

February 14, 2013
General Membership Meeting
Board of Director's Meeting
Issaquah High PTSA, Unit 2.6.45

General Membership Meeting/Board Of Directors Meeting **Issaquah High PTSA 2.6.45**

Proper notice was given to all members and a quorum was present.

Call to Order and Welcome

- The meeting was called to order at 9:32 am.

President's Report – Blair Baumer

- The District has announced that Ron Thiele has been selected as our new Superintendent.

Secretary's Report - Cyn Baumert

- January minutes were presented and filed.

Treasurer's Report -Laura Freeman

- January financial reports were presented and filed.
- January bank statements have been reviewed and filed.
- Membership and donations are on track or exceed projected goals, Senior party and ACT/SAT classes are also ahead of projected revenues at this time.

New Business

- ASB President Alita Campbell discussed the upcoming ASB auction which is the biggest ASB fundraiser of the year. Donations are requested from the membership, and can be stand-alone items or smaller items which the ASB will combine into baskets. Each 3rd period class will also be contributing a "theme basket" which will be built around classroom donations, which provides another opportunity for families to contribute.
- IHS Choir – a surprise Valentine's Day singing telegram was delivered to the membership by choir members.
- Standing Rules: Amendments were made by the General Membership to the Standing Rules (attached to this report). Amendments included item #6 regarding membership service fees, item #9 as to when monthly meetings are held and item #13 which allows flexibility in combining General Membership and Board of Directors meetings. The motion to amend the minutes was made by Marilyn Evans, seconded, voted upon and passed.
- Survey Results – Blair went over the results of the PTSA survey. There were 140 respondents many of whom do not attend regular meetings. There was support for extending the current school library hours which Blair will present to Paula for consideration.
- Budget Committee – Blair called for volunteers for the 2013-2014 Budget Committee. Anne Watanabe, Margaret Chalfant, Ami Maron, Cyn Baumert, Tabitha Mays, Laura Freeman, Jody Mull have joined the committee.

Committee Reports

- Special Services: Sandy Lum reported that our Special Olympics team won at the regional level and will move on to state for basketball. There will be a Special Education session focusing upon how iPads are utilized in the classroom at Clark Elementary on 3/12/13 at 7pm. You may contact Sandy for additional information.

- Senior Celebration: Colleen Volk reported that 300 students have already signed up for the graduation party.
 - Fashion Show: Pat Batt reported that tickets can be purchased on line, and that the VIP section sold out quickly last year, and they have added additional seating. DVDs of the event can be purchased. Pat had a new “step and repeat” banner created which can be reused at future events. Planning is on track and students are excited to participate this year.
 - Advocacy: Jody Mull presented information on the district’s homework study. There will be a meeting on 3/6/13 in the IHS Theater from 8am-9am to gather teacher, student and parent input. All interested parties are invited to attend and contribute comments/provide feedback.
 - Golden Acorn/Outstanding Educator – The Committee encouraged members to make submissions for these awards.
 - ISF: Alison Meryweather reported that teacher grants will be announced and delivered in the coming week. These grants support teachers throughout the district. Watch the ISF website for details on the grant winners.
- ISF Luncheon – This year silent auction items will be presented on-line. Alison encouraged everyone to attend, specifically mentioning that the donation amounts are suggested and all interested community members are welcome.

School Reports ASB/Admin -Tim Baynes

- There have been 12 new student clubs established in the new year, check the ASB website for more information on meeting times and types of clubs.
- ASB Auction/Fashion Show is scheduled for March 8 (silent auction 6:00 pm and fashion show/ live auction at 7:30 pm). Parents are asked to donate items, tickets are available on-line including VIP seating.
- HSPE Testing week is 3/12 – 14, please refer to the website for information on bell times for students as each grade is different.

Officer Karen Weihe:

- Officer Karen provided answers to membership Q&A including information about students attending alcohol parties, liabilities for hosting such parties and other such situations.
- Skate Park – Officer Karen encouraged all community members to call 911 (and specify that you are in the city of Issaquah) if you see illegal activity being conducted in the skate park. Emailing after the fact doesn’t allow the police to intervene quickly. Some community members have been walking their dogs and utilizing the park, which does deter criminal activity. Though the police patrol the area frequently, the skate park continues to be an issue for the City.

Principal's Report – Julia Bamba (for Paula Phelps)

- Building Leadership Team is continuing to explore ways in which to connect with our under-represented student population. Several teachers will be offering after school tutoring, at no cost, at the YWCA Village located in the Issaquah Highlands. The tutoring will be offered Tuesdays from 3:30-5:00pm and will have a Math, Science, English and Foreign Language focus. Currently there are two rooms with 20 computers available and teachers from IHS will be paid to provide this service. As the teachers continue to refine this program more information will be available. They are planning to have a schedule which will specify which teacher and area of expertise will be available on a particular date. Please visit the Issaquah High website for more information as this program continues to evolve.

The meeting was adjourned at 11:22 am.

ISSAQUAH HIGH PTSA 2.6.45

STANDING RULES (Effective 2/~~1014~~/20122013)

1. The name of this unit shall be the Issaquah High PTSA 2.6.45, which serves the children and youth in the Issaquah High School community, and includes the residences and businesses in the Issaquah High School enrollment area.
2. This PTSA was incorporated on April 30, 1985. Corporation and UBI numbers are available upon request. The Treasurer is responsible for filing the Annual Corporation Renewal prior to April 15. The registered agent for this corporation is the Washington State PTA.
3. The PTSA is registered under the Charitable Solicitation Act, registration number 2327. The Treasurer is responsible for filing the annual registration (must be filed by May 31 to avoid penalties).
4. This unit was recognized by the IRS as a non-profit, tax-exempt organization on May 7, 1997, under Section 501(c)(3). The Federal Tax Identification Number (EIN) is available upon request.
5. The current Treasurer is responsible for filing IRS form 990 or 990-EZ prior to November 15 (if required) and showing a copy to the Board of Directors by November 1.
6. The membership service fees of this unit shall be a minimum of \$25.00 per family membership, defined as up to two adults. Staff of Issaquah High School shall be offered full membership for a minimum of \$10.00 with the opportunity to request a directory. The students of Issaquah High School shall be considered honorary members of this unit without voice, vote, or privilege of holding office. Membership fees shall be determined by the Executive Committee each year.
7. The elected officers of this unit shall be President(s), President-elect, Vice President(s)/Volunteers, Vice President(s) Ways and Means, Vice President(s) Hospitality, Vice President(s) Communications, Vice President, Programs and Outreach, Secretary, and Treasurer. These elected officers shall constitute the Executive Committee and shall serve a term of one year from July 1 to June 30. No person shall serve in the same office for more than two (2) consecutive terms. Any elected position may be held by two (2) people. Each elected officer must complete training as required by the Washington State PTA.
8. An office shall be declared vacant if an officer is absent three (3) consecutive meetings, unless previously excused by the presiding officer.
9. The Board of Directors of this unit shall consist of the Executive Committee plus the chairpersons of all standing committees. The Board of Director's meetings of this unit shall be held monthly, ~~the second Friday of each month~~ September through June, unless otherwise posted. Each position is entitled to one vote at a Board of Directors meeting, with the co-position holders rotating voting privileges.
10. The Standing Committees shall be:

Awards	Parent Education
ISF Liaison	Pride and Recognition
Advocacy	SAT/ACT Readiness Program
Newcomers	Special Services
Newsletter/Publicity	Webmaster
Staff Meeting Refreshments	Membership
11. All committee members and the Board of Directors must be current members of the IH PTSA.
12. General membership meetings of this unit shall be monthly, ~~the second Friday of each month~~, September through June, unless otherwise posted. There shall be a minimum of two (2) general meetings per school year. The quorum for general membership meetings shall be ten (10) members.
13. General membership meetings and Board of Directors meetings may be combined at the discretion of the Executive Committee.
1314. The budget committee is responsible for reviewing and crafting a draft budget for presentation to the general membership for approval by July 1. The budget committee shall be appointed by the President with the approval of the Board of Directors.

1415. The PTSA shall maintain a safe deposit box at the bank where its checking account is maintained. The original copy of any legal documents shall be kept in the safe deposit box. Copies are to be made and kept in two legal documents notebooks, held by the Secretary and the Treasurer. Only elected officers shall have access to the contents of the safe deposit box.
1516. There shall be at least three authorized signers, who shall be officers and be on the signature card for this PTSA's authorized bank account. Their names must be recorded in the Minutes. Each PTSA check requires two signatures. All contracts entered into on behalf of the PTSA must have two signatures from elected officers; one of which must be the President's.
1617. The PTSA's books and records shall be subject to financial review both mid-year, covering the period from July 1 through December 31, and again at the end of the fiscal year, covering January 1 through June 30. The mid-year financial review will be completed prior to January 21. The year-end financial review will be completed prior to August 31. For each financial review, a committee of no fewer than three (3) PTSA members appointed by the President with the approval of the Board of Directors, or a selected accountant, shall review the Treasurer's books. The financial review committee shall not include any person who was authorized to sign on the bank account for the period being reviewed.
1718. Each month, a non-signer must review the statements from any financial institution where the organization has an account, including but not limited to checking accounts, savings accounts, money markets, and transaction processing services such as Pay Pal. The reviewer's name shall be recorded in the minutes. The reviewer shall sign and date the reviewed statements and return them to the treasurer for filing.
1819. All reimbursement requests must include a receipt and shall be submitted to the Treasurer within sixty days of purchase. All requests for reimbursement must be received by June 30.
1920. Golden Acorn and Outstanding Educator Awards, and optional Outstanding Advocate Award and optional Honorary Lifetime Membership Award, shall be awarded annually. The Awards committee chairperson is designated as chairperson for all awards committees. The President(s) shall appoint additional committee members to establish a committee of no more than five (5) and no fewer than three (3) members.
2021. Voting delegates to the Issaquah PTSA Council shall be the President(s) and two (2) authorized delegates, appointed by the President and approved by the Board of Directors. Their names must be noted in the Minutes.
2122. The vote of this PTSA for the position of Region Director shall be determined by the Board of Directors.
2223. Voting delegate(s) to the annual Washington State PTA Convention shall be elected by a majority vote at a Board of Directors meeting.
2324. Voting delegate(s) to the annual Washington State PTA Legislative Assembly shall be appointed by the President.
2425. The nominating committee shall be elected according to the Uniform Bylaws of the Washington State PTA; Article 5, Section 5. Election of officers will take place by April 30.
2526. The Standing Rules shall be adopted annually by a majority vote at the first general meeting and may be amended at any regular general membership meeting by a two-thirds (2/3) vote, or if previous notice is given, by a majority vote.
2627. Authorization for non-budget items or reallocation of funds over \$250 shall be presented for approval at a general membership meeting.
2728. The Issaquah High PTSA shall be governed by the Uniform Bylaws of the Washington Congress of Parents and Teachers, with which these Standing Rules must be in compliance. Parliamentary authority shall be Robert's Rules of Order, Newly Revised.

Revised 2/~~1014~~/~~2012~~2013
