MEETING DATE: October 12, 2011  
TIME: 6:00-8:00 p.m.  
LOCATION: Board Room, 555 Franklin St.  
MINUTES ADOPTED ON: 11-11-12

**Members present:**  
Stevon Cook, Ana de Arce, Magdalena de Guzman, Jeff Eng, Bayard Fong, Caroline Grannan, Mary Jue, Bill Kappenhagen, Ben Kauffman, Tim Lennon, Hannah Li, Windy Ly, Victor Tam, Clare Watsky

Staff members present: Kathleen Fleming, Steve Newton, Inger Nordhagen

**Introductions and welcome of new members:**

New members Magdalena de Guzman, Hannah Li (student member from Lowell High School) and Windy Ly (student member from the Academy of Arts & Sciences) introduced themselves.

**CAC business:**

The minutes of the Sept. 14, 2011, meeting were approved unanimously.

**Election of 2011-12 officers:**

The CAC followed up on last month's nomination of new officers. Tim Lennon was nominated in September for co-chair (in absentia) but declined due to lack of time. Stevon Cook was also nominated and accepted the nomination. Kathy Fleming said that the CAC had previously agreed to use co-chair leadership rather than the president and vice president as specified in P120. If the CAC wants to change to the president and vice president leadership format they would have to agree. Clare Watsky nominated Mary Jue for co-chair. Mary accepted. Last month, three candidates were nominated for secretary: Caroline Grannan, Mary Jue and Clare Watsky. Clare declined. The tentative proposal had been for Caroline and Mary to serve as co-secretaries, but after Mary accepted the nomination for co-chair, only Caroline remained as secretary nominee.

Tim Lennon proposed a vote by consent for Stevon Cook and Mary Jue as co-chairs and Caroline Grannan as secretary. The motion was approved unanimously.

**Planning for PEEF program meetings**

Kathy has divided the CAC into teams of two or three, each to meet with two PEEF-funded programs and discuss the program with the managers to gain a deeper understanding of the program. Kathy has compiled and distributed criteria for making assessments and a list of guiding questions. The CAC members will meet with program managers on Nov. 9. Program managers will submit their proposals for 2012-13 prior to that.

Tim Lennon asked if the purpose of the interviews with managers is to help them develop the program, to assess the programs or to make recommendations. Kathy responded that it's to make
recommendations to the Board of Ed, the District and to inform the community.

There was discussion of how to summarize the information. It was pointed out that SLAM (Sports, Libraries, Arts and Music) programs are funded by definition. The CAC needs to look at how well the program addresses the SFUSD Strategic Plan and how well it serves the community.

In discussion, the CAC went over the proposed questions to be asked of the program managers. Kathy will redo the program information template questions to reflect the CAC's comments and questions.

**Program evaluation update**

Inger Nordhagen is collecting data for the evaluation that goes with the spending plan.

**Future agenda items**

Ben Kauffman mentioned that new members should have the opportunity to receive mentoring. Two more students are to be appointed.