

Walhalla High School Improvement Council

Agenda

Feb. 9, 2017

- I. Welcome and Introductions
  - a. In attendance were: Steve Garrett, Erin Phillips, Tricia Burgess, Lorilei Swanson, Olivia Timms, Katherine Allen, Alex Hernandez, Elliot Wechter, Cooper Timms, Rachel Twitty, Brij Patel, Amanda Harris, Julie-ann Shannon, Christie Lee, Michelle Deem, Meredith Cobb, JoAnn Heaton, John Twitty, Walter Torres, Raul Chavez, Cassie Pavlone, Alicia Keys, Vanessa McCall, Bill Smith, Colin, Keylon, Maddy MacLachlan, Bruce MacLachlan, Emma Sauer, Alex Galvez, Wesley Smith, Jayne Dingle, Carly McRae, Tonya Massey, Morgan Massey, Lori MacLachlan, Trey Keys, and Paul Holleran.
  - b. Appointed time keeper for meeting: John Twitty
  
- II. Approval January Minutes – Katherine Allen called for a motion to approve of the January minutes. Seconded and unanimously approved.
  
- III. Special guests – NOW Students – Mr. Garrett welcomed NOW students who introduced themselves and explained the programs they are involved in: Alex Ivan Galvez, Colin An Keylon, and Wesley Elias Smith.
  
- IV. Co-Chair Report – Tricia Burgess and Lorilei Swanson (see report below)
  - a. PAC Meeting – The staggered start time for next year has been approved. The school calendar for the next school year starts on August 26, 2017. There is a solar eclipse is on that date. There is a proposal to move the first day of school to August 21, 2017.
  - b. Freshman Focus night – SIC had a table at this event. Nomination forms were available to rising 9<sup>th</sup> grade students.
  - c. IGP meetings – SIC information is available to parents, along with parent surveys and student nominations forms, when parents come in for these meetings.
  - d. Annual Meeting – SC Annual SIC Meeting is in Columbia on March 18th.
  - e. Report to the Parents: This is due April 30, 2017. Please review last year's report and share ideas and information for this year's report with Christie Lee within the next two weeks.
  - f. Canvas – SDOC Common Course Guide: On the school district website, there is a link to Canvas. On that site there is a course Walhalla High School Parents and Students. Click on Common Course Guide, then Modules. There is a great deal of information for parents on this site.
  
- V. Student Representative Report and Comments: Rachel Twitty shared the student report. A student brought up a concern with the doors being closed during second lunch before students are able to get lunch. A video has been created to represent the soccer team. (see report below)
  
- VI. Teacher Comments: Ms. Harris suggested that students be provided with "gold cards" for honor roll, perfect attendance, no office referrals, etc. that could be used for admission to sporting events. Teacher recruitment for next year was brought up at a recent faculty meeting. Information is needed from parents in regards to what type of training they need in order to be able to better access Canvas.

- VII. Committee Chair Reports (see reports below)
- a. Membership Recruitment and Retention: Parents who have already served two years are welcome to continue to serve on SIC. Please contact Dora Leonard if you would like to continue to serve as a parent member.
  - b. Family Event: The program with Kathy Whitmire was a success. The PowerPoint from her presentation will be shared on the school website. Mr. Garrett shared information on the block schedule for next year.
  - c. Publicity: A parent volunteer link for athletic events has been shared through social media.
  - d. Professional Development: Myriam Torres breakfast and program, Engaging Latino Families in Schools, will be February 17, 2017 at 8:30am.
  - e. Elections: Nomination forms have been created and are being sent out.
  - f. Data Collection: A suggestion box for students to share concerns has been put in place. A major focus is on improving communication between parents, students and faculty, as well as continuing to focus on WHS being a welcoming environment.
  - g. Parent Engagement: Efforts continue to be underway to engage parents and recognize students. A suggestion was made to have information available regarding scholarships available at the awards reception.
- VIII. Principal Report – Mr. Garrett shared that student concerns are valued. He would like to meet more with the SIC Student group and Student Council to promote more student suggestions and address their concerns. The one-to-one Chromebook pilot is going to begin next week. The plan is for all high school students to be issued a Chromebook next year. Students want to know if they have the option to opt out of receiving the Chromebook. This initiative is coming from the district. A parent asked if the Chromebooks will replace the textbooks. This is the eventual goal. Chromebooks will be filtered for use of appropriate sites only. A parent asked if Chromebooks will be used for student absences and snow day make up work. The faculty has been surveyed for school improvement. Students are going to be recognized weekly. There is a school store up and running. Students will receive tickets which can be used to purchase items in the store. Athletics is working to address their website. Scheduling is in process for next year. The SIC electronic survey is ready to be sent out. The lateness of second lunch is a concern with the upcoming staggered lunch. There are plans in place to address this by instituting a “power hour” lunch.
- IX. Public Comment: There is a concern that attendance at sporting events is low. A suggestion was made to allow students to attend at a reduced price, bring in canned food items as admission fee, or inviting other groups (drumline) to perform to increase parent attendance. Another suggestion was made for students to pay a fee, such as \$20, and they would have a sticker on their identification that would allow them into sporting events. It was also suggested that students be allowed to attend sporting events for free. The data collection team would like to add a question to the student survey to find out if more students would attend sporting events if they were given free admission. Administration is going to share ideas with the athletic director. Student government needs to be included in coming up with ideas to increase attendance at sporting events. A parent wanted to know at what point all teachers will be required to enter all grades into Canvas. A parent asked about rules regarding tobacco use by faculty. A parent wanted to know what could be done if a parent felt administration was not responsive to their concerns and suggestions. A suggestion was

made to obtain sponsorship from local businesses to offset the money lost if admission to sporting events was free for students.

X. Meeting adjourned at 8:52am

## **Co-Chair Report**

Lorilei Swanson and Tricia Burgess

February 9<sup>th</sup>, 2017

### **Accomplishments:**

- PAC meeting (Tricia)
- Freshman Focus (Lorilei)
- IGP Meetings (Lorilei)
- Annual Meeting (Lorilei)
- Canvas (Tricia)

### **Dates to remember:**

Professional Development Day February 17<sup>th</sup>, 2017

Next SIC Meeting March 9, 2017

SIC Annual Meeting March 18, 2017 held in Columbia, SC

Nominations due April 3, 2017

Report to the Parents due April 30<sup>th</sup>, 2017

## **Student SIC Committee Report**

Trish Riser, Committee Chair

February 3, 2017

### Accomplishments:

- Meet with Data Committee to begin formulating survey questions for parents,
- Decided on a month for the canned food drive and formed committee,
- Formed committee to create informative video about the Student SIC Committee with the purpose of providing to Walhalla Middle School,
- Continue to be voice for student concerns, numerous questions/comments about the 1:1 initiative have been brought up by students:
  - 1. If students have their own device will they still be issued a Chromebook?
  - 2. Will chrome books replace textbooks and paper tests?
  - 3. Students are excited about this new opportunity.

### Future Actions:

- Finalize canned food drive details,
- Create informative video about the Student SIC,
- Listen to peers about concerns,
- Meet with data committee in March to finalize survey questions.

## **Recruitment and Retention Committee**

February 2017 meeting

Committee Chair: Dora Leonard

### Accomplishments

The following community members have been invited to join WHS SIC:

- Julie-ann Shannon – ACCEPTED/ATTENDED
- Raul Chavez – ACCEPTED/ATTENDED
- Garvin Barker – ACCEPTED/ATTENDED
- Michelle Deem – ACCEPTED/ATTENDED
- Walter Torres – ACCEPTED/ATTENDED
- Tonya Massey

SIC display/table at Freshman Focus Night. Gained commitments from two middle school parents, and several parents and students picked up forms and said they would consider joining.

### Upcoming activities/action items

- Spring elections for teachers, parents and students: Need to determine terms ending or those not returning to SIC in the new school year, so we know how many slots are open for the coming school year.
- Outreach to middle school parents (rising 9<sup>th</sup> graders and their parents). NOTE: We need one or two SIC members with students at WMS to assist with plans for getting the word out and coordinating the election process for parents of WMS 8<sup>th</sup> graders.
- Dora will contact new SC SIC staff member responsible for community outreach and engagement.

## **Family Event Report**

Committee Members:

Tricia Burgess Chair

Olivia Timms

Lori MacLachlan

Alicia Keys

Our Family Event on Jan. 19 was a success. We opened the doors to the school at 5:00. The SIC had a table with lots of information for parents. The SIC also helped out with another table that was set up so that parents could sign in and learn about Canvas. During this time, parents were able to visit with teachers in the classrooms.

Mrs. Kathy Whitmire gave a great presentation from 6:00-7:00. At 7:00 Mr. Garrett answered questions for the parents in reference to our new block schedule that will take place next school year.

The event was a success and I would like for us to continue with this type of Family Event for parents for next year.

## Publicity Committee

Jessica Duke and Laura Estes, Committee Co-Chairs

February 9, 2017 SIC Meeting

### Accomplishments

- Social Media Sites Created:
  - Facebook: [facebook.com/WHSSIC/](https://www.facebook.com/WHSSIC/)
  - Twitter: [@WHS\\_SIC @walhallahigh](https://twitter.com/WHS_SIC)
  - Email: [WHSSIC@g.oconee.k12.sc.us](mailto:WHSSIC@g.oconee.k12.sc.us)
  - Website: [WHS\\_SIC](http://WHS_SIC)
- SIC Meeting dates posted to social media.
- Ongoing news articles related to SIC accomplishments being published on SIC social media.
- Created Save the Date Flyer for the Professional Development and Teacher Appreciation Committee – Teacher Appreciation Day/Engaging Latino Families in Schools.
- Created Family Event Flyer for Open House Night.
- We promoted on our recent posting for Grace’s Closet to the Walhalla area via Facebook advertising.
- Promoted the Robotics Competition on the social media sites.
- Posted and created an Ad for the Workshop with Mrs. Whitmire.

### Future Actions:

- Our Social Media following has sill increasing.
  - **We are adding new followers every week. Please continue to like, share and suggest our posts to your friends.**
- Posted sign up genius on social media asking for Volunteers for ticket gate at our Spring Games.
  - **SIC members please share with all of your friends and encourage them to sign up for a date!**
- Will post Save the Date Flyer for the Teacher Appreciation Day/Engaging Latino Families in Schools to social media closer to event day as a reminder to potential attendees.
- Assisting with SIC Survey and Information Sheet for IGP Meetings.
- Please send us any news or event happenings related to WHS or SIC that you feel should be published to the SIC Social Media sites.



## **February 9<sup>th</sup>, 2017 SIC Professional Development and Teacher Appreciation Committee Report**

Committee Chair: Lorilei Swanson

Members: Olivia Timms, JoAnn Heaton, Paul Holleran, Miquel Resendiz, Esther Phillips, Walter Torres, JoAnn Heaton, Christie Lee

### Accomplishments

Esther Phillips contacted ten Latino families to participate in focus group.

Invitations to participate created in Spanish and distributed to families.

Students from Leo and Interact will provide child care in the multi-purpose room during the focus group.

Volunteers for breakfast preparation obtained (Need two more volunteers Friday morning).

Burrito Shack will sponsor focus group luncheon.

Focus group questions created and approved.

Karen Utter from the state office will be attending the event to publicize in the SC-SIC newsletter.

Sponsorship flyers developed by Jessica Duke and Lorilei Swanson.

Flyers delivered to local businesses via Chamber of Commerce and person to person contact.

Olivia Timms is catering breakfast for the PD group.

The following businesses are financially supporting the Professional Development Event:

- J's Nails and Esthetics
- Oconee Firewood LLC
- Walhalla Art Works
- 3 Amigos
- Allstate/Danny Marcengil

### Schedule of Events

Breakfast and Introduction 8:30 AM

Myriam Torres presentation 8:45 AM

Event concludes at 10:00 AM

Focus Group begins at 10:30 AM

Focus Group concludes/Lunch served 11:15 AM

### Future Actions

Prepare program and advertise event and sponsors

Need one 7:00 AM volunteer and one 7:45 AM volunteer

## **SIC Elections Committee Report February 2017**

Chair: Lorilei Swanson

Members: Olivia Timms, Amanda Harris, Patrisha Riser, Paul Holleran

### **Accomplishments**

- 2017 nomination forms created
- Nomination deadline set for April 3<sup>rd</sup>, 2017
- Olivia Timms translated parent nomination forms
- Students are creating a video to share with WMS encouraging them to join SIC
- Nomination forms distributed at Freshman Focus
- Nomination forms will be displayed during IGP meetings in February

### **Future Actions**

- Continue outreach to WMS and WHS parents and students
- Contact nominees to confirm nomination and distribute reflection questions
- Amanda Harris and Paul Holleran will collect teacher nominations
- Olivia Timms will collect WMS parent and teacher nominations
- Patrisha Riser will collect WHS student nominations
- Lorilei Swanson will collect WHS parent nominations

## **SIC Data Committee Report**

February 2017

The Data Collection Committee accomplished the following this month:

- Parent Survey
- Compiled Data from Students at WHS to create a student survey
- Teacher Involvement in Razor to complete surveys was offered
- Incentive discussed for those students who participate in survey (drawing) and Free Popcorn was approved by Booster Club

Future Plans of Data Collection Committee

- Review Parent Survey data collection
- Create the Student Survey (Short & Sweet) & Get to the Razor Class for Completion
- Continue to work with students at WHS their participation in the surveys and also review their data from those surveys.

We will continue to update our progress to the SIC Chairs

## Parent Engagement/Student Recognition Committee

February 2017 Report

Co-Chairs: Amanda Harris and Katherine Allen

Accomplishments:

- Contacted Success Coaches to offer assistance in student recognition.
- Contacted Mr. Garrett to set a date for an academic awards reception for grades 9-11.
- Met with Mr. Garrett and Ms. Burnett on 1/25/17 to discuss format of the academic awards reception. A Google form is being sent out to faculty to gather ideas regarding specific awards to be presented.
- Contacted Mr. Garrett to determine status of parent volunteer sign-up form on the school website. Mr. Powell, the athletic director, has created a Genius sign-up for parent volunteers. It is now up and running. It has been posted on the school website as well as through SIC social media sites. The following is the link to connect parents to the site/sign-up page:  
<http://www.signupgenius.com/go/20f0e48a5a92ba5f58-athletic>
- Contacted Athletic Director to offer assistance in student athlete recognition via awards reception.
- Contacted WHS Guidance Dept. to obtain a list of students to recognize for Razor of the Month and NOW participants. NOW participants list has been obtained. Those students and parents have been invited to the February meeting for recognition.

Future Goals:

- Continue to invite students and their parents for recognition at SIC meetings.
- Set specific date and awards for students to be recognized for at academic awards reception. Plan refreshments, presenters and agenda for awards reception.
- Continue reaching out to athletic director and success coaches in order to offer assistance with their student recognition programs.