The meeting was opened by Colleen LaMotte and called to order at 5:30 PM on Thursday, October 20, 2016.

<table>
<thead>
<tr>
<th>PRESENT</th>
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<tbody>
<tr>
<td>Samantha Bayne</td>
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<td>Michelle Rudell</td>
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<td>Libby Mansour</td>
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<td>Michael Berkenwald</td>
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<td>Ellen Garza</td>
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<td>Joseph Tighe</td>
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<td>Zeina Abouammo</td>
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<td>Lynn Baker</td>
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<td>Jennifer Alexander-Hill</td>
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<td>Laura Johnson</td>
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<td>Guest: Laura Malkasian Huggins</td>
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**Introductions**

**Principal Update - Tami Beach**

- Jaguar Jog is on schedule for October 28th
  - Committee of four teachers has worked hard to pull the event together: Michelle Rudell, Jenna Warburton, Tiffany Anglin, Gretchen Gray
  - Jog Will be similar to previous years:
    - Students will run by grade
    - Tiffany Anglin will DJ
    - Students will use a punch card system to track laps
    - The class that has the highest average laps run will get donuts
    - Each student will get a Jaguar keychain

- Black Lives Matter Day
  - District instructed schools to host this day
John Hay’s Board Meeting Minutes

October 20, 2016

Civil rights discussions were held
John Hay tied the conversation to Indigenous peoples day at the school assembly
Positive discussions about how students can be good citizens were introduced

• Principal Coffee Chat scheduled for Friday, October 21st
• Open House event went well
  o 5th Grade sleep-away camp information was sent out
    ▪ This year’s camp will be at Camp Seymour
    ▪ Students will spend time exploring the forest ecosystem, understanding natural resources, and learning about marine science and wildlife ecology
• Please complete the School Bell Times Survey!
  o Survey ends Friday, October 21st
  o John Hay has submitted very few entries up to this point
  o If the bell times stay the same next year, John Hay’s new bell times will be 9:35 – 4:05 due to the mandated additional 20 minutes of instructional time added to the end of our school day
  o Catherine Blaine Elementary is also in the tier three bell time and will be hosting a meeting to discuss how the new bell times will affect students
    ▪ The meeting is scheduled on November 15th at 4:30pm and will be at Catherine Blaine Elementary 2550 34th Ave W, Seattle, WA 98199
      • Please attend the meeting to represent John Hay!
      • Sue Peters, Seattle Public Schools Board Member and Pegi McEvoy, Assistant Superintendent, Operations are scheduled to attend the meeting as well
  o Current issues with late bell times:
    ▪ Students are being dismissed early on a regular basis and are missing instruction time
    ▪ Students in tier 3 bell times face charter bus costs that are 10 times the cost of using SPS busses
    ▪ Students in tier 3 bell time have difficulties attending after school activities
    ▪ Younger students have shown to have lower rates of learning later in the day
  o It’s very important to show involvement in the process so the people in the process take our concerns seriously
    ▪ A good place to show involvement is at School Board Member Sue Peters Community Meetings:
    ▪ Another great resource: Melissa Westbrook’s Save Seattle Schools Blog:
      http://saveseattleschools.blogspot.com/

Upcoming Community Events – Laura Johnson

• Monster Mash Dance Party: Friday October 28th
  o Quiet Start 5:30 – 6:00 pm for sensory sensitive students
  o 6:00 – 7:30 pm Monster Mash
  o Students can wear Halloween Costumes and show off crazy hair
  o Entrance to the Monster Mash is free
• Targy’s Tavern Halloween Costume Ball: Friday, October 28th @ 9:00pm
  o Targy’s is running a fundraiser to benefit Queen Anne schools
  o Our very own Jesse Pannoni will be DJ’ing the fun!
Communications Update – Jennifer Alexander-Hill

- John Hay needs a social media re-set
  - There are lots of events at the school (as many as four events on some days) so more planning on communication is needed
  - Currently developing a survey to be sent to families and staff to find out where they like to get updates about John Hay: Facebook, Twitter, email, etc.
  - Need to establish a brand for John Hay and all messages moving forward can be held to the John Hay brand
  - Jennifer Alexander-Hill will continue to email stories of the week to board members and school administration
    - Communication updates should be sent to Jennifer Alexander-Hill
    - jenniferalexander@gmail.com, Erin Hayes emhayes@seattleschools.org, Zeina Abouammo Zeina.abouammo@gmail.com, and Libby Mansour libbymansour@gmail.com
- John Hay currently has two websites to update on a continuing basis:
    - Propose to clean up the John Hay (district) website and use the Partners site strictly for Partners activities (blog, Fundraising, etc.) This should lessen the confusion as to which website our families should be visiting
    - Next Board meeting will block out time to discuss website changes
- We currently have three Facebook pages for John Hay which can be confusing for users:
  - John Hay Parents https://www.facebook.com/groups/johnhayparents/
- Need to establish a photography committee and have parents take photos at events and share pictures with a google shared drive
  - Will need to get a list of students whose pictures cannot be used
- Teacher bios need to be updated and added to the website
  - Queen Anne Elementary’s website is a good example of how our staff pages could work: http://www.qaeptsa.org/
  - Michael Berkenwald will work with teachers to complete the bios on the next early release day, Wednesday October 25, 2016
- Current John Hay calendar cannot be downloaded easily
  - Jennifer Alexander-Hill can re-format the calendar once per month to make downloads data possible to google calendars
- Queen Anne & Magnolia News would like to receive stories from John Hay about our community events
- Principal’s blog has not been updated lately
  - Principal Beach has been placing her blog posts in Jaguar Tracks, but not sure how to add them to the website
  - Jennifer Alexander-Hill will delete the Principal’s Blog and will use the general Blog (tagged as from the Principal’s Desk) for all of Principal Beach’s (or Vice Principal Michael Berkenwald’s) posts going forward and will update the blog with Principal Beach’s older posts
- John Hay link for Amazon is hard to figure out
If you use smile.amazon.com and designate John Hay, the school will receive only .5% of the purchase.

If you use the link located on the Partner’s Board website the school receives 5% or more which is a significant difference in benefit to the school.

- The easiest way to use the John Hay link on the partner’s board web page is to add the bookmark to your toolbar.
- John Hay Partner’s Board Link: https://www.amazon.com/?_encoding=UTF8&camp=1789&creative=9325&linkCode=ur2&tag=johhaypar-20&linkId=CQCAVYNF24KO6TLO

Fundraising Update – Shelly Akins

- Auction – Melissa Heaton says the planning is going well, but she’s looking for more donated items.
  - Procurement chair is needed
  - Wine Lead is needed

- Annual Fund
  - The annual fund drive is a big piece of fundraising for John Hay.
  - Goal is to have the entire school working together to achieve the fund goal.
    - Ideas to incentivize students to return envelopes.
      - Use Seahawks/Sports theme
        - Everyone who brings back an envelope gets entered into a raffle.
        - 100% class participation gets prize.
      - School celebration for entire school if goal is met.
      - Extra recess if all envelopes are returned.
        - As each grade receives 100% envelopes returned they can earn their recess.
        - Students who return their envelopes can be entered into a raffle to receive free spirit wear.

- Ideas to incentivize parents to donate
  - Send visual aid showing what the money will buy
    - Ex: x goal = music, x goal – tutors, etc.
    - $100 donated = x for each student.
    - Show how little goes to administrative costs.
    - Create videos by the kids to say how the money donated by parents benefits them and post to website.
    - Explain how the decisions to spend donations are made by the staff and principal for the good of the school.
      - Create an FAQ about donations and post to website.

- Ways to recognize donors
  - Thank you for your contribution signed by the teachers.
  - Create a page in the auction materials listing parent donors.
  - List the donors in Jaguar tracks.

Playground Update – Lee Scovern

- Nine companies showed interest in designing the playground, but only one company submitted a proposal by the due date.
• Next step is to seek approval from the Department of Neighborhoods to review the submitted proposal
  ▪ Since we only received one proposal we may need to wait to review until additional proposals are submitted
    ▪ Current proposal remains unopened pending Department of Neighborhoods approval
• Once a design firm has been approved we can begin spending the $25,000 grant for design process and start applying for the phase two grant of $100K + matching funds grant to build the playground
  ▪ Application deadline for the phase two grant is every six months, but the first grant of $25,000 must be spent first
• Laura Malkasian Huggins has offered pro-bono design support once the design phase begins
• Gretchen DeDecker, Program Manager Self Help, Seattle Public Schools, must give approval to any design because Seattle Public Schools must be confident they will be able to maintain the field once the design is in place
• Laura Malkasian Huggins will be added to the committee for the John Hay Playground replacement

Meeting adjourned at 7:00pm

Respectfully submitted by Samantha Bayne, Secretary

2016-17 Meeting Schedule

November 16th
December 15th
January 19th
February 16th
March 16th
April 20th
May 18th
June 15th