

E3.3. ANNUAL END-OF-YEAR REPORT

E3.3.1. At the end of each school year, each SAC and IAC shall prepare a report that states its goals and objectives, identifies areas of special interest, assesses its achievements and concerns, and makes recommendations to improve the educational program.

Patch Elementary School SAC END-OF-YEAR REPORT SY 2011-2012

The objectives of the SAC are defined in DoDI 1342.15 dated 27 March 1987. In keeping with these DoDI guidelines, personal goals and objectives were established at Patch Elementary School.

SAC continued to meet monthly in the media center at 15:00 on the first Thursday of each month. January was excluded as a result of the winter break.

Committee Members:

Dr. Robert Allen, Principal, Non-voting
Ronald Lathrop, Vice-Principal, Non-voting
Libby Phillips, Parent Representative – Chairperson
Jill Beckham, Teacher Representative – Co-Chairperson
Michael Anderson, Parent Representative
Mark Luchs, Parent Representative – Secretary
Angel Jones, Parent Representative –
Adrienne Smith, Teacher Representative
Robin Tessereau, Teacher Representative

Goals and Objectives

GOAL 1. Increase awareness of SAC information in the PES Community.

Obj. Documentation of questions/concerns and the committee's responses in more than one location.

Obj. Write two or more information pieces for the school newsletter.

Obj. Post minutes in two or more places for easier accessibility.

Obj. Post agenda publically one week prior to meetings.

GOAL 2. To participate in a community event related to health promotion, child safety, or educational enhancement.

Obj. To research opportunities as the year progresses for SAC involvement in the above.

Obj. To offer assistance with volunteerism for an event related to the above.

Areas of Special Interest

1. (November 2011) Classroom and restroom cleaning concerns expressed. Repeated attempts to address this issue with cleaning personnel had not progressed.
2. (April 2012) Lack of clear guidelines on evacuation procedures and policy.

3. (March 2012) Teacher and parent concerns expressed over the need for additional classroom space.
4. (February 2012) SAC by-laws were examined and noted for a need to revise.

Concerns

Numerous accomplishments were made with parent and teacher concerns expressed:

1. Cleaning issues addressed to appropriate personnel per Ron Lathrop. Person in charge of the regional cleaning contract was present at December meeting where SAC addressed all of the cleaning problems occurring in the school. Information was received and personnel addressed. Mr. Lathrop coordinated quality assurance within the school and spoke with teachers about the importance of documentation. Claire Schoonover who is located at the high school was named as the individual who will be contacted for cleaning concerns and requested continual documentation be sent by email. Mr. Lathrop kept a record of this and reported instances for three follow up months. Teacher Representatives reported an improvement this spring.
2. Two separate internal threats at Patch High School led to PES evacuations. The first of these was lengthy (approximately 2 ½ hrs) and occurred over the lunch period. Multiple concerns expressed by several parents and teachers regarding access to food and water, evacuation location and student activities were brought to April 2012 meeting. Resolutions and follow up meetings have been held with Ronald Kirkemo, Emergency Management and Joe Holder, SLO, PES Principal, and SAC Chairperson. A detailed, forty page Emergency Action Plan is in place. At the May IAC meeting, Col. Bird directed AFEES and school principals to develop a food plan for extended evacuations. Please see May minutes for the extended report.
3. Additional classroom space was first expressed in March when Dr. Allen first reported the additional staffing increase. Discussions on alternative places for classrooms took place and decision was made to support the request for portables to be located by the Multi-age building. Subsequently, a letter was sent to the Superintendent's office.
4. Recommendation given by Chairperson to take a look at the by-laws in place and read over thoroughly for revisions. Any recent revisions in the past 2 terms could not be found; therefore, SAC provided these through an ad-hoc committee. By-laws were revised and approved.
5. Teacher interruptions are a continual concern at PES. An ad-hoc teacher committee was formed under Dr. Allen's advice to come up with suggestions to minimize this. Denise Suhr presented ideas and received input from SAC on the suggestions.

Achievements

- Chairperson spoke at Parent Information Night and introduced Parent Representatives.
Recommendation: Teacher Representatives stay for introductions and wear SAC nametags.
- “SAC News” was updated and revised. Parents are able to print off a form and express a concern in writing, by email (also located on bulletin board), or by speaking with Dr. Allen. The form was updated. Bulletin board was updated. Minutes were posted regularly in 3 places: on web, on bulletin board, and in the office book. Agenda was posted 5-7 days before the meeting.
Recommendation: Continue to publicize SAC awareness through school newsletter by increasing the frequency of articles.
- SAC was able use outside sources to assist in problem solving;
Housekeeping contractor at December 2011 meeting
Claire Schoonover at February 2012 meeting
Ronald Kirkemo at May 2012 meeting
Recommendation: Continue quality assurance with housekeeping concerns.
Continue follow up with Mr. Kirkemo and Joe Holder on S.O.P.
- SAC was present with PTA at Bike Fair held May 2012. SAC members supported event through working at registration.
Recommendation: Plans made to continue holding bike safety program and SAC could continue its involvement with this program.
- SAC recommended cafeteria recycling to be considered under the direction of Student Council. Committee linked High School Student Council with PES Student Council and suggested a combined program where councils would work together on the project. Anna Ingalls is in charge of recycling pursuit. SAC Chairperson had opportunity to speak with Student Council to promote program.
Recommendation: To use their (students from both schools) talents and experiences to build upon the existing recycling that is being done.

Closing

Through the devotion of teachers, parents, and staff, concerns were addressed and forwarded to the appropriate resources. The SAC was instrumental in recommending multiple approaches to resolve some of the issues. In the 2012-2013 school year, Robin Tessereau, Teacher Representative will challenge incoming members to follow through with the above recommendations. Next SAC meeting will occur on September 6th, 15:00.