

CARBON CAREER & TECHNICAL INSTITUTE

SECTION: JOINT OPERATING
COMMITTEE PROCEDURES

TITLE: ORGANIZATION

ADOPTED: June 19, 2003

REVISED: September 18, 2008

	005. ORGANIZATION
	Section 1. <u>Organization Meeting</u>
SC 402, 421, 1850.3	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.
	Section 2. <u>Officers/Terms</u>
SC 1850.3	The Joint Operating Committee shall elect a Chairperson, Vice Chairperson, Secretary, and Treasurer in order to fulfill its duties and responsibilities.
	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.
SC 404, 436, 438	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.
SC 404, 431, 432, 1850.3	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.
	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.
SC 404	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>PA Const. Art. VI Sec. 7</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 the full number of members.</p>
<p>SC 1410</p>	<p>Section 3. <u>Appointments</u></p>
<p>SC 1410</p>	<p>The Joint Operating Committee may make the following appointments:</p>
<p>SC 324, 406</p>	<p>a. School physician(s).</p>
<p>SC 434</p>	<p>b. School dentist(s).</p>
<p>SC 2401</p>	<p>c. Solicitor.</p>
	<p>d. Recording Secretary.</p>
	<p>e. Independent auditor.</p>
	<p>f. Superintendent of Record, adhering to the following rotation: Jim Thorpe Area School District Weatherly Area School District Lehigh Area School District Panther Valley School District Palmerton Area School District</p>
<p>SC 1089, 1850.1</p>	<p>g. 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</p>	<p>Appointees serve at the pleasure of the Joint Operating Committee and may be removed from such appointment by the affirmative vote of a majority of the full number of members.</p>
	<p>Section 4. <u>Duties</u></p>
	<p><u>Chairperson/Vice Chairperson</u></p>
	<p>This Chairperson shall serve as the executive officer of the Joint Operating Committee. The Chairperson shall be responsible for the conduct of the scheduled regular and special meetings.</p>
	<p>In the absence of the Chairperson, the Vice Chairperson shall serve as the presiding officer over all meetings and perform such other duties as designated for the Chairperson.</p>

Both the Chairperson and the Vice Chairperson shall assume their duties immediately after their election at the re-organizational meeting held annually in December.

Treasurer

The Treasurer shall be elected for a one-year term, during the month of May. Term of office to begin the first Monday of July.

The Treasurer shall present reports as needed to the Joint Operating Committee, the Superintendent of Record, and the Administrative Director of the Carbon Career & Technical Institute.

Secretary

The Secretary shall be elected for a four-year term, during the month of May in every fourth year. Term of office to begin the first Monday of July following such election.

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.

The Secretary shall be the custodian of all the records, papers, office property, and official seal of the school.

The Secretary shall maintain a calendar of meetings and discussion of topics as prepared by the Administrative Director and/or Joint Operating Committee.

Solicitor

The Solicitor shall advise and furnish the Administrative Director 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.

Auditor

The Auditor shall examine the balance sheet of the school at the close of its fiscal year and the related statements of transactions in the various funds for the fiscal year then ended.

The Auditor shall prepare such financial statements for publication as may be required by law.

<p>SC 621</p> <p>SC 106</p> <p>SC 421</p>	<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> <p>a. Depositories for school funds.</p> <p>b. Newspaper(s) of general circulation, as defined in law.</p> <p>c. Normal day, place and time for regular meetings.</p> <p>d. Normal day, place and time for open committee meetings.</p>
	<p>Section 6. <u>Committees</u></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>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>
<p>Title 22</p> <p>Sec. 4.33</p> <p>SC 1808, 1842</p>	<p>Section 7. <u>Local Advisory Committee</u></p> <p>A Local Advisory Committee shall be appointed as required by law. This committee shall be composed of representatives of local trades, industry, business, the professions and research and education agencies.</p> <p>The Local Advisory Committee shall advise on such matters as the need for a curriculum, labor and management coordination, business and industrial requirements, or selection of personnel. The Local Advisory Committee shall also establish responsibilities for the Occupational Advisory Committee and review their recommendations, which may effect the operation of the school as a whole. Chairpersons of Occupational Advisory Committees may be appointed to the Local Advisory Committee.</p>
<p>Title 22</p> <p>Sec. 4.33</p> <p>Pol. 100</p>	<p>Section 8. <u>Professional Advisory Committee</u></p> <p>The Professional Advisory Committee to the Administrative Director shall be composed of the chief administrative officer of each member school district, or his/her designated representative. Committee duties shall include, but not limited to, aspects of cooperation with school districts within the attendance area for the purpose of making recommendations to the Joint Operating Committee and to the school districts in order that the total educational program may be fully realized. The Professional Advisory Committee shall review the following with the Administrative Director for the purpose of endorsement: major changes in curriculum, job positions, current polices, preliminary draft of the school budget and any satellite budgets,</p>

<p>Title 22 Sec. 4.33 SC 1808, 1842</p>	<p>school calendar, use of federal funds, transportation, student recruiting and enrollment, student orientation, school releases, attendance, and dismissals, cooperation among school in detail functions, and form processing.</p> <p>Section 9. <u>Occupational Advisory Committee</u></p> <p>Existing standards for vocational and technical education in Pennsylvania require that all vocational and technical education programs have active Occupational Advisory Committees composed of representatives from appropriate business and industry backgrounds. Representation may also include management and labor personnel, homemakers, vocational and technical education students, recent graduates, and an at-large member from the community. The same standards also specify that these advisory committees meet at least once each year, with minutes for all meetings prepared and maintained in the administrative office.</p> <p>The major function of the Occupational Advisory Committee is to “provide advice on performance objectives” associated with the curriculum of the various vocational and technical programs. Additional legitimate functions emanate from the performance objective advisement, including workmanship, instructional equipment, facility planning, community resources, and others.</p> <p>Section 10. <u>Outside Consultants</u></p> <p>The administration is authorized to accept proposals for performing management functions from private agencies when service or expertise is required. The Director shall recommend the acceptance or rejection of proposals submitted for contractual services and the Joint Operating Committee shall approve or disapprove the projects.</p> <p>References:</p> <p>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</p> <p>State Board of Education Regulations - 22 PA Code Sec. 4.33</p> <p>Pennsylvania Constitution - PA Const. Art. VI Sec. 7</p> <p>Joint Operating Committee Policy - 100, 811</p>
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