Incline Great Schools Advisory Group Meeting Notes
February 1, 2012
3:30 p.m. – 5:30 p.m.

Participants: Sharon Kennedy, IMS Administrator; Kathleen Watty, IES Principal; Stacey Cooper, IHS Principal; Nancy Sanger, Zone 4 Area Superintendent; Kelly Humphreys, Zone 4 Performance Director; Joanne Divine, Parent Representative; Michael Goldberg, Parent Representative; Sandy Soli, Parent Representative, Rachel Bard, MS teacher; Mark Zimmerman, HS Asst. Principal; Trina Kleinhelz, ES Teacher

Time (Minutes)	What (Content)	How (Process)	Who (Leader)
5	Introduce new members	Present	Nancy
Notes: No new members.			
45	Review Action items	Review Discuss	Nancy
Notes: See notes on action items page.			
45	Updates • Review Incline Schools Forum • Common Core State Standards (Rigor, Expectations, and Alignment) • Progress toward action steps – Site Leaders review Tracking Form	Discuss Review	Site Leaders

Notes: Forum: See notes under action items below.

CCSS: CCSS are way to address rigor, expectations, & alignment. Discussed value in having 'educational meetings' around CCSS—what they are, what they accomplish, and what ensuing assessments will look like (e.g., SmarterBalance assessments). Big shift for what will be taught in schools. Would be benefit for community to hear about this—understanding the timeframe, how affects children, etc. Plan to take minutes at these meetings & have those available on websites, to those who cannot attend as well.

Proposal to frame "21st century learning" within context of CCSS. Mary Alber is meeting with Scott Bailey, Kindra Fox, Paul Richter and three Incline administrators to discuss how to incorporate district work into speaker series, so can connect these initiatives. Integrate in systematic way the speaker series to support CCSS. Meeting next week on this; Nancy will report back. Welcome IGS team members to this meeting (3:30, Feb. 9, in E. Conference room at Admin. Bldg).

Envision perhaps two sessions—CCSS overview & timeline (part I) and what assessment will look like/how teaching will have to change (part II). This approach supports K-12 alignment, vertical articulation, enrichment.

Review of Action Steps in Tracking Form: <u>Signature Academy Update</u>: Seeking community input and using this to inform program selection. Article that will be published in next week's *Bonanza*—how will signature academy work for IHS. Asking for community input with 2-week window for survey. Students grades 6-11; all staff K-12; all parents K-12 (one survey/household), community members will be surveyed. Use EdConnect to inform/remind about participation. (Working to overcome barriers for families without email addresses on file). Will select volunteers from stakeholders to review survey results & participate on planning team; ensure representation from all groups to create focus group/task force. Planning piece will take

majority of next year to ensure moving forward with well-constructed implementation plan. Implementation of program will not occur until 2013-14 school year. One year planning/preparation/PD, etc. followed by implementation the following year. Hopeful that selection of program will occur by end of 2011-12 school year. Intent that selected theme will be broad enough that can use resources to meet needs of ALL students.			
5	Set next meeting date	Review Discuss	All
Notes: April 18, 2012 @ Incline Elementary School. Send agenda items to Nancy and any questions about tracker.			
5	Action items / next steps	Review / Assign Identify	Nancy

Action Items

Action Item	Responsible Person	Status	Review Date	Notes
Follow up to have Marlene inquire about endowment fund balance	Beth	New Item	Feb. 2012	
Notes: College has informed Marlene that some/all of the money has been spent. Marlene is following up and will contact us if more information is needed.				
Send district website guidelines to Kathleen/Stacey	Sharon	New Item	Dec. 2011	To facilitate moving discussion/work forward around Incline K-12 website
Notes: Completed.				
Forward Requested Information to Area Superintendent	Kathleen/Sharon/Stacey	Carry-over item from August 2011	Dec. 2011	Send dates for K-12 Incline PLC meetings (when 3 administrators are meeting to address the work of IGS) by Dec. 1; Send calendar of ALL fundraising activities for 3 schools to reflect any school (inc. teams/clubs/etc.) fundraising efforts occur
Notes: Completed.				
Incline K-12 website launched	Kathleen/Sharon/Stacey	New Item	Jan. 2012	Integrate work at 3 sites to create K-12 website ready for public in January
Notes: Presentation/demonstration by M. Zimmerman of 3 websites. All up/running. Access through school directory on WCSD website. All Incline websites linked to one another and to Inclineschools.org. Goal to easily move between schools in simple way. Suggestion to have PTAs and Boosters linked on district sites as well. Suggestion that any recommendations for revisions be sent to Mark Zimmerman. Perhaps a meeting minutes tab would be beneficial to post minutes from forums, IGS meetings, etc. Consider including a comment such as: "For more information about the Incline Village Community, go to InclineSchools.org" (as this is more comprehensive site—not just about schools). Consensus that there is need to merge Inclinehs.org website with district website. Want to ensure retain all the information (e.g., JROTC) from inclinehs.org site as merge it with district site. Next step: Mark Zimmerman will arrange meeting with Kathy re: inclinehs.org website and next steps.				
Follow up with Katrina regarding the number of hours/services provided by SNC students as tutors	Beth	New Item	Feb. 2012	
Notes: Email from Beth Bouchard was distributed. Henry Conover coordinates tutoring through SNC. Are families K-12 aware of this service? Counselors recommend when appropriate, post information, offer suggestions. 300 hours of free tutoring for community per year is offered. No break-down re: students by grade level, so schools can know who is accessing and in which content areas. May help to inform work at schools if had access to this information. Kathleen will contact Henry Conover to request some type of				

Incorporate proposed revisions into IGSC Recommendations Tracker	Nancy/Kelly	New Item	Feb. 2012	
Notes: Handed out IGSC Tracker; have incorporated suggestions into document. Living document—way to monitor progress; will be revised as needed. Reviewed some of the elements by goal/timeline (see meeting notes above). Ran out of time—request that members read and send feedback/comments/questions to Nancy Sanger in advance of April meeting. She will compile and we will revisit then.				
Connect *Envision 2015* goals/elements with the IGSC Recommendations	Kathleen/Sharon/Stacey	New Item	Feb. 2012	Identify which strategic plan goals/elements align to IGSC recommendations so can reference work as relates to WCSD priorities/objectives (add column to left of matrix so can sort by goal)
Notes: Completed – see above				
Follow up regarding IGS Facebook Account	Nancy/Kelly	New Item	Feb. 2012	Involve Communications office (Charles Rahn) to find out who is monitoring the account, next steps to ensure viability, etc.
Notes: Charles Rahn, district communications dept. representative reports that he keeps a close eye on Facebook page. Excellent page—can do a lot more w/ it. He will keep up w/ and provide feedback, but has also asked what direction we want to go with page and strategy to get there? Is able to also offer social media training. (Facebook not accessible at school sites). Mike will take Charles's info. to Kathy re: Facebook so further follow up can occur.				
Create forum to promote positive communication with parents/community members	Joanne/Site Administrators	New Item	Jan. 2012	Incline PTO & Boosters to set up equivalent of "Administrator Brown Bag lunch" with all 3 administrators present to respond to parent/community questions/concerns
Notes: Forum last Wed., 1/24. Q & A and notes have been posted on Inclineschools.org website. Recommend that continue with this practice—was viewed as very successful. 30 attendees. Good mix of parents. Format was positive (e.g., how it was moderated, 1-hour timeframe, and having all 3 principals present together). As move forward, addressing more of strategic plan would be beneficial. Thanks to administrators for being responsive to this community need. Great to see positive collaboration. Plan next forum for first week of May. Suggestions for improvement would be efforts to encourage more Latino community participation. Need to translate it?. Perhaps Sunday afternoon or Saturday evening time would promote better participation? Dora Diaz has close connections with many Latino families—perhaps use her to champion this. Suggestion that this will be moved to ISAFE oversight.				
Distribution of IGSC meeting minutes	Nancy/Kelly	New Item	Dec. 2, 2011	Minutes & action items out to group and for possible posting on websites, etc. to inform others about work of group
Notes: Distributed after last meeting. Will send out key points to all soon after today's meeting.				
List of acronyms spelled out	Kathleen/Mike	New Item		Post to website those acronyms commonly used in schools, so parents have reference for educational terminology that is often used in meetings/forums/etc.
Survey students & parents to better support the transition of students/families between ES-MS and MS-HS.	Mark, Joanne, Rachel & Sharon	New Item	April 2012	Gather feedback from existing 9th and 6th graders and their parents. Develop surveys through survey monkey or use as teaching tool in tech program. Find out what they wish they knew/needed/had to make easier. What helped? (What worked well & what

				are the needs?)
Submit freeze request for paper copies/postage on signature academy surveys that cannot be emailed	Nancy	New Item	April 2012	554 families without email address on file and some community members, etc. for whom will need to send survey out via U.S. mail