



Albany High School
Meeting of the Parent/Teacher/Student Association



DATE: November 3, 2014

MINUTES

PRELIMINARY MATTERS

1. Welcome, Introductions, Recognition, and Public Comment:

Grad Night (Disney Trip): Patricia Low spoke to Director of Student Services (Marsha and Val). PTA's and parent groups can sponsor an after-school (after school ends) activity, but 100% parent run/organized. Not associated with the school, approved by school or the school district. Mission San Jose uses Richmond travel agent. The Travel Agent carries the liability and each student that goes to the Grad Night is required to have a parent sign off on a liability waiver; can use Mission San Jose's waiver. Rough quote is \$200 per student. This year, it is too late in the year and can't even start until January. There are four parents willing to help with Grad Night, but three of the parents believed the Grad Night was at the Albany Bowl. Will ask those who have indicated would help to see if any willing to take over for Disney trip. If no takers, will check in with Amber Lynn to see if she knows of any parent who might be interested in taking on Disney.

ACTION ITEMS

2. Approval of Minutes:

October 6, 2014 Minutes over to meeting of February 2, 2015.

3. Treasurer Report/Budget:

Authorize revenue and expenditures made through November 3, 2014 and approve 2014/15 budget.

Action: Motion by Sarah Oldershaw to approve Treasurer reported expenditures. Motion passed by unanimous vote.

DISCUSSION ITEMS/PRESENTATIONS/REPORTS

4. Student Report:

Amber Lynn discussed activities that have brought a significant amount of class camaraderie. There is a point system for spirit week, where each class competes. Seniors won, followed by Junior class, Soph., then Fresh. Great homecoming and very spirited. The Haunted house raised \$3,400, \$1700 came from the carnival clubs and \$1700 from haunted house itself. The haunted house was hands-on, interactive, and very well received.

5. Principal's Message:

Dr. Barone reported that 1st quarter ended on Friday. Teachers are due to have grades due by Thursday morning. Will not send out a report card except to those kids who are not registered on Aeries; instead, grades will be posted on Aeries. Reported that the McGregor site had been demolished (flattened). Superintendent will convene a committee and will need parent representatives from the high school to begin strategizing on what should be going to that space. Possibly McGregor return, career technology education, other possibilities. If interested, please let Kendra know. The lock-down drill occurred last Wednesday; apology for the emails that went out. This school once in a while get police on campus and it is

something that is handled very careful and delicately. Usually a mental health issue with individual or police working with HIS class. One of the things that happened last Friday is that the rumor mill ran rampant and with many being very far from truth (that is life in social media world). Tragically, the events in Washington trickled into the situation and people got scared, probably more than would have. On Wednesday did have a lockdown drill and thought about postponing the drill because of the heightened situation in Washington, but proceeded and good to take it so that everyone knows how to handle if something had actually occurred.

QUESTION: Family did not get email. ANSWER: Double check the designated email on Aeries.

6. Time Management and Study Skills Presentation

Time Management and Study Skills Presentation by Lisa Miller

Agenda:

- Warm Up;
- Pre-Assessment;
- Time Management Model;
- Practice;
- Post Assessment.

Warm Up: Focus on time management. Learning styles (auditory; kinesthetic; visual; multi [combination of the three]).

Pre-Assessment: Time Management Challenges:

- Too much to do; Distractions; procrastinating; prioritizing; no multi-tasking skills.

Time Management Model: For example, 7 pages Essay on To Kill a Mockingbird, due in 2 weeks.

4 step process.

1. Make a list of everything you need to do.
2. Estimate time on what you need to do
3. Total the time (scope of everything)
4. Plan (working backwards from the due date).

1. *Make a List:*

1. Read and understand assignment (when due, how many pages, does it need to be double spaced, now many references, specific request by teacher) – **5 minutes (estimate time)**
2. Topic? (pick a topic **10-15 minutes**)
3. Research (how long are you going to take doing research? If 7 pages, **3-5 hours**.)
4. Brainstorm/create an outline (very important to outline!). **1-hour**
5. Rough Draft **2 hours**
6. Proofread rough draft (by teacher, adult, parent, students, tutor, yourself). **1-hour**
7. Edit **1-2 hours**
8. Final Draft **20 minutes**
9. Print it. **5-10 Minutes**
10. Turn it in! **1 minute**

3. TOTAL: 14.5 HOURS

If you wait until the day before its due.... PANIC!!! Do not put yourself in this situation. 1) How stressful would it be if you waited until the last 2 days to do the work. 2) GET STARTED RIGHT AWAY.

4. Plan (Work Backwards from Due Date):

Work backwards from due date, using a month at a glance calendar. Consider building in buffers and not stack major items near the due date. Consider whether, when writing rough draft, you need continuous bulk of time or whether you can be one that can start and leave and come back to where you were before (power through v. taking things in small chunks). Plug in the items on the list that need to get done on the calendar.

Time Management Tips:

- Build in buffers
- Consider your learning styles
- Be realistic
- Use planners (some after-school planners, hour by hour, weekday)
- Take breaks in between chunks of work.
- Consider time of day

Can create the month at a glance on post its so can move items around; can place the calendar on clear plastic and post it where all can see.

Audience feedback:

To deal with the time management challenges:

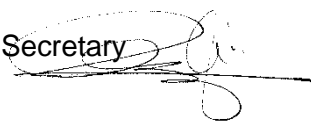
- Make a plan on a calendar (month-at-a-glance);
- Make a plan;
- Get it done;
- Use the planners more and put in realistic buffers
- Take breaks (schedule breaks);
- Build in rewards for yourself (students) once you achieve a milestone;
- Use electronic planners (use phone calendar; use camera to take picture of assignment).

7. Nominating Committee for 2015-16 PTSA Board:

Call out to any and all interested AHS parents who would like to be on the 2015-16 PTSA Board nominating committee, please email your current PTSA Board at ahs-ptsa-board@googlegroups.com. We need four brave souls to come up names of possible volunteers or individuals who are voluntold to be on next year's Board.

9. Adjournment

Submitted by Margarita Zamora Esmaili, Secretary



Web Resources

<p>eScrip: http://www.escrip.com Secure site allows you to sign up or update your eScrip membership</p> <p>AHS eTree http://groups.yahoo.com/group/ahsnews/ Moderated list for official AHS and PSTA announcements</p> <p>AHS PTSA: http://ahs.ausdk12.org/committees/ptsa</p>	<p>AHS Website http://ahs.ausdk12.org Includes information from school, link to PTSA</p> <p>AlbanySchools http://groups.yahoo.com/group/AlbanySchools/</p> <p>Aeries: https://abi.ausdk12.org/aeriesportal/LoginParent.aspx?page=default.aspx</p>
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Calendar of Events

2014	2015
August 7, 2014 — PTSA Board Meeting	January 5, 2015 — PTSA Board Meeting
August 25, 2014 — Orientation	February 2, 2015 — Parent Education Presentation
August 26, 2014 — First Day of School	February 2015 — 2015/16 Board Nominating Committee
September 8, 2014 — PTSA General Meeting	March 23, 2015 — PTSA Board Meeting
September 22, 2014 — PTSA Board Meeting	April 2015 — 2015/16 Board Nominations Due
October 6, 2014 — PTSA General Meeting	April 6, 2015 — PTSA General Meeting
October 20, 2014 — PTSA Board Meeting	April 20, 2015 — PTSA Board Meeting
November , 2014 — Parent Education Presentation	May 4, 2015 — Last PTSA General Meeting

AHS PTSA Officers and Committee Chairs - 2014-2015

Position	Name	Email
<i>Executive Committee:</i>		
President	Kendra Knowles	knowlesclan@comcast.net
Treasurer	Chloe Mosqueda	mrscmos@yahoo.com
Parliamentarian	Sarah Oldershaw	Sarah0652@gmail.com
Secretary	Margarita Zamora Esmali	mzesmaili@gmail.com
Vice President of Membership and Volunteers	Iris Miranda	irismiranda@sbcglobal.net
<i>Income:</i>		
Membership		
<i>Programs:</i>		
2015 Grad Night	Iris Miranda	irismiranda@sbcglobal.net
2015 Prom		
Instructional Improvement Committee (IIC)	Beth Thomsen Kendra Knowles	beththomsen@gmail.com ; knowlesclan@comcast.net
Site Council	Mike McDonald Phyllis Pennington-Kent	m.mcdonald23@yahoo.com phyllispk@gmail.com
Career Day & Job Shadow Day	Marianne Fisher	Mariannef811@sbcglobal.com
Senior Celebrations	Pat Low	patjlow@gmail.com
Teacher Treats (monthly)	Sonja Ross Alice Ely	hanevross@sbcglobal.net ajely@juno.com
Staff Appreciation	Lisa Kirkby Beth Thomsen Sonja Ross	breadandcake@comcast.net beththomsen@gmail.com hanevross@sbcglobal.com
Web Communication	Marina Zavala	marina@marinasplace.com
Test Proctoring		