

NORTHERN WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: JOINT OPERATING
COMMITTEE PROCEDURES

TITLE: ORGANIZATION

ADOPTED: September 21, 2006

REVISED: October 20, 2011

	<p style="text-align: center;">005. ORGANIZATION</p> <p>Section 1. <u>Organization Meeting</u></p> <p>The Joint Operating Committee shall meet and organize annually during the month of December. Notice of the time and place of the organization meeting shall be given to all members of the Joint Operating Committee by mail at least five (5) days before the proposed meeting by the Secretary of the Joint Operating Committee. The organization meeting shall be a regular meeting.</p> <p>Section 2. <u>Officers/Terms</u></p> <p>The Joint Operating Committee shall elect a Chairperson, Vice Chairperson, Secretary, and Treasurer in order to fulfill its duties and responsibilities.</p> <p>a. Annually during the month of December, the Joint Operating Committee shall choose from its members a Chairperson and Vice Chairperson, each to serve a term of one (1) year.</p> <p>b. Annually during the month of May, the Joint Operating Committee shall elect a Treasurer to serve a term of one (1) year beginning the first Monday of July.</p> <p>c. During the month of May, once every four (4) years, the Joint Operating Committee shall elect a Secretary to serve a term of four (4) years beginning the first Monday of July following such election. The Secretary may or may not be a member of the Joint Board.</p> <p>The recording secretary shall be the secretary of the Administrative Director of the Career and Technology Center, unless otherwise designated by the Joint Operating Committee.</p> <p>Vacancies in any office shall be filled by election of the Joint Operating Committee; such officers shall serve for the remainder of the unexpired term.</p>
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<p>SC 404</p>	<p>The same Joint Operating Committee member may not hold more than one (1) office. No commissioned officer or professional employee of the Joint Operating Committee shall serve, temporarily or permanently, as an officer of the Joint Operating Committee.</p>
<p>PA Const. Art. VI Sec. 7 Pol. 006</p>	<p>Officers of the Joint Operating Committee serve at the pleasure of the Joint Operating Committee and may be removed from such office by the affirmative vote of a majority of those present and voting.</p> <p>Section 3. <u>Appointments</u></p> <p>The Joint Operating Committee may make the following appointments:</p>
<p>SC 1410</p>	<p>a. School physician(s).</p>
<p>SC 1410</p>	<p>b. School dentist(s).</p>
<p>SC 324, 406</p>	<p>c. Solicitor.</p>
<p>SC 2401</p>	<p>d. Independent auditor.</p>
<p>SC 516</p>	<p>e. Delegates to a state convention or association of school directors.</p>
<p>SC 1089, 1850.1</p>	<p>f. Other appointees the Joint Operating Committee deems necessary.</p>
	<p>The Joint Operating Committee shall define the duties and determine the salaries of each person appointed, in accordance with applicable law.</p>
<p>PA Const. Art. VI Sec. 7 Pol. 006</p>	<p>Appointees serve at the pleasure of the Joint Operating Committee and may be removed from such appointment in accordance with the provision of law.</p>
	<p>Section 4. <u>Duties</u></p> <p>a. Chairperson and Vice Chairperson</p> <ol style="list-style-type: none"> 1. The Chairperson shall serve as the executive officer of the Joint Operating Committee and shall be responsible for the conduct of the scheduled regular and special meetings. 2. Together with the Secretary, the Chairperson shall execute all transactions conducted by the Joint Operating Committee which require the signature of the Chairperson.

	<ol style="list-style-type: none">3. The Chairperson shall, after the Joint Operating Committee has acted on and approved any bill or account, sign with the Treasurer for the payment of the same.4. The Chairperson shall appoint such standing and special committees as necessary to improve the functioning of the Joint Operating Committee.5. The Chairperson shall serve as an ex-officio member of all committees.6. In the absence of the Chairperson, the Vice Chairperson shall serve as the presiding officer over all meetings and perform other duties designated for the Chairperson.7. Both the Chairperson and Vice Chairperson shall assume their duties immediately after their election at the reorganization meeting held annually in December. <p>b. Treasurer</p> <ol style="list-style-type: none">1. The Treasurer shall be the receiver of all receipts from participating districts or other sources of income.2. The Treasurer shall deposit funds in the approved depository.3. The Treasurer shall recommend procedures for investing any funds, when applicable.4. The Treasurer shall sign all checks as authorized by the Joint Operating Committee.5. The Treasurer shall prepare and present monthly reports, or as needed, and submit them to the Joint Operating Committee, the Chief School Administrator, and the Administrative Director.6. The Treasurer shall be bonded, with the costs to be paid out of the general fund. This bond shall be separate and distinct from the blanket bond of the Joint Operating Committee.7. The Treasurer shall perform such other duties as the Joint Operating Committee may direct.
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c. Secretary

1. The Secretary shall keep a correct and proper record of all the proceedings of the Joint Operating Committee, and shall prepare such reports and keep such accounts as are required by the Joint Operating Committee.
2. The Secretary shall attest, in writing, the execution of all transactions to be executed by the Joint Operating Committee.
3. The Secretary shall furnish, whenever requested, any or all reports concerning school affairs on such form and in such manner as the Department of Education or the Secretary of Education may require.
4. The Secretary shall be the custodian of all the records, papers, office property, and official seal of the school and at the expiration of the term shall turn the same over to the successor.
5. The Secretary shall keep accurate accounts of all receipts from participating school districts and other sources of revenue.
6. The Secretary shall perform other duties pertaining to the business of the center as required by law or as the Joint Operating Committee may direct.
7. The Secretary shall maintain a calendar of meetings and discussion topics as prepared by the Administrative Director and/or the Joint Operating Committee.
8. The Secretary shall be bonded, with the costs to be paid out of the general fund. The bond shall be separate and distinct from the blanket bond of the Joint Operating Committee.

d. Solicitor

General duties of the Solicitor shall be to:

1. Advise and furnish the administrators and the Joint Operating Committee legal opinions, verbally and in writing, as directed, on matters and questions of law, including interpretations of old and new statutes.
2. Prepare legal instruments including resolutions for any subject, advertising, and all other papers as directed by the Joint Operating Committee or the Joint Board.

	<p>3. Commence and prosecute all action brought by the Joint Board or Joint Operating Committee for any account or subject as directed by the Joint Board or Joint Operating Committee.</p> <p>The Solicitor shall be present at regular and special meetings, as well as executive sessions.</p>
SC 621 SC 106 SC 421	<p>Section 5. <u>Resolutions</u></p> <p>The Joint Operating Committee may at the organization meeting, but shall prior to July 1 next following, designate:</p> <ul style="list-style-type: none">a. Depositories for center funds.b. Newspaper(s) of general circulation, as defined in law.c. Normal day, place and time for regular meetings.d. Normal day, place and time for open committee meetings.
65 Pa. C.S.A. Sec. 701 et seq Pol. 006	<p>Section 6. <u>Committees</u></p> <p>The Joint Operating Committee has the authority to appoint committees. Any committee authorized to take official action or render advice on center business shall act in accordance with the provisions of the Sunshine Act.</p> <p>Committees shall, when specifically charged to do so by the Joint Operating Committee, conduct studies, make recommendations and act in an advisory capacity, but shall not take action on behalf of the Joint Operating Committee.</p> <p>Each committee shall be convened by a chairperson, who shall report for the committee and prepare minutes of open committee meetings.</p> <p>Ad hoc committees may be created, charged, and assigned a fixed termination date, which may be extended from time to time by the Chairperson.</p>
Title 22 Sec. 4.33, 339.13 SC 1808, 1842	<p>Section 7. <u>Local Advisory Committee</u></p> <p>The Joint Operating Committee shall appoint a Local Advisory Committee composed of representatives of business, industry, education, public employers, agriculture, labor, postsecondary institutions, community organizations and the public.</p>

<p>Title 22 Sec. 4.33 Pol. 100</p> <p>Title 22 Sec. 4.33, 339.14 SC 1808, 1842</p> <p>SC 1808, 1842 Title 22 Sec 4.33, 339.14</p>	<p>The Local Advisory Committee shall meet at least once each year and shall advise the Joint Operating Committee and administration concerning the center's program, philosophy, academic and other standards, Strategic Plans, course offerings, support services, safety requirements, and the skill needs of employers.</p> <p>There shall be no stated terms of office for members of the Local Advisory Committee.</p> <p>Section 8. <u>Professional Advisory Committee</u></p> <p>A Professional Advisory Committee composed of the chief school administrators of the participating districts shall advise the Joint Operating Committee and administration concerning the educational program and policies of the center. The Committee shall play an integral part in the development of the center's Strategic Plan.</p> <p>Section 9. <u>Occupational Advisory Committee</u></p> <p>The Occupational Advisory Committee shall be composed of representatives of business, industry, public employers, agriculture, labor, postsecondary institutions and community organizations.</p> <p>An Occupational Advisory Committee shall be established for each program to advise the Joint Operating Committee and administration on curriculum, equipment, instructional materials, safety requirements, program evaluation and other matters in order to verify that the program meets industry standards and relevant licensing criteria, and that the program prepares students with occupation related competencies. The Committee shall meet at least once each year.</p> <p>Section 10. <u>Consultants</u></p> <p>The Joint Operating Committee may appoint, employ or retain consultants to provide the center with specialized services not normally required on a continuing basis. Compensation shall be determined and approved by the Joint Operating Committee.</p> <p>The function of a consultant shall be to make studies and present recommendations to the Joint Operating Committee. A consultant shall not be charged with the implementation of the report.</p> <p>A consultant has not administrative authority over any facet of the center but shall act solely as advisor to the Joint Operating Committee, officers and employees.</p> <p>The use of consultants from outside the center who promote a particular commercial</p>
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product is discouraged.

References:

School Code - 24 P.S. Sec. 106, 324, 402, 404, 406, 421, 431, 432, 434, 436, 438, 514, 516, 621, 1089, 1410, 1808, 1842, 1850.1, 1850.3, 2401

State Board of Education Regulations – 22 PA Code Sec. 4.33, 339.13, 339.14

Sunshine Act – 65 Pa. C.S.A. Sec. 701 et seq.

Joint Operating Committee Policy – 006, 100, 616, 811