

**Mission Statement: The Victor Teaching Center enhances student learning through the professional development of the staff and community. We are committed to the belief that all educators need support as they follow growth opportunities to continuously improve.**

**March 9, 2020**

## **VTC Policy Board Meeting Minutes**

**Attendance:**

Brian Gee  
Dave Henderson  
Michele Linse  
Amy Hogan

~~Dr. Maria Hopkins~~  
Linda Izzo  
~~Lynn Johnson~~  
Chelsea Riedl

Kristina Sykes  
Chrissie Venturo  
Lisa Whipple

**Chairperson:** Michele Linse

**VTC Director:** Joyce Prockton

**Meeting was called to order at 3:35 pm by Michele Linse.**

**Review Minutes:**

Motion was made to approve the November minutes by Chrissie; seconded by Linda.  
Approved

**Future Meetings:**

May 11, 2020

**New Director:**

The Policy Board reviewed two letters of interest for the upcoming opening for the Victor Teaching Center Director Position. The two candidates are Kristin Guckian and Pam Sullivan.

We discussed the need to wait to hear about the NYS budget which may be passed April 1<sup>st</sup> to see the status of the funding for teacher centers.

Michelle will contact Jim Haugh to set up interviews by the end of April so the new director can be approved by the Board of Education at their meeting on May 4<sup>th</sup>. It would be beneficial for the new director could shadow Joyce at times through the end of the school year.

**By-Laws:**

Reviewed some sections of the by-laws to ensure we had everything necessary and the wording was accurate.

We updated Section 3/ page 4/ number 12 to include *proposed motions can occur during a policy board meeting in person or electronic communication with voice and face technology.*

**Open Meeting Law:** We revisited the actions that needed to be taken to meet the requirements of the OML.

Thank you to Michele for recreating the VTC website to include the Policy Board members, meeting dates and minutes. The VTC event calendar is posted outside of the VTC room.

A motion to approve these updates was made by Kristina, seconded by Dave. Motion approved.

**Budget:**

Remaining budget amount for the rest of this school year:

Professional Salaries: \$2,078.62

Non Instructional: \$1,949.88

Supplies: \$1,340.83

Travel: \$85.69

**Workshops/Webinars:**

Review of professional development from November 4<sup>th</sup> - March 9<sup>th</sup>.

There was a total of 870 participants in workshops/webinars during this time.

**Upcoming workshops:**

Science of Reading

PE book club

Secondary Book Club

Additional Webinars

**Webinar Evaluations:**

The Policy Board members reviewed the evaluations from the workshops/webinars. We were very impressed with the feedback from the teachers. It was overwhelmingly positive. There were three math webinars that stood out in a negative way that Joyce will investigate.

**Agenda Items for May 11<sup>th</sup> Meeting:**

**The meeting was adjourned at 5:00 pm.**