

## SEHOME HIGH PTSA 8.3.100

Name: SHS PTSA Board meeting

Date: September 12, 2017

Time: 11:30 a.m.

Location: Lower level Conference Room

Facilitator: Veronica Douglas

Scribe: Jessie Burton

Attendee		Attendee	
X	Veronica Douglas	X	Samantha Faris
X	Mimi Meggyesy	X	Deanne Kanenaga
X	Else Sokol	X	Marid Hendrickson
X	Linda Kirker	X	Michael Couto
X	Michelle Kuss-Cybula	X	Jessie Burton
X	Laura Nelson	X	Grace Munson
X	Gwen Groden	X	Rachel Williams

### Agenda

ID	Time	Duration	Item	Presenter/Lead
1	11:30	5 min	Introductions in room	Veronica
2	11:35	5 min	Approval of minutes – August 15	Veronica/Jessie
3	11:40	20 min	<b>Treasurers' Report</b> – Review income / expenses of last mth / Updated budget – include \$500 Senior celebration, Anchor classes / Report on \$5 WECU monthly fee & Credit card use during year / Review uncleared checks & contact receivers / Anchors Aweigh line item to cover agendas and Link crew costs / Brushfire updates / Reimbursement request process / June Scrip issue / Tax returns status	Linda/Marid
4	12:00	5 min	<b>Scrip:</b> Current numbers, staff response	Deanne
5	12:05	3 min	<b>Membership Report:</b> Current numbers, staff response to personal invite / Verify people handling money are members - Fall, Jan, & auction / Sign up for paid version of PTAvenue	Else
6	12:08	20 min	<b>President's Report:</b> Open House PTSA support / Change PAAC to "Booster Clubs"? / Contact list updates with paac leaders - add clubs & musical groups? / Officers - fiscal responsibilities & logins, change passwords? / PTSA training on 9/16 / Learning Center Student of the Month gift cards	Veronica
7	12:28	20 min	<b>Principal's Report:</b> Back to School Night; Graduation; Super Wednesday – Freshman field trip; Water bottle fillers location, water lead eval 2 years ago? Parent Roundtable Discussions & General Membership meeting dates – topic: restorative justice?; introduce new staff members	Michael/ Michelle
8	12:48	2 min	Teacher Grant Request: Additional \$116.90 to 3 Cs teacher incentives; Library Bookroom stools	Veronica
			<b>COMMITTEE REPORTS</b>	
9	12:50	1 min	Auction Update	Sam
10	12:51	5 min	Volunteer Coordinator / Staff Appreciation – supply storage location	Rachel/Veronica
11	12:56	1 min	PACS Update	Grace/Veronica
12	12:57	3 min	HCL PAC Update	Veronica
13	1:00	5 min	Communication – Mariner Memo- to contact committee chairs?, Directory	
			<b>NEW BUSINESS</b>	
14	1:05	5 min	Good Samaritan, Master Mariner (budget \$500 o.k.?)	Peggy Fogarty
15	1:10	5 min	Survey of members	Veronica, Rachel
16	1:15	10 min	BPSF donation?	Grace Munson
17	1:25		Other	
18	1:30		Adjourn	

MINUTES

	TOPIC	MAIN POINTS/CONCLUSIONS.DISCUSSIONS/DECISIONS	TASK/FOLLOW UP
1	Call to Order	CTO @ 11:46 Introductions	
2	Approval of Minutes	August 15th Minutes amended, then Approved	
3	Treasurers Report	<p>Treasurer's report attached</p> <ul style="list-style-type: none"> <li>→ Reviewed income and expenses in August.</li> <li>→ Updated budget: ok'd to include \$500 Senior celebration line item</li> <li>→ Anchor classes now called Harbor, budget staying the same</li> <li>→ \$5 monthly fee charged by WECU discussed. The charge maybe to keep the account active. Can this be waived? Marid will ask.</li> <li>→ Credit card charges were reviewed. \$124.75 is charged each August for using the CC reader that is used for the auction. Need to find out what exactly this charge gives us.</li> <li>→ If credit cards were to be used at other events/donations then a line item would need to be added.</li> <li>→ WECU in the <i>future</i> maybe doing their own version of this, will look at the fees associated with that and discuss in which one is more cost effective.</li> <li>→ Reviewed uncleared checks, those that are within the year will be contacted.</li> <li>→ Reimbursement request process reviewed: Marid will check PTA box once a week in the main office, and proceed with the reimbursement. If needed sooner then can call her to arrange a time to meet.</li> <li>→ Aaron has tax return started on a thumb drive and will sit down with Marid/Linda soon.</li> <li>→ Brushfire: Donor, who is under Sehome PTSA's 501c3 will no longer be active under it. \$4051.19 will bring the line item to 0.00 where it will remain for this year for documentation purposes, but will be removed from the budget 2018-2019 school year.</li> <li>→ There is a lag in QuickBooks and PA/ACs, so report is only thru Aug. not Sep.</li> <li>→ Reviewed procedures when cash has been donated. Needs to be counted by two people. Have a deposit form done, double count it and two people sign it. Will review in future the procedures of this, when lock box/safe is looked into.</li> </ul>	<p>Sam to email out preliminary budget</p> <p>Linda/Marid find out if WECU \$5/mthly charge can be waived since nonprofit.</p> <p>Linda/Marid Get more information on the CC charge each Aug. What the fees actually cover? What are we paying for? What does it give us?</p> <p>Look into getting a lock box/safe for cash. Veronica/Sam: Check on the current safe situation for \$ and make suggestion for new school.</p>
4	SCRIP	<ul style="list-style-type: none"> <li>→ Scrip available 2<sup>nd</sup> Tues of the month</li> <li>→ Doing first orders this week. Staff response 3-4 more then last year at this time</li> <li>→ Each group (team/club etc) needs to have a coordinator for SCRIP to receive money, the groups who don't have coordinators don't get funding from Scrip.</li> <li>→ The scrip groups are not considered PAACs</li> </ul>	
5	Membership Report	<ul style="list-style-type: none"> <li>→ Current 136 membership including couples</li> <li>→ 1 staff member</li> <li>→ Will review PTAvenue to see if paid version will be useful vs. free version.</li> <li>→ Verify people handling money are members</li> </ul>	
6	President's Report	<ul style="list-style-type: none"> <li>→ Open house Wed 9.13.2017 2-3 min to talk about PTSA, Auction, and other events.</li> </ul> <p><b>PAAC → Booster Club.</b></p> <ul style="list-style-type: none"> <li>→ History: When the Booster club came under the umbrella of PTSA it changed its name to PAAC. If <u>students</u> are doing the majority of fundraising/selling it is <u>ASB money</u>, if <u>parents</u> are doing the majority of fundraising/selling it is a <u>PAAC (Booster Club.)</u> <u>ASB</u> money can be spent on the same things that the PAAC can spend their money on. If the PAAC purchases equipment/supplies that remain in the program it is run thru the school and invoiced to the PTSA, and will remain with the program.</li> <li>→ <b>Changing the name of PAAC to Booster Club.</b> Motioned by Samantha Faris. Seconded Passed unanimously.</li> <li>→ During the interim of getting used to the name change, most things will say "Booster Club (formally known as PAAC)"</li> <li>→ Water bottle fillers are in cafeteria. Don't have 2.</li> <li>→ Learning Center: Student of the Month award. Drawing once a</li> </ul>	<p>Jessie will start going thru google drive documents to change PAAC to Booster Club check</p> <p>Colin Cushman needs to be advised of the name change</p>

		<p>month for a \$25 gift card of the winner's choice. Daily prize tickets awarded to students who stay on task. Budgeted for Nine of these for the year.</p> <ul style="list-style-type: none"> <li>→ Water lead eval has been done contact District Office to get report if needed.</li> <li>→ PTSA Training on 9/16. Jessie to attend PTSA and the LAW. Agenda <b>Attached</b>.</li> <li>→ Purchase of 4 stools for library approved over email \$130.00/4. Donated to the Library book room. Info <b>attached</b></li> <li>→ Updated contact lists were provided. Attached</li> <li>→ Standing Rules handed out to each officer.</li> </ul>	
<b>7</b>	<b>Principal's Report</b>	<ul style="list-style-type: none"> <li>→ Last week able to hire extra staff, lowering class sizes esp 9<sup>th</sup> gr in math and English. Numbers were tipping b/c of enrollment,</li> <li>→ Discussion about Open house tomorrow night. Survey will be asked of parents and possible topics for round table/workshops over the school year. ACE's , restorative justice etc. In future Jessie can help set this up and work with the health dept. Goal is to create a positive school culture. Preliminary questions attached.</li> <li>→ Budget: Propose staff appreciation/hospitality budget: +200 = \$1200 to include this each year. Rachel motioned Seconded Unanimously passed.</li> <li>→ Budget for the Open house Food: Giving \$200 to Andrea to buy and do set up for food from scrip (Haggen).</li> <li>→ Oct 11 Super Wednesday. Full day of classes, am morning-amended schedule, freshman all to go wwu. Sophomore's pre ACT, JRs psat, SRs work on college. Attached rough draft Schedule</li> <li>→ Construction update: Dawson construction is allowing yearbook kids to upload the progress on webpage. Setting tours with students for possible motivation of going into the field of construction or other skill sets.</li> <li>→ Working with kids on the design of the new buildings.</li> <li>→ Assessment/grading practices: removing the behavior of the student being attached to the grade the student gets. Teachers from almost all departments will attend this training. Training information attached.</li> <li>→ Grad location update: location for this year is still questionable with budget constraints and scheduling. Possibly using carver gym at WWU.</li> </ul>	Michelle/Mike
<b>8</b>	<b>Teacher Incentives</b>	<ul style="list-style-type: none"> <li>→ Not lapel pins, \$1,000 but they bought t shirts. Went over budget \$116.</li> </ul>	
		<b>COMMITTEE REPORTS</b>	
<b>9</b>	<b>Auction Update</b>	NONE	
<b>10</b>	<b>Volunteer Coord.</b>	Supply storage accidentally used staff need to restock this cabinet	
<b>11</b>	<b>PACS Update</b>	Pacs 1 <sup>st</sup> meeting October 5th	
<b>12</b>	<b>HCL PAC</b>	Meeting in October. Meet 4 times this year. Currently reviewing all the set goals in prep for program changes next year.	
<b>13</b>	<b>Mariner Memo</b>	Mariner Memo to bring more attention to "master Mariner" and anyone can nominate.	
		<b>NEW BUSINESS</b>	
<b>14</b>	<b>Good Samaritan Master Mariner</b>	<ul style="list-style-type: none"> <li>→ <i>Master mariner</i> (attached) Notecard given by an adult who sees a student going above and beyond expectations. Helping someone out, lending a hand, being a good citizen and friend. Entered into a weekly drawing at the front office. They receive mariner gear about \$8-10/week ex: lanyards, stickers, etc. Budgeted \$500 / year.</li> <li>→ <i>Good Samaritan</i> award is SEPARATE: Kids that bring back lost/stolen items of VALUE. Money, keys, laptops, cell phone, when they return it they receive a \$5.00 gift card for being a responsible student.</li> </ul>	
<b>15</b>	<b>Survey of Members</b>		
<b>16</b>	<b>BPSF Donation</b>	TO DISCUSS AT A LATER DATE	
<b>17</b>	<b>Mariner Mentors</b>	Amy Brewster back to school night - Freshman tail gating party against Bellingham oct 6 <sup>th</sup>	

		Mariner mentors want to do games prizes etc. Money needed. \$3500 for the whole year fpr Mariner mentors.	
<b>18</b>	<b>ADJOURN</b>	Meeting adjourned at 1:41	

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**Future Agenda Items:**

<b>ID</b>	<b>Open Date</b>	<b>Description</b>	<b>Assigned To</b>
<b>1</b>	August 2017	BPSF Donation	
<b>2</b>	Sep 2017	Standing Rules Review	
<b>3</b>	Oct 2017	Board Meeting: Review Standing Rules, General Meeting: approve Standing Rules, approve final budget & audit, approve previous General Memb. Meeting minutes	
<b>4</b>	May 2018	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;	
<b>5</b>	June 2018	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;	

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**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) 11:30am-1:30pm**

<b>Date</b>	October 10 <sup>th</sup>
<b>Time</b>	11:30
<b>Location</b>	Meet in Main Office; will be brought to conference room on lower level

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**Next General Membership Meeting:**

<b>Date</b>	
<b>Time</b>	
<b>Location</b>	

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**Secretary Signature / date:**

*Jessie Burton*      9.15.2017