

## SAC Meeting Minutes

Oct. 24, 2011

### I. Call to order

T.B. called to order the regular meeting of the School Advisory Committee at 2:43 p.m. on October 24, 2011 in room 106, Sigonella Elementary School.

### II. Roll call

a. The following persons were present:

Mr. Ian Coubrough	Principal
Capt. Scott Butler	NASSIG
Cmdr. Eric Vosler	NASSIG
CMC 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
Mr. S.L.	Gifted Education

c. Parent Representatives

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

### III. Reports

Principal's Report (Mr. Coubrough)

I. Address Old Issues

- i. Attendance policy – Clarification passed out for review. Highlights include:
  1. Students absent or tardy more than 7 days per semester will be referred to Student Support Team (SST) for review and then local command if recommended by SST.
  2. Parents must request absence approval at least 5 days prior.
  3. Emergency leave usually excused.
  4. Family trips are unexcused.
  5. Student work from prearranged absences must be turned in the first day the child returns to school.
  6. Teachers will provide make-up work.
  7. 7:55 is tardy.
  8. Illnesses are excused if parents contact school.

- ii. Calendar with all CSI days. On September 20 and October 6 e-mails that included calendars were sent. It is also posted on the Sigonella Elementary website.
- iii. Rain Cover between Kindergarten and main building – work request was submitted last year. Master contract possibly coming in the spring. Capt. B. asked about rain cover earlier, possibly he may be able to do something. Seabees could do this work. S. D. mentioned in the past, they could not have the rain cover because of delivery trucks. Mr. C. and Capt. B. said they will do everything they can.
- iv. There has been trouble with clocks being synced and keeping the right time. Digital system for school clocks was ordered. For now, look at computers for the correct times.
- v. Supervision policy – passed out Parent/Student Handbook – focused on page 8. Housing Instructions, Bus Instruction and Marinai Policy are all different. Cmdr. V. worked last week to make them all the same. One solid rule across the board is best. He concluded:
  - 1. Children 8 and older can walk home without supervision.
  - 2. If parents do not wish to allow their child to self-release, they may give special instructions to Mr. Grasso and the school for the student to not self-release.
- vi. Reading time policy – All reading done in the classroom are properly grouped and leveled to meet the students' individual needs.
- vii. Volunteers in the classroom are at the discretion of the teachers.
- viii. Gifted Education Program (G.E.) – Mr. L. was introduced and explained his program. The program is focused on higher level thinking, supporting teachers and curriculum in regular classroom for students in, at least, the 90<sup>th</sup> percentile. It follows DODDEA standards. Gifted committee, parents, or teacher can refer children. Currently, there is no money for formal G.E. testing. S.L. is hoping to get financial support from the school or PTSO to purchase tests.
- ix. CSI Parent Groups – Two weeks ago parents met, received and discussed vision. Goal is to have parents help make decisions about school.
- x. Playground Injuries – There have been no new incidents.
- xi. Currently there are 326 students. Student-teacher ratio is:
  - 1. Kindergarten 20 students per teacher.
  - 2. First grade 15 students per teacher
  - 3. Second grade 16 students per teacher.
  - 4. Third grade 18 students per teacher.
  - 5. Fourth grade 20 students per teacher.
  - 6. Fifth grade 18 students per teacher.
- xii. Story Book Parade this Friday, October 28<sup>th</sup>.
- xiii. November 10 & 14 are Parent/ Teacher Conference.
- xiv. Customer Satisfaction Survey results:
  - 1. Response rate: 45% parents and 86% students.
  - 2. 85% parents rating SES as A or B.

3. In all major subjects A or B: (low) 57% foreign language, (high) 87% reading.
  4. Assistance to students: 43% (very satisfied)
  5. 91% rated school very safe.
  6. 80% A or B in welcoming students.
  7. Identified as Minor Problems: 50% bullying; 45% childhood obesity; 27% lunch program; 25% low quality standards; 23% low quality curriculum.
  8. Communication: (extremely effective percentiles) Newsletter 57%; Open House 39%; School Web Page 29%; E-mail from teacher 59%; E-mail from principal 34%; Telephone 26%; Parent/teacher conferences 52%; Handbook 34%; Communicating academic progress 94%; Communicating child's behavior 94%; Communicating school events 88%; Responding to questions 92%.
- xv. SAC Training completed on October 20, 2011.
  - xvi. Five on Fridays (five parents invited to lunch with principal every Friday) has not been successful because not many are showing up. Mr. C. will start calling parents instead. Eight students from each grade were randomly selected to talk to Principal about school. Overall, their views were positive.
  - xvii. Anti-bird system – Contract for pest control falls under Health Safety and Pest Control. MWR library has an acoustic anti-bird system that costs around \$260.00 and can easily be ordered online. Mr. C. will work on ordering one immediately.
- b. Command Report (Capt. Butler)
    - i. Good guys are going home now that Gadhafi is dead. By 2<sup>nd</sup> week of November Foreign Services will go home. Expect Foreign Support Forces in the near future which will not have the same impact on the community.
    - ii. Marine Unit is here without dependents. NATO personnel will grow Sigonella by 3000 people. 1/3 will be from the U.S. No official requests for use of services such as Commissary/NEX, schools, medical, etc. but, if they do, permission can move quickly.
  - c. School Liason Officer (Mr. M.)
    - i. Information on school attendance policy will be given on AFN.
  - d. Transportation Report (Mr. G.)
    - i. Riders are down from 465 to 460.
    - ii. On the 20<sup>th</sup> of October – All seven buses were late because of an accident.
    - iii. On the 17<sup>th</sup> and 20<sup>th</sup> of October, P.O.V. entered bus loop to load and unload. Mr. M. sent in a security report.
    - iv. On the 14<sup>th</sup> of October, there was a report of unsafe driving – incomplete report made to Cmdr. C. Mr. G. would like to speak to the person to get more details; there was some confusion because the timing was off. No license plate was given and not sure which bus it was.
    - v. Six misbehavior reports since September 19<sup>th</sup> and all were first time offenders.
  - e. Food Services (Mr. S.)

- i. Received automated school lunch program. Will not be implemented at the end of October as anticipated. Mr. C. asked if teachers will receive instruction. Mr. S.--yes.
- ii. Once implemented, old lunch tickets can be refunded at the Customer Service Desk of the NEX.

f. CSI Report (Ms. D.)

- i. April 30 – May 4, 2012 will be the Accreditation this year.
- ii. Teachers have divided into different committee groups. Titles and responsibilities are as follows:
  - 1. Technology Team – Updating website.
  - 2. Documentation Team – Collecting student work samples.
  - 3. Data Team– Use school data and create 5 bulletin boards.
  - 4. Writing/Math Teams – Create slide shows and planning professional development.
  - 5. Stakeholders Team – Work with CSI junior groups.
- iii. Original Vision statement was too long as said by many teachers. At the last Knights in Shining Armor (KISA) meeting parents agreed. The CSILT revised to a simple, more concise version:
  - 1. Sigonella Elementary School will ensure all students achieve their potential through rigorous, stands-based instruction while developing responsible, global citizens. All students, staff, and parents will embrace continuous learning in an atmosphere of mutual respect and collaboration.
- iv. November 9<sup>th</sup> will be the next KISA meeting, 12:00 at the school library.
- v. Misinterpretation at June meeting – CSI leadership would never tell parents what to say. We have no need to lie because we are proud of what happens at this school.

g. PTO Report (Mrs.S.)

- i. Walk-a-thon will be on Saturday at the track. The fundraiser is used for the upcoming author's visit, and math programs. Pay-Pal is available to get sponsorship for the walk-a-thon. Hospital staff will be there to help.
- ii. CMC will come back on the grant approval to fund author, Nicola Davies', visit on January 30- February 4, 2012. Approved at the first level and now waiting for the next level of approval.
- iii. Food Drive after Thanksgiving. High School POC wants to be involved.
- iv. January 13<sup>th</sup> will be Math Night.

**IV. Open Forum**

- a. Mr. Coubrough, Radio Show on last Wednesday of each month. Ms. J.S. will be the special guest to talk about Bullying.

- b. T. B. – SAC suggestion Box with forms will be at the Administration Office.
- c. L. T. - suggested sending home copies of SAC Suggestion Form with students to help get the word out. Also, P.R. for the radio show.
- d. T. B. – Within two weeks, the official minutes shall be approved by committee members and then posted. Agenda will be at the Command office and School office.
- e. Capt. B. – Mr. S. has a one hour presentation on how to be best prepared for emergencies. He would like to train teachers and all other members of the community. This will take place on Tuesday and Wednesday at 0900 and 1000 in the theater.
  - i. L.S. – P.A.O. Hospital doesn't get the All-Hands e-mails because they are on a different computer system. Is there a way they can also be sent to spouses?

### **Adjournment**

- f. A motion was made and seconded to adjourn the meeting at 3:55 p.m.
- g. Minutes submitted by L.M.
- h. Next meeting: Nov 21, 2011 at 2:45 p.m., Room 106.

