



Center for Integrated Training & Education

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

# INCITE

The Newsletter for Administration Students

February 2019

## NEXT COHORT STARTING JUNE 2019

We will be starting a new Cohort (Cohort 58) in June 2019. The locations will be Brooklyn, Long Island & Westchester. 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!

## INTERNSHIP PAYMENTS

- COHORT 55 - EDA 546 was due by 12/14/18 for Spring start.
- COHORT 55 - EDA 547 is due by 5/1/19 for Summer start.
- COHORT 56 - EDA 546 is due before 5/1/19 for Summer start.
- COHORT 56 - EDA 547 is due by 8/15/19 for Fall start.

## FEBRUARY 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, February 9th OR Sunday, February 10th

Topics 1 & 2: **Understanding the Legal and Practical Aspects of the Civil Service Process for the School Administrator - 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: **Media and Branding for School Leadership**

Presenter: **Dr. Bernard Gassaway**

#### February 11th

Comfort Inn Staten Island  
310 Wild Avenue  
Staten Island, NY 10314  
5:30-7:30PM

#### ~~February 12th~~

Holiday Inn Express  
2050 Express Drive South  
Hauppauge, NY 11788  
5:30-7:30PM

**RESCHEDULED: FEBRUARY 25TH**

#### ~~February 13th~~

CITE Brooklyn  
50 Court Street, Ste. 1111  
Brooklyn, NY 11201  
5:30-7:30PM

**CLOSED**

#### ~~February 26th~~

Best Western - Mill River Manor  
173 Sunrise Highway  
Rockville Centre, NY 11570  
5:30-7:30PM

**CLOSED**

#### ~~February 27th~~

CITE Brooklyn  
50 Court Street, Ste. 1111  
Brooklyn, NY 11201  
5:30-7:30PM

**CLOSED**

#### ~~February 28th~~

Tuckahoe H.S.  
65 Siwanoy Blvd.  
Eastchester, NY 10709  
5:30-7:30PM

**CLOSED**

## 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**

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# 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	February 9, 23; March 2-3 (Albany); March 9	Oceanside <b>CLOSED</b>	Cohorts 1-54	V. Butera
EDA 602 School District Community	February 23; March 2, March 9-10 (Albany); March 23	Brooklyn <b>CLOSED</b>	Cohorts 1-54	B. Gassaway
EDA 602 School District Community	February 24; March 2-3 (Albany), March 17, 24 ***SUNDAYS***	Oceanside <b>CLOSED</b>	Cohorts 1-54	H. Cheliotas
EDA 602 School District Community	February 24; March 2-3 (Albany), March 17, 24 ***SUNDAYS***	Brooklyn <b>CLOSED</b>	Cohorts 1-54	M. Schildkraut
EDA 602 School District Community	March 2; March 9-10 (Albany), March 23, 30	Westchester <b>CLOSED</b>	Cohorts 1-54	T. Lisante
EDA 601 District Level Leadership	March 23, 30; April 6, 13; May 4	Oceanside <b>CLOSED</b>	Cohorts 1-55	C. Russo
EDA 601 District Level Leadership	March 23; April 6, 13; May 4, 11	Hauppauge	Cohorts 1-55	R. Hawkins
EDA 601 District Level Leadership	March 31; April 7, 14; May 5, 19 ***SUNDAYS***	Brooklyn <b>CLOSED</b>	Cohorts 1-55	H. Cheliotas
EDA 601 District Level Leadership	April 6, 13; May 4, 11, 18	Brooklyn <b>CLOSED</b>	Cohorts 1-55	B. Gassaway
EDA 601 District Level Leadership	April 6, 13; May 4, 11, 18	Westchester <b>CLOSED</b>	Cohorts 1-55	T. Lisante
EDA 601 District Level Leadership	April 7, 14, 28; May 5, 19 ***SUNDAYS***	Oceanside <b>CLOSED</b>	Cohorts 1-55	M. Schildkraut
EDA 602 School District Community	May 11, 18; June 1-2 (Albany), June 15	Oceanside <b>CLOSED</b>	Cohorts 1-55	C. Russo
EDA 602 School District Community	May 25; June 8-9 (Albany), June 15, 22	Brooklyn <b>CLOSED</b>	Cohorts 1-55	B. Gassaway
EDA 602 School District Community	June 1; June 8-9 (Albany), June 22, 29	Westchester <b>CLOSED</b>	Cohorts 1-55	T. Lisante
EDA 602 School District Community	June 1; June 15-16 (Albany), June 22, 29	Hauppauge	Cohorts 1-55	M. Cartisano
EDA 602 School District Community	June 2; June 8-9 (Albany), June 23, 30 ***SUNDAYS***	Oceanside <b>CLOSED</b>	Cohorts 1-55	M. Schildkraut
EDA 602 School District Community	June 2; June 8-9 (Albany), June 23, 30 ***SUNDAYS***	Brooklyn <b>CLOSED</b>	Cohorts 1-55	H. Cheliotas

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

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Facebook: [www.Facebook.com/CITEonline](http://www.Facebook.com/CITEonline)

# SPRING 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
3/9/19	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 CLOSED</b>	Oceanside High School 3160 Skillman Avenue Oceanside, NY 11572
3/10/19	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 CLOSED</b>	Oceanside Middle School 186 Alice Avenue Oceanside, NY 11572
3/10/19	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
3/11/19	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
3/12/19	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 Oceanside 3678 Oceanside Road West, Ste. 203 Oceanside, NY 11572
3/13/19	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, Ste. 1111 Brooklyn, NY 11201
3/14/19	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 H.S. 65 Siwanoy Boulevard Eastchester, NY 10709
3/20/19	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 April 20 - May 6 (Test 107/108) and the SDL NYSED certifications will take place May 1 - May 11 (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 April/May 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) only or contacting the CITE office @ 516-221-2936 at least two weeks in advance of the first session.

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)).

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