

Santa Rosa French-American Charter School – School Advisory Board (SAB)



## ***SCHOOL ADVISORY BOARD MEETING MINUTES***

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Meeting Date: August 21, 2013

Meeting Location: SRFACS Library

Recorded By: Brian Benefield

## **1 ATTENDANCE**

Brian Benefield  
Emmanuelle Benefield  
Pascal Stricher  
Clemence Spita  
Marina Bertrand  
Steve Craig  
Jon Custer-Topai  
Michele Custer-Topai  
Kathleen Helleskov  
Jennifer Jimenez

## **2 MEETING START**

Meeting Schedule Start: 6:00 p.m.  
Meeting Actual Start: 6:00 p.m.  
Meeting Scribe: Brian Benefield

## **3 APPROVAL OF MINUTES**

K. Helleskov made a motion to approve and C. Spita seconded.  
Unanimous approval.

## **4 APPROVAL OF AGENDA**

M. Custer-Topai made a motion to approve and E. Benefield seconded.  
Unanimous approval.

## **5 PUBLIC COMMENT**

None

## **6 PRINCIPAL'S REPORT**

The school has 337 students now enrolled. Expectations were between 350-360 and the difference was explained as families that applied at several schools and ultimately elected to go elsewhere. There are ten children enrolled in seventh grade. There was an appeal to the Foundation's marketing committee to inform the community that there are some spots available, especially at the kindergarten level. It was noted that it is especially important to fill spots in this age group because there are not opportunities to enroll in the school in the upper grades. One suggestion was to see if an article can be published in a magazine such as *Family Life* because it reaches a wide demographic.

It was also suggested that the school host a French flea market because it serves as advertising and bridges a gap in the community by increasing interaction. At an event such as this, French food could be served and this effort may help to build good will. Another suggestion was to increase community outreach by doing such things as having SRFACS students deliver food to families who receive subsidized meals during the summer months. The general feeling was that the school should consider a comprehensive public relations campaign. There was a suggestion that we have short and intermediate term goals: fill spots, especially at the kindergarten level, and the PR campaign. It was noted that Proctor Terrace School does an excellent job with their Passport event, where various cultures are represented. It is a rich experience for the children and is well regarded within the community. SRFACS could use this as a model and create another type of multi-cultural, international event. There was a suggestion that there be some sort of exit survey for families that leave the school or choose to enroll elsewhere after applying. Lessons can be learned from those who elect not to enroll their children at SRFACS.

It was reported that the school did not receive the homologation from the French government. The good news is that the school can reapply this year and the French government representative had favorable things to say about the school and encouraged us to try again, stating that our denial was based in part on restrictions in the process that may have adversely affected us in our initial application.

There was a question about when the district hosted website for teachers will be launched. It is scheduled to be launched on September 6 and it is anticipated that teachers will roll out their sites within two months.

## **7 ACTION ITEMS**

### **Board Reorganization for September**

It was announced that Amy Chevrolet, the parent elected in the spring to serve on SAB, is no longer at the school. This leaves a vacancy. One suggestion was to have the parent with the third most votes join SAB. Another suggestion was to hold a new election, including new parents of the school. A third suggestion was to have one of the existing parent representatives extend their term for another year. The majority of the board felt that a new election was the preferred option. It was suggested that we not hold the election immediately in order to have parents get to know each other before voting. The term of J. Custer-Topai will be extended through the month of September in order to

facilitate this transition. P. Stricher will share the news about the special election in his next communiqué to parents. A motion was made by E. Benefield to approve this plan and J. Custer-Topai seconded. Unimous approval.

### **Bylaw Revisions**

The SRFACS charter describes the make-up of the School Advisory Board differently in two places (page 47 and page 48). After a discussion about which option best serves the needs of the school, K. Helleskov made a motion to adopt the make-up of the board as described on page 48, with one exception: reducing the founding members represented from three to two and adding one elected position for a classified staff member. P. Stricher will oversee this election. M. Bertrand seconded the motion. Unanimous approval.

### **Calendar for the Year**

For the 2012-2013 school year, SAB met at 6:00 p.m. on the second Wednesday of every month. There was discussion about pursuing a time that would better accommodate the various board members' schedules. It was agreed that SAB will meet at 5:00 p.m on the second Monday of each month for the 2013-2014 school year.

## **8 MEETING END**

Meeting Schedule End: 8:00 p.m.  
Meeting Actual End: 8:13 p.m.

## **9 NEXT MEETING**

Next Meeting Location: SRFACS Library  
Next Meeting Date: Monday, September 9, 2013  
Next Meeting Time: 5:00 p.m.