

A. W. BEATTIE CAREER CENTER

SECTION: JOINT COMMITTEE
PROCEDURES
TITLE: MEETINGS
SUNSHINE ACT PROCEDURES
ADOPTED: March 25, 1999
REVISED &:
APPROVED: November 19, 2020
REVISED &:
APPROVED: August 19, 2021

<p>SC 407 65 Pa. C.S.A. Sec. 701 et seq</p> <p>SCC 422 Articles of Agreement</p> <p>SC 405, 426, 427 428</p> <p>65 Pa. C.S.A. Sec. 703, 709</p>	<p>006. Meetings Sunshine Act Procedures</p> <p>Section 1. <u>Parliamentary Authority</u></p> <p>Robert's Rules of Order, Newly Revised, shall govern the orderly and businesslike manner of the A.W. Beattie Career Center's Joint Operating Committee (JOC) in its deliberations in all cases in which it is not inconsistent with statute, regulations of the State Board, or Joint Operating Committee procedures.</p> <p>Section 2. <u>Quorum</u></p> <p>A majority of the Joint Operating Committee present and/or participating remotely shall constitute a quorum for purposes of taking official action. However, the JOC members present at such meetings may adjourn at another time.</p> <p>Section 3. <u>Presiding Officer</u></p> <p>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. If neither person is present, a JOC member shall be elected President pro tempore by a plurality of those present to preside at that meeting only. The act of any person so designated shall be legal and binding.</p> <p>Section 4. <u>Notice</u></p> <p>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 a newspaper of general circulation along with a posting at the Career Center and its website at www.beattietech.com.</p>
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65 Pa. C.S.A. Sec. 703,709	a. Notice of regular meetings shall be given by the publication and posting of a schedule showing the date, place and time of all regular meetings at least three (3) days prior to the time of the first regular meeting.
65 Pa. C.S.A. Sec. 703,709	b. Notice of special meetings shall be given not less than twenty-four (24) hours prior to the meeting date. The twenty-four (24) hour notice may be waived when a special meeting is called to deal with an actual emergency involving a clear and present danger to life or property.
65 Pa. C.S.A. Sec. 703,709	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.
65 Pa. C.S.A. Sec. 703	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.
65 Pa. C.S.A. Sec. 709	e. Notice of all public meetings shall be given to any newspaper(s) circulating in Allegheny 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.
SC 423	<p>Notice of all regular and special meetings of the Joint Operating Committee shall be given to JOC members no later than twenty-four (24) hours prior to the time of the meeting.</p> <p>Section 5. <u>Agenda</u></p> <p>In addition to the public notice required in Section 4 of this Policy, the Joint Operating Committee shall provide notification of each matter of JOC business that will be or may be considered at a meeting. The Joint Operating Committee shall make public meeting agendas available 24 hours prior to the meeting in the following manner:</p> <ul style="list-style-type: none">a. The meeting agenda, with a list of each matter of Career Center business that will be the subject of deliberation or official action, shall be posted on the Career Center's website;b. The meeting agenda shall be posted at both the meeting location and the Career Center's main office; andc. The meeting agenda shall be provided to individuals in attendance. <p>The Joint Operating Committee is prohibited from taking official action on a matter of JOC business at a meeting if the matter was not included in the required notification, except under the following circumstances:</p>

- a. Matters relating to a real and potential emergency involving a clear and present danger to life or property;
- b. Matters that arise within 24 hours before a meeting that are *de minimus* in nature that do not involve the expenditure in funds or entering into a contract or agreement by the Career Center; or
- c. Matters that arise during a public meeting, but only if the matter is raised by a resident or taxpayer and the JOC may only take official action to refer the matter to staff for research or inclusion on the agenda of a future meeting or, if the matter is *de minimus* and does not involve the expenditure of funds or entering into a contract or agreement, the agency may take official action on on the matter.

If any of the circumstances outlined above apply, the Joint Operating Committee may amend the agenda during a public meeting by a majority vote of the individuals present and voting at the meeting, and the reason for the added item shall be announced before the vote. The amended agenda shall be posted to the Career Center's website, and posted at the Career Center's principal office no later than the first business day following the meeting where the agenda was changed. The official minutes shall include the substance of the agenda change, a record of the vote and and the reason for the addition.

This section does not apply to Conference, Working or Executive Sessions.

Section 6. Regular Meetings

Regular Joint Operating Committee meetings shall be public and shall be held at specified places at least once every two (2) months.

a. Agenda

It shall be the responsibility of the Executive Director, in cooperation with the JOC President and/or Vice President to prepare an agenda of the items of business to come before the JOC at each regular meeting.

The agenda, together with all relevant reports, shall be provided to each JOC member at least two days before the meeting.

The agenda shall comply with the notification requirements outlined in Section 5.

b. Order of Business

The order of business for regular meetings shall be as follows, unless altered by the President or a majority of those present and voting:

SC 421
65 Pa. C.S.A.
Sec. 701 et seq

Call to Order
Pledge of Allegiance
Roll Call
Invitation for the public to address the Joint Operating Committee
Approval of Minutes
President's Report
Superintendent of Record's Report
Solicitor's Report
Executive Director's Report
Committee Reports
Old Business
New Business
Next Meeting
Adjournment

Section 7. Special Meetings

SC 423,426
65 Pa. C.S.A.
Sec. 701 et seq

Special meetings shall be public and may be called for special or general purposes and shall be public except when conducted as an executive session for purposes authorized by the Sunshine Act.

SC 426

The President may call a special meeting at any time and shall call a special meeting upon presentation of the written requests of three (3) JOC members. Upon the President's failure or refusal to call a special meeting, such meeting may be called at any time by a majority of the JOC members.

SC 423

No business shall be conducted at any special meeting except that named in the call sent to members for such a special meeting.

Section 8. Public Participation

65 Pa. C.S.A.
Sec. 701 et seq
Pol. 903

A member of the public present at a meeting of the Joint Operating Committee may address the Joint Committee in accordance with the Joint Operating Committee's rule.

Section 9. Voting

SC 1850.1

All motions shall require for adoption a majority vote of those JOC members present and/or participating remotely for voting, except as provided by statute or JOC procedures.

a. The following actions require the recorded affirmative votes of two-thirds of the full number of Joint Operating Committee members:

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SC 609, 687	1. Transfer of budgeted funds during the first three (3) months of the fiscal year.
SC 687 Pol. 612	2. Transfer of any unencumbered balance, or portion thereof, from one appropriation to another, or from one spending agency to another during the last nine (9) months of the fiscal year.
SC 634	3. Incur a temporary debt or borrow money upon such obligation.
SC 687	4. Incur a temporary debt to meet an emergency or catastrophe.
SC 324	5. Elect to a teaching position a person who has served as a school director and who has resigned.
SC 707	6. Convey land or buildings to the municipality co-terminus with the Career Center in accordance with the law.
SC 803	7. Adopt or change textbooks without the recommendation of the Executive Director.
SC 1129	8. Dismiss, after hearing, a tenured professional employee.
	b. The following actions require the recorded affirmative votes of a majority of the full number of Joint Operating Committee members:
SC 508	1. Fixing the length of the school term.
SC 508, Pol. 108	2. Adopting textbooks recommended by the Executive Director.
SC 508 SC 1850.1	3. Appointing the A.W. Beattie Career Center Executive Director and Assistant Directors.
SC 1802, 1804, 1850.1	4. Appointing teachers and principals.
Pol. 604	5. Recommending for adoption the annual budget.
	6. Purchasing, selling or condemning land.
	7. Locating new buildings or changing the location of old ones.
Pol. 107	8. Adopting courses of study.
	9. Establishing additional schools or departments.

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SC 621	10. Designating depositories for Career Center funds.
	11. Expending Career Center funds.
Pol. 610	12. Entering into contracts of any kind, including contracts for the purchase of fuel or any supplies where the amount involved exceeds \$10,000.00 (including items subject to bid requirements).
SC 1075, 1077	13. Fixing salaries or compensation of administrators, teachers or other appointees of the Joint Operating Committee.
SC 224	14. Combining or reorganizing into a larger school.
SC 508	15. Entering into contracts with and making appropriations to the intermediate unit for the school's proportionate share of the cost of services provided or to be provided by the intermediate unit.
SC 514, 1080	16. Dismissing, after hearing, a non-tenured employee.
SC 212	17. Adopting a corporate seal for the Career Center.
SC 702	18. Determining the location and amount of any real estate required by the Career Center for educational purposes.
SC 708	19. Vacating and abandoning property to which the JOC has a title.
SC 1503	20. Determining the holidays, other than those provided by the statute, which shall be observed by special exercises and those on which the Career Center shall be closed for the whole day.
Pol. 004	21. Removing a Joint Operating Committee member.
Pol. 004	22. Declaring that a vacancy exists on the JOC by reason of the failure or neglect of a JOC member to qualify.
Pol. 005	23. Removing an office of the Joint Operating Committee.
Pol. 005	24. Removing an appointee of the Joint Operating Committee.
Pol. 003	25. Adopting, amending or repealing a policy or procedure of the Joint Operating Committee.

<p>SC 518 65 Pa. C.S.A. Sec. 706</p> <p>65 Pa. C.S.A. Sec. 705</p> <p>SC 407</p> <p>SC 433</p> <p>SC 407 Pol. 801, 802</p> <p>65 Pa. C.S.A. Sec. 703, 709 Pol. 006</p> <p>65 Pa. C.S.A. Sec. 707, 708</p>	<p>Section 10. <u>Minutes</u></p> <p>The JOC shall cause to be made, and shall retain as a permanent record of the Career Center, minutes of all open JOC meetings. Said minutes shall be comprehensible and complete and shall show:</p> <ul style="list-style-type: none">a. Date, place and time of the meeting.b. Names of JOC members present.c. Presiding officer.d. Substance of all actions.e. Actions taken.f. Recorded votes and a record by individual members of all roll call votes taken.g. Names of all residents who appeared officially and the subject of their testimony. <p>The JOC Secretary shall provide each JOC member with a copy of the minutes of the last meeting prior to the next regular meeting.</p> <p>The minutes of the JOC meetings shall be approved at the next succeeding meeting and signed by the JOC Secretary and Recording Secretary.</p> <p>Notations and any tape or audiovisual recordings shall not be the official record of a public voting JOC meeting but may be available for public access, upon request, in accordance with JOC policy. Any notations and/or audiovisual recordings of a JOC meeting shall be retained for a period of one year.</p> <p>Section 11. <u>Adjournment</u></p> <p>The JOC may at any time recess or adjourn to an adjourned meeting at a specified date and place, upon the majority vote of those present. 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 in JOC policy.</p> <p>Section 12. <u>Executive Session</u></p> <p>The JOC may hold an executive session, which is not an open meeting, before; during; at the conclusion of a public meeting; or at some other time. The presiding officer shall announce the reason for holding the executive session; the announcement shall be made at the public meeting prior to or after the executive session.</p>
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The JOC may discuss the following matters in executive session:

1. Employment issues.
2. Labor relations.
3. Purchase or lease of real estate.
4. Consultation with an attorney or other professional advisor regarding potential litigation or identifiable complaints that may lead to litigation.
5. Matters that must be conducted in private to protect lawful privilege or confidentiality.
6. School safety and security, of a nature that if conducted in public, would:
 - a. Be reasonably likely to impair the effectiveness of school safety measures.
 - b. Create a reasonable likelihood of jeopardizing the safety or security of an individual or a school, including a building, public utility, resource, infrastructure, facility or information storage system.

SC 425

The Executive Director shall attend all executive sessions except those which pertain to the Executive Director's employment. The JOC 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 Joint Operating Committee shall convene or reconvene in an open meeting.

Section 13. Work Sessions

65 Pa. C.S.A.
Sec. 701 et seq
Pol. 006

The JOC may meet as a Committee of the Whole in a public meeting to vote on or to discuss issues. Public notice of such meetings shall be made in accordance with JOC procedures.

A meeting of the Committee of the Whole, not regularly scheduled, may be called at any time by the President; the President shall call such a meeting when requested to do so by JOC members. Public notice of the meeting shall be made in accordance with JOC procedures.

65 Pa. C.S.A.
Sec. 703, 709

The JOC Secretary shall provide notice of a meeting of the Committee of the Whole in accordance with JOC procedures.

Section 14: Committee Meetings

65 Pa. C.S.A.
Sec. 703, 709
Pol.006

Standing committee meetings may be called at any time by the committee chairperson, with proper public notice.

A majority of the total membership of a committee shall constitute a quorum.

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65 Pa. C.S.A.
Sec. 701 et seq

Unless held as an executive session, standing committee meetings shall be open to the public, other JOC members, and the Executive Director.

The committee or the chairperson may invite JOC employees, consultants or other persons who have special knowledge of an area under discussion.

References:

School Code - 24 P.S. Sec. 212, 224, 324, 405, 407, 408, 421, 422, 423, 425, 426, 427, 428, 433, 508, 514, 518, 609, 621, 634, 665, 671, 687, 702, 707, 708, 803, 1071, 1075, 1076, 1077, 1080, 111, 1129, 1503

Sunshine Act - 65 Pa. C.S.A. Sec. 701 et seq.

Board Policy - 003, 004, 005, 006, 107, 108, 604, 605, 606, 610, 612, 801, 802, 903