

Walhalla High School Improvement Council
Meeting Minutes
March 9, 2017

- I. Welcome
 - a. In attendance were: Tricia Burgess, Lorilei Swanson, Olivia Timms, Katherine Allen, Meredith Cobb, Christie Lee, JoAnn Heaton, Laura Estes, Tonya Massey, Morgan Massey, Emma Sauer, Alex Hernandez, Amanda Harris, Alicia Keys, Jessica Duke, Michelle Deem, Erin Phillips, Elliot Wechter, Trey Keys, and Zoe Smith
 - b. Appoint time keeper for meeting: Olivia Timms was appointed as time keeper.
- II. Approve February Minutes – Katherine Allen called for and received a motion to accept the minutes as written. Seconded and Unanimously Approved
- III. Special Guests – The following Razor Students of the Month were invited to attend and be recognized, but they were not in attendance.
 - a. Valerie Akery- January
 - b. Brock Chappellear- February
- IV. Co-Chair Report – Tricia Burgess and Lorilei Swanson (see report below)
 - a. SIC Nominations 2017-2018: election deadline is April 3rd.
 - b. SC Annual Meeting – March 18 in Columbia, SC
 - c. Riley Award: **information will be sent out regarding application criteria**
 - d. Canvas – “Snip it” Tricia Burgess: tabled until the next meeting
 - e. Show link on School website for Athletic parent volunteer sign ups.
 - f. Due to Spring Break, the next meeting will be held on April 6th.
 - g. March 29th is the final PAC meeting of the year.
- V. Student Representative Report and Comments (see report below)

Students shared that they believe that the new schedule for next year is being accepted with some concerns regarding the availability of classes. Students are in favor of a one hour lunch period. Students shared that the Suggestion Box is not prominently displayed in order to be utilized well. **Ms. Phillips will share information with Mr. Garrett regarding moving it to a better location and advertise it again.** A suggestion was made that the students should be made aware of actions taken from the Suggestion Box. March 11th at 6pm Golden Corner Wrestling will be putting on a show at Walhalla Middle School as a fundraiser for Special Olympics.
- VI. Teacher Comments: The new Teacher of the Year is Jason Moss and Support Employee of the Year is Doug Williams. There is a question on whether students can influence the decision on continuation of Razor time and SSR. A final decision on whether Razor and SSR will continue has not been made. A parent commented that the effectiveness of Razor really depends on the commitment of the particular Razor teacher. A comment was made

regarding IGP meetings being held with guidance counselors rather than Razor teachers. General feelings were that the guidance counselors were more knowledgeable and it was a more effective way to conduct the IGP meetings. Time constraints for the guidance counselors holding these meetings was discussed. A parent asked that the teachers who stay after school on Tuesdays to help student athletes be thanked for their time.

- VII. Committee Chair Report (see reports below)
- a. Membership Recruitment and Retention
 - b. Elections Committee: Parents nominated at this time are Annette Orr, Carrie Dunton, Joy Duncan, and Elisabeth Bost. These parents will be informed of the nomination and election process. Two teachers have expressed interest in being nominated to serve. Rising 9th grade students and parents have been contacted regarding joining SIC. Parent nomination forms are on display in the WHS office in both English and Spanish.
 - c. Publicity – Jessica Duke and Laura Estes: **Reminder to keep sharing the WHS SIC Facebook and twitter pages. It was suggested that members share the Athletic Parent Volunteer sign ups on their personal Facebook pages and twitter accounts. A link to the SIC nominations form will be added to social media sites.**
 - d. Professional Development – Lorilei Swanson: **Volunteers are needed to assist with Teacher Appreciation Day.** The theme is Cinco de Mayo. The date and location is to be determined. This will be an event to honor all faculty and staff. Tuesday, April 25th was suggested as a tentative date with the location being in the Professional Development room.
 - e. Data Collection – Joann Heaton: The results of Parent Surveys were shared.
 - f. Parent Engagement – Amanda Harris/Katherine Allen: A suggestion was made to recognize student SIC, NOW and government members to the awards reception. The date is to be determined.
 - g. Report to the People – Christie Lee: The report must be out to the people by April 30th. A suggestion was made to have the report translated into Spanish. **Olivia Timms needs the Report to the People emailed to her in a Word Document by April 18th, so that she can translate it into Spanish.**
- VIII. Principal Report – Erin Phillips for Steve Garrett: A new group has been formed, WHH Delegation to enhance communication between the student body, administration and faculty. Media specialists visited Chapman High School to gather information on implementing the one to one Chromebook initiative. Teachers and administrators are working to learn more about Canvas and Chromebooks. Mr. Garrett looks forward to more collaboration between SIC and WHS Booster Club. Upcoming events and dates: Work Keys testing for juniors coming up, AP testing coming up, Report to the People deadline, March 30th mandatory senior class meeting, May 26th is the last day for seniors, and Volunteer of the Year is Julie-ann Shannon.
- IX. **Public Comment: Concerns for the Spanish speaking families was shared regarding their not being aware of school initiatives due to announcements and social media publications not being provided in their native language. It was suggested that providing One Call in the native language for the Spanish speaking families should be a priority.** A suggestion was

made to form a committee to focus on meeting the needs of our Spanish speaking families. Dr. Chavez agreed to chair this community outreach committee. Please contact Dr. Chavez if you would like to serve on this committee. A parent asked when schedules for next year will be finalized. There were also questions about the scheduling of fine arts classes. The dual enrollment meeting date has been set. Guidance will be contacted regarding these questions.

- X. Adjourn: The meeting was adjourned at 8:58am.

SIC Co-Chair Report

March 2017

Tricia Burgess and Lorilei Swanson

Sign-up sheet for parents wishing to re-nominate themselves for another two year term on SIC. Must have a child attending WHS next year.

Parent members who have another year to serve because they were nominated last year:

- Katherine Allen
- Tricia Burgess
- Jessica Duke
- JoAnn Heaton
- Lori MacLachlan
- John Twitty
- Olivia Timms

Teacher members who have another year to serve:

- Carmen Lee
- Patrisha Riser

All students except for those graduating this year are eligible to serve another year on SIC.

SC Annual Meeting March 18th in Columbia, SC

- Deadline for registering is March 13th
- Dora, Lorilei, Olivia and Cooper attending

Riley Award Criteria

Athletic Sign-up: SIC initiative and challenge

Canvas "Snip It"

Date of next SIC meeting: First Thursday in April due to Spring Break. April 3rd at 7:15 AM

Student SIC Committee Report

Trish Riser, Committee Chair

March 9, 2017

Meeting held on March, 3rd

In attendance:

Maddy MacLachlan

Rachel Twitty

Brij Patel

Elliot Wechter

Emma Sauer

Alex Hernandez

Copper Timms

Vanessa McCall

Zoe Smith

Meredith Cobb

Adam Lowery

Absent: Trey Keys, Hugo Vera, Maclaine Hanvey, Morgan Massey (HCC & field trip)

Accomplishments

- Canned food drive service project - February 27th-March 10th,
- Decided on method for student nominations for the 2017-2018 school year,
 - Ask Razor teachers to read purpose and mission of SSIC (below)- have students nominate any interested Razor student,
 - Current SSIC students will review the application process with Riser and choose two new committee members per grade level to serve next year. Information will be sent out to Razor teachers the week of March 13th- applications are due back on April 3rd and new SSIC members will be selected on April 5th.
- Current Student SIC Committee members recommitted or declined participation for the 2017-2018 school year,
- Wrote SSIC purpose & mission,

The purpose of the student SIC is to represent the student body of Walhalla High School by collaborating with the school community on issues that impact or concern students. The goal of the student SIC is to represent the entire student body of Walhalla High School. Members of the student SIC exemplify leadership skills and are willing to effectively communicate with peers and members of the WHS community.

- No current concerns.

Future Actions:

- Take group picture - March 6th,
- Review applications for the 2017-2018 school year on April 5th.

Recruitment and Retention Committee

March 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 – ACCEPTED/ATTENDED

As the result of attendance at recent events, several nomination forms for the 2017-18 school year have been submitted for parents of rising 9th graders from WMS.

Upcoming activities/action items

- Elections committee is coordinating spring elections for teachers, parents and students
- For current members, we need to determine terms ending or those not returning to SIC in the new school year, so we know how many openings we have for the coming school year. If terms are expiring, members who want to continue to serve can complete a nomination form for the coming year (there are no term limits).
- Dora will contact new SC SIC staff member responsible for community outreach and engagement.

Elections Committee Report

March 2017

Chair: Lorilei Swanson

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

Accomplishments:

- Amanda sent out formal teacher nominations forms in a google doc. Two teachers are interested in serving on SIC.
- Olivia is working with WMS SIC to distribute parent and student nomination forms for rising ninth graders and their parents
- Trisha met with the students to determine how many students plan to serve next year and to determine how many new student nominees are needed in each grade. Trisha and student committee will also make a plan to solicit student nominations in RAZOR.
- Parent nomination forms are on display in the front office in English and Spanish.
- Olivia translated parent nomination forms in Spanish.
- Parent nominations forms collected at Freshman Focus.
- Deadline for all nominations is April 3rd.

Plans for the future:

- Send out parent nomination forms via email
- Announce parent nomination and election via one call
- Post nomination forms on school website
- Determine how many membership positions are open for the 2017-2018 school year
- Nominations will be confirmed, reflections papers collected and the vote will be conducted in April.
- Nominees will be selected in the May SIC meeting.

Publicity Committee

Jessica Duke and Laura Estes, Committee Co-Chairs

March 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
 - 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 Professional Development 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 is still 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!**
- Assisting with Press Release and social media publishing to celebrate the success of the Teacher Professional Development Day.
- 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

March 2017

Chair: Lorilei Swanson

Members: Olivia Timms, Paul Holleran, Christie Lee, Michael Crenshaw, JoAnn Heaton

Accomplishments:

- Approximately 250 teachers and staff attended professional development event
- Olivia Timms organized and catered the breakfast and clean up
- 6 parents participated in the focus group
- Lunch catered by Burrito Shack
- Local businesses paid for breakfast: 3 Amigos, Marcengill Allstate Insurance, J's Nails and Esthetics, Walhalla Art Works
- Event shared on SIC social media, SC SIC social media and press release written and submitted to Sharon Sanders

Parent volunteers:

1. Jessica Duke
2. Lori MacLachlan
3. Tricia Burgess
4. Katherine Allen
5. JoAnn Heaton
6. Amy Twitty
7. Christie Lee

Student Volunteers:

1. Cameron Duke
2. Madison White
3. Emily Herndon
4. Emily Garrett
5. Bayleah Stevenson
6. Morgan Massey
7. Emma Saur
8. Rachel Twitty
9. Cooper Timms
10. Morgan Rackley,
11. Ashley Beatriz
12. Grace Blackwell

Plans for the future:

- Teacher Appreciation Day May 5th Cinco De Mayo celebration – Volunteers Needed
- Thank you notes to businesses and volunteers
- Thank you notes to Mrs. Torres
- Share results from Focus Group
- Share Torres Power Point with WHS Faculty

Chair Report - Data Collection

1. Parent Surveys are at 97 and still coming, reviewing the results and will report at meeting.
2. Student Survey will be given to the SIC Students in Attendance and will have them fill out at meeting per Ms. Risor.
3. Continue collecting data using the feedback from students and parents and will report in April Meeting.

Parent Engagement/Student Recognition Committee

March 2017 Report

Co-Chairs: Amanda Harris and Katherine Allen

Accomplishments:

Invitations provided to Razor of the Month students and their parents to be recognized at the March SIC meeting.

Recognition of NOW participants at the February SIC meeting.

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. Ideas are currently in the process of being collected.

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:

Plans are in place for creating a Canvas help session for parents. There will be screencast tutorials posted and open computer lab nights scheduled so parents can come in and get help.

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.