

# PIONEER TEACHER CENTER POLICY BOARD

Policy Board Meeting Minutes

December 2, 2019

4:00 p.m. - Room D-120 -- Pioneer Middle School

## Board Members:

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

**Others Present:** Karen Haynes, Michael Irizarry

**Absent:** Tammy Burton, Jessica Hibbard, Gio LoBianco, Carolyn Richards

## Others Present (non-voting):

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 - November 4, 2019

Motion: To approve Consensus Report as presented.

1<sup>st</sup> Frank Guzzetta                      2<sup>nd</sup> Karen Haynes

All in favor. Motion passed.

### 2. Forthcoming Meetings

- 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 FarWest Regional Directors' Meeting - December 5, 2019 at Erie 1 BOCES*
- *Open Meetings Law and By-Laws Review*
- *Reminder that the January Policy Board meeting is the day we return from winter vacation.*

### 4. Webmaster Update

All information on the website is up to date. After the meeting, the next meeting date in January and minutes from November's meeting will be uploaded to the website.

### 5. Building Liaison Information

- 2019-2020 PTC In-Service Workshop registrations for spring courses 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.** Teachers should not start coursework before receiving approval in MLP.
- 2019-2020 course payments are being accepted, if not opting for Payroll Deduction. Summer 2019 course payments were due October 31. Fall 2019 course payments are due on February 28.
- 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.**
- 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.
- All pre-evaluation surveys, post-evaluation surveys and Reflection Forms will be completed in My Learning Plan (MLP). Please remember to identify course objectives on the Reflection Form. Course objectives can be found on the course syllabus that was received from the course instructor. 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 should be submitted to Carrie Bartoszek in the District Office.
- All paperwork and payments must be submitted by given due dates, for on-time processing of stipend payments in June.

#### 6. 2019-2020 In-Service Workshops Update

There are currently 195 registrations for workshops for the 2019-2020 school year.

#### 7. 2020-2021 In-Service Workshops Discussion

Using Needs Assessment data, the Policy Board discussed possible in-service courses for the 2020-2021 school year. A list of courses was created and was initially approved by the Policy Board. The Director will contact administration for further input and will begin the process of contacting instructors. The Policy Board also discussed the release date of the 2020-2021 Course Catalog. The catalog will be distributed to staff the day before the Summer Work schedule is released, which will be determined by the Office of Curriculum and Instruction (tentatively Friday, February 28, 2020).

Motion: To initially approve 2020-2021 in-service courses.

1<sup>st</sup> Frank Guzzetta                      2<sup>nd</sup> Michelle Lyons

All in favor. Motion passed.

#### 8. Teacher Center Director Evaluation

The director shared an electronic version of the current Teacher Center Director evaluation form. The Policy Board discussed who would complete the evaluation and how results would be shared.

Motion: To approve the Teacher Center Director evaluation process and electronic form.

1<sup>st</sup> Tom Izydorczak                      2<sup>nd</sup> Sue Dressel

All in favor. Motion passed.

Motion made by Tom Izydorczak to adjourn meeting, seconded by Deb Rickerson.

All in favor. Motion passed.

- Next meeting - January 6, 2020

- Meeting adjourned at 5:03 p.m.

Minutes submitted by TC Secretary, Debbie McDonald