



Parent Advisory Committee to the Superintendent

Meeting Summary Notes: September 8, 2015

Meeting Summary Notes are intended to serve as the superintendent's reflection on the discussions that occur during advisory committee meetings. They are not intended to be exhaustive. Instead, they are intended to serve as a general record for our on-going efforts to assess our needs, determine our goals, map out our strategies, and evaluate our policies, procedures and programs. Participants should contact the superintendent if they observe any critical oversight or misinterpretation.

Participants present: Jessica Bowyer (CES), Donnie Kern (MVES), Sarah Maydian (CMS), Mary Lynn Martin (CMS), Robert Tucker (AHS), Michelle Downs (SES), Mary Jane Mutispaugh (Director of Instruction), Fred Vaughan, (Director of Human Resources and Pupil Personnel), Mike Isbell (Supervisor of Maintenance and Transportation), Elizabeth Heath (Director of SPED), Jan Hobbs (Director of Human Resources and Pupil Personnel), Lorie Bess (Administrative Assistant), and Eugene Kotulka (Superintendent).

1. Schedule of PAC meetings for 2015-2016: September 8; October 5; November 2; February 1; March 1; April 11; and May 9. All meetings will be held at the Central Office building in Low Moor and will begin at 6:30 p.m. If schools are closed due to inclement weather, the PAC meeting is also cancelled.
2. Mr. Kotulka welcomed everyone to the meeting and discussed the purpose of the parent advisory committee. He reminded participants it is helpful to send any suggestions, concerns, or questions to him ahead of time as some topics require research. He explained the committee provides valuable input and it should be considered an open forum, unless there is a specific personnel issue, which would need to be discussed privately. He stated we will all work together, like "spokes in a wheel", and the goal is to fix issues that arise.
3. Mr. Kotulka presented participants with a draft copy of the Comprehensive Plan and explained the purpose of the Plan is to be the driving force of our plans for the school division over the next six years. He explained the Plan focuses on four key areas: (1) Teaching and Learning, (2) Student Academic Progress, (3) Climate and Culture, and (4) Safety and Organization Management. The Plan must be approved by the School Board and he asked for any suggestions or comments to be emailed to himself or Lorie Bess.
4. Mr. Kotulka reported he is planning to develop a division-wide Leadership Team of about 10-14 people. He stated if anyone is interested or knows someone who would be an asset to this team, to let him know. It is open to anyone who is willing to work hard and be very involved in the process.
5. Donnie Kern discussed the Yes Prep program that is being utilized at elementary and middle schools across the nation. He provided a handout to each participant giving details of the program. A copy is attached.
6. A participant suggested an awning or canopy at the main entrance of Mountain View Elementary School to protect the students from inclement weather when being picked up or

dropped off by a parent. Mr. Kotulka replied he appreciated the suggestion and this has been considered for the Capital Improvement Plan.

7. A participant asked if the division could offer an incentive or tuition assistance to teachers to get endorsed in BIO 141 and BIO 142 so that students interested in programs such as dental hygiene would be able to take these classes while in high school. Mr. Kotulka replied he has a meeting scheduled with Dr. Rainone, DSLCC president, to see if we can offer classes for high school students to graduate with an associate's degree. He also noted CTE programs map out the specific classes a student needs for their specific program. Ms. Mutispaugh added the division does offer incentives for teachers to get additional endorsements but to keep in mind that the Master's degree must be in the content area they teach. She suggested he speak with the counselors at the high school.
8. A participant expressed concern that parents are not always able to assist their child with homework because they have not received the education themselves. Mr. Kotulka replied this is a real issue and we are looking into tutoring options for students, sponsored by local fire departments, churches, and/or libraries.
9. A participant expressed concern that young people don't have the basic life skills needed for the workforce. Mr. Kotulka noted that because of SOL tests, we have lost touch with teaching basic skills, such as how to count change back to a customer. He suggested the participant join the CTE Advisory Committee to offer input and suggestions that may help. Ms. Mutispaugh added we are working with Covington schools to develop a program that may help with developing these skills.
10. A participant expressed concern about school lunches. Mr. Kotulka explained the federal government sets guidelines that must be followed, which limits what we can do. He stated there are ways to be creative with the recipes and he is looking into options for improvement. It is very important that each student eats lunch every day, he noted. Ms. Mutispaugh reminded everyone of the summer lunch program, offered free to anyone under the age of 18. A participant stated the summer program is a great resource; however, there are no convenient locations for those who live in the outskirts of the county. Mr. Kotulka took note of this concern and said he would see if additional locations are possible.
11. A participant stated the high school students have appreciated being permitted to have their cell phone in class. Also, the Small Animal Care class is doing a great job of teaching practical pet care skills to students.
12. Ms. Mutispaugh discussed the academic calendar for next year. She noted the committee is considering starting school a week sooner in an effort to complete the first semester before the holiday break. Mr. Kotulka noted the high school truly drives the calendar because of their 4x4 block schedule and it will be better to finish the first semester SOL's before winter break.

The meeting ended at 7:25 p.m.

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