

Walhalla High School Improvement Council
Meeting Minutes
November 10th, 2016

- I. **Welcome and Introductions** – The meeting was called to order at 7:25am by Mr. Garrett.
 - a. In attendance: Steve Garrett, Tricia Burgess, Lorilei Swanson, Olivia Timms, Katherine Allen, Alex Galvez, Alex Hernandez, Elliot Wechler, Zoe Smith, Vanessa McCall, Meredith Cobb, Emma Sauer, Adam Lowery, Cooper Timms, Rachel Twitty, Trey Keys, Maddy MacLachlan, Lori MacLachlan, Amanda Harris, Laura Estes, Raul Chavez, Christie Lee, Dora Leonard, Julie-ann Shannon, John Twitty, Paul Holleran, Carmen Lee, JoAnn Heaton
 - b. Mr. Garrett welcomed new appointed community members: Dr. Chavez and Julie-ann Shannon.
 - c. Mrs. Riser welcomed new student members from the 9th grade class: Riley Jones, Cooper Timms and Adam Lowery.
 - d. Appointed time keeper for meeting – John Twitty
 - II. **Minutes** of the October 13, 2016 were approved.
 - III. **Co-Chair Report** –Tricia Burgess and Lorilei Swanson: All committee chairs are requested to submit their committee reports, via email to Katherine Allen, on the Monday prior to the meeting each month. Anyone interested in serving on the Parent Engagement Committee should contact Amanda Harris or Katherine Allen – co-chairs of the committee. Mr. Powell, athletic director, has been invited to be an SIC Ex-Officio member. Please see attachment below.
 - IV. **Mr. Garrett principal report:** An informational video on the proposed block schedule is going to be presented to the student body for preview. It will also be shared with SIC members through Google. Please provide feedback to Mr. Garrett. Mr. Garrett shared many celebrations and accomplishments that have occurred at the school. A request was made that SIC provide input on how to make Canvas a positive experience for parents.
 - V. **Student Representative Report:** Ms. Riser shared information on activities student members were involved in. A request was made that students be provided with more information about the proposed schedule for next year. Students shared that they preferred the lunch schedule last year with two lunch periods as compared to the current lunch schedule of three lunch periods. A suggestion was made that hosting a cheer competition at the school which would be a good opportunity for fundraising. On December 10th, 7am-4pm an area Robotics competition will be held at the school. Volunteers to assist are requested.
- VI. Committee Chair Reports**
- a. **Membership Recruitment and Retention** - Dora Leonard presented highlights from the written report. Please see attachment below.
 - b. **Family Event** - Tricia Burgess presented highlights from the written report. Please see attachment below.
 - c. **Publicity** – Laura Estes presented highlights from the written report. Please see attachment below. Please go to the school website and sign up for social media.
 - d. **Teacher Appreciation/Professional Development** – Lorilei Swanson presented highlights from the written report. SIC members are encouraged to attend the presentation by Myriam Torres on Friday, February 17th, 2017. Please see attachment below.
 - e. **Data Collection** – John Twitty presented highlights from the written report. A survey is being developed for SIC members to review by the next meeting. A major focus will be on communication between the school and families. Joanne Heaton shared information

regarding the means of communication that works best between parents and teachers. Please see attachment below.

VII. **Teacher Comments and Discussion:** A suggestion was made to put tutorial videos for Canvas on the school website or linked to the social media accounts. It was also suggested that the school have opportunities for families to come in to the school to utilize the computer lab to access on-line tutorials. Mr. Garrett will send a reminder to teachers that all grades should be in either PowerSchool or Canvas, depending on whether the teacher is part of the pilot with using Canvas for entering grades or continuing to use PowerSchool. Amanda Harris has offered to assist with the development of screen casts and tutorials. Carmen Lee shared that on Mon., Nov. 7 during in-service time it was suggested that teachers should provide in class instructions to students for accessing apps in Canvas and setting up their devices accurately.

VIII. **Mentoring Program:** Dr. Raul Chevaz shared information regarding establishing a mentoring program for students at Walhalla High School. He is currently involved in mentoring students at Southern Wesleyan University (SWU). Efforts are being made to mentor, advise and tutor young people. Initial plans include scheduling luncheons between athletes at WHS and SWU to connect students, establishing a Latino club to reach out to students who are not involved in athletics, and reaching out to community and family members as well. Anyone interested in working with Dr. Chevaz on this initiative should email him at rchavez@swu.edu.

IX. **Next SIC meeting** is Thursday, December 8, 2016 at 7:15am.

X. **Adjourn:** The meeting adjourned at 9:00am.

Co-Chair Report: Lorilei Swanson and Tricia Burgess

Meeting with Mr. Garrett on October 27th, 2016

Streamline and run SIC meetings more efficiently:

- Committee Chairs will submit their reports on the Monday prior to the SIC meeting,
- Reports will be attached to the SIC minutes for the upcoming meeting.
- Principal, Co-Chairs and Committee Chairs will indicate how much time they need to report out.
- SIC Co-Chairs will review the reports and set the agenda for the next SIC meeting
- Minutes will be reviewed and corrected by all SIC members prior to the SIC meeting
- Minutes will be approved and not read during the SIC meeting
- Members will hold their comments, questions and suggestions to the discussion period at the end of the meeting.
- This is a process.

Mr. Garrett approved the addition of a new parent engagement committee. Katherine Allen and Amanda Harris will be co-chairs of this committee.

Mr. Garrett will provide 30 minutes of classroom coverage for teachers serving on SIC so they can attend the meeting until 8:30 AM.

Mr. Garrett agreed to host an SIC sponsored event where he presents information on the new schedule for next year and gives parents an opportunity to ask questions.

SIC Membership List Due 11/15/16

- There is a two thirds elected members to appointed members ratio requirement.
- We have a high number of active students and parents on SIC and a lower number of appointed community members.
- We plan to submit only formally elected parents, students and teachers and officers as elected members, all other parents are active members on SIC but not formally elected.
- The SC-SIC understands that we are actively working toward SIC compliance and that this is an unusual year with the combination of two school SICs after a school closure.

Action Item: Lorilei and Tricia will submit the membership list to Erin Phillips by 11/11/16. Erin will upload it to the SC SIC website on 11/15/16.

Miscellaneous

Please let Lorilei and Tricia know of any conflicts you may have with upcoming scheduled SIC meetings

If you have not signed up for a committee, please do so today.

Lorilei is sending monthly updates on our SIC progress to Karen Utter and she is very impressed. Karen is thinking about a way to highlight what we are doing to share with other SICs in the state. Thanks for all you do to support WHS SIC.

Next SIC Meeting will be held Thursday, December 8th, 2016, at WHS at 7:15 AM

Next PAC Meeting will be held November 30th, 2016 at the Hamilton Career Center at noon.

Recruitment and Retention Committee

November 10, 2016 meeting

Committee Chair: Dora Leonard

Accomplishments

Recommended two community members to be invited to November meeting:

- Raul Chavez, Southern Wesleyan University
- Julie-ann Shannon, Grace's Closet

Future Plans

- Review SC SIC materials for community outreach and engagement
- Contact new SC SIC staff member responsible for community outreach and engagement
- Start planning spring outreach to middle school parents

Family Event Committee Report

Nov 7, 2016

Committee Members:

Tricia Burgess, Chair

Olivia Timms

Lori MacLachlan

Alicia Keys

Accomplishments:

- Incorporate a guest speaker with Schools Open House on Jan. 19, 2017.
- Kathy Whitmire is excited to be our guest speaker for this event. She will be discussing, "How a Teenage Brain Works" in the auditorium
- 6:00-7:00 – Speaker will speak
- 7:00-8:00 – Parents will be invited to visit with teachers in their rooms.

Future Actions:

- Committee is working on providing opportunities for supper to be served 5:00-5:45 for event.
- Asking publicity committee to put information on school website and all social media
- Erin Phillips has asked the teachers during a teacher workday on Monday, Nov 7, to ask their clubs/organization if they have interest in selling food in the concession stand during our event as a fundraiser. We are currently waiting on a response from them.

Publicity Committee

Jessica Duke and Laura Estes, Committee Co-Chairs

November 10th, 2016 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
 - Website: [WHS SIC](#)
- SIC Meeting dates posted to social media.
- Published first news articles related to SIC accomplishments 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.

Future Actions:

- Promote increased usage of SIC Social Media with the SIC Members and at the SIC Sponsored events.
 - Thank you to the SIC Members who have already liked or followed our Social Media pages!
 - **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!**
- Working with the Family Event Committee on their flyer and social media advertising for the Open House Night.
- 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.

Professional Development and Teacher Appreciation Committee Report

Lorilei Swanson, Committee Chair

November 10th, 2016 SIC Meeting

Accomplishments

- Myriam Torres accepted invitation to present on Engaging Latino Families in Schools
- Event will be held at Walhalla High School in the cafeteria
- February 17th, 2017 at 8:30 AM confirmed date and time
- Save the Date Flyer created by Jessica Duke
- Flyer sent to all Walhalla Area Schools
- Chick-filet-A contacted and formally asked to sponsor
- Information sent to Sharon Sanders, District Office Public Relations
- Karen Utter, SC-SIC will attend to take picture and feature WHS in an upcoming SC-SIC newsletter and on their SC-SIC website.

Future Actions:

- Plan Teacher Appreciation Activity for Teacher Appreciation Week in May 2017
- Coordinate with Myriam Torres, Paul Holleran, Esther Phillips, Olivia Timms and Miquel Resendez and Data Committee to plan focus group with Hispanic families at WHS.
- Obtain sponsorships to pay for or provide breakfast on February 17th. 2017

Data Collection Committee

Chair, Bruce MacLachlan

Walhalla High School Parent/Student Survey Action Plan

What do we want to know

- how we are doing?
- what should we be doing?
- or how can we, as parents/teachers/students help improve our school?

Who are the communicators, who is the target audience and how is successful communication measured

Communication Source

- School District
- High School Admin X
- Teachers X
- Coaches
- Parents X
- Students X
- PTO
- Boosters

X = primary or focus

Communication Method

- Email – low response expected
- Phone – high time requirement
- Website – potential link to survey
- School Portal -
- Letter/notes – one way communication
- Meeting – low attendance
- Survey – should have highest response rate and better data when designed to reach all target groups

Survey Success depends on clarity of Questions, opportunity of time and place

- What information are parents interested in
- Do parents have enough information to provide valuable feedback through a survey
- What communication mediums reach which target groups most effectively
- How do parents get specific information and ask questions
- What information is most important to parents and what frequency meets their needs
- *What information is most important to the SIC and what is the time line to supply detailed data*

- How much do we really need to know about demographics??
- How do you get a cross section of our parent population to answer surveys
- Code surveys to know when/where they were completed

Possible Survey Questions

- Student - Is there enough information available to consider educational opportunities and careers post high school;
 - Parent – have you had conversations about what is next after high school.
- What is the last information communicated to you by the
 - District/School Admin/Teacher/Coach.....
- Interest in volunteering – what/when
- Questions on instruction effectiveness – methods, detail, content in class
- Assessment of athletic programs
- Accessibility of teachers/admin – Do they make themselves available?
- Do you or your student feel confident that discussions with teachers and administration is straight forward and without bias.
- Security
- How do define success
- Are you provided opportunities to succeed
- What motivates you to work harder to succeed
- Questions on school lunches, academia (AP courses, courses that should be offered)

Possible locations to collect survey information

- After school pick up line – short 5 to 10 questions
- Athletic events both pre-game and halftime
 - Surveys can be turned in at concessions for a free popcorn or discount
 - People completing surveys can put their name in for a prize drawing, i.e., season pass for an athletic event
- Band concerts/Theater events
- Take home
- Post on school website
- Local events
- Interview – one on one with teachers
- Other ???

Next Steps

- Agree upon survey questions – need between 5 and 10
- Print questions in English and Spanish?
- Pick location to canvas
- Decide on reward/recognition for completed survey
- Trial run before next SIC meeting