

## **BHIS PTA Meeting 8/27/09 at Jill Davies house**

Present:

- Jill Davies, Membership
- Leslie Stewart, Treasurer
- Maythia Airhart, Co-President
- Allison DeLong, Co-Chair Fund Raising
- Erin Musser, Co-Chair Fund Raising
- Susie Murphy, Principal

Products Completed / In Progress

- Welcome Letter to parents by Maythia as Co-President – will add vacant committee positions on back of letter
- Bio Hand Out – still needs photos of Dave McGeoy, Maythia Airhart (received weekend of 8/29)
- Annual Calendar of Fund Raisers – substantially complete
- Committee Description – to be completed (Leslie drafted weekend of 8/29 and sent for feedback)

Details concerning meeting dates:

- Executive Committee will meet on the first Tuesday of each month. The Executive Committee is comprised of chair of each committee, plus principal.
- Individual committees will meet as needed and Chair of each committee will report back to Exec Committee.
- Full PTA will meet 4 times per year on dates previously decided. Each meeting will include childcare, which Exec Committee needs to coordinate. Meetings will be from 6:30-8:30pm in the multi-purpose room, but we will attempt to end by 8:15pm.
- PTA Exec Group to meet Tues 9/1 at the school to copy the welcome package, and may start to clean out files if time permits. Susie will have school open at 5:30pm. Maria (Latino Committee Chairperson) will be invited by Maythia to attend this meeting if possible at this late date.
- Teaching Staff meets Wednesday 9/2 at 9am – PTA members who can show up would be able to say hello.

**Kindergarten Orientation** Tuesday 9/8 - 8am - for kindergarten parents in multi-purpose room. Jill and Dave to attend first day to provide membership forms, sell t-shirts, buttons, answer questions and solicit participation / interest from new families.

Create / Focus on talking points about *why join the PTA?* Additions invited from others...

- State PTA gets \$8 of the \$12 fee, the \$4 goes to BHIS PTA budget. So 2/3 of Membership fee helps the state support functions, and 1/3 goes directly to our local PTA budget.
- Stress that it's important to come to meetings even if the \$12 fee is a problem – great to pay the fee, but most important goal is for families to participate and get involved!

- PTA members have a specific role in participating in events, and official membership helps us know who interested / involved families are, and helps encourage a feeling of community.

**First Day of School** Wednesday 9/9 – All Exec Committee members are requested to be present / available in the coffee room at about 9:45 so that we can converse / mingle with parents from 10am-10:30am to talk about PTA (see talking points above), etc. Leslie and Allison to help set up the room between 9:15-9:45 to set up a table with Chinook Book, Annual Fund Raising Calendar, Bio Flyers, etc.

- Leslie will create name tags for Exec Committee Members.
- Everyone bring muffins and breads but make sure NO nuts.
- Erin is going to arrange free Starbucks coffee from the Rainier Avenue store.

Other Topics Discussed:

Limit use of email / quantity to not overwhelm members. Try to keep some conversations between the most involved parties, and just recap to the group periodically. Traffic should slow down once initial organization is completed.

Dave McGeoy is considering the Vice President position. Executive Committee would need to vote to change by-laws to formalize the change from two co-presidents to President and Vice President structure. Would need to be clear in by-laws that succession is expected to go from Vice President to President / Chair in following year. Currently the co-president system is confusing to others and does not clearly communicate who is the senior person, and Pres / Vice Pres system would more clearly communicate who is the more senior person on the Exec Committee and who is expected to be the successor.

We need to limit communication with Nancy Fujimoto so that we don't distract her from her role or overload her with duties that are not her responsibility. We will send Nancy completed documents only when they're ready to be disseminated.

Chinook Book :

- Remember to be sensitive about its value to our population and that this product may not be valuable to all members of our school community. Start small, sell to friends and family members who are interested, but don't push too hard among students and families who may not be familiar with the coupon book or shop at the stores it promotes.
- Leslie has received a box of books and will hand out only as she receives payment so that we are not obligated to pay for missing books at the end of the year. Susie cautioned that careful inventory control is very important. Leslie will hand out order forms so that people can get pre-orders and receive books upon giving her payment.
- Have not specifically determined if order forms to be handed out in classrooms, or just sold by interested parties through Nancy's email list, website, PTA solicitations, etc.

Allison needs to get on t-shirts – not much progress there yet!

Allison will contact Boun to ask for his desired future involvement with website. We would love Boun and Jason to remain involved but we believe they prefer to be replaced. Once we confirm understanding, Maythia will solicit assistance from Seattle Gov't employees with tech skills who are allowed community service hours they can use to volunteer their help in maintenance.

8/31/09 Follow up: Allison spoke with Boun and he remains interested in participating in the website upkeep. Some points that he made which we should all know of:

- All postings should be approved through Susie or Nancy (ideally Nancy to save Susie's time, and because Nancy has history of policies and much more).
- We should try to send forms such as PTA Membership, Chinook Book, Year Book, Bazaar, etc. to Boun several days in advance so he can have time to get them posted, then Nancy can link to that spot on the website in her email. This will serve the purpose of smaller emails, less repetition, and educating / reminding email recipients that the website exists and the valuable information that is there.
- As with other volunteers, Boun is fitting this in around his work schedule, so requests proofread, completed, ready to cut & paste documents be submitted several days in advance wherever possible, and if straightforward and uncontroversial, can just cc Nancy or Susie to alert them to the content if we do need something posted quickly. He prefers email contact in general, but Allison has his phone contact if needed.
- The website is hosted by the SPS, so there are certain restrictions and rules about content that can be posted, such as no business solicitation, etc.
- We discussed systems for archiving old info, and ensuring content is current. For example we may want to keep 2008/2010 Bazaar or PTA registration form up for reference, but identify it as "prior year" to avoid confusion.
- Boun also suggested creating a FAQ (Frequently Asked Questions) area if Nancy or others find that they keep answering the same questions over and over, for instance at beginning of school year, or re: holiday schedule or snow days.
- Allison also suggests we remember to link to the SPS site for certain things rather than repeating them (annual calendar, etc).

Curtis will be the newsletter person. Susie and/or Nancy always review it before it gets published.

Leslie suggested that each Committee Chair be assigned one area of the website to be responsible for. That will lessen the oversight needed by all members to review and approve content before it goes out. Maythia agreed this is a good system for controlling content without overwhelming the group.

Laminator – Erin spoke to Craig Murphy of Seattle Public Schools who referred her to one sales company who referred her to another local company. Cost for new laminator to replace existing large one which died, and which teachers desperately miss is \$1500.35 including shipping. This company is \$300 cheaper than other, but doesn't offer the \$400 service contract, just 90 day warranty. Susie stated that in 5/7 (?) years of prior laminator, no service was needed so group agreed the \$700 savings is worth the risk. Erin

can put on credit card and Leslie agreed she can get Erin reimbursed quickly. Laminator can be delivered within 10 days.

We would love a small laminator too, but difficulty is finding anyone who would be likely to have an extra to donate. Suggestion was made that if we had a Wish List tab on the website we could list specific items like this that some business or individual might be able to donate – if they just knew the specifics of what was needed.

Staffing: Per Susie keep in mind about being ambassadors of the school as people know that we are involved. So with that in mind, Susie wants us to be aware that we have one staff position that is open due to a teacher who retired leaving an open 2<sup>nd</sup> grade position. Position just posted on the website (had been “filled” by a teacher who had been “RIFFed” from another school then got position back and left our position open again). Lots of great applicants available to choose from and top priority to have the position filled before school starts.

FYI Once or twice per month there is a hiring committee training at the John Stanford Center and interested parents could be trained to participate in new teacher hiring. Would be nice to have parents involved in that process, but can only do so if you’re trained. Could add to someone’s resume potential.

All 4 PTA meetings should be on all correspondence, with info that child care will always be provided. Each meeting is 6:30 – 8:30. We need to arrange child care. We need to consider security issues with checking kids in and out at beginning / end of meetings. Also check into food for PTA meetings. Call it Cultural Nights instead of just PTA so it fits in with grants description.

Jill will re-type old PTA membership form, removing the 1<sup>st</sup> Tuesday of the month reference from prior year and adding 2009/2010 meeting dates. She will see if Ortencia can translate Spanish version and Allison will ask Xu Juan to translate Chinese version. Maythia will check to see if mother has contacts to translate Vietnamese version but computer characters are an issue even if someone reads / writes language – they may not have access to a computer with the right characters.

For all meetings, think of ways to encourage mingling among cultures – speed dating or means of getting people to rotate and talk with people you don’t already know. What’s your name, what did you have for lunch today? Erin networking example, meet a red, a blue, a green, and a yellow. Maythia idea, what do families do for fun? Majong, picnics, sports, BBQ, what types of leisure activities or family activities do families have, and perhaps encourage for other get together. All agree that these cultural exchanges promote cross communication and getting to know each other better.

Supplies for meetings can be kept in Nancy’s office but need to be clearly marked as PTA supplies so they are not “borrowed” from.

A small petty cash fund not to exceed \$50 can be locked up at the school so that \$1s and \$5s are available to make change when selling T-shirts, buttons, books, etc.

Tasks:

- What will 9/29 meeting be comprised of? Think of topic and structure
- Childcare
- Food
- Plan all details of each meeting at least 2 weeks in advance – so for 9/29 meeting, Tues 9/15 would be we could meet 5:30pm – at the school so we can walk through details