



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, January 11, 2024
8:00 – 3:00 pm

“ I am **always** doing what I **cannot do yet**, in order to **learn** how to do it. ”
 - Vincent van Gogh
 www.megancoye.com

Agenda Item	Planned Format/Outcome	Discussion Lead	Allotted Time
Opening/Welcome/Introduction of New PB Members	Call to Open Meeting, Group Greeting,	Rhoda	3 minutes
Approval of December Minutes	Motion, Second, Vote	All	7 minutes
Budget Update	Explanation/Overview	Monica	10 minutes
Course Updates & Evaluations	Information Sharing	Lauren	45 minutes
10-minute BREAK			
Course & Workshop Proposals	Discussion, Motion, Second, Vote	All	30 minutes
Needs Assessment Analysis & Workplan Matrix	Information/Discussion	Annie/Lauren/Rhoda	45 minutes
Course Update: Emergent Bilingual	Discussion	Yolanda Rodriguez	30 minutes
Mental Health Discussion	Discussion	Paula Santa Donato	30 minutes
LUNCH BREAK (30 minutes)			
Superintendent Conference Days	Discussion	Lauren/Annie/Deb Hand	15 minutes
Book Club Discussion	Discussion	Annie	30 minutes
Advertising	Information/Discussion	Lauren/All	30 minutes
10-minute BREAK			
Needs Assessment for 2024-25	Review/Discussion	All	30 minutes
Professional Learning	All	Lauren	30 minutes
Science Professional Learning Update	Update/Discussion	Carmen Kling	15 minutes
Child-Mind Institute	Information Sharing/ Discussion	Annie	10 minutes
Closing	Motion, Second, Vote to Adjourn	Rhoda	5 minutes

Thank you to all our Policy Board Members!
“Coming together is the beginning. Keeping together is progress. Working together is success.” Edward Everett Hale



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Staff Development Center

Policy Board Meeting Minutes: Thursday, December 14, 2023
3:45- 5:15 pm @ SDC Conference Room

Board Members:

Teachers Present: Rhoda Havis, Donna Martuge, Melanie Bradish, Jeannette Castilla
ToniMarie Amato, Amber Fidel, Lauren Casalino, Rachel Miller, Chad Allen, Amy Estersohn,
Ray Drach

Others Present: Monica Alvarez, Paula Santa-Donato, Dr. Debbie Hand

Absent: Leroy Dixon, Myra Castilla, Dr. Kathy Barpoulis, Jerusha Beckerman, Steve Chetcuti,
Humberto Sebastiani, Brooke Kunze

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

Quorum present: Yes

Rhoda called the meeting to order at 3:48 pm
It was determined we have a quorum present.

Review of October Meeting Minutes

Minor formatting changes were made to the minutes.

Motion to (M. Bradish): accept the October Meeting Minutes.

Moved & 2nd motion – A. Fidel

Opposed: None

Abstained: J. Castillo and P. Santa-Donato

All Approved- Motion carried

Budget Update

A short budget overview was presented to the Policy Board to review our up-to-date spending and progress. Monica gave the Board an overview of the FS-10 for the 23-24 grant year, and as of the end of summer courses and workshops, we had approximately \$29,000 remaining in our grant. She then gave a breakdown of the courses we are currently posting in Frontline for the Fall and Winter, and after those expenditures, we will have \$5,950 in Professional Salaries. This is an approximate balance, as we did not include stipends for participants, and cannot project those accurately until the courses have begun with accurate enrollees.

Course and Workshop Proposals

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

Universal Design for Learning (UDL) Grades 6-12

This 15-hour course will engage teachers in analysis of classroom examples as models of this strategy. Teachers will create materials and plans to apply UDL principles to reduce/eliminate barriers for students to access learning.

Motion to (R. Miller): Approve funding for UDL Grades 6-12 (15-hour course).

Moved & 2nd motion – D. Martuge

Opposed: None

Abstained: None

All Approved- Motion carried

Motion to (L. Caselino): Approve funding for Shifting the Balance Grades 3-5 (15-hour course).

Moved & 2nd motion – M. Bradish

Opposed: None

Abstained: None

All Approved- Motion carried

Motion to (A. Fidel) Approve funding for Interactive Read Aloud K-5 (15-hour course)

Moved & 2nd motion – J. Castillo

Opposed: None

Abstained: None

All Approved- Motion carried

Discussion:

The Policy Board is still considering the new course, Emergent Bilingual II (K-12, 45-hour course), which includes a practical application with students. The Board would like clarification regarding the field hours and how to log them, as well as details about how peer feedback and collegial collaboration would be incorporated. The Board decided to invite the instructor to our next meeting so we can ask these questions directly.

Motion to (P. Santa-Donato) adjourn meeting at 4:21 pm

Moved & 2nd motion – M. Alvarez

Opposed: None

Abstained: None

All Approved- Motion carried

Minutes submitted by Annie Hovis-Williams