

PA meeting November 14, 2019

Attendees:

Kim Jakway  
Yuki Miyokawa  
Tara Lafferty  
Susan Knapp  
Sandy Martinek  
Seema Anwar

Meeting started at: 8:11

Meeting ended at: 10:20

Staff appreciation went well. The carts and upstairs location worked. Holding in the PA room is out of the way so maybe rethink set up for February. The dinners were good except for communication issues. Numerous teachers didn't show for the fancy dinner so there were some food overages. Volunteering sign up was down this year. We need to look at advertising for sign up and a better way to communicate with parents.

For the US thank you for college admissions we used the carts and had some leftover drinks from appreciation. Bakery items and snacks were also supplied. Very much appreciated.

Save the date for gift wrapping will be going out in the panther post and division newsletters. That will be held in the Porter Conference room.

The US dinner will be coming up in December.

Do we need to add a food/catering person on the board? Is it a role we need?

Past minutes will be sent to Natalie Seam and cc Seema. They will post them online.

Microfunding request from technology dept for new chairs. Approved and seconded to pass. We will table microfunding discussion for next year.

Diversity and Inclusion Role included on the board? We have a transgender US who had questions about locker room. How do we work with Muslim families and food questions during certain holidays? We should work with the families so we can be better informed. We will look for a representative

Robotics did a dinner before the concerts. They earned about \$100. They didn't communicate very well.

Yuki handed out budget (profit and loss vs actual). We will use Quickbooks to maintain budget. We have a credit card for PA purchases and can order through Amazon Prime through the school account.

PA room what should this room be used for? Some concern for parents using the room for personal use.

Best practices and procedures items. We should have more procedures in place as to how events and roles. What should be included? Timeline, procedures, budget, contacts,

communication plan. Have each position use a template to document roles for people taking over that role in coming years.

MS cafe we are meeting Friday. Melissa would like to build a treehouse. Still deciding on a theme. Maybe Shel Silverstein?

Culture Day update. Collected 1005.00 in tickets. Food cost was 1,450. Total spent was 2419.00 minus 1005.00. We had a lot of donations for decorations and great support from foreign language teachers. All the entertainment was connected with school. There was zero waste. Good turnout from families attending.

Book club. Already had one meeting and will have another meeting before break. We had 8 people for first meeting. Still deciding on book for second semester.

The movie Angst only had 30 people there for the Wednesday night. Not many students were there. We will have two more showings. Need to amp up on publicity. Thinking of having a showing in late January.