**DEPARTMENT OF WAR EDUCATION ACTIVITY**
**PACIFIC**
**OPC 560 BOX 51**
**APO AP 96376-5007**

1 May 2026

**MEMORANDUM FOR RECORD**

**SUBJECT:** School Advisory Committee (SAC) Meeting Minutes Compliance

**REFERENCES:** (a) DoDEA Administrative Instruction (AI) 1358.01, Advisory Committees and Dependents Education Council, December 15, 2025.
(b) Title 20, United States Code, Chapter 25, §§ 921–932, Education of Dependents of Federal Employees, Members of the Armed Forces, and Certain Other Persons
(c) Title 10, United States Code, Subtitle A, Part II, Chapter 108, §§ 2161–2171, Department of Defense Domestic Dependent Elementary and Secondary Schools (10 U.S.C. §§ 2161–2171)

In accordance with DoDEA AI 1358.01, the School Advisory Committee (SAC) must conduct meetings at least four (4) times per school year, with additional meetings held as needed. The SAC Chairperson is responsible for developing and publishing an approved agenda at least one week in advance, and ensuring meeting dates, times, and locations are publicly announced and open to the community. Official minutes must be recorded, approved by SAC members, and distributed to the school principal and military installation commander within two weeks of each meeting.

The meeting minutes for January 2025 were conducted under a previous administration. Despite due diligence, these records could not be located. Efforts to retrieve the documentation included outreach to the current and former SAC Chairpersons, as well as previous school administrators; however, these efforts were unsuccessful.

Moving forward, all SAC meeting agendas and minutes will be posted on the school website in accordance with DoDEA AI 1358.01.

If you have questions regarding School Advisory Committees, please contact Chad Struhs at chad.struhs@dodea.edu for information about upcoming meetings and opportunities to get involved. We strongly encourage parents to take an active role in supporting our school community by participating in the SAC or exploring other avenues of involvement, as your voice and engagement are vital to the continued success and growth of our students and school.

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Chad Struhs
Principal
DoWEA Pacific Humphreys West Elem School