

**SOUTH HUNTINGTON TEACHER CENTER
POLICY BOARD MEETING MINUTES
May 28, 2026**

Laura Van Tassell, Countrywood Primary Center and Policy Board Chairperson, Present	Cheryl Irizarry, Teacher-at-Large, Absent
Erica Perez-Flowers, Oakwood Primary Center, Present	Nicole O'Shea, Teacher-at-Large, Present
Cecilia Blanco, District Office/Teacher-at-Large, Present	Amanda Kavanagh, Assistant Superintendent for Secondary Education, Present
Jill Hewlett, Birchwood, Present	Charles Ciravolo, Business Member, Present
Melanie Cascio, Maplewood Intermediate, Present	Dr. Craig Markson, SUNY Stony Brook, Present
Jaclyn Valenti, Silas Wood, Present	Dr. Scott Muller, Administrator Representative, Present
Susan Teeter, Stimson, Absent	Rose Bunnell, Mentor Program Co-Coordinator, Present
Luigi Capizzano, Walt Whitman H.S., Present	Geraldine Clark, Board of Education, Absent
Dr. Gabrielle Meier, Walt Whitman H.S, Absent	Pat Dillon, Community Representative, Present
Kaitlyn O'Keefe, SHTA, Present	Lissette Penalozza, Parent Representative, Absent
Ivia Negron-Francais, Teacher-at-Large, Present	Margie Shepherd, SHRTA, Present

A quorum was reached. 17/22 voting members present, of which 10 are teachers.

ALSO IN ATTENDANCE:

Maureen Damm, Teacher Center Director.

CALL TO ORDER:

The meeting was called to order at 4:05 p.m. by Laura Van Tassell.

APPROVAL OF MINUTES:

The March 19, 2026 Policy Board meeting minutes were reviewed. A motion to approve the minutes was made by Cecilia Blanco and seconded by Rose Bunnell. The motion carried.

REPORTS:

Policy Board Chairman Report:

Laura Van Tassell welcomed everyone to the last Policy Board meeting of the year.

Laura stated that Charles Ciravolo, Business Member, Cecilia Blanco, District Office Teacher-at-Large and Lissette Penalozza, Parent Representative, will not be returning to the 2026-2027 Policy Board. Laura thanked the Board members for their service and stated that replacements will need to be found.

- A motion to approve Maureen Damm as the 2026-2027 Teacher Center Director was made by Jaclyn Valenti and seconded by Nicole O'Shea. The motion carried.
- A motion to approve Laura VanTassell as 2026-2027 Policy Board Chairperson was made by Nicole O'Shea and seconded by Kaitlyn O'Keefe. The motion carried.

Laura Van Tassell reported that the 2026 Effective Teaching Series Catalog was a success. A total of 25 out of 36 courses ran (including six very well-received asynchronous in-house courses) reaching a total of 312 faculty and staff members. Five additional NYSUT ELT courses ran and were also well-received for their flexible format, though a few participants struggled to complete assignments on time.

Laura noted that one remaining course, taught by David Rickmers and Gina Tinucci, starts today. She added that this year was particularly challenging with courses needing rescheduling because of instructor and family illnesses, snow storms and jury duty.

Director Report:

Maureen Damm reported that the NYS budget was released today. We are expecting the same funding as the current year. All Teacher Center Directors had been advised to prepare two potential budgets for the 2026-2027 school year: one utilizing current funding (\$68,007) and another reflecting the lower funding levels from 2021-2022 (\$45,334) if necessary.

Maureen presented the proposed 2026-2027 budgets as follows:

Same funding as 2025-2026 (\$68,007)

<u>Budget Code & Description</u>	<u>Allocation</u>
Code 15 - Professional Staff	\$36,479
Code 16 - Salaries for Support Staff	\$20,000
Code 40 - Purchased Services	\$ 4,652
Code 45 - Supplies and Materials	\$ 955
Code 46 - Travel Expenses	\$ 2,921
Code 80 - Employee Benefits -	\$ 3,000
Code 90 - Indirect Cost \$0 South Huntington UFSD does not collect indirect costs	0
Code 49 - BOCES Services \$0, Code 30 - Minor Remodeling \$0, Code 20 - Equipment \$0	<u>0</u>
Total:	\$68,007

- A motion to approve the 2026-2027 Teacher Center budget at current funding levels (\$68,007) was made by Charles Ciravolo and seconded by Erica Perez-Flowers. The motion carried.

Reduced Funding Level (2021-2022 amount: \$45,334):

<u>Budget Code & Description</u>	<u>Allocation</u>
Code 15 - Professional Staff	\$20,939
Code 16 - Salaries for Support Staff	\$20,000
Code 40 - Purchased Services	\$ 1,152
Code 45 - Supplies and Materials	\$ 0
Code 46 - Travel Expenses	\$ 671
Code 80 - Employee Benefits -	\$ 2,572
Code 90 - Indirect Cost \$0 South Huntington UFSD does not collect indirect costs	0
Code 49 - BOCES Services \$0, Code 30 - Minor Remodeling \$0, Code 20 - Equipment \$0	<u>0</u>
Total:	\$45,334

- A motion to approve the 2026-2027 Teacher Center budget at the lower 2021-2022 funding levels (\$45,334) was made by Melanie Cascio and seconded by Jaclyn Valenti. The motion carried.

Work Plan Matrix

The 2026-2027 Work Plan Matrix was presented and reviewed by the Policy Board. Maureen explained that while the proposed courses may change, the Professional Learning Area will remain the same for any course replacements. A motion to approve the 2026-2027 Work Plan Matrix was made by Dr. Craig Markson and seconded by Luigi Capizzano. The motion carried.

New Business:

The 2026-2027 Policy Board calendar was set for 4pm meetings in the JKAO Heritage Room on the following dates:

- October 15, 2026
- December 10, 2026
- March 18, 2027
- May 27, 2027
- (and June 3, 2027 only if needed)

Laura advised that Maureen Damm plans to retire as Teacher Center Director at the end of December 2026 and noted that a Hiring Committee must be formed. Maureen offered to stay on as a consultant through June 30, 2027, to support the new Director. Laura will be meeting with Eddie Smith, Assistant Superintendent for Human Resources, on May 29th to formalize these transition details. The following members volunteered to serve on the committee: Jill Hewlett, Nicole O'Shea, Jaclyn Valenti, Amanda Kavanagh, Luigi Capizzano, Dr. Scott Muller, Pat Dillon and Maureen Damm.

A discussion was held regarding the asynchronous course format. While these courses were widely successful, Maureen reported an incident where a participant submitted an assignment late and during school hours. The instructor denied credit and the participant contacted Maureen to see if the decision could be reversed. Maureen upheld the denial of credit and imposed a \$25 "no show fee" on the participant.

Old Business:

The Policy Board resumed last meeting's discussion regarding Teacher Center funded conference information sharing. Pat Dillon noted that the South Huntington Public Library requires conference attendees to provide a written report to its board. Erica Perez-Flowers recommended that attendees submit an artifact to Google Drive. Margie Shepherd and Erica Perez-Flowers volunteered to create a standard Teacher Center Conference Form to be used for the 2026-2027 school year.

Maureen reported that the May 4th Stony Brook Educational Leadership Open House was a success. She noted that there is great interest in the program so she was fairly confident that a new cohort will begin in the fall. She added that there will be a Virtual Open House for the newly revamped Stony Brook Teaching and Learning with Technology cohort on June 11 and that she was hopeful that a new cohort will start in the fall as well.

Maureen stated that she hosted the May 18th Long Island Network of Teacher Center's meeting in the Leadership Conference Room..

Motion to adjourn at 5:07 p.m. made by Jill Hewlett seconded by Margie Shepherd. All in favor.

Submitted,
Kathleen Dooley, Teacher Center Administrative Assistant