

SEHOME HIGH PTSA 8.3.100

Name: SHS PTSA Board meeting
Date: February 24, 2016
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
	Jackie Rinker		Michelle Kuss-Cybula
	Quenby Peterson		Rachel Williams

Agenda

ID	Time	Duration	Item	Presenter/Lead
1	12:00	5 min	Call To Order and Introductions	Meg
1a	12:05	10 min	Presentation on Foster Care	Megan Ostermink-Durkee
2	12:15	2 min	Approval of Minutes – January 27, 2016	Meg
3	12:17	10 min	Treasurer’s Report	Effie, Aaron
4	12:27	10 min	Scrip Report – chair job needs / continuation of program;	Shari
5	12:37	1 min	Membership Update	Teresa
6	12:38	0 min	Principal’s Report	Michelle
7	12:38	0 min	Teacher Grants – NO Grants	
8	12:38	5 min	President’s Report – Schelle’s bracelets	Meg
			COMMITTEE REPORTS	
9	12:43	5 min	Volunteer Coordinator- Signup Genius / Staff Appreciation	XiaoLi
10	12:48	3 min	PACS update – Jan	Veronica
11	12:51	2 min	HCL PAC update – Jan & Feb	Veronica
12	12:53	15 min	Auction – LAUNCH!	Meg
13	1:08	5 min	Senior Trip – local event held at school?	
			NEW BUSINESS	
14	1:13	10 min	March 23 rd meeting planning (Board & General meeting)	
15	1:23	5 min	Clothing Drive update	Teresa
16	1:28	5 min	Donors Choose applications	
			UNFINISHED BUSINESS	
17			Other	
18	1:30		Adjourn	

MINUTES

Agenda Topic	Main Points, Conclusions/Discussions, Decisions	Tasks/ Follow-up
1) Call to Order	CTO @ 12:05	
1a) Foster Care presentation	Foster care is designed to be short term care situation when children are suspected to be in neglectful (70-75%) or abusive situations. Processes involved: placement in home, supportive services from foster agency, planning / setting requirements for	

	returning children to home – if unable to return, child stays in foster care until adopted; when removed, often difficulty finding placement in foster home October 2015 one day check: 962 foster kids / 115 licensed foster homes	
2) Approve Minutes	Approved as presented	
3) Treasurer's Report	Jan 31 st & Feb 21 st Treasurer Reports attached IRS sent us letter with \$300 fine for submitting taxes 4 days late. Aaron submitted letter in response asking for reprieve. Awaiting response until 2/26. Money due 2/29. Aaron sent email letters to each PAAC leader with expectations of managing their own expenses & accounting and communicating with their respective coaches regarding goals. Copy of email attached.	MEG & VERONICA to work on PTSA communication to families to address slimmer bank account in March b/c of auction timing MEG to verify credit card tax / 1099K forms AARON to move Teacher Pin expense out of Staff Appreciation and into Teacher Grants
4) Scrip	Monthly report attached. Report comparing last year to this year attached. Deanne Kanenaga of FMS scrip reports they are shelving their scrip program until Haggen's status is determined Deanne has agreed to help with procurement of scrip cards next year (not tracking / ledgering) RECOMMENDATIONS: continue with scrip program / continue shopwithscrip but do it quarterly / keep smaller vendors on hand for office purchases / continue with 15% teacher grant donation / continue with group fundraising approach / continue with fronting the cost of purchasing cards NEED: co-chair for tracking / reporting / communicator to work with Deanne Group to meet soon to strategize for next year	
5) Membership	Report attached	TERESA to change membership form to give opt-out option for General Volunteer list
6) Principal Update	No Update	
7) Teacher Grants	No grants submitted	
8) President report	Mr. Schelle requested funding for rubber bracelets to build camaraderie – Learning Ctr asked for 15 Regal Center movie cards instead of Woods & Menchie's (saving for next year) Staff Appreciation budget John Mangan updating school website – needs input from parents Communication to go out to families re: auction, calendar, clothing drive, -- input received from group	QUENBY to look at website & possibly give feedback to John MEG to send out updated PTSA communication
9) Volunteer Coordinator	Need budget increased for Staff Appreciation 8 th grade cookies needed In effort to increase volunteer pool, membership form to be changed to add Opt-out option for General Volunteer list	
10) PACS update	Notes from Dec 15 & Jan 16 attached	
11) HCL PAC update	3 year goals have been written & reviewed against the Program Review from 2 years ago; next Program Review due in 3 years; metrics of advancements / services provided this year reviewed – to be shared publicly March 29; teacher training / support continuing – bringing in Nancy Herzog from UW Robinson Center in April	
12) Auction	Team Captain lead openings: girls soccer, girls swim, boys swim, wrestling; Clubs well represented Meeting Tuesday night – packets streamlined – tickets & procurement forms at school front desk – Anchors Aweigh item ask: flat reader board screen(s) with rolling announcements (to be hung here at Student Lounge & cafeteria?) – at new school in front entry)	MEG to contact coaches to find parent leads MEG to find out how many reader board screens needed for new building to use for Anchors Aweigh ask (hang 2 now, save \$ for remaining)
13) Senior Trip	Hankinson holding meetings with seniors to plan some event – PTSA to fund up to \$500	
14) 3/23 Mtg	Guest speakers (Faith, Matt, etc)	MEG to verify Mac plug in

planning		available
15) Clothing Drive	Many things have come in. Still need L/XL men's clothes & feminine products.	
16) Donors Choose	All Donors Choose requests funded – Teachers need to put out requests for funding	
17) Other		
18) Adjourn	1:40	

Future Agenda Item(s)

ID	Open Date	Description	Assigned To
1	MAR 2016	Board meeting to be General meeting to elect Nominating Committee & "College Prep Advice" Matt Hawthorne/SAT prep + Faith Stewart/College Financial aid + Sean Hawes/college fit + Meri-Jo Borzilleri/athletic advisor; review membership program to determine whether to buy; increase College Readiness line item for NACAC conference transportation; vote for increased Staff Appreciation budget from \$500 to \$1000	
2	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	
3	MAY 2016	GENERAL Meeting: elect officers, approve budget,	
4	JUNE 2016	Remember we can start tax process in July when books closed (as long as auction expenses all done)	

Next Board Meeting (April 27 - May 25 - June 9th)

Date	March 23, 2016
Time	12:00pm-1:30pm
Location	Administrative conference room

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

Date	March 23, 2016
Time	12:00pm-1:30pm
Location	Administrative Conference Room

Secretary Signature / date: *Veronica Douglas* 2/24/2016