



## **ACAC Meeting Minutes – 5/9/08**

### **In Attendance**

<b>Name</b>	<b>eMail Address</b>
Jon Marley	<a href="mailto:Marley@stanfordalumni.org">Marley@stanfordalumni.org</a>
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### **AC Staffing and FTE for 2008-2009**

Matt: Staffing requirements dictate that there cannot be a differential of more than 100 students per grade level between AC and the International School. Projected for freshman class for 2008-2009 for AC is 303 and for IB is 225. Projected for sophomore class for AC is 377 while IB has projected 247, which is not +/- 100. For junior year the numbers look even more disparate with 334 AC v. 199 IB. IB has no seniors coming in next year and the projected need for AC is 524. Our need for teacher staffing is a big concern. Our greatest need is in economics where we will need to staff six sessions, but we have no teachers for this subject at present. Unfortunately we are losing Brian Crowell who has been mentored in this position during the current year by Doug Powers to the International School. Doug noted that he has agreed to continue mentoring for new teacher filling that slot. We need someone who can fill this position of ability and age who can be trained by Doug and will stay in this position for the next three to eight years. Additionally, we are looking to find and fill slots for two new history teachers and two new English teachers. Except for a couple of noted losses, we will be keeping most of the teaching staff currently working in Academic Choice – (this is a big help in the continuity and growth of the AC program.)

Matt also noted that he was going to be working with the math and science departments to better coordinate the scheduling of AP classes so students who are interested in taking AP classes in math and science are less likely to run in to conflict with scheduling of AP classes in history and English.

We were projecting a need for 22 FTE and we now have 23 FTE to work with. We still have problems in a need to find good teachers to fill slots, but we are in a better position than we were last year in terms of having enough allocated teacher resources to handle the projected student load.

Matt hopes to have a draft of the final teacher schedule for next year by our next and final meeting of the year scheduled for June 6<sup>th</sup>.

### **Introduction of Lawrence Grown, parent of incoming freshman**

Lawrence was very active working on this year's Gala and is considering a more active role working with the AC Advisory Council in the future.

### **Spring Mailings to AC Parents Scheduled to go out Monday, May 12<sup>th</sup>**

### **AC General Meeting Scheduled for Wednesday, May 14<sup>th</sup>**

Jane noted that our general spring meeting for AC parents as required by our by-laws is set for next Wednesday, to be held from 7:00 – 8:30PM in the library. Tentative schedule to include: David Bye talking about the introduction of the senior thesis, Pasquale to discuss procedures for parents to communicate and resolve problems with teachers, Sherene to give a general outline of our plans for next year. She invited contributions from any other teachers if they feel there is something they want to communicate to the parents.

### **Summer AP Materials**

Jane wanted to ask that information about summer reading and prep materials for next year's AP classes go out soon so that students can be informed about requirements before taking off on summer break.

### **AC Summer Picnic**

Date set for August 24<sup>th</sup>. Jane made an appeal for a better attendance by AC teachers as this is one of the biggest benefits of the gathering for parents. Matt said this can be discussed at a teacher staff meeting before the end of the school year.

### **Student Activities**

Jane noted that a plan for a carnival put on by the students has been approved for next year – date has not been set, but hopefully will happen early in the year. The students also have planned a dinner for incoming freshman, to take place in October.

### **AC Student Coach**

Doug advised that Brian Crowell has agreed to act as a student coach to work with students who are at risk for failing classes and may not graduate. They have identified a pool of about 80 junior students that he may work with. He will work with the students, their parents, and their counselors on a case by case basis to determine what each student's issues are and how best to help them. He will begin

working with these students during the summer. He will provide us with a monthly assessment of his progress and what resources may be needed to help them. Jon asked if Brian would be open to parental support in this. Doug felt that this would be welcome and helpful. It was agreed that interested parents could meet with Brian at Doug's classroom on Friday, May 16<sup>th</sup> @ 7:30AM to learn more about this and how they can help. Pasquale noted that he will review the list of at-risk kids with the counselors to see if it can be honed down to a more manageable list of about 40 students who would most benefit from this help. Doug feels that this program will be a big help for the students and will be seen as important and valuable to the new superintendent.

### **Social Living**

Karen Kauffman gave a report on the status of the social living curriculum, how it now stands and what might be done to make it work better in the future. She is "retiring" from her lead position on this project and wants to see its continued success in future years. One important thing she feels is needed is more structure for delivering and training new teachers on the curriculum that is to be provided. She feels that the current lack of structure, dedicated time to training of teachers, means that their ability to deliver the curriculum to the students is impaired. Karen feels that there needs to be more administrative support to set time aside and compel teachers to attend. She also said that we need to get teachers to ask for help when they are not familiar with material or how to effectively teach certain issues. She feels that teachers have been reluctant to ask for help. Karen suggested that AC consider sharing our curriculum with the International School, this might be a good way to bridge relations with the new school. Finally, Karen suggests that an additional component of parent education be added to social living. This might be accomplished with separate meetings for parents during the year.

Matt suggested that, with respect to improved administrative support for the program, that Karen prepare an outline of the things that would be important for the administration to consider and do to support the program. He would carry this to the administration to get some staff support.

### **Budget Items**

Jane mentioned that she is preparing a budget for next year and has asked Matt and Sherene to gather information from teachers about any financial needs for next year.

*Next Meeting Scheduled for 6/6/08*