

# West High School

## Parent Teacher Student Association

Meeting Minutes – September 6, 2017

1. Kim welcome everyone and we went around the table introducing ourselves
2. Business Items
  - a. Treasurer's Report.....Kristin Bonacci
    - i. Approved 16-17 audit results
      1. 5 members met to put the audit together.
      2. A big thanks to Pam Allison for her past service & dedication to West High's PTSA!
    - ii. Review and finalize proposed 2017-2018 budget
      1. Concern: \$2600 over budget & the year hasn't even started yet. Kim highlighted a few items. We agreed to increase Reflections to \$500. \$1000 was approved for P/T Conferences coming up this month.
      2. Kim & Kristin will go over the specific budget in comparison to last year & will bring the proposed budget to October's meeting for a vote.
    - iii. Basic Fiscal Management Procedures and Ethics/Conflict of Interest forms
      1. Signed the two forms.
    - iv. Bylaw renewal by Dec 2017.....Kim
      1. Kim will fill in the blanks & bring to a future meeting for approval.
3. Review West PTSA 2017-2018 committees
  - a. PT Conference Meals.....Adriana/Tara Banz
    - i. PTSA budgeted \$1000 & will use Prostart again. The menu is chicken breast, kale, rice, roasted peppers, etc. The PTSA will ask for dessert & cash donations.
  - b. Community Outreach.....Lisa Thompson
    - i. Not addressed since Lisa wasn't able to make tonight's meeting.
  - c. Reflections..... Julie Peaslee
    - i. Theme "Within Reach"
    - ii. Not addressed since Julie wasn't able to make tonight's meeting. \$500 was approved for this year's budget to continue to promote it.
  - d. Teacher Appreciation.....Phoenix O./Dai
    - i. Not addressed since Phoenix & Dai were not able to make tonight's meeting.
  - e. Grad Night.....TBD
    - i. Parent(s) of a senior is needed. Katherine will continue to contact potential options. The PTSA will post needed positions on Whipsnet to solicit more help.
  - f. Student Rep.....TBD
    - i. Kim will talk to Terry King - SBO

- ii. Ford will meet w/ the President's Club, leaders of every group at West. There is a new diversity group being formed as well. Ford believes he can find a PTSA student rep from these groups.
- g. Teacher Rep.....Julie Anzelmo
  - i. Offered to be the teacher rep. & the PTSA was thrilled. Julie wasn't able to make tonight's meeting so teacher needs were not addressed.
- h. Communication.....Kim/TBD
  - i. Position is needed to announce to faculty/staff & parents to join PTSA
  - ii. Andriana knows a neighborhood parent who is interested in this position, but she wasn't able to attend tonight. This mother has experience with computers & e-communications.
- i. Administrator
  - i. Moved office into the conference room to give his old space to parents/guardians needing a space to cool down or some privacy.
  - ii. Scheduling
    - 1. Class Choice: a program to allow parents to see the student registration choices as well as print a schedule in the spring.
      - a. Alta does this & it really helps. West needs to keep in mind the students not here in the spring & families who need computer access.
      - b. Shannon would like to meet w/ students to have them help decide classes when their choices conflict.
    - 2. A large master schedule board will be hung on the conference center wall to help eliminate unnecessary conflicts.
    - 3. Will look at resources & FTE to see where changes need to be made. The board makes problems very visible to others.
    - 4. Class sizes are manageable - no one is on the floor. They are trying to track down ghost students.
    - 5. There are 720 freshmen (+120 more than expected) with 2882 current enrollment
  - iii. Attendance
    - 1. Advocates & admin have zones of responsibility to help students get to class. They are also looking for non-attenders to clear up the rolls & enrollment.
    - 2. SIC wanted \$5 tardy fines. Ford does not like it & it wasn't board approved.
    - 3. PAC Man: Pass All Classes Man (MTSS)
      - a. Northwest & Bryant are onboard helping transition to high school
      - b. Focusing on behaviors
      - c. Check on multiple times a year - grades, midterms, etc.
      - d. Connect to Link Crew
      - e. 29-hour assistant coming on board to help
      - f. Will do grade checks & reward students who are passing all of their classes

- i. Want to build the program so students don't settle for a D-, but start taking more rigorous courses
    - g. Weekly reports will be ran to identify students for interventions based on # of absences
  - 4. 20-20 understanding for teachers: keep kids in class first & last 20 minutes of every class
  - 5. Teacher Driven Change: TDC missed clearly intended outcomes
    - a. Ford wants to see outcomes tied directly to student achievement
    - b. Looking to become a specialty group w/ an application for approval
    - c. Looking for true department collaboration, common formative assessments problem solving & making data-driven decisions
    - d. Ford bought a book for teachers to do a book study about learning targets; it's not mandatory. The premise is helping kids take control of their learning & to guide teachers in unpacking the standards in student friendly language
  - 6. 2020 accreditation & will want PTSA to help w/ stakeholder surveys
  - 7. Calendared items - everything need to be on the paper copy in the office (due within the next 30 days) to clear up communication. Next, the information will be added to the school website.
  - 8. Graduation Dates: early time slot, date is TBD
  - 9. 9th grade orientation moved to the spring & invite families?
    - a. Link crew program - 50 of the finest kids mentor in pairs a small group of kids
    - b. ELP Parent Night would be a good model
  - 10. Need to worry about the ELPers who get tired of school after 4 years at West. West needs to prepare parents & students for this potentially difficult time their junior year.
  - 11. ACT scores slowly dropped the past 5 years. Why?
    - a. Aspire - 8th & 10th grade adaptive assessment to see how they'll do on the ACT & use the data to track change.
- j. Co-Chair
  - i. Katherine will find one for Kim this year.

4. 2017-2018 Initiatives

- a. Book Drive.....Kim
  - i. The PTSA would like to help the Family Resource Center (FRC) hold a fall book drive to collect copies of required reading materials for Honors, AP, and IB Language Arts classes. These books would be available to students through the FRC. The goal of this drive is to remove one barrier to students in need who are interested in taking higher level classes. Kim confirmed with Bo Maciejko, Department Chair, that this list is still current prior to our first meeting. Lisa has 5 shelves to house them.
  - ii. Collection should be orderly so books are not damaged. Maybe the SBOs can help collect from teachers.

- iii. Post on Whipsnet, announcements, & WestTV. Parents will be our best source of donations, but students need to be aware of it too. Possibly suggest parents buy an additional copy to donate?
  - iv. We're not sure what the need is exactly so a needs assessment may be warranted to see if supply money from West will be sufficient & how much work is needed. The ELP/IB Steering Committee should be aware as well in addition to Shannon & the IB teachers to let students know they are available if needed. Maybe track the need & offer scholarships to cover the need. Another possible idea is to ask teachers to add a line to the disclosure where parents/guardians can indicate if they need assistance getting copies of consumable novels.
    - 1. An additional question came up asking if disclosures are offered in Spanish, making them more accessible to our community. The district has translators, but how many actually use it?
- b. Food Pantry.....Kim
- i. The FRC would like to house a food pantry at West. Katherine and Kim toured the food pantry at East last year. Lisa T. and Kim met with Lisa Sandstrom (West Family Resource Center) to discuss how the PTSA could provide support for the plan. The details still need to be worked out, but the PTSA could provide support through fundraising and/or staffing during construction of the pantry, stocking the shelves, and staffing the pantry before and after school.
    - 1. Elementary schools already offer a food pantry & are well spread out in the community, but having a small one at West would be good, but space is a problem.
    - 2. Is communication needed to notify families of how to access the food pantries locally?
    - 3. West could emulate East High where the hours are easier to access for working parents & allows families to still access food after they no longer have children at the elementary, thus having a reason to go to the school in the middle of the day.
    - 4. One concern from East - What do the community's families need vs. what are they taking?
    - 5. Offer healthy snacks for students when they arrive? Is it needed in addition to serving breakfast? Are there kids who don't qualify for free food or those who don't qualify, but still struggle & are hungry?
    - 6. Would a West student club/organization be interested in taking this on as a service project?
    - 7. SIC is looking at a room study to see how space is being utilized at West.
    - 8. East also has a laundry facility. Ford has started looking into this.
    - 9. The Community Ed program offers food to students after school.
    - 10. Can the PTSA create a needs assessment to hand out at P/T Conferences?
      - a. In the future, the needs assessment could be added to registration.
  - ii. Last spring, the PTSA decided that Cinderella's Closet was underutilized despite our best efforts to advertise and staff the closet. Therefore, Cinderella's Closet will no longer be staffed by PTSA. The Family Resource Center will maintain the closet for students in need this year.

1. West has DI vouchers in addition to community resources & programs through the social worker. Ford will look into it.
  - c. Community Partnerships (will be discussed in more detail at Oct meeting)
    - i. Community partnerships. Lisa T. has agreed to stay on with West PTSA to lead this effort this year despite no longer having a student at West (her daughter graduated last spring). Lisa will start the process of identifying key parents or community leaders that PTSA could partner with to determine what the needs are in the community and how we can provide support. This may involve grant writing/identifying funding opportunities. This will be a multi-year project and we're grateful to Lisa for helping us get this project off the ground this year.
5. Calendar
- a. Sept 18<sup>th</sup> – 22<sup>nd</sup>? Book Drive
  - b. Sept 16<sup>th</sup> Homecoming Dance
  - c. Sept 28<sup>th</sup> Parent Teacher Conferences
  - d. Nov 13-17<sup>th</sup> Food Drive
  - e. Dec Junior Prom
  - f. Dec ? Reflections Due to Region?
  - g. March 1<sup>st</sup> Parent Teacher Conferences
  - h. May 19<sup>th</sup> Senior Prom
  - i. May 7<sup>th</sup>-11<sup>th</sup> Teacher Appreciation Week
  - j. June 6th Commencement/Grad Night??
6. Next meeting October 4<sup>th</sup> at 5:30
- a. Future meetings: September 6th, October 4th, November 1st, December 6th, January 10th, February 7th, March 7th, April 4th, & May 2nd

Current Book Donation Requests

Class	Book	Author	ISBN
<b>9H</b>			
	Life of Pi	Yann Martel	156027321
<b>10H</b>			
	Purple Hibiscus	Chimamanda Ngozi Adichie	1616202416
<b>11H</b>			
	Grapes of Wrath	John Steinbeck	143039431
	The Scarlet Letter	Nathaniel Hawthorne	1512090565
	Crucible	Arthur Miller	142437336
	The Adventures of Huckleberry Finn	Mark Twain	486280616
	The Great Gatsby	F. Scott Fitzgerald	743273567
<b>AP</b>			
	Crime and Punishment	Fyodor Dostoyevsky	486415872
	Hard Times	Charles Dickens	1416523731
	Hamlet	William Shakespeare	074347712X
	Their Eyes were Watching God	Zora Neale Hurston	61120065
	Brave New World	Aldous Huxley	60850523
	The Awakeneing	Kate Chopin	1503293181
	How To Read Literature Like a Professor	Thomas C. Foster	62301675
<b>IB</b>			
	Paradise of the Blind	Duong Thu Huong	60505591
	The Slave	Isaac Bashevis Singer	374506809
	Artist Of the Floating World	Kazuo Ishiguro	679722661
	The Non Exsistent Night	Italo Calvino	156659751
	The Dubliners	James Joyce	393978516
	1984 A novel	George Orwell	451524934
	Things Fall Apart	Chinua Achebe	385474547
	Tempest	William Shakespeare	743482832
	Macbeth	William Shakespeare	743477103