



**Joint Operating Committee
Meeting Agenda**
Thursday, March 25, 2021
8500 Oliver Road, Erie, PA 16509

**Work Session
6:00 p.m.**

**Student Spotlight – Drafting and Design Architect Project
EXECUTIVE SESSION – PERSONNEL MATTERS
Erie County Technical School Foundation Meeting**

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, Lee

2. Agenda and Amendments

- a. Discuss format of Board Agenda
- b. Discuss forming a subcommittee to review school wide job descriptions
- c. Motion to accept the Agenda and Amendments section of the Agenda

3. Meeting Minutes

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

4. Student Accomplishments/Highlights

- a. Be-Attitude Students of the Month
 - i. February 2021
 - ii. March 2021

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

6. Important Items Coming to ECTS

7. Operations

- a. New Business
 - i. Motion to approve the submittal of the final 2021-2022 General Fund Budget to Pennsylvania Department of Education, as presented and approved by the participating school districts
 - ii. Motion to approve the consulting contract with The Nutrition Group effective July 1, 2021 through June 30, 2022
 - iii. Motion to advance Board Policy Revisions for second read as noted in the attached policies and Table of Content

100 Programs

103 Vol II 2020

103.1 Vol V 2018

111 Vol V 2020

113.1

113.2 Vol VI 2020

113.3 Vol VI 2020

115

122 Vol VI 2020

200 Pupils

218.3 VII 2020

220 PSBA Policy Guide Student Expression/Distribution and Posting of
Materials

247 Vol V 2018

249 Vol V 2018

252 Vol VII 2020

300 Employees

309.1 Vol V 2020

318 Vol V 2020

323 Vol I 2020

331 Vol V 2020

332 Vol V 2020

334 Vol V 2020

335 Vol II 2020

340 Vol V 2020

600 Finances

626 Vol II 2020

Cross Reference 600 Finances

700 Property

705 Vol V 2020

706

708

709

718

700 Property Cross Reference

800 Operations

807

810.3 New

811

812

813

Discrimination/Title IX Sexual
Harassment Affecting Students
Nondiscrimination - Qualified
Students with Disabilities
Lesson Plans
Discipline of Students with Disabilities
Behavior Support
Confidentiality of Special Education
Student Information
Cooperative Education
Extracurricular Activities

Discipline of Student
Convicted/Adjudicated of Sexual
Assault

Hazing
Bullying/Cyberbullying
Dating Violence

Telework
Attendance and Tardiness
Tobacco and Vaping Products
Job Related Expenses
Working Periods
Sick Leave
Family and Medical Leaves
Responsibility for Student Welfare

Federal Fiscal Compliance

Facilities and Workplace Safety
Property Records
Lending of Equipment and Books
Building Security
Service Animals in Schools

Opening Exercises/Flag Displays
School Vehicle Drivers
Bonding
Property Insurance
Other Insurance

814	Copyright Material
815	Acceptable Use of Internet, Computers and Network Resources
818	Contracted Services Personnel
819 New	Suicide Awareness, Prevention and Response
822	Automated External Defibrillator (AED)/Cardiopulmonary Resuscitation (CPR)
823 New	Naloxone
824 New	Maintaining Professional Adult/Student Boundaries
827 New	Conflict of Interest
828 New	Fraud
830	Breach of Computerized Personal Information
800	Cross Reference
900 Community	
904 Vol V 2020	Public Attendance at Center (school) Events
907 Vol V 2020	Center (school) Visitors
913	Nonschool Organizations/Groups/Individuals

b. Old Business

- i. Procedure 126 discussion

c. Motion to Approve Operations Section of Agenda

8. Financial Items

- a. Business Manager Report
- b. Treasurer Report
- c. Statement of Activities
 - i. General Fund
 - ii. Capital Projects Fund
 - iii. Student Activities Fund
- d. Checks and Wire Transfers
 - i. General Fund
 - ii. Capital Projects Fund
 - iii. Student Activities Fund
- e. Invoice Payable
 - i. General Fund
 - ii. Capital Projects Fund

- iii. Student Activities Fund
- f. Visa Procurement Card Payment
- g. Approval of Director's Expense Reimbursement
- h. Motion to Approve Financial Items Section of Agenda

9. Administrative Services and Human Resources

- a. Administrative Services and Human Resources Report
- b. Resignations and Retirements
- c. Hiring
 - i. Motion to transfer Jason Conner to the M4 Grounds/Utility position at a rate of \$16.68 per hour effective on or after March 25, 2021
 - ii. Motion to ratify the hire of Kristin Weismiller as a Part-Time SAA-2 Instructional Aide at a probationary rate of \$16.46 per hour effective on or after March 1, 2021
- d. Motion to Approve Administrative Services and Human Resources Section of Agenda

10. Reports

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

11. Supplemental Reports and Information

- a. Facilities Report
- b. Technology Report
- c. Instructional Support Services Report
- d. JOC Member Attendance Report
- e. Secondary Program Enrollment Report
- f. Transition Center Enrollment Report
- g. Disabled Population by Program
- h. Disabled Population by District
- i. Business Partnership Coordinator Report
- j. Enrollment and Community Engagement Coordinator Report
- k. Career Planning Coordinator Report

12. Statute-Related Business

- a. Staff Travel > 400 Miles
- b. Field Trip Requests

- i. Art and Design – Erie Zoo, Sara’s Restaurant, Presque Isle; May 20, 2021
- ii. Computer Networking – Velocity Network; April/May 2021 (TBD)
- iii. Drafting & Design – Various activities throughout the Erie Bayfront and Presque Isle; May 2021 (TBD)
- iv. Early Childhood Education – Erie Children’s Museum; TBD
- v. Early Childhood Education – May 2021 (TBD)
- vi. Graphics – Creative Imprint Systems and Presque Isle Park; May 12, 2021
- vii. Tourism and Hospitality – Cedar Point; May 28, 2021
- c. Fundraising
- d. Facility Use Requests (for-profit groups only)
- e. Motion to Approve Statute-Related Business

13. Board Action Items

14. Adjournment

15. Reminders

- a. Next meeting is Thursday, April 22, 2021 at 6:30 pm – please note time change
- b. Statements of Financial Interest are due May 2021.
<https://www.ethicsforms.pa.gov/forms/websfi> - Online Filing

Student Spotlight

March 2021

Drafting and Design- Architecture Project

The Drafting and Design juniors and seniors recently designed homes to meet the specifications of their respective clients. The final projects included models of the homes, detailed client folders, and presentations. Representing the Drafting and Design class at the JOC meeting are:

Isaac Kalivoda - McDowell, Junior

Corey Buckner - Fairview, Senior

Nicole Matczak - Fort Leboeuf, Senior

Andy Rice - Northwestern, Senior

A list of all students and clients can be found on the following page.

Clients	Relationship to ECTS	Team Name	Team Members	Sending Schools
Mrs. Shaffer	Retired ECTS Business Partnership Coordinator	Constant Construction Corporation CCC	Bobby Blair Ashton Prothero	General McLane McDowell
Mr. Klins	ECTS Computer Programming Instructor	The Arc Co	Arianna Chase Lilly McClune Jordan Kendzior	Girard Fortt Leboeuf North East
Mrs. Foulkrod	ECTS Career Planning Coordinator	Commercial Creations CC	Isaac Kalivoda Ian Miller Madison Kramer	McDowell Northwestern Northwestern
Mrs. Sorensen	ECTS Enrollment and Community Engagement Coordinator	Efficacious Designs	Jonah Brewster Ben Knight	NW Ft Leboeuf
Mrs. Jones	ECTS OAC member & Interior Designer – Erie Custom Millwork	Architectt	Corey Buckner Corry Wager	Fairview NE
Ms. Rachael Kovach	Former ECTS student. PS Behrend grad: Interdisciplinary Business with Engineering Studies Major and employed as an engineer with Turner Construction	Ace Architecture	Cassidy Loftus Keith Kriner	NW Iroquois
Mr. & Mrs. Olesnanik	Parents of current ECTS student	Ozone Architecture	Isaiah Olesnanik Lynsey Sterling Danni Kehl	Girard Iroquois Iroquois
Mrs. Carr	ECTS Curriculum Coordinator / Student Services	Just In! Design	Nicole Matczak Andy Rice	Ft LeBoeuf Northwestern
Mrs. Scalise	ECTS Student Services	Patterson and Connors Design Time	Noah Patterson Chris Connors	McDowell McDowell
Mrs. Bennett	ECTS Business Secretary	THS Aesthetic	Kaylee Hunt Angelina Thomas	McDowell Northwestern
Mr. Tarasovitch	ECTS Principal	Supreme Architect Company SAC	Gabe Thomas Nathen Kennedy	Northwestern North East
Mrs. Birchard	Retired ECTS Business Manager	Stardust Design, INC	Natalie Toucet Star Titus	McDowell North East
Mr. Woodburn	ECTS Professional Skills Instructor	D & D Architects & Design	Dakota Bradley Dimitri Fisher	North East Seneca

Erie County Foundation Technical School

Board of Directors Meeting Agenda

March 25, 2021 6:00 p.m. - Prior to the ECTS JOC Meeting	Erie County Technical School 8500 Oliver Road, Erie, PA 16509
---	--

Regular Meeting

1. Call to Order
2. Roll Call: Mahoney, Dinsmore, Bucksbee, Olesnanik, Brink, Rickrode, DiPlacido, Cancilla, Ring, Gilbert, Lee
3. Motion to accept the minutes of the December 15, 2020 meeting, as presented.
4. Motion to approve the following individual as an officer for Erie County Technical School Foundation for the remainder of the one-year term vacated by retired, Terri Birchard per Corporation Bylaws:
 - A. Foundation Secretary -
5. Motion to approve the business reports, payments, and invoices
 - A. ECTS Foundation Statement of Activities Report – November 2020 to February 2021
 - B. ECTS Foundation Statement of Financial Position – November 2020 to February 2021
 - C. ECTS Foundation Checks – December 2020 to February 2021
 - D. ECTS Invoices Payable – None
 - E. Treasurer's Report – December 2020 to February 2021
6. Other Business
7. **Next meeting: Thursday, June 24, 2021**
8. Adjournment

Mr. Bucksbee, Chairman, called the meeting to order at 6:28 p.m.

Roll Call

Terri Birchard, Board Secretary, called the roll:

<u>Board 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	
Steven Gilbert	Union City	x	
Nicole Lee	Wattsburg	x	

District appointed Representatives

Motion to approve district appointed representatives

Andy Dinsmore -Fort LeBoeuf, Dennis Olesnanik -Girard, Terri Brink -Harbor Creek, Ed Rickrode -Iroquois

Moved for approval by Mahoney, with a second by Brink

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

Meeting Minutes

Minutes of August 27, 2020

Motion to accept the minutes of the August 27, 2020 meeting as presented

Moved for approval by Brink, with a second by Rickrode

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

Foundation Officers

Motions to approve Foundation Officers:

James Bucksbee-Foundation President

Moved for approval by Olesnanik, with a second by Brink

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

Dennis Olesnanik-Foundation Vice-President

Moved for approval by Ring, with a second by Brink

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

Terri Birchard-Foundation Secretary

Moved for approval by Mahoney, with a second by Olesnanik

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

Sam Ring-Foundation Treasurer

Moved for approval by Brink, with a second by Mahoney

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

Correspondence – None

Financial Reports, Payments, and Invoices

Presentation of the following business reports, payments, and invoices:

- ECVTS Foundation Statement of Activities Report –July to November 2020
- ECVTS Foundation Statement of Financial Position – November 30, 2020
- ECVTS Invoices Payable – August to November 2020
- ECVTS Foundation Checks and Invoices – December 2020 - None
- ECVTS Foundation Treasurer’s Report – November 30, 2020

Motion to approve the ECVTS Foundation Reports, Payments and Invoices as presented

Moved for approval by Mahoney, with a second by Brink

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

(Copy of reports are filed with the official minutes)

Other Business

Motion to approve a matching gift up to \$1,000 for Christmas gift card donations for Erie County Technical School Students as presented

Moved for approval by Brink, with a second by Olesnanik

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

Motion to approve closing PNC Bank Account and transfer remaining balance to Northwest Bank account as presented

Moved for approval by DiPlacido, with a second by Olesnanik

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

Motion to approve up to \$3,000 in scholarships to ECTS students in 2020-2021 as presented

Moved for approval by Dinsmore, with a second by Mahoney

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

Next meeting is Thursday, June 24, 2020 at 6:00 p.m.

Adjournment

Moved by Olesnanik, with a second by Brink to adjourn the meeting

Mr. Bucksbee, President, adjourned the meeting at 6:46 p.m.

Minutes prepared by,

Cat Doty, Board Secretary
Erie County Vocational Technical School Foundation

Erie County Technical School Foundation

Statement of Activities

November 2020 through February 2021

	Nov 20	Dec 20	Jan 21	Feb 21	TOTAL
Ordinary Income/Expense					
Income					
43400 · Direct Public Support					
43450 · Individ, Business Contributions					
434512 · JOC Mileage Contributions	143.18	0.00	0.00	188.03	331.21
Total 43450 · Individ, Business Contributions	143.18	0.00	0.00	188.03	331.21
Total 43400 · Direct Public Support	143.18	0.00	0.00	188.03	331.21
45000 · Investment Income					
45030 · Interest Earnings	650.08	763.25	49.90	0.02	1,463.25
45020 · Realized Gains in Investment	840.63	480.60	476.78	0.00	1,798.01
45010 · Unrealized Change in Investment	11,654.14	8,823.37	423.36	0.00	20,900.87
Total 45000 · Investment Income	13,144.85	10,067.22	950.04	0.02	24,162.13
46400 · Other Types of Income					
46430 · Miscellaneous Revenue	0.00	0.00	0.00	19.04	19.04
Total 46400 · Other Types of Income	0.00	0.00	0.00	19.04	19.04
Total Income	13,288.03	10,067.22	950.04	207.09	24,512.38
Gross Profit	13,288.03	10,067.22	950.04	207.09	24,512.38
Expense					
6010 · Admin Expenses					
6600 · Contracted Services					
66100 · Contracted Services					
66110 · Legal Fees	0.00	79.00	0.00	0.00	79.00
Total 66100 · Contracted Services	0.00	79.00	0.00	0.00	79.00
Total 6600 · Contracted Services	0.00	79.00	0.00	0.00	79.00
6500 · Office Supplies					
65100 · Office Supplies	10.00	10.00	10.00	10.00	40.00
Total 6500 · Office Supplies	10.00	10.00	10.00	10.00	40.00
Total 6010 · Admin Expenses	10.00	89.00	10.00	10.00	119.00
62170 · Fund Management - ECF	82.18	194.77	585.34	0.00	862.29
Total Expense	92.18	283.77	595.34	10.00	981.29
Net Ordinary Income	13,195.85	9,783.45	354.70	197.09	23,531.09
Net Income	13,195.85	9,783.45	354.70	197.09	23,531.09

Erie County Technical School Foundation
Statement of Financial Position
As of February 28, 2021

	<u>Nov 30, 20</u>	<u>Dec 31, 20</u>	<u>Jan 31, 21</u>	<u>Feb 28, 21</u>
ASSETS				
Current Assets				
Checking/Savings				
10011 · Northwest Savings Bank - ECVTS	3,220.56	3,141.59	3,141.62	3,348.71
1001 · Cash - Foundation PNC	39.24	29.24	19.24	9.24
100112 · Cash - PSDMAX - Foundation	5,705.80	5,705.80	5,705.80	5,705.80
100110 · Cash ECF - Foundation	264,723.87	274,596.29	274,960.96	274,960.96
Total Checking/Savings	<u>273,689.47</u>	<u>283,472.92</u>	<u>283,827.62</u>	<u>284,024.71</u>
Total Current Assets	<u>273,689.47</u>	<u>283,472.92</u>	<u>283,827.62</u>	<u>284,024.71</u>
TOTAL ASSETS	<u>273,689.47</u>	<u>283,472.92</u>	<u>283,827.62</u>	<u>284,024.71</u>
LIABILITIES & EQUITY				
Equity				
30000 · Board Designated Endowment ECF	240,295.02	240,295.02	240,295.02	240,295.02
32000 · Unrestricted Net Assets	14,167.13	14,167.13	14,167.13	14,167.13
Net Income	19,227.32	29,010.77	29,365.47	29,562.56
Total Equity	<u>273,689.47</u>	<u>283,472.92</u>	<u>283,827.62</u>	<u>284,024.71</u>
TOTAL LIABILITIES & EQUITY	<u>273,689.47</u>	<u>283,472.92</u>	<u>283,827.62</u>	<u>284,024.71</u>

9:48 AM

03/18/21

Erie County Technical School Foundation

Check Detail

December 2020 through February 2021

Type	Num	Date	Name	Item	Account	Paid Amount
Check		12/04/2020	ECTS		10011 · Northwest ...	
					66110 · Legal Fees	-79.00
TOTAL						-79.00
Check		12/31/2020			1001 · Cash - Foun...	
					65100 · Office Supp...	-10.00
TOTAL						-10.00
Check		01/31/2021			1001 · Cash - Foun...	
					65100 · Office Supp...	-10.00
TOTAL						-10.00
Check		02/28/2021			1001 · Cash - Foun...	
					65100 · Office Supp...	-10.00
TOTAL						-10.00

9:48 AM

03/18/21

Erie County Technical School Foundation

Check Detail

December 2020 through February 2021

Original Amount

-79.00

79.00

79.00

-10.00

10.00

10.00

-10.00

10.00

10.00

-10.00

10.00

10.00

Erie County Technical School Foundatio

Treasurer's Report YTD

August 31, 2020 to February 28, 2021

2020-2021

Nov-20

PSDLAF (ECVTSF)

Beginning Fund Balance

Assigned-Annual Scholarship/Other -\$9,294.20

Unassigned - Unrestricted Gift \$15,000.00

Assigned ECF Grant \$0.00

Beginning Cash Balance-PSDLAF \$5,705.80

Beginning Cash Balance - PSDLAF - Held in Trust for Districts \$0.00

Plus Receipts \$0.00

TRANSFER to PNC Account \$0.00

Ending Cash - PSDLAF - HELD IN TRUST FOR DISTRICTS \$0.00

Plus Receipts

Contributions-Gifts 4 Kids \$0.00

Contributions-JOC Mileage Reimbursements \$0.00

Contributions -Other \$0.00

Contributions - Memorials and Bequests \$0.00

Miscellaneous Receipts-Vending \$0.00

Erie Community Foundation Grant \$0.00

Voided check add-back \$0.00

Erie Community Foundation Annual Distribution \$0.00

Other Contributions \$0.00

Investment Income, Gains & Interest \$0.00

Total Receipts (+) \$0.00

Less Disbursements-Transfers and Checks

Gifts 4 Kids Purchase Cards \$0.00

TRANSFER TO PNC ACCOUNT \$0.00

Operations - Insurance (D&O and Bonds) \$0.00

Office Supplies \$0.00

Grants To Others \$0.00

Contracted Services \$0.00

Program Supplies \$0.00

Marketing & Communications \$0.00

Checks-ECF Grant \$0.00

Total Disbursements (-) \$0.00

Ending Cash -PSDLAF - FOUNDATION \$5,705.80

TOTAL ENDING CASH - PSDLAF \$5,705.80

Ending Fund Balance

Assigned-Annual Scholarship/Other -\$9,294.20

Unassigned - Unrestricted Gift \$15,000.00

Assigned ECF Grant \$0.00

Total Ending Fund Balance \$5,705.80

Erie County Technical School Foundatio

Treasurer's Report YTD

August 31, 2020 to February 28, 2021

2020-2021

Nov-20

PNC/NWSB (ECVTSF)

Beginning Fund Balance

Assigned-Annual Scholarship/Other	\$0.00
Unassigned - Unrestricted Gift	\$3,126.59
Assigned ECF Grant	\$0.00
Beginning Cash Balance-PNC	\$3,126.59

Plus Receipts

Contributions-Gifts 4 Kids	\$0.00
Contributions-JOC Mileage Reimbursements	\$143.18
Contributions -Other	\$0.00
Contributions - Memorials and Bequests	\$0.00
Miscellaneous Receipts-Vending	\$0.00
Erie Community Foundation Grant	\$0.00
TRANSFER FROM PSDLAF ACCOUNT	\$0.00
Erie Community Foundation Annual Distribution	\$0.00
Other Contributions/ Reimbursement from COS program	\$0.00
Investment Income, Gains & Interest	\$0.03
Total Receipts (+)	\$143.21

Less Disbursements-Transfers and Checks

Gifts 4 Kids Purchase Cards	\$0.00
Checks-Scholarships/other	\$0.00
Operations - Insurance (D&O and Bonds)	\$0.00
Office Supplies	\$10.00
Grants To Others/SD Legal Funds Returned to Districts/Due to ECTS	\$0.00
Contracted Services - Audit/Legal	\$0.00
Program Supplies	\$0.00
Marketing & Communications	\$0.00
Checks-ECF Grant	\$0.00
Total Disbursements (-)	\$10.00

Ending Cash -PNC/NWSB - FOUNDATION \$3,259.80

TOTAL ENDING CASH - PNC/NWSB \$3,259.80

Ending Fund Balance

Assigned-Annual Scholarship/Other	\$0.00
Unassigned - Unrestricted Gift	\$3,259.80
Assigned ECF Grant	\$0.00
Total Ending Fund Balance	\$3,259.80

Erie County Technical School Foundation

Treasurer's Report YTD

August 31, 2020 to February 28, 2021

2020-2021

	Nov-20
--	--------

Erie Community Foundation (ECVTSF) **

Beginning Balance-ECF	\$251,661.23
Net-Gains/losses/expenses	\$ 13,062.64
Annual Distribution	\$ -
Ending Balance (ECF)	\$264,723.87

Total (ECVTSF)	\$273,689.47
-----------------------	---------------------

Respectfully Submitted,

Sam Ring, Treasurer

Prepared By: Terri Birchard

Submitted by: Paul P. Sachar, Interim Business Manager



8500 Oliver Road, Erie, PA 16509

Joint Operating Committee - Meeting Minutes

Thursday, February 25, 2021

Work session - 6:00pm

- Chris Coughlin of HRCL Architects, George McMillan from H.F. Lenz, and Jim Kelly discussed the building renovation plans, HVAC engineering options, and proposed renovation timeline during the work session.
- An Executive Session began at 6:55 p.m. during the work session regarding personnel matters and concluded at 8:47 p.m.

Call to Order

Mr. Ring, JOC Chairman, called the regular meeting to order at 8:51 pm

Moment of Reflection and Pledge of Allegiance

Roll Call

Terri Birchard, Board Secretary, called the roll:

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

<u>Administrators:</u>	<u>Position:</u>	<u>Present</u>	<u>Absent</u>
Mr. Rick Emerick	Superintendent of Record	x	
Dr. H Fred Walker	Director	x	
Tim Sennett	Solicitor	x	
Joseph Tarasovitch	Principal	X	
Terri Birchard	Business Manager	x	
Catherine Doty	Administrative Services/ HR Coordinator	x	
Del VonVolkenburg	Facilities Manager	x	
TBD	Technology Manager		
Lesa Scalise	Supervisor of Student Services	x	
Sandra Carr	Supervisor of Student Services	x	

Agenda and Amendments

- a. Section 9(b)(i) - Retirement Motion for Terri L. Birchard, Business Manager, effective March 11, 2021
- b. Section 4(a) Student Accomplishments/Highlights - ECTS Celebrates Career & Technical Education Month
- c. Section 12(b)(i) - Field Trip Request – Drafting and Design; Gannon Chosen Mission; March 26, 2021
- d. Section 9(a) - Administrative Services and Human Resources Board Report – Revised
- e. Section 9(c)(iv) - Hiring Motion for C. Michael Miller on or after February 25, 2021 based on the salary of \$78,500 per year
- f. Section (7)(b)(v) – Resolution authorizing HRLC Architects, LLC to proceed to request bids for the Capital Project
 - i. Added - Motion to pay additional costs to go out to bid from ECTS General Fund
- g. Section (7)(ii) ECTS 2021-2022 Calendar
- h. Section (7)(iii) JOC Declaration to wave NIMS and NOCTI Testing for 2020-21
- i. Section (8)(e)(i) General Fund Invoices Payable – updated
- j. Section (8)(e)(iii) Student Activities Fund Invoices Payable – updated
- k. Amendments coming out of Executive Session
 - i. Motion to contract Business Manager interim services not to exceed the budgeted amount
 - ii. Motion to appoint Catherine Doty as Joint Operating Committee secretary

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

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

Meeting Minutes

Minutes of January 28, 2021

Motion to accept the minutes of the January 28, 2021 meeting as presented

Moved for approval by Rickrode, with second by Brink

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

(Copy is filed with the official minutes)

Student Accomplishments/Highlights

ECTS Celebrates Career and Technical Education Month focused on highlighting the accomplishments of various ECTS labs and their respective instructors

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

Guests signed in and present: None

Important Items Coming to ECTS

Discussion regarding the potential new program involving mechatronics

Operations
Administrative Procedure 126 – Deferred to March 25, 2021

The discussion regarding Administrative Procedure 126 is being deferred to March 25, 2021

2021-2022 Calendar

Motion to approve the ECTS 2021-2022 Calendar

Waiving 2020-2021 NIMS and NOCTI Testing

Motion to make a “declaration” of waving the 2020-21 NIMS and NOCTI Testing accountability due to COVID-19 implications and the results of the utilization of the hybrid schedule of in-person and virtual on-line instruction utilization the A/B Day schedule

2020-2021 Occupational Advisory Committee members

Motion to approve the Occupational Advisory Committee members for the 2020-2021 school year, as presented

Old Business

Roundabout Property Discussion

Attorney Sennett noted that the paperwork has been submitted to PennDOT regarding the roundabout. Reimbursement should occur during March 2021

Summit Township Sewer Authority – Easement Resolution

Discussion was held regarding the Summit Township Sewer Authority Easement Resolution

General NPDES Permit for Stormwater Discharges

Dr. Walker discussed the stormwater permit would require a check or bond payment of over \$50,000. It will be required now to receive the permit for the renovation.

Renovation – Reduced Project Cost Resolution

A revised renovation cost resolution was provided for the Joint Operating Committee’s review

Resolution authorizing HRLC Architects, LLC to proceed to request bids for the Capital Project

Discussion was held regarding the bid process and timeline for the bid process for the renovation. Bids will be sought during March 2021 and additional costs will be incurred to place the project out for bid. A following motion was included in this agenda to allow for the additional costs incurred for taking the project to bid, such as BIU fees and permits, will be paid by the General Fund and reimbursed from the project funds at a later time

Motion to pay costs for expenses to go out to bid from General Fund

Motion to pay costs for additional expenses incurred to go out to bid from General Fund

Request was made to separate the Resolution authorizing HRLC Architects, LLC to proceed to request bids for the Capital Project and the Motion to pay for all additional costs to go out to bid from the General Fund from the rest of the Operations action items. A separate voice vote will occur on these two items.

Articulation Agreement - Douglas Education Center and Erie County Technical School – COS program

Motion to ratify the Articulation Agreement between Douglas Education Center and the Erie County Technical School for the Cosmetology Program

Articulation Agreement – Northern Pennsylvania Regional College – ECE program

Motion to ratify the Articulation Agreements between Northern Pennsylvania Regional College and the Erie County Technical School for the Early Childhood Education Program

Articulation Agreement – Douglas Education Center – HEA program

Motion to ratify the Articulation Agreements between Douglass Education Center and the Erie County Technical School for the Health Assistant Program

“Declaration” to waive 2020-2021 NIMS and NOCTI Testing

Motion to make a “declaration” of waiving the 2020-21 NIMS and NOCTI Testing accountability due to the COVID-19 implications and the results of the utilization of the hybrid schedule of in-person and virtual on-line instruction utilizing the A/B Day schedule

Motion to advance Board Policy Revisions

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

000 Local Joint Operating Committee Procedures

006.1 Vol II 2020 Attendance at Meetings Via Electronic Communications	2 nd Read	Not Active
--	----------------------	------------

100 Programs

103 Vol II 2020	Discrimination/Title IX Sexual Harassment Affecting Students	1 st Read	
103.1 Vol V 2018	Nondiscrimination - Qualified Students with Disabilities	1 st Read	
111 Vol V 2020	Lesson Plans	1 st Read	
113.1	Discipline of Students with Disabilities	1 st Read	
113.2 Vol VI 2020	Behavioral Support	1 st Read	
113.3 Vol VI 2020	Confidentiality of Special Education Student Information	1 st Read	
115	Cooperative Education	1 st Read	Not Active
122 Vol VI	Extracurricular Activities	1 st Read	

200 Pupils

218.3 VII 2020	Discipline of Student Convicted/Adjudicated of Sexual Assault	1 st Read
220 PSBA Policy	Guide Student Expression/Distribution and Posting of Materials	1 st Read
221	Copy of Dress and Grooming	2 nd Read
222 Vol 1 2020	Tobacco and Vaping Products	2 nd Read
222 Vol V 2018	Tobacco/Nicotine	Retire
246 Vol V 2018	School Wellness	Retire
246 Vol IV 2018	School Wellness	Retire
247 Vol V 2018	Hazing	1 st Read
249 Vol V 2018	Bullying/Cyberbullying	1 st Read
252 Vol VII 2020	Dating Violence	1 st Read

300 Employees

309.1 Vol V 2020	Telework	1 st Read
318 Vol V 2020	Attendance and Tardiness	1 st Read
323 Vol 1 2020	Tobacco and Vaping Products	1 st Read
331 Vol V 2020	Job Related Expenses	1 st Read
332 Vol V 2020	Working Periods	1 st Read
334 Vol V 2020	Sick Leave	1 st Read
335 Vol II 2020	Family and Medical Leave	1 st Read
340 Vol V 2020	Responsibility for Student Welfare	1 st Read

600 Finances

626	Procurement Procedure Attachment Vol V 2018	Retire
626 Vol II 2020	Federal Fiscal Compliance	1 st Read
Cross Reference 600 Finances		1 st Read

700 Property

701	Facilities Planning	2 nd Read
701.1	Land Utilization	2 nd Read
702	Gifts, Grants, Donations	2 nd Read
703	Sanitary Management	2 nd Read
704 New	Maintenance	2 nd Read
705	Facilities and Workplace Safety	Retire
705 Vol V 2020	Facilities and Workplace Safety	1 st Read
705.1	Safety Advisory Committee	Retire
706	Property Records	1 st Read
706.1	Disposition of Surplus Equipment and Supplies	Retire
707	Use of School Facilities	Retire
707 Vol I 2020	Use of Center (School) Facilities	2 nd Read
708	Lending of Equipment and Books	1 st Read
709	Building Security	1 st Read
710	Use of Facilities by Staff	Retire
712	Use of School Vehicles by Staff	Retire

715	Faxing of Documents	1 st Read	
718	Service Animals in School	1 st Read	
700	Property Cross Reference	Reviewed 2/11/21	
800 Operations			
800 New	Records Management	2 nd Read	Not Active
801	Public Records	2 nd Read	
803 Vol V 2020	School Calendar	2 nd Read	
804	School Day	2 nd Read	
805 New	Emergency Preparedness and Response/Safe2Safe	2 nd Read	
805.1 New	Relations with Law Enforcement Agencies	2 nd Read	Not Active
805.2 New	School Security Personnel	2 nd Read	Not Active
806	Child Abuse	2 nd Read	
807	Opening Exercises/Flag Displays	1 st Read	
808	Food Services	Retire	
808.1	Student Meal Charge Accounts	Retire	
810	Transportation	Retire	
810.1 New	School Bus Drivers and School Commercial Motor Vehicle Drivers	Retire	
810.1 Vol 2020	School Bus Drivers and School Commercial Motor Vehicle Drivers	Retire	
810.2 New	Transportation – Video/Audio Recording	Retire	
810.3 New	School Vehicle Drivers	1 st Read	Not Active
811	Bonding	1 st Read	
812	Property Insurance	1 st Read	
813	Other Insurance	1 st Read	
814	Copyright Material	1 st Read	
815	Acceptable Use of Internet, Computers and Network Resources	1 st Read	
815.1	Third Party Remote Access	Retire	
818	Contracted Services Personnel	1 st Read	
819 New	Suicide Awareness, Prevention and Response	1 st Read	
822	Automated External Defibrillator (AED)/Cardiopulmonary Resuscitation (CPR)	Reviewed 1/22/21	
823	Naloxone	1 st Read	Not Active
824 New	Maintaining Professional Adult/Student Boundaries	Reviewed 1/22/21	
827 New	Conflict of Interest	1 st Read	
828 New	Fraud	1 st Read	Not Active
830	Breach of Computerized Personal Information	1 st Read	Not Active
800	Cross Reference	Reviewed 1/13/21	
900 Community			
904 Vol V 2018	Public Attendance at Center (school) Events	Retire	
904 Vol 1 2020	Public Attendance at Center (school) Events	Retire	

904 Vole V 2020	Public Attendance at Center (school) Events	1 st Read
907 Vol V 2020	Center (school) Visitors	1 st Read
913	Non-school Organizations/Groups/Individuals	1 st Read

Motion to approve the Operations Section of the agenda, except for Old Business items V and V(1) regarding the renovation project

Moved for approval by Rickrode, with second by Brink

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

Further discussion was held regarding the resolution authorizing HRLC Architects, LLC to proceed to request bids for the renovation and the added motion regarding paying for the additional costs to go out to bid from the school's General Fund

Prior to the next Joint Operating Committee session in March, Dr. Walker will move forward on identifying a Clerk of the Works who will perform a fixed cost review of the project

**Resolution authorizing HRLC Architects to proceed to request bids and
Motion to pay additional costs to go out to bid from school's General Fund**

A voice roll call vote was initiated on the following two items, taken together -

- 1) Approval of the resolution authorizing HRLC Architects to proceed to request bids
- 2) Motion to pay additional costs to go out to bid from school's General Fund

<u>Committee members:</u>	<u>District:</u>	<u>Yes</u>	<u>No</u>
David Mahoney	Fairview	x	
Andy Dinsmore	Fort LeBoeuf	Absent	
Dennis Olesnanik	Girard	x	
James Bucksbee	General McLane	x	
Terri Brink	Harbor Creek	x	
Edward Rickrode	Iroquois	x	
John DiPlacido	Millcreek		x
Joseph Cancilla	North East	x	
Sam Ring	Northwestern	x	
Stephen Gilbert	Union City	x	
Nicole Lee	Wattsburg		x

Financial Items

Report - Business Manager – Terri Birchard
(Copy filed with the official minutes)

Financial Reports, Payments and Invoices

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

- Revenue and Expenditure Reports: January 2021
 - General Fund

- Capital Projects Fund
- Student Activities Fund
- Checks and Invoices:
 - General Fund Checks and Wire Transfers: January - \$208,946.73
 - General Fund Invoices Payable: \$173,449.94
 - Capital Projects Fund Checks: January – \$7,180.42
 - Capital Projects Invoices Payable - \$227,213.08
 - Student Activity Fund Checks: January - None
 - Student Activity Fund Invoices Payable - \$1,668.78
- VISA procurement card payment: January - \$11,442.11
- Treasurer's Report: January 2021

Approval of additional VISA spending limits

Approval of additional \$10,000 VISA limit for 2020-2021 year for SkillsUSA/Professional Skills instructors and \$3,000 each for the two Culinary Arts instructors

Director's Expense Reimbursement

Approval of the Director's Expense Reimbursement

Motion to approve Financial Items Section of the agenda

Moved for approval by Olesnanik with a second by Rickrode

Motion approved with all "ayes" voice vote

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

Administrative Services and Human Resources

Report—Administrative Services and Human Resources— Revised

Retirement - Birchard

Motion to accept the retirement request of Terri L. Birchard, Business Manager, effective March 11, 2021

Grounds/Utility Position and Job Description

Motion to accept the addition of Grounds/Utility Position and job description

Substitute Instructional Aide - Weismiller

Motion to ratify the hire of Kristin Weismiller as a long-term substitute instructional aide at a rate of \$16.46 per hour effective on or after February 1, 2021

Regular Employment - Pagano

Motion to grant regular employment status to Kathy Pagano, SAA-2, Instructional Aide, effective March 2, 2021, at a rate of \$16.71 per hour

IT Director - Miller

Motion to hire C. Michael Miller on or after February 25, 2021 based on the salary of \$78,500 per year

JOC Secretary – Doty

Motion to appoint Catherine Doty as Joint Operating Committee Secretary effective March 11, 2021

Contracted Business Manager

Motion to contract a temporary business manager's services not to exceed the budgeted salary

Motion to approve Administrative and Human Resources Section of Agenda

Moved for approval by Brink, with second by Rickrode

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

Administrative Reports

- Superintendent Report – Mr. Rick Emerick, Fort LeBoeuf School District
- Director Report — Dr. H. Fred Walker
- Solicitor – Attorney Tim Sennett
Attorney Sennett discussed the Juul Labs class action lawsuit. He was also noted that the MOU with Jeff Smith, former IT director, had been completed
- Principal

Motion to approve reports section of the agenda

Moved for approval by Brink, with second by Rickrode

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

Statute-Related Business

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

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

Field Trip Requests

Motion to approve the following field trip requests

- a) Drafting and Design – Gannon Chosen Mission, March 26, 2021

Motion to approve Statute-Related Business

Moved for approval by DiPlacido, with a second by Olesnanik

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

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

Supplemental Reports and Information

- Facilities Report — Del VonVolkenburg
- Technology Report - None
- Instructional Support Services Reports – Sandy Carr and Lesa Scalise
- Secondary Program Enrollment Report
- Transition Center Enrollment Report
- Disabled Population by Program

- Disabled Population by District
 - Business Partnership Coordinator Report – Rob Eggleston
 - Enrollment and Community Engagement Coordinator Report – None
 - Career Planning Coordinator Report – Mary Foulkrod
 - Board Action Items
-
- Next meeting: Thursday, March 25, 2021 at 6:00 p.m.

JOC Board Remarks and Comments - none

Adjournment

Moved by Brink, with a second by Rickrode to adjourn the meeting

Mr. Ring, Chairperson, adjourned the meeting at 10:03 pm.

Minutes prepared by,

Terri L. Birchard, Secretary
Joint Operating Committee

Be-Attitude Students February 2021

Home School	Lab	Last	First	Be-Attitude	Grade
Fairview	Early Childhood Education	Pertl	Lily	Disciplined	12
Fairview	Electrical Engineering	Grechanyy	Michael	Respectful	12
Fort LeBoeuf	Facility Maintenance Technologies	Peters	Amber	Employable	11
Fort LeBoeuf	Precision Machining	Bartlett	Garrett	Involved	10
Girard	Drafting & Design	Olesnanik	Isaiah	Passionate	11
Harbor Creek	Computer Networking	Fuller	Robert	Passionate	12
Iroquois	Auto Body Repair	Dickson	Logan	Respectful	11
Iroquois	Cosmetology	Reeves	Chase	Passionate	11
Iroquois	Graphic Communications	Carson	Ziare	Passionate	12
McDowell	Culinary Arts	Misko	Michael	Passionate	12
MIHS	Automotive Technologies	Skellie	Mason	Disciplined	10
MIHS	Computer Programming	Hall	Jacob	Disciplined	10
MIHS	Health Assistant	Connors	Leah	Involved	10
North East	Art & Design	Lander	Levi	Disciplined	11
North East	Construction Trades	Kopta	Les	Involved	12
Seneca	Metal Fabrication	Platz	Logan	Employable	11
Seneca	Tourism & Hospitality Management	Smith	Ashley	Disciplined	12
Seneca	COOP	Larson	Morgan	Employable	12
Union City	Transition Center	Crocker	Derek	Employable	11

Be-Attitude Students March 2021

Home School	Lab	Last	First	Be-Attitude	Grade
Fairview	Construction Trades	Klemm	Colton	Involved	12
Fairview	Graphic Communications	Griffin	Renee	Disciplined	11
Fairview	Transition Center	Daeschner	Logan	Employable	11
Fort LeBoeuf	Automotive Technologies	Wallace	Jamison	Respectful	10
Fort LeBoeuf	Precision Machining	Harter	Ashtin	Employable	11
General McLane	Facility Maintenance Technologies	Salamonsen	Luke	Employable	12
Girard	Metal Fabrication	Ferris	Brendan	Passionate	12
Harbor Creek	Early Childhood Education	Burkett	Charlene	Employable	12
Harbor Creek	COOP	Bokshan	Adam	Employable	12
Iroquois	Culinary Arts	Ernst	Heaven	Passionate	10
Iroquois	Drafting & Design	Sterling	Lynsey	Employable	12
MIHS	Auto Body Repair	Kienholz	Lily	Involved	10
MIHS	Computer Programming	Belousov	Tim	Disciplined	10
MIHS	Electrical Engineering	Griswald	Jacob	Involved	10
McDowell	Computer Networking	Labrozzi	Dominick	Disciplined	11
North East	Tourism & Hospitality Management	Daugherty	Vivian	Disciplined	11
Northwestern	Cosmetology	Severo	Charli	Employable	12
Seneca	Health Assistant	Nowakowski	Taylor	Disciplined	10
Union City	Art & Design	Good	Isabella	Disciplined	11

RESOLUTION

ADOPTION OF ERIE COUNTY TECHNICAL SCHOOL 2021-2022 BUDGET

At a meeting of the Board of Directors of Fairview School District, held on (date) Feb. 22, 2021, the 2021-2022 General Fund Budget for Erie County Technical School, including Secondary Programs and Regional Career and Technical Center Adult programs was presented for adoption.

The 2021-2022 General Fund Budget includes total expenditures of \$6,850,288 with total district secondary program contributions of \$4,436,779.

The following members were present and voted as indicated:

(RECORD NAMES OF DIRECTORS PRESENT AND OPPOSITE EACH NAME SHOW THE VOTE BY PLACING A CHECK IN THE APPROPRIATE COLUMN).

RECORD OF VOTE

<u>Name of Member</u>	<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Absent</u>
<u>Kelly Bryant</u>	<u>✓</u>	<u>—</u>	<u>—</u>	<u>—</u>
<u>Jennifer Farrar</u>	<u>✓</u>	<u>—</u>	<u>—</u>	<u>—</u>
<u>Eric Hayes</u>	<u>✓</u>	<u>—</u>	<u>—</u>	<u>—</u>
<u>Pam Liccardi</u>	<u>✓</u>	<u>—</u>	<u>—</u>	<u>—</u>
<u>Jim Lyons</u>	<u>✓</u>	<u>—</u>	<u>—</u>	<u>—</u>
<u>David Mahoney</u>	<u>✓</u>	<u>—</u>	<u>—</u>	<u>—</u>
<u>Fran New</u>	<u>✓</u>	<u>—</u>	<u>—</u>	<u>—</u>
<u>Lori Sobin</u>	<u>✓</u>	<u>—</u>	<u>—</u>	<u>—</u>
<u>Alan Natalie</u>	<u>✓</u>	<u>—</u>	<u>—</u>	<u>—</u>

Chasley K Jones
Board Secretary

RESOLUTION

ADOPTION OF ERIE COUNTY TECHNICAL SCHOOL 2021-2022 BUDGET

At a meeting of the Board of Directors of Fort LeBoeuf School District, held on (date) February 11, 2021, the 2021-2022 General Fund Budget for Erie County Technical School, including Secondary Programs and Regional Career and Technical Center Adult programs was presented for adoption.

The 2021-2022 General Fund Budget includes total expenditures of \$6,850,288 with total district secondary program contributions of \$4,436,779.

The following members were present and voted as indicated:

(RECORD NAMES OF DIRECTORS PRESENT AND OPPOSITE EACH NAME SHOW THE VOTE BY PLACING A CHECK IN THE APPROPRIATE COLUMN).

RECORD OF VOTE

<u>Name of Member</u>	<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Absent</u>
<u>Andy Dinsmore</u>	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
<u>Larry Hanas</u>	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
<u>Bruce Hordusky</u>	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
<u>Kellie Lichtinger</u>	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
<u>Jeremy Markham</u>	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
<u>Bob Oberlander</u>	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
<u>Mike Rose</u>	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
<u>Karen Seggi</u>	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
<u>Joe Welch</u>	<u>X</u>	<u> </u>	<u> </u>	<u> </u>


Board Secretary



TO: Participating District Superintendents and Board Secretaries
Participating District Business Administrators

FROM: Terri Birchard, Business Manager/Board Secretary

DATE: February 1, 2021

SUBJECT: Adoption of the Erie County Technical School 2021-2022 General Fund Budget

Attached please find the following:

1. 2021-2022 General Fund Budget for the Erie County Technical School, including Secondary Programs and RCTC adult programs.
2. Resolution and Record of Vote on the Proposed Budget.

The 2021-2022 budget was recommended for approval and adoption by the participating school districts by the Erie County Technical School Joint Operating Committee at its meeting on January 28, 2021.

This 2021-2022 General Fund Budget includes total expenditures of \$6,850,288 and district contributions in the amount of \$4,436,779.

Please place a resolution to adopt the budget on the agenda of your next Board of Directors meeting and request that the record of vote be recorded and returned to the Erie County Technical School Board Secretary (electronic pdf copy is acceptable). Please keep one copy of the record of vote for your own records.

Section 1850.1(c) of the Public School Code governs this procedure. It reads as follows:

"All actions of an area vocational-technical board shall be by a majority vote of the members of the board either in convention or by mail ballot, whichever procedure the board shall select; Provided, that the approval of each operating budget shall require an affirmative vote of two-thirds of the participating school districts and a majority vote of all the school directors of all participating districts; and provide further, for purposes of this requirement only, the vote of any participating boards. All votes shall be duly recorded and shall show how each member voted."

RESOLUTION

ADOPTION OF ERIE COUNTY TECHNICAL SCHOOL 2021-2022 BUDGET

At a meeting of the Board of Directors of General McLane School District, held on (date) February 17, 2021, the 2021-2022 General Fund Budget for Erie County Technical School, including Secondary Programs and Regional Career and Technical Center Adult programs was presented for adoption.

The 2021-2022 General Fund Budget includes total expenditures of \$6,850,288 with total district secondary program contributions of \$4,436,779.

The following members were present and voted as indicated:

(RECORD NAMES OF DIRECTORS PRESENT AND OPPOSITE EACH NAME SHOW THE VOTE BY PLACING A CHECK IN THE APPROPRIATE COLUMN).

RECORD OF VOTE

<u>Name of Member</u>	<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Absent</u>
<u>Jim Bucksbee</u>	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
<u>Carrie Crow</u>	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
<u>Amy Ewert</u>	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
<u>Shari Gould</u>	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
<u>Linda King</u>	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
<u>Luke Lofgren</u>	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
<u>Andrew Schutz</u>	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
<u>Brad Pattullo</u>	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
<u>Timothy Wise</u>	<u>X</u>	<u> </u>	<u> </u>	<u> </u>


Board Secretary

RESOLUTION

ADOPTION OF ERIE COUNTY TECHNICAL SCHOOL 2021-2022 BUDGET

At a meeting of the Board of Directors of ___ Girard ___ School District, held on (date) _____ February 22, 2021 _____, the 2021-2022 General Fund Budget for Erie County Technical School, including Secondary Programs and Regional Career and Technical Center Adult programs was presented for adoption.

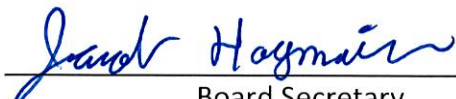
The 2021-2022 General Fund Budget includes total expenditures of \$6,850,288 with total district secondary program contributions of \$4,436,779.

The following members were present and voted as indicated:

(RECORD NAMES OF DIRECTORS PRESENT AND OPPOSITE EACH NAME SHOW THE VOTE BY PLACING A CHECK IN THE APPROPRIATE COLUMN).

RECORD OF VOTE

<u>Name of Member</u>	<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Absent</u>
_Robert Snyder___	_X_	___	___	___
_Richard Brown___	_X_	___	___	___
_Joseph Legnasky___	_X_	___	___	___
_Sean Dunn___	_X_	___	___	___
_Emma Jones___	_X_	___	___	___
_Joseph Meka___	_X_	___	___	___
_Dennis Olesnanik___	_X_	___	___	___
_Dan Reichert___	_X_	___	___	___
_Mellissa Smith___	_X_	___	___	___


Board Secretary



TO: Participating District Superintendents and Board Secretaries
Participating District Business Administrators

FROM: Terri Birchard, Business Manager/Board Secretary

DATE: February 1, 2021

SUBJECT: Adoption of the Erie County Technical School 2021-2022 General Fund Budget

Attached please find the following:

1. 2021-2022 General Fund Budget for the Erie County Technical School, including Secondary Programs and RCTC adult programs.
2. Resolution and Record of Vote on the Proposed Budget.

The 2021-2022 budget was recommended for approval and adoption by the participating school districts by the Erie County Technical School Joint Operating Committee at its meeting on January 28, 2021.

This 2021-2022 General Fund Budget includes total expenditures of \$6,850,288 and district contributions in the amount of \$4,436,779.

Please place a resolution to adopt the budget on the agenda of your next Board of Directors meeting and request that the record of vote be recorded and returned to the Erie County Technical School Board Secretary (electronic pdf copy is acceptable). Please keep one copy of the record of vote for your own records.

Section 1850.1(c) of the Public School Code governs this procedure. It reads as follows:

"All actions of an area vocational-technical board shall be by a majority vote of the members of the board either in convention or by mail ballot, whichever procedure the board shall select; Provided, that the approval of each operating budget shall require an affirmative vote of two-thirds of the participating school districts and a majority vote of all the school directors of all participating districts; and provide further, for purposes of this requirement only, the vote of any participating boards. All votes shall be duly recorded and shall show how each member voted."

RESOLUTION

ADOPTION OF ERIE COUNTY TECHNICAL SCHOOL 2021-2022 BUDGET

At a meeting of the Board of Directors of Harbor Creek School District, held on (date) February 18, 2021, the 2021-2022 General Fund Budget for Erie County Technical School, including Secondary Programs and Regional Career and Technical Center Adult programs was presented for adoption.

The 2021-2022 General Fund Budget includes total expenditures of \$6,850,288 with total district secondary program contributions of \$4,436,779.

The following members were present and voted as indicated:

(RECORD NAMES OF DIRECTORS PRESENT AND OPPOSITE EACH NAME SHOW THE VOTE BY PLACING A CHECK IN THE APPROPRIATE COLUMN).

RECORD OF VOTE

<u>Name of Member</u>	<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Absent</u>
<u>B. Fife</u>	☒	☐	☐	☐
<u>T. Herrera</u>	☒	☐	☐	☐
<u>D. Bohl</u>	☒	☐	☐	☐
<u>T. Brink</u>	☒	☐	☐	☐
<u>N. Ferguson</u>	☒	☐	☐	☐
<u>T. Fortin</u>	☒	☐	☐	☐
<u>C. Mitchell</u>	☒	☐	☐	☐
<u>M. Sallot</u>	☒	☐	☐	☐
<u>D. Vrenna</u>	☒	☐	☐	☐



Board Secretary

RESOLUTION

ADOPTION OF ERIE COUNTY TECHNICAL SCHOOL 2021-2022 BUDGET

At a meeting of the Board of Directors of Iroquois School District, held on (date) Tuesday, February 16, 2021, the 2021-2022 General Fund Budget for Erie County Technical School, including Secondary Programs and Regional Career and Technical Center Adult programs was presented for adoption.

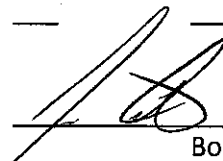
The 2021-2022 General Fund Budget includes total expenditures of \$6,850,288 with total district secondary program contributions of \$4,436,779.

The following members were present and voted as indicated:

(RECORD NAMES OF DIRECTORS PRESENT AND OPPOSITE EACH NAME SHOW THE VOTE BY PLACING A CHECK IN THE APPROPRIATE COLUMN).

RECORD OF VOTE

<u>Name of Member</u>	<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Absent</u>
<u>Julie Abele</u>	✓	_____	_____	_____
<u>Jeremy Coblentz</u>	✓	_____	_____	_____
<u>Richard Ragen, Jr.</u>	✓	_____	_____	_____
<u>Rita Nicolussi</u>	✓	_____	_____	_____
<u>Susan Bartlett</u>	✓	_____	_____	_____
<u>Jennifer Sheldon</u>	✓	_____	_____	_____
<u>Edward Rickrode</u>	✓	_____	_____	_____
<u>Andrew Jackula</u>	✓	_____	_____	_____
<u>Amber Miller</u>	✓	_____	_____	_____


Board Secretary

2/16/21

RESOLUTION

ADOPTION OF ERIE COUNTY TECHNICAL SCHOOL 2021-2022 BUDGET

At a meeting of the Board of Directors of Mill Creek School District,
held on (date) 2/22/21, the 2021-2022 General Fund Budget
for Erie County Technical School, including Secondary Programs and Regional Career and
Technical Center Adult programs was presented for adoption.

The 2021-2022 General Fund Budget includes total expenditures of \$6,850,288 with
total district secondary program contributions of \$4,436,779.

The following members were present and voted as indicated:

(RECORD NAMES OF DIRECTORS PRESENT AND OPPOSITE EACH NAME SHOW THE VOTE
BY PLACING A CHECK IN THE APPROPRIATE COLUMN).

RECORD OF VOTE

<u>Name of Member</u>	<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Absent</u>
<u>Chris Busko</u>	✓	—	—	—
<u>Chris Busko</u>	✓	—	—	—
<u>Lisa Cappabianca</u>	✓	—	—	—
<u>Jason Dean</u>	✓	—	—	—
<u>John Di Placido</u>	✓	—	—	—
<u>Richard Lansberry</u>	✓	—	—	—
<u>M. John Lindner</u>	✓	—	—	—
<u>Tanine McClintic</u>	✓	—	—	—
<u>Shirley Winschel</u>	✓	—	—	—

Jonda D. Sutter
Board Secretary

RESOLUTION

ADOPTION OF ERIE COUNTY TECHNICAL SCHOOL 2021-2022 BUDGET

At a meeting of the Board of Directors of North East School District, held on February 18, 2021, the 2021-2022 General Fund Budget for Erie County Technical School, including Secondary Programs and Regional Career and Technical Center Adult programs was presented for adoption.

The 2021-2022 General Fund Budget includes total expenditures of \$6,850,288 with total district secondary program contributions of \$4,436,779.

The following members were present and voted as indicated:

(RECORD NAMES OF DIRECTORS PRESENT AND OPPOSITE EACH NAME SHOW THE VOTE BY PLACING A CHECK IN THE APPROPRIATE COLUMN).

RECORD OF VOTE

<u>Name of Member</u>	<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Absent</u>
Sally M. Abata	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
Paul F. Behnken	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
Jane M. Blystone	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
Corrie E. Boyd	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
Joseph R. Cancilla	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
Nicholas C. Mobilia	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
Eric W. Riedel	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
George R. Sucha	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
James M. Wargo	<u>X</u>	<u> </u>	<u> </u>	<u> </u>


Jeffrey A. Fox, Board Secretary



Northwestern School District

100 Harthan Way, Albion, PA 16401-1368

Phone: (814) 756-9400

Fax: (814) 815-8604

web address: www.nwsd.org

John B. Hansen, Superintendent

Melanie A. Floyd, Business Manager

February 17, 2021

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

Dear Terri,

At the regularly scheduled board meeting held on Tuesday, February 16, 2021, the Northwestern School District Board of Directors approved the 2021-2022 General Fund Operating Budget for the Erie County Technical School.

I have enclosed the completed resolution with the record of vote from our district.

Sincerely,

John B. Hansen
Superintendent

Enclosure

tc

RESOLUTION

ADOPTION OF ERIE COUNTY TECHNICAL SCHOOL 2021-2022 BUDGET

At a meeting of the Board of Directors of Northwestern School District, held on (date) February 16, 2021, the 2021-2022 General Fund Budget for Erie County Technical School, including Secondary Programs and Regional Career and Technical Center Adult programs was presented for adoption.

The 2021-2022 General Fund Budget includes total expenditures of \$6,850,288 with total district secondary program contributions of \$4,436,779.

The following members were present and voted as indicated:

(RECORD NAMES OF DIRECTORS PRESENT AND OPPOSITE EACH NAME SHOW THE VOTE BY PLACING A CHECK IN THE APPROPRIATE COLUMN).

RECORD OF VOTE

<u>Name of Member</u>	<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Absent</u>
<u>Kristy Bolte</u>	<u>✓</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>
<u>Peggy Kemling</u>	<u>✓</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>
<u>Stephanie Patrick</u>	<u>✓</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>
<u>Shelly Rice</u>	<u>✓</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>
<u>Sam Ring</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>	<u>✓</u>
<u>Kevin Saxton</u>	<u>✓</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>
<u>Leslie Soltis</u>	<u>✓</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>
<u>Mark Swanson</u>	<u>✓</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>
<u>Jennifer Webb</u>	<u>✓</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>

Melanie A. Floyd
Board Secretary

RESOLUTION

ADOPTION OF ERIE COUNTY TECHNICAL SCHOOL 2021-2022 BUDGET

At a meeting of the Board of Directors of Union City Area School District, held on Thursday, February 11, 2021, the 2021-2022 General Fund Budget for Erie County Technical School, including Secondary Programs and Regional Career and Technical Center Adult programs was presented for adoption.

The 2021-2022 General Fund Budget includes total expenditures of \$6,850,288 with total district secondary program contributions of \$4,436,779.

The following members were present and voted as indicated:

(RECORD NAMES OF DIRECTORS PRESENT AND OPPOSITE EACH NAME SHOW THE VOTE BY PLACING A CHECK IN THE APPROPRIATE COLUMN).

RECORD OF VOTE

<u>Name of Member</u>	<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Absent</u>
Blain T. Blakeslee	☒	☐	☐	☐
Stephen D. Gilbert	☒	☐	☐	☐
Brian D. Gregor	☒	☐	☐	☐
Douglas F. Hopson	☒	☐	☐	☐
Lori L. Lewis	☒	☐	☐	☐
Barbara J. Miller	☒	☐	☐	☐
David A. Robinson	☒	☐	☐	☐
Kimberle M. Thomas	☒	☐	☐	☐
George R. Trauner	☒	☐	☐	☐



Ann Sill, Board Secretary



TO: Participating District Superintendents and Board Secretaries
Participating District Business Administrators

FROM: Terri Birchard, Business Manager/Board Secretary

DATE: February 1, 2021

SUBJECT: Adoption of the Erie County Technical School 2021-2022 General Fund Budget

Attached please find the following:

1. 2021-2022 General Fund Budget for the Erie County Technical School, including Secondary Programs and RCTC adult programs.
2. Resolution and Record of Vote on the Proposed Budget.

The 2021-2022 budget was recommended for approval and adoption by the participating school districts by the Erie County Technical School Joint Operating Committee at its meeting on January 28, 2021.

This 2021-2022 General Fund Budget includes total expenditures of \$6,850,288 and district contributions in the amount of \$4,436,779.

Please place a resolution to adopt the budget on the agenda of your next Board of Directors meeting and request that the record of vote be recorded and returned to the Erie County Technical School Board Secretary (electronic pdf copy is acceptable). Please keep one copy of the record of vote for your own records.

Section 1850.1(c) of the Public School Code governs this procedure. It reads as follows:

"All actions of an area vocational-technical board shall be by a majority vote of the members of the board either in convention or by mail ballot, whichever procedure the board shall select; Provided, that the approval of each operating budget shall require an affirmative vote of two-thirds of the participating school districts and a majority vote of all the school directors of all participating districts; and provide further, for purposes of this requirement only, the vote of any participating boards. All votes shall be duly recorded and shall show how each member voted."

RESOLUTION

ADOPTION OF ERIE COUNTY TECHNICAL SCHOOL 2021-2022 BUDGET

At a meeting of the Board of Directors of Wattsburg Area School District, held on February 15, 2021, the 2021-2022 General Fund Budget for Erie County Technical School, including Secondary Programs and Regional Career and Technical Center Adult programs was presented for adoption.

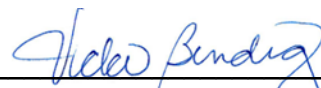
The 2021-2022 General Fund Budget includes total expenditures of \$6,850,288 with total district secondary program contributions of \$4,436,779.

The following members were present and voted as indicated:

(RECORD NAMES OF DIRECTORS PRESENT AND OPPOSITE EACH NAME SHOW THE VOTE BY PLACING A CHECK IN THE APPROPRIATE COLUMN).

RECORD OF VOTE

<u>Name of Member</u>	<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Absent</u>
Jeremy Bloeser	X	—	—	—
Amanda Farrell	X	—	—	—
Nicole Lee	—	—	—	X
Shawn Matson	X	—	—	—
Josh Paris	X	—	—	—
Julie Pikiewicz	—	—	—	X
Tara Pound	X	—	—	—
Marty Pushchak	X	—	—	—
Andy Pushchak	X	—	—	—


Board Secretary

Consultant Contract

This agreement made and entered into this 1st day of July 2021, by and between Nutrition, Inc. having its principal place of business situated at 580 Wendel Rd., Suite 100, Irwin, PA 15642, and the Erie County Technical School having its principal place of business situated at 8500 Oliver Road, Erie, PA 16509.

Billing and Payment Terms:

- Nutrition, Inc. will provide meal consultant services during the period from August 1, 2021 through June 30, 2022 at a rate of \$1,087.34 per month for 11 months. Nutrition, Inc. will bill the Erie County Technical School at the end of each month and the Erie County Technical School will pay Nutrition, Inc. by the 15th of each month.
- Nutrition, Inc. will dedicate a maximum of 10 consulting hours per month which will include on-site visits and off-site tasks. Any hours in addition to the specified 10 hours per month (other than for catered events as explained below) will be billed at a rate of \$65.00 per hour in addition to the flat monthly rate. All additional charges will be approved by the Erie County Technical School before service is rendered. If 10 hours are not provided during a specific month, the remaining hours will be available to use within the following month. Hours per day cannot exceed eight (8).

Nutrition Inc.'s consultant responsibilities & Erie County Technical School District's responsibilities will consist of the following:

- Nutrition, Inc. will assist the designated food service contact person/Culinary instructor with weekly ordering.
- Nutrition, Inc.'s operational experts/food service director will meet with the designated food service (Culinary) contact person and the Erie County Technical School administration monthly to review the operational procedures. Nutrition, Inc. will make any necessary recommendations upon completion of the review. All recommendations will be documented.
- Nutrition, Inc. will provide catering requests on an as needed basis. The Erie County Technical School administration will contact Nutrition, Inc. with at least a 7 day notice of any catering events to be provided by Nutrition, Inc. Nutrition, Inc. will invoice the Erie County Technical School, or any other outside vendor, the cost of food, beverages, supplies, rentals, labor, or any other items needed for the event. Any additional labor outside of the 10 hour contracted time as stated above, will be billed according to the hourly rate plus any payroll related costs of the Nutrition, Inc. staff needed to provide the catered event.
- Nutrition, Inc. will provide its purchasing department's buying power to assist in financial savings to the Erie County Technical School's Culinary Department. Nutrition, Inc. will monitor the orders placed by the Culinary Department and make recommendations as to which items to purchase to avoid extra shipping costs. Nutrition, Inc. will not be responsible for items that are out of stock, or delivery delays by the vendors. It will be the responsibility of the Erie County Technical School to purchase items not available thru the Nutrition, Inc. vendors, out of stock items or items not delivered within the time frame needed. It is recommended that the

orders placed with Nutrition, Inc. vendors are accurate and ordered well in advance of the event. The Erie County Technical School will be responsible for the payment of all invoices.

- Erie County Technical School shall indemnify and hold harmless Nutrition, Inc., and its agents and its employees from and against all claims, damages, losses, and expenses including attorney's fees arising out of or resulting from the sale of food products, other operations, workers compensation, employment tax withholdings, benefits or any employment related claims made by the Erie County Technical School, or its agents on the premises.
- Nutrition, Inc. will work with the Culinary Department if the need arises for culinary student co-op opportunities and assistance with catering events.
- The Erie County Technical School Culinary contact person will have the responsibility of day-to-day operations, production and staffing needs.
- In accordance with the Pennsylvania Department of Education's regulations, Nutrition, Inc. will not develop the Request for Proposal should the district choose to contract food services.
- Nutrition, Inc. or the Erie County Technical School District may terminate the contract for cause by giving 30 days written notice.

Erie County Technical School

Nutrition, Inc.

Signature

Signature

Erie County Technical School

Mrs. Melissa Kingen
Regional Manager

Date

-
Date

Witness Signature

Witness Signature

Book	Policy Manual
Section	100 Programs
Title	Discrimination/Title IX Sexual Harassment Affecting Students
Code	103 Vol VII 2020
Status	Second Reading
Last Revised	December 20, 2020

Authority

The Joint Operating Committee declares it to be the policy of this center (school) to provide an equal opportunity for all students to achieve their maximum potential through the programs and activities offered in the center (school) without discrimination on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)[\[12\]](#)[\[13\]](#)[\[14\]](#)[\[15\]](#)[\[16\]](#)^[17]

The Joint Operating Committee also declares it to be the policy of this center (school) to comply with federal law and regulations under Title IX prohibiting sexual harassment, which is a form of unlawful discrimination on the basis of sex. Such discrimination shall be referred to throughout this policy as Title IX sexual harassment. Inquiries regarding the application of Title IX to the center (school) may be referred to the Title IX Coordinator, to the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both.

The center (school) is committed to the maintenance of a safe, positive learning environment for all students that is free from discrimination by providing all students course offerings, counseling, assistance, services, employment and extracurricular activities without any form of discrimination, including Title IX sexual harassment. Discrimination is inconsistent with the rights of students and the educational and programmatic goals of the center (school) and is prohibited at or, in the course of, center- (school-) sponsored programs or activities, including transportation to or from the center (school) or center- (school-) sponsored activities.

Violations of this policy, including acts of retaliation as described in this policy, or knowingly providing false information, may result in disciplinary consequences under applicable Joint Operating Committee policy and procedures.[\[18\]](#)[\[19\]](#)[\[20\]](#)[\[21\]](#)

The Joint Operating Committee directs that the foregoing statement of Joint Operating Committee policy be included in each student and staff handbook, and that this policy and related attachments be posted to the center (school)'s website.

The Joint Operating Committee requires a notice stating that the center (school) does not discriminate in any manner, including Title IX sexual harassment, in any center (school) education program or activity, to be issued to all students, parents/guardians, employment applicants, employees and all unions or professional organizations holding collective bargaining or professional agreements with the center (school). All discrimination notices and information shall include the title, office address, telephone number and email address of the individual(s) designated as the Compliance Officer and Title IX Coordinator.

Reports of Title IX Sexual Harassment and Other Discrimination and Retaliation

The Joint Operating Committee encourages students and third parties who believe they or others have been subject to Title IX sexual harassment, other discrimination or retaliation to promptly report such incidents to the building administrator, even if some elements of the related incident took place or originated away from center (school) grounds, center (school) activities or center (school) conveyances. A person who is not an intended victim or target of discrimination but is adversely affected by the offensive conduct may file a report of discrimination.

The student's parents/guardians or any other person with knowledge of conduct that may violate this policy is encouraged to immediately report the matter to the building administrator.

A center (school) employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building administrator, as well as properly making any mandatory police or child protective services reports required by law.[\[22\]](#)

If the building administrator is the subject of a complaint, the student, third party or a reporting employee shall report the incident directly to the Title IX Coordinator.

The complainant or the individual making the report may use the Discrimination/Sexual Harassment/Bullying/Hazing/Dating Violence/Retaliation Report Form attached to this policy for purposes of reporting an incident or incidents in writing; however, verbal reports of an incident or incidents shall be accepted, documented and the procedures of this policy and the relevant attachments followed.

The building administrator shall promptly notify the Title IX Coordinator of all reports of discrimination, Title IX sexual harassment or retaliation. The Title IX Coordinator shall promptly contact the complainant regarding the report to gather additional information as necessary, and to discuss the availability of supportive measures. The Title IX Coordinator shall consider the complainant's wishes with respect to supportive measures.

The Title IX Coordinator shall conduct an assessment to determine whether the reported circumstances are most appropriately addressed through the Discrimination Complaint Procedures prescribed in Attachment 2 to this policy, or if the reported circumstances meet the definition of Title IX sexual harassment and are most appropriately addressed through the Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints in Attachment 3, or other Joint Operating Committee policies.

Disciplinary Procedures When Reports Allege Title IX Sexual Harassment

When a report alleges Title IX sexual harassment, disciplinary sanctions may not be imposed until the completion of the grievance process for formal complaints outlined in Attachment 3. The center (school) shall presume that the respondent is not responsible for the alleged conduct until a determination has been made at the completion of the grievance process for formal complaints.

When an emergency removal, as described in Attachment 3, is warranted to address an immediate threat to the physical health or safety of an individual, and it is not feasible to continue educational services remotely or in an alternative setting, the normal procedures for suspension and expulsion shall be conducted to accomplish the removal, including specific provisions to address a student with a disability where applicable.[\[19\]](#)[\[21\]](#)[\[23\]](#)

When an emergency removal is not required, disciplinary sanctions shall be considered in the course of the Title IX grievance process for formal complaints. Following the issuance of the written determination and any applicable appeal, any disciplinary action specified in the written determination or appeal decision shall be implemented in accordance with the normal procedures for suspensions, expulsions or other disciplinary actions, including specific provisions to address a student with a disability where applicable.[18][19][21][23]

Discipline/Placement of Student Convicted or Adjudicated of Sexual Assault

Upon notification of a conviction or adjudication of a student for sexual assault against another student attending the center (school) or participating in a center (school) program, the center (school) shall coordinate actions with the appropriate participating school entity and comply with the disciplinary or placement requirements established by state law and Joint Operating Committee policy.[24][25]

Confidentiality

Confidentiality of all parties, witnesses, the allegations, the filing of a report and the investigation related to any form of discrimination or retaliation, including Title IX sexual harassment, shall be handled in accordance with applicable law, regulations, this policy, the attachments and the center (school)'s legal and investigative obligations.[26][27][28][29][30]

Retaliation

The Joint Operating Committee prohibits retaliation by the center (school) or any other person against any person for:[29]

1. Reporting or making a formal complaint of any form of discrimination or retaliation, including Title IX sexual harassment.
2. Testifying, assisting, participating or refusing to participate in a related investigation, process or other proceeding or hearing.
3. Acting in opposition to practices the person reasonably believes to be discriminatory.

The center (school), its employees and others are prohibited from intimidating, threatening, coercing, or discriminating against anyone for actions described above. Individuals are encouraged to contact the Title IX Coordinator immediately if retaliation is believed to have occurred.

Definitions

Complainant shall mean an individual who is alleged to be the victim.

Respondent shall mean an individual alleged to be the perpetrator of the discriminatory conduct.

Discrimination

Discrimination shall mean to treat individuals differently, or to harass or victimize based on a protected classification including race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy, or handicap/disability.

Harassment is a form of discrimination based on the protected classifications listed in this policy consisting of unwelcome conduct such as graphic, written, electronic, verbal or nonverbal acts including offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation, or other conduct that may be harmful or humiliating or interfere with a person's school or school-related performance when such conduct is:

1. Sufficiently severe, persistent or pervasive; and
2. A reasonable person in the complainant's position would find that it creates an intimidating, threatening or abusive educational environment such that it deprives or adversely interferes with or limits an individual or group of the ability to participate in or benefit from the services, activities or opportunities offered by the center (school).

Definitions Related to Title IX Sexual Harassment

Formal complaint shall mean a document filed by a complainant or signed by the Title IX Coordinator alleging Title IX sexual harassment and requesting that the center (school) investigate the allegation under the grievance process for formal complaints. The authority for the Title IX Coordinator to sign a formal complaint does not make the Title IX Coordinator a party in the grievance process for formal complaints. The phrase "document filed by a complainant" refers to a document or electronic submission that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint.[28][31]

Supportive measures shall mean nondisciplinary, nonpunitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed.[31]

Supportive measures shall be designed to restore or preserve equal access to the educational program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the educational environment, or to deter sexual harassment. Supportive measures may include, but are not limited to:[31]

1. Counseling.
2. Extensions of deadlines or other course-related adjustments.
3. Modifications of work or class schedules.
4. Campus escort services.
5. Mutual restrictions on contact between the parties.
6. Changes in work or housing locations.
7. Leaves of absence.
8. Increased security.
9. Monitoring of certain areas of the campus.
10. Assistance from domestic violence or rape crisis programs.

11. Assistance from community health resources including counseling resources.

Supportive measures may also include assessments or evaluations to determine eligibility for special education or related services, or the need to review an Individualized Education Program (IEP) or Section 504 Service Agreement based on a student's behavior. This could include, but is not limited to, a manifestation determination or functional behavioral assessment (FBA), in accordance with applicable law, regulations or Joint Operating Committee policy, and in coordination with the student's school district of residence. [17][23][32]

Title IX sexual harassment means conduct on the basis of sex that satisfies one or more of the following: [31]

1. A center (school) employee conditioning the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct, commonly referred to as *quid pro quo sexual harassment*.
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to a center (school) education program or activity.
3. Sexual assault, dating violence, domestic violence or stalking.
 - a. **Dating violence** means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship is determined by the following factors: [33]
 - i. Length of relationship.
 - ii. Type of relationship.
 - iii. Frequency of interaction between the persons involved in the relationship.
 - b. **Domestic violence** includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving federal funding, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction. [33]
 - c. **Sexual assault** means a sexual offense under state or federal law that is classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. [34]
 - d. **Stalking**, under Title IX means stalking on the basis of sex, for example when the stalker desires to date a victim. Stalking means to engage in a course of conduct directed at a specific person that would cause a reasonable person to either: [33]
 - i. Fear for their safety or the safety of others.
 - ii. Suffer substantial emotional distress.

Such conduct must have taken place during a center (school) education program or activity and against a person in the United States to qualify as sexual harassment under Title IX. An **education program or activity** includes the locations, events or circumstances over which the center (school) exercises substantial control over both the respondent and the context in which the harassment occurs. Title IX applies to all of a center (school)'s education programs or activities, whether such programs or activities occur on-campus or off-campus. [27][28][31]

Delegation of Responsibility

In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Joint Operating Committee designates the [35]

[The center (school) may choose the same or different individuals to fulfill the roles of Compliance Officer and Title IX Coordinator. If designating one (1) individual to fulfill both responsibilities, select the first option and enter the appropriate position title. If designating two (2) individuals to fulfill the separate responsibilities, select the second option and enter the appropriate position titles.]

{ } _____ as the center (school)'s Compliance Officer and Title IX Coordinator. The Compliance Officer/Title IX Coordinator can be contacted at:

Address:

Email:

Phone Number:

{ } _____ as the center (school)'s Compliance Officer and _____ as the center (school)'s Title IX Coordinator.

The Compliance Officer can be contacted at:

Address:

Email:

Phone Number:

The Title IX Coordinator can be contacted at:

Address:

Email:

Phone Number:

The Compliance Officer and Title IX Coordinator shall fulfill designated responsibilities to ensure adequate nondiscrimination procedures are in place, to recommend new procedures or modifications to procedures and to monitor the implementation of the center (school)'s nondiscrimination procedures in the following areas, as appropriate:

1. Curriculum and Materials - Review of curriculum guides, textbooks and supplemental materials for discriminatory bias.
2. Training - Provide training for students and staff to prevent, identify and alleviate problems of discrimination.
3. Resources - Maintain and provide information to staff on resources available to complainants in addition to the complaint procedure or Title IX procedures, such as making reports to the police, and available supportive measures such as assistance from domestic violence or rape crisis programs and community health resources including counseling resources.
4. Student Access - Review of programs, activities and practices to ensure that all students have equal access and are not segregated except when permissible by law or regulation.
5. Center (School) Support - Assure that like aspects of the center (school) programs and activities receive like support as to staffing and compensation, facilities, equipment, and related areas.
6. Student Evaluation - Review of assessments, procedures, and guidance and counseling materials for stereotyping and discrimination.
7. Reports/Formal Complaints - Monitor and provide technical assistance to individuals involved in managing informal reports and formal complaints.

Guidelines

Title IX Sexual Harassment Training Requirements

The Compliance Officer and Title IX Coordinator, investigator(s), decision-maker(s), or any individual designated to facilitate an informal resolution process related to Title IX sexual harassment shall receive the following training, as required or appropriate to their specific role:

1. Definition of sexual harassment.
2. Scope of the center (school)'s education program or activity, as it pertains to what is subject to Title IX regulations.
3. How to conduct an investigation and grievance process for formal complaints, including examination of evidence, conducting hearings (if applicable), drafting written determinations, handling appeals and informal resolution processes, as applicable.
4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest and bias.
5. Use of relevant technology.
6. Issues of relevance including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant.
7. Issues of relevance, weight of evidence and application of standard of proof and drafting investigative reports that fairly summarize relevant evidence.
8. How to address complaints when the alleged conduct does not qualify as Title IX sexual harassment but could be addressed under another complaint process or Joint Operating Committee policy.

All training materials shall promote impartial investigations and adjudications of formal complaints of Title IX sexual harassment without relying on sex stereotypes.

All training materials shall be posted on the center (school)'s website.

Disciplinary Consequences

A student who is determined to be responsible for violation of this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include but is not limited to:[18][19][21]

1. { } Loss of school privileges.
2. { } Permanent transfer to another building, classroom or bus.
3. { } Exclusion from center- (school-) sponsored activities.
4. { } Detention.
5. { } Suspension.
6. { } Expulsion.
7. { } Referral to law enforcement officials.

An employee who violates this policy shall be subject to appropriate disciplinary action consistent with the applicable Joint Operating Committee policy, collective bargaining agreement and individual contract, up to and including dismissal and/or referral to law enforcement officials.[20][36]

Reports of Discrimination

Any reports of discrimination that are reviewed by the Title IX Coordinator and do not meet the definition of Title IX sexual harassment but are based on race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability shall follow the Discrimination Complaint Procedures in Attachment 2 to this policy.

Reports of Title IX Sexual Harassment

Any reports deemed by the Title IX Coordinator to meet the definition of sexual harassment under Title IX shall follow the Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints in Attachment 3 to this policy.

1. 22 PA Code 12.1
2. 22 PA Code 12.4
3. 22 PA Code 15.1 et seq
4. 22 PA Code 4.4
5. 24 P.S. 1301
6. 24 P.S. 1310
7. 24 P.S. 1601-C et seq
8. 24 P.S. 5004
9. 43 P.S. 951 et seq
10. 20 U.S.C. 1681 et seq
11. 34 CFR Part 106
12. 29 U.S.C. 794
13. 42 U.S.C. 12101 et seq
14. 42 U.S.C. 1981 et seq
15. 42 U.S.C. 2000d et seq
16. U.S. Const. Amend. XIV, Equal Protection Clause
17. Pol. 103.1
18. Pol. 218
19. Pol. 233
20. Pol. 317
21. Pol. 113.1
22. Pol. 806
23. Pol. 113.2
24. 24 P.S. 1318.1
25. Pol. 218.3
26. 20 U.S.C. 1232g
27. 34 CFR 106.44
28. 34 CFR 106.45
29. 34 CFR 106.71
30. 34 CFR Part 99
31. 34 CFR 106.30
32. Pol. 113
33. 34 U.S.C. 12291
34. 20 U.S.C. 1092
35. 34 CFR 106.8
36. Pol. 317.1
- 18 Pa. C.S.A. 2709
- 20 U.S.C. 1400 et seq
- 28 CFR Part 41
- 28 CFR Part 35
- 34 CFR Part 100
- 34 CFR Part 104
- 34 CFR Part 110
- U.S. Const. Amend. I
- Bostock v. Clayton County, 590 U.S., 140 S. Ct. 1731 (2020)
- Davis v. Monroe County Board of Education, 526 U.S. 629 (1999)
- Franklin v. Gwinnett County Public Schools, 503 U.S. 60 (1992)
- Gebser v. Lago Vista Independent School District, 524 U.S. 274 (1998)
- Office for Civil Rights - Resources for Addressing Racial Harassment
- Pol. 122
- Pol. 138
- Pol. 216
- Pol. 220
- Pol. 247
- Pol. 249
- Pol. 251
- Pol. 252
- Pol. 320

Pol. 701

Pol. 815

Pol. 832

103-Attach 1 Report Form.pdf (169 KB)

103-Attach 2 Discrimination.docx (41 KB)

103-Attach 3 Title IX.docx (81 KB)

103-Attach 4 ConfidentialityTemplateLetter.docx (21 KB)

Book	Policy Manual
Section	100 Programs
Title	Nondiscrimination - Qualified Students with Disabilities
Code	103.1 Vol V 2018
Status	Second Reading
Last Revised	December 11, 2020

Authority

The Joint Operating Committee adopts this policy to ensure that all school programs and practices are free from discrimination against all qualified students with disabilities. The Joint Operating Committee recognizes its responsibility to provide academic and nonacademic services and programs equally to students with and without disabilities.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)[\[12\]](#)

The school shall provide to each qualified student with a disability enrolled in the school, without cost to the student or parent/guardian, a free and appropriate public education (FAPE). This includes provision of education and related aids, services, or accommodations which are needed to afford each qualified student with a disability equal opportunity to participate in and obtain the benefits from educational programs and extracurricular activities without discrimination, to the same extent as each student without a disability, consistent with federal and state laws and regulations.

The Joint Operating Committee encourages students and parents/guardians who believe they have been subjected to discrimination or harassment to promptly report such incidents to designated employees.

The Joint Operating Committee directs that complaints of discrimination or harassment shall be investigated promptly, and corrective **or preventative** action be taken for substantiated allegations.

Confidentiality

Confidentiality of all parties, **witnesses, the allegations, the filing of a complaint and the investigation** shall be maintained, consistent with the school's legal and investigative obligations.

Retaliation

The school shall not intimidate, threaten, coerce, discriminate or retaliate against any individual for the purpose of interfering with any right or privilege secured by this policy.

Definitions

Qualified student with a disability - a student who has a physical or mental disability which substantially limits or prohibits participation in or access to an aspect of the school's educational programs, nonacademic services or extracurricular activities.[\[13\]](#)[\[14\]](#)

Section 504 Team - a group of individuals who are knowledgeable about the student, the meaning of the evaluation data and the placement options for the student. This could include, as appropriate, documentation or input from classroom teachers, counselors, psychologists, school nurses, outside care providers and the student's parents/guardians. A representative from the school shall participate as a member of the Section 504 Team.[\[3\]](#)[\[4\]](#)[\[9\]](#)

Section 504 Service Agreement (Service Agreement) - an individualized plan for a qualified student with a disability which sets forth the specific related aids, services, or accommodations needed by the student, which shall be implemented in school, in transit to and from school, and in all programs and procedures, so that the student has equal access to the benefits of the center's (school's) educational programs, nonacademic services, and extracurricular activities.[\[15\]](#)

Disability harassment - intimidation or abusive behavior toward a student based on disability that creates a hostile environment by interfering with or denying a student's participation in or receipt of benefits, services, or opportunities in the school's educational programs, nonacademic services, or extracurricular activities.[\[12\]](#)

Delegation of Responsibility

In order to maintain a program of nondiscrimination practices that is in compliance with applicable law and regulations, the Joint Operating Committee designates the

{ } Administrative Director

{ } Assistant Administrative Director

{ } Chief School Administrator

{X} Other Supervisor of Special Education (specify)

as the school's Section 504 Coordinator.[\[16\]](#)

{X} In addition, each separate building shall have a Section 504 building administrator.

The ~~center (school)~~ shall publish and disseminate this policy and complaint procedure on or before the first day of each school year by posting it on the ~~center's (school's)~~ website, if available, and in the student handbook. The ~~center (school)~~ shall notify parents/guardians of the ~~center's (school's)~~ responsibilities under applicable law and regulations, and that the ~~center (school)~~ does not discriminate against qualified individuals with disabilities.[\[11\]](#)[\[17\]](#)[\[18\]](#)

Guidelines

Half-Day V-T

{X } If the center (school) has reason to believe that a student should be identified as a qualified student with a disability, should no longer be identified as a qualified student with a disability, or requires a change in or modification of the student's current Service Agreement, the center (school) shall notify the student's school district of residence.[19]

Full-Day V-T

{ } If a parent/guardian or the center (school) has reason to believe that a student should be identified as a qualified student with a disability, should no longer be identified as a qualified student with a disability, or requires a change in or modification of the student's current Service Agreement, the parent/guardian or the center (school) shall provide the other party with written notice and the center (school) shall notify the student's school district of residence.[19][20][21]

Full-Day V-T

{ } The school, in coordination with participating school districts, shall establish standards and procedures for initial evaluations and periodic re-evaluations of students who need or are believed to need related services because of a disability.[19]

Full-Day V-T

{ } The school, in coordination with the student's school district of residence, shall specifically identify the procedures and types of tests used to evaluate a student, and provide the parent/guardian the opportunity to give or withhold consent to the proposed evaluation(s) in writing.[19]

Full-Day V-T

{ } The school shall establish procedures for evaluation and placement that assure tests and other evaluation materials:

1. Have been validated and are administered by trained personnel.
2. Are tailored to assess educational need and are not based solely on IQ scores.
3. Reflect aptitude or achievement or anything else the tests purport to measure and do not reflect the student's impaired sensory, manual or speaking skills (except where those skills are what is being measured).

Service Agreement

If a student is determined to be a qualified student with a disability, the school shall coordinate with the student's Section 504 Team to develop, modify or terminate a written Service Agreement. The school shall implement a student's Service Agreement for the delivery of all appropriate aids, services, or accommodations necessary to provide the student with FAPE. The Service Agreement shall address safety education and training in accordance with state regulations, as applicable to each qualified student with a disability enrolled in career and technical programs.[4][15][22]

Full-Day V-T

{ } The school shall not implement a Service Agreement until the written agreement is executed by a representative of the school and a parent/guardian.[15]

Full-Day V-T

{ } The school shall not modify or terminate a student's current Service Agreement without the written consent of the student's parent/guardian and the student's school district of residence.[20]

Educational Programs/Nonacademic Services/Extracurricular Activities

The school shall educate a qualified student with a disability with students who are not disabled to the maximum extent appropriate to the needs of the student with a disability. A qualified student with a disability shall be removed from the regular educational environment only when the school determines that educating the student in the regular educational environment with the use of related aids, services, or accommodations cannot be achieved satisfactorily. Placement in a setting other than the regular educational environment shall take into account the proximity of the alternative setting to the student's home.[11][23][24]

The school shall not discriminate against any qualified student with a disability in its provision of nonacademic services and extracurricular activities.[11][23][24][25]

Parental Involvement

Half-Day V-T

{X } Parents/Guardians have the right to inspect and review all relevant school records of the student, and meet with the appropriate school officials to discuss any and all issues relevant to accommodations of their child and the provision of services.[15][19][21][26]

Full-Day V-T

{ } Parents/Guardians have the right to inspect and review all relevant school records of the student, meet with the appropriate school officials to discuss any and all issues relevant to the evaluation and accommodations of their child, and give or withhold their written consent to the evaluation and/or the provision of services.[15][19][21][26]

Confidentiality of Student Records

All personally identifiable information regarding a qualified student with a disability shall be treated as confidential and disclosed only as permitted by the Family Educational Rights and Privacy Act (FERPA) and its implementing regulations, state regulations, and Joint Operating Committee policy.[27][28][29][30]

Discipline

When necessary, the school shall discipline qualified students with disabilities in accordance with state and federal laws and regulations and Joint Operating Committee policies.[31][32]

Referral to Law Enforcement and Reporting Requirements

For reporting purposes, the term **incident** shall mean an instance involving an act of violence; the possession of a weapon; the possession, use, or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use, or sale of alcohol or tobacco; or conduct that constitutes an offense listed under the Safe Schools Act.[33][34][35]

The Administrative Director or designee shall immediately report required incidents and may report discretionary incidents committed on school property, at any school-sponsored activity or on a conveyance providing transportation to or from school or a school-sponsored activity by a qualified student with a disability, including a student for whom an evaluation is pending, to the local police department that has jurisdiction over the school's property, in accordance with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and

Joint Operating Committee policies. The Administrative Director or designee, in coordination with the student's school district of residence, shall respond in a manner that is consistent with the student's Service Agreement and Behavior Support Plan, if applicable. [13][15][23][27][31][33][36][37][38][39][40][41][42][43][44][45][46]

In making a determination of whether to notify the local police department of a discretionary incident committed by a qualified student with a disability, including a student for whom an evaluation is pending, the Administrative Director or designee shall use the same criteria used for students who do not have a disability. [12][37][46][47]

For a qualified student with a disability who does not have a Behavior Support Plan as part of the student's Service Agreement, subsequent to notification to law enforcement, the school, in consultation with the student's school district of residence and the student's parent/guardian, shall consider whether a Behavior Support Plan should be developed as part of the Service Agreement to address the student's behavior. [15][38]

In accordance with state law, the Administrative Director shall annually, by July 31, report to the Office for Safe Schools on the required form all new incidents committed by qualified students with disabilities, including students for whom an evaluation is pending, which occurred on school property, at any school- sponsored activity or on a conveyance providing transportation to or from the school or a school- sponsored activity. [34][46]

PROCEDURAL SAFEGUARDS

The school shall coordinate with the student's school district of residence to implement a system of procedural safeguards that includes notice of rights to the parent/guardian of a student suspected of being a qualified student with a disability, an opportunity for the parent/guardian to review relevant records, an impartial hearing with an opportunity for participation by the student's parent/guardian, and a review procedure. [26][48]

A student or parent/guardian filing a claim of discrimination need not exhaust these procedures prior to initiating court action under Section 504. [21]

Parental Request for Assistance

Parents/Guardians may file a written request for assistance with the Pennsylvania Department of Education (PDE) if one (1) or both of the following apply: [26]

1. The school is not providing the related aids, services and accommodations specified in the student's Service Agreement.
2. The school has failed to comply with the procedures and state regulations. [26]

PDE shall investigate and respond to requests for assistance and, unless exceptional circumstances exist, shall, within sixty (60) calendar days of receipt of the request, send to the parents/guardians, student's school district of residence and school a written response to the request. The response to the parents'/guardians' request shall be in the parents'/guardians' native language or mode of communication.

Informal Conference

At any time, parents/guardians may file a written request with the school and/or student's school district of residence for an informal conference with respect to the identification or evaluation of a student, or the student's need for related aids, services or accommodations. Within ten (10) school days of receipt of the request, the school and/or student's school district of residence shall convene an informal conference. At the conference, every effort shall be made to reach an amicable agreement. [26]

Formal Due Process Hearing

If the matters raised by the school or parents/guardians are not resolved at the informal conference, the parents/guardians or school, in coordination with the student's school district of residence, may submit a written request for an impartial due process hearing. The hearing shall be held before an impartial hearing officer and shall be conducted in accordance with state regulations. [26][49]

Judicial Appeals

The decision of the impartial hearing officer may be appealed to a court of competent jurisdiction. [26]

COMPLAINT PROCEDURE

This complaint procedure is in addition to and does not prevent parents/guardians from using any option in the procedural safeguards system. [12][26][48]

Step 1 – Reporting

A student or parent/guardian who believes s/he has been subject to conduct by any student, employee or third party that constitutes a violation of this policy is encouraged to immediately report the incident to the building administrator. Any person with knowledge of conduct that may violate this policy, is encouraged to immediately report the matter to the building administrator.

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building administrator, as well as properly making any mandatory police or child protective services reports required by law. [50]

If the building administrator is the subject of a complaint, the student, parent/guardian or employee shall report the incident directly to the Section 504 Coordinator.

The complainant or reporting employee may be encouraged to use the school's report form available from the building administrator or Section 504 Coordinator, or to put the complaint in writing; however, oral complaints shall be accepted, documented and the procedures of this policy implemented. The person accepting the verbal or written complaint may provide factual information on the complaint and the investigative process, the impact of choosing to seek confidentiality and the right to file criminal charges. In all other respects, the person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the complainant or those accused of a violation of this policy.

Step 2 – Investigation

The Section 504 Coordinator shall ensure that the individual assigned to investigate the complaint has an appropriate understanding of the relevant laws pertaining to discrimination issues and this policy and how to conduct investigations.

The investigator shall work with the Section 504 Coordinator to assess the anticipated scope of the investigation, who needs to be interviewed and what records may be relevant to the investigation.

The investigator shall conduct an adequate, reliable and impartial investigation. The complainant and the accused **may suggest additional** witnesses and **provide** other evidence during the course of the investigation. When the initial complaint involves allegations relating to conduct which took place away from school property, school- sponsored activities or school conveyances, the investigation may include inquiries related to these allegations to determine whether they resulted in continuing effects such as harassment in school settings.

The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the allegations. The investigator may also evaluate any other information and materials relevant to the investigation. The person making the report, parties, parents/guardians and witnesses shall be informed of the prohibition against retaliation for anyone's participation in the process and that conduct believed to be retaliatory should be reported. All individuals providing statements or other information or participating in the investigation shall be instructed to keep the matter confidential and to report any concerns about confidentiality to the investigator.

If the investigation reveals that the conduct being investigated may involve a violation of criminal law, the investigator shall promptly notify the Section 504 Coordinator, who shall promptly inform law enforcement authorities about the allegations.[12][50][[51](#)][52]

The obligation to conduct this investigation shall not be negated by the fact that a criminal or child protective services investigation of the allegations is pending or has been concluded. The investigator should coordinate with any other ongoing investigations of the allegations, including agreeing to requests for a short delay in fulfilling the school's investigative responsibilities during the fact-finding portion of a criminal or child protective services investigation. Such delays shall not extend beyond the time necessary to prevent interference with or disruption of the criminal or child protective services investigation.

Step 3 – Investigative Report

The investigator shall prepare and submit a written report to the Section 504 Coordinator within twenty (20) days of the initial report of alleged discrimination, unless the nature of the allegations, anticipated extent of the investigation or the availability of witnesses requires the investigator and the

Section 504 Coordinator to establish a different due date. The parties shall be notified of the anticipated date the investigative report will be completed and of any changes to the anticipated due date during the course of the investigation.

The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual, the information and evaluation that formed the basis for this determination, whether the conduct violated this policy and of any other violations of law or Joint Operating Committee policy which may warrant further school action, and a recommended disposition of the complaint. An investigation into disability harassment shall consider the record as a whole and the totality of circumstances in determining whether a violation of this policy has occurred, recognizing that persistent and pervasive conduct, when taken together, may be a violation even when the separate incidents are not severe.

The complainant and the accused shall be informed of the outcome of the investigation, **for example, whether the investigator believes the allegations to be founded or unfounded**, within a reasonable time of the submission of the written report **to the extent authorized by the Family Educational Rights and Privacy Act (FERPA) and other applicable laws**. The accused shall not be notified of the individual remedies offered or provided to the complainant.[\[27\]](#)[\[28\]](#)[\[29\]](#)[\[30\]](#)

Step 4 – Action of the School

If the investigation results in a finding that some or all of the allegations of the complaint are established and constitute a violation of this policy, the school shall take prompt, corrective action designed to ensure that such conduct ceases and that no retaliation occurs. The school shall promptly take appropriate steps to prevent the recurrence of the prohibited conduct and to address the discriminatory effect the prohibited conduct had on the complainant and the center (school) or program environment. Center (School) staff shall document the corrective action taken and, where not prohibited by law, inform the complainant. The Section 504 Coordinator shall follow up by assessing the effectiveness of the corrective action at reasonable intervals.

If the investigation results in a finding that a different policy was violated separately from or in addition to violations of this policy, or that there are circumstances warranting further action, such matters shall be addressed at the conclusion of this investigation or through disciplinary or other appropriate referrals where further evaluation or investigation is necessary.

Disciplinary actions shall be consistent with the Code of Student Conduct, Joint Operating Committee policies and administrative regulations, school procedures, applicable collective bargaining agreements, and state and federal laws.

Appeal Procedure

1. If the complainant or the accused is not satisfied with a finding made pursuant to the policy or with the recommended corrective action, s/he may submit a written appeal to the Section 504 Coordinator within fifteen (15) days.
2. The Section 504 Coordinator shall review the investigation and the investigative report and may also conduct a reasonable supplemental investigation to assess the sufficiency and propriety of the prior investigation.
3. The Section 504 Coordinator shall prepare a written response to the appeal within twenty (20) days. Copies of the response shall be provided to the complainant, the accused and the investigator who conducted the initial investigation.

NOTES:

When writing, use the Full-Day V-T options unless there is backup indicating that the program is only half-day or part-time and that they only implement 504 Service Agreements or special educational programming for their students based on what is developed by the student's school district of residence. Including the Full-Day options ensures they have all required language; the school may remove some of that language or options based on their programs.

Vo-Tech schools with more than one (1) building should also have the option checked for Section 504 building administrator—the Complaint Procedure should be updated to reflect the participation by the "Section 504 building administrator," rather than just "building administrator."

1. 22 PA Code 12.1
2. 22 PA Code 12.4
3. 22 PA Code 15.1 et seq
4. 22 PA Code 339.21
5. 22 PA Code 4.4
6. 28 CFR Part 35
7. 28 CFR Part 36
8. 29 U.S.C. 794
9. 34 CFR Part 104
10. 42 U.S.C. 12101 et seq
11. 45 CFR Part 80 App B
12. Pol. 103
13. 22 PA Code 15.2
14. 42 U.S.C. 12102
15. 22 PA Code 15.7
16. 34 CFR 104.7
17. 22 PA Code 15.4
18. 34 CFR 104.32
19. 34 CFR 104.35
20. 22 PA Code 15.5
21. 22 PA Code 15.6
22. 22 PA Code 339.23
23. 22 PA Code 15.3
24. 34 CFR 104.34
25. 34 CFR 104.37
26. 22 PA Code 15.8
27. 22 PA Code 15.9
28. Pol. 216
29. 20 U.S.C. 1232g
30. 34 CFR Part 99
31. Pol. 218
32. Pol. 233
33. 22 PA Code 10.2
34. 24 P.S. 1303-A
35. 35 P.S. 780-102
36. 22 PA Code 10.21
37. 22 PA Code 10.22
38. 22 PA Code 10.23
39. 22 PA Code 10.25
40. 24 P.S. 1302.1-A
41. Pol. 113.2
42. Pol. 218.1
43. Pol. 218.2
44. Pol. 222
45. Pol. 227
46. Pol. 805.1
47. 22 PA Code 15.1
48. 34 CFR 104.36
49. 22 PA Code 14.162
50. Pol. 806
51. 18 Pa. C.S.A. 2709
52. Pol. 815
- Pol. 113

Book	Policy Manual
Section	100 Programs
Title	Lesson Plans
Code	111 Vol V 2020
Status	Second Reading
Last Revised	December 11, 2020

Authority

To ensure continuity of instruction, the Joint Operating Committee requires professional staff members to develop and maintain daily lesson plans.[\[1\]](#)

Delegation of Responsibility

To facilitate more effective instruction, lesson plans must be prepared at least quarterly in advance. **Lesson plans shall** be inspected and must conform to the guidelines established by the

{ } building administrator.

{X} Administrative Director.

Teachers shall make thorough preparation for all daily lessons and shall prepare **plans** reflecting such preparation.

{X} Lesson plans shall be completed and submitted in the designated online platform(s) for review.

Teachers are to provide adequate directions for substitutes, the purpose of which shall be to continue the instructional program or provide a meaningful educational alternative that relates to the program.

Lesson plans must be available **for immediate access by assigned** substitute teachers.

Guidelines

Guidelines for implementation of this policy shall include:

1. {X} Lesson plans may be prepared on master sheets **or online templates**.
2. {X} While teachers are required to be thoroughly prepared for each daily lesson, plans may be prepared for each lesson or on a long-term basis, i.e. unit of work, whichever is most appropriate.
3. {X} Material to be used in a lesson(s), such as **printed or digital** material **and audiovisual resources**, may serve as an integral part of the plan.
4. {X} Lesson plans for individualized programs should reflect a general overview and purpose of the instructional program; individual student **plans or** records may serve as an integral part of the lesson plan.

PSBA Revision 8/20 © 2020 PSBA

Legal	1. 24 P.S. 1850.1
	Pol. 113
	Pol. 814
	Pol. 815

Book	Policy Manual
Section	100 Programs
Title	Extracurricular Activities
Code	122 Vol VI 2020
Status	Second Reading
Last Revised	December 11, 2020

Purpose

The Joint Operating Committee believes that the ~~center's (school's)~~ goals and objectives are best achieved by a diversity of learning experiences, some of which are more appropriately conducted outside the regular curricular program of the ~~center (school)~~. The Joint Operating Committee strongly supports vocational student organizations.

Definitions

For purposes of this policy, **extracurricular activities** shall be those programs that are sponsored or approved by the Joint Operating Committee; are conducted wholly or partly outside the regular school day; are marked by student participation in the processes of initiation, planning, organizing, and execution; and are equally available to all students who voluntarily elect to participate.^[1]

~~{ } For purposes of this policy, an **athletic activity** shall mean all of the following: ^[2]^[3]An athletic contest or competition, other than interscholastic athletics, that is sponsored by or associated with the center (school), including cheerleading, club sponsored sports activities and sports activities sponsored by center (school) affiliated organizations.~~

- ~~1. Noncompetitive cheerleading that is sponsored by or associated with the center (school). Practices, interschool practices and scrimmages for all athletic activities.~~

Authority

The Joint Operating Committee shall make the facilities, supplies and equipment of the ~~center (school)~~ available and shall assign staff members for the support of extracurricular activities for students. Such availability and assignment shall be in accordance with the Equal Access Act.^[4]^[5]^[6]^[7]^[8]

Any extracurricular activity shall be considered to be under the sponsorship of the Joint Operating Committee when it has been

- ~~{X}~~ approved by the Joint Operating Committee on recommendation of the Administrative Director.
- ~~{X}~~ approved by the Administrative Director and reported to the Joint Operating Committee for their information and review.
- ~~{X}~~ approved by the Administrative Director.

The Joint Operating Committee shall maintain the program of extracurricular activities at no cost to participating students, except that:

- ~~{X}~~ The Joint Operating Committee's responsibility for provision of supplies shall carry the same exemptions as stated in the policy on regular ~~center (school)~~ supplies.^[9]
- ~~{X}~~ Students may assume all or part of the costs for travel and attendance at extracurricular events and trips.
- ~~{X}~~ Where eligibility requirements are necessary or desirable, the Joint Operating Committee shall be informed and must approve the establishment of eligibility standards before they are operable.

Off-Campus Activities

This policy shall also apply to student conduct that occurs off ~~center (school)~~ property and would otherwise violate the Code of Student Conduct if any of the following circumstances exist:^[10]

- The conduct occurs during the time the student is traveling to and from the ~~center (school)~~ or a ~~center (school)~~-sponsored activity, whether or not via ~~center (school)~~ furnished transportation.
- The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.
- Student expression or conduct materially and substantially disrupts the operations of the ~~center (school)~~, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the ~~center (school)~~.
- The conduct has a direct nexus to attendance at the ~~center (school)~~ or a ~~center (school)~~-sponsored activity, for example, a transaction conducted outside of the ~~center (school)~~ pursuant to an agreement made in the ~~center (school)~~, that would violate the Code of Student Conduct if conducted in the ~~center (school)~~.
- The conduct involves the theft or vandalism of ~~center (school)~~ property.
- There is otherwise a nexus between the proximity or timing of the conduct in relation to the student's attendance at the ~~center (school)~~ or ~~center (school)~~-sponsored activities.

Delegation of Responsibility

~~{ } Each school year, prior to participation in an athletic activity, every student athlete and **their** parent/guardian shall sign and return the acknowledgement of receipt and review of the following: ^[2]^[11]^[12]^[13]Concussion and Traumatic Brain Injury Information Sheet.~~

- ~~Sudden Cardiac Arrest Symptoms and Warning Signs Information Sheet. The Administrative Director or designee shall develop administrative regulations to implement the extracurricular activities program.~~

Guidelines

Guidelines shall ensure that the program of extracurricular activities:

1. {X} Assesses the needs and interests of and is responsive to students.
2. {X} Invites the participation of parents/guardians and community in developing extracurricular activities. Such participation shall be in accordance with the Equal Access Act.[\[4\]](#)
3. {X} Involves students in developing and planning extracurricular activities.
4. {X} Ensures provision of competent guidance and supervision by staff.
5. {X} Guards against exploitation of students.
6. {X} Provides a variety of experiences and diversity of organizational models.
7. {X} Provides for continuing evaluation of the program and its components.
8. {X} Ensures that all extracurricular activities are open to all students and that all students are fully informed of the opportunities open to them.[\[1\]](#)
[\[14\]](#)

Equal Access Act

The ~~center-(school)~~ shall provide secondary students the opportunity for noncurriculum-related student groups to meet on the ~~center-(school)~~ premises during noninstructional time for the purpose of conducting a meeting within the limited open forum on the basis of religious, political, philosophical, or other content of the speech at such meetings. Such meetings must be voluntary, student-initiated, and not sponsored in any way by the ~~center-(school)~~, its agents or employees.[\[4\]](#)

Noninstructional time is the time set aside by the ~~center-(school)~~ before actual classroom instruction begins or after actual classroom instruction ends.

The meetings cannot materially and substantially interfere with the orderly conduct of the educational activities in the ~~center-(school)~~.

The Administrative Director or designee shall establish the length of sessions, number per week, and other limitations deemed reasonably necessary.

The ~~center-(school)~~ retains the authority to maintain order and discipline on ~~center-(school)~~ premises in order to protect the well-being of students and employees and to ensure that student attendance at such meetings is voluntary.

NOTES:

Only use the language related to athletic activities, the Concussion and Traumatic Brain Injury Information Sheet, and the Sudden Cardiac Arrest Symptoms and Warning Signs Information Sheet, if the center or school offers such athletic programs or activities.

PSBA Revision 9/20 © 2020 PSBA

Legal

1. 22 PA Code 12.1
2. 24 P.S. 1425
3. 24 P.S. 5322
4. 20 U.S.C. 4071 et seq
5. 24 P.S. 1850.1
6. 24 P.S. 511
7. Pol. 103
8. Pol. 103.1
9. Pol. 110
10. Pol. 218
11. 24 P.S. 5323
12. Pol. 122.1
13. Pol. 122.2
14. 22 PA Code 12.4
- 24 P.S. 5321 et seq

Book	Policy Manual
Section	100 Programs
Title	Discipline of Students With Disabilities
Code	113.1
Status	Second Reading
Last Revised	December 11, 2020

Purpose

The ~~center (school)~~ shall implement Positive Behavior Support Plans and programs for students with disabilities who require specific interventions to address behaviors that interfere with learning.[\[1\]](#)[\[2\]](#)[\[3\]](#)

Students with disabilities who violate the Code of Student Conduct, or engage in inappropriate behavior, disruptive or prohibited activities and/or actions injurious to themselves or others, which would typically result in corrective action or discipline of students without disabilities, shall be disciplined in accordance with state and federal laws and regulations and Joint Operating Committee policy and, if applicable, their Individualized Education Program (IEP) and **Positive** Behavior Support Plan.[\[1\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)~~[\[8\]](#)~~

Definitions

Students with disabilities - school-aged children who have been evaluated and found to have one or more disabilities as defined by law, and who require, because of such disabilities, special education and related services.[\[2\]](#)

Suspensions from school - disciplinary exclusions from school for a period of one (1) to ten (10) consecutive school days.[\[7\]](#)[\[9\]](#)

Expulsions from school - disciplinary exclusions from the ~~center (school)~~ by the Joint Operating Committee, for a period exceeding ten (10) consecutive school days and may include permanent exclusion from the ~~center (school)~~. The ~~center (school)~~ shall coordinate actions involving expulsions with the student's school district of residence as required by law or the agreement between the sending school district and Joint Operating Committee.[\[7\]](#)[\[9\]](#)

Interim alternative educational settings - removal of a student with a disability from **the student's** current placement. Interim alternative educational settings may be used by school personnel for up to forty-five (45) school days for certain infractions committed by students with disabilities. The IEP team shall determine the interim alternative educational setting; however, this does not constitute a change in placement for a student with a disability.[\[5\]](#)[\[10\]](#)

Authority

The Joint Operating Committee directs that the ~~center (school)~~ shall comply with provisions and procedural safeguards of the Individuals With Disabilities Education Act (IDEA) and federal and state regulations, and shall coordinate with the student's school district of residence when disciplining students with disabilities for violations of Joint Operating Committee policy or ~~center (school)~~ rules or regulations. No student with a disability shall be subjected to a disciplinary change in placement if the student's particular misconduct is a manifestation of his/her disability. However, under certain circumstances, in coordination with the student's school district of residence, a student with a disability may be placed in an interim alternative educational setting by school personnel or the IEP team could, if appropriate, change the student's educational placement to one which is more restrictive than the placement where the misconduct occurred.[\[4\]](#)[\[5\]](#)[\[10\]](#)

Provision of Education During Disciplinary Exclusions

During any period of expulsion, or suspension from the ~~center (school)~~ for more than ten (10) cumulative days in a year, or placement in an interim alternative educational setting for disciplinary reasons, a student with a disability shall continue to receive a free and appropriate **public** education (**FAPE**), in accordance with law. The student's school district of residence shall be responsible to provide **FAPE** in the event of an expulsion from the ~~center (school)~~.[\[5\]](#)[\[9\]](#)[\[11\]](#)

Guidelines

Suspension From School

A student with a disability may be suspended for ten (10) consecutive and fifteen (15) cumulative days of school per school year, for the same reasons and duration as a student without a disability. Such suspension shall not constitute a change in the student's educational placement.[\[4\]](#)[\[5\]](#)[\[9\]](#)[\[10\]](#)[\[12\]](#)

Changes in Educational Placement/Manifestation Determinations

For disciplinary exclusions which constitute a change in educational placement, the ~~center (school)~~, in coordination with the student's school district of residence and IEP team, shall first determine whether the student's behavior is a manifestation of **the student's** disability. Expulsion, or exclusion from school for more than fifteen (15) cumulative days in a year, or patterns of suspensions for substantially identical behaviors constitute changes in educational placements requiring a manifestation determination. For students with intellectual disability, any disciplinary suspension or expulsion is a change in educational placement.[\[4\]](#)[\[5\]](#)

A student with a disability whose behavior is not a manifestation of **the student's** disability may be disciplined in accordance with Joint Operating Committee policy, ~~center (school)~~ rules and regulations in the same manner and to the same extent as students without disabilities.[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)

Parent/Guardian Appeals From Disciplinary Actions/Request for Hearing by Center (School) for Students Who are a Danger to Themselves or Others

A due process hearing may be requested by a parent/guardian of a student with a disability who disagrees with a disciplinary placement or manifestation determination, or by the ~~center (school)~~, in coordination with the student's school district of residence, if the ~~center (school)~~ believes that the current placement is substantially likely to result in injury to the student or others. On parent/guardian appeal, or when the ~~center (school)~~, in coordination with the student's school district of residence, requests a due process hearing, the hearing officer may return the student to the placement from which **the student** was removed or order **the student's** removal to an appropriate interim alternative educational setting for up to forty-five (45) school days if the hearing officer determines that maintaining **the student's** current placement is substantially likely to result in an injury to the student or others.[\[10\]](#)[\[13\]](#)

Placement during appeals of disciplinary actions shall be in the interim alternative educational setting pending the decision of the hearing officer or expiration of the time period set for the disciplinary exclusion from the student's regular placement unless the ~~center (school)~~, school district of residence and the parent/guardian agree otherwise.[\[10\]](#)[\[14\]](#)

Students Not Identified as Disabled/Pending Evaluation

Students who have not been identified as disabled may be subject to the same disciplinary measures applied to students without disabilities if the ~~center (school)~~ did not have knowledge of the disability. If a request for evaluation is made during the period the student is subject to disciplinary measures, the ~~center (school)~~ shall contact the student's school district of residence and an evaluation shall be expedited.[\[10\]](#)[\[15\]](#)

Administrative Removal to Interim Alternative Educational Setting for Certain Infractions

~~Center (School)~~ personnel shall contact the student's school district of residence and notify it of the need to remove a student with a disability, including intellectual disability, to an interim alternative educational setting for not more than forty-five (45) school days without regard to whether the behavior is determined to be a manifestation of the student's disability if the student:[\[5\]](#)[\[10\]](#)

1. Carries a weapon to or possesses a weapon at the ~~center (school)~~, on ~~center (school)~~ property, or at ~~center (school)~~ functions. For purposes of this provision, **weapon** is defined as a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than two and one-half (2 ½) inches in length.[\[5\]](#)[\[10\]](#)[\[16\]](#)[\[17\]](#)
2. Knowingly possesses or uses illegal drugs, as defined by law, or sells or solicits the sale of a controlled substance, as defined by law, while at the ~~center (school)~~, on ~~center (school)~~ property, or at ~~center (school)~~ functions.[\[5\]](#)[\[10\]](#)[\[18\]](#)[\[19\]](#)
3. Has inflicted serious bodily injury upon another person while at the ~~center (school)~~, on ~~center (school)~~ property, or at ~~center (school)~~ functions. For purposes of this provision, **serious bodily injury** means bodily injury which involves a substantial risk of death, extreme physical pain, protracted and obvious disfigurement, or protracted loss or impairment of the function of a bodily member, organ or mental faculty.[\[5\]](#)[\[10\]](#)[\[20\]](#)

~~Center (School)~~ personnel shall provide the student's school district of residence with the supporting information necessary for the school district of residence and the student's IEP team to determine the interim alternative educational setting for the student.

Referral to Law Enforcement And Reporting Requirements

For reporting purposes, the term **incident** shall mean an instance involving an act of violence; the possession of a weapon; the possession, use, or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use, or sale of alcohol or tobacco; or conduct that constitutes an offense listed under the Safe Schools Act.[\[21\]](#)[\[22\]](#)[\[23\]](#)

The Administrative Director or designee shall immediately report required incidents and may report discretionary incidents committed on ~~center (school)~~ property, at any ~~center (school)~~-sponsored activity or on a conveyance providing transportation to or from the ~~center (school)~~ or a ~~center (school)~~-sponsored activity by a student with a disability, including a student for whom an evaluation is pending, to the local police department that has jurisdiction over the ~~center's (school's)~~ property, in accordance with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Joint Operating Committee policies. The Administrative Director or designee, in coordination with the student's school district of residence, shall respond to such incidents in accordance with law and regulations and, if applicable, the procedures, methods and techniques defined in the student's **Positive** Behavior Support Plan.[\[1\]](#)[\[3\]](#)[\[6\]](#)[\[10\]](#)[\[17\]](#)[\[19\]](#)[\[21\]](#)[\[24\]](#)[\[25\]](#)[\[26\]](#)[\[27\]](#)[\[28\]](#)[\[29\]](#)[\[30\]](#)[\[31\]](#)[\[32\]](#)[\[33\]](#)

For a student with a disability who does not have a **Positive** Behavior Support Plan, subsequent to notification to law enforcement, the ~~center (school)~~ shall contact the student's school district of residence to convene the student's IEP team to consider whether a **Positive** Behavior Support Plan should be developed to address the student's behavior, in accordance with law, regulations and Joint Operating Committee policy.[\[1\]](#)[\[3\]](#)[\[26\]](#)

When reporting an incident committed by a student with a disability to the appropriate authorities, the ~~center (school)~~, in coordination with the student's school district of residence, shall provide the information required by state and federal laws and regulations and shall ensure that copies of the special education and disciplinary records of the student are transmitted for consideration by these authorities. The ~~center (school)~~ **shall ensure compliance with the Family Educational Rights and Privacy Act when transmitting copies of the student's special education and disciplinary records.**[\[10\]](#)[\[21\]](#)[\[24\]](#)[\[25\]](#)[\[26\]](#)[\[29\]](#)[\[33\]](#)[\[34\]](#)[\[35\]](#)[\[36\]](#)[\[37\]](#)

In accordance with state law, the Administrative Director shall annually, by July 31, report to the Office for Safe Schools on the required form all new incidents committed by students with disabilities, including students for whom an evaluation is pending, which occurred on ~~center (school)~~ property, at any ~~center (school)~~-sponsored activity or on a conveyance providing transportation to or from the ~~center (school)~~ or a ~~center (school)~~-sponsored activity.[\[22\]](#)[\[33\]](#)

1. 22 PA Code 14.133
2. Pol. 113
3. Pol. 113.2
4. 22 PA Code 14.143
5. 34 CFR 300.530
6. Pol. 218
7. Pol. 233
8. Pol. 832
9. 22 PA Code 12.6
10. 20 U.S.C. 1415
11. 20 U.S.C. 1412
12. 34 CFR 300.536
13. 34 CFR 300.532
14. 34 CFR 300.533
15. 34 CFR 300.534
16. 18 U.S.C. 930
17. Pol. 218.1
18. 21 U.S.C. 812
19. Pol. 227
20. 18 U.S.C. 1365
21. 22 PA Code 10.2
22. 24 P.S. 1303-A
23. 35 P.S. 780-102
24. 22 PA Code 10.21
25. 22 PA Code 10.22
26. 22 PA Code 10.23
27. 22 PA Code 10.25
28. 24 P.S. 1302.1-A
29. 34 CFR 300.535
30. Pol. 103.1
31. Pol. 218.2
32. Pol. 222
33. Pol. 805.1
34. 20 U.S.C. 1232g
35. 34 CFR Part 99
36. Pol. 113.3
37. Pol. 216
- 20 U.S.C. 1400 et seq
- 34 CFR Part 300

Book	Policy Manual
Section	100 Programs
Title	Behavior Support
Code	113.2 Vol VI 2020
Status	Second Reading
Last Revised	December 11, 2020

Purpose

Students with disabilities shall be educated in the least restrictive environment **(LRE) in accordance with their Individualized Education Program (IEP)** and shall only be placed in settings other than the regular education class when the nature or severity of the student’s disability is such that education in the regular education class with the use of appropriate supplementary aids and services cannot be achieved satisfactorily **and cannot meet the needs of the student**. The IEP team for a student with a disability shall develop a Positive Behavior Support Plan if the student requires specific intervention to address behavior that interferes with learning. A representative from the school shall participate on the IEP team to provide input regarding placement decisions and development of the Positive Behavior Support Plan.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)

Authority

The Joint Operating Committee directs that the ~~center~~ (school) shall implement students’ **Positive Behavior Support Plans** based on positive rather than negative behavior techniques to ensure that students shall be free from demeaning treatment and unreasonable use of restraints or other aversive techniques. The use of restraints shall be considered a measure of last resort and shall only be used after other less restrictive measures, including de-escalation techniques. Behavior support programs and plans shall be based on a functional **behavioral assessment** and shall include a variety of research-based techniques to develop and maintain skills that will enhance students’ opportunity for learning and self-fulfillment.[\[1\]](#)[\[2\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)

Definitions

The following terms shall have these meanings, unless the context clearly indicates otherwise.[\[2\]](#)

Aversive techniques - deliberate activities designed to establish a negative association with a specific behavior.

Behavior support - development, change and maintenance of selected behaviors through the systematic application of behavior change techniques.

Positive Behavior Support Plan or Behavior Intervention Plan - plan for students with disabilities who require specific intervention to address behavior that interferes with learning. A Positive Behavior Support Plan shall be developed by the IEP team, be based on a functional behavioral assessment, and become part of the individual student’s IEP. These plans must include methods that use positive reinforcements, other positive techniques and related services required to assist a student with a disability to benefit from special education.

Positive techniques - methods that utilize positive reinforcement to shape a student's behavior, ranging from the use of positive verbal statements as a reward for good behaviors to specific tangible rewards.

Restraints - application of physical force, with or without the use of any device, designed to restrain free movement of a student’s body, excluding the following:

1. Briefly holding a student, without force, to calm or comfort **the student**.
2. Guiding a student to an appropriate activity.
3. Holding a student’s hand to escort **the student** safely from one area to another.
4. Hand-over-hand assistance with feeding or task completion.
5. Techniques prescribed by a qualified medical professional for reasons of safety or for therapeutic or medical treatment, as agreed to by the student’s parents/guardians and specified in the IEP.
6. Mechanical restraints governed by this policy, such as devices used for physical or occupational therapy, seatbelts in wheelchairs or on toilets used for balance and safety, safety harnesses in buses, and functional positioning devices.

Students with disabilities - school-aged children who have been evaluated and found to have one or more disabilities as defined by law, and who require, because of such disabilities, special education and related services.[\[10\]](#)

Delegation of Responsibility

The Administrative Director or designee shall ensure that this Joint Operating Committee policy is implemented in accordance with federal and state laws and regulations.

The Administrative Director or designee shall develop administrative regulations to implement this policy.

The Administrative Director or designee shall provide regular training, and retraining as needed, of staff in the use of specific procedures, methods and techniques, including **de-escalation techniques, emergency responses and** restraints, that will be used to implement positive behavior supports or interventions in accordance with students’ IEPs, **Positive Behavior Support Plans** and Joint Operating Committee policy.[\[2\]](#)

The Administrative Director or designee shall maintain and report data on the use of restraints to participating school districts, as required.[\[2\]](#)

Guidelines

When an intervention is necessary to address problem behavior, the **positive techniques and** types of intervention chosen for a student shall be the least intrusive necessary.[\[2\]](#)

Physical Restraints

Restraints to control acute or episodic aggressive behavior may be used only when the student is acting in a manner that presents a clear and present danger to the student, other students or employees, and only when less restrictive measures and techniques have proven to be or are less effective.[2]

The Administrative Director or designee shall notify the parent/guardian and student's school district of residence as soon as practicable of the use of restraints to control the aggressive behavior of the student and shall request a meeting of the IEP team **to** convene within ten (10) school days of the use of restraints, unless the parent/guardian, after written notice from the student's school district of residence, agrees in writing to waive the meeting. At this meeting, the IEP team shall consider whether the student needs a functional behavioral assessment, re-evaluation, a new or revised Positive Behavior Support Plan, or a change of placement to address the inappropriate behavior.[2]

Mechanical Restraints

Mechanical restraints, which are used to control involuntary movement or lack of muscular control of **a student** when due to organic causes or conditions, may be employed only when specified by an IEP and as determined by a medical professional qualified to make the determination, and as agreed to by the student's parents/guardians and school district of residence.[2]

Mechanical restraints shall prevent a student from injuring **the student** or others or promote normative body positioning and physical functioning.

Aversive Techniques

The following aversive techniques of handling behavior are considered inappropriate and shall not be used in educational programs:[2]

1. Corporal punishment.
2. Punishment for a manifestation of a student's disability.
3. Locked rooms, locked boxes, other locked structures or spaces from which the student cannot readily exit.
4. Noxious substances.
5. Deprivation of basic human rights, such as withholding meals, water or fresh air.
6. Suspensions constituting a pattern as defined in state regulations.[12]
7. Treatment of a demeaning nature.
8. Electric shock.
9. Methods implemented by untrained personnel.
10. Prone restraints, which are restraints by which a student is held face down on the floor.

Referral to Law Enforcement

The Administrative Director or designee shall immediately report required incidents and may report discretionary incidents committed on ~~center (school)~~ property, at any ~~center (school)~~-sponsored activity or on a conveyance providing transportation to or from the ~~center (school)~~ or a ~~center (school)~~-sponsored activity by a student with a disability, including a student for whom an evaluation is pending, to the local police department that has jurisdiction over the ~~center's (school's)~~ property, in accordance with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Joint Operating Committee policies. The Administrative Director or designee, in coordination with the student's school district of residence, shall respond to such incidents in accordance with law and regulations and, if applicable, the procedures, methods and techniques defined in the student's **Positive** Behavior Support Plan.[2][7][11][13][14][15][16][17][18][19][20][21][22][23][24][25][26]

For a student with a disability who has a Positive Behavior Support Plan at the time of referral, subsequent to notification to law enforcement, the ~~center (school)~~ shall contact the student's school district of residence to request an updated functional behavioral assessment and **Positive** Behavior Support Plan.[2][9][16]

For a student with a disability who does not have a **Positive** Behavior Support Plan, subsequent to notification to law enforcement, the ~~center (school)~~ shall contact the student's school district of residence to convene the student's IEP team to consider whether a **Positive** Behavior Support Plan should be developed to address the student's behavior, in accordance with law and regulations.[2][16]

Relations With Law Enforcement

The ~~center (school)~~ shall provide a copy of its administrative regulations and procedures for implementing **positive** behavior support plans to each local police department that has jurisdiction over ~~center (school)~~ property. Updated copies shall be provided each time the administrative regulations and procedures are revised by the center (school).[16][26]

The ~~center (school)~~ shall invite representatives of each local police department that has jurisdiction over ~~center (school)~~ property to participate in ~~center (school)~~ training on the use of positive behavior supports, de-escalation techniques and appropriate responses to student behavior that may require intervention.[2][16][26]

1. 20 U.S.C. 1414
2. 22 PA Code 14.133
3. 22 PA Code 14.145
4. 22 PA Code 339.21
5. 34 CFR 300.114
6. 34 CFR 300.324
7. 20 U.S.C. 1415
8. 34 CFR 300.34
9. 34 CFR 300.530
10. Pol. 113
11. Pol. 113.1
12. 22 PA Code 14.143
13. 22 PA Code 10.2
14. 22 PA Code 10.21
15. 22 PA Code 10.22
16. 22 PA Code 10.23
17. 22 PA Code 10.25
18. 24 P.S. 1302.1-A
19. 34 CFR 300.535
20. Pol. 103.1
21. Pol. 218
22. Pol. 218.1
23. Pol. 218.2
24. Pol. 222
25. Pol. 227
26. Pol. 805.1
- 24 P.S. 1303-A
- 20 U.S.C. 1400 et seq
- 34 CFR Part 300

Pennsylvania Training and Technical Assistance Network, Question and Answer Compendium, January 2020

Book	Policy Manual
Section	100 Programs
Title	Confidentiality of Special Education Student Information
Code	113.3 Vol VI 2020
Status	Second Reading
Last Revised	December 11, 2020

Authority

The Joint Operating Committee recognizes the need to protect the confidentiality of personally identifiable information in the education records of students with disabilities.[\[1\]](#)[\[2\]](#)

The ~~center (school)~~ shall maintain a system of safeguards to protect the confidentiality of students' educational records and personally identifiable information when collecting, retaining, disclosing and destroying student special education records, in accordance with Joint Operating Committee policy, state requirements, and federal and state law and regulations.[\[2\]](#)[\[3\]](#)

The rights provided by this policy apply to parents/guardians of students who receive special education programming and services implemented by the ~~center (school)~~ or an outside program provided through the center (school).[\[4\]](#)[\[5\]](#)

Definitions

Destruction shall mean the physical destruction or removal of personal identifiers from information so that the information is no longer personally identifiable.[\[6\]](#)

Disclosure shall mean to permit access to or the release, transfer, or other communication of personally identifiable information contained in education records by any means, including oral, written, or electronic means, to any party except the party identified as the party that provided or created the record.[\[7\]](#)

Education records, for purposes of this policy, shall include the records and information covered under the definition of education records in the Family Educational Rights and Privacy Act (FERPA) and its implementing regulations.[\[2\]](#)[\[7\]](#)[\[8\]](#)

Personally identifiable information includes, but is not limited to:[\[7\]](#)[\[9\]](#)

1. The name of a student, the student's parents/guardians or other family members.
2. The address of the student or student's family.
3. A personal identifier, such as the student's social security number, student number, or biometric record.
4. Other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name.
5. Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty.
6. Information requested by a person who the ~~center (school)~~ reasonably believes knows the identity of the student to whom the education record relates.

Guidelines

Parental Access Rights

The ~~center (school)~~ shall permit parents/guardians to inspect and review any education records relating to their child(ren) that are collected, retained, or used by the ~~center (school)~~ in connection with providing or implementing special education services to the student.[\[10\]](#)[\[11\]](#)

The ~~center (school)~~ shall comply with a parental request to inspect and review education records without unnecessary delay and before any meeting regarding an Individualized Education Program (IEP); any impartial due process hearing relating to the identification, evaluation, educational placement, or the provision of a free and appropriate public education (FAPE) to a student; a hearing related to the discipline of the student; and a resolution meeting.

The ~~center (school)~~ shall presume a parent/guardian has authority to inspect and review records relating to **their** child unless it has been provided documentation that the requesting parent/guardian does not have this authority under applicable state law.[\[10\]](#)[\[12\]](#)

The ~~center (school)~~ shall comply with a parental request for review within forty-five (45) days following receipt of the request.[\[10\]](#)[\[11\]](#)

A parent's/guardian's right to inspect and review education records includes the right to:

1. A response from the ~~center (school)~~ to reasonable requests for explanations and interpretations of the records;
2. Request that the ~~center (school)~~ provide copies of the records if failure to provide copies would effectively prevent the parent/guardian from exercising the right to inspect and review the records; and
3. Have a representative inspect and review the records.

If an education record includes information on more than one (1) student, the parents/guardians shall have access only to the information relating to their child or shall be informed of the information in the record.[\[13\]](#)[\[14\]](#)

The ~~center (school)~~ shall provide parents/guardians, upon request, a list of the types and locations of education records collected, maintained, or used by the ~~center (school)~~.[\[15\]](#)

Fees

The ~~center (school)~~ may charge a fee for copies of records that are made for parents/guardians so long as the fee does not effectively prevent parents/guardians from exercising their right to inspect and review those records. [\[16\]](#)[\[17\]](#)

The ~~center (school)~~ shall not charge a fee to search for or to retrieve information in response to a parental request.

Record of Access

The ~~center (school)~~ shall keep a record of parties obtaining access to education records collected, maintained, or used in providing or implementing special education **and related** services to students with disabilities, except access by parents/guardians and authorized ~~center (school)~~ employees. [\[18\]](#)

The ~~center (school)~~'s record of access shall include the name of the party, the date access was given, and the purpose for which the party is authorized to use the records.

Amendment of Records Upon Parental Request

If a parent/guardian believes that information in the student's education records is inaccurate, misleading or violates the privacy or other rights of the student, the parent/guardian may request that the ~~center (school)~~ amend the information. If the information in question was provided by the student's school district of residence, the ~~center (school)~~ shall coordinate with the school district of residence to address a request for amendment. [\[19\]](#)[\[20\]](#)

The ~~center (school)~~ shall decide whether to amend the information within a reasonable period of time from receipt of the request.

If the ~~center (school)~~ declines to amend the information in accordance with a parental request, the ~~center (school)~~ shall inform the parent/guardian of the refusal and advise the parent/guardian of the right to a hearing.

Records Hearing

The ~~center (school)~~ shall, on request, provide parents/guardians with an opportunity for a hearing to challenge information in the student's education records to ensure that the information is not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. The ~~center (school)~~ recognizes that parents/guardians who believe that there is a due process violation relating to an alleged violation of confidentiality may also request a special education due process hearing. If the information in question was provided by the student's school district of residence, the ~~center (school)~~ shall coordinate with the school district of residence to address the request for a hearing. [\[21\]](#)[\[22\]](#)[\[23\]](#)

Hearing Procedures

A hearing to challenge information in education records must meet the following requirements: [\[24\]](#)[\[25\]](#)

1. The ~~center (school)~~ shall hold the hearing within a reasonable time after receiving the request for a hearing.
2. The ~~center (school)~~ shall give the parent/guardian reasonable advanced written notice of the date, time, and place of the hearing.
3. The hearing may be conducted by any individual, including a ~~center (school)~~ official, who does not have a direct interest in the outcome of the hearing.
4. The ~~center (school)~~ shall give the parent/guardian a full and fair opportunity to present relevant evidence. The parent/guardian may, at **their** own expense, be assisted or represented by one (1) or more individuals of **their** choice, including an attorney.
5. The ~~center (school)~~ shall inform parents/guardians of its decision in writing within a reasonable period of time after the hearing.
6. The decision must be based solely on the evidence presented at the hearing, and must include a summary of the evidence and the reasons for the decision.

Result of Hearing

If, as a result of the hearing, the ~~center (school)~~ decides that the information is inaccurate, misleading, or otherwise in violation of the student's privacy or other rights, the center (school) shall amend the information accordingly and inform the parent/guardian in writing. [\[23\]](#)[\[26\]](#)

If, as a result of the hearing, the ~~center (school)~~ decides that the information is not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights, the ~~center (school)~~ shall inform the parent/guardian of the parent's/guardian's right to place in the student's records a statement commenting on the information and/or providing any reasons for disagreeing with the ~~center (school)~~'s decision.

Any explanation placed in the student's records shall be:

1. Maintained by the ~~center (school)~~ as part of the student's records as long as the record or contested portion is maintained by the ~~center (school)~~; and
2. Included with the record or contested portion if the record or contested portion are disclosed to any party.

Storage, Retention and Destruction of Information

The ~~center (school)~~ shall store all education records and personally identifiable information of students receiving special education services in such a way as to protect the confidentiality and integrity of the records and information, prevent unauthorized access to and disclosure of records and information, and ensure compliance with other legal and regulatory requirements regarding records retention. [\[27\]](#)

The ~~center (school)~~ shall maintain, for public inspection, a current listing of the names and positions of those ~~center (school)~~ employees who have access to personally identifiable information. [\[27\]](#)

In order to comply with state compliance monitoring requirements, the center (school) shall maintain education records for students receiving special education services for at least six (6) years. [\[2\]](#)

The ~~center (school)~~ shall inform parents/guardians when personally identifiable information collected, maintained, or used is no longer needed to provide educational services to the student. After notice, such information shall be destroyed upon parental request. [\[28\]](#)

No education record shall be destroyed if there is an outstanding request to inspect or review the record or if a litigation hold exists. [\[11\]](#)

The ~~center (school)~~

{ } shall

{ } may

maintain a permanent record of the student's name, address, and phone number, grades, attendance record, classes attended, grade level or program completed, and year completed.^[28]

The ~~center (school)~~ shall ensure the destruction of education records in a manner that protects the confidentiality and privacy rights of the student and **the student's** family.^[27]

Disclosure to Third Parties

The ~~center (school)~~ shall obtain parental consent before disclosing personally identifiable information to parties other than ~~center (school)~~ officials with a legitimate educational interest or other educational institutions that provide special education services to the student for the purposes of meeting a requirement of law or regulation unless the information is contained in education records and the disclosure is permitted without parental consent under law and regulations.^{[2][29][30][31][32][33][34]}

Parental consent must be obtained before personally identifiable information is released to officials of participating agencies providing or paying for transition services.^[30]

Disclosure to Law Enforcement

When reporting an incident committed by a student with a disability to the appropriate authorities, in accordance with applicable law, regulations and Joint Operating Committee policy, the center (school) shall provide the information required by state and federal laws and regulations and shall ensure that copies of the special education and disciplinary records of the student are transmitted for consideration by these authorities. The center (school) shall ensure compliance with the Family Educational Rights and Privacy Act when transmitting copies of the student's special education and disciplinary records.^{[2][8][33][35][36][37][38][39][40][41][42]}

Delegation of Responsibility

In order to maintain the confidentiality of the educational records and personally identifiable information of students with disabilities, the Joint Operating Committee designates the Administrative Director or designee to coordinate the ~~center (school)~~'s efforts to comply with this policy and applicable laws and regulations.^[27]

All ~~center (school)~~ employees collecting or using personally identifiable information shall receive training or instruction regarding Joint Operating Committee policy, administrative regulations, and state and federal law and regulations regarding confidentiality of education records and personally identifiable information.^[27]

1. Pol. 113
2. Pol. 216
3. 34 CFR 300.611-300.627
4. 34 CFR 300.520
5. 34 CFR 300.625
6. 34 CFR 300.611
7. 34 CFR 99.3
8. 20 U.S.C. 1232g
9. 34 CFR 300.32
10. 34 CFR 300.613
11. 34 CFR 99.10
12. 34 CFR 99.4
13. 34 CFR 300.615
14. 34 CFR 99.12
15. 34 CFR 300.616
16. 34 CFR 300.617
17. 34 CFR 99.11
18. 34 CFR 300.614
19. 34 CFR 300.618
20. 34 CFR 99.20
21. 34 CFR 300.510-300.516
22. 34 CFR 300.619
23. 34 CFR 99.21
24. 34 CFR 300.621
25. 34 CFR 99.22
26. 34 CFR 300.620
27. 34 CFR 300.623
28. 34 CFR 300.624
29. 34 CFR 300.154
30. 34 CFR 300.622
31. 34 CFR 99.30
32. 34 CFR 99.31
33. Pol. 113.1
34. Pol. 113.2
35. 20 U.S.C. 1415
36. 22 PA Code 10.2
37. 22 PA Code 10.21
38. 22 PA Code 10.22
39. 22 PA Code 10.23
40. 34 CFR 300.535
41. 34 CFR Part 99
42. Pol. 805.1
- 20 U.S.C. 1400 et seq
- 34 CFR Part 300

Pennsylvania Department of Education Individuals With Disabilities Education Act Part B LEA Policies and Procedures under 34 CFR §§300.101 - 300.176 (2018)

Bureau of Special Education Letter to School Entities on Retention of Records, Dated November 9, 2009

Book	Policy Manual
Section	100 Programs
Title	Cooperative Education
Code	115
Status	Second Reading
Adopted	June 28, 2018
Last Revised	December 11, 2020

Purpose

The Joint Operating Committee endorses a cooperative relationship between the school and business and industry. Students benefit from this relationship by having the opportunity to translate learning to the workplace. Business and industry benefit by utilizing and training skilled workers.

Authority

The Joint Operating Committee shall approve and support cooperative career and technical education and work-study programs and shall supervise the nature and conduct of student employment.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)

The Joint Operating Committee shall ensure that all students and parents/guardians are informed of the student's rights to participate in career and technical education programs and courses and that students with disabilities enrolled in such programs are entitled to services under state and federal laws and regulations.[\[1\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)

Definition

Cooperative career and technical education - a planned method of instruction developed through a signed cooperative arrangement among school representatives, students, parents/guardians and employers in the community to provide students with an opportunity to alternate in-school academic and career and technical instruction in entry-level paid employment in an occupational field, in which the student's total occupational work experience is planned, coordinated and supervised by the school in close cooperation with the employer.[\[9\]](#)[\[10\]](#)[\[11\]](#)

Delegation of Responsibility

The Director or designee shall be responsible for developing procedures which ensure that students participating in cooperative education and work-study programs are not exploited, illegally employed, or employed under conditions that fail to safeguard their health and safety.

Guidelines

Child Abuse Prevention Requirements

Employers who participate in school internship, externship, work study, co-op, or similar programs shall adopt policies and procedures that ensure compliance with the following procedures required by the Child Protective Services Law.

Identification of Adult Responsible for Child's Welfare -

When a school student under the age of eighteen (18) years old participates in an internship, externship, work study, co-op, or similar program with an outside employer, the school and the employer shall, prior to commencing participation, identify an adult(s) who will be the student's supervisor while the child participates in the program. The identified adult(s) will be the person responsible for the child's welfare.[\[12\]](#)[\[13\]](#)

The identified adult(s) shall be in the immediate vicinity of the child at regular intervals during the program. **Immediate vicinity** shall mean an area in which an individual is physically present with a child and can see, hear, direct and assess the activities of the child.[\[12\]](#)[\[13\]](#)

Certifications -

Prior to commencement of the program, the identified adult shall submit the following information to the Director or designee:[\[13\]](#)

1. PA Child Abuse History Clearance - which must be less than sixty (60) months old.
2. PA State Police Criminal History Record Information - which must be less than sixty (60) months old.
3. Federal Criminal History Report - which must be less than sixty (60) months old.
4. Disclosure Statement – which is a statement swearing or affirming applicant has not been disqualified from service by reason of conviction of designated criminal offenses or being listed as the perpetrator in a founded report of child abuse.[\[14\]](#)

The Director or designee shall review the information and determine if information is disclosed that precludes identification of the adult as the supervisor responsible for the child's welfare.

Information submitted by an identified adult in accordance with this policy shall be maintained centrally in a manner similar to that for school employees.

Arrest or Conviction Reporting Requirements -

An identified adult shall notify the employer, in writing, within seventy-two (72) hours of the occurrence, of an arrest or conviction required to be reported by law.[\[14\]](#)

An identified adult shall also report to the employer, within seventy-two (72) hours of notification, that s/he has been listed as a perpetrator in the Statewide database, in accordance with the Child Protective Services Law.[\[14\]](#)

Failure to accurately report such occurrences may subject the identified adult to disciplinary action up to and including termination of employment and criminal prosecution.[\[14\]](#)

The employer shall immediately require an identified adult to submit new certifications when there is a reasonable belief that the identified adult was arrested for or has been convicted of an offense required to be reported by law, was named as a perpetrator in a founded or indicated report, or has provided written notice of such occurrence.[\[14\]](#)

If the employer receives notice of such occurrences from either the adult or a third party, the employer shall immediately report that information to the Director or designee in writing.[\[14\]](#)

Child Abuse Reporting -

Identified adults who have reasonable cause to suspect that a child is the victim of child abuse shall make a report of suspected child abuse in accordance with the Child Protective Services Law.[\[15\]](#)[\[16\]](#)

- Legal
1. 22 PA Code 4.31
 2. 22 PA Code 11.8
 3. 22 PA Code 11.28
 4. 22 PA Code 339.29
 5. Pol. 103
 6. Pol. 103.1
 7. Pol. 113
 8. Pol. 138
 9. 24 P.S. 1801
 10. 24 P.S. 1850.1
 11. 22 PA Code 4.3
 12. 23 Pa. C.S.A. 6303
 13. 23 Pa. C.S.A. 6344
 14. 23 Pa. C.S.A. 6344.3
 15. 23 Pa. C.S.A. 6311
 16. Pol. 806
 - 23 Pa. C.S.A. 6301 et seq

Book	Policy Manual
Section	200 Pupils
Title	Discipline of Student Convicted/Adjudicated of Sexual Assault
Code	218.3 VII 2020
Status	Second Reading
Last Reviewed	January 22, 2021

Purpose

The Joint Operating Committee recognizes the importance of a safe school environment for students who are victims of sexual assault. This policy addresses disciplinary requirements for a student convicted or adjudicated delinquent of sexual assault upon another student attending this center (school) or participating in a center (school) program.[\[1\]](#)

Definitions

Conviction – means the finding of guilty by a judge or a jury or the entry of a plea of guilty or nolo contendere for sexual assault whether or not judgment of sentence has been imposed.[\[1\]](#)

School setting – means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.[\[1\]](#)

School-sponsored activity – means any assemblies, field trips, class trips, graduation ceremonies, athletics, extracurricular activities, clubs, groups, teams or any activities sponsored, held or approved by the center (school).[\[1\]](#)

Sexual assault – means any of the following offenses:[\[1\]](#)

1. Rape.[\[2\]](#)
2. Statutory sexual assault.[\[3\]](#)
3. Involuntary deviate sexual intercourse.[\[4\]](#)
4. Sexual assault.[\[5\]](#)
5. Aggravated indecent assault.[\[6\]](#)
6. Indecent assault.[\[7\]](#)

Authority

The Joint Operating Committee shall comply with the disciplinary requirements established by state law regarding students who have been convicted or adjudicated delinquent of sexual assault upon another student attending this center (school) or participating in a center (school) program, regardless of whether the sexual assault took place inside or outside of the school setting.[\[1\]](#)[\[8\]](#)[\[9\]](#)

Delegation of Responsibility

A student who is convicted of sexual assault upon another student attending this center (school) or participating in a center (school) program shall be required to notify the Administrative Director or designee of the conviction no later than seventy-two (72) hours after the conviction.[\[1\]](#)

Upon report of a conviction or adjudication of sexual assault upon a student attending this center (school) or participating in a center (school) program, the Administrative Director or designee, in coordination with the appropriate participating school entity, shall take one (1) of the following actions against the convicted or adjudicated student:[\[1\]](#)

1. Recommend that the Joint Operating Committee expel the student from the center (school), in accordance with law and Joint Operating Committee policy.[\[9\]](#)
2. Transfer the student to an alternative education program.
3. Reassign the student to another school or educational program.

If the convicted or adjudicated student has already been expelled, transferred or reassigned, or if the victim does not attend the same school or program, no additional action regarding expulsion, transfer or reassignment is required by the center (school). Although action is not required, the center (school), in coordination with the appropriate participating school entity, maintains the authority to make an alternative assignment or provide alternative educational services during or after an expulsion at the discretion of the Administrative Director or designee.[\[1\]](#)

Upon report of a conviction or adjudication of sexual assault upon a student that occurred in the school setting, the Administrative Director or designee shall notify the Title IX Coordinator to determine whether the incident has been addressed in accordance with applicable Joint Operating Committee policy.[\[10\]](#)[\[11\]](#)

Guidelines

In the case of a student with a disability, including a student for whom an evaluation is pending, prior to implementing any disciplinary removal or considering a change of placement for the student, the center (school) shall coordinate with the student's Individualized Education Program (IEP) team and take all steps required to comply with state and federal laws and regulations, and Joint Operating Committee policies.[\[1\]](#)[\[12\]](#)[\[13\]](#)[\[14\]](#)[\[15\]](#)[\[16\]](#)

The center (school) shall ensure that the convicted or adjudicated student is prohibited from taking part in the following activities at the same time as the victim:[\[1\]](#)

1. Being educated in the same school building.

2. Being transported on the same school vehicle.

3. Participating in the same school-sponsored activity.

Return of Student to Center (School).

The center (school), in coordination with the appropriate participating school entity, may return the student who is expelled, transferred or reassigned, to the student's originally assigned school if one (1) of the following circumstances occur:[\[1\]](#)

1. The victim is no longer attending the center (school) or participating in a center (school) program.

2. The conviction or adjudication has been reversed and is not pending appeal.

Transfer Students

When the center (school) receives a student who transfers from a public or private school during an expulsion period for an act or offense involving a sexual assault conviction or adjudication, the center (school) may assign that student to an alternative assignment or may provide alternative education services, consistent with federal and state laws and regulations.[\[1\]](#)[\[17\]](#)

PSBA New 12/20 © 2020 PSBA

Legal

1. 24 P.S. 1318.1
2. 18 Pa. C.S.A. 3121
3. 18 Pa. C.S.A. 3122.1
4. 18 Pa. C.S.A. 3123
5. 18 Pa. C.S.A. 3124.1
6. 18 Pa. C.S.A. 3125
7. 18 Pa. C.S.A. 3126
8. Pol. 218
9. Pol. 233
10. Pol. 103
11. Pol. 252
12. 20 U.S.C. 1400 et seq
13. 34 CFR Part 300
14. Pol. 103.1
15. Pol. 113.1
16. Pol. 113.2
17. Pol. 201

Book	Policy Manual
Section	200 Pupils
Title	Student Expression/Distribution and Posting of Materials
Code	220 PSBA Policy Guide
Status	Second Reading
Last Reviewed	January 22, 2021

Purpose

The right of public school students to freedom of speech is guaranteed by the Constitution of the United States and the constitution of the Commonwealth. The Joint Operating Committee respects the right of students to express themselves in word or symbol and to distribute and post materials in areas designated for posting as a part of that expression. The Joint Operating Committee also recognizes that exercise of that right must be limited by the center's (school's) responsibility to maintain a safe and orderly school environment and to protect the rights of all members of the school community.[\[1\]](#)

This policy addresses student expression in general and distribution and posting of materials that are not part of school-sponsored activities. Materials sought to be distributed or posted as part of the curricular or extracurricular programs of the center (school) shall be regulated as part of the educational program.

Definitions

Distribution means students issuing nonschool materials to others on school property or during school-sponsored events; placing upon desks, tables, or in lockers; or engaging in any other manner of delivery of nonschool materials to others while on school property or during school functions. When email, text messaging or other technological delivery is used as a means of distributing or accessing nonschool materials via use of school equipment or while on school property or at school functions, it shall be governed by this policy. Off-campus or after hours distribution, including technological distribution, that does or is likely to materially or substantially interfere with the educational process, including school activities, school work, discipline, safety and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights is also covered by this policy.

Expression means verbal, written, technological or symbolic representation or communication.

Nonschool materials means any printed, technological or written materials meant for posting or general distribution that are not prepared as part of the curricular or approved extracurricular program of the center (school). This includes, but is not limited to fliers, invitations, announcements, pamphlets, posters, Internet bulletin boards, personal websites and the like.

Posting means publicly displaying nonschool materials on school property or at school-sponsored events, including but not limited to affixing such materials to walls, doors, bulletin boards, easels, the outside of lockers; on school-sponsored or student websites; through other school-owned technology and the like. When email, text messaging or other technological delivery is used as a means of posting nonschool materials via use of school equipment or while on school property or at school functions, it shall be governed by this policy. Off-campus or after hours posting, including technological posting, that does or is likely to materially or substantially interfere with the educational process, including school activities, school work, discipline, safety and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights is also covered by this policy.

Authority

Students have the right to express themselves unless such expression is likely to or does materially or substantially interfere with the educational process, including school activities, school work, discipline, safety and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights.[\[1\]](#)

Student expression that occurs on school property or at school-sponsored events is fully governed by this policy. In addition, off-campus or after hours expression is governed by this policy if the student expression involved constitutes unprotected expression as stated in this policy and provided the off-campus or after hours expression does or is likely to materially or substantially interfere with the educational process, including school activities, school work, discipline, safety and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights.[\[1\]](#)[\[2\]](#)[\[3\]](#)

The Joint Operating Committee requires that distribution and posting of nonschool materials shall occur only at the places and during the times set forth in written procedures. Such procedures shall be written to permit the safe and orderly operation of the center (school), while recognizing the rights of students to engage in protected expression.[\[1\]](#)[\[4\]](#)

Unprotected Student Expression

The Joint Operating Committee reserves the right to designate and prohibit manifestations of student expression that are not protected by the right of free expression because they violate the rights of others or where such expression is likely to or does materially or substantially interfere with school activities, school work, discipline, safety and order on school property or at school functions. While the following list is not intended to be exhaustive, such expression shall not be protected if it:

1. Violates federal, state or local laws, Joint Operating Committee policy or center (school) rules or procedures.
2. Is libelous, defamatory, obscene, lewd, vulgar or profane.[\[3\]](#)
3. Advocates the use or advertises the availability of any substance or material that may reasonably be believed to constitute a direct and serious danger to the health or welfare of students, such as tobacco/nicotine, alcohol or illegal drugs.
4. Incites violence, advocates use of force or threatens serious harm to the center (school) or community.

5. Is likely to or does materially or substantially interfere with the educational process, such as school activities, school work, discipline, safety and order on school property or at school functions.

6. Interferes with, or advocates interference with, the rights of any individual or the safe and orderly operation of the center (school) and center (school) programs.

7. Violates written procedures on time, place and manner for posting and distribution of otherwise protected expression.

Spontaneous student expression which is otherwise protected speech is not prohibited by this section.

Discipline for Engaging in Unprotected Expression

The Joint Operating Committee reserves the right to prohibit the posting or distribution of nonschool materials containing unprotected expression and to prohibit students from engaging in other unprotected student expression, as well as to stop unprotected student expression when it occurs. The Joint Operating Committee reserves the right to discipline students for engaging in unprotected expression. Where such expression occurs off campus and away from school functions, a nexus between the unprotected expression and a material and substantial disruption of the center (school) program must be established.

Distribution of Nonschool Materials

The Joint Operating Committee requires that students who wish to distribute or post nonschool materials on school property shall submit them at least one (1) school day in advance of planned distribution or posting to the building administrator or designee, who shall forward a copy to the Administrative Director.[1]

If the nonschool materials contain unprotected expression as stated in this policy, the building administrator or designee shall notify the students that they may not post or distribute the materials because the materials constitute a violation of Joint Operating Committee policy.

If notice is not given during the period between submission and the time for the planned distribution or posting, students may proceed with the planned distribution or posting, provided they comply with written procedures on time, place and manner of posting or distribution of nonschool materials.

Students who post or distribute nonschool materials in compliance with this provision may still be ordered to desist such distribution if the materials are later found to be unprotected expression under this policy.

Students who distribute printed materials shall be responsible for clearing any litter that results from their activity and shall schedule the event so that they do not miss instructional time themselves.

Posting of Nonschool Materials

If the center (school) has an area where individuals are allowed to post nonschool materials, students may post such items as well, if the materials do not constitute unprotected expression and the items are submitted for prior review in the same manner as if the students were going to distribute them.

Such materials shall be officially dated, and the center (school) may remove the materials within ten (10) days of the posting or other reasonable time as stated in the procedures relating to posting.

Review of Student Expression

Center (School) officials shall not censor or restrict nonschool materials or other student expression for the sole reason that it is critical of the center (school) or its administration, or because the views espoused are unpopular or may make people uncomfortable.

Student-initiated religious expression is permissible and shall not be prohibited except as to time, place and manner of distribution, or if the expression involved violates some other part of this policy, e.g., because it is independently determined to be unprotected expression under the standards and definitions of this policy.

The review for unprotected expression shall be reasonable and not calculated to delay distribution.

Appeal of the reviewer's decision may be made to the Administrative Director and then to the Joint Operating Committee, in accordance with Joint Operating Committee policy and procedures.[5]

Delegation of Responsibility

The Administrative Director shall assist the building administrator in determining the designation of the places and times nonschool materials may be distributed in the center (school). Such designations may take into account maintenance of the flow of student traffic throughout the center (school) and shall limit distribution of nonschool materials to noninstructional times.

The building administrator may determine disciplinary action for students who distribute or post nonschool materials in violation of this policy and center (school) procedures, or who continue the manifestation of unprotected expression after a person in authority orders that they desist. Disciplinary actions shall be included in the Code of Student Conduct.[6]

This Joint Operating Committee policy and any procedures written to implement this policy shall be referenced in student handbooks so that students can access them for further information.

1. 22 PA Code 12.9
2. 24 P.S. 511
3. 22 PA Code 12.2
4. 24 P.S. 1850.1
5. Pol. 219
6. Pol. 218

220 ATTACH.doc (48 KB)

Book	Policy Manual
Section	200 Pupils
Title	Hazing
Code	247 Vol V 2018
Status	Second Reading
Last Revised	January 22, 2021

Purpose

The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the center (school) and are prohibited at all times.

Definitions

Hazing occurs when a person intentionally, knowingly or recklessly, for the purpose of initiating, admitting or affiliating a student with an organization, or for the purpose of continuing or enhancing membership or status in an organization, causes, coerces or forces a student to do any of the following:[\[1\]](#)

1. **Violate federal or state criminal law.**
2. **Consume** any food, **liquid, alcoholic liquid**, drug or other substance **which subjects the student to a risk of emotional or physical harm.**
3. **Endure** brutality of a physical nature, **including** whipping, beating, branding, calisthenics or exposure to the elements.
4. **Endure brutality of a mental nature, including** activity adversely affecting the **mental health or dignity** of the individual, sleep deprivation, exclusion from social contact **or** conduct **that** could result in extreme embarrassment.
5. **Endure brutality of a sexual nature.**
6. **Endure any other activity that creates a reasonable likelihood of bodily injury to the student.**

Aggravated hazing occurs when a person commits an act of hazing that results in serious bodily injury or death to the student and:[\[2\]](#)

1. **The person acts with reckless indifference to the health and safety of the student; or**
2. **The person causes, coerces or forces the consumption of an alcoholic liquid or drug by the student.**

Organizational hazing occurs when an organization intentionally, knowingly or recklessly promotes or facilitates hazing.[\[3\]](#)[\[4\]](#)

Any activity, as described above, shall be deemed a violation of this policy regardless of whether:[\[5\]](#)

1. **The consent of the student was sought or obtained, or**
2. **The conduct was sanctioned or approved by the center (school) or organization.**

Student activity or organization means any **activity**, society, **corps**, team, club **or service, social** or **similar** group, operating under the sanction of or recognized as an organization by the **center (school)**, **whose members are primarily students or alumni of the organization.**[\[6\]](#)[\[7\]](#)

For purposes of this policy, bodily injury shall mean impairment of physical condition or substantial pain.[\[8\]](#)

For purposes of this policy, serious bodily injury shall mean bodily injury which creates a substantial risk of death or which causes serious, permanent disfigurement, or protracted loss or impairment of the function of any bodily member or organ.[\[8\]](#)

Authority

The Joint Operating Committee prohibits hazing in connection with any student activity or organization regardless of whether the conduct occurs on or off **center (school)** property or outside of school hours.[\[4\]](#)[\[5\]](#)[\[7\]](#)[\[9\]](#)

No student, parent/guardian, coach, sponsor, volunteer or center (school) employee shall engage in, condone or ignore any form of hazing.

The Joint Operating Committee encourages students who **believe they, or others**, have been subjected to hazing to promptly report such incidents to the building administrator **or designee**.

Delegation of Responsibility

Students, parents/guardians, coaches, sponsors, volunteers, and center (school) employees shall be alert to incidents of hazing and shall report such conduct to the building administrator **or designee**.

Discrimination/Discriminatory Harassment

Every report of alleged hazing that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination and discriminatory harassment shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer. If, in the course of a hazing investigation, potential issues of discrimination or discriminatory harassment are identified, the Compliance Officer shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged hazing.[\[10\]](#)[\[11\]](#)

Guidelines

In addition to posting this policy on the center's (school's) **publicly accessible** website, the center (school) shall inform students, parents/guardians, sponsors, volunteers and center (school) employees **of the center's (school's) policy prohibiting hazing, including center (school) rules,**

penalties for violations of the policy, and the program established by the center (school) for enforcement of the policy by means of [\[4\]](#)

{ } distribution of written policy

{X } publication in handbooks

{X } presentation at an assembly

{ } verbal instructions by the coach or sponsor at the start of the season or program

{ } posting of notice/signs.

This policy, along with other applicable center (school) policies, procedures and Codes of Conduct, shall be provided to all center (school) athletic coaches and all sponsors and volunteers affiliated with a student activity or organization, prior to coaching an athletic activity or serving as a responsible adult supervising, advising, assisting or otherwise participating in a student activity **or organization together with a notice that they are expected to read and abide by the policies, procedures and Codes of Conduct.**[\[2\]](#)

Complaint Procedure

A student **who** believes that s/he has been subject to hazing **is encouraged to** promptly report the incident to the building administrator **or designee**.

Students are encouraged to use the center's (school's) report form, available from the building administrator, or to put the complaint in writing; however, oral complaints shall be accepted and documented. The person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the student filing the complaint or those accused of a violation of this policy.

The Joint Operating Committee directs that verbal and written complaints of hazing shall be provided to the building administrator or designee, who shall promptly notify the Administrative Director or designee of the allegations and determine who shall conduct the investigation. Allegations of hazing shall be investigated promptly, and appropriate corrective or preventative action be taken when allegations are substantiated. The Joint Operating Committee directs that any complaint of hazing brought pursuant to this policy shall also be reviewed for conduct which may not be proven to be hazing under this policy but merits review and possible action under other Joint Operating Committee policies.

Interim Measures/Police

Upon receipt of a complaint of hazing, the building administrator or designee, in consultation with the Administrative Director or designee, shall determine what, if any interim measures should be put in place to protect students from further hazing, bullying, discrimination or retaliatory conduct related to the alleged incident and report. Such interim measures may include, but not be limited to, the suspension of an adult who is involved, the separation of alleged victims and perpetrators, and the determination of what the complaining student needs or wants through questioning.

Those receiving the initial report and conducting or overseeing the investigation will assess whether the complaint, if proven, would constitute hazing, aggravated hazing or organizational hazing and shall report it to the police consistent with center (school) practice and, as appropriate, consult with legal counsel about whether to report the matter to the police at every stage of the proceeding. The decision to report a matter to the police should not involve an analysis by center (school) personnel of whether safe harbor provisions might apply to the person being reported, but information on the facts can be shared with the police in this regard.[\[12\]](#)

Referral To Law Enforcement and Safe Schools Reporting Requirements –

For purposes of reporting hazing incidents to law enforcement in accordance with Safe Schools Act reporting, the term incident shall mean an instance involving an act of violence; the possession of a weapon; the possession, use, or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use, or sale of alcohol or tobacco; or conduct that constitutes an offense listed under the Safe Schools Act.[\[13\]](#)[\[14\]](#)[\[15\]](#)

The Administrative Director or designee shall immediately report required incidents and may report discretionary incidents, as defined in the Safe Schools Act, committed by students on center (school) property, at any center- (school-) sponsored activity or on a conveyance providing transportation to or from a center (school) or center- (school-) sponsored activity to the local police department that has jurisdiction over the center's (school's) property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Joint Operating Committee policies.[\[13\]](#)[\[14\]](#)[\[16\]](#)[\[17\]](#)[\[18\]](#)[\[19\]](#)

The Administrative Director or designee shall notify the parent/guardian of any student directly involved in a defined incident as a victim or suspect immediately, as soon as practicable. The Administrative Director or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the center (school) property has been or may be notified of the incident. The Administrative Director or designee shall document attempts made to reach the parent/guardian.[\[13\]](#)[\[19\]](#)[\[20\]](#)

In accordance with state law, the Administrative Director shall annually, by July 31, report all new incidents to the Office for Safe Schools on the required form.[\[14\]](#)[\[19\]](#)

Confidentiality

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with this policy and the center's (school's) legal and investigative obligations.

Retaliation

Reprisal or retaliation relating to reports of hazing or participation in an investigation of allegations of hazing is prohibited and shall be subject to disciplinary action.

Consequences for Violations

Safe Harbor –

An individual needing medical attention or seeking medical attention for another shall not be subject to criminal prosecution if s/he complies with the requirements under law, subject to the limitations set forth in law.[\[12\]](#)

Students –

If the investigation results in a substantiated finding of hazing, the **investigator** shall recommend appropriate disciplinary action up to and including expulsion, as circumstances warrant, in accordance with the Code of Student Conduct. The student may also be subject to disciplinary action by the coach or sponsor, up to and including removal from the activity **or organization**. **The fact of whether a student qualified for and received safe harbor under a criminal investigation shall be considered in assigning discipline.**[\[4\]](#)[\[7\]](#)[\[12\]](#)[\[21\]](#)[\[22\]](#)

{X } In addition to other authorized discipline, building administrators shall have the authority, after providing the student or students an informal hearing, to impose a fine of up to

{ } Fifty dollars (\$50)

{X } _One Hundred dollars (\$_100)

on each student determined to have engaged in hazing in violation of this policy.[\[4\]](#)[\[21\]](#)

{X } When recommended disciplinary action results in a formal hearing before the Joint Operating Committee, in addition to other authorized disciplinary consequences, the Joint Operating Committee may also impose a fine of up to

{X } One hundred fifty dollars (\$150)

{ } _____ dollars (\$____)

on each student determined to have engaged in hazing in violation of this policy.[\[4\]](#)[\[22\]](#)

{X } When fines have not been paid, the Administrative Director shall have the authority to direct that student diplomas and/or transcripts be withheld until payment in full is made or a payment plan is agreed upon. In cases of economic hardship, the Administrative Director shall consider whether diplomas and/or transcripts should be released despite an unpaid fine.[\[4\]](#)

Nonstudent Violators/Organizational Hazing -

If the investigation results in a substantiated finding that a coach, sponsor, or volunteer affiliated with the student activity or organization engaged in, condoned or ignored any violation of this policy, s/he shall be disciplined in accordance with Joint Operating Committee policy and applicable laws and regulations. Discipline could include, but is not limited to, dismissal from the position as coach, sponsor, or volunteer, and/or dismissal from center (school) employment.[\[23\]](#)

If an organization is found to have engaged in organizational hazing, it shall be subject to the imposition of fines and other appropriate penalties. Penalties may include rescission of permission for that organization to operate on center (school) property or to otherwise operate under the sanction or recognition of the center (school).

Criminal Prosecution –

Any person **or organization that** causes or participates in hazing may also be subject to criminal prosecution.[\[4\]](#)

NOTE:

If the center (school) meets the definition for an "Institution" in 18 Pa. C.S.A. Sec. 2801 (for example, grants Associate degrees), please consult the solicitor in revising the policy to address any additional requirements, such as the reporting requirements under 18 Pa. C.S.A. Sec. 2809.

1. 18 Pa. C.S.A. 2802
2. 18 Pa. C.S.A. 2803
3. 18 Pa. C.S.A. 2804
4. 18 Pa. C.S.A. 2808
5. 18 Pa. C.S.A. 2806
6. 18 Pa. C.S.A. 2801
7. 24 P.S. 1850.1
8. 18 Pa. C.S.A. 2301
9. Pol. 122
10. Pol. 103
11. Pol. 103.1
12. 18 Pa. C.S.A. 2810
13. 22 PA Code 10.2
14. 24 P.S. 1303-A
15. 35 P.S. 780-102
16. 22 PA Code 10.21
17. 22 PA Code 10.22
18. 24 P.S. 1302.1-A
19. Pol. 805.1
20. 22 PA Code 10.25
21. Pol. 218
22. Pol. 233
23. Pol. 317
- 18 Pa. C.S.A. 2801 et seq
- 22 PA Code 10.23
- Pol. 113.1
- Pol. 916

Book	Policy Manual
Section	200 Pupils
Title	Bullying/Cyberbullying
Code	249 Vol V 2018
Status	Second Reading
Last Revised	January 22, 2021

Purpose

The Joint Operating Committee is committed to providing a safe, positive learning environment for its students. The Joint Operating Committee recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Joint Operating Committee prohibits bullying by students.

Definitions

Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting

{X} and/or outside a school setting,

that is severe, persistent or pervasive and has the effect of doing any of the following:[\[1\]](#)

1. Substantially **interfering** with a student’s education.
2. **Creating** a threatening environment.
3. Substantially **disrupting** the orderly operation of the center (school).

Bullying, as defined in this policy, includes cyberbullying.

School setting means in the center (school), on center (school) grounds, in center (school) vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the center (school).[\[1\]](#)

Authority

The Joint Operating Committee prohibits all forms of bullying by students.[\[1\]](#)

The Joint Operating Committee encourages students who **believe they or others** have been bullied to promptly report such incidents to the building administrator or designee.

Students are encouraged to use the center’s (school’s) report form, available from the building administrator, or to put the complaint in writing; however, oral complaints shall be accepted and documented. The person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the student filing the complaint or those accused of a violation of this policy.

The Joint Operating Committee directs that **verbal and written** complaints of bullying shall be investigated promptly, and **appropriate** corrective or **preventative** action shall be taken when allegations are **substantiated. The Joint Operating Committee directs that any complaint of bullying brought pursuant to this policy shall also be reviewed for conduct which may not be proven to be bullying under this policy but merits review and possible action under other Joint Operating Committee policies.**

Discrimination/Discriminatory Harassment

Every report of alleged bullying that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination and discriminatory harassment shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer. If, in the course of a bullying investigation, potential issues of discrimination or discriminatory harassment are identified, the Compliance Officer shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged bullying.[\[2\]\[3\]](#)

Confidentiality

Confidentiality of all parties, **witnesses, the allegations, the filing of a complaint and the investigation** shall be **handled in accordance with this policy and** the center’s (school’s) legal and investigative obligations.

Retaliation

Reprisal or retaliation relating to reports of bullying or participation in an investigation of allegations of bullying is prohibited and shall be subject to disciplinary action.

Delegation of Responsibility

Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.

The Administrative Director or designee shall develop administrative regulations to implement this policy.

The Administrative Director or designee shall ensure that this policy and administrative regulations are reviewed annually with students.[\[1\]](#)

The Administrative Director or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Joint Operating Committee.[\[1\]](#)

The administration shall annually provide the following information with the Safe School Report:[\[1\]](#)

1. Joint Operating Committee's Bullying Policy.
2. Report of bullying incidents.
3. Information on the development and implementation of any bullying prevention, intervention or education programs.

Guidelines

The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students.[\[1\]](#)[\[4\]](#)[\[5\]](#)

This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within the center (school) building and on the **center's (school's)** website, if available.

Education

The center (school)

{X } may

{ } **shall**

develop, implement **and evaluate** bullying prevention and intervention programs **and activities**. Such programs **and activities** shall provide staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.[\[1\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)

Consequences for Violations

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:[\[1\]](#)[\[5\]](#)[\[9\]](#)

1. {X } Counseling within the center (school).
2. {X } Parental conference.
3. {X } Loss of center (school) privileges.
4. {X } Exclusion from center (school)-sponsored activities.
5. {X } Detention.
6. {X } Suspension.
7. {X } Expulsion.
8. {X } Counseling/Therapy outside of the center (school).
9. {X } Referral to law enforcement officials.

PSBA Revision 12/18 © 2018 PSBA

Legal	1. 24 P.S. 1303.1-A
	2. Pol. 103
	3. Pol. 103.1
	4. 22 PA Code 12.3
	5. Pol. 218
	6. 24 P.S. 1302-A
	7. Pol. 236
	8. 20 U.S.C. 7118
	9. Pol. 233
	Pol. 113.1

Book	Policy Manual
Section	200 Pupils
Title	Dating Violence
Code	252 Vol VII 2020
Status	Second Reading
Last Revised	January 22, 2021

Purpose

The purpose of this policy is to maintain a safe, positive learning environment for all students that is free from dating violence. Dating violence is inconsistent with the educational goals of the center (school) and is prohibited at all times.

Definitions

Dating partner shall mean a person, regardless of gender, involved in an intimate relationship with another person, primarily characterized by the expectation of affectionate involvement, whether casual, serious or long-term.[\[1\]](#)

Dating violence shall mean behavior where one person uses threats of, or actually uses, physical, sexual, verbal or emotional abuse to control the person's dating partner.[\[1\]](#)

Authority

The Joint Operating Committee encourages students who have been subjected to dating violence to promptly report such incidents.

The center (school) shall investigate promptly all complaints of dating violence and shall administer appropriate discipline to any student who violates this policy.[\[2\]](#)

Title IX Sexual Harassment and Other Discrimination

Every report of alleged dating violence that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of a dating violence investigation, potential issues of discrimination are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged dating violence.[\[3\]](#)[\[4\]](#)

Discipline of Student Convicted or Adjudicated of Sexual Assault

Upon notification of a conviction or adjudication of a student for sexual assault against another student attending the center (school) or participating in a center (school) program, the center (school) shall coordinate actions with the appropriate participating school entity and comply with the disciplinary requirements established by state law and Joint Operating Committee policy.[\[5\]](#)[\[6\]](#)

Guidelines

Complaint Procedure

When a student believes that they have been subject to dating violence, the student is encouraged to promptly report the incident, orally or in writing, to the

{X } building administrator.

{X } guidance counselor.

{X} classroom teacher.

The building administrator shall conduct a timely, impartial, and comprehensive investigation of the alleged dating violence.

The building administrator shall prepare a written report summarizing the investigation and recommending disposition of the complaint. The complainant and the accused shall be informed of the outcome of the investigation.[\[1\]](#)

If the investigation results in a substantiated finding of dating violence, the building administrator shall recommend appropriate disciplinary action, as circumstances warrant, in accordance with the Code of Student Conduct.[\[1\]](#)[\[2\]](#)

The center (school) shall document the corrective action taken and, where not prohibited by law, inform the complainant.

This policy on dating violence shall be:[\[1\]](#)

1. Published in the Code of Student Conduct.
2. Published in the Student Handbook.
3. Made available on the center's (school's) website, if available.
4. Provided to parents/guardians.

Dating Violence Training

The center (school) may provide dating violence training to guidance counselors, nurses, and mental health staff as deemed necessary. At the discretion of the Administrative Director, parents/guardians and other staff may also receive training on dating violence.[\[1\]](#)

{ } [Dating Violence Education](#) – FULL DAY CTC ONLY

The center (school) may incorporate age-appropriate dating violence education into the annual health curriculum framework for students in grades nine through twelve. The center (school) shall consult with at least one (1) local domestic violence program or rape crisis program when developing the educational program.[\[1\]](#)[\[2\]](#)

A parent/guardian of a student under the age of eighteen (18) shall be permitted to examine the instructional materials for the dating violence education program.[\[1\]](#)[\[8\]](#)

At the request of the parent/guardian, the student may be excused from all or part of the dating violence education program.[\[1\]](#)[\[9\]](#)

PSBA Revision 12/20 © 2020 PSBA

Legal	1. 24 P.S. 1553
	2. Pol. 218
	3. Pol. 103
	4. Pol. 103.1
	5. 24 P.S. 1318.1
	6. Pol. 218.3
	7. 71 P.S. 611.13
	8. Pol. 105.1
	9. Pol. 105.2
	22 PA Code 12.12
	20 U.S.C. 1232g

252-Attach Report Form.pdf (162 KB)

Book	Policy Manual
Section	300 Employees
Title	Telework
Code	309.1 Vol V 2020
Status	Second Reading
Last Revised	February 11, 2021

Purpose

The Joint Operating Committee recognizes that in certain limited circumstances it may be necessary to allow or require center (school) employees to work remotely in order to maintain continuity of center (school) educational programs and operations.[1]

The Joint Operating Committee adopts the following policy to establish center (school) rules for employees who telework from a remote work location.

Definitions

Remote work location – a worksite other than an employee’s regularly assigned place of work, typically the employee’s residence.

Telework/Teleworking – the performance of the assigned essential functions of an employee’s job at a remote work location via electronic means in accordance with the employee’s usual expected standards of performance and other approved or agreed-upon terms.

Teleworking agreement – a written agreement that details the terms and conditions to permit an employee to engage in teleworking.

Teleworking employee – a center (school) employee who can perform all of their assigned essential job duties at a remote work location. The employee must have a suitable designated workspace at the remote work location and access to any computer and telecommunications equipment necessary for the completion of tasks.

Delegation of Responsibility

The Joint Operating Committee directs the Administrative Director or designee to develop procedures that outline circumstances under which employees may telework and the expectations for such employees while teleworking.

Guidelines

{X } Employees may be required to sign a teleworking agreement, or acknowledge teleworking provisions in an applicable collective bargaining agreement, prior to working in a remote work location, which may be waived under emergency conditions at the Joint Operating Committee’s discretion or as specified in this policy.

{X } Such an agreement may include, but is not limited to, the following considerations:

- {X } Acknowledgement that the employee’s compensation, benefits, work hours, and performance expectations shall not change while teleworking.
- {X } The employee shall be subject to and shall comply with the same Joint Operating Committee policies, administrative regulations, and standards of conduct as are expected at their regularly assigned place of work.
- {X } A teleworking employee’s performance shall be monitored and assessed in the same manner as employees working from their regularly assigned place of work.
- {X } The employee shall work from a dedicated workspace that is free from health or safety hazards, undue distractions, or undue risk that confidential or private information will be discovered, or that center (school) equipment permitted to be brought to the remote work location will be stolen or damaged.[2][3][4]
- {X } The employee shall obtain permission from their supervisor before bringing center (school) property to a remote work location and will provide the supervisor with a written list of all such equipment.
- {X } The employee shall be personally responsible for any center (school) equipment brought to the remote work location, shall be fully liable for any damage or loss occurring to the equipment during the period of use, and shall be responsible for its safe return.[5]
- {X } The employee does not have a right to telework and the teleworking arrangement may be terminated by the Joint Operating Committee or center (school) administration at any time.
- {X } The employee shall notify their supervisor if the employee is not able to perform all assigned job duties, essential or nonessential, at the remote work location.
- {X } Professional Unit - Instructors may be able to work remotely on a scheduled work day if approved by supervisor and must also satisfy the telework workflow agreement. _____ (Other).

General Conditions

Employees whose physical presence at their regularly assigned place of work is essential to the performance of their duties may not be permitted to telework.

An employee may not telework as a replacement for leave.[6][7][8][9]

Attendance at the employee’s regularly assigned place of work for onsite meetings, conferences, training sessions, and other school business activities may be required on scheduled telework days.

Nonexempt employees shall not be permitted to work overtime or during non-working hours while teleworking without authorization from the employee’s immediate supervisor, in accordance with law and Joint Operating Committee policy.[10][11]

All teleworking employees shall be subject to and shall comply with the same Joint Operating Committee policies, administrative regulations, and standards of conduct as are expected under normal working conditions.

Emergency Conditions

In the event that local, state or federal officials, or any similar authority with appropriate jurisdiction, declare an emergency condition that prevents or discourages public gatherings due to a public health or safety concern, or closes school buildings, the Joint Operating Committee authorizes individual employees or designated classifications of employees to be permitted to telework in accordance with established procedures or as otherwise directed.[1]

For center (school) employees unable to perform their assigned essential job duties while teleworking, such employees may be required to take any available accrued leave, whether paid or unpaid, in accordance with applicable Joint Operating Committee policies or provisions of an administrative compensation plan, individual contract, collective bargaining agreement or Joint Operating Committee resolution.[6][7][8][9]

PSBA New 8/20 © 2020 PSBA

- Legal
1. Pol. 805

2. Pol. 113.3

3. Pol. 216

4. Pol. 324

5. Pol. 708

6. Pol. 334

7. Pol. 335

8. Pol. 336

9. Pol. 339

10. Pol. 330

11. Pol. 332

Pol. 815

Pol. 824

Appendix A COVID RESPONSE Expectations.docx (24 KB)

Appendix B Planned Instruction Daily Plan Template.docx (13 KB)

COVID PLAN INSTRUCTORS.xlsx (41 KB)

Book	Policy Manual
Section	300 Employees
Title	Attendance and Tardiness
Code	318 Vol V 2020
Status	Second Reading
Last Revised	February 11, 2021

Authority

Punctual and reliable attendance by administrative, professional and support employees is essential for the operation of the center (school). Therefore, a prerequisite for efficient performance of job functions by employees is the punctual commencement and proper completion of all assigned duties.[\[1\]](#)[\[2\]](#)

The center (school) shall establish processes for staff to report unexpected absences, which shall be addressed in accordance with Joint Operating Committee policy and an applicable individual contract, collective bargaining agreement or Joint Operating Committee resolution.[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)

Delegation of Responsibility

It shall be the responsibility of the

☒ Administrative Director or designee

☐ Business Manager

☒ building administrator

☒ Director of Human Resources

to assess penalties when an employee fails to meet attendance requirements.

☒ Whether tardiness is excusable shall be determined by the immediate supervisor.

☒ The Administrative Director is authorized to direct employees who are repeatedly tardy not to report at all on those days when they do not report on time, and to suffer appropriate wage penalties.

PSBA Revision 8/20 © 2020 PSBA

Legal	1. 24 P.S. 1850.1
	2. Pol. 332
	3. Pol. 334
	4. Pol. 335
	5. Pol. 336
	6. Pol. 339

Book	Policy Manual
Section	300 Employees
Title	Tobacco and Vaping Products
Code	323 Vol I 2020
Status	Second Reading
Last Revised	January 25, 2021

Purpose

The Joint Operating Committee recognizes that tobacco **and vaping products, including the product marketed as Juul and other electronic cigarettes**, present a health and safety hazard that can have serious consequences for users, nonusers and the **school** environment. **The purpose of this policy is to regulate use of tobacco and vaping products, including Juuls and other electronic cigarettes, by center (school) employees and contracted personnel.**

Definition

State law defines the term tobacco product to broadly encompass not only tobacco but also vaping products including Juuls and other electronic cigarettes (e-cigarettes). Tobacco products, for purposes of this policy and in accordance with state law, shall be defined to include the following:[\[1\]](#)[\[2\]](#)

1. **Any product containing, made or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed or ingested by any other means, including, but not limited to, a cigarette, cigar, little cigar, chewing tobacco, pipe tobacco, snuff and snus.**
2. **Any electronic device that delivers nicotine or another substance to a person inhaling from the device, including, but not limited to, electronic nicotine delivery systems, an electronic cigarette, a cigar, a pipe and a hookah.**
3. **Any product containing, made or derived from either:**
 - a. **Tobacco, whether in its natural or synthetic form; or**
 - b. **Nicotine, whether in its natural or synthetic form, which is regulated by the United States Food and Drug Administration as a deemed tobacco product.**
4. **Any component, part or accessory of the product or electronic device listed in this definition, whether or not sold separately.**

The term tobacco product does not include the following:[\[1\]](#)[\[2\]](#)

1. **A product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product or for other therapeutic purposes where the product is marketed and sold solely for such approved purpose, as long as the product is not inhaled.**
2. **A device, included under the definition of tobacco product above, if sold by a dispensary licensed in compliance with the Medical Marijuana Act. Federal law requires the center (school) to maintain a drug-free workplace, at which marijuana of any kind is prohibited.**[\[3\]](#)[\[4\]](#)

Authority

The Joint Operating Committee prohibits use of tobacco **and vaping** products, **including the product marketed as Juul and other e-cigarettes, by center (school) employees and contracted personnel at any time** in a center (school) building; on **school buses or other** vehicles that are owned, leased or controlled by the center (school); **or on property owned, leased or controlled by the center (school).**[\[2\]](#)[\[5\]](#)[\[6\]](#)

{ } , except as expressly permitted in designated areas which must be located at least fifty (50) feet from center (school) buildings, stadiums or bleachers.

{X } The Joint Operating Committee also prohibits use of tobacco **and vaping** products, **including the product marketed as Juul and other e-cigarettes**, by center (school) employees **at any time while responsible for the supervision of students during** center (school)-sponsored activities that are held off center (school) property.[\[2\]](#)

This policy does not prohibit possession of tobacco and vaping products, including the product marketed as Juul and other e-cigarettes, by center (school) employees and contracted personnel of legal age.

The Joint Operating Committee deems it to be a violation of this policy for any center (school) employee or contracted personnel to furnish a tobacco or vaping product, including the product marketed as Juul or any other e-cigarette, to a student.[\[1\]](#)

Delegation of Responsibility

The Administrative Director or designee shall notify employees **and contracted personnel** about the Joint Operating Committee's tobacco **and vaping products** policy by publishing information in handbooks, newsletters, posters, and other efficient methods such as posted notices, signs and on the center (school) website.[\[2\]](#)

Reporting

Office for Safe Schools Report –

The Administrative Director shall annually, by July 31, report incidents of **prohibited** possession, use or sale of tobacco **and vaping** products, **including Juuls or other e-cigarettes**, on center (school) property to the Office for Safe Schools on the required form.[\[2\]](#)[\[8\]](#)

Law Enforcement Incident Report –

The Administrative Director or designee may report incidents involving the sale of tobacco **and vaping products, including Juuls or other e-cigarettes**, to minors by employees on center (school) property, at any center (school)-sponsored activity or on a conveyance providing transportation to or from the center (school) or center (school)-sponsored activity to the school police, School Resource Officer (SRO) or to the local police department that has jurisdiction over the center's (school's) property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Joint Operating Committee policies.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)

PSBA Revision 2/20 © 2020 PSBA

Legal

1. 18 Pa. C.S.A. 6305
2. 18 Pa. C.S.A. 6306.1
3. Pol. 317
4. Pol. 351
5. 20 U.S.C. 7973
6. Pol. 818
7. 24 P.S. 1303-A
8. Pol. 805.1
9. 22 PA Code 10.2
10. 22 PA Code 10.22
11. 24 P.S. 1302.1-A
- 20 U.S.C. 7971 et seq

Book	Policy Manual
Section	300 Employees
Title	Job Related Expenses
Code	331 Vol V 2020
Status	Second Reading
Last Revised	January 25, 2021

Authority

The Joint Operating Committee shall reimburse administrative, professional and support employees for the actual and necessary expenses, including travel expenses, they incur in the course of performing services for the center (school), in accordance with Joint Operating Committee policy.[\[1\]](#)

Delegation of Responsibility

The validity of payments for job related expenses for all employees shall be determined by the

{ } Administrative Director or designee.

{ } Business Manager.

{ } building administrator.

{X } immediate supervisor.

{X } The Administrative Director or designee shall report all reimbursed expenses for travel outside the center (school) by employees at the next Joint Operating Committee meeting.

The Administrative Director or designee shall develop administrative regulations for **approval and** reimbursement of **job related expenses, including** travel expenses, **which shall require employees to provide adequate documentation of expenses.**

Guidelines

{ } The Joint Operating Committee shall reimburse staff, who are assigned to work remotely for designated assignments, for actual expenses that are reasonable and necessary expenses incurred by staff in direct consequence or discharge of their assigned duties, approved in advance and in accordance with an individual contract, collective bargaining agreement or Joint Operating Committee resolution. Such expenses may include, but are not limited to, Internet connectivity, telecommunications services or physical materials needed to develop and implement instruction or services for students and the center (school).[2][3]

The use of a personal vehicle shall be considered a legitimate job expense if travel is authorized in advance by the

{X } immediate supervisor.

{ } building administrator.

{ } Business Manager.

{X } Administrative Director or designee.

Use of a personal vehicle for approved purposes is reimbursable at the [IRS Standard Mileage](#) rate per mile approved by the Joint Operating Committee.

{X } Use of a personal vehicle requires that liability insurance be provided by the employee.

Actual and necessary expenses incurred when attending functions outside the center (school) shall be reimbursed to an employee if approval has been obtained in advance from the

{ } Joint Operating Committee.

{X } Administrative Director.

{ } building administrator.

{ } immediate supervisor.

Attendance at approved events outside the center (school) shall be without loss of regular pay, unless otherwise stipulated prior to attendance.

PSBA Revision 8/20 © 2020 PSBA

Legal	1. 24 P.S. 1850.1
	2. Pol. 309.1
	3. Pol. 624
	Pol. 626.1

Book	Policy Manual
Section	300 Employees
Title	Working Periods
Code	332 Vol V 2020
Status	Second Reading
Last Revised	February 11, 2021

Authority

Work schedules required for administrative, professional and support employees shall be clearly specified to ensure regular attendance by employees and consistent operation of the center (school) and its programs.

The Joint Operating Committee has the authority and responsibility to determine the hours **and days** during which programs and services of the center (school) shall be available to students and the community, consistent with the administrative compensation plan, individual contracts, applicable collective bargaining agreements, and Joint Operating Committee resolutions.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)

The Joint Operating Committee has the authority to make modifications to the school calendar and the school schedule as necessary to meet the instructional and health and safety needs of students and staff. Modifications to staff working periods shall be addressed in accordance with the administrative compensation plan, individual contracts, applicable collective bargaining agreements, Joint Operating Committee resolutions and/or Joint Operating Committee-approved health and safety or other emergency preparedness and response plans.[\[3\]](#)[\[5\]](#)[\[6\]](#)

Delegation of Responsibility

The Administrative Director or designee shall develop administrative regulations to ensure employees **are informed of and** adhere to their assigned work schedules.

Instructional personnel shall have a duty-free lunch period of not less than thirty (30) minutes.[\[1\]](#)

Staff may be assigned extra or alternative duties, distributed equitably when possible, at the discretion of the

☒ building administrator.

☒ immediate supervisor.

☐ Administrative Director.

All professional staff members are expected to attend each faculty meeting unless specifically excused by the responsible administrator.

PSBA Revision 8/20 © 2020 PSBA

Legal	1. 24 P.S. 1504
	2. 24 P.S. 1850.1
	3. Pol. 803
	4. Pol. 804
	5. 24 P.S. 520.1
	6. Pol. 805
	Pol. 318

Book	Policy Manual
Section	300 Employees
Title	Sick Leave
Code	334 Vol V 2020
Status	Second Reading
Last Revised	January 25, 2021

Authority

Joint Operating Committee policy for certificated administrative and professional employees shall ensure that eligible employees receive paid sick leave days annually, in accordance with law, administrative compensation plan, individual contract, collective bargaining agreement, or Joint Operating Committee resolution. Unused leave shall be cumulative.[\[1\]](#)

Joint Operating Committee policy for noncertificated administrative and support employees shall ensure that eligible employees receive paid sick leave days annually, in accordance with the administrative compensation plan, individual contract, collective bargaining agreement or Joint Operating Committee resolution. Unused leave shall be cumulative.

The Joint Operating Committee reserves the right to require any employee claiming **paid or unpaid** sick leave to submit sufficient proof, including **documentation from a licensed physician, certified registered nurse practitioner or a licensed physician assistant**, of the employee's illness, disability **or need to quarantine**.[\[1\]](#)[\[2\]](#)

Misuse of sick leave shall be considered a serious infraction subject to disciplinary action.[\[3\]](#)

The Joint Operating Committee shall consider the **written request** of any eligible employee for an extension of sick leave, **with or without pay**, when the employee's own accumulated sick leave **or other paid or unpaid leave has been** exhausted, pursuant to law **or collective bargaining agreement provisions** where applicable.[\[1\]](#)[\[2\]](#)

{ } The Joint Operating Committee approves the use of Sick Leave Banks, and directs the Administrative Director or designee to establish administrative regulations or procedures to ensure they are operated in accordance with the provisions of law, Joint Operating Committee policy and an applicable administrative compensation plan, collective bargaining agreement, or Joint Operating Committee resolution.

Delegation of Responsibility

The Administrative Director shall report to the Joint Operating Committee the names of employees absent for noncompensable cause or whose claim for sick leave pay cannot be justified.

Guidelines

Whatever the claims of disability, no day of absence shall be considered a sick leave day if the employee has engaged in or prepared for other gainful employment, or has engaged in any activity that would raise doubts regarding the validity of the sick leave request.

Records

The center's (school's) personnel records shall show the attendance of each employee; and the days absent shall be recorded, with the reason for such absence noted.[\[1\]](#)

A record shall be made of the unused sick leave days accumulated by each employee, which shall be reported to the employee.[\[1\]](#)

{ } It is the policy of the Joint Operating Committee not to make payment for unused sick leave upon discharge, resignation, or retirement.

{X } The Joint Operating Committee shall pay a specified amount for each unused sick leave day, up to a designated number of days, upon the retirement or death of an employee, as provided in the administrative compensation plan, individual contract, collective bargaining agreement or Joint Operating Committee resolution.

NOTE: Include the option on Sick Leave Banks if the Joint Operating Committee has a separate policy on Sick Leave Banks or if they are included in the collective bargaining agreement and/or administrative compensation plan.

PSBA Revision 8/20 © 2020 PSBA

Legal	1. 24 P.S. 1154
	2. 24 P.S. 1850.1
	3. Pol. 317
	Pol. 335
	Pol. 339

Book	Policy Manual
Section	300 Employees
Title	Family and Medical Leaves
Code	335 Vol II 2020
Status	Second Reading
Last Revised	February 11, 2021

Authority

The Joint Operating Committee shall provide eligible administrative, professional and support employees with unpaid leaves of absence in accordance with the Family And Medical Leave Act, hereinafter referred to as FMLA.[\[1\]](#)[\[2\]](#)

Employee requests for FMLA leave shall be processed in accordance with law, Joint Operating Committee policy and administrative regulations.

Delegation of Responsibility

The Administrative Director shall develop and disseminate administrative regulations to implement FMLA leave for eligible employees.

The center (school) shall post, in conspicuous places in the center (school) customarily used for notices to employees and applicants, a notice regarding the provisions of the FMLA and the procedure for filing a complaint.[\[3\]](#)

Employee requests for leave, both FMLA and non-FMLA, shall be submitted in writing on a designated form to the

☒ ~~Administrative~~ Director.

☐ building administrator.

☐ Director of Personnel.

☒ Administrative Services/~~Director of~~ Human Resources Coordinator.

☐ Business Manager.

Guidelines

Employees' eligibility for FMLA leave shall be based on the criteria established by law.[\[4\]](#)[\[5\]](#)

Eligible employees shall be provided up to twelve (12) workweeks of unpaid leave in a twelve-month period for the employee's own serious health condition; for the birth, adoption, foster placement or first-year care of a child; to care for a seriously ill spouse, child or parent; or to address specific qualifying exigencies pertaining to a member of the Armed Forces alerted for foreign deployment or during foreign deployment.[\[5\]](#)

Eligible employees shall be provided up to twenty-six (26) workweeks of unpaid leave in a single twelve-month period to care for an ill or injured covered servicemember.[\[5\]](#)

The center (school) shall utilize a rolling twelve-month period measured backwards from the date leave is used to determine if an employee has exhausted his/her FMLA leave in any twelve-month period.[\[6\]](#)

CHOOSE ONLY 1 OF THE FOLLOWING OPTIONS – REVIEW CBA'S:

☐ When an employee requests an FMLA leave and qualifies for and is entitled to any accrued paid sick, vacation, personal or family leave, the employee is required to utilize such paid leave concurrent with the FMLA leave.[\[5\]](#)

☒ When an employee requests an FMLA leave and qualifies for and is entitled to any accrued paid sick, vacation, personal or family leave, the employee may utilize such paid leave concurrent with the FMLA leave.[\[5\]](#)

NOTES:

Both spouses – 29 U.S.C. Sec. 2612, 29 CFR Sec. 825.202

DO NOT add guardian to this policy.

If current policy reads "anticipated disability" – delete and replace with new mast, unless the language is in addition to FMLA.

Take out seniority language due to a conflict in the law.

1. 29 CFR Part 825
 2. 29 U.S.C. 2601 et seq
 3. 29 U.S.C. 2619
 4. 29 U.S.C. 2611
 5. 29 U.S.C. 2612
 6. 29 CFR 825.200
- Pol. 813

335. Attach - FAMILIES FIRST CORONAVIRUS RESPONSE ACT.docx (29 KB)

335-Attach2-FFCRA_Poster_Spanish.pdf (185 KB)

335-Attach1-FFCRA_Poster_English.pdf (180 KB)

Book	Policy Manual
Section	300 Employees
Title	Responsibility for Student Welfare
Code	340 Vol V 2020
Status	Second Reading
Last Revised	February 11, 2021

Authority

The Joint Operating Committee adopts this policy to ensure appropriate oversight of and responsibility for student welfare by administrative, professional and support employees.[\[1\]](#)

Employees are responsible for the safety of students in their charge within center (school) buildings and on center (school) property.

Each employee **is responsible** for supervision, control and protection of students, commensurate with assigned duties and **directives**.

Each employee is responsible to ensure that students are supervised by a teacher or other staff member at all times while engaged in center (school) activities.

[{X}](#) An employee should not voluntarily assume responsibility for duties **the employee** cannot reasonably perform. Voluntary assumption carries the same responsibilities as assigned duties.

Teachers **and designated staff** shall provide proper instruction in **and enforcement of** safety **rules and procedures included in the Joint Operating Committee-approved health and safety plan and** assigned curriculum.[\[2\]](#)[\[3\]](#)

Each employee has the responsibility to report immediately to the building administrator **or designated staff** an accident, safety hazard, **unsafe or dangerous condition, or to immediately address observed violations of center (school) safety rules.**[\[2\]](#)

[{X}](#) Employees may not send students on any personal errands.

[{X}](#) Employees may not transport students in a personal vehicle, except when specifically **authorized by the building administrator or designee**.

[{X}](#) Employees shall not require a student to perform **services** that may be detrimental to the student's health.

Delegation of Responsibility

The Administrative Director or designee shall monitor employee’s adherence to this policy to ensure the maintenance of standards that protect student welfare.

PSBA Revision 8/20 © 2020 PSBA

Legal	1. 24 P.S. 1850.1
	2. Pol. 705
	3. Pol. 805

Book	Policy Manual
Section	600 Finances
Title	Federal Fiscal Compliance
Code	626 Vol II 2020
Status	Second Reading
Last Revised	January 14, 2021

Authority

The Joint Operating Committee shall ensure federal funds received by the center (school) are administered in accordance with federal requirements, including but not limited to the federal Uniform Guidance.^[1]

Delegation of Responsibility

The Joint Operating Committee designates the

- {X } Administrative Director
- { } Federal Programs Coordinator
- { } building administrator
- { } Business Manager

as the center (school) contact for all federal programs and funding.

The Administrative Director or designee, in collaboration with the Federal Programs Coordinator and Business Manager, shall establish and maintain a sound financial management system to include internal controls and federal grant management standards covering the receipt of both direct and state-administered federal grants, and to track costs and expenditures of funds associated with grant awards.^[1]

The Administrative Director, to assist in the proper administration of federal funds and implementation of this policy, may approve additional procedures as attachments to this policy.

Guidelines

The center's (school's) financial management system shall be designed with strong internal controls, a high level of transparency and accountability, and documented procedures to ensure that all financial management system requirements are met.

Financial management standards and procedures shall assure that the following responsibilities are fulfilled:

1. Identification – The center (school) must identify, in its accounts, all federal awards received and expended, and the federal programs under which they were received.
2. Financial Reporting – Accurate, current, and complete disclosure of the financial results of each federal award or program must be made in accordance with the financial reporting requirements of the Education Department General Administrative Regulations (EDGAR).
3. Accounting Records – The center (school) must maintain records which adequately identify the source and application of funds provided for federally-assisted activities.
4. Internal Controls – Effective control and accountability, **including segregation of duties**, must be maintained for all funds, real and personal property and other assets. The center (school) must adequately safeguard all such property and must assure that it is used solely for authorized purposes.
5. Budget Control – Actual expenditures or outlays must be compared with budgeted amounts for each federal award. Procedures shall be developed to establish determination for allowability of costs for federal funds.
6. Cash Management – The center (school) shall maintain written procedures to implement the cash management requirements found in EDGAR.
7. Allowability of Costs – The center (school) shall ensure that allowability of all costs charged to each federal award is accurately determined and documented.

Standards of Conduct

The center (school) shall maintain standards of conduct covering conflicts of interest and the actions of employees and center (school) officials engaged in the selection, award and administration of contracts.^[2]^[3]

All employees shall be informed of conduct that is required for federal fiscal compliance and the disciplinary actions that may be applied for violation of Joint Operating Committee policies, administrative regulations, rules and procedures.^[4]

Employees - Time and Effort Reporting

All center (school) employees paid with federal funds shall document the time they expend in work performed in support of each federal program, in accordance with law. Time and effort reporting requirements do not apply to contracted individuals.^[5]

Center (School) employees shall be reimbursed for travel costs incurred in the course of performing services related to official business as a federal grant recipient.^[6]

The center (school) shall establish and maintain employee policies **and procedures** on hiring, benefits and leave and outside activities, as approved by the Joint Operating Committee. **Center (School) procedures on payment of staff shall apply to employees paid with federal funds and shall include payment in extenuating or emergency conditions, in accordance with applicable law, regulations or emergency declarations by state or federal authorities.**^{[2][8][9][10][11][12][13][14]}

Record Keeping

The center (school) shall develop and maintain a Records Management Plan and related Joint Operating Committee policy and administrative regulations for the retention, retrieval and disposition of manual and electronic records, including emails.^{[15][16]}

The center (school) shall ensure the proper maintenance of federal fiscal records documenting:^{[16][17][18]}

1. Amount of federal funds.
2. How funds are used.
3. Total cost of each project.
4. Share of total cost of each project provided from other sources.
5. Other records to facilitate an effective audit.
6. Other records to show compliance with federal program requirements.
7. Significant project experiences and results.

All records must be retrievable and available for programmatic or financial audit.

The center (school) shall provide the federal awarding agency, Inspectors General, the Comptroller General of the United States, and the pass-through entity, or any of their authorized representatives, the right of access to any documents, papers, or other center (school) records which are pertinent to the federal award. The center (school) shall also permit timely and reasonable access to the center's (school's) personnel for the purpose of interview and discussion related to such documents.^[19]

Records shall be retained for a minimum of five (5) years from the date on which the final Financial Status Report is submitted, or as otherwise specified in the requirements of the federal award, unless a written extension is provided by the awarding agency, cognizant agency for audit, oversight agency for audit or cognizant agency for indirect costs.^[20]

If any litigation, claim or audit is started before the expiration of the standard record retention period, the records shall be retained until all litigation, claims or audits have been resolved and final action taken.^[20]

As part of the Records Management Plan, the center (school) shall develop and maintain a records retention schedule, which shall delineate the record retention format, retention period and method of disposal.^[16]

The Records Management Plan shall include identification of staff authorized to access records, appropriate training, and preservation measures to protect the integrity of records and data.^[16]

The center (school) shall ensure that all personally identifiable data protected by law or regulations is handled in accordance with the requirements of applicable law, regulations, Joint Operating Committee policy and administrative regulations.^{[21][22][23]}

Subrecipient Monitoring

In the event that the center (school) awards subgrants, the center (school) shall establish procedures to:^[24]

1. Assess the risk of noncompliance.
2. Monitor grant subrecipients to ensure compliance with federal, state, and local laws and Joint Operating Committee policy and procedures.
3. Ensure the center's (school's) record retention schedule addresses document retention on assessment and monitoring.^[16]

Compliance Violations

Employees and contractors involved in federally funded programs and subrecipients shall be made aware that failure to comply with federal law, regulations or terms and conditions of a federal award may result in the federal awarding agency or pass-through entity imposing additional conditions or terminating the award in whole or in part.^{[25][26]}

- 1. 2 CFR Part 200
- 2. Pol. 827
- 3. Pol. 828
- 4. Pol. 317
- 5. 2 CFR 200.430
- 6. Pol. 626.1
- 7. 24 P.S. 1153
- 8. Pol. 304
- 9. Pol. 319
- 10. Pol. 336
- 11. Pol. 337
- 12. Pol. 624
- 13. Pol. 805
- 14. Pol. 813
- 15. 2 CFR 200.333-200.337
- 16. Pol. 800
- 17. 34 CFR 75.730-75.732
- 18. 34 CFR 76.730-76.731
- 19. 2 CFR 200.336
- 20. 2 CFR 200.333
- 21. Pol. 113.3
- 22. Pol. 216
- 23. Pol. 324
- 24. 2 CFR 200.330-200.331
- 25. 2 CFR 200.338
- 26. 2 CFR 200.339
- 34 CFR Part 75
- 34 CFR Part 76
- Pol. 610
- Pol. 611
- Pol. 612
- Pol. 613
- Pol. 625

626-Attach-AllowabilityofCosts.doc (93 KB)

626-Attach-CashManagement (1).docx (19 KB)

626-Attach-Costs_Obligations_Property (1).doc (62 KB)

626-Attach-Procurement (1).docx (49 KB)

626-Attach-SubrecipientMonitoring.doc (59 KB)

Book	Policy Manual
Section	700 Property
Title	Facilities and Workplace Safety
Code	705 Vol V 2020
Status	Second Reading
Last Revised	January 25, 2021

Purpose

The Joint Operating Committee recognizes that center (school) facilities must be maintained and operated in a condition that prioritizes the safety of students, staff and visitors.

Authority

The Joint Operating Committee directs the center (school) to provide facilities and equipment for the safe conduct of the educational programs and operations of the center (school), **in accordance with guidance issued by state and local officials, and the Joint Operating Committee-approved health and safety plan.**

The Joint Operating Committee requires that all students, staff and visitors adhere to state and local health and safety orders, Joint Operating Committee policy, administrative regulations and Joint Operating Committee-approved plans requiring face coverings or other protective devices where needed for safety purposes. Violation of this policy and school safety rules may result in disciplinary action, in accordance with law, regulations or Joint Operating Committee policy, or denial of entry to center (school) buildings and property, except where accommodations are deemed reasonable and necessary for individuals with disabilities or for medical conditions.[1][2][3][4][5][6]

Delegation of Responsibility

The Administrative Director or designee shall **periodically** review and evaluate center (school) **health and** safety rules and **health and safety** plans, **as necessary**.[7]

Administrators shall ensure that all staff and students are informed of **health and** safety rules at the beginning of the school year **and whenever conditions and requirements change. Administrators shall provide ongoing education and post signage to assist staff and students in complying with health and safety rules.**[7]

Guidelines

~~Certified Workplace~~ Safety Committee

A workplace safety committee shall be established to promote the center (school)'s goals concerning safe schools.[8][9][10][11]

The workplace safety committee shall be composed of a minimum of four (4) members, including two (2) administrators and two (2) employee representatives.

If the number of members on the workplace safety committee exceeds four (4), the committee shall be composed of an equal number of administrators and employees unless otherwise agreed upon by both groups. The administrators shall not constitute a majority of the workplace safety committee.

It shall be the responsibility of the workplace safety committee to:

1. Evaluate the current safety program.
2. Establish procedures for conducting and documenting the findings of periodic inspections to locate and identify safety and health hazards.
3. Make recommendations to correct hazards.
4. Review, in a timely manner, incident and accident report and investigation forms.
5. Conduct follow-up evaluations on the effectiveness of new health and safety equipment or safety procedures.

A quorum of the workplace safety committee members shall meet at least once a month.

The workplace safety committee shall develop and maintain operating procedures, membership lists, committee meeting agendas, attendance lists and minutes of each meeting.

All decisions of the committee shall be made by majority vote of members present.

The Administrative Director or designee shall ensure that a qualified trainer provides all committee members with adequate, annual training in safety committee structure and operation, hazard detection and inspection, and accident and illness prevention and investigation.

The Administrative Director or designee shall maintain written records of workplace safety committee training.

NOTES:

Delete Certified Workplace Safety Committee section if the school entity does not have a safety committee because it self-insures or pools its liabilities. If not sure, leave it in for school entity to consider and delete if necessary.

1. Pol. 103.1
2. Pol. 113
3. Pol. 113.1
4. Pol. 218
5. Pol. 317
6. Pol. 907
7. Pol. 805
8. 24 P.S. 223
9. 34 PA Code 129.1001 et seq
10. 72 P.S. 1722-J
11. 77 P.S. 1038.2
- 24 P.S. 1517
- 24 P.S. 1518
- 24 P.S. 1850.1

Book	Policy Manual
Section	700 Property
Title	Property Records
Code	706
Status	Second Reading
Last Reviewed	January 25, 2021

Purpose

The **Joint** Operating Committee **recognizes** that adequate property and inventory records **must** be maintained on all buildings, **equipment**, and physical property under control of the school.

Authority

-IMPORTANT NOTE: There is language detailing the equipment inventory review preceded by brackets in the Authority section. Please determine which option is in accordance with CTC practice or wishes. **Please place an X in the appropriate brackets to indicate the desired option.** PSBA *recommends* selecting "at intervals that coincide with property insurance renewal", but this is a local decision.

The Joint Operating Committee directs that a complete inventory, **by physical count**, of all school-owned **equipment and** property **records of school building(s) and grounds, shall be maintained and updated** [\[1\]](#).

☒ **annually.**

☐ **every ____ years.**

☐ **at intervals that coincide with property insurance renewal.**

Delegation of Responsibility

-IMPORTANT NOTE: There is language preceded by brackets in the Delegation of Responsibility section which should be used to ensure the correct administrator is named. The original CTC policy stated this was the Director or designee. However, this policy was last reviewed in 1996 and may no longer reflect CTC practice. Please determine which option is in accordance with CTC practice or wishes. **Please place an X in the appropriate brackets to indicate the desired option.** PSBA *recommends* selecting the Business Manager, but this is a local decision.

It shall be the **responsibility** of the

☒ **Director or designee**

☐ **Joint Operating Committee Secretary**

☐ **Business Manager**

☒ ~~**Supervisor of Buildings and Grounds**~~ **Facilities Manager**

to ensure that equipment inventories are systematically and accurately recorded, updated, and adjusted annually by reference to purchase orders and withdrawal reports. Property records of facilities shall be maintained on an ongoing basis.

Guidelines

Major items of equipment shall be subject to annual physical spot check inventory to determine loss, **location** or depreciation; any major loss shall be reported to the **Joint** Operating Committee.

Records of consumable supplies shall be maintained on a continuous inventory basis.

No equipment shall be removed for personal or nonschool use, except in accordance with **Joint** Operating Committee policy.[2][3]

Equipment shall be identified with a permanent tag that provides appropriate school identification.

Legal	1. 24 P.S. 1850.1
	2. Pol. 708
	3. Pol. 710

Book	Policy Manual
Section	700 Property
Title	Lending of Equipment and Books
Code	708
Status	Second Reading
Last Revised	January 29, 2020
Last Reviewed	January 25, 2021

Purpose

The Joint Operating Committee directs that equipment owned **by the** school **normally** shall not be loaned for nonschool use off school property. If equipment is required for use by those granted permission to use school facilities, it may be loaned in accordance with **Joint Operating Committee** policy.^{[1][2][3]}

Delegation of Responsibility

-IMPORTANT NOTE: There is language preceded by brackets in the Delegation of Responsibility section which should be used to ensure the correct administrator is named. The original CTC policy stated this was the Director. However, this policy was last reviewed in 1996 and may no longer reflect CTC practice. Please determine which option is in accordance with CTC practice or wishes. **Please place an X in the appropriate brackets to indicate the desired option.** PSBA *recommends* selecting the building administrator, but this is a local decision.

Use of specific items of equipment, when unobtainable elsewhere, may be granted on the written request of the intended user and approval by the

{ X } Director or Principal.

{ } **Joint Operating Committee Secretary.**

{ } **Business Manager.**

{ } **supervisor.**

{ } **building administrator.**

-IMPORTANT NOTE: There is language preceded by brackets in the Delegation of Responsibility section. It should be determined if this language is still in accordance with CTC practice or wishes. **If any of the language is desired, please be sure to place an X in the brackets to indicate such language should be included. If any language is not desired, please strike or delete such language.**

{ X } School equipment may be removed from school property by students or staff members only when such equipment is necessary to accomplish tasks **relevant to** their **education** or job responsibilities. Prior approval of the

{ } **building administrator**

{ x } Director or Principal

is required for such removal **and use.**

Guidelines

The user of school owned equipment shall be fully liable for any damage or loss occurring to the equipment during the period of its use and shall be responsible for its safe return.

When equipment authorized for **lending** requires the services of an operator, the user shall employ the person designated by the school and shall pay **the stated** cost **of services.**

Removal of school equipment from school property for personal use by staff or students is prohibited.

School books may be used by students during vacations when permission is granted by the building administrator.^[4]

Legal	1. 24 P.S. 801
	2. 24 P.S. 1850.1
	3. Pol. 707
	4. 24 P.S. 804

Book	Policy Manual
Section	700 Property
Title	Building Security
Code	709
Status	Second Reading
Last Reviewed	January 25, 2021

Purpose

The **Joint** Operating Committee recognizes the need to maintain security of school facilities for reasons of **safety**, vandalism and theft.

Delegation of Responsibility

Building security shall be **coordinated** by the **School Safety and Security Coordinator**, with the cooperation of **school administrators and staff**.
[1][2]

The Director **or designee** shall **develop administrative regulations designating** who **may** be **authorized** to **access school** building(s), **the designated level of access** and who may have after-hours access to school facilities.

Guidelines

After the start of the school day, access to school buildings shall be limited to one (1) entrance that is monitored and capable of controlling visitor entry. All other entrances shall be locked, and designated school staff shall follow established Joint Operating Committee policy and procedures for entry of school visitors and other authorized individuals into school buildings.[3]

Legal	1. Pol. 805
	2. Pol. 805.2
	3. Pol. 907
	24 P.S. 1850.1
	Pol. 705

Book	Policy Manual
Section	700 Property
Title	Service Animals in Schools
Code	718 - New
Status	Second Reading
Last Revised	February 11, 2021

Purpose

The Joint Operating Committee adopts this policy to ensure that individuals with disabilities are permitted to participate in and benefit from school programs, activities and services, and to ensure that the school does not discriminate on the basis of disability.

Definition

Service animal means any dog individually trained to do work or perform tasks for the benefit of an individual with a disability.^[1]

~~Miniature horses may be utilized as service animals if:~~^[2]

- ~~1. The miniature horse is individually trained to do work or perform tasks for the benefit of an individual with a disability.~~
- ~~2. The facility can accommodate the type, size and weight of the miniature horse.~~
- ~~3. The presence of the miniature horse does not compromise the safe operation of the facility.~~

The work or tasks performed by a service animal shall be directly related to the individual's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing nonviolent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.^[1]

The provision of emotional support, well-being, comfort, or companionship does not constitute work or tasks for the purpose of this definition.^[1]

Authority

The Joint Operating Committee shall permit individuals with disabilities to use service animals in school buildings; on school property; and on vehicles that are owned, leased or controlled by the school, in accordance with this policy and applicable state and federal laws and regulations.^{[3][4][5][6]}

Guidelines

Admission of Service Animals to Schools

A student or an employee with a disability may submit a request to bring a service animal to school for educational or employment purposes. A student or employee seeking to bring a service animal to school must comply with the requirements as set forth in this policy and any administrative regulations governing this issue.

Parents/Guardians of students with disabilities may submit a request to the building administrator for their student to bring a service animal to school. The building administrator shall forward the request to the appropriate Section 504 or IEP team. The team shall gather the necessary information and evaluate the request to bring a service animal to school. Any service animal accompanying a student with a disability to school or school activities shall be handled and cared for in a manner detailed in the student's IEP or Section 504 Service Agreement.^{[7][8]}

Before a service animal shall be allowed in a school building, or on school property or vehicles, the school shall request the following documentation from the owner or handler of the animal:^[6]

1. **Verification of the need for a service animal.**^[2]
2. **Description of the function(s) the service animal is trained to perform in relation to the individual's disability.**^[2]
3. **Proof of current vaccinations and immunizations of the service animal.**^[9]

Admission of Service Animals to Public Events

Individuals with disabilities may be accompanied by their service animals while on school property for events that are open to the general public. This right of access does not extend to the schools generally or to other activities that are not open to the general public.^[2]

School administrators may inquire of the owner or handler of an animal whether the animal is required because of a disability and the specific tasks that the animal has been trained to perform, but shall not ask questions about an individual's disability.^{[3][2][10]}

The school shall not require an owner or handler of a service animal to pay an extra charge for the animal to attend events for which a fee is charged.^[2]

Delegation of Responsibility

The Director or designee shall develop and disseminate administrative regulations to implement Joint Operating Committee policy and accommodate individuals with disabilities requesting use of a service animal in school buildings and on school property and vehicles.

The designated administrator shall ensure that all individuals involved in a situation where a service animal will regularly accompany an individual in school buildings or on school property or vehicles are informed of the Joint Operating Committee policy and administrative regulations governing this issue. Involved individuals can include administrators, appropriate employees, student and parent/guardian.

The owner or handler of a service animal shall be solely responsible for:

1. **Supervision and care of the animal, including any feeding, exercising, clean up and stain removal.**^[2]
2. **Control of the animal at all times through the use of a harness, leash, tether or by other effective means.**
3. **Damages to school buildings, property and vehicles caused by the animal.**
4. **Injuries to students, employees, volunteers and visitors caused by the animal.**
5. **Annual submission of documentation of vaccinations and immunizations.**

The building administrator shall receive and forward to the Director or designee each completed request by an individual with a disability to be accompanied by a service animal. The Director or designee shall respond to the request.

School administrators may exclude a service animal from school buildings, property and vehicles under the following circumstances:

1. **Presence of the animal poses a direct threat to the health and safety of others.**
2. **Owner or handler is unable to control the animal.**
3. **Animal is not housebroken.**
4. **Presence of the animal would require a fundamental alteration to the program.**

Any individual with a service animal who is aggrieved by a decision to exclude, limit or remove a service animal may appeal that decision in accordance with applicable Joint Operating Committee policy. The appeal must be in writing and provide detailed information regarding the basis of the appeal.^[7]^[11]^[12]

Legal	1. 28 CFR 35.104
	2. 28 CFR 35.136
	3. 43 P.S. 953
	4. 29 U.S.C. 794
	5. 42 U.S.C. 12101 et seq
	6. 28 CFR 35.130
	7. Pol. 103.1
	8. Pol. 113
	9. 3 P.S. 455.1 et seq
	10. Pol. 904
	11. Pol. 104
	12. Pol. 906
	28 CFR Part 35
	29 CFR Part 1630
	45 CFR Part 80 App B
	Pol. 103
	Pol. 707

Book	Policy Manual
Section	800 Operations
Title	Opening Exercises/Flag Displays
Code	807
Status	Second Reading
Last Reviewed	January 20, 2021

Purpose

The Joint Operating Committee **adopts this policy to ensure that the school complies with state and federal** laws concerning **flag displays and** opening exercises **while respecting the rights of individuals.**

Authority

A United States flag shall be displayed in classrooms and on or near the school building during school hours, in clement weather and at other times determined by the Joint Operating Committee.[\[1\]](#)

The school shall provide opening exercises **that include a salute to** the flag **and/or recitation of** the Pledge of Allegiance **or the National Anthem.**[\[2\]](#)

Students may decline to recite the Pledge of Allegiance or National Anthem and to salute the flag on the basis of personal belief or religious conviction. Students who choose to refrain from such participation **shall respect the rights and interests of classmates who do participate.**[\[1\]](#)[\[2\]](#)

The Joint Operating Committee may direct professional employees to conduct a brief period of silent prayer or meditation as part of daily opening exercises. Silent prayer or meditation shall not be conducted as a religious service or exercise.[\[3\]](#)

Legal	1. 24 P.S. 771
	2. 22 PA Code 12.10
	3. 24 P.S. 1516.1

Book	Policy Manual
Section	800 Operations
Title	School Vehicle Drivers
Code	810.3 - New
Status	Second Reading
Last Reviewed	January 20, 2021

Note: This policy only refers to drivers of school vehicles which do not qualify as a school bus or commercial motor vehicle. Policy 810.1 applies to school bus and commercial motor vehicle drivers.

Purpose

The Joint Operating Committee recognizes that an employee must be fit to operate a school vehicle to ensure the health and safety of students being transported. The Joint Operating Committee also recognizes that an employee impaired by drugs or alcohol who operates school vehicles or transports students poses significant risks to the safety of students and others.

Definition

School vehicle means a motor vehicle, except a motorcycle, designed for carrying no more than ten (10) passengers, including the driver, and used for the transportation of preprimary, primary or secondary school students while registered by or under contract to the school. The term includes vehicles having chartered, group and party rights under the Pennsylvania Public Utility Commission and used for the transportation of school children. The term does not include a “school bus” or “commercial motor vehicle.”^[1]

Authority

The Joint Operating Committee shall implement a drug use and alcohol misuse prevention program for non-CDL drivers who operate school vehicles.

All contracted transportation providers shall implement a drug use and alcohol misuse prevention program for non-CDL drivers who operate school vehicles.^[2]

School vehicle drivers shall observe all state and federal laws and Pennsylvania Department of Transportation regulations governing traffic safety and school vehicle operation.

The Joint Operating Committee prohibits school vehicle drivers from texting and from using a handheld mobile telephone or other electronic device while driving a school vehicle except when it is necessary to communicate with law enforcement officials or other emergency services.^[3]

Delegation of Responsibility

The Director or designee shall develop administrative regulations to implement this policy and the requirements of law, which may include the following components:

1. Establishment of procedures for drug and alcohol testing of school vehicle drivers.
2. Establishment of procedures for obtaining and reviewing each school vehicle driver’s driving record to determine whether the driver meets the minimum requirements for safe driving and is not disqualified to operate a vehicle.^[4]

The Director or designee shall provide each driver, upon hire or transfer, with:

1. This policy and any accompanying administrative regulations; and
2. Educational materials related to misuse of alcohol and use of controlled substances.

The Director or designee shall also provide notice to representatives of employee organizations of the availability of this information.

Guidelines

School vehicle drivers shall comply with the requirements for background checks/certifications and employment history reviews in accordance with applicable law, Joint Operating Committee policy and administrative regulations. These requirements are addressed separately in Joint Operating Committee policy 304 for drivers employed by the school and Joint Operating Committee policy 818 for drivers employed by an independent contractor.^{[2][5][6][7][8][9]}

Prior to employment and at least once each school year, school vehicle drivers shall submit a copy of a valid driver’s license to the Director or designee.^[4]

Reporting Requirements

-IMPORTANT NOTE: There is language preceded by brackets which would insert the contract carrier in the Reporting Requirements section. It should be determined if these options are in accordance with CTC practice or wishes. **If this language is desired, please be sure to place an X in the brackets to indicate this language should be included. If this language is not desired, please strike or delete this language.**

School vehicle drivers shall report misconduct in accordance with Joint Operating Committee policy 317 for drivers employed by the school and Joint Operating Committee policy 818 for drivers employed by an independent contractor.^{[2][10]}

School vehicle drivers using controlled substances prescribed for therapeutic purposes by a licensed medical practitioner shall submit the practitioner’s written statement that the prescribed substance will not adversely affect the employee’s ability to safely operate a school vehicle.

School vehicle drivers shall also inform their supervisors of any use of drug(s) or medication(s) for which the packaging includes warnings that, "marked drowsiness may occur and/or be careful when driving a motor vehicle or operating machinery."

A school vehicle driver charged with or issued a citation for violating a federal or state law or local ordinance relating to motor vehicle traffic control in this or any other state or any federal, provincial, territorial or municipal law relating to motor vehicle traffic control in Canada, other than parking violations, shall notify the Director or designee

{ } and the contract carrier

in writing before the end of the business day following the day the school vehicle driver is charged or cited. Notice is required no matter what type of vehicle the driver was driving.

A school vehicle driver who is convicted of violating a federal or state law or local ordinance relating to motor vehicle traffic control in this or any other state or any federal, provincial, territorial or municipal law relating to motor vehicle traffic control in Canada, other than parking violations, shall notify the Director or designee

{ } and the contract carrier

in writing of the conviction within thirty (30) days of the date of conviction. Notice is required no matter what type of vehicle the driver was driving.

Any school vehicle driver whose operating privilege is suspended, revoked, canceled or recalled by any state, shall notify the Director or designee

{ } and the contract carrier

immediately upon reporting to work for the next scheduled shift following the notice of the suspension, revocation, cancellation, loss or disqualification.^[4]

Controlled Substances and Alcohol

-IMPORTANT NOTE: There is optional language for school entities to choose which types of drug and alcohol testing they conduct preceded by brackets in the Controlled Substances and Alcohol section. It should be determined if these options are in accordance with CTC practice or wishes. **If any of the language is desired, please be sure to place an X in the brackets to indicate such language should be included. If any language is not desired, please strike or delete such language.**

{ } *Drug and Alcohol Testing -*

[REMOVE BOTH PARAGRAPHS BELOW IF DRUG AND ALCOHOL TESTING IS NOT REQUIRED FOR SCHOOL VEHICLE DRIVERS]

{ } The school shall require school vehicle drivers to submit to the following drug and alcohol tests:

{ } pre-employment

{ } random

{ } post-accident

{ } reasonable suspicion

{ } return-to-work

{ } follow-up.

{ } The drug and alcohol testing program for school vehicle drivers shall be completely separate from the drug and alcohol testing program for covered drivers. The school shall not use the *Federal Drug Testing Custody and Control Form* or the *Department of Transportation Alcohol Testing Form* in its drug and alcohol testing program for school vehicle drivers.^[11]

Prohibited Conduct -

School vehicle drivers shall not use medical marijuana products.

School vehicle drivers shall not ingest hemp products or otherwise use hemp products in a way that may result in absorption of hemp or hemp residue into the body.

A school vehicle driver shall not report for duty, drive, operate or be in the actual physical control of the movement of a school vehicle under the following circumstances:

1. While using or while having any amount of alcohol present in the body, including medications containing alcohol.^[12]
2. While under the influence of a controlled substance or combination of controlled substances, or the combined influence of alcohol and a controlled substance or substances.^[13]
3. After consuming alcohol or a controlled substance within the previous eight (8) hours.

An exception shall be made for therapeutic use of prescribed controlled substances used by a school vehicle driver when the driver has submitted in advance a licensed medical practitioner's written statement that the prescribed substance will not adversely affect the driver's ability to safely operate a school vehicle.

Consequences/Discipline -

The school shall place a school vehicle driver who drives, operates or is in physical control of a school vehicle out of service for thirty (30) days if the school vehicle driver:^{[4][12]}

1. Has any detectable amount of alcohol in his/her system; or
2. Refuses to take a test to determine his/her alcohol content.

A school vehicle driver who refuses to take a drug or alcohol test required pursuant to Joint Operating Committee policy and administrative regulations has not refused to take a Department of Transportation (DOT)-test.[\[14\]](#)[\[15\]](#)

Consistent with contractual and legal requirements, a determination shall be made as to the appropriate disciplinary action for a school vehicle driver who violates Joint Operating Committee policy or administrative regulations. Nothing in this policy shall limit the Joint Operating Committee's authority to impose discipline, including discharge.

Maintenance of Records

Drug and alcohol test information for school vehicle drivers shall be maintained separate from test information for covered drivers, such information shall be treated as confidential and shall only be released in accordance with law.[\[11\]](#)

Drug and alcohol test information for school vehicle drivers shall not be included on the U.S. Department of Transportation Drug and Alcohol Testing MIS Data Collection Form.

Acknowledgment of Receipt

Each school vehicle driver shall sign a statement certifying that s/he has received a copy of this policy and its accompanying administrative regulations.

The school shall keep the original signed statement in the school vehicle driver's personnel file and provide a copy to the driver.

Training

School vehicle drivers shall attend orientation and training sessions, as appropriate to the nature of their service. When training is provided for other school employees relating to the legal obligations of employers and educational institutions, consideration shall be given to which school vehicle drivers should also receive that training.

Legal

1. 75 Pa. C.S.A. 102
2. Pol. 818
3. 75 Pa. C.S.A. 3316
4. 75 Pa. C.S.A. 1606
5. 23 Pa. C.S.A. 6344
6. 23 Pa. C.S.A. 6344.3
7. 24 P.S. 111
8. 24 P.S. 111.1
9. Pol. 304
10. Pol. 317
11. 49 CFR 40.13
12. 75 Pa. C.S.A. 1612
13. 75 Pa. C.S.A. 3802
14. 49 CFR 40.191
15. 49 CFR 40.261
- 24 P.S. 1850.1
- 23 Pa. C.S.A. 6301 et seq
- 75 Pa. C.S.A. 1601 et seq
- 67 PA Code 71.3
- 49 CFR Part 40
- Pol. 351

Book	Policy Manual
Section	800 Operations
Title	Bonding
Code	811
Status	Second Reading
Last Reviewed	January 20, 2021

Purpose

Prudent trusteeship of the school’s resources dictates that employees responsible for the safekeeping of school funds be bonded.

Authority

The Joint Operating Committee directs that the school shall be indemnified against loss of money by bonding **each** employee **required to be bonded by policy or by law**. The **Joint** Operating Committee shall bear the cost of bonds **for designated employees**.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)

Enumeration and valuation on such bonds shall be determined annually.

All other employees shall be covered under a blanket bond.

The amount of each bond shall be commensurate with the financial responsibility of the position.

Legal	1. 24 P.S. 409
	2. 24 P.S. 431
	3. 24 P.S. 436
	4. 24 P.S. 684
	5. 24 P.S. 1850.1

Book	Policy Manual
Section	800 Operations
Title	Property Insurance
Code	812
Status	Second Reading
Last Reviewed	January 20, 2021

Purpose

The **Joint** Operating Committee recognizes its responsibility under law to insure the real **and** personal property of the school.

Authority

The **Joint** Operating Committee has the authority and responsibility to provide adequate insurance coverage to protect the school's interests in its buildings and properties. **Such coverage shall insure for** actual cost value and/or replacement cost.[\[1\]](#)[\[2\]](#)

In placing insurance, the Joint Operating Committee shall be guided by the service of an insurance agent, scope of coverage provided, price of desired coverage and assurance of coverage.

-IMPORTANT NOTE: There is new language regarding the appointment of an administrator who shall be responsible for these insurance needs preceded by brackets in the Authority section. Please determine which option is in accordance with CTC [practice or wishes](#). **Please place an X in the appropriate brackets to indicate the desired option.** PSBA recommends selecting the "an insurance advisor, who may be the Agent of Record", but this is a local decision. This choice must be consistent between policies 812 and 813.

The Joint Operating Committee shall appoint

(☒) **an insurance advisor, who may be the Agent of Record.**

(☐) **an insurance committee.**

(☐) **a broker of record.**

Legal	1. 24 P.S. 774
	2. 24 P.S. 1850.1

Book	Policy Manual
Section	800 Operations
Title	Other Insurance
Code	813
Status	Second Reading
Last Reviewed	January 20, 2021

Purpose

Proper operation **of the** school requires that adequate, basic insurance programs be provided for the protection of the school and its employees.

Authority

The **Joint** Operating Committee has the authority and responsibility to provide adequate insurance coverage to protect the school's interests.[\[1\]](#)[\[2\]](#)

The Joint Operating Committee shall offer insurance coverage to administrators and regularly employed **school staff members in accordance with state and federal law, and provisions of any applicable administrative compensation plan, individual contract, collective bargaining agreement, employee handbook, or a Joint Operating Committee resolution.**[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)

In placing insurance, the Joint Operating Committee shall be guided by the service of an insurance agent, scope of coverage provided, price of desired coverage, and assurance of coverage.

-IMPORTANT NOTE: There is new language regarding the appointment of an administrator who shall be responsible for these insurance needs preceded by brackets in the Authority section. Please determine which option is in accordance with CTC [practice or wishes](#). **Please place an X in the appropriate brackets to indicate the desired option.** PSBA recommends selecting the "an insurance advisor, who may be the Agent of Record", but this is a local decision. This choice must be consistent between policies 812 and 813.

{X } **The Joint Operating Committee shall appoint**

(X **an insurance advisor, who may be the Agent of Record.**

() **an insurance committee.**

() **a broker of record.**

Legal	1. 24 P.S. 513
	2. 24 P.S. 774
	3. 24 P.S. 1850.1
	4. 29 U.S.C. 1161-1169

Book	Policy Manual
Section	800 Operations
Title	Copyright Material
Code	814
Status	Second Reading
Last Reviewed	January 20, 2021

Authority

The **Joint** Operating Committee **emphasizes** that **federal law** makes it illegal for anyone to duplicate copyrighted materials without permission. The **Joint** Operating Committee **acknowledges** that severe penalties are provided for unauthorized copying of audio, visual, **software, online** or printed materials unless the copying falls within the bounds of the fair use doctrine. [\[1\]](#).

Definition

Under the **fair use doctrine**, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship or research. **In order for the** duplication or **alteration of** a product to fall within the bounds of fair use, four **(4)** standards must be met:

1. Purpose And Character Of The Use – The use must be for such purposes as teaching or scholarship and must be nonprofit.
2. Nature Of The Copyrighted Work – Staff may make single copies of: book chapters for use in research, instruction or preparation for teaching; articles from periodicals or newspapers; short stories, essays or poems; and charts, graphs, diagrams, drawings, cartoons or pictures from books, periodicals or newspapers.
3. Amount And Substantiality Of The Portion Used – Copying the whole of a work cannot be considered fair use; copying a small portion may be **considered fair use** if **appropriate** guidelines are followed.
4. Effect Of The Use Upon The Potential Market For Or Value Of The Copyrighted Work – If resulting economic loss to the copyright holder can be shown, making even a single copy of certain materials may be an infringement; and making multiple copies presents the danger of greater penalties.

Delegation of Responsibility

Staff may make copies of **the** school's copyrighted materials that fall within **established administrative regulations**. Where there is reason to believe the material to be copied does not fall within **the administrative regulations**, prior permission shall be obtained from the **Director**.

Staff members who fail to **adhere to** this policy may be held personally liable for copyright infringement.

Staff members shall be responsible for instructing students in fair copyright practices and academic integrity, including guidance on citing resources appropriately.

Legal	1. 17 U.S.C. 101 et seq
-------	-------------------------

Book	Policy Manual
Section	800 Operations
Title	Acceptable Use of Internet, Computers and Network Resources
Code	815
Status	Second Reading
Last Revised	February 11, 2021

Purpose

The **Joint** Operating Committee supports use of the computers, Internet and other network **resources** in the school’s instructional **and operational** programs in order to facilitate learning, teaching **and daily operations** through interpersonal communications **and** access to information, research and collaboration.

The school provides students, staff and other authorized individuals with access to the school’s computers, electronic communication systems and network, which includes Internet access, whether wired or wireless, or by any other means.

For instructional purposes, the use of network facilities shall be consistent with the curriculum adopted by the school as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.

Definitions

The term child pornography is defined under both federal and state law.

Child pornography - under federal law, is any visual depiction, including any photograph, film, video, picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where:[\[1\]](#)

- 1. The production of such visual depiction involves the use of a minor engaging in sexually explicit conduct;**
- 2. Such visual depiction is a digital image, computer image, or computer-generated image that is, or is indistinguishable from, that of a minor engaging in sexually explicit conduct; or**
- 3. Such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct.**

Child pornography - under state law, is any book, magazine, pamphlet, slide, photograph, film, videotape, computer depiction or other material depicting a child under the age of eighteen (18) years engaging in a prohibited sexual act or in the simulation of such act.[\[2\]](#)

The term harmful to minors is defined under both federal and state law.

Harmful to minors - under federal law, is any picture, image, graphic image file or other visual depiction that:[\[3\]](#)[\[4\]](#)

- 1. Taken as a whole, with respect to minors, appeals to a prurient interest in nudity, sex or excretion;**
- 2. Depicts, describes or represents in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or lewd exhibition of the genitals; and**
- 3. Taken as a whole lacks serious literary, artistic, political or scientific value as to minors.**

Harmful to minors - under state law, is any depiction or representation in whatever form, of nudity, sexual conduct, sexual excitement, or sadomasochistic abuse, when it:[\[5\]](#)

- 1. Predominantly appeals to the prurient, shameful, or morbid interest of minors;**
- 2. Is patently offensive to prevailing standards in the adult community as a whole with respect to what is suitable for minors; and**
- 3. Taken as a whole lacks serious literary, artistic, political, educational or scientific value for minors.**

Obscene - any material or performance, if:[\[5\]](#)

- 1. The average person applying contemporary community standards would find that the subject matter taken as a whole appeals to the prurient interest;**
- 2. The subject matter depicts or describes in a patently offensive way, sexual conduct described in the law to be obscene; and**
- 3. The subject matter, taken as a whole, lacks serious literary, artistic, political, educational or scientific value.**

Technology protection measure - a specific technology that blocks or filters Internet access to visual depictions that are obscene, child pornography or harmful to minors.[\[4\]](#)

Authority

The availability **of access to** electronic information does not imply endorsement by the school of the content, nor does the school guarantee the accuracy of information received. The school shall not be responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is retrieved via the Internet.

The school shall not be responsible for any unauthorized charges or fees resulting from access to the Internet **or other network resources.**

The Joint Operating Committee declares that computer and network use is a privilege, not a right. The school's computer and network resources are the property of the school. Users shall have no expectation of privacy in anything they create, store, send, delete, receive or display on or over the school's Internet, computers or network resources, including personal files or any use of the school's Internet, computers or network resources. The school reserves the right to monitor, track, and log network access and use; monitor files server space utilization by users; or deny access to prevent unauthorized, inappropriate or illegal activity and may revoke access privileges and/or administer appropriate disciplinary action. The school shall cooperate to the extent legally required with the Internet Service Provider (ISP), local, state and federal officials in any investigation concerning or related to the misuse of the school's Internet, computers and network resources. [6][7][8]

The Joint Operating Committee requires all users to fully comply with this policy and to immediately report any violations or suspicious activities to the Director or designee.

The JOC is granted the right to determine what sort of content is specifically inappropriate to minors by 47 USC 254; this list should be included in the adopted policy. Such a list has been added to the Authority section, please review and revise as necessary. **IMPORTANT NOTE: There is a space in this list to add additional items as the CTC wishes.**

The Joint Operating Committee establishes the following materials, in addition to those stated in law and defined in this policy, that are inappropriate for access by minors: [4]

1. Defamatory.
2. Lewd, vulgar, or profane.
3. Threatening.
4. Harassing or discriminatory. [9][10][11]
5. Bullying. [12]
6. Terroristic. [13]
7. { } _____ (specify others).

The school reserves the right to restrict access to any Internet sites or functions it deems inappropriate through established Joint Operating Committee policy, or the use of software and/or online server blocking. Specifically, the school operates and enforces a technology protection measure(s) that blocks or filters access to inappropriate matter by minors on its computers used and accessible to adults and students. The technology protection measure shall be enforced during use of computers with Internet access. [3][4][14]

Upon request by students or staff, the Director or designee shall expedite a review and may authorize the disabling of Internet blocking/filtering software to enable access to material that is blocked through technology protection measures but is not prohibited by this policy. [14]

Upon request by students or staff, building administrators may authorize the temporary disabling of Internet blocking/filtering software to enable access for bona fide research or for other lawful purposes. Written permission from the parent/guardian is required prior to disabling Internet blocking/filtering software for a student's use. If a request for temporary disabling of Internet blocking/filtering software is denied, the requesting student or staff member may appeal the denial to the Director or designee for expedited review. [3][15]

Delegation of Responsibility

The school shall make every effort to ensure that this resource is used responsibly by students and staff.

The school shall inform staff, students, parents/guardians and other users about this policy through employee and student handbooks, posting on the school website, and by other appropriate methods. A copy of this policy shall be provided to parents/guardians, upon written request. [14]

Users of school networks or school-owned equipment shall, prior to being given access or being issued equipment, sign user agreements acknowledging awareness of the provisions of this policy, and awareness that the school uses monitoring systems to monitor and detect inappropriate use and tracking systems to track and recover lost or stolen equipment.

Student user agreements shall also be signed by a parent/guardian.

Administrators, teachers and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discern among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals.

Students, staff and other authorized individuals have the responsibility to respect and protect the rights of every other user in the school and on the Internet.

Building administrators shall make initial determinations of whether inappropriate use has occurred.

The Director or designee shall be responsible for recommending technology and developing procedures used to determine whether the school's computers are being used for purposes prohibited by law or for accessing sexually explicit materials. The procedures shall include but not be limited to: [3][4][16]

1. Utilizing a technology protection measure that blocks or filters Internet access for minors and adults to certain visual depictions that are obscene, child pornography, harmful to minors with respect to use by minors, or determined inappropriate for use by minors by the Joint Operating Committee.
2. Maintaining and securing a usage log.
3. Monitoring online activities of minors.

The Director or designee shall develop and implement administrative regulations that ensure students are educated on network etiquette and other appropriate online behavior, including: [4]

1. **Interaction with other individuals on social networking websites and in chat rooms.**

2. **Cyberbullying awareness and response.**^[12]^[17]

Guidelines

Network accounts **shall** be used only by the authorized owner of the account for its **approved** purpose. Network users shall respect the privacy of other users on the system.

Safety

It is the school's goal to protect users of the network from harassment **and** unwanted or unsolicited **electronic** communications. Any network user who receives threatening or unwelcome **electronic** communications **or inadvertently visits or accesses an inappropriate site shall report such** immediately to a teacher or administrator. Network users shall not reveal personal **information** to other users on the network, **including chat rooms, email, social networking websites, etc.**

Internet safety measures shall effectively address the following:^[4]^[16]

1. **Control of access by minors to inappropriate matter on the Internet and World Wide Web.**
2. **Safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.**
3. **Prevention of unauthorized online access by minors, including "hacking" and other unlawful activities.**
4. **Unauthorized disclosure, use, and dissemination of personal information regarding minors.**
5. **Restriction of minors' access to materials harmful to them.**

Prohibitions

Users are expected to act in a responsible, ethical and legal manner in accordance with **Joint Operating Committee** policy, accepted rules of network etiquette, and federal and state law. **Specifically, the following uses are prohibited:**

1. **Facilitating illegal activity.**
2. **Commercial or for-profit purposes.**
3. **Nonwork or nonschool related work.**
4. **Product advertisement or political lobbying.**
5. **Bullying/Cyberbullying.**^[12]^[17]
6. **Hate mail, discriminatory remarks, and offensive or inflammatory communication.**
7. **Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.**
8. **Accessing, sending, receiving, transferring, viewing, sharing or downloading obscene, pornographic, lewd, or otherwise illegal materials, images or photographs.**^[18]
9. **Access by students and minors to material that is harmful to minors or is determined inappropriate for minors in accordance with Joint Operating Committee policy.**
10. **Inappropriate language or profanity.**
11. **Transmission of material likely to be offensive or objectionable to recipients.**
12. **Intentional obtaining or modifying of files, passwords, and data belonging to other users.**
13. **Impersonation of another user, anonymity, and pseudonyms.**
14. **Fraudulent copying, communications, or modification of materials in violation of copyright laws.**^[19]
15. **Loading or using of unauthorized games, programs, files, or other electronic media.**
16. **Disruption of the work of other users.**
17. **Destruction, modification, abuse or unauthorized access to network hardware, software and files.**
18. **Accessing the Internet, school computers or other network resources without authorization.**
19. **Disabling or bypassing the Internet blocking/filtering software without authorization.**
20. **Accessing, sending, receiving, transferring, viewing, sharing or downloading confidential information without authorization.**

Security

System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or school files. To protect the integrity of the system, **these** guidelines shall be followed:

1. Employees and students shall not reveal their passwords to another individual.
2. Users are not to use a computer that has been logged in under another student's or **employee's** name.
3. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

Copyright

The illegal use of copyrighted **materials** is prohibited. Any data uploaded to or downloaded from the network shall be subject to fair use guidelines **and applicable laws and regulations**.^[19]^[20]

School Website

The school shall establish and maintain a website and shall develop and modify its web pages to present information about the school under the direction of the Director or designee. All users publishing content on the school website shall comply with this and other applicable Joint Operating Committee policies.

Users shall not copy or download information from the school website and disseminate such information on unauthorized web pages without authorization from the building administrator.

Consequences for Inappropriate Use

The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.^[14]

Illegal use of the network; intentional deletion or damage to files **or** data belonging to others; copyright violations; **and** theft of services **shall** be reported to the appropriate legal authorities for possible prosecution.

General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy.

Vandalism **shall** result in **loss** of access privileges, **disciplinary action, and/or legal proceedings. Vandalism** is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks; this includes but is not limited to uploading or creating computer viruses.

Failure to comply with this policy or inappropriate use of the Internet, school network or computers shall result in usage restrictions, loss of access privileges, disciplinary action, and/or legal proceedings.^[6]^[7]^[8]

Legal

1. 18 U.S.C. 2256
2. 18 Pa. C.S.A. 6312
3. 20 U.S.C. 7131
4. 47 U.S.C. 254
5. 18 Pa. C.S.A. 5903
6. Pol. 218
7. Pol. 233
8. Pol. 317
9. Pol. 103
10. Pol. 103.1
11. Pol. 104
12. Pol. 249
13. Pol. 218.2
14. 24 P.S. 4604
15. 24 P.S. 4610
16. 47 CFR 54.520
17. 24 P.S. 1303.1-A
18. Pol. 237
19. Pol. 814
20. 17 U.S.C. 101 et seq
- 18 Pa. C.S.A. 2709
- 24 P.S. 4601 et seq
- Pol. 220

Book	Policy Manual
Section	800 Operations
Title	Contracted Services Personnel
Code	818
Status	Second Reading
Last Reviewed	January 20, 2021

Purpose

In its effort to provide cost-effective programs, the **Joint** Operating Committee **uses outside independent contractors for a variety of purposes. The school is required to ensure that such contractors comply with certain legal requirements regarding contractor employees involved in the delivery of services to the school.** This policy is **adopted to outline those requirements and the manner in which the school shall direct and monitor contractor compliance.**

Definitions

For purposes of this policy, contractor employee shall include an individual who:

- 1. Is employed or offered employment by an independent contractor or a subcontractor of an independent contractor, or is an individual independent contractor; and**
- 2. Has or will have direct contact with children.**

Direct Contact with Children - the possibility of care, supervision, guidance or control of children or routine interaction with children.[\[1\]](#)

For purposes of this policy, independent contractor shall mean an individual or entity that contracts with the school to provide services.

Authority

The **school** is required by law to ensure that independent contractors and **contractor** employees comply with the mandatory background check requirements for criminal history and child abuse **certifications, the employment history review requirement, and the arrest and conviction reporting requirements.**[\[2\]](#)[\[3\]](#)[\[4\]](#)

Guidelines

Prior to using contracted services, a written contractual agreement shall be entered into between the school and the independent contractor and maintained centrally by the school in a manner similar to that for other contracts. Requests for proposals, bid specifications for proposals and resulting contracts shall specify the following:

- 1. Mandatory requirements for criminal history background checks, child abuse certifications, employment history reviews, and arrest and conviction reporting for contracted services involving direct contact with children, as mandated by law and set forth in this policy.**[\[5\]](#)
- 2. A requirement that all contracted transportation providers provide a program of drug and alcohol testing for covered drivers. A covered driver shall include any contractor employee who drives, operates or is in the actual physical control or movement of a school bus or a commercial vehicle owned, leased or operated by the independent contractor in connection with school programs and services.**[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)^[10]
- 3. That failure to comply with this policy and the requirements for criminal history background checks and child abuse certifications, employment history reviews, and required reporting of employee arrests, convictions or other misconduct by an independent contractor or contractor employee shall be grounds for termination of the contract.**

The Director or designee shall review all information provided pursuant to this policy and determine if information is disclosed that precludes employment or continued service of an independent contractor or contractor employee.[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[11\]](#)

Information submitted by an independent contractor or contractor employee in accordance with this policy shall be maintained centrally in a manner similar to that for school employees.

Pre-Employment Requirements

Employment History Review -

Independent contractors shall conduct an employment history review, in compliance with state law, prior to assignment of a contractor employee to perform work for the school in a position or assignment involving direct contact with children. The independent contractor may use the information for the purpose of evaluating an applicant's fitness to be hired or for continued employment of a current contractor employee and may report the information as permitted by law.[\[4\]](#)

Independent contractors shall inform the school, in writing, upon receipt of an affirmative response to any of the abuse and sexual misconduct background questions for a contractor employee. If the school objects to the assignment, the independent contractor may not assign the contractor employee to the school.[\[4\]](#)

Independent contractors shall, upon request, provide the school to which a contractor employee is assigned access to the employee's employment history review records.

Criminal History -

Prior to assignment of contractor employees to perform work for the school in a position or assignment involving direct contact with children, contractor employees shall submit an official child abuse clearance statement and state and federal criminal history background checks (certifications) as required by law.[\[2\]](#)[\[3\]](#)

Contractor employees shall report, on the designated form, all arrests and convictions as specified on the form. Contractor employees shall likewise report arrests and/or convictions that occur subsequent to initially submitting the form. Failure to accurately report such arrests and convictions may subject the individual to denial of employment/contract, termination if already hired/contracted, and/or criminal prosecution.^[3]

Tuberculosis Test -

Contractor employees providing services for students shall undergo a test for tuberculosis in accordance with the regulations and guidance of the Pennsylvania Department of Health.^{[12][13]}

Arrest and Conviction Reporting Requirements

All independent contractors shall adopt policies and procedures that require their employees, who are providing services to the school and who have direct contact with children, to notify the independent contractor, in writing, within seventy-two (72) hours of the occurrence, of an arrest or conviction required to be reported by law. Contractor employees shall also be required to report to the independent contractor, within seventy-two (72) hours of notification, that the employee has been named as a perpetrator in a founded or indicated report pursuant to the Child Protective Services Law. The policies and procedures shall also include the provision that the failure on the part of contractor employees to make such a timely notification shall subject them to disciplinary action, including termination.^{[3][11]}

If the independent contractor receives notice of such arrest or conviction or that the contractor employee has been named as a perpetrator in a founded or indicated report, from either the contractor employee or a third party, the independent contractor shall immediately report, in writing, that information to the Director or designee.

The independent contractor shall immediately require a contractor employee to submit new certifications when there is a reasonable belief that the employee was arrested for or has been convicted of an offense required to be reported by law, was named as a perpetrator in a founded or indicated report, or has provided written notice of such occurrence.^{[3][11]}

-IMPORTANT NOTE: There is language regarding contracted transportation providers preceded by brackets in the Arrest and Conviction Reporting Requirements section. It should be determined if this option is in accordance with CTC practice or wishes. **If this language is desired, please be sure to place an X in the brackets to indicate this language should be included. If this language is not desired, please strike or delete this language.**

{ } Contractor employees who provide transportation services shall immediately notify the independent contractor and the school's transportation supervisor of any traffic citations or the suspension, revocation or cancellation of operating privileges.^[14]

Educator Misconduct

If the Director reasonably suspects that conduct being reported involves an incident required to be reported under the Educator Discipline Act, the Director or designee shall notify the Pennsylvania Department of Education, in accordance with applicable law, regulations and Joint Operating Committee policy 317.1.^{[15][16]}

Training

Independent contractors shall provide their employees who have direct contact with children with mandatory training on child abuse recognition and reporting. The training shall include, but not be limited to, the following topics:^[1]

1. Recognition of the signs of abuse and sexual misconduct and reporting requirements for suspected abuse and sexual misconduct.
2. Provisions of the Educator Discipline Act, including mandatory reporting requirements.^[17]
3. School policy related to reporting of suspected abuse and sexual misconduct.^[18]
4. Maintenance of professional and appropriate relationships with students.^[19]

Employees of independent contractors who have direct contact with children are required to complete a minimum of three (3) hours of training every five (5) years.^[1]

Contractor employees shall attend orientation and training sessions, as appropriate to the nature of their service. When training is provided for school employees relating to the legal obligations of employers and educational institutions, consideration shall be given to which contractor employees should also receive that training.

Child Abuse Reporting

All contractor employees who have reasonable cause to suspect that a child is the victim of child abuse shall make a report of suspected child abuse in accordance with applicable law, Joint Operating Committee policy and administrative regulations.^{[18][20]}

Confidentiality

No contractor employee shall be permitted access to confidential student information unless the school has determined that such access is necessary for the contractor employee to fulfill his/her responsibilities. Contractor employees with access to confidential student information shall maintain the confidentiality of that information in accordance with Joint Operating Committee policies and procedures and applicable law. If a contractor employee has questions about the confidentiality of student information, the contractor employee should consult with the building administrator.^{[21][22]}

1. 24 P.S. 1205.6
2. 23 Pa. C.S.A. 6344
3. 24 P.S. 111
4. 24 P.S. 111.1
5. 55 PA Code 3490.132
6. 49 CFR Part 382
7. 67 PA Code 71.3
8. 75 Pa. C.S.A. 1612
9. 75 Pa. C.S.A. 3802
10. Pol. 810.1
11. 23 Pa. C.S.A. 6344.3
12. 24 P.S. 1418
13. 28 PA Code 23.44
14. 75 Pa. C.S.A. 1606
15. 24 P.S. 2070.9a
16. Pol. 317.1
17. 24 P.S. 2070.1a et seq
18. Pol. 806
19. Pol. 824
20. 23 Pa. C.S.A. 6311
21. Pol. 113.3
22. Pol. 216
- 24 P.S. 1362
- 22 PA Code 8.1 et seq
- 23 Pa. C.S.A. 6301 et seq
- 75 Pa. C.S.A. 1601 et seq
- Pol. 610
- Pol. 810

Book	Policy Manual
Section	800 Operations
Title	Suicide Awareness, Prevention and Response
Code	819 - New
Status	Second Reading
Last Revised	January 22, 2021

Purpose

The Joint Operating Committee is committed to protecting the health, safety and welfare of its students and the school community. This policy supports the provision of a comprehensive program designed to promote behavioral health and prevent suicide.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)

Authority

The Joint Operating Committee directs the school to provide education on youth suicide awareness and prevention; to establish methods of prevention, intervention, and response to suicide attempt or suicide death; and to promote access to suicide awareness and prevention resources.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)

The school shall notify employees, students and parents/guardians of this policy and shall post the policy on the school's website.[\[1\]](#)

Definition

Behavioral health – the promotion of emotional health; the prevention of mental illnesses and substance use disorders; and treatment and services for substance abuse, addiction, substance use disorders, mental illnesses and/or mental disorders.

Guidelines

The school shall utilize a multifaceted approach to suicide prevention which integrates school and community-based supports.

SUICIDE AWARENESS AND PREVENTION EDUCATION [\[1\]](#)

Protocols for Administration of Student Education

Students shall receive age-appropriate education on the importance of safe and healthy choices, coping strategies, how to recognize risk factors and warning signs, as well as help-seeking strategies for self or others including how to engage school resources.

IMPORTANT NOTE: There is language preceded by brackets in the list in the Protocols for Administration of Student Education section. It should be determined if these options are in accordance with CTC [practice or wishes](#). **If any of the language is desired, please be sure to place an X in the brackets to indicate such language should be included. If any language is not desired, please strike or delete such language.** PSBA *recommends* the first two items, but this is a local decision.

Lessons shall:

- 1. Contain information on comprehensive health and wellness, including emotional, behavioral and social skills development.**
- 2. {X } Inform students about broader behavioral health issues such as depression and substance abuse, as well as specific risk factors, protective factors and warning signs for suicide.**
- 3. {X } Encourage students to seek help for themselves or their peers, including when concerns arise via social media or other online forum, and to avoid making promises of confidence when they are concerned about the safety of a peer.**
- 4. {X } Adhere to safe and effective messaging guidelines, avoid graphic testimonials, and include reputable suicide prevention resources.**
- 5. {X } Promote a healthy school climate where students feel connected to and can identify trusted adults in the building.**
- 6. { } Be conducted in the classroom, not as a large group assembly.**

Protocols for Administration of Employee Education

All school employees, including but not limited to administrators, teachers, paraprofessionals, secretaries, ~~coaches, bus drivers, and custodians~~ shall receive information about risk factors, warning signs, response procedures, referrals, and resources regarding youth suicide awareness and prevention.

As part of the school's professional development plan, professional educators in school buildings serving students in grades six (6) through twelve (12) shall participate in a minimum of four (4) hours of youth suicide awareness and prevention training every five (5) years.[\[1\]](#)[\[6\]](#)

Additional professional development in suicide risk screening and/or assessment and crisis intervention shall be provided to specialized staff and the school's behavioral health professionals such as school crisis response/intervention team members, designated administrators, school counselors, school psychologists, school social workers and school nurses.

Resources for Parents/Guardians

The school may provide parents/guardians with resources including, but not limited to, health promotion and suicide risk, including characteristics and warning signs; and information about local behavioral health resources.

METHODS OF PREVENTION [\[1\]](#)

The methods of prevention utilized by the school include, but are not limited to, early identification and support for students at risk; education for students, staff and parents/guardians; and delegation of responsibility for planning and coordination of suicide prevention efforts.

In support of the school's suicide prevention mission, information received in confidence from a student may be revealed to the student's parents/guardians, the building administrator or other appropriate authority when the health, welfare or safety of the student or any other person is clearly in jeopardy.^{[7][8][9][10]}

Suicide Prevention Coordinators

A suicide prevention coordinator shall be designated by the Director to act as a point of contact for issues relating to suicide. This may be an existing school employee. The school suicide prevention coordinator shall be responsible for planning and coordinating implementation of this policy.

Early Identification Procedures

Early identification of individuals with suicide risk factors or warning signs is crucial to the school's suicide prevention efforts. To promote awareness, employees, students and parents/guardians should be educated about suicide risk factors and warning signs.

Suicide risk factors refer to personal or environmental characteristics that are associated with suicide.

Warning signs are evidence-based indicators that someone may be in danger of suicide, either immediately or in the near future.

Referral Procedures

Any employee who observes a student exhibiting a warning sign for suicide or has another indication that a student may be contemplating suicide, shall refer the student for suicide risk screening and/or assessment and intervention in accordance with school procedures.

IMPORTANT NOTE: There is language preceded by brackets in the Referral Procedures section. Please determine which option is in accordance with CTC practice or wishes. **Please place an X in the appropriate brackets to indicate the desired option.** PSBA *recommends* selecting the "school behavioral health professional" but this is a local decision. The delegated employee could be any in this list, as long as they are receiving additional training.

In the absence of a warning sign for suicide, students demonstrating suicide risk factors that appear to be adversely impacting the student should be referred to the

- ☒ school counselor
- ☐ school behavioral health professional
- ☐ Student Assistance Program
- ☒ Other sending schools student assistance program

for support and follow-up.

Documentation

The school shall document the reasons for referral, including specific warning signs and suicide risk factors identified as indications that the student may be at risk.

METHODS OF INTERVENTION ^[1]

The methods of intervention utilized by the school include, but are not limited to, responding to suicide threats, suicide attempts in school, suicide attempts outside of school, and suicide death. Suicide intervention procedures shall address the development of a safety plan for students identified as being at increased risk of suicide.

Procedures for Students at Risk

A school-approved suicide risk screening or assessment tool may be used by trained behavioral health staff such as counselors, psychologists and social workers.

Parents/Guardians of a student identified as being at risk of suicide shall be notified by the school and informed of crisis and community resources. If the school suspects that the student's risk status is the result of abuse or neglect, staff shall immediately notify Children and Youth Services.^[5]

The school shall identify behavioral health service providers to whom students can be referred for further suicide risk screening and/or assessment and assistance.

Behavioral health service providers – may include, but not be limited to, hospital emergency departments, psychiatric hospitals, community behavioral health centers, psychiatrists, psychologists, social workers and primary care providers.

If the student is identified as being at increased risk of suicide, the school shall create a new, or update a previous, safety plan to support the student and the student's family. The safety plan should be developed collaboratively with input from the student and reviewed with the student's family.

Students With Disabilities

For students with disabilities who are identified as being at risk for suicide or who attempt suicide, the appropriate team shall be notified and shall address the student's needs in accordance with applicable law, regulations and Joint Operating Committee policy.^{[3][11][12][13]}

If a student is identified as being at risk for suicide or attempts suicide and the student may require special education services or accommodations, the Director of Special Education or designee shall be notified and shall take action to address the student's needs in accordance with applicable law, regulations and Joint Operating Committee policy.^{[3][11][12][13]}

Documentation

The school shall document observations, recommendations and actions conducted throughout the course of intervention, suicide risk screening and/or assessment and follow-up, including verbal and written communications with students, parents/guardians and behavioral health service providers.

The Director or designee shall develop administrative regulations providing recommended guidelines for responding to a suicide threat.

METHODS OF RESPONSE TO SUICIDE ATTEMPT OR SUICIDE DEATH [1]

The school shall maintain a trained school crisis response/crisis intervention team. Team members shall include, but not be limited to, designated administrators, school counselors, school nurse, school psychologist, social worker, School Resource Officers, members of the Student Assistance Program Team, and others as designated by the school such as community behavioral health agency resources.

Response to Suicide Attempt

Methods of response to a suicide attempt utilized by the school include, but are not limited to:

1. **Determining the roles and responsibilities of each crisis response team member.**
2. **Notifying students, employees and parents/guardians.**
3. **Working with families.**
4. **Responding appropriately to the media.**
5. **Collaborating with community providers.**

The Director or designee shall develop administrative regulations with recommended guidelines for responding to a suicide attempt on school grounds or during a school-sponsored event.

Re-Entry Procedures

A student's excusal from school attendance after a behavioral health crisis and the student's return to school shall be consistent with state and federal laws and regulations.[3][11][12][14][15]

Prior to a student returning to school after a behavioral health crisis, a school employed behavioral health professional, the building administrator or suicide prevention coordinator shall meet with the parents/guardians of the student and, if appropriate, meet with the student to ensure the student's readiness to return to school and to create an individual re-entry plan.

When authorized by the student's parent/guardian, the designated employee shall coordinate with the appropriate outside behavioral health care providers, request written documentation from the treating facility and encourage their involvement in the re-entry meeting.

The designated employee will periodically check in, as needed, with the student to monitor the student's progress, facilitate the transition back into the school community and address any concerns.

Re-entry of a student with a disability requires coordination with the appropriate team to address the student's needs in accordance with applicable law, regulations and Joint Operating Committee policy.[3][11][12][13]

Response to Suicide (Postvention)

Upon confirmation of a suicide death, the school shall immediately implement established postvention procedures which shall include methods for informing the school community; identifying and monitoring at risk youth; and providing resources and supports for students, staff and families. The school shall review any requests for memorials in accordance with school procedures.

The Director or designee shall develop administrative regulations with recommended guidelines for responding to a suicide death.

REPORT PROCEDURES [1]

Effective documentation assists in preserving the safety of the student and ensuring communication among staff, parents/guardians and behavioral health service providers.

When an employee takes notes on any conversations or situations involving or relating to an at risk student, the notes should contain only factual or directly observed information, not opinions or hearsay.

As stated in this policy, employees shall be responsible for effective documentation of incidents involving suicide prevention, intervention and response.

The suicide prevention coordinator shall provide the Director with a copy of all reports and documentation regarding the at risk student. Information and reports shall be provided, as appropriate, to guidance counselors, school behavioral health professionals and school nurses.

SUICIDE AWARENESS AND PREVENTION RESOURCES [1]

National:

- National Suicide Prevention Lifeline: **1-800-273-TALK (8255)** or visit <http://www.suicidepreventionlifeline.org/>
- Crisis Text Line: **TEXT 741-741** or visit <http://www.crisistextline.org/>
- Substance Abuse and Mental Health Services Administration (SAMHSA) Preventing Suicide: A Toolkit for High Schools <https://store.samhsa.gov/product/Preventing-Suicide-A-Toolkit-for-High-Schools/SMA12-4669>

Pennsylvania:

- [List of Crisis Intervention contact information by county.](#)
- [List of County CASSP and Children's Behavioral Health Contact Persons](#)
- [County Task Force Resources:](#) By county, available contact information is provided for crisis, the Suicide Prevention Task Force, local chapter of AFSP, and other local mental health/suicide prevention resources

National and State Organizations

National:

- American Association of Suicidology (AAS): <http://www.suicidology.org/>
- American Foundation for Suicide Prevention (AFSP): <https://www.afsp.org/>
- Suicide Prevention Resource Center (SPRC): <http://www.sprc.org/>

Pennsylvania:

- Prevent Suicide PA: <http://www.preventsuicidepa.org/>
- Jana Marie Foundation: <http://www.janamariefoundation.org/>
- Aevidum: <http://aevidum.com/cms/>
- Services for Teens at Risk (STAR-Center)
<https://www.starcenter.pitt.edu/STAR-Center-Home/1/Default.aspx>
- Pennsylvania Department of Education www.education.state.pa.us

Legal

1. 24 P.S. 1526
2. Pol. 103
3. Pol. 103.1
4. Pol. 249
5. Pol. 806
6. Pol. 333
7. 22 PA Code 12.12
8. Pol. 207
9. Pol. 216
10. Pol. 236
11. Pol. 113
12. Pol. 113.2
13. Pol. 114
14. Pol. 117
15. Pol. 204
- Pol. 146
- Pol. 805
- Pol. 911

Book	Policy Manual
Section	800 Operations
Title	Automated External Defibrillator (AED)/Cardiopulmonary Resuscitation (CPR)
Code	822
Status	Second Reading
Last Reviewed	January 20, 2021

Purpose

The Joint Operating Committee is committed to providing a **safe and** healthy environment **for the school community**.

Maintaining automated external defibrillator (AED) **units and staff trained in cardiopulmonary resuscitation (CPR) in the school enables** trained responders to deliver early defibrillation **and resuscitation** to victims **of** sudden cardiac arrest.

Authority

The Joint Operating Committee requires, except in extenuating circumstances, each school to have one (1) person certified in **the use of cardiopulmonary resuscitation (CPR) during regular school hours when the school is in session and students are present.**[\[1\]](#)

The **automated external defibrillator** (AED) units owned by **the** school **shall** be **properly maintained and located** in a secure and accessible location.

The automated external defibrillator (AED) units shall be used in accordance with approved procedures.

Guidelines

A Core Team shall be trained in CPR and AED procedures by completing a training program **offered by approved providers. Members of the team shall be provided opportunities for** annual training and retraining.

Written guidelines for **medical** emergencies related to **the** use of **automated external defibrillator (AED) units shall be** provided to all members **of the core team**.

Responders' use of **an automated external defibrillator** (AED) **unit shall** not replace the care provided by emergency medical services (EMS) providers, but it is meant to provide a lifesaving bridge during the first few critical minutes it takes for ambulance personnel to arrive. Patient care **shall** be transferred to **the** EMS providers upon their arrival.

Delegation of Responsibility

The Superintendent or designee shall develop and disseminate administrative regulations that detail the use of the automated external defibrillator (AED) units.

The **automated external defibrillator** (AED) **units** may **be used by** all members of the school's **core team** who have successfully completed training **and** any trained volunteer who has **a** current course completion card.

Legal	1. 24 P.S. 1424
	24 P.S. 1423
	42 Pa. C.S.A. 8331.2
	42 Pa. C.S.A. 8332
	42 Pa. C.S.A. 8337.1
	Pol. 122.2

Book	Policy Manual
Section	800 Operations
Title	Naloxone
Code	823 - New
Status	Second Reading
Last Revised	January 22, 2021

Authority

As a means of enhancing the health and safety of its students, staff and visitors, the school may obtain, maintain and administer doses of an opioid antagonist and other facilities, specifically Naloxone, for emergency use to assist a student, staff member or other individual believed or suspected to be experiencing an opioid overdose.^{[1][2]}

Definitions

Drug overdose - shall mean an acute medical condition, including, but not limited to, severe physical illness, coma, mania, hysteria or death, which is the result of consumption or use of one or more controlled substances causing an adverse reaction. An individual's condition may be deemed to be a drug overdose if a prudent person, possessing an average knowledge of medicine and health, would reasonably believe that the condition is in fact a drug overdose and requires immediate medical attention.^[1]

Naloxone - shall mean a medication that can reverse an overdose caused by an opioid drug. As a narcotic antagonist, Naloxone displaces opiates from receptor sites in the brain and reverses respiratory depression that usually is the cause of overdose deaths.

Opioid - shall mean illegal drugs such as heroin, as well as prescription medications used to treat pain such as morphine, codeine, methadone, oxycodone, hydrocodone, fentanyl, hydromorphone, and buprenorphine.

Delegation of Responsibility

The Director or designee, in consultation with the ~~Joint Operating Committee~~ **Student Health Coordinator and the school physician**, shall establish appropriate internal procedures for the ~~acquisition, stocking and~~ administration of Naloxone and related emergency response procedures pursuant to this policy. The School Resource Officer (SRO) contracted through Erie County Sheriffs Department shall be responsible for the administration of Naloxone.

~~The school physician shall be the prescribing and supervising medical professional for the school's stocking and use of Naloxone. The Director or designee shall obtain a standing order from the school physician for administration of Naloxone.~~

~~The supplemental school nurse, under the supervision of the Student Health Coordinator, shall be responsible for building-level administration of Naloxone and management of Naloxone stocks.~~

Guidelines

~~The Student Health Coordinator, in conjunction with the supplemental school nurse,~~ The director or his designee shall develop a plan for annually informing all parents/guardians, students and staff about this policy and specifically:

1. The availability of Naloxone to treat opioid drug overdoses and what it does;
2. The symptoms of opioid drug overdoses;
3. How students and staff should report suspected overdoses;
4. The protection from criminal prosecution provided by law for persons who report a suspected overdose using their real name and remain with the overdosing person until emergency medical services (EMS) or law enforcement arrive, as well as for the person whose overdose they report; and^{[1][2]}
5. The protection from civil liability provided by law for persons who report overdoses or administer Naloxone in overdose emergencies.^{[1][2]}

Standing Order From the School Physician

~~The school physician shall provide and annually renew a standing order for administration of Naloxone to students, staff members or other individuals believed or suspected to be experiencing an opioid overdose.~~

~~The standing order shall include at least the following information:~~

1. ~~Type of Naloxone (intranasal and auto-injector);~~
2. ~~Date of issue;~~
3. ~~Dosage;~~
4. ~~Signature of the school physician;~~

~~The standing order shall be maintained in the Director's office, and copies of the standing order shall be kept in each location where Naloxone is stored.~~

Training

~~Before any employee may have custody of Naloxone or administer Naloxone under this policy, the employee must successfully complete an online Pennsylvania Department of Health training program about recognizing opioid-related overdoses, administering Naloxone and promptly seeking medical attention for drug overdoses. Evidence that such training has been completed shall be placed in the employee's personnel file.^{[2][3]}~~

~~A list of employees who successfully complete such training shall be maintained, updated and kept in the supplemental school nurse's office and the administration office.~~

Acquisition, Storage and Disposal

~~Naloxone shall be safely stored in the supplemental school nurse's office or other location designated by the Student Health Coordinator in accordance with the drug manufacturer's instructions.~~

~~Naloxone shall be made readily accessible to those employees who have completed the required training to administer it in the event of a suspected drug overdose. All properly trained employees shall be informed of the exact location where Naloxone is being stored within the school nurse's office or other location.~~

~~The supplemental school nurse shall obtain sufficient supplies of Naloxone pursuant to the standing order in the same manner as other medical supplies acquired for the school health program. The supplemental school nurse or designee shall regularly inventory and refresh Naloxone stocks, and maintain records thereof, in accordance with the established internal procedures, manufacturer recommendations and Department of Health Guidelines.~~

Administration of Naloxone

When responding to a suspected drug overdose, employees shall follow the steps outlined below:

1. Call for medical help immediately (Dial 9-1-1).
2. Check for signs of opioid overdose.
3. Perform initial rescue breathing (or CPR if needed), as instructed in training.
4. ~~Administer Naloxone, as instructed in training.~~ Naloxone administered by SRO only.
5. Continue rescue breathing (or CPR if needed), as instructed in training.
6. ~~Administer second dose of Naloxone if needed, as instructed in training.~~ Second dose of Naloxone administered by SRO only.
7. Place in recovery position, as instructed in training.
8. Stay with the individual until emergency medical help arrives.
9. Cooperate with EMS personnel responding to the incident.
10. Notify the building administrator or designee of the incident.

Referral to Law Enforcement and Parental Notification

The Director or designee shall immediately report incidents involving the use of controlled substances on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity, to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Joint Operating Committee policies.^{[4][5][6][7][8][9][10]}

The Director or designee shall notify the parent/guardian of any student directly involved in an incident involving use of controlled substances immediately, as soon as practicable. The Director or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Director or designee shall document attempts made to reach the parent/guardian.^{[4][9][10][11]}

Referral to Student Assistance Program

Any student who experiences a drug overdose shall be referred to the school's Student Assistance Program.^[12]

Indemnification

The school shall indemnify and hold harmless any employee who administers Naloxone in good faith to another individual experiencing a suspected drug overdose, if all of these conditions apply:^{[2][13][14]}

1. The employee did not act with the intent to harm or with reckless indifference to a substantial risk or harm in administering Naloxone to that individual.
2. The employee successfully completed the training contemplated by this policy.
3. The employee promptly sought additional medical assistance before or immediately after administering Naloxone.
4. The employee is administering Naloxone pursuant to this policy.

1. 35 P.S. 780-113.7
2. 35 P.S. 780-113.8
3. Pol. 324
4. 22 PA Code 10.2
5. 22 PA Code 10.21
6. 22 PA Code 10.22
7. 24 P.S. 1302.1-A
8. 24 P.S. 1303-A
9. Pol. 227
10. Pol. 805.1
11. 22 PA Code 10.25
12. Pol. 236
13. 42 Pa. C.S.A. 8547
14. 42 Pa. C.S.A. 8548
15. Pol. 916

Book	Policy Manual
Section	800 Operations
Title	Maintaining Professional Adult/Student Boundaries
Code	824 - New
Status	Second Reading
Last Reviewed	January 20, 2021

Authority

This policy applies to school employees, volunteers, student teachers, and independent contractors and their employees who interact with students or are present on school grounds. For purposes of this policy, such individuals are referred to collectively as adults. The term adults as used in this policy, does not include school students who perform services on a volunteer or compensated basis.

All adults shall be expected to maintain professional, moral and ethical relationships with school students that are conducive to an effective, safe learning environment. This policy addresses a range of behaviors that include not only obviously unlawful or improper interactions with students, but also precursor grooming and other boundary-blurring behaviors that can lead to more egregious misconduct.

The Joint Operating Committee directs that all adults shall be informed of conduct that is prohibited and the disciplinary actions that may be applied for violation of Joint Operating Committee policies, administrative regulations, rules and procedures.[\[1\]](#)

This policy is not intended to interfere with appropriate pre-existing personal relationships between adults and students and their families that exist independently of the school or to interfere with participation in civic, religious or other outside organizations that include school students.

Definition

For purposes of this policy, legitimate educational reasons include matters or communications related to teaching, counseling, athletics, extracurricular activities, treatment of a student’s physical injury or other medical needs, school administration or other purposes within the scope of the adult’s job duties.

Delegation of Responsibility

The Director or designee shall annually inform students, parents/guardians, and all adults regarding the contents of this Joint Operating Committee policy through employee and student handbooks, posting on the school website, and by other appropriate methods.

The building principal or designee shall be available to answer questions about behaviors or activities that may violate professional boundaries as defined in this policy.

Guidelines

Independent contractors doing business with the school shall ensure that their employees who have interaction with students or are present on school grounds are informed of the provisions of this policy.[\[2\]](#)

Adults shall establish and maintain appropriate personal boundaries with students and not engage in any behavior that is prohibited by this policy or that creates the appearance of prohibited behavior.

Prohibited Conduct

Romantic or Sexual Relationships -

Adults shall be prohibited from dating, courting, or entering into or attempting to form a romantic or sexual relationship with any student enrolled in the school, regardless of the student’s age. Students of any age are not legally capable of consenting to romantic or sexual interactions with adults.[\[3\]](#)[\[4\]](#)

Prohibited romantic or sexual interaction involving students includes, but is not limited to:

- 1. Sexual physical contact.**
- 2. Romantic flirtation, propositions, or sexual remarks.**
- 3. Sexual slurs, leering, epithets, sexual or derogatory comments.**
- 4. Personal comments about a student’s body.**
- 5. Sexual jokes, notes, stories, drawings, gestures or pictures.**
- 6. Spreading sexual or romantic rumors.**
- 7. Touching a student’s body or clothes in a sexual or intimate way.**
- 8. Accepting massages, or offering or giving massages other than in the course of injury care administered by an athletic trainer, coach, or health care provider.**
- 9. Restricting a student’s freedom of movement in a sexually intimidating or provocative manner.**
- 10. Displaying or transmitting sexual objects, pictures, or depictions.**

Social Interactions -

In order to maintain professional boundaries, adults shall ensure that their interactions with students are appropriate.

Examples of prohibited conduct that violates professional boundaries include, but are not limited to:

1. **Disclosing personal, sexual, family, employment concerns or other private matters to one or more students.**
2. **Exchanging notes, emails or other communications of a personal nature with a student.**
3. **Giving personal gifts, cards or letters to a student without written approval from the building principal.**
4. **Touching students without a legitimate educational reason. (Reasons could include the need for assistance when injured, appropriate coaching instruction, or appropriate music instruction).**
5. **Singling out a particular student or students for personal attention or friendship beyond the ordinary professional adult-student relationship.**
6. **Taking a student out of class without a legitimate educational reason.**
7. **Being alone with a student behind closed doors without a legitimate educational reason.**
8. **Initiating or extending contact with a student beyond the school day or outside of class times without a legitimate educational reason.**
9. **Sending or accompanying a student on personal errands.**
10. **Inviting a student to the adult's home.**
11. **Going to a student's home without a legitimate educational reason.**
12. **Taking a student on outings without prior notification to and approval from both the parent/guardian and the building principal.**
13. **Giving a student a ride alone in a vehicle in a nonemergency situation without prior notification to and approval from both the parent/guardian and the building principal.**
14. **Addressing students or permitting students to address adults with personalized terms of endearment, pet names, or otherwise in an overly familiar manner.**
15. **Telling a student personal secrets or sharing personal secrets with a student.**
16. **For adults who are not guidance/counseling staff, psychologists, social workers or other adults with designated responsibilities to counsel students, encouraging students to confide their personal or family problems and/or relationships. If a student initiates such discussions, the student should be referred to the appropriate school resource.**
17. **Furnishing alcohol, drugs or tobacco to a student or being present where any student is consuming these substances.**
18. **Engaging in harassing or discriminatory conduct prohibited by other school policies or by state or federal law and regulations.**^[5]^[6]

Electronic Communications -

For purposes of this policy, electronic communication shall mean a communication transmitted by means of an electronic device including, but not limited to, a telephone, cellular telephone, computer, computer network, personal data assistant or pager. Electronic communications include, but are not limited to, emails, instant messages and communications made by means of an Internet website, including social media and other networking websites.

As with other forms of communication, when communicating electronically, adults shall maintain professional boundaries with students.

Electronic communication with students shall be for legitimate educational reasons only.

When available, school-provided email or other school-provided communication devices shall be used when communicating electronically with students. The use of school-provided email or other school-provided communication devices shall be in accordance with school policies and procedures.^[7]

All electronic communications from coaches and advisors to team or club members shall be sent in a single communication to all participating team or club members, except for communications concerning an individual student's medical or academic privacy matters, in which case the communications will be copied to the building principal. In the case of sports teams under the direction of the Director, such medical or academic communications shall also be copied to the Director.

Adults shall not follow or accept requests for current students to be friends or connections on personal social networking sites and shall not create any networking site for communication with students other than those provided by the school for this purpose, without the prior written approval of the building principal.

Exceptions

An emergency situation or a legitimate educational reason may justify deviation from professional boundaries set out in this policy. The adult shall be prepared to articulate the reason for any deviation from the requirements of this policy and must demonstrate that s/he has maintained an appropriate relationship with the student.

Under no circumstance will an educational or other reason justify deviation from the "Romantic and Sexual Relationships" section of this policy.

There will be circumstances where personal relationships develop between an adult and a student's family, e.g. when their children become friends. This policy is not intended to interfere with such relationships or to limit activities that are normally consistent with such relationships. Adults are strongly encouraged to maintain professional boundaries appropriate to the nature of the activity.

It is understood that many adults are involved in various other roles in the community through nonschool-related civic, religious, athletic, scouting or other organizations and programs whose participants may include school students. Such community involvement is

commendable, and this policy is not intended to interfere with or restrict an adult's ability to serve in those roles. However, adults are strongly encouraged to maintain professional boundaries appropriate to the nature of the activity with regard to all youth with whom they interact in the course of their community involvement.

Reporting Inappropriate or Suspicious Conduct

Any person, including a student, who has concerns about or is uncomfortable with a relationship or interaction between an adult and a student, shall immediately notify the Director, principal or other administrator.^[5]

All school employees, independent contractors and volunteers who have reasonable cause to suspect that a child is the victim of child abuse, shall immediately report the suspected abuse, in accordance with applicable law, regulations and Joint Operating Committee policy.^{[8][9]}

An educator who knows of any action, inaction or conduct which constitutes sexual abuse or exploitation or sexual misconduct under the Educator Discipline Act shall report such misconduct to the Pennsylvania Department of Education on the required form, and shall report such misconduct to the Director and his/her immediate supervisor, **within fifteen (15) days of discovery of such misconduct.**^{[10][11]}

If the Director or designee reasonably suspects that conduct being reported involves an incident required to be reported under the Child Protective Services Law, the Educator Discipline Act or the Safe Schools Act, the Director or designee shall make a report, in accordance with applicable law, regulations and Joint Operating Committee policy.^{[8][9][10][11][12][13][14][15][16][17]}

It is a violation of this policy to retaliate against any person for reporting any action pursuant to this policy or for participating as a witness in any related investigation or hearing.

Investigation

Allegations of inappropriate conduct shall be promptly investigated in accordance with the procedures utilized for complaints of harassment.^{[5][18]}

It is understood that some reports made pursuant to this policy will be based on rumors or misunderstandings; the mere fact that the reported adult is cleared of any wrongdoing shall not result in disciplinary action against the reporter or any witnesses. If as the result of an investigation any individual, including the reported adult, the reporter, or a witness is found to have intentionally provided false information in making the report or during the investigation or hearings related to the report, or if any individual intentionally obstructs the investigation or hearings, this may be addressed as a violation of this policy and other applicable laws, regulations and school policies. Obstruction includes, but is not limited to, violation of "no contact" orders given to the reported adult, attempting to alter or influence witness testimony, and destruction of or hiding evidence.

Disciplinary Action

A school employee who violates this policy may be subject to disciplinary action, up to and including termination, in accordance with all applicable school disciplinary policies and procedures.^[19]

A volunteer, student teacher, or independent contractor or an employee of an independent contractor who violates this policy may be prohibited from working or serving in the school for an appropriate period of time or permanently, as determined by the Director or designee.

Training

The school shall provide training with respect to the provisions of this policy to current and new school employees, volunteers and student teachers subject to this policy.

The school, at its sole discretion, may require independent contractors and their employees who interact with students or are present on school grounds to receive training on this policy and related procedures.

1. 24 P.S. 1850.1
2. Pol. 818
3. 18 Pa. C.S.A. 3124.2
4. 24 P.S. 2070.9f
5. Pol. 103
6. Pol. 103.1
7. Pol. 815
8. 23 Pa. C.S.A. 6311
9. Pol. 806
10. 24 P.S. 2070.9a
11. Pol. 317.1
12. 24 P.S. 1302.1-A
13. 24 P.S. 1303-A
14. 22 PA Code 10.2
15. 22 PA Code 10.21
16. 22 PA Code 10.22
17. Pol. 805.1
18. Pol. 104
19. Pol. 317
- 22 PA Code 235.1 et seq
- 24 P.S. 2070.1a et seq
- 23 Pa. C.S.A. 6301 et seq

Book	Policy Manual
Section	800 Operations
Title	Conflict of Interest
Code	827 - New
Status	Second Reading
Last Reviewed	January 20, 2021

Purpose

This policy shall affirm standards of conduct established to ensure that Joint Operating Committee members and employees avoid potential and actual conflicts of interest, as well as the perception of a conflict of interest.

Definitions

Confidential information shall mean information not obtainable from reviewing a public document or from making inquiry to a publicly available source of information.[\[1\]](#)

Conflict or Conflict of interest shall mean use by a Joint Operating Committee member or employee of the authority of his/her office or employment, or any confidential information received through his/her holding public office or employment, for the private pecuniary benefit of him/herself, a member of his/her immediate family or a business with which s/he or a member of his/her immediate family is associated. The term does not include an action having a de minimis economic impact, or which affects to the same degree a class consisting of the general public or a subclass consisting of an industry, occupation or other group which includes the Joint Operating Committee member or employee, a member of his/her immediate family or a business with which s/he or a member of his/her immediate family is associated.[\[1\]](#)

De minimis economic impact shall mean an economic consequence which has an insignificant effect.[\[1\]](#)

Financial interest shall mean any financial interest in a legal entity engaged in business for profit which comprises more than five percent (5%) of the equity of the business or more than five percent (5%) of the assets of the economic interest in indebtedness.[\[1\]](#)

Honorarium shall mean payment made in recognition of published works, appearances, speeches and presentations, and which is not intended as consideration for the value of such services which are nonpublic occupational or professional in nature. The term does not include tokens presented or provided which are of de minimis economic impact.[\[1\]](#)

Immediate family shall mean a parent, parent-in-law, spouse, child, spouse of a child, brother, brother-in-law, sister, sister-in-law, or the domestic partner of a parent, child, brother or sister.[\[1\]](#)

Business partner shall mean a person who, along with another person, plays a significant role in owning, managing, or creating a company in which both individuals have a financial interest in the company.

Delegation of Responsibility

Each employee and Joint Operating Committee member shall be responsible to maintain standards of conduct that avoid conflicts of interest. The Joint Operating Committee prohibits members of the Joint Operating Committee and employees from engaging in conduct that constitutes a conflict of interest as outlined in this policy.

Guidelines

All Joint Operating Committee members and employees shall be provided with a copy of this policy and acknowledge in writing that they have been made aware of it. Additional training shall be provided to designated individuals.

Disclosure of Financial Interests

No Joint Operating Committee member shall be allowed to take the oath of office or enter or continue upon his/her duties, nor shall s/he receive compensation from public funds, unless s/he has filed a statement of financial interests as required by law.[\[2\]](#)

The school solicitor and designated school employees shall file a statement of financial interests as required by law and regulations.[\[3\]](#)[\[4\]](#)

Standards of Conduct

The school maintains the following standards of conduct covering conflicts of interest and governing the actions of its employees and Joint Operating Committee members engaged in the selection, award and administration of contracts.[\[5\]](#)

No employee or Joint Operating Committee member may participate in the selection, award or administration of a contract supported by a federal award if s/he has a real or apparent conflict of interest as defined above, as well as any other circumstance in which the employee, Joint Operating Committee member, any member of his/her immediate family, his/her business partner, or an organization which employs or is about to employ any of them, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.[\[5\]](#)

The school shall not enter into any contract with a Joint Operating Committee member or employee, or his/her spouse or child, or any business in which the person or his/her spouse or child is associated valued at \$500 or more, nor in which the person or spouse or child or business with which associated is a subcontractor unless the Joint Operating Committee has determined it is in the best interests of the school to do so, and the contract has been awarded through an open and public process, including prior public notice and subsequent public disclosure of all proposals considered and contracts awarded. In such a case, the Joint Operating Committee member or employee shall not have any supervisory or overall responsibility for the implementation or administration of the contract.[\[1\]](#)

When advertised formal bidding is not required or used, an open and public process shall include at a minimum:

1. **Public notice of the intent to contract for goods or services;**
2. **A reasonable amount of time for potential contractors to consider whether to offer quotes; and**
3. **Post-award public disclosure of who made bids or quotes and who was chosen.**

Any Joint Operating Committee member or employee who in the discharge of his/her official duties would be required to vote on a matter that would result in a conflict of interest shall abstain from voting and, prior to the vote being taken, publicly announce and disclose the nature of his/her interest as a public record in a written statement to be attached to the Joint Operating Committee minutes.[\[1\]](#)

No public official or public employee shall accept an honorarium.[\[1\]](#)

Joint Operating Committee members and employees may neither solicit nor accept gratuities, favors or anything of monetary value from contractors or parties to subcontracts, unless the gift is an unsolicited item of nominal value. Gifts of a nominal value may be accepted in accordance with Joint Operating Committee policy.[\[5\]](#)[\[6\]](#)

Improper Influence

No person shall offer or give to a Joint Operating Committee member, employee or nominee or candidate for the Joint Operating Committee, or a member of his/her immediate family or a business with which s/he is associated, anything of monetary value, including a gift, loan, political contribution, reward or promise of future employment based on the offeror's or donor's understanding that the vote, official action or judgment of the Joint Operating Committee member, employee or nominee or candidate for the Joint Operating Committee would be influenced thereby.[\[1\]](#)

No Joint Operating Committee member, employee or nominee or candidate for the Joint Operating Committee shall solicit or accept anything of monetary value, including a gift, loan, political contribution, reward or promise of future employment, based on any understanding of that Joint Operating Committee member, employee or nominee or candidate that the vote, official action or judgment of the Joint Operating Committee member, employee or nominee or candidate for the Joint Operating Committee would be influenced thereby.[\[1\]](#)

Organizational Conflicts

Organizational conflicts of interest may exist when due to the school's relationship with a subsidiary, affiliated or parent organization that is a candidate for award of a contract in connection with federally funded activities, the school may be unable or appear to be unable to be impartial in conducting a procurement action involving a related organization.[\[5\]](#)

In the event of a potential organizational conflict, the potential conflict shall be reviewed by the Director or designee to determine whether it is likely that the school would be unable or appear to be unable to be impartial in making the award. If such a likelihood exists, this shall not disqualify the related organization; however, the following measures shall be applied:

1. **The organizational relationship shall be disclosed as part of any notices to potential contractors;**
2. **Any school employees or officials directly involved in the activities of the related organization are excluded from the selection and award process;**
3. **A competitive bid, quote or other basis of valuation is considered; and**
4. **The Joint Operating Committee has determined that contracting with the related organization is in the best interests of the program involved.**

Reporting Conflicts of Interest

Any perceived conflict of interest that is detected or suspected by any employee or third party shall be reported to the Director. If the Director is the subject of the perceived conflict of interest, the employee or third party shall report the incident to the Joint Operating Committee President.

Any perceived conflict of interest of a Joint Operating Committee member that is detected or suspected by any employee or third party shall be reported to the Joint Operating Committee President. If the Joint Operating Committee President is the subject of the perceived conflict of interest, the employee or third party shall report the incident to the Director, who shall report the incident to the solicitor.

No reprisals or retaliation shall occur as a result of good faith reports of conflicts of interest.

The Director or designee shall report in writing to the federal awarding agency or pass-through entity any potential conflict of interest related to a federal award, in accordance with federal awarding agency policy.[\[7\]](#)

Investigation

Investigations based on reports of perceived violations of this policy shall comply with state and federal laws and regulations. No person sharing in the potential conflict of interest being investigated shall be involved in conducting the investigation or reviewing its results.

In the event an investigation determines that a violation of this policy has occurred, the violation shall be reported to the federal awarding agency in accordance with that agency's policies.[\[7\]](#)

Disciplinary Actions

If an investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the school shall take prompt, corrective action to ensure that such conduct ceases and will not recur. School staff shall document the corrective action taken and, when not prohibited by law, inform the complainant.

Violations of this policy may result in disciplinary action up to and including discharge, fines and possible imprisonment. Disciplinary actions shall be consistent with Joint Operating Committee policies, procedures, applicable collective bargaining agreements and state and federal laws.[\[8\]](#)

1. 65 Pa. C.S.A. 1101 et seq
2. Pol. 004
3. 51 PA Code 15.2
4. 65 Pa. C.S.A. 1104
5. 2 CFR 200.318
6. Pol. 322
7. 2 CFR 200.112
8. Pol. 317
- Pol. 011
- Pol. 319
- Pol. 609
- Pol. 702

Book	Policy Manual
Section	800 Operations
Title	Fraud
Code	828 - New
Status	Second Reading
Last Reviewed	January 20, 2021

Authority

The Joint Operating Committee expects all Joint Operating Committee members, employees, volunteers, consultants, vendors, contractors and other parties that maintain a relationship with the school to act with integrity, due diligence, and in accordance with law in their duties involving the school's resources. The Joint Operating Committee is entrusted with public funds, and no one connected with the school shall do anything to erode that trust.

Definitions

Fraud, financial improprieties, or irregularities include but are not limited to:

- 1. Forgery or unauthorized alteration of any document or account belonging to the school.**
- 2. Forgery or unauthorized alteration of a check, bank draft, or any other financial document.**
- 3. Misappropriation of funds, securities, supplies, or other assets.**
- 4. Impropriety in handling money or reporting financial transactions.**
- 5. Profiteering because of insider information of Joint Operating Committee information or activities.**
- 6. Disclosure of confidential and/or proprietary information to outside parties.**
- 7. Acceptance or seeking of anything of material value, other than items used in the normal course of advertising, from contractors, vendors, or persons providing services to the school.**
- 8. Destruction, removal, or inappropriate use of school records, furniture, fixtures, or equipment.**
- 9. Failure to provide financial records to authorized state or local entities.**
- 10. Failure to cooperate fully with any financial auditors, investigators or law enforcement.**
- 11. Other dishonest or fraudulent acts involving the school's monies or resources.**

Delegation of Responsibility

The Director or designee shall be responsible to implement and maintain a system of internal controls designed to prevent and detect potential risks, fraud, financial impropriety, or fiscal irregularities within the school, subject to review and approval by the Joint Operating Committee.

Administrators are responsible to be alert to an indication of fraud, financial impropriety, or irregularity within their areas of responsibility.

The Director shall recommend to the Joint Operating Committee for its approval completion of a forensic audit when it is deemed necessary and beneficial to the school.

Reporting

All employees shall be alert for any indication of fraud, financial impropriety or irregularity within their area of responsibility.

An employee who suspects fraud, impropriety, or irregularity shall immediately report his/her suspicions to the Director.

If the report involves the Director, the employee shall report his/her suspicions to the Superintendent of Record who shall be responsible to conduct an investigation in place of the Director.

Employees who bring forth a legitimate concern or suspicion about a potential impropriety shall not be retaliated against. Those who do retaliate against such an employee shall be subject to disciplinary action.^{[1][2][3]}

Investigation

The Director shall investigate reports of fraudulent activities in a manner that protects the confidentiality of all parties and the facts, in cooperation with appropriate individuals and agencies.

If an investigation substantiates the occurrence of a fraudulent activity, the Director shall issue a report to the Joint Operating Committee and designated individuals.

The final disposition of the matter regarding employee discipline and decision to file a criminal complaint or refer the matter to law enforcement and/or a regulatory agency for independent investigation shall be determined by the Joint Operating Committee and Director in consultation with legal counsel.

Results of an investigation shall not be disclosed to or discussed with anyone other than those individuals with a legitimate right to know, until the results are made public.

Legal	1. 43 P.S. 1423
	2. 18 U.S.C. 1513
	3. Pol. 317
	43 P.S. 1421 et seq
	15 U.S.C. 7201 et seq

Book	Policy Manual
Section	800 Operations
Title	Breach of Computerized Personal Information
Code	830 - New
Status	Second Reading
Last Reviewed	February 11, 2021

Purpose

With the increased reliance upon electronic data, and the maintenance of personal information of students and employees in electronic format, the Joint Operating Committee is concerned about the risk of a breach in the school's electronic system security and the possible disclosure of personal information. This policy addresses the manner in which the school will respond to unauthorized access and acquisition of computerized data that compromises the security and confidentiality of personal information.

Authority

The Joint Operating Committee directs that administrators shall provide appropriate notification of any computerized system security breach to any state resident whose unencrypted and unredacted personal information was or is reasonably believed to have been accessed or acquired by unauthorized persons.[\[1\]](#)

Definitions

Breach of the system's security - unauthorized access and acquisition of computerized data that materially compromises the security or confidentiality of personal information maintained by the school as part of the database of personal information regarding multiple individuals and that the school reasonably believes has caused or will cause loss or injury to any state resident. Good faith acquisition of personal information by an employee or agent of the school for the purpose of the school is not a breach of the security of the system if the personal information is not used for a purpose other than the lawful purpose of the school and is not subject to further unauthorized disclosure.[\[2\]](#)

Individual - means any natural person, not an entity or company.

Personal information - includes an individual's first initial and last name in combination with and linked to any one or more of the following, when not encrypted or redacted:[\[2\]](#)

- 1. Social security number.**
- 2. Driver's license number or state identification card number issued instead of a driver's license.**
- 3. Financial account number, credit or debit card number, in combination with any required security code, access code or password that would permit access to an individual's financial account.**

Personal information does not include publicly available information that is lawfully made available to the general public from federal, state or local government records.[\[3\]](#)

Records - means any material, regardless of its physical form, on which information is recorded or preserved by any means, including written or spoken words, graphically depicted, printed or electromagnetically transmitted. This term does not include publicly available directories containing information that an individual has voluntarily consented to have publicly disseminated or listed, such as name, address or telephone number.[\[2\]](#)

Delegation of Responsibility

The Director or designee shall ensure that the school provides notice of any system security breach, following discovery, to any state resident whose unencrypted and unredacted personal information was or is reasonably believed to have been accessed and acquired by an unauthorized person. Such notice shall be made without a reasonable delay, except when a law enforcement agency determines and advises the school in writing that the notification would impede a criminal or civil investigation, or the school must take necessary measures to determine the scope of the breach and to restore the reasonable integrity of the data system. The school will also provide notice of the breach if the encrypted information is accessed and acquired in an unencrypted form, if the security breach is linked to a breach of security of the encryption, or if the security breach involves a person with access to the encryption key.[\[4\]](#)

Legal	1. 73 P.S. 2301 et seq
	2. 73 P.S. 2302
	3. Pol. 801
	4. 73 P.S. 2303
	15 U.S.C. 1681a

Book	Policy Manual
Section	900 Community
Title	Public Attendance at Center (School) Events
Code	904 Vol V 2020
Status	Second Reading
Last Revised	January 11, 2019
Last Reviewed	January 11, 2021
Prior Revised Dates	08/20/20 PSBA

Purpose

The Joint Operating Committee welcomes the public at activities and events sponsored by the center (school), but the Joint Operating Committee also acknowledges its duty to maintain order and preserve center (school) facilities **and health and safety** during such events. This policy establishes conditions, restrictions and procedures to regulate public attendance and conduct at the center (school) and center (school)-sponsored activities.

Definition

State law defines the term **tobacco product** to broadly encompass not only tobacco but also vaping products including the product marketed as Juul and other electronic cigarettes (e-cigarettes). **Tobacco products**, for purposes of this policy and in accordance with law, shall be defined to include the following:[\[1\]](#)[\[2\]](#)

- Any product containing, made or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed or ingested by any other means, including, but not limited to, a cigarette, cigar, little cigar, chewing tobacco, pipe tobacco, snuff and snus.
- Any electronic device that delivers nicotine or another substance to a person inhaling from the device, including, but not limited to, electronic nicotine delivery systems, an electronic cigarette, a cigar, a pipe and a hookah.
- Any product containing, made or derived from either:
 - Tobacco, whether in its natural or synthetic form; or
 - Nicotine, whether in its natural or synthetic form, which is regulated by the United States Food and Drug Administration as a deemed tobacco product.
- Any component, part or accessory of the product or electronic device listed in this definition, whether or not sold separately.

The term **tobacco product** does not include the following:[\[1\]](#)[\[2\]](#)

- A product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product or for other therapeutic purposes where the product is marketed and sold solely for such approved purpose, as long as the product is not inhaled.
- A device, included under the definition of tobacco product above, if sold by a dispensary licensed in compliance with the Medical Marijuana Act. *Federal law requires the center (school) to maintain a drug-free environment, at which marijuana of any kind is prohibited.* [\[3\]](#)[\[4\]](#)

Authority

The Joint Operating Committee has the authority to prohibit at a center (school) event the attendance of any individual whose conduct may constitute a disruption. **The Administrative Director or designee and building administrator may limit attendance to designated areas or may limit the number of attendees to center (school) events when necessary to protect the health and safety of students, staff and the public, in accordance with Joint Operating Committee-approved health and safety plans and guidance from state and local officials.**

The Joint Operating Committee prohibits gambling and the possession and use of controlled substances prohibited by state or federal law, alcoholic beverages and weapons on center (school) premises.[\[5\]](#)[\[6\]](#)

Attendees shall be informed of the center's (school's) health and safety rules through announcements and posting of appropriate signage. Health and safety rules must be followed prior to entry and while attendees are in center (school) buildings and on center (school) property, in accordance with Joint Operating Committee policy, center (school) procedures, the Joint Operating Committee-approved health and safety plans and guidance from state and local officials.[\[7\]](#)

Tobacco and Vaping Products

The Joint Operating Committee prohibits use of tobacco and vaping products, including the product marketed as Juul and other e-cigarettes, by any persons at any time in a center (school) building; on school buses or other vehicles that are owned, leased or controlled by the center (school); or on property owned, leased or controlled by the center (school).[\[2\]](#)[\[8\]](#)

~~(X)~~ unless expressly permitted in designated areas which must be located at least fifty (50) feet from center (school) buildings, stadiums or bleachers.

This policy does not prohibit possession of tobacco and vaping products, including the product marketed as Juul and other e-cigarettes, by members of the public of legal age at the center (school) or center (school)-sponsored activities.

The Joint Operating Committee deems it to be a violation of this policy for an individual in attendance at the center (school) or a center (school)-sponsored activity to furnish a tobacco or vaping product, including the product marketed as Juul or any other e-cigarette, to a minor.[\[1\]](#)

Delegation of Responsibility

A schedule of fees for attendance at center (school) events shall be prepared by the Administrative Director or designee and adopted by the Joint Operating Committee.

The Administrative Director shall ensure that this policy is posted on the center’s (school’s) publicly accessible website.

Reports

Office for Safe Schools Report –

The Administrative Director shall annually, by July 31, report all incidents of prohibited possession, use or sale of tobacco and vaping products, including Juuls and other e-cigarettes, by any person on center (school) property to the Office for Safe Schools on the required form.[\[9\]](#)[\[10\]](#)

Law Enforcement Incident Report –

In accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Joint Operating Committee policies, the Administrative Director or designee may report to the school police, School Resource Officer (SRO) or to the local police department that has jurisdiction over the center’s (school’s) property, the use or sale of tobacco or vaping products, including Juuls and other e-cigarettes, by any person in a center (school) building; on a school bus or other vehicles that are owned, leased or controlled by the center (school); or on any property owned, leased or controlled by the center (school).[\[1\]](#)[\[2\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)[\[12\]](#)[\[13\]](#)

Guidelines

Free Admittance

☒ Center (School) personnel will be admitted to all center (school) events

☐ at no charge.

☒ at a reduced fee.

☒ Free passes to center (school) events will be available to each Joint Operating Committee member.

☐ and a guest.

Service Animals

Individuals with disabilities may be accompanied by their service animals while on center (school) property for events that are open to the general public in accordance with Joint Operating Committee policy and state and federal laws and regulations.[\[14\]](#)[\[15\]](#)[\[16\]](#)

PSBA Revision 8/20 © 2020 PSBA

Legal	1. 18 Pa. C.S.A. 6305
	2. 18 Pa. C.S.A. 6306.1
	3. 20 U.S.C. 7118
	4. Pol. 351
	5. 24 P.S. 1850.1
	6. 24 P.S. 775
	7. Pol. 705
	8. 20 U.S.C. 7973
	9. 24 P.S. 1303-A
	10. Pol. 805.1
	11. 22 PA Code 10.2
	12. 22 PA Code 10.22
	13. 24 P.S. 1302.1-A
	14. 28 CFR 35.136
	15. 43 P.S. 953
	16. Pol. 718
	20 U.S.C. 7971 et seq
	28 CFR Part 35

Book	Policy Manual
Section	900 Community
Title	Center (School) Visitors
Code	907 Vol V 2020
Status	Second Reading
Last Reviewed	January 11, 2021
Prior Revised Dates	08/20/20 PSBA

Authority

The Joint Operating Committee welcomes and encourages interest in the center’s (school’s) educational programs and other center (school)-related activities. The Joint Operating Committee recognizes that such interest may result in visits to the center (school) by parents/guardians, **adult residents or staff of participating school districts**, educators and other officials. To ensure order in the center (school) and to protect students and employees, it is necessary for the Joint Operating Committee to establish policy governing center (school) visits.[\[1\]](#)

Delegation of Responsibility

The Administrative Director or designee and building administrator have the authority to prohibit the entry of any individual to a center (school) building, in accordance with Joint Operating Committee guidelines and state and federal law and regulations.

The Administrative Director or designee and building administrator may limit visitors to designated areas or may limit the number of visitors to a center (school) building when necessary to protect the health and safety of students, staff and the public.

The Administrative Director or designee shall develop administrative regulations to implement this policy and control access to center (school) buildings and classrooms.

Guidelines

{X } Persons wishing to visit the center (school) should make arrangements in advance with the office in that building.

Upon arrival at the center (school), visitors must register at the office where they **must provide any required information or identification to protect the health and safety of students, staff and the school community, as well as**

{ X} sign in and sign out.

{X } receive a pass.

{ X} receive a badge.

{X } receive instructions.

{ } be provided with a guide.

{X } be informed of the center’s (school’s) health and safety rules, which must be followed prior to entry and while the visitor is in the center (school) building and on center (school) property.[2]

{X } **One (1) designated** entrance **that is monitored and capable of controlling visitor entry** shall be used by visitors to the center (school). All other entrances shall be locked.[\[3\]](#)

All staff members shall be responsible for requiring a visitor demonstrate that **the visitor**

{X } has a visitor's pass.

{X } has registered at the center (school) office and received authorization to be present for the purpose of conducting business.

{X } No visitor may confer with a student in the center (school) without the approval of the building administrator.

{X } Should an emergency require that a student be called to the office to meet a visitor, the building administrator or designee shall be present during the meeting.

{X } Failure to comply with **this policy** shall result in more limited access to the center (school) as determined by the building administrator, consistent with Joint Operating Committee policies, center (school) rules and federal and state law and regulations.

Classroom Visitations

Parents/Guardians may request to visit their child’s classroom, but the request must be made prior to the visit, in accordance with established administrative regulations.[\[1\]](#)[\[4\]](#)

The building administrator or program supervisor must grant prior approval for the visit, and shall notify the classroom teacher prior to the visit.

Parents/Guardians shall be limited to one (1) class period per month, per child in the center (school) for classroom visitations, in order to minimize disruption of the classroom schedule and the educational program. Parental participation in classroom activities or programs such as chaperones for field trips shall not constitute a classroom visit for purposes of this policy.

The building administrator or program supervisor and classroom teacher have the authority to ask a visitor to leave if the visitor disrupts the classroom routine, educational program or daily schedule, or if a visitor violates Joint Operating Committee policy. Failure to leave when asked or repeated, documented disruptions may result in loss of classroom visitation privileges.

{X } Under exceptional circumstances and upon request of the building administrator, program supervisor, classroom teacher or parent/guardian, the Administrative Director may authorize additional or longer classroom visits by a parent/guardian.

Military Personnel

Members of the active and retired Armed Forces, including the National Guard and Reserves, shall be permitted to:[\[5\]](#)[\[6\]](#)

1. Visit and meet with center (school) employees and students when such visit is in compliance with Joint Operating Committee policy and center (school) procedures.
2. Wear official military uniforms while on center (school) property.

PSBA Revision 8/20 © 2020 PSBA

Legal	1. 24 P.S. 1850.1
	2. Pol. 705
	3. Pol. 709
	4. 22 PA Code 14.108
	5. 24 P.S. 2402 (Military Uniform)
	6. Pol. 250

Book	Policy Manual
Section	900 Community
Title	Nonschool Organizations/Groups/Individuals
Code	913 PSBA Policy Guide
Status	Second Reading
Last Revised	January 11, 2021
Prior Revised Dates	05/19/20 PSBA

NOTE: It is important to distinguish that Policy 913 only applies to requests from nonschool organizations, groups and individuals; in contrast, *requests from students* to personally distribute or post materials *shall be governed by Policy 220. Student Expression/Distribution and Posting of Materials*.^[1]

Purpose

The Joint Operating Committee recognizes that nonschool organizations, groups and individuals may wish to utilize the center (school) as a means to engage the school community in activities and/or to distribute or post nonschool materials. The Joint Operating Committee directs that requests for such utilization from nonschool organizations, groups or individuals shall be governed by this policy.

Activities or school-related information and materials from nonschool organizations, groups and individuals that are integrated with or presented as a part of the center's (school's) curriculum or an approved school event or student organization are approved and governed by Joint Operating Committee policies related to curriculum and student activities, and are not governed by this policy.^{[2][3][4]}

Authority

{ } The Joint Operating Committee prohibits nonschool organizations, groups or individuals from utilizing the center (school) to engage the school community in any way, including the distribution and posting of nonschool materials.

[If this option is chosen, delete the remainder of the policy. In this case, the development of an administrative regulation is not necessary.]

The Joint Operating Committee recognizes that the school community may benefit from receiving information from nonschool organizations, groups and individuals, provided the distribution and posting of such information does not interfere with the educational program of the center (school). The center's (school's) primary responsibility shall be to maintain a safe and orderly school environment and to protect the rights of all members of the school community.

The Joint Operating Committee prohibits advertisement or promotion by nonschool organizations, groups or individuals during instructional time or at school-sponsored locations or activities not otherwise open to nonschool organizations, groups or individuals.^{[5][6]}

The Joint Operating Committee directs that the review and consideration of any activities or nonschool materials requested under this policy shall not discriminate on the basis of content or viewpoint.

Definitions

Nonschool organizations, groups or individuals shall mean those entities that are not part of the school program, school-sponsored activities, or organized pursuant to the Pennsylvania School Code or Joint Operating Committee policy. When employees or Joint Operating Committee members act on behalf of a nonschool organization or group, or on their own behalf, this policy applies to them. Students are governed by a separate and distinct Joint Operating Committee policy regarding student expression and distribution and posting of materials.^[1]

Nonschool materials shall mean any printed, technological or written materials prepared by nonschool organizations, groups or individuals for posting or general distribution that are not prepared as a part of the curricular or approved extracurricular programs of the center (school), including but not limited to, fliers, invitations, announcements, pamphlets, posters, Internet bulletin boards, nonschool organization websites and the like.

Distribution shall mean issuing nonschool materials to others on school property or during school-sponsored events; placing upon desks, tables, on or in lockers; or engaging in any other manner of delivery of nonschool materials to others while on school property or during school functions.

Posting shall mean publicly displaying nonschool materials on school property or at school-sponsored events, including but not limited to affixing such materials to walls, doors, bulletin boards, easels, the outside of lockers, on school-sponsored websites, through other school-owned technology and the like.

Prohibited activities and materials shall mean activities and materials that:

1. Violate federal, state or local laws, Joint Operating Committee policy or center (school) rules or regulations.
2. Are libelous, defamatory, obscene, lewd, vulgar or profane.
3. Advocate the use or advertise the availability of any substance or material that may reasonably be believed to constitute a direct and serious danger to the health or welfare of students, such as tobacco/nicotine, alcohol or illegal drugs.
4. Incite violence, advocate use of force or threaten serious harm to the center (school) or community.
5. Are likely to or do materially or substantially interfere with the educational process, such as school activities, school work, or discipline, as well as safety and order on school property or at school functions.
6. Interfere with, or advocate interference with, the rights of any individual or the safe and orderly operation of the center (school) and center (school) programs.

7. Violate written center (school) administrative regulations or procedures on time, place and manner for posting and distribution of otherwise protected expression.

Delegation of Responsibility

The Administrative Director or designee shall develop administrative regulations to implement this policy.

Guidelines

Nonschool Materials

The Joint Operating Committee requires that nonschool organizations, groups or individuals who wish to distribute or post nonschool materials on school property shall submit them to the building administrator. The building administrator shall inform the Administrative Director or designee of requests received from nonschool organizations, groups and individuals.

If approval is granted by the building administrator, the nonschool organization, group or individual shall comply with Joint Operating Committee policy and administrative regulations, and the center's (school's) time, manner and place restrictions for distribution and posting of materials.

Materials issued by nonschool organizations, groups or individuals shall not be distributed during instructional time or school-sponsored activities.

Nonschool Activities

Activities sponsored by nonschool organizations, groups or individuals shall not occur during instructional time or school-sponsored activities.

Requests by nonschool organizations, groups or individuals to invite or promote student participation in nonschool activities shall comply with Joint Operating Committee policy and administrative regulations on distribution and posting of materials.

Fundraising

{X } Fundraising by nonschool organizations, groups or individuals is prohibited on school property or in the name of the center (school).[\[7\]](#)

{X } Where activities or materials otherwise comply with this policy and administrative regulations, fundraising activities may be announced.

Directory information for students or staff members will not be released to nonschool organizations, groups or individuals that seek this information for the purpose of fundraising.[\[8\]](#)

Scholarships/Awards

The Joint Operating Committee is appreciative of the generosity of organizations that offer scholarships or awards to deserving students; but, in accepting such offers, the Joint Operating Committee directs that established criteria be observed.

No information, either academic or personal, shall be released from a student's record for the purpose of selecting a scholarship or award winner without the permission of the student who is eighteen (18), or the parents/guardians of a student who is younger, in accordance with the Joint Operating Committee's policy on student records.[\[8\]](#)

The scholarship or award, and any pertinent restrictions, shall be approved by the Joint Operating Committee.

{X } All pertinent information regarding the scholarship or award shall be submitted for review by the Administrative Director or designee prior to the date on which it is to be presented.

{X } The building administrator, together with a committee of staff members designated by the administrator, shall be involved in the selection of the recipient of an award or scholarship, pursuant to procedures established for this purpose and consistent with the restrictions applicable to each approved scholarship or award.

Travel Services/Foreign Trips

Solicitation and sale of travel services for foreign trips to students may be permitted with the approval of the Joint Operating Committee.

Sellers of travel services to students must meet the following criteria:

1. { } Belong to an association of certified sellers of travel.
2. { } Provide proof of insurance.
3. { } Submit references.
4. { } Provide proof of a performance bond.
5. {X } Include in all information provided to students and parents/guardians that use of tobacco/nicotine, alcohol and controlled substances will be prohibited.
6. { } Include in all information provided to students and parents/guardians that the activity is not a school-sponsored event.

1. Pol. 220
 2. Pol. 105
 3. Pol. 122
 4. Pol. 230
 5. 24 P.S. 1850.1
 6. 24 P.S. 511
 7. 24 P.S. 775
 8. Pol. 216
- 24 P.S. 779
- Pol. 907

ERIE COUNTY TECHNICAL SCHOOL

PROPOSED AGENDA ITEM

DATE: March 2, 2021

SUBJECT: Policy Review

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

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

DESCRIPTION:

Attached are red-lined drafts for Policy updates presented by PSBA in 2020.
(Regulation Updates are denoted with bold font within the documents).
Recommendations for 2nd Read, are noted in the attached Table of Content.

RECOMMENDATION:

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

100 Programs

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

200 Pupils

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

300 Employees

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

600 Finances

626 Vol II 2020	Federal Fiscal Compliance
Cross Reference 600 Finances	

700 Property

705 Vol V 2020	Facilities and Workplace Safety
706	Property Records
708	Lending of Equipment and Books
709	Building Security

718	Service Animals in Schools
700 Property Cross Reference	

800 Operations

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

900 Community

904 Vol V 2020	Public Attendance at Center (school) Events
----------------	---

907 Vol V 2020	Center (school) Visitors
913	Nonschool Organizations/Groups/Individuals

**Erie County Technical School
Administrative Procedure 126—Enrollment Review**

Intent of Procedure 126:

- 1) To prompt an annual review of program enrollments,
- 2) To serve as an **“early warning” system** to the JOC, PAC, ECTS Administration, and faculty that a program may be “at-risk” for alteration or curtailment due to low enrollment.
- 3) To ensure corrective action begins as early as possible in the event of low or gradually decreasing program enrollments.

In “more serious” and time-sensitive circumstances such as abrupt enrollment decreases and/or changes in job availability for graduates, the JOC may decide to curtail a program without altering its status.

PROCEDURE 126 IMPLEMENTATION DURING THE COVID-19 PANDEMIC

The program curtailment component of Procedure 126 will not be implemented in 2021-2022 taking into consideration the many disruptions due to the pandemic.

Procedure 126 will be implemented in 2022-2023 if we are out of the pandemic.

While the program curtailment component of Procedure 126 will not be implemented in 2021-2022, the following components will be implemented:

- *Programs with low enrollments will be identified as “at-risk.”**
- *Programs with low incoming enrollment WILL still admit these students during the pandemic.**
- *Teachers in at-risk programs will compress all teaching (Levels 1, 2, & 3) into one session – In the afternoon for most programs.**
- *Teachers in at-risk programs will remain in full-time employment and full-time pay status while these teachers work with the Administration on recruitment and program improvement plans for one additional year before Procedure 126 is fully implemented.**

PROCEDURE 126 RUBRIC

For Each Annual Enrollment Review:

1. The ECTS Administration begins the annual enrollment review process as soon as the normal recruitment and application review processes are complete (usually in February). Faculty members review and accept/reject applications, are provided a summary of applications by program, and sign an enrollment summary form to indicate they have seen and are aware of the enrollment status in their programs.
2. The JOC conducts an annual enrollment review following the normal enrollment process (usually in March or April).
3. The JOC has set class size as 48 students for one-teacher programs and 96 students for two-teacher programs in accordance with Policy 126.

4. Level one students (usually High School Sophomores) attend the ECTS in the morning, Level two and three students (usually High School Juniors and Seniors) attend the ECTS in the afternoon.
5. While there may occasionally be a need to assign Level two and/or Level three student(s) to morning attendance at the ECTS, for purposes of ER, class sizes are based on student status as (Level one) or (Level two and three) – Students will **not** be reassigned to morning or afternoon attendance for purposes of ER.
6. An “equal split” calculation of all enrollment numbers is used for two-teacher programs.
7. The number of students enrolled in a program is calculated as the sum of incoming Level one students and returning/rising Level two and three students.
8. Programs taught by one full-time teacher **approaching** 24 students enrolled require an improvement plan.
9. Programs taught by one full-time teacher at or below 24 students enrolled will be identified as “at risk” for program alteration or future curtailment.
10. Programs taught by two teachers **approaching** 48 students enrolled require an improvement plan.
11. Programs taught by two teachers at or below 48 students enrolled will be identified as “at-risk” for program alteration or future curtailment for all or part of the program taking into consideration collective bargaining requirements for employee seniority.
12. Program alteration may include curriculum modification and/or changes in full-time vs. part-time teaching status of impacted teachers, and/or adjustment of full-time vs. part-time work assignments and compensation.
13. Programs with one teacher identified as “at risk” may not accept applications for the upcoming school year if applications are less than eight (8), where 8 students is 1/3 of the enrollment expected by the Joint Operating Committee.
14. Programs with two teachers identified as “at risk” must take into consideration seniority in accordance with the Collective Bargaining Agreement. While it may be necessary to adjust class assignments for some students, the senior teacher will maintain a full workload. Once a full workload for the senior teacher has been assigned, a workload for the less senior teacher will be addressed in accordance with #13 above.
15. Actions not to admit students to any program will be made annually at the end of the third (3rd) marking period to provide ample opportunity for teachers to prepare for alternative work assignments and for students to consider other academic options.

***Once students are notified that they **WILL NOT** be admitted to a program in the following year, and they begin looking for other academic options, requests to reconsider program status **WILL NOT** be considered if more applications are submitted for that following year so as **NOT** to create confusion and further disrupt community-wide planning.

16. In the event an “at risk” program has eight or less student applications for the next academic year and those applications are not accepted, teachers in impacted programs will remain in a full-time employment status for one full recruiting cycle (i.e., one year) and continue to teach the Level two and Level three students in the afternoon and those teachers will work directly with representatives of the Administration in “at risk” recruitment efforts and program enhancement.
17. At the time of the second cycle of ER, program enrollment will be reassessed and further JOC action will include one of the following: Admit students with continued monitoring and improvement, or curtailment.
18. In the event the JOC determines that curtailment is in the best interest of the community, the students **WILL** have the opportunity to complete the program(s) they started.

19. In the event a determination is made to curtail any program, the impacted teacher(s) will be placed on a ½ teaching load with ½ pay for the final year while completing the programs for students who were previously admitted to the program(s).
20. In the event of curtailment, when all students admitted to the program(s) complete their program(s), impacted teachers will be released from employment at the ECTS.

Basis in Policy:

Administrative Procedure 126 emanates from ECTS Policy 126 “Class Size and Quotas.” Policy 126 grants the JOC the following authority: “Class size shall be determined by the Joint Operating Committee after consultation with the Director and designated administrators.”

Basis in Law:

The following statutes and governance documents provide the basis for Policy 126:

- 1) 22 PA Code 339.23,
- 2) 24 P.S. 1850.1, and
- 3) The ECTS Articles of Agreement.

Purpose of Procedure:

Administrative procedures provide guidance on the interpretation and implementation of policy. Procedures are NOT policy, and therefore, procedures are not a definitive set of rules. To be fair to all stakeholders, however, procedures must be implemented consistently.

Administrative Procedure 126 is a non-binding “**guideline**” for the annual review of program enrollments by the Joint Operating Committee (JOC), Superintendents (PAC), ECTS Administration, and the faculty. The guideline provides context and structure for Enrollment Review (ER). The ER output is objective and validated data used as input to data-based decision-making about program viability and sustainability.

**Erie County Technical School
Treasurer's Report**

General Fund - PNC/NWSB - Depository Account		February 2021	January 2021
Beginning Cash Balance - PNC/NWSB		\$ 939,696.03	\$ 710,500.37
Plus: Receipts			
Receipts Deposited		499,473.92	436,505.04
Tfr from other accounts		0.00	0.00
Credit card receipts		9,945.34	5,964.22
Interest		58.99	73.35
Total Receipts		\$ 509,478.25	\$ 442,542.61
Less: Disbursements			
Checks Disbursements		248,560.59	212,152.66
Wire/ACH payments-taxes/fees/ RCTC Credit Card Refunds		5,859.36	371.60
Tfr to other accounts - FLEX/Vision/Dental		10,407.91	822.69
ACH transfers to PSDLAF - Reimburse CP for grant/ GF transfer		464,488.60	0.00
Total disbursements		\$ 729,316.46	\$ 213,346.95
Ending Cash Balance - PNC/NWSB General Fund		\$ 719,857.82	\$ 939,696.03
		\$ 18,479.41	\$ 29,168.97
		\$ 701,378.41	\$ 910,527.06
		\$ 719,857.82	\$ 939,696.03

General Fund - PSDLAF/PSDMAX/Investments		February 2021	January 2021
Beginning Cash Balance - PSDLAF		\$ 266,626.56	\$ 468,527.24
Plus: Receipts			
Transfers from PNC/NWSB		300,000.00	0.00
Void Add-backs		0.00	0.00
PSDLAF/PSDMAX interest		3.38	3.41
Social Security Subsidy direct deposit		31,623.66	0.00
Retirement Subsidy direct deposit		0.00	0.00
Vocational Ed Subsidy direct deposit		97,386.00	0.00
Other revenues - PSERS/Payroll adjustment/Equipment grant/RCTC tuition		0.00	0.00
Grants - PDE GEER/PCCD Safety		76,702.73	10,554.64
Federal/State program grant direct deposit - Perkins		54,961.00	27,480.50
Total Receipts		\$ 560,676.77	\$ 38,038.55
Less: Disbursements			
Check Disbursements		0.00	0.00
Payroll, VISA and ACH payments out		218,988.62	215,601.64
PSERS Employer/Employee Payment		16,472.41	24,337.59
TFR to other accounts/funds - PNC/Capital Projects Fund		0.00	0.00
Total Disbursements		\$ 235,461.03	\$ 239,939.23
Ending Cash Balance - PSDLAF		\$ 591,842.30	\$ 266,626.56

ERIEBank		February 2021	January 2021
Beginning Cash Balance-ERIEBank		\$ 924,468.60	\$ 924,468.52
Plus: Receipts			
Receipts Deposited		0.00	0.00
Interest		0.06	0.08
Unrealized gains/losses		0.00	0.00
Total Receipts		\$ 0.06	\$ 0.08
Less: Disbursements			
Checks returned-credit fees-credit card refunds		0.00	0.00
Wire/ACH payments-taxes/fees - bi-annual invt mgmt fee		0.00	0.00
Tfr to other accounts		0.00	0.00
ACH transfers to PSDLAF/PLGIT		0.00	0.00
Total disbursements		\$ -	\$ -
Ending Cash Balance - ERIEBank		\$ 924,468.66	\$ 924,468.60
		\$ 2,705.37	\$ 2,705.37
		\$ 921,763.23	\$ 921,763.23
		\$ 924,468.60	\$ 924,468.60

**Erie County Technical School
Treasurer's Report**

General Fund Section 125-PNC		February 2021	January 2021
Beginning Cash Balance-PNC		\$ 10,424.38	\$ 12,676.69
Plus Receipts			
Receipts Deposited		3,211.03	822.69
Transfers from other accounts		0.00	0.00
Total Receipts		\$ 3,211.03	\$ 822.69
Less Disbursements			
Check Disbursements		870.00	3,075.00
Other Disbursements		0.00	0.00
		\$ 870.00	\$ 3,075.00
Ending Cash Balance-PNC		\$ 12,765.41	\$ 10,424.38
General Fund -Dental and Vision Claims - PNC		February 2021	January 2021
Beginning Cash Balance-PNC		\$ 5,154.46	\$ 7,321.46
Plus Receipts			
Receipts Deposited		7,500.00	0.00
Transfers from other accounts		0.00	0.00
Total Receipts		\$ 7,500.00	\$ -
Less Disbursements			
Check Disbursements		2,153.00	2,167.00
Other Disbursements		0.00	0.00
		\$ 2,153.00	\$ 2,167.00
Ending Cash Balance-PNC		\$ 10,501.46	\$ 5,154.46
	Dental	6,516.78	3,573.78
	Vision	3,984.68	1,580.68
		\$ 10,501.46	\$ 5,154.46
Capital Projects Fund - PSDLAF / PNC / NWSB Accounts		February 2021	January 2021
Beginning Cash and Investments Balance- PSDLAF/PNC/NWSB		\$ 485,070.71	\$ 492,230.79
Plus Receipts			
Transfers from General Fund-PCCD Grant reimb. - Secure Vestibule		164,488.60	0.00
School District Pre-bid documents		0.00	0.00
Refund of overpayment		0.00	0.00
Interest posted		28.74	20.34
Total Receipts		\$ 164,517.34	\$ 20.34
Less disbursements			
Less transfers		0.00	0.00
Less Checks		2,408.18	7,180.42
Bank Service Charge		0.00	0.00
Less Checks issued - PreBid Documents		0.00	0.00
		\$ 2,408.18	\$ 7,180.42
Ending Cash and Investments Balance - PSDLAF/PNC/NWSB		\$ 647,179.87	\$ 485,070.71
	PNC account	15,534.80	15,534.80
	NWSB account	368,844.14	206,736.94
	PSDMAX account	262,800.93	262,798.97
		\$ 647,179.87	\$ 485,070.71

**Erie County Technical School
Treasurer's Report**

Student Activity Fund - PNC / NWSB (For Information)		February 2021	January 2021
Beginning Cash Balance - PNC		\$ 14,281.86	\$ 16,420.78
Plus Receipts			
SkillsUSA-Receipts	1,077.11		0.00
COS Funds-Transfer from General Fund	0.00		0.00
NTHS-Receipts	1,077.10		0.00
NTHS-Transfer from General Fund	0.00		0.00
Community Blood Bank	0.00		0.00
Make A Wish/Other	0.00		0.00
Interest/bank fees posted	0.03		0.23
Total Receipts	\$ 2,154.24	\$ 0.23	
Less SkillsUSA-disbursements-checks/fees, adjustments	1,130.39		2,129.15
Less Make A Wish/Blood Bank-disbursements-checks/fees	0.00		10.00
Less NTHS-disbursements-checks/fees	528.43		0.00
	\$ 1,658.82	\$ 2,139.15	
Ending Cash Balance - PNC / NWSB	\$ 14,777.28	\$ 14,281.86	
SkillsUSA	6,929.23		6,982.49
Blood Bank/Other	460.00		460.00
Make A Wish	3,591.68		3,591.68
NTHS	3,796.37		3,247.69
	\$ 14,777.28	\$ 14,281.86	

Respectfully submitted

James Bucksbee/Treasurer
Joint Operating Committee

Prepared by: Terri Birchard, Business Manager

Erie County Technical School

Statement of Activities

General Fund - July 1, 2020 to February 28, 2021

		<u>7/1/2020 to 2/28/2021</u>
Revenues		
10-46510-000-	INTEREST INCOME	\$789.84
10-46530-000-	Gains Or Losses On Sale Of Investments - Secondary Program S	\$1,955.83
10-46910-000-	Facility Rental	\$10,378.00
10-46943-000-	Adult Education Tuition - Secondary Program Sources	\$0.00
10-46943-100-	RCTC PART TIME TUITION	\$243,512.11
10-46943-100-	RCTC BOOKSTORE SALES	\$1,731.20
10-46946-000-	PRE BID DOCUMENTS - ALL DISTRICTS	\$234,389.99
10-46946-000-	FAIRVIEW SD	\$133,668.00
10-46946-000-	FORT LEOEUF SD	\$276,604.64
10-46946-000-	GENERAL MCLANE SD	\$253,028.00
10-46946-000-	GIRARD SD	\$298,716.00
10-46946-000-	HARBOR CREEK SD	\$277,469.36
10-46946-000-	IROQUOIS SD	\$164,908.64
10-46946-000-	MILLCREEK SD	\$537,101.36
10-46946-000-	NORTH EAST SD	\$278,127.36
10-46946-000-	NORTHWESTERN SD	\$205,156.00
10-46946-000-	UNION CITY SD	\$211,230.64
10-46946-000-	WATTSBURG SD	\$222,330.00
10-46946-000-	DISTRICTS-ALTERNATIVE EDUCATION	\$0.00
10-46946-000-	DISTRICTS- TRANSITION CENTER PAYMENTS	\$95,090.31
10-46990-000-	MISCELLANEOUS REVENUE	\$3,157.80
10-46990-100-	RCTC - Refunds And Other Miscellaneous Revenue	(\$156.30)
10-46992-000-	INSURANCE PAYMENTS-INDIVIDUALS	\$41,762.51
10-47220-000-	VOCATIONAL EDUCATION SUBSIDY	\$445,441.77
10-47220-100-	VOCATIONAL EDUCATION SUBSIDY	\$0.00
10-47360-000-	Safe Schools - SRO Grant	\$9,157.74
10-47361-000-	PCCD School Safety & Security Grants	\$131,645.20
10-47509-000-	CTE SUPP EQUIPMENT GRANT-STATE	\$0.00
10-47810-000-	SOCIAL SECURITY REIMBURSEMENT	\$47,799.39
10-47810-100-	SOCIAL SECURITY REIMBURSEMENT	\$0.00
10-47820-000-	RETIREMENT REIMBURSEMENT	\$207,189.83
10-47820-100-	RETIREMENT REIMBURSEMENT	\$0.00
10-48521-000-	PERKINS LOCAL PLAN	\$192,363.50
10-48742-000-	PDE GEER Grant	\$84,437.12
10-48749-000-	PCCD COVID 19 Health and Safety Grant	\$145,593.45
10-49400-000-	Sale of / Compen-loss of Fixed AssT	\$0.00
Total Revenues		<u>\$4,754,579.29</u>

Expenses		
10-61290-120-	Transition Center - Salary	\$24,231.83
10-61290-121-	Transition Center - Substitute Wages	\$0.00
10-61290-141-	Transition Center - Aide Wages	\$30,518.82

Erie County Technical School

Statement of Activities

General Fund - July 1, 2020 to February 28, 2021

		<u>7/1/2020 to 2/28/2021</u>
10-61290-213-	Transition Center - Life Insurance	\$148.80
10-61290-214-	Transition Center - LTD Insurance	\$171.24
10-61290-220-	Transition Center - Social Security	\$4,173.87
10-61290-230-	Transition Center - Retirement	\$16,596.01
10-61290-231-	Transition Center- VOYA Retirement	\$129.23
10-61290-260-	Transition Center - Workers Comp	\$572.00
10-61290-271-	Transition Center - Medical	\$15,480.00
10-61290-272-	Transition Center - Supplemental Benefits	\$72.00
10-61290-290-	Transition Center - 403(b) payments	\$0.00
10-61290-580-	Transition Center - Field Trips/Travel	\$0.00
10-61290-610-	Transition Center - Special Needs-Instruction	\$6,671.96
10-61290-610-	Transition Center - Supplies	\$619.94
10-61290-648-	Transition Center-Software	\$6,212.00
10-61290-750-	Transition Center-Special Needs-Instruction	\$0.00
10-61320-120-	Tourism/Hospitality - Salary	\$23,736.95
10-61320-213-	Tourism/Hospitality - Life Insurance	\$57.60
10-61320-214-	Tourism/Hospitality - LTD Insurance	\$111.60
10-61320-220-	Tourism/Hospitality - Social Security	\$1,799.10
10-61320-230-	Tourism/Hospitality - Retirement	\$8,182.73
10-61320-260-	Tourism/Hospitality - Workers Comp	\$226.50
10-61320-271-	Tourism/Hospitality - Medical	\$7,740.00
10-61320-272-	Tourism/Hospitality - Dental/Vision	\$36.00
10-61320-610-	Tourism/Hospitality - Supplies	\$3,716.59
10-61330-120-	Health Assistant - Salary	\$36,461.06
10-61330-213-	Health Assistant - Life Insurance	\$57.60
10-61330-214-	Health Assistant - LTD Insurance	\$111.60
10-61330-220-	Health Assistant - Social Security	\$2,693.15
10-61330-230-	Health Assistant - Retirement	\$12,534.92
10-61330-260-	Health Assistant - Workers Comp	\$341.00
10-61330-271-	Health Assistant - Medical	\$7,740.00
10-61330-272-	Health Assistant - Dental/Vision	\$36.00
10-61330-610-	Health Assistant - Supplies	\$2,808.40
10-61330-610-	Health Assistant - Supplies (Perkins)	\$0.00
10-61330-640-	Health Assistant - Textbook	\$461.82
10-61341-120-	Early Childhood Education - Salary	\$21,463.86
10-61341-213-	Early Childhood Education - Life Insurance	\$57.60
10-61341-214-	Early Childhood Education - LTD Insurance	\$111.60
10-61341-220-	Early Childhood Education - Social Security	\$1,626.17
10-61341-230-	Early Childhood Education - Retirement	\$7,417.65
10-61341-260-	Early Childhood Education - Workers Comp	\$265.00
10-61341-271-	Early Childhood Education - Medical	\$7,740.00
10-61341-272-	Early Childhood Education - Dental/Vision	\$36.00
10-61341-610-	Early Childhood Education - Supplies	\$1,425.03
10-61342-120-	Culinary - Salary	\$45,583.22
10-61342-213-	Culinary - Life Insurance	\$115.20

Erie County Technical School

Statement of Activities

General Fund - July 1, 2020 to February 28, 2021

	<u>7/1/2020 to 2/28/2021</u>
10-61342-214- Culinary - LTD Insurance	\$223.20
10-61342-220- Culinary - Social Security	\$3,379.08
10-61342-230- Culinary - Retirement	\$15,689.49
10-61342-260- Culinary - Workers Comp	\$452.00
10-61342-271- Culinary - Medical	\$15,480.00
10-61342-272- Culinary - Dental/Vision	\$72.00
10-61342-610- Culinary - Supplies	\$3,063.11
10-61342-610- Culinary - Supplies	\$23,929.79
10-61370-120- Technical Instruction - Salary	\$82,878.09
10-61370-213- Technical Instruction - Life Insurance	\$230.40
10-61370-214- Technical Instruction - LTD Insurance	\$446.40
10-61370-220- Technical Instruction - Social Security	\$6,243.01
10-61370-230- Technical Instruction - Retirement	\$18,312.90
10-61370-231- VOYA Retirement	\$744.45
10-61370-260- Technical Instruction - Workers Comp	\$1,052.00
10-61370-271- Technical Instruction - Medical	\$30,960.00
10-61370-272- Technical Instruction - Dental/Vision	\$144.00
10-61370-610- Technical Instruction - Computer Programming - Supplies	\$1,102.96
10-61370-610- Technical Instruction - Drafting and Design - Supplies	\$3,022.03
10-61370-610- Technical Instruction - Electronics - Supplies	\$0.00
10-61370-610- Technical Instruction - Computer Networking - Supplies	\$1,650.48
10-61370-610- Technical Instruction - Supplies (Perkins)	\$0.00
10-61370-640- Technical Instruction - Textbooks	\$0.00
10-61370-648- Technical Instruction - Software	\$3,500.00
10-61380-120- Trade and Industrial - Salary	\$344,356.06
10-61380-121- Trade and Industrial - Substitutes	\$0.00
10-61380-141- Trade and Industrial - Aides (Perkins)	\$74,942.17
10-61380-213- Trade and Industrial - Life Insurance	\$4,134.54
10-61380-213- Trade and Industrial - Life Insurance (Perkins)	\$100.80
10-61380-214- Trade and Industrial - LTD Insurance	\$2,863.03
10-61380-220- Trade and Industrial - Social Security	\$22,800.22
10-61380-220- Trade and Industrial - Social Security (Perkins)	\$5,685.94
10-61380-230- Trade and Industrial - Retirement	\$95,248.88
10-61380-230- Trade and Industrial - Retirement (Perkins)	\$22,999.99
10-61380-231- SALARY-T & I	\$643.57
10-61380-231- SALARY-T & I	\$178.49
10-61380-250- Trade and Industrial - Unemployment Comp	\$2,643.66
10-61380-260- Trade and Industrial - Workers Comp	\$2,923.00
10-61380-260- Trade and Industrial - Workers Comp (Perkins)	\$531.00
10-61380-271- Trade and Industrial - Medical	\$264,603.46
10-61380-271- Trade and Industrial - Medical (Perkins)	\$0.00
10-61380-272- Trade and Industrial - Dental/Vision	\$18,335.55
10-61380-290- Trade and Industrial - 403(b) payments	\$15,000.00
10-61380-330- Trade and Industrial - Contracted Substitutes	\$8,364.00
10-61380-430- Trade and Industrial - High School Repairs and Maintenance	\$473.00

Erie County Technical School

Statement of Activities

General Fund - July 1, 2020 to February 28, 2021

		<u>7/1/2020 to 2/28/2021</u>
10-61380-580-	Trade and Industrial - Travel (Perkins)	\$2,965.00
10-61380-610-	Trade and Industrial - Art and Design - Supplies	\$4,359.38
10-61380-610-	Trade and Industrial - Graphic Arts - Supplies	\$2,548.65
10-61380-610-	Trade and Industrial - Auto Body - Supplies	\$3,692.42
10-61380-610-	Trade and Industrial - Auto Tech - Supplies	\$10,241.77
10-61380-610-	Trade and Industrial - Construction Trades - Supplies	\$21,727.84
10-61380-610-	Trade and Industrial - Cosmetology - Supplies	\$2,719.62
10-61380-610-	Trade and Industrial - Electrical Engineering - Supplies	\$9,727.00
10-61380-610-	Trade and Industrial - Precision Machining - Supplies	\$5,075.80
10-61380-610-	Trade and Industrial - Facilities Maintenance - Supplies	\$702.74
10-61380-610-	Trade and Industrial - Metal Fabrication - Supplies	\$9,586.82
10-61380-610-	Trade and Industrial - Graduation Supplies	\$2,000.69
10-61380-610-	Trade and Industrial - Copier Paper Reimbursement Supplies	\$2,272.00
10-61380-610-	Trade and Industrial - Repair Parts	\$2,604.00
10-61380-610-	Trade and Industrial - Miscellaneous Lab Supplies	\$732.00
10-61380-610-	Trade and Industrial - Instructional Supt Supplies (Perkins)	\$101,222.08
10-61380-640-	Trade and Industrial - Textbooks	\$12,805.25
10-61380-640-	Trade and Industrial - Textbooks	\$4,010.60
10-61380-648-	Trade and Industrial - Lab Software	\$9,616.90
10-61380-648-	Trade and Industrial - Lab Software (Perkins)	\$4,250.00
10-61380-750-	Trade and Industrial - CTE Equipment Grant	\$8,359.14
10-61380-750-	Trade and Industrial - Equipment (Perkins)	\$41,417.16
10-61390-120-	Other Voc Ed - Salary	\$47,006.04
10-61390-213-	Other Voc Ed - Life Insurance	\$115.20
10-61390-214-	Other Voc Ed - LTD Insurance	\$223.20
10-61390-220-	Other Voc Ed - Social Security	\$3,565.43
10-61390-230-	Other Voc Ed - Retirement	\$16,225.31
10-61390-260-	Other Voc Ed - Workers Comp	\$694.50
10-61390-271-	Other Voc Ed - Medical	\$15,480.00
10-61390-272-	Other Voc Ed - Dental/Vision	\$72.00
10-61390-610-	Other Voc Ed - Supplies	\$352.84
10-61390-610-	Other Voc Ed - Math Supplies	\$495.59
10-61390-610-	Other Vocational Ed - Literacy Supplies	\$0.00
10-61442-140-	Career Alternative Education - Secretary wages	\$1,757.16
10-61442-213-	Career Alternative Education - Life Insurance	\$16.80
10-61442-214-	Career Alternative Education - LTD Insurance	\$0.00
10-61442-220-	Career Alternative Education - Social Security	\$134.42
10-61442-230-	Career Alternative Education - Retirement	\$608.09
10-61442-260-	Career Alternative Education - Worker Comp	\$46.14
10-61442-271-	Career Alternative Education - Medical	\$0.00
10-61442-272-	Career Alternative Education - Dental/Vision	\$0.00
10-61442-635-	Career Alternative Education - Meals/Refreshments	\$0.00
10-61610-110-	RCTC - Manager Salaries	\$8,225.39
10-61610-120-	RCTC - Instructor Salary	\$8,839.15
10-61610-140-	RCTC - Secretary Salary	\$4,937.04

Erie County Technical School

Statement of Activities

General Fund - July 1, 2020 to February 28, 2021

		<u>7/1/2020 to 2/28/2021</u>
10-61610-213-	RCTC - Life Insurance	\$33.60
10-61610-220-	RCTC - Social Security	\$0.00
10-61610-220-	RCTC - Social Security	\$1,682.94
10-61610-230-	RCTC - Retirement	\$70.78
10-61610-231-	RCTC - VOYA Retirement	\$184.93
10-61610-260-	RCTC - Workers Comp	\$415.86
10-61610-330-	RCTC - Contracted Services	\$161,859.50
10-61610-540-	RCTC - Advertising	\$280.00
10-61610-610-	RCTC Supplies	\$0.00
10-61610-610-	RCTC - Supplies	\$1,685.27
10-62122-120-	Pupil Personnel - Counselor Salary	\$93,267.52
10-62122-140-	Pupil Personnel - Co-op Salary	\$17,708.08
10-62122-213-	Pupil Personnel - Life Insurance	\$189.60
10-62122-214-	Pupil Personnel - LTD Insurance	\$334.80
10-62122-220-	Pupil Personnel - Social Security	\$8,449.46
10-62122-230-	Pupil Personnel - Retirement	\$37,149.58
10-62122-231-	Pupil Personnel - VOYA Retirement	\$73.92
10-62122-260-	Pupil Personnel - Workers Comp	\$1,128.00
10-62122-271-	Pupil Personnel - Medical	\$23,220.00
10-62122-272-	Pupil Personnel - Dental/Vision	\$108.00
10-62122-329-	Pupil Personnel - Professional Services (Perkins)	\$8,725.00
10-62122-330-	Pupil Personnel - Advertising Services	\$970.58
10-62122-330-	PUPIL PERSONEL-COUNSELLOR SALARY	\$2,987.00
10-62122-550-	Pupil Personnel - Admissions Printing	\$11,510.75
10-62122-580-	Pupil Personnel - Travel - Career Planning	\$0.00
10-62122-580-	Pupil Personnel - Travel - Admissions	\$0.00
10-62122-580-	Pupil Personnel - Travel - Co-op	\$0.00
10-62122-580-	Pupil Personnel - Travel - Special Education	\$0.00
10-62122-610-	Pupil Personnel - Supplies - Career Planning	\$184.80
10-62122-610-	Pupil Personnel - Advertising - Newspaper	\$0.00
10-62122-610-	Pupil Personnel - Supplies - Admissions	\$632.42
10-62122-610-	Pupil Personnel - Supplies - Special Education	\$672.91
10-62122-610-	Pupil Personnel - Supplies - Co-op	\$3,828.34
10-62122-635-	Pupil Personnel - Meals - Career Planning	\$45.00
10-62122-635-	Pupil Personnel - Meals - Admissions	\$0.00
10-62122-635-	Pupil Personnel - Meals - Co-op	\$0.00
10-62260-110-	Curriculum Development - Salary	\$109,846.49
10-62260-213-	Curriculum Development - Life Insurance	\$295.68
10-62260-214-	Curriculum Development - LTD Insurance	\$456.24
10-62260-220-	Curriculum Development - Social Security	\$8,402.58
10-62260-230-	Curriculum Development - Retirement	\$37,893.05
10-62260-260-	Curriculum Development - Workers Comp	\$807.00
10-62260-271-	Curriculum Development - Medical	\$15,480.00
10-62260-272-	Curriculum Development - Dental/Vision	\$72.00
10-62260-330-	Curriculum Development - Accreditation Services	\$510.00

Erie County Technical School

Statement of Activities

General Fund - July 1, 2020 to February 28, 2021

		<u>7/1/2020 to 2/28/2021</u>
10-62260-610-	Curriculum Development - Supplies	\$0.00
10-62260-635-	Curriculum Development - Food	\$105.92
10-62271-240-	Instructional Staff Development - Tuition - Certified	\$8,143.00
10-62271-330-	Instructional Staff Development -Professional Fee- Certified	\$75.00
10-62271-580-	Instructional Staff Development - Travel	\$105.00
10-62271-810-	Instructional Staff Development - Dues - Certified	\$1,489.50
10-62310-110-	Board Services - Salary	\$1,701.41
10-62310-214-	Board Services - LTD Insurance	\$7.42
10-62310-220-	Board Services - Social Security	\$131.40
10-62310-230-	Board Services - Retirement	\$590.93
10-62310-260-	Board Services - Workers Comp	\$11.00
10-62310-330-	Board Services - Professional Services	\$0.00
10-62310-525-	Board Services - E&O and Bonding Insurances	\$9,857.00
10-62310-530-	Board Services - Postage	\$4,858.24
10-62310-540-	Board Services - Advertising - Legal Ads	\$528.20
10-62310-581-	Board Services - Board Local Mileage	\$746.97
10-62310-610-	Board Services - Supplies (JOC Meeting Expenses)	\$33.66
10-62310-635-	Board Services -Meals/Refreshments	\$2,162.33
10-62310-810-	Board Services - Dues and Fees	\$5,140.00
10-62350-330-	Professional Services - Legal and Accounting	\$40,252.00
10-62360-110-	Director Services - Salary	\$76,084.31
10-62360-213-	Director Services - Life Insurance	\$211.20
10-62360-214-	Director Services - LTD Insurance	\$334.80
10-62360-220-	Director Services - Social Security	\$5,744.09
10-62360-230-	Director Services - Retirement	\$26,191.44
10-62360-260-	Director Services - Workers Comp	\$546.50
10-62360-271-	Director Services - Medical	\$7,740.00
10-62360-272-	Director Services - Dental/Vision	\$36.00
10-62360-330-	Directors Services - Superintendent Professional Services	\$1,816.21
10-62360-580-	Director Services - Travel	\$35.94
10-62360-610-	Director Services - Supplies	\$1,414.31
10-62360-635-	Director Services - Meals and Refreshments	\$694.05
10-62380-110-	Principal/High School Secretary - Principal Salary	\$79,261.61
10-62380-140-	Principal/High School Secretary - HS Secretary Salary	\$23,324.22
10-62380-213-	Principal/High School Secretary - Life Insurance	\$294.72
10-62380-214-	Principal/High School Secretary - LTD Insurance	\$446.40
10-62380-220-	Principal/High School Secretary - Social Security	\$7,730.50
10-62380-230-	Principal/High School Secretary - Retirement	\$35,380.90
10-62380-260-	Principal/High School Secretary - Workers Comp	\$658.50
10-62380-271-	Principal/High School Secretary - Medical	\$15,480.00
10-62380-272-	Principal/High School Secretary - Dental/Vision	\$72.00
10-62380-580-	ADMIN-H.S. PRINCIPAL TRAVEL	\$0.00
10-62380-610-	Principal/High School Secretary - High School Supplies	\$3,843.40
10-62380-635-	Principal/High School Secretary - Meals and Refreshments	\$329.37
10-62411-110-	Health Services - Student Health Svcs Coordinator	\$2,568.75

Erie County Technical School

Statement of Activities

General Fund - July 1, 2020 to February 28, 2021

		<u>7/1/2020 to 2/28/2021</u>
10-62411-213-	Health Services - Life Insurance	\$0.00
10-62411-220-	Health Services - Health Service Coordinator-Social Security	\$0.00
10-62411-230-	Health Services - Health Service Coordiinator - Retirement	\$0.00
10-62411-260-	Health Services - Health Service Coordinator - Workers Comp	\$0.00
10-62419-130-	Health Services - Supplemental School Nurse - Salary	\$21,432.06
10-62419-220-	Health Services - Supplemental School Nurse -Social Security	\$1,833.64
10-62419-230-	Health Services - Supplemental School Nurse - Retirement	\$8,271.81
10-62419-260-	Health Services - Supplemental School Nurse - Workers Comp	\$127.50
10-62440-610-	Health Services - Supplies	\$815.14
10-62511-110-	Business Services - Business Office Manager - Salary	\$55,096.33
10-62511-140-	Business Services - Business Office Secretary - Salary	\$21,760.72
10-62511-213-	Business Services - Life Insurance	\$211.20
10-62511-214-	Business Services - LTD Insurance	\$337.46
10-62511-220-	Business Services - Social Security	\$5,698.50
10-62511-230-	Business Services - Retirement	\$26,409.37
10-62511-260-	Business Services - Workers Comp	\$512.50
10-62511-271-	Business Services - Medical	\$15,480.00
10-62511-272-	Business Services - Dental/Vision	\$72.00
10-62511-330-	Business Services - Contracted Payroll Services	\$22,788.56
10-62511-580-	Business Services - Travel	\$0.00
10-62511-610-	Business Services - Supplies	\$1,316.94
10-62600-610-	Maintenance - Supplies	\$151.28
10-62611-110-	Maintenance Supervisor - Salary	\$47,305.27
10-62611-213-	Maintenance/Custodial - Life Insurance	\$127.68
10-62611-214-	Maintenance Supervisor - LTD Insurance	\$206.16
10-62611-220-	Maintenance Supervisor - FICA	\$3,598.40
10-62611-230-	Maintenance Supervisor - Retirement	\$16,325.10
10-62611-260-	Maintenance Supervisor - Workers Comp	\$309.00
10-62611-271-	Maintenance Supervisor - Medical	\$7,740.00
10-62611-272-	Maintenance Supervisor - Dental/Vision	\$36.00
10-62619-180-	Maintenance/Custodial - Salary	\$134,466.18
10-62619-213-	Maintenance/Custodial - Life Insurance	\$182.40
10-62619-214-	Maintenance/Custodial - LTD Insurance	\$214.08
10-62619-220-	Maintenance/Custodial - FICA	\$10,119.25
10-62619-230-	Maintenance Custodial - Retirement	\$26,292.63
10-62619-231-	Maintenance/Custodial - VOYA Retirement	\$1,258.00
10-62619-260-	Maintenance/Custodial - Workers Comp	\$988.00
10-62619-271-	Maintenance/Custodial - Medical	\$15,480.00
10-62619-272-	Maintenance/Custodial - Dental/Vision	\$72.00
10-62620-100-	PCCD COVID 19 School Safety Personnel Training	\$13,875.00
10-62620-220-	PCCD COVID 19 School Safety Training SS/MCR	\$1,061.76
10-62620-230-	PCCD COVID 19 School Safety Training PSERS	\$4,162.16
10-62620-340-	Maintenance - Contracted Services	\$964.00
10-62620-411-	Maintenance - Disposal Services	\$8,641.84
10-62620-415-	Maintenance - High School Laundry/Dry Cleaning	\$4,530.26

Erie County Technical School

Statement of Activities

General Fund - July 1, 2020 to February 28, 2021

		<u>7/1/2020 to 2/28/2021</u>
10-62620-422-	Maintenance - Electricity (High School)	\$37,347.38
10-62620-422-	Maintenance - Electricity (Skills Center)	\$7,763.05
10-62620-424-	Maintenance - Water/Sewer	\$3,700.12
10-62620-430-	Maintenance - Repairs and Maintenance (High School)	\$16,437.56
10-62620-521-	Maintenance - Property and Liability Ins (High School)	\$42,664.30
10-62620-521-	Maintenance - Property and Liability Ins (Skills Center)	\$4,807.80
10-62620-610-	Maintenance - Supplies (High School)	\$48,633.38
10-62620-621-	Maintenance - Natural Gas (High School)	\$28,605.63
10-62620-621-	Maintenance - Natural Gas (Skills Center)	\$6,205.08
10-62620-622-	Maintenance - Electricity (High School)	\$13,256.38
10-62620-622-	Maintenance - Electricity (Skills Center)	\$2,791.91
10-62630-412-	Care of Grounds - Snow Removal	\$9,909.75
10-62630-414-	Care of Grounds - Lawn Care	\$2,784.14
10-62640-430-	Operations and Maintenance - Repairs/Maintenance HS	\$15,819.84
10-62640-430-	Operations and Maintenance - Repairs/Maintenance Skill Cente	\$550.00
10-62650-626-	Vehicle Operations - Gasoline/Diesel	\$1,740.28
10-62659-580-	Operation and Maintenance - Travel/Auto Mileage Reimbursemen	\$0.00
10-62660-330-	PCCD School Safety and Security Consultants	\$20,658.03
10-62660-330-	PDE GEER COVID Emergency Grant - Contracted Services	\$14,727.00
10-62660-360-	Safe Schools	\$1,000.00
10-62660-610-	Safe School Supplies	\$337.50
10-62660-610-	Safety Grant Supplies	\$9,338.64
10-62660-610-	PCCD School Safety and Security Supplies	\$6,141.38
10-62660-610-	PCCD Safe Schools Supplies	\$11,961.52
10-62660-610-	PDE GEER COVID Emergency Grant - Supplies	\$69,742.03
10-62660-610-	PCCD COVID 19 School Safety Grant - 2020-2021	\$13,725.04
10-62660-750-	PDE GEER COVID Emergency Grant - Equipment	\$8,650.95
10-62830-330-	HR/Quality - Staff Services - Other Professional Services	\$5,232.00
10-62831-110-	HR/Quality - Coordinator Salary	\$38,338.63
10-62831-213-	HR/Quality - Life Insurance	\$162.24
10-62831-214-	HR/Quality - LTD Insurance	\$262.14
10-62831-220-	HR/Quality - FICA	\$2,918.44
10-62831-230-	HR/Quality - Retirement	\$0.00
10-62831-231-	HUMAN RESOURCES / QUALITY COORDINATOR	\$861.56
10-62831-260-	HR/Quality - Workers Comp	\$393.00
10-62831-271-	HR/Quality - Medical	\$7,740.00
10-62831-272-	HR/Quality - Dental/Vision	\$36.00
10-62831-580-	HR/Quality - Travel	\$0.00
10-62831-610-	HR/Quality - Supplies	\$2,200.25
10-62831-635-	HR/Quality - Meals and Refreshments	\$528.61
10-62832-540-	HR/Quality - Advertising and Recruiting	\$4,792.68
10-62834-324-	Staff Development - Employee Training - Non-Instructional	\$1,548.00
10-62834-580-	Staff Development - Travel - Non-Instructional	\$666.31
10-62834-810-	Staff Development - Dues - Non-Instructional	\$1,878.71
10-62839-330-	HR/Quality - ISO Audit	\$0.00

Erie County Technical School

Statement of Activities

General Fund - July 1, 2020 to February 28, 2021

	<u>7/1/2020 to 2/28/2021</u>
10-62840-110- Technology Services - Admin Salary	\$51,498.74
10-62840-140- Technology Services -Classified-Assistant- Salary	\$25,050.11
10-62840-213- Technology Services - Life Insurance	\$196.80
10-62840-214- Technology Services - LTD Insurance	\$335.82
10-62840-220- Technology Services - Social Security	\$5,827.04
10-62840-230- Technology Services - Retirement	\$26,400.66
10-62840-260- Technology Services - Worker Compensation	\$207.00
10-62840-271- Technology Services - Medical	\$15,480.00
10-62840-272- Technology Services - Dental/Vision	\$72.00
10-62840-348- Technology Services - Professional Services	\$17,527.65
10-62840-438- Technology Services - Service Contracts	\$796.70
10-62840-538- Technology Services - Communication/Telephone	\$5,852.10
10-62840-580- Technology Services - Local Travel	\$0.00
10-62840-618- Technology Services - Supplies	\$10,475.17
10-62840-618- Technology - printer toner stock	\$12,528.14
10-62840-618- Technology Services - Perkins Grant Supplies	\$1,650.72
10-62840-648- Technology Services - Software	\$2,497.86
10-63210-120- Student Activity - Advisors	\$3,000.00
10-63210-220- Student Activity - Social Security	\$229.50
10-63210-230- Student Activity - Retirement	\$1,035.30
10-63210-260- Student Activity - Workers Comp	\$0.00
10-63390-810- Other Community Services - Co-op Clearance Reimb	\$0.00
10-64200-430- Site Improvements - Repairs	\$12,616.00
10-64400-330- Building - Architect/Professional Services	\$0.00
10-64600-430- Building Improvments - Repairs	\$24,092.50
10-65230-931- Capital Project Fund - Transfers	\$473,878.59
10-65900-990- Budgetary Reserve	\$0.00
Total Expenses	<u>\$4,326,841.28</u>
 NET SURPLUS/(DEFICIT)	 <u>\$427,738.01</u>

Erie County Technical School

Statement of Activities

Capital Projects - July 1, 2020 to February 28, 2021

		<u>7/1/2020 2/28/2021</u>
Revenues		
31-46510-000-000-00-000-00	INTEREST EARNINGS	\$414.13
31-49310-000-000-00-000-00	TRANSFERS FROM GENERAL FUND	\$473,878.59
Total Revenues		<u>\$474,292.72</u>
Expenses		
31-62840-758-000-00-000-00	TECHNOLOGY Services - EQUIPMENT	(\$320.89)
31-64200-430-000-00-000-00	Site Improvements - Fire Alarm Upgrade Project	\$12,894.02
31-64200-430-000-00-000-00	SITE IMPROVEMENTS-REPAIRS - Secure Vestibule Project	\$164,488.60
31-64300-330-000-00-000-00	Pre-Bid Documents - Architect	\$227,213.08
31-64400-330-000-00-000-00	ARCHITECT SERVICES	\$20.00
Total Expenses		<u>\$404,294.81</u>
NET SURPLUS/(DEFICIT)		<u>\$69,997.91</u>

Erie County Technical School

Statement of Activities

Student Activities - July 1, 2020 to February 28, 2021

		<u>7/1/2020 2/28/2021</u>
Revenues		
81-46510-000-000-00-000-00	INTEREST INCOME	\$0.78
81-46990-000-000-00-000-00	Student Activities Revenue - SkillsUSA	\$1,874.75
81-46990-000-000-00-000-10	Skills USA - Break Revenue	\$2,680.93
81-46990-001-000-00-000-00	MISCELLANEOUS REVENUE	\$14.45
81-46990-001-000-00-000-10	NVTHS - Break Revenue	\$2,818.07
Total Revenues		<u>\$7,388.98</u>
Expenses		
81-63200-610-000-00-000-00	Student Activities -SUPPLIES- SKILLSUSA	\$1,991.94
81-63200-610-000-00-000-00	Student Activities -SUPPLIES-NVTHS	\$1,199.99
81-63200-810-000-00-000-00	Student Activities - SkillsUSA - dues	\$77.00
81-63200-810-000-00-000-00	Student Activities -NTHS DUES	\$550.00
Total Expenses		<u>\$3,818.93</u>
NET SURPLUS/(DEFICIT)		<u>\$3,570.05</u>

Erie County Technical School

Bank Register Report - NWSB General Fund

NWSB GENERAL FUND

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Post Date	Status
1014	Accounts Payable	Bank Draft	2/20/2021	National Fuel Gas	\$0.00	\$3,346.81	(\$3,346.81)	2/20/2021	Reconciled
1016	Accounts Payable	Bank Draft	2/3/2021	National Fuel Gas	\$0.00	\$776.79	(\$4,123.60)	2/3/2021	Reconciled
1017	Accounts Payable	Bank Draft	2/22/2021	PA DEPARTMENT OF REVENUE	\$0.00	\$5.20	(\$4,128.80)	2/22/2021	Reconciled
1018	Accounts Payable	Bank Draft	2/24/2021	PA UNEMPLOYMENT COMPENSA	\$0.00	\$2,225.70	(\$6,354.50)	2/24/2021	Reconciled
1467	Accounts Payable	Computer Check	2/10/2021	Boston Mutual Life Insurance Compan	\$0.00	\$894.45	(\$7,248.95)	2/10/2021	Reconciled
1468	Accounts Payable	Computer Check	2/10/2021	C.M. Regent Insurance Company	\$0.00	\$909.30	(\$8,158.25)	2/10/2021	Reconciled
1469	Accounts Payable	Computer Check	2/10/2021	Grimm's Embroidery	\$0.00	\$126.00	(\$8,284.25)	2/10/2021	Reconciled
1470	Accounts Payable	Computer Check	2/10/2021	Marla Perseo	\$0.00	\$85.99	(\$8,370.24)	2/10/2021	Reconciled
1471	Accounts Payable	Computer Check	2/10/2021	NOREBT	\$0.00	\$64,813.00	(\$73,183.24)	2/10/2021	Reconciled
1472	Accounts Payable	Computer Check	2/10/2021	Postmaster	\$0.00	\$745.00	(\$73,928.24)	2/10/2021	Reconciled
1473	Accounts Payable	Computer Check	2/26/2021	Benefit Administrators, Inc.	\$0.00	\$12.00	(\$73,940.24)	2/26/2021	Outstanding
1474	Accounts Payable	Computer Check	2/26/2021	Kelly Services, Inc.	\$0.00	\$73.50	(\$74,013.74)	2/26/2021	Outstanding
1475	Accounts Payable	Computer Check	2/26/2021	Reinhart Food Service	\$0.00	\$2,528.91	(\$76,542.65)	2/26/2021	Outstanding
1476	Accounts Payable	Computer Check	2/26/2021	Scott Electric	\$0.00	\$209.65	(\$76,752.30)	2/26/2021	Outstanding
1477	Accounts Payable	Computer Check	2/26/2021	Warren Company	\$0.00	\$1,824.53	(\$78,576.83)	2/26/2021	Outstanding
1478	Accounts Payable	Computer Check	2/26/2021	Autozone	\$0.00	\$1,039.04	(\$79,615.87)	2/26/2021	Outstanding
1479	Accounts Payable	Computer Check	2/26/2021	Benefit Administrators, Inc.	\$0.00	\$297.15	(\$79,913.02)	2/26/2021	Outstanding
1480	Accounts Payable	Computer Check	2/26/2021	Brigiotta's Produce & Garden Center	\$0.00	\$104.15	(\$80,017.17)	2/26/2021	Outstanding
1481	Accounts Payable	Computer Check	2/26/2021	ComDoc, Inc.	\$0.00	\$1,294.70	(\$81,311.87)	2/26/2021	Outstanding
1482	Accounts Payable	Computer Check	2/26/2021	Courtney Neal	\$0.00	\$140.67	(\$81,452.54)	2/26/2021	Outstanding
1483	Accounts Payable	Computer Check	2/26/2021	Dell Marketing L.P.	\$0.00	\$82,834.66	(\$164,287.20)	2/26/2021	Outstanding
1484	Accounts Payable	Computer Check	2/26/2021	Desantis Solutions	\$0.00	\$651.15	(\$164,938.35)	2/26/2021	Outstanding
1485	Accounts Payable	Computer Check	2/26/2021	Direct Energy Business	\$0.00	\$6,042.65	(\$170,981.00)	2/26/2021	Outstanding
1486	Accounts Payable	Computer Check	2/26/2021	Fagan Sanitary Supply	\$0.00	\$7,610.00	(\$178,591.00)	2/26/2021	Outstanding
1487	Accounts Payable	Computer Check	2/26/2021	H. Fred Walker	\$0.00	\$35.94	(\$178,626.94)	2/26/2021	Outstanding
1488	Accounts Payable	Computer Check	2/26/2021	Hobart Sales & Service	\$0.00	\$900.52	(\$179,527.46)	2/26/2021	Outstanding
1489	Accounts Payable	Computer Check	2/26/2021	Jessica Warren	\$0.00	\$957.00	(\$180,484.46)	2/26/2021	Outstanding
1490	Accounts Payable	Computer Check	2/26/2021	John Rainey	\$0.00	\$1,680.00	(\$182,164.46)	2/26/2021	Outstanding
1491	Accounts Payable	Computer Check	2/26/2021	Kelly Services, Inc.	\$0.00	\$294.00	(\$182,458.46)	2/26/2021	Outstanding
1492	Accounts Payable	Computer Check	2/26/2021	Knox McLaughlin Gornall & Sennett, I	\$0.00	\$12,722.00	(\$195,180.46)	2/26/2021	Outstanding
1493	Accounts Payable	Computer Check	2/26/2021	Koldrock Waters, Inc.	\$0.00	\$388.30	(\$195,568.76)	2/26/2021	Outstanding
1494	Accounts Payable	Computer Check	2/26/2021	Monark Student Transportation Corp.	\$0.00	\$400.00	(\$195,968.76)	2/26/2021	Outstanding
1495	Accounts Payable	Computer Check	2/26/2021	MSC Industrial Supply Company	\$0.00	\$4,425.14	(\$200,393.90)	2/26/2021	Outstanding
1496	Accounts Payable	Computer Check	2/26/2021	Northwest Tri-County IU5	\$0.00	\$161.93	(\$200,555.83)	2/26/2021	Outstanding
1497	Accounts Payable	Computer Check	2/26/2021	Pa Pride, LLC	\$0.00	\$31,450.00	(\$232,005.83)	2/26/2021	Outstanding
1498	Accounts Payable	Computer Check	2/26/2021	Pepsi Beverages Company	\$0.00	\$41.87	(\$232,047.70)	2/26/2021	Outstanding
1499	Accounts Payable	Computer Check	2/26/2021	Rabe Environmental Systems Inc.	\$0.00	\$101.00	(\$232,148.70)	2/26/2021	Outstanding
1500	Accounts Payable	Computer Check	2/26/2021	Reinhart Food Service	\$0.00	\$2,781.56	(\$234,930.26)	2/26/2021	Outstanding
1501	Accounts Payable	Computer Check	2/26/2021	Robert Eggleston	\$0.00	\$143.84	(\$235,074.10)	2/26/2021	Outstanding

Erie County Technical School

Bank Register Report - NWSB General Fund

NWSB GENERAL FUND

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Post Date	Status
1502	Accounts Payable	Computer Check	2/26/2021	Scott Electric	\$0.00	\$818.24	(\$235,892.34)	2/26/2021	Outstanding
1503	Accounts Payable	Computer Check	2/26/2021	Service Master	\$0.00	\$4,909.00	(\$240,801.34)	2/26/2021	Outstanding
1504	Accounts Payable	Computer Check	2/26/2021	The Nutrition Group	\$0.00	\$1,012.00	(\$241,813.34)	2/26/2021	Outstanding
1505	Accounts Payable	Computer Check	2/26/2021	The Wilkins Co., Inc.	\$0.00	\$948.00	(\$242,761.34)	2/26/2021	Outstanding
1506	Accounts Payable	Computer Check	2/26/2021	Times Publishing Company	\$0.00	\$1,830.00	(\$244,591.34)	2/26/2021	Outstanding
1507	Accounts Payable	Computer Check	2/26/2021	Unifirst Corporation	\$0.00	\$232.23	(\$244,823.57)	2/26/2021	Outstanding
1508	Accounts Payable	Computer Check	2/26/2021	Verizon Wireless	\$0.00	\$326.36	(\$245,149.93)	2/26/2021	Outstanding
1509	Accounts Payable	Computer Check	2/26/2021	Welders Supply	\$0.00	\$250.02	(\$245,399.95)	2/26/2021	Outstanding
1510	Accounts Payable	Computer Check	2/26/2021	Winkle Electric	\$0.00	\$221.83	(\$245,621.78)	2/26/2021	Outstanding
1511	Accounts Payable	Computer Check	2/26/2021	WM. T. Spaeder Co. Inc.	\$0.00	\$3,215.93	(\$248,837.71)	2/26/2021	Outstanding
1512	Accounts Payable	Computer Check	2/26/2021	Summit Township Sewer Authority	\$0.00	\$287.71	(\$249,125.42)	2/26/2021	Outstanding
1514	Accounts Payable	Computer Check	2/26/2021	ECTS-Foundation	\$0.00	\$188.03	(\$249,313.45)	2/26/2021	Reconciled
1515	Accounts Payable	Computer Check	2/26/2021	Helen Nelson Trucking	\$0.00	\$3,453.25	(\$252,766.70)	2/26/2021	Outstanding
1516	Accounts Payable	Computer Check	2/26/2021	Northwestern Roofing	\$0.00	\$387.60	(\$253,154.30)	2/26/2021	Outstanding

Summary by Transaction Type

Total Deposits	\$0.00
Less Payments by Transaction Type:	
Computer Check	(\$246,799.80)
Bank Draft	(\$6,354.50)
Total Payments:	(\$253,154.30)
Adjustments:	
Payment Adjustments	\$0.00
Deposit Adjustments	\$0.00
Total Adjustments:	\$0.00
Total Change in Register Balance:	(\$253,154.30)

Erie County Technical School

Bank Register Report - Capital Reseve Fd - NWSB Capital Project Checking

CAPITAL PROJECTS FUND - NWSB

<u>Transaction Number</u>	<u>Source</u>	<u>Transaction Type</u>	<u>Transaction Date</u>	<u>Reference</u>	<u>Deposits</u>	<u>Payments</u>	<u>Running Total</u>	<u>Post Date</u>	<u>Status</u>
1041	Accounts Payable	Computer Check	2/1/2021	HRLC Architects, LLC	\$0.00	\$2,408.18	(\$2,408.18)	2/1/2021	Reconciled

Summary by Transaction Type

Total Deposits **\$0.00**

Less Payments by Transaction Type:

 Computer Check **(\$2,408.18)**

Total Payments: **(\$2,408.18)**

 Adjustments:

 Payment Adjustments **\$0.00**

 Deposit Adjustments **\$0.00**

Total Adjustments: **\$0.00**

Total Change in Register Balance: **(\$2,408.18)**

Erie County Technical School

Open Invoice Report

General 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
Analee Cree									
Analee Cree	03/2021EXPENSE	3/15/2021	3/31/2021	\$50.85	\$0.00		\$50.85	3/31/2021	0
Totals for Analée Cree:				\$50.85	\$0.00		\$50.85		
Benefit Administrators, Inc.									
Benefit Administrators, Inc.	03/2021SUMMARY	3/15/2021	3/31/2021	\$259.15	\$0.00		\$259.15	3/31/2021	0
Benefit Administrators, Inc.	3903	3/12/2021	3/31/2021	\$45.00	\$0.00		\$45.00	3/31/2021	0
Totals for Benefit Administrators, Inc.:				\$304.15	\$0.00		\$304.15		
Brigiotta's Produce & Garden Center									
Brigiotta's Produce & Garden Center	359735	2/24/2021	3/31/2021	\$36.48	\$0.00		\$36.48	3/31/2021	0
Brigiotta's Produce & Garden Center	360843	3/4/2021	3/31/2021	\$30.75	\$0.00		\$30.75	3/31/2021	0
Totals for Brigiotta's Produce & Garden Center:				\$67.23	\$0.00		\$67.23		
Career Safe									
Career Safe	409431	3/4/2021	3/31/2021	\$275.00	\$0.00		\$275.00	3/31/2021	0
Totals for Career Safe:				\$275.00	\$0.00		\$275.00		
ComDoc, Inc.									
ComDoc, Inc.	4150620	3/1/2021	3/31/2021	\$2,073.15	\$0.00		\$2,073.15	3/31/2021	0
ComDoc, Inc.	4161723	3/8/2021	3/31/2021	\$140.95	\$0.00		\$140.95	3/31/2021	0
Totals for ComDoc, Inc.:				\$2,214.10	\$0.00		\$2,214.10		
Courtney Neal									
Courtney Neal	02/25/21GE	2/25/2021	3/31/2021	\$12.26	\$0.00		\$12.26	3/31/2021	0
Courtney Neal	03/04/2021GE	3/4/2021	3/31/2021	\$22.97	\$0.00		\$22.97	3/31/2021	0
Totals for Courtney Neal:				\$35.23	\$0.00		\$35.23		
Desantis Solutions									
Desantis Solutions	230665	3/3/2021	3/31/2021	\$517.10	\$0.00		\$517.10	3/31/2021	0
Desantis Solutions	231146	3/10/2021	3/31/2021	\$22.00	\$0.00		\$22.00	3/31/2021	0
Totals for Desantis Solutions:				\$539.10	\$0.00		\$539.10		
Direct Energy Business									
Direct Energy Business	HS12341588	3/8/2021	3/31/2021	\$4,876.42	\$0.00		\$4,876.42	4/7/2021	0
Totals for Direct Energy Business:				\$4,876.42	\$0.00		\$4,876.42		
ECTS-Foundation									
ECTS-Foundation	FEB-MILEAGE	2/25/2021	3/31/2021	\$116.15	\$0.00		\$116.15	3/31/2021	0
Totals for ECTS-Foundation:				\$116.15	\$0.00		\$116.15		
Fagan Sanitary Supply									
Fagan Sanitary Supply	170264	3/4/2021	3/31/2021	\$3,410.00	\$0.00		\$3,410.00	3/31/2021	0

Erie County Technical School

Open Invoice Report

General 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 Fagan Sanitary Supply:</i>				<u>\$3,410.00</u>	<u>\$0.00</u>		<u>\$3,410.00</u>		
Frontier Laundry									
Frontier Laundry	27335	3/5/2021	3/31/2021	\$130.46	\$0.00		\$130.46	3/31/2021	0
<i>Totals for Frontier Laundry:</i>				<u>\$130.46</u>	<u>\$0.00</u>		<u>\$130.46</u>		
Galbraith Media Access									
Galbraith Media Access	1959	3/15/2021	3/31/2021	\$1,392.94	\$0.00		\$1,392.94	3/31/2021	0
Galbraith Media Access	1960	3/15/2021	3/31/2021	\$795.23	\$0.00		\$795.23	3/31/2021	0
Galbraith Media Access	1962	3/15/2021	3/31/2021	\$493.16	\$0.00		\$493.16	3/31/2021	0
Galbraith Media Access	1963	3/15/2021	3/31/2021	\$1,058.39	\$0.00		\$1,058.39	3/31/2021	0
Galbraith Media Access	1964	3/15/2021	3/31/2021	\$195.00	\$0.00		\$195.00	3/31/2021	0
<i>Totals for Galbraith Media Access:</i>				<u>\$3,934.72</u>	<u>\$0.00</u>		<u>\$3,934.72</u>		
Helen Nelson Trucking									
Helen Nelson Trucking	20-3197	3/1/2021	3/31/2021	\$3,228.25	\$0.00		\$3,228.25	3/31/2021	0
<i>Totals for Helen Nelson Trucking:</i>				<u>\$3,228.25</u>	<u>\$0.00</u>		<u>\$3,228.25</u>		
Joe Tarasovitch									
Joe Tarasovitch	03/15/2021EXPENSE	3/15/2021	3/31/2021	\$181.77	\$0.00		\$181.77	3/31/2021	0
<i>Totals for Joe Tarasovitch:</i>				<u>\$181.77</u>	<u>\$0.00</u>		<u>\$181.77</u>		
Kayla Noonan									
Kayla Noonan	03/01/2021-CREDIT	3/1/2021	3/31/2021	\$957.00	\$0.00		\$957.00	3/31/2021	0
<i>Totals for Kayla Noonan:</i>				<u>\$957.00</u>	<u>\$0.00</u>		<u>\$957.00</u>		
Kelly Services, Inc.									
Kelly Services, Inc.	9096283	3/8/2021	3/31/2021	\$147.00	\$0.00		\$147.00	3/31/2021	0
Kelly Services, Inc.	8101746	3/1/2021	3/31/2021	\$147.00	\$0.00		\$147.00	3/31/2021	0
<i>Totals for Kelly Services, Inc.:</i>				<u>\$294.00</u>	<u>\$0.00</u>		<u>\$294.00</u>		
Knox McLaughlin Gornall & Sennett, P.C.									
Knox McLaughlin Gornall & Sennett, P.C.	2285214	3/5/2021	3/31/2021	\$4,560.00	\$0.00		\$4,560.00	3/31/2021	0
<i>Totals for Knox McLaughlin Gornall & Sennett, P.C.:</i>				<u>\$4,560.00</u>	<u>\$0.00</u>		<u>\$4,560.00</u>		
Koldrock Waters, Inc.									
Koldrock Waters, Inc.	859795	3/1/2021	3/31/2021	\$12.95	\$0.00		\$12.95	3/31/2021	0
Koldrock Waters, Inc.	859796	3/1/2021	3/31/2021	\$18.45	\$0.00		\$18.45	3/31/2021	0
Koldrock Waters, Inc.	859793	3/1/2021	3/31/2021	\$188.50	\$0.00		\$188.50	3/31/2021	0
Koldrock Waters, Inc.	859798	3/1/2021	3/31/2021	\$18.45	\$0.00		\$18.45	3/31/2021	0
Koldrock Waters, Inc.	857108	2/1/2021	3/31/2021	\$18.45	\$0.00		\$18.45	3/31/2021	0
Koldrock Waters, Inc.	857107	2/1/2021	3/31/2021	\$18.45	\$0.00		\$18.45	3/31/2021	0
<i>Totals for Koldrock Waters, Inc.:</i>				<u>\$275.25</u>	<u>\$0.00</u>		<u>\$275.25</u>		

Erie County Technical School

Open Invoice Report

General 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
Laser Creations by I.D. Systems									
Laser Creations by I.D. Systems	38742	3/3/2021	3/31/2021	\$35.00	\$0.00		\$35.00	3/31/2021	0
Totals for Laser Creations by I.D. Systems:				\$35.00	\$0.00		\$35.00		
Matthew Walter									
Matthew Walter	03/10/2021EXPENSE	3/10/2021	3/31/2021	\$60.37	\$0.00		\$60.37	3/31/2021	0
Totals for Matthew Walter:				\$60.37	\$0.00		\$60.37		
MSC Industrial Supply Company									
MSC Industrial Supply Company	65186963	3/5/2021	3/31/2021	\$4,425.14	\$0.00		\$4,425.14	3/31/2021	0
Totals for MSC Industrial Supply Company:				\$4,425.14	\$0.00		\$4,425.14		
National Fuel Gas									
National Fuel Gas	03/23/2021HS	3/5/2021	3/31/2021	\$3,289.41	\$0.00		\$3,289.41	3/23/2021	8
Totals for National Fuel Gas:				\$3,289.41	\$0.00		\$3,289.41		
National Registry of Food Safety Professionals									
National Registry of Food Safety Professionals	109825	12/30/2020	3/31/2021	\$470.00	\$0.00		\$470.00	3/31/2021	0
Totals for National Registry of Food Safety Professionals:				\$470.00	\$0.00		\$470.00		
Northwest Tri-County IU5									
Northwest Tri-County IU5	6149	3/12/2021	3/31/2021	\$161.93	\$0.00		\$161.93	3/31/2021	0
Totals for Northwest Tri-County IU5:				\$161.93	\$0.00		\$161.93		
Pa Pride, LLC									
Pa Pride, LLC	1029	9/30/2020	3/31/2021	\$1,350.00	\$0.00		\$1,350.00	3/31/2021	0
Pa Pride, LLC	1096	2/19/2021	3/31/2021	\$4,950.00	\$0.00		\$4,950.00	3/31/2021	0
Pa Pride, LLC	1076	2/5/2021	3/31/2021	\$5,300.00	\$0.00		\$5,300.00	3/31/2021	0
Pa Pride, LLC	1081	2/5/2021	3/31/2021	\$5,300.00	\$0.00		\$5,300.00	3/31/2021	0
Pa Pride, LLC	1093	2/19/2021	3/31/2021	\$4,950.00	\$0.00		\$4,950.00	3/31/2021	0
Pa Pride, LLC	1098	2/19/2021	3/31/2021	\$4,950.00	\$0.00		\$4,950.00	3/31/2021	0
Pa Pride, LLC	1091	2/19/2021	3/31/2021	\$4,950.00	\$0.00		\$4,950.00	3/31/2021	0
Totals for Pa Pride, LLC:				\$31,750.00	\$0.00		\$31,750.00		
Reinhart Food Service									
Reinhart Food Service	748992	3/2/2021	3/31/2021	\$910.27	\$0.00		\$910.27	3/31/2021	0
Reinhart Food Service	754831	3/9/2021	3/31/2021	\$1,927.47	\$0.00		\$1,927.47	3/31/2021	0
Reinhart Food Service	759999	3/16/2021	3/31/2021	\$1,424.21	\$0.00		\$1,424.21	3/31/2021	0
Reinhart Food Service	745209	2/23/2021	3/31/2021	\$56.19	\$0.00		\$56.19	3/31/2021	0
Totals for Reinhart Food Service:				\$4,318.14	\$0.00		\$4,318.14		
Saw Sales & Machinery Company									
Saw Sales & Machinery Company	499880	3/2/2021	3/31/2021	\$6,395.00	\$0.00		\$6,395.00	4/1/2021	0

Erie County Technical School

Open Invoice Report

General 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 Saw Sales & Machinery Company:</i>				<i>\$6,395.00</i>	<i>\$0.00</i>		<i>\$6,395.00</i>		
Scott Electric									
Scott Electric	2421392	2/25/2021	3/31/2021	\$307.53	\$0.00		\$307.53	3/31/2021	0
<i>Totals for Scott Electric:</i>				<i>\$307.53</i>	<i>\$0.00</i>		<i>\$307.53</i>		
SJE FBO EnergyMark, LLC									
SJE FBO EnergyMark, LLC	1245214	2/28/2021	3/31/2021	\$50.00	\$0.00		\$50.00	3/31/2021	0
<i>Totals for SJE FBO EnergyMark, LLC:</i>				<i>\$50.00</i>	<i>\$0.00</i>		<i>\$50.00</i>		
Sullivan Supply Company									
Sullivan Supply Company	1904488378	2/12/2021	3/31/2021	\$748.62	\$0.00		\$748.62	3/31/2021	0
Sullivan Supply Company	1904487918	1/15/2021	3/31/2021	\$1,780.69	\$0.00		\$1,780.69	3/31/2021	0
<i>Totals for Sullivan Supply Company:</i>				<i>\$2,529.31</i>	<i>\$0.00</i>		<i>\$2,529.31</i>		
Summit Township Sewer Authority									
Summit Township Sewer Authority	04/10/2121SEWER	3/11/2021	3/31/2021	\$346.30	\$0.00		\$346.30	4/10/2021	0
<i>Totals for Summit Township Sewer Authority:</i>				<i>\$346.30</i>	<i>\$0.00</i>		<i>\$346.30</i>		
The Nutrition Group									
The Nutrition Group	5886	2/28/2021	3/31/2021	\$1,012.00	\$0.00		\$1,012.00	3/31/2021	0
<i>Totals for The Nutrition Group:</i>				<i>\$1,012.00</i>	<i>\$0.00</i>		<i>\$1,012.00</i>		
Times Publishing Company									
Times Publishing Company	11193022821	2/28/2021	3/31/2021	\$3,421.00	\$0.00		\$3,421.00	3/31/2021	0
<i>Totals for Times Publishing Company:</i>				<i>\$3,421.00</i>	<i>\$0.00</i>		<i>\$3,421.00</i>		
Unifirst Corporation									
Unifirst Corporation	1521937	3/17/2021	3/31/2021	\$90.31	\$0.00		\$90.31	3/31/2021	0
Unifirst Corporation	1521918	3/16/2021	3/31/2021	\$150.50	\$0.00		\$150.50	3/31/2021	0
Unifirst Corporation	1518688	3/2/2021	3/31/2021	\$150.50	\$0.00		\$150.50	3/31/2021	0
Unifirst Corporation	1518708	3/2/2021	3/31/2021	\$70.51	\$0.00		\$70.51	3/31/2021	0
Unifirst Corporation	1517029	2/23/2021	3/31/2021	\$150.50	\$0.00		\$150.50	3/31/2021	0
Unifirst Corporation	1517049	2/23/2021	3/31/2021	\$70.51	\$0.00		\$70.51	3/31/2021	0
Unifirst Corporation	1513769	2/9/2021	3/31/2021	\$150.50	\$0.00		\$150.50	3/31/2021	0
Unifirst Corporation	1513789	2/9/2021	3/31/2021	\$70.51	\$0.00		\$70.51	3/31/2021	0
<i>Totals for Unifirst Corporation:</i>				<i>\$903.84</i>	<i>\$0.00</i>		<i>\$903.84</i>		
Verizon Wireless									
Verizon Wireless	9874946652	3/7/2021	3/31/2021	\$326.36	\$0.00		\$326.36	3/30/2021	1
<i>Totals for Verizon Wireless:</i>				<i>\$326.36</i>	<i>\$0.00</i>		<i>\$326.36</i>		
Wilkins Company, Inc.									
Wilkins Company, Inc.	55331	3/8/2021	3/31/2021	\$379.00	\$0.00		\$379.00	3/31/2021	0

Erie County Technical School

Open Invoice Report

General 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
Wilkins Company, Inc.	55278	2/28/2021	3/31/2021	\$2,104.00	\$0.00		\$2,104.00	3/31/2021	0
		<i>Totals for Wilkins Company, Inc.:</i>		<i>\$2,483.00</i>	<i>\$0.00</i>		<i>\$2,483.00</i>		
		GRAND TOTALS:		\$87,734.01	\$0.00		\$87,734.01		

Erie County Technical School

Open Invoice Report

General Fund

Report name: New Open Invoice Report

Report format: Detail

Show invoices open as of: 3/31/2021

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

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
HRLC Architects, LLC									
HRLC Architects, LLC	3/3 prebid	1/7/2021	1/31/2021	\$225,000.00	\$0.00		\$225,000.00	1/31/2021	59
HRLC Architects, LLC	reimbursable - prebi	1/7/2021	1/31/2021	\$2,213.08	\$0.00		\$2,213.08	1/31/2021	59
<i>Totals for HRLC Architects, LLC:</i>				<u>\$227,213.08</u>	<u>\$0.00</u>		<u>\$227,213.08</u>		
GRAND TOTALS:				\$227,213.08	\$0.00		\$227,213.08		

Erie County Technical School

Open Invoice Report

Studen Activities 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
ECTS-General Fund									
ECTS-General Fund	DUE to GF	3/17/2021	3/31/2021	\$2,467.98	\$0.00		\$2,467.98	3/31/2021	0
	<i>Totals for ECTS-General Fund:</i>			<u>\$2,467.98</u>	<u>\$0.00</u>		<u>\$2,467.98</u>		
SkillsUSA Pennsylvania									
SkillsUSA Pennsylvania	ECTS-3/16/2021	3/16/2021	3/31/2021	\$50.00	\$0.00		\$50.00	3/31/2021	0
	<i>Totals for SkillsUSA Pennsylvania:</i>			<u>\$50.00</u>	<u>\$0.00</u>		<u>\$50.00</u>		
GRAND TOTALS:				\$2,517.98	\$0.00		\$2,517.98		

Erie County Technical School

Open Invoice Report

Studen Activities Fund

Report name: New Open Invoice Report

Report format: Detail

Show invoices open as of: 3/31/2021

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: 81-01070

Include all Invoice Attributes

Include all Vendor Attributes

VISA Statement February 26, 2021

<u>Cardholder Name</u>	<u>Budget Account Number</u>	<u>Amount</u>	<u>Supplier</u>	<u>Date</u>
Balsiger	10-61380-610-000-00-000-270	119.93	Tractor-Supply-Co #0554	02/09/2021
Balsiger	10-61380-610-000-00-000-270	159.92	Tractor-Supply-Co #0554	02/25/2021
Birchard	10-62620-411-000-00-000-000	158.00	Cintas Corp	02/03/2021
Birchard	10-01320-000-000-00-000-000	74.16	Walmart Grocery	02/03/2021
Birchard	10-01320-000-00-000-000-000	972.41	4allpromos	02/05/2021
Birchard	10-01320-000-00-000-000-000	132.20	Walmart Grocery	02/08/2021
Birchard	10-01320-000-00-000-000-000	10.00	Walmart Grocery	02/08/2021
Birchard	10-01320-000-00-000-000-000	7.00	Walmart Grocery	02/08/2021
Birchard	10-61380-610-000-00-000-279	875.00	Careersafe Online	02/08/2021
Birchard	10-61380-610-000-00-000-265	299.88	Amzn Mktp Us	02/09/2021
Birchard	10-61380-610-000-00-000-279	571.25	The Lincoln Electric Co	02/09/2021
Birchard	10-61380-750-000-00-000-240	3934.00	Gih*globalindustrialeq	02/11/2021
Birchard	10-04990-000-000-00-000-273	270.90	Millennium Systems Intern	02/11/2021
Birchard	10-62620-411-000-00-000-000	1136.34	Waste Mgmt Wm Ezpay	02/15/2021
Birchard	10-62440-610-000-00-000-000	20.79	Cintas Corp	02/15/2021
Birchard	10-61380-610-000-00-000-290	183.85	Amzn Mktp Us	02/22/2021
Birchard	10-62840-538-000-00-000-000	232.58	Velocity Network Inc	02/22/2021
Carr	10-61380-640-000-00-000-290	135.00	Pubs.Aws.Org	02/12/2021
Doty	10-62831-610-000-00-000-000	225.00	Paypal	02/01/2021
Doty	10-62831-610-000-00-000-000	399.00	Paypal	02/01/2021
Eggleston	10-61390-610-000-00-000-001	353.97	Amzn Mktp Us	02/01/2021
Eggleston	10-61390-610-000-00-000-001	-151.86	Amzn Mktp Us	02/22/2021
Eggleston	10-61390-610-000-00-000-001	145.95	Jcpenney 1722	02/22/2021
Eggleston	10-61390-610-000-00-000-001	147.53	Amzn Mktp Us	02/23/2021
Fair	10-62840-618-000-00-000-000	299.00	Paypal	01/28/2021
Fair	10-62840-618-000-00-000-000	15.75	Paypal	02/24/2021
Fair	10-62840-618-000-00-000-000	174.95	Paypal	02/24/2021
Foulkrod	10-62122-610-000-00-000-001	106.94	Uniforms Usa	02/08/2021
Fox	10-61341-610-000-00-000-000	64.23	Amzn Mktp Us	01/28/2021
Fox	10-61341-610-000-00-000-000	37.81	Wm Supercenter #2278	02/02/2021
Fox	10-61341-610-000-00-000-000	7.98	Samsclub #6675	02/03/2021
Fox	10-61341-610-000-00-000-000	22.56	Wm Supercenter #2278	02/09/2021
Fox	10-61341-610-000-00-000-000	34.60	Amazon.Com*qp1bk5xj3 Amzn	02/10/2021
Fox	10-61341-610-000-00-000-000	22.56	Samsclub #6675	02/10/2021
Fox	10-61341-610-000-00-000-000	14.68	Hobby-Lobby #468	02/15/2021
Fox	10-61341-610-000-00-000-000	20.96	Tops Markets #667	02/15/2021
Fox	10-61341-610-000-00-000-000	-5.79	Hobby-Lobby #468	02/15/2021
Fox	10-61341-610-000-00-000-000	9.98	Sams Club #6675	02/19/2021
Fox	10-61341-610-000-00-000-000	18.28	Wm Supercenter #2278	02/23/2021
Garvey	10-61290-610-000-00-000-000	13.99	Amzn Mktp Us	02/04/2021
Garvey	10-61290-610-000-00-000-000	41.56	Amzn Mktp Us	02/04/2021

VISA Statement February 26, 2021

<u>Cardholder Name</u>	<u>Budget Account Number</u>	<u>Amount</u>	<u>Supplier</u>	<u>Date</u>
Garvey	10-61290-610-000-00-000-000	169.40	Amzn Mktp Us	02/08/2021
Garvey	10-61290-610-000-00-000-000	3.15	Cricut	02/17/2021
Garvey	10-61290-610-000-00-000-000	82.85	Amzn Mktp Us	02/22/2021
Long	10-61380-610-000-00-000-275	116.53	Amzn Mktp Us	02/22/2021
Long	10-61380-610-000-00-000-275	368.25	Lowe's #00226	02/25/2021
Marendt	10-01320-000-000-00-000-000	39.92	Sams Club #6675	02/03/2021
Marendt	10-01320-000-000-00-000-000	70.94	Sams Club #6675	02/10/2021
Marendt	10-01320-000-000-00-000-000	51.34	Samsclub #6675	02/17/2021
Marendt	10-01320-000-000-00-000-000	41.36	Samsclub #6675	02/24/2021
Mello	10-62620-610-000-00-000-000	1490.00	Hw Neiger Mill Inc	02/18/2021
Miller	10-61370-610-000-00-000-264	42.72	Amzn Mktp Us	02/03/2021
Miller	10-61370-610-000-00-000-264	84.97	Amzn Mktp Us	02/04/2021
Miller	10-61370-610-000-00-000-264	187.95	Amzn Mktp Us	02/08/2021
Miller	10-61370-610-000-00-000-264	294.25	Ipmb2b	02/22/2021
Noonan	10-61380-610-000-00-000-275	268.60	Pca Skin	02/04/2021
Noonan	10-61380-610-000-00-000-275	140.18	Sally Beauty #10083	02/05/2021
Noonan	10-61380-610-000-00-000-275	627.18	The Wella Corporation	02/19/2021
Sanders	10-61342-610-000-00-000-001	95.05	Amzn Mktp Us	01/28/2021
Sanders	10-61342-610-000-00-000-001	114.95	Amzn Mktp Us	01/29/2021
Sanders	10-61342-610-000-00-000-001	31.79	Amzn Digital	02/05/2021
Sanders	10-61342-610-000-00-000-001	129.87	Instacart	02/10/2021
Sargent	10-61370-610-000-00-000-262	20.55	Paper Mart	01/28/2021
Sargent	10-61370-610-000-00-000-262	93.22	Paypal	02/05/2021
Sargent	10-61370-610-000-00-000-262	-5.28	Paypal	02/05/2021
Sargent	10-61370-610-000-00-000-262	6.47	Partycity	02/08/2021
Sargent	10-61370-610-000-00-000-262	17.34	Michaels Stores 2030	02/11/2021
Sargent	10-61370-610-000-00-000-262	96.34	Officesupply.Com	02/19/2021
Sargent	10-61370-610-000-00-000-262	226.33	Paypal	02/22/2021
Sargent	10-61370-610-000-00-000-262	-41.62	Paypal	02/22/2021
Sargent	10-61370-610-000-00-000-262	14.38	Wm Supercenter #3281	02/22/2021
Sargent	10-61370-610-000-00-000-262	102.22	Giant Eagle #4237	02/24/2021
Smith	10-62840-618-000-00-000-000	100.00	Paypal	02/03/2021
States	10-61330-610-000-00-000-000	212.45	Office Depot #1214	02/01/2021
States	10-61330-610-000-00-000-000	321.93	Officemax/Officedept#6877	02/01/2021
States	10-61330-610-000-00-000-000	24.28	Officemax/Officedept#6877	02/12/2021
States	10-61330-610-000-00-000-000	46.50	Moore Medical Llc	02/22/2021
States	10-61330-610-000-00-000-000	28.56	Moore Medical Llc	02/22/2021
States	10-61330-610-000-00-000-000	206.03	Moore Medical Llc	02/22/2021
States	10-61330-610-000-00-000-000	31.41	Moore Medical Llc	02/22/2021
States	10-61330-610-000-00-000-000	1937.24	Moore Medical Llc	02/22/2021
Steever	10-61380-610-000-00-000-271	67.23	Amazon.Com*br6y634m3 Amzn	02/08/2021

VISA Statement February 26, 2021

<u>Cardholder Name</u>	<u>Budget Account Number</u>	<u>Amount</u>	<u>Supplier</u>	<u>Date</u>
Steever	10-61380-610-000-00-000-271	-3.02	Amazon.Com Amzn.Com/bill	02/08/2021
Steever	10-61380-610-000-00-000-271	-4.23	Amazon.Com Amzn.Com/bill	02/08/2021
Steever	10-61380-610-000-00-000-271	29.98	Amazon.Com*1s5456mn3 Amzn	02/09/2021
Suprynowicz	10-61380-610-000-00-000-277	-56.74	Amazon.Com	02/05/2021
Suprynowicz	10-61380-610-000-00-000-277	57.68	Amazon.Com*6n2fa9kz3 Amzn	02/24/2021
Tarasovitch	10-62380-610-000-00-000-000	35.21	Welders Supply Company	02/16/2021
Tarasovitch	10-62380-610-000-00-000-000	95.30	Amzn Mktp Us	02/23/2021
Tarasovitch	10-62122-610-000-00-000-005	3359.00	Creative Imprint Systems	02/25/2021
Vonvolkenburg	10-62620-610-000-00-000-000	17.93	Newhall Street Inc/Djb Pe	02/03/2021
Vonvolkenburg	10-62620-610-000-00-000-000	858.00	Fagan Sanitary Supply	02/15/2021
Vonvolkenburg	10-62620-610-000-00-000-000	334.26	Officemax/Officedept#6877	02/15/2021
Walter	10-61380-610-000-00-000-271	71.12	Lowes #00226	02/05/2021
Walter	10-61380-610-000-00-000-271	346.64	Lowes #00226	02/09/2021
Walter	10-61380-610-000-00-000-271	47.98	Staples 00103556	02/09/2021
Walter	10-61380-610-000-00-000-271	75.10	Welders Supply Company	02/16/2021
Warren	10-61342-610-000-00-000-000	16.35	Instacart	02/11/2021
Warren	10-61342-610-000-00-000-000	260.00	Instacart	02/11/2021
Warren	10-61342-610-000-00-000-000	129.31	Instacart	02/12/2021
Warren	10-61342-610-000-00-000-000	105.00	Instacart	02/19/2021
Warren	10-61342-610-000-00-000-000	145.00	Instacart	02/19/2021
Warren	10-61342-610-000-00-000-000	9.17	Instacart	02/19/2021
Warren	10-61342-610-000-00-000-000	115.67	Instacart	02/23/2021
Wilber	10-61380-610-000-00-000-265	229.52	Michaels Stores 2030	02/04/2021
Wilber	10-61380-610-000-00-000-265	78.96	Michaels Stores 2030	02/10/2021
Wilber	10-61380-610-000-00-000-265	717.81	Dbc	02/11/2021
Wilber	10-61380-610-000-00-000-265	40.95	Dbc	02/11/2021
Wilber	10-61380-610-000-00-000-265	58.35	Dbc	02/15/2021
Woodburn	10-61390-610-000-00-000-000	80.99	Amzn Mktp Us	01/28/2021
Woodburn	10-01320-000-000-00-000-000	356.00	Country Meats Llc	02/08/2021
Woodburn	10-01320-000-000-00-000-000	137.16	Walmart Grocery	02/10/2021
Woodburn	10-01320-000-000-00-000-000	10.00	Walmart Grocery	02/11/2021
Woodburn	10-01320-000-000-00-000-000	68.32	Walmart Grocery	02/18/2021
Woodburn	10-01320-000-000-00-000-000	7.00	Walmart Grocery	02/19/2021
Woodburn	10-01320-000-000-00-000-000	102.64	Walmart Grocery	02/19/2021
Woodburn	10-01320-000-000-00-000-000	10.00	Walmart Grocery	02/22/2021
Woodburn	10-01320-000-000-00-000-000	80.44	Walmart Grocery	02/25/2021
Woodburn	10-01320-000-000-00-000-000	7.00	Walmart Grocery	02/26/2021
Woodburn	10-01320-000-000-00-000-000	267.00	Country Meats Llc	02/26/2021

Total for February 2021
\$ 27,566.52



8500 Oliver Road
Erie, Pennsylvania 16509-4699
Phone: (814) 464-8660
Fax: (814) 464-8626
www.ects.org
Equal Opportunity Education Institution

Administrative Services/Human Resources Coordinator Report
March 2021

STAFFING:

Administration

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

Professional

Actively recruiting and interviewing for ECTS Computer Networking Instructor.

Classified

Motion to approve transfer of Jason Conner from C2 Custodian to M4 Grounds/Utility Position.

Motion to ratify hiring of Kristen Weismiller, SAA-2 Instructional Aide effective 3/1/2021.

PAYROLL:

Working on 2021-2022 payroll schedule.

STAFF DEVELOPMENT:

Review/update of school wide job descriptions is in progress.
Request JOC sub-committee to review and approve job description revisions.

ADMINISTRATIVE SERVICES:

Policy review/updates for 2020 submitted, 2nd read.
Professional Unit negotiations continue.

ERIE COUNTY TECHNICAL SCHOOL

PROPOSED AGENDA ITEM

DATE: March 11, 2021

SUBJECT: M4 Grounds/Utility Part-Time Position

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

INITIATED BY: Cat Doty, Administrative Services/HR Coordinator

DESCRIPTION:

The Erie County Technical School Administration recommends transferring Jason Conner to the M4 Grounds/Utility position effective on or after March 25, 2021 at a rate, of \$16.68.

RECOMMENDATION:

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

ERIE COUNTY TECHNICAL SCHOOL

PROPOSED AGENDA ITEM

DATE: March 3, 2021

SUBJECT: Instructional Aide (SAA-2)

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

INITIATED BY: Catherine Doty, Administrative Services / HR Coordinator

DESCRIPTION:

The Erie County Technical School Administration recommends hiring Kristin Weismiller as a Part-Time SAA-2 Instructional Aide at the probationary rate of \$16.46 per hour beginning on or after March 1, 2021. She will serve a 120-day probationary period (minus the 30 days spent as Long-Term Sub) prior to recommendation for regular employment.

RECOMMENDATION:

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

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

Roundabout

1. A settlement check from PennDot in the amount agreed to has been received.
2. Work on the roundabout has started – Moving utilities.

Renovation Status

1. Plan and design are at BIU for inspection.
2. Expecting to go out for bid by the end of March.
3. Intend to work with Rob Estok as Clerk of the Works.
4. Rob will spend up to 20 hours reviewing the plan/designs prior to bidding.
5. Held initial meeting with Rob Estok, Chris Coughlin, Del V. and Director for introductions, building walk through, and initial assessment of plan/design.
6. Remaining cost to get the project to bid (~\$120K) will be taken from ECTS reserves and replaced when the project begins.
 - a. Core sample drilling and analysis,
 - b. Water flow rate test,
 - c. Stormwater management plan, and
 - d. Stormwater system installation surety to Summit Township.

ECTS Schedule

1. The ECTS will return to full-time, in-person instruction on April 8th, 2021.
 - a. Allows COVID vaccinations to take effect.
 - b. Allows for Easter break April 5, 6, & 7.
2. All sending schools notified.
3. Our hybrid schedule is working well.
4. Lab closures due to COVID have been minimal
5. A modification to the ECTS Health and Safety Plan was presented this evening to reflect our return to full-time, in-person instruction.

ECTS Operations

1. Spring 2021 Occupational Advisory Committee meetings are complete.
2. We are preparing for a Spring 2021 Local Advisory Committee meeting in April where a primary topic will be a new program at the ECTS (Mechatronics).
3. Work on an Electro-Mechanical Engineering Technology (Mechatronics) program with a Drone Technology emphasis continues.
4. We are preparing for a Perkins Stakeholder's Meeting in April.
5. Principal Tarasovitch, Sandy Carr, and I will be participating in mandatory Perkins training in the coming days.

6. 339 Audit
 - a. PDE revised their timeline for 339 Audits moving our required audit from March 2021 until a date TBD in 2021/2022.
 - b. We are finalizing our 339 Audit materials now as intended.
7. ECTS Comprehensive Plan (three-year cycle).
 - a. The ECTS is a Phase 3 school originally scheduled for 2021.
 - b. PDE revised their timeline for Comprehensive Planning moving our required audit from 2021 until a date TBD in 2021/2022

Student Activity

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

Other Action Items This Month

High School Activity Report

March 2021

OAC Spring Meetings: The Occupational Advisory Committee meetings were held during the first two weeks of March. Again, the majority of the OAC sessions were conducted via the Microsoft TEAMS platform. Mr. Rob Eggleston provided our instructors with the appropriate agendas to ensure that the topics addressed the PDE expectations. Main topics of discussion included: performance objectives; industry standards; and resource and industrial materials.

Mr. Eggleston shared that ECTS had 125 people attended the virtual sessions, 103 of which were OAC members representing 87 organizations. An interesting fact, ECTS now has BOTH graduates and retirees on several of the OAC committees.

Graduation Committee Meeting: On Monday, March 16th, the Graduation Committee began to meet to discuss options for the 2021 Senior Ceremony. The committee is making every effort to “think outside” the box to create a memorable evening for the seniors and their parents. The committee is balancing the CDC Guidelines for both occupancy and social distancing challenges, with consideration of venues availability and functionality.

Perkins Re-allocation Budget Meeting: Mr. Tarasovitch, Paul Sachars and Dr. Walker conducted a meeting to discuss the final allocation of the 2020-21 Perkins Grant funding. This session allows the administrative staff to examine the best use of any funding that may have become available due to cost savings in the budget lines of the grant.

March ECTS Pride Students: Please find attached the monthly recognition of the PRIDE Student of the month from each lab.

Maintenance Department Report for March 2021

I. MANAGER ACTIVITIES

A. Accomplishments

1. Completed safety walk through all labs
2. Completed custodial training on new disinfection equipment
3. Reviewed plans and specification for the renovation
4. Scheduled roof repairs in several theory room due to failing roof
Features, i.e. seams, curbing and laps
5. Communicated with the following Contractors/Vendors:

- DeSantis	- Roof Craft
- UniFirst	- H.F Lenz
- Fagan	- HRLC Architects

B. Meetings Attended

1. Weekly Administrative Team meetings
2. School Safety and Security Committee

II. MAINTENANCE

C. Accomplishments

1. Building safety projects as assigned
2. Repaired equipment in hard labs, Metal Fab. and Precision Machining
3. Repaired commercial dishwasher in culinary

D. Ongoing Projects

1. Completed work requests at High School and Skill Center
2. Performed Preventive Maintenance on Scheduled Equipment
3. Maintained snow removal equipment
4. Snow removal and grounds care

II. CUSTODIAL

A. Accomplishments

1. Routine cleaning of the facilities
2. Set up for events as scheduled
3. Building disinfection activities and training

IV. SAFETY

1. Safety and Security Administration –Act 44 Recommended improvements
2. Fire drills completed

Supervisors of Instructional Support Services Report

March 2021

Lesa Scalise and Sandy Carr

Curriculum Development

NOCTI Testing - Pending the approval of the NOCTI waiver, Sandy and Mary Foulkrod have been making the preparations for the NOCTI written testing for seniors April 19-April 30.

Curriculum – Work continues on aligning tasks and standards to unit plans in CTE-360. The goal is to complete this work by April 30.

Certifications – We have purchased a site license for the remainder of the 2020-2021 school year and the 2021-2022 school year for the CareerSafe Employability Certification. Modules include training for interview skills, communication, teamwork, cybersecurity essentials for work, time management and human resource management. Several instructors are piloting this training as we plan to integrate with our professional skills and career planning initiatives.

Articulation – Sandy is working on articulation agreements with Laurel Technical Institute, Indiana University, and the Culinary Institute of America.

339 Audit and PDE Program Approval – Work continues to review and finalize artifacts for the 339 audit. Sandy participated in a virtual meeting with the representatives from CTE-360 and Jean Kelleher from PDE to review the audit components of the system. We are one of six schools in Pennsylvania that plan to use CTE-360 for the 339 audit and the feedback from this meeting was favorable. Sandy is also updating the program information in the CATS system for the program approval process.

Special Education

Grade Monitoring – The end of Quarter 3 was Wednesday, March 24th. Lesa and Sandy are following up with students with disabilities who have low or failing grades either for this term or for the year. To encourage grade improvement, we utilize the support of many people, including parents, home school counselors and individual case managers, our instructors and the direct support of the instructional aides. The most important team member is the student to help identify the specific cause(s) of the poor grades and to develop a proactive course of action for improvement.

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

Instructional Aides- The instructional aides continue to play an instrumental role in the success of our students with special needs. To better track the specific services provided for Perkins purposes, we are using a new process in Microsoft Forms.

School District	Representative	Date Appointed	1/23/20	2/28/20	3/26/2020 CANCELLED	4/23/2020 VIRTUAL	5/28/2020 VIRTUAL	6/25/2020 VIRTUAL	7/23/20	8/27/20	9/24/20	10/22/20	12/15/2020 VIRTUAL	1/28/21	2/25/21	No. Attended	Percent Attended
Fairview	Foyle	June 2007														11	92%
Fairview	Mahoney	December 2019	p	p		p	p	p	p	p			p	p	p	10	83%
Fairview	Westcott	June 2018														0	0%
Ft LeBoeuf	Dinsmore	December 2019	p	p		p	p	p	p			p	p	p	p	9	75%
Ft LeBoeuf	Ogden	December 2003														0	0%
General McLane	Bucksbee	August 1993	p	p		p	p	p	p	p	p	p	p	p	p	11	92%
Girard	Olesnanik	December 2015	p	p		p	p	p	p	p	p	p	p	p	p	11	92%
Harbor Creek	Lutz	December 2013														0	0%
Harbor Creek	Brink	December 2019	p	p			p	p		p	p	p	p	p	p	10	100%
Harbor Creek	Gallagher	December 2017														0	0%
Harbor Creek	Gainer	July 2007														0	0%
Iroquois	Rickrode	December 2017	p	p		p	p	p	p	p	p	p	p	p	p	11	92%
Iroquois	Rogala	March 2011														0	0%
Iroquois	King	December 2015														0	0%
Iroquois	Conti	November 2013														0	0%
Millcreek	DiPlacido	March 2012	p	p		p	p	p	p	p	p	p	p	p	p	11	92%
North East	Boyd	April 2018														0	0%
North East	Fynan	December 2016														0	0%
North East	Cancilla	September 2019							p							1	8%
Northwestern	Ring	October 2016	p	p		p	p	p	p	p	p	p	p	p	p	11	92%
Northwestern	Ring	March 2006														0	0%
Union City	Fox	September 2016														0	0%
Union City	Gilbert	December 2018	p	p		p	p	p	p	p	p		p	p	p	10	83%
Wattsburg	Hallock	December 2018														0	0%
Wattsburg	Duda	December 2003														0	0%
Wattsburg	Lee	August 2020								p		p	p	p	p	5	100%
Wattsburg	O'Donnell	December 2019	p	p		p		p								5	71%
Monthly Total			10	10		9	9	10	9	9	8	8	10	10			
Monthly Percentage			91%	91%		82%	82%	91%	82%	82%	73%	73%	91%	91%			80%

Erie County Technical School Enrollment
2020-2021

		February 2021							Review	March 2021						
Program	Capacity	Program/Year Level			Total	Chg/ Prior Mth	Chg/ Sept	Retention Rate		Program/Year Level			Total	Chg/ Prior Mth	Chg/ Sept	
		1st	2nd	3rd						1st	2nd	3rd				
Art & Design	48	11	11	11	33	0	(7)	83%		11	11	10	32	(1)	(8)	
Auto Body	48	10	8	8	26	0	(3)	90%		10	8	8	26	0	(3)	
Automotive Technologies	48	12	7	9.5	28.5	1	(4)	89%		11.5	7	9.5	28	(1)	(4)	
Automotive Technologies	48	12	7	9.5	28.5					11.5	7	9.5	28			
Computer Networking	48	7	15	10	32	(1)	(4)	89%		7	15	10	32	0	(4)	
Computer Info. Systems	48	16	13	7	36	0	(3)	92%		16	13	7	36	0	(3)	
Construction Trades	48	22	7	9	38	0	(1)	97%		22	7	9	38	0	(1)	
Cosmetology	48	17	14	13	44	0	(1)	98%		17	14	13	44	0	(1)	
Culinary Arts	48	7.5	9	10	26.5	(1)	(4)	87%		7.5	9	10	26.5	0	(4)	
Culinary Arts	48	7.5	9	10	26.5					7.5	9	10	26.5			
Diversified Occupations					0	0	0						0	0	0	
Drafting & Design	48	9	14	15	38	0	(2)	95%		9	14	15	38	0	(2)	
Early Childhood Education	48	16	7	9	32	0	(7)	82%		16	7	9	32	0	(7)	
Electrical Engineering	48	17	20	10	47	0	0	100%		17	20	10	47	0	0	
Facilities Maintenance	48	16	19	11	46	0	(2)	96%		16	19	11	46	0	(2)	
Graphic Communications	48	7	8	10	25	0	(2)	93%		7	8	10	25	0	(2)	
Health Assistant	48	22	11	4	37	(1)	(6)	86%		22	11	4	37	0	(6)	
Metal Fabrication	48	17	13	12	42	0	(4)	91%		17	13	12	42	0	(4)	
Precision Machining	48	8	13	6	27	0	(4)	87%		8	13	6	27	0	(4)	
Tourism & Hospitality	48	7	8	9	24	0	(5)	83%		7	8	9	24	0	(5)	
TOTALS	912	241	213	183	637	(2)	(66)	91%		240	213	182	635	(2)	(68)	
Percent of Capacity		69.8%								69.6%						
Date of Report		Wednesday, February 17, 2021							Review	Tuesday, March 16, 2021						
School District	Quota	Program/Year Level			Total	Chg/ Month	Chg/ Sept	Retention Rate		Program/Year Level			Total	Chg/ Month	Chg/ Sept	
		1st	2nd	3rd						1st	2nd	3rd				
Fairview	83	17	22	10	49	0	(6)	89%		17	22	10	49	0	(6)	
Fort LeBoeuf	83	28	13	10	51	0	(5)	91%		28	13	10	51	0	(5)	
General McLane	83	11	16	16	43	0	(2)	96%		11	16	17	44	1	(1)	
Girard	83	19	21	22	62	0	(9)	87%		19	21	22	62	0	(9)	
Harbor Creek	83	20	13	15	48	0	(4)	92%		20	13	15	48	0	(4)	
Iroquois	83	24	16	17	57	(1)	(3)	95%		24	16	17	57	0	(3)	
Millcreek	83	41	37	33	111	(1)	(5)	96%		41	37	33	111	0	(5)	
North East	83	20	21	16	57	0	(13)	81%		20	21	16	57	0	(13)	
Northwestern	83	11	19	12	42	0	(6)	88%		11	19	11	41	(1)	(7)	
Union City	83	22	19	13	54	0	(7)	89%		22	18	12	52	(2)	(9)	
Wattsburg	83	27	17	19	63	0	(6)	91%		27	17	19	63	0	(6)	
Totals	912	240	214	183	637	(2)	(66)	91%		240	213	182	635	(2)	(68)	

Transition Center Enrollment
2020-2021

February 17 ,2021

March 16, 2021

District	Transition Center	District	Transition Center
Fairview	6	Fairview	6
Fort LeBoeuf	3	Fort LeBoeuf	4
General McLane	1	General McLane	1
Girard	1	Girard	1
Harbor Creek	-	Harbor Creek	-
Iroquois	5	Iroquois	4
Millcreek		Millcreek	
North East	2	North East	1
Northwestern		Northwestern	
Union City	5	Union City	5
Wattsburg	1	Wattsburg	1
Total	24	Total	23

Non-participating

Non-participating

Program	Intellectually Disabled	Developmental delay	Deaf blindness	Hearing Impairment	Speech/Lang Impaired	Visually Impaired	Emotional Disturbed	Orthopedic Impairment	Other Impairment	Specific Disability	Autism	Head Injury	504 Plan	Multiple disabilities	Gifted with Disability	Special Pops	ECTS	Percentage
Art and Design for Business										2	1		3			6	32	18.8%
Automotive Body Repair	1								2	6	1		2	6		18	26	69.2%
Automotive Technologies							1		1	9			6	1		18	56	32.1%
Computer Networking							2		2	2	2		3	1		12	32	37.5%
Computer Programming									1	3	1		2	1		8	36	22.2%
Construction Trades							1		1	6	1		1	2		12	38	31.6%
Cosmetology										3			3	1		7	44	15.9%
Culinary Arts							1			6	2		2	2		13	53	24.5%
Drafting & Design									3	4			3	1		11	38	28.9%
Early Childhood Education							1		1	5			3	1		11	32	34.4%
Electrical Engineering Technology					1				1	3	1		3			9	47	19.1%
Facilities Maintenance Technologies	1						1			8	2		2	3		17	46	37.0%
Graphic Communications							1		2	2	5		2	1		13	25	52.0%
Health Assistant				1			1			2			2			6	37	16.2%
Metal Fabrication							1		2	4	2		1	1		11	42	26.2%
Precision Machining							1			2	1		1	1		6	27	22.2%
Tourism & Hospitality Management									1	6						7	24	29.2%
Undeclared																0		NaN
Erie County Technical School	2			1	1		11		17	73	19		39	22		185	635	29.1%

Home School	Intellectually Disabled	Developmental delay	Deaf blindness	Hearing Impairment	Speech/Lang Impaired	Visually Impaired	Emotional Disturbed	Orthopedic Impairment	Other Impairment	Specific Disability	Autism	Head Injury	504 Plan	Multiple disabilities	Gifted with Disability	Special Pops	ECTS	Percentage
Fairview									2	4	1		4			11	49	22.4%
Fort LeBoeuf										6	2		2	1		11	51	21.6%
General McLane	1						1			7	1		2	2		14	44	31.8%
Girard					1				1	4			5	6		17	62	27.4%
Harbor Creek									3	7	3		2	2		17	48	35.4%
Iroquois							3			8	2		1	3		17	57	29.8%
McDowell High School	1			1			2		4	9	3		8	3		31	72	43.1%
McDowell Intermediate									1	1	1		5	1		9	39	23.1%
North East							1		3	8	2		4	1		19	57	33.3%
Northwestern										2	1		1	2		6	41	14.6%
Union City							1		2	3	1		2			9	52	17.3%
Wattsburg							3		1	14	2		3	1		24	63	38.1%
Erie County Technical School	2			1	1		11		17	73	19		39	22		185	635	29.1%

Business and Industry Partnership Coordinator's Report
March, 2021

Rob Eggleston, Business & Industry Partnerships Coordinator

Co-op, Intern, Shadow, etc. Update: As of March 12, 2021, there are 103 students on the Co-op, intern and shadowing list. These range from the beginning procedures to being actively on the Job.

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

Career Planning Coordinator Board Report

March 2021

Recruitment/Admissions Activities

- Assist Mr. Tarasovitch in communicating with all counselors about incoming applications and updating them on labs that continue to have openings; reminding them of possible visits.
- Communicating with parents of accepted students about concerns over visits, scheduling, busing, etc.
- Tasked with ordering T-shirts for the entire student body and staff for promotional purposes. Gathering sizes for students and staff to place accurate order.
- Ordered, sorted, and distributed promotional T-shirts to all students and staff with Mr. Tarasovitch.
- Assisted Lesa Scalise in taking pictures of All labs (am and pm) on “Blackout Days”.
- Reviewing and sharing final lists of accepted students with guidance counselors.

Career Planning

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

Activities & Awards

- Nominations went out for the Patrick R. Locco Scholarship Program. Interviews are being scheduled for the week of April 19th.
- Odd Fellows Home of Western PA Citizenship Award was submitted by senior Christopher Connors. Chris is a student from McDowell High School and currently in the Drafting & Design Program.
- Planning **Apprenticeship Day** to be held in May to the degree of which we are permitted to gather.
- Considering **Advanced Training Day** to be held in October of 2021.

NOCTI/NIMS

- Pending notice from PDE, NOCTI Testing will be limited to written portion ONLY.
- Testing for written part is scheduled provisionally for the last two weeks of April.
- Juniors will pre-test next fall to stay consistent with data from 2019-2020 school year.
- Level 1 Precision Machining students have been uploaded into the NIMS Performance Credentialing System. Ten NIMS written tests have been administered to upper level students to date.



Field Trip Board Approval Form

Instructor: D. Wilber

Date of Request: March 5th 2021

Program: ADS

Session: AM ☐ PM ☐ Both ☒

Date(s) of Trip: May 20th - Thurs.

Time(s): 8:30 AM - 2:15 PM

Number of students participating: 33

Destination: Erie Zoo, Saras Restaurant, Presque Isle

Address: _____

Mode of transportation: 2 Buses

List of chaperones (where applicable): AMANDA BROWN, MARY Foulkrod,
LISA SORENSEN

Educational Rationale: Photography Competition - Postcards
for Zoo.

Cost to students: \$ 25.00 (Attach an itemized description if necessary)

Cost to Program: .

Where applicable please attach itinerary.

Principal's Signature: Joseph Tancosville

Date: 3/5/21

Applicant's Signature: D. Wilber

Date: _____

Board Approval Date: _____

All Erie County Technical School Field Trips Must Adhere to Operating Committee Policy #231



Field Trip Board Approval Form

Instructor: C. MICHAEL MILLER

Date of Request: 3/4/2021

Program: COMPUTER NETWORKING

Session: AM ☐ PM ☐ Both ☒

Date(s) of Trip: APRIL OR MAY TBD

Time(s): 8:00AM - 2:30 PM

Number of students participating: 32

Destination: VELOCITY NETWORK / LUNCH TBD

Address: 121 W 10TH ST, ERIE PA 16501

Mode of transportation: SCHOOL BUS

List of chaperones (where applicable): C. MICHAEL MILLER, OTHER TBD

Educational Rationale: EXPLORE FUNCTIONING ENTERPRISE IT BUSINESS

Cost to students: \$0 (Attach an itemized description if necessary)

Cost to Program: BUS ; LUNCH COST

Where applicable please attach itinerary.

Principal's Signature: Joseph Tarasovitch

Date: 3/8/21

Applicant's Signature: [Signature]

Date: 3/4/2021

Board Approval Date: _____

All Erie County Technical School Field Trips Must Adhere to Operating Committee Policy #231



Field Trip Approval Form

Teacher/Advisor: Mariea Sargent Date of Request: 3/3/21

Lab/Class: Drafting & Design

Destination: Sketching Day in Erie

Date(s) of Trip: May 2021 Time(s): AM & PM

What form of transportation will be used: School Bus

List of chaperones (where applicable): Mariea Sargent & Mary Foulkrod

Educational Rationale: Sketching activities throughout the Erie Bayfront and Presque Isle

monuments and architecture. Possible industry speaker to meet up with us.

Number of students participating: 38 students & 2 chaperones

Cost to students: Lunch – approximately \$10 will be ordered and
individually wrapped ahead of time.

Cost to ECTS: 2 School Buses (Attach an itemized description if necessary.)

Where applicable please attach itinerary.

Principal's Signature: Joseph Tassone Date: 3/3/21

Applicant's Signature: Mariea Sargent Date: 3/3/21

Board Approval Date: _____

All Erie County Technical School Field Trips Must Adhere to Operating Committee Policy #231



Field Trip Board Approval Form

Instructor: Kimberly Fox

Date of Request: 3-5-21

Program: Early Childhood Education

Session: AM ☐ PM ☒ Both ☐

Date(s) of Trip: TBD

Time(s): TBD

Number of students participating: 14

Destination:

Erie Children's Museum

Address: 420 French Street

Mode of transportation: Bus -1

List of chaperones (where applicable):

Nancy Makowski

Educational Rationale:

Students will explore the museum to identify the benefits of field trips to educational venues. They will reflect on the trip listing areas in the museum that connect to ECE curriculum and how the

Cost to students: 0- (Attach an itemized description if necessary) benefit the

Cost to Program: \$300

early
Education
students

Where applicable please attach itinerary.

Principal's Signature: Joseph Tancrède

Date: 3-5-21

Applicant's Signature: Kimberly Fox

Date: 3-5-21

Board Approval Date: _____

All Erie County Technical School Field Trips Must Adhere to Operating Committee Policy #231



Field Trip Board Approval Form

Instructor: Kimberly Fox

Date of Request: 3-5-21

Program: ECE

Session: AM ☐ PM ☐ Both ☒

Date(s) of Trip: TBD - May

Time(s): TBD

Number of students participating: 31?

Destination: Erie Zoo

Address: 423 West 38th St. Erie, Pa 16508

Mode of transportation: Bus - 2

List of chaperones (where applicable):

Nancy Makowski

Educational Rationale:

Upper level students will plan the field trip. They will plan and recognize all documents needed before, during and after the trip. As well as how we will plan and serve lunch. AM class will participate to bond with next years Seniors and

Cost to students: Packed Lunch (Attach an itemized description if necessary)

Cost to Program: Approx \$400

Where applicable please attach itinerary.

Principal's Signature: Joseph Tanswille

Date: 3/5/21

Applicant's Signature: Kimberly Fox

Date: 3-5-21

Board Approval Date: _____

All Erie County Technical School Field Trips Must Adhere to Operating Committee Policy #231



Field Trip Board Approval Form

Instructor: Joe Salorino

Date of Request: MARCH 3, 2021

Program: GRA

Session: AM ☐ PM ☐ Both ☒

Date(s) of Trip: May 12, 2021

Time(s): 8:15 AM to 2:15 PM

Number of students participating: 23

Destination: CREATIVE IMPRINT SYSTEMS / PRESQUE ISLE STATE PARK

Address: 2670 W. 11TH ST. ERIE, PA 301 PENINSULA DR. ERIE, PA 16505

Mode of transportation: SCHOOL BUS - 2 BUS

List of chaperones (where applicable): T.B.A.

Educational Rationale: C.I.S. - LEARN ABOUT THE SCREEN PRINTING PROCESS AND PARTICIPATE IN ACTIVITIES. PRESQUE ISLE - PHOTOSHOOT FOR GRAPHICS PROJECT

Cost to students: 0 (SCHOOL BUS) (Attach an itemized description if necessary)

Cost to Program: 0 (SCHOOL BUS)

Where applicable please attach itinerary.

Principal's Signature: Joseph Tarnowski

Date: 3/3/21

Applicant's Signature: _____

Date: _____

Board Approval Date: _____

All Erie County Technical School Field Trips Must Adhere to Operating Committee Policy #231



Field Trip Board Approval Form

Instructor: JEFF ZELLEFROW Date of Request: 3/8/21

Program: THM Session: AM ☐ PM ☐ Both ☒

Date(s) of Trip: MAY 28TH Time(s): _____

Number of students participating: 27

Destination: CEDAR POINT

Address: 1 CEDAR POINT DRIVE, SANDUSKY, OH 44870

Mode of transportation: BUS

List of chaperones (where applicable):
JEFF ZELLEFROW, CH#1 - TBD, CH#2 - TBD

Educational Rationale:
THM116 & THM117 RESORT OPERATIONS & FACILITIES

Cost to students: 0 LUNCH (Attach an itemized description if necessary)

Cost to Program: \$1015

Where applicable please attach itinerary.

Principal's Signature: Joseph Tamas Date: 3/8/21

Applicant's Signature: [Signature] Date: 3/8/21

Board Approval Date: _____

All Erie County Technical School Field Trips Must Adhere to Operating Committee Policy #231