

Roles and Responsibilities of Board Members

Statutory Purpose of NYS Teacher Centers

The purposes and expectations for New York State Teacher Resource and Computer Training Centers are found in Education Law 316 and Commissioner's Regulations (Part 81). Teacher centers provide on-going professional support services to teachers within the state in order to:

- Assist educators in assessing and meeting the learning needs of students.
- Provide computer demonstration and training sites and programs for educators.
- Promote educators' use of and involvement in educational research to develop and produce curricula and supporting materials.
- Provide educators with training for the improvement of teaching skills
- Provide a location and atmosphere to foster sharing and increased understanding of resources, ideas, methods, approaches, information and materials among educators
- Train educators to prepare students to use technology and to teach the critical thinking and related skills needed for the changing world community

Governance – Policy Board

Teacher centers are governed by policy boards composed of the multiple constituencies set forth in Education Law 316.

Policy boards:

- Must include the following constituencies: elementary and secondary teachers, and a Board of Education representative or their designee or BOCES; a representative of an institution of higher education, a parent, and an individual from the business community involved with computers;
- Members are designated by their respective constituencies;
- Include a majority of teachers appointed by the teacher collective bargaining agent(s);

Responsibilities:

- Establish the mission, goals, and strategic plan for the teacher center within the parameters of Education Law 316;
- Create policy for the teacher center to respond to the needs of constituents;
- Recruit, retain and employ personnel necessary to carry out the center's mission;

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- Provide fiscal oversight to all funds and expenditures to accomplish the purpose of the center;
- Recommend subcontracting for technical and other kinds of assistance;
- Ensure that the teacher center fulfills state and local reporting requirements;
- Operate with a set of adopted bylaws which govern the center and outline the role of the policy board and its relationship to other organizations; and
- Work in partnership with the Local Education Agency (LEA) to ensure compliance with all legal and fiscal requirements.

Policy Board sub-committees will be appointed to handle specific items. Recommendations and/or actions will be reported to the entire Policy Board.

Duties Clarification:

Inside Meetings:

- Attend at least four meetings per year - notify the office (763-3282) in advance if you are unable to attend
- Participate and actively participate in all policy and management decisions
- Represent constituencies to the Board (teachers in your school districts)

Outside Meetings

- Review agenda and minutes of previous meeting before each meeting
- Attend at least one Teacher Center-related conference during your 3-year term
- Represent and advocate for the Teacher Center in your school district
- Make contacts with teachers to determine needs and report them to the Program Committee through the Director.
- Sit on at least one Teacher Center committee during the year
- Head your district's Teacher Center School Based Team consisting of yourself, the district's union leader and all the building ambassadors.
- If possible, be part of the staff development planning committee in your district.
- Meet at least once a year with the Union Leader in your district to identify areas where the Teacher Center can provide services.*

The Teacher Center of Broome County Possible Committees

Grant Selection Committees: The Grant Committee reviews grant applications and awards grants based on the specified criteria. The Committee also reviews the grant package and criteria and revises these as necessary.

Personnel Committee: The Personnel Committee is responsible for reviewing and approving job descriptions for the Teacher Center Director and Staff. In the event that the Director is replaced, the Committee will draft the announcement, evaluate candidates, and make recommendations to the Board for the new Director. The Committee is also responsible for the Director evaluation process.

Retreat Committee: The Retreat Committee is responsible for planning the spring Policy Board Retreat.

Program Committee: The Program Committee outlines the next year's program goals in accordance with the overall goals defined for the Teacher Center by the Policy Board and the needs assessment data gathered during the year. The Committee meets monthly to review program plans, suggest program elements and advise the Director in matters of program development and implementation.

Educators Conference Committee: The Educators Conference Committee meets throughout the year to plan and then presents the Educator's Conference in August.

Technology Committee: The Technology Committee works with the Director to plan and implement program elements and strategies that advance the use of technology in the schools.

Evaluation Committee: The Evaluation Committee identifies effective evaluation methods and processes, evaluates the effectiveness of Teacher Center programs, and makes recommendations for the planning of new programs based on their evaluation.

Facilities Committee: The Facilities Committee will be activated if the Teacher Center is to be moved. The Committee will evaluate potential sites and present recommendations to the Board.

Budget Committee: The Budget Committee defines the allocation of moneys to implement plans that accomplish Teacher Center Goals. They will present the budget to the Policy Board for final approval. If funding is less than the budget proposal, the Committee will identify adjustments that maintain Goals and present the revised budget to the full Policy Board for final approval.

Public Relations: The Public Relations Committee will investigate ways to promote and enhance the visibility of the Teacher Center. They will be responsible for implementing changes and measuring their effectiveness.

Advocacy Committee: The Advocacy Committee is responsible for identifying strategies and conducting activities to promote the Teacher Centers of New York at the State level to ensure continuation of state funding.

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Important Dates

2008 - 2009

Policy Board Meetings: Meetings will be held the second Tuesday of each month at the TEACHER CENTER. The meeting will start at 4 pm.

August 2008 - no meeting	February 10, 2009
September 9, 2008	March 10, 2009
October 14, 2008	April 14, 2009
November 11, 2008 - no meeting	May 12, 2009
December 9, 2008	June 9, 2009
January 13, 2009	July 2009 - no meeting

Conferences and Meetings of Special Interest:

NYSCATE Conference will be held in Rochester, NY on November 23-25, 2008

Teacher Center Spring Retreat: March 27-29, 2008, Sagamore, Bolton's Landing, NY

NYS Staff Development Council's Annual Conference will be held in Syracuse, NY on May 7-8, 2008

Teacher Center Summer Institute: will be held in Rochester, NY. Dates: TBA