

PIONEER TEACHER CENTER POLICY BOARD

Policy Board Meeting Minutes

November 4, 2019

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

Board Members:

Teachers Present: Susan Dressel, Frank Guzzetta, Tom Izydorczak, Michelle Lyons, Jennifer Palmerton, Deb Rickerson

Others Present: Karen Haynes, Jessica Hibbard

Absent: Tammy Burton, Michael Irizarry, Gio LoBianco, 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 Policy Board Chairperson, Jennifer Palmerton

1. Consensus Report – Minutes – October 7, 2019

Financial Report

Motion: To approve Consensus Report as presented.

1st Tom Izydorczak

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:

- *NYSTC Fall Focus Meeting – October 23, 2019 at Kenmore Staff Development Center*

4. Webmaster Update

All information on the website is up to date. After the meeting, the next meeting date in December and minutes from October’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.
- Payroll Deduction Authorization Forms are available on the Teacher Center website. Please only sign up for payroll authorization if you still owe the in-service fee for the 2019-2020 school year. If you have already paid for this year, please wait to complete a payroll authorization form at this time.

- Please make checks in the amount of \$100 payable to “Pioneer Central” and in the memo line, please write “Pioneer In-Service”. *Payments should be sent to the Teacher Center, not District office.*
- 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 annual Pioneer Teacher Center Needs Assessment was distributed October 21, for completion by October 25. There were 154 responses received. The Policy Board reviewed the results and discussed potential courses for the 2020-2021 school year.

7. 2019-2020 Workshops / Registrations /Approvals

There are currently 184 registrations for workshops for the 2019-2020 school year. The Policy Board approved the Spring 2020 workshops.

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Motion made to approve the Spring 2020 in-service workshops.
All in favor. Motion passed.

Motion made to replace the in-service course, Book Study: Curriculum 21-Essential Education for a Changing World, with the in-service course, Differentiated Instruction and STEAM, at a cost of \$2250, as identified in the 2019-2020 Continuation Application and FS-10 grant budget.
All in favor. Motion passed.

8. Pioneer In-Service Payroll Deduction Update

Payroll deduction authorization/cancellation forms were distributed to staff during the last week of October. They are also available for download from the Teacher Center website.

9. Policy Board Alternates

The Policy Board will continue to search for an alternate Policy Board member representing Pioneer High School.

10. Teacher Center Technology Update

A new battery was ordered and installed for the TC Director’s laptop. The laptop is now running smoothly.

Motion made to adjourn meeting.
All in favor. Motion passed.

- Next meeting – December 2, 2019
- Meeting adjourned at 4:50 p.m.

Minutes submitted by TC Secretary, Debbie McDonald