



**VASQUEZ HIGH SCHOOL PTSO
Planning Meeting Minutes
July 13, 2010**

2009-2010 Board Members: President - Janet Long, Vice President - Charleen Klein,
Secretary - Lee Jennings, Treasurer - open
Hospitality - Charleen Klein, Membership - Anne Dwyer

Board Members absent: Anne Dwyer

Members present: Cindy Fernandes, Laurie Hu, Anastasia Kahn, Justine McClendon,
Nichole Peterson, Sherie Peterson, Jessica Rathcke, Debbie Rocha, Will Simmons,
Shannon Tobin and Dr. Rubin Zepeda

1. **Call to order** at 8:45 p.m.

2. **Welcome and introductions**

- Dr. Rubin Zepeda, Principal Vasquez High School
- Will Simons, AADUSD Director of Maintenance/Transportation

3. **Elections (Position/nominee):**

- Nominees
 - President – Janet Long
 - Vice-President – open
 - Secretary – Open
 - Treasurer – Shannon Tobin
 - Hospitality – Katie Jones
 - Membership – Laurie Hu
- Nominations from the floor
 - Charleen Klein – Vice-President
 - Lee Jennings – Secretary
- Election of officers
 - Unanimous vote for above slate of officers

4. **Principal's Report – Dr. Rubin Zepeda**

- Meetings
 - set up meetings with parents, students and facility

- meeting with senior class, and Student Body Leadership on Thursday for freshman
- Peer mentoring - teams of seniors taking responsibility of groups of freshmen
- review previous years programs
- level up programs based on State testing
- Pride Program – contract with parents, students and school
- VHS Website
 - calendar for VHS
 - rebuilding website to communicate with students and staff
 - working with Jan Hudson to build website
 - should be up and running prior to start of school
 - beta test first
- New Construction
 - Possibly start of construction next summer
 - Working on permits now
- priority is academics
 - ramp up what is expected of students
 - fix academic problems up front, don't use summer school for catch up
 - History, science, history and social science core
 - work with Jr. High teachers to reach level of proficiency
 - summer school is sixty hours while semester is ninety hours
 - math students must take final exam and pass prior to moving to a higher level math class to demonstrate what they know
 - exit exam for 10th grade first taken for lower math and Algebra I
 - need to achieve higher levels, in the nineties, in first time test takers
 - one hour videos will not be allowed in class any longer
 - short segments of videos will be approved by Dr. Zepeda
 - Speak to teachers to develop anchor papers
 - Unified measurements for improvements for students
 - Development of academic vocabulary needed for entrance exams for college
- Open Teacher positions
 - English, Math and 2 Science
 - Needs to appoint Club sponsorships/ coaches, ASB/Activities Director, and Jr. Class Sponsor.
 - There are 128 applications for English alone.
 - Jan Hudson will teach AP11 and Kari Owens will teach 12th grade. Applicants must be credentialed for position. Looking for strong individuals in multiple grade levels

- Orientation
 - students can pickup schedules, handbooks and programs. In order to avoid scheduling problems of last year, Schedule changes all at once.
- Handbooks
 - will use District policies to develop handbook and get final approval from Board prior to distribution. Create policies not currently in writing.
- Activity Handbook
 - Standard Operating Procedures
 - Athletic Handbook that will be enforced
 - Security at school?
- Visual presence
 - In parking lot prior to school
 - Gate to greet all students and staff
 - Dr. Zepeda will be roaming around campus at all times as well as dropping into classes
- WASC accreditation
 - 3 year WASC
 - Community profile
 - Jan Hudson to chair
- Cindy Fernandes – Director of Education & Student Services
 - Work with site principals
 - Possible problem of report cards being updated by students
 - Process of changing grades

5. Minutes for June 14, 2010

- No quorum, minutes for informational use only

6. Treasurer's report as of May 2010

- Will post on internet

7. Anticipated Needs

- Nurse
 - She purchased hand sanitizer for each classroom
 - Need Kleenex for each classroom
- Emergency water
 - Debbie to approach Chris from Acton Water for emergency water they usually provide for school
- School Locks
 - Dr. Zepeda & Will to review locks on campus

- School Games
 - ASB container mice infested and needs better location for utilization and profits at games
 - Shannon will ask her husband to put electricity into shed for ASB
 - Possibility of obtaining smaller building for ASB
 - ASB gets field receipts
 - Need revamping of ASB procedures and visibility at games
 - Possibly additional concession stand on opposing teams side of field
 - No problem of opposing teams harassing our students at home games only at away games
 - Need port-a-potties near fields in order to stop usage of school facilities that may be vandalized due to lack of visibility from fields
 - Problems of where cheer group is located during games—flying dirt a problem
 - Need better ASB sound system
- Musicals
 - Starting first semester
 - Get on calendar early
 - Drama department should be supported by ASB
 - Develop Alma Mater & Fight Song

8. Events

- Campus Beautification
 - 7/27-7/28 - Campus Beautification, 7-12:00 am
 - 7/30-7/31 - Campus Beautification, 7-12:00 am
 - 8/2-8/6 - Campus Beautification, 7-12:00 am
 - 1st priority
 - Resurface cafeteria ramp
 - Remove rust and repaint all railings
 - Strip paint from benches and tables or replace boards
 - Walk through with MOT for safety and visual maintenance
 - Pressure wash cafeteria area
 - 2nd priority
 - Curb appeal
 - Landscape side to west under sign to match other side
 - Get large boulders for students to sit while waiting prior to opening of gates
 - Put striped painting in front of gates so cars won't stop in location for safety of students
 - Change drop off area to front of parking lot , not in front of gates
 - Striping in parking lot
 - Rock in area around Mustang with gold rock and colored brick rock
 - Must be compacted and bordered to keep in one area
 - Long term project

- Cover tables with c-band satellites
 - Use students to volunteer to beautify school
 - Get word out help via phone message, ads in Country Journal & Acton-Agua Dulce News and service clubs
 - Ask parents for physical help and materials
 - Ask class advisors to help out as well
- Community Forum
 - 7/26 - Community Forum with Principal Zepeda 6-8:00 pm, Acton School MPR
 - Meet with parents, possibly community leaders
 - Organize issues and develop plan of attack short term as well as long term
 - Hit big issues first, work way down , unless safety issues
 - PTSO to create forum to listen to issues of what they would like to see happen within school
 - Dr. Zepeda needs to have handbook to School Board for next meeting August 26th for approval prior to issuing to students
 - Use Cheerleaders to start forum with cheer
 - Janet will put in facilities use permit into District for forum at Acton new MPR
- District Welcome Back Breakfast
 - Possibly Friday, September 3rd
 - PTSO will pass out start up fund monies to teachers
- Back to School Night
 - September 22nd
- CAHSEE
 - First test 2nd week in November for juniors and seniors
 - March will be census for all 10th graders, exit exam
 - Dr. Zepeda doesn't feel strongly about giving a snack to students
 - Phone message to parents requesting them to send snacks with students for CAHSEE
 - Stress importance of CAHSEE testing to staff, parents and students
- Teacher Appreciation Week
 - Possibly shelf plaques for new Acton/Agua Dulce Library
- STAR
 - Test results come back to school 1st week in August, should go out to parents 2nd week
 - Send out phone message for pickup instead of mailing
- Portraits on Display
- Open House
 - Showcase work accomplished throughout year at end of year in May or June
- Prom

- Friday, May 13th with minimum day
- Senior Awards
- Night of the Stars
- Graduation
These dates are set by the school
- Aloha BBQ
- Orientation
 - August 23rd thru August 27th

9. Fundraisers

- Look at previous yearbooks to determine events and traditions to recreate
- Dr. Zepeda's opinion of what should be funded by PTSO
 - District is responsible for base instructional programs from the General Fund
 - Maintenance/Operations should come from the District, however, PTSO can supplement
 - Supplement not supplant
 - PTSO could establish teacher grants where teachers write up proposals for requests
 - Be specific about where funds go for fundraising
- ASB Dances
 - Need consistency of specific dances year after year
 - Leadership issue
 - Startup funds for new classes coming in
 - Write proposal for dances asking ASB to front dance
 - Dr. Woodard put regulations for ASB into process last year – must be revisited for implementation
 - Need management of extra-curricular activities
 - PTSO can support
- Membership Drive/Principals on the Roof
 - \$25/family
 - possibly bring back the \$5 student rate
 - have class completion
 - need marketing – more publicity and recognition of those that go to higher tier
 - rename three tiers
 - hand out membership forms at driveways to parents who attend events such as orientation
 - coordinate with all schools to start membership drive at beginning of year

- Those who purchase membership can receive 10 free tickets to Carnival and pie throwing at Dr. Zepeda.
- Money for Schools/Escrip
 - Publicize more
- Carnival
 - Set date for Carnival– October 24th
 - Elect Carnival Chair – Janet Long
- Mr. Vasquez
 - Wendy Barnes to act as advisor
 - Have event early in the year
 - Senior boys
 - Perform talent
 - Guest judges
 - Senior class fund raiser, not bingo
- M&M Night
 - Thursday, May 19th, 4-10 p.m.
 - Sell ad space on website

10. Open Floor

- Grants
 - Lee brought up the fact that the FOTL received a grant from SCE
 - Debbie will help with the writing of the grant

11. **Set date for Budget Meeting**

- Tuesday, August 10th, 8:30 a.m.
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12. **Next regular meeting date is September 13, 2010 at 3:30 p.m.**

13. **Adjourned at 1:24 p.m.**