

MINUTES
SIP Meeting
May 12, 2009
3:00 - 3:35

Present: Glenn Hurlock, Paula Stallsmith, Frances Ryan, Jim Agnew, Donna Stockdale, Chris Beaudin, Sunshine Turner, Sue Wilson, Wendy DeMane,

Absent: Theresa Davies (exc.), Chelsea Ensel (unexc.), Brian Goodell (exc.), Zainab Afzal (unexc.), Jackie Cianfrocco (exc.), Mark Aloï (unexc.)

1. The minutes of the April 21, 2009 meeting were accepted as written, and will be voted upon at the next meeting.
2. Goal—Analyze Current School Schedule Format: No update.
3. Goal—Needs Assessment: The survey will be updated this summer.
4. Goal—Co-curricular Code of Conduct Review: On hold
5. Goals—Communication: No update.
6. Goals—Closing the Gap (Literacy Team): The next meeting will be this week or next.
7. 09-10 SIP Goals:
Glenn distributed drafts of the 2009-10 SIP Goals, for review prior to submittal to DWEIC.
Goal 1: To improve literacy across the curriculum. This includes objectives to improve instructional skills related to literacy, and to improve student knowledge of content-specific vocabulary. It was approved as-is.
Goal 2: To improve faculty understanding of the RTI model for student interventions. This includes the objective to increase faculty understanding of the RTI model. After discussion an objective to clarify the SIT referral process and define levels of intervention was added.
Goal 3: To improve communication with parents and students regarding grades earned. This includes objectives to research online grading systems, and to seek approval from PCSD Superintendent to implement that system. It was approved as-is.
An additional goal will be added to review and update the Student handbook, a task that's accomplished every two years.
8. Plattsburgh Pride: The May 29 assembly will address respect for diverse opinions. During the assembly, all students running for SA officers will have the opportunity to speak to the student body. The hope is that there will be real voting booths to use for the SA officer elections. During the assembly, seniors will meet separately in the cafeteria.
9. Next meeting - Tuesday, June 9, 2009
Tentative Agenda Items:
Goals updates
DWEIC & Plattsburgh Pride updates
10. The meeting was adjourned at 3:35.

Minutes submitted by Wendy DeMane on June 9, 2009.

MINUTES
SIP Meeting
April 21, 2009
3:00 - 4:15

Present: John Fairchild, Glenn Hurlock, Theresa Davies, Paula Stallsmith, Jim Agnew, Chris Beaudin, Sunshine Turner, Sue Wilson, Wendy DeMane, Chelsea Ensel, Mark Aloï,
Absent: Brian Goodell (exc.), Zainab Afzal (exc.), Donna Stockdale (unexc.), Frances Ryan (unexc.), Jackie Cianfrocco (exc.)

1. The minutes of the April 7, 2009 meeting were accepted as written.
2. Goal—Analyze Current School Schedule Format: Chelsea will lead the student forum on April 24 at 2:45 in room 226.
3. Goal—Needs Assessment: No update.
4. Goal—Co-curricular Code of Conduct Review: No update.
5. Goals—Communication: No update.
6. Goals—Closing the Gap (Literacy Team): There is an upcoming Literacy Symposium at SUNY Albany. Two faculty members have volunteered, and there are openings for two more faculty members to attend.
7. 09-10 SIP Goals:
Building-wide Literacy Goal: The focus will be on staff development, especially teaching literacy instructional strategies. Presenters for staff development day(s) should be top-notch—the NYSUT Learning Trust might be a resource for locating presenters. For measuring success, Sunshine indicated that she has tools to evaluate gains in student vocabulary. Sue suggested that specific vocabulary lists might be created per grade and/or per course. Early Release days could be used to develop such lists, or otherwise focus on vocabulary.
RTI: Glenn suggested a goal to improve everyone's understanding of RTI.
On-line Grades: Jim extolled the value of on-line grades for parent communication. John suggested a goal to research software for this.
8. Review of 08-09 Goals:
The Scheduling goal will be complete after the student forum.
The Co-curricular Code of Conduct Review needs to be finished. The changes made so far will need to be approved by the School Board. The section of the code addressing drugs/alcohol may not be reviewed during this cycle.
The Needs Assessment goal will be completed after the new survey is completed.
The Communications goal will be discontinued after this year, as it is felt it served its purpose.
The Closing the Gap goal this year featured the presentation on Special Ed services, and the inception of the Literacy Team.
9. DWEIC Update: At the last meeting, the proposed district-wide Technology Framework was presented, which identifies technology skills expected at each grade level.

10. Plattsburgh Pride: The display entitled "One Second Everything Changes" a 20-foot long portable museum-quality exhibit addressing alcohol and driving, arrives the evening of Tuesday, April 21. During the day from Wednesday to Friday, the exhibit will be manned by counseling staff. Also, PBIS has purchased small items such as water bottles, key chains, carabiners for use as prizes and awards. PBIS has also purchased nameplates for each faculty, staff, and CVES member to be affixed outside classrooms and offices.

11. Next meeting - Tuesday, May 11, 2009

Tentative Agenda Items:

Goals updates

Finalize 2009-10 SIP goals and approve them for submission to DWEIC on May 18th.

DWEIC & Plattsburgh Pride updates

12. The meeting was adjourned at 4:15.

Minutes submitted by Wendy DeMane on May 8, 2009.

MINUTES
SIP Meeting
April 7, 2009
3:00 - 3:42

Present: John Fairchild, Theresa Davies, Paula Stallsmith, Frances Ryan, Jim Agnew, Chris Beaudin, Sunshine Turner, Sue Wilson, Wendy DeMane, Jackie Cianfrocco, Zainab Afzal
Absent: Brian Goodell (exc.), Chelsea Ensel (exc.), Mark Aloï (unexc.), Donna Stockdale (exc.), Glenn Hurlock (exc.)

1. The minutes of the March 24, 2009 meeting were accepted with one correction: in Item 10 the title of the display is "One Second Everything Changes."
2. Goal—Analyze Current School Schedule Format: Chelsea will schedule the student forum.
3. Goal—Needs Assessment: No update.
4. Goal—Co-curricular Code of Conduct Review: No update.
5. Goals—Communication: No update.
6. Goals—Closing the Gap: On April 1, the Vocabulary Word For the Day began school-wide. John noted that he has observed several creative ways that teachers are implementing the word into the school day.
7. 09-10 SIP Goals: Goals from each department are to be measurable goals impacting student achievement, and are due May 1. SIP goals are due to DWEIC on May 18. SIP will use the April 21 and May 12 meetings to plan goals for next year. Sue suggested that SIP goals be more specific than in years past. Focused goals can then drive specific actions, such as scheduling a speaker for the staff development days. Sunshine suggested that there should be goals that reflect district initiatives RTI and PBIS (for example rethinking the function of ISD), and also that they be specific and measurable. Chris suggested that goals can be thought of in two groups: Safety/Communication/Inclusion/Atmosphere and Academic (e.g. student achievement, instructional strategies for classroom teachers.) Since goals are being submitted earlier than in years past, the first day of school can have activities geared toward specific SIP goals. Wendy will request that each faculty member send to his/her SIP representative the top three policies that should be retaught on the first day of school for teachers (e.g. cell phone, dress code, tardy procedure) so that all faculty start next year on the same page.
8. Plattsburgh Pride: The display entitled "One Second Everything Changes" a 20-foot long portable museum-quality exhibit addressing alcohol and driving, arrives the evening of Tuesday, April 21. During the day from Wednesday to Friday, the exhibit will be manned by counseling staff. Students will be issued passes to view the exhibit during the day, and parents are invited for Wednesday evening for a presentation. The April assembly on Friday, April 24 will open with a performance by "Team Act," after which Mrs. Dunleavy, whose son was killed by a drunk driver, will speak to students.
9. Next meeting - April 21, 2009

Tentative Agenda Items:
Goals updates

Continue planning 2009-10 SIP goals
DWEIC & Plattsburgh Pride updates

10. The meeting was adjourned at 3:42.

Minutes submitted by Wendy DeMane on April 20, 2009.

MINUTES
SIP Meeting
March 24, 2009
3:00 - 3:37

Present: John Fairchild, Glenn Hurlock, Theresa Davies, Paula Stallsmith, Jim Agnew, Donna Stockdale, Chris Beaudin, Sunshine Turner, Mark Aloï, Wendy DeMane, Jackie Cianfrocco, Chelsea Ensel, Brian Goodell

Absent: Zainab Afzal (unexc.), Frances Ryan (unexc.), Sue Wilson (exc.)

1. The minutes of the February 24, 2009 meeting were accepted as written. The minutes of the March 10, 2009 meeting were accepted with one correction: in Item 11.b, the wording should be "...the funding is from state sources" instead of "...the funding is from federal sources."
2. Goal—Analyze Current School Schedule Format: Chelsea will hold the student forum meeting on Wednesday, April 1.
3. Goal—Needs Assessment: There will be a meeting on April 2.
4. Goal—Co-curricular Code of Conduct Review: No update.
5. Goals—Communication: No update.
6. Goals—Closing the Gap: The Literacy Leadership Team met on March 12 to plan the March 20 Staff Development Day. On April 1, twelve faculty are registered to attend a "Savvy Vocabulary" workshop. Additionally, beginning April 1, a Vocabulary Word-of-the-Day will be implemented school-wide.
7. 09-10 SIP Goals: Glenn attended the last SIP Facilitators Meeting. SIP goals for 09-10 are due Monday, May 18. They will be submitted electronically to DWEIC on a standard form. Each department is currently working on its own measurable goals for student achievement, and the department goals will provide the content for the overall Student Achievement goal for the building. SIP will develop additional building-wide goals. These will be finalized at the May 12 meeting.
8. Assess March 20, 2009 Superintendent Day: Evaluations were generally positive for all the sessions, as they were deemed practical and relevant. In the TA Utilization presentation, some really good dialogue ensued between the Special Ed department and the rest of the teachers. Both the Internet Safety and Adolescent Brain presentations were so well received that it is felt that both should be brought back at a future Superintendent Day so that the entire faculty can attend. The CSO also would like to see both presentations. The feedback from the Graphing Calculator and Smart Board session included a request to bring in outside training (from Hewlett Packard for example) for more in-depth instruction on graphing calculator usage. The afternoon small-group discussions were effective, but groups felt they could have used more time. All agreed that the lunch was fantastic (Thank you, CSO!) and a great opportunity to socialize in the cafeteria. The support staff would like to be better provided for at future Superintendent Days. The monitor session was focused more on the elementary grade levels. The CPR/AED certification was positively received.

9. DWEIC Update: The budget plan was presented at the last meeting. The Board is working to avoid laying off active employees. The job is made almost impossible due to the fact that there is no information on how much money is coming from state and federal sources.
10. Plattsburgh Pride: The plan to re-teach dress code at the March assembly was preempted by the March Madness pep rally. The dress code requirements document was distributed to all students in homerooms. Teachers will also be re-taught how to handle out-of-dress code incidents. From April 20-24, the display "One Second Anything Can Change" will be at PHS. Wednesday night of that week, parents are invited to come see the display, and to participate in a dialogue session. The mother of a child who was killed in a drunk driving accident has offered to speak at the April assembly.
11. New Business:
 - a. SIP Facilitator's Meeting: Glenn reported that the early release days next year will fall on Thursdays. Next year's SIP Facilitator's Meetings will be at 3 PM on Oct. 19, Dec. 3, March 23, and May 20. The next meeting for this year will be on May 11: give Glenn any questions or issues you'd like him to bring to that meeting. This committee should agree on next year's SIP facilitator prior to May 11 so that he/she can attend.
12. Next meeting - April 7, 2009
 - Tentative Agenda Items:
 - Goals updates
 - Continue planning 2009-10 SIP goals
 - DWEIC & Plattsburgh Pride updates
13. The meeting was adjourned at 3:37.

Minutes submitted by Wendy DeMane on April 5, 2009.

MINUTES
SIP Meeting
March 10, 2009
3:00 - 3:47

Present: John Fairchild, Glenn Hurlock, Frances Ryan, Theresa Davies, Paula Stallsmith, Chris Beaudin, Sunshine Turner, Sue Wilson, Mark Aloï, Wendy DeMane, Zainab Afzal, Chelsea Ensel
Absent: Jim Agnew (unexc.), Donna Stockdale (exc.), Brian Goodell (exc.), Jackie Cianfrocco (unexc.)

1. The minutes of the prior meeting will be voted on at the next meeting.
2. Goal—Analyze Current School Schedule Format: The student forum meeting has not yet occurred.
3. Goal—Co-curricular Code of Conduct Review: No update. The next meeting will be in mid-March.
4. Goal—Needs Assessment: No update.
5. Goals—Communication: No update.
6. Goals—Closing the Gap: The Literacy Leadership Team met on March 4. A definition of "literacy" was sent out with the weekly memo to all faculty, requesting feedback. John will resend it under separate cover in case some missed it. The results of ninth grade testing indicate that our students' greatest weakness is in vocabulary, so that will become a focus. The team may institute a "vocabulary word of the day" for all teachers to use in some way during instruction.
7. 09-10 SIP Goals: The goals are due sometime in May (rather than in the fall.) This year, each department will be asked to generate student-focused measurable goals. These goals will be provided to SIP, along with a timeline. There will also be a measurable building-wide literacy goal. At the Wednesday March 18 Department Head meeting, John will introduce the topic of goal development. Then at the March 19 Early Release Day department meetings, departments will begin developing specific goals to feed back to SIP.
8. Finalize March 20, 2009 Superintendents Day:
The Special Ed department will present a session on TA utilization from 8:30 to 10. From 8:30 to 10:30, monitors will attend a presentation on de-escalation techniques at Duken. From 10:15 to 11:45, there will be a choice of sessions: internet safety, graphing calculator and Smart Board techniques, and adolescent brain development. From 1 - 2:40, the Literacy Leadership Team will lead small group discussions. John will check on the possibility of obtaining the services of the internet safety and adolescent brain presenters for the CSO.
9. DWEIC Update: No update.
10. Plattsburgh Pride: The March assembly will focus on the reteaching of the dress code for spring attire. The presentation from the fall will be updated at the March 11 meeting. The April assembly will address alcohol use. Students and parents will have the opportunity to view a display we are borrowing for a week from Essex that deals with drinking and driving. There

is a possibility that a mock car crash will be staged. Hayden Frechette is helping to recruit students to come to the planning meetings. Chelsea and Zainab also offered their assistance.

11. New Business:

a. John announced that the district is coordinating meeting schedules among the schools for the 09-10 school year. All SIP committees will meet on Wednesdays. This will provide opportunities for District-wide SIP meetings.

b. John stated that budget discussions are continuing. There are some retirements in the district, and some of those will not be replaced. It is too soon to know whether staffing will be further reduced. Negotiations are in process to change to a regional, rather than school-district-based, summer school. The BOE is determined to ensure that the budget increase will be 0%. The Building Safety Project is still planned for the summer of 2010. Since the funding is from federal sources, it is not affected by budget concerns. Theresa stated that there is some confusion by the public about this, and that maybe Jake could clarify what's happening with the Building Safety Project.

d. John wanted it noted that, during the recent visit by Reverend Phelps's group, the students were "wonderful," well-behaved, and respectful. There were no issues at all. There was also great support by the staff. Frances expressed that the students were very well prepared for the visit, and that it was appropriately treated as a teaching opportunity. Glenn stated he was very proud of the students.

e. John announced that the situation at sectionals (students behaving inappropriately) was being addressed, and that the administration will continue to hold students accountable to high standards.

12. Next meeting - March 24, 2009

Tentative Agenda Items:

Goals updates

Begin planning 2010 SIP goals

DWEIC & Plattsburgh Pride updates

13. The meeting was adjourned at 3:47.

Minutes submitted by Wendy DeMane on March 22, 2009.

MINUTES
SIP Meeting
February 24, 2009
3:00 - 3:56

Present: John Fairchild, Glenn Hurlock, Frances Ryan, Theresa Davies, Paula Stallsmith, Jim Agnew, Donna Stockdale, Chris Beaudin, Mark Aloï, Wendy DeMane, Jackie Cianfrocco, Brian Goodell

Absent: Sunshine Turner (exc.), Sue Wilson (exc.), Chelsea Ensel (exc.), Zainab Afzal (unexc.)

1. The minutes of the prior meeting were approved with one correction: in item 5, the options for Early Release Days for 2009-2010 were Mondays, Thursdays, or Fridays (vs. Mondays or Fridays only.)
2. Goal—Analyze Current School Schedule Format: The student forum meeting has not yet occurred.
3. Goal—Co-curricular Code of Conduct Review: No update. The next meeting will be in mid-March.
4. Goal—Needs Assessment: The meeting scheduled for Feb. 26 will evaluate past Needs Assessment questions and how they were/might be utilized. Additionally, the committee will consider using "Survey Monkey," an online option for collecting and reporting survey data.
5. Goals—Communication: The Daily Announcements are now posted on the PHS website for access by parents. Also, the Board of Education will host an open forum for parents on March 10 at 7PM at PHS.
6. Goals—Closing the Gap: The Literacy Team has met twice so far. Three chapters of the *Creating a Culture of Literacy* guide were distributed to faculty member. At the March 20 Superintendent Day, the faculty will have the opportunity for discussion in small breakout groups led by Literacy Team members.
7. Since there are no issues requiring a meeting on March 3, the SIP-directed Community Meeting will be cancelled.
8. On the March 19 Early Release Day, there will be department meetings to discuss course assignments for next year. It's also possible that there will be a budget update.
9. Finalize March 20, 2009 Superintendents Day:
From 1 - 2:40, the Literacy Leadership Team will lead small group discussions. The Special Ed department would like all faculty to attend the TA utilization session from 8:30 to 10. This could be piggybacked with a discussion about using GSH support resources. From 10:15 to 11:45, there will be a choice of sessions: internet safety, graphing calculator and Smart Board techniques, and adolescent brain development. The session on using planners will be dropped for this day. From 8:30 to 10:30, monitors will attend a presentation on de-escalation techniques at Duken. The timing conflicts with monitor's attendance other sessions at PHS, and Donna stated that monitors should have more professional development. Glenn said he could prepare a presentation on Behavior Intervention Plans currently in place, which would help monitors more effectively work with students. Also, Mark Donnelly could be called in to administer CPR and AED training for monitors. Frances wondered if presentations from

faculty meeting—like internet safety and adolescent brain—could be shared with parents. John said he would check with presenters to see if they'd be willing to share their PowerPoints.

10. DWEIC Update: The last meeting was cancelled.
11. Plattsburgh Pride: The end-of-February assembly will start with student recognition in the areas of academics, athletics, and music. Then JW Wiley will speak to students about tolerance and civil rights. The March assembly will feature a military band performance. The April assembly will address alcohol use and driving as prom season approaches. At some point before warm weather arrives, dress code will be retaught using the fashion show video from the beginning of the year.
12. Next meeting - March 10, 2009
Tentative Agenda Items:
 - Goals updates
 - Begin discussing 2010 SIP goals (now due this June)
 - DWEIC & Plattsburgh Pride updates
13. The meeting was adjourned at 3:56.

Minutes submitted by Wendy DeMane on March 4, 2009.

MINUTES
SIP Meeting
February 3, 2009
3:00 - 4:07

Present: John Fairchild, Glenn Hurlock, Deena McCullough, Frances Ryan, Theresa Davies, Paula Stallsmith, Jim Agnew, Donna Stockdale, Chris Beaudin, Mark Aloï, Wendy DeMane, Sunshine Turner, Chelsea Ensel, Zainab Afzal

Absent: Brian Goodell (exc.), Sue Wilson (exc.), Jackie Cianfrocco (exc.)

1. The minutes of the prior meeting were approved with one correction: in item 7 the date of the Early Release Day should be February 5th, not February 15th.
2. Goal—Analyze Current School Schedule Format: Chelsea will facilitate a student forum on Wednesday, February 11 at 2:45. Chris will also attend.
3. Goal—Co-curricular Code of Conduct Review: No update.
4. Goal—Needs Assessment: Glenn has scheduled the following meetings: Feb. 12, Feb. 26, and Mar. 12 from 3-4PM.
5. John announced that Early Release Days for 2009-10 will be on either Mondays or Fridays. Fridays would be less preferable as faculty leaves early. The Superintendent Days will be October 13 and either March 12 or 19 (either of those two dates would be fine.)
6. February 5th Early Release Day Planning:
 - a. Glenn will present year-to-date discipline data.
 - b. There will be a full group discussion regarding the pros and cons of moving the extra help period to before school.
 - c. John will provide preliminary literacy data from 9th grade assessments that occurred during Regents week.
7. Goals—Closing the Gap: Initial review of the data has revealed a notable discrepancy between student reading and student writing/mechanics proficiencies. The Literacy Leadership Team will lead the March 19th Early Release Day meeting, during which small groups will discuss what the literacy initiative means to each teacher in terms of professional development requirements. Prior to this, all staff members will read a packet excerpted from *Creating a Culture of Literacy*. Deena noted that a pass/fail freshman seminar could be a vehicle for reinforcing writing skills. Paula asked whether the test data will be shared with Stafford MS, to which John replied that he had shared the data at a district administrative meeting. Frances suggested that students with strong literacy skills could serve as peer mentors.
8. Plattsburgh Pride: The end-of-February assembly will focus on respect for individuals. There may be a presenter from PSUC.
9. Finalize March 20, 2009 Superintendents Day:
 - a. John handed out a preliminary schedule, which will be finalized and distributed to the faculty. Topics include: Helping students use their planners (two sessions in AM), Internet Safety (two sessions in AM), Adolescent Brain Development (two sessions in AM), Graphing Calculator Exchange of Techniques (one session in AM), How to Work Best With Your TA (one

session in AM), and Creating a Culture of Literacy (PM). Monitors will attend a session on de-escalation techniques at Duken from 8:30 to 10:30.

10. This was the last meeting that Deena served as parent representative and facilitator. Glenn will assume facilitator duties. We all extended heartfelt thanks to Deena for her years of dedicated service on the committee. (Thank you!!) Deena reiterated her willingness to share with the faculty her experiences and insights on an ongoing basis.
11. Paula Stallsmith will replace Deena as a parent representative. Welcome, Paula! Wendy will update the SOP and distribute the updated SIP member list.
12. Next meeting - February 24, 2009

Tentative Agenda Items:

- Discuss and plan Feb. 5 meeting
- Discuss and plan March 3 community meeting
- Goals updates
- DWEIC & Plattsburgh Pride updates

13. The meeting was adjourned at 4:07.

Minutes submitted by Wendy DeMane on February 12, 2009.

MINUTES
SIP Meeting
January 20, 2009
3:00 - 4:03

Present: John Fairchild, Glenn Hurlock, Deena McCullough, Jim Agnew, Chris Beaudin, Mark Aloï, Wendy DeMane, Sunshine Turner, Chelsea Ensel, Brian Goodell, Zainab Afzal, Paula Stallsmith
Absent: Frances Ryan (exc.), Theresa Davies (exc.), Sue Wilson (exc.), Jackie Cianfrocco (exc.), Donna Stockdale (exc.),

1. The minutes of the prior meeting were approved as written.
2. Class Rank: This topic is currently under review by administration and Guidance, to resolve discrepancies between different policies and procedures. One concern is how to accommodate those graduating early in the class rank. A final recommendation will be brought to the SIP committee.
3. A letter to SIP from a faculty member expressing concerns was read and discussed. Feedback will be provided to the faculty member by John and Chris.
4. Finalize March 20, 2009 Superintendents Day:
 - a. Jay Miner with the State Police will present two 90-minute sessions on internet safety, from 8 to 9:30 and from 9:45 to 11:15.
 - b. The Special Ed Department will host an afternoon session on how faculty can best utilize out TA's.
 - c. Math may present a session on calculator usage.
 - d. Technology/Business may have an open lab help session.
 - e. Sunshine's contact for a presentation on the adolescent brain was not available on that date. She will work to schedule him for the October Superintendent Day.
5. Glenn indicated that SIP goals will now be due for submittal in May rather than in September. In March, DWEIC will be providing all SIP's with a Statement of Expectations for use in guiding goal-setting.
6. The January 27th Community Meeting is cancelled due to Regents testing.
7. February 15th Early Release Day Planning:
 - a. Glenn will present year-to-date discipline data.
 - b. John will present the Code of Conduct Committee status, and a SIP overall status.
 - c. Results of the 9th grade Literacy Assessment will be presented.These plans will be finalized at the next SIP meeting.
8. Goal—Analyze Current School Schedule Format: The recommendations that came out of the breakout sessions are with administration for evaluation and further action. No decisions have been made, but currently the thinking is that returning to primarily single period classes—eliminating the hybrid block scheduling— would be a step backwards educationally. Possibilities for tweaking the schedule include scheduling the extra help period earlier in the day, and adding enrichment classes (10 week, P/F for example.) CSO supports both these measures. One idea that has actually been tried out by Avis is to post daily announcements on the High School web page for parents to access. This would provide information that

traditionally would be distributed in a homeroom. Chelsea will be scheduling a forum with students and an adult to obtain student input on scheduling.

9. *Goal—Co-curricular Code of Conduct Review:* The meeting on January 15th included discussion of how student issues during the school day, such as being tardy for school, affect extra-curricular (especially athletic) participation. Also discussed was a procedure to use to allow academically failing/deficient students to participate. The next meeting will include discussions regarding drug and alcohol issues, and consequences or accountability for the student that quits the team.
10. *Goal—Needs Assessment:* Glenn has scheduled the following meetings: Feb. 12, Feb. 26, and Mar. 12 from 3-4PM. Questions will be updated, and the utilization of an on-line survey system will be considered.
11. *Goals—Communications:* Glenn will further investigate and evaluate placing all daily announcements on the PHS web page.
12. *Goals—Closing the Gap:* John announced that the Literacy Team is being formed (but could still use more members.) The first task to determine the extent of a literacy problem at PHS, including specific deficient skill areas, using an assessment tool for all freshmen during Regents week. Using that information, the team will then develop ways to approach removing the deficits.
13. *Plattsburgh Pride:* There will be no end-of-January assembly, as assemblies were held for all classes at the beginning of the month. Chelsea expressed real appreciation for the Common Study Hall as a reward for students.
14. *New Business:* Chris indicated that there is a widespread belief among students that it is OK to leave cell phones on vibrate during the school day. This is NOT the case. Administration (John) will make an announcement to all students reminding them of cell phone rules.
15. *Next meeting - February 3, 2009*
Tentative Agenda Items:
 - Discuss and plan Feb. 5 meeting.
 - Goals updates
 - DWEIC & Plattsburgh Pride updates
16. The meeting was adjourned at 4:03.

Minutes submitted by Wendy DeMane on January 28, 2009.

MINUTES
SIP Meeting
January 6, 2009
3:00 - 4:10

Present: John Fairchild, Glenn Hurlock, Deena McCullough, Frances Ryan, Donna Stockdale, Chris Beaudin, Mark Aloï, Wendy DeMane, Jackie Cianfrocco, Sunshine Turner, Zainab Afzal,
Absent: Brian Goodell (exc.), Jim Agnew (exc.), Sue Wilson (exc.) Theresa Davies (exc.), Chelsea Ensel (unexc.)

1. The minutes of the prior meeting were approved as written.
2. Goal—Analyze Current School Schedule Format: Glenn presented a prepared summary of the discussions that occurred within community groups at the last Early Release Day. Although there was no overwhelming support for any one scheduling format, there was general support for the following: changing to all single periods, and shorter lunch periods. There was also significant interest in changing the extra help period, which is currently during 10th period, to either before school or mid-day. Adding enrichment courses was also notable. There was not significant support for the addition of a homeroom period. Parents reiterated that CSO trusts the faculty to decide on any changes to the schedule. The next step is to prioritize the results of the small group discussion for presentation to the faculty.
3. Goal—Co-curricular Code of Conduct Review: The next meeting will be on January 15.
4. Goal—Needs Assessment: Glenn will schedule the first meeting.
5. Goals—Communications and Closing the Gap: John read excerpts from Creating a Culture of Literacy (thank you Tom Via), which identified specific and dramatic improvements in test scores and graduation rates in several high schools that had instituted literacy instruction across all curricular areas. John is moving to institute a Literacy Leadership Team, whose first goal is to formally assess the freshman class to identify whether there is indeed a literacy problem, and specifically what are the problem areas.

John will communicate at the Jan. 13 faculty meeting his vision: to move PHS from good to excellent. Acknowledging that the faculty and staff is in place to accomplish this, PHS can market to the region its successes and exceptional offerings in order to attract families that are moving into the area.

6. Plattsburgh Pride Update: Sunshine provided the following updates: The goal was accomplished to meet with each class at the beginning of the new calendar year, to thank students for their efforts, and to reiterate behavioral expectations. Evaluation of Common Study Hall is continuing to determine if this concept works as anticipated. The assembly in January will address personal respect. Deena commented that she was in attendance at the holiday assembly, and thought the audience behavior was really good.
7. DWEIC Update: There is still no faculty member volunteer. John reported that the last meeting featured a comparison of PHS to comparable school districts in the state, generally indicating that we fall in the mid- to upper-middle range of most measurements. Mr. Mills will

be in the North Country, to meet with superintendents of the region's schools to examine the strategies that are helping schools improve their graduation rates. Representative faculty and students from the PHS Guided Study Hall program will be featured at the dinner. (*Congratulations!*).

8. Plan March 20, 2009 Superintendents Day: Will be planned at the next meeting. Topics to be considered: Wealth & Wellness; Technology Help Sessions
9. New Business: SIP received a letter of faculty concern, which will be distributed and discussed at the next meeting.
10. Next meeting - January 20, 2009

Tentative Agenda Items:

- Class Rank Discussion
- Letter of faculty concern
- Finalize March 20, 2009 Superintendents Day
- Discuss and plan Jan. 27 and Feb. 5 meetings.
- Goals updates: Scheduling—administration recommendation for faculty review
- Updates of other goals
- DWEIC & Plattsburgh Pride updates

11. The meeting was adjourned at 4:10.

Minutes submitted by Wendy DeMane on January 14, 2009.

MINUTES
SIP Meeting
December 16, 2008
3:00 - 4:05

Present: John Fairchild, Glenn Hurlock, Deena McCullough, Frances Ryan, Theresa Davies, Jim Agnew, Chris Beaudin, Mark Aloï, Wendy DeMane, Sue Wilson, Jackie Cianfrocco, Sunshine Turner, Chelsea Ensel,
Absent: Brian Goodell (exc.), Donna Stockdale (exc.), Zainab Afzal (exc.)

1. The minutes of the prior meeting were approved with one correction: the date of the next SIP meeting should read December 16, 2008.
2. *Goal—Analyze Current School Schedule Format:* Each focus group leader shared the discussions that took place during the early release day meetings. There was a wide variety of opinions offered, and some creative ideas entered. Glenn will collect all the comments and ideas, and organize it for presentation at the next SIP meeting.

The parent forum that occurred at the Dec. 9 CSO meeting was primarily informational. Parents generally agreed that decisions about scheduling should focus on what works best for student learning.

3. *Goal—Co-curricular Code of Conduct Review:* Chelsea provided the results of the student forum she had facilitated. The format of the meeting worked really well: there were no adults present with the 10-12 students that showed up, and students seemed to react well to that environment. A summary of the discussion follows.
What Works: the current code does cause behaviors to be monitored, which helps students become law-abiding citizens; it's good when the coach reads the code aloud; the code shows that the school has students' best interests at heart.
What Doesn't Work: students go to college parties instead of high school parties; it punishes those who are at a party even if they don't drink; accusations should be more solid, not based on rumor or a photo; players are not always treated equally; heavy off-season partying; coaches not held accountable for unfair application of consequences; if it's not read to them the students don't read it themselves.
Some Suggestions: less punishment for telling the truth; hold coaches accountable; threaten legal action; enter infraction into the permanent record.
Chelsea will use this same forum format to collect input on the Scheduling goal.

John reported that the committee has now met twice. The next meeting is Jan. 15.

4. *Goal—Needs Assessment:* The student member on the committee will be Brian Goodell.
5. *Goals—Communications and Closing the Gap:* No updates.
6. *Plan March 20, 2009 Superintendents Day:* Glenn has a call in to Jay Miner for a presentation on internet safety. John has arranged a presentation on the effective use of daily planners. Sunshine will follow up on a presentation on the adolescent brain.

7. Old Business: Thank you to the following members of the National Honor Society, who assisted the CSO in collecting parent questionnaires on report card pickup night:
- Simone Arvisais-Anhalt
 - Ethan Crockett
 - Michael Seeber
 - Laney Feazelle
 - Carly Fisher
 - Krissy Flynn
 - Annelieke Rietsema
 - Emily Higgins
 - Jamie Claus
 - Hannah Saiz
 - Kurt Reh
 - Ben Schultz
 - Roman Boyarov
 - Melanie Barriere

Also, a thank you to Mrs. Stark for allowing participation in student forums to count towards Participation in Government credit.

8. Next meeting - January 6, 2009

Tentative Agenda Items:

- Goals updates: Scheduling—Review summary of information from faculty group discussions, student forum input, next steps
- Updates of other goals
- Discuss and plan March 20, 2009 Superintendents Day (Sunshine: adolescent brain; Glenn: internet safety; John: using agendas in the classroom)
- Discuss and plan Feb. 5 early release day meeting.
- DWEIC & Plattsburgh Pride updates

9. The meeting was adjourned at 4:05.

Minutes submitted by Wendy DeMane on January 2, 2009.

MINUTES
SIP Meeting
December 2, 2008
3:00 - 4:05

Present: John Fairchild, Glenn Hurlock, Deena McCullough, Frances Ryan, Donna Stockdale, Chris Beaudin, Mark Aloï, Wendy DeMane, Sunshine Turner, Brian Goodell, Chelsea Ensel, Zainab Afzal
Absent: Sue Wilson (exc.), Theresa Davies (exc.), Jackie Cianfrocco (exc.), Jim Agnew (unexc.)

1. The minutes of the prior meeting were approved with one correction: Zainab Afzal was present.
2. Goal—Analyze Current School Schedule Format: A CSO parent forum is scheduled for Dec. 9. John will present various possibilities for school-day schedules using a PowerPoint to be created by John and Wendy. Parents can then discuss what they would like. John pointed out that research indicates that schedule format does not positively or negatively affect student learning. Changes can be incorporated to influence student behavior and optimize resource utilization. These discussions are for early exploration purposes only: no decisions are made in these early meetings.

The same PowerPoint will be shown to teachers during the faculty meeting on Dec. 9. Then during the district-wide early release day on Dec. 11, teachers will have the opportunity for discussion and brainstorming during a one hour breakout session, and then come back together as a group to share ideas.

3. Goal—Co-curricular Code of Conduct Review: The second meeting will be on Dec. 8. The review will focus on attendance and academic concerns, specifically under what circumstances a student becomes ineligible. A coach's meeting will be scheduled. The process is that the subcommittee will gather information, and then come up with a proposal. The proposal will be brought back to the SIP committees, and, upon approval, will be forwarded to the school board.
4. Goal—Needs Assessment: A student is needed for this subcommittee, to attend the approximately four meetings. Brian will recruit a volunteer by next meeting.
5. Goals—Communications and Closing the Gap: No updates.
6. DWEIC update: Sunshine related that district enrollment and projections were presented. In general, elementary numbers are increasing and secondary numbers are decreasing.
7. PHS Pride update: The November school-wide assembly fell through due to a last-minute cancellation. It was noted that it was good to cancel rather than to try to fill in with last-minute ideas. The December assembly will be the traditional SA Holiday Show. The committee will begin planning assemblies for January and February. PBIS at the New York State level is seeing cutbacks. Locally, there needs to be an evaluation of how to sustain the initiatives, though currently there is high support by the district.

8. Next meeting - December 16, 2008

Tentative Agenda Items:

Goals updates:

Scheduling—Review of CSO and faculty discussions, status of student input, next steps

Updates of other goals

Discuss and plan March 2009 Superintendents Day (Sunshine: adolescent brain;

Glenn: internet safety; John: using agendas in the classroom)

DWEIC & Plattsburgh Pride updates

9. The meeting was adjourned at 4:05.

Minutes submitted by Wendy DeMane on December 10, 2008.

MINUTES
SIP Meeting
November 18, 2008
3:00 - 4:20

Present: John Fairchild, Glenn Hurlock, Deena McCullough, Frances Ryan, Theresa Davies, Jim Agnew, Donna Stockdale, Chris Beaudin, Sue Wilson, Wendy DeMane, Sunshine Turner, Jackie Cianfrocco, Brian Goodell, Chelsea Ensel, Zainab Afzal
Absent: Mark Aloï (exc.)

1. The minutes of the prior meeting were approved as written.
2. Finalize 2009-10 New Program Proposals (NPP): John led the discussion, beginning by establishing ground rules. SIP members used the NPP Selection Rubric to guide in decision making. John advised that the members should be sensitive to new programs that require an increase in dollars due to the current economic situation, but that dollars should not preclude approving a worthwhile program.

Film & Literature (1 Semester English Elective): Although this program would involve an increase in dollars, it was felt that the course could be developed as a pilot project during the summer, and that DVD's might be found or purchased at a discount. Student SIP members felt that students would be interested in this as a course offering. The project was voted on and approved. It (along with other approved courses) will be forwarded to DWEIC for information.

Lifeguarding (1/2 credit elective or PE): This program might make lifeguard certification more accessible to students, and could provide good employment possibilities. However, pool accessibility is an issue, as swim teams use the Stafford pool after school in fall and winter. It was also pointed out that the course has limited appeal to the student population, as only strong swimmers are candidates. The instructor cost was not included in the dollars. This proposal was not approved.

Kayaking: Course 1: This program ties together outdoor experiences and ELA components during the summer. The committee agreed that, though really interesting, this program falls outside of SIP-approved New Programs. However, it might find support through the Private Industry Council, or kayaking might be introduced as a club in the school. This proposal was not approved.

Graphing Calculator (1/2 credit): Math B/3 students who require more graphing calculator practice are the targeted students. This program could be supported by summer school as long as a minimum of five students sign up for it. John will pursue having it rewritten in the proper NPP format. This proposal was approved.

SAT Prep (summer school): Deena expressed that CSO very much supports an SAT prep course at PHS. There was discussion regarding the charge for the course and who would be offered the course (out of district? juniors and seniors only?) Based on the high demand of the similar class offered at the college, this program should be very popular. Although requiring some clarification of the cost impact, this program was approved.

3. Goal—Analyze Current School Schedule Format: John indicated that the financial situation within the district may redirect the focus of schedule changes. For example, by instituting flexible scheduling for teachers, home instruction and the 3:20 to 5:20 program might trim \$150K from that budget—other

creative solutions of this type should be considered. At the Nov. 24th Community Meeting, faculty and staff will vote on the new voting procedure to be used to implement major changes (like schedule changes). Elements of the new procedure include an 80% consensus level, the use of paper ballots, and providing sufficient notice of the vote. The vote will also decide on whether all stakeholders may vote, or only those in attendance the day of the vote. Wendy will prepare verbiage for the vote, and forward to John for broadcast to the faculty and staff. Also at that meeting, discipline data will be presented.

4. *Goal—Co-curricular Code of Conduct Review:* Glenn distributed a summary from the CSO Forum on this topic. The subcommittee for this goal will come up with a method to obtain student input. A coach's meeting will also be scheduled.
5. *Goal—Communication:* The results of the Parent Survey on Report Card Pickup Night were very positive. The format of the survey itself was effective and easy-to-use, and could be used in the future.
6. Next meeting - December 2, 2008
Tentative Agenda Items:
 - Goals update
 - DWEIC & Plattsburgh Pride updates
 - Finalize plans for Dec. 11 District-wide Early Release Day
 - Evaluate Nov. 24 Community Meeting
7. The meeting was adjourned at 4:20.

Minutes submitted by Wendy DeMane on November 28, 2008.

MINUTES
SIP Meeting
November 4, 2008
3:00 - 4:13

Present: John Fairchild, Deena McCullough, Jim Agnew, Donna Stockdale, Sue Wilson, Mark Aloï, Chris Beaudin, Sunshine Turner, Wendy DeMane, Zainab Afzal

Absent: Glenn Hurlock (exc.), Theresa Davies (unexc.), Brian Goodell (exc.), Jackie Cianfrocco (exc.), Frances Ryan (exc.)

1. The minutes of the prior meeting were approved with a change to Item 6. The second sentence should read: John suggested that the evaluation for advisers be clarified (in the next contract.)
2. Goals update: Scheduling: The October 28th SIP-directed Community Meeting topic was changed from a discussion on scheduling to one regarding the process by which SIP-directed changes are approved by the faculty. Each SIP faculty and staff representative shared the results of small-group discussions. There appeared to be consensus on the following: that 80% agreement is necessary for a vote to pass, that all faculty should be allowed to vote within a given timeframe of the meeting at which the vote occurs, that faculty receive sufficient notice that the vote will be occurring (including the verbiage of the item to be voted upon), and that the vote should be by paper ballot rather than show of hands. It was decided that this approval process be voted upon at the November 24th Community Meeting.
3. DWEIC Update: Sunshine shared that DWEIC is developing a consistent vision for all buildings, to better support SIPs.
4. December 11 Early Release Day plans: The faculty will discuss the schedule. The session will begin with an informational PowerPoint describing various scheduling alternatives that might be considered. The faculty will then break into small constituency groups for further discussion. John and Wendy will develop the PowerPoint presentation.
5. Goals update: Co-curricular Code of Conduct Review: John is the chairperson for this committee. Student representatives are Hayden Frechette, Ethan Crockett, and Mack Kilkeary. There will be a meeting on Friday, November 14. The CSO held their forum on this topic on November 3. Points that came out of that session: the current code is too complicated; the code should focus more on helping kids rather than punishing; the school should only be responsible for school activities held on school property; parents need more buy-in and involvement; reinforcement of the code by coaches is an important element. Deena provided detailed notes from that forum. A coach's meeting will be scheduled, and student input is still sought.
6. Goals update: Communication: A Parent Survey was distributed for comments. Deena will contact the Key Club and NHS advisers for student help in distributing and collecting the surveys during Report Card Pick-up.
7. SIP Training Day Evaluation: The general feeling is that the day was very positive, especially in the ways that specific assistance was provided to our team.
8. New Business: John is working with the Business Office and Lockrow's to provide a new photocopier machine.

9. Next meeting - November 18, 2008

Tentative Agenda Items:

Goals update

Finalize plans for the Dec. 11 Early Release Day

Review and finalize 2009-10 New Program Proposals

DWEIC and PHS PRIDE updates

10. The meeting was adjourned at 4:13.

Minutes submitted by Wendy DeMane on November 11, 2008.

MINUTES
SIP Meeting
October 21, 2008
3:00 - 4:00

Present: John Fairchild, Glenn Hurlock, Deena McCullough, Frances Ryan, Jim Agnew, Donna Stockdale, Chris Beaudin, Sunshine Turner, Wendy DeMane, Jackie Cianfrocco, Brian Goodell, Zainab Afzal
Absent: Sue Wilson (exc.), Theresa Davies (exc.), Mark Aloï (exc.), Chelsea Ensel (unexc.)

1. The minutes of the prior meeting were approved with corrections: Tony Perez was not in attendance; Zainab Afzal was absent/excused; Jim Agnew was absent/excused; Brian will seek two students to serve on the Revise Needs Assessment Survey committee.
2. Goal—Scheduling: This topic will be discussed during a breakout session on October 28. Specifically, we will ask about what works with our current bell schedule and what are the drawbacks. Possibilities include double periods, more or fewer periods, adding homeroom, semestering, M/W/F-T/Th scheduling, with the driving goal to optimize instructional time. The CSO will discuss this topic during the Dec. 9 meeting. Student input will be solicited via the Student Association and through the Leadership Class.
3. Goal—Review Extracurricular Code of Conduct: The parent rep is Dr. Rietsema, community rep is Jeremy Blowers, and PHS reps are Glenn, John, Joe Staves, Sue Wilson, Cheryl Maggy, and Kim Quinn. There are no student representatives for the committee yet. CSO will host a parent and community forum on Nov. 3. Talking points during the forum can include: what currently works and what does not work, what specifically is the school's role in policing alcohol use outside of school. Public as well as anonymous input is welcome.
4. Goal—Needs Assessment Survey: To date, Karen Merrill is a parent committee representative, and Tony Perez is a faculty Rep. One more parent rep, two student reps, and additional faculty reps are being sought. Meetings will begin in December, and will convene once a month on a Thursday at 3PM.
5. Goal—Communications: Deena has a possible survey format for use during Report Card Pick-up. NHS and Key Club members are needed to distribute and collect the parent surveys at that time. The faculty survey will piggyback on the parent survey.
6. Extracurricular Activity List: The 2008-09 listing of advisers and their stipends was distributed for review, and accepted.
7. Evaluate Oct. 14th Superintendent Day: Very positive feedback was received for the TBI presentation and Glenn's referral presentation. Generally speaking, planning for this annual October day needs to be completed in the spring, to allow sufficient time to line up speakers and activities. For March's Superintendent Day, it was suggested the focus be on instructional strategies. Lining up keynote speakers should take place now for that event. A repeat of the TBI presentation would be good for those who missed it this time around. It was also suggested that Superintendent Days could be formulaic (e.g. each day would include a technology session, a classroom discipline session, a research-based instructional methods session, a health/safety session, etc.)
8. Evaluation of 2007-08 New Program Success: John will send Thelma the US History AP and Regents examination results as the indicator for the success of the program.

9. No DWEIC update, as the meeting was cancelled.
10. Plattsburgh PRIDE Update: Hayden Frechette is now a student representative on the committee, and Mary Remillard is a parent rep. The Oct. 31 school-wide assembly will focus on the topic of "Respect." Student successes in the areas of AP Scholars and "Get Caught Reading" will be featured. Donna noted that behavior has definitely improved since last year, especially in the areas of behavior in the halls, language, and following rules such as using hall passes. It was also noted that Homecoming Week was fraught with positive behaviors—overall a great success!
11. All SIP members will attend an all-day training seminar on Oct. 24.
12. The SIP Operating Procedures manual was approved as written.
13. Next meeting - November 4, 2008
Tentative Agenda Items:
 - Goals update
 - Discuss and plan the Dec. 11 Early Release Day
 - Evaluate Oct. 24 SIP Training Day
 - Evaluate Oct. 28 Community Meeting
 - Review 2009-10 New Program Proposals
 - DWEIC and PHS PRIDE updates
14. The meeting was adjourned at 4:00.

Minutes submitted by Wendy DeMane on October 28, 2008.

MINUTES
SIP Meeting
October 7, 2008
3:00 - 4:10

Present: John Fairchild, Glenn Hurlock, Deena McCullough, Frances Ryan, Theresa Davies Jim Agnew, Donna Stockdale, Chris Beaudin, Sue Wilson, Sunshine Turner, Mark Aloï, Jackie Cianfrocco, Brian Goodell, Tony Perez

Absent: Wendy DeMane (exc.), Zainab Afzal (unexc.), Chelsea Ensel (unexc.)

1. The minutes of the prior meeting were approved as written.
2. Goal—Extracurricular Code of Conduct Review: John does not anticipate that there will be any major changes. It is now being discussed at the administrative level, and volunteers are being sought to join the review committee. Brian will seek two students willing to serve on the review committee.
3. Goal—Analyze Current School Schedule Format: Establish the pros and cons of: 8 periods vs. 9 periods; block scheduling; 6 day cycle vs. other. As changes may involve the union contract, Rod Sherman will be brought into the analysis loop.
4. Goal—Revise Needs Assessment Survey: Two parents will be on the committee. Brian will seek a student to serve on the committee.
5. Goal—Improve Communications: Report card pick-up night is a good night to survey parents. Glenn will provide a survey format for parents, also for staff/faculty.
6. Evaluate Sept. 30 Community Meeting: General consensus was that there were good ideas shared via good dialog. Chris stated that teachers felt "comforted" by the support of the administration. All-in-all, it was a very successful meeting. Theresa and Frances reinforced that phone calls and emails are both appreciated by parents. Deena expressed that comments on report cards and interims should provide good and bad feedback to reflect the "whole picture" of a student, and phone lines of communication should be kept open.
7. DWEIC: No update from Sunshine. John reminded that new course approvals need only go through SIP, and not DWEIC, as it is not a new program. The process has been streamlined and needs a new procedure written.
8. PHS PRIDE Update: The assembly dance show was very positive despite technical glitches. The booster assembly on Oct. 31 will focus on referrals dealing with "respect" behaviors, and using data to focus on those behaviors that need reduction in frequency. Glenn noted the Common Study Hall has been noticeable positive. Sunshine is also seeking student support for dance conduct ideas, such as "Mulligan Meters."
9. For next meeting: SIP members should seek constituents' input regarding the pros and cons of the current scheduling system.
10. Next meeting - October 21, 2008

Tentative Agenda Items:
Goals update

Review extracurricular funding
Evaluate Oct. 14 Superintendent Day
Evaluate 2007-08 New Program Proposals
DWEIC and PHS PRIDE updates - Sunshine
Review SIP Operating Procedures
Discuss Oct. 24 SIP Training Day at Duken

11. The meeting was adjourned at 4:10.

Minutes submitted by Wendy DeMane (with Mark Aloï's help) on October 15, 2008.

MINUTES
SIP Meeting
September 23, 2008
3:00 - 4:10

Present: John Fairchild, Glenn Hurlock, Deena McCullough, Frances Ryan, Jim Agnew, Donna Stockdale, Chris Beaudin, Sue Wilson, Sunshine Turner, Mark Aloï, Wendy DeMane, Brian Goodell, Tony Perez
Absent: Theresa Davies (exc.), Zainab Afzal (exc.), Chelsea Ensel (unexc.), Jackie Cianfrocco (unexc.)

1. The minutes of the prior meeting were approved as written.
2. PHS Pride Update by Sunshine: The committee has drafted its Action Plan for the year. The focus will be on teaching expectations and monthly booster assemblies. Presentations during Superintendents Days will reinforce the objectives with the faculty and staff.
3. John announced that on October 24th, there will be district-wide training for all SIP members, including student and parent representatives.
4. Glenn led the discussion to establish SIP goals for this school year. The following five goals were established. Glenn will prepare the document to submit to District Office next week.

Goal #1 (Short Term)

Analyze current school schedule format and make a recommendation for future scheduling.

Time: March-April

Goal #2 (Short Term)

Discuss the Extracurricular Code of Conduct and make recommendations to BOE for revision (in tandem with SMS).

Time: Feb-Mar

Goal #3 (Long Term)

To improve communication to and by stakeholder groups, using Community Groups, Needs Assessment Survey, and end-of-the-year survey.

Goal #4 (Short Term)

To revise and make recommendations for the Needs Assessment Survey.

Goal #5 (Long Term)

To improve the achievement of at-risk and Special Ed students (see last year's goals for framework).

5. Sunshine is seeking a parent and a student representative from the PHS Pride committee.
6. John is seeking a student representative for DWEIC. Brian will consider.
7. Sue announced that Marj is seeking a SIP member to join PIC (Professional Improvement Committee.) (Jackie Cianfrocco will be that person.)
8. John distributed a tentative agenda for the Oct. 14 Superintendent Day. Topics to include: Lockdown Procedure Review by Plattsburgh City Police; Getting the Most Out of Your Referral by Glenn;

Interventions for Student Success by Spec. Ed. Department; and breakout sessions Healthy Lifestyles, Internet Safety, Individual Computer Tutorials, and Quadricentennial Celebrations. Alternatives are also needed for the non-instructional staff.

9. Next meeting - October 7, 2008

Tentative Agenda Items:

- Form subcommittees for goals
- DWEIC update - Sunshine
- Plattsburgh Pride update - Sunshine
- Evaluate Sept 30 Community Meeting
- Evaluate 2007-08 New Program Proposals

10. The meeting was adjourned at 4:10.

Minutes submitted by Wendy DeMane on September 30, 2008.

MINUTES
SIP Meeting
September 9, 2008
3:00 - 4:08

Present: John Fairchild, Glenn Hurlock, Deena McCullough, Frances Ryan, Theresa Davies, Jim Agnew, Donna Stockdale, Chris Beaudin, Sue Wilson, Jackie Cianfrocco, Sunshine Turner, Mark Aloï, Wendy DeMane, Zainab Afzal, Brian Goodell
Absent: Chelsea Ensel (unexc.)

1. The minutes of the prior meeting were approved as written.
2. Zainab expressed that students are asking for Driver's Ed to be offered at PHS. John indicated that it is cost-prohibitive. Zainab also noted that the vending machines are problematic. Jackie will call the supplier about stocking and operation issues.
3. October 14 Superintendent Day: Many ideas were brought to the table (Thank you to all that submitted ideas to your SIP rep!) John will meet on Friday Sept. 12 with Donna and Sunshine to finalize plans based on the input.
4. Plattsburgh Pride will have its first meeting on Sept. 10. Feedback from the first day of school PHStival was very positive. Students liked the length of the class periods, the free time at the end, and the assembly. Parent comments were also very positive.
5. The second vote passed to change the SIP Operating Procedures to delete the Athletic Director as a required member of the SIP committee.
6. John will contact all new SIP members to arrange a time for New Member Orientation.
7. New Business: Donna would like to see CSEA have more involvement in the Community Meetings. Following discussion, it was decided that SIP Community groups, which to date were led by faculty members, would be reorganized to include the two CSEA SIP members as group leaders.
8. Next meeting - September 23, 2008
Tentative Agenda Items:
 - Finalize 2008-09 SIP Goals
 - DWEIC update - Sunshine
 - Plattsburgh Pride update - Sunshine
9. The meeting was adjourned at 4:08.

Minutes submitted by Wendy DeMane on September 18, 2008.

MINUTES
SIP Meeting
August 12, 2008
1:00 - 3:10

Present: John Fairchild, Glenn Hurlock, Deena McCullough, Frances Ryan, Theresa Davies, Jim Agnew, Chris Beaudin, Sunshine Turner, Mark Aloï, Wendy DeMane, Chelsea Ensel, Zainab Afzal, Heather Hall
Absent: Donna Stockdale, Sue Wilson (exc.), Jackie Cianfrocco (exc.); Brian Goodell

1. The minutes of the prior meeting were approved as written.
2. The following positions were voted upon for the 2008-2009 school year, and election results are as follows:
Co-facilitators: Deena McCullough and Glenn Hurlock
DWEIC Representative: Sunshine Turner
Recorder: Wendy DeMane
3. The first vote passed to change the SIP Operating Procedures to delete the Athletic Director as a required member of the SIP committee. The second vote will take place next meeting. Deena shared Joe Staves' resignation letter with those present.
4. John will check whether the Student Handbook is now available via the District web site.
5. Glenn distributed a chart comparing the results of the Needs Assessment Surveys collected from students, parents, and teachers in 2007 and 2008. The surveys guided SIP in developing 2007-08 SIP goals, and will be used this year to evaluate the success of the 2007-08 goals, as well as to develop SIP goals for 2008-09. Glenn also provided an analysis of the survey comparisons, and guided a discussion of each line item of the analysis document. SIP members are to examine the comparison chart before the next meeting, to aid in establishing SIP goals for 2008-09. Possible areas in which to establish goals include: communication, enhancing a welcoming environment within PHS, increasing respect between students and faculty/staff, and defining/refining the ways support is provided to teachers.
6. John brought several items to the table:
 - a. Two meetings were held with parents and students to discuss dress code. The School Board policy was mailed to all parents for information. Teachers will be provided with specific procedures for consistently addressing dress code non-compliance. The Student Association will also present a Dress Code Fashion Show on the first day of school, to model to students attire that is considered acceptable.
 - b. As part of Plattsburgh Pride initiatives, students with satisfactory grades and behavior will be afforded the opportunity to participate in Preferred Study Halls in the cafeteria, featuring a relaxed, social environment. This is a reward for deserving students, as well as a way to provide more attention within study halls for students who need extra help.
 - c. The last Friday of every month, classes will be shortened to provide time for a school-wide assembly. The assemblies serve to bring the entire school community together, to provide opportunities to practice appropriate auditorium behaviors, and to recognize students via Plattsburgh Pride rewards.
 - d. SSR (Sustained Silent Reading) will be on Monday instead of Friday.

e. PHStival, the first day of classes, will feature 25 minute periods with regular lunch schedules, a dodge ball tournament, an assembly with the Dress Code Fashion Show, and a game show with prizes. John and Glenn will also speak with each class during the day to define behavioral expectations.

f. The theme for the year is "Caring About Community."

g. "Challenge Day" (www.challengeday.org) will come to PHS on November 5 and 6. The goal of the experience is to change the culture of the school to emphasize respect and understanding. John would like SIP members to view the 15 minute video before the next meeting. Adult volunteers will be needed for organizing and participating in the sessions.

h. Jackie will provide a report at each faculty meeting of SIP activities and progress. The first day for faculty, September 2, will include SIP Community Group Meetings. SIP faculty members will meet on Tuesday August 26 at 9 AM to plan the meetings.

i. Open House will be on Thursday, September 11. The evening will begin with a welcome in the auditorium, and will feature refreshments in the cafeteria, club and activities tables in the halls, department tables with handouts describing course expectations, and a video of the Dress Code Fashion Show. Parents will not follow students' schedules as in past years. Rather parents can visit faculty for less-structured meet and greet encounters.

7. Heather Hall voiced that there needs to be a process to better communicate PBIS, SIP, and DWEIC actions. The SIP-directed Community Meetings should be a forum in which to share information of these organizations.

8. Next formal meeting - September 9, 2008

Tentative Agenda Items:

Discuss/Plan 2008-09 SIP Goals

Discuss/Plan format for SIP Directed Topic Community Meetings

Discuss/Plan Superintendent Day - October 14, 2008

Second vote on Operating Procedure change

DWEIC update - Sunshine

Plattsburgh Pride update - Sunshine

9. The meeting was adjourned at 3:10.

Minutes submitted by Wendy DeMane on August 25, 2008.