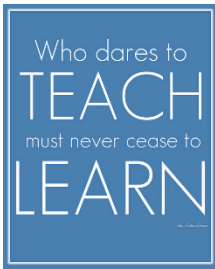




The Staff Development Center
 500 North Street, White Plains, New York 10605
 Tel: 914-422-2438 Fax: 914-422-2160
Staff Development Team (Policy Board)



Thursday, April 11, 2024
8:00 am – 3:00 pm

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

- Vincent van Gogh
www.megancoyle.com

Agenda Item	Planned Format/Outcome	Discussion Lead	Allotted Time
Opening/Welcome	Call to Open Meeting, Group Greeting	Rhoda	10 minutes
Meeting Minutes	Motion, Second, Vote	All	
	2/8		5 minutes
	3/14		5 minutes
Budget Report	Explanation/Overview	Monica	10 minutes
Course Evaluations	Overview	Annie	30 minutes
Course Updates	Overview	Annie	10 minutes
Repeated Course Sections	Discussion	All	10 minutes
New Course Proposals	Motion, Second, Vote	All	15 minutes
Policy Board Composition/ Update	Discussion	All	15 minutes
	Break		5 minutes
24-25 Meeting Dates	Overview and discussion, VOTE	All	10 minutes
Workplan Matrix	Small Group Activity	All	60 minutes
Prior Approved Courses	Motion, Second, Vote	All	10 minutes
Book Study	Discussion	All	20 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

	LUNCH		30 minutes
Spring Symposium Update	Update	Lauren	10 minutes
Professional Learning	Presentation/Activity	Annie	50 minutes
Consultant Discussion	Discussion	All	30 minutes
Zoom Classes/Participants	Discussion	All	15 minutes
	Break		5 minutes
Mentor Update	Presentation	Colleen Torres	30 minutes
Advertising for Summer	Discussion	All	10 minutes
Instructor Interest Meeting	Announcement/Overview	Lauren & Annie	10 minutes
Closing/ Meeting Evaluation	Motion, Second, Vote to Adjourn	Rhoda	10 minutes

Thank you to all our Policy Board Members!

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The Staff Development Center

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Staff Development Center

Policy Board Meeting Minutes: Thursday, February 8, 2024
3:45- 5:15 pm @ SDC Conference Room

Board Members:

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

Others Present: Jerusha Beckerman, Kathy Barpoulis, Dr. Debbie Hand, Paula Santa-Donato, Monica Alvarez

Absent: Leroy Dixon, Myra Castillo, Steven Chetcuti, Chad Allen, Jeannette Castilla, Ray Drach

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

Quorum present: Yes

Rhoda called the meeting to order at 4:01 pm

Rhoda welcomed our policy board to the February meeting and reviewed the agenda. A quorum was established.

Course Votes

The Staff Development Center Policy Board began with votes for upcoming courses:

Motion to (A. Fidel): Fund the course "Music of the Revolutionary War" to be taught by Steve Checutti.

Moved & 2nd motion – R. Miller

Opposed: None

Abstained: None

All Approved- Motion carried

Motion to (M. Bradish): Fund the course "Supporting Multilingual Learners at All Language Levels"

Moved & 2nd motion – L. Casalino

Opposed: None

Abstained: None

All Approved- Motion carried

Budget Overview

Monica provided a brief overview of the budget. After recent reimbursement for past courses, workshops, stipends and purchased services, the remaining balance for the Staff Development Center is \$13, 870. The Mentor Program has yet to receive payment which is accounted for in the grant and in the remaining budget.

Course Evaluations

Course updates, based on the updated evaluation tool, were provided to the Policy Board on the following courses and workshops that had recently ended:

- **Cultivating Calm and Understanding Mental Health and Addition** with Wendy Van Buren: These courses were well received by participants. The topics were important to providing social-emotional support to our students. Strong applications were made to the classroom.
 - **Next Steps:** Engage other professionals in supporting our students in social-emotional learning.
- **Science 21 Learning Circle with Carmen King:** The course had glowing reviews. Most notably, Carmen King was able to keep the joy of science at the center of learning. She provided excellent electronic resources, prioritized teacher and student needs, and increased student interest in learning.
 - **Next Steps:** We are sad to learn that Carmen is retiring. At an earlier meeting, the policy board discussed reaching out to new instructors or organizations to support teachers in implementing the NGSS.
- **Inquiry-Based Learning with Amanda Molloy:** Based on the evaluations, all participants had a meaningful experience that balanced group work, teaching/learning time and independent work. The course emphasized student-centered and student-directed learning.
 - **Next Steps:** Participants requested additional support in the inquiry-based model.
- **Bringing the IEP to Life with Cherly Rosenka and Stephanie Kindestin:** The course supported our students with special needs. The evaluations indicated that participants were supported in terms of reading and writing and IEP, incorporating modifications into the classroom and allowed for support of all learners.
 - **Next Steps:** There was strong interest in the first offering of this course. Further, there are requests for running another section and investigating the possibility of a Part II.

Interest Form

The Policy Board was asked to administer the Interest Survey of past course offerings in order to gauge and determine programming for the remainder of the year. Some of the courses and workshops respondents highly requested include American Sign Language, The Writing Revolution, and Positive Discipline, to name a few. Debbie Hand and Kathy Barpoulis shared efforts the district will be supporting that include Responsive Classroom, CORE Reading Training, and Math Instruction.

Instructor Interest Meeting

The co-directors will be hosting additional Instructor Interest meetings. This will be a good way to get new instructors from the district. A discussion was had about creating a "How To" video and sending that out to staff in case people were unable to attend.

Lower Hudson Teacher Center Network

Information from the LHTCN meeting was shared. The co-directors are attending the Spring Symposium in March.

Motion to (D. Martgue): Adjourn at 5:14 pm

Moved & 2nd motion – R. Beckerman

Opposed: None

Abstained: None

All Approved- Motion carried

Minutes submitted by Lauren Crowley



The Staff Development Center

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Staff Development Center

**Policy Board Meeting Minutes: Thursday, March 14, 2024
3:45- 5:15 pm @ SDC Conference Room**

Board Members:

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

Others Present: Jerusha Beckerman, Kathy Barpoulis, Dr. Debbie Hand, Paula Santa-Donato, Monica Alvarez, Joey Havis

Absent: Leroy Dixon, Myra Castillo, Jeannette Castilla, Amber Fidel, Brooke Kunze

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

Quorum present: Yes

Rhoda called the meeting to order at 3:47pm

Rhoda welcomed our policy board to the February meeting and reviewed the agenda. A quorum was established. Annie welcomed Joey Havis as a new member of the SDC Policy Board. He will be replacing Humberto Sebastiani.

Budget Report

Monica provided the policy board with a brief overview of the budget. While we have not been reimbursed for all of the past activities as of yet, they have been submitted to the state. Further, almost all of the grant funds have been accounted for on an internal level.

Course Proposals

Chad Allen left the room and recused himself from voting for this course. A quorum was still present.

Motion to (M. Bradish): Approve and fund Woodworking 101 with Chad Allen for the Spring of 2024

Moved & 2nd motion – S. Chetcuti

Opposed: None

Abstained: None

All Approved- Motion carried

Chad Allen returned to the room after the motion passed and resumed participation in voting.

Motion to (R. Miller): Support and fund another Culturally Responsive Teaching Strategies course

Moved & 2nd motion – T. Amato

Opposed: None

Abstained: None

All Approved- Motion carried

Motion to (S. Chetcuti): Support and fund the newly proposed Behavior Management course

Moved & 2nd motion – J. Havis

Opposed: None

Abstained: None

All Approved- Motion carried

Annie Hovis-Williams left the room and recused herself from voting for this course. A quorum was still present.

Motion to (M. Bradish): Approve and fund Choosing Our Words with Annie Hovis- Williams

Moved & 2nd motion – L. Casalino

Opposed: None

Abstained: None

All Approved- Motion carried

Annie returned to the room after the motion passed and resumed participation in voting.

Motion to (L. Casalino): Approve and fund the Child Mind Institute for two, 1-hour Zoom sessions related to social-emotional progress in the classroom

Moved & 2nd motion – R. Miller

Opposed: None

Abstained: None

All Approved- Motion carried

Motion to (J. Havis): Approve and fund Visible Thinking Routines with Amanda Molloy

Moved & 2nd motion – L. Casalino

Opposed: None

Abstained: None

All Approved- Motion carried

Motion to (P. Santa-Donato): Approve and fund The Reading Comprehension Blueprint Book Study

Moved & 2nd motion – T. Amato

Opposed: None

Abstained: None

All Approved- Motion carried

Motion to (C. Allen): Fund Embracing Neurodiversity

Moved & 2nd motion – S. Chetcuti

Opposed: None

Abstained: None

All Approved- Motion carried

Motion to (M. Alvarez): Approve and fund another section of Bringing the IEP to Life

Moved & 2nd motion – J. Havis

Opposed: None

Abstained: None

All Approved- Motion carried

Course Evaluations

Annie provided the policy board with an update on recently completed courses.

- **Shifting the Balance:** This course was well received by participants. The feedback indicated that this was a valuable and worthwhile learning experience as it supports the Science of Reading and the current shift in reading instruction.
 - **Next Steps:** Potentially running another section.
- **Culturally Responsive Teaching Strategies:** This course and instructor received high praise by all respondents to the evaluation. Participants valued being “pushed” to learn about their students and their culture.
 - **Next Steps:** Requests for another section and a Part II, if possible.
- **Differentiate Your Feedback:** This course received mixed reviews from participants. The feedback indicated that course materials were difficult to navigate, the sessions were long and intense, and may have warranted a different structure. Despite the mixed reviews, participants felt that the topic was valuable in supporting student progress. A deeper understanding of formal and informal feedback was evident.
 - **Next Steps:** None at this time

Meeting the Needs of Diverse Learners in Music and the **Intersection of Hip Hop and Technology** were two workshops that recently ended. Workshop attendance was low as was the response to evaluation requests. Data was limited, but positive.

Annie highlighted courses and workshops that would conclude soon including: Interactive Read-Aloud, ASL: Creating an Inclusive Environment in Your Classroom, The Writing Revolution, Shifting the Balance- Aligning the Science with Instruction.

Upcoming courses that were posted in Frontline include: Vocabulary Instruction for Today's Classroom and The Power of Play in the Secondary Classroom.

Work Plan Matrix- Discussion

The Policy Board engaged in a discussion about the Work Plan Matrix for the 2024-2025 grant year but evaluating the 2023-2024 progress. There are additional requests for The Writing Revolution, Building Thinking Classrooms, Science 21 support, dual language, and equity topics.

Motion to (C. Allen): Adjourn at 5:12 pm

Moved & 2nd motion – M. Bradish

Opposed: None

Abstained: None

All Approved- Motion carried

Minutes submitted by Lauren Crowley