Waterloo Teachers' Resource Center
Waterloo High School Room B216
96 Stark Street, Waterloo, NY 13165
315-539-5454 (internal calls Ext. 4182)
wtrc@waterloocsd.org
Sandy Ahart and Matt Parker, Co-Directors

Attendance:

Theresa Patchen	Jennifer Paczkowski	Jennifer Graham	Renee Thomas
Tracy Cardinale	Ranette Schaertl	~~Jackie Mull~~	Karen Burcroff
Jason Stock	~~Lisa Bennett~~	Russ Gillan	Toby Coleman
Joseph Landry	~~Chrissy Jacobs~~	~~Jennifer Hayden~~	

A quorum was achieved with 73% (11/15) of the Policy Board present and of that 64% (7/11) were teachers.

Minutes
November 16, 2022 4:00 PM - 5:00 PM

1. Welcome – Russ Gillan
   Meeting was begun at 4:07 p.m. All Policy Board Members introduced themselves.

2. Approval of minutes from May 31, 2022– Russ Gillan

   Click the link for the minutes: Waterloo Teachers' Resource Center (waterloocsd.org)
   Motion made by Theresa Patchen to approve the minutes of May 31,2022 as written. The motion was seconded by Jason Stock. Motion was passed by all those present.

3. Roberts Rules of Order Presentation – Sandy Ahart
   Sandy Ahart shared a Power Point presentation of Robert Rules of Order that was distributed via FLOCK to inform the Policy Board members.

4. Open Meetings Law Presentation – Sandy Ahart
   Sandy Ahart shared a presentation of the Open Meetings Law (Questions and Answers: Chapter 56 of the Laws since 2022) developed by New York State Committee on Open Government that was shared on FLOCK.

5. Update of Center's Usage – Sandy Ahart
   - Supporting PBIS with updated PRIDE posters with new mascot
   - Presented at New Teacher Orientation on August 18, 2022
   - Academic Resources for Personalized Learning Workshops

   August – 14 participants September – 39 participants October – 15 participants
   - Visiting the WTRC is recommended as part of the District's PEER program

6. Budget Update – Matt Parker
   Current expenditures and balances were shared through a spreadsheet to members.
   Karen Burcroff questioned how teachers are made aware of information regarding workshops or professional memberships. It was shared the Matt speaks at LaFayette's faculty meetings and Sandy Ahart speaks at Skoi Yase. Russ Gillan (High School) and Jason Stock (Middle School)

will ask their building principals if they can be added to their agendas to do the same in their meetings. Emails about workshop offerings are also sent out to staff as well as being posted in My Learning Plan.

7. Roll Out of Gale Online Professional Library- Matt Parker

This was done at Skoi-Yase by Sandy Ahart on October 11, 2022
Matt Parker did presentation at LaFayette on November 9, 2022

Tim Lincoln informed Matt that a link could not be part of Clever. An email was sent to all staff with the log in information. The link is also posted on the WTRC website.
Russ Gillan and Jason Stock volunteered to provide roll out information at the Middle School and High School faculty meetings. Matt will assist in providing the necessary information to share.
Matt Parker has also shared this resource with his NYS Master Teacher colleagues.
The question of whether this resource is available through Audible will also be investigated as more people are likely to access this platform.

8. Posting of future Professional Development sessions – Matt Parker

Posting developed by co-Directors and submitted for approval to Russ Gillan on Oct. 27, 2022. It was sent out by Holly Leone on October 31, 2022

- Jarret Winum (High School) authored a book that he may be willing to share.
- Jackie Mull will be leading a study group based on EduProtocol.
- Ranette Schaertl will be leading a group based on use of videos in the classroom.

Use of the Gale Professional Library will also be encouraged to develop Professional Development for Early Release Friday sessions

9. Hobart William Smith Colleges update – Chrissy Jacobs

An email from Chrissy Jacobs was shared by Russ Gillan that she may have to step down from her role as a representative. She is currently looking for a replacement to present to the Policy Board for approval.

10. Updates from NYSTC Fall Focus, Tuesday, October 25, 2022 – Sandy Ahart and Matt Parker

- Dawn Graham requested that By-laws be reviewed regarding voting. Our by-laws need to be changed per her recommendation. (see highlights in By-laws document) She also informed us the Policy Board members who attend a meeting virtually DO NOT count for quorum, but MAY VOTE.
- A motion to open the by-laws was made by Theresa Patchen and seconded by Ranette Schaertl. The motion was passed by all those present.

After reviewing the current by-laws, a motion was made by Theresa Patchen and seconded by Ranette Schaertl to make the following changes

A. Voting:

1. Each member of the Policy Board shall be entitled to one vote.
2. A quorum shall exist when a majority of the Policy Board is present provided that a majority of those present are teacher representatives.
3. A majority of total Policy Board Members is needed to approve a motion except in cases of amendments to the By-Laws of the WTRC (See "Amendments").

AMENDMENTS:

1. The By-Laws may be amended by a 2/3 vote of the total membership.

2. Amendments shall be submitted in writing to the Chairperson for distribution with the agenda for a regularly scheduled meeting of the Policy Board.

B. Meetings:

1. The Policy Board shall meet a minimum of 4 times/year.
2. Personnel Committee shall meet on an "as needed" basis

Motion to amend the by-laws was approved by all present.

11. Other
    - GRTCN meetings for Co-Directors:

3 Meeting(s)

#	Date	Time	Location
1.	Thu Sep 22, 2022	9:00 am to 2:00 pm	Rochester TC/NYSUT Building 24 N Union St, Rochester, NY 14607
2.	Thu Feb 9, 2023	9:00 am to 2:00 pm	Brighton Teacher Center 2035 Monroe Ave Rochester, NY 14618
3.	Wed May 17, 2023	9:00 am to 2:00 pm	Marcus Whitman Teacher Resource Center 4100 Baldwin Road Rushville, NY 14544

12. Set next meeting date: Russ Gillan
    Our next meeting will be Wednesday, January 25, 2023 in Room 207 at the Waterloo High School.

    Jenn Graham, Renee Thomas and Karen Burcroff do not have outside access to the High School/ Tim Lincoln will be contacted by Sandy Ahart to see if this is a possibility.

13. Meeting Adjourned
    A motion was made by Theresa Patchen to adjourn the meeting at 5:09 p.m. The motion was seconded by Renee Thomas. The motion was passed by all those present.