

Book	Policy Manual
Section	000 Joint Operating Committee Procedures
Title	Membership
Code	004
Status	Active
Adopted	August 4, 2021

Number

The Joint Operating Committee shall consist of nine (9) members, with at least one (1) member from each participating school district.[1]

Election/Term

Each participating school district shall elect from among its Board members three (3) representatives to serve on the Joint Operating Committee, in accordance with law and the Articles of Agreement.[1][2][3]

Each member of the Joint Operating Committee so elected shall serve for a three-year term commencing the day of his/her election in December.[2]

Vacancies

A vacancy shall occur by reason of death, resignation, removal from a participating school district, or otherwise. A vacancy shall be filled in accordance with the School Code and Sunshine Act, and applicable law, for the unexpired term by the Board of the school district represented.[4][5][6]

Temporary Vacancy – Active Military Service –

In the event a vacancy results from the sending Board's declaration of a temporary vacancy on account of absence for active military service, the appointed replacement member shall serve until the absent member returns from military service or the expiration of the term for which elected, whichever is sooner.[4]

Removal

An individual will cease to be a Joint Operating Committee member if his/her term as a Joint Operating Committee member expires and s/he is not re-elected by the school district Board; his/her term on the participating school district Board expires and s/he is not re-elected; if s/he resigns from the school district Board or Joint Operating Committee; or if s/he is removed for cause, with prior notice, from either the school district Board or the Joint Operating Committee.[5][7][8]

Expenses

Joint Operating Committee members, a nonmember Joint Operating Committee Secretary, and solicitor(s) shall be reimbursed for necessary expenses actually incurred as delegates to any state convention or association of school directors' convention held within the state, or for necessary expenses actually incurred in attendance authorized by the Joint Operating Committee at any other meeting held within the state or at an educational convention out-of-state. All such expenses shall be itemized and made available for public inspection at the next succeeding Joint Operating Committee meeting. Expenses shall be reimbursed by the Treasurer in the usual manner, upon presentation of an itemized, verified statement.[9]

Advance payments may be made upon presentation of estimated expenses to be incurred, to be followed by a final itemized, verified statement of such expenses actually incurred, and a refund shall be made to the school of such funds remaining, or an additional payment shall be made by the school to meet the verified expenses actually incurred.[9]

No member shall be reimbursed for more than two (2) such out-of-state meetings in one (1) school year.

Orientation

The Joint Operating Committee believes that the preparation of each member for the performance of duties is essential to the effectiveness of the Joint Operating Committee's functioning. The Joint Operating Committee encourages each new member to understand the functions of the Joint Operating Committee, acquire knowledge of matters related to the operation of the school, and review Joint Operating Committee procedures and policies.

Accordingly, each new member shall be provided access to the following items for use during the member's term on the Joint Operating Committee:

1. The Joint Operating Committee Policy Manual.
2. The school's Administrative Regulations Manual.
3. The current budget statement, audit report and related fiscal materials.
4. Information on comprehensive planning, curriculum, assessments, facilities planning and school programs.
5. The Joint Operating Committee's adopted Principles for Governance and Leadership.[10]

Joint Operating Committee Member Education/Training

The Joint Operating Committee places a high priority on the importance of a planned and continuing program of inservice education and training for its members. The purpose of the planned program shall be to enhance the quality and effectiveness of the Joint Operating Committee's governance and leadership.

The Joint Operating Committee, in conjunction with the Administrative Director, shall plan specific inservice education programs and activities designed to assist Joint Operating Committee members in their efforts to improve their skills as policy-making leaders; expand their knowledge about issues, programs, and initiatives affecting educational programs and student achievement; and deepen their insights into the nature of leadership, governance and community engagement.

The Joint Operating Committee shall annually budget funds to support its planned program of inservice education and training.

The Joint Operating Committee establishes the following activities as the basis for its planned program of inservice education and training:

1. Participation in educational conferences, workshops and conventions.
2. School-sponsored inservice education and training programs designed to meet Joint Operating Committee needs.
3. Subscriptions to publications addressed to Joint Operating Committee member concerns.
4. Maintenance of resources and reference materials accessible to Joint Operating Committee members.

Conference Attendance

In keeping with its stated position on the need for continuing inservice education and training for its members, the Joint Operating Committee encourages the participation of all members at appropriate conferences, workshops, and conventions. In order to control both the investment of time and expenditure of funds necessary to implement this planned program, the Joint Operating Committee establishes the following guidelines:[\[9\]](#)[\[11\]](#)

1. Each member shall receive Joint Operating Committee approval prior to attending a conference, workshop or convention at Joint Operating Committee expense.
2. Notice of school management conferences, conventions, and workshops of interest shall be provided by the Secretary of the Joint Operating Committee.
3. Funds for conference attendance will be budgeted on an annual basis.
4. When a conference, convention or workshop is not attended by the full Joint Operating Committee, those who do participate will be requested to share information, recommendations and materials acquired at the meeting that will be beneficial to the school.
5. Reimbursement to Joint Operating Committee members for their travel expenses will be in accordance with this Joint Operating Committee procedure and policy.
6. The requirements regarding reimbursement for Joint Operating Committee members for travel expenses shall be strictly enforced, and no payment shall be made until receipts for reimbursable expenses are submitted to the Supervisor of Business Operations or designee.
7. Reimbursement shall be limited to actual expenses incurred, and shall not include or be construed to include compensation to individual Joint Operating Committee members.[\[12\]](#)

Legal

1. 24 P.S. 1850.1
2. 24 P.S. 1850.3
3. Articles of Agreement
4. 24 P.S. 315
5. 24 P.S. 319
6. 65 Pa. C.S.A. 701 et seq
7. 65 P.S. 91
8. Pol. 006
9. 24 P.S. 516.1
10. Pol. 011
11. 24 P.S. 516
12. 24 P.S. 321