

**THE TEACHER CENTER of Broome County**  
**Policy Board Meeting**  
**Minutes: Tuesday, December 16, 2003**

**President:** Kate Griffith

**Minutes:** Sharon Wells

**Present:** Michelle Sexton, Diane Sheehan, Gail Szeliga, Ann Laczak, Cheryl Naslund, Sharon Wells, Sherri Abdullah, Mike Sabo, Diane Richards, Tina Conklin, Heather Badger Brown, Colleen Cawley, Diana Simpson, Alice McNeely, Carmen Ciullo, Bob Carpenter, Kate Griffith, Betty McAndrew

**Absent:** Starr LaTronica, Susan Korteweg

**Approval of Minutes of November 18, 2003 meeting.**

**Financial Report:**

Financial Report to Date - (Gail Szeliga)

The State Education Dept. has notified us that our budget allocation for 2003 - 2004 has been reduced by \$6000. It is necessary to submit a budget amendment. The policy board approved the following budget amendment (FS10A).

<b>Line 15</b>	Professional Salaries	Reduced by \$6853
<b>Line 20</b>	Equipment	Increased by \$1000 (for purchase of Epson Multimedia Projector for laptop and VCR)
<b>Line 90</b>	Indirect	Decrease by \$147
<b>Net Decrease</b>	-\$6000	
<b>Proposed Amended Budget</b>		\$262,000

**Director's Report:**

- Mileage forms were collected for travel up to and including December 16, 2003. New forms will be distributed at the January meeting.
- Approval was requested for a wage increase of 4% as listed in the newly approved support staff contract for our part time program asst. Kathleen Czebinick, retroactive to July 1, 2003. Moved and passed by the policy board.
- A brief report was given regarding Gail's attendance at the NYSC&TE conference (November – Albany) and the NSDC Conference (December - New Orleans).

## **Old Business:**

Supporting District Professional Development Initiatives – letters were sent in December to all public and non-public consortium members stating the amount of their grant. Minimum amount awarded was \$100.00. Copies of the letter were also sent to Union Leaders and Professional Development Committees from each district.

The following workshop proposals were accepted and added to the winter/summer workshop list:

- Aquatics K-12 program - Steven Busch – Chenango Forks
- Kayaking program – Steven Busch – Chenango Forks

## **New Business:**

Mike Sabo reported on the Dec. 16, 2003 meeting with Binghamton City School's asst. superintendent Steven Deinhardt. No details have been submitted in writing, but we were informed that the rent will be raised and that no guarantees can be made regarding the front door. They will try to work something out till 4:30 pm each day if possible.

The italicized section listed below was approved and will be added to the official Teacher Center refund policy.

### **TEACHER CENTER Refund Policy**

- If event is cancelled by Teacher Center – full refund
  - Cancelled by registrant 8 days prior - full refund
- Cancelled by registrant within 7 days to 1 day prior – full credit towards another event
- Cancelled by registrant on day of event or not cancelled at all – no refund
  - *If payment has not been received, registrant will be billed if they do not cancel their registration before the scheduled date*
  - *Handouts and workshop incentives are only given to those participants who are present during the scheduled workshop hours.*

Meeting adjourned at 5:30 pm

**Next meeting is scheduled for January 20, 2004**