

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



SCHOOL ADVISORY BOARD MEETING MINUTES

Meeting Date: January 30, 2013

Meeting Location: SRFACS Library

Recorded By: Emmanuelle Benefield

1 ATTENDANCE

Brian Benefield
Emmanuelle Benefield
Jennifer Schwinn
Pascal Stricher
Clemence Spita
Michelle Custer-Topai
Steve Craig
Jon Custer-Topai
Kathleen Helleskov
Brauley McNulty
Najine Shariat

2 MEETING START

Meeting Schedule Start: 6:00 p.m.
Meeting Actual Start: 6:05 p.m.
Meeting Scribe: Emmanuelle Benefield

3 APPROVAL OF DECEMBER MINUTES

Motion by M. Custer-Topai, seconded by C. Spita. Unanimous approval.

4 PUBLIC COMMENT

B.McNulty presented the Art de la Table update. The program is being well received by the children, parents and staff. Lessons are being learned that can be applied in the fall. She spoke of the need for French speakers at each lunch.

• ACTION ITEMS

Upper Grades Focus Meeting

S. Craig reported on the meeting that he had with the District regarding supporting the upper grades (specifically 5th and 6th grades). Present in the meeting were: P. Stricher, Gail Eagan, Anna Guzman and S. Craig. It was mentioned that ownership and follow-up are key. S. Craig's full report is attached. The six main points are: 1) Standards and Pacing for remainder of Academic Year (the 4th Month Plan). 2) Curriculum, Multi-Dimensional Considerations. 3) Assessments (to help with intervention

and acceleration decisions. 4) Math and the University Pathway. 5) Communication. 6) Facility, Environment and pre-Teenage specific Considerations.

For #1, it was agreed at the Jan 22nd meeting that a "Pacing Guide" would be created for all subjects in 5th and 6th grade to ensure that the standards are being covered and that an adequate level of rigor is being designed into the curriculum. The guide is supposed to show a monthly summary for each of the four remaining months of the remaining 2012-2013 school year. P. Stricher is responsible for making the Pacing Guides available in February.

For #2, J. Schwinn mentioned that her husband would be willing to host an afterschool math program to address students who need advance work. It was mentioned that it is up to P. Stricher to carry out this plan. It was also mentioned that there is a need to accelerate the conversation with Anastasia. In March there will be a meeting with Arlen, Anna, P. Stricher, S. Craig, upper grade teachers. Additionally, S. Craig committed to contact Rincolin Valley Middle School about their Math Counts program and investigate the feasibility of a similar program at SRFACS.

For #3, A. Guzman indicated that school wide assessments will be conducted in Feb/March.

For #4, P. Stricher will work with Arlen Agapinan and Anna.

For #5, it was mentioned that communication continues to be an issue for parents. Some teachers are emailing detailed descriptions of the work, but it would be helpful if all followed the same practice.

For #6, P. Stricher will be calling Jennifer Bruneman, Head of Maintenance and Facilities regarding the furniture that these older students need. Is other age-appropriate equipment needed as well?

J. Schwinn asked for a motion to approve the following Action Goals:

- 1) Meeting with Arlen, P. Stricher, Anastasia Zita, Anna, S. Craig and upper grade teachers to discuss next year's curriculum planning and to present a report at the March SAB meeting.
- 2) Meeting with P. Stricher and Anastasia on the math university pathway issue.
- 3) P. Stricher to contact Jennifer Bruneman regarding obtaining furniture that is the appropriate size for the upper grade students.

- 4) A 6th grade parent meeting with P. Stricher will be held at an undetermined date, following the curriculum meetings.
 - 5) P. Stricher to ensure that the Pacing Guides are completed in February covering Feb-May in all 5th and 6th grade subjects.
- S. Craig made a motion to approve these action items and J. Custer-Topai seconded the motion. Unanimous approval.

Parent Survey

J. Custer-Topai presented a detailed analysis of the survey results. The data was broken down in many ways, including by question, respondent, grade level and school. There was discussion about how SAB would conduct future surveys and suggestions were made on how best to ensure confidentiality. There was a general feeling of gratitude for the work that J. Custer-Topai put into the data analysis. J. Schwinn asked for a motion to approve the results of the survey, with a summary of the findings covering the top three “What do you like?” and “What is your vision?” comments from parents being communicated in an upcoming letter to the parents from P. Stricher. P. Stricher made a motion to approve Jennifer’s motion and K. Helleskov seconded. Unanimous approval.

SRFACS Logo

J. Custer-Topai presented the SRFACS logo that was created by Alissa Feldman, an SRFACS parent. The logo was approved by the SRFACS Foundation last week. K. Helleskov made a motion to accept the new logo and B. Benefield seconded. Unanimous approval.

Comprehensive School Safety Plan

P. Stricher presented the SRFACS Safety Plan for 2012-2013. There was some discussion regarding earthquake preparedness and increasing awareness, especially considering that some members of the school community are unfamiliar with earthquakes. There was also discussion about the parking problems during drop-off and pick-up. Parents are continuing to park in unauthorized areas, which creates safety concerns. It was suggested that a copy of the safety plan be made available to parents in the front office. J. Custer-Topai made a motion to approve the school safety plan and K. Helleskov seconded.

Unanimous approval.

5 AGENDA ITEMS FOR NEXT MEETING

Report on the focus goals for the upper grades by P. Stricher and S. Craig

Revisit survey and plan some smart goals with timeline

Determine where we are in the uniform process

Update from Nutrition Committee

Report from P. Stricher on enrollment and number of classes for 2013-2014 and implications for budget, textbook ordering, etc.

6 MEETING END

Meeting Schedule End: 8:00 p.m.

Meeting Actual End: 9:04 p.m.

7 NEXT MEETING

Next Meeting Location: SRFACS Library

Next Meeting Date: Wednesday, February 27, 2013

Next Meeting Time: 6:00 p.m.