



**Joint Operating Committee
Meeting Agenda**
Thursday, April 22, 2021
8500 Oliver Road, Erie, PA 16509

Work Session

6:00 p.m.

Student Spotlight – Facilities Maintenance Technology: Make-A-Wish Trailer

Regular Meeting

1. Call to Order

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

Mahoney, Dinsmore, Bucksbee, Olesnanik, Brink, Rickrode, DiPlacido, Boyd, Ring, Gilbert, Lee

2. Agenda and Amendments

3. Meeting Minutes

- a. Motion to accept the minutes of the March 25, 2021 meeting as presented

4. Student Accomplishments/Highlights

- a. Third quarter exemplary students

5. Guest and Public Comment – Items Related to the Agenda

6. Important Items Coming to ECTS

7. Operations

a. New Business

- i. Motion to approve the Revised Health and Safety Plan for submission to PDE.
- ii. Motion to advance the Support Personnel Job Descriptions revisions as noted.

- 1) Accounting and Administrative Assistance
- 2) Confidential Secretary
- 3) High School Secretary – Registrar
- 4) Pupil Services Secretary – HS-RCTC
- 5) Pupil Services Secretary – Students Services
- 6) Instructional Aide
 - i. SAA1
 - ii. SAA2
- 7) Supplemental School Nurse
- 8) Technology Technician

- iii. Motion to approve the lease agreement with the Northwest Tri-County Intermediate Unit for the Regional Choice Initiative program at the Skill Center building effective July 1, 2021 through June 30, 2021.
- iv. Motion to approve Mr. Richard Emerick, Fort LeBoeuf School District Superintendent, as Superintendent of Record for the 2021-2022 academic year and to be paid a net stipend of \$3,000.
- v. Motion to ratify the Articulation Agreements between Mercyhurst University and the Erie County Technical School for the Culinary Arts and Tourism & Hospitality Management programs.
- vi. Motion to ratify the Articulation Agreements between Pittsburgh Technical College and the Erie County Technical School for the ECTS programs listed.
- vii. Motion to approve the contract between AEC Group and Erie County Technical School for a Technology Needs Assessment per the terms of the attached agreement.
- viii. Director Expense Reimbursement Request
- b. Old Business
- c. Motion to Approve Operations Section of Agenda
- 8. **Financial Items**—**FINANCIAL ITEMS WILL BE AVAILABLE WITH RELEASE OF FINAL AGENDA**
 - 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. Invoice Payable
 - i. General Fund
 - ii. Capital Projects Fund
 - iii. Student Activities Fund
 - f. Visa Procurement Card Payment
 - g. Motion to Approve Financial Items Section of Agenda
- 9. **Administrative Services and Human Resources**
 - a. Administrative Services and Human Resources Report

- b. Resignations and Retirements
- c. Hiring
 - i. Motion to ratify Toni Mazanowski, Computer Networking Instructor, at Column A/B step 6, prorated based on the salary of \$43,708 per year.
- d. Motion to Approve Human and Quality Resources Section of Agenda

10. Reports

- a. Superintendent
- b. Director
- c. Solicitor
- d. Principal
- e. Motion to Approve Reports Section of Agenda

11. Supplemental Reports and Information

- 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

12. Statute-Related Business

- a. Staff Travel > 400 Miles
- b. Field Trip Requests
- c. Ratification of Field Trip Requests
- d. Fundraising
- e. Facility Use Requests (for-profit groups only)
- f. Motion to Approve Statute-Related Business

13. Board Action Items – No Changes

14. Adjournment

15. Executive Session

16. Reminders

- a. Next meeting is Thursday, May 27, 2021 at 6:00 p.m. – www.ects.org/joc
- b. Statements of Financial Interest are due May 1, 2021.
<https://www.ethicsforms.pa.gov/forms/websfi> - Online Filing

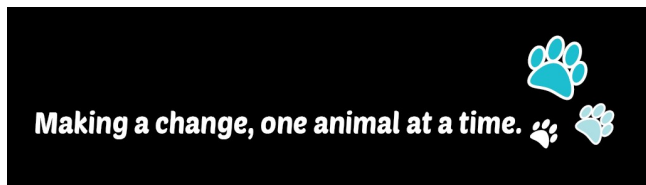
Student Spotlight

April 2021

Facilities Maintenance Technology: Make-A-Wish Trailer

The Make-A-Wish Foundation reached out to the Erie County Technical School to help grant Avery's wish for a mobile Pet Food Pantry. The Facilities Maintenance Technology students listed below were happy to help. Along with instructor Tracy Massello, they designed and built shelves to securely transport pet food and toys in Avery's trailer. Now Avery can make the "pawsitive" change she wished for!

- Cameron Baniewicz, McDowell High School
- Alex Brendlinger, General McLane High School
- Nathan Danowski, General McLane High School
- Keaton Henderson, Seneca High School
- Wyatt Larson, Seneca High School
- Amber Peters, Fort LeBoeuf High School





8500 Oliver Road, Erie, PA 16509

Joint Operating Committee - Meeting Minutes

Thursday, March 25, 2021

Work session - 6:00pm

Student Spotlight

Student Spotlight – Drafting and Design Architect Project

- An Executive Session began at 6:28 p.m. during the work session regarding personnel matters and concluded at 7:25 p.m.
- Erie County Technical School Foundation Meeting began at 7:28 p.m. during the meeting Foundation Financials were discussed and concluded at 8:52 p.m.

Call to Order

Mr. Ring, JOC Chairman, called the regular meeting to order at 8:53 pm

Moment of Reflection and Pledge of Allegiance

New district committee member

Motion to accept Corrie Boyd as the New district committee member for North East School District (2022) by **Mahoney**, with a second by **Lee**

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

Roll Call

Cat Doty, 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	
Corrie Boyd	North East	x	
Sam Ring	Northwestern	x	
Stephen Gilbert	Union City	x	
Nicole Lee	Wattsburg	x	
<u>Administrators:</u>	<u>Position:</u>	<u>Present</u>	<u>Absent</u>
Mr. Rick Emerick	Superintendent of Record	x	
Dr. H Fred Walker	Director	x	

Tim Sennett	Solicitor	x
Joseph Tarasovitch	Principal	X
Paul Sachar	Interim Business Manager	x
Catherine Doty	Administrative Services/ HR Coordinator	x
Del VonVolkenburg	Facilities Manager	x
TBD	Technology Manager	
Lesa Scalise	Supervisor of Student Services	x
Sandra Carr	Supervisor of Student Services	x

Agenda and Amendments

a. Section 10€(i) General Fund Invoices

Motion to approve the agenda and amendments by DiPlacido, with a second by Olesnanik

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

Meeting Minutes

Minutes of February 25, 2021

Motion to accept the minutes of the February 25, 2021 meeting as presented

Moved for approval by Rickrode, with second by Brink

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

(Copy is filed with the official minutes)

Student Accomplishments/Highlights

ECTS recognized February and March 2021 Be-Attitude Students of the Month

Guests and Public Comment – Items related to the Agenda – Procedure 126 comments

Guests signed in and present: Shelly & Jeff Rice

Guests signed in virtually: Adam Trippi, Allison Mardendt, Andrea Lucarotti, Danielle Wilber, Jason Klins, Jeff Zellefrow, Jessica Warren, Joe Salorino, Kayla Noonan, Kelly Bennett, Kelly Schoullis, Lisa Sorenson, Mariea Sargent, Mary Foulkrod, Matt Walter, Rob Eggleston, Rob Suprynowicz, Travis Woodburn, Valerie Myers, and Walter Michalski.

Important Items Coming to ECTS

Discussion regarding the potential new program involving mechatronics

Discussion regarding the roundabout

Discussion regarding renovation, to include bidding, clerk of the works review, and distribution of general drawings.

Operations

2020-2021 Final General Fund Budget

Motion to approve the final 2020-2021 General Fund Budget to PA Department of Education, as presented and approved by the participating districts Moved for approval by, with second by
The motion is approved with an all “ayes” voice vote

The Nutrition Group Consulting Contract

Motion to approve The Nutrition Group Consulting Contract July 1, 2021 through June 30, 2022, Moved for approval by Rickrode, with second by Bucksbee
The motion is approved with an all “ayes” voice vote

Board Agenda format Discussion

Discussion about utilizing Board Doc’s for the Board Meeting minutes and Agenda was approved to move forward with purchasing the service for ease and time savings

Job Description Revision/Review Discussion

Discussion about how to put forth job description revisions to the JOC, going forward they will be brought forward in Employee Categories, one category per month for JOC approval

Motion to advance Board Policy Revisions

Motion to advance Board Policy Revisions as noted in the attached policies and Table of Content below

100 Programs

103 Vol II 2020	Discrimination/Title IX Sexual Harassment Affecting Students
103.1 Vol V 2018	Nondiscrimination - Qualified Students with Disabilities
111 Vol V 2020	Lesson Plans
113.1	Discipline of Students with Disabilities
113.2 Vol VI 2020	Behavior Support
113.3 Vol VI 2020	Confidentiality of Special Education Student Information
115	Cooperative Education
122 Vol VI 2020	Extracurricular Activities

200 Pupils

218.3 VII 2020	Discipline of Student Convicted/Adjudicated of Sexual Assault
220 PSBA Policy Guide	Student Expression/Distribution and Posting of Materials
247 Vol V 2018	Hazing
249 Vol V 2018	Bullying/Cyberbullying
252 Vol VII 2020	Dating Violence

300 Employees

309.1 Vol V 2020	Telework
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318 Vol V 2020	Attendance and Tardiness
323 Vol I 2020	Tobacco and Vaping Products
331 Vol V 2020	Job Related Expenses
332 Vol V 2020	Working Periods
334 Vol V 2020	Sick Leave
335 Vol II 2020	Family and Medical Leaves
340 Vol V 2020	Responsibility for Student Welfare

600 Finances

626 Vol II 2020	Federal Fiscal Compliance
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700 Property

705 Vol V 2020	Facilities and Workplace Safety
706	Property Records
708	Lending of Equipment and Books
709	Building Security
718	Service Animals in Schools

800 Operations

807	Opening Exercises/Flag Displays
810.3 New	School Vehicle Drivers
811	Bonding
812	Property Insurance
813	Other Insurance
814	Copyright Material
815	Acceptable Use of Internet, Computers and Network Resources
818	Contracted Services Personnel
819 New	Suicide Awareness, Prevention and Response Automated External Defibrillator (AED)/Cardiopulmonary Resuscitation (CPR)
822	
823 New	Naloxone
824 New	Maintaining Professional Adult/Student Boundaries
827 New	Conflict of Interest
828 New	Fraud
830	Breach of Computerized Personal Information
800	Cross Reference

900 Community

904 Vol V 2020	Public Attendance at Center (school) Events
907 Vol V 2020	Center (school) Visitors
913	Non-school Organizations/Groups/Individuals

Moved for approval by Rickrode, with second by Boyd
The motion is approved with an all “ayes” voice vote

Old Business

Procedure 126 Discussion

Discussion was held regarding updates to Procedure 126

Motion to approve Operation Section of Agenda

Moved for approval by Brink, with second by Rickrode

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

Financial Items

Report - Business Manager – Paul Sachar

(Copy filed with the official minutes)

Financial Reports, Payments, and Invoices

Motion to approve the following reports, payments, and invoices, as presented:

- Revenue and Expenditure Reports: February 2021
 - General Fund \$2,236,168.72
 - Capital Projects Fund \$ 647,179.87
 - Student Activities Fund \$ 12,765.41
- Checks and Invoices:
 - General Fund Checks and Wire Transfers: February - \$ 253,154.30
 - General Fund Invoices Payable: \$ 110,205.04
 - Capital Projects Fund Checks: February – \$ 2,408.18
 - Capital Projects Invoices Payable - \$ 227,213.08
 - Student Activity Fund Checks: February - \$ 0.00
 - Student Activity Fund Invoices Payable - \$ 2,517.98
- VISA procurement card payment: February - \$ 27,566.52
- Treasurer’s Report: February 2021

VISA Procurement Card Payment

Approval of Visa Procurement Card Payment

Director’s Expense Reimbursement

Approval of the Director’s Expense Reimbursement

Motion to approve Financial Items Section of the agenda

Moved for approval by Mahoney with a second by Boyd

Motion approved with all “ayes” voice vote

(Copy of each item is filed with the official minutes)

Administrative Services and Human Resources

Report—Administrative Services and Human Resources

Grounds/Utility Position - Conner

Motion to transfer Jason Conner to the M4 Grounds/Utility Position at a rate of \$16.68 per hour effective on or after March 25, 2021

Instructional Aide - Weismiller

Motion to ratify the hire of Kristin Weismiller as a Part-Time SAA-2 instructional aide at a probationary rate of \$16.46 per hour effective on or after March 1, 2021

Motion to approve Administrative and Human Resources Section of Agenda

Moved for approval by Boyd, with second by Olesnanik

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

Administrative Reports

- Superintendent Report – Mr. Rick Emerick, Fort LeBoeuf School District reminder April 14, 2021 PACT meeting
- Director Report — Dr. H. Fred Walker
- Solicitor – Attorney Tim Sennett
Attorney Sennett discussed the receipt of PennDOT Check for the purchase of the land for the roundabout
- Principal

Motion to approve reports section of the agenda

Moved for approval by Boyd, with second by Gilbert

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

Supplemental Reports and Information

- Facilities Report — Del VonVolkenburg
- Technology Report - None
- Instructional Support Services Reports – Sandy Carr and Lesa Scalise
- Secondary Program Enrollment Report
- Transition Center Enrollment Report
- Disabled Population by Program
- Disabled Population by District
- Business Partnership Coordinator Report – Rob Eggleston
- Enrollment and Community Engagement Coordinator Report – None
- Career Planning Coordinator Report – Mary Foulkrod

Statute-Related Business

Staff Travel >400 miles (Polices: 331,431,531) - None

Student Field Trips and Fundraising, (Policy 121, 229, 230)

Field Trip Requests

Motion to approve the following field trip requests

- a) Art and Design – Erie Zoo, Sara’s Restaurant, Presque Isle; May 20, 2021
- b) Computer Networking – Velocity Network; April/May 2021 (TBD)
- c) Drafting and Design – various activities through the Erie Bayfront and Presque Isle; May 2021 (TBD)
- d) Early Childhood Education – Erie Children’s Museum; (TBD)
- e) Early Childhood Education – May 2021 (TBD)
- f) Graphics – Creative Imprint Systems and Presque Isle Park; May 12, 2021
- g) Tourism and Hospitality – Cedar Point; May 28, 2021

Motion to approve Statute-Related Business

Moved for approval by Lee, with a second by Boyd

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

Facility Use Requests – Profit Making Organizations (Policy 707) - none

- Next meeting: Thursday, April 22, 2021 at 6:00 p.m.

JOC Board Remarks and Comments – none

- Board Action Items

Adjournment

Moved by Mahoney, with a second by Boyd to adjourn the meeting

Mr. Ring, Chairperson, adjourned the meeting at 9:17 pm.

Minutes prepared by,

Cat Doty, Secretary
Joint Operating Committee

Fairview CTE Credit Exemplary Student Report

Last Name	First Name	Grade	Program	Award
Canaan	Dakota	10	Construction Trades	Honor Roll
DiGello	Sydney	10	Electrical Engineering Technol	Distinguished
Mahoney	Connor	10	Electrical Engineering Technol	Distinguished
Powierza	Jack	10	Automotive Body Repair	Perfect Attendance
Simmons	Abigayle	10	Cosmetology	Distinguished
Burge	Marissa	11	Early Childhood Education	Honor Roll
Fourspring	Devin	11	Computer Programming	Honor Roll
Griffin	Renee	11	Graphic Communications	Distinguished
Heck	Isabella	11	Art and Design for Business	Perfect Attendance
Herrmann	Meghan	11	Art and Design for Business	Perfect Attendance
Johnston	Kloee	11	Culinary Arts	Distinguished
Johnston	Trevor	11	Electrical Engineering Technol	Distinguished
Michaels	Evan	11	Computer Networking	Honor Roll
Pease	McKenna	11	Precision Machining	Distinguished
Pora	Daniel	11	Computer Programming	Distinguished
Pustelak	Liam	11	Electrical Engineering Technol	Perfect Attendance
Whyte	Jennifer	11	Culinary Arts	Perfect Attendance
Zhou	Julina	11	Computer Programming	Distinguished
Boboshko	Nickolas	12	Computer Networking	Honor Roll
Buckner	Corey	12	Drafting & Design	Distinguished
Gennuso	Isaac	12	Construction Trades	Distinguished
Grechanyy	Michael	12	Electrical Engineering Technol	Distinguished
Klemm	Colton	12	Construction Trades	Distinguished
Nicolls	Kyle	12	Automotive Technologies	Distinguished
Reiland	Andrew	12	Electrical Engineering Technol	Distinguished
Robinson	Trevor	12	Computer Programming	Distinguished
Varner	Emily	12	Culinary Arts	Honor Roll

Fort LeBoeuf CTE Credit Exemplary Student Report

Last Name	First Name	Grade	Program	Award
Alexander	Anthony	10	Automotive Technologies	Distinguished
Askins	Dominic	10	Drafting & Design	Perfect Attendance
Bartlett	Garrett	10	Precision Machining	Honor Roll
Campbell	Alex	10	Art and Design for Business	Perfect Attendance
Hull	Weston	10	Electrical Engineering Technol	Perfect Attendance
Letzo	Elexis	10	Health Assistant	Perfect Attendance
Papeko	Annie	10	Cosmetology	Distinguished
Peterson	Paul	10	Automotive Body Repair	Perfect Attendance
Trost	Cayden	10	Automotive Body Repair	Perfect Attendance
Wallace	Jamison	10	Automotive Technologies	Distinguished
Harter	Ashtin	11	Precision Machining	Perfect Attendance
Kovalchuk	David	11	Precision Machining	Honor Roll
Rowland	Haidon	11	Construction Trades	Distinguished
Alexander	Daniel	12	Culinary Arts	Distinguished
Greggs	Katelyn	12	Culinary Arts	Honor Roll
Knight	Benjamin	12	Drafting & Design	Perfect Attendance
Kruse	Madellyne	12	Health Assistant	Distinguished
Matczak	Nicole	12	Drafting & Design	Honor Roll
McClune	Lillian	12	Drafting & Design	Distinguished
Montgomery	Mason	12	Precision Machining	Perfect Attendance

General McLane CTE Credit Exemplary Student Report

Last Name	First Name	Grade	Program	Award
Chorney	Tyler	10	Electrical Engineering Technol	Honor Roll
Dobmeier	Angelina	10	Metal Fabrication	Distinguished
Iavarone	Justin	10	Precision Machining	Perfect Attendance
Kavelish	Michael	10	Early Childhood Education	Honor Roll
Lutch	Logan	10	Electrical Engineering Technol	Honor Roll
Myers	Dayna	10	Cosmetology	Honor Roll
Brendlinger	Alex	11	Facilities Maintenance Technol	Perfect Attendance
Danowski	Nathan	11	Facilities Maintenance Technol	Perfect Attendance
Lloyd	Thomas	11	Metal Fabrication	Perfect Attendance
Norris	Rowan	11	Cosmetology	Distinguished
Carson	Riley	12	Early Childhood Education	Distinguished
Cieloszyk	Gavin	12	Computer Programming	Distinguished
Conklin	Phillip	12	Construction Trades	Distinguished
Linder	Kody	12	Automotive Technologies	Perfect Attendance
Myers	Danielle	12	Cosmetology	Honor Roll
Newcamp	Vincent	12	Computer Networking	Perfect Attendance
Uhler	Camron	12	Graphic Communications	Honor Roll
Walla	Abigail	12	Cosmetology	Honor Roll
Walter	Hunter	12	Facilities Maintenance Technol	Perfect Attendance

Girard CTE Credit Exemplary Student Report

Last Name	First Name	Grade	Program	Award
Anderson	Isabel	10	Art and Design for Business	Honor Roll
Bacher	Starr	10	Early Childhood Education	Distinguished
DeAngelo	Ysabella	10	Automotive Body Repair	Perfect Attendance
Jacobs	Karlee	10	Early Childhood Education	Perfect Attendance
Lewis	Kelly	10	Graphic Communications	Perfect Attendance
Polk	Brody	10	Facilities Maintenance Technol	Perfect Attendance
Rawa	Andrew	10	Computer Programming	Distinguished
Strain	Courtney	10	Art and Design for Business	Honor Roll
Cousins	Jayden	11	Health Assistant	Perfect Attendance
Ellis	Katrina	11	Cosmetology	Distinguished
Miller	Branden	11	Electrical Engineering Technol	Distinguished
Olesnanik	Isaiah	11	Drafting & Design	Honor Roll
Pecorella	Colby	11	Automotive Technologies	Honor Roll
Penfield	Michael	11	Computer Programming	Honor Roll
Rothacher	Tyler	11	Computer Networking	Perfect Attendance
Adams	Danielle	12	Tourism & Hospitality Manageme	Distinguished
Agnello	Desiree	12	Health Assistant	Distinguished
Bille	Ryan	12	Tourism & Hospitality Manageme	Honor Roll
Deutsch	Rylie	12	Tourism & Hospitality Manageme	Honor Roll
Ferris	Brendan	12	Metal Fabrication	Perfect Attendance
Graves	Haile	12	Cosmetology	Distinguished
Moore	Meagan	12	Culinary Arts	Distinguished
Oakes	Julia	12	Computer Networking	Honor Roll
Roesch	Abigail	12	Culinary Arts	Distinguished
Shaffer	Trevor	12	Culinary Arts	Distinguished
Strong	Gavin	12	Culinary Arts	Distinguished
Warner	Lauren	12	Culinary Arts	Distinguished
Wozniak	Ethan	12	Culinary Arts	Honor Roll

Harbor Creek CTE Credit Exemplary Student Report

Last Name	First Name	Grade	Program	Award
Bablak	Connor	10	Facilities Maintenance Technol	Perfect Attendance
Biancosino	Anthony	10	Culinary Arts	Perfect Attendance
Blauvelt	Michaela	10	Computer Programming	Honor Roll
Briggs	Nathan	10	Computer Networking	Perfect Attendance
Cancilla	John	10	Computer Programming	Perfect Attendance
Dylewski	Emma	10	Cosmetology	Honor Roll
Lobaugh	Jeffrey	10	Metal Fabrication	Perfect Attendance
Seidler	Jordyn	10	Culinary Arts	Distinguished
Vargas	Armando	10	Tourism & Hospitality Manageme	Honor Roll
Vollmer	Michael	10	Automotive Technologies	Perfect Attendance
Colvin	Dylan	11	Electrical Engineering Technol	Honor Roll
Dickson	Sierrah	11	Health Assistant	Perfect Attendance
Hoover	Adessa	11	Culinary Arts	Distinguished
Ives	Isaac	11	Automotive Technologies	Perfect Attendance
McFadden	John	11	Construction Trades	Honor Roll
Oldach	Blake	11	Metal Fabrication	Perfect Attendance
Rizzo	Kailee	11	Culinary Arts	Honor Roll
Skelton	Jamen	11	Culinary Arts	Perfect Attendance
Bentley	Brennan	12	Electrical Engineering Technol	Perfect Attendance
Bokshan	Adam	12	Facilities Maintenance Technol	Distinguished
Gariepy	Austin	12	Construction Trades	Distinguished
Gasper	Caitlin	12	Early Childhood Education	Honor Roll
Huster	Megan	12	Art and Design for Business	Distinguished
Nguyen	Anthony	12	Graphic Communications	Perfect Attendance
Wishnok-Smith	Aubrey	12	Health Assistant	Distinguished

Iroquois CTE Credit Exemplary Student Report

Last Name	First Name	Grade	Program	Award
Belfiore	Ethan	10	Facilities Maintenance Technol	Perfect Attendance
Belfiore	Gracie	10	Graphic Communications	Distinguished
Bliss	Steven	10	Computer Programming	Perfect Attendance
Briggs	Samantha	10	Health Assistant	Honor Roll
Ernst	Heaven	10	Culinary Arts	Perfect Attendance
Lingenfelter	Grace	10	Health Assistant	Honor Roll
Paavola	Myriah	10	Early Childhood Education	Honor Roll
Sittinger	Grace	10	Cosmetology	Honor Roll
Wisniewski	David	10	Drafting & Design	Distinguished
Zuber	Laylana	10	Early Childhood Education	Perfect Attendance
Cook	Greta	11	Cosmetology	Honor Roll
Dodson	Brianna	11	Cosmetology	Honor Roll
Eddinger	Kyle	11	Computer Networking	Honor Roll
Huynh	Juwon	11	Construction Trades	Honor Roll
Irwin	Isabella	11	Tourism & Hospitality Manageme	Perfect Attendance
Kehl	Danni	11	Drafting & Design	Distinguished
Reeves	Chase	11	Cosmetology	Honor Roll
Brine	Anthony	12	Metal Fabrication	Distinguished
Carson	Ziare	12	Graphic Communications	Perfect Attendance
Divins	Ryan	12	Automotive Technologies	Distinguished
Kehl	Jeremy	12	Automotive Technologies	Perfect Attendance
Kriner	Keith	12	Drafting & Design	Perfect Attendance
Sterling	Lynsey	12	Drafting & Design	Honor Roll

McDowell High School CTE Credit Exemplary Student Report

Last Name	First Name	Grade	Program	Award
Burdick	Avery	11	Cosmetology	Distinguished
Frank	Kaitlyn	11	Cosmetology	Distinguished
Hallmark	Aiden	11	Facilities Maintenance Technol	Perfect Attendance
Kalie	Jordyn	11	Early Childhood Education	Honor Roll
Kalivoda	Isaac	11	Drafting & Design	Distinguished
Kokhanovich	Julia	11	Health Assistant	Honor Roll
Kuntz	April	11	Culinary Arts	Perfect Attendance
Labrozzi	Dominick	11	Computer Networking	Perfect Attendance
McKean	Isabella	11	Cosmetology	Honor Roll
Merski	Nicholas	11	Construction Trades	Honor Roll
Pfister	Adam	11	Computer Programming	Perfect Attendance
Prothero	Ashton	11	Drafting & Design	Distinguished
Shallenberger	Cole	11	Computer Programming	Perfect Attendance
Smith	Hunter	11	Automotive Technologies	Distinguished
Trinh	Justin	11	Computer Networking	Perfect Attendance
Walye	Ahmed	11	Automotive Technologies	Distinguished
Wilwohl	Ryan	11	Construction Trades	Honor Roll
Wolf	Autumn	11	Health Assistant	Perfect Attendance
Clemente	Gabriella	12	Computer Programming	Distinguished
Coleman	Kevin	12	Graphic Communications	Distinguished
Crockett	Kayliana	12	Culinary Arts	Distinguished
Donnelly	Noah	12	Electrical Engineering Technol	Honor Roll
Halasz	James	12	Electrical Engineering Technol	Distinguished
Hopper	Andrew	12	Computer Programming	Perfect Attendance
Kucharski	Tiffany	12	Cosmetology	Perfect Attendance
Kuhl	Grace	12	Cosmetology	Distinguished
Magee	Andrew	12	Metal Fabrication	Perfect Attendance
McGarry	Connor	12	Graphic Communications	Distinguished
Moseychuk	Kateryna	12	Health Assistant	Honor Roll
Oblinski	Peter	12	Facilities Maintenance Technol	Perfect Attendance
Reynard	Gabriel	12	Electrical Engineering Technol	Honor Roll
Santiago	Joseph	12	Tourism & Hospitality Manageme	Distinguished
Shaffer	Philip	12	Computer Programming	Honor Roll
Snyder	Logan	12	Construction Trades	Honor Roll
Veysalova	Sabina	12	Health Assistant	Distinguished
Wagner	Nathon	12	Culinary Arts	Honor Roll

DI=Distinguished HR=Honor Roll PA=Perfect Attendance

McDowell Intermediate CTE Credit Exemplary Student Report

Last Name	First Name	Grade	Program	Award
Alberico	Dominic	10	Automotive Technologies	Perfect Attendance
Birchard	Marissa	10	Health Assistant	Distinguished
Brown	Mela	10	Cosmetology	Honor Roll
Connors	Leah	10	Health Assistant	Distinguished
Frigioni	Carmen	10	Automotive Technologies	Perfect Attendance
Grace	Josiah	10	Automotive Technologies	Perfect Attendance
Griswold	Jacob	10	Electrical Engineering Technol	Honor Roll
Hall	Jacob	10	Computer Programming	Honor Roll
Holtgreffe	Marcie	10	Facilities Maintenance Technol	Perfect Attendance
Kienholz	Lily	10	Automotive Body Repair	Perfect Attendance
Kodrzycki	Karlie	10	Health Assistant	Honor Roll
Mainali	Smriti	10	Health Assistant	Perfect Attendance
Malaszek	Abigail	10	Culinary Arts	Distinguished
Merry	Jacob	10	Electrical Engineering Technol	Honor Roll
Miller	Anthony	10	Construction Trades	Honor Roll
Mooney	Jordan	10	Cosmetology	Honor Roll
Pamula	Cassidy	10	Electrical Engineering Technol	Distinguished
Richardson	Luna	10	Drafting & Design	Distinguished
Schneider	Alec	10	Drafting & Design	Honor Roll
Umpleby	Robert	10	Construction Trades	Honor Roll
Whitman	Zachary	10	Computer Networking	Perfect Attendance
Wilson	Michael	10	Automotive Body Repair	Perfect Attendance

North East CTE Credit Exemplary Student Report

Last Name	First Name	Grade	Program	Award
Adcock	Elizabeth	10	Metal Fabrication	Perfect Attendance
Galloway	Hunter	10	Health Assistant	Honor Roll
Havens	Mitchell	10	Automotive Technologies	Perfect Attendance
Hayes	Bianca	10	Art and Design for Business	Honor Roll
Koszewski	Kiya	10	Early Childhood Education	Perfect Attendance
Curtis	Seth	11	Culinary Arts	Honor Roll
Daugherty	Vivian	11	Tourism & Hospitality Manageme	Perfect Attendance
DiGilio	Nathan	11	Computer Programming	Distinguished
Johnson	Alexis	11	Tourism & Hospitality Manageme	Honor Roll
Kendzior	Jordan	11	Drafting & Design	Perfect Attendance
Lander	Levi	11	Art and Design for Business	Perfect Attendance
Leroux	Rose	11	Culinary Arts	Perfect Attendance
Smith	Braeden	11	Electrical Engineering Technol	Perfect Attendance
Thomson	Emmalee	11	Cosmetology	Perfect Attendance
Titus	Starlit	11	Drafting & Design	Perfect Attendance
Bliley	Devin	12	Automotive Technologies	Perfect Attendance
Johnson	Jacob	12	Computer Networking	Distinguished
Kopta	Leslie	12	Construction Trades	Distinguished
Lynch	Tristen	12	Computer Networking	Honor Roll
Riedel	Luke	12	Computer Networking	Perfect Attendance
Ryan	Peter	12	Construction Trades	Honor Roll
Taraski	James	12	Electrical Engineering Technol	Perfect Attendance

Northwestern CTE Credit Exemplary Student Report

Last Name	First Name	Grade	Program	Award
Ball	Alyssa	10	Health Assistant	Distinguished
Cottrell	Alexander	11	Electrical Engineering Technol	Honor Roll
Ingro	Anthony	11	Precision Machining	Perfect Attendance
Kimmy	Hunter	11	Metal Fabrication	Perfect Attendance
Kumar	Akash	11	Electrical Engineering Technol	Honor Roll
Malinowski	Aaron	11	Electrical Engineering Technol	Honor Roll
Wimberly	Charles	11	Electrical Engineering Technol	Distinguished
Brewster	Jonah	12	Drafting & Design	Distinguished
Christensen	Trevor	12	Facilities Maintenance Technol	Perfect Attendance
Cooper	Elijah	12	Automotive Body Repair	Perfect Attendance
Loftus	Cassidy	12	Drafting & Design	Honor Roll
Rice	Andrew	12	Drafting & Design	Perfect Attendance
Severo	Charli	12	Cosmetology	Honor Roll
Telega	Alina	12	Cosmetology	Honor Roll

Union City CTE Credit Exemplary Student Report

Last Name	First Name	Grade	Program	Award
Carr	Kody	10	Metal Fabrication	Perfect Attendance
Corbett	Tristan	10	Automotive Technologies	Perfect Attendance
Dylon	Brooke	10	Health Assistant	Distinguished
Giesbrecht	Presley	10	Cosmetology	Distinguished
Goodenow	Aleea	10	Early Childhood Education	Perfect Attendance
Haskell	Mason	10	Electrical Engineering Technol	Distinguished
Higby	Cole	10	Facilities Maintenance Technol	Perfect Attendance
Isiminger	Jordanna	10	Tourism & Hospitality Manageme	Honor Roll
Ward	Kaylie	10	Health Assistant	Perfect Attendance
Ward	Sarah	10	Cosmetology	Honor Roll
Curran	Lillian	11	Art and Design for Business	Perfect Attendance
Good	Isabella	11	Art and Design for Business	Distinguished
Krebs	Michael	11	Automotive Body Repair	Perfect Attendance
McChesney	Leanna	11	Tourism & Hospitality Manageme	Distinguished
Smith	Alex	11	Construction Trades	Distinguished
Swan	Eric	11	Culinary Arts	Distinguished
Wright	Maggie	11	Cosmetology	Honor Roll
Henry	Tallin	12	Automotive Technologies	Perfect Attendance
Myers	Misty	12	Graphic Communications	Distinguished
Sherman	Chloe	12	Tourism & Hospitality Manageme	Honor Roll

Wattsburg CTE Credit Exemplary Student Report

Last Name	First Name	Grade	Program	Award
Bem	Connor	10	Facilities Maintenance Technol	Perfect Attendance
Bush	Ava	10	Health Assistant	Perfect Attendance
Butterfield	Edward	10	Automotive Technologies	Perfect Attendance
Carr	Bryleigh	10	Health Assistant	Distinguished
Henry	Jacob	10	Construction Trades	Perfect Attendance
Jud	Aaron	10	Automotive Technologies	Perfect Attendance
Kennerknecht	Alyssa	10	Cosmetology	Honor Roll
Matczak	Kowyn	10	Art and Design for Business	Honor Roll
Nowakowski	Taylor	10	Health Assistant	Distinguished
Shumac	Zachary	10	Electrical Engineering Technol	Distinguished
Spires	Michael	10	Metal Fabrication	Perfect Attendance
Stiffler	Coyte	10	Culinary Arts	Perfect Attendance
Stubenhofer	Cameron	10	Computer Programming	Perfect Attendance
Twaroski	Ryan	10	Metal Fabrication	Perfect Attendance
Wettekin	Ethan	10	Precision Machining	Distinguished
Wroblewski-Glover	Jacob	10	Metal Fabrication	Perfect Attendance
Berry	Jonah	11	Electrical Engineering Technol	Perfect Attendance
Bisbee	Paige	11	Health Assistant	Perfect Attendance
Hedglin	Tyler	11	Computer Networking	Distinguished
Hinkson	Isaac	11	Precision Machining	Distinguished
Jones	Alana	11	Graphic Communications	Perfect Attendance
Larson	Wyatt	11	Facilities Maintenance Technol	Distinguished
Phillips	Hunter	11	Precision Machining	Distinguished
Platz	Logan	11	Metal Fabrication	Perfect Attendance
Runser	Benjamin	11	Precision Machining	Honor Roll
Bass	Lauren	12	Art and Design for Business	Honor Roll
Bensink	Kaylee	12	Graphic Communications	Honor Roll
Bisbee	Sharon	12	Early Childhood Education	Distinguished
Burns	Hannah	12	Automotive Technologies	Perfect Attendance
Gregory	Shawn	12	Culinary Arts	Distinguished
Larson	Morgan	12	Tourism & Hospitality Manageme	Distinguished
Moore	Gage	12	Electrical Engineering Technol	Perfect Attendance
Shumac	Ethan	12	Computer Networking	Honor Roll
Smith	Ashley	12	Tourism & Hospitality Manageme	Honor Roll
Smith	Dakota	12	Metal Fabrication	Distinguished

DI=Distinguished HR=Honor Roll PA=Perfect Attendance



Phased School Reopening Health and Safety Plan Template

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.
- ☐ 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): April 8, 2021

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 (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 Ashley Balogh	ECTS School Resource Officer	Plan Development and Response Team

Mary Foulkrod	ECTS Guidance Counselor (Professional Unit)	Plan Development and Response Team
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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)
* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)	Theory Rooms cleaned and disinfected daily. All entrance and exit doors disinfected periodically during the day.	Drinking fountains; communal hand washing stations closed 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. KoldRock water stations stationed about building; student entrance and exit; 2 in front lobby.		Del VonVolkenburg	6 KoldRock Water Stations.	
	1 student at communal hand washing stations in lab.		Instructional Staff		
	1 student in restrooms in lab. 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)
Other cleaning, sanitizing, disinfecting, and ventilation practices	Monitor, explore, and alter ventilation practices.	Monitor, explore, and alter ventilation practices.	Del VonVolkenburg		
	Three days per week (M-W-F) a professional contractor building disinfection; Service Master.	Three days per week (M-W-F) a professional contractor building disinfection; Service Master.	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 under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible	Theory room seating facing one direction; if possible spaced 6' apart; at least 3' 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 if possible 6' apart; at least 3' apart.	Lab area stations spacing if possible 6' apart; at least 3' 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 any available facility space that is open.	Opportunity to utilize any available facility space that is open.	Principal		
* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms	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; ALL breaks cancelled.	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)
* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices	Staff and students sanitize hands entering the theory room and lab areas in each transition. Staff and students sanitize working stations at the end of the shift to prepare for the afternoon session.	Staff and students sanitize hands entering the theory room and lab areas in each transition.	Instructors, Instructional Aides, Custodial staff.	Hand sanitizer and disinfectant wipes. Hand sanitizer and disinfectant wipes.	Y
* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs	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	
* Identifying and restricting non-essential visitors and volunteers	Greet visitors using the monitoring system; inform visitors that mask are required. Admit to HS office only; NO admittance into student school areas without Administrative acknowledgement. Only essential staff permitted. Each visitor on campus potentially encountering students are required to complete "ECTS Health Screening for Visitors"	Greet visitors using the monitoring system; inform visitors that mask are required. Admit to HS office only; NO admittance into student school areas without Administrative acknowledgement. Each visitor on campus potentially encountering students are required to complete "ECTS Health Screening for Visitors"	Principal and HS secretarial staff.	Deputy Balogh SRO Screening Guide	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)
* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports	Not Applicable at ECTS.	Not Applicable at ECTS.			
Limiting the sharing of materials among students	Students assigned stations in the programs that are shared with one alternating session partners (AM-PM). Staff and students will sanitize 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 sanitize station at the closure of their session.	Instructors, Instructional Aides.	Sanitize 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)
Staggering the use of communal spaces and hallways	All buses and cars will arrive to the ECTS campus and park in the designated areas in the student parking lot; students remain on the bus and in cars. Arrival: Student dismissal from buses will be according to their Majors; student clustering reduced; ECTS hallway engagement organized. Departure: Student dismissal from labs will be according to their Sending Schools; student clustering reduced; ECTS hallway engagement organized.	All buses and cars will arrive to the ECTS campus and park in the designated areas in the student parking lot; students remain on the bus and in cars. Arrival: Student dismissal from buses will be according to their Majors; student clustering reduced; ECTS hallway engagement organized. Departure: Student dismissal from labs will be according to their Sending Schools; student clustering reduced; ECTS hallway engagement organized.	Primary: Deputy Balogh-SRO and Administrators as assigned.	Electronic megaphone and public address system.	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)
Adjusting transportation schedules and practices to create social distance between students	Transportation responsibility of Sending Schools. Note above for ECTS arrival and departure. If a student has been identified as a potential or positive COVID-19 by the ECTS school nurse – Student will NOT be allowed to ride bus; Parent/Guardian responsible for pick-up. Last resort: Principal/Nurse Transport.	Transportation responsibility of Sending Schools. Note above for ECTS arrival and departure. If a student has been identified as a potential or positive COVID-19 by the ECTS school nurse – Student will NOT be allowed to ride bus; Parent/Guardian responsible for pick-up. Last resort: Principal/Nurse Transport.	Sending School Administration. Primary: Deputy Balogh-SRO and Administrators as assigned. School Nurse - Principal		
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	If a COVID Infestation would develop, ECTS would return to an A/B- Hybrid; allows the capacity of the building to be approximately 50%. No common areas in the building will be utilized. Movement of students will be staggered. Specialty Instructors will move into the labs; no student movement in hallways.	ECTS will return to full attendance pattern. No common areas in the building will be utilized. Movement of students will be staggered. Specialty Instructors will move into the labs; no student movement in hallways.	Primary: Deputy Balogh-SRO and Administrators as assigned.		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)
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. ECTS will utilize the CDC and EDOH recommendations to make a decision of any revised or modified school daily operations. The administration will carefully consider the recommendations to make an informative decision.	Tech Tikes resume with pre-school parent support. ECTS will utilize the CDC and EDOH recommendations to make a decision of any revised or modified school daily operations. The administration will carefully consider the recommendations to make an informative decision.	ECTS Administration with ECE Instructor. ECTS Administration and School Nurse.		
Other social distancing and safety practices	No congregation in common areas. Mask required for ALL staff and students; exemption from Mask protocol: medical documentation for staff; students require both medical documentation and an IEP/504. Mask required in the common areas; hallways, offices. Mask required in the educational areas; one-on-one instruction mask required.	No congregation in common areas. Mask required for ALL staff and students; exemption from Mask protocol: medical documentation for staff; students require both medical documentation and an IEP/504. Mask required in the common areas; hallways, offices. Mask required in the educational areas; one-on-one instruction mask required.	ECTS Administration with Instructor support as assigned	All ECTS community members will receive a mask from the school. Community can utilized appropriate face-coverings.	

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 under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure	Any students or staff with symptoms will remain in place; school nurse will screen. Students and staff that are non-symptomatic will be removed to adjacent work or educational spaces. ECTS will utilize the CDC and EDOH recommendations to make a decision of any revised or modified school daily operations. The administration will carefully consider the recommendations to make an informative decision.	Any students or staff with symptoms will remain in place; school nurse will screen. Students and staff that are non-symptomatic will be removed to adjacent work or educational spaces. ECTS will utilize the CDC and EDOH recommendations to make a decision of any revised or modified school daily operations. The administration will carefully consider the recommendations to make an informative decision.	Sharon Kresse-School Nurse and ECTS Administration. ECTS Administration and School Nurse.		Y
* Returning isolated or quarantined staff, students, or visitors to school	Students and staff must have a medical release. Report to Sharon Kresse – School Nurse for screening interview. ECTS will utilize the CDC and EDOH recommendations to make a decision of any revised or modified school daily operations. The administration will carefully consider the recommendations to make an informative decision.	Students and staff must have a medical release. Report to Sharon Kresse – School Nurse for screening interview. ECTS will utilize the CDC and EDOH recommendations to make a decision of any revised or modified school daily operations. The administration will carefully consider the recommendations to make an informative decision.	Sharon Kresse-School Nurse ECTS Administration and 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)
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	ECTS will utilize the school's emergency/mass communication system.	ECTS will utilize the school's emergency/mass communication system.	ECTS Administration.		
Other monitoring and screening practices	<i>If student is identified at Sending School:</i> Sending School nurses contact the ECTS nurse to inform of the identified student; student social tracking to begin at ECTS. <i>If student is identified at ECTS:</i> ECTS nurse to contact appropriate districts, parents, and community partners.	<i>If student is identified at Sending School:</i> Sending School nurses contact the ECTS nurse to inform of the identified student; student social tracking to begin at ECTS. <i>If student is identified at ECTS:</i> ECTS nurse to contact appropriate districts, parents, and community partners.	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)
* Protecting students and staff at higher risk for severe illness	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.			
* Use of face coverings (masks or face shields) by all staff	Facemask will be required in all common areas. Mask required for ALL staff and students; exemption from Mask protocol: medical documentation for staff; students require both medical documentation and an IEP/504. Barrier shields installed in all places of public contact; offices. Barrier shields installed in labs with computer stations; ADS, CMP, DDE, GRA. Barrier shields provided to labs that requested special seating arrangements; FMT.	Facemask will be required in all common areas. Mask required for ALL staff and students; exemption from Mask protocol: medical documentation for staff; students require both medical documentation and an IEP/504. Barrier shields installed in all places of public contact; offices. Barrier shields installed in labs with computer stations; ADS, CMP, DDE, GRA. Barrier shields provided to labs that requested special seating arrangements; FMT.	ECTS Administration. Del VonVolkenburg.	Plexi-glass Shields.	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)
* Use of face coverings (masks or face shields) by older students (as appropriate)	Facemask will be required in all common areas. Mask required in the educational areas; one-on-one instruction mask required. Mask required for ALL staff and students; exemption from Mask protocol: medical documentation for staff; students require both medical documentation and an IEP/504. Barrier shields installed in all places of public contact; offices. Barrier shields installed in labs with computer stations; ADS, CMP, DDE, GRA. Barrier shields provided to labs that requested special seating arrangements; FMT.	Facemask will be required in all common areas. Mask required in the educational areas; one-on-one instruction mask required. Mask required for ALL staff and students; exemption from Mask protocol: medical documentation for staff; students require both medical documentation and an IEP/504. Barrier shields installed in all places of public contact; offices Barrier shields installed in labs with computer stations; ADS, CMP, DDE, GRA. Barrier shields provided to labs that requested special seating arrangements; FMT.			
Unique safety protocols for students with complex needs or other vulnerable individuals	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.		
Strategic deployment of staff	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
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 Summary: **Erie County Technical School**

Anticipated Launch Date: **Updated: April of 2021; November of 2020; August of 2020; Previous Submissions: July of 2020; 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
* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)	Facility deep cleaning was completed in June of 2020.

Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
* Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible	Students will continue to utilize as a rule a 6' separation in the lab areas; at least 3' separation with the CDC update. If COVID Infestation developed, ECTS would return to 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 Day schedule.
* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms	ECTS does not serve any meals. No use of cafeteria or common areas during the Yellow Phase.
* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices	Students and staff will sanitize hands during all transitions in the Yellow Phase.

Requirement(s)	Strategies, Policies and Procedures
* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs	CDC informational materials will be displayed in hallways, restrooms, and labs.
* Handling sporting activities consistent with the CDC Considerations for Youth Sports 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	If a student has been identified as a potential or positive COVID-19 by the ECTS school nurse – Student will NOT be allowed to ride bus; Parent/Guardian responsible for pick-up. Last resort: Principal/Nurse Transport.
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. Each visitor on campus potentially encountering students are required to complete “ECTS Health Screening for Visitors”
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. ECTS will utilize the CDC and EDOH recommendations to make a decision of any revised or modified school daily operations. The

Requirement(s)	Strategies, Policies and Procedures
Other social distancing and safety practices	administration will carefully consider the recommendations to make an informative decision. 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 utilizing the Sending Schools health check protocols; “Healthy Tools”; before transportation to ECTS. Instructor utilize standardized questions for all students regarding potential symptoms and exposure.
* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure	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. ECTS will utilize the CDC and EDOH recommendations to make a decision of any revised or modified school daily operations. The administration will carefully consider the recommendations to make an informative decision.
* Returning isolated or quarantined staff, students, or visitors to school	Medical release required and visit to ECTS school nurse for a screening interview. ECTS will utilize the CDC and EDOH recommendations to make a decision of any revised or modified school daily operations. The administration will carefully consider the recommendations to make an informative decision.
Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols	ECTS mass communication will be utilized for communicates to the community.

Other Considerations for Students and Staff

Requirement(s)	Strategies, Policies and Procedures
* Protecting students and staff at higher risk for severe illness	Accommodations will be utilized with declaration by parents and students with special needs.
* Use of face coverings (masks or face shields) by all staff	Facemask will be required for all staff and students. Mask required in the educational areas; one-on-one instruction mask required.
* Use of face coverings (masks or face shields) by older students (as appropriate)	Facemask will be required for all staff and students. Mask required in the educational areas; one-on-one instruction mask required.
Unique safety protocols for students with complex needs or other vulnerable individuals	Accommodations will be utilized with medical documentation and for staff; students will require medical documentation and IEP/504.
Strategic deployment of staff	Administrators, instructors and staff will serve in various capacities as first responders, triage and facilitators as assigned.

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 **April 22, 2021**;

Previously Submitted: December 15, 2020; August 27, 2020; July 23, 2020; June 25, 2020.

The plan was approved by a vote of:

_____ **Yes**

_____ **No**

Affirmed on: **April 22, 2021**

By:

(Signature of Board President)*

(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.

ERIE COUNTY TECHNICAL SCHOOL

PROPOSED AGENDA ITEM

DATE: February 12, 2021

SUBJECT: Job Description Review

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

INITIATED BY: Cat Doty – Administrative Services/Human Resources Coordinator

DESCRIPTION:

Job Descriptions updates for Support Personnel positions:

- Accounting and Administrative Assistance
- Confidential Secretary
- High School Secretary – Registrar
- Pupil Services Secretary – HS-RCTC
- Pupil Services Secretary – Student Services
- Instructional Aide
- Supplemental Nurse
- Technology Technician

RECOMMENDATION:

Motion to advance the Support Personnel Job Descriptions revisions as noted.

ERIE COUNTY TECHNICAL SCHOOL

Job Qualifications

TITLE: Accounting and Administrative Assistant
DEPARTMENT: Business Office
REPORTS TO: Business Manager
RESPONSIBILITIES TO: Administrative Staff
REVISION DATE: 11/2020

REQUIREMENTS: Associate Degree in Business preferred, working knowledge of basic accounting principals and practices, Computer literate in Microsoft Office, Other accounting software experience, Act 34/151 and FBI Clearances

TALENTS: The employee possesses a drive to be of service to others, a need for expertise in their area, and a need to assume personal responsibility for their work. The employee will be able to problem solve and have an affinity for numbers. In addition, the employee will work well in a team environment, have an awareness of and attentiveness to individual differences and clear ability to maintain confidence in Personnel, Financial and Legal matters.

Job Statement: To implement all policies and procedures relating to accounting and secretarial assignments in an effective and efficient manner including the management of specific timelines for each department, utilizing current computer technology.

PERFORMANCE RESPONSIBILITIES:

Student Activity Fund:

1. Maintain Student Activity Fund cash receipts and disbursement records.
2. Assists in compiling information for the Student Activity Fund report for monthly Board approval.
3. Reviews and enters credit card deposits and fees as processed.

Cash Receipts:

4. Prepare daily bank deposits for all school programs and funds.
5. Complete daily deposit summary including account codes.
6. Maintain and reconciles log of payments received from participating member school districts, and other entities and individuals.
7. Enter daily deposit summary into software.

Secretarial Support:

8. Assists in compiling Joint Operating Committee meeting agendas, as directed by JOC Secretary, including publishing, and distribution to Committee members, others as needed, as directed by the Board Secretary.
9. Assists in composition of JOC meeting minutes, as directed by JOC Secretary, including publishing, distribution and posting to the website.
10. Maintains personnel information system (Infinite Campus)
11. Maintains logical filing system for school electronic and paper records.
12. Prepare and provide Administrative Services/HR Coordinator with hourly staff payroll data entry as needed for further payroll processing (collection and verification of timesheets, prepare pre-process hourly reconciliation spreadsheet).
13. Provides Secretarial support to Business Office Admin. Staff; including preparing and mailing correspondence and reports, sorting and distributing mail, meeting scheduling and preparations, calendar coordination, and other duties as needed.
14. Serves as a backup for door entry access and other secretarial staff assignments throughout the building.
15. Secures and holds a valid notary commission for school-related transactions.

Accounts Payable and Purchasing:

16. Collects and reconciles monthly cardholder VISA statements and reviews all attached receipts and sales tax issues are resolved or collected from cardholder.
17. Updates VISA monthly schedule of statements received for Business Manager's review.
18. Assists all staff with vendor sales tax exemption issues and credit card charge back items.
19. Responds directly to Instructors and other staff regarding cost center accounts.
20. Enters vendor invoices for payment in all funds within the school's accounting system upon Business Manager and JOC approval.
21. Issue checks for all approved invoices in all school funds.
22. Enters, prints, and distributes purchase orders requested by all staff.
23. Works directly with staff and vendors to problem solve in each area.
24. Creates, reviews, and updates board bill listing for all school funds.
25. Assists in contacting and updating new vendors W9 information.
26. Works with Administrative Staff to ensure all grant purchases are expended per accepted budgets and timelines.

Fixed Assets:

27. Maintains and updates the fixed asset records system.
28. Assists with bid and procurement processes on major item purchases.
29. Reviews differences between fixed asset system and identified asset balances.
30. Responsible for issuing asset ID tags for all newly acquired equipment.
31. Audits physical locations of equipment as directed by procedure.

Accounts Receivable:

32. Creates all school district invoices and special invoices, such as building rentals or custom programming.
33. Monitors the retiree insurance receivables.
34. Reconciles retiree insurance payments on a monthly basis.
35. Follow up on past-due payments to the school.

Other Duties:

36. Provides schedules to auditors as approved by the Business Manager.
37. Creates JOC recognition certificates and orders JOC name plates and supplies.
38. Interacts with all staff, and public in a professional and courteous manner.
39. Manages and maintains documentation for the school's approved driver list.
40. Orders office supplies and maintain office equipment.
41. Provides support services for all administrative staff, as needed, including but not limited to correspondence, minutes, or other secretarial duties. Cross trains with the Confidential Secretary to ensure workflow.
42. Monitors student cash register processing including reconciliation and bank deposit and other support as needed for deli and snack operations.
43. Assists with receipts and disbursement transactions for the ECTS Foundation and District 10 SkillsUSA.
44. Assists with records retention and destruction process.
45. Supports and orders supplies for all instructional staff as requested.
46. Creates and updates SDS Binders under the direction of the Facilities Maintenance Director.
47. Maintains school postage and Business Reply accounts.
48. Establishes and maintains multi-user business accounts for all school staff (i.e. Amazon Business, Office Depot Business).
49. Performs other duties as assigned.

BARGAINING UNIT CLASSIFICATION: S-2

TERMS OF EMPLOYMENT: 12 Months / 260 Days

I have reviewed the above job description and analysis and understand the requirements of the position _____.
Initials

Employee

Date

6/98, 11/20

ECTS is an equal opportunity educational institution and does not discriminate in its educational programs, services, activities or employment practices, on the basis of race, color, religion, sex (including pregnancy, childbirth, and related conditions), sexual orientation, gender identity or expression, national origin, genetic information, disability, age, veteran status, or any other legally protected class, as required by Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1974, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act of 1990, and the Pennsylvania Human Relations Act, and/or any other applicable Pennsylvania or federal law

ERIE COUNTY TECHNICAL SCHOOL

Job Qualifications

TITLE: Confidential Secretary
DEPARTMENT: Administrative Services
REPORTS TO: Director/Administrative Services-Human Resources
REVISION DATE:

REQUIREMENTS: Associate degree in business or clerical sciences preferred, computer literate in Microsoft office, and prior clerical experience required, must have or be willing to get Act 34/114/151 Clearances.

TALENTS: This position will not be included in the Collective Bargaining Unit. This position requires a clear ability to maintain confidentiality in Personnel, Financial, Legal, and general department matters. The employee should possess a service mentality, an internal drive to accomplish daily tasks, and the ability to solve problems. In addition, the employee must be personally accountable for their work, work well in a team environment and be aware of and attentive to individual differences.

Job Statement: Responsible for all the maintenance of clerical/secretarial operations for department(s) assigned to.

PERFORMANCE RESPONSIBILITIES:

1. Confidential secretarial support to Director, and Administrative Services/Human Resources Coordinator, including, but not limited to, preparing and mailing correspondence and reports, sorting and distributing mail, meeting scheduling and preparations, calendar coordination.
2. Keeps confidential records and forms updated at the direction of assigned department heads.
3. Preparing, filing, and maintaining confidential records related to assigned department.
4. Answers departmental phone calls, routes calls to the proper destination, takes and relays information in a confidential manner.
5. Greets all visitors courteously, determines their needs, and directs them to the proper person.
6. Gather and Provide Audit information to the administrators in charge of program or financial audits when requested.
7. Order office supplies and maintain office equipment.
8. Monitor and track COBRA Coverage, employee Clearances/Certificates.
9. Generates retiree insurance participation agreements.
10. Request purchase orders as needed.
11. Assist employees in other offices when needed/ Cross train with Accounting and Administrative Assistant to maintain workflow.
12. Maintain all current and archive files relative to each Administrative position.
13. Performs other office duties as may be assigned.

NON-BARGAINING UNIT CLASSIFICATION: Part-Time

TERMS OF EMPLOYMENT: 12 months, 24 hours per week

I have reviewed the above job description and analysis and understand the requirements of the position _____ (Initials).

Employee

Date

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Created: 10/2020

ERIE COUNTY TECHNICAL SCHOOL

Job Description

TITLE: HIGH SCHOOL SECRETARY- Registrar
DEPARTMENT: High School
REPORTS TO: Principal
RESPONSIBILITIES TO: Principal/IT Manager
REVISION DATE: 2/2021

REQUIREMENTS: Associates Degree Preferred, prior work experience as a secretary, computer literate, must have or be willing to get Act 34/114/151 Clearances.

TALENTS: This position requires the employee to possess a service mentality, an internal drive to accomplish daily tasks, and the ability to solve problems. In addition, the employee must be personally accountable for their work, work well in a team environment and be aware of and attentive to individual differences.

Job Statement: High School secretary will be responsible for maintaining efficient operation of the High School Office. Employee will courteously greet all visitors, determine their needs, and direct them accordingly. The secretary will maintain a positive helpful environment in order to serve customers that enter the office as needed.

REGISTRAR RESPONSIBILITIES:

1. Greets all visitors courteously, determines their needs, and directs them to the proper person.
2. Signs guests in, provides name tag, and directs in the appropriate manner.
3. Prepares receipts for incoming monies.
4. Responsible for printing and mailing progress reports and report cards.
5. Assists with tracking of non-duty days for high school staff.
6. Prepares state Cosmetology report quarterly.
7. Prepares end of year reports.
8. Prepares ECTS student handbook.
9. Handles Home School requests of any kind.
10. Processes student requests for early dismissals and late admits.
11. Distributes and records parking permits for the High School Office.
12. Schedules substitute teachers when directed by the building principal.
13. Answers the High School office telephone, routes calls to the proper destination, takes and relays messages.
14. Shares in production of a daily attendance report.
15. Files correspondence or other records in a prescribed manner.
16. Processes student requests for early dismissals and late admits.
17. Disseminates mail, literature, and written messages to staff members.
18. Types a variety of materials, such as letters, curriculum materials, rough drafts, board reports, etc. for the Guidance Service Coordinator, and Admissions Coordinator.
19. Inputs source data on computer terminal.
20. Assists with preparing, filing, and maintaining records related to enrollment, student achievement, attendance, and correspondence.
21. Input and maintain a student data base.
22. Participate on committees as needed.
23. Provide support to RCTC secretary when needed (fingerprints, registration)
24. Process materials for audits.
25. Run reports as needed for districts and instructors.
26. Assist with the NOCTI testing process.
27. Assist with Advanced Training Day.
28. Performs such other office duties as may be assigned.

BARGAINING UNIT CLASSIFICATION: S-1 TERMS OF EMPLOYMENT: 12 Months

I have reviewed the above job description and analysis and understand the requirements of the position _____.
(Initials)

Employee

Date

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Created: 3/98

Revised: 8/09

**ERIE COUNTY TECHNICAL SCHOOL
Job Description**

TITLE: PUPIL SERVICES SECRETARY
DEPARTMENT: High School/RCTC
REPORTS TO: Director
RESPONSIBILITIES TO: Enrollment and Community Engagement Coordinator, Guidance Counselor, Director
REVISION DATE: 2/2021

REQUIREMENTS: Associates Degree preferred, prior experience as a secretary, computer literate, must have or be willing to get Act 34/114/151 Clearances.

TALENTS: This position requires the employee to possess a service mentality, an internal drive to accomplish daily tasks, and the ability to solve problems. In addition, the employee must be personally accountable for their work, work well in a team environment and be aware of and attentive to individual differences.

Job Statement: The employee will courteously greet all visitors, determine their needs, and direct them accordingly. The secretary will maintain a positive helpful environment in order to serve customers that enter the office as needed.

PERFORMANCE RESPONSIBILITIES:

1. Greets all visitors courteously, determines their needs, and directs them to the proper person.
2. Responsible for handling the receipt of monies in the office appropriately.
3. Responsible for student dissemination of student progress and information as directed.
4. Prepares reports as directed.
5. Prepares documents as directed.
6. Answers the telephone, routes calls to the proper destination, takes and relays messages.
7. Files correspondence, invoices, data cards or other records in a prescribed manner.
8. Processes student requests.
9. Disseminates mail, literature, email, and written messages to staff members.
10. Assists with preparing, filing and maintaining records related to enrollment, student achievement, attendance, and correspondence.
11. Assists with secretarial/clerical related operations of RCTC.
12. Assists with other duties related to RCTC as assigned.
13. Provides support services for all administrative staff, with supervisor approval, as needed including but not limited to correspondence, minutes, or other related secretarial duties.
14. Provides back up for RCTC as needed (registration etc.).
15. Performs such other office duties as may be assigned.

BARGAINING UNIT CLASSIFICATION: S-3 TERMS of EMPLOYMENT: 12 Months

I have reviewed the above job description and analysis and understand the requirements of the position _____.
(Initials)

Employee

Date

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Created: 3/98

Revised: 2/21

ERIE COUNTY TECHNICAL SCHOOL

Job Qualifications

TITLE: PUPIL SERVICES SECRETARY
DEPARTMENT: Student Services
REPORTS TO: Supervisor of Instructional Support Services and Special Education
RESPONSIBILITIES TO: Curriculum Coordinator
REVISION DATE: 2/2021

REQUIREMENTS: Associate Degree preferred, prior work experience as a secretary, computer literate, must have or be willing to get Act 34/114/151 Clearances.

TALENTS: This position requires the employee to possess a drive to be of service to others, a need for expertise in their area, and a need to assume personal responsibility for their work. In addition, the employee should have the ability to problem solve, work well in a team environment and an awareness of and attentiveness to individual differences.

Job Statement: The employee will courteously greet all visitors, determine their needs, and direct them accordingly. The secretary will maintain a positive helpful environment in order to serve customers that enter the office as needed.

PERFORMANCE RESPONSIBILITIES:

1. Perform office receptionist duties as related to prospective students/clients. Schedule appointments as needed and provide necessary information regarding programs available.
2. Develops and copies printed materials.
3. Answers phone calls, routes calls to the proper destination, takes and relays information,
4. Disseminates mail, literature, and written messages to staff members.
5. Types a variety of materials, such as letters, curriculum materials, rough drafts, etc.
6. Designs, maintains, and inputs source data in computer and verifies printed reports.
7. Creates and prepares school reports as directed.
8. Greets all visitors courteously, determines their needs, and directs them to the proper person.
9. Prepares documents for math coordinators as needed.
10. Assists with compilation of data as directed.
11. Inputs training plans and required documentation as needed.
12. Provides support services for all administrative staff, with supervisor approval, as needed, including but not limited to correspondence, minutes, or other related secretarial duties.
13. Types a variety of materials, such as letters, and rough drafts.
14. Assist with the NOCTI testing process.
15. Assist with Advanced Training Day.
16. Provides back up for RCTC and High School Office as needed (registration etc.).
17. Performs other duties as may be assigned.

BARGAINING UNIT CLASSIFICATION: S-3 **TERMS OF EMPLOYMENT:** 12 Months

I have reviewed the above job description and analysis and understand the requirements of the position _____ (Initials).

Employee

Date

ECTS is an equal opportunity educational institution and does not discriminate in its educational programs, services, activities or employment practices, on the basis of race, color, religion, sex (including pregnancy, childbirth, and related conditions), sexual orientation, gender identity or expression, national origin, genetic information, disability, age, veteran status, or any other legally protected class, as required by Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1974, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act of 1990, and the Pennsylvania Human Relations Act, and/or any other applicable Pennsylvania or federal law.

Created 3/98
Revision 2/2012

ERIE COUNTY TECHNICAL SCHOOL

Job Qualifications

TITLE: INSTRUCTIONAL AIDE
DEPARTMENT: High school
REPORTS TO: Supervisor of Instructional Support
REVISION DATE: 10/2020

REQUIREMENTS: Para-educator certification required withing 2 years, high school diploma required, must have or be willing to get Act 34/114/151 clearances.

TALENTS: This position requires the employee to possess an internal self-imposed drive to achieve, a desire to serve others, and an ability to set daily goals and use them to guide actions. In addition, the employee must be personally accountable for their work, be a team player and have an ability to capitalize on relationships built to accomplish goals.

Job Statement: Instructional Aides (IA's) work with disadvantaged students, individually and in small groups. They will function within the parameters established and coordinated by the Supervisor of Instructional Support Services and Curriculum Coordinator. IA's will work independently to motivate and encourage students to accomplish tasks as assigned by the teacher. IA's will also need to understand the challenges faced by special needs students. IA's will assist students in their relationships and responsibilities to the teacher, with special education staff, parents, and the principal.

PERFORMANCE RESPONSIBILITIES:

1. Reinforce and review classroom instruction (theory)
2. Assist in "hands-on" lab-based instruction when appropriate, including field-based learning experiences.
3. Test preparation and administration
4. Assist the students in understanding concepts and related terminology.
5. Assist the students in study skills, math skills, and problem solving.
6. Aid in literacy activities and related materials as needed.
7. Accurately monitor, record, and retain periodic progress reports on each student.
8. Coordinate with instructors to provide student assistance services.
9. Prepare study materials as needed.
10. Assist in monitoring, motivating, and training students, including field-based learning experiences.
11. Use the following materials as deemed appropriate for each student, including but not limited to:
 - a. Computer Assisted Instruction
 - b. Technology related literature and materials
 - c. Audio-Visual Aides
 - d. Measuring Instruments
12. Support school-wide testing protocols (i.e., NOCTI-NIMS)
13. Other duties as assigned.

This enumeration of duties and responsibilities is not all-inclusive and does not preclude the assignment of other duties by the Principal or Supervisor of Instructional Support, should the need arise.

BARGAINING UNIT CLASSIFICATION: SAA--1 – Classified Contract

TERMS OF EMPLOYMENT: 180 days per year

I have reviewed the above job qualifications and understand the requirements of the position_____.
(Initials)

Employee

Date

ECTS is an equal opportunity educational institution and does not discriminate in its educational programs, services, activities or employment practices, on the basis of race, color, religion, sex (including pregnancy, childbirth, and related conditions), sexual orientation, gender identity or expression, national origin, genetic information, disability, age, veteran status, or any other legally protected class, as required by Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1974, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act of 1990, and the Pennsylvania Human Relations Act, and/or any other applicable Pennsylvania or federal law.

ERIE COUNTY TECHNICAL SCHOOL

Job Qualifications

TITLE: INSTRUCTIONAL AIDE
DEPARTMENT: High school
REPORTS TO: Supervisor of Instructional Support Services and Curriculum Coordinator
REVISION DATE: 10/2020

REQUIREMENTS: Para-educator certification required within 2 years, high school diploma required, must have or be willing to get Act 34/114/151 Clearances.

TALENTS: This position requires the employee to possess an internal self-imposed drive to achieve, a desire to serve others, and an ability to set daily goals and use them to guide actions. In addition, the employee must be personally accountable for their work, be a team player and have an ability to capitalize on relationships built to accomplish goals.

Job Statement: Instructional Aides (IA's) work with disadvantaged students, individually and in small groups. They will function within the parameters established and coordinated by the Supervisor of Instructional Support Services and Curriculum Coordinator. IA's will work independently to motivate and encourage students to accomplish tasks as assigned by the teacher. Aides will also need to understand the challenges faced by special needs students. IA's will assist students in their relationships and responsibilities to the teacher, with special education staff, parents, and the principal.

PERFORMANCE RESPONSIBILITIES:

1. Reinforce and review classroom instruction (theory)
2. Assist in "hands-on" lab-based instruction when appropriate, including field-based learning experiences.
3. Test preparation and administration
4. Assist the students in understanding concepts and related terminology.
5. Assist the students in study skills, math skills, and problem solving.
6. Aid in literacy activities and related materials as needed.
7. Accurately monitor, record, and retain periodic progress reports on each student.
8. Coordinate with instructors to provide student assistance services.
9. Prepare study materials as needed.
10. Assist in monitoring, motivating, and training students, including field-based learning experiences.
11. Use the following materials as deemed appropriate for each student, including but not limited to:
 - a. Computer Assisted Instruction
 - b. Technology related literature and materials
 - c. Audio-Visual Aides
 - d. Measuring Instruments
12. Support school-wide testing protocols (i.e., NOCTI-NIMS)
13. Other duties as assigned.

This enumeration of duties and responsibilities is not all-inclusive and does not preclude the assignment of other duties by the Principal or Supervisor of Instructional Support, should the need arise.

BARGAINING UNIT CLASSIFICATION: SAA--2 – Classified Contract

TERMS OF EMPLOYMENT: Max 29 hours per week

I have reviewed the above job qualifications and understand the requirements of the position_____.
(Initials)

Employee

Date

ECTS is an equal opportunity educational institution and does not discriminate in its educational programs, services, activities or employment practices, on the basis of race, color, religion, sex (including pregnancy, childbirth, and related conditions), sexual orientation, gender identity or expression, national origin, genetic information, disability, age, veteran status, or any other legally protected class, as required by Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Age of 1974, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act of 1990, and the Pennsylvania Human Relations Act, and/or any other applicable Pennsylvania or federal law.

ERIE COUNTY TECHNICAL SCHOOL

Job Qualifications

TITLE: Supplemental School Nurse
DEPARTMENT: High School
REPORTS TO: Certified School Nurse, Principal
REVISION DATE: 12/2020

REQUIREMENTS: Registered Nurse (RN), or Licensed Practical Nurse (LPN)
Must have or be willing to get Act 34/114/151 Clearances.

TALENTS: This position requires the employee to possess an internal self-imposed drive to achieve, a desire to serve others, and an ability to set daily goals and use them to guide actions. In addition, the employee must be personally accountable for their work, be a team player and have an ability to capitalize on relationships built to accomplish goals.

Job Statement: Advances the wellbeing, academic success, and life-long achievement of students by addressing acute health care and managing chronic health care needs.

PERFORMANCE RESPONSIBILITIES:

1. Cooperates with school personnel in identifying and meeting social, emotional, and physical needs of students.
2. Respond to students who present symptoms of health-related problems.
3. Contacts other school districts as needed to inform them of student health-related problems.
4. Contacts parents as needed to inform them of student's health-related problems.
5. Initiates phone contact with parents and guardians of children who are absent from school for health-related reasons.
6. Provide interventions, which may include but are not limited to, stopping bleeding, splinting fracture, or performing advanced life saving techniques such as rescue breathing, the Heimlich Maneuver, or cardiopulmonary resuscitation, as needed.
7. Actively participates in the campus Safety Committee as needed.
8. Counsels students in good health habits.
9. Assists in maintaining a healthy, safe learning environment.
10. Monitors and follows all aspects of dispensing medication (prescription or over the counter) to students at school according to school protocol and policies to include proper authorization.
11. Collaborates with school office staff, principal, and parents regarding students identified for exclusion due to medical reasons.
12. Provides staff development on health-related issues for staff.
13. Serves as part of the leadership teams (i.e., Pandemic, Suicide prevention).
14. This enumeration of duties and responsibilities is not all-inclusive and does not preclude the assignment of other duties by the Director, or Principal should the need arise.

BARGAINING UNIT CLASSIFICATION: SNN-2 Classified Contract

TERMS OF EMPLOYMENT: Part-time Up max 29 hours per week.

I have reviewed the above job description and understand the requirements of the position ____ (Initials).

Employee

Date

ECTS is an equal opportunity educational institution and does not discriminate in its educational programs, services, activities or employment practices, on the basis of race, color, religion, sex (including pregnancy, childbirth, and related conditions), sexual orientation, gender identity or expression, national origin, genetic information, disability, age, veteran status, or any other legally protected class, as required by Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1974, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act of 1990, and the Pennsylvania Human Relations Act, and/or any other applicable Pennsylvania or federal law.

Creation Date: 8/11/2015

ERIE COUNTY TECHNICAL SCHOOL

Job Description

TITLE: Technology Technician
REPORTS TO: Information Systems & Technology Manager
DEPARTMENT: Technology
REPORTS TO: Information Systems & Technology Manager
REVISION DATE: 12/2020

REQUIRMENTS: Must have or be willing to get Acts 34, 114 and 151 clearances.

QUALIFICATIONS: Formal education, certification, and/or related experience in Information Technology required. Proven experience and depth of knowledge with Windows XP and TCP/IP networks with a basic understanding of Windows Server architectures / Associates Degree in Information Technology related field preferred. Any level of proficiency in a programming language desired.

TALENTS: This position requires the employee to possess an independent service mentality, a passion for technology, an aptitude for technology evolution, pride in the success of their work, and the ability to impose structure in their workday. In addition, the employee will promote a team atmosphere with their peers and customers maintaining an awareness and attentiveness to individual differences.

JOB STATEMENT: This position will provide faculty and staff with technology problem determination and solution implementation for technology-related issues, upgrades, and changes under the direction of, and in cooperation with, the Information Systems and Technology Manager.

PERFORMANCE RESPONSIBILITIES:

Information Technology

1. Provides help desk assistance in a professional and courteous manner.
2. Installs software independently and documents new and/or changes in procedures.
3. Documents and conducts troubleshooting with desktops, laptops, network, and peripherals.
4. Assists Information and Technology Manager with daily maintenance and operations.
5. Assists in preparing, filing, and maintaining records related to technology usage.
6. Assists with planning, design, implementation, and deployment of technology systems.
7. Assists in maintaining email, backup, and business applications.
8. Implements internet and intranet web programming changes independently.
9. Organize paperwork for e-rate (Federal funding for internet connectivity).
10. Provides physical maintenance of technology inventory.

General

1. Communicates details and escalation information to customers in a professional manner.
2. Attends training sessions and departmental meetings as requested.
3. Performs other duties as assigned by the Information Systems and Technology Manager.

BARGAINING UNIT CLASSIFICATION: T-1

TERMS OF EMPLOYMENT: 12 months, 35 hours per week

I have reviewed the above job description and analysis and understand the requirements of the position _____.
(Initials)

Employee

Date

ECTS is an equal opportunity educational institution and does not discriminate in its educational programs, services, activities or employment practices, on the basis of race, color, religion, sex (including pregnancy, childbirth, and related conditions), sexual orientation, gender identity or expression, national origin, genetic information, disability, age, veteran status, or any other legally protected class, as required by Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Age of 1974, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act of 1990, and the Pennsylvania Human Relations Act, and/or any other applicable Pennsylvania or federal law.

Created: 5/2004

LEASE AGREEMENT

THIS LEASE AGREEMENT is made and entered into as of this 1st day of July, 2021, by and between **ERIE COUNTY TECHNICAL SCHOOL**, hereinafter referred to as the "Lessor", and **NORTHWEST TRI-COUNTY INTERMEDIATE UNIT**, hereinafter referred to as the "Lessee".

In consideration of the mutual covenants and promises herein contained, and with the intention to be legally bound hereby, the parties hereto agree as follows:

ARTICLE I LEASED PREMISES

1. The Lessor hereby leases to the Lessee, effective July 1, 2021, and subject to the terms and conditions of this Lease, hereinafter referred to as the "Lease", certain portion of the Regional Skill Center Building with appropriate access, commonly known as a portion of the Regional Skill Center Building located at 8500 Oliver Road, Erie, Pennsylvania, hereinafter referred to as the "Leased Premises".

2. The Lessee shall have the right to use the Leased Premises for the Regional Choice Initiative.

ARTICLE II TERM OF LEASE

The term of this Lease shall commence on July 1, 2021, until June 30, 2022.

ARTICLE III RENT

Lessor reserves and Lessee agrees to pay to Lessor rent for the Leased Premises the following:

(a) \$15,567.00 per year, payable \$1,297.25 per month commencing on July 1, 2021 and continuing on the 1st day of each month thereafter to and including June 1, 2022.

ARTICLE IV
UTILITY CHARGES

1. The Lessor shall throughout the term of this Lease, pay or cause to be paid all charges (including any assessment for improvements) incurred on and after commencement of the initial term of this Lease for gas, electricity, light, heat, power, sewer and water rent or charges, or other services used, rendered or supplied to the Lessee in connection with the Leased Premises. The Lessor shall be responsible for the cost of such charges incurred by or services used, rendered or supplied to the Lessor prior to commencement of the initial term of this Lease.

ARTICLE IV
INSURANCE

1. The Lessor shall, throughout the term of this Lease, keep constantly insured at its full insurable value against loss or damage by fire, windstorm, lightening, riot, civil commotion, malicious mischief, vandalism and those perils included from time to time in the so-called extensive coverage insurance endorsement, the buildings and improvements including the Leased Premises.

2. The Lessee shall also be responsible for insuring all property which may be stored in or upon the Leased Premises.

3. The proceeds of the policy of insurance provided for in Paragraph 1 hereof shall be payable to the Lessor.

4. The Lessee shall, throughout the term of this Lease, maintain sufficient insurance in amounts proper (not less than \$1,000,000 per person/\$1,000,000 per occurrence) to protect the parties with respect to general public liability and property damage caused by virtue of the Lessee's use or occupancy of the Leased Premises. Such policies, by their terms, shall indemnify the Lessor and the Lessee as their respective interests may appear and the Lessee shall provide evidence thereof to the Lessor.

5. The cancellation of the insurance required hereinabove shall be construed as a breach of the Lessee's covenants and warranties hereunder and the Lessor shall have the right to eject the Lessee from the Leased Premises without losing or waiving any of its rights hereunder.

6. Upon securing the insurance coverages required pursuant to this Article, the Lessee shall give written notice thereof to the Lessor, together with a certified copy of the applicable insurance binders. Proof shall also be given by the Lessee to the Lessor that each of the policies required pursuant to this Article expressly provides that said policy shall not be cancelled or altered without thirty (30) days' prior written notice to the Lessor.

ARTICLE V
REPAIRS AND MAINTENANCE

1. The Lessor shall at all times during the term hereof, faithfully maintain and keep in good order and repair the sewer connections, plumbing work, heating and air conditioning apparatus, gas, electric, light and water fixtures and shall pay all costs or expenses necessary for keeping the Leased Premises and the appurtenances thereto in such order and repair. The Lessee shall not be responsible for any cost for repairs or maintenance incurred by the Lessor prior to the commencement of the initial term of this Lease. The Lessee shall, at the expiration of the term hereof, surrender the Leased Premises to the Lessor in as good condition and repair as at the commencement of said term, except for reasonable wear and tear and acts of God.

2. The Lessee shall not alter, modify or improve the Leased Premises without receiving the prior written consent of the Lessor and any such alterations, additions, improvements and fixtures (except trade fixtures) made or placed in or upon the Leased Premises shall, upon expiration of this Lease, belong to the Lessor without compensation to the Lessee. The Lessee will not permit any mechanics or other liens to be established or remain against the Leased Premises for labor or materials furnished in connection with any such additions, improvements, repairs, or replacements made by the Lessee. The Lessor will not permit any mechanics or other liens to be established or remain against the Leased Premises for labor or materials furnished in connection with any such additions, improvements, repairs, or replacements made by the Lessee. The Lessor will not permit any mechanics or other liens to be established or remain against the Leased Premises for labor or materials furnished in connection with any such additions, improvements, repairs, or replacements made by the Lessor.

3. The Lessor shall not be liable for any damage or injury to the Leased Premises or any property therein contained which may be sustained by the Lessee or any other party, whether by reason of breakage, leakage, or obstruction of water pipes, gas pipes, soil pipes or other leakage in or about the Leased Premises, or the condition of any buildings thereon, or any part thereof, or from any other cause arising by virtue of the Lessee's use or occupancy of the Leased Premises; and the Lessee shall indemnify and hold harmless the Lessor from any and all damages, liabilities and expenses arising out of any improvement, alteration or repair on said building made by the Lessee, and from any and everything whatsoever arising from or out of occupancy by or under the Lessee, its employees, agents, or servants, and from any loss or damage arising from any fault or negligence or action on the part of the Lessee, its employees, agents, or servants.

4. The Lessee will not cause, or permit to be caused, any act or practice, by negligence, omission or otherwise, that would violate any federal, state or local laws, regulations or guidelines applicable to the Leased Premises, now in effect or hereafter enacted, relating to environmental protection or the disposition of hazardous substances. Any violation of this covenant shall be an event of default under this Lease. The Lessee assumes sole responsibility for, and will indemnify the Lessor with respect to, the complete clean-up of any condition on the Leased Premises arising out of Lessee's occupancy which may adversely affect the environment,

whether such clean-up is pursuant to judicial or administrative order or at the direction of the Lessor in its sole discretion. This covenant shall survive termination of this Lease.

5. The Lessee shall not be responsible for any act or practice, which occurred prior to commencement of the initial term of this Lease, that would violate any federal, state or local laws, regulations or guidelines applicable to the Leased Premises, now in effect or hereafter enacted, relating to environmental protection or the disposition of hazardous substances. The Lessor assumes sole responsibility for, and will indemnify the Lessee with respect to, the complete clean-up of any condition on the Leased Premises prior to the commencement of the initial term of this Lease which may adversely affect the environment, whether such clean-up is pursuant to judicial or administrative order. This covenant shall survive the termination of this Lease.

6. Should the Leased Premises be damaged or destroyed by fire, tornado, earthquake or other catastrophe, rendering the same unfit for conduct of the Lessee's business therein, the Lessor may elect to restore or rebuild the Leased Premises to the condition existing before such catastrophe. Any restoration so undertaken by the Lessor shall be at the Lessor's expense and shall be completed within sixty (60) days from said catastrophe, during which time this Lease shall remain in effect. Should the Lessor elect not to restore the Leased Premises, or be unable to do so, then this Lease may be terminated by either party upon written notice to the other effective as of the date of the catastrophe. The Lessor shall make any election herein granted within fifteen (15) days from the happening of the catastrophe, in default of which election, the Lessee may cancel this Lease effective at the expiration of said fifteen (15) days.

ARTICLE VI ASSIGNMENT

1. The Lessee shall not have the privilege of assigning this Lease, or subletting all or part of the Leased Premises.

2. The Lessor is expressly given the right to assign any or all of its interest under this Lease, provided such assignment does not unreasonably interfere with the Lessee's quiet enjoyment of the Leased Premises during the remainder of the term of this Lease.

ARTICLE VII INDEMNITY OF LESSOR

1. The Lessor shall not be liable to the Lessee for any damage or injury to the Lessee or its property caused by or arising from the condition of the Leased Premises, or by the act or omission of occupants of any improvements hereafter located on the Leased Premises. Nor shall the Lessor be liable to the Lessee for any damage or injury to its property occasioned by any happening (other than the Lessor's active negligence) to or upon the Leased Premises, all claims against Lessor for any such damage or injury being hereby expressly waived by the Lessee.

2. The Lessee agrees that it will save harmless and indemnify the Lessor from all losses, costs, expenses, claims, causes of action, and demands of every kind and character of, by or in favor of any person, firm or corporation whether by way of damage or otherwise, unless said loss, cost, expense, claim, cause of action, or demand arose from the Lessor's active negligence hereunder.

3. The Lessor agrees that it will save harmless and indemnify the Lessee from all losses, costs, expenses, claims, causes of action and demands of every kind and character of, by or in favor of any person, firm or corporation whether by way of damage or otherwise arising from the Lessor's active negligence hereunder.

ARTICLE VIII TERMINATION

Upon the termination of the Lessee's rights hereunder, the Lessee will surrender possession of the Leased Premises to the Lessor, together with the buildings and improvements thereon, in good condition and repair, pursuant to the obligations imposed by Article V hereof, which premises, buildings and improvements shall thereupon revert to and become the property of the Lessor to have and to hold in fee simple, free of all claims of the Lessee, its successors or assigns.

ARTICLE IX RIGHTS OF LESSOR

1. For purposes of determining the Lessee's performance of its covenants under Article V hereof, the Lessor shall have the right to inspect the Leased Premises from time to time as deemed reasonably necessary by the Lessor throughout the term of this Lease.

2. In the event that the Lessee shall make an assignment for the benefit of its creditors, or a Receiver be appointed for the Lessee, or in case a Petition for adjudication of Lessee as a voluntary or involuntary debtor shall be filed under the Acts of Congress relating to bankruptcy and the Lessee be adjudicated a debtor thereon, or because of a petition filed voluntarily or involuntarily, for reorganization under the Bankruptcy Code, during the continuance of this Lease, without having first paid and satisfied the Lessor in full for all rent, utility or maintenance costs, which may become due and payable during said term, then this Lease shall thereupon forthwith terminate, and the Lessor shall forthwith take possession of the Leased Premises, but not of the right hereunder as to the remainder of the term of this Lease as shall accrue to such assignee, Trustee in Bankruptcy, Receiver or purchaser at judicial sale and the Lessor in such case shall only be entitled to the rent, utility or maintenance costs hereunder according to law.

3. On failure of the Lessee to keep all the covenants of this Lease, and such default continues for a period of fifteen (15) days, and provided that the Lessor shall have given

to the Lessee ten (10) days written notice by registered mail, at the Lessee's office of the Lessor's intention to enter judgment under this clause, or to remove the Lessee from the Leased Premises at the termination of the same, then the Lessee hereby authorizes and empowers any attorney of any Court of Record in Pennsylvania, or elsewhere, to appear for it and confess and enter judgment for the total sum due during the term of the Lease, with or without declaration, with cost of suit and reasonable attorney's fees, release of errors, without stay of execution; and the Lessee does hereby waive and release all relief from any and all appraisement, stay and exemption laws of any state now in force or hereafter to be passed; or the Lessor may issue Landlord's warrant for collection of such rental, utility or maintenance costs in case default be not made good after such notice as aforesaid; or the Lessor at its option may proceed by action of ejectment on this Lease after default made as aforesaid, and in such case, the Lessee hereby authorizes and empowers any attorney of any Court of Record to appear for it in an amicable action of ejectment for the Leased Premises to be entered by the Prothonotary, and confess judgment therein in favor of the Lessor against the Lessee for the Leased Premises, and authorizes the issuing of a Writ of Possession with Writ of Execution for the costs.

4. If the Lessee be in default in the performance of any of its covenants hereunder, the failure to perform which would impose financial obligation or risk on the Lessor, the Lessor may pay, perform and discharge such covenant or obligation of the Lessee and the amount or amounts so paid shall be deemed and taken as additional rent due and payable from the Lessee.

5. A determining of the term, or the receipt of rent, utility or maintenance costs after default or after judgment, or after execution, shall not deprive the Lessor of other actions against the Lessee for possession, or for damages, and no waiver of a breach of any of the covenants of this Lease shall be construed to be a waiver of any succeeding breach of the same or any other covenant. The Lessor may cumulatively use any or all of the remedies herein given and those prescribed by law.

6. The Lessor shall exercise no rights accruing to the Lessor hereunder by reason of any default of the Lessee, unless prior to the exercise of such right, the Lessor shall have given ten (10) days written notice by registered mail to the Lessee, at the Lessee's office.

7. In the event that the Lessee shall breach any of the terms of this Lease and the Lessor, not being in default, shall be required to employ attorneys to protect or enforce its rights hereunder and shall prevail thereon, then the Lessee agrees to pay the Lessor's reasonable attorneys' fees so incurred.

8. In the event that the Lessor shall breach any of the terms and the Lessee, not being in default, shall be required to employ attorneys to protect or enforce its rights hereunder and shall prevail thereon, then the Lessor agrees to pay the Lessee's reasonable attorney's fees so incurred.

ARTICLE X
MISCELLANEOUS

1. The terms and conditions of this Lease shall be construed in accordance with the laws of the Commonwealth of Pennsylvania and any action arising hereunder shall be brought in Erie County, Pennsylvania. The Lessor and the Lessee hereby consent and agree to personal jurisdiction in Erie County, Pennsylvania.

2. All notices required to be given under this Lease shall be given by certified or registered mail, addressed to the proper party at the last known address of said party.

3. This Lease shall be binding upon and shall inure to the benefit of the parties hereto and their respective successors and assigns (when permitted hereunder).

4. No modification, amendment or alteration of the terms of this Lease shall be binding unless the same shall be in writing, dated subsequent to the date hereof, and duly executed by the Lessor and the Lessee.

5. Time shall be of the essence for all purposes under this Lease.

IN WITNESS WHEREOF, the parties hereto have caused this Lease to be
executed by its duly authorized officers as of the day and year first above written.

ATTEST:

LESSOR:

ERIE COUNTY TECHNICAL SCHOOL

Secretary

BY: _____

Chairperson

ATTEST:

LESSEE:

NORTHWEST TRI-COUNTY INTERMEDIATE UNIT

BY: _____



PROPOSED AGENDA ITEM

MEETING DATE: April 16, 2020

SUBJECT: Superintendent of Record – 2021-2022

SUBMITTED BY: Paul Sachar, Interim Business Manager

DESCRIPTION: Mr. Emerick is concluding a one-year term Superintendent of Record. Mr. Rick Emerick, Superintendent of Fort LeBoeuf School District, has agreed to serve as the Superintendent of Record for a second term.

RECOMMENDATION: Motion to approve Mr. Rick Emerick as Superintendent of Record during the 2021-2022 school year and to be paid a net stipend of \$3,000.00.

**ERIE COUNTY TECHNICAL SCHOOL
PROPOSED AGENDA ITEM**

DATE: April 13, 2021

SUBJECT: Curriculum

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

INITIATED BY: Sandra Carr

DESCRIPTION: Mercyhurst University will offer 5 credits for high school graduates completing the ECTS Culinary Arts and Tourism & Hospitality Management programs. Students may also use the articulation agreements between their home school districts and Mercyhurst University for REACH (general education) courses for which they qualify.

The agreement is attached.

RECOMMENDATION: Motion to ratify the Articulation Agreements between Mercyhurst University and the Erie County Technical School for the Culinary Arts and Tourism & Hospitality Management programs.

**ACADEMIC CREDIT ARTICULATION AGREEMENT BETWEEN
MERCYHURST UNIVERSITY AND
ERIE COUNTY TECHNICAL SCHOOL**

It is agreed that Mercyhurst University and Erie County Technical School (ECTS) desire to develop an academic articulation agreement to enhance the transfer opportunities for students from the Culinary Arts Program and the Tourism and Hospitality Management Program at Erie County Technical School to Mercyhurst University.

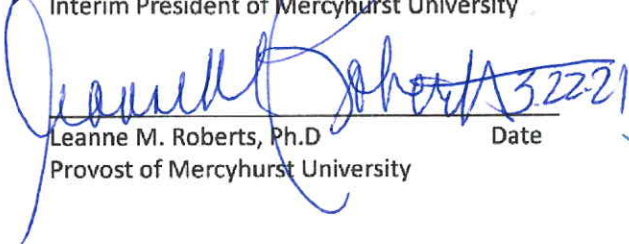
Provisions of the Academic Program Articulation Agreement:

1. A student who successfully completes the Culinary Arts Program or the Tourism and Hospitality Management Program at ECTS is eligible to be awarded up to five (5) undergraduate credits from Mercyhurst University.
2. Mercyhurst University will apply these credits as successful completion of the courses HRIM 100 Introduction to Hospitality Industry (3 credits) and HRIM 110 Sanitation and Safety (2 credits). These credits will be applied towards the graduation requirements in the HRIM associate degree program and the HRIM – Culinary Arts concentration associate degree program.
3. Evidence of successful program completion and graduation must be provided to the University in the form of a transcript, diploma and any other official related documents. The student must meet all of the competencies required in their program of study.
4. These credits will be awarded upon matriculation into either the HRIM associate degree program or the HRIM – Culinary Arts concentration associate degree program at Mercyhurst University and will meet requirements in the curriculum.
5. In addition, students may also use the articulation agreement between their home school district and Mercyhurst University to be eligible to be awarded the qualifying credits for REACH (general education) courses for which they qualify. Home school districts from which ECTS students come and with which Mercyhurst may have REACH curriculum articulation agreements include:
 - Fairview, Fort LeBoeuf, Girard, General McLane, Iroquois, Harbor Creek, Millcreek, North East, Northwestern, Wattsburg, and Union City

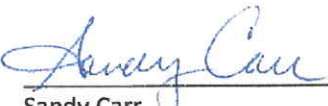
This articulation agreement will be effective immediately after the representatives of both parties sign the agreement. It may be modified upon mutual agreement. It may be terminated by either institution upon a thirty-day written notice to the other party.


Joseph G. Necastro, MBA
Interim President of Mercyhurst University
3-23-21
Date


H. Fred Walker, Ph.D.
Erie County Technical School Director
3/22/21
Date


Leanne M. Roberts, Ph.D.
Provost of Mercyhurst University
3-22-21
Date


Joseph Tarasovitch
Erie County Technical School Principal
3/22/21
Date


Sandy Carr
Erie County Technical School Supervisor of
Instructional Support Services
3-22-21
Date

**ERIE COUNTY TECHNICAL SCHOOL
PROPOSED AGENDA ITEM**

DATE: April 13, 2021

SUBJECT: Curriculum

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

INITIATED BY: Sandra Carr

DESCRIPTION: Pittsburgh Technical College will offer course exemptions for high school graduates completing the ECTS programs and applicable certifications. The agreement covers the following ECTS programs:

ECTS Major	PTC Major	Credit Exemption
Graphic Communications	Graphic Design	4
Graphic Communications	Multimedia Technologies—Web Design & Development	4
Computer Programming	Computer Programming	4
Computer Networking	Information Technology	9
Computer Networking	Computer Programming	4
Culinary Arts	Baking and Pastry	3
Culinary Arts	Culinary Arts	9
Culinary Arts	Hospitality Management Administration—Hotel & Restaurant	2
Drafting & Design	Computer Aided Drafting—Architectural Engineering Technology	9
Drafting & Design	Computer Aided Drafting—Mechanical Engineering Technology	6
Electrical Engineering	Smart Building Technology	4
Electrical Engineering	Electrician Technology	11
Facility Maintenance Technologies	Electrician Technology	9
Facility Maintenance Technologies	HVAC	5
Facility Maintenance Technologies	Smart Building Technology	4
Metal Fabrication	Welding	9
Art & Design for Business	Graphic Design	7
Art & Design for Business	Multimedia Technologies—Web Design & Development	7
Tourism & Hospitality Management	Hospitality Management Administration –Hotel & Restaurant	10
Tourism & Hospitality Management	Hospitality Management Administration –Travel & Tourism	4

The agreement is attached.

RECOMMENDATION: Motion to ratify the Articulation Agreements between Pittsburgh Technical College and the Erie County Technical School for the ECTS programs listed above.

ARTICULATION AGREEMENT

In order to provide secondary school students with a continuum of education without unnecessary duplication of instruction and delay in attaining educational/career objectives, Pittsburgh Technical College and the school named below have entered into this articulation agreement for the following courses:

Before course exemption(s) can be awarded, the following conditions must be fulfilled:

1. Student must meet admission criteria of Pittsburgh Technical College.
2. Application for course exemption must be completed prior to starting the program at PTC, and applicant must notify the Admissions Coordinator at Pittsburgh Technical College of his/her intention to articulate the above-mentioned course(s).
3. Application for course exemption must be made within one year after graduation from the secondary institution.
4. Applicants who desire credit for the referenced courses must have received a "B" or better average in their related high school courses. Students must complete a minimum of two years in their secondary program to be considered for exemption. They will also need to score 80% or above on final course examination at PTC, at the discretion of the Academic Chair.
5. In lieu of a letter grade, the applicant will receive an "EX" grade on their transcript designating that the applicant has received exemption for the above-mentioned courses.
6. Upon meeting the exemption requirements, the student will receive credit toward PTC tuition.
7. Applicants should be aware that course exemptions could have an impact on financial aid resources if course load falls below 12 credits per quarter.

Program specific requirements (if applicable):

1. Prior to receiving credit, students may be required to complete a program assessment. Students must work with their Academic Chairs to arrange the program assessment prior the add/drop period of the quarter in which they are scheduled to officially start. Exemption credit will not be posted to their record until students have successfully completed the program assessment.
2. Applicants who earned ServSafe or NRFSP Food Manager certification prior to starting Pittsburgh Technical College will be exempt from CUL114.

This agreement will take effect upon the affixing of signatures by each of the parties named below.

DURATION OF REVIEW

This Memorandum of Agreement shall be effective from the date of affixing signatures and shall be renewed on an as needed basis. This Memorandum of Agreement shall be reviewed annually. It remains subject to such revisions as are mutually agreeable at the time of review, but the duration of the agreement shall be considered continuous. Either party may terminate the agreement at any time provided the party has given written notice of intent to do so at least one year in advance.

In testimony thereof, witness the duly authorized signatures of the parties hereto:

 FREE COUNTY TECHNICAL SCHOOL 3/29/2021
Authorized Signature School Name Date

Print Name: H. FRED WALKER Title: DIRECTOR

Authorized Signature – Pittsburgh Technical College Date
Print Name: Dr. Alicia B. Harvey-Smith Title: President/Chief Executive Officer

Erie County Technical School

		Pittsburgh Technical College		
10.0399	Graphic Communications	Graphic Design	GDA118 Compositional Drawing *	1
			GDA150 Behavioral Design	3
10.0399	Graphic Communications	Multimedia Technologies – Web Design & Development	GDA118 Compositional Drawing *	1
			GDA150 Behavioral Design	3
11.0201	Computer Programming	Computer Programming	ITP153 Introduction to Information Systems	4
11.0901	Computer Networking	Information Technology	ITA104 Intro to Information Technology	4
			ITA126 Networking 1	5
11.0901	Computer Networking	Computer Programming	ITP253 Intro to Computer Systems	4
12.0508	Culinary Arts	Baking and Pastry	CUL114 Sanitation **	2
			CUL115 Basic Knife Skills *	1
12.0508	Culinary Arts	Culinary Arts	CUL113 Fundamental Concepts of Cooking *	2
			CUL114 Sanitation **	2
			CUL115 Basic Knife Skills *	1
			CUL145 Culinary Hospitality & Supervision	4
12.0508	Culinary Arts	Hospitality Management Administration – Hotel & Restaurant	CUL114 Sanitation **	2
15.1301	Drafting & Design	Computer Aided Drafting – Architectural Engineering Technology	CAD103 Engineering Graphics *	3
			CAD113 AutoCAD *	3
			AET120 Architectural Drafting 1 *	3
15.1301	Drafting & Design	Computer Aided Drafting – Mechanical Engineering Technology	CAD103 Engineering Graphics *	3
			CAD113 AutoCAD *	3
46.0399	Electrical Engineering	Smart Building Technology	SBT118 Structured Wiring	4
46.0399	Electrical Engineering	Electrician Technology	ELC100 Math for Electricians *	4
			ELC110 Electricity 1 *	5
			ELC130 Blueprint Reading	2
46.0401	Facility Maintenance Technologies	Electrician Technology	ELC100 Math for Electricians *	4
			ELC110 Electricity 1 *	5
46.0401	Facility Maintenance Technologies	HVAC	HVA108 Fundamentals of Electricity *	5
46.0401	Facility Maintenance Technologies	Smart Building Technology	SBT118 Structured Wiring	4
48.0508	Metal Fabrication	Welding	WEL115 Metal Cutting & Fabrication *	3
			WEL125 Blueprint Reading & Symbols*	3
			WEL400 Gas Metal Arc Welding*	3

50.0402	Art & Design for Business	Graphic Design	GDA118 Compositional Drawing *	1
			GDA130 Digital Imaging *	3
			GDA131 Design Foundations* ‡	3
50.0402	Art & Design for Business	Multimedia Technologies – Web Design & Development	GDA118 Compositional Drawing *	1
			GDA130 Digital Imaging *	3
			GDA131 Design Foundations* ‡	3
52.1905	Tourism & Hospitality Management	Hospitality Management Administration – Hotel & Restaurant	CUL114 Sanitation **	2
			HMA106 Introduction to Hospitality	4
			HMA200 Front Office Procedure	4
52.1905	Tourism & Hospitality Management	Hospitality Management Administration – Travel and Tourism	HMA106 Introduction to Hospitality	4

* PROGRAM ASSESSMENT REQUIRED
**CERTIFICATION REQUIRED
‡ PORTFOLIO REQUIRED



Prepared for:
Erie County Technical School

Prepared by:
Diane Hubner

We have prepared a quote for you

7954 - Erie County Technical School-
Technology Needs Assessment

Quote # 007954
Version 1

About AEC Group

AEC Group - Technology Solutions

In 2019, AEC Group, LLC (a WBENC certified organization) was born out of AEC Group, Inc.'s Technology Solutions Division (TSD), which was established in 1999. AEC Group, LLC continues operating under the same management team, sales team, engineering team, and back office team which has been providing exemplary customer service to its clients for years.

AEC Group has over 20 years of experience delivering solutions focused around data center infrastructure, virtualization, data lifecycle management, security, cloud transformation, virtual workspaces, and managed services solutions. AEC Group supports organizations ranging in size from SMB to the Fortune 100 leveraging best-of-breed technologies to address business challenges.

AEC Group is deeply committed to being a single source for design, consultation, support and implementation services. In this ever changing world of technology, AEC Group can be counted on as a trusted partner.

AEC Group - Consistent Partnership in a Changing Realm

Proposal Disclaimer

Please note that before accepting any material or service order AEC Group reserves the right to revise proposal components that have unexpectedly changed price or availability due to United States or foreign tariffs. In these cases a revised proposal will be provided to the customer for review and execution.

7954 - Erie County Technical School-Technology Needs Assessment

Prepared by:**AEC Group - Oakdale**

Diane Hubner
(412) 206-2228
Fax 412-4464770
dhubner@aecgroup.com

Prepared for:**Erie County Technical School**

8500 Oliver Road
Erie, PA 16509
Fred Walker
(814) 464-8660
hfwalker@ects.org

Quote Information:**Quote #: 007954**

Version: 1
Delivery Date: 04/08/2021
Expiration Date: 04/12/2021

Quote Summary

Description	Amount
AEC - Fixed Fee Services	\$19,600.00
Total:	\$19,600.00

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

AEC Group - Oakdale

Erie County Technical School

Signature: _____

Name: Diane Hubner

Title: _____

Date: 04/08/2021

Signature: _____

Name: _____

Title: _____

Date: _____

PO Number: _____

AEC - Statement of Work

Erie County Technical School

7954 - Erie County Technical School-Technology Needs Assessment Project

Document Control

Preparation

Title	Name	Contact Info
Account Manager:	<u>Diane Hubner</u>	412-206-2228
Solution Architect:	<u>Steve Hutton</u> <u>Jared Zerbini</u>	412-206-2453 412-206-2462

Executive Summary:

Erie Technical School has contracted AEC Group to perform a school technology needs assessment. This assessment will cover information technology services, the installed application base (both end-user and system), overall technical infrastructure and security posture.

This engagement will be broken into the following areas of focus:

- **Discovery:** AEC group will complete a detailed discovery process focusing on existing technology.
- **Survey:** AEC Group will conduct a survey of key stake holders to gauge the importance and functionality of current solutions.
- **Gap Analysis:** Based on the combined data discovered through the discovery process and the survey, AEC Group will perform a gap analysis.

- **Recommendations:** AEC group will make recommendations based on data produced by the gap analysis.

The final deliverable of this engagement will be documentation covering the findings produced as a result of the above processes.

Discovery:

AEC Group will complete a discovery phase and research discovered data. Below is a high-level list of components covered in the discovery phase. The list represents a general overview of what will be discovered. However, additional items not included here could be added based on findings during the discovery process. Anything related to the information technology department will be considered important. This phase is important as it will allow AEC Group to make recommendations on what existing investments should continue to be leveraged or optimized as well as suggest new technologies that may be required.

Applications:

- System
 - Backup/DR
 - Active Directory
 - Hypervisors
 - Email
 - Monitoring
 - Databases
 - MDM/MAM Solution
 - RDS/Citrix/Horizon
- End user
 - Staff Applications
 - Student Applications
 - Collaboration
 - SaaS/Cloud apps
 - Remote desktop/Published Apps

Network:

- Bandwidth
- Number of locations

- Router/Switch configuration
- Service providers

Infrastructure:

- Virtualization
- Storage
- Compute
- End user hardware
- Firewalls/Switches

APs

- Cloud presence

Datacenter:

- Secure
- Cooling
- Racks
- Power/UPS

Security:

- Endpoint
- DLP
- Web
- Network
- Cameras
- Remote access
- MDM policies
- Security Monitoring

Voice:

- Type of Phone Users
- Type of Phones

- Applications in use
- Voice Network Architecture
- Make/Model of PBX

Survey:

As part of the school technology needs assessment, AEC Group will develop a survey to assist in finding and prioritizing where Technology is working as expected as well as determine potential areas of improvement. AEC Group will work with Erie Technical School's project leaders to distribute the survey to appropriate parties. It will jointly be decided who will receive the survey. Those taking the survey could include management, staff, students or more specific groups of technology users. Data from the survey can help determine what solutions are considered high use and most important to the school's function. It may be determined that some solutions are sufficient or recommendations may be made to improve on what is already in place.

Gap Analysis:

AEC Group will perform a gap analysis combining information attained from both the survey and discovery phases. The gap analysis information will be reviewed and discussed with the appropriate Erie Technical School team members. Data collected as a result of meeting with the Erie Technical School team members will assist in guiding AEC Group recommendations.

Recommendations:

Based on all the data collected, AEC Group will make recommendations to the Erie Technical School.

Recommendations will be made while taking the following into consideration:

How can existing investments be leveraged or improved?

How can existing investments be optimized?

What gaps are there in the existing configuration?

What new investments could potentially be made to improve user experience?

What new investments could potentially be made to improve functionality, performance and security of Information Technology at The Erie Technical School?

Recommendations may be based on the importance and needs of end users, the age and functionality of current systems or potential gaps in existing solutions that could leave the school vulnerable or inoperable. General areas where improvement is needed or easily accomplished will also be brought to light. Potential Solutions should also be easily managed within the current environment.

AEC - Terms and Conditions

THESE TERMS AND CONDITIONS (COLLECTIVELY, THE “TERMS”) ARE INTENDED TO ACCOMPANY THE PROPOSAL(S) OR SCOPE OF WORK DOCUMENT(S) (EACH, A “PROPOSAL”) TO WHICH THEY ARE ATTACHED. THESE TERMS, TOGETHER WITH THE PROPOSAL AND ALL ATTACHMENTS, SUPPLEMENTS, AND EXHIBITS ATTACHED THERETO, ARE COLLECTIVELY REFERRED TO AS THE “AGREEMENT”. **BY SIGNING THE ACCOMPANYING PROPOSAL(S), YOU (THE “CLIENT”) AGREE TO BE BOUND BY THESE TERMS.**

Services and Deliverables

a. Services and Deliverables. AEC Group, LLC (“AEC”) shall provide the services (collectively, the “Services”) and/or the materials and project deliverables or outputs (collectively, the “Deliverables”), as applicable, to Client as described in the Proposal.

b. Change Orders. Either AEC or Client (each a “Party” and, collectively, the “Parties”) may request changes to the Services and/or the Deliverables. Changes must be requested in writing with sufficient detail to enable the other Party to assess what modifications to the Proposal are required (a “Change Request”). If the Party receiving the Change Request wishes to proceed with a Change Request (in such Party’s sole discretion), the Parties will agree to a Change Order (a “Change Order”). Neither Party shall have an obligation to carry out any Change Request until a written Change Order has been signed by both Parties; provided, however, if Client requests that AEC proceeds with the Change Request (without a written Change Order) and AEC does so, AEC shall be entitled to reimbursement of its resulting costs and to an extension of time for any resulting delay.

c. Acceptance of Deliverables and Services. With respect to any Deliverables delivered and/or Services performed under the Proposal, Client shall have thirty (30) calendar days to inspect the Deliverables and/or Services after AEC notifies Client that the Proposal has been substantially completed. If Client elects not to accept a Deliverable or any Services during that time period, Client must provide written notice to AEC, which notice must specify in reasonable detail the reasons that Client believes that the Deliverables and/or Services fail to meet the requirements in the Proposal. Upon receipt of such notice and confirmation by AEC of the non-conformance of any Deliverables and/or Services, AEC will correct such Deliverables and/or Services and re-submit the Deliverables and/or Services to Client for review and acceptance. Client will be deemed to have accepted the corrected Deliverables and/or Services upon the first to occur of (i) the passage of thirty (30) calendar days following the date on which AEC notifies Client in writing that the Deliverables and/or Services have been corrected without AEC’s receipt of notice of non-acceptance by Client, or (ii) use by Client of the corrected Deliverables and/or Services. Acceptance by Client will not be unreasonably withheld.=

d. Ownership. As between Client and AEC, Client shall own, upon payment of the applicable fees due AEC hereunder, all right, title and interest in all Deliverables, including all intellectual property rights therein (subject, however, to ownership rights of third party license holders and lessors, as applicable). All Deliverables shall, to the extent possible, be considered a work made for hire for Client within the meaning of 17 U.S.C. § 101. Subject to Client’s payment of fees due to AEC hereunder, AEC hereby assigns and agrees to assign to Client any right, title, or interest AEC may have in and to the Deliverables. Notwithstanding the foregoing, Client acknowledges that certain of the Deliverables may consist of a license to use software developed by a third party, in which instance, AEC shall grant to Client a sublicense to use such software. Client further acknowledges that part of the Deliverables may contain certain generic and reusable templates, tools, processes, methodologies or materials developed by AEC which have been and/or will be used by AEC for other customers (collectively, the “AEC Tools”). AEC retains title to all such AEC Tools and grants to Client a nonexclusive, royalty-free, perpetual license to use, reproduce, modify, and prepare derivative works of such AEC Tools as such AEC Tools are embedded in or otherwise relate to the Deliverables under the Agreement. Client acknowledges and agrees that AEC is in the business of providing consulting services for a wide variety of clients and Client understands that AEC will continue these activities. Accordingly, nothing in the Agreement shall preclude or limit AEC from providing consulting

services and/or developing software or materials for itself or other clients, irrespective of the possible similarity of materials, which might be delivered to the Client. Moreover, notwithstanding anything else herein to the contrary, any and all ideas, concepts, know-how, techniques, inventions, discoveries and improvements developed during the term of the Agreement by AEC personnel, alone or in conjunction with Client personnel, may be used by AEC in any way it deems appropriate, including, without limitation, by or for its clients and/or customers, without an obligation to account to Client for such use.

2. Confidentiality. Client acknowledges and agrees that all information provided, whether orally, electronically, in writing, visually or otherwise, by AEC to Client, that is non-public and related to AEC's business or activities is deemed by AEC to be confidential (collectively, "Confidential Information"). Client shall not, directly or indirectly, disclose, publish or communicate the Confidential Information, or any portion thereof, to any third party, without the prior written consent of AEC. Client shall use the same degree of care as it uses to protect its own Confidential Information (but, in no event, less than reasonable care) to protect Confidential Information received from AEC. Client shall take reasonable steps to advise its employees (including all subcontractors), consultants and advisors of the confidential nature of the Confidential Information, and of the prohibitions on disclosing such Confidential Information. Client shall only use Confidential Information in furtherance of the performance of the Agreement. Client shall immediately notify AEC if Client becomes aware that the Confidential Information is used, distributed, or communicated in a manner not authorized by the Agreement. "Confidential Information" shall not include information which (i) at the time of disclosure or thereafter is generally available to the public, not as a result of any direct or indirect action or inaction of Client; (ii) is in the possession of Client without an obligation of confidentiality at the time of disclosure by AEC; or (iii) is developed by Client without any use of, reference to, or access to the Confidential Information. All copies of Confidential Information shall be returned to AEC promptly upon AEC's request. In the event that Client shall be compelled by law, regulation, or legal process to disclose Confidential Information, Client shall, unless legally prohibited, provide AEC with prompt notice of the required disclosure in order to permit AEC the opportunity to seek a protective order or other appropriate relief. If disclosure is nonetheless required, Client shall limit its disclosure to only that portion of the Confidential Information which it is advised by its legal counsel must be disclosed. Client's obligations to protect the Confidential Information will survive for two years after the termination of the Agreement. All Confidential Information shall remain the property of AEC. In the event that Client and AEC have executed a separate non-disclosure agreement ("NDA"), and a material term in the NDA is inconsistent with this Section 2, such term in the NDA shall control.

3. Client Responsibilities. Except as otherwise set forth in the Proposal, Client agrees to comply with all reasonable requests of AEC, at no charge to AEC, which are necessary for AEC's performance of the Agreement, including, but not limited to, furnishing adequate workspace, administrative support, documents and records, computer facilities, and personnel. Client personnel assigned to work on matters related to the Agreement shall be qualified for the tasks for which they are assigned. Client is responsible for the overall management and control of the Services and the results to be achieved from using the Services and any Deliverable. Client acknowledges and agrees that AEC's performance is dependent on Client carrying out its responsibilities as set out in the Agreement. Should Client fail to perform any of its obligations under the Agreement, AEC shall not be responsible for any delay or other consequences due to such failure.

4. Fees and Payment. Client shall pay to AEC the fees due to AEC as set forth in the Proposal or as otherwise agreed to in writing signed by the Parties. Unless the Proposal states otherwise, the fees are exclusive of applicable taxes, levies, duties, governmental charges, and expenses (with the exception of AEC's income taxes), or similar additions or deductions of any kind, which amounts will be billed to and paid by Client. Any special expense reimbursement arrangements shall be mutually agreed to and set out in the Proposal. All invoices shall be issued by AEC as set forth in the Proposal and shall be paid by Client, without offset, in United States Dollars by wire transfer, certified check, bank check, or such other method as may be agreed upon by AEC, thirty (30) days from the date of invoice. AEC reserves the right to charge Client a late charge equal to the lesser of 1.5% per month or any partial month, or the highest applicable rate allowed by law, on undisputed accounts that are overdue by more than thirty (30) days. If any proceedings shall be

instituted by AEC to collect any monies overdue to AEC hereunder, Client shall pay AEC's reasonable attorneys' fees and other costs of collection. If any amounts due to AEC from Client become past due for any reason, AEC may, at its option and without further notice, withhold further Services or Deliverables until all invoices have been paid in full.

Term and Termination.

a. Term of Agreement. The term of the Agreement shall be the time period stated in the Proposal, if any, or where no time period is specified, the term shall commence upon full execution of the Proposal by the Parties and terminate upon completion of performance, unless sooner terminated as set forth herein. If Client requests and AEC commences performance prior to the Parties' execution of a Proposal, these Terms shall nonetheless cover AEC's performance. The following sections of these Terms shall survive the expiration or earlier termination of the Agreement: (i) Section 1(e) (Confidentiality), (ii) Section 1(d) (Ownership), and (iii) Section 5 (Limited Warranties and Disclaimer of Warranties).

b. Termination.

i. Termination Prior to Commencement. The Agreement may be terminated by either Party prior to the commencement of any Services or Deliverables upon sixty (60) days' prior written notice to the other Party.

ii. Termination for Breach. Either Party may terminate the Agreement at any time in the event of a breach by the other Party of a material covenant, commitment, or obligation under the Agreement that remains uncured: (A) in the event of a monetary breach, after ten (10) calendar days following written notice thereof, or (B) in the event of a non-monetary breach, after thirty (30) days following written notice thereof.

iii. Obligations upon Termination. Termination of the Agreement for any reason shall not discharge Client's liability for obligations incurred hereunder and amounts unpaid at the time of such termination. Client shall be liable for any and all fees and expenses (subject to Section 4) incurred by or on behalf of AEC in AEC's performance of the Agreement through the effective date of termination, including, but not limited to, all hours logged in reliance upon Client's execution of the Proposal at the labor rates in effect as of the date of the Proposal, the cost of all materials installed and/or purchased by AEC on a nonrefundable or nonreturnable basis, and all third party restocking fees. Subject to the foregoing and upon Client's payment of all fees and expenses due hereunder, AEC shall deliver any work in progress completed up to the date of termination, if applicable. Upon termination, Client shall promptly return to AEC any equipment, materials, or other property of AEC which are in Client's possession or control. A termination of this Agreement shall not affect any other agreement or proposal between the Parties, whether related to the same or similar Services and/or Deliverables as outlined in the Proposal(s) or otherwise.

Limited Warranties and Disclaimer of Warranties.

a. Intellectual Property Infringement. AEC represents and warrants that the Deliverables provided hereunder will not infringe upon the U.S. intellectual property rights of any third party. AEC shall, at its own expense, defend any suit or proceeding brought against Client and/or its agents or employees based on any allegation by a third party that the Deliverables, or any part thereof, infringes any U.S. patent copyright, or trade secret of such third party. AEC shall pay all damages and reasonable costs and fees finally awarded by a court of competent jurisdiction to such third party arising out of any such claim, provided that Client has given AEC prompt written notice of such claim, all necessary cooperation and assistance in the defense thereof, and the right to control all aspects of the defense thereof, including the right to settle or otherwise compromise the claim on behalf of Client. If based upon AEC's sole judgment, a Deliverable is likely to or does violate, infringe or misappropriate a third party's intellectual property rights, AEC may, at its option and sole expense: (i) procure for Client the right to continue using said Deliverable; (ii) replace such Deliverable with a non-infringing equivalent Deliverable; (iii) with Client's assistance, modify the Deliverable so that it becomes non-infringing; or (iv) ask Client to return the infringing Deliverable and refund to Client the portion of the fees paid to AEC that is allocable to such infringing Deliverable. AEC shall have no obligation hereunder and this provision shall not apply to: (i) any other deliverable, including Deliverables which have been modified or combined with other deliverables not provided by AEC; (ii) any

Deliverable supplied according to a design, other than an AEC design, required by Client; (iii) any data generated by the Deliverables; (iv) use of the Deliverables in violation of this Agreement; or (v) any claim settled or otherwise compromised without the prior written consent of AEC. If Client fails to permit AEC to take any of the above-mentioned actions, AEC's obligations under this section shall immediately terminate and Client shall have no recourse against AEC for breach of any of the provisions contained in this section. To the extent that any Deliverable, or any part thereof, is modified by Client or combined by Client with equipment or processes not furnished pursuant to this Agreement (except to the extent that AEC is a contributory infringer), or said Deliverable or any part thereof is used by Client to perform a process not furnished hereunder by AEC, and by reason of said modification, combination, or performance an action is brought against AEC, Client shall defend and indemnify AEC in the same manner and to the same extent that AEC would be obligated to indemnify Client pursuant to this section.

b. Manufacturers' Warranty. AEC represents and warrants that the Services will be performed by qualified personnel in a professional and workmanlike manner in accordance with generally accepted industry standards and practices. Deliverables supplied by AEC but manufactured by others are warranted only to the extent of such manufacturer's warranty, and the remedies, if any, provided by such manufacturer related thereto shall be Client's sole and exclusive remedies for such Deliverables.

c. DISCLAIMER OF WARRANTIES. NOTWITHSTANDING ANYTHING TO THE CONTRARY CONTAINED IN THE AGREEMENT, AEC MAKES NO OTHER WARRANTIES, EXPRESS OR IMPLIED, WHETHER ARISING BY OPERATION OF LAW, COURSE OF PERFORMANCE OR DEALING, CUSTOM, USAGE IN THE TRADE OR PROFESSION, OR OTHERWISE, INCLUDING WITHOUT LIMITATION IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. THE REMEDIES STATED HEREIN CONSTITUTE CLIENT'S EXCLUSIVE REMEDIES AND AEC'S ENTIRE LIABILITY FOR ANY BREACH OF WARRANTY. AEC DOES NOT WARRANT THAT THE SERVICES OR DELIVERABLES WILL OPERATE IN COMBINATIONS WHICH MAY BE SELECTED FOR USE BY CLIENT AND NOT APPROVED IN ADVANCE BY AEC OR THAT THE SERVICES OR DELIVERABLES WILL BE COMPATIBLE WITH CLIENT'S OTHER SYSTEMS OR SOFTWARE, NOR DOES AEC WARRANT AGAINST ANY DAMAGE, COMPATIBILITY ISSUE, OR OTHER LOSS RESULTING FROM OR RELATED TO CLIENT'S INSTALLATION OF ADDITIONAL SYSTEMS OR SOFTWARE OR MODIFICATION OF ANY AEC-SUPPLIED SYSTEM OR SOFTWARE OR OTHER MATTER OUTSIDE THE CONTROL OF AEC. AEC DOES NOT WARRANT THE RESULTS OR ACHIEVEMENTS OF THE SERVICES PROVIDED OR THE RESULTING WORK PRODUCT AND DELIVERABLES.

d. Indemnification. A Party shall indemnify, defend and hold harmless the other Party (including such Party's affiliates and their respective employees, directors, officers, and agents), from and against any and all third party claims, actions, damages, liabilities, costs and expenses (including reasonable attorneys' fees and court costs) relating to bodily injury or death of any person, or damage to real and/or tangible personal property, directly caused by the negligence or willful misconduct of the indemnifying Party, its personnel or agents in the performance of this Agreement. The other Party shall promptly notify the indemnifying Party in writing of any claim for which indemnification is sought. Upon receipt of such notice, the indemnifying Party shall, at the indemnifying Party's own expense, diligently defend the other Party against all such claims, actions, damages, liabilities, costs and expenses. If the indemnifying Party fails or refuses to defend the other Party, the other Party may defend itself at the indemnifying Party's expense and the indemnifying Party shall assist in such defense at its own expense. A Party may assist in any proceeding being defended against by the indemnifying Party at its own expense.

e. LIMITATION OF LIABILITY. EXCEPT FOR BREACHES OF SECTION 2 OR THE NDA, AS APPLICABLE, OR SECTION 6(D), IN NO EVENT SHALL EITHER PARTY BE LIABLE TO THE OTHER PARTY, WHETHER A CLAIM BE IN TORT, CONTRACT, OR OTHERWISE: (I) FOR ANY AMOUNT IN EXCESS OF THE CUMULATIVE TOTAL FEES AND COSTS PAID (OR PROPERLY DUE AND OWING) BY CLIENT TO AEC UNDER THIS AGREEMENT, OR (II) FOR ANY LOST PROFITS OR REVENUES, LOSS OR CORRUPTION OF DATA, EQUIPMENT OR NETWORK DOWNTIME, TOLL FRAUD, OR FOR ANY INDIRECT, SPECIAL, EXEMPLARY, INCIDENTAL, PUNITIVE AND/OR CONSEQUENTIAL DAMAGES ARISING OUT OF OR RELATED TO THIS AGREEMENT, INCLUDING A PARTY'S BREACH OR

PERFORMANCE HEREOF, OR THE PERFORMANCE AND/OR NON-PERFORMANCE OF THE SERVICES AND/OR DELIVERABLES, IN EACH INSTANCE EVEN IF THE PARTY HAS BEEN ADVISED OF THE POSSIBILITY THEREOF. ALL CLAIMS AGAINST AEC ARISING OUT OF OR RELATING TO THIS AGREEMENT OR THE BREACH OR PERFORMANCE HEREOF SHALL EXPIRE UNLESS BROUGHT WITHIN ONE (1) YEAR FROM THE TIME OF THE FIRST DISCOVERY OF THE EVENT LEADING TO THE CLAIM.

7. Insurance. Unless otherwise specified by Client prior to AEC's commencement of work under the Agreement, AEC shall obtain, and shall be required to obtain only, the following insurance coverage (which shall be non-cancelable during the term of the Agreement)

- Workers' Compensation Insurance in compliance with the laws of the state where the work is to be performed with a liability limit of not less than \$1,000,000;
- Comprehensive General Liability Insurance of not less than \$1,000,000 per occurrence with respect to bodily injury and property damage; and
- Comprehensive Automotive Liability Insurance, including property damage covering all owned or rented equipment used in connection with AEC's performance of the work hereunder in amounts not less than \$1,000,000 per person and \$2,000,000 per occurrence for bodily injury including death resulting at any time therefore, and \$1,000,000 per occurrence for property damage.

8. Non-Solicitation. During the term of the Agreement and for one (1) year thereafter, unless the other Party expressly authorizes in writing, neither Party shall, directly or indirectly, solicit any employee of the other Party that they come in contact with in the course of the performance of the Agreement; provided, however, that neither Party is prohibited from hiring employees who inquire about employment independently or in response to a public advertisement or general employment solicitation not directly targeting such employees.

9. Entire Agreement. The Agreement constitutes the entire understanding of the Parties with respect to the subject matter thereof and will supersede all previous and contemporaneous communications, representations, or understandings, either oral or written, between the Parties relating to that subject matter and will not be contradicted or supplemented by any prior course of dealing between the Parties. Terms and conditions contained in any purchase order or other ordering document submitted by Client shall not be deemed to modify or supersede these Terms or the Proposal. No modification, amendment, or addition of or to the Agreement shall be valid unless in writing and signed by authorized representatives of the Parties. Notwithstanding the foregoing, to the extent (i) any provisions in the Proposal(s) conflict with these Terms, such provisions of the Proposal(s) shall control, and (ii) to the extent any provisions in a definitive written agreement (an "MSA") subsequently executed between the parties conflict with these Terms or the provisions in the Proposal(s), such terms of the MSA shall control; provided, however, in the case of (i) and (ii), any provisions in these Terms that do not conflict with provisions in the Proposal(s) or MSA, as applicable, shall remain in full force and effect.

10. Miscellaneous.

a. Governing Law; Venue; Waiver of Jury Trial. The Agreement shall be governed by and construed in accordance with the internal laws of the Commonwealth of Pennsylvania without giving effect to its conflicts of law principals. Any legal action or proceeding with respect to the Agreement shall be brought solely in the state or federal courts located in Allegheny County, Pennsylvania, and each Party hereby irrevocably accepts for itself and in respect of its property, generally and unconditionally, the jurisdiction of such court, and waives any claim that any action or proceeding arising out of or relating to the Agreement and commenced in the aforementioned courts lacks proper venue. EACH PARTY HEREBY WAIVES ANY RIGHT TO HAVE A JURY PARTICIPATE IN THE RESOLUTION OF ANY DISPUTE OR CLAIM, WHETHER SOUNDING IN CONTRACT, TORT, OR OTHERWISE, CONNECTED WITH, RELATED TO, OR INCIDENTAL TO THE AGREEMENT.

b. Independent Contractors. The relationship of AEC and Client is that of independent contractors, and nothing contained herein shall be construed to (i) give either Party any right or authority to create or assume any obligation of any

kind on behalf of the other or (ii) constitute AEC and Client as partners, joint ventures, or otherwise as participants in a joint or common undertaking.

c. Assignment. Neither Party may assign, delegate or otherwise transfer the Agreement or its obligations hereunder, in whole or in part, without the prior written consent of the other Party, with such consent not to be unreasonably withheld.

d. Force Majeure. Neither Party shall be liable to the other Party for any loss, damage, detention or delay, nor be deemed to be in default or breach of the Agreement, as a result of a Party's delay or failure to perform hereunder due to causes beyond such Party's reasonable control. In the event of delay due to any such cause, the date of delivery or performance shall be extended by a period equal to the delay plus a reasonable time to resume performance. Each Party shall use reasonable efforts to notify the other Party of the occurrence of such an event.

e. Waiver. No waiver of any term or right in the Agreement shall be effective unless in writing, signed by an authorized representative of the waiving Party. The failure of either Party to enforce any provision of the Agreement shall not be construed as a waiver or modification of such provision, or impairment of its right to enforce such provision or any other provision of the Agreement thereafter.

f. Publicity. AEC shall be free to disclose to the public that Client is a client of AEC, and may use Client's name to make such statement.

g. Partial Invalidity. If any provision herein is held to be invalid or unenforceable, such provision shall be narrowly construed, if possible, or otherwise deemed ineffective and the remaining provisions shall not be affected.

h. Notices. Unless otherwise provided in the Agreement, all notices required under the Agreement shall be in writing and shall be effective for all purposes upon receipt, including without limitation, in the case of: (i) personal delivery, (ii) delivery by courier, (iii) delivery by United States first class certified mail, postage prepaid, or (iv) transmittal by facsimile or other electronic means, and shall be sent to the respective Party at the address set forth on the Proposal. Any Party may change its address by written notice to the other Party in the manner set forth above. Receipt of communications by United States first class certified mail will be sufficiently evidenced by return receipt; receipt of communications transmitted by facsimile or other electronic means shall be deemed to have been received upon transmission, provided that such notice is also sent by overnight express courier for delivery on the following day; and receipt of communications by courier will be sufficiently evidenced by a courier receipt.

Erie County Technical School
Expense Reimbursement Request Form

Name:	H.F Walker
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Description			Beginning	Ending	Total	Reimb		Other	Other	Total
Date	Destination	Purpose	Odometer	Odometer	Miles	@ rate		Expense description	Amount	Expenses
1/27/2021	Erie Club	Collective Barganing - M. Wassell		21	21	(\$11.76)				(\$11.76)
	Knox Law Firm	deliver property settlement papers		20	20	(\$11.20)				(\$11.20)
					0	\$0.00				\$0.00
					0	\$0.00				\$0.00
					0	\$0.00				\$0.00
					0	\$0.00				\$0.00
					0	\$0.00				\$0.00
					0	\$0.00				\$0.00
					0	\$0.00				\$0.00
					0	\$0.00				\$0.00
					0	\$0.00				\$0.00
Totals			0			(\$22.96)			\$0.00	(\$22.96)

[illegible]

I certify the above expenses are true and accurate:

Signature AK L. Lick

Supervisor Signature _____

H. Fred Walker

To: H. Fred Walker
Subject: Mileage -- 20

Travel to Knox Law dropping off property settlement papers (Roundabout).

Respectfully,

Dr. H. Fred Walker
Director, Erie County Technical School
(814)464-8660



Plate: ZJF763
No need to display

814.456.7588

Valid Until:

**WED,
JAN 27
12:30 PM**

Purchase Amount:
\$1.50
Purchase Time:
1/27/2021 11:00 AM
Meter ID:
West 6th-N2
Txn #:9780
Keep for your records

H. Fred Walker

To: H. Fred Walker
Subject: Travel -- 21 Miles

Travel to meet with Mark Wassell at the Erie Club to discuss Collective

21 Miles

\$1.50 parking (Receipt provided).

Respectfully,

Dr. H. Fred Walker
Director, Erie County Technical School
(814)464-8660

Erie County Technical School

Bank Register Report - NWSB General Fund

NWSB GENERAL FUND

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Post Date	Status
1015	Accounts Payable	Bank Draft	3/4/2021	National Fuel Gas	\$0.00	\$814.88	(\$814.88)	3/4/2021	Reconciled
1019	Accounts Payable	Bank Draft	3/23/2021	National Fuel Gas	\$0.00	\$3,289.41	(\$4,104.29)	3/23/2021	Reconciled
1022	Accounts Payable	Bank Draft	3/1/2021	Penelec	\$0.00	\$8,433.32	(\$12,537.61)	3/1/2021	Reconciled
1517	Accounts Payable	Computer Check	3/8/2021	Boston Mutual Life Insurance Compan	\$0.00	\$1,022.47	(\$13,560.08)	3/8/2021	Reconciled
1518	Accounts Payable	Computer Check	3/8/2021	C.M. Regent Insurance Company	\$0.00	\$892.85	(\$14,452.93)	3/8/2021	Reconciled
1519	Accounts Payable	Computer Check	3/8/2021	NOREBT	\$0.00	\$62,055.00	(\$76,507.93)	3/8/2021	Reconciled
1520	Accounts Payable	One-Time Check	3/9/2021	Erie County Techncial School - Flexib	\$0.00	\$7,500.00	(\$84,007.93)	3/9/2021	Reconciled
1522	Accounts Payable	One-Time Check	3/9/2021	Erie County Technical School - Vision	\$0.00	\$3,500.00	(\$87,507.93)	3/9/2021	Reconciled
1523	Accounts Payable	One-Time Check	3/9/2021	Erie County Technical School - Dental	\$0.00	\$7,500.00	(\$95,007.93)	3/9/2021	Reconciled
1524	Accounts Payable	Computer Check	3/30/2021	Analee Cree	\$0.00	\$50.85	(\$95,058.78)	3/30/2021	Outstanding
1524	Accounts Payable	One-Time Check	3/31/2021	Pitney Bowes Postage Meter	\$0.00	\$1,207.00	(\$96,265.78)	3/31/2021	Reconciled
1525	Accounts Payable	Computer Check	3/30/2021	Benefit Administrators, Inc.	\$0.00	\$304.15	(\$96,569.93)	3/30/2021	Outstanding
1525	Accounts Payable	One-Time Check	3/31/2021	Pitney Bowes Postage Meter Rental	\$0.00	\$405.12	(\$96,975.05)	3/31/2021	Reconciled
1526	Accounts Payable	Computer Check	3/30/2021	Brigiotta's Produce & Garden Center	\$0.00	\$67.23	(\$97,042.28)	3/30/2021	Outstanding
1527	Accounts Payable	Computer Check	3/30/2021	Career Safe	\$0.00	\$275.00	(\$97,317.28)	3/30/2021	Outstanding
1528	Accounts Payable	Computer Check	3/30/2021	ComDoc, Inc.	\$0.00	\$2,214.10	(\$99,531.38)	3/30/2021	Outstanding
1529	Accounts Payable	Computer Check	3/30/2021	Courtney Neal	\$0.00	\$35.23	(\$99,566.61)	3/30/2021	Outstanding
1530	Accounts Payable	Computer Check	3/30/2021	Desantis Solutions	\$0.00	\$539.10	(\$100,105.71)	3/30/2021	Outstanding
1531	Accounts Payable	Computer Check	3/30/2021	Direct Energy Business	\$0.00	\$732.74	(\$100,838.45)	3/30/2021	Outstanding
1532	Accounts Payable	Computer Check	3/30/2021	ECTS-Foundation	\$0.00	\$116.15	(\$100,954.60)	3/30/2021	Reconciled
1533	Accounts Payable	Computer Check	3/30/2021	Fagan Sanitary Supply	\$0.00	\$7,543.42	(\$108,498.02)	3/30/2021	Outstanding
1534	Accounts Payable	Computer Check	3/30/2021	Frontier Laundry	\$0.00	\$130.46	(\$108,628.48)	3/30/2021	Outstanding
1535	Accounts Payable	Computer Check	3/30/2021	Galbraith Media Access	\$0.00	\$3,934.72	(\$112,563.20)	3/30/2021	Outstanding
1536	Accounts Payable	Computer Check	3/30/2021	Helen Nelson Trucking	\$0.00	\$3,228.25	(\$115,791.45)	3/30/2021	Outstanding
1537	Accounts Payable	Computer Check	3/30/2021	Joe Tarasovitch	\$0.00	\$181.77	(\$115,973.22)	3/30/2021	Outstanding
1538	Accounts Payable	Computer Check	3/30/2021	Kayla Noonan	\$0.00	\$957.00	(\$116,930.22)	3/30/2021	Outstanding
1539	Accounts Payable	Computer Check	3/30/2021	Kelly Services, Inc.	\$0.00	\$661.50	(\$117,591.72)	3/30/2021	Outstanding
1540	Accounts Payable	Computer Check	3/30/2021	Knox McLaughlin Gornall & Sennett, P	\$0.00	\$7,225.00	(\$124,816.72)	3/30/2021	Outstanding
1541	Accounts Payable	Computer Check	3/30/2021	Koldrock Waters, Inc.	\$0.00	\$293.70	(\$125,110.42)	3/30/2021	Outstanding
1542	Accounts Payable	Computer Check	3/30/2021	Laser Creations by I.D. Systems	\$0.00	\$35.00	(\$125,145.42)	3/30/2021	Outstanding
1543	Accounts Payable	Computer Check	3/30/2021	Matthew Walter	\$0.00	\$60.37	(\$125,205.79)	3/30/2021	Outstanding
1544	Accounts Payable	Computer Check	3/30/2021	MSC Industrial Supply Company	\$0.00	\$4,425.14	(\$129,630.93)	3/30/2021	Outstanding
1545	Accounts Payable	Computer Check	3/30/2021	National Registry of Food Safety Prof	\$0.00	\$470.00	(\$130,100.93)	3/30/2021	Outstanding
1546	Accounts Payable	Computer Check	3/30/2021	Northwest Tri-County IU5	\$0.00	\$161.93	(\$130,262.86)	3/30/2021	Outstanding
1547	Accounts Payable	Computer Check	3/30/2021	Pa Pride, LLC	\$0.00	\$31,750.00	(\$162,012.86)	3/30/2021	Outstanding
1548	Accounts Payable	Computer Check	3/30/2021	Paul P. Sachar	\$0.00	\$4,140.00	(\$166,152.86)	3/30/2021	Reconciled
1549	Accounts Payable	Computer Check	3/30/2021	Reinhart Food Service	\$0.00	\$4,855.11	(\$171,007.97)	3/30/2021	Outstanding
1550	Accounts Payable	Computer Check	3/30/2021	Reinhart Food Service	\$0.00	\$2,381.89	(\$173,389.86)	3/30/2021	Outstanding

Erie County Technical School

Bank Register Report - NWSB General Fund

NWSB GENERAL FUND

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Post Date	Status
1551	Accounts Payable	Computer Check	3/30/2021	Scott Electric	\$0.00	\$307.53	(\$173,697.39)	3/30/2021	Outstanding
1552	Accounts Payable	Computer Check	3/30/2021	Service Master	\$0.00	\$4,909.00	(\$178,606.39)	3/30/2021	Outstanding
1553	Accounts Payable	Computer Check	3/30/2021	SJE FBO EnergyMark, LLC	\$0.00	\$100.00	(\$178,706.39)	3/30/2021	Outstanding
1555	Accounts Payable	Computer Check	3/30/2021	The Nutrition Group	\$0.00	\$1,012.00	(\$179,718.39)	3/30/2021	Outstanding
1556	Accounts Payable	Computer Check	3/30/2021	Times Publishing Company	\$0.00	\$3,421.00	(\$183,139.39)	3/30/2021	Outstanding
1557	Accounts Payable	Computer Check	3/30/2021	Unifirst Corporation	\$0.00	\$903.84	(\$184,043.23)	3/30/2021	Outstanding
1558	Accounts Payable	Computer Check	3/30/2021	Verizon Wireless	\$0.00	\$326.36	(\$184,369.59)	3/30/2021	Outstanding
1559	Accounts Payable	Computer Check	3/30/2021	Welders Supply	\$0.00	\$223.11	(\$184,592.70)	3/30/2021	Outstanding
1560	Accounts Payable	Computer Check	3/30/2021	Wilkins Company, Inc.	\$0.00	\$2,483.00	(\$187,075.70)	3/30/2021	Outstanding
1561	Accounts Payable	Computer Check	3/31/2021	Direct Energy Business	\$0.00	\$4,876.42	(\$191,952.12)	3/31/2021	Outstanding
1562	Accounts Payable	Computer Check	3/31/2021	Northwestern Roofing	\$0.00	\$2,071.11	(\$194,023.23)	3/31/2021	Outstanding
1563	Accounts Payable	Computer Check	3/31/2021	Saw Sales & Machinery Company	\$0.00	\$6,395.00	(\$200,418.23)	3/31/2021	Outstanding
1564	Accounts Payable	Computer Check	3/31/2021	Summit Township Sewer Authority	\$0.00	\$346.30	(\$200,764.53)	3/31/2021	Outstanding
1570	Accounts Payable	Computer Check	3/31/2021	Sullivan Supply Company	\$0.00	\$2,492.70	(\$203,257.23)	3/31/2021	Outstanding
1571	Accounts Payable	Computer Check	3/31/2021	Courtney Neal	\$0.00	\$114.13	(\$203,371.36)	3/31/2021	Outstanding
1572	Accounts Payable	Computer Check	3/31/2021	Heidi Crane	\$0.00	\$50.00	(\$203,421.36)	3/31/2021	Outstanding
1573	Accounts Payable	Computer Check	3/31/2021	Pearson Vue	\$0.00	\$1,209.00	(\$204,630.36)	3/31/2021	Outstanding
1574	Accounts Payable	Computer Check	3/31/2021	Rob Suprynowicz	\$0.00	\$251.16	(\$204,881.52)	3/31/2021	Outstanding
1575	Accounts Payable	Computer Check	3/31/2021	TSA Consulting	\$0.00	\$12,750.00	(\$217,631.52)	3/31/2021	Outstanding

Summary by Transaction Type

Total Deposits	\$0.00
Less Payments by Transaction Type:	
Computer Check	(\$184,981.79)
One-Time Check	(\$20,112.12)
Bank Draft	(\$12,537.61)
Total Payments:	(\$217,631.52)
Adjustments:	
Payment Adjustments	\$0.00
Deposit Adjustments	\$0.00
Total Adjustments:	\$0.00
Total Change in Register Balance:	(\$217,631.52)

Erie County Technical School

Bank Register Report - Capital Reseve Fd- PNC Checking - Cap - Capital Reseve Fd- PNC Checking

CAPITAL PROJECTS FUND - PNC Bank

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Post Date	Status
4381291	Accounts Payable	One-Time Check	3/5/2021	ECTS - PNC Capital Projects Fund	\$0.00	\$15,534.80	(\$15,534.80)	3/11/2021	Outstanding

Summary by Transaction Type

Total Deposits	\$0.00
Less Payments by Transaction Type:	
One-Time Check	(\$15,534.80)
Total Payments:	(\$15,534.80)
Adjustments:	
Payment Adjustments	\$0.00
Deposit Adjustments	\$0.00
Total Adjustments:	\$0.00
Total Change in Register Balance:	(\$15,534.80)

Erie County Technical School
Bank Register Report - Student Activities Bank Account
STUDENT ACTIVITIES FUND

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Post Date	Status
4381331	Accounts Payable	One-Time Check	3/5/2021	ECTS - PNC Bank Student Activities F	\$0.00	\$10,486.09	(\$10,486.09)	3/11/2021	Outstanding

Summary by Transaction Type

Total Deposits **\$0.00**

Less Payments by Transaction Type:

One-Time Check **(\$10,486.09)**

Total Payments: **(\$10,486.09)**

Adjustments:

Payment Adjustments **\$0.00**

Deposit Adjustments **\$0.00**

Total Adjustments: **\$0.00**

Total Change in Register Balance: **(\$10,486.09)**

VISA Statement Ending March 29, 2021

<u>Cardholder Name</u>	<u>Budget Account Number</u>	<u>Amount</u>	<u>Supplier</u>	<u>Date</u>
Balsiger	10-62122-635-000-00-000-005	141.88	McKean Tavern	3/11/2021
Balsiger	10-61380-610-000-00-000-270	(13.44)	The Home Depot #4124	3/16/2021
Balsiger	10-61380-610-000-00-000-270	237.20	The Home Depot 4124	3/16/2021
Balsiger	10-61380-610-000-00-000-270	514.89	Wm Supercenter #2278	3/25/2021
Birchard	10-61380-610-000-00-000-279	206.35	Welders Supply Company	2/26/2021
Birchard	10-62620-411-000-00-000-000	158.00	Cintas Corp	3/2/2021
Birchard	10-61380-610-000-00-000-272	278.95	Carter Lumber	3/4/2021
Birchard	10-01320-000-000-00-000-000	849.00	Creative Imprint Systems	3/4/2021
Birchard	10-61380-610-000-00-000-272	375.66	Lowes #00907	3/5/2021
Birchard	10-61380-610-000-00-000-272	671.16	Lowes #00907	3/5/2021
Birchard	10-61380-610-000-00-000-275	24.00	Paypal	3/8/2021
Birchard	10-61380-610-000-00-000-275	24.00	Paypal	3/8/2021
Birchard	10-61380-610-000-00-000-275	24.00	Paypal	3/8/2021
Birchard	10-61380-610-000-00-000-275	24.00	Paypal	3/8/2021
Birchard	10-61610-610-100-40-000-000	6.67	Welders Supply Company	3/9/2021
Birchard	10-61330-610-000-00-000-000	275.00	Careersafe Online	3/9/2021
Birchard	10-61330-610-000-00-000-000	279.98	Meddmax* Medd Max 1c9-	3/9/2021
Birchard	10-62260-610-000-00-000-000	82.87	Amzn Mktp Us	3/10/2021
Birchard	10-04490-000-000-00-000-273	270.90	Millennium Systems Intern	3/10/2021
Birchard	10-61610-610-100-40-000-000	513.81	The Warren Company	3/10/2021
Birchard	10-61330-610-000-00-000-000	813.75	School Nurse Supply Inc	3/10/2021
Birchard	10-62660-330-390-00-000-000	2,365.00	Peardeck.Com	3/10/2021
Birchard	10-62260-610-000-00-000-000	3.98	Amzn Mktp Us	3/11/2021
Birchard	10-61380-610-000-00-000-272	185.96	Lowes #00907	3/12/2021
Birchard	10-61380-610-000-00-000-272	747.44	Lowes #00907	3/12/2021
Birchard	10-62620-411-000-00-000-000	1,155.15	Waste Mgmt Wm Ezpay	3/17/2021
Carr	10-61390-610-000-00-000-000	499.00	Careersafe Online	3/4/2021
Carr	10-62122-610-000-00-000-004	15.00	Careersafe Online	3/5/2021
Doty	10-62831-610-000-00-000-000	65.00	Vue*testing/train Svc	3/4/2021
Doty	10-62831-610-000-00-000-000	50.00	Manufacturers And Bus	3/8/2021
Doty	10-62831-610-000-00-000-000	70.00	Pa-School-Boards-Assn	3/10/2021
Doty	10-62831-610-000-00-000-000	528.89	Discountmugs.Com	3/10/2021
Doty	10-62831-610-000-00-000-000	(50.00)	Manufacturers And Bus	3/26/2021
Eggleston	10-62122-610-000-00-000-005	79.99	Amzn Mktp Us	3/11/2021
Eggleston	10-62122-610-000-00-000-005	(69.99)	Amzn Mktp US Amzn.Com/Bil	3/13/2021
Eggleston	10-62122-610-000-00-000-005	(77.54)	Amzn Mktp US Amzn.Com/Bil	3/13/2021
Eggleston	10-62122-610-000-00-000-005	79.99	Amzn Mktp Us	3/15/2021
Fair	10-62840-618-000-00-000-000	13.50	Amzn Mktp Us	3/22/2021

Foulkrod	10-62122-610-000-00-000-001	64.50	Creative Imprint Systems	3/11/2021
Foulkrod	10-62122-610-000-00-000-001	129.00	Asca	3/19/2021
Foulkrod	10-62122-610-000-00-000-001	70.00	Pacta	3/24/2021
Fox	10-62840-618-000-00-000-000	186.20	Amzn Mktp Us	2/27/2021
Fox	10-62840-618-000-00-000-000	37.47	Wal-Mart #2278	3/1/2021
Fox	10-62840-618-000-00-000-000	13.59	Books A Million 359	3/3/2021
Fox	10-62840-618-000-00-000-000	44.78	Wal-Mart #2278	3/8/2021
Fox	10-62840-618-000-00-000-000	5.98	Sams Club #6675	3/15/2021
Fox	10-62840-618-000-00-000-000	11.53	Wm Supercenter #2278	3/15/2021
Fox	10-62840-618-000-00-000-000	12.88	Wm Supercenter #2278	3/15/2021
Fox	10-62840-618-000-00-000-000	60.74	Wm Supercenter #2278	3/22/2021
Fox	10-62840-618-000-00-000-000	20.29	Wm Supercenter #2278	3/24/2021
Fox	10-62840-618-000-00-000-000	73.13	Amzn Mktp Us	3/28/2021
Garvey	10-61290-610-000-00-000-000	63.97	Amzn Mktp Us	2/28/2021
Garvey	10-61290-610-000-00-000-000	103.88	Boom Learning	3/4/2021
Garvey	10-61290-610-000-00-000-000	62.90	Amzn Mktp Us	3/15/2021
Garvey	10-61290-610-000-00-000-000	50.00	Amazon.Com*Iq2u251y3	3/17/2021
Klins	10-61370-610-000-00-000-261	12.00	Amazon Web Services	2/28/2021
Klins	10-61370-610-000-00-000-261	0.50	Amazon Web Services	3/3/2021
Klins	10-61370-610-000-00-000-261	135.00	Amzn Mktp Us	3/5/2021
Klins	10-61370-610-000-00-000-261	28.78	Amzn Mktp Us	3/14/2021
Klins	10-61370-610-000-00-000-261	678.32	Amzn Mktp Us	3/14/2021
Klins	10-61370-610-000-00-000-261	199.00	Amzn Mktp Us	3/15/2021
Long	10-61380-610-000-00-000-275	24.00	Paypal	3/8/2021
Long	10-61380-610-000-00-000-275	24.00	Paypal	3/8/2021
Marendt	10-01320-000-000-00-000-000	129.18	Samsclub #6675	3/2/2021
Marendt	10-01320-000-000-00-000-000	71.66	Sams Club #6675	3/9/2021
Marendt	10-01320-000-000-00-000-000	139.88	Samsclub #6675	3/17/2021
Marendt	10-01320-000-000-00-000-000	59.32	Samsclub #6675	3/25/2021
Mello	10-62620-610-000-00-000-000	8.75	Mueller Locksmith Llc	3/4/2021
Mello	10-62620-610-000-00-000-000	23.37	Lowes #00226	3/4/2021
Mello	10-62620-610-000-00-000-000	668.82	#470 Builders Hardware	3/4/2021
Mello	10-62620-610-000-00-000-000	40.61	Meier Supply Co #11	3/10/2021
Mello	10-62620-610-000-00-000-000	171.95	Lowes #00226	3/19/2021
Mello	10-62650-626-000-00-000-000	300.20	Vercillos Autobody	3/19/2021
Mello	10-62620-610-000-00-000-000	254.98	Meier Supply Co #11	3/26/2021
Miller	10-62122-635-000-00-000-005	164.89	Panera Bread #203483 O	3/4/2021
Miller	10-61370-610-000-00-000-264	24.88	Wm Supercenter #2278	3/13/2021
Miller	10-61370-610-000-00-000-264	65.92	Lowes #00226	3/19/2021
Miller	10-61370-610-000-00-000-264	298.77	Amzn Mktp Us	3/23/2021
Noonan	10-61380-610-000-00-000-273	62.96	Wal-Mart #2278	3/11/2021

[illegible]

VonVolkenburg	10-62620-610-000-00-000-000	135.30	Fagan Sanitary Supply	3/4/2021
VonVolkenburg	10-62620-610-000-00-000-000	541.20	Fagan Sanitary Supply	3/4/2021
VonVolkenburg	10-62620-610-000-00-000-000	24.98	Officemax/Officedept#6877	3/4/2021
VonVolkenburg	10-62620-610-000-00-000-000	31.09	Officemax/Officedept#6877	3/4/2021
VonVolkenburg	10-62620-411-000-00-000-000	1,155.15	Waste Mgmt Wm Ezpay	3/9/2021
VonVolkenburg	10-62840-348-000-00-000-000	232.58	Velocity Network Inc	3/20/2021
VonVolkenburg	10-62660-610-390-00-000-000	520.59	Gih*globalindustrialeq	3/25/2021
VonVolkenburg	10-62440-610-000-00-000-000	79.00	Cintas Corp	3/26/2021
Walter	10-61380-610-000-00-000-271	27.25	Country Fair #65	3/9/2021
Walter	10-61380-610-000-00-000-271	29.95	Grammarly Coobnannz	3/12/2021
Walter	10-61380-610-000-00-000-271	177.05	Amzn Mktp Us	3/24/2021
Warren	10-1342-610-000-00-000-000	183.91	Instacart	3/3/2021
Warren	10-1342-610-000-00-000-000	122.56	Instacart	3/5/2021
Warren	10-1342-610-000-00-000-000	111.81	Instacart	3/11/2021
Warren	10-1342-610-000-00-000-000	31.41	Giant Eagle #4237	3/15/2021
Wilber	10-1342-610-000-00-000-000	73.14	B2b Prime*dj42q4d73	3/8/2021
Woodburn	10-01320-000-000-00-000-000	34.44	Walmart Grocery	2/26/2021
Woodburn	10-01320-000-000-00-000-000	80.24	Walmart Grocery	2/26/2021
Woodburn	10-01320-000-000-00-000-000	7.00	Walmart Grocery	2/27/2021
Woodburn	10-01320-000-000-00-000-000	97.06	Walmart Grocery	3/2/2021
Woodburn	10-01320-000-000-00-000-000	10.00	Walmart Grocery	3/3/2021
Woodburn	10-01320-000-000-00-000-000	59.02	Walmart Grocery	3/3/2021
Woodburn	10-01320-000-000-00-000-000	7.00	Walmart Grocery	3/4/2021
Woodburn	10-01320-000-000-00-000-000	130.44	Walmart Grocery	3/9/2021
Woodburn	10-01320-000-000-00-000-000	10.00	Walmart Grocery	3/10/2021
Woodburn	10-01320-000-000-00-000-000	24.00	Walmart Grocery	3/10/2021
Woodburn	10-01320-000-000-00-000-000	51.57	Walmart Grocery	3/10/2021
Woodburn	10-01320-000-000-00-000-000	7.00	Walmart Grocery	3/11/2021
Woodburn	10-01320-000-000-00-000-000	175.88	Walmart Grocery	3/17/2021
Woodburn	10-01320-000-000-00-000-000	15.00	Walmart Grocery	3/18/2021
Woodburn	10-01320-000-000-00-000-000	132.44	Walmart Grocery	3/18/2021
Woodburn	10-01320-000-000-00-000-000	10.00	Walmart Grocery	3/19/2021
Woodburn	10-01320-000-000-00-000-000	356.00	Country Meats Llc	3/19/2021
Woodburn	10-01320-000-000-00-000-000	184.84	Walmart Grocery	3/23/2021
Woodburn	10-01320-000-000-00-000-000	15.00	Walmart Grocery	3/24/2021

Total for March 2021

\$ 23,932.09



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Equal Opportunity Education Institution

Administrative Services/Human Resources Coordinator Report
April 2021

STAFFING:

Administration

Actively Recruiting and Interviewing for ECTS Business Manager. (Reposted Position)
Interim Business Manager Paul Sachar is in place until replacement is named.

Professional

Motion to ratify hiring of Toni Mazanowski, Computer Networking Instructor.

Classified

Recruitment for Part-time Custodian, and Long-Term Sub Instructional Aide continues

PAYROLL:

2021-2022 payroll schedule.

Summer pay option letter for Instructors will go out in April.

STAFF DEVELOPMENT:

School-wide Job Descriptions review/revision

– once a month a group based on Job Classifications will be submitted for JOC
review/approval until complete.

April submitted Support Personnel group for approval.

ADMINISTRATIVE SERVICES:

Policy updates for 2020 submitted to PSBA for final review prior to active status.

Professional Unit negotiations continue.

Working through the PSBA Board Secretary Training.

Working through Board Docs Agenda program implementation.

ERIE COUNTY TECHNICAL SCHOOL

PROPOSED AGENDA ITEM

DATE: March 29, 2021

SUBJECT: Computer Networking Instructor

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

INITIATED BY: Cat Doty, Administrative Services/HR Coordinator

DESCRIPTION:

Erie County Technical School Administration recommends the hire of Toni Mazanowski as the Computer Networking effective April 7, 2021 at Column A/B, Step 6 prorated, on the salary of \$43,708.

RECOMMENDATION:

Motion to ratify Toni Mazanowski, Computer Networking Instructor, at Column A/B step 6, prorated based on the salary of \$43,708 per year.

**Erie County Technical School
Director's Report
April 2021**

Renovation Status

1. Plan and design are at BIU for inspection.
2. There was a pre-bid meeting for potential contractors to tour the ECTS and ask questions on Thursday, April 22nd, 2021.
3. The renovation is out for bid now and bids are due on May 13th, 2021.
4. Clerk of the Works candidate Rob Estok completed a review of the renovation design and plans (not to exceed 20 hours) and the report Rob provided was sent to all members of the JOC and PAC.
5. The cost for construction materials (particularly wood and steel) are unusually high right now due to logistics delays associated with the pandemic.

ECTS Schedule

1. The ECTS returned to full-time, in-person instruction on April 8th, 2021.
 - a. No difficulties to report.
2. A modification to the ECTS Health and Safety Plan was presented this evening to reflect our return to full-time, in-person instruction.

ECTS Operations

1. We are preparing for a Perkins Stakeholder's Meeting in early May.
2. Principal Tarasovitch, Sandy Carr, and I participated in a mandatory and virtual training for the Carl Perkins grant program in mid-April.
3. We are preparing for a Local Advisory Committee Meeting in early May.
4. Work on an Electro-Mechanical Engineering Technology (Mechatronics) program with a Drone Technology emphasis continues.
5. We are scheduled to have a graduation ceremony inside the ECTS grouped/focused by lab to reduce the exposure to a mass-gathering. One lab at a time will be called to the Cafeteria for a lab-specific graduation ceremony.
6. Many thanks to the Graduation Planning Committee!
7. 339 Audit
 - a. PDE revised their timeline for 339 Audits moving our required audit from March 2021 until a date TBD in 2021/2022.
 - b. We are finalizing our 339 Audit materials now as intended.
8. ECTS Comprehensive Plan (three-year cycle).
 - a. The ECTS is a Phase 3 school originally scheduled for 2021.
 - b. PDE revised their timeline for Comprehensive Planning moving our required audit from 2021 until a date TBD in 2021/2022

Student Activity

1. SkillsUSA conference call was conducted with regional CTC Directors.
2. There will NOT be a District 10 SkillsUSA competition this year due to COVID-19.
3. There will be an ECTS-specific SkillsUSA competition this year.

Other Action Items This Month

High School Activity Report

April 2021

3rd Quarter Closure and Grades: The third quarter closed on March 24, 2021. The 3rd quarter grades were shared with both the Sending Schools and families through a mailing on March 26, 2021.

Third Quarter Honors: The third quarter of the school year was completed on March 24th. The Erie County Technical School quarterly recognizes three groups of outstanding students: **HONOR ROLL** students, **PERFECT ATTENDANCE** students and **DISTINGUISHED** students.

- **HONOR ROLL:** 181 students; 29% of the student body earned the Honor Roll Status. To achieve this status, the student must have a 95% grade point average.
- **PERFECT ATTENDANCE:** 203 students; 32% of the ECTS population achieved Perfect Attendance this quarter.
- **DISTINGUISHED STUDENT:** 96 students; 15% of the students were recognized as Distinguished. To be a distinguished student, the student must achieve both honor roll and perfect attendance.

Please find attached the District's Third Quarter recognition.

Return to FULL Enrollment: The Erie County Technical School returned to FULL enrollment and a "live for five" school setting on Thursday, April 8, 2021. Mr. Tarasovitch is extremely proud of the faculty, students and staff for this seamless departure and transition from the A-B Hybrid model.

Perkins Mandatory Meeting: Mr. Tarasovitch, Sandy Carr and Dr. Walker were engaged in a Mandatory Webinar on April 8, 2021 for the preparation of the 2021-22 Perkins Grant submission process. The meeting was a mandatory meeting driven by PDE that had over 200 participants statewide. This session provides guidance for the grant writers to ensure that PDE expectations of planning and preparing are accomplished to the reviewer's specifications.

Guidance Counselor Meeting: The Erie County Technical School hosted the home school guidance counselors on Friday, April 16th. Lisa Sorensen and Mary Foulkrod organized the session for the counselors. The topics of discussion were Enrollment of New Students, Welcome Presentation to New Students and grade concerns.

Locco Scholarship Interviews for the 2021-22: The Business and Manufactures Association conducted interviews on April 20th for five juniors who could be the recipient of the Patrick R. Locco Scholarship for the 2021-22 school year. The juniors who were nominated for the Locco Scholarship process by their program instructors are Isaiah Olesnanik DDE – GIR, Dani Kehl DDE – IRO, Trevor Johnston EET – FVR, Cameron Baniewicz FMT – MD, and Keaton Henderson FMT – WBG. The recipient of this prestigious award will be announced in October of 2021.

General Information:

In terms of General Information, the following tasks have taken place this month:

- Spent Tuesday and Wednesday over the spring break learning some core ECTS Technology systems.
- Still working on learning technology elements and locations for technology components as time permits.
- Still working on transitions with the new Computer Networking Instructor.

PIMS:

In terms of PIMS, the following tasks have taken place this month:

- Attended the 2021 PDE Data Summit to learn elements of PIMS.
- Transferred Local Security Administrator status from Jeff Smith to myself.
- Successfully navigated introductory basics of PIMS and PIMS PDEApps websites.
- Successfully completed first PIMS data and PIMS ACS statement for submittal to PIMS.
- **Attempting to setup a meeting with another Technology Manager in another CTC to learn additional PIMS details relevant to our school.**

Data and Information Processing:

In terms of Data and Information, the following tasks have taken place this month:

- Successfully navigated introductory basics of our School Information System, Infinite Campus on the backend.
- Still working on learning how data migrates between the SIS and other ECTS data systems.
- Setup a meeting with our Infinite Campus vendor contact to learn about current contract.

Servers and Network Elements:

In terms of Server and Network Elements, the following tasks have taken place this month:

- Updated the website for recent personnel changes, JOC member changes, and other general housekeeping elements.
- Getting brought up to speed on the Student Remote Desktop server graphical licensing issue and working with the company Dataprise regarding this as purchased through a Greer grant this school year.
- Worked on and resolved Wireless Network expired digital certificate license issue.
- Working with Paul Sachar regarding the Network Assessment Plan with AEC Group.
- **Attempting to get a solid understanding of the main technology systems of ECTS.**

Software Applications:

In terms of Software Applications, the following tasks have taken place this month:

- Attended a meeting with Paul Sachar, Cat Doty, and Kelly Bennett regarding the usage of BoardDocs as an alternative to existing Board Meeting Agenda processes.
- Setup computer and technology access for new Computer Networking Instructor. This involved learning how the central server services and elements are all interconnected.
- Getting brought up to speed on the Admissions Database existing process as well as its potential conversion to SchoolMint with contact vendor Szymanski Consulting.
- Working on the details involved with YouTube Streaming for JOC meetings and Graduation.

Supervisors of Instructional Support Services Report
April 2021
Sandy Carr and Lesa Scalise

Curriculum Development

NOCTI Testing – We received PDE approval for waiving the 2021 NOCTI test. With the waiver, we may administer the written portion of the NOCTI and plan to test our 193 concentrators on April 28, 2021.

Articulation – We have formed an articulation agreement with Mercyhurst University for our Culinary Arts and Tourism & Hospitality Management programs. We also have an articulation agreement with Pittsburgh Technical College that covers several of our programs. There are motions for the ratification of both agreements on the agenda.

Curriculum – Work continues on aligning tasks and standards to unit plans in CTE-360. The goal is to complete this work by April 30. New instructors are reviewing curriculum documents and are suggesting revisions as needed.

339 Audit and PDE Program Approval – Work continues to review and finalize artifacts for the 339 audit. The audit is scheduled for September 27, 28, and 29, 2021. Sandy is also updating the program information in the CATS system for the program re-approval process.

CTE360 – We are testing the student portfolio components of the CTE-360 system with selected teachers and students. Our goal is to have all students begin to utilize the digital portfolio features in the 2021-2022 school year.

Special Education

Grade Monitoring – Lesa and Sandy continue to work with students who have low or failing grades and communicate with both parents and sending school representatives.

Incoming Students – Lesa and Sandy will continue to attend meetings for accepted and prospective IEP/504 students for the 2021-2022 school year to help ensure a smooth and successful transition to ECTS.

Instructional Aides – The instructional aides schedules have changed due to students attending full-time and are working with their instructors to develop schedules to assist students as needed.

School District	Representative	Date Appointed	3/26/2020 CANCELLED	4/23/2020 VIRTUAL	5/28/2020 VIRTUAL	6/25/2020 VIRTUAL	7/23/20	8/27/20	9/24/20	10/22/20	12/15/2020 VIRTUAL	1/28/21	2/25/21	3/25/21	No. Attended	Percent Attended
Fairview	Foyle	June 2007													11	92%
Fairview	Mahoney	December 2019		p	p	p	p	p	p		p	p	p	p	10	83%
Fairview	Westcott	June 2018													0	0%
Ft LeBoeuf	Dinsmore	December 2019		p	p	p	p			p	p	p	p	p	9	75%
Ft LeBoeuf	Ogden	December 2003													0	0%
General McLane	Bucksbee	August 1993		p	p	p	p	p	p	p	p	p	p	p	11	92%
Girard	Olesnanik	December 2015		p	p	p	p	p	p	p	p	p	p	p	11	92%
Harbor Creek	Lutz	December 2013													0	0%
Harbor Creek	Brink	December 2019			p	p		p	p	p	p	p	p	p	9	90%
Harbor Creek	Gallagher	December 2017													0	0%
Harbor Creek	Gainer	July 2007													0	0%
Iroquois	Rickrode	December 2017		p	p	p	p	p	p	p	p	p	p	p	11	92%
Iroquois	Rogala	March 2011													0	0%
Iroquois	King	December 2015													0	0%
Iroquois	Conti	November 2013													0	0%
Millcreek	DiPlacido	March 2012		p	p	p	p	p	p	p	p	p	p	p	11	92%
North East	Boyd	April 2018												p	1	8%
North East	Fynan	December 2016													0	0%
North East	Cancilla	September 2019					p								1	8%
Northwestern	Ring	October 2016		p	p	p	p	p	p	p	p	p	p	p	11	92%
Northwestern	Ring	March 2006													0	0%
Union City	Fox	September 2016													0	0%
Union City	Gilbert	December 2018		p	p	p	p	p	p		p	p	p	p	10	83%
Wattsburg	Hallock	December 2018													0	0%
Wattsburg	Duda	December 2003													0	0%
Wattsburg	Lee	August 2020						p		p	p	p	p	p	6	120%
Wattsburg	O'Donnell	December 2019		p	p										5	71%
Monthly Total				9	9	10	9	9	8	8	10	10	10	11		
Monthly Percentage				82%	82%	91%	82%	82%	73%	73%	91%	91%	91%	100%		79%

Erie County Technical School Enrollment
2020-2021

		March 2021						April 2021					
Program	Capacity	Program/Year Level			Total	Chg/ Prior Mth	Chg/ Sept	Program/Year Level			Total	Chg/ Prior Mth	Chg/ Sept
		1st	2nd	3rd				1st	2nd	3rd			
Art & Design	48	11	11	10	32	(1)	(8)	11	11	10	32	0	(8)
Auto Body	48	10	8	8	26	0	(3)	10	8	8	26	0	(3)
Automotive Technologies	48	11.5	7	9.5	28	(1)	(4)	11	7	9.5	27.5	(1)	(5)
Automotive Technologies	48	11.5	7	9.5	28			11	7	9.5	27.5		
Computer Networking	48	7	15	10	32	0	(4)	7	15	10	32	0	(4)
Computer Info. Systems	48	16	13	7	36	0	(3)	16	13	7	36	0	(3)
Construction Trades	48	22	7	9	38	0	(1)	22	7	9	38	0	(1)
Cosmetology	48	17	14	13	44	0	(1)	17	14	13	44	0	(1)
Culinary Arts	48	7.5	9	10	26.5	0	(4)	7.5	9	10	26.5	0	(4)
Culinary Arts	48	7.5	9	10	26.5			7.5	9	10	26.5		
Diversified Occupations					0	0	0				0	0	0
Drafting & Design	48	9	14	15	38	0	(2)	9	14	15	38	0	(2)
Early Childhood Education	48	16	7	9	32	0	(7)	15	6	9	30	(2)	(9)
Electrical Engineering	48	17	20	10	47	0	0	17	20	10	47	0	0
Facilities Maintenance	48	16	19	11	46	0	(2)	16	19	11	46	0	(2)
Graphic Communications	48	7	8	10	25	0	(2)	7	7	10	24	(1)	(3)
Health Assistant	48	22	11	4	37	0	(6)	22	11	4	37	0	(6)
Metal Fabrication	48	17	13	12	42	0	(4)	17	13	12	42	0	(4)
Precision Machining	48	8	13	6	27	0	(4)	8	13	6	27	0	(4)
Tourism & Hospitality	48	7	8	9	24	0	(5)	7	8	9	24	0	(5)
TOTALS	912	240	213	182	635	(2)	(68)	238	211	182	631	(4)	(72)
Percent of Capacity		69.6%						69.2%					
Date of Report		Tuesday, March 16, 2021						Tuesday, April 13, 2021					
School District	Quota	Program/Year Level			Total	Chg/ Month	Chg/ Sept	Program/Year Level			Total	Chg/ Month	Chg/ Sept
		1st	2nd	3rd				1st	2nd	3rd			
Fairview	83	17	22	10	49	0	(6)	17	22	10	49	0	(6)
Fort LeBoeuf	83	28	13	10	51	0	(5)	28	13	10	51	0	(5)
General McLane	83	11	16	17	44	1	(1)	11	16	17	44	0	(1)
Girard	83	19	21	22	62	0	(9)	19	20	22	61	(1)	(10)
Harbor Creek	83	20	13	15	48	0	(4)	20	13	15	48	0	(4)
Iroquois	83	24	16	17	57	0	(3)	24	15	17	56	(1)	(4)
Millcreek	83	41	37	33	111	0	(5)	40	37	33	110	(1)	(6)
North East	83	20	21	16	57	0	(13)	20	22	16	58	1	(12)
Northwestern	83	11	19	11	41	(1)	(7)	11	19	11	41	0	(7)
Union City	83	22	18	12	52	(2)	(9)	21	18	12	51	(1)	(10)
Wattsburg	83	27	17	19	63	0	(6)	27	16	19	62	(1)	(7)
Totals	912	240	213	182	635	(2)	(68)	238	211	182	631	(4)	(72)

Transition Center Enrollment
2020-2021

March 16, 2021

April 13 ,2021

District	Transition Center	District	Transition Center
Fairview	6	Fairview	6
Fort LeBoeuf	4	Fort LeBoeuf	4
General McLane	1	General McLane	1
Girard	1	Girard	1
Harbor Creek	-	Harbor Creek	-
Iroquois	4	Iroquois	4
Millcreek		Millcreek	
North East	1	North East	1
Northwestern		Northwestern	
Union City	5	Union City	5
Wattsburg	1	Wattsburg	1
Total	23	Total	23

Non-participating

Non-participating

Program	Intellectually Disabled	Developmental delay	Deaf blindness	Hearing Impairment	Speech/Lang Impaired	Visually Impaired	Emotional Disturbed	Orthopedic Impairment	Other Impairment	Specific Disability	Autism	Head Injury	504 Plan	Multiple disabilities	Gifted with Disability	Special Pops	ECTS	Percentage
Art and Design for Business										2	1		3			6	32	18.8%
Automotive Body Repair	1								2	6	1		2	6		18	26	69.2%
Automotive Technologies							1			9			6	1		17	55	30.9%
Computer Networking							2		2	2	2		3	1		12	32	37.5%
Computer Programming									1	3	1		2	1		8	36	22.2%
Construction Trades							1		1	6	1		1	2		12	38	31.6%
Cosmetology										3			3	1		7	44	15.9%
Culinary Arts							1			6	2		2	2		13	53	24.5%
Drafting & Design									3	4			3	1		11	38	28.9%
Early Childhood Education							1		1	5			2	1		10	30	33.3%
Electrical Engineering Technology					1				1	3	1		3			9	47	19.1%
Facilities Maintenance Technologies	1						1			8	2		2	3		17	46	37.0%
Graphic Communications							1		2	2	5		2	1		13	24	54.2%
Health Assistant				1			1			2			2			6	37	16.2%
Metal Fabrication							1		2	4	2		1	1		11	42	26.2%
Precision Machining							1			2	1		1	1		6	27	22.2%
Tourism & Hospitality Management									1	6						7	24	29.2%
Undeclared																0		NaN
Erie County Technical School	2			1	1		11		16	73	19		38	22		183	631	29.0%

Home School	Intellectually Disabled	Developmental delay	Deaf blindness	Hearing Impairment	Speech/Lang Impaired	Visually Impaired	Emotional Disturbed	Orthopedic Impairment	Other Impairment	Specific Disability	Autism	Head Injury	504 Plan	Multiple disabilities	Gifted with Disability	Special Pops	ECTS	Percentage
Fairview									2	4	1		4			11	49	22.4%
Fort LeBoeuf										6	2		2	1		11	51	21.6%
General McLane	1						1			7	1		2	2		14	44	31.8%
Girard					1				1	4			4	6		16	61	26.2%
Harbor Creek									3	7	3		2	2		17	48	35.4%
Iroquois							3			8	2		1	3		17	56	30.4%
McDowell High School	1			1			2		4	9	3		8	3		31	72	43.1%
McDowell Intermediate										1	1		5	1		8	38	21.1%
North East							1		3	8	2		4	1		19	58	32.8%
Northwestern										2	1		1	2		6	41	14.6%
Union City							1		2	3	1		2			9	51	17.6%
Wattsburg							3		1	14	2		3	1		24	62	38.7%
Erie County Technical School	2			1	1		11		16	73	19		38	22		183	631	29.0%

***Business and Industry Partnership Coordinator's Report
April, 2021***

Rob Eggleston, Business & Industry Partnerships Coordinator

Co-op, Intern, Shadow, etc. Update: As of April 9, 2021, there are 108 students on the Co-op, intern and shadowing list. These range from the beginning procedures to being actively on the Job.

Communication, Meetings, Presentations, Trade Shows, Field Trips, etc.: Communication with Employers, Instructors, Students and Parents has been conducted over the year so far with significant success. Numerous web-based meetings have been conducted. Continued attendance at web-based conferences, seminars, meetings, presentations, etc. is ongoing. The majority of visits to Trade Shows, Field Trips, etc. have been postponed or canceled for the 2020-2021 school year.

Career Planning Coordinator Board Report

April 2021

Career Planning

- Exploring the use of CTE360 in the use of all Career Artifacts and Student Career Planning materials.
- Instructor Checklists continue to be monitored for career activities that are implemented in each lab with updates made as necessary.
- Career Artifact Checklist for level 2 and level 3 students has been modified to reflect direct input from instructors and instructional aides.
- Working with Level 1 students on completing quarter two and quarter three artifacts, Exploring and Researching Career Options on WIN.
- Collecting, scanning, and categorizing 339 Audit compliance materials.
- Assisting students with Scholarship exploration and completion.
- Regular monitoring of student attendance/grade reports

Activities & Awards

- Andrew Reiland and Michael Grechanyy both from Fairview have been nominated for the Arthur H. Spadafor Scholarship given to outstanding ECTS students in the Electrical Engineering major.
- Nominations went out for the Patrick R. Locco Scholarship Program. Interviews are being scheduled for the week of April 19th.
- Odd Fellows Home of Western PA Citizenship Award was submitted by senior Christopher Connors. Chris is a student from McDowell High School and currently in the Drafting & Design Program.
- **Apprenticeship and Training Panel** is scheduled for May 11th for students in Construction Trades, Auto Body Repair, Metal Fabrication, Electrical Engineering, and Facility Maintenance.
- Considering **Advanced Training Day** to be held in October of 2021.

NOCTI/NIMS

- NOCTI testing will be conducted Wednesday, April 28th, 2021. All eligible seniors will take the written portion ONLY.
- Juniors will pre-test next fall to stay consistent with data from 2019-2020 school year.
- Level 1 Precision Machining students have been uploaded into the NIMS Performance Credentialing System. Ten NIMS written tests have been administered to upper level students to date.