

THE TEACHER CENTER of Broome County
Policy Board Meeting
Meeting Minutes: Tuesday, Oct. 13, 2009

PRESENT: Susan Halpern, Sara-Jo Sites, Diana Simpson, Diane Richards, Evie King, Diane Sheehan, Bob Carpenter, Erin Hitchcock, Sheri Abdullah, Sharon Wells, Andrea Gresko, Lisa Strahley, Mary Hibbard, Dawn Shannon and Program Director, Gail Szeliga.

EXCUSED: Mike Sabo, Starr LaTronica, Debbie Sluzar, Heather Badger Brown, Colleen Cawley

Co chair, Diana Simpson called the meeting to order at 4:06 pm.

Minutes of June 9, 2009 meeting were approved. Motion to Approve: SharonWells, Second: Evie King. Passed.

WELCOME: Dawn Shannon, our new LEA representative

DIRECTOR'S REPORT (includes financial report and other information items)

- A financial report was given for the local and state grant account.
- During the summer 20 workshops were presented by local teachers and 7 workshops were presented by outside consultants including Math, GPS, Science Resources, RTI, Differentiate Instruction and Physical Activities for the Classroom teachers. Gail Szeliga presented two Smart Board workshops and one workshop on Podcasting with the PC. 199 unique teachers and school staff attended the summer sessions. Nine study groups involving 41 teachers were funded during the summer of 09.
- The fall workshop catalog was distributed in late September via e-mail. Our online registration system through Formsite is up and running.
- The VTS (Visual Thinking Strategies) Pilot Project kicked off on Aug. 19, 2009. 17 teachers from six consortium districts are participating – Deposit, Vestal, Harpursville, Maine Endwell, Susquehanna Valley and Binghamton.
- A substitute teacher information session was scheduled in Sept. Basic information was given to six prospective substitute teachers.
- Windsor Central School District has requested that we arrange their mentor teacher training. This is the fifth year that we have provided this service.
- The results of an Educational Technology survey that was conducted by e-mail in September 2009 will be posted on the Teacher Center web page. Over 200 responses were received. Results were shared with a BU graduate class of future teachers who were interested in how technology is being used in our schools.

- The Teacher Center is now funded under ARRA. The regulations do not allow any program money to be collected and we cannot award grants. We can continue to support teachers as we have always done in the past BUT the programs have to be titled differently. The LEA will be reporting to the state quarterly on jobs saved, jobs created, expenditures and vendors. No advocacy is allowed.
- NYS Teacher Center Fall Focus will be held November 13-15, 2009 at the Desmond Hotel and Conference Center in Albany. This meeting combines the former summer institute and annual meeting. Policy Board members are invited to attend.
- 2009-2010 policy board meeting schedule was set for second Tuesday of the month at 4 pm.

August - no meeting	February 9, 2010
September - no meeting	March 9, 2010
October 13, 2009	April 13, 2010
November 10, 2009	May 11, 2010
December 8, 2009	June 8, 2010
January 12, 2010	July 2010 - no meeting

- Policy Board members were asked to update their contact information.

OLD BUSINESS

The continuing programs and scholarships for 2009-2010 were reviewed (note name changes):

CONFERENCE PASSPORT PROGRAM - Budgeted: \$6800 – (\$400 max. per awarded teacher, every other year. Funding is matched.)

PEER VISITATION PROGRAM - Budgeted: \$2000 – (Cost of one day sub. max. per teacher, districts reimbursed.) – It was noted that the TC should try to create a database of teachers who are experts in specific areas and who would be willing to be observed. This would be beneficial to those who are looking for a teacher to observe.

PROGRAM CO-SPONSORSHIP- Budgeted: \$1000 – (\$500 max. per award, must be a teacher request)

PROFESSIONAL READING INCENTIVE - Budgeted: \$5000 (more if funds are available) (usually offered in March – up to \$40 max. reimbursed per awarded teacher)

LOCAL CONFERENCE SPONSORSHIP – Budgeted: \$2000 up to 50 awarded per year for a max. of \$50 towards registration reimbursement for approved Southern Tier conferences and events

COMMITTEE REPORTS

Revised wording of membership policy was submitted for policy board approval by the membership committee. Diane Richard moved for acceptance of the policy with one adjustment that was made by the policy board. Motion was seconded by Sharon Wells. Motion passed.

MEMBERSHIP POLICY

Consortium membership is open to districts and schools that are listed in SED's Directory of Public and Non-public schools and that are located in Broome County. Exception: School in the Johnson City and Union Endicott districts are members of the JC Teacher Center and the UE Teacher Center and are not eligible for membership in the Teacher Center of Broome County Consortium.

UPK teachers: All UPK teachers are associated with a school district. If their associated district is a member of the Teacher Center of Broome County consortium the UPK teacher is considered a consortium member and is eligible for all the benefits of consortium membership.

Note: There is an option for anyone not eligible for membership. The Teacher Center workroom and workshops are open to all members of the community. Consortium members are registered first for TC workshops and events and if there are spots available one week prior to the date of the event, any community member may register and attend.

NEW BUSINESS

- LEA Update – BT BOCES has restructured and the Teacher Center will now be under Dawn Shannon's supervision. Dawn will be attending policy board meetings as our LEA representative. She will be overseeing business practices and be available for assistance and guidance.
- Susan Halpern and Diana Simpson were elected for another term as policy board co-chairs.
- Executive Committee was appointed and will consist of the 2 Co-Chairpersons plus Mike Sabo (business rep.), Diane Sheehan (Chenango Forks teacher) and Sara Jo sites (Vestal teacher). The Executive Committee will be authorized to make decisions on behalf of the Board at a meeting that is open to the public and is announced on the Center website. (www.teachercenter.info). The Executive Committee shall be limited to approving expenditures up to \$1000 and a quorum shall be 3 teacher members of the Committee.
- A committee was appointed to develop a policy related to offering online courses. Members: Susan Halpern, Diana Simpson, and Diane Sheehan. The task is to decide on the instructor qualifications, instructor stipend, minimum length of an online course (15 hours is the norm), minimum enrollment for an online course and to develop an application for those interested in teaching an online course. Gail Szeliga and

Diane Sheehan are approved instructors for the Teacher Center online academy. They both have completed a 45 hour course on “designing an online course “ and they both conducted a course during the summer of 2009.

- The following Policy Board members have been appointed by their union leader to serve another three year term: Diane Sheehan, Chenango Forks CSD, Diane Richards, Whitney Point CSD, Heather Badger Brown, Harpursville CSD. Diana Simpson has agreed to serve as the non-public representative for another term.
- Motion was made by Mary Hibbard and seconded by Andrea Gresko to offer 12 registration scholarships of \$99 each for Math Solutions conference to be held Nov. 5 in Owego. The conference is being co-sponsored by Southern Tier Teacher Center Network. Number is based on estimate of one per consortium member district plus one for non-publics. If scholarship is not used by member district or non-public, it can be transferred to a requesting teacher from another district. Passed.
- Motion was made by Sharon Wells and seconded by Evelyn King to offer a \$200 scholarship to each VTS (Visual Thinking Strategies) participant class in order to encourage classes to include a museum visit, which is recommended for the last of the 10 lessons. Passed.
- Motion was made by Sharon Wells and seconded by Evelyn King to offer a CURRICULUM INTEGRATION REVOLVING MINI-PROJECT this year. Teachers may request one per year and the budget was set at \$5000. Description - The Curriculum Integration Revolving Mini-Project is designed to provide funding up to \$500 for the implementation of a curriculum related project any time between November 1 and May 15, 2010. The purpose of the Curriculum Mini-Project is to provide the professional with the opportunity to develop innovative integrated projects suitable for the classroom. These projects must be referenced to the NYS Learning Standards, have classroom application and adhere to district procedures/policies. Passed.
- Motion was made by Sharon Wells and seconded by Sara Jo Sites to increase the workroom materials allotments. Teachers will receive 20 feet laminating, 4 posters, 30 buttons and 30 book bindings every three months - FREE. Community members will receive ½ of the teacher allotment for educational purposes - FREE. Passed.
- The policy board discussed Susan Halpern’s request to purchase a videoconferencing kit to loan to schools for app. \$600 -\$700. The kit could be used for EZZ distance learning. It contains a webcam, microphone and a transmitter. Educational Enterprise Zone offers inexpensive opportunities for distance learning. Discussion was tabled for a future meeting. Policy Board members were asked to check with their member districts and teachers to assess interest. Policy Board members were also asked to check out the EZZ web site - <http://www.nyiteez.org/>
- It was decided that the School Year Study group program should not be offered this school year. The TC will continue to offer summer study groups.

- The policy board members were asked to volunteer to serve on a policy board committee. The 2009-2010 committee list is below:

Conference Matching Passport

- Sue Halpern
- Bob Carpenter
- Starr LaTronica

Peer Visitation Program

- Andrea Gresko
- Sharon Wells
- Diane Richards

Program Co-Sponsorship

- Mary Hibbard
- Evelyn King

Study Group Review

- Diane Sheehan
- Diana Simpson
- Sheri Abdullah

Curriculum Integration Revolving Mini-Project

- Sara-Jo Sites
- Erin Hitchcock
- Debbie Sluzar
- Lisa Strahley

Next Business Meeting: November 10, 2009 – 4 pm at the Teacher Center @ WSKG.