

Meeting minutes

Thursday, September 18, 2025 1:10 PM



West Irondequoit Teaching Learning Center

Policy Board Meeting

September 25, 2025

In person location for the TLC at 45 Cooper Road Rochester, NY

The meeting was called to order by C. Young at 3:33pm.

Minutes recorded by: Sarah Putman

In attendance (at TLC): Michelle Flood, Haley Brunstad, Christina Miga, Meg Steckley, Kathryn Copeland, Victoria Bournival, Katie Beck, Erika Guetti, Andrea Chervenak, Marilyn Deignan, Sarah Putman, Casey Wagner

Absent: MaryAlice Behrens, Andrea Koppen, Steve Johnson, Melissa Pollet-Swidorski, Janine Sciarabba, Cassie Coley, Leighann Szmania, Julie Pfenninger

Others Present: Cecilia Young, TLC Director

Topics:

Warm Welcome

Welcome to our newest members:

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our newest
members

- Ms. Kathryn Copeland replacing Ms. Melissa Bohrer
- Ms. Victoria Bournival replacing Ms. Tamara Wall
- Erika Guetti replacing Rebecca Todd
- Andrea Chervenak replacing Nadina Avallone
- Katie Beck replacing Maureen Elliott
- Haley Brunstad replacing Taylor Lanham
- Marilyn Deignan as our Parent rep

1. Old Business: (Quorum is _11_ members, not including Cecilia)

The quorum **is** or is not present. (bold/ highlight one please)

Minutes to May 2025 meeting and June 2025 meeting

Motion to approve: Victoria Bournival

Second: Chrissy Miga

All in favor: 11

All opposed: _____

All abstain: _____

Motion carried/ not carried (bold/ highlight one please)

Your role on the Policy Board:

**Your Role on
the Policy
Board**

- Policy Board Duties
 - Participate in Policy Board meetings
 - We need a quorum to have an official meeting
 - Advocate for professional learning programs
 - Building level representative- **option to become more involved!**
 - Advertise courses and promote resources available through the TLC
 - Assist in needs assessment creation, reviewing the data to determine focus areas and plan professional learning for the year by writing and approving of the continuation application grant sent to the state
 - Discussion, review, and voting of any changes need to the grant through the year
 - Review applications for conferences using rubric
 - Evaluate the TLC Director on an annual basis

Connection to the district blueprint, needs assessment and PL provided by the TLC

2. Director's update

Director's Update

Budget

- Overview of budget

Conference & PLC sharing and selecting

Upcoming courses/ Monthly newsletter information

Professional Library (access and sharing)



Using the EOY report from 2024-25, Cecilia shared program highlights (with the help of Copilot AI)

- New teacher programs
- Promoting inclusive practices
- Mentoring
- Flexible learning formats

How many staff participated and planning for the future

We then started the compass points activity (see below) and will continue this work next meeting.



COMPASS POINTS: PURPOSE

- To understand how **outcomes** and **relationships** are affected by our varied **tendencies** in group problem-solving.
- To identify our own and other people's inclinations and perspectives, resulting in greater respect, understanding, and productivity.

40

Meeting ended at 4:54pm when 2 people had to leave for other commitments and quorum was no longer present.

Motion to adjourn _____ (– no motion needed because no quorum present)

Second by –

All in favor:

Motion carried/ not carried