

Sequoia High School

PTSA General Membership Meeting

Meeting Agenda & Minutes

7:00 PM, Tuesday, October 3, 2017 | Location: Sequoia High School

Attendees

Erika Pretell, Camille Fischer, Linda Burt, Annie Baker, Sian Davies, Jayne Sungail, Rachel Krueger, Lisa Hane, Heather Weber, Megan Murray, Karyn Kurland, Gabriela Mendoza-Evans, Rachel Levine, Gayle Hoch, Caitlin Schneider, Susie Gilbert, DeeDee Clarke, Carmen Alvarado, Lauren Pachkowski.

Agenda

Principal's Report – Sean Priest

Welcome and Call to Order – Lauren Pachkowski

Guest Speaker: Judy Romero, Director, Sequoia Teen Resource Center (TRC)

Review of prior meeting's minutes – Erika Pretell

Treasurer's Report – Gayle Hoch

- a) Budget Review and Approval
- b) Monthly Financial Reports

Auditor's Report – Rachel Krueger

Bylaws Review and Approval – Lauren Pachkowski

Committee Reports

- a) EVP – Susie Gilbert
- b) Special Projects – Rachel Krueger
- c) Communication & Outreach – Lisa Hane
- d) Graduation Team – Jayne Sungail & Rachel Krueger
- e) Mini-Grants – Marlena Griffin

President's Report

Meeting Minutes

Principal's Report

- We are mourning the loss of a student last week. Mr. Priest has been moved by the response of staff, parents, students, and especially the crisis response team. Follow-up efforts continue with students who need grief support. Sean appreciates the calls, emails and hugs he's received. The priority is to respect the privacy of the family and focus on getting us together to heal. Media requests are referred to the district office.
- Thanks to Hoxby Castendena for organizing the College Day visits for the 9th graders today. It went very smoothly.
- Next week will be the PSAT for 10th and 11th graders.
- Come to the football games and other sporting events. Students are practicing for the fall musical, *Chicago*.

Association Meeting called to order at 7:24 pm.

Introductions by Lauren Pachkowski, PTSA president.

Guest Speaker, Judy Romero

- Students know the Teen Resource Center as "TRC." The TRC is different from the Teen Wellness Center.
- Judy is the only district employee; the rest are from community partners such as Star Vista, the Youth Advisory Board, San Mateo County Human Services Agency, Notre Dame de Nemur AmeriCorps program, Acknowledge Alliance, etc. Other agencies provide training and technical support, and Second Harvest provides snacks for students plus food for some families through the parent center.
- Judy is a licensed therapist and supervises several grad students who provide therapy at the TRC. They provide a lot of crisis counseling.
- Some students are referred from the Guidance Office while others come in on their own or refer a friend.
- The Wellness Center, a satellite of San Mateo Hospital, is one of their partners, and they refer patients to each other.
 - The Wellness Center is staffed by nurse practitioners and a pediatrician. They provide confidential services (pregnancy testing, STD testing, birth control) that any student can access, plus other kinds of health services for students who qualify.
 - They partner with County Behavioral Health and Recovery to serve students who need to be evaluated by a psychiatrist.
 - Any student in the community (age 12 to 22) can use the Wellness Center, not just SHS students.
- The TRC is open at brunch and lunch and students can hang out.
- They also provide teacher training (for example, mindfulness).
- The Youth Advisory Board does a yearly assessment of student needs. Depression and Suicide are the number one issue, followed by Alcohol and Drugs.
- Judy's advice to parents:
 - Listen to your kids without judgment.
 - Don't minimize how they feel – at this time, for them, it might feel very important.

- If they ask for help, get them help.

Minutes from September meeting were reviewed and accepted.

Treasurer’s Report

- All PTSA programs excluding Safe and Sober grad night and the Senior BBQ are funded by a grant from the Sequoia High School Education Foundation. Grad Programs cost about \$30K per year and fundraising occurs over three years (sophomore through senior years) plus other funding comes through ticket sales and donations from families.
- By donating to the education foundation, you make possible the PTSA programs, including mini-grants, staff appreciation, new teacher grants, and junior scholarships.
- Gayle presented the 2017-18 PTSA budget and list of planned Safe and Sober grad night fundraisers.
- and an amendment was proposed to increase funding for the Freshman Parents Welcome Event from \$100 to \$200.
- Linda Burt made a motion to vote on the budget as amended, and the motion was seconded by Erika Pretell. The budget was accepted by a unanimous vote.
- Rachel Levine made a motion to approve the financial statements as presented, and the motion was seconded by Lisa Hane. The motion was approved by a unanimous vote.

Checks Written

1391	Cash	Cash Advance-Staff Appreciation-Welcome Lunch	600.00
1392	Anne Scholes	Reimbursement-New Teacher Gift Bags	149.44
1393	Coffee Concepts	Staff Appreciation-Inv 22251-Coffee Cart Deposit	325.00
1394	Cash	Cash Advance-Football Concessions-Cash Box Float	100.00
1395	Cash	Cash Advance=Staff Appreciation-Coffee Cart Supplies	250.00
1396	Coffee Concepts	Staff Appreciation-Inv 22251-Partial Payment	375.00
1397	Coffee Concepts	Staff Appreciation-Inv 22251-Balance Due	50.00
1398	PTAEZ	Inv 4672-PTAEZ Renewal, 10/20/17-10/19/2018	209.00
1399	17th PTA	253 members + annual insurance	1,429.75

Auditor’s Report

- Rachel reported on the audit for the period of January 1st to June 30th, 2017.
- As Auditor, Rachel stated that: “I have examined the records of the Treasurer of Sequoia High School PTSA and find them to be correct.”
- The team prepared some recommendations related to processes for handling donated gift cards. You may see the full report by sending a request to Rachel Krueger at rkrueger@sbcglobal.net. The executive committee has recommended that the audit be approved.
- Lisa Hane made a motion to vote to accept the budget and the motion was seconded by Annie Baker. The motion passed by a unanimous vote.

Bylaws Review and Approval

- Bylaws were revised to reflect the following changes that have been approved by the state PTSA organization:

- Increased annual membership fee from \$15 to \$20
- Increased from 1 to 3 VP positions (these positions already existed but weren't officially VP roles)
- Changed quorum from 13 to 15 for general meetings and from 6 to 7 for Exec Board
- Gayle Hoch made a motion to approve the bylaws and Rachel Krueger seconded the motion. The motion carried unanimously.

Committee Reports

EVP – Susie Gilbert

- We still need reps for the Junior Class!
- Sophomore class is selling holiday evergreens, already on sale (through November 4th).
- Caitlin Schneider has been planning the Freshman Parents Welcome Event on October 20th (Homecoming). They are putting up a tent this year so people can mingle and there will be light snacks.

Special Projects – Rachel Krueger

- Rachel Levine talked about the Reflections contest. This year the deadline is November 6th and the theme is "Within Reach." See samples from last year on the PTSA website.

Communications and Outreach – Lisa Hane

- If you're not receiving the Sentinel each week, sign up. We want parents to contribute if you know of interesting things happening in classes or clubs, or great photos. If you're interested in getting more involved, let Lisa know.

Graduation Team – Jayne Sungail

- There will be a "Flash Sale" on Thursday (October 5) to sell grad party tickets for \$60, just for 24 hours, then the price goes up to \$70. Tickets are sold online only. Other fundraising: Honey Bear trees and Love Bags.

Mini-Grants – Marlana Griffin

- 34 applications have been received. The committee meets next week to decide. More details at the next meeting.

President's Report

- Membership update: 310

Next Meeting

Next Meeting: Tuesday, November 7 (7 pm)

Adjournment

Meeting adjourned at 8:50 pm

Scribe

Respectfully submitted by Erika Pretell