

Shenendehowa High School Partnership Team

Meeting Minutes

January 11, 2010 @ 3:00 in Room 100

Attendees: Catherine Coffey, Don Flynt, Dawn Huestis, Kathy Kalish, Pat Kopchick, Morgan Kruegler, Sheila Krupski, Katya Lapina, Joan McGee, Darrah Osgood, Paul Ripchik, Michelle Thomas, Liz Utzig

Facilitator: Catherine Coffey

Attendance Committee Report: Steve Smith from the Attendance Committee was not able to attend this meeting so Mr. Ripchik gave an overview of what the Committee is working on. He explained that the Attendance Committee is a subcommittee of the School Improvement Team. He said that the Attendance Committee is looking at issues surrounding tardiness and absences.

- There will be follow up with students and parents notifying them of the consequences of excessive absences or tardiness. There will be a letter going out stating the attendance policy.
- The policy may also be posted in places like Homerooms.
- A letter will also be going out to the teaching staff to ensure that everyone is using the same procedures. The committee will be looking for feedback from the teachers.
- The committee is working to ensure that we have consistency within all of the Shen schools. For instance, they are looking at the message on each Attendance Office answering machine.
- Ms. Kalish asked if there will be further clarification of what to do and who to notify if your child is going to be absent or tardy.
- Ms. Huestis requested that the letter being sent to teachers also be addressed to the Support Staff.
- Ms. Utzig asked if the intent of the project was to create reporting uniformity or for looking at specific students' attendance patterns. Mr. Ripchik explained that, right now, the committee isn't working on issues surrounding individual students. They are focusing on the District wide attendance policy.
- Mr. Ripchik asked if the group felt the Mr. Smith should come to a Partnership meeting to discuss the committee further. Ms. Kalish felt that he should wait until he has something relatively formal to present, e.g. a draft of the policy. The team agreed that this was a good idea.

Traditions Council: Mr. Ripchik asked that each representative group from the Partnership Team supply him with the name of a volunteer for the Traditions Council. Ms. Kalish and I both thought we might have potential parent volunteers and we said that we would email Mr. Ripchik with the names. The day and time of the meetings will affect which parent volunteers we can get. Ms. Huestis had emailed the group with volunteers from the Support Staff (Maria Rainville and Alison Lattimore). Ms. Lapina

also has a representative from Senate and she will email Mr. Ripchik the person's name.

- It was mentioned that Joanne Coons wants to make sure that Earth Day is on the Traditions Council's list of events.
- At this point no specific day or time has been set for the group to meet. Mr. Ripchik is still gathering committee member names.
- Mr. Coletta is interested in representing athletic traditions.
- Mr. Ripchik announced that typically the committee won't meet very often – but initially there will be meetings to get organized, set up the council structure, create documents and gather information.

Signage Update: Mr. Ripchik explained that bid requests had been sent out to four companies. Two of the companies can not do the level of detail that we want for the signs. That leaves Adirondack Sign Perfect and Ray Sign.

- Adirondack quoted a price of \$2500.00 for a double sided trailer sign that would be laminate over heavy plywood. The sign would be digitally produced, with a removable sign in between two people. A 4' X 8" trailer is included in the price.
- Ray sign proposed a similar sign and gave a price of \$3140.00 with a trailer or \$2100.00 without the trailer.
- The Team discussed our next steps:
 - We need to write a bill if we want to get funds from Senate.
 - We may be able to get money from the PTSA
 - It was suggested that Adirondack Sign come to one of our meetings and explain exactly how the sign would work.
 - Mr. Flynt will talk to the Buildings and Grounds people to see where the sign will go and who will be responsible for moving the sign.
 - Trailer Hitch- we will need to know the size so that we can tell the Buildings and Grounds department.
 - We should invite Mr. Mars from the Tech Department to hear the proposal and make sure it will work with what we have in mind.
 - Ms. Lapina will obtain a full body shot of the mascot.
 - Ms. Huestis volunteered to draft a generic letter explaining our project and its costs. This letter will then be used for whichever group we approach to solicit funds.
 - Class Council does not have a formal process to use when asking for funds. They typically don't decide on their class gift until they know how much money they have left over after the prom.
 - Ms. Kalish volunteered to find out how to request funds from the PTSA.

Shared Decision Making Document: The Team had some discussion regarding the short time frame we had to review the document. Mr. Flynt explained that the document was originally written in 1994 and is updated periodically to reflect the needs of the Partnership Teams. He didn't think it had been updated since 2008. I said that I had read the document and felt it was well written and not in need of any changes. Ms. Kalish explained that she would be attending the District Partnership Committee meeting and would represent our team. Ms. Utzig was concerned that other teams

would recommend changes but we would not be aware of the changes. Ms. Kalish will attend the meeting and will let us know of any changes that are proposed.

Mission Possible: The Team has decided that we will implement this new award. Now we have to decide how candidates will be nominated and what the award will be. The team had a lengthy discussion regarding many aspects of the award process:

- Ms. Kalish had prepared a document which began to outline the criteria for winning the award. She emailed this document to all team members on January 12, 2010 so that we can review, make changes and be prepared to discuss at the January 25th meeting.
- Ms. Coffey agreed that it was good to have something in writing to work from and questioned if we would have a written form that would be filled out or would nominations be emailed.
- This led to a discussion about whether nominations should be reviewed at each Partnership meeting. We would not want to slow the process down, but our ability to review nominations during Partnership meetings would be dependent upon the number of nominations received.
 - It was suggested that we have a subcommittee to review the nominations.
- We discussed if parents would be allowed to nominate their own child. The general consensus was that nominations should come through teachers or staff. We questioned whether parents would feel 'gypped' of the opportunity to recommend their child but this could be resolved by allowing parents to give the information to a teacher.
- We discussed what the 'reward' should be. Previously it had been suggested that giant cookies be given as a prize. This would be do-able for one or two winners but not so easy if an entire class or club won. It was suggested if this happens they could have a pizza party.
- How often would we want to present the awards? Once a month or once a quarter?
 - Mr. Flynt said that he wasn't sure. We don't want to give so many that they become less meaningful.
 - The quantity would also depend on the quantity/quality of the entries.
 - Timeliness may be important depending on the nominee, e.g. if something just happened it would be nice to reward the person quickly.
- What venues will we use to announce the award?
 - We discussed the value of announcing awards at sporting events. The Team seemed split over the benefits of having a lot of people see the winner receive the award at a sporting event as opposed to sending the message that sporting events 'reign supreme' at Shenendehowa. Ms. Kalish and Mr. Ripchik liked the idea of using a sporting or musical venue etc. They felt it was a good way for students to see what other people are accomplishing.
 - It was pointed out that not all sporting events are as organized as football or basketball, for instance a track event would not be a good choice.
 - Would a school wide announcement be just as effective?
 - Posting the winners on the website would be effective.

- Ms. Utzig asked what student would want from the award- perhaps a letter in their file?
- We discussed the type of accomplishment that would actually justify winning the award.
 - Things like dedicated volunteer work, becoming an Eagle Scout, winning Student of the Month on Channel 13, volunteering at a hospital etc. would qualify.
 - The award would be a “we appreciate what you are doing” type of recognition.
 - It would make other students aware of things students do outside of school.
 - Hopefully it would also inspire other student to accomplish more.
- The main point of the award would be to acknowledge students and staff who are living out the values and beliefs in the mission statement. Mr. Flynt reminded the team that the award would include Staff members!
- We did decide that only Shen Staff could nominate a candidate.
 - That candidate can be a student or on the staff.
 - We will work on the criteria for nomination at the next meeting- this will facilitate the creation of the nomination form.
- We concluded the discussion by agreeing to think about the nomination criteria for the next meeting.
 - We will use Ms. Kalish’s document as the basis of this discussion.

Debriefing and Code of Conduct:

- Ms. Kalish asked for an update from the Technology Committee regarding the use of electronic devices. Mr. Flynt explained that the Committee hasn’t made a formal report yet, but that the group is evenly split between those who want to allow electronics use and those who don’t.

Next Meeting Agenda Items:

- Names for submitted for Traditions Council
- Formalize the nomination criteria and process for the Mission Possible award.
- Report from Ms. Kalish on the District Partnership meeting and their discussion of the Shared Decision Making Document.
- Update from the Technology Committee.
- I asked that a few minutes be included in the next agenda to discuss group projects.

Next Meeting will be Monday January 25 at 3:00 p.m. in Room 100

- Timekeeper: Teaching Staff
- Facilitator: Morgan Kruegler
- Reporter: Jane Stephan

Minutes submitted by Sheila Krupski