

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

MEMORANDUM FOR RECORD

SUBJECT: Minutes for BASAC/IAC Meeting, 7 January 2010

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, three faculty representatives, and the Student Representative. Liaison members present included the Principal and the USAG Brussels Commander. Others in attendance included Brig. Gen. Petersen (Community Coordinator), School Liaison Officer, Vice-Principal, School Resource Manager, USAG Brussels DPTMS Director, Family Life Counselor and 6 parent/community members.
 - b. The Chairman reiterated the goals of the BASAC, an informal meeting environment, and the use of Robert's Rules as the guide for the conduct of the meetings.
2. Minutes from the previous two meetings (8 OCT 09 and 5 NOV 09) were approved.
3. Old Business
 - a. 6th Grade Homework and New Middle School Student Concerns – There were no current issues, but this item remain open in order to allow parents to bring any issues to the BASAC in the future. **[OPEN]**
 - b. Quality Assurance Review – The QAR is scheduled for 26 APR 10. The SILT is continuing to meet in preparation for their visit. QAR preparations are moving along well. The Prinicipal is working another ½ day in-service in March to prepare. He will take a look at NATO Holidays to see if the ½ day can fall on an already planned NATO day off. He asked if the PTSO may want to host a lunch for the QAR members. **[OPEN]**
 - c. Sterrebeek Annex Open Access Policy – The policy is provided to address the concerns of unsupervised children on the Annex after school hours. The policy intends to insure children are properly supervised and risks mitigated when on the Annex, for example, it places the construction sites off-limits. The policy has been coordinated with the Principal. The Community Coordinator asked a question as to why 2200 was set as the Annex closing time. The USAG Commander responded that normally, most activities are completed by this time. A parent commented that there should be

some language that prevents children from interfering with BAS activities that they are not involved in. The USAG Commander responded that policy will not be able to cover all potential scenarios, but that he would consider input. **[CLOSED]**

4. Principal's Report

- a. Introduced the new school Resource Manager. The Resource Manager will allow the Principal and Vice-Principal to focus on academics. The new Military and Family Life Consultant was also introduced. The consultant thanked everyone for his welcome and reminded the community that one-on-one counseling requires line-of-sight observation from a third party, but that this still allows for confidentiality.
- b. New School Year – The Principal is already working with parents and planning for how to improve orientation and the welcome of students to the beginning of the new school year. The Principal appreciates the organizations that have donated agenda books for the students.
- c. Morning School Access – Issued a policy on access to the school during cold mornings. The students will be allowed into the school after the busses drop off during cold mornings. The policy was provided in the Daily Bulletin (DB).
- d. QAR – The leadership of the QAR team to visit BAS is known. These are good, qualified people.
- e. School Closing – There were no complaints received on the first weather closing this year. As stated in the DB, parents are advised to check the MP Inclement Weather hotline in the morning.

5. Student Report

- a. Dance – The students are planning a dance between now and Prom. They are also planning graduation, a field day, and Prom.

6. Garrison Commander's Report

- a. Construction – The Construction Project is scheduled for completion by mid-MAY 2010. The Youth Center ground breaking will take place at the end of JAN 10.
- b. CYSS – Recently passed a surprise inspection.

7. School Liaison Officer's Report

- a. Nothing to report. A question was asked on the status of D.A.R.E. with the answer that the program should proceed as it has in the past.

8. New Business

- a. School Lunch – The Elementary lunch period is sometimes left with less food choices than advertised. This is due to the HS and MS students eating earlier in the day and sometimes consuming all of the more popular items. The Garrison Commander will look into this and report back. **[OPEN]**

9. Open Session

- a. Procedure on the Minutes - The Community Coordinator moved that the Meeting Minutes should indicate whether or not items are closed or open. Specifically wanted the NATO Holiday/School Holiday issue carried as open. The Secretary will take care to indicate on the agenda items that are open and closed. **[CLOSED]**
- b. School “Off Days” Coordination with NATO Holidays – The Principal has 2 days next year that he is working to schedule. He will look at the NATO Holidays to see if there is any opportunity to plan for the same time. **[OPEN]**
- c. Sports Fields– There was a follow-up question to the Youth Center Construction effort, dealing with sports fields. USAG is still working with the local community to get the land outside the Annex rezoned for athletic fields. In the mean time, sports fields will be leased in the surrounding community to support community activities. **[OPEN]**
- d. Parking Lot Snow Removal – A question was asked about improving the snow removal for the parking lots. The USAG Commander stated that he will look into this. The budget is limited. The BAS Resource Manager added that he had checked with DPW and the sidewalks will be cleared. **[CLOSED]**

10. Closing Remarks – The Community Coordinator wished the school good luck in the QAR. The next meeting will be on 4 FEB 10. The Chairman adjourned the meeting.