



Humphreys Middle School
School Advisory Committee (SAC) Meeting Agenda

Attendees:

- HMS SAC Chair: Megan Viverette
- HMS SAC Vice Chair: Daniel Lambertson
- Parent Representatives Present:
 - [Jetta Allen]
 - Christopher Carson
 - [Katie Hampton]
 - Carolyn Pickering
 - Megan Viverette
- Staff/Teacher Representatives Present:
 - Gail Bruton
 - Wendy Farmer
 - Whitney Johnson
 - Daniel Lambertson
 - Shelley West
- Student Representatives Present:
 -
- HMS Principal: Chad Struhs
- HMS Assistant Principal: Alicia Stephens
- HMS Assistant Principal: Natalya Cho
- USAG Humphreys Command: Colonel Ryan Workman, CSM Monty C. Drummond
- School Liaison Officer: Melody Hill

Call to Order Time: 4:00pm

Minutes taken by Gail Bruton

Approval of Minutes

- HMS SAC Minutes for May 23, 2023 - (already approved)

Reports

Principal Report: 4:01pm

- Number of students currently: **1015 students (5th to 8th)**
- Numbers of teachers: **78 teachers**

- Number of substitutes: **80 individuals as substitutes. This is not accurate since several of them have PCS'd so we are cleaning that list up. We are using 5 long-term substitutes with all positions hired and 3 teachers with EOD dates for October.**
[added-bruton]
- Oct 14 - special event (like a special olympics) with the off base community.
- Had a visit from Yeongido community to take a tour of our school with a Q&A session afterwards.

USAG Humphreys Command: [Workman]

- tracking the special event
- trick or treat days will be published tomorrow - 10/31 1800-2000. simultaneous trunk or treat open to everyone.

School Liaison Officer (SLO): Melody Hill

- Youth sports flyers available, as well as the sports calendars.
- The IAC date changed to Nov 8th. Riverbend ballroom @ 4pm.
- Feb IAC date will also be changed. TBD

HMS PTSO:

- Email: humphreysmiddleptso@gmail.com for more info
- Happily accepting memberships
- Picture day started today.
- accepting candy donations for the homecoming parade. box in the front office.

Old Business

- Sensitive Document Handling Policy
 - The school has a Policy in place.
 - Response: "This is what Dr. Sherwood sent Feb 2, 2023:
 - Document Handling Intake Policy Recommendation: The HMS SAC is recommending that the current "carbon copy" system used at HMS be improved upon with a policy developed in a similar manner for all students DoDEA Wide, regardless of their affiliation with special education. Specifically: carbon copy forms for ALL documents delivered by parent/guardian (s) to the school. Response: The practices occurring at HMS will be shared with the other schools within the PAC West for their consideration to implement. At this time this concern has not been raised to our attention at any other school. Therefore, there is not a need to create or enforce this change as a policy across PAC West district. This recommendation will also be sent to the region leadership for their consideration for implementation at other schools across the region." -Dr. Sherwood via email
 - Clarification: "We have not received a formal response regarding the Carbon Copy. That said, I have responded that I would only be sending it to region as a recommendation, but we would not be enforcing at our schools in the PAC West." -Dr. Sherwood via email
 - Committee voted 7 to 3 to close item
- Hiring and Human Resources

- No current update
 - **As listed above in principal's report.**
- [Struhs] the process started earlier last spring. Things are going a lot better this year.
- Temporary Postponement of the Strategic Literacy and Math Instruction
 - We do have teachers hired and on campus
 - Do we have a motion to close this item - motioned to close, seconded. voted. no opposed. Item is closed.
- Safety and Security of Students and Staff on the within HMS Campus
 - Update: "With respect to cameras: we received an email to all Pac West Administrators that states: "This is the most accurate and current status for Pac West CCTV projects. As you can see, most schools in Pac West have been funded for New CCTV packages. IAW DoDEA guidance, these will only include exterior, or exterior facing, cameras." Humphreys Middle School is slated for 30 but our security officer still does not have a timeline for them. This was received 06/15/23." - Mr. Struhs via email
 - Don't have a projected date, but will be updated this year.
 - Q: Will there be any interior cameras? A: external = DoDEA. Internal = Garrison. Garrison rep updated (wasn't aware of the issue).
- Functional drop off and pick up
 - Still a work in progress. The Committee recommends the following
 - Put a barrier up in the middle parking section at drop off / pick up zone
 - Have our Sponsored Unit or MP's out there directing cars. Seems like teachers are on rotation and so not all rules are enforced the same way
 - Continue to put out the protocol in School Newsletters and Facebook
 - Put the arm in for the back parking lot where parents are still using for drop off and pick up
 - **The district's Facilities officer continues to work with garrison command so we can finish up the overall project. We recognize the things listed and the school continues to work to improve to make it efficient and safe.**
 - [Parent] it wasn't working well. you could tell parents had not read the emails.
 - [Struhs] thank you for your patience as we work through the adjustments.
 - [parent rep] can we use the orange barriers like they have at West Elementary?
 - Q: why do the 5th graders even need to be escorted to their spots? RESPONSES: as new to the building, they need the help. They need the escorts.
 - [parent Q] - lots of kids riding bikes with no helmets. Can we do anything about that? PARENT RESPONSE: is that something that's a Garisson issue? GARISSON RESPONSE: Is that a parent issue? Parents are the ones who need to enforce it. RESPONSE: maybe they can add the tagline "kids wear a helmet" to the commercial that reminds everyone to slow down in the school zone. (4:22pm)
- Coordination of USFK and DoDea School Calendar
 - It looks like the calendars are link pretty close
 - Committee voted 9 to 1 to close item
 - Q: is there a way to keep the coordination ongoing? RESPONSE: it's the DoDEA calendar that needs to be changed; they need to match the USFK calendar. The USFK calendar is the baseline. RESPONSE Ms HILL: the USFK dates calendar has been sent to school leadership, showing the USFK calendar and the J1 calendar of training holidays. GARRISON REP: will talk to the J1 calendar people to keep aligning calendars.
- Gifted Education: APPS for grades 6-8th

- Parent concern: Per regulation, AAPS progress reporting is to be quarterly, with many parents asking for progress report all of the 2022-2023 School Year. The attached notice say it will start in Semester 2. Can we please advocate for reporting quarterly in alignment with standard quarterly reporting per the regulations. This will also help parents understand what services their child is getting, what extensions, and allow parents equal participation in their child's education to make date driven choices.
- Update: "The AAPS program is a pilot program with a phased implementation. We are one of eight schools in DODEA that were selected to pilot AAPS at the secondary level.

As Humphreys Middle School Implements Phase 1, Quarterly Progress Reports (QPR,) will be sent home beginning in Semester 2 of the current school year and continue throughout middle school. Parents were initially informed of this plan the week of August 31, when they received the Phase 1 AAPS Permission Form.

We look forward to working with both students and parents for the success of this population of students." -Ms. Johnson via email

Update: HQ made the decision that since this program is a pilot program that progress reports will not go out this school year.

- 8 schools in DoDEA piloting the program. there will be lots of adjustments being made as they adjust to middle school. (it was an elementary school model)
 - Q: are there a lot of APPS kids going back to the states that need the progress report?
RESPONSE: their new schools will receive their RAPS report when they leave.
 - motion to close. seconded. all in favor = all. opposed = none.
- Return to school preparation
 - It seems to have been much better this year. Most students were given their schedules before the first day of school with tours the week before school started.
 - Committee has requested any feedback given to Admin
[added]
 - Recommend that SAC be there next year. All positive feedback. Admin noticed some small areas to work on a tweak, but received all positive feedback this year. Biggest issue was on Friday we had 944 students...on Monday we had over 1,000. Q: Where's the disconnect? RESPONSE: most of them were partially registered and needed to be completed. Aspen's communication can sometimes be muddy. RESPONSE: I did this process, and didn't get a follow up contact, but when he reached out everything was complete. He thinks that something in the final communication could be closed or finalized.
 - [parent] everything went great! I was really shocked as to how well things went in comparison to the previous year.
 - [admin] one bit of feedback - that 5th grade didn't get to do a meet and greet with the teacher.
 - [parent] open house - it's hard to manage when you have more than one kid at the school.
 - [parent] when students went through scheduled tours, it was great that they did it without the parents. It gave them a chance to do things independently.
 - motion to close. seconded. motion to close = all. opposed = none.
 - DoDEA Student Information System (DSIS)

- Issues regarding parent access was addressed with Ms. Key being available to meet with parents to gain access
- All teachers were given guidance on how to put in grades so they are consistent within in the school
- Committee voted 8 to 2 to close item [4:#8pm]
- Middle School Sports
 - Many teachers do sponsor some sports such as volleyball. However, it is not like High School Sports.
 - **Thank you for this information. This has been a request for a variety of overseas SACs and therefore, it is elevated up outside our region.**
 - No matter what, it will not be like in the States. We are awaiting responses from it being elevated. There is an option where if there's space available on the high school team, there are some sports open to middle school students.
 - Q: Why can't the middle school tennis court be opened? RESPONSE: There are some repairs that need to take place. Was supposed to be done by october. So it's coming soon. Q: Will it be possible that it's left unlocked for kids to play on? RESPONSE: [admin] will reach out to District to see if they will allow it. PARENT: It is done in Yakota, so maybe that will help us get a yes.
 - PARENT Q: how can it be communicated to parents when they register that there are no competitive sports, so they can know it ahead of time. RESPONSE ADMIN: will pass it up the chain to find out what we can do. [444pm]
- Approved DoDEA standardized curriculum form DoDEA HQ for elective classes
 - **This is an item for HQ and has been discussed and they continue to work on this.**
- Special Education Focus Group
 - This item was elevated to DoDEA Headquarters and was denied.
 - Committee voted 8 to 2 to close item
- Structured Literacy: The Science of Reading
 - HMS is a pilot school for The Barton Program
 - Committee voted 9 to 1 to close item
- School Discipline and School Resource Officer (SRO)
 - Many teachers are trained in the conflict de-escalation and conflict resolution
 - Clarification on if the school as an AO or Security Officer
 - **Mr. Micheal Robinson is our full-time Administrative Officer. The school does not have a security officer separate from the Administrative Officer position but the district does have a security officer that works with the Administrative Officer at all schools in Pac-West.**
 - [Ms HILL] SRO was a topic of discussion at the IAC. - it was not closed. There was a recommendation for HMS SAC to form a subcommittee. Ms. Hill will find out what was the next recommended step.
 - [PARENT REP] the tab is funded by the Garrison, not by DoDEA. (example at Kadena, it was an SRO shared by the middle and high school but paid by the garrison) 4:50pm - paused to research IAC minutes.
 - [HILL] read the minutes with the notes. Q: how was it executed at Kadena? RESPONSE: it was a [CID] member. RESPONSE: the SRO also can help with writing tickets for traffic issues. helps with community policing. They can give presentations and other things outside of the policing. GARRISON: interested in looking into it. controls the MPs but not CID. but there's a cost to everything. What can they do? How can their time be used

wisely?

- Amount if Seminar/ Advisory/ Academic Enrichment Minutes
 - No formal recommendation has been formed; the Committee is currently in discussion on what recommendation to make.
 - **This is more than just an HMS concern. This has to do with the coordination of all secondary schools in DODEA to be uniform.**
 - [parent rep] I feel this is not a local issue. DoDEA should look at all their schools and look at their numbers and look at equity and instructional practices. Kids going to different schools, it's different everywhere. Is there any way that we can make it the same across the board? not just local. RESPONSE: subcommittee can come up with a proposal, elevate it to Mr. Struhs, then he can elevate it to the next level.
 - [parent] I think that we shouldn't cut the middle school's time because middle schoolers need more time/help. It should be consistent at each level. But all the middle schools should have the same model, etc. [4:55pm]

New Business

- Voting in 1 additional Parent Representative and 1 additional Teacher Representative
 - Committee voted 8 to 2 to elect
 - Nominations will start 10/1/2023
 - Nominations can be submitted to the HMS SAC at this link: <https://forms.gle/MSx48ZQ28zYepeXa6>
- Orchestra and Band
 - Parent Concern: The Orchestra and Band at HMS were invited to participate in a Jazz Music seminar Workshop at SFS on 16 Sept. It was an optional activity. I guess school sponsorship was denied for an unknown reason, saying that it was not a part of the core curriculum. Also, I had heard that other middle and high schools in the district were able to participate? However, I have not confirmed this. Any child should have the opportunity to expand their learning and this would have been a great opportunity. How is music different from sports? I know that there are more opportunities later in the year (Honor Band, Large Group Festival, Honor Orchestra...). I would hate [for] any child who is invited and wants to participate to not get this experience. What can we do as parents, teachers, and admin to ensure that children get to participate?
 - **HMS administration has been working with Pacific West District Leadership to allow HMS students to participate in activities such as the Music seminary back on 16 SEPT.**
 - RESPONSE: needed to be co-curricular and students needed to be back to catch the bus home. We want it to be equitable. It has been elevated to the superintendent.
 - RESPONSE LAMBERTSON: due to COVID things were very different the last few years. But it has taken place in the past and should be able to be continued. Working together with Mr Struhs to get this changed/updated.
- Bylaws revision Changes are in red with notes to the right.
 - Committee voted 8 to 2 to approve changes. motion to pass. seconded. all in favor. opposed = none
 - Copies provided in the meeting. Reviewed the changes page by page during the meeting.

Open Forum

- [parent] can we not do assigned seats during lunch? It causes a lot of anxiety. It's their only unstructured.

- [parent] NJHS - when will it start? approved today. Ms. Gersper will be the sponsor.
- [parent rep] - how will we find out about the clubs? RESPONSE: DoDEA updated the school website and we do not have rights yet. Once we do, we will be making updates. The clubs will be emailed out. Everything will start at the same time; awaiting the district approval.
- [Struhs] what was being sent out to parents was also being sent out to students. received some feedback from a student that the principal was harassing her with emails.
- [parent] what will be happening with field trips? for 5th grade? RESPONSE Struhs: they are freeing up some money...they need to be curriculum driven based on standards. They can submit a request for funding. [parent] how far can they go? CHO: they have to return in time to catch the bus home. FARMER: we are definitely looking into the details and trying to make it happen.
- [parent] Will we be able to have a "coffee with parents"? STUHS: yes. We have it on our agenda. It will happen 2-3 times this year.
- [parent] How can we let parents know that we want them to volunteer? Is there a way we can put out specific tasks so parents know what's needed?
- [5:14pm]
- Next SAC meeting: January 2, 2024
- SAC members training 10/10 at Humphreys High School at 4pm

Adjournment Time: motion to adjourn. all in favor. adjourned 5:19pm