Committee of the Whole Monthly Meeting of the GJCTC JOC

Tuesday, October 27, 2026 6:30 PM
Career Seminar Room, 445 Schoolhouse Road, Johnstown, PA 15904

1. **OPENING ITEMS**

2. **EXECUTIVE SESSION FOR PERSONNEL/LEGAL MATTERS**

3. **ITEMS RELATING TO EDUCATION AND PERSONNEL**

3.A. **Policy Manual Updates - Second Reading** (Unchanged from the September 2026 Meeting)

3.B. **John S. Augustine II - Retirement Agreement**

3.C. **Tricia Rummel - Administrative Director Contract**

3.D. **Granting of Professional Contract - 2026**

3.E. **FMLA Leave Request**

3.F. **National Tooling & Machining Association (NTMA)**

3.G. **Construction Technology Instructor**

3.H. **Long-term Substitute Secondary Cosmetology Instructor/Acting Cosmetology Supervisor**

3.I. **Substitute Instructor for the 2026-2027 School Year**

3.J. **Learning Lamp Contracts**

3.K. **Employee Resignation**

3.L. **Part-time Substitute Custodian/Part-time Custodian**

3.M. **Part-Time Secretary Recommendation**

3.N. **2026 Fall Occupational Advisory Committee (OAC) Responses**

3.O. **OAC Additions - October 2027**

3.P. **Donation**

3.Q. **High School Student Driving**

3.R. **H. F. Lenz Company Proposal for Residential Construction Project**

3.S. **Other Items Relating to Education and Personnel**

4. **ITEMS RELATING TO BUDGET AND FINANCE**

4.A. **E-Rate Agreement**

4.B. **Other Items Relating to Budget and Finance**

5. **ITEMS RELATING TO BUILDING AND GROUNDS**

5.A. **Other Items Relating to Building and Grounds**

6. **ITEMS RELATING TO STUDENT ACTIVITIES**

6.A. **CTSO Plans of Activities - 2026-2027**

6.B. **Other Items Related to Student Activities**

7. **OTHER BUSINESS**

7.A. **None**

8. **ADJOURNMENT**

BOARD POLICY

102 Academic Standards

POLICY NUMBER	VERSION	DOCUMENT STATUS	WORKFLOW
102	v2	UNDER-REVIEW	First Reading

PRINTED
9/16/2026

Purpose

The Joint Operating Committee recognizes the importance of developing, assessing and expanding academic standards to challenge students to achieve at their highest level possible. To this end, the center (school) shall establish rigorous academic standards in accordance with, and may expand upon, those adopted by the State Board of Education.[1] [2]

Definition

Academic standards means what a student should know and be able to do at a specified grade level. For purposes of **this** policy, the term **academic standards encompasses** Pennsylvania Core Standards, state academic standards and local academic standards.[3]

Authority

The Joint Operating Committee shall approve **the following** academic standards**, as applicable to the center's (school's) organizational structure, for students to attain**:[2]

1. English Language Arts **(reading, writing, speaking and listening)**.
2. Mathematics.
3. **Science, Environment, Ecology, Technology and Engineering (Grades K-5).**

4. Science**, Environment and Ecology (Grades 6-12)**.
5. Technology **and Engineering (Grades 6-12).**
6. Social Studies (history, geography, civics and government, economics) - to include reading in history and social studies, and writing for history and social studies.
7. Arts and Humanities.
8. Career Education and Work.
9. Health, Safety and Physical Education.
10. Family and Consumer **Sciences**.

Guidelines

The center's (school's) curriculum shall be designed to provide students with the planned instruction needed to attain established academic standards.[2] **[4]** **[5]**

The center (school) shall assess individual student attainment of established academic standards and provide assistance for students having difficulty attaining academic standards. [2] **[6]** **[7]**

Students with disabilities may attain academic standards by completion of their Individualized Education Programs in accordance with law, regulations and Joint Operating Committee policy.[2] **[8]**

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Legal Footnotes

[1] 22 PA Code 4.11
LEGAL REFERENCE

[2] 22 PA Code 4.12
LEGAL REFERENCE

[3] 22 PA Code 4.3
LEGAL REFERENCE

[4] Pol. 105 — Curriculum
POLICY REFERENCE

[5] Pol. 107 — Adoption of Planned Instruction
POLICY REFERENCE

[6] Pol. 127 — Assessment System
POLICY REFERENCE

[7] Pol. 212 — Reporting Student Progress
POLICY REFERENCE

[8] Pol. 113 — Special Education
POLICY REFERENCE

Legal References

No additional references listed.

BOARD POLICY

103 Discrimination/Harassment Affecting Students

POLICY NUMBER	VERSION	DOCUMENT STATUS	WORKFLOW
103	v2.1	UNDER-REVIEW	First Reading

PRINTED
9/16/2026

Authority

The Joint Operating Committee declares it to be the policy of this center (school) to provide an equal opportunity for all students to achieve their maximum potential through the programs and activities offered in the center (school) without discrimination on the basis of race, color, age, **religious** creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability.[1][2][3][4][5][6][7][8][9]**[10]**[11][12][13][14][15][16][17] **[18]**

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

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

Under Review sub-status updated

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. [19] [20] [21] [22]

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

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

Reports of Title IX Sexual Harassment and Other Discrimination and Retaliation

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

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

A center (school) employee who suspects or is notified that a student **may have** been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building administrator, as well as properly making any mandatory **law enforcement** or child protective services reports required by law. [23] [24]

Under Review sub-status updated

If the building administrator is the subject o
reporting employee shall report the incident directly to the Title IX Coordinator.

The complainant or the individual making the report may use the **designated center (school) report form** attached to this policy for purposes of reporting an incident or incidents in writing; however, **oral** reports of an incident or incidents shall be accepted, documented and the procedures of this policy and the relevant attachments followed.

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

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

Disciplinary Procedures When Reports Allege Title IX Sexual Harassment

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

When an emergency removal, as described in Attachment 3, is warranted to address an immediate threat to the physical health or safety of an individual, and it is not feasible to continue educational services remotely or in an alternative setting, the normal procedures for suspension and expulsion shall be conducted to accomplish the removal, including specific provisions to address a student with a disability where applicable. **[20]** **[22]** **[23]**

When an emergency removal is not required, disciplinary sanctions shall be considered in the course of the Title IX grievance process for
written determination and any applicable ap

Under Review sub-status updated

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. **[19]** **[20]** **[22]** **[23]**

Discipline/Placement of Student Convicted or Adjudicated of Sexual Assault

Upon notification of a conviction or adjudication of a student for sexual assault against another student attending the center (school) or participating in a center (school) program, the center (school) shall coordinate actions with the appropriate participating school entity and comply with the disciplinary or placement requirements established by state law and Joint Operating Committee policy.[26] **[27]**

Confidentiality

Confidentiality of all parties, witnesses, the allegations, the filing of a report and the investigation related to any form of discrimination or retaliation, including Title IX sexual harassment, shall be handled in accordance with applicable law, regulations, this policy, the attachments and the center (school)'s legal and investigative obligations.[28][29][30][31][32]

Retaliation

The Joint Operating Committee prohibits retaliation by the center (school) or any other person against any person for:[31]

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

The center (school), its employees and othe
coercing, or discriminating against anyone f
encouraged to contact the Title IX Coordinator immediately if retaliation is believed to have

Under Review sub-status updated

occurred.

Definitions

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

Pregnancy - the use of assisted reproductive technology, the state of being in gestation, childbirth, breastfeeding, the postpartum period after childbirth and medical conditions related to pregnancy.[33]

Race includes all of the following:[33][34]

1. **Ancestry, national origin or ethnic characteristics.**
2. **Interracial marriage or association.**
3. **Traits associated with race, which includes but is not limited to, hair texture and protective hairstyles, such as braids, locks and twists.**
4. **Hispanic ancestry, national origin or ethnic characteristics.**
5. **Persons of any other national origin or ancestry as specified by a complainant or in a complaint.**

Religious creed includes all aspects of religious observance, practice or belief.[35]

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, col
orientation, ancestry, national origin, marita

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

1. Sufficiently severe, persistent or pervasive; and

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

Definitions Related to Title IX Sexual Harassment

Formal complaint shall mean a document filed by a complainant or signed by the Title IX Coordinator alleging Title IX sexual harassment and requesting that the center (school) investigate the allegation under the grievance process for formal complaints. The authority for the Title IX Coordinator to sign a formal complaint does not make the Title IX Coordinator a party in the grievance process for formal complaints. The phrase "document filed by a complainant" refers to a document or electronic submission that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint.[30][36]

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.[36]

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:[36]

1. Counseling.

Under Review sub-status updated

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. **The Title IX Coordinator shall consult with the Director of Special Education in the implementation of supportive measures for students with an IEP or Section 504 Service Agreement.** [18] [25] [37]

Title IX sexual harassment means conduct on the basis of sex that satisfies one or more of the following:[36]

1. A center (school) employee conditioning the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct, commonly referred to as *quid pro quo sexual harassment.*

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2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to a center (school) education program or activity.

3. Sexual assault, dating violence, domestic violence or stalking.

    a. ***Dating violence*** means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship is determined by the following factors:[38]

        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 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.[38]

    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.[39]

    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:[38]

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

        ii. Suffer substantial emotional distress.

Such conduct must have taken place during a center (school) education program or activity and against a person in the United States to qualify as sexual harassment under Title IX. An **education program or activity** includes t
the center (school) exercises substantial co

Under Review sub-status updated

which the harassment occurs. Title IX applies to all of a center (school)'s education programs or activities, whether such programs or activities occur on-campus or off-campus.[29][30] [36]

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 [40]

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

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

Address: **445 Schoolhouse Road, Johnstown, PA 15904**

Email: **trummel@gjctc.org**

Phone Number: **814-266-6073 x 121**

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

The Compliance Officer can be contacted at:

Address:

Email:

Under Review sub-status updated

Phone Number:

The Title IX Coordinator can be contacted at:

Address:

Email:

Phone Number:

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

1. Curriculum and Materials - Review of curriculum guides, textbooks and supplemental materials for discriminatory bias.
2. Training - Provide training for students and staff to prevent, identify and alleviate **conduct which may constitute** 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 **law enforcement**, and available supportive measures such as assistance from domestic violence or rape crisis programs and community health resources including counseling resources.
4. Student Access - Review of programs, activities and practices to ensure that all students have equal access and are not segregated except when permissible by law or regulation.
5. Center (School) Support - Assure that like aspects of the center (school) programs and activities receive like support as to staffing and compensation, facilities, equipment, and related areas.
6. Student Evaluation - Review of assessments, procedures, and guidance and counseling materials for stereotyping and discrimina

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7. Reports/Formal Complaints - Monitor and provide technical assistance to individuals involved in managing informal reports and formal complaints.

Guidelines

Title IX Sexual Harassment Training Requirements

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

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

All training materials shall promote impartia
complaints of Title IX sexual harassment wi

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

Disciplinary Consequences

A student who is determined to be responsible for **a** 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: [19] [20] [22]

1. {X} Loss of school privileges.
2. { } Permanent transfer to another building, classroom or bus.
3. {X} Exclusion from center- (school-) sponsored activities.
4. { } Detention.
5. {X} Suspension.
6. {X} Expulsion.
7. {**X**} 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. [21] [41]

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, **religious** creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability shall follow the Discrimination Complaint Procedures in Attachment 2 to this policy.

Under Review sub-status updated

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.

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Legal Footnotes

[1] 22 PA Code 12.1
LEGAL REFERENCE

[2] 22 PA Code 12.4
LEGAL REFERENCE

[3] 22 PA Code 15.1
LEGAL REFERENCE

[4] 22 PA Code 4.4
LEGAL REFERENCE

[5] 24 P.S. 1301
LEGAL REFERENCE

[6] 24 P.S. 1310
LEGAL REFERENCE

[7] 24 P.S. 1601-C
LEGAL REFERENCE

[8] 24 P.S. 5004
LEGAL REFERENCE

[9] 43 P.S. 951
LEGAL REFERENCE

[10] 16 PA Code 41.201
LEGAL REFERENCE

[11] 20 U.S.C. 1681
LEGAL REFERENCE

[12] 34 CFR Part 106
LEGAL REFERENCE

[13] 29 U.S.C. 794
LEGAL REFERENCE

[14] 42 U.S.C. 12101
LEGAL REFERENCE

[15] 42 U.S.C. 1981
LEGAL REFERENCE

[16] 42 U.S.C. 2000d
LEGAL REFERENCE

[17] U.S. Const. Amend. XIV, Equal Protection Clause
LEGAL REFERENCE

[18] Pol. 103.1 — Nondiscrimination - Qualified Students with Disabilities
POLICY REFERENCE

[19] Pol. 218 — Student Discipline
POLICY REFERENCE

[20] Pol. 233 — Suspension and Expulsion
POLICY REFERENCE

[21] Pol. 317 — Conduct/Disciplinary Procedures
POLICY REFERENCE

[22] Pol. 113.1 — Discipline of Students With Disabilities

Under Review sub-status updated

[23] Pol. 806 — Child Abuse
POLICY REFERENCE

POLICY REFERENCE

[26] 24 P.S. 1318.1
LEGAL REFERENCE

[27] Pol. 218.3 — Discipline of Student Convicted/Adjudicated of Sexual Assault
POLICY REFERENCE

[28] 20 U.S.C. 1232g
LEGAL REFERENCE

[29] 34 CFR 106.44
LEGAL REFERENCE

[30] 34 CFR 106.45
LEGAL REFERENCE

[31] 34 CFR 106.71
LEGAL REFERENCE

[32] 34 CFR Part 99
LEGAL REFERENCE

[33] 16 PA Code 41.204
LEGAL REFERENCE

[34] 16 PA Code 41.207
LEGAL REFERENCE

[35] 16 PA Code 41.205
LEGAL REFERENCE

[36] 34 CFR 106.30
LEGAL REFERENCE

[37] Pol. 113 — Special Education
POLICY REFERENCE

[38] 34 U.S.C. 12291
LEGAL REFERENCE

[39] 20 U.S.C. 1092
LEGAL REFERENCE

[40] 34 CFR 106.8
LEGAL REFERENCE

[41] Pol. 317.1 — Educator Misconduct
POLICY REFERENCE

Legal References

No additional references listed.

Under Review sub-status updated

BOARD POLICY

104 Discrimination/Harassment Affecting Staff

POLICY NUMBER	VERSION	DOCUMENT STATUS	WORKFLOW
104	v2	UNDER-REVIEW	First Reading

PRINTED
9/16/2026

Authority

The Joint Operating Committee declares it to be the policy of this center (school) to provide to all persons equal access to all categories of employment in this center (school), regardless of race, color, age, **religious** creed, religion, sex, sexual orientation, ancestry, national origin, marital status, genetic information, handicap/disability **or pregnancy, childbirth or pregnancy-related medical conditions**. The center (school) shall make reasonable accommodations for identified physical and mental impairments that constitute disabilities, **as well as pregnancy, childbirth and pregnancy-related conditions,** consistent with the requirements of federal and state laws and regulations.[1][2][3][4][5][6][7]**[8]**[9][10][11]**[12]**[13][14]**[15]**

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

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

Under Review sub-status updated

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

Reports of Title IX Sexual Harassment and Other Discrimination and Retaliation

The Joint Operating Committee encourages employees**, applicants** 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 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.

An employee in a supervisory position who suspects or is notified that a center (school) employee may have been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the Title IX Coordinator.

If the building administrator is the subject of a complaint, the complainant or the individual making the report shall direct the report of the incident to the Title IX Coordinator.

If the Title IX Coordinator is the subject of a complaint, the complainant or building administrator shall direct the report of the incident to the Administrative Director or designee.

The complainant or the individual making the report may use the **designated center (school) report form** attached to this policy for purposes of reporting an incident or incidents in writing; however, **oral** reports of an incident or incidents shall be accepted, documented and the procedures of this policy and the relevant attachments followed.

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

Under Review sub-status updated

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

Disciplinary Procedures when Reports Allege Title IX Sexual Harassment

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

Administrative Leave –

When an employee, based on an individualized safety and risk analysis, poses an immediate threat to the health or safety of any student or other individual, the employee may be removed on an emergency basis.

An accused, nonstudent center (school) employee may be placed on administrative leave during the pendency of the grievance process for formal complaints, 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, **Joint Operating Committee** policy, the attachments and the center (school)'s legal and investigative obligations.[16][17][18][19][

Under Review sub-status updated

Retaliation

The Joint Operating Committee prohibits retaliation by the center (school) or any other person against any person for:[19]

1. Reporting or making a formal complaint of **conduct that may constitute** discrimination or retaliation, including Title IX sexual harassment.

2. Testifying, assisting, participating **in any manner** or refusing to participate in a related investigation, process or other proceeding or hearing.

3. Acting in opposition to practices the person reasonably believes to be discriminatory.

The center (school), its employees and others are prohibited from intimidating, threatening, **harassing,** 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.

Pregnancy, childbirth and pregnancy-related medical conditions, as defined in federal law, refers to the pregnancy or childbirth of the specific employee and includes, but is not limited to, current pregnancy; past pregnancy or recovery; termination of pregnancy; potential or intended pregnancy (which can include infertility, fertility treatment and the use of contraception); labor; childbirth; and lactation. Related medical conditions are medical conditions relating to the pregnancy, termination of pregnancy, childbirth or lactation of the specific employee.[21]

Pregnancy, as defined in state regulations, shall include the use of assisted reproductive technology, the state of being in gestation, childbirth, breastfeeding, the postpartum period after childbirth and medical conditions related to pregnancy. [22]

Under Review sub-status updated

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, **religious** creed, religion, sex, sexual orientation, 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**, or association with an individual who has a protected classification,** consisting of **objectively and subjectively hostile** conduct such as graphic, written, electronic, verbal or nonverbal acts including offensive jokes **or comments**, slurs, **stereotypes,** epithets and name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation, **ostracism,** or other conduct that **affects a term, condition or privilege of employment, and** may be harmful or humiliating or interfere with a person's school or school-related work performance, including when:[10]

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.

Examples of harassment based on race, color, ancestry or national origin may include but not be limited to harassment regarding traits or characteristics related to an individual's name, cultural dress or diet, accent, linguistic characteristics or manner of speech, or physical characteristics, such as hairstyles or hair texture.

Harassment based on religion, religious conditions, or handicap/disability may or receipt of a reasonable accommodation.

Under Review sub-status updated

Discrimination or harassment based on handicap/disability may also include harassment based on how an individual speaks, looks or moves, as well as discrimination or harassment because an individual is regarded as having an impairment, even if the individual does not have an actual disability; has a record or history of a disability, even if the individual does not currently have a disability; or is associated with an individual who has a disability.

Religious creed includes all aspects of religious observance, practice or belief.[23]

Race includes all of the following:[24]

1. **Ancestry, national origin or ethnic characteristics.**
2. **Interracial marriage or association.**
3. **Traits associated with race, which includes but is not limited to, hair texture and protective hairstyles, such as braids, locks and twists.**
4. **Hispanic ancestry, national origin or ethnic characteristics.[22]**
5. **Persons of any other national origin or ancestry as specified by a complainant or in a complaint.**

Definitions Related to Title IX Sexual Harassment

Formal complaint shall mean a document filed by a complainant or signed by the Title IX Coordinator alleging Title IX sexual harassment and requesting that the center (school) investigate the allegation under the grievance process for formal complaints. The authority for the Title IX Coordinator to sign a formal complaint does not make the Title IX Coordinator a party in the grievance process for formal complaints. The phrase "document filed by a complainant" refers to a document or electronic submission that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint.[18][25]

Under Review sub-status updated

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.[25]

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:[25]

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 **or other activities**.
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:[25]

1. A center (school) employee conditioning the provision of an aid, benefit, or service on an individual's participation in unwelcome s
quo sexual harassment.

Under Review sub-status updated

2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to a center (school) education program or activity.

3. Sexual assault, dating violence, domestic violence or stalking.

    a. ***Dating violence*** means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship is determined by the following factors:[26]

        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 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.[26]

    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.[27]

    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:[26]

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

        ii. Suffer substantial emotional distress.

Such conduct must have taken place during a center (school) education program or activity and against a person in the United States to qualify as sexual harassment under Title IX. An **education program or activity** includes t
the center (school) exercises substantial co

Under Review sub-status updated

which the harassment occurs. Title IX applies to all of a center (school)'s education programs or activities, whether such programs or activities occur on-campus or off-campus.[17][18][25]

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 [28]

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

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

Address: **445 Schoolhouse Road, Johnstown, PA 15904**

Email: **trummel@gjctc.org**

Phone Number: **(814)266-6073 x 121**

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

The Compliance Officer can be contacted at:

Address:

Email:

Under Review sub-status updated

Phone Number:

The Title IX Coordinator can be contacted at:

Address:

Email:

Phone Number:

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

1. 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; center (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.

Under Review sub-status updated

Guidelines

Title IX Sexual Harassment Training Requirements

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

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

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

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

Under Review sub-status updated

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. [29] [30] [31] [32]

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.

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Legal Footnotes

[1] 43 P.S. 336.3
LEGAL REFERENCE

[2] 43 P.S. 951
LEGAL REFERENCE

[3] 34 CFR Part 106
LEGAL REFERENCE

[4] 20 U.S.C. 1681
LEGAL REFERENCE

[5] 29 U.S.C. 206
LEGAL REFERENCE

[6] 29 U.S.C. 621
LEGAL REFERENCE

[7] 29 U.S.C. 794
LEGAL REFERENCE

[8] 29 CFR Part 1636
LEGAL REFERENCE

[9] 42 U.S.C. 1981
LEGAL REFERENCE

[10] 42 U.S.C. 2000e
LEGAL REFERENCE

[11] 42 U.S.C. 2000ff
LEGAL REFERENCE

Under Review sub-status updated

[13] **42 U.S.C. 12101**
LEGAL REFERENCE

[14] **U.S. Const. Amend. XIV, Equal Protection Clause**
LEGAL REFERENCE

[15] **29 U.S.C. 218d**
LEGAL REFERENCE

[16] **20 U.S.C. 1232g**
LEGAL REFERENCE

[17] **34 CFR 106.44**
LEGAL REFERENCE

[18] **34 CFR 106.45**
LEGAL REFERENCE

[19] **34 CFR 106.71**
LEGAL REFERENCE

[20] **34 CFR Part 99**
LEGAL REFERENCE

[21] **29 CFR 1636.3**
LEGAL REFERENCE

[22] **16 PA Code 41.204**
LEGAL REFERENCE

[23] **16 PA Code 41.205**
LEGAL REFERENCE

[24] **16 PA Code 41.207**
LEGAL REFERENCE

[25] **34 CFR 106.30**
LEGAL REFERENCE

[26] **34 U.S.C. 12291**
LEGAL REFERENCE

[27] **20 U.S.C. 1092**
LEGAL REFERENCE

[28] **34 CFR 106.8**
LEGAL REFERENCE

[29] **Pol. 317 — Conduct/Disciplinary Procedures**
POLICY REFERENCE

[30] **Pol. 317.1 — Educator Misconduct**
POLICY REFERENCE

[31] **Pol. 806 — Child Abuse**
POLICY REFERENCE

[32] **Pol. 824 — Maintaining Professional Adult/Student Boundaries**
POLICY REFERENCE

Legal References

No additional references listed.

Under Review sub-status updated

BOARD POLICY

113.2 Behavior Support

POLICY NUMBER	VERSION	DOCUMENT STATUS	WORKFLOW
113.2	v2	UNDER-REVIEW	First Reading

PRINTED
9/16/2026

Purpose

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

Authority

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

Definitions

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

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

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

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

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

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

1. Briefly holding a student, without force, to calm or comfort the student.
2. Guiding a student to an appropriate activity.
3. Holding a student's hand to escort the student safely from one area to another.
4. Hand-over-hand assistance with feeding or task completion.
5. Techniques prescribed by a qualified medical professional for reasons of safety or for therapeutic or medical treatment, as agreed to by the student's parents/guardians and specified in the IEP.

6. Mechanical restraints governed by this policy, such as devices used for physical or occupational therapy, seatbelts in wheelchairs or on toilets used for balance and safety, safety harnesses in buses and functional positioning devices.

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

Delegation of Responsibility

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

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

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

The Administrative Director or designee shall maintain and report data on the use of restraints to **the student's school district of residence**, as required.[2]

Guidelines

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

Physical Restraints

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

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

Mechanical Restraints

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

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

Aversive Techniques

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

1. Corporal punishment.
2. Punishment for a manifestation of a student's disability.
3. Locked rooms, locked boxes, other locked structures or spaces from which the student cannot readily exit.

4. Noxious substances.
5. Deprivation of basic human rights, such as withholding meals, water or fresh air.
6. Suspensions constituting a pattern as defined in state regulations.[12]
7. Treatment of a demeaning nature.
8. Electric shock.
9. Methods implemented by untrained personnel.
10. Prone restraints, which are restraints by which a student is held face down on the floor.

Referral to Law Enforcement

The Administrative Director or designee shall immediately report required incidents and may report discretionary incidents committed on center (school) property, at any center (school)-sponsored activity or on a conveyance providing transportation to or from the center (school) or a center (school)-sponsored activity by a student with a disability, including a student for whom an evaluation is pending, to the **law enforcement agency** that has jurisdiction over the center (school)'s property, in accordance with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with **law** enforcement and Joint Operating Committee policies. The Administrative Director or designee, in coordination with the student's school district of residence, shall respond to such incidents in accordance with law and regulations and, if applicable, the procedures, methods and techniques defined in the student's Positive Behavior Support Plan.[2][7][11][13][14][15][16][17][18][19] [20] [21] [22] [23] [24] [25][26][27]

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

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

Relations With Law Enforcement

The center (school) shall provide a copy of its administrative regulations and procedures for implementing positive behavior support plans to each **law enforcement agency** that has jurisdiction over center (school) property. Updated copies shall be provided each time the administrative regulations and procedures are revised by the center (school).[16] **[25]**

The center (school) shall invite representatives of each **law enforcement agency** that has jurisdiction over center (school) property to participate in center (school) training on the use of positive behavior supports, de-escalation techniques and appropriate responses to student behavior that may require intervention.[2][16] **[25]**

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Legal Footnotes

[1] 20 U.S.C. 1414
LEGAL REFERENCE

[2] 22 PA Code 14.133
LEGAL REFERENCE

[3] 22 PA Code 14.145
LEGAL REFERENCE

[4] 22 PA Code 339.21
LEGAL REFERENCE

[5] 34 CFR 300.114
LEGAL REFERENCE

[6] 34 CFR 300.324
LEGAL REFERENCE

[7] 20 U.S.C. 1415
LEGAL REFERENCE

[8] 34 CFR 300.34
LEGAL REFERENCE

[9] 34 CFR 300.530
LEGAL REFERENCE

[10] Pol. 113 — Special Education
POLICY REFERENCE

[11] Pol. 113.1 — Discipline of Students With Disabilities
POLICY REFERENCE

[12] 22 PA Code 14.143
LEGAL REFERENCE

[13] 22 PA Code 10.2
LEGAL REFERENCE

[14] 22 PA Code 10.21
LEGAL REFERENCE

[15] 22 PA Code 10.22
LEGAL REFERENCE

[16] 22 PA Code 10.23
LEGAL REFERENCE

[17] 22 PA Code 10.25
LEGAL REFERENCE

[18] 34 CFR 300.535
LEGAL REFERENCE

[19] **Pol. 103.1 — Nondiscrimination - Qualified Students with Disabilities**
POLICY REFERENCE

[20] **Pol. 218 — Student Discipline**
POLICY REFERENCE

[21] **Pol. 218.1 — Weapons**
POLICY REFERENCE

[22] **Pol. 218.2 — Terroristic Threats**
POLICY REFERENCE

[23] **Pol. 222 — Tobacco and Vaping Products**
POLICY REFERENCE

[24] **Pol. 227 — Controlled Substances/Paraphernalia**
POLICY REFERENCE

[25] **Pol. 805.1 — Relations With Law Enforcement Agencies**
POLICY REFERENCE

[26] **24 P.S. 1306.2-B**
LEGAL REFERENCE

[27] **24 P.S. 1319-B**
LEGAL REFERENCE

Legal References

No additional references listed.

BOARD POLICY

218.1 Weapons

POLICY NUMBER	VERSION	DOCUMENT STATUS	WORKFLOW
218.1	v2	UNDER-REVIEW	First Reading

PRINTED
9/16/2026

Purpose

The Joint Operating Committee recognizes the importance of a safe school environment relative to the educational process. Possession of weapons in the school setting is a threat to the safety of students and staff and is prohibited by law.

Definitions

Weapon - the term shall include but is not limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, replica of a weapon and any other tool, instrument or implement capable of inflicting serious bodily injury.[1][2]

Possession - a student is in possession of a weapon when the weapon is found on the person of the student**;** in the student's locker or assigned storage area**;** or under the student's control while on center (school) property, on property being used by the center (school), at any center (school) function or activity, at any center (school) event held away from the center (school) or while the student is coming to or from the center (school).

Authority

The Joint Operating Committee prohibits students from possessing and bringing weapons and replicas of weapons into any center (school) buildings, onto center (school) property, to any center (school)-sponsored activity and onto any vehicle providing transportation to or from the center (school) or a center (school)-sponsored activity, or while the student is coming to or from the center (school).[2][3] **[4]**

The Joint Operating Committee shall, in coordination with the school district of residence, expel for a period of not less than one (1) year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law and Joint Operating Committee policy.[2] **[5]** **[6]**

The Administrative Director may recommend modifications of such expulsion requirement on a case-by-case basis.[2]

In the case of a student with a disability, including a student for whom an evaluation is pending, the center (school) shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding **with** law enforcement and Joint Operating Committee policies.[2] **[5]** [7][8] **[9]** **[10]** **[11]**

Delegation of Responsibility

The Administrative Director or designee shall react promptly to information and knowledge concerning possession of a weapon. Such action shall be in compliance with state law and regulations and with the procedures set forth in the memorandum of understanding with **the** law enforcement **agency that has jurisdiction over** the center (school)'s property, and the center (school)'s emergency preparedness plan. **[11]** **[12]** **[13]**

When the behavior of a student in possession of a weapon indicates a threat to the safety of the student, other students, school employees, school facilities, the community or others, staff shall report the student to the threat assessment team, in accordance with applicable law and Joint Operating Committee policy.[14] **[15]**

Guidelines

The Administrative Director or designee shall immediately report incidents involving weapons on center (school) property, at any center (school)-sponsored activity or on a conveyance providing transportation to or from the center (school) or a center (school)-sponsored activity to the **law enforcement agency** that has jurisdiction over the center (school)'s property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding **with** law enforcement and Joint Operating Committee policies.[2] **[11]** **[12]** **[16]**[17][18]

The Administrative Director or designee shall notify the parent/guardian of any student directly involved in an incident involving weapons as a victim or suspect immediately, as soon as practicable. The Administrative Director or designee shall inform the parent/guardian whether or not the **law enforcement agency** that has jurisdiction over the center (school) property has been or may be notified of the incident. The Administrative Director or designee shall document attempts made to reach the parent/guardian. **[11]** [17][19]

In accordance with state law, the Administrative Director shall annually, by July 31, report all incidents involving possession of a weapon to the **PA Department of Education** on the required form. **[11]** **[12][16]**

The building administrator shall annually inform staff, students and parents/guardians about the Joint Operating Committee policy prohibiting weapons and about their personal responsibility for the health, safety and welfare of the center (school) community.

An exception to this policy may be made by the Administrative Director, **in accordance with law,** who shall prescribe special conditions or procedures to be followed.[2]

{**X**} In accordance with federal law, possession or discharge of a firearm in, on or within 1,000 feet of school grounds is prohibited. Violations shall be reported to the appropriate law enforcement agency.[20][21]

Transfer Students

When the center (school) receives a student who transfers from a public or private school during an expulsion period for an offense involving a weapon, the center (school) may assign that student to an alternative assignment or may provide alternative education, provided the assignment does not exceed the expulsion period.[2]

NOTES:

Gun-Free School Zone Act was found unconstitutional – change language to read "In accordance with federal law, . . ." and keep cites to 18 U.S.C. Sec. 921, 922.

The “replica of a weapon” language in the policy definition of “weapon” is not included in School Code 1301-A or 1317.2; it was included because PSBA and solicitors agree that school entities may define “weapon” through policy based on their needs—that language was included as a recommendation from a school safety standpoint, since it is often difficult to tell whether a weapon, particularly a gun, is real or a model.

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Legal Footnotes

[1] 24 P.S. 1301-A
LEGAL REFERENCE

[2] 24 P.S. 1317.2
LEGAL REFERENCE

[3] 24 P.S. 1850.1
LEGAL REFERENCE

[4] Pol. 218 — Student Discipline
POLICY REFERENCE

[5] Pol. 113.1 — Discipline of Students With Disabilities
POLICY REFERENCE

[6] Pol. 233 — Suspension and Expulsion
POLICY REFERENCE

[7] 20 U.S.C. 1400
LEGAL REFERENCE

[8] 22 PA Code 10.23
LEGAL REFERENCE

[9] Pol. 103.1 — Nondiscrimination - Qualified Students with Disabilities
POLICY REFERENCE

[10] Pol. 113.2 — Behavior Support
POLICY REFERENCE

[11] Pol. 805.1 — Relations With Law Enforcement Agencies
POLICY REFERENCE

[12] 24 P.S. 1319-B
LEGAL REFERENCE

[13] Pol. 805 — Emergency Preparedness and Response
POLICY REFERENCE

[14] 24 P.S. 1302-E
LEGAL REFERENCE

[15] Pol. 236.1 — Threat Assessment
POLICY REFERENCE

[16] 24 P.S. 1306.2-B
LEGAL REFERENCE

[17] 22 PA Code 10.2
LEGAL REFERENCE

[18] 22 PA Code 10.21
LEGAL REFERENCE

[19] 22 PA Code 10.25
LEGAL REFERENCE

[20] 18 U.S.C. 921
LEGAL REFERENCE

[21] 18 U.S.C. 922
LEGAL REFERENCE

Legal References

No additional references listed.

BOARD POLICY

218 Student Discipline

POLICY NUMBER	VERSION	DOCUMENT STATUS	WORKFLOW
218	v2	UNDER-REVIEW	First Reading

PRINTED
9/16/2026

Purpose

The Joint Operating Committee recognizes that student conduct is closely related to learning. An effective career and technical education program requires a safe and orderly school environment.

Authority

The Joint Operating Committee shall establish fair, reasonable and nondiscriminatory rules and regulations regarding the conduct of all students in the center (school).[1][2][3] [4] [5]

The Joint Operating Committee shall adopt a Code of Student Conduct to govern student discipline, and students shall not be subject to disciplinary action because of race, sex, color, religion, sexual orientation, national origin or handicap/disability. Each student must adhere to Joint Operating Committee policies and the Code of Student Conduct governing student discipline.[2][3] [4] [5] [6] [7] [8]

{ } The Joint Operating Committee shall approve the inclusion of restorative practices in the Code of Student Conduct to address violations where applicable.[9]

The Joint Operating Committee prohibits the use of corporal punishment to discipline students for violations of Joint Operating Committee policies, the Code of Student Conduct and center (school) rules and regulations.[10]

Any student disciplined shall have the right to be informed of the nature of the infraction and the applicable rule or rules violated. [11]

When suspensions and expulsions are imposed, they shall be carried out in accordance with Joint Operating Committee policy. [7] [11]

In the case of a student with a disability, including a student for whom an evaluation is pending, the center (school) shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with **law** enforcement and Joint Operating Committee policies. [5] [7] [12][13] [14] [15]

On and Off-Campus Activities

This policy and the Code of Student Conduct apply to the behavior of students at all times during the time they are under the supervision of the center (school) or at any time while on center (school) property, while present at center (school)-sponsored activities or at other times while riding in school-provided means of transportation ("on-campus"). This policy and the Code of Student Conduct also apply to student behavior that occurs at other times and places ("off-campus") when:[1]

1. The conduct involves, threatens or makes more likely violence, use of force or other serious harm directed at students, staff or the center (school) environment;

2. The conduct materially and substantially disrupts or interferes with the center (school) environment or the educational process, such as center (school) activities, school work, discipline, safety and order on center (school) property or at center (school) functions;

3. The conduct interferes with or threatens to interfere with the rights of students or staff or the safe and orderly operation of the center (school) and its programs;

4. The conduct involves the theft or vandalism of center (school) property; or

5. The proximity, timing or motive for the conduct in question or other factors pertaining to the conduct otherwise establish a direct connection to attendance at school, to the school community or to a center (school)-sponsored activity. This would include, for example, but not be limited to, conduct that would violate the Code of Student Conduct if it occurred in the center (school) that is committed in furtherance of a plan made or agreed to in the center (school), or acts of vandalism directed at the property of staff because of their status as staff of the center (school).

Delegation of Responsibility

The Administrative Director or designee shall ensure that reasonable and necessary rules and regulations are developed to implement Joint Operating Committee policy governing student conduct.

The Administrative Director or designee shall publish and distribute to all staff, students and parents/guardians the rules and regulations for student behavior contained in the Code of Student Conduct, the sanctions that may be imposed for violations of those rules and a listing of students' rights and responsibilities. A copy of the Code of Student Conduct shall be available in each center (school) library and center (school) office and may be included in student handbooks and on the center's (school's) website.[2] **[8]**

The building administrator **or designee** shall have the authority to assign discipline to students, subject to Joint Operating Committee policies, administrative regulations, the Code of Student Conduct and center (school) rules, and to the student's due process right to notice, hearing and appeal. **[7]** **[11]** [16][17]

Teaching staff and other center (school) employees responsible for students shall have the authority to take reasonable actions necessary to control the conduct of students in all situations and in all places where students are within the jurisdiction of the Joint Operating Committee, and when such conduct interferes with the educational program of the center (school) or threatens the health and safety of others, in accordance with Joint Operating Committee policy, administrative regulations, the Code of Student Conduct and center (school) rules. [16]

Reasonable force may be used by teachers and school authorities under any of the following circumstances: to quell a disturbance, obtain possession of weapons or other dangerous objects, for the purpose of self-defense, **and/or** for the protection of persons or property.[10]

Referral to Law Enforcement and Reporting Requirements

For reporting purposes, the term **incident** shall mean an instance involving an act of violence; the possession of a weapon; the possession, use or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use or sale of alcohol or tobacco **products**; or conduct that constitutes an offense listed **in the school safety and security provisions of School Code**.[18][19]**[20]**

The Administrative Director or designee shall immediately report required incidents and may report discretionary incidents committed by students on center (school) property, at any center (school)-sponsored activity or on a conveyance providing transportation to or from the center (school) or a center (school)-sponsored activity to the **law enforcement agency** that has jurisdiction over the center's (school's) property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with **law** enforcement and Joint Operating Committee policies. **[15]** [18]**[20]**[21][22]**[23]**

The Administrative Director or designee shall notify the parent/guardian of any student directly involved in an incident as a victim or suspect immediately, as soon as practicable. The Administrative Director or designee shall inform the parent/guardian whether or not the **law enforcement agency** that has jurisdiction over the center's (school's) property has been or may be notified of the incident. The Administrative Director or designee shall document attempts made to reach the parent/guardian. [15] [18][24]

In accordance with state law, the Administrative Director shall annually, by July 31, report all new incidents to the **PA Department of Education** on the required form. [15] [20][23] [25] [26] [27] [28]

When a student's behavior indicates a threat to the safety of the student, other students, employees, the center's (school's) facilities, the community or others, center (school) staff shall report the student to the threat assessment team, in accordance with applicable law and Joint Operating Committee policy. [29] [30]

The Administrative Director shall report to the Joint Operating Committee the methods of discipline imposed by administrators and incidences of student misconduct, in the degree of specificity required by the Joint Operating Committee.

NOTES:

Act 116 of 2002 defines graffiti as it relates to criminal mischief offenses and defines defiant trespassers – Title 18, Sec. 3304 (3503)

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Legal Footnotes

[1] **24 P.S. 1850.1**
LEGAL REFERENCE

[2] **22 PA Code 12.3**
LEGAL REFERENCE

[3] **22 PA Code 12.4**
LEGAL REFERENCE

[4] **Pol. 103 — Discrimination/Title IX Sexual Harassment Affecting Students**
POLICY REFERENCE

[5] **Pol. 103.1 — Nondiscrimination - Qualified Students with Disabilities**
POLICY REFERENCE

[6] **22 PA Code 12.2**
LEGAL REFERENCE

[7] **Pol. 113.1 — Discipline of Students With Disabilities**
POLICY REFERENCE

[8] **Pol. 235 — Student Rights and Responsibilities**
POLICY REFERENCE

[9] **Pol. 146.1**
POLICY REFERENCE
Referenced policy is not available in this policy book.

[10] **22 PA Code 12.5**
LEGAL REFERENCE

[11] **Pol. 233 — Suspension and Expulsion**
POLICY REFERENCE

[12] **22 PA Code 10.23**
LEGAL REFERENCE

[13] **20 U.S.C. 1400**
LEGAL REFERENCE

[14] **Pol. 113.2 — Behavior Support**
POLICY REFERENCE

[15] **Pol. 805.1 — Relations With Law Enforcement Agencies**
POLICY REFERENCE

[16] **24 P.S. 1317**
LEGAL REFERENCE

[17] **24 P.S. 1318**
LEGAL REFERENCE

[18] **22 PA Code 10.2**
LEGAL REFERENCE

[19] **35 P.S. 780-102**
LEGAL REFERENCE

[20] **24 P.S. 1319-B**
LEGAL REFERENCE

[21] **22 PA Code 10.21**
LEGAL REFERENCE

[22] **22 PA Code 10.22**
LEGAL REFERENCE

[23] **24 P.S. 1306.2-B**
LEGAL REFERENCE

[24] **22 PA Code 10.25**
LEGAL REFERENCE

[25] **Pol. 218.1 — Weapons**
POLICY REFERENCE

[26] **Pol. 218.2 — Terroristic Threats**
POLICY REFERENCE

[27] **Pol. 222 — Tobacco and Vaping Products**
POLICY REFERENCE

[28] **Pol. 227 — Controlled Substances/Paraphernalia**
POLICY REFERENCE

[29] **24 P.S. 1302-E**
LEGAL REFERENCE

[30] **Pol. 236.1 — Threat Assessment**
POLICY REFERENCE

Legal References

No additional references listed.

BOARD POLICY

221 Dress and Grooming

POLICY NUMBER	VERSION	DOCUMENT STATUS	WORKFLOW
221	v1.4	UNDER-REVIEW	First Reading

PRINTED
9/16/2026

Proposed addition Proposed deletion

Purpose

The Joint Operating Committee recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference.

Authority

The Joint Operating Committee has the authority to impose limitations on students' dress in the center (school). The Joint Operating Committee will not interfere with the right of students and their parents/guardians to make decisions regarding their appearance, except when their choices disrupt the educational program of the center (school) or constitute a health or safety hazard.[1][2]

The Joint Operating Committee directs compliance with Joint Operating Committee policy and law prohibiting discrimination, including but not limited to protections addressing:[3][4]

1. **Protective hairstyles, including but not limited to hairstyles such as locs, braids, twists, coils, Bantu knots, afros and extensions.**

2. **Religious creed including head covering and hairstyles historically associated with religious creeds.**

{ } The Joint Operating Committee may require students to wear standard dress or uniforms, which may be required center-wide (school-wide) or by individual programs.[1][2]

Students may be required to wear certain types of clothing while participating in ~~physical education classes,~~ technical education programs, extracurricular activities or other situations where special attire may be required to ensure the health or safety of the student.[2]

The Joint Operating Committee directs staff to support students experiencing educational instability by waiving penalties related to a delay in compliance with Joint Operating Committee policy or center (school) rules related to dress and grooming.[5]

Delegation of Responsibility

The building administrator or designee shall be responsible to monitor student dress and grooming, and to enforce Joint Operating Committee policy and center (school) rules governing student dress and grooming.

The Administrative Director or designee shall ensure that all rules implementing this policy impose only the minimum necessary restrictions on the exercise of the student's taste and individuality.[2]

Staff members shall be instructed to demonstrate, by example, positive attitudes and compliance with Joint Operating Committee policy and center (school) rules related to dress and grooming. [6]

NOTES:

If center (school) has three (3) employee sections, remember to change the policy cites in the policy and references.

Safety Glasses – Health and Safety – 24 P.S. Sec. 5301, 5304

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Legal Footnotes

[1] **24 P.S. 1317.3**
LEGAL REFERENCE

[2] **22 PA Code 12.11**
LEGAL REFERENCE

[3] **43 P.S. 951**
LEGAL REFERENCE

[5] **Pol. 251**
POLICY REFERENCE
Referenced policy is not available in this policy book.

[6] **Pol. 325 — Dress and Grooming**
POLICY REFERENCE

Legal References

No additional references listed.

BOARD POLICY

247 Hazing

POLICY NUMBER	VERSION	DOCUMENT STATUS	WORKFLOW
247	v2	UNDER-REVIEW	First Reading

PRINTED
9/16/2026

Purpose

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

Definitions

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

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

Under Review sub-status updated

5. Endure brutality of a sexual nature.

6. Endure any other activity that creates a reasonable likelihood of bodily injury to the student.

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

1. The person acts with reckless indifference to the health and safety of the student; or

2. The person causes, coerces or forces the consumption of an alcoholic liquid or drug by the student.

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

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

1. The consent of the student was sought or obtained, or

2. The conduct was sanctioned or approved by the center (school) or organization.

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

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

For purposes of this policy, **serious bodily injury** shall mean bodily injury which creates a substantial risk of death or which causes serious, permanent disfigurement, or protracted loss or impairment of the function of any bo

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Authority

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

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

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

Discrimination/Harassment

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

Delegation of Responsibility

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

When a student's behavior indicates a threat to the safety of the student, other students, school employees, school facilities, the community or others, staff shall report the student to the threat assessment team, in accordance with applicable law and Joint Operating Committee policy.[12] [13]

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Guidelines

In addition to posting this policy on the center's (school's) publicly accessible website, the center (school) shall inform students, parents/guardians, sponsors, volunteers and center (school) employees of the center's (school's) policy prohibiting hazing, including center (school) rules, penalties for violations of the policy and the program established by the center (school) for enforcement of the policy by means of [4]

{ } distribution of written policy

{X} publication in handbooks

{ } presentation at an assembly

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

{ } posting of notice/signs.

This policy, along with other applicable center (school) policies, procedures and Codes of Conduct, shall be provided to all center (school) athletic coaches and all sponsors and volunteers affiliated with a student activity or organization, prior to coaching an athletic activity or serving as a responsible adult supervising, advising, assisting or otherwise participating in a student activity or organization together with a notice that they are expected to read and abide by the policies, procedures and Codes of Conduct.[7]

Complaint Procedure

A student who believes that they have been subject to hazing is encouraged to promptly report the incident to the building administrator or designee.

Students are encouraged to use the center's (school's) report form, available from the building administrator, or to put the compla
accepted and documented. The person acce

Under Review sub-status updated

objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the student filing the complaint or those accused of a violation of this policy.

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

Interim Measures/Law Enforcement

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

Those receiving the initial report and conducting or overseeing the investigation will assess whether the complaint, if proven, would constitute hazing, aggravated hazing or organizational hazing and shall report it to law enforcement consistent with center (school) practice and, as appropriate, consult with legal counsel about whether to report the matter to law enforcement at every stage of the proceeding. The decision to report a matter to law enforcement should not involve an analysis by center (school) personnel of whether safe harbor provisions might apply to the person being reported, but information on the facts can be shared with law enforcement in this regard.[14]

Referral to Law Enforcement and School Safety and Security Incident Reporting –

For purposes of reporting hazing incidents to law enforcement in accordance with school safety and security reporting, the term incident shall mean an instance involving an act of violence; the possession of a weapon; the p
or drug paraphernalia as defined in the Pen

Under Review sub-status updated

Cosmetic Act; the possession, use, or sale of alcohol or tobacco products; or conduct that constitutes an offense listed in the school safety and security provisions of School Code.[15][16][17]

The Administrative Director or designee shall immediately report required incidents and may report discretionary incidents committed by students on center (school) property, at any center- (school-) sponsored activity or on a conveyance providing transportation to or from a center (school) or center- (school-) sponsored activity to the law enforcement agency that has jurisdiction over the center's (school's) property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with law enforcement and Joint Operating Committee policies.[15][16][18][19][20] **[21]**

The Administrative Director or designee shall notify the parent/guardian of any student directly involved in an incident as a victim or suspect immediately, as soon as practicable. The Administrative Director or designee shall inform the parent/guardian whether or not the law enforcement agency that has jurisdiction over the center (school) property has been or may be notified of the incident. The Administrative Director or designee shall document attempts made to reach the parent/guardian.[16] **[21]** [22]

In accordance with state law, the Administrative Director shall annually, by July 31, report all new incidents to the PA Department of Education on the required form.[15][18] **[21]**

Confidentiality

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

Retaliation

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

Consequences for Violations

Under Review sub-status updated

Safe Harbor –

An individual needing medical attention or seeking medical attention for another shall not be subject to criminal prosecution if the individual complies with the requirements under law, subject to the limitations set forth in law.[14]

Students –

If the investigation results in a substantiated finding of hazing, the investigator shall recommend appropriate disciplinary action up to and including expulsion, as circumstances warrant, in accordance with the Code of Student Conduct. The student may also be subject to disciplinary action by the coach or sponsor, up to and including removal from the activity or organization. The fact of whether a student qualified for and received safe harbor under a criminal investigation shall be considered in assigning discipline.[4][7][14] **[23]** **[24]**

{**X**} In addition to other authorized discipline, building administrators shall have the authority, after providing the student or students an informal hearing, to impose a fine of up to[4] **[23]**

{**X**} Fifty dollars ($50)

{ } _____ dollars ($___)

on each student determined to have engaged in hazing in violation of this policy.

{**X**} When recommended disciplinary action results in a formal hearing before the Joint Operating Committee, in addition to other authorized disciplinary consequences, the Joint Operating Committee may also impose a fine of up to[4] **[24]**

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

{ } _____ dollars ($___)

Under Review sub-status updated

on each student determined to have engaged in hazing in violation of this policy.

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

Nonstudent Violators/Organizational Hazing -

If the investigation results in a substantiated finding that a coach, sponsor, or volunteer affiliated with the student activity or organization engaged in, condoned or ignored any violation of this policy, the coach, sponsor, or volunteer shall be disciplined in accordance with Joint Operating Committee policy and applicable laws and regulations. Discipline could include, but is not limited to, dismissal from the position as coach, sponsor, or volunteer, and/or dismissal from center (school) employment. **[25]**

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

Criminal Prosecution –

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

NOTE:

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

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Legal Footnotes

[1] 18 Pa. C.S.A. 2802
LEGAL REFERENCE

[2] 18 Pa. C.S.A. 2803
LEGAL REFERENCE

[3] 18 Pa. C.S.A. 2804
LEGAL REFERENCE

[4] 18 Pa. C.S.A. 2808
LEGAL REFERENCE

[5] 18 Pa. C.S.A. 2806
LEGAL REFERENCE

[6] 18 Pa. C.S.A. 2801
LEGAL REFERENCE

[7] 24 P.S. 1850.1
LEGAL REFERENCE

[8] 18 Pa. C.S.A. 2301
LEGAL REFERENCE

[9] Pol. 122 — Extracurricular Activities
POLICY REFERENCE

[10] Pol. 103 — Discrimination/Title IX Sexual Harassment Affecting Students
POLICY REFERENCE

[11] Pol. 103.1 — Nondiscrimination - Qualified Students with Disabilities
POLICY REFERENCE

[12] 24 P.S. 1302-E
LEGAL REFERENCE

[13] Pol. 236.1 — Threat Assessment
POLICY REFERENCE

[14] 18 Pa. C.S.A. 2810
LEGAL REFERENCE

[15] 24 P.S. 1319-B
LEGAL REFERENCE

[16] 22 PA Code 10.2
LEGAL REFERENCE

[17] 35 P.S. 780-102
LEGAL REFERENCE

[18] 24 P.S. 1306.2-B
LEGAL REFERENCE

[19] 22 PA Code 10.21
LEGAL REFERENCE

[20] 22 PA Code 10.22
LEGAL REFERENCE

[21] Pol. 805.1 — Relations With Law Enforcement Agencies
POLICY REFERENCE

[22] 22 PA Code 10.25
LEGAL REFERENCE

[23] Pol. 218 — Student Discipline
POLICY REFERENCE

[24] Pol. 233 — Suspension and Expulsion
POLICY REFERENCE

[25] Pol. 317 — Conduct/Disciplinary Procedures
POLICY REFERENCE

Legal References

No additional references listed.

Under Review sub-status updated

Under Review sub-status updated

BOARD POLICY

801 Public Records

POLICY NUMBER	VERSION	DOCUMENT STATUS	PRINTED
801	v3.4	DRAFT	9/16/2026

Purpose

The Joint Operating Committee recognizes the importance of public records as the record of the center (school)'s actions and the repository of information about this center (school). The public has the right to access and procure copies of public records, with certain exceptions, subject to law, Joint Operating Committee policy and administrative regulations.

Definitions

Financial record - any account, voucher or contract dealing with the receipt or disbursement of funds or acquisition, use or disposal of services, supplies, materials, equipment or property; or the salary or other payments or expenses paid to an officer or employee, including the individual's name and title; **or** a financial audit report, excluding the audit's underlying work papers.[1]

Public record - a record, including a financial record, that is not protected by a defined privilege or is not exempt from being disclosed under one of the exemptions in Pennsylvania's Right-to-Know Law or under other federal or state law or regulation, or judicial decree or order.**[1]**

Record - information, regardless of physical form or characteristics, that documents a center (school) transaction or activity and is created, received or retained pursuant to law or in connection with a center (school) transaction, business or activity, including: a document; paper; letter; map; book; tape; photograph; film or sound recording; information stored or maintained electronically; and a data-processed or image-processed document.**[1]**

Response - the center (school)'s notice informing a requester of a granting of access to a record or the center (school)'s written notice to a requester granting, denying or partially granting and partially denying access to a requested record.**[1]**

Requester - **a person that is** a legal resident of the United States who requests access to a record. **The term Requester includes an agency.[1]**

Authority

The Joint Operating Committee shall make the center (school)'s public records available for access and duplication to a requester, in accordance with law, Joint Operating Committee policy and administrative regulations.[2][3][4][5]

{X} The Joint Operating Committee authorizes the center (school) to deny anonymous requests for records. A request may be considered anonymous if the requester has submitted insufficient information for the center (school) to identify if the requester is a legal resident of the United States.[1][6]

Delegation of Responsibility

The Joint Operating Committee shall designate an Open Records Officer, who shall be responsible to:[7]

1. Receive written requests for access to records submitted to the center (school).
2. Review and respond to written requests in accordance with law, Joint Operating Committee policy and administrative regulations.
3. Direct requests to other appropriate individuals in the center (school) or in another agency.
4. Track the center (school)'s progress in responding to requests.
5. Issue interim and final responses to submitted requests.
6. Maintain a log of all record requests and their disposition.

7. Ensure center (school) staff are trained to perform assigned job functions relative to requests for access to records.

Upon receiving a request for access to a record, the Open Records Officer shall:[7][8][9]

1. Note the date of receipt on the written request.
2. Compute and note on the written request the day on which the five-day period for response will expire.
3. Maintain an electronic or paper copy of the written request, including all documents submitted with the request, until the request has been fulfilled.
4. If the written request is denied, maintain the written request for thirty (30) days or, if an appeal is filed, until a final determination is issued or the appeal is deemed denied.

Guidelines

Requesters may access and procure copies of the public records of the center (school) during the regular business hours of the administration offices.[5]

A requester's right of access does not include the right to remove a record from the control or supervision of the Open Records Officer.

The center (school) shall not limit the number of records requested.[2]

When responding to a request for access, the center (school) is not required to create a record that does not exist nor to compile, maintain, format or organize a record in a manner which the center (school) does not currently use.[10]

Information shall be made available to individuals with disabilities in an appropriate format, upon request and with sufficient advance notice.[11][12][13]

The center (school) shall post at the administration office and on the center (school)'s **website, the** following information:[4][14]

1. Contact information for the Open Records Officer.
2. Contact information for the state's Office of Open Records or other applicable appeals officer.
3. The form to be used to file a request, with a notation that the state Office of Open Records form may also be used if the center (school) decides to create its own form.

   The center (school) shall post the acceptable form(s) on the center (school)'s website with information notifying requesters that the center (school) may choose to deny a request for failure to submit the proper form.[15]
4. Joint Operating Committee policy, administrative regulations and procedures governing requests for access to the center (school)'s public records.

Request **for** Access

A written request for access to a public record shall be submitted on the required form(s) and addressed to the Open Records Officer.[4][14][15][16]

Requests made in accordance with this policy may be submitted to the center (school) in person, by mail **or** to a designated email address **and must include the following information:[5][16]**

1. Identification or description of the requested record, in sufficient detail **to allow the center (school) to determine what records are being requested**.
2. Medium in which the record is requested.
3. Name and address of the individual to receive the center (school)'s response.

The center (school) shall not require an explanation of the reason for the request or the intended use of the requested record, unless otherwise required by law.[16]

Fees

Except for the duplication fee established by the state, the Joint Operating Committee shall approve a list of reasonable fees relative to requests for public records. The center (school) shall maintain a list of applicable fees and disseminate the list to requesters.[17]

No fee may be imposed for review of a record to determine whether the record is subject to access under law.[17]

Prior to granting access, the center (school) may require prepayment of estimated fees when the fees required to fulfill the request are expected to exceed $100.[17]

The Administrative Director may waive duplication fees when the requester duplicates the record, or the Administrative Director deems it is in the public interest to do so.[17]

Response **to** Request

Employees of the center (school) shall be directed to immediately forward requests for access to public records to the Open Records Officer.[7][18]

Upon receipt of a written request for access to a record, the Open Records Officer shall determine if the requested record is a public record and if the center (school) has possession, custody or control of that record.[8]

The Open Records Officer shall respond as promptly as possible under the existing circumstances, and the initial response time shall not exceed five (5) business days from the date the written request is received by the Open Records Officer.[8]

The initial response shall grant access to the requested record; deny access to the requested record; partially grant and partially deny access to the requested record; notify the requester of the need for an extension of time to fully respond; or request more detail from the requester to clearly identify the requested material.

If the center (school) fails to respond to a request within five (5) business days of receipt, the request for access shall be deemed denied.[8]

Extension **of** Time

If the Open Records Officer determines that an extension of time is required to respond to a request, in accordance with the factors stated in law, written notice shall be sent within five (5) business days of receipt of request. The notice shall indicate that the request for access is being reviewed, the reason that the review requires an extension, a reasonable date when the response is expected, and an estimate of applicable fees owed when the record becomes available.[8][19]

Up to a thirty-day extension for one (1) of the listed reasons does not require the consent of the requester. If the response is not given by the specified date, it shall be deemed denied on the day following that date.

A requester may consent in writing to an extension that exceeds thirty (30) days, in which case the request shall be deemed denied on the day following the date specified in the notice if the Open Records Officer has not provided a response by that date.

Granting **of** Request

If the Open Records Officer determines that the request will be granted, the response shall inform the requester that access is granted and either include **a copy of the requested records,** information on the regular business hours of the administration office, provide electronic access or state where the requester may go to inspect the records or information electronically at a publicly accessible site. The response shall include a copy of the fee schedule in effect, a statement that prepayment of fees is required in a specified amount if access to the records will cost in excess of $100, and the medium in which the records will be provided.

A public record shall be provided to the requester in the medium requested if it exists in that form; otherwise, it shall be provided in its existing medium. However, the center (school) is not required to permit use of its computers.[5]

The Open Records Officer may respond to a records request by notifying the requester that the record is available through publicly accessible electronic means or that the center (school) shall provide access to inspect the record electronically. If the requester, within thirty (30) days following receipt of the center (school)'s notice, submits a written request to have the record converted to paper, the center (school) shall provide access in printed form within five (5) days of receipt of the request for conversion to paper.[5][20]

A public record that the center (school) does not possess but is possessed by a third party with whom the center (school) has contracted to perform a governmental function and which directly relates to that governmental function shall be considered a public record of the center (school)**, and shall be made accessible in accordance with law, Joint Operating Committee policy and administrative regulations.** When the center (school) contracts with such a third party, the center (school) shall require the contractor to agree in writing to comply with requests for such records and to provide the center (school) with the requested record in a timely manner to allow the center (school) to comply with law.[21]

If the Open Records Officer determines that a public record contains information both subject to and not subject to access, the Open Records Officer shall grant access to the information subject to access and deny access to the information not subject to access. The Open Records Officer shall redact from the record the information that is not subject to access. The Open Records Officer shall not deny access to a record if information is able to be redacted. [22]

If the Open Records Officer responds to a requester that a copy of the requested record is available for delivery at the administration office and the requester does not retrieve the record within sixty (60) days of the center (school)'s response, the center (school) shall dispose of the copy and retain any fees paid to date.[23]

Notification **to** Third Parties

The Open Records Officer shall notify a third party of a record request if the requested record contains a trade secret or confidential proprietary information, in accordance with law and administrative regulations.[24]

When the center (school) produces a record that is not a public record in response to a request, the Open Records Officer shall notify any third party that provided the record to the center (school), the person that is the subject of the record, and the requester.[24]

Denial **of** Request

If the Open Records Officer denies a request for access to a record, whether in whole or in part, a written response shall be sent within five (5) business days of receipt of the request. The response denying the request shall include the following:[8][25]

1. Description of the record requested.
2. Specific reasons for denial, including a citation of supporting legal authority.
3. Name, title, business address, business telephone number and signature of the Open Records Officer on whose authority the denial is issued.
4. Date of the response.
5. Procedure for the requester to appeal a denial of access.

The Open Records Officer may deny a request for access to a record if the requester has made repeated**, identical** requests for that same record and the repeated requests have placed an unreasonable burden on the center (school).[21]

The Open Records Officer may deny a request for access to a record when timely access is not possible due to a disaster, or when access may cause physical damage or irreparable harm to the record. To the extent possible, a record's contents shall be made accessible even when the record is physically unavailable.[21]

Information that is not subject to access and is redacted from a public record shall be deemed a denial.[22][25]

Appeals

If a written request for access to a record is denied or deemed denied, the requester may file an appeal with the state's Office of Open Records within fifteen (15) business days of the mailing date of the Open Records Officer's response or deemed denial.[9]

Appeals Involving Third Party Records –

The Open Records Officer shall provide notice to a third party within seven (7) business days of any appeal relating to records requested, which affect the legal or security interest of an employee; contain or constitute proprietary, confidential or trademarked records of a third party; or are held by a third party contractor or vendor, the center (school) shall notify such parties of the appeal and advise them of their ability to participate in accordance with law. The Open Records Officer shall also provide proof of such notice to the Office of Open Records within seven (7) business days of sending the third party notification.[9][26]

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Legal Footnotes

[1] 65 P.S. 67.102
LEGAL REFERENCE

[2] 65 P.S. 67.302
LEGAL REFERENCE

[3] 65 P.S. 67.305
LEGAL REFERENCE

[4] 65 P.S. 67.504
LEGAL REFERENCE

[5] 65 P.S. 67.701
LEGAL REFERENCE

[7] 65 P.S. 67.502
LEGAL REFERENCE

[8] 65 P.S. 67.901
LEGAL REFERENCE

[9] 65 P.S. 67.1101
LEGAL REFERENCE

[10] 65 P.S. 67.705
LEGAL REFERENCE

[11] 42 U.S.C. 12132
LEGAL REFERENCE

[12] 28 CFR 35.160
LEGAL REFERENCE

[13] 28 CFR 35.164
LEGAL REFERENCE

[14] 65 P.S. 67.505
LEGAL REFERENCE

[16] 65 P.S. 67.703
LEGAL REFERENCE

[17] 65 P.S. 67.1307
LEGAL REFERENCE

[18] 65 P.S. 67.702
LEGAL REFERENCE

[19] 65 P.S. 67.902
LEGAL REFERENCE

[20] 65 P.S. 67.704
LEGAL REFERENCE

[21] 65 P.S. 67.506
LEGAL REFERENCE

[22] 65 P.S. 67.706
LEGAL REFERENCE

[23] **65 P.S. 67.905**
LEGAL REFERENCE

[24] **65 P.S. 67.707**
LEGAL REFERENCE

[25] **65 P.S. 67.903**
LEGAL REFERENCE

[26] **Office of Open Records Procedural Guidelines**
LEGAL REFERENCE

Legal References

No additional references listed.

BOARD POLICY

818 Contracted Services Personnel

POLICY NUMBER	VERSION	DOCUMENT STATUS	WORKFLOW
818	v2	UNDER-REVIEW	First Reading

PRINTED
9/16/2026

Purpose

In its effort to provide cost-effective programs, the Joint Operating Committee **uses outside independent contractors for a variety of purposes. The center (school) is required to ensure that such contractors comply with certain legal requirements regarding contractor employees involved in the delivery of services to the center (school). This policy is adopted to outline those requirements and the manner in which the center (school) shall direct and monitor contractor compliance.**

Definitions

For purposes of this policy, contractor employee shall include an individual who:

1. **Is employed or offered employment by an independent contractor or a subcontractor of an independent contractor, or is an individual independent contractor; and**

2. **Has or will have direct contact with children.**

Direct Contact with Children - the possibility of care, supervision, guidance or control of children or routine interaction with children.[1]

For purposes of this policy, independent contractor shall mean an individual or entity that contracts with the center (school) to provide services.

Under Review sub-status updated

Authority

The **center (school)** is required by law to ensure that independent contractors and **contractor** employees comply with the mandatory background check requirements for criminal history and child abuse **certifications, the employment history review requirement, and the arrest and conviction reporting requirements.**[2][3]**[4]**

Guidelines

Prior to using contracted services, a written contractual agreement shall be entered into between the center (school) and the independent contractor and maintained centrally by the center (school) in a manner similar to that for other contracts. Requests for proposals, bid specifications for proposals and resulting contracts shall specify the following:

1. Mandatory requirements for criminal history **background checks,** child abuse **certifications, employment history reviews, and arrest and conviction reporting** for contracted services **involving direct contact with children, as mandated by law and set forth in this policy.[5]**

2. **A requirement that all contracted transportation providers provide a program of drug and alcohol testing for covered drivers. A covered driver shall include any contractor employee who drives, operates or is in the actual physical control or movement of a school bus or a commercial vehicle owned, leased or operated by the independent contractor in connection with center (school) programs and services.[6][7][8][9][10]**

3. **That** failure to comply with this policy and the requirements for **criminal history background checks and child abuse certifications, employment history reviews,** and **required** reporting of employee **arrests, convictions or other** misconduct by an independent contractor **or contractor employee** shall **be grounds for termination** of the contract.

The Administrative Director or designee shall review all information provided pursuant to this policy and determine if information is disclosed that precludes employment or continued service of an independent contractor or contractor employee.[2][3][4][5][11]

Information submitted by an independent contractor or contractor employee in accordance with this policy shall be ma
for center (school) employees.

Under Review sub-status updated

Pre-Employment Requirements

Employment History Review -

Independent contractors shall conduct an employment history review, in compliance with state law, prior to assignment of a **contractor** employee to perform work for the center (school) **in a position or assignment involving direct contact with children.** The independent contractor may use the information for the purpose of evaluating an applicant's fitness to be hired or for continued employment of a current **contractor** employee and may report the information as permitted by law.[4]

Independent contractors shall inform the center (school), in writing, upon receipt of an affirmative response to any of the abuse and sexual misconduct background questions for a contractor employee. If the center (school) objects to the assignment, the independent contractor may not assign the contractor employee to the center (school).[4]

Independent contractors shall, upon request, provide the center (school) to which a contractor employee is assigned access to the employee's employment history review records.

Criminal History -

Prior to assignment of contractor employees to perform work for the center (school) in a position or assignment involving direct contact with children, contractor employees shall **submit an official child abuse clearance statement and state and federal** criminal history **background checks (certifications) as required by law.**[2][3]

Contractor employees shall report, on the designated form, all arrests and convictions as specified on the form. **Contractor employees** shall likewise report arrests and/or convictions that occur subsequent to initially submitting the form. Failure to accurately report such arrests and convictions may subject the individual to denial of employment/contract termination if already hired/contracted, and

Under Review sub-status updated

Tuberculosis Test -

Contractor employees providing services for students shall undergo a test for tuberculosis in accordance with the regulations and guidance of the Pennsylvania Department of Health.[12][13]

Arrest and Conviction Reporting Requirements

All independent contractors shall adopt policies and procedures that require their employees, who are providing services to the center (school) and who have direct contact with children, to notify the **independent** contractor, in writing, within seventy-two (72) hours of the occurrence, of an arrest or conviction required to be reported by law. **Contractor** employees shall also be required to report to the **independent** contractor, within seventy-two (72) hours of notification, that the employee **has been named as a perpetrator in a founded or indicated report pursuant to the** Child Protective Services Law. **The policies and procedures shall also include the provision that the failure on the part of contractor employees to make such a timely notification shall subject them to disciplinary action, including termination.**[3][11]

If the **independent** contractor receives notice of such arrest or conviction **or** that the **contractor** employee has been **named as a perpetrator in a founded or indicated report,** from either the **contractor** employee or a third party, the **independent** contractor shall immediately report, in writing, that information to the **Administrative Director or designee.**

The independent contractor shall immediately require a contractor employee to submit new certifications when there is a reasonable belief that the employee was arrested for or has been convicted of an offense required to be reported by law, was named as a perpetrator in a founded or indicated report, or has provided written notice of such occurrence.[3][11]

{ } Contractor employees who provide transportation services shall immediately notify the independent contractor and the center (school)'s transportation supervisor of any traffic citations or the suspension, revocation or cancellation of operating privileges.[14]

Under Review sub-status updated

Educator Misconduct

If the Administrative Director reasonably suspects that conduct being reported involves an incident required to be reported under the Educator Discipline Act, the Administrative Director or designee shall notify the Pennsylvania Department of Education, in accordance with applicable law, regulations and Joint Operating Committee policy 317.1.[15] [16]

Training

Independent contractors shall provide their employees who have direct contact with children with mandatory training on child abuse recognition and reporting. The training shall include, but not be limited to, the following topics:[1]

1. Recognition of the signs of abuse and sexual misconduct and reporting requirements for suspected abuse and sexual misconduct.
2. Provisions of the Educator Discipline Act, including mandatory reporting requirements. [17]
3. Center (School) policy related to reporting of suspected abuse and sexual misconduct. **[18]**
4. Maintenance of professional and appropriate relationships with students. **[19]**

Employees of independent contractors who have direct contact with children are required to complete a minimum of three (3) hours of training every five (5) years.[1]

Contractor employees shall attend orientation and training sessions, as appropriate to the nature of their service. When training is provided for center (school) employees relating to the legal obligations of employers and educational institutions, consideration shall be given to which contractor employees should also receive that training.

Child Abuse Reporting

All contractor employees who have reasonable cause to suspect that a child is the victim of child abuse shall make a repo
with applicable law, Joint Operating Co
regulations.[18] [20]

Under Review sub-status updated

Confidentiality

No contractor employee shall be permitted access to confidential student information unless the center (school) has determined that such access is necessary for the contractor employee to fulfill his/her responsibilities. Contractor employees with access to confidential student information shall maintain the confidentiality of that information in accordance with Joint Operating Committee policies and procedures and applicable law. If a contractor employee has questions about the confidentiality of student information, the contractor employee should consult with the building administrator. [21] [22]

NOTES:

Chapter 8 of the State Joint Operating Committee of Education Regulations has not been updated since August of 1990 and does not reflect current statutory requirements.

Chapter 3490 of the Protective Services regulations of the Department of Human Services has not been updated since July 1999 and does not reflect current statutory requirements.

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Legal Footnotes

[1] 24 P.S. 1205.6
LEGAL REFERENCE

[2] 23 Pa. C.S.A. 6344
LEGAL REFERENCE

[3] 24 P.S. 111
LEGAL REFERENCE

[4] 24 P.S. 111.1
LEGAL REFERENCE

[5] 55 PA Code 3490.132
LEGAL REFERENCE

[6] 49 CFR Part 382
LEGAL REFERENCE

[7] 67 PA Code 71.3
LEGAL REFERENCE

[8] 75 Pa. C.S.A. 1612
LEGAL REFERENCE

[9] 75 Pa. C.S.A. 3802
LEGAL REFERENCE

[10] Pol. 810.1 — Drug/Alcohol Testing - Covered Drivers

Under Review sub-status updated

[11] 23 Pa. C.S.A. 6344.3
LEGAL REFERENCE

[12] 24 P.S. 1418
LEGAL REFERENCE

[13] 28 PA Code 23.44
LEGAL REFERENCE

[14] 75 Pa. C.S.A. 1606
LEGAL REFERENCE

[15] 24 P.S. 2070.9a
LEGAL REFERENCE

[16] Pol. 317.1 — Educator Misconduct
POLICY REFERENCE

[17] 24 P.S. 2070.1a
LEGAL REFERENCE

[18] Pol. 806 — Child Abuse
POLICY REFERENCE

[19] Pol. 824 — Maintaining Professional Adult/Student Boundaries
POLICY REFERENCE

[20] 23 Pa. C.S.A. 6311
LEGAL REFERENCE

[21] Pol. 113.3 — Confidentiality of Special Education Student Information
POLICY REFERENCE

[22] Pol. 216 — Student Records
POLICY REFERENCE

Legal References

No additional references listed.

Under Review sub-status updated

BOARD POLICY

827 Conflict of Interest

POLICY NUMBER	VERSION	DOCUMENT STATUS	WORKFLOW
827	v3	UNDER-REVIEW	First Reading

PRINTED
9/16/2026

Purpose

This policy shall affirm standards of conduct established to ensure that Joint Operating Committee members and employees avoid potential and actual conflicts of interest, as well as the perception of a conflict of interest.

Definitions

Confidential information shall mean information not obtainable from reviewing a public document or from making inquiry to a publicly available source of information.[1]

Conflict or **Conflict of interest** shall mean use by a Joint Operating Committee member or **center (school)** employee of the authority of his/her office or employment, or any confidential information received through his/her holding public office or employment, for the private pecuniary benefit of him/herself, a member of his/her immediate family or a business with which s/he or a member of his/her immediate family is associated. The term does not include an action having a de minimis economic impact, or which affects to the same degree a class consisting of the general public or a subclass consisting of an industry, occupation or other group which includes the Joint Operating Committee member or **center (school)** employee, a member of his/her immediate family or a business with which s/he or a member of his/her immediate family is associated.[1]

For federal purposes, a conflict of interest includes when the employee, officer, agent, or Joint Operating Committee member, or any member of their immediate family, their partner, or an organization that employees or is about to employ any

of those individuals, has a financial or other interest in or a tangible personal benefit from an entity considered for a contract. [2]

De minimis economic impact shall mean an economic consequence which has an insignificant effect.[1]

Financial interest shall mean any financial interest in a legal entity engaged in business for profit which comprises more than five percent (5%) of the equity of the business or more than five percent (5%) of the assets of the economic interest in indebtedness.[1]

Honorarium shall mean payment made in recognition of published works, appearances, speeches and presentations, and which is not intended as consideration for the value of such services which are nonpublic occupational or professional in nature. The term does not include tokens presented or provided which are of de minimis economic impact.[1]

Immediate family shall mean a parent, parent-in-law, spouse, child, spouse of a child, brother, brother-in-law, sister, sister-in-law, or the domestic partner of a parent, child, brother or sister.[1]

Business partner shall mean a person who, along with another person, plays a significant role in owning, managing, or creating a company in which both individuals have a financial interest in the company.

Delegation of Responsibility

Each employee and Joint Operating Committee member shall be responsible to maintain standards of conduct that avoid conflicts of interest. The Joint Operating Committee prohibits members of the Joint Operating Committee and **center (school)** employees from engaging in conduct that constitutes a conflict of interest as outlined in this policy.

Guidelines

All Joint Operating Committee members and employees shall be provided with a copy of this policy and acknowledge in writing that they have been made aware of it. Additional training shall be provided to designated individuals.

Disclosure of Financial Interests

No Joint Operating Committee member shall be allowed to take the oath of office or enter or continue upon his/her duties, nor shall s/he receive compensation from public funds, unless s/he has filed a statement of financial interests as required by law. **[3]**

The center (school) solicitor and designated center (school) employees shall file a statement of financial interests as required by law and regulations.[4][5]

Standards of Conduct

The center (school) maintains the following standards of conduct covering conflicts of interest and governing the actions of its employees and Joint Operating Committee members engaged in the selection, award and administration of contracts.[2]

No employee or Joint Operating Committee member may participate in the selection, award or administration of a contract supported by a federal award if s/he has a real or apparent conflict of interest as defined above, as well as any other circumstance in which the employee, Joint Operating Committee member, any member of his/her immediate family, his/her business partner, or an organization which employs or is about to employ any of them, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.[2]

The center (school) shall not enter into any contract with a Joint Operating Committee member or employee, or his/her spouse or child, or any business in which the person or his/her spouse or child is associated valued at $500 or more, nor in which the person or spouse or child or business with which associated is a subcontractor unless the Joint Operating Committee has determined it is in the best interests of the center (school) to do so, and the contract has been awarded through an open and public process, including prior public notice and subsequent public disclosure of all proposals considered and contracts awarded. In such a case, the Joint Operating Committee member or employee shall not have any supervisory or overall responsibility for the implementation or administration of the contract.[1]

When advertised formal bidding is not required or used, an open and public process shall include at a minimum:

1. Public notice of the intent to contract for goods or services;
2. A reasonable amount of time for potential contractors to consider whether to offer quotes; and
3. Post-award public disclosure of who made bids or quotes and who was chosen.

Any Joint Operating Committee member or employee who in the discharge of his/her official duties would be required to vote on a matter that would result in a conflict of interest shall abstain from voting and, prior to the vote being taken, publicly announce and disclose the nature of his/her interest as a public record in a written statement to be attached to the Joint Operating Committee minutes.[1]

No **Joint Operating Committee member** or **center (school)** employee shall accept an honorarium.[1]

Joint Operating Committee members and employees may neither solicit nor accept gratuities, favors or anything of monetary value from contractors or parties to subcontracts, unless the gift is an unsolicited item of nominal value. Gifts of a nominal value may be accepted in accordance with Joint Operating Committee policy.[2] **[6]**

Improper Influence

No person shall offer or give to a Joint Operating Committee member, employee or nominee or candidate for the Joint Operating Committee, or a member of his/her immediate family or a business with which s/he is associated, anything of monetary value, including a gift, loan, political contribution, reward or promise of future employment based on the offeror's or donor's understanding that the vote, official action or judgment of the Joint Operating Committee member, employee or nominee or candidate for the Joint Operating Committee would be influenced thereby.[1]

No Joint Operating Committee member, employee or nominee or candidate for the Joint Operating Committee shall solicit or accept anything of monetary value, including a gift, loan, political contribution, reward or promise of future employment, based on any understanding

of that Joint Operating Committee member, employee or nominee or candidate that the vote, official action or judgment of the Joint Operating Committee member, employee or nominee or candidate for the Joint Operating Committee would be influenced thereby.[1]

Organizational Conflicts

Organizational conflicts of interest may exist when due to the center's (school's) relationship with a subsidiary, affiliated or parent organization that is a candidate for award of a contract in connection with federally funded activities, the center (school) may be unable or appear to be unable to be impartial in conducting a procurement action involving a related organization.[2]

In the event of a potential organizational conflict, the potential conflict shall be reviewed by the Administrative Director or designee to determine whether it is likely that the center (school) would be unable or appear to be unable to be impartial in making the award. If such a likelihood exists, this shall not disqualify the related organization; however, the following measures shall be applied:

1. The organizational relationship shall be disclosed as part of any notices to potential contractors;
2. Any center (school) employees or officials directly involved in the activities of the related organization are excluded from the selection and award process;
3. A competitive bid, quote or other basis of valuation is considered; and
4. The Joint Operating Committee has determined that contracting with the related organization is in the best interests of the program involved.

Reporting Conflicts of Interest

Any perceived conflict of interest that is detected or suspected by any employee or third party shall be reported to the Administrative Director. If the Administrative Director is the subject of the perceived conflict of interest, the employee or third party shall report the incident to the Joint Operating Committee President.

Any perceived conflict of interest of a Joint Operating Committee member that is detected or suspected by any employee or third party shall be reported to the Joint Operating Committee President. If the Joint Operating Committee President is the subject of the perceived conflict of interest, the employee or third party shall report the incident to the Administrative Director, who shall report the incident to the solicitor.

No reprisals or retaliation shall occur as a result of good faith reports of conflicts of interest. **The center (school) shall provide written notification of such protections to center (school) employees.**

The Administrative Director or designee shall report in writing to the federal awarding agency or pass-through entity any potential conflict of interest related to a federal award, in accordance with federal awarding agency policy.[7]

Investigation

Investigations based on reports of perceived violations of this policy shall comply with state and federal laws and regulations. No person sharing in the potential conflict of interest being investigated shall be involved in conducting the investigation or reviewing its results.

In the event an investigation determines that a violation of this policy has occurred, the violation shall be reported to the federal awarding agency in accordance with that agency's policies.[7]

Disciplinary Actions

If an investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the center (school) shall take prompt, corrective action to ensure that such conduct ceases and will not recur. Center (School) staff shall document the corrective action taken and, when not prohibited by law, inform the complainant.

Violations of this policy may result in disciplinary action **for employees** up to and including discharge, fines and possible imprisonment. Disciplinary actions shall be consistent with Joint Operating Committee policies, procedures, applicable collective bargaining agreements and state and federal laws. **[8]**

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Legal Footnotes

[1] 65 Pa. C.S.A. 1101
LEGAL REFERENCE

[2] 2 CFR 200.318
LEGAL REFERENCE

[3] Pol. 004 — Membership
POLICY REFERENCE

[4] 51 PA Code 15.2
LEGAL REFERENCE

[5] 65 Pa. C.S.A. 1104
LEGAL REFERENCE

[6] Pol. 322 — Gifts
POLICY REFERENCE

[7] 2 CFR 200.112
LEGAL REFERENCE

[8] Pol. 317 — Conduct/Disciplinary Procedures
POLICY REFERENCE

Legal References

No additional references listed.

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GJCTC
GJCTCStaffMaster
Appendix GJCTCAIDE3 and 4 -26/27

As Instructional Aides, these individuals will assist the certified trade and academic instructors in classrooms located at Greater Johnstown Career and Technology School.

Staffing Expenses	#	Rate	Up to 8 hours	Contract #	Staff Name	Total
Construction	1	$13.25	8	GJCTCAIDE3	TBD	$106.00
General Aide	1	$13.25	8	GJCTCAIDE4	TBD	$106.00
Total Staffing Expenses						**$212.00**
Payroll taxes, UE, WC & Employee Liability Insurance @ 22%						$46.64
Subtotal						**$258.64**
Contract Administration and Implementation, including hiring, human resources & accounting @ 10%						$25.86
Total Program Expenses (Daily)						**$284.50**

Contract Authorization

John Augustine, Exectuive Director _____ Date _____

Leah Spangler, Ed.D., President and CEO _____ Date 6/25/26

The information disclosed in this document, including all personnel costs, designs and related materials, is the valuable property of Ignite Education Solutions. District will be billed at the hourly rate for any required staff trainings or professional devel opment. Appendixes are valid for 30 days pending board approval.

Greater Johnstown Career and Technology Center

To: Automotive Technology Occupational Advisory Committee

Re: September 22, 2026 Occupational Advisory Committee meeting

September 28, 2026

Dear Committee Members,

Thank you for your participation in the September 22, 2026 Fall Occupational Advisory Committee meeting and for your recommendations for the Automotive Technology program. We have reviewed your meeting minutes and offer the following administrative response.

Committee recommendations and equipment requests

- *Welder*
- *Plasma cutter*
- *Review whether additional pieces of existing equipment are needed to serve enrollment.*

Administrative response

We appreciate the committee's positive assessment of the shop layout and equipment. We will review the recommendation for a welder and plasma cutter with the program team, including the equipment already available, student access, safety requirements, and cost before determining a purchase priority.

Your advice helps us plan meaningful program improvements. We will continue reviewing these items with the program team and update the committee as decisions and funding become clear.

Sincerely,

Amanda Harrington

Principal/ Assistant Administrator of Program Operations

Greater Johnstown Career and Technology Center

Greater Johnstown Career and Technology Center

To: Construction Technology Occupational Advisory Committee

Re: September 22, 2026 Occupational Advisory Committee meeting

September 28, 2026

Dear Committee Members,

Thank you for your participation in the September 22, 2026 Fall Occupational Advisory Committee meeting and for your recommendations for the Construction Technology program. We have reviewed your meeting minutes and offer the following administrative response.

Committee Recommendations and Equipment Requests

- *GFCI pigtails or equivalent protection for extension cords.*
- *Clearly marked and illuminated exit signs; review arc flash labels on panels in the carpentry shop.*
- *Hilti vacuum based core drill with approximately 1 1/2 to 5 inch bits, and a hydraulic conduit bending machine.*
- *New 4, 6, and 8 foot stepladders and 24 foot extension ladders for both shops.*
- *More scaffolding, walkers, stages, and outriggers for house projects; a hydraulic mobile masonry scaffolding system.*
- *Gas powered mortar mixer, mobile lift with student training, rough terrain forklift, and manufactured stone for practice.*
- *Review classroom cameras and additional aides in light of enrollment and safety.*
- *Consider the offered lift and operator for setting house trusses and investigate Scott Electric grant opportunities.*

Administrative response

We will refer the recommendations for GFCI protection on extension cords, clearly marked and illuminated exit signs, and arc flash labeling at electrical panels to the appropriate facilities and safety personnel for review and corrective action where needed.

We support reviewing the requested core drill, hydraulic conduit bender, replacement ladders, and additional scaffolding and accessories against current inventory, project needs, training, and available funding. We will also consider the listed house project equipment and manufactured stone in program planning.

We will assess the request for additional adult support and classroom cameras through staffing, supervision, privacy, and safety procedures. Thank you for the offer of a lift and operator for truss placement; any use would require project planning and appropriate safety review. We will also investigate the suggested Scott Electric grant opportunity.

Your advice helps us plan meaningful program improvements. We will continue reviewing these items with the program team and update the committee as decisions and funding become clear.

Sincerely,

Amanda Harrington

Principal/ Assistant Administrator of Program Operations

Greater Johnstown Career and Technology Center

Greater Johnstown Career and Technology Center

To: Cosmetology Occupational Advisory Committee

Re: September 22, 2026 Occupational Advisory Committee meeting

September 28, 2026

Dear Committee Members,

Thank you for your participation in the September 22, 2026 Fall Occupational Advisory Committee meeting and for your recommendations for the Cosmetology program. We have reviewed your meeting minutes and offer the following administrative response.

Committee recommendations and equipment requests

- *Industry shadowing project for juniors and seniors.*
- *Improve electrical outlets in the upstairs clinic.*
- *Install wheelchair accessible shampoo sinks in the downstairs clinic; review station design and salon layout to accommodate approximately 25 students.*
- *Replace or update student Chromebooks used for digital textbooks and daily work.*
- *Explore adult learner recruitment through online advertising, career fairs, and television advertising.*

Administrative response

We support exploring a structured salon shadowing experience for juniors and seniors. The program team will identify suitable partners, student expectations, supervision, scheduling, and any permissions before implementation.

We will review electrical capacity in the upstairs clinic, accessible shampoo sinks in the downstairs clinic, and options for improving downstairs station layout with facilities and program staff. Accessibility and safe student movement will guide that review.

We will evaluate the condition and replacement cycle of student Chromebooks because students rely on them for digital textbooks and daily instruction. We appreciate the committee's suggestions for recruiting adult learners through advertisements and career events.

Your advice helps us plan meaningful program improvements. We will continue reviewing these items with the program team and update the committee as decisions and funding become clear.

Sincerely,

Amanda Harrington

Principal/ Assistant Administrator of Program Operations

Greater Johnstown Career and Technology Center

Greater Johnstown Career and Technology Center

To: Culinary Arts Occupational Advisory Committee

Re: September 22, 2026 Occupational Advisory Committee meeting

September 28, 2026

Dear Committee Members,

Thank you for your participation in the September 22, 2026 Fall Occupational Advisory Committee meeting and for your recommendations for the Culinary Arts program. We have reviewed your meeting minutes and offer the following administrative response.

Committee Recommendations and Equipment Requests

- *Review an additional instructor to support supervision and instruction with current enrollment and kitchen layout.*
- *Assess the kitchen layout and supervision coverage for safety.*
- *Replace the charbroiler and ice cream machine.*
- *Replace the slicer, whose condition was identified in the equipment evaluation.*

Administrative response

We appreciate the committee's review of the task list and its support for the current curriculum, including the online iCEV materials.

We take seriously the concern about supervising the full kitchen space with current enrollment and student support needs. We will review the layout, sightlines, class operations, and staffing request with program leadership to identify practical supervision and safety improvements.

We will assess replacement priorities for the slicer, charbroiler, and ice cream machine based on condition, instructional use, safety, and available funding.

Your advice helps us plan meaningful program improvements. We will continue reviewing these items with the program team and update the committee as decisions and funding become clear.

Sincerely,

Amanda Harrington

Principal/ Assistant Administrator of Program Operations

Greater Johnstown Career and Technology Center

Greater Johnstown Career and Technology Center

To: Graphic and Digital Media Design Occupational Advisory Committee

Re: September 22, 2026 Occupational Advisory Committee meeting

September 28. 2026

Dear Committee Members,

Thank you for your participation in the September 22, 2026 Fall Occupational Advisory Committee meeting and for your recommendations for the Graphic and Digital Media Design program. We have reviewed your meeting minutes and offer the following administrative response.

Committee recommendations and equipment requests

- *Explore drone certifications, task list aligned projects, and an Adobe or website portfolio for students.*
- *Review classroom spacing.*
- *Screen printing setup.*
- *Photography cameras and accessories.*
- *Evaluate a direct to film printer, including maintenance demands and classroom suitability.*

Administrative response

We welcome the committee's ideas for projects tied to the task list and for students to develop a digital portfolio. The program team can review how to incorporate these into existing instruction and the newly purchased iCEV curriculum.

We will explore the feasibility and instructional fit of drone certification before adding a credential. We will also review classroom spacing as equipment and project activities are planned.

We will compare costs, maintenance demands, and student learning value for a screen printing setup, photography equipment, and a direct to film printer before setting equipment priorities.

Your advice helps us plan meaningful program improvements. We will continue reviewing these items with the program team and update the committee as decisions and funding become clear.

Sincerely,

Amanda Harrington

Principal/ Assistant Administrator of Program Operations

Greater Johnstown Career and Technology Center

Greater Johnstown Career and Technology Center

To: Health Assistant Occupational Advisory Committee

Re: September 22, 2026 Occupational Advisory Committee meeting

September 28, 2026

Dear Committee Members,

Thank you for your participation in the September 22, 2026 Fall Occupational Advisory Committee meeting and for your recommendations for the Health Assistant program. We have reviewed your meeting minutes and offer the following administrative response.

Committee Recommendations and Equipment Requests

- *Replace or repair older Lee Hospital beds with unreliable functions.*
- *Review replacement of the flooring.*
- *Purchase one or two bariatric patient manikins, including the suggested Realityworks model.*
- *Add patient or body lifts to increase student practice time, and a training crash cart.*
- *Develop scenarios involving patients with different mental health needs.*

Administrative response

Thank you for reviewing and unanimously supporting the current Program of Study and for recognizing the improvements to the classroom and lab.

We will review the condition of the flooring and the older beds, prioritizing repairs or replacement for beds whose functions are unreliable. We will also evaluate one or two bariatric manikins, additional patient lifts, and a training crash cart against space, safety, instructional use, and funding.

We support incorporating scenarios involving patients with varied mental health needs into student practice. The program team can identify appropriate instructional materials and training scenarios.

Your advice helps us plan meaningful program improvements. We will continue reviewing these items with the program team and update the committee as decisions and funding become clear.

Sincerely,

Amanda Harrington

Principal/ Assistant Administrator of Program Operations

Greater Johnstown Career and Technology Center

Greater Johnstown Career and Technology Center

To: Machine Tool Technology Occupational Advisory Committee

Re: September 22, 2026 Occupational Advisory Committee meeting

September 28, 2026

Dear Committee Members,

Thank you for your participation in the September 22, 2026 Fall Occupational Advisory Committee meeting and for your recommendations for the Machine Tool Technology program. We have reviewed your meeting minutes and offer the following administrative response.

Committee Recommendations and Equipment Requests

- *Ensure students can use current Mastercam and CAD software.*
- *Teach and practice 6S lean manufacturing concepts in the shop.*
- *Arrange student tours with interested local manufacturers.*
- *Increase program time available for students; share the committee concern with school leadership and sending districts.*
- *Expand work area and consider a classroom separate from the lab; consider another full-time instructor.*
- *Increase hand tools and precision measurement equipment, including micrometers and calipers.*
- *Purchase a HAAS desktop CNC lathe and mill for instruction and sending school outreach.*
- *Purchase a hardness tester and electric heat-treating furnace for metallurgy instruction.*
- *Explore laser cutting, EDM, metal 3D printing, robotics, and automation as future opportunities.*

Administrative Response

We will review access to current CAD and Mastercam tools and discuss how 6S practices can be woven into daily shop routines. We appreciate members' offers to host employer tours and will coordinate possible visits through the program.

We will assess additional measuring tools, including micrometers and calipers, and examine the proposed desktop CNC lathe and mill, hardness tester, and heat-treating furnace. Final purchases remain subject to pricing, space, safety, and available funding. We will also consider the longer-term suggestions of laser cutting, EDM, metal 3D printing, robotics, and automation.

We will review the concerns about growing enrollment, lab space, a separate classroom, and the request for another instructor through enrollment and facilities planning. We also hear the concern about limited student time in the program and can share it with GJCTC leadership for discussion with sending districts.

Your advice helps us plan meaningful program improvements. We will continue reviewing these items with the program team and update the committee as decisions and funding become clear.

Sincerely,

Amanda Harrington

Principal/ Assistant Administrator of Program Operations

Greater Johnstown Career and Technology Center

Greater Johnstown Career and Technology Center

To: Collision Repair Occupational Advisory Committee

Re: September 22, 2026 Occupational Advisory Committee meeting

September 28, 2026

Dear Committee Members,

Thank you for reviewing the Collision Repair program and sharing ways to strengthen collision and refinishing instruction. We appreciate the committee's positive assessment of the shop and its attention to current technology, individual skills, and student recruitment.

Equipment and Supply Recommendations

- *Solvent recycler; mobile prep decks beside the paint booth and detail bay; and additional larger tool boxes in place of multiple small boxes.*
- *Radar calibration equipment; another laser rust remover to build on the existing 300 W pulsed unit; and ongoing replacement of worn equipment.*
- *Sun gun for paint matching; paint masks for all students; service the fresh air hood filters and restore the hoods to working order.*
- *New paint booth seals; heat lamp for drying primer and putty; UV primer and putty.*
- *Vacuum floor frame puller capacity (the minutes note two are already available) and a wheel lift jack.*
- *Equipment and supplies for car wraps, window tint, and powder coating.*

Larger Equipment Proposed for Grant Funding

- *1,800 W direct pulse laser rust remover (Nuwave).*
- *Laser welder (Nuwave) and three in one welder (Dale Oxygen).*
- *Plasma cutter and KECO paintless dent repair equipment, pending a quote.*

Curriculum and Recruitment Recommendations

- *Document repairs and use current AllData Collision information for structural repairs and safety procedures.*
- *Emphasize individual skills over the number of completed projects, including buffing and detailing; explore CCC estimating pathways, radar calibration, and electric vehicle safety and repair training.*
- *Explore specialty areas such as stereo installation, decals, window tint, wraps, powder coating, window installation, and estimating.*
- *Strengthen ninth grade tours and open houses with employed graduates, before and after project photos, a program poster or pamphlet, and broader promotion of career paths.*
- *Restore the virtual painter; consider AkzoNobel online training and restoration videos as instructional and recruitment resources.*

Administrative Response

We will review the requested equipment against instructional priorities, current inventory, safety needs, space, costs, and available grants. We will give prompt attention to paint masks, the operation of fresh air hoods, and paint booth seals with the program and facilities teams. The grant items will be evaluated after quotes and equipment specifications are available; the committee's recommendations guide planning but do not authorize purchases.

We support reviewing current repair documentation, estimating software, refinishing skills, and emerging radar and electric vehicle work with the instructor. Any specialized training will be matched to safe equipment use and industry practice. We will work with the program on stronger ninth grade outreach and materials that show the range of collision and industrial refinishing careers.

Thank you for your continued partnership. We will update the committee as reviews and funding decisions progress.

Sincerely,

Amanda Harrington

Principal/ Assistant Administrator of Program Operations

Greater Johnstown Career and Technology Center

Greater Johnstown Career and Technology Center

To: Diesel Technology Occupational Advisory Committee

Re: September 22, 2026 Occupational Advisory Committee meeting

September 28, 2026

Dear Committee Members,

Thank you for reviewing the Diesel Technology program and walking through the shop at the Fall OAC meeting. We appreciate your recommendations for updated training equipment and for improvements to the safety and condition of the work area.

Equipment and Instructional Recommendations

- *Update the Cummins diagnostic software.*
- *Consider adding a skid steer or a single axle tractor for student practice.*
- *Add a hydraulic hose trainer.*

Shop Safety and Facility Recommendations

- *Install a mezzanine safety chain and guards on the grinders.*
- *Remove heavy items from upper shelves; repair or replace damaged shelving.*
- *Repair the hole in the block wall and replace the welding screen.*
- *Establish a forklift charging station and install a floor cover in the last bay.*
- *Paint safety lines around the tire service area and electrical panel.*
- *Add covers for the eyewash station and address overhead wiring.*

Administrative Response

We will review the equipment requests with the instructor to determine how the Cummins software, hydraulic hose trainer, and either a skid steer or single axle tractor would support the task list and current enrollment. We will compare costs, space, training, maintenance, and potential funding before setting purchase priorities.

We will refer the shop findings to facilities and safety personnel for a prompt walkthrough. Items involving guarding, overhead wiring, heavy storage, and the electrical panel will be assessed for appropriate corrective action. The remaining repairs and markings will be documented and prioritized with the program team. A forklift charging location will be planned with attention to the equipment and electrical requirements.

Thank you for the specific feedback and your continued support of our students. We will update the committee as these items are reviewed and addressed.

Sincerely,

Amanda Harrington

Principal/ Assistant Administrator of Program Operations

Greater Johnstown Career and Technology Center

Greater Johnstown Career and Technology Center

To: Pre-teacher Preparation Occupational Advisory Committee

Re: September 22, 2026 Occupational Advisory Committee meeting

September 28, 2026

Dear Committee Members,

Thank you for reviewing the Pre-Teacher Preparation program at the Fall OAC meeting. Your support of student field experiences and your ideas for additional learning opportunities are appreciated. The meeting minutes record no equipment purchase request or immediate curriculum change. They identify the following items for consideration, including suggestions Dr. Lehman shared after the meeting:

Recommendations and Discussion Items

- *Pilot the free IU8 JoltEDU courses as student micro-credentials; explore additional IU, Vector Solutions, and college courses that could build students' skills and résumés.*
- *Ask Penn Highlands Community College, Saint Francis University, and UPJ about short online courses such as public speaking, professional communication, or technical writing.*
- *Explore cursive writing instruction in light of the mandates noted in the minutes.*
- *Review whether early childhood literature, job-related periodicals, or online subscriptions qualify for equipment grant funding.*
- *Explore tours of different school settings and opportunities for students to attend an educator in-service or a relevant portion of one.*
- *Monitor classroom seating and space as enrollment grows; no equipment or facility change was requested at this meeting.*

Administrative Response

We support piloting the free IU8 JoltEDU offerings already approved for the program. The instructor and administration can review student participation and value before considering the full paid suite. We will also explore suitable short courses with our college partners and review Vector Solutions options, including cost, accessibility, and relevance to future educators.

We will ask the program team to consider how cursive writing, school tours, and an appropriate in-service experience could fit the curriculum and field placement schedule. We will check grant eligibility before making any request for books, periodicals, or subscriptions. As enrollment increases, we will continue monitoring seating, room capacity, and student access to instruction.

We appreciate the sending districts' continued support of mentor and field placements. We will follow up separately regarding the annual letters of support discussed at the meeting.

Sincerely,

Amanda Harrington

Principal/ Assistant Administrator of Program Operations

Greater Johnstown Career and Technology Center

Greater Johnstown Career and Technology Center

To: Welding Technology Occupational Advisory Committee

Re: September 22, 2026 Occupational Advisory Committee meeting

September 28, 2026

Dear Committee Members,

Thank you for touring the Robotics Lab and high school Welding shop during the Fall OAC meeting. The committee expressed satisfaction with the labs and unanimously supported these recommendations:

Equipment Recommendations

- *Two additional 3D printers for the Robotics Lab.*
- *Portable gantry lift for the high school Welding shop.*
- *Four foot brake press for the high school Welding shop.*
- *Fork truck or mini telehandler forklift for use across the labs.*
- *Portable Lincoln welders for the GEO Welding Lab.*
- *Fixture table for the GEO Welding Lab.*
- *Laser cutting machine for the new Welding Lab.*

Safety Recommendation

Add new caution tape around the new bandsaw in the high school Welding Lab.

Administrative Response

Administration supports reviewing these equipment requests as program and grant priorities. We will assess instructional use, cost, space, training, and safe operation before determining purchases. The committee listed the 3D printers, brake press, fork truck, portable Lincoln welders, and fixture table as grant funding requests; we will also examine funding options for the gantry lift and laser cutter.

We will promptly review the bandsaw area with program and safety personnel and provide appropriate floor or perimeter marking. We appreciate the committee's positive evaluation of the current curriculum, facilities, and equipment. No curriculum or facility changes were recommended.

The minutes also identify social media, career fairs, and advertising as possible ways to promote adult Welding and Robotics Advanced Manufacturing offerings. We will share those ideas with adult education leadership.

Thank you for your time and continued guidance. We will update the committee as equipment and safety decisions are made.

Sincerely,

Amanda Harrington

Principal/ Assistant Administrator of Program Operations

Greater Johnstown Career and Technology Center

October 20, 2026

John Augustine
Greater Johnstown Career and Technology Center
445 Schoolhouse Road
Johnstown, PA 15904

Subject: GJCTC Residential Electrical and Plumbing Design
HFL File No. 2026-2170.00

Dear John:

This letter and its enclosure constitute our proposal and agreement to provide plumbing and electrical design for the approximately 1,600 s.f., single story residence with garage, located on Vo-Tech drive in Johnstown, PA.

PURPOSE

The purpose of the project is to provide students with the real-life experience required for construction. The project will be built using GJCTC students under the direction of qualified instructors and contractors. The township requires that GJCTC provide engineered drawings only for the plumbing and electrical systems in the residence, therefore, this proposal provides for that design.

SCOPE OF SERVICES

1. Meet with GJCTC representatives to obtain an understanding of the project.
2. Create electronic backgrounds from GJCTC provided floor plans, which were prepared by the 84 Lumber Company and includes a general arrangement of electrical receptacles, plumbing fixtures, and appliances.
3. Prepare electrical drawings indicating the receptacle locations, power to appliances, and lighting fixture power requirements and locations, along with wire sizes and a panel schedule. Lighting fixture locations and switches will be indicated, GJCTC shall select and provide the lighting fixtures.
4. Prepare plumbing drawings indicating piping routing and sizes. Plumbing fixture locations will be indicated, the selection of the actual fixtures shall be provided by the GJCTC.
5. The plumbing drawings will also indicate the natural gas piping sizes and routing.
6. H.F. Lenz Co. will document the utility services from five (5) feet outside the building into the building
7. Provide a set of stamped documents to GJCTC for submission to the township for permitting.
8. Incorporate any permit review comments into the documents and reissue to GJCTC.

CLARIFICATIONS

1. No construction administration services are being provided as part of this proposal.
2. Environmental and hazardous materials consulting services, if required, are being provided by others.

3. All approval and permitting fees will be paid for by others.
4. Our proposal represents one review at each submission. If multiple sets of review comments are proposed or a resubmission is required, this effort will be considered as an additional service and will be invoiced on an hourly basis.
5. H.F. Lenz Co. shall not have control over or charge of, and shall not be responsible for construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work or any construction activities at the project site. H.F. Lenz Co. shall not be responsible for the Contractor's schedules or failure to carry out the Work or any construction not in accordance with the Contract Documents or the Contractor's contractual obligations. H.F. Lenz Co. shall not have control over or charge of acts or omissions of the Contractor, subcontractors or their agents or employees, or of any other persons performing portions of the Work or construction.

COMPENSATION

1. T&E-NTE: Based on our understanding of the above Scope of Services, we will provide our services on a time and expense basis not to exceed $5,000 per the included rate schedule.

2. It is understood that during the course of this project, additional service requests for work not described herein may be made by the Client. Should additional services be necessary, they will be provided on a time-and-expense method of payment as per the included rate schedule or as agreed to in the written confirmation. Additional services will not be performed unless confirmed in writing by the Client and the Engineer.

3. Typically, additional services include:
   A. Providing assistance in the utilization of equipment or systems such as testing, adjusting and balancing, preparation of operation and maintenance manuals, training personnel for operation and maintenance manuals, training personnel for operation and maintenance, and consultation during operation.
   B. Making revisions in drawings, specifications, or other documents to the extent that such revisions are:
      1) Inconsistent with approvals or instructions previously given by the Owner, including revisions made necessary by adjustments in the Owner's program or Project budget.
      2) Required by the enactment or revision of codes, laws or regulations subsequent to the preparation of such documents; or
      3) Due to changes required as a result of the Owner's failure to render decisions in a timely manner as specifically provided herein.
   C. Providing Services required because of significant changes in the Project including, but not limited to project budget, size, quality, complexity, the Owner's schedule, or changing the method of procuring the contract for construction following the Project Kick-off Meeting.
   D. Providing Services in connection with evaluating substitutions proposed by the Contractor and making subsequent revisions to drawings, specifications, and other documentations resulting therefrom.
   E. Providing detailed estimates of Construction Cost
   F. Site visits not specifically included

G. Meetings not specifically included
H. Presentations
I. Construction phase services
J. Record documents
K. Reproduction costs associated with bidding
L. Specialty consultants
M. Commissioning services

2. Rate Schedule:

Rates shown will remain in effect for a 12-month period.

Principal	$235.00/hour
Project Engineer	$210.00/hour
Senior Engineering Technician	$175.00/hour
Project Manager	$165.00/hour
Junior Engineering Technician	$135.00/hour
Field Representative	$125.00/hour
Technician	$120.00/hour
CADD	$ 90.00/hour
Administrative Assistant	$ 85.00/hour
Expenses	1.0 multiplier

GENERAL CONDITIONS

1. Refer to the enclosed “Standard General Conditions”.
2. The Client will provide copies of all relevant documents necessary for the Engineer to provide his services.
3. Notwithstanding any other provision of this Agreement and to the fullest extent permitted by law:
   A. The total liability of H.F. Lenz Co. or any of its owners, officers, or employees for damages due to breach of contract, error, omission, professional negligence, or any other theory of liability, for any and all claims, liabilities, losses and damages, shall not exceed three (3) times H.F. Lenz Co.’s fee under this Agreement;
   B. H.F. Lenz Co. or any of its owners, officers or employees shall not be liable to the Client for any consequential damages caused by any breach of contract, error, omission, professional negligence, or any other theory of liability. Consequential damages include, but are not limited to, loss of use and loss of profit.
4. Should it become necessary for H.F. Lenz Co. employees to serve as a witness or become involved in consultations relative to legal matters, the Client agrees to compensate H.F. Lenz Co., in accordance with the included rate schedule, plus reimbursable expenses including attorney's fees, for all services rendered by our principals and employees performing as consultants or witnesses in any litigation, arbitration, or other legal or administrative proceedings. The Client further agrees to compensate H.F. Lenz Co. on the same basis for any engineering services mandated by third parties or the courts relative to design, construction, and / or operation issues reviewed or as a result of the services provided under this agreement.

Please return an executed original of this agreement for our file. We thank you for this opportunity to provide these services. Should you have any questions, please contact this office.

Sincerely,

H.F. LENZ CO. ***(ENGINEER)***

Joel C. Shumaker, P.E., LEED™ AP
Principal

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Enclosure: Standard General Conditions

ACCEPTED FOR COMPANY GREATER JOHNSTOWN CAREER AND TECHNOLOGY CENTER *(CLIENT)*

This proposal, when accepted, creates a fully integrated contract. This proposal may only be changed or modified in writing. There are no other terms, conditions, promises, understandings, statements or representations, expressed or implied, oral or written, concerning this proposal.

By: _____ Date: _____
AUTHORIZED REPRESENTATIVE

Printed Name & Title: _____

H.F. LENZ
ENGINEERING

STANDARD GENERAL CONDITIONS

1. **THE AGREEMENT**: This AGREEMENT is made by and between H.F. Lenz Co., hereinafter referred to as ENGINEER, and the client named in the attached proposal, hereinafter referred to as CLIENT.

   The AGREEMENT between the parties consists of these STANDARD GENERAL CONDITIONS, the attached PROPOSAL and any exhibits or attachments noted in the PROPOSAL. Together these elements represent the entire AGREEMENT superseding any and all prior negotiations, correspondence, or agreements either written or oral. Any changes to this AGREEMENT must be mutually agreed to in writing by both parties.

2. **INVOICING AND PAYMENT**: Invoicing will be on a monthly basis with payment due in full within thirty (30) days. Interest will be charged at 1% per month on amounts which are past due more than sixty (60) days from date of invoice. The failure to make any payment in accordance with the terms of this AGREEMENT constitutes a material breach and ENGINEER may, by giving five (5) days' written notice, terminate or, at its option, suspend performance under this AGREEMENT.

3. **CLIENT'S RESPONSIBILITIES**: CLIENT shall: provide all criteria and full information as to CLIENT's requirements for the Project; designate a person to act with authority on CLIENT's behalf in respect of all aspects of the Project; examine and respond promptly to ENGINEER's submissions; give prompt, written notice to ENGINEER whenever CLIENT observes or otherwise becomes aware of any defect in the work; and furnish additional data and reports as may be necessary for the performance of services on the project.

4. **OWNERSHIP OF DOCUMENTS**: Drawings, Specifications, Reports, and all other documents, including those in electronic form, prepared by ENGINEER and the ENGINEER'S subconsultants pursuant to this AGREEMENT are Instruments of Service, and are for use solely with respect to the Project. ENGINEER and the ENGINEER's subconsultants shall be deemed the authors of their respective instruments of service and shall retain all common law, statutory and other reserved rights, including copyrights. Any unauthorized use of the Instruments of Service will be at CLIENT's sole risk and without liability or legal exposure to ENGINEER, or to ENGINEER's subconsultants, and CLIENT shall indemnify and hold harmless ENGINEER and ENGINEER's subconsultants from all claims, damages, losses and expenses including attorneys' fees arising out of or resulting therefrom. Submission or distribution of Instruments of Service to meet official regulatory requirements or for similar purposes in connection with the Project is not to be construed as publication in derogation of the reserved rights of the ENGINEER and the ENGINEER'S subconsultants. ENGINEER grants CLIENT a non-exclusive license to use the final versions of the Instruments of Services for the purpose set forth in the Proposal. Timely and full payment is a condition precedent to the continued validity of the license granted by this Paragraph.

5. **OPINIONS OF COST**: It is recognized that neither the ENGINEER nor the CLIENT has control over the cost of labor, materials or equipment, over the Contractor's methods of determining bid prices, or over competitive bidding, market or negotiating conditions. Accordingly, the ENGINEER cannot and does not warrant or represent that bids or negotiated prices will not vary from any estimate of Construction Cost or evaluation prepared or agreed to by the ENGINEER. Opinions of Cost are only provided if expressly included in the scope of services set forth in the Proposal.

6. **REPRESENTATIONS RELATING TO WORK PERFORMED**: The services provided as part of this AGREEMENT shall be performed in accordance with the standards of skill and care ordinarily exercised by other engineers acting under similar circumstances and conditions ("Standard of Care"). Client acknowledges that ENGINEER's services will be rendered without any warranty, express or implied and all such warranties are expressly waived by CLIENT. Nothing contained in this AGREEMENT shall create a contractual relationship with or a cause of action in favor of a third party against either the CLIENT or ENGINEER.

7. **ASSIGNMENT AND TERMINATION**: This AGREEMENT and/or any claims arising under this AGREEMENT or in connection with the services may not be transferred or assigned without the written consent of both parties. The obligation to provide further services under this AGREEMENT may be terminated by either party upon seven (7) days' written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party. In the event of any termination, ENGINEER shall be paid its compensation for services performed to the date of termination plus reimbursable expenses then due.

8. **CONTROLLING LAW**: This AGREEMENT is to be governed by the law of the principal place of business of ENGINEER.

9. **RESPONSIBILITY OF CONTRACTOR**: The ENGINEER shall not have control over or charge of and shall not be responsible for construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work or any construction activities at the project site. The ENGINEER shall not be responsible for the Contractor's schedules or failure to carry out the Work or any construction not in accordance with the Contract Documents or the Contractor's contractual obligations. The ENGINEER shall not have control over or charge of acts or omissions of the Contractor, subcontractors or their agents or employees, or of any other persons performing portions of the Work or construction.

10. **HAZARDOUS MATERIALS/TOXIC SUBSTANCES**: The ENGINEER shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to hazardous materials in any form at the Project site, including but not limited to mold, lead containing paint or other finishes, asbestos-containing materials, polychlorinated biphenyls (PCBs) or other hazardous substances or petroleum products.

11. **DISPUTE RESOLUTION**: All claims, disputes, and other matters in question between the parties arising out of or relating to this AGREEMENT or the breach thereof, shall be addressed in the following manner. The parties shall enter into good faith negotiations for a period of thirty (30) calendar days from the date notice of a claim or dispute was served by either party in an effort to settle the dispute. If after thirty (30) days the claim or dispute is not resolved, the parties agree to submit the claim and/or dispute to non-binding mediation by a mediator mutually agreeable to both parties. The cost of the mediation shall be borne equally. If the matter is not satisfactorily resolved through non-binding mediation, either party may initiate legal action against the other to resolve the claim and/or dispute.

    In no event shall a demand for mediation be made after the date when institution of legal or equitable proceedings based on such claim, dispute or other matter in question would be barred by the applicable statute of limitations.

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Epic Communications
Amendment

E- Rate Funding Year 2027 (2027-2028)

This Amendment ("Amendment") is made and entered into as of _____, 2026, between Epic Communications, Inc., having its principal place of business at 31225 Bainbridge Road, PO Box 39490, Solon, OH 44139 ("Epic"), and the Greater Johnstown CTC ("School").

Recitals

WHEREAS, the Agreement dated **August 21, 2024** is amended so that the Agreement specifically includes E-Rate Funding Year 2027 (FY2027) (2027-2028).

WHEREAS, it is mandatory that the School execute a Letter of Agency **(Schedule A - Letter of Agency (LOA))**; and allow Epic access to the School's E-Rate Productivity Center (EPC) account as a consultant associated with the account; and,

The 'WHEREAS' and 'NOW THEREFORE' clauses in this recitals section are part of this Amendment; and,

NOW, THEREFORE, in consideration of the mutual promises herein contained and intending to be legally bound hereby, the parties agree as follows:

I. Scope of Work

A. Epic will perform all work associated with E-Rate FY2027 (2027–2028).

II. Term

The term of this Amendment shall commence upon the date first set forth above and shall expire when the Universal Service Administrative Company or the Federal Communications Commission concludes the Funding Year. This Amendment is for E-Rate FY2027 only.

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III. Integration Clause

The Agreement as amended contains the entire understanding of the parties with respect to the subject matter hereof and supersedes all prior oral or written agreements. Epic and the School stipulate that neither has made any representations with respect to the subject matter of the Agreement or any other representations except such representations as are specifically set forth herein. Epic and the School further acknowledge that any representations that may have heretofore been made by either to the other are of no effect and that none of them have relied thereon in connection with their dealings with the other.

All other terms and conditions of the Agreement remain the same.

IN WITNESS WHEREOF, the parties hereto have caused this Amendment to be executed by duly authorized representatives all as of the date first above written.

Greater Johnstown CTC

By:

_____
Authorized Signature

_____
Print Name

Epic Communications, Inc.

By:

_____
Authorized Signature

Rosemary Enos, President
Print Name

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Schedule A for Funding Year 2027

Letter of Agency
For the Year 2027 – 2028

I hereby authorize **Epic Communications, Inc.** to submit FCC Form 470, FCC Form 471, and all other E-Rate forms (including all those accessible in or out of the E-Rate portal) for all E-Rate eligible services to the Schools and Library Division on behalf of the undersigned School.

I understand that in submitting these forms on our behalf, you are making certifications for our School. By signing this letter of agency, I make the following certifications:

(a) I certify that the School is a school under the statutory definitions of elementary and secondary schools as defined under 47 C.F.R. § 54.500, do not operate as for-profit businesses, and do not have endowments exceeding $50 million.

(b) I certify that the school has secured access to all of the resources, including computers, training, software, internal connections, maintenance, and electrical connections necessary to use the services purchased effectively. I recognize that some of the aforementioned resources are not eligible for support. I certify that to the extent that the billed entity is passing through the non-discounted charges for eligible services and products from funds to which access has been secured in the current funding year.

(c) I certify that the services that our school purchases at discounts provided by 47 C.F.R. § 254 will be used primarily for educational purposes, see 47 C.F.R. § 54.500, and will not be sold, resold, or transferred in consideration for money or any other thing of value, except as permitted by Commission's rules at 47 C.F.R. § 54.513.

(d) I certify that the entities eligible for support that I am representing have complied with all applicable state and local laws and E-Rate program rules regarding procurement of services for which support is being sought and I acknowledge that failure to do so may result in denial of discount funding and/or cancellation of funding commitments. I also acknowledge that failure to comply with program rules could result in civil or criminal prosecution by the appropriate law enforcement authorities.

(e) I acknowledge that the discount level used for shared services is conditional for future years, upon ensuring that the most disadvantaged schools and libraries that are treated as sharing in the service, receive an appropriate share of the benefits from those services.

(f) I certify that I will retain required documents for a period of at least 10 years after the later of the last day of the applicable funding year or service delivery deadline for the associated funding request. I acknowledge that I may be audited pursuant to participation in the Schools and Libraries program. I certify that I will retain all documents necessary to demonstrate compliance with the statute and Commission rules regarding the application for, receipt of, and delivery of services receiving Schools and Libraries discounts, and that if audited, I will make such records available to USAC.

(g) I certify that I am authorized to order the eligible equipment and services for the eligible entity(ies) covered by this Letter of Agency. I certify that I am authorized to make this request on behalf of the eligible entity(ies) covered by this Letter of Agency, that I have examined this Letter, that all of the information on this Letter is true and correct to the best of my knowledge, that the entities that will be receiving discounted equipment and/or services under this Letter have complied with the terms, conditions and purposes of the E-Rate program, that no kickbacks were paid to anyone and that false statements on this form can be punished by fine or forfeiture under the Communications Act, 47 U.S.C. §§ 502, 503(b), or fine or imprisonment under Title 18 of the United States Code, 18 U.S.C. § 1001 and civil violations of the False Claims Act.

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(h) I acknowledge that FCC rules provide that persons who have been convicted of criminal violations or held civilly liable for certain acts arising from their participation in the Schools and Libraries support mechanism are subject to suspension and debarment from the program. I will institute reasonable measures to be informed, and will notify USAC should I be informed or become aware that I or any of the entities, or any person associated in any way with my entity and/or the entities, is convicted of a criminal violation or held civilly liable for acts arising from their participation in the Schools and Libraries support mechanism.

(i) I certify that, to the best of my knowledge, the non-discount portion of the costs for eligible services will not be paid by the service provider(s). I acknowledge that the provision, by the provider of a supported service, of free services or products unrelated to the supported service or product constitutes a rebate of some or all of the cost of the supported services.

(j) I certify that I am authorized to sign this letter of agency (LOA) and, to the best of my knowledge, information, and belief, all information provided to Epic Communications, Inc. for our entity(ies) participation in the E-Rate program is accurate and true.

I understand that persons (including Epic, its employees and agents, and Independent Contractors) that willfully make false statements on E-Rate forms or through this letter of agency can be punished by fine or forfeiture under the Communications Act, 47 U.S.C. Sec. 502, and 503(b), or fine or imprisonment under Title 18 of the United States Code, 18 U.S.C. Sec. 1001.

School**: Greater Johnstown CTC** **S**ignature: _____

Name: _____

Date: _____, 2026 Title: _____

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GJCTC BotsIQ

Plan of Activities – Fundraising

Purpose: Review and approve fundraising activities to help offset the costs associated with BotsIQ competitions, team materials, transportation, and other competition-related expenses.

Fundraisers for Approval

1. Business Sponsorships

- Seek sponsorships from local businesses and community partners.
- Sponsorship funds will help offset BotsIQ team and competition expenses.
- Discuss possible sponsorship levels and recognition for participating businesses.

Notes:

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2. Marianna's Subs & Salsa

- Conduct a Marianna's Subs & Salsa sale as a team fundraiser.
- Proceeds will be used to help offset BotsIQ competition and team expenses.

Notes:

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3. Car Wash Ticket Sales

- Sell car wash tickets as a BotsIQ fundraiser.
- Proceeds will be used to help offset BotsIQ competition and team expenses.

Notes:

Additional Fundraising Ideas

Fundraisers Approved for Plan of Activities

☐ Business Sponsorships

☐ Marianna's Subs & Salsa

☐ Car Wash Ticket Sales

☐ Other: _____

Additional Notes:

Plan of activities

Motorsports club **School year 2026-2027**

Starting Account Balance $4,262.81

Fund raising

- The club will be holding a car show in the spring expected profit around $200-$500
- The club is researching ideas for a fundraiser to try to make approximately $1500-$2000

Activities

- The club plans on doing a field trip to either Carlyle auto show or Pittsburgh auto show expected cost approximately $2000
- The club is planning on building the Dirt Late model that the club purchased last year expected cost $4700

Ending Account Balance $ 0

PLAN OF ACTIVITIES

CLUB: NTHS **SCHOOL YEAR: 26/27**

Starting Account Balance: $0

Fund Raising	**Expected Profit**
Country meat sticks	**+ $500**
_____	**$_____**
_____	**$_____**
_____	**$_____**

Activities	**Expected Cost**
NTHS graduation set	**- $500**

TOTAL= $0

Plan of Activities for the Year

- **Christmas Cards for Richland Nursing and Rehabilitation**
- **Treat Bags for the Learning Lamp (Halloween and/or Christmas)**
- **Possible Box Drive Items for UPJ Respiratory Programs Jared Box Drive**

GJCTC SkillsUSA

Plan of Activities & Fundraising Budget

Use this document to plan chapter activities, estimate costs and fundraising profits, and record actual results throughout the year.

Category	Activity / Event	Purpose / Notes	Status	Estimated Cost	Actual Cost	Estimated Income	Actual Income	Estimated Profit	Actual Profit
Leadership	Fall Leadership Conference	Leadership development and officer training	Planned	$4,700.00				-$4,700.00	
Competition	District SkillsUSA Competition	Student competition expenses	Planned	$2,000.00				-$2,000.00	
Competition	State SkillsUSA Competition	For qualifying students	Planned	$3,000.00				-$3,000.00	
Fundraising	Fundraiser #1 - Spirit Sale	Chapter fundraiser	Planned	$0.00		$2,500.00		$2,500.00	
Fundraising	Fundraiser #2 - Double Good Popcorn	Chapter fundraiser	Planned	$0.00		$6,500.00		$6,500.00	
Fundraising	Fundraiser #3 - Little Caesars	Chapter fundraiser	Planned			$2,000.00		$2,000.00	
Fundraising	Fundraiser #4 - Pie Shop		Planned			$1,000.00		$1,000.00	
Fundraising			Planned						
Fundraising			Planned						
Community Service	Community Outreach / Service Project	SkillsUSA chapter community involvement	Planned						
Student Activities	Student Incentives / Recognition	Recognition and chapter participation	Planned	$300.00				-$300.00	
			Planned						
			Planned						
			Planned						

YEARLY BUDGET SUMMARY

Funds may be used for approved SkillsUSA conferences, competitions, travel, registration, student recognition, community outreach, and chapter activities.

Fundraising Goal	**$12,000.00**
Total Estimated Expenses	$10,000.00
Total Actual Expenses	$0.00
Total Estimated Income	$12,000.00
Total Actual Income	$0.00
Total Estimated Net	$2,000.00
Total Actual Net	$0.00

Prostart Plans of Activity			
Activity	Incoming	Outgoing	
Carryover			$4,000
Prostart competition		$ 300.00	
EWCTC chopped		$ 150.00	
Competition team items		$ 600.00	
Spring Chopped	$ 600.00		
Spring Chopped Prizes		$ 300.00	
Tips from Spartan Inn	$ 300.00		
Freezedried sale	$ 600.00		
Restaurant trip		$ 2,500.00	
Farm Show		$ 750.00	
Total income	$ 1,500.00		
Total expense		$ 4,600.00	
Starting Funds	$ 6,975.68		
Total Funds	$ 9,975.68		
Ending balance		$ 1,375.68	

Planned field trips

Bootcamp	no cost if able to use school van
EWCTC chopped	no cost if able to use school van
Farm Show	Bus
End of the year Field Trip For Restaurant workers	

Other thoughts

Freeze-dried candy sale

Sub sales

Chocolate Sale

Pie Sale

Frozen Pizza Sale

Bake Sale

Candy Fruit Sale

Slushies