

PIONEER TEACHER CENTER POLICY BOARD

Policy Board Meeting Minutes

June 3, 2019

4:00 p.m. – Room D120 -- Pioneer Middle School

Board Members:

Teachers Present: Susan Dressel, Frank Guzzetta, Thomas Izydorczak, Gio LoBianco, Jennifer Palmerton, Mary Rauscher, Michelle Lyons, Deb Rickerson

Others Present: Michael Irizarry

Absent: Tammy Burton, Karen Haynes, Jessica Hibbard, Carolyn Richards

Quorum present? N/A

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 – May 6, 2019

Financial Report

Motion: To approve Consensus Report as presented.

1st Mary Rauscher

2nd Deb Rickerson

All in favor. Motion passed.

2. Forthcoming Meetings

- September 9, 2019 – Policy Board Meeting
- October 7, 2019 – Policy Board Meeting
- November 4, 2019 – Policy Board Meeting
- December 2, 2019 – Policy Board Meeting
- January 6, 2020 – Policy Board Meeting
- February 3, 2020 – Policy Board Meeting
- April 6, 2020 – Policy Board Meeting
- May 4, 2020 – Policy Board Meeting
- June 1, 2020 – Policy Board Meeting

3. State, Curriculum and TC Updates

The director updated the Policy Board on the following items:

- *2019-2020 Teacher Center Grant Application and FS-10 Budget*
The Teacher Center submitted the Continuation Application and FS-10 Budget documents by certified mail to the NYSED Teacher Center Program Director in Albany.
- *In-Service Course Registration Updates*
The director reviewed the final number of course participants (202) for the 2018-2019 school year. Registrations for the 2019-2020 school year were also shared (148).
- *Annual Presenters' Meeting*
The director updated the Policy Board on the Pioneer Teacher Center Presenters' Meeting held on Tuesday, May 28, 2019. The director reviewed the PTC Presenter's Handbook, which included information about Center and district policies, paperwork and course guidelines. Instructors were also asked to include information about My Learning Plan in their courses to help participants become more familiar with the program. The instructors indicated that a user-friendly manual or cheat sheet for My Learning Plan would be most useful.
- *Teacher Center Summer Availability*
The physical space of the Teacher Center will be closed due to construction at the Arcade Elementary building from June 27, 2019-August 23, 2019. The PTC secretary, Debbie McDonald, will be available to accept registrations and payments throughout the summer at the Human Resources office. Her phone extension is 9329.

4. Webmaster Update

All information on the website is up to date. The 2019-2020 PTC In-Service Course Objectives will be uploaded to the website this summer for participants' use when completing Reflection Forms in MLP this fall. After the meeting, the next meeting date in September and minutes from May's meeting will be uploaded to the website.

5. Building Liaison Information

- 2019-2020 PTC In-Service Workshop registrations are now being accepted. If interested in taking a course that begins in July, please remember to request approval in My Learning Plan by June 17, 2019.
- Registration forms are still required for workshops, sent to the Teacher Center in electronic or hard copy format.
- Teachers 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.*
- 2018-2019 course payments are now past due.
- 2019-2020 course payments cannot be accepted until July 1, 2019.
- Please make checks payable to "Pioneer Central" and in the memo line, please write "Pioneer In-Service".
- Teachers should not start coursework before receiving approval in MLP.
- Reflection Forms will be completed in My Learning Plan. Forms will be completed and submitted directly in My Learning Plan. Please remember to identify three course objectives on the Reflection Form. Course objectives can be found on the course syllabus that was received from the course instructor. If a course has more than three goals/objectives, choose three to report on. A list of course objectives by course can be found on the Teacher Center website.
- When taking a course from an outside provider (ASCD, etc.), a Reflection Form should be completed in MLP, following the same procedures.
- Please complete Reflection Forms and Post-Evaluation surveys in MLP. All paperwork and payments must be turned in immediately to allow for timely payment of your in-service stipend in June.

6. Policy Board Composition

The Policy Board needs new alternate members at the High School and Arcade Elementary School. The current Policy Board building liaisons for those buildings will each be searching for an alternate.

7. In-Service Course Costs and Procedures

The Policy Board reviewed workshop costs for district employees. Pioneer In-Service thirty hour courses cost \$200. For the 2019-2020 school year, the PFA contract will continue to contribute \$100 towards the cost of PFA employee in-service course costs. All full-time PFA members who qualify for stipend will pay \$100 towards the \$200 course fee for a 30-hour PTC course. Full-time PAA members will pay \$100 for a 30-hour PTC course. PFA members and PAA members that qualify for stipend or reimbursement can take additional 30-hour courses at no cost within the same calendar year, space permitting. Substitute and/or part-time district employees will pay the full \$200 in-service course fee.

The Policy Board also discussed the possibility of payroll deduction for course payments.

8. Presenter Course Evaluation Summary Results

The Policy Board reviewed the Presenter Course Evaluation Summary Results from the 2018-2019 courses offered this year to determine their effectiveness and impact on teacher practice and student achievement. Instructors provided detailed summaries of participant projects which provided evidence of the impacts the courses had on instruction and learning. The Policy Board was pleased with this year's outcomes.

Motion made by Mary Rauscher to adjourn meeting, seconded by Frank Guzzetta.

All in favor. Motion passed.

- Next meeting – September 9, 2019
- Meeting adjourned at 4:50 p.m.

Minutes submitted by TC Secretary, Debbie McDonald