

**District Planning Team (DPT) Meeting Minutes  
January 11, 2018  
8:10-10:55**

**Committee Members Present:**

Maureen Alger – 9<sup>th</sup>-12<sup>th</sup> Guidance Counselor  
Donna Barber – High School US History/Economics  
Lisa Burbidge – 3<sup>rd</sup> Grade Teacher  
Shannon Forrest – DFA President/MS Social Studies Teacher  
Lisa Garofalo – Director of Special Education – Unable to Attend  
Zachary Miller – Director of Technology  
Meghan Morgan Special Education Teacher – Unable to Attend  
Kimberly O’Brien – Pre-K-5 Principal/ Curriculum Development  
Parent Representative - Dan Degear – Unable to Attend; Brandi Compton – Unable to Attend; Tom Moade  
Amy Prince – 7<sup>th</sup>/8<sup>th</sup> Grade Math Teacher  
Sally Stack Feinberg – Facilitator/ High School Principal  
Lisa Stearns – Fine Arts - Unable to Attend  
Chuck Walters – Superintendent of Schools – Unable to Attend

Reviewed and approved minutes from the November 30, 2017 meeting.

**Strategic Plan Reports and Next Steps****ELA**

- Elementary is reviewing the writing portion of the Wonder Traits alignment
- The 6-12 Writing Handbook is making progress
- Middle School and High School held a Literary Cafe

**College & Career Readiness**

- Continue to work on how to access the 5C's through a survey

**Social/Emotional**

- Some staff attended training in PBIS
- The SPW group presented at the January 10, 2018 Board of Education Meeting
- The Board was receptive
- They have voted to disband
- Felt the SPW group has completed all that was expected and there were only 4 members

**Student Engagement**

- Dr. Feinberg met with this group at the last meeting and made some recommendations
- These recommendations will be worked on

**Home/School/Community**

- We are finishing the brochure for volunteers and will work on a Power Point presentation
- The SPW group will present to the Board of Education at the March meeting

**Math**

- When Geometry is finished, the group will move on to 11<sup>th</sup> grade

**PBIS**

- The PBIS process has begun
- Those staff members who have attended PBIS training will share the information with other staff
- Attaining 100% buy-in is difficult
- The breakdown of those who will attend is even across the board with many areas represented
- Dr. Feinberg reviewed what PBIS is for those DPT members who have missed meetings

**Grant**

- Mr. Walters had provided Dr. Feinberg with information regarding a grant from the State Education Department to review
- After review it was found that prior approval was needed before beginning the process of applying for the grant
- The information required would entail a full time devotion to the process

**Honor Roll – Incompletes/Rounding Up**

- It was explained why this topic came up – a student who had an incomplete was not on the Honor Roll list when it was run, however, was on the list when the Honor Roll Ice Cream Celebration took place
- Discussion took place regarding the need to change the terminology currently used
- Currently an incomplete (whether pass or fail) means that a student is not eligible to be on the Honor Roll
- It was decided that things will remain as they are and students will be reminded that if they receive an Incomplete, for any reason, they are not eligible to be on the Honor Roll

**Future Professional Development**

- The next half Professional Development Day is February 2, 2018
- The DPT Committee was asked for suggestions
- The Elementary would like time to meet with staff who have attended the Leadership groups and share their information
- Reading series training for Elementary
- Chromebook training for 7<sup>th</sup> and 8<sup>th</sup> grade faculty
- Joint time, Elementary and Secondary, to meet as departments
- It was decided that on 2/2/18 faculty will meet as departments
- Teachers would also like training for creating their websites
- In March, we have the opportunity to send some to Marcellus to hear George Corous speak
- Sally will check with faculty to see who is interested in attending

**Professional Development Time in Schedule**

- Continuing to research how other school districts plan professional development time into their schedules

**DASA/Character Education**

- The Seniors are loving participating in DASA this year

- The 7<sup>th</sup> and 8<sup>th</sup> grade students are responding more this year
- The Seniors want to continue with positive topics
- They are working on planning the next DASA meeting
- Elementary Character Education – Be Dedicated is the focus
- Teaching student to be dedicated to other things outside of school

#### APPR Updates

- We still have not heard anything from the state regarding the audit
- The concern is that it is lawyers who are reviewing the data and not educators
- The Lead Evaluator Trainings have become less dogmatic

#### RTI Meetings

- The next Elementary RTI meeting day is 1/17/18
- Completing the second round of AIMS Web testing
- The next Secondary RTI meeting has been rescheduled to 2/9/18
- Chronic Behavior issues in the secondary should be referred to RTI

#### Capitol Project

- Mr. Walters presented at the Board meeting on 1/10/18
- Square footage is a problem - Connection to the annex and the new auditorium
- There is a new person in charge who is all about the numbers
- Still working on it

#### Safety Committee

- The Safety Committee has not met recently
- The concern of parents entering the building between 7:40am and 8:00am without signing in will be discussed at the next Safety Committee meeting
- All of the required drills for the semester/fall have been completed
- In the spring, we need to do two Code Red drills, two fire drills and a High Winds drill

#### Technology

- Any technology questions should go to Zach Miller
- The Chromebooks are in and are being distributed
- Storage cabinets and cases have been ordered
- Grades 2-10 will all have Chromebooks
- Discussion about 11<sup>th</sup> and 12<sup>th</sup> grade students using the laptops
- Working on wireless access points through Smart School
- Have upgraded the signs in the cafeteria and lobby
- A DCS technology website is in the works
- Looking into Easy Tech on line to determine if it is feasible
- The 5<sup>th</sup> and 6<sup>th</sup> grade students will do computer based testing for the NYS ELA and Math exams
- Digital Citizenship is important
- When we signed up for the printing cartridge program, we did not realize the cartridges would be generic and incompatible with some printers
- The program may be changed

**Other**

- Lack of public access to wifi in the building

The next DPT meeting will be held in the Conference Room on March 1, 2018.