

Brussels American School Advisory Committee/Installation Advisory Committee (BASAC/IAC)

MEMORANDUM FOR RECORD

SUBJECT: Minutes for BASAC/IAC Meeting, 5 November 2009

1. Opening Remarks and introduction of the new BASAC/IAC members
 - a. The Chairman called the meeting to order. Voting members present included three parent representatives, two faculty representatives, and the Student Representative. Liaison members present included the Principal and the USAG Brussels Deputy Commander. Others in attendance included the School Liaison Officer, Vice-Principal, USAG Brussels DPTMS Director, PTSO President, Family Life Counselor and 7 parent/community members, and 2 students.
 - b. The Chairman reiterated the goals of the BASAC, an informal meeting environment, and the use of Robert's Rules as the guide for the conduct of the meetings.
2. Minutes from the previous meeting were tabled. To be approved at the next meeting.
3. Old Business
 - a. 6th Grade Homework Levels – The PTSO donated Agenda Books to the 6th and 7th grade students. The Principal is still working issues to include, the balancing of homework across the different classes and test de-confliction. The Principal is a strong advocate of the Agenda Books. Class movement times have been adjusted to give the students a little more time to transition from classroom to classroom. **[OPEN]**
 - b. Quality Assurance Review – The school is working to schedule a time with the parents to help with preparation for the QAR visit. The Principal is optimistic for the QAR visit. **[OPEN]**
 - c. Sterrebeek Annex Access Policy – The policy is in draft. Once language is complete, USAG will coordinate with school. **[OPEN]**
 - d. Cheerleading – It was announced that BAS will offer cheerleading as an extra-curricular activity during the winter sports season. Ms. Proietto will sponsor with Ms. Amberly Bland coaching. It will be a co-ed activity for H.S. students. **[CLOSED]**
 - e. Transition Ceremonies for K, 5th and 8th Graders – The Principal advised the committee that DODEA has a policy against ceremonies of this type. The end of year award ceremony could be used as an opportunity to recognize those that are transitioning

from K, 5th, and 8th grade. There was discussion on all classes participating in the ceremonies. PTSO will take the lead in this activity. **[CLOSED]**

- f. SAT Testing – The feedback from the testing at ISB was overall not positive. The students stood in the rain for 1 hour waiting to enter the building to take the test. The proctor was not consistent with presenting the test, i.e. introducing a module out of turn, before being corrected by a student. Scores were one week late. It was stated that complaints to the SAT testing organization could further delay the test results for all that took the test at the site until after all discrepancies were resolved. The Chairman stated that he would look into seeing if there was a body at ISB similar to the BASAC, that may be interested in hearing these issues. The school counselor did call ahead of time to mitigate. The Principal added that ISB is really just the host and not administratively in charge of administering the test. Bussing to ISB is an option with a cost estimate of \$150 to rent the bus. Car pooling is also an option. **[CLOSED]**

4. Principal's Report

- a. Budget Update – Cheerleading has been funded with out negatively impacting Elementary School activities. Middle School activities have also been added. **[CLOSED]**
- b. The Principal expressed thanks to the Family Life Counselor for his support while at BAS.
- c. The Transportation Officer expressed his willingness to discuss any transportation issues.

5. Student Report

- a. Tutoring – There are currently 2 teachers available for tutoring 3 times a week. Soon to be 3 teachers. The Homework Club, for grades 3-5, is an opportunity for students to receive assistance with many subjects, and even make up tests.

6. Garrison Commander's Report

- a. Construction – The Construction Project is at 50% completion with total completion planned for 01 MAY 10.

7. School Liaison Officer's Report

- a. Nothing to report.

8. New Business

- a. School "Off Days" Coordination with NATO Holidays. It was discussed that it would be nice if those days that the school planned for in-service or non-school days would match up with days that

NATO had planned as non-work days. The Principal said that he would be willing to take input on this.

- b. A community member asked a question about the vetting of contractors that work on the Annex. Are they screened for criminal records. The answer from USAG was yes, but on occasion some contractors are escorted on to the Annex without a background check due to the fact that they are only going to be on site for a short period of time (to make a delivery, etc.)

9. Open Session

- a. Nothing to report.

10. Closing Remarks – The Chairman tabled the approval of the October Meeting Minutes until the next meeting. The next meeting will be on 7 JAN 10.