

# Plattsburgh City School District

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## District-wide Educational Improvement Council (DWEIC)

### Minutes of the meeting held on September 28, 2009 Meeting Duken Conference Room

Present: Patty Amo (SMS Principal), Nina Bell (Oak Teacher), Thelma Carrino (Assistant Superintendent for Instruction), Lisa Cyphers (Parent-At-Large), Theresa Davies (Parent-At-Large), Angela “Bunny” Esposito (SMS Parent Representative), Rowena Genier (Bailey Teacher), Roxanne LaBarge (Momot Teacher), Kathy Meyer (SMS Teacher), Jessica Mitchell-Briehl (Momot Parent), Clayton Morris (Board of Education President), James Short (Superintendent of Schools), and Mary Huckeba (Recorder).

Absent: Tina Coryea (CSEA President/CSEA At-Large Representative), Diane Thompson (Bailey Principal), Don Merrick (PHS Principal), Marne Pike (PHS Student Representative), Rod Sherman (Teachers’ Association President), Jackie Testo (PHS Teacher), and Marla Wolkowicz (PHS Parent).

#### 1. Organizational Items

##### A. Introduction of Members (New and Returning)

New and returning members were welcomed and everyone introduced themselves.

Vacant committee positions are a second PHS student representative, Bailey-Oak parent representatives, and a CSEA representative.

##### 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.*

After some discussion, Lisa Cyphers agreed to be facilitator.

##### C. Confirmation of Meeting Time and Dates

The following meeting dates for 2009/2010 were confirmed.

(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

#### – 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.*

December 21, 2009\*  
January 25, 2010

May 24, 2010  
June 21, 2010\*

**2. Approval of June 15, 2009 Minutes**

The June 15, 2009 minutes were accepted as presented. Mr. Short explained that buildings are reviewing their 2009/2010 goals and the status of last year's goals. An update will be provided at a future meeting.

**3. Community Forum: Admission of Nonresident Students / Tuition Rates**

Mr. Short announced that a Community Forum is scheduled for Thursday, October 1. The purpose of the forum is for the Board of Education to receive input from the community on the Board's policy regarding nonresident students and tuition rates. Mr. Short explained that currently the district has been accepting nonresidents at the middle and high school levels because enrollments at the 6-12 levels are low. At the elementary level, enrollments are high therefore nonresidents have not been accepted in recent years. Secondary (6-12) tuition is \$9,416 and elementary K-5 is \$2,895. Tuition rates have been ramping up to the cost of the local share which comes from the State Education Department while in the past the rates were considerably lower and not tied to any formula/costs. Mr. Short outlined some of the views of the impact of nonresident students on the District. He explained that a group of MST students at SUNY Plattsburgh is studying school climate and the culture of school. They will be attending the forum as observers. Some of the students are City residents and/or graduates of PHS. Another group of SUNY students is contacting some parents of nonresident students for input as to why they have chosen to send their children to Plattsburgh City School District.

Mr. Morris said the Board has been discussing this issue for about ten years and Board members' positions on the issue varies.

In response to a question, Mr. Short commented that with secondary enrollments declining, enrollment in some of the electives at PHS is also declining which may impact whether or not an elective will continued to be offered. With secondary enrollments low, a number of additional students can be added without additional costs.

In response to a question regarding costs related to educating a special education student, Mr. Short acknowledged that in some instances there might be additional costs related to providing services; but the District cannot discriminate because a student is classified.

Mr. Short explained that if someone personally pays school taxes for property owned within the City, the amount paid in school taxes can be credited towards the amount of tuition owned. He also stated that some districts do not allow nonresidents and some allow nonresidents at no cost. Mr. Short will look into what other area districts charge for tuition.

The Board is looking for input: How does this affect education? How does this affect what can be provided to students? What about the impact of taking students from neighboring school districts? What is the impact on parochial school enrollments?

**4. Vision for the District**

Mr. Short reported on his vision and direction for the school district which he has discussed with the Board of Education and Principals. What does a world class school looks like? What does it takes to move from a very good school to something that is exceptional? He provided the following snapshot of a world class school:

- Less than 1% dropout rate (Plattsburgh's is under 10% which is better or lower than most of New York State)
- Academic achievement is measured by more than academic tests – world class students are creative and think out-of-the-box
- Have adopted all students can learn but go further saying all participants are on a learning curve
- Continue spirit that things are getting better

- Keep looking for new ways for things to get better
- Character, social responsibility, and civic engagement
- All graduates experience success their first year after graduation
- Strong positive energy, relationship – you can sense the energy when you walk in the school door
- Use of student data for continuous improvement
- Sustained professional development

5. **Agenda Items for Next Meeting – October 26, 2009**

- Review of SIP Goals
- Community Forum Follow-up
- Status of Teacher Evaluation Process
- Data DWEIC might find useful
- SIP/DWEIC Training – status for this year?

6. **Adjournment**

Meeting adjourned at 4:19 p.m.

Mary Huckeba, Recorder

**2009/2010 Meeting Dates**

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

<del>September 28, 2009</del>	February 22, 2010
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## District-wide Educational Improvement Council (DWEIC)

### Minutes of the meeting held on October 26, 2009 Meeting Duken Conference Room

Present: Nina Bell (Oak Teacher), Thelma Carrino (Assistant Superintendent for Instruction), Tina Coryea (CSEA President), Lisa Cyphers (Parent-At-Large), Angela “Bunny” Esposito (SMS Parent Representative), Rowena Genier (Bailey Teacher), Roxanne LaBarge (Momot 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: Patty Amo (SMS Principal), Theresa Davies (Parent-At-Large), Donna Durocher (CSEA), Don Merrick (PHS Principal), Kathy Meyer (SMS Teacher), Jessica Mitchell-Briehl (Momot Parent), Marne Pike (PHS Student Representative), Jackie Testo (PHS Teacher), and Diane Thompson (Bailey Principal)

#### 1. Approval of September 28, 2009 Minutes

The minutes were accepted as presented.

#### 2. Review of Building SIP Goals

Mrs. Carrino distributed copies of each building’s SIP Goals for 2009/2010 and reviewed the different types of data which would provide information on the success of a building in attaining the building’s goals. Mr. Short expanded on Mrs. Carrino’s comments. Usually in the fall or early November buildings are asked to provide accountability on their achievement of their goals. Efforts are being made to push the evaluation back to the spring of each school year so that it may be used to inform new goals.

Mrs. Bell noted that on some of the forms there is a column labeled Status/Outcome of each Objective and on others it is missing.

All buildings will be requested to add “Status/Outcome” to their form. It was suggested to go back to the SIPs and ask what they are using to determine the status/outcome of an objective.

Mr. Sherman asked about a District-wide SIP meeting in the late spring for all SIPs to report out. Mrs. Carrino stated at this time there is no plan for a district-wide meeting.

Mr. Short stated that with the DWEIC reviewing the goals there will be more accountability at the District level.

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Mrs. Wolkowicz noted that one of Momot's goals is to increase different levels and types of parent engagement. Ms. LaBarge expanded on Momot's goal stating that it was suggested due to some of the funding which is received at Momot; and when stated as a goal, it formalizes and documents what is occurring. Mrs. Wolkowicz stated there is not a formal way of highlighting the activities and accomplishments of the various parent groups. She then clarified what she was asking is if the parent groups are involved in the Shared Decision Making process at each building. Are they working together with administration to address meaningful topics for parents and students?

Speaking as a parent, Mrs. Bell stated that she finds that at the elementary level there is communication. It might be easier because of the student age level.

Mr. Short asked are parent groups fostering the same goals as the school. Mrs. Carrino stated that years ago leaders of parents groups used to meet. Mr. Sherman stated that at PHS as more staff attend the CSO meetings, there is a potential for more involvement and help.

Mrs. Wolkowicz said that work was done on the transitioning of students from the middle school and high school with the parents and administration working together.

Ms. LaBarge said she thought the goal was directed at parents who are not involved in the school and to try to expand the group of parents who are comfortable participating in school activities – reaching out to those who are reluctant to come into the school.

Mrs. Wolkowicz noted that the Mr. Hurlock is always present at CSO meetings but usually there are no teachers while in other buildings, in addition to an administrator, there is usually a teacher present.

Mrs. Cyphers suggested everyone review the goals while thinking of what type of data would determine the success of an objective.

Mr. Short summarized that each building will be asked to include the "Status/Outcome" and that the DWEIC would like to see the accountability side throughout the year. Bailey and Oak will be reviewed at the next meeting.

### **3. PHS Principal Search – Update**

Mrs. Carrino reported that the committee conducted a paper screening and invited 7 people for interviews. Five candidates were interviewed and two have been moved forward. On November 3 and November 4 each candidate will have time to visit PHS and meet with students and staff. There will be a public forum on November 4 at starting a 5 p.m. and a document will be available to provide feedback to the Board. At the forum candidates will have an opportunity to introduce themselves and speak about their background and interest in coming to PHS. They will also be asked to present their vision for PHS. Following the forum the candidates will be interviewed by the Board of Education. Five PHS student council members will have time with the candidates while providing a tour of the school. PHS Staff and Faculty will have an opportunity to meet with the candidates immediately following the student sessions. Administrators will visit with each candidate between the forum and their Board interview.

Mr. Short stated that a press release will be issued Thursday announcing the names of the two finalists. The information in the press release will be shared with the PHS faculty, staff, and students on Wednesday. It is expected there will be a recommendation for appointment by the Board of Education at the November 12 meeting. It might be possible for the new principal to start after the Holiday Recess.

### **4. Peer Assistance Review (PAR) Process**

Due to time, this will be the first agenda item for the next meeting. Information on the Peer Assistance Review Process will be provided to members prior to the next meeting.

5. **Agenda Items for Next Meeting – November 30, 2009**

- Peer Assistant Review (PAR)
- Review Bailey-Oak data
- New Program Proposals Review Committee (Thelma Carrino)

6. **Adjournment**

Meeting adjourned at 4:00 p.m.

Mary S. Huckeba, Recorder

.....**2009/2010 Meeting Dates**.....

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## District-wide Educational Improvement Council (DWEIC)

### Minutes of the meeting held on November 30, 2009 Meeting Duken Conference Room

Present: Patty Amo (SMS Principal), Nina Bell (Oak Teacher), Thelma Carrino (Assistant Superintendent for Instruction), Lisa Cyphers (Parent-At-Large), Donna Durocher (CSEA), Angela “Bunny” Esposito (SMS Parent Representative), Rowena Genier (Bailey Teacher), Kathy Meyer (SMS Teacher), Jessica Mitchell-Briehl (Momot Parent), Clayton Morris (Board of Education President), Rod Sherman (Teachers’ Association President), James Short (Superintendent of Schools), Jackie Testo (PHS Teacher), Diane Thompson (Bailey Principal), and Marla Wolkowicz (PHS Parent).

Absent: Tina Coryea (CSEA President), Theresa Davies (Parent-At-Large), Roxanne LaBarge (Momot Teacher), Don Merrick (PHS Principal), Marne Pike (PHS Student Representative), and Mary Huckeba (Recorder).

#### 1. Approval of October 26, 2009 Minutes

The minutes were accepted as presented.

#### 2. Peer Assistance Review (PAR)

Mr. Sherman reviewed the history of PAR and the invitation to participate in an AFT grant through NYSUT. This was the original impetus for the District’s Mentor Program as well. The NYSUT press release was handed out. Five New York State districts and some from Rhode Island will work together to create PAR for classroom teachers (to start). Experienced teachers will be part of the review process for new teachers. Ultimately PAR will be considered for all professional staff (including administrators). This process would play on others’ strengths and decrease the isolation of teachers as well as expand a teacher’s support base.

The team will start work on December 1 with small groups working together to develop:

- teaching standards – mastery level
- evaluation instrument – design and develop
- governance structure for PAR to work
  - selection of reviewers
  - selection of assistants, etc.
  - resources

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PAR dovetails with the Secretary of Education, Commissioner of Education, and the Board of Regents' directives for teacher preparation. During the first year, a panel will review all probationary teacher evaluations, give input and offer recommendations for professional development, etc.

Mrs. Wolkowicz: How can you implement any needed change with tenure in place?

How can PAR be objective because the group is so intimate?

Would new ideas from new teachers be downplayed by those who don't embrace new ideas?

Mr. Short: Size does come into play in a smaller district; however, our team's work with the other districts will help to answer some of these questions.

Mr. Sherman: At this point the panel will make recommendations to the Superintendent to consider in his role as the sole person to make tenure recommendations to the Board of Education. It gives more people an opportunity for input, so it should help avoid the issue of bias or lack of objectivity.

Mr. Morris: This will provide more help to teachers to get better sooner with more "eyes" helping.

Mrs. Esposito: PAR is to evaluate new teachers' instruction/strategies, not their "ideas."

On December 1<sup>st</sup>, about 14 or 15 people are going to Albany to begin working with the other team members. Commissioner Steiner is expected to attend. Secretary of Education Duncan is "watching" this process. This has been a goal of PCSD for many years; and finally, all stakeholders are ready to move forward.

### **3. Review Bailey/Oak Goals**

Ms. Bell handed out a summary of goals worked on to date from Oak Elementary School. Their survey needs to be redone to receive more responses. Goal 1, Objective 3 is for an opportunity to be made available for observations.

Mrs. Cyphers stated Bailey's Culture of Poverty would be good for all buildings in the District.

Mrs. Carrino stated this is in process at all buildings at some level and has been a main focus for others in past years.

### **4. New Program Proposals Review Committee**

Mrs. Carrino asked for volunteers for the New Program Proposals Review Committee. Kathy Meyer, Jessica Mitchell-Briehl, Marla Wolkowicz, and Rowena Genier volunteered to serve. Mrs. Carrino will ask an administrator to serve on the committee. A date has not yet been set for the meeting.

### **5. Agenda Items for Next Meeting – December 21, 2009**

1. Complete Review of Bailey/Oak Goals
2. Begin Review of Momot Goals
3. PAR update

### **6. Adjournment**

Meeting adjourned at 4:10 p.m.

Thelma Carrino, Recorder

.....**2009/2010 Meeting Dates**.....

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

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## District-wide Educational Improvement Council (DWEIC)

### Minutes of the meeting held on December 21, 2009 Meeting Duken Conference Room

Present: Thelma Carrino (Assistant Superintendent for Instruction), Theresa Davies (Parent-At-Large), Donna Durocher (CSEA), Jessica Mitchell-Briehl (Momot Parent), Clayton Morris (Board of Education President), James Short (Superintendent of Schools), Marla Wolkowicz (PHS Parent), and Mary Huckeba (Recorder).

Absent: Patty Amo (SMS Principal), Nina Bell (Oak Teacher), Jackie Cianfrocco (PHS Teacher), Tina Coryea (CSEA President), Lisa Cyphers (Parent-At-Large), Angela “Bunny” Esposito (SMS Parent Representative), Rowena Genier (Bailey Teacher), Kathy Meyer (SMS Teacher), Roxanne LaBarge (Momot Teacher), Don Merrick (PHS Principal), Marne Pike (PHS Student Representative), Rod Sherman (Teachers’ Association President), and Diane Thompson (Bailey Principal)

#### 1. Shared Decision Making – Biennial Review

Mr. Short announced that we need to review and re-adopt the District’s Shared Decision Making Plan. Through DWEIC, Mr. Short is asking each of the building SIPs to review the Shared Decision Making Plan and report back to DWEIC on January 25, 2010. Once the SIP reviews are complete, then the plan will be presented to the Board of Education for re-certification.

#### 2. Approval of November 30, 2009 Minutes

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

#### 3. Complete Review of Bailey/Oak Goals

Due to a number of absences, goals were not reviewed and will be moved to the January meeting. Mrs. Carrino distributed additional information received from Mrs. Thompson.

#### 4. Begin Review of Momot Goals

Mrs. Carrino distributed Momot’s Building Goals. Mrs. Lamberti was in attendance as Ms. LaBarge was unable to attend; but, due to a number of absences, goals were not reviewed and this item will be moved to the January meeting.

#### 5. New Program Proposals

#### – MISSION –

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Mrs. Carrino distributed copies of New Program Proposals received for 2010-2011. Members were asked to review and to forward to her any questions/comments. The New Program Proposal Sub-committee will meet to prepare recommendations for the January 25, 2010 DWEIC meeting.

**6. Peer Assistance Review (PAR) Update**

Mr. Short provided an update on PAR. Committee members are gathering additional information including names of people working with PAR as well as districts currently using PAR. The District will be partnering/collaborating with a school in Rhode Island who is also implementing PAR. AFT and NYSUT are bringing onboard people who are researching as well as practicing PAR. Plattsburgh is one of six districts in New York State being funded through a grant to implement Peer Assistance Review. The project is designed to be a two-year commitment. People are working on New York State standards for teachers. The process of teacher evaluation (between teacher and evaluator) is being designed. They are also working towards the establishment of a peer review team of educators. Locally the Plattsburgh group is focused on reviewing the teacher evaluation matrix by reviewing evaluations of all non-tenured teachers and the evaluation matrix to see how it actually works.

Mr. Short cautioned there is a separation between the evaluation process and the work between the mentor and mentee. Mrs. Carrino stated that the formal mentor program is for first year teachers. Mr. Short stated the District is starting a similar mentor program for new administrator.

In response to a question from Mrs. Wolkowicz, Mr. Short explained that people are aware of the potential difficulty of changing the mindset of peers evaluating peers who might be co-workers or friends.

Mrs. Wolkowicz asked if the protocol of peer review can take place between tenured staff. Mr. Short, Mr. Morris, and Mrs. Carrino all said the teachers' union is supportive and it has taken place in other states and the PAR model has driven a higher level of professional within those school systems.

The investment is that the federal fund innovation grant pays expenses for substitutes and travel to meetings/workshops. The District's investment is the emotional investment of staff time.

**7. Agenda Items for Next Meeting – January 25, 2010**

1. Biennial Review of the Shared Decision Making Plan.
2. Completing review of Bailey-Oak and Momot Goals.
3. Recommendation from New Program Proposals Subcommittee
4. Prepare for review of SMS and PHS Goals for the February meeting.

**8. Scholarships for CAP Program Students**

Mrs. Davies asked about researching a CAP scholarship fund. Mr. Short stated that there has been dialogue with Clinton Community College Administration to support the CAP program through a scholarship fund or reduced tuition. At an upcoming meeting of the area Chief School Officers this is one topic to be discussed – why is there a cost to students when there is no direct cost to the college to offer the program. It has become a multi-district issue. According to Mr. Short, perhaps under a scholarship fund there could be a line to support CAP. At one time there was a small fund funded by three community members; but it has been depleted as it was not self-sustaining. It was suggested to look at Paul Smith's as their cost is significantly lower than CCC. Mr. Short cautioned that students need to look at the transfer credits in relation to the college program they may be entering.

**8. Adjournment**

The meeting adjourned at 4:04 p.m.

Mary Huckeba  
Recorder

.....**2009/2010 Meeting Dates**.....

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## District-wide Educational Improvement Council (DWEIC)

### Minutes of the meeting held on January 25, 2010 Meeting Duken Break Room

Present: Nina Bell (Oak Teacher), Thelma Carrino (Assistant Superintendent for Instruction), Lisa Cyphers (Parent-At-Large), Theresa Davies (Parent-At-Large), Wendy DeMane (PHS Teacher), Donna Durocher (CSEA), Rowena Genier (Bailey Teacher), Glenn Hurlock (PHS Principal), Roxanne LaBarge (Momot Teacher), Rod Sherman (Teachers' Association President), Diane Thompson (Bailey Principal) and Mary Huckeba (Recorder).

Absent: Patty Amo (SMS Principal), Tina Coryea (CSEA President), Angela "Bunny" Esposito (SMS Parent Representative), Kathy Meyer (SMS Teacher), Jessica Mitchell-Briehl (Momot Parent), Clayton Morris (Board of Education President), Marne Pike (PHS Student Representative), James Short (Superintendent of Schools), and Marla Wolkowicz (PHS Parent)

Wendy DeMane was welcomed to the committee.

#### 1. December 21, 2009 Minutes – Approval

Ms. Genier and Mrs. Davies moved that the minutes be accepted as corrected. (Mrs. Davies' name was spelled Davis.) As there were no objections, the minutes were accepted.

#### 2. Shared Decision Making Plan – Biennial Review

Mrs. Carrino asked representatives from each building to report on the status of their SIP's review of the Shared Decision Making Plan.

PHS: Mr. Hurlock will bring the matter to the SIP

Momot: Ms. LaBarge reported everything was okay per the Momot SIP.

Bailey: Ms. Genier reported everything was okay per the Bailey SIP.

Oak: Mrs. Bell will check with Mrs. Zales.

SMS: Mrs. Carrino will contact Mrs. Amo.

The Shared Decision Making Plan will be presented to the Board of Education on January 28, 2010 to be recertified.

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**3. New Program Proposals – Review**

Mrs. Carrino reported that the subcommittee met and reviewed the proposals.

- 12:1:1 Special Education Classroom at Bailey – This is a continuum of services with a savings of approximately \$69,000 depending on whether or not there will be a need to add a teaching assistant. Continuum of services are not part of the New Program Proposal Process but implemented through the development of the budget.

**New Program Proposals without additional costs to the District**

- PHS is proposing a second semester of Architecture. The committee gave it a 2.5 and asked for more information. However, since the proposal was presented, PHS has decided not to move forward with it.
- PHS is proposing the establishment of a half year course on the Cold War as a sequence to the WWII half year course. The review committee has recommended the proposal move forward to the Board.
- PHS is proposing that the extracurricular activity Science Olympiad be converted into a course. The review committee has recommended, with strong support, that the proposal move forward to the Board.

**New Program Proposals with additional costs to the District**

- PHS is proposing an Introduction to Philosophy course. The course would only be offered if there is a minimum enrollment of 10 students and the course is approved as a CAP course. The purchase of textbooks would be supported by the District's textbook code. The review committee has recommended the proposal move forward to the Board.

**4. Review of Bailey Avenue Elementary School's and Oak Street Elementary School's Goals**

The reviews of the goals for Bailey Avenue Elementary School and Oak Street Elementary School were completed and a progress report will be presented in the spring.

**5. Review of Momot Elementary School's Goals**

Mrs. Carrino distributed a copy of Momot's goals including Status/Outcomes. Representatives from Bailey and Oak requested copies of the Progress Monitoring Template. In response to a question about Study Groups, Ms. LaBarge reported that three study groups have been established. She explained that when there is an interest in a study group, Mrs. Lamberti will send out an informational email to staff to see if there is sufficient interest. If there is interest and before the start of the activity, the process for approval for Inservice Credit is initiated. It was stressed that approval for inservice credit should be received before the start of any activity. If anyone has any questions, they can contact Mrs. Carrino. Mrs. Bell suggested that the staffs of Bailey-Oak work together as a study group. Mrs. Carrino reported that one group is using Moodle which allows others to log in and participate.

**6. Agenda Items for Next Meeting – February 22, 2010**

1. Review of Goals (Everyone was asked to review prior to the meeting.)
  - Stafford Middle School
  - Plattsburgh High School
2. PHS Student Representation – Mr. Hurlock will check with the Student Council

**7. Other**

In response to Mrs. Wolkowicz's concerns at the December meeting about Peer Assistance Review (PAR), Mr. Sherman asked the parents present if they had concerns about the PAR process. Mrs. Cyphers said she thinks that it will be a great program following the

transition period. Mrs. Carrino stated that the District’s mentor program has been helpful to new teachers and that PAR is another means for professional growth. Mr. Sherman clarified that the program will not be just for probationary teachers; but in the future, open to all teachers.

Mr. Hurlock stated that in a previous position he did a form of peer assistance review and it was a tremendous help in renewing energy. He found it to be a great program.

7. **Adjournment**

The meeting adjourned at 3:51 p.m..

Mary S. Huckeba  
Recorder

**2009/2010 Meeting Dates**

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<del>December 21, 2009*</del>	May 24, 2010
<del>January 25, 2010</del>	June 21, 2010*

# Plattsburgh City School District

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## District-wide Educational Improvement Council (DWEIC)

### Minutes of the meeting held on February 22, 2010 Meeting Duken Conference Room

Present: Patty Amo (SMS Principal), Thelma Carrino (Assistant Superintendent for Instruction), Theresa Davies (Parent-At-Large), Donna Durocher (CSEA), Angela “Bunny” Esposito (SMS Parent Representative), Rowena Genier (Bailey Teacher), Glenn Hurlock (PHS Principal), Roxanne LaBarge (Momot Teacher), James Short (Superintendent of Schools), Marla Wolkowicz (PHS Parent), and Mary Huckeba (Recorder).

Absent: Nina Bell (Oak Teacher), Lisa Cyphers (Parent-At-Large), Wendy DeMane (PHS Teacher), Kathy Meyer (SMS Teacher), Jessica Mitchell-Briehl (Momot Parent), Clayton Morris (Board of Education President), Marne Pike (PHS Student Representative), Rod Sherman (Teachers’ Association President), and Diane Thompson (Bailey Principal).

#### 1. Acceptance of January 25, 2010 Minutes

Ms. LaBarge and Mrs. Davies recommended that the minutes be accepted as written. As there were no objections, the minutes were accepted as written.

#### 2. Review of Building Goals

##### 2.1 Stafford Middle School

As Goal # 4 was missing part of the Status/Outcome, Mrs. Amo provided the missing information: time has been extended by the principal to pairs/teams of teachers.

Mrs. Amo asked about a software program for establishing teacher webpages which are consistent throughout the District. Mrs. Carrino reported that the District Technology Committee is looking at software as well as some inservice activities. Mrs. Wolkowicz asked about the school-wide list serve and Mrs. Amo reported that over 50% of SMS families are on the list serve. She has received positive feedback and suggestions on the use of the list serve. Middle School staff is working to increase participation and is continuing to send “hard” copies as well as electronic copies. In the future they are looking to mail only to those families not participating in the list serve. Speaking as a middle school parent, Mrs. Esposito commented it has been a great thing.

Mrs. Amo reported that the guided study hall program (Goal #3) has been incorporated into the 2009/2010 master schedule. In most instances, it is a common area teacher who works with the students during the guided study hall.

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Regarding the implementation of book study groups (Goal #2), Mrs. Amo explained that it has not been started this year. She noted that in the past, they have used Moodle as a way of meeting online. She also stated that while study groups can be very time consuming to establish, staff members have found the information insightful. Ms. LaBarge stated Momot has numerous study groups which have brought forth a variety of ideas; and at times, the study groups will report-out at meetings.

Referring to Goal #5 Mrs. Amo reported a committee has been formed to track students who are absent or tardy to school and/or class. If a tardy is unexcused, there is a consequence for that day or the day after; and as a result, the number of unexcused tardies has decreased. Stating that some tardiness is the result of dropping siblings off at another school, Mr. Hurlock asked if there have been discussions concerning the staggering of starting times. Mrs. Carrino stated it has been discussed in the past and the current schedules are the result; but perhaps it might be time to re-visit the issue.

## 2.2 Plattsburgh High School

Mr. Hurlock reported that the first objective of Goal #1 to improve instructional skills related to literacy is about 25% completed as there will not be a second Superintendent's Conference Day in the spring; and when the Action Plan was written, it was with the expectation of two Superintendent's Conference Days during the 2009/2010 school year. They are working to improve literacy (reading/writing) across the curriculum. In response to a question from Mrs. Wolkowicz on vocabulary, Mr. Hurlock stated that this is ongoing and the suggestion to work on vocabulary over the summer has not been well received by students in the past. Mrs. Wolkowicz suggested students produce lists of vocabulary words they do not understand when reading books over the summer.

Mrs. Wolkowicz stated she liked Goal #3 regarding developing a guideline to deal with plagiarism and cheating. Mrs. Carrino remarked that plagiarism is also part of the K-12 library instructional program, as appropriate to each grade level.

## 3. 2010/2011 Budget

Mr. Short provided information regarding development of the 2010/2011 School District Budget. He stated that the Board is reviewing building goals as well as district initiatives such as technology, PBIS, and RTI. They are part of the driving factors to help the Board in decision making. Also, the Board has requested a list of mandated and non-mandated functions. He explained that there are some functions not mandated but the school system could not operate without, such as integrated technology and email communications. The Board will review various reports such as enrollment projections and the technical assistance report which includes wealth ratios and City tax levels. The feeling is that the community could not handle taxing out of the budget shortfall.

He reported that the Board has offered members of the Plattsburgh Teachers' Association a generous retirement incentive which is advantageous for the District as well as the teachers. Retirement incentives are being developed for support and administrative staff but most likely will not be as generous as the one offered the teaching staff as the numbers do not support the same incentive. The Board is hopeful that retirements might help prevent laying off of teaching staff. The other area to review is the application of strategic reserves and fund balance with the caution of using strategic reserves for one time and/or short term expenses. The Board will be having more discussions at it March meetings; especially once the retirement incentive closes on March 10, 2010.

Mrs. Wolkowicz asked if the Board will be looking at the District's strengths and what makes Plattsburgh City School District unique. Mr. Short responded the Board has and will continue to look at makes PCSD what it is. One example is the Odyssey Program which impacts a large majority of the students who, when they attend high school, tend to take advance courses. The Board has given Mr. Short overtures to look at starting reductions in the Spring (such as cutting assistant coaches) while keeping the District's programs moving forward. The projected 2010/2011 budget gap is a little over \$2.8 million

compared to last year’s \$800,000. \$2.8 million equates to approximately 20 teaching positions. Last year the Federal Government bailed out many districts. State and local governments cannot run in a deficit while the Federal Government may run in a deficit. Another indicator of the state of New York State is that it has borrowed against next year’s Federal aid to pay this year’s bills.

Mrs. Carrino stated everyone will be working on budget and Mr. Short will have more information for the March DWEIC meeting. At the March 11 Board of Education meeting, it is expected there will be extensive discussions on the 2010/2011 budget. Mr. Short stated that due to reporting requirements, the budget needs to be completed in April in preparation for the May vote.

**4. Agenda Items for Next Meeting – March 29, 2010**

- PAR Update
- 2010/2011 Budget Status and Priorities

**5. Other**

Mrs. Wolkowicz stated it is difficult to get parents to attend meetings due to the time scheduled. She suggested there is a need to seriously look at how decisions are made and the opportunities for parents to be involved when meetings are held at 3:15 on a Monday. Mr. Short understood the need to look for opportunities for parents to help students. Mrs. Carrino stated that, in the past, different times have been tried but without any long-term successes. Mrs. Wolkowicz suggested alternative ways of meeting – i.e. Moodling. As an example of the District’s exploring alternative communication methods, Mr. Short commented that he is working with a SUNY Plattsburgh student who wants to work with PHS on a follow-up graduate student survey. He is suggesting using a medium students use such as Facebook – more information to follow.

**5. Adjournment**

The meeting adjourned at 4:09 p.m.

Mary Huckeba, Recorder

**.....2009/2010 Meeting Dates.....**

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

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## Conference Room – 3:15 p.m. District-wide Educational Improvement Council (DWEIC)

### Minutes of the meeting held on March 29, 2010 Meeting Duken Conference Room – 3:15 p.m.

Present: Patty Amo (SMS Principal), Nina Bell (Oak Teacher), Kendrick Buchala (PHS Student Representative), Thelma Carrino (Assistant Superintendent for Instruction), Lisa Cyphers (Parent-At-Large), Wendy DeMane (PHS Teacher), Donna Durocher (CSEA), Angela “Bunny” Esposito (SMS Parent Representative), Rowena Genier (Bailey Teacher), Glenn Hurlock (PHS Principal), Roxanne LaBarge (Momot Teacher), Kathy Meyer (SMS Teacher), Rod Sherman (Teachers’ Association President), James Short (Superintendent of Schools), and Mary Huckeba (Recorder).

Absent: Theresa Davies (Parent-At-Large), Jessica Mitchell-Briehl (Momot Parent), Clayton Morris (Board of Education President), Diane Thompson (Bailey Principal), and Marla Wolkowicz (PHS Parent).

#### 1. **February 22, 2010 Minutes**

Ms. LaBarge and Mrs. Cyphers moved the minutes be accepted. As there were no objections, the minutes were accepted.

#### 2. **Peer Assistance Review (PAR) Update**

Mr. Short reported that the team recently met in Albany. The model for each district’s team will be tailored to the needs and size of the particular district. Within each district’s team are groups working on different aspects of the PAR process.

One group is working on teaching standards with the intention that everyone meets the standards and works with the standards. Another group is working on researched based evaluation models which will be matched with the teaching standards. Some of the multiple measures which are being reviewed are students’ yearly progress, student feedback, peer assistance review, and portfolios. Mr. Short stated that at one time the thought was to use student scores on standardized tests. As a reflection of the varied abilities of students, this has evolved to student achievement based on specific pre and post testing. 30% of the PAR evaluation model will be based on how

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students are doing in a particular teacher's program. In many discussions at the PAR meetings, national curriculum and standards were the topic of discussion.

Mr. Hurlock said that evaluations in the past have focused on a teacher's performance not student performance. The PAR focus is moving to value-added via the use of pre and post testing.

Ms. Bell asked if RTI data will be used. Mr. Short stated it would be a component but the question would be how to use data received from a variety of sources.

Mr. Hurlock reported that the PAR team is receiving information directly from national experts who are sharing their models with the school groups.

The PAR group is also looking at staffing structures within the schools and how to implement PAR. It was stated that at every school where the PAR model is functioning well, there is a panel made of both teachers and administrators who evaluate non-tenured staff. Another responsibility of the panel is professional development for a district as they see where professional development is needed. Research has shown that the panels have been unanimous in their decisions.

Another key element is the Consultant or Master Teacher. In one model the consultant teacher is relieved of teaching responsibilities and performs a role higher than that of our mentor teachers. It has been found that the consultant teachers want higher level colleagues working with them and tend to be stringent in their standards as to who continues in the profession. Some district's consultant teachers continue to teach but receive additional release time. One question for Plattsburgh will be is how to free up a consultant teacher. Another role of the consultant teacher is to work with struggling and/or non-tenured teachers or a teacher transferred to another position within their tenure area. PAR is for everyone, not just the beginning teacher. In the PAR model, a consultant teacher has to return to the classroom at the end of their role as a consultant teacher. It is not a stepping stone to an administrative or other non-teaching position.

Plattsburgh is one of five districts in New York State who received a three-year grant from the American Federation of Teachers to develop the PAR system. It is expected to begin in the 2010/2011 school year with a roll out to the full faculty before the end of this school year.

Mr. Sherman announced that New York State did not receive any of the Federal Race To The Top (RTTP) funding. However, NYSUT and AFT are going to apply for a \$5,000,000 grant to implement the program and hope to secure additional funds from another foundation. Mr. Short stated that Plattsburgh can train with other schools and have been invited to do so. It is exciting and where there is a will there is a way. The District's PAR Team will be attending another meeting in May. Plattsburgh will be developing the small school model. Mr. Sherman stated that after the sessions the groups get together. It is well organized and a lot is accomplished.

### **3. 2010/2011 Budget Status and Priorities**

Mr. Short stated that with the roll-over budget and loss in State aid the Board is faced with an almost \$3 million budget gap. The Board offered a retirement incentive to members of the Plattsburgh Teachers' Association. Fifteen people (14 teachers and 1 teaching assistant) have submitted their letters of resignation. Of these fifteen positions, 8.75 positions will not be filled. Another reduction is that Summer School will not be offered this year. These two categories of cuts equate to almost \$1 million in savings. The Board has had discussions on the tax rate and use of the fund balance and reserves. At this time, the Board is looking at using \$400,000 of reserves funds and members have started looking at a various reductions. At the last Board meeting they reduced approximately \$200,000 which did not impact student programs or result in staffing reductions.

The elementary Odyssey Program and PHS Guided Study Hall are not mandated programs but both have an important function within the District. Other areas of possible reductions are in athletics and administration including the Deans of Students. At the last Board meeting, community members, students, and staff spoke in support of both programs. The question given to the supporters was can you go out in the public and support a budget with a tax increase. In the Board's

work on the budget, the use of the fund balance grew to using \$650,000 of the reserves and a tax levy increase of 3.19%. At this time the Board is beginning to think that 3% is too high of an increase as the caution is a contingent budget results in most non-mandated items being cut. The Board wants to stay in the \$600,000 range when using reserves – with the question of how much is too much of a tax increase.

Mrs. Cyphers asked what is the amount of the change in the tax levy. Mr. Short responded that for a home assessed at \$200,000, it is projected to be about \$130. A 1% increase in the tax levy will generate about \$180,000 revenue. Mr. Short stated that when adding any increase to what people are already paying, it gives a clearer picture of what a homeowner is paying for school taxes. People who were advocating for programs stated they would be willing to pay to keep the programs.

The Board is meeting tomorrow (March 30, 2010) at 6:30 p.m. to continue reductions and prioritize. It is expected that the State will not have a budget by the April 1 deadline as the Legislators will be in recess. On April 8, 2010 the Board establishes the budget to present to the taxpayers. The spending plan approved on May 18, 2010 can not be increased if there is additional State aid when the State budget is adopted. If more State aid is received, then the District can use fewer reserves or if aid is not received as promised then the reserves may be used. The State has borrowed against next year's Federal aid. Mr. Sherman asked if the budget is voted down does the District go on contingent or austerity. Mr. Short responded that the contingent budget is capped at lesser of 120 percent of the CPI or four percent. The CPI has decreased; therefore the budget cannot go up. The Board's focus is to what degree the community will support the schools. The Board is challenged as they do not want to see people lose their jobs.

Ms. Bell asked if most people are in support of programs. How can the Board tell how the community feels? Board members are out in the community and people are telling them. Mr. Short also reported that this year had the highest number of uncollected school taxes.

Mr. Sherman stated that NYSUT will do what it has always done to support the budget and will help parent organizations to get the information out. Mr. Short stated some area districts are laying off in the "teens" and are projecting tax rate increases. The Board has asked for his plan to reduce administration by \$100,000.

Mr. Short asked DWEIC members what they think passable. The range was from 0-2% with some people stating 2-3% won't pass. One member stated that some of her colleagues are saying they will not vote for a 3% increase. It was also commented that some people are saying that each month their taxes are high than their mortgage.

Mrs. Cyphers stated that coming from another area, she cannot believe how much the students get from the schools, needs are met so well as every level, it is almost at a private school level, and quality education is worth a lot. Ms. Bell stated that middle income families without students are trying to stay in their homes – it is hard.

Mr. Short stated that in recent years there has been more and more apathy – the "no" votes come out but the number of "yes" votes has decreased.

#### **4. Agenda Items for Next Meeting – April 26, 2010**

- Budget Update
- Building Goal Evaluations

#### **5. New Representative**

Mrs. Cyphers welcomed Kendrick Buchala, the PHS Student Representative.

6. Adjournment

Mrs. DeMane and Mrs. Esposito moved the meeting be adjourned at 4:14 p.m.

Mary Huckeba, Recorder

.....**2009/2010 Meeting Dates**.....

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

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## **District-wide Educational Improvement Council (DWEIC)** **Minutes of the meeting held on** **April 26, 2010 Meeting** **Duken Conference Room – 3:15 p.m.**

Present: Patty Amo (SMS Principal), Kendrick Buchala (PHS Student Representative), Thelma Carrino (Assistant Superintendent for Instruction), Lisa Cyphers (Parent-At-Large), Theresa Davies (Parent-At-Large), Wendy DeMane (PHS Teacher), Donna Durocher (CSEA), Angela “Bunny” Esposito (SMS Parent), Roxanne LaBarge (Momot Teacher), Kathy Meyer (SMS Teacher), Jessica Mitchell-Briehl (Momot Parent), Rod Sherman (Teachers’ Association President), James Short (Superintendent of Schools), and Mary Huckeba (Recorder).

Absent: Nina Bell (Oak Teacher), Jaci Cianfrocco (PHS Teacher), Rowena Genier (Bailey Teacher), Glenn Hurlock (PHS Principal), Clayton Morris (Board of Education President), and Marla Wolkowicz (PHS Parent).

### **1. March 29, 2010 Minutes – Approval**

Ms. Esposito and Ms. LaBarge moved the minutes be accepted. As there were no objections, the minutes were accepted.

### **2. 2010-2011 Budget Update**

Mr. Short provided a brief update of the 2010-2011 Budget: change in spending +.09%, revenues -7.2%, and an estimated tax levy increase of 2.45%. About half of the revenues come from state and federal aids. He reviewed revenues, expenditures, factors driving the budget, and reductions. He noted that at Board meetings public support was vocalized for Odyssey, music, Guided Study Hall, and Student Advocates. He also reminded everyone that at this time there is not a State budget in place. Additional aid cannot go to increase the budget but may be used to reduce the tax levy or increase reserves. Mr. Sherman clarified that the District can bring in new programs if there are savings due to additional retirements or less spending in a particular budget area but cannot increase the budget (spending plan). Mr. Sherman asked what the process would be to bring back programs that have been cut or reduced – would the New Program Proposal process be followed. Mr. Short stated that if there is immediacy (i.e. one year) to bring a program back, he does not see the application of the New Program Proposal process; but if a previous program has been changed, the process should be used. He also reported that the exit poll has been revised to ask for public input

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on programs/course offerings, they would like to see. Programs which were maintained were also reviewed. Ms. LaBarge asked if the exit poll could ask what people would like to see maintained. Mr. Short replied that in order to keep the poll simple and easy to fill out it has been kept short. Mr. Sherman suggested using an online survey such as Survey Monkey. Mr. Short stated that the Board has expressed interest in sustaining savings while preserving programs. Summer school is one program they did not want to see cut but did not see a choice at this time. This information will be on the District's website along with information of the estimated tax bill, which will be more detailed than in the budget newsletter. Other items reviewed were estimated tax bill information, financial stability, EXCEL capital project work, and a reminder to vote on May 18, 2010. Mr. Short stated most of the EXCEL construction bids have been awarded to local contractors and others have been sub-contracted to local contractors.

Mrs. Cyphers asked about a letter to the editor explaining the EXCEL project work. As it is sometimes difficult to publish information in the media, Mr. Short stated that information including funding would be posted at the buildings for parents and visitors.

Mr. Sherman reported that the teachers' union would be sending 900 letters in support of the budget. Mrs. Carrino asked members to share information with friends as they speak about the budget. Ms. LaBarge asked how is the District's budget compared to outlying districts due to the number of parcels in the City that are tax exempt. Mrs. Carrino stated the City Assessor has been reviewing the tax status of various tax-exempt properties.

### **3. Peer Assistance and Review (PAR) Update**

Mrs. Carrino stated that last Thursday there was a district-wide meeting of all instructional staff to review the Peer Assistance and Review (PAR) process. In the future committee members will be going to buildings to review information and respond to questions. A copy of the PowerPoint presentation was distributed. Mr. Sherman stated that the first nine slides give a backdrop of what is happening at the state and national levels regarding Race to the Top (RTTP), No Child Left Behind (NCLB), Charter Schools, and State Education Department initiatives that are the backdrop under which PAR is working to make our schools better.

Mrs. Amo stated that they are looking at a Comprehensive Teacher Evaluation System (CTES) with multiple measures. The guiding force is to be able to demonstrate through multiple assessment instruments that students are learning.

Mr. Sherman stated that the PAR group is setting up the governance group that will be composed of five teachers and four administrators who will be reviewing the work of the evaluators. This is a program they would like to have available for all teachers. He asked members who were in the audience their reactions. Ms. LaBarge reported that people liked the concept; however, the use of data to assess is a concern, as sometimes the data is not driven by a particular teacher's interactions. Another concern was regarding the consultant teacher process – such as who would do it and have an interest. People see the value but question how it will work. Mrs. Carrino reported that Plattsburgh is applying for a grant and Plattsburgh's model might have to be different due to the size of the district. Mr. Sherman hopes that before the next school year starts the governing panel will be in place and there will be training for consultant teachers. For some training Plattsburgh will be working with the Rochester City School District.

Mrs. Amo stated that the concerns expressed by Ms. LaBarge are similar to those of the larger group.

As a non-core teacher, Mrs. DeMane questioned how teachers in non-core areas would be assessed in areas where there are not state assessments. Mr. Sherman stated that State assessments are not the entire piece. Mrs. Amo clarified they will be looking to see what a good teacher looks like when developing the evaluation instrument.

Mrs. Esposito stated that she sees this as a nice correlation with National Board Certification and the process might be a door opener for others to pursue National Board Certification.

Mr. Sherman stated that PAR could only be done in an environment where there is collaboration between teachers, administrators, and the school board. He and Mr. Short have been asked to appear at the National Conference on Collaborative School Reform next October in Washington, DC.

**4. Agenda Items for Next Meeting – May 24, 2010**

- Building SIP Goals Evaluations

(Mrs. Carrino asked everyone to get the message back to their SIPs, as it would be helpful to have the evaluations before the next DWEIC meeting so she can forward them for review.)

- 2010-2011 Budget Update

**5. Adjournment**

Mrs. Esposito and Mrs. Davies moved the meeting be adjourned at 4:04 p.m.

Mary Huckeba, Recorder

**.....2009/2010 Meeting Dates.....**

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

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## District-wide Educational Improvement Council (DWEIC)

### Minutes of the meeting held on May 24, 2010 Meeting Duken Conference Room – 3:15 p.m.

Present: Patty Amo (SMS Principal), Kendrick Buchala (PHS Student Representative), Lisa Cyphers (Parent-At-Large and Facilitator), Theresa Davies (Parent-At-Large), Wendy DeMane (PHS Teacher), Angela “Bunny” Esposito (SMS Parent), Rowena Genier (Bailey Teacher), Glenn Hurlock (PHS Principal), Roxanne LaBarge (Momot Teacher), Kathy Meyer (SMS Teacher), Jessica Mitchell-Briehl (Momot Parent), Rod Sherman (Teachers’ Association President), James Short (Superintendent of Schools), Marla Wolkowicz (PHS Parent), and Mary Huckeba (Recorder).

Absent: Nina Bell (Oak Teacher), Thelma Carrino (Assistant Superintendent for Instruction), Donna Durocher (CSEA), and Clayton Morris (Board of Education President).

#### 1. April 26, 2010 Minutes – Approval

Mr. Sherman and Mrs. Cyphers moved the minutes be accepted. As there were no objections, the minutes were accepted.

#### 2. Building SIP Goals Evaluations

Copies of Oak and SMS end of year evaluations were distributed. Bailey, Momot, and PHS are in the process of completing their goal evaluations.

Mrs. Amo reviewed highlights of the Middle School’s evaluation of goals and touched on some potential goals for 2010-2011. She reported that parent and student surveys have been distributed and are being summarized. 80% of SMS families are on the school’s list serve. Accommodations will be made for those families who will not receive newsletters electronically. In reviewing the goal evaluations, Mrs. Amo commented that they have seen an improvement in attendance as well as a decrease in tardiness.

Mr. Short commented on Oak Street’s report that was the result of feedback from a faculty/staff survey. Ms. Genier and Ms. LaBarge spoke about the benchmarking of students at their respective buildings that is completed three times a year. Mr. Hurlock and Mrs. Amo commented on how student progress is benchmarked at the 6-12 levels. Mr. Short spoke about the mobility of students entering and leaving the District throughout their school years. The mobility shows that the majority of students starting kindergarten in the District do not complete their schooling in Plattsburgh.

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Mr. Sherman asked how a school goes about helping a parent to work with a student. Mrs. Amo stated that it is a problem because many times the parents do not keep appointments. Mrs. Davies commented that in the past communication wasn't always there. Mrs. Amo responded that it has come through in the parent survey that parents do not feel the frequency and depth of communication is the same as at the elementary level. They will be reviewing this item. Mr. Sherman stated he likes it when a parent contacts him directly.

Mrs. Amo also noted that the earlier intervention takes place, the higher the success rate – it is the key to a student's success.

### **3. 2010-2011 Budget Update**

Mr. Short provided an update on the recent budget vote. The budget did pass – 610 yes votes and 491 no votes. The 55.5% passing rate is lower than the past two years.

Mr. Sherman brought up a recent WIRY radio “Is it just me” which commented on the recent voting. He stated that the number voting was incorrect as well as the statement that half the people did not vote on the budget because of where the budget proposition – voters confused and did not know where to go to vote. Mr. Short stated that polling sites have not changed in recent years and some people did call to verify their voting place. On the issue of three polling sites, Mr. Short stated that State law does not allow a district over 10,000 to have a single polling site.

Mr. Sherman announced that the 55/25 retirement incentive for members of the New York State United Teachers is being challenged in court. This could potentially impact four people who have submitted their retirement resignations. Mr. Short stated that if it is reversed the District has to function within the approved budget. However, he expects the law will stay on the books with perhaps a solution to open the incentive to additional groups.

### **4. Bailey Principalship**

Mr. Short announced that advertising for the principalship starts this weekend. It has been posted on the website. He reported that he is preparing a survey for Bailey staff and parents. The building SIP will select screening committee representatives. The goal is to complete interviews by the end of June with the new hire on the job on or about August 1, 2010. Mr. Short stated that since sharing the principal responsibilities with Mrs. Carrino, he believes that each building needs its own stand-alone administrator to be present at a school on a daily basis. However, this does not preclude a building administrator from having district-level responsibilities.

### **5. 2010-2011 Membership and Facilitator**

There was a brief discussion about next year's committee membership. Mr. Short stated next year's facilitator rotation is for an administrator to serve as facilitator.

Mrs. Davies and Mrs. Esposito announced they would not be on DWEIC next year. Mrs. Wolkowicz asked Mrs. Esposito to see her about representing PHS parents next year. Mrs. Genier stated that Mrs. LaRocque would be replacing her for 2010-2011. Mrs. DeMane will confirm the PHS teacher representative. Mr. Buchala was asked to contact the PHS Student Council for an additional student representative. It was also noted that Bailey and Oak Street Schools did not have parent representatives on DWEIC. This should be brought to the attention of the respective family school associations.

### **6. Agenda Items for Next Meeting – June 21, 2010**

- a. Committee members and selection of facilitator
- b. Momot, Bailey and PHS goal reviews
- c. Principal update
- d. 2010-2011 meeting dates

7. Adjournment

Mrs. Davies and Mrs. Wolkowicz moved the meeting be adjourned at 4:17 p.m.

Mary S. Huckeba, Recorder

.....**2009/2010 Meeting Dates**.....

(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\***

# Plattsburgh City School District

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## **Minutes of the meeting held on District-wide Educational Improvement Council (DWEIC) June 21, 2010 Meeting Duken Conference Room – 3:15 p.m.**

Present: Patty Amo (SMS Principal), Lisa Cyphers (Parent-At-Large and Facilitator), Theresa Davies (Parent-At-Large), Wendy DeMane (PHS Teacher), Angela “Bunny” Esposito (SMS Parent), Rowena Genier (Bailey Teacher), Glenn Hurlock (PHS Principal), Roxanne LaBarge (Momot Teacher), Kathy Meyer (SMS Teacher), Jessica Mitchell-Briehl (Momot Parent), Clayton Morris (Board of Education President), James Short (Superintendent of Schools), and Mary Huckeba (Recorder).

Absent: Nina Bell (Oak Teacher), Kendrick Buchala (PHS Student Representative), Thelma Carrino (Assistant Superintendent for Instruction), Donna Durocher (CSEA), Rod Sherman (Teachers’ Association President), and Marla Wolkowicz (PHS Parent).

### 1. May 24, 2010 Minutes – Approval

Mrs. Davies moved and Mrs. DeMane seconded that the minutes be accepted. As there were no objections, the minutes were accepted as written.

### 2. Committee members and selection of facilitator

Committee membership for 2010-2011 was reviewed:

Bailey Teacher: Mary Lou LaRocque replacing Rowena Genier

Oak Teacher: tbd replacing Nina Bell

PHS Teacher: tbd replacing Wendy DeMane who might return

PHS Student: need additional representative to serve with Kendrick Buchala

Bailey Parent: tbd

Oak Parent: tbd

SMS Parent: Lisa Cyphers will be replacing Angela “Bunny” Esposito

PHS Parent: Angela “Bunny” Esposito will be replacing Marla Wolkowicz

Principal: Carrie Zales

Parent-at-Large: tbd as Theresa Davies will be leaving as her last child is graduating

Regarding facilitator, per the rotation schedule it is someone from the administrative unit’s turn to serve as facilitator. Mr. Short stated that the three administrators (Mrs. Zales, Mrs. Amo, and Mr. Hurlock) would determine who would facilitate meetings.

### 3. Review of Momot, Bailey and PHS goals

#### **– 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.*

Bailey: Ms. Genier reviewed and answered questions related to end of year evaluation of 2009-2010 Building Goals and 2010-2011 Building Goals.

Momot: Ms. LaBarge reviewed the Final Summary of Momot’s 2009-2010 Building Goals and the 1st draft of the 2010-2011 Building Goals.

PHS: Mr. Hurlock reviewed the status/outcome of PHS’s 2009-2010 Building Goals and 2010-2011 Building Goals.

Mr. Short commented that the goals are great and he has seen an evolution over the years. He also appreciates everyone’s input and time working on goals.

4. Bailey Principal update

Mr. Short provided an update on the recruitment of the Bailey Principal. One teacher from each grade level at Bailey, one teacher from the special areas, and one special education teacher will serve on the screening/interview committee along with two parent representatives, two members of the CSEA unit, and two administrators (Mrs. Zales and Mr. LaBarge). On July 1, applications will be screened with first round of interviews scheduled for July 7 and 8. Following the first round interviews, finalists will be invited back to make a presentation to the Bailey School Community and to be interviewed by the Board of Education. The expectation is to have someone appointed in late July.

5. 2010-2011 meeting dates

There were no changes to the meeting dates as listed.

6. Other

Mrs. Davies thanked everyone for the time she has been on DWEIC. She learned there is a lot going on in the District. Mr. Short thanked her for volunteering her time.

7. Adjournment

Ms. Esposito and Mrs. Amo moved the meeting be adjourned at 4:17 p.m.

Mary S. Huckeba, Recorder

**2010-2011 Meeting Dates**

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

September 27, 2010	February 28, 2011
October 25, 2010	March 28, 2011
November 29, 2010	April 25, 2011
December 20, 2010*	May 23, 2011*
January 31, 2011	June 20, 2011*