

T.Clay Wood Elementary
Advisory Council Minutes

November 8, 2011 • Library • 7:00 p.m. - 8:25 p.m.

NOTE: This meeting was called early due to budget review and approval.

I. Welcome by Chairperson

Karen Martin, the chairperson, welcomed members and asked that they sign the attendance sheet.

Present	Linda Ashpole • Andrew Buchheit • Kelly Davis • Amy Gibson • Richard Hansford • Katey Humrighouse • Karen Martin • Bill Muirhead • Stacie Mulholland • Maureen Ochs • Elizabeth Paiz • Meeta Patel • Cindy Probus • Gela Russell • Ryan Sanfilippo • Melissa Yuditsky
Not Present	Laura Barrett • Mary Beth Crowder-Meier • Stephanie Griffin • Brian Howard • David Johnstone • Melanie Kynard

II. Review/Approval of October Minutes

The minutes were reviewed by the council members with two noted changes—Mr. Bill Muirhead and Ms. Maureen Ochs were inadvertently marked absent when they were present at the October 20, 2011 meeting. In addition, the word *advisor* was changed to *advisory* in *Section II. Superintendent **Advisor** Council Report*. The changes were noted and updated on the revised *Advisory Council November Minutes*.

III. Citizen’s Time

No community members signed up for the scheduled citizen’s time.

IV. Superintendent Advisory Council Report

There was no report from Melanie Kynard, the Superintendent Advisory Council Representative, because the Superintendent Advisory Council Meeting was to be held on Thursday, November 10.

V. PTO Liaison Report

There was no report from Laura Barrett, the PTO Liaison, as the PTO was due to meet on November 17.

VI. Principal’s Time

Andrew Buchheit, the principal, led a discussion on the 2011-2012 T.Clay Wood Elementary School (TCWES) budget as well as current activities and initiatives at TCWES.

A. Budget details:

1. The annual budget was received on October 31 and was required to be sent back to the county by November 15 for a final review. This special meeting was called to address the budget.

2. Mr. Buchheit reviewed in detail the line items of the budget and noted that the budget was based on a student enrollment of 953, as this was the student enrollment as of September 30, 2011. TCWES was allotted \$5,289,603 with nearly 95% of the budget (\$4,982,497) being spent on personnel. Prince William County follows a site-based management philosophy in which each school is responsible for determining how to spend its allocated budget. Based on the afore mentioned totals it allowed for an operating fund of \$347,552; which based on the recommendation would be spent on:
 - a. Custodial overtime, supplies, and snow removal
 - b. Office supplies, printing, and postage
 - c. Field trips, professional development, and teaching supply start-ups
 - d. Subject area textbooks and support
 - e. Student subgroups (Gifted, Special Education, and ESOL)
3. The TCWES Advisory Council will review in February 2012 the budget for the 2012-2013 school year and be able to make recommendations.

B. TCWES News

1. Important upcoming holidays and dates were discussed.
 - a. November 11: Veteran's Day (No school)
 - b. November 14: Service Youth Project (4th & 5th Graders)
 - c. November 15: Report cards sent home
 - d. November 17: PTO meeting
 - e. November 23, 24: Early dismissal/no school
 - f. November 28: Holiday shop opens
 - g. December 12: School book fair begins with a family reading night on 12/13
2. The grading system was discussed as it has been challenging to enter in grades for teachers in the encore courses as well as in K-2. Additional explanations regarding the grades will be posted on the TCWES website.
3. As mentioned at the last meeting, there were some concerns regarding traffic patterns in and out of TCWES. New gates were installed to hinder vehicles from entering TCWES from the back of the facility.

VII. Advisory Council Representative Time

Council members did discuss the speed limit concerns in front of TCWES; noting how challenging it has been to see the mileage signage if you enter from unmarked areas. The school continues to address this issue with the county.

VIII. Upcoming Meetings

The next meeting dates are: December 15, January 19, February 16, March 15, April 19, and May 17. Please note that meeting dates may be subject to cancellation due to weather.

VIII. Adjournment:

The meeting was adjourned at 8:25 p.m.

TCWES School Mission: A Community of Leaders and Learners Achieving Excellence