

SEHOME HIGH PTSA 8.3.100

Name: SHS PTSA Board meeting
Date: September 23, 2015
Time: 12:00 p.m.
Location: Main Office Conference

Facilitator: Meg Metzger
Scribe: Veronica Douglas

Attendee		Attendee	
X	Meg Metzger	X	Teri McIntyre
X	Shari Cummins	X	Teresa Werner
X	Veronica Douglas	X	Aaron Hakeman
	Effie Eisses	X	XiaoLi Yang
X	Jackie Rinker	X	Michelle Kuss-Cybula
X	Quenby Peterson		

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 26, 2015	Meg
3	12:07	15 min	Treasurer’s Report - present year-end financial report, Anchors Aweigh update	Effie, Aaron, Meg
4	12:22	10 min	Scrip Report – Haggen’s update, shopwithscrip.com program review & vote	Shari
5	12:32	5 min	Membership Update – are officers members? Chairs & money handlers? New software	Teresa
6	12:37	15 min	Principal’s Report – building budget update, graduation update, Super Wednesday	Michelle
			COMMITTEE REPORTS	
7	12:52	5 min	Staff Appreciation – annual plan	
8	12:57	3 min	Chairperson list – needs – clarify who are executive board members, correct “desert” to “dessert”, PACS reps update	Meg / XiaoLi
9	1:00	2 min	Auction – meeting in Sept, document exchange? Sponsorship chair?	
			NEW BUSINESS	
10	1:02	10 min	Teacher Grant requests (4)	Meg
			UNFINISHED BUSINESS	
11	1:02	5 min	General Membership meeting planning	Meg
12	1:17	5 min	Standing Rules review	Veronica
13	1:22	3 min	Key Dates/calendar	Meg
14	1:25	2 min	Directory update	Veronica
15	1:27		Adjourn	

MINUTES

Agenda Topic	Main Points, Conclusions/Discussions, Decisions	Tasks/ Follow-up
1) Call to Order	CTO @ 12:05	
2) Approve Minutes	Minutes approved with correction	
3) Treasurer’s Report	Treasurer reports attached Budget cleaned up with programming to build categories forward	VERONICA to get back to Bridget re PAAC basketball money rolling over

	<p>"Earmarked" & "allocated" groupings cleaned up (teacher grants moved into "earmarked"; "earmarked" means money carries over in that line item year to year; "allocated" is what was budgeted by the board for the current school year</p> <p>Scrip teacher grant disbursement - \$6431 carried over from last year & \$6000 budgeted for this school year (= \$12,431); \$1200 is budgeted to enter line item 5 times through the school year - that is included in the \$6000 budget</p> <p>PAAC financial updates to be sent</p> <p>Anchor's Aweigh - Meg updated what has been purchased - to buy sound equipment (speakers) & sandwich board, all from auction raise-your-paddle monies</p>	
4) Scrip	<p>Scrip report attached - Sept '15 50% more than Sept '14</p> <p>Last year - >\$11,000 from Haggens - now no longer an option</p> <p>Orders down in one month \$6000</p> <p>Shopwithscrip.com program? - We had an account - Shari now listed as coordinator - can enroll families by Oct 2 - turnaround 2 weeks - will keep same Scrip disbursement calendar - only fee is shipping (\$8-10)</p>	SHARI to email shopwithscrip.com code to board
5) Membership	<p>198 members (13 staff, 5 students)</p> <p>New Program from WSPTA - free version and pay version (\$199/year) - pay version allows for online membership joining through credit cards (w/ fee), emails to select groups,</p> <p>Will revisit for next school year in March</p> <p>4 PAAC coordinators still to become PTSA members - we will scholarship Buck Gibbons for Brushfire</p>	MEG to contact PAAC coordinators to join
6) Principal Update	<p>Back to School Night: looking for feedback - great new teachers, nice to meet teachers, teachers of upper classmen seemed more content driven - lower classmen teachers more emotionally driven (purposeful to demonstrate caring), Anchor seemed confusing - was it homeroom only?, for organized teachers - time is just right for them - for less organized teachers - time was too short to share all info, good to see AP test content, good AP Lang vs AP Lit advice, greater percentage of teachers organized, teachers seemed more upbeat;</p> <p>Thurs is Assembly Day - how are we challenging our students to care for one another & how are we demonstrating that care / compassion to our community (sponsored by but not run by Jostens, program from "The Harbor") - challenge to the staff, as well</p> <p>Super Wednesday - Oct 14th (Homecoming Week / P.J. Day) - 10th & 11th graders PSAT - scores mailed to them **looking at improving understanding of results 12th graders Mock Agenda - Sr. Class picture, writing a college application, resume for non-college bound, career/tech ed, guest speakers? Fresh grads - working/univ students/2 yr college students 9th graders - career interest inventory in library, thinking about 10th grade classes (not taking PSAT for HCLs), talk on building culture, 2019 art project?, class on Brain anatomy & stressors by Auld</p> <p>Master Mariner - "care/collaboration/communication" - for students & staff to nominate each other w/ write up & pin</p> <p>Sehome awarded accreditation with other 3 High Schools in district (means we can give out credits & graduate students) - different process to do as a group b/c of our "One Schoolhouse" philosophy b/c of push by Steve Clark - original pushback from organization b/c new but now want other districts to employ model but district needs a strong strategic plan - back in 3</p>	

	<p>years for review</p> <p>Visioning for HS building – hired architect who uses BrainWorks program to determine what type of learning should occur/type of student to develop – further dates for future meetings to be announced – advisory committee to be developed TBD w/ announcement for application</p> <p>If teachers are asking for school supplies – let Michelle know & remind teachers of Project Free Education for supplies (no preparatory conversation occurred in the spring). \$8000 for school supplies allotted. Content teachers & Anchor teachers were to give out. Still a work in progress.</p> <p>Anchor: draft document attached, looking at services offered & how organized & connected; offered to every student – what do we offer every student & where do we get creative with other services – identify & define (Learning Center, Student Success Coordinator - includes Mentor/Mentee & Community in Schools & Grad Coaching, Classroom teacher, Team GPS – includes Mental Health & Drug/Alcohol & Counselor/Admin team & 504 & MDT & IEP) **challenge to staff to not only look at failing students but students who have a downward trend</p> <p>Student Success Coordinator hired – Amy Brewster</p> <p>Graduation – last year, Phyllis & KJ brought topic to students & included a survey, Squalicum preferred over Civic for weather & intimacy; promise of more green / gold – didn't happen as promised – still too much Squalicum blue/white & images in background; ticket concerns worked out (8 tickets to main gym + 3 in satellite location – people turned in extra tickets – all worked out); Teresa to meet w/ Michelle for this year; BSD doesn't confirm grad date until Mar 1 for snow days; QUESTION: can Jostens provide bigger backdrop for Sehome to use at Squalicum if use site again? Jostens on site to help on day of graduation (ironing + 10 free gowns)</p> <p>Mariner Exchange left to Colin to manage</p>	
7) Staff Appreciation	<p>Annual plan attached This month is short of signups. Tracy working with Andrea for numbers and communications.</p>	XIAO LI to contact Tracy to send out last minute call and to better plan communication for future months
8) Chairperson List	<p>Attached Shannon Funk & Ginny Sherif new Girls' Soccer PAAC leads Lisa Ford removed from Grad party leads</p>	MEG to send out revised Chair list
9) Auction	<p>Discussion centered on the loss of funds from the loss of Haggens scrip. Although over \$11,500 was raised from Haggens scrip last year the majority went directly to clubs, activities and teams. Around \$2,000 was lost from teacher grants. May need to look at alternative ideas, perhaps added to the auction, that would make up this difference if Shopwithscrip.com is not profitable.</p>	
10) Teacher Grants	<p>1. Ashleigh Bobovski, Spanish teacher, for funding for her to speak at the American Council on the teaching of foreign language national conference November 19 and 20th. She wants to be involved in professional development at the state and national level for Spanish. The total requested is \$541.30. The school is paying for subs and registration at the conference out of PD budget. Discussion ensued on setting precedent. Will discuss further re email when we have a breakdown.</p> <p>2. Jeff Smith for \$120 to attend a field trip with eight students at WWU entitled "our gender revolution". It's an opportunity to discuss healthy relationships and bring back ideas worth spreading throughout Sehome campus. It's September 29 so we need to answer him tomorrow. Teri McIntyre moved to approve, motion seconded and unanimously approved.</p> <p>3. Sonya Morrison and Mary Hooker would like to attend the</p>	MEG will write up email and send to board re 1 and 3.

	<p>Washington foreign-language teachers' conference (Oct 9-10) where they are both presenters. They will share information gained with their students. They are collaborators at the state level and want to keep abreast of teaching practices in their subject areas of French and Spanish. Total requested is \$471 from us, total cost is \$900 (School is paying conference registration and matching fee's). Again discussion centered on being transparent with what we are covering and setting precedent for future staff requests. Agreed transportation and lodging could be covered but meals will not. After discussion there was no longer a quorum present for voting. This be handled on email.</p> <p>4. Martha Zender would like \$480 to pay for an extra bus for 35 non-Avid juniors to attend NACAC college fair (Seattle convention Ctr & SPU tour). We are paying \$1000 for the first bus out of college readiness item and this would help them bring a possible 50 more students at less than \$10 each. With avid classes growing to 4 this year, I suggest in the future we add \$1000 to college readiness. We can either vote on that at the general meeting or just take the extra \$480 out of teacher grants and add the \$1000 next year. Teri McIntyre moved to approve and was unanimously approved.</p>	
11) General Membro planning	Four speakers have been invited, Martha Zender, Brenda Apt, Trevor Aenders, and John Mangan. Kate Foster from Parents Matter has been invited to set up a table. Will also invite new Student Success Coordinator, Amy Brewster.	MEG will invite Amy Brewster.
12) Standing Rules	Reviewed, no changes recommended. O.K. to approve at general meeting as written.	
13) Calendar	<p>Meg putting together PTSA calendar. Still needs Band dates. She will discuss with Craig Snyder.</p> <p>Teri McIntyre presented information on Senior Trip. She will be coordinating with Michelle Kuss-Cybula presenting information to Senior class.</p>	
14) Directory	<p>Veronica met with Debbie Thorne to start process Veronica to contact BSD for list. Debbie has all formatting on her computer – to mentor Veronica this year</p>	VERONICA to call District office front desk for form #- tell if Excel and /or Word – bring thumb drive –state when want it done
15) Adjourn	2:15	

Future Agenda Item(s)

ID	Open Date	Description	Assigned To
1	OCT 2015	<p>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, Michelle's chart of unified approach to services</p> <p>BOARD: if teacher grant money from scrip falls below money raised, can we use excess funds from savings? Teacher grant follow up (PD requests)</p>	
2	NOV 2015	PTSA insurance w/ AIM expires 12/1/15	
3	MAR 2016	Board meeting to be General meeting to elect Nominating Committee; review membership program to determine whether to buy; increase College Readiness line item for NACAC conference transportation	
4	APR 2016	Charities Registration due by 5/31/16; tell Cathy Moran we will scholarship her PTSA membership	
5	MAY 2016	GENERAL Meeting: elect officers, approve budget, "College Prep Advice" Matt	

ID	Open Date	Description	Assigned To
		Hawthorne/SAT prep + Faith Stewart/College Financial aid + Sean Hawes/college fit + Meri-Jo Borzilleri/athletic advisor	

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

Date	Oct 28th, 2015
Time	12:00pm-1:30pm
Location	Administrative conference room

Next General Membership Meeting (Oct 21, 2015, March 23, 2016 – same as above, May 25, 2016)

Date	Oct 21, 2015
Time	7:00-8:30 pm
Location	Sehome Library

Secretary Signature / date: *Veronica Douglas 9/23/15*