

**The Western New York Teacher Center  
Policy Board Minutes – December 8, 2015**

**Clarence District Central Office – Conference Room C, 12:30 p.m.**

**Present:** Peter Bellanti, Dana Besch, Paul Cary, Jen Cordon, Elizabeth Dunne, Lynn Fisher, Elizabeth Freas, Susan Frey, Leeann Haj, Greg Heer, Cheryl Keller, Kristin Overholt, Judi Roberson, Annette Szeffler, Peggy Westerling

**Absent:** John Arcese, Melissa Metz, Barb Mocariski, Nicole Roberson, Meri Tomasulo-Pello

Lynn Fisher called the meeting to order at 12:38 p.m.

**New Policy Board Member Introduction**

Peter introduced Elizabeth Freas from Erie 1 BOCES who will replace Barbara Mocariski on the Teacher Policy Board. Also, Peter commented that he is still looking for a parent rep, the problem is our meeting times conflict with work schedules and necessitate personal leave.

**Approval of October 1, 2015 Minutes**

A motion was made by Paul Cary, seconded by Jen Cordon to approve the October 1, 2015 policy board minutes as written.

**Budget Report:**

Peter Bellanti reported the federal grant F862 has been loaded. Expenditures and encumbrances columns are flipped. Basically the only expenditures have been for salaries, with a small amount for mileage and contracted services. Teacher Center 952 budget includes \$7,556 collected from July 1 – December 1, 2015.

Peter said we do have a small problem with delinquent payments. If you are behind in registration payments, you cannot take another teacher center course, nor can you receive your course credit. This delinquent list is shared across the network. Paul Cary questioned if the teacher center was losing money, Peter said no, he is spending less than taking in. Some of these delinquent teachers are in our districts, while others are outside our districts. This problem is often with the online courses registrants; teachers attend two or three out of the ten classes and then drop and don't want to pay. Our teacher center cancellation policy was questioned – it should be clearly stated.

Kristin Overholt stated that there has been a breakdown in communication with class cancellations. Clarence cancelled a class but a teacher who registered in EMR didn't get the cancellation notice and showed up for the class. Sue Frey said she also was not notified of a cancellation – we need to resolve this issue.

**Director's Report:**

The State Network workshop was October 29. They worked primarily on the evaluation form and data collection. NYS is switching to Four Horseman protocol as their data collection tool template. It will be a four level evaluation: participant practice, learning, knowledge, student learning outcomes. The question of student impact will be evaluated 3-6 months after class. Will be implementing three month survey which we are in the process of creating. This will be mandatory someday, not in 2015-16. Dawn Graham from SED is pushing process, NYS assembly wants to know how teacher centers are improving skills and student impact.

Teacher centers have been placed on a NYSED pre-approved vendor list for 100 hours of professional development.

There is an extra \$10,000 available in the NEA grant. Far West has applied with the proposal of training and evaluation system for our presentations, guidelines for courses, etc. This will be an ongoing project whether or not we receive the grant.

**Old Business**

Peter shared the summer PD course breakdown. Teacher center is averaging 85% attendance both summer and fall sessions. (190 out of 223 registrants completed) Fall session offered 52 courses with 23 running (approximately 45%). Summer average was 29% Majority of cancellations were the online courses; it was suggested we scale back the number of course offerings. If there are only three or four registrations, Peter has to cancel the course. However, he tries to channel the cancelled registrants into other courses by offering suggested courses that are running. Paul Cary questioned if other teacher centers have same cancellation problems with online courses -- answer was yes. It was recommended that teacher centers combine online courses to bring up the numbers, Peter said we are already

combining courses but this has caused problems in the past because some teacher centers do not charge for courses (covered by grant, unions etc. And, on one occasion a combined course instructor wanted double pay because the two courses were combined, therefore, this isn't the best solution.

### **New Business**

#### **New Survey Tool Discussion**

Google Docs will replace Survey Monkey as our course evaluation tool. Peter demonstrated his draft survey design using google docs and heidi scales. He feels the Google Doc survey looks better than Survey Monkey, is easier to share and results are readily determined. Peter questioned if all districts had access to Google Docs in their classrooms. Yes, Google Docs is used by all. The board made suggested revisions to the survey (scale needed to be reversed, include option to send a copy to participant, etc.) Peter said they plan to use the new survey for spring course evaluations.

#### **2015-2016 Winter/Spring Course Approval**

Response for spring courses has been slow. Majority of spring courses will be online courses. Courses were reviewed one by one and chosen for the spring session. It was discussed whether a course objective/student outcome column should be added to table to aid in reviewing courses. Teacher backgrounds were also discussed.

#### **500 Level ETEAM Course Discussion**

Districts have not yet selected ten courses. BOCES used nine, Clarence has three more, Depew has seven more, Lancaster has seven more. Sue Frey said she sent her list of ten to Julianna Sciolino; maybe we could offer collaboration? Clarence with Schoology and Far West has been working out. Sue would like to see information centralized perhaps with a google calendar(?) My Learning Plan can add a list of new items, send an email to teachers.

The May Policy Board Meeting will be held May 25, 2016, held at Depew Central School District office at 12:30 p.m.

A motion to adjourn the meeting was made by Dana Besch at 1:58 p.m., seconded by Jen Cordon, all approved.

Respectfully submitted,

Peggy Westerling