

**In Attendance:** (13)

**Administration:** Principal, Richard Martinez

**Teachers/Staff:** Dan Bredbenner, Gifted Resources; Toni Dingley, English Department Chair; Tracy Stoyer, Librarian.

**Parents:** Chairperson, Ricki Guyant; SACI Representative, Carrie Webb; Secretary, Reyna Cartagena; Renee Johnson; Lori Hancock; Darla Carenas; Sharon Paul; Ingrid Entzminger; Terrie Lewis.

**Welcome:** PAC Chairperson, Ricki Guyant, called the meeting to order at 7:01pm, welcoming all in attendance. Librarian and Key Club Sponsor, Tracy Stoyer, introduced herself as a new PAC member.

**Review of Minutes:** The minutes from the 10/24/16 meeting were reviewed and approved for adoption. Mrs. Guyant also requested that members go over the roster to correct any possible errors in email addresses or contact information.

**Open Forum:**

1) A parent raised concern about the Flex schedule and attendance. The parent explained that, when an even day is flexed, and a student flexes to another class, the student is counted absent from the "missed" class more than once. In this parent's example, upwards of 5 absences were counted in error, which will impact attendance records negatively. Mr. Martinez explained that daily attendance is reflected in the transcript, not per-class attendance, as identified by an "all day code." Mr. Martinez also explained that when a student flexes out to another class, it is excused through a series of passes with the student marked as "present." He indicated that he would discuss this issue with Mr. Smith for resolution. Another parent also raised a concern about the flex schedule, informing the members that a student missed a quiz but was not allowed to make it up during flex because the flex time did not work with the teacher's schedule. The parent also stated that the student reported "playing computer games" while on flex period. Mr. Martinez stated that he would address this situation forthwith.

2) Issues with updating the Parent Portal were raised by a parent who indicated that it had not been updated since 10/20/16. When the parent asked about the missing information, the parent's student indicated that the teacher did not have enough time to update or give grades via printout. Another parent added that the public pages on the new site are also not updated timely, if at all. Another parent mentioned that some teachers have not updated their gradebooks since Touch Base. Another parent added that the county is not happy with school messenger either, as it is not working at all, nor is the calendar option. Mrs. Guyant asked Mr. Martinez if teachers could be encouraged to be flexible with providing printouts of grades pending resolution of the technical issues reported. Later, another parent added that the consistent technological issues could provide some teachers who are not committed to electronic updates with an excuse to continue avoiding it. This drew a question from another parent about the accountability process that is in place to address those teachers who may not make updates as directed. Mr. Martinez responded by reiterating Dr. Waltz' directive to the County about substantive grading and also reported that Parent Portal interfaces with Gradebook nightly, so some of the omissions may be a glitch in this interface. For those teachers who do not update as expected, there is a series of progressive actions that take place, beginning with a counseling session. Both Ms. Dingley and Mr. Bredbenner indicated that teachers are consistently reminded to make their updates, however, admitted that it can be hard to keep up with all tasks. Mr. Martinez assured the PAC

that Mr. Hackett continues to train teachers and that the County will always encourage the use of other tools that help teachers, but cannot force one particular tool on them (i.e., google class) outside of what has been adopted by the County. Mr. Martinez also added that teachers were trained 2 days before the launch of the new system, so a learning curve was expected. He asked that if these issues persist, to please email the teacher and copy him on the correspondence.

3)The topic of auto messages was brought up by another parent, who felt that they were excessive, particularly since they are often duplicated as text, email, and voicemail. A second parent agreed and added that this is seen a great deal for fundraisers. Mrs. Guyant asked if there was a filtering process to ensure that such announcements are made so that they are relevant to the recipient. Mr. Martinez explained that he approves all messages first (with a default approval from Ms. Allen if he is unavailable) and he indicated that there is a mechanism for an opt out option for parents, which he will explore. An additional parent thanked Mr. Martinez for the attention to the band fundraiser message, which helped the band tremendously.

4)A parent reported that extra credit for some teachers entails major expenses. For example, a teacher offered extra credit if students attended a \$50 show. The parent countered that this is unfair for those who cannot afford such a price. Mr. Martinez agreed and would address this issue with his staff.

5) A parent mentioned that counseling staff did not provide timely notice of last month's award ceremony. The same was noticed for the Federal Financial Impact Aid form. It was discussed that flex days may be interrupting timely communication as some students do not have 1<sup>st</sup> period when they flex. First period is where such information is disseminate. Mr. Martinez stated that that the form can still be submitted and he agreed to encourage first period teachers to be extra mindful of missed information due to flex.

6) Another parent brought up homecoming and questioned the attire that some students wore to the dance. The parent suggested incentivizing appropriate attire for such dances or imposing some review process to ensure that questionable clothing is not allowed. Mr. Martinez explained that this is a difficult issue because when some parents are called to address their child's attire, faculty have been verbally abused by the parents, who also contact the school board members to complain. Mrs. Guyant indicated that this discussion would be tabled in the interest of time.

**New Business:** No new business was reported.

**Principal's Report:** Mr. Martinez provided an updated report, beginning with progress in developing the SCA into a true leadership group. He indicated that the student council may serve well by actually tackling issues such as the dress code at dances, for example. He reported on Touch Base held October 10, 2016 and reminded the group of the next Touch Base on 2/10/17, which is a student contact day with delayed start. Other important dates were shared along with information on the County agreeing to make June 8<sup>th</sup> the last school day in 2018. This will cause a shift in all activities as well as testing and graduation.

Mr. Martinez discussed the consideration of performance based assessments in lieu of final exams, updated the group on the budget, and current class sizes in advanced placement. The size issue has caused a change in class designation for some students, which one parent raised as a concern.

**SACI Report:** Mrs. Webb updated members on some of the SACI discussions, to include exams, advanced placement/grading, homework regulation, school messenger, and student population growth. The revised homework policy garnered discussion with focus on how some teachers assign homework before and after the holidays. Mrs. Guyant will forward the link to the policy for review by the members and Mr. Martinez mentioned it was included in the staff newsletter.

Mrs. Guyant will send a link of school regulations for member information.

**Concluding Remarks:** Mrs. Guyant informed the group that a representative was requested to participate in the Every Student Succeeds meeting scheduled for the following day beginning at 12pm. She asked anyone interested to inform her and she would pass their name on to the coordinator.

A parent shared that Fairfax High School is having a mental health and wellness summit on Saturday, 10/29/16, with keynote speakers. This is the 3<sup>rd</sup> Annual Summit.

The meeting adjourned at 8:21pm.

**Next Meeting:** November 17, 2016 at 7pm in the Library.