

Plattsburgh City School District

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Draft Pending Approval on October 31, 2011
District-wide Educational Improvement Council (DWEIC)
Minutes of the September 26, 2011 Meeting
Duken Conference Room – 3:15 p.m.

Present: Patricia Amo (SMS Principal/Facilitator), Angela “Bunny” Esposito (PHS Parent), Gilles Fortin (Momot Principal), Mary Fortin (Momot Teacher), Pamela Frederick (PHS Teacher), Mary Lou LaRocque Megarr (Bailey Teacher), Lori Schudde (CSEA), Danielle Seem (SMS Parent), Roderick Sherman (Teachers’ Association President), James Short (Superintendent of Schools), and Dawn Stetz (Recorder)

Absent: Rebecca Coryea (Bailey Parent), Glenn Hurlock (PHS Principal), Steve Krieg (Board of Education), Kathy Meyer (SMS Teacher), Karolyn Micheels (Oak Street Parent), and Jessica Mitchell-Briehl (Momot Parent)

Minutes: The Committee accepted the September 26, 2011 minutes as written.

Facilitator Selection: It was agreed Mary Lou LaRocque-Megarr will serve as the Facilitator.

SIP Training and the Role of SIP (Discussion) – Discussion took place on whether it would be beneficial for each School Improvement Planning (SIP) team to receive retraining for facilitating a meeting. The roles and specific duties of each building SIP was explained by Mr. Sherman. It was stated that each team should be encouraged to address concerns in their building to improve learning for students and the environment in the buildings. Ms. LaRocque-Megarr commented it would be good for DWEIC to attend the retraining also. Mr. Short will contact Don Mesbov as he provided this training in the past.

Review of DWEIC’s role in the District – Mr. Short discussed DWEIC’s role in the district along with other committees, stating the District needs to think about streamlining for more efficiency. Especially given the fact there is more work to be done with less people. After much discussion, DWEIC asked Mr. Short for a summary of the District’s existing committees for the next meeting.

Agenda Items for Next Meeting – District Committees and SIP training.

Adjournment – The meeting adjourned at 4:20 p.m.

Adjournment

..... **2011/2012 Meeting Dates**

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

September 26, 2011	February 27, 2012
October 31, 2011	March 26, 2012
November 28, 2011	April 30, 2012
December 19, 2011*	May 21, 2012*
January 30, 2012	June 18, 2012*

– **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.

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Draft Pending Approval on November 28, 2011
District-wide Educational Improvement Council (DWEIC)
Minutes of the October 31, 2011 Meeting
Duken Conference Room – 3:15 p.m.

Present: Patricia Amo (SMS Principal), Mary Fortin (Momot Teacher), Pamela Frederick (PHS Teacher), Mary Lou LaRocque Megarr (Bailey Teacher/Facilitator), Lori Schudde (CSEA), Danielle Seem (SMS Parent), James Short (Superintendent of Schools), and Dawn Stetz (Recorder)

Absent: Angela “Bunny” Esposito (PHS Parent), Gilles Fortin (Momot Principal), Roderick Sherman (Teachers’ Association President), Rebecca Coryea (Bailey Parent), Glenn Hurlock (PHS Principal), Steve Krieg (Board of Education), Kathy Meyer (SMS Teacher), Karolyn Micheels (Oak Street Parent), and Jessica Mitchell-Briehl (Momot Parent)

Minutes: The Committee accepted the October 31, 2011 minutes as written.

Committee Membership: Mrs. Frederick will follow up on getting student representatives.

District Committees: Mr. Short informed DWEIC that Michelle McCloud is reviewing the existing committees for the District. She will show how the committees interrelate with one another.

SIP Training: Mr. Short emailed Don Mesbov regarding the SIP training. Don is available and interested in doing the training again for Plattsburgh. He will come in advance for any retraining. He would like to get a sense of what the expectations are of the building facilitators.

Discussion took place on options on the delivery of training. Mr. Short will get in touch with Mr. Mesbov about doing an electronic survey for SIPS. Mr. Short will share the electronic survey with DWEIC before distributing to buildings. The second thing would be to get an idea on the cost.

November Parent/Teacher Conferences: On behalf of the FSO, Ms. Seem mention that having the parent/teacher conferences on the same day for the middle and high schools is too hard for families who have a child at both schools. After much discussion, Mr. Short stated he will discuss this concern with the middle/high school administrators to find a resolution.

Shared Decision Making: Mr. Short informed the committee that the District is required to conduct a shared decision making plan biennial, which the District then files with the State Education Department. He also commented that February 1st is the deadline.

Other Business: Mr. Short informed the committee that the District is now on Face Book and has a Twitter account.

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Agenda Items for Next Meeting: February agenda – Ms. LaRocque-Megarr requested to receive updates of the building goals as the year is coming along. This way the committee can assist the buildings when needed.

Mrs. Schudde mentioned that the building goals are online except for Momot, Oak Street and PHS. Mrs. Schudde and Mrs. Stetz will ask those schools to email the goals for posting on the web.

Adjournment – The meeting adjourned at 4:10 p.m.

..... **2011/2012 Meeting Dates**

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

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Draft Pending Approval on December 19, 2011
District-wide Educational Improvement Council (DWEIC)
Minutes of the November 28, 2011 Meeting
Duken Conference Room – 3:15 p.m.

Present: Patricia Amo (SMS Principal), Gilles Fortin (Momot Principal), Glenn Hurlock (PHS Principal), Roderick Sherman (Teachers' Association President), Mary Fortin (Momot Teacher), Pamela Frederick (PHS Teacher), Mary Lou LaRocque Megarr (Bailey Teacher/Facilitator), Lori Schudde (CSEA), Jessica Mitchell-Briehl (Momot Parent), Danielle Seem (SMS Parent), Rebecca Coryea (Bailey Parent), James Short (Superintendent of Schools), and Dawn Stetz (Recorder)

Absent: Angela "Bunny" Esposito (PHS Parent), Steve Krieg (Board of Education), Kathy Meyer (SMS Teacher), and Karolyn Micheels (Oak Street Parent)

Minutes: The meeting started at 3:18 p.m. and the committee accepted the October 31, 2011 minutes as written.

District Committees: Mr. Short shared that Michelle McCloud is looking into the current District committees and at the possibility of consolidating a few. He also stated that DWEIC may need to pick up some committee duties.

SIP Training: Mr. Short shared the survey Don Mesbov sent him which was the same survey the committee used last time. The committee decided to add the following information to the survey: How many years have you served on SIP? Have you received prior training? Mr. Short also noted additional changes and asked members to provide him with revisions by the end of the week. This is when he will be finalizing the survey Mr. Mesbov.

Ms. LaRocque-Megarr suggested it may be a good idea to get feedback from persons who served the SIP last year. She also feels other school personnel and parents should complete a survey on how they feel SIP is doing in their school and asked if Don could assist SIP in developing/distributing a self-assessment survey.

It was mentioned that a time line of when the training could take place still needs to be decided – maybe March Superintendent's Conference Day.

Shared Decision Making Plan: Mr. Short asked the committee to review the Shared Decision Making Plan and let him know of any changes. He stated that it is the committee's responsibility to go through the plan and update information where needed.

Mr. Sherman asked Mr. Short to check into listing ex officio members. Mr. Short is going to do some research on whether they can include CSEA, Board members and students under the Composition of the District-Wide Educational Improvement Council (page 3, #2). The goal is to approve this plan at the January DWEIC meeting.

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Agenda Items for Next Meeting: Changes/Additions to Shared Decision Making Plan for December's meeting. Update from Michelle McCloud on possible mergers for District Committees. Computer-Based Instruction. Family Hardships.

Adjournment: The meeting adjourned at 4:30 p.m.

.....**2011/2012 Meeting Dates**.....

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

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Draft Pending Approval on January 30, 2012
District-wide Educational Improvement Council (DWEIC)
Minutes of the December 19, 2011 Meeting
Duken Conference Room – 3:15 p.m.

Present: Patricia Amo (SMS Principal), Gilles Fortin (Momot Principal), Glenn Hurlock (PHS Principal), Roderick Sherman (Teachers' Association President), Pamela Frederick (PHS Teacher), Mary Lou LaRocque-Megarr (Bailey Teacher/Facilitator), Kathy Meyer (SMS Teacher), Lori Schudde (CSEA), Rebecca Coryea (Bailey Parent), James Short (Superintendent of Schools), and Dawn Stetz (Recorder)

Absent: Mary Fortin (Momot Teacher), Jessica Mitchell-Briehl (Momot Parent), Danielle Seem (SMS Parent), Angela "Bunny" Esposito (PHS Parent), Steve Krieg (Board of Education), and Karolyn Micheels (Oak Street Parent)

Minutes: The meeting started at 3:21 p.m. and the committee accepted the November 28, 2011 minutes as written.

SIP Training Survey: Mr. Short shared that he is waiting to hear back from Mr. Mesbov on a price and recommended the SIP survey be distributed some time late spring.

APPR Survey: Mr. Short reviewed the process of the APPR survey stating the survey is going to be distributed to the teaching faculty which includes people like counselors and psychologists to get feedback on the APPR process and information regarding future training needs. This will be done some time early February.

Shared Decision Making Plan: Ms. LaRocque-Megarr stated most of the buildings have reflected that the standing document remains accurate, but there are some that have not met yet. Mr. Short replied that DWEIC can move the final approval to their January meeting. This will allow for the School Board to approve the plan at their February meeting and still meet the timeline.

Computer-Based Instruction: Mr. Hurlock shared the Envisioning Virtual Learning in New York State: The Consortium Model he recommends for implementing online courses for students which he feels is important to better prepare students for college. (*see attached*)

Mr. Sherman stated this could be beneficial to students, especially if certain courses were to be cut and felt this is an experience all students should have before they go to college.

Mr. Short stated he will share this information with the Board and Mr. Sherman will contact Karl Strang, the Director of NEIRIC.

District Demographics: Mr. Short reviewed a 2009 document consisting of PCSD demographics, and a 2010 Me and My World survey, completed by 21st Century students and the PCSD 2011 Enrollment Projections report. He also shared a demographic report from NYSUT conducted in 2011.

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Mr. Short pointed out some interesting responses from students completing the Me and MY World Survey. He also commented on the younger population and trend predicting an increase in elementary enrollment.

District Committee: Michelle McCloud is in the process of finalizing the information obtained. Mr. Short stated he is leaning towards the idea of recommending DWEIC consolidate some of the District's committees.

Agenda Items for Next Meeting: Committees, APPR and SIP surveys, Approval of the Shared Decision Making Plan, Community Forum - Budget. Mr. Short gave a brief summary of the purpose of the community forums on the District's budget.

Adjournment: The meeting adjourned at 4:27 p.m.

.....**2011/2012 Meeting Dates**.....

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Draft Pending Approval on February 27, 2012
District-wide Educational Improvement Council (DWEIC)
Minutes of the January 30, 2012 Meeting
Duken Conference Room – 3:15 p.m.

Present: Patricia Amo (SMS Principal), Gilles Fortin (Momot Principal), Glenn Hurlock (PHS Principal), Roderick Sherman (Teachers' Association President), Pamela Frederick (PHS Teacher), Mary Lou LaRocque-Megarr (Bailey Teacher/Facilitator), Lori Schudde (CSEA), Rebecca Coryea (Bailey Parent), Jessica Mitchell-Briehl (Momot Parent), Danielle Seem (SMS Parent), James Short (Superintendent of Schools) and Dawn Stetz (Recorder).

Absent: Mary Fortin (Momot Teacher), Kathy Meyer (SMS Teacher), Angela "Bunny" Esposito (PHS Parent), Steve Krieg (Board of Education), and Karolyn Micheels (Oak Street Parent).

Minutes: The meeting started at 3:20 p.m. and the committee accepted the December 19, 2011 minutes as written.

Approval of December 19, 2011 Minutes

Early Release Days: Mr. Short explained the need for two additional days due to more mandates from the State Education Department. Ms. LaRocque-Megarr stated she appreciates the extra days and commented on the importance of the days and hopes they are utilized efficiently. Mr. Sherman commented parents need to know the reasoning for the additional days. The committee discussed ways of getting this information out on the web/school newsletters so parents do understand the need for additional days.

Shared Decision Making Plan – Biennial Review (approval): Mr. Short stated no changes were reported and asked the committee to approve the plan. The Biennial Shared Decision Making Plan was approved as written.

Community Budget Forum: Mr. Short provided an overview of the community budget forum and stated it was well attended and the community provided lots of feedback. He also provided a handout showing information on the average State Aid Cuts for the 2011-2012 school year; putting Clinton County way above the average; receiving most amount for cuts across the State. Mr. Short commented the State Aid for next year will be about the same leaving the District with yet another challenging year.

Mr. Sherman shared his experience at the budget forum; stating the District needs to inform the community of the steps taken by the District to save money and commented that community members need to get more involved at the political level.

Ms. Mitchell-Briehl thought the forum was great! She feels the biggest obstacle is to educate the parents/community more on the budget process.

Ms. LaRocque-Megarr expressed the advantage of getting different groups together at the forum and how informational it was to all groups. She liked the idea that we opened it up for a broader discussion. Discussion

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took place on how the District can educate the community more. Ms. LaRocque-Megarr feels we need to do this again and that it will only grow stronger and the communication will continue to get better.

Agenda Items for Next Meeting: APPR, Teacher Survey, Committee Work, SIP Training, Computer Learning.

Discussion took place on whether the District could do the SIP training internally and/or getting someone to volunteer their time, which would be more cost effective and when it was best to hold the training. Mr. Sherman will check with Mr. Momot.

Adjournment: The meeting adjourned at 4:14 p.m.

.....**2011/2012 Meeting Dates**.....

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Draft Pending Approval on March 26, 2012
District-wide Educational Improvement Council (DWEIC)
Minutes of the February 27, 2012 Meeting
Duken Conference Room – 3:15 p.m.

Present: Patricia Amo (SMS Principal), Gilles Fortin (Momot Principal), Roderick Sherman (Teachers' Association President), Pamela Frederick (PHS Teacher), Mary Fortin (Momot Teacher), Mary Lou LaRocque-Megarr (Bailey Teacher/Facilitator), Lori Schudde (CSEA), Jessica Mitchell-Briehl (Momot Parent), Danielle Seem (SMS Parent), James Short (Superintendent of Schools) and Dawn Stetz (Recorder).

Absent: Glenn Hurlock (PHS Principal), Kathy Meyer (SMS Teacher), Angela "Bunny" Esposito (PHS Parent), Steve Krieg (Board of Education), Rebecca Coryea (Bailey Parent) and Karolyn Micheels (Oak Street Parent).

Minutes: The meeting started at 3:16 p.m. and the committee accepted the January 30, 2012 minutes as written.

District Committees: Mr. Short reported that there will be more information to be received and will follow up with DWEIC at March's meeting.

SIP Training: Mr. Sherman contact Art Momot, who said he would be more than happy to facilitate training. Mr. Momot will be returning to the area the 2nd week in May and would like to get together to strategize.

APPR: In updating DWEIC on the APPR process for teacher/principals, Mr. Short and Mr. Sherman reported the State will be releasing guidance material for the PCSD's application to be approved some time in April. In addition, Mr. Short stated that PCSD is in a reasonably good spot, but tons of work still needs to be done.

Teacher Survey: Mr. Sherman distributed information on TELL Innovation. He referred the committee to the newteachercenter.org website. Discussion took place on the process of distributing the Tell Innovation surveys to teachers, which is a district-wide survey for school-based educators to assess teaching conditions at the school and district level. Mr. Short mentioned the importance of doing this survey and requested that we keep track of how many faculty complete the survey.

Budget: Mr. Short stated our State Aid has not increased since 2007. He commented this is going to be a very arduous budget year. He explained that if we went to full contingency budget we would have to reduce 34 positions, all sports, all extra curricular, and all after-school activities. Mr. Short's goal is to not take away too much but he will have to make modifications in all areas.

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Discussion took place on the importance of educating the community and district employees. Discussion also took place on getting parents/employees involved in getting the word out to legislators. Mr. Sherman and Ms. Seem are going to arrange for the FSO/PTO officers to meet some time this week to get things started.

Agenda Items for Next Meeting: District Committees, Budget, APPR (Rod Sherman).

Adjournment: The meeting adjourned at 4:18 p.m.

.....**2011/2012 Meeting Dates**.....

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

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Draft Pending Approval on June 18, 2012
District-wide Educational Improvement Council (DWEIC)
Minutes of the March 26, 2012 Meeting
Duken Conference Room – 3:15 p.m.

Present: Roderick Sherman (Teachers' Association President), Mary Lou LaRocque-Megarr (Bailey Teacher/Facilitator), Lori Schudde (CSEA), Angela "Bunny" Esposito (PHS Parent), James Short (Superintendent of Schools) and Dawn Stetz (Recorder).

Absent: Patricia Amo (SMS Principal), Gilles Fortin (Momot Principal), Glenn Hurlock (PHS Principal), Kathy Meyer (SMS Teacher), Pamela Frederick (PHS Teacher), Mary Fortin (Momot Teacher), Jessica Mitchell-Briehl (Momot Parent), Danielle Seem (SMS Parent), Steve Krieg (Board of Education), Rebecca Coryea (Bailey Parent) and Karolyn Micheels (Oak Street Parent).

Minutes: The meeting started at 3:22 p.m. and the committee accepted the February 27, 2012 minutes as written.

APPR: Mr. Sherman provided a summary of the APPR settlement compiled by NYSUT, the Governor and NYSED. Discussion took place on Assuring Compliance with APPR Law, Observations, Early Warning, Scoring Bands, Appeals and Review and Approval Process. It was noted that January 16, 2013 is the deadline for the APPR plan. Mr. Short commented that he spoke to one of our Principals who said this process has helped a teacher immensely and was very pleased with the progress the teacher has made.

Ms. LaRocque-Megarr expressed the need to explain the process to parents for comprehension.

District Committees: Mr. Short shared a document prepared by Michelle McCloud listing all committees, by school within our district. Mr. Short stated due to time commitments he would like to streamline the committees. He asked if anyone has any ideas on how we can consolidate. After much discussion, Ms. LaRocque-Megarr stated if we can't consolidate, then lets help spread the responsibilities (not just on the administrators) and/or maybe don't meet as often. Mr. Short commented this discussion is a beginning to get the process started.

Budget Update: Mr. Short handed out an Advocacy Alert from NYSSBA encouraging parents to contact their legislators regarding the budget. He commented they even provided a template for parents to sign their name.

Mr. Short noted originally the rollover budget had a gap of 2.5 million dollars and was narrowed down to 1.7 million before the last school board meeting. He reported the school board requested to keep all programs even if it requires up to a 7% tax increase. He plans on showing what we are preserving and what programs would possibly have to be cut if budget does not pass. Information will also be provided for the breakdown of \$100,000 – \$200,000 homes so people know what it means to them for a tax increase.

Agenda Items for Next Meeting: Review/Update on SIP Goals, SIP Training, Budget Update.

Adjournment: The meeting adjourned at 4:08 p.m.

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District-Wide Educational Improvement Council (DWEIC)
Minutes of the June 18, 2012 Meeting
Duken Conference Room – 3:15 PM

Present: Pamela Fredrick (PHS Teacher), Glenn Hurlock (PHS Principal), Mary Lou LaRocque-Megarr (Bailey Teacher/Facilitator), Lori Schudde (CSEA), Roderick Sherman (Teachers' Association President), James Short (Superintendent)

Absent: Patricia Amo (SMS Principal), Angela "Bunny" Esposito (PHS Parent), Gilles Fortin (Momot Principal), Mary Fortin (Momot Teacher), Krieg (Board of Education), Kathy Meyer (SMS Teacher), Karolyn Micheels (Oak Street Parent), and Jessica Mitchell-Briehl (Momot Parent), Danielle Seem (SMS Parent).

Minutes: The meeting started at 3:17 PM and the committee accepted the March 26, 2012 minutes as written.

Discussion: Mr. Hurlock mentioned his interest in the committee to continue exploring the prospects of computer-based instruction. Previously, Mr. Hurlock and Mr. Sherman introduced the concept of a shared computer-based learning network which provides a wide range of course opportunities at a minimal cost (The VHS System). In the fall of 2012, one High School teacher (Sue Levaque) will be offering a pilot course extension through Clinton Community College offering College Psychology to any interested students in her regular Psychology course through computer learning. The committee was interested in placing computer-based learning on the fall agenda for further contemplation.

Budget Update: Mr. Short provided analysis of the first budget vote exit poll and reminded everyone that the re-vote is the following day. Voters reported the Press Republican & District Newsletter were their primary source of information with WPTZ coming in third. Over 60% of the voters were 50 years old and older, while the age groups between 18 and 30 years old were significantly low (6%). Similarly, the number of voters without children in the district outnumbered those with children 2:1. When voters were asked if they would support concepts of merger/consolidation they responded in the affirmative (83%).

APPR: Mr. Sherman mentioned the next step is for articulation agreements to be finalized to meet the State mandate. Since Plattsburgh has piloted APPR for the past calendar year it is believed that many finer points have been worked out. Mr. Sherman also indicated that a small group from Plattsburgh will be attending a grant writing session next week seeking federal funds to support our implementation of APPR. Mr. Hurlock pointed out the value of the new APPR system and further indicated strong support for the district to continue utilizing consultant teachers. The quality of their work is immeasurable, he further pointed out the four consultant teachers volunteered to continue despite the great degree of additional work it presents – they too believe in the value of the system.

District Committees: No changes have taken place, at one point the thought was to seek ways to consolidate the number of committees in the district. However, various committee memberships are reluctant to consolidate; they worked hard to establish their functions and are less prepared to reverse the trend.

SIP Goals and Training Update: Each building has performed their year-end analysis of annual goals and established platforms for 2012-13 goals. This committee is to receive these goals once the new school year is underway. Previously, this committee discussed the merits of offering each building SIP committee a refresher training on shared decision-making, meeting facilitation and building consensus. Former Superintendent Art Momot has volunteered to facilitate such an exercise for the district, he will be available in the early fall. The committee felt the fall would be good timing, this way new committees would have a fresh start for the year. Further, each SIP has access to survey data, such as the recent TELL Survey, which they can use to focus on the greatest building needs when it comes to the condition of teaching and learning at each site.

Membership for 2012-13: The committee reviewed membership with discussions about the mechanisms by which people are selected to represent district constituents. The Superintendent will craft a communication to each representative group over the summer to remind them of the membership openings (teachers, parents, CSEA, administration, and students)

2012-13 Meeting Schedule: The committee reviewed the 2012-13 academic calendar and selected dates for future meetings. The meeting dates are listed below.

Agenda Items for Next Meeting: Membership, SIP Goals and Refresher Training, Computer-based Learning.

Adjournment: The meeting adjourned at 4:20 PM

.....**2012/2013 Meeting Dates**

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