WATERLOO TEACHERS' RESOURCE CENTER
BY-LAWS

NAME: The Waterloo Teachers' Resource Center, herein after referred to as the WTRC.

PURPOSE: The WTRC, as an integral part of the school district, provides professional support services by:

- Assessing staff development needs.
- Providing training programs at various levels.
- Assessing skill development.
- Curriculum/assessment development.
- Implementation and leadership development.
- Linking the training to the NYS Learning Standards and the Strategic Plan of the District.
- Assisting educators to assess and meet the needs of all students.
- Providing technology training.
- Training teachers for the enhancement of teacher skills.

The WTRC provides training to improve the skills of all teachers in order to enable such teachers to meet the individual educational needs of the students they serve, and to familiarize them with developments in curriculum and educational research. It offers a location where teachers may share resources, ideas, methods and approaches directly related to classroom instruction and become familiar with current teaching materials and products for use in their classroom.

GOVERNANCE: The Policy Board in compliance with the letter and spirit of Education Law 316 and Commissioner's Regulations govern the WTRC.

A. Membership: The Policy Board is comprised of:

- 2 teacher/teacher assistants from both the elementary and secondary levels, 4 at large teacher/teacher assistant members and 1 WEA representative. All representatives to be from the Waterloo School District (51% of the Board)
- 1 representative from Hobart & William Smith Colleges. (Higher Ed. Representative)
- 1 Administrator
- 1 Board of Education member
- 1 Parent representative
- 1 Business/Industry representative
- 1 Technology Committee Representative

B. Selection of Membership:

1. Teachers/ TA:

- Letters of interest to serve on the Policy Board will be solicited from the teaching staff of each building where there is a vacancy.
- Potential members will be interviewed by the Policy Board and selected by a majority vote of the Policy Board.
- Those selected will be submitted for approval by the Waterloo Education Association (WEA).
- Each representative will serve for a minimum of threeyears.

2. Administrator:

- The Board of Education shall appoint an administrator to serve on the Policy Board for a minimum of three years.

3. Board of Education:

- The Board of Education shall appoint a member of the Board to serve on the Policy Board for a minimum of three years.

4. Higher Ed. Representatives:

- The Policy Board shall invite 1 representative from Hobart & William Smith Colleges to serve on the Policy Board for a minimum of three years.

5. Area Business/Industry Representative:

- The Policy Board shall invite 1 representative from the Area Business/Industry community to serve on the Policy Board for a minimum of three years.

6. Parent Representative:

- A parent will be chosen from a Parent Liaison group to serve on the Policy Board for a minimum of three years.

7. Technology Committee Representative:

- The Policy Board shall invite 1 representative from the District Technology Committee to serve on the Policy Board for a minimum of three years.

C. Term of Office:

1. The term of office for Policy Board members shall run from July 1st through June 30th for a minimum of three years.

D. Responsibilities:

1. The Policy Board shall:

- Seek funding and in-kind contributions.
- Recommend priorities for use of the WTRC resources.

- Establish and approve an annual budget.
- Appoint WTRC staff in accordance with school district personnel policies.
- Develop job description for the Center staff.
- Establish a Personnel Committee with a minimum of two members. Each member will have an opportunity to serve on this committee.
- Communicate the purpose, goals, activities and programs of the WTRC to the local educational community.
- Conduct an annual evaluation of overall operations of the WTRC.
- Review and approve required SED reports.
- Develop plans for motivating teachers to make use of the Center's activities.
- Operate in accordance of Education Law 316.
- Make use of the New York State Teacher Center Standards Document.
- Become informed and share the information about State and National initiatives and research on professional development.
- Maintain a professional working environment with appropriate resources.
- Employ a variety of communication strategies to ensure the full participation of constituents.
- Establish and maintain sound fiscal policies and practices.
- Provide required documentation to the New York State Education Department.
- Participate in all Policy Board meetings.

E. Officers: Chairperson(s)

1. Selection:

- Shall be a teacher member of the Policy Board.
- Elected to a minimum of a three-year term.

2. Duties:

- Preside at all meetings of the Policy Board.
- Prepare for issuance an agenda for meetings with input from the Co- Directors.
- Call special meetings of the Policy Board.
- Maintain a liaison relationship regarding matters of policy with the Central Administrative Staff of the Waterloo Central School District.
- Serve as spokesperson for the Policy Board.
- Recruit members of committees.
- Appoint an alternate to act in the absence of chairperson(s).
- Disseminate the annual report on WTRC activities for the Superintendent, Board of Education, WEA, and the Policy Board as prepared by the Co-Directors.

- Review the annual budget based on grant guidelines in conjunction with the Co- Directors. A copy of the budget shall be submitted to the Business office within one month after notice of grant approval is received.

F. Meetings:

1. The Policy Board shall meet a minimum of 4 times/year.
2. Personnel Committee shall meet on an "as needed" basis

G. Rules of Order:

1. The Policy Board shall be governed by Robert's Rules of Order, Revised.

H. Voting:

1. Each member of the Policy Board shall be entitled to one vote.
2. A quorum shall exist when a majority of the Policy Board is present provided that a majority of those present are teacher representatives.
3. A majority of total Policy Board Members is needed to approve a motion.

MANAGEMENT:

A. Co-Directors

1. Qualifications:

- The Co- Directors shall be experienced Waterloo teachers holding a New York State Teaching Certificate.
- The Co- Directors shall be able to organize programs for large and small groups and should have access to a network of resources.

2. Selection:

- Vacancies for the position of Co- Directors shall be posted in accordance with school district policy.
- Candidates shall apply to the Policy Board who shall review the applications and conduct the interviews.
- The Co-Directors are chosen by the Policy Board.

3. Duties:

The Co- Directors' duties shall include but not be limited to:

- Establishing and maintaining a professional working environment with appropriate resources.
- Using a variety of communication strategies to reach the district and community.
- Maintaining use of State recommended oversight program.
- Seeking resources in addition to New York State funding.

- Complying with records management and regulations.
- Providing the required documentation to NYS Ed. Department.
- Planning programming for the Center.
- Supervising "clerical consultant" and volunteers.
- Following directives of the Policy Board.

4. Compensation:

The Co-Directors shall be paid by stipend as negotiated by the Policy Board and the Co-Directors.

4. Evaluation:

- The WTRC Co- Directors will share their goals with the Policy Board and seek feedback annually.
- The WTRC Co- Directors will be evaluated by a minimum of 2 Policy Board members using a WTRC Policy Board approved rubric.

AMENDMENTS:

1. The By-Laws may be amended by a 2/3 vote of the total membership.
2. Amendments shall be submitted in writing to the Chairperson for distribution with the agenda for a regularly scheduled meeting of the Policy Board.

By-Laws reviewed and accepted by the
Policy Board of the Waterloo Teachers' Resource Center
October 9, 2025