



# The Staff Development Center

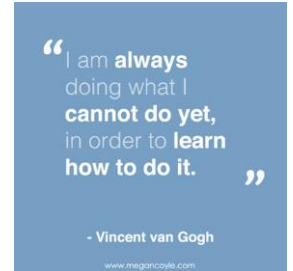
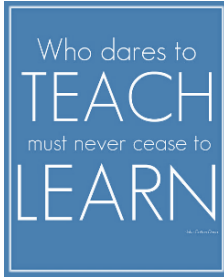
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## Staff Development Team (Policy Board)

**September 22, 2022**

**3:45-5:15 pm**



Agenda Item	Planned Format/Outcome	Discussion Lead	Allotted Time
<b>Opening/Welcome/SDC Plans &amp; Goals</b>	Call to Open Meeting, Group Greeting,	Rhoda, Annie, Lauren	5 minutes
<b>Introduction of New PB Members</b>	Round Robin	All	5 minutes
<b>Minutes Taking Structure</b>	Explanation	Lauren	2 minutes
<b><u>Roberts Rules of Order</u></b>	Explanation	Rhoda	5 minutes
<b><u>Approval of June Minutes</u></b>	<b>Motion, Second, Vote</b>	All	10 minutes
<b><u>Budget Update</u></b>	Explanation/Overview	Monica	10 minutes
<b>Course &amp; Workshop Proposals</b>	<b>Discussion, Motion, Second, Vote</b> <u>-Graphic Novels</u> <u>-Foundations Review</u>	Lauren & Annie	20 minutes
<b><u>Course Updates</u></b>	Presentation	Annie	5 minutes
<b>Upcoming Courses (SEED, Re-Seed, Science Content)</b>	Presentation	Annie	5 minutes
<b>Request for Proposals</b>		Rhoda	5 minutes
<b><u>New Instructor Orientation</u></b>	Explanation	Annie & Lauren	5 minutes
<b>Professional Learning for PB</b>	Open Forum	All	7 minutes
<b><u>Confirm 2022-23 Calendar of PB Meeting Dates/ Format</u></b>		Rhoda	1 minutes
<b>All Day Meeting Reminders</b>		Rhoda	1 minute
<b><u>Visiting Norms &amp; Roles</u></b>		Annie	3 minutes
<b>Closing</b>	<b>Motion, Second, Vote to Adjourn</b>	Rhoda	1 minute

**Thank you to all our Policy Board Members!**

*"The strength of the team is each individual member. The strength of each member is the team." Phil Jackson*



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### Staff Development Center

Policy Board Meeting Minutes: Thursday, September 22, 2022

3:45- 5:15pm @ SDC Conference Room

#### **Board Members:**

Teachers Present: Rhoda Havis, Melanie Bradish, Jeannette Castilla, Toni Marie Amato, Cecilia DaSilva, Rachel Miller, Steven Chetcuti, Chad Allen, Amy Estersohn

Others Present: Jerusha Beckerman, Kathy Barpoulis, Monica Alvarez

Absent: Myra Castillo, Leroy Dixon, Dr. Debbie Hand, Lourdes Pinto, Donna Martuge, Silvia Andrade, Paula Santa-Donato, Amber Fidel, Lauren Casalino, Brittany Feeney

Others Present (non-voting): Lauren Lowenhaupt and Annie Hovis- Williams (Co-Directors), Rocco Varuolo,

Quorum present: Yes

#### **Proceedings:**

Rhoda called the meeting to order.

It was determined we have a quorum present.

Members made introductions.

Rhoda thanked and appreciated everyone for committing to this policy board and participating.

We reviewed Robert's Rules of Order – a guide/format for how our meetings will be run. Simple majority required for most business, bylaw revisions require a two-thirds majority.

Annie acknowledged that members pivoting to the in-person meeting today, instead of meeting on Zoom as originally planned, was a hardship for some and we appreciate so many people being here today.

It was an emergency order that allowed us to meet virtually last year, which was lifted on September 12th. Now we are required to meet in person -partially to allow the public to visit should they choose to attend.

In order for a vote to count, members must be present in person to vote. If we do not have a quorum, we cannot have a meeting. If we had a quorum and too many teachers leave, then we must end the meeting.

**Motion to** (M. Bradish): approve June minutes

**Moved & 2nd motion** – C. DaSilva

**Opposed:** None

**Abstained:** A. Estersohn, J. Beckerman, K. Barpoulis, Toni Marie Amato

**All Approved-** Motion carried

Rocco Varuolo clarified that if a technology-related course is being recommended or requested, these courses would be sent over to Varuolo, so he is notified. Annie invited Rocco to come to the all-day meeting to come and present the Technology Courses Plan.

Lauren reviewed the Budget Report Overview - \$63,724 – almost 40% increase from last year's budget.

Support Staff, specifically Monica, has the percentages, etc. that are used to calculate this budget. The big idea for the budget is, if we do not use it, we lose it.

We also reviewed the outline of our courses, format, hours, who attended, instructor payments, etc. This is the work that is done behind the scenes when working with the business office.

Budget report for this month: 0 stipends paid, 1 instructor stipend paid (\$210), subs for all day meetings paid \$0, total spent this month \$210, Professional Salaries balance: \$43,359.

### **Course and Workshop Proposals**

Graphic Novels K-8 proposal to run a course that has already run – 3rd offering of the same course – The course will run as originally proposed for now. We are interested in finding a secondary instructor or instructors to run a 6-12 contingent.

**Motion to** (R. Miller): approve funding of Graphic Novels

**Moved & 2nd motion** – C. Allen

**Opposed:** None

**Abstained:** None

**All Approved-** Motion carried

Foundations Review Course offered by Regina Dunn – K-3 Foundations Review Course for new and veteran teachers to have time to dive deeply into district research-based phonics and spelling program. Toni wondered about a difference for new teachers vs veteran teachers. Kathy Barpoulis explained that initial training in all areas is always the department's responsibility to secure professional development for new teachers or new initiatives. When teachers change grades or subject areas, that the department or instructional specialist/coach would provide training or an outside provider.

Since the course is being offered to both new and veteran teachers the board hoped for differentiation options for the different experience levels available in the course.

There was a discussion about who this course is intended for (only K-3? Or should it be open to others who use Foundations as an intervention in 4 and 5?) and there was a need to

change the date of October 20th as that was the elementary evening parent conferences date. Further follow up with Regina Dunn will clarify these.

**Motion to** (T. Amato): approve Foundations Review Course (with a date change for October 20th and with consideration to include k-3 teachers, and 4-5 teachers who use Foundations as an intervention)

**Moved & 2nd motion** – R. Miller

**Opposed:** None

**Abstained:** None

**All Approved-** Motion carried

### **Review of courses**

**High Expectations Teaching** – Research for Better Teaching's Renee DeWald, teaches with a focus on working through challenges, for example "smart is something you become." It is more about the mindset of the teacher, never giving up on a student, even when they may feel like giving up on themselves. The final meeting date is in October and then we will review the feedback.

**Inquiry Based Learning** course is running now, it started 9/12/22 and has 12 participants in person with Amanda Molloy.

**Science Content to Support Science** with Carmen King is a course that was cancelled due to low enrollment.

Coming Soon: SEED and Re-SEED. Members are encouraged to invite their friends who have never taken SEED or colleagues who have never taken Re-SEED. Re-SEED is for teachers who have taken SEED and would like to continue this important work.

Rhoda requested that members please ask faculty and staff for more course proposals. There are templates available for previously taught courses. Faculty and staff can create a new course, also. They should contact policy board members so we can help with course proposals.

Melanie requested that since one important course was dropped due to a lack of people registering and paying in advance, is there any possibility that we could pay through Frontline. Rocco suggested it should be possible, but we do not have the business level software that would allow for this.

Rocco and Lauren discussed the results of Professional Needs Survey; with results for what staff/faculty requested and when they wanted courses would work for helping to schedule more technology courses, too.

Lauren, Monica, and Annie have worked together to create a new 15-minute Instructor Orientation to look at the documents and discuss responsibilities, attendance, accounting for completion, participation, etc.. They are meeting with each instructor by Zoom to ensure they are aware of their obligations and to answer any further questions. Instructors are

signing an acknowledgement that they have attended and understand the content of the presentation.

Together, the board reviewed and confirmed dates for this year's Policy Board Meetings.

Rhoda reminded us to put in our coverage requests for dates for the full day meetings and that the Co-Directors have been told that the district cannot provide lunch.

**Motion to** (C. DaSilva): adjourn the meeting at 5:16 pm

**Moved & 2nd motion** – R. Miller

**Opposed:** None

**Abstained:** None

**All Approved-** Motion carried

Minutes submitted by Melanie Bradish