

**September 2011**

**7 COMMITTEE REPORTS**

**IH PTSA 2.6.45**

**Meeting Report**

**Position/Committee: Reflections**

**Submitted by: Wendy Logan**

**Month/Year: September, 2011**

**Key Developments:**

- ☐ Kicking off the Reflections program with letters and flyers to all teaching staff
- ☐ Newsletters and on I-Vision again as often as possible
- ☐ Due date for all forms of art is November 7<sup>th</sup>

**New Issues:**

- ☐ Does the school district have to approve hanging posters in the school? If so, need contact name.

**Items for Board Consideration:**

- ☐ Talk to your children about it, it looks great on their resumes and college applications

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**IH PTSA 2.6.45**

**Meeting Report**

**Position/Committee: Safety**

**Submitted by: Susie Yamane**

**Month/Year: September 2011**

**Key Developments:**

- With the new wing open, 6 additional emergency backpacks and buckets were put together.
- Last year's emergency backpacks should still be in good order.

- Teachers are being asked to check their emergency backpacks and to let the office know if they are in need of supplies.
- The backpacks will be checked every other year with new supplies added (batteries, etc.).

#### **New Issues:**

- Volunteers may only need to be recruited every other year at the most, starting in August 2012. = )
- If teachers are going to be responsible for their emergency backpacks, we might consider giving each of them new batteries, and a new bag of candy to add. ..unless the kits are used/opened in a real emergency situation.

#### **Items for Board Consideration:**

- none at this time...

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## **IH PTSA 2.6.45 Meeting Report**

**Position/Committee: Website**  
**Submitted by: Susan Hegedus**  
**Month/Year: September 2011**

#### **Key Developments:**

- On our website, almost every committee has a webpage. Please go check yours out! Then, anytime throughout the year, let me know any updates/changes you would like to make, and any suggestions you have. We want to keep the site useful and up-to-date. (Hint: to find your committee webpage, put your mouse over the "About Us" tab at the top of the home page, then select "PTSA Programs".)
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#### **New Issues:**

- **e-mail addresses on the PTSA website:** *Every officer and committee has an email address unique to the office/committee; i.e. [vp\\_membership@issaquahhighptsa.org](mailto:vp_membership@issaquahhighptsa.org), [webmaster@issaquahhighptsa.org](mailto:webmaster@issaquahhighptsa.org), etc. These are the email addresses that we use on our website. Our website host has a feature that allows me to set up a forwarder from this "generic"*

email address to each officer's or committee chair's personal email address. The advantage to this set-up is that your personal email address is not out on our website for the world to see and phishing/spamming programs to grab. With the automatic forwarding, any emails sent via the PTSA website should automatically come to your email address.

We need to run a test of every email address to make sure the forwarding is working. Please go to the "Officers and Committees" webpage (hint: look under "About Us" tab at the top.) Click on your office or committee name and an email message window should pop up. Send the email. It should automatically be forwarded to your personal email address. Please let me know if you don't get it.

In addition, I will be sending a test email to all of you during the week of **September 19**. Again, let me know if you don't get it.

Three notes:

1. If a office/committee has more than one chair, any email sent to the "generic" email address is forwarded to all the officers/chairs of that committee. For example, an email to [president@issaquahhighptsa.org](mailto:president@issaquahhighptsa.org) is forwarded to both Karin and Lisa.
2. The email may come to your **inbox**, or a **spam** bucket, or a **junk** mail bucket, depending on how your personal email account is set up.
3. At some point, you may start getting some spam as a result of the automatic forwarding. PLEASE LET ME KNOW if this starts happening and you don't want it to continue, and I will implement a work-around solution.

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### Fall Staff 2011 Luncheon:

This event was a great success. We got a great deal on sandwiches from Panera and they were wonderful to work with. We requested 80 sandwiches and the Manager Dave insisted on providing 100 and it was plenty with a tray and a half of extras.

We supplemented the sandwiched with a variety of salads, fruit and deserts donated by Issaquah families.

We asked for:

14 Salads, each serving 12

3 Large containers for grapes

4 Large containers of strawberries

12 desserts

We used up a lot of water that was in the PTSA room normally you should request 4 Costco cases of water

150 Plates

1 Costco container Forks

Napkins at least 150

Ice is available in the cafeteria

We also bought a roll of plastic table cloth covering and covered the tables. We also did 4 large flower arrangements for the serving table. Although not necessary it was a nice touch.

Lessons learned: use a software that is user friendly for donations Evite can sometimes be confusing.

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## **IH PTSA 2.6.45 Meeting Report**

**Position/Committee: Senior Celebration**  
**Submitted by: Wendy and Teri**  
**Month/Year: September 2011**

### **Key Developments:**

- 87 registrations
- Approximately \$500 scholarship donations (need # from Vicki)

### **New Issues:**

- Planning to change from Sally Foster to Innisbrook for the senior fundraising program.
- Received okay from Co-Presidents to make the change.

**Items for Board Consideration:**

- None

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## **IH PTSA 2.6.45 Meeting Report**

**Position/Committee: Newcomers**

**Submitted by: Vicki Hahn**

**Month/Year: September 2011**

**Key Developments:**

- The committee created 50 packets of information for families new to the area.
- We gave 40 to the school, and gave out a few at the New to IHS night. We have a few left, so anyone who wants one for a new family is welcome to ask.

**New Issues:**

- We will be focusing on developing a core group of individuals who would like to be resources to incoming families who might need help with the basics of adjusting to a new town/area. Anyone who would like to be included in the list should contact me.

**Items for Board Consideration:**

- None

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## **IH PTSA 2.6.45 Meeting Report**

**Position/Committee: Text Book Check Out**

**Submitted by: Chris Fisher**

**Month/Year: September 2011**

**Key Developments:**

- Last year was the first time that IHS had bar codes on the books. We checked out books with the new process over a 5-day period.
- We had substantial downtime so Jeri Justice, IHS bookkeeper also in charge of this process, decided we would try 3 days with 5 stations. This required 7 people for 3 days for a total of 7 full-day shifts.
- I was very fortunate that several people offered to help, including working the full day and coming in multiple days. They were an amazing group of efficient and hardworking women! The book check-in process is much easier and will require much less help.

**New Issues:**

- We still had downtime, so we are now going to try it in two days next year.
- Thanks again for all the help; I will keep emails for next time.

**Items for Board Consideration:**

- None