

**Brentsville District High School
School Advisory Council (SAC)
Meeting Minutes
Tuesday, October 15, 2024**

Call to order: In Mrs. Poole's absence, Ms. Miehl chaired meeting, and called meeting to order at 7:03 p.m.

Roll call: Sarah Chiramel, Norma Fernandez, Sonya Jacob, Melissa Layton, Dr. Katherine Meints, Cheryl Miehl, Jennifer Pereira, Bennett Shaffer, Jan Smith, Terri Snoots, and Holly Tousha.

Approval of minutes: Members reviewed minutes from September 17, 2024. Ms. Snoots motioned to approve minutes; Ms. Pereira seconded the motion. Unanimously approved.

During review of minutes, Ms. Snoots volunteered to fill the Superintendent's Advisory Council for Instruction alternate representative position for Brentsville. Should Ms. Pereira not be able to attend, Ms. Snoots will attend in her stead.

Open Chair/Community Time: Dr. Meints noted no one contacted her to speak at Open Chair.

Old Business:

- Approval of By-laws – Division guidelines were followed in revising the SAC by-laws. Three typos were corrected - Ms. Jacobs motioned to approve the revised by-laws with corrections; Ms. Pereira seconded the motion. Unanimously approved.
- April 2025 Meeting Date Change – After brief discussion, Ms. Tousha motioned to move the April 2025 meeting date to April 22. Ms. Miehl seconded motion. Change was unanimously approved.

New Business:

- Instructional Rounds – Dr. Meints provided information regarding instructional rounds recently held at Brentsville, which included our associate superintendent, director of Equity and Inclusion, and the BDHS admin team. Each group went around to classes, and each was given an area to look at (content, what is the teacher doing, what are students doing, and the task). Instructional rounds provide data to identify instructional trends within the building and next steps.
- CIP – Referencing data from instructional rounds, Dr. Meints noted that we are doing a good job. There is alignment of task to content. Our goal is 100% of teachers will incorporate a task which provides students opportunities to read, write, and speak in the content in every lesson by the end of the year. We are easily at 40% based on the 10-minute instructional rounds data (i.e., 40% given a snapshot of each lesson). Ms. Tousha queried if there is comparable data. Dr. Meints said no as our focus was different last year. We are focusing more on this as it ties directly into our CIP and believes this is evidence we are meeting our beginning of the year benchmark.

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- Memoriam Guidelines – The original guidelines to support families/friends when we have a loss of life were established in 2012. Ms. Snoots shared concern regarding students known more than other students. Dr. Meints shared that administration has discussed efforts with students and families keeping this in mind and to date they have been responsive and collaborated with administration. Ms. Jacobs noted there are also scholarships. The naming of locations within the school were briefly discussed. Dr. Meints noted PWCS has a regulation and procedure in place. Ms. Jacobs made a motion to accept the revised memoriam guidelines. Ms. Miehle seconded motion. One abstained motion; 10 affirmatives.
- Testing
 - a. Workkeys – testing begins next week
 - b. Fall SOLs
 - c. PSATs – Dr. Meints asked student representatives for their thoughts on the PSAT. Sarah Chiramel and Bennett Shaffer shared pros and cons. Dr. Meints shared some guidance they need to share with staff (which is different than SOL guidance). Mrs. Layton shared there was a recent technology push that may have caused the issue with checking the blue book download.
 - d. Naglieri test for 9th grade – this testing is for students not currently identified gifted.
- Equal Opportunity School Survey – The Division enrolled us in this program, and we are in year 3. The survey takes place on October 30. The goal is to identify students for advanced coursework, see their plans and better determine how to support them in advanced coursework.
- SACI Time – Ms. Pereira attended a SACI meeting last week. There were a lot of new members. SACI would like to see this kind of participation continue throughout the year. The meeting was SACI 101 – going over the perimeters of being a representative on the Superintendent’s Advisory Council for Instruction – members are not there for their son or daughter, but for their school. Guidelines for the strategic plan were provided. Dr. McDade will attend the November 14 meeting and go over the current state of the division. Dr. Meints asked members to let Ms. Pereira know if they have a question/topic for her to take to the SACI. Members are welcome to email Dr. Meints, and she will get it to Ms. Pereira.
- Advisory days Sept/Oct & Tasks/Surveys – There are so many beginning of the year tasks that are addressed during advisory. Dr. Meints wondered if some of the surveys and other tasks should be moved to other times so students could better take advantage of advisory. Miss Chiramel and Miss Shaffer agreed this should be considered, noting there is too much important stuff we could be doing in advisory.
- Informational:

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- a. Final Picture Make-ups – October 17 for under classmen. The last day for seniors was Oct. 28, but this date was filled with many more requests, so the company agreed to add one more day. The final senior picture date will be December 10. There is not a signup yet. Dr. Meints shared we have asked them to do our first set of senior pictures in July, not in June. There was a question about if retakes could also be done on Oct. 17 and Dr. Meints said yes.
- b. Tiger Tracks – November 4 from 8 – 10 a.m.
- c. Graduation Date – May 30 with same contingencies as before.
- Added Item – EMT – Dr. Meints shared an additional program will be available during SY 2025 – 2026. EMT 1 and 2 will be available for Brentsville seniors. We will have an information meeting for students and parents in the spring once students sign up for the course (students who signed up and those interested will be expected to attend). Mr. Scavongelli is qualified to teach this course. We will be working with the PWC Fire Department under the same umbrella as the firefighting program at Unity Reed HS. The plan is to have 18 students per section and there is a 6:1 ratio for skills assessments (scenario-based), so the Fire Department will send personnel to help with assessments. The course will be double-blocked, meaning held over two blocks – 4 & 6 or 5 & 7.

Meeting Reminders:

November 19, 2024
December 17, 2024
January 21, 2025

February 18, 2025
March 18, 2025
April 22, 2025

May 20, 2025

Topics for November meeting: None

Adjournment: Ms. Miehl made the motion to adjourn; Ms. Jacobs seconded motion. Meeting adjourned at 7:53 p.m.