

Netzaberg Elementary School
School Advisory Council Agenda

September 18, 2023

3:00-4:00 PM

1. Attendance:
 - a. Erikson, Blue,
 - b. Smith,
 - c. Ms. Muzzy
 - d. Rowland
 - e. Dayley
 - f. HSU
 - g. Ms. Edwards
 - h. Joseph
 - i. Munez
 - m. Marcum

Student Advisory Committee Training

Understanding the role of SAC, Foster communication amongst school and parents.
Reviewed all aspects of the Student Advisory Committee.

Voted on and approved:

Chairperson: Ms. HSU

Vice Chairperson: Ms. Erikson

Secretary: Ms. Rowland

Ms. Smith to inquire as to the access to the email account for comments and monitor.

2. Follow up from previous meetings:
 - a. Attendance Clerk
 - i. There has not been an attendance clerk all school year.
 - ii. It is a safety concern if parents fail to be notified if their child does not make it to school.

Response: Attendance Clerk is on-board, and Office Manager is on board. Office is fully staffed. There is an office aid that has not been filled but it is a part time position and would be approximately 50 hours per week.

- b. Communicate staff changes.
 - i. Notifying parents when staff members leave
 - ii. As an integral part of the educational team, parents should know when there is a long-term substitute teaching their child to include classroom teachers, specials teachers, and administration.

Response: Now that we have an office staff in place, we will attempt to communicate staff changes within 2 weeks as applicable. Mrs. Rowland asked about WIN and the other students that are exposed to a particular staff member leaving it needs to be communicated. Ms. Smith and the members of the committee agreed to at least two weeks' notice when able.

c. School communication

i. After school club communication

1. Digital submissions to eliminate enrolling in clubs for the wrong grade
2. Ballroom dance – no parent notification

Response: Ms. Smith explained that clubs are unable to start until we have approved funds. The office staff is working on forms based on grade levels to ensure equity. Digital forms may not be the best method and paper forms were agreed upon. Positive comments supporting the clubs can be submitted to support additional clubs and funding. Overall, the clubs concerns from last year are no longer a concern.

Concern: Ballroom dancing started but all parents weren't notified. Ms. The students knew but some parents were uninformed. **Suggestion for next year:** Tryouts, families notified, begin following week. Ms. Munoz suggested that having Olga places information in the newsletter. Ms. Smith suggested a checklist beginning in December for the Spring Clubs.

d. Grade level communication with parents

- i. Communication with parents is a teacher performance standard.
- ii. Recommend more rigorous oversight of grade level communication/newsletter (for example: Principal cc'ed on grade level newsletter, etc.)

Response: Ms. Smith stated that bi-weekly communication is the expectation that will be communicated to the staff.

e. Field trips

- i. Begin planning field trips in the fall to ensure transportation is reserved.
- ii. Consider fall field trip possibilities to alleviate the crunch at the end of the school year.
- iii. Increase communication regarding field trips and consult with master calendar.
- iv. Deconflicting the dates of the grade level field trips will enable more parents to volunteer to chaperon, allow transportation to provide services, etc.

Response: All grade levels have completed the school calendar for Field Trips and Events. The chain of command will approve all off-post activities. We have not received our field trip budgets. Teachers have planned Field Trips and are waiting on the budget.

f. Improve communication with parents about how to access Aspen log in

- i. Aspen not working, unable to enter password (grayed out)
- ii. Provide step-by-step instructions (especially for new parents) with screenshots of examples and troubleshooting recommendations.

Response: Aspen is working and Ms. Smith will get with Ms. Grant to post a video on Facebook and our school page. Ms. Hsu asked about what parents can see and the staff will get with Ms. Grant.

- g. Communication with specials and elective teachers
 - i. Parents need a way to contact special and elective teachers. The current website only includes office staff, librarian, Educational Technologist, and the school counselor.
 - ii. Recommend a roster with emails for all staff members.

Response: Ms. Smith explained that a page was developed to provide information, but it was flagged due to PII. Ms. Smith explained that we will work on a work around to provide information to parents. Ms. Muzzy suggested that parents may also contact the front desk.

3. Discussion Topics Submitted:

- a. Reading specialists and other support staff
 - i. Wait 6 weeks to initiate reading intervention for students who were receiving services last school year.

Response: Ms. Smith will meet with the CSC Chair to discuss policy and procedures for students who were assessed last school year.

- b. Covid requirements – The policy came from the Garrison Command. If you are positive 5 day quarantine and 5 day mask. Ms. Erikson asked about policy and normal sick policy and if you want to test them. There are no contact restrictions and no contact tracing. Ms. Erikson suggested that a basic reminder of symptoms that may warrant remaining or picking up child.

- c. Medical enrollment- Communication was put out that when seeing behavioral health, they will need to enroll in the new health care program. She is housed here to support our families.

Meeting was adjourned @ 4:15

Next SAC meeting: Monday, December 4, 2023 at 3:00-4:00