VILSECK HIGH SCHOOL ADVISORY COMMITTEE (SAC)
UNIT 28041 APO AE 09112

Vilseck HS Advisory Council Agenda

Date: September 21, 2026
Time: 4:00 pm
Location: Library
Meeting Minutes: Ms. Kathrynn Northam-Hall (voting member)

I. Call to Order

The meeting was called to order at 4:00 PM once a quorum was established.

•Opening Remarks
Thanks to all in attendance. This is Mr. Hall's first meeting as the Vice Chairperson. Mr. Wiseman, the new SAC Chairperson was not able to be in attendance.

II. Attendees present
Mr. Hill (Vice Chairperson), Ms. Travers (Assistant Principal), Ms. Kojtari, Ms. Muzzy (SLO), Ms. Ally, Mr. Henck, Ms. Nell, Ms. Cooksie, Dr. Davis, Ms. Bosompem, Ms. McMillan

III. Review of VHS SAC Objectives and goals (READ only)

The committee's purpose is to:

- Advise the principal and installation commander on policies and programs within their purview.
- Foster communications among administrators, military leaders, parents, and students.
- Provide a coordinated process to address and resolve issues at the lowest level.
- Facilitate problem solving and recommend action to appropriate officials.

V. Old Business

- SAC email has been created. New email is: vilseckhighsac@gmail.com

- Ms. Bosompem, our previous SAC Vice Chairperson shared that she is prepared to hand this over to the newly elected leadership.

● Update on PTSA
- Effective September 2nd, 2026, we have a PTSA
- Ms. Melissa Malan is our newly established PTSA President
- Ms. Dare volunteered to fill the role as staff (teacher) liaison, Mr. Eggl as treasuer

VI. Reports

● Principal's Report

- Members of the school community are adapting to newly established policies.
- Operational guidelines are established to enforce the Portable Electronics and Mobile Device policy.
- Guidelines surrounding Open Campus Lunch are currently undergoing ongoing modification. It is currently suspended due to various student behaviors that are not permissible.
- A new School-wide Action Plan is being developed. We will have goals for Literacy, Math, and Intervention Systems. We are heavily focusing our attention on Math, as it has long been an area of concern and we are looking at ways we can approach this strategically with support from all stakeholders. Currently, our PSAT data from last school year shows proficiency at 28% among grade 9-11 cohorts.
  - The PSAT for grades 9 and 10 will take place in the Spring this school year.
  - The PSAT for grade 11 will take place this October with the School Day SAT taking place in the Spring.
  - Grades 10 and 11 will take the PSAT National Merit Qualifying Test, which is competitive and students can earn scholarships based on their performance

● Students Report
- No student present
  - New StuCo sponsor has encouraged student involvement

● School Liaison Report

-Installation Advisory Committee (IAC) Schedule for the 2026-2027 was provided
- October 6, 2026
- December 15, 2026
- March 23, 2027

- May 18, 2027

VII. New Business

- All members were trained on the SAC materials, purpose, mission, vision, processes and procedures. Ms. Travers led the training.
- Zala Jan is the VHS representative that sits on the **DoWEA Europe Student Advisory Council (DESAC)** established by Dr. Brahaney.
- Historical lunch arrangements were evaluated, such as:
  - Closed campus policy implemented roughly four years prior
  - Unrestricted open campus privileges extended across all high school grade levels
  - Students transporting other students in the POVs
    - Dr. Davis shared the guidance of students not being allowed to transport other students in their POVs, however, they may drive themselves.
    - Although this impacts a significantly small percentage of students who drive to school, guidance around this will be added to the school-wide expectations video for open campus lunch to ensure all students are clear on the expectations.
    - Dr. Davis will explore what stateside schools are doing as it was brought to the attention of admin that although it is not permissible at Vilseck High School, schools such as Fort Knox and Fort Campbell allow it by two parents.
  - Ms. Travers reported observing multiple available tables during lunch, indicating sufficient seating capacity.
    - To ensure adequate seating and supervision, the following areas are available during lunch:
      - Cafeteria seating
      - Library
      - Room d119
      - Falcon's Den/Game Room
      - Foyer
      - Outdoor tables and tents
      - Teacher's classrooms who are hosting clubs
  - Ms. Travers shared that
    - Parents received communication regarding lunch procedures and ongoing changes.
    - A student informational presentation was distributed.
    - The presentation was reviewed with students during the seminar periods.

VIII. Open Forum

- Ms. McMillan asked if there was the possibility of proposing reverting back to multiple lunch periods.
    - It was explained that through the SAC proposals such as that would be appropriate.
        - Benefits of a Single Lunch were discussed
            - 45 minutes available for studying
            - Increased opportunities for student clubs
            - Reduced instructional interruptions during the school day
            - Centralized opportunities for social interaction and restroom use
            - Students have the opportunity to have lunch with their friends versus the two lunch period model (which eliminates this benefit).
- Lunch Monitors were discussed
    - Volunteer opportunities
    - Unit Partners
    - Potential for DES involvement
- **Action Items Summary**

Action Item	Responsible Party
Elect SAC Secretary	Ms. Travers
Review SAC Bylaws	SAC Members
Establish SAC Goals	SAC Members
Share Administrative Instruction (AI)	Ms. Travers
Provide student driving policy information	Administration

IX. Next meeting dates

- Q2: December 7, 1600–1730
- Q3: March 15, 1600–1730
- Q4: May 17, 1600–1730

X. Adjournment

Meeting adjourned at 5:30 PM