



## **ACAC (Academic Choice Advisory Council) Meeting Minutes – 9/10/09**

Jon Marley facilitating, Minutes by Lawrence Grown

### **In Attendance**

<b>Name</b>	<b>Titles</b>	<b>eMail Address</b>
Maggie Heredia-Peltz	BHS Vice Principal, AC Administrator	<a href="mailto:mhp@berkeley.k12.ca.us">mhp@berkeley.k12.ca.us</a>
Amanda Green	ACAC, AC Co-Lead Teacher, English	<a href="mailto:agreen@berkeley.k12.ca.us">agreen@berkeley.k12.ca.us</a>
Evy Kavalier	Teacher, Science Department Lead	<a href="mailto:ekavalier@berkeley.k12.ca.us">ekavalier@berkeley.k12.ca.us</a>
Jon Marley	Parent, ACAC Fundraising & Outreach, School Governance	<a href="mailto:marley@stanfordalumni.org">marley@stanfordalumni.org</a>
Karen Meryash	Parent, ACAC Student Support, Events	<a href="mailto:kspivey@ix.netcom.com">kspivey@ix.netcom.com</a>
Kate Spohr	Parent, ACAC Parent Coordinator, Website	<a href="mailto:kspohr@berkeley.edu">kspohr@berkeley.edu</a>
Lawrence Grown	Parent, ACAC Teacher Liaison	<a href="mailto:lawrence@metrolighting.com">lawrence@metrolighting.com</a>
Roia Ferrazares	Parent, ACAC Treasurer	<a href="mailto:roia@sbcglobal.net">roia@sbcglobal.net</a>
Kim Boston	Parent, BHSDG, Substance Abuse Prevention Committee	<a href="mailto:kmbw@sbcglobal.net">kmbw@sbcglobal.net</a>
Anthony Smith	Guidance Counselor A-E	<a href="mailto:anthony_smith@berkeley.k12.ca.us">anthony_smith@berkeley.k12.ca.us</a>
Brenda Wong	Guidance Counselor F-K	<a href="mailto:brenda_wong@berkeley.k12.ca.us">brenda_wong@berkeley.k12.ca.us</a>
Jaime Brantley	Parent, AC Parent Leadership Committee	<a href="mailto:jaime.brantley@sbcglobal.net">jaime.brantley@sbcglobal.net</a>
Pamela Woodbridge	Parent	<a href="mailto:depampar@yahoo.com">depampar@yahoo.com</a>

### **VICE PRINCIPAL'S REPORT**

Despite a few glitches, the transition to the Powerschool database has been remarkably smooth. Regarding master schedule and coring, this is possibly the best start in many years.

Ben Sanoff has taken on the school technology position. His History teaching position has been filled by Timothy Zolessi.

To fill Amanda Salzman's vacancy, Maggie H-P has interviewed candidates and made a hiring recommendation to the School Board.

Two outstanding candidates have been recommended for the 0.6 FTE AC counselor position. Maggie H-P will email the ACAC as soon as fingerprint clearance is confirmed.

(The new teachers were in the classroom the week of 9.14)

Jon Marley has been named interim chair of the SGC.

### **COUNSELOR'S REPORT**

Most student schedules are fine. There have been a few omissions. Due to crowded classes, options for late enrollees are very slim.

### **LEAD TEACHER REPORT**

#### **HUMANITIES TEACHER RETREAT**

There was a strong turn-out despite this being an unpaid retreat.

A main focus of the retreat was on curriculum alignment.

History is in good shape in 9<sup>th</sup> and 10<sup>th</sup>,

worked on mapping student skills outcomes for 11<sup>th</sup> and 12<sup>th</sup>.

English shares less common curriculum, worked on lists of skill sets and types of units, ordering them by difficulty, aiming to align them with curriculum and standards.

A potential goal is to prepare all AC students for AP Language & Composition in 11<sup>th</sup> gr.

History has also discussed this possibility.  
The lunch and reception provided by the ACAC were much appreciated.  
Curriculum Maps are being developed

### PROFESSIONAL DEVELOPMENT STRATEGY

Aligning the curriculum and Focus on Five  
Of the 4 late start Mondays per month

- 1 will be whole staff
- 1 will be for collaboration, either with cores or with department
- 1 will be on the practice of teaching: assessments, authenticity, etc.
- the remaining 1 will be broader AC topics, but task oriented
- A PD calendar for the year is being developed.

### FOCUS ON FIVE

Each AC Teacher is being asked to identify 2-5 struggling students per class  
(among the criteria are test and assessment scores, absences, missing homework, etc.)  
In the 3<sup>rd</sup> week of school, teachers will be asked to make personal contact:  
calls home, checking on progress, holding accountable  
The strategy is to connect teachers more intimately with struggling students, with the goal of keeping those kids engaged, and possibly improving the teachers' rapport with all their students.  
This program may act as a transition to next year's advisory program.  
A current outline of the Focus On Five program is attached.

### AP/DIVERSITY

Current AP classes lack diversity.  
Students self-select classes. Few students of color are choosing AP.  
We need that to change, and are reviewing possibilities.  
The Academic Pathways program offers tutoring supports for selected students.  
School policies may be providing obstacles: can't drop, must take the AP test...  
Teachers are inadvertently discouraging students of color  
A proposal will be drafted to provide AP training to all English and History teachers.  
Other diversity training will also be needed.

### DEVELOPMENT GROUP REPORT

Kim Boston, BHS DG Rep will come to as many ACAC meetings as she can, and will consult with the ACAC to insure that the DG grant application criteria are met.  
(Be sure to answer all questions, don't ask for food, etc.)  
It is best to ask for money early, but funds come in cycles.  
Kim will keep us in the loop regarding grant cycles.  
The ACAC should continue to raise as much of its own funds as possible through donation campaigns by mail.  
A DG grant application is attached.  
Last year, the ACAC allotted funds for 15? computers in a mobile computer lab.  
DG committed to fund the remainder of one classroom.  
**Kim will check with Jane Wise and Ben Sanoff on the details and report back to the ACAC.**  
The DG is making personal calls to major donors from years past to ask for support.  
AC could do the same, especially private school parents who have given directly to AC.

### ACAC STUDENT REPRESENTATIVES

The ACAC is seeking a parent to organize Student Leadership.  
**WE NEED SOMEONE to speak with Chris Young and Donny Collin  
about possibilities**

**Lawrence will petition teachers, through Amanda and Sherene, to promote student leadership and to nominate candidates**

**BUDGET REPORT**

2009-2010 Projected Year to Date Budget attached

Thank you Roia for putting our books in order.

The ACPLC needs to discuss and agree on a baseline carryover amount for the budget.

Roia recommends that the budget not be allowed to fall below \$15,000.

\$25,000 proposed maximum expenditures this year if \$30,000 raised

Events will cost more this year than last due to having to pay janitorial staff overtime directly

Some funds have been designated for individual teachers.

**Roia will draft a note about that, Lawrence will communicate with the teachers.**

**EVENTS, MEETINGS**

September 17, Design Team public forum, 7pm Library

September 19, BUSD Family Reunion at Rosa Parks 11-4

September 22, SGC Meeting, 4:15-6pm Community Theater Lobby

September 22, PTSA elections, 7-9pm Little Theater (SGC, BSEP & PTSA elections)

October 1, Back To School Night

October 3, Design Team public forum, Liberty Hill Baptist Church

*Next ACAC Meeting Scheduled for 11/08/09 3:45/4pm Conference Room B*

*Kate Spohr to facilitate*