

**Meeting Date:** October 22, 2020 - 3:15pm

**Title:** October SIT Meeting

**Location:** Virtual

### 1. Attendance

- **SIT Members:** Patrick Sahd, Tracey Harrill, Deron Hablutzel, Jodie Whittington, Lindsay Walker, Paul Modine, Madeline Drayton, Scott Fernandez, Julie Knafelz, Stacey Ellis, Meg Dancausse, Amy Johnson, Kaysi Dixon, Vic Datta, Michelle Hopkins
- **Guests:** Katharine Willis, Nicole Jenkins, Daphne Katz

### 2. Celebrate Recent Successes

### 3. Review and Respond to Coaching Comments

### 4. Approval of Last Meeting's Minutes

- Amy Johnson elected to serve as Secretary
- Indistar platform will distribute minutes to all SIT members. Minutes are also posted on the PHS website.

### 5. Old Business

### 6. Review Indicator E1.06: The school regularly communicates with parents/guardians about its expectations of them and the importance of the curriculum of the home (what parents can do at home to support their children's learning).

- Speakers to attend and contribute:
  - Katharine Willis, Mews Editor, PTSO:
    - "What's Going to Happen" weekly newsletter
      - small articles in 5 categories: Message from the Principal, Announcements & Upcoming Events, Clubs & Organizations, Counseling & Career Department, and Athletics
    - looking at a possible update/facelift
      - survey about readership for input
  - Daphne Katz, Paw Prints Editor, PTSO:
    - "What Has Happened" quarterly magazine
      - articles and pictures: Principal's Letter, PTSO News (Impact campaign, events, impact contributors, spirit wear), Club News (awards, competitions, projects), Counseling & Career Events, Athletic News (team pictures, season info), Booster Club News, Student Achievements outside of school
    - looking at possible update to include more pictures and less text
      - to be included in survey along with Mews about readership and input
  - Nicole Jenkins, PHS Teacher responsible for Providence.Panthers Instagram:
    - Considered "Gold Standard" by CMS Social Media department

- creates a brand of PHS: highlights activities, PTSO, achievements, info and reminders
- allows students to stay connected in real time with a trusted adult
- students are encouraging and uplifting and protective of the page
- Lindsay Walker, PHS Guidance Counselor:
  - Reviewed grade level presentation nights held yearly targeted towards each grade level needs
  - Community Event held once per year with outside presenters on relevant topics
  - all events include a parent feedback form to improve future events
- Dr. Harrill thoughts:
  - **requested SIT members to provide feedback on how to improve communication**
  - ABC's of PHS is ready to go when students return to school with valuable tips for parents.
- SIT Member thoughts:
  - students, particularly freshmen, struggle with a lack of class contacts for the "small stuff"
    - idea for teachers to encourage a class "group text" or small text groups
  - reminder that emails to teachers need a subject line or they end up in junk folder
  - faster access to Crisis Hotlines on school website

## 7. Other Business

## 8. Looking Ahead

- Next meeting: Thursday, November 19th @ 3:15pm
- Review Indicator 4.06: All teachers are attentive to students' emotional states, guide students in managing their emotions, and arrange for supports and interventions when necessary
- reminder to read article shared by Vic Datta and sent via Mr. Sahd's 10/15 email