

**Castlebay Lane Elementary School
P.A.T.H. General Meeting
Minutes for November 14, 2011**

Board Members Present: 11/18

Co-President, Marie Pitrat
1st VP, Durre Rizvi-Syed
3rd VP, Lisa Gilder
Secretary, Renee Missakian
Principal, Victoria Littlejohn
Room Parent, Suzanne Dersahakian

5th Grade, Marine Pilibosian
5th Grade, Safia Daks
Digital Communications, Wendy Moore
Digital Communications, Joe Kwan
Hospitality, Sumi Alhadeff

Board Members Absent: 7/18

Co-President, Jessica Ries
1st VP, John Lee
2nd VP Kay Hurst
Treasurer, Dawn Pattison
Enrichment, Laurel Tidemanson

Teacher Representative, Sandy Dorfman
Safety, Anne Bierling

Quorum Present: Yes

Guests Present: 6

Lori Kalman
Michelle Brekke
Anahid Grigorian

Tina Deis
Matt Navach
Jennifer Hull

Proceedings:

1. Call to Order

Meeting called to order by Marie Pitrat at 8:37 a.m.

2. Minutes

Corrections to the previous minutes as follows:

- From Dawn via email – we were not over budget – Just Think was higher than budgeted.

Michelle Brekke made a motion to accept the minutes. Suzanne DerSahakian seconded the motion. Motion passed.

3. Principal's Report

Safety

There are three volumes of the Safe School Plan; 1) Prevention, 2) Emergency procedures & 3) Recovery Procedures.

Volume I – social discipline, drug free, hate crimes, violence prevention, health and well being

Volume II – State Law for California, template for preparation of emergency procedures for LAUSD:

- Follows standard emergency management system
- Specific procedures
- Covers 20 types of emergencies
- Includes evacuation – 2 evacuation sites – ET Park or Sheppard of the Hills

Volume III – Crisis instruction plan

- Accidents
- Violent incidents
- Suicide of staff or student
- Death of staff or student
- Terminal illness of staff or student

School Report Card

AGT – Academic Growth over Time – measures the growth of the student and uses other statistics to come up with a number statistically of how they will grow and then make an average.

According to the School Report Card, we are at 60% for a clean school – not good enough for Ms. Littlejohn. She wants better. She also wants better than the current 60% for parents speaking with the teacher about schoolwork. We are at 44% for highest level of education, being graduate school. 67% of the student body must have fewer than 7 days of missed attendance. We have lost a total of \$22,000 in revenue from student absences so far this fall for September, October and part of November.

African-American, Special Ed. and ESL numbers are in the 80% range compared to 40% district wide. Latino numbers are not as high as they should be. 10% of Castlebay is Latino.

Projects

- Lowes is working on projects.
- MPR expansion is going to start soon. Current MPR is 1600 square feet – will become 4400 square feet.
- Work on ramp in the front will begin any day.
- Ms. Littlejohn is working on a grant with Hewlett-Packard to receive \$5,000 worth of computers, etc. at cost; for example, \$20 for printers, \$150 for laptops.
- Two bungalows will be moved next year.

It is estimated that 65 students are to move to the new school, along with three teachers.

4. President's Report

Marie Pitrat thanked everyone involved in Family Fun Day.

PATH is officially insured. She is working on official job descriptions for employees and the employee handbooks are being passed out.

5. Treasurer's Report

Budget looks good. Dawn is still collecting on some items from Family Fun Day, such as silent auction.

6. 1st VP – Just Think

Currently we are at 60% participation and have raised \$99,808. Friday will be the popsicle party at recess.

7. 1st VP – Corporate Sponsor

N/A

8. 2nd VP

N/A

9. 3rd VP – Family Fun Day

Lisa Gilder thanked everyone. Joe Kwan did an online survey for feedback. Just the carnival portion of FFD received about \$9500 and the silent auction received about \$5,700. It was suggested to put together the silent auction baskets earlier next year and put pictures up on the website to gain excitement about the prizes. Perhaps have an incentive like a popsicle party for the class whose basket gets the most money.

10. 5th Grade Coordinator

Marine thanked everyone that helped with the Haunted House. She said Kay Hurst was great. They made about \$900 on the Haunted House. Last year they only made \$600. They made about \$808 on the Halloween-o-grams. They lost about \$20 on the cotton candy. Coming up next is the Holiday Boutique which will be the first week of December.

11. Safety

Anne was not present at the meeting, however she did submit the following prior to the meeting:

- October 13th--teachers had parents/students sign Safety Contracts
- Rossana Rivellini purchased a new safety sign for the teachers' lot prohibiting entrance to non-staff)
- Oct 24th, Anne Bierling, Ann Danon, & Ms. Littlejohn met to evaluate the Oct 20th Fall Earthquake Drill--and formulate an action plan for improvements
- (Ann Danon made several purchases per the recommendation of the committee--and she and her husband, David, organized the shed)
- Nov 21st, Anne Bierling, Ann Danon & Ms. Littlejohn will inventory the First Aid Cooler & formulate a new First Aid Inventory List
- Nov 22nd, Ms. Littlejohn will have the staff inventory their Earthquake Bags/Mesh Bags per new Inventory List written by Anne Bierling
- The Safety Committee is researching CPR/First Aid Training for the staff
- Please continue to report flagrant traffic violators to Kay Hurst

12. Old Business

a. Accelerated Reader program – Presentation by David

- The children will read the books then take a quiz (which must be taken at school) to see what their comprehension of the book is.
- Student is assessed on current level, not grade level.
- There is about an 85% - 95% comprehension.
- Books are assigned points
- 140,000 quizzes – www.arbookfind.com
- Live chat support – for our time zone
- 6 hour training for teachers – two 3 hour sessions

Bottom line price – first year including training \$12,189 – subscription for subsequent years \$5,500 per year.

He will come back and do a staff presentation – probably on an early Tuesday.

13. New Business

a. Peeled Snack

Lori Kalman presented some samples from www.peeledsnacks.com. They approached Lori to see if we wanted to do a fundraiser. We were asked to try them out to see if we liked them.

14. Announcements

We received \$715 from our Souplantation fundraiser and \$220 from the Chuck E. Cheese fundraiser.

14. Adjournment

Next PATH meeting will be on December 12, 2011 at 8:30 a.m.in the teacher's lounge.

Meeting adjourned at 10:30 a.m.

Submitted by Secretary Renee Missakian

*Motions and their status are italicized for easy visibility.