

Westhill High School School Governance Council  
Meeting Minutes  
October 27, 2016

**In attendance:**

- Faculty Members: Camille Figluizzi, Maria DeAngelis, Mark Marchesani, Chase Dunlap
- Parents & Community Members: Doris Frattaroli, Sue Boria, David Greenberg, Sandy Menendez-Aponte, Liz Rueben, Patty Denham Travaglino, Jenny Fuchs
- Student members: Nicole Somerstein
- Not in attendance: Rick Smeriglio, Jennifer DiGiacomo, Sam Greenberg, Richard Cerone

Email addresses for new members:

Doris Frattaroli: [dorriito@aol.com](mailto:dorriito@aol.com)

Liz Rubin: [lizrubin@mygym.com](mailto:lizrubin@mygym.com)

Co-chairs for 2016-2017: David and Jenny

Camille will identify more students to participate this year

Once we have a complete roster of parents, faculty and students, Patty will update the SGC member contact information posted to Westhill Web

Old business: Parent Orientation / Parents' Night

- For parents of incoming freshmen
- Held on August 29, 2016 at 6:30 pm
- Camille: the freshmen here this year seem to be having an easier transition as compared with prior years. It was an opportunity to see each other & to reinforce the culture that Westhill is everyone's school. Even if the benefits were soft, it was well worth it.
- Chase: knew specifically of one student who had an inappropriate schedule set prior to this night. The parent was able to connect with Chase, set up a meeting, and set an appropriate schedule for him. Result was starting the year with the right schedule, rather than having to fight his way into the proper classes after school started. It also helped to meet parents of all incoming students.
- Suggestion for next year from Chase: make it possible for parents to set up follow-up meetings with administrators and guidance counselors.
- Nicole: continues to have a connection with the incoming students who participated in her tour.
- The group suggested we should find a better way to split up the tour groups.
- Consider having a faculty representative on the tours next year (students still conduct the tour, but with faculty available to answer questions).

- Consider having freshmen teachers in attendance to begin creating relationships with students and parents, with eye towards establishing good relationships ahead of day 1 in the classroom.
- The attendance was overwhelming based on our expectations, considering that we had very few RSVPs before the marketing push during the final week prior to the event.
- Although the majority of it was executed in the week prior to the event, the marketing strategy yielded great turnout. What could we do better for next year? (This year's strategy: flyers mailed home, reverse phone call, WPTSO email, middle school graduations; the flyer mailed home and the robocall were the most effective.) What can we do better?
- We bought 8 sub sandwiches from Shop Rite for food this year.
- Do we need to have RSVPs going forward?
- Is there a metric that we can examine to determine if there is a relationship between attendance at this event and either grades or absenteeism? Chase may be able to do so.
- The buses that we sent to pick up families at NeighborsLink came here empty.
- Checking in people and handing out raffle tickets at the same table was over-ambitious.
- Having Flight Crew (band) perform was well received.

Chase: Mission, Vision, Core Values and Expectations (as part of NEASC accreditation process)

- We haven't revisited these items since 2012, and a lot of the educational approach since then has changed.
- Chase would like us to review to determine if they still apply today as part of the NEASC accreditation process.
- NEASC Accreditation: New England Assn of Schools and Colleges. Mission, vision, core values and expectations all important aspects of the accreditation process.
- Westhill has accreditation; we are seeking to keep it.
- Stamford High recently went through the accreditation process and kept theirs.
- Accreditation is 10 year process, culminating in a site visit to Stamford by 16 administrators in March 2018.
- Currently, we have an accreditation steering committee and sub committees, all of which will prepare reports.
- The visiting administrators will read the reports, and in combination with the site visit will determine if we should maintain our accreditation, be placed on warning in certain areas, or revoke the accreditation.

- Schools both domestically and internationally seek accreditation from NEASC.
- Both the school and the central office are part of the accreditation process.
- Parents who did not fill out the NEASC parent survey at open house are welcome to do so within the next week.
- Members of the SGC are welcome to join committees (as are all parents)
- Action item: review the mission statement and expectations for student learning documents; come to the next SCG counsel meeting prepared to give feedback.
- David: is there anything new that came out of the High School Advisory Committee that can be applied to the WHS NEASC application?
- Communication, Critical Thinking, Collaboration, Creativity: 4 Cs of 21<sup>st</sup> Century Learning. WHS has started to embrace. We could apply these to the mission statement / expectations.
- Updates to the mission statement and learning expectations (if we should make any) will be published and advertised to both parents and students.
- Ideally, getting this work done before December break would be the right timeframe to allow time to share it out to the sub committees.
- The work we do here to revise these documents is evidence of stakeholder involvement.
- We need parents and students to populate committees. Chase will send to David, along with link to Stamford High's accreditation and to NEASC.
- Action items:
  - Chase to find electronic copies of the documents discussed during the meeting and send them to the SGC, along with a link to SHS's accreditation documentation.
  - All members: Come prepared to give feedback on the existing documents, as well as to propose 2 – 4 core values each.

Next meeting: Tuesday, November 29 at 6:30, office conference room.