

## SEHOME HIGH PTSA 8.3.100

**Name:** SHS PTSA Board meeting  
**Date:** November 18, 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
	Jackie Rinker	X	Michelle Kuss-Cybula
X	Quenby Peterson		Rachel Williams

### 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 – October 28, 2015	Meg
3	12:07	15 min	Treasurer’s Report –taxes update, budget ideas and upcoming expenses (speakers, baseball fencing) and PAAC's bills, Annual Corporation report filed / paid	Effie, Aaron
4	12:22	5 min	Scrip Report	Shari
5	12:27	5 min	Membership Update – are officers members? Chairs & money handlers? How to treat donated money, payment in November?	Teresa
6	12:32	12 min	Principal’s Report-Haggen Donors choose (Microscope service, Sail/peer mentoring Snacks)	Michelle
7	12:44	5 min	Teacher grants (nurse supplies approved last year)	Meg/Michelle
			<b>COMMITTEE REPORTS</b>	
8	12:49	8 Min	Volunteer Coordinator- Signup Genius / Staff Appreciation	XiaoLi
9	12:57	3 min	HCL PAC update	Veronica
10	1:00	15 min	Auction –goals, meeting, sponsor support levels, volunteer chairpersons, including top 5-6 clubs	Meg
			<b>NEW BUSINESS</b>	
11	1:15	3 min	AIM insurance renewal (expires 12/1/15)	Veronica
			<b>UNFINISHED BUSINESS</b>	
12	1:18	2 min	Chairperson list – updates	
13	1:20	2 min	Directory update	Veronica
14	1:22	8 min	Other	
	1:30		Adjourn	

### MINUTES

Agenda Topic	Main Points, Conclusions/Discussions, Decisions	Tasks/ Follow-up
<b>1) Call to Order</b>	CTO @ 12:07pm	
<b>2) Approve Minutes</b>	Minutes stand as presented	
<b>3) Treasurer’s Report</b>	Treasurer’s report attached – current through 11/17/15 PAAC reports being sent out to PAAC leads	<b>AARON</b> to work on taxes – either submit or apply for extension

	<p>Corporation Report changed when new officers take office – email sent to officers in October that \$10 fee not yet paid – Aaron paid</p> <p>Tax deadline discussed – Aaron to work on &amp; will either submit or request extension to deadline</p> <p>PAAC leads to now receive copies of ASB invoices from BSD from Cathy Moran via email that they are reimbursing</p> <p>Currently enough money in reserves to cover large scrip purchases</p> <p>Anchors’ Aweigh to cover new speakers for gym - approx \$2300</p> <p>Small Grant expense to help cover cost of new fencing for baseball backstop</p> <p>Thoughts for May Budget process:</p> <table border="1" data-bbox="435 590 1097 1037"> <thead> <tr> <th>Grouping</th> <th>Line Item</th> <th>Misc details</th> </tr> </thead> <tbody> <tr> <td>Scholarships / Success</td> <td>Currently Pay to Play</td> <td>Budget \$1800, actual \$880</td> </tr> <tr> <td></td> <td>Yearbook</td> <td>scholarships</td> </tr> <tr> <td></td> <td>.Net</td> <td>10 \$50 Fred Meyer scholarships</td> </tr> <tr> <td></td> <td>“Transfer student” tshirts</td> <td>Budget \$500 Actual \$24</td> </tr> <tr> <td></td> <td>Brushfire (CIS / Success coordinator / peer mentoring snacks)</td> <td></td> </tr> <tr> <td>Incentives</td> <td>Currently Master Mariner</td> <td></td> </tr> <tr> <td></td> <td>Good Samaritan</td> <td></td> </tr> <tr> <td></td> <td>3 C’s staff recognition</td> <td></td> </tr> </tbody> </table>	Grouping	Line Item	Misc details	Scholarships / Success	Currently Pay to Play	Budget \$1800, actual \$880		Yearbook	scholarships		.Net	10 \$50 Fred Meyer scholarships		“Transfer student” tshirts	Budget \$500 Actual \$24		Brushfire (CIS / Success coordinator / peer mentoring snacks)		Incentives	Currently Master Mariner			Good Samaritan			3 C’s staff recognition		<p><b>AARON</b> to remind PAAC leads to write checks to SHS PTSA</p>
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<p><b>4) Scrip</b></p>	<p>Nov 2014 \$2175 earned / Nov 2015 \$1141 earned Income decreasing monthly due to loss of Hagggen’s scrip Need to push ShopwithScrip Prepay option – nice to prepay Still looking for Assistant – ask in person?</p>																												
<p><b>5) Membership</b></p>	<p>All officers and chair people members. Scholarships provided for 2 people (Buck Gibbons &amp; Sarah Clarke) Report attached. Suggestion to Michelle to request staff to be regular scrip users to support PTSA. Sheri gave Michelle order form.</p>	<p><b>MEG</b> to send email to Colin to ask coaches to use shopwithscrip program to support their sports.</p>																											
<p><b>6) Principal Update</b></p>	<p>Visioning Committee – 1<sup>st</sup> meeting last night – more applicants to this 28 certificated applied 4-5 chosen (Andrea can give list); toured campus – 2 HS &amp; 1 MS student Low student turnout &amp; low parent turnout to input meetings</p> <p>Bring Joy To A Child this week 11/19 &amp; 11/20 – changed anchor schedule to accommodate, busses paid for by ASB – over \$20K – considered service project</p> <p>Play starts tonight “The Crucible” through Sunday</p> <p>Sports seasons changing this week – Sailing team going to nationals this week</p> <p>Using Mariner Memo to share more info than primarily athletics - &amp; make more clearly formatted</p> <p>Learning Center receiving high numbers – 60+ students</p>																												
<p><b>7) Teacher Grants</b></p>	<p>Donors Choose from Hagggen’s (takes 10%) – 9 applicants from SHS – Keep attached list of requests to consider in winter for PTSA support</p> <p>RN Supplies – advertising to be done in each Girls’ Bathroom that feminine products are available with the school nurse.</p>	<p><b>MEG</b> to ask Alyssa to put message in Mariner Memo &amp; announcements</p>																											

	Idea for next year: May announcement that we provide line item teacher grants as departmental group	
<b>8) Volunteer Coordinator</b>	Sloppy Joe's theme tomorrow Process: Send out 1 <sup>st</sup> request to Staff Appreciation volunteers, 2 <sup>nd</sup> to Bakers 3 <sup>rd</sup> to General population  Assistant to Staff Appreciation advertised	<b>MEG</b> to ask Tracy about increasing Staff Appreciation budget
<b>9) HCL PAC update</b>	-Good listening to parents & their current concerns -Most efforts being offered are geared toward K-8 grades. -Looking at better measures of student growth when they top out of current tests	
<b>10) Auction</b>	Teri McPhee to be Event Catering / Catering contact Teresa Werner to ask Bill Caldwell to manage Wine Grab Michele McNamee now Merchandising instead of Ticket Sales First meeting 12/19 at 12:45pm at SHS Conf Room Flower Basket money traditionally goes to Senior Trip  Support levels: need agreement on different levels to be determined at 1 <sup>st</sup> meeting – change entry level to \$750 instead of \$1000 Dessert Dash money goes to clubs so Meg to reach out to clubs to provide support (dessert donation, wine,	<b>TERESA</b> to ask Bill Caldwell to manage Wine Grab <b>MEG</b> to send email to possible table sponsor for clarification (Kathryn Mitchell)
<b>11) Insurance renewal</b>	Check written and sent for renewal - #1751 for \$315.00 has cleared bank	
<b>12) Chairperson list</b>	Meg to update & sent out	
<b>13) Directory</b>	Names/addresses formatted consistently; adding Chairperson contact list; working on sending out Word vs Excel type of display	
<b>14) Other</b>	Senior Grad Party uncertain – Teresa	<b>TERI M</b> to determine whether Grad Party to occur
<b>15) Adjourn</b>	1:36pm	

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#### Future Agenda Item(s)

ID	Open Date	Description	Assigned To
1	DEC 2015	Taxes update	
	JAN 2016	Donors' Choose applications for our support	
2	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	
3	APR 2016	Charities Registration due by 5/31/16; tell Cathy Moran we will scholarship her PTSA membership; Budget planning topics: departmental grants & grid in section 3 (combine)	
4	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	

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#### Next Board Meeting (Nov 18th - Dec 16th - Jan 27 - Feb 24 - Mar 23 - April 27 - May 25 - June 9<sup>th</sup>)

<b>Date</b>	Dec 16th, 2015
<b>Time</b>	12:00pm-1:30pm
<b>Location</b>	Administrative conference room

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

<b>Date</b>	March 23, 2016
<b>Time</b>	12:00pm-1:30pm

Location	Administrative Conference Room
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Secretary Signature / date: *Veronica Douglas 11/18/15*