

Book	Policy Manual
Section	000 Joint Operating Committee Procedures
Title	Functions
Code	003
Status	Active
Adopted	August 4, 2021

## **Legislative**

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statutes or regulations of the State Board, or ordered by a court of competent authority, may be adopted, amended or repealed at any meeting of the Joint Operating Committee, provided the proposed adoption, amendment or repeal has been proposed at a previous Joint Operating Committee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.[1][2][3]

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 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.

Joint Operating Committee procedures and policies shall be adopted, amended or repealed by a majority vote of the Joint Operating Committee.[4]

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.[5]

## **Executive**

The administration of the vocational technical school shall be delegated to the Administrative Director and the Chief School Administrator (Superintendent of Record). The Chief School Administrator (Superintendent of Record) shall be one of the Superintendents of the participating school districts.[1][6]

The Administrative Director shall enforce state and federal laws and regulations and the policies of the Joint Operating Committee.

The Administrative Director shall be responsible for implementing Joint Operating Committee policies and establishing administrative regulations 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; are binding on employees and students when issued; and shall be submitted to the Joint Operating Committee for review at the next meeting. The Joint Operating Committee reserves the right to alter or rescind any such administrative regulation.[1][3]

The Joint Operating Committee reserves the right to review and to direct revisions of administrative regulations when it considers the regulations to be inconsistent with Joint Operating Committee policy or

practices. However, the Joint Operating Committee shall not adopt administrative regulations unless required by law or requested by the Administrative Director. Such adoption and/or amendment of administrative regulations shall adhere to the policy for adoption and amendment of Joint Operating Committee procedures and policies.[7]

The Administrative Director, in consultation with the Chief School Administrator (Superintendent of Record), shall be delegated the authority to take necessary action in circumstances not provided for in Joint Operating Committee policy. The Administrative Director shall promptly inform the Joint Operating Committee of such action. The Administrative Director's decision may be subject to review by the Joint Operating Committee.

The Administrative Director shall implement a procedure to inform Joint Operating Committee members and designated employees of their responsibility under the Ethics Law.[9].

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.

### **Review**

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.[8][1]

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.[10].

Beyond the basic requirements of due process, a hearing may vary in form and content in line with the severity of the consequences that may flow from it, the difficulty of establishing findings of fact from conflicting evidence, and the impact of the Joint Operating Committee's decision on the school.[10].

### **Evaluation of Joint Operating Committee Procedures**

The Joint Operating Committee shall plan an annual evaluation of its functions as a Joint Operating Committee. The Joint Operating Committee may evaluate Joint Operating Committee procedures, relationships, or activities, or focus on a particular area or issue.

The Joint Operating Committee Chairperson, working with the Administrative Director, shall develop an annual plan.

Legal	1. 24 P.S. 1850.1
	2. 24 P.S. 1850.3
	3. Pol. 000
	4. Pol. 006
	5. Pol. 007
	6. 22 PA Code 339.41
	7. Pol. 003
	8. 24 P.S. 1126 et seq
	9. 65 Pa. C.S.A. 1101 et seq
	10. 2 Pa. C.S.A. 551 et seq
	Articles of Agreement

