

OWEGO APALACHIN TEACHER RESOURCE AND TECHNOLOGY CENTER

BYLAWS FOR THE OPERATION OF THE OWEGO APALACHIN TEACHER RESOURCE AND TECHNOLOGY CENTER

Amended and Adopted - November 2007

A. Official Name of the Center, Authorization & Funding

The official name of the organization shall be the Owego Apalachin Teacher Resource and Technology Center. The Teacher Center, and its Board, is authorized by Chapter 53 of the New York State Laws of 1984, Teacher Resource and Computer Training Centers, Section 9.

Funding for basic operations and programming of the Teacher Center and its Board shall be provided by the New York State Education Department under Chapter 53 of the Laws of 1983, Section 9. The Owego Apalachin Central School District Professional Development funds will support staff development activities managed and provided by the OATRTC. The Teacher Center and its Board may participate in mutually beneficial programs that are entirely or jointly funded by other public or private agencies, Owego Apalachin Central School District institutions or corporations.

B. Member Institutions

Zion Lutheran School and St. Patrick's Parochial School are schools within our Owego Apalachin School District.

Non-participating districts may participate in center activities on a space-available basis. There is a nominal charge for use of center materials.

C. Policy Board

1. Legal Status and Authority

The Center will be under the control of the Policy Board. The board of the Center shall be entitled: The Policy Board of the Owego Apalachin Teacher Center.

The Policy Board, hereafter referred to as the Board, is the governing body of the Center. Its legal authority is determined by the State constitution, the laws of New York, regulations of the State Education Department, and that authority conferred by the organizations empowered to appoint Board representatives. The internal operations of the Board shall be governed by its bylaws.

The Owego Apalachin Teacher Center hereby advises employees and the general public that it offer employment and educational opportunities without regard to sex, race, color, age, national origin or handicap.

2. *Role and Purpose of the Board*

The Board is responsible for the fair and uniform application of all federal, state, and local laws in the operation of the Center. The Center will be operated for the provision of specific services to the staff employed by the Owego Apalachin Central School as the District of location and all non-public schools.

The Board is the policy-making body of the Center. It will exercise leadership primarily through the formulation and adoption of policies.

The Board is responsible for incorporating the objectives specified in the grant application into its policy as stated in Education Law 316.

The Board also serves as the OACSD Professional Development Plan team. The PDP is a framework intended to guide professional development and align it to student learning needs and district goals in order to improve individual teaching and student achievement. (See PDP document)

3. *The Board will consist of at least 51% teachers representing the schools in the district.* The teacher members will be designated by the Owego Apalachin Teachers Association; the collective bargaining agent in the district.

The number of Teacher Center Board members is seventeen (17). Board members shall fall into the following categories:

- (a) Eight (8) representatives from the teachers, composed of two (2) from each of the four (4) District buildings, excluding the President of the collective bargaining agent,
- (b) One (1) representative from the Owego Apalachin Board of Education,
- (c) One (1) representative from an institution of higher education,
- (d) One (1) parent of an elementary or secondary student,
- (e) One (1) representative of business or industry that uses, produces or is involved with computer equipment and software,
- (f) One (1) representative from non-public schools,
- (g) One (1) administrative representative from Owego Apalachin Central School District,
- (h) One (1) district representative from instructional technology,
- (i) One (1) community member may be elected to the Board provided the percentage of teachers remains at 51% or higher.
- (j) The president of the collective bargaining agent serving the teachers or his/her designee.

Six alternates will be appointed by the collective bargaining agent to assure 51% teachers in attendance at all meetings. Policy Board members are expected to attend all meetings. If a teacher member is unable to attend, he or she is to ask an appointed alternate to attend the meeting. Alternates are encouraged to attend all policy board meetings. Alternates will have voting privileges when representing an absent policy board member.

Policy Board members shall serve a three-year term. There is no limit to the number of three-year terms a policy board member may serve.

All Teacher Center Policy Board members are expected to participate in some form of professional development related to Teacher Center Policy Board Roles and Responsibilities. (example: the Committee of 100, Teacher Center Spring or Summer institutes or the Annual Teacher Center Meeting, at least once in their three (3) year term).

4. *Procedures for Resignation and /or Removal from the Board and Appointment of Replacements*

When a teacher member is not represented at a Board meeting, the Association's President will be notified by the Center's Director. If a teacher is not represented at multiple meetings, the OATA President may be asked to appoint another representative.

5. *Officer of the Policy Board and Terms of Office*

The Officers of the Board shall consist of a Chairperson and Vice Chairperson. Terms of office for all officers will be two years. The officers shall be elected by majority vote at the May meeting. If a vacancy occurs in the position of Vice Chair, the Board shall elect a replacement from its membership at the first regular meeting following the vacancy. The Vice Chairperson shall move into the Chairperson's position automatically if a vacancy arises.

D. POLICY BOARD COMMITTEES

1. *Standing Committees*

The standing committees of the Board include:

- Program /Mini-Grant Committee
- Finance/Operations Committee
- Evaluation Committee
- Public Relations/Advocacy Committee

The chairperson of each and every committee will be a teacher. The members of each standing committee will be appointed annually by the Policy Board Chairperson. Every Board member must serve on at least one (1) committee. The Board Chairperson will appoint temporary committees at the request of the Board.

These committees will be dissolved when their purpose has been accomplished.

2. *Standing Committee Functions*

Standing Committees have the following functions:

PROGRAM/MINI-GRANT

The purpose of the Owego Apalachin Teacher Resource & Technology Center is to encourage more participation by teachers in professional, personal, and curriculum-related activities. The programs are held in the district school buildings whenever possible. Program selection will be based on teacher needs and expectations.

When fiscally possible a Mini-Grant process will be designed and implemented by the Program Committee. All participating OACSD teachers will be eligible to apply. Decisions of the Program Committee are final.

FINANCE/OPERATIONS

1. Initiate, amend, and report all fiscal matters of the Center to the State Education Department. The chair, in conjunction with the Director, shall exercise responsibility for all financial management procedures relating to the Center. Resource expenditures will be monitored by this committee. The Chair will report the current fiscal status to the Board on at least a quarterly basis.
2. Assure availability of materials and supplies necessary for Center operation and training.

EVALUATION

1. Evaluate the impact of the Center programs on:
 - a. General professional development of staff served by OATRTC as guided by the statutory purposes of the Center and the PDP.
 - b. Specific subject areas and grade levels as designated by the Program Committee as priority areas;
 - c. Use of resources available at the Center.

2. Assist the Policy Board in long-range needs assessment and to evaluate decision involving research in techniques and current methods which can be employed.

PUBLIC RELATIONS/ADVOCACY

This committee will assist policy board members and center staff to become informed about Owego Apalachin and New York State Teacher Centers. The Committees should help promote the use of the Center and support for resources. As advocates for high quality professional development, this committee will organize publicity and informational events to increase awareness of OATRTC activities and programs. This committee is also responsible for legislative and lobbying efforts locally, and at the state and national levels.

E. POLICY BOARD MEETINGS

1. *Scheduling Meetings*

The Policy Board will meet as required by law, and shall hold other meetings as deemed necessary by the Board for the proper control and management of the Center. No action authorized or required by law shall be taken by the Policy Board except in a meeting open to the public and after appropriate notice to the public as required by law.

The dates and locations of regular meetings will be established at the re-organizational meeting of the Policy Board held in the summer.

Executive sessions will be held to discuss personnel and other matters that are not appropriate for public discussion.

Special meetings may be called by the Board Chairperson or at the written request of a majority of Board members. Board members must be notified at least 24 hours in advance of a special meeting.

2. *Quorum Required to Transact Business*

The number of Board members at any Board meeting shall constitute a quorum provided at least 10 members are present,

and 51% of the members present are teachers. Business may be transacted provided the quorum is met.

3. *Methods of Operation/Adoption of Policies*

The Board shall function as a planning and policy-making body in the following ways:

- a. Employment of staff and consultants
- b. Budget control and expenditures to accomplish the purpose of the Teacher Center
- c. Recommendations for programs, activities, and contracts
- d. Any other managerial or supervisory activities not prohibited by State or local law or Regulation of the Commissioner of Education

The Chair shall provide guidance to the Director of the Teacher Center and shall preside at meetings of the Board. The Vice Chair shall perform the duties of the Chair during absence of the Chair. The Vice Chair is to record the minutes at all meetings. Policies will be formally adopted at regular Board meetings and will be recorded in the minutes. Policies so recorded will be considered official Board policies. Roberts Rules of Order are used to conduct Policy Board meetings.

F. CENTER PERSONNEL

1. *Center Director*

The Director of the OA Teacher Resource & Technology Center is held accountable to the Board for all aspects of administering the Center except as otherwise legally prescribed. It is expected that the Director will delegate portions of that responsibility to other personnel, but the responsibility for the performance of staff members is not considered delegable.

No person shall be eligible to hold the position of Director unless he/she holds a valid Teacher's Certificate as issued by the State of New York. Preference will be given to OACSD tenured employees. The Policy Board, after notification, dissemination of job descriptions and interviews, will employ a

full time Director and part-time administrative assistants to manage the program and operation of the Center.

2. *Duties of the Director*

The administration of the Center in all its aspects shall be delegated to the Director who shall carry out administrative functions in accord with the policies adopted by the Board.

Duties of the Director shall include: (see “A Director’s Guide to Teacher Center Policy Board Roles and Responsibilities)

- a. Preparation of the annual grant application and the annual budget for the approval of the Board.
- b. Responsibility for an accounting system which meets the requirements of the State Education Department and the laws of the State of New York.
- c. Keeping the Board informed of State and Federal laws and policies affecting the function of the Center.
- d. Directing the organization of the Center and be generally responsible for the quality of program offerings.
- e. Carrying out the policies of the Board in regard to the regulation and governing of teachers, auxiliary employees, and Center users.
- f. Rendering all reports required under Chapter 53 of the laws of 1984 establishing Teacher Resource and Computer Training Centers as well as requirements of the Regulations of the Commissioner of Education, Part 81, governing such centers.
- g. Keeping professionally informed and up to date on all matters affecting the Director's duties.
- h. Responsibility as a liaison with the school district and the teacher's association.
- i. Implementing Center programs as directed by the Policy Board.
- j. Providing for the coordination of in-service courses.
- k. Seeking qualified instructors for in-service courses and workshops.
- l. Determining in-service course needs and recommend the establishment of such courses to the Board.

- m. Maintaining records pertaining to the day-to-day operation of the Center
- n. Responsibility for the supervision and evaluation of the Center instructors, clerical staff, and consultants.
- o. Providing for the dissemination of information about Center activities and resources to the faculties and administrators of all participating schools.
- p. Attending and reporting at meetings of the Policy Board.
- q. Performing such other duties as directed by the Board.

3. *Decisions in the Absence of Board Policy*

When a situation arises that is not covered by Board policy and requires immediate attention, the Director will act to resolve the situation. The Director must inform the Board immediately that such action has been necessary. The Director's decision will be reviewed at the next regular meeting of the Board.

G. FISCAL MANAGEMENT OF THE CENTER

1. *Planning the Budget*

In accordance with statutory requirements and in the interest of sound fiscal planning, a budget will be prepared by the director and Finance Chair and presented by June 1st for consideration, review, and acceptance prior to the annual application deadline for continued funding.

The policy of the Board will be to follow the planned projections as closely as possible. Budget planning shall be a continuous process.

2. *Expenditures*

All expenditures will be budgeted under the categories that most accurately describe the purposes for which the money will be spent. All expenditures will be controlled by the Board and the Local Educational Agency (LEA).

The budget and accounting systems shall be designed to provide all details necessary to meet the requirements of the

LEA and the various state agencies to which the Center must submit reports. The system shall include an encumbering system, and a ledger system in accordance with the modified Generally Accepted Accounting Procedures (GAAP) as established for state agencies.

The LEA will maintain segregated accounts detailing all revenues and expenditures of the center.

H. AMENDMENTS TO POLICY BOARD BYLAWS

Procedure for Amending Bylaws

Bylaws may be amended at any Board meeting by a 2/3 vote provided that previous notice of the change was given at the preceding meeting; or without notice, bylaws may be amended at any regular meeting by vote of a majority of the entire Board membership.

An amendment to the bylaws goes into effect immediately upon its adoption unless the motion to adopt specifies another time for its becoming effective, or the Board has set such a time by a previously adopted motion.

I. DISSOLUTION OF POLICY BOARD AND CENTER

Upon termination of the Center, all furnishings and equipment will revert to the LEA unless otherwise directed by law.