

**C. D. Hylton Senior High School
Principals Advisory Council
MINUTES – September 15, 2025**

I. Chairpersons Time

- a. Vacant position – if anyone is interested in running for this position, please let Mrs. Forgas know

II. SACI Update

- a. Vacant position – if anyone is interested in running for this position, please let Mrs. Forgas know.
- b. The SACI meets monthly on Thursdays and includes various updates from county-wide departments (focus on instruction, finance, discipline).
- c. The second part of the meeting is school based where you can represent your concerns, ask questions
- d. **Must be a parent**

III. Principal's Time – Cassandra Crawford

- a. Reiterate need for Chair, Vice-chair, and SACI representatives
 - i. Cannot be a student. Must be a parent per the bylaws (attached for reference)
- b. Explained the purpose of the council.
- c. Shared plan to have a separate advisory council for EL parents
- d. Updates on the CIP (see handout)
- e. Update on new cell phone policy and discipline matrix
 - i. Question arose about if a student gets their phone confiscated on a Friday and a parent is not available to come to the school and retrieve it, what is then plan? This situation has not happened yet and will be addressed on a case by case basis as it occurs.
- f. Contact information shared for Graduation Coach; Elizabeth (Eli) Hyde.
 - i. Working with senior and cohort students

IV. Counseling Update – Jennifer Faust

- a. Upcoming events
 - i. SOS 9/24-26
 - ii. Junior College Night – 10/8
 - iii. ASVAB – 10/14
 - iv. PSAT – 10/16
- b. Senior Corner
 - i. Senior vision meetings – 9/8-17
 - ii. VA college application week – 10/20-24
 - iii. See handout for more information from the Counseling Department

V. Specialty Program Updates

- a. Focus is on middle school visits
- b. Working on exchange programs

VI. Student Activities (Clubs and Activities) – Sal Colangelo

- a. Senior nights – moving away from flowers and handing out coins
- b. Season started well with all the changes with paperwork and addition of Arbiter
- c. Still in need of coaches for bowling and speech and debate
- d. SCA
 - i. Busy planning homecoming. Need volunteers to chaperone the dance
 - ii. Dance will be in the gym this year
 - iii. Planning for the pep rally and block party on 10/17
- e. Upcoming family activities
 - i. Movie Night
 - ii. Trunk or Treat

VII. Questions

- a. When will the courtyard be open?
 - i. We will open it soon for seniors. We are short staffed with security to help monitor that area. We are also in the process of working on a beautifying grant and renovating the landscape. Working with the Ecology club for ideas.
- b. Can we have a student section at all games?
 - i. Yes. A banner will be ordered that can be put up in the bleachers to designate a student section.

VIII. Request for Citizens Time – Sign in and Complete Form

- a. Representative from Columbia Gas shared information about the work being done along Spriggs Road that has had an impact on Hylton. (See attached letter for more information).

IX. Meeting was adjourned at 7:02 p.m.

**C. D. Hylton Senior High School
Principal Advisory Council By-Laws
October 2024**

I. Purpose

The Principal Advisory Council (PAC) shall assist the principal and provide advice on issues pertaining to the policies, procedures, and programs of C. D. Hylton Senior High School. The primary responsibility of the PAC is to assist in developing the Continuous Improvement Plan (CIP) and support the annual budget.

II. Membership

The PAC shall be comprised of 30 official members including ten parent representatives, ten faculty/staff representatives to be selected by the faculty and staff, and ten student representatives to include two “2” students from each grade level and two “2” students At-large. One staff representative shall be the parent liaison. All official members of the PAC shall be eligible to vote on all matters before the PAC.

All meetings of the PAC are open meetings. Any person in the community may attend and fully participate as a non-voting member in all discussions and deliberations.

III. Tenure

The initial term of membership for parent representatives shall be for two years; all PAC members may request to serve additional terms. The council may terminate any parent/student/staff member missing two consecutive meetings without prior notification to the chairperson. All terminations and resignations must be in writing. The terms of membership for faculty/staff and student representatives shall be one year. Faculty/staff and student representatives shall not be limited to the number of consecutive terms they may serve.

IV. Selection Procedure

All new parent members shall be appointed by the principal and drawn from volunteers and nominations. All new parent members will take office at the first council meeting after their election. In as much as possible in selecting parent representatives to the PAC, the council will attempt to ensure that all major housing areas/neighborhoods and transfer students served by C. D. Hylton Senior High School are represented plus grade level consideration. The principal shall publicize all PAC vacancies, asking for volunteers.

V. Officers and Duties

- a) Chairperson – shall be a parent or guardian of a current Hylton student and will preside at all meetings and have general supervision of the affairs of the council. The principal is not eligible to hold any elected office. The chairperson will work with the principal in planning and directing the affairs of the council, including monitoring the committee’s progress. The chairperson, along with the principal, will finalize the agenda for all meetings, see that the agenda is emailed out before each meeting, and will have the authority to modify or change the agenda if it is determined to be in the best interest of the council’s work. The chairperson shall appoint temporary or standing committees (Ad Hoc) and may include community

leaders as needed. The chairperson shall be an ex-officio member of all committees.

- b) Vice-chairperson – shall be a parent or guardian of a current Hylton student and shall exercise all functions in the absence of the chairperson and assist the chairperson as needed. The vice-chairperson will confirm the attendee list and notify the secretary of any changes.
- c) Secretary – is responsible for:
 - Maintaining full and accurate accounts of the proceedings and tranPACTIONS of all meetings of the council.
 - Distributing copies of the minutes of the meetings to the principal, faculty, and members of the council after each meeting so they can be read at the next meeting.
 - Preparing any official correspondence that the chairperson may request.
 - Maintaining a “council file” containing copies of all minutes, council plans, and progress reports, any council related information from the district or state, and a current copy of the by-laws.
 - Annually providing a copy of the by-laws to all council members by the third meeting of the year.
 - Maintain a listing of the membership with phone numbers, addresses, and attendance.

VI. Officer Selection Process

The officers shall be elected from council membership and serve a two-year term. Officers may serve consecutive terms. Upon early resignation of the chairperson, the vice-chairperson shall assume the position of chairperson for the remainder of the term, and if elected by the council may fulfill a consecutive full term. The council will elect a replacement for the vice-chairperson and secretary.

VII. Committees

To encourage productivity, committees will be utilized to involve as many staff/parents as possible that are not serving on the council and to assist in accomplishing the tasks of the council. The chairperson of each committee will be a non-voting member of the council during the time the committee is operating.

VIII. Meetings

Monthly meetings will be held at C. D. Hylton Senior High School. The length of each meeting will be determined by the agenda and shall not exceed two hours without a vote by the council. The chairperson with two weeks' notice may call any meetings other than monthly meetings. All meetings will be open to the public and provide a fifteen-minute open forum for citizens' comments at the beginning of each meeting. At the end of each meeting items for the next meeting's agenda should be put forth. The chairperson and/or principal may add items when deemed necessary.

IX. Decision making

Decisions of the council shall be made by consensus of decision.

X. Revisions and amendments

By-laws shall be revised and/or amended by the following:

- a) Proposed revisions/amendments shall be read at a meeting one month prior to voting.
- b) Revisions/amendments will be discussed when read and voted on at the next meeting of PAC.
- c) A committee may be appointed to recommend revisions and/or amendments to the by-laws.
- d) Acceptance of proposed changes shall be by majority.

Hylton High School
Summary of the Continuous Improvement Plan (CIP)

Commitment 1: Learning and Achievement for All

Goal: Improve student performance in Algebra 1, Biology, and WIDA scores for EL Learners

- Algebra 1
 - Achieve 90% or more student engagement in Algebra I classrooms through consistent use of Building Thinking Classrooms strategies (collaborative grouping, keep thinking questions, and/or consolidation of the lesson) by the end of the school year.
 - Measure Algebra I students' problem-solving and reasoning skills using BTC-aligned assessments, aiming for 80% to score Level 3 or higher by the end of the school year.
- Biology
 - Increase use of 5E instructional strategies (engage, explore, explain, elaborate, and evaluate) so that 80% of teachers consistently apply them in classroom instruction by the end of the school year.
 - Increase daily scaffolding and differentiation for EL students so that 100% of Biology teachers consistently provide support by the end of the school year.
- WIDA Assessment
 - Increase use of explicit language instruction so that 80% of classroom visits show teachers using evidence-based strategies by the end of the school year.

Commitment 2: Positive Climate and Culture

Goal: Reduce chronic absenteeism from 20.69% to 16.69% in all grade levels.

- Admin Leadership Team
 - Identify students with excessive absences and analyze attendance trends and patterns.
 - 100% of students identified with 18 or more absences during SY 25 will actively engage in Tiered Systems of Support.

Commitment 3: Family and Community Engagement

Goal: Increase student/staff engagement and reduce student/staff absences, leading to improved trust and survey results by June 2026.

- Principal
 - Utilize staff feedback to gauge wellness and belonging levels in the building.
 - Host monthly drop-in sessions to facilitate staff feedback and discussion around Upbeat survey topics and school-based needs.

Principal's Update for PAC Meeting

09/15/2025

- Purpose of PAC
- CIP Goals for 2025-2026

1. **Commitment 1: Learning and Achievement for All Goal:** Improve student performance in Algebra 1, Biology, and WIDA scores for EL Learners

Math SOL Data			
Algebra I	2023-2024	2024-2025	Change (% pts)
Overall	73.72%	78.41%	+4.69
Sped	62.30%	75%	+12.70
EL	65.99%	74.19%	+8.20
Geometry	2023-2024	2024-2025	Change (% pts)
Overall	78.17%	75.59%	-2.58
Sped	25%	16.67%	-8.33
EL	20%	46.15%	+26.15
Algebra II	2023-2024	2024-2025	Change (% pts)
Overall	80%	84.62%	+4.62
EL	0%	100%	+100

Science SOL Data

Earth Science	2023–2024	2024–2025	Change (% pts)
Overall	65.36%	58.24%	-7.12
Sped	50%	39.13%	-10.87
EL	69.05%	55.56%	-13.49

Biology	2023–2024	2024–2025	Change (% pts)
Overall	79.30%	73.46%	-5.84
Sped	47.83%	52.46%	+4.63
EL	51.56%	51.82%	+0.26

Chemistry	2023–2024	2024–2025	Change (% pts)
Overall	0%	42.86%	+42.86
Sped	0%	100%	+100
EL	0%	50%	+50

WIDA Scores

	22-23	23-24	24-25
Scores	33%	43%	28%

WIDA Proficiency Levels (Based on Overall Composite Score) ⁽¹⁾

WIDA Score Range	Proficiency Level	Description
1.0 – 1.9	Level 1	Entering
2.0 – 2.9	Level 2	Emerging
3.0 – 3.9	Level 3	Developing
4.0 – 4.3	Level 4	Expanding
4.4 and above	Exit Criteria	Students are no longer classified as EL and enter monitoring status (M1 or M2) for two years

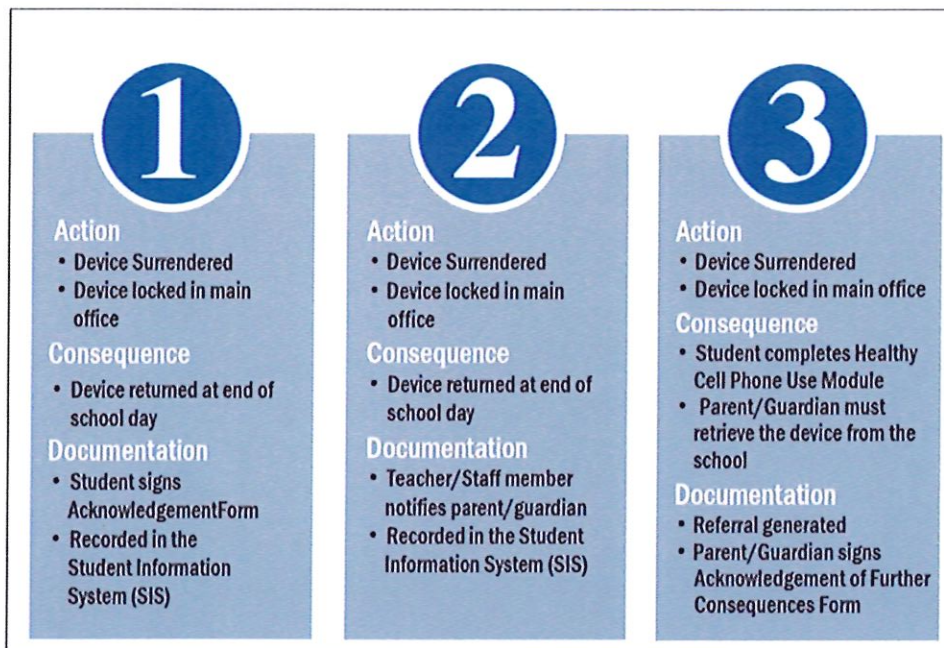
- Commitment 2: Positive Climate and Culture Goal:** Reduce chronic absenteeism from 20.69% to 16.69% in all grade levels.

3. **Commitment 3: Family and Community Engagement Goal:** Increase student/staff engagement and reduce student/staff absences, leading to improved trust and survey results by June 2026.

Cell Phone Policy

1. Students are abiding by the policy for the most part.
2. Parents whose student devices have been collected are notified by School Status.
3. Discipline Matrix being followed.

Cell Phone Discipline Response Matrix



Additional Staffing – Graduation Coach

A Graduation Coach works with school stakeholders to assess, identify, develop, implement, and monitor appropriate individual intervention plans and strategies for students not on track to graduate on time. Intervention plans may include Edmentum support for students who are short on credits, offering alternative education plans for those students who have expressed the need to drop out of school, and reengaging those students who have already dropped out.

Elisabeth
Hyde

Graduation Coach

671-478-1137 cell 703-586-9760 office

hyltonhs.pwcs.edu

C. D. Hylton High School Office F-202

hydeea@pwcs.edu



Our Counseling Department:

- Ms. Faust (Director)
- Mr. Smith (A-Bo)
- Ms. Morales (Br-D)
- Dr. Floyd (E-Ha)
- Mr. Flores (He-Martel)
- Ms. Jenkins (Martinez-Pi)
- Ms. Pitre (Po-Sh)
- Ms. Banner (Si-Z)
- Mr. Valencia (ELL lev. 1-3)
- Ms. Fouche (Psychologist)
- Ms. Perkins (Social Worker)
- Ms. Ramirez (Testing Coordinator)
- Ms. Turner (Registrar)
- Ms. Smith (New Horizons)





September 12, 2025

Dear Community Member,

Columbia Gas is conducting a pipeline replacement in Prince William County to upgrade the old pipe with state-of-the art steel coated pipe. This Columbia Gas DVA6 Phase 5 Pipeline Replacement Project is an approximately two-mile project.

The construction itself is occurring within both Columbia Gas and VDOT right-of-way.

All of Phase 5 is expected to be completed by December 2025. **Regarding the Hylton High School Property, Columbia Gas' work will be completed by late October time frame.**

Pipe will be installed from Olender Park to the opposite side of the school property heading South towards Minniefield Road.

The area near the football stadium has had a temporary chain link fence installed to prohibit any intrusions into the work zone.

Once done, we will do temporary landscaping in November until the following spring's permanent landscaping.

We encourage community members to visit our project site at www.dva6project.com and sign up to receive updates. As a critical infrastructure provider, we work to provide safe reliable service to our customers and the communities we serve. We will always strive to keep you informed as to any new developments associated with the project.

If you have questions or need additional information, email us at info@dva6project.com.

Sincerely,

Petrina Jones Wroblewski
Director, Government & Public Affairs
Columbia Gas of Virginia