

SEHOME HIGH PTSA 8.3.100

Name: SHS PTSA Board meeting
Date: August 26, 2015
Time: 12:00 p.m.
Location: Main Office Conference

Facilitator: Meg Metzger
Scribe: Veronica Douglas

Attendee		Attendee	
X	Meg Metzger		Teri McIntyre
X	Shari Cummins	X	Teresa Werner
X	Veronica Douglas	X	Aaron Hakeman
X	Effie Eisses	X	XiaoLi Yang
	Tracy Nienaber-Peterson	X	Michelle Kuss-Cybula
	Nancy Cullinane		Linda Kirker
X	Bridgetta Malquist	X	Quenby Peterson
X	Vicky Garfinkle		

Agenda

ID	Time	Duration	Item	Presenter/Lead
1	12:00	5 min	Call To Order and Introductions	Meg
2	12:05	2 min	Approval of Minutes – August 5, 2015	Meg
3	12:07	20 min	Treasurer’s Report - present year-end financial report	Effie, Aaron
4	12:27	10 min	Scrip Report – scrip dates to Effie/Meg	Sheri
5	12:37	10 min	Membership Update – are officers members? Chairs & money handlers	Teresa
6	12:47	10 min	Principal’s Report – Dean of Students role, Culture of Excellence, new hires, open positions (CIS?), how to communicate new family resources (mental health, ELL, etc)	Michelle
			COMMITTEE REPORTS	
7	12:57	5 min	Staff Appreciation – schedule for year	Tracy
8	1:02	2 min	Chairperson list - needs	Meg / XiaoLi
9	1:04	2 min	Auction – meeting in Sept, document exchange? Sponsorship chair?	
			NEW BUSINESS	
10	1:06	2 min	Directory – chair people, change of format, parents with different last names	Meg
11	1:08	2 min	Key Dates/calendar	Meg
12	1:10	2 min	PTSA storage	Meg
13	1:12	2 min	Standing Rules – present for review / approval at Gen Memb mtg	Veronica
14	1:14	10 min	Sept 16 th Open House - Pitch October General meeting date & content	Meg
15	1:24	10 min	General Membership meeting dates: Oct 20 or 21? Mar 15 or 16? May 24 or 25?; planning - communicate new family resources (mental health, ELL, etc)	Meg
16	1:34	5 min	Approval for HCLPA Board meetings to be held at Sehome HS & covered by Sehome PTSA liability insurance	Veronica
17	1:39	2 min	PTSA Trainings – Region 8 – not posted yet	Veronica
18	1:41	5 min	Anchors Aweigh – prioritize items to be purchased – scantron test scorer	
			UNFINISHED BUSINESS	

ID	Time	Duration	Item	Presenter/Lead
19	1:46		Adjourn	

MINUTES

Agenda Topic	Main Points, Conclusions/Discussions, Decisions	Tasks/ Follow-up
1) Call to Order	CTO @ 12:05	
2) Approve Minutes	Approved as presented.	VERONICA to send out today's minutes with electronic copies of all attachments.
3) Treasurer's Report	Audit completed – all was fine. July to be reconciled – only 4 bills needed to be paid, basketball money deposited June treasurer's report attached as year-end report. All reconciliation reports attached. PAAC leads reviewed. Good Samaritan will be 50 \$5 Woods + 50 \$5 Menchie cards to reward students making good choices; being managed by Peggy (hall monitor) "Student of the Week" = Master Mariner – recognition by teachers – student to be given choice of socks or lanyard	MEG & EFFIE to discuss Anchors Aweigh expenses. AARON to rename Student of the Week to Master Mariner
4) Scrip	Over 45 orders in (most for Sept ever) Added Deca & Volleyball (waiting for band, cheer). Lost boys' swimming & baseball (no big trips this year) Fred Meyer changed percentage to 4% just last week. Based on last year's numbers, that would equate approximately \$1500 across all groups	SHARI to get dates to Meg / Veronica by next week
5) Membership	62 members + new forms in mailbox; \$585 profit earned 1 auction ad New officers submitted to WSPTA by Meg twice – website not changed yet	TERESA to call WSPTA to verify
6) Principal Update	-working on fixing schedules that -1262 students (projected enrollment 1000) -assembly this morning where seniors move to Senior section -2 staff positions open: Community In Schools Success Coordinator & a Life Skills paraeducator -some rooms being shared among teachers / using carts -new teachers: Kevin Ryan (leave replacement); Mandarin teacher with students from all high schools; ASL; Jane Yaude science; 2 health, Graham Gribble (S.S. & leadership); -Staff kickoff this week – Monday offsite at Shuksan golf course -Front Office: Andrea principal's secretary; Heidi Shroyer asst secretary; Kelly Gookstetter attendance; Victoria Reeb Mariner Memo; Janelle Larsen registrar; Peggy's office by bus loop/library; -instructional strategies already being -new staff shirts with "Gusto" & Disney logo in memory of Jill Fox's role here -Culture of Excellence - 300+ students attended, all coaches attended, guest speaker addressed what it means to be an athlete on and off the court -Dean of Students KJ Johnson working on building culture questions – working on all year long with pockets of students -Mental Health Trevor Aernts position increased; Drug & Alcohol officer added;	
7) Staff Appreciation	Salad bar yesterday – well run & well received Chili Dog bar next month All staff lunches to be on Thursdays – need clean up help	
8) Chairperson List	Working copy attached Nancy Cullinane-Seiling is shopper and has met with Brenda Apt Mariner Exchange – grad gowns received yesterday; Life Skills willing to help with washing; use leftover Lost & Found; exchange with Squalicum	
9) Auction	-trying to get Word documents from Erin Johnsen to edit for this year -first meeting to be held late September / early October for documents & structure	

10) Directory	-Debbie Thorne to do again (4 th year) with Veronica Douglas as second person -To be a pdf this year without ads – we can print a few copies as needed -To add list of names of students with parents with different last names	
11) Calendar	-Fall sports night to be in cafeteria 8/31 6pm with introduction of Culture of Excellence program; if one attended, don't need to attend further ones throughout year -still gathering dates for document -Donna Hulford maintains calendar on Sehome HS website -graduation 6/11/16 at Squalicum HS for now – Meg reported a 3 year contract was signed for Squalicum – date to be finalized at Spring Break	
12) PTSA Storage	-All storage now in closet in gym building behind girls' locker room -ELL teacher Jen Wood in our previous room in library -Need to get key from Nancy Barga for storage closet	MEG to contact Nancy for a key MEG contact custodian to move 2 drawer file cabinet
13) Standing Rules	-take yellow highlighting off -#12 & #13 change VP of Scrip to "VP of Scrip Fundraising" -#26 add "nominated and voted on by the end of the school year" -review again in September for more suggestions	
14) 9/16 Open House	-School Messenger emails from teachers -need PTA table w/ person to staff it	VERONICA & BRIDGET to work PTA table
15) General Memb dates	FALL: Wednesday 10/21 to have time to send out reminders 7-8:30pm, approve standing rules "Resources You Might Not Know About" – CIS & Success Coordinator, Brenda Apt, ELL, Kate Foster/Parents Matter, Mental Health, Martha Zender, John Mangan to demo website WINTER: March 23 rd board meeting to be general meeting (need 10 members) to elect nominating committee SPRING: Wednesday 5/25 7-8:30 officer elections, approve budget "College Prep / Selection Advice" Mary Jo, Shawn, Matt, Faith	
16) HCLPA vote	Meg motioned to allow the Sehome PTSA's liability insurance to cover board meetings of Bellingham HCL Parent Association meetings at Sehome High School. Seconded. Passed.	
17) PTSA trainings	Suggested to bring up at PACS	VERONICA to bring up at 1 st PACS meeting
18) Anchors Aweigh priorities	\$10,000 raised -Drinking fountain – school \$1000, PTSA \$1000 (covered wiring & plumbing); installed in cafeteria (not gym or main hall as discussed); filter change every 6 mos; needs power supply – shows count of water bottles saved; Colin working on relocating -Message screen to be put in Student Lounge with updates from Mariner Memo -See attached list	
19) Other	Freshman Orientation review by Vicky Garfinkle – see attached, all food from Whatcom county Teacher grants to now have question about if a substitute teacher is needed & necessary cost – we decide how much of the grant to approve Learning Center supplies – Brenda Apt asking for supplies – Meg directed Brenda to KJ for what school provides	MEG to send Veronica write up
20) Adjourn	@ 1:55pm	

Future Agenda Item(s)

ID	Open Date	Description	Assigned To
1	SEPT 2015	VP Membership to verify committee chairs and PAAC chair & treasurers are PTSA members, Directory changes (format, lists of last names), review Standing rules for approval at Oct General meeting; calendar to state March meeting = general membership	

ID	Open Date	Description	Assigned To
		meeting	
2	OCT 2015	GENERAL Meeting: approve Standing Rules; "Resources You Might Not Know About" – CIS & Success Coordinator, Brenda Apt, ELL, Kate Foster/Parents Matter, Mental Health, Martha Zender, John Mangan to demo website	
3	NOV 2015	PTSA insurance w/ AIM expires 12/1/15	
	MAR 2016	Board meeting to be General meeting to elect Nominating Committee	
	APR 2016	Charities Registration due by 5/31/16	
	MAY 2016	GENERAL Meeting: elect officers, approve budget, "College Prep Advice" Matt Hawthorne/SAT prep + Faith Stewart/College Financial aid + Sean Hawes/college fit + Meri-Jo Borzilleri/athletic advisor	

Next Board Meeting (Sept 23rd - Oct 28 - Nov 18th - Dec 16th - Jan 27 - Feb 24 - Mar 23 - April 27 - May 25 - June 9th)

Date	Sept 23rd, 2015
Time	12:00pm-1:30pm
Location	Administrative conference room

Next General Membership Meeting

Date	Fall 2015
Time	
Location	Sehome Library

Secretary Signature / date: *Veronica S Douglas 08/26/2015*