

# Plattsburgh City School District

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**Plattsburgh City School District  
DISTRICT WIDE EDUCATIONAL IMPROVEMENT COUNCIL (DWEIC)  
2006/2007  
September 18, 2006 - Meeting Minutes  
3:15 p.m.**

Present: Patty Amo (SMS Principal), Melissa Caraballo (Momot Teacher), Tim Carpenter (Momot Parent), Thelma Carrino (Director of Instruction), Tina Coryea (CSEA At-Large Representative), Theresa Davies (Parent-At-Large), Peggy Eaglefeather (Oak Teacher), Kathy Meyer (SMS Teacher), Clayton Morris (Board of Education President), Laurie Rietsema (SMS Parent), Judy Rose (CSEA Representative), Annie Sarmaroy (PHS Student), Rod Sherman (Teachers' Association President), James Short (Superintendent of Schools), Marla Wolkowicz (PHS Parent), and Mary Huckeba (recorder).

Excused: John Fairchild (PHS Principal), Jan Flynn (Bailey Teacher), and Bonnie Simpson (Bailey-Oak Parent), Carrie Zales (Oak Principal)

Absent: Tom Via (PHS Teacher)

Vacancies: PHS Student and Community Representative

1. Introduction of members and confirmation of membership and discussions of vacancies

Mrs. Carrino facilitated the meeting for Mrs. Zales who had a meeting in her building which she had to attend. Congratulations were extended to two members who were married over the summer – Mrs. Davies (Theresa Reid) and Mrs. Eaglefeather (Peggy Banker). Everyone in attendance introduced themselves.

The committee was asked about recommendations for a new community member as Dr. Gallagher is no longer able to serve as he is now a member of the Board of Education. Mrs. Davies who had represented the Middle School requested to remain on the committee even though she no longer has a student at the middle school but students in other schools. At that time was suggested she could remain as the Community representative. *(Note: Following the meeting, in discussion with Mrs. Amo, it was suggested that Mrs. Rietsema the Parent-At-Large replace Mrs. Davies as the Middle School Representative and Mrs. Davies assume the role of Parent-At-Large. This leaves the Community Member representative position vacant.)* Members not in attendance will be contacted regarding their status.

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2. Meeting schedule for 2006-2007 was established. Meetings will be held at 3:15 p.m. in the Duken Building Conference Room on the following dates:

October 23, 2006	March 26, 2007
November 27, 2006	April 30, 2007
December 11, 2006	May 21, 2007
January 29, 2007	June 11, 2007
February 26, 2007	
  
3. Update on Superintendent's Transition Plan and District Goals – James Short

Mr. Short stated that the Board will continue with their current goals until he has finished with his transition plan. He has met with numerous members of various stakeholder groups within the district and has plans to meet with student leadership once elections are held. He has found a lot of common themes in his discussions – no real surprises. He expects to complete the process by the end of October.
  
4. Program Evaluation Process – Thelma Carrino

Mrs. Carrino distributed a copy of the Program Evaluation/Review Summary 2006/2007 which included the Program Evaluation Guide and Instructional Program Evaluation Cycle. The following are scheduled for this academic year: all counseling services, summer school (K-12), technology program, physical education (PreK-12) and athletics, alternative high school/alternative education, and high school electives.
  
5. New Program Proposal Process & Committee – Thelma Carrino

Mrs. Carrino distributed information on the New Program Proposal process. The document was distributed to Building Administrators earlier in the month. The timeline will complete the process before the development of the 2007/2008 budget. The review committee will be selected by DWEIC on October 23. The full DWIC will review the proposals on January 29 and the DWEIC's recommendations will be presented to the Board on February 15.
  
6. Other

Mr. Short found the implementation and review of programs an excellent process.

Mrs. Davies has written a letter to the Band instructor regarding the cost of the upcoming Band trip, the need for the \$100 deposit, and the difficulty some families have in paying the deposit. She has a concern that "low-income" seems to be missed in planning some activities.

Mrs. Wolkowicz noted that very little information is sent home to notify parents who to contact if the cost of an activity is a hardship.

Mrs. Rietsema noted that for the SMS June Jubilee they solicited sponsors in order to make sure that all can participate. She said businesses in the community are great about supporting the schools.

Mrs. Wolkowicz stated that there was glitch in communication at PHS in notifying parents that the first day of school for students ended at 2 p.m. No information was sent home and it should be communicated to parents.
  
7. Sharing

Mrs. Amo – SMS is having a wonderful beginning of the year including back-to-school night.

Mrs. Rietsema – She attended three opening houses. Things seem to be going smoothly for the beginning of the year. A concern her family has and some other families have had is the issue of substitutes. She asked about the continuity of substitutes and the issue of "floating" substitutes. Mrs. Carrino noted that when a teacher is going to be out for a period of time, the District works very hard to hire a certified substitute teacher; however, some areas are very difficult to fill. She also noted that

there are differentiated levels of substitutes to have consistency when teachers are out over the year for the same activity. Mr. Sherman stated that teachers share the same concern.

Mr. Morris – The Board is excited and looking forward to a great year.

Mr. Sherman – He stated that this year's freshmen have been well-prepared by their 7<sup>th</sup> and 8<sup>th</sup> grade math teachers. Mr. Sherman also announced that on the first day of school he made it to the top of the climbing wall.

Mrs. Coryea – At Oak Street's community meeting, Mrs. Curle suggested bring the climbing wall to Oak Street School. The suggestion was well-received. Oak Street School's open house was held last week. It was a different format which was very successful. She and Mrs. Rose are looking forward to a great and positive year with a new superintendent.

Mrs. Rose – She and Sue Swoboda are going to NYC for the CSEA Convention. They are looking forward to receiving a lot of information to bring back to the District. Bailey's open house is this week. She noted that Special Education Office has been very busy with students entering and leaving.

Mr. Carpenter – The climbing wall is awesome. SMS open house was very well-done. Momot has held their first SIP meeting and are working on building goals. The Momot PTO will be selling Little Caesar Pizza kits to support building field trips.

Mrs. Caraballo – Wednesday is Momot's open house and family picnic. There are new dismissal procedures including asking parents to sign in.

Mrs. Eaglefeather – Oak has had a great year so far. Everything going smoothly.

Mrs. Meyer – They have started using the new SMS Code of Conduct. All students participating in sports or clubs need to sign the code. Students are arriving earlier and earlier.

Miss Sarmaroy – The first day of school was PHS-festival – lots of fun games and tournaments.

Mrs. Wolkowicz – PHS had a great opening of school. The CSO is planning ahead for Homecoming.

Mrs. Carrino – The District did receive a mentor grant this again year. There are 7 formal teams and 11 informal teams. The formal mentoring groups have more requirements and financial support. Mrs. Carrino and Mr. Sherman shared a day of orientation for teachers new to the district.

The meeting adjourned at 4:20 p.m.

Mary S. Huckleba, Recorder

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**Plattsburgh City School District  
DISTRICT WIDE EDUCATIONAL IMPROVEMENT COUNCIL (DWEIC)  
2006/2007  
October 23, 2006 - Meeting Minutes  
3:15 p.m.**

Present: Mark Aloï (PHS Teaching Assistant), Patty Amo (SMS Principal), Melissa Caracalla (Momot Teacher), Tim Carpenter (Momot Parent), Thelma Carrino (Director of Instruction), Theresa Davies (Parent-At-Large), John Fairchild (PHS Principal), Clayton Morris (Board of Education President), Judy Rose (CSEA Representative), Rod Sherman (Teachers' Association President), James Short (Superintendent of Schools), Bonnie Simpson (Bailey-Oak Parent), Marla Wolkowicz (PHS Parent), Carrie Zales (Oak Principal) and Mary Huckeba (recorder).

Excused: Jan Flynn (Bailey Teacher), Laurie Rietsema (SMS Parent), Annie Sarmaroy (PHS Student)

Absent: Tina Coryea (CSEA At-Large Representative), Peggy Eaglefeather (Oak Teacher), Kathy Meyer (SMS Teacher),

Vacancies: PHS Student and Community Representative

Mrs. Amo facilitated the meeting. Everyone introduced themselves.

1. **Program Review Committee Volunteers**

Mrs. Carrino asked for volunteers to serve on the Program Review Committee which will be reviewing the District's Technology (K-12) and Physical Education /Athletics (K-12) programs. She stated that anyone serving on these committees should not work in the program or have any affiliation with the program. People in these capacities serve as resources for the review committee. Mr. Fairchild volunteered for Physical Education/Athletics, Mrs. Davies for both, and Mrs. Amo for Technology. If anyone else is interested, they were asked to contact Mrs. Carrino.

2. **New Program Proposal Committee Volunteers**

Mrs. Carrino stated that New Program Proposals are due November 30th. The review committee will meet in January. She asked for volunteers to work as a sub-committee of DWEIC to review the proposals which will then be brought to the DWEIC for recommendations to the Board for inclusion in the 2007/2008 school budget. Members were reminded that all new proposals which are implemented are evaluated at the end of the first year. Mr. Sherman, Mrs. Amo, Mr. Aloï, Mrs. Davies, Mr. Morris, and Mrs. Wolkowicz volunteered. If anyone else is interested, they should contact Mrs. Carrino.

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### 3. **Curriculum Mapping**

Mr. Sherman and Mrs. Carrino spoke about the importance of curriculum mapping. Curriculum mapping will avoid duplication of content/textbooks/lessons and provide continuity in the curriculum grade level to grade level. Currently the District is working on ELA curriculum mapping. When the mapping is complete, staff members should see a reduction in the number of meetings, lesson plans can be shared, administration can see what is being taught, increased communication among all stakeholders, and help when analyzing State testing data to close gaps. Mapping will also be of help to new teachers.

Mr. Sherman stated that a number of teachers would like to use half day release days for this process. Parents need to understand the need for these days. Mrs. Carrino noted it is a long term process and some of it will be done over the summer. Mrs. Wolkowicz asked if it was something that needs to be done while school is in session. Mrs. Carrino responded that it cannot be started and finished during the summer. Once teachers have initial training, this is something they can do on their own.

Mrs. Wolkowicz noted that the students are the true stakeholders in the education process. How are they part of the process of what is happening in the curriculum? Mrs. Carrino responded that with curriculum mapping students and staff will be able to see what is missed and/or how it was missed and resolve the issue. The “map” is something that can be seen.

Mr. Fairchild expressed a concern that with half days at elementary and early dismissal at the secondary level there is a dis-connect between elementary and secondary. If both levels were on the same dismissal schedule, it might help parents with the issue of child care as well as provide an opportunity for secondary and elementary staffs to meet.

Mrs. Caraballo stated that it is important that the grades and/or subject areas have opportunities to meet.

### 4. **Sharing**

Mrs. Caraballo announced that at Momot the Reading is Royal incentive program is off to successful start. Principal Lamberti has issued a challenge to students with a pizza party to celebrate their success.

Mr. Aloï announced that the football team is winning games and encouraged staff to attend.

Mr. Fairchild stated that he recently attended a summit in Peru with NYS Education Commissioner Mills. Everyone who drops out from high school costs the community \$500,000 per drop out over the years. PHS has been successful in lowering the dropout rate through the earning of GED diplomas. Garry Douglas of the Chamber of Commerce spoke about jobs in the future. It is projected that the percent of jobs which do not require a high school diploma will drop from the current 30% to 10%.

Mr. Carpenter announced that Momot is finishing up a fund raiser to support field trips. Volunteers are tallying the results.

Mrs. Wolkowicz announced that there is a need for better communication regarding homecoming activities. She is working on a protocol for future events. The CSO is organizing a plan for getting information regarding school supplies, etc. to parents before the start of school.

Mrs. Davies stated that there are three or four fund raisers going on at PHS. When they occur all at once, it is difficult for parents. Is it possible to space them out over the year? Mr. Fairchild suggested that a district master calendar for fund raisers be developed.

Mrs. Rose announced that Bailey’s Reading Round-up program started on Friday. The staff is encouraged to dress in a Western theme for Halloween.

Mrs. Simpson stated that Bailey’s new parking layout is working out well. As a parent with children at more than one school, a fund raiser calendar is a good idea.

Mr. Sherman reported that Jan Stanley, a retiree who taught at SMS, has three picture books for children in print. They are self-published books and are displayed at Borders, Banker's Orchard, and Meyer's Drug Store.

Mr. Morris invited all to attend School Board meetings. They are shorter than in the past. It would be nice to see others in attendance.

Mrs. Carrino passed.

Mrs. Zales announced that Oak is working on more Service Learning Projects than in the past. One focusing on health and wellness led by Mrs. Curle is a turkey trot in early November. She said it is sad to see students during recess sitting around on the playground. On October 30 the Oak faculty and staff will be working on team building.

Mrs. Amo announced that Stafford Middle School is hosting eleven students in PSUNY's education master's program. They are shadowing staff members. Being in a school environment early in their education program has been worthwhile for both SMS staff and the PSUNY students.

Meeting adjourned at 4:12 p.m.  
John Fairchild next facilitator.

Mary Huckeba, Recorder

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## DWEIC Meeting Minutes – November 27, 2006

3:15 PM in Duken Conference Room

Present: Mark Aloï (PHS Teaching Assistant), Melissa Caraballo (Momot Teacher), Thelma Carrino (Director of Instruction), Theresa Davies (Parent-At-Large), John Fairchild (PHS Principal), Jan Flynn (Bailey Teacher), Kathy Meyer (SMS Teacher), Clayton Morris (Board of Education President), Judy Rose (CSEA Representative), Annie Sarmaroy (PHS Student), Rod Sherman (Teachers' Association President), Bonnie Simpson (Bailey-Oak Parent), James Short (Superintendent of Schools), Marla Wolkowicz (PHS Parent), Carrie Zales (Oak Principal) and Mary Huckeba (recorder).

Absent: Patty Amo (SMS Principal), Tim Carpenter (Momot Parent), Tina Coryea (CSEA At-Large Representative), Peggy Banker Eaglefeather (Oak Teacher), and Laurie Rietsema (SMS Parent)

Vacancies: PHS Student and Community Representative

Mrs. Carrino facilitated the meeting until Mr. Fairchild arrived following a meeting at PHS.

The minutes of the October meeting were accepted.

### 1. Old Business

#### A. Fund-Raising and Field Trips for Low Income Students

There was discussion on the following:

- the number of fundraisers that are conducted (many simultaneously)
- the amount of money that is credited back to the student and/or organization
- the stress fund raising puts on students and families
- the cost of participating in interscholastic athletics
- it was stated that this is a district-wide issue as students participate in Book Fairs and field trips
- students are sometimes embarrassed to state they cannot afford to participate in an activity or purchase items a team might want to purchase (i.e. team sweat suits)

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A number of suggestions regarding the concerns were stated:

- at one elementary school money is donated and items are purchased at the local discount stores and purchased by students using special coupons at lower costs than a Book Fair
- the Booster Club has funds available to help athletes with expenses
- it was suggested that students could seek sponsors rather than ask people to purchase over priced items to support an activity
- many times coaches/teachers pay for items for students
- information is sent home to parents regarding school supplies and the same could be done for athletics and field trips
- add information regarding the Booster Club, etc. to forms given to parents
- establish ways for items to be exchanged or given to others
- put information on the District website
- find out what the District provides for and what students are expected to provide for (through Administrative Council)
- a “fund raising” calendar is being looked at

Mr. Fairchild arrived and facilitated the meeting.

## 2. New Business

### A. Bullying

There was discussion regarding bullying. A parent who works for a local pediatrician stated they see the impact of bullying on students.

The District has a “zero tolerance” for bullying. Through PBIS (Positive Behavioral Interventions and Supports), a district-wide initiative beginning at the kindergarten level, students are taught what is bullying and how to relate to others. Students are also taught about what is bullying and the consequences through formal programs, assemblies, student advocates, and class discussions.

Parents should also be aware of the District’s bullying policies. It was stated that it is not just the school’s responsibility. Parents need to model appropriate behaviors for their children.

It was suggested that there be a separate referral process for reports of bullying. Mr. Sherman stated that he likes the idea of a separate form for bullying. He offered the suggestion that perhaps after a certain number of referrals a student could be required to attend a Saturday program for remediation before returning to school.

Mr. Fairchild spoke about a program called “Crossing the Line” which was a recent topic on a national television show. Mrs. Carrino announced that Mountain Lake PBS recently completed a video on the subject of bullying which might be shown to students.

Mr. Short stated that the District should continue with current practices, measure effectiveness of what is being done, and perhaps explore the need for a Saturday remediation program.

### B. Educational Environment

Mrs. Wolkowicz and Mrs. Davies brought this to DWEIC. Mrs. Wolkowicz stated that there are intimidation techniques which come from teachers. Many times when the issue is brought to someone’s attention information is not given back to the parents. She stated that teachers tell their students they are underpaid, talk about their vacations or marital situation, dump a student’s binder on a desk, ask a student “why are you in this class?” take a student out of a classroom by the ear, or are not available after school to help students. Some of the issues cited could be considered teachers bullying students. Mrs. Wolkowicz and Mrs. Davis noted

that similar issues occur at all levels. Mr. Sherman stated he would have no problem talking with someone who does any of the above. Teachers need to stand in the mirror to think about what they are doing and how it is perceived by students and parents.

Mrs. Wolkowicz stated parents are told there is only so much that can be done – there is a limit. Students say they hope they don't get a certain teacher

Mr. Short noted that if part of the problem is bringing the information forward then should the District consider utilizing a School District Ombudsman concept. This would be a non-district employee who is truly neutral. An ombudsman could help one direct their concerns appropriately or provide direction.

Mrs. Zales noted there is a protocol and procedure for building administrators to put changes into effect. One thing is a counseling memo. She supports students advocating for themselves. Administrators can address issues and let parents know that an issue is being addressed.

Mr. Morris noted that as a school board member he receives calls which he refers to the building principal and/or the Superintendent.

Administrators will be asked to remind parents about procedures for voicing concerns.

Mr. Sherman will bring the issue to the attention of his members.

3. Reminder

All New Program Proposals are due in the Superintendent's Office by November 30. Copies will be mailed to review committee members the following week. Members of the review committee are asked to review and send any questions they may have to Thelma Carrino by December 15. She will contact the authors for information and will share what is received with the committee in January when they meet (date to be determined at December 11th DWEIC meeting).

4. **NEXT MEETING: DECEMBER 11, 2006**

Meeting adjourned at 5:06 p.m.

Mary Huckeba, Recorder

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## DWEIC Meeting Minutes – December 11, 2006

3:15 PM in Duken Conference Room

Present: Mark Aloï (PHS Teaching Assistant), Tim Carpenter (Momot Parent), Thelma Carrino (Director of Instruction), Tina Coryea (CSEA At-Large Representative), Theresa Davies (Parent-At-Large), Peggy Banker Eaglefeather (Oak Teacher), John Fairchild (PHS Principal), Jan Flynn (Bailey Teacher), Kathy Meyer (SMS Teacher), Clayton Morris (Board of Education President), Judy Rose (CSEA Representative), Rod Sherman (Teachers' Association President), James Short (Superintendent of Schools), Marla Wolkowicz (PHS Parent), Carrie Zales (Oak Principal) and Mary Huckeba (recorder)

Absent: Patty Amo (SMS Principal), Melissa Caraballo (Momot Teacher), Laurie Rietsema (SMS Parent), Annie Sarmaroy (PHS Student), and Bonnie Simpson (Bailey-Oak Parent),

Vacancies: PHS Student and Community Representative

### 1. Acceptance of November minutes

The November minutes were accepted with the correction that items purchased at local discount stores are purchased by students using coupons.

Mr. Sherman stated that the issues which were raised regarding the educational environment have been brought up to the teaching staff by union leadership.

### 2. Refocus and reorganize DWIEC goals for the year

Referring to the District's Shared Decision Making Plan (SDM), Mr. Short spoke about DWEIC's roles and responsibilities. After observing a few meetings and reviewing the SDM, he asked if members see a need to refocus as he is not seeing the DWEIC fulfilling its mission. The DWEIC has not reviewed the goals of the District SIP teams. Have the SIPs turned to the DWIEC for help in moving forward with their goals? The Board of Education, Superintendent and administrators will soon be working on developing the 2007/2008 school budget and will be looking at goals. He asked DWEIC members to review their roles and responsibilities as outlined in the SDM. Is DWEIC missing out on its function? Should it be "a clearing house for communication" not just from SIPs to DWEIC but DWEIC back to SIPs?

There appeared to be consensus that there is a need to improve communication at all levels and to delineate the methods to best accomplish communication with all stakeholders. Some suggestions

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included the use of the District's website and increase communication between SIP and DWEIC representatives. Mrs. Carrino reminded members that the original intention of the "sharing" part of the agenda was to update the DWEIC on the activity of SIPs.

Mr. Short stated the Shared Decision Making is working within the district.

Mr. Sherman stated that, if needed, DWEIC was to support SIP teams. If a SIP was working on something that had district-wide impact then it would be brought to the DWEIC. In the past members of DWEIC received copies of the building's SIP goals and SIPs reported out at the end of the year.

In recent years the DWEIC has worked on the CDEP (Comprehensive District Education Plan) both as a committee of the whole and through sub-committees.

Mrs. Flynn noted that over the years, the DWEIC has taken on the vision of the Superintendent of Schools. She also stated that within the SDM there is a rotation plan for committee membership. Mrs. Zales stated the importance of consistency and stability within a group.

For the January 29 meeting, Mr. Short asked that members:

- 1) review the Shared Decision Making Plan; and
- 2) look at organizing to hear each building's SIP goals for the year along with a "sound bite" of their progress.

He will draft a mission/goal statement for the DWEIC to consider adopting. He also suggested the development of a calendar so that everyone (DWEIC and SIPs) knows what is expected and when.

Not to put aside concerns regarding the education environment, Mr. Short asked that the issue be brought to the buildings and discussed administratively and through the Teachers' Association. As Mr. Sherman announced earlier in the meeting, he stated that this has already begun to take place.

Everyone was reminded that at times there will be issues which are policy and the responsibility of the Board of Education. DWEIC or SIPs could provide the Board information on a particular issue.

Mr. Sherman stated that at times he hears that the contract would not permit something. If appropriate, there are ways to address contractual issues on a "case by case" basis.

### 3. Sharing/SIP Progress reports

Mr. Morris stated that the District is losing two resource officers. He has been told that after the holiday recess, there will be no School Resource Officers assigned to the schools. Stafford Middle School has put forth a position statement on the issue. Mrs. Wolkowicz asked if there were grant funds that could be used. The DWEIC was told that COPS grant funds are not available to the District. Mrs. Zales suggested it might be a good idea to write letters as it should not happen without someone speaking up.

Mr. Sherman announced that the Teachers' Association has contributed \$600 to provide books to students.

Mr. Fairchild stated that at a lengthy community meeting the educational environment was discussed with staff.

Mrs. Flynn reported that Bailey Avenue School's SIP goals were established before summer.

Mr. Carpenter stated that Momot has been working on goals.

Mrs. Rose reported that she has been working on the sub-committee reviewing the Physical Education and Athletic Program. As part of Bailey's Learn and Serve Program, Michelle Ouellette has been working with the students to collect items for nursing homes in lieu of a gift exchange.

Mrs. Wolkowicz stated that the PHS SIP does report to the PHS CSO and thanked Mr. Short for presenting today's information.

Mrs. Coryea reported that as part of National Children's Book Week three autographed books were given to both Bailey and Oak Street Schools. One of the CSEA union's goals is community building and the members have donated time for bell ringing and working on the Hospice memory tree

Mrs. Zales reported that Oak Street School's goals were set and mid-year evaluations including benchmarks are being turned in the day of the meeting.

Mrs. Meyer reported that the SMS SIP has been working on new program proposal to establish an off site location for students who are suspended out of school.

Mr. Aloï reported that the PHS faculty expressed concern regarding the issue of educational climate and he expects discussion to continue.

Mr. Short announced he has received information from Mountain Lake PBS regarding a literacy program for children birth to grade three which he will bring to the next meeting. Conversations regarding the educational environment are resonating throughout the District. Administrators are aware of the communication chain when issues arrive. On the issue of fund raising, he announced that the American Legion has donated \$1,000 to the Music Department for the Washington DC trip.

Mr. Fairchild announced the receipt of a \$500 grant from Exxon Mobile for the PHS Field Trip Account.

4. Next meeting is January 29, 2007. Mrs. Amo will be facilitating the meeting

5) Other

Mr. Sherman reported that the NYS Board of Regents has dropped ball regarding technology. Plattsburgh is one of the districts being surveyed regarding technology and reminded all who receive the METRI Technology Survey of the importance that they take the time to complete it.

Meeting adjourned at 4:31 p.m.

Mary S. Huckeba, Recorder

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## **DWEIC Meeting Minutes – January 29, 2007 – 3:15 p.m**

Present: Mark Aloï (PHS Teaching Assistant), Patty Amo (SMS Principal-Facilitator), Melissa Caraballo (Momot Teacher), Tim Carpenter (Momot Parent), Thelma Carrino (Director of Instruction), Tina Coryea (CSEA At-Large Representative), Jan Flynn (Bailey Teacher), Kathy Meyer (SMS Teacher), Judy Rose (CSEA Representative), Rod Sherman (Teachers' Association President), Annie Sarmaroy (PHS Student), Bonnie Simpson (Bailey-Oak Parent), James Short (Superintendent of Schools), Marla Wolkowicz (PHS Parent), Carrie Zales (Oak Principal) and Mary Huckeba (recorder)

Absent: Peggy Banker Eaglefeather (Oak Teacher), Theresa Davies (Parent-At-Large), John Fairchild (PHS Principal), Clayton Morris (Board of Education President), and Laurie Rietsema (SMS Parent)

Vacancies: PHS Student and Community Representative

Mrs. Amo facilitated the meeting.

### 1. Review of Shared Decision Making Plan

After reviewing the roles and responsibilities assigned to the DWEIC in the Shared Decision Making Plan, Mr. Short presented the following draft/mission statement for review by members of the DWEIC. "The principal mission of the District-wide Educational Improvement Council is to facilitate and ensure the practice of shared decision making remains established for the District. This includes oversight of goal development and resultant outcomes at both the District and building levels."

He noted that part of DWEIC's responsibilities include "ensure District and building outcomes/goals are developed, implemented, evaluated, and are not in conflict." Copies of Board Priorities January 2007 were provided and reviewed by Mr. Short.

Mr. Short asked if the DWEIC should be reviewing SIP goals at the start of the school year and progress on the goals throughout the year.

He also noted that if an issue is brought to DWEIC which is building specific it is then referred to the building SIP. He asked what happens if an issue is District-wide? Mr. Sherman noted that #5.3 states "the individual authority of each stakeholder group collectively become the authority of the Council through their representative." It was noted that an issue which has a District-wide concern should be brought back to SIPs through the various DWEIC representatives and

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addressed. Mrs. Wolkowicz noted that if some stakeholders are not well represented on SIPs there is not equal access. Mrs. Carrino stated all members of the DWEIC are not aware of what is happening at the SIP level because SIP minutes are not widely distributed.

Mrs. Flynn stated that in the past copies of SIP minutes were brought to DWEIC meetings and distributed at the meeting. Mr. Short asked if SIP minutes could be posted on the District's website. DWEIC minutes are now available on the District website. Parents and staff could be reminded that the information is available. Mrs. Wolkowicz noted that the PHS CSO has a link on the PHS website. This is something Mrs. Carrino could discuss with the District's webmaster. It was suggested that a quarterly or mid-year review of progress on SIP goals might be helpful. There was a caution about the use of acronyms which sometimes leads to confusion. Mrs. Carrino will have the "acronym" booklet posted to the website.

It was stated that the composition of the DWEIC is more extensive than listed under Item 2. It was explained that this item reflects only those groups authorized by Commissioner's Regulations 100.11 for the biennial review of the Shared Decision Making Plan.

It was suggested that the SDM be reviewed annually for new members, perhaps a mentor be assigned to a new member, and training be provided. In the past there was training regarding "building consensus." It was suggested that new members for the upcoming year be invited to attend the final meeting of the year as an introduction.

In response to a question regarding the Shared Decision Making Plan, Mrs. Wolkowicz asked whom to address any questions. The response was that individual members of the DWEIC or the DWEIC as a whole should be able to respond to questions.

There was a question regarding funding for training. It is expected that should training be necessary funds would be made available.

## 2. SIP Goals Review

There was discussion regarding posting of SIP goals and action plans on the website and whether or not to including timelines and responsibility. It was stated anyone in a building should be able to respond to any questions regarding SIP goals. The concern was about putting someone's name as responsible for an item when it is the entire building/SIP that is ultimately responsible.

SIPs will be asked for their input regarding posting goals and minutes on the website or for other suggestions to increase communication.

## 3. New Program Proposals Update

Mrs. Carrino provided an update on New Program Proposals which have been reviewed by a sub-committee of the DWEIC.

Dean of Students for Momot Elementary School – This was highly supported by both Momot DWEIC representatives – Mrs. Caraballo and Mr. Carpenter. There was a caution that staff and faculty are aware what is under the purview of a dean of students. This has been detailed in the draft job description included with the proposal. There was consensus to pass this on to the Board with a 4 rating.

Alternative Out-of-school Site Suspension Program – This would be for middle school students and as space allows possibly ninth and tenth graders. A parent accountability component would become part of the afternoon student release as instruction would be in the morning. There was consensus to pass this on to the Board with a 3.5 rating.

Farsi 2 Course – There was consensus to pass this on to the Board with a 4 rating with the understanding it can added to the current master schedule.

Inter-disciplinary Course: "Middle Eastern Studies" – There was consensus to pass this on to the Board with a 4 rating with the understanding it can added to the current master schedule.

Summer Institute in Foreign Language – This is contingent of the awarding of a grant. There was consensus to pass this on to the Board with a 3.75 rating.

4. Sharing/SIP Progress Reports

Melissa Caraballo – Momot Music Theater is presenting the “Princess & the Pea” at 9:30 a.m. and 6:30 p.m. on February 15.

Anna Samaroy – The PHS Drama Club is performing “Grease” March 9, 10, and 11. They will perform at the mall on Saturday at 12:30.

Jan Flynn – Mr. Short sat in on Bailey’s SIP and Community meetings for discussions on the new security system. The recent music concert was very well attended. Bailey’s wellness committee is trying to set up a fitness center for the adults in the building. Any equipment donations are welcomed.

Bonnie Simpson – Next Friday the “Bears” will be at Bailey

Mark Aloï – Some of the PHS resource room students recently completed their RCTs.

Rod Sherman – Math A Regents exams results are showing improvement.

Marla Wolkowicz – One of PHS short term goals is to increase communication with a long term goal of working towards a needs assessment.

Carrie Zales – The staff at Oak Street School has completed their mid year evaluation of goals and are pleased with their progress.

Patty Amo – There is consensus at Stafford to publish, for the first time, the Principal’s Award as part of the newspaper’s Student Honor Rolls. Following the publication student input and parent feedback will be requested. The date for the June Jubilee is June 9. Organizers are looking for volunteers for this event which centers on fitness and nutrition.

Rod Sherman – He noted that one of the Board priorities include food issues. Students are being sold coffee at PHS. He expressed a concern about the impact of caffeine on students. Jan Flynn suggested that this issue be brought to the Health Committee which meets monthly. There is a Board policy on Nutrition and Physical Activity which might be reviewed.

He also asked if the Board is looking at a Cell Phone Use Policy. Concerns have been expressed about internet access, text messaging, and cheating on exams. A consistent district-wide policy would be helpful to both students and staff. It was suggested that SIPs discuss this issue and bring any recommendations to DWEIC.

Meeting adjourned at 5:13 p.m.

Mary S. Huckleba  
Recorder

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## DWEIC Meeting Minutes

**February 26, 2007 – 3:15 p.m.**  
**Duken Conference Room**

Present: Patty Amo (SMS Principal), Tim Carpenter (Momot Parent), Thelma Carrino (Director of Instruction), Tina Coryea (CSEA At-Large Representative), Theresa Davies (Parent-At-Large), John Fairchild (PHS Principal - Facilitator), Kathy Meyer (SMS Teacher), Judy Rose (CSEA Representative), Rod Sherman (Teachers' Association President), James Short (Superintendent of Schools), Carrie Zales (Oak Principal) and Mary Huckleba (recorder).

Absent: Mark Aloï (PHS Teaching Assistant), Peggy Banker Eaglefeather (Oak Teacher), Melissa Caraballo (Momot Teacher), Jan Flynn (Bailey Teacher), Clayton Morris (Board of Education President), Laurie Rietsema (SMS Parent), Annie Sarmaroy (PHS Student), Bonnie Simpson (Bailey-Oak Parent), and Marla Wolkowicz (PHS Parent),

Vacancies: PHS Student and Community Representative

Mr. Fairchild facilitated the meeting.

### 1. SIP (School Improvement Planning) Reporting

As a follow up to the previous meeting, SIP reporting began. One concern that was brought to the table was the posting of SIP minutes on the District's website and should the minutes be posted before approved by a SIP committee. In some instances it may be a month before a SIP meets again and the minutes are formally approved. To reduce the time before the minutes are made available to the public, it was suggested that a draft be sent to members for review and comment before making the "draft" public. One building expressed a concern about the minutes being public. Members were reminded that the meetings are open to the public.

DWEIC is working toward having all SIP minutes forwarded to the Superintendent's Office for posting on the District's website. This will not be done until all SIPs have met and addressed any concerns.

Stafford Middle School – Kathy Meyer reported that the SMS SIP is researching types of before school programs for students (i.e. intramurals, 21<sup>st</sup> Century). The school's family school organization has offered their funding support through the use of funds raised at the annual June Jubilee. A concern was expressed that by providing a before school program there would be an "enabling" of parents to drop students off

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early The response was that parents are doing it anyway – usually on the way to work. A formal program would offer supervision and positive opportunities for students.

Oak Street School – Carrie Zales reported that a mid-year review of progress on goals was recently completed. Progressing on goals and/or proficient was the status reported by those participating in the review.

## 2. **Round Table**

Tim Carpenter reported that the SMS FSO is restructuring its by-laws and rules. He said they were asking for representation on the DWEIC. It was noted there is currently a SMS parent representative on DWEIC.

Rod Sherman asked the status of the concern about the types of food/beverages available to students which was brought up at the previous meeting. This has been forwarded to the Health Advisory Committee.

He also asked about a District-wide policy/guidelines regarding student use of cell phones. This prompted a discussion which included cell phone usage by students, staff, and visitors to schools. It was suggested that SIPs develop a common approach for review by the DWEIC for district-wide consistency.

Tina Coryea announced that Oak Street School is collecting items for Jumpin' Jivin' Jaguar Nite. Student clubs will be starting next week.

Judy Rose announced that snow shoeing at Bailey Avenue is finishing up as well as is the reading program.

John Fairchild announced that the high school staff made great use of the four January Regents Days. Department meetings were held and there was an exchange of good ideas such as the discussion of establishing a Freshman Seminar Program.

## 3. **Next Meeting**

Date: March 26, 2007 (Patty Amo – Facilitator)

Agenda Items: Approval of DWEIC Minutes, Feedback from SIPs on minutes and cell phone usage

## 4. **Adjournment:** 4:01 p.m.

**Future Dates:** April 30, 2007 – Carrie Zales, Facilitator  
May 21, 2007 – John Fairchild, Facilitator  
June 11, 2007

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## DWEIC Meeting Minutes

**March 26, 2007 – 3:15 p.m.**

**Duken Conference Room**

Present: Mark Aloï (PHS Teaching Assistant), Patty Amo (SMS Principal), Thelma Carrino (Director of Instruction), John Fairchild (PHS Principal - Facilitator), Jan Flynn (Bailey Teacher), Kathy Meyer (SMS Teacher), Clayton Morris (Board of Education President), Judy Rose (CSEA Representative), Annie Sarmaroy (PHS Student), Rod Sherman (Teachers' Association President), James Short (Superintendent of Schools), Bonnie Simpson (Bailey-Oak Parent), Marla Wolkowicz (PHS Parent), Carrie Zales (Oak Principal) and Mary Huckeba (recorder).

Absent: Melissa Caraballo (Momot Teacher), Tim Carpenter (Momot Parent), Tina Coryea (CSEA At-Large Representative), Theresa Davies (Parent-At-Large), Peggy Banker Eaglefeather (Oak Teacher), and Laurie Rietsema (SMS Parent)

Vacancies: PHS Student and Community Representative

Facilitator: Patty Amo

### 1. Approval of February 26, 2007 Meeting Minutes

February 26, 2007 minutes were accepted.

### 2. Feedback from SIPs on Minutes

At the last meeting concerns were expressed about posting minutes before approved by SIP members.

- SMS does not publish minutes until approved – two week turn around.
- Bailey minutes are sent out to staff for feedback and comments following meeting – one week turn around.
- PHS SIP reviews minutes before made available – two week turn around.
- Oak SIP minutes go out the day following the meeting.
- Momot – not represented

General consensus was that once approved, minutes can be published on the District website. It was suggested that the minutes be placed on each building's "home page" and a notation on the District page that SIP minutes are available on each building's "home page." It was clarified that the parent representative would be the contact person for any questions/concerns parents or community members may have.

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### 3. Cell Phone Usage Policy

Stafford Middle School is going to include a statement in their student handbook that phones must be kept off and not used during the school day. If under the supervision of a staff member/teacher, a cell phone may be used during the school day.

PHS has a similar policy.

Mr. Sherman stated that he feels the guidelines need to be “tighter” with consequences. Some policies state that if used during a prohibited time the phone is confiscated and then returned at the end of the school day (first offense). If there is a second offense then a parent/guardian is requested to come to the school to retrieve the phone. One of the problems is parents calling students during the school day. The need for a consistent district-wide policy was stated. This would help to avoid confusion for parents who have students at multiple schools as well as for students as they move through the grades.

It was suggested that cell phones be kept locked in a student’s locker during the school day. If the policy is that cell phones must be in a student’s locker, then if the phone is seen or heard the violation is clear.

It was mentioned that taking something from a child does not teach them to follow rules and there are consequences.

It was asked if the regulation also applies to teachers as cell phones should not be used during instructional time. It was stated that it is unprofessional for a teacher to make or take calls during teaching time.

The consensus was that phones are turned off during school hours; schools have progressive discipline; included in handbooks; and teachers are reminded not to use during instructional time. Each building’s policy will be reviewed and compared for consistency as it relates to students and staff by the Administrative Council and then brought back to DWEIC.

### 4. Recruiting Update

Elementary Principal/Director of Special Education – Mr. Morris stated that the Elementary Principal/Director of Special Education screening committee will be interviewing four people on Wednesday. The finalists will participate in forums for staff and interested community members at Bailey Avenue Elementary School on April 24. Interviews with the Board of Education will be scheduled followed by an appointment by the Board of Education.

Assistant Superintendent for Business – Three people were interviewed and narrowed down to two finalists. Community forums will be held on April 17 at 6 and 6:30 p.m. The forums will be followed by interviews by the Board of Education with the Board making an appointment at the May 2, 2007 Board meeting.

### 5. Other/Sharing

Mrs. Zales – Oak SIP is working on a needs assessment for next year. This is one of the building goals.

Mrs. Meyer – SMS is continuing to research a before school program.

Mrs. Flynn – Bailey is bringing SIP goals to closure and will make a decision at an upcoming community meeting.

Mr. Fairchild and Mr. Aloï – PHS has been working on a needs assessment survey (distributed to parents, students, and staff). There has been discussion regarding SSR and how to make it more effective.

Mr. Sherman – spoke about program of Jane Owens who is the Director of Education at Mountain Lake PBS. It is an Outreach Activity: Imagine Yourself Reading! Is this something the District should host? Mr. Sherman will forward the information to Mrs. Carrino.

Mr. Morris stated that the Board is getting ready to go to the public with the budget. If the Board has to go to a contingency budget over \$1,000,000 in cuts will be required. Parents and community members need to know what a quality educational system they have.

Mrs. Flynn – Hello Dolly was a wonderful play! Two staff members had leading roles and gave outstanding performances.

Meeting adjourned at 4:08 p.m.

Mary S. Huckeba  
Recorder

***Future Dates:*** April 30, 2007 – Carrie Zales, Facilitator  
May 21, 2007 – John Fairchild, Facilitator  
June 11, 2007

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## DWEIC Meeting Minutes

**April 30, 2007 – 3:15 p.m.**  
**Duken Conference Room**

Present: Patty Amo (SMS Principal), Tim Carpenter (Momot Parent), Thelma Carrino (Director of Instruction), Theresa Davies (Parent-At-Large), Jan Flynn (Bailey Teacher), Kathy Meyer (SMS Teacher), Clayton Morris (Board of Education President), Rod Sherman (Teachers' Association President), James Short (Superintendent of Schools), Marla Wolkowicz (PHS Parent), Carrie Zales (Oak Principal) and Mary Huckeba (recorder).

Absent: Mark Aloï (PHS Teaching Assistant), Melissa Caraballo (Momot Teacher), Tina Coryea (CSEA At-Large Representative), Peggy Banker Eaglefeather (Oak Teacher), John Fairchild (PHS Principal), Laurie Rietsema (SMS Parent), Annie Sarmaroy (PHS Student), Bonnie Simpson (Bailey-Oak Parent),

Vacancies: PHS Student and Community Representative, CSEA Representative

Facilitator: Carrie Zales

1. March 26, 2007 minutes were approved as written.
2. Meeting dates  
May 21, 2007 Discussion of potential DWEIC goals for 2007/2008  
Review 2006/2007 SIP/building goals  
June 11, 2007 Tentative – depending on agenda items

2007/2008 Meeting Dates (third Monday of the month except\* when school is not in session)

September 17, 2007	February 25, 2008*
October 15, 2007	March 17, 2008
November 19, 2007	April 19, 2008
December 17, 2007	May 19, 2008
January 28, 2008*	June 16, 2008

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2007/2008 Membership

New/replacement representatives to be chosen and brought to the May 21<sup>st</sup> meeting. Stakeholder groups must select representatives.

3. Lunch periods at schools

There was discussion on lunch periods. Most schools have 20 minute lunch periods. At the elementary level, the meal is either preceded or followed by a recess. At Stafford Middle School issues relating to the quantity and selection available to students at the end of the line is being addressed. Individuals needing more time to eat are dealt with on an individual basis; and, if necessary, accommodations are made.

4. Budget overview

Mr. Short presented an overview of the proposed 2007/2008 being presented to the voters on May 15, 2007. The proposed budget amount is \$35,629, 857 which is an increase of \$2,237,691 (6.7%) with an estimated 2.3% increase in the school tax rate. There was a minimal increase in state aid – NYSUT lobbied well to get an increase. The City Assessor's Office is completing reassessments of commercial properties. This has not been completed in a number of years. A taxpayer with a home assessed at \$100,000 with the Basic STAR exemption would see a net change in his school taxes of \$38. The district's budget newsletter contains more detailed information.

5. Capital Project overview

Mr. Short announced that besides voting on the budget, taxpayers are being asked to approve a capital project which is structured to have no cost to local taxpayers. He presented a general overview of the work which will be focused on student health and safety, energy efficiency, general building repairs, and high-use student and community areas. Again, the district's budget newsletter contains more detailed information.

6. Report back from SIP teams on cell phone usage and plagiarism

Cell phones

Bailey:	non-issue; SIP believes policy should be district-wide
Momot:	non-issue: students - no use during school hours and staff no use during instructional time
Oak:	not an issue and is covered in handbook
Middle:	in handbook
High	phone off at 8:00 a.m. for the school day

Plagiarism (on hold until September meeting)

Bailey:	okay as presented
Momot:	pending approval – expects to be approved
Oak:	Questioned - Who drafted? When started? Kindergarten? When instructed? What is expected?
Middle:	pending
High	on May 8 SIP agenda

Policy will be used for instructional purposes starting in September 2007 and included in the Code of Conduct when fully approved. All reports back to DWEIC are due for the May 21 meeting.

7. Sharing

Mrs. Zales reported that the staff at Oak Street School is evaluating goals and will have a report for May 21.

Mrs. Amo reported that the staff at Stafford Middle School is evaluating goals and will be ready to report on May 21.

Mr. Carpenter reported the same for Momot Elementary School.

Mrs. Flynn reported that at Bailey Avenue Elementary School a meeting is scheduled for Thursday to evaluate progress on goals.

Mrs. Wolkowicz reported that the Plattsburgh High School SIP is making progress on goals – communication, student issues, and course concerns.

Mr. Sherman reported that Dr. George Wood will be meeting with the Plattsburgh High School faculty and students.

## 8. Meeting adjourned at 4:12 p.m.

Next Meeting: May 21, 2007 – 3:15 p.m.

Facilitator: John Fairchild

Thelma Carrino & Mary Huckeba  
Recorders

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## DWEIC Meeting Minutes

**May 21, 2007 – 3:15 p.m.**

**Duken Conference Room**

Present: Patty Amo (SMS Principal), Mark Aloï (PHS Teaching Assistant), Melissa Caraballo (Momot Teacher), Tim Carpenter (Momot Parent), John Fairchild (PHS Principal), Thelma Carrino (Director of Instruction), Theresa Davies (Parent-At-Large), Jan Flynn (Bailey Teacher), Kathy Meyer (SMS Teacher), James Short (Superintendent of Schools), Marla Wolkowicz (PHS Parent), Carrie Zales (Oak Principal).

Absent: Tina Coryea (CSEA At-Large Representative), Peggy Banker Eaglefeather (Oak Teacher), Laurie Rietsema (SMS Parent), Annie Sarmaroy (PHS Student), Bonnie Simpson (Bailey-Oak Parent), Clayton Morris (Board of Education President), Rod Sherman (Teachers' Association President), and Mary Huckeba (recorder).

Vacancies: PHS Student and Community Representative, CSEA Representative

Facilitator: John Fairchild

1. April 30, 2007 minutes were approved as written.

### 2007/2008 Membership REMINDER:

New/replacement representatives to be chosen and brought to the June 11<sup>th</sup>. meeting. Stakeholder groups must select representatives. Mary Gertsch-Cochran, who will be replacing Melissa Caraballo, joined our meeting today.

\*Discussion of Items 2 and 3 on the agenda were reversed for continuity

2. Discussion of Potential DWEIC Goals for 2007-08

-Mr. Short suggested that the biennial review and development of DWEIC goals needs to be worked on in the fall in order to meet the February deadline for approval.

-A full C-DEP plan needs to be reviewed to ensure building goals correlate.

-Mr. Carpenter suggested that DWEIC needs to look at ways DWEIC can help SIPs that may be working on similar goals.

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-Other ideas discussed were: sharing of SIP minutes, parent forums, district-wide SIP forums, meeting of parent organization officers from all buildings, sharing of parent organizations' minutes both in school newsletters and on our website.

-Mr. Short and Mrs. Carrino will develop draft of potential DWEIC goals to be reviewed at the June 11 meeting.

### 3. Review of 2006 – 07 SIP/Building level goals

-Oak St. reviewed their work. A copy is attached. Their goals are progressing and some will be continued in 07-08; they are in alignment with –DEP and GAP targeted areas.

-Bailey Ave. reviewed their work. A copy is attached. Their goals are progressing and some will be continued in 07-08; they are in alignment with –DEP and GAP targeted areas.

-Momot

-SMS reviewed their work. A copy is attached. Their goals are progressing and some will be continued in 07-08; they are in alignment with –DEP and GAP targeted areas; their goals will be finalized over the summer.

-PHS is still in the process of evaluating their goals

-Generally all goals for 07-08 were at least partially incorporated into the 06-07 evaluations.

-Mr. Short suggested that building SIPs look at other buildings' work to help ensure we are being consistent district-wide.

-Mrs. Carrino requested that all evaluations and new goals/action plans be sent to her electronically so they can be sent out with minutes.

### 4. 2007 – 08 Early Release Days

Mr. Short reviewed the early release concept used at the elementary level for professional development. At this point there are six early release days with an 11:30 am release time for all elementary students. We have been asked to explore a similar concept at the secondary level instead of continuing their present monthly 2:00 early bell day concept. A lengthy discussion took place, which highlighted the following:

- this would allow for K-12 collaboration to help ensure continuity

- it would allow more time for secondary level staff to work on and complete necessary program changes

- it would ease childcare issues if high schoolers were dismissed on the same day as their younger siblings.

- grade level and department work would be enhanced

- CV-Tech, CVES and several neighboring districts have decided to follow our elementary schedule

- concerns about students being out of school and unsupervised

- impact on parents' work schedules

- concern with impact on students program, and the feeling that this may be a conflict between what we expect from students and how much time we allow them to meet those expectations

- parents would be appreciative if all release times were consistent

- secondary scheduling would be impacted, but could be worked with

- PIC and Administrative Council support this concept

- PHS and SMS will bring this back to their SIPs to determine how this would impact their schedules and how it could be accommodated without infringing on student programs.

### 5. OTHER/Sharing

Since SIP work was the main focus of this meeting, several other items were shared:

-Mr. Fairchild indicated the prom on Sat. was smooth with zero problems; it was highly successful as was the Sophomore Hop

-Mrs. Wolkowicz reported the Band trip was well done, carefully planned and that everyone was impressed by our students

Meeting adjourned at 5:02p.m.

Next Meeting: June 11, 2007

Draft Agenda:

-final report on building SIP goals' 2006-07 evaluation and development for 2007-08

-review draft of DWEIC goals for 2007-08

Mrs. Amo will facilitate

Thelma Carrino, Recorder

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*Draft pending approval on September 17, 2007*

## DWEIC Meeting Minutes

**June 11, 2007 – 3:15 p.m.**  
**Duken Conference Room**

Present: Mark Aloï (PHS Teaching Assistant), Theresa Davies (Parent-At-Large), John Fairchild (PHS Principal), Jan Flynn (Bailey Teacher), Kathy Meyer (SMS Teacher), Clayton Morris (Board of Education President), Annie Sarmaroy (PHS Student), Rod Sherman (Teachers' Association President), James Short (Superintendent of Schools), Marla Wolkowicz (PHS Parent), Carrie Zales (Oak Principal) and Mary Huckeba (recorder).

Absent: Patty Amo (SMS Principal), Tim Carpenter (Momot Parent), Thelma Carrino (Director of Instruction), Melissa Caraballo (Momot Teacher), Tina Coryea (CSEA At-Large Representative), Peggy Banker Eaglefeather (Oak Teacher), Laurie Rietsema (SMS Parent), and Bonnie Simpson (Bailey-Oak Parent).

Vacancies: PHS Student and Community Representative, CSEA Representative

Facilitator: Carrie Zales (substituting for Patty Amo)

1. **May 21, 2007 Minutes** were accepted.

2. **Complete review of building SIP goals**

Momot has not completed the review of their 2006/2007 goals.

The status of Plattsburgh High School's 2006/2007 long and short term goals was provided. The PHS SIP team is scheduled to meet on Tuesday to work on 2007/2008 goals. Mr. Fairchild reported that Mr. Hurlock just finished compiling the results of the needs assessment which will be reviewed with SIP to help with establishing their 2007/2008 goals.

It was reported that Oak Street Elementary School and Stafford Middle School are working on establishing their goals for 2007/2008.

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### 3. Develop DWEIC goals for 2007/2008

One goal will be to conduct the biennial review of the Shared Decision Making Plan.

Other goals would be in support of building goals as established by SIP teams. Due to the fact that most buildings are in the process of finalizing their 2007/2008 goals, it is anticipated that DWEIC goals will be established at the September 17<sup>th</sup> meeting.

### 4. Other

2007/2008 Membership: There was a brief discussion of DWEIC membership for 2007/2008.

Annie Sarmaroy stated that the PHS Student Council is aware of the need to appoint two representatives.

As Tim Carpenter will no longer have a child attending Momot, Momot's parent organization will need to select a representative.

At the last meeting, Mary Gertsch-Cochran was introduced at Momot's teacher representative for next year.

Mr. Sherman noted that teacher representatives on DWEIC should be selected from the teacher representatives on SIP. Mrs. Flynn stated that she found it easier to be a DWEIC member as a SIP member – easier to communicate information between groups.

Mr. Aloï will be continuing as the PHS teacher representative; and after Mrs. Zales reminded those present of the need to select the 2007/2008 facilitator, agreed to be the facilitator.

#### Community Forum / Survey

Mr. Short spoke about being approached to conduct community forums. Many times people's schedules do not allow them to participate on school committees, etc. as they meet during the school/work day. This would provide a means for people interested in the educational process to have an opportunity to hear about the schools and/or have dialogue with members of the school community.

A survey is being prepared to determine topics of interest, etc. There was discussion on how to best inform parents and the general public of the survey. Suggestions put forth included: students, include with mailings of student schedules, website, and media – newspaper, television, and radio.

There was discussion on whether or not to hold one general forum, general forum with breakout sessions, or separate forums by buildings. This will be discussed further following review of the survey results.

Mr. Short will provide DWEIC members (via e-mail) with a draft of the survey. Mr. Sherman suggested using "reply all" when providing comments back to Mr. Short.

### 5. September 17, 2007 Agenda Items

5.1 Membership Update

5.2 Review of DWEIC ground rules/procedures

5.3 Review of 2007/2008 meeting dates (3<sup>rd</sup> Monday of the month except\* when school is not in session)

September 17, 2007    February 25, 2008\*

October 15, 2007     March 17, 2008

November 19, 2007   April 19, 2008

December 17, 2007   May 19, 2008

January 28, 2008\*    June 16, 2008

5.4 Biennial Review of Shared Decision Making Plan

5.5 Review 2007/2008 Building Goals and establish 2007/2008 DWEIC goals