



Teacher Center of Broome County Policy Handbook

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Vision Statement

The TEACHER CENTER of Broome County strives to be a recognized leader in promoting professional growth and development for educators in the Teacher Center consortium, and provides an avenue for these educators to channel the direction of their professional growth to increase their effectiveness in the classroom.

Mission Statement

The TEACHER CENTER of Broome County is a teacher-driven organization which serves educators in the Binghamton City School District, BOCES, Chenango Forks Central School District, Chenango Valley Central School District, Deposit Central School District, Harpursville Central School District, Maine-Endwell Central School District, Susquehanna Valley School District, Vestal Central School District, Whitney Point Central School District, and Windsor Central School District. In addition, the TEACHER CENTER of Broome County also serves educators in the Catholic Schools of Binghamton, Hillel Academy, The Children's Home, the Greater Binghamton Health Center, the Handicapped Children's Assn. and Broome County Head Start. The collective of these educational institutions makes up the consortium of educators served by the Teacher Center.

The TEACHER CENTER of Broome County provides an avenue for consortium teachers to channel their professional development. The Teacher Center serves as an information center and clearinghouse for resources and projects for teachers and by teachers as well as advancing the use of technology in education. The Teacher Center also provides relevant workshops, conferences and mini-grants that are catalysts for innovation and creativity in the classroom.

The TEACHER CENTER of Broome County is committed to using a flexible, mobile, diverse program to promote sharing the multitude of talents that exist among consortium educators and within the community to help teachers stay current with best educational practices. Ultimately, we provide these services to help insure that every student within the consortium receives a quality education.

General Policy Statements

- **POLICY BOARD MILEAGE CLAIM POLICY** (adopted Sept. 2003 and reviewed and approved January 2016)

Policy Board members are eligible to claim mileage to and from meetings at the IRS approved rate. Claim forms for mileage may be submitted in December and June. Only mileage related to Policy Board business can be claimed. Policy Board members cannot claim mileage for workshop attendance. The LEA will outline procedure for submitting mileage claims.

- **WORKSHOP POLICY STATEMENT** (adopted November 2004 and reviewed and approved January 2016)

Workshops, classes and conferences will be open to any interested party. Certified teachers employed by the consortium member school districts will have priority for all events. Any workshop incentives will be provided to consortium members only.

Retiree registration will be handled as a community /non-consortium member. Their name will be placed on a wait list until one week prior to start date. If the workshop has met minimum enrollment stipulation and openings still exist, names on wait list are contacted.

Each scheduled workshop will have a minimum enrollment requirement set by the director. If the minimum enrollment is not met with 7 days of the start date, the workshop could be cancelled by the Teacher Center.

Participants who are present during the scheduled workshop hours will receive handouts and workshop incentives. Those who register and do not attend will not receive handouts and workshop incentives.

- **TEACHER CENTER SPONSORSHIPS** (reviewed January 2016)

Teacher Center Sponsorships can provide partial funding for opportunities to implement an education program, teaching method or interdisciplinary approach to teaching which is new to the school district. The sponsorship application for workshops/conferences held during the school day should have a signed acknowledgment of the building principal. If a sponsorship is awarded a copy of the award letter should be sent to the building principal and the school district's superintendent.

- **SPONSORSHIP RELATED POLICY STATEMENTS** - (reviewed and approved January 2016)
- Any sponsorship, such as study groups, will meet the basic requirements established by the Policy Board in the application, such as meeting the deadline for submission, providing the required number of copies, being legible and containing all the required information and signatures.

Applicants for sponsorships that are rejected will receive an e-mail message explaining why the sponsorship was not accepted.

Applicants may not receive more than one sponsorship of each type per school year, individually or collaboratively. In the case of a study group sponsorship, a teacher may only be involved in one

study group per year. In the case of a local conference sponsorship, applicants can only receive one annually.

If stipends are awarded, hourly salary rates will be standardized at a rate predetermined by the policy board, for all sponsorship recipients, regardless of the school district.

The Teacher Center will purchase approved support materials.

Any consortium staff member is eligible to apply for a sponsorship. A consortium teacher (full time, part time, long term substitute) must be involved in the sponsorship.

Sponsorship awards should support innovative teaching and have as the ultimate goal increasing student achievement.

➤ **ITEMS PURCHASED BY SPONSORSHIP FUNDS** (reviewed January 2016)

Items purchased with Teacher Center sponsorship funds are officially the property of the Teacher Center and should be returned to the Teacher Center once the items no longer serve the specific function for which they were awarded so that other Teacher Center Consortium members can use the items. In most cases it is recommended that the Teacher Center should not fund consumable items with sponsorship funds.

➤ **ADVERTISING AND PROMOTION POLICY** (reviewed January 2016)

The Teacher Center of Broome County will not advertise or promote events – in print or electronically – that are intended directly or indirectly “for profit” such as events held at or sponsored by companies such as Barnes and Noble or “for profit” events sponsored by private individuals. Events sponsored by community groups, professional education groups and libraries (and other non-profits) can be advertised and promoted by the Teacher Center with the director’s approval.

➤ **CO-SPONSORSHIP POLICY** (reviewed January 2016)

The Teacher Center of Broome County will not co-sponsor events that are promoted by for-profit organizations or individuals. Co- sponsoring events with other organizations (school districts, teacher groups, professional education groups, libraries and other non-profits) will be approved at the discretion of the Director if the cost is less than \$500. If the cost is greater than \$500, the decision will be made by the Policy Board. A request in writing is required for all co-sponsorships. In collaborations with other organizations the Teacher Center of Broome County will be recognized in written communications and be cited as a partner in the event documents. Teacher Center staff time will be recognized as an in-kind contribution.

➤ **CLOSING POLICY FOR “SNOW DAYS AND NO HEAT” DAYS** (reviewed January 2016)

The Teacher Center of Broome County will follow the directives of the Vestal Central School District in regard to closing and early dismissals due to snow emergencies. If after school activities are cancelled all meetings and workshops scheduled at the Teacher Center will be cancelled and rescheduled for another date. It is suggested that the Teacher Center use the proper procedures to announce closing through the media, i.e. radio, TV, and the Internet. If WSKG Studios, 61 Gates Rd., Vestal, NY, where the Teacher Center resides, has no heat on scheduled work days, the Teacher Center will close.

- MILEAGE ALLOWANCE FOR INSTRUCTORS AT OFF SITE WORKSHOPS (reviewed and approved January 2016)

The Teacher Center will offer a mileage allowance at the IRS rate to all instructors who present a workshop offsite with prior approval. No mileage will be paid for workshops offered at the Teacher Center. Mileage will be calculated as required by the Teacher Center's LEA (Broome Tioga BOCES).

- POLICY REGARDING CHILDREN (reviewed January 2016)

The presence of children, including babies, at Teacher Center professional development activities is not allowed. We do not provide childcare during workshops, nor do we allow any children in the Teacher Center while the workroom equipment is being used.

- REQUESTS FOR ON SITE TRAININGS POLICY (reviewed and approved January 2016)

If a practicing teacher asks the Teacher Center to arrange training (after school) the Teacher Center will pay all the instructor fees and mileage plus provide the materials. Usually a minimum of 8 consortium members must register in order for the training to be held. Funding is contingent on availability of budget funds.

- POSTER PRINTER POLICY (reviewed and approved February 2016)

The Teacher Center director prior to printing must approve posters. All posters must support instruction and/or encourage learning. Printing large student/staff pictures which are going to be used for awards or decorations is not supported. Please avoid using dark backgrounds as these (a) make the poster hard to read; (b) consume large amounts of ink.

- AUTHORIZATION TO EXPEND FUNDS (reviewed and approved February 2016)

The Teacher Center director is authorized to expend funds for expenses outlined in the current FS-10. Unexpected operating expenses will be in the following manner:

- expenses \$0-\$500 can be made without prior approval
- expenses \$501-\$1000 shall be made with prior approval from the Executive Committee
- expenses over \$1001 shall be made with prior approval from the entire Policy Board