

WHITE PLAINS STAFF DEVELOPMENT CENTER **BY-LAWS AND OPERATIONAL POLICIES**

On **June 4, 2014**, the policy board (Staff Development Team) of the White Plains Staff Development Center revised this set of by-laws and operational policies to guide its operation:

OFFICIAL NAME OF CENTER

1. The name of this center shall be the White Plains Staff Development Center.

MISSION STATEMENT

The goal of the Staff Development Center is to coordinate quality professional development that enhances teachers' capacity to lead, support, and motivate peers and transform practice as to enrich student learning, improve academic outcomes, and prepare students for the 21st Century.

MEMBER INSTITUTIONS

1. This is a single-district center, established by the City School District of White Plains for the use of its staff.
2. No other public school districts may be members of this center.
3. This center may collaborate/network with other school districts to co-sponsor activities for their respective staffs.
4. Non-public schools within the geographical boundaries of the City of White Plains are invited to participate in the activities of this center.

POLICY BOARD MEMBERSHIP

1. The composition of the policy board shall be as follows:

- 1 Chairperson (teacher)
- 5 **Primary** School Representatives (teachers)
- 2 Middle School Representatives (teachers)
- 3 High School Representatives (teachers)
- 1 **New York Hospital** Representative (teacher)
- 1 **Community School** Representative (teacher)
- 1 **Adult Education** Representative (teacher)
- 1 Pupil Services Representative (teacher)
- 1 **Curriculum Council Liaison** (teacher)

- 1 Elementary Administrator (administrator)
- 1 Secondary Administrator (administrator)
- 1 District Coordinator (administrator)
- 1 Cabinet Representative (administrator)
- 1 Civil Service Representative (Civil Service person)
- 1 University Representative
- 1 Industry
- 1 Parent Representative

Each representative has one vote.

2. Policy board composition is delineated in Exhibit C of the “Agreement between the City School District of White Plains and the White Plains Teachers Association”.
3. Any changes in composition of the policy board must be by amendment to the “Agreement”.
4. Teacher members of the policy board are appointed by the President of the White Plains Teachers Association.
5. Civil Service member of the policy board is appointed by the President of the Civil Service Employees Association.
6. Administrator member of the policy board is elected by the Administrators and Supervisors Association.
7. All other members of the policy board are appointed by the Superintendent of Schools with approval of the Board of Education.
8. Members who wish to resign must write a letter of resignation to the person who appointed them or to the group which elected them, with a copy to the Chairperson of the policy board. A substitute will be then be appointed by the authorized person to complete the member’s term.
9. Alternates for members are allowed to attend meetings, but unable to vote.

MEMBERSHIP CRITERIA

As stated in the Agreement between the Teacher’s Association and the School District, members will:

- a. Serve one two-year term and have the option to renew their term for an additional two years.
- b. At the end of four years, team members must remove themselves from the district team.
- c. Have a minimum of five years of teaching experience, with two or more of those years as a tenured teacher in the White Plains School District.

POLICY BOARD COMMITTEES

1. The policy board functions as a committee of the whole except in agreed upon situations.
2. Ad hoc committees are formed as needed and serve until their task is completed.
3. Membership on a committee is voluntary.

REGULAR DUTIES OF THE POLICY BOARD

1. Formulates general policy for the staff development program.
2. Plans and conducts needs assessments.
3. Structures program offerings based on identified staff needs.
4. Allocates funds to implement staff development programs.
5. Assesses the quality of program offerings.
6. Establishes guidelines for hiring of Center staff.
7. Recommends the hiring of staff funded by Teacher Center State grant.
8. Approves the allocation of funds used in the Teacher Center State grant.
9. Assists in planning of professional development.
10. Sets policy for Registration and Tuition as follows:
 - a. Establishes Tuition Rates for District credit courses in accordance with the agreement between the WPTA and the School District.
 - b. Registration is on a first come, first served basis.

- c. Checks payable to White Plains Board of Education must be sent to the Staff Development Center with Registration Form.
 - d. Tuition will not be charged nor credit given for activities given during the working day.
 - e. Mandated activities, given on non-working time, will be compensated by giving credit **or at the contractual rate per hour negotiated by the White Plains Teachers Association** for those with Masters Degrees or Bachelors Degrees, respectively.
 - f. Refunds will be granted if notification of cancellation is made five working days before course begins. **No refunds will be given unless notification is received at least 5 working days before the start of the course.**
11. Determines requirements for credit courses, as follows:
- a. Credit will be granted for **voluntary courses** sponsored by the Staff Development Center at the rate of 1 credit for fifteen hours of attendance. Details of credit information are in Exhibit C of the Agreement between the Teachers Association and the School District.
 - b. Participants must attend all sessions of a course in order to receive credit. Absences and lateness will be evaluated on an individual basis.
 - c. Participants must complete an assignment designed by the course instructor in order to receive credit. This assignment usually relates the coursework to the classroom.
12. Administers appropriate managerial and supervisory activities of the Center, including subcontracting for technical and other assistance.
13. Set guidelines for course instructors, as follows:
- a. Instructors for courses and workshops will be chosen from among the staff whenever possible.
 - b. Outside consultants will be hired when staff members are not qualified or not available.
 - c. Instructors will be paid at an hourly rate set by the Policy Board for the number of hours the course or workshop runs.
 - d. If the expertise of the instructor is at an advanced level, a higher rate may be

paid, within reasonable budget limitations, at the discretion of the **Coordinator/Director and/or Co-Directors** of the Staff Development Center.

- e. Instructors will submit a course description and outline, including an assignment **(ie. lesson or unit plans) with measurable objectives that align with state initiatives and district goals.**
 - f. A Course Secretary will be appointed for each course. The Course Secretary will keep track of attendance **and maintain records as needed.** Attendance-records will be turned in after **each session.**
 - g. Instructors will be paid after the course is completed.
14. Administers **any future** Professional Development Awards **or grant** program funded by the Teacher Center legislation, as follows:
- a. Sets guidelines for solicitation of proposals and distribution of funds.
 - b. Reads all proposals and makes all decisions as to which are funded.
 - c. Policy board members submitting proposals are excused from meetings at which funding decisions are made.
15. Performs any other duties that promote staff development activities in the district, **including, but not limited to: represents building at district-wide meetings, informs staff about courses at faculty meetings, etc.**
16. The chairperson will:
- a. Set the agenda for meetings in conjunction with the **Coordinator/Director and/or Co-Directors.**
 - b. Chair all regular meetings of the policy board.
 - c. Represent the Center at state-level meetings for policy board chairpersons and at other staff development meetings/conferences, when possible.
 - d. Represent the Center at Teachers Association meetings.

POLICY BOARD MEETINGS

1. When appropriate, Robert's Rules of Order will govern the conduct of all meetings.

2. Three full-day meetings will be held each year. Other after-school meetings will be scheduled by the chairperson, as needed.
3. Released time is provided for teachers to attend meetings and substitutes are provided, if necessary.
4. A schedule of meetings will be published at the first meeting in September.
5. A quorum consists of a majority of those present, provided a majority of those present are teachers.
6. All meetings will take place at the Staff Development Center, unless otherwise noted.
7. Members are expected to attend all meetings. If there are special circumstances that prevent attendance, members will notify the Center staff as soon as possible.
8. Decisions are made by consensus, whenever possible. If a vote is taken, it is by show of hands or, voice, **electronic voting** or any other agreed upon method.
9. The **Coordinator/Director and/or Co-Directors** and/or Administrative Staff are not members of the policy board and have no vote.
10. Visitors may attend meetings, but they cannot vote.
11. Authorized expenses incurred by the **Board** will be reimbursed. Receipts must be submitted to the Coordinator for payment.
12. The chairperson will chair all meetings. If absent, the Coordinator of the Center will chair the meeting.

FISCAL MANAGEMENT OF CENTER

1. The state-funded budget will be formulated by the Center Coordinator/Director or Co-Directors with the approval of the policy board.
2. The locally-funded budget will be formulated by the Center Coordinator, with input by the policy board, and will be approved by the Assistant Superintendent for Curriculum and Instruction.
3. Expenditures will be authorized by the Center Coordinator in keeping with board-approved allocations.
4. The Center Coordinator will keep the policy board informed of expenditures at regular meetings.

5. The Center Coordinator will subcontract for services with the approval of the policy Board.

CENTER PERSONNEL

1. The policy board will have the authority to recommend the recruitment, hiring and firing of staff funded by the state grant.
2. The district will have the authority to recruit, hire and fire staff funded locally, with the advice of the Policy Board and in accordance with provisions of the **aforementioned** "Agreement".
3. An ad hoc committee will be established when necessary to recruit, hire and/or fire personnel.
4. The Coordinator will be supervised by the Assistant Superintendent for Curriculum and Instruction.
5. The Secretary will be supervised by the Coordinator.
6. Personnel hired by the Policy Board will be supervised by the Coordinator.
7. Duties of the Coordinator/**Director and/or Co-Directors** are:
 - a. Implements program of the Staff Development Center as recommended by the policy board (Staff Development Team).
 - b. Coordinates Staff Development Center program.
 - c. Coordinates the daily operation of the Center and Center staff.
 - d. Advises in the selection of consultants and staff developers.
 - e. Selects instructors for voluntary **professional** development **courses**.
 - f. Assists in determining the training needs for staff developers and coordinates their training.
 - g. **Assists the WPTA and mentor facilitator in determining the training needs for mentor teachers and coordinating the Mentor Teacher Program.**
 - h. Responds to training requests and needs from individual staff members.

- i. Compiles and maintains human and material resource files and keeps professional library current.
- j. Conducts periodic needs assessments developed with the Policy Board.
- k. Assists in planning and implementing staff development programs at individual schools and departments.
- l. Disseminates information regarding staff development programs.
- m. Reports regularly to district committees.
- n. Consults with and visits staff development coordinators in other districts to develop ideas and share programs.
- o. Represents district at staff development conferences.
- p. Works with community resources including university affiliates and corporations as appropriate.
- q. Is responsible **regularly keeping staff informed of professional development opportunities, new and available resources and promoting staff accomplishments and best practices.**
- r. Collects and organizes evaluative data.
- s. Develops budget and keeps budget records.
- t. Monitors effectiveness of staff development programs and prepares reports for the Superintendent of Schools and the State Education Department.
- u. Meets with Policy Board at regular meetings but has no vote.
- v. Develops grants for staff development funding.
- w. **Other duties include:**
 - Implements and evaluates the **needs of the** staff development program.
 - Designs course offerings and brochures.
 - Assists teachers to research topics by seeking and disseminating resource information.

- Collects information on staff needs.
- Meets with the policy board at regular meetings but has no vote.

POLICY BOARD RECORDS

1. Minutes of each meeting will be recorded by a Policy Board Member or support staff, when possible.
2. Minutes will be distributed within two weeks after the meeting to all policy board members, the Superintendent of Schools and the Cabinet, District Coordinators, Presidents of bargaining units, and the Bureau Chief of the Staff Development Unit of the SED.
3. Operating policies will be reviewed annually and updated when necessary by the policy board.
4. Copies of board policies will be distributed to members. Copies will be kept at the Staff Development Center for review by the general staff and the public.

AMENDMENTS TO POLICY BOARD BY-LAWS

1. A quorum will be required to amend by-laws.
2. By-laws may be amended during the annual review or by consent of the members of the policy board.

DISSOLUTION OF POLICY BOARD

1. This policy board may only be dissolved through negotiation between the White Plains Teachers Association and the City School District of White Plains.

Amended 2/2012 and 6/2014