



# The Staff Development Center

500 North Street, White Plains, New York 10605

Tel: 914-422-2438 Fax: 914-422-2160

Staff Development Team (Policy Board)

May 18, 2023

11:30 am – 3:00 pm

Agenda Item	Planned Format/Outcome	Discussion Lead	Allotted Time
Opening/Welcome	Call to Open Meeting, Greeting	Rhoda	2 min
Meeting Minutes	<b>Motions, Votes</b> to Approve	All	10 min
Budget Update 2022-2023	Presentation – Closing Out This Year	Monica, All	10 min
Move Money from Travel Budget	Motions, <b>Vote</b>	Monica	3 min
Needs Assessment Subcommittee Presentation	Information Sharing	Rhoda	8 min
Budget Update 2023-2024	Planning for Next Year	Monica, Lauren, and Annie	10 min
Workplan Matrix	Consensus Activity; Members <b>vote</b> to allocate next year's grant funds in chosen focus areas	Lauren, All	60 min
	Break		10 min
New Course and Workshop Proposals	Small groups will review proposals, discuss, and share. <b>Motions and Votes</b> to Approve Proposals or Return for Revision	All Members	85 min
Summer and Fall Planning	<b>Motions and Votes</b> to re-offer courses with favorable ratings and interest	All Members	
Consultants: New and Returning	Discussion/Review of Evaluations, <b>Motions and Votes</b> to Fund Outside Consultants	All Members	
Meeting Dates for Next Year	<b>Vote</b> to Approve Calendar for Next Year's Policy Board Meetings	All Members	5 min
Meeting Assessment	Continuous Improvement: Goals for our Team Open <a href="#">Form</a> here	All Members	1 min
Plans for Next Meeting	Setting Goals	Lauren, Monica, Annie Members	5 min
Closing	<b>Motion, Second, Vote</b> to Adjourn	Rhoda	1 min

Thank you for your active contributions today as a valued member of the Staff Development Policy Board!



# The Staff Development Center

500 North Street, White Plains, New York 10605 Tel: 914-422-2438 Fax: 914-422-2160

## Staff Development Center

Policy Board Meeting Minutes: Thursday, May 18, 2023  
11:47am- 2:33 pm @ SDC Conference Room

### **Board Members:**

Teachers Present: Rhoda Havis, Toni Marie Amato, Chad Allen, Amy Estersohn, Donna Martuge, Steven Chetcuti, Rachel Miller, Lauren Casalino, Cecilia DaSilva

Others Present: Jerusha Beckerman, Silvia Andrade, Kathy Barpoulis

Absent: Leroy Dixon, Lourdes Gauthier, Myra Castillo, Brittany Feeney, Melanie Bradish, Amber Fidel, Jeannette Castilla, Paula Santa-Donato, Dr. Debbie Hand

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

Quorum present: Yes

Rhoda called the meeting to order at 11:47 am  
It was determined we have a quorum present.

### **Review of Meeting Minutes**

Review of the minutes from the previous (4/13/23) meeting.

**Motion to** (S. Chetcuti): Approve the April 13th Staff Development Policy Board meeting minutes

**Moved & 2nd motion** – J. Beckerman

**Opposed:** None

**Abstained:** L. Casalino, M. DeLaCruz, R. Miller

**All Approved-** Motion carried

### **Budget Update**

A short budget overview was presented to the policy board to review the up-to-date spending and progress and in anticipation of the 2023-2024 grant year. At the present moment, we will have a remaining amount of approximately \$69.00 from the 2022-2023 grant amount of approximately \$63,662. This is a tremendous feat, and we took a moment to thank the policy board and Monica Alvarez for their tireless work to provide high-quality and impactful professional development opportunities for the district staff.

A small movement of money from the travel line was needed. This did not necessitate the Staff Development Center to submit an FS-10A, but the board understood the need for the move.

**Motion to** (D. Martuge): approve moving \$745.36 from the Grant travel line to Professional Salaries

**Moved & 2nd motion** – C. DaSilva

**Opposed:** None

**Abstained:** M. DeLaCruz

**All Approved-** Motion carried

Monica provided an updated budget for the 2022-2023 school year. We were also provided with a comparison with the predictions made in the submitted FS-10. The budget update was thorough, and we celebrated the progress the policy board made this year.

### **Needs Assessment**

Rhoda, the Staff Development Center Chairperson, provided an overview of the needs assessment for our district. Staff members were invited to participate in this survey to evaluate the current needs of teachers and other staff members. The report was detailed and allowed us to plan for staff members at different points in their professional development and educational journey. 242 staff members responded. A focus of the survey was finding ways to engage our MA +60 staff members in training that would reinvigorate their learning. Other areas of need were social-emotional learning, content support, technology and Spanish. Science of Reading received a lot of interest.

### **Course Proposals: Votes**

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

**Motion to** (C. DaSilva): Approve funding for *Woodworking 101* (15-hour course).

**Moved & 2nd motion** – D. Martuge

**Opposed:** None

**Abstained:** M. DeLaCruz,

**Recused:** Chad Allen

**All Approved-** Motion carried

Chad returned to the room after the vote.

**Motion to** (L. Casalino): Approve funding for Newcomers Student Support & Strategies. (15-hour course)

**Moved & 2nd motion** – A. Estersohn

**Opposed:** None

**Abstained:** M. DeLaCruz  
**All Approved-** Motion carried

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

**Motion to** (J. Beckerman): Approve funding for Putting the "A: in Steam: Integrating the Arts into your curriculum (15-hour course).

**Moved & 2nd motion** – C. Allen

**Opposed:** None

**Abstained:** M. DeLaCruz

**Recused:** S. Chetcuti

**All Approved-** Motion carried

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

**Motion to** (J. Beckerman): Approve funding for Putting the Spark Learning through Digital Projects (15-hour course).

**Moved & 2nd motion** – R. Miller

**Opposed:** None

**Abstained:** M. DeLaCruz

**Recused:** S. Chetcuti

**All Approved-** Motion carried

Steve returned to the room after the vote.

**Motion to** (T. Amato): Approve funding for The Reading Comprehension Blueprint Book Study (15-hour course).

**Moved & 2nd motion** – S. Chetcuti

**Opposed:** None

**Abstained:** M. DeLaCruz

**All Approved-** Motion carried

**Motion to** (L. Casalino): Approve funding for a 2<sup>nd</sup> section Embracing Neurodiversity in the Classroom (15-hour course).

**Moved & 2nd motion** – T. Amato

**Opposed:** None

**Abstained:** M. DeLaCruz

**All Approved-** Motion carried

**Motion to** (J. Beckerman): Approve funding for Translanguaging in Dual Language (15-hour course).

**Moved & 2nd motion** – K. Barpoulis

**Opposed:** None

**Abstained:** M. DeLaCruz

**All Approved-** Motion carried

**Motion to** (C. Allen): Approve funding for Dramatic Activities and Strategies in the Classroom (15-hour course).

**Moved & 2nd motion** – J. Beckerman

**Opposed:** None

**Abstained:** M. DeLaCruz

**All Approved-** Motion carried

**Motion to** (L. Casalino): Approve funding for Positive Discipline: Connection Before Correction (15-hour course).

**Moved & 2nd motion** – C. DaSilva

**Opposed:** None

**Abstained:** M. DeLaCruz

**All Approved-** Motion carried

**Motion to** (L. Casalino): Approve funding for Shifting the Balance (15-hour course).

**Moved & 2nd motion** – C. DaSilva

**Opposed:** None

**Abstained:** M. DeLaCruz

**All Approved-** Motion carried

**Motion to** (D. Martuge): Approve and funding AJ Harper's writing workshop (15-hour course).

**Moved & 2nd motion** – A. Estersohn

**Opposed:** None

**Abstained:** M. DeLaCruz

**All Approved-** Motion carried

**Motion to** (D. Martuge): Approve and funding Culturally Responsive Teaching Strategies (15-hour course).

**Moved & 2nd motion** – C. DaSilva

**Opposed:** None

**Abstained:** M. DeLaCruz

**All Approved-** Motion carried

**Motion to** (T. Amato): Approve and funding The Writing Revolution (15-hour course).

**Moved & 2nd motion** – S. Chetcuti

**Opposed:** None

**Abstained:** M. DeLaCruz

**All Approved-** Motion carried

**Motion to** (D. Martuge): Approve and funding The SIGN Academy: ASL Course (15-hour course).

**Moved & 2nd motion** – C. Allen

**Opposed:** None

**Abstained:** M. DeLaCruz

**All Approved-** Motion carried

### **Consultant Conversation**

All consultants approved by the policy board were well received by the participants. As such, we have decided to reach out to specific consultants to see if they would be willing to return for additional training. These consultants include Principal Kafele (Diversity, Equity and Inclusion), Jessica Minahan (SEL), Helene Alouf (UDL), Wendy VanBuren (SEL/Mental Health), and AJ Harper (Content- Writing Academy). For the 2023-2024 school year, we will be expanding our offerings by utilizing SIGN Academy to provide ASL instruction for the district.

### **Calendar Dates for the 2023-2024 School Year**

The voted upon dates include:

9/21/23 (3:45-5:15 pm)

**10/26/23 (8:00 am- 3:00 pm) Full day**

11/16/23 (3:45-5:15 pm)

12/14/23 (3:45-5:15 pm)

**1/11/24 (8:00 am- 3:00 pm) Full day**

2/8/24 (3:45-5:15 pm)

3/14/24 (3:45-5:15 pm)

**4/11/24 (8:00 am- 3:00 pm) Full day**

5/16/24 (3:45-5:15 pm)

6/6/24 (3:45-5:15 pm)

**Motion to** (S. Chetcuti): To approve 2023-2024 Policy Board meeting dates

**Moved & 2nd motion** – C. Allen

**Opposed:** None

**Abstained:** M. DeLaCruz

**All Approved-** Motion carried

**Motion to** (D. Martuge): adjourn meeting at 2:33 pm

**Moved & 2nd motion** – S. Chetcuti

**Opposed:** None

**Abstained:** M. DeLaCruz

**All Approved-** Motion carried

Minutes submitted by Lauren Lowenhaupt