



# The Staff Development Center

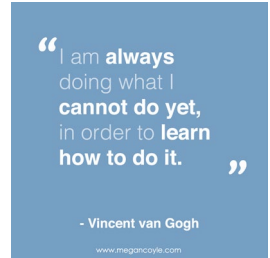
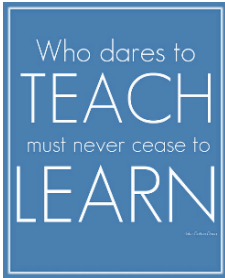
500 North Street, White Plains, New York 10605

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

## Staff Development Team (Policy Board)

**Thursday, June 8, 2023**

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



Agenda Item	Planned Format/Outcome	Discussion Lead	Allotted Time
<b>Opening/Welcome/</b>	Call to Open Meeting, Group Greeting,	Rhoda	2 minutes
<b><u>5-18 Meeting Minutes Approval</u></b>	<b>Motion, Second, Vote</b>	All	5 minutes
<b><u>Budget Update</u></b>	Explanation/Overview	Monica	5 minutes
<b><u>FS-10</u></b>	<b>Motion, Second, Vote</b>	All	10 minutes
<b><u>Course Evaluations</u></b>	Discussion	Annie	5 minutes
<b><u>Course Proposals</u></b> (SEED, ReSEED, Rachel Miller)	<b>Review</b> <b>Motion, Second, Vote</b>	Lauren	30 minutes
<b>Consultant Conversation</b> (Wendy/Helene)	<b>Discussion</b> <b>Motion, Second, Vote</b>	Lauren, Annie	10 minutes
<b>Closing</b>	<b>Motion, Second, Vote to Adjourn</b>	All	2 minutes
<b>Sweet Treats!</b>		All	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, June 8, 2023 3:45- 5:15 pm @ SDC Conference Room

### **Board Members:**

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

Others Present: Jerusha Beckerman, Kathy Barpoulis, Dr. Debbie Hand

Absent: Leroy Dixon, Lourdes Gauthier, Myra Castillo, Brittany Feeney, Paula Santa-Donato, Lauren Casalino, Silvia Andrade

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

Quorum present: Yes

Rhoda called the meeting to order at 3:53 pm  
It was determined we have a quorum present.

Our first order of business was to ask the in-person quorum to accept the remote participation of one of the Policy Board members who was unable to attend in person. She was added to the meeting by Zoom by the present members.

**Motion to** (S. Chetcuti): accept Donna Martuge's participation by Zoom.

**Moved & 2nd motion** – T. Amato

**Opposed:** None

**Abstained:** None

**All Approved-** Motion carried

### **Review of Meeting Minutes**

We reviewed the May 2023 meeting minutes for approval. With the exception of a few small spelling and formatting issues, the meeting minutes were acceptable.

**Motion to** (C. DaSilva): approve the May 18<sup>th</sup> Staff Development Policy Board meeting minutes

**Moved & 2nd motion** – R. Miller

**Opposed:** None

**Abstained:** A. Fidel, M. Bradish, J. Castilla

**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 \$24.00 from the 2023 grant. Monica will send out an email once the district has confirmed all expenditures and the budget is officially closed for the year.

The Policy Board again celebrated the great success of purposefully allocating all of our funds.

### **FS-10 for 2023-2024**

Lauren went over in detail the proposed expenditures for our upcoming budget. Taking into consideration our projections from last year and where we saw a need to adjust, the Professional Salaries section of our budget will increase slightly to reflect the money we had allocated last year to travel. The Co-Directors will not need to pay registration for the Spring Symposium, so the travel expenses were calculated based on the mileage and hotel fees this year. The budget continues to support the Mentor Program, as well as 19 courses taught by our in-house instructors, 10 workshop hours-- the arrangement of which to be determined by the Policy Board, and \$1500 to be used for each of our outside consultants. The remaining cost of the consultants will be allocated from the district side of our funds. We reduced our supply budget based on our projected needs and calculated the indirect costs and benefits using the percentages given to us by the state. The FS-10 projected the exact amount of the anticipated 2023-2024 Grant Funds.

**Motion to** (M. Bradish): approve the FS-10 for the 2023-2024 School Year

**Moved & 2nd motion** – J. Beckerman

**Opposed:** None

**Abstained:** None

**All Approved-** Motion carried

### **Course Proposals: Votes**

The following course proposals were reviewed and approved to run in the 2023-2024 grant year:

Rachel Miller recused herself and left the meeting for all discussion and votes on the following course.

An in-person quorum remained in the room.

**Motion to** (A. Fidel): Approve and funding for The Power of Play in Secondary Classrooms (15-hour course).

**Moved & 2nd motion** – T. Amato

**Opposed:** None

**Abstained:** None

**Recused:** R. Miller

**All Approved-** Motion carried

Rachel returned for the remainder of the meeting.

**Motion to** (J. Castilla) Approve funding for SEED: Seeking Educational Equity and Diversity (30-hour course)

**Moved & 2nd motion** – D. Hand

**Opposed:** None

**Abstained:** None

**All Approved-** Motion carried

**Motion to** (J. Beckerman): Approve funding for Re-SEED (15-hour course).

**Moved & 2nd motion** – M. Bradish

**Opposed:** None

**Abstained:** None

**All Approved-** Motion carried

**Motion to** (T. Amato): Approve funding for Foundations: Review for Teachers (15-hour course).

**Moved & 2nd motion** – J. Castilla

**Opposed:** None

**Abstained:** None

**All Approved-** Motion carried

### **Words of Closing and Gratitude**

Annie and Lauren shared some closing thoughts about the work of the Policy Board this year. They expressed respect and gratitude for all the time and thoughtful participation the

members have brought to the meetings this year. Each person who is a member of this Board brings their own unique perspective and expertise, and the Center had an amazing year because of a wonderful team. Several members also expressed their thanks for being part of the Board, and a sweet frozen summer treat was enjoyed by all.

**Motion to** (C. DaSilva): adjourn meeting at 5:11 pm

**Moved & 2nd motion** – T. Amato

**Opposed:** None

**Abstained:** None

**All Approved-** Motion carried

Minutes submitted by Annie Hovis-Williams