

# PIONEER TEACHER CENTER POLICY BOARD

Policy Board Meeting Minutes  
May 3, 2021  
4:00 p.m. Videoconference Meeting - Zoom

## Board Members:

**Teachers Present:** Frank Guzzetta, Tom Izydorczak, Michelle Lyons, Jennifer Palmerton, Carolyn Richards, Deborah Rickerson, Becky Trowbridge

**Others Present:** Tammy Burton, Karen Haynes, Michael Irizarry, Joanna Santos

**Absent:** none

## Others Present (non-voting):

Jill Wilkie - Teacher Center Director/Teacher

## Proceedings:

- Meeting called to order at 4:00 p.m. by Chairperson, Jennifer Palmerton.

### 1. Consensus Report - Minutes - March 1, 2021

**Motion:** To approve Consensus Report as presented.

1<sup>st</sup> Michelle Lyons

2<sup>nd</sup> Deb Rickerson

All in favor. None opposed. Motion passed.

### 2. Forthcoming Meetings

- June 7, 2021- Policy Board Meeting

### 3. State, Curriculum and TC Updates

The director updated the Policy Board on NYS Teacher Center developments and news from the Virtual NYSTC Spring Symposium.

### 4. Webmaster Update

All information on the website is up to date. After the meeting, the next meeting date in June and minutes from March meeting will be uploaded to the website.

### 5. Building Liaison Information

- The 2021-2022 Pioneer Teacher Center Catalog is now available. Staff should register for 2021-2022 PTC In-Service courses promptly. Staff must complete a request in My Learning Plan (MLP). The district recommends completing this request two weeks prior to the start of the course. Please use the District Catalog. Do not submit a new request. Teachers should not start coursework before receiving approval in MLP. The paper registration form has been eliminated.
- All pre-evaluation surveys, post-evaluation surveys and Reflection Forms will be completed in My Learning Plan (MLP). Course objectives needed to complete Reflection Forms are available on the Teacher Center website.
- All paperwork must be submitted by due dates given by the instructor/Teacher Center.

## 6. 2020-2021 In-Service Course Review

The Policy Board was updated on the final total number of participants for the 2020-2021 school year (211), which is an increase of 5 participants. As of May 3, 125 registrations have been received for the 2021-2022 course offerings.

## 7. Independent Study Approvals

The Policy Board reviewed the completed 2020-2021 independent study by Lindsey LoBianco entitled, "Gamification."

**Motion:** To final approve the independent study, "Gamification" completed by Lindsey LoBianco.

1<sup>st</sup> Becky Trowbridge

2<sup>nd</sup> Michelle Lyons

All in favor. None opposed. Motion passed.

The Policy Board reviewed the completed 2020-2021 independent study entitled, "Robotics" completed by Donald Kress.

**Motion:** To final approve the 2020-2021 independent study, "Robotics" completed by Donald Kress.

1<sup>st</sup> Frank Guzzetta

2<sup>nd</sup> Tom Izydorczak

All in favor. None opposed. Motion passed.

The Policy Board reviewed the initial request for the 2020-2021 independent study, "Flashcut", requested by Jonathan Clayson.

**Motion:** To initially approve the independent study, "Flashcut" requested by Jonathan Clayson.

1<sup>st</sup> Tom Izydorczak

2<sup>nd</sup> Tammy Burton

All in favor. None opposed. Motion passed.

The Policy Board reviewed the initial request for the 2021-2022 independent study, "Assistive Technologies for Visual Impairments", requested by Jennifer O'Hare and Lorraine Walczyk.

**Motion:** To initially approve the 2021-2022 independent study, "Assistive Technologies for Visual Impairments" requested by Jennifer O'Hare and Lorraine Walczyk.

1<sup>st</sup> Michelle Lyons

2<sup>nd</sup> Frank Guzzetta

All in favor. None opposed. Motion passed.

## 8. Annual Center Effectiveness Questionnaire Results

The Policy Board received the results of this year's Annual Center Effectiveness Questionnaire, which was distributed on Monday, April 12, 2021 with a return date of Friday, April 16, 2021. Last year, there were 100 returns. This year, there were 92 returned questionnaires. There were many positive comments about Teacher Center courses and instructors. Results indicated that participants continue to prefer multiple class formats: face-to-face, hybrid and online.

Respondents also reported that they appreciate the variety of course offerings, the ease of

registration and the helpfulness of the TC staff. Further discussion and review will take place at next month's meeting, if needed.

#### **9. 2021-2022 Grant Continuation Application and FS-10 Budget**

The director presented the 2021-2022 Continuation Application and FS-10 budget. The Policy Board discussed and reviewed the application and FS-10. Proposed expenditures are as follows: Code 15 Professional Salaries - \$25,250 to pay for instructors for workshops and stipend for director; Code 45 Supplies and Materials - \$231 to pay for office supplies/books; Code 46 Travel - \$64 to pay for mileage to FarWest Regional meetings; Code 80 Benefits - \$1932 to cover FICA for Code 15 employees and Code 90 Indirect Cost - \$440.

**Motion:** To approve the 2021-2022 Pioneer Teacher Center Grant Budget--FS10 as determined by the Policy Board in the amount of \$27,917: Code 15 Professional Salaries - \$25,250 to pay for instructors for workshops and stipend for director; Code 45 Supplies and Materials - \$231 to pay for office supplies/books; Code 46 Travel - \$64 to pay for FarWest Regional meetings; Code 80 Benefits - \$1932 to cover FICA for Code 15 employees and Code 90 Indirect Cost - \$440.

1<sup>st</sup> Becky Trowbridge                      2<sup>nd</sup> Michelle Lyons  
All in favor. None opposed. Motion passed.

Motion made by Karen Haynes to adjourn meeting, seconded by Tom Izydorczak.  
All in favor. None opposed. Motion passed.

- Next meeting - June 7, 2021
- Meeting adjourned at 4:45 p.m.

Minutes submitted by Christina Wright, PTC Secretary