

CARSON HIGH SCHOOL PTSA

Meeting Minutes

Monday, September 11th, 2017

1. **CALL TO ORDER** – Leticia Servin, President of the CHS PTSA, called the meeting to order at **5:35 PM** in the CHS Conference Room
2. **ROLL CALL & WELCOME – Members in attendance:** Leticia Servin, Wendy Tims, Jerry Garrett, Scot Duncan, Tasha Fuson, and Bonnie Preston.
3. **MINUTES & CORRESPONDENCE** – Minutes from the meeting on Monday, May 8th, 2017 were presented. Wendy moved to approve the minutes as presented, Bonnie seconded the motion, and the motion passed.
4. **EXECUTIVE COMMITTEE REPORTS**
 - a. **President’s Report** – Leticia welcomed attendees. She stressed that this was a fresh start and an opportunity to pursue new ideas.
 - b. **Membership Report** – Jerry emailed a report for August to the officers. He stated that current membership is about 46, which is about the same as it was this time last year. He noted a larger proportion of student members. The need to solicit new members at sporting events was raised. Jerry indicated that he will print extra membership cards so they are available for use in enrolling new members on-site.
 - c. **Treasurer’s Report** – Wendy presented the July 2017 Treasurer’s Report. In July, the beginning balance was \$8,703.67 and ending balance was \$8,778.88. Wendy explained that the bank statement for August had not been received, yet. In addition, Wendy presented the 2017 – 2018 Budget for approval. She noted the anticipated income had been increased to reflect the historical trend from last year. She also noted that the budget as proposed is expected to leave the PTSA with an ending balance of \$4,849.67. Bonnie moved to approve the July 2017 Treasurer’s Report and the 2017 – 2018 Budget as presented, Jerry seconded the motion, and the motion passed.
 - d. **Principal’s Report** – Tasha advised of two event this week: Unplug from Technology and the Open House / Back-to-School Night. Unplug from Technology is meant to encourage kids to think about technology and the impact on their lives and well-being. Each day they refrain from using technology (cells phones on Monday, video games on Tuesday, headphones on Wednesday and social media on Thursday) with a reflection on Friday. This year’s Back-to-School Night will be bigger and better than ever, with

an “Open House, Open Hearts” event showcasing many community partners. Tasha also advised that enrollment is up (approximately 2300) this year, and it is expected to continue to rise in the coming years. Eventually, this will put a strain on the physical limits of the school with the increase in teachers and students. Lastly, Tasha noted that this is an accreditation renewal year for CHS, in which the school will undergo an extensive review. This will include interviews with a “parent voice” group, as well as an online survey of the general parent/guardian population. Tasha stressed the importance of being an accredited school to colleges, as well as for students who transfer from CHS to other schools/districts.

5. OLD BUSINESS

- a. **PTSA Training** – PTSA officers are encouraged (and the President, Treasurer and Secretary are required) to complete annual training. Online training is mandatory, with live training available, as well. Wendy completed both online training and live training in Fernley (09/09/2017). Leticia completed online training. Scot needs to complete online training, as he currently is the acting Secretary.
- b. **Review of Bylaws** – Wendy noted that, per what she learned at the PTSA training, Nevada PTA is making a for “universal Bylaws,” meaning that they are consistent across chapters. Wendy further noted that chapter-specific situations could be covered by rules and procedures. Wendy moved to accept the Nevada PTA template Bylaws as our chapter’s Bylaws as is, Tasha seconded the motion, and the motion passed.
- c. **PTSA Bank Account Signers** – With new officers and a new board, we need to update the signers on our bank account. Tasha moved to have Leticia Servin, Wendy Tims and Bonnie Preston as signers on the account, Wendy seconded the motion, and the motion passed.
- d. **List of Clubs** – The PTSA was provided with a current list of clubs and was considering sharing this information with parents. However, Tasha pointed out that there was a Club Fair held last week (on Thursday and Friday), exposing Freshmen to the clubs at the school. Additionally, the information appears in the Student Handbook and on the CHS website. (The club information on the website is expected to be updated soon.) Tasha also pointed out that the club information constantly is in flux, such that even a club considered active in terms of having a charter, bylaws, etc. may not be “active” in the sense of meeting regularly. It was decided to drop this idea.
- e. **CHS PTSA Website** – The information on the current CHS PTSA website is outdated. Scot demonstrated a working draft of a new website (CarsonHighSchoolPTSA.weebly.com) that is published for review by the board. Scot stated that his goal is to have the website finished by this Wednesday, in time for Back-to-School Night. On a related subject, Scot

noted that the CHS PTSA email (CarsonHighSchoolPTSA@gmail.com) currently is set up to forward to Leticia, Wendy and Scot. It was decided this is acceptable for now. Leticia will help direct inbound correspondence.

6. **NEW BUSINESS**

- a. **Back-to-School Night (Open House, Open Hearts)** – Leticia explained that the setup would be the same as last time (table, posters, etc.), and that she will set up around 3:30 PM. She will need two more people that evening approximately 4:30 – 5:45 PM. The assumption is that most parents will be visiting classrooms after that.
- b. **Publicizing Meetings** – The current schedule of meetings is published on the website. Agendas (likely just the current agenda for the upcoming meeting) also could be published. The PTSA could use its contact database (email/phone), but it is not particularly broad or accurate (due to poor handwriting on membership applications, etc.). Tasha suggested that she could send out a notice via the school’s announcement system, which would reach nearly every parent/guardian; it was agreed to do that. Leticia noted that meetings will be in the Conference Room going forward instead of the Library.

7. **ANNOUNCEMENTS**

- a. Next Meeting – Monday, October 9th, 2017.

8. **ADJOURNMENT** – Leticia adjourned the meeting at 6:30 PM.

Submitted by Scot Duncan, Acting Secretary, CHS PTSA