

# Whitesboro Teacher Resource Center

## Policy Board Minutes

May 29, 2024

**Members Present:** Rebecca Burkdorf, Kelly Chevrier, Stephen Costanza, Samantha Dell'Anno, Christine Egert, Teale LaBarbera, Cheryl Partyka LaValley, Michele Martin, Andrew Massoud, Lori Meyer, David Russo, Francesca Ryan, Lisa Shaffer, Kelly Smith, Sue Ellen Williams, Dawn Zielenski

**Teacher Members Present:** 16

**Members Absent:** Cynthia Beattie, Holly Kulawy, Lisa O'Connell, Shawna Papale, Fallon Russo, Ron Sarner

**Quorum:** Yes

**Others Present:** (non-voting)  
Marysue Andrews

- CALL TO ORDER:** Kelly Smith, Chairperson 4:03 p.m.
- QUORUM CHECK:** Yes
- PUBLIC COMMENT:** None
- READING AND APPROVAL OF MINUTES: March 19, 2024**  
*Motion to approve:* Teale LaBarbera                      *Second:* Christine Egert  
*In Favor:* All    *Opposed:* None                      *Status:* Approved
- DIRECTOR'S REPORT:** Marysue Andrews  
A.) Teacher Center Usage:

| Month          | Number of Users |
|----------------|-----------------|
| July 2023      | 0               |
| August 2023    | 29              |
| September 2023 | 39              |
| October 2023   | 12              |
| November 2023  | 7               |
| December 2023  | 13              |
| January 2023   | 20              |
| February 2024  | 15              |
| March 2024     | 22              |
| April 2024     | 5               |
| May 2024       | 15              |
| <b>Total</b>   | <b>178</b>      |

B.) Professional Development: (see attached sheet)

C.) NYSTC Conferences: Eastern Upstate meeting 5/5/24 - 5/7/24 The meeting was held at Minnowbrook Conference Center on the beautiful Blue Mountain Lake. We had a workshop with 2 NYS Teacher Center trainers on the Science of Reading. Additionally, Brian Kessel from NYSASCD (New York State Association of Supervision and Curriculum Development). They provide quality, researched based webinars for teachers. Brian Kessel has developed a program focusing on these webinars to help districts create watch parties to engage in the webinar in person, with others.

D.) TC2DN Technology Committee: Sue Ellen Williams - Sue has been in contact with other districts and universities to discuss AI. She'll be getting information from universities and will share. Mr. Russo said some administrators will be looking at AI over the summer, but it's not mandatory.

**6. BUDGET**

| <b>Code:</b>                            | <b>Budgeted</b>    | <b>Allocated</b>   | <b>Balance</b>    |
|---|--------------------|--------------------|-------------------|
| <b>Code 150 -Professional Staff</b>     | \$25,580.00        | \$24,880.00        | \$700.00          |
| <b>Code 400-Purchased Services</b>      | \$5,549.00         | \$5,520.00         | \$29.00           |
| <b>Code 450- Supplies and Materials</b> | \$9,425.00         | \$8,700.43         | \$724.57          |
| <b>Code 460 – Travel Expenses</b>       | \$470.00           | \$456.88           | \$13.12           |
| <b>Code 800 – Employee Benefits</b>     | \$1,278.00         | \$1,278.00         | \$0               |
| <b>TOTALS:</b>                          | <b>\$42,302.00</b> | <b>\$40,835.31</b> | <b>\$1,466.69</b> |

*Motion to approve:* Sue Ellen Williams      *Second:* Francesca Ryan  
*In Favor:* All                      *Opposed:* None                      *Status:* Approved

**7. OLD BUSINESS:**

A.) Instructor meeting update: The instructors met in May to share a variety of issues, concerns and positive affirmations regarding our book studies. The discussion is encapsulated in the Policy Board Update.

B.) Policy Board Update regarding professional development: Kelly reviewed and discussed the update. Suggestion: Make a link on My Learning Plan to access the Policy Board Update. Administrators could possibly provide to staff, linked through Powerpoint Presentations perhaps, during faculty meetings.

C.) Deb Prue Scholarship update: Kelly announced the two winners of the \$1,000 scholarships.

**8. NEW BUSINESS:**

A.) Budget Transfers:

i.) Recommendation to move \$700.00 from Code 150 to Code 450, move \$29.00 from Code 400 to Code 450 and move \$13.12 from Code 460 to Code 450 for books and supplies.

*Motion to approve:* Sue Ellen Williams      *Second:* Francesca Ryan  
*In Favor:* All                      *Opposed:* None                      *Status:* Approved

B.) 2024-2025 Continuing Grant Application  
Review and Approval of the Professional Development Plan and the 2024-2025 FS10

Marysue reviewed the professional development work plan and the FS 10 for 2024-2025. The budget for next year remained the same for the New York State Teacher Centers. Whitesboro Teacher Center's allocation will be \$42,302.

Review of the professional development work plan: The professional development plan was created using the results from the 2024-2025 Teacher Center survey's most requested topics, book studies from 2024 - 2025 that were very popular and filled up each time they ran, and emerging topics to expand our professional development.

Professional Learning Focus Areas:

- ❖ Professional learning to enhance and deepen teacher content knowledge aligned to NYS P-12 Learning Standards ELA.
- ❖ Professional learning to enhance and deepen teacher content knowledge aligned with the NYS P-12 Learning Standards: Science.
- ❖ Professional learning and/or support for enhancing educators' strategies and skills in meeting the needs of diverse learners: those who learn differently from the majority and/or are racially, ethnically, culturally, economically or linguistically diverse.
- ❖ Collaborations with Institutions of Higher Education to build, support and enhance teacher pre-service and in-service experience.
- ❖ Professional learning and/or support for the creation and maintenance of safe, secure, supportive and inclusive learning environments for all students.

Reviewed FS10/Budget

Approval by the Policy Board is required.

Motion to Approve 2024-2025 NYSTC Grant and FS10

*Motion to approve:* Lisa Shaffer

*Second:* Samantha Dell'Anno

*In Favor:* All

*Opposed:* None

*Status:* Approved

*Time:* 4:36 p.m.

C.) Election of Policy Board Chair and Recording Secretary for 2024-2025

Nominations: Chairperson: Kelly Smith

Recording Secretary: Dawn Zielenski

*Motion to approve:* Teale LaBarbara

*Second:* David Russo

*In Favor:* All

*Opposed:* None

*Status:* Approved

*Time:* 4:38 p.m.

9. **PUBLIC COMMENT:** None

10. **ADJOURNMENT:**

*Motion to approve:* Dawn Zielenski

*Second:* Stephen Costanza

*In Favor:* All

*Opposed:* None

*Status:* Approved

*Time:* 4:38 p.m.

Respectfully submitted by,

Dawn Zielenski

WTRC Policy Board Secretary

**Approved by WTRC Policy Board: 10/29/24**

**Next meeting: 10/29/242024**