

## JOINT OPERATING COMMITTEE

### MINUTES

AUGUST 7, 2019

The meeting was called to order by Louis Mason, Chairperson, at 6:40 in the Board Room of Central Montco Technical High School. The Pledge of Allegiance was recited.

PRESENT: Maggie Philips, Esq., Treasurer  
Felix Raimondo, Vice Chairperson  
Eunice Franklin-Becker  
Shae Ashe  
Louis Mason, Chairperson

ABSENT: Alice Budno Hope  
Mel Brodsky  
George Kennedy  
Eric Elvanian

ALSO PRESENT: Seth Schram, Director  
Charles J. Braun, Supervisor of Business Operations  
Larry Byron, Special Projects, Technology & Operations Supervisor  
Christopher Dormer, Superintendent of Record  
Marilyn Monastero, J.O.C. Secretary  
Mark Fitzgerald, Esq., Solicitor

GUEST: Michael Melnyk

### MINUTES

MOTION: 1. To approve the minutes of June 5, 2019.

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

### TREASURER'S REPORT

MOTION: 2. To approve the following:  
a. Pages 1 through 12 of the May 31, 2019 Treasurer's Report for file a and audit.  
b. Pages 1 through 12 of the June 30, 2019 Treasurer's Report for file ad audit.

- c. July 31, 2019 General Fund Disbursements, Check #8231 through #8316, ACH payments and electronic transfers in the amount of \$653,486.36 (Pages 13 and 13a)
- d. Partial list of bank depositories for the 2019-2020 school year:  
TD Bank and Citizens Bank  
Additional depositories may be added, pending J.O.C. approval, providing that they meet the standards for security and offer higher returns.

Above motion #2 was moved by Mrs. Philips and seconded by Mrs. Franklin-Becker.

Membership Polled. All in Favor. Motion Carried.

DIRECTOR'S REPORT

- MOTION: 3. To employ a Math Instructor for one year based on the availability of Perkins funding:

Name: Matthew Tornetta  
Term: August 26, 2019 – June 12, 2020  
Salary: \$99,102.00  
Employment Status: Full-time Instructor (190 days)  
Benefits: As specified in the current Professional Negotiations Agreement (Perkins funded)

4. To employ a Reading Specialist for one year based on the availability of Perkins funding:

Name: Kathryn Slattery  
Term: August 26, 2019 – June 12, 2020  
Salary: \$103,591.00  
Employment Status: Full-time Instructor (190 days)  
Benefits: As specified in the current Professional Negotiations Agreement (Perkins funded)

5. To approve the CMTHS 2019-2020 Student Handbook. (Attachment #1)

6. To approve increase in salary step for the following instructors effective August 26, 2019 due to receipt of Voc. I certification:

Allison Latzo, Health Care Sciences Instructor, from A-12 to C-13  
Joseph Renzi, Public Safety instructor, from A-7 to C-8

7. To approve attendance of Allison Latzo, Health Care Sciences instructor and HOSA advisor, and Savannah Salguero, HOSA state officer, at the State Officer Leadership Training in King of Prussia from August 13 to 15 at a cost not to exceed \$410.00. (Attachment #2)
8. To approve the following security substitutes @ \$22/hour:  

Rodchine Lusane, Peter Keegan and Karen Mabry
9. To approve the following summer activity substitute @ \$32/hour:  

Mary Rita Bonner
10. To approve reduction of status for Jacqueline Gilkey, instructional assistant, from full-time to part-time not to exceed two days per week.
11. To approve change of status for Vanessa Mensack, from part-time to full-time long-term substitute administrative assistant.

Above motions #3 through #11 were moved by Mrs. Philips and seconded by Mr. Ashe.

Membership Polled. All in Favor. Motion Carried.

- MOTION:
12. To authorize the administration, in conjunction with the solicitor's office, to enter into a contract with the University of PA Graduate School of Education regarding membership in the Consortium for Mental Health and Optimal Development as discussed for the 2019-2020 school year.

Above motion #12 was moved by Mrs. Philips and seconded by Mr. Ashe.

Membership Polled. All in Favor. Motion Carried.

- MOTION:
13. To approve the Transition to Career Program as presented subject to finalizing any necessary agreements with the sending school districts regarding the implementation of this program.

Above motion #13 was moved by Mr. Raimondo and seconded by Mrs. Franklin-Becker.

Membership Polled. All in Favor. Motion Carried.

ADMINISTRATIVE REPORT

Mr. Larry Byron reported that staff has been busy preparing for the YMCA space, the Video, Sound and Music Production program and the new phone system.

SUPERINTENDENT'S REPORT

Mr. Chris Dormer reported that the state budget has passed and the districts are busy working through some of the legislation. More discussion will take place on flexible instruction days.

SOLICITOR'S REPORT

Mr. Mark Fitzgerald reported that the contract for the easement will be finalized over the next few days and will go back to the home districts for approval.

COMMITTEE REPORTS

Personnel

MOTION: 14. To approve the establishment of a night school teacher rate of \$30/hour.

Above motion #14 was moved by Mr. Mason and seconded by Mr. Raimondo.  
Membership Polled. All in Favor. Motion Carried.

Mr. Schram informed the committee that CMTHS has been busy all summer with summer programs which included the Grab A Day program, Create a Cook, Drivers Ed, Cosmetology program and the Welcome Wednesdays all of which were very successful.

Meeting adjourned at 7:22 p.m.

Respectfully submitted,

Marilyn Monastero  
Secretary



# CENTRAL MONTCO

TECHNICAL HIGH SCHOOL  
FOR THE ARTS, SCIENCES AND TECHNOLOGY

## Student Handbook



# 2019-2020

**A BRIGHT FUTURE BEGINS AT  
CENTRAL MONTCO TECHNICAL HIGH SCHOOL**

Central Montco Technical High School (CMTHS) is a joint venture between the Colonial, Norristown Area and Upper Merion Area School Districts. The governing body, or Joint Operating Committee, is comprised of three school board members from each of the participating school districts.

**JOINT OPERATING COMMITTEE**

Colonial School District

Superintendent: Dr. Michael Christian  
JOC Members: Mrs. Eunice Franklin-Becker  
Mr. Mel Brodsky, Secretary  
Mr. Felix Raimondo, Vice-Chairperson

Norristown School District

Superintendent: Mr. Christopher Dormer, Superintendent of Record  
JOC Members: Mr. Shae Ashe  
Mr. Louis Mason, Chairperson  
Mr. George Kennedy

Upper Merion School District

Superintendent: Dr. John Toleno  
JOC Members: Mr. Eric Elvanian  
Mrs. Alice Budno Hope  
Mrs. Maggie Philips, Esq., Treasurer

Central Montco Technical High School

Recording Secretary: Ms. Marilyn Monastero

**EQUITY STATEMENT**

Central Montco Technical High School does not discriminate in its education programs, activities or employment practices based on sex, color, national origin, race, sexual orientation, disability, age, religion, ancestry, political opinions or affiliations, or lawful activity in any employee organization. Central Montco Technical High School provides equal access to the Boy Scouts and other designated youth groups. For information about your civil right and grievance procedures, contact Seth Schram, Director and Equal Rights Coordinator, (610) 277-2301.

## OUR PHILOSOPHY

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 needs, skills, interests, abilities, and preferences of the individual student. The school's mission statement:

*SHAPING TODAY'S STUDENTS FOR TOMORROW'S CAREERS*

CMTHS is also committed to serving the business and industry sector of the community by providing programs that assist in meeting workforce requirements. Central Montco school colors are burgundy & gray. Our mascot is the Hawk.



We are pleased that you have chosen to attend Central Montco Technical High School (CMTHS). Central Montco Technical High School's Administration, Faculty and Staff are committed to helping you reach your career goals. Whether you plan to enter college or the workforce after graduation, your future is in your hands. We encourage you to take advantage of the many opportunities offered to you.

This handbook is designed to be a guide for day-to-day policies and procedures. Please read the handbook thoroughly, and keep it handy as a reference guide. The handbook is reviewed with all students during the first and second week of school. Parents and students must sign the signature page and acknowledge they have read the handbook in its entirety.

Best Wishes,  
The Joint Operating Committee,  
the Administration and the Staff of CMTHS  
821 Plymouth Road,  
Plymouth Meeting, PA  
610-277-2301

## ATTENDANCE POLICY

Regular attendance is necessary for student success; therefore we encourage students and their parents to work cooperatively to ensure regular attendance throughout the year.

Students who would like to attend their CMTHS program when their sending school is closed and CMTHS is open, must provide permission from the CMTHS instructor, parent and/or guardian, and sending school.

Students are graded on attendance under the Work Ethic component of the CMTHS grading system. A daily work ethic grade of up to 10 points is entered by the teacher or attendance secretary based upon the following WORK ETHIC RUBRIC:

0 Absence Unexcused	6 Tardy Unexcused
1 Discipline Issues	7 Work Ethic Violations
2 Discipline	8 Tardy Excused
3 Discipline Issues	9 Work Ethic Violation
4 Safety Violations	10 Present
5 Absence Excused	99 No Impact

\*A teacher's rubric supersedes the school work ethic rubric.

If a student is marked absent, an automated telephone call (see AlertNow) will be made to the student's sending school, whether excused or not. Automated letters are sent sending after 5, 10, and 20 absences.

### EXCUSED ABSENCE NOTES

If a student has been absent from school for any reason, an absence note signed by the parent/guardian, sending school, doctor, or judicial court is to be given to the student's teacher at CMTHS as well as to the sending school by the third day of school following the absence. Submitting the absent note is the responsibility of the student. Irregular and excessive absences will be investigated and could lead to disciplinary action.

Absences caused by school-sponsored activities; appointments initiated by the nurse, counselor or administrator; or illnesses or injuries confirmed by a doctor's note are considered excused.

Attendance data (absences and tardies) are included in permanent records. Cases of excessive absences will be referred to the appropriate authorities by the student's sending school.

UNEXCUSED ABSENCES - All other absences not listed under excused absences are considered unexcused.

### LATE (TARDY) POLICY

If a student arrives late to school, other than by a late school bus, the student must obtain a "late pass" from the school official at the school bus entrance or the school's main office. Students who arrive to school after the first one and one-half hours ( 1 ½) of class time are considered absent. Parents are encouraged to make appointments before or after school.



## DAILY SCHEDULE

### AM SESSION

7:40 Classes Begin  
10:10 Dismissal

### PM SESSION

1:40 Classes Begin  
2:20 Dismissal

### **2-HOUR DELAY\***

### AM SESSION

9:30 Classes Begin  
11:15 Dismissal

### PM SESSION

12:00 Classes Begin  
2:20 Dismissal

*\*Sending school schedule supersedes CMTHS schedule for 2-hour delays*

## SCHOOL CLOSING

School may close due to inclement weather conditions or for other reasons. Announcements regarding the closing of school will be made in the morning beginning at 6:00 AM on KYW, 1060 AM and on Action News WPVI TV 6, the school website [www.cmths.org](http://www.cmths.org), and via the school telephone communication system. Closing school number is 329. Students should follow their sending school's closing information.

Students should not drive to school on those days for which snow and/or sleet are predicted. Students who risk driving on such days will not be excused before the entire student body is dismissed and will be permitted to leave their cars at home and take district transportation home instead of driving in dangerous conditions.

## ALERT AND NOTIFICATION SYSTEM

CMTHS uses a notification service which allows us to send a telephone message and an email or text message (or combination of the three) to the parent/guardian, providing important information about school events, student attendance or emergencies. CMTHS will notify parent/guardian of school delays or cancellations due to inclement weather, remind parent/guardian about school events, and inform parent/guardian of son or daughter's absence from class. In the event of an emergency at school, parent/guardian will be informed immediately by phone. The parent/guardian email address and phone number provided on the student information sheet are used by our system to convey messages.

## EARLY DISMISSAL

Students who need to be dismissed from school must present a note from their parent/guardian to an administrator or the school nurse at the beginning of their scheduled session. The note will be verified by a call to the parent/guardian. If a parent/guardian contact cannot be made, the request to leave early will be denied until contact with parent/guardian can be made.

If someone other than a parent/guardian is picking up the student, a note written by the parent/guardian must be submitted before the student is released. The person will be required to provide a picture ID for scanning.

CMTHS recognizes that many students are involved in civic activities. However, attendance at school is the first and foremost responsibility of the student and, for that reason, early dismissal will not be granted to students who serve as fire fighters, fire police, paramedics, or in similar capacities. Students will not be excused for reporting late to school or for missing school for the entire day because of participating in such activities. Exceptions for extreme emergencies will be made at the discretion of the Administration.

## ADMISSION POLICY

CMTHS has established requirements for admission of students that are consistent with statutes, regulations and sound educational practice and ensure the equitable treatment of all eligible students, and may admit nonresident students from outside the attendance areas of participating school districts if space warrants such admission and an appropriate program can be provided.

Admission to CMTHS is based upon the recommendation of the sending school teachers and school counselors. Students are accepted into a program on a first come, first served basis. Some programs, as a result of their academic rigor, call for prerequisite academic courses. In the event that course enrollments exceed capacity as determined by facility limitations and laws, CMTHS will consider additional sections, but reserves the right to cancel enrollments.

Acceptance of the students from non-participating districts is subject to space availability after all students from participating districts are accommodated without adding any additional sections. Also, such students shall be required to pay tuition as calculated by CMTHS. Such students must meet all other normal admission requirements. Although most of our programs are developed around a three-year curriculum, students may enter CMTHS in the 10th, 11th, or 12th grade.

## TRANSPORTATION

If a student experiences transportation problems such as late buses, missed pick-ups, incorrect bus assignment, etc., he/she should contact his/her sending school's transportation coordinator. The student's sending-school district is responsible for transportation to and from CMTHS. CMTHS is not responsible for bus transportation.

Permission to ride another school district's bus is always prohibited. Students must secure sending school principal's approval to ride another bus within their own district. Following is a list of sending schools transportation office phone numbers:

Norristown - 610-630-5051

Upper Merion - 610-205-6484

Colonial / PW First Student - 610-834-1670 x4

Lower Merion/Harrilton - 610-645-1940

**BEHAVIOR/CONDUCT** - Central Montco Technical High School cooperates fully with the sending school's transportation rules and regulations. The bus driver reports student misconduct on buses to the sending school's transportation coordinator. Students who engage in bad behavior during the loading or unloading process at CMTHS will be disciplined at CMTHS according to rules and regulations.

CMTHS works closely with the sending school authorities in addressing misconduct on buses. Transportation privileges may be denied for misconduct. All students will enter the building through the doors at the bus loading zone facing New Hope Street.

## VIDEO SURVEILLANCE

CMTHS believes in a safe school environment that provides the opportunity for all students to develop to their fullest potential. An orderly school environment requires a code of discipline to achieve this objective. The school uses video surveillance equipment to assist in providing a safe learning environment.

Note: CMTHS is protected by CLASS (County wide Law Enforcement Alerting Safety System) connected directly to the Police.

## STUDENT RESPONSIBILITIES

Students attend school to develop to their fullest potential. With this in mind, students are expected to do the following:

- Accept responsibility for their own actions
- Respect the rights of others to secure an education in an environment that is orderly and disciplined
- Attend school on a regular basis
- Be punctual at all times
- Maintain habits of personal cleanliness
- Respect school property and help to keep it free from damage
- Recognize that teachers assume the role of "In Loco Parentis" in matters of behavior and discipline
- Make an earnest effort to do their best work
- Contribute toward establishing and maintaining mutual respect and dignity for all
- Obey school rules and regulations made by school authorities and the student governing body
- Read this code and seek help with parts not understood

IN LOCO PARENTIS - Every teacher, and administrator in the public schools shall have the right to exercise the same authority as to the conduct and behavior over the students attending his/her school during the time they are in attendance, including the time required in going to and from their homes, as the parents/guardians, or persons in parental relations to such pupils may exercise over them.

## HEADSETS (All listening devices)

Students must have one ear unobstructed at all times so they may hear instructions and follow directions. The teacher always has discretion of the use of headset, ear phones, ear buds and Air Pods.

## CELL PHONES, PAGERS, ELECTRONIC DEVICES

Beepers and pagers are prohibited by Section 1317.1 of the school code. Cell phones are permitted in school but must remain turned off during school hours and out of sight unless used in class for instruction. Students **MAY NOT** utilize personal devices to make videos or take pictures during the school day unless directed by the teacher, administration or designated staff member.

CMTHS will not be responsible for the loss or theft of any personal items. Items of value should not be brought to school and should not be left unattended. Locks and lockers can be broken into; therefore CMTHS cannot be responsible for theft of personal items. *Students who do not follow the discretion of the staff member will be subject to disciplinary action. It should be recognized that BYOD at CMTHS is a privilege for students, not a right. Students will be required to follow all classroom procedures and the student code of conduct, or forfeit this privilege and be subject to additional disciplinary actions.*

## **HALL CONDUCT AND PASSES**

Students are expected to walk through the halls in a quiet and orderly manner. Students are not allowed in hallways while classes are in session unless they have a pass from a staff member. Hall passes must be visible while in the hall. All visitors must wear a temporary ID tag. Students and staff should report visitors without a pass or ID tag to the security officer or receptionist.

## **TOBACCO**

Pennsylvania Law (Act 145 of 1996 18 Pa.CS.A. Sect. 6306) prohibits the possession or use of a “lighted or unlighted cigarette, cigar, pipe or other lighted smoking product and smokeless tobacco in any form in a school building, or school bus or on school property.” A student who commits an offense under this section shall be subject to prosecution initiated by the local school district and shall, upon conviction, be sentenced to pay a fine of not more than \$50 for the benefit of the school district in which such offending pupil resides, and to pay court costs. When a student is charged with violating subsection (A), the court may admit the offender to an adjudication alternative as authorized less than 42 PA/C/S/ Section 1520 (relating to adjudication alternative program) in lieu of imposing the fine. In addition, CMTHS will take disciplinary actions; substantial fines may be imposed by Plymouth Township for violation of Ordinance #952. CMTHS also prohibits the possession of an electronic smoking devices such as vape pens, e-hookahs, and e-cigars.

## **STUDENT DRESS GUIDELINES**

Students are expected to enter the building dressed in a manner that is appropriate. Basic considerations for what is appropriate are modesty, manners, safety, and good grooming. Clothing cannot distract from the educational process. Some examples of that are:

- Clothing with offensive language, provocative symbols and/or references to alcohol, gangs, drugs, violence, sex, tobacco, or ethnic prejudice.
- Certain clothing that the administration determines as immoral or improper because it exposes private areas of the body or because through pictures or wording, violated the regulations listed above regarding safety, obscenity or profanity, may be prohibited.
- Each instructor will decide whether head wear is permissible in their program. Head wear is not permitted in any other part of the building. All head wear must be removed before entering the building. Small headbands and barrettes may be worn for the purpose of restraining hair.

All programs require students to wear the uniforms of their trade. Safety practice, sanitation, and/or state law, govern the type of clothing worn. Students are expected to act (and look) like the skilled technicians they are training to be. Uniforms and lab attire are required by the second week of school. Uniforms may be purchased via the uniform link at [www.cmths.org](http://www.cmths.org). There may be program activities that students will not be allowed to participate unless the proper uniform is worn.

## **STUDENT IDs**

All students are required to wear an ID tag and must produce their ID tag when requested. The school will provide each student with one ID each year. Replacement ID tags will be at the expense of the student.

## **LOCKERS**

Students are expected to care for lockers and report any problem to their teacher. Students are advised not to