

**THE TEACHER CENTER of Broome County**  
**Policy Board Meeting**  
**Minutes: Tuesday, December 14, 2004**

**PRESENT:** Diane Richards, Michelle Sexton, Kate Griffith, Diane Sheehan, Colleen Cawley, Evie King, Diana Simpson, Betty McAndrew, Bob Carpenter, Mike Sabo, Heather Badger Brown, Sharon Wells, Andrea Gresko, Sheri Abdullah, Cheryl Naslund, Alice McNeely, and Gail Szeliga.

**ABSENT:** Carmen Ciullo, Tina Conklin, and Starr LaTronica

At 4:45 pm, Diana Simpson called the meeting to order. Minutes of November 9, 2004 meeting were adjusted under the heading "Collegial Circles: Guidelines" to read: - by April 30, 2005.

**FINANCIAL REPORT:**

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

**DIRECTOR'S REPORT:**

Policy Board members were given recently submitted workshop proposals and asked to review them so that a decision can be made at the next meeting.

A workshop matrix for Winter/Spring 2005 was presented and it is very obvious that we are in need of math and science presenters. We seem to be overwhelmed with ELA proposals.

An invitation was received from NYSUT inviting Teacher Center representatives to their holiday open house on Dec. 21, 2004 at NYSUT headquarters in Vestal.

Policy board members should receive their Teacher Center grant letter early in January.

**OLD BUSINESS:**

Three applications were received for forming collegial circles. Policy Board approved all three for 2004-2005.

- ESL Teachers – Collegial Circle – Jill Bender – BOCES
- ELA and Literacy – Linda Guernsey – former BOCES
- Using Boardmaker – symbol software – Stacy Chandler - ME

**Collegial Circles Guidelines are listed below.**

**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, 2005.

### **Study Group Selection Committee**

- Eleven applications were received and reviewed.
- Four new groups were funded for a total amount of \$4062 -Binghamton, Harpursville, Maine Endwell (2).

### **NEW BUSINESS**

- **Mileage to Instructors**

Policy Board approved mileage allowance at the IRS rate to be granted to all instructors who drive their own vehicle. Mileage will be calculated from point of origin to Teacher Center and return starting in January. This would apply to workshops held at the TC or off site.

- **Curriculum Mini-Grants**

Seven curriculum mini-grant applications have been received for this cycle.

The next Policy Board meeting is scheduled for January 11, 2005 at Columbus School.  
Time: 4:00 pm.

Submitted by: Kate Griffith