

NORTHERN WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: JOINT OPERATING
COMMITTEE PROCEDURES

TITLE: POLICY DEVELOPMENT

ADOPTED: September 21, 2006

REVISED: October 20, 2011

009. POLICY DEVELOPMENT

Section 1. Determination Of Policy

The Joint Operating Committee shall determine and adopt policies which shall provide guidelines for the basic operational rules and regulations of the center. Joint Operating Committee policies shall not be in conflict with regulations of the Department of Education, the laws of the Commonwealth, applicable federal law, or the Articles of Agreement. The Joint Operating Committee and administration, in working as a team and upon the advice of the Solicitor, will determine the basis for the proper establishment of policy.

Most policies will be determined through recommendations made by the Administrative Director and his/her staff. Such development of policy may originate through certain needs that are manifested through consultation with the staff and other employees of the center.

Policies should be established clearly and systematically by the Joint Operating Committee. Advantages of clearly defined written policy are as follows:

- a. Policies foster continued stability and consistency of action.
- b. The establishment of policy enables the Joint Operating Committee to provide for many circumstances before they arise.
- c. Established policy aids the Joint Operating Committee in appraising educational services.
- d. Established policy improves Joint Operating Committee-administrator relationships.
- e. The establishment of clear policy permits better orientation of new Joint Operating Committee members and professional or nonprofessional employees to their proper responsibilities.

- f. The establishment of policy saves the valuable time of Joint Operating Committee members by eliminating the necessity of making decisions each time a recurring circumstance develops.

Section 2. Delegation Of Responsibility

The Administrative Director is responsible for the development, review, and administration of policies adopted by the Joint Operating Committee.

Whenever appropriate, the Administrative Director is authorized to seek assistance from his/her peers or other consultants regarding the need and/or development of policy.

The Chief School Administrator is charged with the responsibility of reviewing policy statements recommended by the Administrative Director prior to adoption by the Joint Operating Committee.

Section 3. Policy Modifications

All proposed policies and policy modifications shall be presented to the Joint Operating Committee for approval to post the same at a regularly scheduled meeting of the Joint Operating Committee.

Prior to adoption by the Joint Operating Committee, all proposed policies and policy modifications shall be posted in conspicuous locations in the building for a period of not less than the time between two (2) regularly scheduled meetings of the Joint Operating Committee for the purpose of eliciting comments and suggestions from employees, students, and the public.

During the regularly scheduled meeting of the Joint Operating Committee following the approval to post proposed or modifications to policy, the Joint Operating Committee may adopt the posted policy language or repost new policy language suggested during the original posting period.

Approved policy will take effect as of the date of its adoption or as of a date specifically stated in the policy.