

# Whitesboro Teacher Resource Center

## Policy Board Minutes

### March 19, 2024

**Members Present:** Cynthia Beattie, Rebecca Burkdorf, Stephen Costanza, Samantha Dell'Anno, Christine Egert, Cheryl Partyka LaValley, Michelle Martin, Andrew Massoud, David Russo, Fallon Russo, Lisa Shaffer, Kelly Smith, Sue Ellen Williams, Dawn Zielenski

**Voting Members Present:**

**Members Absent:** Kelly Chevrier, Holly Mangels-Kulawy , Teale LaBarbera, Lori Meyer, Lisa O'Connell , Shawna Papale, Kelly Chevrier, Francesca Ryan, Ron Sarner

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

Marysue Andrews

1. **CALL TO ORDER:** Kelly Smith, Chairperson 4:03 p.m.
2. **QUORUM CHECK:** Yes
3. **PUBLIC COMMENT:** None
4. **READING AND APPROVAL OF MINUTES:** January 30, 2024  
*Motion to approve:* Cynthia Beattie *Second:* Dawn Zielenski  
*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          |
| December       | 13         |
| January        | 20         |
| February       | 15         |
| <b>Total</b>   | <b>135</b> |

B.) Spring Symposium Update: The grant application has not been publicized yet so the grant writing process is unable to be started.

- C.) Teacher Survey Update: 100 teachers and TAs responded; 60% want asynchronous, 20% want in-person, 15-16% want hybrid. A few are interested in being instructors. Marysue created a list of recommendations for professional development that came from the survey. There's interest in the Grading for Equity Now book. Mr. Russo talked about it being read by administrators and there's a lot of interest in the book. It might roll out to 6-12 first and then K-5, possibly beginning this year. Recommendation was made for next year's survey to have a checklist of course topics for people to check, along with a "fill in" section. Teach Like Pirate has also been requested. Marysue would like to plan for technology PD for next year.
- D.) Instructor Survey Update: Marysue sent out and asked past presenters to meet in person or via Zoom (they chose Zoom) to discuss what's going well and what could be improved upon. She asked if anyone on this Committee would like to attend the meeting. If asynchronous is getting difficult for instructors, perhaps more of a "hybrid" approach would work. (A letter could be compiled and sent out after the meeting.)
- E.) Asynchronous Book Studies for 2024/2025 - Discussion took place about setting up a procedure to have books returned from anyone who doesn't care to keep the book. This would cut down on the cost of books.
- F.) TC2DN Technology Committee: – Sue Ellen Williams  
She has been contacting people about AI because there are various issues, especially in the art world. Andrew Massoud mentioned that the English department has a powerpoint presentation about plagiarism and the rules about using AI. The English department would love professional development on AI.

**6. BUDGET REPORT:**

| <b>Code:</b>                            | <b>Budgeted</b>    | <b>Allocated</b>   | <b>Balance</b>   |
|---|--------------------|--------------------|------------------|
| <b>Code 150 -Professional Staff</b>     | \$25,580.00        | \$23,460.00        | \$2,120          |
| <b>Code 400-Purchased Services</b>      | \$5,549.00         | \$5,049.00         | \$500.00         |
| <b>Code 450- Supplies and Materials</b> | \$9,425.00         | \$7698.99          | \$1456.01        |
| <b>Code 460 – Travel Expenses</b>       | \$470.00           | \$350.55           | 119.45           |
| <b>Code 800 – Employee Benefits</b>     | \$1,278.00         | \$1,278.00         | \$0              |
| <b>TOTALS:</b>                          | <b>\$42,302.00</b> | <b>\$37,836.54</b> | <b>\$4195.46</b> |

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

**7. OLD BUSINESS:**

- A.) Deb Prue Scholarship: \$1,945 raised - let's keep the new teachers informed about who Deb was and the importance of this scholarship. A recommendation was made that a presentation of some sort be created about Deb to be shown in buildings to help spread the word. It could be helpful to bring the thank you slips and ribbons back, to be given to those who donate.

**8. NEW BUSINESS:** None

9. **PUBLIC COMMENT:** None

10. **ADJOURNMENT:**

*Motion to Approve:* Samantha Dell'Anno  
*In Favor:* All                      *Status:* Approved  
*Time:* 4:33 p.m.

*Second:* David Russo

**Next Meeting: May 15, 2024**