

# CARBON CAREER & TECHNICAL INSTITUTE

SECTION: JOINT OPERATING  
COMMITTEE PROCEDURES

TITLE: FUNCTIONS

ADOPTED: June 19, 2003

REVISED: March 16, 2006

REVIEWED: April 18, 2024

<p>SC 1850.1, 1850.3</p> <p>Pol. 006</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 school. 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statutes or regulations of the State Board, or ordered by a court of competent authority, may be adopted, amended or repealed at any meeting of the Joint Operating Committee, provided the proposed adoption, amendment or repeal has been proposed at a previous Joint Operating Committee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>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 Joint Operating Committee 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 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>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 policy, as any situation or set of circumstances that the Joint Operating Committee has reason to believe will close the school or jeopardize the safety or welfare of the students or employees of the school.</p> <p>Joint Operating Committee procedures shall be adopted, amended or repealed by a majority vote of the full Joint Operating Committee.</p> <p>Joint Operating Committee policies shall be adopted, amended or repealed by a majority vote of the full Joint Operating Committee.</p>
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<p>Pol. 007</p>	<p>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 2. <u>Executive</u></p>
<p>SC 1850.1</p>	<p>The administration of the career and technical school shall be delegated to the Administrative Director, with guidance from the Superintendent of Record.</p> <p>The Joint Operating Committee/Administration relationship 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>When 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 state and federal laws and regulations and the policies of the Joint Operating Committee.</p>
<p>SC 1850.1</p>	<p>The Administrative Director may prepare administrative guidelines for the operation of the school that are not inconsistent with federal and state statutes or regulations; are dictated by the policies of the Joint Operating Committee; and are binding on employees and students when issued, but require Joint Operating Committee review prior to distribution.</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 next meeting.</p>
<p>65 Pa. C.S.A. 1101 et seq</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. This procedure shall be approved and the completion of the implementation reported to the Joint Operating Committee.</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 3. <u>Review</u></p>
<p>SC 1126 et seq, 1850.1</p>	<p>The Joint Operating Committee may assume jurisdiction over controversies or disputes arising within the school 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>

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<p>2 Pa. C.S.A. Sec. 551 et seq</p> <p>School Code 1126 et seq, 1850.1, 1850.3</p> <p>PA Statute 2 Pa. C.S.A. Sec. 551 et seq</p> <p>PA Statute 65 Pa. C.S.A. 1101 et seq</p> <p>Joint Operating Committee Policy 006, 007</p> <p>Articles of Agreement</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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