

# LENAPE TECHNICAL SCHOOL

SECTION: JOINT OPERATING  
COMMITTEE PROCEDURES

TITLE: MEMBERSHIP

ADOPTED: November 19, 2009

REVISED: April 19, 2018  
October 8, 2019

004. MEMBERSHIP	
24 SC 1850.1	<p><u>Number</u></p> <p>The Joint Operating Committee shall consist of nine (9) members elected by the participating school districts from their membership as follows:</p> <p style="padding-left: 40px;">Apollo Ridge School District – 2 members Armstrong School District – 3 members Freeport Area School District – 2 members Leechburg Area School District – 2 members</p>
24 SC 1850.1, 24 SC 1850.3 Articles of Agreement	<p><u>Election/Term</u></p> <p>Each participating school district shall elect from among its Board Directors a designated number of representatives to serve on the Joint Operating Committee, in accordance with law and the Articles of Agreement.</p>
24 SC 1850.3	<p>Each member of the Joint Operating Committee so elected shall serve for a three-year term commencing the day of the his/her election in December.</p> <p><u>Alternates</u></p> <p>Each participating school district may appoint one or more alternates to attend and vote at a Joint Operating Committee meeting in the absence of its elected member(s).</p>
24 SC 315 24 SC 319 65 Pa. CSA 701 et seq	<p><u>Vacancies</u></p> <p>A vacancy shall occur by reason of death, resignation, removal from a participating district, or otherwise. A vacancy shall be filled in accordance with the School Code and Sunshine Act and applicable law, for the unexpired term by the Board of the district represented.</p> <p>In the event a vacancy results from the sending Board’s declaration of a temporary vacancy on account of absence for active military service, the appointed replacement member shall serve until the absent member returns from military service or the expiration of the term for which elected, whichever is sooner.</p>

<p>24 SC 319 65 P.S. 91 Pol. 006</p>	<p><u>Removal</u></p> <p>An individual will cease to be a Joint Operating Committee member if <del>the</del> his/her term as a Joint Operating Committee member expires and the individual is not re-elected by the member's district Board; <del>the member's</del> his/her term on the participating school district Board expires and <del>the individual</del> s/he is not re-elected; if the individual resigns from the district Board or Joint Operating Committee; or if the individual is removed for cause, with prior notice, from either the district Board or the Joint Operating Committee.</p>
<p>24 P.S. 516.1</p>	<p><u>Expenses</u></p> <p>Joint Operating Committee members, a nonmember Joint Operating Committee Secretary, and solicitor(s) shall be reimbursed for necessary expenses actually incurred as delegates to any state convention or association of school directors' convention 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 Joint Operating Committee meeting. Such expenses shall be reimbursed by the Treasurer in the usual manner, <del>only</del> upon presentation of an itemized, verified statement.</p>
<p>24 P.S. 516.1</p>	<p>Advance payments may be made upon presentation of estimated expense to be incurred, to be followed by a final itemized, verified statement of such expenses actually incurred, and a refund shall be made to the school of such funds remaining, or an additional payment shall be made by the school to meet the verified expenses actually incurred.</p> <p>No member shall be reimbursed for more than two (2) such out-of-state meetings in one (1) school year.</p>
	<p><u>Orientation</u></p> <p>The Joint Operating Committee believes that the preparation of each member for the performance of duties is essential to the effectiveness of the Joint Operating Committee's functioning. The Joint Operating Committee encourages each new member to understand the functions of the Joint Operating Committee, acquire knowledge of matters related to the operation of the school, and review Joint Operating Committee procedures and policies.</p>
<p>SC 519</p>	<p>Accordingly, each new member shall be provided access to the following items for use during the member's term on the Joint Operating Committee the following items:</p> <p>a. The Joint Operating Committee Policy Manual.</p>

- b. JOC Member Handbook which includes  
The current budget statement, audit report and related fiscal materials.  
The most recent Strategic Plan.  
Personnel contracts.

Joint Operating Committee Member Education/Training

The Joint Operating Committee places a high priority on the importance of a planned and continuing program of in-service education and training for its members. The purpose of the planned program shall be to enhance the quality and effectiveness of the Joint Operating Committee's governance and leadership.

The Joint Operating Committee, in conjunction with the Administrative Director, shall plan specific in-service education programs and activities designed to assist Joint Operating Committee members in their efforts to improve their skills as policy-making leaders; expand their knowledge about issues, programs, and initiatives affecting educational programs and student achievement; and deepen their insights into the nature of leadership, governance and community engagement.

The Joint Operating Committee shall annually budget funds to support its planned program of in-service education and training.

The Joint Operating Committee establishes the following activities as the basis for its planned program of in-service education and training:

1. Participation in educational conferences, workshops, and conventions.
2. School sponsored in-service education and training programs designed to meet Joint Operating Committee needs.
3. Subscriptions and publications addressed to Joint Operating Committee member concerns.
4. Maintenance of resources and reference materials accessible to Joint Operating Committee members.

Conference Attendance

In keeping with its stated position on the need for continuing in-service education and training for its members, the Joint Operating Committee encourages the participation of all members at appropriate conferences, workshops, and conventions. In order to control both the investment of time and expenditure of funds necessary to implement this planned program, the Joint Operating Committee establishes the following guidelines:

- a. Each member shall receive Joint Operating Committee approval prior to attending a conference, workshop or convention at Joint Operating Committee expense.

24 P.S. 516.1  
24 P.S. 516

24 P.S. 321	<p>b. Notice of school management conferences, conventions, and workshops of interest shall be provided from time-to-time by the Administrative Director and/or Superintendent of Record.</p> <p>c. Funds for conference attendance will be budgeted on an annual basis.</p> <p>d. 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 that will be beneficial to the school.</p> <p>e. Reimbursement to Joint Operating Committee members for their travel expenses will be in accordance with this Joint Operating Committee procedure and policy.</p> <p>f. Reimbursement shall be limited to actual expenses incurred, and shall not include or be construed to include compensation to individual Joint Operating Committee members.</p> <p><u>Student Representation</u></p> <p>The Joint Operating Committee authorizes student representation on the Joint Operating Committee in order to facilitate effective communication and to provide an opportunity for students to participate in school governance.</p>
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