

**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
Jennifer Singer

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
November 1, 2023

Members Present	Julie Barker, Melanie Ward, Emily Odhiambo, Amanda Offord, Emily Kay, Vince Blasio, Jeannine Galusha, Danielle deManincor, Jennifer Singer, Jackie Bowser, Laura Hefner, Jessica Sabbour, Maria Muhlbauer, Reeca Rothbaum, and Radhika Ramesh
Members Not Present	Beth Latini, Shawn Clark, Colleen Andolina, and Kristin O'Dell
Welcome and Introductions	<p>Julie introduced Amanda Offord from Allendale Columbia as the new representative for that school.</p> <p>Jill Johnson, a new Teacher Center director from Wayne Central who is part of the Greater Rochester Teacher Center Network and is being mentored by Julie, observed the meeting.</p> <p>The minutes from September 27th were reviewed. A question was raised regarding the status of our FS-10A, and Julie replied that it is still pending. The official documentation was not sent to SED until the week of October 9th, so the lack of response is not a concern at this time.</p> <p>Another question was raised regarding the rejection of part of our Continuation Application related to the 40 code and presenter fees. The member was wondering if Julie thought this was a trend that we need to pay attention to when planning for future grant applications. Julie said she hoped to receive more guidance from SED about this issue in writing to assist with the rules in this area.</p> <p>Jeannine Galusha made a motion to approve the minutes, Radhika Ramesh seconded the motion, and the September 27, 2023 minutes were approved unanimously.</p>
Budget Status Report	Julie reviewed the budget status report, noting that the negative balances are a reflection of our pending budget amendment; when the amendment is approved, all balances will be positive.
Summer Professional Learning Summary of Data	<p>In response to the Board's request last month to look more closely into low attendance at workshops, Julie presented a summary of the attendance data which showed the number of enrollees vs. actual attendance. The group was given time to review the data and the following observations were made:</p> <ul style="list-style-type: none"> • Many low attended workshops took place in late June and late August. • Should we consider offering in-person PD at limited times? For example, some districts only offer PD in July; perhaps

	<p>offer only asynchronous in August where people can be home?</p> <ul style="list-style-type: none"> • Historically, the last week in June has been the most popular week for workshops so this is an unusual occurrence. • In addition, Infinite Campus Refreshers which are offered at the end of August, have traditionally been full and often had wait lists. The low enrollment this year is unusual. • Non-technology, content-area workshops that took place in last August were not as well attended. • Many of the low attendance workshops were asynchronous, but we also hear that many people want asynchronous options. • There are so many automated emails from WinCap Web that it can cause people to miss a class (by not finding a link) and are confusing in general; Julie can explore the possibility of reducing the number of emails from WCW. • Is it possible to let people know the number of attendees in advance of the workshop? Perhaps knowing that there is a small group and not attending would have a greater impact on the class would affect people's choice to attend. There is an option in WCW that Julie can investigate. • Is there a way to look at the content of workshops, the frequency of offerings, or other data that would help us have better, or better attended, offerings for next year? <p>Julie will organize the information in different ways so we can continue to look at the data more deeply at our December meeting. She will also send everyone the link so they can sort the information in different ways if needed.</p>
<p>Next Meeting Agenda</p>	<p>Continued analysis of summer attendance data</p>
	<p>The meeting adjourned at 4:30 <i>Minutes prepared by Cindy Craig</i></p>

