

Polk State Lakeland Gateway to College Collegiate High School Advisory Committee (SAC) Meeting May 12, 2015

Attendees:

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| 1. Sallie Brisbane, GHS staff | 6. Cindy Maddox, GHS parent, business representative, and community partner | 9. Latasha Lee, GHS staff and parent |
| 2. Tania Ortega, GHS staff | | 10. Mario Stone, Peace River Center |
| 3. Virginia Richard, GHS staff | 7. Luis Rivera, Badcock | 11. Shelba Lawhon, consultant |
| 4. Corey Barnes, GHS staff | 8. Darrence McGriff, GHS | 12. Jerry Lawhon, consultant |
| 5. Tanya Jones, GHS staff | | |

Mission of Polk State Lakeland GHS: The mission of the Polk State Lakeland Gateway to College Collegiate High School (Polk State Lakeland Gateway) is to provide an educational environment that will prepare previously disengaged students between the ages of 16 and 21 to graduate from high school with the skills for college success.

Welcome: Sallie Brisbane, principal, welcomed attendees and asked them to introduce themselves. She also reviewed the role of the school advisory committee in supporting the school's continuous improvement process.

Review from Last Meeting :

- During the January 2015 meeting Sallie had mentioned 2015 legislative actions likely to impact Gateway during the 2015-2016 school year. Today she distributed a handout with a summary of the bills passed by the legislature that will be part of state statute. One action of particular importance to Gateway did away with the 11th grade state assessment test.
- Sallie stated that one additional SAC meeting will be added to the 2015-2016 school year. That meeting will be held as part of the staff retreat in July 2015. The focus will be on the role of the SAC in supporting the school improvement process. Specifics regarding that meeting will be sent to SAC members by mid June.

Projected 2015-2016 Enrollment: Sallie stated that the school opened with 47 students in August of 2013. Enrollment had increased to 125 by the fall of 2014. Since opening, Gateway has enrolled 199 students. The current enrollment is 101. Projected enrollment for August 2015 is 200. The school board has asked for additional justification for that projection.

Marketing to potential Gateway students has been a challenge. On May 15th (6:30-9:00) the staff is hosting a community event at Simpson Park. The event will include an exhibition basketball game, a DJ, and performance by community teams. The event is free and will be used to reach out to the community to locate and recruit potential applicants.

Sallie said that the school has also hosted two recruit events on campus. Attendance at those events has probably averaged 40, including parents. Staff has learned the importance of going into the community to recruit applicants.

The application deadline is May 22nd and more recruitment needs to be done.

Marketing/recruitment discussion and recommendations from SAC members included points as listed below:

- Community agencies/programs such as PAL and The Dream Center can be useful in recruiting potential students. Corey and Darrence said partnerships with those specific programs have been established.
- Students who live some distance from campus have difficulty accessing public bus transportation.
- Winter Haven is hosting a free event August 15th at the Winter Haven Airport. That might provide a venue for marketing.
- Central Florida Speech and Hearing may be a partner for identifying potential students.
- Peace River personnel (psychologists and psychiatrists) deal with students who have difficulty functioning in the traditional high schools. Some of those students are great candidates for Gateway.
- When was the last time The Ledger did a story regarding Gateway? Sallie and SAC members discussed the importance of having Ledger coverage emphasize the fact that Gateway serves a diverse student population.
- Consider using radio stations and billboards. Public service announcements and even interviews should be available through the radio stations.
- We need to clarify what is meant by "disengaged." Students disengage for a variety of reasons. The school may require a rebranding process.

Southern Association of Colleges and Schools (SACS) Accreditation Tasks to be Completed in Preparation for a 2015-2016 Site Visit: Gateway is in the midst of its initial accreditation self study. An accreditation review team will be onsite in the fall of 2015 to review school performance and provide the school with its initial accreditation. The SAC team will be interviewed as part of the process. An emphasis in the July meeting will be put on preparing SAC members for their role in supporting continuous improvement and the accreditation process.

Additional Announcements: Gateway graduated 10 students last June and one in January of this year. At least 11 seniors are expected to graduate this June, and another 14 seniors may graduate during the summer. Gateway's graduation is scheduled for Monday, June 1st, 6:30 p.m., in the LTB building on the Lakeland campus.

Polk State Lakeland Gateway to College Collegiate High School Advisory Committee (SAC) Meeting August 6, 2015

Mission of Polk State Lakeland GHS: The mission of the Polk State Lakeland Gateway to College Collegiate High School (Polk State Lakeland Gateway) is to provide an educational environment that will prepare previously disengaged students between the ages of 16 and 21 to graduate from high school with the skills for college success.

Attendees:

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| 13. Sallie Brisbane, GHS staff | 18. Cindy Maddox, GHS parent, business representative, and community partner |
| 14. Kathy Bucklew, Polk State | 19. Darrence McGriff, GHS |
| 15. Virginia Richard, GHS staff | 20. Shelba Lawhon, consultant |
| 16. Corey Barnes, GHS staff | 21. Steve Hull, Polk State Lakeland Provost |
| 17. Tanya Jones, GHS staff | |

Welcome: Sallie Brisbane, Gateway Principal, welcomed attendees and had them introduce themselves and the roles they play with Gateway. Sallie also introduced Jackie Grimm, the accreditation site visit team leader.

Reviewing anticipated August 2015 enrollment: Sallie stated that the current student count for August is approximately 150 students. The school expects to have 200 students when school opens in August. School starts August 17th. College classes begin on the 24th.

Sallie talked about the way Gateway has evolved and the importance of the holistic wrap-around services provided to students at Gateway. Kathy Bucklew, Polk State Registrar emphasized the importance of the “fresh start” offered to Gateway enrollees.

Sallie shared a recent Lakeland Ledger article, addressing the lack of diversity in the enrollments of Polk County’s charter schools. Sallie assured attendees that Gateway’s population is already diverse, and a transportation contract being finalized with the school district for 2015-2016 will extend the Gateway opportunity to even more students.

Classes will begin at 8:00 during the 2015-2016 school year. This is an earlier start time than last year. Beginning earlier does not interfere with students’ ability to work. It also provides more opportunities for students to take college courses.

Sallie stated that Gateway will have full time math, English, social studies, science and reading teachers devoted to Gateway for the 2015-2016 school year. All the faculty for 2015-2016 are qualified to teach both high school and college courses, which provides the school with more options for scheduling classes to best meet student needs.

Sallie also shared that Gateway staff members are working with the college to create a pipeline to transition Gateway students into college and support them as they complete AA, AS, or four-year degrees.

Preparing for the Southern Association of Colleges and Schools (SACS) Accreditation Site Visit October 27th and 28th: Sallie reminded attendees that this will be the first SACS visit for Gateway. AdvancED provides standards of quality to be met by schools seeking accreditation. She reviewed each of the five. She also described the review and follow-up process, providing an example of a required action received and addressed by CHS.

Sallie asked attendees for comments regarding the five standards. Kathy commented on Standard 4 (Resources and Support Systems) highlighting the investment made in support personnel for Gateway and how important that has been for student success in both the high school and the college. Sallie talked about the huge transition students must make when they come to Gateway, dealing with just the language of the college campus.

Sallie shared that new Gateway staff will be introduced to the SACS process when they arrive on campus next week. The SACS process is also addressed in monthly staff meetings.

Creating the 2015-2016 school improvement plan (SIP): Sallie explained that the school improvement plan is a critical part of the school’s continuous improvement process as staff members review student and school performance data and create improvement strategies/action steps, which are then implemented and monitored throughout the school year.

Corey Barnes, Gateway Assistant Principal, reviewed the **GHS SIP 2015-2016** handout. He explained the “geography” of the handout, listing:

- Categories
- 2014-2015 performance

- 2015-2016 performance target
- Potential barriers to meeting a target
- Strategies to be implemented to overcome each barrier
- Action steps required to carry out each strategy
- Any required training and/or expenditures.

He then presented specifics tied to each category. Discussion focused on:

- Blended learning and how it is used at Gateway
- How the PERT diagnostic was used during 2014-2015
- The challenges of science courses and the fact that the 2015-2016 Gateway science teacher will be a full-time instructor, serving only Gateway students
- The range of computer skills demonstrated by incoming Gateway students and that all 2015-2016 enrollees will receive a netbook computer.
- Opportunities for students to have a hard copy of a practice EOC exam as part of the preparation for taking the exam
- The value of the early warning reports available for college courses. Kathy will arrange for training for Gateway staff. **Corey stated that the use of early warning reports will be added as a SIP strategy.**
- Ways to encourage parents to complete the climate survey

Updating mission statement: Sallie read the school's mission statement, focusing on the word "disengaged" and the variety of needs represented within the Gateway student body. Establishing the Gateway niche has been a challenge as staff members have recruited individuals who have the motivation to re-engage and be successful in both the high school and college environment.

Suggested revision: The mission of the Polk State Lakeland Gateway to College Collegiate High School (Polk State Lakeland Gateway) is to provide an educational environment that **allows** previously disengaged students between the ages of 16 and 21 to graduate from high school **prepared** with skills for college success.

Next meeting: September 23, 2015

Polk State Lakeland Gateway to College High School (Gateway) Advisory Committee (SAC) Meeting September 22, 2015

Current Polk State Lakeland GHS Mission Statement: The mission of the Polk State Lakeland Gateway to College Collegiate High School (Polk State Lakeland Gateway) is to provide an educational environment that will prepare previously disengaged students between the ages of 16 and 21 to graduate from high school with the skills for college success.

Mission Statement Proposed at August SAC Meeting—The mission of the Polk State Lakeland Gateway to College Collegiate High School (Polk State Lakeland Gateway) is to provide an educational environment that **allows** previously disengaged students between the ages of 16 and 21 to graduate from high school **prepared** with skills for college success.

Attendees:

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| 1. Corey Barnes, Gateway | 8. Steve Hull, Provost | 14. Maya Smith, Gateway |
| 2. David McClellan, Badcock | 9. Melvin Thompson, Polk State | Instructor |
| 3. Tania Ortega, Gateway | 10. Sylvester Little, Polk State | 15. Dawn Dyer, Gateway |
| 4. Cindy Maddox, Parent | 11. Tanya Jones, Gateway | Instructor |
| 5. Katie Blondell, Keystone | 12. Jocelyn Northern, Student | 16. Jerry and Shelba Lawhon, |
| 6. Virginia Richard, Gateway | 13. Nicholas Saccucci, Student | Consultants |
| 7. Mario Stone, Peace River | | |

Welcome and School Update—Steve Hull, Lakeland Campus Provost, welcomed attendees. He explained that there has been a leadership change at Gateway. Corey Barnes is now the GHS Interim Principal.

Corey also welcomed attendees and distributed agendas. He had all participants introduce themselves.

Corey stated that GHS will be hosting its first accreditation site visit in October, and this group will be an important part of the visit.

Mission Statement Updates—Corey presented the mission statements (listed at the top of this page). Discussion focused on specific words used in both statements and changes proposed. Corey asked students and instructors for their perspectives regarding the two mission statements. Comments emphasized that:

- The school is very stringent
- Students do facilitate their learning process
- Preparing students with the skills for college success is a major part of the school's emphasis

After considerable discussion, the group agreed to leave the mission statement as is.

Approving the School Improvement Plan—Corey distributed copies of the school improvement plan summary. Discussion included the following:

- Should we change the performance target for science from a grade of "D" to a grade of C."
 - In 2014-2015 GHS did not meet the charter performance target (also the SIP target) calling for 70% of enrollees to complete high school science courses with a grade of "D" or higher. Only 59% of students did so.
 - Having a full-time science teacher will make a difference in 2015-2016.
 - The curriculum itself is challenging
- The agreement was made to leave the science outcome as listed but with the intent of raising the performance target as we move forward.
- The group agreed to approve the SIP as is.

Preparing for the Southern Association of Colleges and Schools (SACS) Accreditation Site Visit October 27th and 28th—

Shelba explained the role the SAC will play in the accreditation site visit. She also said that specifics about the site visit will be shared in upcoming SAC meetings.

Suggestions for better communication strategies—Corey asked for suggestions to improve communication between the school and stakeholders. Discussion included the following:

- Surveys
 - Communication and delivery should be more than email
 - A paper version may be better for some parents
 - Provide an incentive to students who complete or return hard copies of parent emails
- Hard mail may be a better communication strategy for most items
- School Messenger is used to communicate with parents
- Ask parents about their communication preferences
- Consider a school newsletter to alert parents. Consider sending hard mail
- The school can set up a system through which it pays for return postage only when a survey is completed and returned to school
- Make phone calls. The college is now using phone calls rather than or in addition to emails.
- Some parents may also prefer text messages.

Next meeting: December 2015

Polk State Lakeland Gateway to College High School (Gateway) Advisory Committee (SAC) Meeting December 2, 2015

Current Polk State Lakeland GHS Mission Statement: The mission of the Polk State Lakeland Gateway to College Collegiate High School (Polk State Lakeland Gateway) is to provide an educational environment that will prepare previously disengaged students between the ages of 16 and 21 to graduate from high school with the skills for college success

Attendees

1. Amanda Ryan, GHS Instructor
2. Nathan Sellers for Luis Rivera, Badcock
22. Que Washington, Student
23. Mindy Nick, Student
24. Virginia Richard, GHS staff
25. Corey Barnes, GHS staff
26. Cindy Maddox, GHS parent, business representative, and community partner
27. Darrence McGriff, GHS
28. Tania Ortega, GHS staff
29. Shelba Lawhon, consultant

Welcome and School Update—Corey Barnes, Interim Principal, welcomed attendees and had them introduce themselves.

Vision Statement Presentation and Approval

Vision Statement Suggested by Staff: *GHS provides support services and differentiated instruction to motivate, educate, and facilitate students. All enrollees will complete high school while transitioning into college. They will then become productive citizens in their community and successful leaders in their professions.*

Mr. Barnes presented the vision statement. It was approved by the SAC.

Communication strategies to be used with GHS parents—Mr. Barnes explained that parent communication is a major emphasis at Gateway. The school will use as many strategies as possible even if that leads to over-communication as long as we don't become a nuisance.

He distributed and reviewed copies of a DRAFT communication plan.

Discussion included the following:

- Many parents may not know about the school website. A notice with the website address will be sent to all parents
- The school does have a student handbook that is distributed at the beginning of the school year.
- It is very important for GHS to stand on its own and to have its own identity

The Possibility of a GHS Parent Focus Group—Mr. Barnes described the process that will be used to invite GHS parents to participate in a focus group in order to ensure that as many parents as possible have the opportunity to participate. The purpose is to collect their perceptions and suggestions about school/home communication and overall strengths and weaknesses.

The group approved the idea of having a focus group. A report of results and school responses will be brought to this group in February.

Parent Survey-- Parent Communication Survey—Corey distributed and reviewed a 3-question parent survey that will be sent with interim reports on December 11th. The survey:

- Asks how parents receive information about the school
- Their preferred methods of communication so the school makes sure all types of communication are addressed.
- Suggestions for improving communication

Discussion focused on the fact that engaging GHS parents has been a challenge. The focus of the survey is to solicit additional involvement.

Updated Plans for SACS Accreditation Site Visit (April 11 and 12, 2016)—More information will be shared in February. An additional meeting will be held in March if SAC members see that as preferable.

Corey talked about the fact that students, parents, and community stakeholders are very important to the accreditation process.

Other Issues identified by Staff or by SAC Members for Group Input

- College and high school classes overlap at the end of Term 1. Staff will communicate the plan for addressing high school and college classes. Information has been sent to students, but this will also be discussed in the next student meeting on December 4th
- A reminder will also be sent through School Messenger in both December and January.
- Mr. Barnes announced that there is a recruit night this evening at 6:00 pm. Current enrollment is 142.
- Gateway has a movie night on December 11th. It is being communicated through flyers and on the monitor. Announcements are also being made in classes.

Next meeting: February 17, 2016

Polk State Lakeland Gateway to College High School (Gateway) Advisory Committee (SAC) Meeting February 17, 2016

Current Polk State Lakeland GHS Mission Statement: The mission of the Polk State Lakeland Gateway to College Collegiate High School (Polk State Lakeland Gateway) is to provide an educational environment that will prepare previously disengaged students between the ages of 16 and 21 to graduate from high school with the skills for college success

Vision Statement Approved in December 2015: GHS provides support services and differentiated instruction to motivate, educate, and facilitate students. All enrollees will complete high school while transitioning into college. They will then become productive citizens in their community and successful leaders in their professions.

Attendees:

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|------------------------|---------------------------|--------------------------------|
| 1. Corey Barnes, GHS | 5. Evelyn Jackson, Parent | 9. Quinterria Davis, Parent |
| 2. Tania Ortega, GHS | 6. Paul McLain, Parent | 10. Rachael Obermiller, Parent |
| 3. Steve Hull, Provost | 7. Cindy Maddox, Parent | 11. Latanya Carson, Parent |
| 4. Tanya Jones, GHS | 8. Darrence, McGriff, GHS | 12. Ashley Clayton, Parent |

Welcome and School Update—Corey welcomed attendees and asked them to introduce themselves. He then shared school updates:

- Current school enrollment is 153
- A number of GHS students are taking college courses this semester
- Several of these students did not enter with the required PERT scores when they entered in August but did so during first semester
- GHS will be hosting recruit nights on March 9th and March 30th. Recruit nights provide information are for individuals who want to enter in August 2016.

GHS School Improvement Plan Performance History—Review:

- Performance from prior years
- Mid-year performance for 2015-2016

Corey distributed and reviewed two handouts. He explained that the school sets new school improvement plan (SIP) performance targets at the beginning of each year. Targets are based on improvement categories provided by the state, and they align with charter accountability plan performance targets that are monitored by the district and the state. Corey presented both performance trends and mid-year performance for each of the current targets.

As Corey described the role of the climate survey, he stressed that we need to have at least 35 parents complete the survey during the spring of 2016. Discussion and suggestions related to increasing the number of parents completing the survey this year included the following:

- The climate surveys will be mailed and sent home with students
- A parent suggested that we include a postage-paid envelope for parents to use to return completed surveys
- We may also give students tee-shirts when their parents' surveys are returned
- A parent suggested that the school make phone calls and send emails to parents asking them to complete the survey
- Parents also suggested that surveys be put on Survey Monkey
- Corey stated that the survey will be sent out at the end of February in order to provide plenty of time to collect as many as possible by the end of the year
- A parent stressed the importance of including the Gateway name on mail-outs

SAC Survey—Recommendations for Maintaining or Revising SIP Performance Targets

Corey stated that the performance targets listed on the handouts are aligned with the school's charter accountability plan goals. Corey distributed a survey on which attendees were asked to indicate whether current targets should be maintained or if an alternate target may be more meaningful.

A parent asked about courses used to help students prepare for the PERT. Corey explained that reading and math courses help students prepare. A GHS teacher has also proposed to offer a summer "boot camp" for students (Incoming juniors or seniors) who have not earned the required PERT reading and sentence skills scores.

Survey results are included on page 2.

Update on Parent Communication Survey Administered in December 2015—Corey stated that these results will be available at the next meeting. Ms. Richard has results and is out sick.

Updated Plans for SAC Accreditation Site Visit (April 11 and 12, 2016)—A SAC meeting has been scheduled for March 30, 2016, to provide SAC members with updated information regarding the April visit.—Corey reminded attendees that the April visit will be GHS's first accreditation site visit. Visitors will meet with parents, students, and staff. Corey stated that it is important for parents to know as much as possible about the school.

Next meeting: March 30, 2016, at 12:30