

JOINT OPERATING COMMITTEE

MINUTES

JUNE 2, 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 6:35 p.m. The Pledge of Allegiance was recited.

PRESENT: Chris Epstein
Eunice Franklin-Becker, Chairperson
Christopher Jaramillo
Louis Mason
Eric Elvanian
Maggie Philips, Esq., Treasurer
Alice Budno Hope, Vice Chairperson

ABSENT: Susan Moore
Philip Daniels

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

GUESTS: CMTHS instructors – Allison Latzo, Melanie Wheeler, Amy DeLellis, Troy Madden

MINUTES

MOTION: 1. To approve the minutes of May 5, 2021.

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 April 30, 2021 Treasurer's Report:
- Pages 1 through 11 for file and audit and
To approve General Fund Disbursements for May 2021:
- Checks #10070 through #10165, ACH payments and electronic transfers in the amount of \$2,005,996.36. (Pages 13)

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

DIRECTOR'S REPORT

- MOTION:
3. To approve a supplemental contract for AYES Supervision for Robert Porter at the hourly rate of \$25 plus travel expenses – total expenses not to exceed \$400.
 4. To approve part-time summer employment for Nick Professori, William Hillman, Samantha Whitby, Nicholas Brenner, Ethan Long, Ryan Keys, Brett Seelig and Khamani Johnson at the hourly rate of \$15.00.
 5. To adopt Policy #100 (Comprehensive Planning). Attachment #1
 6. To approve deletion of Policy #000 (Introduction), #008 (Organizational Chart), #009 (Policy Definition) and #011 (Committee Governance Standards/Code of Conduct
 7. To approve first reading of the following policies from Section 000 – Joint Operating Committee Procedures: (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)
 8. To employ a Health Care Sciences Instructor.
 9. To table Resolution relative to funding of the capital improvements project.
 10. To approve \$15.00 as hourly rate of pay for Substitute Front Office staff.
 11. To approve Sevn X (forensics analysis) pending solicitor review. (Attachment #3)
 12. To employ the following individual:

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| Name: | Dr. Ashley Gray |
| Position: | Exercise Sciences and Rehabilitation Therapy Instructor |
| Effective Date: | August 23, 2021 |
| Salary Step/Salary: | A-4/\$53,296.00 |
| Employment Status: | Full-time/190 days |
| Benefits: | As stated on the current Teachers Contract |

13. To approve supplemental contract for Dr. Ashley Gray for ten days at her per-diem rate for program curriculum preparation.
14. To sunset the Health and Safety Plan that was in place for the 2020-2021 school year and authorize the Administration to develop and implement a health and safety plan for the summer of 2021 as well as develop a plan for the 2021-2022 school year which shall be consistent with guidance from the Montgomery County Office of Public Health, the Pennsylvania Department of Education and/or other applicable state agencies.
15. To approve the following staff members for the 2021 Summer Programs at the rate of \$30/hour:

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| Fred Arthur | Deja Johnson | Jarrett Young |
| Nick Hughes | Troy Madden | Michael Hoult |
| Melissa Trocheck | Gerald Damon | Michele Ruhl |
16. To approve the Collective Bargaining Unit with the CMTHS Teachers Association effective July 1, 2021 through June 30, 2024. (Attachment #4)

Above motions #3 through #16 were moved by Mrs. Franklin-Becker and seconded by Mrs. Philips.
Membership Polled. All in Favor. Motion Carried.

Mr. Mason offered to be the PSBA Delegate for the Virtual Assembly on October 23, 2021.

ADMINISTRATIVE REPORTS

Dr. King did a presentation on the Academic Task Force highlighting program goals and data. This information will be reviewed with the instructors to assist them with curriculum delivery. Mr. Schram thanked Dr. King and the task force for their hard work. He also thanked the Social/Emotional and Workforce Task Forces for their hard work. The J.O.C. expressed their desire for these task forces to continue to serve the students.

Mr. Byron stated that he is looking forward to facility and network summer projects.

Mr. Johnson reflected on all the positive things that have taken place during this school year of Covid 19 – a successful Health and Safety Plan, no transmissions allowing the school to remain open all school year, daily sanitization by maintenance/security/nurse along with staff testing, counselors addressing the difficult social injustice questions, needs of the Latino population in the community being addressed, modified vehicles to help transport students when necessary, a virtual National Technical Honor Society Induction and a memorable Graduation! He thanked all involved for their Hawk Pride! Mr. Schram thanked Mr. Johnson for his hard work in making it all happen.

SUPERINTENDENT'S REPORT

Mr. Schram, speaking on behalf of Dr. Christian, thanked everyone for planning such a wonderful Graduation.

SOLICITOR'S REPORT

Mr. Fitzgerald stated that he will be in touch with the sending school business managers relative to the tabled resolution.

COMMITTEE REPORTS

Personnel

Mr. Elvanian thanked all involved with finalizing negotiations for the Teachers Contract.

Curriculum

Mr. Jaramillo thanked everyone for a successful Graduation and the Curriculum Committee will be meeting soon to continue working on curriculum issues.

Finance

Mrs. Philips stated that her report is tabled due to the Resolution being tabled but will continue to analyze all facility needs.

Facility Review

Mrs. Hope reported that many summer projects will be taken care of internally by staff and congratulated the Graduation Committee for a job well done.

Policy

Mrs. Philips thanked the Policy Committee for productive meetings to date and stated that they will continue to analyze/update all policies.

Both Mrs. Franklin-Becker and Mr. Schram thanked the committees for their dedication.

NEW BUSINESS

Mr. Schram stated that he will be selecting student leaders to be representatives for the J.O.C. who will be able to report back to their sending school boards.

Meeting adjourned at 7:33 p.m.

Respectfully submitted,

Marilyn Monastero
Secretary

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| Book | Policy Manual |
| Section | 100 Programs |
| Title | Comprehensive Planning |
| Code | 100 - NEW |
| Status | From PSBA |

Purpose

The Joint Operating Committee recognizes the importance of comprehensive planning in developing and guiding the goals, educational programs and operations of the school. Participation by educational stakeholders is a critical element of such planning.

Authority

The Joint Operating Committee shall provide guidance in the school's comprehensive planning process, and shall ensure active participation by Joint Operating Committee members, administrators, teachers, other school personnel, students, parents/guardians and representatives from businesses and the community.

As part of the comprehensive planning process, the Joint Operating Committee directs that the school develop and implement individual plans and components as required by law, regulations, and funding and program requirements.[1]

The Joint Operating Committee directs that the goals and action plans developed through comprehensive planning shall be continuously monitored and reviewed.

The Joint Operating Committee may periodically conduct surveys to determine the vocational technical needs of the participating school districts, in order to facilitate comprehensive planning.[2]

Professional Education

The school shall develop and submit a professional education plan to the Secretary of Education for approval every three (3) years, as required by law and regulations. Prior to approval by the Joint Operating Committee and submission to the Secretary of Education, the professional education plan shall be made available for public inspection and comment in the school's administrative offices and the nearest public library for a minimum of twenty-eight (28) days.[3][1][4][5]

Induction

The school shall develop and submit an induction plan to the Department of Education for approval every six (6) years, as required by law and regulations. Prior to approval by the Joint Operating Committee and submission to the Department of Education, the induction plan shall be made available for public inspection and comment in the school's administrative offices and the nearest public library for a minimum of twenty-eight (28) days.[1][6][5]

Student Services

The school shall develop and implement a written plan every six (6) years for providing a comprehensive and integrated program of student services, as required by law and regulations. Prior to approval by the Joint Operating Committee, the student services plan shall be made available for public

inspection and comment in the school's administrative offices and the nearest public library for a minimum of twenty-eight (28) days.[1][Z][8]

Delegation of Responsibility

The Superintendent of Record and/or Administrative Director shall be responsible for organizing the comprehensive planning process, ensuring participation in accordance with Joint Operating Committee policy and submitting the required plans to the Department of Education.

The Administrative Director or designee shall be responsible for implementing the goals and action plans developed through comprehensive planning and providing written progress reports to the Joint Operating Committee.

Legal

1. 22 PA Code 4.13
 2. 24 P.S. 1850.1
 3. 24 P.S. 1205.1
 4. 22 PA Code 49.17
 5. Pol. 333
 6. 22 PA Code 49.16
 7. 22 PA Code 12.41
 8. Pol. 146
- 22 PA Code 4.4
22 PA Code 4.33
Pol. 002
Pol. 004
Pol. 101
Pol. 105
Pol. 107
Pol. 109
Pol. 701

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| 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

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| 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

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| 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

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| 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