

**ASTHMA TASK FORCE**

**SAN FRANCISCO BOARD OF SUPERVISORS  
Schools, Child Development, and Home based Childcare Settings Committee  
Minutes**

**DRAFT**

**Date: August 17, 2004**

**Location: Fox Plaza, Rm 210**

**Members Present:** Marie Hoemke, Julie McKown, Beth Saiki,  
**Members Absent:** Louise Hill, Mary Higgins, Rose Toney, Dee Epps-Miller, Veronica Lightfoot.  
**Advisory Present:** Neil Gendel, Healthy Children Organizing Project  
**Advisory Absent:** Stacey Herrera, Child Development Program (SFUSD); Ardis Hanson, SFUSD  
**Staff:** Anjali Nath, ATF Advocacy Coordinator

Item	Meeting Notes/Decisions	Outcomes
I	<b>Welcome, Introductions &amp; Sign In</b> <b>Facilitator: Julie McKown    Timekeeper: Gretchen Skaggs    Recorder: Anjali Nath</b>	
II	<b>Review Agenda &amp; Set Time</b> <i>Moved item 5c on agenda to be before 5a.</i>	
III	<b>Reports</b>  <b>1. Minutes &amp; outcomes from last meeting were reviewed – no changes were made</b>  <b>2. Update on Scheduling Key Stakeholder Meetings</b> a. We recently completed meetings with Hene Kelly of the Teacher’s Union, Hydra Mendoza of Parents for Public Schools, George Kozitza and Jeff Draper, Executive Director of Facilities for SFUSD. All were supportive of our recommendations but further contact is needed to obtain the support of the teacher’s union and Parents for Public Schools as a whole. The committee agreed that Anjali and Beth can meet with Ann Melamed of the PTA on Friday the 20 <sup>th</sup> . Anjali said she will reschedule with Sandra Fewer when Sandra returns from vacation.  <b>3. Indoor Air Quality (IAQ)</b>  a. <b>Reviewed and Edited letter regarding CHPS guidelines</b> i. Committee members reviewed the letter Neil drafted and emailed out before the meeting.	  <b>2. Anjali</b> will write up meeting notes from all meetings. <b>Anjali</b> – will continue to schedule meetings and update chart <b>All members</b> – will respond to schedule requests in a timely manner    <b>a. Neil</b> – will revise draft letter <b>Anjali/Tirtza</b> - will forward letter

	<p>The committee discussed potential authors and agreed that the letter be sent on behalf of our committee as opposed to the entire ATF. The committee is authorized to send such a letter without prior approval by the full task force.</p> <p><b>b. Update on new information gathered on School Site Plans</b></p> <p>i. Anjali spoke with Matt Kelleman from the district who provides TA to schools on their School Site Plans. He confirmed what we know about these plans and indicated that Goal#4 (School Climate) is a priority this year in relation to truancy and suspension. He indicated that it would be worth approaching the ad-hoc committee that is assessing the school site planning process, perhaps by emailing him our recommendations. Mr. Kelleman referred Anjali to Trish Bascom for information on School Safety Plans. The committee agreed that we should arrange a meeting to touch base with her.</p> <p><b>c. Reviewed and Revised Draft IAQ Resolution &amp; discuss potential authors</b></p> <p>i. Committee members reviewed the revised draft created by Neil, Beth and Anjali. Additional changes were made to the last resolve clause.</p> <p><b>4. Planned Agenda for Meeting with Superintendent Arlene Ackerman</b></p> <p>a. The committee members revised the agenda we have been using to ensure best use of time. Neil, Beth, Gretchen and Anjali will be attending.</p>	<p>head to Neil.</p> <p><b>b. Anjali</b> will follow up with Stacey on the CDC School Site Plans.</p> <p><b>c. Anjali</b> will incorporate changes made into our Draft</p>
	<p><b>Unfinished Business:</b></p> <ul style="list-style-type: none"> <li>• <b>Review Timeline and Next Steps</b></li> </ul>	
IV.	<p><b>Next Meetings of Committee: <span style="color: red;">Note Location</span></b>  <b>September 7th, 4:00 to 6:00 pm, <u>Bayview Plaza, 3801 3<sup>rd</sup> St., Suite 210</u></b></p>	