

Incline Great Schools Advisory Group Meeting Minutes

April 18, 2012

3:30 p.m. – 5:30 p.m.

Incline Elementary School

Outcomes

By the end of the meeting we will have:

- Reviewed the status of action items
- Reviewed the status of selected action steps

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

Observers: Mary Alber, parent/community representative; John Eppolito, parent/community representative; Mary Danahey, parent/community representative.

Time (Minutes)	What (Content)	How (Process)	Who (Leader)
3:30-3:35 5	Introduce new members	Present	Nancy
3:35 – 4:20 45	Review Action items	Review Discuss	Nancy
Notes: See notes in action items section below.			
4:20 – 5:05 45	Updates <ul style="list-style-type: none"> • Site Leaders review Tracking Form – Progress toward specific action steps <ul style="list-style-type: none"> ✓ Signature Academies ✓ Dual Credit ✓ Elementary science ✓ Other items as requested by members 	Discuss Review	All
<p>Notes: Signature Academies—Stacey Cooper provided handout that includes timeline, sequence of events around planning (e.g., surveys of students, parents, staff, community members), and next steps. Next step will be determination around how advisory group will communicate results from surveys. 2012-13 school year will be researching/planning as community to determine needs and strategize implementation plan; implementation will occur in 2013-14 school year. Next meeting May 9 (under goal 2 in recommendations tracker).</p> <p>Question around survey participation. More participation than there was for IB, but not as much as would have liked. More community feedback than staff feedback received.</p>			

Dual Credit: Stacey Cooper provided packets for participants that include: chronology of communication around dual credit opportunities, decision making, and policies around current dual credit accepted practices. SNC will offer 50% reduction re: tuition costs (\$175/credit hour for college credit). Article co-authored by Stacey and Provost from SNC will be coming out in *Bonanza* soon.

Rotating Advanced Placement (AP) offerings at the HS; AP participation has increased. Dual Credit opportunities will be able to supplement this. Discussed with community partners possibly establishing endowment to support students who have capacity to participate with AP, but cannot pay. (Discussion being held with Marlene around this).

Request that list of courses students may enroll in to gain college credit be generated/revised specific to just SNC. HS presently working on scheduling considerations re: dual credit. Looking to put dual credit opportunities in the afternoon. Will also have late p.m., evening opportunities. How to mesh with calendars (SNC vs. Incline HS)? Families will have to consider this and make trade-offs. Students will be able to earn Associate's degree by Sr. year with these opportunities in place.

College course would be weighted as .025—honors. The Dual Credit enrollment policy has been in the works for nearly 5 years. Thanks to Stacey, Bryn & SNC for continuing this work and to Bryn for getting approval at state level.

Elementary Science: Americorps Volunteer—works 35 hours/week (5 days/week, 7 hours/day) to fund/fill science teacher position. Conditionally, application has been accepted for upcoming school year. District portion of salary is \$9000. Parasol/Reynolds Center has to come up with balance of salary (approximately \$13,000) in past. Discussed at PTA meeting. Laura Nugent/Eric Harssema working with Parasol on this to confirm will have the science position for next year. Will follow CCSS science standards as they become available, aligned with GLAD units.

MS administrator/staff input re: observations recently at ES level. Science going on at ES level impressive—teachers who had opportunity to observe were “blown away.” Kudos to administrators re: making these things work! Also seeing great growth in student performance. Invite others to visit and see what is occurring at elementary school around science. Sequenced units with little overlap. Writing in science supported with development of academic vocabulary needed to go along with it. Positive experiences for 5th grade outdoor trip. Leadership demonstrated—students rose to occasion.

Will continue to have Spanish and counselor positions provided through district in time of reductions around allocations. As look towards 2014, important for community to understand these are exceptions at present through district may need to be privately funded through community fundraisers, etc.

Discussion around positive publicity of good things that are happening: Kathleen writing up article to highlight these issues. Suggestion to use newsletter and website, etc. Post a few of these items to Facebook. Eric/Laurel have website that is phenomenal. Feed to this on more regular basis. HS: “Behind the Desk”—celebrations and recognitions generated weekly. Suggestion to post link to Facebook on websites. North Tahoe Chamber has weekly email updates; perhaps put in Tahoe Truckee list as well. Will get education page in the *Bonanza* in future (Stacey Collins), where these types of items will be featured.

Per MS Administrator: Align MS/HS schedules. Does appear that can maintain schedules currently have. May add minutes to MS schedule—nearing solution that will permit schedules that work for students/teachers. Still what best for students to keep MS on 6-period day and HS on block with skinny. Benefit from leadership teams coming together ... consensus, appreciation, flexibility.

5:05-5:10 5	Set meeting date at end of fourth quarter	Identify	All
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Notes: Parents on IGSAC for 2 years. Community on for 2 years. Staff 1 year. PD and Area Supe ongoing. Current parents continuous. Need somebody to remain 3rd year for continuity.

One other highlight to share out: Class Act award for students—two 4th graders honored. For birthdays, collected \$\$ from relatives, etc. and donated to St. Jude's. Best friends with bdays close to one another in date. Assembly highlighting them with Channel 4 positive media coverage.

Next IFSAG meeting on June 6, 3:00-4:45 p.m. @ Elementary School

5:10-5:15 5	Action items / next steps	Review / Assign Identify	Nancy
Notes: See items below.			

Action Items

Action Item	Responsible Person	Status	Review Date	Notes
Follow up to have Marlene inquire about endowment fund balance	Beth / Sharon	New Item In process	Feb. 2012 June 2012	
Notes: Beth not present; balance unknown.				
Arrange follow up meeting with Kathie Goldberg re: inclinehs.org website and next steps.	Mark	New Item In process	April, 2012 June 2012	To facilitate work around Incline K-12 website. Consider participation from other district reps.
Notes: Mark met with Kathie. Some issues remain with 2 different websites—district and private. Challenge because still somewhat “silo” maintenance. Kathie is more than willing to meet again, but would like to do so when Follies are completed. Charles Rahn and Mike Morris from district can participate and/or are available as well.				
Forward Requested Information to Area Superintendent regarding collective fundraising activities	Kathleen/Sharon/Stacey	Carry-over item from August 2011	Dec. 2011 June 2012	Send calendar of ALL fundraising activities for 3 schools to reflect any school (inc. teams/clubs/etc.) fundraising efforts occur
Notes: Discussion between administrators has occurred. Stacey will forward calendar to Sharon so a “merged” final document can be completed. Review and address as carry over next time.				
Contact Henry Conover to request some type of report regarding numbers, names, subject areas, etc. of students who are accessing this tutoring; request on semester basis. Also ask how drop-in and by appt. structured. Mike will follow up to post this service on Inlineschools.org website.	Kathleen / Mark	New Item Completed	April, 2012	
Notes: Kathleen provided hand-out from SNC that accounts for number of students receiving support (by level: ES, MS, HS) and subject areas in which they are being tutored. ES teacher went over to attempt to get students enlisted and were some challenges to access/get information/enroll. Two more ES students signed up since these numbers generated. First time ever that accounting of this service provided to schools—much appreciated. May actually be more students, as list was provided on March 12. Kathleen/teacher have plans to meet with SNC to discuss service learning component in May. Drop-in is available for English/math only. If need assistance in other areas, have to have appt. Inquire re: availability of SNC students to tutor at district sites. Idea proposed to suggest study groups—schedule or coordinate groups for MS/HS as more efficient and effective structure of tutoring support.				

This support is posted to website & has been posted for some time.				
List of acronyms spelled out Put link to strategic plan/educational acronyms on website	Kathleen/Mike	New Item In process--Modified	April, 2012 June 2012	Post to website those acronyms commonly used in schools, so parents have reference for educational terminology that is often used in meetings/forums/etc.
Notes: Kathleen provided list of acronyms that was generated from teacher surveys/input re: educational jargon that would be helpful to define for parents/community. Nancy suggested adding MTSS (Multi-tiered systems of support). Request that definitions or explanations be provided for these. Definitions on district website; perhaps hyperlink to access the definitions. During discussion, found acronyms and definitions in WCSD Strategic Plan. Ask that link to Envision 2015 be put on the website with explanation and pages where this information can be found.				
Connect <i>Envision 2015</i> goals/elements with the IGSC Recommendations	Kathleen/Sharon/Stacey	New Item Completed.	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 recommendations tracker; strategic plan goal/objective numbers have been added to tracker.				
Share Facebook training information	Michael	New Item Completed	April, 2012	Involve Communications office (Charles Rahn)
Notes: Kathie did speak to Charles Rahn with district. She posts a few items/week on Incline Facebook page. If items schools want posted on website, go through Kathie to share this information out via this social media.				
Survey students & parents to better support the transition of students/families between ES-MS and MS-HS.	Mark, Joanne, Rachel & Sharon	New Item In process	April 2012 June 2012	Gather feedback from existing 9 th and 6 th 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?)
Notes: 5 th graders come to see MS on May 16. Just before, will survey informally. Joanne & Sharon will put together survey monkey for parents. HS: parent info. night for all incoming freshman. All staff present with copies of syllabi and students available to speak to students re: what to expect. Positive feedback from parents on this activity. Scheduling students currently for next year. MS students invited to do "shadow walk" before end of year. New course at HS—Freshman Success, advisor, study skill development, awareness about HS, etc. Has an existing curriculum from another WCSD HS. Meet faces of the staff and know who to go for support/resources. F/u—HS folks have come down—students also present. Current 9 th graders had discussion with 8 th graders re: what I wish I knew before got to HS. Can we capture this for newsletter? Four 9 th graders who met with 8 th graders. Plan to build on this experience in plans for next year. Only 30 minutes—plan for hour next year. Incorporate into orientation? Have panel of 9 th grade students present to be available to hear concerns/issues. Have students and parents present. Perhaps do this during spring visit instead since all students participate with this. Perhaps do both events. Still need to survey? Maybe use in Freshman Success class next year—reflection piece. Use as writing assignment. Student voice to help inform filling void for next year. Tap into parent and student needs—survey for this. All 9 th graders 1 st period beginning next year. Teachers volunteered re: advisors for next year. Pointless to survey unless know what goal is ... different goals/discussion. Need to get information re: preparedness from 9 th grade. Survey used for teacher information.				

Parents—they deal with what trying to get students through ... their perspective of this.

What did I wish I knew vs. preparedness ... need to know and pay attention to ... Every credit counts, semester vs. quarter, etc. They hear from peers. Parents to understand these same issues.

Perhaps the Booster Clubs between MS-HS and PTA could take on some of this communication and archive/update this as needed. Positive way that these groups could contribute to school community. Parent survival guide to MS and one for HS (different from Handbook, which is policies/procedures for school). Digital—can live on websites. Collect the questions and compile the information. How does one find out about information if they join system part-way through?

Orientation for kinder parents, etc. so when volunteer familiar with school. Consider perhaps K-12 booster/PTA meeting. Pull entities together and have as agenda item. Joanne will see if can get joint meeting together with all parent organization/groups.

Distribution of IGSC meeting minutes	Nancy/Kelly	ongoing Item	ongoing	Minutes & action items out to group and for possible posting on websites, etc. to inform others about work of group
Condense/consolidate list of college courses for which may receive dual credit	Stacey/SNC	New Item—April 2012	June 2012	Parents/community would like to see list of college course options specific to Sierra Nevada College; redact from more comprehensive list.
Post link to Facebook on websites; submit articles to <i>Bonanza</i> ; use other available media to highlight positive happenings in IGS	Administrators/Michael	New Item—April 2012	June 2012	Continue to promote positive happenings at school through social media, paper, newsletters, community email blasts, websites.
Update IGS Recommendations Tracker to reflect progress and next steps	Administrators	New Item—April 2012	June 2012	Request that principals note current status on tracker and what next step will be ... what accomplished and what hope to move towards in future for review next time.