Committee Members Present:
Eric Hornberger, Chair; Jeff Morse, Debbie Rose (arrived 4:45pm) for School Board
Ashley F. Ellis, Ed.D., Staff

Other Board Members and Staff Present:
Tom Marshall, School Board, Vince Scheivert, Nereida Gonzalez-Sales, Neil Slevin, Clark Bowers,
Tinell Priddy (Principal, Academies of Loudoun), and Odette D. Scovel

I. Call to Order
   The meeting was called to order by Eric Hornberger at 4:34 p.m.

II. Public Comments
    There were no public comments.

III. Minutes of May 3, 2017 – Review and Approval
    The Minutes of the September 7, 2017 meeting were reviewed. A motion was made by Jeff Morse to approve the Minutes and it was seconded by Eric Hornberger. The motion passed 2-0-1 (Ms. Rose absent).

IV. FY 19 Staffing for the Academies of Loudoun
    Ms. Gonzalez-Sales reviewed the Academies of Loudoun Draft: AOL Staffing vs HS Staffing Comparison document with the committee. She informed the committee that some of the positions at the Academies were unique to the school, and that the position requests are based on 955 student/day at opening. Directors of the Academy programs, (AET, AOS, and MATA) were described as instructional program leaders for each program. She explained the need for some of the specialized positions, e.g., Admissions, Safety, TAs, Systems Specialist (as explained by Mr. Scheivert).
Questions from the Committee:

A. *Where will the Systems Specialists be placed?*
   Answer: Assigned to cluster; Academies needs a dedicated FTE.

B. *Is the Testing Coordinator needed because Academies students will be taking AP, SOL, and other exams at the Academies?*
   Answer: Yes

C. *Is a full-time Admissions Specialist needed?*
   Answer: Yes, because of the importance of communicating to prospective students and under-represented populations.

D. *How will the Library at the Academies be structured and staffed?*
   Answer: The AoL library will be research focused. One (1) FTE at AoL and another FTE will be added with growth.

E. *Why is it important to have a College and Career Center Assistant?*
   Answer: Need to focus on scholarships, college speakers, career speakers, STEM specific. Also, to make sure Academies students have access because of A/B day Academies/Home High School schedule.

F. *What is a Chemical Safety Specialist, and does the position require certifications?*
   Answer: Chemical inventory & use and hazardous materials/equipment at the Academies is much greater than that of a high school. This person will work with the Environmental/Safety Coordinator who will determine what certifications are needed, and the training will then be provided.

G. *Is there currently a Plant Engineer at MTC?*
   Answer: No

H. *What positions are not standard within the Academies?*
   Answer: Positions that will be added as growth occurs at Academies.

I. *What is the ratio of students to Counselors?*
   Answer: 300:1, just as with other high schools.

J. *What is the current/planned student to teacher ratio?*
   Answer: 20:1 -- Allows for flexibility in scheduling research. MATA will be 20:1 for OSHA-regulated courses and 24:1 for non-OSHA-regulated courses.

K. What are the seat limits for MATA?
   Answer: OSHA programs have a 20-seat limit per class; other MATA programs are considered regular courses and will have an average of 24 students per class.
L. Why are non-OSHA-regulated classes at MATA being staffed with the same 20:1 ratio as OSHA-regulated, AOS and AET courses?
   Answer: Non-OSHA-regulated classes at MATA will be staffed at a 24:1 student/teacher ratio in order to enhance enrollment opportunities.

V. Admissions Communication Plan
   Dr. Priddy described how Academies Admissions process, for Winter Admissions window, has been communicated to high schools. Advanced AET (admissions for SY 2018-19, 11th grade) and MATA (admissions for SY 2018-19, 10th, 11th & 12th grade) will open in January 2018. Dr. Priddy has visited each HS School Counseling department to inform them of the process. The Academies of Loudoun website is being updated to provide an improved means of communication to prospective students and parents. Dr. Priddy will visit middle schools in spring to communicate the process for the Fall Admissions window for students entering as 9th graders in SY 2019-20. School Board members made suggestions about continued improvements to webpages and communication plan. Mr. Morse related comments from AOS parents that they had concerns about loss of AOS culture. Dr. Priddy reinforced that she is taking steps to create and preserve the culture of each of the programs while building a new, whole school culture.

VI. Additions
   A. Dr. Priddy also explained how master scheduling at the Academies will work; it is a very complex process due to the specialized needs of each program.

       B. A suggestion was made that FTEs be listed in the same format as in Staffing Standards, and do not use fractions.

VII. The meeting adjourned at 5:44 pm.