Waterloo Teachers' Resource Center
Waterloo High School Room B216
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Sandy Ahart, Co-Director

# Minutes

## September 25, 2023 4:00 PM - 5:00 PM

**Attendance:**

| | | | |
|---|---|---|---|
| Matt Parker | Jennifer Paczkowski | ~~Shawn Orcutt~~ | 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 73% (11/15) of the Policy Board present and of that 64% (7/11) were teachers.
Also present- Kristen O'Connell

1. Welcome – Russ Gillan
   The meeting was called to order at 4:04 p.m.

2. Approval of minutes from June 5, 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 Matt Parker. Seconded by Joe Landry. Motion passed by all those present.

3. Application/Appointment of new Co-Director – Russ Gillan
   A letter of interest from Kristen O'Connell, who was also present. Applicant was able to ask questions and to respond to questions from the Policy Board members present. Matt Parker explained the appointment was a three year position, ending June 30, 2026 per policy of Waterloo Central School District, our LEA. Sandy Ahart's term ends June 30, 2024. This would allow for a continuance of direction since the Co-Directors would be staggered in their term limits.
   A second letter of interest was also shared. However, upon review of the job posting this candidate did not meet the criteria of having four years' experience in the District.
   A motion was made by Russ Gillan to appoint Kristen O'Connell as Co-Director of the WTRC with a term until June 30, 2024. The motion was seconded by Karen Burcroff. Motion was passed by all those present.

4. Application/Appointment of new Technology Consultant – Russ Gillan
   The posting for the Technology Consultant was reviewed. A letter of interest from Matt Parker was shared with the Policy Board. Members were able to ask questions and for the applicant to respond.
   A motion was made by Russ Gillan to appoint Matt Parker as the Technology Consultant for the WTRC with a term ending June 30, 2024 at a rate of $50.00 per hour/maximum of 48 hours ($2400 through June 30, 2024) as written in our Continuation Grant. The motion was seconded by Renee Thomas. The motion was passed by all those present with Matt Parker abstaining from voting.

5. Resignation/Vacancy of Middle School Policy Board Rep – Russ Gillan

A letter of resignation from Lisa Bennett as a representative from the Middle School from the Policy Board effective September 14, 2023 was shared. A motion was made by Russ Gillan to accept the resignation of Lisa Bennett was made. The motion was seconded by Jenn Hayden. Motion was passed by all those present.
Jason Stock informed the Policy Board that he will solicit a representative at the next faculty meeting. Russ Gillan will also send an email to the Middle School staff detailing what is involved in being a representative. Additional follow-up is needed.

6. Continuation Grant and Budget Update – Sandy Ahart
The Continuation Grant was reviewed to remind members of the direction of the WTRC for the year.
The following was listed in our Work Plan Matrix #6

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| 6. Professional learning and/or support for teachers to prepare for implementation of the NYS **Physical Education** Learning Standards. (adopted 2020) | Workshop<br>• Healthy Brains and Bodies with Active Classrooms & Recess (OPEN Physical Education Curriculum openphysed.org | Winter | 10-15 | Questionnaires administered following the workshop<br><br>Participation in discussions using workshop media<br><br>Direct observation of implementation (Administrator or Director provided) |

When asked about the possibility of using a Superintendent's Conference Day for this, Jenn Hayden informed the Board that the upcoming date of October 7, 2023 was being left to building principals. She suggested reaching out to the two elementary principals or to ask if the presentation could be split into 3 one hour sessions that could be done during scheduled Early Release Fridays (times set aside for Professional Development) Sandy Ahart will reach out to OPEN PE to see if this is a possibility since the October 7th date is short notice. Additional follow-up is needed.

Jackie Mull and Kristen O'Connell will reach out to Jon Corripo regarding Work Plan Matrix #7 as described below.

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| *Collegial Circles/Book Studies*<br>• Eduprotocols Book Study integrated with ZOOM session with the author (1 hour elementary, 1 hour secondary, 2 hours with Book Study participants) | Fall → Spring | 10 | Questionnaires administered following the workshop<br><br>Participation in discussions using workshop media |

Jenn Hayden suggested getting a quote from him regarding specifics as to what will be covered in the sessions.
Matt Parker shared that the Educprotocol books are available in our Gale Library collection.
Jackie Mull questioned how ERFs are scheduled in the four school buildings. Jenn Hayden stated that Skoi-Yase, LaFayette and the Middle School have calendars that she can share. The High School has not submitted one, but she will share it when she receives it. As the High School representative, Russ Gillan shared how these Professional Development sessions are set up.
Additional follow-up is needed.

7. Professional Development sessions – Sandy Ahart

Sandy Ahart proposed a posting for ERF/Staff Presenters similar to the one used last year with the approved stipends listed in the Continuation Grant. Russ Gillan made the motion to approve the job posting for Staff Professional Development Presenters with a $200 stipend to plan one session to be presented during Early Release Fridays. The motion was seconded by Jason Stock. Motion passed by all those present.
Sandy Ahart will send the information to Holly Leone, Human Resource Specialist for WCSD, for posting.

8. Other: led by Russ Gillan

1. Peter Budmen shared information about activities and events at Hobart William Smith Colleges. He will send the information as an email to be shared with the District.
2. Karen Burcroff shared events being sponsored by the United Way including:
   - Out of the Darkness Walk at Seneca Lake State Park October 14, 2023
   - Planning for a Health Fair for Seneca County at Seneca Falls Recreation Center November 17, 2023. This fair will feature many community agencies and resources available to Seneca County residents. She encouraged all staff to attend to be aware of the resources available to families. Jackie Mull questioned whether fliers will be sent with students. Karen stated that the information was sent to the Superintendent for approval for distribution.
3. Matt Parker shared his experience of a Poverty Simulation at SUNY Geneseo as part of NYS Master Teacher Program. He questioned Jenn Hayden about bringing this to WCSD. She stated that it was not in the pipeline at the present time. The number of staff needed for the simulation left few to actually participate. Karen Burcroff will investigate availability of a modified program, Asset Limited, Income Constrained, Employed (ALICE). Ranette Schaertl suggested working with Seneca Falls School District to increase the numbers of those involved. Matt Parker stressed the worthiness of the project given the needs of the community. Additional follow up is needed.

9. Set next meeting date: Russ Gillan

   The next meeting is set for Monday, November 20, 2023.

10. Meeting Adjourned

    A motion was made by Russ Gillan to adjourn the meeting. The motion was seconded by Jenn Hayden. Motion was passed by all those present. The meeting was adjourned at 5:03 p.m.

Respectfully submitted by

Sandra Ahart
Co-Director, WTRC