LENAPE TECHNICAL SCHOOL

SECTION: JOINT OPERATING COMMITTEE PROCEDURES

TITLE: FUNCTIONS

ADOPTED: November 19, 2009

REVISED: May 19, 2016

003. FUNCTIONS

Section 1. Legislative

SC 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 the school. 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statutes or regulations of the State Board, or ordered by a court of competent authority, may be adopted, amended or repealed at any meeting of the Joint Operating Committee, provided the proposed adoption, amendment or repeal has been proposed at a previous Joint Operating Committee meeting and has remained on the agenda of each succeeding Joint Operating Committee meeting until approved or rejected.

Substantive changes in a proposed Joint Operating Committee 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, suspend at any time the operation of a procedure or policy, provided the suspension does not conflict with legal requirements; 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.

Pol. 006

Joint Operating Committee policies shall be adopted, amended or repealed by a majority vote of the Joint Operating Committee members present.

Pol. 007

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 and disseminated appropriately.

	Section 2. Executive
SC 1850.1 Articles of Agreement	The administration of the career and technical school shall be delegated to the Administrative Director and the Superintendent of Record. The Superintendent of record shall be one of the Superintendents of the participating school districts. **The Superintendents shall serve two (2) year terms on a rotating basis. The eight year cycle for the order of rotation shall be as follows:** **Armstrong July 1, 2017 to June 30, 2019** **Freeport Area July 1, 2019 to June 30, 2021** **Apollo- Ridge July 1, 2021 to June 30, 2023** **Leechburg Area July 1, 2015 to June 30, 2017.** **The cycle shall thereafter repeat itself.** The Administrative Director shall enforce state and federal laws and regulations and the policies of the Joint Operating Committee. The Administrative Director shall be responsible for the proper interpretation of policies; and in turn may delegate to assistants, staff and others responsible to the administrative director such portion of the policies which pertain to the various activities of the school program. The proper functioning of a school is best achieved when all persons concerned, under the leadership of the Administrative Director, understand the policies which have been adopted by the Joint Operating Committee. The Administrative Director may prepare administrative guidelines for the operation of the school that are not inconsistent with federal and state statutes or regulations; and are consistent with the policies of the Joint Operating Committee. Administrative guidelines shall require Joint Operating Committee approval prior to distribution, and shall be binding on employees and students. The Administrative Director, in consultation with the Superintendent of Record, 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. Unless prohibited by law policy or a Joint Operating Committee directive, whenever responsibility is delegated to the Administrative Director or Superintendent of Record it is understood that the individual may designate a representative to act on his or her behalf.

	Section 3. Review
SC 1850.1	The Joint Operating Committee may assume jurisdiction over controversies or disputes arising within the school concerning any matter over which the Joint Operating Committee has authority granted by statute or where the Joint Operating Committee has retained jurisdiction by contract or policy.
2 Pa C.S.A. Sec. 551 et seq	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. Communication Between Joint Operating Committee and Staff
	All official business between the Joint Operating Committee and the employees of the school shall be through the Administrative Director. All full-time administrative and/or supervisory personnel shall report directly to the Administrative Director. Nothing contained herein, however, shall preclude any employee from communicating or having contact with the Joint Operating Committee or Superintendent of Record.
School Code 1126 et seq, 1850.1, 1850.3	Criticisms, complaints and suggestions called to the attention of the Joint Operating Committee, individually or collectively, will be referred to the Administrative Director for study, report and recommendation to the Joint Operating Committee. Problems that are referred to the Administrative Director, which would routinely be solved by the Administrative Director, shall be so resolved in accordance with School policy and law.
Pa Statute 2 Pa C.S.A. Sec. 551 et seq 65 P.S. 404 Joint Operating Committee Policy 006, 007 Articles of Agreement	