



Advisory Council Meeting Minutes:

This council will meet every other month via zoom at 5:30 p.m.

April 21, 2026

Attendees:

Elizabeth Johnson (Principal)
Melissa Hedrick (Parent Liaison)
Meg Riat (secretary, 4th grade)
LaShawna Norman (SAC Rep, 4th grade)
Emily Sachs (1st & Special Education)
Hailey Helton (3rd grade)
Erin Heltzel (PTO, 2nd & 4th grade)
Michelle Overend (1st grade teacher)
Mrs. Schalow (ITC teacher)
Stephanie Shevitz (PTO, 3rd grade)
Yauri Dalencour (Chairperson, 2nd & 3rd grade) arrived at 5:48pm

Welcome and Review of Minutes- Mrs. Johnson

The meeting was called to order at 5:32 PM via Zoom.

Reviewed meeting minutes from February.

- Motion to approve: Hailey Helton
- Second: Erin Heltzel

Superintendent Advisory Council (SAC) Update- Mrs. Norman

FY 2027 Budget

1. Budget falls into 14 different funds
2. Information Technology is a new fund created for FY 2027. Purpose of the fund is to purchase and maintain student devices
3. Total funds are \$2.9 billion

Facilities Department

1. Reviewed all the current construction and PPR projects
2. Asked about the outdoor classroom for Alvey, it does not allow on the listing. Still awaiting a response

Pre-School Updates: Mrs. Johnson

The division is working toward implementing universal preschool for ages 2–4 across all schools by 2030. For the upcoming school year, there will be two preschool classrooms at our school.

The first classroom, led by Toni Perkins, will serve a combined group of 2- and 3-year-olds. This will continue as a morning program, running from 8:30 a.m. to 12:00 p.m., similar to the current structure.

The second classroom will be a new, full-day program for 4-year-olds. Students will attend school for the full day and the class will include a mix of 8 special education students and 8 peer

models. Of the peer model spots, 4 will be filled from a waitlist and 4 will be students zoned for Alvey.

The school has successfully hired a teacher for this second classroom. She is coming from Fairfax County and brings strong experience and knowledge to the role. In total, the preschool program will be supported by 2 teachers and 4 teaching assistants.

Additionally, the division is continuing to move forward with its broader PreK–12 system alignment efforts.

Parent Leadership Roles: Mrs. Hedrick

- PTO Board Positions

All PTO board positions are currently open for the upcoming school year. Role descriptions are available, and interested parents are encouraged to reach out to Mrs. Johnson by May 1 to be included on the ballot. Elections will take place on May 12.

There has already been interest from 6–7 parents, and while two current board members plan to return, all positions remain open. These roles work closely with school staff and are a great way to stay involved and make an impact.

PAC (Principal Advisory Council)

All the PAC roles will also be opening next school year:

1. The Superintendent Advisory Council Representative (currently held by Mrs. Norman) will be open. This position attends superintendent meetings and shares updates with the school community.

2. PAC Chairperson will be open. (currently held by Mrs. Dalencour)

Description from 25-26 By-laws:

Chairperson (will be held by an Alvey parent member)

The Chairperson will:

- Preside over meetings and work with the principal in planning and directing the business of the Alvey Advisory Council.
- Review with the Principal the planning and preparation of every other month's agenda.

3. The Secretary will: (currently held by Mrs. Riat)

Secretary (will be served by the Alvey parent member)

- Maintain a roster of the membership with phone numbers and addresses. (due to privacy issues all phone numbers and addresses will be maintained with Alvey's Family Liaison at school)
- Assist the administration in coordinating programs that provide training and information to the Alvey Advisory Council.
- Keep the full and accurate records of the proceedings of all council meetings.
- Keep a written list of who attends the meeting.
- Provide minutes ahead of time upon request.

1. Mrs. Riat's position as Secretary is eligible for re-election.
Mrs. Hedrick continues to maintain the PAC roster for this role but works closely with the secretary.

PAC bylaws are available on the school website. If you are interested in any of these roles, please reach out to Mrs. Johnson or Mrs. Hedrick. Elections will take place at the next meeting.

- **New Idea: Volunteer Coordinator Role**

A parent proposed creating a Volunteer Coordinator role to better support school and PTO events. This individual would partner with the School Parent Liaison and serve as the central point of contact for volunteers.

This role would:

- Welcome and direct volunteers as they arrive
- Provide clear task lists and expectations
- Assign and coordinate responsibilities
- Offer ongoing guidance and support during events
- Communicate in advance about volunteer needs

This idea came from feedback that volunteers sometimes feel unsure where to go or how to help at events. Establishing a clear point of contact will help create a smoother, more organized experience.

- **Volunteer Committees & Family Engagement**

The school is exploring additional opportunities for volunteer committees and subcommittees to support events and initiatives throughout the year. These groups would:

- Support staff and administration through organized family involvement
- Create meaningful ways for families to share their time, skills, and ideas
- Strengthen school culture, communication, and student experience
- Ensure responsibilities are shared and sustainable

There is also interest in expanding programs like family engagement events and clubs (such as drama), allowing parents to contribute their unique talents. Students especially enjoy seeing teachers and families engaged at school events.

- **Focus on Authentic Family Engagement**

As part of a broader district initiative, the school is committed to authentic family engagement, building strong, trusting partnerships with families by valuing their voices, cultures, and strengths.

This includes a focus on culturally responsive engagement, ensuring that relationships with families reflect and respect their diverse backgrounds, languages, and experiences.

The school also aims to continue expanding outreach and connection with military-connected families.

Mrs. Hedrick thanked families for their ideas and involvement and emphasized her commitment to making the school a welcoming, collaborative community. She also shared that her door is always open to parents.

Continuous Improvement Parent Feedback: Mrs. Johnson

At the May meeting, the primary focus will be gathering parent feedback as part of the school's continuous improvement process. Parents will help review the Comprehensive Needs Assessment and participate in a root cause analysis tied to Family and Community Engagement.

Mrs. Johnson will share data collected from family surveys, as well as both instructional and non-instructional feedback. As a group, we will work together to dig deeper into the "why" behind the feedback. For example, if parents feel they don't have a voice in homework decisions, we will explore the root causes behind that perception.

This process will help identify what areas are within the school's control and where there may be external limitations. Materials will be shared in advance, so families have time to review and come prepared for discussion.

This will be the main topic for the May meeting, aside from a brief SAC update and elections. The goal is to give parents meaningful insight into how feedback is used to shape school goals and improvement plans, and to actively involve families in that process.

Teacher Time & Citizen Time: Mrs. Johnson

Asked for teacher or citizen time.

No comments.

Meeting Adjourned: 5:51pm

Future Meetings at 5:30pm:

5/19/26 (final meeting of this school year)

Zoom information remains the same for all meetings:

<https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fpwcs-zm-edu.zoom.us%2Fj%2F82322249941%3Fpwd%3DHKzJaHaDRtM0DYgbzC5Kz5mnmrJJWw.1&data=05%7C02%7CSCHALOLT%40pwcs.edu%7C3ad051c9317042c0eb9b08de6e27b789%7C17b09a6d95e44d1e85e31ce0d4de7fc1%7C0%7C0%7C639069314185658169%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMilslkFOljoitWTFpbCIsIlIdUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=SpEFYx0bR7Ht9DPwanujVT0n%2FkJ3zm5sc5Hzqbv2eBQ%3D&reserved=0>