

# Sequoia High School

## PTSA Association Meeting

### Meeting Agenda & Minutes

7:00 PM, Tuesday, October 6, 2015 | Location: Sequoia High School

## Attendees

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In attendance: Lisa Hane, Grace Schulz, Sian Davies, Susie Gilbert, Jennifer Marino, Donna Fiore, Sue Anderson, Amer Ismail, Siri Bryn, Jan Benway, Lisa Pokorny, Isabelle Dumazet, Lisa Goularte Waddell, Sarah Pederson, Lauren Pachkowski, Gayle Hoch, Michelle Futornick, Jayne Sungail, Rachel Krueger, Rachel Levine

## Agenda

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- 7:00 – 7:30 Principal Sean Priest – Q&A
- 7:30 – 8:00 Welcome and Call to Order, Lisa Hane, President PTSA  
Guest Speaker: Sequoia S.A.F.E. program - Evelyn Valencia
- 8:00 – 8:05 Approval of minutes
- 8:05 – 8:10 Audit Report, Gayle Hoch, ratify auditor's report, posted on PTSA website
- 8:10 – 8:20 Treasurer's Report – Sian Davies, approve 2015-2016 budget, ratify checks, report/budget posted on PTSA website
- 8:20 – 8:30 Class Reports
  - 2016 – Grad Week Chairs - Cecilia Canale, Pam Ross
  - 2019 – Freshman parent welcome update – Susie Gilbert
  - 2018 – Evergreen sales update
- 8:30 – 8:45 Committee Reports
  - Mini-grants announced – Lisa Goularte, Deadline, October 7th, 8pm

Reflections announced – Rachel Levine, Deadline, November 5th, 3pm

8:45 – 8:50 Any other business

8:50 Adjourn

## Meeting Minutes

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General Session started at 7:03 pm

### **Sequoia's S.A.F.E. Program** (Brenda & Evelyn)

- Provides academic support and enrichment programs after school
- Intended for all grades, but more Freshman due to less busy schedule
- Offers tutorials with a credentialed teacher on a drop-in basis
- Scheduled from 3:45 – 5:45, and one hour before school
- Includes enrichment programs in cooking, horsemanship and paddling
- Offers cafeteria food for dinner for all participants
- Obtained a competitive grant to fund the program; runs for two more years
- Questions/Answers:
  - Funded currently with a federal grant, but would like to sustain the program on its own (~\$250K)
  - Most popular programs:
    - Math tutorials (15-20 kids); all levels of math covered and held in math classrooms (teachers + 2 seniors)
    - Learning Center in the Library
  - No sign-up needed, drop-in with sign-in sheet
  - Enrichment signup is first come-first serve
  - Some programs need a commitment due to curriculum continuity (Driver's Ed, Coding, Aviation Maintenance)
  - Outreach: Recruitment Day, website, announcements, teachers

### **Principal Sean Priest: Q&A**

- October Overview
  - 9<sup>th</sup> Grade College Day today
    - Included 6 colleges: University of the Pacific, UC Berkeley, St. Mary's, Santa Clara, San Jose State, UC Santa Cruz
    - Encouraged students to be observant, look around
    - Sequoia has a relationship with UOP; an alumni funds 3 Sequoia students with a full ride
  - PSAT next Wednesday
    - 9<sup>th</sup> and 12<sup>th</sup> graders have an activity at home
    - 10<sup>th</sup> and 11<sup>th</sup> graders take the PSAT on campus
    - Parents asked to provide a \$25 donation to run the test

- Allows students to know 4 year college is our mission and one of their options
    - Gives them the preparation and tools for that option
  - School spirit in full swing
    - Football games
    - Homecoming in 2 weeks
    - Walking around school – the play, SAFE programs, athletics
- Construction Update
  - The new building will be a great space and addition to the campus
    - 10 classrooms overall; includes 2 science classrooms
    - Plans are submitted for review, but delayed
    - Need approval to go to bid for the construction
    - Plan for one story building; helps with containing the cost
  - Population growth estimates
    - Estimate max 2200 students by 2020
    - Population explosion may have slowed; more breathing room
    - The district has commissioned another demographic study
    - Looking at adding possible small school options in the district
  - Current building renovations
    - Room 128 will be an innovation room with collaboration space
    - Creating a new culinary arts classroom (kitchen/dining)
  - Parking
    - New parking lot opened September 30 for juniors and seniors
    - Created new demand for parking passes (sold 50)
    - Adding landscaping and 2 electric chargers
    - Students park only in the James parking lot
    - The Elwood/Brewster lot is now for staff
- Addressed questions about changes to the IB curriculum
  - Participated in an IB History assessment
  - Focused on bridging the equity gap
  - Implemented some changes in Physics & IB History
  - Found scores on the IB test were not aligned with class grades
  - Focused changes to make students comfortable and prepared with the material

Association Meeting called to order at 7:50 pm

*No minutes to approve*

**Audit Report** (Gayle Hoch)

- Provides second set of eyes on the financials; ensures no misuse of PTA funds
- Conducting review of financial reports from January 1 – July 31, 2015
- The Executive Board reviewed the audit and recommends adoption

*Motion to approve audit as presented made by Jayne Sungail*

*Motion carries to accept audit*

**Treasurer's Report** (Sian Davies)

- Reviewed proposed budget
- Pass through items do not belong to the PTSA (but collect the funds)
- The Education Foundation now prefers donations come directly to their site; allows them to better showcase what they do
- Page 2 focuses on where the PTSA spends money (programs like Grad Night, Mini Grants, New Teacher Grants)
- The PTSA holds the class funds
- The unallocated reserves can go to a new program

*Motion to approve budget as presented by Lauren Pachkowski  
Motion carries to accept budget*

- Reviewed Financial Report
- Reviewed checks written from July 1 to September 30, 2015

**Checks Written July- September 2015**

1172	Lisa Hane	Reimbursement - New Teacher Welcome Baskets	\$462.63
1173	Marta Roig	Reimbursement - New Teacher Baskets	\$165.99
1174	Lisa Gleaton	Reimbursement - New Teacher Grant	\$107.69
1175	Laura Kuras	Reimbursement - New Teacher Grant	\$149.94
1176	Donna Fiore	Reimbursement - Staff Appreciation - Welcome Back Luncheon	\$648.95
1177	Sequoia High School Education Foundation	Webstore Donations July 1-Sept 10, 2015	\$6,200.00
1178	Sequoia High School Sport and Spirit Booster Club	Webstore Donations July 1-Sept 10, 2015	\$425.00
1179	The Espresso Lane	Staff Appreciaion Coffee Cart, Sept 18, 2015	\$473.61
1180	SHS Education Foundation	Webstore Donations Sept 11 - Sept 30, 2015	\$1,665.00
1181	PTAEZ	Renewal to October 19, 2016 - Invoice # 2743	\$319.00
1182	Stephanie Weden	Reimbursement - New Teacher Grant	\$139.87
1183	Antonio Moreno	Reimbursement - New Teacher Grant	\$87.98
1184	Kayla Howard	Reimbursement - New Teacher Grant	\$150.00
1185	Donna Fiore	Reimbursement - Staff Appreciation - Coffee Cart	\$69.10

*Motion to ratify checks as presented by Lauren Pachkowski  
Motion carries*

- Reviewed checks written from May 1 to June 30, 2015
  - Includes checks written since last association meeting
  - Includes checks for Junior Scholarships
    - Students apply in 2 of 3 categories (35 applied)
    - Submit transcript and essay
    - Allows them practice for applying to college + recognition

**Checks Written May-June 2015**

1124	Sequoia High School Education Foundation	Webstore Donations Jan-April	\$1,050.00
1125	Constant Contact, Inc	Email Service - Communications	\$378.00

1126	Bugos, Claire	Junior Scholarships	\$200.00
1127	Castillo, Jasmine	Junior Scholarships	\$200.00
1128	Epelman, Mijal	Junior Scholarships	\$200.00
1129	Hanson, Eliot	Junior Scholarships	\$200.00
1130	Carrizales, Eliza	Junior Scholarships	\$200.00
1131	Hartzell, Abigail	Junior Scholarships	\$200.00
1132	MacAvoy, Marissa	Junior Scholarships	\$200.00
1133	Kushagra Sharma	Junior Scholarships	\$200.00
1134	Kristoffer Sjolund	Junior Scholarships	\$200.00
1135	Dominic P. Tanzillo	Junior Scholarships	\$200.00
1136	Walton, Sophie	Junior Scholarships	\$200.00
1137	Carmen Vescia	Junior Scholarships	\$200.00
1138	Billman, Glenn	Junior Scholarships	\$200.00
1139	Chamberlain, Madison	Junior Scholarships	\$200.00
1140	Fazio, Katie	Junior Scholarships	\$200.00
1141	Ariele Ladabaum	Junior Scholarships	\$200.00
1142	Jenna Pucel	Junior Scholarships	\$200.00
1143	Smith, Steven	Junior Scholarships	\$200.00
1144	Spottiswood, Daniel	Junior Scholarships	\$200.00
1145	James Kiraly	Junior Scholarships	\$200.00
1146	Westerlind, Rebekah	Junior Scholarships	\$200.00
1147	Chamberlain, Maia	Junior Scholarships	\$200.00
1148	Fronsdal, Turen	Junior Scholarships	\$200.00
1149	Robles Diaz, Jessica	Junior Scholarships	\$200.00
1150	Hornblower Cruises and Events	Grad Night 2015	\$19,533.70
1151	Sequoia High School	CSF Club for Senior Awards Night	\$100.00
1152	Natalia Menendez	Academic Awards Night Reception	\$94.63
1153	Pollack, David	Academic Awards Night Reception	\$94.00
1154	Webb, Teagan	Junior Scholarship	\$200.00
1155	White, Vaughn	Junior Scholarship	\$200.00
1156	Young's Ice Cream & Candy	Staff Appreciation Year End Lunch	\$473.61
1157	Hornblower Cruises and Events	Grad Night 2016 - Deposit	\$6,000.00
1158	Lucy Avila	Refund for Grad Night Ticket	\$120.00
1159	Grossman, Julie	Reimbursement - Grad Night 2015	\$75.75
1160	Thatcher, Meg	Reimbursement - Senior BBQ	\$446.00
1161	Gigi Casey	Reimbursement - Senior BBQ	\$308.19
1162	Donna Fiore	Reimbursement Staff Appreciation	\$1,044.90
1163	Kathy Croft	Reimbursement - Senior BBQ	\$1,068.08
1164	Julie Grossman	Reimbursement - Grad Night	\$415.30
1165	Nancy Melmon	Reimbursement - Grad Night	\$284.95
1166	Alice Henderson	Reimbursement - Staff Appreciation	\$23.60
1167	Nancy Toth Schmidt	Reimbursement - Senior Brunch	\$1,218.94

1168	Sian Davies	Reimbursement - Organizational Supplies	\$184.57
1169	Julia Horak	Reimbursement - Staff Appreciation	\$106.97
1170	Nancy Toth Schmidt	Reimbursement - Senior Brunch	\$34.13
1171	Sequoia Union High School District	Transportation Grad Night 2015	\$2,783.25

*Motion to ratify checks as presented by Lauren Pachkowski  
Motion carries*

### **Class Reports**

- 2016 (Lisa)
  - Love bag sales are finished
  - Football concessions raised ~\$1,000
  - Staffing 4-5 per 2 hour shift
  - Suggestion to purchase a cart for concessions
  - Grad Night tickets on sale at a discounted price (PTSA website)
- 2017: Will be reaching out soon
- 2018 (Grace Schulz)
  - Started evergreen sales: \$25 to buy online by Nov. 6
  - Half of the proceeds go to the class
  - 20 orders so far; last year we totaled 90
  - Promoted by flyers and a link in the Sentinel
- 2019 (Susie Gilbert)
  - Hosting a new family welcome at the Oct. 9 football game; fun gathering to meet other parents
  - Look for announcements in the Sentinel and through the Freshman family emails

### **Committee Reports**

- Mini-grants (Lisa Goularte Waddell)
  - Deadline: October 7, 8:00 pm
  - Committee will meet on October 21
  - Mini-grants go to teachers and clubs (PTSA members)
  - Past examples include books, French movies, chemistry equipment, cultural items, field trips, etc.
  - Looking for a good idea with a large impact
- Reflections (Rachel Levine)
  - Deadline: November 5, 3:00 pm, Attendance Office
  - PTSA-run arts recognition
  - 6 categories: dance, music, visual 2-D/3-D, film, literature, photography, and special artist
  - Theme: "Let Your Imagination Fly"
  - Guidelines and samples available online

## **Next Meeting**

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Next Association meeting is Tuesday, November 3 at 7:00 PM

PTSA/ELAC yearly pot luck 6-7pm – Bring your favorite dish to share. Guest Speaker – Sixtine Gontine – certified professional coach, “How to Understand and Motivate Teens.” All are welcome!

## Adjournment

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Meeting adjourned at 8:33 pm

## Scribe

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Respectfully submitted by Rachel Krueger