

Patch Elementary School (PES)

School Advisory Committee (SAC)

Meeting Minutes

Thursday, 4 December, 2008
3:00 pm, PES Library

Attendance

(Names deleted for security)

Agenda

I. Call to Order (Welcome/Attendance/Approve Minutes) –

The minutes from the 4 November meeting were approved.

II. Old Business –

Rolladen Installation – The Rolladens were installed in the new building, but the wiring is not complete. Hopefully, the Rolladens will be functioning by 8 Dec 08.

Outstanding Items Review – The Playground striping funding was approved. The work will be completed when the weather is warmer.

PES Drop-Off/Pick-Up Proposal – The proposal submitted by the SAC was on Col P's desk for approval when he went on leave. During his leave, an incident occurred where several children were almost hit by an automobile attempting to back up during drop-off times. Several phone calls were made, resulting in an MP stationed at the top of the hill near the HS sign. The Garrison is working on a statement for parents about procedures, regulations, and policies for that area. MP's will be stationed there during drop-off and pick-up times unless they are not able for other emergency situations. The drop-off zone will be the angled area where the current handicapped spaces are. There will be no parking along both sides of the street, in front of SAS. The Garrison will install a chain prohibiting parking on the block area and will be moving the handicapped parking onto the block. Long Term, the Garrison is planning on moving the "railroad arms" further toward the street. The chains can be broken by a fire truck running through them, if necessary. Keys for the chains will match the keys for the "railroad arms". The school will have copies of the keys.

Website – The PES website will be reviewed again for content.

Bus Barn Question and Answer – The Bus Office put together a Q & A that was given to schools to distribute.

Incident Notification – When a bus will be late due to malfunction, the school will be notified immediately. The school will then be responsible for disseminating the information to the parents of the students involved.

PES SAC Parent Representative Election – MK and BA are the Election Committee. They are collecting names of interested persons to take over LE's vacancy for 6 months.

III. New Business

A new task force (Tiger Team) was formed to determine the expected increase in population for AFRICOM. The Tiger Team briefed the SAC's from the Stuttgart community. They are soliciting solutions for increased enrollment at the High School. BA is exploring all options available and will look at the proposed incoming numbers in April.

Due to crowding at the high school, PES will be releasing one classroom. This will require the Host Nation teacher to teach on a cart after the Winter Break.

The new cafeteria equipment was delivered; however, it does not have wheels and the power needs to be reconfigured. Installation of the wheels and conversion of the power will require a contract, with standard bid procedures. There is no estimated time of installation.

IV. Open Forum

A parent asked whether parent/teacher communications could be enhanced. This parent requested that there be a regularly scheduled mandatory communication from teachers to parents (more than the current requirement of conferences held quarterly). The SAC requested (voted/seconded/approved) BA research and determine the possibility of a mandatory communication policy. The communication policy would require teachers to communicate student performance, concerns, and issues, on a weekly or bi-monthly basis to parents. The format could be templated as provided by the school principal. Additionally, the SAC requested the policy dictate the means of communication, i.e. e-mail or "hard-copy" note, if such a policy is implemented.

LL requested information on which specialist classes were required and which were optional. One teacher at PES is eliminating Spanish from her curriculum. LL wanted clarification on curriculum requirements. BA said there is no specific guidance for Spanish and that if teachers feel the course is interfering in their core curriculum teaching, that he is allowing teachers to remove the class. Other special classes (music, art, PE, and host nation) have specific curricular guidelines that must be met. Teachers may opt to delete the specials; however, then they would lose a planning hour AND they would be responsible for teaching those guidelines.

More parental involvement on CSP is encouraged. DS will brief the SAC at each meeting about the ideas and recommendations of the CSPs.

V. Next Meeting

The next meeting is 8 Jan 2009, 1500 hrs in the PES Media Center (Library)

VI. Adjourn