

Plattsburgh City School District

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District-wide Educational Improvement Council (DWEIC) September 15, 2008 – Meeting Minutes

Present: Patty Amo (SMS Principal), Thelma Carrino (Assistant Superintendent for Instruction), Theresa Davies (Parent-At-Large), John Fairchild (PHS Principal), Mary Gertsch-Cochran (Momot Teacher), Rowena Killeen (Bailey Teacher), Kathy Meyer (SMS Teacher), Mary Louise Lamberti (Momot Principal), Clayton Morris (Board of Education President), Rod Sherman (Teachers' Association President), James Short (Superintendent of Schools), Sunshine Turner (PHS Teacher), Marla Wolkowicz (PHS Parent), and Mary Huckeba (Recorder).

Absent: Tina Coryea (CSEA President/CSEA At-Large Representative), Marne Pike (PHS Student Representative),

1. Organization Items

A. Introduction of Members

Introductions were made. At this time the following representatives have not been selected: Bailey–Parent, Oak–Teacher, Oak–Parent, Momot–Parent, SMS–Parent, and CSEA.

B. Selection of Facilitator

Mr. Short reviewed the history of the rotation of DWEIC Facilitator. If the rotation is continued, it is the CSEA's representative's turn to serve as facilitator. Mr. Sherman asked about the role of the facilitator in developing the agenda noting that if the facilitator rotated, it would allow the facilitator to participate in discussions. Mrs. Wolkowicz said the facilitator asks for agenda items which are forward to the Superintendent's Office. Mrs. Carrino suggested having agenda items emailed to her. She would work with the Superintendent's Office in sending it out to members in advance as a meeting reminder. The consensus was for Tina Coryea to be facilitator with Mrs. Carrino coordinating the development of the agenda.

C. Confirmation of Meeting Time and Dates

It was agreed to continue the 3:15 p.m. start time with meetings as listed below on the 3rd Monday of the month except* when school is not in session.

October 20, 2008	March 16, 2009
November 17, 2008	April 20, 2009
December 15, 2008	May 18, 2009
January 26, 2009*	June 15, 2009
February 23, 2009*	

– MISSION –

Our mission is to educate each student of the Plattsburgh City School District by creating challenging, supportive, and interactive learning that advances intellectual, physical, social, and cultural development.

2. **Approval of June 16, 2008 Minutes**

The June 16, 2008 minutes were accepted as written.

3. **Review of New School Based Planning and Shared Decision Making Plan**

Mr. Sherman stated that SIP teams have been told that if discussing something which might be counter to the Teachers' Association Contract, Board Policy, Education Law or Regulations, they should continue the discussion as it might be possible by working with the Association, Board of Education, or State Education Department. "Do not rule something out if a SIP team feels it is right and best for students."

Mrs. Meyer asked about training for SIP teams as the last training was about 4 or 5 years ago. The training was on consensus building and developing of building goals. Mrs. Carrino suggested setting up a rotating training schedule for SIPs especially when there is a large turnover on a SIP. It was mentioned that about 1/3 of each team might rotate out each year. Don Mesibov's name was mentioned as he was the last trainer. Mrs. Carrino will contact him regarding his availability.

Mrs. Davies asked about the status of the student representatives and pointed out that the membership of DWEIC listed in the Shared Decision Making Plan (SDM) does not match the current DWEIC membership. It was explained that the SDM reflects what is required by Commissioner's Regulations 100.11; and for purposes other than a formal review of the SDM, the committee was expanded to include all stakeholder groups. Mr. Fairchild explained that the Student Association makes the selection of the student representatives. Mrs. Davies felt that it is important that the students' views are represented. Mrs. Wolkowicz asked about a middle school student representative. Mrs. Meyer stated at the SMS there are student representatives on SIP. Mr. Sherman asked about formally inviting two PHS student representatives. Mr. Fairchild will contact the PHS Student Association.

Mrs. Wolkowicz asked how the training is funded. Mrs. Carrino stated training is funded through District professional funds, if available. Mr. Short stated that if funding is not available, than the issue would be brought back to DWEIC.

4. **Communications**

Mr. Short noted that last year there were many discussions on how minutes are shared and/or posted on the District website. Currently it appears that 3 out of 5 buildings post their minutes once they are approved. He suggested that SIP minutes be posted on each building's site once approved. Mr. Sherman stated that it is the logical site. Mrs. Wolkowicz asked if it would be possible to establish a tab which would form a link to SIP minutes of all five buildings. Mrs. Carrino will contact the District's webmaster to see what might be done.

5. **Next Meeting's Agenda**

Items for the next agenda are:

- Professional Development
- Review of Building Goals

Mr. Sherman reported that he has been receiving copies of emails regarding Oak Street School's Jaguar card. He shared information from Paul Bardis, an Oak Street School parent. Mr. Bardis' concern is that rewarding a student creates a penalty for another student – one benefit of the card is that a student may go to the front of the lunch line. Mr. Short stated that as this is a building issue, Mrs. Zales has taken Mr. Bardis' points back to the Oak SIP and BIC for review and/or discussion. He is waiting to "hear" back from them. Mr. Short reported that once a year the Board reviews PBIS and this was not an issue at the time of the Board's review. The Board was supportive of the concepts. Mrs. Turner, who is a member of the District-wide Student Support Team (DSST), reported that there is a DSST meeting scheduled and

expects this will be brought up. She also noted that last year there was parent membership on the team and expects that will continue.

Mrs. Carrino noted that in the past when building-centered issues have been brought to DWEIC, they were sent back to the building with an offer of support from DWEIC. Mrs. Wolkowicz asked to whom parents should address their concerns. Mr. Short said the building administrator can help direct the parent to the appropriate channel and that he generally asks for specifics and then responds and/or channels it to the appropriate person.

Mr. Fairchild and Mrs. Lamberti said they were contacted for their information and Mr. Bardis did not express any concerns to them.

Mrs. Gertsch-Cochran reminded everyone that that PBIS is data-driven and the data is constantly reviewed. Mrs. Killeen reported that at Bailey they receive monthly reports.

Mr. Sherman commended the Board, Superintendent of Schools, and everyone involved in all the hiring over the summer.

Mrs. Wolkowicz reported on the resolution of issues surrounding the PHS dress code. Working with administration and students, a pro-active response was developed and concerns were addressed. Students held a fashion show showing appropriate dress for school and school activities. It was well received by students and parents. When the warm weather approaches in the spring, the dress code will be re-reviewed. Mr. Short has a DVD of the fashion show. If releases are obtained, the plan is to post it on the District's website.

6. Adjournment

The meeting adjourned at 4:16 p.m.

Mary Huckeba, Recorder

2008/2009 Meeting Dates

(3rd Monday of the month except when school is not in session)*

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District-wide Educational Improvement Council (DWEIC) October 27, 2008 – Meeting Minutes

Present: Facilitator - Tina Coryea (CSEA President/CSEA At-Large Representative), Patty Amo (SMS Principal), Thelma Carrino (Assistant Superintendent for Instruction), Theresa Davies (Parent-At-Large), Brandon Dunham (PHS Parent Representative), John Fairchild (PHS Principal), Mary Gertsch-Cochran (Momot Teacher), Kathy Meyer (SMS Teacher), Mary Louise Lamberti (Momot Principal), Clayton Morris (Board of Education President), Rod Sherman (Teachers' Association President), James Short (Superintendent of Schools), Sunshine Turner (PHS Teacher), Marla Wolkowicz (PHS Parent), and Mary Huckeba (Recorder).

Absent: Rowena Killeen (Bailey Teacher), Abbie McNeil (Bailey Parent Representative), Vicki Morley (Oak Parent Representative), and Marne Pike (PHS Student Representative).

Ms. Coryea introduced herself in her new role as a facilitator and provided folders with pertinent committee information for members.

1. Approval of September 15, 2008 Minutes

Mr. Short moved that the minutes be accepted with the correction of the spelling of Mrs. Davies' name. Minutes were accepted as corrected.

2. Follow-up of October 24 Training and Professional Development

Review of Building and DWEIC Goals

Mr. Short announced that a review of each of the SIPs major projections and timeline for successes for the SIPs and DWEIC will be appended to the minutes.

The main reason for the training on Friday, October 24 was more as a refresher for all.

DWEIC's role is to support and to facilitate SIP goals rather than having DWEIC goals which are not compatible with a building's.

Mr. Short asked about posting of the SIP goals on the building websites along with the SIP minutes. It was suggested rather than have them imbedded in the minutes they could be a "stand alone" document which would be easy to locate. It was suggested that the goals and status of the goals be set up on the website so that all are linked. Members were requested to forward the information to Mrs. Carrino who will send them to the District's webmaster for posting. Another suggestion was to include information in a end of year mailing to parents. A copy of each building's goals will be sent to all DWEIC members.

Mr. Short emphasized the importance of DWEIC members becoming familiar with the goals/direction of each building.

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Mr. Short reviewed a proposed time-line (see end of minutes) of supporting the focus on SIP goals and setting a universal direction. Included with this would a DWEIC Statement of Expectations including a goal format standard which should be data driven and directed toward student achievement and a review of data in areas of concern. The timeline would give the DWEIC from November through February to review data; reinforce building goals, and formalize a format for goals.

The following were provided to members:

- 1) Listing of Standing Committees in which Mrs. Carrino is involved with as well as building committees which function within the school buildings – some of which have sub-committees. Many of the building committees target students and student achievement;
- 2) Listing of the current years' and past two years' Early Release Dates which show the work which is being done and the staff development which is ongoing. In reviewing, there is a repeat of certain strands such as ELA, RTI, and PBIS;
- 3) Minutes of the last two instructional Professional Improvement Committee (PIC) meetings; and
- 4) Summary of 2008 Summer Work.

3:48 – Mrs. Lamberti left the meeting.

Mr. Short announced he has started to collect data which will become part of the CDEP and reviewed by the DWEIC. Mr. Sherman asked about having the data provided before a meeting to review. The main focus will be standardized tests scores, graduation rates, Regents test scores, and student mobility.

If DWEIC should be part of setting the tone/expectations for the District, Mr. Short was asked if the timeline should be accepted. In response to a question if the test scores would be available in a timely manner, Mr. Short responded it is necessary to use data which is available. Mr. Fairchild stated that the lag time might be a benefit as it will force the review of long term data and not just from one test.

Mr. Sherman cautioned about top-down direction – encourage buildings to develop goals which highlight the uniqueness of each building. Mr. Short asked about RTI and PBIS which started at a building level – would the programs have evolved differently if there had been a district focus.

4:01 – Mr. Sherman left the meeting.

Mrs. Wolkowicz asked if the DWEIC wants to adopt the timeline proposed by Mr. Short and encouraged the adoption of the timeline.

Mr. Fairchild stated that the timeline is on target and fits in with PHS.

4:02 – Mrs. Turner left the meeting;

The consensus was to accept the timeline as proposed.

3. Communications

Mr. Short announced that he and Mr. Morris have been looking for ways for the Board of Education and Superintendent to have more contact and an opportunity for dialogue with parents. A letter is being written to be sent to parent organizations offering to attend a meeting, to sit and listen and ask parents what is on “their minds.” The school board meeting format is not an easy venue for dialogue as it is not designed that way – a way to sit and genuinely talk without any agenda. The letter will explain why Mr.

Short and Mr. Morris are extending themselves asking for meeting dates for them and possibly other Board members to attend. Mr. Short commented that he and Mr. Morris have many one-on-one contacts within the community and this would be another opportunity to improve communication with parents.

In response to a question from Mr. Fairchild, Mr. Short and Mr. Morris confirmed they will continue to meet with faculty and will soon be scheduling those visits.

Mrs. Wolkowicz announced that two forums have been scheduled for PHS in November and December on the topics of the Code of Conduct and Scheduling. Perhaps one of those dates would be an opportunity for Mr. Short and Mr. Morris to meet with parents.

Mr. Short will keep DWEIC informed about the scheduling of meetings with the parent organizations.

Commenting on Friday's training, Mrs. Wolkowicz inquired about the timeline of accomplishments of DWEIC and SIPS. It was also suggested at the training to having a meeting of facilitators giving them an opportunity to discuss what is happening within each of their committees.

Mrs. Carrino responded that she has started a timeline of accomplishments. There was also a discussion of developing a guide to DWEIC in order to provide information for new or potential members.

4. Next Meeting's Agenda

Reminder: Agenda items should be forward to Mrs. Carrino up to a week before the next meeting.

- Data presentation
- DWEIC – FAQ
- Establishment of Sub-committee for review of New Program Proposals

5. New Member

Mr. Fairchild introduced Brandon Dunham who is one of the PHS student representatives.

6. Adjournment

Meeting adjourned at 4:17 p.m.

Mary Huckeba
Recorder

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Proposed 2008/2009 Time-Line for DWEIC
(Supporting SIPs' focus on goals and setting a universal direction)

November - February

- Data Shared (in chunks)
- Reinforce Building Goals
- Formalize Format for Goals (components)

March

- DWEIC Statement of Expectations
- Goal format standardized
- Goal standard; data driven and directed toward student achievement
- Particular concerns from DWEIC data review

April

- SIPs Begin Goals

May - June

- DWEIC receives individual building goals

September

- Committee structures and function reviewed
- Goals recognized
- Time-line for year established

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District-wide Educational Improvement Council (DWEIC) November 17, 2008 – Meeting Minutes

Present: Facilitator - Tina Coryea (CSEA President/CSEA At-Large Representative), Patty Amo (SMS Principal), Thelma Carrino (Assistant Superintendent for Instruction), Lisa Cyphers (Momot Parent), Rowena Killeen (Bailey Teacher), Mary Louise Lamberti (Momot Principal), Kathy Meyer (SMS Teacher), Clayton Morris (Board of Education President), Rod Sherman (Teachers' Association President), James Short (Superintendent of Schools), Sunshine Turner (PHS Teacher), and Mary Huckeba (Recorder).

Absent: Theresa Davies (Parent-At-Large), Brandon Dunham (PHS Student Representative), John Fairchild (PHS Principal), Mary Gertsch-Cochran (Momot Teacher), Vicki Morley (Oak Parent Representative), and Marne Pike (PHS Student Representative), and Marla Wolkowicz (PHS Parent).

1. Approval of October 27, 2008 Minutes

Mrs. Carrino moved, seconded by Mr. Short that the minutes of the October 27, 2008 meeting be accepted. There were no objections.

2. Introductions

Members in attendance introduced themselves to Lisa Cyphers. Mrs. Cyphers has joined DWEIC as the Momot parent representative.

3. Data Presentation

Mr. Short reviewed highlights of the 2008 School Enrollment & Projections Report.

Kindergarten enrollment is 23 students higher than projected resulting in the opening of another section of kindergarten at Bailey Avenue Elementary School in August.

Projections show the secondary (SMS and PHS) enrollments declining with the elementary enrollments increasing. In theory, as the primary students move through the system, the secondary enrollments will increase.

In response to a question from Mr. Sherman, Mr. Short explained that at the 6th grade level sometimes students enroll from Seton Academy or as non-residents.

Looking at enrollments, it is anticipated that another section of 5th grade will be needed at Momot while the second grade moving forward will result in a decrease of a 3rd grade section.

Members were encouraged to review the trends. Table III shows the impact of the birth rates on kindergarten enrollments while Graph I shows the rise in the City of Plattsburgh Birth Rates. Mr. Short reported that the birth rate trend for Clinton County shows an increase.

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Currently the District has the capacity for approximately 140 kindergarten students. Bailey and Momot do not have room for more classrooms. Mr. Sherman asked if any considerations have been given to add on to Momot, re-configure the Middle School, or re-open spaces at Duken. Mr. Short explained that he and Mr. Lebrun have been meeting with administrators to review facility usage at their buildings. What they are looking for is input/ideas to brainstorm.

Currently Plattsburgh is the only district in Clinton County which has integrated classrooms for CVES special education students. The rentals provide approximately \$150,000 in revenue. The one CVES group which might be easiest to displace is the class at Duken as they are not in an integrated classroom but are older students working on job skills.

Mr. Short reminded everyone that projections are an educated guess as to what might happen. He explained that non-residents have been dropping off dramatically; possibly due to the high cost of tuition.

On the issue of mobility (students entering the District), 43% came from Clinton County including the City of Plattsburgh, 25% from New York State outside of Clinton County, and 32% from other states and foreign countries. 44% of the current senior class has been in the District since kindergarten and the current eleventh grade is about 50%. The size of the graduating class is almost equal to their kindergarten class size. The common dominator of the states the students entered from or went to is the presence of Homeland Security. Student mobility may impact curriculum alignment and this will be looked at in detail when comparing test data. The District will begin comparing an individual student's data from grade-to-grade.

Another factor impacting the shortage of space is that in the last few years the District has been bringing a number of CVES classes to the District.

In response to a question regarding the listing of special education students in the projections, Mr. Short explained that in the past they were categorized as special education, but a decision has been made to account for all students with their grade level. Over the years, there have been many discussions as to when a student is counted as special education or counted at the grade level. Starting with this year's report, all students are accounted for at the grade level. This make sense has most students spend some part of their school day with their peers.

Mr. Sherman asked about looking at Universal Pre-kindergarten as a true universal pre-kindergarten program. Mr. Short acknowledged this will become an issue not only how the students are served but where the program is located.

4. DWEIC/SIP Update

As a result of discussion during the October SIP/DWEIC training, Mrs. Carrino reported on the development of guidelines/information to be given to new SIP/DWEIC members. Included in the packet will be the 2008/2009 DWEIC timeline, Strategic Foundation, Shared Decision Making Plan, District/Building Successes and the packet of materials the training facilitator (Don Mesibov) provided. One "master" set will be provided to each SIP facilitator so that copies can be made for distribution to new committee members.

Another recommendation of the training was for SIP and DWEIC facilitators to meet as a way to enhance communication. Mrs. Carrino and the DWEIC Facilitator, Mrs. Coryea, met recently with the SIP facilitators. After some discussion, it was decided that the facilitators will meet with Mrs. Carrino four times a year for sharing and that DWEIC and SIP minutes will be posted on the District's website.

5. Establishment of Sub-committee for review of New Program Proposals

Mrs. Carrino announced that New Program Proposals for the 2009/2010 school year are due to be submitted by November 30th and copies will then be provided to DWEIC members. She asked for volunteers to review the New Program Proposals. The subcommittee will meet to review and make

recommendations to the DWEIC at their January 26 meeting. DWEIC will then review and forward any recommendations to the Board of Education.

The following offered to serve on the sub-committee: Mr. Sherman, Mr. Short, Mrs. Amo, Mrs. Meyer, and Mrs. Lamberti. Mrs. Carrino will contact elementary teacher representatives for a volunteer.

6. Next Meeting's Agenda

Members were reminded to send agenda items to Mrs. Carrino before the next meeting.

7. Adjournment

Mrs. Lamberti and Mrs. Turner moved the meeting be adjourned at 3:59 p.m.

Mary S. Huckeba, Recorder

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District-wide Educational Improvement Council (DWEIC)

Meeting Minutes - December 15, 2008 – 3:15 p.m.

Present: Facilitator - Tina Coryea (CSEA President/CSEA At-Large Representative), Thelma Carrino (Assistant Superintendent for Instruction), Lisa Cyphers (Momot Parent), Theresa Davies (Parent-At-Large), Angela “Bunny” Esposito (SMS Parent Representative), John Fairchild (PHS Principal), Mary Gertsch-Cochran (Momot Teacher), Rowena Killeen (Bailey Teacher), Mary Louise Lamberti (Momot Principal), Kathy Meyer (SMS Teacher), Clayton Morris (Board of Education President), Marne Pike (PHS Student Representative), Rod Sherman (Teachers’ Association President), James Short (Superintendent of Schools), Marla Wolkowicz (PHS Parent), and Mary Huckeba (Recorder).

Absent: Patty Amo (SMS Principal), Brandon Dunham (PHS Student Representative), Sunshine Turner (PHS Teacher)

Angela “Bunny” Esposito was welcomed as the Middle School Parent Representative

1. Approval of November 17, 2008 Minutes

Mrs. Killeen moved the approval of the November 17, 2008 minutes. As there were no objections or corrections, the minutes were accepted as written.

2. Data Presentation: New York State Association of Small City School District’s (NYSASCSD) Benchmarking Report for Plattsburgh (Mr. Short)

Mr. Short reminded everyone that the enrollment report was distributed at the last meeting. Those who did not receive a copy should request a copy from his office. Mr. Short briefly reviewed the transition of students in and out of the District.

Mr. Short spoke about the New York State Association of Small City School Districts’ Benchmarking Report. Copies of the first section “Draft: Issues of Note for Plattsburgh” which contains a summary analysis of Academic Performance, a section on Using Data to Guide School Improvement, and a section on Reading this Report were distributed. Committee members were asked to review the information. Members were then asked what was of concern. Mrs. Wolkowicz commented on the math statistics. Mr. Short and Mr. Fairchild are currently working on collecting and reviewing cohort data on how students are progressing over time. Mrs. Wolkowicz noted the report comments on the amount of spending – costs in administration, benefits, and medical insurance and the component of efficiency. Mr.

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Short responded that PHS offers more electives than other area schools. Is this an area which should be looked at or is this where the District wants to target its resources?

Mr. Sherman commented on the Special Education spending which is higher than the State and comparable districts. Mr. Short will look at K-12 special education mobility.

Transportation was another area Mrs. Wolkowicz commented on.

Mr. Sherman stated that in the area of efficiency, at the last meeting he mentioned exploring the restructuring of the middle school to a 5-8 building. He asked what the advantages would be for students. Over the long term there might be some efficiency for 5th graders. Mrs. Lamberti commented that it is a big idea worth exploring – all ideas should be on the table. Mrs. Meyer stated that 6th grade teachers are elementary certified. Mrs. Wolkowicz asked if the SMS building could accommodate 5th grade students so as not to explore an option which would not be physically possible. Mr. Short stated that the way the SMS program is currently structured all the space is used; but with major program changes, space could be opened up.

Mrs. Meyer reported that at one time the SMS population was 650 and now it is at 408. Talking about a program change might be worth looking at as there are no projections for a dramatic increase in 6-8 enrollments in the near future.

Mr. Short noted that some in-efficiency might be okay if it defines what Plattsburgh wants for its students – such as a low staff student ratio.

Mr. Sherman stated the report indicates class sizes are similar to other districts but the professional staff student ratio being low indicates a large number of student services are provided.

Mrs. Davies asked about the ethnicity numbers showing we have less diversity than other school districts. Mrs. Carrino stated that for the State's Data Warehousing, the District needs at least 30 students in a sub-group in order for particular sub-group data to be reported. Income levels are pulled from coding for free and reduced lunches.

Mrs. Cyphers asked what are the District's "similar schools." A list will be provided.

Mr. Short told members he can get them all the test data someone might want. He asked members to think about what they want Plattsburgh City School District to be. He suggested looking at the PHS Profile, what students do after graduation, and the School District Report Card.

Mr. Sherman suggested that on an annual basis a questionnaire is sent to graduates. Mrs. Carrino noted this has been done in the past, using both mail and telephone, and the response rate was very low. Mr. Short spoke about a service called LifeTrack Services. Currently the District has not allocated funds for this service.

Mrs. Davies suggested using the Alumni Page but Mrs. Carrino noted this is not a District page. Mr. Short will bring information on LifeTrack Services to the next meeting.

Mrs. Wolkowicz suggested having June graduates visit in December. Mr. Fairchild reported they have tried this for several years, but the response has been very small. He suggested contacting Kim Quinn as she often has students return to speak to her classes.

3. Review of New Program Proposals (Mrs. Carrino)

Copies of the three New Program Proposals were provided to committee members. Members were asked to review and email Mrs. Carrino any questions so she can get answers for the review committee. There were other proposals which are part of existing programs and should not be categorized as New Program Proposals. She will review these with the sub-committee.

4. Next Meeting's Agenda

Ms. Coryea asked members to send agenda items to Mrs. Carrino

5. **Adjournment**

The meeting adjourned at 4:13 p.m.

Mary S. Huckeba
Recorder

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District-wide Educational Improvement Council (DWEIC)

Minutes of the January 26, 2009 Meeting Duken Conference Room

Present: Facilitator - Tina Coryea (CSEA President/CSEA At-Large Representative), Patty Amo (SMS Principal), Thelma Carrino (Assistant Superintendent for Instruction), Theresa Davies (Parent-At-Large), Angela “Bunny” Esposito (SMS Parent Representative), Mary Gertsch-Cochran (Momot Teacher), Rowena Killeen (Bailey Teacher), Mary Louise Lamberti (Momot Principal), Kathy Meyer (SMS Teacher), Rod Sherman (Teachers’ Association President), James Short (Superintendent of Schools), and Mary Huckeba (Recorder).

Absent: Lisa Cyphers (Momot Parent), Brandon Dunham (PHS Student Representative), John Fairchild (PHS Principal), Clayton Morris (Board of Education President), Marne Pike (PHS Student Representative), Sunshine Turner (PHS Teacher), and Marla Wolkowicz (PHS Parent).

1. **Approval of December 15, 2008 Minutes:** The minutes were accepted as written.

2. **Review of New Program Proposals**

Mrs. Carrino reviewed and responded to questions about the New Program Proposals and recommendations of the subcommittee. One proposal, which was submitted as a new program, was not considered as it is an extension of a current program. There were about five proposals which were presented to SIPs but were not forwarded on for consideration.

The following proposals were recommended to the Board of Education for inclusion in the 2009-2010 school year budget planning process.

- 1) SAT Prep Course: two 3-week sessions to be offered during the summer school session; cost for teacher salary to be offset by student tuition. DWEIC set the stipulation that this be self-supporting and follow the guidelines and timeline established by the District Office.
- 2) Film and Literature Elective: a one semester English elective for juniors and seniors. The cost is one time for the development of the course. DWEIC set the stipulation that class enrollment must meet usual requirements and that it is a one-time cost; with equipment, etc. funding or actual equipment be explored through the library, etc. and that the syllabus include a listing of offerings for the Assistant Superintendent for Instruction’s records and for parental information.

– **MISSION** –

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- 3) Graphing Calculator Utilization Course: offered to improve a student's knowledge of the application of the TI-84 graphing calculator in math and science classes. No additional cost is anticipated. DWEIC set the following stipulation: no additional FTE is required; it does not detract from available FTEs for current courses; referrals from former teachers, guidance, etc. be made for those students needing this as an "AIS" type of course; also alternative scheduling options be explored: after-school, summer, etc.

3. Summary of DWEIC and SIP Facilitators' Meeting

Mrs. Carrino reported that the facilitators feel the meetings are helpful. Mrs. Carrino stated that she is not receiving SIP minutes from a few buildings and asked representatives to remind the recorder to forward the minutes to her. Facilitators were given a packet of materials to share with new SIP members. Dick Rabideau from SMS was unable to attend and provided information via an email.

4. Key Indicators at Plattsburgh High School

Mr. Short provided copies of a report to be presented to area superintendents. The graduation rate over a three year period is increasing for students who complete in four years. He also reviewed Variables Affecting Success which shows stability (grades 9-12) at 93% with an attendance rate at 93%. District-wide (K-12) the stability rate is at 44%. That data indicates that students, who were in the District at 8th grade and are now juniors participating in the Guided Study Hall program, are showing marked successes on the ELA test and in mathematics. The data also shows a marked decrease in tardiness and absences of students in the program. Direct quotes of the students participating in the Guided Study Hall Program are very positive about how they feel about themselves and their teachers.

In reviewing other data, Mr. Short explained that the dropout rate is something the District continues to watch. Enrollment in CAP and AP courses is increasing. This past summer Math and Social Studies teachers did additional curriculum work. Students are taking the English Regents earlier opening more opportunities for electives and advanced placement classes once the exam is passed. The high school is working hard to reduce the number of referrals. Attendance and absenteeism is an area the high school will be focusing on. Mr. Sherman stated that completion of homework is another area of focus.

Mr. Short reported that Commissioner Mills noticed that Clinton County graduation rates are higher than other areas of the State. He recently attended a dinner meeting where students from area schools spoke about their programs. Plattsburgh students spoke about the impact of the Guided Study Hall Program on them. Beekmantown and other districts' students also spoke about what is happening in their districts.

Mr. Sherman reminded DWEIC members that they approved the Guided Study Hall Program as a new program proposal. The Guided Study Hall teachers have a lot of communication with regular classroom teachers. Mr. Short reported that Regent Dawson recently visited the District and asked to see how administrators and teachers were using data as well as visited the Guided Study Hall. Currently about 60 students are assigned to the program. Students are recommended as incoming 8th graders or through the high school AIS referral process.

5. Graduate Surveys

Ms. Esposito asked about graduate surveys. As this is a technology based era, she suggested getting student emails prior to graduating and then emailing an invite to participate in an online survey. Mr. Short responded there is a company which does this and costs about \$5,000 per year. It was suggested that if communication is sent regularly to graduates via email, they might be more inclined to stay in touch. Mrs. Carrino will look into using the District website to conduct an online survey.

6. Next Meeting's Agenda

Members were asked to send agenda items to Mrs. Carrino. Mrs. Coryea thanked her for collecting and forwarding SIP minutes as well as coordinating the preparation of DWEIC's agendas.

7. **Adjournment**

There being no further business, the meeting adjourned at 4:09 p.m.

Mary S. Huckeba
Recorder

2008/2009 Meeting Dates

(3rd Monday of the month except when school is not in session)*

~~September 15, 2008~~

February 23, 2009*

~~October 27, 2008*~~

March 16, 2009

~~November 17, 2008~~

April 20, 2009

~~December 15, 2008~~

May 18, 2009

~~January 26, 2009*~~

June 15, 2009

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District-wide Educational Improvement Council (DWEIC)

Minutes of the March 16, 2009 Meeting Duken Conference Room

Present: Facilitator - Tina Coryea (CSEA President/CSEA At-Large Representative), Patty Amo (SMS Principal), Thelma Carrino (Assistant Superintendent for Instruction), Theresa Davies (Parent-At-Large), John Fairchild (PHS Principal), Mary Gertsch-Cochran (Momot Teacher), Mary Louise Lamberti (Momot Principal), Kathy Meyer (SMS Teacher), Clayton Morris (Board of Education President), Marne Pike (PHS Student Representative), Rod Sherman (Teachers' Association President), James Short (Superintendent of Schools), Marla Wolkowicz (PHS Parent), and Mary Huckeba (Recorder)

Absent: Lisa Cyphers (Momot Parent), Brandon Dunham (PHS Student Representative), Angela "Bunny" Esposito (SMS Parent Representative), and Rowena Killeen (Bailey Teacher)

1. **Approval of January 26, 2009 Minutes**

Thelma Carrino moved, seconded by Mr. Sherman to accept the minutes of January 26, 2009 as written. There were no objections.

2. **Teacher Evaluation Committee Update** (Mrs. Carrino)

The committee has been meeting and suggestions have been made for revisions to the summative evaluation form. The committee's goal is to implement the revised evaluation for fall of 2009. The full committee will also be looking at a peer assistance and review format.

3. **SIP/Building Goals Standardized Form** (Mr. Short)

Copies of the standardized form were distributed. The format will allow all buildings to use the same format, submit them electronically, and eventually bring all goals into one document.

Mr. Short announced the he and Mr. Sherman have been invited back to the Shanker Institute in Washington which is where they obtained information on peer review.

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4. Impact of and Proposed 2009/2010 Budget (Mr. Short)

Mr. Short announced that in the Executive Budget there is a significant reduction in State Aid. The District's rollover budget calculates to a 3.36% increase which was less than the cost of living. There is a shortfall of approximately \$1.6 million and a 10.8% projected increase in the tax rate.

Mr. Short explained the three tiers of reductions he and Mr. Lebrun developed. The first tier reduction scenario does not reduce programs which directly impact students and includes staffing reductions through attrition (retirements/resignations). The second tier of reduction scenarios includes more layoffs and program reductions with the third tier eliminating programs and laying off 15 people.

The third budget scenario was reviewed by the Board of Education at their last meeting. This scenario takes into account the Federal Stimulus Money assuming it will erase the Deficient Reduction Assessment and includes Tier I reductions reducing the budget increase from 3.36% in the rollover budget to 1.5%. Included in the budget is a 7% increase in the cost of health insurance and additional retirements/resignations. This shows a 3.09% increase in the tax levy corresponding to 1.9% increase in the tax rate. There is about \$500,000 in reductions needed to get the change in the tax rate to the 0% the majority of the Board is looking for. Mr. Short cautioned that the increases in IDEA and Title funds through the Federal Stimulus package are for two years. Districts have been cautioned on how to use the additional funds knowing they might not be available after two years. He is also anticipating that a decrease in \$500,000 might be necessary for each of the next two years. Currently, the Board is waiting for the District to receive additional budget information from the State.

This winter at PHS a .5 fte typist position was not filled when the incumbent resigned. Overall with secretarial retirements which have been received, there will be a 1 fte reduction in secretaries district-wide keeping in mind the support needs for the PHS Guidance Office. Another savings during this year is the reduction on one monitor at PHS and the consolidation of tutoring at PHS which has saved approximately \$75,000 this year. One of the teacher retirements at Oak Street School will be filled by a transfer from Stafford Middle School not a new hire. A couple of contracts with the Clinton County Department of Social Services will not be renewed as there are student advocates and school psychologists within the District. Also included in the first tier scenario is a 50% reduction to employ the Athletic Trainer for only contact sports. There is physical education retirement which is being reviewed to see if the physical education staff can be scheduled to cover the position. Reductions in supplies and professional development have been implemented in the current school year.

Mr. Short announced he has been told that the District's use of Federal Stimulus money will be audited in the December 2009. Every dollar which comes to Plattsburgh will stimulate the economy through salaries and the purchase of items from local vendors who have become more competitive.

The goal is to keep people employed and to provide a quality program, while keeping property taxes down.

Mrs. Wolkowicz asked the value of the increase costs in health insurance and the cost to the District. She noted that everyone is challenged by what they have to pay for health insurance. Mr. Short stated that all employees pay a percentage towards their health insurance – teachers and administrators pay 15% and support staff members pay 5% of the premium costs.

Mrs. Wolkowicz asked about increasing elementary enrollments while secondary enrollments are declining. Mr. Short commented the District as a whole does not try to follow the numbers but looks at long term planning.

Mrs. Wolkowicz commented that it is easier to “swallow” an incremental tax increase than a large increase in one year. Mr. Short noted that over the last ten years, the ten year tax rate average is \$21.00 per thousand without any large fluctuations which is the result of the Board keeping the long-term picture in mind.

Mrs. Coryea asked how the information from the State is communicated to staff and the public. Mr. Short cautioned that sometimes what is written or portrayed in the media is not always current as information is constantly changing and subject to interpretation. Mr. Short reminded everyone that what is voted on is the spending plan. Once the spending plan is set the budget cannot be increased; but if less aid than anticipated is received, expenditures may be reduced.

Mr. Short announced that instead of a local summer school (6-12) program, the proposed budget includes participation in the CVES Regional Summer School which might be located at PHS and will save approximately \$75,000.

5. **Student News**

• PHS Play “Bye Bye Birdie”

Mrs. Meyer complimented Marne Pike on her performance in the weekend’s production of “Bye Bye Birdie.” This is one of the activities which makes Plattsburgh City School District what it is.

• 2009 MENC Eastern Division Conference All-Eastern Honors Ensemble

Mr. Fairchild announced that PHS student Ruby Roach was selected to perform in the 2009 All-Eastern Honors Ensembles as one of the 650 most musically talented high school students in the eastern region of the United States. At the conference she was also selected to perform as a soloist which was an additional honor.

6. **Next Meeting’s Agenda**

Mrs. Coryea thanked Miss Pike as representative of the PHS student body and all for attending the day’s meeting.

7. **Adjournment**

There being no further business, Mrs. Davies moved, seconded by Miss Pike that the meeting be adjourned. As there were no objections, the meeting adjourned at 4:23 p.m.

Mary Huckeba, Recorder

2008/2009 Meeting Dates

(3rd Monday of the month except when school is not in session)*

~~September 15, 2008~~

~~February 23, 2009*~~canceled

~~October 27, 2008*~~

~~March 16, 2009~~

~~November 17, 2008~~

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May 18, 2009

~~January 26, 2009*~~

June 15, 2009

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District-wide Educational Improvement Council (DWEIC)

Minutes of the April 20, 2009 Meeting Duken Conference Room

Present: Facilitator - Tina Coryea (CSEA President/CSEA At-Large Representative), Patty Amo (SMS Principal), Thelma Carrino (Assistant Superintendent for Instruction), Theresa Davies (Parent-At-Large), Angela “Bunny” Esposito (SMS Parent Representative), John Fairchild (PHS Principal), Mary Gertsch-Cochran (Momot Teacher), Rowena Genier Killeen (Bailey Teacher), Kathy Meyer (SMS Teacher), Marne Pike (PHS Student Representative), and Mary Huckeba (Recorder).

Absent: Lisa Cyphers (Momot Parent), Brandon Dunham (PHS Student Representative), Mary Louise Lamberti (Momot Principal), Clayton Morris (Board of Education President), Rod Sherman (Teachers’ Association President), James Short (Superintendent of Schools), and Marla Wolkowicz (PHS Parent).

1. Approval of March 16, 2009 Minutes

Mr. Fairchild and Mrs. Carrino moved that the minutes be accepted as written. There were no objections.

2. Presentation of the District’s Technology Plan

John Haubner spoke about the requirements for the District to develop a Technology Plan which is updated every three years and submitted to the Board of Education for approval. He explained that there have been major revisions to this year’s plan. The major changes are the development of Technology Guidelines for Teachers and Technology Benchmarks for Students which include a technology proficiency test to be given to students in the 8th grade. There was discussion on the teaching of keyboarding. Mr. Haubner stated there has been feedback regarding keyboarding skills and there is software available for students. Superintendent’s Days, after school and early release times will be available for staff training along with the availability of online courses. These documents were distributed via email asking for comments from the teaching staff. The plan will be finalized and presented to the Board of Education at the first meeting in May.

Mrs. Carrino commended Mr. Haubner and the committee as they are ahead of what the State Education Department is requiring.

Mrs. Meyer asked if there are enough computers in each building. Mr. Haubner responded that the District’s ratio is one computer for every two students and there are computer labs in all of the schools.

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The plan includes a replacement schedule for keeping technology up to date. He reported that, due to the work of the FSOs, the elementary schools have a large number of SMARTBoards and next year the District's focus will be SMARTBoards for SMS and PHS.

3. Next Meeting's Agenda

Members were reminded to forward agenda items to Mrs. Carrino.

4. Announcement

Mr. Fairchild announced that PHS is hosting an exhibit on the unintended consequences of drinking and driving from April 22nd – April 24th. "One Second Everything Changes" is a traveling exhibit consisting of enlarged photographic images, memorabilia, a timeline of events, and police documentation of two DWI crashes involving Franklin County students. It will be open for student viewing during the school day as well as after school. On Wednesday, April 22nd from 6-8 p.m., parents and community members are invited to an evening showing of "One Second Everything Changes." In addition to the exhibit, an informational session about underage drinking including the Parents Who Host, Lose the Most campaign will be held in the high school auditorium from 6:30-7 p.m. To conclude the week, Plattsburgh PRIDE's monthly assembly will give students an opportunity to listen to one of the victim's mothers, speak about her experience of losing her son to a drunk driver.

5. Adjournment

The meeting adjourned at 3:45 p.m.

Mary S. Huckeba
Recorder

2008/2009 Meeting Dates

(3rd Monday of the month except when school is not in session)*

~~September 15, 2008~~

~~February 23, 2009*~~ canceled

~~October 27, 2008*~~

~~March 16, 2009~~

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District-wide Educational Improvement Council (DWEIC)

Minutes of the May 18, 2009 Meeting Duken Conference Room

Present: Facilitator - Tina Coryea (CSEA President/CSEA At-Large Representative), Patty Amo (SMS Principal), Thelma Carrino (Assistant Superintendent for Instruction), Theresa Davies (Parent-At-Large), Angela “Bunny” Esposito (SMS Parent Representative), Rowena Genier (Bailey Teacher), Mary Gertsch-Cochran (Momot Teacher), Mary Louise Lamberti (Momot Principal), Kathy Meyer (SMS Teacher), Rod Sherman (Teachers’ Association President), James Short (Superintendent of Schools), and Mary Huckeba (Recorder).

Absent: Lisa Cyphers (Momot Parent), Brandon Dunham (PHS Student Representative), Clayton Morris (Board of Education President), Marne Pike (PHS Student Representative), and Marla Wolkowicz (PHS Parent)

1. Approval of April 20, 2009 Minutes

Mrs. Carrino moved the approval of the April 20, 2009. The minutes were accepted as written.

2. Review of Buildings’ SIP Goals

Mrs. Carrino reviewed the draft SIP Goals of each school building. Mr. Short stated that in the past SIP goals were finalized in early Fall and this year there is an effort to establish SIP goals for the upcoming school year before the end of the current school year. He stated it has been pointed out that at times this is difficult as buildings are evaluating the current year’s goals which in turn may impact the next year’s goals.

The draft SIP Goals for Oak, Bailey, Momot, Stafford Middle School, and Plattsburgh High School were reviewed.

Clarification was requested of the phrase “Conference requests must relate to PBIS, RTI, CFES, and/or literacy initiatives” in the PHS goals. It was also noted that under “Person(s) Responsible” in all items the Building Administrator was listed. A suggestion was made that the responsibility be shared with others.

On a general issue, Mrs. Carrino will recommend that unless the intent is to establish a Board of Education policy, the word “policy” be changed to “guidelines.”

Mr. Short asked members to contact Mrs. Carrino with any questions/concerns which she will pass on to the appropriate SIP. It would be helpful if this could be done as soon as possible before the SIPs meet again.

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Mrs. Carrino stated that final copies of the SIPs' goals may not be completed before DWEIC's June 15th meeting. She will forward final goal documents and year-end evaluations as they are received.

Mr. Short stated part of the DWEIC's job is to see that building goals support District-wide initiatives.

Mrs. Lamberti stated it is challenging when developing goals on how to measure completion.

3. Other

Mr. Sherman reviewed a discussion held at the Shanker Institute conference he and Mr. Short recently attended. The discussion was on the issue of using student testing as a means of accountability for teachers. He suggested it might be possible to analyze data to determine areas of teacher strengths in such a way as to enhance and broaden teacher use of best practices. Often data analysis is used to determine weak areas; this offers an alternative use of data. He will be discussing it further with his executive board and will continue to share thoughts on the subject.

Kudos were offered to the PHS After-prom Party Committee for an excellent event. Feedback from students and parents was highly positive. In answer to the question of how long PCSD has had an after-prom party: this is the sixth year.

4. Next Meeting's Agenda

Members were reminded to forward agenda items to Mrs. Carrino.

5. Adjournment

The meeting adjourned at 4:10 p.m.

Mary Huckeba, Recorder

2008/2009 Meeting Dates

(3rd Monday of the month except when school is not in session)*

~~September 15, 2008~~

~~February 23, 2009*~~ canceled

~~October 27, 2008*~~

~~March 16, 2009~~

~~November 17, 2008~~

~~April 20, 2009~~

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District-wide Educational Improvement Council (DWEIC)

Minutes of the June 15, 2009 Meeting Duken Conference Room

Present: Patty Amo (SMS Principal), Thelma Carrino (Assistant Superintendent for Instruction), Lisa Cyphers (Momot Parent), Theresa Davies (Parent-At-Large), Angela “Bunny” Esposito (SMS Parent Representative), Rowena Genier (Bailey Teacher), Mary Gertsch-Cochran (Momot 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), and Mary Huckeba (Recorder).

Absent: Facilitator - Tina Coryea (CSEA President/CSEA At-Large Representative), Brandon Dunham (PHS Student Representative), Mary Louise Lamberti (Momot Principal), Marne Pike (PHS Student Representative).

1. Approval of May 18, 2009 Minutes

Minutes were accepted as written.

2. Review of Buildings’ SIP Goals

Mrs. Carrino provided an update on the status of SIP Goals. PHS has re-tooled their goals and addressed some of the concerns mentioned at the last DWEIC meeting. Copies of Plattsburgh High School’s goals which have one more update, Stafford Middle School’s SIP Goals and Oak Street Elementary School’s SIP Goals were distributed. When she receives Bailey and Momot’s goals, Mrs. Carrino will re-distribute Oak’s due to part of some of the text being cut off during printing. The following acronyms were in question at the meeting: BOQ means Benchmark of Quality and EBS is the self-assessment universal survey – both are PBIS terms

3. District Initiatives

Mr. Short updated DWEIC on the District initiatives which were generated over this past winter and are now reflected in next year’s goals: Technology, RTI and PBIS, Special Education, College For Every Student (CFES) and literacy at PHS.

4. Student Engagement and Drop-out Prevention in CVES (BOCES) School Districts

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Commissioner Mills visited some Clinton County school districts in January seeking more information as to why graduation rates in Clinton County are increasing. As a result of his visit, area superintendents and Mr. King have had discussions on drop-out rates. Mr. Short reported that the America's Promise Alliance has identified five strengths of schools with success in lowering the drop-out rate: caring adults, safe places, a healthy start (food/nutrition), effective education, and opportunities to help out others. Mr. Short stated that what might appear to be little things are important attributes which are part of many of the District's building goals and initiatives.

One of the keys to transforming schools is by increasing the rigor of the core curriculum. Students are returning with the message to pick up the rigor in class. Mrs. Amo stated that at Stafford Middle School they are working on attendance by focusing on the chronically tardy or absent. Mr. Short stated the use of data systems is important to tracking student information and the District is data rich. From June 30 to July 8 the District will need to have people inputting data in nySTART. Hopefully, this will help the State Education Department to provide data to districts in a timely manner.

Mr. Sherman mentioned that many problems are resolved through the District's Shared Decision Making process where people meet to look for solutions, etc.

Mr. Short commented that the area the District needs to look at is its special education graduation rates. It has been found that increasing literacy is one of the keys to the success of all students.

Mrs. Wolkowicz asked if due to time constraints is all this possible. She asked if the heterogeneous and homogenous philosophy has been studied. Mr. Short stated that studies show that the more integrated a setting the more all students benefit.

In closing, Mr. Short suggested that in the middle of the next school year, DWEIC should ask for updates on progress toward goals.

5. Next Meeting's (September 28, 2009) Agenda

Organizational Items

A. Introduction of Members (New and Returning)

- *Mary Gertsch Cochran is being replaced by Roxanne LaBarge*
- *Mary Louise Lamberti by Diane Thompson*
- *Marla Wolkowicz stated it is difficult finding people who can serve due to time of day, etc,*
- *Lisa Cyphers expressed an interest in continuing to serve but will not have a student at Momot next year but children at SMS and PHS. Mrs. Wolkowicz will meet with her.*
- *Members were asked to contact Mrs. Carrino if they are not returning and who is replacing them.*

B. Selection of Facilitator

- *Per the rotation schedule, the next facilitator would be someone from the parent stakeholder group. If no one is available then an administrator would be next in rotation.*

C. Confirmation of Meeting Time and Dates

- *Mr. Short reported that in order to avoid scheduling conflicts, Mrs. Carrino has collected calendars from Administrators and the dates listed pose no conflicts.*

(3:15 p.m. on the last Monday of the month except* when school is not in session)

September 28, 2009	February 22, 2010
October 26, 2009	March 29, 2010
November 30, 2009	April 26, 2010
December 21, 2009*	May 24, 2010
January 25, 2010	June 21, 2010*

6. Adjournment

Meeting adjourned at 3:56 p.m.