

# Eastlake High School PTSA 2.8.88

## General Membership Meeting Minutes

January 13, 2022 **DRAFT**

**Call to Order- President, Natalie Wells:** President, Natalie Wells, called the meeting to order at 6:06 pm. The meeting was held virtually due to continuing Covid-19 meeting restrictions. The attendance sheet from Zoom is attached to the hard copy of the minutes.

**Minutes and Correspondence-Secretary, Julie Kotler:** The September 22, 2021, General Membership Meeting minutes were approved and moved into record. No correspondence was reported.

**Financial Report and Budget Update-Treasurer, Wei Luo:** Wei Luo reviewed the year-to-date financial highlights. Year-to-date report review – Income from membership fees, community partners, corporate matching, membership, Pass the Hat, Amazon Smile, bake sale, raffle tickets, vendor registration (Holiday Bazaar), Mock ACT/SAT, and recognition tiles was reviewed. Expenses included fees paid to National/State PTSA, PayPal fees, flowerpots for the outside of the school, emergency preparedness, staff appreciation, insurance premium, office supplies, council scholarship donation, student scholarships from 2021, and leadership development. Budget shortfalls were reviewed including a budget shortfall in categories of membership, Pass the Hat, and Holiday Bazaar vendor registration.

Natalie noted that she will review further budget details later in the meeting. The PTSA is mid-way through our spending and income for the year. We continually review budget and expenses throughout the year.

**Mid-Year Financial Review Report, Julie Kotler:**

On January 6<sup>th</sup>, 2022, Shirley Brill and I (Julie Kotler) completed the mid-year financial review for the EHS PTSA. Thank you to our treasurer Wei Luo, for providing organized, detailed, and accurate records for the review. Overall, we found the financial records of the EHS PTSA to be in good order and compliant with National and State PTSA standards. We had only a few items for follow-up:

- 1) A hard copy of the Bank of America Bank Signature Card (showing signatures of all bank signers) is needed for our records. Currently, Bank of America has said that they no longer provide hard copies of cards, but Wei is working with our branch to see if an exception can be made for our required record keeping.
- 2) Official invoices are needed for two budgeted expenditures: InvestEd and the EHS back-to-school event. Emails are present documenting both expenditures, but Wei will follow up on finding official invoices.
- 3) Official receipts may be needed for a few received hard copy checks from community partners and Pass-The-Hat donations (only hard copy checks). These receipts have not been provided in the past, so Wei is going to double-check policy on this issue. If needed Wei will consult with the State PTSA regarding requirements.
- 4) A current contract for the EHS PTSA storage unit and a current equipment list is needed. Per Wei, both items are in progress and will be provided.

- 5) We suggest that documentation of passwords and password changes be more clearly provided in treasurer's binder for the annual review in July 2022. Passwords can be covered with tape with a signature over the top of the tape to increase security.
- 6) As a reminder, for the annual review in July 2022, it will be helpful to have the secretary binder with hard copies of minutes and committee reports.

## NEW BUSINESS

**Co-President and Nominating Committee, Natalie Wells:** Natalie Wells said that a nominating committee is needed to identify board candidates for the coming year (2022-2023). The committee works with the community to identify potential board members, and they complete their work for board review in April, 2022 and then approval by the general membership at the May 2022 GMM meeting. Natalie asked for additional volunteers who would like to serve on the nominating committee.

**Motion #1:** Approve the following two members for the nominating committee: Laura Hamilton and Ashley Thompson (Nikki Balt Motion; Judith Keyser second). The motion was approved 14 votes in favor, no votes against and no abstentions.

Natalie noted that other members can join the committee later if interested.

Natalie also reported that we have a co-president position open. Having a co-president helps to ensure leadership continuity. Please contact [president@ehsptsa.org](mailto:president@ehsptsa.org) if interested in this position or if you know someone who might be interested

**Senior Sendoff and Convocation, Natalie Wells:** Natalie reported that the convocation committee (Tami Ware and Michelle Pudas) is working on in-person convocation plans. Convocation is a family event, and the date is June 11<sup>th</sup> at Timberlake Church in Redmond. The senior sendoff committee (Hannah Wilems and Erika Marley) are working on a celebration for students, senior send-off. That planning is still in initial stages. There was a member question regarding whether senior sendoff will be an at-school event or an after-graduation evening event. Natalie noted that last year's at-school event resulted in much higher participation, and she encouraged feedback to chairs.

**PTSA Grant and Budget Updates, Natalie Wells:** The EHS PTSA granted \$7000 this year. These grants covered multiple departments at Eastlake. Specific programs funded included the traveling history museum (11<sup>th</sup> graders), Shakespeare workshop (9<sup>th</sup> graders), part of prevention and intervention specialist, and a number of other grants. There is also a budget for staff appreciation. Natalie thanked volunteers for supporting staff appreciation and the holiday lunch.

Natalie also provided a budget overview. She reviewed our current budget position compared to the last year prior to covid (2018-19). Membership, pass the hat, and corporate matching are all approximately 60-65% of 2018-19. We want to improve membership and grow it with our school as our school population grows. Currently we have a budget deficit of \$12,850. The biggest shortfall is the Holiday Bazaar. We were limited on space and needed to hold the event outside which limited revenue. We have sufficient reserves to cover planned expenses this year, but a second round of grants will not be possible. All budget information is on the website, [www.ehsptsa.org](http://www.ehsptsa.org), and Natalie also welcomes any email questions or comments.

### **LWSD Levy Measures on February 8 Ballot, Barbara Posthumus, LWSD Associate Superintendent**

**Business and Support Services:** Barbara Posthumus presented on LWSD Levy Measures that are on the February 8 ballot. Natalie requested permission to record Barbara's presentation for the membership. Barbara agreed to this recording. A summary of Barbara's presentation follows. Barbara stated that levies are critical to support student success and meet our mission and vision of graduating every student future ready. LWSD is the second largest district in the state. We include 57 schools and have an on-time graduation rate of 94%. We have over 10,000 volunteers, and community surveys report very high levels of satisfaction. Barbara also described the district pandemic response and remote learning along with in-person learning for special needs students. She stated that the district is currently providing an on-line school for over 1200 students (built out in August 2021). She indicated that transparency and good financial stewardship is essential, and that district values a focus on students, learning, connections and results. Per Barbara, there are three levies on ballot: a renewal of the operations levy, a renewal of the technology levy and a new levy for capital construction. Barbara reviewed details on all three levies. The operations levy provides 14% of the overall operations budget. The renewal of the technology levy provides funding for technology for students, staff, and classrooms; it also funds technology systems to support our schools, and it also provides for facility upgrades and equipment as well as health and safety updates. The third levy is capital construction levy. It will fund critical construction projects at all levels as well as acquisition of property. It replaces expiring bonds. It will reduce overcrowding and will support building of new elementary student classrooms. It would fund additions at three middle schools and additional high school capacity for another 1200 students. The district is looking at additions, choice schools or a campus with flexible space. LWSD currently has one of the lowest tax rates. Ballots should be in the mail on approximately January 21. The election is on February 8

**Motion #2:** Motion for EHS PTSA to support and endorse the LWSD levies on the February 2022 ballot (Nikki Balt motion, Julie Kotler second). 16 votes in favor; no votes against or abstaining. Motion passed.

**Eastlake Updates, Principal Chris Bede:** Mr. Bede presented on current staff shortages and issues related to keeping schools open in the context of the Covid-19 Omicron variant. The goal is to re-open and stay open. Schools were originally closed on March 12<sup>th</sup>, 2020. What followed was all types of learning and finally a reopening amid the continued pandemic. Mr. Bede praised Eastlake staff for their incredible effort and perseverance. The new closure was prompted by two issues. The first issue was around teacher coverage, teaching filling holes for absences, giving up prep periods in context of substitute shortage. This problem exploded with the rise in Omicron cases. The closure of other schools did not lead to more substitutes for Eastlake. It was not possible to cover all open position. Second, there were so many cases that adequate contact tracing was not able to be managed. Also on the final day, 531 students were absent. Teachers were having to provide current in-person and asynchronous instruction. Finally, the delay in testing reduced needing test results and led to more symptomatic individuals in school. However, it was staff shortages that resulted in the temporary closure at the end. EHS felt that they would be able to use Microsoft Teams to maintain quality instruction. We need to give the system time to reset and get and stay healthy. On the first day of asynchronous teaching, EHS staff was focused on material and meal distribution as well as making sure technology was ready. The second day was focused on the distribution of materials. Today's (the third day) goal was to identify kids that may need additional support. Finally, EHS leadership will focus on what we will do when we open to stay open. They are planning a much more systematic internal substitute coverage system. EHS also welcomes emergency substitutes.

**Adjournment:** Natalie Wells adjourned the meeting at 7:05 pm.

**Special Membership Meeting Addendum:**

A special meeting of the general membership was held on March 23, 2022. It was called to order at 6:00 PM. The sole purpose of this special general membership meeting was to appoint a required third member of the nominating committee.

**Special Membership Meeting Motion #1:** Approve the following member for the nominating committee: Nikki Balt (Julie Kotler motion, Wei Luo second). The motion was approved with no votes against and no abstentions.

The special meeting of the general membership was adjourned at 6:15 PM.

Respectfully Submitted,

---

Julie Kotler, Secretary