

SEHOME HIGH PTSA 8.3.100

Name: SHS PTSA Board meeting
Date: August 15, 2017
Time: 11:30 a.m.
Location: SHS Conference Room

Facilitator: Veronica Douglas
Scribe: Jessie Burton

Attendee		Attendee	
X	Aaron Hakeman	X	Marid Hendrickson
X	Jessie Burton	X	Sam Faris
X	Veronica Douglas	X	Deanne Kanenaga
X	Linda Kirker	X	Michelle Kuss-Cybula

Agenda

ID	Time	Duration	Item	Presenter/Lead
1	11:30	5 min	Introductions in room	Veronica
2	11:35	5 min	Approval of minutes – June 14 and July 27 th	Veronica/Jessie
3	11:40	20 min	Treasurers Report – Review of June/July report, Anchors Aweigh line item intro & Update (LINK crew / agendas)	Linda
4	12:00	10 min	Scrip Report	Deanne
5	12:10	5 min	Membership Report – verify all officers & chairs are members	Else
6	12:15	10 min	President’s Report: Introduce school staff/ admin, share current contact list & calendar	Veronica
7	12:25	20 min	Principal’s Report	Michelle
			COMMITTEE REPORTS	
8	12:45	1 min	Auction Update	Sam
9	12:46	5 min	Volunteer Coordinator	Rachel/Veronica
10	12:51	1 min	PACS Update	Grace/Veronica
11	12:52	1 min	HCL PAC Update	Veronica
			NEW BUSINESS	
12	12:53	5 min	Teacher Incentive items, Increase budget Line?	Veronica
			UNFINISHED BUSINESS	
13	12:58	10 min	Survey Of Members	Veronica
14	1:08		Other	
15			Adjourn	

MINUTES

Agenda Topic	Main Points, Conclusions/Discussions, Decisions	Tasks/ Follow-up
1) Call to Order	CTO at 11:46; Introductions	
2) Approval of Minutes	June 14 th Minutes Approved July 27 th Minutes approved	
3) Treasurer’s Report	<ul style="list-style-type: none"> → Treasurer’s report attached → Audit was successful, Financial review results read from review → Reviewed budget briefly, including Teacher Grants – spent more than originally budgeted but changed amount with approval mid-year → Anchors Aweigh- \$9600 from Raise the Paddle fund from auction, must specify annually how to spend. This year will cover Avid, agendas (\$3100) and Link Crew (\$3500). → Credit Card FEE: \$5 charged by WECU – Marid to look in to → \$52,000 in savings. 	<p>Sam will send out preliminary budget Sam make a copy of the audit and give to treasurers.</p> <p>Marid to look in to \$5 credit card fee & report next meeting</p>

	<ul style="list-style-type: none"> → Anchor class line item to reimburse teachers for celebrations at \$100/ per class, had 47 classes only 29 put it in for reimbursement. Anchor classes – still 47, keep budget at \$2900 – Michelle Kuss-Cybula reported Anchor meets 2x a week for 25 minutes (less than previous years). Same teacher X 4 years with mixed grades in each class to help build community & support academically. They will still need \$100 per class. → PAACS: School-based, a different name for booster club, If the group has fundraising with adults it has to be run thru PTA. If the fundraising is with only students they go thru ASB → Good Samaritan: Peggy gives students \$5 gift cards to students when they are caught doing something good or helpful. → Master mariner student of the week? Find out more info. 	<p>Linda to verify PAAC leaders and that two people on each PAAC are pta members to handle money</p> <p>Veronica to ask Meg what Master Mariner is</p>
4) Scrip	None	
5) Membership	<ul style="list-style-type: none"> → Orientation next week with Kristen → All officers and chair people need to be members. → Idea for next years membership: A parent of an 8th grader should be membership person in spring get to know them and recruit. 	
6) Presidents report	<ul style="list-style-type: none"> → Committee and chair board list was handed out - Michelle Remley new job Member at large → Mariner Memo: Gwen needs to communicate with Andrea about when it goes out. Keep in contact with Jaime Lemmer as well. → Sam asked about the Facilities User agreement – to fill out & turn in 	Sam Facility User Agreement
7) Principal's Report	<ul style="list-style-type: none"> → Link Crew: 58 upperclassmen mentors to help with freshman during orientation & throughout year → Mike Couto (VP) will also be a representative at PTSA meetings for Sehome's admin → Budget line item: Master Mariner Student of the month gift certificates, ask Peggy where we are with her budget → Building update: Construction going on schedule. Plumbing is going in. Staff touring it now. → Student Parking: Parking is free but students must have a permit from ASB office, nearby condos & WWU students parking in SHS lots. → New staff members will be introduced next meeting. 	Michelle to verify # of Anchor classes and recommended # of \$100 grants
8) Auction	May 4, 2018	
9) Volunteer Coordinator	<ul style="list-style-type: none"> → First week of school volunteers needed for: Library Bookroom, new Compost & Recycle bins to instruct students in Commons & cafeteria, counseling office → Will use last year volunteers list for the first week → New membership/volunteer forms will go through membership then volunteer coordinator → Staff appreciation provides a lunch for staff day before school starts - this year PTSA will pay for it instead of asking parents to donate 	Rachel will look into compost bin procedure and will send out sign up genius for all volunteer opportunities
10) PACS	Dates and Times are listed on the website. PACS: Parent Advisory Committee to Superintendent to relay info from district to schools and to pass info/concerns from schools to superintendent	
11) PAC HCL	HCL PAC Update	
12) Teacher Incentives	Michelle Kuss-Cybula asked for \$1000 to cover lapel pins for 3 C's program with staff and to help with New Staff Welcome kits. Will need \$1000 annually. Approved a one-time \$500 increase at July 2017 meeting. Recommendation to increase Teacher Incentive line item on budget from \$500 to \$1000 every year	Linda to increase Teacher Incentive line item on preliminary budget
13) Survey of members	n/a	
14) Other	Ptsa website updated and up to standard from Jaime Lemmer Sam read the mission statement for us from the website	
15) Adjourn	Adjourned at 1:25pm	

Future Agenda Items

ID	Open Date	Description	Assigned To
1	FALL 2017	-Membership VP to verify if people handling money are members in Fall & January & preauction -With final budget approval – add \$500 line item for Senior celebration -Sign up for paid version of PTAvenue -Restock Learning Center Student of month gift cards -Ask Peggy if \$500 is correct amount for Master Mariner -Mariner memo - email out to all the committee chars vs just get the info from pta meetings? -Bellingham school District Foundation donation (new item) -invite Asst Principals to speak on Restorative Justice -Marid to report on \$5 credit card fee -Linda to present updated budget for final approval at gen memb meeting -give detailed Treasurer’s report - Next years policy October AIM add BDS What to spend money on.	
2	JANUARY 2018	Membership VP to verify if people handling money are members in January & preauction;	
3	APRIL 2018	Membership VP to verify if people handling money are members preauction;	

Next Board Meeting (~~Aug 15~~, Sept 12, Oct 10, Nov 7, Dec 5, Jan 9, Feb 6, Mar 6, Apr 10, May 8, June 5)

Date	Sept 12, 2017
Time	11:30am – 1:30pm
Location	Main Office Conference Room ***Location may change

Next General Membership Meeting (to be determined)

Date	
Time	
Location	

Secretary Signature / date: