

**The Western New York Teacher Center
Policy Board Minutes – May 25, 2016**

Depew – Central Office, Depew High School, Conference Room 124

Present: John Arcese, Dana Besch, Sarah Cabarga, Paul Cary, Jen Cordon, Elizabeth Dunne, Lynn Fisher, Susan Frey, Leeann Haj, Cheryl Keller, Nancy Lalley, Kristin Overholt, Deborah Schweigert, Annette Szeffler, Meri Tomasulo-Pello

Absent: Deb Cary, Elizabeth Freas, Greg Heer, Melissa Metz, Judi Roberson, Nicole Roberson,

Lynn Fisher called the meeting to order at 12:35 pm.

Minutes: Approval of February 3, 2016 minutes. Two corrections on names made. Motion to approve minutes with corrections by Lynn Fisher, seconded by Paul Cary, motion carried.

Budget Report: The budget is unencumbered until the end of the year. There is \$1,200.00 outstanding in monies owed for classes to the Teacher Center. The balance of the budget that is left for this year will be zeroed out with the remaining purchases of books and supplies for the Teacher Center. Peter explained that the Center has ordered books for classes that run several times so that these books are kept on file with the Center for permanent use. Books are also available for purchase beyond those that are bought, for any teacher who would want their own copy. Question arose on teachers purchasing books outright from the Teacher Center so the Center could continuously purchase new editions of books. Peter explained that 90% of our previously purchased Teacher Center book inventory is gone and this practice will not be habitual.

Director's Report:

- **Far West and State News.** Regional Program Offerings for 2016 were distributed in folders along with a Save the Date for the Google Academy through Orleans-Niagara Teacher Center. On the regional program offerings, Cognitive Coaching Part 1 is a four-day training. The Cognitive Coaching Part 2 is also going to be available in the fall as a four-day course and in order to turnkey the training, all eight days (both Part 1 and Part 2) of training must be attended. Also advertised was a poverty simulation. Far West received a \$10,000.00 grant. A portion of the grant will be used to purchase a Poverty Simulation Kit and we will have trainers come in and train districts on this simulation so that they may run the simulation themselves. Far West is also offering five online courses. The teacher centers are working on majorly streamlining their online courses so that teacher centers can all be "on the same page". In the past, some courses have had six hours of work while others would have 20 hours of work. Peter talked about having trial online courses to create a platform for online classes and instructors. These can also be run over the summer. The google academy through Orleans-Niagara Teacher Center held at Niagara University is replacing the NETT Tech Conference in August. Peter will resend the flyer out.
- **NYS Budget and 2016-2017 Grant Award.** In State News, the Western New York Teacher Center was included in the \$14.3 million budget. The WNY Teachers Center grant is a total of \$36,281.00, which is the same as last year's grant amount. The continuation of the grant report is due on 6/8/16 and the end of the year report is due on 7/1/16 to the state.

Old Business:

- **WNYTC Policy Board Google Doc.** Everyone should have access to the google docs at this point. Peter sent out an invitation to the google folder through email. If access was not given, let Peter know and he will resend it. These google docs have everything teacher center related, including the by-laws.
- **ETEAM Courses for 2016-2017.** The district administrators must send their course choice information to Elizabeth Freas. There will be a total of ten courses. If districts are looking for summer availability, they must contact Erie 1 BOCES quickly as their coordinators are booking summer days already.

New Business:

- **Winter/Spring Course Attendance Breakdown.** More courses ran this year with the change of offering only limited courses. There was 96% attendance with 47 of 50 courses running. The ten hour online courses seem to be too much work for the teachers. They are either unable or unwilling to complete the courses. These courses account for some of the outstanding monies due to the WNY Teacher Center. Teachers cannot sign up for more Teacher Center courses without paying for their previously registered courses. It was brought up to have them pay ahead to avoid this problem. Peter explained that the Center already tries this and part of the problem is that a course needs at least seven people to run and that number can be hard to secure close to the date, if payment is required first. Courses may not run if this approach is taken. The Center's attendance numbers for outside BOCES teachers went up but the attendance for Erie 1 BOCES' teachers went down from 80% to 68%. Some districts are running these courses in their own district, which may be part of the reason attendance is down. It was also suggested this is due to teachers and students being frequently out of work. The Far West courses have been well attended. There was negative feedback on the "Breaking Night" classes, with some saying the course did not focus enough on "Breaking Night". There is one course remaining this year on June 14, 2016 on Transgender and Gender Non-Conforming Youth. Peter is trying to run this course over the summer also as this year's work can only be applied to this year, which means the end of June. It was asked if Peter could get the same numbers the WNY Teacher Center uses from Far West for their courses. This information includes how many teachers attend, how many courses run, and the subject areas. The Far West courses will be run again in the Spring and Fall of 2016-2017.
- **Summer/Fall Course Approval.** There were 48 courses presented. Peter pulled up the google doc that included the information presented plus more categories such as topics and grade levels for each course. The first five pages presented were all new courses. The remaining courses have all previously run. There were questions on the VEX robotics course and whether or not the WNYTC could run this course. Peter will work on getting a description but there must be a demand to run the course. Questions arose on if other Teacher Centers ran this course and what the attendance and feedback was like. Peter will ask other centers and try to get this information. There were a few corrections on the provided information, to make sure grade levels and course time were correct. One goal is to make sure there are no competing courses between the old and new classes. There was a discussion on a new course from Mark Aquino, who has well-attended and well-reviewed courses. The course titled "Fit Faculty and Healthy Staff" was questioned as being an academic professional development course. Some believe the course would be beneficial to coaches and physical education teachers and possibly to science and health teachers as well. It was asked if Mark Aquino could revamp the course to be more student focused or at least include students in the content. If this is not a possibility, then the course would not be able to be offered. Continuing through the course offerings, it was brought up that Mike DeMario was running too many courses and was lacking expertise in certain areas due to this. It was suggested to split up his courses over the year, as in three in summer, three in fall, and three in spring to limit courses. There was notice that there was some redundancy in some of the courses. It was suggested to have better descriptions with more specific information to help separate courses. The criminal justice focus group will be removed from this information and moved with the rest of the focus groups. These focus groups are for specific people who have attended before so they should not be included in this group. The online courses will be reduced from 15 hour courses to 10 hour courses. The goal in the summer and fall is to continue to spread out the courses over the year so the WNYTC can continue to improve attendance. Courses that didn't run were brought up and suggestions were given of moving the times of year to improve attendance.
- **2016-2017 Chair and Co-Chair Approval.** Needed to approve a term of two years for Lynn Fisher as Chair for the WNYTC and for Paul Cary as Co-Chair of the WNYTC. Since they began last year, approval was needed to finish the terms. Motion by Jen Cordon, seconded by Dana Besch, motion carried.
- **2016-2017 Grant and Budget Approval.** Budget approval line by line and as a whole. Survey Monkey (\$300 Purchased Services) was brought up as the Center was supposed to be cancelling their subscription.

Peter explained that in order to transfer all Teacher Center files, the Center had to keep Survey Monkey for one more year.

- Professional Salaries - \$27,968.00 Motion by Paul Cary
 - Support Staff Salaries - \$0 No Approval Needed
 - Purchased Services - \$300.00 Motion by John Arcese
 - Supplies and Materials - \$910.00 Motion by Cheryl Keller
 - Travel Expenses - \$741.00 Motion by Annette Szeffler
 - Employee Benefits - \$5,832.00 Motion by Nancy Lalley
 - Indirect Cost - \$500.00 Motion by John Arcese
 - BOCES Services - \$0 No Approval Needed
 - Minor Remodeling - \$0 No Approval Needed
 - Equipment - \$0 No Approval Needed
 - TOTAL BUDGET - \$36,251.00 Motion by Dana Besch
- **Revise By-Laws to exclude online and mail in voting.** Due to the fact that the WNYTC's meetings are open, the rules need to be changed so that online and mail in voting are not included. Vote to amend the By-Law 7.3 to remove this portion allowing online and mail in voting. A two thirds vote is needed to approve a revision of the by-laws. It was questioned if there are enough meetings to accommodate this change and Peter assured there would be, but an additional meeting could be added if necessary. Motion to approve by Dana Besch, all present members approved the change, motion passed.
 - **2016-2017 Meeting Schedule Approval.** A schedule of the four meeting dates was presented. The administrators for each district will get Peter their meeting dates, times, and locations to complete the list. The meeting weeks should remain the same. Motion to approve by Paul Cary, seconded by Annette Szeffler, motion carried.
 - **New Categories for classes on website.** Peter is working on changing the WNYTC website to include the new categories presented to the board. Instead of courses being categorized under levels and numbers, they will be categorized as the subject the topic would be under, for example Technology and Planning. There was discussion on how to set up the website to be user friendly with these new categories. Peter said this should be setup by the end of next week.

Committee Meetings: Not needed. Peter will notify everyone of next policy board meeting details via email.

Motion to adjourn at 1:37 pm by Lynn Fisher, seconded by Dana Besch, motion carried.