

The Western New York Teacher Center Policy Board Minutes - October 2, 2015

Erie 1 BOCES Education Campus – Room A-4, 8:30 am

Present: Peter Bellanti, Dana Besch, Paul Cary, Jen Cordon, Elizabeth Dunne, Lynn Fisher, Leeann Haj, Greg Heer, Cheryl Keller, Nancy Lalley, Melissa Metz, Kristin Overholt, Judi Roberson, Annette Szeffler, Peggy Westerling

Absent: John Arcese, Susan Frey, Barb Mocarski, Nicole Roberson, Meri Tomasulo-Pello

Lynn Fisher called the meeting to order at 8:45 a.m.

New Policy Board Introduction:

Peter reported Lisa Graves has stepped down from the Chair position because she took an assignment back in the classroom. Vice-Chair Lynn Fisher has agreed to fill in as Chair for 2015-16. Peter introduced new members, Leeann Haj, Erie 1 BOCES, is new union rep replacing Joe Borgisi, Melissa Metz is replacing Lisa Graves, Annette Szeffler is new Depew rep. Our Non-public school rep from Nativity School no longer works at Nativity School. Peter spoke with Nativity principal, Carolyn Kraus, about a possible replacement. Business rep position is still open as well. This business rep must be located within our teacher center districts. Elizabeth Dunne will contact Apple regarding possible person to serve on policy board. Nicole Roberson, our parent rep, cannot leave her new position without taking personal time so she may be unable to serve. Introductions were made around the table.

Approval of June 3, 2015 Minutes:

Dana Besch questioned section of minutes under new business, third bullet – change to webinars. Peter explained the change to webinars is that there will be a one hour reflective piece after the hour webinar. A motion was made by Paul Cary to accept the June 3 minutes, seconded by Dana Besch, motion carried.

Budget Report:

Peter Bellanti reported on Teacher Center budgets. F952 budget has a carryover from previous year of \$68,815.72. An additional \$4,013 has been collected in 2015-16 year but not reflected in budget sheets shared today. The grant budget (862) had delays in processing from New York State (mandatory server change). The approved budget is listed but first payments were just sent out this week.

Director's Report:

- Far West & State News

Far West meeting was held September 30, Peter received Google doc training. The New York State Teacher Centers meeting is October 29. The Far West directors will attend virtually via connection at Erie 1 BOCES Education Campus. Focus of meeting will be on course evaluations due to the big push to make sure we are collecting proper data. Far West is still working on partnerships with ELL & ESL training. Working on adding more tech courses in the spring.

Old Business

- 2015-16 Summer Course Update

Data sheet was shared (goldenrod). Summer session offered 42 courses – 12 courses ran with one rescheduled. Attendance was 69 of the 78 registrations. Twenty-three offerings were online courses with seven of them running. The social studies classes did not run. The iPad beginner course was rescheduled for today. Currently around 50% for fall courses. Dawn Graham's end of year report suggested quality over quantity courses. Peter suggested narrowing down our offerings. Paul Cary questioned if the no shows are being charged, Peter said yes, whether they pay or not is the question/problem. If they are delinquent, they are barred from taking more courses until they pay what they owe. Delinquent teachers' names are also shared with the Far West Network.

- 2015-16 Meeting Date Confirmation

Next Policy Board Meeting will be on Tuesday, December 8 at 12:30 p.m. held at Clarence High School, Conference Room C. Greg Heer from Lancaster Schools confirmed February 3, 2016 for Teacher Center Meeting at old Central Avenue School. May meeting will be held at Depew schools, still waiting for date confirmation.

New Business

- 2015-16 Policy Board Chair and Vice-Chair Approval

Lynn Fisher asked for a motion to accept Lisa Graves resignation from Chair position and appoint Lynn Fisher as Chair for Policy Board. Cheryl Keller made the motion, seconded by Dana Besch, all approved. Elizabeth Dunne made a motion to nominate Paul Cary as Vice Chair, seconded by Dana Besch, all approved.

- By-Law Amendment for Number of Meetings Per Year

Policy Board By-law 3: Meetings (May 23, 2011 last update) 3.1 "A minimum of four regular meetings of the full Policy Board shall be scheduled during the LEA school year." Therefore, if we change to four meeting this school year, no amendment to the by-laws is required. Since the by-laws haven't been revised in quite a few years, Peter Bellanti suggested the committee review the by-laws. He will place this item on the December meeting agenda.

- New Survey Tool Discussion

Survey Monkey, which has an annual fee, has been used as the teacher center survey tool for some time now. Peter suggested moving the survey to a google doc. Not only is this service free, but the survey is user friendly allowing better sorting of data. Only concern is that data is presented in a spreadsheet but policy board said they could help getting the data into a report form from the google spreadsheet. Survey Monkey is currently paid up to January. We will revisit this issue at our December board meeting. Paul Cary questioned the survey inquiry of "position". Paul said that was difficult to answer. Peter may change "position" to certification area. It was suggested a better label might be current assignment level. Paul asked how this survey data is used. Peter stated the surveys are to 1) provide feedback to instructors, 2) for RFPs, evaluating course instructors and 3) data for state reporting (legislature – NYSED – teacher centers want clear distinction of what level teachers we are serving).

Committee Meetings – if needed

- Budget-
- Evaluation/Grant –
- Program/Needs Assessment –
- Strategic Planning –

The four teacher center committees and committee makeup were shared on a handout. Peter asked if anyone present wanted to change their committee membership. He said these standing committees are necessary as some items need further examination. Those present did not request any committee changes. Peter suggested Annette Szeffler replace Sue Ellis on the Strategic Planning Committee, Leeann Haj should replace Joe Borgisi on Budget committee and Michelle Metz should replace Lisa Graves on Program/Needs Assessment Committee. Once we secure the business and parent reps we will place them on a committee of their choice.

Far West Regional Program Offerings

Peter reported that instead of mass mailings, it was suggested we send workshop information to administrators and principals for dissemination. Upcoming programs include November 6, 9 a.m. – 3 p.m. full day free workshop at Erie 1 BOCES titled "The Success of ELLs with Disabilities in the Integrated Co-Teaching Setting". They need 15 registrants to run it for no charge (grant). Current registration stands at ten. On November 4 there is an evening program from 4:30 – 7:30 p.m. at Erie 1 BOCES called "Instructional Supports for English Language Learners". To register please go to <https://www.surveymonkey.com/r/fwtc2015>. Kristen Overholt questioned how registration worked – Peter confirmed, teachers register through their district and then register through survey monkey for these courses.

Lynn Fisher asked for a motion to adjourn meeting, Dana Besch approved, seconded by Jen Cordon. All in favor. Meeting adjourned at 9:30 a.m.

Respectfully submitted,

Peggy Westerling