

Whitesboro Teacher Resource Center
Policy Board Minutes
December 5, 2023

Members Present:

Cynthia Beattie, Rebecca Burkdorf, Kelly Chevrier, Samantha Dell'Anno, Christine Egert, Teale LaBarbera, Cheryl Partyka LaValley, Michele Martin, Lori Myer, David Russo, Lisa Shaffer, Kelly Smith, Dawn Zielenski

Voting Members Present:

13

Members Absent:

Stephen Costanza, Holly Kulawy, Lisa O'Connell, Shawna Papale, Fallon Russo, Francesca Ryan, Sue Ellen Williams

Others Present (non-voting):

Marysue Andrews - Director, Andrew Massound (zoom), Ron Sarnier (zoom)

1. **CALL TO ORDER:** Kelly Smith, Chairperson, 4:06 p.m.
2. **QUORUM CHECK:** Yes
3. **PUBLIC COMMENT:** None
4. **READING AND APPROVAL OF MINUTES:** from October 24, 2023
Motion to approve: Teale LaBarbera *Second:* Cynthia Beattie
In Favor: All *Opposed:* None *Status:* Approved
5. **DIRECTOR'S REPORT:** Marysue Andrews

A.) **Teacher Center Usage:**

month	# of users
July 2023	0
August 2023	29
September 2023	39
October 2023	12
November 2023	7
Total	87

B.) **Professional Development:**

Marysue mentioned how so many of the book study workshops fill up very quickly. Please remind teachers to remove themselves from a workshop if there is a change of mind about going. When registering for a workshop, please pay attention to the audience. No credit is given if the participant does not match the audience.

C.) Reflective Seminar:

Marysue gave members a handout that explained Reflective Seminars. She attended a few and enjoyed the collaboration she observed.

D.) TC2DN Technology Committee: – Sue Ellen Williams (absent)

6. **BUDGET REPORT:**

Code:	Budgeted	Allocated	Balance
Code 150 - Professional Staff	\$25,580.00	\$13,180.00	\$12,400.00
Code 400 - Purchased Services	\$5,549.00	\$0.00	\$5,549.00
Code 450 - Supplies and Materials	\$9,425.00	\$3,103.62	\$6,321.38
Code 460 – Travel Expenses	\$470.00	\$0.00	\$470.00
Code 800 – Employee Benefits	\$1,278.00	\$1,278.00	\$0
TOTALS:	\$42,302.00	\$17,561.62	\$24,740.38

Motion to approve: Christine Eggert
In Favor: All

Second: David Russo
Opposed: None

Status: Approved

7. **OLD BUSINESS:**

A.) Workshop Survey - Christine shared a copy of the survey. It will be optional, not a requirement. The "email" requirement will be taken off in order to keep anonymous for honest answers. The survey will be sent to Marysue so she can monitor any issues that may need to be addressed. Extended discussion took place about the requirements of instructors. A decision was made to set up a sub-committee to continue this discussion and come up with wording. An email will be sent to members regarding interest in being on the committee.

B.) CPR Workshops - Kelly Smith has talked with Joe Muller about the interest. Kelly read the form she created that will be sent out.

8. **NEW BUSINESS:**

A.) Deb Prue Scholarship - We'll keep it in February

B.) Teach Like a Warrior - The wording will need to be changed to eliminate the word "Warrior."

C.) Dave went over clarification of in-service guidelines with department chairs and Steve Costanza (union president). The in-service guidelines were added to the Teacher Center page.

9. **PUBLIC COMMENT:** None

10. **ADJOURNMENT:**

Motion to Approve: Lisa Shaffer
In Favor: All
Time: 4:45 p.m.

Second: Cynthia Beattie
Opposed: None

Status: Approved

Respectfully Submitted by:

Dawn Zielenski
WTRC Policy Board Secretary

Approved by WTRC Policy Board _____