



MARSTELLER ADVISORY COUNCIL (MAC) MINUTES

DATE: Thursday, September 19, 2024

CALL TO ORDER: 5:03 p.m.

ATTENDEES: Lisa Warner, LeeAnn Buchheit, Shannon Fennell, Lesley Wark, Kristen Hugues, Sarah Roccograndi, Kerry Cosover, Cecilia Kuglitsch, Frances Musasa, Kerry Adkins and Rhea Nesbitt.

Welcome and Introductions

Ms. Wark welcomed the 2024-25 MAC and reviewed its definition and purpose.

- Purpose
 - Representative function as a member of the school community; and
 - Advisory function providing school administration with recommendations aligning with the school's continuous improvement plan.
- Responsibilities
 - Further develop the school's continuous improvement plan;
 - Align site-based continuous improvement plan with PWCS division-wide strategic plan; and
 - Align school-based professional development plan with the school.

Election of 2024-25 Officers

President: **Sarah Roccograndi** (Nomination by **Ms. Cosover**; second by **Ms. Buchheit**)

Vice President: **Frances Musasa** (Nomination by **Ms. Warner**; second by **Ms. Roccograndi**)

Secretary: **Kerry Cosover** (Nomination by **Ms. Wark**; second by **Ms. Warner**)

Timekeeper: **Ms. Buchheit** indicated that the school will send information to students next week, and students will typically serve in this role.

Administrator's Time

Ms. Warner presented the following:

- Standards of Excellence for School Advisory Councils
 - Reviewed "High-functioning Principal Advisory Council Indicators," a rubric supplied to schools for the first time this school year to increase the efficacy of advisory councils.

- The goal is to have a minimum of 16 out of 20 by the end of the school year, which means a “high-functioning advisory council.”
- **Ms. Warner** further noted that had this rubric been in place for the 2023-24 school year, Marsteller would have scored 16/20.
- Current Membership
 - Schools receive projected number of students for the following school year in February.
 - PWCS projected Marsteller would see an enrollment of 1,130 students and provided parallel funding, noting that if the student population is more than 1,130, the school would receive additional funding per additional pupil. If less, the school would pay back the division per pupil amount.
 - Current 2024-25 Marsteller enrollment = 1,143.
 - **Ms. Roccograndi** inquired about the per-pupil amount for a general education student. **Ms. Warner** indicated \$6,510.13.
 - **Ms. Warner** then indicated Marsteller received \$84,630 in additional funding for the additional enrolled pupils over the projected total received in February of this year.
 - **Ms. Warner** advised that schools receive no additional funding for students enrolling after September 30th of that school year. Conversely, no amount is deducted after that date, as well.
 - **Ms. Warner** further indicated that schools sometimes are funded for programs they do not currently have. As such, Marsteller had to return 169K this year.
 - Schools can roll over 1% of the unused budget (Marsteller = 103K); the current flex fund sits at 357K, and updates on the flex fund will be provided throughout the year during MAC meetings.
- Continuous Improvement Plan and Commitments
 1. Learning and Achievement for All
 2. Positive Climate and Culture
 3. Family and Community Engagement
 - **Mr. Musasa** requested clarification on the “structured conversations” element, which states that in every classroom, students should talk with one another at least once every fifteen (15) minutes about what they are learning.
 - **Ms. Kuglitsch** inquired about the new “house” system and whether students would stay with the same house year after year. **Ms. Warner** confirmed that students and staff will remain in the same house each year and that the new “reveal” will be for incoming 6th grade students.
 - **Mr. Musasa** affirmed the role of the MAC is to represent the school community in support of the plan and commitments.

SACI (Superintendent’s Advisory Council on Instruction) Update

- First meeting in October 2024. **Ms. Nesbitt** will represent Marsteller.

New Business/Citizen’s Time

- Parents on the call indicated their students felt positive about school so far this year.

- **Ms. Wark** noted that on the 2024-25 PWCS Student Needs Assessment administered this year, 901 of respondents (83%) felt the school year was “going well” and encouraged teachers to “continue to do great work.”
- **Ms. Warner** asked the group about the new cell phone policy and noted fewer than five (5) violations to date.
- **Ms. Kuglitsch** inquired about testing, and **Ms. Buchheit** and **Ms. Fennell** reviewed classroom pacing and testing elements, including the VGA.

Motion to Adjourn – Ms. Buchheit; Second – Ms. Roccograndi

Next meeting: Thursday, October 17, 2024 at 5 p.m. via zoom.