LENAPE TECHNICAL SCHOOL

SECTION: JOINT OPERATING COMMITTEE PROCEDURES

TITLE: JOC / Board Members Requests for Information

ADOPTED: June 19, 2008

REVISED:

Purpose

All Joint Operating Committee (JOC) Members and Lenape AVTS School Board Members are entitled to information necessary to form an opinion on matters under consideration. However, a request for historical information that the majority of the JOC does not deem necessary to form an opinion may not be a good use of administrative time and may serve a singular political purpose versus the School at large.

Responsibility

All studies requested by JOC/Board Members and requests for major research projects, i.e., requests that require researching back several years into the archives for information and making the data current, shall be reviewed by the total JOC and must have JOC consensus to be acted upon by the Administration.

Requests for information that are not made by JOC consensus will be submitted in writing to the Administrative Director and reviewed by the Superintendent of Record and/or JOC President.

A priority will be assigned to the response that is reflective of the JOC's direction. A JOC/Board Member who does not feel that the Member's request is securing appropriate priority should direct the concern to the JOC President for further consideration.

Requests that are not directed to be honored by the Superintendent and /or JOC President will be brought to the JOC and the majority of the JOC will render a decision as to "if and when" the request will be granted, consistent with other priorities of the School.

Confidential personnel information, however, will only be provided if a majority of the JOC so approves.

If the data has been recently reported to the JOC, those documents may be referenced by the Administration and the request will be considered fulfilled. A requesting Board Member should obtain the documents from the home School District's JOC Member.

A JOC/Board member may ask for clarification on data points, but detailed information that invokes extended research must be JOC directed.

All JOC members are expected to retain copies of information and documents for a period of six (6) months.

JOC/Board Member requests for existing documents that do not require general consensus will be processed as soon as possible electronically, of which all JOC Members will receive the same requested information, likewise electronically. Hard copies of the requested information will not be provided, unless hard copy is requested by a JOC Member; hard copy will only be provided to the JOC Member requesting hard copy, and not the entire JOC.

	JOC Members should be aware that information requested during the time period between meetings could be used as a discussion point at a subsequent JOC meeting. Therefore, all JOC Members should be prepared with appropriate materials at hand. If there is any question on the part of Administration, Superintendent of Record or JOC President as to whether the request constitutes general consensus of the JOC, then the Administration will bring the request to the JOC at the next JOC meeting for discussion.