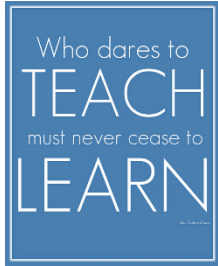
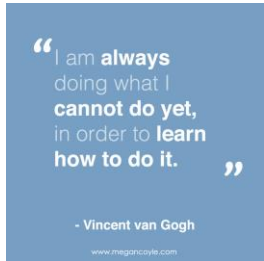




The Staff Development Center
 500 North Street, White Plains, New York 10605
 Tel: 914-422-2438 Fax: 914-422-2160
Staff Development Team (Policy Board)



Thursday, November 16, 2023
3:45 am - 5:15 pm



Agenda Item	Planned Format/Outcome	Discussion Lead	Allotted Time
Opening/Welcome/	Call to Open Meeting, Group Greeting,	Rhoda	2 minutes
10-26 Meeting Minutes Approval	Motion, Second, Vote	All	10 minutes
Budget Report	Explanation/Overview	Monica	5 minutes
New Course Proposal: UDL Grades 6-12	Motion, Second, Vote	All	10 minutes
Course Evaluations and Updates	Overview	Annie	8 minutes
New Course Evaluation Tool Status	Presentation	Lauren & Monica	5 minutes
Revisit Article: Teacher Agency	Discussion	Annie	10 minutes
Needs Assessment analysis	Discussion	All	15 minutes
Request for Proposals	Draft Language for Elementary & Secondary Requests	All	15 minutes
Check-In with PB Members	Meeting Assessment Form	All	4 minutes
Closing	Motion, Second, Vote to Adjourn		1 minute

Thank you to all our Policy Board Members!

"Coming together is the beginning. Keeping together is progress. Working together is success." Edward Everett Hale



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, October 26, 2023
8:00 am – 3:00 pm @ SDC Conference Room

Board Members:

Teachers Present: Rhoda Havis, Donna Martuge, Melanie Bradish, Toni Marie Amato, Amber Fidel, Lauren Casalino, Brook Kunze, Rachel Miller, Steven Chetcuti, Chad Allen, Amy Estersohn, Ray Drach

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

Absent: Leroy Dixon, Myra Castillo, Paula Santa-Donato, Jeannette Castilla,

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

Quorum present: Yes

Rhoda called the meeting to order at 8:22 am, when a quorum was reached.

Review of September Meeting Minutes

A few minor formatting changes were made.

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

Moved & 2nd motion – D. Martuge

Opposed: None

Abstained: None

All Approved- Motion carried

Budget Update

Monica shared the budget report. We still have \$6,000 in consultant services, which we will be discussing today. She shared actual and projected numbers and as of 10/26, the grant has been charged \$16,565. This leaves \$46,475 in the grant. Using the projected numbers, we have essentially spent most of the grant money if we run all the courses and workshops we have proposed.

Course Updates and Evaluations

Annie shared a presentation to share evaluation data from the Fall course offerings so far. The only course which had finished at this point was Writing Revolution, grades 3-12. The evaluation by participants indicated they valued this course's application opportunities and relevance to the Science of Reading/Writing research. The Policy Board expressed an interest in offering this course again this year, since enrollment filled quickly with a waiting list. Annie and Lauren will reach out to the instructor. B. Kunze commented that several Special

Education teachers she knows are taking a similar course via zoom, and they have remarked that they wish they had the opportunity to engage in the in-person offering since it has been so well received. The Board discussed rescheduling a current course offering, Dramatic Strategies in the Classroom, because enrollment is low. It will likely need to be cancelled and rescheduled due to its low number of participants. Lauren will reach out to the instructor and discuss future dates. Re-SEED, another course with low enrollment, will also need to be cancelled and considered for a future time.

Course and Workshop Proposals

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

Easy to Implement Movement Integration Strategies

This workshop has a target audience of K-12 and will be offered in a 1-hour Zoom presentation. We will ask the presenter to differentiate movement strategies for K-5 and secondary classroom teachers, highlighting what works best for different developmental stages.

Motion to (C. Allen) approve funding for Easy to Implement Movement Integration Strategies K-12 (1-hour virtual workshop)

Moved and 2nd motion – A. Fidel

Opposed: None

Abstained: None

All Approved – Motion carried

Hip Hop & STEAM: Manny Faces

Lauren gave an overview of this 4-hour in-person workshop offering strategies for engaging students. The Board had decided to return it last month for revisions; the Board was asking for more specific strategies to incorporate STEAM through the content in the proposal, specific grade levels, and targeted subjects. After the presenter responded with more detailed descriptions of how this workshop would benefit our students and teachers, the Board felt satisfied that this additional information was sufficient. The Board discussed an idea (K. Barpoulis) to potentially expand this topic after the workshop to provide more for students in this area.

Motion to (R. Miller) approve funding for Hip Hop & STEAM: Manny Faces (4-hour in-person workshop)

Moved and 2nd motion – J. Beckerman

Opposed: None

Abstained: None

All Approved: Motion carried

Consultant: Helene Alalouf – 5 Proposals, All 15-Hour Virtual Courses

1. Universal Design for Learning (UDL): Grades 6-12
2. Filling Your Student Engagement Toolbox, Starting with Cooperative Learning: Grades 6-12
3. Differentiate Your Feedback: Know Your Impact: Grades K-12

4. PBL: Problem and Project-Based Learning: Grades K-12
5. Formative Assessment (FA): Using Assessment in Instruction Danielson 3d: Grades K-12

The Policy Board analyzed the 5 proposals and determined that while they all looked interesting, the Differentiate Your Feedback course aligned well with our workplan matrix by creating opportunities for teachers to reach the needs of diverse learners. The UDL course also appealed to the Board, as the district has embraced this approach K-12. After consulting with the Assistant Superintendent for Curriculum and Instruction, we will bring that motion forward at a future meeting.

Motion to (L. Casalino) approve funding for Differentiate Your Feedback: Know Your Impact (15-Hour virtual course)

Moved and 2nd motion—A Estersohn

Opposed: None

Abstained: None

All Approved: Motion carried

Wendy Van Buren, Consultant: 5 Proposals for Virtual Workshops

1. Crisis Intervention and Behavior Reduction 101 (5-hour workshop)
2. Emotionally Intelligent Classrooms (8-hour workshop)
3. Navigating Social Media Platforms in Education (5-hour workshop)
4. Understanding Mental Health and Addiction (5-hour workshop)
5. Cultivating Calm: Stress Reduction Strategies for Educators (8-hour workshop)

Three workshops stood out to the Policy Board at this time.

Motion to (M. Bradish) approve funding for Crisis Intervention (5-hour virtual workshop), with an adjustment to the title of this workshop to reflect that it is designed to be a support to those working with students in crisis, not an intervention.

Moved and 2nd motion—T. Amato

Opposed: None

Abstained: None

All Approved: Motion carried

Motion to (S. Chetcuti) approve funding for Navigating Social Media Platforms in Education (5-hour virtual workshop)

Moved and 2nd motion – (L. Casalino)

Opposed: None

Abstained: None

All Approved: Motion carried

Motion to (S. Chetcuti) approve funding for Understanding Mental Health and Addiction (5-hour virtual workshop)

Moved and 2nd motion – D. Martuge

Opposed: None

Abstained: None

All Approved: Motion carried

Lisa Sandagata, The Music Conservatory of Westchester

Our Needs Assessment revealed a desire for workshops and coursework to support the professional learning needs of our special area teachers. Following up on this, the Co-directors reached out to music, art, and physical education teachers to determine what their needs would be. Annie received a request for strategies teachers can use to reach the diverse needs of students in music classes. A local music therapist submitted a proposal to address this need.

Meeting the Needs of Diverse Learners in Music Education (3-hour workshop)

1. Setting up the music environment to support participation and learning
2. Being sensitive to auditory stimulation and modulating when necessary
3. Creating a routine that is predictable
4. Working with vocal and rhythmic responses of students to engage and create
5. Specific instruments that help promote participation and music making for all students
6. Songs that can be used to support growth in sensory integration, fine and gross motor abilities, communication and social skills

Motion to (A. Fidel) approve funding for Meeting the Needs of Diverse Learners in Music Education (3-hour virtual workshop)

Moved and 2nd motion – (J. Beckerman)

Opposed: None

Abstained: None

All Approved: Motion carried

Bylaws Change

Annie and Lauren explained that a minor language change is needed to our bylaws, to include the title “Director” on our Policy Board Composition. The current membership uses the term “Coordinator.” Using the title “Coordinator/Director” will add flexibility to our Board composition and allow us to include a larger pool of candidates when new members are needed. This came to our attention when a current member of our Board, K. Barpoulis, was promoted to Director of Elementary Learning, and we want our bylaws to reflect an accurate representation of our Board members and their titles.

Motion to (R. Miller) adjust the language to reflect Coordinator/Director in the bylaws and Board Composition

Moved and 2nd motion – T. Amato

Opposed: None

Abstained: K. Barpoulis

All Approved: Motion carried

Professional Learning for the Policy Board

Rocco Varoulo, Coordinator of Instructional Technology, LMS & Business education was invited to share a presentation about Generative AI: Artificial Intelligence in Education. The Board was eager to hear information about how AI is informing and changing things for teachers and students alike. In his presentation, Rocco shared a general description of

Artificial Intelligence which included machine language, neural networks, natural language processing, data mining, and robotics. Some examples of AI in our everyday lives are: personal assistants, social media, customer service bots, healthcare, e-commerce, autonomous vehicles, and smart home devices. The Board learned about Generative AI, which generates content from a text prompt, as well as Chat GPT 3 and Chat GPT 4 (the paid version). Some resources we discussed were: Ditchthetextbook.com, Khanmigo, Formative AI, gotfeedback.com, Speechify, Grammarly, PowerPoint speaker coach, and Question Well. Rocco led Board members in a spirited discussion about the human element of AI and the ethics behind using AI in education. A question for us to consider: what is an educationally sound use of Chat GPT?

Fall Focus Report

Annie reviewed the Fall Focus meeting on 10/17/23 of the Lower Hudson Teacher Center Network. One focus of the meeting was Teacher Agency, and how teacher centers can foster this. Annie shared highlights from a presentation about the science of hope, with hope as the intersection of goals, agency, and pathways. She distributed an article about the power of teacher agency and asked the members of the Board to read and consider this information in preparation for a discussion at our next meeting. She shared a summary of the work the LHTCN did in small groups around focus areas of the workplan matrix, and an overview of a report from Dawn Graham. The report summarized data about how professional learning compares over the last two years. For example, in 2021-2022, immediately following the pandemic, there were approximately 6900 online activities. Last year, that number decreased to approximately 5600, and with a \$21 million increase in funding, teacher centers provided 26,000 more hours of professional learning for our teachers. Information about the Spring Symposium will be available soon from state leadership.

New Course Evaluation Tool

Lauren shared progress on our new course evaluation tool. She connected the evaluation questions to Guskey's model of teacher change using 5 levels of professional development evaluation. Each question in the form gathers specific information from participants and informs the work of the Staff Development Center and Policy Board as we strive to impact teacher practice and student experience. The Board worked together to edit the questions for clarity and purpose. Some questions will be required and use a Likert scale, while others are optional and contain an open field for participants to offer their qualitative feedback. Once the Board was satisfied with the format and wording of the form, we voted in agreement.

Motion to (L. Casalino) adopt the new course evaluation tool.

Moved and 2nd motion – D. Martuge

Opposed: None

Abstained: None

All Approved: Motion carried

Data Analysis Activity

Lauren led the Policy Board in looking at the workplan matrix to compare our course and workshop offerings, checking for gaps or needs. We want our course catalog to correlate strongly with our grant application for accountability. We are also using data from our needs assessment to inform future requests for proposals this year.

Mentoring Program Update

Colleen Torres, Mentor Coordinator for the district, was invited to share an update with the Policy Board at today's meeting. We learned that to-date we have 176 trained mentors and 14 more in training. Currently there are 42 mentor/mentee pairings this year in the district. This year, Colleen has created a Mentor Handbook, which is in a draft status right now. She plans to share it with the Policy Board later this year, once it is finished and approved. She has also incorporated a Mentee Feedback Form, to gather information about new teachers' experiences as Mentees. She gave us an overview of the sessions in the Mentor Training Course:

1. Welcome Mentors
2. Classroom Management
3. Crucial Conversations
4. Communicating Effectively with Parents
5. Nurturing the Teacher-Administrator Relationship

Colleen reported that she has incorporated a panel of administrators in a question-and-answer session with mentors. The Policy Board discussed some suggested ideas such as community-building among mentors and mentees, possibly involving mentors in a session of the New Teacher Orientation meetings, and perhaps revisiting the timing of mentor training to start earlier in August, before school starts. Colleen and Debbie Hand said they would consider these ideas going forward.

The quorum was in jeopardy at 2:28 pm, so Rhoda asked for a motion to adjourn before the member had to leave.

Motion to (D. Martuge) adjourn at 2:29 pm.

Moved and 2nd motion – M. Bradish

Opposed: None

Abstained: None

All Approved: Motion carried

Meeting was adjourned at 2:29 pm.

Minutes submitted by Annie Hovis-Williams