

Book	Policy Manual
Section	700 Property
Title	700 Property
Code	Cross Reference
Status	From PSBA

Erie County Technical School

KEY:

Numbers - existing CTC policy		
Web - CTC website		
CQ - Checklist and Questionnaire		

700 PROPERTY

POLICY	RESOURCES	NEW LANGUAGE	DELETIONS/NOTES
701 Facilities Planning	701	-A new item regarding population projections has been added to the list in the Delegation of Responsibility section as a PSBA recommendation.	-The original policy's Purpose section has been heavily revised in the Authority section of the draft policy in accordance with Chapter 4 of the State Board of Education Regulations, which eliminate the requirement for school entities to develop Strategic Plans (22 PA Code Sec. 4.13) and replaced with requirements to develop the specified separate plans. See policy 100, Comprehensive Planning, for more information. New language regarding participation has instead been added. -Original policy language regarding evaluations for adequacy has been replaced with more specific language regarding surveys in accordance with 24 PS 1850.1.
701.1 Land Utilization	701.1, Web		-Policy 701.1, Land Utilization, was processed as-is due to its inclusion in the original school entity manual. Only minor changes were made to the draft policy to enhance clarity, grammar, and syntax, and to ensure titles are used consistently throughout the policy manual. PSBA does not maintain a policy guide on this topic. The language of this draft policy is procedural, generally not recommended for policy, and might be better retained as an administrative regulation. It is strongly recommended that the JOC review policy 701.1, Land Utilization, with a solicitor for accuracy as part of the Policy Manual Review process. It is generally recommended the JOC vote to retire policy 701.1, Land Utilization, and possibly institute the guidelines as an administrative regulation. -Note: It is particularly recommended to review language in item six regarding work sessions ('study sessions' in original policy) with a solicitor in accordance with the Sunshine Act. -Note: It is particularly recommended to review language in item nine regarding Plancon with a solicitor in accordance with Act 16 of 2019.
702 Gifts, Grants, Donations	702	-Paragraphs regarding maintenance and use of gifts has been added to the Authority section as a recommendation.	- IMPORTANT NOTE: There are optional items preceded by brackets in the Delegation of Responsibility section that some school entities choose to implement. Please determine if either of these options are in accordance with CTC <u>practice or wishes</u> . If any of the language is desired, please be sure to place an X in the brackets to indicate such language should be included. If any language is not desired, please strike or delete such language. -The administrator responsible for consulting with donators about funds has been assigned to just the Director instead of both the principal and Director as a recommendation. Please review and revise in accordance with CTC practice.
702.1 Crowdfunding - New		-New Policy: This draft policy is optional and included in the draft manual for the consideration of the school. Policy 702.1, Crowdfunding is a newly developed draft policy based on member interest and recommended best practices to address when individual employees or eligible organizations from a school entity wish to utilize crowdfunding to acquire resources for a classroom, program, and/or activity. Crowdfunding involves the solicitation and receipt of donations from the general public, via specially-designed websites (e.g. DonorsChoose), to fund a specific purpose or cause. The draft policy incorporates considerations regarding approval of crowdfunding sites and campaign requests, as well as general expectations for crowdfunding	-IMPORTANT NOTE: There is language preceded by brackets in the Authority section. The first option states the CTC shall allow crowdfunding, but it shall be managed under this policy. The second option prohibits all crowdfunding to benefit the schools. If this option is chosen, all following policy language is unnecessary and should be deleted or struck. Please determine which option is in accordance with CTC <u>practice or wishes</u> . Please place an X in the appropriate brackets to indicate the desired option. -IMPORTANT NOTE: There is language preceded by brackets in the Definitions section. This is where the CTC may indicate which organizations are permitted to crowdfund on behalf of the schools. Please determine which option(s) are in accordance with CTC <u>practice or wishes</u> . Please place an X in the appropriate brackets to indicate the desired option(s). PSBA <i>recommends</i> selecting the options preceded by asterisks, but this is a local decision.

		campaigns and the resources acquired as a result. The draft policy should be modified as needed based on current practices and expectations of employees and organizations that may participate in crowdfunding on behalf of the school entity.	-IMPORTANT NOTE: There is language preceded by brackets in the Delegation of Responsibility section. This is where the CTC assigns administrative duties to the appropriate administrators to ensure proper oversight of crowdfunding. Please determine which option(s) are in accordance with CTC <u>practice or wishes</u>. Please place an X in the appropriate brackets to indicate the desired option(s). PSBA <i>recommends</i> selecting the options preceded by asterisks, but this is a local decision. -IMPORTANT NOTE: There is language preceded by brackets in the Delegation of Responsibility section. This language ensures proper approval of crowdfunding. Please determine which option(s) are in accordance with CTC <u>practice or wishes</u>. Please fill in dollar amounts AND place an X in the appropriate brackets to indicate the desired option(s). PSBA <i>recommends</i> selecting the options preceded by asterisks, but this is a local decision. -IMPORTANT NOTE: There is language preceded by brackets in the Approval of Crowdfunding Sites section. This language ensures proper approval of crowdfunding. Please determine which option(s) are in accordance with CTC <u>practice or wishes</u>. Please place an X in the appropriate brackets to indicate the desired option(s). PSBA <i>recommends</i> selecting the options preceded by asterisks, but it is important that this section matches that made in the first paragraph of the Delegation of Responsibly section. -IMPORTANT NOTE: There is language preceded by brackets in the Approval of Crowdfunding Request section. This language ensures proper approval of crowdfunding. Please determine which option(s) are in accordance with CTC <u>practice or wishes</u>. Please place an X in the appropriate brackets to indicate the desired option(s). PSBA <i>recommends</i> selecting the options preceded by asterisks, but it is important that this section matches that made in the third paragraph of the Delegation of Responsibly section. If a time-frame is chosen, PSBA recommends it is set at no less than 30 days so that it can be included on the JOC agenda. -IMPORTANT NOTE: There is language preceded by brackets in the Use of Crowdfunding section. It should be determined if any of these options are in accordance with CTC <u>practice or wishes</u>. If any of the language is desired, please be sure to place an X in the brackets to indicate such language should be included. If any language is not desired, please strike or delete such language. PSBA <i>recommends</i> selecting the options preceded by asterisks, but this is a local decision.
703 Sanitary Management	703	-A paragraph regarding monthly facility inspections has been added to the Delegation of Responsibility section as a recommendation.	-IMPORTANT NOTE: There is new language regarding inspections for sanitation preceded by brackets in the Delegation of Responsibility section. Please determine which option is in accordance with CTC <u>practice or wishes</u>. Please place an X in the appropriate brackets to indicate the desired option. PSBA recommends selecting both the Director or designee and Supervisor of Buildings and Grounds but this is a local decision. -IMPORTANT NOTE: There is language regarding building cleanliness preceded by brackets in the Delegation of Responsibility section. The original CTC policy stated this was the Director and maintenance staff. However, this policy was last reviewed in 1996 and may no longer reflect CTC practice. Please determine which option is in accordance with CTC <u>practice or wishes</u>. Please place an X in the appropriate brackets to indicate the desired option.
704 Maintenance - New		-New Policy: This policy is recommended by PSBA to clarify authority and communicate current school operations. This draft policy is meant to clarify the CTC's general maintenance operations and has been written in accordance with the applicable laws and regulations. Responsibilities have been assigned in the draft policy based upon prior selection made by the CTC. Please review and revise in accordance with CTC practice.	
705 Safety	705, 705.1, CQ, Web	705 - The Delegation of Responsibility section regarding duties of the Director and school administrators has been added to the draft policy as a PSBA recommendation.	705, 705.1 - The Purpose and Authority sections have been revised to clarify that the draft policy addresses safety of the physical buildings and facilities of the school entity, as well as addressing the requirements for Certified Workplace Safety Committees. Please note that language related to fire and safety drills shall be addressed in policy 805. 705.1 - The original CTC policy 705.1, Safety Advisory Committee, has been used as a resource while drafting the Certified Workplace Safety Committee section. The Certified Workplace Safety Committee section has been drafted in accordance with information provided to PSBA on the Checklist and Questionnaire and applicable laws and regulations. This includes revised language regarding membership and meetings. Please delete or strike through this language should it not apply to the CTC.

705.1 Safety Advisory Committee - Recommended to Retire	705.1		-The original CTC policy, 705.1, Safety Advisory Committee, has been used in the creation of draft policy 705, Safety. It is recommended the JOC vote to retire policy 705.1 when the JOC adopts policy 705.
706 Property Records	706		-Original policy language which listed the information required for purchase orders and equipment items has not been retained in the Authority section. This language is very procedural, not recommended for policy, and might be better suited for administrative regulations. It has been replaced with more general recommended language in the Guidelines section which states equipment will be tagged with appropriate information. - IMPORTANT NOTE: There is language detailing the equipment inventory review preceded by brackets in the Authority section. Please determine which option is in accordance with CTC <u>practice or wishes</u> . Please place an X in the appropriate brackets to indicate the desired option. PSBA <i>recommends</i> selecting "at intervals that coincide with property insurance renewal", but this is a local decision. - IMPORTANT NOTE: There is language preceded by brackets in the Delegation of Responsibility section which should be used to ensure the correct administrator is named. The original CTC policy stated this was the Director or designee. However, this policy was last reviewed in 1996 and may no longer reflect CTC practice. Please determine which option is in accordance with CTC <u>practice or wishes</u> . Please place an X in the appropriate brackets to indicate the desired option. PSBA <i>recommends</i> selecting the Business Manager, but this is a local decision.
706.1 Disposition of Surplus Equipment and Supplies - Recommended to Retire	706.1		-The original CTC policy, 706.1, Disposition of Surplus Equipment and Supplies, has not been included in the draft policy manual. This language is procedural, not recommended for policy, and might be better retained as an administrative regulation. The original policy was also last reviewed in 706.1, and may no longer be in accordance with CTC practices. It is recommended the JOC vote to retire policy 706.1. However , a new draft of said policy can be created in the web-based system for consideration or JOC review at CTC request.
707 Use of School Facilities		-New policy: This policy is recommended by PSBA for the protection of the CTC from potential legal challenges and/or a loss of funding. This policy represents issues that may be driven by law or regulation. This draft policy has been written in accordance with the most recent amendments the School Code and other applicable laws and regulations. This draft policy is meant to clarify the CTC's operations, establish the types of activities for which facility use is appropriate, generally cover the appropriate use of CTC facilities and equipment, and establish prohibited activities. Responsibilities have been assigned in the draft policy based upon prior selections made by the CTC. Minor changes for style and clarity were made to CTC-added items in the Limitations section. Please review and revise in accordance with CTC practice.	
708 Lending of Equipment and Books	708	-The fourth paragraph regarding school books has been added to the Guidelines section as a recommendation. Please review and revise in accordance with CTC practice.	- IMPORTANT NOTE: There is language preceded by brackets in the Delegation of Responsibility section which should be used to ensure the correct administrator is named. The original CTC policy stated this was the Director. However, this policy was last reviewed in 1996 and may no longer reflect CTC practice. Please determine which option is in accordance with CTC <u>practice or wishes</u> . Please place an X in the appropriate brackets to indicate the desired option. PSBA <i>recommends</i> selecting the building administrator, but this is a local decision. - IMPORTANT NOTE: There is language preceded by brackets in the Delegation of Responsibility section. It should be determined if this language is still in accordance with CTC <u>practice or wishes</u> . If any of the language is desired, please be sure to place an X in the brackets to indicate such language should be included. If any language is not desired, please strike or delete such language.
709 Building Security	709, Erie County Technical School Faculty Staff Handbook, Web	-The Guidelines section has been added to the draft policy as a recommendation. This new section includes language limiting entry to a single point after the start of the school day and implementing a controlled process for screening visitors and other authorized individuals as a recommendation, intended to promote safety. Please review and revise in accordance with CTC practice.	-The administrator responsible for coordinating building security has been assigned to the School Safety and Security Coordinator instead of the Director in accordance with Act 44 of 2018.
	710, 712	- IMPORTANT NOTE: There is language	-Policy language has been expanded upon to include other

710 Use of Facilities by Staff		preceded by brackets in the Authority section which should be revised to reflect the CTC's practices. The original JOC policy stated employees could use school property and equipment once approved. However, this policy was last reviewed in 1996 and may no longer reflect CTC practice. Please determine which option(s) are in accordance with CTC <u>practice or wishes</u>. Please place an X in the appropriate brackets to indicate the desired option(s).	recommended provisions for use by employees. This is a topic often governed by collective bargaining agreements, especially the use of facilities for meetings of an association. -The administrator responsible for temporary approval of use has been assigned to the building administrator instead of the Director in charge, as this did not seem to refer to the Administrative Director. Please review and revise in accordance with CTC practice.
712 Use of School Vehicles by Staff - Recommended to Retire	712		-The original CTC policy, 712, Use of School Vehicles by Staff, has not been included in the draft policy manual. This language is procedural, not recommended for policy, and might be better retained as an administrative regulation. The original policy was also last reviewed in 2008, and may no longer be in accordance with CTC practices. It is recommended the JOC vote to retire policy 712 and possibly institute the guidelines as an administrative regulation. -Note: The original policy attachment may also be better suited for an administrative regulation.
715 Faxing of Documents - Recommended to Retire	715		-The original CTC policy, 715, Faxing of Documents, has not been included in the draft policy manual. Draft policies are broadly drafted in an attempt to account for changes in technology. The original CTC policy is very specific to a limited range of technology that is becoming less common and being replaced by other forms of technology. Policy 815, Acceptable Use of Internet, Computers and Network Resources, will address security and confidentiality for electronic communications. If this policy is determined to still be necessary, it might be better suited for administrative regulations. It is recommended the JOC vote to retire policy 715.
716 Integrated Pest Management	716	-The third paragraph regarding the designation of an IPM Coordinator has been added to the Authority section in accordance with 24 PS 772.1. -The fourth paragraph regarding updated training has been added to the Delegation of Responsibility section as a recommendation from the PSBA policy guide.	-The administrator responsible for the duties outlined in the Delegation of Responsibility section has been assigned to the the IPM Coordinator instead of the the Director (even though they may be the administrator designated as the IPM Coordinator) as a recommendation.
717 Cellular Telephones	717		-The original CTC policy has been largely replaced with the PSBA policy guide as a recommendation. The original CTC policy language is very procedural, not recommended for policy, and might be better suited for administrative regulations. The original policy was also last reviewed in 2008, and may no longer be in accordance with CTC practices. The new draft policy establishes general guidelines for the use of CTC-owned phones and language stating that administrative regulations shall be drafted for the use of personal cell phones. Please review and revise in accordance with CTC practice. -Note: The original policy attachment has not been included in the draft policy. Attachments that are not mandated by law or regulation are not considered necessary for policy. This attachment may be better suited for an administrative regulation.
718 Service Animals in Schools - New		-New policy: This policy is recommended by PSBA for the protection of the CTC from potential legal challenges and/or a loss of funding. This policy represents issues that may be driven by law or regulation. This policy has been drafted in accordance with guidance from the Department of Justice (DOJ) and in accordance with the Americans with Disabilities Act (ADA). Further DOJ guidance may be found at https://www.ada.gov/service_animals_2010.pdf. Please review any language with a solicitor should the CTC wish to make revisions to the draft policy.	