

PARENTS & TEACHERS HOPE

HOPE LUTHERAN SCHOOL

PTH General Meeting Minutes May 8, 2019

In Attendance: Ashli Brown, Heather Leaman, Jen Rice

Absent: Emily Butler, Heidi Coy, Kathryn Danielson, Jane Liston, Mary Norton, Tashena Shelland

Start: 7:00 PM

Welcome and Introductions

Principal's Update – Sally Heit for Kristen Okabayashi

- **Hiring Update:** we are finishing up interviews for our two open positions – the 1st grade teacher position and the preschool assistant position. We've had multiple strong candidates for both positions, thankfully, so we are wrapping up interviews and anticipate announcing new staff in about two weeks or so.
- **East Coast trip:** please pray for our 7th/8th grade students, parents, and staff leading the East Coast Trip which departs this Friday and returns the following Friday. We will visit sites in Washington DC, Philadelphia, Gettysburg, and New York City.
- **Enrollment:** looks steady for next year. Thanks for your referrals! Reminder that each family receives \$250 referral discount per family they refer to us, who enrolls.
- **Retirement – 2nd Grade teacher, Nancy Tagge** is retiring after 42 years of teaching. Join us during the 10:30 AM church service on June 9th to honor her time here.

Proposed Budget for 2019-2020 (*refer to budget attached*)

- PTH proposes \$34,500 in general expenses for next year
 - Budget sponsors Teacher Appreciation Week, 8th Grade Graduation, and other events
 - Primarily funded by fundraisers (auction, Arts Walk, Fun Run)
- Things to note:
 - Plan to kick off the year with a fun run (previously Orange Ruler)
 - Use old-school fundraising and auction software to collect donations. Keep donations online.
 - Provide prizes and fun days such as free dress or movie/popcorn parties as incentives.
 - Fall Frolic will be replaced with a family dance (unless there is a volunteer who would like to lead a Fall Frolic)
 - Winter fundraiser includes kid/family photos at all 3 winter concerts. Kids are dressed up. Will have a specific area decorated for photos. Fun memento for families.
 - Big Auction next year. Biannual to alternate with Seattle Lutheran HS. It is also the School's 60th Anniversary (possible combo event). More details to come.
 - Middle School Dance: students look forward to it all year. Invited 8-9 schools and 5 attended this year. Plan to use auction software to collect entry fees.
 - Spring fundraiser currently open. If anyone has ideas or would like to lead a fundraiser, let PTH know.
- Scrip & Benefit <https://hls.hopeseattle.org/home/parents/scrip/>

- Purchase gift cards and the school will receive a percentage
- Simple programs to use through an app and online. Lots of businesses to choose from including hotels and travel.
- When you purchase \$200 of Scrip, you earn 1 PIP hour
- Contact Sonjia Barker with questions
- Amazon Smile
 - Designate Hope Lutheran as your charitable organization of choice
- Motion to Approve Proposed 2019-2020 Budget? *Approved*

Upcoming Events

- Teacher Appreciation Week: May 6-10th
 - Teachers and staff enjoyed a delicious lunch from Falafel Salam
 - Coffee will be provided on Thursday
 - Still time to bring in a teacher's favorite treat or needed supplies. A list was sent out to classes with ideas. Let Jen Rice/PTH know if you need the list.
- Grandparents' Day and Book Fair
 - Still need volunteers to cashier the week of the book fair (May 17th and 20-23rd)
 - Volunteers still needed for Grandparents' Day (May 23rd)
 - Visit SignUp Genius and search pth@hopeseattle.org for current volunteer opportunities
<https://www.signupgenius.com/findasignup>
- Arts Walk Benefit
 - Held Saturday, June 1st at Seattle Lutheran HS gym from 6:30-10 PM
 - Will have heavy hors d'oeuvres and wine/beer for purchase
 - Not a sit-down event but will have some tables and chairs set-up
 - Currently have 95 student art pieces chosen by Mrs. Manuta
 - Not as many from middle school since art is an elective
 - Can't attend? "Sorry we missed you" email will be sent after event. Art still available for purchase. Won't be withheld.
 - Class projects will be live auctioned
 - One piece that whole class worked on
 - Some class projects may be more individual or small group
 - Professional art pieces will also be available for purchase and live auction
 - Glee will open the event and musicians will be playing throughout the event
 - For volunteer opportunities, procurement/sponsorship/advertising forms, visit <https://hls.hopeseattle.org/home/parents/pip/>
 - Received a wholesale discount on frames
 - 120 pieces to frame (take home project)
 - Day of (late AM/early afternoon) help needed to hang art and set up gym
 - Bartenders (cannot drink) and food runners needed
 - Email invite will be sent out with a link to purchase tickets. Paper invite to follow.
 - Committee still meeting on Tuesdays at 6:30 PM

Next Year? Open discussion

- Thoughts or ideas for PTH? What did/did not work?
- Parent education opportunities
 - Certified Positive Discipline instructor (Manuela Slye)
 - Positive notes on lockers upstairs – would be great to incorporate with the lowers
 - Positive saying to decorate bathrooms (doors, mirrors)
 - Hot topic issues discussion sessions for students. One suggestion was Katie Faust.
- Ideas and suggestions can also be emailed to pth@hopeseattle.org

Room Parents

- Would current room parents be willing to continue in that role next year? If not, consider reaching out to another parent to transition
- Ideally, it would be great to have 2-3 room parents from each class with one primarily responsible for communication between their class and PTH
 - A representative from every class should be at every PTH general meeting, currently held 3 times a year
- A Room Parent meeting will be held in September to get to know each other and discuss expectations throughout the year

PTH Board Position

- Currently there is one spot open in the PTH Board for a Member-at-Large (refer to position description for more information)
 - This person is expected to help with events, attend meetings but also earns ½ their PIP
- Monthly Board Meetings will be moved to Tuesday evenings (not Wednesday) and held at 6:30
 - The 3 General Meetings will also move to Tuesday but remain at 7 PM
- If interested contact Heather Leaman or email pth@hopeseattle.org

Don't forget to log your PIP hour for attending

Adjourned: 7:56 PM

PTH Member-at-Large Job Description

Hope Lutheran School

Seattle, Washington

Characteristics

- Desire to serve the PTH, the school, and ultimately the students.
- Understand the organization's mission
- Good listening skills
- Effective communication skills

Responsibilities

- Participate in board meetings and provide input for decisions
- Chair or co-chair at least one fundraiser
- Assist other PTH board members, committee and event chairs wherever help is needed
- Keeping up to date on events and happenings concerning Hope Lutheran School
- Be an ambassador for the PTH and the school

Typical Monthly Tasks

- Participate in board meetings
- Participate in general meetings

Training and Resources

- Past files and examples
- Computer files

PTH 2019-2010 PROPOSED BUDGET

ORDINARY INCOME/EXPENSE

TRANSFER From 2018-2019*

\$ -		\$ -
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**This amount will be adjusted once all receipts and expenses for the 2018/2019 school year have posted.*

FALL FUNDRAISERS		Budget	Actual	Difference
SEPT/OCT	Fun Run by PTH (not Orange Ruler)			
	FUN RUN RECEIPTS	\$ 12,000.00		\$ 12,000.00
	FUN RUN EXPENSES	\$ 800.00		\$ 800.00
	Fun Run Net Income	\$ 11,200.00	\$ -	\$ 11,200.00
NOV/DEC	Family Dance in place of Fall Frolic			
	FAMILY DANCE RECEIPTS	\$ 2,500.00		\$ 2,500.00
	FAMILY DANCE EXPENSES	\$ 800.00		\$ 800.00
	Family Dance Net Income	\$ 1,700.00	\$ -	\$ 1,700.00
WINTER FUNDRAISERS				
DEC	Family/class photos taken at Christmas Concerts			
	CONCERT PHOTO FUNDRAISER RECEIPTS	\$ 1,500.00		\$ 1,500.00
	CONCERT PHOTO FUNDRAISER EXPENSES	\$ 350.00		\$ 350.00
	Photo Net Income	\$ 1,150.00	\$ -	\$ 1,150.00
FEB	PTH Biannual Auction/Hope's 60th anniversary			
	AUCTION FUNDRAISER RECEIPTS	\$ 80,000.00		\$ 80,000.00
	AUCTION FUNDRAISER EXPENSES	\$ 30,000.00		\$ 30,000.00
	Auction Net Income	\$ 50,000.00		\$ 50,000.00
MARCH	MIDDLE SCHOOL DANCE RECEIPTS	\$ 2,000.00		\$ 2,000.00
	MIDDLE SCHOOL DANCE EXPENSES	\$ 800.00		\$ 800.00
	Middle School Dance Income	\$ 1,200.00	\$ -	\$ 1,200.00
SPRING FUNDRAISERS		Budget	Actual	Difference
TBD	SPRING FUNDRAISER RECEIPTS	\$ -		\$ -
	SPRING FUNDRAISER EXPENSES	\$ -		\$ -
	Spring Fundraiser Income	\$ -	\$ -	\$ -
OTHER INCOME:		Budget	Actual	Difference
	eSCRIP NET PROFITS	\$ 300.00	\$ -	\$ 300.00
	SCRIP CARDS	\$ 1,000.00		\$ 1,000.00
TOTAL INCOME		\$ 66,550.00	\$ -	\$ 66,550.00

GENERAL EXPENSES

EXTRA-CURRICULAR PROGRAMS (arts and athletics)	Budget	Actual	Difference
Teacher Stipend	\$ 2,000.00		\$ 2,000.00
PERFORMING ARTS			
Drama	\$ 700.00		\$ 700.00
AFTER SCHOOL ATHLETIC PROGRAM			
Gym Donation	\$ 350.00		\$ 350.00
Coaching Stipends	\$ 800.00		\$ 800.00
After School Athletic Program	\$ 500.00		\$ 500.00
Total After School Athletic Program	\$ 4,350.00	\$ -	\$ 4,350.00

PROGRAM ENHANCEMENT	Budget	Actual	Difference
L.E.S.T ENHANCEMENT FUND	\$ 500.00		\$ 500.00
YEAR END READING INCENTIVE	\$ 200.00		\$ 200.00
SCIENCE VAN/ASSEMBLIES (Biannual - NEXT 2021)	\$ 1,600.00		\$ 1,600.00
Total Program Enhancement	\$ 2,300.00	\$ -	\$ 2,300.00

CLASSROOM ENHANCEMENT	Budget	Actual	Difference
PK3	\$ 500.00		\$ 500.00
PK4 - Orcas	\$ 500.00		\$ 500.00
PK4- Sea Turtles	\$ 500.00		\$ 500.00
Kindergarten	\$ 500.00		\$ 500.00
1st Grade	\$ 500.00		\$ 500.00
2nd Grade	\$ 500.00		\$ 500.00
3rd Grade	\$ 500.00		\$ 500.00
4th Grade	\$ 500.00		\$ 500.00
5th Grade	\$ 500.00		\$ 500.00
6th Grade	\$ 500.00		\$ 500.00
7th Grade	\$ 500.00		\$ 500.00
8th Grade	\$ 500.00		\$ 500.00
Middle School Electives	\$ 600.00		\$ 600.00
Art	\$ 800.00		\$ 800.00
Music	\$ 1,100.00		\$ 1,100.00
Physical Education (K-8)	\$ 400.00		\$ 400.00
Technology Lab (1-8)	\$ 400.00		\$ 400.00
Library	\$ 100.00		\$ 100.00
NILD/Resource	\$ 400.00		\$ 400.00
ESC Program	\$ 400.00		\$ 400.00
SCHOOL TECHNOLOGY FEES (COMPUTERS)	\$ 4,000.00		\$ 4,000.00
Total Classroom Enhancement	\$ 14,200.00	\$ -	\$ 14,200.00

RECOGNITION/CELEBRATION	Budget	Actual	Difference
Eight Grade Reception	\$ 1,000.00		\$ 1,000.00
Teacher's Appreciation Week	\$ 1,000.00		\$ 1,000.00
Graduation Award	\$ 150.00		\$ 150.00
Total Classroom Enhancement	\$ 2,150.00	\$ -	\$ 2,150.00

SOCIAL/FELLOWSHIP	Budget	Actual	Difference
West Seattle Parade	\$ 200.00		\$ 200.00
Back to School Event	\$ 1,200.00		\$ 1,200.00
Boohoo/Yahoo Social	\$ 600.00		\$ 600.00
Class Parties (\$150.00 PER CLASS)	\$ 1,800.00		\$ 1,800.00
Donuts with Dad	\$ 300.00		
Muffins with Mom	\$ 300.00		
Coffee with Kristen	\$ 150.00		\$ 150.00
Grandparents Day	\$ 600.00		\$ 600.00
Total Social/ Fellowship	\$ 5,150.00	\$ -	\$ 4,550.00

SCHOOL ADMINISTRATIVE SUPPORT	Budget	Actual	Difference
Bank Charges/QuickBooks fees	\$ 250.00		\$ 250.00
Childcare for PTH General Meetings	\$ 100.00		\$ 100.00
National Lutheran School Week	\$ 100.00		\$ 100.00
School Bus Support Maintenance	\$ 1,000.00		\$ 1,000.00
School Bus Gas	\$ 1,000.00		\$ 1,000.00
School Office Expenses	\$ 1,500.00		\$ 1,500.00
School Reach Program	\$ 550.00		\$ 550.00
Student Planners	\$ 350.00		\$ 350.00
Teacher Educational Development	\$ 1,000.00		\$ 1,000.00
PTH Special Project/Slush	\$ 500.00		\$ 500.00
Total School Admin Support	\$ 6,350.00	\$ -	\$ 6,350.00

TOTAL EXPENSE	\$ 34,500.00		
NET ORDINARY INCOME	\$ 66,550.00	\$ -	\$ 66,550.00

NET INCOME	\$ 32,050.00	\$ -	\$ 66,550.00
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