

THE TEACHER CENTER of Broome County
Policy Board Meeting
Minutes: Tuesday, November 9, 2004

PRESENT: Diane Richards, Michelle Sexton, Kate Griffith, Diane Sheehan, Colleen Cawley, Betty McAndrew, Mike Sabo, Sheri Abdullah, Cheryl Naslund, Alice McNeely and Gail Szeliga.

ABSENT: Carmen Ciullo, Evie King, Diana Simpson Tina Conklin, Bob Carpenter, Starr LaTronica, Heather Badger Brown, Sharon Wells, Andrea Gresko

At 4:10 pm, Kate Griffith called the meeting to order.

Minutes of October 12, 2004 meeting were approved.

FINANCIAL REPORT:

Gail Szeliga presented the financial report for local funds and the state grant.

DIRECTOR'S REPORT:

- Write Traits Training workshop was held for two days in October. 47 people attended and the registration fees covered the cost of the program.
- Our annual fall substitute teacher training workshop was held on October 13, 2004. This was the first time we did not hold this training on a superintendent's conference day at the request of parents who did not want to find a sitter. Attendance was about 25% less than previous trainings. Very good evaluations were received related to the program.
- 53 people attended the second annual STETS Conference. We are one of the co-sponsors of this conference (Southern Tier Educational Technology Showcase). Good evaluations were received from all attendees. The planning committee is looking for ideas on how to increase attendance at this event for next October.
- Workshop proposals were submitted to policy board for their consideration. Decision will have to be made at the December meeting related to offerings for Winter/Spring.
- Policy Board members were reminded that they should hand in their mileage forms at the December meeting. PB meetings and any other meetings related to policy board activities can be listed on the mileage form.
- Master Teacher – policy board members were asked if they are receiving their Master Teacher subscriptions. Master Teacher binders were distributed to those policy board members in attendance.
- **Reminder:** Study Group selection committee is meeting on November 18 at 4pm to select recipients for Winter/Spring 2005.

OLD BUSINESS:

- Mike Sabo presented the Director evaluation report and the fall financial audit report.

- Michelle Sexton was thanked for organizing the 20th anniversary celebration at the Phelps Mansion. Mike Sabo thanked the policy board for the gift that was presented to him at the Phelps Mansion celebration for twenty year's of service.
- Policy Board made the decision to offer teachers the opportunity to form collegial circles with a paid facilitator under the guidelines listed below. Notification must be received by December 13 by those who wish to be facilitators so that the PB can formulate a budget.

Collegial Circles

Justification: response from our recent needs assessment indicate that teachers rank the sharing of ideas, teaching strategies and techniques as their highest priority for professional development. Should we offer teachers the opportunity to meet together informally by forming a collegial circles with a paid facilitator?

Guidelines:

- In order to have a paid facilitator, a collegial circle must consist of at least 4 people and interact for a minimum six hours.
- A facilitator will be responsible for maintaining focus, record keeping and notifying group members of meeting dates, etc. The role of the facilitator may be rotated.
- A log of all sessions will be kept by the facilitator, including dates and times of meetings, attendance, and brief summaries of topics discussed, ideas shared, actions taken and decisions made.
- The facilitator will be paid \$25 per hour for up to eight hours.
- Resources such as books, videos, clerical support and speakers may be funded by the Teacher Center for a maximum of \$ 150 per group.
- All resource material purchased by the Teacher Center will become part of the Center library.

Each participant will submit an evaluation reflecting on the process and its impact on student learning. These evaluations will be collected by the facilitator and forwarded to the Teacher Center along with attendance records and notes taken at each session by April 30, 2004.

COMMITTEE REPORTS:

Program Sponsorship Grants – two awards as of this date

Mini-Curriculum Grants – three awards as of this date

Peer Visit Grant – one award as of this date

Conference Grants – 30 awards as of this date

NEW BUSINESS:

Motion was made by Sherri Abdullah that the Teacher Center allow one instructor $\frac{1}{4}$ to $\frac{1}{2}$ day district sub. reimbursement for set up time if they are presenting a workshop at a distance from their home school and need the set up time. Motion carried.

Michelle Sexton made motion that the registration fee stays the same for an off-site class as they are for an on-site workshop. Teachers can use one of the free workshop coupons if they wish. Three free \$5.00 workshop coupons are published in our newsletter each year. Motion carried.

Harpersville CSD mentor committee requested money for another mentor workshop for the Fall. The TC has already paid \$1200 for two other mentor programs for Harpersville since August 2004. Motion was made to deny request by Mike Sabo. Motion carried.

Meeting adjourned at 5:30 pm. The next Policy Board meeting is scheduled for December 14, 2004 at Lampey's Restaurant in Endicott. Time: 4:30 pm.

Submitted by: Elizabeth McAndrew