

MINUTES
SIP Meeting
September 11, 2007 3:00 - 4:10

Present: Deena McCullough, Megan Long, Glenn Hurlock, John Fairchild, Chelsea Ensel, Wendy DeMane, Mark Aloï, Sunshine Turner, Zainab Afzal, Donna Stockdale, Sue Bordeaux, Chris Beaudin, Mary Hamilton Homer, Jen Meyer-Slattey

- I. The minutes from June 12 were approved as written on a motion from John Fairchild, seconded by Chris Beaudin. Minutes from the August 21 meeting were distributed for informational purposes.
- II. New SIP member: Faculty - Jen Meyer-Slattey.
- III. Deena McCullough was unanimously approved to be 2007-08 SIP Facilitator. Wendy DeMane was unanimously approved to be 2007-08 SIP Recorder. John to clarify whether DWEIC will have both a facilitator and a SIP representative. This position may be voted upon at the next meeting.
- IV. SIP 2007-2008 Goals were distributed for review and comment, with the following suggestions and clarifications:

- a. LT Goal: To create a school environment that is more welcoming and inclusive:

Chelsea suggested listing extracurricular activities in the student handbook. Megan was concerned that interviews with non-participating students would not provide definitive answers. Glenn predicted that the interviews would reveal themes that could be addressed. SIP and SA will work together to interview non-participating students.

CSO membership will be expanded when each current member telephones non-member parents to specifically invite them to meetings. John suggested inviting guest speakers to CSO meetings to heighten interest.

The repeat Needs Assessment Survey for students can be done using the Scantron to simplify data acquisition.

- b. ST Goal: To review and revise the student handbook:

John to supply SIP members with current handbook to commence development of "talking points" for Community Meeting.

CSO and SA should have their own sessions regarding the student handbook rather than join in at the scheduled Community Meeting. SIP members will lead breakout discussions at the Community Meeting on 10/26/07 or 1/11/08.

- c. ST Goal: To close performance gap between special ed and non-special ed students:

Reworded to read "closing the gap between the performance of students with disabilities and other at-risk sub-groups, and other general education students."

The report to be distributed within two weeks of receipt. SIP to develop "talking points" regarding the Quality Assurance Review, and will lead breakout discussions at the Community Meeting on 10/26/07 or 1/11/08. Input from CSO and SA is not needed for this goal.

- d. Additional changes to the Goals Statements should be directed to Glenn, who will update and redistribute.
 - e. 2007 SIP goals are considered completed, and do not need to be revisited.
- V. 2007-2008 SIP Timeline - Denise to add district dates so that district expectations can be better understood.
- VI. October 26 Community Meeting - Depending on the timing of the receipt of the NYSED QAR report, the topic will be either the QAR report goal or the student handbook goal. The decision will be made by September 25. The meeting will be planned at the October 9 SIP meeting and fine tuned at the October 23 SIP meeting.
- VII. Superintendent's Day (October 2007) - Will be building directed. As Tech training sessions will draw people away, there should be small and medium group presentations planned.
- VIII. It was requested that CSO be allowed 3 SIP representatives beginning 2007-08. This amendment to the Operating Procedures was approved for a second time by a unanimous vote.
- IX. The proposal to pass an amendment to the Operating Procedures to add a 3rd CSEA rep to the SIP was approved for the first time by a unanimous vote.
- X. Megan reported the NHS tutoring and mentoring program began with informal mentors assigned to incoming freshmen during orientation, with 4-5 freshmen per NHS member that night. This was very well received by students and parents. A meeting is scheduled for Thursday 9/13. It was suggested that photos of SA leadership and SIP student reps be posted on bulletin boards for new students.
- XI. Old/New Business:
- a. Donna Baker requests in a letter to SIP that the name of the Journalism Club be changed to Creative Writing Club to reflect new direction. This was approved unanimously.
 - b. SIP Team Operating Procedures distributed for review.
 - c. SIP New Member Orientation will be on September 25 at 2:00 PM in the Conference Room. (Wendy, Sunshine, Jen, Zainab, Chelsea, Lois Clermont, Mary Hamilton Homer)
- XII. Next meeting September 25, 2007 3:00 - 4:00.
Tentative agenda items:
Finalize/distribute proposed 2007-08 SIP goals, submit to the district office
Discuss/plan October 26 Community Meeting
Discuss/plan October Superintendent's Day
2nd vote to add CSEA rep to SIP
Clarify DWEIC representation
Additional agenda items should be sent to Deena prior to September 19.
- XIII. Meeting adjourned at 4:10 on a motion by Mark, seconded by Chelsea.

Minutes submitted by Wendy DeMane September 17, 2007

MINUTES
SIP Meeting
September 25, 2007 3:00 - 4:05

Present: Glenn Hurlock, John Fairchild, Chelsea Ensel, Megan Long, Zainab Afzal, Wendy DeMane, Mark Aloï, Sunshine Turner, Donna Stockdale, Sue Bordeau, Mary Hamilton Homer, Jen Meyer-Slattery, Denise Kennedy, Tim Mulligan, Theresa Davies

- I. The minutes from September 11 were approved as revised on a motion from Denise Kennedy, seconded by Mark Aloï.
- II. The committee approved Mark Aloï to be the DWEIC representative as well as the facilitator.
- III. SIP 2007-2008 Goals: The goal to close the performance gap between students with disabilities and the general education population was changed from a short term goal to a long term goal. Also, a short term goal was added to continue to monitor communications among stakeholders groups. Glenn will update the SIP goals document and forward it to the district.
- IV. A change to the Operating Procedure to add a third CSEA representative to the SIP committee was discussed. As consensus was not reached among the members present, and the vote was tabled until the next meeting, at which time it would be the first vote to change the Operating Procedure.
- V. The 2007/08 SIP Timeline was accepted as written.
- VI. The October 26th Community Meeting will focus on revising the Student Handbook.
- VII. Plans for October 9th Superintendent's Day: John, having just attended a Crisis Management Training class, suggested that the Plattsburgh Police Department could present a Crisis Management session, including de-escalation techniques, threat assessment, and behind-the-scenes procedures that the police follow during a crisis. Chelsea suggested we move towards unannounced crisis drills, as the current announced drills are unrealistic-feeling. The committee generally agreed to the idea.

There will be a Technology Academy on October 9 at Sibley Hall, for which quite a few faculty are signing up. Denise/John will have a count of who will be attending that event, and teachers will be asked to volunteer to present topics to those who will stay in-house for the day.

- VIII. NHS Tutoring and Academic Assistance Center: Megan announced that five SUNY Plattsburgh students had responded to a request to act as tutors. The plan is to begin one-on-one tutoring beginning at the midterm or end of first quarter. Students would be tutored in the library with faculty/staff supervision, to avoid a necessity to fingerprint tutors. It was suggested that Project Help, presented at SUNY at the start of the college academic year, would be a forum for seeking tutors next year. CFES is also developing a peer mentoring program. Tim suggested a letter of thanks/participation certificate would be a good reward for the college students, as it would add to their résumé/portfolio.

- IX. **New Business:** The Student Association presented a well-prepared plan to John to reinstitute the Homecoming Bonfire. The size will be restricted, and parents will be chaperoning the event. When the SA obtains a letter from the Fire Department attesting to their agreement to be present, John will approve the bonfire.
- X. **Proposed agenda for Oct. 9 SIP meeting:**
Form subcommittees for Goals
Evaluate New Program Proposals
Discuss and plan the October 26th Community Meeting
First vote on adding a third CSEA member to SIP
- XI. The meeting was adjourned at 4:05 PM.

Minutes submitted by Wendy DeMane October 2, 2007

MINUTES
SIP Meeting
October 9, 2007 3:00 - 4:16

Present: Glenn Hurlock, John Fairchild, Deena McCullough, Megan Long, Wendy DeMane, Sunshine Turner, Donna Stockdale, Sue Bordeau, Frances Ryan, Jen Meyer-Slattery, Denise Kennedy, Tim Mulligan, Chris Beaudin, Theresa Davies

- I. The minutes from September 25 were approved as written on a motion from Megan Long, seconded by Denise Kennedy. Wendy to ask Thelma how and when the minutes are posted to the website.

- II. Goals: Glenn will distribute revised SIP Goals via email. Revisions to include: the elimination of surveys on dates that have already passed, leaving surveys to be conducted at Report Card Pick-up and during Superintendent's Days; eliminate tracking web page "hits". The revised goal changes were approved by all. The amended Goals document will be submitted to the district.

Parent and Teacher SIP members will prepare stakeholder's surveys for Report Card Pick-up Day. A teacher/staff survey was distributed for the 10/9 Superintendent Day. Another survey will be prepared for the March Superintendent Day.

Brandon and Glenn, with the help of PBIS, will identify students that are not involved in sports or clubs. Glenn will status this task at the next meeting.

CSO has experienced an increase in participation at the recent meetings.

- III. Evaluating 2005-06 New Programs: John to ascertain with Thelma which programs need evaluation—maybe none as none involved extra funding. John will also ascertain evaluation criteria.

- IV. October 26 Community Meeting: The current handbook was distributed. Talking points will be developed by faculty/CSEA/Administration in separate meeting to be called by Glenn before the next SIP meeting. The Community Meeting format will be small breakout groups led by SIP members, followed by a whole group discussion.

Deena suggested that funding should be sought to publish the revised handbook to parents. She also suggested that such topics as safety, school traditions, and academic expectations be added to the handbook. The handbook also needs proofing and updating. Glenn will obtain examples from other schools.

- V. Evaluate Superintendent Day: Surveys are due on Friday. John wants to see more focus on curricular matters, teaching techniques, etc. for March Superintendent Day. SIP is scheduled to plan for that day in November/December timeframe. This could be a topic for small group discussion during the upcoming Community Meeting.

VI. Operating Procedure change to add CSEA member: Tina and Rod had met with some SIP members to clarify issues. Will ask for recommendations for next meeting. Deena presented an analysis of last year's attendance data. A motion to add a third CSEA member by Sue was seconded by Glenn. The first vote to add a third CSEA member passed by consensus. The second vote will occur next meeting.

VII. New Business:

SIP to approve allocations of funds for extracurriculars.

CSO inquired about the possibility of adding alternates to the SIP committee, and whether a couple could serve as one member. This will be added to next meeting's agenda.

Deena distributed draft copies of the parent's survey for report card night, and a draft for a feature in the monthly newsletter. She asked for any comments/issues by 10/14.

VIII. Proposed agenda for 10/23 SIP meeting:

Goals update

Evaluate 2005-06 New Programs and submit to district office

Finalize Community Meeting agenda

Review SIP Operating Procedure for changes

Second vote on additional CSEA member

CSO membership changes to be discussed

IX. The meeting was adjourned at 4:16 PM.

Minutes submitted by Wendy DeMane October 15, 2007

MINUTES
SIP Meeting
October 23, 2007
3:00 - 4:30

Present: Jen Meyer-Slattery, Frances Ryan, Tim Mulligan, Deena McCullough, Megan Long, Glenn Hurlock, Denise Kennedy, John Fairchild, Theresa Davies, Sue Bordeau, Chris Beaudin, Mark Aloï, Zainab Afzal.

1. The minutes from October 9 were approved as written on a motion from John Fairchild, seconded by Sue Bordeau.
2. Evaluation of 2005-06 Program Proposals
 - a. AP World History: Sue Levaque submitted a report focusing on the improvement of writing skills displayed by the students in this class. She also shared the concern that some capable students are not taking AP courses for fear of negatively impacting their GPA.
 - b. Full-Day Self-Contained 8-1-1 Program: The challenges of this program were outlined. The lack of a half-time psychologist and the confined space led to problems in the first year. A change in room location and pushing in to regular classes has helped but more time is needed to accurately assess the program.
 - c. African-American History: An incomplete report was received for this course. *Some concerns were raised about the number of AP Social Studies electives available to the limited number of students who might take them. With larger classes in other subject areas, there is concern about teacher equity. John will gather missing information and submit a report to the DWEIC.
3. Finalize October 26 Community Meeting
 - a. The focus of this first early release day will be to look at school rules as they reflect or contradict our expectations of the PHS Graduate. Following a brief introduction, we will be breaking out into small groups for discussion. A wrap-up session will follow to combine information and discuss what to do next.
 - b. Ultimately, the student handbook needs to be updated. The process will begin with SIP reviewing the document and highlighting corrections and questions about dated information (i.e.: phone numbers, names of specific individuals, etc.). These changes should be sent to Sue Bordeau who will compile them and report back to SIP.
 - c. Denise Kennedy will provide SIP with a printout of handbook items that can be revised. State and Board mandated items are not up for discussion.
4. Review of SIP Operating Procedures for changes
 - a. Attendance at SIP has been an ongoing issue. In order to conduct business, a representative from each of the five stakeholder groups must be in attendance. The suggestion was made to revise the OP to allow for business to proceed if four of the stakeholder groups are represented. Chris Beaudin will work on the wording of this proposal.

- b. *Second vote on the third CSEA Representative: A motion to vote was made by Sue Bordeau, seconded by Denise Kennedy. The result was a 3 - 3 tie resulting in no decision. Deena suggested a sub-committee of SIP be formed with John and the faculty and staff to come to a resolution.*

- 5. *Goals update*
 - a. *Communication*
 - i. *Deena handed out modified copies of the Parent Survey to be distributed on report card pick-up day.*
 - ii. *Tim and Jen have compiled a survey for teachers on report card pick-up day.*
 - iii. *Statistics will continue to be compiled on faculty meetings.*
 - b. *Handbook*
 - i. *Parents will discuss handbook revisions at their November 6, 2007 CSO meeting.*
 - ii. *Students will have a similar discussion at an upcoming Student Association meeting.*

- 6. *Next meeting - November 13, 2007*
 - Tentative Agenda Items*
 - New Program Proposals (copies to SIP by 11/7)*
 - Goals Update*
 - Evaluation of 10/26 Community Meeting*

Minutes submitted by Sue Bordeau on October 26, 2007

MINUTES
SIP Meeting
November 13, 2007
3:00 - 4:10

Present: Deena McCullough, Donna Stockdale; Chris Beaudin, Jen Meyer-Slattery, Wendy DeMane; John Fairchild, Zainab Afzal, Tim Mulligan, Sunshine Turner, Mark Aloï, Sue Bordeau, Glenn Hurlock, Frances Ryan.

1. The minutes from October 23 were approved as written on a motion from Chris Beaudin, seconded by Tim Mulligan.
2. Public Comments: Glenn noted that the March Community Meeting (early release) date has been changed from the 6th to the 13th.

Denise Kennedy submitted her resignation to the SIP committee, and it was accepted. Donna Stockdale will replace Denise as the CSEA representative.

3. The Extracurricular Activity Allocation list was distributed, reviewed, and accepted without change.
4. New Project Proposals were evaluated, guided by the DWEIC Selection Rubric.
 1. "Meet Canada"—Need additional information re: field trip funds. Add a target for the number of students taking the course as a key performance indicator. Will review again once the information is added.
 2. "Literacy Camp"—Suggest it should be tried as a pilot program on a volunteer basis. Not approved at this time.
 3. "Guided Study Hall"—Recommend to submit to DWEIC.
 4. "Unified Science A & B"—Need additional specific evaluation data: what is the current passing rate of the RCT and how will it improve? Will review again once the information is added.
 5. "AP Psychology"—Include specific key performance indicators: number of students who will take the course; AP passing rate. Will review again once the information is added.
 6. "Physical Education"—Add number of students that failed PE in 2006. Recommend to submit to DWEIC.
 7. "Aerospace Engineering"—Recommend to submit to DWEIC.

5. Glenn distributed a summary of the small group input from the last Community Meeting.

6. Goals Update:

Communications: Jen will provide a survey to teachers after report card pick-up night. John will provide an update on meetings attendance.

Handbook: Zainab will provide an update on the input from SA on the handbook revision.

7. Next meeting - November 13, 2007

Tentative Agenda Items:

New Program Proposals review and submit to the district office

Goals update

Discuss & plan the Jan. 11 Community Meeting

Review SIP Operating Procedure for changes

8. The meeting was adjourned at 4:10 on a motion by Chris Beaudin, seconded by Mark Aloï.

Minutes submitted by Wendy DeMane on November 20, 2007

MINUTES
SIP Meeting
November 27, 2007
3:00 - 4:15

Present: Chris Beaudin, John Fairchild, Jen Meyer-Slattery, Deena McCullough, Mark Aloï, Tim Mulligan, Wendy DeMane, Megan Long, Chelsea Ensel, Sue Bordeau, Donna Stockdale, Theresa Davies, Sunshine Turner, Glenn Hurlock, Frances Ryan
Absent: Zainab Afzal, Joe Staves

1. The minutes from November 13 were approved with a correction on a motion from Megan Long, seconded by Sue Bordeau. The correction: add Joe Staves as in attendance.
2. New Program Proposals:
 - a. "Unified Science A & B"—added key performance indicator of the passing rate of the RCT. This proposal is approved for forwarding to DWEIC.
 - b. "Physical Education"—added key performance indicator of the passing rate PE. This proposal is approved for forwarding to DWEIC.
 - c. "AP Psychology"—this will be dually an AP and a CAP course. Added key performance indicator of the passing rate the AP exam. This proposal is approved for forwarding to DWEIC.
 - d. "Literacy Camp"—stipulated that the funds will be separate from summer school budget, and that a minimum of 10 students be enrolled. Recommended to DWEIC as amended.
 - e. "Meet Canada"—responded that funds are available in the existing budget for field trips. Enrollment goal is 15 students. The key performance indicator will be pre-test to post-test improvement. This proposal is approved for forwarding to DWEIC.
3. SIP Operating Procedures:
 - a. While reviewing criteria for business to be conducted, initial discussion focused on requiring that four of the five stakeholders groups (faculty, administration non-instructional staff, parents, and students) be present, and that of those four, the three state-mandated stakeholders groups (teachers, administration, parents) are present. It was stated, however, that these conditions serve to diminish the importance of two of the five district-mandated stakeholders groups. The SIP committee generally concurred on that point, and the discussion was tabled.
 - b. Regarding attendance criteria, the following was proposed: The absence of a member from a scheduled SIP meeting will be categorized as either excused (with prior notification to another SIP member) or unexcused (no prior notification). Three unexcused absences in a row and/or a 50% unexcused absence rate for the year are grounds for dismissal. Upon the second unexcused absence in a row, the member and the member's group leader will be contacted. Additionally, habitual excused absences may be addressed with the member. This proposal passed the first vote, and will be voted upon for a second time at the next meeting.
4. Goals Update:
 - a. Communications: Deena reported that 160 parent questionnaires were returned. Some of the data: 75% of parents feel welcome at PHS; 75% have read the student handbook; most parents support no cell phone use during school hours, believe that their children feel safe, and support allowing food in the classroom. Parent priorities: 1—Academics, 2—Safety, 3—Attendance. Denna thanks the NHS for their help in collecting the questionnaires, and Glenn echoed his appreciation to NHS for their efforts.

Jen reported that 21 faculty surveys had been returned. The average attendance at report card pick-up night was 24% of parents. Half felt the event was well-attended, half felt that a good job was done. Most reported having reminded students of the pick-up event, and most felt that it should not be held each quarter.

The reports for CSO and faculty will be submitted next meeting.

- b. Handbook Update: John described the new attendance policy, and the implementation via a one-week "sweep". Chelsea was concerned about making it into the locker room for PE on time, and was assured that being in the near vicinity was OK. Megan was concerned that sending students to 226 would be detrimental to learning, but since the "sweep" was only a one-week relearning process, it should not have too negative an affect.
5. The January 11 Community Meeting is supposed to be focused on closing the performance gap. However, documentation regarding the directive has not yet come down from the district, so a "Plan B" may be necessary. This will be discussed at the next SIP meeting.
6. Next meeting - December 11, 2007
Tentative Agenda Items:
 - Discuss Jan. 11 Community Meeting
 - Discuss & plan March 20, 2008 Superintendent's Day
 - Goals update
 - Review SIP Operating Procedure for changes: attendance policy; reconfiguration of SIP team members (Chris B.)
7. The meeting was adjourned at 4:15.

Minutes submitted by Wendy DeMane on December 7, 2007

MINUTES
SIP Meeting
December 11, 2007
3:00 - 4:15

Present: Chris Beaudin, John Fairchild, Jen Meyer-Slattery, Deena McCullough, Mark Aloï, Tim Mulligan, Wendy DeMane, Megan Long, Sue Bordeau, Donna Stockdale, Sunshine Turner, Glenn Hurlock, Joe Staves
Absent: Zainab Afzal, Chelsea Ensel, Theresa Davies, Frances Ryan,

1. The minutes from November 27 were approved with a correction to add a comma between "administration" and "non-instructional staff" in paragraph 3.a.
2. SIP Operating Procedures:
Regarding attendance criteria, the following was proposed: If a member has two (2) unexcused absences in a row or does not attend 50% of the scheduled annual meetings, the member's stakeholder president/chairperson will be notified in writing by the Facilitator or the Recorder. This proposal replaces the attendance policy voted upon last meeting prescribing the dismissal of a member for lack of regular attendance, as it was pointed out that SIP does not have the authority to dismiss a member. This revised proposal passed the first vote, and will be voted upon for a second time at the next meeting.
3. The Community Meeting on January 11th, 2008 will be a special presentation focusing on RTI (Response to Intervention), a new federally mandated process for providing educational services to students. This presentation will take place at Stafford Middle School.
4. The Superintendent's Day on March 20, 2008 will include district-wide activities in the morning and building-based activities in the afternoon. Learn and Serve has requested that one hour of time be allotted. John will find out whether that will be in the morning or afternoon. Other ideas brought to the table: a speaker from BER.org for training in reading across the curriculum and assessment techniques; feedback from a visit to Massena to observe positive intervention techniques used there; leadership opportunities training. Specifics (e.g. cost) regarding these and any other ideas are to be brought to the next meeting so the afternoon can be planned.
5. Goals Update:
 - a. Communication: Parent survey results acquired during report card pick-up were attached by Deena to the agenda email. Jen distributed copies of faculty surveys.
 - b. Communication: Regarding faculty meeting attendance, no data was available, but the general feeling of faculty SIP members was that the meetings seem better attended.
 - c. Handbook Update: Deena will prepare a timeline for completing handbook revisions for submittal to the PCSD Board. Deena to collect parent input; Megan to collect student input; Sunshine and the PBIS committee to prepare material.
 - d. Welcoming & Inclusive School Environment: Megan reported some actions by SA that seek to involve students that usually do not get involved. Deena reported very positive feedback from parents, and the appreciation for more opportunities for parent involvement.
 - e. Needs Assessment: Glenn will do in the spring.

- f. *Closing the Performance Gap*: There will be no presentation to the Board required. Actions towards this goal include training for Special Ed teachers to run CSE meetings and providing funds for teachers to attend conferences relating to inclusion and differentiated instruction.
6. *SIP Operating Procedure*: Chris B. provided a handout detailing a revised structuring of the SIP committee to include a teacher from each academic area, plus an additional CSEA member, to provide input from the widest array of interest groups within the school. As this would increase the maximum constituency by four people, it was suggested that it may be problematic to reach consensus. The committee voted to drop this motion.
7. Next meeting - January 8, 2008
Tentative Agenda Items:
 - Discuss & plan March 20, 2008 Superintendent's Day
 - Second vote on revised attendance criteria
 - Goals update
8. John F. extended thanks to all faculty and staff for supporting the new tardiness policy. Improvements were observed not only in the number of students in the halls after the bell rings, but also in student behavior and inappropriate language.
9. The meeting was adjourned at 4:15.

Minutes submitted by Wendy DeMane on December 18, 2007

MINUTES
SIP Meeting
January 8, 2008
3:00 - 3:33

Present: John Fairchild, Glenn Hurlock, Joe Staves, Deena McCullough, Theresa Davies, Frances Ryan, Jen Meyer-Slattery, Mark Aloji, Tim Mulligan, Sunshine Turner, Wendy DeMane, Sue Bordeau, Donna Stockdale, Zainab Afzal, Megan Long
Absent: Chelsea Ensel (unexcused), Chris Beaudin (unexcused)

1. The minutes from December 11 were approved as submitted.
2. SIP Operating Procedures:
Regarding attendance criteria, the following was put to a second vote on a motion by Theresa, seconded by John: If a member has two (2) unexcused absences in a row or does not attend 50% of the scheduled annual meetings, the member's stakeholder president/chairperson will be notified in writing by the Facilitator or the Recorder. The minutes will document whether an absence was excused or unexcused. The vote passed.
3. The Superintendent's Day on March 20, 2008 will include district-wide activities in the morning and building-based activities in the afternoon. The morning agenda will include a technology presentation, possibly introducing "Star Portal" which is the next generation of Star Web. There may also be a presentation on email utilization.

Learn and Serve has requested that one hour of time be allotted in the afternoon. Sunshine requested a $\frac{1}{2}$ -hour segment to apprise the faculty of PBIS activities observed during a visit to Massena. Committee members expressed an interest in learning techniques to incorporate writing across the curriculum. In-house trainers will be sought, as funds for outside speakers are not available. It was suggested that Marj Brown and Karen Bisso have both attended 6+1 Traits training, and might be willing to provide instruction to faculty.

It was suggested that non-instructional staff, particularly monitors, could benefit from working with our counselors to explore behavior management techniques, and to obtain other information and advice regarding working with teens.

4. Goals Update:
 - a. Communication: Jen suggested possibly implementing formal scheduling for parents to speak to teachers during report card pick-up night. As a result of this suggestion, the action to plan ways to make report card pick-up events more effective for parents and teachers was added to the February 12 SIP meeting agenda.
 - b. Communication: Regarding faculty meeting attendance, the data is being accumulated from each faculty meeting for analysis later in the year.
 - c. Handbook Update: Deena distributed an email from Lois Clermont that summarizes the highlights of the CSO forum on the Student Handbook. SIP members will evaluate the information for later discussion.

The Student Association and class officers also met to discuss the Student Handbook. There was

no summary available for handout, but Megan indicated they discussed tardiness, cell phone usage, cafeteria, food in classrooms, and proper attire. The consensus of this group was that each individual teacher should make decisions for classroom compliance.

- d. Welcoming & Inclusive School Environment: No update
- e. Needs Assessment: Glenn will use last year's survey again, so that data can be directly compared from last year to this year.
- f. Closing the Performance Gap: No update

5. Next meeting - January 22, 2008

Tentative Agenda Items:

Finalize March 20, 2008 Superintendent's Day

Goals update

Evaluate January 11th Community Meeting

- 6. John F. extended thanks and appreciation to teachers who responded to the recent administrator effectiveness questionnaire. Over half the faculty participated, and many put substantial time and thought into their responses.
- 7. The meeting was adjourned at 3:33.

Minutes submitted by Wendy DeMane on January 16, 2008

MINUTES
SIP Meeting
January 22, 2008
3:05 - 3:55

Present: John Fairchild, Joe Staves, Deena McCullough, Frances Ryan, Jen Meyer-Slattery, Tim Mulligan, Wendy DeMane, Sue Bordeau, Donna Stockdale, Zainab Afzal

Absent: Chelsea Ensel (unexcused), Chris Beaudin (unexcused), Theresa Davies (excused), Sunshine Turner (excused), Mark Aloï (unexcused), Megan Long (unexcused), Glenn Hurlock (excused),

1. The minutes from January 8 were approved with one correction: Lori Willett-Thatcher rather than Marj Brown has been trained in 6+1 Traits.
2. Superintendent's Day on March 20, 2008:
In addition to previously scheduled segments, John will present a required piece on parent involvement for Title I, which is federally mandated and tied to AIS funding. For writing across the curriculum, neither Lori W-T nor Karen Bisso are trained instructors. John and Thelma are seeking an instructor, possibly Kate Messner. Donna is seeking input for presenters for non-instructional staff. Sunshine, Heather Hall, and June Pernice may offer an information session regarding conflict de-escalation, and legalities surrounding mandated reporting.
3. Goals Update:
 - a. Communication: Faculty survey results for Parent's Night were distributed. SIP members will read the surveys and be ready to discuss the results at the next meeting.
 - b. Handbook Update: Sunshine, John, and others will be visiting Massena on Feb. 6 to observe their PBIS activities. Zainab will follow up with Megan Long to provide copies of SA input for SIP members to review.
 - c. Welcoming & Inclusive School Environment: It was suggested that March Madness week be considered for opportunities to include a larger share of the student body. John noted that the last three dances at PHS actually lost money, which is not good, as they are supposed to be fundraisers. SA should discuss this situation.

Attendance at CSO meetings is continuing to increase, attributed to phone trees and mass emails extending invitations. Topics of discussion are relevant. Of note was the recognition that administration is visible each morning greeting students in the courtyard. Perhaps other faculty could rotate into a greeting duty to further improve visibility. Glenn's presence at the meeting was appreciated as he helped clarify some issues.
 - d. Needs Assessment: No update
 - e. Closing the Performance Gap: No update

4. Next meeting - January 22, 2008

Tentative Agenda Items:

- Discuss/plan March 13th Community Meeting
- Report card pick-up night effectiveness
- Faculty/staff Community Meeting evaluation
- Increase minimum required course load
- Study hall procedures/goals
- Finalize March 20, 2008 Superintendent's Day
- Goals update

5. John passed along concerns about the current structure of study halls; that it might be a benefit to establish study hall guidelines, perhaps establishing levels of structure and quiet. This will be further explored at the next meeting.
6. John is having conversations with faculty regarding bumping up the minimum course load from 6 credits to 6.5 or 7 credits. There is concern about seniors carrying less than the minimum load, perhaps as a result of having overloaded schedules during underclass years. Other related discussions included adding a lunch period, adding activities during lunch periods, and requiring 9th and 10th graders to have a lunch period. SIP members should gather input for this topic for discussion at the next meeting.
7. Report Card Pick-up Effectiveness: Numerous ideas included:
 - Scheduling specific parents/students in advance
 - CSO and/or Key Club and/or NHS calling all parents to invite/remind them
 - Making Thursday a drop-in night, Friday AM for scheduled meetings, and Friday PM for drop-ins
 - Add a report card pick-up reminder to the answering machineJen will organize faculty survey results for the next meeting, for further discussion of the topic.
8. The meeting was adjourned at 3:55.

Minutes submitted by Wendy DeMane on January 30, 2008

MINUTES
SIP Meeting
February 12, 2008
3:00 - 4:10

Present: John Fairchild, Glenn Hurlock, Deena McCullough, Frances Ryan, Chris Beaudin, Jen Meyer-Slattery, Tim Mulligan, Sunshine Turner, Mark Aloji, Wendy DeMane, Sue Bordeau, Donna Stockdale, Megan Long, Chelsea Ensel, Zainab Afzal

Absent: Joe Staves (unexcused), Theresa Davies (unexcused)

1. Superintendent's Day on March 20, 2008:
John and Thelma were unable to line up a presenter from our faculty for Reading Across the Curriculum. Also, the Service Learning presentation will only be for those involved in Service Learning, rather than for the entire faculty. Therefore, there is time in the afternoon which needs to be filled. Possible topics: study hall restructuring; creating freshmen teams; teachers electing to go into classrooms as a second teacher in lieu of supervisory period; Reading in Content Areas presentation by PSU professor (Tim to research this option). A final decision will be made at the next meeting.
2. The minutes from January 22 were approved with one correction: the date for the next meeting should read February 12 rather than January 22.
3. Plan March 13 Community Meeting:
Training of up to forty Special Education faculty on March 5 will focus on FBA (Functional Behavioral Assessment) and BIP (Behavior Intervention Plan), programs which provide services to students with disabilities. The Community Meeting will provide the opportunity for those trained on March 5 to pass along relevant information to the entire faculty.
4. Goals Update:
 - a. Communication: Faculty survey results for Parent's Night will be reorganized by topic and distributed by Jen prior to the next meeting. Cindy Deso has tabulated the results of the January 11 Community Meeting, and the results will be available at the next meeting.
 - b. Communications - Admin/faculty/staff: Meeting attendance data continues to be accumulated for analysis.
 - c. Handbook Update: The first draft will be presented at the February 26 SIP meeting. Megan provided a handout summarizing SA input on the Student Handbook revision, to be read and discussed as necessary by SIP during the handbook review process.
 - d. Welcoming & Inclusive School Environment:
SA: Megan will share the schedule for the March Madness week at the next SIP meeting. SA is planning lots of activities to take place during the Pep Rally. Marnie Pike has volunteered to be the DWEIC student representative. The SA would also like to start a school-wide recycling program. The administration fully supports this proposal, as waste collection rates will be seeing an increase due to the fact that PHS does not currently have a program.

CSO: Dr. Demarse presented an overview of the Summer Reading Program at the last meeting. The CSO wants to thank Dr. Demarse for taking the time to clarify the program. The CSO will be issuing an endorsement for the Summer Reading Program.

- e. Needs Assessment: No update
- f. Closing the Performance Gap: No update

5. Discussion Topics:

- a. Increasing minimum course load for students from 6 to 6.5 or 7 courses (or 6 plus PE) per semester:

Student input indicated support for this proposal. Parent input indicated support, but suggested that there be flexibility to accommodate both college coursework and employment schedules. Faculty was supportive of the proposal. Additional comments included having graduates talk to freshmen and sophomores about how academically prepared one must be to enter college. At Freshman Orientation, small groups led by NHS members could also talk to freshmen about academics to encourage them to be academically rigorous.

- b. Study halls—academic, relaxed, or a mix of both:

Student members want opportunities to socialize. Discussions are ongoing with the faculty.

6. Next meeting - February 26, 2008

Tentative Agenda Items:

Finalize plans for March 20 Superintendent Day

Discuss/plan March 13th Community Meeting

Goals update: Report Card Pickup Day effectiveness; Students Handbook update initial review

- 7. John related some changes to the graduation ceremony this year, as requested by the senior class officers. First, the class valedictorian and salutatorian will not automatically be speakers. Rather, the privilege to speak will be opened up to the entire senior class. Those desiring the honor will anonymously submit speeches to a judging committee, who will then select two speakers. The class valedictorian and salutatorian will still be recognized during the ceremony. Second, no students will be seated on the stage.

- 8. The meeting was adjourned at 4:10.

Minutes submitted by Wendy DeMane on February 24, 2008.

MINUTES
SIP Meeting
March 11, 2008
3:00 - 4:00

Present: John Fairchild, Glenn Hurlock, Deena McCullough, Frances Ryan, Donna Stockdale, Chris Beaudin, Jen Meyer-Slattey, Sunshine Turner, Mark Aloï, Wendy DeMane, Megan Long,
Absent: Joe Staves (unexc.), Theresa Davies (exc.), Sue Bordeau (exc.), Tim Mulligan (exc.), Chelsea Ensel (unexc.), Zainab Afzal (unexc.)

1. The minutes from February 12 were approved as clarified: Item 5: *SIP faculty representatives* were supportive of the proposal to increase minimum student course load to 6.5 or 7 courses. The minutes from February 26 were approved as written.
2. 2008-09 PHS Student Handbook:
Sunshine brought comments submitted by faculty regarding the welcoming letter she had written and distributed. She will incorporate changes based on discussion.

For the remainder of the meeting, the committee reviewed and discussed the handbook revisions page-by-page. The review process will continue at the next meeting.

3. Next meeting - March 25, 2008

Tentative Agenda Items:

Final review of 2008-09 Student Handbook

Evaluate March 13 Community Meeting

Evaluate March 20 Superintendent Day

Goals Update

4. The meeting was adjourned at 4:00.

Minutes submitted by Wendy DeMane on March 4, 2008.

MINUTES
SIP Meeting
March 25, 2008
3:00 - 4:10

Present: John Fairchild, Glenn Hurlock, Joe Staves, Deena McCullough, Frances Ryan, Chris Beaudin, Tim Mulligan, Jen Meyer-Slattey, Sunshine Turner, Mark Aloï, Wendy DeMane, Megan Long, Zainab Afzal
Absent: Sue Bordeau (exc.), Donna Stockdale (exc.), Chelsea Ensel (exc.)

1. A correction was noted on the minutes from March 11: the minutes submittal date should be March 20, 2008.

2. 2008-09 PHS Student Handbook:

For the remainder of the meeting, the committee continued reviewing and discussing the handbook revisions page-by-page. The review process was concluded. John and Wendy and Sunshine to implement corrections and changes for approval at the next meeting.

3. Next meeting - April 8, 2008

Tentative Agenda Items:

Approval of 2008-09 Student Handbook for forwarding to the board

Student Handbook distribution

Evaluate March 13 Community Meeting

Evaluate March 20 Superintendent Day

Goals Update

4. The meeting was adjourned at 4:10.

Minutes submitted by Wendy DeMane on April 2, 2008.

MINUTES
SIP Meeting
April 8, 2008
3:00 - 4:15

Present: John Fairchild, Glenn Hurlock, Deena McCullough, Frances Ryan, Chris Beaudin, Tim Mulligan, Jen Meyer-Slattery, Sunshine Turner, Wendy DeMane, Zainab Afzal
Absent: Joe Staves (unexc.), Sue Bordeau (exc.), Donna Stockdale (exc.), Mark Aloï (exc.), Chelsea Ensel (exc.), Megan Long (exc.),

1. 2008-09 PHS Student Handbook:

The committee reviewed the updated draft for final revisions and corrections. Jen will forward the final version of the NHS section via email to Wendy for inclusion. Handbook distribution will be as follows: published in each student planner, posted on the internet, and copies will be available at freshman orientation.

2. Evaluation of March 13 Community Meeting:

There was no formal evaluation of the meeting. John related that conversations with faculty after the meeting were positive; that attendees were engaged and felt the audio leadership presentation was valuable. One area of improvement: provide a discussion period afterward.

3. Evaluation of March 20 Superintendent Day:

Surveys were completed by attendees, but data was not yet available. Feedback will be provided to the district re: the morning session. The support staff afternoon session was not well-attended, but discussions that took place were valuable. For future planning, SIP will seek ideas for topics from other school districts.

4. Goals Update:

Needs Assessment: Glenn to provide timeline for student and parent input. Glenn to remind teachers to turn in questionnaires.

Welcoming and Inclusive school environment: Zainab indicated that SA was not responsive to efforts to incorporate suggested inclusive activities during March Madness week.

5. The committee discussed the behavior of students during recent assemblies, and the ongoing efforts by faculty to reteach as needed appropriate assembly behavior.

6. Next meeting - April 22, 2008

Tentative Agenda Items:

Evaluate March 20 Superintendent Day

Goals Update

Tiered Study Hall-John & Sunshine

School-wide Incentive Program-John & Sunshine

Historical perspective on discussions of class rank, weighting of grades, etc. - John

7. The meeting was adjourned at 4:15.

Minutes submitted by Wendy DeMane on April 21, 2008.

MINUTES
SIP Meeting
April 22, 2008
3:00 - 3:55

Present: John Fairchild, Glenn Hurlock, Deena McCullough, Sue Bordeau, Donna Stockdale, Chris Beaudin, Tim Mulligan, Jen Meyer-Slattery, Sunshine Turner, Mark Aloj, Wendy DeMane, Zainab Afzal, Megan Long,
Absent: Joe Staves (unexc.), Frances Ryan (exc.), Chelsea Ensel (unexc.),

1. The minutes of prior meetings on April 8, March 25, and March 11 were approved as written

2. Goals Update:

Student Handbook: Sue pointed out that the directions for accessing telephone extensions within the high school do not match the actual procedure on page 4. This will be examined and updated as needed. John will forward a paragraph about SSR to Wendy for inclusion in the Academics section of the handbook.

Welcoming and Inclusive school environment: Deena reported that 23 people attended the evening presentation on student loans and credit. Also, the CSO is in the process of planning the Faculty/Staff Appreciation event.

Needs Assessment: Glenn to complete the timeline within the next week. Questionnaires will be mailed to parents in May.

3. Tiered Study Hall: John and Sunshine presented to SIP the concept of providing a tiered study hall system. Those students that demonstrate consistently positive behaviors (no referrals, good attendance, and classwork and homework responsibility) and maintain good academic standing would be rewarded with a relaxed study hall in the cafeteria. Students that do not meet these expectations would be assigned to traditional quiet study halls, preferably with their subject teachers so that extra help would be available. This approach would be implemented as a pilot, and could be reversed if it did not work out. A committee to further discuss and solidify the plan was assembled: Tim, Chris, Mark, and John will meet Friday, April 25 Period 1.
4. 2008-19 School-wide Incentive Program: There is some money in the budget to provide tangible rewards for positive behaviors. PBIS will be meeting soon to provide further information to SIP. Sunshine asked that SIP stakeholder groups also provide some input next meeting. In particular, Megan was asked to think about what tangible rewards students would like.
5. Single Period Lunch/Add 4th period to lunch: Beekmantown is implementing a single period lunch: their success will be monitored. Lunch during 4th period is not an option because it would extend cafeteria workers' hours. Also, declining enrollment and eventually a larger cafeteria should eliminate crowding problems.
6. John provided an historical perspective on considering weighted grading at PHS.
7. Faculty SIP members were asked to gather input for topical ideas for October's Superintendent Day.

8. Next meeting - May 13, 2008

Tentative Agenda Items:

Goals Update

Evaluate March 20 Superintendent Day

Discuss-plan October Superintendent Day

Notice to stakeholders' groups to elect new members by July 1, 2008

9. The meeting was adjourned at 3:55.

Minutes submitted by Wendy DeMane on April 29, 2008.

MINUTES
SIP Meeting
May 13, 2008
3:00 - 3:55

Present: John Fairchild, Glenn Hurlock, Joe Staves, Deena McCullough, Frances Ryan, Sue Bordeau, Donna Stockdale, Chris Beaudin, Tim Mulligan, Sunshine Turner, Wendy DeMane, Zainab Afzal, Megan Long, Chelsea Ensel

Absent: Jen Meyer-Slattery (exc.), Mark Aloï (exc.)

1. The minutes of the prior meeting were approved as written.
2. Goals Update: Deena provided a status report for review by the committee.

Student Handbook: The handbook is completed, although John would like to add some dates to the calendar. The handbook does not need School Board approval.

Communications: John will provide March Superintendent Day survey data next meeting to complete this goal.

Welcoming and Inclusive School Environment: This goal could benefit from a better definition of "inclusive." Quantitative data was not gathered to assess student involvement in extracurricular activities. Depending on the results of the Needs Assessment Survey, this goal may be carried over to next year.

Performance Gap: The performance gap is officially closed. Training activities were provided to faculty throughout the year, and will be ongoing to help meet special needs of students in the classroom. This goal is completed, but will be ongoing.

3. 2008-19 School-wide Incentive Program: Megan provided a list of incentive suggestions: raffles, dance admissions, "sweep" passes, preferred parking spaces, junior release privileges, yearbooks, any free stuff
4. October, 2008 Superintendent Day: Sunshine suggested incorporating a PBIS piece at each Superintendent Day. John to obtain information now regarding what part of the day will be building level activities—this is needed for planning purposes. Each department should provide a list of wants and needs to SIP members. Offering a menu of options to faculty and staff for that day has historically worked well. Deena suggested a presentation called Gatekeeper Training as part of Sources of Strength, a program that promotes mentoring and sources of support at all levels within a school. Deena to follow up with Jane Pike. Also suggested was bringing a panel of PHS graduates in to talk to faculty about their post-PHS experiences.
5. Deena to provide notices to stakeholders groups to elect new SIP representatives by July 1.
6. Next meeting - May 27, 2008: This will be a meeting of only faculty and staff SIP members to plan the October Superintendent Day and October Community Meeting.

7. Next formal meeting - June 10, 2008

Tentative Agenda Items:

Update on plans for October Superintendent Day

Update on plans for October Community Meeting

Update on notice to stakeholder groups to elect new members

Review Needs Assessment Survey results

Discuss/plan 2008-09 SIP Goals

8. The meeting was adjourned at 3:55.

Minutes submitted by Wendy DeMane on May 22, 2008.

MINUTES
Faculty/Staff SIP Work Session
May 27, 2008
3:00 - 4:05

Present: John Fairchild, Glenn Hurlock, Sue Bordeau, Chris Beaudin, Tim Mulligan, Sunshine Turner, Wendy DeMane

This informal meeting of the SIP faculty and staff representatives was intended for planning the October 14, 2008 Superintendent Day, and the October Community Meeting (time permitting).

The following possibilities for October 14 were discussed:

- Right-To-Know mandatory annual training should take 30-45 minutes.
- Would like to structure several blocks of time with a menu of choices. Three blocks of 1 hour 15 minutes might be a possibility.
 - Training on StarPortal, if it is implemented.
 - Internet safety seminar
 - RTI follow-up training
 - 6+1 Traits training across all curricula
 - Refresher on 504/IEP accommodations requirements
 - Update/refresher on research-based effective teaching techniques and strategies
 - John to seek specific requests and recommendations from department representatives at the next meeting.

The meeting was adjourned at 4:05.

Minutes submitted by Wendy DeMane on June 9, 2008.

MINUTES
SIP Meeting
June 10, 2008
3:00 - 3:55

Present: John Fairchild, Glenn Hurlock, Deena McCullough, Frances Ryan, Sue Bordeau, Donna Stockdale, Chris Beaudin, Tim Mulligan, Sunshine Turner, Jen Meyer-Slattery, Mark Aloï, Sue Wilson, Wendy DeMane, Megan Long, Chelsea Ensel

Absent: Zainab Afzal (unexc.), Joe Staves (unexc.)

1. The minutes of the prior meeting were approved with one correction: in Item 3 change 2008-19 to 2008-09.
2. October 14, 2008 Superintendent Day: Wendy read minutes from the May 27 faculty/staff work meeting. The format for Superintendent Day will begin with Right-To-Know mandatory training, followed by several blocks of time, with a menu of choices for attendees. The following possible choices were identified: StarPortal training (if implemented), an internet safety seminar, RTI follow-up training, refresher training on 504/IEP accommodations requirements, update/refresher on research-based effective teaching techniques and strategies, 6+1 traits training across all curricula, PBIS training for all, health/wellness for staff (including a speaker and mini-workshops—also a possibility for the March Superintendent Day). Sunshine has a lead on a speaker for RTI, and will look for funding. Staff input is also needed for planning the day. It was suggested that de-escalation techniques be presented again.
3. October Community Meeting planning: This year the meeting will be from 1:15 to 3:20. It was suggested that the faculty and staff split into groups like the 2007 meeting to discuss selected topics, and then return for whole group discussion. Possible topics might include RTI and PBIS. John suggested a presentation called Challenge Day, during which selected students, faculty, and staff receive training intended to change the culture of the school by breaking down barriers. Further planning for this day will occur during the first meeting in September.
4. SIP committee welcomes two new teacher members: Sue Wilson and Jackie Testo. Student, staff, and parent stakeholder groups will each elect one new member by July 1, 2008.
5. Glenn will provide the tabulated results of the Needs Assessment Surveys to SIP members by email when completed, for use in guiding the creation of 2008-09 SIP goals.
6. Next meeting - Tuesday, August 12, 2008 at 1:30 PM in the Conference Room, to discuss and plan 2008-09 SIP goals
7. Heartfelt thanks and appreciation were extended to outgoing SIP members whose terms are complete: Sue Bordeau, Jen Meyer-Slattery, Tim Mulligan, and Megan Long.
8. New Business: Deena related that CSO met the night before with John and Glenn, to further discuss issues including dress code, communication, and respect. Meagan Pepper also attended, representing the student body, and very effectively providing a student perspective. A committee is to be formed to meet during the summer to further address these issues. Possibly PBIS committee can be involved as well.
9. The meeting was adjourned at 3:55.

Minutes submitted by Wendy DeMane on June 18, 2008.