

JOAN K. MENDEL ELEMENTARY SCHOOL

School Advisory Committee

Q3 MEETING MINUTES - OFFICIAL RECORD

Date	Thursday, 26 February 2026
Time	Meeting called to order at 1604 JST; Adjourned at 1708 JST
Location	Dr. Smith's Office, Joan K. Mendel Elementary School
SAC Chair	Mr. Conrad "CD" Dawes
Recorder	Minutes prepared by SAC Chair (Secretary not present)

ATTENDEES

Name	Title	Organization
Mr. Conrad "CD" Dawes	SAC Chair	Parent/Community
Dr. Kathleen Smith	Principal	Mendel Elementary
Mrs. Lorina Harris	Vice Principal	Mendel Elementary
Mr. Joshua Fly	SLO / Installation Commander	SLO / Installation
Ms. Heather Dutchin	Teacher Representative	Mendel Elementary

Absent: SAC Secretary (not present; minutes prepared by SAC Chair)

1. OPENING

Mr. Dawes called the meeting to order at 1604 JST and welcomed all attendees. Mr. Dawes confirmed quorum was present with representation from the SAC Chair, school principal, vice principal, installation commander, and teacher representative.

Review & Approval of Previous Meeting Minutes

The Q2 meeting minutes were not presented for reference. Minutes will be reviewed at soonest.

2. LEADERSHIP REPORTS**2A - SAC Chair Report (Mr. Conrad Dawes)**

Mr. Dawes provided an overview of the Q3 Parent & Community Survey results, which served as the primary basis for discussion during this meeting. Survey findings reflected 15 respondent households across four key areas: Communication & Engagement, Academic Programs & Support, Installation Support & Military Family Considerations, and SAC Priorities. Survey report was distributed to leadership attendees in advance of the meeting.

2B - Principal's Report (Dr. Kathleen Smith)

Dr. Smith provided a general update on school operations and previewed topics to be discussed under old and new business, including the proposed extended school day schedule for AY 2026–2027. Dr. Smith also introduced Mrs. Lorina Harris, the newly appointed Vice Principal (addressed under New Business).

2C - SLO / Installation Commander Report (Mr. Joshua Fly)

Mr. Fly provided an update from the installation perspective, noting awareness of community safety concerns near the school. He indicated commitment to addressing crosswalk and traffic safety issues through appropriate installation channels, including elevation to the Installation Advisory Council (IAC).

3. OLD BUSINESS

3A - Extension of School Day / Start Time Adjustment (AY 2026 - 2027)

Dr. Smith briefed the committee on the approved school day schedule adjustment for Academic Year 2026–2027. This item has been formally addressed and resolved.

- New Start Time: 0750 JST
- New Release Time: 1420 JST (2:20 PM)

4. NEW BUSINESS

4A - Introduction of Vice Principal, Mrs. Lorina Harris

Dr. Smith formally introduced Mrs. Lorina Harris as the newly appointed Vice Principal of Joan K. Mendel Elementary School. Mrs. Harris was welcomed by all committee members. No action required.

5. Q3 PARENT & COMMUNITY SURVEY - DISCUSSION & ACTION

The survey report was the primary focus of the meeting. Mr. Dawes led the committee through each section and priority area. Discussion and resulting actions are captured below.

Section 2 - Academic Programs & Support

The committee discussed the survey finding that 46.7% of respondents identified Gifted & Talented (G&T) programming as the top academic priority. Dr. Smith acknowledged the community interest and committed to improving communication around existing G&T resources and engagement pathways.

Action Item:

- Dr. Kathleen Smith will disseminate information to the school community on how families can engage with and access the Gifted & Talented program at Mendel Elementary School. Timeline: Prior to end of Q3.

Section 4 - SAC Priorities & Community Voice

Theme 1 & 2: Student Safety & Start Time (HIGH PRIORITY)

Mr. Fly addressed community concerns regarding pedestrian safety at the McGuire Ave crosswalk. He affirmed that this matter will be formally elevated to the Installation Advisory Council (IAC) for resolution.

Action Items:

- Mr. Joshua Fly will formally elevate crosswalk safety concerns (crossing guards, speed reduction measures on McGuire Ave) to the Installation Advisory Council (IAC) for resolution. Timeline: Next IAC Meeting.
- School start time adjustment to 0750 JST effective AY 2026 - 2027: CLOSED / RESOLVED.

Theme 3: Robotics & STEM Programs (MEDIUM PRIORITY)

The committee discussed community interest in a robotics club and after-school STEM programming. Dr. Smith noted that while the interest is clear, current installation and school resources are insufficient to support a robust, sustainable program at this time. The item will remain on watch for future academic years as resources and partnerships develop.

Status:

- STEM/Robotics Club: Addressed. Resources not currently available to build a robust program. Item will be revisited in future planning cycles.

Theme 6 - Screen Time in Pre-K/K Classrooms (MEDIUM PRIORITY)

Ms. Dutchin addressed the survey concern raised by a Pre-K parent regarding screen time and YouTube content (specifically DannyGo) in early childhood classrooms. Ms. Dutchin provided context indicating that the classroom screen serves the pedagogical function of a modern chalkboard, used for lesson plans, instructional content, and shared learning resources, rather than passive entertainment viewing.

In the spirit of transparency and open engagement, Ms. Dutchin extended a standing invitation to all interested parents to visit the classroom and observe the learning environment firsthand.

Action Item:

- Ms. Heather Dutchin has extended an open invitation to any and all parents who wish to visit the Pre-K/K classroom environment to observe how technology is integrated into instruction. Coordination to be arranged through the school office.

Section 3 — Installation Educational Resources (MEDIUM PRIORITY)

Mr. Fly addressed the 26.7% of survey respondents who expressed a need for more information about educational resources available on the installation.

Action Item:

- Mr. Joshua Fly will provide a curated link to installation educational resources for distribution to Mendel families. Timeline: Prior to end of Q3.

Standard Priority Items - Health, Nutrition & Student Welfare

All standard priority items were reviewed and addressed. Of particular note, the community concern regarding communication of health incidents (e.g., lice outbreaks) was discussed.

Action Item:

- Dr. Kathleen Smith will distribute the updated Lice Outbreak Notification Policy to the school community to ensure all parents and staff are informed of reporting requirements and communication protocols. Timeline: Prior to end of Q3.
- Remaining standard priority items (lunch duration adequacy, student-teacher ratios, anti-bullying framework) - Addressed. No outstanding actions at this time.

6. CONSOLIDATED ACTION ITEMS

Priority	Action Item	Lead	Timeline
HIGH	Elevate crosswalk safety concerns (crossing guards, speed bumps on McGuire Ave) to IAC	Mr. Fly	Next IAC Mtg
HIGH	School start time to 0750 JST / Release 1420 JST — AY 2026-2027 (RESOLVED)	Dr. Smith	CLOSED
MED	Distribute G&T program engagement information to community	Dr. Smith	Prior to Q3 End
MED	Provide installation educational resource link for parent distribution	Mr. Fly	Prior to Q3 End

MED	Open classroom visits for parents re: Pre-K/K technology use (standing invitation)	Ms. Dutchin	Ongoing
MED	STEM/Robotics Club — Revisit in future planning cycle (resources unavailable)	Dr. Smith	Future AY
STD	Distribute Lice Outbreak Notification Policy to school community	Dr. Smith	Prior to Q3 End
STD	All remaining standard items addressed — no outstanding actions	SAC	CLOSED

7. OPEN FORUM

Mr. Dawes opened the floor for community input. No additional items were raised beyond those addressed during the agenda discussion.

8. CLOSING

Mr. Dawes summarized all action items and confirmed leads and timelines with the committee. The next SAC meeting date is 23 April 2026.

Meeting adjourned at 1708 JST.

Mr. Conrad "CD" Dawes, SAC Chair Joan K. Mendel Elementary School Advisory Committee	Dr. Kathleen Smith, Principal Joan K. Mendel Elementary School

These minutes are prepared in draft form and are subject to review and approval at the next scheduled SAC meeting. Action items will be distributed to all committee members within five business days.