

**NORTHERN
WESTMORELAND
CAREER AND
TECHNOLOGY CENTER**

SECTION: JOINT OPERATING
COMMITTEE PROCEDURES

TITLE: FUNCTIONS

ADOPTED: September 21, 2006

REVISED: October 20, 2011

<p>SC 1850.1, 1850.3</p>	<p style="text-align: center;">003. FUNCTIONS</p> <p>Section 1. <u>Purpose</u></p> <p>The Joint Operating Committee shall function with an awareness of the importance of good communications on the quality and effectiveness of the educational program.</p> <p>As a whole, the Joint Operating Committee shall transact all official business in open meetings to which the press, public, and employees are invited and at which communications, both oral and written, will be considered. The Committee shall keep in mind that maintaining the confidence and respect of the public is a necessary condition for all effective school-community relations.</p> <p>As individuals, Committee members shall familiarize themselves with the work of the center in all major areas and shall bring to the professional direction of the center the viewpoint, knowledge, and wisdom of the community.</p> <p>Section 2. <u>Legislative</u></p> <p>The Joint Operating Committee shall exercise its rule-making power by adopting procedures and policies for the organization and operation of the center. 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statutes or regulations of the State Board, or ordered by a court of competent authority, may be adopted, amended or repealed at any meeting of the Joint Operating Committee, provided the proposed adoption, amendment or repeal has been proposed at a previous Joint Operating Committee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.</p> <p>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.</p>
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	<p>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.</p> <p>Joint Operating Committee procedures shall be adopted, amended or repealed by a majority vote of the Joint Operating Committee members present.</p> <p>Pol. 006 Joint Operating Committee policies shall be adopted, amended or repealed by a two-thirds vote of the Joint Operating Committee members present.</p> <p>Pol. 007 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.</p> <p>Section 3. <u>Executive</u></p> <p>SC 1850.1 The administration of the vocational technical school shall be delegated to the Administrative Director and the Chief School Administrator. The Chief School Administrator shall be one of the Superintendents of the participating school districts.</p> <p>The Administrative Director shall enforce state and federal laws and regulations and the policies of the Joint Operating Committee.</p> <p>The Joint Operating Committee shall delegate to the Administrative Director the administration of all policies. S/He shall be responsible for the proper interpretation of such policies and, in turn, shall delegate to assistants, the staff, and others responsible to him/her such portion of the policies which pertain to the various activities of the school program. The proper functioning of a school can be achieved most advantageously when all persons concerned, under the leadership of the Administrative Director, understand the policies which have been adopted by the Joint Operating Committee.</p> <p>SC 1850.1 The Administrative Director may prepare administrative guidelines for the operation of the center 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 provided to the Joint Operating Committee at the next meeting. The Joint Operating Committee reserves the right to alter or rescind any such guideline.</p>
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<p>65 Pa. C.S.A. 1101 et seq</p> <p>SC 1126 et seq, 1850.1</p> <p>2 Pa. C.S.A. Sec. 551 et seq</p>	<p>The Administrative Director, in consultation with the Chief School Administrator, shall be delegated the authority to take necessary action in circumstances not provided for in Joint Operating Committee policy, provided that such action shall be reported to the Joint Operating Committee at the next meeting.</p> <p>The Administrative Director shall implement a procedure to inform Joint Operating Committee members and designated employees of their responsibility under the Ethics Law.</p> <p>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.</p> <p>Section 4. <u>Review</u></p> <p>The Joint Operating Committee may assume jurisdiction over controversies or disputes arising within the center 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.</p> <p>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.</p> <p>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 center.</p> <p>Section 5. <u>Communication With Staff</u></p> <p>All official business between the Joint Operating Committee and employees of the center shall be through the Administrative Director. The only exception to this policy shall be in negotiation procedures included in any contract or agreement between the Joint Operating Committee and organizations representing employees, but the Administrative Director shall be given the opportunity to participate with the Joint Operating Committee. Employees shall have the right of appeal to the Joint Operating Committee from the Administrative Director's decision.</p>
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School Code
1126 et seq,
1850.1, 1850.3

PA Statute
2 Pa. C.S.A.
Sec. 551 et seq

PA Statute
65 Pa. C.S.A.
1101 et seq

Joint Operating
Committee Policy
006, 007

Articles of
Agreement