No. 003

A. W. BEATTIE CAREER CENTER

SECTION: JOINT COMMITTEE

PROCEDURES

TITLE: FUNCTIONS

ADOPTED: March 25, 1999

REVISED &:

APPROVED: November 15, 2012

003. FUNCTIONS

Section 1. Legislative

SC 1707, 1850.1 1850.3

The Joint Operating Committee shall exercise its rule-making power by adopting procedures and policies for the organization and operation of A. W. Beattie Career Center. 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statutes, or regulations of the State Board, or ordered by a court of competent authority may be adopted, amended or repealed at any meeting of the Joint Operating Committee, provided the proposed adoption, amendment or repeal shall have been proposed at a previous Joint Operating Committee meeting until approval or rejected.

Changes in a proposed 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, when necessary, provided the suspension does not conflict with legal requirements; and 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.

SC 422

Procedures of the Joint Operating Committee shall be adopted, amended, or repealed by a majority vote of the full Joint Operating Committee.

Pol. 006

Policies shall be adopted, amended or repealed by a majority vote of the full Joint Operating Committee.

Pol. 007

The 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.

Section 2. Executive

SC 1001

The Joint Operating Committee shall exercise its executive power by the appointment of an Executive Director who shall enforce the statutes of the Commonwealth, the regulations of the State Board of Education, and the policies of the Joint Operating Committee.

The Executive Director shall prepare guidelines for the administration of the school which are not inconsistent with statutes or regulations of the State Board of Education, are dictated by the policies of this Joint Operating Committee, and shall be binding on the employees and the students of this school when issued but shall require Joint Operating Committee approval prior to promulgation.

The Joint Operating Committee shall be delegated the authority to take necessary action in circumstances not provided for in Joint Operating Committee policy, provided that such action shall be reported to the Joint Operating Committee at the next meeting.

Act 170 of 1978 65 P.S. 404 (d)

The Executive 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 by the Joint Operating Committee, and completion of the implementation reported to the Joint Operating Committee.

Section 3. Review

SC 510, 1126 et seq

The Joint Operating Committee may assume jurisdiction over controversies or disputes arising within this 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.

2 PA C.S. Sec. 551 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.

Section 4. Staff Relations

Good relations between the Joint Operating Committee and the employees of A. W. Beattie Career Center are of the utmost importance. However, the responsibility for the performance of the employees and the execution of Joint Operating Committee policies rests with the Executive Director.

Therefore, it is important that employees do not seek out Joint Operating Committee members, and Joint Operating Committee members do not seek out employees, for discussions of a substantive nature without the express knowledge of the Executive Director.

Individual Joint Operating Committee members should not give employees instructions that should come only as actions of the entire Joint Operating Committee through the Executive Director.

Nothing in this policy is intended to prohibit normal social discourse or the assignment of employees to work various subcommittees.

Section 5. <u>Staff Involvement in Decision Making</u>

It is the policy of the Joint Operating Committee to encourage employee participation in decision making.

Such participation shall include, as appropriate to areas, programs, and school, involvement in:

- a. Policy Development.
- b. Administrative rules development.
- c. Budget planning.
- d. Facilities planning.

In the development of rules, regulations, and arrangements for the operation of schools and services, the Executive Director shall include at the planning stage, whenever feasible, those employees who will be affected by such provisions.

The professional staff shall be given an opportunity and encouragement to contribute in curriculum development and in the development of policies and regulations pertaining to the instructional program and the operation of services.

Each administrator shall maintain channels for conferring with both the professional and support staff in establishing policies and regulations.

The Executive Director and employees shall establish channels for the ready intercommunication of ideas and feelings regarding A. W. Beattie Career Center operations. The administration shall weigh with care the counsel given, especially that given by groups designated to represent large segments of the staff, and shall inform the Joint Operating Committee when appropriate of all such counsel when presenting recommendations for Joint Operating Committee action.

The Joint Operating Committee shall ordinarily utilize established channels for the exchange of ideas between itself and its staff.