

## RHSA PARTS MEETING MINUTES

<b>Date:</b>	Tues., November 17, 2015	<b>Location:</b>	RHSA Emphasis Gallery
<b>Called to Order:</b>	Karyn McNabb, President	<b>Time:</b>	6:40 – 8:10 pm
<b>In Attendance:</b>	Board: 4 Members at Large: 0 Members: 3 Faculty: 0	<b>Approved:</b>	

**Present:** Carolyn Pate, Jackie Hahn, Leslie Gilpin, Karyn McNabb, Mary Barber, Brian Barber, Alice Allen

**1) Welcome:** Handouts acknowledged and thanks conveyed to Carolyn for facilitating the October meeting.

**VOTE:** Jackie moved and Leslie seconded approval of the October minutes as posted on the PARTS website. Motion passed.

**2) Treasurer's Report:** Jackie presented October deposits, expenses, pending obligations, and balances. Available funds on Oct. 31 equal \$3851.95

**VOTE:** Carolyn moved and Leslie seconded the approval of the October Treasurer's Report. Motion passed.

**3) Old Business:** Dessert Sales - Karyn reported that sale packets were distributed to students. Orders and payment due in the office Nov. 30. The remittance procedure is unknown at this time. **UPDATE 11/25/15: PARTS to retrieve completed orders from the office, tally/document sales, deposit checks in PARTS bank account, and write one check to Pacific Sales when amount due is communicated. Delivery to be Dec. 15<sup>th</sup>.**

**ACTION:** Tom and Mary to assist Kim with delivery on campus Dec. 15<sup>th</sup>, 2:45 - 4:00 p.m. **UPDATE 11/25/2015: Karyn to assist Kim with remittance tally Nov. 30<sup>th</sup>.**

### 4) New Business

#### a) Teacher Requests

- Small Learning Community – Karyn conveyed that Ms. Kovach is seeking arts, technology and entertainment professionals as speakers and Board members for the SLC. Ms. Kovach is scheduled to present SLC status at the January PARTS meeting.

**ACTION:** Karyn to email all members to reach out to possible participants.

- English – Mary presented Mr. Tran’s request for \$100 to purchase 3 gift card prizes for a school-wide Poetry Contest. Winners to be announced February 1.

**VOTE:** Leslie moved and Jackie seconded funding \$100 to purchase 3 Poetry Contest prizes. Motion carried.

**ACTION:** Mary to facilitate payment to Mr. Tran and/or gift card purchase.

- Theater – Karyn presented options to assist Ms. Dowell with a photographer for the March Musical (local photographer + Smug Mug vs. "A Cut Above the Rest" business). Multiple attendees expressed dissatisfaction with last year's "Cut Above" service and pricing for the Dance show.

**VOTE:** Leslie motioned and Jackie seconded funding up to \$100 for a Smug Mug account, contingent on Ms. Dowell's choice of photo service.

**ACTION:** Karyn (or liaison Katherine) to facilitate discussion with Ms. Dowell.

- b) Dec. 15 Volunteer Celebration @ 6 p.m.

**ACTION:** Karyn to coordinate with Red Barrel (near the Traffic Circle) and email invitations

- c) Jan. 14 & 15 Dance Show @ Lakewood High School

**ACTION:** Carolyn to lead this effort again using Volunteer Spot, with help from Leslie (buttons), Mary and Alice (sales), Tom (cashbox). This takes place prior to our next meeting, active coordination and communication required prior to Winter break.

- d) Talent Show – attendees wondering if Tom and Tricia need volunteers for Jan. 20-21 Auditions, Feb. 3-4 Rehearsals, or Feb. 5 Shows. Neither in attendance.

- e) SBYC – per Carolyn, date to be moved to April 8 as Jazz vocalists will be at the San Diego Jazzfest on the 15<sup>th</sup>. PARTS would like the vocalists to perform at SBYC, if possible. Karyn requested that attendees start to identify potential raffle basket donations, perhaps holiday "re-gifts".

**ACTION:** Carolyn to reschedule SBYC to April 8.

**5) Transcripts and ParentVue:** Leslie demonstrated ParentVue and Parchment web applications on her laptop. Attendees were shown examples of student information held in ParentVue, including district and state test scores, grades, as well as graduation and a-g completion status. Use Parchment to order official transcripts and as an aid to college planning and selection.

**6) College Prep:** Karyn reported that the PARTS-organized bus transported 14 students and 1 parent (Mignon) to CSULB College & Career Night. No issues reported and student comments were favorable. Poly HS also provides this service. It is recommended that PARTS attempt to join forces with Poly next year and/or work closely with RHSA admins to ensure a successful repeat. Scholarship Info tabled until January meeting.

## **7) Announcements**

- See meeting minutes and financial reports on website
- Next meeting **Tuesday, January 19**
- Happy Thanksgiving!

Minutes submitted by Karyn McNabb