



## Parent Advisory Committee to the Superintendent

Meeting Summary Notes: November 2, 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: Donnie Kern (MVES), Robert Tucker (AHS), Jessica Bowyer (CES), Michelle Downs (SES), Fred Vaughan (Dir. of HR and Pupil Personnel), Lorie Bess (Administrative Assistant), and Eugene Kotulka (Superintendent).

1. Mr. Kotulka reminded participants the Capital Improvement Plan and Comprehensive Plan are on the division website. 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. Both plans will be reviewed by the School Board at a work session on November 11 and a public hearing will be held on November 16 at Allegheny High School, he noted. Both plans will be considered for approval by the School Board on December 14.
2. Mr. Kotulka reported the next administrative budget meeting would be November 9. The public hearing on the budget will be held January 25, he reported. He encouraged participants to contact their legislators regarding state funding for education.

Delegate Terry Austin – [DelTAustin@house.virginia.gov](mailto:DelTAustin@house.virginia.gov)

Senator Creigh Deeds – [District25@senate.virginia.gov](mailto:District25@senate.virginia.gov)

3. Mr. Kotulka reported he has been holding “Superintendent Office Hours” in each school to allow staff, students, or parents to meet with him without an appointment. He noted this has gone very well.
4. Mr. Kotulka reported employees would receive their raise on their December 18 paycheck. He explained the raise is retroactive according to the employee’s contract, as follows:  
  
12 month employees – retroactive to July 1  
11 month employees – retroactive to August 1  
10 month employees – retroactive to September 1
5. Mr. Kotulka discussed the 2016-2017 academic calendar. He explained the calendar committee will focus on finishing the first semester before the holiday break. He stated the two choices to accomplish this will be to either start five days earlier or start after Labor Day. The first draft calendar has been presented to the Board and the final draft will be considered for approval at the December board meeting, he noted.

6. Mr. Kotulka reported one school had confirmed cases of MRSA. He commended staff for the extra work that was done to clean the building.
7. A participant reported there was a great turnout at the Halloween Carnival at Sharon Elementary and approximately \$2,500 was raised.
8. A participant asked if there are plans in place to close Sharon Elementary School. Mr. Kotulka replied there are none. He explained enrollment numbers are watched closely and those numbers determine the feasibility of operating the building.
9. Mr. Kotulka reported he attended a parent meeting at the high school and the following topics were discussed:
  - a. Celebration of the Arts – will meet with the art teachers to discuss options
  - b. Safety versus liberty – the current policy has students go to the cafeteria, library, or gym before school starts. Some parents feel this is “elementary” toward high school students. Majority of parents agree with current policy because safety overrides liberty.
  - c. Cell phones – students like having their phones at lunch and teachers are hoping this can be expanded to include phones in the classroom for instruction purposes.
10. A participant reported the road beside Sharon Elementary School has a lot of traffic throughout the day and the fence does not extend the length of the school, providing a safety barrier. The participant asked if an extended fence could be included in the Capital Improvement Plan. Mr. Kotulka replied he would research the issue.
11. A participant reported a problem accessing Gmail at the high school. Mr. Kotulka replied they should ask for assistance from the resident technology expert, or try using a different browser.
12. A participant asked for a breakdown of cost per student at each school. Mr. Kotulka stated the information is not broken down by school, but he would be happy to provide the division per-pupil cost.

The meeting ended at 7:15 p.m.

**NEXT MEETING: February 1 at 6:30 p.m.**

*The Allegheny County School Board does not discriminate on the basis of race, color, national origin, sex, political affiliation, disability, or age in its programs and activities. The following persons have been designated as the contact regarding compliance issues associated with this non-discrimination policy: Fred Vaughan, Director of Human Resources and Pupil Personnel, and Jan Hobbs, Director of Assessment and Student Success at: Allegheny County School Board, P.O. Drawer 140, 100 Central Circle, Low Moor, Va. (540) 863-1800.*