

Patch Elementary School

SAC Minutes

9 Feb 2012

Call To Order: 15:11

Attendance:

Dr. Robert Allen (Principal)	Libby Philips (SAC President)	Jill Beckham (Teacher Rep)	Melody Gershkoff (Teacher Rep)	Joe Holder (School Liaison Officer)
Ron Lathrop (Asst Principal)	Angel Jones (Parent Rep)	Mark Luchs (SAC Secretary)	Robin Tessereau (Teacher Rep)	Mike Anderson (Parent Rep)
Adrienne Smith (Teacher Rep)	Denise Suhr (Teacher Rep)	Lori Smith	Barbara Anderson	Anna Ingalls
Eddie Palladino (Teacher Rep)				

1. December minutes corrected and approved
2. Opening Comments by SAC President:
 - a. Will work to post agenda one week prior to SAC meeting in accordance with by-laws
 - b. By-Laws need to be updated; the last update was in 2010-11 school year
 - c. Website is due for an overhaul; picture and names cannot be on website, but can be in minutes
 - d. Vote was taken and passed to extend SAC meeting by 30 minutes (1500-1630)
3. Reports:
 - A. Principal, Dr. Allen:
 - a. Staff Position Increase: PES earned three new staff authorizations; 1.5 for K-5 and 1.5 for special subjects (ie host nation); unfortunately there is currently a space issue at school that will make it difficult to bring on three new staff since there are no places to put them. Will continue to work this issue to ensure authorized resources are not turned away due to space restrictions.
 - b. Advanced Education Quality Assurance Team Visit: The school will have a visit from the Quality Assurance Team to do a Quality Assurance Review 24-26 April 2012. The team will arrive on 23 April 2012. The team will consist of 2 reviewers, 1 principal, 2 teachers and 1 parent. The team will visit during the annual registration process, but that will continue as scheduled. The School District will do a pre-review starting on 1 March 2012.

- B. School Liaison Officer, Joe Holder
 - a. Passed on that DoDEA “Anti-Bullying training was held by Barbara Callaroso on 26 Jan. IMCOM training teams at schools 16-18 April 2012. PES needs to decide on a schedule to support this training.
 - b. Next IAC meeting on 14 March at Robinson Barracks at 1530.
- C. IAC Rep (Jill Beckham)
 - a. See new business for following discussion to TMS MX and space issues.
- D. CSI/QAR Update (Eddie Palladino)
 - a. Provided SAC an update and overview of plans to prepare/host the upcoming Quality Assurance Review mentioned earlier by Dr. Allen. The current timeline is:

10 Feb – CSI Day	26 Mar – Complex- wide CSI Day
15 Feb – CSI Mtg	24-26 Apr - QAR
1 Mar – Pre- QAR Visit	26 Apr - QAR Social

- b. On-going activities include PES-wide prep to include walk through, pre-visits, displays, art/bulletin board checks, etc. Parents are invited to participate and are an important part of the CSI/QAR process. PES PTA will make calls/announce need for volunteer help in making QAR preparations. Additionally, there will be a series of parent meetings in prep for parent involvement in the QAR to build awareness.
- c. Denise Suhr then provided details on the work of the Stakeholder Committee in conducting a self-assessment of PES with focus on key areas, guidance/policy, programs and staff. A series of slides and criteria were presented to include the logic behind each -- explained how assessments were made as part of the work-up to the QAR. This process included 58 staff personnel and assisted the staff in synchronizing/cross-leveling their thoughts and ideas. Overall the staff rated areas as “Operational” or a mark above at “Highly Functional”.

4. Old Business

- a. Cafeteria Recycling: A re-cycle test was proposed using a single red barrel during PES lunches and supported by Student Council. All agreed that it was a good idea to conduct a limited test to capture demand, participation and success. This would be used to evaluate moving forward with a larger program.

5. New Business:

- a. Space Issues: Space concerns were again addressed. The follow-on discussion about the TMS MX building for future PES expansion vice having it knocked down was again covered, but it was determined that this was not a viable nor realistic solution. It was proposed that space issues need to be addressed at the next IAC meeting in March and Joe Holder took this for action. He will have it added to the agenda. The discussion then

turned to a more likely solution, which was the use of portable building to solve the overcrowding in the near-term. It was agreed that it would likely require PES to use one of the current basketball/play areas to house these portable facilities. Additionally, Angel Jones recommended that the SAC should develop an “urgent need” statement for additional space for classrooms to provide at the next IAC meeting. Libby Phillips took this for action. This topic remains open pending the upcoming IAC meeting in March 2012.

- b. **Bus Departure:** This issue came to the SAC from a concerned parent about the current flow and associated safety issues with school bus departure at the end of the school day. The issue is that the buses depart using both lanes in the TMS MX/library parking lot. The TMS side lane means buses are travelling against the normal traffic flow pattern during the period from 1430 and 1500 (approx). Additionally, cars are often illegally parked and overall the entire area is very congested which raises safety concerns for children and adults alike. Mr. Holder stated that the buses must use both lanes and without the TMS MX lane, some buses cannot negotiate the parking lot at all. Several suggestions were made with the final outcome being that Ms Beckham will take the issue to the next IAC meeting. She will request/propose a sign be installed for awareness of departure times at the front of parking lot, the posting of an MP during these times to ensure smooth traffic flow/safety and finally request the Garrison place info in the Citizen to ensure public awareness.

- c. **Cleaning Contract:** Mr. Lathrop provided an update to all. First, he noted that cleaning Performance Work Statement roll-up was provided to teachers for their review and awareness. This lays out what tasks should be performed by the cleaning contractors. Next, he passed on that Claire Schooner (government contract rep and school liaison) will take complaints, verify them and work directly with the current contractor for corrective action. Claire does this via e-mail, but need to the data to document concerns. Unfortunately, this QC process will fall on teachers and volunteers to address these problems for the school. The issue for teachers is an easy way to help ID the concerns and verify PWS compliance (i.e. acting as Quality Control). Claire really needs details and examples (ex: pictures, data, documented issues, etc.) to ease the burden on the teachers and to improve timeliness, Ms. Beckham requested an electronic check sheet (.PDF) that allows teachers to easily and rapidly fill out concerns/shortfalls and e-mail them directly to Claire. This was agreed by all and Mr. Lathrop passed on that this electronic check sheet would be ready by next SAC meeting.

- d. **SAC Charter/By-Laws:** Angel Jones motioned that the current By-Laws be reviewed and updated as required. A vote was taken by the SAC President (Libby Phillips) and it was passed. The By-Laws will be sent out to members for review and further discussion.

- e. Announcement made regarding Melody Gershkoff's leave. March will be her last meeting to attend. After discussion, the decision was made to look for any write-in candidates from the last 2011 election. If there are none, then the election committee head will be notified of vacant teacher representative position to start April 2012.

Meeting adjourned at 16: 42; next meeting scheduled for 1 Mar 2012, 1500hrs in library