

**The Western New York Teacher Center  
Policy Board Minutes – June 3, 2015**

**Erie 1 BOCES – Education Campus, Room A-2**

**Present:** John Arcese, Peter Bellanti, Dana Besch, Joseph Borgisi, Sarah Cabarga, Paul Cary, Jen Cordon, Lynn Fisher, Lisa Graves, Greg Heer, Cheryl Keller, Nancy Lalley, Kristin Overholt, Judi Roberson, Donna Walters

**Absent:** Deb Cary, Elizabeth Dunne, Sue Ellis, Susan Frey, David Hall, Barb Mocarski, Nicole Roberson, Meri Tomasulo-Pello

Dana Besch called the meeting to order at 12:45 pm.

**Minutes:** Approval of April 1<sup>st</sup> minutes. Motion to approve minutes by Paul Cary, seconded by Lynn Fisher, motion carried.

**Budget Report:** The budgets need a little bit of clean up to fix the negative balances for the end of the year. There is a little under \$1,000.00 left that can be used for supplies, etc. The Teacher's Center grant (862) looks good right now. Under the 952 budget, there is just under \$50,000.00. There are several cancelled classes within the year, which will release more money into the budget once the year ends. There is over \$1,000.00 outstanding for courses unpaid. These are mostly teachers within other districts. There will be another \$6,000.00 to \$6,500.00 going into the grant as well. Peter will look into who is outstanding and make any of our teacher's center districts aware.

**Director's Report:**

- Far West had a meeting last week. They are all in the process of writing their grants. At this meeting, the Far West grant was also written. This year's grant will highlight Higher Education and BOCES. Far West is working with the P16 Coalition which they are planning to expand for next year.
- There is nothing new in State News. There will be two meetings next year. One will be in October and will be run virtually across the state. The other meeting will be in March in Albany, as in past years.
- The end of year reports are due July 1<sup>st</sup> and the grant is due on June 15<sup>th</sup>. If there are no changes within personnel at our districts' business offices, then no new declaration pages are needed to join the teacher center next year.
- There will be a meeting in July which will feature a new technology presentation that will hopefully be pushed out to the districts next year.

**Old Business:**

- There were 178 courses offered last year (2014-2015), and 78 of them ran. This is a percentage of 44%.
- Peter opened the floor to questions on the district courses being offered in the upcoming year (2015-2016). These are open to flexibility in regards to the dates scheduled within the districts.
- There are no policy board member changes for next year (2015-2016). Peter is still working on getting a new business representative.

## New Business:

- Peter went over all of the summer and fall courses on the previously run course proposals. It was decided if we should run multiples of each again or minimize to save cancellations. Many courses were set to run in the summer and in the fall. The board went through the list of all proposals and made decisions on which to run, which to cancel, which to minimize and which courses to keep that are doing well. Each course was analyzed on how often it has run in the past and how many teachers attended. Peter will contact any affected teachers within the center to make them aware of the changes for the upcoming year (2015-2016) decided upon at the meeting.
- Peter went over the summer and fall new course proposals for 2015-2016. Most present at the meeting liked the new ideas presented. Motion to approve the new courses by Jen Cordon, and seconded by Nancy Lalley. Motion carried.
- Webinars were brought up in regards to the number of hours required by the teachers. Peter informed the board that the procedure for webinars and the number of credit hours is changing for next year (2015-2016). Once the changes and wording are finalized for next year, Peter will send these changes out.
- The 2015-2016 teachers center grant just needs signatures for approval.
- The board went over the proposed budget for next year (2015-2016) to approve by line:
  - Professional Salaries - \$26,376.00
    - Motion to approve by Lynn Fisher, seconded by Nancy Lalley. Motion carried.
  - Purchased Services - \$300.00
    - Motion to approve by Lynn Fisher, seconded by Nancy Lalley. Motion carried.
    - (It was brought up to possibly use another survey tool next year to reduce cost.)
  - Supplies and Materials - \$1,000.00
    - Motion to approve by Paul Cary, seconded by Cheryl Keller. Motion carried.
  - Travel Expenses - \$830.00
    - Motion to approve by Lynn Fisher, seconded by Jen Cordon. Motion carried.
  - Employee Benefits - \$7,175.00
    - Motion to approve by Lynn Fisher, seconded by Cheryl Keller. Motion carried.
  - Indirect Cost - \$570.00
    - Motion to approve by Paul Cary, seconded by Jen Cordon. Motion carried.
  - **GRAND TOTAL - \$36,251.00**
    - Motion to approve by Cheryl Keller, seconded by Paul Cary. Motion carried.
- The board went over the meeting schedule for next year. After deliberation on how to keep from spending too much time out of the classroom, it was proposed to move from five meetings per school year to four meetings per school year.
  - Proposal to have four meetings per year in the center bylaws by Dana Besch, seconded by Paul Cary. Motion carried.
- The terms were up for the policy board chair and vice chair for school year 2014-2015. Dana Besch was the chair and Nancy Lalley was the vice chair. Both chairs have decided that although they would still like to be on the board, they did not want to serve another term as a chair. Peter told the board that Lisa Graves had volunteered to be the new chair. After discussion on the rotation of looking for a volunteer, Peter said Lynn Fisher had volunteered to be the vice chair.
  - Motion to instate Lisa Graves as the chair and Lynn Fisher as vice chair by Dana Besch. Seconded by Cheryl Keller, motion carried.

**Committee Meetings:**

- The board will meet next in September, per the schedule agreed upon at the meeting. The possibility of moving to a new survey tool will be discussed then, after research is done in the summer.
- No additional meetings needed as this time.

Lynn Fisher motioned to adjourn at 1:45 pm, seconded by Lisa Graves. Motion carried.