



SAN RAMON VALLEY CHRISTIAN ACADEMY

San Ramon Valley Christian Academy School Board Meeting Minutes SRVCA Library August 16, 2022

Attendance:

Present:

- Board Members: Diana Burnsidés, Tracey Shepherd, Elizabeth Houston, James Knight
- CPC Designated Leader: Bill Haslim
- CPC Representative: Geoff LaTendresse
- SRVCA School Administrators: Jamie Westgate, Stephanie Sawyer, Jennifer Rusinko

Absent:

- Elder Overseer: Ryan Nicholson
- Board Member: Katie Allen

Opening

President Diana Burnsidés called the meeting to order and opened in prayer at 5:07PM.

Introductions

This was the first board meeting of the new school year, so each board member introduced himself/herself.

Review of Minutes

Board minutes from the May 2022 meeting were reviewed. Bill Haslim made a motion to approve the minutes, and Tracey Shepherd seconded the motion. May Board minutes were approved.

Preschool Director's Report: Jenn Rusinko

Orientation happened today, and tomorrow, August 17th, is the 1st day of preschool. Jenn would like carpool advice with how to keep kids safe, deal with multiple kid drop-offs, etc. She reported that SRVCA Preschool has an excellent staff, consisting of only 1 new teaching team. Jenn is encouraged and excited for the new year. There are 75 preschoolers enrolled, and a waitlist has been started. Playground remodel has gone well, and John Willford has been a great advocate for the renovation process and a delight to work with. Playground construction fence will be removed tomorrow, August 17, 2022. The preschool playground will be photographed with a few "model" students.

Principal's Report: Jamie Westgate

General & Staff Update

Jamie thanked the Board, especially the CPC and SRVCA Admin, for supporting Jamie's leave in April & May. Jamie shared that SRVCA is purposeful in being both a full-time school and full-time ministry and that the duties of the principal position have grown over the last few years.



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Jamie expressed concern that SRVCA had lost its emphasis on the ministry piece of SRVCA over the last year. To address this concern, SRVCA hired Steph Sawyer as the new Middle School Vice Principal. Jamie reported that due to a family illness that resulted in Jamie's absence at the beginning of the year, Steph stepped in on Day 1 to lead staff in meetings and did a remarkable job.

Steph shared her professional background. (Ask Steph to send). Jamie anticipates seeing God use Steph in amazing ways.

A family previously donated \$100K towards special needs, and we look forward to how God is going to use those funds to grow that ministry.

Elementary School Vice Principal, Amy Weber, is on maternity leave and will be back on campus mid-September.

There are many new staff members at SRVCA, as well as many staff members who shifted positions. Jamie reported that there are multiple new teams, but it "feels so good." One of Jamie's goals over the summer was to re-energize teachers. Jamie was happy to share that the teaching team is a joyful and passionate group as school begins. She also shared that there are more new teachers than returning teachers in middle school. Parents are happy for a new school year and to be back on campus. Many teachers are popping into the office to connect vs. stay in their rooms. Overall, SRVCA appears to be a happy place for staff and families as the school year begins.

Jamie shared that SRVCA still needs several staff members: 8th grade science (Steph Sawyer is subbing), a couple of aids (Wed, Thurs, Fri), Eagles Nest 3:30-6:00 (great for high schoolers), and substitute teachers.

Covid Update

As a Covid update, Jamie shared that SRVCA is adhering to the CDC requirements (not recommendations).

Flight Academy

SRVCA has implemented a new program for elementary students in lieu of Spanish. The new program is called "Flight Academy." This program was born to address behavior problems post-Covid. For one year, Flight Academy teacher Diane Brooks will teach manners, good behavior, eye contact, caring about the way you treat a peer, and learn rules of certain games. Flight Academy is based on a curriculum to help with social/emotional development. The Flight Academy message to teachers is, "We hear you, we see you, and you are not fighting this battle alone."



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Parent Education

The Board discussed the importance of bringing back parent education at SRVCA. One suggestion is to share 1 technology tip a week for both junior high students and for parents. Jamie thinks that parent ed will be something that comes up as a weakness during this accreditation year, which is ok because we are coming out of the pandemic. The Board is ready and willing to support parent education.

Middle School Retreat

Jamie and Steph are excited about the upcoming Middle School Hume Lake Retreat in September. All middle school (6th-8th) will be at the retreat.

Playground

As a playground update, Jamie shared that the front playground is almost done. The shade structure will be put up over Thanksgiving break. SRVCA stayed within budget.

Accreditation

Jamie reminded the Board that accreditation is this coming year from March 26-29, 2023. SRVCA is accredited by ACSI and WASC. The accreditation team arrives on Sunday and will meet with the Board for dinner. They visit classrooms, work on reports, and assess different areas. On Wednesday, the accreditation team will lay out their results and request any changes from SRVCA Admin. They finalize their findings, hand the results to the school community, and leave. In the past, the accreditation process has been very successful and shows strengths as well as areas of improvement. Lori Decker is leading the process of accreditation. After 3 years, the accreditation team will come back to SRVCA to ensure SRVCA is making progress. In the previous year, Jamie and Lori both served as accreditors, so Jamie feels well-prepared for the process.

Other Discussion

Diana mentioned that the Board did not participate in evaluation of Jamie as the Principal last year. Bill will invite the Board into the process this year.

Board training will resume at the next month's meeting. The Board will read and discuss chapter 4 of *Serving God on the Christian School Board*.

Jamie reminded the Board of the updated SRVCA dress code. On Spirit Days (Thursdays), students may wear any CPC or SRVCA tops. On all other 4 days, students must wear LOGO tops only (not CPC).

The Board had a brief discussion about the dress code makeup policy and will talk about this policy at the next school board meeting.



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Jamie reminded the Board that Back to School Night (BTSN) is next week. Elementary is Wednesday (6:30-7:30), and Middle School is Thursday (6:30-7:30). Diana will speak at BTSN on behalf of the Board.

Worship Night has been planned for either September 8 or 9.

In an effort to build rapport with teachers, the Board volunteered to come to SRVCA staff meetings once a month. One Board member per month will go to the staff meeting and share a brief encouragement with the staff. In addition, in an effort to better communicate, the Board suggested making Board minutes available to all parents/teachers. Options discussed included sharing through The Hatching email or on the website. Finally, as teachers come to monthly Board meetings, the Board would like for teachers to share a high and a low as part of their staff update.

James, as new Treasurer, plans to connect with Collin Hardesty (Controller) and Matt Plitt (previous Board Treasurer).

Closing

Geoff closed the meeting in prayer at 6:54PM.

Next Meeting

The next meeting is Wednesday, September 21, from 5pm-7pm.