

## **JOINT OPERATING COMMITTEE**

### **MINUTES**

**AUGUST 4, 2021**

An Executive Session was held from 5:30 to 6:30 p.m. to discuss personnel issues.

The virtual meeting was called to order by Eunice Franklin-Becker, Chairperson, at 6:30 p.m.  
The Pledge of Allegiance was recited.

**PRESENT:** Chris Epstein  
Eunice Franklin-Becker, Chairperson  
Susan Moore  
Philip Daniels  
Christopher Jaramillo  
Louis Mason  
Alice Budno Hope, Vice Chairperson  
Maggie Philips, Esq., Treasurer

**ABSENT:** Eric Elvanian

**ALSO PRESENT:** Seth Schram, Director  
Dr. Angela King, Assistant Director  
Larry Byron, Special Projects, Technology and Operations Supervisor  
Dana Johnson, Dean of Academic Affairs  
Dr. Michael Christian, Superintendent of Record  
Marilyn Monastero, J.O.C. Secretary  
Mark Fitzgerald, Esq., Solicitor

**GUESTS:** Amy DeLellis and Michele Ruhl

### **MINUTES**

**MOTION:** 1. To approve the minutes of June 2, 2021 and June 29, 2021.

Above motion #1 was moved by Mrs. Franklin-Becker and seconded by Mrs. Moore.  
Membership Polled. All in Favor. Motion Carried.

TREASURER'S REPORT

- MOTION: 2. To approve the following items of the May 31, 2021 Treasurer's Report:
- a. Pages 1 through 11 for file and audit.
- To approve General Fund Disbursements for June 30, 2021
- a. Check #10166 through #10251, and ACH payments and electronic transfers in the amount of \$996,199.98. (Page 13)

- To approve the following items of the June 30, 2021 Treasurer's Report:
- a. Pages 1 through 11 for file and audit.
- To approve General Fund Disbursements for July 31, 2021
- b. Check #10252 through #10335, and ACH payments and electronic transfers in the amount of \$758,412.63. (Page 13)

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

DIRECTOR'S REPORT

- MOTION: 3. To employ an English Language Development instructor for one year based on the availability of Perkins funding:
- |                    |  |
|--------------------|--|
| Name:              | Katie MacLuckie  |
| Term:              | August 23, 2021 – June 10, 2022  |
| Salary:            | \$87,739.00  |
| Employment Status: | Full-time Instructor (190 days)  |
| Benefits:          | As specified in the current Professional Negotiations Agreement (Perkins funded) |
4. To employ a Career Awareness Future Ready/Co-op and Intern Educator for one year based on the availability of Perkins funding:
- |                    |  |
|--------------------|--|
| Name:              | Kathryn Slattery   |
| Term:              | August 23, 2021 – June 10, 2022  |
| Salary:            | \$106,930.00   |
| Employment Status: | Full-time Instructor (190 days)  |
| Benefits:          | As specified in the current Professional Negotiations Agreement (Perkins funded) |

5. To employ a Special Ed instructor for one year based on the availability of Perkins funding:

Name: Robert Kindon  
Term: August 23, 2021 – June 10, 2022  
Salary: \$96,611.00  
Employment Status: Full-time Instructor (190 days)  
Benefits: As specified in the current Professional Negotiations Agreement (Perkins funded)

6. To approve the Memorandum of Understanding with the Bureau of Career and Technical Education for participation in the Technical Assistance Program. (Attachment #1)

7. To employ the following individual:

Name: Kelly Williams  
Position: Healthcare Sciences Instructor  
Effective Date: August 23, 2021  
Status: Full-time/190 days  
Salary Step/Salary: A-3/\$51,223.00  
Benefits: As per the current negotiated Teachers Contract

8. To approve increase in salary effective August 23, 2021 for:

Katie MacLuckie from E-8 to F-9 due to receipt of Masters + 15  
Joe Renzi from C-9 to H-10 due to receipt of Voc. II

9. To approve the following substitute:

Name: Kathleen McLaughlin  
Program: Health classes/Nurse  
Rate: \$100/day

10. To approve additional staff for the summer programs:

Michael Bivins, Vanessa Mensack, Nicholas Professori and  
Randy D'Angelo

11. To employ a part-time IT employee.

12. To approve supplemental contract for program preparation for one new Healthcare Sciences instructor at per diem rates for five days

13. To approve supplemental contracts for Cosmetology course improvement/curriculum per state requirements for Erika Di Ienno and Katie MacLuckie at 40 hours each at \$30.00/hour.
14. To approve supplemental contracts for Katie MacLuckie and Eileen Lawler for new teacher mentoring – 8 hours each @ \$30.00/hour.
15. To adopt the following policies: (Attachment #2)
  - Policy #000 (Joint Operating Committee Policy/Procedure/Adm. Regs.)
  - Policy #001 (Name and Classification)
  - Policy #002 (Authority and Powers)
  - Policy #003 (Functions)
  - Policy #004 (Membership)
  - Policy #006 (Meetings)
  - Policy #006.1 (Attendance at Meetings Via Electronic Communications)
  - Policy #007 (Policy Manual Access)
  - Policy #011 (Principles for Governance and Leadership)
16. To approve first reading of the following policies: (Attachment #3)
  - Policy #101 (Mission Statement)
  - Policy #102 (Academic Standards)
  - Policy #104 (Discrimination/Title IX Sexual Harassment Affecting Staff)
  - Policy #105 (Curriculum)
  - Policy #105.1 (Review of Instructional Materials by Parents/Guardians and Students)
  - Policy #105.2 (Exemption from Instruction)
  - Policy #106 (Planned Instruction)
  - Policy #107 (Adoption of Planned Instruction)
  - Policy #108 (Adoption of Textbooks)
  - Policy #109 (Resource Materials)
  - Policy #110 (Instructional Materials)
  - Policy #111 (Lesson Plans)
  - Policy #112 (Career and School Counseling)
  - Policy #115 (Cooperative Education)
17. To approve FMLA for Melissa Zimmerman, Healthcare Sciences Instructional Assistant from August 23 to November 1, 2021.
18. To accept retirement of Seth Schram, Administrative Director, effective December 30, 2021. (Attachment #4)

Above motions #3 through #18 were moved by Mrs. Philips and seconded by Mrs. Moore.

Membership Polled.

All in Favor.

Motion Carried

Mr. Franklin-Becker, on behalf of the Joint Operating Committee, expressed gratitude for Mr. Schram's many years of distinguished service to CMTHS. The school will be using a third party to search for the best candidate to fill the position.

Mr. Schram informed the committee of the following:

- Summer programs served 160 students and went extremely well
- Federal funds in the amount of \$458,000 is being received
- Working on partnerships with Einstein, Jefferson, Suburban Community Hospital and Shannondell
- Commended Carol MacInnes for her extra hard work and dedication as Bookkeeper

#### ADMINISTRATIVE REPORTS

Dr. King expressed her gratitude to Mr. Schram for his vision and mentorship.

Mr. Byron also thanked Mr. Schram for his mentorship over the years.

#### SUPERINTENDENT'S REPORT

Dr. Christian congratulated Mr. Schram on his upcoming retirement and thanked him for his service and leadership.

#### SOLICITOR'S REPORT

Mr. Fitzgerald informed the committee of the upcoming Sunshine Law changes and stated it has been a pleasure working with Mr. Schram.

#### COMMITTEE REPORTS

##### Curriculum

Mr. Schram informed the committee that the teacher leaders have been busy working on curriculum.

##### Policy

Mrs. Philips stated the committee will continue to review policies for revision and adoption.

Meeting adjourned at 7:05 p.m.

Respectfully submitted,

Marilyn Monastero

*2021-2022*

*MEMORANDUM of UNDERSTANDING*

*Between*

*Career and Technical Centers and Sending School Districts*

*And*

*The Bureau of Career and Technical Education*

*For*

*Participation in the*

*BCTE Technical Assistance Program*

## **Technical Assistance Program Commitment**

Despite a decade of reform and rising public expenditures for education, little has changed in most high schools to prepare students for the demands of work and further education. The Technical Assistance Program (TAP) is focused on assisting schools in raising student academic achievement. The technical assistance is designed to support career and technical centers (CTCs) and high schools with approved programs by offering these sites multiple resources at minimal cost.

### **Purpose**

The purpose of this Program is to significantly raise the academic and technical achievement of all students enrolled in approved career and technical education programs at a CTC or high school which take advantage of this opportunity. Through this Program, BCTE will assist CTCs and their sending school districts with raising student performance on academic assessments and occupational end-of-program assessments. Each participating school agrees to align their Perkins local application activities for increasing student achievement with the TAP activities and participate in all professional development activities provided by BCTE.

### **Goal**

The academic targets and skill attainment targets are based on the meaningful progress targets negotiated as part of the Perkins V grant process for 2S1 Keystone Literature, 2S2 Keystone Algebra, and 5S4 Skill Attainment.

### **TAP Activities**

Your school has confirmed all TAP services you will participate in during the 2021-2022 school year. Schools were chosen to participate in the various activities based on BCTE review of the *Intent to Participate Survey* responses and a school's ability to most benefit from each TAP activity. Due to the ongoing updates to school safety regulations, providers of TAP activities will adapt training and coaching sessions to meet the specific needs of each school. Activities will be delivered as face-to-face, synchronous, or asynchronous as feasible and appropriate for each school.

**Memorandum of Understanding  
with  
Central Montco Technical High School**

**2021-2022  
Technical Assistance Program (TAP) Activities**

By signing this Memorandum of Understanding, you are assuring your school's participation in the following TAP activities:

- NOCTI Pre-Tests and Study Guides
- SREB Career Pathway Review w/Site Development Workshop

  
\_\_\_\_\_  
Career and Technology Center Director Signature


8-4-21  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Superintendent of Records Signature

8/16/21  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Joint Operating Committee Chair Signature

8/16/21  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Director, Bureau of Career and Technical Education  
Pennsylvania Department of Education

7/20/2021  
\_\_\_\_\_  
Date



Book	Policy Manual
Section	000 Joint Operating Committee Procedures
Title	Joint Operating Committee Policy/Procedure/Administrative Regulations
Code	000 - NEW
Status	From PSBA

### **Authority**

The procedures and policies adopted by the Joint Operating Committee are intended to establish the general and overall rules within which the daily operations of the school are to be governed. Administrative regulations for carrying out and implementing Joint Operating Committee procedures and policies are to be developed and implemented by the administration, under the direction of the Administrative Director. As applicable, members of the school community are expected to comply with both Joint Operating Committee procedure, policy and administrative regulations, subject to the limitations and exceptions set forth. However, failure of the Joint Operating Committee or the administration to comply with policy or procedure shall not invalidate any lawful action taken.[1]

### **Contents**

The policies of the Joint Operating Committee shall consist of the policies and procedures adopted by the Joint Operating Committee and contained in the Policy Manual, and such other separate documents approved by the Joint Operating Committee that are expressly incorporated by reference in particular policies and declared to constitute Joint Operating Committee policy, such as the Code of Student Conduct.

Administrative regulations are not part of Joint Operating Committee policy and may be altered by the administration without Joint Operating Committee action. Administrative regulations may not conflict with Joint Operating Committee policy or with applicable law.

### **Limitations**

All Joint Operating Committee procedures, policies and administrative regulations shall be interpreted and administered in a lawful manner. The Joint Operating Committee shall make the final interpretation of its policies, and the administration shall make the final interpretation of its regulations.

Joint Operating Committee procedures, policies and administrative regulations are limited by legal constraints, as are the rights of those to whom Joint Operating Committee procedures, policies and administrative regulations apply, and are not intended to give an individual a cause of action not independently established in law.

### **Rules of Construction**

In ascertaining the intent of the Joint Operating Committee in adopting a procedure, or policy, or of the administration in establishing a regulation, the following presumptions, among other legally applicable presumptions, may be used:

1. That neither the Joint Operating Committee nor the administration intends a result that is absurd, impossible of execution or unreasonable.
2. That neither the Joint Operating Committee nor the administration intends to violate the federal or state Constitutions or any other applicable law.

If any procedure, policy or administrative regulation can be given multiple interpretations, the Joint Operating Committee and the administration intend that only the constitutional and the lawful interpretations shall be valid, and that neither an unconstitutional nor an unlawful interpretation was intended.

Legal

1. 24 P.S. 1850.1

Book	Policy Manual
Section	000 Joint Operating Committee Procedures
Title	Name and Classification
Code	001
Status	From PSBA

### **Name**

**The Board of School Directors shall be known officially as the Area Vocational Technical Board of Central Montco Technical High School, hereinafter sometimes referred to as the Joint Board.**[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)

**The Joint Operating Committee of Central Montco Technical High School shall consist of those members chosen by the Joint Board.**

### **Composition**

**Central Montco Technical High School is comprised of the following participating school districts: Colonial, Norristown Area and Upper Merion Area.**[\[1\]](#)[\[5\]](#)[\[6\]](#)

### **Purpose**

**The Central Montco Technical High School is organized for the purpose of providing a program of vocational and technical training and education to students, out-of-school youth and adults residing within the participating school districts.**[\[7\]](#)[\[8\]](#)[\[9\]](#)

### **Intermediate Unit**

**Central Montco Technical High School is assigned to Montgomery County Intermediate Unit No. 23.**[\[10\]](#)[\[11\]](#)

### **Classification**

The Central Montco Technical High School cannot be classified as a school district. However, to the extent it is consistent with Article 18 of the Pennsylvania School Code, it shall follow the mandates set forth for a third class school district.[\[3\]](#)

### **Address**

**The official address of the Central Montco Technical High School shall be 821 Plymouth Road, Plymouth Meeting, PA 19462.**

Legal

1. 24 P.S. 1807
2. 24 P.S. 1840.1
3. 24 P.S. 1850.1
4. 24 P.S. 1850.3
5. 22 PA Code 4.35
6. Articles of Agreement
7. 24 P.S. 502
8. 24 P.S. 1841
9. 22 PA Code 4.3
10. 24 P.S. 901-A
11. 24 P.S. 902-A

Book	Policy Manual
Section	000 Joint Operating Committee Procedures
Title	Authority and Powers
Code	002
Status	From PSBA

### **Authority**

**The authority to establish, equip, furnish, operate and maintain the vocational technical school is vested in the Joint Board, which consists of all school directors of the participating school districts. Actions of the Joint Board shall be voted upon and recorded in accordance with law.[1][2][3][4][5]**

**The Joint Board, under the authority granted by the School Code, shall delegate to the Joint Operating Committee the responsibility for operating, administering, and managing Central Montco Technical High School.[4][6][7]**

### **Powers**

**The Joint Board shall establish a vocational technical school to provide an educational program for eligible students and adult residents of participating school districts.[8][1][3][4][5]**

**The Joint Operating Committee shall equip, furnish, operate and maintain the vocational technical school. It shall adopt and enforce policies and regulations for the management of school affairs and the conduct and deportment of employees and students.[4][6][7]**

**The Joint Operating Committee shall manage and operate the school within the budgetary limits adopted by the Joint Board.[4][7]**

**The Joint Operating Committee, in accordance with its statutory mandate, shall adopt procedures for its own operation, and policies for the guidance of the Chief School Administrator (Superintendent of Record) and Administrative Director in operating the school. Such procedures and policies shall be consistent with law, have a rational and substantial relationship to a legitimate purpose of the Joint Operating Committee, and be directed towards the maintenance and support of a thorough and efficient system of vocational technical education.[4][6]**

**The Joint Operating Committee shall establish educational goals for the students of the school and govern a program of education designed to meet those goals. The Joint Operating Committee shall be responsible for evaluating the educational program and activities of the school. The Joint Operating Committee shall be responsible for enforcing mandatory laws and regulations.[4][6][9]**

**The powers of the Joint Board and Joint Operating Committee are not vested in the individual school director. No such individual is authorized to act on behalf of such bodies to carry out any statutorily authorized powers, except for those acts stated in law.**

Legal

1. 24 P.S. 1807
2. 24 P.S. 1840.1
3. 24 P.S. 1841
4. 24 P.S. 1850.1
5. 22 PA Code 4.35
6. 24 P.S. 1850.3
7. Articles of Agreement
8. 24 P.S. 502
9. Pol. 100

Book	Policy Manual
Section	000 Joint Operating Committee Procedures
Title	Functions
Code	003
Status	From PSBA

### Legislative

The Joint Operating Committee shall exercise its rule-making power by adopting procedures and policies for the organization and operation of the school. Those procedures and policies which are not dictated by the statutes or regulations of the State Board, or ordered by a court of competent authority, **may be adopted, amended or repealed at any meeting of the Joint Operating Committee, provided the proposed adoption, amendment or repeal has been proposed at a previous Joint Operating Committee meeting and has remained on the agenda** of each succeeding **Joint Operating Committee meeting** until approved or rejected.[1][2][3]

Changes in a proposed Joint Operating Committee procedure or policy, except for minor editorial revisions, at the second reading shall cause that reading to constitute a first reading.

The Joint Operating Committee may, upon a majority vote, cause to suspend at any time the operation of a procedure or policy, provided the suspension does not conflict with legal requirements; such suspension shall be effective until the next meeting of the Joint Operating Committee, unless an earlier time is specified in the motion to suspend.

**Joint Operating Committee** procedures and **policies** shall **be adopted, amended or repealed by a majority vote of the Joint Operating Committee**.[4]

**Adoption, modification, repeal or suspension of a Joint Operating Committee procedure or policy shall be recorded in the minutes of the Joint Operating Committee** meeting. All current procedures and policies shall be maintained in the Joint Operating Committee Policy Manual and disseminated appropriately.[5]

### Executive

**The administration of the vocational technical school shall be delegated to the Administrative Director and the Chief School Administrator (Superintendent of Record). The Chief School Administrator (Superintendent of Record) shall be one of the Superintendents** of the participating school districts.[1][6]

The Administrative Director shall enforce state and federal laws and regulations and **the policies of the Joint Operating Committee**.

**The Administrative Director** shall be responsible for implementing Joint Operating Committee policies and establishing **administrative regulations for the operation of the school that are not inconsistent with federal and state statutes or regulations; are dictated by the policies of the Joint Operating Committee; are binding on employees and students when issued; and shall be submitted to the Joint Operating Committee for review at the next meeting. The Joint Operating Committee reserves the right to alter or rescind any such** administrative regulation.[1][3]

The Joint Operating Committee reserves the right to review and to direct revisions of administrative regulations when it considers the regulations to be inconsistent with Joint Operating Committee policy or



practices. However, the Joint Operating Committee shall not adopt administrative regulations unless required by law or requested by the Administrative Director. Such adoption and/or amendment of administrative regulations shall adhere to the policy for adoption and amendment of Joint Operating Committee procedures and policies.[7]

**The Administrative Director, in consultation with the Chief School Administrator (Superintendent of Record), shall be delegated the authority to take necessary action in circumstances not provided for in Joint Operating Committee policy.** The Administrative Director shall promptly inform the Joint Operating Committee of such action. **The Administrative Director's decision may be subject to review by the Joint Operating Committee.**

**The Administrative Director shall implement a procedure to inform Joint Operating Committee members and designated employees of their responsibility under the Ethics Law.**[9]

Whenever responsibility is delegated to the Administrative Director or other administrator, it is understood that such individual may designate a representative to act on his/her behalf.

### Review

**The Joint Operating Committee may assume jurisdiction over controversies or disputes arising within the school concerning any matter over which the Joint Operating Committee has authority granted by statute or where the Joint Operating Committee has retained jurisdiction in contract or policies.**[8][1]

**In furtherance of its adjudicatory function, the Joint Operating Committee may hold hearings in accordance with law, which shall offer the parties to a dispute, on notice duly given, a fair and impartial forum for the resolution of the matter.**[10]

Beyond the basic requirements of due process, a hearing may vary in form and content in line with the severity of the consequences that may flow from it, the difficulty of establishing findings of fact from conflicting evidence, and the impact of the Joint Operating Committee's decision on the school.[10]

### Evaluation of Joint Operating Committee Procedures

The Joint Operating Committee shall plan an annual evaluation of its functions as a Joint Operating Committee. The Joint Operating Committee may evaluate Joint Operating Committee procedures, relationships, or activities, or focus on a particular area or issue.

The Joint Operating Committee Chairperson, working with the Administrative Director, shall develop an annual plan.

#### Legal

1. 24 P.S. 1850.1
  2. 24 P.S. 1850.3
  3. Pol. 000
  4. Pol. 006
  5. Pol. 007
  6. 22 PA Code 339.41
  7. Pol. 003
  8. 24 P.S. 1126 et seq
  9. 65 Pa. C.S.A. 1101 et seq
  10. 2 Pa. C.S.A. 551 et seq
- Articles of Agreement



Book	Policy Manual
Section	000 Joint Operating Committee Procedures
Title	Membership
Code	004
Status	From PSBA

### **Number**

**The Joint Operating Committee shall consist of nine (9) members, with at least one (1) member from each participating school district.[1]**

### **Election/Term**

**Each participating school district shall elect from among its Board members three (3) representatives to serve on the Joint Operating Committee, in accordance with law and the Articles of Agreement.[1][2][3]**

**Each member of the Joint Operating Committee so elected shall serve for a three-year term commencing the day of his/her election in December.[2]**

### **Vacancies**

**A vacancy shall occur by reason of death, resignation, removal from a participating school district, or otherwise. A vacancy shall be filled in accordance with the School Code and Sunshine Act, and applicable law, for the unexpired term by the Board of the school district represented.[4][5][6]**

#### *Temporary Vacancy – Active Military Service –*

**In the event a vacancy results from the sending Board's declaration of a temporary vacancy on account of absence for active military service, the appointed replacement member shall serve until the absent member returns from military service or the expiration of the term for which elected, whichever is sooner.[4]**

### **Removal**

**An individual will cease to be a Joint Operating Committee member if his/her term as a Joint Operating Committee member expires and s/he is not re-elected by the school district Board; his/her term on the participating school district Board expires and s/he is not re-elected; if s/he resigns from the school district Board or Joint Operating Committee; or if s/he is removed for cause, with prior notice, from either the school district Board or the Joint Operating Committee.[5][7][8]**

### **Expenses**

**Joint Operating Committee members, a nonmember Joint Operating Committee Secretary, and solicitor(s) shall be reimbursed for necessary expenses actually incurred as delegates to any state convention or association of school directors' convention held within the state, or for necessary expenses actually incurred in attendance authorized by the Joint Operating Committee at any other meeting held within the state or at an educational convention out-of-state. All such expenses shall be itemized and made available for public inspection at the next succeeding Joint Operating Committee meeting. Expenses shall be reimbursed by the Treasurer in the usual manner, upon presentation of an itemized, verified statement.[9]**

**Advance payments may be made upon presentation of estimated expenses to be incurred, to be followed by a final itemized, verified statement of such expenses actually incurred, and a refund shall be made to the school of such funds remaining, or an additional payment shall be made by the school to meet the verified expenses actually incurred.[9]**

**No member shall be reimbursed for more than two (2) such out-of-state meetings in one (1) school year.**

### **Orientation**

**The Joint Operating Committee believes that the preparation of each member for the performance of duties is essential to the effectiveness of the Joint Operating Committee's functioning. The Joint Operating Committee encourages each new member to understand the functions of the Joint Operating Committee, acquire knowledge of matters related to the operation of the school, and review Joint Operating Committee procedures and policies.**

**Accordingly, each new member shall be provided access to the following items for use during the member's term on the Joint Operating Committee:**

- 1. The Joint Operating Committee Policy Manual.**
- 2. The school's Administrative Regulations Manual.**
- 3. The current budget statement, audit report and related fiscal materials.**
4. Information on comprehensive planning, curriculum, assessments, facilities planning and school programs.
5. The Joint Operating Committee's adopted Principles for Governance and Leadership.[10]

### **Joint Operating Committee Member Education/Training**

The Joint Operating Committee places a high priority on the importance of a planned and continuing program of inservice education and training for its members. The purpose of the planned program shall be to enhance the quality and effectiveness of the Joint Operating Committee's governance and leadership.

The Joint Operating Committee, in conjunction with the Administrative Director, shall plan specific inservice education programs and activities designed to assist Joint Operating Committee members in their efforts to improve their skills as policy-making leaders; expand their knowledge about issues, programs, and initiatives affecting educational programs and student achievement; and deepen their insights into the nature of leadership, governance and community engagement.

The Joint Operating Committee shall annually budget funds to support its planned program of inservice education and training.

The Joint Operating Committee establishes the following activities as the basis for its planned program of inservice education and training:

1. Participation in educational conferences, workshops and conventions.
2. School-sponsored inservice education and training programs designed to meet Joint Operating Committee needs.
3. Subscriptions to publications addressed to Joint Operating Committee member concerns.
4. Maintenance of resources and reference materials accessible to Joint Operating Committee members.

## **Conference Attendance**

**In keeping with its stated position on the need for continuing inservice education and training for its members, the Joint Operating Committee encourages the participation of all members at appropriate conferences, workshops, and conventions. In order to control both the investment of time and expenditure of funds necessary to implement this planned program, the Joint Operating Committee establishes the following guidelines:**[\[9\]](#)[\[11\]](#)

1. Each **member** shall receive **Joint Operating Committee approval prior** to attending a conference, workshop or convention **at Joint Operating Committee expense.**
2. **Notice of school management conferences, conventions, and workshops of interest shall be provided by the Secretary of the Joint Operating Committee.**
3. **Funds for** conference attendance **will be budgeted on an annual basis.**
4. **When a conference, convention or workshop is not attended by the full Joint Operating Committee, those who do participate will be requested to share information, recommendations and materials acquired at the meeting that will be beneficial to the school.**
5. **Reimbursement to Joint Operating Committee members for their travel expenses will be in accordance with this Joint Operating Committee procedure and policy.**
6. The requirements regarding reimbursement for Joint Operating Committee members for travel expenses shall be strictly enforced, and no payment shall be made until receipts for reimbursable expenses are submitted to the Supervisor of Business Operations or designee.
7. **Reimbursement shall be limited to actual expenses incurred, and shall not include or be construed to include compensation to individual Joint Operating Committee members.**  
[\[12\]](#)

### Legal

1. [24 P.S. 1850.1](#)
2. [24 P.S. 1850.3](#)
3. Articles of Agreement
4. [24 P.S. 315](#)
5. [24 P.S. 319](#)
6. [65 Pa. C.S.A. 701 et seq](#)
7. [65 P.S. 91](#)
8. Pol. 006
9. [24 P.S. 516.1](#)
10. Pol. 011
11. [24 P.S. 516](#)
12. [24 P.S. 321](#)

Book	Policy Manual
Section	000 Joint Operating Committee Procedures
Title	Meetings
Code	006
Status	From PSBA

### **Parliamentary Authority**

**All Joint Operating Committee meetings shall be conducted in an orderly and business-like manner. Robert's Rules of Order, Newly Revised, including group rules shall govern the Joint Operating Committee in its deliberations in all cases in which it is not inconsistent with law, state regulations or Joint Operating Committee procedures.**<sup>[1][2]</sup>

### **Quorum**

**A quorum shall consist of a majority of the members of the Joint Operating Committee. No business shall be transacted at a meeting without a quorum, but the members present at such a meeting may adjourn to another time.**<sup>[3]</sup>

### **Presiding Officer**

**The Chairperson shall preside at all Joint Operating Committee meetings. In the absence, disability or disqualification of the Chairperson, the Vice Chairperson shall act instead. If neither person is present, a Joint Operating Committee member shall be elected Chairperson pro tempore by a majority of those present and voting to preside at that meeting only. Where no such majority is achieved on the first vote, a second vote shall be cast for the two (2) candidates who received the greatest number of votes.**<sup>[4][5][6][7]</sup>

### **Notice**

**Notice of all public Joint Operating Committee meetings, including committee meetings and work sessions, shall be given by publication of the date, place, and time of such meetings in the newspaper(s) of general circulation designated by the Joint Operating Committee and the posting of such notice at the administrative offices of the Joint Operating Committee.**<sup>[8][9]</sup>

- 1. Notice of regular meetings shall be given by publication and posting of a schedule showing the date, place and time of all regular meetings for the calendar year at least three (3) days prior to the time of the first regular meeting.**<sup>[8][9]</sup>
- 2. Notice of all special meetings shall be given by publication and posting of notice at least twenty-four (24) hours prior to the time of the meeting, except that such notice shall be waived when a special meeting is called to deal with an actual emergency involving a clear and present danger to life or property.**<sup>[8][9]</sup>
- 3. Notice of all rescheduled meetings shall be given by publication and posting of notice at least twenty-four (24) hours prior to the time of the meeting.**<sup>[8][9]</sup>
- 4. Notice of all recessed or reconvened meetings shall be given by posting a notice of the place, date and time of the meeting and sending copies of such notice to interested parties.**<sup>[8]</sup>

5. **Notice of all public meetings shall be given to any newspaper(s) circulating in Montgomery County and a radio or television station which so requests. Notice of all public meetings shall be given to any individual who so requests and provides a stamped, addressed envelope for such notification.**[\[9\]](#)

**Notice of all rescheduled meetings and special meetings shall be given to Joint Operating Committee members no later than twenty-four (24) hours prior to the time of the meeting.**[\[9\]](#)  
[\[10\]](#)

### **Regular Meetings**

**Regular Joint Operating Committee meetings shall be public and shall be held at specified places at least once every two (2) months.**[\[2\]](#)[\[11\]](#)

### **Agenda -**

**It shall be the responsibility of the Administrative Director to prepare an agenda of the items of business to come before the Joint Operating Committee at each regular meeting. The agenda, together with all relevant reports, shall be provided to each Joint Operating Committee member prior to the meeting.**

### **Special Meetings**

**Special meetings may be called for special or general purposes and shall be public except when conducted as an executive session for purposes authorized by the law.**[\[2\]](#)[\[5\]](#)[\[10\]](#)[\[12\]](#)

**The Chairperson may call a special meeting at any time and shall call a special meeting upon presentation of the written requests of three (3) Joint Operating Committee members. Upon the Chairperson's failure or refusal to call a special meeting, such meeting may be called at any time by a majority of the Joint Operating Committee members.**[\[5\]](#)

No business shall be transacted at any special meeting except that named in the call sent to Joint Operating Committee members for such special meeting.[\[10\]](#)

### **Public Participation**

**At each public Joint Operating Committee meeting, prior to official action by the Joint Operating Committee, an opportunity shall be provided for public comment in accordance with law and Joint Operating Committee procedures and policy.**[\[2\]](#)[\[13\]](#)

### **Voting by the Joint Board**

**All actions of the Joint Board shall be by a majority vote of the members of the Joint Board, either in convention or by mail ballot, as selected by the Joint Board; provided, however, that the approval of the annual operating budget shall be conducted in accordance with law, Joint Operating Committee policy and provisions of the Articles of Agreement.**[\[14\]](#)[\[15\]](#)[\[16\]](#)

### **Voting by the Joint Operating Committee**

The Joint Board shall have the power to delegate the operation, administration and management of the school to the Joint Operating Committee, including voting powers, in accordance with law, Joint Operating Committee policy and provisions of the Articles of Agreement.[\[14\]](#)[\[16\]](#)[\[17\]](#)[\[18\]](#)

**All motions shall require for adoption a majority vote of those Joint Operating Committee members present and voting, except as provided by statute or Joint Operating Committee procedures.**

### **Abstention from Voting**



A Joint Operating Committee member shall be required to abstain from voting when the issue involves either one of the following:

1. Conflict of interest under the Ethics Act.[19][20][21]

Prior to the vote being taken, the Joint Operating Committee member shall verbally disclose the nature of the conflict in public, and shall also provide the Joint Operating Committee Secretary with a written memorandum stating the nature of the conflict, which shall be attached to the Joint Operating Committee minutes as a public record.

**Conflict of interest** - use by a public official of the authority of his/her office or any confidential information received through his/her holding public office for the private pecuniary benefit of him/herself, a member of his/her immediate family or a business with which s/he or a member of his/her immediate family is associated. The term does not include an action having a de minimis economic impact or which affects to the same degree a class consisting of the general public or a subclass consisting of an industry, occupation or other group which includes the public official, a member of his/her immediate family or a business with which s/he or a member of his/her immediate family is associated.[19]

**De minimis economic impact** - an economic consequence which has an insignificant effect.[19]

**Immediate family** - parent, spouse, child, brother or sister.[19]

**Business with which associated** - any business in which the person or a member of the person's immediate family is a director, officer, owner, employee or has a financial interest.[19]

2. Relative recommended for appointment to or dismissal from a teaching position.[22][23]

**Relative** - father, mother, brother, sister, husband, wife, son, daughter, stepson, stepdaughter, grandchild, nephew, niece, first cousin, sister-in-law, brother-in-law, uncle, or aunt.

The Joint Operating Committee is encouraged to seek the guidance of the school solicitor or the State Ethics Commission for questions related to conflicts of interest.[20][21]

## Minutes

**The Joint Operating Committee shall cause to be made, and shall retain as a permanent record of the school, minutes of all public Joint Operating Committee meetings. Said minutes shall be comprehensible and complete and shall show:[24][25]**

1. **Date, place, and time of the meeting.**
2. **Names of Joint Operating Committee members present.**
3. **Presiding officer.**
4. **Substance of all official actions.**
5. **Actions taken.**
6. **Recorded votes, including a record by each individual member of all roll call votes.[14][26]**
7. **Names of all citizens who appeared officially and the subject of their testimony.**

**The Joint Operating Committee Secretary shall provide each Joint Operating Committee member with a copy of the minutes of the last meeting prior to the next regular meeting.**

**The minutes of Joint Operating Committee meetings shall be approved at the next succeeding meeting and signed by the Joint Operating Committee Secretary.**[\[27\]](#)

**Notations and any tape or audiovisual recordings shall not be the official record of a public Joint Operating Committee meeting** but may be available for public access, upon request, in accordance with Joint Operating Committee policy. Any notations and/or audiovisual recordings of a Joint Operating Committee meeting shall be retained and disposed of in accordance with the established records retention schedule.[\[1\]](#)[\[28\]](#)[\[29\]](#)

### **Recess/Reconvene**

**The Joint Operating Committee may at any time recess or reconvene to a reconvened meeting at a specified date and place, upon the majority vote of those present. The reconvened meeting shall immediately take up its business at the point in the agenda where the motion to recess was acted upon. Notice of the reconvened meeting shall be given as provided in Joint Operating Committee policy.**[\[8\]](#)[\[9\]](#)

### **Executive Session**

**The Joint Operating Committee may hold an executive session, which is not an open meeting, before, during, at the conclusion of a public meeting, or at some other time. The presiding officer shall announce the reason for holding the executive session; the announcement can be made at the public meeting prior to or after the executive session.**[\[12\]](#)[\[30\]](#)[\[31\]](#)

**The Joint Operating Committee may discuss the following matters in executive session:**

1. **Employment issues.**
2. **Labor relations.**
3. **The purchase or lease of real estate.**
4. **Consultation with an attorney or other professional advisor regarding potential litigation or identifiable complaints which may lead to litigation.**
5. **Matters that must be conducted in private to protect a lawful privilege or confidentiality.**
6. **School safety and security, of a nature that if conducted in public, would:**[\[12\]](#)
  - a. **Be reasonably likely to impair the effectiveness of school safety measures.**
  - b. **Create a reasonable likelihood of jeopardizing the safety or security of an individual or a school, including a building, public utility, resource, infrastructure, facility or information storage system.**

**Official actions based on discussions held in executive session shall be taken at a public meeting.**

### **Work Sessions**

**The Joint Operating Committee may meet as a Committee of the Whole in a public meeting to vote on or to discuss issues. Public notice of such meetings shall be made in accordance with law and Joint Operating Committee procedures.**[\[2\]](#)

A meeting of the Committee of the Whole, not regularly scheduled, may be called at any time by the Chairperson. The Chairperson shall call such a meeting when requested to do so by Joint Operating

Committee members. Public notice of the meeting shall be made in accordance with law and Joint Operating Committee procedures.

### **Committee Meetings**

Standing **committee meetings may be called at any time by the committee chairperson, with proper public notice, or when requested to do so by members of the committee.**[8][9]

**A majority of the total membership of a committee shall constitute a quorum.**

**Unless held as an executive session, standing committee meetings shall be open to the public, other Joint Operating Committee members, the Administrative Director, and the Chief School Administrator (Superintendent of Record).**[2]

A majority of the committee or the Chairperson may invite Joint Operating Committee employees, consultants or other persons who may have special knowledge of the area under discussion.



## Legal

1. 24 P.S. 407
2. 65 Pa. C.S.A. 701 et seq
3. 24 P.S. 422
4. 24 P.S. 405
5. 24 P.S. 426
6. 24 P.S. 427
7. 24 P.S. 428
8. 65 Pa. C.S.A. 703
9. 65 Pa. C.S.A. 709
10. 24 P.S. 423
11. 24 P.S. 421
12. 24 P.S. 425
13. Pol. 903
14. 24 P.S. 1850.1
15. Pol. 604
16. Articles of Agreement
17. 24 P.S. 1850.3
18. Pol. 002
19. 65 Pa. C.S.A. 1102
20. 65 Pa. C.S.A. 1103
21. Pol. 827
22. 24 P.S. 1111
23. 24 P.S. 1129
24. 24 P.S. 518
25. 65 Pa. C.S.A. 706
26. 65 Pa. C.S.A. 705
27. 24 P.S. 433
28. Pol. 800
29. Pol. 801
30. 65 Pa. C.S.A. 707
31. 65 Pa. C.S.A. 708
- 65 Pa. C.S.A. 1101 et seq
- Pol. 003
- Pol. 004
- Pol. 005

Book	Policy Manual
Section	000 Joint Operating Committee Procedures
Title	Attendance at Meetings Via Electronic Communications
Code	006.1 - NEW
Status	From PSBA

### **Authority**

The Joint Operating Committee recognizes that factors such as illness, travel, schedule conflicts, weather conditions and other emergency situations can make impossible the physical presence of a Joint Operating Committee member or other necessary participants at a Joint Operating Committee meeting, and that electronic communications can enable a Joint Operating Committee member or other necessary participants to participate in a meeting electronically from a remote location.

A Joint Operating Committee member shall be able to attend a Joint Operating Committee meeting, and participate in Joint Operating Committee deliberations and voting, through electronic communications, but only under extraordinary circumstances. The Joint Operating Committee Chairperson may permit other necessary participants to participate in meetings via electronic communications as the Chairperson deems appropriate.

The Joint Operating Committee authorizes the administration to provide the equipment and facilities required to implement this Joint Operating Committee procedure.[1]

### **Guidelines**

A Joint Operating Committee member who attends a meeting through electronic communications shall be considered present only if the member can hear everything said at the meeting and all those attending the meeting can hear everything said by that member and other participants addressing the Joint Operating Committee. If the Chairperson determines either condition is not occurring, the Chairperson shall terminate the Joint Operating Committee member's attendance through electronic communications.

A majority of Joint Operating Committee members shall be physically present at a Joint Operating Committee meeting when a Joint Operating Committee member attends through electronic communications.

To attend a Joint Operating Committee meeting through electronic communications, a Joint Operating Committee member shall comply with the following:

1. Submit such request to the Chairperson at least three (3) days prior to the meeting.
2. Ensure that the remote location is quiet and free from background noise and interruptions.
3. Participate in the entire Joint Operating Committee meeting.

### **Emergency Conditions**

In the event that the county, state or federal public health authorities, the Governor, or any similar authority with appropriate jurisdiction declares an emergency condition that prevents or discourages public gatherings due to a public health or safety concern, the Joint Operating Committee shall be authorized to conduct meetings primarily or entirely via electronic communications to enable all Joint Operating Committee members and other necessary participants to fully participate in the conduct of official Joint Operating Committee business through electronic communications.[2]

Meetings held primarily or entirely via electronic communications shall be conducted in a manner that assures compliance with the public access and public comment requirements of the Sunshine Act. All rules normally applicable to in-person meetings of the Joint Operating Committee shall be observed in meetings held primarily or entirely via electronic means to the extent practicable and appropriate to the nature and features of the technology used.[\[3\]](#)[\[4\]](#)

The requirement for Joint Operating Committee members to submit a request to participate in meetings through electronic communications shall be waived during such emergency conditions.

The Joint Operating Committee authorizes the administration to utilize available technical resources to permit the public to attend and submit public comment during open meetings via electronic communications, in accordance with law and Joint Operating Committee procedures and policy.[\[3\]](#)[\[4\]](#)

Legal

1. [24 P.S. 1850.1](#)
2. [Pol. 805](#)
3. [65 Pa. C.S.A. 701 et seq](#)
4. [Pol. 903](#)
- [24 P.S. 422](#)
- [Pol. 006](#)

Book	Policy Manual
Section	000 Joint Operating Committee Procedures
Title	Policy Manual Access
Code	007
Status	From PSBA

### **Purpose**

**The Joint Operating Committee** adopts the procedures and policies contained in the **Policy Manual** as a governance tool **for the Joint Operating Committee and** as a resource for **the administration, personnel, students, parents/guardians and members of the community**.<sup>[1]</sup>

The Joint Operating Committee Policy Manual shall be published and maintained on the school's publicly accessible website.

**The Joint Operating Committee Policy Manual** shall be **considered a public record**. A copy of the Policy Manual **shall be available in the** administration **office during regular office hours**.<sup>[2][3]</sup>

### **Delegation of Responsibility**

**The Administrative Director or designee shall maintain an orderly plan for the promulgation of appropriate policies to students, parents/guardians and staff members who are affected by them and shall provide easy accessibility to an up-to-date manual of policies.**

**The Administrative Director or designee shall be responsible to review existing policy in light of Joint Operating Committee actions and revisions to federal and state statutes and regulations, and to recommend to the Joint Operating Committee the changes necessary to maintain a current and compliant Joint Operating Committee Policy Manual.**<sup>[4]</sup>

Legal	1. 24 P.S. 1850.1
	2. 65 P.S. 67.701
	3. Pol. 801
	4. Pol. 003
	65 P.S. 67.101 et seq

Book	Policy Manual
Section	000 Joint Operating Committee Procedures
Title	Principles for Governance and Leadership
Code	011 - NEW
Status	From PSBA

*This Joint Operating Committee policy supports the Principles for Governance and Leadership adopted by the Joint Operating Committee and signed by individual Joint Operating Committee members.*

Pennsylvania Joint Operating Committees are committed to providing every student the opportunity to grow and achieve. The actions taken by the Joint Operating Committee ultimately have both short and long-term impact. Therefore, Joint Operating Committee members collectively and individually will . . .

### **Advocate Earnestly**

- Promote public education as a keystone of democracy
- Engage the community by seeking input, building support networks, and generating action
- Champion public education by engaging members of local, state and federal legislative bodies

### **Lead Responsibly**

- Prepare for, attend and actively participate in Joint Operating Committee meetings
- Work together in a spirit of harmony, respect and cooperation
- Participate in professional development, training and Joint Operating Committee retreats
- Collaborate with the Administrative Director as part of the Governance Team

### **Govern Effectively**

- Adhere to an established set of rules and procedures for Joint Operating Committee operations
- Develop, adopt, revise and review policy
- Align decisions to policy
- Differentiate between governance and management, delegating management tasks to administration
- Allocate finances and resources
- Ensure compliance with local, state and federal laws

### **Plan Thoughtfully**

- Adopt and implement a collaborative comprehensive planning process, including regular reviews
- Set annual goals that are aligned with the comprehensive plan
- Develop a financial plan that anticipates both short and long-term needs
- Formulate a master facilities plan conducive to teaching and learning

### **Evaluate Continuously**

- Utilize appropriate data to make informed decisions
- Use effective practices for the evaluation of the Administrative Director
- Assess student growth and achievement
- Review effectiveness of the comprehensive plan

### **Communicate Clearly**

- Promote open, honest and respectful dialogue among the Joint Operating Committee, staff and community
- Encourage input and support for the school from the school community

- Protect confidentiality
- Honor the sanctity of executive session

### **Act Ethically**

- Never use the position for improper benefit to self or others
- Act to avoid actual or perceived conflicts of interest
- Recognize the absence of authority outside of the collective Joint Operating Committee
- Respect the role, authority and input of the Administrative Director
- Balance the responsibility to provide educational programs with being stewards of community resources
- Abide by the majority decision

Book	Policy Manual
Section	100 Programs
Title	Mission Statement
Code	101
Status	From PSBA

### **Authority**

**Central Montco Technical High School (CMTHS) provides a variety of programs that prepare individuals to enter the workforce or to continue their education at colleges, universities and technical schools. In addition to occupation-specific training, CMTHS promotes the development of civic responsibility, employability skills, leadership and professionalism. All programs are competency-based and designed to meet the individual student's needs, skills, interests, abilities and preferences. The school's mission statement is:**

***Shaping Today's Students for Tomorrow's Careers***

**CMTHS is committed to serving the business and industry sector of the community by providing programs that assist in meeting workforce requirements.**

Legal	Pol. 100
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Book	Policy Manual
Section	100 Programs
Title	Academic and Vocational Standards
Code	102
Status	Policy Committee

### **Purpose**

**The Joint Operating Committee recognizes** the importance of developing, assessing and expanding academic standards to challenge students to achieve at their highest level possible. To this end, the school shall establish rigorous academic standards in accordance with, and may expand upon, **those adopted by the State Board of Education including Chapter 339.**[\[1\]](#)[\[2\]](#)

### **Definition**

**Academic and vocational standards - shall be defined as what a student should know and be able to do at a specified grade level.** Academic standards **shall describe the knowledge and skills students shall be expected to demonstrate in order to graduate from the sending home school and receive certificates from the vocational technical school.**[\[3\]](#)

For purposes of Joint Operating Committee policy, the term **academic and vocational standards** shall be deemed to encompass Chapter 339 integrated and aligned with Pennsylvania Core Standards, state academic standards and local academic standards.

### **Authority**

**The Joint Operating Committee shall approve academic standards which are integrated and aligned for school students to attain, in the following content areas within the technical curriculum and instruction:**[\[2\]](#)

1. English Language Arts.
2. **Mathematics.**
3. **Science and Technology** - to include reading in science and technology, and writing for science and technology.
4. **Environment and Ecology.**
5. **Social Studies (history, geography, civics and government, economics)** - to include reading in history and social studies, and writing for history and social studies.
6. **Arts and Humanities.**
7. **Career Education and Work.**
8. **Health, Safety and Physical Education.**
9. **Family and Consumer Science.**

Joint Operating Committee shall approve standard-based plan which has clearly stated performance objectives and occupational tasks recommended by the Occupational Advisory Committee. The



performance objectives must consist of the following three parts:

- the conditions under which the task will be performed
- the description of the task
- the standard for how well the task is being performed

### **Guidelines**

The school's curriculum shall be designed to provide students with the planned instruction needed to attain established academic and vocational standards.[2][4][5]

The school shall assess individual student attainment of established academic and vocational standards and provide assistance for students having difficulty attaining academic and vocational standards.[2][6][7]

Students with disabilities may attain academic and vocational standards by completion of their Individualized Education Programs in accordance with law, regulations and Joint Operating Committee policy.[2][8]

#### Legal

1. 22 PA Code 4.11
2. 22 PA Code 4.12
3. 22 PA Code 4.3
4. Pol. 105
5. Pol. 107
6. Pol. 127
7. Pol. 212
8. Pol. 113
- 22 PA Code 4.4
- Pol. 217

Book	Policy Manual
Section	100 Programs
Title	Discrimination/Title IX Sexual Harassment Affecting Staff
Code	104 - NEW
Status	Policy Committee

### **Authority**

The Joint Operating Committee declares it to be the policy of this school to provide to all persons equal access to all categories of employment in this school, regardless of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, genetic information, pregnancy or handicap/disability. The school shall make reasonable accommodations for identified physical and mental impairments that constitute disabilities, consistent with the requirements of federal and state laws and regulations.<sup>[1][2][3][4][5][6][7][8][9][10][11][12]</sup>

The Joint Operating Committee also declares it to be the policy of this school to comply with federal law and regulations under Title IX prohibiting sexual harassment, which is a form of unlawful discrimination on the basis of sex. Such discrimination shall be referred to throughout this policy as Title IX sexual harassment. Inquiries regarding the application of Title IX to the school may be referred to the Title IX Coordinator, to the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both.

The Joint Operating Committee directs that the foregoing statement of Joint Operating Committee policy be included in each student and staff handbook, and that this policy and related attachments be posted to the school's website.

The Joint Operating Committee requires a notice stating that the school does not discriminate in any manner, including Title IX sexual harassment, in any school education program or activity, to be issued to all students, parents/guardians, employment applicants, employees and all unions or professional organizations holding collective bargaining or professional agreements with the school. All discrimination notices and information shall include the title, office address, telephone number and email address of the individual(s) designated as the Compliance Officer and Title IX Coordinator.

### **Reports of Title IX Sexual Harassment and Other Discrimination and Retaliation**

The Joint Operating Committee encourages employees and third parties who believe they or others have been subject to Title IX sexual harassment, other discrimination or retaliation to promptly report such incidents to the building administrator. A person who is not an intended victim or target of discrimination but is adversely affected by the offensive conduct may file a report of discrimination.

If the building administrator is the subject of a complaint, the complainant or the individual making the report shall direct the report of the incident to the Title IX Coordinator.

The complainant or the individual making the report may use the Discrimination/Sexual Harassment/Retaliation Report Form attached to this policy for purposes of reporting an incident or incidents in writing; however, verbal reports of an incident or incidents shall be accepted, documented and the procedures of this policy and the relevant attachments followed.

The building administrator shall promptly notify the Title IX Coordinator of all reports of discrimination, Title IX sexual harassment or retaliation. The Title IX Coordinator shall promptly contact the complainant regarding the report to gather additional information as necessary, and to discuss the availability of supportive measures. The Title IX Coordinator shall consider the complainant's wishes with respect to supportive measures.

The Title IX Coordinator shall conduct an assessment to determine whether the reported circumstances are most appropriately addressed through the Discrimination Complaint Procedures prescribed in Attachment 2 to this policy, or if the reported circumstances meet the definition of Title IX sexual harassment and are most appropriately addressed through the Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints in Attachment 3, or other Joint Operating Committee policies.

#### Disciplinary Procedures when Reports Allege Title IX Sexual Harassment

When a report alleges Title IX sexual harassment, disciplinary sanctions may not be imposed until the completion of the grievance process for formal complaints outlined in Attachment 3. The school shall presume that the respondent is not responsible for the alleged conduct until a determination has been made at the completion of the grievance process for formal complaints.

#### *Administrative Leave –*

When an employee, based on an individualized safety and risk analysis, poses an immediate threat to the health or safety of any student or other individual, the employee may be removed on an emergency basis.

An accused, nonstudent school employee may be placed on administrative leave during the pendency of the grievance process for formal complaints, consistent with all rights under Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, and in accordance with state law and regulations, Joint Operating Committee policy and an applicable collective bargaining agreement or individual contract.

#### Confidentiality

Confidentiality of all parties, witnesses, the allegations, the filing of a report, and the investigation related to any form of discrimination or retaliation, including Title IX sexual harassment, shall be handled in accordance with applicable law, regulations, this policy, the attachments and the school's legal and investigative obligations.[13][14][15][16][17]

#### Retaliation

The Joint Operating Committee prohibits retaliation by the school or any other person against any person for:[16]

1. Reporting or making a formal complaint of any form of discrimination or retaliation, including Title IX sexual harassment.
2. Testifying, assisting, participating or refusing to participate in a related investigation, process or other proceeding or hearing.
3. Acting in opposition to practices the person reasonably believes to be discriminatory.

The school, its employees and others are prohibited from intimidating, threatening, coercing, or discriminating against anyone for actions described above. Individuals are encouraged to contact the Title IX Coordinator immediately if they believe retaliation has occurred.

#### Definitions

**Complainant** shall mean an individual who is alleged to be the victim.

**Respondent** shall mean an individual alleged to be the perpetrator of the discriminatory conduct.

#### Discrimination

**Discrimination** shall mean to treat individuals differently, or to harass or victimize based on a protected classification including race, color, age, creed, religion, sex, sexual orientation, genetic

information, ancestry, national origin, marital status, pregnancy, or handicap/disability.

**Harassment** is a form of discrimination based on the protected classifications listed in this policy consisting of unwelcome conduct such as graphic, written, electronic, verbal or nonverbal acts including offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation, or other conduct that may be harmful or humiliating or interfere with a person's school or school-related work performance, including when:[9]

1. Submission to such conduct is made explicitly or implicitly a term or condition of an employee's status; or
2. Submission to or rejection of such conduct is used as the basis for employment-related decisions affecting an employee; or
3. Such conduct is sufficiently severe, persistent or pervasive that a reasonable person in the complainant's position would find that it unreasonably interferes with the complainant's performance at work or otherwise creates an intimidating, hostile, or offensive working environment such that it alters the complainant's working conditions.

#### Definitions Related to Title IX Sexual Harassment

**Formal complaint** shall mean a document filed by a complainant or signed by the Title IX Coordinator alleging Title IX sexual harassment and requesting that the school investigate the allegation under the grievance process for formal complaints. The authority for the Title IX Coordinator to sign a formal complaint does not make the Title IX Coordinator a party in the grievance process for formal complaints. The phrase "document filed by a complainant" refers to a document or electronic submission that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint.[15][18]

**Supportive measures** shall mean nondisciplinary, nonpunitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed.[18]

**Supportive measures** shall be designed to restore or preserve equal access to the educational program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the educational environment, or to deter sexual harassment. Supportive measures may include, but are not limited to:[18]

1. Counseling or Employee Assistance Program.
2. Extensions of deadlines or other course-related adjustments.
3. Modifications of work or class schedules.
4. Campus escort services.
5. Mutual restrictions on contact between the parties.
6. Changes in work locations.
7. Leaves of absence.
8. Increased security.
9. Monitoring of certain areas of the campus.
10. Assistance from domestic violence or rape crisis programs.
11. Assistance from community health resources including counseling resources.



**Title IX sexual harassment** means conduct on the basis of sex that satisfies one or more of the following:[\[18\]](#)

1. A school employee conditioning the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct, commonly referred to as *quid pro quo sexual harassment*.
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to a school education program or activity.
3. Sexual assault, dating violence, domestic violence or stalking.
  - a. **Dating violence** means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship is determined by the following factors:[\[19\]](#)
    - i. Length of relationship.
    - ii. Type of relationship.
    - iii. Frequency of interaction between the persons involved in the relationship.
  - b. **Domestic violence** includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving federal funding, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.[\[19\]](#)
  - c. **Sexual assault** means a sexual offense under state or federal law that is classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.[\[20\]](#)
  - d. **Stalking**, under Title IX means stalking on the basis of sex, for example when the stalker desires to date a victim. Stalking means to engage in a course of conduct directed at a specific person that would cause a reasonable person to either:[\[19\]](#)
    - i. Fear for their safety or the safety of others.
    - ii. Suffer substantial emotional distress.

Such conduct must have taken place during a school education program or activity and against a person in the United States to qualify as sexual harassment under Title IX. An **education program or activity** includes the locations, events or circumstances over which the school exercises substantial control over both the respondent and the context in which the harassment occurs. Title IX applies to all of a school's education programs or activities, whether such programs or activities occur on-campus or off-campus.  
[\[14\]](#)[\[15\]](#)[\[18\]](#)

### **Delegation of Responsibility**

In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Joint Operating Committee designates the [\[21\]](#)

*[The school may choose the same or different individuals to fulfill the roles of Compliance Officer and Title IX Coordinator. If designating one (1) individual to fulfill both responsibilities, select the first option*

*and enter the appropriate position title. If designating two (2) individuals to fulfill the separate responsibilities, select the second option and enter the appropriate position titles.]*

{ } Dr. Angela King as the school's Compliance Officer and Title IX Coordinator.  
The Compliance Officer/Title IX Coordinator can be contacted at:

Address: 821 Plymouth Road, Plymouth Meeting, PA. 19462

Email: aking@cmths.org

Phone Number: 610-277-2301

~~{ } \_\_\_\_\_ as the school's Compliance Officer and  
\_\_\_\_\_ as the school's Title IX Coordinator.~~

~~The Compliance Officer can be contacted at:~~

~~Address:~~

~~Email:~~

~~Phone Number:~~

~~The Title IX Coordinator can be contacted at:~~

~~Address:~~

~~Email:~~

~~Phone Number:~~

The Compliance Officer and Title IX Coordinator shall fulfill designated responsibilities to ensure adequate nondiscrimination procedures are in place, to recommend new procedures or modifications to procedures and to monitor the implementation of the school's nondiscrimination procedures in the following areas, as appropriate:

1. Review - Review of personnel practices and actions for discriminatory bias and compliance with laws against discrimination to include monitoring and recommending corrective measures when appropriate to written position qualifications, job descriptions and essential job functions; recruitment materials and practices; procedures for screening applicants; application and interviewing practices for hiring and promotions; school designed performance evaluations; review of planned employee demotions, non-renewal of contracts, and proposed employee disciplinary actions up to and including termination.
2. Training - Provide training for supervisors and staff to prevent, identify and alleviate problems of employment discrimination.
3. Resources - Maintain and provide information to staff on resources available to alleged victims in addition to the complaint procedure or Title IX procedures, such as making reports to the police, and available supportive measures such as assistance from domestic violence or rape crisis programs, and community health resources including counseling resources.
4. Reports/Formal Complaints - Monitor and provide technical assistance to individuals involved in managing informal reports and formal complaints.

## **Guidelines**

### **Title IX Sexual Harassment Training Requirements**

The Compliance Officer and Title IX Coordinator, investigator(s), decision-maker(s), or any individual designated to facilitate an informal resolution process related to Title IX sexual harassment shall receive the following training, as required or appropriate to their specific role:

1. Definition of sexual harassment.
2. Scope of the school's education program or activity, as it pertains to what is subject to Title IX regulations.
3. How to conduct an investigation and grievance process for formal complaints, including examination of evidence, conducting hearings (if applicable), drafting written determinations,

handling appeals and informal resolution processes, as applicable.

4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest and bias.
5. Use of relevant technology.
6. Issues of relevance including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant.
7. Issues of relevance, weight of evidence and application of standard of proof and drafting investigative reports that fairly summarize relevant evidence.
8. How to address complaints when the alleged conduct does not qualify as Title IX sexual harassment but could be addressed under another complaint process or Joint Operating Committee policy.

All training materials shall promote impartial investigations and adjudications of formal complaints of Title IX sexual harassment without relying on sex stereotypes.

All training materials shall be posted on the school's website.

#### Disciplinary Consequences

An employee who violates this policy shall be subject to appropriate disciplinary action consistent with the applicable Joint Operating Committee policy, collective bargaining agreement and individual contract, up to and including dismissal and/or referral to law enforcement officials.[22][23][24][25]

#### Reports of Discrimination

Any reports of discrimination that are reviewed by the Title IX Coordinator and do not meet the definition of Title IX sexual harassment but are based on race, color, age, creed, religion, sex, sexual orientation, ancestry, genetic information, national origin, marital status, pregnancy or handicap/disability shall follow the Discrimination Complaint Procedures in Attachment 2 to this policy.

#### Reports of Title IX Sexual Harassment

Any reports deemed by the Title IX Coordinator to meet the definition of sexual harassment under Title IX shall follow the Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints in Attachment 3 to this policy.

## Legal

1. 43 P.S. 336.3
2. 43 P.S. 951 et seq
3. 34 CFR Part 106
4. 20 U.S.C. 1681 et seq
5. 29 U.S.C. 206
6. 29 U.S.C. 621 et seq
7. 29 U.S.C. 794
8. 42 U.S.C. 1981 et seq
9. 42 U.S.C. 2000e et seq
10. 42 U.S.C. 2000ff et seq
11. 42 U.S.C. 12101 et seq
12. U.S. Const. Amend. XIV, Equal Protection Clause
13. 20 U.S.C. 1232g
14. 34 CFR 106.44
15. 34 CFR 106.45
16. 34 CFR 106.71
17. 34 CFR Part 99
18. 34 CFR 106.30
19. 34 U.S.C. 12291
20. 20 U.S.C. 1092
21. 34 CFR 106.8
22. Pol. 317
23. Pol. 317.1
24. Pol. 806
25. Pol. 824
- 16 PA Code 44.1 et seq
- 18 Pa. C.S.A. 2709
- 28 CFR 35.140
- 28 CFR Part 41
- 29 CFR Parts 1600-1691
- EEOC Enforcement Guidance on Harris v. Forklift Sys., Inc., November 9, 1993
- EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors, June 18, 1999
- EEOC Policy Guidance on Current Issues of Sexual Harassment, March 19, 1990
- Burlington Industries, Inc. v. Ellerth, 524 U.S. 742 (1998)
- Faragher v. City of Boca Raton, 524 U.S. 775 (1998)
- Pol. 320
- Pol. 815
- Pol. 832



104-Attach 1 Report Form.pdf (148 KB)

104-Attach 2 Discrimination.docx (41 KB)

104-Attach 3 Title IX.docx (78 KB)

Book	Policy Manual
Section	100 Programs
Title	Curriculum
Code	105
Status	Policy Committee

### Purpose

**The Joint Operating Committee recognizes its responsibility for the development, assessment and improvement of the educational program of the school. To this end, the curriculum shall be evaluated, developed and modified on a continuing basis and in accordance with a plan for curriculum improvement.**[\[1\]](#)[\[2\]](#)

### Definition

**For purposes of this policy, curriculum shall be defined as a series of planned instruction aligned with established academic and vocational standards in each subject that is coordinated, articulated and implemented in a manner designed to result in the achievement of academic and vocational standards at the proficient level by all students.**[\[3\]](#)[\[4\]](#)[\[5\]](#)

### Authority

**The Joint Operating Committee shall be responsible for the curriculum of the vocational technical school. The curriculum shall be designed to provide students the opportunity to achieve the academic and vocational standards and competencies established by the Joint Operating Committee.** Attaining the academic standards requires students to demonstrate the acquisition and application of knowledge.[\[2\]](#)[\[4\]](#)[\[6\]](#)[\[5\]](#)

**In order to provide a quality educational program for vocational technical students, the Joint Operating Committee shall adopt a curriculum plan that includes the requirements for programs ~~courses~~ to be taught; subjects/tasks to be taught in the English language; programs ~~courses~~ adapted to the age, development and needs of students; and strategies for assisting those students having difficulty attaining the academic and vocational standards.**[\[7\]](#)[\[2\]](#)[\[4\]](#)[\[8\]](#)  
[9]

### Guidelines

**Vocational technical education programs shall consist of a series of planned academic and vocational technical education programs ~~courses~~ that are articulated with one another so that knowledge and skills are taught in a systematic manner.** Programs shall be standard-based; prepare students for obtainment of licensure or industry skills certification or Pennsylvania Skills Certificate, as required; provide extended classroom experience; and meet minimum time requirements. **Programs may include cooperative education and participation in vocational student organizations in order to develop students' leadership skills.**[\[10\]](#)[\[11\]](#)[\[6\]](#)[\[12\]](#)[\[13\]](#)

**Vocational technical education courses shall include content based upon occupational analysis, performance objectives deemed critical to successful employment, and assessment of student competencies based upon performance standards.**[\[10\]](#)[\[6\]](#)

**Safety education, consisting of safety practices, accident prevention, occupational health habits and environmental concerns, shall be integrated into the curriculum of the programs.**

[\[10\]](#)

### **Delegation of Responsibility**

As the educational leader of the school, **the Administrative Director shall be responsible to the Joint Operating Committee for the school's curriculum.** The Administrative Director **shall establish procedures for curriculum development,** evaluation and modification, **which ensure the utilization of available resources** and effective participation of administrators and teaching staff members. [\[2\]](#)[\[10\]](#)

**A listing of all curriculum materials shall be made available for the information of parents/guardians, students, staff and Joint Operating Committee members.**[\[2\]](#)[\[14\]](#)

**With prior approval by the Joint Operating Committee, the Administrative Director may conduct pilot programs deemed necessary to the continuing improvement of the instructional program.**

**The Joint Operating Committee directs the Administrative Director to pursue actively state and federal aid in support of research activities.**

#### Legal

1. 24 P.S. 1805
2. 22 PA Code 4.4
3. 22 PA Code 4.3
4. 22 PA Code 4.12
5. Pol. 102
6. 22 PA Code 339.22
7. 24 P.S. 1841
8. Pol. 107
9. Pol. 127
10. 22 PA Code 4.31
11. 22 PA Code 11.28
12. Pol. 115
13. Pol. 122
14. Pol. 105.1
- 22 PA Code 4.23
- 22 PA Code 4.28

Book	Policy Manual
Section	100 Programs
Title	Review of Instructional Materials by Parents/Guardians and Students
Code	105.1
Status	Policy Committee

### **Authority**

**The Joint Operating Committee adopts this policy to ensure that parents/guardians and students have an opportunity to review instructional materials and have access to information about the curriculum, including academic and vocational standards to be achieved, instructional materials and assessment techniques.**[\[1\]](#)[\[2\]](#)

### **Definition**

**Instructional material** means instructional content that is provided to a student, regardless of its format, including printed or representational materials, audiovisual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). For purposes of this policy, the term does not include academic and vocational tests or academic and vocational assessments.[\[2\]](#)

### **Guidelines**

**Upon request by a parent/guardian or student, the school will make available existing information about the curriculum, including academic standards and competencies to be achieved, instructional materials and assessment techniques.**[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)

**The following conditions shall apply to any request:**

- 1. To assist the school in providing the correct records to meet the needs of the requesting party, the request must be in writing, setting forth the specific material being sought for review.**
- 2. The written request will be sent to the Administrative Director or designee.**
- 3. The school will respond to the parent/guardian or student within ten (10) school days by designating the time and location for the review.**
- 4. The school may take necessary action to protect its materials from loss, damage or alteration and to ensure the integrity of the files, including the provision of a designated employee to monitor the review of the materials.**
- 5. No parent/guardian or student shall be permitted to remove the material provided for review or photocopy the contents of such file. The taking of notes by parents/guardians and students is permitted.**
- 6. No more than one (1) request per semester may be made by any parent/guardian or student for each enrolled child.**

Under federal law, the rights provided to parents/guardians to inspect any instructional materials used as part of the student's educational curriculum transfer to the student when the student turns eighteen (18) years old or is an emancipated minor. These rights do not transfer under state law; therefore,

parents/guardians retain their rights to access information about the curriculum and to review instructional materials.[1][2]

### **Delegation of Responsibility**

The Administrative Director or designee shall notify parents/guardians and students of this policy and its availability. This notification shall be given at least annually, at the beginning of each school year, and within a reasonable time after any substantive changes regarding the contents of this policy.[2]

#### Legal

1. 22 PA Code 4.4
  2. 20 U.S.C. 1232h
  3. Pol. 102
  4. Pol. 105
  5. Pol. 127
- 22 PA Code 403.1
- Pol. 235



Book	Policy Manual
Section	100 Programs
Title	Exemption From Instruction
Code	105.2
Status	Policy Committee

### **Authority**

**The Joint Operating Committee adopts this policy to ensure that parents/guardians have the right to have their children excused from specific instruction that conflicts with their religious beliefs.[1][2]**

### **Guidelines**

**The rights granted by this policy are granted to parents/guardians of students enrolled in the school when the students are under the age of eighteen (18) and to the students themselves when the student is eighteen (18) or over.**

**The school shall excuse any student from specific instruction, subject to the following conditions:**

- 1. To assist the school in ensuring that the student is excused from the correct specific instruction, the request must be made in writing and must detail the specific instruction from which the student is to be excused.**
- 2. The written request to be excused shall be sent by the parent/guardian or student to the Administrative Director or designee.**

**One (1) copy of the request shall be retained in the student's permanent school records, one (1) copy kept by the school administration, and one (1) copy submitted to the teacher from whose instruction the student is to be excused.**

- 3. It shall not be the responsibility of the school or any of its employees to ensure that the student exercises his/her right to be excused in accordance with a parental request. It shall be the responsibility of the student to request permission to leave class when the specific instruction objected to is presented. When the student seeks to be excused, the teacher shall excuse the student if the teacher or administrator has a copy of the written request and the written request adequately describes the specific instruction.**
- 4. The written request must contain a statement that the specific instruction described conflicts with the religious beliefs of the student or of the parents/guardians.**
- 5. The parent/guardian and/or student may request suggested replacement educational activities. The only permissible educational activity for this purpose shall be in the nature of replacement instruction that is consistent with the goals set for the course and that does not require the provision of any extra resources by the school.**
- 6. The Administrative Director or designee shall determine where the student shall report during the time the student is excused.**
- 7. All students excused from specific instruction shall be required to achieve the academic standards and competencies established by the school as necessary for graduation or**

completion of the course work.[3][4]

Legal

1. 22 PA Code 4.4
2. 22 PA Code 11.7
3. Pol. 102
4. Pol. 217

Book	Policy Manual
Section	100 Programs
Title	Planned Instruction
Code	106
Status	Policy Committee

### **Authority**

~~Guides shall be prepared for all~~ **Planned instruction** will be adopted by the Joint Operating Committee in order to direct and assist the professional staff toward the attainment of academic and vocational standards and established competencies for a program ~~course~~ of study.[1][2]

### **Guidelines**

Each planned instruction ~~guide~~ may contain: ~~as appropriate to that planned instruction:~~

1. **Objectives** of the instruction.
2. Concepts and skills to be taught.
3. Suggested activities designed to achieve the objectives.
4. Suggested methods of instruction.
5. Assessment criteria and methods intended to evaluate the extent to which learning objectives and competencies have been achieved.

Each teacher shall use ~~the~~ planned instruction ~~guide~~ as the core of the program ~~course~~ s/he has been assigned to teach.

### **Delegation of Responsibility**

**The Administrative Director or designee shall be responsible for the preparation of planned instruction ~~guides~~, and shall develop administrative regulations for such preparation which include:**

1. Participation by appropriate staff members and resource personnel.
2. Continuing research in instructional methods, materials, activities and assessment strategies.
3. Systematic review of all planned instruction ~~guides~~ to ensure their continuing effectiveness in achieving established academic and vocational standards and competencies.

**A system of administrative review shall be implemented to ensure that planned instruction ~~guides~~ is ~~are~~ being followed by teaching staff members to the degree of conformity required.**

~~Copies of all current guides for~~ **Planned instruction shall be kept on file electronically in the office of the Administrative Director.**



Legal

1. 22 PA Code 4.4

2. Pol. 107

24 P.S. 1511

24 P.S. 1512

24 P.S. 1841

22 PA Code 4.11

Book	Policy Manual
Section	100 Programs
Title	Adoption of Planned Instruction
Code	107
Status	Policy Committee

### **Purpose**

**The Joint Operating Committee shall provide a comprehensive program of planned instruction to enable students to achieve educational objectives and attain academic and vocational standards and established competencies required for student achievement. Planned instruction shall consist of at least the following:**[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)

1. **Objectives to be achieved by all students.**
2. **Content, including materials, activities and instructional time.**
3. **Relationship between objectives of a planned course and established academic and vocational standards and competencies.**
4. **Procedure for measurement of attainment of objectives, academic and vocational standards, and competencies.**

### **Authority**

Vocational technical **education courses shall be developed in the planned instruction format and shall be accessible to all high school students attending participating districts in the grades in which the courses are offered.**[\[6\]](#)

**No planned instruction shall be taught in the school unless it has been adopted by a majority vote of the full Joint Operating Committee. The Joint Operating Committee reserves the right to determine which units of the instructional program constitute planned instruction and are subject to adoption by the Joint Operating Committee.**[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)

### **Delegation of Responsibility**

**The Administrative Director shall be responsible for the continuous evaluation of the effectiveness of the planned instruction and shall recommend to the Joint Operating Committee new programs deemed to be in the best interests of students and employers.**

**The Administrative Director shall invite the participation of administrative and professional staff members at appropriate levels in the formulation of recommendations.**

**The Administrative Director shall maintain a current list of all planned instruction offered by the school and shall ensure ~~furnish~~ accessability to each member of the Joint Operating Committee, ~~with a copy.~~**

Legal

1. 22 PA Code 4.11

2. 22 PA Code 4.12

3. Pol. 102

4. Pol. 105

5. Pol. 106

6. 22 PA Code 4.31

7. 24 P.S. 508

8. 24 P.S. 1511

9. 24 P.S. 1512

10. Pol. 006

24 P.S. 1512.1

Pol. 100

Book	Policy Manual
Section	100 Programs
Title	Adoption of Textbooks
Code	108
Status	

### **Authority**

The ~~Occupational Advisory Committee~~ ~~Joint Operating Committee~~ shall, by an affirmative vote of a majority of the full ~~Occupational Advisory Committee~~ ~~Joint Operating Committee~~, ~~recommend~~ **adopt** **all textbooks used for instruction in the school's educational program to be adopted by the Joint Operating Committee.** ~~—The Occupational Advisory Committee~~ ~~Joint Operating Committee~~ shall establish a planned cycle of textbook review and replacement. ~~[1][2][3][4]~~[5]

### **Definition**

**For purposes of this policy, textbooks shall be defined as the books, in print or digital format, used as the basic source of any information in the planned instruction.**

### **Delegation of Responsibility**

**The Administrative Director, after consultation with administrative and professional staff and the Occupational Advisory Committee, shall be responsible for the selection and recommendation of textbooks for Joint Operating Committee consideration. No adoption or change of textbooks shall be made without the Administrative Director's recommendation, except by a two-thirds vote of the Joint Operating Committee.** ~~[1][3]~~[5]

**The Administrative Director or designee shall establish administrative regulations for reviewing, evaluating and selecting textbooks.**

A list of all approved textbooks used in the school shall be maintained electronically on the school's website ~~by the Administrative Director or designee~~ and shall be available to Joint Operating Committee members, school staff, students, parents/guardians and community members.[6]

Legal	1. 24 P.S. 508
	2. 24 P.S. 801
	3. 24 P.S. 803
	4. 24 P.S. 1850.1
	5. Pol. 006
	6. Pol. 105.1
	22 PA Code 14.106
	24 P.S. 807.1
	Pol. 103.1
	Pol. 610

Book	Policy Manual
Section	100 Programs
Title	Resource Materials
Code	109
Status	

### **Authority**

**The Joint Operating Committee** shall, by an affirmative vote of a majority of the full Joint Operating Committee, **provide resource materials that implement, support and enrich the school's educational program.**[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)

### **Definition**

**Resource materials** shall include nonfiction and fiction **books, magazines, reference books, supplementary titles, multimedia and digital materials, software and instructional material.**

### **Delegation of Responsibility**

**The Administrative Director, after consultation with the administrative and teaching staff, shall be responsible for the selection, recommendation, and maintenance of all resource materials. No adoption or change of materials shall be made without the Administrative Director's recommendation, except by a two-thirds vote of the Joint Operating Committee.**[\[2\]](#)

**The Administrative Director or designee shall establish administrative regulations for the selection of resource materials.**

A list of resource materials provided by the school shall be maintained [electronically on the school's website](#) ~~by the Administrative Director~~ and shall be available to Joint Operating Committee members, school staff, students, parents/guardians and community members.[\[5\]](#)

Legal	1. 24 P.S. 801
	2. 24 P.S. 803
	3. 24 P.S. 1850.1
	4. Pol. 006
	5. Pol. 105.1
	24 P.S. 807.1
	Pol. 610

Book	Policy Manual
Section	100 Programs
Title	Instructional Supplies
Code	110
Status	From PSBA

### **Authority**

**It shall be the policy of the Joint Operating Committee to supply each staff member and student with the supplies and equipment that are deemed necessary for implementation of the approved instructional program.[1]**

**The Joint Operating Committee may require that students provide certain supplies for participation in extracurricular activities.**

### **Guidelines**

**When individualized and nonreusable clothing or equipment is necessary for reasons of safety or health, students shall be required to provide their own clothing or equipment, which shall meet standards set by the school. Such standards shall be those reasonably related to considerations of safety, health and protection of property.[2]**

**When students prepare useful items they are permitted to keep, they shall pay the cost of the materials used.**

**When policy guidelines impose a financial hardship on a student, the school will assume the cost. The Administrative Director or designee shall implement procedures to assure that no student is denied participation in a school program for financial reasons and to guard the privacy of each student.**

Legal	1. 24 P.S. 1850.1
	2. 22 PA Code 12.11
	24 P.S. 801

Book	Policy Manual
Section	100 Programs
Title	Lesson Plans
Code	111
Status	Policy Committee

### **Authority**

**To ensure continuity of instruction, the Joint Operating Committee requires professional staff members to develop and maintain daily lesson plans.[1]**

### **Delegation of Responsibility**

**To facilitate more effective instruction, lesson plans must be prepared in advance. Lesson plans shall be inspected and must conform to the guidelines established by the Administrative Director and/or their designee.**

**Teachers shall make thorough preparation for all daily lessons and shall prepare plans reflecting such preparation.**

Lesson plans shall be completed and submitted in the designated online platform(s) for review.

**Teachers are to provide adequate directions for substitutes, the purpose of which shall be to continue the instructional program or provide a meaningful educational alternative that relates to the program.**

Lesson plans **must be available** for immediate access by assigned **substitute teachers**.

### **Guidelines**

Guidelines for implementation of this policy shall include:

1. While teachers are required to be thoroughly prepared for each daily lesson, plans may be prepared for each lesson or on a long-term basis, i.e. unit of work, whichever is most appropriate.
2. Material to be used in a lesson(s), such as printed or digital material and audiovisual resources, may serve as an integral part of the plan.
3. Lesson plans for individualized programs should reflect a general overview and purpose of the instructional program; individual student plans or records may serve as an integral part of the lesson plan.

Legal	1. 24 P.S. 1850.1
	Pol. 113
	Pol. 814
	Pol. 815



Book	Policy Manual
Section	100 Programs
Title	Lesson Plans
Code	111
Status	Policy Committee

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Legal	<a href="#">1. 24 P.S. 1850.1</a>
	Pol. 113
	Pol. 814
	Pol. 815



Book	Policy Manual
Section	100 Programs
Title	Career and School Counseling
Code	112
Status	Policy Committee

### **Purpose**

A **career and school guidance** counseling program is an integral part of the instructional program of the school. Such a program can:

1. **Assist students in achieving their optimum potential.**
2. **Enable students to significantly benefit from program offerings.**
3. **Aid students in recognizing options and making choices in vocational and academic educational planning.**[\[1\]](#)
4. **Assist students in identifying career options consistent with their abilities and goals.**

### **Authority**

The Joint Operating Committee directs that a program of **career and school guidance and counseling** shall be offered to students that involves the coordinated efforts of school staff members and personnel from participating school districts, under the professional leadership of certificated **career and school guidance and counseling** personnel.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)

### **Delegation of Responsibility**

The Administrative Director or designee is directed to implement a **career and school guidance** program that serves the needs of and is available equally to all students.[\[4\]](#)[\[5\]](#)[\[6\]](#)

Legal	1. 22 PA Code 4.34
	2. 22 PA Code 12.41
	3. 22 PA Code 339.31
	4. 22 PA Code 339.32
	5. Pol. 103
	6. Pol. 103.1
	22 PA Code 12.16
	Pol. 146

Book	Policy Manual
Section	100 Programs
Title	Cooperative Education
Code	115
Status	From PSBA

### **Purpose**

**The Joint Operating Committee endorses a cooperative relationship between the school and business and industry. Students benefit from this relationship by having the opportunity to translate learning to the workplace. Business and industry benefit by utilizing and training skilled workers.**

### **Authority**

**The Joint Operating Committee shall approve and support cooperative vocational education and work-study programs and shall supervise the nature and conduct of student employment.** [1][2][3][4]

The Joint Operating Committee shall ensure that all students and parents/guardians are informed of the student's rights to participate in career and technical education programs and courses and that students with disabilities enrolled in such programs are entitled to services under state and federal laws and regulations. [1][5][6][7][8]

### **Definition**

**Cooperative vocational-technical education - a planned method of instruction developed through a signed cooperative arrangement among school representatives, students, parents/guardians and employers in the community to provide students with an opportunity to alternate in-school academic and vocational-technical instruction in entry-level paid employment in an occupational field, in which the student's total occupational work experience is planned, coordinated and supervised by the school in close cooperation with the employer.** [9][10][11]

### **Delegation of Responsibility**

**The Administrative Director or designee shall be responsible for developing procedures which ensure that students participating in cooperative education and work-study programs are not exploited, illegally employed, or employed under conditions that fail to safeguard their health and safety.**

### **Guidelines**

#### Child Abuse Prevention Requirements

Employers who participate in school internship, externship, work study, co-op, or similar programs shall adopt policies and procedures that ensure compliance with the following procedures required by the Child Protective Services Law.

#### *Identification of Adult Responsible for Child's Welfare -*

When a school student under the age of eighteen (18) years old participates in an internship, externship, work study, co-op, or similar program with an outside employer, the school and the employer shall, prior to commencing participation, identify an adult(s) who will be the student's

supervisor while the child participates in the program. The identified adult(s) will be the person responsible for the child's welfare.[\[12\]](#)[\[13\]](#)

The identified adult(s) shall be in the immediate vicinity of the child at regular intervals during the program. **Immediate vicinity** shall mean an area in which an individual is physically present with a child and can see, hear, direct and assess the activities of the child.[\[12\]](#)[\[13\]](#)

#### *Certifications -*

Prior to commencement of the program, the identified adult shall submit the following information to the Administrative Director or designee:[\[13\]](#)

1. PA Child Abuse History Clearance - which must be less than sixty (60) months old.
2. PA State Police Criminal History Record Information - which must be less than sixty (60) months old.
3. Federal Criminal History Report - which must be less than sixty (60) months old.
4. Disclosure Statement – which is a statement swearing or affirming applicant has not been disqualified from service by reason of conviction of designated criminal offenses or being listed as the perpetrator in a founded report of child abuse.[\[14\]](#)

The Administrative Director or designee shall review the information and determine if information is disclosed that precludes identification of the adult as the supervisor responsible for the child's welfare.

Information submitted by an identified adult in accordance with this policy shall be maintained centrally in a manner similar to that for school employees.

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

An identified adult shall notify the employer, in writing, within seventy-two (72) hours of the occurrence, of an arrest or conviction required to be reported by law.[\[14\]](#)

An identified adult shall also report to the employer, 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.[\[14\]](#)

Failure to accurately report such occurrences may subject the identified adult to disciplinary action up to and including termination of employment and criminal prosecution.[\[14\]](#)

The employer shall immediately require an identified adult to submit new certifications when there is a reasonable belief that the identified adult was arrested for or has been convicted of an offense required to be reported by law, was named as a perpetrator in a founded or indicated report, or has provided written notice of such occurrence.[\[14\]](#)

If the employer receives notice of such occurrences from either the adult or a third party, the employer shall immediately report that information to the Administrative Director or designee in writing.[\[14\]](#)

#### *Child Abuse Reporting -*

Identified adults who have reasonable cause to suspect that a child is the victim of child abuse shall make a report of suspected child abuse in accordance with the Child Protective Services Law.[\[15\]](#)[\[16\]](#)

## Legal

1. 22 PA Code 4.31
2. 22 PA Code 11.8
3. 22 PA Code 11.28
4. 22 PA Code 339.29
5. Pol. 103
6. Pol. 103.1
7. Pol. 113
8. Pol. 138
9. 24 P.S. 1801
10. 24 P.S. 1850.1
11. 22 PA Code 4.3
12. 23 Pa. C.S.A. 6303
13. 23 Pa. C.S.A. 6344
14. 23 Pa. C.S.A. 6344.3
15. 23 Pa. C.S.A. 6311
16. Pol. 806
- 23 Pa. C.S.A. 6301 et seq

August 4, 2021

Dear CMTHS Joint Operating Committee:

It is with regret that I am writing this letter to inform you of my plan to retire December 30, 2021. Twenty-Eight Years ago, my venture into public education began right here at CMTHS. I do **not** regret the decision to come back here in 2017 and finish out my career at the finest educational institution that I have ever witnessed. This decision to retire is one that was influenced by some of my unfortunate health conditions. I look forward to having the opportunity to maintain a lifestyle of health, and to give back to our communities and schools often.

I want to thank the JOC, staff, communities and most of all the students for making my time at CMTHS one in which I will always treasure.

I look forward to continually hearing about the tremendous opportunities that our amazing JOC and staff will provide for our students, workforce and the community.

Thank you CMTHS!!!

Sincerely,



Seth Schram  
Administrative Director