

**Konawaena High School  
Parent Teacher Student Association  
Board Meeting January 18, 2012**

Board Members Present: Vice President of Membership Gloria Krier Matthews and Secretary Mindy Dodge, Vice Principal Diane Spencer and 4 KHS students.

The meeting was called to order by Secretary Mindy Dodge at 11:19 pm.

**Secretary's Report:** Minutes of the November 29, 2011 meeting were approved.

**Treasurer's Report:** Via email Doreen submitted report. A checking account balance of \$589.53 and savings account balance of \$100.99 were reported. Treasurer's report approved.

**Student Input:** Four KHS students attended the meeting - Sage Aoki, Melissa Baltazar, Kalani Kadooka and Camille Ricketts.

- Registration - too much waiting, long lines. Suggestion - hold it over the course of a week with Mon for seniors, Tues for juniors, Wed. for soph., Thurs. for fresh. and Fri. as a make up for anyone who missed the other days. Additionally, giving students their schedule the end of May was a great improvement from prior years when it was done the first day of school.

Possibly get additional staff to help with scheduling changes on registration days - although maybe the "all week" registration would help with the long waits.

Administration Response: Registration will be handled over summer. This will include schedule pickup, fees and due payments and submission of forms. There will not be a designated registration week or days. The counselors will be in on 2 days to make any schedule changes. Schedules will go home with students before the end of the school year.

- Class Scheduling - Need to coordinate schedules for honors and AP classes so that these students have the opportunity to take all the classes they want vs. having to choose AP Eng. over AP science because they are only offered once during the same class period. If possible, recommend scheduling them during Pd. 1 thru 5 in case some students (seniors) leave campus after lunch.

Administration Response: We are a small school with limited class offerings. We try to not schedule AP and Honors classes at the same time.

- Class advisors - make sure the experienced advisors are not all assigned to one or two classes but are spread out so their knowledge is shared and available for all classes. Document what each class is expected to do ie. freshman do water for graduation, juniors do steak fry, seniors do pancake breakfast.

Also, there is concern about commitment of some advisors to really helping, supporting, guiding the class in their projects/fund raising efforts.

Administration Response: Having a parent or a group of parents (room mom idea) to work with advisors and attend class meetings would be very helpful. Could the PTSA assist with getting class parents? It would also be helpful to start establishing the class binder to pass along from year to year with the "how tos" and tips for all of the class activities.

- Upper class buddy system - pairing jr/sr students with incoming freshman to get to know the school, where things are and just a friendly upper class face.
- Tutoring - using students (KSG, Leo Club, NHS, others), possibly retired community members for help during and possibly after school?

Administration Response: We will be starting a study hall with 9th graders Tuesday, January 24, 2x a week during recess. We will also be working to recruit some older students to assist.

- Parent night at the beginning of the school year - possibly in place of Open House night

Administration Response: We will be looking into having a freshmen parent orientation meeting and mentoring for the 1st quarter.

- Include in orientation/new school year packet - a survey of what parents are willing to help with (ie. please check all that apply - tutor, fundraising, misc. volunteer, donations (time, materials, etc.) and how best to contact parents.

#### **Membership Drive:**

- PTSA Facebook page - ongoing
- KHS web site - Ms. Obregon is working on the site as a class project.

**School Updates:** none.

**Teacher surveys:** Gloria will summarize and email summary to Mindy for inclusion in meeting minutes.

**Concession/Ticket Booth Update:** Additional repairs are needed before a health inspection can be requested. Several items require attention: ceiling paint, ice machine cover, electrical wiring, and some exposed pipes. AI will talk to Shawn about any available funds and with Glenn about the work.

**College Financial Aid Night:** A successful evening, more than 50 people attended.

#### **Future Events:**

- Teacher Appreciation Day - May 8, 2012 - need to confirm that there are no training classes on that day so all teachers can attend if possible.

Next meeting scheduled for Tuesday, February 7, 2012 at 6 PM in S103.

January 18 meeting adjourned at 12:13 PM.

Submitted by: Mindy Dodge, Secretary