



The Staff Development Center

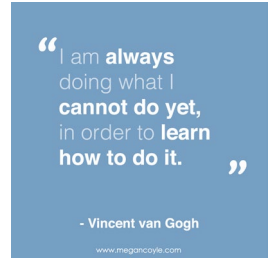
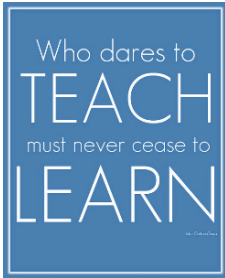
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Staff Development Team (Policy Board)

Thursday, March 16, 2023

3:45 pm - 5:15 pm



Agenda Item	Planned Format/Outcome	Discussion Lead	Allotted Time
Opening/Welcome/	Call to Open Meeting, Group Greeting,	Rhoda	2 minutes
1-12 Meeting Minutes Approval	Motion, Second, Vote	All	5 minutes
Budget Update	Explanation/Overview	Monica	3 minutes
New Course Proposals <ul style="list-style-type: none"> • Steve Chetcuti (2) • Amy Estersohn • Julia Furlipa • K. Salvatierra • Nurturing the Teaching Spirit 	Motion, Second, Vote	All	45 minutes
Course Policy Review/Change	Motion, Second, Vote	All	5 minutes
Sharing from the Spring Symposium	Report	Lauren/Annie	10 minutes
Promotion: Commercial; "About Us" page	Discussion	Amy Estersohn, All	15 minutes
Updated Policy Board Composition	Update	Monica	3 minutes
Closing	Motion, Second, Vote to Adjourn		2 minutes

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, March 16, 2023 3:45-5:15 pm @ SDC Conference Room

Board Members:

Teachers Present: Rhoda Havis, Melanie Bradish, Toni Marie Amato, Chad Allen, Amy Estersohn, Donna Martuge, Amber Fidel, Steven Chetcuti, Rachel Miller, Jeannette Castilla, Lauren Casalino, Cecilia DaSilva

Others Present: Jerusha Beckerman, Paula Santa-Donato, Silvia Andrade, Kathy Barpoulis, Dr. Debbie Hand

Absent: Leroy Dixon, Lourdes Gauthier, Myra Castillo, Brittany Feeney

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

Quorum present: Yes

Rhoda called the meeting to order at 3:52 pm
It was determined we have a quorum present.

Review of Meeting Minutes

Review of the minutes from the previous (1/12/23) meeting.

Motion to (M. Bradish): approve January All Day meeting minutes

Moved & 2nd motion – R. Miller

Opposed: None

Abstained: S. Andrade & J. Castilla

All Approved- Motion carried

Budget Update

Monica shared our expenditures so far this year, and while there is still in excess of \$30,000 remaining, most of it has been encumbered. Many courses and workshops have just ended, are ending soon, or are about to begin. As of this meeting, we have approximately \$3,800 left to spend from the professional salaries section of the grant. If the courses we have on the agenda today are approved, we will have exhausted the funds in our grant.

Course Proposals: Votes

Repeat Course: Nurturing the Teaching Spirit received favorable evaluations and was filled when it was first offered. The Policy Board voted to offer it a second time this year.

Motion to (A. Fidel): Approve and fund *Nurturing the Teaching Spirit* (15-hour course)

Moved & 2nd motion – L. Casalino

Opposed: None

Abstained: None

All Approved- Motion carried

New Course: Increasing Student Engagement through Project-Based Learning

Steven Chetcuti left the meeting for all discussion about and vote on this course. In-person quorum was still present.

Members of the Policy Board discussed this offering and made the following suggestions for revision:

- The members felt the requirements should be adjusted to require one unit as opposed to two units.
- Clarification of the asynchronous hours. When would they be completed?
- Specify the grade-level audience.
- Expand upon how this course could positively impact our ELL students.
- Select new dates.

Motion to (D. Martuge): Approve and fund *Increasing Student Engagement through Project-Based Learning* pending revisions above. (15-hour course)

Moved & 2nd motion – T. Amato

Opposed: None

Abstained: None

Recused: Steven Chetcuti

All Approved- Motion carried

New Course: Putting the “A” in STEAM: Integrating the Arts into Your Curriculum

Steven Chetcuti remained outside of the meeting for all discussion about and vote on this course. In-person quorum was still present.

Members of the Policy Board discussed this offering and made the following suggestions for revision:

- New dates and times are needed.
- Make the benefit to any classroom more explicit, perhaps connecting to Visual Reasoning activities.
- Specify the grade-level audience.
- Expand upon how this course could positively impact our ELL students.
- Clarify the 3 asynchronous hours: when would they take place?

Motion to (R. Miller): Approve and fund *Putting the “A” in STEAM* pending revisions above. (15-hour course)

Moved & 2nd motion – J. Beckerman

Opposed: None

Abstained: None

Recused: Steven Chetcuti

All Approved- Motion carried

Steven Chetcuti returned for the remainder of the meeting.

New Course: Your Teaching Genius

Amy Estersohn left the meeting for all discussion about and vote on this course. In-person quorum was still present.

Members of the Policy Board discussed this offering and made the following suggestions for revision:

- New dates and times are needed.
- Make more explicit the impact on students as a result of teachers taking this course.

Motion to (P. Santa-Donato): Approve and fund *Your Teaching Genius* pending revisions above. (15-hour course)

Moved & 2nd motion – C. DaSilva

Opposed: None

Abstained: None

Recused: Amy Estersohn

All Approved- Motion carried

Amy Estersohn returned for the remainder of the meeting.

New Course: Practicing Wholistic Wellness and Mindfulness

Members of the Policy Board discussed this offering and made the following suggestions for revision:

- Paula Santa-Donato, wellness and mental health Coach, suggested the course outline did not align with the title of the course; the content reflected a more goal-oriented approach than mindfulness. Others agreed and suggested the title may need to be revised.
- Clarification of the asynchronous hours. What will be required of the participants?
- Specify the intended audience.
- Expand upon how this course could positively impact our ELL students.
- Select new dates.

Motion to (C. Allen): Approve and fund *Practicing Wholistic Wellness and Mindfulness* pending revisions above. (15-hour course)

Moved & 2nd motion – L. Casalino

Opposed: None

Abstained: None

All Approved- Motion carried

New Course: The Reading Comprehension Blueprint Book Study

Members of the Policy Board discussed this offering, and several expressed interest. One question that was discussed was if this course could be offered to secondary teachers as well, though the book is intended for teachers of K-8. High school teachers are also interested in understanding more about how to improve the comprehension of struggling readers in upper grades. The Co-Directors will reach out to see if the intended audience might be expanded.

Motion to (S. Chetcuti): Approve and fund *The Reading Comprehension Blueprint Book Study*. (15-hour course)

Moved & 2nd motion – J. Castilla

Opposed: None

Abstained: None

All Approved- Motion carried

Course Policy Change

Due to unusual circumstances this school year, the Staff Development Center has experienced challenges reaching minimum enrollment numbers in a few instances. In order to avoid last-minute cancellations and postponements, the Board voted to amend the Course Policy for this year. Lauren and Annie shared that they learned many Teachers Centers were adopting similar policies for this year.

The Policy shall now read:

"For the 2022-2023 School Year, the minimum enrollments to run a course will be adjusted: 7 (1 instructor) and 15 (2 instructors)."

Motion to (C. DaSilva): Approve the above change in Course Policy for this school year.

Moved & 2nd motion – S. Chetcuti

Opposed: None

Abstained: None

All Approved- Motion carried

The Co-Directors shared general plans for the remaining meetings this year. At the afternoon meeting in April, the Board will review the results of the Needs Assessment we sent out last month and begin using the Workplan Matrix to outline plans for next year. In May at our All-Day meeting, the Board will approve the proposed budget for next year and allot planned funding to support the courses in each section of the Matrix. In June, we will be planning for the Fall.

Motion to (S. Andrade): adjourn meeting at 5:14 pm

Moved & 2nd motion – D. Martuge

Opposed: None

Abstained: None

All Approved- Motion carried

Minutes submitted by Annie Hovis-Williams