

October 16, 2019

Memorandum for DoDEA Naples Schools and Naval Support Activity Naples Community

Subject: Minutes of the Installation Advisory Committee meeting, Naval Support Activity, Naples, Italy on 16 October 2019.

On Wednesday, Oct. 16, 2019, the Installation Advisory Committee (IAC) of NSA Naples held the first quarter school year 2019-2020 IAC meeting for Naples Schools at the Naples Elementary School Information Center. The meeting was co-chaired by CAPT Todd Abrahamson, Commanding Officer NSA Naples, and Mr. Fredo Ontiveros, Principal Naples Middle High School. A list of participants is attached.

Overview

The IAC meeting of included discussions on facilities upgrades, emergency exercises, communication with the transportation office, and the school meal program.

For Action

- The Installation Advisory Committee voted to write a formal recommendation to DoDEA HQ requesting the authorization of the software, "What's App," for use by the Student Transportation Office for communication with the Gaeta bus monitor and Gaeta families.
- The Installation Advisory Committee voted to write to a formal request DoDEA Europe and NEX HQ for clarification and support as there is unclear guidance on how to manage information on student allergies between DoDEA and the NEX.
- The Command and DoDEA will continue to train together and conduct integrated Active Shooter Exercises twice/year.
- The DoDEA alert notification system is planned to roll out to parents SY2019-2020.
- DoDEA and NSA Naples to review data metrics on mid-year transfers of personnel with dependents to analyze the community impact of school-year transitions by military-connected students.
- NSA Naples to review school recommendations on the new Parking Instruction for the January IAC meeting.

Call to Order

CAPT Abrahamson called the meeting to order at 16:05.

SY1920 Installation Advisory Committee Training

The SLO conducted a training for the IAC to review the roles and scope of the IAC per DoDI 1342.15.

SY1920 Installation Advisory Committee Discussion of Goal

The SLO introduced the discussion for the IAC to consider a focus this school year on one or more goals. The discussion continued with input of IAC members on safety/security, the importance for Naples to be the best, and for the team to maintain the facilities.

The question of an increase in mid-school year transition of families was raised and what could be done, as the increased enrollment after the start of the school year leads to increased class sizes and transition

gaps for students. The schools and installation agreed to pull metrics on the transitions and report back to the IAC.

Principals' Reports

Mr. Ontiveros reported that it has been a great start to the school year. The interior renovations have created a welcoming environment for students, teachers, and parents. Students commented that it is now a "real school" and a "rich kids school." While there has been a recent influx of students, with NES increasing 20 students in the last two weeks, NMHS is 11 down from the projected number at this time last year. The Interim Assessments that are a part of the DoDEA Comprehensive Assessment Program (DCAP) are rolling out, which will serve as a dipstick measure for mathematics in evaluating progress towards student mastery. NMHS just held the PSAT for students in 8-11 grades.

The Student Council (STUCO) Representative from NMHS, Ms. Chloe Miller, shared that the mission of STUCO this year is to spread school spirit and encourage students to respect the renovations. She would also like to help students with College & Career Readiness with offering resume workshops. Mr. Ontiveros continued that this is a focus for NMHS this year and have already started on that path by co-hosting College Prep Night with FAFSA workshops, an SAT/ACT Prep 10-week session with the SLO, and Senior Workshops during PSAT testing on Scholarships.

Mrs. Dunn added from Naples Elementary School that the teachers will be participating in additional CCRSL half day trainings on math and science. Ms. Ruffino shared a kudos to the summer team; the renovations are outstanding. She also thank Security for meeting with each teacher during summer in-service and discussing the classroom "Safe Zone" for emergencies. Mr. Lambertson added that when he returned to school in August, "I thought I walked into Heaven." He shared that it was welcoming and refreshing, not only the work the team is continuing to do, but the prospect of new projects like the lights for the field. For the students, it is like they haven't left home and this progress is 11 years coming. Mr. Ontiveros finished the discussion with the message, that the team will continue this momentum and communication.

Installation Commander's Report

- CAPT Abrahamson discussed the results of the summer renovation projects and how the team worked together to guarantee success with the long list of renovations to include interior painting, new lockers, renovations of the gym floors, and front landscaping. He explained that it is necessary to maintain and get upgrades along the way, for example, increasing the longevity of the lockers by building the curbs. The success was marked by a ribbon cutting ceremony in September led by RADM Lindsey and attended by the Lessor at the boys Volleyball game. Bringing the Lessor into the school has been key to the integration and increased productivity.
- The September Town Hall, which was broadcast on and can still be viewed on AFN Naples Facebook page, was well participated with a high level of reach to the community. The next one will be in the beginning of January.
- The new NSA Naples Parking Instruction 5560.8A was released 01 OCT 2019 and will go into effect 01 NOV 2019. The intention is not to target anyone, but the installation needs people who work at Capodichino to be able to park at Capodichino. For teachers during summer leave, the instruction is to park at the Naples Elementary School parking lot and the installation

welcomes all feedback and ideas to improve the parking situation. The school recommendations can be reviewed at the January Installation Advisory Committee meeting.

- Ms. Ruffino asked if it was possible to increase access to transportation from Support Site to Capo. CAPT Abrahamson stated that the installation can review the need based on the long-term parking passes issued. Administration announced that taxi service is reimbursable for RAT travel and they will discuss how the schools can support with the new Administrative Officer coming onboard in the next month.
- The AtHoc interactive warning system is used by the installation to inform base personnel of urgent information such as base closures, destructive weather, etc. and need all personnel to register for AtHoc during AO. A new Foul Weather Instruction is being released with a stipulation that school closure will be decided by a specific time in the morning so that families and staff can be more prepared.

School Liaison Officer's Report

Shannon McCaulley shared upcoming meetings and programs at the schools and in the community.

- October is National Bullying Prevention Month and the schools, PTAs, and Commands are working to increase awareness and prevent all manners of bullying. Partners in Education, NCIS and FFSC are supporting the Oct. 30 Social Media 101 Information Night at 5:00pm at NES MPR to engage parents and provide resources on current social media use, cyberbullying, and reporting. Students will be in grade-level break-out sessions with MFLC and school counselors to address social pressure, upstanding, and reporting cyberbullying.

Old Business

Update on previous issues.

- Emergency Preparedness
 - The Oct. 15 NMHS Integrated Lockdown Exercise has been rescheduled to Nov. 14. Once the procedures are rollout through the Middle High School, DoDEA and Naples Security Forces will continue with Naples Elementary School. Ms. Ruffino noted that as of yet, the drills have always taken place in a perfect situation, and that there is no PA audible in the lunchroom or the playground. Mr. Johnson shared that later this week he is meeting with a team, which will evaluate and plan the installation of a DoDEA Mass Notification System in the Naples Complex, which will ensure emergency notifications are heard everywhere.
 - The DoDEA AtHoc system is still in the process of rolling out in Naples. Administration just received training and they are still learning the intricacies of the system.
- Facilities
 - See previous notes on summer renovations.
 - The bathrooms at NMHS, which were not functioning at last week's NMHS SAC meeting, are now repaired. The staff bathroom in the Information Center continues to be closed per DoDEA instruction, as the Information Center will be renovated next fiscal year. Mr. Johnson reported that there are seven staff bathrooms, and while some are farther away from some staff than others, that the number of bathroom exceeds the

requirement for the number of people at the school. Ms. Ruffino asked if the sanitary napkin disposal bins had been installed in the 5th and 6th grade wings. Mr. Johnson replied that they had just been received and now need to be installed.

New Business

Issues for the agenda from the SACs and representatives to the IAC.

Student Transportation Office Access to What's App for Gaeta parent communication. The SLO shared that Gaeta parents expressed real concerns about the anxiety that exists without real-time, easy to access information from the STO regarding their students' lengthy commute and actual arrival times to Formia and Gaeta. The traffic situation makes the arrival time unpredictable and presents a real challenge for the community. At present, What's App is not an approved software by DoDEA and so the STO is not able to communicate with the parents as a group, but by individual calls by cell phone, as the Gaeta commute is outside of the office hours of the STO. CAPT Abrahamson noted that the Secretary of Defense recently released a memo that noted an exception to use of official messaging accounts, in situations when official communication is "unavailable, impractical, or unreliable."

Mr. Lambertson called the vote for the Installation Advisory Committee to write a letter to DoDEA HQ in support of the approval of the STO to access What's App for communication with the Gaeta bus and Gaeta families. All IAC members voted to approve the motion.

Navy Exchange School Meal Program and DoDEA Schools process for supporting students with allergies. The SLO explained that at the start of this school year, Naples Schools and NEX continued to follow the procedure, of directing students with allergies to the NEX to register for an alert in the Horizon system. In mid-September, the NEX and DoDEA learned that the form that was being used was not an approved NEX or DoDEA Form. NEX HQ notified Naples Elementary School that the NEX assumes no liability in the child's food allergy management while on school grounds.

Candace Loucks R.N., Naples Elementary School Nurse, explained to the IAC that it would be a HIPPA violation for her to provide student information to the Navy Exchange.

Mrs. Workman expressed concern that adequate attention is not being given to this issue. School and School Meal Program staff should know a student by face and name if they have an allergy.

The Installation Advisory Committee vote unanimously to formally request in writing, "Clarification on the procedures and processes in place to ensure the safety of students with allergies" from the Navy Exchange and DoDEA District Offices.

Open Forum

Call Meeting to a Close at 17:21

Next meeting: Jan. 14, Mar. 10, May 12, 2020

Attachment: List of Participants

Attendees	Representing
CAPT Todd Abrahamson	CO NSA Naples, IAC co-chair
Fredo Ontiveros	Principal Naples Middle High School, sub. IAC co-chair
Bridget Ruffino	NES Teacher Representative
Erika Workman	NMHS Parent Representative
Dirk Lambertson	NMHS Teacher Representative
Chloe Miller	NMHS Student Council Representative
CDR Stephen Polk	XO NSA Naples
CMDCM Andrew Hochgraver	CMC NSA Naples
Darnell Dean	NMHS Asst Principal
Kimberly Dunn	NES Asst Principal
LTJG Lee Eckert	ASECO, NSA Naples
Shannon McCaulley	School Liaison Officer
LTJG Zach Christensen	APWO Support Site
David Johnson	DoDEA Facilities OIS
Candace Loucks	Naples Elementary School Nurse