

PIONEER TEACHER CENTER POLICY BOARD

Policy Board Meeting Minutes

October 7, 2019

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

Board Members:

Teachers Present: Susan Dressel, Frank Guzzetta, Michelle Lyons, Deb Rickerson

Others Present: Jessica Hibbard, Michael Irizarry

Absent: Tammy Burton, Karen Haynes, Tom Izydorczak, Gio LoBianco, Jennifer Palmerton, Carolyn Richards

Others Present (non-voting):

Benjamin Halsey – Superintendent of Schools

Jill Wilkie - Teacher Center Director/Teacher

Proceedings:

- Meeting called to order at 4:05 p.m. by Director, Jill Wilkie

1. Consensus Report – Minutes – September 9, 2019

Financial Report

Motion: To approve Consensus Report as presented.

1st Frank Guzzetta 2nd Deb Rickerson

All in favor. Motion passed.

2. Forthcoming Meetings

- December 2, 2019 – Policy Board Meeting
- December 5, 2019 – FarWest Regional Directors’ Meeting – Erie 1 BOCES
- January 6, 2020 – Policy Board Meeting
- January 30, 2020 – FarWest Regional Directors’ Meeting – Erie 1 BOCES
- February 3, 2020 – Policy Board Meeting
- March 2-4, 2020 – Committee of 100 and NYSTC Spring Symposium – Albany, NY
- April 6, 2020 – Policy Board Meeting
- April 30, 2020 – FarWest Regional Directors’ Meeting – Erie 1 BOCES
- 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:

- *FarWest Directors’ Meeting – October 3, 2019 at Kenmore Staff Development Center*
- The NYSTC Fall Focus will be held on October 23 at Kenmore Staff Development Center.
- Partial grant monies have been received from NYS.

4. Webmaster Update

All information on the website is up to date. Skip Tillinghast trained the webmaster and director on use of the new program, but will continue to make revisions when necessary. After the meeting, the next meeting date in November and minutes from September’s meeting will be uploaded to the website.

5. Building Liaison Information

- 2019-2020 PTC In-Service Workshop registrations are being accepted.
- 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.**
- 2019-2020 course payments are being accepted.

- Please make checks in the amount of \$100 payable to “Pioneer Central” and in the memo line, please write “Pioneer In-Service”.
- Teachers should not start coursework before receiving approval in MLP.
- All pre-evaluation surveys, post-evaluation surveys and Reflection Forms will be completed 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. Any certificates from outside providers need to be submitted to Carrie Bartoszek in the District Office.
- Please complete Reflection Forms and Post-Evaluation surveys in MLP. All paperwork and payments must be turned in by identified due dates this year.

6. Needs Assessment Review

The Policy Board updated the yearly Needs Assessment. The assessment will be sent out October 21 and will close on October 25. Some questions will be further revised with input from administration.

7. 2019-2020 Workshops / Registrations /Approvals

There are 180 registrations for workshops for the 2019-2020 school year. Next month, the Policy Board will discuss and approve Spring 2020 workshops. Two Independent Studies were submitted for initial approval.

8. Policy Board Alternates

Policy Board alternates were discussed for the Policy Board.

9. Teacher Center Technology Update

A new battery will be ordered and installed for the TC Director’s laptop.

Motion made by Frank Guzzetta to adjourn meeting, seconded by Michelle Lyons.

All in favor. Motion passed.

- Next meeting – November 4, 2019
- Meeting adjourned at 4:57 p.m.

Minutes submitted by TC Secretary, Debbie McDonald