

JOINT OPERATING COMMITTEE

DIRECTOR'S REPORT

AUGUST 4, 2021

ITEM 1: Recommend employment of 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: \$87,242.00
Employment Status: Full-time Instructor (190 days)
Benefits: As specified in the current Professional Negotiations Agreement (Perkins funded)

ITEM 2: Recommend employment of 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: \$106,353.00
Employment Status: Full-time Instructor (190 days)
Benefits: As specified in the current Professional Negotiations Agreement (Perkins funded)

ITEM 3: Recommend employment of 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: \$96,057.00
Employment Status: Full-time Instructor (190 days)
Benefits: As specified in the current Professional Negotiations Agreement (Perkins funded)

Each year the administration recommends approval of the contracts of the Central Montco Technical High School employees who are partially funded by the Carl D. Perkins Grant. The employees listed in the Director's Report serve in positions that were proposed by the Perkins Planning Committee.

ITEM 4: Recommend approval of the Memorandum of Understanding with the Bureau of Career and Technical Education for participation in the Technical Assistance Program. (Attachment #1)

ITEM 5: Recommend employment of the following individual: (Resume attached)

Name: Kelly Williams
Position: Healthcare Sciences Instructor
Effective Date: August 23, 2021
Status: Full-time/190 days
Salary Step/Salary: A-3/\$50,941.00
Benefits: As per the current negotiated Teachers Contract

ITEM 6: Recommend 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

ITEM 7: Recommend the following substitute:

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

ITEM 8: Recommend additional staff for the summer programs:

Michael Bivins	Vanessa Mensack
Nicholas Professori	Randy D'Angelo

ITEM 9: Recommend employment of a part-time IT employee.

ITEM 10: Recommend supplemental contracts for program preparation for one new Healthcare Sciences instructor at per diem rate for five days.

ITEM 11: Recommend 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.

ITEM 12: Recommend supplemental contracts for Katie MacLuckie and Eileen Lawler for new teacher mentoring – 8 hours each @ \$30.00/hour.

ITEM 13: Recommend adoption of the following policies that had first readings on June 2, 2021: (Attachment #2)

Policy #000 (Joint Operating Committee Policy/Procedure/
Administrative Regulations)
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)

ITEM 14: Recommend first reading of the following policies reviewed by the Policy Committee on July 1, 2021: (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)

ITEM 15: Recommend FMLA for Melissa Zimmerman, Healthcare Sciences Instructional Assistant from August 23 to November 1, 2021.

ITEM 16: Recommend acceptance of retirement of Seth Schram, Administrative Director, effective December 30, 2021. (Attachment #4)

SETH SCHRAM
ADMINISTRATIVE DIRECTOR

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 Date

Superintendent of Records Signature Date

Joint Operating Committee Chair Signature Date

 7/20/2021

Director, Bureau of Career and Technical Education Date
Pennsylvania Department of Education

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]