

# Teacher Center of Broome County

## May 11th, 2021 Meeting Agenda



Zoom Link: <https://btboces-org.zoom.us/j/91848396520>

Call to Order/Quorum check: 4:03 pm

Meeting Presider: Sarah Reid

Meeting Secretary: Erin Hitchcock

Present:

<b>Eliza Taylor</b> (Binghamton)	<b>XX</b> (Chenango Valley)	<b>Pat Walsh</b> (LEA)	<b>Karen Vill</b> (Vestal)
<b>Nicole Fenty</b> (Binghamton Univ.)	<b>Erin Wehrli</b> (Deposit)	<b>Erin Hitchcock</b> (Maine Endwell)	<b>Pat Follette</b> (Whitney Point Supt)
<b>Sharon Mannix</b> (BOCES)		<b>Diana Simpson</b> (Non Public)	<b>Andrea Gresko</b> (Susquehanna Valley)
<b>Mike Sabo</b> (Business)	<b>Sharon Wells</b> (Early Childhood)	<b>Gretchen Blachowiak</b> (Parent)	<b>XX</b> (Windsor)
<b>Deb Daniels</b> (Chenango Forks)	<b>XX</b> (Harpursville)	<b>Sarah Reid</b> (Public Library)	<b>Nadine Ferguson</b> (Whitney Point)

Also present: Paul Volkert - Acting Director

Excused: Karen Vill, Andrea Gresko, Pat Follette

Not in attendance:

Previous Minutes: Need Approval

- [https://www.btboces.org/Downloads/04\\_13\\_21%20PB%20Minutes.pdf](https://www.btboces.org/Downloads/04_13_21%20PB%20Minutes.pdf)  
Motion to approve by Sharon W, seconded by Sharon M. Passed.

ANNOUNCEMENTS:

CORRESPONDENCE:

Adjustment to spending (vote):

- Reallocation of funds in Supplies/materials of \$330 from duplication services to be used to update phones at the Center and to purchase additional office supplies. (originally allotted amount has not been used, and our phones need to be updated)
- Reallocation of funds in Purchased services of \$450 from Equipment repairs to be used for a presenter. (have not needed the equipment repairs). Paul has reached out to Dawn Graham, and because of the amounts (less than \$1000) and because they will be staying within the same budget line, they can be reallocated. Motion by Nadine, seconded by Deb. Passed.

Director's Report/LEA REPORT:

1. [Programming](#)
  - a. 10 sessions currently scheduled until the end of the year
  - b. Monica Burns scheduled for Fostering Creativity May 26th. [Click here for the flyer!](#)
  - c. Brian Mendler scheduled for June 3rd - Topic: Disengagement and Strategies to Support! [Click for flyer!](#) (over 100 registered already)
2. Inventory for educators to borrow
  - a. OPALS system -- barcodes have been run, and items will be entered into OPALS under BOCES. Once this is done, we'll need to discuss what gets loaned out. Anything loaned in the past will get a barcode (breakout boxes, cameras, etc). Once that is labelled, we'll look at other items. This is just getting started. Pat W -- this is for members of the BCTC, not for other schools/users.
3. Budget update
  - a. FS10a still waiting for formal approval -- we have verbal approval, but the correspondence has not arrived yet (sent April 20th) that will allow the POs to be sent. The POs are ready to go when we have formal approval.
  - b. Reconciliation --
4. 2021-2022 Grant Application - VOTE 6/1 meeting

- a. Declarations are coming in -- participation declarations from the districts. If there are any problems, the TC will let us know. Anticipate all being in by the end of the week.
  - b. Waiting on all fixed costs
  - c. Grant writing session 5/12 -- new directors' meeting
5. Director hiring update -- committee met to interview candidate and offer her the position. Susan Kitchen will hopefully be approved tomorrow by BOCES and will attend the next board meeting. She is set to start the week of May 18. Paul will be working with her for a while, and she is excited to start.

#### COMMITTEE REPORTS:

- None

#### OLD BUSINESS:

- None

#### NEW BUSINESS:

- Director Evaluation History - Mike Sabo -- email has been sent out for us to evaluate acting director Paul Volkert. Initially there was a very detailed evaluation. That was hard to judge. Then it went to a 1-question evaluation: how good a job is the director doing. This version, used for a couple of years, is a combination of the two. Comments are very helpful. About half have responded. Please respond by May 15. Evaluation will be reviewed at the June meeting.
- [Roles of Policy Board Members](#) - Emails out for the vacant 3 positions
- Policy Board meeting for next year, virtual/in-person (Vote?) -- mileage would need to be included in the budget, and would also like to convey this to potential new members. Could it be hybrid, or does it have to be one or the other? Not sure. Bylaws might need to be rewritten. A Zoom option might help us entice representatives from districts that are farther away and not currently represented. Pat believes the State will allow hybrid meetings going forward. Giving an either or option does allow more people to attend. We could likely even wait until the first meeting in September to decide, but mileage would need to be addressed in the budget. We do shift money all the time, so maybe we could allot half of what we used to spend on mileage.
- Center Support for the 2021-2022 school year. Adjust the payment to \$25 per hour (Vote) -- this is for those who are physically at the Center, 7 hours a week. Paul is recommending having extra support, instead of just the director. Pat -- traditionally this has been the director's role. It's unrealistic to expect one person to do all that we are asking. The people who did this role this past year might be interested in doing it again next year. Currently it's \$30 per hour, so this would be a decrease. This is in addition to the director being in the center during open hours. Sharon M -- it's important to not burn directors out, and to have someone handling the hands-on Center activities. Pat -- this would be on a regular basis, (not as needed) 7 hours a week. Deb -- would this take away from another area? Pat -- we have the money. Sharon W, who has done this role, feels it is important.

Gretchen -- could there be flexibility in what days the 7 hours would be? Paul -- it will depend on who is hired. Programming is planned in advance, so the person would know what days have workshops. 7 hours = 3 hours the center is open, plus 15 minutes before and after. Diana -- typically the director gets there in time to open the building and is responsible for closing the Center. If someone else is running the workshop, the director could handle the rest of the Center during that time. Going forward, she doesn't see the director not being physically present in the building -- this year has been a different kind of year, with Paul being "acting director." Mike -- this position should not take the place of a director learning the Center. Pat -- the expectation is that the director is at the Center when the Center is open. We need to give the director support. Sharon W. moves to hire someone for 7 hours per week at the \$25 rate. Seconded by Sharon M. A few abstentions. Motion passes.

OPEN FORUM: Pat Follette is retiring, and our next meeting will be her last. Paul will send out an email. The incoming Whitney Point superintendent will be taking her place on the Teacher Center board. Don't forget the director evaluation form.

Motion to ADJOURNMENT: Deb moves to adjourn, Nadine seconds. Motion passes. Meeting adjourned at 5:08 pm.

**Next Meeting: Tuesday June 1, 2021 at 4pm 2021-2022 GRANT APPLICATION VOTE!**

Future Meeting Dates

6/1/2021		
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