



JOINT OPERATING COMMITTEE MEETING

APRIL 12, 2023

6:30 P.M.

MINUTES

The meeting was called to order by Maggie Philips, JOC Chairperson at 6:32 p.m. The Pledge of Allegiance was recited.

PRESENT: Troy Chiddick
Chris Epstein
Alice Hope
Louis Mason
William Winchester
Susan Moore, Treasurer
Christopher Jaramillo, Vice Chairperson
Maggie Philips, Esq., Chairperson

ALSO PRESENT: Mark Fitzgerald, Esq.
Dr. John Toleno, Superintendent of Record – Virtual
Dr. Angela King, Executive Director
James Brunken, Assitant Director
Dana Johnson, Supervisor of Daily Operations
Tamara Darden, Supervisor of Business Operations
Thomas Thompson, Supervisor of Technology
Jessica Titus, J.O.C Secretary

ABSENT: Philip Daniels

PUBLIC COMMENT: None

GUESTS: Robert Kindon, Special Education Instructor and Transition to
Career Program Coodinator

PRESENTATIONS:

Robert Kindon provided an overview of his background and how he became a teacher. In addition, Robert explained the purpose of the Transition to Career Program, and how he teaches employable skills and career preparation.

APPROVAL OF MINUTES

MOTION: 1. To approve the following minutes for the April 12, 2023, J.O.C. meeting.

Above motion #1 was moved by Mr. Mason and seconded by Mrs. Moore.
Membership Polled. All in Favor. Motion Carried.

TREASURER'S REPORT

MOTION: 2. To approve the following items of the February 28, 2023, Treasurer's Report: a. Pages 1 through 11 for file and audit.

To approve General Fund Disbursements for March 31, 2023.

a. Check #12018 through #12129, ACH Payments and electronic transfers in the amount of \$1,129,020.45 (Page 13)

Above motion #2 was moved by Mrs. Hope and seconded by Mr. Mason.
Membership Polled. All in Favor. Motion Carried.

DIRECTOR'S REPORT

3. Recommend employment of the following instructor. (Resume attached)
Name: William Barber
Position: Building Trades Instructor
Effective Date: April 17, 2023
Status: Full-time/190 days
Annual Salary: A-7/\$59,772
Benefits: As per the current negotiated teachers' contract

4. Recommend approval of the Central Montco Technical High School 2023-2024 School Calendar. (Attachment #1)

5. Recommend approval of first reading of Policies #827, #828, and #830. (Attachment #2)

Policy #827 NEW (Conflict of Interest)

Policy #828 NEW (Fraud)

Policy #830 NEW (Breach of Computerized Personal Information)

6. Recommend approval of Troy Madden, Baking and Pastry Instructor, to retire as of March 29, 2023, and to receive one half of unused sick leave payout as designated in the Professional Negotiations Agreement.

Above motions #3 through #6 were moved by Mrs. Epstein and seconded by Mrs. Moore
Membership Polled. All in Favor. Motion Carried.

ADMINISTRATIVE REPORTS

James Brunken, Assistant Director – Alumni Kick-Off event is April 26, Landscape Design and Construction are hosting a Plant Sale on May 9 and 10.

Dana Johnson, Supervisor of Daily Operations – Security system is being worked on as we speak, the Apex team is from Ohio, June 19 is the start date for the roof.

SOLICITOR’S REPORT – Nothing at this time.

SUPERINTENDENT OF RECORD – Nothing at this time.

COMMITTEE REPORTS

- A. Curriculum – Entrepreneurship and research of a new program
Mr. Jaramillo - The entrepreneurship program will start with Phase I, building a business plan. Phase II to include creative opportunities similar to Shark Tank. Potential for a Barbering program, we will start with an interest survey at the sending schools, followed up by a Barbering Occupational Advisory Committee (OAC).
- B. Finance – Nothing at this time.
- C. Facilities – Nothing at this time.
- D. Policy – First read of the three policies
- E. Personnel – Position restructure
Louis Mason - Committee determined that the part-time Help Desk position is no longer needed, we are asking the JOC to approve June 15, 2023, as the effective date.

Motion for the personnel request were moved by Mrs. Epstein and seconded by Mrs. Moore
Membership Polled. All in Favor. Motion Carried.

1. Old Business – Nothing at this time.
2. New Business – Nothing at this time.

Meeting adjourned at 7:38 p.m.

Respectfully submitted,

Jessica Titus
Secretary



CENTRAL MONTCO TECHNICAL HIGH SCHOOL

2023-2024 School Calendar

JULY T-0 S-0						
SU	M	TU	W	TH	F	SA
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

AUGUST T-8 S-4						
SU	M	TU	W	TH	F	SA
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER T-18 S-18						
SU	M	TU	W	TH	F	SA
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

OCTOBER T-21 S-21						
SU	M	TU	W	TH	F	SA
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER T-19 S-18						
SU	M	TU	W	TH	F	SA
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

DECEMBER T-16 S-16						
SU	M	TU	W	TH	F	SA
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JANUARY T-20 S-20						
SU	M	TU	W	TH	F	SA
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY T-20 S-19						
SU	M	TU	W	TH	F	SA
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

MARCH T-16 S-16						
SU	M	TU	W	TH	F	SA
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

APRIL T-21 S-20						
SU	M	TU	W	TH	F	SA
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY T-22 S-21						
SU	M	TU	W	TH	F	SA
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE T-9 S-9						
SU	M	TU	W	TH	F	SA
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

	TEACHER IN-SERVICE		HOLIDAY/SCHOOL CLOSED
	FIRST & LAST STUDENT DAY		NON-TEACHING DAY

STUDENT DAYS: 182
TEACHER DAYS: 190

Central Montco Technical High School
School Calendar
2023-2024

			<u>Teacher Days</u>	<u>Student Days</u>
Monday	August 21, 2023	In-Service		
Tuesday	August 22, 2023	In-Service		
Wednesday	August 23, 2023	In-Service		
Thursday	August 24, 2023	In-Service		
Friday	August 25, 2023	Non-teaching Day		
Monday	August 28, 2023	First Student Day	8	4
Friday	September 1, 2023	Non-teaching Day		
Monday	September 4, 2023	Holiday*/Schooled Closed		
Monday	September 25, 2023	Holiday/School Closed	18	18
Wednesday	October 4, 2023	Holiday/School Closed	21	21
Tuesday	November 7, 2023	In-Service		
Wednesday	November 22, 2023	Non-teaching Day		
Thursday	November 23, 2023	Holiday*/School Closed		
Friday	November 24, 2023	Holiday/School Closed	19	18
Monday	December 25, 2023	Winter Break		
Tuesday	December 26, 2023	Winter Break		
Wednesday	December 27, 2023	Winter Break		
Thursday	December 28, 2023	Winter Break		
Friday	December 29, 2023	Winter Break	16	16
Monday	January 1, 2024	Holiday/School Closed		
Monday	January 15, 2024	Holiday*/School Closed	20	20
Friday	February 16, 2024	In-Service		
Monday	February 19, 2024	Holiday*/School Closed	20	19
Monday	March 25, 2024	Spring Break		
Tuesday	March 26, 2024	Spring Break		
Wednesday	March 27, 2024	Spring Break		
Thursday	March 28, 2024	Spring Break		
Friday	March 29, 2024	Holiday/School Closed	16	16
Wednesday	April 10, 2024	Holiday/School Closed		
Friday	April 19, 2024	In-Service	21	20
Monday	May 27, 2024	Holiday*/School Closed	22	21
Thursday	June 15, 2024	Last Student Day	9	9
Total Days:			190	182

* Official Local School District Holidays pursuant to 24 P.S. Section 15-1502 of the Pennsylvania School Code.

Book	Policy Manual
Section	800 Operations
Title	Conflict of Interest
Code	827 - NEW
Status	First Reading

Purpose

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

Definitions

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

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

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

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

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

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

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

Delegation of Responsibility

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

Guidelines

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

Disclosure of Financial Interests

No Joint Operating Committee member shall be allowed to take the oath of office or enter or continue upon their duties, nor shall they receive compensation from public funds, unless they have filed a statement of financial interests as required by law.[2]

The school solicitor and designated school employees shall file a statement of financial interests as required by law and regulations.[3][4]

Standards of Conduct

The school maintains the following standards of conduct covering conflicts of interest and governing the actions of its employees and Joint Operating Committee members engaged in the selection, award and administration of contracts.[5]

No employee or Joint Operating Committee member may participate in the selection, award or administration of a contract supported by a federal award if they have 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 their immediate family, their business partner, or an organization which employs or is about to employ any of them, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.[5]

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

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

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

Any Joint Operating Committee member or employee who in the discharge of their 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 their interest as a public record in a written statement to be attached to the Joint Operating Committee minutes.[\[1\]](#)

No public official or public employee shall accept an honorarium.[\[1\]](#)

Joint Operating Committee members and employees may neither solicit nor accept gratuities, favors or anything of monetary value from contractors or parties to subcontracts, unless the gift is an unsolicited item of nominal value. Gifts of a nominal value may be accepted in accordance with Joint Operating Committee policy.[\[5\]](#)[\[6\]](#)

Improper Influence

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

No Joint Operating Committee member, employee or nominee or candidate for the Joint Operating Committee shall solicit or accept anything of monetary value, including a gift, loan, political contribution, reward or promise of future employment, based on any understanding of that Joint Operating Committee member, employee or nominee or candidate that the vote, official action or judgment of the Joint Operating Committee member, employee or nominee or candidate for the Joint Operating Committee would be influenced thereby.[\[1\]](#)

Organizational Conflicts

Organizational conflicts of interest may exist when due to the school's relationship with a subsidiary, affiliated or parent organization that is a candidate for award of a contract in connection with federally funded activities, the school may be unable or appear to be unable to be impartial in conducting a procurement action involving a related organization.[\[5\]](#)

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

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

Reporting Conflicts of Interest

Any perceived conflict of interest that is detected or suspected by any employee or third party shall be reported to the 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 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 school shall take prompt, corrective action to ensure that such conduct ceases and will not recur. School staff shall document the corrective action taken and, when not prohibited by law, inform the complainant.

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

- Legal
1. [65 Pa. C.S.A. 1101 et seq](#)
 2. Pol. 004
 3. [51 PA Code 15.2](#)
 4. [65 Pa. C.S.A. 1104](#)
 5. [2 CFR 200.318](#)
 6. Pol. 322
 7. [2 CFR 200.112](#)
 8. Pol. 317
 - Pol. 011
 - Pol. 319
 - Pol. 609
 - Pol. 702

Book	Policy Manual
Section	800 Operations
Title	Fraud
Code	828 - NEW
Status	First Reading

Authority

The Joint Operating Committee expects all Joint Operating Committee members, employees, volunteers, consultants, vendors, contractors and other parties that maintain a relationship with the school to act with integrity, due diligence, and in accordance with law in their duties involving the school's resources. The Joint Operating Committee is entrusted with public funds, and no one connected with the school shall do anything to erode that trust.

Definitions

Fraud, financial improprieties, or irregularities include but are not limited to:

1. Forgery or unauthorized alteration of any document or account belonging to the school.
2. Forgery or unauthorized alteration of a check, bank draft, or any other financial document.
3. Misappropriation of funds, securities, supplies, or other assets.
4. Impropriety in handling money or reporting financial transactions.
5. Profiteering because of insider information of Joint Operating Committee information or activities.
6. Disclosure of confidential and/or proprietary information to outside parties.
7. Acceptance or seeking of anything of material value, other than items used in the normal course of advertising, from contractors, vendors, or persons providing services to the school.
8. Destruction, removal, or inappropriate use of school records, furniture, fixtures, or equipment.
9. Failure to provide financial records to authorized state or local entities.
10. Failure to cooperate fully with any financial auditors, investigators or law enforcement.
11. Other dishonest or fraudulent acts involving the school's monies or resources.

Delegation of Responsibility

The Administrative Director or designee shall be responsible to implement and maintain a system of internal controls designed to prevent and detect potential risks, fraud, financial impropriety, or fiscal irregularities within the school, subject to review and approval by the Joint Operating Committee.

Administrators are responsible to be alert to an indication of fraud, financial impropriety, or irregularity within their areas of responsibility.

The Administrative Director shall recommend to the Joint Operating Committee for its approval completion of a forensic audit when it is deemed necessary and beneficial to the school.

Reporting

All employees shall be alert for any indication of fraud, financial impropriety or irregularity within their area of responsibility.

An employee who suspects fraud, impropriety, or irregularity shall immediately report their suspicions to the Administrative Director.

If the report involves the Administrative Director, the employee shall report their suspicions to the Superintendent of Record who shall be responsible to conduct an investigation in place of the Administrative Director.

Employees who bring forth a legitimate concern or suspicion about a potential impropriety shall not be retaliated against. Those who do retaliate against such an employee shall be subject to disciplinary action.^{[1][2][3]}

Investigation

The Administrative Director shall investigate reports of fraudulent activities in a manner that protects the confidentiality of all parties and the facts, in cooperation with appropriate individuals and agencies.

If an investigation substantiates the occurrence of a fraudulent activity, the Administrative Director shall issue a report to the Joint Operating Committee and designated individuals.

The final disposition of the matter regarding employee discipline and decision to file a criminal complaint or refer the matter to law enforcement and/or a regulatory agency for independent investigation shall be determined by the Joint Operating Committee and Administrative Director in consultation with legal counsel.

Results of an investigation shall not be disclosed to or discussed with anyone other than those individuals with a legitimate right to know, until the results are made public.

- Legal
- [1. 43 P.S. 1423](#)
 - [2. 18 U.S.C. 1513](#)
 3. Pol. 317
 - [43 P.S. 1421 et seq](#)
 - [15 U.S.C. 7201 et seq](#)

Book	Policy Manual
Section	800 Operations
Title	Breach of Computerized Personal Information
Code	830 - NEW
Status	First Reading

Purpose

With the increased reliance upon electronic data, and the maintenance of personal information of students and employees in electronic format, the Joint Operating Committee is concerned about the risk of a breach in the school's electronic system security and the possible disclosure of personal information. This policy addresses the manner in which the school will respond to unauthorized access and acquisition of computerized data that compromises the security and confidentiality of personal information.

Authority

The Joint Operating Committee directs that administrators shall provide appropriate notification of any computerized system security breach to any state resident whose unencrypted and unredacted personal information was or is reasonably believed to have been accessed or acquired by unauthorized persons. [\[1\]](#)

Definitions

Breach of the system's security - unauthorized access and acquisition of computerized data that materially compromises the security or confidentiality of personal information maintained by the school as part of the database of personal information regarding multiple individuals and that the school reasonably believes has caused or will cause loss or injury to any state resident. Good faith acquisition of personal information by an employee or agent of the school for the purpose of the school is not a breach of the security of the system if the personal information is not used for a purpose other than the lawful purpose of the school and is not subject to further unauthorized disclosure. [\[2\]](#)

Individual - means any natural person, not an entity or company.

Personal information - includes an individual's first initial and last name in combination with and linked to any one or more of the following, when not encrypted or redacted: [\[2\]](#)

1. Social security number.
2. Driver's license number or state identification card number issued instead of a driver's license.
3. Financial account number, credit or debit card number, in combination with any required security code, access code or password that would permit access to an individual's financial account.

Personal information does not include publicly available information that is lawfully made available to the general public from federal, state or local government records. [\[3\]](#)

Records - means any material, regardless of its physical form, on which information is recorded or preserved by any means, including written or spoken words, graphically depicted, printed or electromagnetically transmitted. This term does not include publicly available directories containing information that an individual has voluntarily consented to have publicly disseminated or listed, such as name, address or telephone number.[\[2\]](#)

Delegation of Responsibility

The Administrative Director or designee shall ensure that the school provides notice of any system security breach, following discovery, to any state resident whose unencrypted and unredacted personal information was or is reasonably believed to have been accessed and acquired by an unauthorized person. Such notice shall be made without a reasonable delay, except when a law enforcement agency determines and advises the school in writing that the notification would impede a criminal or civil investigation, or the school must take necessary measures to determine the scope of the breach and to restore the reasonable integrity of the data system. The school will also provide notice of the breach if the encrypted information is accessed and acquired in an unencrypted form, if the security breach is linked to a breach of security of the encryption, or if the security breach involves a person with access to the encryption key.[\[4\]](#)

Legal

- [1. 73 P.S. 2301 et seq](#)
- [2. 73 P.S. 2302](#)
- 3. Pol. 801
- [4. 73 P.S. 2303](#)
- [15 U.S.C. 1681a](#)

William Barber

Owner, Chelray Construction, Inc.

Contact

XXXXXXXXXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXX

Education

Bucks County Community College
Newtown, PA
GED

Key Skills

General Construction
Residential and Commercial
Construction
Interior/Exterior finishing
Cabinet Installation
Tile/flooring installation
Window and Door framing
Trim/baseboard/molding
installation
Electric

Objective

General Contractor with over 22 years' experience in both residential and commercial construction. Projects ranging from complete additions, kitchen and/or bath renovations, siding and roofing installations, and other tailored specialty projects. In addition to general contracting experience, prior electrician experience for over 10 years.

Experience

June 2000 - Present

Owner • President • Chelray Construction, Inc.

1995 - 1998

Truck Driver • Atkinson Freight Lines

1985 - 1995

Electrician • Summit Electric

Leadership

Over the last two decades I have been able to teach men, and women, the proper techniques of starting and completing projects. From minimal repairs, to projects from scratch. Demonstrating and emphasizing tool etiquette along with safety protocols.

Teaching employees to stay within agreed upon budget, how to have clear communication with customers, and produce the best quality craftsmanship.

References

Available upon request.