

**Members  
2023-2024**

Administration  
Melanie Ward

Administration  
Shawn Clark

Allen Creek  
Emily Odhiambo

Allendale Columbia  
Ann Marie Luce

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  
September 27, 2023**

Members Present	Julie Barker, Melanie Ward, Emily Odhiambo, Kristin O’Dell, Emily Kay, Vince Blasio, Beth Latini, Jeannine Galusha, Jennifer Singer, Jackie Bowser, Laura Hefner, Radhika Ramesh and Jessica Sabbour
Members Not Present	Danielle deManincor, Maria Muhlbauer, Reeca Rothbaum, Shawn Clark, Ann Marie Luce, Mary Beth Boyle, and Colleen Andolina
Welcome	Julie welcomed everyone to the first meeting of the year and introductions were made. Jennifer Singer, new representative for MHS, was welcomed to the Board.
Open Meeting Law	Julie referred the group to the “Open Meeting Law” handout. She pointed out that this is a NYS law that governs our meetings and reminded everyone that we are bound by all requirements set forth in these guidelines. In adhering to the expectations in the OML, our Policy Board meetings are included in the District calendar – both print and online – and our agendas and meeting minutes are posted to the Teacher Center webpage.
Budget and FS-10A #1	<p>Julie reviewed the Budget Status report included in the Board packet and referenced the fact that our Initial Appropriation is \$6,000 less than our grant award. This is due to the fact that Dawn Graham from the Teacher Center Program Office did not approve the Purchased Services – code 40 part of the FS-10 that we submitted with our Continuation Application.</p> <p>The rationale behind this is that Dawn felt the fees we were planning to pay Greg Ahlquist were too high to pay a Teacher Center Director. Julie shared that this is an unprecedented action by the TCPO and is concerned that this decision is being made without any regulations in place for limits on what external consultants and/or Teacher Center Directors can be paid for presentations. It was also mentioned that this action may be placing limits on the rights of Policy Boards to decide how best to utilize their grant funds.</p> <p>In order to receive the additional \$6000 from the grant, we need to submit an FS-10A. Julie shared a recommendation for the amendment with the Board which included the following increases:</p> <ul style="list-style-type: none"> <li>15 – Professional Salaries: increase this code by \$875</li> <li>40 – Purchased Services: increase this code by \$1600</li> <li>45 – Supplies and Materials: increase this code by \$3000</li> <li>49 – BOCES Services: increase this code by \$525</li> </ul> <p>The rationale for all of the increases was included in the draft FS-10A that Julie presented and total an increase in the grant of \$6000.</p>

	<p>Following a review of the recommendation, a motion to approve FS-10A #1 was made by Radhika, seconded by Laura Hefner, and it was approved unanimously.</p>
<p>Fall Catalog</p>	<p>The fall professional learning catalogs have been released. Most of the workshops are additional offerings of popular summer workshops, however there is a new workshop for high school teachers on using Clear Touch Boards which will be installed in the buildings in November.</p> <p>The Electives catalog includes Para Academy workshops for the fall semester. New this year, Julie is offering a blended option in Para Academy that incorporates asynchronous learning from CypherWorx followed by an in-person session. Julie hopes to utilize the content from the CypherWorx courses to increase staff use of the materials.</p>
<p>Summer Professional Learning Update</p>	<p>Julie provided a handout of all activities that were offered this summer, which included enrollment numbers for each workshop. Julie noted that the enrollment numbers show only those who signed up for the workshops, not the actual number who attended each workshop. WinCap Web does not provide a report that shows the number of staff who completed each workshop. However, it was noted that attendance was much lower this summer than in previous years. We typically expect approximately 10-15% of those enrolled not to attend a workshop. This summer that number was much higher and in many cases was as high as 40-50% of ‘no shows.’</p> <p>The Board reviewed the summer data and then discussed the trend regarding attendance. It was noted that it is frustrating for presenters and the Teacher Center when a high percentage of people who are enrolled do not attend the workshop without withdrawing ahead of time. Discussion ensued about possible reasons for this, and it was clear that there may not be a simple answer. The Board agreed that this is a topic they would like to investigate further.</p> <p>Julie offered to pull more data together for our next meeting which will include the number who attended the workshops compared to the number who were enrolled. It was agreed that we would continue the conversation at our next meeting.</p>
<p>The meeting adjourned at 4:35 PM  <i>Minutes prepared by Cindy Craig</i></p>	

