**Western New York Teacher Center**

**Policy Board Meeting**

**September 25, 2019**

*Location:* Erie 1 BOCES, Bldg A-2, Harlem Road, West Seneca, NY.

*Present:* John Arcese, Paul Carey, Jackie Coyle Ashley Dreibelbis, John Erwin (Director), Mary Ellen Gianturco, Greg Heer, Ronald Kotlik, Meri Tomasulo-Pellow and Anedda Trautman

Absent: Jim Cercone, Elizabeth Dunne, Susan Frey, Dana Stoffel, Rosalyn Vasi and Donna Walters

Meeting called to order at 12:37 pm

1. New member introductions – Ron Kotlik, Clarence High School Teacher – 18 years. Was an online instructor for the Teacher Center.
2. May Minutes Review:

* Motion to approve – Jackie Coyle
* Second – John Arcese
* Minutes approved

1. Review Budget

862 is the Grant budget. Jon paid through here as well as contracted services. Benefits. Money in and loaded. Same as last year

962 Budget – Rollover budget will happen in October. Approximately $51,000.00 - Money that has come out this year is for conferences and Summer instructors. Financially in good shape.

* Motion to approve –Nancy Lalley
* Second – Jackie Coyle, John Arcese
* Budget approved

1. Director’s Report – According to the by-laws – 4 goals for the year.

* Supporting NYS Mental Health initiative
* Supporting Innovative Practices
* Supporting Teacher Wellness
* Increase District Participation

1. Old business:
   1. Summer Conference -Thank you to all who attended the Summer Conference 71 people attended this year. Connect evaluations to PLM. All should eventually be in one place as we work through. Only 2 courses cancelled for the Summer. 4 have been cancelled in September. Discussed Focus Groups and how they are run/when they are cancelled.
   2. TC Policy Board membership (Parent, Business reps.) – We are still in need of: Need College and a Business and Industry Partner. Jackie Coyle will be our Parent Representative with children in the Depew District. Mary Ellen Gianturco will inquire about an Industry Partner.
2. New business
   1. This year’s goals
   2. RFP’s – 9/26 to be put out. Would like to approve without having to meet. Perhaps a Google Form – Title, Instructor, Objectives (yes or no – if no, comment) – Make sure a date is established. Will still need a formal vote at the next meeting to be official

These courses have been pre-approved – would like to run prior to next meeting. They all ran before. Online and Face to face. Jon proposes these classes be approved. Courses have been preapproved.

* 1. Review/Revise Bylaws – Bylaw for committees (required by the state) – keep the committees as they are. No other changes are required/suggested.
* Motion to approve – Sean Muldoon
* Second – Nancy Lalley
* Bylaws approved
  1. Winter conference?

A conference was suggested for the February break. Concerns due to the time of year and vacations. Suggestions were made to do a morning Winter conference in January (January 18th suggested). Another suggestion was a Thursday late afternoon/early evening. Will speak with Dr. Hunter regarding another keynote and perhaps 2 or 3 of conference presenters do a shortened version of their Summer presentations. 3 Credit hours – free conference.

Summer Conference – Anything you’d like to discuss about this? Everyone was happy with the locations. Directions clearer on how to get to the appropriate building.

Google Signs (Sean Muldoon)

Provide coffee? Possibly order a box lunch from Buffalo State?

Contact Jim Cercone about campus food service.

Ron Kotlik will be looking into partners to come to the Summer Conference.

1. Motion to Adjourn - Paul Carey

* Second – Ashley Dreibelbis
* Meeting Adjourned at 1:27 pm.