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 9, 2025 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~~	~~Chrissy Jacob~~
Joseph Landry	Christine Taylor	~~Middle School 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

   Meeting was called to order by Russ Gillan at 4:10 p.m
   Russ announced that Andie Huskie will be replacing Chrissy Jacobs on the Policy Board as the Higher Education Representative. Andie was unable to make this meeting, but we look forward to welcoming her at the next meeting.

   Welcome to Katherine Izzo from Waterloo High School who has written a letter of interest about joining the Policy Board.

2. Approval of minutes from June 4, 2025– Russ Gillan
   Click the link for the minutes:

Waterloo Teachers' Resource Center (Home - Waterloo Central School District waterloocsd.org)

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

3. Application Review/Appointment of new Technology Consultant – Russ Gillan
   Russ Gillan shared a letter of interest for the Technology Consultant from Matt Parker, who performed the role last year. A brief discussion followed. A motion was made by Ranette Schaertl to approve Matt Parker as the Technology Consultant as described in the Continuation Application. The motion was seconded by Jackie Mull. Motion passed by all those present with Matt Parker abstaining.

4. Budget and FS10 Update – Kristen O'Connell and Sandy Ahart
   The Co-Director's shared that all documentation has been approved.

5. Review and possible amend By-Laws Russ Gillan
   Russ reviewed the current By-laws for Policy Board representation based on the tabled discussion from the Policy Board meeting held on May 20, 2025.

- 2 teachers/teacher assistants from each of the 4 Buildings in theWaterloo District and 1 WEA representative (51% of the Board).
  - Skoi-Yase Primary
  - LaFayette Intermediate
  - Waterloo Middle School
  - Waterloo High School

The By-laws were opened for amendment with a motion by Ranette Schaertl. Motion was seconded by Jackie Mull. Motion carried as 2/3 of the voting membership was present.

A motion was made by Matt Parker to change the wording of the By-laws to the following:

B. Membership: The Policy Board is comprised of:

- ~~2 teachers/teacher assistants from each of the 4 Buildings in theWaterloo District and 1 WEA representative (51% of the Board).~~
  - ~~Skoi-Yase Primary~~
  - ~~LaFayette Intermediate~~
  - ~~Waterloo Middle School~~
  - ~~Waterloo High School~~

- 2 teacher/teacher assistants from both the elementary and secondary levels, 4 at large teacher/teacher assistant members and 1 WEA representative. All representatives to be from the Waterloo School District (51% of the Board)

The motion was seconded by Jackie Mull. Motion was approved by all present.

6. Approval of new Policy Board Member:
Russ shared the letter of interest from Katherine Izzo to join the Policy Board as an At Large Teacher Representative. Motion made by Joseph Landry to approve Katherine Izzo as an At Large Teacher Representative to the Policy Board. Motion was seconded by Jackie Mull. Motion approved by all present. Russ welcomed Katherine to the Policy Board as a new member.

7. Chairperson's term– Russ Gillan
Russ expressed his interest in stepping down as the Chairperson of the Policy Board, but to remain a member of the Board. The role of the Chairperson was reviewed:

C. Officers: Chairperson(s)

1. Selection:

- Shall be a teacher member of the Policy Board.
- Elected to a minimum of a three-year term.

2. Duties:

- Preside at all meetings of the Policy Board.
- Prepare for issuance an agenda for meetings with input from the Co- Directors.
- Call special meetings of the Policy Board.
- Maintain a liaison relationship regarding matters of policy withthe Central Administrative Staff of the Waterloo Central School District.
- Serve as spokesperson for the Policy Board.
- Recruit members of committees.
- Appoint an alternate to act in the absence of chairperson(s).
- Disseminate the annual report on WTRC activities for theSuperintendent, Board of Education, WEA, and the Policy Board as prepared by the Co-Directors.

Review the annual budget based on grant guidelines in conjunction with the Co-Directors. A copy of the budget shall be submitted to the Business Office within one month after grant approval has been received.

A discussion followed. Katherine Izzo expressed interest in filling the role of Chairperson.

A motion was made by Matt Parker to accept the resignation of Russ Gillan as the Chairperson of the WTRC Policy Board and to approve Katherine Izzo as the new Chairperson effective immediately. The motion was seconded by Karen Burcroff. The motion was approved by all present with Russ Gillan and Katherine Izzo abstaining.

Katherine Izzo was welcomed at the new Chairperson of the WTRC Policy Board as assumed the role of leading the meeting.

8. Hobart William Smith Colleges update – Andie Huskie
   There was no update shared as Andie was unable to attend the meeting.

9. Other: Katherine Izzo

- Co-Directors will be going to Fall Forum in Suffern, NY later in the month featuring

Keynote-Thomas C. Murray
Shifting Mindsets: Creating a Culture of Innovation

The past few years have brought uncertainty at every turn, creating significant anxiety and a loss of sleep for all educators, regardless of position. As we work to innovate and transform the learning experience, how can we create a culture where both students and staff can thrive? How can we support others in doing the same? How can we work to overcome fear and fail forward when things don't go as planned? Grounded in relationships and built upon a culture for learning, personal and authentic cultures of innovation respect the hidden stories within each individual and are learner-centered by design. Join this fun and interactive keynote for a lot of laughs paired with practical and proven strategies that you can immediately implement with your team. Regardless of what happens outside our school walls, together, we can work to create meaningful opportunities for those we serve when we hyper-focus on the things that matter most. The work is hard, but our kids are worth it!

- Karen Burcroff shared some ideas for Professional Development based on Wellness including a repeat of Hidden in Plain Sight, working with the Suicide Prevention

Coalition to present Adult Mental Health First Aid. Kristen O'Connell will follow up with Karen regarding these recommendations.

- Karen Burcroff shared some information from the United Way regarding upcoming events.
    1. National Drug Take Back Day being held on October 25 will accept outdated Narcan and replace it at Kinney Drug Store in Ovid.
    2. A Community Thanksgiving will be held at the Elks Lodge for dining in or delivery. Interested parties may sign up at the House of Concerns. Volunteers, including students in need of Community Service Projects. are needed for prep work and the day of the dinner and are encouraged to contact the United Way at 315-539-1135.

- Kristen O'Connell shared that she has reached out to people who had expressed an interest in offering Professional Development through the Needs Assessment that was completed recently. She is also meeting with Christine Taylor regarding Professional Development for Teaching Assistants on the upcoming Superintendent's Day with an SEL focus. The WTRC is sending one High School teacher to attend the Science Teachers Association of New York State as written in our Continuation Application.
- Christine Taylor shared that the Superintendent's Conference Day in March will have a focus on Wellness. She will see what is available and possibly work with Karen Burcroff and Kristen O'Connell on some of the recommendations.
- Russ Gillan expressed his concern of the loss of opportunities for teachers to earn CTLE credits due to the restructuring of Early Release Fridays. The focus has shifted to meetings, rather than Professional Development. Karen Burcroff inquired why Professional Learning Teams do not count as CTLE. Christine Taylor said it does not because it is protocol/procedure. A lengthy discussion followed regarding what constitutes CTLE credit for teachers who are required to document them. Christine Taylor stated that the fourth Friday of each cycle is open for Professional Development. More clarification is needed regarding this topic and the use of Frontline to document CTLE credit for teachers.

10. <u>Set next meeting date: Katherine Izzo</u>
    Kristen O'Connell will send out a Microsoft Form email to all Policy Board members to chose the next date after meeting with Katherine Izzo and The NYSTC Fall Forum at the end of October.

11. <u>Meeting Adjourned</u>
    A motion was made by Matt Parker to adjourn the meeting. The motion was seconded by Russ Gillan. Motion was passed by all those present. The meeting was adjourned at 5:10 p.m.

Respectfully submitted by

Sandra Ahart
Co-Director, WTRC