

## SEHOME HIGH PTSA 8.3.100

Name: SHS PTSA Board AND General meeting

Date: June 9, 2016

Time: 12:00 p.m.

Location: Office Conference Room

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
	Effie Eisses	X	XiaoLi Yang
	Rachel Williams		Michelle Kuss-Cybula
X	Kim Wallace-Watler	X	Kristin Cerenzia

### 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 – May 25, 2016	Meg
3	12:07	10 min	Treasurer’s Report – ASB/PTSA billing issues for boys’ basketball, girls’ basketball, girls’ soccer; plan for summer financial audit; Ropes course funding; reminder tax process can start in July as soon as books are closed; donation of money toward scoreboard – put in interest-earning account?	Effie, Aaron, Meg
4	12:17	10 min	Scrip Report – update of scrip forms	Shari
5	12:27	10 min	Membership Report – close out PT Avenue, submit new board members to WSPTA, review form	Teresa
6	12:37	10 min	Principal’s Report – graduation, orientation assistance, lounge furniture; back to school mailing date; changes – direction – big goals for next year	Michelle
7	12:47	0 min	Teacher Grants	Veronica
8	12:47	8 min	President’s Report – purchase of large flatscreen TV & lounge furniture; plan summer and fall meeting schedule & topics	Meg
			<b>COMMITTEE REPORTS</b>	
9	12:53	10 min	Volunteer Coordinator – Volunteer of the Year award, update of Volunteer form	XiaoLi
10	1:03	3 min	PACS update – May	Veronica
11	1:06	2 min	HCL PAC update – May	Veronica
12	1:08	15 min	Brushfire PAAC – GRADS van, peer mentoring snack budget (wholesale snacks vs. food service snacks), peer mentoring, SAIL, etc	Meg
			<b>NEW BUSINESS</b>	
			<b>UNFINISHED BUSINESS</b>	
13	1:23	7 min	Other	
14	1:30		Adjourn	

### MINUTES

Agenda Topic	Main Points, Conclusions/Discussions, Decisions	Tasks/ Follow-up
1) Call to Order	CTO @ 12:18	
2) Approve	Minutes approved as stand	

Minutes		
<p><b>12:183)</b> <b>Treasurer's Report</b></p>	<p><b>From:</b> Cushman, Colin  <b>Sent:</b> Wednesday, May 25, 2016 11:29 AM  <b>To:</b> Andria Fountain; Kirk, Kim; Steve Call  <b>Cc:</b> Moran, Cathy; Meg Metzger  <b>Subject:</b> getting your ASB accounts zeroed out</p> <p>Kim; Steve and Andria:  Cathy is going to bill PTSA from your booster clubs to zero out your ASB accounts. Currently you have the following debt in ASB and credit in PTSA:  Girls Basketball:  ASB Debt: \$6169.65; PTSA Credit: \$8566.36 Leaves you a PTSA positive balance of \$2396.71  Boys basketball:  ASB Debt: \$3026; PTSA Credit: \$5412 Leaves you a PTSA positive balance of \$2386  Girls Soccer:  ASB Debt: \$1999.98; PTSA Credit: \$2197.06 Leaves you a PTSA positive balance of \$197.08  ***Note: no paperwork has been received yet from Cathy to Aaron / Effie – going to use paper copy of the agenda with request form.</p> <p>Summer financial audit planned for Thurs, July 7, 2016, 12-2:30pm at Meg Metzger's house</p> <p>All auction reimbursement requests in. Anchor / teacher grant requests just came in.</p> <p>Financial review/audit – date set, auditors (2) to be Veronica &amp; hopefully Deanne Kanenaga</p> <p>Review of incoming bills not yet received from grants/ASB (field trips, ping pong table, Little Women?, etc)</p> <p>\$1000 now needed by us for Ropes Course – need to find a place to take it from – add Success Coordinator line item – take from unearmarked Auction income</p> <p>Flatscreen to be purchased this summer with Michelle, Colin, Meg from Costco  Veronica made a motion to spend \$4000 of unearmarked auction income toward SkyVision Scoreboard, putting it in a interest-earning account.  Seconded. Motion passed.</p> <p>Recommendation by Meg to move promised money for next year from auction now for them to start year with.  Report attached. Agreed by members present.</p>	<p><b>AARON</b> to write check today for transfer of PTSA to ASB money, using agenda for specifics</p> <p><b>XIAOLI</b> to submit Fair Market value list from auction to Aaron</p> <p><b>SHARI</b> to invite Deanne Kanenaga to audit meeting as 2<sup>nd</sup> auditor</p> <p><b>AARON</b> to move \$4000 to savings account as earmarked for Scoreboard – will move entire auction income to savings account for summer to earn interest</p> <p><b>MEG</b> to send report to board members</p>
<p><b>4) Scrip</b></p>	<p>Report attached. Raised over \$10K this year.  May closed out &amp; reconciled. Remaining \$1500 from Co-op, some Fred Meyer, some Woods  Haggen's/Albertson's may go through ShopWithScrip  Whole Foods goes through ShopWithScrip  Shari, Deanne, &amp; Mimi to update/amend the order form this summer – form to be done by August 1st  Shari to meet with Chris Heinz to review bookkeeping and pass off  LATE ENTRY: Haggen's announced today that it will reinstate it's scrip program. A 10% discount can be earned if over \$20K is purchased. Schools buy together, so the 10% will be earned.</p>	
<p><b>5) Membership</b></p>	<p>PTAvenue to be closed out soon.  Teresa will enter incoming officers/contact info  Rough draft attached. Teresa &amp; Kristin to work from Meg's drafts.</p>	<p><b>MEG</b> to send out her draft to Teresa, Kristen Cerenzia &amp; Kirsten Barron  <b>TERESA &amp; KRISTEN</b> to communicate to finalize form by Aug 1</p>
<p><b>6) Principal Update</b></p>	<p>Graduation location announced today that it will be at Squalicum HS due to rain.</p>	<p><b>MEG</b> to ask Michelle questions in agenda</p>

<b>7) Teacher Grants</b>	No teacher grants	
<b>8) President report</b>	Flat screen tv to be purchased this summer. Fall meeting schedule – last Thursday not a holiday or break	<b>MEG</b> to verify mailing date & if a separate open house date to happen
<b>9) Volunteer Coordinator</b>	XiaoLi to review volunteer signup list Need bookroom help next week Volunteer of the Year to be determined Volunteer signup form to be updated & aligned with Signupgenius	<b>MEG</b> to clear out Senior-only families from signupgenius AND ask Kelly to print out list of senior-only families <b>XIAOLI</b> to determine Volunteer of Year email & presentation <b>XIAOLI</b> to update volunteer form
<b>10) PACS update</b>	See Attached / below	
<b>11) HCL PAC update</b>	Review of 3 Surveys that were put out in May (teachers, families, HS students) Review of budget for next year Review of goals / progress from this year	
<b>12) Brushfire</b>	PTSA will need to help cover costs for snacks; conversation started between Brenda Apt, Meg Metzger, Mark Dalton, Amy Brewster to come up with less expensive, local source of snacks for Peer Mentoring & Learning Center  Buck Gibbons starting own 501c3. Needs his own board. Anne Welsh expressed interest in supporting GRADS program. Buck wants Brushfire to focus on GRADS program. Anne told about opportunity to serve on that board. Questions: Who will his student mentees be next year? Can they join the PTSA next year and present to our meeting quarterly next year?	<b>MEG</b> to ask Buck questions as noted
<b>13) Other</b>		
<b>14) Adjourn</b>		

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#### Future Agenda Item(s)

ID	Open Date	Description	Assigned To
1	SUMMER 2016		
2	FALL 2016	Standing Rules – adjust Scrip VP voting?; approve final budget; reminder that ASB needs to create bill/PO so we can pay as soon as possible (sports, field trips, grant requests, yearbook, etc); review Brushfire with new board members	
3	Last General Memb Mtg	Volunteer of Year vote	
4	Spring 2017	Notate in minutes the details about check signer card (who is coming off & going on, bank name & acct number)	

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#### Next Board Meeting (summer 2016)

<b>Date</b>	Thursday, July 7, 2016
<b>Time</b>	12-1:30 p.m.
<b>Location</b>	Meg Metzger's home, 216 Hawthorne Road

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#### Next General Membership Meeting (fall 2016)

<b>Date</b>	
<b>Time</b>	12:00pm-1:30pm
<b>Location</b>	Administrative Conference Room

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Secretary Signature / date: *Veronica S Douglas 6/9/2016*

## **Parent Advisory Committee (PAC) to the Superintendent Meeting**

**June 2, 2016 – Central Services Board Room**

### **Key Communications**

Each school has two representatives on this committee. Attendees introduced themselves and shared their connections with the school district. Dawn Brand and Grace Munson are co-chairs.

### **Superintendent's Update**

- Thank you for a great school year.
- Leadership Update: Analisa Ficklin will be the principal at Cordata Elementary School next school year. Stephanie Johnson will be the interim principal at Wade King Elementary.
- The Transportation Levy Advisory Group is ready to submit their recommendation to the superintendent that will include a school bus levy for the November ballot. WTA and the City of Bellingham were represented on the group. The proposed levy will replace an aging bus fleet, improve student safety, meet growing needs for specialized transportation for students in special education and who are homeless, and support more opportunities for students such as field trips and an improved high school schedule.
- Budget: We shared our draft budget this spring and received feedback. We then communicated what we heard and are planning to fund for 2016-17 to finalize our budget this June.
- Facilities Update: Ron Cowan shared an update on the Parkview and Happy Valley projects, which are nearing completion. He also shared that we are preparing for construction this summer for the turf field at Squalicum High School and the new Options High School. Finally, the New Sehome High School Educational Specifications and Design Advisory Committee will be submitting a recommendation to the superintendent this month for the proposed site plan and design for the new school. The site plan allows students to remain in the existing building while the new Sehome is built. The group shared appreciation that the projects have remained on budget and on schedule.

### **Partners in Funding – Roles of the District, Foundation, PTA/PTO**

- The group reflected on the various funding roles of the district, Bellingham Public Schools Foundation and PTA/PTOs.
- Field trips: Each school has a budget for field trips. The Foundation also helps fund field trips. And, PTA general fundraising supports field trips. We want to avoid asking parents for money for a specific field trip. If a field trip is desired, PTAs should work with their school's principal.
- Need clarification on how PTAs can contribute to bonds and levy campaigns. The national and state PTA recommendation is no more than 3-5% of the school's annual PTA budget.
- A PTA from one of our schools adopted another school's PTA this year.
- We will continue this conversation throughout next school year.

### **Announcements and Acknowledgements**

The group recognized Dawn Brand for her service as co-chair. Holly Miller will be the new co-chair for 2016-17. Grace Munson thanked everyone for their work, attendance and sharing information back at their schools. Next Meeting: September 2016 at the District Office.