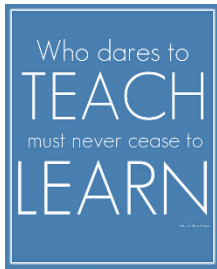




The Staff Development Center
500 North Street, White Plains, New York 10605
Tel: 914-422-2438 Fax: 914-422-2160
Staff Development Team (Policy Board)



Thursday, June 6, 2024
3:45 pm - 5:15 pm

“ I am **always**
doing what I
cannot do yet,
in order to **learn**
how to do it. ”

- Vincent van Gogh
www.megancoyte.com

Agenda Item	Planned Format/Outcome	Discussion Lead	Allotted Time
Opening/Welcome	Call to Open Meeting, Group Greeting	Rhoda	3 minutes
Vote on April and May Minutes	Motion, Second, Vote	Rhoda	7 minutes
Budget Report	Explanation/Overview	Monica	5 minutes
New Course Proposals	Motion, Second, Vote	All	30 minutes
Course Evaluations	Presentation	Lauren	10 minutes
Updated Policy Board Composition	Discussion	All	5 minutes
Course Announcements and Updates	Presentation/Update	Lauren	10 minutes
2024-25 Meeting Dates	Discussion	All	5 minutes
Glow	Presentation	Lauren/ Annie	10 minutes
Closing & Evaluation	Motion, Second, Vote to Adjourn	Rhoda	2 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



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, April 11, 2024

8:00 am – 3:00 pm @ SDC Conference Room

Board Members:

Teachers Present: Rhoda Havis, Donna Martuge, Melanie Bradish, Jeanette Castilla, Toni Marie Amato, Amber Fidel, Lauren Casalino, Brooke Kunze, Rachel Miller, Amy Estersohn, Ray Drach

Others Present: Kathy Barpoulis, Jerusha Beckerman, Joey Havis, Monica Alvarez

Absent: Leroy Dixon, Myra Castillo, Dr. Debbie Hand, Paula Santa- Donato, Steven Chetcuti, Chad Allen

Others Present (non-voting): Lauren Lowenhaupt & Anne Hovis-Williams (Co-Directors)

Quorum present: Yes

Rhoda called the meeting to order at 8:25 am, when a quorum was reached.

Review of February and March Meeting Minutes

A few minor formatting changes were made.

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

Moved & 2nd motion – R. Miller

Opposed: None

Abstained: J. Havis, J. Castillo

All Approved- Motion carried

Motion to (J. Beckerman): accept the March Meeting Minutes.

Moved & 2nd motion – L. Casalino

Opposed: None

Abstained: J. Castillo, A. Fidel, B. Kunze

All Approved- Motion carried

Budget Update

Monica shared the budget report. Using the projected numbers, we have essentially spent most of the grant money if we run all the courses and workshops we have proposed. Supplies and materials will be ordered this month, depleting that budget line.

Course Updates and Evaluations

Annie shared a presentation to share evaluation data from the Winter/Spring course offerings so far. Interactive Read-Aloud, which recently finished, received high marks across the board, with participants noting that this course provided dynamic and engaging methods for teaching vocabulary and comprehension strategies. Universal Design for Learning received detailed feedback from participants, and some of it expressed that participants felt overwhelmed by the resources, and unprepared to engage in this rigorous content at the level it was presented. The Co-Directors shared that several meetings with this instructor had not effectively improved the overall participants' experience. The SDC will not be engaging this consultant in virtual facilitation going forward. Writing Revolution was well-received, with a particular mentioning of the instructor's successful efforts to differentiate the content for different grade levels. Shifting The Balance positively impacted participants' abilities to implement the Science of Reading within existing curricula by giving teachers practical strategies.

Course and Workshop Proposals

Repeated Sections:

The Policy Board decided to offer the following courses as repeated sections using district funding (*not grant funding*):

Interactive Read Aloud
Vocabulary Instruction
Science Learning Circles
Writing Revolution
Reading Comprehension Blueprint
Bringing the IEP to Life

New Course Proposals:

Motion to (J. Castillo) approve funding for The Science of Reading for Multilingual Students K-6 15-hour course (virtual)

Moved and 2nd motion – T. Amato

Opposed: None

Abstained: None

All Approved – Motion carried

Motion to (R. Miller) approve funding for Creating and Maintaining a Welcoming and Inclusive Classroom, K-12 15-hour course (virtual and asynchronous)

Moved and 2nd motion – B. Kunze

Opposed: None

Abstained: None

All Approved – Motion carried

Policy Board Composition

The Board discussed several vacancies that will need to be filled at the end of this year. Members who are finishing their terms are working on finding replacements. We will revisit this discussion in our next meeting and update everyone with our progress.

2024-2025 Meeting Dates

The Board agreed on dates for the upcoming school year. The Board discussed the idea that going forward, sending these dates out as early as possible to all members as well as building administrators would be very helpful in planning ahead for school events, testing, and coverages.

Motion to (J. Havis) approve the proposed meeting dates for the 2024-2025 school year.

Moved and 2nd motion – D. Martuge

Opposed: None

Abstained: None

All Approved – Motion carried

Workplan Matrix Workshop

Lauren led the Policy Board in a workshop session to fill in the Workplan Matrix for next year's programming focus areas. Small groups and partnerships discussed our previous programming and made recommendations based on need, previous course evaluations, and participant feedback. The Board added courses to a shared digital document. The Board then discussed possible gaps in our offerings based on the document so far, and made recommendations for consultants and in-district professionals we might contact to support these areas. Several PB members made note of colleagues they would reach out to regarding courses and workshops in the areas of need.

Motion to (J. Castillo) **approve the Workplan Matrix** for the 2024-2025 Grant-Funded school year.

Moved and 2nd motion – J. Havis

Opposed: None

Abstained: None

All Approved – Motion carried

Book Study Discussion

The Board continued our discussion of Book Study guidelines with the following categories: Book Suggestions, Format Ideas, and Expectations. We agreed the reading would take place outside of class time, embedded group work and discussion, and the facilitator would determine the format design. Several ideas were mentioned in this discussion, such as:

- Library/Media Specialists might host studies of "new titles" by grade band.
- "Evicted"
- "Poverty in America"
- Reading in community with teachers
- "Lost at School"
- Behavior Management/Classroom Management/Pedagogy books
- "Rooted in Joy"

The Board also discussed the possibility of purchasing books for participants, but we determined that our grant budget is not set up to purchase books at this time.

Professional Learning

Annie led the Policy Board in several activities that previewed her upcoming Summer course: *Choosing our Words: The Impact of Teacher Language*. She referenced and shared a video clip featuring Mike Anderson, the keynote speaker at this year's Spring Symposium, who authored the book "What We Say and How We Say It Matter." Policy Board members were invited to generate words and phrases to communicate with students and one another that would support the following rationales:

- Avoidance of punishment
- Earning rewards
- Earning praise/affection
- Following the rules
- Moral principle/social contract

Small groups shared their ideas to close this activity.

Consultant Discussion

In an effort to offer a wide range of learning opportunities, the SDC will engage the services of consultants again next year. This past year, we contributed \$1500 of our Grant to each, with the remaining balance covered by District funding. We are seeking consultants, particularly in the areas of Equity and Inclusion, and supporting our English Language Learners.

Virtual Course/Workshop Expectations

The Board discussed a need for norms and expectations around virtual course participation. Now that the Pandemic is much less influential in our lives, we would like to establish a set of professional standards for participation in virtual coursework. The Board all agreed that full participation in a virtual learning space is expected of professionals in this setting. A set of guidelines is now published on our website and will be shared with instructors at their orientations and participants in every virtual course/workshop.

Mentor Program Update

Colleen Torres, the Mentor Program facilitator, came to share an update with the Policy Board. She shared that there are currently 51 Mentors working with new teachers, compared to 69 last year. These numbers are fluid, as personnel changes affect totals throughout the year. The Board asked about new teachers' challenges getting feedback from their observations, and this continues to be an issue for some. Colleen shared that Mentees are asked about their experience at the end of the year, and mentors are asked to complete a journal entry midyear, and at the end of the year. The Policy Board members expressed an interest in how we might discuss extending mentoring or access to coaching for new teachers who may need additional support during their initial tenure period. The Board expressed their sincere desire to continue supporting new teachers and their mentoring through a portion of our Grant allocation.

Instructor Interest Session

Lauren and Annie are planning to host an Instructor Interest Session after today's meeting via Zoom. A sign-up was sent out, and 6 participants have registered. They plan to share the process for submitting a proposal, policies around compensation, and answer any questions people have about how to get started as a facilitator. Going forward, they would like to host these information sessions throughout the school year.

Motion to (T. Amato) adjourn at 2:44 pm.

Moved and 2nd motion – A. Estersohn

Opposed: None

Abstained: None

All Approved: Motion carried

Meeting was adjourned at 2:44 pm.

Minutes submitted by Annie Hovis-Williams, Co-Director



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 16, 2024

3:45- 5:15 pm @ SDC Conference Room

Board Members:

Teachers Present: Rhoda Havis, Melanie Bradish, Jeanette Castilla, Toni Marie Amato, Amber Fidel, Rachel Miller, Steven Chetcuti, Chad Allen, Amy Estersohn, Ray Drach

Others Present: Joey Havis, Monica Alvarez, Paula Santa- Donato,

Absent: Leroy Dixon, Mayra Castilla, Dr. Debbie Hand, Dr. Kathy Barpoulis, Jerusha Beckerman, Lauren Casalino, Brooke Kunze, Annie Hovis-Williams (Co-Director)

Others Present (non-voting): Lauren Crowley (Co-Director)

Quorum present: Yes

Rhoda called the meeting to order at 3:54 pm

Rhoda provided a warm welcome to the policy board. A quorum was established. After that, Monica provided a budget update. This budget update focused on what was reimbursed from the state. At this point, the grant has been spent in full. In order to increase enrollment in summer and fall courses, Monica will send out a calendar with links to the district.

Vote on FS-10 for 2024-2025

A presentation and discussion on the proposed FS-10 for 2024-2025 was held. The Policy Board reviewed the key points below and analyzed the small changes made to the budget.

Reduced Reliance on Consultants

We reduced our spending in Purchased Services (consultants). We maintained \$1500 per consultant. The remaining amount will come from the district budget.

Used remaining money for: Additional 15-hour course, additional workshop hours and an additional course development fee

Increased Travel Budget

Budget for travel is increasing for the 24-25 school year.

Most notably:

- Fall Forum (State Meeting) is being held in Lake George.
- Traveling to and from network meetings. (Tolls, mileage, etc.)

Selected Consultants

Paula Santa-Donato- SEL, Trauma, Adolescent Mental Health

AJ Harper- Writing Workshop: Enhancing Student Writing

WJCS- Additional Mental Health Workshops (We will review and select)

Dr. Hilary Maag- American Sign Language: Creating an Inclusive Environment in Your Classroom

Maintained Mentor Program Spending

Spending on the Mentor Program will remain at \$10,750.

Paying for 21.5 stipends for mentors.

We are unsure if there will be another Mentor Training Program course will be offered this year. We are going to include the possibility in the grant.

The proposed budget amounts are in the image below:

SUBTOTAL	CODE	PROJECT COSTS
Professional Salaries	15	\$45,985
Support Staff Salaries	16	
Purchased Services	40	\$6,000
Supplies and Materials	45	\$53
Travel Expenses	46	\$2,067
Employee Benefits	80	\$8,125
Indirect Cost	90	\$1,494
BOCES Services	49	
Minor Remodeling	30	
Equipment	20	
Grand Total		\$63,724

The FS-10 was reviewed with the Policy Board.

Motion to (S. Chetcuti): motion to approve 2024-25 Continuation Application

Moved & 2nd motion – C. Allen

Opposed: None

Abstained: None

All Approved- Motion carried

Course Proposals and Votes

Motion to (T. Amato): motion to approve & fund Espanol for Educators with Ines Appel

Moved & 2nd motion – A. Fidel

Opposed: None

Abstained: None

All Approved- Motion carried

Motion to (R. Miller): motion to approve & fund Cultivating Calm and Connection with Stephanie Tock and Isabel Quinones

Moved & 2nd motion – J. Castillo

Opposed: None

Abstained: None

All Approved- Motion carried

S.E.E.D. with Wendy Dale and Catalina Restrepo

*A discussion was had about increasing the number of credits awarded to participants due to the amount of outside work required by the course.

Motion to (M. Bradish): motion to approve to discuss making S.E.E.D. a 3-credit course to account for the reading and assignments above and beyond the in-person sessions

Moved & 2nd motion – T. Amato

Opposed: None

Abstained: None

All Approved- Motion carried

S.E.E.D. will be discussed at the next meeting based on the information gathered about increasing credits.

Re-S.E.E.D.

*A discussion was had about increasing the number of credits awarded to participants due to the amount of outside work required by the course.

Re-S.E.E.D. will be discussed at the next meeting. The same issue that was expressed about S.E.E.D. was expressed about Re-S.E.E.D. The policy board was considering making this a 2-credit course as proposed.

Recused: Amy left the room for discussion and voting. A quorum was maintained.

Motion to (M. Bradish): motion to approve & fund Educators Book Club

Moved & 2nd motion – P. Santa Donato

Opposed: None

Abstained: None

All Approved- Motion carried

Amy returned to the room.

Recused: Ray left the room for discussion and voting. A quorum was maintained.

Motion to (A. Fidel): motion to approve & fund Schoology for teachers by Classroom teachers

Moved & 2nd motion – C. Allen

Opposed: None

Abstained: None

All Approved- Motion carried

Ray returned to the room.

Motion to (J. Havis): motion to approve & fund Cognitive Guided Instruction- Word Problems with Robin Stieglitz

Moved & 2nd motion – J. Castilla

Opposed: None

Abstained: None

All Approved- Motion carried

Update on the Instructor Interest Meeting

An Instructor Interest Meeting was held for those who were new to the course proposal process at Staff Development. Six teachers attended and engaged with Lauren and Annie in an overview of the steps to propose a course. The co-directors will continue to hold these meetings throughout the year to help new instructors and to diversify the SDC offerings.

Policy Board Composition

The updated Policy Board composition was reviewed. The SDC Policy Board has five members that needed new representatives. The outgoing members and incoming members are listed below. The proposed representatives will be provided to the WPTA for approval.

Outgoing	Incoming
Leroy Dixon	Mike Eaton
Myra Castillo	Dr. Kimberly Crawford
Melanie Bradish	Joan Cruz
Amber Fidel	Grizel Marquez
Steve Chetcuti	Lisa Vushaj

LHTCN and State Updates

Lower Hudson Teacher Center Network Updates:

Meeting was held with the assumption that we were losing 33% of our grant. The money was allocated for ELT to address the Science of Reading.

Discussion regarding rate of pay

Strong emphasis on instructional technology, digital literacy, AI, etc.
Discussion about teacher agency and mini-grants
Statewide Leadership Team Updates
Full funding restored
Change of leadership, grant office is now the Office of Educational Technology
As the leadership has changed, the level of detail in the grant application process is greater.
TEACH NY- Educator Preparation Programs
Planned for Fall Forum (in Lake George)

Final Reminders and Updates

The policy board reviewed the final meeting date for the year. Summer opportunities are to be announced to buildings at faculty, department, team meetings. The PB was encouraged to connect us with potential instructors that have skills aligned to the needs assessment survey and our Work Plan Matrix. The Work Plan Matrix was approved at the last meeting. Future course need and wishes were discussed.

Participants completed a short Meeting Feedback Form to provide the co-directors with ways to improve meetings moving forward.

Motion to (P. Santa Donato): Adjourn at 5:13 pm

Moved & 2nd motion – J. Havis

Opposed: None

Abstained: None

All Approved- Motion carried

Submitted by: Lauren Crowley.