



Practices & Procedures

2024

Monroe County School Boards Association has adopted the following practices and procedures to achieve its mission and service objectives while operating within the guidelines established by its Constitution and Association Bylaws.

1. Membership

- a. A comprehensive outline of MCSBA membership is available within the association Constitution and Bylaws.
- b. The following school districts are current members of the association:
 - i. Brockport, Brighton, Churchville-Chili, East Irondequoit, East Rochester, Fairport, Gates-Chili, Greece, Hilton, Holley, Honeoye Falls-Lima, Kendall, Monroe One BOCES, Monroe 2-Orleans BOCES, Penfield, Pittsford, Rochester, Rush-Henrietta, Spencerport, Victor, Webster, West Irondequoit, Wheatland-Chili
- c. Per association bylaws, the Executive Committee shall consist of Board of Education Presidents and Superintendents of each member district. Each member is granted privilege to vote on all committee business
 - i. In the absence of a Board President, a designated representative who is or has previously served in board leadership, or as a MCSBA officer, with approval in advance from the Executive Director.
 - ii. In the absence of a Superintendent, a substitute District Administrator may attend with approval in advance from the Executive Director.
 - iii. Delegates assume voting privileges while in attendance.
- d. Per association bylaws, membership of the three Standing Committees – Information Exchange, District Operations, Legislative – shall consist of one delegate and one alternate from each member school district. Two representatives from each member district have the privilege of voting on committee business.
 - i. Attendance at Standing Committee meetings is limited to MCSBA members and school district employees, as appropriate.
 - ii. All association members are encouraged to attend Standing Committee meetings for their own professional development with exception to the Legislative Committee, which is limited to member delegates only, unless otherwise indicated.
 - iii. Any active Standing Committee member who would like to be considered as a future chairperson should submit their interest to a current chairperson or the association Vice President.
 - iv. Members of school district employee groups and other educational groups, as well as the community at large may be invited to attend committee meetings at the discretion of the executive director, as

presenters or participants if the topics to be discussed would benefit from input from outside constituencies.

- e. “Participation in other association events” – From time to time the association opens events to the general public on a registration-fee basis.

2. Finance

- a. The MCSBA Treasurer is responsible for reviewing all monetary transactions. The MCSBA Treasurer and Executive Director are authorized to sign checks on behalf of the association.
- b. The MCSBA Treasurer and Executive Director develop and present financial reports at all steering and executive committee meetings.
- c. The MCSBA Treasurer and Executive Director develop an annual budget to be presented for committee and membership approval.
- d. Membership dues are determined based on a formula that calculates each district’s dues based upon the district’s total school budget in the preceding school year.

3. Communication

- a. Media
 - i. While every district has communication specialists, many of the questions asked by the media are not district specific but are a response to a greater public education issue. As the spokesperson for the Association, it is the Executive Director’s responsibility to develop relationships with all the media groups and to answer these larger questions
 - ii. The current Executive Director has contacted all the television channels, the D&C, and WXXI to develop a positive relationship with them so that they will come to her with the mutual trust that information will be shared and relayed accurately.
 - iii. The Executive Director also joins the Communication Director (GRSPRA) Committee so that we can work together on larger issues facing public schools and the Association may better understand district specific issues. That appreciate that they can call on MCSBA to deal with the general public education issues and they can concentrate on what is going on within their districts.
 - iv. The Executive Director serves as a standing committee member of A Community Together (ACT) for Education.
 - 1. ACT delivers positive messaging about our local school districts and encourages community support of public education.

4. Employment

- a.** An annual written review of the Executive Director is conducted by the MCSBA Board.
 - i.** In accordance with the Executive Director's contract, the officers of the association will meet to make any recommendations in December of each year.
 - ii.** A written evaluation along with any proposed changes will be completed prior to February 1st of each year.
 - iii.** The officers of the association will review the details of the contract with the Executive Director no later than two weeks prior to the Executive Committee meeting where the vote will take place.
 - iv.** The association President will present at the Executive Committee meeting, followed by action to accept or reject by the committee.
- b.** The Executive Director is responsible for the employment of all MCSBA staff.

5. Review of Practices & Procedures

- a.** In July, the incoming officers will review the current Practices & Procedures document with MCSBA staff members.
- b.** Changes to Practices & Procedures that impact the MCSBA Constitution and Bylaws will result in the formation of an Ad Hoc Committee, led by the Immediate Past President, to recommend Constitutional amendments.