PIONEER TEACHER CENTER POLICY BOARD
Policy Board Meeting Minutes
May 4, 2020
3:45 p.m. Videoconference Meeting - Zoom

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

Others Present (non-voting):
Benjamin Halsey - Superintendent of Schools
Rebecca Trowbridge - PFA, Pioneer at Delevan Elementary Teacher
Jill Wilkie - Teacher Center Director/Teacher

Proceedings:
• Meeting called to order at 3:45 p.m. by Chairperson, Jennifer Palmerton.

1. Consensus Report - Minutes - April 6, 2020
   Motion: To approve Consensus Report as presented.
   1st Frank Guzzetta 2nd Michelle Lyons
   All in favor. Motion passed.

2. Forthcoming Meetings
   • May 27, 2020 - FarWest Regional Directors’ Meeting - Virtual Zoom Meeting
   • June 1, 2020 - Policy Board Meeting

3. State, Curriculum and TC Updates
   The director updated the Policy Board on the following items:
   • Update on April 30, 2020 FarWest Regional TC Directors’ Meeting
   • Update on Teacher Center operations during school closure
   • Policy Board Meeting on June 1, 2020. Zoom platform will be utilized.

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

5. Building Liaison Information
   • Staff should register for 2020-2021 PTC In-Service Courses. Staff 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. The paper registration form has been eliminated.
• All pre-evaluation surveys, post-evaluation surveys and Reflection Forms should be completed in My Learning Plan (MLP). Please remember to identify course objectives on the Reflection Form. The course objectives 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 requirements must be submitted by due dates given by the instructor/Teacher Center, for on time processing of district stipend payments in June.

6. Independent Study – Final Approval
The Policy Board reviewed and final approved an independent study for the 2019-2020 school year.

Motion: To final approve the independent study, CNC Programming, completed by Donald Kress.
1st  Sue Dressel  2nd  Tom Izydorczak
All in favor. None opposed. Motion passed.

7. Policy Board Composition
The Policy Board regretfully accepted Susan Dressel's resignation from the Policy Board and as Delevan Elementary building liaison, due to her upcoming retirement. We thank her for her many years of faithful service to the PTC Policy Board. Rebecca Trowbridge will replace Sue as a Policy Board member and the Delevan Elementary building liaison.

Motion: To approve Sue Dressel's resignation from and Rebecca Trowbridge's appointment to the Pioneer Teacher Center Policy Board and as the building liaison for the Delevan Elementary building.
1st  Michelle Lyons  2nd  Karen Haynes
All in favor. None opposed. Motion passed.

8. In-Service Course Review
The Policy Board was updated on the final total number of participants for the 2019-2020 courses (202). As of May 1, 93 registrations have been received for 2020-2021 course offerings. There are low registrations for many summer courses. An email will be sent out with a reminder to staff to register.

9. 2020-2021 Grant Continuation Application and Budget Approval
The director presented the 2020-2021 Continuation Application and budget. The Policy Board discussed and reviewed the application and FS-10.

Motion: To approve the 2020-2021 Pioneer Teacher Center Grant Continuation Application as discussed by the Policy Board.
1st  Tom Izydorczak  2nd  Gio LoBianco
All in favor. None opposed. Motion passed.

Motion: To approve the 2020-2021 Pioneer Teacher Center Grant Budget--FS10 as determined by the Policy Board in the amount of $27,917: Code 15 Professional Salaries - $25,298 to pay for instructors for workshops and stipend for director; Code 45 Supplies and Materials - $180 to pay for office supplies; Code 46 Travel - $64 to pay for mileage for 4 FarWest Regional meetings; Code 80 Benefits - $1,935 to cover FICA benefits for Code 15 employees and Code 90 Indirect Cost - $440.
1st  Sue Dressel  2nd  Michelle Lyons
All in favor. None opposed. Motion passed.
10. **Annual Center Effectiveness Questionnaire Results**

The Policy Board discussed and reviewed the results of this year’s Annual Center Effectiveness Questionnaire. It was distributed on Monday, April 13, with a return date of Friday, April 17, 2020. Last year, there were 83 returns. This year, there were 100 returned questionnaires. There were many positive comments about Teacher Center courses and instructors. Results indicated that participants continue to prefer multiple class formats: face-to-face, hybrid and online. Respondents also reported that they appreciate the variety of course offerings, the ease of registration and the helpfulness of the TC staff.

Motion made by Karen Haynes to adjourn meeting, seconded by Tom Izydorczak. All in favor. None opposed. Motion passed.

- Next meeting - June 1, 2020
- Meeting adjourned at 4:43 p.m.

Minutes submitted by Jill Wilkie, Director