

# CARBON CAREER & TECHNICAL INSTITUTE

SECTION: JOINT OPERATING  
COMMITTEE PROCEDURES

TITLE: FUNCTIONS

ADOPTED: June 19, 2003

REVISED:

<p>SC 1850.1, 1850.3</p>	<p style="text-align: center;">003. FUNCTIONS</p> <p>Section 1. <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 Carbon Career &amp; Technical Institute. Those procedures and policies which are not dictated by the statutes, or rules of the State Board, or ordered by a court of competent authority, may be adopted, amended or repealed at any meeting of the Joint Operating Committee, provided the proposed adoption, amendment or repeal shall have been proposed at a previous Joint Operating Committee meeting; and, once proposed, it shall have remained on the agenda of each succeeding Joint Operating Committee meeting until approved or rejected.</p> <p>No policies shall be in conflict with regulations of the Department of Education, the laws of the Commonwealth of Pennsylvania or the Articles of Agreement.</p> <p>Changes in a proposed procedure or policy, except for minor editorial revisions, at the second reading shall cause that reading to constitute a first reading. The normal process shall include the first reading in a given month and adoption/other action at the next meeting.</p> <p>The Joint Operating Committee may, upon a vote, cause to suspend at any time the operation of a procedure or policy herein contained, if necessary, provided the suspension does not conflict with legal requirements; and 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>These procedures and policies may be adopted or amended at a single meeting of the Joint Operating Committee in an emergency. An emergency shall be defined for purposes of this rule as any situation or set of circumstances which the Joint Operating Committee has reason to believe will close the school or jeopardize the safety or welfare of the pupils or employees of the school.</p>
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Pol. 006	<p>Procedures of the Joint Operating Committee shall be adopted, amended, or repealed by a majority vote of the full Joint Operating Committee. Policies shall be adopted, amended or repealed by a majority vote of the full Joint Operating Committee.</p>
Pol. 007	<p>The adoption, modification, repeal or suspension of a Joint Operating Committee procedure or policy shall be recorded in the minutes of the Joint Operating Committee. All current procedures and policies shall be printed in the Joint Operating Committee policy manual.</p>
SC 1850.1 Articles of Agreement	<p>Section 2. <u>Executive</u></p> <p>The administration of the Carbon Career &amp; Technical Institute shall be delegated to the Administrative Director, with guidance from the Superintendent of Record.</p> <p>The Joint Operating Committee/Administration relationship in working as a team, upon the advice of the Solicitor, may determine the basis for the proper establishment of policy. Most policies will be determined through recommendations made by the Director and the Policy Committee.</p> <p>Whenever appropriate, the Director is authorized to seek assistance from peers or other consultants regarding the needs and/or development of policy.</p> <p>The Administrative Director shall enforce the statutes of the Commonwealth, the rules of the State Board of Education and the policies of the Joint Operating Committee.</p>
SC 1850.1	<p>The Administrative Director may prepare guidelines for the administration of the school which are not inconsistent with statutes or regulations of the State Board and are dictated by the policies of this Joint Operating Committee and which shall be binding on the employees of this school and the students of this school when issued but shall require Joint Operating Committee review prior to promulgation.</p> <p>The Administrative Director, in consultation with the Superintendent of Record, shall be delegated the authority to take necessary action in circumstances not provided for in adopted policy, provided that such action shall be reported to the Joint Operating Committee at the meeting next following such action.</p>
65 P.S. 404	<p>The Administrative Director shall implement a procedure to inform employees of their responsibility under the Ethics Law. This procedure shall be approved and the completion of the implementation reported to the Joint Operating Committee.</p>

<p>SC 1126 et seq 1850.1</p> <p>2 PA C.S. Sec. 551 et seq</p>	<p>Section 4. <u>Review</u></p> <p>The Joint Operating Committee may assume jurisdiction over controversies or disputes arising within this school and 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>
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