

Walhalla High School Improvement Council  
Minutes  
January 12, 2017

- I. Welcome and Introductions: New community members Garvin Barker and Walter Torres were introduced and welcomed.
  - a. In attendance were: Steve Garrett, Tricia Burgess, Lorilei Swanson, Olivia Timms, Katherine Allen, Zoe Smith, Patricia Riser, Alex Hernandez, Elliot Wechter, Cooper Timms, Rachel Twitty, Brij Patel, Carmen Lee, Amanda Harris, Julie-ann Shannon, Dora Leonard, Jessica Duke, Christie Lee, Michelle Deem, Meredith Cobb, JoAnn Heaton, John Twitty, Garvin Barker, Adam Lowery, Walter Torres, and Paul Holleran.
  - b. Appoint time keeper for the meeting: John Twitty
  
- II. Approve December minutes - Katherine Allen called for and received motion to accept minutes. Seconded and unanimously approved.
  
- III. Co-Chair Report –Tricia Burgess and Lorilei Swanson
  - a. Report to the People Committee: A committee was formed with Christie Lee as chair, with members Jessica Duke, Erin Phillips, and Tricia Burgess. **There is a request for a community member to be on the committee as well.**
  - b. Elections Committee: A committee was formed with Lorilei Swanson as chair, with members Amanda Harris, Paul Holleran, Patricia Riser and Olivia Timms. Sherri Hopkins has been nominated but was not in attendance to accept. **There is a request for a student member.**
  - c. Bylaws Revision Vote: Dora Leonard shared major changes made in the revision. A motion to accept and approve was made, and Bylaw revisions were accepted. Seconded and unanimously approved.

**Please remember to get committee chair reports to Tricia, Katherine and Lorilei by the Monday before the Thursday SIC meeting so we can set the agenda for the week.**

(See attached committee report.)
  
- IV. Student Representative Report and Comments:
  - a. A suggestion was made that the student group sponsor a shred day as a service project for the community. Student reps believe that a canned food drive or coat drive would have more potential to involve the entire student body.
  - b. The student concerns regarding the staggered start time for next year is going to be voted on at the next SDOC board meeting. There was reminder that that the SDOC board meetings are open to the public.
  - c. Students expressed concern about students being dropped off early and having to wait outside in the cold before the doors open at 7:20 AM.
  - d. Students suggested that SDOC and WHS Twitter accounts be used to advertise information regarding how the block scheduling will work.

(See attached committee report.)

- V. Committee Chair Reports (Please see attached committee reports)
- a. Membership Recruitment and Retention - 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.
  - b. Family Event - January 19<sup>th</sup>, 2017 Open House 5-6pm; Guest Speaker Kathy Whitmire will present "How a Teenage Brain Works" 6-7pm
  - c. Publicity –We have many SIC members who have yet to like or follow our pages. Please be sure to take the time to do so as well as share these pages to help us build our following and get the word out to the community! The family event is currently being advertised through social media.
  - d. Professional Development –Walhalla United/SIC Professional Development Breakfast with Myriam Torres will present, "Engaging Latino Families in Schools" on February, 17, 2017 in WHS cafeteria at 8:30-9:45am. A research project is under way to meet with Latino families and find out ways to better meet their needs and foster communication. Sponsors are needed to help with funding.
  - e. Data Collection –The data collection team would like to meet with student members in person to gather information from them regarding their ideas, concerns and level of engagement. A brief survey will be developed and distributed to parents at the end of each IGP meeting between February 3<sup>rd</sup> and February 28<sup>th</sup>.
  - f. Parent engagement- We are continuing to work with Mr. Garrett to recognize student accomplishments and hope to schedule a date for an academic awards reception. Suggestion made to honor NOW recipients and RAZOR of the month students to SIC meeting. Mr. Garrett will look into creating a sign up for parent volunteers.
- IV. Teacher Comments and Discussion before their dismissal:
- a. Most teachers left prior to this point. Mr. Garrett will plan for teacher coverage for future meetings.
  - b. Teacher comments and discussion will be moved to an earlier point in the agenda in future meetings.
- V. Mr. Garrett principal report:
- a. Next year all high school students in the SDOC will be issued a Chromebook for use at home and at school.
  - b. There will be a Freshman Focus Night at WHS on February 2nd at 6pm, with hotdogs being served at 5:30pm. SIC will be represented at this event.
  - c. Staff development for next year is going to focus on using Canvas and the John Collins Thinking and Writing program.
  - d. Mr. Garrett will post information about the block schedule for next year soon and will answer parent questions at the Family Event Night on January 19<sup>th</sup>, 2017. The three greatest challenges are scheduling AP courses, performing arts and special education classes.

- e. The publicity committee will send out a request through social media to gather questions related to the block schedule and an FAQ will be posted on the school website.

VI. Public Comment and discussion:

- a. Jessica Duke asked about Pep Rallies for spring sports. Mr. Garrett stated that there is a plan to implement this for spring sports.
- b. Olivia Timms requested that a clock be placed in the auxiliary gym. Mr. Garrett will place a clock in the auxiliary gym.
- c. Mr. Garrett was informed of student concerns which were discussed prior to his attendance at the meeting.

Meeting adjourned at 9:08am

**Co-Chair Report:** Lorilei Swanson and Tricia Burgess  
January, 2017

Please remember to get committee chair reports to Tricia, Katherine and Lorilei by the Monday before the Thursday SIC meeting so we can set the agenda for the week. Our goal is to review the agenda with Mr. Garrett and send the approved agenda out to the SIC 24 hours before the scheduled meeting.

Thank you for your continued hard work and your ability to get things accomplished outside the SIC meeting dates. This is a strong and hardworking SIC.

The bylaws were revised by Dora Leonard and distributed to SIC members at the December meeting. SIC members were asked to review the bylaws and make further suggestions for revisions. We will put the revised bylaws up for a vote in today's meeting.

Two important committees need to be formed for the second half of the year: The Elections committee and the Report to the Parents committee. Tricia and Lorilei will appoint the committee chairs and identify members who are willing to serve on these committees.

Reminders:

SIC Family Event with Kathy Whitmire speaking on the Teenage Brain will be held Thursday, January 19<sup>th</sup>, 2017, 5:00 – 7:00 pm

The next SIC meeting will be held Thursday, February 9<sup>th</sup>, 2017 at 7:15 AM.

Parent Advisory Council will be held Wednesday, January 25<sup>th</sup>, 2017 at noon at Westminster Elementary School.

Professional Development Breakfast for Walhalla Area teachers and staff will be held Friday, February 17<sup>th</sup>, 2017 at 8:30 am.

## **Student SIC Committee Report**

Trish Riser, Committee Chair

January 6, 2017

### Accomplishments:

- Teacher Appreciation on December 13th - sponsored by the Student SIC was successful.
- Students discussed concerns and celebrations:

### Concerns:

- Still concern over new schedule and possible time change.
- Students would like to know if the time change will happen.
- Students have concerns about the restrooms: need paper towels and trash cans.
- Students who arrive early, 20-30 minutes before the door unlocks at the student drop-off- are having to stand in the cold for too long. Are they not allowed to go inside upon arriving?

### Celebrations:

- Teacher Appreciation hosted by the SSIC was a success  
White Christmas Program

### Future Actions:

- Provide support for January open house;
- Listen to peers about concerns;
- Plan a service project for the spring, possibly a canned food drive.

## **Recruitment and Retention Committee**

January 12, 2017 meeting

Committee Chair: Dora Leonard

### Accomplishments

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

- Raul Chavez
- Julie-ann Shannon
- Garvin Barker
- Michelle Deem
- Tonya Massey
- Walter Torres

### Needs/Plans

- Start planning spring outreach to middle school 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 Committee Report**

January, 2017

Per Mr. Garrett,

Times have been changed for the Jan. 19 event.

5:00-6:00 Open House

6:00-7:00 Mrs. Kathy Whitmire's presentation

Tricia Burgess, Chair

Olivia Timms, Member

Alicia Keys, Member

Lori MacLachlan, Member

## Publicity Committee

Jessica Duke and Laura Estes, Committee Co-Chairs

January 12, 2017 SIC Meeting

Accomplishments:

- Social Media Sites Created:
  - Facebook: <https://m.facebook.com/WHSSIC/>
  - Instagram: [WALHALLA HIGH SCHOOL SIC](#)
  - Twitter: [WHS SIC @walhallahigh](#)
  - Email: [WHSSIC@oconee.k12.sc.us](mailto:WHSSIC@oconee.k12.sc.us)
  - Website: [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.
  - Ad reached 2,937 people in the Walhalla area.

Future Actions:

- Our Social Media following has still increasing.
  - **We have many SIC members who have yet to like or follow our pages. Please be sure to take the time to do so as well as share these pages to help us build our following and get the word out to the community! Thank you!**
- Promoted the Robotics Competition on the social media sites.
  - Added an ad that was less than 48 hours long as that was the time between the posting and when the competition started. The ad reached 253 people in the Walhalla area.
- Posted and created an Ad for the Workshop with Mrs. Whitmire on January 19<sup>th</sup>.
  - **Please mark your plan to attend on the invite and send invites out to all of your friends to get the word out to the community! Thank you!**
- Will post the Open House Night Flyer to go along with the workshop on social media closer to the event and submit an ad for more area awareness on Facebook once the time has been nailed down with Mr. Garrett.
- 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.
- 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.

## **Professional Development and Teacher Appreciation Committee Report**

Committee Chair: Lorilei Swanson

Committee Members: Christie Lee, JoAnn Heaton, Michael Crenshaw

January 12<sup>th</sup>, 2017 SIC Meeting

### Accomplishments

- Met with the data collection committee and Mr. Holleran to identify information needed from focus group.
- Mr. Garrett will have head count for event on Thursday, January 12th
- Olivia Timms agreed to cater the breakfast on February 17<sup>th</sup> and identified kitchen needs, cost and number of volunteers needed.
- Contacted Esther Phillips and asked her to help us identify families for the focus group and help us identify a bilingual note taker for the focus group.
- Amanda Harris agreed to ask WHS Interact/Leo club students at WHS to provide childcare during focus group.

### Future Actions:

- Provide information to Myriam Torres so she can develop questions for focus group
- Obtain sponsorships in the amount of \$450 to pay for 300 teachers and staff to have breakfast on February 17<sup>th</sup>, 2017
- Secure seven volunteers to help with breakfast for this event: 3 needed at 7:00 AM and 4 additional needed at 7:45 AM
- Plan Teacher Appreciation Activity for Teacher Appreciation Week in May 2017

## **Data Collection Committee Report**

January 2017

We are planning to have the questionnaires ready for the focus group on Feb. 17th with a review and suggestions at the Feb. SIC meeting.

We are also planning to have a questionnaire to be given out and collected at student events (sports activities, band events etc.) and other delivery methods to be open for suggestion.

These would focus on communication, involvement and topics of interest to parents.

## **Parent Engagement and Student Recognition Committee Report**

January, 2017

Co-Chairs: Amanda Harris, Katherine Allen

### Accomplishments:

1. Met with Mr. Garrett to discuss: parent involvement in monitoring gates at sporting events, academic awards reception, athletics recognition, and success coach/student recognition.
2. Surveys sent out to faculty at WHS to gather information regarding what type of awards students should receive at academic awards reception.
3. Request that faculty and staff provide information regarding students who should be recognized for accomplishments at monthly SIC meetings.

### Needs and Plans:

1. Mr. Garrett will contact Coach Powell, the athletic director, regarding parent involvement at game gates. The focus will shift towards implementing this during spring sports.
2. Continue to request information from faculty regarding student recognition at SIC meetings.
3. Set a date for academic awards reception in May. Send out information in school newsletter.
4. Contact athletic director and success coaches to determine if SIC can assist with student recognition in their programs.