

**PBIS COMMITTEE MEETING
HEUVELTON CENTRAL SCHOOL
March 7, 2013**

The PBIS Committee meeting was held in the Media Room on Thursday, March 7, 2013.

Members present: Michael Warden, Cindy Belleau, Stephanie Gilbert, Nancy Putman, Suzanne Raffel, Margaret Sweeney, Carol Robert, Jennifer Gray

Regrets: Diane Aldous, Stephanie Lashomb

Members absent: Steve Adams, Bill Rupp, Danielle Moyer

Mr. Warden called the meeting to order at 3:14 pm

1. Jen Gray motioned to approve the January 17, 2013 minutes, seconded by Nancy Putnam. The motion was accepted with all in favor.
2. Chair: Mike Warden; Recorder: Stephanie Gilbert; Time Keeper/Facilitator: Suzanne Raffel
3. Committee membership update
 - Jon Sloan is stepping down and Sydney Sargent will be joining the committee.
 - It is not known if Danielle Moyer is able to stay on the committee.
 - We need to find another parent to join. Susan Todd has a list of parents that were interested in joining the Shared Decision Making committee, so they may be interested in joining PBIS. Cindy will call down the list of parents.
4. 2nd Step update
 - Carol reported lessons include specific strategies for dealing with frustration, problem solving, anger, calming oneself down, etc. Teachers are finding this helpful.
 - Cindy received a call from a Second Step representative informing her that we can get free training (online, web based training) due to our purchase of the program. She would need to contact them if interested. Teachers do not feel this is necessary at this time because the program provides so much information already, but we will keep this in mind.
5. High 5's (Elementary)
 - The new high 5 forms are well liked by Elementary teachers
 - Middle school is not using the new high 5 form
6. Bullying Survey Results
 - Participation by grade- the breakdown is of all students who took the survey by grade level
 - Cyber bullying- "other"- is it relationship issues? would like to know what "other" is
 - Most common places- hallways, cafeteria, locker-rooms- unstructured settings, less supervision
 - Most common areas targeted- weight and height. Cindy addressed this with the Elementary Faculty for teachers to address with students as they can
 - Discussion regarding a separate Middle and High School yearbook- this will be starting next year
 - Bus- there are more monitors now---seeing fewer referrals from the bus
 - Members will review the survey and discuss at the next meeting what behavior/area to target next year as a committee

- Need to discuss how to appropriately share the information with students, what age groups and how to present the information

7. DASA Update

- Stephanie provided a graph of the number of DASA reports/incidents by grade level
- The highest number of reports are from the middle school
- Adults should help students write the reports so that the important information is included and it is worded/written properly
- Some students do not know about the DASA form yet

8. PBIS Matrix: Locker room

- Distributed and reviewed the first draft of the matrix addition
- Members will review this and will discuss it at the next meeting
- This will be put onto the matrix to start using in September

9. Electronic Devices

- When the electronic devices (cell phone) policy was first put into effect the concern was mostly about texting. However, now students have smartphones and the concern is about access to the internet.
- We need to have feedback from teachers about this
- 7/8 team uses bins to collect phones at the beginning of class, but the students do not put the phones in the bins as much anymore; they just keep them in their pockets and do not have them out or use them
- How often do cell phones have to be taken away from students?
- Discussed use in study hall and cafeteria- how can this be monitored?
- Cell phones are often used in high school for timers, calculators and make great use of them, but at the end of the period, is it ok for them to have their phones out to check email and text messages?
- This will be reviewed and discussed with faculty, and we will discuss this at our next meeting.

10. Code of Conduct Review

- Need to review the Code of Conduct and have the updates (if any) to the Board of Education by the end of the school year. This needs to be approved by the Board every year.
- If you need a copy of the Code of Conduct, copies are located in the main office or see Mike
- Suzanne will email members who are not here to let everyone know to review the Code of Conduct prior to the next meeting.

11. The next meeting dates for the year are as follows:

- April 25 (3:00-4:00pm)
- June 6 (7:00-7:45am)

12. Meeting was adjourned at 4:10 pm