

**Ashland Elementary Principal Advisory Council**

**Minutes – September 16, 2024**

**Principal: Anna Houseworth**

**Assistant Principal: Shana Robinson**

**Administrative Intern: Matt Nichol**

**Chairperson: Libby Rigney**

- **Welcome...Introductions/Membership**

**Staff Representatives:**

Vice Chairperson: Shannon Ward  
Secretary: Katie Dupuis  
Libby Rigney, Encore/Resource  
Susan Simmons, Special Education  
Carly Domingo, Kindergarten Teacher (K)  
Lauren Kadlick, 1<sup>st</sup> Grade Teacher (1)  
Kristine Bailey, (will attend every other meeting)  
Keegan Hinshaw, 3<sup>rd</sup> Grade Teacher (3)  
Melissa Peppy, 4<sup>th</sup> Grade Teacher (4-5)  
Evelyn Ayala, Parent Liaison (Classified)

**Parents:**

Susana Steudle, Winding Creek  
Jennifer Young, Ashland  
Hermon Raju, Southlake (absent)  
Cyd Eisner, Spriggs Road East  
Sarah Beardon, Community At-Large  
Susan Steudle, Supt's Advisory Council  
PTO Representative: Alyssa Lester  
Akeria Gamble, parent volunteer  
La'Chele LeGrand, parent volunteer

- **Open Chair (10 minutes)**
- **Review Norms for meetings and consensus vote using Fist Five protocol**
- **Review Agenda and take notice of staff and community representatives**
- **Approval of Minutes (2 minutes)**
  - These will be reviewed and approved at each meeting before they go public
- **Principal's Time (15 minutes)**
  - Every PWC school is required to have a high functioning advisory council
  - Mrs. Houseworth presented the functions of the council
    - Sharing budget
    - Sharing school CIP
    - Sharing Professional Development
  - Reviewed the indicators and rubric for a highly functioning advisory council
  - Review By-Laws
    - Council reviewed edits suggested from spring 2024 to the 2024-2025 Advisory Council Bylaws
    - Attendance guidelines are for members holding offices and representatives
    - Zoom is offered as an attendance option; it is suggested that we are in person as often as possible to participate in face-to-face activities
    - Fist to Five approval for bylaws, bylaws were approved
  - Ms. Robinson presented the use of the DEI Evaluation Protocol as a tool used to measure if school activities, communications, purchases, and other school happenings are inclusive to all in our school community.

- Ms. Steudle suggested community representatives could begin sharing events on specific community social media pages.
  - It was suggested that this would be beneficial for outdoor activities. Along with adding that it is a community event, not just for Ashland students.
- **We will begin adding Mr. Nichol to the agenda**
  
- **Assistant Principal's Report (n/a)**
  
- **Superintendent's Advisory Council (10 Minutes)**
  - No updates at this time
  
- **Update on PTO Events (10 Minutes)**
  - PTO moving night was a success
  - Fun Run is coming up, 300 racers signed up at this time
  - Trunk or Treat will incorporate a Fall Festival this year to be more inclusive for our community October 19<sup>th</sup> from 4-6
  - There will be 2 Chick-fil-A Nights this year and cookie grams will return in February
  - November 15<sup>th</sup> Bingo Night
  - Holiday Photo Event
  - Weeklong Holiday Shop and Saturday Holiday Shop are scheduled
  - Birthday Bags are postponed for this school year
- **Ms. Peppy shared the success with PTO communication this year**
- **Ms. Gamble shared how enjoyable the PTO movie nights have been**
- **Membership is the largest PTO fundraiser**
- **Mrs. Young suggested that newsletters could advertise about membership and how these funds pay for the school's free events**
- **Mrs. Peppy suggested that teachers add PTO membership drive to Back to School Night Presentations**
  
- **Agenda Setting for Next Meeting November 18**
- Ms. Robinson asked the council if there were any specific topics that she would be able to report on for the good of the council.
- Mrs. Houseworth suggested that Ms. Robinson share the zones of regulation, and the tools offered to students for self-regulation
  
- **New Business (2 minutes)**
- **Meeting was adjourned at 5:23**