

Book	Policy Manual
Section	000 Local Joint Operating Committee Procedures
Title	Membership
Number	004
Status	First Reading
Legal	1. 24 P.S. 1850.1 2. 24 P.S. 1850.3 3. 24 P.S. 315 4. 24 P.S. 319 5. 65 Pa. C.S.A. 701 et seq 6. 65 P.S. 91 7. Pol. 006 8. 24 P.S. 516.1 9. Pol. 011 10. 24 P.S. 516 11. Pol. 004 12. 24 P.S. 321
Last Revised	March 22, 2018
Last Reviewed	March 22, 2018

Number

The Joint Operating Committee shall consist of all members, **with at least** one (1) member from each participating district.[\[1\]](#)

Election/Term

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 applicable law.[\[1\]](#)[\[2\]](#)

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.[\[2\]](#)

Vacancies

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 School Code and Sunshine Act and applicable law for the unexpired term** by the Board of the district represented.[\[3\]](#)
[\[4\]](#)[\[5\]](#)

Temporary Vacancy - Active Military Service -

In the event a vacancy results from the sending Board's declaration of a temporary vacancy on account of absence for active military service, the appointed replacement member shall serve until the absent member returns from military service or the expiration of the term for which elected, whichever is sooner.[\[3\]](#)

Removal

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 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** Operating Committee; or if **s/he** is removed for cause, **with prior notice**, from either the school **district** Board or the **Joint** Operating Committee.[\[4\]](#)[\[6\]](#)[\[7\]](#)

Expenses

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 state, or for necessary expenses actually incurred in attendance authorized by the Joint Operating 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 Operating Committee meeting. Expenses shall be reimbursed by the Treasurer in the usual manner, upon presentation of an itemized, verified statement.[\[8\]](#)

Advance payments may be made upon presentation of estimated expenses to be incurred, to be followed by a final itemized, verified statement of such expenses actually incurred, and a refund shall be made to the school of such funds remaining, or an additional payment shall be made by the school to meet the verified expenses actually incurred.[\[8\]](#)

No member shall be reimbursed for more than two (2) such out-of-state meetings in one (1) school year.

Orientation

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**.

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:

1. **A Access to copy of the Joint Operating Committee Policy Manual.**

2. **Access to the current budget statement, audit report and related fiscal materials.**
3. **Access to information on comprehensive planning, curriculum, assessments, facilities planning and school programs.**
4. **Access to ~~A copy of~~ the Joint Operating Committee's adopted Principles for Governance and Leadership.**[9]

Joint Operating Committee Member Education/Training

The Joint Operating 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 Operating Committee's governance and leadership **as deemed necessary**.

The Joint Operating Committee, in conjunction with the Director, shall plan specific inservice education programs and activities designed to assist Joint Operating 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 **as deemed necessary**.

The Joint Operating Committee shall annually budget funds to support its planned program of inservice education and training **as deemed necessary**.

The Joint Operating Committee establishes the following activities as the basis for its planned program of inservice education and training:

1. Participation in educational conferences, workshops and conventions.
2. School-sponsored inservice education and training programs designed to meet Joint Operating Committee needs.
3. Subscriptions to publications addressed to Joint Operating Committee member concerns.
4. Maintenance of resources and reference materials accessible to Joint Operating Committee members.

Conference Attendance

In keeping with its stated position on the need for continuing inservice **education** and training for its members **as deemed necessary**, the Joint Operating 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 Operating Committee establishes the following guidelines:**[8][10]

1. The Joint Operating Committee shall identify annually the issues, objectives, and cost benefits that can be ascribed to participation by Joint Operating Committee members in conferences, workshops and conventions.

2. **The Joint Operating Committee shall periodically decide which meetings appear to offer the most direct and indirect benefits.**
3. **Each member shall receive Joint Operating Committee approval prior to attending a conference, workshop or convention at Joint Operating Committee expense.**
4. **Notice of school management conferences, conventions, and workshops of interest shall be provided by the Secretary of the Joint Operating Committee.**
5. Funds for **conference attendance** will be budgeted on an annual basis.
6. **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.**
7. Reimbursement to **Joint Operating Committee** members for their travel expenses will be in accordance with **this Joint Operating Committee procedure and policy.**[11]
8. **The requirements regarding reimbursement for Joint Operating Committee members for travel expenses shall be strictly enforced, and no payment shall be made until receipts for reimbursable expenses are submitted to the Business Manager or designee.**
9. Reimbursement shall be limited to actual expenses incurred, and shall not include or be construed to include compensation to individual **Joint Operating Committee** members.
[\[12\]](#)

Statement of Financial Interests

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.[\[11\]](#)

Last Modified by Terri Birchard on March 22, 2018