



JOINT OPERATING COMMITTEE MEETING

October 4, 2023

6:30 P.M.

DIRECTOR'S REPORT

ITEM 1: Recommend employment of a Behavioral Mentor for one year based on the availability of Perkins funding:

Name:	Clarence Lewis
Term:	August 22, 2023 – June 13, 2024
Salary:	\$41,640.00
Employment Status:	Full-time Instructional Assistant (190 days)
Benefits:	As specified in the current Support Staff Agreement (Perkins funded)

Each year the administration recommends approval of the contracts of the Central Montco Technical High School employees who are partially funded by the Carl D. Perkins Grant. The employees listed in the Director's Report serve in positions that were proposed by the Perkins Planning Committee.

ITEM 2: Recommend acceptance of the retirement of Vincent Johnson, Custodian, Support Staff, effective May 19, 2024. (Attachment #1)

ITEM 3: Recommend acceptance of the resignation of Elisha Lowery, Administrative Assistant, Support Staff, effective October 6, 2023, and to repost this position. (Attachment #2)

ITEM 4: Recommend attendance of Amy DeLellis, Work Based Studies Coordinator, to the 2023 Pennsylvania Cooperative Educational Conference on October 19 to October 20, 2023, at the Penn Stater Hotel and Conference Center, cost not to exceed \$610.68. (Attachment #3)

ITEM 5: Recommend attendance of Dr. Angela King, David Ayres, Jonathan Angelilli, Eileen Lawler, Kelly Williams, Ernest Hadrick, and Kendall Wilson at the Integrated Learning Conference in State College from November 8, 9, and 10, 2023. Cost not to exceed \$2,024. (Attachment #4)

ITEM 6: Recommend approval of an educational experience for six CMTHS students to attend a LINK (Leaders Involved Networking Kids) trip to Camp Conrad Weiser, Reinhold, PA, on November 1 to November 3, 2023, at no cost to the CMTHS students or the J.O.C. (Attachment #5)

ITEM 7: Recommend first reading of the following policies reviewed by the Policy Committee on September 28, 2023: (Attachment #6)

- Policy #901 Public Relations Objectives
- Policy #902 Public Relations
- Policy #903 Public Participation in Joint Operating Meetings – On Hold
- Policy #904 Public Attendance at School Events

ITEM 8: Recommend approval of all Culinary Arts and Baking and Pastry students to be eligible for off-school hours catering program for the 2023-2024 school year at the following rates:

First Year Student	\$7.25/hour
Second Year Student	\$7.35/hour
Third Year Student	\$7.55/hour

The school’s catering program provides extended learning opportunities for our culinary arts students. The activities associated with these catering services allow students to experience specialty cooking and recipe preparation for large groups. The administration supports these activities and the associated extra salary for both staff and students. The hourly rate for staff is per the Professional Negotiations Agreement

ITEM 9: Recommend approval of the PA School Boards Association 2023 Officers and at-large representatives. (Attachment #7)

PSBA Leadership Positions up for Election:

- 2024 President-Elect (one-year term)
Allison Mathis, North Hills School District
- 2024 Vice President (one-year term)
Sabrina Backer, Franklin Area School District
- 2024-2026 PSBA Treasurer (three-year term)
Karen Beck Pooley, Bethlehem Area School District
- 2024-2026 Western Zone Representative (three-year term)
Marsha Pleta, Washington School District
- 2024-2025 Section W3 Advisor (two-year term)
Erik Meredith, East Allegheny School District

DR. ANGELA KING
EXECUTIVE DIRECTOR

9/5/2023

Dear Mr. Johnson,

I, Vince Johnson, would like to give notice of my retirement from Central Montco Technical High School on 5/19/2024.

Sincerely, 

Vincent Johnson

Elisha Lowery
2417 Romig Rd.
Gilbertsville, PA 19525

September 26th 2023

Dr. Angela King
Executive Director
Central Montco Technical High School
821 Plymouth Rd.
Plymouth Meeting, PA 19462

Dear Dr. King,

Please accept this letter as a formal notice of my resignation from my position as Student Success Facilitator/Administrative Assistant at Central Montco Technical High School. My last day of employment will be October 6th, 2023.

Thank you for giving me this opportunity to work here for the past five years. I've thoroughly enjoyed working here and all the opportunities you have given me. However, I have decided it is time for me to move on to my next challenge.

I would like to do anything I can to help with the transition, including wrapping up my responsibilities and training other team members. If I can be of any other assistance during this time, please let me know.

Thank you again for the opportunity, and I wish you and CMTHS all the best for the future.

Yours sincerely,



Elisha Lowery

Professional Improvement Conference/Workshop Request Form

Name of Conference/Workshop

Place and Date of Conference/Workshop

Program/
Purpose:

SEE ATTACHED - MEMBER OF
EXECUTIVE BOARD FOR PA COOPERATIVE
EDUCATION ASSOCIATION AS THE
TREASURER AND MEMBERSHIP CHAIR.

Attendees:

Cost not to exceed:

Registration:

Lodging:

Transportation:

Meals:

Other (Describe):

Total:

Source of Funding: Budgeted General Funds: \$

Grant: Amount: \$

Submitted by:

Supervisor's Approval:

Director's Approval:



Professional Improvement Conference/Workshop Request Form

Name of Conference/Workshop

Place and Date of Conference/Workshop

Program/
Purpose:

Attendees:

Cost not to exceed:

Registration:	<input style="width: 95%;" type="text" value="\$700.00"/>
Lodging:	<input style="width: 95%;" type="text" value="\$1,024.00"/>
Transportation:	<input style="width: 95%;" type="text" value="\$300.00"/>
Meals:	<input style="width: 95%;" type="text"/>
Other (Describe):	<input style="width: 95%;" type="text"/>
Total:	<input style="width: 95%;" type="text" value="\$2,024.00"/>

Source of Funding: Budgeted General Funds: \$

Grant: Amount: \$

Submitted by:

Supervisor's Approval:

Director's Approval:



PENNSYLVANIA
Association of Career & Technical
Administrators

2023 PA Cooperative Education Conference *Strategies for Success in Work-Based Learning*

Capstone Occupations • Diversified Occupations • Work-Based Learning • Internships

In cooperation with the Pennsylvania Association of Career and Technical Administrators

October 19-20, 2023

Penn Stater Hotel and Conference Center, State College, PA

The Pennsylvania Cooperative Education Association is proud to announce its annual conference, which is being held in cooperation with the Pennsylvania Association of Career and Technical Administrators (PACTA). The conference will focus on best practices, safety, child labor and other relevant laws, technology, and communications as well as providing the latest information on cooperative education.

Session Topics

- New Coordinator Session
- Application Tracking System
- Special Education and Cooperative Education
- CTE Professional Development Centers
- Work-Based Learning Lessons to Boost Student Morale
- 339 Updates
- Diversified Occupations Roundtable
- On-line Forms and Procedures Roundtable

Conference Registration

Registration fee for participants is \$235.00.
Please register no later than **October 6, 2023**.

To register complete the PDF registration form or login and register online.

PACTA is an approved provider for Act 48 professional development activities. Conference participants will be awarded up to nine hours of Act 48 credit.

Date and Location

The 2023 PA Cooperative Education Conference is being held on October 19-20, 2023 at the Penn Stater Hotel and Conference Center in State College, PA. The registration desk will open at 8:30 a.m. on October 19, and the first conference session will begin at 9:15 a.m. The conference will end on October 20 at 12:00 p.m.



A block of rooms for workshop participants has been reserved at the Penn Stater Hotel and Conference Center for the evenings of October 18 and 19. The rates are \$124.00 single and/or double occupancy. Individuals are responsible for making reservations for hotel accommodations.

The group reservation identification number is **COOP23A**. **Make your reservations by September 18, 2023**. Reservations made after that date will be on an as available basis at regular rates. The telephone number for the Penn Stater Hotel and Conference Center is (800)

233-7505, email reservations@psu.edu or make a reservation on-line at <https://thepennstaterhotel.psu.edu>.

For further information, contact Lori Bell at (717) 761-3381 or lori@pacareertech.org.



ATTACHMENT #5
FIELD TRIP REQUEST FORM

Return completed form to the Director's Office. All Field Trips require J.O.C. approval.
Request form must be submitted four (4) weeks prior to the event.

Today's Date: 9-28-23 Date of Trip: 11/1/23-11/3/23 Instructor making request: J. Titus

Destination: LINK - Camp Conrad Weiser

Destination address: 201 Cushions Peak, Reinhold, PA

Destination Telephone # and Contact Person:

Names of Chaperones: TBD Substitute Needed? No. students participating:

Session: A.M. P.M. Both

Substitute Needed? Yes No

Substitute Needed? Yes No Leave 2:00 pm Return 4:00 pm

Transportation: School Van School Bus Chartered Bus Airline

Describe how students are selected for participation:

Depart from CMTHS on November 1 at 2:00 pm, and return on November 4, around 4:00 pm.

Please Provide a detailed description of the trip including its purpose, relevance to your curriculum and the expected outcomes for the students.

Taking 6 students and 1 staff member to attend LINK at Camp Conrad Wieser. LINK (Leaders Involved Networking Kids) is an opportunity and education experience to promote confidence, leadership, equity, and independence. Students will have the chance to meet many other students from different high schools that are going through the same struggles. How to be an ally for peers in school, the workplace and in the community.

Source of Funding:

Budgeted General Funds \$ 0 Youth Club Fund Raising \$ 0

Grant \$ 0 Individual Class Account \$ 0

Jessica Titus Instructor's Signature

Supervisor's Signature

Director's Signature

J.O.C. Approval Date

Permission Slips Given to Instructor: Date: Date Returned:

Bus: Date Ordered:

Contact Person: Cost:

Book	Policy Manual
Section	900 Community
Title	Public Relations Objectives
Code	901 - NEW
Status	From PSBA

Purpose

The purpose of the community relations program is to establish and maintain communication that informs the public and involves them in the educational goals and programs of the school.

Authority

To achieve this purpose, the Joint Operating Committee shall provide students, parents/guardians and other residents opportunities to receive information and orientation regarding the school and the vocational programs. The Joint Operating Committee will utilize all appropriate means and media to achieve its public relations objectives.

Guidelines

The objectives of the school's public relations program shall be to:

1. Explain the programs, achievements and needs of the school.
2. Determine what students, residents, business, and industry expect from the school and what they want to know about the school's programs and operations.
3. Keep students, parents/guardians and staff members fully informed about relevant Joint Operating Committee policies and procedures and their own responsibilities and rights.
4. Communicate factual information to avoid rumors and communication crises.
5. Involve students, parents/guardians and the community in discussions regarding education programs, student activities and Joint Operating Committee policy.
6. Operate in public session, as speedily and efficiently as circumstances permit and with appropriate public participation.[1][2][3]
7. Recognize students and their achievements.

Delegation of Responsibility

It shall be the responsibility of all staff to:

1. Acquaint parents/guardians and residents with the educational achievements of the school, students and staff.
2. Give courteous and thoughtful consideration to all inquiries and suggestions and carefully investigate all complaints.

3. Make parents/guardians, volunteers and visitors feel welcome in the school and in the classroom.
4. Cooperate with parent-teacher and other community groups.
5. Maintain student relations that encourage the cooperation of the parents/guardians.
6. Maintain interstaff relations conducive to high morale that merit the respect of students and community members.

Legal

[1. 65 Pa. C.S.A. 701 et seq](#)

2. Pol. 006

3. Pol. 903

Book	Policy Manual
Section	900 Community
Title	Publications Program
Code	902 - NEW
Status	From PSBA

Purpose

The Joint Operating Committee believes that all reasonable means should be employed to keep the public informed on matters of importance regarding the Joint Operating Committee policies, and school's finances, programs, personnel and operations.

Authority

The Joint Operating Committee shall determine which of its official actions have such community impact and interest to warrant special release, and it will release information to the media on matters of importance.

Delegation of Responsibility

Matters of a routine nature may be released by the Administrative Director or designee as they have been recorded in the minutes of Joint Operating Committee meetings and upon request of media representatives.

All publications, releases, photographs and the like depicting the accomplishments of students and staff may be approved at the discretion of the Administrative Director.

Legal [24 P.S. 1850.1](#)

Book	Policy Manual
Section	900 Community
Title	Public Participation in Joint Operating Committee Meetings
Code	903 - ON HOLD
Status	From PSBA

Policy **ON HOLD** - PSBA Policy Guide is currently under legal review. Updates are anticipated and will be distributed in a future PNN newsletter.

Book	Policy Manual
Section	900 Community
Title	Public Attendance at School Events
Code	904
Status	From PSBA

Purpose

The Joint Operating Committee welcomes the public at activities and events sponsored by the school, but the Joint Operating Committee also **acknowledges its duty to maintain order and preserve school facilities** and health and safety **during such events**. This policy establishes conditions, restrictions and procedures to regulate public attendance and conduct at the school and school-sponsored activities.

Definition

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

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

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

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

Authority

The Joint Operating Committee has the authority to **prohibit at a school event the attendance of any individual whose conduct may constitute a disruption.** The Administrative Director or designee and building administrator may limit attendance to designated areas or may limit the number of attendees to school events when necessary to protect the health and safety of students, staff and the public, in accordance with Joint Operating Committee-approved health and safety plans and guidance from state and local officials.

The Joint Operating Committee prohibits gambling and the possession and use of controlled substances prohibited by state or federal law, **alcoholic beverages and weapons on school premises.** [5][6]

Attendees shall be informed of the school's health and safety rules through announcements and posting of appropriate signage. Health and safety rules must be followed prior to entry and while attendees are in school buildings and on school property, in accordance with Joint Operating Committee policy, school procedures, the Joint Operating Committee-approved health and safety plans and guidance from state and local officials. [7]

Tobacco and Vaping Products

The Joint Operating Committee prohibits use of tobacco and vaping products, including the product marketed as Juul and other e-cigarettes, **by any persons** at any time **in a school building; on school buses** or other **vehicles that are owned, leased or controlled by the school;** or on property owned, leased or controlled by the school. [2][8]

This policy does not prohibit possession of tobacco and vaping products, including the product marketed as Juul and other e-cigarettes, by members of the public of legal age at the school or school-sponsored activities.

The Joint Operating Committee deems it to be a violation of this policy for an individual in attendance at the school or a school-sponsored activity to furnish a tobacco or vaping product, including the product marketed as Juul or any other e-cigarette, to a minor. [1]

Delegation of Responsibility

A schedule of fees for attendance at school events shall be prepared by the Administrative Director **or designee and adopted by the** Joint Operating Committee.

The Administrative Director shall ensure that this policy is posted on the school's publicly accessible website.

Reports

Office for Safe Schools Report –

The Administrative Director shall annually, by July 31, report all incidents of prohibited possession, use or sale of tobacco and vaping products, including Juuls and other e-cigarettes, **by any person on school property to the Office for Safe Schools on the required form.** [9][10]

Law Enforcement Incident Report –

In accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Joint Operating Committee policies, the Administrative Director or designee may report to the school police, School Resource Officer (SRO) or to the local police department that has jurisdiction over the school's property, the use or sale of tobacco or vaping products, including Juuls and other e-cigarettes, by any person in a school building; on a school bus or other vehicles that are owned, leased or controlled by the school; or on any property owned, leased or controlled by the school. [1][2][9][10][11][12][13]

Guidelines

Service Animals

Individuals with disabilities may be accompanied by their service animals while on school property for events that are open to the general public in accordance with Joint Operating Committee policy and state and federal laws and regulations. [\[14\]](#)[\[15\]](#)[\[16\]](#)

Legal

[1. 18 Pa. C.S.A. 6305](#)

[2. 18 Pa. C.S.A. 6306.1](#)

[3. 20 U.S.C. 7118](#)

4. Pol. 351

[5. 24 P.S. 1850.1](#)

[6. 24 P.S. 775](#)

7. Pol. 705

[8. 20 U.S.C. 7973](#)

[9. 24 P.S. 1303-A](#)

10. Pol. 805.1

[11. 22 PA Code 10.2](#)

[12. 22 PA Code 10.22](#)

[13. 24 P.S. 1302.1-A](#)

[14. 28 CFR 35.136](#)

[15. 43 P.S. 953](#)

16. Pol. 718

[20 U.S.C. 7971 et seq](#)

[28 CFR Part 35](#)

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2023 VOTING INSTRUCTIONS

Register your school entity's votes for PSBA Officers

The following instructions will guide you through the voting process step-by-step. The authorized vote registrar is typically the board secretary for member entities except community colleges whose president is designated as the authorized voter.



STEP 1 – Be sure your school directors are aware of the slate of candidates

In August the 2023 slate of candidates is available on the [PSBA website](#) including photos, bios, and videos. It is strongly encouraged that school directors be instructed to review the website.



STEP 2 – Schedule a discussion on PSBA officer candidates at one of your August, September, or October board meetings

Because each school entity will vote collectively on one candidate per position, the board of school directors will need to decide by majority which candidate will receive the board's vote. Board secretaries should be sure this discussion is scheduled for one of your meetings since the electronic voting period is only open from September 11 – October 27, 2023.



STEP 3 – Register your votes

Once your school board has decided which candidates to support, you will go to the Simply Voting website between 12:01 a.m., September 11 and 5:00 p.m., October 27 through the link provided to you in an email from vote@simplyvoting.com on September 11. Be sure to allow emails from vote@simplyvoting.com through your firewall or spam filters. This email will provide you with a dedicated link to the voting pages on its site and a password unique to you, which you will use to enter the secure system. Additionally, you can notify your IT staff that email blasts from Simply Voting will originate from the IP address: 198.21.6.73 or 184.173.105.83. Ask them to add these to your firewall safe lists.

PLEASE NOTE: Only member entities in good standing may vote. If your entity's dues have not arrived by September 1, you will not receive the email with the link to the ballot. Passwords will be released once we receive dues for 2023–24. If possible, we encourage you to register your votes online during the board meeting immediately following the board discussion and decision.



STEP 4 – Share your voting confirmation with the school directors

Immediately after you vote on the Simply Voting website, you will have access to a voting receipt confirming that your vote has been completed and showing you who your entity voted for. The receipt provides documentation that the board's votes were registered consistently with results of the board's decision. You should print the receipt and circulate copies to your board members without delay. You should consider attaching a copy of the receipt to the minutes of the meeting at which the board cast its votes.