

**Woodstation Elementary School**  
**Spring Parent Advisory Council (PAC) Meeting**  
**Meeting Minutes**

**Date:** April 19, 2023

**Time:** 10:30 a.m.

**Invited:** All WES parents and guardians

**Welcome**

The meeting began with a welcome from Mr. Ellis, WES Principal, and Mitzi Mew, Family Engagement Coordinator, reviewing the meeting presentation.

**Agenda**

Parents of students attending a Title I school have a unique opportunity to influence decisions about their student's education. The Spring PAC Meeting is one of these opportunities. The agenda included the school and district family engagement policies, approving the school policy for SY23-24, and learning about school assessments and school goals and how these come together to form our School Improvement Plan. Spring survey results, building staff capacity and Title I spending were also on the agenda.

**Title I Handouts and Information**

The meeting template included a link to the school website Title I page (<https://wes.catoosa.k12.ga.us/>) where important documents for parents are located. The WES Parent and Family Engagement Policy, the District Family Engagement Policy, Family-School Compacts, Annual Meeting Information, Student Testing in Georgia brochure, How to Communicate With Your Child's Teacher brochure, Components of a Schoolwide Program handout, Georgia Standards of Excellence brochure, and the Input Card are always available on the school website. Parent resources and information on community programs can also be found under the Title I tab on the school website.

**Spring Survey Results**

The spring parent survey was sent out to families in February. 199 surveys were returned. The PAC Meeting template included school results of the survey in graph format. The survey results are shared with administration and teachers. The school looks at the results of the survey and uses the information to shape the family engagement program at Woodstation. The survey showed families are receiving academic and assessment

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information and that home-school communication is important. The district survey results were also available to review through a link on the meeting template. This included survey responses from all Title I schools in the county. The district survey results show family engagement is being prioritized throughout the county. Mitzi reviewed both school and district spring survey results, as well as provide copies of each on every table.

**WES Family Engagement Policy Review and Approval**

A copy of the proposed family engagement policy for SY23-24 was provided to each attendee. Each year the school jointly develops, with parents and the community, a plan to engage families. This plan covers everything the school is committed to doing to partner with our families. There are opportunities throughout the year for parents to give input on the policy. A pink input sheet went home to parents in March that collected suggestions on the proposed policy. Comments are reviewed and the policy revised based on input. Parents were asked to approve the policy for SY23-24 on the feedback form at the end of the meeting. The Woodstation SY 23-24 Family Engagement Policy was reviewed, discussed, and unanimously approved for the upcoming school year.

**District Policy Review and Input**

A copy of the proposed district family engagement policy for SY23-24 was available at every table. The district would like comments and input on the proposed policy. Suggestions could be made on the Spring PAC Feedback Form.

**School Assessments, School Goals and School Improvement Plan**

Students in Kindergarten – 5<sup>th</sup> grade take MAP Growth Reading and Math Assessments in August, December, and May. The results of these tests are shared with parents at FAST meetings and conferences.

Students in 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> grade also take the Georgia Milestone Assessments. Woodstation students begin these tests on April 24. Parents should reach out to their child's teacher with any questions about Georgia Milestones. Students are well prepared and testing shouldn't be a stressful experience.

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The results from these tests are used to set school goals. These goals focus on how we will improve student achievement. The strategies the school will use to meet these goals are explained in our School Improvement Plan. Mr. Ellis discussed the components of the School Improvement Plan. The School Improvement Plan is always available on the school website. Mr. Ellis would like parents to give him input on the school plan. Parents can do this by speaking personally with Mr. Ellis, or by completing the Spring PAC Feedback Form. The input will be used to revise the plan for SY23-24.

**Title I Funds/Input**

This year WES is spending its Title I money on the following:

- Full-time Academic Coach (Kandy Carter)
- Full-time Parent and Family Engagement Coordinator (Mitzi Mew)
- Parent and Family Engagement workshops and supplies for FAST
- Professional development for teachers

Additional suggestions for Title I spending could be given on the Spring PAC Feedback Form.

**Family – School Compact for Achievement**

The compact is an agreement between teachers, parents, and students to work together for improved student achievement. It stresses the importance of good communication between home and school and offers learning strategies that can be used throughout the year. Participants were asked to leave any ideas or suggestions about the compact on the Spring PAC Feedback Form.

**Building Staff Capacity**

Participants were asked "How can we (the school) help staff/teachers work more effectively with families?" The feedback form included a place for parents to respond to this question.

**Contact Information**

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Parents and family members are encouraged to share any feedback and input about our Title I or the family engagement program with the Principal, Mr. Ellis or the Family Engagement Coordinator, Mitzi Mew.

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