

SEHOME HIGH PTSA 8.3.100

Name: SHS PTSA Board meeting
Date: April 27, 2016
Time: 12:00 p.m.
Location: Office Conference Room

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
X	Effie Eisses	X	XiaoLi Yang
	Kim Lund	X	Michelle Kuss-Cybula
	Kristin Barron		Doug Benjamin
	Colin Cushman		

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 – March 23, 2016	Meg
3	12:07	10 min	Treasurer’s Report – Charities registration due by 5/31/16; Budget planning: departmental grants & grid in section 3 (Increase Staff Apprec budget to \$1000, & increase College Readiness (NACAC budget))	Effie, Aaron
4	12:17	10 min	Scrip Report – No June Scrip	Shari
5	12:27	1 min	Membership Update – tell Cathy Moran we will scholarship her PTSA membership	Teresa
6	12:28	12 min	Principal’s Report	Michelle
7	12:40	2 min	Teacher Grants – AP Bio Field trip	
8	12:42	2 min	President’s Report – Equipment purchase update, PTSA training,	Meg
			COMMITTEE REPORTS	
9	12:44	10 min	Volunteer Coordinator – Volunteer of the Year award vote	XiaoLi
10	12:54	3 min	PACS update – Mar & Apr	Veronica
11	12:57	3 min	HCL PAC update	Veronica
12	1:00	18 min	Auction – Anchors Aweigh, Wine Lead/Storage, Team Lead sign-up, Flower Basket check in-VanWingerden	Meg
13	1:18	2 min	Senior Trip / Celebration?	
			NEW BUSINESS	
14	1:20	1 min	Clothing Drive update from Amy	Teresa
			UNFINISHED BUSINESS	
15	1:21	5 min	Officers needed: VP Membership, Secretary, Asst Treasurer	
16	1:26		Other	
17	1:30		Adjourn	

MINUTES

Agenda Topic	Main Points, Conclusions/Discussions, Decisions	Tasks/ Follow-up
1) Call to Order	CTO @ 12:15	
2) Approve Minutes	Stand as submitted	

3) Treasurer's Report	<ul style="list-style-type: none"> -Financial reports attached -IRS refund check arrived -Andrea sent out photo of \$100 to teachers as reminder for - Anchor class reimbursement -MKC / Andrea given last 3 years of Teacher Grants reports for help with their budget creating process -Aaron, Effie & Meg to meet to discuss cleaning up treasurer's report & create proposed budget ("Scholarships" vs. 3-4 different items; leave Auction as is-"net" amount which includes "gross" amount less expenses; STRIKE out Grad Trip Income line) -PAACS administrative fees charged June 1 annually 	<p>MEG to send out reminder to all PAACS, Cathy Moran, Anchor classes, Learning Center, all chairs for reminder that all reimbursements or intents to be submitted by</p> <p>AARON to charge PAACS the \$175 admin fee on June 1</p> <p>MEG, AARON, & EFFIE to meet for budget planning between May 14-25</p>
4) Scrip	<p>Report attached – includes only what has actually happened – no predictions</p> <p>This weekend is last shopwithscrip submission, next week last request for local scrip</p> <p>Last disbursement May 12</p> <p>2 co-chairs (Mimi Meggyssey & Deanne Kanenage) + 1 possible bookkeeping person lined up</p> <p>Shari is trying to simplify all processes for next year</p> <p>Verifying all participating groups for next year and lead people</p> <p>This year's goal was \$14,000 after a year of \$20,000. Earned \$10,000 with one month of Haggen's and addition of shopwithscrip. Suggest planning for \$8,500 for next year's budget.</p>	
5) Membership	<p>1 new member dated August 2015 – check to be re-written Cathy</p>	
6) Principal Update	<ul style="list-style-type: none"> -Graduation: Parents have offered ideas for decorations; planning for 2 different locations depending on weather (Sehome outside (simple, rent chairs-podium-bleachers, upgraded Amp system to handle audio needs) & Squalicum gym (covering Thor)); 48hr window to decide based on conditions; any questions from parents about planning direct to Andrea for website updates & refer parents to website -Assistant Principals both hired now – Marty Atkins & 2nd is being announced today; student panels very involved with tough questions with both candidates overseen by Rob McElroy -Visioning Committee / Advisory Committee for Design Plan – should be shared in 2 weeks, very busy! -AP Testing starts Monday with some prep/practice happening over weekend -mock DUI next Wednesday for Jrs & Srs -ASB speeches & elections done this week – good turnout -last instructional rounds yesterday – extra money from district for this PD -Junior Night for preparing for the Senior year led by school counselors 4/28 – consider move to earlier in year? -Anchors Aweigh spending still to happen for score board & hallway seating 	<p>TERI to ask daughter if Environmental club is recycling gowns</p> <p>MICHELE to look into Junior Night – possible earlier date??</p>
7) Teacher Grants	<p>Julie Ross-Buckmaster requested \$880 for the AP Biology field trip to the Woodland Park Zoo. Voted on via email – unanimously approved.</p> <p>Mary Hooker requesting \$400 for National Spanish, French, & ESL exams and celebration to honor students for prizes (\$2/students). Veronica make a motion to support request as stated. Seconded. Approved.</p>	<p>MEG to communicate with AP Bio & Spanish about approval of grants AND to contact AP Environmental Science (Maden) about their field trip</p>
8) President report	<p>Meg & Teresa to work together for lounge equipment for Anchors Aweigh budget</p> <p>No update on the PTSA training</p>	
9) Volunteer Coordinator	<p>Senior Reception May 19th – NEED CO-CHAIRS, upgrade with \$653 available instead of Senior Trip, teachers present, Junior Advisor (Rob Gribbel) usually recruits 10 kids who dress nicely to help restock, & clean up; NEED 60 dozen cookies; NEED 4 parents to plate cookies & protect display; NEED 2 parents for clean up; NEED 2 fruit trays from Haggens</p> <p>Last staff appreciation May 25 – pizza with ask for cookies – suggest using extra money to buy dessert</p>	<p>MEG to contact Rob Gribble about student volunteers; to contact Amy Hankinson about adding ice cream to event to make it better</p>

	Volunteer of Year election	
10) PACS update	Reports attached. MARCH: start/end times, leadership updates, Budget process, Restorative Practices, Parents Matter, new PACS co-chair needed. APRIL:	
11) HCL PAC update	Data Review of one year's progress Math Pathway from 5 th grade through HS being fine tuned Survey being created Nancy Herzog PD yesterday – well received	
12) Auction	About 85 tickets sold – Michele to send out Messenger for reminder to have tickets in by May 4 th -Cathy Moran offered complimentary ticket to event NEED: Volunteer Lead for night of volunteers Wine lead to collect & store wine Flower Basket given to drama to manage Separate job out Define themed baskets ahead of time then assign to specific groups	MICHELLE to send out Messenger for ticket reminder by May 4th
13) Senior Trip	History of mixed interest based on each year's personalities Amy Hankinson contacted by Meg for Menchie's feed here- haven't heard back from her- MKC suggestion:	
14) Clothing Drive	"Thanks to all who have donated awesome things to our Sehome Exchange program. At least 15 kids have been supported with everyone's help! And those are just the ones that I had a personal hand in helping...and we are moving into spring and so all those T's and shorts are coming in handy. That said we are closing in on the end of the year and so we are good for donations at this time. I have been in contact with NW Youth Services and I am going to be helping them out with some of the "overflow" items as many of our students are their clients too. Please contact me with any and all questions. "	
15) Officers needed	Meg attended FMS PTSA meeting to ask; chair list sent to Kulshan PTSA to share at meeting; all are encouraged	
16) Other		
17) Adjourn		

Future Agenda Item(s)

ID	Open Date	Description	Assigned To
1	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 Increase Staff Appreciation to \$1000 & increase College Readiness (NACAC budget)	
2	MAY 2016	GENERAL Meeting: elect officers, approve budget,	
3	JUNE 2016	Remember we can start tax process in July when books closed (as long as auction expenses all done)	
4	FALL 2016	Standing Rules – adjust Scrip VP voting?; approve final budget	

Next Board Meeting (June 9th)

Date	May 25, 2016
Time	12:00pm-1:30pm
Location	Administrative conference room

Next General Membership Meeting (May 25, 2016)

Date	May 25, 2016
Time	12:00pm-1:30pm

Location	Administrative Conference Room
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Secretary Signature / date: *Veronica Douglas* 04/27/16