

THE TEACHER CENTER of Broome County
Policy Board Meeting
Minutes: Tuesday, May 9, 2006

PRESENT: Susan Halpern, Cheryl Naslund, Debbie Sluzar, Diane Richards, Sharon Wells, Diane Sheehan, Mike Sabo, Erin Hitchcock, Kate Griffith and Gail Szeliga.

ABSENT: Heather Badger Brown, Carol Eaton, Starr LaTronica, Alice McNeely, Diana Simpson, Evie King, Sheri Abdullah, Colleen Cawley, Bob Carpenter

At 4:00 pm, Susan Halpern called the meeting to order.

Minutes of April 11, 2006 meeting were approved.

DIRECTOR'S REPORT (includes financial report)

Federal and local **financial report** was presented.

Write Traits Training – May 10 and May 11 – Broome County Public Library in cooperation with BOCES and Binghamton CSD - 47 teachers have signed up to attend.

SMART Board Purchase – PB was asked approve purchase of Smart Board and accessories that are being offered at a reduced rate through the NYSTC Technology committee. Approved.

Heart Walk – April 22, 2006 – 10 walkers – we raised almost \$400. Thank you to walkers - Colleen, Diane Richards, Margaret Dein and daughter and Cheryl Naslund and daughter, Dale Birtch and Gail, Matt and Matthew Szeliga.

Summer Study Groups – May 15 application deadline – the committee must meet before June 12 to grant awards.

STETS (Southern Tier Educational Technology Showcase) RFP due by May 19. This is the technology conference that we co-sponsor with the STTCN and WSKG each year. Policy Board members were asked to deliver a master teacher application form to one of their district's teachers.

Mileage forms – please turn in at June 2006 meeting – rate has been reduced to .445

Teacher Center Summer Institute: Information was distributed related to the Teacher Center Summer Institute – NYC – August 8-10, 2006. Any Policy Board members who would like to attend should get in touch with Gail by May 26.

CO-SPONSORSHIPS PENDING

Binghamton and BOCES – Six Traits Writing for Grades 4-5 and Special Education Teachers on July 11-12-13 at Columbus school in Binghamton. Fee: \$50/teacher.

Binghamton and BOCES – Six Traits Writing for High School Teachers on July 18 and 19 at Columbus School in Binghamton. Fee: \$150/teacher.

Windsor Schools, BOCES – Professional Learning Communities – October 4-5, 2006 at Windsor High School. Fee: \$175

BOCES and the Southern Tier Teacher Center Network – Roadblocks to Learning Conference on October 19 in Ithaca, NY. Fee: \$75/teacher

NEW BUSINESS

Proposed budget for 2006 – 2007 was presented to the Policy Board. Board accepted the budget as presented. An amendment will be created if additional monies are awarded. **Proposed budget for 2006 – 2007 is attached.**

Mileage Policy: Teacher Center mileage policy for presenters and policy board members was reviewed. No changes.

“Seed” Money Grant Proposal for subject area networks was reviewed and discussed. Grant was approved for the ESL teachers and the foreign language teachers. **“Seed Money” grant proposal is attached.**

Connecting Algebra 1 and Geometry Grant – it was decided that two grants would be given for ½ of the registration fee for this nine day Texas Instrument calculator training to two teachers that apply. If more than two teachers apply selection guidelines will be set by the conference grant committee.

Teacher Center State Conference Funding – it was decided that no more than six members of the board (1/3) would attend state conferences each year based on the guidelines already set for selection in the current policy.

OLD BUSINESS

Self Study Wrap Up – summary sheets from the recent self study were shared with all present. It was recommended that we build on our findings next year as a self study project. Sheets are attached.

Next Meeting – June 13, 2006 at 4pm at Columbus School.

Proposed Budget for 2006 - 2007

SUBTOTAL	CODE	PROJECT COSTS
Professional Salaries – includes director’s salary, teacher presenters and study group stipends	15	89, 000
Support Staff Salaries – includes salary for 11/2 program assistants	16	38, 600
Purchased Services – includes rent, copier rental, substitute reimbursement to districts, non-teacher presenters	40	43, 960
Supplies and Materials – includes all supplies and equipment under \$5000 – 5 new laptops and a color poster printer, Ellison die cuts, workshop books etc.	45	30, 000
Travel Expenses – includes all mileage reimbursements, conference grants, TC conferences and cost of director attending one state (NYSCATE) and one national (NECC) conference.	46	16, 000
Employee Benefits – as required	80	38,800
Indirect Cost – cost to our LEA – BT BOCES	90	5640
BOCES Services	49	0
Minor Remodeling	30	0
Equipment	20	0
Grand Total		262, 000



**The TEACHER CENTER of Broome County
Teacher Network Grant Award
2006 - 2007**

May 2, 2006

We are offering your group a Teacher Center Network Grant award of \$250. The purpose of this grant is to provide start up funds to form network of ESL teachers who will meet regularly in order to facilitate teacher learning and build partnerships among educators.

TERMS OF THIS GRANT:

Please place a check mark in front of each statement if you agree with it.

- The Teacher Center will provide the network with a **maximum of \$50 per meeting** to be used towards a facilitator's stipend and/or meeting materials/refreshments.
- Facilitators cannot be paid more than \$25 per hour.
- Expenses are reimbursable upon submission of a receipt and a signed claim form. No tax can be reimbursed.
- Networks can request funds for one meeting in June and four additional meetings during the 2006 – 2007 school year.
- This grant cannot be renewed. Networks will have to be self supporting after the 2006 – 2007 school year.
- At least 4 teachers in addition to the facilitator or facilitators must attend a network meeting in order to receive continued funding.
- Networks can request to use the Teacher Center classroom for their meetings, but it is not required.
- Networks can meet at the time and place of their choice.
- The Teacher Center will help with meeting registration and publicity.

If you agree with the terms listed above and would like to accept this grant award, please sign one copy of this letter.

The signed letter must be returned no later than May 20, 2006 to the Teacher Center in order to have the grant officially accepted. Return it to:

TEACHER CENTER of Broome County
Columbus School
164 Hawley Street
Binghamton, NY 13901

I agree to the terms of this grant and accept the award.

Signature: _____

“Survey Says....”

Place your topic here:

Would you like to visit and observe another teacher for the day?

WHO WOULD YOU LIKE TO VISIT?

Summary of top 5-7 solutions

Conduct survey of all teachers, listing desired visitations from survey and requesting input from teachers who would host visits on these or any other topics

Create online DB of teachers/districts/etc that welcome visitors, including contact information, dates and times available, etc.

Conduct roundtable workshops where the panel is a group of the type of teachers there might be a large number of teachers wanting to visit. i.e. subject specialty Master teachers, Title 1 teachers, etc.

See attached summary list of visitations requested

Topics mentioned in Peer Visit question (frequency)

Alternative schools
Career service classes at BOCES

Computer learning labs/centers
First grade (round table)

Second grade
Fourth grade
Fifth grade
Library (6)
Math (2)
Music (3)
KIDS 2
Character education
Community service
College research (5)
Art (3)
Family & Consumer Sciences/Life Skills
(2)
4 Block Model (elementary)
Local business
Counseling (2)
Health (2)
AIS (2)

Middle year IB
Shadowing nature authors
STIC
Spanish (Middle School)
Fresh ideas/classroom flow (4)
Technology (SMART Boards, student
career) (2)
Special education (8)
Gifted & Talented
Physical Education (2)
Reading (guided, content, connected with
ELA) (8)
Speech
AP courses (esp. history) (3)
Science
Day Treatment programs
Middle School (general)

“Survey Says....”

Place your topic here:

What is the best professional development activity that you participated in during your career?

1. Workshops specific to content area topics

2. Ready to use lessons/ materials/ ideas

3. Integrating technology into classroom

4. Literacy

5. Teacher effectiveness training

6. Strategies to work with at risk students

7. Mentoring/ teambuilding

Summary of top 5-7 solutions

Possible Solutions

Prioritize Solutions

Formal request for proposals to teach workshops.

(RFP) Note from Gail – we already have this – link off our web page – <http://teachercenter.info>

Continue to fund local and state conference participation.

Increase budget allocations if possible.

Continue to provide quality workshops addressing the themes listed above

“Survey Says....”

Place your topic here:

What do you want to improve instruction and help your professional development?

Summary of top 5-7 solutions

Special ed-integration of teacher and spec ed teacher...collaboration between teachers
Literacy—all kinds and levels..class, course, reading, writing, in content areas
Classroom management/behavior management—controlling, motivating, and gangs
Borrowing kits, sets, etc, more variety and stuff to borrow....
Grant writing
Technology—more, more, more, for science, reading, etc.
Issues of accessibility to Teacher Center of Broome County—no money, too far away, wrong times, not offered enough times, not right courses being offered, districts not being flexible,

Possible Solutions

Prioritize Solutions

Tech—have multiple dates for single course to be offered, then people aren't locked out for another semester. Exactly same thing offered for 4 months running, and people can retake if wish to make sure they get it

Spec ed—team teach presenters and then people come with the person they are needing to collaborate with...

Workshops on the differentiated instruction needed to reach all students.

Issues of accessibility—have several PB members put on the agenda for the superintendents to chat with them at their bimonthly meetings

“Survey Says....”

Place your topic here:

What other workshop topics do you want?

Summary of top 5-7 solutions

Interview strategies
On-line training
Team elementary, middle and high school teachers for peer development – skills showcase
(Elementary)Reading Specialist teach high school teachers strategies in decoding, comprehension etc.
Testing taking strategies (special ed. Teacher offer suggestions for adapting tests) round table
Tech. Showcase – small groups
Specifics on inclusion/collaborative teaching

Possible Solutions

Prioritize Solutions

Round Table Discussions Informal (coffee shop, bar etc.)
Topic per week (Stipend At First?)

Chat Room By Categories
Link at Teacher Center Web Site

Teacher Center Conference Day
Sign up for different workshops