

Incline Great Schools Advisory Group Meeting Notes

June 6, 2012

3:00 p.m. - 4:45 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 IGSC recommendations**

Participants: Nancy Sanger, Area Superintendent; Joanne Devine, Parent Rep.; Michael Goldberg, Parent Rep.; Stacey Cooper, HS Principal; Sharon Kennedy, MS Administrator; Kelly Humphreys, Performance Director; Kathleen Watty, ES Principal.

Time (Minutes)	What (Content)	How (Process)	Who (Leader)
20	Review Action items	Review Discuss	Nancy
Notes: See notes in Action Items section below.			
60	Updates <ul style="list-style-type: none"> • Site Leaders review Tracking Form – Progress toward recommendations 	Discuss Review	Stacey Cooper, Sharon Kennedy, Kathleen Watty, Mark Zimmerman
Notes: Update provided by administrators based upon recent activities and discussions. See notes in attached tracker; bold within tracker also reflects changes.			
5	Set meeting date for September	Identify	All
Notes: Next IGSAC meeting is Tuesday, Sept. 11 at 3:30 p.m. at the Elementary School.			
15	Action items / next steps	Review / Assign Identify	Kelly

Action Items

Action Item	Responsible Person	Status	Review Date	Notes
Follow up to have Marlene inquire about endowment fund balance	Beth / Sharon	Carry over item Update when information available in future	June, 2012	
Notes: Marlene pursuing additional information. On hold until have an update.				
Arrange meeting with Kathie Goldberg re: inclinehs.org website and next steps.	Mark	New Item	June, 2012	To facilitate work around Incline K-12 website
Notes: Two sites remain, likely will not change. Incline schools website maintained by Kathie Goldberg and updated regularly. District expectation that all schools have website. Propose continued collaboration to streamline and ensure sites are complementing one another. Communicate to district webmaster re: uniqueness of IS situation. Perhaps Mark to contact Kathie for another meeting. MS—has HS student help; looking towards better plan for management this summer/into next school year. Recent updates to ES site include posting of newsletter. Working on putting up calendar including assessment calendar, conferences, etc. ES is considering putting calendar on website vs. printing calendar to distribute (big cost savings). Need to promote parent use of IC and computer to access information, putting calendar on website will help with this. PTA on board. Benefit of electronic calendar—can be updated. Request that ES calendar includes what “day” it is ... specials rotation (similar to what HS does)—Kathleen to ensure this. School calendar for Incline Schools is on district website.				
Forward Requested Information to Area Superintendent	Kathleen/Sharon/Stacey	Carry-over item from August 2011 Completed	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: Completed.				
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 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: Way to memorialize the work “I wish I had known ...” —booster club and PTO to collaborate on this. Development of parent survival guide. Will create a digital handbook, so useful to parents and can be updated. Joanne has already communicated with PTO leadership about this and will continue to spearhead it. Intended to be a resource for new, incoming, etc. parents.				
HS: Appropriateness/timeliness of survey—over-surveyed currently. Get with 9 th graders about 1 qtr. into school year. MS completed informal survey of 6 th graders recently—‘head not in it now.’ Primary theme was wishing knew about dress code. Go deeper/more meaningful, will get after arrive, but while still new in the fall.				
Kelly f/u w/ Katherine Loudon re: whether district has something that can be forwarded to Joanne as well (Kathleen recalls a counselor in district had created similar document in past—see if can be a resource/help inform this project. Also draw upon the handbooks from all 3 schools to inform as well.				
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

Notes: Ongoing as meetings occur.				
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.
Notes: Still in draft form. WCSD Public Policy-- not released it yet b/c not yet presented to state. Approved at district level. HS parents have come in to review in the office. Will not publish anything for public distribution until officially approved by state board. Continuous contact between public policy dept. and HS. Public policy representatives were at state this past Friday; perhaps an update available. Stacey to follow up.				
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.
Notes: Not much progress on this task. 4 th grade teacher had website that gave to Kathie. Exchanged emails about site—private site that requires password. Have inquired about how we might make this a public site. No answer on this really. Still see need to promote advances/wins/etc. All content that is being sent to Kathie is being posted, but is currently more of an informal process.				
Proposal that we should consider creating Visio/process map for how we publicize celebrations/information about IS ... consider involving WCSD Communications Dept. re: how to get information out to public. Look towards development of communications plan—Vickie, Chuck, Paul, Irene, IGSAC—how facilitate this part of process. On website, in social media & in Bonanza. Nancy/Kelly to arrange meeting.				
Internal communication (between and within school) is different, but do need to be mechanisms for this communication to occur as well.				
If more folks within school take responsibility for positive publicity, how get out? Wonder if can also put info. on reader board at Chevron. Put link for Inlineschools.org her over summer. Stacey will ask Eileen to do this for summer (InclineSchools.org ... hits all schools).				
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.
Notes: See notes within attached tracker.				
Replacement of IGSAC representatives—Community reps and Elementary Level needed for next year. Teachers at all levels needed.	Stacey/Sharon	New Item—June 2012		Staggering terms so continuity. Rep from college—Shannon perhaps? Someone from business community? Put out and ask for volunteers. Sharon has meeting with Umpqua Bank tomorrow—begin with bank and go from there to extend invitation.
Follow up regarding possible next steps w/ ISAEF and partnership with Education Alliance.	Admins (Sharon)/Joanne	New Item—June 2012		Sharon will contact Alan to see if there is room on the Monday, June 11 agenda to include this item and follow up with Denise Hedrick from Ed Alliance accordingly.