



## **JOINT OPERATING COMMITTEE MEETING**

April 3, 2024

6:30 P.M.

### **MINUTES**

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

PRESENT: Troy Chiddick  
Phil Daniels  
Chris Epstein  
Brett Oslon  
Xaras Collins  
Ingrid Parker  
Beth Patruno  
Maggie Philips, Esq.  
William Winchester

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

ABSENT: Tamara Darden, Supervisor of Business Operations

PUBLIC COMMENT: None

### **APPROVAL OF MINUTES**

MOTION: 1. To approve the following minutes for the April 3, 2024, J.O.C. meeting.

Above motion #1 was moved by Mr. Daniels and seconded by Mrs. Philips.

Membership Polled.

All in Favor.

Motion Carried.

TREASURER'S REPORT

- MOTION: 2. To approve the following items of the February 29, 2024, Treasurer's Report:
- a. Pages 1 through 11 for file and audit.

To approve General Fund Disbursements for March 31, 2024.

- a. Check #13079 through #13175, ACH Payments and electronic transfers in the Amount of \$1,002,601.68 (Page 13).

Above motion #2 was moved by Mrs. Philips and seconded by Mrs. Epstein.

Membership Polled.

All in Favor.

Motion Carried.

DIRECTOR'S REPORT

3. Recommend approval of the statement of charges and resolution involving the termination of employee Fred Arthur, Collision Repair instructor.
4. Recommend approval to hire a long-term substitute for the Collision Repair program.
5. Recommend approval of the resignation of Enrico Mazza, Technology Support Specialist, as of March 28, 2024. (Attachment #1)
6. Recommend approval of Thomas Thompson, Data and Technology Specialist, to attend the PIMS Data Summit at Hershey Lodge, on March 12, 2024, at a cost of \$298.97. (Attachment #2)
7. Recommend approval of Gerald Damon, Networking instructor, to attend a training on Cisco Netacad for instructors, at Montgomery County Community College on April 4, 2024, at no cost. (Attachment #3)
8. Recommend approval of Kendall Wilson, Coordinator of Student Behavior, and Deborah Broderick, EIB Coordinator, to attend the International Institute for Restorative Practices for Educators in Bethlehem, on April 15-16, 2024, at the cost of \$450.00. (Attachment #4)
9. Recommend approval of Dr. Angela King, Executive Director and James Brunken, Assistant Director, to attend the PACTA Leadership Conference at the Penn Stater Hotel and Conference Center, from July 23 to July 25, 2024. Total cost not to exceed \$1,600.00. (Attachment #5)

- 10: Recommend approval of thirteen students and two chaperones to attend the SkillsUSA State Competition at the Hershey Lodge and Conference Center, from April 3 to April 5, 2024. No cost to the students. (Attachment #6)

Accommodations and Meals:	\$5,181.00
Transportation – Bus:	\$1,200.00

11. Recommend approval of Building Trades students to visit Montgomery County Community College, on April 19, 2024. Students will be meeting PECO's Workforce Development Team. No cost to the students. (Attachment #7)
12. Recommend approval of Landscape, Design and Construction students to visit the Temple-Ambler Arboretum, Ambler, on April 22, 2024. No cost to the students. (Attachment #8)
13. Recommend approval of the Exercise Science and Rehabilitation Therapy students to visit Montgomery County Community College on April 22, 2024. Students will be provided with a tour of the Health Sciences department and the Physical Therapist Assistant Program. At no cost to the students. (Attachment #9)
14. Recommend approval of the Building Trades students to attend the Eastern Atlantic States Regional Council of Carpenters Annual Open House in Philadelphia, on May 3, 2024. No cost to the students. (Attachment #10)

Above motion #3 through #14 was moved by Mr. Winchester and seconded by Mr. Daniels.  
Membership Polled. All in Favor. Motion Carried.

ADMINISTRATIVE REPORTS

James Brunken, Assistant Director

Our Allied Health students are now able to participate in a Ride Along program with the Plymouth Community Ambulance Association. Each Allied Health student will continue to rotate through their daily clinicals at Suburban Community Hospital as well as the Ride Along rotation. Students have already been on emergency calls for car accidents, strokes, heart attacks, and many more. NOCTI Update, our Seniors will begin the Practical evaluation of the NOCTI on April 15-18. We have 13 students competing at SkillsUSA at the State level. We will host a Welcome Back Celebration this Friday at their return. Keep your fingers crossed for GOLD. Explore & Discover CMTHS is our next Open House on Thursday, April 11, from 6:00 - 8:00 PM. Our Student Ambassadors will provide tours of the building. Instructors will be available to meet potential students and showcase their program to community guests. We will have several of our post-secondary partners here to promote Dual Enrollment and to answer any questions students and parents may have. Our next

Student of the Quarter Celebration is scheduled for April 12. This happens to be the same day and time as our Liaison Breakfast Meeting. Sending school counselors will be included in the celebration and will assist with awarding students with their certificates. ACE Event 2024 will take place on April 24. ACE stands for Auto Collision Experience. This is our second year holding this event at CMTHS. We are expecting 500-600 students from 3 counties, and approximately 50-60 industry representatives to promote opportunities in the field. All student participants will be able to interview with at least three business leaders. Last year we had dozens of student gain employment within their field and prospects for after graduation. We had three collision students hired by Tesla within days of meeting with the reps. On Saturday, April 20, we will be hosting a Free Prom Dress and Suit Event for students attending Plymouth Whitmarsh, Norristown, and Upper Merion High Schools. Dr. King has more information.

Dana Johnson, Supervisor of Daily Operations

Powerpoint of updates in the building including new fixtures and the program gates that will allow for much needed air flow with safety to the students.

SOLICITOR’S REPORT: Nothing at this time.

SUPERINTENDENT OF RECORD: Norristown Area High School is excited to host the CMTHS Senior Graduation on May 30, 2024, at 7:00 p.m.

COMMITTEE REPORTS

A. Curriculum – Nothing at this time.

B. Finance – Mrs. Philips

The CMTHS 2024-2025 Budget was presented at the last J.O.C. Meeting by Tamara Darden. There has been a lot of collaboration to establish the 2024-2025 budget, along with strategic communication to work together. Thank you to everyone involved for their commitment.

Above motion was moved by Mr. Daniels and seconded by Mr. Chiddick.

Membership Polled.

All in Favor.

Motion Carried.

C. Facilities - Nothing at this time.

D. Policy - Nothing at this time.

E. Personnel - Mrs. Philips

Negotiations are still taking place. This is a very intensive process. Our hope is that we will be able to present to the J.O.C. very soon.

F. Policy – Nothing at this time.

15. Old Business - Nothing at this time.

16. New Business – Dr. King

We would like to congratulate Tamara Darden and her family, as they welcome November Skye to the world. (photo)

Meeting adjourned at 7:00 p.m.

Respectfully submitted,

Jessica Titus  
Secretary

March 13<sup>th</sup>, 20204

Dear Mr. Thompson,

I am writing to formally submit my resignation as the IT Specialist from Central Montco Technical High School, effective March 28<sup>th</sup>, 2024.

I have truly appreciated the opportunities for professional and personal development during my time at CMTHS. However, I have decided to pursue a new opportunity that aligns more closely with my career goals.

I want to express my gratitude for the support and guidance I have received during my time here. I have enjoyed being a part of the team and am confident that the skills and experiences gained here will contribute to my success in the future.

Thank you for the understanding, and I wish nothing but the best for CMTHS in the future.

Sincerely,

A handwritten signature in black ink, appearing to read "Enrico Mazza". The signature is fluid and cursive, with a long horizontal stroke at the end.

Enrico Mazza



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 type="text" value="\$185"/>
Lodging:	<input type="text" value="N/A"/>
Transportation:	<input type="text" value="\$113.97"/>
Meals:	<input type="text" value="N/A"/>
Other (Describe):	<input type="text" value="N/A"/>
Total:	<input type="text"/>

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 International Institute for Restorative Practices - 4/15-4/16/2024

Place and Date of Conference/Workshop Bethlehem, PA

Program/Purpose: To gain additional resources and strategies for CMTHS programs and students.

Attendees: Kendall Wilson & Dr. Deb Broderick

Cost not to exceed:

Registration:	\$450.00
Lodging:	NA
Transportation:	TBD
Meals:	TBD
Other (Describe):	
Total:	\$450.00

Source of Funding: Budgeted General Funds: \$

Grant: Amount: \$

Submitted by: K. Wilson & D. Broderick

Supervisor's Approval: [Signature]

Director's Approval: [Signature]





Professional Improvement Conference/Workshop Request Form

Name of Conference/Workshop

Place and Date of Conference/Workshop

Program/  
Purpose:

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 type="text" value="\$288.00"/>
Lodging:	<input type="text" value="\$276.00 + taxes"/>
Transportation:	<input type="text" value="\$190.00 +"/>
Meals:	<input type="text" value="\$40.00"/>
Other (Describe):	<input type="text"/>
<b>Total:</b>	<input type="text" value="\$794.00"/>

Source of Funding: Budgeted General Funds: \$

Grant:  Amount: \$

Submitted by:

Supervisor's Approval:

Director's Approval:



PENNSYLVANIA

Association of Career & Technical Administrators

# 2024 PACTA Leadership Conference:

## Career and Technical Education Leadership for Success

Strategic Leadership • Leadership for Learning • Community Leadership • Systems Leadership

July 23-25, 2024

Penn Stater Hotel and Conference Center, State College, PA

### REGISTRATION FORM

Name: Anegla King

Title: Executive Director

Agency/School: Central Montco Technical High School

Address: 821 Plymouth Road Plymouth Meeting PA, 19762

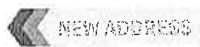
Telephone: 717-823-7422 E-mail: aking@cmtHS.org

Conference Registration Fee:	\$320	<u>    </u>
Institutional Member Conference Registration Fee:	\$288	<u>X</u>
One Day Conference Registration Fee:	\$110	<u>    </u>
Circle Day Attending: 23 24 25		
Late fee for Registration Received after July 1:	\$50	<u>    </u>
Guest Registration for Tuesday Barbecue/Picnic:	\$50	<u>    </u>
Guest's Name: _____		

TOTAL \$ 288.00

Make checks payable to "PACTA" and mail with a copy of your registration form to:

PACTA  
PO Box 234  
Harrisburg, PA 17108-0243



For additional information or questions, contact Lori Bell at (717) 761-3381 or [lori@pacareertech.org](mailto:lori@pacareertech.org).





## 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 type="text" value="\$288.00"/>
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Meals:	<input type="text" value="\$40.00"/>
Other (Describe):	<input type="text"/>
Total:	<input type="text" value="\$794.00"/>

Source of Funding: Budgeted General Funds: \$

Grant:  Amount: \$

Submitted by:

Supervisor's Approval:

Director's Approval:



PENNSYLVANIA

Association of Career & Technical Administrators

## 2024 PACTA Leadership Conference:

### Career and Technical Education Leadership for Success

Strategic Leadership • Leadership for Learning • Community Leadership • Systems Leadership

July 23-25, 2024

Penn Stater Hotel and Conference Center, State College, PA

### REGISTRATION FORM

Name: Jim Brunken

Title: Assistant Director

Agency/School: Central Montco Technical High School

Address: 821 Plymouth Road Plymouth Meeting PA 19462

Telephone: 717-742-8114 E-mail: jbrunken@omths.org

Conference Registration Fee:	\$320	<u>    </u>
Institutional Member Conference Registration Fee:	\$288	<u>  X  </u>
One Day Conference Registration Fee:	\$110	<u>    </u>
Circle Day Attending: 23 24 25		
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TOTAL \$ 288.00

Make checks payable to "PACTA" and mail with a copy of your registration form to:

PACTA  
PO Box 234  
Harrisburg, PA 17108-0243



For additional information or questions, contact Lori Bell at (717) 761-3381 or [lori@pacareertech.org](mailto:lori@pacareertech.org).





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: 1/11/24 Date of Trip: 4/3/24-4/5/24 Instructor making request: Colleen Kriebel

Destination: Hershey Lodge SkillsUSA States Competitions

Destination address: 325 University Dr. Hershey Pa. 17033

Destination Telephone # and Contact Person: Michele Maxwell

Names of Chaperones: Substutite Needed? No. students participating: 12-32 TBC

Colleen Kriebel [X] Yes [ ] No

Session: [ ] A.M. [ ] P.M. [X] Both

Jerry Mackereth [X] Yes [ ] No

Leave 7am 4/3/24 Return 3pm 4/5/24

[ ] Yes [ ] No

Transportation: [ ] School Van [ ] School Bus [ ] Chartered Bus [ ] Airline

Describe how students are selected for participation:

Competition elimination process. The winners of the Skills USA District competitions are invited to compete in states

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

Students participate in competitions that are industry related. The winners can win scholarship money. Most of the competition tasks are also NOCTI skills that are taught throughout the year. Students who compete will learn teamwork, leadership skills, professionalism and career ready confidence.

Source of Funding:

Budgeted General Funds \$ [ ]

Youth Club Fund Raising \$ [ ]

Grant \$ [ ]

Individual Class Account \$ [ ]

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: [ ]



**SKILLS USA**

**HOUSING SUMMARY SHEET - Due by Friday, March 01, 2024  
2024 STATE LEADERSHIP CONFERENCE**



School Name:	Central Montco Technical High School	Advisor's Name:	Colleen Kriebel
Address:	821 Plymouth Rd. Pa 19462		
School Phone:	610-277-2301	Home Phone:	610-513-5146
E-mail Address:	<a href="mailto:ckriebel@cmths.org">ckriebel@cmths.org</a>		
District:	District 2		
<b>SKILLS USA - State Leadership Conference – April 03 - April 05, 2024</b>			
Two-Night Package Plan: Rates include overnight accommodations, dinner on 4/03, Breakfast, Lunch & Dinner on 4/04 and Breakfast on 4/05/24. The contracted prices are inclusive of meal gratuities and all applicable taxes.			

Number of Rooms Needed	Number of Persons Attending	Room Type	X	Rate Per Person	=	Total \$
1	4	Quad		\$286.00		\$1,144.00
3	9	Triple		\$319.00		\$2,871.00
0	0	Double		\$385.00		\$0.00
2	2	Single		\$583.00		\$1,166.00
		Early Arrival		\$197.58		
<b>6</b>	<b>0</b>	<b>Total Due at Check-in</b>				<b>\$5,181.00</b>



<b>SkillsUSA States 2024</b>			
<b>Name</b>	<b>Sending School</b>	<b>Grade</b>	<b>Competition</b>
Taylor Walski	Plymouth Whitemarsh HS	10	Career Pathways – Human Services
Karli Carbo	Norristown HS	12	Career Pathways – Human Services
Ava Todd	Upper Merion HS	12	Career Pathways – Human Services
Mateo Escudero	Norristown HS	12	Digital Cinema Production
Nicholas Hoeke	Upper Merion HS	11	Digital Cinema Production
Benjamin Rix	Harrilton HS	12	Photography
Kiera Sieker	Upper Merion HS	12	Photography
Luke Jones	Plymouth Whitemarsh HS	11	Audio/Radio Production
Andrew Delgrego	Plymouth Whitemarsh HS	12	Audio/Radio Production
Davis Quinonez-Ramirez	Norristown HS	12	Television (Video) Production
April Austin	Norristown HS	11	Television (Video) Production
Nehemiah Cole	Upper Merion HS	12	Telecommunications Cabling
Josie Day	Norristown HS	12	Automotive Refinishing



**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: 3.18.24 Date of Trip: 4.19.24 Instructor making request: Amy DeLellis

Destination: MCCC

Destination address: 340 DeKalb Pike, Blue Bell, PA 19422

Destination Telephone # and Contact Person: 610-941-1504 Suzanne Ryan - PECO

Names of Chaperones: \_\_\_\_\_ Substitute Needed? \_\_\_\_\_ No. students participating:

Amy DeLellis  Yes  No Session:  A.M.  P.M.  Both

Jerry MacKereth  Yes  No

\_\_\_\_\_  Yes  No Leave  Return

Transportation:  School Van  School Bus  Chartered Bus  Airline

Describe how students are selected for participation:

Students are chosen by attendance, grades and by the instructor. All students must have good attendance and at least an 85% in the Building Trades program and have an interest in applying to PECO/electrical work.

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

PECO's Workforce Development Team has partnered with several high schools to offer a one day program providing students with an interactive experience on a variety of careers within PECO that do not require a college degree.

Source of Funding:

Budgeted General Funds \$  Youth Club Fund Raising \$

Grant \$  Individual Class Account \$

Amy K. DeLellis  
 Instructor's Signature

Supervisor's Signature  
 April 3, 2024

Director's Signature

J.O.C. Approval Date

Permission Slips Given to Instructor: \_\_\_\_\_ Date:  Date Returned:

Bus:  Date Ordered:

Contact Person:  Cost:

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: 3/12 Date of Trip: 4/22/2024 Instructor making request: Melissa Trocheck

Destination: Temple-Ambler Arboretum

Destination address: 580 Meetinghouse Raod, Ambler, PA 19002

Destination Telephone # and Contact Person: Kathleen Salisbury 267-468-8000 (arboretum #)

Names of Chaperones: \_\_\_\_\_ Substitute Needed? \_\_\_\_\_ No. students participating: all-30

Melissa Trocheck  Yes  No

Session:  A.M.  P.M.  Both

Mr. Hughes  Yes  No

Leave 8:40 Return 2:00

\_\_\_\_\_  
 Yes  No

Transportation:  School Van  School Bus  Chartered Bus  Airline

Describe how students are selected for participation:

All Landscape students are eligible to participate

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

Students will get to experience life on campus with current students as well as learn about the campus and Landscape/Horticulture programs. Touring of the arboretum, Earth Day planting activity with Arboretum employees and students, sitting in on a landscape/horticulture class, discussion with current students about the university and their classes are all included in the day. By the end students should know what Temple has to offer them, learn about planting on a school campus as well as potential jobs in the industry.

Source of Funding:

Budgeted General Funds \$


Youth Club Fund Raising \$

\_\_\_\_\_  
 Grant \$

Individual Class Account \$ have over \$2000

Melissa Trocheck \_\_\_\_\_

  
 \_\_\_\_\_

Instructor's Signature 

Supervisor's Signature  
 April 3, 2024

Director's Signature 

\_\_\_\_\_  
 J.O.C. Approval Date

Permission Slips Given to Instructor: \_\_\_\_\_ Date:  Date Returned:

Bus:  Date Ordered:

Contact Person:  Cost:



**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: 3/6/24 Date of Trip: 04/22/24 Instructor making request: Michael Smith

Destination: Montgomery County Community College

Destination address: 340 Dekalb Pike, Blue Bell, PA 19422

Destination Telephone # and Contact Person: Isabelle Porter

Names of Chaperones: \_\_\_\_\_ Substitute Needed? \_\_\_\_\_ No. students participating:

Michael Smith  Yes  No Session:  A.M.  P.M.  Both

Lisa Baranek  Yes  No

\_\_\_\_\_  Yes  No Leave  Return

Transportation:  School Van  School Bus  Chartered Bus  Airline

Describe how students are selected for participation:

All students are expected to participate in the field trip.

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

My program has been invited by the director to tour the Health Sciences department at the college. Specifically, the Physical Therapist Assistant Program. The trip will include an introduction to the program, tour of the facilities, and information regarding requirements, and pre-requisite courses.

Source of Funding:


Budgeted General Funds \$

Youth Club Fund Raising \$

Grant \$

Individual Class Account \$

M. Smith  
Instructor's Signature

  
Supervisor's Signature  
April 3, 2024

Director's Signature

J.O.C. Approval Date

Permission Slips Given to Instructor: \_\_\_\_\_ Date:  Date Returned:

Bus:  Date Ordered:

Contact Person:  Cost:

**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: 3/19/24 Date of Trip: 5/3/24 Instructor making request: David Ayres

Destination: Eastern Atlantic States Regional Council of Carpenters Annal Open House

Destination address: 10401 Decatur Road, Philadelphia, PA, 19154

Destination Telephone # and Contact Person: (215)824-2300

Names of Chaperones: \_\_\_\_\_ Substitute Needed? \_\_\_\_\_ No. students participating:

David Ayres  Yes  No Session:  A.M.  P.M.  Both

Bill Barber  Yes  No

Yes  No Leave  Return

Transportation:  School Van  School Bus  Chartered Bus  Airline

Describe how students are selected for participation:

The students will be selected by using the co-op guidelines. 85% attendance, no major discipline issues and 75% in the program.

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

The Eastern Atlantic States Regional Council of Carpenters Pittsburgh Training Center hosted its annual Open House and Skills Expo on May 13! Over 1,000 visitors attended to watch first-hand the skills and professionalism of union apprentices, learn more about how to join the union.

Source of Funding:

Budgeted General Funds \$

Youth Club Fund Raising \$

Grant \$

Individual Class Account \$

David Ayres

Instructor's Signature

Supervisor's Signature

Director's Signature

April 3, 2024

J.O.C. Approval Date

Permission Slips Given to Instructor: \_\_\_\_\_ Date:  Date Returned:

Bus:  Date Ordered:

Contact Person:  Cost: