



**THE TEACHER CENTER OF BROOME COUNTY
POLICY BOARD MEETING
MINUTES: TUESDAY, JUNE 14, 2005**

PRESENT: Evie King, Diane Richards, Kate Griffith, Tina Conklin, Diane Sheehan, Starr LaTronica, Heather Badger Brown, Gail Szeliga, Colleen Cawley, Betty McAndrew, Sharon Wells, Sheri Abdullah, Cheryl Naslund, Carmen Ciullo, Michelle Sexton

ABSENT: Alice McNeely, Bob Carpenter, Mike Sabo, Andrea Gresko

At 4:15 pm, Diana Simpson called the meeting to order and welcomed everyone. THANK YOUs were extended to:

Tina Conklin and Carmen Ciullo for the time and energy they have devoted to the Teacher Center Policy Board during the last three years.

Starr LaTronica, Mike Sabo, Colleen Cawley, Sharon Wells and Sheri Abdullah for signing on for another three year term.

Michelle Sexton, who is leaving for a maternity leave and will be replaced by another Binghamton teacher.

Carmen is being replaced by Carol Eaton, superintendent from Whitney Point and Tina is being replaced by Sue Halpern from CV High. New terms will begin with the August meeting.

FINANCIAL REPORT

- Final financial report was presented by Gail Szeliga for both State and Local funds.
- FS10A – The following amendment was approved by the policy board - approval to transfer \$9,000 from code 45 (SUPPLIES) to code 80 (EMPLOYEE BENEFITS) in order to cover increased cost of benefits, also approval transfer \$3440 from code 20 to code 15 to cover increased cost of salaries to teacher presenters and study group participants.
- Final approval of budget for 2005-2006 was given by unanimous vote of the policy board. It is listed below.

SUBTOTAL	CODE	PROJECT COSTS
Professional Salaries	15	95,900
Support Staff Salaries	16	39,553

Purchased Services	40	50,159
Supplies and Materials	45	16,728
Travel Expenses	46	15,225
Employee Benefits	80	38,795
Indirect Cost	90	5,640
BOCES Services	49	
Minor Remodeling	30	
Equipment	20	
Total	Grand	\$262,000

DIRECTOR'S REPORT

- Announcement: The Teacher Center Summer Institute will be held from August 2 – August 4 at the Villa Roma in Callicoon, NY. Any PB members interested in attending should let the Teacher Center know within 7 days.
- Our summer program will run from July 11 – August 24. 27 workshops have been scheduled.
- End of year reports were presented related to: Workshops, Programs, and Grants
- The Teacher Center of Broome County Continuation Grant request will be submitted to the state on June 15, 2005.
- A formal needs assessment was not done this spring – it was suggested that one be done in early fall.
- Six Traits of Writing training for grades 1-6 will be held August 23 and 24 at the Broome County Library. If any PB member is interested in attending, please let the Teacher Center know by June 20. We had this training for middle school last fall and it was very well received.

NEW BUSINESS

- It was decided that we will continue scheduling meetings on the second Tuesday of each month except for July and September.
- A **committee of PB Members** consisting of Sheri, Diana, Colleen and Sharon will meet at the end of July to review the new study group application. It will be posted on the website in August. The old application needs to be modified so that there

is a better understanding by teachers of exactly what is meant by a study group.

- Summer Study Group Selection - Report – Heather Badger Brown – attached. A discussion was held related to payment of support/consultant services for study groups. The policy that states that “requests MUST be made at the time of application not at a later date” was reaffirmed.
- Policy Board mileage forms need to be turned in to the Teacher Center by Monday, June 20, 2005. They can be faxed to 762-6424.

OLD BUSINESS

- Diane Sheehan presented a report on the Instructional Technology committee meeting held on May 25, 2005. It is attached. Policy Board reviewed proposed guidelines for the PROGRAM IN INSTRUCTIONAL TECHNOLOGY INTEGRATION” PILOT PROJECT which are also attached.

Next meeting – Columbus School on August 9, 2005 for lunch at 12:30 pm. The meeting will begin at 1 pm.

COMMITTEE REPORTS:

Study Group Selection Committee Report

Michelle Sexton – Cheryl Naslund – Heather Badger Brown

- Meet on May 23, 2005
- 45 applications were read.
- 6 groups consisting of 32 people were accepted for funding. 4 of the groups received 20 hours each – one received 12 and one received 18.
- All groups had 6 people except one group which had 2 people. Six districts were represented: Harpursville, Windsor, Maine Endwell, Binghamton, Vestal and BOCES.
- Total money encumbered = \$12,620
- Several applicants were requesting to do curriculum work that the committee felt should be funded by the district i.e. revising a spelling program.
- Most applications did not exhibit strong evidence that teacher learning based on research would take place.

It was recommended that the application be revised this summer. A clearer explanation of expectations needs to be given.

**Technology Integration Program Committee Report
Evie King – Diane Sheehan – Mike Sabo (via e-mail) – Betty McAndrew (via e-mail)**

- Met on May 25, 2005
- Policy was read and revised.
- All Policy Board members were given a copy to review at this meeting.
- Questions?
- Gail said she would design a brochure – it is attached to the policy.
- Information session will be held on June 22.
- 28 people are interested.
- Committee will meet before June 22 to design the application and required workshops.
- Required workshops have been tentatively selected.
- Committee will select participants.

“PROGRAM IN INSTRUCTIONAL TECHNOLOGY INTEGRATION”

**PILOT PROJECT POLICY STATEMENT
2005 – 2008**

Teachers who wish to be part of the pilot project will need to apply before October (July) 1, 2005. Selections will be made by October (July) 10, 2005. **I think we can bump the date up if the application is ready – what do you think?**

Participants will only be able to complete the **introductory Sequence** during the first year – all required introductory sequence courses will be offered between July 1, 2005 and June 20, 2006. All of the courses for the **Advanced Sequence** will not be offered until year two, which will begin July 1, 2006. Some required advanced sequence courses may be offered during 2005 -2006 in addition to some electives.

10 – 15 full time teachers who work in a consortium school or district will be selected through an application process using a rubric drawn up by the selection committee.

Only NYS Teacher Center classes taken after July 1, 2005 are eligible towards meeting the requirements of the program.

No double dipping will be allowed – if another Teacher Center credits hours towards salary increase or pays a stipend for hours earned through the course – these hours cannot be used for credit towards this program.

Participants must complete all requirements for the program no later than June 20, 2008. Those who complete all the requirements, participants will receive an incentive of a laptop computer with a wireless card or \$500.

No incentive will be given if the entire program is not completed by June 30, 2008.

The laptop computer that will be awarded is a basic model with a wireless card. Participants may choose to upgrade by paying the additional cost.

All courses must be taken through a NYS Teacher Center or through the NYS Teacher Center online academy. Courses taken through other Teacher Centers must be approved by the Policy Board Tech committee prior to the participant receiving credit for the hours earned.

100% of the class hours must be attended and all required projects completed and handed in on time in order to receive credit for the course.

A NYS teacher center online course can be used as one elective course. Only 5 hours of credit can be earned for the course. The \$85 fee must be paid by participant and will be reimbursed in full upon receipt of the certificate of completion.

Pilot project participants will receive vouchers equal to total amount of hours needed. These vouchers can be used in lieu of the registration fee for the course. If participant does not attend the class they will not get another voucher. They will have to pay the registration fee for the course they attend.

Electives can be taken at any time as long as participants meet the requirements of the elective.

TC instructors can gain hourly credit towards the program if they are the teacher of the class.

DISCLAIMER:

If the Teacher Center of Broome County is not funded by the state education dept. for the years 2006 - 2007 or 2007 - 2008, the pilot project will be discontinued. Participants who have completed the requirements for the program will receive the laptop as promised. Those participants who have completed 20 hours of course work will receive \$100.

The PB Technology committee reserves the right to adjust this policy, if necessary during the period of the pilot project. The program's original intent and incentive award will not change or the required amount of hours.

