



**DEPARTMENT OF THE ARMY**  
**UNITED STATES ARMY GARRISON - KWAJALEIN ATOLL**  
**UNIT 17001 BOX 1**  
**APO AP 96555-0100**

AMIM-KWG-ZA

14 October 2023

MEMORANDUM FOR All Military Personnel, Department of Defense (DOD) Civilians, Contractors and Family Members within the United States Army Garrison, Kwajalein (USAG-KA) Installations

**SUBJECT: USAG-KA Policy # 13 - School Advisory Committee**

**1. References:**

a. DODI 1342.15, Educational Advisory Committees and Councils, 7 December 2022 Incorporating Change 1, 20 April 2020.

b. DODI 1342.25, School Boards for Department of Defense Domestic Dependent Elementary and Secondary Schools (DDESS), 30 October 1996.

**2. Purpose.** This policy establishes membership and procedures for the operation of the Kwajalein School Advisory Committee (SAC).

**3. Scope.** This policy is directive in nature and establishes the U.S. Army Garrison-Kwajalein Atoll (USAG-KA) Commander's policies and procedures for the SAC. The policy proponent is the USAG-KA Directorate of Family and MWR.

**4. Policy.**

a. **General.** The SAC is established to aid the Kwajalein School System professionals (staff and management) in developing and implementing educational processes, and to foster trust and confidence throughout the community in the Kwajalein School System. All actions of the SAC become recommendations to the USAG-KA Commander, who is ultimately responsible for operation of the schools. All SAC actions require the concurrence of the Commander.

b. **Membership.** The SAC membership, as indicated below, will consist of voting and non-voting appointees from each respective organization. Members may not receive compensation for their service on the Committee. Note, the base operations contractor will also provide a secretary to record the minutes of all meetings of the Committee. Households/Families will be limited to one member on the Committee, even if the two members would like to represent different organizations.

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| <b>Voting Members:</b>                           | <b>Non-Voting Members</b>                 |
|--|---|
| **USAG-KA or RTS Chair                           | Lead Principal/ School Administrator      |
| USAG-KA or RTS Co-Chair                          | Teacher/Faculty Representative            |
| Base Operations Contractor Representative        | Student Representative                    |
| Mission/RTS Operations Contractor Representative | USAG-KA Education Service Specialist/ COR |
| Network Operations Contractor Representative     |   |
| Army Corps of Engineers Representative           |   |
| Security Contractor Representative               |   |
| MIT/LL Representative                            |   |
| Ri'Katak Families Representative                 |   |
| Parent Teachers Organization Representative      |   |

\*\* will vote only in the event of a tie vote among the voting members

c. Term. All voting and non-voting SAC members must be seated at the first meeting of each school year and serve for an entire school year.

d. Replacements. If a SAC Member is unable to serve for an entire school year, the Member's organization will follow the appointment process outlined in section 5.b to nominate a replacement. The PTO President and Ri'Katak Families Representative will follow the same outlined process to nominate a replacement. The USAG-KA Commander will appoint replacements for USAG-KA or RTS members/officers. Replacements for non-voting members can be directly appointed by their respective organizational leadership. The Student Representative will hold a one year term and be replaced at the beginning of each school year.

5. Responsibilities:

a. USAG-KA Commander.

(1) Utilize the recommendations of the SAC to assist in ensuring the Kwajalein School System is operated efficiently and effectively.

(2) Review and approve the nomination for each organization's voting member by 15 August prior to the start of a new school year and as needed.

(3) Appoint the SAC Chair and the USAG-KA RTS Member/Alternate Chair.

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(4) Review and approve the minutes of the SAC meetings. This includes the acceptance, modification and/or rejection of Committee recommended actions.

b. Organizational Leadership.

(1) Advertise SAC representative vacancies. Collect information within organization to prepare nomination packets. Each organization is responsible for their own nomination vetting process.

(2) Nominate voting member of their organization to the SAC. Nomination packets are due to the USAG-KA Education Service Specialist by 1 August for review and routing to the USAG-KA Commander. For replacements, nomination is expected as soon as vacancy notification is given to expedite the replacement of the vacant committee position.

(3) Ensure that representative(s) are involved and concerned with Kwajalein School System policies and procedures and represent the organization's personnel and interests on the Committee.

c. School Advisory Committee.

(1) The SAC will act in an advisory capacity to the USAG-KA Commander to assist in establishing and promoting high standards of educational services. In this capacity, the SAC advisory topics can include:

(a) School operations, policies, student activities and administrative procedures affecting students (attendance, grading, promotion, retention, and the student code of rights, responsibilities, and conduct, etc.).

(b) Instructional programs and educational resources within the school.

(c) Allocation of resources within the school to achieve educational goals.

(d) Student services (health, special education, testing, evaluation, counseling, and extracurricular activities)

(e) Student standards of conduct and discipline.

(f) Quality, availability, maintenance, safety, security, and comfort of the physical school environment.

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(g) Administrative and logistical support services.

(2) Convene open meetings three times a year in September, January, and April or as needed during the school year at a time and place designated by the Chair. Convene closed/planning meeting before each open meeting.

(3) Keep the community informed of school programs and policy discussions/ changes through the membership and through published meeting minutes.

(4) An agenda will be published at least one week before each meeting. An item not on the published agenda may be discussed, but may be deferred until the next meeting.

(5) The appointed Lead Principal, members of the SAC, other school personnel, parents, or the general public may initiate topics for discussion.

(6) The SAC does not address matters pertaining to personnel policies or practices, compensation of school staff, grievances of school employees, or internal management of the school.

d. SAC Chair.

(1) Chair SAC meetings.

(2) Call special SAC meetings as appropriate.

(3) Review minutes of all meetings for submission through the USAG-KA Directorate of Family and MWR to the USAG-KA Commander.

(4) Call and chair planning sessions and/or closed sessions of the SAC as appropriate. Attendees at these meetings will be limited to members of the SAC and others designated by the Chair.

e. SAC Secretary

(1) A staff member of Kwajalein School System appointed by the base operations contractor.

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(2) Prepare final agenda for publishing at least one week before each meeting; distribute SAC agendas and minutes to SAC members, Organizational Leadership, and other interested parties.

(3) Ensure SAC open meetings are advertised (Hourglass, Roller, Garrison Facebook, etc.) a week in advance listing date, time, place and any major agenda items.

(4) Prepare and forward minutes of meetings to the Chair as soon as possible after meetings are held; no later than ten business days after meeting.

6. My POC for this Policy is the Education/CYS DFMWR at 480-3338.



ANDREW R. MORGAN  
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Commanding