

# Practices + Procedures



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# **PRACTICES + PROCEDURES**

**The Monroe County School Boards Association has adopted a number of practices and procedures to reach its mission and service objectives while operating within the guidelines established by its Constitution and By-Laws.**

## **FISCAL PRACTICES**

### **Association Income from Membership Dues:**

Dues are levied based on an formula that establishes a minimum and maximum dues level and calculates each individual district's dues along a curve tied to a district's total budget in the preceding calendar year.

Dues for districts whose annual budgets are under \$30,000,000 are adjusted so that their dues represent no greater percentage of their annual budgets than the average percentage of district budgets paid as dues by the larger districts.

### **Practices for Dealing with Association Expenses**

The Treasurer reviews all Association expenditures and, with the Executive Director, has authority to sign Association checks. The Treasurer and Executive Director designate a depository for Association funds with the approval of the Steering Committee.

Working with the Executive Director, the Treasurer develops and presents financial reports at every meeting of the Steering and Executive Committees. The Treasurer reviews the annual audit report and summarizes it at the Steering and Executive Committees.

# **MEMBERSHIP PRACTICES**

## **Membership of the Executive Committee:**

Article V §1 establishes that Board of Education Presidents and Superintendents are voting members from individual member districts. If these leaders cannot attend an Executive Committee meeting, they may send delegates as follows:

The Board President may send another Board Member,  
The Superintendent may send another District Administrator,  
These delegates are eligible to cast votes on behalf of their districts.

## **Membership of Standing Committees:**

Membership on the three Standing Committees--Information Exchange, Labor Relations, Legislative--consists of one delegate and one alternate from each member district. On issues requiring a vote by Standing Committees, a maximum of two votes per district is allowed.

ALL Association members are encouraged to attend as many meetings of the Standing Committees as they would find valuable to their own growth as educational leaders. Any participating association member who would like to be considered as a future chairperson for a committee, should forward their name to a current chairperson or the vice-president.

## **Attendance at Standing Committee Meetings:\*\***

Attendance at standing committee meetings and other sessions not open to the public is limited to MCSBA members and, as appropriate member district employees. 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. For recruitment purposes the executive director may invite participants from potential new member districts.

## **Participation in Other Association Events:\*\***

From time to time the Association opens events to the general public on a registration-fee basis.

## REPRESENTATIVES TO STATE AND LOCAL COUNCILS

- For the local Council of Governments, a representative will be appointed in August of each year to serve on the council for the ensuing calendar year. Continuity on this council is particularly important and substitutes are prohibited per the Council's charter. The Association President will make such appointment based on the advice and consent of the Steering committee. The qualifications for appointment as representative for this council are membership in the Association for at least three (3) years and have also served as president of their district's board or the MCSBA board or are currently serving as such.
- The Representative or the substitute, of any approved council shall attend meetings of the Steering or Legislative Committees when such person shall have items of business or interest to report, and shall make such reports orally to either or both of such Committees as shall be appropriate. In addition, the designated Representatives may attend the meetings of the Executive Committee in a non-voting capacity.

## **EVALUATION PROCEDURES**

### **Evaluation of the Executive Director:**

The President, Vice President, Treasurer, and Immediate Past President conduct an annual written review of the Executive Director. In accordance with the Executive Director's contract, the officers will meet to recommend any contract extension in December of each year. The written evaluation of the Executive Director will be prepared and any compensation proposals completed prior to February 1 of each year. The officers will meet with the Executive Director for the purpose of reviewing the evaluation no later than two weeks prior to the Executive Committee meeting in January/February.

During the Executive Committee meeting, the President summarizes the evaluation to the committee and presents any salary adjustments and contract recommendation for approval and implementation on July 1. The President then informs the Executive Director of the committee's decisions.

### **Hiring and Evaluation of Other Association Employees:**

Hiring, directing, compensating and evaluating staff is the responsibility of the Executive Director. The Executive Director annually evaluates all other employees by June each year, and determines any salary adjustment that should be implemented the following July.

### **Involving the Community in Supporting Association Positions:**

The Association seeks to build coalitions and collaborations around issues of common concern with other public and private entities with similar missions.

Any person may attend an Association lobby trip when appointed to do so by a member school board. The local board then assumes responsibility for any expenses incurred. \*

Any person who attends a lobby trip of the Association is expected to support Association positions.\*

Non-board members are invited to participate in lobby trips depending on space availability. \*

## PRACTICES FOR SHARING INFORMATION

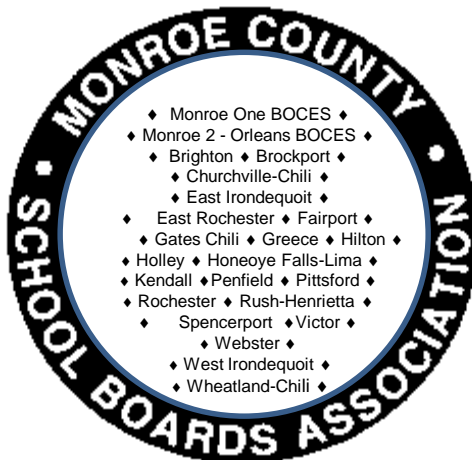
### Dealing with Public Issues:

All effort is made to convene a special meeting of the Executive Committee to deal with controversial issues that require an immediate response. In the event that turn-around time is severely limited, staff will contact the officers for input and direction.

Most Association positions are developed through the work of its Labor Relations and Legislative Committees, which make recommendations to the Steering and Executive Committee approval before making them public.

### Revising these MCSBA Practices and Procedures:

Each July, the incoming officers will review the current practices and procedures document with input from staff. Any changes that affect the Association's Constitution and By-Laws would lead to the activation of an ad hoc committee to recommend the needed constitutional amendments.



\* Positions adopted by the Steering Committee, 1990-1994.

\*\* Positions adopted by the Steering Committee, November 20, 2002.

Revised by Steering Committee, March 29, 2006.

Revised by Steering Committee, December 7, 2011

Revised by Steering Committee, January 24, 2018.