LENAPE TECHNICAL SCHOOL

SECTION: JOINT OPERATING COMMITTEE PROCEDURES

TITLE: ORGANIZATION

ADOPTED: November 19, 2009

REVISED: October 20, 2016
March 20, 2025

	005. ORGANIZATION
Organization Meeting	The Joint Operating Committee shall meet and organize annually during the month of December. Notice of the time and place of the organization meeting shall be given to all members of the Joint Operating Committee by mail at least five (5) days before the proposed meeting by the Secretary of the Joint Operating Committee. The organization meeting shall be a regular meeting.[1]
Officers/Terms	The Joint Operating Committee shall elect a Chairperson, Vice-Chairperson, Secretary, and Treasurer in order to fulfill its duties and responsibilities:[1] 1. Annually during the month of December, the Joint Operating Committee shall choose from its members a Chairperson and Vice-Chairperson, each to serve a term of one (1) year. 2. Annually during the month of May, the Joint Operating Committee shall elect a Treasurer to serve a term of one (1) year beginning the first Monday of July.**[1]**[2][3] 3. During the month of May, once every four (4) years, the Joint Operating Committee shall elect a Secretary to serve a term of four (4) years beginning the first Monday of July following such election. The Secretary may or may not be a member of the Joint Board.[1][4][5] Vacancies in any office shall be filled by election of the Joint Operating Committee; such officers shall serve for the remainder of the unexpired term. The same Joint Operating Committee member may not hold more than one (1) office. No commissioned officer or professional employee of the Joint Operating Committee shall serve, temporarily or permanently, as an officer of the Joint Operating Committee. Officers of the Joint Operating Committee **may only be removed from such office, during the designated term of office, after receiving notification of the reason for removal and the opportunity for a hearing before the Joint Operating Committee.[6]**[7]

Appointments	The Joint Operating Committee shall have the authority to appoint: 1. Solicitor.[8] 2. Independent auditor.[10] 3. Delegates to a state convention or association of school directors. 4. Other appointees the Joint Operating Committee deems necessary.[11][12] The Joint Operating Committee shall define the duties and determine the salaries of each person appointed, in accordance with applicable law. Appointees **of the Joint Operating Committee may be removed from such appointment in accordance with the terms of a contract or provisions of applicable law.**[7]
Resolutions	The Joint Operating Committee may at the organization meeting, but shall prior to July 1 next following, designate: 1. Depositories for center (school) funds. 2. Newspaper(s) of general circulation, as defined in law. 3. Normal day, place and time for regular meetings. 4. Normal day, place and time for open committee meetings.
Committees	The Joint Operating Committee has the authority to appoint committees. Committees of the Joint Operating Committee authorized to take official action or render advice on school business shall act in accordance with the provisions of the Sunshine Act.[7][13]
Local Advisory Committee	The Joint Operating Committee shall appoint a Local Advisory Committee composed of representatives of business, industry, public employers, agriculture, labor, postsecondary institutions, community organizations and the public.[14][15][16][17] The Local Advisory Committee shall meet at least once each year and shall advise the Joint Operating Committee and administration concerning the school's program, philosophy, academic and other standards, **comprehensive** plans, course offerings, support services, safety requirements and the skill needs of employers.[16]
Professional Advisory Committee	A Professional Advisory Committee composed of the chief school administrators of the participating districts shall advise the Joint Operating Committee and administration concerning the educational program and policies of the school. The **Professional Advisory** Committee shall play an

	integral part in the development of the center's (school's) **comprehensive plan**.[16][18]
Occupational Advisory Committee	The Occupational Advisory Committee shall be composed of representatives of business, industry, public employers, agriculture, labor, postsecondary institutions and community organizations.[14][15][16][19] An **Occupational Advisory** Committee shall be established for each program to advise the Joint Operating Committee and administration on curriculum, equipment, instructional materials, safety requirements, program evaluation and other matters in order to verify that the program meets industry standards and relevant licensing criteria, and that the program prepares students with occupation related competencies. The **Occupational Advisory** Committee shall meet at least twice each year.[14][15][16][19]
Consultants	The Joint Operating Committee may appoint, employ or retain consultants to provide the school with specialized services not normally required on a continuing basis. Compensation shall be determined and approved by the Joint Operating Committee. The function of a consultant shall be to make studies and present recommendations to the Joint Operating Committee. A consultant shall not be charged with the implementation of a report. A consultant has no administrative authority over any facet of the school, but shall act solely as advisor to the Joint Operating Committee, officers and employees. The use of consultants from outside the school who promote a particular commercial product is discouraged. **PSBA Revision 11/24 © 2024 PSBA** Legal References 1. 24 P.S. 1850.3 2. 24 P.S. 436 3. 24 P.S. 438 4. 24 P.S. 431 5. 24 P.S. 432 6. Montemuro v. Jim Thorpe Area School District, No. 22-1866 (3d Cir. 2024) 7. Pol. 006 8. 24 P.S. 406 9. 24 P.S. 434 10. 24 P.S. 2401 11. 24 P.S. 1089 12. 24 P.S. 1850.1

	13. 65 Pa. C.S.A. 701 et seq 14. 24 P.S. 1808 15. 24 P.S. 1842 16. 22 PA Code 4.33 17. 22 PA Code 339.13 18. Pol. 100 19. 22 PA Code 339.14 PA Const. Art. VI Sec. 7 Pol. 811