

## SEHOME HIGH PTSA 8.3.100

**Name:** SHS PTSA Board AND General meeting  
**Date:** September 22, 2016 **Facilitator:** Meg Metzger  
**Time:** 12:00 p.m. **Scribe:** Veronica Douglas  
**Location:** Office Conference Room

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

### 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 – July 7, 2016 Review Audit, Aug 25, 2016	Meg
3	12:10	15 min	Treasurer's Report – review final budget before General Memb approval on 10/19, reminder that ASB needs to create bill/PO so we can pay as soon as possible (sports, field trips, grant requests, yearbook, etc); Outstanding checks; Audit update	Meg
4	12:25	5 min	Scrip Report –	Mimi / Deanne
5	12:30	10 min	Membership Report – numbers, first payment	Kristin
6	12:40	10 min	President's Report – complete the WSPTA standard of Affiliation contract; Anchors Aweigh spending – golf cart for school – larger TV – Departmental equip allowance?; Anchor Class stipend email sent out; Graduation Senior Field Day like BHS – Post-grad party?	Meg
7	12:50	17 min	Principal's Report – Professional Development: How Teacher's Learn and work with 5D/Calibrating with 5D; Our Student Focus: October 14th/ Project 94/ Restorative Practices; Super Wednesday; Link Work; How can we reach out to more families? What's on your mind? (Community meeting to review new building plans? 4 X 8 schedule & adjustments/changes within the building? Later Start changes/adjustments? feedback on Back to School night?	Michelle
8	1:07	5 min	Teacher Grants – Amy Hankinson for \$2214 for 5 electronic balances for science/chemistry courses	Veronica
			<b>COMMITTEE REPORTS</b>	
9	1:12	10 min	Volunteer Coordinator – Staff Appreciation, Volunteer portal – who still needs to fill out?; Volunteers of the Year for 2015-16	XiaoLi
10	1:22	3 min	PACS update – this year's reps	Veronica
11	1:25	2 min	HCL PAC update	Veronica
			<b>NEW BUSINESS</b>	
12	1:27	5 min	Review Standing Rules – adjust scrip VP voting?	Veronica
13	1:32	5 min	School Bus Levy support – Endorse? Donate up to \$99? Educate?	Meg
			<b>UNFINISHED BUSINESS</b>	

ID	Time	Duration	Item	Presenter/Lead
14	1:37	3 min	Learning Center – suggestions for snacks?	Meg
15	1:40	2 min	Brushfire – budget created? Donations in honor of Megan Mischaikov	
16			Other	
17	1:42		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>	July 7, 2017 and Aug 25, 2017 – minutes stand as presented Financial Audit findings reviewed	<b>MEG, AARON, &amp; VERONICA</b> to continue working on audit numbers
<b>3) Treasurer's Report</b>	<p>Working on 990 tax filing with goal to finish by Oct 1 – will email to officers</p> <p>BP Foundation \$750 arrived – match from Raise The Paddle – to add to Auction Income</p> <p>New checks written to Ashley Bobovski for uncleared checks – treasurer reminding recipients of uncleared checks after 60 days</p> <p>Treasurer's Report attached – Music/Drama includes orchestra, band, choir, drama but not dance yet. Have not given to dance yet but they were a helpful group at auction. College Readiness covers AVID bus to college fair, Cache trip to WSU, Person of Color trip</p> <p>AP Testing &amp; College in HS scholarship money comes from BPSF to school – some was unspent this year.</p> <p>Marcia Gaven to start working with Aaron at some capacity after October tax season</p>	
<b>4) Scrip</b>	<p>Records are still being transferred from previous chair to current chairs</p> <p>September = 77 participants, \$22,400 sales, \$1666 profit</p> <p>New record keeper Kristin Hughes to help with financial tracking</p> <p>Shopwithscrip use still being determined based on other scrip fundraising. May be one time this year for holidays (possibility of one more in spring). Due date will be around Thanksgiving.</p> <p>December due date is 12/6 for other scrip for holidays.</p> <p>Team is working on verbiage for PTSA website</p>	<b>MIMI &amp; DEANNE</b> to send website verbiage to J'aime And To send an update to Andrea DeCosta for Mariner
<b>5) Membership</b>	<p>136 members. \$1,096 sent to WSPTA.</p> <p>\$150 straight auction</p> <p>\$860 earned in non-member donations.</p>	
<b>6) President report</b>	<p>Fundraising concern: BSD provides no-fee fundraising site to send out/distribute. Some groups/teams have used "GoFundMe" website which keeps high percentage of earnings. We need to encourage groups/teams to use BSD option and to discourage "GoFundMe".</p> <p>WSPTA Standard of Affiliation – explained and additional initials done</p> <p>Anchor's Aweigh (goal to spend \$ on current students): Golf Cart / electric cart for custodian, campus monitor, athletic trainer, athletics, instruments Quote &amp; photo attached. \$2897 for 2011 cart including cargo bed attached to back. Mimi made a motion to purchase cart as presented on quote. Seconded. Passed.</p> <p>Larger TV? Concern from admin about students over-riding wifi &amp; programming ?Departmental equipment allowance to help with transition to 4X8 schedule. Reinvest in Learning Center as the previous monies run out?</p>	

	<p>Anchor Class Stipend email sent out:  <i>"The PTSA is again funding "Anchor Class \$100 Stipend".  Purpose: build community, celebrate milestones, open/close the year and offset teacher costs  PTSA grants up to \$100 for consumable items for students such as cups, paper goods, Juice, tea, hot chocolate, pizza, ice cream, other incentives.  Not Included: Classroom assets, DVD movies  Receipts required: one submission/one time (submit when complete, save until the end of the year but submit by June 5th). Use reimbursement form here attached or at: <a href="http://sehomeptsa.weebly.com/uploads/2/1/0/0/21000278/2012shsptsarequestreimburse.pdf">http://sehomeptsa.weebly.com/uploads/2/1/0/0/21000278/2012shsptsarequestreimburse.pdf</a> . place in front office PTSA treasurer box. Check will be returned to teacher's box."</i></p> <p>Graduation celebration ideas:  Table to October</p>	
<p><b>7) Principal Update</b></p>	<p>Professional Development: How Teacher's Learn and work with 5D/Callibrating with 5D  Demonstrated using technology (what are your excitements &amp; concerns? See below) during a class/meeting using OneNote &amp; all teachers have access with new 2016 Office Suite – more transparent, live,  5D working with staff (TPEP) – Rubric has 7 indicators each with a grading level; used Purple Friday to look at Assessment as a group; Now meeting with each teacher 45 min to look at goal setting &amp; current performance – notes kept in online folder available to administrators &amp; individual teachers; 37 areas of assessment of teacher; administrators in classrooms often to observe</p> <p>Our Student Focus: October 14th/ Project 94/ Restorative Practices – encouraging counselors to reach students who are being "lost", starting round table discussion about individual students who need extra help and ask for someone to take ownership of mentoring ("adopt a kid")</p> <p>Super Wednesday 10/19 TENTATIVE PLAN  9<sup>th</sup> Grade: 4 station workshop rotation (community building, 4X8, Health &amp; Substance Abuse, WOIS survey – career search)  10<sup>th</sup> PreACT  11<sup>th</sup> ACT  12<sup>th</sup> 4 station workshop (college visits, navigating senior year w/ counselors, scholarships w/ Zender, college essay/resume)  **use outside help to</p> <p>Link Work: How can we reach out to more families / students?</p> <p>Back to School night: PTSA/Snack table is hard to get workers for as most parents want to meet their student's teachers. Some leadership students helped with the snack table, which worked well and should be repeated.</p> <p>4X8 Schedule Advisory committee: students &amp; staff on with subcommittees (multi-tiered systems of support (incl Anchor class), Graduation Req's, Course Waivers, Instructional Concerns); means 4 classes/day and a total of 8 classes total; goal is to finish committee work by December; school day ends 45mins later – sports events need adjusting</p> <p>Other Concerns:  PE Waiver???  Counselor – worried about support  ? 2<sup>nd</sup> semester scheduling  C in HS – UW credit??  How to reg. for CinHS  College in High School very complex b/c each college has different rules re: deadlines, funding, teachers who can teach  Anchor – what's the message?  IEP / 504s? Do teachers know?</p>	

<b>8) Teacher Grants</b>	<p>Amy Hankinson / Science: Request for \$2214 for 5 electronic balances (\$372 each + tax/shipping) for science/chemistry courses this year and will need next year for the 8 period schedule. Michelle KC is very supportive. They got one from Donors Choose and some will be purchased with Departmental funds.</p> <p>Mimi made a motion as presented out of Teacher Grant line item. Seconded. Passed.</p> <p>AP Bio trip to Woodland park zoo for their animal behavior unit this spring.</p>	
<b>9) Volunteer Coordinator</b>	<p>XiaoLi working with Kristin with forms to get all membership, volunteer and auction information.</p> <p>Staff Appreciation lunch next week.</p> <p>Meg to put reminder on next signugnugenius to fill out BSD Volunteer Form</p>	<b>XIAOLI</b> to connect with Donna Hulford for list of volunteers who have filled out the BSD form
<b>10) PACS update</b>	<p>This year's reps: Kristee Letavec &amp; Veronica Douglas</p> <p>All meetings occur from 9:30 to 11:30 a.m., generally at the District Office, 1306 Dupont Street, unless noted. Meetings for the 2016-17 school year are scheduled as follows:</p> <ul style="list-style-type: none"> <li>-September 22, 2016</li> <li>-October 20, 2016</li> <li>-December 8, 2016</li> <li>-January 26, 2017</li> <li>-February 23, 2017</li> <li>-March 23, 2017</li> <li>-April 20, 2017</li> <li>-June 1, 2017</li> </ul> <p>September meeting highlights:</p>	
<b>11) HCL PAC update</b>	Meetings start next week	
<b>12) Standing Rules</b>	One change proposed to specify the number of board members need to make a quorum to vote on issues	
<b>13) School Bus Levy</b>	<p>Request from Citizens for Bellingham Schools:</p> <p>1) <b>Endorse.</b> Probably most importantly in the immediate time frame, <u>we would like to ask for your endorsement</u>. This means that your PTA/PTO would be listed as a supporter of the levies on our website (<a href="http://www.bellinghamlevy.org/">http://www.bellinghamlevy.org/</a>). You can do this by <b>sending a quick email to <a href="mailto:bhamlevy@gmail.com">bhamlevy@gmail.com</a></b>.</p> <p>You can endorse the campaign as an organization, and anyone can endorse as an individual.</p> <p>4 yes, 1 abstain</p> <p>2) <b>Donate.</b> If your PTA/PTO is in a position to donate to the campaign, we would welcome your contribution. The funds are primarily used for printing and mailing costs. State law requires that donations from a PTA/PTO not exceed \$99. Here is the address where you can send your check: Citizens for Bellingham Schools, P.O. Box 1082, Bellingham, WA 98227. Veronica made a motion to donate \$99 to Citizens for Bellingham Schools. Seconded. Passed</p> <p>3) <b>Educate.</b> We encourage you to familiarize yourself and your board with the facts of the levy. Conversations we each have in our school communities can have a great impact. This link will provide you with the essential information and we are happy to point you to any other resources that you need. <a href="https://www.bellinghamschools.org/wp-content/uploads/2016/08/schoolbuslevy_1.pdf">https://www.bellinghamschools.org/wp-content/uploads/2016/08/schoolbuslevy_1.pdf</a></p>	
<b>14) Learning Center</b>	Nancy Cullinane and Brenda Apt are working together within the Food & Wellness policy to provide afterschool snacks. BSD denied working with them while they focus on the new Centralized Kit	
<b>15) Brushfire</b>	Buck Gibbons is buying snacks for Peer Mentoring although emails over summer said he would now only focus on GRADS. Administrator needs to inform him of new rules regarding Food	<b>MEG</b> to ask administrator to work with Buck re food rules AND will send him a PTSA

	& Wellness Policy	membership form to complete
<b>16) Other</b>	Nothing	
<b>17) Adjourn</b>	2:10pm	

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**Future Agenda Item(s)**

ID	Open Date	Description	Assigned To
1	OCTOBER 2016	GENERAL: approve Standing Rules, approve final budget BOARD: Treasurer to start notifying check recipients if not cleared after 60 days; verify AIM insurance categories with Financial Review & previous years for desired amounts; Graduation Celebration ideas; ASB budget review	
2	NOVEMBER 2016	Good Samaritan gift cards needed for after December?, create master list of all online access logins / passwords;	
3	Last General Memb Mtg	Volunteer of Year vote	
4	APRIL 2017	Any extra Anchors Aweigh funds to Learning Center?	
5	MAY 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; note plan/parameters for Raise the Paddle spending in minutes;	
6	JUNE 2017	Membership report on total # of members – amt charged per member – amt sent to WSPTA – Bring close-out report; treasurer moves residual money to savings to earn interest until needed;	
7	SUMMER 2017	Do not plan to provide snacks for 9 <sup>th</sup> grade orientation night	

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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>	October 27, 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* 9/22/16**