

Botetourt County Public Schools
143 Poor Farm Rd.
Fincastle, VA 24090

Superintendent's Parent Advisory Council Meeting
March 4, 2020

1. The meeting was opened by Dr. Lisa C. Chen. Dr. Chen thanked the parents for attending the meeting.

2. Dr. Chen started the meeting asking the members if they had received any feedback from the schools or other parents, whether good or bad. Ms. Campbell shared that she had only heard good things about her being out and involved in the schools. Other parents heard the same thing as well.

3. Dr. Chen shared with the members that she is currently working with staff and the County to develop a pandemic plan for our schools as well as the County. She stated that the best education of what is going on is good, consistent information which she will be updating the principals as she receives information. She stated that she felt it was important to develop this with the County as they currently use our facilities as shelters should it be needed. She shared that she has been receiving updates from the Virginia Department of Health and as of today, there are no confirmed cases of COVID-19 here in Virginia. She also stated that most people who are being contaminated are people who have traveled outside of the United States and that are coming back into the U.S. As a follow-up the district level crisis team will be meeting on Monday, March 9. A meeting is also being scheduled with the County. Information will be shared at the principals' meeting on March 13 with a goal of sending home a division wide letter about proactive steps.

4. Dr. Chen updated the members that there is currently a process in place to hire a candidate for the position of Principal at James River High School. She shared that a committee had been formed that met yesterday to review packets from candidates and decide who should be interviewed in Round 1. Prior to the committee meeting, a survey had been sent to the James River High School community to find out what they would like to see in the next principal. Round 1 interviews will be conducted by the committee. Round 2 interviews will consist of a writing sample, survey, tour of the school, and a meet and greet with staff, students, and parents. Dr. Chen and Dr. Womack will be a

part of this panel. The candidates chosen for the finalist round will come from the interview committee.

5. Dr. Chen shared with the members several budget documents that had been presented at the last school board work session. The first document was a slide show that had been presented to the school board. This went over the enrollment and local composite index, the updates from Richmond, Governor/House/Senate differences and a list of the upcoming important budget dates. The next document that Dr. Chen went over was a Bus Blend Worksheet. Dr. Chen explained that ideally she would like to replace 9 buses a year for the next 5 years; however, she prepared the numbers for the replacement of 4 or 6 buses a year. Dr. Chen presented a copy of the FY21-25 Proposed Capital Improvement Plan to the members. She stated that this is the needs of the division. She hopes that this plan will be adopted and we can move forward with getting the things that are needed by our division. The final document that was shared by Dr. Chen was a list of priorities. She shared that the top portion highlighted in green were items that she has found the money in the current budget to cover. The next few items are things that would be nice to have. And the final list of items, are things that need to be considered. Dr. Chen asked if anyone had any questions. No questions were asked at this time.

7. The next Superintendent's Parent Advisory Council Meeting is scheduled for **April 1, 2020, 8:00 a.m. - 9:00 a.m.**

8. The meeting was adjourned at 9:24 a.m.