

Washington Middle School PTSA Board Meeting Minutes

Oct. 14, 2019 • WMS Library, 6-7:30 pm

Present: Principal Katrina Hunt, Assistant Principal Devin Murphy (both left after the Principal's report), David Wasserman, Chun Ng, Elaine Harger, Laura Crain, Emily Lieberman, Cliff Meyer

1. The meeting was called to order at 6:08 pm
2. Approval of minutes postponed [so at the next meeting we need to approve these 10/14 minutes as well as the 9/9 board meeting minutes and the 9/21 board retreat minutes]

3. Principal's Report

- WMS App is up & running, about 400 people have signed in,
- David has access so PTSA can communicate through app, can set up membership form in app
- Garfield HS seniors coming to do a day of service at WMS (as TAs, or in music or in PE, or helping with beautification; they get community service hours and it builds the WMS/GHS relationship)
- It's Discover U college & career week at WMS
- Halloween week is first spirit week (will planned by WMS leadership & student advisory group)
- Ms. Hunt is working on the City of Seattle Families, Education, Preschool and Promise (FEPP) levy application (5 staff & all after school programming is paid for by the previous levy); Due to district on Nov. 27 then goes to city in Dec. Twelve middle schools plus charter schools are applying. The PTSA asked whether we can assist in any way, and Principal Hunt said she has good support from SPS coach, community partners, etc.
- Arena conference dates still tentative. PTSA plans to provide food for teachers and covers some of the overtime expenses.
- PTSA Q: Good times for teacher appreciation events? Principal A: Week before Xmas break is always demanding, little treats that teachers can grab & go would be great—could also be outside of staff room, in library or office or elsewhere; coffee cart & time to mingle would be welcome. Casey has staff appreciation surveys in her box in the office.
- Ms. Hunt suggests that PTSA doesn't need to do too many "extra" social events this year since the school has lots planned—each core academic area will have an evening event (WALApalooza, MathTown, the Science Fair, and a Social Studies event). PTSA support is appreciated for these events. Also, Principal Hunt will do quarterly coffees.
- School tours will be scheduled in concert with other surrounding schools to avoid overlapping dates. PTSA Q: Will we continue the practice of having a PTSA-volunteer-staffed tour and an info session in late November/early December? Answer: Very unlikely. Hoping to schedule sessions after more is known about whether TAF will serve 6th graders at WMS next year.

4. Upcoming PTSA Events

- Oct. 25 Morning Coffee
- Gen Meeting on Oct. 28 (topic: vaping and other substance-abuse dangers with speaker from WMS partner Healthy Youth Central Area Network (HYCAN))
 - Translators needed; Chun has made some connections and will have flyer translated
 - Cliff will look into childcare
 - Bananas Grill will be ordered for dinner (last time we ordered for 70 & it was too much food!
 - Advertising:
 - David will promote electronically
 - Ms. Hunt will include in robocall
 - Emily will distribute flyer with translations for teachers to put in backpacks
 - Elaine will provide a microphone for speaker to make it easier to hear while interpretation is being provided in multiple languages.

- Agenda for General Meeting will also include reminder that we will continue last spring's discussion of what we all want for our school and community, and a budget adjustment re HOST (10/14 agenda also says Affirmation of Standing Rules but that wasn't discussed at the meeting)
- Staff appreciation events, including Breakfast TBD and dinner(s) for Arena Conference evening(s)

5. Financial Report

- Financial report was made in email, there were no questions.
- MOTION: By Cliff, second by Chun, unanimously approved. Resolution: "The PTSA has made an unanticipated investment of \$7900 for HOST to provide lunchtime supervision. We formally request that the PTSA membership vote to increase the Opportunity Grant allocation in our 2019-20 budget by \$7900."

6. Communications & Outreach: Purple Press, Directory, other initiatives

- David is working with possible volunteers to improve online communications
- We currently have email list, website, access to app. Goal is 2 newsletters per month.
- Looking for a better way to organize system for knowing what people want to get published, currently there's an online spreadsheet, might add a content submission form
- For website, updating homepage to simplify & make it effective on mobile devices & the app
 - Emphasis on newer postings, email signups, fundraising, volunteer opportunities, calendar events
- Is there a need for us to have our own calendar if we can get our events into the WMS calendar? Maybe, we need to assess how the WMS calendar goes & whether our calendar brings people to our website who are then inspired to give money.
- We can put news into the WMS app
- School-based communication: reader board, hard copies in backpacks, voicemail messages, Cliff is considering a standing sign to be put out during the school day.

7. Board Resolution reminding our families to vote in the School Board Election

- Cliff moved, Chun 2nd, unanimously approved: PTSA Board resolution to run the following item in the newsletter: "The PTSA reminds all families to vote in the upcoming school board election."

8. Other Business

Time was not available to discuss the following *"Bike rack" of additional topics:*

- Unfilled key roles: Events, Membership, Fundraising, Advocacy, BLT (1 position?)
- Retreat followup
- Fall Fundraising Campaign

The meeting was adjourned at 7:40 p.m.