

# Meeting Agenda - School Advisory Council

**Date:** February 18th, 2025

**Time:** 5:30pm to 5:48pm

## **Staff Attendees**

Ms. Odedra – Principal

Mr. Hoffa – Assistant Principal

Ms. Colley – Certified Staff Member for Grades 3-5

Ms. Ghafoori – Classified Staff Member and Parent Liaison

Ms. Linehan – Gifted Education Teacher & Climate and Culture Advisor

## **Council Members Attendees**

- Chairperson: Mr. Oberoi
- Vice Chairperson: Ms. Arikat
- Secretary: Ms. Harrison and Mr. Hoffa (Present)
- Timekeeper: Mr. Kryway (Present)
- Positive Climate and Culture Advisor: Ms. Linehan (Present)
- Staff Representatives:
  - Classified Staff Member: Ms. Ghafoori (Present)
  - Certified Staff Member for Grades K-2:
  - Certified Staff Member for Grades 3-5: Ms. Colley (Present)
- Superintendent's Advisory Council: Mr. Soublo
- Neighborhood Representatives:
  - Breyerton: Ms. Gantar (Present)
  - Hopewell's Landing: Ms. Arikat (Present)
  - Lake Manassas: Mr. Kryway (Present)
  - Madison Crescent: Ms. Brown
  - Somerset Crossing: Mr. Soublo
  - IB Transfer Parents: Mr. Oberoi

## **Attendance Info (Mr. Hoffa) Presentation**

### Absence Reporting:

- Parents are notified daily when students are absent from school and the school has not received prior notification of the absence. Text messages are sent to elementary school parents in the morning and to middle/high school parents in both the morning and evening.
- Update Absences: Parents should update absences in the parent portal.
- Notify School: Contact the school within 5 days of the absence to change it from unverified to either unexcused or excused, based on the reason provided.

### Doctor's Note Requirements:

- 3 Days Absent (excused): Requires a doctor's note on the 4th day. 3 Days Absent (unexcused): A letter will be sent home.
- 10 Total Absences: A doctor's note is required to excuse any further absences.

#### Unexcused Absences:

- 5 Unexcused Absences: An initial attendance meeting (by phone with admin) is required.
  - 7 Unexcused Absences: A second attendance meeting, called an interagency meeting, is required. This includes admin, teacher, counselor, social worker, and sometimes the attendance officer.
  - More than 7 Unexcused Absences: Handled by the attendance officer.
- \*Another letter will be sent home to families with this many absences or more.

#### Chronic Absence:

- 18+ Absences: Considered chronically absent for the year.
- 10% Absences: If a student's absences are 10% of the number of days enrolled at any time during the year, they are considered chronically absent.

#### Weekly Report:

- A weekly report is developed to identify students needing meetings. Office staff will try to update the report by calling parents. If unsuccessful, an admin calls for a meeting.

#### Incentives:

- The grade level with the best attendance average each month earns a class reward.
- Please refer to the PWCS website to learn more about when your child should remain at home or come to school when feeling sick.

#### **Superintendent's Advisory Council**

- Nothing Shared

#### **Open Chair**

- Nothing Shared

#### **Upcoming PAC Meeting (all meetings will be held via zoom at 5:30 pm)**

- 3/11/25