DEPARTMENT OF WAR EDUCATION ACTIVITY
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19 May 2026

MEMORANDUM FOR: Dr. Kimberly Johnson, The Sullivans School Principal
Ms. Mary Fisk, Yokosuka Primary School Principal
Dr. Jackie Ferguson District Superintendent

SUBJECT: Annual SAC Report for The Sullivans School and Yokosuka Primary School - School Year 2025-2026

FROM: Katie Macapagal, SAC Chairperson

1. The Sullivans School and Yokosuka Primary School SAC had five scheduled meetings (to include the training session) but only met four times this year, as follows:
   a. 18 September 2025 (training and short meeting)
   b. 15 October 2025 (cancelled)
   c. 13 January 2026
   d. 17 March 2026
   e. 19 May 2026

2. The SAC members were:
   a. Katie Macapagal – SAC Chair (parent)
   b. Kristin Jacobs-Schmid – SAC Vice Chair
   c. Misty Church, Secretary
   d. Cassidy Massey, Parent Rep
   e. Fiti Hawkins, Parent Rep
   f. Randi Ackland, Parent Rep
   g. Ms. Salazar, Faculty Rep
   h. Ms. Joley, Faculty Rep
   i. Ms. Hovell, FRS
   j. Mr. Brad Schmid, School Liaison Officer
   k. Dr. Johnson – Liaison Member
   l. Ms. Fisk – Liaison Member
   m. Ms. Bird – Liaison Member
   n. Ms. Prior – Liaison Member

3. The highlights and major accomplishments of the SAC this year include:
   a. Establishment of "Safety Patrol" during pickup. Select 4th grade students were trained and help to ensure student safety on school grounds immediately after school.
   b. School Safety/Visitor Check in – Reviewed and identified critical safety concerns for accessing both schools, areas where doors should be locked.

4. Issues or initiatives that were unresolved and recommended for completion during the next school year include:

a. Car Drop off and Pick up – need to determine if route direction will change, needs advertisement, encouragement to use drop off lane instead of parking in Commissary lot or housing lots and walking students over.
b. School Breakfast Interest / Feasibility – Need interest survey, determine if the schools can support, what the meal looks like ("grab and go" vice sit down meal)
c. Basketball Court Safety – Children climbing over fence to play basketball, damaging hoops/playgrounds. Signage needs to be updated to indicate NO USE unless for school day events, SAC should communicate with Base leadership to identify additional areas for basketball courts in housing areas.

5. Issues forwarded to the IAC or military chain of command include:
   a. Basketball Court Safety
   b. Drop off in the towers behind the school

6. SAC Vacancies. List any SAC positions that will be vacated at the end of the school year:
   - SAC Chair position
   - SAC Vice Chair position
   - SAC Secretary position

7. SAC Parent Engagement. Provide an overview of parent engagement in the SAC. If there is evidence of low participation, what strategies will be used to increase parent involvement (ex: communication campaign)?

   There was low parent engagement with SAC this year.

   Recommendations:
   - More communication regarding what SAC does and how it affects students. Encouragement to use the email account to submit questions.
   - SAC should be present at more events – potentially a table at PTO events, a highlight during "Pop in with the Principal", in school bulletin boards that identify who the SAC members are and what the role of SAC is.
   - Change the location of SAC meetings to encourage parents to come in.
   - Align PTO and SAC meetings or Pop in with the Principals to encourage more participation.
   - Refer to the committee by its title – "School Advisory Committee" vice "SAC" as many families associate the term "SAC" with the School Aged Care facility on base.
   - Provide a TEAMS meeting option for parent involvement. Our 1500 meeting time is shortly after kids get home from school and also when most parents (who

work outside the home) are still at work. A TEAMS meeting option would allow for parents to dial in from home or work.

- Consider adjusting meeting time to after-work hours or at lunchtime if no TEAMS meeting option available.

8. Other items to note:

Katie Macapagal

Katie Macapagal
SAC Chairperson YPS/TSS