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
## June 2, 2026

**Attendance:**

| | | | |
|---|---|---|---|
| ~~Matt Parker~~ | Jennifer Paczkowski | Shawn Orcutt | Cherstie Kuhlmann |
| ~~Ranette Schaertl~~ | Jackie Mull | Karen Burcroff | ~~Tracey Cardinale~~ |
| Russ Gillan | ~~Toby Coleman~~ | Melinda Schillinger | ~~Andrea Huskie~~ |
| Joseph Landry | Christine Taylor | Kate Izzo | |

A quorum was achieved with 10/15 (67%) of the Policy Board members present and of that 7/10 (70%) were teachers.

1. Welcome – Kate Izzo
   Meeting was called to order at 4:03 p.m.
   Welcome to Chersti Kuhlmann who has agreed to replace Renee Thomas as the Waterloo Board of Education representative on the Policy Board. A motion to accept Cherstie's appointment to the Policy Board was made by Shawn Orcutt and seconded by Jennifer Paczkowski. Motion was passed by all present.
   A brief round of introductions was held.

2. Approval of minutes from March 23, 2026 – 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 Russ Gillan. Seconded by Karen Burcroff. Motion passed by all those present.

3. Adding Melinda Schillinger to Policy Board as new At Large Representative – Kate Izzo
   Kate Izzo shared a letter of interest from Melinda Schillinger, elementary teacher at Skoi-Yase Primary School, to join the Policy Board as one of the At Large Representatives. She will be replacing Courtney Lutz who resigned from the Policy Board as off June 1, 2026. A motion was made to approve Melinda as an At Large Representative by Russ Gillan and seconded by Jennifer Paczkowski. Motion passed by all those present.

4. Review By-Laws – Kate Izzo
   The By-Laws were shared and reviewed for new members.
   Motion to accept and continue the current by-laws was made by Karen Burcroff and seconded by Joseph Landry. Motion passed by all those present.

5. Continuation Grant Application and Budget –Kristen O'Connell and Sandy Ahart
   Kristen O'Connell shared the results of the Needs Assessment completed by 53 respondents. She then proposed a Continuation Grant Application and Budget based on the results of the

completed Needs Assessment. Policy Board members were given the opportunity to ask for clarification on both.

- Inclusion of a New Teacher Forum that is not part of the Mentor Program was based on the idea share session from the NYSTC Fall Forum.
- A few typographical errors were spotted and corrected.
- Christine Taylor complimented Kristen on the thoroughness of the assessment and the alignments with the District's initiatives. She questioned if the extra copies of books used in book studies were available to staff and where they are kept. The availability of a Professional Library was shared. A suggestion to color code the books by topic was also made.
- Jackie Mull questioned how the number of people signing up for PD sessions could be increased. The suggestion was made if administrators could include a reminder of WTRC sessions at faculty meetings or weekly building communications. Kristen also shared that she would like to start a monthly newsletter through S'More and/or a social media platform. Karen Burcroff advised her on social media implications with the District.
- Joseph Landry asked whether the Gale Professional Library was still available as no new titles were listed in the proposed budget. The answer was given as yes, since what we purchased is still available.
- Kristen explained the inclusion of The Professional Learning Extension Kits (PLEX) proposal and the application that would be used. This was something that she learned from the NYSTC Fall Focus as well. This was positively received by the Policy Board.
- Kristen explained the inclusion of the magnet maker in the budget was based on requests from staff.

A motion was made by Karen Burcoff and seconded by Melinda Schillinger to approve the completed 2026-2027 Continuation Grant Application as presented. The motion was passed by all those present.

A motion was made by Christine Taylor and seconded by Russ Gillan to approve the completed 2026-2027 FS-10 budget as follows:

Code 15 - $ 24,590
Code 40 – $ 6,370
Code 45 - $ 8,952
Code 46 – $1,967
All other codes are $0
Total - $41,879

The motion was passed by all those present.

6. Hobart William Smith Colleges update – Andie Huskie
   Andie was unable to attend today's meeting, so no updates were provided.
   Shawn Orcutt shared a personal experience with Andie and how she feels Andie will be a valuable part of the Policy Board.

7. Other: Kate Izzo
   Karen Burcroff shared upcoming events from Seneca County United Way including:
   1. Walking with Hope on June 7, 2026
   2. Fishing Day on Oak Island with the Sportsman Club on June 27, 2026

3. Food Gardening Camp June 29 – August 2 9:00-11:00
4. Working with 4-H group at the New York State Fair to explore New York state using virtual reality goggles. They are looking for participants to take photos around Seneca County to be used. An orientation/information meeting will be held on July 7th at 12:00 p.m.
5. Busses will be available to bring people to Union Springs for an Animal Fair in cooperation with 4-H and Cayuga County
6. National Night Out will be on August 4 from 5:00 – 7:30 p.m. at Lott Farms including free hot dogs for kids and a bounce house.

More details and information can be found on these websites Cornell Cooperative Extension or Events | UW of Seneca County

8. Set next meeting date: Kate Izzo
The By-Laws state the Policy Board shall meet a minimum of 4 times/year.
She suggested months the of Nov – Feb – April – June. Dates will be finalized after the beginning of 2026 – 2027 school year.

9. Meeting Adjourned

A motion was made by Jennifer Paczkowski to adjourn the meeting. The motion was seconded by Jackie Mull. Motion was passed by all those present. The meeting was adjourned at 5:12 p.m.

Respectfully submitted by

Sandra Ahart
Co-Director, WTRC