

**Academic Choice Advisory Council (ACAC) Meeting  
June 5, 2012, 4:00 – 5:23 PM BHS room C213  
Minutes**

**In Attendance**

<b>Who</b>	<b>Role</b>	<b>E-mail address</b>
<b>Matt Carton</b>	ACAC Chair, Teacher Coordinator, AC House Leader	mattcarton@berkeley.net
<b>Ben Sanoff</b>	Teacher rep, AC House Leader	bsanoff@berkeley.net
<b>Philippe Henri</b>	Teacher rep	phenri@berkeley.net
<b>Vernon Walton</b>	AC Vice Principal	vernonwalton@berkeley.net
<b>Lawrence Grown</b>	Parent Coordinator	lawrence@metrolighting.com
<b>Mary Engle</b>	Parent rep, Student Leadership, Teacher Liaison	maryengle@verizon.net
<b>Francesca Verdier</b>	Parent rep, Secretary	francesca.verdier@gmail.com
<b>Reyna Fa-Kaji</b>	Student rep	reyfakaji@gmail.com
<b>Olga Volodina</b>	AC Parent Leadership Committee, ACAC Treasurer	olga-volodina@sbcglobal.net
<b>Randi Boorstein</b>	AC Parent Leadership Committee, Liaison to Berkeley High School Development Group	randiboorstein@gmail.com
<b>Denise Kidder</b>	Incoming AC Parent	denisekidder@gmail.com

**A Big Thank You to Exiting Parent Reps**

Matt Carton thanked Lawrence Grown for his 5 very productive years on ACAC, especially as Parent Coordinator this year, and Mary Engle, who came to BHS as a new parent this year and did so much in just one year.

**Selecting Student Reps for 2012/2013**

Chris Young will let us know which students (who applied for the Student Senate) are available for ACAC. Noam Samuels will be a student rep next year. **Action item:** Francesca will tell him he should meet with Matt and Ben. Reyna will be studying abroad in Italy next year. So will not be available. **Action item:** Matt and Ben will finalize the list of student reps in September.

### **Budget Approvals**

Unanimously approved: \$1,000 to train new teacher Jennie Roebuck ONLY IF the district cannot provide these funds.

Unanimously approved: cap ACAC contribution to Writer Coach Connection at \$20,000. **Action item:** Pasquale would need to advocate for AC to the Development Group. Matt Carton to present specific data to Pasquale to back up the request: why we need it – what services it will provide, what has already been tried and hasn't worked, data that will be used to measure outcomes. **Question:** Who will take the request for \$20,000 to the development group this summer?

Unanimously approved: up to \$200 for Pete's appreciation cards. **Action item:** Vernon and Matt to send Francesca the list of teachers to get them. Francesca to give them to Matt to distribute.

Approved with 9 Yes votes and one abstention: the 2012/2013 proposed ACAC budget:

- \$3,000 Classroom Support/Tutoring/
- \$7,000 Readers/Tutors
- \$20,000 AC contribution to Writer Tutor program
- \$1,000 Social Living curriculum development
- \$2,000 staff development
- \$1,500 AC administration
- \$250 AC website
- \$500 AC events
- \$500 Teacher Appreciation
- \$5,000 AC Commencement
- \$10,000 AC Resource Coordinator

### **Summer Mailing**

Francesca will coordinate the summer mailing, which should happen the second half of July. Olga volunteered to help and Francesca will solicit additional volunteers. **Action item:** Francesca will get mailing labels for 10<sup>th</sup>-12<sup>th</sup> grade families from Vernon before the end of the school year. 9<sup>th</sup> grade labels may not be available then, in which case might have to get Bradley Hilton (BUSD).

The summer mailing will solicit student reps for ACAC, as well as students to meet with incoming freshmen at the potluck.

### **Back to School Potluck**

The back-to-school potluck will be Sunday September 9<sup>th</sup> from 4:00 to 7:00 PM. Heidi Goldstein has volunteered to coordinate it. **Vernon:** where will it be held? **Action item:** a letter to incoming families stated that the potluck would be August 26. Francesca will send a note to the etree to correct this.

### **ACAC Meeting Times for 2012/2013**

Next year ACAC will meet the first Friday of the month from 7:30 to 8:45 am in matt's office (room C213). The first meeting of the year will be on September 7.

### **Teacher Reps for 2012/2013**

Matt and Ben will continue. Tim Zolezzi and/or matt Laurel might be new members. Action item: Matt should make sure there is a math and a science rep. Final list to be determined in September. There can be alternates.

### **Fifth Parent Rep for 2012/2013**

There have been no new parent volunteers for the fifth position. **Action item:** Francesca to solicit parent reps in the summer mailing and at the Fall meeting.

### **ACAC Chair for 2012/2013**

Matt Carton volunteered to be chair again. **Action item:** Francesca to confirm by email vote. **Post Meeting Update:** Matt Carton approved via 11 ACAC yes votes (5 parents, 4 teachers, 2 students) plus an additional yes vote from a non ACAC parent.

### **Discussion on Proposed Changes to the ACT Bylaws**

Proposed changes will be brought to the Fall meeting for a vote by the AC community.

### **Proposal to change:**

#### **IV. MEMBERSHIP MEETINGS**

3. A spring membership meeting will be held by 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 the Parent Coordinator and four members of the Parent Leadership Committee for the following school year. These five elected members will serve as parent/guardian representatives of the Academic Choice Advisory Council.

Discussion:

Who in AC is responsible for assembling assessment data? Is this a role that someone explicitly has? If nobody has this role, we might have to delete 1) and 2) above from the required reports at the spring meeting. This data has not been presented at the past 2 spring meetings.

Resolution:

Keep 1) and 2). ACAC should make a better effort to present this data since it is of interest to the entire AC Team. All assessment data needs to be vetted by the Berkeley Evaluation & Assessment (BEA) department at BUSD (<http://www.berkeleyschools.net/departments/bea-berkeley-evaluation-assessment/>) and by David Stevens, Professional Development ([davidstevens@berkeley.net](mailto:davidstevens@berkeley.net)).

To revisit at Sept 7 ACAC meeting:

Change:

Also, parent members will elect the Parent Coordinator and four members of the Parent Leadership Committee for the following school year. These five elected members will serve as parent/guardian representatives of the Academic Choice Advisory Council.

To:

Also, parent members will elect five parent/guardian representatives of the Academic Choice Advisory Council.

**Proposal to change:**

IV. MEMBERSHIP MEETINGS

5. Notice of regular or special membership meetings, including agenda, will be posted at least two weeks in advance on the Academic Choice website, the Academic Choice etree, and the BHS etree.

Proposed change:

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.

Resolution:

Passed unanimously.

**Proposal to change:**

IV. MEMBERSHIP MEETINGS

7. A vote of the membership requires a quorum of 30 members at a properly called membership meeting.

Proposed change:

7. A vote of the membership requires a quorum of 20 members at a properly called membership meeting.

Resolution:

No change at this time. To be revisited next year.

**Proposal to change:**

VI. ACADEMIC CHOICE ADVISORY COUNCIL

1. The Academic Choice Advisory Council (ACAC) will consist of 4 parents/guardians, 4 teachers, 4 students, the Parent Coordinator, the Teacher Coordinator and the Student Coordinator. **Student representatives will be appointed by the Student Leadership Committee.** Teachers will select their representatives to ACAC at a time and in a manner of their choice and their representatives to ACAC will be announced by the Teacher Coordinator. The BHS Principal, or an administrator designated by the Principal, will be an ex officio member of the ACAC.

Discussion:

Does the AC Student Leadership Committee exist? Or only the BHS Student Leadership Team? Can voting happen in history classes in the fall? We need to figure out how student reps get elected. Does the teacher rep election method need to be more explicit?

Resolution:

Passed unanimously: change the sentence:

Student representatives will be appointed by the Student Leadership Committee.

To:

The Teacher Coordinator will facilitate the selection of student representatives in September of each year.

**Proposal to change:**

VI. ACADEMIC CHOICE ADVISORY COUNCIL

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:

B. to organize ongoing self-evaluation of the program and to present the results of that evaluation to the community and administration, and

Discussion:

B. hasn't happened for at least two years. This is related to who does AC assessment. Maybe this is too large a task for the ACAC? If so we should drop clause B.

Resolution:

No change. ACAC should do a better job in this area.

**Proposal to change:**

VI. ACADEMIC CHOICE ADVISORY COUNCIL

3. The ACAC will elect, from its members, a Chairperson (or co-chairs), a Secretary and a Treasurer.

Proposed change:

3. The ACAC will elect, from its members, a Chairperson (or co-chairs), a Secretary, a Treasurer, and a Student Support Coordinator.

Resolution:

Passed unanimously.

To revisit at Sept 7 ACAC meeting:

Change the above sentence to:

3. The ACAC will elect, from its members, a Chairperson (or co-chairs), a Secretary, a Treasurer, a Parent Coordinator, and a Student Support Coordinator.

**Proposal to change:**

VI. ACADEMIC CHOICE ADVISORY COUNCIL

4. However, regularly scheduled meetings may be canceled or rescheduled by vote of the ACAC with notice posted to the AC etree and website.

Proposed change:

However, regularly scheduled meetings may be canceled or rescheduled by vote of the ACAC with notice posted to the AC and BHS etrees.

Resolution:

Passed unanimously.

**Proposal to change:**

VII. ACADEMIC CHOICE STUDENT LEADERSHIP COMMITTEE

1. A Student Coordinator and four representatives to the Student Leadership Committee (ACSLC) will be elected to at a general meeting of Academic Choice students held in the second semester of each year. These five elected members will in turn appoint up to ten additional students to the Student Leadership Committee to represent all four classes and reflect, as nearly as possible, the diversity of the student body as a whole. The purpose of the ACSLC is to promote a sense of community among and plan social events for Academic Choice students, to encourage student input in the design and implementation of Academic Choice programs, to provide a student survey component for program evaluation and to support the Academic Choice program.

2. Meetings of the ACSLC shall be open to all students, with notice given in the daily bulletin.

**Discussion:**

Is any of the above happening? What to do?

**Resolution:**

Revisit at September 7 ACAC meeting.

**Proposal to change:**

VIII. ACADEMIC CHOICE PARENT LEADERSHIP COMMITTEE

The Parent Coordinator and four representatives to the Parent Leadership Committee (ACPLC) will be elected by parents at the ACT spring membership meeting. The five elected members will then appoint ten additional parents to the Committee to represent, as nearly as possible, all four classes and the diversity of the school as a whole. The purpose of the ACPLC is to meet at least quarterly to approve and monitor the AC budget, promote a sense of community among Academic Choice parents, to encourage parent input in the design and implementation of Academic Choice programs, to recruit parents to serve on Academic Choice committees, to provide a parent survey component for program evaluation and to raise funds for the Academic Choice program. All meetings of the ACPLC will be open to the public.

**Discussion:**

It seems to be to be too much to have both an ACAC and an ACPLC with separate meetings.

Proposed change:

The purpose of the AC Parent Leadership Committee (ACPLC) is to promote a sense of community among Academic Choice parents, to encourage parent input in the design and implementation of Academic Choice programs, to recruit parents to serve on Academic Choice committees, to provide a parent survey component for program evaluation and to raise funds for the Academic Choice program.

All AC parents/guardians who volunteer to serve on Academic Choice committees are members of the ACPLC. Members of the ACPLC are encouraged to attend ACAC meetings, where they serve as alternates in the event that not all 5 parent reps are present at a meeting.

Resolution:

Passed unanimously.

**Proposal to change:**

IX. OFFICERS AND THEIR DUTIES

3. The Student Coordinator acts as chief liaison between students and the Academic Choice program and chairs the Student Leadership Committee. The Student Coordinator is elected by the students present at the spring student membership meeting.

Discussion:

This section may need to be changed based on the role students play on the AC team, as discussed in several places above.

Resolution:

Revisit at September 7 ACAC meeting.

**Proposal to change:**

IX. OFFICERS AND THEIR DUTIES

5. 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 email group and website. The Secretary will maintain a Minute book with a record of all membership meetings, ACAC meetings and ACAC actions taken by email.

Proposed change:

5. 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.

Resolution:

Passed unanimously.

**Proposal to change:**

IX. OFFICERS AND THEIR DUTIES

6. The Treasurer is elected by the ACAC from among its members. The Treasurer will act as liaison between ACAC/ACPLC 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 and ACPLC a projected budget for the next fiscal year.

Proposed change:

6. The Treasurer is elected by the ACAC from among its members. The Treasurer will facilitate 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.

Resolution:

Passed unanimously.

**Proposal to change:**

X. COMMITTEES

1. The following are standing committees of ACT: fundraising, outreach/diversity, communications, community events. The ACAC may form other, special committees as seems desirable.

Proposed change:

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

Resolution:

Passed unanimously.

**Proposal to change:**

X. COMMITTEES

2. Parent and student committees will report to their respective Leadership Committees. All committees must follow ACAC guidelines.

**Proposed change:**

Delete clause 2.

**Resolution:**

Passed unanimously.

**ACAC End of Year Dinner**

The ACAC end-of-year dinner will be Friday, June 22, at 6:30 p.m. at Venezia, 1799 University Ave at Grant St. (<http://www.caffevenezia.com/>)

All ACAC members are welcome to attend, as well as spouses. The budget for this dinner is \$500 (part of the budgeted ACAC expenses) – excluding alcohol (which will be paid for individually). If we go over budget, spouses should pay for their meals.

**Action item:** Francesca to invite ACAC members and make the reservation.

**Next ACAC Meeting**

Friday September 7 2012, at 7:30 a.m. in BHS room C213.

**Approval of May 2012 ACAC minutes**

Matt Carton approved the minutes of the May ACAC meeting.