

Patch Elementary School

SAC Meeting Minutes

Dec 6, 2012

15:00-PES Information Center

Members Present

Principal: Nancy Hammack

Ass't Principal: Sheree Foster

Faculty Reps: Karen Antonucci, Adrienne Smith, Robin Tessereau, Jan Kuenning

Parent Reps: Travis Mooring, Joe Civello, Beth Cypher

School Liaison Officer: Brian Pappas (substitute for Joe Holder)

1. Meeting was called to order by Chairman Travis Mooring.
2. Reports
  - a. Principal- Ms. Hammack provided an update on school budget and staffing. The majority of the budget was pulled back by DoDDS Europe pending resolution of a central funding shortfall. Approximately \$16k was left in the school budget to cover critical/essential purchases. Separately, the small amount of funding originally received for transportation expenses (e.g. field trip buses) remains intact. With regard to staffing, all allocated full-time equivalent (FTE) positions have been filled. The exception is teacher aid positions. The effort to recruit/fill these positions is typically ongoing throughout the year. Additionally, the possibility of requesting additional billets to supplement the playground monitors was discussed.
  - b. School Liaison Officer- Mr. Brian Pappas attended in place of Joe Holder and stated that he had nothing significant to report this month.
  - c. IAC-
    - (1) The AAFES support strategy for a school evacuation was reviewed. The current plan calls for AAFES to provide food if the evacuation exceeds 3 hours. Drinking will be managed with available water fountains at the evacuation site. The possibility of working with the PTA to create to-go bags with snacks was also discussed. There were several concerns expressed with this strategy, not the least of which was food allergy issues.
    - (2) Early release on snow days was discussed. The difficulty in coordinating an early release with the bus transportation provider in a timely manner makes this process very challenging. Reportedly, the buses can take up to 2 hours to be recalled to the school. As a result, an early release caused by snow is not likely; however, other members pointed out that we must be prepared to handle an early release that might be caused by other emergency circumstances.
    - (3) School opening delays due to inclement weather/road conditions will be set at 2 hours.
    - (4) Acceptance of the new school facilities is planned for 11 Dec with outfitting & move-in occurring over the holidays so that operations can begin after the holiday break.
  - d. CSI- Friday Dec 7th is a training day.

### 3. Old Business

#### a. Playground Inclement Weather update

- i. Ms. Hammack provided a draft revision to page 14 of the Patch Elementary Handbook that addresses Playground Rules. She also announced the concept of forming a special subcommittee to develop recommended Playground Inclement Weather Guidelines. The SAC endorsed this approach and a motion was made and seconded to establish this subcommittee. The proposal, as outlined, would have a SAC parent rep, a SAC school rep, and interested parents form the subcommittee and operate within a charter to be provided to them by the SAC. Mr. Mooring volunteered to be the SAC rep on this subcommittee, and will share info with the SAC members (via email or with a special SAC meeting) as this initiative progresses. Ultimately, the subcommittee will provide a verbal & written report to the SAC on their recommendations.

#### b. Playground monitors

- i. This discussion stemmed from a previous issue parents had raised regarding inconsistent enforcement of playground rules. Administration explained that the rules had to be temporarily altered due to the reduced playground area and that they will do a better job of training the monitors. A draft document developed by the school administration was provided to the SAC members which outlines the knowledge, skills, duties, and responsibilities of playground monitors, and identifies resources available to them. Concerns were raised regarding the extensive amount of detail in the document as compared to the relative simplicity of the original parental concern.

### 4. New Business

#### a. SAC assistance with feedback on report cards

- i. Mr. Cirvello introduced this topic explaining that there were concerns with the effectiveness of the report card format. This issue came to light as a result of the recently completed parent-teacher conferences to discuss 1st Quarter student performance. The idea put on the table was for SAC parent reps to gather input from 3-5 families each regarding their thoughts on the report card format, then consolidate and stratify this input, and provide it to the school administration for their consideration/use. Ms. Hammack explained that the report card is not completed in the 1st Qtr for grades K-3 and thus each element is marked as "not addressed". Mr. Cirvello explained that the report card concerns are likely not linked to the data fields being completed or not, but to the content/topic areas. This issue was left open and may be revisited after the next round of report cards. Progress reports for upcoming quarters will contain comments. Administration is working with teachers to give clearer information to parents on progress.

#### b. Recognition of positive student behavior

- i. Mr. Cirvello introduced this topic and explained that the idea is to look at ways the school can recognize students who demonstrate good behavior records for the whole school year. The concern is that some students may receive "green" behavior charts from their teacher for every day/week of the school year, but it's possible that no one other than their parents knows or acknowledges this praiseworthy effort. There was some group discussion and exchange of ideas on this topic. The school administration will give further consideration to this issue and consider additional actions to provide recognition and/or positive feedback to these students.

c. SAC training

- i. The date/time for the SAC training was set as Thurs, Jan 10th at 0800. Location will be the PES information center.

5. Open Forum

- a. No additional items discussed.

Meeting was adjourned at 4:20 p.m.