

MONROE CAREER AND TECHNICAL INSTITUTE

SECTION: JOINT OPERATING
COMMITTEE PROCEDURES

TITLE: MEMBERSHIP

ADOPTED: July 1, 2004

REVISED:

	004. MEMBERSHIP
	Section 1. <u>Number</u>
SC 1850.1	The Joint Operating Committee shall consist of twelve (12) members, with at least one (1) member from each participating district.
	Section 2. <u>Election/Term</u>
SC 1850.1, 1850.3 Articles of Agreement	Each participating school district shall elect from among its Board members a designated number of representatives to serve on the Joint Operating Committee, in accordance with law and the Articles of Agreement.
SC 1850.3	Each member of the Joint Operating Committee so elected shall serve for a three-year term commencing the day of his/her election in December.
	Section 3. <u>Vacancies</u>
SC 315, 319 65 P.S. 701 et seq	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 Sunshine Act and applicable law for the unexpired term by the Board of the district represented.
	Section 4. <u>Removal</u>
SC 319 Pol. 006	An individual will cease to be a Joint Operating Committee member if his/her term as a Joint Operating Committee member expires and s/he is not re-elected by the district Board; his/her term on the participating district Board expires and s/he is not re-elected; if s/he resigns from the district Board or Joint Operating Committee; or if s/he is removed for cause, with prior notice, from either the district Board or the Joint Operating Committee.

SC 516.1	<p>Section 5. <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. No member shall be reimbursed for more than two (2) such out-of-state meetings in one (1) school year. Such expenses shall be reimbursed only upon presentation of an itemized, verified statement, except that advance payments may be made upon presentation of estimated expenses to be incurred.</p> <p>Section 6. <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>Accordingly, the Joint Operating Committee shall give to each new member for use during his/her term on the Joint Operating Committee the following items:</p> <ul style="list-style-type: none">a. A copy of the Joint Operating Committee Policy Manual.b. The current budget statement, audit report and related fiscal materials.c. The most recent Strategic Plan.
SC 516, 516.1	<p>Section 7. <u>Conferences</u></p> <p>In keeping with its stated position on the need for continuing inservice training and development for its members, the Joint Operating Committee encourages the participation of all members at appropriate conferences, workshops, and</p>

<p>SC 321</p> <p>School Code 315, 319, 516, 516.1, 519, 1850.1</p> <p>PA Statute 65 P.S. 701 et seq</p> <p>Joint Operating Committee Policy 006</p>	<p>conventions. In order to control both the investment of time and expenditure of funds necessary to implement this policy, the Joint Operating Committee establishes the following guidelines:</p> <ul style="list-style-type: none">a. No member may attend a meeting at the expense of the Joint Operating Committee without prior approval by the Joint Operating Committee.b. Funds for participation at such meetings will be budgeted on an annual basis.c. 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.d. Reimbursement to Joint Operating Committee members for their travel expenses will be in accordance with this Joint Operating Committee procedure, Section 5.e. Reimbursement shall be limited to actual expenses incurred, and shall not include or be construed to include compensation to individual Joint Operating Committee members.
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