

**Academic Choice Advisory Council (ACAC) Meeting
November 2, 2012, 7:30 – 8:35 AM BHS room C213
Minutes**

In Attendance

Who	Role	E-mail address
Matt Carton	ACAC Chair, Teacher Coordinator, AC House Leader	mattcarton@berkeley.net
Pasquale Scuderi	BHS Principal	pasqualescuderi@berkeley.net
Vernon Walton	AC Vice Principal	vernonwalton@berkeley.net
Barbara Anscher	Parent rep, Student Support	barbaraanscher@gmail.com
Susanna Moore	Parent rep	susannamoore@gmail.com
Francesca Verdier	Parent rep, Secretary	francesca.verdier@gmail.com
Olga Volodina	Parent rep, Treasurer	olga-volodina@sbcglobal.net
Randi Boorstein	AC Parent , Liaison to Berkeley High School Development Group	randiboorstein@gmail.com
Evan Layefsky	Student rep	evlayefsky@gmail.com
Peter Geraghty	AC parent	peterjgeraghty@gmail.com
Heather Loucks	AC parent	
John Lavine	AC parent	johnclavine@gmail.com
Sara Webber	AC parent	sarawebber@sbcglobal.net
Rita Himes	IB parent	

Vote for \$4,000 for Junior AP language Classes

At the September 14 ACAC special meeting to discuss Writer Coach Connection strategies English teacher Leslie Tebbe presented a request for \$4,000 for ACAC funds for a tutor for all Junior AP language classes. The vote for this request was taken today and passed unanimously.

It was noted during this discussion that there is a need for teachers to volunteer for the after school tutoring program for AP English – this will be an ACAC agenda topic towards the end of the school year (when plans for tutoring needs for the 2013/2014 school year are discussed).

Writer Coach Connection (WCC) Updates

Barbara Anscher reported that WCC can't handle 11 classes – only 4 for AC. Neither Barbara nor Matt Carton thought we should pursue WCC given that stance. Maybe pursue the history classes UC Reader approach? To be discussed at a future ACAC meeting.

Special Session with Principal Scuderi – BHS Leadership Structure and Budget

Pasquale Scuderi is visiting all parent groups to make them aware of the current budget situation and possible repercussions on leadership structure at BHS. Next year the federal grant for small schools ends. This money has been used to build professional learning communities for BHS teachers – it has funded two periods of release time to pay for lead teachers in each department to develop the Professional Development (PD) plan for their department. All PD teachers meet with the administration to plan PD implementation strategies. Lead teachers are taught how to improve their leadership skills. By November 14 the Leadership team will finish a whitepaper on why this leadership structure is so important at BHS. Pasquale has a fund raiser directing a campaign to get the \$250,000 needed for this leadership structure to continue. The fund raiser is writing grant proposals to foundations. If the funds cannot be raised, an alternative leadership plan will need to be developed.

Fall Meeting Agenda

The AC fall meeting is Thursday November 15 in the BHS library from 7 to 9 PM.
Ideas for the agenda:

- Pasquale - BHS leadership structure and budget – Francesca to check with Vernon whether still needed
- Olga - financial report for the 2011/2012 school year
- Olga - budget for this year
- Francesca - proposed bylaw changes
- Matt - English curriculum & assessment
- Ben - History curriculum & assessment
- Angela Dean - Math curriculum & assessment – Francesca to check with Vernon that Angela can make it
- Evy Kavalier - Science curriculum & assessment
- students - student leadership in AC
- students - AC successes - "why AC was the right choice for me" – Francesca to check that this is on
- Alex Angell? - Why your donations are important
- Jessie Luxford - Support Coordinator update
- parent members - elect one more parent rep to the ACAC
- Q&A
- All - vote on the proposed bylaw changes
- Daniel Roose – Improvements in attendance- Francesca to check with Vernon if Daniel is available

- Daniel Roose – PE Waivers

Action: Francesca to finalize the agenda and times for topics by email.

Action: Francesca to have a “collect Q&A sheet” at sign-in

During this brainstorm we discussed how assessment is being done for 9th and 10th grade English classes. There is a pre-test at the start of the year and another test at the end of the year – progress between the two is measured. Last year the essay component of this test was scored by the classroom teachers for the pre-test and by Writer Coach Connection for the final test – scores were quite different. This year all tests (which are conducted throughout BHS) are being scored by teachers from a different learning community – not by the classroom teachers. Also, assessment tests are being done after each teaching unit.

There was some discussion about including AP and SAT test score stat results and trends at the fall meeting, but we decided instead to discuss this topic at a future ACAC meeting.

Vote on Proposed Text of the New AC Bylaws – Will be Voted on at the November 15 Fall Meeting

Francesca presented the biggest changes to the bylaws: the Academic Choice Student Leadership Committee and Academic Choice Parent Leadership Committee no longer exist; the corresponding positions of Parent Coordinator and Student Coordinator have been removed.

Peter Geraghty suggested that approval of bylaw changes could move from the general meeting to the ACAC meetings. Matt Carton argued that for transparency it is better to have the general meeting vote on bylaw changes.

The proposed text was passed by majority vote with one person opposed (Peter Geraghty).

What Major Activities does ACAC Plan to Undertake this Year?

Olga Volodina noted some of the past activities of ACAC:

- 100 percent participation this year by history teachers in the UC Readers program – this was very successful
- AC and IB parents were trained to be writing coaches, but in AC no coaches were used. This program was very successful in IB: the IB coordinator develops a list of parent coaches; teachers then email requests for coaches to this list.
- Math graphing calculators: we don’t have any data on how well they are being used.

- Chrome books: Matt Carton reported that these are being extensively used – a very good use of ACAC funds.
- AC commencement: this was established as a new tradition two years ago. There was 24% student participation in 2011 and 36% in 2012. We need to have the students help assess this program.

As to major activities we might take on this year:

- Alternative to Writer Coach Connection for English classes – to be discussed
- Decide on AC commencement
- Organize college tours: There was not sufficient time to discuss this topic in depth. Student rep Evan Layefsky was disappointed we did not discuss organizing college tours – he thinks that would be very beneficial activity for juniors.

Matt Carton noted that there are two discussions that could help us decide which activities to undertake this year:

- AC identity – is AC primarily a
 - Humanities focused school
 - “generic” big BHS school
 - something else?
- Need for AC Coordinator: IB has a coordinator, and this allows them to organize parent volunteers, organize college visit field trips for Juniors, organize the IB commencement in a personnel and meaningful way for students, etc.

Action: Francesca to add the above two topics to the December 7 ACAC agenda.

Next ACAC Meeting

Friday December 7 2012, 7:30 – 8:35 a.m. in BHS room C213.

Approval of October 2012 ACAC minutes

Matt Carton approved the minutes of the October 2012 ACAC meeting.

Notes from the September 14 2012 ACAC Special Meeting to Discuss Writer Coach Connection

ACAC called a special meeting on September 14 to discuss a strategy for Writer Coach Connection. All ACAC members were invited to attend.

Present: Heather Loucks, Barbara Anscher, Francesca Verdier, Zaretta Hammond, Olga Volodina, Vernon Walton, Matt Carton, Leslie Tebbe

English teacher Leslie Tebbe presented a request for \$4,000 for ACAC funds for a tutor for all Junior AP language classes. Passed unanimously (but we did not have a quorum since there were no students present - will retake the vote at the October ACAC meeting).

Outcomes of the Writer Coach Connection discussion:

(1) We need to decide whether to pursue a pilot program this Spring.

(2) The main focus will be to rigorously define how WCC will be used, secure administrative backing, and find sources of funding for a WCC program for all freshmen English classes next year. To this aim a committee was formed consisting of Matt Laurel (volunteered by Matt Carton), Barbara Anscher and Zaretta Hammond.

Proposed Text of the New AC Bylaws – Will be Voted on at the November 15 Fall Meeting

ACADEMIC CHOICE TEAM BYLAWS (proposed new version)

Proposed changes are **in bold**. The positions of Parent Coordinator and Student Coordinator have been removed. The Academic Choice Student Leadership Committee and Academic Choice Parent Leadership Committee no longer exist.

I. NAME

1. The name of this organization is the Academic Choice Team (ACT).

II. PURPOSE

1. The purpose of this organization is to support the Academic Choice program at Berkeley High School and assist it in realizing its mission and vision, as set forth in the Academic Choice Program Proposal approved by the Berkeley Unified School District Board of Education, February 16, 2005. The purpose of the organization is not for profit.

III. MEMBERSHIP

1. Every student enrolled in the Academic Choice program, their parents and guardians and every teacher teaching an Academic Choice course is automatically a member of the Academic Choice Team. There are no dues or other requirements.

IV. MEMBERSHIP MEETINGS

1. General meetings of the membership are to be held at least twice a year: fall and spring.
2. A fall membership meeting will be held **in** the first semester of each year at which a financial report for the prior year will be given, and a budget for the current year will be presented.
3. A spring membership meeting will be held in the second semester of each year at which members will be presented with: 1) an evaluation of the program in the prior year including data regarding

BHS common assessment measures, 2) available program assessment data from the first semester of the current year, 3) proposed changes to the program, if any, for the following year. **Also, parent members will elect five parent/guardian representatives to the Academic Choice Advisory Council. If the five parent/guardian positions are not filled at the spring meeting a further vote will be taken at the fall meeting.**

4. Special membership meetings may be called by vote of the Academic Choice Advisory Council or upon receipt by the **Secretary** of a petition signed by at least 30 members.
5. Notice of regular or special membership meetings, including agenda, will be posted **at least three days in advance on the Academic Choice and BHS etrees. Notice of the fall and spring AC meetings will be posted at least one week in advance on the Academic Choice and BHS etrees.**
6. General meetings are open to the public, but only members are entitled to vote.
7. A vote of the membership requires a quorum of 30 members at a properly called membership meeting.

V. FIDUCIARY AGENT

1. The Berkeley High School Development Group will act as the ACT fiduciary agent for funds donated to support the Academic Choice program.

VI. ACADEMIC CHOICE ADVISORY COUNCIL

1. The Academic Choice Advisory Council (ACAC) will consist of **5 parents/guardians, 4 teachers, 5 students, and the Teacher Coordinator. The Teacher Coordinator will facilitate the selection of student representatives in September of each year.** Teachers will select their representatives to ACAC at a time and in a manner of their choice, **facilitated by the Teacher Coordinator.** The BHS Principal, or an administrator designated by the Principal, will be an ex officio member of the ACAC.
2. The Academic Choice program is governed by the decision-making model of Berkeley High School and ultimately by the Berkeley Board of Education. The purpose of the Academic Choice Advisory Council is:
 - a. to organize the efforts of the Academic Choice community to support the program in whatever manner is deemed necessary and appropriate, including, but not limited to, raising and disbursing funds to enrich the program.
 - b. to organize ongoing self-evaluation of the program and to present the results of that evaluation to the community and administration, and
 - c. to provide a forum for the community to articulate issues and concerns regarding the program and present those issues and concerns to the administration.
3. The ACAC will elect, from its members, a Chairperson (or co-chairs), a Secretary, a Treasurer, **and a Student Support Coordinator.**
4. The ACAC will schedule regular monthly meetings. However, regularly scheduled meetings may be canceled or rescheduled by vote of the ACAC with notice posted to the **AC and BHS etrees.** Special meetings of the ACAC may be called as deemed necessary by the council and its Chairperson. All council members must be given 48 hours notice of any meeting called; email or phone messages are acceptable forms of notice. For the conduct of business, a quorum of seven members including at least 1 parent, 1 teacher and 1 student must be present. All meetings of the ACAC will be open to the public.

5. **Meetings should be conducted with fairness, reason and courtesy. If these prove insufficient, the chair will conduct business according to Robert's Rules of Order, most recently revised.**
6. Between meetings of the ACAC business may be conducted by email, provided that, if any council member objects to handling the business under consideration without a meeting and full discussion, the matter may not be decided by email. The secretary will keep records of any poll or vote taken by email.
7. **The ACAC is empowered** to approve disbursements from funds raised to support the Academic Choice program. A budget based on the best available information will be presented to the membership at the beginning of each year, but may be revised by the ACAC if necessary. All disbursements authorized will be recorded in the ACAC minutes.
8. The ACAC will be responsible for seeing that an up to date website and email communication system is maintained for the program.
9. In the event of the resignation of an officer or ACAC member, the ACAC will appoint another member of the same constituent group to fill the vacancy.
10. **AC parents/guardians who serve on Academic Choice committees are encouraged to attend ACAC meetings, where they serve as alternates if fewer than 5 parent representatives are present.**

VII. OFFICERS AND THEIR DUTIES

1. **ACAC parent/guardian members act as liaison between parents and the Academic Choice program and coordinate the work of all parent committees.**
2. The Teacher Coordinator is recommended by staff and confirmed by vote of the ACAC. His/her role is outlined in the Academic Choice Program Proposal adopted February 16, 2005, which description may be further refined by action of the ACAC.
3. The ACAC Chairperson will prepare the agenda for ACAC meetings, will preside at ACAC meetings and may call special meetings of the ACAC if the need arises.
4. The Secretary is elected by the ACAC from among its members. The secretary is responsible for proper notice of all membership and ACAC meetings. The secretary will see that minutes are taken of all membership and ACAC meetings and that those minutes are posted to the **Academic Choice website. Any actions taken by email will be recorded as part of the minutes taken at the subsequent ACAC meeting.**
5. The Treasurer is elected by the ACAC from among its members. The Treasurer will act as **liaison between ACAC and the Berkeley High Development Group.** The Treasurer will keep a record of all donations and expenditures and will prepare a report for the membership at the end of each fiscal year detailing beginning balance, income, expense and ending balance, and present same at the fall membership meeting. The Treasurer will prepare each spring, for the **approval of the ACAC** a projected budget for the next fiscal year.
6. The Student Support Coordinator (SSC) is elected by the ACAC from among its members. The SSC will act as a liaison between the ACAC, the BHS Student Academic Support Coordinator and the AC community. The SSC will help implement AC support strategies and promote available tutoring options through the etrees, meetings and other available opportunities.
7. Officers will serve from their election each fall spring until the election of their successor the following spring.

VIII. COMMITTEES

1. The following are standing committees of ACT: fundraising, **student support**, communications, and community events. The ACAC may form other, special committees as seems desirable.

IX. FISCAL YEAR

1. For accounting purposes, the ACT fiscal year shall be July 1 through June 30.

XII. AMENDMENT

1. These bylaws may be amended by a two-thirds vote of the members at any duly noticed regular or special membership meeting.