

Patch Elementary School

SAC Minutes

May 3rd, 2012

- I. Welcome : Today a guest speaker planned from Directorate of Plans Training Mobilization and Security – Ronald B. Kirkemo II.
- II. April minutes read for correction of spelling errors, but not approved (quorum not met). Secretary not present today; therefore, plan to send message to correct and send to members for approval by email. Subsequently, by-laws not approved by the committee today (quorum not met). Ad-hoc committee, revised the by-laws, and intended today for approval. Plan to approve at June meeting.
- III. Reports
 - A. School Principal – received an update on teacher positions for next school year. Two teacher positions will be considered as “floating” at this time. This could be for math, language, or a classroom. No further attempts will be made to recruit a German Immersion teacher. A transfer was requested for a Kindergarten teacher with full immersion experience. He remarked on the excellent news of the QAR results and referred to Ms. Suhr for her report. Letter of recommendation for classroom space is complete with the committee’s input. Now to be forwarded on to the Superintendent’s office. Dr. Allen stated that acquiring additional classroom space is looking positive.
 - B. Vice Principal – not present
 - C. School Liaison Officer – introduced guest speaker (see below)
 - D. IAC – no report from Jill Beckham as the meeting will occur Wednesday, May 9th.
 - E. CSP – Denise Suhr referred to the school newsletter article sent by email and written by Dr. Allen on the results on the QAR. Essentially, the school received highest ratings and she wanted to thank particularly the parents who provided such positive commentary to the visitors about PES. She said the examiners could not say enough about the parental support that this school receives. Refer to letter sent by Dr. Allen for specifics. She also states that they provided us with a future recommendation of expanding on deepening and expanding on the current goals in place. New QAR committee leaders will be chosen for next visit. She noted that it can take up to 90 days to receive an official report.
- IV. Old Business
 - A. Bike safety fair set for this Saturday under the direction of Pete Oldmixon. Robin Tessereau and Libby Phillips will work at registration. German Polizei will be there in the Washington Square parking lot. Around 40 kids are registered. Event will be from 12:30 to approximately 2:30 to 3:00. Fair will consist of a roped-off course, bike registration, and safety information.

- B. Barbara Anderson provided update on Election Planning Committee. Advertised in the school newsletter now for 6 weeks but request made to advertise in the teacher bulletin because some teachers may not have seen. Also, committee members in the process of being selected.
- C. School website will be updated on inclement weather policy: www.patch-es.eu.dodea.edu arrison website to obtain information regarding school closures, school delays, or a change in school release time. Dr. Allen noted that he alone would not be the one to determine this for PES. A change will come from the Garrison level; therefore, the importance for especially new parents is where for parents to find this information immediately.
- D. Today's guest speaker, Ron Kirkemo, (introduced above) is here to answer questions and understand concerns brought forth at the last SAC meeting by approximately 9 parents and the SAC teacher representatives. No parents are here today for follow up. Dr. Allen, Joe Holder, and Libby Phillips previously met with Mr. Kirkemo to present him with a list of questions that were asked at May meeting. (See Attachment)

Mr. Kirkemo has subsequently met with Col. Bird, and spoken with others in the community about polices and procedures regarding school evacuations. The following is a list of actions he has taken (in reference to the attachment):

1. First, and foremost, the Military Police and German Polizei consider the elementary school and high school a crime scene when a bomb threat is the cause of evacuation. (Referencing the previous evacuations held on March 2nd and March 22nd.) Therefore, it is recommended that parents do not come to the school to pick up their children. In the event, the evacuation is unusually long, Col. Bird will have the final decision on when the elementary school will be released. There will be no time specifics stated as it will be on a case-by-case basis. Timeline on evacuation: 1 ½ to 3 hours for most all evacuations
2. He recommends the school set up activities for timelines. For instance, expect 2 ½ hours to be the norm
3. When an evacuation occurs, Mr. Kirkemo recommends that Dr. Allen and Mr. Robinson, Principal of the High School, send a simultaneously email to parents about the event in place. i.e. the email Dr. Allen sent on March 22nd) and to c.c. to him as well. Of course, parents can look at Garrison website for early/late releases. He did not agree to add a parent distribution list to an email originating from his or Garrison office. He cannot maintain this distribution list, and the more appropriate method of communication is from Dr. Allen.
4. Mr. Kirkemo states that an S.O.P for evacuations typically comes within the school as in the case of Vicenza (already has one in place). Dr. Allen states that plan should come from DODDEA because all four schools in the area could be in an evacuation mode and should follow the same policy. Mr. Kirkemo states he will find an S.O.P for DODDEA school evacuations, present to Mr. Holder and then to Dr. Allen.
5. SAC recommends that each parent donate a snack at the beginning of the year for their child and teachers place in a "Go Bag" for evacuations. No matter what facility the children are evacuated, water will be provided. Cups to be purchased per Mr. Kirkemo. Purchased bottle water will not be provided as this is against DOD policy to provide funding for this expense. Director of Logistics contacted by Mr. Kirkemo in regards to emergency food in place in the case lunch is to be transported to evacuation facility and dining facility cannot be utilized. Mr. Holder

referred to Robin Barracks by SAC Chairperson for information on AFEES providing a lunch to students upon their winter evacuation.

6. Mr. Holder is in contact with Claire Schoonover about key to theatre and he will educate individual on how to work the movie player. He submitted an action report about the theatre key not being available to the elementary school.
7. Mr. Kirkemo is in contact with Randy Spain, District Security Manager in regards to what children and teachers can take with them on evacuation. He suggests an activity bag in the "Go Bag." Suggestion made by SAC that each class' students participate and organize their own class activity bag.
8. Plan for SLO to follow up with Mr. Kirkemo prior to next SAC meeting.

V. New Business

- A. In review of the by-laws, it was noted that a parent representative is to attend the quarterly IAC meetings in addition to the teacher representative. This item is noted in the DODDI document, and not the PES SAC by-laws. At this time, three parent representatives are not available today to select this individual. Delayed until June SAC meeting.
- B. No new parent concerns presented today.

VI. Announcements

- A. Next SAC Meeting is Thursday, June 7th at 15:00. Suggestion made to elect next school year's officers. Annual report prepared by SAC Chairperson and Vice-Chairperson will be reviewed.
- B. Next IAC meeting is May 9th at 15:30, Patch High School
- C. Mr. Holder stated that SAC training will not be held until the new school year begins
- D. Look for the posting of need for 2 new SAC teacher positions in teacher bulletin

Meeting adjourned at 16:15

Attendance: Dr. Allen, Libby Phillips - Chairperson, Adrienne Smith – Teacher Rep., Robin Tessereau – Teacher Rep., Joe Holder - SLO, Jill Beckham – Teacher Rep., Denise Suhr, Barbara Anderson, Lori Smith, Guest Speaker – Above.

Evacuation Notes from SAC Meeting held on April 7th, 2012

Some of the questions asked by parents: (about 9 parents and PTA representatives presented)

Is there a DODEA policy or S.O.P on school evacuation procedures? Why not?

Who is in charge of providing food and drink for the children when the evacuation is 2 hours or more?

Email distribution list to parents: Will we get this, who sends, and where is the announcement posted?

What is the policy on lockdown procedures in terms of food, water, and medical supplies such as medications for elementary kids?

Some of the questions asked by teachers:

Who is in charge of opening the movie theatre? Can there be a designated movie? What will those kids do at the Community Center?

What do you do with 677 children in a holding place such as the movie theatre for hours?

Are the children prepared for what is happening to them? In other words, do they understand what is going on with an evacuation and/or lockdown?

What are the children able to take?

What are the provisions for food for a lengthy stay (same as above)?

Who do we look for to be in charge when Dr. Allen is remaining at the school – for both locations?

Why did high school receive huge quantities of water instead of elementary school?