

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.