

**THE TEACHER CENTER of Broome County
Policy Board Meeting
Minutes: Tuesday, September 20, 2005**

PRESENT: Susan Halpern, Kate Griffith, Diana Simpson, Andrea Gresko, Cheryl Naslund, Carol Eaton, Debbie Sluzar, Starr LaTronica, Diane Richards, Evie King, Heather Badger Brown, Sharon Wells, Sheri Abdullah, Diane Sheehan, and Gail Szeliga.

ABSENT: Colleen Cawley, Bob Carpenter, Mike Sabo, Alice McNeely, Betty McAndrew

At 4:15 pm, Kate Griffith called the meeting to order.

The new policy board members were welcomed and veteran policy board members introduced themselves.

NEW POLICY BOARD MEMBERS

- Carol Eaton – Superintendent - Whitney Point CSD
- Debbie Sluzar – High School Librarian – Binghamton CSD
- Susan Halpern – English Teacher – Chenango Valley CSD

Minutes of June 14, 2005 meeting were approved.

COMMITTEE REPORTS

Technology Committee – presented by Evie King:

The Technology Committee – Mike Sabo, Betty McAndrew, Evie King and Diane Sheehan met this summer to read and rate 45 applications for the new Teacher Center Technology Integration Certificate program. Mike sent his ratings via e-mail.

15 applicants were selected by using a rubric.

The teachers represent the following consortium member schools or districts:

Binghamton City Schools, Windsor, Maine Endwell, Vestal,
Susquehanna Valley, Broome County Catholic Schools
Chenango Forks, BOCES

The teachers will have three years to complete the 45 hour requirement to earn the certificate and an incentive award. They must complete all requirements by August 2008.

Study Group Committee – presented by Sheri Abdullah

The Summer Study Group Committee – Diana, Colleen, Sheri and Sharon met this summer and revised the study group application form. The form is now designed to inform teachers that a study group **MUST** Study a topic and is not funded to work on curriculum or design lesson plans or learning centers.

Study groups should research and review the literature, visit model programs, and meet to discuss the potential of the practices or programs for their school or classrooms.

Six groups were funded and completed their work this summer.

Total spent: \$11, 846 – difference of \$420 from financial report because one person is still not paid. His form was not returned on time.

Total # of teachers involved: 22

Windsor – 6 teachers, Vestal – 6 teachers, Harpursville – 6 teachers
Binghamton – 12 teachers – two groups, BOCES – 2 teachers

Topics: Teenage Motivation, Educating Families, Studying Multiple Disabilities, DBQ's at Roberson. Essentials of Reading, Reading Comprehension

Reports and the new application can be downloaded from our website:
<http://teachercenter.info> – click on Grants.

Summer Conference Grant Committee

The Summer Conference Grant Committee – Sharon Wells and Kate Griffith approved 13 summer conference grants totaling \$2789.00. We are still waiting for reports and receipts from several people so amount is different than the financial report will indicate.

Conference grants are awarded to teachers to offer them the opportunity to attend a professional conference/training seminar in their field. Awards up to \$400.00 are possible. This grant must be

matched dollar per dollar by the individual applicant or their school district

Only registration, hotel and meals are matched for this grant. No travel, substitute costs, taxes, membership dues or tips are matched.

The teachers represent the following consortium member schools or districts:

Binghamton City Schools, Maine Endwell, Hillel Academy, and Vestal Chenango Valley, Broome County Catholic Schools

DIRECTOR'S REPORT (includes financial report)

Members were asked to make their meal selection for the Policy Board training seminar that will take place at the Binghamton Country Club on October 11, 2005.

Our 10th biannual all day substitute teacher training workshop sponsored will be held on October 19. We started these back in the fall of 2000.

Workshop catalogs and the fall newsletter have been sent to all consortium schools this week. Free coupons are included in the newsletter and on the workshop list, please point that out to your teachers.

Once again we are sponsoring the STETS conference (Southern Tier Educational Technology Showcase) Conference with WSKG and other partners. Date is October 22. Please pass the word and give a registration form to a new teacher or student teacher.

The NYSTC Newsletter that is produced by the state PR committee was distributed. Board members were asked to read newsletter and forward a copy to someone in their district that would benefit from the knowledge. It was mentioned that Gail Szeliga wrote the lead article on study groups.

Contents of blue policy board manual were reviewed.

Mileage forms are included in the notebooks – new rate .485 per mile. September 1, 2005 – Dec. 31, 2005.

Policy members are asked to make contact either personally or via e-mail with their school based team. A reception for teams can be held at the Teacher Center's expense on request. Only district policy board reps. have a school based team.

Policy Board members were asked to review their directory information. If any information needs to be corrected, please contact the Teacher Center office – 762-6422.

The Summer Workshop report was distributed. We held 25 unique workshops and had 200 unique registrants this summer. Many people took more than one workshop so attendance totaled 365 people at 27 workshops. Two were repeated.

Gail Szeliga presented the financial report for local funds and the state grant. The budget figures for 2005 -2006 were reviewed.

CORRESPONDENCE

Letter from State Education Dept. Teacher Center director, Mike Moon explaining Roles and Responsibilities and Accountability of Policy Board members was read and reviewed.

OLD BUSINESS

Report on summer institute: Diana Simpson gave a verbal report on the Summer Institute. Colleen Cawley and Kathy Harasta were also sent to the Summer Institute this year as representatives of the Teacher Center.

Diana, Colleen and Kathy submitted written reports that are now requested from the representatives that our Teacher Center sends to conferences and meetings.

All state conference and meeting attendees are asked to report back with information that will help themselves and other policy board members function more effectively and also help the Teacher Center to improve its program and services.

NEW BUSINESS

Members were reminded to return their director evaluations to Mike Sabo. Personnel Committee is conducting a TC Director evaluation via

e-mail.

The following Policy Board members signed up for a committee:

- Conference Matching Grants – Debbie Sluzar, Sue Halpern, and Cheryl Naslund. This will be done by e-mail.
- Peer Visitation Grant – Kate Griffith and Andrea Gresko – this will be done via e-mail.
- Program Co-sponsorship Grant– Carol Eaton and Starr LaTronica – this will be done via e-mail.
- Study Group Grant – Sharon Wells, Colleen Cawley, Diana Simpson, Sheri Abdullah - this will be done via a three hour selection meeting in November.
- Technology Certificate – Mike Sabo, Diane Sheehan, Evie King – will communicate and meet as needed.

Susan Halpern and Diana Simpson have been elected as co-chairs for 2005 -2006.

Reminder: October 11 Policy Board Training Dinner will be held at the Binghamton Country Club. Call 762-6422 if you need directions.

Next meeting – Binghamton Country Club on October 11, 2005 at 5:30pm