

# GREATER JOHNSTOWN CAREER & TECHNOLOGY CENTER

SECTION: LOCAL JOINT OPERATING  
COMMITTEE PROCEDURES

TITLE: ORGANIZATION

ADOPTED: September 25, 2007

REVISED:

	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 in 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.

PA Const.  
Art. VI Sec. 7

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.

Section 3. Duties Of Officers

a. Chairperson

The Chairperson shall serve as the executive officer of the Joint Operating Committee. S/He shall be responsible for the conduct of the scheduled regular and special meetings.

Together with the Secretary, the Chairperson shall execute all transactions conducted by the committee which require the signature of the Chairperson.

S/He shall, after the Joint Operating Committee has acted on and approved any bill or account, sign an order on the Treasurer for the payment of the same.

The Chairperson shall appoint such standing and special committees as necessary to improve the functioning of the Joint Operating Committee.

S/He shall serve as an ex-officio member of all committees appointed by him/her.

b. Vice-Chairperson

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.

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

c. Treasurer

Each year the Joint Operating Committee shall, during the month of May, elect a Treasurer to serve for one (1) year.

The Treasurer shall assume his/her duties in July.

S/He shall be the receiver of all receipts from participating districts or other sources of income.

	<p>The Treasurer shall deposit funds in the approved depository.</p> <p>S/He shall recommend procedures for investing any funds when applicable.</p> <p>S/He shall sign all checks as authorized by the Joint Operating Committee.</p> <p>The Treasurer shall prepare and present monthly reports, or as needed, and submit them to the Joint Operating Committee, the Chief School Administrator, and the Administrative Director.</p> <p>S/He shall prepare and present any financial reports required at the conventions of the Joint Board.</p> <p>The Treasurer shall be bonded in a designated amount with the costs to be paid out of the general fund.</p> <p>S/He shall perform such other duties as the Joint Operating Committee may direct.</p> <p>Section 4. <u>Appointments</u></p> <p>The Joint Operating Committee may make the following appointments:</p> <p>a. School physician(s).</p> <p>b. School dentist(s).</p> <p>c. Solicitor.</p> <p>d. Recording Secretary.</p> <p>e. Independent auditor.</p> <p>f. Delegates to a state convention or association of school directors.</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>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>
SC 1410	
SC 1410	
SC 324, 406	
SC 2401	
SC 516	
SC 1089, 1850.1	
PA Const. Art. VI Sec. 7	

	<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>SC 621 a. Depositories for center funds.</p> <p>SC 106 b. Newspaper(s) of general circulation, as defined in law.</p> <p>SC 421 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>Members shall be appointed by the Chairperson.</p> <p>Each Joint Operating Committee shall be convened by a chairperson, who shall report for the committee and prepare minutes of open committee meetings.</p> <p>The Chairperson may appoint, at the organization meeting or as soon after as practicable, members of the Joint Operating Committee to the following standing committees, where they shall serve a term of one (1) year:</p> <p>a. Budget and Finance Committee.</p> <p>b. Negotiations Committee.</p> <p>c. Education and Personnel Committee.</p> <p>d. Building and Grounds Committee.</p> <p>e. Student Activities 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>
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<p>SC 1808, 1842 Title 22 Sec. 4.33</p>	<p>Section 7. <u>Local Advisory Committee</u></p> <p>The Joint Operating Committee shall appoint a Local Advisory Committee composed of representatives of business, industry, public employers, agriculture, labor, postsecondary institutions, community organizations and the public.</p> <p>The Local Advisory Committee shall meet at least once each year and shall advise the Joint Operating Committee and administration concerning the center's program, philosophy, academic and other standards, Strategic Plans, course offerings, support services, safety requirements, and the skill needs of employers.</p>
<p>Title 22 Sec. 4.33 Pol. 100</p>	<p>Section 8. <u>Professional Advisory Committee</u></p> <p>A Professional Advisory Committee composed of the chief school administrators of the participating districts shall advise the Joint Operating Committee and administration concerning the educational program and policies of the center. The Committee shall play an integral part in the development of the center's Strategic Plan.</p>
<p>SC 1808, 1842 Title 22 Sec. 4.33</p>	<p>Section 9. <u>Occupational Advisory Committee</u></p> <p>An Occupational Advisory Committee shall be established for each program to advise the Joint Operating Committee and administration on curriculum, equipment, instructional materials, safety requirements, program evaluation and other matters in order to verify that the program meets industry standards and relevant licensing criteria, and that the program prepares students with occupation related competencies. The Committee shall meet at least twice each year.</p>
	<p>Section 10. <u>Consultants</u></p> <p>The Joint Operating Committee may appoint, employ or retain consultants to provide the center with specialized services not normally required on a continuing basis. Compensation shall be determined and approved by the Joint Operating Committee.</p> <p>The function of a consultant shall be to make studies and present recommendations to the Joint Operating Committee. A consultant shall not be charged with the implementation of a report.</p> <p>A consultant has no administrative authority over any facet of the center, but shall act solely as advisor to the Board, officers and employees.</p>

The use of consultants from outside the center who promote a particular commercial product is discouraged.

References:

Pennsylvania Constitution – PA Const. Art. VI Sec. 7

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

State Board of Education Regulations – 22 PA Code Sec. 4.33

Joint Operating Committee Policy – 100, 811