



**Joint Operating Committee
Meeting Agenda**

Thursday, July 23, 2020
8500 Oliver Road, Erie, PA 16509

Work Session – ECTS Eagle’s Nest / Cafeteria

Zoom – www.ects.org

6:00 p.m.

Chris Coughlin, HRLC Architects LLC - Building renovation and drawings

EXECUTIVE SESSION - PERSONNEL

Regular Meeting

1. Call to Order

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

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

2. Agenda and Amendments

- a. Operations section 5 - New Business (xi) - Motion to approve declaration for reopening
- b. Operations section 5 – New Business (x) – Motion to accept the resignation of Steven O'Donnell – Wattsburg School District
- c. Human and Quality Resources section 8 – Hiring (iii) – Motion to hire Catherine Doty as Administrative Services and Human Resources Coordinator at an annual salary of \$70,000 plus benefits consistent with PA ACT 93
- d. Motion to accept agenda and amendments

3. Meeting Minutes

- a. Motion to accept the minutes of the June 25, 2020 meeting as presented

4. Guest and Public Comment

5. Operations

- a. New Business
 - i. Motion to approve the one year extension of the Act 93 Administrators' contract from July 1, 2020 through June 30, 2021

- ii. Motion to approve the one year extension of the Business Manager's contract from July 1, 2020 through June 30, 2021
- iii. Motion to approve ECTS revised Health and Safety Plan for resubmission to PDE based on safety revisions issued
- iv. Motion to approve the Director's use of 10 unused 2019-2020 vacation/non-duty days prior to August 25, 2020
- v. Motion to approve up to 50 additional hours of pay prior to the 2020-2021 school year for Sharon Kresse, School Nurse, at hourly rate of \$27.57
- vi. Motion to extend the snow plowing contract with Helen Nelson Trucking for one year at the base contract amount of \$16,669.50
- vii. Motion to approve the 2020-2021 textbooks, as presented
- viii. Motion to accept donation of Metal Fabrication lab supplies from Welder's Supply Company
- ix. Motion to make a "declaration" of an emergency due to the COVID-19 implications
- x. Motion to approve the resignation of Steven O'Donnell – Wattsburg Area School District

6. Old Business

- a. Discussion regarding RCTC Operations

7. Financial Items

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

8. Human and Quality Resources

- a. Resignations and retirements
 - i. Motion to ratify the resignation of Heather Beck, part-time secretary, effective July 10, 2020
 - ii. Motion to approve the resignation of Donald ("Marty") M. Burnham effective August 31, 2020
- b. Hiring

- i. Motion to hire Michele Garvey at Master + 15 Column-Step 8 at the rate of \$47,449 reflected in the 2019-2020 school year; contingent to any adjustment that would reflect the Professional Unit 2020-2021 schedule
 - ii. Motion to hire Lyle Taylor at VOC I Column -Step 9 at the rate of \$45,508 reflected in the 2019-2020 school year; contingent to any adjustment that would reflect the Professional Unit 2020-2021 schedule
 - iii. Motion to hire Catherine Doty as Administrative Services and Human Resources Coordinator at an annual salary of \$70,000 plus benefits consistent with PA ACT 93
- c. Other
 - i. Motion to approve 2 full days of COVID-related training for all Professional Unit and Classified Unit staff to be funded through the PCCD COVID grant (Approximate total cost = \$30,493.32)
 - ii. Motion to approve 1 full day of curriculum development for all instructors at the curriculum development rate of \$35 per hour for 6.5 hour each to be funded through the 2019-2020 Assigned Fund Balance for COVID (Approximate total cost = \$8,085.35)

9. JOC Board Remarks and Comments

10. Adjournment



VIA ZOOM SESSION ONLINE

Joint Operating Committee - Meeting Minutes

Thursday, June 25, 2020

Work session

There was an ECVTS Foundation meeting held during the work session

Call to Order

Mr. Sam Ring, JOC Chair and Treasurer, called the regular meeting to order at 6:18 pm

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

Moment of Reflection and Pledge of Allegiance

Roll Call

Terri Birchard, Board Secretary, called the roll:

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

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

Motion to Approve the Agenda and Amendments

Motion to add discussion on the renovation project engineering to the amendments by DiPlacido with a second by Gilbert

Motion to approve the agenda and amendments
Moved for approval by Mahoney, with second by Brink
The motion is approved with an all “ayes” vote

Meeting Minutes

Minutes of May 28, 2020

Motion to accept the minutes of the May 28, 2020 meeting as presented
Moved for approval by Brink, with second by DiPlacido
The motion is approved with an all “ayes” vote
(Copy is filed with the official minutes)

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

Operations

New Business

General Fund Budget Transfers

Motion to approve the final 2019-2020 General Fund budget transfers as presented
Moved for approval by Brink, with second by Gilbert
The motion is approved with an all “ayes” vote

A/B Calendar for 2020-2021

Motion to approve A/B Calendar for 2020-2021 school year if needed
Moved for approval by Brink, with second by Gilbert
The motion is approved with an all “ayes” vote

School Re-opening Health and Safety Plan

Motion to approve the School Re-Opening Health and Safety Plan for submission to PDE
Moved for approval by Brink, with second by Olesnanik
The motion is approved with an all “ayes” vote

Secured Vestibule Project Bid Award

Discussion regarding the Secured Vestibule construction project ensued. DiPlacido inquired about receiving the information only after requesting the drawings. Dr. Walker forwarded the information to the Renovation Committee upon DiPlacido’s request; however, it arrived the day before the session and this did not allow for the Renovation Committee to have discussion or review of the documents. Brink suggested that the bids be approved so the project is not delayed and then upon review by the Renovation Committee, design plans can be revised

Motion to approve the award of the Secured Vestibule construction projects at the High School and Skill Center buildings to the following:

- a. Considine Biebel & Co. – General Contractor - \$129,700
- b. Keystone Electric base bid – Electrical Contractor - \$15,350

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

The motion is approved with nine "ayes" vote and one "no" vote by Gilbert

Admin Staff Change Order Authority for Secured Vestibule Project

The change order process was discussed. Since this project is grant funded and on a tight timeline in order to be completed prior to the start of the school year, Attorney Sennett suggested allowing Administration to have the authority to execute change orders up to 10% of the contract (\$15,000 total) based on the review and recommendations from the ECTS Renovation Committee.

Olesnanik agrees that the Renovation Committee should have had the opportunity to review the drawings prior to the session. DiPlacido assured the group that if the changes are more than \$15,000, the additional changes will require JOC approval based on the Renovation Committee's recommendations. Motion to allow Admin Staff authority to execute change orders up to 10% of total contract (\$15,000) based on Renovation Committee review

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

The motion is approved with an all "ayes" vote

Revised CAEP Contract 2020-2021

Motion to approve revised CAEP contract with Bethesda Lutheran Services from July 1, 2020 to June 30, 2021

Moved for approval by DiPlacido, with second by Olesnanik

The motion is approved with all "ayes" vote

Financial Items

- a. Invoices Payable
 - i. General Fund
 - ii. Capital Projects Fund
 - iii. Student Activities Fund

(Copies filed with the official minutes)

Motion to approve Financial Items Section

Motion to approve the Financial Items Section

Moved for approval by Bucksbee, with second by Olesnanik

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

Adjournment

Motion to adjourn presented by Mahoney with a second by Bucksbee

Mr. Ring, JOC Chairman/Treasurer, announced there would be an Executive Session held after the adjournment for Personnel and Safety matters

An update regarding the ECTS Renovation project was not able to be presented by Chris Coughlin, HRLC Architects, this evening due to COVID restrictions. A special July JOC session will be held on Thursday, July 23rd at 6:00 p.m. for the purpose of renovations, personnel, and limited business matters. Mr. Coughlin will be asked to present the pre-bid documents to that evening during the work session.

Mr. Ring, JOC Chairman/Treasurer, adjourned the meeting at 7:49 p.m.

The next meeting is a special session on July 23, 2020 at 6:00 p.m. in the ECTS Eagle's Nest/Cafeteria

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

Minutes prepared by,

Terri L. Birchard, Secretary
Joint Operating Committee

ADMINISTRATIVE STAFF
228 and 210 Duty Days
BENEFIT AND COMPENSATION PLAN
EFFECTIVE: JULY 1, 20172020 to JUNE 30, 20202021

A. POSITIONS COVERED

1. High School Principal-**Joe Tarasovitch**
2. Information & Technology Manager- **Jeff Smith**
3. Facilities Manager –**Del VonVolkenburg**
4. Coordinator for Quality and Human Resources - **TBD**
5. Supervisor of Instructional Support Services – **Sandy Carr**
6. Supervisor of Student Support-**Lesa Scalise**
7. Lead Supervisor, RCTC, part-time

B. ON-DUTY COMPENSABLE WORK DAYS PER YEAR

1. Required duty work days per year will be according to the appropriate position job description

C. BENEFITS

1. Holidays - twelve (12) scheduled non-duty days during each year:

Independence Day	New Year's Eve
Labor Day	New Year's Day
Thanksgiving	Martin Luther King Birthday
Day after Thanksgiving	Good Friday
Christmas Eve	Day after Easter
Christmas Day	Memorial Day

2. Sick Leave

- a) Two-hundred-and-ten (210) duty day administrators will receive eleven (11) sick days per fiscal year to use when the administrator is unable to be on-duty due to illness and/or injury
- b) Two-hundred-and-twenty-eight (228) duty day administrators will receive twelve (12) sick days per fiscal year to use when the administrator is unable to be on-duty due to illness and/or injury
- c) Part-time administrators will receive 6 sick/personal days per year to use when the administrator is unable to be on duty due to illness or injury

-d) Unused sick days will accumulate from year to year

e) Each administrator can use five (5) of the sick days each year for absences caused by an illness or injury of a spouse, child, or parent of the administrator

3. Personal Days

- a) Two-hundred-and-ten (210) duty day administrator schedule will receive three (3) personal days

- b) Two-hundred-and-twenty-eight (228) duty day administrator schedule will receive four (4) personal days
- c) Up to three (3) unused days will convert into unused sick leave days after July 1 of the following year and will accumulate from year to year.

4. Life Insurance

- a) Full-time Administrators shall receive a group term life insurance policy containing accidental death and dismemberment benefits, in an amount equal to two-times the administrator's annual salary, rounded up to the nearest thousand.
- b) Part-time administrators shall receive group term life insurance policy containing accidental death and dismemberment benefits.

5. Long-Term Disability Insurance

- a) Full-time administrators shall receive a group, long-term disability insurance policy equal to two-thirds (2/3) of their salary to a maximum schedule benefit of \$6,000 per month until the disabled person reaches the Social Security normal retirement age as stated in the current Social Security Act, and as stated in the insurance provider certificate.

6. Medical and Health Benefits

- a) The Committee will provide to all full-time administrators a group plan for hospitalization, surgical, major medical, dental, vision, prescription, including family and eligible dependents coverage equal to that provided to other professional employees
- b) At the administrator's normal Medicare age (if still employed full-time) the administrator will go on Medicare and the Committee will subsidize the supplemental insurance for the administrator and any dependents until the administrator's full-time retirement
- c) A bi-weekly premium contribution co-pay as a payroll deduction shall be initiated July 1, 2012 and will be the following (under a flexible spending account (FSA) authorized by Section 125 of the Internal Revenue Code):
 - 1) Single only enrolled: \$6 per pay (\$156 per year)
 - 2) Two or more enrolled: \$12 per pay (\$312 per year)
 - ** If the professional unit premium payment exceeds; the Act 93 group will contribute equal to that amount for the length of this contract.

7. Wellness Program

- a) The Committee will provide a dollar for dollar match up to a total of \$200 for Wellness programs approved by the Director.

8. Professional Development

- a) Administrators are eligible to receive full tuition reimbursement for satisfactory completion of up to nine (9) credits per year for graduate or undergraduate courses of study directly related to the administrator's duties and pre-approved by the Director

- b) Reimbursement rates will be equal to the current tuition rate at Edinboro University of Pennsylvania for graduate or undergraduate courses
- c) Reimbursement will only be final grades of “B” (3 of a 4 point system) or better
- d) If the administrator resigns within three (3) years of any course completion that administrator will be required to reimburse ECTS for all tuitions paid within that three (3) year period. An administrator retiring is not subject to this reimbursement requirement.

9. Other Benefits

- a) Administrators shall receive all other fringe benefits granted to professional employees, or any other employee group, including, but not limited to:

Travel allowance	Family leave
Special clothing	Disability leave
Bereavement leave	Parental/child rearing leave
Opportunities to participate in group insurance plans beyond employment	Benefits available to employees reduced from full-time to half-time employment

D. RETIREMENT COMPENSATION

- a) An administrator is eligible for a retirement compensation benefit when eligible for retirement by the Public School Employees' Retirement System and having at least five (5) years of service in the Erie County Technical School system.
- b) The benefit will be calculated at \$125 per unused accumulated sick day at date of retirement to a maximum of \$275 days.
- c) The administrator shall notify the Joint Operating Committee in writing prior to ninety (90) days of the effective retirement date in order to qualify for payment of this benefit to be paid at retirement. For those administrators giving less than ninety (90) days notice the benefit payment will be paid, but at the discretion of the Joint Operating Committee the payment may be delayed up to one year from the date of retirement
- d) The payment of the retirement compensation benefit shall be paid as a non-elective employer contribution into a 403(b) retirement plan for each eligible retiree
 - 1) The retiree must accept the payment directly into the employer 403(b) plan
 - a. There is no cash option available
 - b. All 403(b) accounts will be exclusively provided through the Plan Administrator of the Erie County Technical School 403(b) plan
- e) The retiree may elect to purchase medical, prescription, dental, and vision plan coverage for themselves and dependents until becoming eligible for Medicare

E. COMPENSATION- Reflects prior contract percentage

1. Each administrator will receive a salary increase of 2020-2021 2.75%

F. EFFECTIVE DATE AND TERM OF AGREEMENT

1. This plan is effective July 1, ~~2017~~ 2020 to June 30, ~~2020~~ 2021

Act 93 Representative, Joe Tarasovitch

Act 93 Representative, Jeff Smith

JOC Chairman, Sam Ring

JOC Representative, James Bucksbee

BUSINESS MANAGER
228 and 210 Duty Days
BENEFIT AND COMPENSATION PLAN
EFFECTIVE: JULY 1, 2017 to JUNE 30, 2021

A. POSITIONS COVERED

Business Manager

B. ON-DUTY COMPENSABLE WORK DAYS PER YEAR

1. Required duty work days per year will be according to the appropriate position job description

C. BENEFITS

1. Holidays - twelve (12) scheduled non-duty days during each year:

Independence Day	New Year's Eve
Labor Day	New Year's Day
Thanksgiving	Martin Luther King Birthday
Day after Thanksgiving	Good Friday
Christmas Eve	Day after Easter
Christmas Day	Memorial Day

2. Sick Leave

- a) Two-hundred-and-ten (210) duty day administrators will receive eleven (11) sick days per fiscal year to use when the administrator is unable to be on-duty due to illness and/or injury
- b) Two-hundred-and-twenty-eight (228) duty day administrators will receive twelve (12) sick days per fiscal year to use when the administrator is unable to be on-duty due to illness and/or injury
- c) Part-time administrators will receive 6 sick/personal days per year to use when the administrator is unable to be on duty due to illness or injury
- d) Unused sick days will accumulate from year to year
- e) Each administrator can use five (5) of the sick days each year for absences caused by an illness or injury of a spouse, child, or parent of the administrator

3. Personal Days

- a) Two-hundred-and-ten (210) duty day administrator schedule will receive three (3) personal days
- b) Two-hundred-and-twenty-eight (228) duty day administrator schedule will receive four (4) personal days
- c) Up to three (3) unused days will convert into unused sick leave days after July 1 of the following year and will accumulate from year to year.

4. Life Insurance

- a) Full-time Administrators shall receive a group term life insurance policy containing accidental death and dismemberment benefits, in an amount equal to two-times the administrator's annual salary, rounded up to the nearest thousand.
- b) Part-time administrators shall receive group term life insurance policy containing accidental death and dismemberment benefits.

5. Long-Term Disability Insurance

- a) Full-time administrators shall receive a group, long-term disability insurance policy equal to two-thirds (2/3) of their salary to a maximum schedule benefit of \$6,000 per month until the disabled person reaches the Social Security normal retirement age as stated in the current Social Security Act, and as stated in the insurance provider certificate.

6. Medical and Health Benefits

- a) The Committee will provide to all full-time administrators a group plan for hospitalization, surgical, major medical, dental, vision, prescription, including family and eligible dependents coverage equal to that provided to other professional employees
- b) At the administrator's normal Medicare age (if still employed full-time) the administrator will go on Medicare and the Committee will subsidize the supplemental insurance for the administrator and any dependents until the administrator's full-time retirement
- c) A bi-weekly premium contribution co-pay as a payroll deduction shall be initiated July 1, 2012 and will be the following (under a flexible spending account (FSA) authorized by Section 125 of the Internal Revenue Code):
 - 1) Single only enrolled: \$6 per pay (\$156 per year)
 - 2) Two or more enrolled: \$12 per pay (\$312 per year)
 - ** If the professional unit premium payment exceeds; the Act 93 group will contribute equal to that amount for the length of this contract.

7. Wellness Program

- a) The Committee will provide a dollar for dollar match up to a total of \$200 for Wellness programs approved by the Director.

8. Professional Development

- a) Administrators are eligible to receive full tuition reimbursement for satisfactory completion of up to nine (9) credits per year for graduate or undergraduate courses of study directly related to the administrator's duties and pre-approved by the Director
- b) Reimbursement rates will be equal to the current tuition rate at Edinboro University of Pennsylvania for graduate or undergraduate courses
- c) Reimbursement will only be final grades of "B" (3 of a 4 point system) or better

- d) If the administrator resigns within three (3) years of any course completion that administrator will be required to reimburse ECTS for all tuitions paid within that three (3) year period. An administrator retiring is not subject to this reimbursement requirement.

9. Other Benefits

- a) Administrators shall receive all other fringe benefits granted to professional employees, or any other employee group, including, but not limited to:

Travel allowance	Family leave
Special clothing	Disability leave
Bereavement leave	Parental/child rearing leave
Opportunities to participate in group insurance plans beyond employment	Benefits available to employees reduced from full-time to half-time employment

D. RETIREMENT COMPENSATION

- a) An administrator is eligible for a retirement compensation benefit when eligible for retirement by the Public School Employees' Retirement System and having at least five (5) years of service in the Erie County Technical School system.
- b) The benefit will be calculated at \$125 per unused accumulated sick day at date of retirement to a maximum of \$275 days.
- c) The administrator shall notify the Joint Operating Committee in writing prior to ninety (90) days of the effective retirement date in order to qualify for payment of this benefit to be paid at retirement. For those administrators giving less than ninety (90) days notice the benefit payment will be paid, but at the discretion of the Joint Operating Committee the payment may be delayed up to one year from the date of retirement
- d) The payment of the retirement compensation benefit shall be paid as a non-elective employer contribution into a 403(b) retirement plan for each eligible retiree
- 1) The retiree must accept the payment directly into the employer 403(b) plan
- a. There is no cash option available
- b. All 403(b) accounts will be exclusively provided through the Plan Administrator of the Erie County Technical School 403(b) plan
- e) The retiree may elect to purchase medical, prescription, dental, and vision plan coverage for themselves and dependents until becoming eligible for Medicare

E. COMPENSATION- Reflects prior contract percentage

1. Each administrator will receive a salary increase of 2020-2021 2.75%

F. EFFECTIVE DATE AND TERM OF AGREEMENT

1. This plan is effective July 1, ~~2017~~ 2020 to June 30, ~~2020~~ 2021

Act 93 Representative, Joe Tarasovitch

Act 93 Representative, Jeff Smith

JOC Chairman, Sam Ring

JOC Representative, James Bucksbee



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.

Table of Contents

Health and Safety Plan	3
Type of Reopening	4
Pandemic Coordinator/Team	5
Key Strategies, Policies, and Procedures	6
Cleaning, Sanitizing, Disinfecting and Ventilation.....	6
Social Distancing and Other Safety Protocols	8
Monitoring Student and Staff Health.....	14
Other Considerations for Students and Staff	16
Health and Safety Plan Professional Development.....	19
Health and Safety Plan Communications.....	20
Health and Safety Plan Summary	21
Facilities Cleaning, Sanitizing, Disinfecting and Ventilation.....	21
Social Distancing and Other Safety Protocols.....	21
Monitoring Student and Staff Health	22
Other Considerations for Students and Staff	23
Health and Safety Plan Governing Body Affirmation Statement	24

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

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

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

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

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

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

Type of Reopening

Key Questions

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

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

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

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

Pandemic Coordinator/Team

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

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

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

Mary Foulkrod	ECTS Guidance Counselor (Professional Unit)	Plan Development and Response Team
---------------	--	------------------------------------

Key Strategies, Policies, and Procedures

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

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

For each requirement within each domain, document the following:

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

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

Cleaning, Sanitizing, Disinfecting, and Ventilation

Key Questions

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

Summary of Responses to Key Questions:

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* 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	4 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		

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; spaced 6' apart. Lab area stations spacing 6' apart. One Instructional Aide to support programs with high enrollment to ensure balance of student spacing and engagement. Opportunity to utilize neighboring program facility due to A-B schedule.	Theory room seating facing one direction; as much spacing encouraged. Lab area stations spacing 6' apart. Instructional Aide schedules balanced to support programs with high enrollment to ensure balance of student spacing and engagement.	Instructors and Instructional Aides Instructors and Instructional Aides Sandy Carr and Lesa Scalise Principal	Possible addition of chairs and tables.	
* 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. No use of the cafeteria for breaks; ALL breaks cancelled.	Cafeteria usage must be scheduled with HS Office; small group instruction. No use of the cafeteria for breaks; Breaks may occur in the program area; Collaboration of break items – SkillsUSA, CUA, and THM.	Principal Principal and supporting instructors for break items.	2 “Grab & Go” carts.	

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.	Greet visitors using the monitoring system; inform visitors that mask are optional. Admit to HS office only; NO admittance into student school areas without Administrative acknowledgement.	Principal and HS secretarial staff.	Deputy DeHart SRO	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 disinfect station at the closure of their session.	Students assigned stations in the programs that are shared with one alternating session partners (AM-PM). Staff and students will disinfect station at the closure of their session.	Instructors, Instructional Aides.	Disinfectant Wipes.	Y

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

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)
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	ECTS will adopt 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 DeHart-SRO and Administrators as assigned.		Y
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.	Tech Tikes resume with pre-school parent support.	ECTS Administration with ECE Instructor.		
Other social distancing and safety practices	No congregation in common areas. Mask required in the common areas; hallways, offices. Mask required in the educational areas; one-on-one instruction mask required..	Limited large group activities. Mask are required.	ECTS Administration with Instructor support as assigned		

Monitoring Student and Staff Health

Key Questions

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

Summary of Responses to Key Questions:

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Monitoring students and staff for symptoms and history of exposure	Health checks should occur using the Sending Schools required plans; i.e. “Healthy Tools” check-in system; students at risk are closer to home; students engaged only with Sending School community; student social tracking directed to community. Student mask checks at Sending Schools before bus entry. Instructors to ask symptom related questions of each student each session. Staff to self-report symptoms to the school nurse.	Staff, students, and Instructors self-report symptoms to the school nurse.	Sending School District personnel. ECTS Instructors. Sharon Kresse-School Nurse and ECTS Instructors.		
* 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.	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.	Sharon Kresse-School Nurse and ECTS Administration.		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.	Students and staff must have a medical release. Report to Sharon Kresse – School Nurse for screening interview.	Sharon Kresse-School Nurse		

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
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. Barrier shields installed in all places of public contact; offices. Barrier shields installed in labs with computer stations; ADS, CMP, DDE, GRA.	Facemask will be required in all common areas. Barrier shields installed in all places of public contact; offices. Barrier shields installed in labs with computer stations; ADS, CMP, DDE, GRA.	ECTS Administration. Del VonVolkenburg.	Plexi-glass Shields.	Y
* 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. Barrier shields installed in all places of public contact; offices. Barrier shields installed in labs with computer stations; ADS, CMP, DDE, GRA.	Facemask will be required in all common areas. Mask required in the educational areas; one-on-one instruction mask required. Barrier shields installed in all places of public contact; offices Barrier shields installed in labs with computer stations; ADS, CMP, DDE, GRA.			
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.		

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)
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: 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	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.
* 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.
* 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.

Requirement(s)	Strategies, Policies and Procedures
* Handling sporting activities consistent with the CDC Considerations for Youth Sports for recess and physical education classes Limiting the sharing of materials among students Staggering the use of communal spaces and hallways Adjusting transportation schedules and practices to create social distance between students Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars Other social distancing and safety practices	Not Applicable at ECTS. Operations have been modified to limit sharing materials among students. Use of communal spaces have ben minimized and none over lapping. Transportation schedule are the responsibility of the Sending Schools. 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. Tech Tikes suspended in the Yellow Phase. 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.

Requirement(s)	Strategies, Policies and Procedures
* 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.
* Returning isolated or quarantined staff, students, or visitors to school	Medical release required and visit to ECTS school nurse for a screening interview.
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 in all common areas. 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 in all common areas. 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 declaration by parents and students with special needs.
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 **June 25, 2020**.

The plan was approved by a vote of:

_____ **Yes**

_____ **No**

Affirmed on: **June 25, 2020**

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.



PROPOSED AGENDA ITEM

MEETING DATE: July 23, 2020

SUBJECT: Approval for use of prior year vacation days

SUBMITTED BY: Sam Ring, JOC Chairman

DESCRIPTION:

Due to the COVID 19 pandemic, it is resolved by the Operating Committee that we recognize since March 13, 2020 the preparation, modification and leadership requirements related to the COVID 19 pandemic have impacted Dr. H Fred Walker's ability to take his earned vacation days which will be lost if not used by June 30, 2020.

RECOMMENDATION:

Motion to extend the time under the applicable contract for the Director to use 10 days of 2019-2020 vacation days until August 25, 2020



AGENDA ITEM

MEETING DATE: July 23, 2020

SUBJECT: Additional hours of pay for School Nurse – COVID-19 Projects

SUBMITTED BY: Joe Tarasovitch

DESCRIPTION: The administration recommends ratifying time worked since June 5th and approving additional time up to 50 hours total prior to the beginning of the 2020-2021 school year for Sharon Kresse, ECTS school nurse, at the hourly rate of \$27.57 to complete assignments to ready the school in terms of the COVID-19 health protocols.

RECOMMENDATION: Motion to ratify time worked since June 5th and approve additional time up to 50 hours total prior to the beginning of the 2020-2021 school year for Sharon Kresse at the hourly rate of \$27.57 (total \$1,378.50) to ensure the health protocols for the Erie County Technical School are aligned with the COVID-19 requirements.

HELEN NELSON TRUCKING

9081 PEACH STREET
WATERFORD, PA 16441
814-864-7176

July , 10, 2020

Erie County Technical School
8500 Oliver Road
Erie, PA 16509

ATTN: Del VonVolkenburg
ECTS Facilities Manager

Price quote for Plowing 2020-2021 Season:

Plowing per year	\$16,669.50
------------------	-------------

Payment Schedule	November	\$ 2,778.25
	December	\$ 2,778.25
	January	\$ 2,778.25
	February	\$ 2,778.25
	March	\$ 2,778.25
	April	\$ 2,778.25

Salting spreading lots per time	
Normal Conditions	\$ 225.00
Severe Conditions	\$ 450.00

Thank you,



Helen Nelson
Helen Nelson Trucking

ERIE COUNTY TECHNICAL SCHOOL

PROPOSED AGENDA ITEM

DATE: June 11, 2020

SUBJECT: Curriculum

CATEGORY: Operations: X Policy: Information: Personnel:

INITIATED BY: Sandra Carr

DESCRIPTION: The following new textbooks are proposed by our CTE instructors for use beginning with the 2020-2021 school year.

RECOMMENDATION: Motion to approve the following student textbooks beginning 2020-2021 as listed.

<i>Art & Design For Business</i>
Photoshop and Illustrator CC2020, Around The Clock, 2020 (Digital and Hardcopy) InDesign & Dreamweaver CC2020, Around The Clock, 2020 (Digital and Hardcopy) Updated textbooks replace 2016 editions.
<i>Computer Networking</i>
Networking Fundamentals, Goodheart-Willcox, 2020 (Digital—if available and Hardcopy) CompTIA A+ Core 1 Exam: Guide to Computer Infrastructure 10th Edition, Cengage, 2020 (Digital and Hardcopy) CompTIA A+ Core 2 Exam: Guide to Computer Operating Systems and Security 10th Edition, Cengage, 2020 (Digital and Hardcopy) Updated textbooks replacing earlier editions from 2012 and 2014.
<i>Computer Programming</i>
New Perspectives on HTML5, CSS3, and JavaScript, 6th Edition, Cengage, 2017 A Guide to SQL 9th Edition, Cengage, 2014 Updates from earlier versions to include on-line subscriptions.



AGENDA ITEM

MEETING DATE: July 23, 2020

SUBJECT: Donation from Welders Supply Company; Mr. Jason Neff-Territory Manager

SUBMITTED BY: Joe Tarasovitch

DESCRIPTION: Welding wire and rod:

1. 308L Flux-Core 1/16"; 2 spools
2. 11018 rod; 50 lbs.
3. 8018 rod; 50 lbs. 4 hard drives

Mr. Cyphert, the retiring Metal Technology Fabrication instructor indicated that this material can and will be used to support the "hands-on" lab activities in the MTF lab.

RECOMMENDATION: Motion to accept the Donation from Welders Supply Company; Mr. Jason Neff-Territory Manager.



AGENDA ITEM

MEETING DATE: July 23, 2020

SUBJECT: JOC Declaration of COVID-19 Implications

SUBMITTED BY: Joe Tarasovitch

DESCRIPTION:

The Erie County Technical School's Educational Leadership Team recommends that the Joint Operating Committee make a "declaration" of an emergency due to the COVID-19 implications. By making this declaration, the Joint Operating Committee will utilize the authority granted to the committee from Section 520.1 of the Pennsylvania School Code to adjust/modify the instructional days /hours during a school year due to crisis and emergencies.

If required, the Joint Operating Committee County will consider the Erie County Technical School utilizing a "blended" schedule of in-person and virtual on-line instruction utilizing the A/B Day schedule approved.

RECOMMENDATION:

Motion to make a "declaration" of an emergency due to the COVID-19 implications.

Erie County Technical School

A-B School Calendar

2020-2021 School Year

August 2020

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

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

September 2020

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

February 2021

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

October 2020

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

March 2021

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

November 2020

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

April 2021

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

December 2020

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

May 2021

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

January 2021

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

June 2021

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

Approved:

A-Day

B-Day

ECTS NOCTI Testing

March: Junior NOCTI Pre-Testing March 1-5

April: Senior NOCTI Testing Window April 12-30

Total Days

180 Total Student Days

185 Total Teacher Days

NOTE: Preliminary Keystone Exams 2020-2021:

Winter Wave 1 = December 1-15, 2020

Winter Wave 2 = January 4-15, 2021

Spring = May 17-28, 2021

Summer = July 26-30, 2021



WATTSBURG AREA
SCHOOL DISTRICT
STUDENT CENTERED · FUTURE FOCUSED

10782 Wattsburg Road
Erie, PA 16509
P (814) 824-3400
F (814) 824-5200
www.wattsburg.org

Mrs. Rebecca Kelley
Assistant to the Superintendent

Mr. Kenneth Berlin
Superintendent

Mrs. Vicki Bendig
Business Administrator

July 21, 2020

Erie County Vocational Technical School
Terri Birchard
8500 Oliver Road
Erie, PA 16509

Dear Terri,

At the July 20, 2020 Regular Board Meeting, Steven O'Donnell resigned his Board of Director position. A new Wattsburg Area School District Representative to the Erie County Vocational/Technical School Joint Operations Committee will be elected/appointed at the August meeting to complete his term will run through December 1, 2022.

Should you have any questions, please let me know.

Best Regards,

Vicki Bendig
Board Secretary

Erie County Technical School

Open Invoice Report

General Fund - NW Bank

Vendor Name	Invoice Number	Invoice Date	Post Date	Invoice Balance	Potential Discount	Discount Expires On	Net Amount Due	Invoice Due Date	Days Past Due
ASQ									
ASQ	WALKER MEMBERSHIP	7/13/2020	7/31/2020	\$169.00	\$0.00		\$169.00	7/31/2020	0
			<i>Totals for ASQ.</i>	<i>\$169.00</i>	<i>\$0.00</i>		<i>\$169.00</i>		
Benefit Administrators, Inc.									
Benefit Administrators, Inc.	3431	7/15/2020	7/31/2020	\$36.00	\$0.00		\$36.00	7/31/2020	0
Benefit Administrators, Inc.	07/15/2020	7/15/2020	7/31/2020	\$230.15	\$0.00		\$230.15	7/31/2020	0
			<i>Totals for Benefit Administrators, Inc.</i>	<i>\$266.15</i>	<i>\$0.00</i>		<i>\$266.15</i>		
Dell Marketing L.P.									
Dell Marketing L.P.	10403682538	6/19/2020	6/30/2020	\$33,062.48	\$0.00		\$33,062.48	6/30/2020	31
Dell Marketing L.P.	QUOTE60934791-1	6/30/2020	6/30/2020	\$7,645.32	\$0.00		\$7,645.32	6/30/2020	31
Dell Marketing L.P.	Quote 3000063362981.	6/30/2020	6/30/2020	\$7,746.72	\$0.00		\$7,746.72	6/30/2020	31
			<i>Totals for Dell Marketing L.P.</i>	<i>\$48,454.52</i>	<i>\$0.00</i>		<i>\$48,454.52</i>		
Desantis Solutions									
Desantis Solutions	213982	7/6/2020	7/31/2020	\$13,060.50	\$0.00		\$13,060.50	7/31/2020	0
Desantis Solutions	214528	7/6/2020	7/31/2020	\$150.00	\$0.00		\$150.00	7/31/2020	0
Desantis Solutions	213982A	7/10/2020	7/31/2020	\$337.50	\$0.00		\$337.50	7/31/2020	0
			<i>Totals for Desantis Solutions</i>	<i>\$13,548.00</i>	<i>\$0.00</i>		<i>\$13,548.00</i>		
Direct Energy Business									
Direct Energy Business	HS01941545	7/7/2020	7/31/2020	\$265.48	\$0.00		\$265.48	7/31/2020	0
Direct Energy Business	HS01959288	7/16/2020	7/31/2020	\$48.02	\$0.00		\$48.02	7/31/2020	0
			<i>Totals for Direct Energy Business</i>	<i>\$313.50</i>	<i>\$0.00</i>		<i>\$313.50</i>		
Erie County Department of Health									
Erie County Department of Health	1937	7/13/2020	7/31/2020	\$225.00	\$0.00		\$225.00	7/31/2020	0
			<i>Totals for Erie County Department of Health</i>	<i>\$225.00</i>	<i>\$0.00</i>		<i>\$225.00</i>		
Fagan Sanitary Supply									
Fagan Sanitary Supply	167204	7/16/2020	7/31/2020	\$343.52	\$0.00		\$343.52	7/31/2020	0
			<i>Totals for Fagan Sanitary Supply</i>	<i>\$343.52</i>	<i>\$0.00</i>		<i>\$343.52</i>		
Hennessy Printing									
Hennessy Printing	3153	6/30/2020	6/30/2020	\$1,900.00	\$0.00		\$1,900.00	6/30/2020	31
Hennessy Printing	3153-1	7/1/2020	7/31/2020	\$52.60	\$0.00		\$52.60	7/31/2020	0
			<i>Totals for Hennessy Printing</i>	<i>\$1,952.60</i>	<i>\$0.00</i>		<i>\$1,952.60</i>		
James B. Schwab Co.									
James B. Schwab Co.	183368	7/7/2020	7/31/2020	\$39.76	\$0.00		\$39.76	7/31/2020	0
			<i>Totals for James B. Schwab Co.</i>	<i>\$39.76</i>	<i>\$0.00</i>		<i>\$39.76</i>		

Erie County Technical School

Open Invoice Report

General Fund - NW Bank

Vendor Name	Invoice Number	Invoice Date	Post Date	Invoice Balance	Potential Discount	Discount Expires On	Net Amount Due	Invoice Due Date	Days Past Due
Knox McLaughlin Gornall & Sennett, P.C.									
Knox McLaughlin Gornall & Sennett, P.C.	2279417	7/9/2020	7/31/2020	\$1,760.00	\$0.00		\$1,760.00	7/31/2020	0
Totals for Knox McLaughlin Gornall & Sennett, P.C.				\$1,760.00	\$0.00		\$1,760.00		
Koldrock Waters, Inc.									
Koldrock Waters, Inc.	836968	7/9/2020	7/31/2020	\$12.00	\$0.00		\$12.00	7/31/2020	0
Koldrock Waters, Inc.	836971	7/9/2020	7/31/2020	\$28.50	\$0.00		\$28.50	7/31/2020	0
Koldrock Waters, Inc.	836970	7/9/2020	7/31/2020	\$28.50	\$0.00		\$28.50	7/31/2020	0
Koldrock Waters, Inc.	837741	7/20/2020	7/31/2020	\$6.50	\$0.00		\$6.50	7/31/2020	0
Koldrock Waters, Inc.	837740	7/20/2020	7/31/2020	\$23.00	\$0.00		\$23.00	7/31/2020	0
Totals for Koldrock Waters, Inc.				\$98.50	\$0.00		\$98.50		
Kubinski Business Systems									
Kubinski Business Systems	181844	7/9/2020	7/31/2020	\$74.75	\$0.00		\$74.75	7/31/2020	0
Totals for Kubinski Business Systems				\$74.75	\$0.00		\$74.75		
Lancaster Lebanon Intermeditate Unit 13									
Lancaster Lebanon Intermeditate Unit 13	EES00004226	6/30/2020	6/30/2020	\$8,204.15	\$0.00		\$8,204.15	6/30/2020	31
Totals for Lancaster Lebanon Intermeditate Unit 13				\$8,204.15	\$0.00		\$8,204.15		
Laser Creations by I.D. Systems									
Laser Creations by I.D. Systems	38516	7/21/2020	7/31/2020	\$11.22	\$0.00		\$11.22	7/31/2020	0
Totals for Laser Creations by I.D. Systems				\$11.22	\$0.00		\$11.22		
Matthew Walter									
Matthew Walter	07/23/2020EXPENSE	7/23/2020	7/31/2020	\$171.00	\$0.00		\$171.00	7/31/2020	0
Totals for Matthew Walter				\$171.00	\$0.00		\$171.00		
Pa Pride, LLC									
Pa Pride, LLC	932	6/30/2020	6/30/2020	\$4,950.00	\$0.00		\$4,950.00	6/30/2020	31
Pa Pride, LLC	991	6/30/2020	6/30/2020	\$2,200.00	\$0.00		\$2,200.00	6/30/2020	31
Pa Pride, LLC	907	6/30/2020	6/30/2020	\$3,150.00	\$0.00		\$3,150.00	6/30/2020	31
Pa Pride, LLC	930	6/30/2020	6/30/2020	\$2,000.00	\$0.00		\$2,000.00	6/30/2020	31
Pa Pride, LLC	979	6/30/2020	6/30/2020	\$350.00	\$0.00		\$350.00	6/30/2020	31
Pa Pride, LLC	980	6/30/2020	6/30/2020	\$350.00	\$0.00		\$350.00	6/30/2000	7,336
Pa Pride, LLC	946	6/10/2020	6/30/2020	\$4,950.00	\$0.00		\$4,950.00	6/30/2020	31
Pa Pride, LLC	949	6/10/2020	6/30/2020	\$4,950.00	\$0.00		\$4,950.00	6/30/2020	31
Pa Pride, LLC	981	6/30/2020	6/30/2020	\$350.00	\$0.00		\$350.00	6/30/2020	31
Pa Pride, LLC	987	6/30/2020	6/30/2020	\$350.00	\$0.00		\$350.00	6/30/2020	31
Pa Pride, LLC	978	6/30/2020	6/30/2020	\$350.00	\$0.00		\$350.00	6/30/2020	31
Pa Pride, LLC	988	6/30/2020	6/30/2020	\$80.00	\$0.00		\$80.00	6/30/2020	31
Pa Pride, LLC	926	7/10/2020	7/31/2020	\$5,300.00	\$0.00		\$5,300.00	7/31/2020	0

Erie County Technical School

Open Invoice Report

General Fund - NW Bank

Vendor Name	Invoice Number	Invoice Date	Post Date	Invoice Balance	Potential Discount	Discount Expires On	Net Amount Due	Invoice Due Date	Days Past Due
Pa Pride, LLC	958	6/10/2020	6/30/2020	\$4,950.00	\$0.00		\$4,950.00	6/30/2020	31
Pa Pride, LLC	977	6/30/2020	6/30/2020	\$350.00	\$0.00		\$350.00	6/30/2020	31
Pa Pride, LLC	982	6/30/2020	6/30/2020	\$350.00	\$0.00		\$350.00	6/30/2020	31
Pa Pride, LLC	983	6/30/2020	6/30/2020	\$350.00	\$0.00		\$350.00	6/30/2020	31
Pa Pride, LLC	984	6/30/2020	6/30/2020	\$75.00	\$0.00		\$75.00	6/30/2020	31
Pa Pride, LLC	986	6/30/2020	6/30/2020	\$350.00	\$0.00		\$350.00	6/30/2020	31
Pa Pride, LLC	985	6/30/2020	6/30/2020	\$350.00	\$0.00		\$350.00	6/30/2020	31
<i>Totals for Pa Pride, LLC.</i>				<u>\$36,105.00</u>	<u>\$0.00</u>		<u>\$36,105.00</u>		
PENN*LINK SERVICES AT PENN STATE									
PENN*LINK SERVICES AT PENN STATE	05ERIECOVT-20-7	7/1/2020	7/31/2020	\$50.00	\$0.00		\$50.00	7/30/2020	1
<i>Totals for PENN*LINK SERVICES AT PENN STATE</i>				<u>\$50.00</u>	<u>\$0.00</u>		<u>\$50.00</u>		
Sherwin - Williams									
Sherwin - Williams	2971-8	7/6/2020	7/31/2020	\$251.12	\$0.00		\$251.12	7/31/2020	0
<i>Totals for Sherwin - Williams</i>				<u>\$251.12</u>	<u>\$0.00</u>		<u>\$251.12</u>		
SHI									
SHI	S51962040	6/19/2020	6/30/2020	\$31,631.72	\$0.00		\$31,631.72	6/25/2020	36
SHI	S51962069	6/19/2020	6/30/2020	\$16,946.21	\$0.00		\$16,946.21	6/25/2020	36
<i>Totals for SHI.</i>				<u>\$48,577.93</u>	<u>\$0.00</u>		<u>\$48,577.93</u>		
Summit Township Sewer Authority									
Summit Township Sewer Authority	07/13/2020SEWER	7/13/2020	7/31/2020	\$30.00	\$0.00		\$30.00	8/10/2020	0
<i>Totals for Summit Township Sewer Authority</i>				<u>\$30.00</u>	<u>\$0.00</u>		<u>\$30.00</u>		
Summit Township Water Authority									
Summit Township Water Authority	07/07/2020WATER	7/7/2020	7/31/2020	\$135.63	\$0.00		\$135.63	7/31/2020	0
<i>Totals for Summit Township Water Authority</i>				<u>\$135.63</u>	<u>\$0.00</u>		<u>\$135.63</u>		
Times Publishing Company									
Times Publishing Company	11193063020	6/30/2020	6/30/2020	\$965.00	\$0.00		\$965.00	7/31/2020	0
Times Publishing Company	25395	7/13/2020	7/31/2020	\$146.40	\$0.00		\$146.40	7/31/2020	0
<i>Totals for Times Publishing Company</i>				<u>\$1,111.40</u>	<u>\$0.00</u>		<u>\$1,111.40</u>		
Verizon Wireless									
Verizon Wireless	9858161871	7/7/2020	7/31/2020	\$342.26	\$0.00		\$342.26	7/31/2020	0
<i>Totals for Verizon Wireless</i>				<u>\$342.26</u>	<u>\$0.00</u>		<u>\$342.26</u>		
Wilkins Company, Inc.									
Wilkins Company, Inc.	52729	7/1/2020	7/31/2020	\$2,014.50	\$0.00		\$2,014.50	7/31/2020	0
<i>Totals for Wilkins Company, Inc.</i>				<u>\$2,014.50</u>	<u>\$0.00</u>		<u>\$2,014.50</u>		

Erie County Technical School
Open Invoice Report
 General Fund - NW Bank

Vendor Name	Invoice Number	Invoice Date	Post Date	Invoice Balance	Potential Discount	Discount Expires On	Net Amount Due	Invoice Due Date	Days Past Due
WQLN Public Broadcasting of NW PA									
WQLN Public Broadcasting of NW PA	20987	7/1/2020	7/31/2020	\$500.00	\$0.00		\$500.00	7/31/2020	0
Totals for WQLN Public Broadcasting of NW PA				\$500.00	\$0.00		\$500.00		
GRAND TOTALS:				\$164,749.51	\$0.00		\$164,749.51		

Erie County Technical School
Open Invoice Report
General Fund - NW Bank

Report name: New Open Invoice Report
Report format: Detail
Show invoices open as of: 7/31/2020
Calculate discounts as of today
Base invoice aging on:Due date
Include all invoice dates
Include all post dates
Include all due dates
Include all Post Statuses
Include all Invoices
Include all Vendors
Include these Banks: 10-01040
Include all Invoice Attributes
Include all Vendor Attributes

Erie County Technical School
Open Invoice Report
 Student Activities - PNC

Vendor Name	Invoice Number	Invoice Date	Post Date	Invoice Balance	Potential Discount	Discount Expires On	Net Amount Due	Invoice Due Date	Days Past Due
Allison Marendt									
Allison Marendt	09/19expense	10/15/2019	10/31/2019	\$153.67	\$0.00		\$153.67	10/31/2019	274
Allison Marendt	10/09expense	10/15/2019	10/31/2019	\$34.45	\$0.00		\$34.45	10/31/2019	274
<i>Totals for Allison Marendt</i>				<u>\$188.12</u>	<u>\$0.00</u>		<u>\$188.12</u>		
GRAND TOTALS:				\$188.12	\$0.00		\$188.12		

Erie County Technical School
Open Invoice Report
Student Activities - PNC

Report name: New Open Invoice Report
Report format: Detail
Show invoices open as of: 7/31/2020
Calculate discounts as of today
Base invoice aging on:Due date
Include all invoice dates
Include all post dates
Include all due dates
Include all Post Statuses
Include all Invoices
Include all Vendors
Include these Banks: 81-01013
Include all Invoice Attributes
Include all Vendor Attributes

Erie County Technical School

Open Invoice Report

Capital Projects Fund

Vendor Name	Invoice Number	Invoice Date	Post Date	Invoice Balance	Potential Discount	Discount Expires On	Net Amount Due	Invoice Due Date	Days Past Due
ComDoc, Inc.									
ComDoc, Inc.	3697205	6/30/2020	6/30/2020	\$3,800.00	\$0.00		\$3,800.00	6/30/2020	31
ComDoc, Inc.	3697215	6/30/2020	6/30/2020	\$3,800.00	\$0.00		\$3,800.00	6/30/2020	31
ComDoc, Inc.	3697204	6/30/2020	6/30/2020	\$14,900.00	\$0.00		\$14,900.00	6/30/2020	31
ComDoc, Inc.	3697208	6/30/2020	6/30/2020	\$6,900.00	\$0.00		\$6,900.00	6/30/2020	31
ComDoc, Inc.	3697210	6/30/2020	6/30/2020	\$1,130.00	\$0.00		\$1,130.00	6/30/2020	31
ComDoc, Inc.	3697300	6/30/2020	6/30/2020	\$11,250.00	\$0.00		\$11,250.00	6/30/2020	31
ComDoc, Inc.	3697207	6/30/2020	6/30/2020	\$20,000.00	\$0.00		\$20,000.00	6/30/2020	31
ComDoc, Inc.	3697291	6/30/2020	6/30/2020	\$980.00	\$0.00		\$980.00	6/30/2020	31
ComDoc, Inc.	3697272	6/30/2020	6/30/2020	\$980.00	\$0.00		\$980.00	6/30/2020	31
ComDoc, Inc.	3697247	6/30/2020	6/30/2020	\$980.00	\$0.00		\$980.00	6/30/2020	31
ComDoc, Inc.	3697239	6/30/2020	6/30/2020	\$980.00	\$0.00		\$980.00	6/30/2020	31
ComDoc, Inc.	3697234	6/30/2020	6/30/2020	\$980.00	\$0.00		\$980.00	6/30/2020	31
ComDoc, Inc.	3697233	6/30/2020	6/30/2020	\$980.00	\$0.00		\$980.00	6/30/2020	31
ComDoc, Inc.	3697231	6/30/2020	6/30/2020	\$980.00	\$0.00		\$980.00	6/30/2020	31
ComDoc, Inc.	3697230	6/30/2020	6/30/2020	\$980.00	\$0.00		\$980.00	6/30/2020	31
ComDoc, Inc.	3697229	6/30/2020	6/30/2020	\$980.00	\$0.00		\$980.00	6/30/2020	31
ComDoc, Inc.	3697228	6/30/2020	6/30/2020	\$980.00	\$0.00		\$980.00	6/30/2020	31
ComDoc, Inc.	3697227	6/30/2020	6/30/2020	\$980.00	\$0.00		\$980.00	6/30/2020	31
ComDoc, Inc.	3697226	6/30/2020	6/30/2020	\$980.00	\$0.00		\$980.00	6/30/2020	31
ComDoc, Inc.	3697225	6/30/2020	6/30/2020	\$980.00	\$0.00		\$980.00	6/30/2020	31
ComDoc, Inc.	3697224	6/30/2020	6/30/2020	\$980.00	\$0.00		\$980.00	6/30/2020	31
ComDoc, Inc.	3697223	6/30/2020	6/30/2020	\$980.00	\$0.00		\$980.00	6/30/2020	31
ComDoc, Inc.	3697222	6/30/2020	6/30/2020	\$980.00	\$0.00		\$980.00	6/30/2020	31
ComDoc, Inc.	3697221	6/30/2020	6/30/2020	\$980.00	\$0.00		\$980.00	6/30/2020	31
ComDoc, Inc.	3697220	6/30/2020	6/30/2020	\$980.00	\$0.00		\$980.00	6/30/2020	31
ComDoc, Inc.	3697219	6/30/2020	6/30/2020	\$980.00	\$0.00		\$980.00	6/30/2020	31
ComDoc, Inc.	3697218	6/30/2020	6/30/2020	\$980.00	\$0.00		\$980.00	6/30/2020	31
ComDoc, Inc.	3697217	6/30/2020	6/30/2020	\$980.00	\$0.00		\$980.00	6/30/2020	31
ComDoc, Inc.	3697216	6/30/2020	6/30/2020	\$980.00	\$0.00		\$980.00	6/30/2020	31
ComDoc, Inc.	3697214	6/30/2020	6/30/2020	\$980.00	\$0.00		\$980.00	6/30/2020	31
ComDoc, Inc.	3697211	6/30/2020	6/30/2020	\$980.00	\$0.00		\$980.00	6/30/2020	31
<i>Totals for ComDoc, Inc..</i>				<u>\$85,300.00</u>	<u>\$0.00</u>		<u>\$85,300.00</u>		
Dell Marketing L.P.									
Dell Marketing L.P.	Quote 3000063362981.	6/19/2020	6/30/2020	\$47,825.69	\$0.00		\$47,825.69	6/25/2020	36
<i>Totals for Dell Marketing L.P.</i>				<u>\$47,825.69</u>	<u>\$0.00</u>		<u>\$47,825.69</u>		
HRLC Architects, LLC									
HRLC Architects, LLC	2/3 pre-bid 2020	7/1/2020	7/31/2020	\$234,393.00	\$0.00		\$234,393.00	7/31/2020	0

Erie County Technical School

Open Invoice Report

Capital Projects Fund

Vendor Name	Invoice Number	Invoice Date	Post Date	Invoice Balance	Potential Discount	Discount Expires On	Net Amount Due	Invoice Due Date	Days Past Due
<i>Totals for HRLC Architects, LLC</i>				\$234,393.00	\$0.00		\$234,393.00		
NEWCO Electric Co.									
NEWCO Electric Co.	Fire Alarm - Final	7/21/2020	7/31/2020	\$12,894.02	\$0.00		\$12,894.02	7/31/2020	0
<i>Totals for NEWCO Electric Co.</i>				\$12,894.02	\$0.00		\$12,894.02		
SHI									
SHI	S51961831-1	6/23/2020	6/30/2020	\$14,190.10	\$0.00		\$14,190.10	6/30/2020	31
SHI	S51961629	6/19/2020	6/30/2020	\$40,874.64	\$0.00		\$40,874.64	6/25/2020	36
SHI	S51961914	6/19/2020	6/30/2020	\$13,777.14	\$0.00		\$13,777.14	6/25/2020	36
SHI	S51961993	6/19/2020	6/30/2020	\$5,205.67	\$0.00		\$5,205.67	6/25/2020	36
<i>Totals for SHI.</i>				\$74,047.55	\$0.00		\$74,047.55		
GRAND TOTALS:				\$454,460.26	\$0.00		\$454,460.26		

Erie County Technical School
Open Invoice Report
Capital Projects Fund

Report name: Open Invoices CAPITAL PROJECTS

Report format: Detail

Show invoices open as of: 7/31/2020

Calculate discounts as of: 7/31/2020

Base invoice aging on: Due date

Include all invoice dates

Include all post dates

Include all due dates

Include all Post Statuses

Include all Invoices

Include all Vendors

Include these Banks: 31-01011, 31-01130

Include all Invoice Attributes

Include all Vendor Attributes

Terri Birchard

Subject: FW: Beck Resignation

From: Heather Beck <HBeck@ects.org>

Sent: Monday, June 29, 2020 8:19 AM

To: Joe Tarasovitch <JTarasovitch@ects.org>

Cc: Terri Birchard <TBirchard@ects.org>; Kelly Bennett <KBennett@ects.org>

Subject: Beck Resignation

June 29, 2020

Notice of Resignation – Heather Beck

Dear Mr. Tarasovitch,

I am writing to notify you that I am providing two weeks' notice and will be resigning from my position at Erie County Technical School/Regional Career and Technical Center/Career Alternative Education Program. My last day of employment will be July 10, 2020.

Please let me know if I can provide any assistance with the transition. I would be glad to provide whatever support I can during my remaining time with the school. You can also contact me with any questions on my non-work email, [REDACTED] or my cell phone, [REDACTED].

I wish you and the school success in the future. Thank you so much for all the support you have provided me during my tenure with the school.

Best regards,

Heather Beck

Donald M. Burnham
3019 Avon Blvd
Ashtabula, OH 44004

June 4, 2020

Joint Operating Committee (JOC)
Erie County Technical School
8500 Oliver Road
Erie, PA 16509

Dear Members of the Committee,

In accordance with the agreement reached in August 2019 between the Joint Operating Committee, American Federation of Teachers Local 1589, and myself following elimination of the Electronics Technologies Program, I hereby offer my resignation, effective August 31, 2020.

It has been a privilege to serve Erie County and educate our future workforce. Thanks for the memories, stories, and opportunity to make a difference. I look forward to future opportunities where I can collaborate with the school in the education of the students of Erie County.

Sincerely,



Donald M. Burnham



AGENDA ITEM

MEETING DATE: July 23, 2020

SUBJECT: Personnel: Transition Center Instructor

SUBMITTED BY: Joe Tarasovitch- Principal

DESCRIPTION:

The Erie County Technical School Administration recommends hiring Michele Garvey as the Transition Center Instructor at Master + 15 Column-Step 8 with the salary of \$47,449 reflected in the 2019-2020 school year. The salary will be contingent to any adjustment that would reflect the Professional Unit 2020-2021 schedule.

RECOMMENDATION:

Motion to hire Michele Garvey at Master + 15 Column-Step 8 at the rate of \$47,449 reflected in the 2019-2020 school year; contingent to any adjustment that would reflect the Professional Unit 2020-2021 schedule.



AGENDA ITEM

MEETING DATE: July 23, 2020

SUBJECT: Personnel: Metal Technology Fabrication Instructor

SUBMITTED BY: Joe Tarasovitch- Principal

DESCRIPTION:

The Erie County Technical School Administration recommends hiring Lyle Taylor as the Metal Technology Fabrication Instructor at VOC I Column - Step 9 with the salary of \$45,508 reflected in the 2019-2020 school year. The salary will be contingent to any adjustment that would reflect the Professional Unit 2020-2021 schedule.

RECOMMENDATION:

Motion to hire Lyle Taylor at VOC I Column -Step 9 at the rate of \$45,508 reflected in the 2019-2020 school year; contingent to any adjustment that would reflect the Professional Unit 2020-2021 schedule.



PROPOSED AGENDA ITEM

MEETING DATE: July 23, 2020

SUBJECT: Administrative Services and Human Resources Coordinator

SUBMITTED BY: Dr. H. Fred Walker, Director

DESCRIPTION:

Administration recommends hiring Catherine Doty as Administrative Services and Human Resources Coordinator at an annual salary of \$70,000 plus benefits consistent with PA ACT 93.

RECOMMENDATION:

Motion to hire Catherine Doty as Administrative Services and Human Resources Coordinator at an annual salary of \$70,000 plus benefits consistent with PA ACT 93.

ERIE COUNTY TECHNICAL SCHOOL

PROPOSED AGENDA ITEM

DATE: July 23, 2020

SUBJECT: Safety Considerations – Remote Learning Professional Development

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

INITIATED BY: Lesa Scalise

DESCRIPTION: To prepare for safe delivery of instruction during COVID 19 professional development in remote learning technology is necessary.

Instructors will: 1) Learn to create, assign, and grade work through Microsoft Teams 2) Learn to publish self-made and 3rd party videos for remote consumption.

All instructors are expected to complete the remote learning/Teams professional development. The time and expense allotted for instructors is 13 hours each at a rate of \$40 per hour (23 instructors) for an approximate total payroll cost of \$18,480.80. This activity will be funded through the PCCD COVID grant.

Instructional aides will: Learn to access and navigate Microsoft Teams in order to provide support to students and instructors during remote learning, participate in in-service training related to COVID specific safety processes and procedures.

The time and expense allotted for instructional aides is 13 hours each at \$20 per hour (9 instructional aides) for an approximate total cost of \$12, 012.52. This activity will be funded through the PCCD COVID grant.

RECOMMENDATION: Motion to approve payment to instructors at the rate of \$40 per hour for 13 hours (approximate total \$18,480.80) and instructional aides at the rate of \$20 per hour for 13 hours (approximate total \$12,012.52) for professional development related to COVID 19 safety funded by proceeds of the PCCD COVID grant.

ERIE COUNTY TECHNICAL SCHOOL

PROPOSED AGENDA ITEM

DATE: July 23, 2020

SUBJECT: Curriculum Development for 2020-2021 preparedness

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

INITIATED BY: Lesa Scalise

DESCRIPTION: Professional development is necessary to train teachers on updates to the student information system and align gradebooks to recent curriculum revisions. In addition, to supporting remote access to instructional materials, training and work are needed on the use of Microsoft OneDrive. These changes are also necessary elements of the School's remote learning initiative.

Instructors will: 1) Learn to navigate changes in the students information system (Infinite Campus) 2) Make changes in the system reflective of curriculum updates 3) learn to utilize and transfer instructional materials and resources to Microsoft OneDrive to improve accessibility

All instructors are expected to complete the Curriculum Development training and related work. The time and expense allotted for instructors is 6.5 hours per instructor at \$35 per hour (23 instructors) for an approximate total cost of \$8,085.35 to be paid using portions of the 2019-2020 COVID Assigned Fund Balance.

RECOMMENDATION: Motion to approve payment to instructors at the rate of \$35 per hour for 6.5 hours (approximate total \$8,085.35) for professional development related to curriculum updates to be paid using portions of the 2019-2020 COVID Assigned Fund Balance.