

# Sequoia High School

## PTSA General Membership Meeting

### Meeting Agenda & Minutes

7:00 PM, Tuesday, October, 4 2016 | Location: Sequoia High School

## Attendees

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In attendance: Sian Davies, Susie Gilbert, Lisa Hane, Gayle Hoch, Sheri Horan, Rachel Krueger, Rachel Levine, Lauren Pachkowski, Grace Schulz, Jayne Sungail, Sue Anderson, Camille Fischer, Glen Bugos, Cynthia Giovannetti, Jenn Bulka

Principal Sean Priest

## Agenda

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- 7:00 – 7:05 Sequoia International Festival update – Clara Macavoy (chair)
- 7:05 – 7:30 State of the School & Q&A – Principal Sean Priest
- 7:35 – 8:00 Welcome/Call to Order/Introductions – Lisa Hane-PTSA president
- 8:00 – 8:05 Approval of Minutes
- 8:05 – 8:10 Audit Report – Rachel Krueger/Gail Hoch-Ratify Auditor’s spring 2016 report (posted on PTSA website).
- 8:10 – 8:20 Treasurer’s Report – Gayle Hoch – Approval of 2016-17 budget, ratify checks (report/budget posted on PTSA website)
- 8:20 – 8:30 Class Reports
  - 2017 Grad Week chairs – Donna Fiore, Jill Berry
  - 2020 Freshman parent welcome update- Lisa Miller
  - 2019 Evergreen sales update – Susie Gilbert
  - 2018 Jr. Grad team winter basketball concessions
- 8:30 – 8:45 Committee Reports
  - Mini-grants program-Marlena Griffin
  - Reflections program- Rachel Levine
  - International Festival Update- Jayne Sungail
  - Membership

# Meeting Minutes

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General Session started at 7:00 pm

## **State of the School & Q&A – Principal Sean Priest**

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Association Meeting called to order at 7:40 pm

### **Welcome/Call to Order/Introductions** – (Lisa Hane-PTSA president)

- Introduced Betsy Snow, new Library Media Center specialist
- Shared by Betsy Snow:
  - Library website up and running-  
[www.sequoiahs.org/DEPARTMENT/Library-Media](http://www.sequoiahs.org/DEPARTMENT/Library-Media) click on *Sequoia High School Media Center* link to launch media site
  - Library goals:
    - Add novels to support ELD and emergent readers
    - Increase selection of nonfiction
    - Make space!
    - Cull and organize textbook room
  - In process of creating a library multimedia team to support goals

### **Agenda & Minutes** (Lisa Hane)

*Accepted minutes as presented*

### **Audit Report** (Gayle Hoch)

Provides second set of eyes on the PTSA financials to ensure no misuse of funds  
Conducted review of financial records from January 1 - July 31, 2016  
The Executive Board reviewed the audit and recommends adoption

Motion to adopt audit made by Jayne Sungail, seconded by Rachel Levine  
Motion carries to adopt audit

Next audit will be done by our incoming PTSA auditor, Rachel Krueger

### **Treasurer's Report** (Gayle Hoch)

Reviewed proposed budget

- PTSA starting the year with \$22,590.39 of which \$10,610.18 is designated as restricted grad funds
- PTSA primarily funded by a grant from SHSEF and through PTSA memberships
- Planned PTSA fundraisers presented for the year.

- Planned PTSA programs presented for the year. Largest PTSA expenditures are: mini grants, junior scholarships, staff appreciation, new teacher grants and the Sequoia international festival

Motion to approve budget made by Lauren Pachkowski, seconded by Rachel Levine

Motion carries to approve 2016-17 budget as presented

#### Reviewed Financial Report

- PTSA checking account experienced some check fraud over the summer. New checking account opened and Wells Fargo covered expenses.
- 2016-17 grant received from SHSEF.
- 277 PTSA members.
- 5 of 18 new teachers have submitted for new teacher grants. Reimbursement requests are due 10/28

Reviewed checks written from May 1 to September 30, 2016 (see attached)

Motion to ratify checks made by Lauren Pachkowski, seconded by Rachel Levine

Motion carries to ratify checks as presented

#### **Class Reports**

- 2017 Lisa H. reported on behalf of Donna F and Jill B
  - Things are moving forward with graduation event planning
- 2020 Sian D. reported
  - Lisa Miller heading up social freshman evening at 10/14/16 football game
  - Freshman section created for 10/14/16 football game
- 2019 Sian D. reported
  - Suzie Gilbert heading up evergreen sales
  - Evergreen sales to start next week
- 2018 Sian D. reported
  - Still in need of a Junior Grad team committee chair

#### **Committee Reports**

- Mini grants
  - Received 10 grant requests to date
  - Committee meeting scheduled for 10/17
- Reflections
  - Rachel Levine explained the arts recognition program
- International Festival
  - Date 10/22/16 from 12-4p

- Suggestion to remind students that they can receive attendance points for attending
- Membership – Sian D. reported on behalf of Alice H.
  - 277 members to date
  - Suggestion to include notification in the Sentinel to parents and staff – in order to receive a mini-grant or apply for a junior scholarship, individuals must have a PTSA membership.

### **Other Business**

- 8<sup>th</sup> grade family tours are scheduled for 11/5/16 from 10-11:30a
- 8<sup>th</sup> grade information night is scheduled for 10/27/16

## Next Meeting

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Next Meeting: November 3, 2016

## Adjournment

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Meeting adjourned at 9:05 pm

## Scribe

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Respectfully submitted by Sherri Horan