

VENANGO TECHNOLOGY CENTER

SECTION: LOCAL JOINT COMMITTEE
PROCEDURES

TITLE: ORGANIZATION

ADOPTED: March 2, 2009

REVISED:

	005. ORGANIZATION
	Section 1. <u>Organization Meeting</u>
SC 402, 421, 1850.3	The Joint 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 Committee by mail at least five (5) days before the proposed meeting by the Secretary of the Joint Committee. The organization meeting shall be a regular meeting.
	Section 2. <u>Officers/Terms</u>
SC 1850.3	The Joint Committee shall elect a Chairperson, Vice Chairperson, Secretary, and Treasurer in order to fulfill its duties and responsibilities.
	a. Annually during the month of December, the Joint Committee shall choose from its members a Chairperson and Vice Chairperson, each to serve a term of one (1) year.
SC 404, 436, 438	b. Annually during the month of May, the Joint Committee shall elect a Treasurer to serve a term of one (1) year beginning the first Monday of July.
SC 404, 431, 432, 1850.3	c. During the month of May, once every four (4) years, the Joint 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.
	Vacancies in any office shall be filled by election of the Joint Committee; such officers shall serve for the remainder of the unexpired term.
SC 404	The same Joint Committee member may not hold more than one (1) office. No commissioned officer or professional employee of the Joint Committee shall serve, temporarily or permanently, as an officer of the Joint Committee.

<p>PA Const. Art. VI Sec. 7 Pol. 006</p>	<p>Officers of the Joint Committee serve at the pleasure of the Joint Committee and may be removed from such office by the affirmative vote of a majority of the full number of members.</p>
	<p>Section 3. <u>Appointments</u></p>
	<p>The Joint Committee shall have the authority to appoint:</p>
<p>SC 1410</p>	<p>a. School physician(s).</p>
<p>SC 1410</p>	<p>b. School dentist(s).</p>
<p>SC 324, 406</p>	<p>c. Solicitor.</p>
<p>SC 434</p>	<p>d. Assistant Secretary.</p>
<p>SC 2401</p>	<p>e. Independent auditor.</p>
<p>SC 516</p>	<p>f. Delegates to a state convention or association of school directors.</p>
<p>SC 1089, 1850.1</p>	<p>g. Other appointees the Joint Committee deems necessary.</p>
	<p>The Joint Committee shall define the duties and determine the salaries of each person appointed, in accordance with applicable law.</p>
<p>PA Const. Art. VI Sec. 7 Pol. 006</p>	<p>Appointees serve at the pleasure of the Joint Committee and may be removed from such appointment by the affirmative vote of a majority of the full number of members.</p>
	<p>Section 4. <u>Resolutions</u></p>
	<p>The Joint Committee may at the organization meeting, but shall prior to July 1 next following, designate:</p>
<p>SC 621</p>	<p>a. Depositories for center funds.</p>
<p>SC 106</p>	<p>b. Newspaper(s) of general circulation, as defined in law.</p>
<p>SC 421</p>	<p>c. Normal day, place and time for regular meetings.</p>
	<p>d. Normal day, place and time for open committee meetings.</p>

<p>SC 1808, 1842 Title 22 Sec. 4.33, 339.13</p> <p>Title 22 Sec. 4.33</p>	<p>Section 5. <u>Committees</u></p> <p>Committees shall, when specifically charged to do so by the Joint Committee, conduct studies, make recommendations and act in an advisory capacity, but shall not take action on behalf of the Joint Committee.</p> <p>Committees shall not include a majority of the membership of the Joint Committee.</p> <p>Members shall be appointed by the Chairperson.</p> <p>A member may request or refuse appointment to a committee.</p> <p>Refusal to serve on any one committee shall not be grounds for failure to appoint a member to another committee.</p> <p>Each Joint Committee shall be convened by a chairperson, who shall report for the committee and prepare minutes of open committee meetings.</p> <p>The Chairperson may appoint, at the organization meeting or as soon after as practicable, members of the Joint Committee to standing committees, where they shall serve a term of one (1) year.</p> <p>Ad hoc committees may be created, charged, and assigned a fixed termination date, which may be extended from time to time by the Chairperson or a majority of the members present at any meeting at which the need for a committee becomes evident.</p> <p>Section 6. <u>Local Advisory Committee</u></p> <p>The Joint Committee shall appoint a Local Advisory Committee composed of representatives of business, industry, public employers, agriculture, labor, postsecondary institutions, community organizations and the public.</p> <p>The Local Advisory Committee shall meet at least once each year and shall advise the Joint Committee and administration concerning the center's program, philosophy, academic and other standards, Strategic Plans, course offerings, support services, safety requirements, and the skill needs of employers.</p> <p>Committee members shall become aware of and support state and federal legislation that will benefit vocational technical education.</p>
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Title 22
Sec. 4.33
Pol. 100

Section 7. Professional Advisory Committee

A Professional Advisory Committee composed of the chief school administrators of the participating districts shall advise the Joint Committee and administration concerning the educational program and policies of the center. The Committee shall play an integral part in the development of the center's Strategic Plan.

Following are the duties of the Professional Advisory Committee:

- a. Review all personnel policies developed by the administrative staff and make appropriate recommendations to the Joint Committee.
- b. Review all salary and wage scales and schedules developed by the administrative staff and make recommendations to the Joint Committee.
- c. Review all position descriptions developed by the administrative staff and make appropriate recommendations to the Joint Committee.
- d. Review the operating budget developed by the administrative staff and make appropriate recommendations to the Joint Committee.
- e. Review all general operating policies developed by the administrative staff or the secondary school coordinating committee and makes appropriate recommendations to the Joint Committee.
- f. Review the operating agreement and recommend to the Joint Board any changes deemed necessary.
- g. Suggests new policies for adoption by the Joint Committee, as deemed advisable.
- h. Review the entire operational program and make recommendations to the Director and/or Joint Committee.
- i. Coordinate and develop policies in the local school districts when such coordination is deemed advisable and in the best interest of the total educational program.
- j. Review all day school curriculum changes and new programs recommended and make appropriate recommendations to the Joint Committee.

<p>SC 1808, 1842 Title 22 Sec. 4.33, 339.14</p> <p>SC 1808, 1842 Title 22 Sec. 4.33, 339.14</p>	<p>Section 8. <u>Occupational Advisory Committee</u></p> <p>The Occupational Advisory Committee shall be composed of representatives of business, industry, public employers, agriculture, labor, post secondary institutions and community organizations.</p> <p>A Committee shall be established for each program to advise the Joint 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.</p> <p>The Chairperson and Co-Chairperson of the Occupational Advisory Committee shall also be a member of the General Advisory Committee.</p> <p>The instructor representing the individual trade serves as Secretary of the Occupational Advisory Committee. S/He is responsible for taking and distributing the minutes of the Occupational Advisory Committee meetings.</p> <p>The Occupational Advisory Committee is represented by the total spectrum of the individual trade with a maximum of ten (10) members on any single committee.</p> <p>The Occupational Advisory Committee shall meet a minimum of two (2) times per year.</p> <p>Occupational Advisory Committee members are cooperatively selected by the Chairperson, instructor and school administration.</p> <p>Section 9. <u>Consultants</u></p> <p>The Joint Committee may appoint, employ or retain consultants to provide the center with specialized services not normally required on a continuing basis. Compensation shall be determined and approved by the Joint Committee.</p> <p>The function of a consultant shall be to make studies and present recommendations to the Joint Committee. A consultant shall not be charged with the implementation of a report.</p> <p>A consultant has no administrative authority over any facet of the center, but shall act solely as advisor to the Board, officers and employees.</p> <p>The use of consultants from outside the center who promote a particular commercial product is discouraged.</p>
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References:

Pennsylvania Constitution – PA Const. Art. VI Sec. 7

School Code – 24 P.S. Sec. 106, 324, 402, 404, 406, 421, 431, 432, 434, 436, 438, 514, 516, 621, 1089, 1410, 1808, 1842, 1850.1, 1850.3, 2401

State Board of Education Regulations – 22 PA Code Sec. 4.33, 339.13, 339.14

Joint Committee Policy – 006, 100, 616, 811