



Center for Integrated Training & Education

1-877-922-2483  
www.citeonline.com

# INCITE

The Newsletter for Administration Students

November 2019

## DASA Workshop - Fall 2019

We have added the following workshop to the schedule:

**Monday, November 11th  
(Veterans Day)  
Wantagh**

You can sign up online by going to [www.citeonline.com](http://www.citeonline.com) and clicking on the DASA button or by calling the CITE office at 516-221-2936.

The CITE Long Island office has moved.

We are now located at:

**3305 Jerusalem Avenue, Ste. 108  
Wantagh, NY 11793**

In the event of inclement weather please email [WEATHERUPDATE@CITEONLINE.COM](mailto:WEATHERUPDATE@CITEONLINE.COM) to receive an automated response letting you know the status of classes.

## NOVEMBER 2019 INTERNSHIP SEMINARS

All students must attend 7 seminars - one term internship students must attend 4 seminars.

**PLEASE NOTE: YOU WILL NOT RECEIVE CREDIT FOR SEMINARS UNTIL AFTER YOU HAVE ATTENDED THE ORIENTATION**

**Saturday, November 23rd OR Sunday, November 24th**

Topics 1 & 2: **Understanding Harassment Issues In The School Workplace - Part I & Part II**

Presenter: **Dr. Marianne Cartisano**

**Best Western - Mill River Manor**

**173 Sunrise Highway, Rockville Centre, NY 11570**

1st Seminar: 9:00AM-11:00AM • 2nd Seminar: 11:05AM-1:05PM

**Students attending seminars at Best Western Mill River Manor in Rockville Centre are asked to use the train station parking lot as the hotel lot is reserved for guests staying at the hotel only.**

**Topic 3: Preparing for the First Faculty Conference**

Presenter: **Brenda Young**

<p><b><u>November 12th</u></b> CITE Brooklyn 50 Court Street, Ste. 1111 Brooklyn, NY 11201 5:30-7:30PM</p>	<p><b><u>November 14th</u></b> Tuckahoe H.S. 65 Siwanoy Blvd. Eastchester, NY 10709 5:30-7:30PM</p>	<p><b><u>November 18th</u></b> Comfort Inn Staten Island 310 Wild Avenue Staten Island, NY 10314 5:30-7:30PM</p>	<p><b><u>November 19th</u></b> Hampton Inn Islandia 1600 Veterans Memorial Hwy. Islandia, NY 11749 5:30-7:30PM</p>
<p><b><u>November 20th</u></b> CITE Brooklyn 50 Court Street, Ste. 1111 Brooklyn, NY 11201 5:30-7:30PM</p>	<p><b><u>November 21st</u></b> Best Western - Mill River Manor 173 Sunrise Highway Rockville Centre, NY 11570 5:30-7:30PM</p>	<p><b><u>November 25th</u></b> CITE Wantagh 3305 Jerusalem Avenue, Ste. 108 Wantagh, NY 11793 5:30-7:30PM</p>	<p><b><u>November 26th</u></b> Tuckahoe H.S. 65 Siwanoy Blvd. Eastchester, NY 10709 5:30-7:30PM</p>

## PRE-REGISTRATION FOR SEMINARS IS REQUIRED - LIMITED SEATING

Please email [tom@citeonline.com](mailto:tom@citeonline.com)

**PLEASE NOTE: You MUST be on time for seminars or you will not receive credit.**

**PLEASE NOTE: CHILDREN ARE NOT PERMITTED TO ATTEND CLASSES, SEMINARS OR WORKSHOPS HOSTED BY CITE AND THE COLLEGE OF SAINT ROSE**

# SDL COURSE SCHEDULE

SDL CLASSES DO NOT HAVE TO BE TAKEN IN ORDER

Students must sign up for SDL courses by paying a \$100 deposit per course via check or credit card. We suggest calling to sign up as soon as possible, at least two weeks ahead, so classes are not cancelled. They can also fill up so you should secure your spot.

Course	Dates	Location	Students	Instructor
EDA 602 School District Community	November 9, November 16-17 (Albany); December 7, 14	Oceanside <b>CLOSED</b>	Cohorts 1-56	V. Butera
EDA 602 School District Community	November 9, November 16-17 (Albany); December 7, 14	Oceanside	Cohorts 1-56	C. Russo
EDA 601 District Level Leadership	January 4, 11, 25; February 1, 8	Oceanside <b>CLOSED</b>	Cohorts 1-57	V. Butera
EDA 601 District Level Leadership	January 4, 11, 25; February 1, 8	Westchester	Cohorts 1-57	M. Schildkraut
EDA 601 District Level Leadership	January 5, 12, 26; February 2, 9 <b>***SUNDAYS***</b>	Oceanside <b>CLOSED</b>	Cohorts 1-57	H. Cheliotis
EDA 601 District Level Leadership	January 11, 25; February 1, 8, 22	Staten Island	Cohorts 1-57	B. Gassaway
EDA 601 District Level Leadership	January 12, 26; February 2, 9, 23 <b>***SUNDAYS***</b>	Brooklyn <b>CLOSED</b>	Cohorts 1-57	B. Gassaway
EDA 602 School District Community	February 15, February 29-March 1 (Albany); 14, 21	Oceanside <b>CLOSED</b>	Cohorts 1-57	V. Butera
EDA 602 School District Community	February 29; March 7-8 (Albany); March 21, 28	Westchester	Cohorts 1-57	M. Schildkraut
EDA 602 School District Community	February 29; March 7-8 (Albany); March 21, 28	Staten Island	Cohorts 1-57	B. Gassaway
EDA 602 School District Community	March 1; March 7-8 (Albany); March 22, 29 <b>***SUNDAYS***</b>	Oceanside <b>CLOSED</b>	Cohorts 1-57	H. Cheliotis
EDA 602 School District Community	March 1; March 7-8 (Albany); March 22, 29 <b>***SUNDAYS***</b>	Brooklyn <b>CLOSED</b>	Cohorts 1-57	B. Gassaway

## NEXT COHORT STARTING JANUARY 2020

We will be starting a new Cohort (Cohort 60) in January 2020. The locations will be Brooklyn, Long Island & Westchester. If we have enough demand we will also have cohorts in the Bronx & Staten Island. If you have a co-worker or friend who is interested please have them call our office for more information. And don't forget if you recommend someone & they are accepted & begin the program you get a \$50 Gift Card!

**\*\*\*CALL THE CITE OFFICE AT 516-221-2936 TO BE PUT ON THE WAITING LIST FOR CLOSED CLASSES\*\*\***

**Blog:** [www.citeonline.com/blog](http://www.citeonline.com/blog) • **Twitter:** @CITEonline  
**Facebook:** [www.Facebook.com/CITEonline](http://www.Facebook.com/CITEonline)

# FALL 2019 TEST PREP SESSIONS

**PLEASE NOTE: THERE MUST BE AT LEAST 10 STUDENTS SIGNED UP IN ORDER TO RUN THE WORKSHOP**

Date	Review Content	Focus	Time	Place
1/11/20	SBL Parts I & II (Parts 107 & 108)	<ul style="list-style-type: none"> <li>• Test Design and Content</li> <li>• Selected-Response and Performance Tasks</li> </ul> <b>Mandated Test Prep Counts As <u>One Seminar</u></b>	9am-12pm <b>SATURDAY</b>	Oceanside High School 3160 Skillman Avenue Oceanside, NY 11572
1/12/20	SBL Parts I & II (Parts 107 & 108)	<ul style="list-style-type: none"> <li>• Test Design and Content</li> <li>• Selected-Response and Performance Tasks</li> </ul> <b>Mandated Test Prep Counts As <u>One Seminar</u></b>	9am-12pm <b>SUNDAY</b>	St. Francis College 180 Remsen Street Brooklyn, NY 11201
1/13/20	SBL Parts I & II (Parts 107 & 108)	<ul style="list-style-type: none"> <li>• Test Design and Content</li> <li>• Selected-Response and Performance Tasks</li> </ul> <b>Mandated Test Prep Counts As <u>One Seminar</u></b>	5:00-8:00pm	Holiday Inn Express Hauppauge 2050 Express Drive South Hauppauge, NY 11788
1/14/20	SBL Parts I & II (Parts 107 & 108)	<ul style="list-style-type: none"> <li>• Test Design and Content</li> <li>• Selected-Response and Performance Tasks</li> </ul> <b>Mandated Test Prep Counts As <u>One Seminar</u></b>	5:00-8:00pm	CITE Brooklyn 50 Court Street, Suite 1111 Brooklyn, NY 11201
1/15/20	SBL Parts I & II (Parts 107 & 108)	<ul style="list-style-type: none"> <li>• Test Design and Content</li> <li>• Selected-Response and Performance Tasks</li> </ul> <b>Mandated Test Prep Counts As <u>One Seminar</u></b>	5:00-8:00pm	CITE Wantagh 3305 Jerusalem Avenue, Suite 108 Wantagh, NY 11793
1/16/20	SBL Parts I & II (Parts 107 & 108)	<ul style="list-style-type: none"> <li>• Test Design and Content</li> <li>• Selected-Response and Performance Tasks</li> </ul> <b>Mandated Test Prep Counts As <u>One Seminar</u></b>	5:00-8:00pm	Tuckahoe High School 65 Siwanoy Boulevard Eastchester, NY 10709
1/18/20	SBL Parts I & II (Parts 107 & 108)	<ul style="list-style-type: none"> <li>• Test Design and Content</li> <li>• Selected-Response and Performance Tasks</li> </ul> <b>Mandated Test Prep Counts As <u>One Seminar</u></b>	9am-12pm <b>SATURDAY</b>	St. Francis College 180 Remsen Street Brooklyn, NY 11201
1/19/20	SBL Parts I & II (Parts 107 & 108)	<ul style="list-style-type: none"> <li>• Test Design and Content</li> <li>• Selected-Response and Performance Tasks</li> </ul> <b>Mandated Test Prep Counts As <u>One Seminar</u></b>	9am-12pm <b>SUNDAY</b>	CITE Wantagh 3305 Jerusalem Avenue, Suite 108 Wantagh, NY 11793
1/23/20	SDL Parts I & II (Parts 103 & 104)	<ul style="list-style-type: none"> <li>• Test Design and Content</li> <li>• Multiple Choice and Extended Responses</li> </ul> <b>NO SEMINAR CREDIT</b>	5:30-7:30pm	Best Western - Mill River Manor 173 Sunrise Highway Rockville Centre, NY 11570

**Students attending meetings at Best Western Mill River Manor in Rockville Centre are asked to use the train station parking lot as the hotel lot is reserved for guests staying at the hotel only.**

The next administration of the SBL NYSED certification assessments will take place February 8 - February 24 (Test 107/108) and the SDL NYSED certifications will take place February 19 - February 29 (Test 103/104).

To register to take the exams go to [www.nystce.nesinc.com](http://www.nystce.nesinc.com). Our analysis of assessment results to date, in combination with feedback from our students who successfully completed those assessments, has resulted in our strong recommendation that all students taking the SBL and SDL assessments fully access the on line Test Prep resources referenced below prior to taking the tests.

**All students must attend at least one Mandated Test Prep seminar.** We strongly recommend participation in the Test Prep session. There is no charge for these sessions. Completion of all SBL and SDL courses is recommended before taking the SDL assessment. Whenever possible, we encourage all students to take Parts One and Two of each assessment on different days.

**Students must enroll by emailing [tom@citeonline.com](mailto:tom@citeonline.com).**

A minimum enrollment of 10 students is required for the sessions to be offered. The Test Prep sessions will include: highlights of relevant coursework concepts. Use the SBL and SDL New York State Certification Examinations Preparation Guides in constructing narrative responses to content specific issues. You can only attend Test Prep after attending Internship Orientation.

**To actively participate in the course or independently engage in self study students need to download and bring to test prep sessions the SBL/SDL NYSTCE Preparation Guides ([www.nystce.nesinc.com](http://www.nystce.nesinc.com)).**