

THE TEACHER CENTER of Broome County
Policy Board Meeting
Minutes: Tuesday, November 18, 2003

Present:

Michelle Sexton, Diane Sheehan, Gail Szeliga, Ann Laczak, Cheryl Naslund, Sharon Wells, Sherri Abdullah, Mike Sabo, Susan Korteweg, Diane Richards, Tina Conklin, Starr LaTronica, Heather Badger Brown, Colleen Cawley, Diana Simpson

Absent:

Alice McNeely, Carmen Ciullo, Bob Carpenter, Kate Griffith, Betty McAndrew

Policy Board Co-Chair, Cheryl Naslund called the meeting to order at 4:03 pm.

Minutes of September 16, 2003 meeting were approved.

Financial Report:

Gail Szeliga presented the financial report for both local funds and the state grant. Due to an error by the State Ed. Dept. our grant will be reduced by several thousand dollars. We have not been notified yet of the exact amount.

Director's Report:

- Mileage forms were reviewed. They will be collected at the December meeting.
- Besides our regular schedule of workshops, three special programs were co-sponsored by the Teacher Center this fall.
 - Phelps Mansion Tour and Grant Program - afternoon
 - Substitute Teacher Training - all day
 - STETS (Southern Tier Educational Technology Showcase) Conference - all day
- Gail attended the Teacher Center Annual Meeting - October 16 - Albany and the Assessment Liaison meeting in Albany - Nov. 6-7. Topic: Program Evaluation.

New Business:

"Supporting District Professional Development Initiatives"

- It was decided to offer the **"Supporting District Professional Development Initiatives"** Program Grants again this year. Notification will be sent to the Professional Development Committee of each district and non-public district/school. A formula was devised using BEDS data focusing on the number of teachers in each district. \$15,000 will be the total amount available for these grants. Applications are due by Feb. 28, 2004. Copies of the letter will be sent to the policy board member and the union leader from each district.

Mentoring Program

- A proposal was presented to the Policy Board outlining a Mentoring Program to be offered in January - **"Foundations in Mentoring: Professional Development for Those Who Work With Beginning Teachers"**. This is a two-day training that focuses on the knowledge, skills, and

understanding that are critical for those who work with beginning teachers. Program was approved.

Winter/Spring Program Proposals - Review Session

- Several submitted workshop proposals were discussed by cooperative groups of policy board members. Comments were solicited. Comments will be compiled and decisions on these programs will be made at the next meeting of the policy board.

Old Business

- Contact List - updated by policy board members.
- Staff Development Catalogs - policy board members were reminded that workshops can be requested by teachers and held at the site of their choice.
- The letter was reviewed that was sent to BCSD regarding renewal of the lease.

Committee Reports - Grant Update

- Study Group Grants - Heather Badger Brown gave the report. Four study groups were funded. A total of eleven applications were submitted for the fall review.
- Peer Visitation Grants - Diana Simpson reported that five peer visitation grants have been awarded since September 2003.
- Program Grants Awarded:
 - Harpursville - \$500 - new teacher mentor grant
 - Windsor - \$240 - DBQ staff development at Roberson
 - BCAYC - \$600 - co-sponsor - speaker
 - STETS Conference - \$600

Meeting adjourned at 6 pm.

Next Meeting: Dinner Meeting - Dec. 16, 2003 at Russell Steak and Seafood House in Endicott. **Time:** 4:30pm