

SEHOME HIGH PTSA 8.3.100

Name: SHS PTSA Board meeting
Date: November 7, 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	Quinby Pederson	X	Grace Munson
		X	Rachel Williams

Agenda

ID	Time	Duration	Item	Presenter/Lead
1	11:30	5 min	Introductions in room	Veronica
2	11:35	2 min	Approval of minutes – October 10, 2017	Veronica/Jessie
3	11:37	20 min	Treasurers' Report: Tax update, Booster update, Grant request follow up, locked mailbox. Review Treasurer's Report, Receipts for every reimbursement, bank response to discrepancy, AIM insurance	Linda/Marid
4	11:57	5 min	Scrip: Numbers update	Deanne/Mimi
5	12:02	7 min	Membership Report: Current #s, paid vs free PT Avenue?	Else
6	12:09	11 min	President's Report: Procedures for logins, change passwords, Standards of Affiliation, Thank you notes: Debate & Bobovski & College Readiness, 12/5 Dr. Baker to attend, Club advisor gift cards, Calendar	Veronica
7	12:20	15 min	Principal's Report	Michael/Michelle
8	12:35	5 min	Teacher Grant Request:	Veronica
			COMMITTEE REPORTS	
9	12:40	5 min	Auction Update - contract update with software company	Linda
10	12:45	5 min	Volunteer Coordinator / Staff Appreciation: Staff lunch	Rachel
11	12:50	5 min	PACS Update	Grace
12	12:55	5 min	HCL PAC Update	Veronica
13	1:05	5 min	Communication – Mariner Memo- Directory	
			NEW BUSINESS	
14	1:10	5 mins	Transcript Software	Veronica
15	1:15	5 min	Survey of members	Veronica, Rachel
16	1:20	5 min	BPSF donation	Grace
			OLD BUSINESS	
17	1:25	2 min	Standing Rules - update (who controls logins)	Veronica
18	1:27	3 min	Other	
19	1:30		Adjourn	

MINUTES

	TOPIC	MAIN POINTS/CONCLUSIONS.DISCUSSIONS/DECISIONS	TASK/FOLLOW UP
1	Call to Order	11:42	

2	Approval of Minutes	YES Approved as presented	
3	Treasurers Report	<p>Bank Discrepancy was resolved. WECU. Stay there. Moved \$20,000... \$72,000 in savings. Closed the two extra accts so now just checking/saving.</p> <p>Booster Club: Membership for last year expired 10/31. Basketball still does not have a rep. Cushman is supposed to ask for basketball rep but no one is volunteering. "If no parents volunteer to be reps, we cannot give access to their funds as it is not allowed per PTSA rules. Will ask the two members who are on it now to see if interested (Karla and Brenda).</p> <p>Met with state PTSA rep. regarding money in the hands of people after events, we can do night drops at the bank, over the weekend or late evening. Drop box bag from WECU is needed. Ist his necessary? Will discuss this option at later meeting.</p> <p>Football: Pay for meals after last game, no receipts, what do they do b/c no receipt? Solution: coach sign it, have PTSA member sign it as well or Attach minutes for the club regarding the budget and this expenses. (Mimi).</p> <p>Tailgating expense: LINK CREW event not décor.</p> <p>AIM Insurance has been paid.</p> <p>Taxes; being worked on. Linda met with Aaron but still has many questions. CPA may need to be hired.</p>	<p>Linda email Cushman, Andrea and two parents (Brenda and Carla).</p> <p>Jessie to provide minutes about the Brush fire check to Marid for records. DONE</p> <p>LINDA: Budgets are needed from ALL booster clubs.</p> <p>Linda: File Taxes Extension. Contact WA PTA office to ask. Look at CPA option if books can not be reconciled.</p> <p>Sam: Email Cushman to set up meeting</p>
4	SCRIP	October: 30 people have not picked up. 80 participated in October. Books not closed yet.	
5	Membership Report	140 members including 3 teachers 3 students. 2 non compliant booster people at this point.	
6	President's Report	<p>New, updated calendar was distributed.</p> <p>State Compliance is done in case we get selected to show that.</p> <p>PTSA Thank You Notes: From students and teacher for grant including Bobovski and Debate Team.</p> <p>Field Trip: We paid for two buses this year but thought last year Avid paid for 1 and we paid for one. Marid will research.</p> <p>Next Meeting: Dr Baker will be here, brainstorm in the next month what we want to ask.</p> <p>Club Advisor Gift Cards: PTSA will buy \$30 gift cards for club advisors; 32 advisors/clubs budgeted \$30 for 30 teachers we will go above budget on 2. Possible script cards.</p> <p>Procedures for logins, change passwords: During audit at FMS awareness brought to standard logins and passwords. Who controls the log ins and changing of them. This also needs to be in the PTSA Standard Rules. We will work on this in the winter. address log ins and who controls log ins.</p>	<p>Marid/Linda what did we spend on buses last year? DONE</p> <p>Sam/Deanne/Veronica will look into restaurants certs and discounts.</p>
7	Principal's Report	<p>Fall Sports: Amazing, both girls and boys Cross Country took first in the state. YAHOO! Volleyball and Diving both went to state tourney; The drama play opening night Thursday.</p> <p>Construction: Going well. New theatre will be seating for 425. Vocational interest tours with students is going well. They are going on site to talk to the vocational employees. Construction team and contractors are all very encouraged by this and excited to help out and speak to student. Rotating kids to meet with the workers who are doing things and possibly doing vocational tours. Do we need School Board Approval for a large donation?</p>	<p>Veronica will look into the donation for the gym and find out if school board approval is needed.</p> <p>Deanne: Look into Scrip Cards for Bring Joy To a Child.</p>

		<p>School Updates: End of the quarter grades last Friday, notes will be sent home soon about grades. Focus is to be intentional on addressing the needs of at risk kids.</p> <p>State Testing (Couto): Changes again. Math and English now can be taken at 10th grade, which will take place in the Spring. Looking at how to embed this long process of testing instead of feeling so much like a "test". Juniors are now taking a SB (Smarter Balanced) test this fall in Math so they accommodate the classes in the spring to be a better intervention if they are behind. Lots of colleges take SB testing as placement.</p> <p>Bring Joy to a Child: Next wed kick off assembly. Harbor Classes will get a student to sponsor and they will decide how to sponsor that kiddo in regards to shopping for specific gifts, food etc. Reps will be sent shopping instead of the whole class. Scrip cards for this Deanne will order a bunch of them.</p> <p>Culture and Care: Focusing on Culture and Care with students AND staff. Moving into a new building is about reimaging, what stays and what goes with us? Core beliefs about what/who we are as a school. New group activity is being done. Fish bowl: students sit in middle and pose questions to others and as adults we listen but also allowed to hop in and out. Teachers are also being encouraged, and trained on this process.</p> <p>Really focusing on kids who don't speak out about things, "wall" kids. Their opinions are just as important as the leadership group or others who speak out.</p> <p>Evening parent night December 7th and 8th. PTSA is not sponsoring this but it does focus on the Culture/Care, Then faculty working on it at teacher work day Dec 7th.</p> <p>Small group discussion took place: What do you think Sehome needs to bring regarding culture/care? How do we get more parents involved in the evening presentations or in the school in general? We want to hear more voices from parents.</p> <p>Grading: Currently, there is no set standard across the board with teachers, and even specific subjects. Focus is getting an alignment of grading practices across the school but especially in the same subject. Grading needs to be equivalent despite which teacher a student has.</p>	
8	Teacher Grants	Meg created a form to track teacher reimbursements for grants. Marid will have it to keep record of it.	
9	Auction Update	Monthly Fees for using credit card at Auction: We may need to do a new contract to waive some fees	Sam will contact auction \$ program and will find out if we should do new contract or not and what the fees are.
10	Volunteer Coord.	Things are going really well	
11	PACS Update	Great MEETING. Cyber Bullying – be aware of texting and what is being sent. Dr. Baker spoke about the devices coming up one on one and the safety of it. One on one equipment will be coming next year for all. Will school be able to see what kids do at home if off the wifi? Teachers will be able to see if a student is on it during class.	
12	HCL PAC	Program review tis next year. High School is getting more focus this year. Used to be a case manager at high school for HCL students but now they just hired a 4 th counselor to help with caseload, case manager is no longer a position. Teachers are getting professional development to learn about how to differentiate studies and work in regards to HCL kids.	
13	Mariner Memo /	Done Andrea is sending it out electronically.	

	Directory		
14	Standing Rules	We will review this winter.	
15	Survey of Members	After the holidays. Andrea will distribute it.	
16	BPSF Donation	N.A.	
17	Mariner Mentors / Good Sam	N.A.	
18	Other	<p>Bond Donation: \$99 to donate to the bond. Was seconded and approved, but what budget line should it go to? Linda/Veronica will find out.</p> <p>Parchment Transcript: Transcript requests are a heavy load for secretaries. One option is the Parchment Transcript. It's a paid subscription that can help alleviate the time/effort that is spent in the office. Veronica will look into this to see if it is beneficial, and speak with district office to see if they have information regarding it. She is also speaking over the phone with the company this week.</p>	<p>Rachel will find out who to send check to for \$99 Bond donation and let Marid know.</p> <p>Veronica: Parchment Transcript phone call and possible district office contact to see if needed.</p>
19	Adjourn	1:30	

Future Agenda Items:

ID	Open Date	Description	Assigned To
1	Dec 2017	Log ins and passwords needs to be added to Standing Rules and who will do it? GRACE: BPSF Donation	
2	May 2018	Notate in minutes the details about check signer card (who is coming off & going on, bank name & acct number); review forms- SEPARATE MEMBERSHIP AND DONATION/AUCTION: add Volunteer Portal information to volunteer form; note plan/parameters for Raise the Paddle spending in minutes;	
3	June 2018	Membership report on total # of members – Amt charged per member – Amount sent to WSPTA – Bring close-out report; treasurer moves residual money to savings to earn interest until needed;	

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

Date	December 5, 2017
Time	11:30
Location	Meet in Main Office; will be brought to conference room on lower level

Next General Membership Meeting:

Date	
Time	
Location	

Secretary Signature / date:

Jessie Burton 11.07.2017