

## Extracurricular Process Sheet

The Pittsford Central School District and the Pittsford District Teachers' Association are committed to providing the students of Pittsford with a variety of extracurricular clubs. We value each club and want to maintain the level of variety that exists. This process sheet is meant to increase the clarity around extracurricular procedures. There is an Extracurricular Committee with two co-chairs. One co-chair is from PDAA and one is from PDTA. All nine buildings have representation on the committee. For the name of the Extracurricular Committee Member in your building, please see your PDTA representative.

### **Extracurricular Contract:**

- Contracts are distributed by the District to each club advisor or co-advisor by the middle of October. Please notify your building principal if that does not occur. Please note: payment is contingent upon your signature. Your signature signifies that the contract is correct. If there is an error on the contract, please notify your building principal at once.
- If you advise multiple clubs, you must sign a contract for each stipend you receive.
- You will be asked to complete a self-evaluation in the spring of the year for each club you advise. This evaluation is used to assess your step and club continuance.
  - a. The Committee is cognizant of the amount of club movement each year and the contractual agreement we have in place. To that end, the Committee is asking each club advisor to gather club artifacts throughout the year, so each year's club evaluation will be based on data.
  - b. Evaluations of each club are done yearly in the spring. The Committee asks for the following data gathering mechanisms:
    - i. Time spent meeting as a club and time spent outside in preparation of club meetings
    - ii. Student participation verification
    - iii. Responsibility lists for large tasks such as money handling, etc.
- If a club were to be discontinued, or step lowered, a member of the Committee will meet individually with the club advisor. Please, note, regardless of whether a club is discontinued or not, it is the advisor's responsibility to review the club list sent via email by the Assistant Superintendent for Human Resources each spring for accuracy.

- If a club advisor has questions around the club placement for the next year, the advisor may speak to their building's extracurricular volunteer or the co-chairs of the Committee.

**Steps before forming a club:**

- The documents for becoming a club can be obtained from the building principal or by going to this website:  
<http://www.pittsfordschools.org/documents.cfm?id=34.133> Students should complete the request with an advisor and submit to the building principal before a club can begin meeting.

**Steps:**

- Once the form is completed and given to the building principal, the building principal brings the form to SLT or ELT. Upon club approval, it becomes a club without a stipend. After existing for at least one year, the club becomes eligible for a stipend. The stipend is not guaranteed after a year.

**Positions available through the *Compensation of Extracurricular* section of the PDTA contract:**

- When a vacancy occurs for a paid position within the PDTA contract, preference in hiring shall be given to qualified current unit members over outside candidates.
- An email will be sent by the building principal or principal's designee regarding the vacancy at the building level.
- If more than one person is interested in the position, preference will be given to qualified teachers over SRPs, but both qualified teachers and SRPs will be given preference over outside candidates.
- All things being equal, the building principal or principal's designee will make the final selection decision.
- In person notification of the individual selected by the building principal or principal's designee is always preferred, but final decisions should be placed in writing with a copy going to the building principal.
- All applicants will receive a response from the building principal or principal's designee.
- If no interest is shown, the building principal or principal's designee contacts the Human Resources office and a District-wide email will be sent to Pittsford employees.



- If no interest is shown, the building principal or principal's designee may select a qualified outside candidate. Club vacancy emails come from the building administrator.
- In keeping with our culture, individuals holding these positions should be kept abreast of their performance in a courteous, personal, and professional manner.

**Review process:**

- The review process for Extracurricular clubs will be completed by May 25. The list of Extracurricular clubs and stipends will be posted on the District website no later than June 1.
- An email will be sent to all Pittsford employees when the stipends are posted.
- It is an expectation that club advisors and co-advisors review this list for accuracy and respond to the email by the deadline provided within it.

**Additional responsibilities:**

- Due to required District audits, there will be a bi-annual training requirement for *all club advisors and co-advisors*.

**Process for creating a new club position with stipend:**

- If the Committee believes that an additional stipend should be added to a club, an increase or decrease in stipend, or the creation of a new club with a stipend, the Committee makes the request of the Assistant Superintendent for Human Resources who will make a recommendation to SLT or ELT, as long as the new stipend is not exceeding the budgeted amount of money for Extracurricular clubs.