

# VENANGO TECHNOLOGY CENTER

SECTION: LOCAL JOINT COMMITTEE  
PROCEDURES

TITLE: MEMBERSHIP

ADOPTED: March 4, 2009

REVISED:

	004. MEMBERSHIP
	Section 1. <u>Number</u>
SC 1850.1	The Joint Committee shall consist of 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 Committee, in accordance with law and the Articles of Agreement.
SC 1850.3	Each member of the Joint 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 Pa. C.S.A. Sec. 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 Committee member if his/her term as a Joint Committee member expires and s/he is not re-elected by the school district Board; his/her term on the participating school district Board expires and s/he is not re-elected; if s/he resigns from the school district Board or Joint Committee; or if s/he is removed for cause, with prior notice, from either the school district Board or the Joint Committee.

<p>SC 516.1</p>	<p>Section 5. <u>Expenses</u></p> <p>Joint Committee members, a nonmember Joint 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 state, or for necessary expenses actually incurred in attendance authorized by the Joint Committee at any other meeting held within the state 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 Committee meeting.</p> <p>No member shall be reimbursed for more than two (2) such out-of-state meetings in one (1) school year.</p> <p>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 Committee believes that the preparation of each member for the performance of duties is essential to the effectiveness of the Joint Committee's functioning. The Joint Committee encourages each new member to understand the functions of the Joint Committee, acquire knowledge of matters related to the operation of the center, and review Joint Committee procedures and policies.</p> <p>Accordingly, the Joint Committee shall give to each new member for use during his/her term on the Joint Committee the following items:</p> <ol style="list-style-type: none"><li>a. A copy of the Joint Committee Policy Manual.</li><li>b. A copy of the center's administrative regulations manual.</li><li>c. The current budget statement, audit report and related fiscal materials.</li><li>d. The current Strategic Plan.</li></ol> <p>Section 7. <u>Joint Committee Member Education/Training</u></p> <p>The Joint Committee places a high priority on the importance of a planned and continuing program of inservice education and training for its members. The purpose of the planned program shall be to enhance the quality and effectiveness of the Joint Committee's governance and leadership.</p>
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SC 516, 516.1	<p>The Joint Committee, in conjunction with the Director, shall plan specific inservice education programs and activities designed to assist Joint 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.</p> <p>The Joint Committee shall annually budget funds to support its planned program of inservice education and training.</p> <p>The Joint Committee establishes the following activities as the basis for its planned program of inservice education and training:</p> <ol style="list-style-type: none"><li>a. Participation in educational conferences, workshops and conventions.</li><li>b. Center-sponsored inservice education and training programs designed to meet Joint Committee needs.</li><li>c. Subscriptions to publications addressed to Joint Committee member concerns.</li><li>d. Maintenance of resources and reference materials accessible to Joint Committee members.</li></ol> <p>Section 8. <u>Conference Attendance</u></p> <p>In keeping with its stated position on the need for continuing inservice education and for its members, the Joint 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 Committee establishes the following guidelines:</p> <ol style="list-style-type: none"><li>a. The Joint Committee shall periodically decide which meetings appear to offer the most direct and indirect benefits.</li><li>b. Each member shall receive Joint Committee approval prior to attending a conference, workshop or convention at Joint Committee expense.</li><li>c. Notice of school management conferences, conventions, and workshops of interest shall be provided by the Secretary of the Joint Committee.</li><li>d. Funds for conference attendance will be budgeted on an annual basis.</li></ol>
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<p>Pol. 004</p> <p>SC 321</p>	<p>e. When a conference, convention or workshop is not attended by the full Joint Committee, those who do participate will be requested to share information, recommendations and materials acquired at the meeting that will be beneficial to the center.</p> <p>f. Reimbursement to Joint Committee members for their travel expenses will be in accordance with Joint Committee procedures and policy.</p> <p>g. Reimbursement shall be limited to actual expenses incurred, and shall not include or be construed to include compensation to individual Joint Committee members.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 315, 319, 321, 516, 516.1, 1850.1, 1850.3</p> <p>Sunshine Act – 65 Pa. C.S.A. Sec. 701 et seq.</p> <p>Joint Committee Policy – 004, 006</p> <p>Articles of Agreement</p>
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