

**Members
2021-2022**

Administration
Melanie Ward

Administration
Shawn Clark

Allen Creek
Emily Odhiambo

Allendale Columbia
Tony Tepedino

Barker Road
Tina DiPaolo

Board of Education
Sarah Pelusio

Business Representative
Vince Blasio

Calkins Road
Beth Latini

Jefferson Road
Jeannine Galusha

Mendon Center
Danielle de Manincor

Mendon High
Kristin O'Dell

Park Road
Jackie Bowser

PDAA
Laura Hefner

PDTA
Jessica Sabbour

PTSA
Larissa Lalka

St. John Fisher
Jennifer Cannell

St. Louis School
Eileen Schenk

Sutherland High
Reeca Rothbaum

Thornell Road
Radhika Ramesh

Teacher Center Director
Julie Barker

Pittsford Teacher Center Policy Board
Meeting Minutes
September 28, 2022

Members Present	Julie Barker, Melanie Ward, Shawn Clark, Emily Odhiambo, Ann Marie Luce, Jeannine Galusha, Kristin O'Dell, Jackie Bowser, Maria Muhlbauer, and Reeca Rothbaum,
Members Not Present	Tina DiPaolo, Eileen Schenk, Emily Kay, Vince Blasio, Beth Latini, Danielle DeManincor, Jessica Sabbour, Colleen Andolina Laura Hefner, and Radhika Ramesh
Welcome and Introduction of new members	The following new members were introduced and welcomed: Allendale Columbia – Ann Marie Luce St. John Fisher – Maria Muhlbauer New members Colleen Andolina and Emily Kay will be in attendance at the next meeting.
Approval of Minutes of June 1, 2022	The June 1, 2022 minutes were reviewed. Kristen O'Dell noted she was not present at the June meeting. Melanie Ward made a motion to approve the minutes as corrected and Jackie Bowser seconded the motion. All in attendance approved the minutes as corrected.
Budget Status Report	Julie presented the 2022-23 Budget, noting the following: <ul style="list-style-type: none"> the format of the budget status report is different from what is usually shared. This is because the funds from NYS have not come in yet and our budget codes have not been set up in WinCap. We can expect to see the normal format at our next meeting. the negative balances showing in codes 490 and 500 will also be addressed before our next meeting. It is likely we will need to do a budget amendment sooner this year than usual. This is due to a higher number of books being ordered this summer to support collegial circles.
Policy Board By-Laws Update - Quorum	The Board packets included a copy of Education Law 316 and the PTC By-Laws. Julie reviewed Ed Law 316 as a refresher for everyone on the Board because we had not talked about it in a few years. Julie then shared a recommendation to revise the by-laws because they do not include the definition of quorum or the minimum requirement to pass a motion. Dawn Graham, NYSTC Program Office, shared this information when our Continuation Application was reviewed over the summer. Based on these items missing, our grant was conditionally approved pending revision of our by-laws. After review of the recommendation and discussion, it was agreed that the following changes to the by-laws would be considered: <ul style="list-style-type: none"> Page 2 – under Duties of Policy Board add the statement at the end: "A quorum must be present in order for the Policy Board to meet. A quorum is reached when at least a majority [51%] of the Board's total

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	<p>membership is present. Based on current Board composition, a quorum will be 10 members.”</p> <ul style="list-style-type: none"> • Page 2 – under Duties of Representatives amend the first bullet to read: “attend all Policy Board meetings in order to meet the quorum mandates.” • Page 3 – add a section after Committees titled Voting Procedures. Under that heading include the following statement: “All motions require a minimum of 51% of total members voting to pass. Votes must take place in person or via a videoconferencing platform. Votes may not be conducted via email or via audio conferencing only.” <p>The Board will review these recommended changes at the November meeting and bring them forward for a vote.</p>
<p>Open Meetings Law</p>	<p>PB packets included a one-page refresher of Robert’s Rules of Order and a presentation on Open Meeting Law.</p> <p>After reviewing Robert’s Rules of Order, Julie shared a presentation from the NYSTC Statewide Leadership Team regarding OML and how it affects the way the PB operates. Highlights included the history and purpose of OML; important terms such as public body, meeting, quorum, and minutes; and the importance of TC practices, policies, and by-laws complying with the law.</p> <p>Julie also noted current PB practices that comply with the law including the inclusion of TCPB meetings in the District calendar and on the District website; conducting meetings in a space that is open to the public; ensuring minutes comply with the requirements of OML; and posting agendas and minutes on the TC webpage.</p>
<p>Summer Professional Learning Update</p>	<p>Julie shared an overview of summer professional learning and PB members received a packet of information related to summer activities. This information included the following:</p> <ul style="list-style-type: none"> • The TC offered 168 activities from June 27 through August 30. • 70% of professional staff completed their contractual requirement for professional learning during that time. • PCSD teachers and administrators facilitated the majority of workshops. • Activities continued to be offered in four different formats, with the majority being held face-to-face. <p>PB members discussed the data with partners and then with the large group. There was interest in spending more time reviewing the summer learning data so it will become part of our next meeting. At that time, Julie and Cindy will provide additional information including the number of participants versus number of enrolled staff in each workshop and a breakdown of activities by format.</p>
	<p>The meeting adjourned at 4:30 p.m.</p> <p>Minutes prepared by Cindy Craig.</p>