Potomac High School Principal’s Advisory Council  
Meeting Minutes  
Thursday, October 20th, 2022

Meeting called to order: 6:02 pm

Members in attendance: Brandon Boles, Nicole Chamblin (chairperson), Veronica Miller (secretary)

# Agenda

## I. Welcome

## II. Review of Minutes/Approval

## III. Review of Bylaws

* Bylaws with proposed revisions will be posted on new PAC section of school website
* Revisions to bylaws will be reviewed and voted on for approval by membership in January

## IV. Report on Superintendent’s Advisory Council on Instruction (SACI)

* Dr. McDade’s goal is to get as many stakeholders as possible to read the strategic plan
* Below are the PWCS initiatives and successes tied to strategic plan:

### “Learning and achievement for all”

* + Each school has a continuous improvement plan (CIP) and Principal’s Advisory Council (PAC)
  + Ongoing professional learning for staff
  + Full time gifted teacher in each school
  + Launched equal opportunity schools initiative for access to advanced classes outside of specialty programs
  + Instructional rounds

### Positive climate and culture

* + Dedicated post-secondary advisor at all high schools
  + PWCS heals
  + 50 staff members for support core
  + Healing-centered engagement specialists – focus on mental, social-emotional wellbeing for students and staff
  + PWCS leads – hiring central office and school-based leaders to be reflective of diverse student body, emphasize outreach to community partners

### Dr. McDade’s goal: PWCS is a “school system, not a system of schools”

* + Site based management has missing pieces- how do we standardize the *minimums* needed at each school?
  + Launching budget task force to determine what these minimums are to ensure equity

### Transportation

* + 30 new bus drivers in training, actively recruiting additional bus drivers

### Capital Improvement

* + Acquiring land in eastern side of county is a challenge
  + How do we decide capital improvement budget priorities? I.e build new schools vs. Improving old schools

### Paper tutoring

* + Great opportunity for free tutoring
  + Potomac got a shout out at SACI for a student who has used paper for over 20 hours!

## V. SCA

* Mrs. Chamblin and Mr. Boles will reach out to SCA sponsors to invite student representatives to future meetings

## VI. PTSO

* Will request that PTSO meetings that are on the same night as PAC meetings are in person to help boost PAC attendance

## VII. Potomac News

* Quarter ends 10/28
* Academic awards 10/25
* Specialty night 10/26
* Strong start to extracurriculars
* Fall sports wrapping up, winter sports starting soon

## VIII. Budget Priorities & Review

### Enrollment numbers finalized on 10/1

* + Budget was designed for this school year based on last year’s enrollment numbers (1965)
  + This year’s enrollment is 1999 --> we have an extra ~30 students worth of additional funding than the budget was designed for

### ESSER and ARPA funding

* The last two years we had ESSER and ARPA funding for COVID relief, which we no longer have
  + Example item covered by these funds: unpaid lunch balances (~20k)
  + We will have to fund items that were funded through COVID funds through the school budget this year

### PSHS VDOE Accreditation data

* + *Note: VDOE data represents last FIVE years instead of three, because 2019-2020 and 2021-2022 are not counted*
  + Focus on **SPED reading** (11th grade is only reading SOL, so this data was only from 11th grade students last school year)
  + Most critical area of need is **chronic absenteeism**
    - “Chronic absenteeism” = missed 10% of school days for any reason
      * This includes mandatory quarantines
      * This includes excused absences and OSS
        + Positive behavior pride committee focusing on alternatives to OSS, like running a more robust ISS program
    - Chronic absenteeism is close to 40%
      * School population is very transient, which impacts students in special circumstances (I.e. student who moved to area due to military who was enrolled for 20 days and missed 2 days is chronically absent which contributes to our school number)
      * Students who were previously absent for religious holidays were counted in absences
  + Second most critical area is **dropout rate**
    - Much of our dropout rate is students moving away, enrolling at another school, and not sending back their records
      * This especially impacts our transient and non-English speaking communities

### Proposed budget

* + Calculation sheet from PWCS used to determine school funding amount
    - School priority to test all 9th graders for Gifted services (schools get $640 per pupil for gifted services)
      * Can we better educate our parents on identifying their gifted students and following through on gifted identification to receive services?
  + Staffing budget
    - 90% of proposed budget is dedicated to staffing – best practice is around 92%
    - Computer lab teacher assistant- for edmentum, virtual, remediation
    - Expecting to hire a full-time gifted teacher around Nov. 1
    - Added positions- security, 3 counselors, esol teacher, history teacher, admin assistant (attendance data, certifying all-day codes daily, address dropout and absenteeism goals)
  + Expenses (~$1.8 million from budget after staffing)
    - Consider 9% inflation (supplies and materials cost more)
    - Tech & laptops- new bills for a new era
    - Substitutes
    - After school tutoring hours (new budget line item – used to be funded by ESSER/ARPA)
    - New enrollees
    - Unpaid lunches (used to be funded by ESSER/ARPA)
    - Off-cycle books
    - Software (I.e. IXL)
    - Professional development
    - Athletics
    - 6th sections (~20 this year)
    - Student and staff recognition
  + PTSO seeks community sponsorships to help fund the school
    - Ex: Grace church funds our after school buses

## IX. VDOE Initiatives

## X. Continuous Improvement Plan

* Built around 3 areas of concern from VDOE accreditation report (SPED English, chronic absenteeism, dropout rate)

## XI. Open Chair

## XII. Next Meeting

* January 19, 2023 at 6 PM in library
* Push for recruitment- Need to invite a parent from each community to attend meetings

Meeting adjourned: 7:04 pm