

**Smith Elementary School
School Advisory Council Meeting Minutes
November 18, 2025**

Participants:

- Mr. Richard Dye, Principal
 - Mrs. Lynn Rice, School Liaison Officer
 - Ms. Angela Hollingshead, Faculty Representative
 - PTO President, Ms. Benitez
 - Mr. George Clevenger, Chairman
 - Mr. Luke Holthus, Vice Chairman
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1. Call to Order

The meeting was called to order at **4:34 PM** by Mr. Dye.

Adjournment @ the meeting was adjourned at **5:28 PM**.

2. Agenda and Discussion Guidelines

- Mr. Dye reviewed the topics that **cannot** be discussed during meetings, specifically staff personnel matters and related policies.
 - He provided an overview of previous topics of discussion such as Fun Evening Activities, Curriculum Night, and quarterly Parent Nights.
 - Past beautification projects were noted, including the coordination with the garrison to create more crosswalks in the area of the school.
 - Past Parking challenges in crosswalk areas were discussed as ongoing concerns.
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3. Council Procedures and Requirements

- The council is required to meet four times each year and will meet according to the following schedule at 1630 in the library.
 - October 7, 2025, December 9, 2025, March 10, 2025, & May 12, 2025

- Parents may submit questions or concerns by emailing Smith Elementary SAC sacsmithes@gmail.com. If the matter involves disciplinary issues, Mrs. Lynn will coordinate appropriate responses with the council.
- The council must work on nominations, team selections, and building strong community connections.
- Non-voting members include the union representative, PTO President, school liaison, and the principal.
- Meetings follow Robert's Rules of Order. A guide can be found <https://robertsrules.com/>

Elections

- Chair: LTC George Clevenger
- Co-Chair: SFC Luke Holthus
- We are still in need of a secretary, thank you to Ms. Benitez for capturing the minutes during the November 18, 2025, meeting.

4. Email and Communication System

- The group reviewed DoDEA AI 1358.01 School Boards, Advisory Committees, and Dependents Education Council.
 - Discussion included resetting and regaining access to the council Gmail account.
 - The council agreed to continue using the Gmail account for official communication. Smith Elementary SAC sacsmithes@gmail.com Issues arising between meetings will be monitored and added to the agenda unless urgent.
 - Urgent topics may be addressed in a nonpublic meeting as needed.
 - Meeting information will be posted on the school's official website, <https://smithes.dodea.edu/> and outside of the main office.
 - An end-of-year report is required; a template will be provided.
 - Mr. Clevenger currently holds the council binder passed down from previous year's SAC Committee Chairperson.
 - Mr. Dye noted that he does not have access to the SAC Email for anonymity reasons.
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5. Enrollment and District Updates

- The Chair raised a previous concern regarding the need for increased enrollment. Mr. Dye noted that it is best if families choose to live in our community and enroll their students in our Baumholder Community Schools as enrollment directly affects school staffing and funding.
- As a reminder, each summer the District Transportation Officer will review transportation routes to determine whether more students can be added without exceeding the one-hour maximum ride time.
- The school will host a visit from the 1-10 SF who is planning to relocate from Stuttgart to Baumholder beginning in December 2025. This move is expected to bring more families to our community.
- Additional troops from Fort Bragg, Fort Campbell, and Fort Carson are expected to relocate to Baumholder in the summer.
- The new school building is projected to be completed in April 2027, with the transition scheduled for August 2027.
- Current enrollment is 351 students in grades UPK-5th Grade
- For Community Awareness, the music teacher has accepted a new full-time opportunity; her last day will be December 5. The school will pursue a local hire, and a long-term substitute will be assigned.
- A question was raised regarding restrictions on posting school information on community pages such as Baumholder 411. SLO confirmed that posting on any page is permitted.
- It was clarified that disciplinary information cannot be shared with the public.
- The group agreed on the importance of promoting positive communication within the community.

There being no further business, the meeting was adjourned at **5:28 PM**.

- **Motion to adjourn:** Ms. Rice **Second:** SFC Holthus

Approved by Principal, November 21, 2025