

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

MEMORANDUM FOR RECORD

SUBJECT: Minutes for BASAC/IAC Meeting, 3 September 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, and three faculty representatives. Liaison members present included the Principal, and the USAG Brussels Deputy Commander. Others in attendance included the Community Coordinator, School Liaison Officer, Vice-Principal, USAG Brussels CSM, MILCON Project Manager, CYSS Director, AAFES BENELUX School Lunch Manager, and ten parent/community members.
  - b. The Chairman reviewed the purpose of the BASAC/IAC with an emphasis that the goal is to solve issues at the lowest level. He expects an informal meeting environment, using Robert's Rules as the guide for the conduct of the meetings. Issues related to specific individuals within the school/community will not be heard at the BASAC/IAC meetings.
  - c. The BASAC/IAC Goals were introduced.
  - d. The Principal remarked that he was appreciative of his welcome and that the students were his priority.
  - e. Brig. Gen. Petersen remarked that as the Community Coordinator he was interested in listening to the Community and gathering information so that he could best support and advocate for this community.
  
2. Old Business
  - a. Model UN – The Hague is again an option for DoDDS-E. Student participants will have greater controls placed on their participation and will be closely monitored by the trip Sponsors. The Chairman requested that the School notify the community of The Hague as a Model UN option.
  - b. 6<sup>th</sup> Grade Homework Levels – Chairman requested that the Principal continue to monitor for this school year and provide a status update in a few months. A BASAC Faculty member requested that the teachers collaborate to mitigate problems with homework overload due to the number of additional periods this year. **[OPEN]**
  - c. Determine Student interest in Cheerleading for Winter Sports – The school has ordered uniforms and will continue to engage the

student body to determine interest. The Principal cautioned that 1) there is going to be a significant funding cut for extra-curricular activities, which will have an impact across the board, 2) due to the size of the high school student body, there may not be enough participants to field all teams (boys basketball, girls basketball, and cheerleading). There is potential for the Cheerleading Team to be a co-ed team. A community member has volunteered to coach the team.

- d. BAS as a potential SAT site – This option will be looked into. Discussion on the issues experienced last year with test at the ISB. The committee is ultimately interested in BAS students given the best opportunity to take the SAT and encourages the school administration to pursue the best option and follow closely when the testing date approaches.
- e. NHS Selection Process – Committee requested transparency on the selection process. The Principal assured the Committee that the selection process will be transparent.
- f. Construction Update – These items were adjusted in the agenda to the Garrison Commander's report.
  - Gym and Arts Buildings
  - MPR and Stage Renovation
  - Roof

### 3. Principal's Report

- a. Quality Assurance Review – The single most important activity for BAS this year. The school must pass this review in order to maintain its accreditation. Accreditation status is crucial to BAS students when applying to universities/colleges. Information on the QAR will be sent out to the parents. Preparation for the QAR will require 5 each, ½ day and 1 full day of In-Service periods. Parents are encouraged to participate in the School Improvement Leadership Team as a part of the School Improvement Process. **[OPEN]**
- b. Budget – The funding for this year has been greater than in the past 4 years.
- c. Transportation – The Transportation Office has a vacancy and therefore, Marc Payne of the Tri-border Transportation Office is managing 5 schools, including BAS. Bus stops are actively being assessed for safety. Issues with bus transportation should be raised to Nicole in the BAS Admin Office. All issues will be brought to Mr. Payne. Mr. Payne is scheduled to be at BAS on 8 SEP 09. A parent did raise a concern that communication between the school and Mr. Payne was not ideal. The Principal prefers that issues are to be raised through the school as he is personally monitoring the situation. **[OPEN]**

### 4. Vice-Principal's Report

- a. Status of Water Fountain Installation – Water fountains are installed. It was noted that some are not working properly. USAG Public Works will take a look and repair as needed.
5. Student Representative's Report – The Student Representative was unable to attend the meeting, but the report was submitted after the meeting.
- a. The Student Constitution stipulates that class officers must be elected by the second Friday of the school year, so the other SCA officers and Paul Westland briefed the Freshmen and Sophomores on Wednesday, and the Juniors and Seniors on Thursday. The senior class officers have been selected, with the following results:

President - Scott Labelle  
Vice President - Dianet Preciado  
Secretary - Mike Ryan  
Treasurer - Marc Proietto  
Student Rep - Alexis Eperjesi

As for the other elections, the classes will inform Paul of the results when they are in sometime next week. Once all the class officers are selected, the Student Council will be able to convene in full and begin acting on our agenda, which will also be set next week by the officers.

- b. The Back to School Dance will be on Friday the Eleventh of September. The SC officers have been working on it on their own since the very end of the last school year, and now in the new school year.
6. Garrison Commander's Report, the Deputy Commander stood in for the Garrison Commander.
- a. Youth Center Update - The \$6.4M project is in contracting. Completion is dependent on the start date. USAG is trying to push the start date to as late a date as possible in order to prevent construction congestion on the Sterrebeek Annex.
  - b. Snack Shack Re-location Update – The Snack Shack is to be located on the east end of the bleachers. The Garrison Commander made the decision based on all available information and in-synch with the 10-year master plan for the Sterrebeek Annex. This decision was contrary to the BASAC recommendation. The Garrison Commander, MILCON Project Manager and Public Works determined that the BASAC recommendation would not be feasible. The Committee has concerns that the decided upon location is not conducive to the usage of the community. The Committee requested to learn of locations that are not feasible to see if there is an option that may work better. **[OPEN]**
  - c. School Bus Transportation - Stop #3 will be adjusted. USAG is engaging with local police for traffic control assistance for busses departing BAS after school. MPs are currently helping to guide busses out of the Annex.

- d. Safety Ownership – The USAG Commander is overall responsible for safety in the USAG community with his Safety Officer running the safety program. This program is in partnership with BAS. Safety concerns are encouraged to be brought to the attention of the school or USAG. USAG is positioning MPs at the school during periods of high traffic to assist with the safety of the community.
  - e. Speed Bumps – These were removed at the request of the community last year. There have been reports of vehicles moving on the Sterrebeek Annex with excessive speed. The community is encouraged to slow down and police itself or the Speed Bumps will have to be re-installed to slow vehicles down.
  - f. Wrestling – There is an opportunity for BAS to partner with St. John's International School for Wrestling. If there is an interest please let the SLO know.
  - g. Construction – The Gym/Arts Building is about 30% complete. Completion is estimated to be around the APR/MAY '10 timeframe. Every effort will be made to ensure that the MPR improvement project will not interfere with school lunch operations. USAG will help manage the timing of the project to mitigate the risk of interference with the QAR. The Roof project is behind schedule. The contractor was penalized. The roof is expected to be completed by 1 OCT 09. The Safety Officer has evaluated the project and has recommended that the work be allowed to continue during the school day with safety measures in place. An access ramp will be built in front of the school.
  - h. Campus Curfew – In previous years, students were asked to be off campus by 1530 unless they were there for a sanctioned extra-curricular activity. This year, students will be asked to be off campus by 1900. The Principal clarified that the faculty is not responsible for monitoring the Annex after the school day. The Garrison Commander and the Principal still need to coordinate on some of the details of the policy, but agree in principle. The Committee will follow this item up at the next BASAC meeting.
- [OPEN]**

## 7. School Liaison Officer's Report

- a. Summer Hire Program feedback – The program was extremely successful. Many new opportunities for Summer Hires were introduced this year.
- b. Fan Bus – There is the potential for 7 trips this school year. The next planned trip is in support of the Tennis and Cross Country meet in England. There is a need for 14 passengers in order to make the trips feasible.
- c. CYSS Camps – The Chairman commended the operation of the Summer Camps run by CYSS this summer.

## 8. New Business

- a. Review and Approval of Bylaws – By laws were voted on and approved.
- b. BASAC/IAC Meeting Schedule – The general schedule for the meetings will be the first Thursday of every month during the school year. Same time and place.
- c. Introduction of DRAFT BASAC/IAC Goals and Objectives (Approval need by NOV 09) – The goals and objectives were introduced and will be voted on at the OCT 09 meeting. **[OPEN]**

## 9. Open Session

- a. After School Activities – A parent requested a consolidated calendar of extra-curricular activities in order to synchronize participation of the activities as well as for planning purposes for the various groups. There is a meeting for the community calendar on 14 SEP 09 at 1000 in the USAG conference room to coordinate the community calendar.
- b. Foreign Language Opportunities at the School – A parent raised a concern that the school website and DoDEA publications advertise that foreign languages are to be taught to elementary students, but it is not happening at BAS. The Principal was asked if a foreign language class could be taught as a part of the curriculum and if not, could a club at least be started. USAG is looking into offering a class for 6-12 year olds in October. The Committee asked the community to be surveyed on the best time and length of a class like this, to encourage participation. It was also requested to see if it could be held immediately after school and at BAS. **[OPEN]**
- c. School Lunch Program – The AAFES BENELUX School Lunch Program Manager informed the Committee that there will be more menu choices for students this year, including a vegetarian and gluten-free option. He also introduced MealpayPlus, which is a website that will allow parents to manage their child's meal account. The Committee asked the manager to monitor the lunch program to ensure that popular lunch choices would be available to the Elementary students who eat last in the cycle. He was also asked to look at the location of optional meal choices like Capri Sun drinks, etc. to ensure the healthier choices have better placement, especially for the younger students. The prices on these items are also not clearly marked. He was asked to verify that the cashier followed school policy when selling items to students, specifically on limits to K-6 on snack items.
- d. New Student Orientation – A parent raised a concern that the school did not seem to be very welcoming on the first day, nor was there a sufficient orientation to new students. The Principal explained how this was his first Back to School day at BAS and a plan was already in place, but in the future he will be involved in the planning for Back to School activities.
- e. New Middle School Students – Multiple parents voiced concerns that middle school students need more assistance with their transition from elementary school. The need is now. The

Committee requested the school look into this issue. Parents were also requested to provide recommendations on how this could be solved and provide them to the school as soon as possible. The Principal agreed to look into this issue and following the meeting, advised that he would be holding a Middle School “Town Hall” to get a sense of the issues and answer questions. **[OPEN]**

- f. Extra-Curricular Activities – A community member asked about alternatives if funding was cut. The Committee requested BAS and USAG to look into how alternatives could be offered to the students in the event funding cuts negatively impacted activities that have been offered in the past. **[OPEN]**

10. Closing Remarks – The agenda will be published two weeks out from the meeting. The Chairman thanked community leaders and community members for coming and participating in the meeting.