

Patch Elementary School (PES)

School Advisory Committee (SAC)

Meeting Minutes

Thursday, 18 September 2008
3:00 pm, PES Library

Attendance

Names removed for privacy

Agenda

I. Welcome/Call Meeting to Order

II. SY 08-09 Initial Meeting Issues

- a. Verify PES SAC Contact Sheet Information
 - i. Item accomplished, SS has final copy
- b. SAC Training Date
 - i. Training set for 25 September 2008 0900-1200 Panzer, B2915 (ACS Bldg) Rm 402
- c. PES SAC Meeting Frequency
 - i. Meetings will be monthly, the first Thursday of each month at 1500 hrs in the PES library
- d. PES SAC Mission Statement
 - i. The SAC is required to create a mission statement. This item has been tabled until the next meeting, after training has been received. SS will e-mail, to the SAC members, previous mission statements.
- e. Installation Advisory Committee (IAC) Meeting Dates
 - i. The next meeting is 16 October 2008 at Robinson Barracks
 - ii. LE and JL are the PES SAC representatives
 - iii. All SAC members are encouraged to attend.

III. New Business

- a. Enrollment and Staffing Numbers
 - i. PES has a current enrollment of 658 students
 - ii. Breakouts of these numbers can be obtained from the PES SAC Secretary, LL.
- b. Document Drafts
 - i. Discussion was held about the approved letter format. SS provided the correct format. LL will provide an electronic copy for every SAC representative. The letter should be signed by the Chairman, for the Principal, then to the Garrison.
 - ii. School Crossing Signs
 1. This letter was approved pending reformatting into Memorandum Format
 - a. Discussion was held on the request for flashing "button" lights to supplement the crossing signs
 - b. SFC N, Garrison MP Representative, will research the lights and report back to PES SAC

- iii. Playground/Blacktop Painting
 - 1. This letter was approved pending reformatting into Memorandum Format
- iv. SAC Issues Form
 - 1. This form was approved and JL will be post it on the bulletin board.
 - 2. JL will also post it in the next newsletter
- c. Cafeteria Issues
 - i. Recognize FAQ Document per LL
 - 1. Accomplished. MC was also recognized for her assistance
 - 2. The FAQ will be posted onto the PES website by DS after LL receives new lunch information from MC.
 - ii. Food Allergy Seating
 - 1. Discussion was held regarding the need for special seating for those children highly allergic to some foods. Discussion concluded that it is already being handled and no additional seating is necessary. This issue is closed.
 - iii. Lack of Recycling Program
 - 1. Discussion was held regarding the lack of a recycling program. Issues for there not to be one include children putting garbage in the recycling, thus necessitating extra work sorting for the food service personnel.
 - 2. A subcommittee was formed to investigate this matter. MC, MS (student), SZ, and SS are members of this committee
- d. Bus Lanes/Bus Issues
 - i. LL researched bus safety and accomplished the following: created a bus safety Frequently Asked Questions (FAQ) form for inclusion as an attachment with a newsletter and for posting on the web; created a bus safety reminder to include in the newsletter; and identified 6 areas for continued discussion.
 - 1. The PES SAC IAC reps. will add “create a contingency for bus driver incapacitation” for the next IAC agenda
 - 2. The handbook should be changed for next year to read “parents should wait 30 minutes before calling the office, if the bus is late picking up your child”
 - 3. Bus Safety Posters will be included as attachments for the next newsletter
 - 4. The bus commuting zones map will be added to the PES website
 - 5. PES SAC – LL – will explore creating a detailed bus package for handout during pre-registration
 - 6. LL will also provide a copy of the bus FAQ to JK per her request.
 - ii. “Kiss and Ride” Proposal
 - 1. LL explained the lack of a procedure for drop-off and pick-up of car riders, resulting in a severe safety hazard
 - a. The SAC created a subcommittee including LL, CH, SZ, DS, SS, CM, and St. N (or other representative from the PMO)
 - b. LL will head the subcommittee and contact all participants for the next meeting.
 - iii. Re-District Issue – Pursue or Table
 - 1. This issue is no longer a PES SAC agenda item. It will be added to the agenda for the next IAC meeting with the following wording, “Create solutions for Stuttgart community school overcrowding”

- iv. DoDDs supplies responsibilities
 - 1. Hand Sanitizer
 - a. It was noted that not all DoDDs-purchased supplies, including hand sanitizer, were being offered.
 - b. BA will ensure that the supplies on the list will be ordered as money becomes available
 - c. This issue is closed.
 - 2. Library Books
 - a. This item was not discussed and is tabled until the next meeting
- v. Dogs on Campus
 - 1. Discussion was held regarding the presence of dogs on campus. The dogs are a danger to students and are not allowed on PES property
 - a. A reminder to parents about this issue will run in the newsletter. LL will write the reminder
 - b. Administrative Staff will begin “dog patrol” to remind parents of the rule
 - c. JK will explore MP support if the problem persists and will explore running a reminder on the Commander’s Channel

IV. Open Forum

- a. PES Open House
 - i. An e-mail concern was raised about the open house. The writer felt the open house was not helpful and did not meet the intent of meeting the teachers in a relaxed environment to help students be comfortable in the new surroundings.
 - ii. A subcommittee was formed to look at the open house issue, in addition to the classroom assignment list posting. Members of the subcommittee include: MK, KC, and EP.
- b. Honor Roll Qualifications
 - i. An e-mail concern was raised about honor roll qualifications. The writer expressed dissatisfaction with C’s being allowed for honor roll.
 - ii. The handbook was read by BA. The handbook states that there is a Principal’s Honor Roll for students who receive all A’s. There is another Honor Roll for those students receiving a 3.0 average. The writer would like the “regular” Honor Roll to be changed to be for those students who receive all A’s and B’s rather than an average.
 - iii. JL will research this issue and report to SAC at the next meeting.
- c. Volunteer Hour Record Keeping
 - i. JK and CM discussed the necessity of logging volunteer hours into a central system that can be accessed all over the world. The information could then be used for job applications, etc.
 - ii. A subcommittee to explore the feasibility at PES was created. Members include CM, JK, and CH.
- d. Bikes at School
 - i. AL, student, requested that students be allowed to ride their bikes to school. She recommended that the privilege be extended as a reward for honor roll.
 - 1. EP expressed concern that students were already riding their bikes and were being bullied over the lack of space in bike racks.

2. Further discussion centered around whether the presence of bikes on the sidewalks would be a safety concern for walkers, whether the bikes had a light for dark mornings, whether there was storage (racks), whether bikes had locks, and whether students should be required to attend a safety class before riding.
 3. This item will be added as a New Business items for the next PES SAC meeting
- e. Parents Bullying Teachers
- i. EP requested that the issue of parents bullying teachers be an agenda item for the next PESSAC meeting.
 1. Discussion included: what is bullying, what is appropriate, how to stop it, where is it present (which grades), and whether it is a Stuttgart community issue or just a PES issue.
 2. Other observations showed that office staff is being bullied also.
 3. A reminder of “how to deal with questions/concerns with your teacher” will be placed in the school newsletter. BA will write the article
 4. This issue will be a Discussion Topic at the Next PES SAC meeting.