



ISSAQUAH HIGH



# IH PTSA BOARD RETREAT

*(AND ALL-AROUND GOOD TIME- PART 2)*

September 1, 2011

# AGENDA

## ◉ **Introductions and Updates- 15 Min**

- Special Thank You from Sandi Lum
- School Representatives
- Membership and Donation Updates
- Upcoming Dates

## ◉ **Training- 15 min**

- Region 2 PTSA: Overview, Standards of Conduct, Standards of Excellence
- Standing Rules
- Budget
- Meetings- Structure

## ◉ **Annual Theme and Goal Setting- 15 min**

- IH PTSA Mission
- 2010-2011 Theme and Goals Review
- Selection of Theme and Goals for 2011-2012

## ◉ **Other Business- 20 min**

- Extra funds from last year
- Grants: Requests, Matrix

# MEMBERSHIPS AND DONATIONS

## ○ As of Monday:

- **2011 Members- 1128\* (+4%) 62% of FTE**

*2010 Members Total- 1088*

*2011 FTE= 1805*

- **2011 Donations- \$24,885.00\*(+28%)**

*2010 Donations Total-\$19,452*

- **2011 Matching- \$4260\* (+141%)**

*2010 Matching Total- \$1,766*

*\* Pledged- some check payments still pending, matching funds pending*

# UPCOMING DATES

- ◉ September 5 Labor Day
- ◉ September 13 I.H.S. Curriculum Night
- ◉ September 16 IH PTSA Meeting
- ◉ September 17 Mock SAT Exams
- ◉ September 21 PTA and the Law
- ◉ September 22 Mock SAT Feedback
- ◉ September 26 SAT Prep Classes Begin- Math
- ◉ September 29 SAT Prep Classes Begin-Verbal
- ◉ October 2 Team PTSA Salmon Days Run
- ◉ October 14-15 Legislative Assembly
- ◉ October 14 IH PTSA Meeting
- ◉ October 22 Homecoming Dance

# THANKS!

- ◉ **Website**

- Vicki and Mark Hahn, Susan Hegedus

- ◉ **Newcomers**

- Vicki Hahn

- ◉ **Financial Review Committee**

- Laura Freeman, Chris Fischer, Margaret Chalfant

- ◉ **New to IHS Night**

- Anne Watanabe, Vicki Hahn, Christy Garrard, Marla Baldinelli

- ◉ **Emergency Kits**

- Susan Yamane

- ◉ **Staff Appreciation Luncheon**

- Carol Jongejan, Lila Ruzicka, Julie Quinn

# TRAINING

- ◉ **Region 2 PTSA**

- Overview
- Standards of Conduct
- Standards of Excellence

- ◉ **Standing Rules**

- ◉ **Budget**

- ◉ **Meetings- Structure**

# OVERVIEW

- ◉ **Local Unit Structure**
  - Key Concepts
- ◉ **Who is our Executive Committee?**
- ◉ **Who is our Board of Directors?**
- ◉ **Who are the Committees?**
  - Standing Committees
  - Ad Hoc Committees
- ◉ **How to Stay Sane**

# BOARD AND COMMITTEE CHAIRS

- B O A R D  O F  D I R E C T O R S	<u>EXECUTIVE OFFICERS</u>	
	Co-President Karin Allen, Lisa Gaan	
	President Elect TBD	
	VP Fundraising Dianne Bugge', Camille Vaska	
	VP Membership Anne Watanabe	
	VP Volunteers Pat Batt, Liz Rudolph	
	Secretary Patty Flynn	
	Treasurer Laura Freeman	
	<u>STANDING COMMITTEES</u>	
	Awards Christy Garrard, Kellie Woodford	
	ISF Liaison Blair Baumer	
	Legislation Jody Mull	
	Newcomers Vicki Hahn	
	Newsletter/Publicity Debbie Sexton	
	Parent Education Sherry Maurer	
	Student Honors Chris Fisher	
	SAT/ACT Readiness Tina Weber, Margaret Chalfant	
	Special Services Sandra Lum	
	Webmaster Susan Hegedus	
	<u>AD HOC COMMITTEES</u>	
	8 <sup>th</sup> Grade Night & PE 5K Run Kim Dreiblatt, Kimberly Undi	
	Angel Program Laurie Foreman	
	Corporate Matching Carol Jongejan	
	Fashion Show Pat Batt	
	Healthy Student Support Dianne Bugge', Anne Moore	
	HSPE Snacks Karla Greer	
	New to IHS Night Karin Allen, Lisa Gaan	
	Reflections Wendy Logan, Kathleen Schneider	
	Safety Committee Susie Yamane	
	Senior Events Liaison OPEN	
	Senior Baccalaureate Blythe Meigs, Karen Starcevich	
	Senior Breakfast Lisa Westover	
	Senior Celebration Wendy Romanow, Terri Reineke	
	Senior Exit Interview Refreshments Lisa Westover	
	Senior Scholarships Cyn Baumert	
	Special Event Co-Chair Kim Dreiblatt, Kimberly Undi	
	Staff Appreciation Week Sally Brunette, Kim Dreiblatt, Lisa Sacia	
	Staff Luncheon- Fall Carol Jongejan, Lila Ruzicka, Julie Quinn	
	Staff Luncheon - Spring Krista Ferguson, Katie Schiltz	
	Staff Meeting Refreshments Debbie Rossman	
	Student Directory Debbie Shiozaki	
	Student Recognition Diane Laucius	
	Supplemental Snacks Wendy Logan	
	Text Book Check In/out Chris Fisher	
	Volunteers for Issaquah Schools Alison Meryweather	
	World Languages Event Asma Ahmed	



# STANDARDS OF CONDUCT

- ◉ Have trust and unconditional regard for each other
- ◉ Give the benefit of the doubt
- ◉ Respect differences of opinion and strengths
- ◉ Support, mentor, and encourage others
- ◉ Be prepared and full present at all PTSA meetings and events
- ◉ Spend time on the issues, not on the semantics
- ◉ All board members **MUST** support **ALL** board decisions
- ◉ Maintain confidentiality
- ◉ Board presents issues as one body to membership and individual board members cannot speak for or against the issue
- ◉ Enjoy the process and the work and have fun

# STANDARDS OF EXCELLENCE

## ◎ Best Practices Checklist

- Our PTSA is child-focused and responsive to our members
- Our PTSA practices fiscal and fiduciary responsibility
- Our PTSA leaders are knowledgeable, involved, and well-trained

# STANDING RULES

- ◉ **Specific conditions or rules a PTSA chooses to impose upon itself**
- ◉ **Reviewed, updated, and approved in September, and as changes warrant**
- ◉ **Most recent changes:**
  - Addition of President Elect Position
  - \$25 Membership (no individual price)
  - Monthly review of all financial statements
    - Checking, savings, money market, PayPal, etc.

# BUDGET

- ◉ **Approved in September**
- ◉ **Budget with program line items are available on the website**
- ◉ **Chairpersons are responsible for understanding and managing their budget**
- ◉ **Create an itemized budget prior to event to avoid overspending**
- ◉ **Turn in all receipts with reimbursement form as soon as possible after event**
- ◉ **Reimbursement forms are available on website**

# MEETINGS

- ◉ **Board and Chairs invite a friend**
  - No obligation
- ◉ **9:00 am coffee time**
- ◉ **9:30 meeting start**
  - Unusual: General Meeting AND Board Meeting
    - General- All Members Vote
    - Board- Exec and Standing Committee Members Vote
- ◉ **Due Friday Prior to Meetings:**
  - Committee Reports
  - Agenda time requests
  - Questions for Paula

# IH PTSA

## ANNUAL THEME AND GOAL SETTING

- ◎ **IH PTSA Vision and Mission**
- ◎ **2010-2011 Theme and Goals Review**
- ◎ **2011-2012 Theme and Goals Discussion**

# IH PTSA

## VISION AND MISSION

- ◉ **IH PTSA adheres to the vision and mission of the WSPTA:**
  - **Vision:** “Making every child’s potential a reality.”
  - **Mission:** PTA is a powerful voice for all children, a relevant resource for families and communities, and a strong advocate for the education and well-being of every child.
  
- ◉ **The WSPTA accomplishes the mission of PTA by:**
  - Speaking on behalf of children and youth in the schools, in the community, and before governmental bodies and other organizations that make decisions affecting children;
  - Supporting parents in developing skills to raise, protect and advocate for their children; and
  - Encouraging parent and community involvement.

# 2010-2011 IH PTSA THEME AND GOALS REVIEW

## IH PTSA Theme: “Soaring to New Heights”

### 2010-2011 IH PTSA Goals:

- ◉ Find new ways to establish a positive and welcoming environment to increase excitement, interest, and membership in PTSA.
- ◉ Increase awareness among parents, staff, and students of all the ways PTSA supports IHS.
- ◉ Improve communication links with the parent community by evolving and upgrading our website, newsletters, e-news, and mailings.
- ◉ Work with IHS administration and staff to support programs best designed to address student achievement.
- ◉ Participate actively in the decision making processes of the Issaquah School District and the State of Washington that affect IHS through advocacy opportunities, our legislative program, and the PTSA Council.



# 2011-2012 IH PTSA THEME

## ◉ Theme and Goal Considerations:

- Rebuild completed
- Large staff, parent, and student community
- Maintaining “old” traditions in a “new” school
- Teacher concerns
- Continuing/increasing budget constraints
- PTSA visibility
- *MUST BE MEASURABLE*

## ◉ Theme Suggestions Submitted to Date:

- *Support, Supplement, Succeed*
- Making a Difference Together
- Putting Teachers and Students Ahead
- Together We Can

# 2011-2012 IH PTSA GOALS

## Goals Suggestions Submitted to Date

- Continue to add more programs and activities that enhance the positive and welcoming environment at IHS.
  - *2010-2011: Find new ways to establish a positive and welcoming environment to increase excitement, interest, and membership in PTSA.*
- Establish consistent communication and a stronger relationship with teachers regarding PTSA programs and support. (...regarding PTSA support of teacher- and administration-requested programs that directly impact and enhance student learning)
  - *2010-2011: Increase awareness among parents, staff, and students of all the ways PTSA supports IHS.*
- Develop communication services and support (outreach) programs for Issaquah High's ESL families and other students in need.
  - *2010-2011: Improve communication links with the parent community by evolving and upgrading our website, newsletters, e-news, and mailings.*
- Work with IHS administration and staff to support programs best designed to address student achievement.
  - *2010-2011: Work with IHS administration and staff to support programs best designed to address student achievement.*
- Stay abreast and involved in the ongoing discussions and decisions being made by the Issaquah School District and legislation by the State of Washington that could directly affect IHS students and teachers.
  - *2010-2011: Participate actively in the decision making processes of the Issaquah School District and the State of Washington that affect IHS through advocacy opportunities, our legislative program, and the PTSA Council.*

# GRANT MATRIX

## ◉ Evaluation Criteria for Special Funding Requests

- Directly impacts student learning
- Implemented in IHS classrooms or on campus
- Longevity (i.e., ongoing, annual, or semi-annual)
- Impacts a significant number of students
- Provides good cost/benefit ratio
- Availability of funding