

**Shorewood High School
PTSA Board
Meeting Minutes**

Group: Board Meeting
Date: 09/01/2015
Time: 7 pm
Location: SWHS Career Center

Notice of the meeting was given to those entitled to receive notice. Quorum was met.

Attachments: Agenda, Attendance Sheet, 8/3/15 Meeting Minutes, Financial Report 07-2015, 2015-2016 Calendar, 2015-2016 Roster, Board Reports

1. Call to Order

- a. The meeting was called to order at 7:13 pm.

2. Approval of Minutes

- a. The minutes from the 8/3/15 Board meeting were approved as submitted.

3. President's Report

- a. Back to Business BBQ
 - i. Let Anne A. know if anyone is interested in volunteering to help – Patty will help. Show up anytime between 2-7pm. Event runs from 5:30-6:30pm.
 - ii. Marianne S. will be passing out paper copies of The Signal.
 - iii. PTSA will have a table for membership – Lori Ramsey will be manning the table but welcomes other board members to join her.
 - iv. Last year planned for 300-350 people. This year expect 200 but planned for 300.
- b. PayPal Fees
 - i. 2.9% plus \$.30 charge per transaction if paid via PayPal
 - ii. There is already a PTSA line item for \$100 to absorb the fees
 - iii. After lengthy discussion, a decision was made to keep the line item as-is in budget and have the Treasurer keep track of what the total fees are this year to have more data to determine if any changes are needed for next year. Also need to track feedback from a membership perspective on how many don't go through with using PayPal to complete the membership transaction.
 - iv. **Action Item:** Communications will include additional information in the next newsletter on specifics of PayPal and how to use.
- c. Open Positions – table to next meeting.
- d. Budget Items
 - i. Counseling resource requests – immediate need for backpacks (Shoreline Community Care provided them last year but were too small for HS students.) Fifteen were purchased to use last year. PTSA doesn't have a line item for basic needs other than food. General discussion regarding long term sustainable source options. Shoreline Consortium already puts together a back to school event for families in need – they need to sign up for it beforehand to receive services.
 1. **Motion** made by Lisa S: add line item 8f called "basic non-food items." Motion passed.
 2. **Motion** made by Lisa S.: reduce line item 8b to \$500 and increase 8f to \$500. Motion passed.
 3. **Action Item:** Lisa will talk to the Back to School consortium to see if next year counselors will submit a request for backpacks in advance of the school year starting.
 - ii. ASB card fees
 1. **Motion** made by Marianne S: double 7e from \$1000 to \$2000 and take from Carryover funds. Motion passed.
- e. Calendar – Principal Coffee change from 9am to 8:30am. **Action Item:** Brian will update the calendar to correct time and move the Sept. items that are currently showing in October to September and then forward to Julie G. for the website.
- f. A parent idea regarding more control over internet usage at the home was discussed. **Action Item:** Brian will request the parent to write up an article for a future Signal newsletter article to share information

- g. Parenting Teens with Positive Discipline – this is a workshop that the instructor approached the PTSA about. Currently teaches at UW Medical Northgate but is losing the facility space. She approached several PTA's to partner and sponsor a class starting the end of Sept. from 7-9pm for 7 weeks. There would be a charge for the class with one week free. **Action Item:** Brian will follow up with her for more information.
- h. Directory distribution – This is the school directory. Last year, only those who made a \$10 donation or higher got a directory. On the current membership form, it says if you make a \$10 Pass the Hat donation, you will get a directory. Discussion regarding why this is the case. Last year the PTSA was trying to increase the Pass the Hat donations and offering the directory was seen as a benefit. A decision was made that PTSA will give a directory to anyone who joins membership AND to anyone who doesn't join membership but gives a \$10 or greater Pass the Hat donation. **Action Item:** The language will be removed from the form for next year.

4. Principal's Report

- a. No major school initiatives on the horizon for this school year.
- b. 1498 staffed – hitting 1600 headcount. On notice for growth of 35-40. Targeting getting school settled in the first 4 days regarding potential class changes and staffing changes.
- c. Tentative agreement was reached for the teacher's contract and will be voted on by members Thursday afternoon.
- d. Attention directed to the school's website:
 - a. Adjusted the bell schedule to better reflect even days vs. odd days
 - b. Bell schedule page that applies just to the HS – available for families to download and print
- f. Hired 16 new certificated staff this year.
- g. One course still needing teacher.
- h. Planners will be given out to all 9 & 10 graders
- i. All My Sons is the fall play.
- j. Hired a new Dean of Students - Melissa Stone
- k. Question from Marianne S. re: the start time of 5:30pm for Back to School Night on Oct. 8th. **Action Item:** Principal Dunbar will look into the master calendar to see if there is an error.
- l. SAT Prep for fall – Principal Dunbar thinks that Rebecca Emmanel will be able to continue running this program even though she is no longer working at SW.

5. Financial Report

- a. No report as Craig Y. unable to attend the meeting (out of town.)

6. BOD Reports

- a. Homecoming volunteers coordinator (Marianne S.) – PTSA helps coordinate volunteers and so does Boosters – commitment is from 8:30pm-12am and there will be shifts available.
- b. Homework Club – spend PTSA money first. Have 3-4 people already lined up. Craig Y. will need to write a grant. **Action Item:** Diana E. will follow up with Craig.
- c. AP Prep – will need to get the grant submitted in January. **Action Item:** Diana E. will work with the AP Prep coordinator to work on coordinating with Craig Y. who will need to write the grant.
- d. Membership:
 - i. Board members need to do their PTSA membership ASAP
 - ii. 7 online transactions to date
 - iii. Membership goal set at 490
 - iv. 371 currently signed up for Tidbits emails – After Shorewood – PTSA members automatically get signed up.

7. Unfinished/New Business

- a. None

Next meeting: General Membership Meeting on Tuesday, 10/6/15 at 7:00PM in the SWHS Career Center.

The meeting was adjourned at 9:03 pm.

Recorded by:

Reiko Shigemoto, SWHS PTSA Secretary

Date Approved