



## JOINT OPERATING COMMITTEE MEETING

December 4, 2024

6:30 P.M.

### MINUTES

This meeting was called to order by Ingrid Parker, JOC Chairperson, at 6:31p.m. The Pledge of Allegiance was recited.

PRESENT: Troy Chiddick  
Xaras Collins  
Chris Epstein  
Ingrid Parker  
Maggie Philips, Esq.

ALSO PRESENT: Chris Dormer, Superintendent of Record  
Beth Shore, Solicitor  
Dr. Angela King, Executive Director  
James Brunken, Assistant Director  
Dana Johnson, Supervisor of Daily Operations  
Tamara Darden, Supervisor of Business Operations  
Thomas Thompson, Supervisor of Technology  
Valerie Popov, J.O.C. Secretary

ABSENT: Mao Howell  
Brett Oslon  
Beth Patruno  
William Winchester

Guests: Lily Gordy, 11<sup>th</sup> Grade, Plymouth Whitmarsh High School, Baking and Pastry  
Mia Perez-Carrera, 10<sup>th</sup> Grade, Norristown High School, Public Safety

PUBLIC COMMENT: Nothing at this time

### ELECTION

MOTION: 1. To approve the election of Ingrid Parker as Chairperson.

Above motion #1 was moved by Mrs. Collins and seconded by Mrs.Philips.  
Membership Polled. All in Favor. Motion Carried.

2. To approve the election of Chris Epstein as Vice Chairperson.

Above motion #2 was moved by Mrs. Philips. and seconded by Mrs. Collins.  
Membership Polled. All in Favor. Motion Carried.

### STUDENT PRESENTATION:

Lily Gordy, an 11<sup>th</sup> grade student from Plymouth Whitmarsh High School in the CMTHS Baking and Pastry program, and Mia Perez-Carrera, a 10<sup>th</sup> grade student from Norristown High School in the CMTHS Public Safety Program, presented on their experiences with SkillsUSA. The two shared a PowerPoint presentation, detailing the highlights and benefits of their involvement with SkillsUSA. SkillsUSA focuses on preparing students for the work force and focuses on empowering students to become skilled professionals, leaders, and responsible community members. The framework is built upon Personal Skills, Workplace Skills and Technical Skills. There are Leadership Conferences, as well as local, state and national competitions for SkillsUSA members. Students have a chance to build relationships outside of the building and enhance communication skills.

Dr. King and Mr. Brunken both helped to highlight the benefits of SkillsUSA and how it creates leadership and fosters growth in students.

Mrs. Epstein expressed appreciation for the fact that Lily and Mia are both underclassmen and already exploring these leadership skills and roles.

### APPROVAL OF MINUTES

- MOTION: 3. To approve the following minutes for the November 6, 2024, J.O.C. meeting.

Above motion #3 was moved by Mrs. Epstein and seconded by Mrs. Philips.  
Membership Polled. All in Favor. Motion Carried.

### TREASURER'S REPORT

- MOTION: 4. To approve the following items of the October 31, 2024, Treasurer's Report.
- a. Pages 1-11 for file and audit.

To approve General Fund Disbursements for November 30, 2024

- b. Check #13794 through 13880, ACH payments and electronic transfers in the amount of \$665,758.83. (Page 13).

Above motion #4 was moved by Mrs. Philips and seconded by Mrs. Epstein.  
Membership Polled. All in Favor. Motion Carried.

DIRECTOR'S REPORT

- MOTIONS: 5. Recommend approval of the supplemental contracts for the 2024-2025 school year:

<u>Name</u>	<u>Supplemental</u>	<u>Amount</u>
Gerald Damon	Dual Enrollment	\$2000.00

6. Recommend increase in salary for the following employee:
- Robert Kindon, Special Education                      G14 to H14 (Master's +45)
7. Recommend approval for students from Culinary, Baking and Pastry, and Visual Communications to go Pure Roots on October 16, 2024, to experience a real-world kitchen environment. Field Trip is at no cost to CMTHS or students. (Attachment # 1)
6. Recommend approval for Allied Health and Exercise Science and Rehabilitation Therapy programs to attend field trip to Widener University on November 18, 2024, to tour the facility and spend time within the Health Sciences programs. Transportation cost is \$495. (Attachment # 2)
7. Recommend approval for Healthcare Science program to attend field trip to National Guard Training Facility on December 16, 2024, to learn about first aid, wound dressing and trauma response. Trip is at no cost to CMTHS or students. (Attachment # 3)
8. Recommend approval for Healthcare Science program to visit CHOP, King of Prussia, on February 20, 2025. (Attachment # 4)
9. Recommend approval of students competing at SkillsUSA District 2. (Attachment # 5)

January 16, 2025	BCCTS
January 22, 2025	WMCTC
January 27, 2025	NMTCC
February 4, & 5, 2025	WMCTC
February 11 & 12, 2025	CMTHS

Registration Fees:    Not to exceed \$3,000.00

10. Recommend the adoption of the following policies. (Attachment # 6)

Policy # 913	Non-school Organization/Groups/Individuals
Policy # 914	Relations with Intermediate Unit
Policy # 916	Volunteers

Above motions #5 through # 10 were moved by Mrs. Epstein and seconded by Mrs. Philips.

### ADMINISTRATIVE REPORTS

James Brunken, Assistant Director

Mr. Brunken reported on the Hawk Fest at CMTHS. Students were fed by CMTHS and given an opportunity to engage in recreational activities set up by the National Guard and staff. Activities included: rock climbing, face painting, cornhole, volleyball and more. Special Activity included "Pumpkin Chunkin at Mr Brunken." Building Trades built a catapult, and carved pumpkins were launched at an enlarged picture of Mr. Brunken, produced by the Video Sound and Music Department. Mr. Brunken discussed that often students feel very comfortable at CMTHS and a great sense of belonging. He noted that districts have made it a priority to allow students to come to both tech as well as participate in after school activities. The Schoolwide Fundraiser raised \$21,753.95. This money goes into individual program accounts for the programs to decide amongst themselves how to spend the money.

Dana Johnson, Supervisor of Daily Operations

Mr. Johnson showed a video highlighting CMTHS Co-Op student, Noah Tunstall. The video was shot and produced by the Video, Sound, and Music department. Noah is a third-year Building Trades student from Plymouth Whitemarsh High School. He is the first student to ever have a Co-Op within the building. He is working with the maintenance staff to further his hands on training in his trade daily. Noah meets every Monday with Mr. Johnson where they also review life and job skills like punctuality, preparation, continued learning, availability and so forth. J.O.C members discussed that Noah must truly stand out and be a role model to peers, to be in a leadership position within the building. J.O.C. members were also impressed by the life skills being instilled and the work ethic being developed.

SOLICITOR'S REPORT: Nothing at this time.

SUPERINTENDENT OF RECORD:

Mr. Dormer thanked the J.O.C. for the opportunity to serve as Superintendent of Record and stated that he's grateful to serve and work alongside CMTHS.

Mr. Dormer discussed the changing scope of politics within education in Pennsylvania, as well as America.

He wished everyone a happy, healthy, and warm holiday season.

COMMITTEE REPORTS

- A. Curriculum – Request approval to add a Barbering Program (CIP: 12.0402) beginning in the 2025-2026 school year.

Above motion # 11 was moved by Mrs. Epstein and seconded by Mrs. Collins.

B. Facility Review - Nothing at this time.

C. Finance - Nothing at this time.

D. Personnel - Nothing at this time.

E. Policy - Nothing at this time.

16. Old Business – Nothing at this time.

17. New Business

Dr. King wishes the J.O.C. happy holidays and offered poinsettias as an appreciation of their commitment all year through.

CMTHS is offering tours for J.O.C. members to tour the facilities and programs on either January 14, 2025, or February 11, 2025.

Meeting adjourned at 7:31p.m.

Respectfully submitted,

Valerie Popov  
J.O.C Secretary

# Field Trip Request Form

Sent Mon At 11:30 AM By Jarrett Young

## Workflow Step 1 | Form Entry | Jarrett Young

Submitted by Jarrett Young on 10/07/2024 at 11:44 AM

### Legal Name

Staff Submitting Form

First Name  
Jarrett

Last Name  
Young

Purpose of trip\*

Field Trip - One time

Work-based Learning - Multiple times

Student Organization

Select Program/CTSO \*

Baking

Other Group Name

Baking and Pastry 2ea & Viscom 2 ea

Which session(s) attending field trip?\*

AM Session

PM Session

BOTH

Multi-Group

Name of the Location

Pure Roots Provisions & Savona

### Address

Trip Location

Address 1

411 Swedeland Rd and 100 Old Gulph Rd

City

King or prussia

State

Pennsylvania

Zip Code

19046

Are there Multiple Trips to Same Location?

Yes

No

Please enter the date of the first of multiple trips or one-time trip. Please notify Ms. Mason of the additionally scheduled trips.

Date of First or Only Trip\*

10/16/2024

Departure Time from CMTHS\*  
10:10AM

Pick up Time from Trip Location\*  
2:00PM

Return Time back to CMTHS\*  
2:00PM

Transportation Type\*

- Bus - Ms. Mason will reserve the bus
- School Van - Sender must reserve van on Skedda
- Other - Please indicate this transportation below

Other Transportation  
Large and Small Van

Approximate # Students\*  
8

Approximate # of Chaperones\*  
2


Head Chaperone's First & Last Name\*  
Jarrett Young

Head Chaperone's Cell Phone #\*  
484-686-3719

Approximate Cost of Trip\*  
0.00

**File Upload(s)**

Upload Information  
No files uploaded

 Link will display here

**Comments**

Students will have the opportunity to gain hands-on experience in a professional kitchen environment. We have successfully placed six students to work under Chef Drew, who has requested additional students due to the exceptional knowledge and strong work ethic demonstrated by the initial group. Pure Roots, a real-world kitchen that operates eight distinct restaurants, will serve as a primary learning ground. Additionally, students will have the chance to experience the kitchen at Savona, one of King of Prussia's top restaurants. Chef Drew has generously invited us to tour both kitchens and stay for lunch, hosted by him, following the tour.

**Workflow Step 2 | Review & Approve (Or Deny) | James Brunken**

Submitted by James Brunken on 10/08/2024 at 8:46 AM

*James Brunken* 

Signed:  
James Brunken  
Time:

User:  
James Brunken  
Email:

Yesterday at 8:46 AM

jbrunken@cmths.org

IP Address:

216.162.93.11, 107.154.68.28

Comments

Please get permission slips prepared and to the students ASAP.



# Field Trip Request Form

Sent Mon At 12:27 PM By Edward Titus

## Workflow Step 1 | Form Entry | Edward Titus

Submitted by Edward Titus on 10/07/2024 at 2:01 PM

### Legal Name

#### Staff Submitting Form

First Name  
Edward

Last Name  
Titus

#### Purpose of trip\*

Field Trip - One time

Work-based Learning - Multiple times

Student Organization

#### Select Program/CTSO \*

Allied Health

#### Other Group Name

Health Care/ESART

#### Which session(s) attending field trip?\*

AM Session

PM Session

BOTH

Multi-Group

#### Name of the Location

Widener University

### Address

#### Trip Location

#### Address 1

Widener University

#### City

Chester

#### State

Pennsylvania

#### Zip Code

19013

#### Are there Multiple Trips to Same Location?

Yes

No

Please enter the date of the first of multiple trips or one-time trip. Please notify Ms. Mason of the additionally scheduled trips.

#### Date of First or Only Trip\*

11/18/2024

Departure Time from CMTHS\*

8am

Pick up Time from Trip Location\*

2pm

Return Time back to CMTHS\*

3pm

Transportation Type\*

Bus - Ms. Mason will reserve the bus

School Van - Sender must reserve van on Skedda

Other - Please indicate this transportation below

Other Transportation

Approximate # Students\*

20 if Allied Health only, can accommodate up to 40

Approximate # of Chaperones\*

2-3

Head Chaperone's First & Last Name\*

Edward Titus

Head Chaperone's Cell Phone #\*

6107315137


Approximate Cost of Trip\*

TBD

#### File Upload(s)

Upload Information

No files uploaded

 Link will display here

Comments

This is a full day field trip to Widener University. It will be coordinated with Jane Oeffner, PT, DPT, MBA and Director, Strategic Clinical Partnerships. The students will tour the facility, spend time with allied health programs, students and instructors to include PT, OT, SLP, Nursing, the gross anatomy lab and many more. Widener will be providing lunch in their dining hall for the students. This is a great opportunity for the students to learn more about the programs they are interested in pursuing in the future.

**Workflow Step 2 | Review & Approve (Or Deny) | James Brunken**

Submitted by James Brunken on 10/08/2024 at 8:48 AM

*James Brunken* 

Signed:

James Brunken

Time:

User:

James Brunken

Email:

Yesterday at 8:47 AM

jbrunken@cmths.org

IP Address:

216.162.93.11, 107.154.68.28

Comments

Please get permission slips completed as soon as possible so district notification can be made.

# Field Trip Request Form

Sent 10/11/2024 At 12:52 PM By Melissa Zimmerman

## Workflow Step 1 | Form Entry | Melissa Zimmerman

Submitted by Melissa Zimmerman on 10/11/2024 at 12:54 PM

### Legal Name

Staff Submitting Form

First Name  
Melissa

Last Name  
Zimmerman

Purpose of trip\*

Field Trip - One time

Work-based Learning - Multiple times

Student Organization

Select Program/CTSO \*

Healthcare

Other Group Name

Which session(s) attending field trip?\*

AM Session

PM Session

BOTH

Multi-Group

Name of the Location

CHOP King of Prussia

### Address

Trip Location

Address 1

City

State

Zip Code

Are there Multiple Trips to Same Location?

Yes

No

Please enter the date of the first of multiple trips or one-time trip. Please notify Ms. Mason of the additionally scheduled trips.

Date of First or Only Trip\*

02/20/2025

Departure Time from CMTHS\*  
8:15 AM

Pick up Time from Trip Location\*  
1:00 PM

Return Time back to CMTHS\*  
1:30 PM

Bus Transportation Cost  
 Program Fan Pledge Fund  
 Other Fund

Other Fund Account

Van

Approximate # Students\*  
50


Approximate # of Chaperones\*  
2

Head Chaperone's First & Last Name\*  
Noelle Pumo

Head Chaperone's Cell Phone #\*  
484-886-1464

Approximate Cost of Trip\*  
0

**File Upload(s)**  
Upload Information  
No files uploaded

 Link will display here

**Workflow Step 2 | Review & Approve (Or Deny) | James Brunken**

Submitted by James Brunken on 10/17/2024 at 7:35 AM

*James Brunken* 

Signed:  
James Brunken  
Time:  
10/17/2024 at 7:35 AM  
IP Address:  
216.162.93.11, 107.154.68.28

User:  
James Brunken  
Email:  
jbrunken@cmths.org

**Workflow Step 3 | Review Form | Tamara Darden**

Submitted by James Brunken on 10/17/2024 at 7:35 AM



## Field Trip Request Form

Sent Yesterday At 12:09 PM By Melissa Zimmerman

### Workflow Step 1 | Form Entry | Melissa Zimmerman

Submitted by Melissa Zimmerman on 11/25/2024 at 12:12 PM

#### Legal Name

#### Staff Submitting Form

First Name  
Melissa

Last Name  
Zimmerman

#### Purpose of trip\*

Field Trip - One time

Work-based Learning -  
Multiple times

Student Organization

#### Select Program/CTSO \*

Healthcare

#### Other Group Name

--

#### Which session(s) attending field trip?\*

AM Session

PM Session

BOTH

Multi-Group

#### Name of the Location

Fort Indiantown National Guard

#### Address

#### Trip Location

#### Address 1

--

#### City

--

#### State

--

#### Zip Code

--

#### Are there Multiple Trips to Same Location?

Yes

No

Please enter the date of the first of multiple trips or one-time trip. Please notify Ms. Mason of the additionally scheduled trips.

Date of First or Only Trip\*  
12/16/2024

Departure Time from CMTHS\*  
8:00am

Pick up Time from Trip Location\*  
12:30

Return Time back to CMTHS\*  
2:00pm

Bus Transportation Cost

Program Fan Pledge Fund

Other Fund

Other Fund Account  
National Guard Bus

Van

Please Select

Approximate # Students\*  
24

Approximate # of Chaperones\*  
1

Head Chaperone's First & Last Name\*  
Melissa Zimmerman


Head Chaperone's Cell Phone #\*  
610-350-7039

Approximate Cost of Trip\*  
\$0

**File Upload(s)**

Upload Information  
No files uploaded

Maximum file size: 50 MB

 Link will display here

Comments

Students will be attending the training facility for the national guard to learn first aid skills including field dressings and trauma response.

**Workflow Step 2 | Review & Approve (Or Deny) | James Brunken**

Submitted by James Brunken on 11/25/2024 at 3:28 PM

James Brunken 



Signed:  
James Brunken  
Time:  
Yesterday at 3:28 PM  
IP Address:  
216.162.93.11, 107.154.68.28

User:  
James Brunken  
Email:  
jbrunken@cmths.org

**Workflow Step 3 | Review Form | Tamara Darden-Washington**

# Field Trip Request Form

Sent 09/03/2024 At 8:03 PM By Colleen Kriebel

## Workflow Step 1 | Form Entry | Colleen Kriebel

Submitted by Colleen Kriebel on 09/03/2024 at 8:08 PM

### Legal Name

Staff Submitting Form

First Name

Colleen

Last Name

Kriebel

Start Date\*

01/08/2025

End Date\*

01/08/2025

Location\*

Western Montgomery Career and Technology Center  
77 Graterford Rd, Royersford, PA 19468

Transportation Type\*

Bus\*

School Van\*

Other\*

Approximate Cost of Trip\*

TBD


Purpose of the Trip\*

SkillsUSA Culinary Competitions, District level  
<https://www.padistrict2skillsusa.com/district-competitions>

### File Upload(s)

Upload Information

No files uploaded

 Link will display here

Which session(s) attending field trip?\*

AM Session

PM Session

BOTH

Multi-Group

Select Program/CTSO  
SkillsUSA

Approximate # Students\*  
3-5

Comments

The number of students attending depends on if they win at the local competition level held no later than 10/30. They have a tentative date of the 8th or 15th need 1 advisor

**Workflow Step 2 | Review & Approve (Or Deny) | James Brunken**

Submitted by James Brunken on 09/05/2024 at 9:04 AM

*James Brunken* 

Signed:  
James Brunken  
Time:  
09/05/2024 at 9:04 AM  
IP Address:  
216.162.93.11, 107.154.68.28

User:  
James Brunken  
Email:  
jbrunken@cmths.org

# Field Trip Request Form

Sent 09/03/2024 At 8:08 PM By Colleen Kriebel

## Workflow Step 1 | Form Entry | Colleen Kriebel

Submitted by Colleen Kriebel on 09/03/2024 at 8:13 PM

### Legal Name

Staff Submitting Form

First Name  
Colleen

Last Name  
Kriebel

Start Date\*  
02/04/2025

End Date\*  
02/05/2025

Location\*

Western Montgomery Career and Technology Center  
77 Graterford Rd, Royersford, PA 19468

Transportation Type\*

Bus\*

School Van\*

Other\*

Approximate Cost of Trip\*

TBD


Purpose of the Trip\*

SkillsUSA District-level competitions  
<https://www.padistrict2skillsusa.com/district-competitions>

### File Upload(s)

Upload Information

No files uploaded

 Link will display here

Which session(s) attending field trip?\*

AM Session

PM Session

BOTH

Multi-Group

Select Program/CTSO  
SkillsUSA

Approximate # Students\*  
15-25

Comments

The number of students attending depends on if they win at the local competition level held no later than 10/30. Snow dates are 2/6-2/7. This is not overnight; we travel back and forth on both days. We will need 2-4 advisors to attend

**Workflow Step 2 | Review & Approve (Or Deny) | James Brunken**

Submitted by James Brunken on 09/05/2024 at 9:05 AM

*James Brunken* 

Signed:  
James Brunken  
Time:  
09/05/2024 at 9:05 AM  
IP Address:  
216.162.93.11, 107.154.68.28

User:  
James Brunken  
Email:  
jbrunken@cmths.org



Book	Policy Manual
Section	900 Community
Title	Nonschool Organizations/Groups/Individuals
Code	913
Status	Second Reading

**NOTE:** *It is important to distinguish that Policy 913 only applies to requests from nonschool organizations, groups and individuals; in contrast,*

- **Requests from students to personally disseminate materials shall be governed by Policy 220. Student Expression/Dissemination of Materials.[1]**
- *Requests from nonschool organizations, groups and individuals involving activities or school-related information and materials that are integrated with or presented as a part of the school's curriculum or an approved school event or student organization shall be approved and governed by Joint Operating Committee policies related to curriculum and student activities.[2][3][4]*

### **Purpose**

The Joint Operating Committee recognizes that nonschool organizations, groups and individuals may wish to utilize the school and its resources as a means to engage the school community in activities and/or to disseminate nonschool materials. The Joint Operating Committee directs that requests for such utilization from nonschool organizations, groups or individuals shall be governed by this policy.

### **Authority**

The Joint Operating Committee recognizes that the school community may benefit from receiving information from nonschool organizations, groups and individuals, provided the dissemination of such information does not interfere with the educational program of the school. The school's primary responsibility shall be to maintain a safe and orderly school environment and to protect the rights of all members of the school community.

**The Joint Operating Committee prohibits** dissemination of nonschool materials for the purposes of **advertisement or promotion** by **nonschool organizations, groups or individuals during instructional time or at school-sponsored locations or activities not otherwise open to nonschool organizations, groups or individuals.**[5][6]

### **Limitations on Dissemination of Nonschool Materials**

Dissemination of nonschool materials shall be prohibited to the extent that they:

1. **Violate federal, state or local laws, Joint Operating Committee policy or school rules or regulations;**
2. Are **defamatory, obscene, lewd, vulgar or profane;**
3. **Advocate for the use or advertise the availability of any substance or material that may reasonably be believed to constitute a direct and serious danger to the health or welfare of students, such as tobacco/vaping products, alcohol or illegal drugs;**
4. **Incite violence, advocate use of force or** threaten serious harm to the school or community;
5. Materially and substantially disrupt or interfere with the educational process, such as school activities, school work, discipline, or safety and order on school property or at school functions;
6. **Interfere with, or advocate interference with, the rights of any individual or the safe and orderly operation of the school and school programs;** or
7. Violate written school administrative regulations or procedures on time, place and manner for dissemination of otherwise protected expression.

### **Definitions**

For purposes of this policy, **dissemination** shall mean nonschool organizations, groups or individuals distributing or publicly displaying nonschool materials to others:

1. On school property or during school-sponsored activities by placing such materials upon desks, tables, on or in lockers, walls, doors, bulletin boards, or easels; by handing out such materials to other persons; or by any other manner of delivery to others; or
2. At any time or location when creating, posting or sending information using technical or digital resources owned, provided or sponsored by the school.

**Nonschool organizations, groups or individuals** shall mean **those entities that are not part of the school program, school-sponsored activities, or organized pursuant to the Pennsylvania School Code or Joint Operating Committee policy.**

**When an employee or Joint Operating Committee member acts on their own behalf or on behalf of a nonschool organization or group,** the employee or Joint Operating Committee member shall be considered a **nonschool organization, group or individual** for purposes of this policy.

Students shall be governed by a separate and distinct Joint Operating Committee policy regarding student expression and dissemination of materials.[1]

**Nonschool materials** shall mean **any printed, technical, digital or written materials,** regardless of form, source or authorship, **that are not prepared as a part of the curricular or approved extracurricular programs of the school.**

### **Delegation of Responsibility**

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

### **Guidelines**

## **Nonschool Materials**

The Joint Operating Committee requires that nonschool organizations, groups or individuals who wish to disseminate nonschool materials on school property or through school resources shall submit them to the building administrator. The building administrator shall inform the Administrative Director or designee of requests received from nonschool organizations, groups and individuals.

Requests for dissemination of nonschool materials through school social media channels shall be addressed through Joint Operating Committee policy on school social media.[7]

The Joint Operating Committee directs that **the review** and consideration of any activities or nonschool **materials** requested **under this policy shall not discriminate on the basis of content or viewpoint.**

If approval is granted by the building administrator, the nonschool organization, group or individual shall comply with Joint Operating Committee policy and administrative regulations, and the school's time, place and manner restrictions for dissemination of materials.

Materials issued by nonschool organizations, groups or individuals shall not be disseminated during instructional time or school-sponsored activities.

## **Nonschool Activities**

Activities sponsored by nonschool organizations, groups or individuals shall not occur during instructional time or school-sponsored activities.

**Requests** by nonschool organizations, groups or individuals to invite or promote **student participation in nonschool activities** shall comply with Joint Operating Committee policy and administrative regulations on dissemination of nonschool materials.

## **Fundraising**

**Fundraising by nonschool organizations, groups or individuals is prohibited on school property or in the name of the school.**[8]

Where activities or materials otherwise comply with this policy and administrative regulations, fundraising activities may be announced.

**Directory information for students or staff members shall not be released to nonschool organizations, groups or individuals that seek this information for the purpose of fundraising.**[9]

## **Scholarships/Awards**

**The Joint Operating Committee is appreciative of the generosity of organizations that offer scholarships or awards to deserving students; but, in accepting such offers, the Joint Operating Committee directs that established criteria be observed.**

No information, either academic or personal, shall be released from a student's record for the purpose of selecting a scholarship or award winner without the permission of the student who is eighteen (18), or the parents/guardians of a student who is younger, in accordance with the Joint Operating Committee's policy on student records.[9]



The scholarship or award, and any pertinent restrictions, shall be approved by the Joint Operating Committee.

**All pertinent information regarding the scholarship or award shall be submitted for review by the Administrative Director or designee prior to the date on which it is to be presented.**

Travel Services/Foreign Trips

Solicitation and sale of travel services for foreign trips to students may be permitted with the approval of the Joint Operating Committee.

Sellers of travel services to students must meet the following criteria:

1. Belong to an association of certified sellers of travel.
2. Provide proof of insurance.
3. Submit references.
4. Provide proof of a performance bond.
5. Include in all information provided to students and parents/guardians that use of tobacco/vaping products, alcohol and controlled substances will be prohibited.
6. Include in all information provided to students and parents/guardians that the activity is not a school-sponsored event.

Legal

1. Pol. 220
2. Pol. 105
3. Pol. 122
4. Pol. 230
- [5. 24 P.S. 1850.1](#)
- [6. 24 P.S. 511](#)
7. Pol. 816
- [8. 24 P.S. 775](#)
9. Pol. 216
- [24 P.S. 779](#)
- Pol. 113.3
- Pol. 907





Book	Policy Manual
Section	900 Community
Title	Volunteers
Code	916
Status	Second Reading

### **Purpose**

**The Joint Operating Committee recognizes that volunteers can make valuable contributions to the school,** and supports and **encourages the** participation of parents/guardians and community residents as **volunteers** to enhance the educational, cocurricular and extracurricular programs of the school.

### **Authority**

The Joint Operating Committee may adopt and enforce reasonable rules and regulations governing volunteers and their participation in the activities of the school.[1]

The Joint Operating Committee directs that all volunteers shall be informed of conduct that is prohibited and the disciplinary actions that may be applied for violation of Joint Operating Committee policies, administrative regulations, rules and procedures.[1]

All volunteers shall be expected to maintain professional, moral and ethical relationships with school students that are conducive to an effective, safe learning environment.[2]

### **Definitions**

**The following words and phrases, when used in this policy, shall have the meaning given to them in this section:**

**Adult - an individual eighteen (18) years of age or older.**[3]

**Certifications** - refers to the child abuse history clearance statement; the state criminal history background check; and where applicable, the federal criminal history background check, required by the Child Protective Services Law.[4][5]

**Direct volunteer contact - the care, supervision, guidance or control of children and routine interaction with children.**[3]

**Person responsible for the child's welfare - a person who provides permanent or temporary care, supervision, mental health diagnosis or treatment, training or control of a child in lieu of parental care, supervision and control.**[3]

**Routine interaction - regular and repeated contact that is integral to a person's volunteer responsibilities.**[3]

**Visitor** - a parent/guardian, adult resident, educator, official or other individual who is not a school employee or independent contractor, and who visits the school or attends or participates in an event or activity at the school, but whose role is less substantial than would be sufficient to meet the definition of volunteer for purposes of this policy.[6]

**Volunteer** - is an adult, whose role is more than that of a visitor, who voluntarily offers a service to the school without receiving compensation from the school. A volunteer is not a school employee.[5]

The two (2) classifications of volunteers are:

1. **Position Volunteer** - an adult applying for or holding an unpaid position with the school or a program, activity or service, as a person responsible for the child's welfare or having direct volunteer contact with children. Examples include, but are not limited to, field trip chaperones, tutors, coaches, activity advisor, recess or library aides, etc.
2. **Guest Volunteer** - an adult who voluntarily provides a service to the school, without compensation, who: (1) works directly under the supervision and direction of a school administrator, a teacher or other member of the school staff; and (2) does not have direct volunteer contact. Examples include, but are not limited to, volunteering to assist in classroom celebrations, school assemblies, or school concerts; reading to students; collecting tickets at sporting events; working concession stands; participating in "Career Day," etc.

### **Delegation of Responsibility**

**The Administrative Director or designee shall be responsible for the selection and management of volunteers and for ensuring compliance with** Joint Operating Committee **policies**, administrative regulations, rules and procedures.

At the discretion of the Administrative Director or designee, a volunteer's service may be discontinued at any time.

The Administrative Director or designee shall develop administrative regulations to implement this policy and manage the selection, use and supervision of volunteers.

### **Guidelines**

Each prospective position volunteer shall complete and submit a volunteer application.

The names of all position volunteers shall be submitted for approval by the Administrative Director or designee.

The names of all guest volunteers shall be submitted for approval by the building administrator or designee.

Upon approval, volunteers shall be placed on the list of approved volunteers.

Approval shall be required prior to beginning service as a volunteer.

### **Certifications**

**Prior to approval**, all position **volunteers shall submit the following** information:

1. PA Child Abuse History Certification - which must be less than sixty (60) months old.[5]

2. **PA State Police Criminal History Record Information** - which must be less than sixty (60) months old.[5]
3. Disclosure Statement for Volunteers - which is a statement **swearing or affirming the applicant has not been disqualified from service** by reason of conviction of designated criminal offenses or being listed **as the perpetrator in a founded report** of child abuse. [4][5][7]

If a position **volunteer has not been a resident of Pennsylvania during the entirety of the previous ten (10) year period**, the position volunteer must also submit the following information:[5]

1. **Federal Criminal History** Report - issued at any time since the volunteer established residency.

The Administrative Director or designee shall review the information and determine if information is disclosed that precludes service as a volunteer.

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

Position **volunteers shall obtain** and submit new **certifications every sixty (60) months**.[8]

A student, eighteen (18) years of age or older, who is **volunteering for an event** or activity sponsored by the school in which the student **is enrolled and occurring on the school's grounds, shall not be required to** submit **certifications** except when **the event or activity is for children in the care of a child-care service or** the student will otherwise **be responsible for the welfare of a child**.[5]

#### Tuberculosis Test

Prior to participating in student activities, volunteers shall undergo a test for tuberculosis, when required by and in accordance with the regulations and guidance of the Pennsylvania Department of Health.[9][10]

#### Arrest or Conviction Reporting Requirements

Position **volunteers shall** report to the Administrative **Director or designee, in writing, within seventy-two (72) hours, an arrest or conviction** required to be reported by law **or notification that the** volunteer **has been named as a perpetrator in** a founded or indicated report pursuant to the Child Protective Services Law.[7]

**The Administrative Director or designee shall immediately require** a position volunteer **to submit** new certifications **if the Administrative Director or designee has a reasonable belief that the volunteer 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.[7]

Failure to accurately report such occurrences may subject the position volunteer to disciplinary action up to and including denial of volunteer service and criminal prosecution.[7]

#### Child Abuse Reporting

All volunteers who have reasonable cause to suspect that a child is the victim of child abuse shall make a report of suspected child abuse in accordance with applicable law, Joint Operating Committee policy and administrative regulations.[11][12]

#### Supervision

Each volunteer shall be under the supervision of a designated school administrator, teacher or other member of the school staff.

### Training

Volunteers shall attend orientation and training sessions, as appropriate to the nature of their volunteer service. When training is provided for school employees relating to the legal obligations of employers and educational institutions, consideration shall be given to which volunteers should also receive that training.[13][14][15][12]

### Confidentiality

No volunteer shall be permitted access to confidential student information unless the supervisor has determined that such access is necessary for the volunteer to fulfill his/her responsibilities. Volunteers with access to confidential student information shall maintain the confidentiality of that information in accordance with school policies and procedures and applicable law. If a volunteer has questions about the confidentiality of student information, the volunteer should consult with the building principal.[16]

### Liability Insurance

The school may provide liability insurance coverage for volunteers appropriate to the nature of their roles and the risk management needs of the school.

### Reimbursement for Expenses

Volunteers may be reimbursed for expenses incurred in the course of their volunteer service only when authorized in advance by the Administrative Director or designee.

### Acknowledgement

Each volunteer shall affirm in writing that s/he has been provided with a copy of, has read, understands and agrees to comply with this policy.

Legal

- [1. 24 P.S. 1850.1](#)
2. Pol. 824
- [3. 23 Pa. C.S.A. 6303](#)
- [4. 23 Pa. C.S.A. 6344](#)
- [5. 23 Pa. C.S.A. 6344.2](#)
6. Pol. 907
- [7. 23 Pa. C.S.A. 6344.3](#)
- [8. 23 Pa. C.S.A. 6344.4](#)
- [9. 24 P.S. 1418](#)
- [10. 28 PA Code 23.44](#)
- [11. 23 Pa. C.S.A. 6311](#)
12. Pol. 806
13. Pol. 122
14. Pol. 122.1
15. Pol. 122.2
16. Pol. 216

