

# Plattsburgh City School District

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## DWEIC Meeting Minutes

September 17, 2007 – 3:15 p.m.

Duken Conference Room

Present: Mark Aloï (PHS Teaching Assistant), Thelma Carrino (Director of Instruction), Theresa Davies (Parent-At-Large), Cindy Evans (Momot Parent), John Fairchild (PHS Principal), Jan Flynn (Bailey Teacher), Mary Gertsch-Cochran (Momot Teacher), Mary Louise Lamberti (Momot Principal), Clayton Morris (Board of Education President), Rod Sherman (Teachers' Association President), James Short (Superintendent of Schools), Marla Wolkowicz (PHS Parent), and Mary Huckeba (recorder).

Absent: Patty Amo (SMS Principal), Tim Carpenter (SMS Parent), Tina Coryea (CSEA At-Large Representative), Steve Crain (Oak Teacher), Kathy Meyer (SMS Teacher), and Melissa Pulchalski (Oak Parent), Cricket Terry (CSEA Representative)

Vacancies: Bailey Parent, PHS Student Representative (2), Community Representative

Facilitator: Mark Aloï

1. **Introductions** – Introductions were made.
2. **June 11, 2007 Minutes** were accepted.
3. **Review of the Purpose of DWEIC** – The purpose of the DWEIC was reviewed as stated in the District's Shared Decision Making Plan. Copies of the Shared Decision Making Plan were provided to those in attendance. Mr. Sherman stated that DWEIC coordinates and supports the goals of the building SIP teams, reviews the goals to make sure they are not in conflict with district goals, reviews New Program Proposals and formulates recommendations to the Board of Education. Members participate (as outlined in Commissioner Regulations 100.11) in the biennial review of the District's Shared Decision Making Plan. Mrs. Lamberti asked if plans were in place to update the CDEP (Comprehensive District Education Planning) document. For those not familiar with CDEP, Mr. Short explained that CDEP is a collection of plans which the State requires the District to review/update periodically. The document also includes action

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plans for addressing various educational issues – test scores, student attendance, etc. Updating CDEP could be a goal of DWEIC for 2007/2008.

4. **Review of Operating Procedures** – DWEIC does not follow “Roberts Rules of Order.” Decisions are made through consensus. Consensus was defined as coming to a point on an issue where all could live with it and support the decision of the group.
5. **GOALS (SIP/DWEIC)** – Mrs. Carrino will distribute copies of all the building goals as soon as she has received all of them. A few buildings were planning to finalize their goals in September. 2007/2008 Goals for DWEIC were discussed. One goal suggested was the completion of the biennial review of the Shared Decision Making Plan which is due at the State Education Department in early February 2008. A survey used previously will be provided at the next meeting. Mr. Short suggested having this completed by December. Another suggestion was the updating of CDEP which could incorporate the work of the District’s Gap Closing Committee. Comments related to CDEP were that it can help set the tone for professional development within the District as well as District and building goals.
6. **Other** – There was discussion of “missing” members including what is the definition of a “community member” – someone not connected to the school (parent, employee, etc.)

Mr. Sherman spoke about PBIS and student behavior as it relates to the values a person may have – are we connecting behavior to values. He mentioned Linda Chavez who is chairman of the Center for Equal Opportunity, a non-profit public policy research organization. She speaks on values – might be a speaker for students and staff. Students not making the connection between values and behavior.

Mrs. Wolkowicz spoke about mentoring the expectations of students – treat others as you would like to be treated.

Mr. Fairchild mentioned the “culture of poverty” and the developing of common values for all.

Mrs. Davis stated values start at home, how children are raised, and depends on parents’ values.

Mr. Alois stated that there are limits within the school setting. Everyone does what they can during the school day but in the end many students return home to different values than what is modeled at school.

Mrs. Flynn asked about the status of a District-wide cell phone policy. She was informed that administrators had discussed the issue and phones are not to be used during the school day by students and the same for staff during instructional time.

Mrs. Wolkowicz asked about communication between groups and the posting of minutes on the District website. Each school is responsible for posting of minutes, etc. DWEIC minutes are currently being posted.

Mrs. Lamberti thanked members for supporting the New Program Proposal for a Dean of Students at Momot. The Board appointed Gilles Fortin as Momot’s Dean of Students and there is an “incredible” difference in the building.

Mr. Morris wished all a great year.

Mr. Fairchild stated that participation at PHS CSO meetings has tripled from 4 to 12 but they are still working to increase participation.

The meeting at adjourned at 4:15 p.m

Mary S. Huckeba  
Recorder

<u>2007/2008 MEETING DATES</u>	
<i>(3<sup>rd</sup> Monday of the month except * when school is not in session)</i>	
<del>September 17, 2007</del>	February 25, 2008*
<b>October 15, 2007</b>	March 17, 2008
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## DWEIC Meeting Minutes

**October 15, 2007 – 3:20 p.m.**  
**Duken Conference Room**

Present: Mark Aloï (PHS Teaching Assistant), Tim Carpenter (SMS Parent), Thelma Carrino (Director of Instruction), Tina Coryea (CSEA President/CSEA At-Large Representative), Steve Crain (Oak Teacher), Theresa Davies (Parent-At-Large), Cindy Evans (Momot Parent), John Fairchild (PHS Principal), Mary Gertsch-Cochran (Momot Teacher), Mary Louise Lamberti (Momot Principal), Clayton Morris (Board of Education President), Melissa Puchalski (Oak Parent), Rod Sherman (Teachers' Association President), James Short (Superintendent of Schools), Marla Wolkowicz (PHS Parent), and Mary Huckeba (recorder).

Absent: Patty Amo (SMS Principal), Jan Flynn (Bailey Teacher), Kathy Meyer (SMS Teacher), and Cricket Terry (CSEA Representative)

Vacancies: Bailey Parent, PHS Student Representative (2), Community Representative

Facilitator: Mark Aloï

1. **Introductions:** As there were some new “faces,” introductions were made.
2. **Approval of September 17, 2007 Minutes**  
Mrs. Carrino moved, seconded by Mr. Short that the minutes be accepted. Minutes were accepted.
3. **Biennial Review of Shared Decision Making Plan**  
Mr. Short reviewed and distributed copies of a proposed timeline/process for the Biennial Review of the Shared Decision Making Plan. The submission of the Biennial Review to the State Education Department is a form which the State requires to be submitted biennially. Members of SIP in attendance were asked to have their SIP review the plan to see if any revisions or changes are need. An agenda item for the next meeting will be reports from each SIP to see how they align with the process or if modifications and/or changes are needed. Members were asked for comments on the timeline/process. Mr. Short will make the Board aware that DWEIC has started the process of the biennial review of the Shared Decision Making Plan. A member asked if SED ever reviews the plan and/or regulation – no one was sure what review is completed by SED.

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4. **Updating of CDEP**

Mr. Short reviewed and distributed copies of the proposed timeline/process for updating of the CDEP (Comprehensive District Education Planning) document. He anticipates this would not be completed until June 2008 when it would be submitted to the Board for approval. Members were asked for their comment/input on the proposed timeline/process.

5. **Distribution of Building Goals**

Mrs. Carrino distributed copies of the 2007/2008 Goals for all buildings. Members were asked to review and forward questions to Mrs. Carrino or wait until the next DWEIC meeting. Mrs. Lamberti will provide copies of the action plans which were not included with Momot's goals.

6. **New Program Proposal Overview**

Mrs. Carrino distributed copies of the timeline and reviewed the New Program Proposal process. She clarified that all new program proposals are or should be in the process of being written in preparation for presentation to the SIP committee for approval before forwarding to DWEIC, etc. All are reviewed and evaluated after the first year of implementation.

The following agreed to serve on the review committee for New Program Proposals: Mr. Morris, Mrs. Lamberti, Mrs. Davies, Mrs. Wolkowicz, Mr. Sherman, and Mr. Fairchild. Mrs. Flynn will be asked to see if she is interested in serving on the committee.

7. **DWEIC Calendar**

It was noted that the meeting schedule is at the end of the minutes and on the Committee Calendar on the District's website.

8. **PHS SIP Committee Membership**

PHS was asking for a third seat for CSEA on the PHS SIP. Mr. Fairchild stated their guidelines state that decisions cannot be made at a meeting if a stakeholder group is not represented. He expressed a concern that if there are multiple members of each stakeholder group the committee would number about 18. In response to a question, he clarified that many times members do not attend meetings. Mr. Short suggested lifting the "barrier" that is hindering the function of the PHS SIP. Mr. Short was asked if oversight of SIPs is a function of DWEIC – yes, to the extent that contract and regulations are being followed. Mr. Fairchild also stated that they are struggling with the meaning of "consensus." Again, it was suggested that the operating procedures be modified. It was stated that one of the issues is the difficulty of building consensus. If someone makes a commitment to serve on a committee there is a responsibility to attend meetings. Mrs. Coryea stated that she has concerns about the process as additional members of stakeholders (parent, student) groups have been added arbitrarily. She thinks there were concerns that if a third CSEA person was added then teachers could be out voted. CSEA did not approach SIP. SIP approached CSEA. She is concerned that there are other issues which are not being addressed. Mr. Alois stated that the true nature of the concern is what they are bringing to the committee – not academic, not educational goals – not matching up with stated goals of the SIP. Mrs. Coryea stated that all share in the educational goal – all share in the responsibility. She suggested that it is not always support staff bringing up non-academic issues but teachers. She suggested a smaller committee be established to look at non-educational issues. Mr. Carpenter noted his concern is the addition of another person making it more difficult to reach consensus. If it is working the way it should then one CSEA person, one administrator, one parent can send information back to their group. Mr. Sherman wanted to be sure that all understand this is not a battle between unions. There is value from the teachers' union of CSEA on SIP.

9. **Scholarship/ Funding for College Level Courses**

Mr. Short reported that there are some funds available in a general scholarship account. Mrs. Davies said that Mrs. Pernice anticipates she will need about \$3,500 for this year. Mr. Short asked for a “think tank” to be established to set criteria and start the process. Mrs. Davis and Mr. Fairchild volunteered. Mrs. Davies distributed statistical data regarding household income, unemployment rate, etc. compared to the United States. Currently there are three students who need scholarships to enroll in college level courses. Mrs. Pernice has been working to find scholarship money. The Clinton County Youth Bureau has limited funds as it serves the entire county. Mr. Fairchild stated that a number of the courses will be offered in the spring if a scholarship is not available in time to pay the fees. Students can take the course but not earn credit if the fees are not paid.

Mr. Fairchild noted that one of the criteria might be to reimburse upon successful completion of the course, etc. Mrs. Wolkowicz said she thinks that the funds not being put up front first might be difficult for some students. Mrs. Davis said a lot of parents cannot pay up front – there is an answer somewhere.

10. **Other**

Mr. Sherman announced that this is the 20<sup>th</sup> anniversary of GAPP (German American Partnership Program). There are 25 GAPP exchange students in the district. They will leave return home to Germany next Thursday. He commented what if students world-wide could get together – think what would happen.

Meeting adjourned at 4:31 p.m.

Mary S. Huckeba  
Recorder

**2007/2008 MEETING DATES**

**3:15 p.m. at Duken**

*(3<sup>rd</sup> Monday of the month except \* when school is not in session)*

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## DWEIC Meeting Minutes

**November 19, 2007 – 3:15 p.m.**  
**Duken Conference Room**

Present: Mark Aloï (PHS Teaching Assistant), Patty Amo (SMS Principal), Thelma Carrino (Director of Instruction), Tina Coryea (CSEA President/CSEA At-Large Representative), Steve Crain (Oak Teacher), Theresa Davies (Parent-At-Large), Jan Flynn (Bailey Teacher), Mary Gertsch-Cochran (Momot Teacher), Mary Louise Lamberti (Momot Principal), Kathy Meyer (SMS Teacher), Karolyn Micheels (Bailey Parent), Melissa Puchalski (Oak Parent), Rod Sherman (Teachers' Association President), Cricket Terry (CSEA Representative), Marla Wolkowicz (PHS Parent), and Mary Huckeba (recorder).

Absent: Tim Carpenter (SMS Parent), Cindy Evans (Momot Parent), John Fairchild (PHS Principal), Clayton Morris (Board of Education President), and James Short (Superintendent of Schools).

Vacancies: PHS Student Representative (2), Community Representative

Facilitator: Mark Aloï

1. Approval of October 15, 2007 Minutes

Mrs. Carrino moved, seconded by Mr. Sherman that the October 15, 2007 minutes be approved. There were no objections.

2. Complete / Update member E-mail List

As some mail was getting "bounced back" to him, Mr. Aloï asked everyone to verify their email address.

3. SIP Reports

A representative from each building was asked to respond to the following as it relates to the functioning of their building's SIP and the implementation of the District's Shared Decision Making Plan – Does your building align with the written plan? Additional features? Is it effective?

PHS Mr. Aloï reported that the question as to whether or not to add a third CSEA representative to the PHS SIP has resolved itself. A CSEA representative resigned and the position has been filled. The last meeting went smoothly. As the new CSEA person went to the last meeting and was not recognized, Mrs. Terry asked how long someone has to be on a SIP until they are recognized as

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an official member. The response was immediately as long as the SIP is aware they have been appointed. It was asked if the by-laws have been modified – at this point they have not been changed and there have not been any problems with a quorum this year. When asked what constitutes a quorum no one from PHS had a response. In response to what is the current composition of the PHS SIP, the following was reported: 3 parents, 6 teachers, 3 students, 3 administrators, and 2 support staff. In response to apparent ongoing concerns about the functioning of the PHS SIP, it was suggested that perhaps someone observe one of the meetings with the purpose of, if needed, offering suggestions and/or training for members. Mr. Aloï will bring this opportunity to PHS SIP for discussion.

Mrs. Carrino clarified that the purpose of today's DWEIC meeting was for members of DWEIC to report as to whether or not their SIP is aligned with the Shared Decision Making Plan. If there are any additions, and if it is operating effectively.

Momot Regarding Momot's SIP, Mrs. Lamberti reported that the composition is good, meets the requirements, and is aligned with "the Plan." Momot has two parents on SIP. Feedback is that the SIP is functioning well. At times there is a question as to what type of items should be brought to SIP – items related to student achievement. They would like to receive more feedback from stakeholders.

Bailey Mrs. Flynn noted they are aligned except Bailey has added one CVES representative. One issue with the CVES representation is that most of the issues are not related to or part of the CVES program at Bailey. The SIP is very effective – feels it is aligned. As she was out of town when the last meeting was held, she will confirm her report at the next SIP meeting and report back.

Oak Mrs. Puchalski reported Oak is aligned with the current Shared Decision Making Plan.

Stafford Mrs. Amo reported that the SIP feels they are aligned with the plan. However current membership is different as there is one administrator, a dean of students, and 3 students (one per grade level) as well as the parents and teachers and "the Plan" needs to be adjusted to reflect this. Mrs. Amo reported, that at times depending on the issue, they will bring information to a community meeting – very effective.

Mr. Aloï reported that at PHS there are a lot of personalities and range of needs – it is sometimes difficult and he thinks SIP is in a position to become more effective. Mr. Aloï will ask SIP if they would like an observer to come in. Mrs. Lamberti reported that they have been taught to separate instructional and non-instructional items from the SIP. Perhaps there is a need for training. A large number of PHS SIP members are new to the SIP. Mrs. Carrino asked him to notify her or Mr. Short if they would like an observer and/or training.

4. Biennial Review

Mrs. Carrino stated that once all the SIPs are operating effectively and aligned with the Shared Decision Making Plan, or if revisions need to be made, then the document will be presented to the Board of Education.

5. Other



Mrs. Carrino: New Program Proposals are due the end of November. She will send copies to all DWEIC members with a request to review and contact her with any questions.

Mrs. Lamberti distributed copies of Momot's recently completed Action Plans.

Mrs. Davies announced a Scholarship Fund for AP classes has been established. Criteria including a 75 or above grade has been developed. She will ask Mr. Short to explain at the next meeting.

Mrs. Wolkowicz announced that PHS is hosting a "Celebration of Literacy" and Mrs. Carrino announced that, as the result of the work led by Lorri Willett-Thatcher and Bethany Soucy, author Russell Banks is scheduled to visit.

Meeting adjourned at 3:55 p.m.

Mary S. Huckeba  
Recorder

**2007/2008 MEETING DATES**

**3:15 p.m. at Duken**

*(3<sup>rd</sup> Monday of the month except \* when school is not in session)*

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Absent: Patty Amo (SMS Principal), Tim Carpenter (SMS Parent), Tina Coryea (CSEA President/CSEA At-Large Representative), Cindy Evans (Momot Parent), and Karolyn Micheels (Bailey Parent).

Vacancies: PHS Student Representative (2), Community Representative

Facilitator: Mark Aloï

1. **Approval of November 19, 2007 Minutes**

Theresa Davies and Thelma Carrino moved the approval of minutes. There were no objections.

2. **SIP update from PHS**

Mr. Fairchild reported that parent and student representation has been increased to 3 each. The PHS SIP is operating according to the Plan and effectively. He explained the reason for increasing parent and student representation was to ensure that a representative is able to attend the meetings as in the past there had been scheduling conflicts.

Due to the fact that the Shared Decision Making Plan states that "the number of representatives of each stakeholder group may vary as determined by the building SIP Teams" and lists possible composition of SIP teams, a revision to the Plan is not necessary at this time.

3. **"Green Initiative"**

After the first of the year, SMS will implement "green" events. This is a Stafford Pride PBIS initiative which might include the planting of trees, distribution of energy saver light bulbs, a paper-free day, and recycling of plastic water/juice bottles. Currently SMS has a Recycling Club. A variety of websites are available with suggestions. SMS will be hosting a speaker who will speak about carbon footprint.

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Mrs. Flynn stated that she was under the impression the district uses “green” cleaning products. Mr. Short responded that the use of green cleaning products is mandated by the State and items are purchased through a cooperative bidding process.

Mr. Morris reported that the Board is going paperless. Currently five members receive their materials paperless. He also cautioned that just because a chemical is labeled green does not mean it is “certified green.”

It was also reported the District cafeterias are moving away from the use of Styrofoam products.

Mrs. Wolkowicz asked if this is something coordinated district-wide. She does not understand why the District is not embracing it.

Mrs. Puchalski reported that Oak Street School has some programs and teachers discuss the issues of energy conservation and recycling. They are raising the level of consciousness. Oak is also creating a garden club.

Mr. Crain suggested looking at a variety of different initiatives to see what is most successful.

Mr. Sherman reported that about five years ago the recycling of paper and cans was tried at PHS with students helping with the effort. It was found that due to health issues, the buildings and grounds department needed to be involved.

Mr. Short said it would be interesting to see a listing of what “green” initiatives are currently happening in the District.

Mrs. Carrino reported that there are a number of events going on within the District.

DWEIC members will ask their SIPs what is happening and bring a list back to DWEIC. Mr. Short will get information on the State mandates for green cleaning products, etc.

4. **Update progress on CDEP Components**

Mr. Short stated that he is getting organized and has been collecting testing data and information from various sources including the GAP Closing Committee, Professional Improvement Committee, and the Technology Committee

5. **Biennial Review of the Shared Decision Making Plan**

Mr. Short confirmed that all building SIPs have reported that they are operating effectively, according to the Plan, and that DWEIC is in support of the Biennial Review. As there were no objections, Mr. Short will inform the Board of Education.

6. **Other**

Mrs. Carrino asked members of the New Program Proposal Review Committee to stay after the meeting to establish a meeting date.

Members in attendance announced a variety of exciting events taking place within the schools.

7. **Adjournment:** Meeting adjourned at 3:54 p.m.

Mary S. Huckeba  
Recorder

**2007/2008 MEETING DATES**

**3:15 p.m. at Duken**

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## DWEIC Meeting Minutes

**January 28, 2008 – 3:15 p.m.**

**Duken Conference Room**

Present: Mark Aloï (PHS Teaching Assistant), Thelma Carrino (Director of Instruction), Tina Coryea (CSEA President/CSEA At-Large Representative), Steve Crain (Oak Teacher), John Fairchild (PHS Principal), Jan Flynn (Bailey Teacher), Mary Gertsch-Cochran (Momot Teacher), Kathy Meyer (SMS Teacher), Karolyn Micheels (Bailey Parent), Clayton Morris (Board of Education President), Melissa Puchalski (Oak Parent), Rod Sherman (Teachers' Association President), James Short (Superintendent of Schools), Cricket Terry (CSEA Representative), Marla Wolkowicz (PHS Parent), and Mary Huckeba (recorder).

Absent: Patty Amo (SMS Principal), Tim Carpenter (SMS Parent), Theresa Davies (Parent-At-Large), Cindy Evans (Momot Parent), and Mary Louise Lamberti (Momot Principal),

Vacancies: PHS Student Representative (2), Community Representative

Facilitator: Mark Aloï

1. **Approval of December 17, 2007 Minutes**

Mr. Morris moved, seconded by Mrs. Terry that the December 17, 2007 minutes be accepted as presented. There were no objections.

2. **Biennial Review of Shared Decision Making**

Mr. Short reviewed the form to be submitted to the State Education Department regarding the Biennial Review of Shared Decision Making.

3. **New Program Proposals**

Mrs. Carrino reviewed the process of the DWEIC's Sub-Committee's review of the New Program Proposals. She noted some proposals had no additional costs, potential savings, and some were part of existing or previously approved programs. In reviewing the expansions of programs currently in place, Mr. Morris suggested that any program which is currently in place and expansion is requested should be reviewed by administrators and the Board not as a new program proposal. An example was Project Lead the Way where one of the proposals is to expand the program to include aerospace engineering – an expansion of the program not a new program. Mr. Morris reported he has discussed this with the Board. As a result, in the future proposals that are an expansion of an existing program will be forwarded by the

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building administrator to the Superintendent of Schools and Director of Instruction and after their review will be shared with the DWEIC and the Board of Education as an informational item.

Mrs. Carrino reviewed the proposals and ratings. As needed, additional information was provided by DWEIC members. Here is a summary of the proposals and recommendations of DWEIC.

Programs added to already existing programs to be reviewed at Administrative/Board level:

- Wellness-based Physical Education Class (PHS)
- Unified Science “A” and “B” (PHS)
- AP Psychology (PHS)
- Meet Canada! (One Semester Social Studies Elective - PHS)
- Elementary Special Education Summer School
- Project Lead the Way<sup>®</sup> - Aerospace Engineering (PHS)
- Expansion of Summer AIS Transitional Teams
- PBIS/RTI district-wide building support for training/materials

New Programs approved by DWEIC and moving forward as BOE Recommendations:

- PHS Guided Study Hall

The proposal is to expand the PHS Guided Study Hall program to include an English teacher. Mr. Fairchild clarified that this is an evolving program moving towards the “assistance center” concept open to all students. There was a “thumbs-up” to move forward to the Board of Education. *(Note: This was left as a New Program Proposal as the “guided study hall” which is an evolution of the PHS Alternative High School has not formally gone through the New Program Proposal Process and subsequent evaluation at the end of the pilot year.)*

- Summer Literacy Camp for Identified Students in Grades 9-12

There is no literacy program in place for 9-12 students similar to what is currently in place for Grades 6-8. The camp would provide a structured atmosphere where students could complete their summer reading. This was given a “thumbs-up” to move forward to the Board of Education.

New Programs NOT approved by DWEIC (recommendation back to building for other considerations)

- Middle School Alternative Out-of-School-Suspension

The sub-committee did not recommend this proposal move forward to the Board of Education. There were many concerns expressed: location would disrupt the PHS GED program at Duken, the impact of bringing a number of students with discipline issues together, and the cost versus the number of students served. It was suggested that the SMS SIP look at current resources. Mrs. Meyer reported that this year there have been very few out of school suspensions.

Mrs. Carrino reported that students suspended out of school or home due to medical issues are provided with 2 hours per day of one-on-one instruction. Mrs. Meyer clarified that at times when a student is suspended out of school there is a lack of supervision and the student may be found on school grounds. Last year the cost of tutoring SMS students who were out of school (suspended or for health reasons) was \$6,327.67. It was suggested that sometimes being suspended is not an issue for a student – it is what they want. It was suggested that the SMS SIP look at ways of housing out-of-school suspension somewhere in the school. The sub-committee did not feel it was the most cost effective way to provide services to students. The consensus of the full DWEIC was to support the concept but there is need to research other options.

#### 4. Other

Elementary Parent Conference Schedule – On behalf of the Bailey Avenue School SIP Jan Flynn thanked the District for their ongoing help with the traffic safety issue at Bailey Avenue. After the November Parent Conferences concerns were brought to Bailey’s SIP regarding continuing with the newly implemented rotation schedule for the November parent conferences. Many times parent conferences at

the elementary level are a half hour long; and at times, two conferences are held for students whose parents request they not meet together. The Bailey SIP is requesting consideration of removal from the cycle which this year had them meeting on Tuesday evening (many beyond the posted time of 6-8 p.m.) with a regular teaching schedule the next day. Mrs. Carrino stated that elementary principals are aware of the concerns and will be discussing the issue when planning for next year. Mrs. Carrino also noted that teachers hold conferences many nights beyond the formal schedule.

State of Writing Instruction in the Plattsburgh City School District - Mrs. Carrino reported that in response to concerns about the state of writing instruction in the District, the District's K-12 ELA Representatives would like to present information to the DWEIC on the topic at the March 17 meeting. There were no objections.

English Regents – Mr. Fairchild reported that the English Department gave 165 juniors the English Regents last week - 145 passed – 88% passing rate. Current plans are for the sophomores to take the English Regents in the spring.

Good Schools Seminar – Mr. Short and Mr. Sherman announced they have been invited to join 33 other people in Washington at the Albert Shanker Institute to participate in a seminar discussing issues which are challenging for teachers and superintendents. One item such item is peer review/evaluation. Mr. Short noted, as far as he can tell, Plattsburgh is the smallest school district represented. Mr. Sherman stated one thing that makes Plattsburgh stand out is that for many years the District has sent a team to the national AFT QuEST (Quality Educational Standards in Teaching) Conference.

5. **Adjournment:** Meeting adjourned at 4:33 p.m.

Mary S. Huckeba  
Recorder

**2007/2008 MEETING DATES**

3:15 p.m. at Duken

*(3<sup>rd</sup> Monday of the month except \* when school is not in session)*

<del>September 17, 2007</del>	<b>February 25, 2008*</b>
<del>October 15, 2007</del>	March 17, 2008
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## DWEIC Meeting Minutes

**February 25, 2008 – 3:15 p.m.**  
**Duken Conference Room**

Present: Mark Aloï (PHS Teaching Assistant), Patty Amo (SMS Principal), Thelma Carrino (Director of Instruction), Tina Coryea (CSEA President/CSEA At-Large Representative), Steve Crain (Oak Teacher), John Fairchild (PHS Principal), Jan Flynn (Bailey Teacher), Mary Gertsch-Cochran (Momot Teacher), Kathy Meyer (SMS Teacher), Karolyn Micheels (Bailey Parent), Clayton Morris (Board of Education President), Marne Pike (PHS Student Representative), Melissa Puchalski (Oak Parent), James Short (Superintendent of Schools), Cricket Terry (CSEA Representative), and Mary Huckeba (Recorder).

Presenters: Diane Thompson, Tom Via

Absent: Tim Carpenter (SMS Parent), Theresa Davies (Parent-At-Large), Cindy Evans (Momot Parent), Mary Louise Lamberti (Momot Principal), Rod Sherman (Teachers' Association President), and Marla Wolkowicz (PHS Parent),

Vacancies: PHS Student Representative (1), Community Representative

Facilitator: Mark Aloï

1. **Approval of January 28, 2008 Minutes**

Mrs. Carrino moved, seconded by Mr. Short that the minutes be accepted as presented. There were no objections.

2. **Introduction of a new student DWEIC member**

Marne Pike, PHS Sophomore, was introduced as the PHS student representative.

3. **“Closing the Achievement Gap” Committee presentation**

Diane Thompson, Co-chair of the GAP Closing Committee, initiated the presentation. Committee members Tom Via and Patty Amo were present. The GAP Committee would like to see a District-wide literacy initiative for the next few years. Mrs. Thompson reviewed NCLB's definition of “scientifically based” research, the Federal Register Section 9101(37)NCLB, NYS Commissioner's Regulations 100.2, and Regulatory Amendment 200.4 of Part 200, Early Intervention Services, National Reading Panel Findings, and the need consistency across the District.

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Mr. Via stated that the GAP Committee would like to present a proposal to the District and is presenting to DWEIC initially. The GAP Committee feels that the proposal is very important. The purpose of the GAP Committee was reviewed as well as the recent Special Education Quality Assurance Review. The GAP Committee is recommending that the development of a comprehensive and coordinated K-12 Literacy Program become a major focus of the District for the next few years.

Mr. Via and Mrs. Thompson responded to questions from DWEIC members.

Mr. Fairchild reviewed his concerns and what is currently happening at PHS.

Mrs. Carrino said it would be helpful to have support from administrators before presenting District-wide. Mr. Via stated that with the support of the Superintendent and Board of Education the initiative would have a chance at success.

Mrs. Carrino reported that information on 6+1 Traits will be presented at the next DWEIC meeting. Initiatives need to be District-wide with administrative support K-12.

Mrs. Amo noted that a large amount of information can be gleaned from current State assessments. There is a need for commonality throughout the district. There was discussion on how to implement common programs/resources K-12.

Mr. Via and Mrs. Thompson were thanked for their presentation.

Mrs. Carrino reported that the State Education Department is in the process of revising ELA Standards. She shared a "feedback questionnaire" and asked for input.

Mr. Short noted that the GAP Closing Committee did its job. DWEIC, which will be working on CDEP, can look how literacy fits into CDEP and where the District dedicates its time. Mr. Short suggested establishing a district-wide literacy committee as a "think tank." It was noted this is not a new initiative but one that needs to be pulled together with a renewed emphasis.

#### 4. Other

At the March 17 meeting there will be a presentation of the status of writing in the District.

Mrs. Flynn complimented Mrs. Verity on her Music in Our Schools presentation.

Mr. Fairchild announced that teachers and administrators will be participating in the Literacy Volunteers Challenge at the Mall on Saturday.

#### 5. Adjournment: Meeting adjourned at 4:34 p.m.

Mary S. Huckeba  
Recorder

#### 2007/2008 MEETING DATES

3:15 p.m. at Duken

*(3<sup>rd</sup> Monday of the month except \* when school is not in session)*

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## DWEIC Meeting Minutes

**March 17, 2008 – 3:15 p.m.**

**Duken Conference Room**

Present: Mark Aloï (PHS Teaching Assistant), Patty Amo (SMS Principal), Thelma Carrino (Director of Instruction), Theresa Davies (Parent-At-Large), Jan Flynn (Bailey Teacher), Mary Gertsch-Cochran (Momot Teacher), Kathy Meyer (SMS Teacher), Clayton Morris (Board of Education President), Marne Pike (PHS Student Representative), Melissa Puchalski (Oak Parent), Rod Sherman (Teachers' Association President), James Short (Superintendent of Schools), Cricket Terry (CSEA Representative), Marla Wolkowicz (PHS Parent), and Mary Huckeba (Recorder).

Presenters: Sarah, McCarty, Roxanne LaBarge, Kate Messner, and Terry Tregan

Absent: Tim Carpenter (SMS Parent), Tina Coryea (CSEA President/CSEA At-Large Representative), Steve Crain (Oak Teacher), Cindy Evans (Momot Parent), John Fairchild (PHS Principal), Mary Louise Lamberti (Momot Principal), and Karolyn Micheels (Bailey Parent).

Vacancies: PHS Student Representative (1), Community Representative

Facilitator: Mark Aloï

### **1. Approval of February 25, 2008 Minutes**

Minutes were accepted as presented.

### **2. Writing in the District**

Mrs. Carrino introduced the following District ELA representatives Sarah McCarty (Odyssey Teacher at Bailey-Oak), Roxanne LaBarge (AIS Teacher at Momot), Kate Messner (ELA Teacher at Stafford Middle School), and Terry Tregan (English Teacher at Plattsburgh High School and English Department Chair).

Mrs. McCarty spoke about 6+1 Traits of Writing which is used district wide and how teachers at the K-2 level implement the program. She showed an example how she uses the program as an Odyssey Teacher.

Mrs. Carrino distributed an overview of the program.

Ms. LaBarge spoke about the focus at the intermediate level (3-5) and how she implements the program as an AIS teacher.

Mrs. Messner spoke about what happens with writing at Stafford Middle School noting that information is available on the District's website. All ELA teachers at SMS have been trained in 6+1 Traits of Writing.

Mrs. Tregan spoke about the writing portion of the curriculum at PHS. The English Department was been working on curriculum mapping so there will be consistency throughout the District. She spoke about

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how students are prepared to take the two-day English Regents exam. This year the exam was given to sophomores with good results. Training in 6+1 Traits of Writing for secondary teachers has been scheduled.

Mrs. Carrino stated the initiative is ongoing. In response to a question, Mrs. Messner stated that this year's seventh graders have been fully exposed to the program and teachers are seeing the results.

Mrs. Wolkowicz suggested informing/training parents about the program. It was noted that rubrics are sent home with students and information is provided at back-to-school nights.

Mrs. Carrino thanked the presenters for their time.

### 3. CDEP Update

Mr. Short provided a brief (3 slide) PowerPoint reviewing the basic components of the District's Comprehensive District Education Plan. Reviewed were the standing representation; how the various committees interact; suggestions for additional committees (i.e. District Facilities Planning Team, Professional Improvement - Leadership); background information; and targeted needs. He plans to bring data and other information to DWEIC to be used in updating/revising CDEP. This is to keep the document current and reflecting the actual needs of the students and staff. This will be the focus now through the end of the year. Before the next meeting, he will provide information via email for members to review in preparation for discussion.

### 4. Therapy Dogs

Mrs. Flynn explained that this was brought to her wellness committee (for mental wellness) to provide an opportunity for students to develop more confidence, etc. There was a concern that this might not be allowed due to health reasons (allergies, etc.). Mrs. Haubner was going to research the function/impact of therapy dogs. Mrs. Flynn was asked to bring this to DWEIC to see if there is a way to provide other opportunities for students. Mr. Alois noted therapy dogs are allowed where his wife teaches and Mrs. Wolkowicz reported that therapy dogs are allowed in the cancer ward of a hospital. Mr. Morris stated that therapy dogs have criteria they have to follow including the use of particular soaps, etc. Based on discussions Mrs. Flynn was told that this is something that can be pursued.

### 5. Other

Mrs. Wolkowicz reported that on April 8 representatives from the NYS Attorney General's Office will present a program which will be open to students and parents about credit card scams. There will be a similar program in the evening which will be open to the entire community.

### 6. Adjournment: Meeting adjourned at 4:47 p.m.

Mary S. Huckeba  
Recorder

<u>2007/2008 MEETING DATES</u>	
3:15 p.m. at Duken	
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## DWEIC Meeting Minutes

**April 21, 2008 – 3:15 p.m.**

### Duken Conference Room

Present: Mark Aloï (PHS Teaching Assistant), Patty Amo (SMS Principal), Thelma Carrino (Director of Instruction), Steve Crain (Oak Teacher), Theresa Davies (Parent-At-Large), John Fairchild (PHS Principal), Jan Flynn (Bailey Teacher), Mary Gertsch-Cochran (Momot Teacher), Mary Louise Lamberti (Momot Principal), Karolyn Micheels (Bailey Parent), Melissa Puchalski (Oak Parent), Rod Sherman (Teachers' Association President), James Short (Superintendent of Schools), and Mary Huckeba (Recorder).

Absent: Tim Carpenter (SMS Parent), Tina Coryea (CSEA President/CSEA At-Large Representative), Cindy Evans (Momot Parent), Kathy Meyer (SMS Teacher), Clayton Morris (Board of Education President), Marne Pike (PHS Student Representative), Cricket Terry (CSEA Representative), and Marla Wolkowicz (PHS Parent)

Vacancies: PHS Student Representative (1), Community Representative

Facilitator: Mark Aloï

#### 1. Approval of March 17, 2008 Minutes

The minutes were accepted.

#### 2. CDEP

Mr. Short distributed copies of the 2007 School Enrollment and Projections Report. This report shows current enrollment and projected enrollments through 2012. Projections show that Momot will be at capacity within a few years while SMS enrollment is declining with increasing enrollments starting in 2011. The number of non-resident students has been declining. This decline is attributed to the increase in tuition rates – currently 6-12 is \$7,065. Mr. Sherman asked if tuition rates should be changed. Mr. Short noted that families who can afford tuition are usually high achievers and this takes away from their

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home district. Mr. Sherman suggested that adding non-residents might be a way of keeping class sizes smaller as at times enrollment might be high but not high enough to sustain an additional class. Mr. Fairchild commented that 25 students could be added without negatively impacting the high school program. Mr. Short asked members to review the document and to contact him with any questions. This will become part of CDEP.

Copies of the 2005-2006 Accountability and Overview Report of the NYS Report Card were distributed. The 2006-2007 report has not been released. Mr. Short noted that preliminary reports for the 2006-2007 school year show that all schools have made AYP. Other than Students with Disabilities the District has met AYP in all areas. Mrs. Carrino pointed out the District is a district in “good standing” with the State.

Copies of the 2005-2006 Comprehension Information Report of the NYS Report Card were distributed. This report covers three years of testing data (2003-2004, 2004-2005, 2005-2006). It was noted that this data is flawed because some of the students (students who did not graduate with their class or who earned a GED) were not included. The data has been updated in the system but does not show on the reports. Mr. Fairchild stated that the number of students taking some of the exams is higher than some of the area districts.

Mr. Short reported that the 2002 total cohort does not include August, January, and GED graduates. It is expected that data for 2006-2007 will include the August, January, and GED graduates as well as students who complete high school after 5 years instead of 4 years.

When the 2006-2007 data is released, copies will be provided for comparison. Administrators and teachers present stated that test results are reviewed to determine areas where students may need additional instruction.

Noting that in the past there was a concern about the amount of testing, Mr. Sherman asked if this is a stress for elementary students. Mrs. Lamberti responded that the general education teachers do not necessarily feel the stress but within the special education program there might be. The other question was “are we teaching to the test?” Mrs. Lamberti and Mrs. Carrino both indicated that the staff works to balance the day to day instruction. Commenting on the number of things to be done effectively using reading as an example – Mr. Crain asked where does the funding come from to provide the level of support needed to provide for student needs. He commented on the mobility factor – students in kindergarten are not necessarily the same students who are tested in third grade. Mr. Short stated that this is now being tracked by the school offices.

Mr. Short commented that while students are being tested they are not being taught and then teachers are being pulled from the classroom to learn how to score and then score the assessments.

Mr. Short reviewed the preliminary report which shows that the District has met AYP except with all high school level students taking the tests – these students are those attending CVES.

Mr. Sherman asked the parents what they think about the testing. Mrs. Puchalski noted that teachers work hard to teach students how to take a test but again that is time taken away from teaching. She stated that her younger child has less anxiety than her older child. It might be how a teacher presents/prepares students.

Mrs. Amo stated that at SMS there is a large amount of pressure on the teaching staff. It is an internal pressure a staff member puts on him/herself as a professional who wants to see their students succeed.

### 3. Other

Mr. Fairchild asked for discussion on the GAP proposal to make literacy a district-wide priority. Mr. Short stated there was an agreement to have a literacy committee formed from the interested GAP members; and depending on what CDEP data shows, move forward with a recommendation.

Mr. Fairchild reported that PHS is looking for an assessment tool to determine the reading level of students.

- 4. **Adjournment:** Meeting adjourned 4:28 p.m.

Mary S. Huckeba  
Recorder

<u>2007/2008 MEETING DATES</u>	
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## DWEIC Meeting Minutes

**June 16, 2008 – 3:15 p.m.**

### Duken Conference Room

Present: Mark Aloï (PHS Teaching Assistant), Patty Amo (SMS Principal), Thelma Carrino (Director of Instruction), Tina Coryea (CSEA President/CSEA At-Large Representative), Steve Crain (Oak Teacher), Theresa Davies (Parent-At-Large), John Fairchild (PHS Principal), Jan Flynn (Bailey Teacher), Mary Gertsch-Cochran (Momot Teacher), Kathy Meyer (SMS Teacher), Karolyn Micheels (Bailey Parent), Clayton Morris (Board of Education President), Melissa Puchalski (Oak Parent), Rod Sherman (Teachers' Association President), James Short (Superintendent of Schools), Cricket Terry (CSEA Representative), Marla Wolkowicz (PHS Parent), and Mary Huckeba (Recorder).

Members of the District Student Support Team (DSST): Sunshine Turner, Glenn Hurlock, Heather Hall, Suzanne Frechette, Kris Lutters, and Carrie Zales

Others: Deena McCullough, Lorie Noelting

Absent: Tim Carpenter (SMS Parent), Cindy Evans (Momot Parent), Mary Louise Lamberti (Momot Principal), and Marne Pike (PHS Student Representative)

Vacancies: PHS Student Representative (1), Community Representative

Facilitator: Mark Aloï

#### 1. **District Student Support Team (DSST)**

Carrie Zales introduced members of the District Student Support who were present: MaryLou LaRocque, Sunshine Turner, Heather Hall, Glenn Hurlock, Sue Frechette, and Kris Lutters.

Kris Lutters gave a brief historical perspective of Positive Behavioral Interventions and Supports (PBIS) from its inception to the present.

Mrs. Zales distributed copies of a PowerPoint explaining PBIS, information on District Student Support Team Mission Statement, Goals Achieved in 2007-2008, Goals to Continue in 2008-2009, data regarding office discipline referrals, percentage of students referred to CSE and percentage of those classified,

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number of students referred to student intervention teams, and a list of seven items for district planning. The DSST would like DWEIC to use this data when developing the Comprehensive District Education Plan (CDEP) and offered themselves as a resource for additional data.

Mrs. LaRocque cautioned people not to be wary of PBIS as many of the components have been in place for a long period of time. It is becoming more structured with an accountability component. Mr. Hurlock clarified that at the high school this year there has been more focus on at-risk students using resources within the District and community – more support for students to be successful.

Mrs. Wolkowicz asked how is the information is communicated to parents. Mrs. Zales stated that at Oak there is parental contact and discussion regarding the process and parents are made aware of the action plan. Mrs. Lutters stated that parents participate in the process; information is given to parents at the beginning of the year and is available on the District website.

Mrs. Noelting reported her daughter had an educational plan and the plan followed her as she moved from Bailey to Oak and then on to Stafford Middle School. Mrs. Zales responded behavioral action plans also follow students. Transition meetings are held as student moves from grade-to-grade and/or school-to-school.

## 2. Approval of April 21, 2008 Minutes

Minutes were accepted.

## 3. Additional Data

Mr. Short distributed additional data: Regents Report 2007 Final, 2007-2008 State Assessments Results (07-08 ELA and 07-08 Math), 2006-2007 District Accountability and Overview Report.

Mr. Short commented that the DWEIC should be reviewing each SIP's goals at the first meeting in September as DWEIC's primary role is to oversee the District's Shared Decision Making Process.

Mr. Sherman commented on the logo – Education is a Shared Vision – it doesn't matter where a student comes from – if there are shared values students will be successful. Is it time for building forums to shared the District's visions and expectations have for students?

Mrs. Wolkowicz agreed with Mr. Sherman regarding the need for forums – so everyone can feel part of the process – work together – expectations of students, parents, and educators.

Mrs. Davies agreed with Mrs. Wolkowicz

Mrs. Noelting agreed – did not feel as welcomed at one building – lack of communication. She feels the District is working to increase parent involvement.

## 4. Sharing

Mrs. Wolkowicz stated the last PHS CSO meeting was held to address the dress code at PHS. She had wanted to address leaders of the community but Mr. Short and others were unable to attend. Mr. Fairchild and Mr. Hurlock addressed the issue and suggested a meeting during the summer to address concerns. She complimented Mr. Fairchild on his response to the issue. There was student representation at the CSO meeting and it is expected there will be at the summer meeting.

## 5. Forums

Mr. Sherman asked if there is an interest in holding building forums – last community forum was in 1994.

It was stated that two community forums (on the topics of class size and district-wide health initiatives) were held this year. In spite of these topics being a high priority on the survey responses, they were not well attended.

Mrs. Flynn commented on a recent survey where health was one issue of interest and a forum was held with less than 5 people attending.



Mr. Sherman stated that prescription drug abuse is an issue in the community – adults in students lives need to know what is out there.

Mr. Crain sees more vocal parents with a targeted interest and it is the less vocal parent who is “drowned out.” He has parenting programs with no attendance – those who need to be there do not attend. In his last district everything they did came back to the district’s vision statement. Need to look at what we have now and get feedback from the community.

Mrs. McCullough, who facilitates the PHS SIP, suggested taking advantage of what is already in the district – open houses, sports meetings, concerts, etc. – capitalize on those opportunities – parents are busy.

Mrs. Flynn suggested this as an agenda item for the September 15, 2008 meeting.

5. **Adjournment:** Meeting adjourned at 4:57 p.m.

Mary S. Huckeba  
Recorder

<p style="text-align: center;"><b><u>NEXT MEETING</u></b> 3:15 p.m. at Duken <i>Monday, September 15, 2008</i></p>
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