|----|----|----|----|----|-------------------------|
| 1  | 2  | 3  | 4  | 5  |                         |
| 8  | 9  | 10 | 11 | 12 |                         |
| 15 | 16 | 17 | 18 | 19 | 24 End of Third Quarter |
| 22 | 23 | 24 | 25 | 26 | 23 Student Days         |
| 29 | 30 | 31 |    |    | 23 Teacher Days         |

#### November 2020

| M  | T  | W  | Th | F  |                            |
|----|----|----|----|----|----------------------------|
| 2  | 3  | 4  | 5  | 6  |                            |
| 9  | 10 | 11 | 12 | 13 | 25 - 30 Thanksgiving Break |
| 16 | 17 | 18 | 19 | 20 |                            |
| 23 | 24 | 25 | 26 | 27 | 17 Student Days            |
| 30 |    |    |    |    | 17 Teacher Days            |

#### April 2021

| M  | T  | W  | Th | F  |                    |
|----|----|----|----|----|--------------------|
|    |    |    | 1  | 2  | 1 - 7 Spring Break |
| 5  | 6  | 7  | 8  | 9  | 30 Mid-Quarter     |
| 12 | 13 | 14 | 15 | 16 |                    |
| 19 | 20 | 21 | 22 | 23 | 17 Student Days    |
| 26 | 27 | 28 | 29 | 30 | 17 Teacher Days    |

#### December 2020

| M  | T  | W  | Th | F  |                      |
|----|----|----|----|----|----------------------|
|    | 1  | 2  | 3  | 4  | 4 Mid-Quarter        |
| 7  | 8  | 9  | 10 | 11 | 23 - 31 Winter Break |
| 14 | 15 | 16 | 17 | 18 |                      |
| 21 | 22 | 23 | 24 | 25 | 16 Student Days      |
| 28 | 29 | 30 | 31 |    | 16 Teacher Days      |

#### May 2021

| M  | T  | W  | Th | F  |                 |
|----|----|----|----|----|-----------------|
| 3  | 4  | 5  | 6  | 7  | 31 No School    |
| 10 | 11 | 12 | 13 | 14 |                 |
| 17 | 18 | 19 | 20 | 21 |                 |
| 24 | 25 | 26 | 27 | 28 | 20 Student Days |
| 31 |    |    |    |    | 20 Teacher Days |

#### January 2021

| M  | T  | W  | Th | F  |                          |
|----|----|----|----|----|--------------------------|
|    |    |    |    | 1  | 1 No School              |
| 4  | 5  | 6  | 7  | 8  | 18 No School             |
| 11 | 12 | 13 | 14 | 15 | 15 End of Second Quarter |
| 18 | 19 | 20 | 21 | 22 | 19 Student Days          |
| 25 | 26 | 27 | 28 | 29 | 19 Teacher Days          |

#### June 2021

| M  | T  | W  | Th | F  |                         |
|----|----|----|----|----|-------------------------|
|    | 1  | 2  | 3  | 4  | 3 Last Student Day      |
| 7  | 8  | 9  | 10 | 11 | 3 End of Fourth Quarter |
| 14 | 15 | 16 | 17 | 18 | 4 Teacher In-Service    |
| 21 | 22 | 23 | 24 | 25 | 3 Student Days          |
| 28 | 29 | 30 |    |    | 4 Teacher Days          |

Approved:

A-Day

B-Day

ECTS NOCTI Testing

March: Junior NOCTI Pre-Testing March 1-5

April: Senior NOCTI Testing Window April 12-30

#### Total Days

180 Total Student Days  
185 Total Teacher Days

NOTE: Preliminary Keystone Exams 2020-2021:

Winter Wave 1 = December 1-15, 2020

Winter Wave 2 = January 4-15, 2021

Spring = May 17-28, 2021

Summer = July 26-30, 2021

Re-Opening Proposal for ECTS  
2020-2021  
Yellow Phase

|                     | ADS | AUR | AUT-S | AUT-W | CMN | CMP | CNT | COS | CUA-S | CUA-W | DDE | ECE | EET | FMT | GRA | HEA | MTF | PMT | THM | Total "A" | Total "B" | 19-20 Driver | Bus < Drivers (A) | Bus < Drivers (B) | Total Enrolled | TRC |
|---------------------|-----|-----|-------|-------|-----|-----|-----|-----|-------|-------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----------|-----------|--------------|-------------------|-------------------|----------------|-----|
| Fairview HS - AM    | 1   | 1   | 5     |       |     | 3   | 2   | 3   | 2     |       |     | 3   | 3   |     | 1   |     |     | 1   | 1   | 12        | 14        | 1            | 11                |                   | 61             | 5   |
| Fairview HS - PM    | 4   | 1   | 1     | 1     | 2   | 4   | 2   | 1   | 1     | 2     |     | 2   | 5   | 2   | 3   | 1   |     | 2   |     | 17        | 18        | 4            | 15                | 16                |                |     |
| Fort LeBoeuf - AM   | 3   | 2   |       | 2     | 1   | 2   | 3   | 1   |       | 5     | 1   | 1   | 3   | 4   | 1   | 1   | 4   | 1   |     | 13        | 22        |              |                   |                   | 64             | 4   |
| Fort LeBoeuf - PM   | 1   | 1   | 1     | 1     | 1   |     | 1   |     | 2     |       | 2   | 2   | 2   | 4   |     | 4   | 2   | 4   | 1   | 17        | 12        | 10           | 11                | 8                 |                |     |
| General McLane - AM | 1   | 1   |       | 3     |     |     | 1   | 2   |       | 1     | 2   | 1   | 4   | 2   |     |     | 3   | 2   |     | 9         | 14        |              |                   |                   | 56             | 4   |
| General McLane - PM | 1   | 2   | 3     |       | 3   | 1   | 1   | 2   | 1     |       | 1   | 1   | 1   | 5   | 1   | 3   | 4   |     | 3   | 20        | 13        | 8            | 18                | 7                 |                |     |
| Girard - AM         | 3   | 2   | 1     |       | 2   | 2   | 2   | 1   | 1     |       | 1   | 3   | 2   | 2   | 1   | 1   | 1   | 1   |     | 13        | 12        | 2            | 12                | 11                | 75             | 4   |
| Girard - PM         | 1   | 3   | 1     | 6     | 4   | 4   |     | 5   | 6     | 1     | 1   | 4   | 3   |     | 1   | 3   | 3   |     | 4   | 22        | 28        | 6            | 21                | 23                |                |     |
| Harbor Creek -AM    | 1   | 2   |       | 2     | 1   | 5   | 2   | 1   |       | 4     | 1   |     | 1   | 2   |     | 1   | 1   |     | 1   | 8         | 17        |              |                   |                   | 58             | 2   |
| Harbor Creek -PM    | 3   | 1   | 2     |       |     |     | 2   | 1   | 2     | 4     | 1   | 2   | 2   | 3   |     | 2   | 5   | 1   | 2   | 13        | 20        | 3            | 11                | 19                |                |     |
| Iroquois - AM       | 1   |     |       | 2     | 2   | 2   | 2   | 2   |       | 3     | 3   | 4   | 1   | 2   | 1   | 4   | 2   | 1   | 1   | 13        | 20        |              |                   |                   | 67             | 5   |
| Iroquois - PM       | 6   | 3   | 3     | 1     | 2   |     | 1   | 4   | 1     | 3     | 2   |     | 1   |     | 1   | 1   | 2   | 2   | 1   | 14        | 20        | 5            | 12                | 17                |                |     |
| McDowell - AM       | 2   | 2   | 8     |       |     | 2   | 3   | 6   | 5     |       | 5   |     | 2   | 4   | 1   | 2   | 2   | 1   |     | 29        | 16        |              |                   |                   | 125            |     |
| McDowell - PM       | 1   | 5   | 2     | 2     | 8   | 6   | 4   | 3   | 6     | 5     | 4   | 5   | 6   | 2   | 6   | 7   | 3   | 4   | 1   | 46        | 34        | 7            | 43                | 30                |                |     |
| North East - AM     | 5   |     |       | 2     | 1   | 5   | 3   | 2   |       | 1     | 3   | 3   |     |     | 1   | 3   | 2   |     | 3   | 8         | 26        |              |                   |                   | 75             | 3   |
| North East - PM     |     |     | 2     | 1     | 4   | 4   | 3   | 2   | 1     | 5     | 4   | 2   | 2   | 2   | 2   | 2   | 2   |     | 3   | 19        | 22        | 7            | 16                | 18                |                |     |
| Northwestern - AM   |     | 2   |       |       |     | 1   | 3   |     | 1     |       | 2   |     | 1   | 3   |     | 2   | 3   | 1   |     | 12        | 8         |              |                   |                   | 56             |     |
| Northwestern - PM   | 3   | 1   | 1     |       |     | 3   |     | 3   | 2     | 3     | 5   | 1   | 3   | 1   | 2   | 3   | 2   | 2   | 1   | 18        | 18        | 1            | 17                |                   |                |     |
| Seneca - AM         | 4   |     |       | 4     |     | 1   | 5   | 4   |       | 2     | 1   | 1   | 1   | 3   |     | 3   | 4   | 3   | 1   | 8         | 29        |              |                   |                   | 71             | 1   |
| Seneca - PM         | 2   | 1   | 3     | 1     | 2   | 2   | 1   |     | 1     |       |     | 2   | 3   | 2   | 5   | 1   | 3   | 3   | 2   | 18        | 16        | 9            | 17                | 8                 |                |     |
| Union City - AM     | 1   | 1   |       | 1     | 1   |     |     | 2   |       |       |     | 5   | 4   | 3   | 2   | 3   | 1   |     | 4   | 14        | 14        |              |                   |                   | 70             | 5   |
| Union City - PM     | 4   | 3   | 2     | 1     | 2   | 1   | 2   | 3   | 1     | 2     | 1   | 3   |     | 4   | 4   | 1   |     | 5   | 3   | 18        | 24        | 3            |                   | 21                |                |     |
| ECTS                | 48  | 34  | 36    | 30    | 36  | 48  | 43  | 48  | 33    | 41    | 41  | 45  | 50  | 50  | 33  | 48  | 49  | 33  | 32  | 361       | 417       |              |                   |                   | 778            | 33  |
| ECTS Enrollment AM  |     |     | 15    | 16    |     |     |     |     | 9     | 16    |     |     |     |     |     |     |     |     |     | 139       | 192       |              |                   |                   |                |     |
| ECTS Enrollment PM  |     |     | 21    | 14    |     |     |     |     | 24    | 25    |     |     |     |     |     |     |     |     |     | 222       | 225       |              |                   |                   | 778            |     |
| Green Columns       |     |     |       |       |     |     |     |     |       |       |     |     |     |     |     |     |     |     |     |           |           |              |                   |                   |                |     |
| Blue Columns        |     |     |       |       |     |     |     |     |       |       |     |     |     |     |     |     |     |     |     |           |           |              |                   |                   |                |     |



# **Phased School Reopening Health and Safety Plan Template**

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Each school entity must create a Health and Safety Plan which will serve as the local guidelines for all instructional and non- instructional school reopening activities. As with all emergency plans, the Health and Safety Plan developed for each school entity should be tailored to the unique needs of each school and should be created in consultation with local health agencies. Given the dynamic nature of the pandemic, each plan should incorporate enough flexibility to adapt to changing conditions. The templates provided in this toolkit can be used to document a school entity's Health and Safety Plan, with a focus on professional learning and communications, to ensure all stakeholders are fully informed and prepared for a local phased reopening of school facilities. A school entity's Health and Safety Plan must be approved by its governing body and posted on the school entity's publicly available website prior to the reopening of school. School entities should also consider whether the adoption of a new policy or the modification of an existing policy is necessary to effectively implement the Health and Safety Plan.

Each school entity should continue to monitor its Health and Safety Plan throughout the year and update as needed. All revisions should be reviewed and approved by the governing body prior to posting on the school entity's public website.

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*This resource draws on a resource created by the Council of Chief State School Officers (CCSSO) that is based on official guidance from multiple sources to include: the Centers for Disease Control and Prevention, the White House, American Academy of Pediatrics, Learning Policy Institute, American Enterprise Institute, Rutgers Graduate School of Education, the World Health Organization, the Office of the Prime Minister of Norway as well as the departments of education/health and/or offices of the governor for Idaho, Montana, New York, Texas and Washington, DC.*

## Health and Safety Plan: **Erie County Technical School**

All decision-makers should be mindful that as long as there are cases of COVID-19 in the community, there are no strategies that can completely eliminate transmission risk within a school population. The goal is to keep transmission as low as possible to safely continue school activities. All school activities must be informed by [Governor Wolf's Process to Reopen Pennsylvania](#). The administration has categorized reopening into three broad phases: red, yellow, or green. These designations signal how counties and/or regions may begin easing some restrictions on school, work, congregate settings, and social interactions:

- The Red Phase: Schools remain closed for in-person instruction and all instruction must be provided via remote learning, whether using digital or non-digital platforms. Provisions for student services such as school meal programs should continue. Large gatherings are prohibited.
- The Yellow Phase and Green Phase: Schools may provide in-person instruction after developing a written Health and Safety Plan, to be approved by the local governing body (e.g. board of directors/trustees) and posted on the school entity's publicly available website.

Based on your county's current designation (i.e., red, yellow, green) and the best interests of your local community, indicate which type of reopening your LEA has selected by checking the appropriate box in row three of the table below. Use the remainder of the template to document your LEA's plan to bring back students and staff, how you will communicate the type of reopening with stakeholders in your community, and the process for continued monitoring of local health data to assess implications for school operations and potential adjustments throughout the school year.

Depending upon the public health conditions in any county within the Commonwealth, there could be additional actions, orders, or guidance provided by the Pennsylvania Department of Education (PDE) and/or the Pennsylvania Department of Health (DOH) designating the county as being in the red, yellow, or green phase. Some counties may not experience a straight path from a red designation, to a yellow, and then a green designation. Instead, cycling back and forth between less restrictive to more restrictive designations may occur as public health indicators improve or worsen. This means that your school entity should account for changing conditions in your local Health and Safety Plan to ensure fluid transition from more to less restrictive conditions in each of the phase requirements as needed.

## Type of Reopening

### Key Questions

- How do you plan to bring students and staff back to physical school buildings, particularly if you still need social distancing in place?
- How did you engage stakeholders in the type of re-opening your school entity selected?
- How will you communicate your plan to your local community?
- Once you reopen, what will the decision-making process look like to prompt a school closure or other significant modification to operations?

**Based on your county's current designation and local community needs, which type of reopening has your school entity selected?**

- ☐ Total reopen for all students and staff (but some students/families opt for distance learning out of safety/health concern).
- ☐ Scaffolded reopening: Some students are engaged in in-person learning, while others are distance learning (i.e., some grade levels in-person, other grade levels remote learning).
- ☒ Blended reopening that balances in-person learning and remote learning for all students (i.e., alternating days or weeks).
- ☐ Total remote learning for all students. (Plan should reflect future action steps to be implemented and conditions that would prompt the decision as to when schools will re-open for in-person learning).

**Anticipated launch date for in-person learning (i.e., start of blended, scaffolded, or total reopening): August 25, 2020**

## Pandemic Coordinator/Team

Each school entity is required to identify a pandemic coordinator and/or pandemic team with defined roles and responsibilities for health and safety preparedness and response planning during the phased reopening of schools. The pandemic coordinator and team will be responsible for facilitating the local planning process, monitoring implementation of your local Health and Safety Plan, and continued monitoring of local health data to assess implications for school operations and potential adjustments to the Health and Safety Plan throughout the school year. To ensure a comprehensive plan that reflects the considerations and needs of every stakeholder in the local education community, LEAs are encouraged to establish a pandemic team to support the pandemic coordinator. Inclusion of a diverse group of stakeholders is critical to the success of planning and implementation. LEAs are highly encouraged to make extra effort to engage representatives from every stakeholder group (i.e., administrators, teachers, support staff, students, families, community health official or other partners), with a special focus on ensuring that the voices of underrepresented and historically marginalized stakeholder groups are prioritized. In the table below, identify the individual who will serve as the pandemic coordinator and the stakeholder group they represent in the row marked "Pandemic Coordinator". For each additional pandemic team member, enter the individual's name, stakeholder group they represent, and the specific role they will play in planning and implementation of your local Health and Safety Plan by entering one of the following under "Pandemic Team Roles and Responsibilities":

- **Health and Safety Plan Development:** Individual will play a role in drafting the enclosed Health and Safety Plan;
- **Pandemic Crisis Response Team:** Individual will play a role in within-year decision making regarding response efforts in the event of a confirmed positive case or exposure among staff and students; or
- **Both (Plan Development and Response Team):** Individual will play a role in drafting the plan and within-year decision making regarding response efforts in the event of confirmed positive case.

| Individual(s)      | Stakeholder Group Represented       | Pandemic Team Roles and Responsibilities<br>(Options Above) |
|--------------------|-------------------------------------|-------------------------------------------------------------|
| Dr. H. Fred Walker | ECTS Administration - Coordinator   | Plan Development and Response Team                          |
| Joe Tarasovitch    | ECTS Administration - Coordinator   | Plan Development and Response Team                          |
| Sharon Kresse      | ECTS School Nurse (Classified Unit) | Plan Development and Response Team                          |
| Del VonVolkenburg  | ECTS Building Supervisor            | Plan Development and Response Team                          |
| Deputy Luke DeHart | ECTS School Resource Officer        | Plan Development and Response Team                          |

|               |                                                |                                    |
|---------------|------------------------------------------------|------------------------------------|
| Mary Foulkrod | ECTS Guidance Counselor<br>(Professional Unit) | Plan Development and Response Team |
|---------------|------------------------------------------------|------------------------------------|

## Key Strategies, Policies, and Procedures

Once your LEA has determined the type of reopening that is best for your local community and established a pandemic coordinator and/or pandemic team, use the action plan templates on the following pages to create a thorough plan for each of the requirements outlined in the Pennsylvania Department of Education’s Preliminary Guidance for Phased Reopening of PreK-12 Schools.

For each domain of the Health and Safety Plan, draft a detailed summary describing the key strategies, policies, and procedures your LEA will employ to satisfy the requirements of the domain. The domain summary will serve as the public-facing description of the efforts your LEA will take to ensure health and safety of every stakeholder in your local education community. Thus, the summary should be focused on the key information that staff, students, and families will require to clearly understand your local plan for the phased reopening of schools. You can use the key questions to guide your domain summary.

For each requirement within each domain, document the following:

- **Action Steps under Yellow Phase:** Identify the discrete action steps required to prepare for and implement the requirement under the guidelines outlined for counties in yellow. List the discrete action steps for each requirement in sequential order.
- **Action Steps under Green Phase:** Identify the specific adjustments the LEA or school will make to the requirement during the time period the county is designated as green. If implementation of the requirement will be the same regardless of county designation, then type “same as Yellow” in this cell.
- **Lead Individual and Position:** List the person(s) responsible for ensuring the action steps are fully planned and the school system is prepared for effective implementation.
- **Materials, Resources, and/or Supports Needed:** List any materials, resources, or support required to implement the requirement.
- **Professional Development (PD) Required:** In order to implement this requirement effectively, will staff, students, families, or other stakeholders require professional development?

In the following tables, an asterisk (\*) denotes a mandatory element of the plan. All other requirements are highly encouraged to the extent possible.

## Cleaning, Sanitizing, Disinfecting, and Ventilation

## Key Questions

- How will you ensure the building is cleaned and ready to safely welcome staff and students?
- How will you procure adequate disinfection supplies meeting OSHA and [CDC requirements for COVID-19](#)?
- How often will you implement cleaning, sanitation, disinfecting, and ventilation protocols/procedures to maintain staff and student safety?
- What protocols will you put in place to clean and disinfect throughout an individual school day?
- Which stakeholders will be trained on cleaning, sanitizing, disinfecting, and ventilation protocols? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

## Summary of Responses to Key Questions:

| Requirements                                                                                                                                                                                     | Action Steps under Yellow Phase                                                                                                                       | Action Steps under Green Phase                                                                        | Lead Individual and Position          | Materials, Resources, and or Supports Needed               | PD Required (Y/N) |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|---------------------------------------|------------------------------------------------------------|-------------------|
| <b>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</b> | Theory Rooms cleaned and disinfected daily.<br>All entrance and Exit doors disinfected periodically during the day.                                   | Drinking fountains; communal hand washing stations closed<br><br>Adding water bottle filling stations | Del VonVolkenburg and Custodial Staff | Disinfectant and Sanitizing supplies provided in each lab. | Y                 |
|                                                                                                                                                                                                  | Drinking fountains closed and turned off for usage.<br>KoldRock water stations stationed about building; student entrance and exit; 2 in front lobby. |                                                                                                       | Del VonVolkenburg                     | 4 KoldRock Water Stations.                                 |                   |
|                                                                                                                                                                                                  | 1 student at communal hand washing stations in lab.                                                                                                   |                                                                                                       | Instructional Staff                   |                                                            |                   |
|                                                                                                                                                                                                  | 1 student in restrooms in lab.<br>1 student in communal restrooms.                                                                                    |                                                                                                       | Instructional Staff Administration    | Disinfectant and Sanitizing supplies provided in each lab  | Y                 |

| Requirements                                                               | Action Steps under Yellow Phase                    | Action Steps under Green Phase                     | Lead Individual and Position | Materials, Resources, and or Supports Needed | PD Required (Y/N) |
|----------------------------------------------------------------------------|----------------------------------------------------|----------------------------------------------------|------------------------------|----------------------------------------------|-------------------|
| <b>Other cleaning, sanitizing, disinfecting, and ventilation practices</b> | Monitor, explore, and alter ventilation practices. | Monitor, explore, and alter ventilation practices. | Del VonVolkenburg            |                                              |                   |

### Social Distancing and Other Safety Protocols

#### Key Questions

- How will classrooms/learning spaces be organized to mitigate spread?
- How will you group students with staff to limit the number of individuals who come into contact with each other throughout the school day?
- What policies and procedures will govern use of other communal spaces within the school building?
- How will you utilize outdoor space to help meet social distancing needs?
- What hygiene routines will be implemented throughout the school day?
- How will you adjust student transportation to meet social distancing requirements?
- What visitor and volunteer policies will you implement to mitigate spread?
- Will any of these social distancing and other safety protocols differ based on age and/or grade ranges?

- Which stakeholders will be trained on social distancing and other safety protocols? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

### Summary of Responses to Key Questions:

| Requirements                                                                                                                                                                                      | Action Steps<br>under Yellow Phase                                                                                   | Action Steps<br>under Green Phase                                                                                                   | Lead Individual and<br>Position                       | Materials, Resources,<br>and or Supports<br>Needed | PD<br>Required<br>(Y/N) |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|----------------------------------------------------|-------------------------|
| <b>* Classroom/<br/>learning space<br/>occupancy that<br/>allows for 6 feet of<br/>separation among<br/>students and staff<br/>throughout the<br/>day, to the<br/>maximum extent<br/>feasible</b> | Theory room seating facing one direction; spaced 6' apart.                                                           | Theory room seating facing one direction; as much spacing encouraged.                                                               | Instructors and Instructional Aides                   | Possible addition of chairs and tables.            |                         |
|                                                                                                                                                                                                   | Lab area stations spacing 6' apart.                                                                                  | Lab area stations spacing 6' apart.                                                                                                 | Instructors and Instructional Aides                   |                                                    |                         |
|                                                                                                                                                                                                   | One Instructional Aide to support programs with high enrollment to ensure balance of student spacing and engagement. | Instructional Aide schedules balanced to support programs with high enrollment to ensure balance of student spacing and engagement. | Sandy Carr and Lesa Scalise                           |                                                    |                         |
|                                                                                                                                                                                                   | Opportunity to utilize neighboring program facility due to A-B schedule.                                             |                                                                                                                                     | Principal                                             |                                                    |                         |
| <b>* Restricting the<br/>use of cafeterias<br/>and other<br/>congregate<br/>settings, and<br/>serving meals in<br/>alternate settings<br/>such as<br/>classrooms</b>                              | Cafeteria usage must be scheduled with HS Office; small group instruction.                                           | Cafeteria usage must be scheduled with HS Office; small group instruction.                                                          | Principal                                             | 2 "Grab & Go" carts.                               |                         |
|                                                                                                                                                                                                   | No use of the cafeteria for breaks; <b>ALL breaks cancelled.</b>                                                     | No use of the cafeteria for breaks; Breaks may occur in the program area; Collaboration of break items – SkillsUSA, CUA, and THM.   | Principal and supporting instructors for break items. |                                                    |                         |

| Requirements                                                                                                                        | Action Steps under Yellow Phase                                                                                                                                                                                                                          | Action Steps under Green Phase                                                                                                                                                                                    | Lead Individual and Position                       | Materials, Resources, and or Supports Needed                                                | PD Required (Y/N) |
|-------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|---------------------------------------------------------------------------------------------|-------------------|
| * <b>Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b>       | <p>Staff and students sanitize hands entering the theory room and lab areas in each transition.</p> <p>Staff and students sanitize working stations at the end of the shift to prepare for the afternoon session.</p>                                    | Staff and students sanitize hands entering the theory room and lab areas in each transition.                                                                                                                      | Instructors, Instructional Aides, Custodial staff. | <p>Hand sanitizer and disinfectant wipes.</p> <p>Hand sanitizer and disinfectant wipes.</p> | Y                 |
| * <b>Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</b> | CDC informational materials posted at students' entrance and exits; entrance of all restrooms, and in all restrooms.                                                                                                                                     | CDC informational materials posted at students' entrance and exits; entrance of all restrooms, and in all restrooms.                                                                                              | Sharon Kresse School Nurse                         | CDC materials                                                                               |                   |
| * <b>Identifying and restricting non-essential visitors and volunteers</b>                                                          | <p>Greet visitors using the monitoring system; inform visitors that mask are required.</p> <p>Admit to HS office only; <b>NO admittance</b> into student school areas without Administrative acknowledgement.</p> <p>Only essential staff permitted.</p> | <p>Greet visitors using the monitoring system; inform visitors that mask are optional.</p> <p>Admit to HS office only; <b>NO admittance</b> into student school areas without Administrative acknowledgement.</p> | Principal and HS secretarial staff.                | Deputy DeHart SRO                                                                           | Y                 |

| Requirements                                                                                                                            | Action Steps<br>under Yellow Phase                                                                                                                                                   | Action Steps<br>under Green Phase                                                                                                                                                    | Lead Individual and<br>Position      | Materials, Resources,<br>and or Supports<br>Needed | PD<br>Required<br>(Y/N) |
|-----------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|----------------------------------------------------|-------------------------|
| <b>* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</b> | <b>Not Applicable at ECTS.</b>                                                                                                                                                       | <b>Not Applicable at ECTS.</b>                                                                                                                                                       |                                      |                                                    |                         |
| <b>Limiting the sharing of materials among students</b>                                                                                 | Students assigned stations in the programs that are shared with one alternating session partners (AM-PM). Staff and students will disinfect station at the closure of their session. | Students assigned stations in the programs that are shared with one alternating session partners (AM-PM). Staff and students will disinfect station at the closure of their session. | Instructors,<br>Instructional Aides. | Disinfectant Wipes.                                | Y                       |

| Requirements                                                                                       | Action Steps under Yellow Phase                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Action Steps under Green Phase                                                                                                                                                                                                                                                                           | Lead Individual and Position                                                                                   | Materials, Resources, and or Supports Needed    | PD Required (Y/N) |
|----------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|-------------------------------------------------|-------------------|
| <b>Staggering the use of communal spaces and hallways</b>                                          | <p>All buses will arrive to the ECTS campus and park in the designated areas in the student parking lot; <b>students remain on the bus.</b></p> <p><b>Arrival:</b> Student dismissal from buses will be according to their Majors; <b>student clustering reduced; ECTS hallway engagement organized.</b></p> <p><b>Departure:</b> Student dismissal from labs will be according to their Sending Schools; <b>student clustering reduced; ECTS hallway engagement organized.</b></p> | <p><b>Arrival:</b> Buses will return to normal drop-off procedures with a modified student release; one school bus at a time.</p> <p><b>Departure:</b> Student dismissal from labs will be according to their Sending Schools; <b>student clustering reduced; ECTS hallway engagement organized.</b></p> | <b>Primary:</b> Deputy DeHart-SRO and Administrators as assigned.                                              | Electronic megaphone and public address system. | Y                 |
| <b>Adjusting transportation schedules and practices to create social distance between students</b> | <p>Transportation responsibility of Sending Schools.</p> <p>Note above for ECTS arrival and departure.</p>                                                                                                                                                                                                                                                                                                                                                                          | <p>Transportation responsibility of Sending Schools.</p> <p>Note above for ECTS arrival and departure.</p>                                                                                                                                                                                               | <p>Sending School Administration.</p> <p><b>Primary:</b> Deputy DeHart-SRO and Administrators as assigned.</p> |                                                 |                   |

| Requirements                                                                                                                                                                      | Action Steps under Yellow Phase                                                                                                                                                                                                                                                                    | Action Steps under Green Phase                                                                                                                                                                                                                     | Lead Individual and Position                                      | Materials, Resources, and or Supports Needed | PD Required (Y/N) |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|----------------------------------------------|-------------------|
| <b>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</b>                                                    | <p>ECTS will adopt an A/B- Hybrid; allows the capacity of the building to be approximately 50%.</p> <p>No common areas in the building will be utilized.</p> <p>Movement of students will be staggered.</p> <p>Specialty Instructors will move into the labs; no student movement in hallways.</p> | <p>ECTS will return to full attendance pattern.</p> <p>No common areas in the building will be utilized.</p> <p>Movement of students will be staggered.</p> <p>Specialty Instructors will move into the labs; no student movement in hallways.</p> | <b>Primary:</b> Deputy DeHart-SRO and Administrators as assigned. |                                              | Y                 |
| <b>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</b> | Tech Tikes suspended.                                                                                                                                                                                                                                                                              | Tech Tikes resume with pre-school parent support.                                                                                                                                                                                                  | ECTS Administration with ECE Instructor.                          |                                              |                   |
| <b>Other social distancing and safety practices</b>                                                                                                                               | <p>No congregation in common areas.</p> <p>Mask required in the common areas; hallways, offices.</p> <p>Mask optional in the educational areas; one-on-one instruction mask required..</p>                                                                                                         | <p>Limited large group activities.</p> <p>Mask are optional.</p>                                                                                                                                                                                   | ECTS Administration with Instructor support as assigned           |                                              |                   |

## Monitoring Student and Staff Health

### Key Questions

- How will you monitor students, staff, and others who interact with each other to ensure they are healthy and not exhibiting signs of illness?
- Where, to whom, when, and how frequently will the monitoring take place (e.g. parent or child report from home or upon arrival to school)?
- What is the policy for quarantine or isolation if a staff, student, or other member of the school community becomes ill or has been exposed to an individual confirmed positive for COVID-19?
- Which staff will be responsible for making decisions regarding quarantine or isolation requirements of staff or students?
- What conditions will a staff or student confirmed to have COVID-19 need to meet to safely return to school? How will you accommodate staff who are unable to uncomfortable to return?
- How will you determine which students are willing/able to return? How will you accommodate students who are unable or uncomfortable to return?
- When and how will families be notified of confirmed staff or student illness or exposure and resulting changes to the local Health and Safety Plan?
- Which stakeholders will be trained on protocols for monitoring student and staff health? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

### Summary of Responses to Key Questions:

| Requirements | Action Steps<br>under Yellow Phase | Action Steps<br>under Green Phase | Lead Individual<br>and Position | Materials, Resources,<br>and or Supports<br>Needed | PD<br>Required<br>(Y/N) |
|--------------|------------------------------------|-----------------------------------|---------------------------------|----------------------------------------------------|-------------------------|
|--------------|------------------------------------|-----------------------------------|---------------------------------|----------------------------------------------------|-------------------------|

| Requirements                                                                                                             | Action Steps under Yellow Phase                                                                                                                                                                                                                                                                                                                                                                                       | Action Steps under Green Phase                                                                                                                                                                        | Lead Individual and Position                                                                                               | Materials, Resources, and or Supports Needed | PD Required (Y/N) |
|--------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|-------------------|
| <b>* Monitoring students and staff for symptoms and history of exposure</b>                                              | <p>Health checks should occur at the Sending Schools; <b>students at risk are closer to home; students engaged only with Sending School community; student social tracking directed to community.</b></p> <p>Student mask checks at Sending Schools before bus entry.</p> <p>Instructors to ask symptom related questions of each student each session.</p> <p>Staff to self-report symptoms to the school nurse.</p> | Staff, students, and Instructors self-report symptoms to the school nurse.                                                                                                                            | <p>Sending School District personnel.</p> <p>ECTS Instructors.</p> <p>Sharon Kresse-School Nurse and ECTS Instructors.</p> |                                              |                   |
| <b>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b> | <p>Any students or staff with symptoms will remain in place; school nurse will screen.</p> <p>Students and staff that are non-symptomatic will be removed to adjacent work or educational spaces.</p>                                                                                                                                                                                                                 | <p>Any students or staff with symptoms will remain in place; school nurse will screen.</p> <p>Students and staff that are non-symptomatic will be removed to adjacent work or educational spaces.</p> | Sharon Kresse-School Nurse and ECTS Administration.                                                                        |                                              | Y                 |
| <b>* Returning isolated or quarantined staff, students, or visitors to school</b>                                        | <p>Students and staff must have a medical release.</p> <p>Report to Sharon Kresse – School Nurse for screening interview.</p>                                                                                                                                                                                                                                                                                         | <p>Students and staff must have a medical release.</p> <p>Report to Sharon Kresse – School Nurse for screening interview.</p>                                                                         | Sharon Kresse-School Nurse                                                                                                 |                                              |                   |

| Requirements                                                                                                           | Action Steps under Yellow Phase                                                                                                                                                                                                                                                                                                          | Action Steps under Green Phase                                                                                                                                                                                                                                                                                                           | Lead Individual and Position                               | Materials, Resources, and or Supports Needed | PD Required (Y/N) |
|------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|----------------------------------------------|-------------------|
| <b>Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols</b> | ECTS will utilize the school's emergency/mass communication system.                                                                                                                                                                                                                                                                      | ECTS will utilize the school's emergency/mass communication system.                                                                                                                                                                                                                                                                      | ECTS Administration..                                      |                                              |                   |
| <b>Other monitoring and screening practices</b>                                                                        | <p><b><i>If student is identified at Sending School:</i></b> Sending School nurses contact the ECTS nurse to inform of the identified student; <b>student social tracking to begin at ECTS.</b></p> <p><b><i>If student is identified at ECTS:</i></b> ECTS nurse to contact appropriate districts, parents, and community partners.</p> | <p><b><i>If student is identified at Sending School:</i></b> Sending School nurses contact the ECTS nurse to inform of the identified student; <b>student social tracking to begin at ECTS.</b></p> <p><b><i>If student is identified at ECTS:</i></b> ECTS nurse to contact appropriate districts, parents, and community partners.</p> | Sending School Personnel and Sharon Kresse – School Nurse. |                                              |                   |

## Other Considerations for Students and Staff

### Key Questions

- What is the local policy/procedure regarding face coverings for staff? What is the policy/procedure for students?
- What special protocols will you implement to protect students and staff at higher risk for severe illness?
- How will you ensure enough substitute teachers are prepared in the event of staff illness?
- How will the LEA strategically deploy instructional and non-instructional staff to ensure all students have access to quality learning opportunities, as well as supports for social emotional wellness at school and at home?

### Summary of Responses to Key Questions:

| Requirements                                                                                   | Action Steps under Yellow Phase                                                                                                                                                                         | Action Steps under Green Phase                                                                                                                                 | Lead Individual and Position                         | Materials, Resources, and or Supports Needed | PD Required (Y/N) |
|------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|----------------------------------------------|-------------------|
| <b>* Protecting students and staff at higher risk for severe illness</b>                       | Accommodations will be utilized with declaration by parents and students with special needs.                                                                                                            | Accommodations will be utilized with declaration by parents and students with special needs.                                                                   |                                                      |                                              |                   |
| <b>* Use of face coverings (masks or face shields) by all staff</b>                            | Facemask will be required in all common areas.                                                                                                                                                          | Facemask will be required in all common areas.                                                                                                                 | ECTS Administration.                                 |                                              | Y                 |
|                                                                                                | Barrier shields installed in all places of public contact; offices.                                                                                                                                     | Barrier shields installed in all places of public contact; offices.                                                                                            | Del VonVolkenburg.                                   | Plexi-glass Shields.                         |                   |
| <b>* Use of face coverings (masks or face shields) by older students (as appropriate)</b>      | Facemask will be required in all common areas.<br>Mask option in the educational areas; one-on-one instruction mask required.<br><br>Barrier shields installed in all places of public contact; offices | Facemask will be required in all common areas. Mask option in the educational areas.<br><br>Barrier shields installed in all places of public contact; offices |                                                      |                                              |                   |
| <b>Unique safety protocols for students with complex needs or other vulnerable individuals</b> | Accommodations will be utilized with declaration by parents and students with special needs.                                                                                                            | Accommodations will be utilized with declaration by parents and students with special needs.                                                                   | ECTS Administration or Sharon Kresse – School Nurse. |                                              |                   |
| <b>Strategic deployment of staff</b>                                                           | Administrators, instructors and staff will serve in various capacities as first responders, triage and facilitators as assigned.                                                                        | Administrators, instructors and staff will serve in various capacities as first responders, triage and facilitators as assigned.                               | ECTS Administration or Sharon Kresse – School Nurse. |                                              |                   |

## Health and Safety Plan Professional Development

The success of your plan for a healthy and safe reopening requires all stakeholders to be prepared with the necessary knowledge and skills to implement the plan as intended. For each item that requires professional development, document the following components of your professional learning plan.

- **Topic:** List the content on which the professional development will focus.
- **Audience:** List the stakeholder group(s) who will participate in the professional learning activity.
- **Lead Person and Position:** List the person or organization that will provide the professional learning.
- **Session Format:** List the strategy/format that will be utilized to facilitate participant learning.
- **Materials, Resources, and or Supports Needed:** List any materials, resources, or support required to implement the requirement.
- **Start Date:** Enter the date on which the first professional learning activity for the topic will be offered.
- **Completion Date:** Enter the date on which the last professional learning activity for the topic will be offered.

| Topic                                         | Audience       | Lead Person and Position | Session Format | Materials, Resources, and or Supports Needed | Start Date  | Completion Date |
|-----------------------------------------------|----------------|--------------------------|----------------|----------------------------------------------|-------------|-----------------|
| Health and Safety Plan                        | ECTS Employees | Del VonVolkenburg        | In-Service     |                                              | August 2020 | On-going        |
| Safety Protocol                               | ECTS Employees | Del VonVolkenburg        | In-Service     |                                              | August 2020 | On-going        |
| Specific COVID related operating instructions | ECTS Employees | Sharon Kresse            | In-Service     |                                              | August 2020 | On-going        |
| Operating Instructions in a COVID environment | ECTS Employees | Sharon Kresse            | In-Service     |                                              | August 2020 | On-going        |

## Health and Safety Plan Communications

Timely and effective family and caregiver communication about health and safety protocols and schedules will be critical. Schools should be particularly mindful that frequent communications are accessible in non-English languages and to all caregivers (this is particularly important for children residing with grandparents or other kin or foster caregivers). Additionally, LEAs should establish and maintain ongoing communication with local and state authorities to determine current mitigation levels in your community.

| Topic                                                | Audience       | Lead Person and Position | Mode of Communications | Start Date  | Completion Date |
|------------------------------------------------------|----------------|--------------------------|------------------------|-------------|-----------------|
| <b>Health and Safety Plan</b>                        | ECTS Employees | Del VonVolkenburg        | In-Service             | August 2020 | On-going        |
| <b>Safety Protocol</b>                               | ECTS Employees | Del VonVolkenburg        | In-Service             | August 2020 | On-going        |
| <b>Specific COVID related operating instructions</b> | ECTS Employees | Sharon Kresse            | In-Service             | August 2020 | On-going        |
| <b>Operating Instructions in a COVID environment</b> | ECTS Employees | Sharon Kresse            | In-Service             | August 2020 | On-going        |

## Health and Safety Plan Summary: **Erie County Technical School**

Anticipated Launch Date: **June of 2020**

Use these summary tables to provide your local education community with a detailed overview of your Health and Safety Plan. LEAs are required to post this summary on their website. To complete the summary, copy and paste the domain summaries from the Health and Safety Plan tables above.

### Facilities Cleaning, Sanitizing, Disinfecting and Ventilation

| Requirement(s)                                                                                                                                                                                   | Strategies, Policies and Procedures                   |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|
| * <b>Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</b> | Facility deep cleaning was completed in June of 2020. |

### Social Distancing and Other Safety Protocols

| Requirement(s)                                                                                                                                               | Strategies, Policies and Procedures                                                                                                                                               |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| * <b>Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</b> | A-B Hybrid schedule utilized to create a student capacity of approximately 50%. The availability of instructional space that is open due to the program alternating A-B schedule. |
| * <b>Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</b>                         | ECTS does not serve any meals. No use of cafeteria or common areas during the Yellow Phase.                                                                                       |
| * <b>Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b>                                | Students and staff will sanitize hands during all transitions in the Yellow Phase.                                                                                                |
| * <b>Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</b>                          | CDC informational materials will be displayed in hallways, restrooms, and labs.                                                                                                   |

| Requirement(s)                                                                                                                                                             | Strategies, Policies and Procedures                                                                                                                                                                  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| * Handling sporting activities consistent with the <a href="#">CDC Considerations for Youth Sports</a> for recess and physical education classes                           | Not Applicable at ECTS.                                                                                                                                                                              |
| Limiting the sharing of materials among students                                                                                                                           | Operations have been modified to limit sharing materials among students.                                                                                                                             |
| Staggering the use of communal spaces and hallways                                                                                                                         | Use of communal spaces have ben minimized and none over lapping.                                                                                                                                     |
| Adjusting transportation schedules and practices to create social distance between students                                                                                | Transportation schedule are the responsibility of the Sending Schools.                                                                                                                               |
| Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students                                                    | A-B Hybrid schedule utilized to create a student capacity of approximately 50%. The availability of instructional space that is open due to the program alternating A-B schedule.                    |
| Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars | Tech Tikes suspended in the Yellow Phase.                                                                                                                                                            |
| Other social distancing and safety practices                                                                                                                               | No congregation in common areas; student arrivals and departs have been restructure to enhance social distancing. Specialty Instructional staff move to students instead of students to instructors. |

### Monitoring Student and Staff Health

| Requirement(s)                                                       | Strategies, Policies and Procedures                                                                                                                                  |
|----------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| * Monitoring students and staff for symptoms and history of exposure | Heath checks at Sending Schools before transportation to ECTS. Instructor utilize standardized questions for all students regarding potential symptoms and exposure. |

| Requirement(s)                                                                                                                                                                                                                                                                                                                                          | Strategies, Policies and Procedures                                                                                                                                                                                                                                                                                                                                           |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b></p> <p><b>* Returning isolated or quarantined staff, students, or visitors to school</b></p> <p><b>Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols</b></p> | <p>Potential infected person remains in place, all other occupants of that space are re-located to an adjacent space, and the ECTS school nurse is dispatched to the location for screening.</p> <p>Medical release required and visit to ECTS school nurse for a screening interview.</p> <p>ECTS mass communication will be utilized for communicates to the community.</p> |

### Other Considerations for Students and Staff

| Requirement(s)                                                                                                                                                                                                                                                                                                                                                                                                | Strategies, Policies and Procedures                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>* Protecting students and staff at higher risk for severe illness</b></p> <p><b>* Use of face coverings (masks or face shields) by all staff</b></p> <p><b>* Use of face coverings (masks or face shields) by older students (as appropriate)</b></p> <p><b>Unique safety protocols for students with complex needs or other vulnerable individuals</b></p> <p><b>Strategic deployment of staff</b></p> | <p>Accommodations will be utilized with declaration by parents and students with special needs.</p> <p>Facemask will be required in all common areas.<br/>Mask option in the educational areas; one-on-one instruction mask required.</p> <p>Facemask will be required in all common areas.<br/>Mask option in the educational areas; one-on-one instruction mask required.</p> <p>Accommodations will be utilized with declaration by parents and students with special needs.</p> <p>Administrators, instructors and staff will serve in various capacities as first responders, triage and facilitators as assigned.</p> |

## Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **Erie County Technical School** reviewed and approved the Phased School Reopening Health and Safety Plan on **June 25, 2020**.

The plan was approved by a vote of:

\_\_\_\_\_ **Yes**

\_\_\_\_\_ **No**

Affirmed on: **June 25, 2020**

By:

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*(Signature\* of Board President)*

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*(Print Name of Board President)*

\*Electronic signatures on this document are acceptable using one of the two methods detailed below.

**Option A:** The use of actual signatures is encouraged whenever possible. This method requires that the document be printed, signed, scanned, and then submitted.

**Option B:** If printing and scanning are not possible, add an electronic signature using the resident Microsoft Office product signature option, which is free to everyone, no installation or purchase needed.



June 15, 2020

Erie County Technical School  
8500 Oliver Rd.  
Erie, PA 16509

Re: Erie County Technical School and Regional Skill Center Secure Entry

Board of Education:

A bid tabulation for the above project is enclosed. Several bids were received for each trade, the bids were competitive and under budget.

The lowest bids are from responsible contractors that we have worked with on previous successful projects and recommend that you award contracts to them as follows:

|                    |                            |               |
|--------------------|----------------------------|---------------|
| <b>GENERAL:</b>    | Considine Biebel & Co.     | \$ 129,700.00 |
| <b>ELECTRICAL:</b> | Keystone Electric Base Bid | \$ 15,350.00  |

**TOTAL OF AWARDS:** \$ 145,050.00

Should the Board concur with this recommendation, we will ask the contractors above to submit the required bonds and insurance certificates and we will prepare AIA Construction Contracts for this project.

Regards,

A handwritten signature in blue ink, appearing to read 'Coughlin', is written over the printed name and title of Christopher D. Coughlin.

Christopher D. Coughlin, R.A. Principal  
HRLC ARCHITECTS, LLC

CDC: tc  
Enclosures

**GENERAL CONTRACTOR  
ECTS AND REGIONAL SKILL CENTER ENTRANCE  
FOR  
ERIE COUNTY TECHNICAL SCHOOL**

| <b>BIDDER NAME and ADDRESS</b>                                               | <b>BASE BID</b> | <b>Alternate #1<br/>Delete Protective<br/>film on interior<br/>doors and glass at<br/>main entry Erie<br/>County Technical<br/>School</b> | <b>Alternate #2<br/>Delete Protective<br/>film on interior<br/>doors and glass at<br/>main entry Erie<br/>County Technical<br/>School</b> | <b>Alternate #3<br/>Delete Protective<br/>film on exterior<br/>doors an glass at<br/>main entry<br/>Regional Skill<br/>Center</b> | <b>Alternate #4<br/>Delete Protective<br/>film on exterior<br/>doors an glass at<br/>main entry Regional<br/>Skill Center</b> | <b>Alternate #5<br/>Delete all work<br/>specified for the<br/>Regional Skill<br/>Center in it<br/>entirety</b> |
|------------------------------------------------------------------------------|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| <b>General Construction</b>                                                  |                 |                                                                                                                                           |                                                                                                                                           |                                                                                                                                   |                                                                                                                               |                                                                                                                |
| <b>CONSIDINE BIEBEL &amp; CO.</b><br>2949 W. 15th Street<br>Erie, PA 16505   | \$129,700.00    | (\$4,500.00)                                                                                                                              | (\$4,500.00)                                                                                                                              | (\$2,200.00)                                                                                                                      | (\$1,900.00)                                                                                                                  | (\$35,000.00)                                                                                                  |
| <b>FRED I. BURNS</b><br>269 McClain Watson Road<br>Shippensburg, PA 16254    | \$167,000.00    | (\$4,500.00)                                                                                                                              | (\$4,500.00)                                                                                                                              | (\$2,200.00)                                                                                                                      | (\$1,885.00)                                                                                                                  | (\$35,800.00)                                                                                                  |
| <b>PERRY CONSTRUCTION</b><br>1140 W. 21st Street<br>Erie, PA 16502           | \$161,000.00    | (\$4,300.00)                                                                                                                              | (\$4,300.00)                                                                                                                              | (\$2,200.00)                                                                                                                      | (\$1,800.00)                                                                                                                  | (\$41,000.00)                                                                                                  |
| <b>TIP CONSTRUCTION</b><br>1583 W.32nd Street<br>Erie, PA 16508              | \$240,000.00    | (\$12,000.00)                                                                                                                             | (\$12,000.00)                                                                                                                             | (\$7,000.00)                                                                                                                      | (\$7,000.00)                                                                                                                  | (\$35,000.00)                                                                                                  |
| <b>ZEHR BUILDING LLC.</b><br>1100 Morgan Village Road<br>Meadville, PA 16335 | \$179,495.96    | (\$3,870.00)                                                                                                                              | (\$3,780.00)                                                                                                                              | (\$1,899.00)                                                                                                                      | (\$1,620.00)                                                                                                                  | (\$51,000.00)                                                                                                  |
|                                                                              |                 |                                                                                                                                           |                                                                                                                                           |                                                                                                                                   |                                                                                                                               |                                                                                                                |
|                                                                              |                 |                                                                                                                                           |                                                                                                                                           |                                                                                                                                   |                                                                                                                               |                                                                                                                |

HRLC Architects, LLC

June 11, 2020  
2:00 P.M.

ELECTRICAL CONTRACTOR  
ECTS AND REGIONAL SKILL CENTER ENTRANCE  
FOR  
ERIE COUNTY TECHNICAL SCHOOL

| BIDDER NAME and ADDRESS                                                           | BASE BID    | Alternate #1<br>Delete Electrical Work for the<br>Regional Skill Center |
|-----------------------------------------------------------------------------------|-------------|-------------------------------------------------------------------------|
| <b>Electrical Construction</b>                                                    |             |                                                                         |
| <b>Electrical &amp; Mechanical Systems</b><br>316 Cherry Street<br>Erie, PA 16507 | \$17,425.00 | (\$3,400.00)                                                            |
| <b>Newco Electric</b><br>301 W. 12th St.<br>Erie, PA 16501                        | \$20,800.00 | (\$2,900.00)                                                            |
| <b>Keystone Electric</b><br>3125 Brandes Street<br>Erie, PA 16504                 | \$15,350.00 | (\$775.00)                                                              |
|                                                                                   |             |                                                                         |
|                                                                                   |             |                                                                         |

## **CAREER ALTERNATIVE EDUCATION PROGRAM EDUCATIONAL SERVICES AGREEMENT**

This Agreement is made this \_\_\_\_\_ day of June, 2020 by and between **ERIE COUNTY TECHNICAL SCHOOL** a vocational technical school organized and established pursuant to the Pennsylvania Public School Code of 1949, 24 P.S. §18-1801 et seq., with a principal place of business at 8500 Oliver Road, Erie, Pennsylvania, 16509 ("**ECTS**") and **BETHESDA LUTHERAN SERVICES**, a non-profit corporation organized and established pursuant to the laws of the Commonwealth of Pennsylvania with a principal place of business at 15487 State Highway 86, Meadville, Pennsylvania 16335 ("**Bethesda**").

### **WITNESSETH:**

**WHEREAS**, Bethesda is a Pennsylvania Department of Education approved private provider of Alternative Education For Disruptive Youth ("**AEDY**") services, providing local school districts with educational services, along with therapeutic and developmental counseling, to students who have been removed from the regular education setting for certain disciplinary reasons.

**WHEREAS**, ECTS is a technical education and technical training school for high school students and adults partnering with school districts, regional employers and surrounding universities to prepare high school graduates for their workforce and higher education.

**WHEREAS**, ECTS and Bethesda desire to combine their efforts to provide therapeutic alternative education services for disruptive youth services in the operation of the Career Alternative Education Program ("**CAEP**") in compliance with Act 30, Act 48, §2003/2008 Guidelines regarding Private Alternative Education Institutions or any other requirements issued by the Commonwealth of Pennsylvania, Department of Education, or any other applicable statute or ordinance regarding all aspects of the Act 48 Program.

**NOW THEREFORE**, in consideration of the mutual promises herein contained, the Parties agree as follows:

- 1. Program Requirements.** Bethesda will assure that the CAEP program will comply with the following conditions:
  - 1.1. Statutory Compliance.** Bethesda will provide therapeutic alternative education services for disruptive youth services in the operation of the Career Alternative Education Program pursuant to, and remain in compliance with, Act 30, Act 48, §2003/2008 Guidelines regarding Private Alternative Education Institutions or any other requirements issued by the Commonwealth of Pennsylvania, Department of Education, or any other applicable statute or ordinance regarding all aspects of the Act 48 Program.
  - 1.2. Administrative Compliance.** Bethesda will assure compliance with all of the required CAEP documentation and reporting of attendance, academic performance, behavioral interventions, counseling, etc. to ECTS, sending schools, parents and government agencies.

1.3. *Specific Component Requirements.* Bethesda will provide a need based intake and assessment program component; an academic and testing component; a therapeutic component; a career planning and preparation component; and a transition programming component for students reentering mainstream public schools. Specific details of each component is provided in the attached Exhibit "A".

2. **Bethesda Requirements.** In providing the services to ECTS, Bethesda will comply with the following conditions:

2.1. *Instructor Recruiting Screening, Hiring, Training.* Bethesda will recruit, screen, hire and train qualified instructional and support staff necessary for the program's operation including program supervisors, case managers, behavioral counselors and clinical services providers. Specific requirements of full or part time staffing and staffing educational credentials will be subject to approval by each individual district which will not be unreasonably rejected.

2.2. *Nondiscrimination and ADA.* Bethesda will not unlawfully discriminate against any person because of sex, race, disability, national origin, veteran status, religion or creed. Bethesda agrees to comply with all applicable federal and state laws, rules, regulations, and executive orders relating to non-discrimination, affirmative action, and equal opportunity employment.

2.3. *Moral Character and Citizenship.* Bethesda will assure that all of its staff members are of good moral character, at least 18 years of age and citizens of the United States or hold a United States Immigration Service visa authorizing the residency and employment within the United States.

2.4. *Criminal History Check.* Bethesda will assure that all Bethesda staff associated with the Program have appropriate background information, including a Criminal History Record check, as required by 24 P.S. §1-111, Pennsylvania Child Abuse History Clearance as required by 23 P.S. §6354, and Act 114 of 2006, 24 PS §1-111 as amended, requiring Federal Criminal Background Checks.

2.5. *Standards and Compliance.* Bethesda represents that it is in compliance with all relevant sections of the School Code pertinent to Private Alternative Education Institutions. Bethesda further represents that its services are in compliance with all relevant provisions for Private Alternative Education Institutions found in the School Code, 24 P.S. §1901 et seq.

2.6. *Student Privacy; FERPA Compliance.* Bethesda will comply with all applicable provisions of the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. §1232g (1974) and any relevant Code of Federal Regulations.

2.7. *Course Materials.* Bethesda will use current and up to date Course Materials. The Course Materials will be determined at the discretion of Bethesda.

2.8. *Student Records.* Bethesda shall be responsible for maintaining student attendance information as provided by the instructional or support staff associated with the program. Bethesda will also assure the compliance of all relevant pupil attendance standards.

2.9. *Food Services.* Bethesda will provide daily lunch for students enrolled in the program and will assure that its kitchen and cafeteria facilities used for this food service meet all state and local standards regarding food safety and sanitation.

3. **Student Enrollment and Fees.**

3.1. *Enrollment.* Required student enrollment will require one (1) middle school class and one (1) high school class with approximately 15 students in each class, scalable to two (2) high school classes if needed.

3.2. *Pricing.* Pricing shall be based on class size for each middle school and high school unit.

3.3. *Fees.* Fees, including fee structure and payment terms, shall be agreed upon with each school district participating in the program on an individual basis.

4. **Transportation.** Both parties to this contract understand that the transportation of alternative education students to the Career Alternative Education Program located at 462 West 18<sup>th</sup> Street is the responsibility of the school districts that participate in the program. Neither party assumes any responsibility for student transportation.

5. **Services Agreement Term.** This Agreement shall be effective from July 1, 2020 through June 30, 2021, contingent upon program and funding approval from the Pennsylvania Department of Education.

6. **Insurance:** Bethesda will carry insurance pursuant to the following limits and will provide proof of insurance upon request:

6.1. Worker's Compensation Insurance as required by laws of the Commonwealth of Pennsylvania.

6.2. General Liability Insurance, at limits satisfactory to ECTS.

6.3. Professional Liability Insurance, at limits satisfactory to ECTS

7. **Liability and Indemnification.** Bethesda agrees to indemnify and hold harmless ECTS, its officials, employees, and officers from all claims, demands, damages, causes of action, or litigation, including expenses, costs, and attorney's fees, arising out of any intentional or negligent acts of Bethesda, its employees, agents, or contracted third parties, occurring in the performance of this Agreement.

8. **Operative and Interpretive Provisions.**

8.1. *Assignment.* This Agreement is personal and is assignable or transferable only upon the prior written consent of the ECTS. This Agreement is binding on, and inures to the benefit of, and is enforceable by, the Parties and their respective successors and assigns.

8.2. *Counterparts.* This Agreement may be executed in one or more counterparts, each of which will be deemed an original, and all of which together will be considered one and the same Agreement, binding on all of the Parties, even if all of the Parties have not signed the same original or the same counterpart.

8.3. *Governing Law.* This Agreement shall be construed in accordance with the laws of the Commonwealth of Pennsylvania.

8.4. *Entire Agreement.* This Agreement supersedes and takes the place of any and all previously written or oral agreements, representations and negotiations, if any, between the parties covering the terms of this Services Agreement. The Parties may amend this Agreement only upon written mutual consent.

8.5. *Interpretation of Agreement and Headings.* The section headings in this Agreement are for reference and convenience purposes only, will not be considered in the construction of this Agreement, and will not affect the meaning or interpretation of it.

8.6. *Severability.* If any provision, paragraph, sentence, or word of this Agreement is declared void by a court of competent jurisdiction; then the provision, paragraph, sentence, or word will be severed from this Agreement, and the remainder of the Agreement will remain in effect.

9. **Notices.** Any notice, request, consent or other communication permitted or required to be given under this Agreement will be in writing and signed by an authorized representative of the party providing the communication and shall be delivered personally, by certified or registered mail, return mail, return receipt requested, or by Federal Express or Express Mail, and shall be deemed to have been duly given when delivered personally or when deposited in the United States mail, postage prepaid, or Federal Express or Express Mail addressed as follows:

If to **ECTS**:

Erie County Technical School  
8500 Oliver Road.  
Erie, Pennsylvania 16509

**If to Bethesda:**

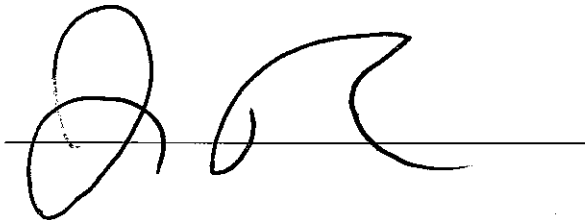
Bethesda Lutheran Services  
15487 State Highway 86  
Meadville, Pennsylvania 16335

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

10. **Execution.** This Agreement is effective as of the date first written above.

IN WITNESS WHEREOF, the parties have executed this Agreement as of date and year first above written.

BETHESDA LUTHERAN SERVICES

A handwritten signature in black ink, consisting of a large loop followed by a series of connected strokes, positioned above a horizontal line.

ERIE COUNTY TECHNICAL  
SCHOOL

A solid horizontal line intended for a signature.

# 2177269.v1

# Erie County Technical School

## Open Invoice Report

### PNC and NWSB - General Fund

| Vendor Name                                      | Invoice Number    | Invoice Date | Post Date | Invoice Balance    | Potential Discount | Discount Expires On | Net Amount Due     | Invoice Due Date | Days Past Due |
|--------------------------------------------------|-------------------|--------------|-----------|--------------------|--------------------|---------------------|--------------------|------------------|---------------|
| <b>Apple Inc.</b>                                |                   |              |           |                    |                    |                     |                    |                  |               |
| Apple Inc.                                       | AC16404492        | 5/29/2020    | 6/30/2020 | \$297.00           | \$0.00             |                     | \$297.00           | 6/30/2020        | 0             |
| Apple Inc.                                       | AC19391910        | 6/9/2020     | 6/30/2020 | \$14,690.00        | \$0.00             |                     | \$14,690.00        | 6/30/2020        | 0             |
| Apple Inc.                                       | AC18990440        | 6/8/2020     | 6/30/2020 | \$2,978.00         | \$0.00             |                     | \$2,978.00         | 6/30/2020        | 0             |
| Apple Inc.                                       | AC17657429        | 6/3/2020     | 6/30/2020 | \$12,090.00        | \$0.00             |                     | \$12,090.00        | 6/30/2020        | 0             |
| <i>Totals for Apple Inc..</i>                    |                   |              |           | <u>\$30,055.00</u> | <u>\$0.00</u>      |                     | <u>\$30,055.00</u> |                  |               |
| <b>Autozone</b>                                  |                   |              |           |                    |                    |                     |                    |                  |               |
| Autozone                                         | 1825536308        | 4/2/2020     | 6/30/2020 | \$76.96            | \$0.00             |                     | \$76.96            | 6/30/2020        | 0             |
| <i>Totals for Autozone.</i>                      |                   |              |           | <u>\$76.96</u>     | <u>\$0.00</u>      |                     | <u>\$76.96</u>     |                  |               |
| <b>Benefit Administrators, Inc.</b>              |                   |              |           |                    |                    |                     |                    |                  |               |
| Benefit Administrators, Inc.                     | 05/15/2020BILLING | 5/15/2020    | 6/30/2020 | \$241.15           | \$0.00             |                     | \$241.15           | 6/30/2020        | 0             |
| Benefit Administrators, Inc.                     | 06/15/2020SUMMARY | 6/15/2020    | 6/30/2020 | \$235.65           | \$0.00             |                     | \$235.65           | 6/30/2020        | 0             |
| Benefit Administrators, Inc.                     | 3363              | 6/15/2020    | 6/30/2020 | \$39.00            | \$0.00             |                     | \$39.00            | 6/30/2020        | 0             |
| Benefit Administrators, Inc.                     | 3364              | 6/15/2020    | 6/30/2020 | \$39.00            | \$0.00             |                     | \$39.00            | 6/30/2020        | 0             |
| Benefit Administrators, Inc.                     | 04/15/2020        | 4/15/2020    | 6/30/2020 | \$241.15           | \$0.00             |                     | \$241.15           | 6/30/2020        | 0             |
| <i>Totals for Benefit Administrators, Inc.</i>   |                   |              |           | <u>\$795.95</u>    | <u>\$0.00</u>      |                     | <u>\$795.95</u>    |                  |               |
| <b>Direct Energy Business</b>                    |                   |              |           |                    |                    |                     |                    |                  |               |
| Direct Energy Business                           | HS01892111        | 6/5/2020     | 6/30/2020 | \$1,539.21         | \$0.00             |                     | \$1,539.21         | 6/30/2020        | 0             |
| <i>Totals for Direct Energy Business</i>         |                   |              |           | <u>\$1,539.21</u>  | <u>\$0.00</u>      |                     | <u>\$1,539.21</u>  |                  |               |
| <b>ECTS - Student Activities Fund</b>            |                   |              |           |                    |                    |                     |                    |                  |               |
| ECTS - Student Activities Fund                   | 06/05/2020ASF     | 6/5/2020     | 6/30/2020 | \$70.25            | \$0.00             |                     | \$70.25            | 6/30/2020        | 0             |
| <i>Totals for ECTS - Student Activities Fund</i> |                   |              |           | <u>\$70.25</u>     | <u>\$0.00</u>      |                     | <u>\$70.25</u>     |                  |               |
| <b>Fagan Sanitary Supply</b>                     |                   |              |           |                    |                    |                     |                    |                  |               |
| Fagan Sanitary Supply                            | 166479            | 6/2/2020     | 6/30/2020 | \$967.45           | \$0.00             |                     | \$967.45           | 6/30/2020        | 0             |
| <i>Totals for Fagan Sanitary Supply</i>          |                   |              |           | <u>\$967.45</u>    | <u>\$0.00</u>      |                     | <u>\$967.45</u>    |                  |               |
| <b>Frontier Laundry</b>                          |                   |              |           |                    |                    |                     |                    |                  |               |
| Frontier Laundry                                 | 27182             | 5/27/2020    | 6/30/2020 | \$139.65           | \$0.00             |                     | \$139.65           | 6/30/2020        | 0             |
| <i>Totals for Frontier Laundry</i>               |                   |              |           | <u>\$139.65</u>    | <u>\$0.00</u>      |                     | <u>\$139.65</u>    |                  |               |
| <b>General Exterminating</b>                     |                   |              |           |                    |                    |                     |                    |                  |               |
| General Exterminating                            | 162297            | 5/30/2020    | 6/30/2020 | \$50.00            | \$0.00             |                     | \$50.00            | 6/30/2020        | 0             |
| <i>Totals for General Exterminating</i>          |                   |              |           | <u>\$50.00</u>     | <u>\$0.00</u>      |                     | <u>\$50.00</u>     |                  |               |
| <b>Joe Tarasovitch</b>                           |                   |              |           |                    |                    |                     |                    |                  |               |
| Joe Tarasovitch                                  | 06/01/2020MILEAGE | 6/1/2020     | 6/30/2020 | \$140.56           | \$0.00             |                     | \$140.56           | 6/30/2020        | 0             |
| <i>Totals for Joe Tarasovitch.</i>               |                   |              |           | <u>\$140.56</u>    | <u>\$0.00</u>      |                     | <u>\$140.56</u>    |                  |               |

# Erie County Technical School

## Open Invoice Report

PNC and NWSB - General Fund

| Vendor Name                                        | Invoice Number    | Invoice Date | Post Date | Invoice Balance | Potential Discount | Discount Expires On | Net Amount Due | Invoice Due Date | Days Past Due |
|----------------------------------------------------|-------------------|--------------|-----------|-----------------|--------------------|---------------------|----------------|------------------|---------------|
| Knox McLaughlin Gornall & Sennett, P.C.            |                   |              |           |                 |                    |                     |                |                  |               |
| Knox McLaughlin Gornall & Sennett, P.C.            | 2278831           | 6/8/2020     | 6/30/2020 | \$848.00        | \$0.00             |                     | \$848.00       | 6/30/2020        | 0             |
| Totals for Knox McLaughlin Gornall & Sennett, P.C. |                   |              |           | \$848.00        | \$0.00             |                     | \$848.00       |                  |               |
| Koldrock Waters, Inc.                              |                   |              |           |                 |                    |                     |                |                  |               |
| Koldrock Waters, Inc.                              | 832149            | 5/22/2020    | 6/30/2020 | \$59.75         | \$0.00             |                     | \$59.75        | 6/30/2020        | 0             |
| Totals for Koldrock Waters, Inc.                   |                   |              |           | \$59.75         | \$0.00             |                     | \$59.75        |                  |               |
| Kubinski Business Systems                          |                   |              |           |                 |                    |                     |                |                  |               |
| Kubinski Business Systems                          | 181391            | 6/5/2020     | 6/30/2020 | \$170.81        | \$0.00             |                     | \$170.81       | 6/30/2020        | 0             |
| Totals for Kubinski Business Systems               |                   |              |           | \$170.81        | \$0.00             |                     | \$170.81       |                  |               |
| Mary Foulkrod                                      |                   |              |           |                 |                    |                     |                |                  |               |
| Mary Foulkrod                                      | 06/01/2020MILEAGE | 6/1/2020     | 6/30/2020 | \$236.90        | \$0.00             |                     | \$236.90       | 6/30/2020        | 0             |
| Totals for Mary Foulkrod.                          |                   |              |           | \$236.90        | \$0.00             |                     | \$236.90       |                  |               |
| Natalie Fatica                                     |                   |              |           |                 |                    |                     |                |                  |               |
| Natalie Fatica                                     | 05/28/2020MILEAGE | 5/28/2020    | 6/30/2020 | \$85.68         | \$0.00             |                     | \$85.68        | 6/30/2020        | 0             |
| Totals for Natalie Fatica.                         |                   |              |           | \$85.68         | \$0.00             |                     | \$85.68        |                  |               |
| National Fuel Gas                                  |                   |              |           |                 |                    |                     |                |                  |               |
| National Fuel Gas                                  | 06/19/2020SC      | 6/19/2020    | 6/30/2020 | \$1,059.71      | \$0.00             |                     | \$1,059.71     | 6/19/2020        | 11            |
| National Fuel Gas                                  | 05/30/2020SC      | 5/30/2020    | 5/30/2020 | \$447.14        | \$0.00             |                     | \$447.14       | 5/30/2020        | 31            |
| Totals for National Fuel Gas                       |                   |              |           | \$1,506.85      | \$0.00             |                     | \$1,506.85     |                  |               |
| Northwest Tri-County IU5                           |                   |              |           |                 |                    |                     |                |                  |               |
| Northwest Tri-County IU5                           | 5587              | 6/4/2020     | 6/30/2020 | \$186.93        | \$0.00             |                     | \$186.93       | 6/30/2020        | 0             |
| Northwest Tri-County IU5                           | 5621              | 6/9/2020     | 6/30/2020 | \$45.58         | \$0.00             |                     | \$45.58        | 6/30/2020        | 0             |
| Northwest Tri-County IU5                           | 5574              | 6/4/2020     | 6/30/2020 | \$186.93        | \$0.00             |                     | \$186.93       | 6/30/2020        | 0             |
| Northwest Tri-County IU5                           | 5554              | 6/1/2020     | 6/30/2020 | \$186.93        | \$0.00             |                     | \$186.93       | 6/30/2020        | 0             |
| Totals for Northwest Tri-County IU5                |                   |              |           | \$606.37        | \$0.00             |                     | \$606.37       |                  |               |
| Pa Pride, LLC                                      |                   |              |           |                 |                    |                     |                |                  |               |
| Pa Pride, LLC                                      | 954               | 6/10/2020    | 6/30/2020 | \$5,300.00      | \$0.00             |                     | \$5,300.00     | 6/30/2020        | 0             |
| Pa Pride, LLC                                      | 958               | 6/10/2020    | 6/30/2020 | \$4,950.00      | \$0.00             |                     | \$4,950.00     | 6/30/2020        | 0             |
| Pa Pride, LLC                                      | 946               | 6/10/2020    | 6/30/2020 | \$4,950.00      | \$0.00             |                     | \$4,950.00     | 6/30/2020        | 0             |
| Pa Pride, LLC                                      | 949*              | 6/10/2020    | 6/30/2020 | \$4,950.00      | \$0.00             |                     | \$4,950.00     | 6/30/2020        | 0             |
| Pa Pride, LLC                                      | 951*              | 6/10/2020    | 6/30/2020 | \$4,950.00      | \$0.00             |                     | \$4,950.00     | 6/30/2020        | 0             |
| Pa Pride, LLC                                      | 953*              | 6/10/2020    | 6/30/2020 | \$4,950.00      | \$0.00             |                     | \$4,950.00     | 6/30/2020        | 0             |
| Totals for Pa Pride, LLC.                          |                   |              |           | \$30,050.00     | \$0.00             |                     | \$30,050.00    |                  |               |
| PostNet PA129                                      |                   |              |           |                 |                    |                     |                |                  |               |

# Erie County Technical School

## Open Invoice Report

### PNC and NWSB - General Fund

| Vendor Name                                | Invoice Number    | Invoice Date | Post Date | Invoice Balance | Potential Discount | Discount Expires On | Net Amount Due | Invoice Due Date | Days Past Due |
|--------------------------------------------|-------------------|--------------|-----------|-----------------|--------------------|---------------------|----------------|------------------|---------------|
| PostNet PA129                              | 31442             | 4/1/2020     | 6/30/2020 | \$224.20        | \$0.00             |                     | \$224.20       | 6/30/2020        | 0             |
| PostNet PA129                              | 31442A            | 4/1/2020     | 6/30/2020 | \$362.45        | \$0.00             |                     | \$362.45       | 6/30/2020        | 0             |
| Totals for PostNet PA129                   |                   |              |           | \$586.65        | \$0.00             |                     | \$586.65       |                  |               |
| Robert Eggleston                           |                   |              |           |                 |                    |                     |                |                  |               |
| Robert Eggleston                           | 06/01/2020MILEAGE | 6/1/2020     | 6/30/2020 | \$280.03        | \$0.00             |                     | \$280.03       | 6/30/2020        | 0             |
| Totals for Robert Eggleston                |                   |              |           | \$280.03        | \$0.00             |                     | \$280.03       |                  |               |
| Sarah A. Reed Children's Center            |                   |              |           |                 |                    |                     |                |                  |               |
| Sarah A. Reed Children's Center            | 06/15/2020CAEP    | 6/15/2020    | 6/30/2020 | \$50,270.00     | \$0.00             |                     | \$50,270.00    | 6/30/2020        | 0             |
| Totals for Sarah A. Reed Children's Center |                   |              |           | \$50,270.00     | \$0.00             |                     | \$50,270.00    |                  |               |
| Sherwin - Williams                         |                   |              |           |                 |                    |                     |                |                  |               |
| Sherwin - Williams                         | 1351-4            | 5/26/2020    | 6/30/2020 | \$206.68        | \$0.00             |                     | \$206.68       | 6/30/2020        | 0             |
| Totals for Sherwin - Williams              |                   |              |           | \$206.68        | \$0.00             |                     | \$206.68       |                  |               |
| SHI                                        |                   |              |           |                 |                    |                     |                |                  |               |
| SHI                                        | Quote 19030276    | 6/19/2020    | 6/30/2020 | \$31,631.72     | \$0.00             |                     | \$31,631.72    | 6/25/2020        | 5             |
| SHI                                        | Quote 19030260    | 6/19/2020    | 6/30/2020 | \$16,946.21     | \$0.00             |                     | \$16,946.21    | 6/25/2020        | 5             |
| Totals for SHI.                            |                   |              |           | \$48,577.93     | \$0.00             |                     | \$48,577.93    |                  |               |
| Summit Township Sewer Authority            |                   |              |           |                 |                    |                     |                |                  |               |
| Summit Township Sewer Authority            | 06/11/2020SEWER   | 6/11/2020    | 6/30/2020 | \$53.97         | \$0.00             |                     | \$53.97        | 6/30/2020        | 0             |
| Totals for Summit Township Sewer Authority |                   |              |           | \$53.97         | \$0.00             |                     | \$53.97        |                  |               |
| Summit Township Water Authority            |                   |              |           |                 |                    |                     |                |                  |               |
| Summit Township Water Authority            | 06/05/2020WATER   | 6/5/2020     | 6/30/2020 | \$187.03        | \$0.00             |                     | \$187.03       | 6/30/2020        | 0             |
| Totals for Summit Township Water Authority |                   |              |           | \$187.03        | \$0.00             |                     | \$187.03       |                  |               |
| The Nutrition Group                        |                   |              |           |                 |                    |                     |                |                  |               |
| The Nutrition Group                        | 3421              | 5/30/2020    | 6/30/2020 | \$1,012.00      | \$0.00             |                     | \$1,012.00     | 6/30/2020        | 0             |
| Totals for The Nutrition Group             |                   |              |           | \$1,012.00      | \$0.00             |                     | \$1,012.00     |                  |               |
| Times Publishing Company                   |                   |              |           |                 |                    |                     |                |                  |               |
| Times Publishing Company                   | 25023             | 5/28/2020    | 6/30/2020 | \$954.10        | \$0.00             |                     | \$954.10       | 6/30/2020        | 0             |
| Totals for Times Publishing Company        |                   |              |           | \$954.10        | \$0.00             |                     | \$954.10       |                  |               |
| Verizon Wireless                           |                   |              |           |                 |                    |                     |                |                  |               |
| Verizon Wireless                           | 9856118055        | 6/7/2020     | 6/30/2020 | \$336.90        | \$0.00             |                     | \$336.90       | 6/30/2020        | 0             |
| Totals for Verizon Wireless                |                   |              |           | \$336.90        | \$0.00             |                     | \$336.90       |                  |               |
| Welders Supply                             |                   |              |           |                 |                    |                     |                |                  |               |
| Welders Supply                             | 267446            | 5/31/2020    | 6/30/2020 | \$216.54        | \$0.00             |                     | \$216.54       | 6/30/2020        | 0             |

Erie County Technical School  
Open Invoice Report  
PNC and NWSB - General Fund

| Vendor Name                | Invoice Number | Invoice Date | Post Date | Invoice Balance | Potential Discount | Discount Expires On | Net Amount Due | Invoice Due Date | Days Past Due |
|----------------------------|----------------|--------------|-----------|-----------------|--------------------|---------------------|----------------|------------------|---------------|
| Welders Supply             | 267448         | 5/31/2020    | 6/30/2020 | \$5.33          | \$0.00             |                     | \$5.33         | 6/30/2020        | 0             |
| Totals for Welders Supply. |                |              |           | \$221.87        | \$0.00             |                     | \$221.87       |                  |               |
| GRAND TOTALS:              |                |              |           | \$170,086.55    | \$0.00             |                     | \$170,086.55   |                  |               |

Erie County Technical School  
Open Invoice Report  
PNC and NWSB - General Fund

Report name: Open Invoice GENERAL FUND  
Report format: Detail  
Show invoices open as of: 6/30/2020  
Calculate discounts as of: 6/30/2020  
Base invoice aging on:Due date  
Include all invoice dates  
Include all post dates  
Include all due dates  
Include all Post Statuses  
Include all Invoices  
Include all Vendors  
Include these Banks: 10-01020, 10-01040  
Include all Invoice Attributes  
Include all Vendor Attributes

# Erie County Technical School

## Open Invoice Report

### Student Activities Fund

| Vendor Name                         | Invoice Number | Invoice Date | Post Date | Invoice Balance   | Potential Discount | Discount Expires On | Net Amount Due    | Invoice Due Date | Days Past Due |
|-------------------------------------|----------------|--------------|-----------|-------------------|--------------------|---------------------|-------------------|------------------|---------------|
| <b>Creative Imprint</b>             |                |              |           |                   |                    |                     |                   |                  |               |
| Creative Imprint                    | 12031          | 5/20/2020    | 6/30/2020 | \$225.00          | \$0.00             |                     | \$225.00          | 6/30/2020        | 0             |
| Creative Imprint                    | 11953          | 5/20/2020    | 6/30/2020 | \$30.50           | \$0.00             |                     | \$30.50           | 6/30/2020        | 0             |
| Creative Imprint                    | 12037          | 5/20/2020    | 6/30/2020 | \$21.50           | \$0.00             |                     | \$21.50           | 6/30/2020        | 0             |
| <i>Totals for Creative Imprint</i>  |                |              |           | <u>\$277.00</u>   | <u>\$0.00</u>      |                     | <u>\$277.00</u>   |                  |               |
| <b>ECTS-Foundation</b>              |                |              |           |                   |                    |                     |                   |                  |               |
| ECTS-Foundation                     | 061520         | 6/15/2020    | 6/30/2020 | \$1,000.00        | \$0.00             |                     | \$1,000.00        | 6/30/2020        | 0             |
| <i>Totals for ECTS-Foundation</i>   |                |              |           | <u>\$1,000.00</u> | <u>\$0.00</u>      |                     | <u>\$1,000.00</u> |                  |               |
| <b>ECTS-General Fund</b>            |                |              |           |                   |                    |                     |                   |                  |               |
| ECTS-General Fund                   | 06222020       | 6/22/2020    | 6/30/2020 | \$2,033.91        | \$0.00             |                     | \$2,033.91        | 6/30/2020        | 0             |
| <i>Totals for ECTS-General Fund</i> |                |              |           | <u>\$2,033.91</u> | <u>\$0.00</u>      |                     | <u>\$2,033.91</u> |                  |               |
| <b>GRAND TOTALS:</b>                |                |              |           | <b>\$3,310.91</b> | <b>\$0.00</b>      |                     | <b>\$3,310.91</b> |                  |               |

# Erie County Technical School

## Open Invoice Report

### Capital Projects Fund

| Vendor Name                    | Invoice Number       | Invoice Date | Post Date | Invoice Balance | Potential Discount | Discount Expires On | Net Amount Due | Invoice Due Date | Days Past Due |
|--------------------------------|----------------------|--------------|-----------|-----------------|--------------------|---------------------|----------------|------------------|---------------|
| Apple Inc.                     |                      |              |           |                 |                    |                     |                |                  |               |
| Apple Inc.                     | AC14145760           | 5/21/2020    | 6/30/2020 | \$2,199.00      | \$0.00             |                     | \$2,199.00     | 6/30/2020        | 0             |
| Totals for Apple Inc..         |                      |              |           | \$2,199.00      | \$0.00             |                     | \$2,199.00     |                  |               |
| Dell Marketing L.P.            |                      |              |           |                 |                    |                     |                |                  |               |
| Dell Marketing L.P.            | Quote 3000063362981. | 6/19/2020    | 6/30/2020 | \$55,572.41     | \$0.00             |                     | \$55,572.41    | 6/25/2020        | 5             |
| Totals for Dell Marketing L.P. |                      |              |           | \$55,572.41     | \$0.00             |                     | \$55,572.41    |                  |               |
| SHI                            |                      |              |           |                 |                    |                     |                |                  |               |
| SHI                            | QUOTE 19030255       | 6/19/2020    | 6/30/2020 | \$40,874.64     | \$0.00             |                     | \$40,874.64    | 6/25/2020        | 5             |
| SHI                            | Quote 19030267       | 6/19/2020    | 6/30/2020 | \$21,285.15     | \$0.00             |                     | \$21,285.15    | 6/25/2020        | 5             |
| SHI                            | Quote 19030272       | 6/19/2020    | 6/30/2020 | \$13,777.14     | \$0.00             |                     | \$13,777.14    | 6/25/2020        | 5             |
| SHI                            | Quote 19030280       | 6/19/2020    | 6/30/2020 | \$5,205.67      | \$0.00             |                     | \$5,205.67     | 6/25/2020        | 5             |
| Totals for SHI.                |                      |              |           | \$81,142.60     | \$0.00             |                     | \$81,142.60    |                  |               |
| GRAND TOTALS:                  |                      |              |           | \$138,914.01    | \$0.00             |                     | \$138,914.01   |                  |               |

Erie County Technical School  
Open Invoice Report  
Capital Projects Fund

Report name: Open Invoices CAPITAL PROJECTS  
Report format: Detail  
Show invoices open as of: 6/30/2020  
Calculate discounts as of: 6/30/2020  
Base invoice aging on:Due date  
Include these invoice dates: This fiscal year (7/1/2019 to 6/30/2020)  
Include all post dates  
Include all due dates  
Include all Post Statuses  
Include all Invoices  
Include all Vendors  
Include these Banks: 31-01011, 31-01130  
Include all Invoice Attributes  
Include all Vendor Attributes