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

Minutes

June 5, 2023 4:00 PM - 5:00 PM

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	~~Peter Budmen~~	~~Jennifer Hayden~~	

A quorum was achieved with 53% (8/15) of the Policy Board present and of that 75% (6/8) were teachers.

1. Welcome – Russ Gillan
   The meeting was called to order at 4:26 p.m.

2. Approval of minutes from April 13, 2023– Russ Gillan
   Click the link for the minutes: Waterloo Teachers' Resource Center (waterloocsd.org)

   Motion to approve the minutes as written was made by Jennifer Paczkowski. Seconded by Jackie Mull Motion passed by all those present.

3. Budget and FS10 A Update – Matt Parker and Sandy Ahart
   It was approved by Grants and Finance on May 24, 2023. Requisitions listed in the FS10 A are being submitted to be processed.

4. Update on Professional Development sessions – Matt Parker
   A six session Professional Development on Eduprotocols was just completed. It was well received by all participants.
   The Savvy Ally Bookstudy is near completion as well.
   No additional sessions are planned at this time due to the upcoming end of the school year.

5. Updates from recent Greater Rochester Teacher Center Network meeting held on May 17, 2023 at Marcus Whitman Teacher Resource Center –Matt Parker and Sandy Ahart
   Information from this meeting was shared regarding merging with Wayne Finglerlakes Teacher Center based on a conversation with Mary Beall, Director of that Teacher Center.

6. The future of the Waterloo Teachers' Resource Center
   No one has responded to the posting of the Co-Director's position being vacated by Matt Parker. Sandy Ahart is unable to perform the role of the sole Director. The following options were discussed:

   1. Reposting for one Co-Director (Sandy Ahart would continue as second Co-Director) or one sole Director (Sandy Ahart would resign as Co-Director)

   2. Dissolving the Waterloo Teachers' Resource Center and/or merging with Wayne Fingerlakes Teacher Center. Dissolving would result in no professional development opportunities from any Teacher Center in New York State and all equipment would become property of the LEA (Waterloo Central School District). Merging with Wayne Fingerlakes Teacher Center would result in professional development offered at their location in Newark and all equipment would go to that location.

   3. Inquired with the Teacher Center Program Office (Dawn Graham) about other options given the circumstances facing the WTRC on June 5, 2023 via Zoom. Information from this meeting was shared. Dawn informed us that we could complete the Continuation Grant application listing Sandy Ahart as one Co-Director and the other as Vacant.

   A motion was made to complete the Continuation Grant application to keep the Waterloo Teachers' Resource Center and listing Sandy Ahart as one Co-Director and the other as Vacant by Russ Gillan. The motion was seconded by Jackie Mull. Motion was passed by all those present.

   Sandy Ahart will inform Dawn Graham, Mary Beall and the Policy Board Chair of Wayne Fingerlakes Teacher Center of this decision.

   Jennifer Graham suggested an informational email regarding the value of the Teacher Center in hopes of getting a potential applicant. Lisa Bennet agreed stating many new teachers in the District as well as many veteran teachers may not be aware of the importance of the WTRC. Sandy Ahart and Matt Parker will be responsible for completing this.

7. Other: Russ Gillan
   a. Russ Gillan shared the resignation letter of Jen Graham from Policy Board effective June 30, 2023. A motion was made by Russ Gillan to accept the resignation of Jen Graham from the Policy Board. The motion was seconded by Joe Landry. The motion passed by all those present.

   b. Russ Gillan shared a letter of interest and the approval from the Waterloo Education Association (WEA) from Shawn Orcutt as Skoi-Yase Policy Board Representative effective July 1, 2023. A motion was made by Jen Graham to approve Shawn Orcutt as the representative for Skoi-Yase School to the Policy Board effective July 1, 2023. The motion was seconded by Jenn Paczkowski. The motion was passed by all those present.

c. Russ Gillan shared a letter of interest and the approval from the WEA from Matt Parker as WEA Policy Board Representative effective July 1, 2023. A motion was made by Russ Gillan to approve Matt Parker as the WEA representative to the Policy Board effective July 1, 2023. The motion was seconded by Jen Graham. The motion was passed by all those present.

8. Update on the Continuation Grant Application and Budget – Sandy Ahart and Matt Parker

We have been granted a two-week extension from the original June 9, 2023 deadline. The completed application is now due Friday, June 23, 2023

The application and proposed budget was updated to reflect the Policy Board's decisions.

A motion was made by Russ Gillan and seconded by Jason Stock to approve the completed 2023-2024 Continuation Grant Application as presented with the focus areas of #1, #6 and #7. The motion was passed by all those present.

A motion was made by Russ Gillan and seconded by Joe Landry to approve the completed 2023-2024 FS-10 budget as follows:

Code 15 - $27,007 Code 46 – $800
Code 40 – $10,339 All other codes are $0
Code 45 - $3,733 Total - $41,879
The motion was passed by all those present.

9. Set next meeting date: Russ Gillan

The first meeting of 2023-2024 will be on Monday, September 25, 2023.

10. Meeting Adjourned

A motion was made by Karen Burcroff to adjourn the meeting. The motion was seconded by Russ Gillan. The motion was passed by all those present. The meeting was adjourned at 5:24 p.m.

Respectfully submitted by

Sandra Ahart
Co-Director, WTRC