9701 - R

BRENTWOOD TEACHERS' CENTER REGULATION

Purpose
This regulation establishes procedures for collaboration between the Brentwood Union Free School District and the Brentwood Teachers' Center to ensure alignment with District priorities, compliance with law, and effective use of resources.

A. Governance & Communication

1. The Teachers' Center will operate under the authority of its Policy Board as required by Education Law §316.
2. The Superintendent (or designee) will serve as the District's liaison to the Policy Board, ensuring communication between the Center and the Board of Education.
3. The Teachers' Center Director will submit an annual report to the Superintendent and the Board of Education summarizing:
   - Professional learning activities provided
   - Participation data (staff served, hours logged, etc.)
   - Alignment with district goals and Graduation PLUS+ initiatives
   - Fiscal accountability and grant expenditures

B. Facilities & Resources

1. The District will provide designated facilities (office space, training rooms, and equipment) for the Teachers' Center to carry out its mission.
2. The Teachers' Center may request additional use of school facilities for workshops or events in accordance with district facility use policies.
3. District technology and custodial support may be accessed as needed, in line with existing procedures.

C. Program Alignment

1. Professional development priorities of the Teachers' Center will be reviewed annually with District leadership to ensure alignment with:
   - The Graduation PLUS+ Core Strategic Plan
   - The District's Professional Development Plan (PDP)
   - Mandated training (DASA, CPR/AED, restorative practices, etc.)
   - APPR requirements and instructional improvement initiative
2. Teachers' Center programming should complement, not duplicate, offerings coordinated through the Office of Curriculum & Instruction or Office of Staff Development.

D. Fiscal Responsibility

1. The Teachers' Center Director and Policy Board will manage grant funds in accordance with NYSED requirements.
2. The District's Business Office will serve as the fiscal agent for Teacher Center grant funds and maintain appropriate accounting records.
3. All financial reporting must be transparent, auditable, and submitted as required by NYSED.

E. Evaluation & Accountability

1. The Teachers' Center will conduct program evaluations after workshops and courses to measure quality and impact.

2. Data from evaluations will be shared with the Superintendent and Policy Board to inform program planning.
3. Participation records will be maintained and provided to the District for APPR and professional development compliance purposes.

F. Duration & Review

1. This regulation/MOU shall remain in effect unless amended by mutual agreement of the Board of Education and the Teachers' Center Policy Board.
2. A joint review will be conducted every two years to assess effectiveness and update terms.

Cross-References

- Policy 9700: Professional Development
- Policy 9701: Staff Training & Development Plans
- Policy 8124-R: AED Regulation (CPR/AED training through Teachers' Center)
- Education Law §316; Commissioner's Regulations Part 81

Adopted by the Board of Education: 10/28/26