Wiesbaden Elementary School
SAC Meeting Minutes
January 27, 2025 | 3:00 pm | Computer Lab

1. Welcome/Meeting Norms
    i. Attendance
        1. Committee Members Present:
            a. Daphne Townzen - Teacher rep
            b. Elizabeth Bishop - Teacher rep
            c. Erin Kempen - Secretary
            d. Netra Harwell - Principal, accompanied by Assistant Principals Seanie Munoz and Mary Anne Hartley
            e. Martha Campbell - Vice-Chair/Acting Chair
            f. Rachel Plucker - Teacher rep
            g. Courtney Foist - Parent rep
        2. Committee Members Absent:
            a. Chris Dickson - School Liaison Officer
            b. Telesia Utupo - Parent rep
    ii. The meeting was called to order at 3:01 pm by Acting Chair Martha Campbell
    iii. Minutes from today's SAC meeting will be taken by Erin Kempen, SAC Secretary

2. Reports:
    - SAC Acting Chair: Martha Campbell
        - Update on the recommendation submitted by SAC after the last meeting for creating a fire lane designation between bus spots 23 and 24:
            - Following a conversation between the ES Admin Officer, School Transportation Office, and the Fire Department, it was confirmed that the lane between bus spots 23 and 24 is a designated fire lane. Steps have been taken to address this immediately and to initiate permanent marking. There is a work order with DPW to paint lines, weather conditions permitting.
        - Welcome new parent reps
    - Principal: Netra Harwell
        - Update on SY25-26 staffing: Per DoDEA staffing guidance, WES will lose one teacher position next year. The school is hoping to reallocate that teacher to another position.
        - New registrar started today.
        - Substitute teachers now have FOBs to enter and exit neighborhoods; this change arose from a question brought up by a parent at the prior SAC meeting.

- Social media pause - DoDEA-wide, waiting on more guidance as to next steps.
- Colonel Danderson has formed a new Youth and School Age Intervention Committee (YSAIC) for the complex to support kids and families—active duty and civilian—committee will meet to address specific cases of significant behavior needs; committee is composed of base command, DoDEA representative, the specific family's chain of command, and base health services, in order to share information among the agencies that support affected children and their families.
    - How are kids elevated/recommended for this committee?
        - For example, repeated behaviors that result in out of school suspension can be recommended to the committee.

3. Old Business: Communication about…
    a. Lockdowns and drills via Everbridge
        i. Everbridge pulls contact information from Aspen.
        ii. Everbridge is supposed to be used to communicate emergency messages (e.g., snow days), fire drills, and lockdown drills.
        iii. Parents brought up that the first test message sent from Everbridge on December 3rd expired after 15 minutes, making it difficult to confirm receipt of the message. Parents also stated that not all of their points of contact were alerted; most got email, but not text message. Admin will go back to double check to make sure all contacts via Aspen are selected to be notified through Everbridge.
    b. Communication re: evacuation of classroom and significant lost instructional time
        i. Parent concerns were shared at last SAC meeting that there is inconsistent and limited communication from admin and teachers after significant behavior incidents in the classroom: some teachers email after an incident, some do not. Parents are hearing about incidents from their kids or other parents.
        ii. Is there a policy in place or specific guidance given to teachers about how and when to communicate to parents?
            1. Principal response: there is no current policy, and the school can do better. In response to the prior SAC meeting, the Principal met with the Building Leadership Team (BLT) (composed of grade-level representatives and admin) in December to discuss what communication about significant behavior incidents might look like at each grade level; grade-level reps were to go back to discuss with their respective teams. The BLT meets tomorrow (last Tuesday of every month) to discuss communication standards and more specific guidance as to what warrants a classroom evacuation.

2. Currently, if there is an evacuation of the classroom or significant behavior incident, grade-level counselors come to the neighborhood before kids go home that day to be available if needed.

iii. Parent attendee input: there needs to be a standard that incidents are communicated home every time to parents; this communication has not been happening consistently.

iv. SAC recommendation will be drafted and submitted with input from SAC membership and consideration of input provided by attendees via email/Google Form.

c. Communication re: wall configurations

i. Teacher reps shared their process for letting parents know at the beginning of the year that walls would be opening soon.

ii. Teacher rep shared concern about emailing parents every time wall configuration changes, especially if wall decisions are dynamic and happening frequently

iii. Question was asked: what is reasonable to expect in terms of communication about walls?

1. Teachers stated that communicating with parents at the start of the year when walls will go down with an email follow-up is reasonable.

2. New Business:

a. Screen time:

i. Parent concerns were shared via SAC input google form about amount of screen time during the school day

1. Parent concerns were shared from multiple grade levels, including Sure Start, wondering about frequency of screen use during transitions and instruction

ii. Principal response: all curriculum has technology components; use it to differentiate instruction after general lessons. Generally, kids are on a screen 8-10 minutes per day, per content area, totalling to about 1 hour a day. In addition to curricular use, teachers will sometimes use videos like “mindful minutes” or “gonoodle” during transition times.

iii. Teacher reps shared a few additional examples of how they use computers in their classrooms: in 1st grade, computers are used for a centers station which is about 15 minutes long. Students have the option to use the laptop as a center once a week per subject. In 3rd grade, another way computers are used is that students take their assessments online.

iv. A teacher rep shared that technology is something our school is evaluated on during Quality Assurance Visits and with our ELOT visit.

v. Subsequent to the meeting, SAC Officers opted to forward the question about Sure Start received in its entirety for Principal to review. Acting SAC Chair will recommend, informally via email, that school administration consider unannounced observations of Sure Start at different times of day and share observations at the next SAC meeting.

b. Water station at lunchroom
   i. Last year, AAFES provided a flavored water station and cups, no longer providing that.
   ii. One parent attendee stated that last year there was often a mess made with cups and overflow water on the floor.
   iii. Hydration stations are inside and directly outside the cafeteria; kids are encouraged to bring their water bottles to lunch with them.

3. Open forum:
   a. School being built on Clay - will it be a Category 3 school? SLO previously told the parent it will not be a Category 3 school.
      i. Parent concern - with WES being the only Category 3 school, there will be a higher percentage of needs here once the new school is built; are we proactively asking for an increase in staffing or behavioral support?
      ii. Principal response - DoDEA looks at annual student needs to determine staffing needs, and uses each year's numbers to determine staffing numbers. This may not account for incoming civilian or military families whose needs may not be known ahead of time.
      iii. Behavioral health and support is the planned focus of the next SAC meeting; the principal suggested that we invite the school's behavioral specialist to that meeting.
   b. Follow-up on drills to use the internal staircases to exit in emergencies - The principal will follow up with building staff to ensure stairwells are properly secured and to determine an alternative exit plan if the class is unable to use the main neighborhood entrance in an emergency. Since the meeting, the AO has reviewed the classroom exit plan and modified neighborhood exit plans where appropriate.
   c. Playground equipment - there is not enough playground equipment or playground space for the amount of kids.
      i. One recommendation was to use temporary paint to create lines for hopscotch and four squares. Admin will explore this option with input from the PTO.

4. Closing
   - Meeting adjourned at 4:15 pm by Acting Chair
   - Next WES SAC meeting: February 24, 2025 at 3:00 pm
   - Next IAC meeting: January 28th at 3 pm at ACS
   - Next complex SAC meeting: April 7th at 3 pm at WMS