



ERIE COUNTY TECHNICAL SCHOOL
8500 OLIVER ROAD
ERIE, PA 16509
(814) 464-8600

BOARD AFFIRMATION STATEMENT – EMERGENCY INSTRUCTIONAL TIME
APPROVED ON DECEMBER 15, 2020

The Joint Operating Committee for Erie County Technical School reviewed and approved the Emergency Instructional Time plan at the following Joint Operating Committee Meeting, held on Tuesday, December 15, 2020. The plan was approved by a vote of 10 (yes) and 0 (no).

Affirmed on this 15th day of December, 2020

By: [Signature] (Signature of Board President)

SAM RING (Print Name)

Erie County Board of Education
Technical School



Emergency Instructional Time Template

Section 520.1

As communicated to chief school administrators on July 6, 2020, Section 520.1 of the School Code provides flexibility to meet minimum instructional time requirements in the event of an emergency that prevents a school entity from providing for the attendance of all pupils or usual hours of classes at the school entity. The Pennsylvania Department of Education (PDE) considers the World Health Organization-declared Coronavirus disease (COVID-19) a global pandemic and an emergency as contemplated by Section 520.1.

A local education agency (LEA) that elects to implement temporary provisions in response to the COVID-19 global pandemic may meet the minimum 180 days of instruction and 900 hours of instruction at the elementary level and 990 hours of instruction at the secondary level through a combination of face-to-face and remote instruction, consistent with the requirements outlined in PDE's July 6 guidance. Such LEAs must provide PDE with the following information:

1. LEA's Proposed Calendar and Schedule(s) for SY 2020-21
 - a. School Year Calendar

School Year Start Date	School Year End Date	Total Number of Instructional Days Must meet minimum 180 days
8/25/20	6/5/21	180

- b. A sample weekly academic schedule as approved by the LEA's governing body. (Recognizing the need for flexibility and that circumstances may change as the LEA responds to the COVID-19 pandemic, an LEA may provide more than one proposed weekly schedule.) Example schedules are provided in Appendix A.

2. If the proposed schedule includes remote learning (*i.e.*, learning outside the school building), describe how the LEA will ensure access to remote learning opportunities for all students.

Please find attached a copy of the Erie County Technical School's "Continuity of Education Plan" (COEP) for the 2020-21 school year.

The COEP describes how the Erie County Technical School will deliver "Hybrid" or "Total Remote" instruction if/when the COVID-19 pandemic situation forces that strategy.

3. The Chief School Administrator and Board President affirm the following:

- ☒ The proposed school calendar and academic schedule(s) will provide all students the planned instruction needed to attain the relevant academic standards set forth in Chapter 4.
- ☒ The proposed school calendar and academic schedule(s) allow sufficient instructional time necessary for content mastery and provide instructional blocks for each grade level and content area.
- ☒ The proposed school calendar and academic schedule(s) provide at least 900 hours (elementary) and 990 hours (secondary) of in-person instruction and/or remote learning for all students. (Such time may include synchronous and/or asynchronous instruction.)
- ☒ The proposed school calendar and academic schedule(s) define instructional time for students as time in the school day devoted to instruction and instructional activities under the direction of certified school employees. (Such time may include synchronous and/or asynchronous instructional activities.)
- ☒ Clearly defined systems for tracking attendance and instructional time will be implemented to ensure student engagement in remote instruction.
- ☒ The LEA acknowledges that it must provide Free and Appropriate Public Education (FAPE) during this pandemic-related emergency.
- ☒ The proposed school calendar and academic schedule(s) ensures ESL services for English Learners.
- ☒ Clearly defined and ongoing systems for evaluating the quality and outcomes of instructional delivery will be implemented, at least quarterly, and necessary adjustments will be made when data highlight concerns about quality, equity, and/or lack of progress in student learning.

Appendix A: Sample Weekly Schedules

Below are two examples of weekly schedules and the format in which they may be submitted to PDE. Any difference in plans by school or grade level should also be noted.

50% Return - Hybrid Schedule

Monday	Tuesday	Wednesday	Thursday	Friday
Group A: In-School/ In-Person	Group A: In-School/ In-Person	Groups A & B - Remote Learning	Group A: Remote Learning	Group A: Remote Learning
Group B: Remote Learning	Group B: Remote Learning	Groups A & B - Remote Learning	Group B: In-School/ In-Person	Group B: In-School/ In-Person

Note: Wednesdays are remote learning with teachers allowed to teach from home or school.

50% Return – Split Schedule

Session	Monday	Tuesday	Wednesday	Thursday	Friday
AM	Group A: In-School	Group A: In-School	Groups A & B: Remote Learning (or Alternating by Week)	Group B: In-School	Group B: In-School
	Group B: Remote Learning	Group B: Remote Learning		Group A: Remote Learning	Group A: Remote Learning
PM	Group B: In-School	Group B: In-School	Groups A & B: Remote Learning (or Alternating by Week)	Group A: In-School	Group A: In-School
	Group A: Remote Learning	Group A: Remote Learning		Group B: Remote Learning	Group B: Remote Learning

Note: Wednesdays are remote learning with teachers allowed to teach from home or school.

Erie County Technical School
School Calendar
2020-2021 School Year

August 2020

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

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

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

September 2020

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

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

February 2021

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

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

October 2020

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

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

March 2021

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

24	End of Third Quarter
23	Student Days
23	Teacher Days

November 2020

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

25 - 30	Thanksgiving Break
17	Student Days
17	Teacher Days

April 2021

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

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

December 2020

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

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

May 2021

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

31	No School
20	Student Days
20	Teacher Days

January 2021

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

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

June 2021

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

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

Approved: October 24, 2019

Total Days	
180	Total Student Days
185	Total Teacher Days

ECTS/NOCTI Testing

March: Junior NOCTI Pre-Testing March 1-5
 April: Senior NOCTI Testing Window April 12-30

NOTE: Preliminary Keystone Exams 2020-2021:

Winter Wave 1 = December 1-15, 2020
 Winter Wave 2 = January 4-15, 2021
 Spring = May 17-28, 2021
 Summer = July 26-30, 2021

Erie County Technical School
A-B School Calendar
2020-2021 School Year

August 2020

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

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

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

September 2020

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

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

February 2021

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

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

October 2020

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

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

March 2021

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

24	End of Third Quarter
23	Student Days
23	Teacher Days

November 2020

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

25 - 30	Thanksgiving Break
17	Student Days
17	Teacher Days

April 2021

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

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

December 2020

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

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

May 2021

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

31	No School
20	Student Days
20	Teacher Days

January 2021

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

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

June 2021

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

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

Approved:

A-Day

B-Day

Total Days	
180	Total Student Days
185	Total Teacher Days

ECTS NOCTI Testing

March: Junior NOCTI Pre-Testing March 1-5

April: Senior NOCTI Testing Window April 12-30

NOTE: Preliminary Keystone Exams 2020-2021:

Winter Wave 1 = December 1-15, 2020

Winter Wave 2 = January 4-15, 2021

Spring = May 17-28, 2021

Summer = July 26-30, 2021

Erie County Technical School Weekly Schedule

A-B Hybrid/Blended

Monday	Tuesday	Wednesday	Thursday	Friday
A Day	B Day	A Day	B Day	A and B Day Rotation
In-Person Instruction	In-Person Instruction	In-Person Instruction	In-Person Instruction	In-Person Instruction
Majors: AUR, AUT-S, CMN, CUA-S, DDE, EET, FMT, GRA, HEA, TRC	Majors: ADS, AUT-W, CMP, CNT, COS, CUA-W, ECE, MTF, PMT, THM	Majors: AUR, AUT-S, CMN, CUA-S, DDE, EET, FMT, GRA, HEA, TRC	Majors: ADS, AUT-W, CMP, CNT, COS, CUA-W, ECE, MTF, PMT, THM	Majors Rotate
Remote Instruction	Remote Instruction	Remote Instruction	Remote Instruction	Remote Instruction
Majors: ADS, AUT-W, CMP, CNT, COS, CUA-W, ECE, MTF, PMT, THM	Majors: AUR, AUT-S, CMN, CUA-S, DDE, EET, FMT, GRA, HEA, TRC	Majors: ADS, AUT-W, CMP, CNT, COS, CUA-W, ECE, MTF, PMT, THM	Majors: AUR, AUT-S, CMN, CUA-S, DDE, EET, FMT, GRA, HEA, TRC	Majors Rotate

Note: ECTS Instructors will be instructing remotely from the Erie County Technical School utilizing the Microsoft Teams Platform.

Majors: A-Day In-Person Instruction:

Auto Body Repair AUR
Automotive Technology – Steever AUT-S
Computer Networking CMN
Culinary Arts – Schoullis CUA-S
Drafting and Design DDE
Electrical Engineering EET
Facility Maintenance FMT
Graphic Communications GRA
Health Assistant HEA
Transition Center TRC

Majors: B-Day In-Person Instruction:

Art and Design for Business ADS
Automotive Technology – Walter AUT-W
Computer Programming CMP
Construction Trades CNT
Cosmetology COS
Culinary Arts – Warren CUA-W
Early Childhood Education ECE
Metal Technology Fabrication MTF
Precision Machining Technology PMT
Tourism and Hospitality THM

Erie County Technical School Weekly Schedule

Total Remote Instruction

Monday	Tuesday	Wednesday	Thursday	Friday
Remote Instruction	Remote Instruction	Remote Instruction	Remote Instruction	Remote Instruction
8:00 to 10:45	8:00 to 10:45	8:00 to 10:45	8:00 to 10:45	8:00 to 10:45
Majors: AUR, AUT-S, CMN, CUA-S, DDE, EET, FMT, GRA, HEA, TRC	Majors: ADS, AUT-W, CMP, CNT, COS, CUA-W, ECE, MTF, PMT, THM	Majors: AUR, AUT-S, CMN, CUA-S, DDE, EET, FMT, GRA, HEA, TRC	Majors: ADS, AUT-W, CMP, CNT, COS, CUA-W, ECE, MTF, PMT, THM	Majors: ADS, AUT-W, CMP, CNT, COS, CUA-W, ECE, MTF, PMT, THM
Majors: ADS, AUT-W, CMP, CNT, COS, CUA-W, ECE, MTF, PMT, THM	Majors: AUR, AUT-S, CMN, CUA-S, DDE, EET, FMT, GRA, HEA, TRC	Majors: ADS, AUT-W, CMP, CNT, COS, CUA-W, ECE, MTF, PMT, THM	Majors: AUR, AUT-S, CMN, CUA-S, DDE, EET, FMT, GRA, HEA, TRC	Majors: AUR, AUT-S, CMN, CUA-S, DDE, EET, FMT, GRA, HEA, TRC
12:00 to 2:45	12:00 to 2:45	12:00 to 2:45	12:00 to 2:45	12:00 to 2:45
Majors: AUR, AUT-S, CMN, CUA-S, DDE, EET, FMT, GRA, HEA, TRC	Majors: ADS, AUT-W, CMP, CNT, COS, CUA-W, ECE, MTF, PMT, THM	Majors: AUR, AUT-S, CMN, CUA-S, DDE, EET, FMT, GRA, HEA, TRC	Majors: ADS, AUT-W, CMP, CNT, COS, CUA-W, ECE, MTF, PMT, THM	Majors: ADS, AUT-W, CMP, CNT, COS, CUA-W, ECE, MTF, PMT, THM
Majors: ADS, AUT-W, CMP, CNT, COS, CUA-W, ECE, MTF, PMT, THM	Majors: AUR, AUT-S, CMN, CUA-S, DDE, EET, FMT, GRA, HEA, TRC	Majors: ADS, AUT-W, CMP, CNT, COS, CUA-W, ECE, MTF, PMT, THM	Majors: AUR, AUT-S, CMN, CUA-S, DDE, EET, FMT, GRA, HEA, TRC	Majors: AUR, AUT-S, CMN, CUA-S, DDE, EET, FMT, GRA, HEA, TRC

Note: ECTS Instructors will be instructing remotely from the Erie County Technical School utilizing the Microsoft Teams Platform.

Majors:

Auto Body Repair AUR
Automotive Technology – Steever AUT-S
Computer Networking CMN
Culinary Arts – Schoullis CUA-S
Drafting and Design DDE
Electrical Engineering EET
Facility Maintenance FMT
Graphic Communications GRA
Health Assistant HEA
Transition Center TRC

Majors: B:

Art and Design for Business ADS
Automotive Technology – Walter AUT-W
Computer Programming CMP
Construction Trades CNT
Cosmetology COS
Culinary Arts – Warren CUA-W
Early Childhood Education ECE
Metal Technology Fabrication MTF
Precision Machining Technology PMT
Tourism and Hospitality THM

Continuity of Education Plan 2020-2021

School District	Erie County Technical School
Administration	Dr. H. Fred Walker – Director Mr. Joseph Tarasovitch - Principal
Address	8500 Oliver Road Erie, PA. 16509
Email/Phone	hfredwalker@ects.org ; 814-464-8661 jtarasovitch@ects.org ; 814-464-8682
Website	www.ects.org

Goal of Plan

Providing “Remote” Career and Technical Education learning activities will be a significant change from what students normally do in their program majors. The Erie County Technical School is committed to support technical education and career preparation. “Remote Instructional” delivery means our faculty and support staff will use a variety of tools to offer educational opportunities. The remote educational model will be in the form of synchronous and asynchronous activities that will provide a technical foundation for the career major.

Overview of Plan

The Erie County Technical School will continue to provide education during the COVID-19 pandemic crisis if required by offering a “Hybrid A-B Day Schedule” or a “Remote Instructional” model that will support the students’ investigation and acquisition of a career and technical major. Educational curriculum will consist of informal and formal engagement utilizing synchronous and asynchronous activities. These synchronous and asynchronous activities will provide the students with the technical theory to create a foundation for a return to the school to complete “hands-on” activities. The Erie County Technical School staff will provide “technical” modified “hands-on” activities and assignments whenever possible. Some of these type of activities and assignments will be delivered through simulation programs. Students will experience a well-rounded educational experience with technical educational engagement and career exploration activities. Activities and assignments will be graded using the Erie County Technical School standard grading system. Daily attendance will be reported utilizing the guidelines established by the Pennsylvania Department of Education.

Expectations for Teaching and Learning

The 2020-2021 school year at the Erie County Technical anticipated the need for a "Hybrid A-B Day" model and/or "Remote Instructional" model due to the COVID-19 pandemic crisis. The instructors were in-serviced/trained to utilize the Microsoft TEAMS platform for "remote" instructional delivery. The instructional staff will deliver synchronous and asynchronous activities to their students using the Microsoft TEAMS platform. The instructors and students are expected to be engaged during the scheduled times of 8:00 to 10:45 for the morning session and 12:00 to 2:45 for the afternoon session. The instructors will supply activities that will account for transitional engagement during the sessions. The Microsoft TEAMS platform provides the instructor and students with synchronous and asynchronous activities on-line, ability to complete assignments on-line, and provide students with "in-person" support when needed. In the case of students lacking the internet capabilities, the Erie County Technical School will provide "paper/pencil" packets for those students that make a formal request. Offline materials will be forwarded to the high school office for printing and distribution. The parent and student will be responsible for pick-up and return of the created packets.

Types of Acceptable Activities Include:

Curriculum delivery for each program major will be in the form of synchronous and asynchronous activities. These activities can be instructor demonstrations, lectures, or guided instruction; video or simulated instruction. Sharing videos with journal responses; Group chats/on-line discussion boards; Research paper/project; Portfolio preparation/completion (resumes, cover letters, etc.) Instructors could supply materials to be used at home for project/assignment completion.

Additional Instructional Considerations:

WIN – Career Readiness, Math, Reading, etc.; OSHA, SP/2 or other safety training; Career Specific Certification Training;; Math/literacy activities related to the program; Photocopied articles; Math worksheets; Watching a TV show related to field and provide a written reflection.

What Should Not Be Used:

Content that does not relate to the program area.

Communication Tools and Strategies

The Erie County Technical School will share the plan with the 11 School Districts that are involved in the cohort. The Erie County Technical School will utilize their Infinite Campus "mass communication" system to inform the ECTS families of the COEP. ECTS will also use the Erie County Technical School's "social media" platforms and the website to deliver the message. Finally, ECTS will have the instructional staff and Instructional Aides make phone calls when needed to families to deliver any message.

Access (Devices, Platforms, Handouts)
--

ECTS will utilize the Microsoft TEAMS platform and a variety of program related resources for computerized curriculum delivery. Students will utilize devices provided by their sending school districts. ECTS recognizes that not all districts have strong internet availability for students, so when an issue is identified, a plan for support will be developed in collaboration with the sending school. If a student does not have computers/internet access, ECTS will make printed work available.
--

Staff General Expectations

- | |
|---|
| <ul style="list-style-type: none">- The instructors will develop and supply activities that will account for the introduction and acquisition of the "technical" theory curriculum and when possible, provide a modified "hands-on" experience.- Instructors will utilize the Microsoft TEAMS platform to deliver their daily objectives and agenda assignments.- Instructors will begin and end each daily session with synchronous interactions; beginning suggested time - 8:00 to 8:30; 12:00 to 12:30; ending suggested time: 10:00 to 10:40; 2:15 to 2:40.- Instructors will utilize the Erie County Technical School Student attendance procedures for remote instruction that were shared in the "2020-21 Attendance Procedures" provided during the opening in-service days. This procedure follows PDE guidance for attendance accountability.- Instructors will utilize the ECTS standardized grading scale for assignments and projects.- ECTS recognizes that students may have technical issues and limitations. Students will relay these issues to the instructor. The instructor will communicate these issues to the ECTS Help Desk for IT support. If identified, instructors may have to support students with "paper/pencil" packets.- If students are enrolled in Professional Skills and/or Math during the Quarter, instructors may utilize an activity from the Professional Skills/Math curriculum as a part of their daily agenda.- Activities may include our Career Readiness System (WIN). |
|---|

Student Expectations

Students will be required to attend the remote sessions for their ECTS program. The attendance will have two requirements; participation during scheduled meeting times; engagement with the instructional activities and instructor as planned.
--

Attendance / Accountability

Students will be accountable for both attendance and assignments. The ECTS instructors will utilize our standard grading scale.

Good Faith Efforts for Access and Equity for All Students
--

Each instructor will identify any student that may be experiencing internet/technology issues by the remote attendance policy procedures. If a student misses two consecutive sessions, the instructor will call the parent to discuss the absences and to determine if there are technology issues. Instructional Aides will provide supports to students with IEP's or 504 plans as required. If a student is identified as requiring "paper/pencil" packets, ECTS will coordinate the pick-up and drop-off of the printed materials with the parent and/or sending school district.
--

Special Education Supports

Instructional aides will provide accommodations to students with IEP's or 504 plans. If a student is identified to have internet/technology issues, the instructor will provide an opportunity to complete an assignment off-line or by paper/pencil for those students. Instructors will be available daily through the Microsoft TEAMS platform, emails, or phone. Students can have the opportunity for one-on-one interaction when requested. Students can also call the Erie County Technical School to connect with their instructor or any other needed staff member. ECTS will work with the case managers at the sending school districts to support the students with an IEP or 504 plan.

EL Supports

N/A at this time.

Gifted Education

We will offer opportunities as outlined in the GIEP.
--

Building/Grade Level Contacts

Mr. Joseph Tarasovitch – Principal Mrs. Lesa Scalise – Supervisor of Student Support (Special Education) Mrs. Sandra Carr – Supervisor of Instructional Support (Curriculum) Mr. Jeff Smith – Information Systems and Technology Manager Mrs. Mary Foulkrod – Career Planning Coordinator

Resource Links

ECTS Website for Student Engagement. (www.ects.org)

Name of Local Education Agency: Erie County Technical School



Signature of Chief School Administrator

Date 12/16/2020

Signature of Governing Body President



Date 12/15/20

Date Approved at Board Meeting: 12/15/20

Please submit this signed form to RA-EDContinuityofED@pa.gov along with the following attachments: the proposed weekly schedule and a copy of the board minutes at which such schedule was approved.

Any questions can be submitted to RA-EDContinuityofED@pa.gov.



8500 Oliver Road, Erie, PA 16509

Joint Operating Committee - Meeting Minutes

Thursday, August 27, 2020

Work session - 6:00pm

- Valerie Hartley, CPA/Partner from Buseck Barger & Bleil reviewed the June 30, 2020 audited financial statements and financial performance charts
- The Erie County Vocational Technical School Foundation meeting was held during the work session

Call to Order

Mr. Ring, JOC Chairman, called the regular meeting to order at 6:34 pm

Moment of Reflection and Pledge of Allegiance

Roll Call

Terri Birchard, Board Secretary, called the roll:

<u>Committee members:</u>	<u>District:</u>	<u>Present</u>	<u>Absent</u>
David Mahoney	Fairview	x	
Andy Dinsmore	Fort LeBoeuf		x
Dennis Olesnanik	Girard	x	
James Bucksbee	General McLane	x	
Terri Brink	Harbor Creek	x	
Edward Rickrode	Iroquois	x	
John DiPlacido	Millcreek	x	
Joseph Cancilla	North East		x
Sam Ring	Northwestern	x	
Stephen Gilbert	Union City	x	
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	
Terri Birchard	Business Manager	x	
Catherine Doty	Administrative Services/ HR Coordinator		x
Del VonVolkenburg	Facilities Manager	x	
Jeff Smith	Technology Manager	x	
Lesa Scalise	Supervisor of Student Services	x	
Sandra Carr	Supervisor of Student Services	x	

New JOC Representative from Wattsburg School District

Motion to approve Nicole Lee as the new JOC representative from Wattsburg School District

Moved for approval by Gilbert with second by Mahoney

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

Agenda and Amendments

- a. Human and Quality Resources section 9 (b) ii – Motion to ratify the retirement of Jane Boyd, Instructional Aide, effective August 27, 2020
- b. Supplemental Reports 12 I - Enrollment and Community Engagement Coordinator Report
- c. Human and Quality Resources section 9 (c) i - Motion to approve stipend of \$500.00 each to Allison Marendt and Mariea Sargent for advising NTHS for 2020-2021
- d. Human and Quality Resources section 9 (c) ii - Motion to approve stipend of \$1,000.00 each to Travis Woodburn and Michael Miller for advising SkillsUSA for 2020-2021
- e. Human and Quality Resources section 9 (c) iii - Motion to allow ECTS Administration to hire one long-term Instructional Aide substitute; two permanent part-time Instructional Aide (SS-2) positions; and one part-time Secretary (S-3) prior to the September 24, 2020 JOC session
- f. EXECUTIVE SESSION – PERSONNEL MATTERS - AFTER ADJOURNMENT IF NEEDED

Motion to approve the agenda and amendments

Moved for approval by Mahoney, with second by Brink

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

Meeting Minutes

Minutes of July 23, 2020 Special Meeting

Motion to accept the minutes of the July 23, 2020 special meeting as presented

Moved for approval by DiPlacido, with second by Gilbert

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

(Copy is filed with the official minutes)

Student Accomplishments/Highlights

2019-2020 Exemplary Students were reviewed with the JOC

Guests and Public Comment – Items related to the Agenda - None

Guests signed in and present: None

Important Items Coming to ECTS

Given the COVID 19 restrictions, the top priority and focus is preserving the instructional continuity and keep the school and its students moving forward through the duration of the pandemic

Operations

Approval of Audited Financial Statements for June 30, 2020

Motion to approve the audited financial statements for the year ending June 30, 2020 as presented by Buseck Barger Bleil & Co

Moved for approval by Brink, with second by Rickrode
The motion is approved with an all "ayes" voice vote

2020-2021 VISA Purchasing Cards

Motion to approve the 2020-21 VISA purchasing card users and limits effective September 1, 2020 as listed

Moved for approval by Brink, with second by Rickrode
The motion is approved with an all "ayes" voice vote

Title IX Resolution

Motion to ratify the Title IX Resolution effective August 14, 2020

Moved for approval by Brink, with second by Rickrode
The motion is approved with an all "ayes" voice vote

2020-2021 Student Handbook Changes

Motion to approve changes to the 2020-21 Student Handbook

Moved for approval by Brink, with second by Rickrode
The motion is approved with an all "ayes" voice vote

2020-2021 Faculty Handbook Changes

Motion to approve changes to the 2020-21 Faculty Handbook

Moved for approval by Brink, with second by Rickrode
The motion is approved with an all "ayes" voice vote

PDE Emergency Instructional Time Template

Motion to approve the Pennsylvania Department of Education Emergency Instructional Time Template for Erie County Technical School

Moved for approval by Brink, with second by Rickrode
The motion is approved with an all "ayes" voice vote

Revised Health and Safety Plan

Motion to approve the revised Health and Safety Plan for re-opening for submission to PDE due to updates in COVID regulations and guidance

Moved for approval by Brink, with second by Rickrode
The motion is approved with an all "ayes" voice vote

2020-2021 Tuition Rates

Motion to set the tuition rates for school year 2020-21

Moved for approval by Brink, with second by Rickrode

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

NOREBT Trustees

Motion to appoint Catherine Doty as Administrative Trustee, David Mahoney as Board Trustee for NOREBT, and Travis Woodburn as Professional Unit Trustee for NOREBT effective August 28, 2020

Moved for approval by Brink, with second by Rickrode

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

Old Business - None

Financial Items

Report - Business Manager – Terri Birchard

(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: May/June and July 2020
 - General Fund
 - Capital Projects Fund
 - Student Activities Fund
- Checks and Invoices:
 - General Fund Checks and Wire Transfers: June and July – \$560,092.98
 - General Fund Invoices Payable: \$130,661.22
 - Capital Projects Fund Checks: June and July – \$16,047.12
 - Capital Projects Invoices Payable - \$469,652.80
 - Student Activity Fund Checks: June and July - \$3,310.91
 - Invoices Payable - None
- VISA procurement card payment: June 2020 - \$12,152.26 July 2020 - \$ 33,514.36
- Treasurer's Report: July 2020

Motion to approve Financial Items Section of the agenda

Moved for approval by DiPlacido with a second by Brink

Motion approved with all "ayes" voice vote

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

Human and Quality Resources

Report—Coordinator of Human and Quality Resources – None

Retirement - Yanosko

Motion to accept the retirement of David Yanosko, Construction Trades Instructor, effective November 6, 2020

Moved for approval by Brink, with second by Rickrode
The motion is approved with an all "ayes" voice vote

Retirement - Boyd

Motion to ratify the retirement of Jane Boyd, Instructional Aide, effective August 27, 2020

Moved for approval by Brink, with second by Rickrode
The motion is approved with an all "ayes" voice vote

2020-2021 NTHS Advisors – Marendt and Sargent

Motion to approve stipend of \$500.00 each to Allison Marendt and Mariea Sargent for advising NTHS for 2020-2021

Moved for approval by Brink, with second by Rickrode
The motion is approved with an all "ayes" voice vote

2020-2021 SkillsUSA Advisors – Woodburn and Miller

Motion to approve stipend of \$1,000.00 each to Travis Woodburn and Michael Miller for advising SkillsUSA for 2020-2021

Moved for approval by Brink, with second by Rickrode
The motion is approved with an all "ayes" voice vote

Hiring Approval – Aides, Long-term Substitute, and Secretary

Motion to allow ECTS Administration to hire one long-term Instructional Aide substitute; two permanent part-time Instructional Aide (SS-2) positions; and one part-time Secretary (S-3) prior to the September 24, 2020 JOC session

Moved for approval by Brink, with second by Rickrode
The motion is approved with an all "ayes" voice vote

Operations

Administrative Reports

- Superintendent Report – Mr. Rick Emerick, Fort LeBoeuf School District – no report
- Director Report — Dr. H. Fred Walker
- Solicitor – Attorney Tim Sennett
- Principal

During Dr. Walker's director's report and the Solicitor's report, the roundabout projects with PennDot was discussed

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) SkillsUSA; Ambassador Hotel and Conference Center; December 2020
- b) SkillsUSA; Hershey Lodge and Conference Center; April 2021
- c) SkillsUSA; New Castle School of Trades; January 2021

Moved for approval by Olesnanik, with a second by Rickrode
The motion is approved with an all "ayes" voice vote

SkillsUSA Fundraising

Motion to approve the 2020-2021 SkillsUSA fundraising projects as presented

Moved for approval by Olesnanik, with a second by Rickrode
The motion is approved with an all "ayes" voice vote

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

Supplemental Information

- Facilities Report — Del VonVolkenburg
- Technology Report — Jeff Smith – No report
- Instructional Support Services Reports – Sandy Carr and Lesa Scalise
- Secondary Program Enrollment Report
- Transition Center Enrollment Report & Career Alternative Education Report
- Disabled Population by Program
- Disabled Population by District
- Disability Count Totals 2020-2021
- Projected IEP Percentages by Lab 2020-2021
- Projected IEP Percentages by Level 2020-2021
- Business Partnership Coordinator Report – Rob Eggleston
- Enrollment and Community Engagement Coordinator Report – Lisa Sorenson
- Career Planning Coordinator Report – No report
- Administrative Staff Retreat Priority Action Plans 2019-2020
- Board Action Items

- Next meeting: Thursday, September 24, 2020 at 6:00 p.m.

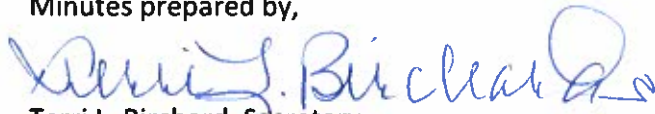
JOC Board Remarks and Comments - none

Adjournment

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

Mr. Ring, Chairperson, adjourned the meeting at 7:19 pm.

Minutes prepared by,



Terri L. Birchard, Secretary
Joint Operating Committee