

PBIS COMMITTEE MEETING
HEUVELTON CENTRAL SCHOOL
June 10, 2010

The PBIS Committee meeting was held in the High School Library on Thursday, June 10, 2010.

Members present: Susan Todd, Michael Warden, Stephanie Gilbert, Lynette Piercey, Diane Aldous, Suzanne Raffel, Ashley Havens, Margaret Sweeney, Tessa Herron, Stephanie LaShomb and Stacey Basford

Members absent: Cindy Belleau, Jennifer Gray, Nancy Putman, Steve Adams, Ann Willard, Bill Rupp, Scott McKeever and Aliza Armstrong

Mrs. Todd called the meeting to order at 4:00 p.m.

- Mrs. Sweeney made a motion to accept the minutes of the April 29, 2010 meeting and Mr. Warden seconded it. The committee accepted the April 29, 2010 minutes.
- Mrs. Todd gave an update on the school breakfast cart. She has seen a significant number of students taking advantage of this opportunity. There have been no complaints or problems with papers and garbage on floors.
- Mrs. Todd introduced Stacey Basford to the committee. She is a new parent representative.
- A 2 minute clip was shown from the Challenge Day Program. Mrs. Todd would like to look into offering this program at our district. Diane Aldous asked who would facilitate this. Mrs. Todd informed her that a team from the program would do this. Mrs. Todd is looking into sharing this with other school districts and offer it to 9-12 students. It's estimated to cost around \$7,500.

Stephanie LaShomb asked if the Lisbon school district participated would it become a COSER. Mrs. Todd explained that this would have to be approved.

Lynette asked if the district is in a dire need of this program. Mrs. Todd informed her that yes bullying should be looked into. It is not just good for students but adults as well. Mr. Warden expressed that he would like to look into it to see what grade levels to target.

Lynette expressed with the spirit declining the community is confused with all the programs coming at them. She stated she feels the community is still not fully aware of PBIS.

Stephanie LaShomb asked how we would see this incorporated into the daily activities at Heuvelton. Mrs. Todd stated that it would be similar to Respectful, Responsible and Safe. She hears kids saying these words in the district. Suzanne stated she sees this as a building project piece. This is experiential not just lessons or forming a group.

Stacey Basford expressed that she felt students might not be comfortable with the challenges from viewing the different clips.

Mrs. Todd will look into getting more information on the Challenge Day Program.

- The committee felt there was no need for a ½ day workshop in the summer. The school year will begin as in the past with the first two days devoted to reteaching Respectful, Responsible and Safe.
- Stephanie LaShomb asked Ms. Gilbert where they see their behavior coming from. (The bully) Ms. Gilbert stated that it is not cut and dry. There could be a number of things that create the behavior. It is hard to link directly.

The next scheduled PBIS Meeting ~ **September 23, 2010 at 4:15 p.m.**

PBIS COMMITTEE MEETING
HEUVELTON CENTRAL SCHOOL
April 29, 2010

The PBIS Committee meeting was held in the High School Library on Thursday, April 29, 2010.

Members present: Susan Todd, Michael Warden, Stephanie Gilbert, Jennifer Gray, Cindy Belleau, Nancy Putman, Suzanne Raffel, Ashley Havens, Scott McKeever

Members absent: Lynette Piercey, Diane Aldous, Margaret Sweeney, Steve Adams, Bill Rupp, Ann Willard, Stephanie Lashomb, Aliza Armstrong, Tessa Hazelton

Mrs. Todd called the meeting to order at 4:16 p.m.

- Mrs. Todd nominated Stephanie Gilbert as recorder for this meeting.
- Nancy Putman clarified the last item on the previous meeting's minutes. She attended the summit and suggested that a Green Team be developed; however she is not currently developing a team. Also, she did not attend the workshop on staff development day. The last sentence of the agenda item should be deleted.
- With the above changes, the Committee accepted the March 11, 2010 minutes.
- Open House- Stephanie and Suzanne will set up a table in the main lobby. Ashley is working with students to make posters.
- Wellness Committee- They received a grant and a portion of this went towards purchasing a High School breakfast cart. Letters were sent out to students and parents. They will begin using the cart on Monday, May 3rd. Scott thinks there is confusion among the students about the breakfast cart, for example, what kind of food will be available. Mike will monitor for the first few days to remind students to bring the food directly to homeroom.
- Mike shared discipline referral data. Insubordination has decreased, along with late to class, skipping class, and late to school. The data shows we are meeting our goal of decreasing these behaviors. Several other behaviors have decreased as well. Some behaviors have increased, such as, possession of drugs and tobacco, fighting/assault, and bullying. It was suggested that these are the areas we may choose to focus on for next year. Mike will bring end of year data to the June meeting.
- Susan gave a bullying prevention program called "Challenge Day" to Mike and Suzanne to review. The possibility of having a program like this was discussed. Susan will send the link to the committee so each member can review the program.
- Discussed how Discipline with Dignity and PBIS ties in with the Code of Conduct. Should we consider incorporating this language into and updating the Code of Conduct? Jen reported the middle school staff has already discussed this within their team. Nancy reported the high school faculty has had some disagreement regarding the book.
- Discussed having a half day PBIS working session this summer again. All committee members are asked to bring their summer calendars to the June meeting. Also, email summer dates of availability to Susan.

- Scott will be attending college this Fall. Discussed the need for a new student representative to replace him. Mike recommended participation on the PBIS committee become a part of the senior class president's duties.
- Jen reported she received a lot of positive feedback from parents at the basketball tournaments regarding the new framed posters.

The next scheduled PBIS Meeting ~ **June 10, 2010 at 3:15 p.m.**

PBIS COMMITTEE MEETING
HEUVELTON CENTRAL SCHOOL
March 11, 2010

The PBIS Committee meeting was held in the High School Library on Thursday, March 11, 2010.

Members present: Susan Todd, Mike Warden, Cindy Belleau, Stephanie Gilbert, Lynette Piercey, Jennifer Gray, Diane Aldous, Nancy Putman, Suzanne Raffel, Tessa Herron, Stephanie LaShomb and Aliza Armstrong

Members absent: Ashley Havens, Steve Adams, Margaret Sweeney, Bill Rupp, Ann Willard and Scott McKeever

Mrs. Todd called the meeting to order at 3:21 p.m.

- Mrs. Todd discussed with the committee the meeting timeframe. The committee was in agreement to end the meeting at 3:55 p.m.
- Jen Gray made a motion to accept the January 21, 2010 minutes, Stephanie Gilbert seconded. The committee accepted the minutes.
- Mrs. Todd recommended that if agendas and minutes are previously emailed that she will not be making extra copies to save paper. The committee was in agreement.
- Mrs. Todd gave an update on a grant awarded to the Wellness Committee. Through this grant the cafeteria will purchase a cart for various breakfast items to be available to high schoolers in the morning. This cart would help to eliminate students being late to homeroom and shorter lines for elementary and middle school students in the cafeteria in the morning.
- Mrs. Todd asked for feedback on how to stop drinking and eating in the hallway. Mrs. Gray asked if the district has a policy on students having soda. Mrs. Todd informed her that the wellness policy discourages it. Mrs. Belleau asked about students that are drinking in the hallway during periods or around 9:00 a.m. If they are sent to the cafeteria to finish they will be late do we ask them to dump/throw it out. It was suggested to send an email out to teachers to remind students about rules of drinking and eating in the hallways. Mrs. Putman asked what to do when a student brings in drinks or food from home in the morning. Mrs. Gray suggested the following when students bring in drinks or food from home A.) finish it before arriving to school or B.) keep it wrapped or unopen until homeroom.
- The committee was reminded that the Open House will be on May 5th from 6:00-8:00 p.m. Ms. Gilbert and Ms. Raffel volunteered to set up a table in the main lobby with the new brochures and posters of the winners.
- Mrs. LaShomb informed the committee that PTA read the letter asking for a donation but no PTA member made a motion to donate any money for the PBIS program. Mrs. LaShomb suggested a contest from Pepsi Corporate where the committee suggests an idea for fundraising and people

nationwide can vote for that idea to win money. They are giving away awards ranging from \$5,000 - \$250,000. Mrs. LaShomb showed how to access the website.

- Student representative Ms. Armstrong was asked if she had any feedback as the student representative. Ms. Armstrong stated that no one really gives high-fives anymore. Mr. Warden informed that the HS was updated at their faculty meeting on March 10th about this. Mr. Warden stated that 7/8 has remained constant and 5/6 has dropped.
- Mr. Warden updated that the top 3 students receiving referrals has dropped significantly.
- Mrs. LaShomb asked if there was a suggestion box for students to come up with ideas for ways to go green. Mrs. Todd informed her that there is not one. Mrs. Putman is working with students to develop a green club after attending a Summit in Tupper Lake geared towards this. Mrs. Putman is attending along with a student a workshop on Staff Development Day for this.
- The meeting ended at 3:51 p.m.

The next scheduled PBIS Meeting ~ **Thursday, April 29, 2010 at 4:15 p.m.**

PBIS COMMITTEE MEETING
HEUVELTON CENTRAL SCHOOL
January 21, 2010

The PBIS Committee meeting was held in the High School Library on Thursday, January 21, 2010.

Members present: Susan Todd, Mike Warden, Cindy Belleau, Stephanie Gilbert, Lynette Piercey, Jennifer Gray, Diane Aldous, Nancy Putman, Suzanne Raffel, Ashley Havens, Ann Willard, Tessa Herron and Scott McKeever

Members absent: Steve Adams, Margaret Sweeney, Bill Rupp, Stephanie LaShomb and Aliza Armstrong

Mrs. Todd called the meeting to order at 4:15 p.m.

- Mrs. Todd discussed with the committee the meeting timeframe. The committee was in agreement to end the meeting at 5:00 p.m.
- Nancy Putman made a motion to accept the December 3, 2009 minutes, Suzanne Raffel seconded.
- Tessa Herron gave an update on the area businesses and organizations that have donated to the PBIS Committee.
- Mrs. Todd gave an update on the Character Development posters that are being put up throughout the building. There are different themes based on the hallway they are placed in. Mrs. Todd has received positive feedback on the posters and the walls being painted. The posters have been purchased using the ARRA-American Recovery and Reinvestment Act stimulus money. Mrs. Putman suggested putting this information in the newsletter to explain where the funding came from.
- Mrs. Herron created a draft PBIS pamphlet for the committee to review and give feedback. Mrs. Todd asked for feedback on creating a Website. The following items should be put on the website:
 - PBIS Winners pictures
 - PBIS meeting minutes
 - Link to brochure
 - List of area businesses that have donated
- Information regarding the 2009-2010 Parent Survey was shared. 99 parents participated in the survey. The Parent Survey results and graph will be going home in the MS/HS report cards in February and sent home with Elementary students. The survey will also be in the February newsletter. There was a suggestion to split question #2 under the discipline section into two questions.
- Mrs. Gray passed out essays that were written by her 7/8 grade English class. They were assigned to write about the positive effects of the PBIS Initiative. These essays will be put on the PBIS webpage.

- Mrs. Todd followed up from the last PBIS meeting on food in the hallways. The Wellness Committee is investigating programs such as “Breakfast for All” and how they are funded. The Wellness Committee members have suggested having an a la carte upstairs for high school students. Parent representative Karen Carmany is looking into grant opportunities for Breakfast programs.
- Ms. Havens expressed a concern of the Main lobby duty in the mornings. Mr. Warden said that he would take care of this by getting a third person to help.
- Mrs. Piercey asked about possibly meeting earlier. It was decided that the committee would alternate every other month meeting at 3:15 and 4:15.
- Committee members were reminded that if they had anything they would like to place on the agenda to email Mrs. Herron prior to the next committee meeting.
- The meeting ended at 4:59 p.m.

The next scheduled PBIS Meeting ~ **Thursday, March 11, 2010 @ 3:15 p.m.**

PBIS COMMITTEE MEETING
HEUVELTON CENTRAL SCHOOL
December 3, 2009

The PBIS Committee meeting was held in the High School Library on Thursday, December 3, 2009.

Members present: Susan Todd, Michael Warden, Stephanie Gilbert, Jennifer Gray, Diane Aldous, Nancy Putman, Suzanne Raffel, Ashley Havens, Stephanie Lashomb

Members absent: Cindy Belleau, Lynette Piercey, Margaret Sweeney, Steve Adams, Bill Rupp, Ann Willard and Tessa Hazelton

Mrs. Todd called the meeting to order at 4:22 p.m.

- Mrs. Todd nominated Stephanie Gilbert as recorder for this meeting.
- The Committee accepted the September 24, 2009 minutes.
- Two student representatives will be joining the PBIS Committee: Aliza Armstrong and Scott McKeever.
- Mary Hebert has resigned the PBIS Committee as she serves on other committees.
- Letters to local businesses requesting donations have been sent and we are waiting for responses.
- Mr. Warden reported on his attendance to the PTA meeting. He explained the program and answered their questions. There are some misconceptions about the PBIS program and this was discussed.
- The letter drafted to the PTA requesting a donation was discussed and reviewed. All agreed on the contents and signed the letter. Susan will have the members who were not in attendance sign the letter also.
- There was a discussion regarding informing new students and their families about the PBIS program. The committee agreed that a packet of information should be developed to send home to families of new students. Suzanne Raffel volunteered to put this together to give to the Guidance Office.
- There was a discussion regarding continuing to provide information to families, especially families of middle school and high school students. Stephanie Lashomb suggested having a committee member present information about the PBIS program at concerts and assemblies. A PowerPoint could be developed that included pictures of students who have earned incentives.
- Susan Todd informed the committee that some stimulus money was able to be used for the PBIS program as it is a research based program. Money was used to purchase posters for the middle school and high school. Several walls have been painted and these posters will be framed and put in those hallways.
- Discussed "perfect attendance". It was decided to break down the perfect attendance acknowledgement into 10 week periods so students have less of a chance of being penalized for absences due to illness or other circumstances out of their control.

- Discussed the PBIS pamphlet. Tessa Hazelton is working on this.
- Jennifer Gray requested to add an item to the next meeting agenda. Her students worked on essays regarding positive changes they have noticed in the school.
- Nancy Putman informed the committee of some concerns teachers have brought to her.
 - Teachers were wondering if students who were late to school were receiving consequences for this. Mike Warden stated they were according to the school procedures.
 - Questions regarding students being able to eat in classrooms if teachers gave permission. Discussed if it is acceptable for wrapped food to leave the cafeteria. This topic will be added to the next meeting's agenda.

The next scheduled PBIS Meeting ~ **January 21, 2010 at 4:15 p.m.**

PBIS COMMITTEE MEETING
HEUVELTON CENTRAL SCHOOL
September 24, 2009

The PBIS Committee meeting was held in the High School Library on Thursday, September 24, 2009.

Members present: Susan Todd, Michael Warden, Stephanie Gilbert, Lynette Piercey, Jennifer Gray, Mary Hebert, Diane Aldous, Ashley Havens, Ann Willard, Bill Rupp, Tessa Hazelton and Stephanie LaShomb

Members absent: Cindy Belleau, Nancy Putman and Steve Adams

Mrs. Todd called the meeting to order at 4:21 p.m.

- Mrs. Todd recommended that the meeting timeframe be 30 minutes.
- The committee accepted the August 11, 2009 minutes.
- Feedback was given regarding Opening Day student review of PBIS. Mrs. Gray's students were relieved they didn't have to walk to each location. The middle school spent 2 full days on reviewing PBIS and the class rules. The elementary classrooms went through all the stations. Lynette is still finding problems with the cafeteria. Lynette also suggested getting prizes out more often.
- There was some confusion for the 5/6 grade level. After receiving 5 high-fives students can turn these in for a smaller prize. After the monthly drawing is done all high-fives then go into a box for the big drawing at the end of the year.
- Mrs. Todd went over the donations from last year. A spreadsheet was handed out with the area businesses contributions. Last year the district received the Safe Schools/Healthy Students grant. The grant is over so that money will not be received this year.
- The committee brainstormed possible groups to solicit donations for this year. Mrs. Todd suggested letters be sent out this fall to businesses again. Mr. Warden has a spreadsheet with more businesses that was used for the Science Alliance. Mr. Warden will get together with Tessa to go over this. Mary suggested during the Alumni dinner next year possibly present information and have a donation box. Mr. Warden approaches each class to ask if they would be willing to donate at least 1 thing that they are selling for fundraisers. Mrs. Todd asked Stephanie LaShomb as a representative of this committee to approach the PTA for possible donations. Stephanie LaShomb asked that a letter be written stating how much the committee is looking for. The committee was in agreement that not necessarily money was needed but possibly prizes for the drawings.
- A letter will be put together to send to PTA regarding donations. Mr. Warden will present to PTA at their next meeting on October 20, 2009.
- Ms. Raffel thought that the PBIS committee outreach to PTA or other affiliations would be beneficial. Mary will contact the Heuvelton Fire Department.
- At our last meeting Stephanie LaShomb had suggested the committee have a student representative be added. Mr. Warden approached the advisor of the student council and they will hold elections on Tuesday, October 29th and a representative will be chosen from that.
- Mrs. Todd shared with the committee the new school letterhead format. Mrs. Todd asked that at the next faculty meetings to remind staff about putting Respectful, Responsible and Safe on worksheets, homework, any correspondence.

- Mrs. Todd informed the committee that the bulletin boards in the Administrative Wing will be painted and designated for PBIS recognition.
- Mrs. Todd gave an update on the website and PBIS pamphlet. A PBIS page has not been created yet but asked for suggestions on what should be put on this page. Stephanie Gilbert suggested that links on behavioral sites to visit. Keep it informational. Adding the PBIS matrix was suggested. Mr. Warden has some pamphlets that Don Merrick had handed out that could be used. A goal was set for the next meeting to have a draft copy of the pamphlet.
- Lynette had commented that she hasn't seen many high-fives coming from the bus this year. She also suggested that a reminder be put in mailboxes to all teachers at beginning of each month. Ms. Raffel volunteered to do this.
- Stephanie LaShomb asked if teachers are tracking how many high-fives are being handed out. The elementary teachers do track this.
- Ms. Raffel informed the committee how critical the retraining of the behaviors is. To take the minute to re-teach it if needed. Middle school does do this.
- Mrs. Todd has noticed a big difference in greeting students and receiving greetings back.
- The meeting was adjourned at 4:53 p.m.

The next scheduled PBIS Meeting ~ **Thursday, November 12, 2009 @ 4:15 p.m.**

PBIS COMMITTEE MEETING
HEUVELTON CENTRAL SCHOOL
August 11, 2009

The PBIS Committee meeting was held in the High School Library on Tuesday, August 11, 2009.

Members present: Susan Todd, Cindy Belleau, Michael Warden, Stephanie Gilbert, Lynette Piercey, Jennifer Gray, Mary Hebert, Diane Aldous, Nancy Putman, Ashley Havens, Ann Willard, Bill Rupp, Tessa Hazelton and Stephanie LaShomb

Members absent: Suzanne Raffel, Steve Adams, Margaret Sweeney and Dave Scott

Mrs. Todd called the meeting to order at 8:30 a.m.

- Mrs. Todd gave an overview of the packet that was handed out. Mrs. Todd welcomed Stephanie LaShomb – Parent Representative and Diane Aldous – MS Teacher to the committee. She went over the timeline of the PBIS Initiative at Heuvelton Central School.
- Mr. Warden went over data. The district gave out over 6,000 high-fives over the 2008-2009 school year. He passed out data on the referrals for this past year. The committee would like to focus on adding two or more behaviors for this school year. Nancy Putman asked if the faculty/staff will be addressed on opening day to remind them of Late to School and Skipping of Class. Mr. Warden informed the committee that he will be doing that.
- Mrs. Todd as facilitator asked that the committee break into 3 small groups to brainstorm the following items:
 - Positive Impact of PBIS at Heuvelton Central School
 - Areas of concerns of PBIS Initiative at HCS
 - Ideas to improve PBIS at HCS
- The groups came back with numerous items to discuss further for each of the topics. Mrs. Todd asked that each group discuss each item under each group and then as a group decide which items are of most importance.
- The whole committee discussed further the following:
 - Positive Impact of PBIS at Heuvelton Central School
 - Area of Concerns of PBIS Initiative at HCS
 - Ideas to improve PBIS at HCSItems that were of main concern were consistency between Pre-K and up, Consistency among all faculty/staff, and School to Home Communication.
- Some suggestions that were made:
 - Stephanie LaShomb suggested adding a student to the committee to get feedback.
 - Jennifer Gray suggested adding Respectful, Responsible & Safe to all correspondence i.e. letterhead, homework, etc.
 - Stephanie LaShomb suggested a way to get more parent participation would be at Athletic Nights or concerts as a better way of communication.
 - Add a PBIS page to the school district website.
 - Quick & easy read pamphlet
 - Recognition Bulletin Board
- The Whole Committee looked over the current PBIS Behavioral Matrix and added a few items. The committee decided to add a new behavior to focus on along with Late to Class and Skip of Class. The new behavior is Insubordinate. Teachers will receive the definition in the PBIS at HCS handout and a poster to display in their rooms so students are aware of the definition.

- On the first day of school for students everything will be re-taught. Elementary will visit each site.
- Stephanie LaShomb asked about the sustainability. How much money does the PBIS committee have? Mr. Warden informed her that we had received through donations and grant money approximately \$2,000.
- Mrs. Todd will add budget and prizes on the next agenda. If anyone has any items to be added to the agenda please email it to Mrs. Todd two days prior to the meeting.

The next scheduled PBIS Meeting ~ **Thursday, September 24, 2009 @ 4:15 p.m.**

PBIS COMMITTEE MEETING
HEUVELTON CENTRAL SCHOOL
March 31, 2009

The PBIS Committee meeting was held in the High School Library on Tuesday, March 31, 2009.

Members present: Susan Todd, Cindy Belleau, Michael Warden, Stephanie Gilbert, Jennifer Gray, Mary Hebert, Nancy Putman, Suzanne Raffel, Ashley Havens, Debora Downing, Margaret Sweeney and Bill Rupp

Members absent: Lynette Piercey, Dave Scott, Ann Willard and Tessa Hazelton

Mrs. Todd called the meeting to order at 4:15 p.m.

- Mrs. Todd recommended the time for the meeting to end at 5:00 p.m. The committee was in agreement with the meeting ending at that time.
- The Committee accepted the January 22, 2009 minutes.
- Suzanne and Mike had some suggestions from a recent PBIS training they attended. It is time to focus on the higher need students. Secondary interventions are something we should start with by targeting groups who need support and monitoring. We currently have this on an individual basis but this would be set up at a systems check and connect – mentoring. Handouts were passed out for further information.

May training day should be building level teams to work on action plans for next year. PBIS is not about giving out gifts! Possibly developing a parent handbook for PBIS, many other schools are doing this. Mike has a binder in his office on Check: Connect and Suzanne has a packet on bully prevention. Also, Joe Otter may be available for staff development.

- Mike attended a Utica National workshop on Bully prevention. They presented information on student leadership groups. (Rick Phillips) – peer / “cliques” – refer their leaders. Teach these “leaders” to become valuable citizens in hopes they teach their peers and be good examples.

Discuss involvement of parents in PBIS, training, etc... Possibly develop a parent flyer for Open House. Stephanie will contact Shelly at Massena in regards to a video for parents.

- Discussion of further implementing PBIS, to move past surface – more character education. Find a way to have teachers spend time in classroom reviewing and teaching Respectful, Responsible and Safe.
 - Second Step
 - Operation Respect – Jen Gray to bring to team meeting to review, Stephanie and Suzanne to review 2-5 grades

PBIS and the bus – everything is going okay. They have worked on the system for high-five’s and how to hand them out.

The committee discussed who would attend the May 5th PBIS training with Don Merrick in Norwood.

The committee discussed roadblocks to High School implementation; there is a low High School buy in.

Some new incentives could be sports tickets, spring fling tickets, etc...

Mrs. Todd will email the date for the next PBIS meeting.

PBIS COMMITTEE MEETING
HEUVELTON CENTRAL SCHOOL
January 22, 2009

The PBIS Committee meeting was held in the High School Library on Thursday, January 22, 2009.

Members present: Susan Todd, Cindy Belleau, Michael Warden, Stephanie Gilbert, Jennifer Gray, Lynette Piercey, Nancy Putman, Suzanne Raffel, Ashley Havens, Debora Downing, Ann Willard and Tessa Hazelton

Members absent: Mary Hebert, Margaret Sweeney, Dave Scott and Bill Rupp

Mrs. Todd called the meeting to order at 4:15 p.m.

- Mrs. Todd nominated Tessa Hazelton as recorder for the remainder of this year.
- Mrs. Todd recommended the time for the meeting to end at 5:00 p.m. The committee was in agreement with the meeting ending at that time.
- The Committee accepted the December 4, 2008 minutes.
- Suzanne and Stephanie attended a workshop with Don Merrick and three other school districts that are just starting PBIS. Handouts were provided for committee members with suggestions from Don Merrick on where to target next year. Re-teach needs to occur but doesn't have to be the same way.

There are cutbacks for the PBIS program but they won't affect us as much as other schools that have had this in place for some time. Mr. Warden and Mrs. Belleau will ask faculty what is working and what are some suggestions during the next faculty meetings.

Some suggestions were made that we could start putting "Respectful, Responsible and Safe" on all documents that we use for example, school letterhead, tests, letters home to parents, etc...

- Suzanne and Stephanie suggested the committee work on a three year action plan where we can plug in things as we go along. This was something that was brought up at their workshop with Don Merrick.
- Mr. Warden was unable to present his data to the PTA because the meeting was cancelled. Mr. Warden provided data that was given to MS/HS staff to inform them that numbers are coming down in the areas we chose to focus on.

MS/HS faculty will re-teach the core values after regents week is over. Elementary will also re-teach after February break.

- Mrs. Todd passed out a handout for a workshop on Violence/Bullying from Utica National. This will take place in Watertown, if anyone is interested let her know.

The next scheduled PBIS Meeting ~ **Thursday, March 5, 2009 at 4:15 p.m.**

PBIS COMMITTEE MEETING
HEUVELTON CENTRAL SCHOOL
December 4, 2008

The PBIS Committee meeting was held in the High School Library on Thursday, December 4, 2008.

Members present: Susan Todd, Cindy Belleau, Michael Warden, Stephanie Gilbert, Jennifer Gray, Mary Hebert, Ann MacAbee, Lynette Piercey, Margaret Sweeney and Tessa Hazelton

Members absent: Nancy Putman, Suzanne Raffel, Ashley Havens, Deborah Downing, Dave Scott, Ann Willard & Bill Rupp

Mrs. Todd called the meeting to order at 4:15 p.m.

- Mrs. Todd nominated Tessa Hazelton as recorder for the meeting.
- Mrs. Todd recommended the time for the meeting to end at 5:15 p.m. The committee was in agreement with the meeting ending at that time.
- The Committee accepted the September 30, 2008 minutes.
- Stephanie Gilbert handed out a report from Suzanne Raffel on the training they attended in Saranac Lake on October 15th.
- Mr. Warden attended training in Saranac Lake as well. The training was all data driven. The second training he attended was an administrator's only training mostly for recruitment. Mr. Warden handed out graphs that were based on "Late to class" and "Skip of class" for 5-12 grades based on place of incident.

During this discussion there were suggestions made about how referrals are being written and that everyone needs to be on the same page with this process.

- The committee discussed changing the High Five tickets to have the boxes for Respectful, Responsible and Safe but also add a line underneath it because there needs to be a reason.
- Representatives were selected to attend training on January 12th, March 10th, and May 5th at the BOCES Adult & Continuing Ed building in Norwood from 9:00 – 2:00.
- Mr. Warden informed the committee that he gave a presentation on PBIS for the Board of Education on November 19, 2008. This presentation was an overview of how the district implemented the PBIS Program and our progress to date. He will give another presentation in spring on the data. He will be giving a PowerPoint presentation to the PTA on December 9th.
- Tessa Hazelton gave an update on how much money has been donated by Alumni for PBIS and the donations from area businesses.
- Mrs. Todd asked members to brainstorm new ways for prizes. Some suggestions were the monthly jeans day to donate that money to PBIS, email to all staff letting them know about donations and passes to basketball games.

The next scheduled PBIS Meeting ~ **Thursday, January 22, 2009 @ 4:15 p.m.**

PBIS COMMITTEE MEETING
HEUVELTON CENTRAL SCHOOL
September 30, 2008

The PBIS Committee meeting was held in the High School Library on Tuesday, September 30, 2008.

Members present: Susan Todd, Cindy Belleau, Stephanie Gilbert, Jennifer Gray, Nancy Putman, Suzanne Raffel, Ashley Havens, Debra Downing, Margaret Sweeney and Tessa Hazelton

Members absent: Mike Warden, Lynette Piercey, Scott Sargent, Dave Scott, Ann Willard and Bill Rupp

Mrs. Todd called the meeting to order at 4:15 p.m.

- Mrs. Todd nominated Tessa Hazelton as recorder for the meeting.
- Due to another meeting Mrs. Todd recommended the time for the meeting to end at 4:45 p.m. The committee was in agreement with the meeting ending at that time.
- Jennifer Gray gave a report on the PBIS workshop that she attended in Saranac Lake. She stated that it was a very informative workshop and that great materials were given out. She was given a Coaches Manual with lots of materials. It was decided that a manual would be made for each committee member.
- Feedback was given on how PBIS is working in our district. Mrs. Todd shared posters from Mrs. DeLuca's class that were designed with Respect, Responsible and Safe in mind. There is a good buy-in, Elementary is excited about it and teachers have seen quite an impact that it has on high school students. Suggestions were made for adding check boxes to the High-Five for Respect, Responsible and Safe to make it easier and more efficient for faculty and staff.
- High-Five prizes are running low. PTA gave several \$15.00 gift cards and gift certificates to be given for the lottery drawings. Mrs. Todd is going to reach out to the Heuvelton Central School Alumni Association. A letter will also go out to local businesses for possible donations. Jennifer Gray suggested the students whose names were drawn be put in the monthly school newsletter, on the PBIS bulletin board and possibly in the newspaper.

The first lottery drawing for the middle and high school will take place on Wednesday, October 1, 2008 during lunch. The elementary drawing will be during the awards ceremony.

- Ways to continue to improve PBIS – have someone attend the next PBIS regional meeting in Saranac Lake on October 15th. Mrs. Belleau suggested getting pawprint stickers for recognition as well.

The next scheduled PBIS Meeting ~ **Thursday, November 6, 2008 at 4:15 p.m.**