

Teacher Center Meeting at Erie 1 BOCES Room A-2

September 28, 2016

Present: Leann Haj, Nancy Lalley, Melissa Metz, Elizabeth Dunne, Cheryl Keller, Paul Cary, Kristin Overholt, Dana Besch, Susan Frey, John Arcese, Lynn Fisher, Meri Tomasulo-Pello, Greg Heer, Deborah Schweigert

Absent: Elizabeth Freas, Annette Szeffler, Jen Cordon, Dave Hall, Nicole Roberson, Judi Roberson, Deb Cary

Lynn Fisher called meeting to order at 8:32 AM

Minutes: Approval of May 25, 2016 minutes. Motion to approve minutes by Paul Cary, seconded by Nancy Lalley

Budget Report: 2016-2017

- Teacher Center 952 Budget Update (CIP) as of 9/26/16
 - Monies carried over from 2015-2016 \$63,947.76
 - Money collected July 1, 2016-September 15, 2016 \$5,476.00

- Teacher Center 862 Budget Update (Grant) as of 9/26/16
 - Budget \$36,251.00
 - Encumbrances will be updated in Wincap on 10/1/16. Peter will fill this in and post to website

Director's Report:

- Far West and State News: Meets tomorrow 9/29/16. The main focus will be CTLE. Dawn Graham, the State Ed Liaison will speak and answer questions
- Kenmore will be hosting a meeting in November focusing on changes, streamlining and providing correct materials and reporting to State Ed at the end of the year

State Teacher Center News: 2 state wide meetings scheduled:

- November 4, 2016 – video conference
- March 7 and 8, 2017 – State meeting in Albany

Voting:

- No electronic voting allowed
- Must vote at board meeting - Skype, conference call, etc. is OK as long as it is during a regular board meeting

Communication:

- Open communication with community
- Open to public and advertised to public
- Peter to get more information on this at tomorrow's meeting

Old Business

- Annual Revised ByLaws update 7-2 approval requires simple majority vote. ByLaws read at last meeting. Vote put into practice today
- ByLaw 7-3, see below, removed from ByLaws. Motioned by Dana Besch

If necessary, voting by electronic or mail ballot may take place between board meeting dates. A simple majority of the ballots cast shall be necessary for approval, providing the number of ballots cast represent a quorum of the board.

New Business:

- Meeting dates confirmed for 2016-2017 – The meeting dates on sheet were incorrect. The correct dates are:
12/7/16 – Clarence at the Clarence District Central Office – Conference Room C of Special Ed Offices. Time 12:30PM
2/8/17 – Lancaster at Lancaster District Office – Basement. Time 8:30AM
5/24/17 – Depew at Depew District Offices. Time 12:30PM

Summer 2016 Course Attendance Breakdown

- 44 out of 57 classes ran. Participants are not allowed to sign up for another course until the 1st one is paid for. Some classes that have been offered many times in the past may be dropped. There are 6 participants needed to run a workshop but only 3-4 actually complete the course. The time element for online courses is a problem. People tend not to finish the course. There were a couple of ideas to help remedy this such as blending the online course with a live chat, facetime or instructional video to provide instructor support and create help create accountability. Deadline to register for online courses is 48 hours in advance
- CTLE Hours Certification – Peter went over the CTLE Certificate. There are confidentiality issues for the trainer and the school district because of personal information such as DOB and Social Security numbers. Districts are concerned about the CTLE number being on the form. There are also concerns about how much paperwork this will generate and how it will be managed. It is the district's responsibility to send these forms to State Ed and retain them for 8 years. Some districts may utilize "My Learning Plan" to do this electronically.
- The beige sheet that was handed out from State Ed outlines the CTLE certificate requirements

Professional Development Opportunities:

- 11/6/16 from The WNY CTLE at Kleinhan's Music Hall – "Empowering Families: An introduction to Providing Dynamic Family Literacy Programming"
- 11/9/16 from The National Board Council of New York State at Philip Sheridan Building Community Room – "Advancing Your Professionalism Through National Board Certification"
- 9/27 – 11/22/16 – Webinars – The NYS Teacher Centers Technology Committees is pleased to present the "Smart School Bond Act Support Series" See online schedule to register. This is free

for 1 hour of PD, however, CTLE credit is \$25.00 for 5 credits. There will be a tech rep to talk about this further at tomorrow's meeting.

- Committee Meetings not needed. Next policy board meeting December 7, 2016 at Clarence District Central Office – Conference Room C - Special Ed. Offices. Time 12:30PM. 2 points of discussion already on the agenda:
 - DCC Online Courses
 - CTLE Hours

Meeting adjourned by Lynn Fisher at 9:40 AM