



## Springwoods School Advisory Council (SAC) Former Parent Advisory Council (PAC)

**Meeting Minutes**  
**Wednesday, October 22, 2025**  
**Location: Virtual (Zoom)**

**Meeting called to order at 6:30 pm**

### **In Attendance:**

Janeene Mainor (*Principal*)

Ken Burton (*Assistant Principal*)

Satasha Torres (*SAC Chair*)

Joe Weston (*Vice Chair*)

Kate Finnern (*SACI Rep*)

Duncan Torkornoo (*SACI Rep*)

Chelsi Shalal (*Recording Secretary*)

Sara Rodriguez (*Parent Liaison*)

Sara Hughes

Omar Torrens

Katara Giles

Elizabeth Torrens

Gizachew Demessie

Isa

Jayna Cobbs

Sidra Qamar

Sis Jhninnelle

Sawsan Elsawalhi

Victoria

Sara Lima

Shemsedin Zeyne

Jafer

Sarah Kh

Andrea Delavan

Christina

Kristen Santa Maria

Alex Lungi

### **General Members:**

Melissa Edwards (*reading specialist*)

B. Brown

Hassan

Christina

Luticia Boothe

Akalu

Michelle Landers

Ayana Muhammad Rutledge

### **1. Welcome**

- Welcome by Satasha Torres (SAC chair)
- SAC members present introduced themselves
- Mrs. Mainor (principal) provided an overview of the purpose of SAC and emphasized the importance of parent engagement and collaboration between families and school leadership.

### **2. Principal Overview of Continuous Improvement Plan**

- Mrs. Mainor (principal) gave a brief overview of the CIP with updates
- Mrs. Mainor gave an overview of the five CIP goal teams: Math, Reading Comprehension, Reading Foundational Skills, Parent Engagement, and Student Engagement.

- Teachers meet monthly in their assigned CIP goal team using a “note catcher” template to evaluate data and determine progress (“on track,” “approaching,” “not on track”).
- This process allows teachers to have greater input in school decisions and ensures all instructional efforts align with student achievement goals.
- Shared student engagement data focused on attendance and chronic absenteeism:
  - Goal: Keep chronic absenteeism below 10%.
  - Missing 18 days in a 180-day school year qualifies as “chronically absent.”
  - Mondays and Fridays have the highest absences, with Wednesdays showing an increase.
  - Both excused and unexcused absences count toward accreditation. Parents are encouraged to notify Ms. Rodriguez in advance of absences.

### 3. Principal Overview of Budget (Mainor)

- Mrs. Mainor (principal) gave an overview of budget
- Parents may request access to the full council report at the school office.
- Flex Fund balance: \$434,800.96 (after VALLS/before payroll)
  - Budget carryover: \$88,000 from the previous year
  - Total additional funds: \$161,239
  - Personnel additions and priorities:
    - 3 cafe hosts
    - 5th custodial staff
    - Daily Substitute Teacher (on call each day for coverage/emergencies)
    - Math Coach position posted (currently covered by Ms. Wright, Instructional Technology Coach, in an acting role)

### 4. SACI Summary (Duncan and Kate)

- Kate and Duncan (SACI representatives) gave a brief overview of SACI and the role of our SACI representatives
  - SACI (Superintendent’s Advisory Council for Instruction) meets monthly with division leadership.
  - Focus: Long-term instructional vision, data-driven decision-making, and collaboration across schools.
  - Not a decision-making or policy-setting body — it provides feedback, not directives.
  - This year’s topics include budget priorities, math updates, and instructional improvements.
- Kate (SACI representative) provided information from the October SACI meeting
  - [https://www.pwcs.edu/about\\_us/advisory\\_committees/instruction/documents/presentation\\_10.9.25.pdf](https://www.pwcs.edu/about_us/advisory_committees/instruction/documents/presentation_10.9.25.pdf)
- Duncan (SACI representative) provided information about the next SACI meeting
  - Next meeting: November 13th — Dr. McDade (PWCS Superintendent) will attend.

- Mrs. Mainor (principal) discussed the importance of SACI and having strong representatives from Springwoods that are engaged with this committee, noting that the school's unique non-contiguous boundaries (3 ZIP codes) make strong communication and engagement particularly valuable.

## 5. Hot Topics

- **ELA Teachers: Instruction, Selecting Materials + Topics for Current Curriculum**
  - Mr. Burton (assistant principal) discussed curriculum changes and updates
  - State has introduced new learning standards for both Reading (2024) and Math (2023).
  - Emphasis on critical thinking, real-world application, and cross-curricular connections.
  - ELA Programs:
    - K–5: HMH Into Reading
    - Middle: Into Literature
    - Daily phonics focus; instruction guided by the Virginia Literacy Act (VLA).
  - Math:
    - Implementing new 2023 standards through Momentum Lessons.
    - Focus on productive struggle, growth mindset, and connecting math to real-world contexts.
- Melissa Edwards (reading specialist) provided an overview of reading and language arts curriculum and interventions.
  - Tier 1 (Whole Group Instruction):
    - 15-day HMH modules, each centered on an essential question.
    - Builds background knowledge, comprehension, and higher-order thinking.
  - Phonics:
    - K–2: UFLI (Foundational Phonics)
    - 3–5: HMH Foundational Skills
    - Weekly progress monitoring to assess skill application.
  - Tier 2 (Intervention):
    - State-approved programs: Lexia, SPIRE (Special Ed), Benchmark Phonics.
    - UFLI (under review for state approval)
    - K–3 identified by VALS assessment; receive 5 days/week of tutoring (30 mins/day).
    - Grades 4–5 identified via SOLs; work with ALL-In tutors.
  - Student Reading Plans: For all students receiving intervention, similar to an IEP but focused on literacy goals.
- **Curriculum Changes Across Grade Levels and Their Impact on Student Success and Well-Being**
  - What do the curriculum changes mean for students?
    - Higher expectations
    - More support
    - Lessons that connect school learning to real work skills
    - More parent awareness of what is being learned

- Springwoods is working to address student stress and academic anxiety through:
  - Added PD/planning time for teachers (“Planningpalooza”)
  - Student mindfulness practices and emotional regulation lessons
  - Counselor-led small groups for students with academic stress
  - “2x10” relationship strategy (2 minutes daily with a student for 10 days to build connection).
- Mrs. Mainor (principal) provided additional information about the curriculum changes
  - HMH is not new, but this year requires full fidelity
  - Math standards are new, but crosswalk time allowed gradual alignment with new standards.
  - Teachers are doing “heavy lifting” to adapt to the new expectations.
- **Highlighting Community Engagement: Programming in the works**
  - Chelsi (recording secretary) highlighted the impactful outreach efforts by Ms. Rodriguez (parent liaison), especially for families who may not yet feel connected to the school community.
  - Ms. Rodriguez (parent liaison) shared about her work as the ASPIRE Coordinator for Springwoods, supporting Afghan families and expanding outreach to include all SES families in need.
    - Focus areas include food security (including access to halal food), job assistance, school resources, and bridging parent engagement through events like PTA and SAC meetings.
    - The goal is to strengthen family connections and increase parent participation in school life.

## 6. Open Forum

- Parents expressed concerns about lower grades and the negative impact on student confidence and self-perception due to the changing standards and curricula.
  - MasteryConnect now assesses by standard, showing mastery/proficiency.
  - New passing threshold: 76% (previously 70%).
  - SOLs to transition to 100-point scale and count as 10% of final grade (unsure when this transition will occur)
  - More quick checks provided to guide instruction and check on student learning and identify gaps and adjust teaching
- Parent asked about how the reading materials are chosen for instruction and assignments.
  - Melissa Edwards (reading specialist) explained that the school uses HMH materials as the core resource. Additional assignments and supplemental texts are selected collaboratively by grade-level teams during their planning sessions to ensure alignment with state standards and learning objectives.
  - Mrs. Mainor (principal) also shared an example of an HMH Reading Module, walking parents through its structure and how teachers use it to guide instruction and assess student learning.
- Parent asked about the grading scale used by PWCS/Springwoods.

- Mrs. Mainor (principal) explained that grading policies and scales are established by Prince William County Schools and are consistent across all schools in the division. She shared a link to the updated grading and assessment policy in the meeting chat for families to review:
  - [PWCS Proposed Revisions to the Grading and Assessment Policy](#)
- Parents suggested a centralized resource hub for common questions, grading, and curriculum guidance.
  - Mrs. Mainor (principal) suggested collaboration with the Parent Liaison for parent nights and information sessions on key topics.

## **7. Adjournment**

- Raffle Winner Drawn
  - Target Gift Card - Richel Giles (present)
- Meeting adjourned at 7:38 pm