

**PBIS COMMITTEE MEETING**  
**HEUVELTON CENTRAL SCHOOL**  
**August 21, 2013**

The PBIS Committee meeting was held in the Media Room Wednesday, August 21, 2013.

Members present: Michael Warden, Nancy Putman, Carol Robert, Alexis Gleeson,  
Jennifer Gray, Susan Todd, Suzanne Raffel

Members absent: Steve Adams, Bill Rupp, Diane Aldous, Sydney Sargent,  
Stephanie LaShomb, Stephanie Gilbert, Margaret Sweeney,  
Cindy Belleau

Mr. Warden called the meeting to order at 8:40 am.

1. Nancy Putman motioned to approve the June 6, 2013 minutes, seconded by Carol Robert. The motion was accepted with all in favor.
  
1. Chair: Mike Warden; Recorder: Jennifer Gray; Time Keeper/Facilitator: Suzanne Raffel
  
1. Code of Conduct Review:
  - All changes made need to be addressed publicly with board approval; timeline makes changes unattainable.
  - We can make changes to ALC document and PBIS behavior matrix based on the outline from the Code of Conduct.
  - Language can be changed
  - Teacher orientation tomorrow, so any changes need to be done today and to Tessa for printing. (completed by end of meeting)
2. PBIS behaviors to target this year
  - Locker rooms and bathrooms.
    - No cell phones allowed in either location
  - Dress code – no changes
    - Teacher's need to be consistent
    - Any and all infractions need to be addressed.
3. 2013-2014 Committee Membership
  - We really need to find at least 1 more student member; Mr. Warden will try to find a possible student in grades 10 or 11.
4. Changes to the ALC document – compiled by HCS and BOCES to keep the language consistent.
  - Discussed if the ALC is appropriate for time-out
    - Add Temporary Time-Out as a 3<sup>rd</sup> use
    - Referral is written for **ALL** students sent to the ALC; regardless of the reason.

- Parents must be notified (and documented on referral) or Mr. Warden will send it back to the teacher.
  - Remove from the document – “If a student has been assigned an in-class plan they may complete it either in writing or verbally.”
  - In the chart under **Send Student If:**
    - In the 3<sup>rd</sup> box change from **in class** plan to **reflection** plan
    - Students must complete a reflection plan prior to receiving permission to leave.
  - In the chart under **Do Not Send Students For:**
    - In the 3<sup>rd</sup> box remove **failure to work in class**
5. Challenge Day update
- Anna from the company says they will still offer the free day we won.
  - Grades 9 & 10 haven't experienced it yet, so we will target those grades.
  - Susan Todd will call and try to get a date for November.
6. Cell Phone Use
- Consistency is key.
  - Emphasize to students: Cell phone use is a privilege; not a right.
  - Add locker room and bathroom to the matrix
  - Appropriate Use
    - Non-Instructional time between classes
    - Cafeteria
    - Bus
    - Parking Lot
  - Not to be used during instructional time (study hall is instructional time)
  - Order posters saying “electronic device”
7. Cafeteria
- Students wanting to leave must **either** have a pre-signed pass or a list from the teacher will be given to the cafeteria staff
  - **Absolutely** no food leaves the cafeteria
    - To go containers are allowed
8. Goals:
- Cell phone/Electronic Device policies
  - Review Code of Conduct in a timely manner
    - Parts of it at each meeting
9. Meeting dates
- The committee agreed that the number of meetings held this year was sufficient and that the times they were held was also good (7 am in fall and spring and 3 pm in the winter)
    - October 3, 2013 @ 7AM
    - December 5, 2013 @ 3:10 PM
    - February 6, 2014 @ 3:10 PM
    - April 3, 2014 @ 7AM
    - June 5, 2014 @ 7AM
12. Meeting was adjourned 11:00 AM

