

# JOINT OPERATING COMMITTEE

## MINUTES

APRIL 6, 2022

The meeting was called to order by Maggie Philips, Chairperson, at 6:30 p.m. The Pledge of Allegiance was recited.

PRESENT: Chris Epstein  
Susan Moore, Treasurer  
Christopher Jaramillo  
Troy Chiddick  
Alice Budno Hope  
Maggie Philips, Esq., Chairperson

ABSENT: William Winchester  
Philip Daniels  
Louis Mason, Vice Chairperson

ALSO PRESENT: Dr. Angela King, Executive Director  
James Brunken, Assistant Director  
Tamara Darden, Supervisor of Business Operations  
Dana Johnson, Supervisor of Daily Operations  
Thomas Thompson, Technology Engineer and Data Coordinator  
Marilyn Monastero, J.O.C. Secretary  
Mark Fitzgerald, Esq., Solicitor

## MINUTES

MOTION: 1. To approve the minutes of March 2, 2022.

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

## TREASURER'S REPORT

MOTION: 2. To approve the following items of the February 28, 2022 Treasurer's Report:  
a. Pages 1 through 11 for file and audit.  
To approve General Fund Disbursements for March 31, 2022  
a. Check #10961 through #11073, ACH payments and electronic transfers in the amount of \$735,755.28. (Page 13)

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

DIRECTOR'S REPORT

MOTION: 3. To adopt the following policies. (Attachment #1)

Policy #236.1 (Threat Assessment)  
Policy #301 (Creating a Position)  
Policy #302 (Employment of Administrative Director/Asst. Director)  
Policy #304 (Employment of Staff)  
Policy #305 (Employment of Substitutes & Short-term Employees)  
Policy #307 (Student Teachers/Interns)  
Policy #308 (Employment Contract/J.O.C. Resolution)  
Policy #309 (Assignment and Transfer)  
Policy #309.1 (Telework)  
Policy #311 (Reduction of Staff)  
Policy #312 (Evaluation of Administrative Director)  
Policy #313 (Evaluation of Employees)  
Policy #314 (Physical Examination)  
Policy #314.1 (HIV Infection)  
Policy #317 (Conduct/Disciplinary Procedures)

4. To approve deletion of Policy #327 (Management Team) and Policy #348 (Unlawful Harassment).

5. To approve first reading of the following policies. (Attachment #2)

Policy #317.1 (Educator Misconduct)  
Policy #318 (Attendance and Tardiness)  
Policy #319 (Outside Activities)  
Policy #320 (Freedom of Speech in Non-School Settings)  
Policy #321 (Political Activities)  
Policy #322 (Gifts)  
Policy #323 (Tobacco and Vaping Products)  
Policy #324 (Personnel Files)  
Policy #325 (Dress and Grooming)  
Policy #326 (Complaint Process)  
Policy #328 (Compensation Plans/Salary Schedules)  
Policy #330 (Overtime)  
Policy #331 (Job-related Expenses)  
Policy #332 (Working Periods)

6. To approve employment of the following individual: (Resume attached.)

Name:	Thomas Thompson
Position:	Technology Engineer and Data Coordinator
Effective Date:	March 24, 2022
Annual Salary:	\$75,000.00
Terms of Employment:	Full-time/261 days a year
Benefits:	As stated in the current Project Staff Memorandum of Meet and Discuss

7. To approve annual payment of \$1500 to Alissa Messina to coordinate the Adult Cosmetology Program.
8. To approve attendance of Andrea Wilson at the A/CAPA Spring 2022 Virtual Conference on April 6 and 7, 2022 at a registration cost of \$100.00.
9. To approve two training workshops for Kendall Wilson. (Attachment #3)
10. To approve the following educational activity: (Attachment #4)

Program:	Teacher Academy
Destination:	The Fabric Workshop and Museum, Phila., PA
Purpose:	Participation in art workshop
Date:	Tuesday, May 10, 2022
No. of Students:	15
Chaperone:	Dr. Debora Broderick, instructor
Transportation/Cost:	Train/student cost

11. To accept resignation of Alysha Cook, part-time administrative assistant, effective April 4, 2022. (Attachment #5)
12. To accept the retirement of Marilyn Monastero, Administrative Assistant to the Director, effective August 12, 2022. (Attachment #6)

Above motions #3 through #12 were moved by Mrs. Moore and seconded by Mrs. Epstein.  
Membership Polled. All in Favor. Motion Carried.

Dr. King informed the committee that \$75,000 has been received from the supplemental equipment grant; Milwaukee Tool has donated \$35,000 worth of tools and Collision Repair has received donations worth \$16,000.

#### ADMINISTRATIVE REPORTS

Mr. Brunken informed the committee of the following:

- The Culinary Arts student-run restaurant (CMTHS Bistro) was featured on 6ABC news on March 31<sup>st</sup>. You can view the YouTube video of the broadcast at <https://youtu.be/52drwnZikgU>.
- Eighteen students will be at the SkillsUSA state conference this week in Hershey with eight students competing for medals and Ali Fakira from UMHS running for a state office.
- Congratulations to our PennHOSA Leadership Conference Healthcare Science students who earned medals:
  - Jonathan Baraco Silva, 11<sup>th</sup> grade NAHS, Silver medalist in Medical Reading
  - Nancy Ojeda Tellez, 12<sup>th</sup> grade NAHS, Bronze medalist in Medical Assisting
  - Molly Houseal, 11<sup>th</sup> grade UMHS, is the President of the Executive HOSA Council

Mr. Johnson reported the following:

- Focus is on moving forward with the new version of the capital project which includes roof and parking lot repairs.
- Water filling stations have been installed in various locations.
- Commended the work of the maintenance staff for their hard work during the pandemic which helped keep the school open and safe for everyone.

#### COMMITTEE REPORTS

##### Finance

Ms. Darden presented the budget overview.

MOTION: 13. To approve the Central Montco Technical High School 2022-2023 Operating Budget for consideration and adoption by the home school boards.

Above motion #13 was moved by Mrs. Epstein and seconded by Mrs. Moore.  
Membership Polled. All in Favor. Motion Carried.

##### Facility Review

Mrs. Hope reported that a proposal has been received from Snyder Hoffman Associates, Inc. for mechanical and electrical engineering services in the amount of \$28,350.00.

MOTION: 14. To approve the proposal from Snyder Hoffman Associates, Inc. for mechanical and electrical engineering services in the amount of \$28,350.00 subject to solicitor review. (Attachment #7)

Above motion #14 was moved by Mr. Jaramillo and seconded by Mrs. Moore.  
Membership Polled. All in Favor. Motion Carried.

##### Policy

Mrs. Epstein reported that the committee continues to carefully review policy.

Meeting adjourned at 7:20 p.m.

Respectfully submitted,

Marilyn Monastero  
Secretary

Book	Policy Manual
Section	200 Pupils
Title	Threat Assessment
Code	236.1 - NEW
Status	Second Reading

### **Purpose**

The Joint Operating Committee is committed to protecting the health, safety and welfare of its students and the community and providing the resources and support to address identified student needs. The Joint Operating Committee adopts this policy to address student behavior that may indicate a threat to the safety of the student, other students, school employees, school facilities, the community and others.[\[1\]](#)

### **Authority**

The Joint Operating Committee directs the Administrative Director or designee, in consultation with the School Safety and Security Coordinator, to establish a threat assessment team and develop procedures for assessing and intervening with students whose behavior may indicate a threat to the safety of the student, other students, school employees, school facilities, the community and others.[\[1\]](#)

### **Definitions**

**Behavioral service providers** – includes, but is not limited to, a state, county or local behavioral health service provider, crisis intervention center or psychiatric hospital. The term includes a private service provider which contracts with a state, county or local government to act as a behavioral health agency.[\[2\]](#)

**Bias** – the attitudes or beliefs we have about a person or group that affects our understanding, actions and decisions in a conscious or subconscious manner.[\[3\]](#)

**Individualized Management Plan** – a plan developed for a student who is referred to the threat assessment team that documents the concerns that brought a student to the team's attention, as well as the resources and supports a student might need based on the information gathered during the assessment.

**Threat assessment** – a fact-based process for the assessment of and intervention with students whose behaviors may indicate a threat to the safety of the student other students, school employees, school facilities, the community or others.

### **Delegation of Responsibility**

The Administrative Director or designee, in consultation with the School Safety and Security Coordinator, shall appoint individuals to a school threat assessment team.

The Administrative Director or designee shall designate a member of the team as team leader for the threat assessment team.

The threat assessment team shall include the School Safety and Security Coordinator and individuals with expertise in school health; counseling, school psychology or social work; special education and school administration - school security personnel.

The Administrative Director or designee may assign additional staff members or designated community resources to the threat assessment team for assessment and response support.

The Administrative Director or designee shall develop and implement administrative regulations to support the threat assessment process.

## **Guidelines**

### **Training**

The Administrative Director or designee shall ensure that threat assessment team members are provided individual and/or group training on:

1. Responsibilities of threat assessment team members.
2. Process of identifying, reporting, assessing, responding to and intervening with threats.
3. Identifying and avoiding racial, cultural or disability bias.[3][8]
4. Confidentiality requirements under state and federal laws and regulations, and Joint Operating Committee policies.[4][6][9][10][11]
5. Youth suicide awareness, prevention and response.[7]
6. Safe2Say Something procedures.[6]
7. Positive Behavioral Intervention and Support.

Threat assessment team training shall be credited toward professional education requirements and school safety and security training requirements for staff, in accordance with applicable law and Joint Operating Committee policy.[1][6][13][14][15][16]

### **Information for Students, Parents/Guardians and Staff**

The school shall notify students, staff and parents/guardians about the existence and purpose of the threat assessment team through posting information on the school website, publishing in handbooks and through other appropriate methods.[1]

The threat assessment team shall make available age-appropriate informational materials to students regarding recognition of threatening or at-risk behavior that may present a threat to the student, other students, school employees, school facilities, the community or others and how to report concerns, including through the Safe2Say Something program and other school reporting hotlines or methods. Informational materials shall be available for review by parents/guardians.[1][7][8][17][18][19]

The threat assessment team shall make available informational materials for employees regarding recognition of threatening or at-risk behavior that may present a threat to the student, other students, school employees, school facilities, the community or others and how to report concerns, including through the Safe2Say Something program and other school reporting hotlines or methods. Information for school employees shall include a list of the staff members who have been appointed to the threat assessment team.[1][7][8][17][19]

### **Reporting and Identification**

The threat assessment team shall document, assess and respond to reports received regarding students whose behavior may indicate a threat to the safety of the student, other students, school employees, school facilities, the community or others.[1]

The threat assessment team shall assist in assessing and responding to reports that are received through the Safe2Say Something Program identifying students who may be a threat to themselves or others.[1][6]

The threat assessment team shall assist in assessing and responding to reports of students exhibiting self-harm or suicide risk factors or warning signs, as identified in accordance with applicable law and



Joint Operating Committee policy.[1][7]

When the threat assessment team has made a preliminary determination that a student's reported behavior may indicate a threat to the safety of the student, other students, school employees, school facilities, the community or others, the team shall immediately take the following steps:[1]

1. Notify the Administrative Director or designee and School Safety and Security Coordinator of the reported threat.
2. Notify the building administrator of the school building the student attends of the reported threat, who shall notify the student's parent/guardian of the reported threat.

When a reported student's behavior indicates that there may be an imminent threat to the safety of the student or others, or an emergency situation, a threat assessment team member shall take immediate action, which may include promptly reporting to the appropriate law enforcement agency and school administration.[1][5][6][20]

Where a threat assessment team member has reasonable cause to suspect that a reported situation indicates that a student may be a victim of child abuse, the member shall make a report of suspected child abuse in accordance with law and Joint Operating Committee policy.[1][21][22]

### Inquiry and Assessment

In investigating, assessing and responding to threat reports, the threat assessment team shall make a determination if the report should be addressed under one or more specific Joint Operating Committee policies or administrative regulations, based on the subject matter of the report and the requirements of law, regulations and Joint Operating Committee policy, including, but not limited to, reports involving:

1. Discrimination/Title IX Sexual Harassment.[8][17]
2. Bullying/Cyberbullying.[19]
3. Suicide Awareness, Prevention and Response.[7]
4. Hazing.[23]
5. Dating Violence.[24]

Members of the threat assessment team, in coordination with the student's school district of residence, shall engage in an assessment of the reported student behavior that may indicate a threat, in accordance with training and established procedures. This process may include, but is not limited to:

1. Interviewing the student, other students, staff, parents/guardians or others regarding the subject(s) of the reported threat.
2. Reviewing existing academic, health and disciplinary records and assignments, as appropriate, regarding the subject(s) of the report.
3. Conducting searches of lockers, storage spaces, and other possessions on school property as applicable, in accordance with applicable law, regulations and Joint Operating Committee policy. [25]
4. Examining outside resources such as social media sites, in coordination with law enforcement, or contacting law enforcement, juvenile probation, or community agencies to request additional information about the subject(s) of the report, in accordance with law, regulations and Joint Operating Committee policies.

5. Where appropriate, convening the appropriate team to assess and/or address the situation that is the subject of the report, such as the Individualized Education Program (IEP) team, Section 504 Team, Behavior Support team, Student Assistance Program team, or others.[4][26][27][28][29]

The threat assessment team shall establish and implement procedures, in accordance with the school's Memorandum of Understanding, to address situations where the investigation of a reported threat shall

be transferred to the appropriate law enforcement agency.[5][20]

The threat assessment team may request that the county agency or juvenile probation department consult and cooperate with the team in assessing the student who is the subject of a preliminary determination regarding a threat.[1]

When assessment of a student's behavior determines that it is not a threat to the student, other students, school employees, school facilities, the community or others, the threat assessment team shall document the assessment and may refer the student to other appropriate resources such as a child study team, the Student Assistance Program team, an IEP or Section 504 Team or other school supports and services.

### Response and Intervention

The threat assessment team, in coordination with the student's school district of residence, shall develop an Individualized Management Plan for each student identified and assessed as posing a threat to the student, other students, school employees, school facilities, the community or others. The plan should document the team's evaluation of the threat and recommendations for disposition of the threat, including the information gathered during the assessment and recommendations for response and intervention.

Following notification to the student's parent/guardian, the threat assessment team, in coordination with the student's school district of residence, may refer the student to an appropriate program or take action to address the reported situation in accordance with applicable Joint Operating Committee policy, which may include, but is not limited to:[1]

1. A referral to the Student Assistance Program.[4]
2. A referral to the appropriate law enforcement agency.[5][6][20]
3. An appropriate evaluation to determine whether the student is a qualified student with a disability in need of a Section 504 Service Agreement or in need of special education services through an Individualized Education Program (IEP), in accordance with applicable law and Joint Operating Committee policy.[26][27]
4. A referral to the student's IEP Team to review and address the student's IEP and/or Positive Behavior Support Plan. This could include, but is not limited to, a manifestation determination or functional behavioral assessment in accordance with applicable law, regulations and Joint Operating Committee policy.[27][28][29]
5. A referral to the student's Section 504 Team to review and address the student's Section 504 Service Agreement and/or Positive Behavior Support Plan.[26]
6. With prior parental consent, a referral to a behavioral service provider, health care provider or county agency.[30]
7. Addressing behavior in accordance with applicable discipline policies and the Code of Student Conduct.[31][32][33][34]
8. Ongoing monitoring of the student by the threat assessment team, a child study team, Student Assistance Program team or other appropriate personnel.
9. Taking steps to address the safety of any potential targets identified by the reported threat.[6][35]

### *Safe Schools Incident Reporting –*

For Safe Schools reporting purposes, the term **incident** means an instance involving an act of violence; the possession of a weapon; the possession, use, or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the



possession, use, or sale of alcohol or tobacco; or conduct that constitutes an offense listed under the Safe Schools Act.[20][36][37][38]

When a reported threat also meets the definition of an incident under the Safe Schools Act, in accordance with reporting requirements, the Administrative Director or designee shall immediately report required incidents, if not previously reported by school staff, and may report discretionary incidents committed by students on school property, at any school-sponsored activity or on a conveyance providing transportation to or from the school or a school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the Memorandum of Understanding with local law enforcement and Joint Operating Committee policies.[20][31][36][37][39][40][41]

The Administrative Director or designee shall notify the parent/guardian, if not previously notified by school staff, of any student directly involved in an incident on school property, at any school-sponsored activity or on a conveyance providing transportation to or from the school or a school-sponsored activity, who is a victim or suspect, immediately, as soon as practicable. The Administrative Director or designee will inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Administrative Director or designee will document attempts made to reach the parent/guardian.[20][36][42]

### *Students With Disabilities –*

When reporting an incident committed by a student with a disability or referring a student with a disability to a law enforcement agency, the school shall provide the information required by state and federal laws and regulations and shall ensure that copies of the special education and disciplinary records of the student are transmitted for consideration by these authorities. The school shall ensure compliance with the Family Educational Rights and Privacy Act when transmitting copies of the student's special education and disciplinary records.[9][11][43][44][45][46]

### Monitoring and Management

If a student has an Individualized Management Plan, the threat assessment team shall monitor the Individualized Management Plan and coordinate with the designated team or resource to provide support and follow-up assessment as necessary. Follow-up assessments, referrals, re-entry plans and other supports shall be documented as part of the student's Individualized Management Plan.

The threat assessment team, in coordination with the student's school district of residence, other appropriate teams and supports, shall determine when the student's Individualized Management Plan is no longer needed for disposition of the threat(s), and may transfer appropriate information in accordance with applicable law, regulations and Joint Operating Committee policy.[4][7][9][11][26][27]

### Records Access and Confidentiality

In order to carry out their duties and facilitate the timely assessment of and intervention with students whose behavior may indicate a threat, the threat assessment team shall have access to the following student information to the extent permitted under applicable law and regulations:[1]

1. Student health records.[47][48]
2. Prior school disciplinary records.[9][11][49]
3. Records related to adjudication under applicable law and regulations.[49][50][51][52][53][54]
4. Records of prior behavioral or mental health or psychological evaluations or screenings maintained by the school entity.
5. Other records or information that may be relevant to evaluating a threat or determining treatment or referral options for a student that are maintained by the school entity.

The threat assessment team shall use all information or records obtained in fulfilling the team's duty in accordance with law to evaluate a threat or to recommend disposition of a threat. Team members shall not redisclose any record or information obtained or otherwise use any record of a student beyond the purpose for which the disclosure was made to the team, in accordance with law.<sup>[1]</sup>

The threat assessment team shall maintain confidentiality and handle all student records in accordance with applicable law, regulations, Joint Operating Committee policy, the Student Records Plan and the school's legal and investigative obligations.<sup>[4][7][9][10][11][19][43][46][49][55]</sup>

Threat assessment members whose other assignments and roles require confidentiality of specific student communications, in accordance with law, shall ensure that all confidential communications and information are addressed in accordance with applicable law, regulations, Joint Operating Committee policy and administrative regulations.<sup>[10][56][57][58][59]</sup>

#### Annual Joint Operating Committee Report

The threat assessment team shall provide the required information to the Administrative Director, in consultation with the School Safety and Security Coordinator, to annually develop and present to the Joint Operating Committee, at an executive session, a report outlining the school's approach to threat assessment, which shall include:<sup>[1]</sup>

1. Verification that the school's threat assessment team and process complies with applicable law and regulations.
2. The number of threat assessment teams assigned in the school, and their composition.
3. The total number of threats assessed that year.
4. A summary of interactions with outside law enforcement agencies, juvenile probation and behavioral service providers.
5. An assessment of the school's threat assessment team(s) operation.
6. Recommendations for improvement of the school's threat assessment processes.
7. Any additional information required by the Administrative Director or designee.

The annual threat assessment report shall be presented as part of the annual report to the Joint Operating Committee by the School Safety and Security Coordinator on school safety and security practices.<sup>[1][5]</sup>

The threat assessment team's information addressing verification of compliance with law and regulations, the number of threat assessment teams assigned in the school and their composition, the total number of threats assessed that year, and any additional information required by the Administrative Director or designee shall be included in the School Safety and Security Coordinator's annual report on school safety and security practices that is submitted to the state's School Safety and Security Committee.<sup>[1][5][60]</sup>

#### Legal

1. 24 P.S. 1302-E
2. 24 P.S. 1301-E
3. Pol. 832
4. Pol. 236
5. Pol. 805.2
6. Pol. 805
7. Pol. 819
8. Pol. 103
9. Pol. 112.2

9. Pol. 113.3
10. Pol. 207
11. Pol. 216
12. Pol. 146.1
13. 24 P.S. 1205.2
14. 24 P.S. 1205.5
15. 24 P.S. 1310-B
16. Pol. 333
17. Pol. 104
18. Pol. 105.1
19. Pol. 249
20. Pol. 805.1
21. 23 Pa. C.S.A. 6311
22. Pol. 806
23. Pol. 247
24. Pol. 252
25. Pol. 226
26. Pol. 103.1
27. Pol. 113
28. Pol. 113.1
29. Pol. 113.2
30. Pol. 146
31. Pol. 218
32. Pol. 218.1
33. Pol. 218.2
34. Pol. 233
35. Pol. 709
36. 22 PA Code 10.2
37. 24 P.S. 1303-A
38. 35 P.S. 780-102
39. 22 PA Code 10.21
40. 22 PA Code 10.22
41. 24 P.S. 1302.1-A
42. 22 PA Code 10.25
43. 20 U.S.C. 1232g
44. 20 U.S.C. 1415
45. 34 CFR Part 300
46. 34 CFR Part 99
47. 24 P.S. 1409
48. Pol. 209
49. Pol. 216.1

50. 24 P.S. 1304-A  
51. 24 P.S. 1305-A  
52. 24 P.S. 1307-A  
53. 42 Pa. C.S.A. 6341  
54. Pol. 218.3  
55. 24 P.S. 1304-D  
56. 22 PA Code 12.12  
57. 42 Pa. C.S.A. 5945  
58. 42 Pa. C.S.A. 8337  
59. 42 CFR Part 2  
60. 24 P.S. 1309-B  
20 U.S.C. 1400 et seq  
35 P.S. 7601 et seq  
Pol. 203.1

PA Commission on Crime and Delinquency, School Safety and Security Committee Model K-12  
Threat Assessment Procedures and Guidelines

Book	Policy Manual
Section	300 Employees
Title	Creating a Position
Code	301
Status	Second Reading

### **Authority**

**Positions for administrative, professional, project and support employees shall be established by the Joint Operating Committee in order to provide the effective leadership and management necessary to operate the school and to provide quality educational programs and services, consistent with the needs of the school and the resources of the community.**

**The need for creating positions shall be determined by the Joint Operating Committee, based on the recommendation of the Administrative Director. The Joint Operating Committee reserves for itself the final determination of the number and type of staff positions deemed necessary for effective management and operation of the school.**[\[1\]](#)[\[2\]](#)

**The initial salary or salary range for a new position shall be determined by the Joint Operating Committee when creating the position, based upon the recommendation of the Administrative Director and supporting documentation.**[\[3\]](#)[\[4\]](#)

**In the exercise of its authority to create a new position, the Joint Operating Committee shall give primary consideration to the following:**

1. Effective management of school programs.
2. Number of students enrolled.
3. Special needs of students.
4. Operational needs of the school.

5. Financial resources of the school.

**The Administrative Director shall be responsible for recommending a new or additional administrative, professional, project or support position.**

### **Delegation of Responsibility**

**Recommendations for a new or additional position shall include:**

1. Job description clearly stating the duties for which the position was created.
2. Title that conforms with the appropriate certificate if certification is required.
3. Supporting data and other rationale relevant to the recommendation.

**The Joint Operating Committee may, through the Administrative Director, seek the advice of administrative staff when creating a new position or increasing the number of employees in existing positions.**

**The Administrative Director or designee shall be responsible to maintain a comprehensive and up-to-date job description for all positions in the school. Job descriptions shall be prepared in accordance with relevant federal and state laws and regulations.**[\[5\]](#)

Legal

1. 24 P.S. 1850.1
2. 22 PA Code 4.4
3. 24 P.S. 1142
4. Pol. 328
5. Pol. 104



Book	Policy Manual
Section	300 Employees
Title	Employment of Administrative Director/Assistant Director
Code	302
Status	Second Reading

### **Purpose**

**The Joint Operating Committee places the primary responsibility and authority for the administration of the school in the Administrative Director and Assistant Director. Therefore, selection of an Administrative Director or Assistant Director is critical to the effective leadership and management of the school.**[\[1\]](#)

### **Authority**

**When the position of Administrative Director or Assistant Director becomes vacant, the Joint Operating Committee shall elect an Administrative Director or Assistant Director by a majority vote of all members of the Joint Operating Committee and shall set the compensation and term of office.**[\[1\]](#)

### **Guidelines**

#### **Recruitment and Assessment of Candidates**

**The Joint Operating Committee shall actively seek candidates** who meet the qualifications **for the position of Administrative Director or Assistant Director.** It may be aided in this task by a committee of Joint Operating Committee members and/or the services of professional consultants.

When undertaking a search to fill the position of Administrative Director or Assistant Director, **recruitment procedures shall be prepared and may include the following:**

- 1. Preparation of a job description for the position, written in accordance with the requirements of federal and state laws and regulations.**[\[2\]](#)
- 2. Preparation of written qualifications, in addition to applicable state requirements, for all applicants.**[\[3\]](#)[\[4\]](#)
- 3. Preparation of informative materials describing the school, its educational goals and technical programs** and the position of the Administrative Director or Assistant Director.
- 4. Opportunity for selected applicants to visit the school** and meet with staff and other designated stakeholders **at the Joint Operating Committee's invitation.**

**Recruitment, screening and evaluation of candidates shall be conducted in accordance with Joint Operating Committee policy, Joint Operating Committee established leadership criteria, and state and federal law.**[\[2\]](#)

**The Joint Operating Committee shall determine prior to interviewing finalists which expenses associated with such interviews will be reimbursed by the school.**

**A candidate's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Joint Operating Committee.**

## **Pre-Employment Requirements**

**The school shall conduct an employment history review in compliance with state law prior to issuing an offer of employment to a candidate. Failure to accurately report required information shall subject the candidate to discipline up to, and including, denial of employment or termination if already hired, and may subject the candidate to civil and criminal penalties. The school may use the information for the purpose of evaluating an applicant's fitness to be hired or for continued employment and may report the information as permitted by law.**[\[5\]](#)

**A candidate shall not be employed until the individual has complied with the mandatory background check requirements for criminal history and child abuse and the school has evaluated the results of that screening process.**[\[6\]](#)[\[7\]](#)

**Each candidate shall report, on the designated form, all arrests and convictions as specified on the form. Candidates shall likewise report arrests and/or convictions that occur subsequent to initially submitting the form. Failure to accurately report such arrests and convictions may subject the individual to denial of employment, termination if already hired, and/or criminal prosecution.**[\[6\]](#)

**An individual shall not be employed as Administrative Director or Assistant Director unless s/he has signed an employment contract or has been employed by Joint Operating Committee resolution, either of which may include:**

1. Term for which employment is contracted, including beginning and ending dates.
2. Salary contracted and the intervals at which it will be paid.[\[1\]](#)
3. Benefits to which the employee is entitled.
4. Statement of mutually agreeable evaluation procedures.
5. Procedures for resolving misunderstandings or disagreements.

**After receiving a conditional offer of employment but prior to beginning employment, the candidate shall undergo medical examinations, as required by law and as the Joint Operating Committee may require.**[\[8\]](#)

## Legal

1. 24 P.S. 1850.1
2. Pol. 104
3. 24 P.S. 1804
4. 22 PA Code 49.163
5. 24 P.S. 111.1
6. 24 P.S. 111
7. 23 Pa. C.S.A. 6344
8. Pol. 314
- 24 P.S. 108
- 24 P.S. 1418
- 22 PA Code 8.1 et seq
- 22 PA Code 49.171
- 28 PA Code 23.43
- 28 PA Code 23.44
- 28 PA Code 23.45
- 18 Pa. C.S.A. 9125
- 23 Pa. C.S.A. 6301 et seq
- 42 U.S.C. 12101 et seq
- Articles of Agreement

Book	Policy Manual
Section	300 Employees
Title	Employment of Staff
Code	304
Status	Second Reading

### **Authority**

**The Joint Operating Committee places substantial responsibility for the effective management and operation of the school and the quality of the educational program with its administrative, professional, project and support employees.**

**The Joint Operating Committee shall, by a majority vote of all members, approve the employment; set the compensation; and establish the term of employment for each administrative, professional, project and support employee employed by the school.**<sup>[1][2][3]</sup>

**Approval shall normally be given to the candidates for employment recommended by the Administrative Director.**

**No teacher shall be employed who is related to any member of the Joint Operating Committee, as defined in law, unless such teacher receives the affirmative vote of a majority of all members of the Joint Operating Committee other than the member related to the applicant, who shall not vote.**<sup>[4]</sup>

**The Joint Operating Committee authorizes the use of professional, project and support employees prior to Joint Operating Committee approval when necessary to maintain continuity of the educational program and services. Retroactive employment shall be recommended to the Joint Operating Committee at the next regular Joint Operating Committee meeting.**

**The school shall use the Standard Application for Teaching Positions but may establish and implement additional application requirements for professional employees.**<sup>[5]</sup>

**An employee's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Joint Operating Committee.**

### **Pre-Employment Requirements**

**The school shall conduct an employment history review in compliance with state law prior to issuing an offer of employment to a candidate. Failure to accurately report required information shall subject the candidate to discipline up to, and including, denial of employment or termination if already hired, and may subject the candidate to civil and criminal penalties. The school may use the information for the purpose of evaluating an applicant's fitness to be hired or for continued employment and may report the information as permitted by law.**<sup>[6]</sup>

**A candidate shall not be employed until such candidate has complied with the mandatory background check requirements for criminal history and child abuse and the school has evaluated the results of that screening process.**<sup>[7][8]</sup>

**Each candidate shall report, on the designated form, arrests and convictions as specified on the form. Candidates shall likewise report arrests and convictions that occur subsequent to initially submitting the**

form. Failure to accurately report such arrests and convictions may subject the individual to denial of employment, termination if already hired, and/or criminal prosecution.[7]

**A candidate for employment in the school shall not receive a recommendation for employment without evidence of his/her certification when such certification is required.**[9][10][11][12]

### **Delegation of Responsibility**

**The Administrative Director or designee shall develop administrative regulations for recruiting, screening, and recommending candidates for employment, in accordance with Joint Operating Committee policy and state and federal laws and regulations.**[13]

**Staff vacancies that represent opportunities for professional advancement or diversification shall be made known to school employees so they may apply for such positions.**

**The Administrative Director or designee may apply necessary screening procedures to determine a candidate's ability to perform the job functions of the position for which a candidate is being considered.**[14]

**The Administrative Director or designee shall seek recommendations from former employers and others in assessing the candidate's qualifications. Such recommendations and references shall be retained confidentially and for official use only.**

Each certificated administrative and professional employee employed by the school shall be responsible for maintaining a valid certificate when such certificate is required by law.[1][9][11][12]

### **Special Education Paraprofessionals**

All instructional paraprofessionals hired by the school, who work under the direction of a certificated staff member to support and assist in providing instructional programs and services to students with disabilities or eligible students, shall have a secondary school diploma and one (1) of the following:[15]  
[16]

1. At least two (2) years of postsecondary study.

2. Associate's or higher degree.

3. Evidence of meeting a rigorous standard of quality through a state or local assessment. Instructional paraprofessionals shall provide evidence of twenty (20) hours of staff development activities related to their assignment each school year.[15]

### **Personal Care Assistants**

A personal care assistant provides one-to-one support and assistance to a student, including support and assistance in the use of medical equipment.[15]

Personal care assistants shall provide evidence of twenty (20) hours of staff development activities related to their assignment each school year. The twenty (20) hours of training may include training required by the School-Based Access Program.

### **Educational Interpreters**

An educational interpreter is an individual who provides students who are deaf or hard of hearing with interpreting or transliterating services in an educational setting. To serve as an educational interpreter, an individual shall meet the qualifications set forth in law and regulations.[15]

## Legal

1. 24 P.S. 1850.1
2. 22 PA Code 4.4
3. Pol. 328
4. 24 P.S. 1111
5. 24 P.S. 1204.1
6. 24 P.S. 111.1
7. 24 P.S. 111
8. 23 Pa. C.S.A. 6344
9. 24 P.S. 1201
10. 24 P.S. 2070.2
11. 22 PA Code 49.131 et seq
12. 22 PA Code 339.41
13. Pol. 104
14. 42 U.S.C. 12112
15. 22 PA Code 14.105
16. Pol. 113
- 24 P.S. 108
- 24 P.S. 1089
- 24 P.S. 1142
- 24 P.S. 1804
- 22 PA Code 8.1 et seq
- 22 PA Code 403.2
- 22 PA Code 403.4
- 22 PA Code 403.5
- 18 Pa. C.S.A. 9125
- 23 Pa. C.S.A. 6301 et seq
- 42 U.S.C. 12101 et seq
- Articles of Agreement



Book	Policy Manual
Section	300 Employees
Title	Employment of Substitutes and Short-Term Employees
Code	305
Status	Second Reading

### **Authority**

**Qualified and competent substitutes** for professional, project and support employees **and short-term support employees shall be employed** by the school **in order to provide continuity in the educational programs and services of the school.**

**The Joint Operating Committee shall approve annually the names of potential substitute employees and the positions in which they may substitute.**[\[1\]](#)[\[2\]](#)[\[3\]](#)

**Additional names may be added to the list of substitutes by the Joint Operating Committee during the school year.**

**The Joint Operating Committee shall approve the employment, set the compensation, and establish the period and terms of employment for each short-term support employee.**[\[3\]](#)

**Approval shall normally be given to the candidates for employment recommended by the Administrative Director.**

**Utilization of substitutes or short-term employees prior to approval by the Joint Operating Committee is authorized when their use is required to maintain continuity in the educational program and services of the school** and the candidate has satisfied legal pre-employment requirements. **Retroactive approval shall be recommended to the Joint Operating Committee at the next regular Joint Operating Committee meeting.**

**A candidate's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Joint Operating Committee.**

### **Pre-Employment Requirements**

The school shall conduct an employment history review in compliance with state law prior to issuing an offer of substitute or short-term employment to a candidate. The employment history review shall remain valid as long as the substitute or short-term employee continues to be employed by the school or remains on the approved substitute list. Failure to accurately report required information shall subject the candidate to discipline up to, and including, denial of employment or termination if already hired, and may subject the candidate to civil and criminal penalties. The school may use the information for the purpose of evaluating an applicant's fitness to be hired or for continued employment and may report the information as permitted by law.[\[10\]](#)

**A candidate shall not be employed until such candidate has complied with the mandatory background check requirements for criminal history and child abuse and the school has evaluated the results of that screening process.**[\[4\]](#)[\[5\]](#)

Each candidate shall report, on the designated form, arrests and convictions as specified on the form. Candidates shall likewise report arrests and/or convictions that occur subsequent to initially submitting

the form. Failure to accurately report such arrests and convictions may subject the individual to denial of employment, termination if already hired, and/or criminal prosecution.[\[4\]](#)

A candidate for employment in the school shall not receive a recommendation for employment without evidence of **his/her** certification when such certification is required.[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)

### **Compensation**

**Substitutes shall be paid on a per diem basis at a rate set annually by the Joint Operating Committee** for the various classes of employees.[\[2\]](#)

### **Delegation of Responsibility**

**The Administrative Director or designee shall develop** administrative regulations and **procedures to recruit, screen, assign and evaluate candidates for substitute and short-term employment.**

**The administration may seek recommendations from former employers and others to assess the candidate's qualifications. Such recommendations and references shall be retained confidentially and for official use only.**

The Administrative Director or designee shall recommend retention on the Joint Operating Committee's approved substitute list only for those substitutes who have satisfactorily performed their duties.

The Administrative Director or designee shall prepare a written statement for all approved substitutes informing them of their pay rate, employee status, work schedule, and other matters that enable them to perform their duties to the best of their ability. A copy of this statement shall be placed in the employee's personnel file.

#### Legal

1. 24 P.S. 1101
2. 24 P.S. 1148
3. 24 P.S. 1850.1
4. 24 P.S. 111
5. 23 Pa. C.S.A. 6344
6. 24 P.S. 1201
7. 24 P.S. 2070.2
8. 22 PA Code 49.131 et seq
9. 22 PA Code 339.41
10. 24 P.S. 111.1
- 24 P.S. 108
- 24 P.S. 1109
- 22 PA Code 8.1 et seq
- 22 PA Code 49.1 et seq
- 23 Pa. C.S.A. 6301 et seq
- Pol. 104

Book	Policy Manual
Section	300 Employees
Title	Student Teachers/Interns
Code	307
Status	Second Reading

### **Authority**

**The Joint Operating Committee encourages cooperation with colleges and universities within the state** to assist in the training of student teachers and interns for vocational technical education.

**The Joint Operating Committee establishes the school shall accept student teachers and interns from accredited institutions with which the school has a cooperative agreement approved by the Joint Operating Committee.**[\[1\]](#)

The Joint Operating Committee directs that student teachers and interns shall not be accepted into the school unless they have complied with the mandatory background check requirements for criminal history and child abuse and the school has evaluated the results of those screening processes.[\[2\]](#)[\[3\]](#)

### **Delegation of Responsibility**

**The Administrative Director or designee shall be responsible to assign student teachers and interns to the school's programs.**

**Recommendations for selection of cooperating teachers shall be made by the Administrative Director, with the agreement of the college or university supervisor.**

**Student teachers and interns shall comply with the health examination requirements of the state and Joint Operating Committee policy applicable to school staff.**[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)

**While serving in the school, student teachers and interns shall be responsible for their conduct to the supervising teacher and Administrative Director or designee.**

### **Arrest or Conviction Reporting Requirements**

Prior to being accepted into the school's programs, student teachers and interns shall report, on the designated form, arrests and convictions as specified on the form. Student teachers and interns shall likewise report arrests and/or convictions that occur subsequent to initially submitting the form.[\[2\]](#)

While serving in the school's programs, student teachers and interns shall use the designated form to report to the Administrative Director or designee, within seventy-two (72) hours of the occurrence, an arrest or conviction required to be reported by law.[\[2\]](#)

While serving in the school's programs, a student teacher or intern shall be required to report to the Administrative Director or designee, in writing, within seventy-two (72) hours of notification, that s/he has been listed as a perpetrator in the Statewide database, in accordance with the Child Protective Services Law.[\[9\]](#)

A student teacher or intern shall be required to submit a current criminal history background check report if the Administrative Director or designee has a reasonable belief that the student teacher or

intern was arrested or has been convicted of an offense required to be reported by law, and the student teacher or intern has not notified the Administrative Director or designee.[\[2\]](#)

Failure to accurately report such arrests and convictions may subject the student teacher or intern to disciplinary action up to and including dismissal from the program and criminal prosecution.[\[2\]](#)[\[9\]](#)

### **Guidelines**

### **Observers**

**Student teachers, interns and faculty of other educational institutions shall be offered the opportunity to visit the school and observe classes and programs. Such observers must be treated as any other visitor and shall be under the direct supervision of the building administrator or designee.**[\[10\]](#)

#### Legal

1. 24 P.S. 1850.1
2. 24 P.S. 111
3. 23 Pa. C.S.A. 6344
4. 24 P.S. 1418
5. 28 PA Code 23.43
6. 28 PA Code 23.44
7. 28 PA Code 23.45
8. Pol. 314
9. 23 Pa. C.S.A. 6344.3
10. Pol. 907
- 22 PA Code 8.1 et seq
- 23 Pa. C.S.A. 6301 et seq

Book	Policy Manual
Section	300 Employees
Title	Employment Contract/Joint Operating Committee Resolution
Code	308
Status	Second Reading

### **Authority**

**The Joint Operating Committee has the authority under law to prescribe employment conditions for school personnel.**[\[1\]](#)[\[2\]](#)

**For the mutual benefit and protection of the school** and its employees, the Joint Operating Committee directs that, **as the policy of this school:**[\[3\]](#)[\[4\]](#)

1. Professional employees, as defined in the School Code, shall sign **an employment contract upon employment, which shall** continue in force **unless** terminated by the employee by written resignation presented **sixty (60) days** in advance or terminated by the Joint Operating Committee in accordance with law. **The contract shall specify those** issues required by law.
2. Temporary professional employees, upon attaining tenure status, shall sign a contract for professional employees.[\[5\]](#)[\[6\]](#)
3. **Noncertificated administrative, project** and support employees shall be employed through a **contract or Joint Operating Committee resolution.**[\[1\]](#)[\[2\]](#)

**The Joint Operating Committee shall be notified promptly of any misunderstanding arising from the application of a given contract or resolution, or any error in salary paid to the employee.**

**Willful misrepresentation of facts material to employment and determination of salary shall be considered cause for dismissal of the employee.**

Legal	1. 24 P.S. 1089
	2. 24 P.S. 1850.1
	3. 24 P.S. 1101
	4. 24 P.S. 1121
	5. 24 P.S. 1108
	6. Pol. 313

Book	Policy Manual
Section	300 Employees
Title	Assignment and Transfer
Code	309
Status	Second Reading

### **Authority**

**The assignment and transfer of administrative, professional, project and support employees within the school shall be determined by the management, supervisory, instructional and operational needs of the school and its programs.**

**The Joint Operating Committee shall approve the initial assignment of all employees at the time of employment and when such assignments involve a move to a position requiring a certificate or credentials other than those required for the employee's present position.**[\[1\]](#)

Each applicant for transfer or reassignment shall be required to submit an official child abuse clearance statement unless the applicant is applying for a transfer from one position as a school employee to another position as a school employee and the applicant's official child abuse clearance statement is current.[\[2\]](#)[\[3\]](#)

Each applicant for transfer or reassignment from a position without direct contact with students to a position with direct contact shall be required to submit criminal background checks as required by law. Such applicants shall report, on the designated form, arrests and convictions as specified on the form. Failure to accurately report such arrests and convictions may subject the individual to disciplinary action up to and including termination and criminal prosecution.[\[4\]](#)[\[5\]](#)

### **Delegation of Responsibility**

**The Administrative Director or designee shall provide a system of assignment or reassignment for employees that includes consideration of requests for voluntary transfers.**

**Vacancies shall be publicized to all appropriate employees.**

**Before new employees are sought, requests for transfer to a vacant position will be considered.**

**Employees shall be informed of their assignments at the earliest possible date preceding the school year in which the assignment will be effective.**

**This policy shall not prevent reassignment of an employee during the school year for good cause, as determined by the Joint Operating Committee or Administrative Director.**

### **Guidelines**

**Negotiated collective bargaining agreements may supersede the provisions of this policy when they prescribe conditions enumerated in or affected by this policy.**



Legal

1. 24 P.S. 1850.1
  2. 23 Pa. C.S.A. 6344.3
  3. 23 Pa. C.S.A. 6344.4
  4. 24 P.S. 111
  5. Pol. 317
- 22 PA Code 8.1 et seq
- 23 Pa. C.S.A. 6301 et seq

Book	Policy Manual
Section	300 Employees
Title	Telework
Code	309.1 - NEW
Status	Second Reading

### **Purpose**

The Joint Operating Committee recognizes that in certain limited circumstances it may be necessary to allow or require school employees to work remotely in order to maintain continuity of school educational programs and operations.[1]

The Joint Operating Committee adopts the following policy to establish school rules for employees who telework from a remote work location.

### **Definitions**

**Remote work location** – a worksite other than an employee’s regularly assigned place of work, typically the employee’s residence.

**Telework/Teleworking** – the performance of the assigned essential functions of an employee’s job at a remote work location via electronic means in accordance with the employee’s usual expected standards of performance and other approved or agreed-upon terms.

**Teleworking agreement** – a written agreement that details the terms and conditions to permit an employee to engage in teleworking.

**Teleworking employee** – a school employee who can perform all of their assigned essential job duties at a remote work location. The employee must have a suitable designated workspace at the remote work location and access to any computer and telecommunications equipment necessary for the completion of tasks.

### **Delegation of Responsibility**

The Joint Operating Committee directs the Administrative Director or designee to develop procedures that outline circumstances under which employees may telework and the expectations for such employees while teleworking.

### **Guidelines**

Employees may be required to sign a teleworking agreement, or acknowledge teleworking provisions in an applicable collective bargaining agreement, prior to working in a remote work location, which may be waived under emergency conditions at the Joint Operating Committee’s discretion or as specified in this policy.

Such an agreement may include, but is not limited to, the following considerations:

1. Acknowledgement that the employee’s compensation, benefits, work hours, and performance expectations shall not change while teleworking.
2. The employee shall be subject to and shall comply with the same Joint Operating Committee policies, administrative regulations, and standards of conduct as are expected at their regularly assigned place of work.

3. A teleworking employee's performance shall be monitored and assessed in the same manner as employees working from their regularly assigned place of work.
4. The employee shall work from a dedicated workspace that is free from health or safety hazards, undue distractions, or undue risk that confidential or private information will be discovered, or that school equipment permitted to be brought to the remote work location will be stolen or damaged.[2][3][4]
5. The employee shall obtain permission from their supervisor before bringing school property to a remote work location and will provide the supervisor with a written list of all such equipment.
6. The employee shall be personally responsible for any school equipment brought to the remote work location, shall be fully liable for any damage or loss occurring to the equipment during the period of use, and shall be responsible for its safe return.[5]
7. The employee does not have a right to telework and the teleworking arrangement may be terminated by the Joint Operating Committee or school administration at any time.
8. The employee shall notify their supervisor if the employee is not able to perform all assigned job duties, essential or nonessential, at the remote work location.

#### General Conditions

Employees whose physical presence at their regularly assigned place of work is essential to the performance of their duties may not be permitted to telework.

An employee may not telework as a replacement for leave.[6][7][8][9]

Attendance at the employee's regularly assigned place of work for onsite meetings, conferences, training sessions, and other school business activities may be required on scheduled telework days.

Nonexempt employees shall not be permitted to work overtime or during non-working hours while teleworking without authorization from the employee's immediate supervisor, in accordance with law and Joint Operating Committee policy.[10][11]

All teleworking employees shall be subject to and shall comply with the same Joint Operating Committee policies, administrative regulations, and standards of conduct as are expected under normal working conditions.

#### Emergency Conditions

In the event that local, state or federal officials, or any similar authority with appropriate jurisdiction, declare an emergency condition that prevents or discourages public gatherings due to a public health or safety concern, or closes school buildings, the Joint Operating Committee authorizes individual employees or designated classifications of employees to be permitted to telework in accordance with established procedures or as otherwise directed.[1]

For school employees unable to perform their assigned essential job duties while teleworking, such employees may be required to take any available accrued leave, whether paid or unpaid, in accordance with applicable Joint Operating Committee policies or provisions of an administrative compensation plan, individual contract, collective bargaining agreement or Joint Operating Committee resolution.[6][7][8][9]

## Legal

1. Pol. 805
  2. Pol. 113.3
  3. Pol. 216
  4. Pol. 324
  5. Pol. 708
  6. Pol. 334
  7. Pol. 335
  8. Pol. 336
  9. Pol. 339
  10. Pol. 330
  11. Pol. 332
- Pol. 815
- Pol. 824

Book	Policy Manual
Section	300 Employees
Title	Reduction of Staff
Code	311 - NEW
Status	Second Reading

***\*This policy is in compliance with the provisions of Act 55 of 2017 and Act 39 of 2018. All collective bargaining agreements for professional employees negotiated or renewed after November 6, 2017, must comply with the provisions governing suspensions as stated in Act 55, including during the period of status quo after the expiration of a contract.***

***\*The suspension provisions of a collective bargaining agreement in place prior to November 6, 2017 shall be honored until the date the collective bargaining agreement expires.***

### **Authority**

The Joint Operating Committee is responsible for maintaining appropriate numbers of administrative, professional, project and support employees to effectively manage and operate the school and its programs. This policy establishes the manner in which necessary reductions of staff shall be accomplished.[\[1\]](#)[\[2\]](#)

In the exercise of its authority to reduce staff through suspensions (furloughs) and elimination of positions, the Joint Operating Committee shall give primary consideration to the staffing needs of the school, the effect upon the educational program and the financial stability of the school, and shall ensure compliance with law, regulations, collective bargaining agreements, individual contracts and Joint Operating Committee resolutions.[\[1\]](#)[\[3\]](#)[\[4\]](#)

The Joint Operating Committee shall not prevent any professional employee from engaging in another occupation during the period of suspension.[\[4\]](#)

Nothing in this policy shall be construed to limit the cause for which a temporary professional employee, or any employee other than a professional employee, may be suspended.[\[4\]](#)

### **Delegation of Responsibility**

The Administrative Director shall be responsible for the continuous review of the efficiency and effectiveness of the school's organization and staffing, and shall present recommendations for reduction in staff for Joint Operating Committee consideration when such actions are deemed to be in the best interests of the school.

The Administrative Director shall consult with the school's solicitor as necessary to ensure that reduction of staff is implemented in accordance with applicable laws.[\[3\]](#)[\[4\]](#)

### **Guidelines**

#### **Employees Other Than Professional Employees and Temporary Professional Employees**

The employment status of employees other than professional employees and temporary professional employees may be terminated or temporarily suspended whenever deemed necessary in the best interests of the school, subject to limitations and procedures provided for in collective bargaining agreements, if any.

#### **Temporary Professional Employees**

The employment status of a temporary professional employee may be nonrenewed when the employee's position has been eliminated or when the conditions for which professional employees may be suspended otherwise exist, subject to limitations and procedures provided for in collective bargaining agreements, if any.

### Professional Employees

The necessary number of professional employees may be suspended for the following reasons:[\[3\]](#)

1. Substantial decrease in student enrollment.
2. Curtailment or alteration of the educational program as a result of substantial decline in class or course enrollments or to conform with standards of organization or educational activities required by law or recommended by the Pennsylvania Department of Education. Such curtailment or alteration must be recommended by the Administrative Director, agreed to by the Joint Operating Committee, and approved by the Pennsylvania Department of Education. If not prevented by an existing or future provision of a collective bargaining agreement or employment contract, such a suspension may be effectuated without approval of the Pennsylvania Department of Education provided that, where an educational program is altered or curtailed, the school shall notify the Pennsylvania Department of Education of such action.
3. Consolidation of schools, whether within the school, through a merger, or as a result of Joint Board agreements, when such consolidation makes it unnecessary to retain the full staff of professional employees.
4. Economic reasons that require a reduction in professional employees.

The school shall be prohibited from using an employee's compensation in any suspension determination. An Administrative Director knowingly in violation of this prohibition shall have a letter from the Secretary of Education placed in his/her permanent employee record.

### *Economic Suspension Requirements -*

The Joint Operating Committee may suspend professional employees for economic reasons if all of the following apply:[\[3\]](#)

1. The Joint Operating Committee approves the proposed suspensions by a majority vote of all Joint Operating Committee members at a public meeting.
2. No later than sixty (60) days prior to the adoption of the final budget, the Joint Operating Committee adopts a resolution of intent to suspend professional employees in the following fiscal year, setting forth:
  - a. The economic conditions necessitating the proposed suspensions and how the economic conditions will be alleviated by the proposed suspensions, including:
    - i. The total cost savings expected from the proposed suspensions.
    - ii. A description of other cost-saving actions taken by the Joint Operating Committee, if any.
    - iii. The projected school expenditures for the following fiscal year with and without the proposed suspensions.
    - iv. The projected total school revenues for the following fiscal year.
  - b. The number and percentage of employees to be suspended who are:



- i. Professional employees assigned to provide instruction directly to students.
  - ii. Administrative staff.
  - iii. Professional employees who are not assigned to provide instruction directly to students and who are not administrative staff.
- c. The impact of the proposed suspensions on academic programs to be offered to students following the proposed suspensions, as well as the impact on academic programs to be offered to students if the proposed suspensions are not undertaken, compared to the current school year, and the actions if any, that will be taken to minimize the impact on student achievement.

*Professional Employees Assigned to Provide Instruction Directly to Students -*

Suspensions, due to economic reasons, of professional employees assigned to provide instruction directly to students may be approved by the Joint Operating Committee only if the Joint Operating Committee also suspends at least an equal percentage proportion of administrative staff, except when all of the following apply:[3]

1. The Secretary of Education determines that the school's operations are already sufficiently streamlined or that the suspension of administrative staff would cause harm to the school stability and student programs.
2. The Secretary of Education submits the determination to the State Board of Education.
3. The State Board of Education approves the determination by a majority of its members. The Joint Operating Committee may choose to exempt from this requirement any five (5) administrative positions, one of which shall be the Business Manager or another staff member with the primary responsibility of managing the school's business operation.[3]

Order of Suspensions

Data necessary for computation of each professional employee's performance rating and seniority status shall be recorded and maintained to ensure compliance with the required order for suspensions. [5][6]

*Performance Evaluation Rating -*

Professional employees shall be suspended, within the area of certification required by law for the professional employee's current position, in the following order based on the two (2) most recent annual performance evaluations:[4][5][6]

1. Consecutive unsatisfactory ratings.
2. One (1) unsatisfactory rating and one (1) satisfactory rating.
3. Consecutive satisfactory ratings which are either consecutive ratings of proficient, or a combination of one (1) proficient or distinguished rating and one (1) needs improvement rating.
4. Consecutive satisfactory ratings which are consecutive distinguished, or a combination of one (1) rating of proficient and one (1) rating of distinguished.

*Seniority -*

When the number of professional employees within each certification area receiving the same performance ratings is greater than the number of suspensions, professional employees with the least seniority within each certification area shall be suspended before employees with greater seniority having the same performance rating.[4]

In addition, professional employees shall be realigned to ensure that employees with more seniority have the opportunity to fill other positions within the school for which they are certificated and which

are currently filled by less senior employees with the same or lower overall performance ratings.

Seniority shall continue to accrue during a suspension and all approved leaves of absence.[4]

When there is or has been a consolidation of schools, departments or programs, all professional employees shall retain the seniority rights they had prior to the reorganization or consolidation.[4]

### Reinstatement

Suspended professional employees, or professional employees demoted for reasons of this policy, shall be reinstated within the area of certification required by law for the vacancy being filled in the school, in the inverse order by which they were suspended and on the basis of their seniority within the school.  
[4]

No new appointment shall be made while there is a suspended or demoted professional employee available who is properly certificated to fill such vacancy.[4]

Positions from which professional employees are on approved leaves of absence shall be considered temporary vacancies.[4]

To be considered available, suspended professional employees shall annually report in writing to the Joint Operating Committee their current address and intent to accept the same or similar position when offered.[4]

A suspended professional employee enrolled in a college program during a period of suspension and who is recalled shall be given the option of delaying a return to service until the end of the current semester.[4]

### Local Agency Law Hearings

The decision to suspend a professional employee shall be considered an adjudication for the purposes of the Local Agency Law, and a professional employee subject to such a decision shall have the right to a Local Agency Law hearing before the Joint Operating Committee, if a hearing is requested within ten (10) days after being notified of suspension.[4][7]

A decision to nonrenew the employment of a temporary professional employee whose position has been eliminated or who is being nonrenewed for reasons for which professional employees may be suspended, shall be considered an adjudication for purposes of the Local Agency Law, and the employee shall be entitled to a Local Agency Law hearing, if a hearing is requested within ten (10) days after being notified of the decision to nonrenew.[7]

### Legal

1. 24 P.S. 1850.1
2. 22 PA Code 4.4
3. 24 P.S. 1124
4. 24 P.S. 1125.1
5. 24 P.S. 1123
6. Pol. 313
7. 2 Pa. C.S.A. 551 et seq
- 24 P.S. 524

Book	Policy Manual
Section	300 Employees
Title	Evaluation of Administrative Director
Code	312
Status	Second Reading

### **Authority**

**Regular, periodic evaluation of the Administrative Director's performance is a Joint Operating Committee responsibility. In carrying out this responsibility, the Joint Operating Committee recognizes that the Administrative Director is entitled to such a review in an objective and straightforward manner so that leadership of the school may be as effective as possible.**

**The Joint Operating Committee shall evaluate the performance of the Administrative Director annually and at any time such action is prudent.**

**Prior to the beginning of the period under evaluation, the Joint Operating Committee and Administrative Director shall agree upon the criteria to be used for evaluation purposes.**

**Evaluation criteria may include any of the following:**

1. Administrative **Director's self-evaluation.**
2. **Objectives/Goals agreed upon annually by the Joint Operating Committee and Administrative Director.**
3. **Working relationship between the Joint Operating Committee and the Administrative Director.**
4. Administrative **Director's relationship with staff, students and community.**
5. Evaluation interviews between the Joint Operating Committee and Administrative Director during which no other business is discussed.
6. **Consideration of objective data** regarding student achievement, student test scores, program development, business management and property maintenance, and employee grievances.

**As an outcome of the Administrative Director's evaluation, the Joint Operating Committee should:**

1. **Recognize strengths and assist the Administrative Director in capitalizing on them.**
2. **Identify weaknesses and establish a course of action that will assist the Administrative Director in improving performance in these areas.**
3. **Establish specific objectives to advance the school toward its goals.**
4. Determine the necessity of any action regarding the employment of the Administrative Director.

[1]

Book	Policy Manual
Section	300 Employees
Title	Evaluation of Employees
Code	313 - NEW
Status	Second Reading

### **Purpose**

Evaluation is a continuing process in which the administrative, professional, project and support employees and the respective supervisors cooperatively identify strengths and weaknesses in an individual's job performance. Employee evaluations shall be used to assess and improve performance, encourage professional growth, promote positive behavior, and facilitate attainment of the school's goals and objectives.

### **Authority**

The Joint Operating Committee shall approve plans for regular, periodic evaluations of administrative, professional, project and support employees consistent with applicable compensation plans, individual contracts, collective bargaining agreements, Joint Operating Committee resolutions and state law and regulations.[\[1\]\[2\]\[3\]\[4\]](#)

The Joint Operating Committee shall be informed periodically about the results of evaluations.

### **Delegation of Responsibility**

The Administrative Director or designee shall develop plans for the evaluation of school employees to be submitted for Joint Operating Committee approval.

The Joint Operating Committee authorizes the Administrative Director to develop a Differentiated Supervision model for professional employees in accordance with Pennsylvania Department of Education's guidelines and in consultation with assistant administrators, supervisors, and/or principals.

The Administrative Director shall ensure that evaluation plans are reviewed periodically and updated as necessary.

Evaluations shall be performed by the Administrative Director or by an assistant administrator, a supervisor, or a principal who has supervision over the work of the employee being evaluated and is designated by the Administrative Director to perform the evaluation.

### **Guidelines**

The evaluation plan for professional employees and temporary professional employees shall utilize the appropriate state-approved rating form or an alternative rating tool approved by the Joint Operating Committee and the Pennsylvania Department of Education.[\[1\]\[2\]\[4\]](#)

Professional employees are required to be evaluated at least once each year. Temporary professional employees shall be evaluated by an appropriate supervisor and notified of individual progress and status at least twice each year.[\[1\]\[2\]](#)

Professional employees and temporary professional employees shall receive an overall performance rating of one (1) of the following:

1. Distinguished – shall be considered satisfactory.

2. Proficient – shall be considered satisfactory.

3. Needs improvement – shall be considered satisfactory, except that any subsequent overall rating of “needs improvement” issued by the school within ten (10) years of the first overall rating of “needs improvement” where the employee is in the same certification shall be considered unsatisfactory.

4. Failing – shall be considered unsatisfactory.

No professional employee or temporary professional employee shall be rated “needs improvement” or “failing” solely based upon student test scores.

No unsatisfactory rating shall be valid unless approved by the Administrative Director.

A signed copy of the rating form shall be provided to the employee.

Professional employees and temporary professional employees who receive an overall performance rating of “needs improvement” or “failing” shall participate in a Performance Improvement Plan.

Legal

1. 24 P.S. 1108

2. 24 P.S. 1123

3. 24 P.S. 1850.1

4. 22 PA Code 19.1

24 P.S. 1122

Book	Policy Manual
Section	300 Employees
Title	Physical Examination
Code	314
Status	Second Reading

### **Purpose**

**In order to certify the fitness of administrative, professional, project and support employees to discharge efficiently the duties they will be performing and to protect the health of students and staff, the Joint Operating Committee shall require physical examinations of all employees prior to beginning employment** and may require health monitoring to prevent the transmission of communicable diseases in the school setting.

### **Definitions**

**A physical examination, for purposes of this policy, shall mean a general examination by a licensed physician, certified registered nurse practitioner or a licensed physician assistant.**

**Health monitoring, for purposes of this policy, shall mean screening or monitoring an employee for specific symptoms that may indicate the presence of a communicable disease, in accordance with guidance from state and local health officials.**

### **Authority**

**After receiving an offer of employment but prior to beginning employment, all candidates shall undergo physical examinations, as required by law** and as the Joint Operating Committee may require.[\[1\]](#)[\[2\]](#)[\[3\]](#)

**The Joint Operating Committee requires that all employees undergo a tuberculosis examination provided by the school upon initial employment, in accordance with regulations of the PA Department of Health.**[\[1\]](#)[\[4\]](#)

**The Joint Operating Committee may require an employee to undergo a physical examination at the Joint Operating Committee's request.**[\[1\]](#)

An employee who presents a signed statement that a physical examination is contrary to the employee's religious beliefs shall be examined only when the Secretary of Health determines that facts exist indicating that certain conditions would present a substantial menace to the health of others in contact with the employee if the employee is not examined for those conditions.[\[5\]](#)[\[6\]](#)

### **Guidelines**

#### **Health Monitoring and Communicable Diseases**

The school may require employees to participate in health monitoring by designated staff to check for signs and symptoms of communicable diseases in accordance with guidance issued by state and local health officials and the Joint Operating Committee-approved health and safety plan. An employee may request an alternative method of monitoring as a religious accommodation, and designated school staff shall assess and respond to such request in accordance with applicable law, regulations and Joint



Operating Committee policy. A request for an accommodation that would unreasonably impair workplace safety or cause undue hardship will not be granted.[7]

An employee with a health condition that may render a monitoring method ineffective should notify designated staff so that alternative or supplemental methods may be considered.[7]

Employees exhibiting symptoms that indicate health concerns shall be referred to the school nurse or designated staff for further assessment, and may be excluded from school facilities in accordance with regulations of the PA Department of Health or guidance from state or local health officials for specified diseases and infectious conditions. Employees may return to school facilities when the criteria for readmission following a communicable disease have been met, in accordance with law, regulations or guidance from state or local health officials.[8][9][10][11]

### **Delegation of Responsibility**

**The results of all required physical examinations shall be made known to the Administrative Director on a confidential basis and discussed with the employee.**

**Medical records** and other health information of an employee **shall be** maintained confidentially and **kept in a file separate from the employee's personnel file.**[3][12]

#### Legal

1. 24 P.S. 1418
2. 28 PA Code 23.43
3. 42 U.S.C. 12112
4. 28 PA Code 23.44
5. 24 P.S. 1419
6. 28 PA Code 23.45
7. Pol. 104
8. 28 PA Code 27.71
9. 28 PA Code 27.72
10. Pol. 334
11. Pol. 335
12. 42 U.S.C. 2000ff et seq
- 24 P.S. 1416
- 42 U.S.C. 12101 et seq

U.S. Equal Employment Opportunity Commission – Guidance on COVID-19, ADA, Rehabilitation Act and Other Equal Employment Opportunity Laws

U.S. Equal Employment Opportunity Commission – Questions and Answers on Religious Discrimination in the Workplace



Book	Policy Manual
Section	300 Employees
Title	HIV Infection
Code	314.1
Status	Second Reading

## **Purpose**

**The Joint Operating Committee is committed to providing a safe, healthy environment for its students and employees and adopts this policy to safeguard the health and well-being of students and employees while protecting the rights of the individual. This policy shall apply to all administrative, professional, project and support staff employed by the school.**

## **Definitions**

**AIDS - Acquired Immune Deficiency Syndrome.**[\[1\]](#)

**HIV Infection - refers to the disease caused by the HIV or human immunodeficiency virus.**

**Infected employee - refers to employees diagnosed as having the HIV virus, including those who are asymptomatic.**

## **Authority**

**The Joint Operating Committee directs that the established Joint Operating Committee policies and administrative regulations relative to illnesses among employees shall also apply to infected employees.**[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)

**The Joint Operating Committee shall not require routine screening tests for HIV Infection in the school setting, nor will such tests be a condition for employment.**

## **Delegation of Responsibility**

**The Administrative Director or designee shall be responsible for developing and releasing information concerning infected employees.**

**All employees shall maintain a respectful working climate and shall not participate in physical or verbal harassment of any individual or group, including infected employees.**[\[6\]](#)

**Building administrators shall notify employees, students and parents/guardians about current Joint Operating Committee policies concerning HIV Infection and shall provide reasonable opportunities to discuss the policy and related concerns.**

**Infected employees whose employment is interrupted or terminated shall be entitled to available medical leave and medical disability benefits. Such employees shall be informed by the appropriate administrator of benefits, leave, and alternatives available to them through state and federal laws, Joint Operating Committee policies, collective bargaining agreements, individual contracts and the retirement system.**[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)

## **Guidelines**

## **Confidentiality**

Employees with knowledge of an infected employee's condition shall not disclose that information without prior written consent of the employee, consistent with the requirements of the Pennsylvania Confidentiality of HIV-Related Information Act.[\[7\]](#)

## **Infection Control**

**Universal precautions shall be followed for exposure to bodily fluids. Employees shall treat all body fluids as hazardous and follow universal precautions.**

**The school shall maintain and keep reasonably accessible all equipment and supplies necessary for infection control.**

**Employees shall notify the Administrative Director or designee of all incidents of exposure to bodily fluids.**

## **Staff Development**

The school shall provide opportunities for employees to participate in inservice education on HIV Infection.

**Designated employees may receive additional, specialized training appropriate to their positions and responsibilities.**

Legal

1. 35 P.S. 7603
2. 24 P.S. 1850.1
3. Pol. 334
4. Pol. 335
5. Pol. 339
6. Pol. 104
7. 35 P.S. 7607
- 35 P.S. 7601 et seq

Book	Policy Manual
Section	300 Employees
Title	Conduct/Disciplinary Procedures
Code	317
Status	Second Reading

### **Authority**

All administrative, professional and support employees are expected to conduct themselves in a manner consistent with appropriate and orderly behavior. **Effective operation of the school requires the cooperation of all employees working together and complying with a system of** Joint Operating Committee **policies, administrative regulations, rules and procedures, applied fairly and consistently.**

The Joint Operating Committee requires employees to maintain professional, moral and ethical relationships with students at all times.[\[1\]](#)[\[2\]](#)

**The Joint Operating Committee directs that all employees shall be informed of** conduct that is required and is prohibited during work hours and the **disciplinary actions that may be applied for violation of** Joint Operating Committee **policies, administrative regulations, rules and procedures.**  
[\[3\]](#)

**When demotion or dismissal charges are filed against a** certificated **administrative or professional employee, a hearing shall be provided as required by** applicable law. Noncertificated administrative, **project** and support **employees may be entitled to a Local Agency Law hearing, at the employee's request.**[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)

### **Delegation of Responsibility**

All employees shall comply with state and federal laws and regulations, Joint Operating Committee policies, administrative regulations, rules and procedures. School employees shall endeavor to maintain order, perform assigned job functions and carry out directives issued by supervisors.[\[3\]](#)

When engaged in assigned duties, employees shall not participate in activities that include but are not limited to the following:

1. Physical or verbal abuse, or threat of harm, to anyone.
2. Nonprofessional relationships with students.[\[2\]](#)
3. Causing intentional damage to school property, facilities or equipment.
4. Forceful or unauthorized entry to or occupation of school facilities, buildings or grounds.
5. Use, possession, distribution, or sale of alcohol, drugs or other illegal substances.[\[12\]](#)
6. Use of profane or abusive language.
7. Breach of confidential information.
8. Failure to comply with directives of school officials, security officers, or law enforcement officers.  
[\[5\]](#)

9. Carrying onto or possessing a weapon on school grounds without authorization from the appropriate school administrator.
10. Violation of Joint Operating Committee policies, administrative regulations, rules or procedures.[\[5\]](#)
11. Violation of federal, state, or applicable municipal laws or regulations.[\[5\]](#)
12. Conduct that may obstruct, disrupt, or interfere with teaching, research, service, operations, administrative or disciplinary functions of the school, or any activity sponsored or approved by the Joint Operating Committee.

**The Administrative Director or designee shall develop and disseminate disciplinary rules for violations of Joint Operating Committee policies, administrative regulations, rules and procedures that provide progressive penalties,** including but not limited to verbal warning, written warning, reprimand, suspension, demotion, dismissal and/or pursuit of civil and criminal sanctions.[\[5\]](#)  
[\[13\]](#)

#### Arrest or Conviction Reporting Requirements

Employees shall use the designated form to report to the Administrative Director or designee, within seventy-two (72) hours of the occurrence, an arrest or conviction required to be reported by law.[\[14\]](#)  
[\[15\]](#)

Employees shall also report to the Administrative Director or designee, in writing, within seventy-two (72) hours of notification, that the employee has been named as a perpetrator in a founded or indicated report pursuant to the Child Protective Services Law.[\[16\]](#)

An employee shall be required to submit a new criminal history background check report if the Administrative Director or designee has a reasonable belief that the employee was arrested or has been convicted of an offense required to be reported by law, and the employee has not notified the Administrative Director or designee.[\[14\]](#)

An employee shall be required immediately to submit a new child abuse history certification if the Administrative Director or designee has a reasonable belief that the employee was named as a perpetrator in a founded or indicated report or has provided written notice of such occurrence.[\[16\]](#)

Failure to accurately report such arrests and convictions may subject the employee to disciplinary action up to and including termination and criminal prosecution.[\[14\]](#)[\[16\]](#)

## Legal

1. 22 PA Code 235.10
2. Pol. 824
3. 24 P.S. 1850.1
4. 24 P.S. 1121
5. 24 P.S. 1122
6. 24 P.S. 1126
7. 24 P.S. 1127
8. 24 P.S. 1128
9. 24 P.S. 1129
10. 24 P.S. 1130
11. 2 Pa. C.S.A. 551 et seq
12. Pol. 351
13. 24 P.S. 1151
14. 24 P.S. 111
15. 24 P.S. 2070.9a
16. 23 Pa. C.S.A. 6344.3
- 22 PA Code 235.1 et seq
- 24 P.S. 2070.1a et seq
- 23 Pa. C.S.A. 6301 et seq

Book	Policy Manual
Section	300 Employees
Title	Educator Misconduct
Code	317.1 - NEW
Status	First Reading

### **Purpose**

The Joint Operating Committee adopts this policy to promote the integrity of the education profession and to create a climate within the school that fosters ethical conduct and practice.

### **Authority**

The Joint Operating Committee requires certificated employees to comply with the Code of Professional Practice and Conduct and the requirements of the Educator Discipline Act.[\[1\]](#)[\[2\]](#)

### **Definitions**

**Educator** - shall mean a person who holds a certificate.[\[3\]](#)

**Certificate** - shall mean any Commonwealth of Pennsylvania certificate, commission, letter of eligibility or permit issued under the School Code.[\[3\]](#)

**Sexual Abuse or Exploitation** - shall mean any of the following:[\[4\]](#)

1. The employment, use, persuasion, inducement, enticement or coercion of a child to engage in or assist another individual to engage in sexually explicit conduct, which includes, but is not limited to, the following:
  - a. Looking at the sexual or other intimate parts of a child or another individual for the purpose of arousing or gratifying sexual desire in any individual.
  - b. Participating in sexually explicit conversation either in person, by telephone, by computer or by a computer-aided device for the purpose of sexual stimulation or gratification of any individual.
  - c. Actual or simulated sexual activity or nudity for the purpose of sexual stimulation or gratification of any individual.
  - d. Actual or simulated sexual activity for the purpose of producing visual depiction, including photographing, videotaping, computer depicting or filming.
2. Any of the following offenses committed against a child: rape; statutory sexual assault; involuntary deviate sexual intercourse; sexual assault; institutional sexual assault; aggravated indecent assault; indecent assault; indecent exposure; incest; prostitution; sexual abuse; unlawful contact with a minor; or sexual exploitation.

**Sexual Misconduct** - any act, including, but not limited to, any verbal, nonverbal, written or electronic communication or physical activity, directed toward or with a child or student that is designed to establish a romantic or sexual relationship with the child or student, such acts include but are not limited to:[\[3\]](#)

1. Sexual or romantic invitation.
2. Dating or soliciting dates.

3. Engaging in sexualized or romantic dialog.
4. Making sexually suggestive comments.
5. Self-disclosure or physical disclosure of a sexual or erotic nature.
6. Any sexual, indecent, romantic or erotic contact with a child or student.

### **Delegation of Responsibility**

#### **Duty to Report**

The Administrative Director or designee shall report to the Pennsylvania Department of Education on the required form, within fifteen (15) days of receipt of notice from an educator or discovery of the incident, any educator:[5]

1. Who has been provided with notice of intent to dismiss or remove for cause, notice of nonrenewal for cause, notice of removal from eligibility lists for cause, or notice of intent not to reemploy for cause.
2. Who has been arrested or indicted for, or convicted of any crime that is graded a misdemeanor or felony.
3. Against whom there are any allegations of sexual misconduct or sexual abuse or exploitation involving a child or student.
4. Where there is reasonable cause to suspect that s/he has caused physical injury to a child or student as the result of negligence or malice.
5. Who has resigned or retired or otherwise separated from employment after a school entity has received information of alleged misconduct under the Educator Discipline Act.
6. Who is the subject of a report filed by the school entity under 23 Pa. C.S. Ch. 63 (relating to child protective services).[6]
7. Who the school entity knows to have been named as a perpetrator of an indicated or founded report under 23 Pa. C.S. Ch. 63.

An educator who knows of any action, inaction or conduct which constitutes sexual abuse or exploitation or sexual misconduct under the Educator Discipline Act shall report such misconduct to the Pennsylvania Department of Education on the required form, and shall report such misconduct to the Administrative Director and his/her immediate supervisor, within fifteen (15) days of discovery of such misconduct.[5]

All reports submitted to the Pennsylvania Department of Education shall include an inventory of all information, including: documentary and physical evidence in possession or control of the school relating to the misconduct resulting in the report.[5]

An educator who is arrested or convicted of a crime shall report the arrest or conviction to the Administrative Director or designee, within seventy-two (72) hours of the occurrence, in the manner prescribed in Joint Operating Committee policy.[5][7][8]

Failure to comply with the reporting requirements may result in professional disciplinary action.[9]

### **Guidelines**

#### **Investigation**

School officials shall cooperate with the Pennsylvania Department of Education during its review, investigation, or prosecution, and shall promptly provide the Pennsylvania Department of Education with any relevant information and documentary and physical evidence upon request.[10]



Upon receipt of notification in writing from the Pennsylvania Department of Education, the Administrative Director or designee shall investigate the allegations of misconduct as directed by the Department and may pursue its own disciplinary procedure as established by law or by collective bargaining agreement.[\[10\]](#)

Within ninety (90) days of receipt of notification from the Pennsylvania Department of Education directing the school to conduct an investigation (extensions may be requested), the Administrative Director or designee shall report to the Department the outcome of its investigation and whether it will pursue local employment action. The Administrative Director or designee may make a recommendation to the Department concerning discipline. If the school makes a recommendation concerning discipline, it shall notify the educator of such recommendation.[\[10\]](#)

#### Title IX Sexual Harassment and Other Discrimination

Whenever the allegations underlying a report of educator misconduct include conduct that appears to constitute harassment or other discrimination, including Title IX sexual harassment, subject to policies and procedures specific to such conduct, the Title IX Coordinator shall be promptly notified and shall respond to such allegations as provided in the applicable Joint Operating Committee policies. Whenever an investigation by the school of educator misconduct reveals indications of conduct by any person that appears to constitute harassment or other discrimination, including Title IX sexual harassment, the Title IX Coordinator shall be promptly notified and shall respond to such allegations as provided in policies specific to such discrimination. To the extent feasible, investigations pursuant to discrimination policies shall be conducted jointly with investigations by the school of educator misconduct.[\[11\]](#)[\[12\]](#)

#### Confidentiality Agreements

The school shall not enter into confidentiality or other agreements that interfere with the mandatory reporting requirement.[\[10\]](#)

#### Confidentiality

Except as otherwise provided in the Educator Discipline Act, all information related to any complaint, any complainant, or any proceeding related to discipline under the Educator Discipline Act shall remain confidential unless or until public discipline is imposed.[\[13\]](#)

#### Immunity

Any person who, in good faith, files a complaint or report, or who provides information or cooperates with the Pennsylvania Department of Education or Professional Standards and Practices Commission in an investigation or proceeding shall be immune from civil liability. The school also is immune from civil liability for the disclosure of information about the professional conduct of a former or current employee to a prospective employer of that employee.[\[14\]](#)

Legal

1. 22 PA Code 235.1 et seq
2. 24 P.S. 2070.1a
3. 24 P.S. 2070.1b
4. 23 Pa. C.S.A. 6303
5. 24 P.S. 2070.9a
6. Pol. 806
7. 24 P.S. 111
8. Pol. 317
9. 24 P.S. 2070.9c
10. 24 P.S. 2070.11
11. Pol. 103
12. Pol. 104
13. 24 P.S. 2070.17b
14. 24 P.S. 2070.17a
- 23 Pa. C.S.A. 6301 et seq
- 24 P.S. 2070.1a et seq

Book	Policy Manual
Section	300 Employees
Title	Attendance and Tardiness
Code	318
Status	First Reading

### **Authority**

**Punctual and reliable attendance by** administrative, professional, project, and support **employees is essential for the operation of the school. Therefore, a prerequisite for efficient performance of** job functions by employees **is the punctual commencement and proper completion of all assigned duties.**[\[1\]](#)[\[2\]](#)

The school shall establish processes for staff to report unexpected absences, which shall be addressed in accordance with Joint Operating Committee policy and an applicable individual contract, collective bargaining agreement or Joint Operating Committee resolution.[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)

### **Delegation of Responsibility**

**It shall be the responsibility of the** Administrative **Director** or designee **to** assess penalties **when an employee fails to meet attendance requirements.**

Legal	1. 24 P.S. 1850.1
	2. Pol. 332
	3. Pol. 334
	4. Pol. 335
	5. Pol. 336
	6. Pol. 339

Book	Policy Manual
Section	300 Employees
Title	Outside Activities
Code	319
Status	First Reading

### **Authority**

**The Joint Operating Committee recognizes that administrative, professional, project, and support employees do have the right to private lives and associations with others outside of work. However, the Joint Operating Committee has a responsibility to evaluate employees' effectiveness in discharging assigned duties and responsibilities.**

**Therefore, when nonschool activities directly impact upon an employee's effectiveness within the school, the Joint Operating Committee reserves the right to evaluate the effect of such activities on the individual's completion of responsibilities and assignments.[\[1\]](#)**

**The Joint Operating Committee does not endorse, support, nor assume liability for any staff member who conducts nonschool, outside activities in which students or employees may participate.**

### **Delegation of Responsibility**

**The Administrative Director or designee shall disseminate this policy so that employees may avoid situations in which personal interests, activities, and associations may conflict with the interests of the school.**

### **Guidelines**

**The following guidelines are provided for the direction of all employees:**

- 1. Do not utilize school material for personal gain. Copyrights to materials or equipment developed, processed, or tested by employees when performing assigned activities in fulfillment of the terms of employment reside with and may be claimed by the school.**
- 2. Do not use school property or time to solicit or accept customers for private enterprises.**
- 3. Do not use school time for outside activities when there is no valid reason to be excused from assigned duties.**

Book	Policy Manual
Section	300 Employees
Title	Freedom of Speech in Nonschool Settings
Code	320
Status	First Reading

### **Authority**

**The Joint Operating Committee acknowledges the right of administrative, professional, project, and support employees as citizens in a democratic society to speak out on issues of public concern. When those issues are related to the school and its programs, however, the employee's freedom of expression must be balanced against the interests of the school.**

**The Joint Operating Committee adopts this policy to clarify situations in which an employee's expression could conflict with the school's interests.[\[1\]](#)**

**In situations in which an employee is not engaged in the performance of assigned duties, the individual shall:**

- 1. Refrain from comments that would interfere with the maintenance of student discipline.**
- 2. Refrain from making public statements about the school known to be false or made without regard for truth or accuracy.**
- 3. Refrain from making threats against co-workers, supervisors or school officials.**

Legal                      1. 24 P.S. 1850.1

Book	Policy Manual
Section	300 Employees
Title	Political Activities
Code	321
Status	First Reading

### **Authority**

**The Joint Operating Committee recognizes and encourages the right of administrative, professional, project, and support employees, as citizens, to engage in political activity. However, school property and school time, may not be used for political purposes by employees when performing assigned duties.**

**Employees shall not engage in political activities during assigned work hours on property under the jurisdiction of the Joint Operating Committee.**[\[1\]](#)

**Collection and/or solicitation of campaign funds or campaign workers by employees is prohibited on school property during assigned working hours.**

**Use of students or staff for writing, addressing, or distributing partisan political materials is prohibited.**

**The following situations are exempt from the provisions of this policy:**

- 1. Discussion and study of politics and political issues when applicable to the curriculum and appropriate to classroom studies.**
- 2. Conduct of student elections and connected campaigning.**
- 3. Conduct of employee representative elections.**

Book	Policy Manual
Section	300 Employees
Title	Gifts
Code	322
Status	First Reading

### **Authority**

**The Joint Operating Committee considers the acceptance of gifts by administrative, professional, project, and support employees an undesirable practice.**

**It is the policy of the Joint Operating Committee that** staff members not accept gifts of significant value, as determined by the immediate supervisor.[\[1\]](#)

### **Delegation of Responsibility**

The Administrative Director or designee may approve acts of generosity to individual employees in unusual situations but shall report such instances to the Joint Operating Committee on a timely basis.

Legal	1. 24 P.S. 1850.1
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Book	Policy Manual
Section	300 Employees
Title	Tobacco and Vaping Products
Code	323
Status	First Reading

### **Purpose**

**The Joint Operating Committee recognizes that tobacco** and vaping products, including the product marketed as Juul and other electronic cigarettes, **present a health and safety hazard that can have serious consequences for users, nonusers and the** school environment. The purpose of this policy is to regulate use of tobacco and vaping products, including Juuls and other electronic cigarettes, by school employees and contracted personnel.

### **Definition**

State law defines the term **tobacco product** to broadly encompass not only tobacco but also vaping products including Juuls and other electronic cigarettes (e-cigarettes). Tobacco products, for purposes of this policy and in accordance with state law, shall be defined to include the following:[1][2]

1. Any product containing, made or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed or ingested by any other means, including, but not limited to, a cigarette, cigar, little cigar, chewing tobacco, pipe tobacco, snuff and snus.
2. Any electronic device that delivers nicotine or another substance to a person inhaling from the device, including, but not limited to, electronic nicotine delivery systems, an electronic cigarette, a cigar, a pipe and a hookah.
3. Any product containing, made or derived from either:
  - a. Tobacco, whether in its natural or synthetic form; or
  - b. Nicotine, whether in its natural or synthetic form, which is regulated by the United States Food and Drug Administration as a deemed tobacco product.
4. Any component, part or accessory of the product or electronic device listed in this definition, whether or not sold separately.

The term **tobacco product** does not include the following:[1][2]

1. A product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product or for other therapeutic purposes where the product is marketed and sold solely for such approved purpose, as long as the product is not inhaled.
2. A device, included under the definition of tobacco product above, if sold by a dispensary licensed in compliance with the Medical Marijuana Act. *Federal law requires the school to maintain a drug-free workplace, at which marijuana of any kind is prohibited.*[3][4]

### **Authority**

**The Joint Operating Committee prohibits use of tobacco** and vaping products, including the product marketed as Juul and other e-cigarettes, **by school employees** and contracted personnel at any time **in a school building; on school buses** or other vehicles **that are owned, leased or controlled by the school; or on property owned, leased or controlled by the school.**[2][5][6]

The Joint Operating Committee also **prohibits use of tobacco** and vaping products, including the product marketed as Juul and other e-cigarettes, **by school employees** at any time while responsible for the supervision of students during **school-sponsored activities that are held off school property**.[\[2\]](#)

This policy does not prohibit possession of tobacco and vaping products, including the product marketed as Juul and other e-cigarettes, by school employees and contracted personnel of legal age.

The Joint Operating Committee deems it to be a violation of this policy for any school employee or contracted personnel to furnish a tobacco or vaping product, including the product marketed as Juul or any other e-cigarette, to a student.[\[1\]](#)

### **Delegation of Responsibility**

The Administrative Director or designee **shall notify employees** and contracted personnel **about the** Joint Operating Committee's tobacco and vaping products **policy by** publishing information in **handbooks, newsletters, posters, and other efficient methods** such as **posted notices**, signs and on the school website.[\[2\]](#)

### **Reporting**

#### *Office for Safe Schools Report –*

**The Administrative Director shall annually, by July 31, report incidents of prohibited possession, use or sale of tobacco** and vaping products, including Juuls or other e-cigarettes, **on school property to the Office for Safe Schools on the required form**.[\[7\]](#)[\[8\]](#)

#### *Law Enforcement Incident Report –*

**The Administrative Director or designee may report incidents involving the sale of tobacco** and vaping products, including Juuls or other e-cigarettes, **to minors** by employees **on school property, at any school-sponsored activity or on a conveyance providing transportation to or from the school or school-sponsored activity** to the school police, School Resource Officer (SRO) or **to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Joint Operating Committee policies**.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)

### Legal

1. 18 Pa. C.S.A. 6305
2. 18 Pa. C.S.A. 6306.1
3. Pol. 317
4. Pol. 351
5. 20 U.S.C. 7973
6. Pol. 818
7. 24 P.S. 1303-A
8. Pol. 805.1
9. 22 PA Code 10.2
10. 22 PA Code 10.22
11. 24 P.S. 1302.1-A
- 20 U.S.C. 7971 et seq

Book	Policy Manual
Section	300 Employees
Title	Personnel Files
Code	324
Status	First Reading

### **Authority**

**Orderly operation of the school requires maintaining a file for the retention of all records relative to an individual's duties and responsibilities as an administrative, professional, project, or support employee of the school.**

**The Joint Operating Committee requires that sufficient records be maintained to ensure an employee's qualifications for the job held; compliance with federal and state requirements and local benefit programs; conformance with Joint Operating Committee policies, administrative regulations, rules and procedures; and evidence of completed evaluations.**[\[1\]](#)

### **Delegation of Responsibility**

**The Joint Operating Committee delegates the establishment and maintenance of official personnel records to the Administrative Director or designee, who shall prepare administrative regulations defining the material to be incorporated into personnel files.**

**A central file shall be maintained; supplemental records may be maintained only for ease in data gathering.**

Medical records shall be kept in a file separate from the employee's personnel file.[\[2\]](#)[\[3\]](#)

### **Guidelines**

**Only information that pertains to the professional role of the employee and is submitted by duly authorized administrative personnel and the Joint Operating Committee may be entered in the official personnel file.** A copy of each entry shall be made available to the employee, except for matters pertaining to pending litigation or criminal investigation.

**Personnel records shall be available to the Joint Operating Committee but only as required in the performance of its designated functions as a Joint Operating Committee and as approved by a majority vote of the Joint Operating Committee.**

Personnel files shall be reviewed at intervals established by the school, and material no longer required shall be destroyed.[\[4\]](#)

**Administrative, professional and support employees shall have access to their own file. Information relative to confidential employment references/recommendations are not part of the personnel file and shall not be available for review by the employee.**[\[5\]](#)[\[6\]](#)

## Legal

1. 24 P.S. 1850.1
2. 42 U.S.C. 2000ff et seq
3. 42 U.S.C. 12112
4. Pol. 800
5. 43 P.S. 1321
6. 43 P.S. 1322
- 24 P.S. 111
- 23 Pa. C.S.A. 6301 et seq
- 43 P.S. 1321 et seq
- 42 U.S.C. 12101 et seq
- 8 CFR 274a.2
- Pol. 304

Book	Policy Manual
Section	300 Employees
Title	Dress and Grooming
Code	325
Status	First Reading

### **Authority**

**Administrative, professional, project, and support employees set an example in dress and grooming for students** and the school community. Employees' dress should reflect their professional status and **encourage respect for authority** in order to **have a positive influence on the school's programs and operations**.

**The Joint Operating Committee has the authority to specify reasonable dress and grooming requirements, within law, for all employees to prevent an adverse impact on the educational programs and operations** of the school.[\[1\]](#)

**When assigned to school duties, employees shall be physically clean, neat, well-groomed and dressed in a manner consistent with** assigned job responsibilities.

Employees shall be groomed so that their hair style does not cause a safety or health hazard.

Designated professional and support employees shall be required to wear a designated work uniform and utilize safety gear when performing assigned duties.

### **Delegation of Responsibility**

**If an employee feels that an exception to this policy would** enable him/her to carry out **assigned duties** more effectively, **a request should be made to the Administrative Director**.

Book	Policy Manual
Section	300 Employees
Title	Complaint Process
Code	326
Status	First Reading

### **Authority**

It is the Joint Operating Committee's intent **to establish reasonable and effective means of resolving conflicts among employees to reduce potential areas of complaints, and to establish and maintain** clear **two-way channels of communication between** supervisory personnel **and** school **employees** for situations not covered by the terms of a collective bargaining agreement.

**There shall be no reprisals of any kind taken against any employees or their representatives because of support of or participation in a complaint.**

### **Delegation of Responsibility**

**The Joint Operating Committee** directs the Administrative Director to establish a process that will **facilitate proper and equitable solutions to complaints** by school employees **at the lowest appropriate level.**

### **Guidelines**

**Complaints should be discussed in a private, informal conference between the parties involved. At least one (1) private meeting should take place between the parties before the complaint process is invoked.**

**A complainant may be represented or accompanied by anyone the individual chooses at any higher level of the complaint process.**

**All documents, communications, and records relevant to a complaint shall be filed in a separate file and not kept in the personnel file of any of the participants.**

Book	Policy Manual
Section	300 Employees
Title	Compensation Plans/Salary Schedules
Code	328
Status	First Reading

### **Authority**

The Joint Operating Committee shall approve compensation plans, individual contracts and salary schedules for administrative, professional, project, and support employees.

**The compensation plans shall be determined through a good faith, meet and discuss procedure with designated administrators upon written request** of a majority of administrators.[\[1\]](#)  
[\[2\]](#).

**Salary** schedules **approved by the Joint Operating Committee** shall be in accordance with those specified in applicable collective bargaining agreements and/or Joint Operating Committee resolutions.

**Salary** schedules shall be used to set compensation **for new and inexperienced employees and for experienced employees new to the school**, and salary adjustments that result from earning advanced degrees while employed by the school or required by law.[\[3\]](#)[\[4\]](#)[\[1\]](#)[\[2\]](#).

### **Delegation of Responsibility**

**Implementation of compensation plans**, individual contracts, collective bargaining agreements and Joint Operating Committee resolutions regarding employee salaries **shall be the responsibility of the Administrative Director**.

**The Administrative Director is authorized to credit past** experience of a candidate **when determining salary**.[\[5\]](#)

Legal	1. 24 P.S. 1164
	2. 24 P.S. 1850.1
	3. 24 P.S. 1089
	4. 24 P.S. 1141-1152
	5. 24 P.S. 1149



Book	Policy Manual
Section	300 Employees
Title	Overtime
Code	330 - NEW
Status	First Reading

### **Authority**

In order to ensure consistent treatment of all affected employees and compliance with applicable federal law regarding payment of overtime, the Joint Operating Committee adopts this policy.

In accordance with federal and state law and this policy, applicable collective bargaining agreement or individual contract, overtime shall be paid for work in excess of the established workday or workweek for each classification of support employees.[\[1\]](#)[\[2\]](#)

No overtime shall be scheduled or worked without prior approval of the Administrative Director.

Overtime will be paid at the rate of time and one-half the regular rate of pay when approved in advance for time worked in excess of the normal workday or workweek established for each class of employee.  
[\[1\]](#)[\[2\]](#)

For purposes of computing overtime, credit shall be given only for hours worked, as recorded in school records and provided by law.

Legal	1. 29 U.S.C. 207
	2. 43 P.S. 333.104
	34 PA Code 231.41
	34 PA Code 231.42
	43 P.S. 333.101 et seq
	29 U.S.C. 201 et seq
	29 CFR Part 778

Book	Policy Manual
Section	300 Employees
Title	Job Related Expenses
Code	331
Status	First Reading

### **Authority**

The Joint Operating Committee shall reimburse **administrative, professional, project**, and support **employees for the actual and necessary expenses, including travel expenses, they incur in the course of performing services for the school, in accordance with Joint Operating Committee policy.**[\[1\]](#)

### **Delegation of Responsibility**

**The validity of payments for job related expenses** for all employees **shall be determined by the Administrative Director or designee.**

**The Administrative Director or designee shall** develop administrative regulations **for** approval and **reimbursement of** job related expenses, including **travel expenses**, which shall require employees to provide adequate documentation of expenses.

### **Guidelines**

The Joint Operating Committee shall reimburse staff, who are assigned to work remotely for designated assignments, for actual expenses that are reasonable and necessary expenses incurred by staff in direct consequence or discharge of their assigned duties, approved in advance and in accordance with an individual contract, collective bargaining agreement or Joint Operating Committee resolution. Such expenses may include, but are not limited to, Internet connectivity, telecommunications services or physical materials needed to develop and implement instruction or services for students and the school.[\[2\]](#)[\[3\]](#)

The use of a personal vehicle shall be considered a legitimate job expense if travel is authorized in advance by the Administrative Director or designee.

Use of a personal vehicle for approved purposes is reimbursable at the current IRS rate per mile approved by the Joint Operating Committee.

Use of a personal vehicle requires that liability insurance be provided by the employee.

**Actual and necessary expenses** incurred when **attending functions outside the school shall be reimbursed to an employee if approval has been obtained in advance from the Joint Operating Committee** and Administrative Director.

**Attendance at approved events outside the school shall be without loss of regular pay, unless otherwise stipulated prior to attendance.**

**Reimbursement** to professional employees **for noncredit trade courses, workshops and/or seminars shall be made in accordance with** Joint Operating Committee policy and **the** applicable collective bargaining agreement.[\[4\]](#)

## Legal

1. 24 P.S. 1850.1

2. Pol. 309.1

3. Pol. 624

4. Pol. 333

Pol. 626.1

Book	Policy Manual
Section	300 Employees
Title	Working Periods
Code	332
Status	First Reading

### **Authority**

**Work schedules required** for administrative, **professional, project**, and support **employees shall be clearly specified to ensure regular** attendance by employees **and consistent operation of the school** and its programs.

**The Joint Operating Committee has the authority and responsibility to determine the hours and days during which programs and services** of the school **shall be available to students and the community**, consistent with the applicable compensation plan, individual contract, **collective bargaining agreement**, and Joint Operating Committee resolutions.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)

The Joint Operating Committee has the authority to make modifications to the school calendar and the school schedule as necessary to meet the instructional and health and safety needs of students and staff. Modifications to staff working periods shall be addressed in accordance with the applicable compensation plan, individual contract, collective bargaining agreement, Joint Operating Committee resolutions and/or Joint Operating Committee-approved health and safety or other emergency preparedness and response plans.[\[3\]](#)[\[5\]](#)[\[6\]](#)

### **Delegation of Responsibility**

**The Administrative Director or designee shall develop administrative regulations to ensure employees** are informed of and **adhere to** their assigned **work schedules**.

Instructional personnel shall have a duty-free lunch period of not less than thirty (30) minutes.[\[1\]](#)

Staff **may be assigned extra or alternative duties**, distributed equitably when possible, at the discretion of the building administrator or immediate supervisor.

All professional staff members are expected to attend each faculty meeting unless specifically excused by the responsible administrator.

Legal	1. 24 P.S. 1504
	2. 24 P.S. 1850.1
	3. Pol. 803
	4. Pol. 804
	5. 24 P.S. 520.1
	6. Pol. 805
	Pol. 318



## 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:

Safety Techniques to assist with de-escalating possible emergencies

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:



## 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: 3/2/22 Date of Trip: 5/10/22 Instructor making request: Deb Broderick  
Destination: The Fabric Workshop & Museum Reading Terminal Market for Lunch  
Destination address: 1214 Arch Street Philadelphia PA  
Destination Telephone # and Contact Person: Katy Parry Ashley Limes Castellana, FWM 215.561.8888  
Names of Chaperones: \_\_\_\_\_ Substitute Needed? \_\_\_\_\_ No. students participating: 15  
Debora Broderick ☐ Yes ☒ No Session: ☒ A.M. ☒ P.M. ☒ Both  
Sandy Brower (or one other person) ☐ Yes ☐ No  
\_\_\_\_\_  
☐ Yes ☐ No Leave 9:10 AM Return 2:45 PM  
Transportation: ☐ School Van ☐ School Bus ☐ Chartered Bus ☐ Airline Train

Describe how students are selected for participation:

All fully vaccinated Teacher Academy students are eligible to go on the field trip. (as per museum requirements)  
**We plan to take public transportation: Train from Norristown Transportation Center to Jefferson Station and return the same way. Students will get dropped off or park at the station garage.**

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

The purpose of the field trip is to view current exhibits and participate in an art workshop where students will create source materials for their visual teaching philosophy books.

**Funding: Students will responsible to pay \$24 (train & museum fares)  
plus parking if necessary (\$3) plus lunch cost.**

Source of Funding:

Budgeted General Funds \$ 0 Youth Club Fund Raising \$ \_\_\_\_\_  
Grant \$ \_\_\_\_\_ Individual Class Account \$ \_\_\_\_\_

Debora Broderick  
Instructor's  
Signature

[Signature]  
Supervisor's Signature

[Signature]  
Director's Signature

4-6-22  
J.O.C. Approval Date

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

Bus: \_\_\_\_\_ Date Ordered: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Cost: \_\_\_\_\_

**From:** Alysha Cook <acook@cmths.org>  
**Sent:** Monday, April 4, 2022 9:48 AM  
**To:** Angela King <aking@cmths.org>  
**Subject:** Position

Good morning Dr. King,

Im just writing to let you know that unfortunately due to unforeseen circumstances I am unable to continue working part-time at CMTHS. I apologize for the inconvenience this causes. I do hope to return to CMTHS in the future if you'll have me.

Thank you

*Alysha Cook*

Administrative Assistant  
Central Montco Technical High School  
821 Plymouth Road  
Plymouth Meeting, Pa 19462  
(484) 845-3534



Marilyn Monastero  
105 Nursery Drive  
Plymouth Meeting, PA 19462  
(610) 247-3696

April 4, 2022

Dr. Angela King  
Executive Director  
Central Montco Technical High School  
821 Plymouth Road  
Plymouth Meeting, PA 19462

Dear Dr. King:

Please accept this letter as formal notice of my plan to retire on August 12, 2022.

I began my career here at CMTHS in September of 1983 and have enjoyed every minute working with five different Directors, many wonderful staff members, business and industry representatives, many superintendents and Joint Operating Committee members. CMTHS has been like home to me and it will be quite an adjustment for me to leave so please know I'm a phone call away if you ever need anything.

Thanks for everything! I've learned so much over the years and have truly appreciated the opportunity to work in education.

Sincerely,

A handwritten signature in cursive script that reads "Marilyn Monastero".

Marilyn Monastero  
Administrative Assistant



1005 W. LEHIGH STREET  
BETHLEHEM, PA 18018  
P 610.694.8020  
F 610.694.0838  
WWW.SNYDERHOFFMAN.COM

March 8<sup>th</sup>, 2022

Central Montco Technical High School  
c/o Dr. John A. Toleno  
Superintendent of Schools – Upper Merion Area School District  
435 Crossfield Road  
King of Prussia, PA 19406

Re: Request for Proposal – CMTHS Shop HVAC Upgrades

Dr. Toleno;

Snyder Hoffman Associates, Inc. proposes to provide mechanical and electrical engineering services in response to your Request for Proposal for the equipment replacements in the Central Montco Technical High School Trades, Public Safety, and Automobile shops. Thank you very much for considering our firm for your engineering service needs.

Our proposal has been broken down into the following components for your review:

- I. Scope of Work
- II. Description of Services & Deliverables
- III. Basis of Fee
- IV. Firm Profile
- V. Contact Information
- VI. Corporation Information
- VII. Personnel Roles
- VIII. Staff
- IX. 2022 Hourly Rate Schedule

Thank you for the opportunity;

Snyder Hoffman Associates, Inc.

A handwritten signature in black ink that reads 'Jeffrey R. Machik, P.E.'.

Jeffrey R. Machik, P.E.  
President

## **I. SCOPE OF WORK**

1. Snyder Hoffman's will provide comprehensive design and limited construction administration services for HVAC and associated electrical systems.
2. The project's scope of work includes the removal and replacement of 9 existing suspended heating & ventilating units serving the following spaces at the Central Montgomery County Technical High School:
  - a. Building Trades – HVU-1, HVU-2, HVU-3
  - b. Public Safety – HVU-4
  - c. Auto Body – HVU-6, HVU-7, HVU-8
3. The design intent is to replace the existing heating and ventilating air handling units above the original locations with new, packaged rooftop air conditioning units with hot water coils. Existing capacities derived from original construction documents, project shop drawings, and existing nameplate data will be evaluated and adjusted as required. New rooftop equipment curbs and isolation systems will be provided. A supply duct will be extended (where feasible) through the existing structure towards the exterior of each bay to improve air distribution.
4. Existing electrical feeds will be replaced as required to suit the new loads. Existing hot water piping will be extended to the new rooftop unit coils through the curb. New hot water valve packages will be provided.
5. A new sequence of operations will be provided for the RTU and coordinated with the School's preferred ATC vendor.
6. Snyder Hoffman's Scope of Work will include revisions to the structural systems as required to support the new RTU loads.

## **II. DESCRIPTION OF SERVICES & DELIVERABLES**

1. Meet with the Central Montgomery Technical High School to review the scope of the project and get a complete understanding of the project goals.
2. Perform physical walkthroughs of the school and generate drawings accurately representing the existing systems as required to produce demolition drawings.
3. Review progress throughout the design phase with CMTHS to ensure that project goals are being accomplished.
4. Submission of one complete set of construction documents. The construction documents shall include the entire requirements for the construction of the mechanical and electrical portions of the project described in drawings and specifications for the purposes of bidding and permitting. All schedules of equipment, materials and finishes shall be coordinated and finalized. Non-technical specifications are assumed to be provided by the Construction Manager.
5. Attend pre-bid meeting and answer contractor questions during the bidding phase.
6. Review bids received and comment on bidders pricing, scope of work, qualifications, clarifications, and exclusions.
7. Prepare a permit set of plans and make submissions to local municipalities for 3<sup>rd</sup> party review as required to obtain building permits.
8. Attendance at a maximum of 6 construction meetings for the duration of the project's construction. Site visits will be performed immediately prior to or after the construction meetings.
9. Review all contractor payment applications.
10. Review of submittals, shop drawings and potential change orders. Submittals shall be returned within 10 business days.
11. Respond to contractor questions and request for information. RFI's shall be responded to within 5 business days.
12. Review of all requests for substitution and approved equals.
13. Construction sketches will be provided for clarification as required.
14. Conduct semi-final and final inspections and prepare punch lists for outstanding mechanical and electrical items.

### III. **BASIS OF FEE**

*Snyder Hoffman Associates, Inc. shall perform the services noted within this proposal for a flat fee of:*

***\$28,350 (Twenty-eight thousand, three hundred and fifty dollars)***

*Snyder Hoffman will partner with KCBA Architects for the design and documentation of the structural details and reinforcements required to support the replacement units. This anticipated cost is \$3000 and it has been included in the flat fee number above.*

Should other additional services be required, Snyder Hoffman Associates, Inc. shall bill on an hourly basis. Please refer to the attached 2022 Hourly Rate Schedule for a breakdown of these potential fees. Additional services may include, but not by limitation, attendance at additional meetings, additional design work, and additional scope.

Reimbursable expenses, including printing costs, shipping costs and mileage are included in our flat fee noted above.

Our firm shall submit monthly invoices for this project. Payment is due within 60 days. All invoices outstanding longer than 60 days shall be assessed 3/4% interest per month.

If these terms are acceptable, please notify the sender.

Sincerely,

Snyder Hoffman Associates, Inc.

Handwritten signature of Jeffrey R. Machik, P.E. in black ink.

Jeffrey R. Machik, P.E.  
President

#### **IV. FIRM PROFILE**

**Snyder Hoffman Associates, Inc.** located in Bethlehem, Pennsylvania, provides Mechanical and Electrical Consulting Engineering Services for Educational, Healthcare, Institutional, Municipal, Recreational, Religious, Research and Retail Facilities. Over 60% of our projects involve primary, secondary and higher educational facilities. Alterations, renovations, and rehabilitation of existing mechanical and electrical systems account for 35% of the Firm's workload. Frequently, the Firm is engaged to troubleshoot deficiencies in existing mechanical and electrical systems. Our staff includes LEED certified professionals.

**Snyder Hoffman Associates, Inc.** founded in 1987, consists of 25 talented, highly competent personnel (4 principals and 21 employees) with a common goal of excellence. The quality of the firm is evidenced by the long-standing relationships with its clients.

**Snyder Hoffman Associates, Inc.** is a Mechanical, Electrical, Plumbing (MEP) engineering firm with expertise in the following systems:

- Heating, Ventilating and Air Conditioning (HVAC)
- Plumbing
- Fire Suppression including sprinkler and chemical suppression systems.
- Electrical Power, Lighting, Site Lighting and Lighting Controls
- Site Utilities including steam, chilled water, hot water and high voltage distribution.
- Low Voltage including fire alarm.
- Information Technology
- Theatrical Lighting and Sound
- Video Surveillance and Card Access
- Laboratory and Medical Gas

**Snyder Hoffman Associates, Inc.** provides the following services:

- Design/specification
- Bid services
- Construction Administration
- Feasibility Studies
- Life Cycle Analyses
- Cost Estimating
- Troubleshooting deficiencies in MEP systems
- Building Information Modeling (BIM)

## **V. CONTACT INFORMATION**

Name of Firm	Snyder Hoffman Associates, Inc.
Address	1005 W. Lehigh Street, Bethlehem, PA 18018
Telephone number	(610) 694-8020
Fax number	(610) 694-0838
E-mail Address	jmachik@snyderhoffman.com
Name and title of a contact person	Jeffrey Machik, P.E. –President
Names of firm officers	Robert L. Malehorn, P.E. – Principal Jeffrey Machik, P.E. – President Nicholas D. Kaintz, P.E. – Vice President

## **VI. CORPORATION INFORMATION**

Date of incorporation	January 1, 2005
State of incorporation	Pennsylvania

## **VII. PERSONNEL ROLES**

Officer in Charge	Jeffrey Machik, P.E. – President
HVAC Team Leader	Shane Niper, P.E. – Principal & HVAC Department Head
Plumbing Team Leader	Kevin J. Fegely – P/FP Department Head
Electrical Team Leader	Drew Niper, P.E. – Electrical Department Head

## **VIII. STAFF**

Total Number of Employees	25
Registered Professional Engineers	5
HVAC Staff	7
Plumbing Staff	5
Electrical Staff	7
Administration Staff	2
LEED® Accredited Employees	4
Construction Administration	3



**IX. 2022 HOURLY RATE SCHEDULE**

<u>Principal</u>	<u>\$190</u>
<u>Senior Engineer</u>	<u>\$140</u>
<u>Construction Administrator</u>	<u>\$125</u>
<u>Chief Designer</u>	<u>\$125</u>
<u>Engineer</u>	<u>\$110</u>
<u>Senior Designer</u>	<u>\$105</u>
<u>Designer</u>	<u>\$90</u>
<u>CAD/Revit Operator</u>	<u>\$80</u>
<u>Administrative Assistant</u>	<u>\$75</u>