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First reading of the revised Policy No. 004. Membership, attached.

SECTION: OPERATING COMMITTEE  
PROCEDURES

TITLE: MEMBERSHIP

ADOPTED: December 19, 1996

REVISED:

# ERIE COUNTY TECHNICAL SCHOOL

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|                  | 004. MEMBERSHIP                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| SC 1850.3        | <p>Section 1. <u>Number</u></p> <p>The Erie County Technical School Joint Board shall consist of all members of the Board of School Directors of the <del>ten (10)</del> <b><u>eleven (11)</u></b> participating school districts. The Operating Committee shall consist of <del>ten (10)</del> <b><u>eleven (11)</u></b> members, one (1) from each participating school district.</p>                                                                                                                                                                              |
| SC 301<br>et seq | <p>Section 2. <u>Election</u></p> <p>Election of members of the Operating Committee shall be in accordance with law and the Articles of Agreement.</p>                                                                                                                                                                                                                                                                                                                                                                                                               |
| SC 1850.3        | <p>The committee member so elected shall serve for a three-year term commencing the day of election in the month of December, provided, however, that in the first election, the terms of office of one-third of the members shall expire at the end of the first year, the terms of office of one-third of the members shall expire at the end of two (2) years, and the terms of office of the remaining one-third shall expire at the end of the third year. The length of the terms of office of the initial members shall be determined by casting of lots.</p> |
| SC 315,<br>319   | <p>Section 3. <u>Vacancies</u></p> <p>A vacancy shall occur by reason of death, resignation, removal from a district, or otherwise. Any such vacancy shall be filled by the Board of such member school district for his/her un-expired term.</p>                                                                                                                                                                                                                                                                                                                    |
| SC 315,<br>319   | <p>Section 4. <u>Removal</u></p> <p>An individual will cease to be an Operating Committee member if his/her term as a member of the Joint Committee expires and she/he is not re-elected by his/her Board; if his/her term on the participating school</p>                                                                                                                                                                                                                                                                                                           |

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| <p>SC 516<br/>516.1</p> | <p>District Board expires and such person is not re-elected or does not seek re-election; if the individual resigns from his/her school district Board and/or the Operating Committee; or if such person is removed for cause from either the Operating Committee or his/her home School Board.</p> <p>Section 5. <u>Expenses</u></p> <p>Within limits established by the budget or budgets, it shall be the policy of the Operating Committee to reimburse all authorized reasonable expenses incurred for business outside the county and for travel expenses incurred for business within the county. Reimbursement will be at the IRS rate approved annually by the Operating Committee.</p> <p>Section 6. <u>Orientation</u></p> <p>The Operating Committee believes that the preparation of each school director for the performance of duties is essential to the effectiveness of the Operating Committee's functioning. The Operating Committee shall encourage each new school director to understand the functions of the Operating Committee, acquire knowledge of matters related to the operation of the school and learn Operating Committee procedures.</p> <p>Section 7. <u>Conferences</u></p> <p>In keeping with its stated position on the need for continuing in-service training and development for its members, the Operating Committee encourages the participation of all members at school board conferences, workshops, and conventions.</p> <p>No member of the Operating Committee may attend a meeting at Operating Committee expense without prior Operating Committee approval.</p> <p>Funds for participation at such meeting will be budgeted on an annual basis.</p> <p>Reimbursement to Operating Committee members for their travel expenses will be in accordance with Section 5 of Policy 004.</p> |
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004. MEMBERSHIP - Pg. 3

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| <p>School Code<br/>301, 302,<br/>303, 304,<br/>305, 315,<br/>319, 321,<br/>322, 323,<br/>324, 516,<br/>516.1, 519,<br/>1850.3</p> <p>PA Statute<br/>65 PS<br/>1404 (d)</p> | <p>The aforesaid reimbursement shall be limited to actual expenses incurred, and shall not include or be construed to include compensation to individual members of the Operating Committee.</p> |
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SECTION: OPERATING COMMITTEE  
PROCEDURES

TITLE: POLICY FORMULATION

ADOPTED: December 19, 1996

REVISED: November 19, 2002

# ERIE COUNTY TECHNICAL SCHOOL

## 009. POLICY FORMULATION

### 1. Guidelines

The Joint Operating Committee shall follow these guidelines for final adoption of school policies:

- a. Policy drafts are to be initially reviewed by the policy committee or the Joint Operating Committee as a whole.
- b. The first reading of the policy is to occur at a regular meeting of the Joint Operating Committee.
- c. Notification of intent to adopt policies which affect employees shall be posted and copies distributed to employees prior to adoption.
- d. The second and final reading of the policy is to occur at the regular Joint Operating Committee meeting. The policy may be adopted at the meeting at which the second reading occurs.