Robert Service High School
PTSA Zoom Meeting Minutes
Tuesday, March 15, 2022

Meeting called to order: 6:00 PM

In Attendance:
Amber Lathrop – President
Kelda Barstad - Treasurer
Allen Wardlaw - Service Principal
Robin Wittrock - Spirit Wear Coordinator
Chris Lubken - Teacher Liaison
Holly Rogers – Cougar Cache
Jenada Johnson – Former PTSA President
Ayman Eltahir – Service High School Student
Sabdiela Ramierez – Service High School Student
Luisa Cuengco – Service High School Student
Taryn Lathrop – Service High School Student
Eileen Foley – Service High School Teacher
Janeen Wilkins – Parent

President's Report: Amber Lathrop
- Nominations needed for PTSA board
- Working with Mr. Wardlaw on annual PTSA event
- Need own sign and easel

Secretary's Report; Liesl Carter
- January minutes reviewed – Robin motions to approve minutes; Amber seconds. Approved.
- February minutes reviewed – Robin motions to approve minutes; Chris seconds. Approved.

Treasurer's Report: Kelda Barstad
- Treasurer's Report for March – table until next month
- Need to have Electronic Funds Transfer (EFT) policy
    - Bylaws require two signers for checks
    - Need a mechanism to come up with same checks and balances
    - Propose Treasurer position e-mails bill amount to another approved signer on the bank account, then save e-mail for financial accounting purposes
    - Create EFT policy requiring bill and second signer – Amber motions; Chris seconds. Approved.
- Need to create policies on requesting reimbursements and spending funds for projects or fundraisers

Cougar Cache Report: Holly Rogers

- Still need adult help
- Do we want to do planners for students? Keep dwindling how many we order. Usually used by ROTC kids, incoming freshmen, and life skills class
    - Amber and Kelda: Unless teachers request them, should use funds elsewhere

Cougar Cup Café Report: Taryn Lathrop

- Need more volunteers; unmanageable without more volunteers
- Possibly raise cost of products

Spirit Wear Report: Robin Wittrock

- Covered incoming Freshman fair
    - Sold approximately $500-$600 in merchandise
- Teacher gifts
    - Lands End gifts came in and distributed
    - Other gifts still awaiting delivery
- Spiritwear Replenishment
    - Butterville order – may or may not be placed
    - TNT wanted payment up front, so we decided not to use them
    - Dooley's Athletics
        - Placed order for dark green, long-sleeve shirts; $1065.00
        - Kelly green hoodie and sweatpants order with new logo; $4233.00
    - Spring sale on T-shirts; sell for $20; cost is between $11-$14; could reduce price to $15 to move them
        - Holly, good idea to sell for $15

PTSA Membership Report: Vacant

- 54 members
    - Need 6 members in attendance for nominations in April

Media Report: Vacant

- No report

Reflections Report: Amber Lathrop

- Three state-wide winners

Principal's Report: Allen Wardlaw

- Fab Lab is in the works
- Ski Team won State Championship; won first place in every category for boys and girls
- Staffing – looking at vacancies
    - Would like students on interview panel
- Junior and Senior Prom is going to be in school gym
    - Anchorage Museum shrunk capacity limits
    - Egan Center and Dena'ina Center have not responded

Student Government: Absent

- N/A

Funds Request:

- Ayman Eltahir
    - Wants to be an Aerospace Engineer and work for NASA
    - Requesting funds to attend National Leadership Student Conference - 9-day program in Washington DC at Johns Hopkins University
        - During conference, meet with Chief of Staff of the Air Force / NASA Director; visits Washington DC and NASA Headquarters
    - Has job, but due to school requirements had to cut back on hours
    - Tuition for the program = $3450.00 (includes lodging and food, but not airfare)
        - $1887.00 tuition left to pay
        - Payment due by April 11th
    - Ayman nor Mr Wardlaw able to find scholarships elsewhere
    - Kelda…use this example as a pilot program for future student scholarship program; possibly a matching program
    - Janeen, money needs to be paid to organization not Ayman
    - Kelda needs funds request form
    - ➢ Contribute $750 for continuing education with expectation for one conference each semester for students with focus on what he gained from this conference. Allen motions. Robin seconds. Approved.

- Sabdiela Ramierez & Luisa Cuengco
    - Peer Mentor project – providing feminine products to students and homeless women
    - All females should have access to feminine hygiene products, yet many do not due to issues such as inability to pay
    - No one should feel ashamed about needing these products
    - Program allows students to take products, as needed
        - Cubbies in bathrooms with products
        - Place more products in a gender neutral bathroom by the nurse
    - Donations - ½ Service and ½ other shelters
    - Wardlaw – we have supplies; Nurse Panna gets them from the elementary schools
        - want to eliminate a student having to ask; eliminate a barrier
    - Janeen & Jenada - Could buy supplies and give to the program; prefer buying alternative products
        - Nurse Panna can assist; all products will go through her for to stock
    - Kelda needs the funds request form
    - ➢ $250 in feminine supplies for Peer Mentor project to be used by Service High School students; Chris motions, Holly seconds. Approved.

- Eileen Foley – senior class fundraiser Mr Congeniality contest; 9 boys; do a dance number and a talent; lighthearted; give prizes for competing
    - $200 for gift cards – Gas cards or local restaurant; Fred Meyer
    - Collect $ for the event, but can't take that money and buy gift cards
    - Raising funds for senior class
    - ➢ $200 for senior Miss Congeniality contest. Holly moves, Chris seconds. Approved.

- Eileen Foley – fund 50 planners for teachers
    - Planners given to new people in the building
    - Amsterdam Company – cost $169.45; shipping $112.41; Total $281.86
    - Wardlaw doesn't use the planners; Holly is okay since a small buy; Lubken didn't use; Kelda number of planners has gone down over the years, may be minimum order; Jenada, if approved, ask her to do a survey then order; Kelda confirm we are in the right order range; Chris will review with Ms. Foley

- ➢ Up to 50 teacher planners $281.86; Jenada motions, Robin seconds. Approved.

- Allen Wardlaw - Indian Ed Program – Native Youth Olympics
  - Want nine green tie dye T-shirts from Cougar Cache
  - Would embroider names on back
  - ➢ Give nine T-shirt to Indian Ed Program; Chris Motions. Amber seconds. Approved.

Teachers' Liaison: Christopher Lubken

- $500 donation to Donor's Choose
  - Guitar Amplifier for Jazz Band
  - Duke Ellington Jazz Band Music

Old Business:

- ✓ Added Cougar Cache and Cougar Cup to the school map – Mr Wardlaw

New Business/Tasks:

- Nominations for board membership
- Janeen Wilkins will throw name in the hat for board position
  - Amber nominates Janeen for Vice President

Volunteer Opportunities:

- PTSA Positions –Vice President, Cougar Cache Manager replacement, Social Media Chair, Alumni Representative, Membership Chair
- Cougar Cache and Cougar Café volunteers will be needed next year as allowed to open

Meeting Dates:

- Second Tuesdays at 6 pm (*exceptions): Apr 12; May 10

Next Board Meeting Date: April 12, 2022

Meeting Adjourned: 7:50 pm

NOTE:

- ➢ Indicates motion
- ❖ Indicates task
- □ Indicates a question / open discussion