

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

MEMORANDUM FOR RECORD

SUBJECT: Minutes for BASAC/IAC Meeting, 04NOV 2010

1. Opening Remarks
 - a. The Chairman called the meeting to order. Voting members present included three parent representatives, three faculty representatives, and the Student Representative. Liaison members present included the Principal, USAG Commander and FRS for the FEA. (Federal Education Association. Others in attendance included, Vice Principal, School Liaison Officer, USAG CSM, BAS Resource Manager, 2 BAS teachers and 10 parent/community members.
2. Minutes from the previous meeting (6 SEP 10) were approved.
3. Old Business
 - a. 6th Grade Homework: no new issues have been presented and topic is closed. **CLOSED**
 - b. Quality Assurance Review – Quality Assurance Review –The report has been issued and no issues have been brought up from this topic. **CLOSED**
4. Principal's report
 - a. College night was held @ ISB, with 60 colleges present. Feedback was that the night was a success. Next year's college night 2011 will be held at ISB.
 - b. Ambassador Gutman, the Ambassador to Belgium, has pledged support and involvement at BAS 2010/2011.
 - c. A bullying issue has been raised in the 4th and 7th grade. The BAS school administration, Military Family Life Consultant (MFLC) and Tyler and Joy Hoffman, from Club Beyond, are working on a program to raise awareness and address the issue. Club Beyond is working with HYPE to incorporate bullying issues into their program during the 29 NOV visit/program.
 - d. Principal conducted another M/S town hall meeting to address beginning of the school year issues and concerns.
5. Student Representative Report
 - a. Back to school Dance/ Homecoming dance was successful
 - b. Jr class had a successful NATO book sale

- c. Freshman and Sophomores elected class officers
6. USAG Commander's Report
- a. Introduction of Command Sgt. Maj. Robert G. Lehtonen II
 - b. Commander has instituted a weekly safety stables on Monday mornings or Tuesday after holiday. Purpose is to ensure the safety of the Brussels community and with a focus on the BAS student body. Safety stables are attended by the Commander, Deputy, SLO, CSM, and BAS Resource Manager. Action is taken immediately to resolve any concerns.
 - c. CYS Construction may be completed by summer.
 - d. Trenching from CYS to the clinic to begin around FEB.
 - e. Concession stand is planned to be relocated in conjunction with portable bathroom relocation in the spring 2011.
 - f. USAG Commander will hold a Community Town hall meeting 02 DEC
 - g. USAG Commander will conduct a rededication ceremony of the Technician 4th Grade Truman Kimbrow racquetball court @ 1300 17 DEC 2010. Re-enactors from Leuven will be in attendance.

Technician 4th Grade Truman Kimbrow was serving as a technician fourth grade in Company C, 2nd Engineer Combat Battalion, 2nd Infantry Division was assigned to lead a squad in the mining of a crossroads near Rocherath, Belgium. He is a recipient of the United States military's highest decoration—the Medal of Honor—for his actions in World War II. http://en.wikipedia.org/wiki/Truman_Kimbrow

7. SLO report – School Liaison Office conducted a Military Culture Course for BAS teachers at the last teacher training meeting.
8. New Business –
- a. Requested information on whether or not there is a procedure in place at BAS to allow for a two hour delay or the cancellation of school for a non-weather related event.
 - i. Principal reported that BAS transportation contract is written with a 2 hour recall clause that can be used for inclement weather or non-weather related event.
 - ii. Regarding notification of parents for weather or non-weather related events, the principal in concert with the superintendent has coordinated the voluntary release of over 95% of BAS sponsor e-mail addresses to the USAG Brussels for a secondary notification plan, in the uncommon instance that BAS is unable to handle this on their own.
 - iii. Recommended actions: USAG and BAS administration work out details for phone tree or other alternate notification plan. **OPEN**
 - b. Prioritization of academic time in 8th grade Science.
 - i. Issue was a concern that too much time spent in 8th grade science on recycling.

- ii. Principal ensured that next SY he will be sure the teacher's notify parents of Science project and time commitment required and continue to monitor DoDEA instructional requirements **CLOSED**
- c. Length of classroom transit time is too short.
 - i. Principal stated he talked to kids from 6th-8th grades and most reported being comfortable with time between classes and no heavy backpack issues and will continue to monitor. The principal has already met with two students for personalized assistance and encourages other students to see him for a "book-bag makeover".
 - ii. The MS students are allowed in MS building 10 minutes before the start of school, and 10 minutes before the end of lunch.
 - iii. Some of the teachers in the HS building are allowing MS students to have space in their classrooms to store their books.
 - iv. No excessive tardiness have been reported. **CLOSED**
- d. Eighth grade Science classes are being denied common teaching materials for class.
 - i. The principal reported he had a concerned staff who receives funding for academic requests. The IT staff has temporarily been increased to 3 to attend to a build-up of issues.
 - ii. Rocket supplies can no longer easily be shipped from the States was confirmed. It was suggested that supplies be obtained from a local supplier if a rocketry activity is desired.. Dissection is not recommended in DoDEA schools for most courses and grade levels.
 - iii. Recommended Action: Principal to evaluate supply situation and if there is shortage of funds or way to obtain materials, report back to see if there is a way SAC can elevate or obtain support. **OPEN**
- e. Concerns about lunchtime were raised
 - i. The ES lunch period is very noisy with coats and books all over the floor, causing a falling hazard – this will be monitored.
 - ii. ES playground only has one adult during lunch. Principal will ask for additional aide and parent volunteers.
 - iii. MS and HS confined to cafeteria MS and HS students allowed to eat/go outside – weather permitting. CYS will reinstate activities for MS student during lunch period in January.
 - iv. Recommended Actions: Principal report back on whether

there is a required ratio for playground and success in obtaining additional monitors or volunteers.
SAC standing by to elevate if that would help obtain additional aide. **OPEN**

9. Open Session –

- a. Parent voiced concern about lack of information and evacuation drills conducted at BAS. Stated that there had not been any practice drills where kids are taken off Annex to an offsite location.
 - i. Garrison indicated that in almost all circumstances that kids would be kept on site since the Annex is the safest location.
 - ii. BASAC chairman stated that he did not feel this was something for the community to dictate but rather that the senior leadership should determine what is “need to know” and report back.
 - iii. Recommended Actions: USAG Commander and BAS Principal, in conjunction with appropriate security personnel at both garrison and DoDDS, review emergency evacuation plan to determine what can and can't be released. Recommend that BAS continue to report out to parents, as done following lock down drill that took place in Oct, 2010.

CLOSED

10. Closing Remarks –The Chairman proposed the next meeting to be mid JAN 11. The Chairman adjourned the 2 hr meeting.