

**End of Year Report  
School Advisory Committee  
Schweinfurt Elementary School  
School Year 2010-2011**

**1. SAC Membership:**

|                   |                        |
|-------------------|------------------------|
| MAJ Nathan Hurt   | Chairperson            |
| MAJ Azure Utley   | Co-Chairperson         |
| Nancy Eisaman     | Secretary              |
| Jean Kenny        | Teacher Representative |
| Maria Steel       | Teacher Representative |
| Michelle Sizemore | Teacher Representative |
| Beth Potter       | School Liaison Officer |
| Wilma Holt        | Principal              |
| Jan Bonzon        | Assistant Principal    |
| Mary Salerno      | Acting Principal       |

**2. Meeting dates and attendance for SY 2010-2011:**

10 November 2010

Members Present:

Nathan Hurt, Maria Steel, Azure Utley, Nancy Eisaman, Jean Kenny

Adjunct Members Present:

Beth Potter, SLO, Wilma Holt, Principal, Jan Bonzon, Ass't. Principal

06 December 2010:

Members Present: Jean Kenny, Michelle Sizemore, Cathy Steele, Azure Utley, Nancy Eisaman, Nathan Hurt

Adj, Members Present: Wilma Holt, Jan Bonzon

07 February 2011:

Members Present: A. Utley, C. Steele, P. Roman, M. Steel, J. Kenny, N. Eisaman

Adjutant Members Present: J. Bonzon, B. Potter

04 April 2011:

Members Present: Michelle Sizemore, Azure Utley, Nancy Eisaman, Nathan Hurt, Jean Kenny

Adj, Members Present: Mary Salerno, Jan Bonzon, Beth Potter

09 May 2011:

Members Present: Azure Utley, Nancy Eisaman, Nathan Hurt, Cathy Steele, Maria Steel

Adjunct Members Present: Jan Bonzon, Beth Potter

15 June 2011:

New Members: Petra Hendrix, Julie Shepperd

Members: Azure Utley, Nancy Eisaman, Jean Kenny

Adjunct Members: Mary Salerno, Jan Bonzon

### **3. Goals for SY 2010-2011:**

Goal 1: Figure out ways to help parents get better at helping their children in school.

Goal 2: Develop a unified plan to work with our Unit Commands to increase student attendance.

### **4. Goals achieved:**

Goal #1: The committee made multiple recommendations to the principal on homework policy, improving homework habits, and assisting parents in aiding children with homework. We focused on publishing successful homework habits/helpful tips for parents in school newsletters.

Goal #2: The committee made multiple recommendations to the principal regarding defining a tardy & truancy policy. The school discussed implementing action to engage tenant unit leaders in USAG Schweinfurt in addition to the parents in instances where more communication for compliance is required.

### **5. General Meeting Details (as scribed by the secretary):**

#### 17 November 2010 Meeting:

Ms. Holt led a discussion of SAC goals for the school year. She pointed out we normally focus on increasing parent/community involvement in the schools and increasing student achievement. Beth Potter assisted with this discussion. It was decided we would finalize goals at our next meeting.

Mr. Hurt was elected SAC co-chair, Ms. Utley elected the co-chair, and Miss Eisaman elected the secretary.

#### 6 December 2010 Meeting:

It was decided SAC would look at Homework as one of our goals for SY 2010-11. Ms. Steele made the recommendation we look at what the research says about homework and high achievement and also look into what can we do regarding surveying our stakeholders regarding homework.

Mr. Hurt said homework should be differentiated based on a student's level. We should be encouraging the parents to do homework with their children. There should be a balance between physical and mental activity.

Goal 1: Figure out ways to help parents get better at helping their children in school.

A sub-cmte. Consisting of Cathy Steele, Nancy Eisaman and Maria Steel will look into this.

Nancy Eisaman asked if Goal 2 could revolve around increasing student attendance and decreasing tardiness, which could have an impact on student achievement. Ms. Bonzon brought up that SMS (our data system) ought to be able to pull out data regarding absences and tardiness. We talked about working with the Commands about families with chronic absences and tardiness. SAC is defining chronic absences as 10 or more per quarter, excluding R & R or family trips.

Goal 2: To develop a unified plan to work with our Unit Commands to increase student attendance.

Miss Eisaman proposed putting the Minutes on the School's Website out after they are approved. It was also suggested they be sent out via the Registrar's Distribution List. Ms. Bonzon suggested a box in the office for parent suggestions.

#### 7 February 2011 Meeting:

SAC Goal 1 for the year was reviewed: "Find ways to help parents get better at helping their children with homework." Cathy Steele passed out research on homework from various websites (Does Homework Improve Academic Achievement, Cooper, 2006; Families Matter! How Parents Can Help Their Kids Be Successful in School, Tanner Nelson, date unknown; Homework Types and Its Effect on Student Achievement; Collier, 2007).

The articles were skimmed and discussed. It was agreed the research we read shows homework is beneficial, if it is the right amount. Questions for a Parental Homework Needs Assessment were begun to be formulated. See attached.

MAJ Utleby proposed we add 2 or 3 websites to an information sheet on homework for parents. Mrs. Roman suggested a table with information on homework for parents at various school functions.

Cathy Steele suggested having teachers and the school's distribution list send out 3 homework strategies each week to parents. Nancy Eisaman motioned this happened; Jean Kenny seconded it. The motion carried.

Beth Potter, Maria Steel and Cathy Steele will work and further put together a Parental Homework Needs Assessment.

SAC Goal 2 for the year was reviewed: "Develop a unified plan to work with our Unit Commands to increase student attendance. We defined chronic absences as 10/qtr., excluding R & R or family trips.

Beth Potter said that when Unit Commanders were here they wanted a list of all students with 5 or more unexcused absences/month. She further stated the Commanders definitely want to support the school in this area of chronic absences. They also want to support the school in other areas also.

Ms. Potter further stated Commanders are hand writing congratulatory notes to students who receive school recognition. SAC would like to thank our Commanders for all their support of our children. MAJ Utley recommended SAC adopt the same plan as Commanders; Cathy Steele seconded 27 May 2009 Meeting:

#### 4 April 2011:

Old Business: Beth Potter updated the cmte. on the Homework Needs Assessment. Motion by acclimation was made and accepted to send out to parents in increments of 2 or 3 the “Tips for Helping Kids with Homework”.

A lengthy discussion followed about the Parental Needs Assessment. It was modified and Survey Monkey will be used to put it together. The survey will then be distributed via our school’s distribution list.

Principal’s Report – from Mary Salerno: Enrollment as of 1 April is 559. Re-registration began 4 April and is going smoothly. The budget is \$3200 for curricular study trips by the end of May; there is almost \$6000 in our reg. Supply Budget to be used by the end of Sept.

Summer Enrichment Prog: to date we have 2 enrollees: we would like more. Applications went home again via hard copy.

14 April; PTA Elections will happen for next School Year.

Open Library Night: one idea to get parents into the school. Possible date: 4 May. Include a hot dog dinner and some school activities.

26 April – Wilbur leaves; Schweinella returns.

SLO Report – Beth Potter: If we want to submit something for the Garrison Website: go to [www.teamschweinfurt.com](http://www.teamschweinfurt.com) then go to the pink tab, submit an event at the bottom

An MFLC has been requested for the Summer Enrichment Prog

#### 9 May 2011:

Old Business: Parental Needs Assessment results were presented by Jan Bonzon. They were reviewed by all present. Overall, the comments were positive; most parents understood the homework and knew how to help their child(ren) with it.

A few parents would like more communication from the school and could use some extra help assisting their children with homework. One question that arose was: “Can the school work a policy to standardize communication to parents?”

New Business: The committee discussed sending the Needs Assessment home to all parents. It was distributed 4 May at the Open Library Night. A total of 28 parents responded. It will be sent home via the school’s distribution list. Other ways to get out the Survey were discussed. Starting a SAC Facebook

page and putting on there were discussed. Cathy Steele will work with Bob Voce to re-do the Survey to make it more user-friendly.

Ways to help some of our ESL parents and their children with Homework were discussed (i.e. have Host Nation teachers and some of our native Spanish speakers work with German and Spanish speaking parents on how to help their kids with homework).

SLO Report – Beth Potter: 23 May – Barbara Colorosso, author of The Bully, The Bullied, and the Bystander will be here in Schweinfurt. She is a nationally known expert on bullying and will give a presentation at SMS from 1300-1600. Ms. Colorosso is also the author of Kids is Worth It. All are invited to attend.

15 June 2011:

Brief orientation meeting and introduction of new parent members opened the meeting. To petition for more parent support and feedback, the Facebook website was introduced as **Schweinfurt Elementary School SAC** and the SES SAC e-mail was introduced as **SchweinfurtES.SAC@googlemail.com**. MAJ Utley agreed to monitor both sites through the summer, Ms. Bonzon agreed to create and distribute a draft of the SY 2011-2012 membership committee roster, and Ms. Salerno agreed to solicit staff volunteers to fill the two vacant teacher representative positions for SY 2011-2012.

#### **6. Final Comments:**

The SY 2010-2011 SAC Committee was committed to providing support to our administration and staff. Though there was improvement, it is necessary that certain academic requirements be addressed. To insure that our students are being properly equipped to meet or surpass their upcoming educational standardized testing and prepare for a bright future, we need to reinforce the basics:

- 1. Improved Parental Support/Feedback**
- 2. Implementation of a formal homework policy**
- 3. Address the most vital issue of truancy and tardiness with formal policy**

Changes in these most fundamental areas will insure that SY 2011-2012 will produce academic improvements worthy of commendation.



Dr. Azure L. Utley  
SAC Co-Chairperson  
SY 2010/2011