



**Samuel L. Gravely Elementary School  
Advisory Council**

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**Meeting Minutes**

**September 17, 2024**

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A meeting of the Samuel L. Gravely Elementary School Advisory Council was held on Monday, September 17th at 5:00 pm. The meeting was held at 4670 Waverly Farm Drive, Haymarket VA 20169 in the School Library.

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**In Attendance:**

Ms. Amy Rhoades	Kisha Trammell
Ms. Daly	Nadia Driscoll
Ms. Bolen	Julie Moran
Ms. Garcia	Carey Harris
Ms. Mia Batson	Cindy Schultz

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**Absent:**


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**Call To Order:**

The September 17<sup>th</sup> , 2024, Samuel L. Gravely Advisory Council meeting was called to order at 5:00 by the Principal, Dr. Trammell.

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**Approval of Minutes:**

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**Action Items:**

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<b>Welcome</b>	<p>Introductions</p> <p>Part of the county wide Continuous Improvement Plan is to bring back the PAC the way it used to be run; moving forward we will combine PTO and PAC meetings</p>
<b>Review By-Laws</b>	Advisory Team

<b>Membership Descriptions</b>	<p>The Chairperson will:</p> <ul style="list-style-type: none"> <li>• Preside over meetings and work with the Principal in planning and directing the business of the Gravely Elementary Advisory Council.</li> <li>• Review with the Principal the planning and preparing of the yearly and monthly agenda.</li> <li>• Send the agenda to members one week prior to the Advisory Council Meeting.</li> <li>• Provide a copy of the agenda to the principal to be sent out to families in the newsletter.</li> <li>• Appoint committees and serves as an ex-officio member.</li> </ul> <p>The Vice Chairperson will:</p> <ul style="list-style-type: none"> <li>• Exercise all functions in the absence of the Chairperson.</li> <li>• Maintain a roster of the membership with phone numbers and addresses.</li> <li>• Create a phone tree and provide each member with a copy.</li> <li>• Assist the administration in coordinating programs that provide training and information to the Gravely Elementary Advisory Council.</li> <li>• Timekeeper for meetings to ensure the meeting start and end time are honored.</li> </ul> <p>The Secretary will:</p> <ul style="list-style-type: none"> <li>• Keep the full and accurate records of the proceedings of all council meetings.</li> <li>• Keep a written list of who attends the meeting.</li> <li>• Within two weeks of the Council meeting provide minutes of the meeting to each Council member.</li> <li>• Prepare a summary of the minutes of the meeting to give to the principal to be published in the Gravely Post.</li> <li>• Make sure the Advisory notebook in the office has a copy of the minutes and is up to date.</li> <li>• Prepare official correspondence.</li> </ul>
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<b>PTO Meeting Minutes</b>	

<b>SACI UPDATE</b>	Mrs. Rhoades:
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	<ul style="list-style-type: none"> <li>• Highlight the key points: the PAC represents and assesses the needs of the community and staff</li> <li>• It assists in developing the school plan</li> <li>• There is one rep per area and 3 members at large</li> <li>• Mrs. Rhoades will be the Area 3 rep and Mrs. Batson will be her backup; Mrs. Daly will be the rep for Area 1</li> <li>• The initial elections will start with nominations and the next meeting in October;</li> <li>• Remaining Meetings: October, November/December/January - combined, February, March/April - combined, May/June - combined</li> <li>• Mrs. Rhoades informed the room that SACI meets 8 times with presentations going until April</li> </ul>
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<p><b>Principal's Time</b></p>	<ul style="list-style-type: none"> <li>• Dr. Trammell showed a video from Dr. McDade. We discussed school safety and the timeline of the drills that have to be completed. She shared her story and introduced the Admin team of Mrs. Dobson and Mr. Kelican. She also shared PWCS vision and Commitments.</li> <li>• CIP in PWCS – using data to determine gaps and areas of growth – come up with a plan including a 1. Theory of Action, 2. Impact and Implementation, etc.</li> <li>• Dr. Trammell then shared the Mission and Value Statement specific to Gravely ES. The CIP members at Gravely are Admin, Grade Level Team Leads, Reading Specialist, ESOL and Parent Liaison</li> <li>• Some topics of discussion when viewing the CIP:</li> <li>• Learning and Achievement for All: Reading – Data comes from SOL scores, PALS and HMH – Mrs. Rhoades was concerned with the drop from 21-22 to 22-23. Math is seen as an area of growth; science scores have seen an overall increase, and we are increasing support for our ELL and SPED students</li> <li>• Theory of action: If we...then, which will lead to:</li> <li>• (See Dr. Trammell's presentation for specific goals, implementation, positive climate and culture, etc.)</li> </ul>
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	<ul style="list-style-type: none"> <li>• Office Staff – Welcome to Cathy Hammersley and Mrs. Rhonda DeBoer</li> <li>• School Safety: Drills; building entrance, late arrivals = escorts, visible badge; dismissal changes: make sure office and teachers are aware; walkers – meet students in the grassy area by gym;</li> <li>• Bus behavior – riding is a privilege – always wanting to ensure safety for our students; moving forward there will be consequences for disruptive behavior on the bus coming from Admin.</li> <li>• Enrollment: Kinder numbers were low – under by 24 students – projected at 819, actual 801; wanted to keep class sizes low</li> <li>• Budget talk: numbers led to having to destaff our reading specialist; more teachers than we should</li> <li>• Where is the projected Kinder number coming from? Budget: Last year’s number as opposed to this year: FY 24 Flex (\$558, 814) Spent \$505,496 FY 25 \$230,00 Flex left to spend</li> </ul>
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<p><b>Citizen’s Time</b></p>	<ul style="list-style-type: none"> <li>• Mrs. Batson asked what will make this PAC different than in the past?</li> <li>• Dr. Trammell hopes that this PAC will communicate and inform and the hope is that parents are vocal regarding issues; if we know and understand the reasoning behind issues then we can address issues.</li> <li>• Mrs. Rhoades wanted to know the size of our school. We currently have 815 students. Our KG enrollment was projected at 140 and our actual enrollment is 115.</li> <li>• Mrs. Rhoades wanted to know if the county shares their projections? SACI gave a presentation and there were a lot of questions about the methodology especially when projections and reality don’t sync up. Dr. Trammell noted that we lose funding when projections are not met; many other principals in the area projections were off.</li> <li>• Mrs. Rhoades shared that for SACI meetings the whole schedule should be available in October. There are various topics covered at each meeting including Parentvue, Parent Liaisons, etc. And they are always posted for viewing. Any questions or concerns can be shared with Mrs. Rhoades.</li> <li>• - The Calendar Committee did meet to discuss the planned student calendar. It is a 2-year calendar and includes start date/holidays(observances), starting school on a Monday vs. Midweek; 2 weeks for winter break and spring break;</li> <li>• -A survey will be sent out that we can fill out and comment on</li> <li>• -Teachers can comment on what they prefer for workdays. Mondays? Fridays? Midweek?</li> </ul>
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	<ul style="list-style-type: none"> <li>• - The survey should be completed in October with a decision expected by November 19<sup>th</sup>. There are limits to some parameters; The main thing is that people need to comment! Another thing that was brought up was the days vs. Hours requirement.</li> <li>• -Dr. Trammell did also bring up that she could bring in specialists to future PAC meetings from EL, SPED and Gifted</li> <li>• - Mrs. Rhoades also wanted to know how to interpret data/assessments? How does Gravely compare? How can we figure out the things that we do well/excel at, and can we share those with other schools?</li> <li>• -Dr. Trammell shared some more enrollment numbers regarding our CIP and areas of growth. We have 37 SPED Students and about 60 EL students. How does that compare to other areas in our county, both locally and countywide.</li> <li>• -Dr. Trammell also shared that another thing that will be looked at is our gifted students and achieving a higher pass advanced rate</li> <li>• -Mrs. Daly inquired as to School Board Meetings and if anyone attends and it was noted that they can be watched online; Dr. Trammell will provide the link to those meetings and noted that if anyone has any questions, they can reach out to Mrs. Jennifer Wall, our area representative.</li> <li>•</li> </ul>
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**Future Council Meeting Agenda Items:**

<b>Item</b>	Nominations/Elections – Council members
<b>Item</b>	Superintendent’s Advisory Council Update.

**ADJOURNMENT**

The September 17<sup>th</sup> , 2024, Samuel L. Gravely Elementary School Advisory Council meeting concluded at 6:00 p.m. by general consent.

**Next Meeting to be held:**

October 21st at 5:00pm in the Samuel L. Gravely Library.