

## SEHOME HIGH PTSA 8.3.100

**Name:** SHS PTSA Board AND General meeting  
**Date:** August 25, 2016 **Facilitator:** Meg Metzger  
**Time:** 12:00 p.m. **Scribe:** Veronica Douglas  
**Location:** Office Conference Room

Attendee		Attendee	
X	Meg Metzger		Aaron Hakeman
X	Deanne Kanenaga	X	XiaoLi Yang
X	Veronica Douglas	X	Michelle Kuss-Cybula
X	J'aime Lemmer	X	Marty Atkins
X	Mimi Meggyesy	X	Michael Couto
	Kim Wallace-Watler	X	Kristin Cerenzia
X	Teri MacPhee	X	Michele McNamee

### Agenda

ID	Time	Duration	Item	Presenter/Lead
1	12:00	5 min	Call To Order and Introductions	Meg
2	12:05	5 min	Approval of Minutes – June 6, 2016; July 7, 2016 audit not complete	Meg
3	12:10	15 min	Treasurer’s Report – Pay to Play decrease; Peer Mentoring increase; Haggen scrip income increase? Determine how to spend remaining \$7000 from Anchors Aweigh;	Meg
4	12:25	10 min	Scrip Report –	Shari
5	12:35	10 min	Membership Report –	Kristin
6	12:45	10 min	Principal’s Report – VP introduction; meeting space conflicts	Michelle
7	12:55	0 min	Teacher Grants	Veronica
8	12:55	10 min	President’s Report – meeting schedule / dates; Club & Activity advisors \$30 gift certificates; Sal Haas / Invest Ed monies (scholarship managed by Cathy Moran)	Meg
			<b>COMMITTEE REPORTS</b>	
9	1:05	10 min	Volunteer Coordinator – Staff Appreciation, Volunteer portal – who still needs to fill out?; Volunteers of the Year for 2015-16	XiaoLi
10	1:15	3 min	PACS update – this year’s reps?	Veronica
11	1:18	2 min	HCL PAC update	Veronica
			<b>NEW BUSINESS</b>	
12	1:20	3 min	HCLPA request for meeting space / liability coverage	Veronica
13	1:23	2 min	Learning Center – Quantities have / needed	Meg
14	1:25	2 min	Good Samaritan Gift Certificate needs	Meg
			<b>UNFINISHED BUSINESS</b>	
15	1:27	3 min	Orientation Debrief	Meg
16	1:30	? min	Other	
17	1:30		Adjourn	

### MINUTES

Agenda Topic	Main Points, Conclusions/Discussions, Decisions	Tasks/ Follow-up
<b>1) Call to Order</b>	CTO @ 12:05pm	
<b>2) Approve Minutes</b>	June minutes reviewed verbally June minutes approved as provided	

<p><b>3) Treasurer's Report</b></p>	<p>June &amp; July Financial reports attached. No Treasurer's Report submitted.</p> <p>Audit concerns still needing resolution:  --\$1000 to Anchors Away from July 2015, no record in QuickBooks. Previous year expense?  --\$900 to clubs and activities from May 2016, no record in QuickBooks.  --still need the final numbers from Scrip  **\$900 was thank you to advisors (\$30 for 30 teachers)  Discuss rest of questions with Aaron</p> <p>Budget Amendments:  Pay to play decrease by \$1800  Add Peer mentoring line with \$1000  Haggen scrip income increase?  --advice from Scrip VPs to wait and see what happens with Haggen's  Determine how to spend the remaining \$7000 from Anchors Aweigh.  Aaron and Meg wrote the check for ASB auction distribution for music, drama, coaches' challenge and clubs and activities for \$13,559. Spreadsheet attached.</p> <p>Budget and QuickBooks titles now match &amp; are simpler based on Aaron &amp; Meg working together</p>	<p><b>MEG</b> to get ASB budget to show what they are paying for</p> <p><b>MEG</b> to ask Michelle Kuss-Cybula for ideas for \$7000 Anchors Aweigh money</p> <p><b>VERONICA</b> to print and attach auction distribution spreadsheet</p>
<p><b>4) Scrip</b></p>	<p>\$498 in profit as of this morning  Lots of people signing up  Shari still refining spreadsheet to make simpler to use  Team/Club Leads for each area almost complete – forms should be shared with parents by Leads (drama,</p>	
<p><b>5) Membership</b></p>	<p>Spreadsheet to be modified  Submitted Membership forms are coming in well  Kristin to do trial of PT Avenue &amp; report back in September – buy?</p>	<p><b>MEG</b> to help modify spreadsheet  <b>KRISTIN</b> to download &amp; export email distribution list to Meg &amp; XiaoLi</p>
<p><b>6) Principal Update</b></p>	<p>Introduce new Vice Principals  Meeting location change? – potential conflicts with room (planning meetings for 4X8 schedule)</p> <p>Mike Couto previously VP at Nooksack Valley HS x 3yr &amp; taught AP sciences; passionate about helping teachers improve their practice to best meet the needs of students – already starting working with staff around Care/Community/Collaboration; A-K students; leading science – foreign language - ; started asking teachers "WHY" are you doing what you're doing;</p> <p>Marty Atkins 26 years math teacher, worked in Hawaii, 10 yrs Bellingham HS, 6 yrs Asia; passionate about building relational program between students &amp; students/teachers/staff; L-Z students; leading math – fine/perf arts</p> <p>Michelle Kuss-Cybula parent here, teacher at WWU, 2<sup>nd</sup> year principal here,  Leading Language Arts &amp; Social Studies depts.;</p> <p>No longer department chairs – now called "Learning Teams"; Co-Teaching Models being used now (one is content expert &amp; one is modification expert) happening in all core subjects but still room to expand</p> <p>Grading Practices being reviewed to ask "WHY"</p> <p>Project Free Education (2<sup>nd</sup> year at high school level) – different here than at lower school levels (students don't receive bags of supplies) – looking at 3 levels of supplies needed (all, most, teacher specific) – supplies provided by classroom teachers (paper, highlighters, etc) – any questions? Ask classroom teachers; no planners provided for all but for those that want them they are available (Amy Brewster manages, PTSA funded)</p> <p>SUGGESTION: use Anchor class to teach students how to use</p>	

	<p>cell phone calendar instead of planners</p> <p>Reviewed with teachers how to use comp books &amp; Cornell notes with students in class</p> <p>\$500 available from PTSA for 3 C's reward (pins, mugs, etc) Administration to consider – also reading Helping Children Succeed by Paul Tough recommending no rewards</p> <p>Mike Couto programming TV in Student Lounge with messaging to students – SUGGESTION to have students/ASB provide input (as practice for Scoreboard in future)</p> <p>\$7000 available – to consider electronic cart for custodian</p> <p>New Counselor: Amy Hjelt (replaced Jeff Smith)</p>	
<b>7) Teacher Grants</b>	No teacher grants at this time	
<b>8) President report</b>	<p>Proposed Meeting schedule:</p> <p>August 25th, 2016 September 22, 2016 **October 19th Wed. General Meeting 7pm. "Resources you may NOT know" (Library) October 27, 2016 November 17, 2016 (3rd Thursday) December 15, 2016 (3rd Thursday) January 26, 2017 February 23, 2017 March 23, 2017 April 27, 2017 **May 17, 2017 Wed. General Meeting 7pm. "College Planning, ACT/SAT testing" (New Board members voted in) (Library) May 24, 2017 (4th Wednesday) June 14, 2017(2nd Wednesday, Day before school is out, pay all bills, &amp; wrap up)</p> <p><b>Time:</b> 12:00 to 1:30 p.m. (Board Meetings) <b>Place:</b> Main Office Conference Room</p> <p>Auction items: "Unique Mariner Opportunities" (Football, band, baseball, cross country -Meg Metzger handling)</p> <p>Invest Ed (previously Sal Haas) used for family scholarships (ASB card, yearbooks, etc) – managed by Cathy Moran</p>	
<b>9) Volunteer Coordinator</b>	<p>New Volunteer registration with district via website / portal – good for 2 years – Donna Hulford checks list</p> <p>Volunteers of the Year: Meg &amp; XiaoLi</p> <p>Meg added signupgenius link to Facebook – really helped</p> <p>Consider buying premier membership to Signupgenius to take away 1000 email limit</p>	<p><b>KRISTIN</b> to forward email from Fairhaven to XiaoLi <b>XIAO LI</b> to email volunteers with link to portal to those who still need to signup (Meg to help write email)</p>
<b>10) PACS update</b>	<p>This year's reps? School is awaiting request from District for names</p>	
<b>11) HCL PAC update</b>	Monthly meetings are being scheduled – district is seeking more attendees to offer input; 4 family nights scheduled for this year	
<b>12) HCLPA</b>	<p>Veronica is the secretary of the Board of Directors of the Bellingham HCL Parent Group. She requests the SHS PTSA to provide liability insurance coverage for our monthly meetings so we can meet in the SHS library. Proposed Dates: Mondays 6:30-8pm Sept 19 Oct 24 Nov 28 Feb 6 Mar 20 May 22</p> <p>Motion made by Veronica as stated above. Motion seconded &amp; approved.</p>	
<b>13) Learning Center</b>	New district rules regarding snacks for Learning Center (see	<b>MEG</b> to meet with Brenda Apt

<b>needs</b>	attached) – Nancy Cullinane has been parent shopper – now snacks need to be pre-packaged and nutritionally sound	& Nancy to come up with suggestions
<b>14) Good Samaritan needs</b>	Peggy (campus monitor) hands out to students if do something well \$5 gift cards to Menchies, Woods Still enough in stock to last through December	
<b>15) Orientation Debrief</b>	Positive reviews about program from parents Administration debrief from orientation: parents complained about not getting tour – if parents want tour, make tour available earlier Locker confusion – last year’s 8 <sup>th</sup> graders not given instruction so confusion this year with the 9 <sup>th</sup> graders – need to sign up (not automatically assigned) Snack by PTSA probably not to be offered again	
<b>16) Other</b>	Brushfire / Buck Gibbons meeting with Amy Brewster, Success Coordinator, to create budget / expected expenses	
<b>17) Adjourn</b>		

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**Future Agenda Item(s)**

ID	Open Date	Description	Assigned To
1	SEPTEMBER 2016	Review Standing Rules – adjust Scrip VP voting?; review 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);	
2	OCTOBER 2016	GENERAL: approve Standing Rules, approve final budget BOARD:	
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); review forms: add Volunteer Portal information to volunteer form	

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**Next Board Meeting (Aug 25, Sept 22, Oct 27, Nov 17, Dec 15, Jan 26, Feb 23, Mar 23, Apr 27, May 24, June 14)**

<b>Date</b>	Sept 22, 2016
<b>Time</b>	12:00 pm – 1:30 pm
<b>Location</b>	Main Office Conference Room ***Location may change

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**Next General Membership Meeting (Oct 19, May 17)**

<b>Date</b>	October 19, 2016
<b>Time</b>	7:00 pm – 8:30 pm
<b>Location</b>	Sehome Library

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**Secretary Signature / date: *Veronica S Douglas 8/25/2016***