

## SEHOME HIGH PTSA 8.3.100

**Name:** SHS PTSA Board meeting  
**Date:** December 16, 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 – November 18, 2015	Meg
3	12:07	15 min	Treasurer’s Report – Taxes update	Effie, Aaron
4	12:22	10 min	Scrip Report – Coaches & Club leads using?	Shari
5	12:32	1 min	Membership Update –	Teresa
6	12:33	10 min	Principal’s Report-Asset list, weight room, 10 tables, microwaves	Michelle
7			Teacher Grants	
8	12:43	5 min	President’s Report – “steps to the job” update & request	
			<b>COMMITTEE REPORTS</b>	
9	12:48	5 min	Volunteer Coordinator- Signup Genius / Staff Appreciation	XiaoLi
10	12:53	5 min	PACS update – Tech Levy update – endorsement? \$ Support?	Veronica
11	12:58	3 min	HCL PAC update	Veronica
12	1:01	10 min	Auction – sponsor levels, timing	Meg
			<b>NEW BUSINESS</b>	
			<b>UNFINISHED BUSINESS</b>	
13	1:11	1 min	AIM Insurance documentation	Veronica
14	1:12	2 min	Directory update	Veronica
15	1:14	min	Other	
16			Adjourn	

### MINUTES

Agenda Topic	Main Points, Conclusions/Discussions, Decisions	Tasks/ Follow-up
<b>1) Call to Order</b>	CTO @ 12:08	
<b>2) Approve Minutes</b>	Minutes accepted as presented	
<b>3) Treasurer’s Report</b>	Taxes filed. Aaron can email copy if desired. When books closed in July, taxes can begin. Need to be turned in by November but not as late as November. Just need auction monies accounted for. Treasurer’s Report attached.	<b>AARON</b> to send Veronica the October 2015 month-end statement and each month end as well as mid-month (for meeting) in the future

	<p>Auction expense of \$700 is a return to a buyer of an item that didn't come through</p> <p>Anchors Aweigh expenses include speakers for gym; baseball backdrop bill just came to treasurer</p> <p>Learning Center funds for snacks &amp; thanks to tutors</p> <p>Veronica (secretary) to keep month-end statements in minutes (as compared to mid-month)</p>	<b>VERONICA</b> to add October month end financial statement to November minutes
<b>4) Scrip</b>	<p>Bigger boost in sales of ShopwithScrip because of holiday shopping but not as high as last year (\$1800 in 2015 compared to \$2300 in 2014)</p> <p>No increase of purchasing scrip by staff after email from Colin encouraging use to support their team/activity</p>	
<b>5) Membership</b>	1 new member.	
<b>6) Principal Update</b>	<p>Graduation plan: 2 locations (Civic Field &amp; Squalicum HS) from student group recommendations</p> <p>Starting Time conversations: All HSs talking about changing and what the implications are for schedules, Core 24 graduation requirements, more elective opportunities, looking at many versions of daily / weekly schedules, can follow updates with Dr Baker blog</p> <p>Sehome Visioning: group of staff going to look at 4 high schools in one day and use observations to figure out students' current and future needs, space is currently tight</p> <p>Assessment Conference: formative assessments, ATI / Pearsons / Ken O'Connor's, teacher driven from conversations started in MKC's entry plan – need to look at grading / assessment practices and determine what is most effective way to use pre- and post-assessments for students</p> <p>Question to MKC: will an asset/inventory list be created to guarantee equipment purchased by PTSA will be kept and brought to new building? Colin wants list as well as PTSA. (i.e. weight room, 10 folding tables, 2 microwaves)</p>	
<b>7) Grants</b>	<p>Jeff Smith and Amy Brewster requesting \$1000 for Peer Mentoring program. Money to cover mentor/mentee programming (3 speakers' fees over 6-8 weeks, food)</p> <p>-Meg to respond to Jeff &amp; Amy with questions from our board. (How is Dan (1 speaker) assisting mentors in building skills to better assist their mentees? Could a pilot program be started with perhaps 10 Sophomores to see how it helps? What skills are you intending the mentors gain from this experience? How will with mentees be helped?)</p> <p>Nancy Barge and Kip Jones requesting \$125 each for mileage to drive an at risk student to WSU Cache conference (since it was 1 student, BSD not allowed to make "gift of public funds")</p> <p><i>Motion made by Meg to reimburse each \$100 (for \$200 total) from College Readiness line item. Seconded. Passed.</i></p>	
<b>8) President report</b>	<p>"Steps to the Job" checklist – attached.</p> <p>**added to August: verify AIM Insurance lists BSD as add'l insured AND meet with PA/AC reps</p> <p>Request to create for Treasurer &amp; Secretary &amp; Membership &amp; Scrip</p>	
<b>9) Volunteer Coordinator</b>	<p>Staff Appreciation tomorrow (cookies)</p> <p>We had been asked for cookies for district world language treats – provided once</p> <p>Shannon Little to be new co-chair Staff Appreciation – day changed to Wednesdays b/c Shannon's work schedule</p>	
<b>10) PACS update</b>	<ol style="list-style-type: none"> <li>The Citizens Advisory Committee is seeking endorsements for the school levies that will be on the ballot for the Feb 9 election. Please consider endorsing the levy and encourage your PTA or PTO to do the same. Email endorsements to <a href="mailto:bhamlevy@gmail.com">bhamlevy@gmail.com</a></li> <li>Our website: <a href="http://www.bellinghamlevy.org/">http://www.bellinghamlevy.org/</a></li> <li>We are accepting donations for the campaign. Some</li> </ol>	<b>MEG</b> to work with Effie to get check written & mailed

	<p>PTAs put aside money for this, up to \$99. It will mostly go to printing and mailing costs. Checks can be mailed to: Citizens' Advisory Committee, <a href="mailto:1082,Bellingham,WA98227">P.O. Box 1082, Bellingham, WA 98227</a>.</p> <p>4. Our next campaign meetings are Jan 11 and Jan 25, both are 12-1pm at the Public Market (in the back corner behind Film is Truth).</p> <p>5. Phone banking will need your help, starting in the last week of January. More details to come soon.</p> <p><i>Motion made by Veronica to endorse Citizen's Advisory Committee for the 2 school levies. Seconded. Passed.</i></p> <p><i>Motion made by Meg to take \$99 out of Training line item to donate to Citizen's Advisory Committee. Seconded. Passed. Meg to work with Effie to get a check to them.</i></p> <p>PACS report attached.</p>	
<b>11) HCL PAC update</b>	Math pathway in middle school made public on line Rhonda Schraeder-Young meeting with high school students January Family Meeting to have high school students on panel to share with middle & high school families	
<b>12) Auction</b>	<p>New sub-chairs: Teri McPhee catering XiaoLi Yang database Kirsten Barron sponsorship Teresa Werner &amp; Veronica Douglas ticket sales</p> <p>Triplicate donation forms printed – donated by Lithtex</p> <p>Sponsorship levels modified. Form attached. 2017 auction form started by Meg. Businesses to be contacted as possible sponsors: discuss in January</p> <p>Next meeting: separate from board meeting but include all auction co-chairs</p>	<b>MEG</b> to send sponsor form and list of businesses to board
<b>13) Insurance documentation</b>	See president's report (#8)	
<b>14) Directory</b>	Directory completed, sent to Meg, sent out to members Veronica created a detailed list of instructions for future chair people	
<b>15) Other</b>	None	
<b>16) Adjourn</b>		

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**Future Agenda Item(s)**

ID	Open Date	Description	Assigned To
1	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	
5	JUNE 2016	Remember we can start tax process in July when books closed (as long as auction expenses all done)	

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

<b>Date</b>	January 27, 2016
<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
<b>Location</b>	Administrative Conference Room

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**Secretary Signature / date: *Veronica Douglas 12/16/15***