

Principal's Advisory Council Meeting Minutes  
October 15, 2024  
5:30 PM – 6:30 PM  
Pattie Elementary Library

SACI Report (5:30 – 5:40)

- SACI (Superintendent's Advisory Council on Instruction) Representative for 2024/25:  
Natasha Caulder
  - Parent of a 2nd grader at Pattie Elementary.
  - Brings 7 years of experience in the county.
  - Natasha's role: Act as a voice between parents and SACI.
- Focus of the first meeting of the year: Advisory Councils
  - Emphasis on creating a high-functioning School Advisory Councils (SAC).
- Updates
  - SACI will present the 2026/27 budget in February.
  - This year's focus: Understanding what is and isn't happening in the division related to instructional practices.
  - Previous focus areas: SEL (Social-Emotional Learning) and parent liaisons.
  - Question from SACI:
    - "When were Pattie's bylaws last updated?"
  - Dr. McDade will be at the next SACI Meeting.

High-Functioning Parent Advisory Council Indicators (5:40 – 6:00)

- Purpose of a Principal's Advisory Council:
  - To enhance collaboration between parents and school leadership.
  - Facilitate decision-making aligned with school and division goals.
- PWCS Indicators:
  - Rubric used to evaluate Advisory Council performance.
  - Reviewed indicators for creating a high-functioning Advisory Council aligned with CIP goals.
    - Best Operational Practices:
      - Posting minutes and agendas online.
      - Offering translation services to ensure inclusivity.
      - Using Canvas for distributing support materials.
      - "Open Chair" initiative: Parents and guardians can provide input on the budget and CIP.
- Council Roles:
  - Chairperson: Natasha Caulder to serve as Chair for this year

- Representatives:
  - Classified Staff Representative/Parent Liaison: Ms. Montes.
  - K-2 Representative: Mrs. Cooper.
  - 3-5 Representative: Mrs. Porcelli.

#### Enrollment, Staffing, and Budget (6:00 – 6:15)

- Budget Overview
  - Fixed allocation funded by the school division.
  - Additional administrator (Ms. Anderton) funded partially from the school budget.
- Income Sources
  - \$1.5 million from fixed allocation.
  - Additional funding through Per Pupil Income and grants like the Elementary Class Size Reduction Grant (K-3).
  - Preschool and Special Education allocations are funded separately from the general budget.
- Budget Management
  - 95% of the budget allocated to staffing.
  - Strategic planning avoids budget issues, which can harm school culture.
  - Schools pay for everything except food and utilities.
- Staffing Decisions
  - High 4th-grade class sizes made funding available for hiring an additional reading teacher.
  - A balanced budget this year ensures funding for necessary programs and staffing.
- Process
  - In the spring, projections for the upcoming school year's budget are provided (e.g., \$8.3 million in February).
  - Final reconciliation occurs on September 30.

#### Questions and Open Comment (6:15 – 6:30)

- Topics Discussed
  - Is there funding for field trips?
    - The school division would say that field trips and furniture are covered in the PPA. Here at Pattie some funding comes from the school, some from the PTCO, some from families.
  - What topics has the Principal's Advisory Council covered in the past?
    - Arrival, school safety, bathroom issues, reading volunteers, CIP, questions about things people see on Facebook, Culture and Climate Survey
  - Do we have any trauma emergency response kits?

- We have an Emergency Kit in the clinic that contains items that Ms. Forester and Mr. Duah would use in an incident. They do specific training every year on what to do with the red go bag, all of the front office staff knows what's inside
- Newsletter engagement
  - Possibility of including a secret question in the newsletter. We discussed ways to drive engagement to the newsletter.

#### Membership Updates

- Representation Goal
  - Increase representation from all neighborhoods served by Pattie Elementary.
  - Members are encouraged to invite community members to participate or bring forward input.

Next Meeting: November 19, 2024, at 5:30 PM

Focus: Open for input on topics to cover.

#### Meeting Adjourned

- Motion by Mr. Lucciotti at 6:22 PM, seconded by Natasha Caulder.