



**Wayne-Finger Lakes Area Teacher Center**  
**Minutes for Policy Board Meeting**  
**September 20, 2021**  
**Meeting via Zoom.us**

**In attendance:** Jenna Atkins (via ZOOM), Jennifer Champlin (via ZOOM), Courtney Cobb (via Zoom), Tiffany Coyle (via ZOOM), Kimberly Eichorn (via Zoom), Erin Fairben (via Zoom), Cristina Falbo (via Zoom), Virginia Horwood-Benton (via Zoom), Glenna Larson (via Zoom), Courtney Luckman (via Zoom), Kay Nemecek (via Zoom), Jamie Oberdorf (via Zoom), Carrie Poole (via Zoom), Vicki Strickland (via Zoom), Benjamin Stopka (via Zoom), Lauren Szklany (via Zoom), Ashlee Upchurch (via ZOOM), Megan VanHooft (via ZOOM), Kerilyn Wasney (via Zoom), Sara Thomas, program coordinator (via Zoom), and Mary Beall, director (via ZOOM)

**Absent:** Nicole Campbell, Angie Cox, Kelly DeMay, Mark Eakins, Cindy Futter, Courtney Marr, Aaron Sweet, and Catherine Thayer

**Call to order:** Mary Beall, TRC director, called the meeting to order at 4:40pm.

**Welcome & Roll Call:** Mary Beall recorded attendance via ZOOM. Each member of the board, in attendance, introduced themselves. We have new board members, Cristina Falbo, Non-Public rep from St. Mary's, and Courtney Luckman, Sodus CSD rep.

**Open Meeting Law:** Mary reviewed some of the main points of the Open Meeting Law as it pertains to the Policy Board and its meeting requirements. Mary will send out the notes that were shared to all members.

**Policy Board Responsibilities:** As stated in the Teacher Center By-Laws (pages 3-4), there are certain responsibilities for policy board members. Mary Beall reviewed and discussed these responsibilities as outlined in the by-laws. The floor was opened for discussion and no questions were asked.

**Teacher Center Special Committees:** Mary Beall reviewed the descriptions of each of the TRC Special Committees and asked each policy board member to sign up for one or more of the committees. Meeting dates will be announced later in the year and each committee will report out to the whole board at the subsequent meetings. A list with the descriptions and last year's members was sent before the board meeting. ***Mary asked that members email her to let her know which committee they would like to be on and if anyone would like to change or join another committee.***

**Election of Chairperson and Vice-Chair:** As per the current By-Laws, a Policy Chair will be elected at the first meeting of the new school. Kerilynn Wasney has completed her 3-year stint as Policy Board Chair and cannot run for that office again, as per By-Laws (pg. 4). We thank her for her commitment to the policy board.

Mary asked for policy board chair nominations for consideration. Glenna Larson submitted her name for consideration. No other nominations were submitted.

**Motion** to accept Glenna Larson as chair for TRC policy board during 2021-2022 (Wasney, Horwood-Benton) – A vote was cast, and Glenna Larson was unanimously selected as the TRC policy board chair for 2021-22.

Mary asked for policy board vice-chair nominations for consideration. Kerilynn Wasney submitted her name for consideration. No other nominations were submitted.

**Motion** to accept Kerilynn Wasney for TRC vice-chair during 2021-2022 (Nemecek, Horwood-Benton) - A vote was cast, and Kerilynn Wasney was unanimously selected as the TRC policy board vice-chair for 2021-2022. Congratulations and best wishes to Glenna and Kerilynn on their new TRC policy board roles!

**Minutes:** Mary Beall presented the minutes from the May 26, 2021, Policy Board meeting. There was no discussion or changes. Minutes will be filed as recorded.

Mary also presented the minutes from the emergency board meeting from August 19, 2021. There was no discussion or changes. Minutes will be filed as recorded.

**Financial Reports:** Mary Beall presented the current report for the Miscellaneous F840 Budget Account.

**Motion** to accept the F840-2022-000 report as presented (Nemecek, Oberdorf) – unanimously approved

Mary also presented the current 2021-2022 Grant Budget F841 Account report. The report shows that the initial numbers for the 2022 account were incorrect. The 2021 amounts were used rather than the amounts submitted on the 2022 FS10. Mary is not confident in the numbers as reported and will meet with the business office official to gather further information. As of today, the first quarterly payment has not been released. Mary asks for a motion to table the discussion on the F841 report until more information is gathered.

**Motion** to table the discussion on the current F841-2022-000 until further information can be reported (Nemecek, Horwood-Benton) – unanimously approved

**Workshops & Activities Reports:** Mary Beall introduced Sara Thomas as the new part-time program coordinator. Sara reported on the summer programs and data collected, noting that summer attendance was lower than expected. Both online and in-person workshops were offered.

<b>2021 Summer Workshops:</b>	
39 Workshops Offered	
18 Workshops Run	
8 online – attendance 49	*4 online workshops cancelled
10 in-person – attendance 47	*17 in-person workshops cancelled
<b>96 Participants</b>	

Discussion followed with comments pertaining to teacher burn-out and the need to take time for themselves and their families. It was suggested that the TRC create a short survey to ask teachers for their input as to which workshop format (online or in-person) they would rather participate. Mary will develop the survey and policy board members are asked to send out the link. Hopefully, participation will be high! Mary also shared the comparison of workshops for end of year 2021 and summer of 2022.

Session	Participants
2020-2021 33% funding COVID	
<b>Online Workshops</b>	
Summer 2020	185
Fall 2020	0
Winter/Spring 2021	208
<b>Total</b>	<b>393</b>

Session	Participants
2021-2022 33% funding	
<b>Dual Platforms for summer</b>	
Summer 2021	96
Fall 2021	
Winter/Spring	
<b>Total</b>	

Sara has already begun scheduling the fall workshops and will use the survey data and facilitator input to guide the schedule. Mary also reported that the TRC provided an on-site workshop at Hobart & William Smith Colleges the last week of August. Shelby DeMistry traveled to the campus to work with 15 pre-service student teachers and their two advisors. The student teachers will also visit the TRC for a Visual Aids for the Classroom workshop in October.

**Setting future meeting dates: All meetings will begin at 4:30pm**

\*Tuesday, November 30, 2021 – in-person at the Conference Center (if possible) a catered holiday dinner meeting

\*January & February, dates TBD, meetings via Zoom for special area committees

\*Wednesday, March 16, 2022 – meeting via Zoom. Special area committees will report and guide the 2022-2023 grant writing process

\*Thursday, April 7, 2022 – meeting via Zoom. Looking at the proposed grant work matrix and budget

\*Tuesday, May 24, 2022 – in-person meeting to approve the grant application

**Motion** to adjourn the meeting at 5:30pm (Nemecek, Poole) – unanimously approved