

PAC – Principal’s Advisory Council
Monday, September 18, 2017
7pm FPHS Library
Minutes

In Attendance:

Administration:

Richard Martinez, Principal
Diane Maloney, Asst. Principal

John Geisinger, Asst. Principal
James Smith, Asst. Principal

Teachers:

Toni Dingley, English
Allison Young, Social Studies

Dan Bredbenner, Gifted Education

Parents:

Reyna Cartagena, Chair
Julett Denton
Lisa Gossett

Terrie Lewis
Ricky Guyant

Welcome

- PAC Chair, Mrs. Reyna Cartagena, welcomed PAC attendees, starting the meeting shortly after 7pm. Each attendee introduced themselves and their role as either administration, teachers, or parents.
- Mrs. Cartagena announced that Co-Chair, Renee Johnson, was on a much-deserved time away and would be present at the next PAC meeting.

Introduction to PAC/Review of Bylaws

- Mrs. Cartagena reviewed the PAC’s Mission, reading directly from the By Laws as follows: “The purpose of FPHS Principal’s Advisory Committee (PAC) will be to identify school needs to develop and evaluate a five-year school improvement plan, and to discuss procedures and policies.”
- Mrs. Cartagena provided a copy of the By Laws to each attendee for their review.
- Mrs. Cartagena emphasized that the PAC’s role is to serve as advisor to Principal Martinez and that any concerns or questions raised by the PAC should be solely on the basis of greater school impact.
- Mrs. Cartagena requested that Open Chair (i.e., Open Discussion) be held after Mr. Martinez’ presentation.

Principal Martinez’ Report

- Mr. Martinez provided information about county-level guidance on the PAC, to include upcoming training for PAC officers. He also provided a thorough:
 - introduction of the 2017-2018 Administration, Teacher Instructional Leaders and Support Staff, and new employees.
 - review of important dates (i.e., TouchBase on 10/9 and 2/12, Commencement, Homecoming, SOL testing month, etc.); the success of Back to School Night;

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repurposing that has provided a new look to rooms 2117, 2119 and the clinic; the athletic programs that are underway; and introduction of new athletics website.

- overview of this year’s instructional focus, student population, budget (more information about which will be known in early October), Master Schedule, and Strategic Plan.
- discussion on the future of FPHS, to include expansion of Project Lead the Way, AP Seminar, and Student Leadership Class.
- review of New Student Orientation as well as Freshman Transition.
- issues experienced with the website for both parents and teachers.

Open Chair

- The floor was opened for comments from attendees regarding any questions or concerns. These were as follows:
 - Parents offered more detail on their experiences navigating the school website and there was general consensus that improvement was needed.
 - A parent suggested that there be some notification provided to attendees of Back to School Night when a teacher is not going to be present. They experienced this and were thankful that another teacher allowed them to enter her classroom to view the Principal’s Video Message. Since this was the case with other parents that evening, a more coordinated notification may be helpful and, perhaps, direction given to parents to report elsewhere during that class time.
 - A parent raised a concern regarding the amount of paper that is being used in the Back to School packet brought home by students. Possible remedies were discussed and two parents volunteered to assist in the copying process so that double-sided documents would be possible in the future.

Concluding Remarks & Adjournment

- At 8:09pm, Mrs. Cartagena thanked everyone for attending the first PAC, informed attendees that the Minutes and Mr. Martinez’ presentation would be forwarded via email that will also contain action items, and reminded everyone to review the following meeting dates (which will be updated on the PAC Site), with emphasis on filling the PAC Secretary position at the next PAC session:

10/23/17
11/20/17
12/18/17 (tentative)
1/22/18
2/26/18
3/19/18
4/23/18
5/21/18