January 7, 2015 Minutes

1. **Call to Order**

The Vicenza Schools Installation Advisory Committee, (IAC), first quarter meeting was called to order at 3:04pm. Introductions were made by all.

The SLO reminded all present that the main duty of the IAC is to study unresolved issues from the school level, which fall out of the standard administrative purview.

* The SLO called for nominations of IAC Officers.

**Rachel Wilkins was nominated for the position of IAC Chair.**

**Katy Allin was nominated for the position of IAC Vice Chair**

**Alicia Bryant-James was nominated for the position of IAC Secretary.**

Each nomination was accepted, followed by election through majority vote, and subsequent installation.

1. **School Advisory Reports**
* Vicenza Elementary School

The Vicenza Elementary School’s School Advisory Committee Chair presented the SAC Goals for the 2014-2015 school year.

The goal of the VES SAC is to use school, family and community resources and improved communication to promote the holistic well-being of children through increasing adaptability, critical thinking skills, and effective oral communication, ( 21st Century Skills), in support of the VES Continuous School Improvement goals.

* Vicenza Middle School

The Vicenza Middle School principal presented the VMS strategic goals for the 2014-2015 school year.

The VMS SAC goal is to improve agility and adaptability skills of their students by leveraging school and community resources to promote their holistic well-being.

The VMS Goals are in line with the DODEA Strategic Plan and are based on the DODEA Strategic Goal 5: Each school will establish one or more community partnerships that expand student learning opportunities and/or promote student physical health and well-being by SY 2017-2018.

1. **Principal’s Reports**
* Vicenza Elementary School
	+ Enrollment

Enrollment at VES declined prior to winter break but has risen since and is now at 797. All schools have completed their first cycle of the TLL 21st century component. It has been met with great acceptance both from the school and local community. The three strands that are being implemented have already proven to have a positive impact on student learning and instructional practices.

* + Pertinent Information

VES will undergo accreditation evaluation this school year. This will be facilitated by AdvancEd, the accreditation agency that currently oversees this process for all DODEA schools. The AdvanceEd group is set to conduct their review during a visit in March.

A new vice principal has been selected to fill the position left vacant after the retirement of former Vice Principal Lorena Reinhardt. Dr. Reinhardt served diligently as an educator for over 30 years. The newly appointed vice principal, Cynthia Murray, will be joining the VES staff in late January.

* + Special Events

January 13th ~ Preliminary Spelling Bee

January 27th ~ Spelling Bee Finals

February 2nd ~ CSI Day (1/2 or 59 minute rule accordingly for military)

February 5th ~ NAPE Assessment will be administered to grade 4

February 11th ~ Honor Roll Awards Assembly

* Vicenza Middle School
	+ Enrollment

Enrollment at VMS dropped slightly from 280 at the end of the first quarter to 271 at present. Student enrollment totals per grade level are as follows: 86 students in grade 6, 98 students in grade 7, and 87 students in grade 8.

* + Pertinent Information

VMS students will be provided with an opportunity to make up missed assignments for full credit through the Saturday Puma Academy. The academy will run on Saturdays from 9am to 12pm to and will include assistance from NJHS, NHS and other volunteers. This is an added opportunity VMS students to experience for success by avoiding lower grades/reduced credit for assignments that are incomplete or not submitted at all. The Saturday Puma Academy will work in conjunction with the after school support programs already in place. Efforts are being made to inform families about the benefits of taking advantage of this opportunity.

VMS students recently began work on course/interest forms via Google Apps. This process will facilitate the development of course registration. The goal for completion of this action is March 2nd.

VMS will undergo accreditation evaluation this school year. This will be facilitated by AdvancEd, the accreditation agency that currently oversees this process for all DODEA schools. The AdvanceEd group is set to conduct their review during a visit in April (20-24).

In light of the upcoming Terra Nova testing, (9-13 of March) VMS administration and faculty wish to remind families of the importance of enabling students to take the exams during the regular administration cycle as opposed to the make-up testing time, (with the acceptable exemption of emergency situations). Historically, students tend to perform much better if they participate while the entire school is in testing mode.

* + Special Events

January 7th ~ 2nd Quarter Expectations Assembly

The VMS 2nd Quarter Expectations Assembly took place today, January 7, 2015. This special assembly is held for students in grade 8, to prepare them for their upcoming freshman year. This assembly holds great significance as the transition from middle school to high school can be very difficult. It is a way to remind students of the importance of maintaining focus. Additionally, students were engaged in a dialogue wherein they were able to, discuss habits and the critical need for organization in order to reach credits at the HS level.

(6th and 7th grade assembly to follow)

January 13th ~ Fireside Chat

The VMS principal will hold a Fireside Chat with parents, student council members, JLS students and others to discuss any prevalent issues.

February 2nd ~ CSI Day (1/2 or 59 minute rule accordingly for military)

February 6th ~ 2nd Quarter Honor Roll Recognition Program

February 11th ~ 2nd Town Hall Meeting (MPR 5pm to 6pm)

(Please note that February 13th is a training holiday.)

March 9th -13th ~ Terra Nova Testing

April 16th & 17th ~ Parent Teacher Conferences -MS & HS are both on the 17th

April 20th -24th ~ AdvancEd visit for VMS

* VHS: Representation was present; report to follow.
1. **Garrison Commander’s Report/Comments**

European Infrastructure consolidation concerning all services is being considered in an effort to determine what will provide the most efficiency. The prior idea of many smaller scattered bases was born out of the cold war with concerns for the nuclear warfare. Since this is no longer the drive, changes are being made. An official update will be forthcoming. This will have a direct effect on our schools in the long range.

The commander requested that the schools continue to include him in as many activities as possible. He expressed that he is eager to participate as much as possible in line with his schedule.

1. **New Business**

None

1. **Open Session**
* Election

The Chair reopened the floor for IAC Chair, Vice Chair, and Secretary nominations so that individuals arriving after the election might have an opportunity to run. Attendees pledged their support; however the elected officers remained unopposed.

* MP Support during bus loading at the VHS

A concern was raised regarding the pulling of MP support during bus loading times has brought about a safety concern. Currently, Mr. Vallone, (School Transportation Specialist), is currently the only individual who stands post.

A comprehensive view of the traffic traveling on post has been done and will be reviewed by the command in an effort to make more effective plans for travel and parking. All travel times and areas have been considered.

School administrators present expressed that the travel into the VES/VMS schools in the morning is going quite well thanks to the military support.

* Combined Schedules (School/Civilian with command)

There are currently multiple calendars in place across the post. A call for a combined calendar has been made.

 March was recommended as a good time for calendar coordination meetings.

A suggestion was made that it may be beneficial to have these meetings twice per year.

Administrators and other members present explained that requests have been made for a view of the base calendar.

A directive was posed that all entities/representatives must be present at a schedule coordination meeting in order to provide the information needed in order to ensure reliability of the schedule.

Based on the previous VES SAC meeting reports, all principals now have the base training calendars to use as a resource.

A proposal was made that a full year calendar would be beneficial to all entities involved.

A recommendation was made that based on the large number of individuals connected to the students and schools, that the school calendar be the basis for as many base activities as possible.

1. **Adjournment**

The first quarter IAC meeting was adjourned at 1602.

~Next meetings:

10 March 2015 at 1600

07 May 2015 at 1500

 Respectfully submitted by IAC Secretary