PIioneer Teacher Center Policy Board

Policy Board Meeting Minutes
February 3, 2020
4:00 p.m. - Room D-120 -- Pioneer Middle School

Board Members:
Teachers Present: Susan Dressel, Frank Guzzetta, Tom Izydorczak, Michelle Lyons, Deb Rickerson
Others Present: Karen Haynes, Jessica Hibbard, Michael Irizarry
Absent: Tammy Burton, Gio LoBianco, Jennifer Palmerton, Carolyn Richards

Others Present (non-voting):
Jill Wilkie - Teacher Center Director/Teacher

Proceedings:
• Meeting called to order at 4:00 p.m. by Director, Jill Wilkie.

1. Consensus Report - Minutes - January 6, 2020
   Motion: To approve Consensus Report as presented.
   1st Tom Izydorczak 2nd Deb Rickerson
   All in favor. Motion passed.

2. Forthcoming Meetings
   • March 2-4, 2020 - Committee of 100 and NYSTC Spring Symposium - Albany, NY
   • March 13, 2020 - Dr. Ross Green - Livestream at Pioneer Teacher Center
   • 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 - January 30, 2020 at Erie 1 BOCES Review
   • MLP Update
   • Dr. Ross Green Livestream Presentation - March 13, 2020 at Pioneer Teacher Center
   • 2019-2020 In-Service Course Update - 204 participants have completed PTC in-service courses
   • Please remember that the next scheduled PTC Policy Board meeting will be held on April 6, 2020, due to the director's travel to Albany in March.

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

5. Building Liaison Information
   • 2019-2020 PTC In-Service Workshop registrations for the last spring course, 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 you did not opt 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 Schools" and in the memo line, please write “Pioneer In-Service”.
• Payroll Deduction Authorization Forms are no longer being accepted for the 2019-2020 school year. Payroll deduction will occur this Friday, February 7, 2020. Payroll Deduction Forms for the 2020-2021 school year will be accepted beginning on Monday, February 10, 2020.
• 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.
• 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 due dates given by the instructor/Teacher Center.

6. By-Laws Review
At the January Far West Regional TC Directors' meeting, the FarWest Regional Network by-laws were reviewed by all directors. The Policy Board discussed, reviewed and revised the Pioneer Teacher Center By-Laws to reflect needed changes, as highlighted in the Pioneer Teacher Center By-Laws document. The changes will be final approved at the next scheduled Board meeting, April 6, 2020.
   Motion: To initially approve the revised Pioneer Teacher Center By-Laws, with final approval at the next scheduled Pioneer Teacher Center Policy Board meeting in April.
   1st Michelle Lyons          2nd Sue Dressel
All in favor. Motion passed.

7. 2020-2021 In-Service Courses
The 2020-2021 Pioneer Teacher Center In-Service Course Catalog will be distributed to staff the day before the 2020 Summer Work schedule is released, Friday, February 28, 2020.

Motion: To final approve the 2020-2021 Pioneer Teacher Center Course Catalog, with any additions/revisions needed by district administration.
   1st Sue Dressel          2nd Frank Guzzetta
All in favor. Motion passed.

Motion made by Karen Haynes to adjourn meeting, seconded by Tom Izydorczak.
All in favor. Motion passed.
• Next meeting - April 6, 2020
• Meeting adjourned at 5:08 p.m.