

Juanita High School PTSA 2.0.08.90

General Meeting Minutes

September 12, 2018 - 7:00PM in the Library

Opening

- PTSA President Meg Tally Hunt introduced herself and the Board. She welcomed everyone and all those in attendance introduced themselves.

Vote on Minutes/Standing Rules/Budget

- Meg Tally Hunt presented the Minutes from the May 9, 2018 meeting.

Shannon Schill moved that the minutes from the May 9, 2018 PTSA meeting be approved. Susan Vossler seconded the motion and the motion passed with no objections.

- Secretary Theresa Harrington presented Standing Rules for approval of the General Membership. There were no changes to the Standing Rules from last year. A member suggested that a section be added to the Standing Rules to define how passwords are stored, who holds the passwords and how they are transitioned. The PTSA does not have a formal policy for passwords at this time. It was agreed that procedures should be developed and added to the Standing Rules next year.

Jen Koop moved that the Standing Rules be adopted as presented. Beth Keating seconded the motion and the motion passed with no objections.

- Presentation of the 2018-2019 Budget and request for affirmation of the Budget was tabled until the October meeting as the treasurer was unable to be in attendance. The August and September financial report will be shared at the October meeting as well.

PRINCIPALS REPORT

Principal Kelly Clapp reported on the status of construction and the start of the school year.

Ms. Clapp reported that if all stays on schedule, the main building and the performing arts center should be ready at the start of next year. The first phase building will contain all administrative offices, the commons, the library and some science classrooms. Performing Arts building will be complete next year as well. An artist's rendering of the new building is in the main office. Though construction is a difficult process, she encouraged everyone to keep in mind that we are working toward a wonderful new school that will better meet our community's needs for years to come.

Ms. Clapp acknowledged that construction has provided many challenges to the start of the new school year which staff and administration are working hard to address. The paths and walkways behind the school lack sufficient lighting for evening events. In addition, pathways are too narrow currently. This was a result of a construction strike over the summer which left inadequate time to properly complete the pathways. Administration is working to improve these issues. Scheduling has been difficult especially for electives as there are limited classrooms for the arts this year. In addition, enrolment is higher than expected. Counselors and staff continue to do their best to accommodate students. There may be a few new classes opening up to reduced class size and increase elective options.

Ms. Clapp meets every Monday morning meeting with project manager and has weekly meeting with the facilities at the district. She is working diligently to ensure a smooth transition into the new building next year. It will take a high level of coordination, planning and flexibility.

Ms. Clapp also spoke to general safety and security. Administration has been mindful of maximizing security on the temporary campus. The main building can be locked down by phone if needed. Ms. Clapp reiterated the importance of all campus visitors signing in and out at the Main Office. The new campus is designed with security in mind. The building will have up to date security and a buzz in system.

Ms. Clapp indicated that while physical measures are important to campus safety, safety really begins with culture and community. To strengthen community, the first week of school was designed with classroom programs to promote connection between students and teachers. Associate Principal Christine McMillian indicated that they are getting lost of feedback from students and teachers and will continue to refine these types of programs. Ms. Clapp also indicated that she intends to form a Principal's Advisory committee with parent and student representatives. The purpose of this committee will be to discuss the culture at Juanita. Ms. Clapp ended with a reminder that we as adults must continue to strive to model respectful and constructive approaches to problem solving in both in person and social media interactions.

Susan Vossler asked about resources for mental health support in the schools as counselors seem to be very overloaded. The district is working to provide more of this kind of support and administration is working on ways to possibly use ACT time for this purpose.

A request was made to look into better signage around campus to help with campus navigation.

A request was made to look at ways to improve upon the new family orientation to give it a more welcoming and inviting feel.

Executive Committee Updates

The following board position are still open and in dire need of volunteers.

- 1. PTSA Vice President – Must be elected by membership**
- 2. Website Administrator**
- 3. Advocacy Chair**

- **Ways and Means – Jessica Pfundt**

Pass the Hat is the PTSA's one major fundraiser. Donations are gathered during September and October to fund the PTSA budget for the year. The goal this year is \$11,000. The big ask is during the Open House (Curriculum Night) on September 26th. There will be a slide shown (and maybe a short video) during each third period class on open house night. Each room will have an envelope to collect donations. Matching is a great way to maximize donations. More information will be shared soon on how to request matching donations. There will be an email reminder sent out a few days before the Open House to remind folks about the fundraiser. PTSA members expressed some confusion over the name change from Curriculum Night to Open House. It was agreed that communications should make clear what is happening at the Open House. Jessica will need volunteers for the night of the event. Anyone interested in helping should contact Jessica.

- **Volunteer Coordination – Shannon Schill**

Shannon reported that she had over 60 volunteers help out with first day packets, schedules and photos at the beginning of the year. She will continue to send out volunteer requests as needs arise.

- **Financial Review – Shannon Schill**

The PTSA does two financial reviews each year. One in January and one in June. The June 2018 review was completed by a committee of three. The books looked good and most procedures met standards. Several recommendations for process improvement were made by the committee. A copy of the review and the recommendations are available in the secretary's binder if anyone would like to review them. Shannon will need two volunteers to do the Financial Review in January.

- **Membership – Shannon Schill**

Shannon is currently running membership, but Tracie Jones will soon take it over as chair. We currently have 102 members so far. This is a good start for the year.

- **Staff Appreciation – Meg Tally Hunt for Prerna Gupta.**

Prerna was unable to attend, but she is being planning a staff appreciation event for October. More information will follow soon.

- **Town Crier – Andrea Hays**

The Town Crier is the main JHS PTSA Newsletter and form of communication with parents. Andrea will try to get out a Town Crier next week. Andre requested that Committee Chairs send her information ASAP. The Town Crier is sent out via email to the entire school. It was agreed that a link to the Town Crier should be posted on the website and shared on Facebook.

- **Web Site Admin. – OPEN**

Theresa Harrington is currently updating the PTSA website until this position can be filled. Any information to post on the site should be sent to Theresa for now.

- **Facebook – Tracie Wilhelm**

Tracie reported that she is managing the JHS PTSA Facebook page. It is mainly used to provide reminders to upcoming events and direct people to relevant information sources.

A discussion on communication ensued. Most members agreed that there are multiple and confusing sources of information. For new families it can be difficult to figure out where to get information. The group had lots of ideas on how to improve. President Meg Tally suggested a subcommittee on communications take on this task.

- **E-Prep – No report at this time**

- **Reflections – Lynette Apley**

Lynette indicated that there will be a District level Reflection meeting next Monday. Once she gets District information she can set school deadlines and procedures. The theme this year is Heroes Around Us. General Reflections program information is available on the website if kids are interested.

- **Teacher Grants – no report at this time**
- **Scholarships – no report at this time**
- **College Outreach – Shannon Schill reported for Liz Lueker**
The committee is working on a speaker to come talk about the college process. There will be a fall and spring presentation. The dates for the Fear Free SAT and ACT have been set. They will be posted on the website and in the Town Crier soon.
- **Rebel Care – Susan Vossler**
This committee formed to work with the counseling office to support students who need assistance. The types of help include providing snacks, coordinating pantry packs, helping with fees and other needs for kids who cannot afford them. There is a new donation category (INVESTED) to help with these expenses.
- **Grad Night – Rebecca Rogers**
Rebecca reported that the Senior Celebration team is busy in the planning of the all night Senior Celebration after graduation event. The goal of this event is to give Seniors a safe and fun after graduation experience. The team is planning fundraisers to ensure that cost is not an obstacle to attendance. The Senior Celebration team will need lots of volunteers for this project. Rebecca expressed the need to clarify the relationship between PTSA and the Senior Celebration.

Sustainability Committee

Susan Vossler requested that the PTSA consider forming a Sustainability Committee. This committee would work to promote policies, practices and programs promoting sustainability. Susan would be willing to chair this committee. A new committee can be formed by vote of the Executive Committee. The Executive Committee will meet before the October meeting to discuss adding this committee.

Finn Hill Report – Jean Williams

Jean reported on the happenings at Finn Hill. Over 100 students are enrolled in band this year. Season 1 Sports started on Monday; Cross Country: Boys and Girls, Boys Tennis and Basketball. Finn Hill Curriculum night was Tuesday September 11th. This year Finn Hill has 677 students and 142 at EAS.

Jean also provided information on the Booster Club Shop with Scrip program. This program gives credit toward school fees when you purchase participating vendor gift cards. Complete information is available on the Booster Club website.

New Business None

Closing

Meg thanked everyone for attending. The meeting adjourned at 8:45PM

Respectfully Submitted, Theresa Harrington, Secretary

Signature

ACTION ITEMS FROM SEPT. 12th MEETING

	Task	Assigned	Progress
	Set up Executive Committee Mtg to review banking procedures and discuss sustainability committee		
	Form Communications Sub Committee to strategized better communications.		
	Research PTSA/Grad Night Relationship		
	Develop Password/EMAIL Policy for PTSA and Add to standing rules.		
	Discuss how PTSA can help with signage.		