

Western Area Career & Technology Center

Section: Joint Operating Committee Procedures
Title: Name and Classification
Adopted: August 26, 1970
Reviewed: January 24, 2007

001. NAME AND CLASSIFICATION

Name

The Board of School Directors shall be known officially as the Joint Operating Committee of Western Area Career & Technology Center.

Composition

The Western Area Career & Technology Center is comprised of the following nine (9) participating school districts: Avella Area, Burgettstown Area, Canon-McMillan, Chartiers-Houston, Fort Cherry, McGuffey, Peters Township, Trinity Area and Washington.

Purpose

The purpose of Western Area Career & Technology Center is to establish, maintain, conduct, and operate schools, departments, or classes for the vocational, technical, academic, or other career and technical education and training of school students and out-of-school youth of the communities for which the member school districts are constituted and adults.

Intermediate Unit

The Western Area Career & Technology Center is assigned to Intermediate Unit No. 1.

Classification

An area career and technology center cannot be classified as a school district. The Western Area Career & Technology Center shall follow the mandates as set forth for a third class school district.

Address

The official address of the Joint Operating Committee of the Western Area Career & Technology Center shall be 688 Western Avenue, Canonsburg, PA 15317.

Section: Joint Operating Committee Procedures
Title: Authority and Powers
Adopted: August 26, 1970
Reviewed: January 24, 2007

002. AUTHORITY AND POWERS

Authority

As established by law, the Joint Board of Western Area Career & Technology Center consists of the combined boards of school directors of the nine-member school districts. This body has 81 members—the nine members of each member board.

In its Articles of Agreement, the Joint Board delegated the operation, administration and management of the school to the Joint Operating Committee elected from among the participating boards of school directors. This Joint Operating Committee shall have such powers not specifically reserved to the Joint Board or by Act of Assembly.

The Joint Operating Committee of Western Area Career & Technology Center consists of one (1) member and one (1) alternate appointed by the board of school directors of each of the nine-member school districts.

The Joint Operating Committee derives its powers from the Joint Board. As are all local boards of school directors, the Joint Board and the Joint Operating Committee are agencies of the state. The Joint Operating Committee is subject to the laws of the Commonwealth, requirements of the State Board of Vocational Education, and terms of the jointure agreement as amended through resolutions of the Joint Board.

The Joint Operating Committee has all those powers and duties assigned to area vocational-technical joint boards except those reserved to joint boards by law. Additionally, it may take no actions that would require changes in the jointure agreement except as it is amended by resolution of the Joint Board.

The Joint Operating Committee considers as foremost among its responsibilities:

1. Policymaking. The Joint Operating Committee is responsible for the development of policy and for the employment of a Director who will implement it and administer the school.
2. Facilities. The Joint Operating Committee is responsible for determining building needs, for communicating these needs to the Joint Board for recommending sites and approving buildings plans.
3. Program Planning and Appraisal. The Joint Operating Committee is responsible for acquiring reliable information, which will enable it to make the best possible decisions about the scope and nature of the instructional programs. The Joint Operating Committee is responsible for requiring appraisal of the results of the instructional programs.
4. Staffing and Appraisal. The Joint Operating Committee is responsible for employing the staff necessary for carrying out the instructional programs and establishing salaries, salary schedules, other terms and conditions of employment, and personnel policies. The Joint Operating Committee is responsible for appraising the effectiveness of its staff by providing for their regular evaluation.
5. Financial Resources. The Joint Operating Committee is responsible for recommending a budget that will support the instructional programs and for exercising control over finances to assure proper use of, and accounting for, all funds.

6. Communication With Member Districts. The Joint Operating Committee is responsible for providing adequate and direct means for keeping the member districts informed about Western Area Career & Technology Center and for keeping itself informed about the wishes of the member districts.
7. Judicial. The Joint Operating Committee is responsible for acting as a court of appeal for school staff members, students, and the member districts when issues involve Joint Operating Committee policy and their fair implementation.

Powers Reserved by Joint Board

Under the jointure agreement, as amended, the Western Area Career & Technology Center Joint Board, by a majority vote of all its voting members and by a concurring vote of two-thirds of the participating districts, shall have authority and its duty shall be to exercise the powers as set forth in Section 6 of Act 1965, No. 579, including but not limited to, the following:

1. Select building sites, acquire and purchase real estate title to which shall be taken jointly in the names of all the participating school districts whether by purchase or condemnation, in the proportion that the contributions of each to the cost of acquisition bears to the total cost.
2. Improve, construct, build, own, lease, equip and furnish buildings.
3. Approve capital expenditures.
4. Adopt the annual budget.
5. Admission of new districts or changes in membership status of member districts.
6. Other powers which the Joint Board does not wish to delegate, or powers, which under the law, the Western Area Career & Technology Center Joint Board cannot delegate.

Advisory Committees

The Joint Operating Committee has the authority and duty to ensure that appropriate advisory committees are appointed and remain active in advising the Joint Operating Committee, administration and staff in program planning and evaluation. Such committees are essential for a forward-looking vocational and technical program that answers and anticipates the needs of students and the business and industrial community.

1. A Business, Industrial & Community Advisory Committee will be appointed pursuant to the provisions of the School Code. Its membership will represent local trades, organizations, professions and occupations, industries, businesses, research and educational agencies, community organizations, government representatives, and administrators of participating school districts and their students. This committee will advise on main directions for Western Area Career & Technology Center (i.e., the need for a particular shop, laboratory, occupation, equipment, curriculum, labor and management coordination, business and industrial requirements, or selection of personnel). The Director will serve as coordinator for this committee, will appoint members, call meetings at least twice a year, and ensure that the membership is representational and active.
2. Craft Advisory Committees will be appointed to advise the administration and instructional staff on each program. Persons serving on these committees shall be directly involved in the specific craft or area of expertise. Working with teachers, these committees will advise on program content, materials and equipment, methods, and on other matters relating to training in the field. The Director or his/her designee will be responsible for the appointment of members to the committees, will administer the Craft Committee plan for the building, and ensure that committees meet at least twice a year and remain active.

3. The Western Area Career & Technology Center Professional Advisory Committee will be composed of the superintendent of record (or designated representative) of the member school districts and will meet regularly with the Director to coordinate operations of Western Area Career & Technology Center with those of member school districts.

All of the above committees are advisory in nature. They may make recommendations to the staff and/or administration. The implementation of recommendations remains the prerogative of the administration when action is required, or of the administration and instructional staff when recommendations involve administrative and instructional matters.

Membership of the Business, Industry & Community Advisory Committee and industry Craft Advisory Committees must be approved annually by the Joint Operating Committee.

WACTC

Western Area Career & Technology Center

Section: Joint Operating Committee Procedures
Title: Procedure for Developing Policy
Adopted: August 26, 1970
Reviewed: January 24, 2007

002.1 PROCEDURE FOR DEVELOPING POLICY

The Western Area Career & Technology Center Joint Operating Committee shall reserve to itself the function of providing guides for the discretionary action of those to whom it delegates authority. Those guides for the discretionary action shall constitute the policies governing the operation of the Western Area Career & Technology Center.

The formal adoption of policies shall be recorded in the minutes of the Joint Operating Committee. There shall be no deletion or change without action of the Joint Operating Committee.

Any proposed policy shall be read at a regular meeting and held over for official adoption at a subsequent regular meeting of the Joint Operating Committee.

Section: Joint Operating Committee Procedures
Title: Selection and Term of Superintendent of Record
Adopted: October 23, 2002
Reviewed: January 24, 2007
Revised: June 16, 2021

002.2. SELECTION AND TERM OF SUPERINTENDENT OF RECORD

In accordance with the Western Area Career & Technology Center's Articles of Agreement providing for the appointment of a Superintendent of Record, the Joint Operating Committee has adopted the following policy designating the manner and term of appointment.

Every two (2) years, during the month of June, the Joint Operating Committee shall appoint a Superintendent of Record nominated by the Professional Advisory Committee to serve for two (2) years, beginning the first Monday in July following such election. The salary for the two-year term shall be established at the time of the appointment.

The Professional Advisory Committee will submit the name of the superintendent next in order by alphabetical listing of the member districts, unless that superintendent is deemed ineligible for consideration due to expected departure from the present position in his or her district or by reason of being in the first year of incumbency as a superintendent.

If the selected superintendent declines the position, or is terminated by the Joint Operating Committee for failing to fulfill the requirements of the position to the satisfaction of the Joint Operating Committee, it shall be offered to the superintendent next in order from the alphabetical list meeting the eligibility criteria as noted in paragraph 3.

District bypassed in the selection process due to their superintendent's ineligibility or decision to decline the position will remain in their position on the alphabetical list for consideration when the rotation returns to them.

If the Superintendent of Record does not complete his/her term, the eligible superintendent next in order on the alphabetical list shall be offered the position and shall serve a term of two (2) years plus the remainder of the school year not completed by his/her predecessor. The salary for the uncompleted year shall remain as previously designated. The Joint Operating Committee shall establish the salary for the following June for the two-year term.

No Superintendent of Record shall serve consecutive terms other than the term designated in paragraph 6 above unless by special action of the Joint Operating Committee.

Section: Joint Operating Committee Procedures
Title: Functions
Adopted: January 24, 2007

003. FUNCTIONS

The Western Area Career & Technology Center was created in accordance with legislation through a jointure agreement among nine school districts in an area of Washington County approved for an area vocational technical school by the State Board of Vocational Education.

Specific provisions for the organization and governance of Western Area Career & Technology Center are contained in the original jointure agreement and amendments thereto.

As stated in the jointure agreement (and law), amendments and revisions of the agreement require a majority vote of the Joint Board.

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 rules 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.

The Joint Operating Committee may upon a vote cause to suspend at any time the operation of a procedure or policy herein contained, if necessary, provided the suspension does not conflict with legal requirements.

Adoption of new policies or changing existing policies is solely the responsibility of the Joint Operating Committee.

Except for policy actions to be taken on emergency measures, the adoption of Joint Operating Committee policies shall follow this sequence, which will take place at least at two (2) regular or special public meetings.

1. Reading of proposed new or revised policy(ies) as an item of information after a copy of the draft is distributed to the Joint Operating Committee members.
2. Discussion and final action by the Joint Operating Committee at the next meeting after having received a copy of the final draft.

Changes to the proposal after the first reading will not require repetition of the sequence unless the Joint Operating Committee so directs.

The formal adoption of policies shall be recorded in the minutes of the Joint Operating Committee meeting. Only those written statements so adopted and so recorded shall be regarded as official policy of the Joint Operating Committee. The policies shall be effective immediately upon adoption unless a specific effective date is provided in the motion to adopt.

In cases when action must be taken within the school system where the Joint Operating Committee has provided no guides for administrative action, the Director shall have the power to act.

His/Her decisions shall be subject to review by the Joint Operating Committee. It shall be the duty of the Director to inform the Joint Operating Committee of the need for specific policies.

Executive

The duties, powers, and responsibilities of the Joint Operating Committee shall be administered through the Director along specific paths from person to person as shown in the Joint Operating Committee approved organizational chart.

The Director shall have freedom to reorganize lines of authority and responsibility subject to Joint Operating Committee approval. The Joint Operating Committee expects the Director to maintain an administrative structure sufficient to meet the needs for supervision and accountability throughout the Western Area Career & Technology Center.

Administrative responsibilities and relationships shall be set forth in the job descriptions of various administrative staff members.

WACTC

Western Area Career & Technology Center

Section: Joint Operating Committee Procedures
Title: Membership
Adopted: August 26, 1970
Reviewed: January 24, 2007

004. MEMBERSHIP

The Western Area Career & Technology Center Joint Operating Committee consists of nine (9) members.

Election

The Board of School Directors of each member school district elects from its membership one (1) member and one (1) alternate to serve on the Joint Operating Committee of Western Area Career & Technology Center.

In accordance with the law and as stated in the jointure agreement, members and alternates are elected for a three-year term, commencing the day of their election in the month of December. One-third of the terms expire each year, the length of the initial terms of members having been determined by lot.

Terms of members and alternates expire as follows:

Avella Area	-	1971 and each three years thereafter
Burgettstown Area	-	1971 and each three years thereafter
Canon-McMillan	-	1972 and each three years thereafter
Chartiers-Houston	-	1973 and each three years thereafter
Fort Cherry	-	1972 and each three years thereafter
McGuffey	-	1973 and each three years thereafter
Peters Township	-	1973 and each three years thereafter
Trinity Area	-	1972 and each three years thereafter
Washington	-	1971 and each three years thereafter

Vacancies

Any vacancy on the Joint Operating Committee shall be filled through the election of a new member to serve for the unexpired portion of the term. The new member shall be elected by the board of school directors of the member school district that the previous Joint Operating Committee member represented.

Removal

Whenever a school director shall cease to be a resident of a participating school district, his/her membership on the Joint Operating Committee shall cease forthwith.

The removal of a school director who resigns shall become effective upon the presentation of the resignation to the Joint Operating Committee President and upon such date specified therein.

Expenses

Joint Operating Committee members shall receive no compensation for their services. However, upon submitting vouchers and supporting receipts for expenses incurred in carrying out specific services previously authorized by the Joint Operating Committee, members may be reimbursed from school funds.

School directors, a nonmember Secretary of the Joint Operating Committee, and Joint Operating Committee solicitor(s) shall be reimbursed for necessary expenses actually incurred as delegated to any State convention or association of school directors held within the Commonwealth, or for necessary expenses actually incurred

in attendance authorized by the Joint Operating Committee at any other meeting held within the Commonwealth or at an educational convention out-of-state. All such expenses shall be itemized and made available for public inspection at the next succeeding meeting of the Joint Operating Committee. Such expense shall be reimbursed only upon presentation of an itemized, verified statement, except that advance payments may be made upon presentation of estimated expense to be incurred.

Orientation

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

The Joint Operating Committee shall maintain appropriate memberships in various organizations for the benefits that can be derived for the school. These institutional memberships shall require the Director's recommendation and Joint Operating Committee approval.

The materials and other benefits of institutional memberships will be distributed and used to the best advantage of Western Area Career & Technology Center.

Conferences

In keeping with its stated position on the need for continuing in-service training and development for its members, the Joint Operating Committee encourages the participation of all members at appropriate school board conferences, workshops, and conventions. However, in order to control both the investment of time and expenditure of funds necessary to implement this policy, the Joint Operating Committee establishes these principles and procedures for its guidance:

- No member of the Joint Operating Committee may attend a meeting at Joint Operating Committee expense without prior Joint Operating Committee approval.
- Funds for participation at such meetings will be budgeted on an annual basis.
- 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 which will be beneficial to the school.
- Reimbursement to Joint Operating Committee members for their travel expenses shall be in accordance with Joint Operating Committee policy.
- The aforesaid reimbursement shall be limited to actual expenses incurred and shall not include or be construed to include compensation to individual Joint Operating Committee members

Section: Joint Operating Committee Procedures
Title: Employment Limitations
Adopted: January 24, 2007

004.1 EMPLOYMENT LIMITATIONS

The Western Area Career & Technology Center Joint Operating Committee will not employ any individual on a full-time permanent basis who is closely related to any member of the school's Joint Operating Committee and administration except as noted below. For the purpose of this policy, **closely related** shall be defined as including wife, husband, mother, father, son, daughter, grandmother, grandfather, aunt, uncle, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother, sister, first cousin, brother-in-law, or sister-in-law.

This policy shall not apply to any person within such a relationship or relationships who has been regularly employed by the Joint Operating Committee prior to the inception of the relationship, the adoption of this policy, or a Joint Operating Committee member's election.

The administration may recommend the employment of a Joint Operating Committee member's near relative and/or an administrative member's near relative only if one (1) or more of the following conditions are present:

1. The individual is a clearly superior candidate.
2. The individual is the only properly certificated and qualified candidate.
3. The individual is the only candidate.

If a near relative of an administrator is hired, that person must be supervised and evaluated by an administrator not related to the employee.

Section: Joint Operating Committee Procedures
Title: Organization
Adopted: August 26, 1970
Reviewed: January 24, 2007
Revised: February 24, 2016

005. ORGANIZATION

Organization Meeting

Each participating Board of School Directors shall elect one of its members to serve on the Western Area Career & Technology Center Joint Operating Committee. The committee members so elected shall serve for a three-year term commencing the day of election in the month of December, provided, however, that in the first election, the terms of office of one-third of the members shall expire at the end of the first year, the terms of office of one-third of the members shall expire at the end of two years, and the terms of office of the remaining one-third shall expire at the end of the third year.

Order

The organization meeting shall be called to order by the Superintendent of Record who shall preside over the nominations and election of a President. The newly elected President will then preside over the meeting.

Officers

Election of officers shall be by a majority of those present and voting. Where no such majority is achieved on the first ballot, a second ballot shall be cast for the two candidates who received the greatest number of votes.

- a. The school directors shall annually in December elect from their members a President and Vice-President who shall serve for one (1) year.
- b. The school directors shall annually, during the month of May, elect a Treasurer who shall serve for one (1) year beginning the first day of July after such election. The Treasurer may be a corporation duly qualified and legally authorized to transact a fiduciary business in the Commonwealth, and s/he may be a member of the Joint Operating Committee. The school Treasurer shall not enter upon his/her duties until s/he has furnished bond in accordance with law and with the approval of the Joint Operating Committee.
- c. The school directors shall, during the month of May in every fourth year, elect a secretary who shall serve a term of four (4) years beginning the first day of July following such election.

Vacancies in any office shall be filled by the school directors, and such appointed officers shall serve for the remainder of the unexpired term.

The same school director may not hold more than one (1) office of the Joint Operating Committee. No commissioned officer or professional employee of the Joint Operating Committee shall serve, temporarily or permanently, as an officer of the Joint Operating Committee.

Officers of the Joint Operating Committee may be removed from office for incompetence, intemperance, neglect of duty, violation of the school laws of the Commonwealth, or other improper conduct, provided that the officer charged shall have been given due notice of the reasons therefor and an opportunity for a hearing and provided that said removal has been approved by the affirmative vote of a majority of the full number of school directors.

Appointments

The Joint Operating Committee shall appoint:

- a. A school solicitor
- b. An independent auditor
- c. Such other assistants, clerks, and employees as the Joint Operating Committee deems proper

Resolutions

The Joint Operating Committee may at the organization meeting, but shall prior to July 1:

- a. Designate a depository for school funds
- b. Designate a newspaper of general circulation as defined in accordance with law
- c. Designate a normal day, place and time for regular meetings
- d. Designate a normal day, place and time for open committee meetings

Section: Joint Operating Committee Procedures
Title: Meetings
Adopted: August 26, 1970
Revised: January 24, 2007

006. MEETINGS

Parliamentary Authority

Robert's Rules of Order, Newly Revised, including small group rules, shall govern the Joint Operating Committee in its deliberations in all cases in which it is not inconsistent with statute, rules of the State Board, or these procedures.

Quorum

A majority of the members of the Joint Operating Committee shall be a quorum. No business shall be transacted at a meeting without a quorum, but the directors at such a meeting may adjourn to another time. An alternate may be counted to make up the quorum when the regular member from his/her district is absent.

Presiding Officer

The President shall preside at all meetings of the Joint Operating Committee. In the absence, disability, or disqualification of the President, the Vice President shall act instead. In the absence of both the President and Vice President, or of the secretary when a Joint Operating Committee member, the Joint Operating Committee may elect a President or secretary pro tempore for such meeting only, and such appointment shall be noted on the minutes of such meeting. The act of any person so designated shall be legal and binding.

Notice

Notice of all open public meetings of the Joint Operating Committee, including committee meetings and discussion sessions, shall be given by the publication of the date, place, and time of such meetings in the newspaper of general circulation designated by the Joint Operating Committee and the posting of such notice at the offices of the Joint Operating Committee.

A meeting of the Joint Operating Committee is any prearranged gathering of the Joint Operating Committee which is attended or participated in by a quorum of the members of the Joint Operating Committee held for the purpose of deliberating school business or taking official action. All official action of the Joint Operating Committee shall take place at a meeting open to the public.

Public notice of open meetings shall be given pursuant to the Sunshine Act, as amended.

- A. Regular meetings are open meetings at which the Joint Operating Committee will formally vote upon matters placed on its monthly agenda and transact any other school business, which may come before the Joint Operating Committee.

The time and place of the regular monthly meeting for the forthcoming fiscal year shall be determined by the Joint Operating Committee each year at its June meeting. Thereafter, the regular meeting shall be timely advertised and posted pursuant to the provisions of the Sunshine Act.

- B. Special meetings are open meetings scheduled by the Joint Operating Committee from time to time in addition to the regular schedule of meetings established by the Joint Operating Committee

No business shall be transacted at any special meetings except that named in the public notice and call given to the members. However, special meetings may be called for general purposes.

The President may call special meetings at any time. S/He shall call a special meeting whenever so required, in writing, by any three (3) members of the Joint Operating Committee. Such request shall state the purpose of such meeting, place, date, and hours for holding it, which shall be not less than three (3) days after the delivery of such request to the secretary unless such “three (3) days’ notice” shall be waived by the members of the Joint Operating Committee giving their consent to the secretary by telephone or otherwise in which case the meeting may be held on shorter notice, provided that such assent shall be ratified by a written waiver signed by the members of the Joint Operating Committee.

- C. Notice of all rescheduled meetings shall be given by publication and posting of notice at least twenty-four (24) hours prior to the time of the meeting.
- D. Notice of all recessed or reconvened meetings shall be given by posting a notice of the place, date, and time of meeting and sending copies of such notice to interested parties.
- E. Notice of all public meetings shall be given to any newspaper circulating in Washington County or a radio or television station which so requests. Notice of all public meetings shall be given to any individual who so requests and provides a stamped, addressed envelope for such notification.

Regular Meetings

The Director will be responsible for developing the agenda for Joint Operating Committee meetings.

The Joint Operating Committee may alter the order of business as listed on the agenda, or discuss and act on items not on the agenda of a regular meeting.

A draft copy of the agenda, together with appropriate supporting materials, will be provided to the professional advisory committee members, Joint Operating Committee members, vocational school administrators, and the solicitor prior to the regularly scheduled meeting to allow all parties to prepare for the meetings.

Special Meetings

Special meetings shall be public and may be called for special or general purposes.

Hearing of Citizens

A member of the public present at the meeting of the Joint Operating Committee may address the Joint Operating Committee in accordance with the Joint Operating Committee’s rules.

Voting

All motions shall require for adoption a majority vote of those school directors present and voting except as provided by statute or these procedures.

- A. The following actions require the unanimous consent of all remaining members of the Joint Operating Committee:
1. Appoint as attorney or solicitor of the Joint Operating Committee a school director who has served for two consecutive terms of four years each after resigning his/her office.

- B. The following actions require the recorded affirmative votes of two-thirds of the full number of school directors:
1. transfer of budgeted funds
 2. transfer of any unencumbered balance, or portion thereof, from one appropriation to another, or from one spending agency to another
 3. adopt or change textbooks without the recommendation of the Director
 4. dismiss after hearing of a tenured professional employee
 5. adopt, amend, or repeal a Joint Operating Committee procedure
- C. The following actions require the recorded affirmative votes of a majority of the full number of school directors:
1. fixing the length of the school term
 2. adopting textbooks recommended by the Director
 3. appointing the Director
 4. appointing instructors, principal, and other professional personnel
 5. purchasing, selling, or condemning land
 6. locating new building or changing the location of old ones
 7. appointing instructors, principal, and other professional personnel
 8. locating new building or changing the location of old ones
 9. adopting courses of study
 10. establishing additional program areas
 11. designating depositories for school funds
 12. entering into contracts and/or lease agreements of any kind, including items subject to bid requirements
 13. fixing salaries or compensation of officers, instructors, or other appointees of the Joint Operating Committee
 14. dismissing, after hearing, a non-tenured employee
 15. vacating and abandoning property to which the Joint Operating Committee has title
 16. determining the holidays, other than those provided by statute, which shall be observed by special exercise and those on which the schools shall be closed for the whole day
 17. declaring that a vacancy exists on the Joint Operating Committee by reason of the failure or neglect of a school director to qualify

18. removing an officer of the Joint Operating Committee
19. removing an appointee of the Joint Operating Committee
20. adopting, amending or repealing a policy of the Joint Operating Committee

Minutes

The Joint Operating Committee shall cause to be made and retain as a permanent record of the school, minutes of all open meetings of the Joint Operating Committee. Said minutes shall be comprehensible and complete and shall show: the date, place and time of the meeting; names of the members present; presiding officer; substance of all official actions; actions taken and information specific to those actions; recorded votes and a record by individual members of all roll call votes taken; and the names of all citizens who appeared officially and the subject of their testimony

The minutes of the Joint Operating Committee meetings shall be approved at the next succeeding meeting.

The approved minutes shall be signed by the Secretary of the Joint Operating Committee

Adjournment

The Joint Operating Committee may at any time recess or adjourn to an adjourned meeting at a specific date and place upon the majority of those present and voting. The adjourned meeting shall take up its business at the point in the agenda where the motion to adjourn was acted upon. Notice of the rescheduled meeting shall be given as provided by school policy.

Executive Session

The Joint Operating Committee reserves the right pursuant to and in conformity with the terms and conditions of the Sunshine Act, Act 84 of 1986, as amended, to sit in executive session. Such sessions are called by the President and approved by a majority of the Joint Operating Committee for discussion pertaining to the following:

- A. Any matter involving the employment or matters pertaining to the employment relationship of any current, prospective, or former employee or officer
- B. Matters related to the negotiation or arbitration of a collective bargaining agreement, or related to labor relations and arbitration
- C. The purchase or lease of real property
- D. Consultation with an attorney or other professional advisory regarding information or strategy in connection with litigation or with issues on which identifiable complaints are expected to be filed.
- E. School business which, if discussed in public, would violate a lawful privilege or lead to the disclosure of information or confidentiality protected by law, including matters related to the initiation and conduct of investigations of possible or certain violations of the law and quasi judicial deliberations.

Such sessions shall be closed to the public and press. The reason for holding an executive session shall be announced at the open meeting occurring immediately prior or subsequent to the executive session. That such a meeting will be or was held shall be recorded in the minutes of the preceding or subsequent open meeting. Joint Operating Committee members and other persons attending the session are honor-bound not to disclose the topic or details of discussion at executive sessions.

The Director or designee shall, at the request of the Joint Operating Committee, attend all executive sessions except those pertaining to the Director's employment. The Joint Operating Committee may invite staff members or others to attend sessions at its discretion.

In order to take official action on any matter discussed in Executive Session, the Board shall convene or reconvene in an open meeting. Official action shall be defined as the Sunshine Act.

Planning meetings are open meetings at which the Joint Operating Committee may, among other matters, determine what items are to be placed on the agenda for a subsequent regular or special meeting, discuss and deliberate school business, review reports and hear updates from the administration. Although deliberation of school business is permissible at the planning meetings, no vote will be taken thereon unless a vote is taken for the purpose of deciding if the item will be placed on the agenda for a regular or special meeting.

The planning meeting need not follow any formal order of business. Participation shall be limited to Joint Operating Committee members and school personnel, unless otherwise authorized by the Joint Operating Committee.

The time and place of the planning meetings for the forthcoming fiscal year shall be determined by the Joint Operating Committee each year at its June meeting. Thereafter, the planning meetings shall be timely advertised and posted pursuant to the provisions of the Sunshine Act.

Conference

A conference is any training program or seminar, or any session arranged by State or Federal agencies for the school, organized and conducted for the sole purpose of providing information to the Joint Operating Committee members on matters directly related to their official responsibilities. Participation in conferences shall be limited to Joint Operating Committee members and school personnel unless otherwise authorized by the Joint Operating Committee. Such conferences shall be for informational purposes only, and there shall be no deliberation of school business.

Committee Meetings

Committee meetings may be called at any time by the committee chairperson.

Unless held as an Executive Session, committee meetings shall be open to the public, other Joint Operating Committee members, the Director, and the Superintendent of Record.

Section: Joint Operating Committee Procedures
Title: Attendance at Meetings via Electronic Communications
Adopted: January 25, 2023

006.1 ATTENDANCE AT MEETINGS VIA ELECTRONIC COMMUNICATIONS

The Joint Operating Committee (JOC) recognizes that factors such as illness, travel, schedule conflicts, weather conditions and other emergency situations can make impossible the physical presence of a JOC Board member or other necessary participants at a JOC meeting and that electronic communications can enable a JOC member or other necessary participants to participate in a meeting electronically from a remote location.

A JOC member shall be able to attend a JOC meeting, and participate in JOC deliberations and voting, through electronic communications, but only under extraordinary circumstances. The JOC Chairperson may permit other necessary participants to participate in meetings via electronic communications as the Chairperson deems appropriate.

The JOC authorizes the administration to provide the equipment and facilities required to implement this JOC procedure.

Guidelines

A JOC member who attends a meeting through electronic communications shall be considered present only if the member can hear everything said at the meeting and all those attending the meeting can hear everything said by that member and other participants addressing the JOC. If the Chairperson determines either condition is not occurring, the Chairperson may terminate the JOC member's participation through electronic communications.

A majority of JOC members shall be physically present at a JOC meeting when a JOC member attends through electronic communications.

To attend a JOC meeting through electronic communications, a JOC member shall comply with the following:

- Submit such request to the Executive Director and Board Secretary at least three (3) days prior to the meeting so that arrangements can be made for the provision of the necessary equipment.
- Ensure that the remote location is quiet and free from background noise and interruptions.
- If for any reason the connection with the physically absent JOC member is terminated or malfunctions before the adjournment of the meeting, the meeting shall continue unless the resultant nonparticipation by the absent member results in the loss of a quorum, in which case the meeting shall be adjourned. Such adjournment shall not affect the validity of such actions taken by the JOC prior to adjournment.

JOC members requesting the option to participate in a JOC meeting via electronic communications will be accommodated to the technology limitations of the school facility. When technology limitations prevent all JOC Board member requests from being met, they will be accommodated on a first-come, first-served basis.

Executive Session

Electronic participation will be permitted during Executive Sessions in accordance with the aforementioned guidelines, as applicable. The JOC member who is not physically present at an Executive Session must maintain confidentiality, and assure that no other individual can hear the information being discussed. If confidentiality is breached, the JOC member is acting outside the scope of his/her authority and in his/her individual capacity.

Emergency Conditions

In the event that the county, state or federal public health authorities, the Governor, or any similar authority with appropriate jurisdiction declares an emergency condition that prevents or discourages public gatherings due to a public health or safety concern, the JOC shall be authorized to conduct meetings primarily or entirely via electronic communications to enable all JOC members and other necessary participants to fully participate in the conduct of official JOC business through electronic communications.

Meetings held primarily or entirely via electronic communications shall be conducted in a manner that assures compliance with the public access and public comment requirements of the Sunshine Act. All rules normally applicable to in-person meetings of the JOC shall be observed in meetings held primarily or entirely via electronic means to the extent practicable and appropriate to the nature and features of the technology used.

The requirements for JOC members to submit a request to participate in meetings through electronic communications shall be waived during such emergency conditions.

The JOC authorizes the administration to utilize available technical resources to permit the public to attend and submit public comment during open meetings via electronic communications, in accordance with law and JOC procedures and policy.

24 P.S. 1850.1
65 Pa. C.S.A. 701 et seq

Western Area Career & Technology Center

Section: Joint Operating Committee Procedures
Title: Adoption, Amendment or Suspension of Policies
Adopted: January 24, 2007

007. ADOPTION, AMENDMENT OR SUSPENSION OF POLICIES

Policies and by-laws of the Western Area Career & Technology Center Joint Operating Committee shall be adopted or amended, assuming compliance with the statutes and regulations of the Commonwealth, only upon a majority vote of all of the members of the Joint Operating Committee at a regular meeting, and then only when the prepared agenda for the regular meeting shall have clearly stated the adoption or modification to be considered.

Policies may be temporarily suspended for cause by majority vote of a quorum present at any regular or special meeting. Such suspension shall apply and be restricted to the issue before the Joint Operating Committee at the time.

At the regular or special meeting at which notice of intent to adopt or modify a policy is announced, copies of the proposed policy or modification will be attached to the public agenda and additional copies shall thereafter be available for the general public at the main administration offices.

Section: Joint Operating Committee Procedures

Title: Principles for Governance and Leadership

Adopted: January 25, 2023

011. PRINCIPLES FOR GOVERNANCE AND LEADERSHIP

Pennsylvania Joint Operating Committees are committed to providing every student the opportunity to grow and achieve. Our actions, as appointed Joint Operating Committee members, ultimately have both short and long-term impact. Therefore, we pledge that we will. . .

Lead Responsibly

- Prepare for, attend, and actively participate in Joint Operating Committee meetings
- Work together with civility and cooperation, respecting that individuals hold differing opinions and ideas
- Participate in professional development, training, and Joint Operating Committee retreats
- Collaborate with the Superintendent of Record and Executive Director, acknowledging their roles as part of the governance team.

Act Ethically

- Never use the position for improper benefit to self or others
- Avoid actual or perceived conflicts of interest
- Recognize the absence of authority outside of the collective Joint Operating Committee
- Accept that when the Joint Operating Committee has made a decision, it is time to move forward collectively and constructively

Plan Thoughtfully

- Implement a collaborative strategic planning process
- Develop a comprehensive financial plan and master facilities plan that anticipates short and long-term needs
- Allocate resources to effectively impact student access
- Set annual goals that are aligned with comprehensive plans, recognizing the need to adapt as situations change

Evaluate Continuously

- Make data-informed decisions
- Evaluate the Executive Director annually
- Conduct a board self-assessment on a recurring basis
- Focus on student growth and achievement
- Review effectiveness of all comprehensive and strategic plans

Communicate Clearly

- Promote open, honest, and respectful dialogue among the Joint Operating Committee, staff, and community
- Acknowledge and listen to varied input from all stakeholders
- Promote transparency while protecting necessary confidential matters
- Set expectations and guidelines for individual Joint Operating Committee member communication

Advocate Earnestly

- Promote public education as a keystone of our Commonwealth
- Engage the community by seeking input, building support networks, and generating action
- Champion public education by engaging local, state, and federal officials

Govern Effectively

- Establish and adhere to rules and procedures for Joint Operating Committee operations
- Develop, adopt, revise, and review policy routinely
- Remain focused on the role of governance, effectively delegating management tasks to the administration
- Align Joint Operating Committee decisions to policy ensuring compliance with the PA School Code and other local, state, and federal laws