



**Joint Operating Committee
Meeting Agenda**
Thursday, October 22, 2020
8500 Oliver Road, Erie, PA 16509

Work Session - ECTS Eagle's Nest / Cafeteria

Zoom – www.ects.org

6:00 p.m.

Chris Coughlin, HRLC Architects – Renovation Discussion

EXECUTIVE SESSION - Personnel

Regular Meeting

1) Call to Order

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

Mahoney, Dinsmore, Bucksbee, Olesnanik, Brink, Rickrode, DiPlacido, Cancilla, Ring, Gilbert, Lee

2) Agenda and Amendments

- a. Section 7 (a)(i)(1) – New Business – Revised Policy 103 - Discrimination/Title IX Sexual Harassment Affecting Students – First Reading
- b. Section 7 (a)(i)(2) – New Business – Revised Policy 104 - Discrimination/Title IX Sexual Harassment Affecting Staff – First Reading
- c. Section 8 (e)(i) – Updated Invoices Payable – General Fund
- d. Section 8 (e)(ii) – Updated Invoices Payable – Capital Projects Fund
- e. **Motion to approve the agenda and amendments**

3) Meeting Minutes

- a. **Motion to accept the minutes of the September 24, 2020 meeting as presented**

4) Student Accomplishments/Highlights

- a) September 2020 – Students of the month
- b) National Technical Honor Society

5) Guest and Public Comment

6) Important Items Coming to ECTS

7) Operations

- a. New Business

- i. First Reading of the following policies –
 - 1. Policy 103 – Discrimination/Title IX Sexual Harassment Affecting Students
 - 2. Policy 104 – Discrimination/Title IX Sexual Harassment Affecting Staff
- ii. Motion to accept donation of 65 AMP E-SAB Plasma Cutter from Peak Industries to be used in the MTF lab
- b. Old Business
- 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 – September 2020
 - ii. Capital Projects Fund – September 2020
 - iii. Student Activities Fund – September 2020
- d. Checks and Wire Transfers
 - i. General Fund – September 2020
 - ii. Capital Projects Fund – September 2020
 - iii. Student Activities Fund – September 2020 - None
- e. Invoices Payable
 - i. General Fund
 - ii. Capital Projects Fund
 - iii. Student Activities Fund - None
- f. VISA Procurement Card Payment
- g. **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
 - i. Motion to approve the resignation request of Jessica Fiesler effective October 29, 2020
- c. Hiring
 - i. CORRECTED - Motion to ratify the hire of Renee Heberle as a part-time secretary at a rate of \$16.31 per hour effective on or after September 7, 2020
 - ii. CORRECTED - Motion to ratify the hire of Sharon Lytle as a part-time Instructional Aide at the probationary rate of \$16.46 per hour beginning on or after September 7, 2020

- iii. CORRECTED - Motion to hire Amanda Brown as a part-time Instructional Aide at the probationary rate of \$16.46 per hour effective on or after October 5, 2020
- iv. Motion to accept addition of a Non-Bargaining Unit Part-Time Confidential Secretary and Job Description

d. Motion to approve Administrative Services and Human Resources Section of Agenda

10) Reports

- a. Superintendent
- b. Director
- c. Solicitor
- d. Principal
- i. Tracking Progress Mid-First Quarter

11) Statute-Related Business

- a. Staff Travel>400 Miles
- b. Field Trip Requests
- c. Ratification of Field Trip Requests
- d. Fundraising
- e. Facility Use Requests (for-profit groups only)
- f. Motion to approve Statute-Related Business**

12) Supplemental Reports and Information

- a. Facilities Report
- b. Technology Report
- c. Instructional Support Services Report
- d. Tracking Progress Report
- e. Secondary Program Enrollment Report
- f. Transition Center 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
- l. RCTC Report

13) Board Action Items

14) JOC Board Remarks and Comments

15) Adjournment

16) EXECUTIVE SESSION IF NEEDED

17) Reminders

- a. *Next meeting is TUESDAY, December 15, 2020 at 6:00 p.m.*

Book	Policy Manual
Section	100 Programs
Title	Discrimination/Title IX Sexual Harassment Affecting Students
Code	103
Status	First Reading

Authority

The Joint Operating Committee declares it to be the policy of this school to provide an equal opportunity for all students to achieve their maximum potential through the programs **and activities** offered in the school without discrimination on the basis of race, color, age, creed, religion, sex, sexual orientation, **gender identity, gender expression**, 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 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 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 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 school and is prohibited at or, in the course of, school-sponsored programs or activities, including transportation to or from the school or 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.[\[18\]](#)[\[19\]](#)[\[20\]](#)[\[21\]](#)

This policy prohibits individuals from knowingly making false statements or knowingly submitting false information during the Title IX grievance process outlined in Attachment 3 and during other grievance processes established by Joint Operating Committee policy and procedures and/or the Student Code of Conduct. A violation of this prohibition by students may lead to discipline up to and including referral for expulsion.

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 school's website.

The Joint Operating Committee requires a notice stating that the school does not discriminate in any manner, including Title IX sexual harassment, in any 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 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.

This Policy 103 references two (2) documents, entitled "103 Attachment 2, Discrimination Complaint Procedures," and "Attachment 3, Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints." The Joint Operating Committee intends these two (2) attachments to be substantive components of this Policy and incorporates them by reference into this Policy as if fully set forth herein.

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 or the Title IX Coordinator**, even if some elements of the related incident took place or originated away from school grounds, school activities or 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 or Title IX Coordinator.

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 **or Title IX Coordinator**, 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 (or any other school employee who received the report) 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 and, if deemed to be necessary, the reporter if not the complainant, regarding the report to gather additional information as necessary, and to discuss the availability of supportive measures for the complainant. The Title IX Coordinator shall consider the complainant's wishes with respect to supportive measures.

The Title IX Coordinator shall conduct an assessment of the information supplied by the reporter and/or complainant to determine whether the reported circumstances, if presumed to be true, could constitute Title IX sexual harassment or retaliation. If they do not, they may be addressed through the Discrimination Complaint Procedures prescribed in

Attachment 2 to this policy. If the reported circumstances, if presumed to be true at this point in the process, meet the definition of Title IX sexual harassment, they shall be addressed through the Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints in Attachment 3. (Also refer to Attachment 3 on how to proceed if/when the complainant refuses to sign a Title IX formal complaint and is requesting that a formal complaint under Title IX not be filed by the Title IX Coordinator.). If the reported circumstances, presumed to be true, do not constitute either Title IX sexual harassment or retaliation nor conduct otherwise prohibited in this Policy 103 and Attachment 2, the Title IX Coordinator shall refer the report for follow-up under any other applicable Joint Operating Committee policies and/or the Student Code of Conduct.

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 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.[19][21][23]

If possible, the school will refrain from pursuing disciplinary action pursuant to the Student Code of Conduct until such time the Title IX grievance process has concluded. This means suspensions and expulsion referrals may be temporarily postponed until the conclusion of the Title IX grievance process when/if the school, in consultation with the Title IX Coordinator, determines that supportive measures and other non-punitive actions agreed to by the parties (ex: complainant and respondent voluntarily agree to stay away from each other; respondent voluntarily participates in the school's online/virtual education program or other alternative setting during the grievance process, etc.) result in there being no immediate threat to the physical health or safety of any student or other individual arising from the allegations during the grievance process period.

The respondent shall be provided with notice and provided an opportunity for due process, in accordance with law, regulations and Joint Operating Committee policy. When expulsion is necessary because continuation of educational services is not feasible, If, however, the school, in consultation with the Title IX Coordinator, after having taken an initial individualized safety and risk analysis, believes the respondent must be removed from the school's education program or activity on an emergency basis during the Title IX grievance process in order to address an immediate threat to the physical health or safety of an individual, the process outlined in detail in Attachment 3 shall be followed.

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]

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 school's legal and investigative obligations.[24][25][26][27][28]**

Retaliation

The Joint Operating Committee prohibits retaliation by **the school** or any other person against any person for: [\[27\]](#)

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 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 but not necessarily limited to race, color, age, creed, religion, sex, sexual orientation, **gender identity, gender expression,** 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 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 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. [\[26\]](#)[\[29\]](#)

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. [\[29\]](#)

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: [\[29\]](#)

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. [\[17\]](#)[\[23\]](#)[\[30\]](#)

Title IX sexual harassment means conduct on the basis of sex that satisfies one or more of the following: [\[29\]](#)

1. A 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 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:[\[31\]](#)
 - 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.[\[31\]](#)
- 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.[\[32\]](#)
- 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:[\[31\]](#)
 - i. Fear for their safety or the safety of others.
 - ii. Suffer substantial emotional distress.

Such conduct must have taken place during a 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 school exercises substantial control over both the respondent and the context in which the harassment occurs. Title IX applies to all of a school's education programs or activities, whether such programs or activities occur on-campus or off-campus.[\[25\]\[26\]\[29\]](#)

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 **Career Planning Coordinator as the school's Compliance Officer and Title IX Coordinator for students. The Compliance Officer/Title IX Coordinator for students can be contacted at: [\[33\]](#)**

Address: 8500 Oliver Road, Erie, PA 16509

Email: studenttitleixcoordinator@ects.org

Phone Number: 814-464-8673

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 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. School Support - **Assure** that like aspects of the 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 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, 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 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. **Temporary or permanent transfer to another school building, classroom or school bus.**
3. **Exclusion from 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][34]

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, gender identity, gender

expression, 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.

Legal

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. U.S. Const. Amend. XIV, Equal Protection Clause
16. Pol. 103.1
17. Pol. 218
18. Pol. 233
19. Pol. 317
20. Pol. 113.1
21. 42 U.S.C. 2000d et seq
22. Pol. 806
23. Pol. 113.2
24. 20 U.S.C. 1232g
25. 34 CFR 106.44

26. 34 CFR 106.45

27. 34 CFR 106.71

28. 34 CFR Part 99

29. 34 CFR 106.30

30. Pol. 113

31. 34 U.S.C. 12291

32. 20 U.S.C. 1092

33. 34 CFR 106.8

34. 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. 216

Pol. 220

Pol. 247

Pol. 249

Pol. 252

Pol. 320

Pol. 701

Pol. 815

Policy 103-Attach_1_Report_Form.DOCX (35 KB)

103-Attach 2 Discrimination.docx (41 KB)

103-Attach 4 ConfidentialityTemplateLetter.docx (21 KB)

103-Attach 3 Title IX.DOCX (80 KB)

Book	Policy Manual
Section	100 Programs
Title	Discrimination/Title IX Sexual Harassment Affecting Staff
Code	104
Status	First Reading

Authority

The Joint Operating Committee declares it to be the policy of this school to provide to all persons equal access to all categories of employment in this school, regardless of race, color, age, creed, religion, sex, sexual orientation, **gender identity, gender expression**, ancestry, national origin, marital status, genetic information, pregnancy or handicap/disability. The school shall make reasonable accommodations for identified physical and mental impairments that constitute disabilities, consistent with the requirements of federal and state laws and regulations.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)[\[12\]](#)

The Joint Operating Committee also declares it to be the policy of this 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 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. This policy prohibits individuals from knowingly making false statements or knowingly submitting false information during the Title IX complaint and/or grievance process. Any employee found to have violated this prohibition may be subject to discipline, up to and including dismissal.

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 school's website.

The Joint Operating Committee requires a notice stating that the school does not discriminate in any manner, including Title IX sexual harassment, in any 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 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.

The attachments referenced in this Policy 104 are hereby incorporated into this Policy as if fully set forth herein.

Reports of Title IX Sexual Harassment and Other Discrimination and Retaliation

The Joint Operating Committee encourages employees and third parties who believe they or others have been subject to **Title IX sexual harassment, other discrimination, harassment, and/or retaliation** to promptly report such incidents to **the building administrator, other administrator, Director of Human Resources/Personnel or the Title IX Coordinator. 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.**

If the building administrator or other administrator is the subject of a complaint, the complainant or the individual making the report shall submit the report of the incident directly to the Director of Human Resources/Personnel and/or the Title IX Coordinator.

The complainant or **the individual making the report may use the Discrimination/Sexual Harassment/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.

If a report of Discrimination/Sexual Harassment/Retaliation under this Policy relates to a school employee, the building administrator (or any other school employee who received the report) shall promptly notify the Director of Human Resources/Personnel and Title IX Coordinator of all reports of discrimination, Title IX sexual harassment or retaliation.

If the report involves potential sexual harassment, discrimination, and/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 for the complainant. The Title IX Coordinator shall consider the complainant's wishes with respect to supportive measures.

The Title IX Coordinator shall conduct an assessment of the information supplied by the reporter and/or complainant to determine whether the reported circumstances, if presumed to be true, could constitute Title IX sexual harassment or retaliation. The Title IX Coordinator may consult with the Director of Human Resources/Personnel and/or legal counsel when making this determination. If the reported circumstances, if presumed to be true at this point in the process, meet the definition of Title IX sexual harassment, they shall be addressed through the Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints in Attachment 3. (Also refer to Attachment 3 on how to proceed if/when the complainant refuses to sign a Title IX formal complaint and is requesting that a formal complaint under Title IX not be filed by the Title IX Coordinator.)

If the reported circumstances, even if presumed to be true, do not meet the definition of Title IX sexual harassment, they may be addressed through the Discrimination Complaint Procedures prescribed in Attachment 2 to this policy.

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 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.

Administrative Leave –

The school may elect to place an employee accused of discrimination, harassment, retaliation or other prohibited behavior on administrative leave pending further investigation, consistent with all rights under Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, and in accordance with state law and regulations, Joint Operating Committee policy and an applicable collective bargaining agreement or individual contract.

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 school's legal and investigative obligations. [\[13\]](#)[\[14\]](#)[\[15\]](#)[\[16\]](#)[\[17\]](#)**

Retaliation

The Joint Operating Committee prohibits retaliation by **the school** or any other person against any person for: [\[16\]](#)

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 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 they believe retaliation has 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, **gender identity, gender expression, genetic information,** 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 work performance, including when: [\[9\]](#)

1. Submission to such conduct is made explicitly or implicitly a term or condition of an employee's status; or
2. Submission to or rejection of such conduct is used as the basis for employment-related decisions affecting an employee; or
3. Such conduct is sufficiently severe, persistent or pervasive that a reasonable person in the complainant's position would find that it unreasonably interferes with the complainant's performance at work or otherwise creates an intimidating, hostile, or offensive working environment such that it alters the complainant's working conditions.

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 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. [\[15\]](#)[\[18\]](#)

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.[\[18\]](#)

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:[\[18\]](#)

1. Counseling or Employee Assistance Program.
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 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.

Title IX sexual harassment means conduct on the basis of sex that satisfies one or more of the following:[\[18\]](#)

1. A 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 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:[\[19\]](#)
 - 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.[\[19\]](#)

- 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.[\[20\]](#)
- 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:[\[19\]](#)

- i. **Fear for their safety or the safety of others.**

- ii. **Suffer substantial emotional distress.**

Such conduct must have taken place during a 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 school exercises substantial control over both the respondent and the context in which the harassment occurs. Title IX applies to all of a school's education programs or activities, whether such programs or activities occur on-campus or off-campus.[\[14\]](#)[\[15\]](#)[\[18\]](#)

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 **Administrative Services/Human Resources Coordinator as the school's Compliance Officer and Title IX Coordinator for staff. The Compliance Officer/Title IX Coordinator for staff can be contacted at:** [\[21\]](#)

Address: 8500 Oliver Road, Erie, PA 16509

Email: stafftitleixcoordinator@ects.org

Phone Number: 814-464-8660

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 school's** nondiscrimination procedures in the following areas, **as appropriate**:

1. Review - Review of personnel practices and actions for discriminatory bias and compliance with laws against discrimination to include monitoring and recommending corrective measures when appropriate to written position qualifications, job descriptions and essential job functions; recruitment materials and practices; procedures for screening applicants; application and interviewing practices for hiring and promotions; school designed performance evaluations; review of planned employee demotions, non-renewal of contracts, and proposed employee disciplinary actions up to and including termination.
2. Training - **Provide** training for supervisors and staff to prevent, identify and alleviate problems of employment discrimination.

3. Resources - Maintain and provide information to staff on resources available to alleged victims 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. **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 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 school's website.

Disciplinary Consequences

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.[22][23][24]

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, genetic information, 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.

Legal

1. 43 P.S. 336.3
2. 43 P.S. 951 et seq
3. 34 CFR Part 106
4. 20 U.S.C. 1681 et seq
5. 29 U.S.C. 206
6. 29 U.S.C. 621 et seq
7. 29 U.S.C. 794
8. 42 U.S.C. 1981 et seq
9. 42 U.S.C. 2000e et seq
10. 42 U.S.C. 2000ff et seq
11. 42 U.S.C. 12101 et seq
12. U.S. Const. Amend. XIV, Equal Protection Clause
13. 20 U.S.C. 1232g
14. 34 CFR 106.44
15. 34 CFR 106.45
16. 34 CFR 106.71
17. 34 CFR Part 99
18. 34 CFR 106.30
19. 34 U.S.C. 12291
20. 20 U.S.C. 1092
21. 34 CFR 106.8
22. Pol. 317
23. Pol. 317.1
24. Pol. 806
- 16 PA Code 44.1 et seq
- 18 Pa. C.S.A. 2709
- 28 CFR 35.140
- 28 CFR Part 41
- 29 CFR Parts 1600-1691
- EEOC Enforcement Guidance on Harris v. Forklift Sys., Inc., November 9, 1993
- EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors, June 18, 1999
- EEOC Policy Guidance on Current Issues of Sexual Harassment, March 19, 1990
- Burlington Industries, Inc. v. Ellerth, 524 U.S. 742 (1998)
- Faragher v. City of Boca Raton, 524 U.S. 775 (1998)
- Pol. 320
- Pol. 815

Policy 104_Attachment 1 Report Form.DOCX (42 KB)

104-Attach 2 Discrimination.DOCX (44 KB)

Policy104-Attach_3_Title_IX.DOCX (75 KB)

Vendor Name	Invoice Number	Invoice Date	Post Date	Invoice Balance	Potential Discount	Discount Expires On	Net Amount Due	Invoice Due Date	Days Past Due
ABC Fire Protection									
ABC Fire Protection	413889	10/4/2020	10/31/2020	\$854.00	\$0.00		\$854.00	10/31/2020	0
ABC Fire Protection	414041	10/4/2020	10/31/2020	\$1,322.99	\$0.00		\$1,322.99	10/31/2020	0
Totals for ABC Fire Protection:				\$2,176.99	\$0.00		\$2,176.99		
Andrew Fair									
Andrew Fair	JUNE2019EXPENSE	6/15/2019	6/30/2019	\$26.49	\$0.00		\$26.49	6/30/2019	489
Totals for Andrew Fair:				\$26.49	\$0.00		\$26.49		
Autozone									
Autozone	1825716841	9/23/2020	10/31/2020	\$71.50	\$0.00		\$71.50	10/31/2020	0
Autozone	1825714102	9/21/2020	10/31/2020	\$49.99	\$0.00		\$49.99	10/31/2020	0
Autozone	1825703193	9/10/2020	10/31/2020	\$7.26	\$0.00		\$7.26	10/31/2020	0
Autozone	1825700729	9/8/2020	10/31/2020	\$12.41	\$0.00		\$12.41	10/31/2020	0
Autozone	1825700733	9/8/2020	10/31/2020	\$43.17	\$0.00		\$43.17	10/31/2020	0
Autozone	1825724009	10/1/2020	10/31/2020	\$39.79	\$0.00		\$39.79	10/31/2020	0
Autozone	1825725274	10/2/2020	10/31/2020	\$39.98	\$0.00		\$39.98	10/31/2020	0
Autozone	1825714116	9/21/2020	10/31/2020	\$74.72	\$0.00		\$74.72	10/31/2020	0
Autozone	1825697852	9/5/2020	10/31/2020	\$92.60	\$0.00		\$92.60	10/31/2020	0
Autozone	1825696980	9/4/2020	10/31/2020	\$330.19	\$0.00		\$330.19	10/31/2020	0
Autozone	1825697011	9/4/2020	10/31/2020	\$29.54	\$0.00		\$29.54	10/31/2020	0
Autozone	1825722194	9/29/2020	10/31/2020	\$47.49	\$0.00		\$47.49	10/31/2020	0
Autozone	1825703173	9/10/2020	10/31/2020	\$119.98	\$0.00		\$119.98	10/31/2020	0
Autozone	1825723506	9/30/2020	10/31/2020	\$47.76	\$0.00		\$47.76	10/31/2020	0
Autozone	1825703134	9/10/2020	10/31/2020	\$169.98	\$0.00		\$169.98	10/31/2020	0
Autozone	1825697008	9/4/2020	10/31/2020	\$83.15	\$0.00		\$83.15	10/31/2020	0
Autozone	1825703188	9/10/2020	10/31/2020	\$89.29	\$0.00		\$89.29	10/31/2020	0
Totals for Autozone:				\$1,348.80	\$0.00		\$1,348.80		
Benefit Administrators, Inc.									
Benefit Administrators, Inc.	10/2020SUMMARY	10/15/2020	10/31/2020	\$252.15	\$0.00		\$252.15	10/31/2020	0
Totals for Benefit Administrators, Inc.:				\$252.15	\$0.00		\$252.15		
Brigiotta's Produce & Garden Center									
Brigiotta's Produce & Garden Center	341763	9/30/2020	10/31/2020	\$286.75	\$0.00		\$286.75	10/31/2020	0
Brigiotta's Produce & Garden Center	341767	9/30/2020	10/31/2020	\$233.95	\$0.00		\$233.95	10/31/2020	0
Brigiotta's Produce & Garden Center	2163572	9/21/2020	10/31/2020	\$82.77	\$0.00		\$82.77	10/31/2020	0
Brigiotta's Produce & Garden Center	342916	10/9/2020	10/31/2020	\$91.28	\$0.00		\$91.28	10/31/2020	0
Brigiotta's Produce & Garden Center	340467	9/23/2020	10/31/2020	\$71.84	\$0.00		\$71.84	10/31/2020	0
Totals for Brigiotta's Produce & Garden Center:				\$766.59	\$0.00		\$766.59		
Builders Hardware									

Erie County Technical School

Open Invoice Report

PNC and NWSB - 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
Builders Hardware	7146647	9/23/2020	10/31/2020	\$100.00	\$0.00		\$100.00	10/31/2020	0
Builders Hardware	7147114	10/6/2020	10/31/2020	\$406.00	\$0.00		\$406.00	10/31/2020	0
<i>Totals for Builders Hardware:</i>				<u>\$506.00</u>	<u>\$0.00</u>		<u>\$506.00</u>		
Cengage Learning									
Cengage Learning	71997606	9/10/2020	10/31/2020	\$516.82	\$0.00		\$516.82	10/10/2020	21
Cengage Learning	72287187	9/24/2020	10/31/2020	\$4,249.35	\$0.00		\$4,249.35	10/31/2020	0
Cengage Learning	72298749	9/25/2020	10/31/2020	\$6,217.95	\$0.00		\$6,217.95	9/25/2020	36
<i>Totals for Cengage Learning:</i>				<u>\$10,984.12</u>	<u>\$0.00</u>		<u>\$10,984.12</u>		
Creative Imprint									
Creative Imprint	14832	10/8/2020	10/31/2020	\$678.00	\$0.00		\$678.00	10/31/2020	0
<i>Totals for Creative Imprint:</i>				<u>\$678.00</u>	<u>\$0.00</u>		<u>\$678.00</u>		
Desantis Solutions									
Desantis Solutions	221060	10/7/2020	10/31/2020	\$351.02	\$0.00		\$351.02	10/31/2020	0
Desantis Solutions	220926	10/2/2020	10/31/2020	\$295.25	\$0.00		\$295.25	10/31/2020	0
Desantis Solutions	219845	9/18/2020	10/31/2020	\$1,331.34	\$0.00		\$1,331.34	10/31/2020	0
<i>Totals for Desantis Solutions:</i>				<u>\$1,977.61</u>	<u>\$0.00</u>		<u>\$1,977.61</u>		
Direct Energy Business									
Direct Energy Business	HS02093041	10/6/2020	10/31/2020	\$782.09	\$0.00		\$782.09	10/31/2020	0
Direct Energy Business	HS02110420	10/15/2020	10/31/2020	\$54.34	\$0.00		\$54.34	10/31/2020	0
<i>Totals for Direct Energy Business:</i>				<u>\$836.43</u>	<u>\$0.00</u>		<u>\$836.43</u>		
ECTS-Foundation									
ECTS-Foundation	08/20MILEAGE	8/27/2020	10/31/2020	\$135.71	\$0.00		\$135.71	10/31/2020	0
<i>Totals for ECTS-Foundation:</i>				<u>\$135.71</u>	<u>\$0.00</u>		<u>\$135.71</u>		
Electrical and Mechanical Systems, Inc.									
Electrical and Mechanical Systems, Inc.	7988	8/13/2020	10/31/2020	\$2,315.00	\$0.00		\$2,315.00	10/31/2020	0
<i>Totals for Electrical and Mechanical Systems, Inc.:</i>				<u>\$2,315.00</u>	<u>\$0.00</u>		<u>\$2,315.00</u>		
Fagan Sanitary Supply									
Fagan Sanitary Supply	168763	9/22/2020	10/31/2020	\$414.00	\$0.00		\$414.00	10/31/2020	0
Fagan Sanitary Supply	167757-1	10/1/2020	10/31/2020	\$664.80	\$0.00		\$664.80	10/31/2020	0
Fagan Sanitary Supply	168742	9/22/2020	10/31/2020	\$627.36	\$0.00		\$627.36	10/31/2020	0
Fagan Sanitary Supply	168803	9/22/2020	10/31/2020	\$766.00	\$0.00		\$766.00	10/31/2020	0
<i>Totals for Fagan Sanitary Supply:</i>				<u>\$2,472.16</u>	<u>\$0.00</u>		<u>\$2,472.16</u>		
General Exterminating									
General Exterminating	166070	9/29/2020	10/31/2020	\$50.00	\$0.00		\$50.00	10/31/2020	0
<i>Totals for General Exterminating:</i>				<u>\$50.00</u>	<u>\$0.00</u>		<u>\$50.00</u>		

Erie County Technical School

Open Invoice Report

PNC and NWSB - 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
H. Fred Walker									
H. Fred Walker	NOV2019EXPENSE	12/15/2019	1/31/2020	\$302.76	\$0.00		\$302.76	1/15/2020	290
Totals for H. Fred Walker:				\$302.76	\$0.00		\$302.76		
Johnson Controls									
Johnson Controls	1-9916889895	10/8/2020	10/31/2020	\$2,513.30	\$0.00		\$2,513.30	10/31/2020	0
Totals for Johnson Controls:				\$2,513.30	\$0.00		\$2,513.30		
Kelly Services, Inc.									
Kelly Services, Inc.	41088322	10/12/2020	10/31/2020	\$147.00	\$0.00		\$147.00	10/31/2020	0
Kelly Services, Inc.	37075849	9/14/2020	10/31/2020	\$441.00	\$0.00		\$441.00	10/31/2020	0
Kelly Services, Inc.	38077935	9/21/2020	10/31/2020	\$588.00	\$0.00		\$588.00	10/31/2020	0
Kelly Services, Inc.	39085203	9/28/2020	10/31/2020	\$147.00	\$0.00		\$147.00	10/31/2020	0
Kelly Services, Inc.	38076237	9/21/2020	10/31/2020	\$94.50	\$0.00		\$94.50	10/31/2020	0
Kelly Services, Inc.	37074522	9/14/2020	10/31/2020	\$77.00	\$0.00		\$77.00	9/30/2020	31
Kelly Services, Inc.	39085202	9/28/2020	10/31/2020	\$1,854.00	\$0.00		\$1,854.00	10/31/2020	0
Kelly Services, Inc.	40082931	10/5/2020	10/31/2020	\$441.00	\$0.00		\$441.00	10/31/2020	0
Totals for Kelly Services, Inc.:				\$3,789.50	\$0.00		\$3,789.50		
Knowledge Matters, Inc.									
Knowledge Matters, Inc.	21847	9/30/2020	10/31/2020	\$1,795.00	\$0.00		\$1,795.00	10/30/2020	1
Totals for Knowledge Matters, Inc.:				\$1,795.00	\$0.00		\$1,795.00		
Knox McLaughlin Gornall & Sennett, P.C.									
Knox McLaughlin Gornall & Sennett, P.C.	2281557	10/5/2020	10/31/2020	\$79.00	\$0.00		\$79.00	10/31/2020	0
Knox McLaughlin Gornall & Sennett, P.C.	2281552	10/5/2020	10/31/2020	\$3,200.00	\$0.00		\$3,200.00	10/31/2020	0
Knox McLaughlin Gornall & Sennett, P.C.	2281214	9/22/2020	10/31/2020	\$820.00	\$0.00		\$820.00	10/31/2020	0
Totals for Knox McLaughlin Gornall & Sennett, P.C.:				\$4,099.00	\$0.00		\$4,099.00		
Koldrock Waters, Inc.									
Koldrock Waters, Inc.	846018	10/12/2020	10/31/2020	\$1.00	\$0.00		\$1.00	10/31/2020	0
Koldrock Waters, Inc.	846019	10/12/2020	10/31/2020	\$13.50	\$0.00		\$13.50	10/31/2020	0
Koldrock Waters, Inc.	846011	10/12/2020	10/31/2020	\$100.50	\$0.00		\$100.50	10/31/2020	0
Koldrock Waters, Inc.	846021	10/12/2020	10/31/2020	\$59.75	\$0.00		\$59.75	10/31/2020	0
Koldrock Waters, Inc.	845069	9/30/2020	10/31/2020	\$28.00	\$0.00		\$28.00	10/31/2020	0
Koldrock Waters, Inc.	843325	9/14/2020	10/31/2020	\$143.25	\$0.00		\$143.25	10/31/2020	0
Koldrock Waters, Inc.	844592	9/28/2020	10/31/2020	\$82.50	\$0.00		\$82.50	10/31/2020	0
Koldrock Waters, Inc.	843324	9/14/2020	10/31/2020	\$6.50	\$0.00		\$6.50	10/31/2020	0
Koldrock Waters, Inc.	843321	9/14/2020	10/31/2020	\$12.00	\$0.00		\$12.00	10/31/2020	0
Totals for Koldrock Waters, Inc.:				\$447.00	\$0.00		\$447.00		
Monark Student Transportation Corp.									
Monark Student Transportation Corp.	M15335	9/30/2020	10/31/2020	\$300.00	\$0.00		\$300.00	10/31/2020	0

Erie County Technical School

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PNC and NWSB - 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 Monark Student Transportation Corp.:</i>				<u>\$300.00</u>	<u>\$0.00</u>		<u>\$300.00</u>		
National Fuel Gas									
National Fuel Gas	10/17/20HS	10/7/2020	10/31/2020	\$612.44	\$0.00		\$612.44	10/7/2020	24
National Fuel Gas	10/2020SC	10/30/2020	10/31/2020	\$155.09	\$0.00		\$155.09	10/30/2020	1
<i>Totals for National Fuel Gas:</i>				<u>\$767.53</u>	<u>\$0.00</u>		<u>\$767.53</u>		
Northwestern Roofing									
Northwestern Roofing	445551	9/24/2020	10/31/2020	\$1,362.16	\$0.00		\$1,362.16	10/24/2020	7
Northwestern Roofing	445552	9/24/2020	10/31/2020	\$476.17	\$0.00		\$476.17	10/24/2020	7
Northwestern Roofing	445512	9/24/2020	10/31/2020	\$854.78	\$0.00		\$854.78	10/24/2020	7
<i>Totals for Northwestern Roofing:</i>				<u>\$2,693.11</u>	<u>\$0.00</u>		<u>\$2,693.11</u>		
Pa Pride, LLC									
Pa Pride, LLC	1025	9/30/2020	10/31/2020	\$4,950.00	\$0.00		\$4,950.00	10/31/2020	0
<i>Totals for Pa Pride, LLC:</i>				<u>\$4,950.00</u>	<u>\$0.00</u>		<u>\$4,950.00</u>		
PCEA									
PCEA	2020-2021DUES	10/21/2020	10/31/2020	\$25.00	\$0.00		\$25.00	10/31/2020	0
<i>Totals for PCEA:</i>				<u>\$25.00</u>	<u>\$0.00</u>		<u>\$25.00</u>		
Reinhart Food Service									
Reinhart Food Service	644152	9/29/2020	10/31/2020	\$769.11	\$0.00		\$769.11	10/31/2020	0
Reinhart Food Service	659875	10/20/2020	10/31/2020	\$157.70	\$0.00		\$157.70	10/31/2020	0
Reinhart Food Service	659017	10/20/2020	10/31/2020	\$535.99	\$0.00		\$535.99	10/31/2020	0
Reinhart Food Service	655860	10/20/2020	10/31/2020	\$68.00	\$0.00		\$68.00	10/31/2020	0
Reinhart Food Service	649786	10/6/2020	10/31/2020	\$361.18	\$0.00		\$361.18	10/31/2020	0
Reinhart Food Service	649775	10/6/2020	10/31/2020	\$243.41	\$0.00		\$243.41	10/31/2020	0
Reinhart Food Service	624905	9/2/2020	10/31/2020	\$72.10	\$0.00		\$72.10	10/31/2020	0
Reinhart Food Service	629914	9/10/2020	10/31/2020	\$41.24	\$0.00		\$41.24	10/31/2020	0
Reinhart Food Service	635051	9/17/2020	10/31/2020	\$114.20	\$0.00		\$114.20	10/31/2020	0
Reinhart Food Service	649968	10/6/2020	10/31/2020	\$680.20	\$0.00		\$680.20	10/31/2020	0
Reinhart Food Service	650304	10/7/2020	10/31/2020	\$34.99	\$0.00		\$34.99	10/31/2020	0
Reinhart Food Service	655488	10/13/2020	10/31/2020	\$696.82	\$0.00		\$696.82	10/31/2020	0
<i>Totals for Reinhart Food Service:</i>				<u>\$3,774.94</u>	<u>\$0.00</u>		<u>\$3,774.94</u>		
Sam Steever									
Sam Steever	10/2020EXPENSE	10/12/2020	10/31/2020	\$332.70	\$0.00		\$332.70	10/31/2020	0
<i>Totals for Sam Steever:</i>				<u>\$332.70</u>	<u>\$0.00</u>		<u>\$332.70</u>		
Scott Electric									
Scott Electric	2160918	9/18/2020	10/31/2020	\$393.57	\$0.00		\$393.57	10/31/2020	0
Scott Electric	2181219	9/30/2020	10/31/2020	\$257.40	\$0.00		\$257.40	10/31/2020	0

Vendor Name	Invoice Number	Invoice Date	Post Date	Invoice Balance	Potential Discount	Discount Expires On	Net Amount Due	Invoice Due Date	Days Past Due
Scott Electric	2163437	9/22/2020	10/31/2020	\$80.97	\$0.00		\$80.97	10/31/2020	0
Scott Electric	2163436	9/22/2020	10/31/2020	\$80.97	\$0.00		\$80.97	10/31/2020	0
Totals for Scott Electric:				\$812.91	\$0.00		\$812.91		
SJE FBO EnergyMark, LLC									
SJE FBO EnergyMark, LLC	1182530	10/31/2020	10/31/2020	\$50.00	\$0.00		\$50.00	10/31/2020	0
Totals for SJE FBO EnergyMark, LLC:				\$50.00	\$0.00		\$50.00		
Summit Township Sewer Authority									
Summit Township Sewer Authority	10/2020SEWER	10/12/2020	10/31/2020	\$250.69	\$0.00		\$250.69	11/10/2020	0
Totals for Summit Township Sewer Authority:				\$250.69	\$0.00		\$250.69		
Summit Township Water Authority									
Summit Township Water Authority	11/10/2020	10/2/2020	10/31/2020	\$448.00	\$0.00		\$448.00	11/10/2020	0
Totals for Summit Township Water Authority:				\$448.00	\$0.00		\$448.00		
Talent Assessment									
Talent Assessment	11250	8/14/2020	8/31/2020	\$2,000.00	\$0.00		\$2,000.00	8/31/2020	61
Totals for Talent Assessment:				\$2,000.00	\$0.00		\$2,000.00		
The Nutrition Group									
The Nutrition Group	4515	10/1/2020	10/31/2020	\$1,012.00	\$0.00		\$1,012.00	10/31/2020	0
Totals for The Nutrition Group:				\$1,012.00	\$0.00		\$1,012.00		
Times Publishing Company									
Times Publishing Company	26029	9/17/2020	10/31/2020	\$179.20	\$0.00		\$179.20	10/30/2020	1
Totals for Times Publishing Company:				\$179.20	\$0.00		\$179.20		
Unifirst Corporation									
Unifirst Corporation	1488164	10/20/2020	10/31/2020	\$77.90	\$0.00		\$77.90	10/31/2020	0
Unifirst Corporation	1488143	10/20/2020	10/31/2020	\$141.03	\$0.00		\$141.03	10/31/2020	0
Unifirst Corporation	1486618	10/13/2020	10/31/2020	\$77.90	\$0.00		\$77.90	10/31/2020	0
Unifirst Corporation	1486597	10/13/2020	10/31/2020	\$141.03	\$0.00		\$141.03	10/31/2020	0
Unifirst Corporation	1483489	9/29/2020	10/31/2020	\$141.03	\$0.00		\$141.03	10/31/2020	0
Unifirst Corporation	1483509	9/29/2020	10/31/2020	\$77.90	\$0.00		\$77.90	10/31/2020	0
Unifirst Corporation	1485041	10/6/2020	10/31/2020	\$80.24	\$0.00		\$80.24	10/31/2020	0
Unifirst Corporation	1485019	10/6/2020	10/31/2020	\$145.01	\$0.00		\$145.01	10/31/2020	0
Totals for Unifirst Corporation:				\$882.04	\$0.00		\$882.04		
Verizon Wireless									
Verizon Wireless	9864381973	10/7/2020	10/31/2020	\$325.19	\$0.00		\$325.19	10/30/2020	1
Totals for Verizon Wireless:				\$325.19	\$0.00		\$325.19		
Wagner Giblin Insurance									

Erie County Technical School

Open Invoice Report

PNC and NWSB - 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
Wagner Giblin Insurance	09/30/2020E&O	9/30/2020	10/31/2020	\$80.00	\$0.00		\$80.00	10/31/2020	0
<i>Totals for Wagner Giblin Insurance:</i>				<i>\$80.00</i>	<i>\$0.00</i>		<i>\$80.00</i>		
Welders Supply									
Welders Supply	271033	9/30/2020	10/31/2020	\$12.75	\$0.00		\$12.75	10/31/2020	0
Welders Supply	270136	8/31/2020	10/31/2020	\$13.03	\$0.00		\$13.03	10/31/2020	0
<i>Totals for Welders Supply:</i>				<i>\$25.78</i>	<i>\$0.00</i>		<i>\$25.78</i>		
GRAND TOTALS:				\$56,381.70	\$0.00		\$56,381.70		

Erie County Technical School

Open Invoice Report

PNC and NWSB - General Fund

Report name: New Open Invoice Report
Report format: Detail
Show invoices open as of: 10/31/2020
Calculate discounts as of today
Base invoice aging on: Due date
Include all invoice dates
Include all post dates
Include all due dates
Include all Post Statuses
Include all Invoices
Include all Vendors
Include these Banks: 10-01020, 10-01040
Include all Invoice Attributes
Include all Vendor Attributes

Erie County Technical School

Open Invoice Report

Capital Projects

Vendor Name	Invoice Number	Invoice Date	Post Date	Invoice Balance	Potential Discount	Discount Expires On	Net Amount Due	Invoice Due Date	Days Past Due
Considine Biebel & Company									
Considine Biebel & Company	PAYAPP#3	10/16/2020	10/31/2020	\$14,268.75	\$0.00		\$14,268.75	10/31/2020	0
Totals for Considine Biebel & Company:				\$14,268.75	\$0.00		\$14,268.75		
Keystone Electric									
Keystone Electric	PAYAPP#3	10/16/2020	10/31/2020	\$2,335.00	\$0.00		\$2,335.00	10/31/2020	0
Keystone Electric	PAY APP#2	10/19/2020	10/31/2020	\$7,200.00	\$0.00		\$7,200.00	10/31/2020	0
Totals for Keystone Electric:				\$9,535.00	\$0.00		\$9,535.00		
GRAND TOTALS:				\$23,803.75	\$0.00		\$23,803.75		

Erie County Technical School

Open Invoice Report

Capital Projects

Report name: New Open Invoice Report

Report format: Detail

Show invoices open as of: 10/31/2020

Calculate discounts as of today

Base invoice aging on: Due date

Include all invoice dates

Include all post dates

Include all due dates

Include all Post Statuses

Include all Invoices

Include all Vendors

Include these Banks: 31-01130

Include all Invoice Attributes

Include all Vendor Attributes



8500 Oliver Road, Erie, PA 16509

Joint Operating Committee - Meeting Minutes

Thursday, September 24, 2020

Work session - 6:00pm

- Chris Coughlin of HRCL Architects and George McMillan from H.F. Lenz discussed the building renovation plans and HVAC engineering options during the work session. Two options are available for HVAC – rooftop units or indoor air handler units. H.F. Lenz will develop cost estimates on the air handler units

Call to Order

Mr. Ring, JOC Chairman, called the regular meeting to order at 7:00 pm

Moment of Reflection and Pledge of Allegiance

Roll Call

Terri Birchard, Board Secretary, called the roll:

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

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

Agenda and Amendments

- a. financial Items – Section 8 (e)(ii) – updated Invoices Payable – General Fund
- b. Administrative and Human Resources Section 9 (b)(i) - Motion to accept the resignation of Matthew Walter effective October 12, 2020

Motion to approve the agenda and amendments

Moved for approval by Brink, with second by Rickrode

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 special meeting as presented

Moved for approval by Brink, with second by Rickrode

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

(Copy is filed with the official minutes)

Student Accomplishments/Highlights

2020 Patrick R. Loco Memorial Award nominees were reviewed with the JOC

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

Guests signed in and present: None

Important Items Coming to ECTS

Discussion regarding potential new program at ECTS. Options under consideration range from Homeland Security EMT-related course or STEM Mechatronics or Drone program

Operations

Donation of unused instructional materials

Motion to donate unused instructional material to the Crawford County Career and Technical Center's Electronics and Automotive Technologies programs

2020-2021 Priority Action Plan

Motion to approve the 2020-21 Priority Action Plan

Student Internship Agreement with Scott's Corporate Services, Inc.

Motion to approve the five year Student Internship Agreement with Scott's Corporate Services, Inc. as presented

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

PennDot has communicated a condemnation offer regarding the property in front of ECTS for a roundabout. Dr. Walker and Attorney Sennett have reviewed the written condemnation offer. Attorney Sennett discussed the mechanics of a property sale transaction versus a condemnation transaction noting that all eleven school boards would need to approve a sale transaction and then court approvals, including two independent appraisals, would be required for a sale transaction. Concerns were expressed by the JOC members about the close proximity of the roundabout to the ECTS front parking lots. Discussion occurred about requesting that PennDot cover the costs of a retaining barrier as a condition of accepting the condemnation offer. Attorney Sennett advised that there could be discussions held with PennDot regarding the offer amount and construction of a barrier to protect the ECTS front areas as part of the agreement prior to its finalization.

Motion to grant Attorney Sennett and Dr. Walker authority to negotiate with PennDot on a maximum condemnation offer, with a minimum base of \$43,500 in the original offer, and to seek inclusion of construction of a retaining barrier structure paid by PennDot to protect the ECTS front parking areas

Moved for approval by Bucksbee, with second by Brink

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

Motion to approve Operations Section of agenda

Moved for approval by Bucksbee, with second by Brink

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

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: August 2020
 - General Fund
 - Capital Projects Fund
 - Student Activities Fund
- Checks and Invoices:
 - General Fund Checks and Wire Transfers: August - \$206,602.31
 - General Fund Invoices Payable: \$130,712.52
 - Capital Projects Fund Checks: August – \$221,161.77
 - Capital Projects Invoices Payable - \$336,332.39
 - Student Activity Fund Checks: August - None
 - Student Activity Fund Invoices Payable - None
- VISA procurement card payment: August - \$14,410.04
- Treasurer's Report: August 2020

Motion to approve Financial Items Section of the agenda

Moved for approval by Mahoney with a second by Brink

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— None

Resignation - Walter

Motion to accept the resignation of Matthew Walter, Automotive Technologies Instructor, effective October 12, 2020

Part-Time Custodian - Conner

Motion to hire Jason Conner as a part-time custodian at a rate of \$16.68 per hour effective on or after September 25, 2020

Part-Time Secretary - Heberle

Motion to ratify the hire of Renee Heberle as a part-time secretary at a rate of \$16.75 per hour effective on or after September 7, 2020

Instructional Aide- Lytle

Motion to ratify the hire of Sharon Lytle as a part-time Instructional Aide at a rate of \$16.71 per hour effective on or after September 14, 2020

Instructional Aide - Brown

Motion to hire of Amanda Brown as a part-time Instructional Aide at a rate of \$16.71 per hour effective on or after October 5, 2020

Long-Term Substitute - Trippi

Motion to ratify the hire of Adam Trippi as the Long-Term Substitute Construction Trades Instructor for the 2020-2021 school year (one term)

Motion to approve Administrative and Human Resources Section of Agenda

Moved for approval by Mahoney, with second by Brink

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
- Principal

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 – Architectural Scavenger Hunt – Outdoor Walking Tour of Erie, PA;
September 29, 2020

National Technical Honor Society Fundraising

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

Motion to approve Statute-Related Business

Moved for approval by DiPlacido, with a second by Bucksbee

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 — Jeff Smith
 - Instructional Support Services Reports – Sandy Carr and Lesa Scalise
 - Secondary Program Enrollment Report
 - Transition Center Enrollment Report & Career Alternative Education Report
 - Disabled Population by Program
 - Disabled Population by District
 - Business Partnership Coordinator Report – Rob Eggleston
 - Enrollment and Community Engagement Coordinator Report – Lisa Sorenson
 - Career Planning Coordinator Report – Mary Foulkrod
 - RCTC Report
 - Board Action Items
-
- Next meeting: Thursday, October 22, 2020 at 6:00 p.m.

JOC Board Remarks and Comments - none

Adjournment

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

Mr. Ring, Chairperson, adjourned the meeting at 8:20 pm.

EXECUTIVE SESSION

An Executive Session was held for personnel matters after the meeting was adjourned

Minutes prepared by,

Terri L. Birchard, Secretary
Joint Operating Committee

Be-Attitude Students September 2020

Home School	Lab	Last	First	Be-Attitude	Grade
Fairview	Computer Programming	Pora	Daniel	Employable	11
Fairview	Culinary Arts	Varner	Emily	Employable	12
Fairview	Electrical Engineering	Reiland	Andrew	Employable	12
Fairview	Transition Center	Heidt	Brendan	Passionate	12
Girard	Auto Body Repair	Santry	Daniel	Respectful	11
Girard	Computer Networking	Mingoy	Jonathan	Involved	11
Girard	Tourism & Hospitality	Deutsch	Rylie	Dedicated	12
Harbor Creek	Early Childhood Education	Gasper	Caitlin	Passionate	12
Harbor Creek	Facility Maintenance Technology	Bokshan	Adam	Involved	12
Northwestern	Cosmetology	Severo	Charli	Involved	12
Northwestern	Drafting & Design	Brewster	Jonah	Employable	12
Northwestern	Health Assistant	Ball	Alyssa	Disciplined	10
Northwestern	Precision Machining	Ingro	Anthony	Involved	11
Seneca	Art & Design for Business	Larson	Leigh	Disciplined	12
Seneca	Automotive Technology	Butterfield	Edward	Passionate	10
Seneca	Construction Trades	Heverly	Elijah	Involved	12
Seneca	Metal Fabrication	Moore	Gavin	Employable	12
Union City	Graphic Arts	Myers	Misty	Employable	12

Erie County Technical School

2020 National Technical Honor Society Inductees

Advisors: Allison Marendt and Mariea Sargent

Fairview

Trevor Robinson

Computer Programming

Fort LeBoeuf

Madellyne Kruse

Health Assistant

Sara Snarski

Health Assistant

General McLane

Daniel Damore

Tourism & Hospitality Management

Girard

Julia Oakes

Computer Networking

Haile Graves

Cosmetology

Harbor Creek

Megan Huster

Art & Design For Business

Sierrah Dickson

Health Assistant

Iroquois

Kyle Eddinger

Computer Networking

Danni Kehl

Drafting & Design

Millcreek

Sabina Veysalova

Health Assistant

North East

Tristen Lynch

Computer Networking

Northwestern

Jonah Brewster

Drafting & Design

Union City

Misty Myers

Graphic Communications

Leanna McChesney

Tourism & Hospitality Management

Wattsburg

Leigh Larson

Art & Design For Business

Sharon Bisbee

Early Childhood Education

Keaton Henderson

Facility Maintenance

**Erie County Technical School
2020-2021 National Technical Honor Society Officers**

**Corey Buckner
President
Drafting & Design
Fairview High School**



**Nicole Matczak
Vice President
Drafting & Design
Fort LeBoeuf**



**Jacob Johnson
Treasurer
Computer Networking
North East**



**Aubrey Wishnok-Smith
Secretary
Health Assistant
Harbor Creek**



**Allison Marendt
Advisor**



**Mariea Sargent
Advisor**



ERIE COUNTY TECHNICAL SCHOOL

PROPOSED AGENDA ITEM

DATE: October 14, 2020

SUBJECT: FIRST READ

Policy Manual Section 100 Title Discrimination/Title IX Sexual Harassment
Affecting Students Code 103

Policy Manual Section 100 Title Discrimination/Title IX Sexual Harassment
Affecting Staff Code 104

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

INITIATED BY: Cat Doty, Administrative Services/Human Resources Coordinator

DESCRIPTION:

Title IX regulatory updates to Board Policy 103 and 104. See attached policies.

RECOMMENDATION:

Book	Policy Manual
Section	100 Programs
Title	Discrimination/Title IX Sexual Harassment Affecting Students
Code	103
Status	First Reading

Authority

The Joint Operating Committee declares it to be the policy of this school to provide an equal opportunity for all students to achieve their maximum potential through the programs **and activities** offered in the school without discrimination on the basis of race, color, age, creed, religion, sex, sexual orientation, **gender identity, gender expression**, 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 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 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 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 school and is prohibited at or, in the course of, school-sponsored programs or activities, including transportation to or from the school or 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.[\[18\]](#)[\[19\]](#)[\[20\]](#)[\[21\]](#)

This policy prohibits individuals from knowingly making false statements or knowingly submitting false information during the Title IX grievance process outlined in Attachment 3 and during other grievance processes established by Joint Operating Committee policy and procedures and/or the Student Code of Conduct. A violation of this prohibition by students may lead to discipline up to and including referral for expulsion.

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 school's website.

The Joint Operating Committee requires a notice stating that the school does not discriminate in any manner, including Title IX sexual harassment, in any 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 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.

This Policy 103 references two (2) documents, entitled "103 Attachment 2, Discrimination Complaint Procedures," and "Attachment 3, Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints." The Joint Operating Committee intends these two (2) attachments to be substantive components of this Policy and incorporates them by reference into this Policy as if fully set forth herein.

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 or the Title IX Coordinator**, even if some elements of the related incident took place or originated away from school grounds, school activities or 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 or Title IX Coordinator.

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 **or Title IX Coordinator**, 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 (or any other school employee who received the report) 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 and, if deemed to be necessary, the reporter if not the complainant, regarding the report to gather additional information as necessary, and to discuss the availability of supportive measures for the complainant. The Title IX Coordinator shall consider the complainant's wishes with respect to supportive measures.

The Title IX Coordinator shall conduct an assessment of the information supplied by the reporter and/or complainant to determine whether the reported circumstances, if presumed to be true, could constitute Title IX sexual harassment or retaliation. If they do not, they may be addressed through the Discrimination Complaint Procedures prescribed in

Attachment 2 to this policy. If the reported circumstances, if presumed to be true at this point in the process, meet the definition of Title IX sexual harassment, they shall be addressed through the Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints in Attachment 3. (Also refer to Attachment 3 on how to proceed if/when the complainant refuses to sign a Title IX formal complaint and is requesting that a formal complaint under Title IX not be filed by the Title IX Coordinator.). If the reported circumstances, presumed to be true, do not constitute either Title IX sexual harassment or retaliation nor conduct otherwise prohibited in this Policy 103 and Attachment 2, the Title IX Coordinator shall refer the report for follow-up under any other applicable Joint Operating Committee policies and/or the Student Code of Conduct.

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 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.[19][21][23]

If possible, the school will refrain from pursuing disciplinary action pursuant to the Student Code of Conduct until such time the Title IX grievance process has concluded. This means suspensions and expulsion referrals may be temporarily postponed until the conclusion of the Title IX grievance process when/if the school, in consultation with the Title IX Coordinator, determines that supportive measures and other non-punitive actions agreed to by the parties (ex: complainant and respondent voluntarily agree to stay away from each other; respondent voluntarily participates in the school's online/virtual education program or other alternative setting during the grievance process, etc.) result in there being no immediate threat to the physical health or safety of any student or other individual arising from the allegations during the grievance process period.

The respondent shall be provided with notice and provided an opportunity for due process, in accordance with law, regulations and Joint Operating Committee policy. When expulsion is necessary because continuation of educational services is not feasible, If, however, the school, in consultation with the Title IX Coordinator, after having taken an initial individualized safety and risk analysis, believes the respondent must be removed from the school's education program or activity on an emergency basis during the Title IX grievance process in order to address an immediate threat to the physical health or safety of an individual, the process outlined in detail in Attachment 3 shall be followed.

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]

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 school's legal and investigative obligations.[24][25][26][27][28]**

Retaliation

The Joint Operating Committee prohibits retaliation by **the school** or any other person against any person for: [\[27\]](#)

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 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 but not necessarily limited to race, color, age, creed, religion, sex, sexual orientation, **gender identity, gender expression,** 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 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 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. [\[26\]](#)[\[29\]](#)

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. [\[29\]](#)

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: [\[29\]](#)

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. [\[17\]](#)[\[23\]](#)[\[30\]](#)

Title IX sexual harassment means conduct on the basis of sex that satisfies one or more of the following: [\[29\]](#)

1. A 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 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:[\[31\]](#)
 - 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.[\[31\]](#)
- 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.[\[32\]](#)
- 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:[\[31\]](#)
 - i. Fear for their safety or the safety of others.
 - ii. Suffer substantial emotional distress.

Such conduct must have taken place during a 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 school exercises substantial control over both the respondent and the context in which the harassment occurs. Title IX applies to all of a school's education programs or activities, whether such programs or activities occur on-campus or off-campus.[\[25\]](#)[\[26\]](#)[\[29\]](#)

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 **Career Planning Coordinator as the school's Compliance Officer and Title IX Coordinator for students. The Compliance Officer/Title IX Coordinator for students can be contacted at: [\[33\]](#)**

Address: 8500 Oliver Road, Erie, PA 16509

Email: studenttitleixcoordinator@ects.org

Phone Number: 814-464-8673

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 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. School Support - **Assure** that like aspects of the 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 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, 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 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. **Temporary or permanent transfer to another school building, classroom or school bus.**
3. **Exclusion from 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][34]

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, gender identity, gender

expression, 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.

Legal

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. U.S. Const. Amend. XIV, Equal Protection Clause
16. Pol. 103.1
17. Pol. 218
18. Pol. 233
19. Pol. 317
20. Pol. 113.1
21. 42 U.S.C. 2000d et seq
22. Pol. 806
23. Pol. 113.2
24. 20 U.S.C. 1232g
25. 34 CFR 106.44

26. 34 CFR 106.45

27. 34 CFR 106.71

28. 34 CFR Part 99

29. 34 CFR 106.30

30. Pol. 113

31. 34 U.S.C. 12291

32. 20 U.S.C. 1092

33. 34 CFR 106.8

34. 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. 216

Pol. 220

Pol. 247

Pol. 249

Pol. 252

Pol. 320

Pol. 701

Pol. 815

Policy 103-Attach_1_Report_Form.DOCX (35 KB)

103-Attach 2 Discrimination.docx (41 KB)

103-Attach 4 ConfidentialityTemplateLetter.docx (21 KB)

103-Attach 3 Title IX.DOCX (80 KB)

Book	Policy Manual
Section	100 Programs
Title	Discrimination/Title IX Sexual Harassment Affecting Staff
Code	104
Status	First Reading

Authority

The Joint Operating Committee declares it to be the policy of this school to provide to all persons equal access to all categories of employment in this school, regardless of race, color, age, creed, religion, sex, sexual orientation, **gender identity, gender expression**, ancestry, national origin, marital status, genetic information, pregnancy or handicap/disability. The school shall make reasonable accommodations for identified physical and mental impairments that constitute disabilities, consistent with the requirements of federal and state laws and regulations.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)[\[12\]](#)

The Joint Operating Committee also declares it to be the policy of this 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 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. This policy prohibits individuals from knowingly making false statements or knowingly submitting false information during the Title IX complaint and/or grievance process. Any employee found to have violated this prohibition may be subject to discipline, up to and including dismissal.

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 school's website.

The Joint Operating Committee requires a notice stating that the school does not discriminate in any manner, including Title IX sexual harassment, in any 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 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.

The attachments referenced in this Policy 104 are hereby incorporated into this Policy as if fully set forth herein.

Reports of Title IX Sexual Harassment and Other Discrimination and Retaliation

The Joint Operating Committee encourages employees and third parties who believe they or others have been subject to **Title IX sexual harassment, other discrimination, harassment, and/or retaliation** to promptly report such incidents to **the building administrator, other administrator, Director of Human Resources/Personnel or the Title IX Coordinator. 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.**

If the building administrator or other administrator is the subject of a complaint, the complainant or the individual making the report shall submit the report of the incident directly to the Director of Human Resources/Personnel and/or the Title IX Coordinator.

The complainant or **the individual making the report may use the Discrimination/Sexual Harassment/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.

If a report of Discrimination/Sexual Harassment/Retaliation under this Policy relates to a school employee, the building administrator (or any other school employee who received the report) shall promptly notify the Director of Human Resources/Personnel and Title IX Coordinator of all reports of discrimination, Title IX sexual harassment or retaliation.

If the report involves potential sexual harassment, discrimination, and/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 for the complainant. The Title IX Coordinator shall consider the complainant's wishes with respect to supportive measures.

The Title IX Coordinator shall conduct an assessment of the information supplied by the reporter and/or complainant to determine whether the reported circumstances, if presumed to be true, could constitute Title IX sexual harassment or retaliation. The Title IX Coordinator may consult with the Director of Human Resources/Personnel and/or legal counsel when making this determination. If the reported circumstances, if presumed to be true at this point in the process, meet the definition of Title IX sexual harassment, they shall be addressed through the Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints in Attachment 3. (Also refer to Attachment 3 on how to proceed if/when the complainant refuses to sign a Title IX formal complaint and is requesting that a formal complaint under Title IX not be filed by the Title IX Coordinator.)

If the reported circumstances, even if presumed to be true, do not meet the definition of Title IX sexual harassment, they may be addressed through the Discrimination Complaint Procedures prescribed in Attachment 2 to this policy.

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 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.

Administrative Leave –

The school may elect to place an employee accused of discrimination, harassment, retaliation or other prohibited behavior on administrative leave pending further investigation, consistent with all rights under Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, and in accordance with state law and regulations, Joint Operating Committee policy and an applicable collective bargaining agreement or individual contract.

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 school's legal and investigative obligations.**[\[13\]](#)[\[14\]](#)[\[15\]](#)[\[16\]](#)[\[17\]](#)

Retaliation

The Joint Operating Committee prohibits retaliation by **the school** or any other person against any person for: [\[16\]](#)

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 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 they believe retaliation has 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, **gender identity, gender expression, genetic information,** 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 work performance, including when: [\[9\]](#)

1. Submission to such conduct is made explicitly or implicitly a term or condition of an employee's status; or
2. Submission to or rejection of such conduct is used as the basis for employment-related decisions affecting an employee; or
3. Such conduct is sufficiently severe, persistent or pervasive that a reasonable person in the complainant's position would find that it unreasonably interferes with the complainant's performance at work or otherwise creates an intimidating, hostile, or offensive working environment such that it alters the complainant's working conditions.

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 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. [\[15\]](#)[\[18\]](#)

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.[\[18\]](#)

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:[\[18\]](#)

1. **Counseling or Employee Assistance Program.**
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 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.**

Title IX sexual harassment means conduct on the basis of sex that satisfies one or more of the following:[\[18\]](#)

1. **A 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 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:**[\[19\]](#)
 - 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.[\[19\]](#)

- 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.[\[20\]](#)
- 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:[\[19\]](#)

- i. **Fear for their safety or the safety of others.**

- ii. **Suffer substantial emotional distress.**

Such conduct must have taken place during a 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 school exercises substantial control over both the respondent and the context in which the harassment occurs. Title IX applies to all of a school's education programs or activities, whether such programs or activities occur on-campus or off-campus.[\[14\]](#)[\[15\]](#)[\[18\]](#)

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 **Administrative Services/Human Resources Coordinator as the school's Compliance Officer and Title IX Coordinator for staff. The Compliance Officer/Title IX Coordinator for staff can be contacted at:** [\[21\]](#)

Address: 8500 Oliver Road, Erie, PA 16509

Email: stafftitleixcoordinator@ects.org

Phone Number: 814-464-8660

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 school's** nondiscrimination procedures in the following areas, **as appropriate**:

1. Review - Review of personnel practices and actions for discriminatory bias and compliance with laws against discrimination to include monitoring and recommending corrective measures when appropriate to written position qualifications, job descriptions and essential job functions; recruitment materials and practices; procedures for screening applicants; application and interviewing practices for hiring and promotions; school designed performance evaluations; review of planned employee demotions, non-renewal of contracts, and proposed employee disciplinary actions up to and including termination.
2. Training - **Provide** training for supervisors and staff to prevent, identify and alleviate problems of employment discrimination.

3. Resources - Maintain and provide information to staff on resources available to alleged victims 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. **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 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 school's website.

Disciplinary Consequences

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.[22][23][24]

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, genetic information, 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.

Legal

1. 43 P.S. 336.3
2. 43 P.S. 951 et seq
3. 34 CFR Part 106
4. 20 U.S.C. 1681 et seq
5. 29 U.S.C. 206
6. 29 U.S.C. 621 et seq
7. 29 U.S.C. 794
8. 42 U.S.C. 1981 et seq
9. 42 U.S.C. 2000e et seq
10. 42 U.S.C. 2000ff et seq
11. 42 U.S.C. 12101 et seq
12. U.S. Const. Amend. XIV, Equal Protection Clause
13. 20 U.S.C. 1232g
14. 34 CFR 106.44
15. 34 CFR 106.45
16. 34 CFR 106.71
17. 34 CFR Part 99
18. 34 CFR 106.30
19. 34 U.S.C. 12291
20. 20 U.S.C. 1092
21. 34 CFR 106.8
22. Pol. 317
23. Pol. 317.1
24. Pol. 806
- 16 PA Code 44.1 et seq
- 18 Pa. C.S.A. 2709
- 28 CFR 35.140
- 28 CFR Part 41
- 29 CFR Parts 1600-1691
- EEOC Enforcement Guidance on Harris v. Forklift Sys., Inc., November 9, 1993
- EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors, June 18, 1999
- EEOC Policy Guidance on Current Issues of Sexual Harassment, March 19, 1990
- Burlington Industries, Inc. v. Ellerth, 524 U.S. 742 (1998)
- Faragher v. City of Boca Raton, 524 U.S. 775 (1998)
- Pol. 320
- Pol. 815

Policy 104_Attachment 1 Report Form.DOCX (42 KB)

104-Attach 2 Discrimination.DOCX (44 KB)

Policy104-Attach_3_Title_IX.DOCX (75 KB)



AGENDA ITEM

MEETING DATE: October 22, 2020

SUBJECT: Donation from Iron Peak Industries, Mr. Luke Mortenson

SUBMITTED BY: Joe Tarasovitch

DESCRIPTION: Never used 65 AMP E-SAB Plasma Cutter.

Mr. Taylor, the Metal Technology Fabrication instructor indicated that this piece of equipment will be an upgrade in the lab and will be used to support the “hands-on” lab activities in the MTF lab.

RECOMMENDATION: Motion to accept the Donation of the 65 AMP E-SAB Plasma Cutter from Iron Peak Industries, Mr. Luke Mortenson.

Business Manager's Report
September 2020

Prepared by Terri Birchard
Business Manager

1

General Ledger Bank Account Balances		September 30, 2020	August 31, 2020	Change
General Fund Cash & Investment Accounts				
PNC, PSDLAF, ERIEBank, NWSB		\$ 1,644,567.39	\$ 1,963,495.29	\$ (318,927.90)
Capital Projects Fund, PSDLAF, NWSB & PNC		\$ 674,451.48	\$ 715,124.60	\$ (40,673.12)
Student Activities Fund-PNC & NWSB		\$ 12,413.28	\$ 12,206.23	\$ 207.05
Flexible Spending Acct - PNC		\$ 13,020.85	\$ 12,880.05	\$ 140.80
Total All Funds - Bank Balances		\$ 2,344,453.00	\$ 2,703,706.17	\$ (359,253.17)

2

General Fund (Fund 10)		September 30, 2020			August 31, 2020		
Revenue and Expenditure Summary		Annual Budget	YTD Actual	%	Annual Budget	YTD Actual	%
ECTS-High School							
Fund Balances - July 1, 2020							
Fund Balance-Unassigned-(High School)	\$ 432,367	\$ 244,881			\$ 432,367	\$ 244,881	
Fund Balance-Assigned PSERS	\$ 282,975	\$ 318,800			\$ 282,975	\$ 318,800	
Fund Balance - Assigned - COVID Activities	\$ -	\$ 350,000			\$ -	\$ 350,000	
Fund Balance - Assigned - Equipment Purchase	\$ -	\$ 37,500			\$ -	\$ 37,500	
Fund Balance - Assigned - New Program	\$ 250,000	\$ 250,000			\$ 250,000	\$ 250,000	
Fund Balance-Non-Spendable-Inventory	\$ 93,406	\$ 93,406			\$ 93,406	\$ 93,406	
	\$ 1,058,748	\$ 1,294,587			\$ 1,058,748	\$ 1,294,587	
Revenue-Local Sources & Districts	\$ 4,676,025	\$ 1,092,126	23.36%		\$ 4,676,025	\$ 730,060	15.61%
Revenue-All Other Sources	\$ 1,778,286	\$ 339,437	19.09%		\$ 1,778,286	\$ 181,165	10.19%
Total Revenue	\$ 6,454,311	\$ 1,431,563			\$ 6,454,311	\$ 911,225	
Expenditure and reserve	\$ 6,454,311	\$ 1,483,637	22.99%		\$ 6,454,311	\$ 922,727	14.30%
Change	\$ -	\$ (52,073)			\$ -	\$ (11,502)	
Fund Balances							
Fund Balance-Unassigned-(High School)	\$ 432,367	\$ 192,808			\$ 432,367	\$ 233,379	
Fund Balance-Assigned PSERS	\$ 282,975	\$ 318,800			\$ 282,975	\$ 318,800	
Fund Balance - Assigned - COVID Activities	\$ -	\$ 350,000			\$ -	\$ 350,000	
Fund Balance - Assigned - Equipment Purchase	\$ -	\$ 37,500			\$ -	\$ 37,500	
Fund Balance - Assigned - New Program	\$ 250,000	\$ 250,000			\$ 250,000	\$ 250,000	
Fund Balance-Non-Spendable-Inventory	\$ 93,406	\$ 93,406			\$ 93,406	\$ 93,406	
	\$ 1,058,748	\$ 1,242,514			\$ 1,058,748	\$ 1,283,085	
		September 30, 2020			August 31, 2020		
RCTC		Annual Budget	YTD Actual	%	Annual Budget	YTD Actual	%
Fund Balance July 1, 2020	\$ 217,986	\$ 226,738			\$ 217,986	\$ 226,738	
Revenue	\$ 459,105	\$ 94,786	20.65%		\$ 459,105	\$ 54,649	11.90%
Expenditure and reserve	\$ 459,105	\$ 69,851	15.21%		\$ 459,105	\$ 36,800	8.02%
Change	\$ -	\$ 24,935			\$ -	\$ 17,849	
Fund Balance-Assigned-RCTC	\$ 217,986	\$ 251,673			\$ 217,986	\$ 244,587	

Business Manager's Report
September 2020

Prepared by Terri Birchard
Business Manager

3

ECTS Capital Projects Fund (Fund 31) Revenue and Expenditure Summary		September 30, 2020			August 31, 2020		
	Annual Budget	YTD Actual		%	Annual Budget	YTD Actual	%
Fund Balance-July 1, 2020							
Assigned-Transition Center	\$ -	\$ -			\$ -	\$ -	
Assigned-Capital Projects	\$ 282,229	\$ 584,362			\$ 282,229	\$ 584,362	
	\$ 282,229	\$ 584,362			\$ 282,229	\$ 584,362	
Plus:							
Transfers from General Fund	\$ 75,000	\$ -		0.00%	\$ 75,000	\$ -	0.00%
School District Contributions - Pre Bid Documents	\$ -	\$ 234,390			\$ -	\$ 234,390	
Interest	\$ 650	\$ 286		44.01%	\$ 650	\$ 76	11.70%
	\$ 75,650	\$ 234,676			\$ 75,650	\$ 234,466	
Less:							
School car	\$ -	\$ -		0.00%	\$ -	\$ -	0.00%
HS Copier	\$ -	\$ -		0.00%	\$ -	\$ -	0.00%
Copier - GRA	\$ -	\$ -		0.00%	\$ -	\$ -	0.00%
Network system - server software	\$ 19,500	\$ -		0.00%	\$ 19,500	\$ -	0.00%
Faculty laptop replacements	\$ 15,700	\$ -		0.00%	\$ 15,700	\$ -	0.00%
Technology - overpayment refund	\$ -	\$ (42,971)			\$ -	\$ -	
Classroom Projection	\$ 10,000	\$ -		0.00%	\$ 10,000	\$ -	0.00%
Fire Alarm Project	\$ -	\$ 12,894			\$ -	\$ 12,894	
Secure Vestibule Project	\$ -	\$ 126,748			\$ -	\$ 38,264	
School District - Pre-Bid Documents	\$ -	\$ -			\$ -	\$ -	
Other - Production Server Replacement	\$ -	\$ -		0.00%	\$ -	\$ -	0.00%
	\$ 45,200	\$ 96,671			\$ 45,200	\$ 51,158	
Fund Balance							
Assigned-Transition Center	\$ -	\$ -			\$ -	\$ -	
Assigned-Capital Projects	\$ 312,679	\$ 722,367			\$ 312,679	\$ 767,670	
	\$ 312,679	\$ 722,367			\$ 312,679	\$ 767,670	

Business Manager's Report
September 2020

Prepared by Terri Birchard
Business Manager

4

Student Activity Fund (Fund 81)

September 30, 2020

August 31, 2020

	YTD-Actual	YTD-Actual
<u>Fund Balances- July 1, 2019</u>		
Designated-SkillsUSA	\$ 5,191	\$ 5,191
Designated -Other	\$ 4,052	\$ 4,052
Designated-NTHS	\$ 2,153	\$ 2,153
	\$ 11,396	\$ 11,396
<u>Revenue + Transfers</u>		
SkillsUSA/Other	\$ -	\$ 1,148
Make-A-Wish/Community Blood Bank/Other	\$ -	\$ -
National Technical Honor Society	\$ -	\$ 60
	\$ -	\$ 1,207
<u>Expenditure</u>		
SkillsUSA	\$ -	\$ 236
Make-A-Wish/Community Blood Bank/Other	\$ -	\$ -
National Technical Honor Society	\$ -	\$ 236
	\$ -	\$ 473
<u>Fund Balances- YTD</u>		
Assigned-SkillsUSA/Other	\$ 5,191	\$ 6,102
Assigned -Other	\$ 4,052	\$ 4,052
Assigned-NTHS	\$ 2,153	\$ 1,976
	\$ 11,396	\$ 12,130

Business Manager's Report
September 2020

Prepared by Terri Birchard
Business Manager

5

NOREBT-ECTS	Medical/ Rx	Dental/Vision	Total
Per Employee Per Month	\$ 1,283	\$ 85	\$ 1,368
Account Balance July 1, 2020, Per NOREBT Statement	\$ 498,770	SELF FUNDED - NA	\$ 498,770
	\$ -		\$ -
Account Balance July 1, 2020, Adjusted for June claims	\$ 498,770		\$ 498,770
Plus: YTD Contributions+receipts	\$ 118,594		\$ 118,594
Plus: Prescription formulary rebate	\$ 1,392		\$ 1,392
Plus: Interest allocation/Loyalty credit	\$ 2,668		\$ 2,668
Plus: reimbursement from excess loss fund	\$ -		\$ -
	\$ 122,654		\$ 122,654
Less: YTD gross claims	\$ (75,300)		\$ (75,300)
Less: YTD gross claims- prescription	\$ (29,004)		\$ (29,004)
Less: Claims Administration	\$ (4,650)		\$ (4,650)
Less: Stop Loss insurance	\$ (5,125)		\$ (5,125)
Less: reinsurance for large claims over 45K	\$ (20,428)		\$ (20,428)
Less: Miscellaneous Admin (Legal/ACA Fees/Audit)	\$ (5,325)		\$ (5,325)
Less: other expense- Wellness contribution	\$ (255)		\$ (255)
Less: Admin expenses/stop-loss ins	\$ (278)		\$ (278)
Less: Total YTD claims/exps.	\$ (140,365)		\$ (140,365)
Total YTD claims and expenses			
YTD contributions less expenses	\$ (17,711)		\$ (17,711)
Account balance - 8/31/2020 per NOREBT Statement	\$ 481,059	SELF FUNDED - NA	\$ 481,059
Months of claims + expenses in reserve	41.1	Cash Balances - BAI	41.1
avg monthly claims + expenses	\$ 11,697		\$ 11,697

Other information

- A. Preparing AFR for submission to PDE
- B. Working on quarterly reconciliation submissions for federal/state grants
- C. Starting budget for 2021-2022
- D.

**Erie County Technical School
Treasurer's Report**

General Fund - PNC - Depository Account - NWSB		September 2020	August 2020
Beginning Cash Balance - PNC/NWSB		\$ 316,476.11	\$ 267,833.45
Plus: Receipts			
Receipts Deposited		220,343.78	500,759.10
Tfr from other accounts		0.00	0.00
Credit card receipts		9,180.60	6,281.72
Total Receipts		\$ 229,524.38	\$ 507,040.82
Less: Disbursements			
Checks Disbursements		208,817.85	191,079.31
Wire/ACH payments-taxes/fees/ RCTC Credit Card Refunds		1,113.32	15,833.45
Tfr to other accounts - FLEX/Vision/Dental/Food Service Fund		10,035.40	1,485.40
ACH transfers to PSDLAF		0.00	250,000.00
Total disbursements		\$ 219,966.57	\$ 458,398.16
Ending Cash Balance - PNC/NWSB General Fund		\$ 326,033.92	\$ 316,476.11
General Fund - PSDLAF/PSDMAX/Investments		September 2020	August 2020
Beginning Cash Balance - PSDLAF		\$ 723,794.71	\$ 454,706.97
Plus: Receipts			
Transfers from PNC-Erie		0.00	250,000.00
Void Add-backs		0.00	0.00
PSDLAF/PSDMAX interest		4.66	3.50
Social Security Subsidy direct deposit		0.00	28,097.90
Retirement Subsidy direct deposit		130,791.48	0.00
Vocational Ed Subsidy direct deposit		0.00	126,203.77
Other revenues - PSERS/Payroll adjustment/Equipment grant/RCTC tuit		0.00	2,500.00
Federal/State program grant direct deposit - Perkins		27,480.50	83,189.00
Total Receipts		\$ 158,276.64	\$ 489,994.17
Less: Disbursements			
Check Disbursements		0.00	0.00
Payroll, VISA and ACH payments out		242,091.93	200,858.85
PSERS Employer/Employee Payment		243,958.16	20,047.58
TFR to other accounts/funds - Capital Projects Fund		0.00	0.00
Total Disbursements		\$ 486,050.09	\$ 220,906.43
Ending Cash Balance - PSDLAF		\$ 396,021.26	\$ 723,794.71
ERIEBank		September 2020	August 2020
Beginning Cash Balance-ERIEBank		\$ 922,512.21	\$ 922,511.64
Plus: Receipts			
Receipts Deposited		0.00	0.00
Interest		0.25	0.57
Unrealized gains/losses		0.00	0.00
Total Receipts		\$ 0.25	\$ 0.57
Less: Disbursements			
Checks returned-credit fees-credit card refunds		0.00	0.00
Wire/ACH payments-taxes/fees - bi-annual investment 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		\$ 922,512.46	\$ 922,512.21
		\$ 2,705.06	\$ 2,704.81
		\$ 919,808.18	\$ 919,808.18
		\$ 922,512.46	\$ 922,512.21

**Erie County Technical School
Treasurer's Report**

General Fund Section 125-PNC		September 2020	August 2020
Beginning Cash Balance-PNC		\$ 12,385.45	\$ 12,880.05
Plus Receipts			
Receipts Deposited		1,535.40	1,485.40
Transfers from other accounts		0.00	0.00
Total Receipts		\$ 1,535.40	\$ 1,485.40
Less Disbursements			
Check Disbursements		900.00	1,980.00
Other Disbursements		0.00	0.00
		\$ 900.00	\$ 1,980.00
Ending Cash Balance-PNC		\$ 13,020.85	\$ 12,385.45
General Fund -Dental and Vision Claims - PNC		September 2020	August 2020
Beginning Cash Balance-PNC		\$ 6,765.03	\$ 10,704.01
Plus Receipts			
Receipts Deposited		0.00	0.00
Transfers from other accounts		8,500.00	0.00
Total Receipts		\$ 8,500.00	\$ -
Less Disbursements			
Check Disbursements		3,730.00	3,938.98
Other Disbursements		0.00	0.00
		\$ 3,730.00	\$ 3,938.98
Ending Cash Balance-PNC		\$ 11,535.03	\$ 6,765.03
	Dental	7,777.35	4,389.35
	Vision	3,757.68	2,375.68
		\$ 11,535.03	\$ 6,765.03
Capital Projects Fund - PSDLAF / PNC / NWSB Accounts		September 2020	August 2020
Beginning Cash and Investments Balance- PSDLAF		\$ 715,124.60	\$ 725,565.39
Plus Receipts			
Transfers from General Fund-per budget		0.00	0.00
School District Pre-bid documents		18,406.29	210,717.88
Refund of overpayment		42,650.00	
Interest posted		209.98	3.10
Total Receipts		\$ 61,266.27	\$ 210,720.98
Less disbursements			
Less transfers to General Fund		0.00	0.00
Less Checks		101,939.39	221,161.77
Less Checks issued - PreBid Documents		0.00	0.00
		\$ 101,939.39	\$ 221,161.77
Ending Cash and Investments Balance - PSDLAF		\$ 674,451.48	\$ 715,124.60
	PNC account	15,554.80	15,554.80
	NWSB account	396,106.32	336,782.15
	PSDMAX account	262,790.36	362,787.65
		\$ 674,451.48	\$ 715,124.60

**Erie County Technical School
Treasurer's Report**

Student Activity Fund - PNC / NWSB (For Information)		September 2020	August 2020
Beginning Cash Balance - PNC		\$ 12,206.25	\$ 12,394.36
Plus Receipts			
SkillsUSA-Receipts	103.50		0.00
COS Funds-Transfer from General Fund	0.00		0.00
NTHS-Receipts	103.50		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		0.01
Total Receipts	\$ 207.03	\$ 0.01	
Less SkillsUSA-disbursements-checks/fees, adjustments	0.00		94.06
Less Make A Wish/Blood Bank-disbursements-checks/fees	0.00		0.00
Less NTHS-disbursements-checks/fees	0.00		94.06
	\$ -	\$ 188.12	
Ending Cash Balance - PNC / NWSB	\$ 12,413.28	\$ 12,206.25	
SkillsUSA	6,700.24		6,596.74
Blood Bank/Other	460.00		460.00
Make A Wish	3,591.68		3,591.68
NTHS	1,661.35		1,558.50
	\$ 12,413.27	\$ 12,206.92	

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, to September 30, 2020

		<u>7/1/2020 9/30/2020</u>
Revenues		
10-46510-000-000-00-000-000	INTEREST INCOME	\$409.83
10-46530-000-000-00-000-000	Gains Or Losses On Sale Of Investmen	\$0.00
10-46790-000-000-00-000-000	Student Fees - Supplies / Uniforms	\$0.00
10-46910-000-000-00-000-000	Facility Rental	\$3,891.75
10-46943-000-000-00-000-000	Adult Education Tuition - Secondary P	\$0.00
10-46943-000-000-03-000-000	Adult Education Tuition - Secondary P	\$0.00
10-46946-000-000-01-000-000	FAIRVIEW SD	\$50,125.50
10-46946-000-000-02-000-000	FORT LEOEUF SD	\$103,726.74
10-46946-000-000-03-000-000	GENERAL MCLANE SD	\$94,885.50
10-46946-000-000-04-000-000	GIRARD SD	\$112,018.50
10-46946-000-000-05-000-000	HARBOR CREEK SD	\$104,051.01
10-46946-000-000-06-000-000	IROQUOIS SD	\$61,840.74
10-46946-000-000-07-000-000	MILLCREEK SD	\$201,413.01
10-46946-000-000-08-000-000	NORTH EAST SD	\$104,297.76
10-46946-000-000-09-000-000	NORTHWESTERN SD	\$76,933.50
10-46946-000-000-10-000-000	UNION CITY SD	\$79,211.49
10-46946-000-000-11-000-000	WATTSBURG SD	\$83,373.75
10-46946-000-000-92-000-000	DISTRICTS-ALTERNATIVE EDUCAT	\$0.00
10-46946-000-000-94-000-000	DISTRICTS- TRANSITION CENTER	\$0.00
10-46969-000-000-00-000-000	Other Contracted Services - ECVTS/C	\$0.00
10-46990-000-000-00-000-000	MISCELLANEOUS REVENUE	\$3,427.34
10-46992-000-000-00-000-000	INSURANCE PAYMENTS-INDIVI	\$12,519.99
10-47220-000-000-00-000-000	VOCATIONAL EDUCATION SUBS	\$126,203.77
10-47360-000-000-00-000-000	Safe Schools - SRO Grant	\$0.00
10-47361-000-360-00-000-000	PCCD School Safety & Security Gra	\$0.00
10-47369-000-360-00-000-000	Safe Schools Grant - SRO / Equipmen	\$0.00
10-47509-000-000-00-000-000	CTE SUPP EQUIPMENT GRANT-STA	\$0.00
10-47810-000-000-00-000-000	SOCIAL SECURITY REIMBURSEME	\$0.00
10-47820-000-000-00-000-000	RETIREMENT REIMBURSEMENT	\$130,791.48
10-48521-000-000-00-000-000	PERKINS LOCAL PLAN	\$82,441.50
10-48521-000-663-00-000-000	PERKINS LOCAL PLAN	\$0.00

Erie County Technical School

Statement of Activities - General Fund

July 1, to September 30, 2020

		<u>7/1/2020 9/30/2020</u>
10-48749-000-987-00-000-000	PCCD COVID 19 Health and Safety G	\$0.00
10-49400-000-000-00-000-000	Sale of / Compen-loss of Fixed AssT	\$0.00
10-46943-100-000-00-000-000	RCTC PART TIME TUITION	\$92,554.01
10-46943-100-000-01-000-000	RCTC BOOKSTORE SALES	\$603.25
10-46990-100-000-00-000-000	RCTC - Refunds And Other Miscella	\$1,628.70
10-47220-100-000-00-000-000	VOCATIONAL EDUCATION SUBS	\$0.00
10-47810-100-000-00-000-000	SOCIAL SECURITY REIMBURSEME	\$0.00
10-47820-100-000-00-000-000	RETIREMENT REIMBURSEMENT	\$0.00
Total Revenues		<u>\$1,526,349.12</u>

Expenses

10-99990-000-000-00-000-000	General Fund Closing	\$0.00
10-62620-100-360-00-000-000	PCCD COVID 19 School Safety Per	\$13,879.16
10-61610-110-100-40-000-000	RCTC - Manager Salaries	\$9,725.39
10-62260-110-000-00-000-000	Curriculum Development - Salary	\$42,701.24
10-62310-110-000-00-000-000	Board Services - Salary	\$659.61
10-62360-110-000-00-000-000	Director Services - Salary	\$31,190.54
10-62380-110-000-00-000-000	Principal/High School Secretary - Prin	\$30,798.25
10-62411-110-000-00-000-000	Health Services - Student Health Svcs C	\$0.00
10-62511-110-000-00-000-000	Business Services - Business Office M	\$21,410.04
10-62611-110-000-00-000-000	Maintenance Supervisor - Salary	\$18,396.50
10-62830-110-000-00-000-000	HR-QUALITY- EAP	\$0.00
10-62831-110-000-00-000-000	HR/Quality - Coordinator Salary	\$8,205.75
10-62840-110-000-00-000-000	Technology Services - Admin Salary	\$20,010.59
10-61290-120-000-00-000-000	Transition Center - Salary	\$4,133.90
10-61320-120-000-00-000-000	Tourism/Hospitality - Salary	\$12,621.38
10-61330-120-000-00-000-000	Health Assistant - Salary	\$19,691.34
10-61341-120-000-00-000-000	Early Childhood Education - Salary	\$11,535.82
10-61342-120-000-00-000-000	Culinary - Salary	\$23,378.53
10-61370-120-000-00-000-000	Technical Instruction - Salary	\$40,428.31
10-61380-120-000-00-000-000	Trade and Industrial - Salary	\$181,957.02

Erie County Technical School

Statement of Activities - General Fund

July 1, to September 30, 2020

		<u>7/1/2020 9/30/2020</u>
10-61390-120-000-00-000-000	Other Voc Ed - Salary	\$25,235.21
10-61610-120-100-40-000-000	RCTC - Instructor Salary	\$405.00
10-62122-120-000-00-000-000	Pupil Personnel - Counselor Salary	\$24,382.86
10-63210-120-000-00-000-000	Student Activity - Advisors	\$0.00
10-61290-121-000-00-000-000	Transition Center - Substitute Wages	\$0.00
10-61380-121-000-00-000-000	Trade and Industrial - Substitutes	\$0.00
10-62411-130-000-00-000-000	Health Services - Health Service Coord	\$0.00
10-62419-130-000-00-000-000	Health Services - Supplemental School	\$4,455.92
10-61442-140-000-00-000-000	Career Alternative Education - Secreta	\$2,524.68
10-61610-140-100-40-000-000	RCTC - Secretary Salary	\$221.10
10-62122-140-000-00-000-000	Pupil Personnel - Co-op Salary	\$5,851.39
10-62380-140-000-00-000-000	Principal/High School Secretary - HS S	\$10,538.15
10-62511-140-000-00-000-000	Business Services - Business Office S	\$8,954.32
10-62840-140-000-00-000-000	Technology Services -Classified-Assi	\$10,800.17
10-61290-141-000-00-000-000	Transition Center - Aide Wages	\$3,422.31
10-61380-141-663-00-000-000	Trade and Industrial - Aides (Perkins)	\$8,710.32
10-62619-180-000-00-000-000	Maintenance/Custodial - Salary	\$52,842.43
10-61290-213-000-00-000-000	Transition Center - Life Insurance	\$0.00
10-61320-213-000-00-000-000	Tourism/Hospitality - Life Insurance	\$0.00
10-61330-213-000-00-000-000	Health Assistant - Life Insurance	\$0.00
10-61341-213-000-00-000-000	Early Childhood Education - Life Insu	\$0.00
10-61342-213-000-00-000-000	Culinary - Life Insurance	\$0.00
10-61370-213-000-00-000-000	Technical Instruction - Life Insurance	\$0.00
10-61380-213-000-00-000-000	Trade and Industrial - Life Insurance	\$2,131.48
10-61380-213-663-00-000-000	Trade and Industrial - Life Insurance (	\$0.00
10-61390-213-000-00-000-000	Other Voc Ed - Life Insurance	\$0.00
10-61442-213-000-00-000-000	Career Alternative Education - Life In	\$0.00
10-61610-213-100-40-000-000	RCTC - Life Insurance	\$0.00
10-62122-213-000-00-000-000	Pupil Personnel - Life Insurance	\$0.00
10-62260-213-000-00-000-000	Curriculum Development - Life Insura	\$0.00
10-62360-213-000-00-000-000	Director Services - Life Insurance	\$0.00
10-62380-213-000-00-000-000	Principal/High School Secretary - Life I	\$0.00
10-62411-213-000-00-000-000	Health Services - Life Insurance	\$0.00

Erie County Technical School

Statement of Activities - General Fund

July 1, to September 30, 2020

		<u>7/1/2020 9/30/2020</u>
10-62511-213-000-00-000-000	Business Services - Life Insurance	\$0.00
10-62611-213-000-00-000-000	Maintenance/Custodial - Life Insuran	\$0.00
10-62619-213-000-00-000-000	Maintenance/Custodial - Life Insuran	\$0.00
10-62830-213-000-00-000-000	HR-QUALITY- EAP	\$0.00
10-62831-213-000-00-000-000	HR/Quality - Life Insurance	\$0.00
10-62840-213-000-00-000-000	Technology Services - Life Insurance	\$0.00
10-61290-214-000-00-000-000	Transition Center - LTD Insurance	\$0.00
10-61320-214-000-00-000-000	Tourism/Hospitality - LTD Insurance	\$0.00
10-61330-214-000-00-000-000	Health Assistant - LTD Insurance	\$0.00
10-61341-214-000-00-000-000	Early Childhood Education - LTD Insu	\$0.00
10-61342-214-000-00-000-000	Culinary - LTD Insurance	\$0.00
10-61370-214-000-00-000-000	Technical Instruction - LTD Insurance	\$0.00
10-61380-214-000-00-000-000	Trade and Industrial - LTD Insurance	\$2,669.29
10-61380-214-663-00-000-000	Trade and Industrial - LTD Insurance (	\$0.00
10-61390-214-000-00-000-000	Other Voc Ed - LTD Insurance	\$0.00
10-61442-214-000-00-000-000	Career Alternative Education - LTD I	\$0.00
10-62122-214-000-00-000-000	Pupil Personnel - LTD Insurance	\$0.00
10-62260-214-000-00-000-000	Curriculum Development - LTD Insur	\$0.00
10-62310-214-000-00-000-000	Board Services - LTD Insurance	\$0.00
10-62360-214-000-00-000-000	Director Services - LTD Insurance	\$0.00
10-62380-214-000-00-000-000	Principal/High School Secretary - LTD	\$0.00
10-62511-214-000-00-000-000	Business Services - LTD Insurance	\$0.00
10-62611-214-000-00-000-000	Maintenance Supervisor - LTD Insura	\$0.00
10-62619-214-000-00-000-000	Maintenance/Custodial - LTD Insura	\$0.00
10-62830-214-000-00-000-000	HR-QUALITY- EAP	\$0.00
10-62831-214-000-00-000-000	HR/Quality - LTD Insurance	\$0.00
10-62840-214-000-00-000-000	Technology Services - LTD Insurance	\$0.00
10-61290-220-000-00-000-000	Transition Center - Social Security	\$577.02
10-61320-220-000-00-000-000	Tourism/Hospitality - Social Security	\$962.31
10-61320-220-360-00-000-000	SALARY-LODGING MANAGEMEN	\$0.00
10-61330-220-000-00-000-000	Health Assistant - Social Security	\$1,459.65
10-61341-220-000-00-000-000	Early Childhood Education - Social Se	\$877.46
10-61342-220-000-00-000-000	Culinary - Social Security	\$1,750.27

Erie County Technical School

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July 1, to September 30, 2020

		<u>7/1/2020 9/30/2020</u>
10-61370-220-000-00-000-000	Technical Instruction - Social Security	\$3,069.15
10-61380-220-000-00-000-000	Trade and Industrial - Social Security	\$13,734.22
10-61380-220-663-00-000-000	Trade and Industrial - Social Security (	\$666.34
10-61390-220-000-00-000-000	Other Voc Ed - Social Security	\$1,922.00
10-61442-220-000-00-000-000	Career Alternative Education - Social S	\$193.14
10-61610-220-000-00-000-000	RCTC - Social Security	\$0.00
10-61610-220-100-40-000-000	RCTC - Social Security	\$791.89
10-62122-220-000-00-000-000	Pupil Personnel - Social Security	\$2,305.44
10-62260-220-000-00-000-000	Curriculum Development - Social Secu	\$3,267.67
10-62310-220-000-00-000-000	Board Services - Social Security	\$50.99
10-62360-220-000-00-000-000	Director Services - Social Security	\$2,366.82
10-62380-220-000-00-000-000	Principal/High School Secretary - Soci	\$3,113.15
10-62411-220-000-00-000-000	Health Services - Health Service Coord	\$0.00
10-62419-220-000-00-000-000	Health Services - Supplemental School	\$340.87
10-62511-220-000-00-000-000	Business Services - Social Security	\$2,256.15
10-62611-220-000-00-000-000	Maintenance Supervisor - FICA	\$1,413.77
10-62619-220-000-00-000-000	Maintenance/Custodial - FICA	\$3,967.18
10-62620-220-360-00-000-000	PCCD COVID 19 School Safety Tra	\$1,061.76
10-62830-220-000-00-000-000	HR-QUALITY- EAP	\$0.00
10-62831-220-000-00-000-000	HR/Quality - FICA	\$627.78
10-62840-220-000-00-000-000	Technology Services - Social Security	\$2,347.95
10-63210-220-000-00-000-000	Student Activity - Social Security	\$0.00
10-61290-230-000-00-000-000	Transition Center - Retirement	\$2,607.65
10-61320-230-000-00-000-000	Tourism/Hospitality - Retirement	\$4,355.64
10-61320-230-360-00-000-000	SALARY-LODGING MANAGEMEN	\$0.00
10-61330-230-000-00-000-000	Health Assistant - Retirement	\$6,729.73
10-61341-230-000-00-000-000	Early Childhood Education - Retiremen	\$3,980.99
10-61342-230-000-00-000-000	Culinary - Retirement	\$7,999.33
10-61370-230-000-00-000-000	Technical Instruction - Retirement	\$9,915.04
10-61380-230-000-00-000-000	Trade and Industrial - Retirement	\$59,477.42
10-61380-230-663-00-000-000	Trade and Industrial - Retirement (Per	\$3,005.93
10-61390-230-000-00-000-000	Other Voc Ed - Retirement	\$8,708.65
10-61442-230-000-00-000-000	Career Alternative Education - Retirem	\$871.27

Erie County Technical School

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July 1, to September 30, 2020

	<u>7/1/2020 9/30/2020</u>
10-61610-230-000-00-000-000	RCTC - Retirement \$585.13
10-61610-230-100-40-000-000	RCTC- Retirement \$0.00
10-62122-230-000-00-000-000	Pupil Personnel - Retirement \$10,382.97
10-62260-230-000-00-000-000	Curriculum Development - Retirement \$14,736.18
10-62310-230-000-00-000-000	Board Services - Retirement \$231.89
10-62360-230-000-00-000-000	Director Services - Retirement \$10,763.84
10-62380-230-000-00-000-000	Principal/High School Secretary - Reti \$14,265.17
10-62411-230-000-00-000-000	Health Services - Health Service Coord \$0.00
10-62419-230-000-00-000-000	Health Services - Supplemental School \$1,537.73
10-62511-230-000-00-000-000	Business Services - Retirement \$10,478.73
10-62611-230-000-00-000-000	Maintenance Supervisor - Retirement \$6,348.65
10-62619-230-000-00-000-000	Maintenance Custodial - Retirement \$11,384.87
10-62620-230-360-00-000-000	PCCD COVID 19 School Safety Tra \$4,039.02
10-62830-230-000-00-000-000	HR-QUALITY- EAP \$0.00
10-62831-230-000-00-000-000	HR/Quality - Retirement \$0.00
10-62840-230-000-00-000-000	Technology Services - Retirement \$10,632.88
10-63210-230-000-00-000-000	Student Activity - Retirement \$0.00
10-61370-231-000-00-000-000	VOYA Retirement \$334.81
10-61380-231-000-00-000-000	SALARY-T & I \$84.30
10-61610-231-000-00-000-000	RCTC - VOYA Retirement \$79.01
10-62122-231-000-00-000-000	Pupil Personnel - VOYA Retirement \$3.32
10-62619-231-000-00-000-000	Maintenance/Custodial - VOYA Reti \$391.62
10-62831-231-000-00-000-000	HUMAN RESOURCES / QUALITY C \$184.62
10-62271-240-000-00-000-000	Instructional Staff Development - Tuiti \$1,538.00
10-61380-250-000-00-000-000	Trade and Industrial - Unemployment C \$141.96
10-61290-260-000-00-000-000	Transition Center - Workers Comp \$0.00
10-61320-260-000-00-000-000	Tourism/Hospitality - Workers Comp \$0.00
10-61330-260-000-00-000-000	Health Assistant - Workers Comp \$0.00
10-61341-260-000-00-000-000	Early Childhood Education - Workers C \$0.00
10-61342-260-000-00-000-000	Culinary - Workers Comp \$0.00
10-61370-260-000-00-000-000	Technical Instruction - Workers Comp \$0.00
10-61380-260-000-00-000-000	Trade and Industrial - Workers Comp \$14,791.00
10-61380-260-663-00-000-000	Trade and Industrial - Workers Comp (\$0.00

Erie County Technical School

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		<u>7/1/2020 9/30/2020</u>
10-61390-260-000-00-000-000	Other Voc Ed - Workers Comp	\$0.00
10-61442-260-000-00-000-000	Career Alternative Education - Worker	\$0.00
10-61610-260-100-40-000-000	RCTC - Workers Comp	\$0.00
10-62122-260-000-00-000-000	Pupil Personnel - Workers Comp	\$0.00
10-62260-260-000-00-000-000	Curriculum Development - Workers C	\$0.00
10-62310-260-000-00-000-000	Board Services - Workers Comp	\$0.00
10-62360-260-000-00-000-000	Director Services - Workers Comp	\$0.00
10-62380-260-000-00-000-000	Principal/High School Secretary - Work	\$0.00
10-62411-260-000-00-000-000	Health Services - Health Service Coord	\$0.00
10-62419-260-000-00-000-000	Health Services - Supplemental School	\$0.00
10-62511-260-000-00-000-000	Business Services - Workers Comp	\$0.00
10-62611-260-000-00-000-000	Maintenance Supervisor - Workers Co	\$0.00
10-62619-260-000-00-000-000	Maintenance/Custodial - Workers Com	\$0.00
10-62830-260-000-00-000-000	HR-QUALITY- EAP	\$0.00
10-62831-260-000-00-000-000	HR/Quality - Workers Comp	\$0.00
10-62840-260-000-00-000-000	Technology Services - Worker Compen	\$0.00
10-63210-260-000-00-000-000	Student Activity - Workers Comp	\$0.00
10-61290-271-000-00-000-000	Transition Center - Medical	\$0.00
10-61320-271-000-00-000-000	Tourism/Hospitality - Medical	\$0.00
10-61330-271-000-00-000-000	Health Assistant - Medical	\$0.00
10-61341-271-000-00-000-000	Early Childhood Education - Medical	\$0.00
10-61342-271-000-00-000-000	Culinary - Medical	\$0.00
10-61370-271-000-00-000-000	Technical Instruction - Medical	\$0.00
10-61380-271-000-00-000-000	Trade and Industrial - Medical	\$176,098.45
10-61380-271-663-00-000-000	Trade and Industrial - Medical (Perkin	\$0.00
10-61390-271-000-00-000-000	Other Voc Ed - Medical	\$0.00
10-61442-271-000-00-000-000	Career Alternative Education - Medica	\$0.00
10-61610-271-000-00-000-000	RCTC - Medical	\$0.00
10-62122-271-000-00-000-000	Pupil Personnel - Medical	\$0.00
10-62260-271-000-00-000-000	Curriculum Development - Medical	\$0.00
10-62360-271-000-00-000-000	Director Services - Medical	\$0.00
10-62380-271-000-00-000-000	Principal/High School Secretary - Medi	\$0.00
10-62511-271-000-00-000-000	Business Services - Medical	\$0.00

Erie County Technical School

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July 1, to September 30, 2020

		<u>7/1/2020 9/30/2020</u>
10-62611-271-000-00-000-000	Maintenance Supervisor - Medical	\$0.00
10-62619-271-000-00-000-000	Maintenance/Custodial - Medical	\$0.00
10-62830-271-000-00-000-000	HR-QUALITY- EAP	\$0.00
10-62831-271-000-00-000-000	HR/Quality - Medical	\$0.00
10-62840-271-000-00-000-000	Technology Services - Medical	\$0.00
10-61290-272-000-00-000-000	Transition Center - Supplemental Bene	\$0.00
10-61320-272-000-00-000-000	Tourism/Hospitality - Dental/Vision	\$0.00
10-61330-272-000-00-000-000	Health Assistant - Dental/Vision	\$0.00
10-61341-272-000-00-000-000	Early Childhood Education - Dental/Vi	\$0.00
10-61342-272-000-00-000-000	Culinary - Dental/Vision	\$0.00
10-61370-272-000-00-000-000	Technical Instruction - Dental/Vision	\$0.00
10-61380-272-000-00-000-000	Trade and Industrial - Dental/Vision	\$8,385.98
10-61380-272-663-00-000-000	Trade and Industrial - Dental/Vision (	\$0.00
10-61390-272-000-00-000-000	Other Voc Ed - Dental/Vision	\$0.00
10-61442-272-000-00-000-000	Career Alternative Education - Dental/	\$0.00
10-62122-272-000-00-000-000	Pupil Personnel - Dental/Vision	\$0.00
10-62260-272-000-00-000-000	Curriculum Development - Dental/Vi	\$0.00
10-62360-272-000-00-000-000	Director Services - Dental/Vision	\$0.00
10-62380-272-000-00-000-000	Principal/High School Secretary - Dent	\$0.00
10-62511-272-000-00-000-000	Business Services - Dental/Vision	\$0.00
10-62611-272-000-00-000-000	Maintenance Supervisor - Dental/Vis	\$0.00
10-62619-272-000-00-000-000	Maintenance/Custodial - Dental/Visio	\$0.00
10-62830-272-000-00-000-000	HR-QUALITY- EAP	\$0.00
10-62831-272-000-00-000-000	HR/Quality - Dental/Vision	\$0.00
10-62840-272-000-00-000-000	Technology Services - Dental/Vision	\$0.00
10-61290-290-000-00-000-000	Transition Center - 403(b) payments	\$0.00
10-61341-290-000-00-000-000	Early Childhood Education - 403(b) p	\$0.00
10-61342-290-000-00-000-000	Culinary - 403(b) payments	\$0.00
10-61370-290-000-00-000-000	Technical Instruction - 403(b) payment	\$0.00
10-61380-290-000-00-000-000	Trade and Industrial - 403(b) payment	\$15,000.00
10-61380-290-663-00-000-000	Trade and Industrial - 403(b) payment	\$0.00
10-61390-290-000-00-000-000	Other Voc Ed - 403(b) payments	\$0.00
10-61610-290-100-40-000-000	RCTC - 403(b) payments	\$0.00

Erie County Technical School

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		<u>7/1/2020 9/30/2020</u>
10-62122-290-000-00-000-000	Pupil Personnel - 403(b) payments	\$0.00
10-62260-290-000-00-000-000	Curriculum Development - 403(b) pay	\$0.00
10-62360-290-000-00-000-000	Director Services - 403(b) payments	\$0.00
10-62380-290-000-00-000-000	Principal/High School Secretary - 403(	\$0.00
10-62511-290-000-00-000-000	Business Services - 403(b) payments	\$0.00
10-62611-290-000-00-000-000	Maintenance Supervisor - 403(b) pay	\$0.00
10-62619-290-000-00-000-000	Maintenance/Custodian - 403(b) paym	\$0.00
10-62830-290-000-00-000-000	HR-QUALITY- EAP	\$0.00
10-62834-324-000-00-000-000	Staff Development - Employee Trainin	\$1,548.00
10-61442-329-000-00-000-000	Career Alternative Education - Profess	\$0.00
10-62122-329-663-00-000-000	Pupil Personnel - Professional Services	\$3,500.00
10-62271-329-663-00-000-000	Instructional Staff Development - Certi	\$0.00
10-61290-330-000-00-000-000	Transition Center - Contracted Substitu	\$0.00
10-61380-330-000-00-000-000	Trade and Industrial - Contracted Subs	\$1,193.50
10-61610-330-100-40-000-000	RCTC - Contracted Services	\$57,770.59
10-62122-330-000-00-000-000	Pupil Personnel - Advertising Services	\$175.58
10-62260-330-000-00-000-000	Curriculum Development - Accredita	\$171.00
10-62271-330-000-00-000-000	Instructional Staff Development -Profe	\$0.00
10-62310-330-000-00-000-000	Board Services - Professional Services	\$0.00
10-62350-330-000-00-000-000	Professional Services - Legal and Acco	\$14,206.50
10-62360-330-000-00-000-000	Directors Services - Superintendent Pr	\$0.00
10-62370-330-000-00-000-000	Community Services - Fees	\$0.00
10-62411-330-000-00-000-000	Health Services - Professional Services	\$0.00
10-62500-330-000-00-000-000	62500	\$0.00
10-62511-330-000-00-000-000	Business Services - Contracted Payroll	\$3,311.16
10-62660-330-360-00-000-000	PCCD School Safety and Security Co	\$0.00
10-62830-330-000-00-000-000	HR/Quality - Staff Services - Other P	\$3,552.00
10-62839-330-000-00-000-000	HR/Quality - ISO Audit	\$0.00
10-64400-330-000-00-000-000	Building - Architect/Professional Serv	\$0.00
10-62600-340-000-00-000-000	Maintenance - Contracted Services (H	\$0.00
10-62600-340-000-00-801-000	Maintenance - Contracted Services (S	\$0.00
10-62620-340-000-00-000-000	Maintenance - Contracted Services	\$124.00
10-62620-340-000-00-801-000	Maintenance - Contracted Services (S	\$0.00

Erie County Technical School

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		<u>7/1/2020 9/30/2020</u>
10-62830-340-000-00-000-000	HUMAN/QUALITY RESOURCE - T	\$0.00
10-61442-348-000-00-000-000	Career Alternative Education - Profess	\$0.00
10-62840-348-000-00-000-000	Technology Services - Professional Se	\$16,540.97
10-62660-360-000-00-000-000	Safe Schools	\$0.00
10-62600-411-000-00-000-000	DISPOSAL SERVICES	\$0.00
10-62620-411-000-00-000-000	Maintenance - Disposal Services	\$3,109.62
10-62630-412-000-00-000-000	Care of Grounds - Snow Removal	\$0.00
10-62630-414-000-00-000-000	Care of Grounds - Lawn Care	\$2,488.72
10-62600-415-000-00-000-000	Maintenance - High School Laundry/D	\$0.00
10-62620-415-000-00-000-000	Maintenance - High School Laundry/D	\$1,138.14
10-62600-422-000-00-000-000	Maintenance - Electricity (High Schoo	\$0.00
10-62600-422-000-00-801-000	Maintenance - Electricity (Skills Cent	\$0.00
10-62620-422-000-00-000-000	Maintenance - Electricity (High Schoo	\$16,059.33
10-62620-422-000-00-801-000	Maintenance - Electricity (Skills Cent	\$3,653.42
10-62600-424-000-00-000-000	Maintenance - Water/Sewer	\$0.00
10-62620-424-000-00-000-000	Maintenance - Water/Sewer	\$641.04
10-61380-430-000-00-000-000	Trade and Industrial - High School Rep	\$0.00
10-62600-430-000-00-000-000	Maintenance - Repairs and Maintenan	\$0.00
10-62600-430-000-00-801-000	Maintenance - Repairs and Maintenan	\$0.00
10-62620-430-000-00-000-000	Maintenance - Repairs and Maintenan	\$3,926.92
10-62620-430-000-00-801-000	Maintenance - Repairs and Maintenan	\$0.00
10-62640-430-000-00-000-000	Operations and Maintenance - Repairs	\$6,515.87
10-62640-430-000-00-801-000	Operations and Maintenance - Repairs	\$0.00
10-64200-430-000-00-000-000	Site Improvements - Repairs	\$12,616.00
10-64600-430-000-00-000-000	Building Improvments - Repairs	\$24,092.50
10-62840-438-000-00-000-000	Technology Services - Service Contrac	\$205.40
10-62600-521-000-00-000-000	Maintenance - Property and Liability I	\$0.00
10-62600-521-000-00-801-000	Maintenance - Property and Liability I	\$0.00
10-62620-521-000-00-000-000	Maintenance - Property and Liability I	\$42,664.30
10-62620-521-000-00-801-000	Maintenance - Property and Liability I	\$4,807.80
10-62310-525-000-00-000-000	Board Services - E&O and Bonding I	\$9,777.00
10-61610-530-100-40-000-000	RCTC - Postage	\$0.00
10-62310-530-000-00-000-000	Board Services - Postage	\$2,832.12

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10-62840-538-000-00-000-000	Technology Services - Communication/ \$1,699.98
10-61610-540-100-40-000-000	RCTC - Advertising \$0.00
10-62310-540-000-00-000-000	Board Services - Advertising - Legal A \$146.40
10-62380-540-100-40-000-000	SALARY-PRINCIPAL \$0.00
10-62830-540-000-00-000-000	HR-QUALITY- EAP \$0.00
10-62832-540-000-00-000-000	HR/Quality - Advertising and Recrui \$965.00
10-62122-550-000-00-000-000	Pupil Personnel - Admissions Printing \$0.00
10-61290-580-000-00-000-000	Transition Center - Field Trips/Travel \$0.00
10-61341-580-000-00-000-000	Early Childhood Education - Travel \$0.00
10-61380-580-000-00-000-001	Trade and Industrial - Travel Fund Rai \$0.00
10-61380-580-663-00-000-000	Trade and Industrial - Travel (Perkins) \$0.00
10-61442-580-000-00-000-000	Career Alternative Education - Travel \$0.00
10-61610-580-100-40-000-000	RCTC - Travel \$0.00
10-62122-580-000-00-000-001	Pupil Personnel - Travel - Career Plann \$0.00
10-62122-580-000-00-000-003	Pupil Personnel - Travel - Admissions \$0.00
10-62122-580-000-00-000-005	Pupil Personnel - Travel - Co-op \$0.00
10-62122-580-000-00-000-006	Pupil Personnel - Travel - Special Educ \$0.00
10-62260-580-000-00-000-000	Curriculum Development - Travel \$0.00
10-62271-580-000-00-000-000	Instructional Staff Development - Trave \$105.00
10-62360-580-000-00-000-000	Director Services - Travel \$0.00
10-62380-580-000-00-000-000	ADMIN-H.S. PRINCIPAL TRAVEL \$0.00
10-62511-580-000-00-000-000	Business Services - Travel \$0.00
10-62600-580-000-00-000-000	Maintenance - Travel \$0.00
10-62630-580-000-00-000-000	CARE OF GROUNDS - SNOW REM \$0.00
10-62659-580-000-00-000-000	Operation and Maintenance - Travel/A \$0.00
10-62831-580-000-00-000-000	HR/Quality - Travel \$0.00
10-62834-580-000-00-000-000	Staff Development - Travel - Non-Instr \$0.00
10-62840-580-000-00-000-000	Technology Services - Local Travel \$0.00
10-63210-580-000-00-000-000	Student Activity - Travel \$0.00
10-62310-581-000-00-000-000	Board Services - Board Local Mileage \$280.05
10-61290-610-000-00-000-000	Transition Center - Special Needs-Instr \$3,490.17
10-61290-610-000-00-000-001	Transition Center - Supplies \$23.90
10-61290-610-000-00-000-002	Transition Center - Supplies for Resale \$0.00

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10-61320-610-000-00-000-000	Tourism/Hospitality - Supplies	\$1,453.41
10-61330-610-000-00-000-000	Health Assistant - Supplies	\$0.00
10-61330-610-663-00-000-000	Health Assistant - Supplies (Perkins)	\$0.00
10-61341-610-000-00-000-000	Early Childhood Education - Supplies	\$419.51
10-61341-610-663-00-000-000	Early Childhood Education - Supplies (	\$0.00
10-61342-610-000-00-000-000	Culinary - Supplies	\$87.21
10-61342-610-000-00-000-001	Culinary - Supplies	\$4,187.77
10-61342-610-663-00-000-000	Culinary - Supplies (Perkins)	\$0.00
10-61370-610-000-00-000-000	Technical Instruction - Supplies	\$0.00
10-61370-610-000-00-000-261	Technical Instruction - Computer Prog	\$255.77
10-61370-610-000-00-000-262	Technical Instruction - Drafting and D	\$1,068.33
10-61370-610-000-00-000-263	Technical Instruction - Electronics - S	\$0.00
10-61370-610-000-00-000-264	Technical Instruction - Computer Netw	\$298.06
10-61370-610-000-00-000-272	SALARY-TECHNICAL INSTRUCTO	\$0.00
10-61370-610-663-00-000-000	Technical Instruction - Supplies (Perk	\$0.00
10-61380-610-000-00-000-000	SALARY-T & I	\$0.00
10-61380-610-000-00-000-265	Trade and Industrial - Art and Design -	\$1,247.14
10-61380-610-000-00-000-266	Trade and Industrial - Graphic Arts - S	\$0.00
10-61380-610-000-00-000-270	Trade and Industrail - Auto Body - Sup	\$2,926.95
10-61380-610-000-00-000-271	Trade and Industrial - Auto Tech - Sup	\$1,089.08
10-61380-610-000-00-000-272	Trade and Industrial - Construction Tr	\$0.00
10-61380-610-000-00-000-273	Trade and Industrial - Cosmetology - S	\$23.90
10-61380-610-000-00-000-275	Trade and Industrial - Electrical Engine	\$2,598.50
10-61380-610-000-00-000-277	Trade and Industrial - Precision Machin	\$0.00
10-61380-610-000-00-000-278	Trade and Industrial - Facilities Mainte	\$0.00
10-61380-610-000-00-000-279	Trade and Industrial - Metal Fabricati	\$670.52
10-61380-610-000-00-000-290	Trade and Industrial - Graduation Supp	\$576.60
10-61380-610-000-00-000-291	Trade and Industrial - Copier Paper Re	\$2,272.00
10-61380-610-000-00-000-292	Trade and Industrial - Repair Parts	\$0.00
10-61380-610-000-00-000-293	Trade and Industrail - Miscellaneous L	\$732.00
10-61380-610-000-00-000-294	Trade and Industrial - Instructional Sup	\$0.00
10-61380-610-663-00-000-000	Trade and Industrial - Instructional Sup	\$6,522.10
10-61390-610-000-00-000-000	Other Voc Ed - Supplies	\$0.00

Erie County Technical School

Statement of Activities - General Fund

July 1, to September 30, 2020

		<u>7/1/2020 9/30/2020</u>
10-61390-610-000-00-000-001	Other Voc Ed - Math Supplies	\$0.00
10-61390-610-000-00-000-002	Other Vocational Ed - Literacy Suppli	\$0.00
10-61390-610-000-00-000-003	Other Vocational Ed - "New" Math Su	\$0.00
10-61442-610-000-00-000-000	Career Alternative Education - Supplie	\$0.00
10-61610-610-000-00-000-000	RCTC Supplies	\$0.00
10-61610-610-100-40-000-000	RCTC - Supplies	\$273.28
10-62122-610-000-00-000-000	PUPIL PERSONEL-COUNSELLOR S	\$0.00
10-62122-610-000-00-000-001	Pupil Personnel - Supplies - Career Pl	\$36.66
10-62122-610-000-00-000-002	Pupil Personnel - Advertising - Newspaper	\$0.00
10-62122-610-000-00-000-003	Pupil Personnel - Supplies - Admission	\$515.98
10-62122-610-000-00-000-004	Pupil Personnel - Supplies - Special Ed	\$474.46
10-62122-610-000-00-000-005	Pupil Personnel - Supplies - Co-op	(\$537.50)
10-62260-610-000-00-000-000	Curriculum Development - Supplies	\$0.00
10-62271-610-000-00-000-003	INST STAFF DEV- CERT TUITION	\$0.00
10-62310-610-000-00-000-000	Board Services - Supplies (JOC Meetin	\$33.66
10-62360-610-000-00-000-000	Director Services - Supplies	\$1,269.50
10-62380-610-000-00-000-000	Principal/High School Secretary - Hig	\$4,017.89
10-62380-610-000-00-000-001	Principaly/High School Secretary - Inf	\$0.00
10-62380-610-000-00-000-293	SALARY-PRINCIPAL	\$0.00
10-62380-610-100-40-000-000	SALARY-PRINCIPAL	\$0.00
10-62440-610-000-00-000-000	Health Services - Supplies	\$171.09
10-62500-610-000-00-000-000	Business Services - Supplies	\$0.00
10-62511-610-000-00-000-000	Business Services - Supplies	\$768.40
10-62600-610-000-00-000-000	Maintenance - Supplies	\$0.00
10-62620-610-000-00-000-000	Maintenance - Supplies (High School)	\$31,640.21
10-62620-610-000-00-801-000	Maintenance - Supplies (Skills Center)	\$0.00
10-62660-610-000-00-000-000	Safe School Supplies	\$337.50
10-62660-610-000-00-000-001	Safety Grant Supplies	\$8,924.64
10-62660-610-240-00-000-000	Safe Schools	\$0.00
10-62660-610-360-00-000-000	PCCD School Safety and Security Su	\$10,084.98
10-62660-610-390-00-000-000	PDE GEER COVID Emergency Grant -	\$28,588.97
10-62660-610-986-00-000-000	PCCD COVID 19 School Safety Gra	\$13,714.50
10-62830-610-000-00-000-000	HR-QUALITY- EAP	\$0.00

Erie County Technical School

Statement of Activities - General Fund

July 1, to September 30, 2020

		<u>7/1/2020 9/30/2020</u>
10-62831-610-000-00-000-000	HR/Quality - Supplies	\$763.47
10-62834-610-000-00-000-000	Staff Development - Emmmployee Traini	\$0.00
10-62840-610-000-00-000-000	TECHNOLOGY SERVICES -ADMIN	\$0.00
10-62840-618-000-00-000-000	Technology Services - Supplies	\$5,436.32
10-62840-618-000-00-000-001	Technology - printer toner stock	\$1,200.93
10-62840-618-663-00-000-000	Technology Services - Perkins Grant S	\$0.00
10-62600-621-000-00-000-000	Maintenance - Natural Gas (High Sch	\$0.00
10-62600-621-000-00-801-000	Maintenance - Natural Gas (Skills Cen	\$0.00
10-62620-621-000-00-000-000	Maintenance - Natural Gas (High Sch	\$1,580.57
10-62620-621-000-00-801-000	Maintenance - Natural Gas (Skills Cen	\$673.57
10-62620-622-000-00-000-000	Maintenance - Electricity (High Schoo	\$0.00
10-62620-622-000-00-801-000	Maintenance - Electricity (Skills Cent	\$0.00
10-62600-624-000-00-000-000	Maintenance - Fuel Oil	\$0.00
10-62600-626-000-00-000-000	Operation & Maint Plant Svcs -EQUIP	\$0.00
10-62620-626-000-00-000-000	MAINTENANCE - CONTRACTED S	\$0.00
10-62650-626-000-00-000-000	Vehicle Operations - Gasoline/Diesel	\$486.85
10-61442-635-000-00-000-000	Career Alternative Education - Meals/R	\$0.00
10-62122-635-000-00-000-001	Pupil Personnel - Meals - Career Planni	\$0.00
10-62122-635-000-00-000-003	Pupil Personnel - Meals - Admissions	\$50.00
10-62122-635-000-00-000-005	Pupil Personnel - Meals - Co-op	\$0.00
10-62260-635-000-00-000-000	Curriculum Development - Food	\$0.00
10-62310-635-000-00-000-000	Board Services -Meals/Refreshments	\$1,177.02
10-62360-635-000-00-000-000	Director Services - Meals and Refreshm	\$193.05
10-62380-635-000-00-000-000	Principal/High School Secretary - Meal	\$191.42
10-62830-635-000-00-000-000	HR-QUALITY- EAP	\$0.00
10-62831-635-000-00-000-000	HR/Quality - Meals and Refreshments	\$186.75
10-61320-640-000-00-000-000	Tourism/Hospitality - Textbooks	\$0.00
10-61330-640-000-00-000-000	Health Assistant - Textbook	\$70.00
10-61342-640-000-00-000-000	Culinary - Textbooks	\$0.00
10-61370-640-000-00-000-000	Technical Instruction - Textbooks	\$0.00
10-61380-640-000-00-000-000	Trade and Industrial - Textbooks	\$12,805.25
10-61380-640-000-00-000-290	Trade and Industrial - Textbooks	\$6,097.20
10-61390-640-000-00-000-000	Other Vocational Ed - Textbooks	\$0.00

Erie County Technical School

Statement of Activities - General Fund

July 1, to September 30, 2020

		<u>7/1/2020 9/30/2020</u>
10-61610-640-100-40-000-000	RCTC- Textbooks	\$0.00
10-61290-648-000-00-000-000	Transition Center-Software	\$6,212.00
10-61320-648-000-00-000-000	SALARY-LODGING MANAGEMEN	\$0.00
10-61370-648-000-00-000-000	Technical Instruction - Software	\$3,500.00
10-61380-648-000-00-000-000	Trade & Industrial - Software	\$0.00
10-61380-648-000-00-000-290	Trade and Industrial - Lab Software	\$6,650.00
10-61380-648-663-00-000-000	Trade and Industrail - Lab Software (P	\$4,250.00
10-61610-648-100-40-000-000	RCTC Supplies - Software	\$0.00
10-62840-648-000-00-000-000	Technology Services - Software	\$0.00
10-62840-650-000-00-000-000	TECHNOLOGY SERVICES -SUPP	\$0.00
10-62840-658-000-00-000-000	TECHNOLOGY SERVICES -SOFT	\$0.00
10-61341-750-663-00-000-000	Early Childhood Education - Equipmen	\$0.00
10-61380-750-000-00-000-000	Trade and Industrail - Equipment	\$0.00
10-61380-750-240-00-000-000	Trade and Industrial - CTE Equipment	\$0.00
10-61380-750-663-00-000-000	Trade and Industrial - Equipment (Per	\$0.00
10-62600-750-000-00-000-000	Operation & Maint Plant Svcs -EQUIP	\$0.00
10-62640-750-000-00-000-000	Operations and Maintenance - Equipme	\$0.00
10-62660-750-390-00-000-000	PDE GEER COVID Emergency Grant -	\$3,400.00
10-64600-750-000-00-000-000	Existing Building Ipmovevement Servic	\$0.00
10-62840-758-000-00-000-000	Technology Services - Equipment	\$0.00
10-62840-758-000-00-000-100	Technology Services - Equipment PCC	\$0.00
10-61380-810-000-00-000-000	SALARY-T & I	\$0.00
10-62271-810-000-00-000-000	Instructional Staff Development - Due	\$1,332.00
10-62310-810-000-00-000-000	Board Services - Dues and Fees	\$3,440.00
10-62834-810-000-00-000-000	Staff Development - Dues - Non-Instru	\$653.71
10-63390-810-000-00-000-000	Other Community Services - Co-op C	\$0.00
10-65220-931-000-00-000-000	Capital Reserve - Fund Transfers	\$0.00
10-65230-931-000-00-000-000	Capital Project Fund - Transfers	\$0.00
10-65251-939-000-00-000-000	Food Servies Fund - Transfers	\$0.00
10-65900-990-000-00-000-000	Budgetary Reserve	\$0.00
10-65900-990-100-00-000-000	65900	\$0.00
10-65900-990-100-40-000-000	Budgetary Reserve - RCTC	\$0.00
Total Expenses		<u>\$1,553,487.92</u>

Erie County Technical School
Statement of Activities - General Fund
July 1, to September 30, 2020

7/1/2020 9/30/2020

NET SURPLUS/(DEFICIT)

(\$27,138.80)

Erie County Technical School

Statement of Activities - General Fund

July 1, to September 30, 2020

Report name: GF - ALL NO FILTERS

Chart template: Default

Include account levels 1 to 4

Include accounts with no activity

Include inactive accounts

User has access to all accounts

User has access to all Projects

Include these Funds: 10

Include all Account Codes

Include all Accounts

Include all Account Attributes

Include all Projects

Include all Project Attributes

Include all Transaction Attributes

Include all Classes

Include all Journals

Include all Not Yet Posted Transactions

Include all Project Types

Include all Project Statuses

Include all Project Divisions

Include all Project Departments

Include all Project Locations

Include all Object(s)

Include all Funding Source(s)

Include all Institutional Org(s)

Include all Operations Unit(s)

Include all Subject Matter(s)

Column 1 criteria:

Heading:

Definition: Account Number

Column 2 criteria:

Heading:

Definition: Account Description

Column 3 criteria:

Heading: 7/1/2020 9/30/2020

Include these dates: <Specific fiscal periods> (7/1/2020 to 9/30/2020)

Definition: {Actual}

Column 4 criteria:

Heading: Budget

Include these dates: Last fiscal year (7/1/2019 to 6/30/2020)

Definition: {Original Budget[2020]}

Erie County Technical School
Statement of Activities - General Fund
July 1, to September 30, 2020

Column 5 criteria:
Heading: FINAL BUDGET
Include these dates: Last fiscal year (7/1/2019 to 6/30/2020)
Definition: {Adjusted Budget[2020C]}

Column 6 criteria:
Heading: Variance
Include these dates: Last fiscal year (7/1/2019 to 6/30/2020)
Definition: {Column 3} - {Column 5}

Erie County Technical School

Statement of Activities

Capital Projects - July 1 to September 30, 2020

		<u>7/1/2020 to 9/30/2020</u>
Revenues		
31-46510-000-000-00-000-00	INTEREST EARNINGS	\$286.06
31-46999-000-000-00-000-00	School District Contributions - RENOVATION DESIGN	\$225,000.00
31-46999-000-000-00-000-00	School District Contributions - Renovation reimbursable expe	\$9,389.99
31-49310-000-000-00-000-00	TRANSFERS FROM GENERAL FUND	\$0.00
Total Revenues		<u>\$234,676.05</u>
Expenses		
31-62840-650-000-00-000-00	Technology Related Supplies - Licenses	\$0.00
31-62840-750-000-00-000-00	CAPITAL PROJECTS TECHNOLOGY SERVICES -EQUIPMENT	(\$42,650.00)
31-62840-758-000-00-000-00	TECHNOLOGY Services - EQUIPMENT	(\$320.89)
31-64200-430-000-00-000-00	Existing Site Impv Svcs -REPAIRS	\$0.00
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	\$126,747.50
31-64300-330-000-00-000-00	Pre-Bid Documents - Architect	\$0.00
Total Expenses		<u>\$96,670.63</u>
NET SURPLUS/(DEFICIT)		<u>\$138,005.42</u>

Erie County Technical School

Statement of Activities

Student Activities - July 1 to September 30, 2020

		<u>7/1/2020 9/30/2020</u>
Revenues		
81-46510-000-000-00-000-00	INTEREST INCOME	\$0.05
81-46990-000-000-00-000-00	Student Activities Revenue - SkillsUSA	\$1,088.00
81-46990-000-000-00-000-10	Skills USA - Break Revenue	\$59.50
81-46990-001-000-00-000-10	NVTHS - Break Revenue	\$59.50
Total Revenues		<u>\$1,207.05</u>
Expenses		
81-63200-610-000-00-000-00	Student Activities -SUPPLIES- SKILLSUSA	\$236.33
81-63200-610-000-00-000-00	Student Activities -SUPPLIES-NVTHS	\$236.33
Total Expenses		<u>\$472.66</u>
NET SURPLUS/(DEFICIT)		<u>\$734.39</u>

Erie County Technical School
Bank Register Report - PNC Bank
PNC GENERAL FUND

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Post Date	Status
110	Accounts Payable	Bank Draft	9/17/2020	National Fuel Gas	\$0.00	\$290.17	(\$290.17)	9/17/2020	Reconciled
111	Accounts Payable	Bank Draft	9/30/2020	National Fuel Gas	\$0.00	\$140.58	(\$430.75)	9/30/2020	Reconciled
112	Accounts Payable	Bank Draft	9/20/2020	PITNEY BOWES-METER POSTAGE	\$0.00	\$405.12	(\$835.87)	9/20/2020	Reconciled

Summary by Transaction Type

Total Deposits	\$0.00
Less Payments by Transaction Type:	
Bank Draft	(\$835.87)
Total Payments:	(\$835.87)
Adjustments:	
Payment Adjustments	\$0.00
Deposit Adjustments	\$0.00
Total Adjustments:	\$0.00
Total Change in Register Balance:	(\$835.87)

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
1180	Accounts Payable	Computer Check	9/11/2020	Kelly Schoullis	\$0.00	\$198.71	(\$198.71)	9/11/2020	Reconciled
1181	Accounts Payable	Computer Check	9/11/2020	Sherry States	\$0.00	\$190.57	(\$389.28)	9/11/2020	Outstanding
1182	Accounts Payable	Computer Check	9/15/2020	Ambrose Construction	\$0.00	\$15,312.50	(\$15,701.78)	9/15/2020	Reconciled
1183	Accounts Payable	Computer Check	9/15/2020	Boston Mutual Life Insurance Compan	\$0.00	\$690.23	(\$16,392.01)	9/15/2020	Reconciled
1184	Accounts Payable	Computer Check	9/15/2020	C.M. Regent Insurance Company	\$0.00	\$927.90	(\$17,319.91)	9/15/2020	Reconciled
1185	Accounts Payable	Computer Check	9/15/2020	EduLink, Inc.	\$0.00	\$3,552.00	(\$20,871.91)	9/15/2020	Reconciled
1186	Accounts Payable	Computer Check	9/15/2020	NOREBT	\$0.00	\$59,297.00	(\$80,168.91)	9/15/2020	Reconciled
1188	Accounts Payable	One-Time Check	9/15/2020	Jessica Lawrence	\$0.00	\$61.25	(\$80,230.16)	9/14/2020	Reconciled
1189	Accounts Payable	Computer Check	9/25/2020	Autozone	\$0.00	\$599.98	(\$80,830.14)	9/25/2020	Outstanding
1190	Accounts Payable	Computer Check	9/25/2020	Benefit Administrators, Inc.	\$0.00	\$288.15	(\$81,118.29)	9/25/2020	Outstanding
1191	Accounts Payable	Computer Check	9/25/2020	Brigiotta's Produce & Garden Center	\$0.00	\$185.05	(\$81,303.34)	9/25/2020	Reconciled
1193	Accounts Payable	Computer Check	9/25/2020	ComDoc, Inc.	\$0.00	\$1,200.93	(\$82,504.27)	9/25/2020	Reconciled
1194	Accounts Payable	Computer Check	9/25/2020	Danielle Wiilber	\$0.00	\$69.99	(\$82,574.26)	9/25/2020	Outstanding
1195	Accounts Payable	Computer Check	9/25/2020	Desantis Solutions	\$0.00	\$8,222.00	(\$90,796.26)	9/25/2020	Reconciled
1197	Accounts Payable	Computer Check	9/25/2020	Direct Energy Business	\$0.00	\$278.48	(\$91,074.74)	9/25/2020	Reconciled
1198	Accounts Payable	Computer Check	9/25/2020	ECTS-Foundation	\$0.00	\$280.05	(\$91,354.79)	9/25/2020	Outstanding
1199	Accounts Payable	Computer Check	9/25/2020	Eduready360 LLC	\$0.00	\$12,750.00	(\$104,104.79)	9/25/2020	Outstanding
1200	Accounts Payable	Computer Check	9/25/2020	Fagan Sanitary Supply	\$0.00	\$14,019.18	(\$118,123.97)	9/25/2020	Outstanding
1201	Accounts Payable	Computer Check	9/25/2020	General Exterminating	\$0.00	\$124.00	(\$118,247.97)	9/25/2020	Outstanding
1202	Accounts Payable	Computer Check	9/25/2020	Johnson Controls Fire Protection LP	\$0.00	\$1,240.00	(\$119,487.97)	9/25/2020	Outstanding
1203	Accounts Payable	Computer Check	9/25/2020	Kelly Generator & Equipment, Inc.	\$0.00	\$421.88	(\$119,909.85)	9/25/2020	Outstanding
1204	Accounts Payable	Computer Check	9/25/2020	Kelly Services, Inc.	\$0.00	\$1,193.50	(\$121,103.35)	9/25/2020	Outstanding
1205	Accounts Payable	Computer Check	9/25/2020	Knox McLaughlin Gornall & Sennett, P	\$0.00	\$1,824.00	(\$122,927.35)	9/25/2020	Reconciled
1206	Accounts Payable	Computer Check	9/25/2020	Koldrock Waters, Inc.	\$0.00	\$440.50	(\$123,367.85)	9/25/2020	Outstanding
1207	Accounts Payable	Computer Check	9/25/2020	Laser Creations by I.D. Systems	\$0.00	\$22.44	(\$123,390.29)	9/25/2020	Reconciled
1208	Accounts Payable	Computer Check	9/25/2020	Pa Pride, LLC	\$0.00	\$29,700.00	(\$153,090.29)	9/25/2020	Outstanding
1209	Accounts Payable	Computer Check	9/25/2020	Reinhart Food Service	\$0.00	\$2,940.17	(\$156,030.46)	9/25/2020	Reconciled
1210	Accounts Payable	Computer Check	9/25/2020	Scott Electric	\$0.00	\$1,086.39	(\$157,116.85)	9/25/2020	Reconciled
1211	Accounts Payable	Computer Check	9/25/2020	Sherwin - Williams	\$0.00	\$265.77	(\$157,382.62)	9/25/2020	Reconciled
1212	Accounts Payable	Computer Check	9/25/2020	SJE FBO EnergyMark, LLC	\$0.00	\$50.00	(\$157,432.62)	9/25/2020	Outstanding
1213	Accounts Payable	Computer Check	9/25/2020	SME	\$0.00	\$6,150.00	(\$163,582.62)	9/25/2020	Outstanding
1214	Accounts Payable	Computer Check	9/25/2020	Summit Township Sewer Authority	\$0.00	\$66.82	(\$163,649.44)	9/25/2020	Outstanding
1215	Accounts Payable	Computer Check	9/25/2020	Summit Township Water Authority	\$0.00	\$207.10	(\$163,856.54)	9/25/2020	Reconciled
1216	Accounts Payable	Computer Check	9/25/2020	Talent Assessment	\$0.00	\$4,212.00	(\$168,068.54)	9/25/2020	Outstanding
1217	Accounts Payable	Computer Check	9/25/2020	The Nutrition Group	\$0.00	\$1,055.67	(\$169,124.21)	9/25/2020	Reconciled
1218	Accounts Payable	Computer Check	9/25/2020	Times Publishing Company	\$0.00	\$965.00	(\$170,089.21)	9/25/2020	Reconciled
1219	Accounts Payable	Computer Check	9/25/2020	TSA Consulting	\$0.00	\$15,000.00	(\$185,089.21)	9/25/2020	Outstanding
1220	Accounts Payable	Computer Check	9/25/2020	Unifirst Corporation	\$0.00	\$822.14	(\$185,911.35)	9/25/2020	Reconciled

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
1221	Accounts Payable	Computer Check	9/25/2020	Verizon Wireless	\$0.00	\$324.86	(\$186,236.21)	9/25/2020	Reconciled
1222	Accounts Payable	Computer Check	9/25/2020	Wilkins Company, Inc.	\$0.00	\$2,666.24	(\$188,902.45)	9/25/2020	Outstanding
1223	Accounts Payable	Computer Check	9/25/2020	WIN Learning, Inc.	\$0.00	\$3,500.00	(\$192,402.45)	9/25/2020	Reconciled
1224	Accounts Payable	Computer Check	9/25/2020	WM. T. Spaeder Co. Inc.	\$0.00	\$3,675.80	(\$196,078.25)	9/25/2020	Reconciled
1225	Accounts Payable	Computer Check	9/25/2020	Against The Clock	\$0.00	\$2,509.60	(\$198,587.85)	9/25/2020	Outstanding
1226	Accounts Payable	Computer Check	9/25/2020	Cengage Learning	\$0.00	\$10,230.00	(\$208,817.85)	9/25/2020	Outstanding

Summary by Transaction Type

Total Deposits	\$0.00
Less Payments by Transaction Type:	
Computer Check	(\$208,756.60)
One-Time Check	(\$61.25)
Total Payments:	(\$208,817.85)
Adjustments:	
Payment Adjustments	\$0.00
Deposit Adjustments	\$0.00
Total Adjustments:	\$0.00
Total Change in Register Balance:	(\$208,817.85)

Erie County Technical School
Bank Register Report - Capital Reseve Fd - NWSB Capital Project Checking
 CAPITAL PROJECTS FUND - NWSB

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Post Date	Status
1021	Accounts Payable	Computer Check	9/16/2020	Voided Unused payment	\$0.00	\$0.00	\$0.00	9/16/2020	Voided
1025	Accounts Payable	Computer Check	9/25/2020	SHI	\$0.00	\$13,777.14	(\$13,777.14)	9/25/2020	Outstanding
1026	Accounts Payable	Computer Check	9/25/2020	Considine Biebel & Company	\$0.00	\$85,862.25	(\$99,639.39)	9/25/2020	Outstanding
1027	Accounts Payable	Computer Check	9/25/2020	Electrical and Mechanical Systems, In	\$0.00	\$2,300.00	(\$101,939.39)	9/25/2020	Outstanding

Summary by Transaction Type

Total Deposits	\$0.00
Less Payments by Transaction Type:	
Computer Check	(\$101,939.39)
Total Payments:	(\$101,939.39)
Adjustments:	
Payment Adjustments	\$0.00
Deposit Adjustments	\$0.00
Total Adjustments:	\$0.00
Total Change in Register Balance:	(\$101,939.39)

Vendor Name	Invoice Number	Invoice Date	Post Date	Invoice Balance	Potential Discount	Discount Expires On	Net Amount Due	Invoice Due Date	Days Past Due
ABC Fire Protection									
ABC Fire Protection	413889	10/4/2020	10/31/2020	\$854.00	\$0.00		\$854.00	10/31/2020	0
ABC Fire Protection	414041	10/4/2020	10/31/2020	\$1,322.99	\$0.00		\$1,322.99	10/31/2020	0
Totals for ABC Fire Protection:				\$2,176.99	\$0.00		\$2,176.99		
Andrew Fair									
Andrew Fair	JUNE2019EXPENSE	6/15/2019	6/30/2019	\$26.49	\$0.00		\$26.49	6/30/2019	489
Totals for Andrew Fair:				\$26.49	\$0.00		\$26.49		
Autozone									
Autozone	1825716841	9/23/2020	10/31/2020	\$71.50	\$0.00		\$71.50	10/31/2020	0
Autozone	1825714102	9/21/2020	10/31/2020	\$49.99	\$0.00		\$49.99	10/31/2020	0
Autozone	1825703193	9/10/2020	10/31/2020	\$7.26	\$0.00		\$7.26	10/31/2020	0
Autozone	1825700729	9/8/2020	10/31/2020	\$12.41	\$0.00		\$12.41	10/31/2020	0
Autozone	1825700733	9/8/2020	10/31/2020	\$43.17	\$0.00		\$43.17	10/31/2020	0
Autozone	1825724009	10/1/2020	10/31/2020	\$39.79	\$0.00		\$39.79	10/31/2020	0
Autozone	1825725274	10/2/2020	10/31/2020	\$39.98	\$0.00		\$39.98	10/31/2020	0
Autozone	1825714116	9/21/2020	10/31/2020	\$74.72	\$0.00		\$74.72	10/31/2020	0
Autozone	1825697852	9/5/2020	10/31/2020	\$92.60	\$0.00		\$92.60	10/31/2020	0
Autozone	1825696980	9/4/2020	10/31/2020	\$330.19	\$0.00		\$330.19	10/31/2020	0
Autozone	1825697011	9/4/2020	10/31/2020	\$29.54	\$0.00		\$29.54	10/31/2020	0
Autozone	1825722194	9/29/2020	10/31/2020	\$47.49	\$0.00		\$47.49	10/31/2020	0
Autozone	1825703173	9/10/2020	10/31/2020	\$119.98	\$0.00		\$119.98	10/31/2020	0
Autozone	1825723506	9/30/2020	10/31/2020	\$47.76	\$0.00		\$47.76	10/31/2020	0
Autozone	1825703134	9/10/2020	10/31/2020	\$169.98	\$0.00		\$169.98	10/31/2020	0
Autozone	1825697008	9/4/2020	10/31/2020	\$83.15	\$0.00		\$83.15	10/31/2020	0
Autozone	1825703188	9/10/2020	10/31/2020	\$89.29	\$0.00		\$89.29	10/31/2020	0
Totals for Autozone:				\$1,348.80	\$0.00		\$1,348.80		
Benefit Administrators, Inc.									
Benefit Administrators, Inc.	10/2020SUMMARY	10/15/2020	10/31/2020	\$252.15	\$0.00		\$252.15	10/31/2020	0
Totals for Benefit Administrators, Inc.:				\$252.15	\$0.00		\$252.15		
Brigiotta's Produce & Garden Center									
Brigiotta's Produce & Garden Center	341763	9/30/2020	10/31/2020	\$286.75	\$0.00		\$286.75	10/31/2020	0
Brigiotta's Produce & Garden Center	341767	9/30/2020	10/31/2020	\$233.95	\$0.00		\$233.95	10/31/2020	0
Brigiotta's Produce & Garden Center	2163572	9/21/2020	10/31/2020	\$82.77	\$0.00		\$82.77	10/31/2020	0
Brigiotta's Produce & Garden Center	342916	10/9/2020	10/31/2020	\$91.28	\$0.00		\$91.28	10/31/2020	0
Brigiotta's Produce & Garden Center	340467	9/23/2020	10/31/2020	\$71.84	\$0.00		\$71.84	10/31/2020	0
Totals for Brigiotta's Produce & Garden Center:				\$766.59	\$0.00		\$766.59		
Builders Hardware									

Erie County Technical School

Open Invoice Report

PNC and NWSB - 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
Builders Hardware	7146647	9/23/2020	10/31/2020	\$100.00	\$0.00		\$100.00	10/31/2020	0
Builders Hardware	7147114	10/6/2020	10/31/2020	\$406.00	\$0.00		\$406.00	10/31/2020	0
<i>Totals for Builders Hardware:</i>				<u>\$506.00</u>	<u>\$0.00</u>		<u>\$506.00</u>		
Cengage Learning									
Cengage Learning	71997606	9/10/2020	10/31/2020	\$516.82	\$0.00		\$516.82	10/10/2020	21
Cengage Learning	72287187	9/24/2020	10/31/2020	\$4,249.35	\$0.00		\$4,249.35	10/31/2020	0
Cengage Learning	72298749	9/25/2020	10/31/2020	\$6,217.95	\$0.00		\$6,217.95	9/25/2020	36
<i>Totals for Cengage Learning:</i>				<u>\$10,984.12</u>	<u>\$0.00</u>		<u>\$10,984.12</u>		
Creative Imprint									
Creative Imprint	14832	10/8/2020	10/31/2020	\$678.00	\$0.00		\$678.00	10/31/2020	0
<i>Totals for Creative Imprint:</i>				<u>\$678.00</u>	<u>\$0.00</u>		<u>\$678.00</u>		
Desantis Solutions									
Desantis Solutions	221060	10/7/2020	10/31/2020	\$351.02	\$0.00		\$351.02	10/31/2020	0
Desantis Solutions	220926	10/2/2020	10/31/2020	\$295.25	\$0.00		\$295.25	10/31/2020	0
Desantis Solutions	219845	9/18/2020	10/31/2020	\$1,331.34	\$0.00		\$1,331.34	10/31/2020	0
<i>Totals for Desantis Solutions:</i>				<u>\$1,977.61</u>	<u>\$0.00</u>		<u>\$1,977.61</u>		
Direct Energy Business									
Direct Energy Business	HS02093041	10/6/2020	10/31/2020	\$782.09	\$0.00		\$782.09	10/31/2020	0
Direct Energy Business	HS02110420	10/15/2020	10/31/2020	\$54.34	\$0.00		\$54.34	10/31/2020	0
<i>Totals for Direct Energy Business:</i>				<u>\$836.43</u>	<u>\$0.00</u>		<u>\$836.43</u>		
ECTS-Foundation									
ECTS-Foundation	08/20MILEAGE	8/27/2020	10/31/2020	\$135.71	\$0.00		\$135.71	10/31/2020	0
<i>Totals for ECTS-Foundation:</i>				<u>\$135.71</u>	<u>\$0.00</u>		<u>\$135.71</u>		
Electrical and Mechanical Systems, Inc.									
Electrical and Mechanical Systems, Inc.	7988	8/13/2020	10/31/2020	\$2,315.00	\$0.00		\$2,315.00	10/31/2020	0
<i>Totals for Electrical and Mechanical Systems, Inc.:</i>				<u>\$2,315.00</u>	<u>\$0.00</u>		<u>\$2,315.00</u>		
Fagan Sanitary Supply									
Fagan Sanitary Supply	168763	9/22/2020	10/31/2020	\$414.00	\$0.00		\$414.00	10/31/2020	0
Fagan Sanitary Supply	167757-1	10/1/2020	10/31/2020	\$664.80	\$0.00		\$664.80	10/31/2020	0
Fagan Sanitary Supply	168742	9/22/2020	10/31/2020	\$627.36	\$0.00		\$627.36	10/31/2020	0
Fagan Sanitary Supply	168803	9/22/2020	10/31/2020	\$766.00	\$0.00		\$766.00	10/31/2020	0
<i>Totals for Fagan Sanitary Supply:</i>				<u>\$2,472.16</u>	<u>\$0.00</u>		<u>\$2,472.16</u>		
General Exterminating									
General Exterminating	166070	9/29/2020	10/31/2020	\$50.00	\$0.00		\$50.00	10/31/2020	0
<i>Totals for General Exterminating:</i>				<u>\$50.00</u>	<u>\$0.00</u>		<u>\$50.00</u>		

Erie County Technical School

Open Invoice Report

PNC and NWSB - 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
H. Fred Walker									
H. Fred Walker	NOV2019EXPENSE	12/15/2019	1/31/2020	\$302.76	\$0.00		\$302.76	1/15/2020	290
Totals for H. Fred Walker:				\$302.76	\$0.00		\$302.76		
Johnson Controls									
Johnson Controls	1-9916889895	10/8/2020	10/31/2020	\$2,513.30	\$0.00		\$2,513.30	10/31/2020	0
Totals for Johnson Controls:				\$2,513.30	\$0.00		\$2,513.30		
Kelly Services, Inc.									
Kelly Services, Inc.	41088322	10/12/2020	10/31/2020	\$147.00	\$0.00		\$147.00	10/31/2020	0
Kelly Services, Inc.	37075849	9/14/2020	10/31/2020	\$441.00	\$0.00		\$441.00	10/31/2020	0
Kelly Services, Inc.	38077935	9/21/2020	10/31/2020	\$588.00	\$0.00		\$588.00	10/31/2020	0
Kelly Services, Inc.	39085203	9/28/2020	10/31/2020	\$147.00	\$0.00		\$147.00	10/31/2020	0
Kelly Services, Inc.	38076237	9/21/2020	10/31/2020	\$94.50	\$0.00		\$94.50	10/31/2020	0
Kelly Services, Inc.	37074522	9/14/2020	10/31/2020	\$77.00	\$0.00		\$77.00	9/30/2020	31
Kelly Services, Inc.	39085202	9/28/2020	10/31/2020	\$1,854.00	\$0.00		\$1,854.00	10/31/2020	0
Kelly Services, Inc.	40082931	10/5/2020	10/31/2020	\$441.00	\$0.00		\$441.00	10/31/2020	0
Totals for Kelly Services, Inc.:				\$3,789.50	\$0.00		\$3,789.50		
Knowledge Matters, Inc.									
Knowledge Matters, Inc.	21847	9/30/2020	10/31/2020	\$1,795.00	\$0.00		\$1,795.00	10/30/2020	1
Totals for Knowledge Matters, Inc.:				\$1,795.00	\$0.00		\$1,795.00		
Knox McLaughlin Gornall & Sennett, P.C.									
Knox McLaughlin Gornall & Sennett, P.C.	2281557	10/5/2020	10/31/2020	\$79.00	\$0.00		\$79.00	10/31/2020	0
Knox McLaughlin Gornall & Sennett, P.C.	2281552	10/5/2020	10/31/2020	\$3,200.00	\$0.00		\$3,200.00	10/31/2020	0
Knox McLaughlin Gornall & Sennett, P.C.	2281214	9/22/2020	10/31/2020	\$820.00	\$0.00		\$820.00	10/31/2020	0
Totals for Knox McLaughlin Gornall & Sennett, P.C.:				\$4,099.00	\$0.00		\$4,099.00		
Koldrock Waters, Inc.									
Koldrock Waters, Inc.	846018	10/12/2020	10/31/2020	\$1.00	\$0.00		\$1.00	10/31/2020	0
Koldrock Waters, Inc.	846019	10/12/2020	10/31/2020	\$13.50	\$0.00		\$13.50	10/31/2020	0
Koldrock Waters, Inc.	846011	10/12/2020	10/31/2020	\$100.50	\$0.00		\$100.50	10/31/2020	0
Koldrock Waters, Inc.	846021	10/12/2020	10/31/2020	\$59.75	\$0.00		\$59.75	10/31/2020	0
Koldrock Waters, Inc.	845069	9/30/2020	10/31/2020	\$28.00	\$0.00		\$28.00	10/31/2020	0
Koldrock Waters, Inc.	843325	9/14/2020	10/31/2020	\$143.25	\$0.00		\$143.25	10/31/2020	0
Koldrock Waters, Inc.	844592	9/28/2020	10/31/2020	\$82.50	\$0.00		\$82.50	10/31/2020	0
Koldrock Waters, Inc.	843324	9/14/2020	10/31/2020	\$6.50	\$0.00		\$6.50	10/31/2020	0
Koldrock Waters, Inc.	843321	9/14/2020	10/31/2020	\$12.00	\$0.00		\$12.00	10/31/2020	0
Totals for Koldrock Waters, Inc.:				\$447.00	\$0.00		\$447.00		
Monark Student Transportation Corp.									
Monark Student Transportation Corp.	M15335	9/30/2020	10/31/2020	\$300.00	\$0.00		\$300.00	10/31/2020	0

Erie County Technical School

Open Invoice Report

PNC and NWSB - 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 Monark Student Transportation Corp.:</i>				<u>\$300.00</u>	<u>\$0.00</u>		<u>\$300.00</u>		
National Fuel Gas									
National Fuel Gas	10/17/20HS	10/7/2020	10/31/2020	\$612.44	\$0.00		\$612.44	10/7/2020	24
National Fuel Gas	10/2020SC	10/30/2020	10/31/2020	\$155.09	\$0.00		\$155.09	10/30/2020	1
<i>Totals for National Fuel Gas:</i>				<u>\$767.53</u>	<u>\$0.00</u>		<u>\$767.53</u>		
Northwestern Roofing									
Northwestern Roofing	445551	9/24/2020	10/31/2020	\$1,362.16	\$0.00		\$1,362.16	10/24/2020	7
Northwestern Roofing	445552	9/24/2020	10/31/2020	\$476.17	\$0.00		\$476.17	10/24/2020	7
Northwestern Roofing	445512	9/24/2020	10/31/2020	\$854.78	\$0.00		\$854.78	10/24/2020	7
<i>Totals for Northwestern Roofing:</i>				<u>\$2,693.11</u>	<u>\$0.00</u>		<u>\$2,693.11</u>		
Pa Pride, LLC									
Pa Pride, LLC	1025	9/30/2020	10/31/2020	\$4,950.00	\$0.00		\$4,950.00	10/31/2020	0
<i>Totals for Pa Pride, LLC:</i>				<u>\$4,950.00</u>	<u>\$0.00</u>		<u>\$4,950.00</u>		
PCEA									
PCEA	2020-2021DUES	10/21/2020	10/31/2020	\$25.00	\$0.00		\$25.00	10/31/2020	0
<i>Totals for PCEA:</i>				<u>\$25.00</u>	<u>\$0.00</u>		<u>\$25.00</u>		
Reinhart Food Service									
Reinhart Food Service	644152	9/29/2020	10/31/2020	\$769.11	\$0.00		\$769.11	10/31/2020	0
Reinhart Food Service	659875	10/20/2020	10/31/2020	\$157.70	\$0.00		\$157.70	10/31/2020	0
Reinhart Food Service	659017	10/20/2020	10/31/2020	\$535.99	\$0.00		\$535.99	10/31/2020	0
Reinhart Food Service	655860	10/20/2020	10/31/2020	\$68.00	\$0.00		\$68.00	10/31/2020	0
Reinhart Food Service	649786	10/6/2020	10/31/2020	\$361.18	\$0.00		\$361.18	10/31/2020	0
Reinhart Food Service	649775	10/6/2020	10/31/2020	\$243.41	\$0.00		\$243.41	10/31/2020	0
Reinhart Food Service	624905	9/2/2020	10/31/2020	\$72.10	\$0.00		\$72.10	10/31/2020	0
Reinhart Food Service	629914	9/10/2020	10/31/2020	\$41.24	\$0.00		\$41.24	10/31/2020	0
Reinhart Food Service	635051	9/17/2020	10/31/2020	\$114.20	\$0.00		\$114.20	10/31/2020	0
Reinhart Food Service	649968	10/6/2020	10/31/2020	\$680.20	\$0.00		\$680.20	10/31/2020	0
Reinhart Food Service	650304	10/7/2020	10/31/2020	\$34.99	\$0.00		\$34.99	10/31/2020	0
Reinhart Food Service	655488	10/13/2020	10/31/2020	\$696.82	\$0.00		\$696.82	10/31/2020	0
<i>Totals for Reinhart Food Service:</i>				<u>\$3,774.94</u>	<u>\$0.00</u>		<u>\$3,774.94</u>		
Sam Steever									
Sam Steever	10/2020EXPENSE	10/12/2020	10/31/2020	\$332.70	\$0.00		\$332.70	10/31/2020	0
<i>Totals for Sam Steever:</i>				<u>\$332.70</u>	<u>\$0.00</u>		<u>\$332.70</u>		
Scott Electric									
Scott Electric	2160918	9/18/2020	10/31/2020	\$393.57	\$0.00		\$393.57	10/31/2020	0
Scott Electric	2181219	9/30/2020	10/31/2020	\$257.40	\$0.00		\$257.40	10/31/2020	0

Vendor Name	Invoice Number	Invoice Date	Post Date	Invoice Balance	Potential Discount	Discount Expires On	Net Amount Due	Invoice Due Date	Days Past Due
Scott Electric	2163437	9/22/2020	10/31/2020	\$80.97	\$0.00		\$80.97	10/31/2020	0
Scott Electric	2163436	9/22/2020	10/31/2020	\$80.97	\$0.00		\$80.97	10/31/2020	0
Totals for Scott Electric:				\$812.91	\$0.00		\$812.91		
SJE FBO EnergyMark, LLC									
SJE FBO EnergyMark, LLC	1182530	10/31/2020	10/31/2020	\$50.00	\$0.00		\$50.00	10/31/2020	0
Totals for SJE FBO EnergyMark, LLC:				\$50.00	\$0.00		\$50.00		
Summit Township Sewer Authority									
Summit Township Sewer Authority	10/2020SEWER	10/12/2020	10/31/2020	\$250.69	\$0.00		\$250.69	11/10/2020	0
Totals for Summit Township Sewer Authority:				\$250.69	\$0.00		\$250.69		
Summit Township Water Authority									
Summit Township Water Authority	11/10/2020	10/2/2020	10/31/2020	\$448.00	\$0.00		\$448.00	11/10/2020	0
Totals for Summit Township Water Authority:				\$448.00	\$0.00		\$448.00		
Talent Assessment									
Talent Assessment	11250	8/14/2020	8/31/2020	\$2,000.00	\$0.00		\$2,000.00	8/31/2020	61
Totals for Talent Assessment:				\$2,000.00	\$0.00		\$2,000.00		
The Nutrition Group									
The Nutrition Group	4515	10/1/2020	10/31/2020	\$1,012.00	\$0.00		\$1,012.00	10/31/2020	0
Totals for The Nutrition Group:				\$1,012.00	\$0.00		\$1,012.00		
Times Publishing Company									
Times Publishing Company	26029	9/17/2020	10/31/2020	\$179.20	\$0.00		\$179.20	10/30/2020	1
Totals for Times Publishing Company:				\$179.20	\$0.00		\$179.20		
Unifirst Corporation									
Unifirst Corporation	1488164	10/20/2020	10/31/2020	\$77.90	\$0.00		\$77.90	10/31/2020	0
Unifirst Corporation	1488143	10/20/2020	10/31/2020	\$141.03	\$0.00		\$141.03	10/31/2020	0
Unifirst Corporation	1486618	10/13/2020	10/31/2020	\$77.90	\$0.00		\$77.90	10/31/2020	0
Unifirst Corporation	1486597	10/13/2020	10/31/2020	\$141.03	\$0.00		\$141.03	10/31/2020	0
Unifirst Corporation	1483489	9/29/2020	10/31/2020	\$141.03	\$0.00		\$141.03	10/31/2020	0
Unifirst Corporation	1483509	9/29/2020	10/31/2020	\$77.90	\$0.00		\$77.90	10/31/2020	0
Unifirst Corporation	1485041	10/6/2020	10/31/2020	\$80.24	\$0.00		\$80.24	10/31/2020	0
Unifirst Corporation	1485019	10/6/2020	10/31/2020	\$145.01	\$0.00		\$145.01	10/31/2020	0
Totals for Unifirst Corporation:				\$882.04	\$0.00		\$882.04		
Verizon Wireless									
Verizon Wireless	9864381973	10/7/2020	10/31/2020	\$325.19	\$0.00		\$325.19	10/30/2020	1
Totals for Verizon Wireless:				\$325.19	\$0.00		\$325.19		
Wagner Giblin Insurance									

Erie County Technical School

Open Invoice Report

PNC and NWSB - 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
Wagner Giblin Insurance	09/30/2020E&O	9/30/2020	10/31/2020	\$80.00	\$0.00		\$80.00	10/31/2020	0
<i>Totals for Wagner Giblin Insurance:</i>				<i>\$80.00</i>	<i>\$0.00</i>		<i>\$80.00</i>		
Welders Supply									
Welders Supply	271033	9/30/2020	10/31/2020	\$12.75	\$0.00		\$12.75	10/31/2020	0
Welders Supply	270136	8/31/2020	10/31/2020	\$13.03	\$0.00		\$13.03	10/31/2020	0
<i>Totals for Welders Supply:</i>				<i>\$25.78</i>	<i>\$0.00</i>		<i>\$25.78</i>		
GRAND TOTALS:				\$56,381.70	\$0.00		\$56,381.70		

Erie County Technical School

Open Invoice Report

PNC and NWSB - General Fund

Report name: New Open Invoice Report
Report format: Detail
Show invoices open as of: 10/31/2020
Calculate discounts as of today
Base invoice aging on: Due date
Include all invoice dates
Include all post dates
Include all due dates
Include all Post Statuses
Include all Invoices
Include all Vendors
Include these Banks: 10-01020, 10-01040
Include all Invoice Attributes
Include all Vendor Attributes

Erie County Technical School

Open Invoice Report

Capital Projects

Vendor Name	Invoice Number	Invoice Date	Post Date	Invoice Balance	Potential Discount	Discount Expires On	Net Amount Due	Invoice Due Date	Days Past Due
Considine Biebel & Company									
Considine Biebel & Company	PAYAPP#3	10/16/2020	10/31/2020	\$14,268.75	\$0.00		\$14,268.75	10/31/2020	0
Totals for Considine Biebel & Company:				\$14,268.75	\$0.00		\$14,268.75		
Keystone Electric									
Keystone Electric	PAYAPP#3	10/16/2020	10/31/2020	\$2,335.00	\$0.00		\$2,335.00	10/31/2020	0
Keystone Electric	PAY APP#2	10/19/2020	10/31/2020	\$7,200.00	\$0.00		\$7,200.00	10/31/2020	0
Totals for Keystone Electric:				\$9,535.00	\$0.00		\$9,535.00		
GRAND TOTALS:				\$23,803.75	\$0.00		\$23,803.75		

Erie County Technical School

Open Invoice Report

Capital Projects

Report name: New Open Invoice Report

Report format: Detail

Show invoices open as of: 10/31/2020

Calculate discounts as of today

Base invoice aging on: Due date

Include all invoice dates

Include all post dates

Include all due dates

Include all Post Statuses

Include all Invoices

Include all Vendors

Include these Banks: 31-01130

Include all Invoice Attributes

Include all Vendor Attributes

VISA Statement Septembr 28, 2020

<u>Cardholder Name</u>	<u>Budget Account Number</u>	<u>Amount</u>	<u>Supplier</u>	<u>Date</u>
	10-62511-610-000-00-000-000	91.52	Officemax/Officedept#6877	
Birchard	10-62271-580-000-00-000-000	105.00	Pacta	08/31/2020
Birchard	10-62831-610-000-00-000-000	31.99	Officemax/Officedept#6877	08/31/2020
Birchard	10-04990-000-00-000-000-273	207.90	Msi*millennium Si	08/31/2020
Birchard	10-62840-348-000-00-000-000	1575.00	Sq *daniel J. Smith Photo	08/31/2020
Birchard	10-62380-610-000-00-000-000	6.09	Officemax/Officedept#6877	08/31/2020
Birchard	10-61320-610-000-00-000-000	250.00	Careersafe Online	09/01/2020
Birchard	10-62650-626-000-00-000-000	43.00	Pa Driver & Vehicle Serv	09/02/2020
Birchard	10-62440-610-000-00-000-000	158.00	Cintas Corp	09/03/2020
Birchard	10-61320-610-000-00-000-000	369.18	Uniforms Usa	09/03/2020
Birchard	10-62310-525-000-00-000-000	100.00	Cna Surety	09/04/2020
Birchard	10-61380-610-663-00-000-000	1806.19	Gih*globalindustrialeq	09/07/2020
Birchard	10-04990-000-00-000-000-273	299.00	Sp2	09/07/2020
Birchard	10-62831-635-000-00-000-000	186.75	Panera Bread #203483 O	09/14/2020
Birchard	10-62620-411-000-00-000-000	1036.54	Waste Mgmt Wm Ezpay	09/15/2020
Birchard	10-62511-610-000-00-000-000	-91.52	Officemax/Officedept#6877	09/18/2020
Birchard	10-61290-610-000-00-000-000	2613.25	The Webstaurant Store	09/18/2020
Birchard	10-61320-610-000-00-000-000	112.95	Uniforms Usa	09/18/2020
Birchard	10-62840-538-000-00-000-000	232.58	Velocity Network Inc	09/21/2020
Birchard	10-61380-610-663-00-000-000	2097.00	Cdw Govt #1854805	09/25/2020
Birchard	10-62511-610-000-00-000-000	240.00	Forms Fulfillment Center	09/25/2020
Birchard	10-62511-610-000-00-000-000	419.50	Forms Fulfillment Center	09/25/2020
Birchard	10-04990-000-000-00-000-999	291.70	Amzn Mktp Us	09/28/2020
Carr	10-61380-640-000-00-000-290	-1310.40	Cengage Learning, Inc	09/04/2020
Carr	10-61380-640-000-00-000-290	299.00	Sp2	09/10/2020
Carr	10-61380-640-000-00-000-290	1352.60	Ntlrest-Ahlel-Nrfsp	09/23/2020
Doty	10-62831-610-000-00-000-000	189.90	Amzn Mktp Us	09/25/2020
Doty	10-62831-610-000-00-000-000	11.78	Amzn Mktp Us	09/28/2020
Fox	10-61341-610-000-00-000-000	96.93	Wal-Mart #2278	09/15/2020
Fox	10-61341-610-000-00-000-000	17.69	Wm Supercenter #2278	09/16/2020
Fox	10-61341-610-000-00-000-000	26.44	Sams Club #6675	09/22/2020
Fox	10-61341-610-000-00-000-000	10.01	Michaels Stores 2030	09/23/2020
Fox	10-61341-610-000-00-000-000	44.19	Michaels Stores 2030	09/24/2020
Fox	10-61341-610-000-00-000-000	51.69	Wm Supercenter #2278	09/25/2020
Fox	10-61341-610-000-00-000-000	25.54	Michaels Stores 2030	09/28/2020
Fox	10-61341-610-000-00-000-000	30.07	Wm Supercenter #2278	09/28/2020
Fox	10-61341-610-000-00-000-000	3.71	Mueller Locksmith Llc	09/28/2020
Fox	10-61341-610-000-00-000-000	17.96	Samsclub #6675	09/28/2020
Garvey	10-61290-610-000-00-000-000	159.99	Bed Bath & Beyond #447	09/21/2020
Garvey	10-61290-610-000-00-000-000	22.34	Gfs Store #0723	09/21/2020
Garvey	10-61290-610-000-00-000-000	53.19	Bed Bath & Beyond #447	09/24/2020
Garvey	10-61290-610-000-00-000-000	31.99	Bed Bath & Beyond #651	09/24/2020

VISA Statement Septembr 28, 2020

<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	22.95	Amzn Mktp Us	09/24/2020
Garvey	10-61290-610-000-00-000-000	139.49	Amzn Mktp Us	09/24/2020
Garvey	10-61290-610-000-00-000-000	133.50	Amzn Mktp Us	09/28/2020
Klins	10-61370-610-000-00-000-261	129.84	Amzn Mktp Us	09/22/2020
Long	10-61380-610-000-00-000-275	163.54	Staples 00103556	08/31/2020
Long	10-61380-610-000-00-000-275	157.35	Lowes #00226	08/31/2020
Long	10-61380-610-000-00-000-275	7.42	Staples 00103556	08/31/2020
Long	10-61380-610-000-00-000-275	25.00	Careersafe Online	09/09/2020
Long	10-61380-610-000-00-000-275	425.00	Careersafe Online	09/09/2020
Long	10-61380-610-000-00-000-275	229.29	Lowes #00226	09/10/2020
Long	10-61380-610-000-00-000-275	167.40	Lowes #00226	09/14/2020
Long	10-61380-610-000-00-000-275	337.11	Lowes #00226	09/15/2020
Marzka	10-62650-626-000-00-000-000	13.00	Country Fair #65	09/02/2020
Marzka	10-62650-626-000-00-000-000	184.65	E L Heard & Son	09/07/2020
Marzka	10-62620-610-000-00-000-000	-38.87	Blaze Pizza #1206	09/23/2020
Marzka	10-62620-610-000-00-000-000	-50.13	Kura Sushi Garden Grove	09/23/2020
Mello	10-62620-610-000-00-000-000	155.84	Meier Supply Co #11	08/31/2020
Mello	10-62620-610-000-00-000-000	896.00	Lowes #00226	09/10/2020
Miller	10-61370-610-000-00-000-264	140.00	Careersafe Online	09/07/2020
Miller	10-61370-610-000-00-000-264	88.68	Wal-Mart #3253	09/09/2020
Noonan	10-04990-000-00-000-000-273	37.96	Krispy Kreme 0369	09/17/2020
Noonan	10-04990-000-00-000-000-273	104.19	Wm Supercenter #2561	09/17/2020
Noonan	10-04990-000-00-000-000-273	20.64	Sally Beauty #10083	09/18/2020
Sanders	10-61342-610-000-00-000-001	92.73	Instacart	09/15/2020
Sanders	10-61342-610-000-00-000-001	39.95	Amazon.Com*m43xa4pn1 Amzn	09/18/2020
Sanders	10-61342-610-000-00-000-001	426.78	Uniforms Usa	09/22/2020
Sargent	10-61370-610-000-00-000-262	402.92	Officesupply.Com	09/21/2020
Sargent	10-61370-610-000-00-000-262	-22.81	Officesupply.Com	09/24/2020
Sargent	10-61370-610-000-00-000-262	90.07	Michaels Stores 2030	09/28/2020
Scalise	10-62122-610-000-00-000-004	15.98	Amzn Mktp Us	09/07/2020
Scalise	10-62122-610-000-00-000-004	26.49	Gfs Store #0723	09/28/2020
Scalise	10-62122-610-000-00-000-004	19.89	Pitsco Inc	09/28/2020
Smith	10-62840-618-000-00-000-000	30.74	Pp*fastspring	08/28/2020
Smith	10-62840-618-000-00-000-000	399.98	Dnh*godaddy.Com	09/04/2020
Smith	10-62840-618-000-00-000-000	151.98	Cdw Govt #1233751	09/14/2020
Smith	10-62840-618-000-00-000-000	1179.97	Amzn Mktp Us	09/22/2020
Steever	10-61380-610-000-00-000-271	356.10	Staples 00103556	09/21/2020
Tarasovitch	10-62831-610-000-00-000-000	469.30	Laser Creations By Isi	09/02/2020
Tarasovitch	10-61380-610-000-00-000-293	732.00	Clark-Mckibben Safety	09/02/2020
Tarasovitch	10-04990-000-000-00-000-273	2200.00	Sq *sunlights Balayage, I	09/03/2020
Tarasovitch	10-62380-610-000-00-000-000	1864.00	E Group Inc	09/03/2020
Tarasovitch	10-61380-610-000-00-000-279	183.18	The Warren Company	09/04/2020

VISA Statement Septembr 28, 2020

<u>Cardholder Name</u>	<u>Budget Account Number</u>	<u>Amount</u>	<u>Supplier</u>	<u>Date</u>
Tarasovitch	10-62380-610-000-00-000-000	94.94	Uniforms Usa	09/10/2020
Tarasovitch	10-62380-610-000-00-000-000	65.98	Officemax/Officedept#6877	09/14/2020
Tarasovitch	10-61380-610-000-00-000-279	30.14	Matheson Tri-Gas L46	09/15/2020
Tarasovitch	10-61380-610-000-00-000-279	457.20	Welders Supply Co	09/21/2020
Tarasovitch	10-62380-610-000-00-000-000	215.85	Uniforms Usa	09/23/2020
Tarasovitch	10-62831-610-000-00-000-000	289.72	Laser Creations By Isi	09/23/2020
Vonvolkenburg	10-62620-610-000-00-000-000	817.41	The Webstaurant Store	09/03/2020
Vonvolkenburg	10-62620-610-000-00-000-000	790.76	Gih*globalindustrialeq	09/17/2020
Vonvolkenburg	10-62620-610-000-00-000-000	20.00	Amplivox Sound Systems LI	09/17/2020
Vonvolkenburg	10-62620-610-000-00-000-000	1305.58	Smartsign	09/18/2020
Vonvolkenburg	10-62620-610-000-00-000-000	295.19	Uline	09/22/2020
Vonvolkenburg	10-62620-610-000-00-000-000	-73.90	Smartsign	09/23/2020
Vonvolkenburg	10-62620-610-000-00-000-000	679.12	Nbf*natl Biz Furniture	09/25/2020
Vonvolkenburg	10-62620-610-000-00-000-000	174.55	Vp Supply Erie Counter	09/28/2020
Vonvolkenburg	10-62620-610-000-00-000-000	359.84	Nbf*natl Biz Furniture	09/28/2020
Walker	10-04210-900-000-00-000-000	100.00	Tims	09/03/2020
Walker	10-04210-900-000-00-000-000	100.00	Tims	09/03/2020
Warren	10-61342-610-000-00-000-001	14.99	Amzn Mktp Us	09/01/2020
Warren	10-61342-610-000-00-000-001	19.99	Amzn Mktp Us	09/02/2020
Warren	10-61342-610-000-00-000-001	91.50	Amzn Mktp Us	09/07/2020
Warren	10-61342-610-000-00-000-001	37.27	Amazon.Com*mu3s82vh2 Amzn	09/07/2020
Warren	10-61342-610-000-00-000-001	289.42	Amzn Mktp Us	09/07/2020
Warren	10-61342-610-000-00-000-001	30.59	Amzn Mktp Us	09/07/2020
Warren	10-61342-610-000-00-000-001	81.64	Instacart	09/14/2020
Warren	10-61342-610-000-00-000-001	74.79	Amazon.Com*m49nj1xn0	09/25/2020
Zellefrow	10-61320-610-000-00-000-000	17.49	Amzn Mktp Us	09/15/2020
Zellefrow	10-61320-610-000-00-000-000	89.96	Amzn Mktp Us	09/16/2020
Zellefrow	10-61320-610-000-00-000-000	6.99	Amzn Mktp Us	09/17/2020
Zellefrow	10-61320-610-000-00-000-000	591.91	Amzn Mktp Us	09/21/2020
Zellefrow	10-61320-610-000-00-000-000	29.99	Amazon.Com*m404b5qy2 Amzn	09/25/2020
Zellefrow	10-61320-610-000-00-000-000	26.46	Krispy Kreme 0369	09/28/2020
Total for September 2020		\$	32,590.71	

October 2020

Administrative Services / Human Resources Report

Staffing:

Recruitment for CNT (retirement) and AUT (resignation) instructors currently underway.

Staff Development:

Coordination of In-Service and Professional Development plans underway.
Review/update of school wide job descriptions is currently in progress.

Payroll:

Updates for PTO and Pay has been updated in the payroll system.

ERIE COUNTY TECHNICAL SCHOOL

PROPOSED AGENDA ITEM

DATE: October 16, 2020

SUBJECT: Resignation- Jessica Fiesler

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

INITIATED BY: Catherine Doty, Administrative Services/Human Coordinator

DESCRIPTION:

Jessica Fiesler, part-time Instructional Aide, has expressed her desire to resign effective October 29, 2020.

RECOMMENDATION:

Motion to approve the resignation request of Jessica Fiesler effective October 29, 2020.

Jessica Fiesler
10521 Greenlee Rd
Waterford, PA 16441

October 16, 2020

Cat Doty
Human Resources
Erie County Technical School
8500 Oliver Rd.
Erie, PA 16509

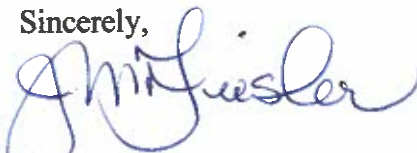
Dear Cat Doty,

Please accept this as my formal notification that I am resigning from my position as Instructional Aide with Erie County Technical School – Transition Center as of October 29th, 2020.

Thank you so much for the opportunity to work in this position over the past 11 years. I've truly enjoyed working at the Transition Center and am thankful for the opportunity to work with so many great students and staff members over the years.

I would be happy to assist in the transition and training of the new Transition Center Instructional Aide over the next two weeks. Please feel free to contact me with any questions or concerns.

Sincerely,



Jessica Fiesler

ERIE COUNTY TECHNICAL SCHOOL

PROPOSED AGENDA ITEM

DATE: September 11, 2020 – REVISED October 2, 2020

SUBJECT: Secretary (S-3)

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

INITIATED BY: Catherine Doty, Administrative Services / HR Coordinator

DESCRIPTION:

The Erie County Technical School Administration recommends hiring Renee Heberle as a part-time Secretary at the rate of \$16.31 per hour beginning on or after September 7, 2020.

RECOMMENDATION:

Motion to ratify the hire of Renee Heberle as a part-time Secretary at rate of \$16.31 per hour effective on or after September 7, 2020.

ERIE COUNTY TECHNICAL SCHOOL

PROPOSED AGENDA ITEM

DATE: September 11, 2020-Revised 10-2-2020

SUBJECT: Student Assistance 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 Sharon Lytle as a part-time Student Assistance Aide at the probationary rate of \$16.46 per hour beginning on or after September 7, 2020. She will serve a 120-day probationary period prior to recommendation for regular employment.

RECOMMENDATION:

Motion to ratify the hire of Sharon Lytle as a part-time Student Assistance Aide at rate of \$16.46 per hour effective on or after September 14, 2020.

ERIE COUNTY TECHNICAL SCHOOL

PROPOSED AGENDA ITEM

DATE: September 16, 2020 - Revised October 2, 2020

SUBJECT: Student Assistance 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 Amanda Brown as a part-time Student Assistance Aide at the probationary rate of \$16.46 per hour beginning on or after October 5, 2020. She will serve a 120-day probationary period prior to recommendation for regular employment.

RECOMMENDATION:

Motion to approve the hire of Amanda Brown as a part-time Student Assistance Aide at rate of \$16.46 per hour effective on or after October 5, 2020.

ERIE COUNTY TECHNICAL SCHOOL

PROPOSED AGENDA ITEM

DATE: October 14, 2020

SUBJECT: Part-Time Confidential Secretary Position

CATEGORY: Operations: Policy: Information: Personnel: X

INITIATED BY: Cat Doty, Administrative Services/Human Resources Coordinator

DESCRIPTION:

Addition of Non-Bargaining Unit Part-Time (24 hours) Confidential Secretary. See attached job description.

RECOMMENDATION:

Motion to accept addition of a Non-Bargaining Unit Part-Time Confidential Secretary and Job Description.

ERIE COUNTY TECHNICAL SCHOOL

Job Qualifications

TITLE: Confidential Secretary
DEPARTMENT: Administrative Services
REPORTS TO: Director/Administrative Services-Human Resources
REVISION DATE:

REQUIREMENTS: Associate degree in business or clerical sciences preferred, computer literate in Microsoft office, and prior clerical experience required, Act 34/151 Clearances

TALENTS: This position will not be included in the Collective Bargaining Unit. This position requires a clear ability to maintain confidence in Personnel, Financial, Legal, and general department matters. The employee should possess a service mentality, an internal drive to accomplish daily tasks, and the ability to solve problems. In addition, the employee must be personally accountable for their work, work well in a team environment and be aware of and attentive to individual differences.

Job Statement: Responsible for all the maintenance of clerical/secretarial operations for department(s) assigned to.

PERFORMANCE RESPONSIBILITIES:

1. Secretarial support to Director, and Administrative Services/Human Resources Coordinator, including, but not limited to, preparing and mailing correspondence and reports, sorting and distributing mail, meeting scheduling and preparations, calendar coordination.
2. Keeps records and forms updated at the direction of assigned department heads.
3. Preparing, filing, and maintaining records related to assigned department.
4. Answers departmental phone calls, routes calls to the proper destination, takes and relays information.
5. Greets all visitors courteously, determines their needs, and directs them to the proper person.
6. Provide information to auditors as needed.
7. Order office supplies and maintain office equipment.
8. Monitor and track COBRA Coverage, employee Clearances/Certificates.
9. Inputs purchase orders as needed.
10. Assist employees in other offices when needed.
11. Performs other office duties as may be assigned.

NON-BARGAINING UNIT CLASSIFICATION: Part-Time

TERMS OF EMPLOYMENT: 12 months, 24 hours per week

I have reviewed the above job description and analysis and understand the requirements of the position _____ (Initials).

Employee

Date

Created: 10/2020

**Erie County Technical School
Director's Report
October 2020**

Roundabout

1. Dr. Walker and Solicitor Sennett conducted a negotiation meeting with PennDOT representatives. Topics addressed include: Sale price per acre, safety barrier, and transaction details (agreed upon condemnation vs. sale).
2. PennDOT requested that we develop/provide a design and cost estimate for a safety barrier. We are working to prepare a design without commissioning an Architect.

Renovation Status

1. Del VonVolkenburg and I met with Architect Chris Coughlin et. al., to discuss kitchen design and labeling of spaces on design drawings.
2. Initial kitchen design was not workable given initial space allocation.
3. At our last JOC meeting a request was made for Director Walker to talk with PAC about when they saw it appropriate to put the renovation project out for bid. The PAC advised me that they would envision putting the project out for bid PRIOR to visiting the School Boards with a firm request. The PAC requested that they be notified prior to putting the renovation out for bid so that they could inform their School Boards.
4. Architect Chris Coughlin provided a project update this evening.

ECTS Schedule

1. Our hybrid schedule is working well.
2. In accordance with guidance provided by our PAC, we notified the public that we will remain on the Hybrid schedule for the second academic quarter unless community spread of the COVID-19 virus worsens in which case we will switch to a fully remote attendance schedule.
3. We will make a decision about an attendance schedule for the third academic quarter the week before the third academic quarter begins.

RCTC

1. Seniors from last year have completed their Automotive Inspection and Emissions testing.
2. We are still waiting for the fingerprinting equipment removal from the ECTS by Identogo representatives.

ECTS Operations

1. We presented to the PAC the concept of introducing an Electro-Mechanical Engineering Technology (Mechatronics) program with a Drone Technology. Two of

the Superintendents have responded favorably and we are waiting for additional responses.

2. We are working collectively on an adjusted recruitment plan given difficulties with access to schools and students resulting from the pandemic.
3. We are adopting and implementing CTE 360 as a Learning and Content Management System (LCMS).
 - a. CTE 360 provides the structure/framework needed to facilitate our curriculum development, digitization and access, and 339 audit needs.
 - b. Provides PDE updates to POS (much like Board Docs for policy).
 - c. Chapter 339 Audit – We are conducting regular planning meetings and are in the process of coordinating with PDE to use CTE 360 vs. GoogleDocs as an audit platform.
 - d. Initial work plan/matrix is complete.
 - e. Assignments forthcoming.
4. ECTS Comprehensive Plan (three-year cycle).
 - a. Phase 3 schools have plan due 2021.
 - b. ECTS is a phase 3 school.
5. Teacher evaluations are in-progress.
 - a. Dr. Walker and Principal Tarasovitch divide the work effort.
 - b. Dr. Walker and Principal Tarasovitch complete all annual evaluations together.
 - c.

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.

Other Action Items This Month

High School Activity Report

October 2020

Locco Scholarship Interviews:

The Patrick R. Locco Scholarship Award Interviews that are organized by the Manufacturer's and Business Association were held on September 25, 2020 at the Erie County Technical School. These interviews were delayed due to the COVID-19 interruption in March of 2019. The four students that were nominated for the award were:

1. DDE/FLB Nicole Matczak
2. EET/FVR Andrew Reiland
3. FMT/HBK Adam Bokshan
4. DDE/FVR Corey Buckner.

The winner will be announced later this year.

NOCTI Pre-Testing:

Erie County Technical School took advantage of PDE's technical assisted program (TAP) funding for the NOCTI pretesting. The seniors from the 17 programs completed the online written test during a two-day window of September 30th and October 1st. The pretest will be utilized by the instructors to evaluate areas of weakness in their curriculum, and for individual student improvement plans. The goal of the pretesting is to ensure that our students do the best that they can with the end-of-the year NOCTI testing scheduled for April of 2021. **COVID-19 fact: The 2019-20 Pre-Test was utilized to acknowledge our students acquisition of the ECTS graduation requirements.** Special recognition to Mrs. Sandy Carr and Mrs. Mary Foulkrod for their organization of the testing process and the Instructional Aides for the small group testing support.

After School Faculty Meeting #2:

On October 1st, the faculty and the administration met after school to discuss "Budgeting Process" for the 2021-22 SY. Terri Birchard provided the instructors with the budget action plan and requirements for submission. In addition, Terri Birchard supplied each lab instructor a guide to create and submit an anticipated program budget for review for 2021-22.

OAC Fall Luncheon:

The fall occupational advisory committee membership meetings were scheduled for October 12th, but many were conducted at earlier times. Most of the OAC sessions were completed utilizing the Microsoft Teams platform. Rob Eggleston did wonderful job supporting the virtual meetings; which was the first of its kind at ECTS. Mr. Tarasovitch took the opportunity to join 5 virtual sessions that were conducted on 12th of October (CMN, COS, FMT, MTF, and PMT); each of these sessions provided him with an appreciation for the instructors' planning and preparation with the Microsoft platform. Each Occupational Advisory Committee meeting during the year has a specific agenda; the main items of discussion for this meeting were the equipment needs, curriculum, safety and organization. The number of OAC members were 130 (**153 in 10/2019**) participants; 109 (**90 in 10/2019**) companies/organizations represented.

High School Activity Report

October 2020

National Technical Honor Society:

Due to the COVID-19 gathering restrictions, the annual National Technical Honor Society induction ceremony will not be formally held at the Erie County Technical School. The 2020-21 inductees will have a ceremony that will be appropriate for a special recognition of this accomplishment during a school day. The society led by Maria Sargent and Allison Marendt will induct 18 new members and honor four members of the previous year. (See attached list of 2020-21 Inductees).

PRIDE Student of the Month:

Mr. Tarasovitch has continued the ECTS Student BE-ATTITUDES in recognizing the student of the month. The September PRIDE student of the month is attached.

TRACKING PROGRESS - MID FIRST QUARTER

Launch Online Learning Platform

July 29- September 29:
Teacher Planning/Preparation
for Online Learning

OneNote Class Notebook:

- For each Level
- Welcome
- Syllabus
- Orientation Information

Teams Assignments:

- Creating new assignments
- Attaching Resources
- Attaching Links
- Enabling student editing of documents
- Saving to drafts
- Scheduling to post on assigned date
- Copying assignments

Teams Meetings:

- Starting new meetings
- Recording meetings
- Inviting students to meetings
- One : One calls with students

Teams Quizzes:

- Creating Quizzes
- Copying quizzes
- Self-scoring quizzes

Teams Posts/Chats:

- Public posts/replies
- Private conversations

Channels:

- How to create
- Possible uses

Teaching in COVID19

August 25- September 29:
Additional start of school lessons,
responsibilities, and considerations

General Information to teach students for online learning:

- Join ECTS WiFi
- Log into Teams
- Attendance expectations

Teaching students to use Teams:

- General Navigation
- Teacher specific organization/expectations
- Locating Assignments
- Submitting Assignments
- Joining Meetings
- Using posts/chat

Teaching New Classroom Routines:

- Symptom Checklist
- Cleaning/Sanitizing
- Social Distancing

Additional New Twists to Consider:

- Managing students in 2 classrooms at once
- Reorganizing lessons/assignments for best use of remote time vs. in person time
- Reorganizing lab/in person lessons to maintain social distancing
- Implementation of new procedures for in person and remote learning
- Recording and adjusting remote learning attendance based on PDE matrix
- New resources for online
- New Online Textbooks*
- Creating meaningful online curriculum

Ongoing Challenges

August 25- September 29:

Hybrid learning Obstacles:

- Student accounts/logins/passwords
- Differences between devices
- Blocked resources by sending schools
- Students with poor Internet
- Other issues that just happen because it's technology
- Students not completing remote assignments
- Only seeing students every other day to learn routines, familiarize self with lab, etc. extends time needed to accomplish the task
- Students having up to 4 days in a row - not in person
- Takes longer to get to know students

We have done all of this- in addition to all of the "normal" things we do the first 5 weeks of school. We are on our way to great things with digital learning!

Maintenance Department Report for October 2020

I. MANAGER ACTIVITIES

A. Accomplishments

1. Secure Vestibule Projects at High School and Skill Center 95% complete
2. Fire extinguishers and ansul systems tested
3. Communicated with the following Contractors/Vendors:
 - Grainger
 - DiSantis
 - TC Paving
 - Otis Elevator
 - Janitors Supply Co.
 - Fagan
 - Team Turf
 - WT Spaeder

B. Meetings Attended

1. Weekly Administrative Team meetings.

II. MAINTENANCE

A. Accomplishments

1. HVAC repairs to selected RTU and Air Handling units completed

B. Ongoing Projects

1. Completed work requests at High School and Skill Center.
2. Lawn Mowing
3. Performed Preventive Maintenance on Scheduled Equipment

II. CUSTODIAL

A. Accomplishments

1. Routine Cleaning of the facilities.
2. Daily Building Sanitizing
3. Set up for events as scheduled

IV. SAFETY

1. Completed Fire drills for the Skill Center and High School.
2. Completed lock down drills for Skill Center and High School

Technology Board Report

Office 365 & Teams

The use of Teams for remote instruction seems to be working very well after reflecting on our first full month. It is not without its challenges and hurdles, and while not always the perfect scenario, we continue to address the roadblocks we encounter. Lisa Scalise continue to lead the dialogue with the faculty, working with me on the larger opportunities.

Applications

We continue to learn how to operate in a full-sync environment between our Infinite Campus, Office365, and other 3rd party application and data resources. One small change can often have unexpected ripple effects.

Continuing to adjust reporting to better align with all of the schedule and period changes. We calculate many classes across several instructors into a single quarterly grade. This is both for our districts, for our elective credit on their report cards, as well as for us. Averaging weighted class grades is not a standard SIS function, only calculating a running GPA is. This year we introduced A/B schedules and rolled up our technical 'courses' into standards (or competencies) within a single parent course in effort to streamline our course layout in Microsoft Teams for remote instruction. This threw off the calculation of the summary grade.

Continuing with Navigate Prepared, now Navigate360, to implement our A/B and AM/PM period structures.

Server Systems

This is now the highest IT priority and is being worked on with Dell Pro Deploy support engineers. Pro Deploy was purchased to relieve workload; however, the process has not been smooth with them. We've got everything racked and on the network at this point; after several hurdles. The initial configuration sessions are scheduled, and the virtual servers are being prepped for migration. The enormity of this task

Desktops and Printers

All clerical workstations have been updated with laptop and dock. A few Administrator workstations remain.

Still working with ComDoc to finalize automated consumable shipments and remove two copiers still left behind.

Installing the cabling to the barn that Electricial Enginnering is using as lab space to support a telephone and wireless.

High School Office Updates

Completed the implementation of the door access controls in the new vestibules finally after the contractor was able to repair their outstanding situation.

Supervisors of Instructional Support Services Report
October 2020
Sandy Carr and Lesa Scalise

Curriculum and Remote Learning

The Professional Learning Committees (PLC's) continue to meet to enhance their skills in using Microsoft Teams for remote learning days. A survey of the staff indicated that they are comfortable in using the basic features of the platform. We continue to meet to add additional tools and resources.

The integration of CTE-360 and our student management system is complete. We will utilize a train-the-trainer model utilizing our PLC's for staff training. The first session of training is October 21, 2020 with Sandy Carr and Mary Foulkrod.

Literacy

Debra Cullen, an educational consultant for our TAP Literacy initiative will return virtually to ECTS to work with our instructors this year. Debra will work with new instructors to guide them in integrating literacy into lessons and assist our staff with remote learning tips.

Special Education

We want to welcome Sharon Lytle and Amanda Brown to our Instructional Aide team. Our instructional aides are assisting with not only meeting the educational needs of our students, but also helping with new COVID protocols in the classroom. Our instructional aides also assisted with the pre-NOCTI testing.

NOCTI

NOCTI pre-testing for our seniors is complete. Thanks to, all staff members that helped to complete the testing. Our faculty members received test reports. Faculty members will use the data from the pre-test to develop NOCTI plans for students and for their Student Learning Objective (SLO).

Articulation

We are working on updating our articulation agreements with Edinboro University, Mercyhurst University, and Laurel Technical Institute.

TRACKING PROGRESS - MID FIRST QUARTER

Launch Online Learning Platform

July 29- September 29:
Teacher Planning/Preparation
for Online Learning

OneNote Class Notebook:

- For each Level
- Welcome
- Syllabus
- Orientation Information

Teams Assignments:

- Creating new assignments
- Attaching Resources
- Attaching Links
- Enabling student editing of documents
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Erie County Technical School Enrollment
2020-2021

Program	Capacity	Program/Year Level			Total	Chg/ Prior Mth	Program/Year Level			Total	Chg/ Prior Mth
		1st	2nd	3rd			1st	2nd	3rd		
Art & Design	48	16	12	12	40	(6)	16	11	11	38	(2)
Auto Body	48	11	10	8	29	(3)	11	9	8	28	(1)
Automotive Technologies	48	15	7.5	9.5	32	0	15	7.5	9.5	32	0
Automotive Technologies	48	15	7.5	9.5	32	0	15	7.5	9.5	32	0
Computer Networking	48	9	17	10	36	1	9	17	10	36	0
Computer Info. Systems	48	17	14	8	39	(6)	17	14	8	39	0
Construction Trades	48	23	7	9	39	(4)	23	7	9	39	0
Cosmetology	48	18	14	13	45	(2)	18	14	13	45	0
Culinary Arts	48	8.5	11	11	30.5	(3)	9	11	10.5	30.5	0
Culinary Arts	48	8.5	11	11	30.5	(3)	9	11	10.5	30.5	0
Diversified Occupations					0	0				0	0
Drafting & Design	48	10	14	16	40	0	10	14	15	39	(1)
Early Childhood Education	48	17	11	11	39	(4)	17	10	10	37	(2)
Electrical Engineering	48	17	20	10	47	0	17	20	10	47	0
Facilities Maintenance	48	17	20	11	48	(1)	17	20	11	48	0
Graphic Communications	48	7	9	11	27	(4)	7	9	11	27	0
Health Assistant	48	23	13	7	43	(2)	22	13	7	42	(1)
Metal Fabrication	48	17	16	13	46	(3)	17	15	13	45	(1)
Precision Machining	48	9	16	6	31	(1)	9	15	6	30	(1)
Tourism & Hospitality	48	8	12	9	29	(2)	8	11	9	28	(1)
TOTALS	912	266	242	195	703	(43)	266	236	191	693	(10)
Percent of Capacity		77.1%					76.0%				
Date of Report		Tuesday, September 15, 2020					Tuesday, October 13, 2020				
School District	Quota	Program/Year Level			Total	Chg/ Month	Program/Year Level			Total	Chg/ Month
		1st	2nd	3rd			1st	2nd	3rd		
Fairview	83	20	23	12	55	(2)	20	22	11	53	(2)
Fort LeBoeuf	83	29	17	10	56	(4)	29	16	10	55	(1)
General McLane	83	11	18	16	45	(5)	11	18	17	46	1
Girard	83	24	24	23	71	(3)	24	23	23	70	(1)
Harbor Creek	83	21	16	15	52	(2)	21	16	15	52	0
Iroquois	83	26	16	18	60	0	26	16	18	60	0
Millcreek	83	42	40	34	116	(5)	42	40	33	115	(1)
North East	83	26	26	18	70	(5)	26	26	18	70	0
Northwestern	83	13	22	13	48	(9)	12	20	13	45	(3)
Union City	83	24	22	15	61	(6)	24	21	14	59	(2)
Wattsburg	83	30	18	21	69	(2)	31	18	19	68	(1)
Totals	912	266	242	195	703	(43)	266	236	191	693	(10)

Transition Center Enrollment
2020-2021

September 15 ,2020

October 13 ,2020

District	Transition Center	District	Transition Center
Fairview	5	Fairview	5
Fort LeBoeuf	4	Fort LeBoeuf	4
General McLane	1	General McLane	1
Girard	1	Girard	1
Harbor Creek	-	Harbor Creek	-
Iroquois	5	Iroquois	5
Millcreek		Millcreek	
North East	2	North East	2
Northwestern		Northwestern	
Union City	4	Union City	4
Wattsburg	1	Wattsburg	1
Total	23	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		2			5	38	13.2%
Automotive Body Repair	1								2	6	1		2	7		19	28	67.9%
Automotive Technologies							1		2	13			6	1		23	64	35.9%
Computer Networking							2		2	3	2		4	2		15	36	41.7%
Computer Programming									1	3	1		2	4		11	39	28.2%
Construction Trades							1		1	7	1		1	2		13	39	33.3%
Cosmetology										3			3	1		7	45	15.6%
Culinary Arts							2			7	3		2	3		17	61	27.9%
Drafting & Design									4	4			3	1		12	39	30.8%
Early Childhood Education							1		1	5			3	1		11	37	29.7%
Electrical Engineering Technology					1				1	3	1		3			9	47	19.1%
Facilities Maintenance Technologies	1						1			8	1		2	4		17	48	35.4%
Graphic Communications							1		2	2	5		2	1		13	27	48.1%
Health Assistant				1			1			2			2	1		7	42	16.7%
Metal Fabrication							1		2	6	2		2	1		14	45	31.1%
Precision Machining							1			3	1			1		6	30	20.0%
Tourism & Hospitality Management									1	6	1		1			9	28	32.1%
Undeclared																0		NaN
Erie County Technical School	2			1	1		12		19	83	20		40	30		208	693	30.0%

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	2		5	1		14	53	26.4%
Fort LeBoeuf										6	2		2	1		11	55	20.0%
General McLane	1						1			8	1		2	3		16	46	34.8%
Girard					1				1	6			5	7		20	70	28.6%
Harbor Creek									4	7	3		2	2		18	52	34.6%
Iroquois							3			8	2		1	3		17	60	28.3%
McDowell High School	1			1			2		4	11	2		8	5		34	75	45.3%
McDowell Intermediate									1	1	1		5	1		9	40	22.5%
North East							2		4	11	3		4	2		26	70	37.1%
Northwestern										3	1		1	2		7	45	15.6%
Union City							1		1	3	1		2	1		9	59	15.3%
Wattsburg							3		2	15	2		3	2		27	68	39.7%
Erie County Technical School	2			1	1		12		19	83	20		40	30		208	693	30.0%

Business and Industry Partnership Coordinator's Report
October 22, 2020

Rob Eggleston, Business & Industry Partnerships Coordinator

Co-op, Intern, Shadow, etc. Update: The Co-op Program for the 2020 - 2021 school year has begun. As of October 12, 2020, there are 75 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 summer with significant success. Numerous web-based meetings have been conducted. Continued attendance at web-based conferences, seminars, meetings, presentations, etc. is planned. Visits to Trade Shows, Field Trips, etc. will most likely be postponed or canceled for the 2020-2021 school year. The Virtual Fall, 2020, OAC meetings went very well with the next virtual meetings tentatively scheduled in the Spring, 2021.



Enrollment and Community Engagement Report October 2020

Enrollment

Due to Covid we have lost students who chose to be completely remote. We have also lost students struggling to be productive in a remote model within our hybrid model. Finally, there are still students struggling with internet issues. All ECTS staff is working diligently with students, families, and the sending districts to solve student's issues while ensuring they are receiving the quality education to be successful in their ECTS Career Major. Our current enrollment is 691.

Marketing

The new ECTS video will be finished the first week of November. We filmed in 32 different locations within the school and community. It was wonderful to hear the great things students, business, OAC members, and graduates had to say about ECTS. When our best students being featured in the video, were surveyed about what they would have liked to see in a video when they were in 9th grade, they all agreed on 2 things – students in action in each lab, and students speaking about their ECTS experience. Those 2 things are the focus of the video. A formal script was created, which will be used to describe each Career Major on the ECTS website for the mini videos.

We have condensed the traditional recruiting timeline since I am unable to present the ECTS information to the 9th graders in the sending districts. The following timeline is in place

October 26 – Mailing to about 2000 freshmen in the sending districts – Letter, ECTS brochure, and ECTS application

Week of November 2 – All freshmen will take the Holland Career Interest Inventory to prepare for the ECTS information

November 3 – Mailing to all freshmen – ECTS Virtual Open House invitation

November 9 – Mailing to all parents of freshmen – ECTS Virtual Open House invitation

Week of November 9 – All freshmen will watch the ECTS video, complete a survey indicating their favorite career major, 2nd favorite, if they plan to apply, and a homework assignment related to ECTS

November 19 – Virtual ECTS Open House (4:30 – 6:30 PM) accessed through www.ects.org

November 20 – Mailing to all freshmen – Priority Enrollment – Applications need to be submitted to School Counselors by December 18

January 22 (2021) – Applications are due to ECTS

I have met with each sending district School Counselor to discuss their individual recruiting plan and have provided information to assist them. All surveys and assignments will be completed online and are being created in Google Survey. ***I would like to thank each School Counselor in each district for the assistance and support they are providing in the recruiting process. They have all been very willing to step up and have provided many excellent ideas in the details to help this process run smoothly and deliver the information to every freshman.***

***Each JOC member will be included in every mailing sent to freshmen and their families. Please watch your mail for the ECTS marketing materials.**

Community Engagement

I attended a Virtual Erie Together meeting. Mary Bula is going to work with the Erie County School Districts to release the newly created Career Pathways to 8th and 9th grade students to follow the ECTS recruiting timeline. This will pair nicely with the recruiting process to inform parents of the career opportunities available to students and the levels of education needed as their children enter high school.

I am preparing a series of videos highlighting each of the 17 ECTS Career Majors to run prior to the freshmen viewing the major video in November.

One of my goals this is to provide more presence on our social media pages. I am finding this is a job within itself but working to schedule thoughtful time devoted to ECTS social media. In the current pandemic time, these pages are becoming even more important. Please *Like* Erie County Technical School on Facebook and Instagram for information and to see the great things happening at ECTS.

Career Planning Coordinator Board Report

October 2020

Career Planning

- Career Artifact Checklist for level 2 and level 3 students is being implemented with adjustments being made when necessary. Level 2 and 3 students continue to work toward completion of Career Readiness Certificates and Soft Skill Courseware Certificates. Some Level 2 students are completing level 1 activities that were cancelled last spring due to Covid.
- Visits to AM labs are currently being conducted with level 1 students completing self-assessments on WIN and documentation being housed in Career Artifact Folders. Some instructors are choosing to do shortened lessons while students are at ECTS with more individual work done on virtual days.
- Videos are being produced to guide students through activities while working at home on virtual days.

NOCTI

- NOCTI pre-test was administered to seniors on September 30th and October 1st. Two days were needed to accommodate for A/B day students. Reports have been delayed due to test make-ups for absent students.
- NOCTI post-testing will take place the week of April 12th. Due to the uncertainty of the epidemic, plans are still being discussed.

Activities & Awards

- In lieu of our Advanced Training Day, virtual meetings are being arranged by the CPC with colleges, training facilities, or institutions. Ideally, the virtual meetings will be held in the individual labs facilitated by the instructor.
- Other virtual presentations with coordinating activities can be arranged for on-line days.

PA Career Objective Forms

- Career Objective forms have been distributed to all labs.
- Completed forms continue to be returned, signed, and filed with student records.

RCTC Report

October 12, 2020

PA State Inspection class ran in October. We hope to be able to offer another class in November. We will not run a December PA State Inspection class.

The PA State Inspection Class for our 2020 seniors wrapped up early fall. The seniors are currently setting appointments to take their emissions test.

Emissions testing, in general, has picked up. We are now testing 4 to 5 test takers each week.

Term I Welding is running smoothly and we hope to be able to offer Welding in Term II, which starts November 2.

New CDL classes start each month and are running smoothly.

**Erie County Technical School
Joint Operating Committee
Action Items Log**

Item #	Action Item	Date of Request	Suggested By	Board Consensus	Assigned To	Status	Progress Notes
Items below this line occurred during the 2019-2020 academic year							
44	Development of consent agenda to shorten JOC meeting sessions	August 22, 2019	Mr. DiPlacido	Yes	Director, Admin Staff	Completed October 2019	Revised agenda in place for October 2019 JOC session
43	Discussion and review of Administrative Procedure 126 with Instructors	August 22, 2019	Mr. Ring	Yes	Director	Completed April 2020	Suspended Administrative Procedure 126 with Instructors for this school year due to mandatory school closure
42	Review and analysis of RCTC Operations (Programs offered, Length of Time, Enrollment)	August 22, 2019	Mr. Gallagher	Yes	Director, RCTC Supervisors	In progress	Director's discussion on the May 2020 JOC meeting agenda
Items below this line occurred during the 2018-2019 academic year							
41	Request for fingerprint data	January 24, 2019	Mr. Gallagher	Yes	Coordinator of Human and Quality Resources	Completed February 2019	Data distributed at February 28, 2019 JOC meeting
Items below this line occurred during the 2016-2017 academic year							
40	Request for update on proposed renovation cost estimates	April 27, 2017	Mr. DiPlacido	Yes	Director, Business Manager	Completed May 2017	Worked with Chris Coughlin, Architect of Record, and Paul Abrahamson, Feasibility Consultant, to develop a rough estimate of projected cost.
items below this line occurred during the 2015-2016 academic year							
39	Request for monthly update report of the Superintendents' PAC attendance and agenda	February 25, 2016	Mr. Bucksbee	Yes	Director, Superintendent of Record	Completed, March 2016	Dr. Jackson will provide the next agenda for the April PAC session; Dr. Myers has added an attendance section to her monthly report to the JOC beginning with the March 25, 2016 JOC report

**Erie County Technical School
Joint Operating Committee
Action Items Log**

38	Request for review of ECTS board policy in comparison with Millcreek Township School District policy committee's review and revision	February 25, 2016	Mr. DiPlacido	Yes	Director, Principal, and Business Manager	Completed, March 2016	A meeting was held with chair of the Millcreek Township School District policy committee and attended by Director, Principal, and Business Manager; Director and Principal will review MTSD draft policies online and inform the MTSD Policy Chairperson of any potential conflicts between the two organizations' student policies.
37	Status of board policy and need for policy review	September 24, 2015	Mr. DiPlacido	Yes	Director	Completed, December 15, 2015	A quote for PSBA Policy Review Services has been received and is being added to the 2016-2017 preliminary budget
36	Obtain an explanation from Mr. Coughlin as to willingness to provide a project cost estimate	September 24, 2015	Mr. DiPlacido	Yes	Director and Facilities Manager	Completed October 22, 2015	Letter from Tower Engineering noting the additional criteria that added to the costs of the chimney project.
35	Provide a report on the participation in the Food Service Program	September 24, 2015	Mr. Ogden	Yes	Business Manager and Food Services Director	Completed October 22, 2015	A monthly comparative report will be supplied by the Food Services Director starting with the October 2015 session.
34	Review of Food Service Fund activities	August 27, 2015	Mr. Rodgers	Yes	Director, Business Manager, and Food Services Director	In Progress On-going	Comparative review of line items in 2013-2014 and 2014-2015 to identify variances; Initial meetings have been held with Director, Business Manager, and Food Service Director to determine areas for further review
All items below this line occurred during the 2014-2015 academic year.							
33	Request for information regarding the viability of Guaranteed Energy Savings Act being incorporated into the renovation project	April 23, 2015	JOC	Yes	Director, Facilities Manager, & Business Manager	Completed, October 22, 2015	Schneider Electric and SmartEdge gave presentations during the work session regarding their Guaranteed Energy Savings Act capabilities
32	Update of enrollment review process for Class of 2017 student applications	March 26, 2015	JOC	Yes	Director	In Progress	Update will be provided once application review process has been completed

**Erie County Technical School
Joint Operating Committee
Action Items Log**

31	Request an analysis of incorporating Act 29 into the renovation project	March 26, 2015	JOC	Yes	Business Manager & Director	In Progress	Discussed matter with the Superintendents during the April meeting; Will be scheduling meetings with suggested vendors
30	Request an analysis of building renovation funded through a bond	August 28, 2014	Mr. Duda	Yes	Business Manager & Director	Completed, September 25, 2014	Bond scenarios prepared by PNC Capital Markets were presented to JOC during the September 2014 Work Session.
29	Seek competitive bids on financial auditor services	August 28, 2014	JOC	Yes	Business Manager & Director	Completed January 21, 2015	RFP released and reviewed; recommendation to JOC in January 2015
All items below this line occurred during the 2013-2014 academic year.							
28	Request for tracking of Career Street hours expended by ECTS administrators	January 25, 2014	Mr. DiPlacido	Yes	Director/Business Manager/Others	Completed, June 26, 2014	Tracking hours discussed at December Foundation meeting; email request from Mr. DiPlacido in January; staff hours reports available for February meeting
27	Investigate various strategies to upgrade HVAC system and other ECTS/Skill Center infrastructure	12/17/2013	Mr. DiPlacido	Yes	Director/Facilities Manager	Completed, August 28, 2014	JOC presentation during 1/23/14 Work Session; UPDATE: discussed with superintendents on 2/7/14; met with architect and engineer on 2/13/14; project plans and costs being developed by engineer and architect
26	Investigate and present fund balance options	8/22/13	Mr. Bucksbee	Yes	Director/Business Manager	Completed, September 26, 2013	Presented to JOC during September 2013 Work Session
All items below this line occurred during the 2012-2013 academic year.							
25	Investigate recycling program options	5/23/13	DiPlacido	Yes	Director/Facilities Manager	Completed, January 21, 2014	New recycling program began with start of second semester
24	Provide a list of CTE programs available around the State and provide monthly reports on new program development progress	5/23/13	Foyle/Ring	Yes	Director	Completed, June 27, 2013	Provided in Supplemental information-June JOC meeting

**Erie County Technical School
Joint Operating Committee
Action Items Log**

23	Begin the process of pursuing a new program for the 2014-2015 school year	April 25, 2013	Ring	Yes	Director	Completed, August 28, 2014	Update included in May Director's Report; Will be collecting students' career choice with the 2014 8 th Grade Career Readiness Survey
22	Conduct a Review of the Strategic Plan	March 28, 2013		Yes	Director	Completed May 23, 2013	Presentation to JOC during May Work Session
21	Define a successful program and an at risk program based on financial parameters	February 28, 2013	DiPlacido	Yes	Director/Business Manager	Completed, March 15, 2013	Analysis prepared using 2011-2012 budget and actual for revenues and expenses by program
20	Conduct a analysis of projected PSERS rate increases and funding	December 18, 2012	Ring	Yes	Business Manager	Completed January 17, 2013	Presented to JOC during January 2013 Work Session
19	Superintendent of Record to provide a monthly written report to include PAC meeting items	December 18, 2012		Yes	Superintendent of Record	Completed February 28, 2013	Included with Agenda beginning on February 28, 2013
18	Would like to have the PDE 339 audit form (and response from RCTS) distributed to all district reps in case they did not receive a copy. This seems to me to be an important document on the health of the school which should be (if not already) sent to all of the participating districts as they are completed.	August 18, 2012	Diplacido	No	Director	Completed August 20, 2012	All appropriate documentation is over 60 pages. Requested information placed in supplemental information section of August 2012 JOC agenda.
All items below this line occurred during the 2011-2012 academic year.							
17	Request for rationale and benefit of maintaining ISO 9001:2008 registration.	May 24, 2012	Heath	Yes	Director, Coordinator of Human & Quality Resources	Completed June 20, 2012	Administrative staff developed a presentation on the merits and benefits of ISO registration.
16	Request for list of potential new programs considered by ECTS	May 24, 2012	Diplacido	Yes	Director	Completed June 15, 2012	Collected various planning documents that contain program recommendations or discussions.

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15	Survey of guidance counselors of 2 nd choice program selection by 9 th graders	May 24, 2012	Bucksbee	Yes	Director	Completed June 20, 2012	Survey sent to 17 guidance counselors with 14 returned. Results provided at meeting.
14	Preview of Recruitment Presentation for 9 th graders	May 24, 2012	Ring	Yes	Director	Completed September 27, 2012	Admissions coordinator will make presentation during September 2012 work session.
13	Request Historical Budget Information from Districts	March 28, 2012	Bucksbee	No	Director	Completed April 16, 2012	All data collected from all districts and submitted to Mr. Bucksbee; no analysis conducted by administration
12	Investigate training opportunities for gas drilling occupations	February 2012	Mr. Ring	Yes	Director	Completed April 26, 2012	Director has been contacted by IHOP; will schedule time for IHOP to present program to JOC; contract to be reviewed by solicitor; presentation to JOC at April meeting
11	Prepare a list of potential reductions in 2012-2013 expenditures totaling 5% or \$300,000	February 2012	Mr. Ring	Yes	Director, Business Manager	Completed March 16, 2012	Object budget reviewed and \$448,000 in possible reductions identified; presented at March JOC meeting
10	Review why a decline in applications from certain districts	February 2012	Mr. Ogden	Yes	Director	Completed March 22, 2012	Discussed with superintendents at March PAC meeting; responses from three districts; Director analyzing 2012-2013 applications; report made to JOC at March meeting
9	List of ACFF recognized schools in PA	November 2011	Mr. Ogden	Yes	Curriculum Supervisor	Completed Nov. 23, 2011	Jan Kennerknecht research and sent email to Mr. Ogden. See correspondence.
8	Obtain information on the Women in Labor Apprenticeship Grant from ECF	November 2011	Mr. Ogden	Yes	Director, Business Manager	Completed Dec. 20, 2011	Information request made to Mary Ellen Camp and Debbie Thompson on December 14, 2011.
7	Advertising for students from non-participating districts	September 2011	Mr. Bucksbee	Yes	Director, Atty. Sennett	Completed Oct. 27, 2011	Recommendation and legal briefs provided by Atty. Sennett

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6	Analysis of Successful Enrollment Rates by School District (see #3)	August 2011	Mr. Duda, referred by Dr. Tracy	Yes	Director	Completed Nov. 22, 2011	Data presentation scheduled for November 22, 2011 meeting.
5	Board Policy Manual Review	August 2011	Mr. Bucksbee	Yes	Director, Administrative staff	Completed April 26, 2012	Monthly schedule 2011-12 (see schedule); scheduled completion April 2012
4	Student Application Form—is it affecting enrollment; or, is it doing what it was intended to do?	June 2011	Mr. Ring	Yes	Director	Completed Sept. 21, 2011	Several data analysis items collected; one more relevant data item to be collected
3	Do counselors offer a 2 nd program choice to students unable to enroll in 1 st choice?	June 2011	Mr. Duda	Yes	Superintendent of Record	Completed August 25, 2011	Survey of superintendents by Dr. Tracy over the summer; Reassigned to Director for further data analysis
2	Why Students Don't Apply?	April 2011	Mr. Ogden	Yes	Director	Completed Sept. 21, 2011	Several data analysis items collected; more relevant data needs to be collected
1	Review of Administrative Compensation Plans	June 2011	Committee	Yes	JOC President	Completed April 26, 2012	Committee to appointed at reorganization; Act 93 meeting scheduled for April 20