



Waterloo Teachers' Resource Center
 Waterloo High School Room B 216
 96 Stark Street., Waterloo, NY 13165
 315-539-5454 (internal calls Ext. 4182)
wtrc@waterloocsd.org
 Sandy Ahart and Matt Parker, Co- Directors

Attendance:

Theresa Patchen	Jennifer Paczkowski	Shawn Orcutt	Renee Thomas
Tracy Cardinale	Ranette Schaertl	Jackie Mull	Karen Burcroff
Jason Stock	Missy Neumire	Russ Gillan	Toby Coleman
Joseph Landry	Chrissy Jacobs	Jennifer Hayden	

A quorum was achieved with 73% (11/15) of the Policy Board present and of that 73% (8/11) were teachers.

Minutes

May 31, 2022 4:00 PM - 5:00 PM

(Virtually through Micro Soft Teams **or** In Person at WTRC)

1. Welcome – Shawn Orcutt

Meeting was called to order by Shawn Orcutt at 4:06 p.m.

2. Approval of minutes from May 18, 2022– Shawn Orcutt

Click the link for the minutes: [Waterloo Teachers' Resource Center \(waterloocsd.org\)](https://www.waterloocsd.org)

A motion to accept the minutes as written was made by Russ Gillan and seconded by Jason Stock. The motion was passed by all those present.

3. FS-10A update- Sandy Ahart

It has been approved and recorded by the Central Business Office. Sandy Ahart informed the Policy Board that the quote for 16 books from Heggerty came back under the amount in the FS10A. A motion was made by Russ Gillan to increase the number of books ordered to not exceed the approved amount and seconded by Joe Landry. The motion was passed by all those present.

4. Resignation of Policy Board Member Missy Neumire – Shawn Orcutt

Shawn Orcutt read a letter of resignation from Missy Neumire as the Middle School representative to the Policy Board effective June 1, 2022. A posting was put out to Middle School teachers on May 25, 2022.

5. Selection of new Policy Board Member from the Middle School – Shawn Orcutt

Two teachers submitted letters of interest. A discussion followed and resulted with a motion by Jason Stock to offer Lisa Bennet the role of Middle School representative to the WTRC Policy Board pending WEA approval. The motion was seconded by Russ Gillan. The motion was passed by all those present. Sandy Ahart will submit her name to the WEA Co-Presidents for approval.

Waterloo Teachers' Resource Center Mission:

“To support educators’ professional growth thus helping students to meet or exceed the New York State Standards.”

6. Continuation Grant Application and Discussion – Shawn Orcutt, Sandy Ahart, Matt Parker

Sandy Ahart shared the completed Continuation Grant Application and FS-10. A thorough review and discussion of the all documents the Work Plan Matrix followed.

A motion was made by Russ Gillan and seconded by Jason Stock to approve the completed 2022-2023 Continuation Grant Application as presented with the focus areas of #2, #7 and #18. The motion was passed by all those present.

A motion was made by Russ Gillan and seconded by Joe Landry to approve the completed 2022-2023 FS-10 budget as follows:

Code 15 - \$25,283	Code 46 – \$1456
Code 40 – \$6759	All other codes are \$0
Code 45 - \$8381	Total - \$41,879

The motion was passed by all those present.

7. Hobart William Smith Colleges update – Chrissy Jacobs

Chrissy Jacob shared the College received materials from a retired teacher that is available to any new teacher in the District who would like to come and claim some materials for their classroom. The students have graduated and many have returned home, so the campus is quiet. There are summer camps available that were shared at a previous Policy Board meeting and are listed on the College’s website.

She also shared information that Dr. Karis Jones, a literacy instructor, is willing to offer Professional Development sessions to Waterloo teachers. She can offer ones she has prepared from various New York State Reading Association conferences. This will be an opportunity that we will explore.

8. Other

Russ Gillan stated that he emailed Terri Bavis about how the WTRC could support Professional Development during Superintendent Conference Days for the 2022-2023 school year. He got an automated reply she was unavailable and has not heard more. He will continue to reach out to her as the new Chair of the Policy Board.

A discussion was held regarding materials from the WTRC’s professional library. A motion was made by Jason Stock and seconded by Russ Gillan to only keep printed materials five years old or less. The older materials would be offered to WCSD staff on a first come first served basis before the end of the school year. Any remaining materials would be declared as surplus. The motion was passed by all present.

Matt Parker shared that Joanne Slausson, WCSD School Business Administrator, approved the WTRC using grant funds for Professional Development before the first distribution of the grant is received. This will allow us to offer sessions during the summer.

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Jason Stock congratulated and thanked Shawn Orcutt for her service to the WTRC Policy Board as both Chair and Skoi-Yase Primary School representative over the past years. The entire Policy Board wished her well.

9. Next meeting date

The next meeting will Tuesday, September 20, 2022.

Open Meeting Laws changes will be effect so this meeting will be **in person**.

10. Meeting Adjourned

A motion to adjourn the meeting was made by Russ Gillan and seconded by Joseph Landry. The motion was passed by all present. The meeting was adjourned at 4:57 p.m.

Respectfully submitted by

Sandra Ahart
Co-Director, WTRC