

School Advisory Committee  
Sigonella MS/HS  
NAS Sigonella, Sicily  
PSC 812 Box 2630  
FPO AE 09627

Meeting Minutes  
08 October 2008

**Note:** For security purposes in accordance with the DoDEA Web Publishing Guidelines, all names have been replaced with initials, and meeting attendance has been deleted.

**Attendance**

**Call to order** at 1445 by Mr. H.

**Minutes:** Approval of the minutes with corrections from the 10 September meeting was moved by Mr. B, seconded by Ms. A, motion passed.

**Reports:**

**Principal:** We have been in session for six weeks. Progress reports went home with students last week. These copies were followed up by mailed copies to sponsors. I don't know the status of how many families received those copies. Good contact information is problematic. Feedback is critical. We have informed the community through our electronic newsletters that progress reports are coming home with a request to contact the school with any updated information. We have a number of (approximately 40) students showing one or more "D's" or "F's". Team leaders are working with teachers to coordinate conferences during the week preceding parent teacher conferences. With these students we attempt to involve all teachers in a conference with parents. Those are scheduled Friday 7 November. On Thursday, 6 November the elementary school will be out for Parent-Teacher Conferences, but the Middle School and High School will be in session.

Homecoming activities are planned for the weekend to include a pep rally at school, a bonfire Friday evening at the West Plaza parking lot, Homecoming games starting with Friday Volleyball, Saturday competitions (all fall sports), and the Homecoming Dance Saturday Evening. Middle School age students are invited to attend games and competitions. High School age students only will be participating in the Bonfire and Dance.

Our focus on advisory and seminar has progressed well. We have established a calendar to coordinate the many different activities that might happen. At this point, we have used this time for orientation to school, developing good study habits, assemblies, completing classwork/homework, group building activities, curriculum extenders (like Hispanic Awareness Month), testing/assessment, and competency based guidance activities.

You will hear more about our school improvement from our School Improvement Chairperson. However, our students continue to show progress. Our review of Terra Nova scores from last spring showed that in almost all cases our students are consistently scoring above the 50<sup>th</sup> percentile with most scoring above the 60<sup>th</sup> percentile. Our leaders have raised the bar for us this year and we are challenged to help our students be successful at or above the 70<sup>th</sup> percentile. We look forward to support and involvement of the community as we pursue this goal.

**Command:** Capt. Q is no longer the representative to the DAC, but Capt. R from Naples is the Command representative. Capt. Q requested that he be made aware when school administrators are away from school. There was an instance in Naples in which the command did not know the school administrators were off-base, and an emergency evacuation situation occurred. There is no access to the bus loop at any time other than to buses. Remember that school personnel, including volunteers, need to park in the far three rows of the Commissary parking lot. The base will be participating in Neptune Response. There will be drills involving the schools. Monday 10 November will be a holiday for military personnel in the NASSIG command only.

**PTSO:** School picture-taking went well, and pictures will be back soon. Mrs. B thanked all of the PTSO members who stepped up in her absence.

**Booster Club:** There are currently 32 families who have joined the Booster Club. They will be providing food for homecoming activities.

**Transportation report:** Mr. G reported on late buses and discipline issues. The guardrails at the junction of SP106 and SS192 have been repaired. It was reported that some economy buses have been going off-route and stopping between the school and regular stops. Mr. G will investigate. Students who are participating in non-school sponsored events, such as MWR activities, may ride the activity bus on a *space available* basis.

**SIP:** There is an early-release day Friday, 10 October. Staff will be looking at Terra Nova scores from last year, using the information to make decisions and develop strategies for interventions. The annual pre-assessment was administered today. 30 October will be a full-day SIP.

**Old Business:** DAC discussion item: Mr. B explained the response from the DAC on the issue that was sent recently. The issue and response is attached.

**New business: SAC goals:** The SAC met two weeks ago and developed four goals for this year's SAC. They are:

1. Provide support to the school to help increase performance on all formative assessments, i.e. AP, Terra Nova, ACT, and SAT.
2. Improve communication flow between the SAC and the community.

3. Ensure transportation safety of students.
4. Increase community support of and participation in academic functions.

Adoption of the goals was moved by Mr. B, seconded by Ms. A. Motion passed.

**Open Forum:** There was concern that when the school called 911 on two recent occasions that the call did not go to the dispatcher. There was also concern expressed that there were hunters in the close proximity of the tennis courts when students were practicing. When shots were fired, the coach called security and it took three phone calls and 25 minutes before security responded. Details will be sent to Capt. Q so he may investigate.

There appears to be an inordinate number of phone calls of a personal nature from parents to students. Parents should only call the school to deliver messages to students in emergency situations only.

**Adjournment at 1605.**

## DISTRICT ADVISORY COUNCIL

**Thursday, 02 October 2008**  
**Viest Hotel, Vicenza**

### **DAC Discussion Items**

It was moved, seconded, and passed that the following be sent to the DAC by the Sigonella MHS SAC. Submitted by Mr. B, SAC Secretary

DoDEA should ensure that the IT Division in Germany is able to support our school's software needs in an expeditious manner.

Explanation: The procedure that must be followed in order to install software on school computers is burdensome and time-consuming. A teacher must request, through the Service Desk in Germany, that software be installed on a computer or computers. This request is then sent back to the Educational Technologist at the school, which then must gather identification information about the computer(s). He or she then sends this information back to Germany, and the software is then supposed to be "pushed" out to the computers for which the software has been requested. The IT Division promises a three-day turnaround; however, this is not happening.

Response from Mr. S, Chief, IT, DoDDS-E: *The process identified in the DAC memo for software installation and image creation is not completely accurate. Below and in the Friday Directive published 22 August 2008, titled Imaging/Software Delivery, and again on 12 September 2008, titled IT Tracker Software Process Update, we published the correct procedure, which is as follows:*

*- The school ET submits a software/image request via the IT Tracker website (URL: <http://ittracker.eu.ds.dodea.edu/>) and the request is delivered to the IT Software Delivery Team.*

*- The Software Delivery team then coordinates with the local contract Desktop Support tech to get the software installed via a "software push," using our desktop enterprise system. If for some reason we do not have a current software package created for this application and time does not allow immediate creation, then the local Desktop Support tech will install the software manually.*

*The results described in the DAC memo are a byproduct of the procedures being used at Sigonella, and not those published in the Friday Directives. Normally if the requestor submits a Service Desk request for software installation as described in the DAC memo, and not via IT Tracker as defined in the procedures, the request will be returned to the customer with a request to follow the correct procedure, which is also included. This adds extra and unnecessary steps in the process.*

*In the interest of all involved, we must use the IT Tracker for software installation to ensure the requested software is on the DoDDS-E Approved Software Listing and that the school has the required licenses. Bypassing this puts the agency at risk if unlicensed or unapproved software were installed on DoDDS-E computers.*

*We will work software installations expeditiously, but due to unforeseen circumstances, technical, software availability, licensing issues, etc., we*

*cannot always deliver a three-day turnaround. If there are cases where software is needed by a certain date, this can easily be coordinated with the Software Delivery team and will be accommodated.*