

**2018-2019 ELP-IB Steering Committee Minutes**

January 16, 2019

December 19, 2018

November 14, 2018

October 17, 2018

September 20, 2018

August 22, 2018

## ELP-IB STEERING COMMITTEE MEETING

January 16, 2019

### **Attendance:**

Luna Banuri - Chair	Maribel Luenpo – 8 <sup>th</sup> Grade Parent
Shannon Wilson – IB Coordinator	Karly Nielsen – 8 <sup>th</sup> Grade Parent Rep
Suzanne Dingley - Secretary	Jeanne Post van der Burg – 7 <sup>th</sup> Grade Parent Rep
Sandy Twiggs - Teacher	Jane Kim – 11 <sup>th</sup> Grade Parent Rep
Katherine Kennedy - SLCSB	Kristen Quinn – 12 <sup>th</sup> Grade Parent
Ellery Jones – ELP Coordinator	
Wendy McFarland - Treasurer	
Suzanne Attix – SCC Liaison	
Brian Bennion – 7 <sup>th</sup> Grade Parent	
Kay Higgins – 9 <sup>th</sup> & 12 <sup>th</sup> Grade Parent	

### **I. Welcome**

Meeting commenced 2.45 p.m.

### **II. Approve December,, 2018 Minutes**

Wendy McFarland brought a motion to approve the December, 2018 minutes; All in favor.

### **III. Student Rep Reports**

No students present.

### **IV. Parent Rep Reports**

**7<sup>th</sup> grade** – finishing Utah projects. Social coming up. Meeting with Mr. Kassner about field trip.

**8<sup>th</sup> grade** – registering for 9<sup>th</sup> grade at the end of the month.

**9<sup>th</sup> grade** – nothing to report.

**10<sup>th</sup> grade** – absent.

**11<sup>th</sup> grade** – nothing to report.

**12<sup>th</sup> grade** – sorting through college apps and acceptances.

### **V. Treasurer Report**

- Still waiting on info from Jen at SLEF.
- MOU discussion: Luna to send Amy Corroon the edited MOU so her husband can look over it. Discussion regarding what SLEF want to do. Other options for handling/managing the money were proposed by Katherine Kennedy. Katherine proposed that someone from Hawthorne or Indian Hills should come to the meeting and discuss how they manage their 501c3.

### **VI. Administrator Report**

#### **Ellery Jones:**

- ELP eligibility letters sent yesterday.
- Feb 11<sup>th</sup> and 13<sup>th</sup> ELP enrollment. Approx 180 eligible.
- 7<sup>th</sup> Grade CCA class has course selection tomorrow, or next week.
- 8<sup>th</sup> Grade course selections are Jan 31<sup>st</sup> and Feb 1<sup>st</sup>.

- Discussion regarding driving situation for Classic Fun social. Parents can sign up to help with socials on Westelp.org.
- Wendy McFarland requested a budget for the ELP promotion. Also, need to have a due date for turning in receipts.

**Shannon Wilson:**

- Just finished last information IB night. Overall, approx 132 families came.
- Jan 24th IB enrollment.
- 9th Graders – lots of children changing their courses.
- 10th Graders – last 20 CCR meetings. As of last week, Students only need a semester of World Civ to graduate. IB theatre is going to be taught again.
- 11th Graders – lot of internal assessment. IAs. Remind kids that their school email is important.
- 12th Graders – last TOK class was today.  
Extended Essay dinner is on Jan 29th.
- Asking for volunteers to watch students do their IB English Orals; commencing Jan 28<sup>th</sup>.
- If you have French skills, need volunteers to do the final passes of the French paper.
- The District lawyer came in last week to look over the fees that we are charging as a school. We will likely be responsible for all of the AP and IB fees moving forward. Discussion regarding charging a small fee to IB students and what the fees can be used for.
- Discussion regarding the login that is sent to 11th Graders allowing them to access their IB exam results online. Make sure students know this number.
- Discussion regarding airport advertising.
- Is Shannon getting enough funds from Trustlands for training? This year, so far. Shannon is committed to making training happen.
- Katherine Kennedy: English sequencing concerns and discussion.

**VII. SCC Report**

- Training is tabled for LandTrust money.
- Presentation about absences and tardies.
- Discussion regarding the English sequencing.
- Suzanne would like the minutes a few days before the second Monday of every month. Luna:  
All minutes now on-line.

Meeting adjourned 4.12 p.m.

Next meeting February 20<sup>th</sup>, 2019.

## ELP-IB STEERING COMMITTEE MEETING

December 19, 2018

### **Attendance:**

Luna Banuri - Chair	Florence Thirwell – 12 <sup>th</sup> Grade Rep
Shannon Wilson – IB Coordinator	Emily Barnard – 8 <sup>th</sup> Grade Rep
Suzanne Dingley - Secretary	Shabnam Habib – 9 <sup>th</sup> & 11 <sup>th</sup> Grade Parent Rep
Sandy Twiggs - Teacher	Miles Zembruski – 12 <sup>th</sup> Grade Rep
Katherine Kennedy - SLCSB	Lisa Speight – 8 <sup>th</sup> Grade Parent
Ellery Jones – ELP Coordinator	Celeste Litchfield – 10 <sup>th</sup> Grade Rep
Amy Corroon - Parent	Jeanne Post van der Burg – 7 <sup>th</sup> Grade Parent Rep
Suzanne Attix – SCC Liaison	
Amy Jameson – 8 <sup>th</sup> Grade Parent Rep	
Sue Mark – 10 <sup>th</sup> Grade Parent Rep	

### **VIII. Welcome**

Meeting commenced 2.45 p.m.

### **IX. Approve November, 2018 Minutes**

Jeannie Post van der Burg brought a motion to approve the November, 2018 minutes; Shannon Wilson seconded; All in favor.

### **X. Student Rep Reports**

**7<sup>th</sup> grade** – absent

**8<sup>th</sup> grade** – ice-skating social - great turnout. Just finished science projects.

**9<sup>th</sup> grade** – absent

**10<sup>th</sup> grade** – PSAT results came. Average score 1300 range.

**11<sup>th</sup> grade** – absent

**12<sup>th</sup> grade** – a lot of college decisions are coming out. Some people are still applying to schools. IEs and Extended Essays due.

### **XI. Parent Rep Reports**

**7<sup>th</sup> grade** – everyone has finished their science projects. Utah service projects not yet due.

**8<sup>th</sup> grade** – nothing to report.

**9<sup>th</sup> grade** – taking tests and getting back scores.

**10<sup>th</sup> grade** – PSAT scores. Science Olympians competition; 4 students attended.

**11<sup>th</sup> grade** – Jane Kim absent, but did send an email: Lot of kids looking at IB options and courses.

**12<sup>th</sup> grade** – applications.

### **XII. Treasurer Report**

Wendy McFarland absent.

- IB Exam fee scholarship worth \$5000 have been allocated to students. Money is spoken for but not taken out yet.

- Shannon, Luna and Katherine met with SLEF about the Zions Bank donation. Money is untouched as expected. They have a committee that will overlook this money. Requested representation on this committee. Also looking at clarifying what the money is assigned to.
- Received a donation from someone who is not connected to the school. Requested it be for IB exam fees. Committee to send a thank you note to the donor.
- Shannon explained new law regarding teacher lead activities and fee waivers.
- Shannon talked about the need for the endowment.
- **MOU – memorandum of understanding** between West, steering committee and SLEF regarding the \$45k. Luna talked about the need for help. How do we plan for the next 3 yrs and have enough money to support the programs we've started? Katherine Kennedy proposed: should the Chair and Chair-Elect have a term of 2 years if we're going to be having our own endowment? Would need to change the by-laws.
- Amy Corroon volunteered to seek help from her husband who specializes in such contracts.
- **MOTION:** Katherine moved that a small group meet with a pro bono attorney that suggests a course of action that is acceptable for the whole group regarding the MOU 2 days before our next meeting. Amy Jameson seconded the motion. All in favor. Amy Corroon will let the committee asap.
- The fund should be known as **The Success Fund** (Annalisa fund). Luna, Suzanne, and Amy are willing to be in the meeting.
- Shannon explained what the Gala money was being used for. Literacy was the main focus.

### **XIII. Administrator Report**

#### **Ellery Jones:**

- Just had ice-skating social. Broke the record for attendance.
- Having ELP open house Jan 23<sup>rd</sup> - 6.30 to 8.30pm. Would like some current ELP parents to help with the meeting.

#### **Shannon Wilson:**

- IB 110 kids have applied
- Jan 15<sup>th</sup> 7pm – IB meeting in English. 5.30 pm IB meeting in Spanish.
- 9<sup>th</sup> Graders – have picked their courses during their PXP classes last week. New change: Most 10<sup>th</sup> graders are taking a full year of World Civ. If they'd previously done a half year then they don't need to do the full year.
- 10<sup>th</sup> Graders - individual CCRs.
- 11<sup>th</sup> graders – all IB fees are in. Starting their IEs. All juniors have had CAS meeting, and all seniors have had a CAS meeting.
- 12<sup>th</sup> Graders –Jan 29<sup>th</sup> – IB extended dinner after they turn in their final drafts.
- Dec 20<sup>th</sup> 4pm – IB diploma ceremony.
- Start enrolling IB kids on Jan 24<sup>th</sup> at 4pm and 6pm. Next meeting on Jan 30<sup>th</sup> at 5.30 pm. Should have the Treasurer there to take donations. Need someone with a square and some parent volunteers.
- A the years ago the school board approved a \$25 IB fee. Ford suggested should start asking for that again in the Fall. Fee may be used for supplies, teacher training/travel.

### **XIV. SCC Report**

- SCC previously distributed the Trustlands money at the end of the year, but distributed to a vast number of things. That seems to be changing. \$160k of the \$200k will go towards PXP. Some going towards AVID.
- **MOTION:**  
Katherine brought a motion that Suzanne Attix go back to SCC and ask for partial money to cover IB teacher training. At least \$25k. Luna seconded; All in favor.
- Discussion regarding the PXP and doing a survey to see if it is beneficial. Need to have some data points. Survey should be schoolwide.
- School Board meeting regarding closing of West. Talked about diversity and inclusion. Katherine was very impressed with all of the speakers.

Meeting adjourned 4.23 p.m.

Next Meeting: January 16<sup>th</sup> 2019 at 2.45 p.m.

## ELP-IB STEERING COMMITTEE MEETING

November 14, 2018

### **Attendance:**

Luna Banuri - Chair	Kim Pate – 9 <sup>th</sup> & 11 <sup>th</sup> Grade Parent
Shannon Wilson – IB Coordinator	Brian Bennion – 7 <sup>th</sup> Grade Parent
Suzanne Dingley - Secretary	Shabnam Habib – 9 <sup>th</sup> & 11 <sup>th</sup> Grade Parent Rep
Wendy McFarland - Treasurer	Jane Kim – 11 <sup>th</sup> Grade Rep
Katherine Kennedy - SLCSB	Lisa Speight – 8 <sup>th</sup> Grade Parent
Ellery Jones – ELP Coordinator	Austin Schumway - Student
Kristen Quinn – 12 <sup>th</sup> Grade Parent	Anna Lee - Student
Suzanne Attix – SCC Liaison	Isra Habib - Student
Amy Jameson – 8 <sup>th</sup> Grade Parent Rep	Jeanne Post van der Burg – 7 <sup>th</sup> Grade Parent Rep
Sue Mark – 10 <sup>th</sup> Grade Parent Rep	

### **XV. Welcome**

Meeting commenced 2.45 p.m.

### **XVI. Approve October, 2018 Minutes**

Corrections to minutes: Under Administrator Report – Site visit update – Shannon would like to propose supports \*in addition to\* sanctions. Under Administrator Report – bullet point 10 – Can make the \*payments\* on Myschoolfees.com.

Motion to approve minutes with these 2 corrections. Luna Banuri brought the motion; Jane Kim seconded. All in favor. Motion passed.

### **XVII. Student Rep Reports**

7<sup>th</sup>, 8<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup> grade reps absent.

**9<sup>th</sup> grade** – no big concerns but mentioned students’ dislike of the PXP program. Discussion as to whether it is helpful.

**12<sup>th</sup> grade** – Talked about Career week and its benefits. College apps are coming along well.

### **XVIII. Parent Rep Reports**

**7<sup>th</sup> grade** – nothing to report.

**8<sup>th</sup> grade** – had informal parent rep lunch yesterday. Concern regarding students paying for ELP socials. Parents would rather do it up front. Want everybody to be able to go. Is there money in the ELP funds to pay for them? Cost isn’t going to be the same every month because the students come up with the socials, but Ellery suggested maybe do a \$60 fee upfront. Luna asked whether website has been advertised to the parents yet. Kara has put up a link on the IB ELP page for the directory. Are we supposed to get a message about going to the directory to put in out information? Shannon sends that out at every meeting. She will send an email reminder.

**9<sup>th</sup> grade** – nothing to report.

**10<sup>th</sup> grade** – IB option meeting. Very helpful for kids to listen to students’ perspective. Students had meeting with the counselor to plan out the next 2 years.

**11<sup>th</sup> grade** –Luna reached out to Ms. Twiggs to get a sense of how many teachers had applied for the challenge grant. Also, 11<sup>th</sup> graders starting to think about IB papers and writing the IEs. Most have registered for the IB exams, which were due Nov 1<sup>st</sup>.

**12<sup>th</sup> grade** – working through college apps. Academic honesty meetings - Feedback from couple of parents: is anyone who isn't able to make the meetings, can they watch a video or have individual meeting with Shannon? Shannon needs a collaborative effort. Need whole community to be on the same page. One meeting and it is mandatory.

#### **XIX. Financial Sub-Committee Report** – report on IB scholarships.

- Had **28 applications** with **\$5000** to disperse. Quite a few didn't need help because they had higher incomes. Most help given was 65%. Committee was formed last meeting and finished everything before this meeting. 5 students didn't receive support. \$5022 spent, and someone has withdrawn, so will get some of that money back.
- The process of the **fee waiver kids** applying through the Treasurer has gone flawlessly.
- Last year had 45 applications.
- Discussion regarding whether we need to **budget more than \$5000** for support. Katherine Kennedy said should we do a targeted ask of some people in the community? Maybe a social for the fundraiser? Why did this committee not apply for a **challenge grant**? The challenge grant requires academic measure of improvement and research based practices. We don't have that. Shannon talked about this.

#### **XX. Treasurer Report**

- Sept and Oct same. Nothing has been formally taken out of the accounts. Only thing that will be taken out is the **\$5022 for fees**.
- Discussion regarding the **Annalise fund**. Shannon said: our thought was we'd like to create an endowment and just draw the interest. Then there was a shift of the school paying for fee-waiver exam fees. Shannon's fear is that this may not continue if there is a change of Principal. Discussion about the MOU not being signed.
- Historically the contributions for tests have been nearer \$20k as opposed to \$5k this year. In the past, people could donate during registration, but that doesn't happen anymore. How can we get people to donate? Katherine Kennedy will go to the new parent orientation in August again and give her speech.

#### **XXI. Administrator Report**

##### **Ellery Jones:**

- Meeting this week, looking to change **ELP math progression**. Combine 7<sup>th</sup> and 8<sup>th</sup> and then have them in Sec 1 in 8<sup>th</sup> yr. No decision has been made yet, still in discussion. May be looking at different testing options for advanced kids. Make sure we have plenty of experts in the discussion.
- **ELP trip** sign-up deadline **Nov 30<sup>th</sup>**. Over 100 students have paid their deposits. 10 parents have volunteered to chaperone.

##### **Shannon Wilson:**

- **Academic honesty** meetings. They're going to be annual. Recap and signing of required documents for IB, as well as, getting feedback. Next month we will be discussing the **admissions policy**.
- IB info meeting last Monday – 120 families.
- Will be reviewing **IB applications** on Nov 20<sup>th</sup>. Letters will be delayed going out.



- December 4<sup>th</sup> - 6.30 p.m. **IB info night** for internal students.
- December 20<sup>th</sup> - 4 p.m. **IB diploma ceremony** for alumni.
- Last day can make any adjustments to IB tests is 5 pm tomorrow.
- Starting next fall, AP will be done in the same timeline. Expecting AP students will register themselves for exams.
- Luna asked Shannon whether **early apps and early decision** was easier with help? Shannon praised Kara Wheeler for her work on this. How many people do apply for early action? Around 85 kids. November 1<sup>st</sup> is deadline for early action and early decision. Luna wanted to thank Shannon and the teachers for their hard work on this.

## **XXII. SCC Report**

- Lengthy discussion about School Boards **possible closing of West** to outsiders. SCC don't want that to happen.
- Teachers presented the **PXP** curriculum. A very large portion (\$160k) of **Trustlands** money is going to funding the PXP. Trustlands total is less than \$300k. Shift focus of money on things that have measurable academic merit. Focus on computers, technology, travel and training for IB teachers, avid funds. Shift in how things were done before. Has to be very specifically measured. This is an on going discussion.
- Request by the SCC to be updated about upcoming events. Annual calendar is on the website for every grade. Trying to make the monthly agenda with the SCC include those dates. Also, would like the minutes.
- **Challenge grant** discussion. Katherine reiterated what's happening with this. Going ahead with the fund for a literacy program. Have a literacy coach talk with all teachers, and also students to help with literacy. They intend to start this program next year. They also now have their **501c3**.
- Katherine Kennedy spoke regarding School Board issues. West would be the only high school closed to out of District students. Katherine will send a letter to West High community via WHSPN about this.
- Principal Ford White joined the discussion: SIC just voted to remain open. Talked with faculty about sharing rooms. Ford explained declining numbers and capacity. Doesn't think safety is a valid concern. Lot of support to continue sharing rooms. There are a few teacher fears, but that can be dealt with. Feels good about the SIC vote. There will be a survey sent out.

Meeting adjourned 4.21 p.m.

Next Meeting: December 19<sup>th</sup> 2018 at 2.45 p.m.

## ELP-IB STEERING COMMITTEE MEETING

October 17, 2018

### **Attendance:**

Jenniffer Clark – Past Chair  
Shannon Wilson – Coordinator  
Suzanne Dingley – Secretary  
Katherine Kennedy – SLCSB  
Lisa Speight – Parent  
Sierra Fichalos – Parent  
Brian Bennion – Parent  
Anna Lee – 9<sup>th</sup> Grade Student Rep  
Jacinda Lee – 11<sup>th</sup> Grade Student Rep

Jeanne Post van der Burg – 7<sup>th</sup> Grade Parent Rep  
Florence Thirlwell – 12<sup>th</sup> Grade Student Rep  
Pam Silberman – 12<sup>th</sup> Grade Parent  
Kim Pate – 9<sup>th</sup> & 11<sup>th</sup> Grade Parent  
Sue Mak – 10<sup>th</sup> Grade Parent  
Jane Kim – 11<sup>th</sup> Grade Parent Rep  
Pasquel Hansen - Parent  
Sandy Twigs - Teacher

### **I. Welcome**

Meeting commenced at 2.45 p.m.

Luna Banuri – Chair – was excused. Jenniffer Clark (Past President) presided.

### **II. Approve September, 2018 Minutes**

Jane Kim brought a motion to approve the Sept, 2018 minutes; Jeanne Post van der Burg seconded; All in favor.

### **III. Student Rep Reports**

7<sup>th</sup>, 8<sup>th</sup>, 10<sup>th</sup> Grade Reps absent.

**9<sup>th</sup> grade** – Anna – no concerns.

**11<sup>th</sup> grade** – Jacinda - CAS meetings with Kara.

**12<sup>th</sup> grade** – Florence - Stressful but manageable. College applications are due in the next 2 weeks.

### **IV. Parent Rep Reports**

**7<sup>th</sup> grade** – Kids being either overly concerned and stressed out or not concerned enough. Is it possible to have something similar to a syllabus so the kids can know where they should be long term? But that ignores where the children are at; if they need to review certain topics, etc. Teachers need flexibility.

**8<sup>th</sup> grade** – Science Fair now has 3 options. Nice to have the flexibility.

**9<sup>th</sup> grade** – absent.

**10<sup>th</sup> grade** – absent.

**11<sup>th</sup> grade** – Just took their PSATs. Getting ready to delve into the IB; writing their essays.

**12<sup>th</sup> grade** – Very intense time for them balancing college apps, extended essay, and level of school work.

### **V. Treasurer Report**

Absent.

## VI. Administrator Report

- Oct 17<sup>th</sup> – 6 p.m. Visit from the **University of Utah Honors College**.
- Oct 17<sup>th</sup> – 7 p.m. **8<sup>th</sup> grade IB info night**.
- Oct 23<sup>rd</sup> – 7 p.m. **10<sup>th</sup> Grade options meeting**. 32 seniors talk about the elective classes, so that 10<sup>th</sup> graders can decide what their plan will be.
- Oct 24<sup>th</sup> – starting **individual meetings for 10<sup>th</sup> graders for their IB options**. Parents should attend.
- Oct 26<sup>th</sup> – **ELP Halloween social**. Looking for donations of snacks and treats.
- Nov 6<sup>th</sup> – tentative meeting for current 9<sup>th</sup>, 10<sup>th</sup> and 11<sup>th</sup> for students interested in the **IB career program**.
- Nov 12<sup>th</sup> - **IB info night for 8<sup>th</sup> graders**.
  
- **West High website** - full year **calendar** on the **IB** page. The calendar has all of the **IA dates**. All documents on website, except handbook, are updated.
- **Site visit update** - Had 3 team members here for 3 days. They were impressed by how knowledgeable the parents were; the creativity of teachers; and the students. Have given us some things to consider. 5 **IB policies** were brought up. Each month review the policies. Last month, passed out academic honesty policy. Hope was that during the month people would look at this and **discuss**. Will postpone the discussion of academic honesty policy until next month. You can read the policies on the IB page. Shannon would like to propose supports instead of sanctions. Also, notice the policy changed from a 2 strike policy to a 3 strike policy.
- Last yr, Principal White indicated that West should be paying for **IB fees** for the kids that have **free lunch**. This year, it was advertised to the students that if they qualify for the fee waiver what they should expect. All first year testers pay \$172 reg fee, and each exam is \$119. The bills have gone in the mail for juniors and seniors. Due Nov 1<sup>st</sup>. Instructed to go the Treasurer, but also able to apply through the steering committee if they don't qualify for fee waiver. Shannon needs someone in the **IB committee** who can do this. Look at applications. Need a chair for the committee, and committee members. The committee is given the applications, coded by number. Make determination how much aid you think the students should receive. Shannon cannot reimburse people their fees, so she needs this committee to be set-up asap. Jeannie Post van der Berg and Pasquel Hansen volunteered to be on the committee. Katherine Kennedy suggested Julie Peaslee to be on the committee.
- Shannon is doing 3 checks to make sure everyone is registered correctly for the IB tests. Corrections later on will cost \$100. Can make the parents on Myschoolfees.com.
- Discussion regarding the **college admissions officers' visits** during school. Collegeboard.org shows the Demonstrated interest schools. It's important to show interest in the schools you're applying to, but not at the expense of your schoolwork. So if your class is too important to miss, then you should show interest in another way.
- Pathways to an IB diploma was discussed: In the past, the pathway has been honors 10 English, followed by honors 11, followed by AP English, finally IB English. Law states that **language arts 9** has to appear on the transcript. West High has been out of compliance. All kids will be in language arts 9. Make sure kids get American Literature in 9<sup>th</sup> and 10<sup>th</sup> grade. Language arts department will implement it starting this fall.

## VII. SCC Report

Suzanne Attix absent.

Katherine Kennedy filled the committee in.

- Concern about the **literature pathways**. Shannon has a plan. Helpful if Principal White knows the plan. The plan will be on the website.
- White talked about the **visit by the IB team**. Complimentary to Shannon and her team. Hundreds of hours invested in this.
- Talked about 1 yr goals and 6 month goals. **Equity and excellence plan EEP** is the longer term plan.
- SCC meetings are the second Monday at 5.30 p.m. in the Library.

## VIII. District Report

Katherine Kennedy.

- Discussion regarding the **money for field trips**. If students can't pay, they can't be excluded. This is going to have an impact on the Spring ELP Trip.
- Working on the consensus goals of **literacy** and **social and emotional learning awareness**. These are the 2 big board goals for the next 5 years. Need every student to be able to read by the time they finish high school and be on grade level. Social emotional health problems: anxiety levels have risen. Offer seminars on mindfulness, yoga etc. Suicide prevention was also discussed.

Meeting adjourned 3.45 p.m.

Next meeting: November 14<sup>th</sup>, 2018 at 2.45 p.m.

**ELP-IB STEERING COMMITTEE MEETING**  
**SEPTEMBER 20, 2018**

**Attendance:**

Luna Banuri – Chair	Srikanth Jammulapati – 10 <sup>th</sup> & 12 <sup>th</sup> Grade Parent
Shannon Wilson – Coordinator	Lisa Speight – 8 <sup>th</sup> Grade Parent
Wendy McFarland – Treasurer	Lisa Madsen – 10 <sup>th</sup> Grade Parent
Suzanne Dingley – Secretary	Lisa Eves – 8 <sup>th</sup> Grade Parent
Suzanne Attix – SCC Liaison	Amy Jameson – 8 <sup>th</sup> Grade Parent Rep
Katherine Kennedy – SLCSB	Amy Corroon – 10 <sup>th</sup> , 11 <sup>th</sup> & 12 <sup>th</sup> Grade Parent
Ford White – Principal	Pasquale Hansen – 10 <sup>th</sup> Grade Parent
Ellery Jones – Assistant Principal	Jane Kim – 11 <sup>th</sup> Grade Parent Rep
Sandy Twiggs – Teacher	Miles Zemruski – 12 <sup>th</sup> Grade Student Rep
Todd Kassner – Teacher	Isra Habib – 9 <sup>th</sup> Grade Student Rep
Shabnam Habib – 9 <sup>th</sup> Grade Parent Rep	Vinay Bandiatmakur – 11 <sup>th</sup> Grade Student Rep
Delilah Martis – 10 <sup>th</sup> Grade Parent	Mia Fierro – 12 <sup>th</sup> Grade Rep
Kay Higgins – 9 <sup>th</sup> & 12 <sup>th</sup> Grade Parent	
Brian Bennion – 7 <sup>th</sup> Grade Parent Rep	
Jeanne Post can Deer Burg – 7 <sup>th</sup> Grade Parent Rep	

**I. Welcome – Introductions**

Meeting commenced at 2.45 p.m. Steering committee members and meeting attendees introduced themselves.

**II. Approve May and August, 2018 Minutes**

Wendy McFarland called a motion to approve the minutes; Shannon Wilson seconded. All in favor; motion passed.

**III. ELP Trip Update**

Todd Kassner has graciously stepped up this year to organize the Spring ELP trip. He presented the group with the latest information:

Dates approved by SIC - **May 15-19<sup>th</sup>**. Location to hopefully be **Pondersoa Ranch**, bordering **Zions Park**. Paperwork has been submitted today to secure the spot. Cost will be approximately the same as last year (**\$365**). In approximately 2 weeks, Mr. Kassner will meet with parents and open up the opportunity for the kids to enroll. He is in need of **12 parent volunteers** (a mix of males and females). Everyone will be staying in vacation homes; the adults will have their own private room (2 adults per home). The 7 vacation houses reserved are within a mile of each other.

A parent spoke about wanting more robust learning opportunities for the kids.

Bringing older kids as counselors again will be discussed at the trip meeting.

Next step is to **form a committee** and set up a meeting.

**IV. Student Rep Reports**

No **7<sup>th</sup>** or **8<sup>th</sup>** grade students as elections have not yet taken place.

- 9<sup>th</sup> grade – no specific concerns.
- 10<sup>th</sup> grade – Absent.
- 11<sup>th</sup> grade – no specific concerns.
- 12<sup>th</sup> grade – no specific concerns.

## V. Parent Rep Reports

7<sup>th</sup> grade - some parents had trouble logging into power school. When pick up students report at the Parent Teacher conferences, there will be a card with instructions on how to set up your own power school account. Concern about the Taber project.

8<sup>th</sup> grade – concerned about the increased level of home work in the core classes.

9<sup>th</sup> grade – ELP was great in preparing their child for high school.

10<sup>th</sup> grade – no issues.

11<sup>th</sup> grade – busy studying.

12<sup>th</sup> parent – not senior specific, but shared a concern about the cross country meets; issues with the busses. Has had to miss more school than needed to. It's due to the lack of drivers. College apps, stresses. Luna - Still waiting to start the year with a 504 for her child, this is creating stress. Are the teachers providing the accommodations? Yes. But there is a delay of approximately a month.

Special mention of 19 National Merit Semi-finalists; largest in the state. Also, highest gains in Sages this year.

Discussion on whether there's been a change in the dress code. Ford explained. Challenge teacher before ever challenge the student. Luna brought up the issue that there's been some social media around this issue. Ford encouraged parents to come and speak to him if there's an issue.

Mention of an incident on West grounds a few days ago. Did parents hear about it? This was not a West Student and was not threatening.

Ford White left at 3.15 p.m. to go to a District meeting.

Luna Circulated enrollment forms if students' parents want to be part of the **directory**. Let her know if you have any concerns or additions It's hopefully going to be an online directory with a passcode.

Suzanne Attix asked if there was an **ELP/IB facebook page**? She wondered if this was something she should start.

## VI. Treasurer Report

Last month received \$250.

For the school year as a whole, have received \$7000 with minimal fees taken out for the year for Square.

Meeting last week with Mr. Yapeis, Director for SLEF. Funds should be current by end of the week.

## VII. Fundraising Discussion

- Discussion about whether we still need raise funds for the IB/ELP fees. Policies have changed. Want to implement a program that will help the entire West community. Would welcome feedback on this.
- SCC had discussion with Randy Schumway about their fundraising Gala. Still working on making it a 501c3 officially. Suzanne Attix wanted to know if we, the IB-ELP committee, need to apply for a grant. Shannon thinks we should. Question is, which kids would we support with that money? Tests are approx \$430 (junior) and \$460 (senior).
- Luna's recommendation to the group: still create at least 1 years worth of cushion for the budget. Mark it as \$20K, incase policy changes again in the future. Then, also apply for the grants. How we raise the \$20K will be a second level of discussion. Need data on how many students require help, and how many students are not currently on fee waiver.
- Another suggestion was to donate half of any fundraised money to the West community as a whole. People will then be more willing to give.

## VIII. ELP Coordinator

- First social tomorrow. Is it possible to do a lump sum to participate in the socials instead of paying each time? Usually 6 socials a year. Can we maybe pay \$30 at registration?
- Parents were reminded that, if they spend money at the social: need itemized receipt.

## IX. IB Coordinator Report

- In need of a **Financial Aid Chair**, who will be responsible at looking at all of the docs submitted by students who don't qualify for free and reduced lunch, but need assistance. Can't have a parent that has a junior or a senior. Have asked students to pay their IB fees by Nov 1<sup>st</sup>.
- **12<sup>th</sup> grade** – finished senioritus and registered for IB exams. Will get a bill mailed to their house. Students also get a copy in their English classes and get a chance to change any errors.
- **11<sup>th</sup> grade** – Shannon will be going into the AP English classes next week to register the students.
- **10<sup>th</sup> grade** – sign up for the **PSAT**. Scheduled for October 13<sup>th</sup>, 8 a.m. Need photo ID, need to be there by 7 a.m. PSAT will be held in multiple classrooms. Can sign up online at [myschoolfees.com](http://myschoolfees.com).
- **9<sup>th</sup> grade** – **welcome to West IB** Wednesday 26<sup>th</sup> September at 4.30 p.m. and 6.30pm with Rootbeer social in between. Need **3 or 4 parent volunteers**. 9<sup>th</sup> grade parent rep will send an email to ask for help.
- Oct 17<sup>th</sup> - **IB info night**.
- Oct 23<sup>rd</sup> - **10<sup>th</sup> grade IB options meeting**.
- Had 5 year review last year for IB and career program. **Oct 3,4,5 site visit**. There will be an hour long meeting with diploma parents, and another hour long meeting with career parents. Asking for **4 to 6 parent volunteers** willing to come in and talk about their experiences having an IB student in the program. Time and date tbd.
- Part of process for self study is to have **policies** that IB requires. The policies need to be reviewed annually. Shannon passed out the policies. Spend time looking at it and make suggestions.
- Shannon talked about **UofU** moving to the **common app**.

- West High students have been voted number 1 and best prepared in every single category to start their University career.
- 20 national merit semi-finalists.

**X. SCC Report**

- Fundraising gala; all monies will go to West as long as they apply. If any monies left over, then may open it up to other schools.
- During SCC meeting, Ford White went over the school improvement plans. Had a flow chart for communication.
- Discussion about the calendar and IB button on the website.

Meeting adjourned at 4.17 p.m.

Next meeting: October 17<sup>th</sup>, at 2.45 p.m.



## **ELP-IB STEERING COMMITTEE MEETING AUGUST 22, 2018**

### **Attendance:**

Luna Banuri – Chair  
Shannon Wilson – Coordinator  
Wendy McFarland – Treasurer  
Suzanne Dingley – Secretary  
Suzanne Attix – SCC Liaison  
Katherine Kennedy – SLCSB  
Ford White – Principal  
Ellery Jones – Assistant Principal  
Pam Silberman – 12<sup>th</sup> Grade Parent Rep  
Brian Bennion – 7<sup>th</sup> Grade Parent  
Jane Kim – 11<sup>th</sup> Grade Parent Rep  
Karly Nielsen – 8<sup>th</sup> Grade Parent Rep  
Amy Jameson – 8<sup>th</sup> Grade Parent Rep

### **I. Welcome – Introductions**

Steering committee members and meeting attendees introduced themselves.

### **II. Approve May, 2018 Minutes**

Approval of minutes deferred until next meeting.

### **III. Administrator Report**

- Ellery Jones – new Assistant Principal and ELP program coordinator. Spoke about orientation and the ELP expectations assembly where the children learn the school rules.
- ELPer schedules are still being worked on. Will hand constrain the whole 7<sup>th</sup> grade schedule. Goal is to intentionally reduce class sizes for 7<sup>th</sup> graders. Currently 105 7<sup>th</sup> graders; 120 8<sup>th</sup> graders. Also, didn't hit target for 9<sup>th</sup> grade class size reduction. Ford mentioned that he has spent \$200k to get more teachers.
- Anxiety for ELPers was discussed.
- Currently there is a \$2.3m bond from the school board that has yet to be used. Suggestion was to call your representatives to say that you want some of it to go towards the social emotional learning. Other suggestions to help with anxiety were discussed. Sept 8<sup>th</sup> is suicide prevention day at Sorensen unity center.
- Kids not having enough space in the classroom; can't see the board, sitting on the floors, window sills. Working on solutions for that.
- Have 3 sections for 7<sup>th</sup> grade this year.
- Elper field trip. Request for a parent committee to review timeline for the trip as well as changes in accordance with feedback from teachers and parents.

#### IV. IB Coordinator Report

- 1.75 new employees to help Shannon this year.
- Two events coming up: Approx Sept 13<sup>th</sup>, welcome to IB program for juniors. 2<sup>nd</sup> event is welcome to 9<sup>th</sup> grade, in conjunction with root beer social.
- Please sign up for Remind App and WHPSN. Shannon will send out an email.
- Ellery is working on a link on the West website for this committee.
- Numbers: 7<sup>th</sup> – 105. 8<sup>th</sup> around 120. IB applications for 9<sup>th</sup> grade – around 250; 10<sup>th</sup> – 260; 11<sup>th</sup> – around 125; 12<sup>th</sup> around 130. 2852 students overall.
- This year will be a site visit from the administrators of the IB program. Will need parent and student groups. Possibly around 3<sup>rd</sup> of October for 3 days. Need to evaluate 5 IB policies each year.

#### V. ELP

- ELP promotion etc. has been going over budget. The need to submit pre-approval and receipts on time was emphasized. Request was made to share feedback after socials with the committee.
- 8<sup>th</sup> grade reps are working on an ELP website to help facilitate information for new and existing parents.

#### VI. Treasurer Report

- ELP/IB Committee's bank account received \$15,799 – reimbursement of monies paid for fee waiver kids. The committee thanked Mr. White for his leadership on this issue.
- The committee will send an email to all parents informing them about the policy change and where they need to send their applications. All kids on fee waiver will now be sending their application for AP and IB exams to the Treasurer. The committee will still receive IB fee scholarship. The committee's money can now just be used for students who don't meet federal guidelines but still need help.
- \$5000 is designated for all scholarships.

##### **MOTION:**

Katherine Kennedy brought a **motion** to authorize up to **\$2000 to go to the U of U** to pay for **AP chemistry lab fees**. Luna seconded it. Everyone voted in favor. Motion passed.

- Ford agreed to pay for a bus twice a year (2 trips, 4 busses) for the ELP socials.
- Keep the budget where we are.
- Gala money was discussed. Ford received an email about Challenge grants: any teacher can fill out a form. Deadline for application is Sept 28<sup>th</sup>.
- Parent socials were discussed.

#### VII. Teacher Needs

- Luna will send an email to the teachers to see if anyone will be willing to be a teacher rep on the committee.
- Luna will share class rep responsibilities with the current year reps. It was urged that each grade rep take initiative in organizing the different events at school rather than leave it only to staff.

Meeting adjourned at 4.11 pm

**Next meeting Sept 20<sup>th</sup>** at 2.30 pm (moved one day later because of Yom Kippur).