West Irondequoit Teaching Learning Center

Policy Board Meeting

March, 31, 2022

In person location for the TLC at 45 Cooper Road Rochester, NY (some participants present via video conference (noted in attendance below)

The meeting was called to order by C. Young at 3:34 p.m.

Minutes recorded by: Dan Fullerton director of Technology

In attendance (at TLC): Christine Baker-Marriage, Ann Cunningham, Steve Johnson, Jamie Wixson, Kristina Bajardi, Dan Fullerton, Maria Behncke, Katrina Arndt, MaryAlice Behrens

In attendance through video conferencing (TEAMS): Jim Czadzeck, Sara Edell, Darby Thompson, Christina Miga

Absent: Amanda Tabor, Meghan Yeatts, Nadine Avallone, Janine Sciarabba, Melissa Pollet-Swidorski, Virginia Sanderson, Margret Milne, Matt Metras,

Others Present: Cecilia Young, TLC Director

Old Business: (Quorum is _11__ members, not including Cecilia)

The quorum is present.

Welcome to our newest member. (slide below presented to policy board)
October Meeting minutes are presented and time for questions. No questions.

Motion to approve October meeting’s minutes – Dan Fullerton
Second by – Christine Baker-Marriage
All in favor: unanimous. *Motion carried*

**New business:**

Changes in by-laws reviewed and time for questions. Policy Board members were sent the By-law revisions to review for a week before the meeting. No questions.

Motion to approve – Dan Fullerton
Second by – Steve Johnson
All in favor: unanimous. *Motion carried.*

Changes to make the TLC Director Job description more descriptive and include % of time spent on PLS vs Administrative presented. Description was sent to Policy Board members to review a week before the meeting. Time for questions. No questions.

Approval of updated job description of TLC Director
Motion to approve – Dan Fullerton
Second by – Jim Cزادceck
All in favor: unanimous. *Motion carried.*

Cecilia Presents proposal to:

Payment for facilitators to pay for half of their time from this year's grant, and the second half of their summer time from next year's grant funding.

Motion to approve – Katrina Arndt
Second by – Dan Fullerton
All in favor: unanimous. *Motion carried.*

Cecilia presents detailed description for FS-10A. The three below slides are from the presentation to the Policy Board.

<table>
<thead>
<tr>
<th>SUBTOTAL</th>
<th>EXPLANATION (Provide same detail as required in FS 10a Budget)</th>
<th>SUBTOTAL INCREASE</th>
<th>SUBTOTAL DECREASE</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>Professional Salaries</td>
<td>Decrease this code due to fewer facilitators who were unable to run courses due to outside personal factors. For example, the program instructor for cultivating Genius, and one of the SEL series presenters were unavailable to present. The program instructor for new teacher induction program and Mentor cost was lower than expected as the Teacher Center Director used planning time to provide some of these PLS. As a result, we did not pay all the anticipated presenter’s fees. The Director also did this for the program instructors for Restorative Practice using circle forward.</td>
<td></td>
</tr>
<tr>
<td>46</td>
<td>Travel Expenses</td>
<td>Decrease this code due to less than expected travel expenses. Registration cost decreased and there was less cost associated with food during travel.</td>
<td></td>
</tr>
<tr>
<td>49</td>
<td>BOCES Services</td>
<td>Decrease this code due to less than planned expenses for BOCES training this year. Courses through BOCES were provided at no charge so we did not use these funds.</td>
<td></td>
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<tbody>
<tr>
<td>45</td>
<td>Supplies &amp; Materials</td>
<td>Increase this cost to update the professional learning library to become more current and more useful to teachers and staff. Current collection contained books that were no longer aligned with accepted educational practices and lack resources related to SEL and Culturally Responsive Education. See additional detail for code 45 on next page.</td>
<td>$2230.00</td>
</tr>
</tbody>
</table>

Additional Detail for Code 45 Expenditure:

The grant proposed change will allow for the purchase of additional books for New Teacher and Mentors for program (book publishing company is going out of business) Just Ask Publishing. These books are part of the new teacher induction and Mentor program and used throughout the year by both parties and are related to the grant **focus area 12: developing highly effective teachers.**

*Why didn’t I learn this in College* ($34.95 per copy) and *The 21st Century Mentors Handbook* ($39.95 per copy)

(More on next slide)
Following these slides were presented, time for questions was allocated. No questions were presented.

**Dan Fullerton makes a motion to approve the FS10a Amendment to decrease Professional Salaries budget by $1925 due to outside personal factors. Decrease travel expenses by $75 due to reduced registration/food costs. Decrease BOCES services by $230 as courses were provided at no cost. Total decrease of $2230. Simultaneously increase funding by same amount ($2230) to Supplies and Materials to update the professional learning library for improved alignment to district initiatives and needs.**

- **Motion to approve** – Dan Fullerton
- **Second by** – Maria Behncke
- **All in favor: unanimous. Motion carried.**

Presentation: Review results of Needs Assessment to determine focus areas for next year’s grant (data collection continues, survey is still open).

**What topics are a priority?**

- Trauma informed practices and teaching
- Excel and Teams (esp. clerical), but general O365 "next level" training
- Enhancing student communication and collaboration with technology
- Culturally responsive education
- Project based inquiry
- Value and balance of asynchronous and live PD experiences
- K-6 Science of Reading
- Building student resilience (academic stamina)
- Continue programming for our TA’s
- Extension/expansion of Standards Based Grading

Noted success of pineapple walks as well as interest in book study / PLC opportunities from teachers (48%), Tas (31%), and administrators/counselors/related service providers (62%)
Adjournment

Motion to adjourn: Dan Fullerton
Second by – Jim Czadzeck
All in favor: unanimous. *Motion carried.*