Waterloo Teachers' Resource Center
Waterloo High School Room B216
96 Stark Street, Waterloo, NY 13165
315-539-5454 (internal calls Ext. 4182)
wtrc@waterloocsd.org
Sandy Ahart and Kristen O'Connell, Co-Directors

Minutes

November 17, 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~~	~~Andie Huskie~~
Joseph Landry	Christine Taylor	Kate Izzo	

A quorum was achieved with 53% (8/15) of the Policy Board present and of that 63% (5/8) were teachers.

1. Welcome – Kate Izzo
   Meeting was called to order by Kate Izzo at 4:08 p.m
   Kate 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. Kristen will reach out to Chrissy Jacob to inquire about contact information for Andie.

2. Approval of minutes from October 9, 2025– Kate Izzo
   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 Jennifer Paczkowski. Seconded by Jackie Mull. Motion passed by all those present.

3. Budget Update – Kristen O'Connell and Sandy Ahart
   Kristen shared the current budget information. Professional Salaries has a high balance since staff presenting and attending workshops has not matched what we had anticipated. We may need to complete an FS10A at the next meeting.

4. Professional Development Updates – Kristen O'Connell
   Kristen stated there has been an interest in more asynchronous workshops using Schoology. Toby Coleman has created a Schoology Account for the WTRC. Kristen is currently working with 12 teachers using this format. Considerations may need to be included in next year's grant application for those who develop this type of workshop but also facilitate for multiple times. Joe Landry asked questions about how this would work. Kristen shared her experience with a similar course she is taking as a learner and will reach out to the presenters for more information.

5. Hobart William Smith Colleges update – Andie Huskie
   Andie was unable to make this meeting. No information was sent via email.

6. Other: Kate Izzo

- Co-Directors shared information from the Fall Forum in Suffern, NY held last month. Kristen shared information from Stacey Harris about PLEX (Professional Learning Experience Kits) Karen Burcroff asked who would own the supplies/materials utilized. Kristen is waiting to hear more as it may be something we consider for next year. More follow up is needed.
- An email from Mark Griffin was shared with the Policy Board regarding the conference he attended through the WTRC.
- Kristen shared information about the MTSS process at LaFayette Intermediate School. They are using the Pre-Intervention Manual that the WTRC provided to each building. Possible workshop proposals for staff may be forthcoming from this.
- Kristen has reached out to the ENL teachers of the District to see what resources they may need that could be supported by the WTRC. The Middle School counselors have asked for resources regarding supporting autism. Skoi-Yase Primary School has inquired about Seed to Sew extensions. Kristen is also working with a representative with Brian Mendler about costs for on demand training. Joseph Landry suggested providing buildings with more 3D printing materials. Christine Taylor informed the Policy Board that the March Superintendent's Conference Day is still open for suggestions regarding Professional Development.
- Karen Burcroff gave an update from United Way including Community Thanksgiving. Fliers with information for families to sign up will be emailed to the District for distribution. She requested volunteers for distribution of coffee or cocoa and bracelets at the It's a Wonderful Life Relay Race. Those interested should contact Karen directly.
- Kristen shared information regarding Bailey's Boutique and the fundraising it is doing. A second one has now opened in the Romulus School District as well.

7. Set next meeting date: Katherine Izzo
   Kate Izzo will send out a Microsoft Form email to all Policy Board members to choose the next date in January.

8. Meeting Adjourned
   A motion was made by Jackie Mull to adjourn the meeting. The motion was seconded by Karen Burcroff. Motion was passed by all those present. The meeting was adjourned at 5:00 p.m.

Respectfully submitted by

Sandra Ahart
Co-Director, WTRC