

## SAC Meeting Minutes

November 21, 2011

### I. Call to order

T.B. called to order the regular meeting of the School Advisory Committee at 2:40 p.m. on November 21, 2011 in room 106, Sigonella Elementary School.

A motion was made by I.C. and seconded by L.S. to approve the October minutes. Vote was unanimous to approve the minutes.

### II. Roll call

a. The following persons were present:

Mr. Ian Coubrough	Principal
Capt. Scott Butler	NASSIG
Cmdr. Eric Vosler	NASSIG
CMC David Graham	NASSIG
Mr. T.S.	Food Services
Mr. J.G.	Transportation

b. School Representatives

Ms. S.D.	CSI Representative
Ms. T.S.	Teacher Representative
Ms. J.S.	Teacher Representative
Ms. H.G.	Teacher Representative
Mr. C.M.	School Liason Officer

c. Parent Representatives

Mrs. T.B.	SAC Chair
Mrs. L.M.	SAC Secretary
Mrs. L.S.	PTO Representative
Mrs. M.B.	
Mrs. L.H.	

### III. Old Business

- a. Attendance Policy—Principal sent out the attendance policy through e-mail, however, there are a few clarification that need to be made. Unfortunately, the computer server has been down and he cannot access the file.
- b. Rain Cover from Kindergarten/Sure Start to Main Building—At this time, the district will not release any funds for this project. Capt. B. would like to get this done and occasionally receives extra discretionary funds that can be used for this project. I.C. will send all of the information he has to Capt. B. As soon as funds are available, Capt. B will get AIMD guys working on this.
- c. Acoustic Bird Deterrent—District released funds and three been ordered.
- d. Child Self-Release Policy—All relative parties have approved the policy of letting children ages 8 and above self-release from school to home if they live on NAS 1. This is consistent with the bus policy of letting children who are 8 or older walk home from the bus without supervision. The children started walking alone today.

- e. Student/teacher server went down two weeks ago. A new server was hooked up, but did not reboot. A second server was ordered and put on today. Capt. B. will ask Capt. B. of NCTS to follow through. Teachers are not allowed to have an external hard drive and were asked to back up their data onto discs.

#### IV. Reports

- a. Principals Report (Mr. Coubrough)
  - i. When server is up, I.C. will send out the attendance clarification that a child will be counted tardy at 7:50 instead of 7:55.
  - ii. Flu vaccines must be done by Nov. 30. Waivers are available through the nurse for parents who choose not vaccinate.
  - iii. New change in bus policy because recently a child was left on the bus for about 2 hours. From now on, an office assistant must call the house if the child is marked absent to be sure all children are accounted for. There is currently an investigation and so that all responsible parties will be punished accordingly (See Transportation Report for more details).
- b. Command Report (Capt. Butler)
  - i. NATO Forces left. Some French and Air Force remain. He is not sure how this will affect the 2012 Sigonella budget. This fiscal year is healthy. D.C. decision makers have no plans to mess with Sigonella.
  - ii. Marines continue to come unaccompanied.
  - iii. NATO AGS (unmanned system) will come to Sigonella 2013-2014 timeframe. About 3000 people are expected to come along with it. These will double the Sigonella population.
- c. School Liason Officer (Mr. M.)
  - i. Nothing to report this month.
- d. Transportation Report (Mr. G.)
  - i. A new bus stop was added to bring the Sure Start and Early Childhood Special Education students to the CDC. There were too many children for a small number of teachers to safely transport, especially on bad weather days.
  - ii. 2 buses were late, but only by two minutes.
  - iii. On Oct. 26, elementary buses were delayed by 15 minutes because of traffic tie up.
  - iv. 2 misbehavior reports.
  - v. A child was locked on the bus for 2 ½ hours. The safety aid and driver are responsible. The District Transportation Supervisor asked that the 2 be removed. Mr. G. filed a report and they have been put on temporary suspension. Update: The bus monitor was suspended and the bus driver was not suspended. Waiting on District level decision on the matter.
- e. Food Services (Mr. S.)
  - i. Electron lunch tickets are in but they must be PCI compliant. They are still testing glitches. Rota is the pilot school and they will not be starting until January.
- f. CSI Report (Ms. D.)

- i. We continue to build excitement for our school.
- ii. Our next CSI day will focus on writer's workshop and math.
- iii. This month our KISA (Knights in Shining Armor) had a healthy discussion that focused on math. Our next meeting on Dec. 7 will concentrate on teacher communication.
- iv. Mrs. R. will host a Parent Connection Meeting centered around math on Nov. 30 from noon to 1.
- v. Teachers are busy writing reports that are required for accreditation.

g. PTO Report (Mrs.S.)

- i. The Walk-a-Thon raised over \$3000.
- ii. Author grant was approved so Nicola Davies will come to the classroom in January to spend time in the classroom with the children.
- iii. Dec. 8 the PTO will hold a spaghetti dinner before the North Pole Musical.

V. **Open Forum**

- a. L.H. had a concern about passport renewals being an excused absence. The problem is that one must go to Palermo or Naples between the hours of 10-12, Monday-Friday. **Answer:** This *will* be counted as an excused absence. Many parts of the new policy have not yet been tested. I.C. has made the decision about excusing passport absences.
- b. L.M. had a child that was repeatedly being hit on the bus when the bus monitor was not looking. She reported it to the transportation office. Because the monitor did not see it and make a report, the child could not be punished. Mr. G of the transportation office did everything within his power to be sure it never happens again such as notifying the monitor to watch for similar behavior and separating the two children. This parent's question is who has jurisdiction over unseen, bad behavior on the bus. **Answer:** the school principal has jurisdiction and he will be sure to take care of the problem as soon as he is notified.
- c. M.B. saw bus monitors and drivers smoking on the bus as soon as the children were off. **Answer:** as long as there is no residual smell when the children are on, this is okay. The monitor and driver are responsible for airing out the bus when they are done.
- d. J.S. pointed out that the day after Halloween was difficult for the teachers. Can Sigonella save trick-or-treating for the weekend? **Answer:** the base can look into changing the date next year. Another option is to plan a CSI training the day after Halloween.
- e. T.B.—A parent put a note in the suggestion box to get a new microwave in the cafeteria. The PTO was also given a request to purchase a new microwave, but denied the request. **Answer:** I.C. explained that a microwave in the cafeteria is a safety issue. The lunch monitors or older children can heat the lunch too much and get burned. It also creates a long line that delays children from eating during their limited amount of time. Lunch monitors who assist student to heat up food are not doing their primary job – attending to the safety of the students who are eating. The parent/student handbook also indicates that parents should not send food that needs to be heated up.

## **Adjournment**

- f. A motion was made and seconded to adjourn the meeting at 3:26 p.m.
- g. Minutes submitted by L.M..
- h. Next meeting: January 23, 2011 at 2:45 p.m., Room 106.