DEPARTMENT OF DEFENSE
DEPENDENTS SCHOOLS

Yokota Middle School
Unit 5072
APO, AP 96328

Yokota Middle School SAC
Meeting Minutes
March 4th, 2026
1500-1600
Large Conference Room

Meeting called to order: 1507

SAC Members in Attendance: Dr. Quiana Obeng, Craig Menzel, Dana Carey

Other Attendees: Ms. McElhaney, Mr. Joshua Fly, Ms. Moore, Ms. Forbes, Ms. Cobb

1. Welcome and Introductions

Meeting Norms	Topics SACs Address	Topics SACs DON'T Address
Start & end on time	School policies & administrative procedures	Personnel practices or policies
Stick to the agenda	Instructional programs	Compensation
Assume positive intent	Allocation of resources	Employee grievances
	Student standards of conduct	Internal management of DoDEA
	Base-related topics that impact students	Fund Raising

2. Old business:
   a. The front office is continuing to work with families to ensure contact information is up to date for school-to-home communication and/or emergency notifications through Everbridge.
   b. Dr. Q has combined the PTO Meeting and Principal Coffee. The goal is to increase participation and visibility of SAC.
   c. Positive feedback on the Tiger Times. The simplicity and format were praised.
   d. Ms. McElhaney offered support in helping to publicize SAC. Samurai Scroll or other media. Currently, social media is our biggest platform.
   e. Student Dress Code Committee is in the works.
3. Reports:
   - Dr. Q: Elevate survey completed by students, parents, and teachers. Will create a front facing flyer to share with stakeholders.

4. New Business: **Late Work Policies**

Objective: To establish a unified late work policy for the 2026-27 school year that prioritizes student learning and grading equity. This policy will align with elementary standards to ensure a seamless transition for incoming students and eliminate systemic confusion.

Current Challenges:

a. Inconsistency: Disparate policies across grade levels and departments create an unpredictable academic environment.

b. Stakeholder Confusion: Students and parents struggle to navigate varying expectations, leading to unnecessary friction and a lack of clarity.

c. Validity Concerns: Current discrepancies undermine the reliability of grades as a true metric of student mastery and learning.

d. Absences: Clarify policy around excused absences and what supports are offered when work has compiled across classes due to consecutive absences.

Proposed Strategic Approach:

e. Learning-Centered: Shift the focus from punitive measures to academic accountability, ensuring the grade reflects what the student knows rather than how they "timed" the system. Focus on achievement towards the standards vs. behavior.

f. Equitable & Inclusive: Standardize expectations to ensure students are held to the same standard.

g. Developmentally Appropriate: Design a framework specifically tailored to the middle school transition, balancing personal responsibility with the necessary scaffolding for growth and understanding of executive functioning development at this age.

Already Established Structures that can be utilized:

- Seminar
- Citizenship Cards
- Homework Club
- Power 90
- Gradebook Triggers

h. *A Grading for Equity* informational document summary was provided from Feldman, J. (2023) by Mr. Menzel.
i. Starting next school year elementary students are changing to a standards-based learning. Training was recently provided to elementary teachers.
j. Late work policy is confusing. Is there a late work policy in the handbook?

k. How can students be held accountable for late work without negatively impacting their grade?
l. Having a blanket late-policy for all classes is challenging. It's something we've strived for but with so many different programs here at YMS, maybe the best we can do is consistency among grade levels. We can take this back to our teams to see how we can improve.

5. Open Forum:
   SY 26/27 Calendar (Disparity in Semester and Quarter days in session)
   a. How will this impact students, exams, courses to have 79 instructional days in Semester 1 and 106 instructional days in Semester 2?
   b. Are students getting equitable learning opportunities with the disparity of instructional days between S1 and S2?

   DODEA Policy on Lice
   a) DODEA doesn't notify home for specific lice cases.
   b) Policy will be sent out to parents through the newsletter and a parent email.

   Will research SAC election protocols as per the new SAC election guidelines.

6. Next meeting will be on May 13th @1500 in the YMS Conference Room 120 & Closing

   Meeting adjourned at 1547.

   Submitted by Dana Carey