Committee Members Present:
Joy Maloney, Committee Chair
Debbie Rose
Jill Turgeon

1. **Public Comment**
   - Claudia Matteo thanked the staff for all their efforts and hard work. She also requested a moment of silence for the Florida shooting victims.

2. **Approval of the November 1, 2017 Minutes**
   - Ms. Maloney moved to approve the November 1 minutes. The motion was approved 3-0.

3. **Return to Learn**
   - Mr. John Lody, Director, Diagnostic & Prevention Services
     - Dr. Mary V. Kealy, Assistant Superintendent, Pupil Services, introduced Mr. John Lody. Mr. Lody presented information and provided an overview regarding Return to Learn (RTL). The PowerPoint presentation and brochure are posted on the LCPS website at https://www.lcps.org/Page/86357. RTL is a protocol for transitioning students back to school from extended absences.
     - Ms. Turgeon questioned the social aspect of the transition plan. Mr. Lody replied, it is in the plan that the team considers. Ms. Turgeon had a concern regarding the communication with parents at the onset of the process. Mr. Lody explained that prior to a transition meeting, there are informal communications between the family, school and treatment provider. Ms. Turgeon asked if a formal packet could be created for the parent regarding contact and other important information. Dr. Kealy conveyed that this request can be accomplished.
     - Mrs. Rose inquired if there is additional professional development for principals regarding RTL. Ms. Nereida Gonzalez-Sales, Director, High School Education, replied that principals are on-board and find the program to be favorable. Mr. Lody presented RTL to principals on February 7. Ms. Rose asked if data was collected regarding the number of cases. Mr. Lody replied that data will be collected in the future and that each high school has 5 to 10 per year. Mrs. Rose is concerned about oversight and protocols being followed at the schools. Mr. Lody explained that the administration has a team that has oversight and can assist. Mrs. Rose expressed concern regarding academic supports, modification of course requirements and if teachers are aware that they can modify the student’s workload. Dr. Kealy replied that we continually work with teachers and staff on how to meet the requirements and modify the work. We have counseling and unified support teams to balance what the parents sees as a need and what the requirements actually are.
Ms. Maloney asked when RTL is being launched. Dr. Kealy explained that the process started in October and staff will continue to refine implementation over the summer. Ms. Maloney asked if RTL falls under the 504 guidelines and are the parents notified about the 504 possibilities. Mr. Lody answered there are triggers that are looked for and that it is a possibility that it could fall under the 504 guidelines.

4. Advanced Placement & Dual Enrollment Courses
Dr. Clark Bowers, Director, Student Services
Dr. Tracy Jackson, Supervisor, School Counseling Services

- Dr. Bowers and Dr. Jackson presented information regarding advanced placement and dual enrollment (AP & DE) courses regarding opportunities for students. The PowerPoint presentation is posted on the LCPS website at https://www.lcps.org/Page/86357.
- Mrs. Rose and Ms. Turgeon expressed concerns over the pressure from colleges and effects of subsequent mental health effects. Dr. Bowers explained that we do not control colleges admissions and would ask the schools what information they are providing to parents. Ms. Jayne Fonash, Counseling Director, Loudoun Academy of Science, commented that we have these conversations with colleges all the time and she believes colleges are very concerned with the mental health pressure.

5. Course Scheduling Issues
Dr. Clark Bowers, Director, Student Services
Dr. Tracy Jackson, Supervisor, School Counseling Services

- Dr. Bowers and Dr. Jackson presented information regarding course scheduling issues and practices. The PowerPoint presentation is posted on the LCPS website at https://www.lcps.org/Page/86357.
- Mrs. Rose asked what the process is for course changes after school starts and if it was the same in all schools. Dr. Bowers replied that there are no formalized rules or cutoff dates, however principals and counseling directors must be in agreement to the change. Dr. Jackson expressed concern that course changes late in the school year may cause a harmful impact to the student.
- Ms. Turgeon asked if there is a Policy regarding the drop/add process. Ms. Gonzalez-Sales explained that there is a Policy that refers to withdraw passing/withdraw failing and Mr. Tim Lucas, Counseling Director, Stone Bridge High School, added that there are many factors that would affect a deadline, so all cases are handled individually.
- Ms. Maloney inquired about the A/B scheduling for the Academies of Loudoun (AOL) and expressed her concern regarding AOL students being unable to get the courses requested at the home school, due to the fact that classes are not offered at the home school on the days they are at the home school. Also, the students are not informed until late summer that their schedules cannot be accommodated. Ms. Fonash explained that every effort is made to accommodate the students, however, schedules are not finalized, until the counselors return in August. Dr. Bowers said we will ask for feedback and will review the process.

6. Discussion of Meeting Dates and Time
Ms. Joy Maloney

- Meeting date is set for the 4th Thursday of each month with an 8:30 a.m. start time.

Meeting was adjourned at 10:00 a.m.

Next Meeting Date: Thursday, March 22, 2018, 8:30 a.m.