



**DEPARTMENT OF THE AIR FORCE  
51ST MISSION SUPPORT GROUP (PACAF)  
UNIT 2097  
APO AP 96278-2097**

20 August 2024

MEMORANDUM FOR TEAM OSAN

FROM: 51 FW/DS

SUBJECT: Meeting Minutes, Osan AB Town Hall, 14 August 2024

**I. Event Details:**

- a. **Focus Topic:** DoDEA & Child & Youth Programs
- b. **Date:** 14 August 2024
- c. **Time:** 1700
- d. **Location:** O-Club

**II. Attendees:** The meeting was hosted by Colonel William McKibban, 51 FW/CC. Various agencies and individuals attended, including:

- a. 51st Fighter Wing Staff
  - i. Chief Trundle (FW/CCC), Maj Goar (FW/DS)
  - ii. Public Affairs
- b. 51st Mission Support Group
  - i. Col Elliott (MSG/CC), Lt Nicholas Brence (MSG/CD), Mr. Charles Campbell (MSG/DD)
  - ii. Civil Engineering, Force Support, Logistics Readiness Squadron, School Liaison Program Manager
- c. 51st Medical Group
- d. DoDEA Representatives
  - i. Dr. Jacob Sherwood (DoDEA Pacific West Superintendent), Ms. Allysse Struhs (OES Principal), Ms. Tiffany Bryant (OMHS Principal), Dr. Macitia Ekeh (OMHS Vice Principal)

**TOTAL PERSONNEL IN ATTENDANCE: 41**

**III. Opening Remarks:** Colonel McKibban welcomed attendees and underscored the openness of the discussion to various topics.

**IV. Agenda:**

- a) Ms. April Kersey, School Liaison Program Manager, provided an overview of her role and discussed:
  - a. Opportunities for involvement- Participation in committees: School Advisory Committee to collect concerns and topics to improve educational opportunities at

- Osan at each school with Installation concerns brought to Installation Advisory Committee.
- b. Transitions for students at each school are increasing with the addition of Anchored4Life at Osan Elementary School and alignment of transitional programs throughout Korea with Army bases.
  - c. Bus Route Changes
    - i. DoDEA Addition: Godeok – LH Apartments and Paragon Apartments
    - ii. DoDEA cancellation: Hyundai Apartments.
    - iii. British Education Korea Addition: Godeok bus stop will be added in September
  - d. Non-Command Sponsored Families seeking educational opportunities:
    - i. Take part in base resources such as Library and Mustang Center classes
    - ii. Homeschooling: Follow your state laws and become a part of the Osan Homeschoolers group on Facebook for more information.
    - iii. School Liaison cannot endorse homeschool curriculums.
    - iv. Resources on Osan School Liaison Office website and School Liaison Facebook page.
  - e. Upcoming events:
    - i. Social Emotional Workshop, Youth MFLCs 101 Workshop, Homeschooling with DoDEA, and Sips with SLO (School Liaison Office)
- b) Logics Readiness Squadron
- a. MSgt Daniel Boss from ground transportation Section
    - i. Starting September 3, 2024
    - ii. Students must be in UPK and registers for wrap around care at CDC
    - iii. Times of Service
      1. AM Run (Mon - Fri) Leaves CDC for OES at 0720
      2. PM Run (Mon, Wed - Fri) Leaves OES for CDC at 1440
      3. PM Run (Tue) Leaves OES for CDC at 1325
  - c. Shana Furnace, OMHS Military and Family Life Counselor (MFLC), Felicia McRae Child and Youth Programs MFLC discussed how they can help the base dependent and family population when going through transitional changes, daily stressors, and military challenges.
  - d. Dr. Jacob Sherwood, Pac-West Superintendent discussed DoDEA as an entity and the characteristics of Osan Air Base DoDEA schools.
    - a. DoDEA is given agency wide policy and procedures that DoDEA Osan Schools must follow.
    - b. DoDEA is unable to talk about specific personnel and students at public events such as Town Hall and School Advisory Committees. If you have any concerns or specific issues, please talk to your local administrator.
    - c. Age limits for grades PreK-1<sup>st</sup> grade are cut off on September 1<sup>st</sup>.
      - a. PreK- 4 years old on or by Sept 1
      - b. Kindergarten- 5 years old on or by Sept 1
      - c. 1st grade- 6 years old on or by September 1<sup>st</sup>

- d. Please make sure you enroll as soon as possible. This helps hiring and staffing practices and allows for Osan Schools to hire enough teachers for their schools before school starts.
  - e. Please update all your contact information so you can stay informed.
  - f. Please be advised that sports are based on student interests and sometimes there are not enough students to fill a team of a particular sport.
  - g. Please get involved and join PTSSO and School Advisory Committees (SAC). Big changes come out of these organizations. PreK is one such example of a change that came through SAC.
- e. Ms. Tiffany Bryant OMHS principal, discussed various OMHS school-related matters.
- a. Student orientations are held for all new students followed by a separate smaller group for 6<sup>th</sup> grade.
  - b. Cougar Corral will allow students to tour building on Friday.
  - c. Breakfast will be served from the first day of school
  - d. School calendar
    - a. There are additional recess days in Oct, Nov, Feb, and May.
  - e. Questions:
    - a. Q1- Has it been brought to administration about the health and safety of the OMHS football team? There are smaller kids here and parents worry about the safety of our children when they play at bigger schools such as Camp Humphreys.
      - 1. A1- Ms. Bryant acknowledged that it is hot while the kids are practicing and that our children may be smaller than the kids they are playing against. The kids at OMHS do not complete against Humphreys but they do play friendlies at Humphreys.
    - b. Q2- When will students get their schedules?
      - 1. A2- Students will receive their schedules on Friday.
    - c. Q3- Will students have access to an electronic copy of the schedules?
      - 1. A3- Unfortunately the passwords for the google accounts have been changed this week so they won't be able to, but parents can log into Aspen to see the student schedule.
    - d. Q4- Will students receive planners from the school?
      - 1. A4- Thanks to SAC and the PTSSO, all OMHS students will receive free planners this year.
    - e. Q5- Where are the tennis courts and why were they locked?
      - 1. A5- Tennis courts on top of the parking garage have been locked because of vandalism. OMHS has been working with CE to lock that space, but families are able to submit a building facility request to receive the code for access to that area.
    - f. Q6- When will children get changes in schedules when they come back to school?
      - 1. A6- Kids can go to scheduled classes and if they want changes they must be submitted within 10 days. It is a paper form that students fill out to change their schedule.
    - g. Q7- Will the schools see any adjustments to Accelerated Withdraw policy this year.

1. A7- No, it's a DoDEA policy that they must follow and unless that is changed, OMHS will follow that policy as it is written.
- f. Ms. Allysse Struhs, Osan Elementary School Principal, discussed various OMHS school-related matters.
- a. Communication
    - a. We will have FB lives every other Tuesday and administration and teachers are also available via email, phone, or in-person.
    - b. Mustang Monitor will go out every other week.
  - b. Student Orientation
    - a. 16 Aug, Friday from 0900-1000 for New Students
    - b. 16 Aug, Friday 1400-1600 Teacher Meet and Greet
  - c. Students get schedules Thursday afternoon/evening.
  - d. First day of school
    - a. Ringing of the Bell with Col Elliot.
    - b. Mini student parade around school.
    - c. Please Park at commissary and walk to location.
    - d. K and 1<sup>st</sup> grade sending badge with teacher and name home for students to wear for the first week of school.
  - e. Open House
    - a. September 3, 1600-1800
  - f. Volunteering
    - a. Please volunteer for SAC. PTO, and to volunteer with the kids to eat lunch, read books ect.
      1. POC - Mrs. Denise Mejia [ContactusOESpto@gmail.com](mailto:ContactusOESpto@gmail.com)
      2. School Volunteer POC Mr. Castro, the teachers, or administration
      3. SAC POC - TBD [osanes.sac@gmail.com](mailto:osanes.sac@gmail.com)
  - g. Substitutes
    - a. Always looking for substitutes
    - b. Hiring workshop with M&FRC October 7 at 1000 at the M&FRC
  - h. Universal Pre-K
    - a. Sending out a sign up for parents home visits starting on August 19<sup>th</sup>. If dates don't work, please let teacher know so they can reschedule.
    - b. Family style dining
    - c. If child is allergic to something, please have doctors send note for the school nurse. If questions, please reach out to administration directly.
    - d. Pre-K using mini mustang doors
  - i. Questions:
    - a. Q1- What time is parade on first day?
      1. A1- As soon as they ring in the bell, students will start the parade around 0805/0807.
    - b. Q2- Are car rider numbers the same as last year??
      1. No. Every car rider will receive a new one. Please discard your old numbers. You will get new ones where the first number aligns with the grade.
- g. Mrs. Marilyn Martin-Han, Flight Chief for Child & Youth Programs, introduced CYP staff.

- a. Dr. Kelsey Linville CDC update
  - 1. Register on Militraychildcare.com. If nothing is available, please try kinder spot to see spots that are available for rent. The center is at capacity right now.
  - 2. Transportation to UPK
    - a. You need to have an active child in the both school and CDC.
  - 3. New CDC building
    - a. New direct care staff will be needed when it opens. Unsure of the center opening dates.
  - 4. New preschool graduation date - Aug 15.
  - 5. CDC will be going through accreditation at the end of August and September.
- b. Mari Kosaka, Youth Director Update
  - a. SAC- Child must be 5 and has started kindergarten
    - 1. Art Auction by Parent Advisory Board on September 27th where you can purchase art from our kids from all programs
    - 2. "Lights On" Afterschool Event – 24 OCT –
  - b. Youth and Teen Center
    - 1. Sign up by registering at CYPBMS for children 9-18
    - 2. The center is open recreation with clubs
      - a. Various volunteer opportunities for children
      - b. Scholarship opportunities
      - c. Boys and Girls Club of America
      - d. Field trips and events
    - 3. Sports
      - a. Baseball closed on August 1st
      - b. Currently working on creating teams
      - c. Make sure required documents are submitted and uploaded
      - d. Parent orientation is mandatory
        - i. August 21st 11:00 AM
      - e. Flag Football Aug 5 -Aug 30
      - f. Volleyball Aug 19- Sept 20
      - g. POCs: Mari Kosaka (Youth Director) & Edan Ulukivaiola (Youth Sports Rec Assistant)  
[51fss.fsy.youthcenter@us.af.mil](mailto:51fss.fsy.youthcenter@us.af.mil)
- c. Catira Harvey, Family Care Coordinator Update
  - a. In need of Family Child Care Providers.
  - b. Great way to make money by providing care for children age 2 weeks to 12 years age.
  - c. There is one-on-one training that will be provided.
  - d. If people are unable to afford your services, there is a subsidy program that may be able to help. Please talk to the FCC.
  - e. Questions:
    - 1. Q1: Is there information online?
    - 2. A1: Yes, the information is on the Mustang One-Stop.

d. CYP Questions

- a. Q1: Can CYP offer refunds or credits for youth field trips if tickets have been purchased and there are scheduling conflicts with school functions?
  1. A1: This is situational based. Contact the program director directly.
- b. Q2: Can changes be made to the sports scheduling to avoid overlapping seasons it's impossible to make it work with multiple kids in different age groups?
  1. A2: We had surveyed families. Our Sports schedule is also created in January to ensure field and facility reservation for the upcoming season. Our Youth sports program offers very different skill sets when it comes to sports. Youth sports is for ages 5-18, with majority of our participants being 5-9. We do not overlap sports with OMHS due to field usage and facility usage, so very different sports are offered at different times of the year. However, we do have 3 sports overlapping within our own sports scheduling. Baseball has a two week overlap with flag football and flag football has a two week overlap with volleyball. We due this to provide 8-week season sessions for each sport. I also want to mention that Youth Sports do not practice or have games every day, it is 2 times a week. With when we do our registration and begin to create teams and place them together, we can deconflict youth who want to do both. Example if 5-8 practice and have games on Tuesday and Thursday for baseball, then that age group would more than likely practice and have games Monday and Wednesday during flag football. Volleyball is only for 7+ and it's typically our lowest enrollment.
- c. Q3: How can we know the cost for school age care prior to accepting a spot? We were told it depends, when asked. Can't make a decision on care without information.
  1. A3: School Age Care is considered custodial care and fees are calculated using one's total family income (LES from both parents). It is impossible to know what fee category a family will be placed in without that information. My suggestion, suggested during the townhall meeting, is to contact the SAC and ask for a copy of their current fee chart, as fees are recalculated each year. There you can sort of see where you might be placed based on your own knowledge of your total family income. However, please keep in mind, with Military LES there are other types of payments are calculated within the LES, to include BAS, BHA/OHA, and save pay (to name just a few). This system is a system we are mandated to use by law, but is aimed to make child care affordable for all families.

h. FSS Updates

- a. Daniel Mohammed, Programs and Operations
  - a. Back to School Fiesta

1. 16 August 1600 -1900
- b. Doggy Paddle Pool Party
  1. 2 September 1600-1800
  2. Bring Pets with up-to-date vaccinations
  3. Contact 784 4007 for questions
- c. Oktoberfest
  1. September 20<sup>th</sup>, 1730-2100 uh we will have a
  2. Costume Contest
  3. Free food and live music
- d. Volunteering for events
  1. Contact Mustang Community Center at building 1313
- i. Maj Goar, Director of Staff, briefed recent updates to the Mustang One-Stop and reminded guests that SMEs will stay after to speak with guests.

### **14 Aug Town Hall Follow up Q&A**

#### **51 CES**

1. Can a four-way stop or roundabout be added near the commissary parking garage/school?
  - a. CE recently conducted a traffic study and is working on coordinating the suggested traffic flow improvements through the Traffic Safety Coordination Group to adjust vehicular/pedestrian traffic flow.
2. Is it possible to allocate designated parking spots at the BX during post office hours? The lack of parking makes it difficult to retrieve packages.
  - a. CE is in the planning stage to increase parking capacity near the BX/post office, with a potential to include designated temporary pick-up/drop-off parking spots for the post office.

#### **Housing**

##### Communication

1. Can spouses be added to the housing email distribution list so all residents have access to updates and info.
  - a. MHO is exploring options to add spouses to the housing email distribution list. Currently, our system only supports one personal email address per service member. Updates will continue through the Air Force Connect app and weekly emails.

##### Air Conditioning

1. Can residents get a better resolution to AC issues? Some residents cannot install the portable ACs in the window due to children, allergies, or simply not knowing how.
  - a. For residents unable to install portable AC units due to safety concerns or other reasons, please contact the Housing Office for assistance. We have placed an installation guide with pictures on the Air Force Connect app.

2. What is being done with the tower AC problem? We've been struggling for months in high heats and most getting done is a Facebook post & being told not to sign (incomplete sentence)
  - a. We are actively addressing the ongoing AC issues with detailed repairs and preventative maintenance. Weekly updates will be provided via the AF Connect app to keep residents informed.
3. Who is responsible for the tower AC system? Maintenance says they have limitations, while CE says they can't exceed maint. Who has the ultimate responsibility?
  - a. The maintenance contractor is responsible for both building-wide chillers/compressors and individual apartment components, with CES providing support. We are coordinating closely to ensure timely and effective repairs.
4. What is the recommended way to install the ACs provided by housing when the windows don't open in a way that is compatible with the AC units?
  - a. If your windows are incompatible with the AC units, please contact the Housing Office. We can assist with installation or suggest alternative solutions.

#### Mold

1. What is being done to address the mold on the ceiling tiles of Seoraksan tower? Location is on the first-floor hallway, adjacent to the shopping cart area.
  - a. Our team will inspect the reported mold area and take necessary actions to remove it and prevent future issues. Please report any other mold concerns promptly.

#### Misc

1. Can housing install a pet clean up station in the lobby with basic supplies for responsible pet owners to clean up accidents from their pets?
  - a. We will investigate the possibility of installing pet cleaning stations in the tower lobbies and assess how to best implement this.
2. Is the blind switch out still happening and can residents opt out and allow them to be changed at move out like the lighting is being done?
  - a. The blind switch-out project is schedule to being again on 14 October. MHO will push out the new schedule once we receive final confirmation from the contactor.
3. Do Military Housing dorm/housing residents have similar rights and regulations as those published in the Tenant Bill of Rights for Privatized Military Housing?
  - a. While military housing does not have a formal Tenant Bill of Rights, we strive to meet similar standards. Please elevate any concerns through the Housing Office.
4. Are Housing & Dorm inspection reports published publicly? If so, where?
  - a. Housing and dorm inspection reports are not published publicly. However, residents can request specific information from the Housing Office.
5. What is being done to ensure the master code for the tower doors is not being given out to new residents?



- a. We have implemented strict protocols to ensure master codes are only accessible to authorized personnel. MHO has created a separate master code for each tower. SOQ and GOQ.
- 6. When will the Hallasan elevator be back up and running?
  - a. The elevator at Hallasan is under repair, a need door must be manufactured to replace the damage one. We will keep you informed of the progress.

## **DODEA/Schools**

### Safety for kids crossing

1. Who is ACTUALLY responsible for the safety of kids crossing for either school? We need a clear answer please.
    - a. This a shared responsibility. Please reference the age matrix in the community standards stating how old children must be to walk on their own from their home to school.
    - b. Walking To and From School/SAC: All Osan MFH Towers: Children ages 7 and under must be accompanied to and from OES by an adult or an older child at least 10 y/o. An older child may accompany no more than 2 children ages 7 and under. Children ages 8 and above may walk unattended to and from OES on the established walk path or sidewalks.
    - c. Currently 51st Security Force Sq is performing traffic enforcement duties.
    - d. As an alternative, we are looking for volunteers to perform this duty, so if you are interested please contact the Osan School Liaison Program Manager at April.Kersey@us.af.mil.
  2. For the crossing at OMHS, can the crossing guards hold students till there are several ready to cross to expedite vehicle traffic? There have been days where they're stopping traffic for one student at a time and traffic gets backed up to the elementary school.
    - a. We will work with personnel performing this duty to maximize student crossing.
  3. Why isn't the elevated walkway used as the safe crosswalk for students? Seems a waste of resources to have it and make everyone volunteer to supervise crossing.
    - a. Good question. We want to take your suggestion to the PTSO and SAC and get their views about this as an alternative to current crosswalks.
  4. Is there any consideration for elevated walkway to cross the street to the elementary school?
    - a. Not currently.
- 
1. Can changes be made to the sports scheduling to avoid overlapping seasons? It is impossible to make it work with multiple kids in different age groups.
    - a. This answer is included in the Town Hall Minutes
  2. Military leadership tends to give down days for four day weekends on Labor Day weekend, MLK, President's Day etc. could DODEA sync off days with these days off?

- a. DoDEA calendars and have been given to 51 FW. Please see link for calendars: <https://www.dodea.edu/regional-calendars>. Children must attend 175 instructional days per school year, accommodating extra days off for the school year is not possible. The Fighter Wing down day scheduled is dictated on mission requirements but to the max extent, mirrors the DoDEA no-school days.
3. If my student has a late summer birthday, can I enroll them in Kindergarten instead of 1st grade or Pre-K instead of Kindergarten, etc?
  - a. There are DoDEA policies in place to address these scenarios. If parents have concerns, they should contact administration directly for assistance.
4. Is there a reason why the schools don't have a system for substitute teachers to sign up for jobs when teachers are absent, similar to the states?
  - a. The schools have a system in which they reach out to substitutes when needed. Additionally, not all districts in the states have a call-in system. Educational institutions have the autonomy to create protocols that work for best their location.
5. How can we know the cost for school age care prior to accepting a spot? We were told it depends, when asked. Can't make a decision on care without information.
  - a. This answer is included in the Town Hall minutes.

### **51 SFS**

1. Is the new red light at the main gate meant to be a stop sign and proceed with caution or a true light? It's a bit confusing.
  - a. The traffic light should be treated like a regular traffic light. The new light on the inside of the gate is designed to indicate whether or not the Anti-Vehicle Barriers have been activated, green meaning the system has not been activated, yellow meaning the system is activated and the barriers will be raising momentarily, and red meaning stop for the risen barriers.  
If the light is red and the barrier is not in the raised position, please contact the Security Forces Desk at 784-5515.

### **AAFES**

1. Are there any plans to reopen a new AAFES Launderette anytime soon since the old one by the main gate was closed in November 2023 to be relocated?
  - a. Presently there are no available building spaces to implement a new launderette. We will continue to monitor for potential future opportunities.

### **Misc.**

1. Can changes be made to the sports scheduling to avoid overlapping seasons? It is impossible to make it work with multiple kids in different age groups.
  - a. Included in Townhall Minutes
2. Military leadership tends to give down days for four-day weekends on Labor Day weekend, MLK, President's Day etc. could DODEA sync off days with these days off?

- a. DoDEA calendars through SY 2026 are complete and have been given to 51 FW Please see link for calendars: <https://www.dodea.edu/regional-calendars>. Children must attend 175 instructional days per school year, accommodating extra days off for the school year is not possible. While the 51<sup>st</sup> Fighter Wing attempts to align FW down days with the DoDEA schedule to the max extent, this is not always possible due to mission requirements.
3. If my student has a late summer birthday, can I enroll them in Kindergarten instead of 1st grade or Pre-K instead of Kindergarten, etc?
  - a. There are DoDEA policies in place to address these scenarios. If parents have concerns, they should contact administration directly for assistance.
4. Is there a reason why the schools don't have a system for substitute teachers to sign up for jobs when teachers are absent, similar to the states?
  - a. The schools have a system in which they reach out to substitutes when needed. Additionally, not all districts in the states have a call-in system. Educational institutions have the autonomy to create protocols that work for best their location.
5. How can we know the cost for school age care prior to accepting a spot? We were told it depends, when asked. Can't make a decision on care without information.
  - a. Included in Townhall Minutes
6. Is it possible to get another space for working out? The gym is overcrowded at all times and there are too many bodies and not enough room
  - a. Response: Some additional options to work around our current challenges include: 1) a Functional Fitness Facility located at Bldg. 1238 and 2) DoD cardholders age 16+ are eligible to receive a 24-hour access card to the Osan Fitness Center. The Fitness Center team recognizes the growing needs of the community and are working to courses of action to be implemented in the near term while Team Osan awaits a permanent replacement Fitness Center.
7. Is there a base calendar ANYWHERE that non AD can see? We have to track 18 different FB pages to find all events for everyone. It's impossible.
  - a. Response: A consolidated 51 FSS calendar can be located at [www.51fss.com](http://www.51fss.com); select the 'more' header, then 'base wide events' or 'FSS events'. These calendars will show the next 60 days of FSS events happening around Osan AB. In addition, patrons can sign up for the FSS e-newsletter by visiting <https://51fss.com/weekly-highlights> and a PA e-newsletter by emailing ....
8. Can we offer refunds or credits for youth field trips/events if tickets have been purchased and there are scheduling conflicts with school functions.
  - a. Response: Refunds or credits for Child and Youth Program sponsored field trips/events are issued on a case-by-case basis. In majority of cases where a refund is not granted, it is typically due to the short amount of time between the cancellation notice and the scheduled field trip/event. If there is a field trip or

specific situation a parent would like to discuss, please contact the Youth Director, Ms. Mari Kosaka directly at 784-5364 or [mari.kosaka.1@us.af.mil](mailto:mari.kosaka.1@us.af.mil)

9. Why was taco night moved from the O club? Space has been an issue for seating since the move to the E Club.
  - a. Response: Taco Night has been relocated to the Enlisted Club to alleviate the strenuous work required of the 51 FSS Club Staff. The kitchen at the Officers' Club is currently out of service, which necessitated the need for staff to prepare and transport all the food from the Enlisted Club to the Officers' Club. In line with our commitment to the Team Osan Community, it is also important to consider the well-being of our employees, and this was one way to do so. Regarding the seating capacity, The Officers' Club maintains seating for 160 people, whereas the Enlisted Club has seating for over 200. 51 FSS Club Staff are consistently seeking ways to optimize space utilization and other processes to better serve our community.
  
10. Can there be adjustments made to the community center rooms to be used for parties/personal events? It's hard to use when it's only available for certain groups.
  - a. Response: The Mustang Community Center staff is dedicated to continuously improving our processes. To enhance the process of using community center rooms for events, we will review current policies, assess demand, and gather feedback from staff and community members. If you would like more information about how to reserve space at the MCC, please contact our MCC team at 784-4306.

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JUSTIN L. GOAR, Maj, USAF  
51<sup>st</sup> Fighter Wing, Director of Staff