

Meeting minutes

Thursday, January 22, 2026 8:32 AM



West Irondequoit Teaching Learning Center

Policy Board Meeting

March 12, 2026

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

The meeting was called to order by C. Young at 3:32 PM

Minutes recorded by: Cecilia Young

In attendance (at TLC): Steve Johnson, Michelle Flood, Julie Pfenninger, Meg Steckley, Kathryn Copeland, Julie Wolf, Tami Graham, Sarah Putman, Andrea Chervenak, Casey Wagner, Andrea Koppen,

Absent: Janine Sciarabba, Leighann Szmania, Katie Beck, Cassie Coley, Christina Miga, Marilyn Deignan, Victoria Bournival, Melissa Pollet-Swidorski, Haley Brunstad,

Others Present: Cecilia Young, TLC Director

Topics:

Warm Welcome

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

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

Minutes to approve: January

Motion to approve: Michelle Flood

Second: Sarah Putman

All in favor: 11

All opposed: 0

All abstain: 0

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

2. Director's update

- **BOCES code: EMPTY based on budget transfer**
- **Professional salaries:**
 - **Connecting the Dots: Understanding Reading and Writing Instruction Progressions Across Grade Levels K-12 (has 3 people signed up). We need 4 to run the course. We may shift to fully asynchronous**
 - **Still have funds for 5-6 hours of courses to run (no PLC applications have been submitted)**
- **Supplies and material**
 - **Have funds remaining (\$1450.09),**
 - **Will be purchasing new mentor books (\$858 for 30 new mentor books) & books for New Teachers (\$570) CAN wait for funds to come in for next year**
 - **Any books YOU all recommend or are recommended at the spring symposium next week by other Teacher Center Directors to investigate for book studies for next year**
 - **Reaching out to directors/ admin to see if there are books they want to have as resources.**
- **Contractual and other**
 - **\$100 will be left (the ELT courses were 100 less total than originally planned- we can budget transfer this amount next time if needed)**
- **Travel**
 - **I still have to go to Newark and possibly BOCES so \$80.34 will be used out of \$135.56 (so \$55.22 extra)**
- **Transfer?**

Motion to complete a budget transfer to move 100 from Purchased services and \$55.22 from Travel to (\$155.22 total) materials and supplies made by Casey

Second: Julie Wolf

All in favor: 11

All opposed: 0

All abstain: 0

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

Policy Board representatives then reviewed the needs assessment data finding areas of need and connecting those to the focus area of the continuation grant application. Each group shared out Key ideas and Cecilia took notes so that she can work to draft a grant by the next meeting.

BIG ideas that were standouts:

- LETRS/ Science of reading
- Math instruction (fluency, intervention)
- ADHD/ ADD
- Executive Functioning

- Student motivation
- Sensory Processing
- Culturally responsive education/ addressing sensitive topics (microaggressions/ hate speech)
- Trauma informed practices
- Project based learning
- Enrichment/ extension
- Differentiation
- Future ready innovations- tech, canva, AI
- Mindfulness and wellness
- Strategies to support ELLs
- TA specific training (special education TAs)
- Neurodiversity

Details provided on national/ state application process.

Upcoming sessions reviewed and advertising discussed (putting flyers into mailboxes and connecting with the union for the NYSUT ELT courses.)

Policy Board members reviewed evaluation results from 4 courses that have run during the 25-26 school year. Provided feedback and noticed trends

- Continue with asynchronous courses
- Trauma informed practices are important- these are connected to executive functioning needs and request for ADHD support
- When there is time to apply/ walk away with something they created to use in the classroom there is GREAT feedback- Cecilia will work with other facilitators to increase this in other sessions.

Meeting ended at 4:30 when ____ people had to leave for other commitments and quorum was no longer present.

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

Second by –

All in favor:

Motion carried/ not carried