

# Booker T. Washington High School PTSA/PAC Meeting Agenda

MINUTES

29 AUG, 2011

6:30PM – 8:30PM

CAFETERIA

<b>MEETING CALLED BY</b>	President – Louise Videau
<b>TYPE OF MEETING</b>	Monthly Meeting
<b>FACILITATOR</b>	Louise Videau
<b>NOTE TAKER</b>	Stephanie Davis-Keeton - Secretary
<b>ATTENDEES (PTSA OFFICERS)</b>	Louise Videau – President Edie Dance – Vice President Stephanie Davis-Keeton – Secretary Stacy Lurate – Treasurer Betsy Tait – Volunteer Coordinator Karla Trawick – Hospitality
<b>ATTENDEES (SCHOOL STAFF)</b>	Dr. Michael Roberts – Principal Ms. Susan Soderlind - Vice Principal Ms. Pamela Hicks – Teacher/Faculty Representative Mr. Jeremy Tompkins - Vice Principal (Facilities)
<b>PARENTS</b>	Annotated on Separate Sign –In Roster: A Total of 51 in attendance, to include staff and officers listed above.

## Agenda Topics:

<b>DISCUSSION</b>	Call to Order
Meeting called to order by President Louise Videau at 6:30 p.m.	
<b>DISCUSSION</b>	Introduction, recognition of officers, and items of interest.
President Videau opened with an introductory speech and recognition of officers. She outlined the following areas as focal points for the upcoming year: Increasing public relations; Alumni support; Fundraising; Student recognition; and requested volunteer support for Photo Days (class pictures).	
<b>DISCUSSION</b>	PAC REPORT – 6:33
Dr. Michael Roberts	<p>Dr. Roberts opened with an introduction and stated the school year was off to an excellent start. Ms. Pamela Hicks was introduced as the Teacher/Faculty representative for this session. Dr. Roberts reported on the following:</p> <ol style="list-style-type: none"> <li>1) Open House scheduled for Sept. 13, 2011 @ 6pm – more details to follow with updates via school website and phone messaging system.</li> <li>2) Total enrollment = 1,616 students (502-9<sup>th</sup> Graders, largest in 5 years; 383-10<sup>th</sup> Graders; 386 – 11<sup>th</sup> Graders; 339 – 12<sup>th</sup> Graders; and 6 – Pre-K students.</li> <li>3) There is a newly formed PAC Council made up of ten teachers and four students. Goal is to meet monthly to discuss opportunities and concerns of the school.</li> <li>4) School is being equipped with new cameras (inside/outdoors); installation/completion date scheduled for Oct-Nov timeframe.</li> <li>5) A number of new teachers hired:             <ol style="list-style-type: none"> <li>a) Cheryl Rembert – Math</li> <li>b) Glenda Ortiz – Spanish</li> <li>c) Raquel Edwards – Spanish</li> <li>d) Katie Huggins – Art</li> <li>e) Joseph Dean – Math</li> <li>f) John Saxon – Math</li> <li>g) Maritess Gibbs – English</li> <li>h) Audra Giguere- Math</li> <li>i) Summer McClellan – ESE</li> </ol> </li> <li>6) The school does not have a full-time permanent nurse on staff.</li> <li>7) Check school website for Report Card distribution dates, Newsletter – printed quarterly, and resource for locating important documents.</li> </ol>

	8) Homecoming scheduled for Sept 09, 2011 against West Florida.	
<b>DISCUSSION</b>	<b>VICE PRINCIPAL'S REPORT/CURRICULUM – 6:41PM</b>	
Ms. Susan Soderlind	<p>Vice Principal's report provided by Ms. Soderlind. The following points were covered:</p> <ol style="list-style-type: none"> <li>1) Core classes cannot exceed 25 students; classes leveled due to size.</li> <li>2) Adult program will be phased out for earning HS credits; Escambia/Florida Virtual School will take its place.</li> <li>3) End-of-Course exams are being implemented: Geometry &amp; Biology – 30%; following year = 100%; Algebra 1 &amp; 1B, and Geometry Honors. There are two cycles for test administration, Jan or spring.</li> <li>4) Curriculum moving towards Project Base Learning, whereas students are more self-directed and work in teams.</li> <li>5) Total enrollment for Summer Session – 368 students with 3 student leaders and 5 teachers.</li> <li>6) Focus – new grade book; problems with teacher's edition and no access to parents at this time.</li> <li>7) Currently at 4 ½ week point on Progress Reports.</li> </ol>	
<b>DISCUSSION</b>	<b>GUIDANCE REPORT</b>	
Louise Videau	<p>Report given by PTSA President in the absence of Guidance Representative.</p> <ol style="list-style-type: none"> <li>1) Parents of sophomores and juniors were highly encouraged to have their child(ren) participate in PSAT.</li> <li>2) Interested test takers were directed to report to Guidance with fees.</li> <li>3) Emphasis placed on utilizing the Guidance department.</li> <li>4) National Merit Scholar – criteria discussed</li> <li>5) Audience was asked to familiarize themselves with college boards and state requirements.</li> </ol>	
<b>DISCUSSION</b>	<b>VICE PRINCIPAL'S REPORT/FACILITIES</b>	
Mr. Jeremy Tompkins (with the assistance of Dr. Roberts when Drug Testing Policy was presented)	<p>Report provided by Mr. Jeremy Tompkins.</p> <ol style="list-style-type: none"> <li>1) ID Policy – not optional, this will assist in identifying students due to absence of fencing around the school's property.</li> <li>2) Awaiting pictures and replacement badges will cost \$3.00. Badges will be worn on lanyards and not subject to decorating.</li> <li>3) Infractions: 1<sup>st</sup> occurrence – warning with issue of temp badge; 2<sup>nd</sup> occurrence – warning with a call to parent(s)/guardian(s); 3<sup>rd</sup> infraction – conference with parent/guardian; and 4<sup>th</sup> infraction – Referral.</li> <li>4) Tardy Policy – students will be issued three tardy tickets per nine weeks. If students are more than five minutes late, it is considered as skipping.</li> <li>5) Students will receive a referral if they "do not" physically possess their issued tardy tickets.</li> <li>6) Students must be inside the classroom when the teacher closes the door. Discretionary based upon individual teachers if the students are required to be in their seats.</li> <li>7) Teachers have the right to their own classroom rules/policies.</li> <li>8) At the end of each nine week periods, tickets are reissued (different color) by homeroom teachers.</li> <li>9) Students are rewarded for unused tardy tickets.</li> <li>10) Positive Behavior Support – Positive Behavior Support Matrix used to improve discipline, office management, and classroom management. A study was conducted with students and data gathered to support positive reinforcement within the classrooms and school. There is a three step process prior to students receiving referrals, unless blatant. To date, only three referrals.</li> <li>11) Cat Scratches – rewards for good behavior</li> <li>12) Lockers – shortage identified; maintenance working the issue.</li> </ol>	

	<p>Students have ten minutes in the a.m. and Third period for lockers and book exchange.</p> <p>13) Drug Testing – mandatory for students who drive on campus, participate in extracurricular activities, and clubs. Parents must present a notarized “Annual Consent to Student Drug Screening” Form. One form is sufficient for all student activities. A master roster will be maintained by the front office.</p> <p>14) Drug testing equates to .25% of student body (2 – 3 students per week) and is totally random from a database. Dr. Roberts or Ms. Soderlind, in conjunction with the school’s clinic trained personnel will be involved in the process. There is no over-the-shoulder observation by an actual person. Dr. Roberts will notify parents of testing and results.</p> <p>15) Parents must notify clinic if student is on medication.</p> <p>16) Drug Testing Results – Dr. Roberts will notify parent/guardian immediately and student will be removed from any extracurricular activity. In the event of “Non-Negative” results, students are offered an opportunity to participate in a voluntary treatment program. Parents must sign a Release from Liability on non-negative results within seven days upon notification of results.</p> <p>17) Reinstatement – after 30 days and a clean test result, students may be reinstated.</p> <p>18) School Notaries – Mrs. Smith, Mrs. Marchman, and Mrs. Gregory.</p>	
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<b>OLD BUSINESS</b>	SECRETARY/MINUTES	
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Stephanie Davis-Keeton	<p>Minutes from previous meeting conducted on _____ were read with minor spelling errors in regards to personnel names.</p> <p>Motion for approval by _____.</p> <p>Seconded by _____.</p> <p>Minutes were approved.</p>	
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<b>OLD BUSINESS</b>	HOSPITALITY REPORT	
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Karla Trawick	Due to time constraint, Ms. Trawick introduced herself and provided audience with contact information and a brief overview of her role.	
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<b>NEW BUSINESS</b>	PRESIDENT’S REPORT	
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Louise Videau	<p>Mrs. Videau covered the following:</p> <ol style="list-style-type: none"> <li>1) Informed attendees of e-mail account for communicating with the PTSA Officers</li> <li>2) Provided information on BWSH PTSA Facebook account.</li> <li>3) Location of Parent Tab on school’s homepage.</li> </ol>	
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<b>NEW BUSINESS</b>	MEMBERSHIP REPORT	
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Kim Bernstein	<ol style="list-style-type: none"> <li>1) Coordinator has received 140 envelopes from teachers with PTSA applications.</li> <li>2) Sponsors identified on webpage</li> <li>3) Reviewed PTSA’s General Fund - \$250; fundraising goal of \$1,500</li> </ol>	
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<b>NEW BUSINESS</b>	VOLUNTEER COORDINATOR	
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Betsy Tait	Mrs. Tait requested more assistance with volunteer efforts and members were informed that the blue forms must be completed in order to volunteer.	
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<b>NEW BUSINESS</b>	TREASURER’S REPORT	
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Stacy Lurate	<p>Treasurer provided written report – attached to hard copy of minutes.</p> <p>Motion to approve budget – Debbie Bush.</p> <p>Seconded approval – Shannon Lipham</p> <p>Budget approved.</p>	
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<b>NEW BUSINESS</b>	<b>FACULTY REPRESENTATIVE REPORT</b>	
Pamela Hicks	Ms. Hicks is overseeing the "teacher's wish list" and requesting small items such as, kleenex, hand sanitizer, pencils, etc.	
<b>NEW BUSINESS</b>	<b>SGA REPORT</b>	
Luke Bosso	SGA President announced upcoming student activities/events.	
<b>NEW BUSINESS</b>	<b>CLASS REPRESENTATIVE'S REPORTS</b>	
	N/A – Ms. Videau needs to meet with sponsors	
<b>NEW BUSINESS</b>	<b>OTHER NEW ISSUES</b>	
Next Scheduled Meeting	Monday, September 19, 2011; Topic: What do parents need to know about Bright Futures and other college scholarships and financial aid?	
<b>CLOSING</b>		
Louise Videau	Meeting adjourned at 7:48 p.m.	Meeting adjourned at 7:48 p.m.

DRAFT