#### 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 2019-20120 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)
- 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:

Name	Club	Amount
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:

Name	Position	Amount
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



Name of Conference/Wo	rkshop 2019 (ODPECATIVE SOUCATION CONF
Place and Date of Confer	ence/Workshop PSU - OCT 14-16, 2019
Program/ Purpose:  -Upda -Upda -Upda -Upda -Upda -Upda -Upda	te on CTE & Co-op Ed Guidelines te on State & Federal Child Labor of opecial populations Lof Co-op Ed on CTE Student ting with Local Horkforce Success ting with Local Horkforce Board
Attendees: Aug	K Delevis
Cost not to exceed:	
Registration:	235.00
Lodging:	301.92
Transportation:	216.58
Meals:	150.00
Other (Describe):	10,20 tous
Total:	913.70
Source of Funding: Bu	dgeted General Funds: \$ 913.70
Gra	ant: Amount: \$
Submitted by:	Augustalelle
Supervisor's Approval:	1
Director's Approval:	



Name of C	onference/	orkshop 15th Annual HOSA Advisor Workshop	
Place and I	Date of Con	erence/Workshop King of Prussia, PA on Octobe	er 4, 2019
Program/ Purpose:		ites about PENN HOSA and the state leadership conf of the PENN HOSA scholarships and collaborate and ors.	
Attendees:	: Allison Lat	O .	
Cost not to	exceed:		
Regis	tration:	195,00	
Lodg	ing:		
Trans	portation:		
Meals	S:		
Other	r (Describe)		
Tota	<b>l</b> :	*95.00	
Source of Fu	nding:	udgeted General Funds: \$ 9500	
	)	rant: A	Amount: \$
Submitted b	y: [	//	
Supervisor's	Approval:	11	
Director's Ap	proval:	11	



Name of Conference/Wo	orkshop A/CAPA Fall Conference
Place and Date of Confe	rence/Workshop Hershey, PA on November 13 to 15, 2019
	ditions to Child Accounting submitted through PIMS (Pennsylvania Information Management vania Department of Education a required submission.
Attendees: Andrea Wilso	on
Cost not to exceed:	
Registration:	\$325.00
Lodging:	\$550.00
Transportation:	\$100.00
Meals:	
Other (Describe):	*
Total:	\$975.00
	dgeted General Funds: \$ \$975.00  ant: Amount: \$
Giv	
Submitted by:	drea Wilson
Supervisor's Approval:	light of
Director's Approval:	190



Name of C	onference/Wo	kshop Conference	e on Integrated Learning	: The School to Career Co	nnection
riaine or c	J. H. G. G. H. G. J. V. G.			,	
Place and I	Date of Confer	nce/Workshop Po	enn State - November 6	to 8, 2019	
Program/ Purpose:	technical succe identification o	s for all students. The effective practices, bu	se initiatives focus on in	increase the academic, and terdisciplinary approaches partnerships, career pathw g learning.	that include the
Attendees	: Fred Arthur, K	ie MacLuckie, Angie ł	King, Jerry Mackereth		
Cost not to	exceed:				
Regis	stration:	\$ 600,00			
Lodg	ing:	\$1040.00			
Trans	sportation:	School Van	***************************************		
Meal	s:	\$ 200.00			
Othe	r (Describe):				
Tota	ıl:	1840.00			
Source of Fu	nding: Bu		nds: \$ 1840.00	ð	
	Gra		200	Amount: \$	
Submitted b	y:				]
Supervisor's	Approval:		1	Control of the second	
Director's Ap	oproval:		K		



Name of Conference	Workshop PACTA Workshop for CTE Technology Coordinators
Place and Date of Co	nference/Workshop Nittany Lion Inn, State College on September 26 and 27, 2019
* Legal Aspe * Open Discu	a for Educators cts of Technology ussion and Exchange of Ideas
Program/ Purpose:	
Attendees: Larry Byro	on
Cost not to exceed:	
Registration:	170.00
Lodging:	138.00
Transportation:	±250.00
Meals:	\$ 25.00
Other (Describe	):
Total:	583.00
Source of Funding:	Budgeted General Funds: \$ 583,00
	Grant: Amount: \$
Submitted by:	Thur
Supervisor's Approval:	
Director's Approval:	
A - 014	



Name of Conference/Workshop International Literacy Association Conference
Place and Date of Conference/Workshop New Orleans - October 10 - 13, 2019
How can educators and administrators create the enviroment 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.  Program/ Purpose:
Attendees: Dr. Debora Broderick, Teacher Academy instructor
Cost not to exceed:
Registration: #500.00
Lodging: 4800.00
Transportation: 433.00
Meals: 200.00
Other (Describe):
Total: */933.00
Source of Funding: Budgeted General Funds: \$ 1933.00
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 <mmonastero@cmths.org>

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 <a href="mailto:gmoreno223@gmail.com">gmoreno223@gmail.com</a> or at 484-683-1785

Sincerely,

Gloria Moreno Carrillo

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