

# Vicenza Middle School School Advisory Committee (SAC) Special Meeting Minutes

**Date:** January 20, 2026

**Time:** 15:30 PM

**Location:** Vicenza Middle School

**Meeting Type:** Special meeting (prior to 21 JAN IAC)

**Present:** Ms. Tabitha Huewitt-Principal, Ms. Gretchen Zaldana-Teacher Representative (IAC Representative), Ms. Tanquilla Coffey-School Secretary, Ms. Jacqueline DiCanio-Teacher Representative (Chairperson), Ms. Beth Potter-School Liaison, Ms. Mary Spitler-Parent Representative (Co-Chairperson), Ms. Gabrielle Tellis-School Administrative Officer

## **Purpose of Special Meeting**

This special meeting was convened outside the regular monthly schedule to address community concerns related to traffic patterns and parking, and middle school student access to microwaves, including safety, supervision, health, and logistical considerations.

## **Minutes**

### **1. Traffic Patterns and Safety**

- Discussion included traffic flow, signage, traffic circles, and the student drop-off/pick-up zone.
- Concerns were raised about vehicles driving against the intended direction of traffic.
- No traffic incidents have been officially reported.
- MPs have been present as a courtesy; AOs may assist with directing traffic if needed.
- Questions were raised regarding the frequency of traffic concerns and whether data exists to support changes. Suggest AO presence to collect data and monitor traffic.
- It was noted that security cameras do not accurately capture traffic patterns or violations.
- Some ICE comments had already been submitted prior to the discussion

### **2. Parking Lot Concerns**

- Parking enforcement, including crossing parking lines, and parent drop-off in the main parking lot, was discussed.
- The CDC parking lot was specifically referenced.
- CDC representatives raised concerns regarding ES parent pickup occurring in the CDC parking lot.
- STO is at times staffed with one person, who is not always able to put the barrier down as they are by themselves.
- STO has sent 13-14 messages about buses having delayed arrivals due to traffic related to parent pick-up. Barriers are used in an attempt to solve this problem, but it does not.

### **3. Microwave Availability for Middle School Students**

#### **Current Status**

- There are no microwaves available for middle school students.
- Some students previously used microwaves located in teacher classrooms; these have since been removed due to fire code and safety regulations.

#### **Student Schedule and Time Constraints**

- Approximately 250 middle school students share the same lunch period.
- Students have 20 minutes for lunch followed by 20 minutes for recess.
- It was noted that these time constraints would likely create long lines and limit equitable access even if microwaves were available.

#### **Supervision and Staffing**

- Middle school currently has no designated lunch aides.
- Supervision levels during lunch were discussed as a consideration.
- Teachers have duty-free lunch and are not assigned to cafeteria supervision.
- The lack of dedicated supervision was identified as a significant consideration when discussing any additional student-accessible equipment, including microwaves.
- Cleaning staff has a specific contract.

#### **Health, Safety, and Operational Concerns**

- Food allergies were discussed, including risks of cross-contamination in shared microwave use.
- Potential risks associated with student use of heated appliances, including accidental burns.
- The types of containers students bring (including glass containers) were noted as safety and cleaning concerns.
- Cleaning and maintenance responsibilities for microwaves were identified as unresolved.
- It was noted that expanding access to microwaves would likely increase overall demand.

#### **Location and Policy Considerations**

- Possible microwave locations discussed included the cafeteria, if a student club would take on the task of fundraising for microwaves, monitoring, and maintaining them.
- Classroom placement was identified as a fire safety concern.
- Shared-building use complicates consistency, as policies are not uniform across grade levels.

## **Parent and Community Input**

- Members discussed the importance of increasing parent and community awareness of SAC as a forum for feedback.
- There is a SAC email where parents can submit concerns and or questions: vicenzams.SAC@dodea.edu
- Possible student SAC reps- valuable input. Going to confirm if at the HS SAC there are student reps.

## **4. Student Responsibility and Support**

- It was noted that prior access to microwaves occurred in staff areas and raised supervision and safety considerations.
- Emphasis was placed on student responsibility should any future solution be explored.

## **5. Additional Discussion**

- Members acknowledged that additional school-wide topics were referenced and reaffirmed SAC's role as an advisory forum for community input.
- Continued low parent engagement at SAC meetings was noted.
- Temporary traffic patterns due to housing were briefly mentioned in relation to site logistics.
- The importance of solution-oriented discussion supported by data was noted.

## **SAC Contact Information**

Parents and community members wishing to submit concerns or feedback to the School Advisory Committee may contact:

[VicenzaMS.SAC@dodea.edu](mailto:VicenzaMS.SAC@dodea.edu)

Next Scheduled Meeting February 3, 2026 at 15:30

Meeting Adjourned: 16:27