

Admin Meeting
March 28, 2016

Attendees: Paige, Vicki, Matt, Adam, Jerry, Kathie, Kim

ASB - debrief Spirit Rally, field day update

Guidance - ACT (pre-ACT), do we want to give it to 10th graders next year? Check with Gunn to see if they want to do it (\$12)? What about flex day?

Ed Council -

No athletics to worry about this week.

April 13th girls lax

April 12th track at Los Gatos

Adam - math interviews 12-4pm @ DO

Vicki - CRT mtg, Woodside high on Wednesday

Admin Team Meeting

September 14, 2015

Attendees: Matt Hall, Paige Johnson, Adam Paulson, Jerry Berkson, Kathie Laurence, Vicki Kim, Kim Diorio

Athletics - *See Handout*

ASB - Make-up pictures this week. Still have 75 staff members and 500+ students that need their pictures taken.

Aikido concerns - Kathie will meet with Chris Kuszmaul

Homecoming/Spirit Week - dance is October 24th

Admin in ASB

Computer History Museum - capacity (750) \$8,000 bill the district since displaced this year

6th Man Club - Kathi Bowers is their advisor

Tutorial

- Letter going out today at noon
- Attendance taken at the end of the period
- Students need permit to leave slips if not on campus
- Adam will speak with Rachel Kellerman

Library (Adam)

English Writing Center: Wendy Breu and Crystal Laguna

Library Conference Room: Mary Ellen Bena

SAO: Matt Hall

MAC Jerry Berkson

MAC - have custodians arrange tables and chairs: Jerry Berkson

MAC library and boardroom need to be opened

Student Center - needs to be clean: Carolyn

Computer Labs (Adam):

CL-1: Neeraj

P-2: Mona Siegel

CL-2: Pat O'Hara

English Lab: Luis Martin

Math Resource Center: Nancy Scola + PE teacher

Science Resource Center: PE teacher

Social Science Resource Center: Justina Chau + PE teacher

(Adam) Nancy and Justina pull laptops carts into the resource centers.

Guidance

Working with Josh and Jonathan on infusing SEL curriculum into Advisory. Will start with the Mental Health awareness for 9th graders.

504 annual review meetings starting to be scheduled. Lots of meetings coming up.

New Paly swag - invite boosters to a Friday lunch cart for new swag

College Awareness Day

PSAT - all juniors. They don't need to sign-up.

Activities - guidance has a planning meeting tomorrow

QPR training in the afternoon, Mary Ellen will plan lunch

Calendar

Adam - here all week

Kathie - leaving early [REDACTED] 1:30, HS athletics, HP meeting tomorrow, meeting with Denise on Thursday re: Career Cruising, webinar to train counselors, Secondary records Thursday morning

Jerry - here all week

Vicki - secondary records on Thurs, co-teaching training on Wednesday (on-campus)

Paige - Wednesday morning [REDACTED] on Friday

Kim - Site Council today, HP tomorrow afternoon, Secondary Principals meeting,

**Admin Team Meeting
October 5, 2015**

Attendees: Matt Hall, Kathie Laurence, Jerry Berkson, Paige Johnson, Adam Paulson, Kim Diorio

Calendars -

Matt: Spirit Week planning. Computer History Museum is 900+. More parent volunteers. Staff judges all set. ASB going to 9th grade Advisory. Made a video about Spirit Week. Spirit Week shirts and homecoming tickets on sale.

Kathie: Out on Tuesday. PLC workshop on Wednesday.

Jerry: Here all week.

Adam: Here all week. IEP and 504's this week.

Paige: Here all week.

Kim: K-12 Principals meeting Tuesday, PLC retreat Wednesday,

Athletics - issues with lack of gym space when seasons overlap. Cheer needs storage space. Soccer will need space.

PL day - Gunn counselors not participating. Disappointing.

Boosters presidents meeting -

Admin Team Meeting
1/16/15

Attendees: Kathie, Jerry, Matt, Kim

ASB: Trust and Respect banner in the library, plant a tree or something environmental (Jerry talking with Anne Anderson and Chuck), Feb 26th dance - Dance is at Mitchell Park, Eli working on Bacc speaker, Club day 2 Feb 5th (Friday), Club chartering starts now, Adam and Jerry to work with Matt on this issue, Kim to bring up at Secondary Principals meeting, Winter Rally Thursday, Kathie will send email out tutorial being optional and PLC/Tech Tuesday being on Tuesday

Athletics: See handout

- Tuesday Girls at Saratoga - Kathie will call to say we're not sending someone
- Wednesday Boys at Milpitas - ?
- Friday Quad at Gunn vs. Los Altos - Kim and ?
- Tuesday 1/19 - Girls Basketball at Mt. View - Jerry/Kim?
- Wed 1/20 - Boys Basketball at Fremont - Kathie

Calendars:

Kathie out Wed, Thurs, Fri
Jerry - here all week

Admin Team Meeting
January 25, 2016

Attendees: Kathie, Adam, Matt, Kathi, Paige, Kim

Athletics Update - see handout. Soccer undefeated, playing home this week. Boys frosh bball had some parent complaints. Some reaction to need to have a physical done. Green card system for coaches. 908 students registered in Apyse. Morning practice cannot start before 7am.

ASB Update: 10th grade class Superbowl request for showing in the MAC, decision to not show. No one to supervise. DECA still looking for advisor

Vicki - concern about student club Input. Vicki will touch base with Matt and then invite students to our next Admin meeting to discuss next steps.

Kim - January staff meeting (Special Ed IEP's and 504's, Jonathan and Josh)

Calendar:

Kathie - Out of Thursday and Friday and following Tuesday. Basketball on Tuesday.

Adam - SBAC planning meeting today, dentist appt Tuesday morning, AP meeting Thursday

Matt - Here all week. Inclusion in special ed forum

Kathi -

Paige -

Kim -

Vicki - SPSA tomorrow, Laura Wednesday morning about Futures with Chiara

Admin Team Meeting
February 8, 2016

Attendees: Vicki, Jerry, Paige, Kim, Adam, Matt, Kathi B.

ASB: Last Valgrams today, distributed on Wednesday, Matt spoke to [REDACTED]
[REDACTED] Adam is working with DECA on next steps, March 24th rally,
Mitchell park capacity is 1000+

Calendars: "A" day on Tuesday, reviewed the 2 weeks with Vallen

Vicki - here all week, finishing observations, Suzie Pepper training on Wednesday LCR

Adam - here all week, Fremont HS for teachmore app (tomorrow), wrestling Thursday?

Jerry - here all week

Kathi -

Paige - here all week

Kim - Site Council today, Secondary Principals and HR meeting at DO tomorrow, BOE meeting,
parent meeting tomorrow night, Ed Council on Wednesday

Athletics: Kathie reviewed this week's schedule, see email with details, discussion about
baseball field issues, lacrosse game supervision, still need softball JV coach,

**Admin Team Meeting
February 22, 2016**

Attendees: Kathi, Matt, Paige, Kim

Saturday CCS Play-offs

11:30 am - CCS Host - home soccer (boys) game at 1:00 pm

1:00 pm - CCS Soccer Girls @ Mitty

Basketball (girls and boys) - TBA

**Admin Team Meeting
March 14th, 2016**

Attendees: Jerry, Paige, Vicki, Adam, Kathie, Kim

Calendars:

Adam - Tech meeting today, Camp Wed through Saturday, working on 1:1 communication

Vicki - social work interviews today, meeting with Chiara, [REDACTED] meeting at District office, Chiara co-teaching meeting 3:30 - 4:30 pm, Secondary records

Jerry - Here all week.

Kathie - DO 10-11 Learning Forward, Trainer Interviews this afternoon, Wednesday doctors appt 10:30 am

Paige - Wednesday morning "fun with forms"

Kim -

Lacrosse supervision: Boys - Thursday Los Gatos at 7pm
 Girls - Wednesday Los Gatos at 7pm (Vicki)

Walk-throughs:

Adam (WL)

1. Mary Riordan
2. Teruko -
3. Liyuen

Vicki (History)

1. Caitlyn Evans
2. Eric Bloom
3. Foug - on break

Kathie (math)

1. Natalie Doktor
2. Arne Lim
3. Misha Stempel
4. Herb Bosknik
5. Sharla May
6. Deanna Chute
7. Will Friebe

Kim (science)

1. Carolina
2. Sam
3. Ronnie
4. Ron

5. Josh

Jerry (English)

1. Marc Tolentino
2. George Vuong
3. Craig Bark
4. Erin Angell

Admin Team Meeting
March 21, 2016

ASB: Spirit Rally video, elections, no BBQ at field day (Otter Pops instead)

Guidance:

Calendar:

Matt - here all week

Paige - here all week, Susan at JLS today

Jerry - leaving at 2:30 today to look at free furniture, AP meeting on Thursday,

Adam - attendance meeting 10:30 am, SARB meeting Thursday,

Vicki - observations this week, Lisette interviewing Vicki for UCP, Martha at 3:15 pm

Kim -

Walk-throughs:

Friebel - [REDACTED]

May -

Choy

Peters

Chute - [REDACTED]

Thoughts: Check for understanding

Science

Erlendson - [REDACTED]

Loomis - [REDACTED]

English

Vuong

Williamson sub

Cohen

Filppu

Park

MAC

In Focus

Kindel Launer

Griffith sub

Margo - [REDACTED]

**Admin Team Meeting
May 2, 2016**

Attendees: Matt, Paige, Jerry, Vicki, Kathie, Kim

ASB - Discussion about when to hold Spirit Week. Matt proposed we keep it the week of 10/17 (like Gunn) and work around the PSAT. We will make it a flex day for the rest of the school. No Pre-ACT if its spirit week. We can offer the pre-ACT during another time of year.

Matt sending an email to ASB Works rep about granting him admin access again. Kim and Adam copied.

Baccalaureate sign-ups are going well. Matt is going to cap ticket requests because we're running low on seats.

In Focus message about Volleyball nets down this week.

Jerry - AP testing, so far, so good. Rachel Austin awards coming up. Adding student spots, will give to students who are parking in Southgate.

Paige -

Vicki - Interviews today (5), therapist interviews tomorrow (9), TA interviews, middle college visit Wednesday, CRT meeting w Soundhari

Kathie - lots of exit IEP's, Radu still working on math schedule, master schedule by end of tomorrow, then tweaks, math interviews on Thursday, Friday is the date students received a grade

Adam - SBAC proctor schedule going out today,

Kathi Bowers - new registration and website, working with Curt from Gunn on picking a new product

Calendar:

Admin Team Meeting

May 9, 2016

Matt, Adam, Kathie, Kim

Max stopped by to discuss the weekend.

ASB is going to Jordan 5th period on Wednesday to speak with 8th graders.

Graffiti in boys locker room. 700 building. Suspect from the Sunday 800 building. Jerry to make sure custodians cleaned it up. Adam will contact PAPD to show them photographs.

**Admin Team Meeting
May 15, 2016**

Attendees: Matt, Adam, Paige, Kathie

Athletics: CCS play-offs here at 4pm (Jerry to cover), swimmers leave Thursday for Clovis for state championships, #1 seed for baseball, Golf CCS finals this Tuesday

ASB: Auditioning baccalaureate and grad performances 3:30-5:30 in Haymarket
Grad speech tryouts Thursday 3:30 - 5:30 in SAO. Thursday deadline for link crew applications (over 100 so far)

**Admin Team Meeting
May 23, 2016**

Attendees: Adam, Vicki, Matt, Paige, Kathie, Kim, Jerry

ASB - Music and lunch everyday on the quad. Seniors still working on names for graduation.
Meeting with Korecky about screends. Link Crew 160 applicants.

Guidance - parents saying no one reaching out to them when students are struggling

Discussion about race and equity at our school. Debrief graffiti incident.

Discussion about coaches having access to transcripts

Vicki - Interviews Tues 10-1:30,

Adam - tech meeting today, graduation, investigating graffiti

Paige - here all week, district counselors Thursday morning

Kathie - exit IEPs, Thurs BOM and retirement party,

Admin Team Meeting

August 24th, 2015

Attendees: Matt Hall, Paige Johnson, Adam Paulson, Jerry Berkson, Kathie Laurence, Vicki Kim

Student Activities:

- Students want to start club Berkeley professors for a study, Matt will deny request and send the one page prospectus to Kim so she can give DO a heads-up.
- Homecoming dance will be off-campus, in Palo Alto. Saturday, October 24th.
- Parking permits - confirm # of spaces to be sold. Senior only lottery. Any exceptions to the lottery? When will parking enforcement begin? Fatima needs details.
- Stanford parking - will pay \$16,100 for one gate (district office). 3 gates remain status quo.
- Jerry will go into ASB this week.
- Freshman elections are this week.
- Webstore is up and running. A few students had problems before school started because Fatima did not have

Athletics:

- See Kathi's email
- Kathie Laurence will meet with Kathi B re: website support
- KL will discuss athletes parking needs to give Jerry and Matt input

Tutorial:

- Adam is getting lots of emails
- Tutorial changes are going through Kathie
- Vicki is handling absences/excuses
- Adam is running a track-a-vike tutorial today
- Admin and campus supervisors will be at the exits tomorrow redirecting students that they have to stay on campus

Challenge Success survey - September? Kathie will check. Need to figure out which departments. Kim will look for old email that had planning info about this.

September 4th - Adam working on lessons, looking at feedback from last year, Jerry will work on Code Red, Eric will work on the bullying/harassment

New Student Luncheon - Eric Bloom will lead and schedule

Football starts September 4th - first home game, athletic supervision schedule is now online, please take a look

Admin Team Meeting

August 31st, 2015

Attendees: Matt Hall, Paige Johnson, Adam Paulson, Jerry Berkson, Kathie Laurence, Vicki Kim, Kathi Bowers

Athletics - Kathi Bowers

- Hired a new Assistant Athletic Director - Lauren Aspegren, office in 700 building
- Danny Dye will also supervise students and help with facilities moves - 20 hours/week
- Cross-country has 92 kids. Practice squad comes one hour later and will go around the track. Time-trial (competition) will practice earlier.
- Kathi met with Gunn AD, Curt. Both schools need a full-time trainer. Trainer handles all the physicals. Team doctors for the game. September 14th is first Athletic Steering committee.
- San Mateo had a court order that they went to this model. District's expectations of coaches is far too much.
- Football - first home game Friday night. Kathi will be at WP game at Davis. - \$90,000 Sports Boosters budget. We pay time and a half for everyone who works at the gate. Mary Ellen will oversee the gate, but boosters will run the gate. Side entrance by the stands. Will need someone at the gate at appropriate times. Kathie Laurence will touch base with Mary Ellen before Friday night.
- Visiting team changing in the weight room. (Needs supervision). Meal vouchers for visiting Admin and volunteers. Mike McNulty will announce. JV players will have colored vouchers. Trainer will be at Saturday home game.
- Parking - will juniors have parking? Probably not. Can we reserve 10 spaces for athletes, since we do not have transportation for all athletes and this would allow juniors to drive themselves to practices and games? Discussion about pro's and con's.
- PA system at Gunn for Volleyball and Basketball. Do we need one?
- 700 building clean-up. Send Jerry a list of items.
- Sports Boosters is all women. Would like to greater participation.
- Sports boosters wants to get on the electronic sign. Who is responsible for this?
- ASB card holder entry into sports events.
- Anything ASB can do to help the displaced teams feel supported.
- Tailgate at Gunn for home games?
- 6th man club?
- Senior nights on Kim's calendar.
- Sportsmanship presentation - Kathie at the next staff meeting

ASB - Matt Hall

- Link Crew and ASB students will be here. Print out maps. Flashlights. Two portable lights.
- InFocus - photo from last Friday was not good. Kathie is handling it with the class.

- Homecoming dance - trying to figure out a location
- Wednesday night rally on football field. Save the date!
- Matt will work with Crystal Laguna on transportation for VTP

Back-to-School Night - Adam and Matt will connect

Calendars

- Adam - Working on Sept. 4th lessons, feedback from teachers
- Vicki - working on campus all week, College Awareness Week
- Jerry - working on sending something out about Code Red,
- Paige - College Awareness week, 9th grade TA's upset with the roll-out, Jaclyn and Ben sharing a classroom
- Kathie - tutorial "stay in your tutorial until the bell rings," a script that all teachers can read, Career cruiser meeting today, Wednesday morning CCS meeting
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Admin Team Meeting

09/21/15

Attendees: Matt Hall, Paige Johnson, Kathie Laurence, Jerry Berkson

Athletics: Issue at Gunn with using the pool. Not wanting to share their equipment. Mark Hernandez (coach at Gunn) had conversation with Kathi Bowers. First home WP game is Thursday at Gunn. Additional supervision needed. Water polo drama. JV and Varsity teams are in tournament this Friday. 1:00 pm game in Accolanes.

ASB: Club day today, PTSA volunteers need help with the line at the back door (Scott). Someone at the side door (Ernesto). 80+ clubs. Regina finding tables. Jerry needs to order more. Computer History museum on Friday 7-10pm. Discussion on the school profile and BOE members contacting Emma Cole regarding weighted versus non-weighted grades. Discussion on Speech and Debate conflict and Griffin Carlson's email to Max and parent Sean Fee. Debate has \$100K+ in their account and no longer a club. Vicki and Markus to discuss next steps.

Guidance: Susan, Selene, Sandra and Alice are at UC conference. Charles is going to service for Brey Johnson. Unity day email. College Awareness planning. Planning for 9,10 and 12th grade. College awareness day. Students can come to school for help in the library or with their teacher. PE drops for health reasons. Paige, Adam and Peter to discuss. Concerns about math lane change decisions on case by case basis.

Calendars:

**Admin Team Meeting
September 28, 2015**

Attendees: Matt Hall, Kim Diorio, Paige Johnson, Adam Paulson, Vicki Kim

Review Calendars:

Matt: out on Friday

Adam: Camp Unity leaves Wednesday after school, parent network Friday morning, training at the DO Thursday (morning)

Vicki: 12:30 CRT protocols today, training at DO Thursday Morning, District nurse interviews (Thursday at 3:15pm)

Paige: 12:30 CRT training, parent network

Jerry: Public safety training (Hayward)

Kim: In Chicago Tuesday-Friday, won't be at Football

Kathie: Out today

Athletics: (see email)

ASB: Trying to determine rental size of the Computer History museum, spirit week T-shirt sales start this week, Oct 15th and 16th distribution, Stanford parking this weekend, "calm before the storm," FBLA will rebrand as the Paly business club, discussion around the senior deck

PSAT day -

Stanford Football October 15th - Learning Strands time

Guidance -

Admin Team Meeting

October 19, 2015

Matt Hall, Paige, Vicki

Calendar for the Week:

Matt - Spirit Week all week, help with lunch rallies

Adam - AP meeting Thursday morning, observations and 504's

Vicki - IS training, observations, IEP's

Paige - IEP's, 504's, ACT workshop Friday

Kim - secondary principals Tuesday

Jerry - out today

Kathie - observations, English steering today,

ASB update:

Night rally - parking patrol (Mary Ellen, David or Mike Van Diver), float building ends at 6pm, 7pm start, 8 pm end time, Kim will speak with Eli and Noa about end time for float building

Friday - field-trip forms for excused absences 7th period, end by 4:30 pm, 7pm kick-off start time

Saturday - float demolition (did Jerry line-up custodians?), set-up starts at 5pm, might cancel buses

Athletics: see email from Kathi

Tennis courts not going to work for basketball, met with Markus regarding transportation,

Carmel is here today visiting VAPA

Tech meeting cancelled

PiE tour in the works, November 19th and 20th (7:45 - 8:15 am)

**Admin Team Meeting
November 16, 2015**

Attendees: Adam, Paige, Matt, Jerry, Vicki, Kathie, Kim

Athletics: Girls WP is Wednesday 7pm at Gunn, Kent Slaney won Div I Cross Country, Positive Coaching Alliance on Friday for winter sports, Boys Football at Salinas, Girls VP lost heartbreaker.

ASB update: Turkey feast this Friday, December 4th movie night in the MAC, cookies n coco, food for thought

Calendars:

Adam - here all week, IEP's, PiE days

Paige -

Matt - here all week

Jerry- here all week, Gunn on Friday 10-noon Facilities meeting

Vicki - here all week, Secondary Records Thursday morning

Kathie - English steering today, CCS meeting at Menlo 7:30 am, Isidro mtg Thursday at 10, leaving Friday for Football in Salinas.

Kim -

Other items:

Fieldtrip process - need to make sure teachers have cell phone #'s of admin and know to call us if there are problems

TEAM field trip student concerns - Paige, Adam and Erika to follow-up with 

Admin Team Meeting
December 14, 2015

Attendees: Paige, Adam, Jerry, Kathie, Vicki, Kim

GAFE conference - Saturday hotel only

Calendars: Kathie has A-G meeting today

**Admin Team Meeting
February 1, 2016**

Attendees: Vicki, Matt, Jerry, Adam, Kathie

Athletics - debrief basketball game,

- Tues- Vicki
- Wed-Kim
- Fri-Adam
- Sat-Kathie
- signing day is Wednesday at lunch in the MAC

ASB:

- prom dress swap
- Val grams is coming, no Crush sodas
- Movie night, elections
- DECA - Gunn has 3 staff, 3 parents, want more chaperones. Paly has parents attending. March 3-7th in San Diego. Taking buses down. 30 students.
- [REDACTED] is out.
- DECA 8th period CTE class

Discussion on CTE courses - auto, robotics,

Discussion on Input club and next steps

No *In Focus* on Tuesday, use the time for homework survey instead?

Admin Feedback survey in Survey Monkey - PALYHIGH password is [REDACTED]

Calendars:

Adam - out Tuesday

Kathie - out Tuesday, Thursday, Monday

Kim - out Monday afternoon, Tuesday morning at DO, [REDACTED]

Vicki - attendance interviews this afternoon,

Jerry -

Admin Team Mtg

11/23/15

Attendees: Adam, Jerry, Paige, Vicki, Kim, Matt

ASB: Kickball and movie night December 4th, Caps and Gowns 12/9, lip-sync battle (Paly versus Gunn)

Athletics: Milpitas football game Friday night (Vicki),

Tutorial this week: Life after Paly, Common App workshop

Calendar:

Kim - Secondary Principals meeting [REDACTED] back for Tutorial

Adam - Tech meeting today

Jerry - IEP's (3)

Paige - IEP's

Vicki - [REDACTED] parent mtg, [REDACTED] Tara breakfast meeting

Stanford parking this Saturday (4:30pm) playing Notre Dame

**Admin Team Meeting
October 12, 2015**

Paige, Vicki, Jerry, Adam, Matt, Kim

Request from Kim Please tally the number of IEP's and 504's first quarter.

Calendar:

Paige: PSAT day (Wednesday), GC meeting Thursday morning at DO

Vicki: Sources of Strength this afternoon, College Fair tonight, meeting with Tara tomorrow morning, Secondary records Thursday morning, starting observations this week

Jerry: 3 IEP's today, [REDACTED]

Adam: Here all week, PSAT work (help directing students), Saturday school October 16

Matt/ASB: Thursday is Stanford parking. Game at 7:30 pm. Groups will start at 4pm. Float materials being delivered tomorrow (900 building). Working with Jerry on a plan for where to put it. Spirit week t-shirts on quad this week. Float building starts Saturday. **Has Kathie talked to** [REDACTED]

Kim: Covered athletics for the next 2 weeks

BTS Mailing - Main office should open when Guidance office opens.

Revise Jump Start letter re: picking up schedules (in Attendance Office - time?)

New Family Welcome - MAC worked out well, timing was better (start same time as Link Crew), food was good, Q&A was helpful, Arnie's tour was good

Link Crew - Link Crew training in MAC was good, continue Link Crew in the quad, swag, dinner

Photo Day - went well, 538 kids did not take their photo (make-up days are Sept 15&16th). 73 staff did not take photo.

First Day Advisory - Quick explanation to students about emergency procedures, especially to freshmen (freshmen do not know where to evacuate and who to look for)

Welcome Back Dinner - sprinklers went off twice

Club day - moved to the 21st due to Rosh Hashana

2/6/2017 - Admin meeting
Counselor Appreciation Week

Calendars

Matt - gone Friday, Club day if no rain on Friday

Adam - May have jury duty, IS meeting @ DO on Wed.

Jerry - Facilities mtg @ Gunn on Friday

Kathie - Girls BB on Friday, AP Training in Richmond on Saturday

Vicki - @ Jordan Monday and Tuesday for course selection, Parent wgpa forum Monday 7:00,

Dr appt on Tuesday @ 1:00, Wellness mtg 7:45 am Wed, 8th grade course selection 7:00 pm

Wed., Boys BB on Friday

Discussion regarding change from Alta Vista to PAUSD program. Currently spending \$400,000 and only have 3 students attending. Might there be a better way to serve our students - attendance, home-bound, students in programs

Admin Meeting Monday 3-20-16

Present: Jerry, Kathy, Vicki, Adam and Selene

- MONDAY MATT: Elections are this week so kids will be out and about. Next week is CIOS. Graduation items are up on Paly.net. Ex. Bac. ticket request is live. Cap and gown info is also up.
- Supervision: Kathy or Vicki will cover Thursday. Kathy and Adam will cover Friday at Paly. We looked ahead and covered the next couple of weeks.
- Calendars: Vicki-Full of observation cycles and meetings with IS's on Master Schedule, meeting with Tara on Tuesday will be on campus by brunch, secondary records retreat on Thursday all day, [REDACTED] Vicki will be trying to hide on Friday to catch up with things; Jerry-leaving a little early for appointment today; Adam-CAASPP trainings Thursday and Friday all day; Kathy-English Steering Today and allt of observations, EL meeting Tuesday, Ed Council Wednesday, Lunch with Max 3/22 in room 33; Selene-Quarter grades are out so busy with this and new students on Tuesday and Wednesday.
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Admin Meeting 05/22/17

Attendees: Kathie Laurence, Selene Singares, Matt Hall, Vicki Kim, Adam Paulson, Jerry Berkson, Kim Diorio

ASB - Jostens here today. Cap and Gown distribution begins today. Baccalaureate tickets. Baccalaureate 11am.

Link Crew 200 applications

Senior Awards night is Thursday at 7pm

Calendar -

Matt - here all week, Wednesday night 7:30pm

Jerry - here all week, IEP exit mtgs, Asst. AD interviews Thursday, Steering Thursday

Vicki - master schedule, secondary records Thursday am,

Adam - here all week

Kathie - here all week, BOE Tuesday night, BOM Thursday morning, Asst. AD, Golf Tournament on Friday

Selene - here all week, exit IEPs

Admin Meeting

9-26-16

Matt

- Wiffle Ball game during lunch all week on the lacrosse field. Make sure we have admin support
- Spirit week themes / float design almost finalized
- Admin decided to take a night each during float building to help support Matt. The week of 10/17. 4-8, 8-9 clean up Monday: Kathie, Tuesday: Vicki, Thursday: Adam plus one more since this is the big night.
- Night Rally 7-9 on 10/19
- 10/22 7:30-10:30 Joint Homecoming dance with Gunn

Notes

- We are having network issues today. Kathie had to go check this out for surveys later today.
- Thursday at lunch. Meeting for YES in the 700 building.

Schedules

Kathie - New teacher coffee Tuesday, NCAA 7pm Wednesday, AVID meet and greet 6pm Thursday, Gala this Saturday. 2:00-5:30, 7-10

Vicki ACT on Tuesday (on campus but not available), Outreach Night Thursday

Adam AVID day at Paly Friday (All Day), Adam Saratoga away football

Admin meeting 11/28/2016

Deca - Shahram M. has agreed to be the advisor, Matt is meeting with the group today at lunch to make sure that everyone is on the same page, with a calendar for the rest of the year.

Calendars

Adam - Tech meeting tomorrow 8:30-9:30

Wednesday - Future Ready Parent Night 7:00 - 8:30 pm

Thursday - [REDACTED]

Friday - Learning Forward

Vicki

Monday - [REDACTED] Lunch meeting regarding Service Day

Wed - Wellness Center meeting 7:45 am

Thursday - Secondary Records 8:00 am

Friday [REDACTED]

Selene - here all week

Jerry

Tuesday - Dr. appt. 2:30

Kathie

Monday - [REDACTED] appt. with Sharon 2:00 pm

Friday - Learning Forward

President's Award distribution Tuesday during Flex in the Haymarket Lobby

Discipline

[REDACTED] alleged offender is a non-Paly student

Staff Meeting

Send email to staff regarding meeting for sexual harassment training - Marry Ellen will have snacks, tables will be set up in families, bring headphones

**Admin Team Meeting
January 9, 2017**

Attendees: Matt, Kathie, Adam, Vicki, Kim

ASB: Parent Ed on Thursday 1/12 7-9 pm in the MAC

Assembly 9th grade

Calendar:

Matt: Leaving early on Friday

Adam: Ed Council Wednesday, IS mtg, evaluating futures aides,

Vicki: Odysseyware webinar at lunch, Geometry restart with Eric and Geo teachers, need to buy headphones, counseling meeting w/Tara, reschedule [REDACTED]

Kathleen: [REDACTED]

Selene: TA retreat on Thursday, Susan is out until Wednesday, 9th grade parent night on Wednesday,

Jerry:

Admin Team Meeting
March 13, 2017

Attendees: Kathie, Matt, Vicki, Kim, Adam

ASB: Elections start this week. Voting starts next Wednesday. CIOS is in 3 weeks. Vicki will check with Letitia and Josh about planning progress. ROCK club is struggling. Susan is the advisor [REDACTED] Vicki will follow-up with Jonathan and Josh regarding the club.

Calendar:

Adam - CAASP training, IEP, PN on Friday

Kathie - IEP meetings, new to Paly meeting on Tuesday (cancel), 3:30 CCS interviews, Wed 2-4pm Volleyball coach interviews, Friday English interviews 12-4pm, AP proctor training Friday morning, Peter Snodgras at lunch

Selene - recent 5150 discussion, meetings with incoming 9th graders,

Matt -

Jerry - AP meeting @ Jordan 9am on Friday,

Vicki - Bell schedule committee and retreat, Junior/TA night, admission panel Thurs night,
[REDACTED]

Kim - Site council today, EpiAid webinar,

Admin Meeting
04/24/17

Attendees: Kathie, Jerry, Matt, Adam, Selene, Kim

ASB: Prom debrief

Appointed candidates interviews

Volleyball tourney starts today

Teacher appreciation coming up

Baccalaureate tickets

Link Crew applications - recruiting with BSU, Latinos Unidos, AVID

Calendar:

Cancel staff meeting, encourage Learning Strands attendance

Jerry and Selene at JLS for ½ day 504 meeting tomorrow

Matt - here all week

Selene - COST on Wednesday, 8th grade parent network on Thursday morning, counselor interviews on Monday 9-4:30pm

Adam - Paly-Gunn tech meeting Tuesday (communication of chromebook), Wednesday Taipei contingent that Emily is hosting

Kathie - 6 IEP's this week, gym furniture meeting today, AP Chinese and AP Japanese training tomorrow during FLEX in WL lab

Jerry - JLS tomorrow, [REDACTED] 4 IEP's, CTE steering on Thursday

Exit IEP's start next week

Discussion regarding Charlotte Harris' request re: BC

**Admin Mtg
May 1, 2017**

Attendees: Matt, Jerry, Vicki, Kim, Adam

ASB: Teacher appreciation, Graduation planning, No Pants day coming up, camp out day, Adam will work on fencing with Jerry

Calendar:

Vicki - guidance interviews today, [REDACTED] budget meeting Wednesday night, [REDACTED] counselors meeting Friday morning @ DO

Jerry - here all week

Adam - Tuesday tech mtg, Ed Council, His/SS steering Wednesday, Sped Interviews Thurs, [REDACTED]

Present: Selene, Kathie, Jerry, Matt, Adam, Vicki, Kim

Calendars:

Matt → here all week

Jerry → here all week, mtg with [REDACTED] tomorrow

Kathie → board mtg this afternoon and working on transcripts with Susan today and tomorrow; in and out of 504 and IEP mtgs

Vicki → AP of Guidance mtg with Tara tomorrow morning and Clarisse will join us to discuss course master...will leave close to 3:30 tomorrow due to [REDACTED]

(meetings up until 3:30); board mtg today; will also try to work on course catalog

Selene → board mtg today and here all week

Adam → WL interviews today at 11:00 (.8); SS interviews tomorrow for DR (.4)

Kim → board mtg today; working off campus tomorrow

No Flex tomorrow. Vallen will send out a reminder to staff and will post on Schoology.

Sportsmanship game today: Boys Basketball - Kathi Bowers will cover

Fake Friday tomorrow

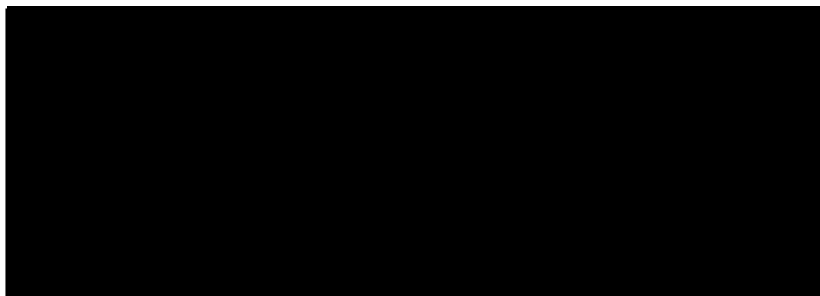
Jerry currently working on several discipline cases: [REDACTED]

[REDACTED] Also need to work on a freshman assembly to review student handbook - Tuesday, Jan 10 during Flex.

Jerry is going to schedule Code Red Drill for second semester....staff training 1/19 during Learning Strands and possibly have a short Learning Strand during Jan 24 staff meeting. Code Red drill will be scheduled for Tuesday, Feb. 7.

**Admin Team Meeting
October 31, 2016**

Attendees: Vicki, Matt, Kim, Selene, Kathie



ASB - Costume contest today at lunch, Kandell/Voice are putting out a teachers reading mean tweets video - reading things people are saying about us on Rate my Teachers.com
Debrief spirit week starts today, Matt is meeting with Max today,

Athletics - CCS play-offs

- Girls Waterpolo at Homestead - starts at 5:30pm, someone needs to be there by 5pm
- Girls Waterpolo Thursday - TBD
- Football Friday - Kim at MVHS
- Girls Volleyball at Gunn, 7pm game, admin needs to be there at 6:30pm - Kathie will be site director, Jerry?
- Boys waterpolo TBD - (versus MA)

Bryant Jefferson ejected from last game. Will not appeal the decision. If we win Mt. View, we go to CCS. If we don't win, we might get an at-large bid.

Stanford parking Saturday 9-12:30 pm

Winter sports start today. (Try-outs)

Graffiti case - [REDACTED] will question him when Jerry returns

Vicki met with [REDACTED] parents

Kathie met with the [REDACTED]

Temporary restraining order on [REDACTED] was granted, how do we enforce this? Check with the district office.

Basic College Skills

Calendar Reviews:

Kathie - Learning Forward presentation planning 8-noon, BOE meeting, volleyball, lots of IEP's this week, club beach volleyball meeting

Adam - normal week, 504's, observations, Social Studies steering Wednesday pm

Selene - meeting Thursday 3-5, Tuesday BOE mtg,

Vicki - bfast with Tara Tuesday,

Kim - writing month,Markus here,

