Mid East Suffolk Teacher Resource and Computer Training Center

hereafter known as MESTRACT

Bylaws

(Approved May 18, 2023)

I OPERATIONAL POLICIES

1. Role and Purpose

The Policy Board, with input from the Director and Teacher Center Staff, has authority in four areas:

a) Governance

The Policy Board determines its own composition, the composition of its committees, and the procedures by which it operates. This scope includes member selection and determination procedures.

b) Supervision

The Policy Board develops job descriptions, screens applicants and selects candidates for positions. The Policy Board is responsible for the monitoring and evaluating the Director.

c) Budget

The Director is responsible for the preparation of the budget and the Policy Board is responsible for the approval of the budget and carrying out subsequent expenditures.

d) Program

The Policy Board identifies the needs of constituents, determines programs, and evaluates the effectiveness of the Center's efforts.

II OPERATING PROCEDURES OF THE POLICY BOARD

Members of MESTRACT are listed in the annual Teacher Resource and Computer Training Center Continuation Grant Application.

1. Membership on the Policy Board

a) Members

Open to any district or non-public school within Suffolk County that:

1) has a commitment from their Board of Education, Superintendent of schools and Collective Bargaining Agent;

2) obtains the required signatures from the Collective Bargaining Agent and Superintendent (the Superintendent's signature implies approval of the Board of Education);

3) selects a teacher, through the Collective Bargaining Agent, or appointed by the non-public school to sit on the Policy Board; this teacher will be responsible for representing said district.

b)Distribution of Members

1) Public Teachers (at least 51%) NYSED Education Law 316

Number of members:

1 teacher per district or non-public school in current affiliation; Districts exceeding 600 instructional staff are eligible for additional Policy Board representatives

2) At least 1 Representative from the Board of Cooperative Educational Services (BOCES) or LEA Board of Education member required by NYSED

3) At least 1 College or University Representative required by NYSED

4) At least 1 Business/Industry Representative required by NYSED

5) At least 1 Parent Representative required by NYSED

6) Up to 1 Substitute Teacher Representative

7) Up to 1 Retired Teacher Representative

8) Up to 1 Teacher’s Assistant Representative

2. Meetings

a) Minimum of three meetings will be held each budget year (July 1-June 30). These meetings may take place as per Open Meetings Law.

b) Special meetings of the Policy Board and committees will be scheduled as needed. Meetings can be called for by a majority of both Co-Chairs and the Director. Public notice will be provided as per Open Meetings Law.

c) Prior to each Policy Board meeting, the Director will develop and discuss the agenda with the Policy Board Co-Chairs.

d) Once the agenda is finalized, it will be distributed through electronic mail and hard copies will be available to all Policy Board Members at Policy Board meetings.

e) Minutes will be taken at each meeting and recorded. The minutes will be posted and/or emailed prior to the next Policy Board meeting. A hard copy of the minutes will be distributed to all present at the following Policy Board meeting. A log is kept of attendance at all meetings.

3. Officers of the Board

a) Board members will elect two Co-Chairs every two years, on an alternating basis.

b) Nominations are sent to the Director by electronic mail prior to the May Policy Board meeting.

c) One Co-Chair will be elected each June for a two year term.

d) Co-Chairs may not Chair the Personnel Committee

e) If an unexpected Co-Chair vacancy occurs, a special election will take place. The person elected will complete the term remaining in the vacated position. Nominations for the vacant position should be received no less than 4 weeks prior to the special election vote.

f) The election of Co-Chair shall be via an anonymous paper ballot vote during a policy board meeting. The candidate with a majority vote will be appointed to the position. In the event of a tie, another ballot will be cast immediately with only the members who have tied.

4. Committee System

The Policy Board has standing committees which help to formulate policies for the Center. All committee recommendations must be approved by the Policy Board at a regularly scheduled meeting. Committees must be chaired by a policy board member in good standing.

a) Personnel

The Personnel Committee is responsible for the recruitment and recommendation of the Director. They conduct interviews and refer all recommended candidates to the Policy Board for their approval. The Personnel Committee is consulted regarding any changes to staff responsibilities or job descriptions sought by the Director. The Director's annual written evaluation will be the responsibility of the Personnel Committee. The Policy Board members will be asked in writing to provide evidence based statements regarding the Director's performance throughout the year. A hard copy of the evaluation will be provided to all Policy Board members for their review, discussion, and approval. Evaluations must be approved by a simple majority of the Policy Board members present.

b) Technology

The Technology Committee is responsible for any concerns regarding the viability of our technology resources. They provide input for the purchase, use, access to, and support of those resources.

c) Budget

The Budget Committee is responsible for the development of the Teacher Center budget and makes recommendations concerning any modifications to, or expenditures from, the adopted budget in conjunction with the Director, Co-Chairs, and Policy Board.

d) Needs Assessment/Course Evaluation

An essential part of the Teacher Center is responding to the needs of our constituent schools/districts. The Needs Assessment Committee is responsible for developing a survey to gather information and relating their recommendations to the Policy Board. Course evaluation reports are reviewed periodically.

e) Professional Learning

Reviews proposed professional learning opportunities and makes recommendations to the Policy Board for approval.

5. Methods of Operation

a) Policy Board members each have one vote.

1) Substitutes and/or adjuncts cannot vote.

2) Members have authority to speak for their respective agencies on Teacher Center matters.

b) The Director of the Center, nor staff are voting members of the Policy Board.

c) Quorum - A quorum shall exist when at least a majority of member district representatives are present, provided that a majority of those present are teacher representatives.

d) Voting - May be done in person or by videoconference (as per Open Meetings Law).

e) Continuance of the Center

In the event that appropriations are not made in a timely manner by the state government bodies or are not forthcoming, the Policy Board of the Mid East Suffolk Teacher Center (MESTRACT) will remain the sitting body for the purpose of governing the Center, to the extent that available funds permit. The Policy Board will continue to operate the Center in compliance with Education Law 316, meeting the statutory purposes as outlined in the legislation, and furthermore:

1) The Center will continue its operation in its current location and will use the equipment and materials currently under its jurisdiction to continue such operation.

2) The Center will continue as a professional organization and as such will operate in a manner consistent with professional standards and Roberts Rules of parliamentary procedure.

3) The Center will explore a variety of revenue options including but not limited to soliciting donations from the member Teachers Association and/or charging a nominal fee for services.

4) Teachers must represent at least 51% of board members as per NYS Education Law 316.

f) Dissolution of the Mid East Suffolk Teacher Center and its Policy Board.

MESTRACT may be dissolved only with the authorization of its Policy Board given at a special meeting called for that purpose and with subsequent approval by a two-thirds (2/3) vote of the active members. Upon dissolution of the Teacher Center, all remaining assets of MESTRACT, after payment in full of all its debts, obligations and necessary final expenses, will revert to the granting agency (SED) unless otherwise directed by law.

6. Roles and Duties

a) Policy Board members shall:

1) Be an active participant in meetings and committees.

2) Review proposals submitted by the membership, chairpersons of committees, and make decisions regarding their disposition.

3) Subscribe to and support the stated purpose of the Center as contained in the Bylaws.

4) Annually appoint the Director by a simple majority vote.

b) Director shall:

1) Be responsible to the needs of the Policy Board.

2) Act as Chief Administrator of all Center activities.

3) Prepare the agenda with the Policy Board Co-Chairs for the regular meetings of the Policy Board.

4) Prepare financial reports for each of the meetings.

5) Oversee the activities of all Center staff.

6) Make recommendations for staff retention or dismissal.
7) Review the membership of any member who is absent from 3 consecutive meetings in order to make an appropriate recommendation to the appointing agent.
8) Prepare the annual SED end of the year report and other reports as requested by the Policy Board.
9) Be the Board representative to the State Education Department and the LEA.

c) Co-Chairs shall:
1) Represent the Policy Board.
2) In the event that Co-chairs have a different opinion on time sensitive matters, the chair of the Personnel Committee will break the tie. Otherwise the matter is to be brought to the Policy Board.
3) Preside over Policy Board meetings.
4) Work jointly with the Center Director.
5) Chair one committee
6) Removal of inactive Policy Board members

A member can be removed from the Policy Board for inactivity, having first been notified by e-mail and then given until the end of the next Policy Board meeting to modify activity. If inactivity remains, an official removal notification will be sent via email to the member and the district Union President and/or the district Superintendent. Both Policy Board Co-Chairs must agree on this course of action.

III BUSINESS MANAGEMENT POLICY

a) Approval of the budget is given by the LEA Superintendent, union president, and Co-Chair whose term continues through the grant year.
b) The Director must abide by the purchasing policies established by the LEA and municipal laws, and approved by the Policy Board.
c) MESTRACT will undergo an annual financial review report.

IV PERSONNEL

The Director will be responsible for providing annual evaluation of staff in accordance with Civil Service procedures for the Non-Professional staff.

V AMENDMENT OF BYLAWS

These Bylaws may be amended at any regular meeting of MESTRACT by a two-thirds affirmative vote of the members present at the meeting, provided that the amendment(s) has/have been submitted at a previous meeting and read into the minutes.