



Yokota High School School Advisory Committee-SAC



SAC Meeting Minutes
1600 November 12th, 2020
Virtual - meet.google.com

Attendees:	Ms. Marian Leverette	Principal (Acting)
	Ms. Lydia Polanco	Vice-Principal (Acting)
	Lt Col Lester Ball	Teacher Representative
	Ms. Veronica Pascoe	Teacher Representative
	Mr. Terrence Raybon	Parent Member
	Mr. Todd Eddy	Parent Member

Members Not Present:

SMSgt Byron Wrenn	Teacher Representative
Ms. Fabienne Gross	SAC Member
Ms. Michelle Crawford	School Liaison Officer
	FRS Union Representative
	Mission Support Representative
	Student Body Representative

Called to Order: The meeting was called to order promptly at 1600 by Ms. Leverette.

Opening Comments: Ms. Leverette explained the purpose of the SAC and her role. She explained that she would facilitate the first meeting, but subsequent meetings would be scheduled, run, and recorded by the SAC in accordance with Robert's Rules of Order.

Agenda: Ms. Leverette set the agenda as:

- Review Annual Report from last year
- Election of new officers
- YHS COVID Mitigation Strategy
- Schedule next meeting
- Open discussion

Annual Report: Ms. Leverette handed over the review of the preceding year SAC Annual Report to Mr. Eddy. Mr. Eddy summarized the accomplishments of the SAC and the initiatives recommended for the next school year. It was further explained that the efforts and initiatives were limited due to COVID-19. Mr. Eddy emphasized the need for greater parent and student involvement to ensure the SAC was in touch with the needs and concerns of the school community.

SAC Meeting Minutes of 12 November 2020, Continued

SAC Positions: Ms. Leverette began this topic with an explanation that student body population was 299 and therefore required a SAC with six voting members supported by four non-voting members. She further explained that four voting members must be present for there to be a quorum to conduct a meeting or to hold a vote.

Voting Members: 3 Parent Representatives
 3 Teacher Representatives

Non-Voting Members: 1 FRS Union Representative
 1 Mission Support Representative
 1 School Liaison Officer
 1 Student Body Representative

Officer Elections: Three SAC Officer positions are required to be filled; Chairperson, Vice Chairperson and Secretary. Ms. Leverette explained that rules asked that voting for officer positions should be conducted by paper secret ballot. She also offered that a vote could take place and Ms. Pascoe nominated Mr. Eddy for the position of Chairperson. Mr. Eddy offered that given the number of absent voting members a vote should not take place at the meeting. Ms. Leverette provided the guidance that she would have Ms. Polanco publish voting ballots to the voting members requesting each voting member nominate themselves or a fellow voting member for each of the three vacant positions. Ms. Leverette will publish the results prior to the commencement of the next SAC Meeting.

COVID Mitigation Strategy and Update: Ms. Leverette provided the SAC with a summary of COVID Mitigation Strategy steps and actions taken to date as well as recurring. She explained the status of protective devices, the cleaning contract, splitting lunch, redirecting traffic to name a few of the mitigation measures taken. She further reported that the recent positive individual resulted in 32 students and 2 teachers being affected. The event was managed well, and lessons were learned to improve reporting, response and follow actions in the future.

Scheduling: A short discussion surrounding scheduling took place. It was agreed by those present that Thursdays at 1600 was probably best day and time to conduct SAC meetings. Scheduling will need to be further discussed at the next SAC Meeting to coordinate the timing to take place prior to the Installation Advisory Committee (IAC) as SAC topics would feed the IAC. The IAC schedule is unknown currently.

Next Scheduled Meeting: After further discussion, the next SAC Meeting was scheduled for 3 December at 1600. The meeting will again be virtual. Subsequent meetings will be scheduled at that meeting.

SAC Meeting Minutes of 12 November 2020, Continued

Next Meeting Agenda Items:

- Announcement and assumption of SAC Officer roles
- Introduction of the FRS Union Representative, the Mission Support Representative, the School Liaison Officer, and the Student Body Representative
- Setting Goals
- Scheduling subsequent meetings

Meeting Minutes and Agenda Items: Ms. Leverette next explained the requirement to publish meeting minutes within two weeks following the meeting as well as the need to publish the agenda for the next SAC Meeting. Scheduling of a SAC meeting requires at a minimum a two-week notice to parents, members, YHS staff and stake holders. The medium for this information to be posted is the YHS Website where the SAC now has a tab that explains the SAC and will host this information. All items to be posted are to be sent to Ms. Leverette for review and she will have the information posted by the School IT staff.

Meeting Adjourned: With no additional business, Ms. Leverette moved to adjourn. The 'ayes' were unanimous, and the meeting concluded at 1641.

Minutes Submitted by: T. Eddy

Minutes Submitted on: 11/14/2020

Next Meeting: Virtually, 3 December at 1600 on meet.google.com (details to be published)