



Section: BOARD PROCEDURES
Title: LOCAL FUNCTIONS
Adopted: September 17, 1996
Revised: May 15, 2007

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<p>Section 1. <u>Legislative</u></p> <p>The Joint Operating Committee shall exercise its rule making powers by adopting procedures and policies for the organization and operation of the Lebanon County Career and Technology Center.</p> <p>These policies and procedures which are not dictated by statute, or rules of the State Board, or ordered by a court, may be adopted, amended, or repealed at any regular meeting of the Joint Operating Committee by a majority of the members present, providing a quorum has been reached, and the policy or procedure was provided in writing for a first reading at the previous regular meeting of the Joint Operating Committee.</p> <p>The new policy will have effect as of the date of it's adoption/revision or the date specifically stated in the policy. The proceedings will be recorded in the Joint Operating Committee minutes and the policy will be printed in the official policy manual.</p> <p>The administration shall normally be responsible for the preparation of new policies and/or amendments and deletions. The administration will consult with appropriate staff and support agencies and review all policy issues with the Solicitor prior to making a recommendation to the Joint Operating Committee.</p> <p>Section 2. <u>Executive</u></p> <p>Superintendent of Record:</p> <p>The Superintendent of Record shall be appointed by the Joint Operating Committee.</p> <p>The term of office shall be two (2) years and shall begin on July 1 and end on June 30. Salary shall be set by the Joint Operating Committee.</p> <p>The Superintendent of Record shall be a district superintendent serving in that capacity in one of the participating school districts.</p> <p>The rotation of the Superintendents of the six Lebanon County School Districts for appointment as Superintendent of Record shall be as follows:</p>	<p>§ 301, 407, 510 511</p> <p>§ 508</p> <p>§ 422,508</p>	

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	<p>The appointment shall be made according to the superintendent's seniority of service in the Lebanon County Schools. The superintendent having the most years of service in Lebanon County shall receive the first appointment as Superintendent of Record. That superintendent shall be followed by the next superintendent with the greatest number of years of service. This rotation shall be followed until all have had the opportunity to serve.</p> <p>The Superintendent of Record shall serve as a professional advisor to the Joint Operating Committee upon request and shall serve as a member of the Executive Planning Committee. S/He shall work with the Administrative Director to promote a working relationship between the community, industry and the school.</p> <p>S/He shall be instrumental in coordinating the activities of the Superintendents' Advisory Committee of the school and will be responsible for reviewing and signing forms if required.</p> <p>Administrative Director: The Lebanon County Area Vocational Technical School Joint Operating Committee shall employ a Director of Vocational Technical Education. The Director's duties and compensation shall be determined by, and conform to, the school laws, regulations and policies of the Department of Education and of the Joint Operating Committee. The Director of Vocational Technical Education shall attend all regular and special meetings of the Joint Operating Committee and shall advise the Committee on matters pertaining to the operations, administration and management of the Lebanon County Career and Technology Center.</p> <p>Personnel: The Joint Operating Committee shall employ professional and nonprofessional staff to teach, administer, supervise, direct and coordinate such programs as the Joint Operating Committee may lawfully institute, and to care for and maintain the buildings, equipment and grounds of the Center.</p> <p>Solicitor and Auditor: The Joint Operating Committee shall have authority to appoint an attorney-at-law to be its solicitor and a certified public accountant to be its auditor. Compensation for the solicitor and auditor shall be determined by the Joint Operating Committee.</p> <p>General duties of the Solicitor shall be:</p> <ul style="list-style-type: none"> • To render advice to the Director of the Lebanon County Career and Technology Center and the president of the Joint Operating Committee on general legal matters pertaining to the operation of the school. 	<p>CTC Policy 302</p> <p>Articles of Agreement</p> <p>CTC Policy 304, 402, 403, 404 502, 503</p> <p>Articles of Agreement</p>

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	<ul style="list-style-type: none"> • To attend meetings of the Joint Operating Committee and its committees, as requested, and to act in the capacity of counselor to the Joint Operating Committee and committees. • To submit in writing, when required, legal opinions on any subject pertaining to the conduct of the school. • Consistent with procedures and policies adopted by the director to review contracts for the hiring of personnel, the purchase of supplies or services and advertising for the purchase of supplies and services. • Review curriculum and personnel changes or transfers to ensure that they comply with the collective bargaining agreement and state law. • The Joint Operating Committee or the Director may refer to the solicitor, for action, any and all matters which it may deem appropriate. Individual members of the Joint Operating Committee, other than the President, or an individual acting in place of the President, and members of the administration other than the Director, may request the solicitor to review material. However, such requests shall be channeled through the President or the Director. All matters referred to the solicitor by any individual administrator or by any individual member of the Joint Operating Committee may be subject to review by the Joint Operating Committee, and shall be made a part of the official files of the school. The solicitor shall not respond to any request for an opinion or a review which has not been submitted to him either by Joint Operating Committee action or without the approval of the Director or the President. • The solicitor shall prepare all bonds, mortgages, leases and conveyances which may be required of him by the Joint Operating Committee, and he shall conduct all litigation on behalf of the school. Such services are beyond the scope of the retainer fee, and the solicitor may perform these services at a reasonable fee. • The solicitor also agrees that he shall make reasonable efforts to keep informed concerning proposed legislation before the General Assembly, court decisions, and rules, regulations and administrative memoranda issued by the Commonwealth which might have a bearing on the operation of the school. • The solicitor shall also serve as the solicitor for the Lebanon County Area Vocational Technical School Authority. 	

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General duties of the auditor shall be:

- An audit of the accounts of the school operation shall be made annually by an independent certified public accountant selected by the Joint Operating Committee. The audit examination shall be conducted in accordance with generally accepted auditing standards and shall include all funds over which the Committee has direct or supervisory control.
- An auditor’s fee shall be established in each fiscal year. The Committee shall select an auditor experienced in school accounting and willing to perform the required services for the established fee.
- A statement of the financial condition of the school operation shall be published annually in the official newspapers of the area immediately following the outside audit of accounts of the close of the fiscal year.

Professional Advisory Council:

The Joint Operating Committee shall appoint a Professional Advisory Council composed of the Chief Administrative Officers of each member district to advise the Joint Operating Committee on matters concerning the operation, administration and management of the Center. The Superintendent of Record shall be the Chairperson of the Professional Advisory Council and shall call meetings thereof from time to time as s/he sees fit.

The basic duties of the Council shall be:

- Meet on a monthly basis, unless cancelled, with the Director to receive information and offer advice and recommendations.
- Receive from the Director a working budget for advice and recommendation at least one month before presentation to the Joint Operating Committee for preliminary adoption.
- Prepare the annual calendar for the Lebanon County Career and Technology Center.
- Receive from the Director and discuss monthly, the agenda for the next meeting of the Joint Operating Committee.
- Receive from the Director and advice on the Strategic Planning goals and strategies for accomplishing the goals.
- Receive from and discuss with the Director his/her monthly report.

If there is dissenting opinion on any issue, it may be conveyed along with the majority concurrence, through the Director and/or Superintendent of Record to the Joint Operating Committee.

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- Any item involving local district expenditures relative to the operation that is over the total approved budget must have the recommendation of the Advisory Committee.

Executive Planning Committee:

An Executive Planning Committee shall be appointed by the Director to provide recommendations on such matters as the need for a particular shop, laboratory, occupation, equipment, curriculum, labor and management coordination, and the business and industrial requirements for selection of personnel. Members of the Executive Planning Committee shall be appointed from representatives of local trades, industries, businesses, research and educational agencies, occupations and administrators of the member school districts. The Executive Planning Committee shall be responsible for the strategic planning process.

Occupational Advisory Committees:

Occupational and Craft Advisory Committees shall be appointed by the Director or his designee to provide advice to the Center about matters related to training and placement of students for occupations or related groups of occupations. The Joint Operating Committee will approve procedures to select members for such committees, to fix the duration of terms, to establish the number and size of such committees, and to define their scope and purpose.

Pupil Quotas:

It is assumed that the facilities will be available to adequately house all pupils desiring to attend the Lebanon County Area Vocational Technical School, also known as the Lebanon County Career and Technology Center. In the event that matriculation in the Center exceeds the pupil capacity of the Center or specific programs, student selection shall be conducted in accordance with the procedures established in Policy 201.

Selection of Pupils:

Each member district shall be responsible for the selection of pupils to attend the Lebanon County Career and Technology Center in conformity with the pupil admission policies and procedures which have been established by the Joint Operating Committee.

Pupil Transportation:

Transportation of pupils from respective member districts to the center shall be the obligation of the respective member districts.

Adult and Post Secondary Training:

Programs of adult and post secondary training conducted as a part of the Lebanon County Career and Technology Center shall be conducted consistent with the regulations of the State Board of Vocational Education and the standards of the PA Department of Education.

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Tuition:

The Joint Operating Committee shall establish charges for student tuition and may receive grants and subsidies, and receive corporate or other private and governmental funds for the purpose of adult and post secondary training programs.

Training of Employees:

The Joint Operating Committee may enter into and/or approve contracts to provide training for employees of businesses or governmental agencies.

Transportation:

Transportation of adult pupils shall be the responsibility of the adult pupils.

Non-resident Secondary Students:

Secondary pupils who are not residents of member districts may be enrolled as tuition pupils if additional pupils can be accommodated.

Enrollment and Tuition:

Enrollment and tuition rate for non-resident secondary pupils will be established by the Joint Operating Committee in consultation with the Professional Advisory Committee and will be consistent with law and procedures approved by the Joint Operating Committee.

Annual Budget and Charges To Member Districts:

The annual budget of the Lebanon County Career and Technology Center consisting of current expenses and current costs of operation and such capital improvements as are provided under the School Code, shall be borne by the member districts as follows:

- (a) The fixed operating cost including instructional equipment, support services for pupil personnel, support services for instructional staff, support services for business, and acquisition, and construction and improvement services, shall be borne by the member districts, as determined by the average daily membership of pupils for each member district as reported to the Commonwealth of Pennsylvania, Department of Education, for grades 10, 11 & 12 for the five (5) most recent years of reporting for each respective member district.

- (b) All other operating costs in each annual budget shall be borne by the member district on the basis of the number of pupils on average daily membership attending the Lebanon County Career and Technology Center, as reported to the Commonwealth of Pennsylvania, Department of Education, for the three (3) most recent years of reporting for each respective member district.

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	<p><i>Section 3. Review</i></p> <p>The Joint Operating Committee may assume jurisdiction over controversies or disputes arising within the Lebanon County Area Vocational Technical School and concerning any matter over which the Joint Operating Committee has authority granted by statute or where the Joint Operating Committee has retained jurisdiction in contract or policies.</p> <p>In furtherance of its adjudicatory function, the Joint Operating Committee may hold hearings in accordance with law which shall offer the parties to a dispute, on notice duly given, a fair and impartial forum for the resolution of the matter.</p> <p>Beyond the basic requirements of due process, a hearing may vary in form and content in line with the severity of the consequences which may flow from it, the difficulty of establishing findings of fact from conflicting evidence, and the impact of the Joint Operating Committee's decision on the Lebanon County Area Vocational Technical School.</p> <p style="text-align: center;"><i>Refer to Policy 105 for "Advisory Committee" Guidelines.</i></p> <p style="text-align: right;">School Code</p> <p style="text-align: right;">Other Cites</p>	<p>§ 510, 1226 et seq</p> <p>53 P.S. 11301</p> <p>§301, 407, 422 508, 510, 511 1001, 1126 et seq</p> <p>53 P.S. 11301</p>