

**Wayne Teaching and Learning Center**  
**Meeting Agenda**  
**April 21, 2025**

**Location: WE Room 307**

**Time: 3:45-4:45 pm**

**Attendees:** Jill Johnson, Brittany Quinzi, Kristen Killion, Julia Yakowyna, Jason Carter, Christine Quinlan, Eryne Altmire, Elizabeth Spogen (4:03)  
**Absent:** Patrick O'Connor, Carrie Eldred  
**Facilitator:** Jill Johnson

**Meeting Objectives:**

- Review of Budget
- Discuss fund balances
- Discuss focus for next year

**Norms:**

1. Good Intentions
2. Timeliness
3. Stick to the topic but allow for flexibility
4. Reflective
5. Respectful--positive discourse--move the conversation forward --fidelity to the group
6. Be engaged

Jill Johnson	Director
Jason Carter	Chairperson, WE Representative
Julia Yakowyna	Teacher Representative
Eryne Altmire	Teacher Representative
Brittany Quinzi	Teacher Representative
Heather Mann	Teacher Representative
Elizabeth Spogen	Teacher Representative
Chris Quinlan	Board of Ed Representative
Patrick O'Connor	Harbec, Business Representative
Kristen Killion	Monroe Community College
Carrie Eldred	Parent Representative

**Pre-Work:**

- Budget Report
- Approve [February 24, 2025 Minutes](#)

**Materials that will be used at the meeting:**

- 

**Schedule** [60 min]

Time	Mins.	Activity	Notes/Minutes
3:45	5 mins	<b>Check in Activity - Introductions, successes</b> Review meeting objectives for today	
3:50	5 min	Approve February 24, 2025 minutes Brittany Quinzi has made a motion to approve February 24, 2025 meeting minutes. Second: Eryne Altmire Yes: unanimous No: Abstain:	
3:55	5 mins	Our FS10A was approved to transfer money from salaries to travel and supplies. <ul style="list-style-type: none"> <li>• Sending 9 teachers to Child Abuse Summit in April (\$4895) plus mileage, parking</li> <li>• Jill will be purchasing 6 Math Stackers at \$315 each or Carrie Eldred has found a less expensive option (\$1890)</li> </ul>	Had more interest, but it falls on NYS testing for the Elementary School this year.  Everyone present is in agreement to purchase as many kits as possible with the money budgeted. Jill will order.
4:00	5 mins	Posted both TLC director and Mentor Leader, Monica Bays was the only applicant for Mentor Leader Julia Yakowyna Has made a motion to approve Monica Bays as Mentor Leader. Second: Brittany Quinzi Yes: 6 No: 0 Abstain:  Chris Quinlan has made a motion to approve Elizabeth Spogen as TLC Director Second: Brittany Quinzi Yes: 6 No: 0 Abstain: 1 (Spogen)	Note: Elizabeth Spogen arrived at 4:03, so was not present for discussion etc prior.
4:05	20 mins	Discuss how to spend remaining fund balances: Professional salaries: \$1093	Ideas: <ul style="list-style-type: none"> <li>• Cricut Cutting Mats</li> <li>• ENL (&amp; DO, Main Offices): Pocket Talk</li> </ul>

		<p>Travel expenses: approximately \$2000</p> <p>Purchased services: \$366.14</p> <p>Supplies: \$162</p> <p>Ideas:</p> <ul style="list-style-type: none"> <li>• Move funds from travel to supplies (new teacher induction supplies, Cricut, Little Spot of Feelings?)</li> <li>• Rockland Teacher Center Courses (\$150)</li> </ul>	<p>Translators</p> <ul style="list-style-type: none"> <li>• New Teacher Induction- journals and other supplies</li> </ul>
		<p>Brittany Quinzi has made a motion to approve the transfer of funds \$2000 from Travel Expenses and \$366 from Purchased Services to Supplies.</p> <p>Second: Eryne Altmire</p> <p>Yes: 7    No: 0    Abstain: 0</p>	<p>6 Translators</p> <p>Cricut Mats - light grip and standard grip, possibly (SMART) black removable vinyl, tools</p>
4:25	30	<p>Discuss focus for next year's budget.</p> <ul style="list-style-type: none"> <li>• <a href="#">2024-2025 Grant</a></li> <li>• <a href="#">Conference requests</a></li> <li>• <a href="#">Facilitation requests</a>, plus Alex Balta ("The Anxious Generation" book study)</li> <li>• Schoology Specialists</li> <li>• Some ideas: <ul style="list-style-type: none"> <li>○ PBL <ul style="list-style-type: none"> <li>■ <a href="#">PBL Works</a></li> <li>■ <a href="#">AJ Juliani</a></li> </ul> </li> <li>○ Mentor program-<a href="#">Harvard</a></li> <li>○ STAGR</li> <li>○ Mediation/restorative practices</li> <li>○ Learning Forward Conference for new director</li> </ul> </li> </ul>	<p>Discussion Ideas:</p> <ul style="list-style-type: none"> <li>• Book Studies/PD that have been proposed</li> <li>• Inclusion</li> <li>• Combating Apathy, Improving Ownership of Learning</li> <li>• Learning Forward Conference - send Elizabeth Spogen</li> <li>• Conference Requests</li> <li>• Resources to Support Mentor Program (Monica Bays- Harvard class to turnkey?)</li> <li>• Possibly add a mentor for a half year when people change buildings/content areas (how the building is run, attendance in SchoolTool, etc)</li> <li>• Schoology Coordinators</li> </ul>
		<p>Motion to Adjourn was made by Brittany Quinzi</p> <p>Second: Julia Yakowyna</p> <p>Yes: 6    No: 0    Abstain: 0</p>	<p>KKillion left at 4:35</p>
		<p>Meeting Dates: September 16, November 18, February 24, April 21, <b>May 19</b></p>	

		<b>Parking Lot:</b>	
--	--	---------------------	--