

JOINT OPERATING COMMITTEE

DIRECTOR'S REPORT

SEPTEMBER 4, 2019

ITEM 1: Recommend approval of additional substitutes:

Name: Charlotte Jaroma  
Program: Nurse/Health Care Sciences  
Rate of Pay: \$100/day

Name: Robert Gallant  
Program: Culinary Arts  
Rate of Pay: \$100/day

ITEM 2: Recommend approval of the following conferences for the 2019-2020 school year:

- a. Amy DeLellis at the Cooperative Education Conference in State College from October 14 to 16 at a cost not to exceed \$913.70. (Attachment #1)
- b. Allison Latzo, Health Care Sciences instructor, at the Annual HOSA Advisor Workshop in King of Prussia on October 4<sup>th</sup> at a cost not to exceed \$95.00. (Attachment #2)
- c. Andrea Wilson, PIMS/Child Accounting Secretary, at the A/CAPA Conference on November 13 to 15 in Hershey at a cost not to exceed \$975.00. (Attachment #3)
- d. Fred Arthur, Katie MacLuckie, Jerrold Mackereth and Dr. Angela King at the Conference on Integrated Learning in State College from November 6 to 8 at a cost not to exceed \$1840.00. (Attachment #4)
- e. Larry Byron, Special Projects, Technology and Operations Supervisor, at the PACTA Technology Coordinators Workshop in State College on September 26 to 27, 2019 at a cost not to exceed \$583.00. (Attachment #5)
- f. Debora Broderick, Teacher Academy instructor, to present at the International Literacy Association Conference in New Orleans from October 10 to 13, 2019 at a cost not to exceed \$1,933.00. (Attachment #6)

**The administration recommends the approval of the above professional development conferences/workshops. The Conference Request Forms are attached for your review.**

ITEM 3: Recommend acceptance of the resignation of Gloria Moreno, Instructional Assistant, effective August 27, 2019. (Attachment #7)

ITEM 4: Recommend supplemental contracts for the following faculty to serve as youth club advisors for the 2019-2020 school year:

<u>Name</u>	<u>Club</u>	<u>Amount</u>
TBD	CTSO Coordinator	\$1600.00
Troy Madden	SkillsUSA advisor	\$1350.00
David Ayres	SkillsUSA advisor	\$1350.00
Alissa Messina	SkillsUSA advisor	\$1350.00
Allison Latzo	HOSA advisor	\$1350.00

**The administration recommends the individuals listed above to serve as SkillsUSA and HOSA Advisors. These positions and associated stipends are per the Professional Negotiations Agreement.**

ITEM 5: Recommend approval of all Culinary Arts students to be eligible for the off-school hours catering program for the 2019-2020 school year at the following rates:

First Year Student	\$5.35/hour
Second Year Student	\$5.45/hour
Third Year Student	\$5.55/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 6: Recommend supplemental contracts for the following faculty for the 2019-2020 school year:

<u>Name</u>	<u>Position</u>	<u>Amount</u>
Kathy Slattery	Website Advisor	\$1300.00
Rob Porter	Lead Teacher	\$1500.00
Steve Bross	Lead Teacher	\$1500.00
Matthew Tornetta	Honor Society Advisor	\$ 300.00

ITEM 7: Recommend employment of the following individual:

Name:	Kendall Wilson
Position:	Instructional Assistant
Effective Date:	TBD
Employment Status:	Full-time/190 days
Hourly Rate:	\$24/hour
Benefits:	As stated in the current ESPA Support Staff Contract

SETH SCHRAM  
ADMINISTRATIVE DIRECTOR



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="235.00"/>
Lodging:	<input type="text" value="301.92"/>
Transportation:	<input type="text" value="216.58"/>
Meals:	<input type="text" value="150.00"/>
Other (Describe):	<input type="text" value="10.20 tax"/>
Total:	<input type="text" value="913.70"/>

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:   
 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="\$325.00"/>
Lodging:	<input type="text" value="\$550.00"/>
Transportation:	<input type="text" value="\$100.00"/>
Meals:	<input type="text"/>
Other (Describe):	<input type="text"/>
<b>Total:</b>	<input type="text" value="\$975.00"/>

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:

This conference is designed to share successful strategies that increase the academic, and career and technical success for all students. These initiatives focus on interdisciplinary approaches that include the identification of effective practices, business and community partnerships, career pathways and assessment, workforce development and instructional strategies for lifelong learning.

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="\$170.00"/>
Lodging:	<input type="text" value="\$138.00"/>
Transportation:	<input type="text" value="\$250.00"/>
Meals:	<input type="text" value="\$25.00"/>
Other (Describe):	<input type="text"/>
Total:	<input type="text" value="\$583.00"/>

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:

How can educators and administrators create the environment students need to reach their full potential in the classroom and beyond? By infusing literacy in every aspect of education. At ILA 2019, attendees will learn how to create and grow a thriving culture of literacy in school, district and community - one that inspires and empowers students and teachers and sets them up for greater success.

Attendees:

Cost not to exceed:

Registration:	<input type="text" value="\$500.00"/>
Lodging:	<input type="text" value="\$800.00"/>
Transportation:	<input type="text" value="\$433.00"/>
Meals:	<input type="text" value="\$200.00"/>
Other (Describe):	<input type="text"/>
Total:	<input type="text" value="\$1933.00"/>

Source of Funding: Budgeted General Funds: \$

Grant:  Amount: \$

Submitted by:

Supervisor's Approval:

Director's Approval:



**Fwd: Resignation Letter****Seth Schram**

Tue 8/27/2019 6:38 PM

To: Marilyn Monastero &lt;mmonastero@cmths.org&gt;

Sent from my iPhone

Begin forwarded message:

**From:** Gloria Moreno <gmoreno@cmths.org>  
**Date:** August 27, 2019 at 6:19:34 PM EDT  
**To:** Seth Schram <sschram@cmths.org>  
**Cc:** Marilyn Monastero <mmonastero@cmths.org>  
**Subject:** Resignation Letter

Dear Seth Shram,

Please accept this email as notice of resignation from my position as Bilingual Instructional Assistant. My last day of employment being August 27, 2019.

I have received an offer from my previous job to serve as a Customer Service Representative and run all sales from Amazon company. After careful consideration I realize that I cannot let this opportunity pass.

It has been an honor working at CMTHS. This past school year allowed me to believe that I can do anything I set my mind to! Great Staff and Management really made me think and overthink my decision.

Thank you so much for the opportunity and for trusting me to set a seed for this position to grow. I have gained a lot more than I have given. I look forward to staying in contact for whatever community events I can be of help. Please don't hesitate to contact me via email [gmoreno223@gmail.com](mailto:gmoreno223@gmail.com) or at 484-683-1785

Sincerely,

Gloria Moreno Carrillo

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