



DEPARTMENT OF DEFENSE  
DOMESTIC DEPENDENT ELEMENTARY AND SECONDARY SCHOOLS  
GEORGIA / ALABAMA DISTRICT  
MAXWELL ELEMENTARY/MIDDLE SCHOOL  
800 MAGNOLIA BLVD  
MAXWELL AFB, ALABAMA 36112

DDESS – Maxwell

MEMORANDUM

SUBJECT: Minutes of Maxwell AFB School Board Meeting for the Month of February, 2018.

1. The regular meeting of the Maxwell AFB School Board convened at 1:00pm on Wednesday, 14 February 2018 in the conference room of the elementary/middle school located at 800 Magnolia Boulevard. Col Cullen called the meeting to order. Dr. Coleman made opening remarks and then we proceeded on to the awards presentation. The Fire Chief made remarks about dedicated students and expressed the fire department's appreciation for the students' participation.
2. Attendance
  - Dr. Lisa Coleman                      Community Superintendent (Via VTC)
  - Col Timothy Cullen                      President
  - Lt Col Kelly Marcell                      Vice President
  - Lt Col Joshua Snow                      School Board Member
  - LCDR Sean Ferguson                      School Board Member
  - Maj Melanie Martin                      School Board Member
  - Ms. Rachel Zohn                      School Board Member
  
  - Others Present
  - Mr. Paul Hernandez                      Principal
  - Mr. Scott Haines                      Admissions Officer
  - Ms. Marie Patti                      Cafeteria Manager
  - Ms. Marie Shepherd                      Secretary (Recorder)
  - Ms. Brittany Miller                      School Counselor (Awards Emcee)
  - Ms. Nela Brown                      EFMP Program Manager
3. Awards Presentation
4. Old Business
  - a. None
5. New Business
  - a. Ms. Patti began the cafeteria update by noting that there has been an upward trend in meal purchases but many families leave near the end of the calendar year. She noted that we are up \$2,800 for January and we are staying on track. She mentioned that staff meal sales have gone up. She mentioned outstanding debts to the cafeteria and Dr. Coleman asked if letters were being

mailed or distributed. Ms. Patti responded that she is sending notices through the mail twice per month and has sent notices to staff members. Ms. Patti concluded by saying she was now offering large chef salads daily and small chef salads for younger students.

- b. Mr. Haines addressed the MilCon update and timeline. He said that we are now in phase 2A. During SY19-20 we will be moving to the new school.
- c. Dr. Coleman briefed the budget. We are on a continuing resolution until March. She invited questions/concerns to be addressed to Ms. Gray. Schools will be funded.
- d. Dr. Coleman was pleased to announce the new Chief of Staff. She mentioned that he is a great asset.
- e. Dr. Coleman mentioned that Maxwell personnel actions include the need for a SPED Assessor and a custodial position.
- f. Dr. Coleman mentioned that the make-up days for inclement weather days is still a decision to be made. The decision at this time is delayed. Since there still could be some inclement weather days, no decision is final. Col Cullen commented that he would like DoDEA to execute their own policy on make-up days.
- g. Dr. Coleman explained that DoD is not under the Department of Education. The standard is 180 school days; 5 are used for teacher professional development. There is a "plus/minus" policy which is where we are now. The guidance is that greater than 3 days need to be made up. Dr. Coleman requested that conversations be tabled until a decision has been made. Federal employees can't work on Federal holidays. As soon as information is available, she will release it to the board members.
- h. Mr. Hernandez noted that there are currently 315 students.
- i. He also mentioned that for STEAM Week on 24 April we will be looking for speakers/career presenters to speak to the students.
- j. The board discussed influenza and Dr. Coleman explained that the policy is similar to that of the lice policy. Public Health would work with the Wing and they would then take action.
- k. The board members asked if there would be some way to protect privacy but release information (in a broad way). Dr. Coleman explained that we still cannot provide health updates in DoDEA. It is against policy and there is no mechanism in place to track. We are not allowed to report. Public Health & Safety would release info. In addition, information on influenza was also in The recent Principal's Perspective.
- l. Ms. Zohn asked if there was a way to compare or provide a report on the comparison between DoDEA schools and off-base schools. She would like to see an overall comparison. She asked if we could allow the state to review a DoDEA school. There is currently no mechanism in place to do so at this time.

3. Adjournment

- a. Col Cullen made a motion to adjourn which was seconded by LCDR Ferguson. All were in favor.

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COL TIMOTHY CULLEN  
School Board President

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LISA B. COLEMAN, Ph. D.  
Community Superintendent, GA/AL Community