T. Clay Wood Elementary  
Advisory Council Minutes

Thursday, November 1, 2012 ● The Library ● 7:05 p.m. - 8:45 p.m.

**I. Welcome by Chairperson**

Karen Martin, the chairperson welcomed members.

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

1. **Review/Approval of September 2012 Minutes**

September 2012 Minutes were reviewed and it was determined that *The Superintendent’s Advisory Council* needed to include the term ***Instruction*** at the end of its title (hence *The Superintendent’s Advisory Council on Instruction*); this update was made on the September 2012 Minutes.

1. **Citizen’s Time**

No community citizens spoke during the open forum time.

1. **Superintendent’s Advisory Council on Instruction (SACI) Report**

Melanie Kynard sent a formal e-mail that detailed SACI’s initiatives. The following key points were reviewed/discussed at the meeting:

 Areas of Strength:

* A rich community of 83,000 learners making Prince William County the 41st largest school division in the United States.
* A total of 825 buses with 63,000 riders.
* 2,000 new interactive whiteboards in county classrooms.
* 44,000 computers in PWCS
* All 93 schools have high speed internet access.
* 90% pass rate in the area of reading/writing on SOL assessments.
* Elementary students performed higher on math benchmarks compared to the state average.
* 10 high schools are in the top 8% for public and private institutions.  Areas of Opportunity: Budget
* Budget constraints exist in the county ; however, the budget was maintained while rotating the maintenance of many buildings throughout the division.
* Additions were made to Potomac High School, Benton Middle School, and West Gate.  Approaching a World Class Education Means:
* Using Professional Learning Communities (PLCs) as an outlet for professional collaboration.
* Imploring engaging and rigorous instruction while provide homework that is meaningful.
* Providing extracurricular activities.
* Encouraging students to enjoy and love learning while ensuring that literacy is taught in all content areas.

**VI. PTO Liaison Report**

PTO Liaison Laura Barrett briefly discussed that the Student Enrichment Program (SEP) is well underway and there has been great participation numbers. She said that the recent Holiday Shop activity would be coming up and that parents would receive information via a paper flyer. This will be a major fundraiser for the school. She is going to look into whether the PTO could help support some Scholastic Online Magazine orders given that there may be some financial constraints in the future for this nonfiction literary resource.

1. **Chair’s Time**

Chairperson Karen Martin welcomed Tim Fahy, the ITRT for TCWES, as he introduced the group to Parent Portal and School Fusion. He walked through a comprehensive outline of how to sign up for the system and use it effectively to access student grades and performance.

The discussion on the PWCPS Strategic Plan was moved to the November meeting in order to allow sufficient time to discuss the school budget.

1. **Principal’s Time**

Andrew Buchheit, the principal, discussed the following topics:

* **TCWES School Plan:** Teachers this school year will continue to focus on rigorous instruction, especially in the area of math. In addition, the school wants to continue to create a warm and open environment with all students (an area that appeared to be of great strength on a recent survey). In addition, TCWES wants to continue to talk about what a quality student is and how he/she includes others (this was especially true with students’ perceptions of bullying behavior).
* **Budget:** The team thoroughly went through the budget for the school year and noted that it was more than $200,000 less than last year’s budget. Due to this decreased amount the following items were discussed:
* **Teaching Assistants:** In the kindergarten grades there are currently teaching assistants who support both kindergarten and first grade. These roles are temporary and may be eliminated/reduced with the budget constraints.
* **Resources:** Products such as Scholastic News and Study Island will not be funded.
* **Constraints:** Costs in the areas of instructional resources, professional development, and teacher supplies have been reduced.

1. **Advisory Council Representative Time**

There were no concerns from the representatives at this time.

1. **Upcoming Meetings**

The next meeting date is: Thursday, November 29, 2012. **X. Adjournment:**

The meeting was adjourned at 8:45 p.m.

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