

JOINT OPERATING COMMITTEE

MINUTES

AUGUST 5, 2020

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
Louis Mason
Dr. Monica D'Antonio
Tiffani Hendley
Eric Elvanian
Maggie Philips, Esq., Treasurer
Alice Budno Hope, Vice Chairperson

ABSENT: Susan Moore

ALSO PRESENT: Seth Schram, Director
Dr. Angela King, Assistant Director
Charles J. Braun, Supervisor of Business Operations
Larry Byron, Special Projects, Technology and Operations Supervisor
Marilyn Monastero, J.O.C. Secretary
Mark Fitzgerald, Esq., Solicitor

MINUTES

MOTION: 1. To approve the minutes of July 15, 2020.

Above motion #1 was moved by Mrs. Franklin-Becker and seconded by Mr. Mason.

Membership Polled. All in Favor. Motion Carried.

TREASURER'S REPORT

MOTION: 2. To approve the following items of the June 30, 2020 Treasurer's Report:
- Pages 1 through 11 for file and audit and
To approve General Fund Disbursements for July 31, 2020:
- Checks #9275 through #9345, including voided checks #9288 - #9290, #9329 and #9330, ACH payments and electronic transfers in the amount of \$630,573.53. (Page 12)

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

- MOTION: 3. To employ an English Language Development instructor for one year based on the availability of Perkins funding:
- Name: Katie MacLuckie
Term: August 24, 2020 – June 11, 2021
Salary: \$79,456.23
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 24, 2020 – June 11, 2021
Salary: \$105,130.23
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 24, 2020 – June 11, 2021
Salary: \$89,050.38
Employment Status: Full-time Instructor (190 days)
Benefits: As specified in the current Professional Negotiations Agreement (Perkins funded)
6. To approve salary step increase for Melanie Wheeler, Culinary Arts instructor, from C-14 to E-14, effective August 24, 2020 due to receipt of Voc. II.
7. To approve the Memorandum of Understanding with the Bureau of Career and Technical Education for participation in the Technical Assistance Program. (Attachment #1)
8. To employ the following individuals as Part-time EMS employees at \$25/hour not to exceed 20 hours/employee a week – no benefits.

Richard Roberts and Mitch Kijak

9. To employ the following individuals:

Name: Melissa Zimmerman
Position: Healthcare Sciences Instructional Assistant
Effective Date: August 24, 2020
Status: Full-time/190 days
Annual Salary: \$41,000.00
Benefits: As per the current negotiated ESPA
(Support Staff Agreement)

Name: Ashley Gray
Position: Healthcare Sciences Instructional Assistant
Effective Date: August 24, 2020
Status: Full-time/190 days
Annual Salary: \$50,000.00
Benefits: As per the current negotiated ESPA
(Support Staff Agreement)

Name: Michael Hault
Position: Automotive Technology Instructor
Effective Date: August 24, 2020
Status: Full-time/190 days
Salary Step/Salary: A-4/\$52,171.62
Benefits: As per the current Teachers Contract

Name: Kevin Folk
Position: Visual, Sound and Music Production
Instructor
Effective Date: August 24, 2020
Status: Full-time/190 days
Salary Step/Salary: A-3/\$50,363.53
Benefits: As per the current Teachers Contract

Above motions #3 through #9 were moved by Mrs. Philips and seconded by

Dr. D'Antonio.

Membership Polled.

All in Favor.

Motion Carried

SUPERINTENDENT'S REPORT

Mr. Schram stated that he and the Superintendents worked collaboratively on the reopening plan.

SOLICITOR'S REPORT

Mr. Fitzgerald stated that he has been collaborating with administration on the reopening plan.

COMMITTEE REPORTS

Personnel

MOTION: 10: To approve job title change for Dana Johnson from Dean of Students to Dean of Academic Affairs with movement from Project Staff Agreement to Act 93.

Above motion #10 was moved by Mr. Elvanian and seconded by Mrs. Epstein.
Membership Polled. All in Favor. Motion Carried.

Finance

Mrs. Philips reported that funding possibilities are being looked into for the roof and parking lot repairs and technology needs.

Facility Review

Mrs. Hope reported that the roof repair is the number one priority.

Curriculum

Dr. D'Antonio stated that the committee met and held discussion on how curriculum will be affected by reopening.

NEW BUSINESS

Mrs. Franklin-Becker thanked the planning team for their hard work on the Health and Safety Plan and reopening options.

Mr. Schram gave a presentation on the CMTHS reopening options followed by a question and answer session.

MOTION: 11. To approve the Phased School Reopening Health and Safety Plan. (Attachment #2)

Above motion #11 was moved by Mrs. Franklin-Becker and seconded by Mrs. Philips.
Membership Polled. All in Favor. Motion Carried.

- MOTION: 12. To approve CMTHS Reopening Model Option 2 – Modified Cohort (Returning Students Only) – September 8 (virtual start) and September 14 (hands-on start) to end of Marking Period 1- November 5, 2020. (Attachment #3)

Above motion #12 was moved by Mrs. Franklin-Becker and seconded by Mrs. Hope.

Membership Polled 6 ayes Motion Carried.
2 nays (Dr. D'Antonio and Ms. Hendley)

Both Mr. Schram and Mrs. Franklin-Becker thanked everyone for their hard work and support.

Meeting adjourned at 8:43 p.m.

Respectfully submitted,

Marilyn Monastero
J.O.C. Secretary

2020-2021

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 2020-2021 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 COVID-19 pandemic, TAP activities will adapt training and coaching sessions to meet the specific needs of each school. Activities will be delivered on-site or virtually as feasible and appropriate for each school.

Memorandum of Understanding
with
Central Montco Technical High School

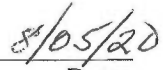
2020-2021
Technical Assistance Program (TAP) Activities

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

- NOCTI Pre-Tests and Study Guides



Career and Technology Center Director Signature



Date



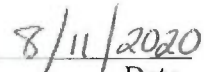
Superintendent of Records Signature

8/11/2020

Date



Joint Operating Committee Chair Signature



Date



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

7/22/2020

Date



Phased School Reopening Health and Safety Plan Template

Each school entity must create a Health and Safety Plan which will serve as the local guidelines for all instructional and non- instructional school reopening activities. As with all emergency plans, the Health and Safety Plan developed for each school entity should be tailored to the unique needs of each school and should be created in consultation with local health agencies. Given the dynamic nature of the pandemic, each plan should incorporate enough flexibility to adapt to changing conditions. The templates provided in this toolkit can be used to document a school entity's Health and Safety Plan, with a focus on professional learning and communications, to ensure all stakeholders are fully informed and prepared for a local phased reopening of school facilities. A school entity's Health and Safety Plan must be approved by its governing body and posted on the school entity's publicly available website prior to the reopening of school. School entities should also consider whether the adoption of a new policy or the modification of an existing policy is necessary to effectively implement the Health and Safety Plan.

Each school entity should continue to monitor its Health and Safety Plan throughout the year and update as needed. All revisions should be reviewed and approved by the governing body prior to posting on the school entity's public website.

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This resource draws on a resource created by the Council of Chief State School Officers (CCSSO) that is based on official guidance from multiple sources to include: the Centers for Disease Control and Prevention, the White House, American Academy of Pediatrics, Learning Policy Institute, American Enterprise Institute, Rutgers Graduate School of Education, the World Health Organization, the Office of the Prime Minister of Norway as well as the departments of education/health and/or offices of the governor for Idaho, Montana, New York, Texas and Washington, DC.

Health and Safety Plan: CENTRAL MONTCO TECHNICAL HIGH SCHOOL

All decision-makers should be mindful that as long as there are cases of COVID-19 in the community, there are no strategies that can completely eliminate transmission risk within a school population. The goal is to keep transmission as low as possible to safely continue school activities. All school activities must be informed by [Governor Wolf's Process to Reopen Pennsylvania](#). The administration has categorized reopening into three broad phases: red, yellow, or green. These designations signal how counties and/or regions may begin easing some restrictions on school, work, congregate settings, and social interactions:

- The Red Phase: Schools remain closed for in-person instruction and all instruction must be provided via remote learning, whether using digital or non-digital platforms. Provisions for student services such as school meal programs should continue. Large gatherings are prohibited.
- The Yellow Phase and Green Phase: Schools may provide in-person instruction after developing a written Health and Safety Plan, to be approved by the local governing body (e.g. board of directors/trustees) and posted on the school entity's publicly available website.

Based on your county's current designation (i.e., red, yellow, green) and the best interests of your local community, indicate which type of reopening your LEA has selected by checking the appropriate box in row three of the table below. Use the remainder of the template to document your LEA's plan to bring back students and staff, how you will communicate the type of reopening with stakeholders in your community, and the process for continued monitoring of local health data to assess implications for school operations and potential adjustments throughout the school year. Depending upon the public health conditions in any county within the Commonwealth, there could be additional actions, orders, or guidance provided by the Pennsylvania Department of Education (PDE) and/or the Pennsylvania Department of Health (DOH) designating the county as being in the red, yellow, or green phase. Some counties may not experience a straight path from a red designation, to a yellow, and then a green designation. Instead, cycling back and forth between less restrictive to more restrictive designations may occur as public health indicators improve or worsen. This means that your school entity should account for changing conditions in your local Health and Safety Plan to ensure fluid transition from more to less restrictive conditions in each of the phase requirements as needed.

Type of Reopening

Key Questions

- How do you plan to bring students and staff back to physical school buildings, particularly if you still need social distancing in place?
- How did you engage stakeholders in the type of re-opening your school entity selected?
- How will you communicate your plan to your local community?
- Once you reopen, what will the decision-making process look like to prompt a school closure or other significant modification to operations?

Based on your county's current designation and local community needs, which type of reopening has your school entity selected? **(SELECT ONE BOX BELOW)**

- Total reopen for all students and staff (but some students/families opt for distance learning out of safety/health concern).
- Scaffolded reopening: Some students are engaged in in-person learning, while others are distance learning (i.e., some grade levels in-person, other grade levels remote learning).
- Blended reopening that balances in-person learning and remote learning for all students (i.e., alternating days or weeks).
- Total remote learning for all students. (Plan should reflect future action steps to be implemented and conditions that would prompt the decision as to when schools will re-open for in-person learning).

Anticipated launch date for in-person learning (i.e., start of blended, scaffolded, or total reopening): August 31, 2020

Pandemic Coordinator/Team

Each school entity is required to identify a pandemic coordinator and/or pandemic team with defined roles and responsibilities for health and safety preparedness and response planning during the phased reopening of schools. The pandemic coordinator and team will be responsible for facilitating the local planning process, monitoring implementation of your local Health and Safety Plan, and continued monitoring of local health data to assess implications for school operations and potential adjustments to the Health and Safety Plan throughout the school year. To ensure a comprehensive plan that reflects the considerations and needs of every stakeholder in the local education community, LEAs are encouraged to establish a pandemic team to support the pandemic coordinator. Inclusion of a diverse group of stakeholders is critical to the success of planning and implementation. LEAs are highly encouraged to make extra effort to engage representatives from every stakeholder group (i.e., administrators, teachers, support staff, students, families, community health official or other partners), with a special focus on ensuring that the voices of underrepresented and historically marginalized stakeholder groups are prioritized. In the table below, identify the individual who will serve as the pandemic coordinator and the stakeholder group they represent in the row marked "Pandemic Coordinator". For each additional pandemic team member, enter the individual's name, stakeholder group they represent, and the specific role they will play in planning and implementation of your local Health and Safety Plan by entering one of the following under "Pandemic Team Roles and Responsibilities":

- **Health and Safety Plan Development:** Individual will play a role in drafting the enclosed Health and Safety Plan;
- **Pandemic Crisis Response Team:** Individual will play a role in within-year decision making regarding response efforts in the event of a confirmed positive case or exposure among staff and students; or
- **Both (Plan Development and Response Team):** Individual will play a role in drafting the plan and within-year decision making regarding response efforts in the event of confirmed positive case.

Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities (Options Above)
Seth Schram	CMTHS Director	Pandemic Coordinator
Angela King	CMTHS Assistant Director	Both (Plan Development and Response Team) -Pandemic Coordinator- Assistant
Dana Johnson	CMTHS Dean of Students NASD Athletic Coach Parent of Current CMTHS/NASD Students	Both (Plan Development and Response Team) - Cleaning Sanitizing Disinfecting, Ventilation - Social Distances and Other Safety Protocols
Tracey Tupper	CMTHS School Nurse	Both (Plan Development and Response Team) - Social Distances and Other Safety Protocols, - Monitoring Student and Staff Health
Larry Byron	CMTHS Special Operations, Technology & Operations Supervisor	Both (Plan Development and Response Team) - Cleaning Sanitizing Disinfecting, Ventilation

		<ul style="list-style-type: none"> - Social Distances and Other Safety Protocols - Supervise and maintain security/ surveillance - Upgrade camera system - Set up workstations at designated locations for Async Groups (whom need to be provided with laptops)
Michael Bivins	CMTHS Security Officer Former Officer	<p>Pandemic Crisis Response Team</p> <ul style="list-style-type: none"> - Assist with, <i>Monitoring Student and Staff Health</i> (from off-site) - Will contact sending schools, regarding student ID cards and Transportation rescheduling - Will create an organized dismissal schedule, for students <p>Both (Plan Development and Response Team)</p> <ul style="list-style-type: none"> - Record Action Plans - Draft a Reopening Health & Safety Plan - Complete, <i>Phased Reopening Health & Safety Plan Template</i> <p>Pandemic Crisis Response Team</p> <ul style="list-style-type: none"> - Assist with, <i>Social Distances and Other Safety Protocols</i> - Will direct programs, on how to follow PDE and DOH Guidelines regarding, social distancing and sanitization.
Vanessa Mensack	CMTHS Confidential/ Administrative Assistant	<p>Pandemic Crisis Response Team</p> <ul style="list-style-type: none"> - Lead on-site Security Officer - Assist with, <i>Social Distances and Other Safety Protocols</i> - Will formulate a bus line-up plan (promote distancing and clear view of student activity)
Robert Porter	CMTHS Automotive Technology Instructor	<p>Pandemic Crisis Response Team</p> <ul style="list-style-type: none"> - Assist with, <i>Social Distances and Other Safety Protocols</i> - Will act as direct contact to Emergency Response with Police, Fire and EMS
Karen Mabry	CMTHS Security Officer Parent of CMTHS Graduate Former Police Lieutenant Officer	<p>Pandemic Crisis Response Team</p> <ul style="list-style-type: none"> - Assist with, <i>Social Distances and Other Safety Protocols</i> - Will act as direct contact to Emergency Response with Police, Fire and EMS
Mitch Kijak	CMTHS Staff Member EMS Parent of Former CMTHS Student	<p>Pandemic Crisis Response Team</p> <ul style="list-style-type: none"> - Assist with, <i>Social Distances and Other Safety Protocols</i>
Mark Lacy	Plymouth Township Police Officer	<p>Pandemic Crisis Response Team</p> <ul style="list-style-type: none"> - Assist with, <i>Social Distances and Other Safety Protocols</i> - Will act as direct contact to Emergency Response with Police, Fire and EMS

Key Strategies, Policies, and Procedures

Once your LEA has determined the type of reopening that is best for your local community and established a pandemic coordinator and/or pandemic team, use the action plan templates on the following pages to create a thorough plan for each of the requirements outlined in the Pennsylvania Department of Education's Preliminary Guidance for Phased Reopening of PreK-12 Schools. For each domain of the Health and Safety Plan, draft a detailed summary describing the key strategies, policies, and procedures your LEA will employ to satisfy the requirements of the domain. The domain summary will serve as the public-facing description of the efforts your LEA will take to ensure health and safety of every stakeholder in your local education community. Thus, the summary