

# PIONEER TEACHER CENTER POLICY BOARD

Policy Board Meeting Minutes

January 6, 2020

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):

Benjamin Halsey - Superintendent of Schools

Jill Wilkie - Teacher Center Director/Teacher

## Proceedings:

- Meeting called to order at 4:10 p.m. by Policy Board Chairperson, Jennifer Palmerton

### 1. Consensus Report - Minutes - December 2, 2019

Motion: To approve Consensus Report as presented.

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

All in favor. Motion passed.

### 2. Forthcoming Meetings

- 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 Review*
- *Open Meetings Law and By-Laws Review postponed until January 30 meeting.*
- *Please plan to attend February Policy Board meeting to final approve 2020-2021 Course Catalog.*

### 4. Webmaster Update

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

### 5. Building Liaison Information

- 2019-2020 PTC In-Service Workshop registrations for the last spring workshop, Book Study: *The Writing Strategies Book*, will be accepted until 2/14/20.

- 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 197 registrations for workshops for the 2019-2020 school year.

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

The Director sent the course proposal list to administrators for further input and started the process of contacting instructors. 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). The course catalog will be final approved at the February 3, 2020 meeting. All Policy Board members are encouraged to attend.

Motion: To final approve the 2020-2021 Course Approval List, with any additions/revisions needed by district administration.

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

All in favor. Motion passed.

#### **8. By-Laws Review Update**

It was determined at the December Far West Regional TC Directors' meeting that the by-laws and Open Meetings Law discussion and review would be postponed until the January 2020 meeting. The Policy Board will review, update, if necessary, and approve the PTC By-Laws at the February 2020 meeting.

#### **9. Teacher Center Director Evaluation**

The Policy Board Chairperson shared the results of the new, electronic Teacher Center Director evaluation. The Policy Board discussed the evaluation with the director. The Policy Board decided to increase the director stipend by 3% for the 2020-2021 school year.

Motion: To approve the Teacher Center Director evaluation and increase the 2020-2021 Pioneer Teacher Center Director stipend by 3%.

1<sup>st</sup> Frank Guzzetta

2<sup>nd</sup> Michelle Lyons

All in favor. Motion passed.

Motion made by Karen Haynes to adjourn meeting, seconded by Tom Izydorczak .

All in favor. Motion passed.

- Next meeting - February 3, 2020
- Meeting adjourned at 4:55 p.m.

Minutes submitted by TC Secretary, Debbie McDonald