

**LA JOLLA HIGH SCHOOL PTA
GENERAL MEETING MINUTES
September 5, 2008**

The meeting was called to order at 9:00 am by President, Sarah Schrier.

President's Report - Sarah announced the following:

- The PTA is an organization that advocates for children's issues with over one million members in California. Because of the valuable work that the LJHS PTA performs, Sarah encouraged attendees to become members and to encourage others to join, too.
- Sarah explained that instead of reading and approving the minutes from the previous meeting, the PTA uses three volunteer readers from each meeting to review the draft minutes and make changes. The final version of the minutes is then posted at the LJHS PTA website. Linda Dowley, Teri Newlee and Ellen Brice volunteered to read the minutes.
- Existing openings for volunteers with the LJHS PTA include the following:
 - Legislative chairperson.
 - SAT preparation class coordinator (beginning in Spring 2009).
 - Locker coordinator (beginning in two years).
 - Family Directory Coordinator.

Sarah asked that anyone interested in volunteering for or learning about any of the open positions to contact her.

- Sarah proclaimed "thank you" to the following people:
 - Diana Hoff for work on the e-blast system ("Constant Contact") and PTA website.
 - Jane Pulliam for continued work with the award-winning LJHS PTA Newsletter.
 - Lee Trahan and Diane Shwisberg for successfully arranging for the mailing of the LJHS PTA Newsletter before the start of school.
 - Danielle Rodé for her assistance on the LJHS PTA website.
 - Mary Fee and Cal Mann for their extensive work and the fabulous results at student registration.
 - Georgia Hornback for the excellent "Welcome Back" Luncheon for LJHS faculty and staff.
 - PTA Executive Board for assistance during the summer.
 - Bee Mittermiller, former President, for all the counsel and help that she has provided to Sarah.

Treasurer's Report – Amy Heap presented the Treasurer's Report, including the current balances of the LJHS PTA savings account and checking account. She recited the receipts and checks issued. In addition, she reviewed the contents of the proposed budget for 2008-2009. A motion to approve the proposed budget for 2008-2009 was seconded and carried. A motion to approve the Treasurer's Report for September and ratify the checks as written was seconded and carried. Amy also reviewed the variations between the amounts budgeted and the amounts actually expended. (Note: the actual report is filed with minutes.)

Audit Report – Sylvia Wong announced that she had examined the books of the LJHS PTA and found that they were correct and accurate. A motion to approve the Audit Report was seconded and carried.

Programs – Tina Greenberg, Vice President of Programs, reported as follows:

- The first Principal’s Chat of the school year will be held at La Jolla Methodist Church at 7:30 a.m. on October 16, 2008. Two more Principal’s Chat sessions will be held during the school year.
- An evening education program for parents is being planned. More details will be available at a future PTA meeting.
- In May 2009, a college preparation night for parents and students will be hosted by the PTA with a parent panel.

Historian – Sandra Sloan, Historian, explained that her job duties as Historian were to collect and record the volunteer time expended on behalf of the LJHS PTA activities, which helps to maintain the LJHS PTA status as a tax-exempt organization. She encouraged all volunteers to record their hours with the PTA.

Ways and Means – Pam Zuckerman, Vice President of Ways and Means, explained that the LJHS PTA makes mini-grants available to LJHS teachers in amounts up to \$350 to supplement their supplies and equipment. She presented the following requests for mini-grants:

- \$350.00 for Nurse Lisa, for health treatment supplies.
- \$350.00 for Howard Tenenbaum in the science department for Chemistry student kits to test nitrate and phosphate levels in local soil and water samples.
- \$350.00 for Ken Davis in the transportation technology department for some basic automotive tools.
- \$341.00 for Patricia Lo in the world languages department for enrichment materials such as games and CD-ROMs for French students.
- \$165.00 for Holly Eaton in the science department for Physics class materials.

A motion to approve the mini-grant requests was seconded and carried.

Membership – Linda Rutgard, Vice President of Membership, announced that 864 members had joined the LJHS PTA. Linda expressed her thanks to Bee, Sarah, Margaret Ohara and Wendy Roos.

Linda encouraged attendees to participate in PTA activities and noted that involvement improves the high school experiences of the parent and the student. She also described some of the additional benefits of membership, such discounts in some local stores and attractions.

Advanced Placement Workshop – Anne Howard explained that the AP Workshop is hosted by LJHS as an event where approximately 400 teachers from across the U.S. come to prepare to teach Advanced Placement classes, and the College Board pays the school to host the event and provide breakfast and lunch to attendees. The event is the single-largest fundraiser for the LJHS PTA. The event will be held on Saturday, October 11, 2008, so volunteers are needed the day before to procure the food and then two shifts of workers (6:30 - 10:30 a.m. and 10:00 a.m. - 2:00 p.m.) on the day of the event.

ASB President’s Report – Sarah introduced Raquel Saxe, ASB President, who reported as follows:

- She thanked Mrs. Schrier for the invitation to speak, and thanked the LJHS PTA for its support of the school.
- Club Sign-Up Day will be held on September 10, 2008.
- LJHS’ Blast Off! event will be held on September 19, 2008.

- Junior and Senior Class dinner tickets will be sold at the upcoming Welcome Back Dinner.
- Homecoming will include a football game and floats at half-time on November 14, 2008 and the Homecoming Dance on November 15, 2008.
- The ASB Ball will be held on March 7, 2009 at the Hall of Champions in Balboa Park.

Blast Off! – Blast Off! Co-Chairperson Vanessa Ratliff explained that Blast Off! is an annual event for all students, faculty, administration, parents and community to celebrate the start of school at a home football game with lots of giveaways for students who come dressed in class colors as a friendly and spirited competition. She said that volunteers will be selling food, LJHS merchandise and fund-raising items. Blast Off! will be held on September 19, 2008, at the football game versus San Diego High School.

GATE/DAC – Lee Trahan explained that she is the LJHS representative to the SDUSD District Advisory Council, which handles GATE and seminar programs. She indicated that last year’s change by the SDUSD Board of Education was to eliminate the Seminar Choice Program that permitted Seminar-qualified students to apply for enrollment at any high school offering the seminar program. As a result, students would be restricted to their attendance area high school. However, due to Lee’s work over the summer, the Board of Education modified the program to permit siblings of current seminar students to be “grandfathered” into those high school programs.

Grade Level Representatives Coordinator – Parent Rep Coordinator Anna Marie Cameron explained that she coordinates all of the grade level representatives’ efforts. She explained that each class raises money during their freshman, sophomore, junior and senior school years in order to reduce the senior dues for graduation events such as Senior Prom, Yearbook, Graduation Cap & Gown, Senior Breakfast and Graduation.

Anna Marie indicated that a head representative for the freshman class is needed.

Governance – Michael Briggs, last year’s Chairperson of the Governance Committee, explained that the LJHS Governance Committee is a shared decision-making body at LJHS that determines issues important to the school and is comprised of administration, faculty, staff, parents and a LJHS Foundation representative. He explained that Governance plays an important role in that Principal Dana Shelburne reports to the Governance Committee, which conducts his annual performance review under the terms of the LJHS Instructional Autonomy Agreement with the SDUSD. He announced that the Governance Committee will likely focus on academics, implementation of the school code of conduct (referred to as R.O.O.M.), cheating by students and staffing at the Library Media Center on campus. Michael stated that the meetings are open to parents, and that the first meeting will be held on Monday, September 8, 2008, at 2:30 pm in Room 302, and further meetings will be held on the first Monday of each month when school is in session that day.

Health and Safety – Pat Robbins, R.N., Health and Safety Liaison, explained that her responsibilities included coordinating the fulfillment of the needs of the LJHS school nurse (Nurse Lisa) and providing information to parents. She indicated that from the Health & Safety budget the costs of CPR training and deployment of the drug-sniffing dog are covered.

Pat highlighted two upcoming lectures of interest (which will be announced through an e-blast) as follows:

- September 23, 2008. Ritalin and Adderall for students offered at the UCSD Medical Center at 6:30 p.m.
- October 23, 2008. Telling When Teens are in Trouble offered at the San Diego Office of Education and co-sponsored by San Diego State University.

Pat reminded attendees that Nurse Lisa has a list of items that she would like to have donated to the Nurse's Office at LJHS. They are posted on the LJHS website.

Reflections – Martha Ready, Reflections Chair, explained that Reflections is a national PTA program that provides recognition for achievements in six areas of the fine arts through an annual competition. This year's topic is "WOW!" Local entries are due on December 5, 2008. Winners will be entered into state and national competitions.

Hospitality – Mindy Wing asked for additional volunteers to help by providing refreshments for one upcoming PTA meeting as well as events recognizing Administrative Assistants on April 22, 2009, and Teacher Appreciation on May 4, 2009.

Library Tribute – Gillian Moss discussed the library tribute fund at LJHS and reasons that attendees might make a donation for additional materials, such as acknowledgement of a student, a teacher, or a coach. She encouraged support for the Library Media Center and explained that a future newsletter article will explain how to make a contribution.

La Jolla Moneybooks – Sarah introduced Susan Saeed, who announced that La Jolla Moneybooks that provide savings and free items at restaurants and local stores are available for only \$20 (with \$10 going to the PTA).

Newsletter – Jane Pulliam, Newsletter Editor, announced that articles for the upcoming October/November issue of the newsletter are due tomorrow, September 6, 2008. Articles should be sent to the e-mail address of newsletter@lajollahighPTA.org. Jane also mentioned that people can opt-out of receiving issues of the newsletter through the mail and read copies on-line, which saves the LJHS PTA time and money.

Newsletter Mailing – Lee Trahan, Newsletter Mailing Co-Chair, explained that the LJHS PTA Newsletter is mailed six times each year, and explained the procedure for and benefits of opting-out of receiving issues through the mail. Lee expressed her thanks to the volunteers who helped assemble and mail the first edition of this year's LJHS PTA Newsletter.

Publicity – Sarah introduced Cindy Polger, Publicity Chair, who is a retired public relations consultant. Cindy explained that her role is to coordinate publicity efforts regarding the LJHS PTA and student activities and achievements. She stated that she is adding web pages to the LJHS website, and explained how committee chairs could make use of press releases. She solicited attendees to send her their ideas regarding publicity.

Registration – Sarah introduced Cal Mann, who assisted Mary Fee, this year's Registration Chair, and will assume the role next year. Cal praised Mary Fee, described how well the student registration process went and thanked all the volunteers for their work.

Cal also explained that he is the La Jolla Rotary Club interface with LJHS and the PTA, and that he serves as advisor to the LJHS Interact Club. He explained that the La Jolla Rotary Club scholarship funds program awarded \$150,000 in college scholarships to La Jolla students last year.

SAT Preparation Classes – Sarah reported that a new series of SAT prep classes start tomorrow, for which registration has closed. She explained that the two instructors are retired LJHS classroom teachers and that the classes are offered for a fee less than \$200.

VEEP Reps – Isabel Vega explained that her role is to provide communications with parents of VEEP students and to encourage them to attend the Principal’s Chats that are held at Memorial Middle School during the school year.

Welcome Back Dinner – Lindy Mamer and Pam Zuckerman, Co-Chairs of the Welcome Back Dinner, announced that the dinner for all LJHS parents will be held on September 16, 2008 this year. Lindy indicated that Contemporary Catering would again provide an excellent meal and various administration and student leaders as well as volunteer organizations would provide brief welcome speeches. In addition, Ann Peterson would again be making beautiful centerpieces for the tables. Lindy said that registration forms can be sent to the LJHS office, and she thanked the Link Crew leaders for providing volunteers for the event. Lindy also asked for parent volunteers to help.

LJHS Foundation – Jackie Helm introduced herself as the immediate past president of the LJHS Foundation. She reported as follows:

- Thanks to the PTA and its members for the invaluable help provided to the LJHS Foundation.
- The Foundation has two current fundraising activities underway:
 - eScrip program sign-up forms are available that give donations to the LJHS Foundation when people shop at Von’s and other local businesses.
 - The Taste of La Jolla among La Jolla Village restaurants will be held on October 13, 2008.
- The Foundation will send its first newsletter in October.
- The “Save Our Teachers” Campaign successfully raised almost \$100,000, and Jackie expressed her thanks to people who made a donation.
- Jackie will be the liaison this year between the LJHS PTA and the LJHS Foundation.

Principal’s Report –

- Principal Dana Shelburne introduced himself, explaining that he was a teacher and a vice principal at LJHS before becoming its principal. He explained that one of his sons is a graduate of LJHS and the other is a current student.
- Dana explained that LJHS tries to be a good neighbor regarding noise and parking issues, but he noted that the high school campus was isolated in 1922 when it opened and that the local houses were subsequently built around it.
- He encouraged attendees to visit the Big Gym to see the banners indicating all of the championship sports teams from La Jolla High from 1925 through 2008.
- He explained that academic awards won by LJHS and its students are displayed in the main office. He praised the long hours invested by students, teachers and coaches to win athletic and academic awards.
- Dana thanked the PTA and the LJHS Foundation volunteers for all their assistance to the school. He noted that the volunteers did an excellent job at LJHS registration, noting that the efforts facilitating registration allows students to start classes on the first day of school rather than be engaged in registration and textbook issuance for up to two weeks as is the case at some high schools. He noted that LJHS does not have enough personnel

- to handle early registration on its own and also conduct all the meetings that are necessary at the start of the school year.
- Dana discussed the LJHS instructional autonomy that was granted in 2001 and approved by the SDUSD Board of Education, which permits the principal to establish the curricula and select textbooks, among other instructional activities.
 - Dana described some of the problems that were encountered with the school district budget cuts last spring, and how the Save Our Teachers fundraising enabled him to arrange the return of some of the LJHS talented teachers who were laid-off. He explained that the SDUSD offered an additional vice principal to LJHS, but Dana elected to hire an additional teacher instead. He expressed his regrets that current funding did not allow him to hire a full-time librarian, but that classroom teachers were his priority. He explained that the Library Media Center issued all the necessary textbooks due to the superb efforts of parent volunteers and the part-time library aide and the Muirlands Middle School librarian. The Library Media Center will be open two days a week until additional funding is found to possibly hire the Muirlands Middle School librarian for two additional days each week. Dana explained other measures that were implemented to minimize expenses at LJHS, including the use of electronic responders in classrooms for giving tests and encouraging participation.
 - Regarding Goals and Objectives for the 2008-2009 school year, Dana noted:
 - The Governance Committee adopted a set of behavior priorities for everyone at LJHS – the R.O.O.M. list. He explained that posters will be displayed in classrooms and banners were present throughout the school. He explained that LJHS participated in the national ethics high school survey, and that results would be available next month. He emphasized that these steps were taken for character building of students.
 - Dana explained that teachers are being encouraged to ensure that as much teaching time as possible is squeezed into available class time.
 - He announced that Proposition S is being placed on the November ballot by SDUSD as a continuation of Proposition MM, which was used for capital improvements in San Diego City Schools. More information is available at the website www.edforchildren.com.

Questions for Principal Dana Shelburne:

- When will student planners arrive? Dana explained that they should arrive soon.
- Does LJHS have a school improvement officer like other schools in the SDUSD? No. Due to the LJHS Instructional Autonomy Agreement.
- What is being done about the classroom conditions for Latin 3 / 4 taught at Muirlands Middle School? Dana promised to look into whether there are adequate seats in the classroom. He explained that with the slightly different bell schedule, there is no penalty for students who are slightly late in arriving at class on the Muirlands Middle School campus.
- Who replaced Mr. Decker after his retirement? Dana stated that Mr. David James, a teacher and marine biologist was hired. He will also be the advisor to the National Oceanographic Science Bowl teams at LJHS, and will follow in Mr. Decker's footsteps by picking up sea life samples at 5:00 a.m. for classes.
- What are the science requirements for graduation at LJHS? Dana explained that instructional autonomy was used to require only two years of science classes (as opposed to three years in the rest of the school district) because some students and parents wanted

- to concentrate in the fine arts. He noted that a majority of LJHS graduates have taken at least three years of science.
- When is Naviance access available for students? Dana explained that Naviance is the on-line college selection and tracking program paid for by the LJHS Foundation. All LJHS students have access at present except freshmen. He explained the value of using the program to track college applications.
 - Are the jobs of any current teachers in jeopardy? Dana responded negatively, and explained that the school needed 1,670 students to maintain the current number of teachers. Currently, the counselors are accounting for no-shows and students on the waiting list for VEEP and Choice programs were being called to add to the student count (1,642). He explained that the demographics of the LJHS student body had not changed significantly over the past ten years although the percentage of local students had increased. He explained that due to its popularity, LJHS had not yet been affected by the national decrease in student-age population.

With no further questions or announcements, the meeting was adjourned at 10:40 a.m.

Minutes submitted by Michael Briggs, Recording Secretary