Waterloo Teachers' Resource Center
Waterloo High School Room B216
96 Stark Street, Waterloo, NY 13165
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wtrc@waterloocsd.org
Sandy Ahart and Kristen O'Connell, Co-Directors

Minutes

October 1, 2024 4:00 PM - 5:00 PM

Attendance:

Matt Parker	Jennifer Paczkowski	Shawn Orcutt	Renee Thomas
Tracy Cardinale	Ranette Schaertl	Jackie Mull	Karen Burcroff
Russ Gillan	~~Toby Coleman~~	~~Courtney Foster~~	~~Peter Budmen~~
Joseph Landry	~~Jennifer Hayden~~ (vacant seat)		~~Jason Stock~~ (vacant seat)

A quorum was achieved with 67% (10/15) of the Policy Board present and of that 70% (7/10) were teachers

1. Welcome – Russ Gillan
   The meeting was called to order at 4:06 p.m.

2. Approval of minutes from June 11, 2024– Russ Gillan
   Click the link for the minutes: Policy Board & Center Documents - Waterloo Central School District (waterloocsd.org)

   Motion to approve the minutes as written was made by Jackie Mull. Seconded by Matt Parker. Motion passed by all those present.

3. Budget and FS10 A Update – Kristen O'Connell and Sandy Ahart
   We received notification of approval by Grants and Finance on September 10, 2024 the first payment of $10,469 was sent to the District.

   Sandy Ahart has submitted a purchase order for all the books listed in the Continuation Grant application with Barnes and Noble.

   Kristen O'Connell has been in contact with Mike Anderson about the self-paced modules also listed in our Grant application. She will share more at our next meeting.

4. Application/Appointment of new Technology Consultant – Russ Gillan
   Applications for the Technology and Computer Support Consultant were reviewed. As stated in the Continuation Grant Application the person's duties includes: Reports to WTRC Co-Directors. Repair technology equipment, research & procure new/replacement equipment and software for operations and professional learning requests, set up inventories and operational spreadsheets, update WTRC website, enters workshops into Frontline and manages attendance, CTLE hours & workshop evaluation completions, consult with presenters/facilitators re: technology needs, report to Policy Board.

   A motion was made by Shawn Orcutt to approve Matt Parker for this position.
   The motion was seconded by Joseph Landry. Motion was passed by all members present except Matt Parker who abstained from voting.

5. Resignation/Vacancy of Policy Board Representatives – Russ Gillan
   Resignation of Jennifer Hayden from Policy Board effective July 1, 2024
   Resignation of Jason Stock from the Policy Board effective July 1, 2024

   Kristen O'Connell has reached out to Sarah Cupelli, the new Superintendent of Waterloo Central School District and to Christine Taylor, new Assistant Superintendent of Curriculum and Instruction regarding the existence and mission of the Waterloo Teachers' Resource Center. Both seemed receptive of utilizing the WTRC to benefit the District.

   Kristen has also reached out to Maggie Bristol, the new Professional Development Coordinator for the District, to join the Policy Board to replace Jennifer Hayden. She has not heard back from her yet.

   Russ Gillan will send an email to the Waterloo Middle School staff to ask for a representative to replace Jason Stock.

6. Professional Development sessions – Sandy Ahart
   The posting for ERF/Staff Presenters was shared with the Policy Board. A motion was made by Karen Burcroff to approve the posting to be put out by the District's Human Resources Department. The motion was seconded by Matt Parker. The motion was carried by all present. Sandy Ahart will email the posting to Holly Leone, Human Resource Specialist and Confidential Secretary to the Business Administrator as well as to Sarah Cupelli, new Superintendent of Waterloo Central School, with a request that it be sent to all staff of the District.

7. Update on Professional Development sessions and GRTCN Meeting regarding Evaluation of Professional Development – Kristen O'Connell
   Kristen O'Connell reported on Sheila Robinson's presentation during the recent Greater Rochester Teacher Center Network meeting. She stressed the importance of supporting presenters rather than evaluating them. Kristen is committed to working collaboratively with the presenters to benefit all professionals in the District.

   Different topics from the Fall Forum were also discussed. Joe Landry stated that Magic School AI is already available in the District. Toby Coleman will be leading Professional Development regarding this in each building on behalf of the District. Matt Parker shared examples of Chat GPT that he has used in his classroom.

8. Hobart William Smith Colleges update – Peter Budmen
   Russ Gillan shared the Peter Budmen will no longer be our representative from Hobart William Smith Colleges. Chrissy Jacobs will be taking his position.

9. Other: Russ Gillan
   - Co-Directors will be going to Fall Forum in Lake George later in the month with Monica Burns, Ed.D., author of EdTech Essentials, giving the keynote address where she shares strategies for leveraging AI as an assistant, collaborator, and tool to personalize learning so educators can better prepare students for the "age of AI."

- A discussion was made about the moving the Accucut Die Cuts to the Middle School since they are not used in the WTRC frequently. Karen Burcroff questioned how community members would have access to them. A discussion was held about surplussing these items instead. Karen will reach out to the Waterloo Library to see if there is interest in obtaining these items. Information will also be posted on the website. More follow up is needed

- Matt Parker requested that the broken HP Printer also be surplussed following the procedures of the WCSD. A motion was made by Ranette Schaertl to declare the HP Printer as surplus and have it removed from the WTRC. The motion was seconded by Jackie Mull. Motion was approved by all those present. Matt Parker will follow up with this.

10. Set next meeting date: Russ Gillan
    The next meeting will be Monday, December 2, 2024 at 4:00 p.m.

11. Meeting Adjourned

    A motion was made by Jackie Mull to adjourn the meeting. The motion was seconded by Matt Parker. Motion was passed by all those present. The meeting was adjourned at 4:50 p.m.

    Respectfully submitted by

    Sandra Ahart
    Co-Director, WTRC