

**Members  
2023-2024**

Administration  
Melanie Ward

Administration  
Shawn Clark

Allen Creek  
Emily Odhiambo

Allendale Columbia  
Amanda Offord

Barker Road  
Kristin O'Dell

Board of Education  
Emily Kay

Business Representative  
Vince Blasio

Calkins Road  
Beth Latini

Jefferson Road  
Jeannine Galusha

Mendon Center  
Danielle de Manincor

Mendon High  
TBD

Park Road  
Jackie Bowser

PDAA  
Laura Hefner

PDTA  
Jessica Sabbour

PTSA  
Colleen Andolina

St. John Fisher  
Maria Muhlbauer

St. Louis School  
Mary Beth Boyle

Sutherland High  
Reeca Rothbaum

Thornell Road  
Radhika Ramesh

Teacher Center Director  
Julie Barker

***Pittsford Teacher Center Policy Board  
Meeting Minutes  
January 3, 2024***

Members Present	Julie Barker, Melanie Ward, Shawn Clark, Amanda Offord, Kristin O'Dell, Emily Kay, Vince Blasio, Jeannine Galusha, Jackie Bowser, Laura Hefner, Jessica Sabbour, Maria Muhlbauer, and Reeca Rothbaum
Members Not Present	Emily Odhiambo, Colleen Andolina, Radhika Ramesh, Beth Latini, Danielle deManincor, and Mary Beth Boyle
Welcome and Approval of Minutes	<p>The minutes from the November 1<sup>st</sup> meeting were reviewed. It was pointed out that Mary Beth Boyle was not present (as reflected in the minutes), and Jackie Bowser's name was misspelled.</p> <p>Shawn Clark made a motion to approve the minutes as corrected, Jackie Bowser seconded the motion, and the November 1, 2023 minutes were approved unanimously.</p>
Budget Status Report	<p>Julie reported that the FS-10A was approved, as reflected in the budget status report now showing the full amount of our grant appropriation, \$65,867.00.</p> <p>The Materials and Supplies code is currently showing a negative balance of \$232.65 which will be corrected with a budget transfer at the end of the year.</p> <p>The rest of the budget is in good shape with the bulk of the remaining funds in the Instructional Salaries code to be used to pay spring workshop presenters as well as collegial circle facilitators.</p>
Summer Professional Learning Data	<p>As was requested at the November meeting, Julie prepared the Summer Workshop data in different ways for further review. The Board received a file electronically showing workshop enrollment and attendance data sorted alphabetically, chronologically, by delivery format, and by category.</p> <p>Highlights of the group discussion include:</p> <ul style="list-style-type: none"> <li>• It appears that workshops targeting curriculum areas, or other specific topics, were better attended than those that were more general in nature.</li> <li>• The question of how workshop topics are selected was raised. Julie responded that workshop topics come from many sources: District initiatives, needs based on current trends, suggestions and known needs from Standards Leaders and steering committees, and training needed for new software/technology initiatives.</li> <li>• Could low attendance could be the result of signups taking place when the catalog opens up in June, but plans and schedules changing later in the summer?</li> <li>• Do staff demographics play a role in teacher attendance at workshops (e.g. child care issues)?</li> </ul>

	<ul style="list-style-type: none"> <li>• Are we offering too many options?</li> <li>• Are popular offerings being offered too many times?</li> <li>• Given the decline seen in the past 2 summers, perhaps we should consider offering fewer workshops.</li> <li>• Do we survey instructors for their feedback?</li> </ul> <p>The big takeaways from this discussion were:</p> <ul style="list-style-type: none"> <li>• We should explore how professional learning initiatives are determined, including a review of the Professional Learning Plan which outlines the process.</li> <li>• We should look at additional data as part of this review including: <ul style="list-style-type: none"> <li>a. the number of people who completed and/or exceeded their contractual hours by year.</li> <li>b. the number of people who still need to complete their hours for this year.</li> <li>c. the number of collegial circles for the past five years.</li> <li>d. how our workshop offerings and attendance data compare to other districts across our area and NYS.</li> </ul> </li> </ul> <p>The PB agreed this information will be helpful to look at and it is particularly important in light of Julie’s retirement at the end of this year. Julie will bring this information to the February meeting.</p> <p>Due to a conflict with the NYSTC Spring Symposium that Julie will be attending, the March 6<sup>th</sup> meeting will be canceled.</p>
<p>Next Meeting Agenda</p>	<p>Further exploration of workshop data, as specified above. The meeting adjourned at 4:35.</p>
<p style="text-align: center;"><i>Minutes prepared by Cindy Craig</i></p>	

