



PROPOSED AGENDA ITEM

MEETING DATE: May 24, 2007

SUBJECT: Board Policy Manual updates and revisions

INITIATED BY: Paul Fritz, Business Manager/JOC Secretary

DESCRIPTION:

First reading of Board Policy revisions, as presented:

Policy 001-Name and Classification

Section 2-Composition: Add Union City

Section 6-Address: Add telephone number and webpage

Policy 004-Membership

Section 8 – Statement of Financial Interests- section added.

Policy 007-Distribution

Add electronic version on the webpage

Reduce number of hard copies to two- Director and Business Manager

Policy 008-Organizational Chart

Replace with current chart

Policy 228-Student Government

Revise to reflect current national organization: SkillsUSA

SECTION: OPERATING COMMITTEE
PROCEDURES

ERIE COUNTY TECHNICAL SCHOOL

TITLE: NAME AND CLASSIFICATION

ADOPTED: December 19, 1996

REVISED:

	001. NAME AND CLASSIFICATION
	Section 1. <u>Name</u> 1. The Board of School Directors shall be known officially as the Operating Committee of Erie County Technical School, hereinafter sometimes referred to as the "Operating Committee."
SC 201, 212	
	Section 2. <u>Composition</u> The Erie County Technical School is comprised of the following participating school districts: Fairview, Fort LeBoeuf, General McLane, Girard, Iroquois, Harbor Creek, Millcreek Township, North East, Northwestern, <u>Union City</u> and Wattsburg.
SC 203	
	Section 3. <u>Purpose</u> The Erie County Technical School is organized for the purpose of providing a program of vocational and technical education to secondary pupils, out-of-school youth, and adults who are residents of the participating districts.
Pa. Const. Art. III Sec. 14 SC 501	
	Section 4. <u>Intermediate Unit</u> The Erie County Technical School is assigned to Northwest Tri-County Intermediate Unit No. 5.
SC 901-A	
	Section 5. <u>Classification</u> An area vocational-technical school cannot be classified as a school district. The Erie County Technical School shall follow the mandates set forth for a third class school District.
SC 202	

~~001 MEMBERS~~ SECTION: ~~OPERATING COMMITTEE~~
~~PROCEDURES~~

~~ERIE COUNTY~~ ~~TECHNICAL SCHOOL~~

TITLE: ~~NAME AND CLASSIFICATION~~

ADOPTED: ~~December 19, 1996~~

REVISED:

School Code 201, 202, 203, 212, 501, 901-A PA Constitution Art. III Sec. 14	Section 6. <u>Address, telephone and website</u> The official address of the Operating Committee of the Erie County Technical School shall be 8500 Oliver Road, Erie, PA 16509-4699. <u>The official telephone number is: 814-864-0641</u> <u>The official website is: www.ects.org</u>
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SECTION: OPERATING COMMITTEE
PROCEDURES

TITLE: MEMBERSHIP

ADOPTED: December 19, 1996

REVISED: May 27, 2004

ERIE COUNTY TECHNICAL SCHOOL

	004. MEMBERSHIP
SC 1850.3	Section 1.—<u>Number</u> The Erie County Technical School Joint Board shall consist of all members of the Board of School Directors of the participating school districts. The Operating Committee shall consist of one (1) member from each participating school district.
SC 301 et seq	Section 2.—<u>Election</u> Election of members of the Operating Committee shall be in accordance with law and the Articles of Agreement.
SC 1850.3	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 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.
SC 315, 319	Section 3.—<u>Vacancies</u> 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.
SC 315, 319	Section 4.—<u>Removal</u> 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 District Board expires and such person is not re-elected

SC 516 516.1	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. Section 5. _____—<u>Expenses</u> 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. Section 6. _____—<u>Orientation</u> 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. Section 7. _____—<u>Conferences</u> 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. No member of the Operating Committee may attend a meeting at Operating Committee expense without prior Operating Committee approval. Funds for participation at such meeting will be budgeted on an annual basis. Reimbursement to Operating Committee members for their travel expenses will be in accordance with Section 5 of Policy 004.
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School Code 301, 302, 303, 304, 305, 315, 319, 321, 322, 323, 324, 516, 516.1, 519, 1850.3 PA Statute 65 PS 1404 (d) <u>65 Pa. C.S.A. Sec. 1101 et seq.</u>	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. <u>Section 8. -Statement of Financial Interests</u> <u>Each member of the Operating Committee shall file a Statement of Financial Interests with the State Ethics Commission before taking the oath of office or entering upon his/her duties. The Operating Committee Secretary shall be provided with a completed Statement of Financial Interests annually and shall be responsible for reviewing each statement for proper completion, pursuant to the provisions of the Public Official and Employee Ethics Act, Act 93 of 1998.</u>
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SECTION: OPERATING COMMITTEE
PROCEDURES

TITLE: DISTRIBUTION

ADOPTED: December 19, 1996

REVISED:

ERIE COUNTY TECHNICAL SCHOOL

007.: DISTRIBUTION

The Operating Committee desires to make this Policy and Procedures Manual a useful guide for all Operating Committee members, the administration, all personnel, the students and all members of the community.

This policy manual shall be kept electronically and placed on the school's web page via the Internet and available at: www.ects.org.

~~Therefore, copies of this manual shall be given to the following: all members of the Operating Committee, Director, Operating Committee Secretary, Business Manager, appropriate administrators, Solicitor and school office~~

~~Copies of this manual shall be numbered and record maintained by the director as to the placement of each copy. Copies of revised pages will be furnished to the holders of copies as changes are made.~~

Two hard copies of the policy manual shall be kept. One copy shall be kept in the office of the Director and one copy shall be kept in the office of the Business Manager/Operating Committee Secretary.

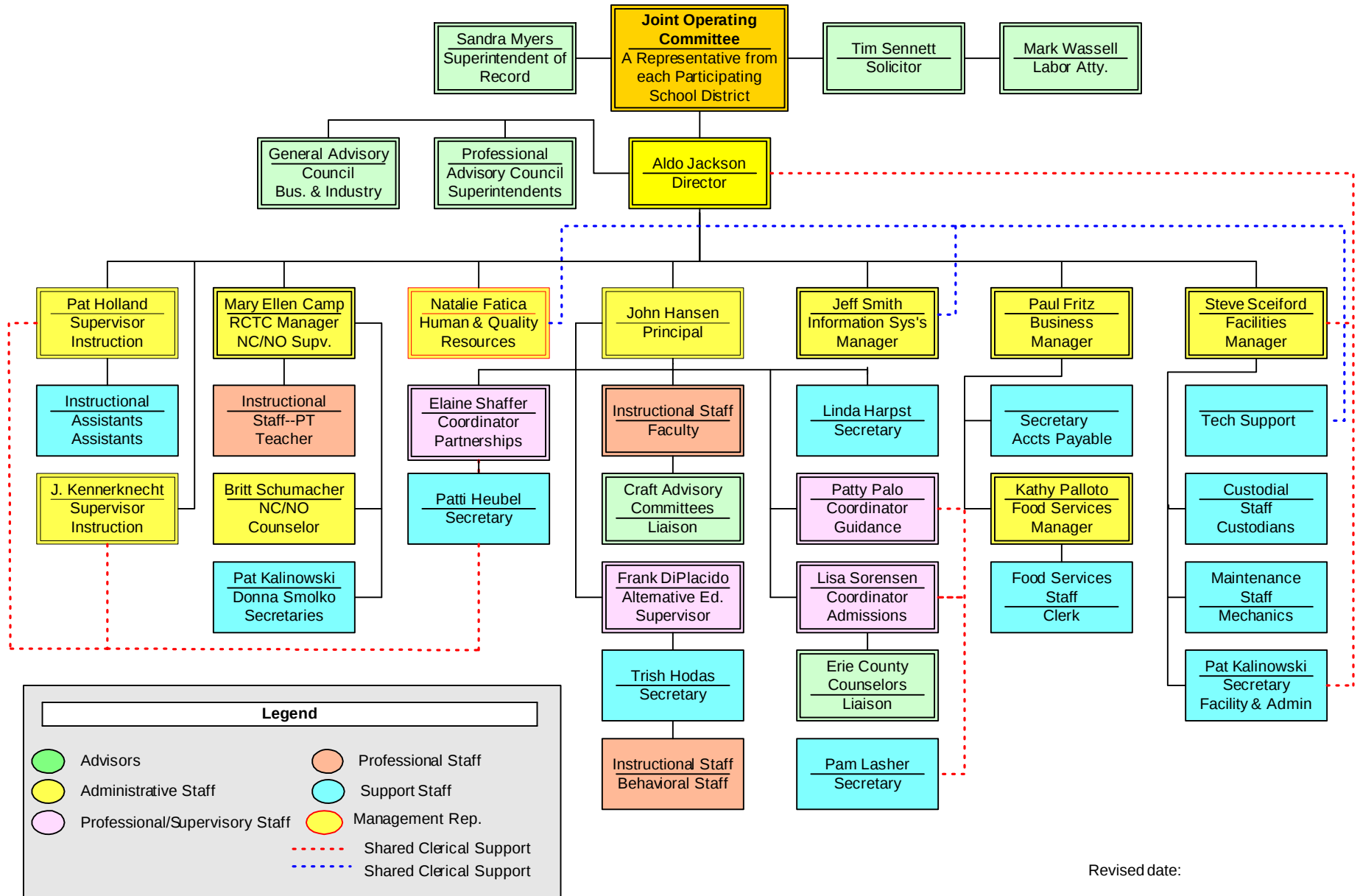
The Policy Manual shall be considered a public record and shall be open for inspection the school offices.

The Director shall maintain an orderly plan for the promulgation of policies to staff members who are affected by them and shall provide easy accessibility to an up-to-date collection of policies for all employees of the school.

The Director is designated to review existing policy and to recommend to the Operating Committee such changes as may be required to maintain the Policy Manual in a current status.

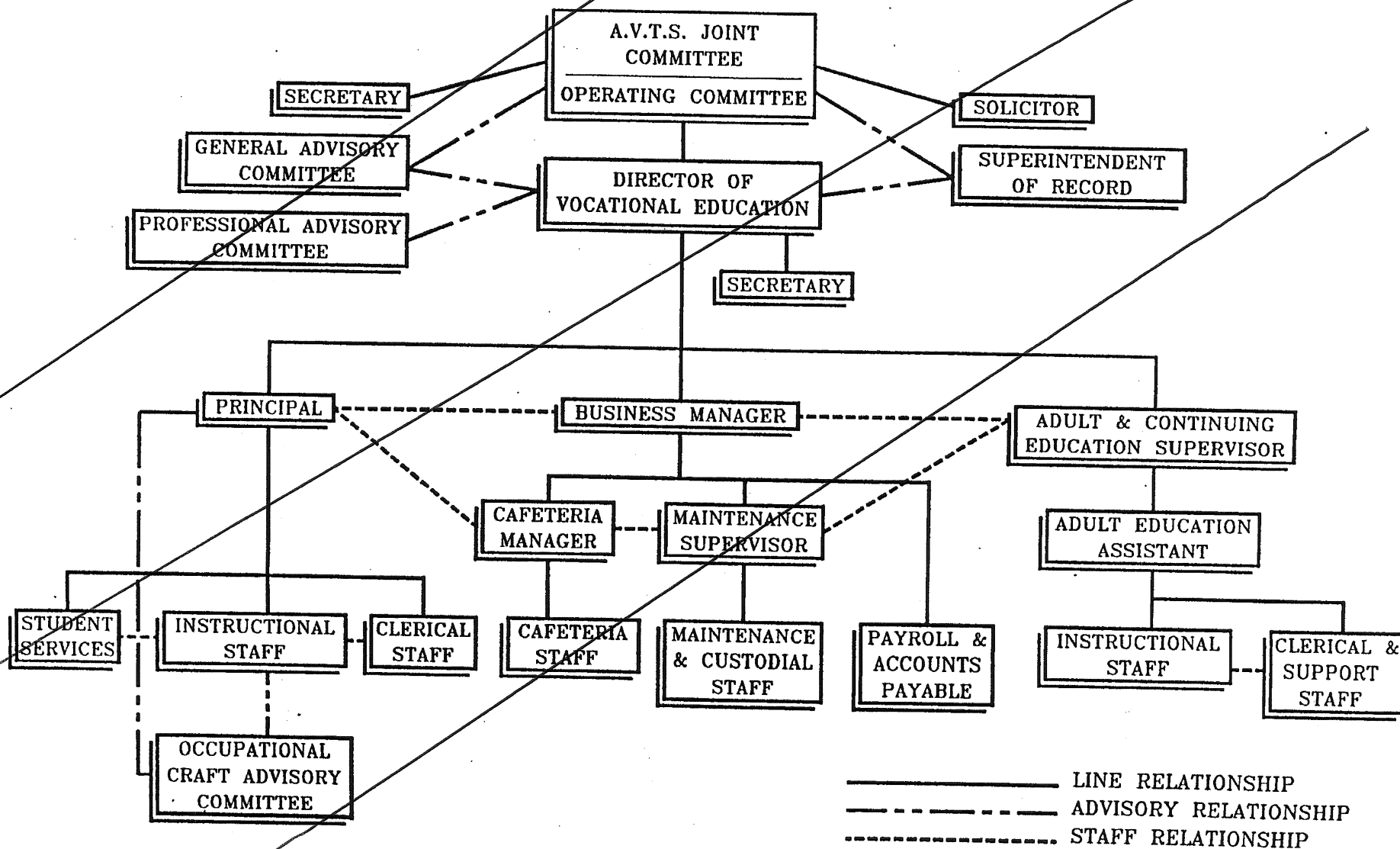
~~The Policy and Procedures Manual is the property of the Operating Committee; therefore all manuals will be returned to the Operating Committee Secretary upon termination of term of office.~~

Erie County Technical School Organizational Chart



Revised date:

ORGANIZATIONAL CHART - ERIE COUNTY TECHNICAL SCHOOL



ERIE COUNTY
TECHNICAL SCHOOL

SECTION: PUPILS
TITLE: STUDENT GOVERNMENT
ADOPTED: December 19, 1996
REVISED:

	228. STUDENT GOVERNMENT	1
1. Purpose	The Operating Committee acknowledges the importance of offering students the opportunity to participate in self-government within the establishment of the schools.	2
2. Authority	Student shall have the right to organize, conduct meetings, elect officers and representatives and petition the Operating Committee.	3
	The Operating Committee will recognize the Vocational Industrial Clubs of America <u>SkillsUSA</u> as the official voice of the student body.	4
SC 511(c)	The Operating Committee shall appoint a qualified member of the faculty to serve as advisor to student government activities.	5
3. Delegation of Responsibility	1. The Director shall establish rules and regulations to implement this policy which invite the participation of students in their formulation, assure that all students have equal access to the student government and an equal opportunity to vote and hold office, and which require fiscal accountability and adherence to Operating Committee policy for all financial aspects of student government activity.	6
SC 511(d)		7
School Code 511		8
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