

**THE TEACHER CENTER of Broome County
Policy Board Meeting
Minutes: Tuesday, November 8, 2005**

PRESENT: Susan Halpern, Kate Griffith, Diana Simpson, Cheryl Naslund, Carol Eaton, Debbie Sluzar, Diane Richards, Evie King, Sharon Wells, Diane Sheehan, Colleen Cawley, Bob Carpenter, Mike Sabo, Erin Hitchcock and Gail Szeliga.

ABSENT: Heather Badger Brown, Sheri Abdullah, Alice McNeely, Andrea Gresko, Starr LaTronica

At 4:00 pm, Susan Halpern called the meeting to order and welcomed Erin Hitchcock, our new representative from Maine Endwell.

Minutes of September 20, 2005 meeting were approved.

COMMITTEE REPORTS

Conference Grant Committee – report by Debbie Sluzar.

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.

Budget:	\$6800 for 2005-2006
Committed as of this date:	\$4795
Disbursed:	\$2125
Remaining:	\$2005

DIRECTOR'S REPORT (includes financial report)

The 20 year Celebration PowerPoint presentation was shown to all PB members – it has been adjusted so it can be used as an introduction to Teacher Center services and resources. Copies are available to all PB members on request.

Our 11th biannual all day substitute teacher training workshop was October 19. 25 attended and the day went very well.

Our second fall newsletter was sent to all consortium schools the first week of November.

The STETS conference (Southern Tier Educational Technology Showcase) Conference which we co-sponsor with WSKG and other partners was held on October 22. 72 people attended.

Policy Board members were reminded to turn in their mileage forms at the December meeting – new rate .485 per mile. September 1, 2005 – Dec. 31, 2005.

Each school that ordered the Master Teacher was asked to notify the Teacher Center when their subscription starts to arrive.

The NYS Teacher Centers rolled out the Marco Polo NY website on October 17. DVD's were sent to all superintendents and principals in NY State. The Teacher Center has six people who are now designated as certified trainers. They all attended a 10 hour training session in Owego in November.

The Marco Polo DVD was shown to all Policy Board members.

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

CORRESPONDENCE

We received the Declaration of Participation form from the Maine Endwell union leader appointing Erin Hitchcock to the Policy Board.

Information was also received from NYSUT regarding the Committee of 100.

OLD BUSINESS

Mike Sabo discussed the recent Director Evaluation and financial audit with the policy board.

NEW BUSINESS

School year study group applications are due by 3 pm on November 15. The selection committee is asked to set a date for the application

review. Committee; Diana Simpson, Colleen Cawley, Sheri Abdullah and Sharon Wells.

Dale Birtch, part-time program assistant has had her one year anniversary and Gail recommended that she be given the max. raise of 3.75%, which would bring her salary up to \$10.38/hour.

Sharon Wells – moved to accept recommendation, second by Cheryl Naslund. Motion carried.

Kathy Harasta has requested an ergonomic evaluation of her workspace. The BOCES safety specialist is checking to see if there would be a charge. The Policy Board will be informed if there is a charge. If there is no charge, the evaluation will be scheduled.

The PB decided to replace 5 laptops computers this year. The computers are going to be six years old in January and they were purchased refurbished. Several are constantly acting up. A plan was approved to replace 5 in 2005 – 2006, 5 in 2006 – 2007 and 4 in 2007 -2008. Old laptops still in working condition will be used as backups and loaned out to teachers.

The conference grant application was reviewed. The committee asked: how many teachers from the same school should be allowed to receive a matching conference grant to attend the exact same conference?

Bob Carpenter made the following motion:

Motion to add the following statement to the conference grant policy:

"If more than two applicants from the same school anticipate attending the same conference, please explain the reasons for funding the entire group."

Moved to accept by Mike Sabo, second by Cheryl Naslund. Motion carried.

Mike Sabo and Diana Simpson agreed to serve on the planning committee for the Dec. dinner meeting. They will notify everyone of the time and place.

Meeting adjourned at 5:30 pm.

Next meeting – Dinner - Location TBA - on December 13, 2005 at 5:00pm

