The meeting was opened by Olivia Northcott Johnson and Colleen LaMotte and called to order at 5:30 PM on Thursday, November 19th 2015.

**PRESENT**

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<tr>
<td>Olivia Northcott Johnson</td>
<td>Rachel Nelson</td>
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<td>Joanna Mattson</td>
<td>Lee Scovern</td>
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<td>Colleen LaMotte</td>
<td>Michael Berkenwald</td>
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<td>Dina Ringer</td>
<td><strong>Guests:</strong></td>
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<td>Dell Monson</td>
<td>Amy Egtvet</td>
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<td>Jenna Warburton</td>
<td>Matt Gangemi</td>
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<td>Allison Shannon</td>
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<td>De-Arnne Schmidt</td>
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<td>Libby Mansour</td>
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<td>Miranda Wilde</td>
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<td>Karen Halazon</td>
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**Introductions:**

**Stewardship Update - Olivia Northcott-Johnson**

- Treehouse Holiday Donation drive started. John Hay has already collected and delivered a carload worth of donations. The collection bins are already starting to fill up again. Each class has been asked to donate a specific type of item. The list, by class, is posted online at [http://www.johnhaypartners.org/class-list-what-to-donate.html](http://www.johnhaypartners.org/class-list-what-to-donate.html). Gently used clothes and outerwear are being collected in a bin located near the lost and found.

- Thanks to all John Hay parents who signed up and FILLED! the volunteer slots that were set aside for John Hay families on November 24th at the Treehouse Wearhouse.

- John Hay families can volunteer at the Westlake Carousel on December 5th between 1:30 and 6:00pm. Colleen and Olivia are waiting for details on shift options.
Principal Update - Reported by Michael Berkenwald:

**Enrollment Report:** There are 513 students enrolled at John Hay. Class sizes, by grade, are as follows:
- K: 27, 27, 27, 28
- 1st: 28, 28, 28
- 2nd: 24, 25, 24
- 3rd: 24, 25, 24, 23 (the ¾ split class)
- 4th: 23, 24, 23 (the ¾ split class)
- 5th: 28, 27, 27

All K/1 class sizes exceed the cap of 26. To support these teachers John Hay has received funding from the district for 1.5 full time tutors. The positions were recently advertised in the Jaguar Tracks bulletin. There are 14 job applicants, many of whom are very-well qualified.

The Partners Board voted to fund an additional 1.5 tutors in June of 2015. Tami Beach is working with district to determine the correct procedure for transferring the funds to John Hay’s budget since the additional dollars go above and beyond the original 2015-2016 grant amount of $245,000.

K/1 teachers also receive support from the Reduced Class Size teachers during Reading instruction which provides for a student/teacher ratio of 14:1.

**Utility Conservation Award**
John Hay received a $750 award from the district in recognition of our composting program. The funds will be used by John Hay’s new Garden Committee to revitalize the garden spaces around the building. Members of the Garden Committee include: Emily Hamilton, Lee Scovern, Dell Monson, Ms. Beach, and Sarah Holt.

*(Discussion shifted to Garden Committee update - see below for notes)*

**RULER ((Recognizing, Understanding, Labeling, Expressing, and Regulating)**
RULER is starts this week. It is a social/emotional intelligence framework that was agreed upon by John Hay staff and administration last year. The program takes a long time to teach to kids and staff. There are plans to provide information about the program to parents as well, possibly as part of a parent education night. The introductory week of RULER will culminate in an assembly tomorrow (Nov. 20th).

**Garden Committee - Dell Monson**
The Garden Committee walked the grounds of John Hay 3 weeks ago and decided to:
1. Paint the shed. The committee would like to involve students in the design and painting work
2. Pull poisonous plants from entry and plant bulbs that will bloom this spring.
3. Prune shrubs
4. Possibly install a rain garden out front.

**Communications - Dell Monson**

RULER Page
Kristin Weisenborn has posted information about RULER on the partner’s web site (http://www.johnhaypartners.org/social-emotional-learning.html)

Google Training
Dell attended a ½ day training session at Google recently to learn about the Google resources that are available to eligible non-profits like John Hay. Dell has already moved Partner’s email and web site admin services to Google for free, saving $15 per month.

Partner’s web site
Going forward the Partner’s web site will be the primary online resources for people seeking information about John Hay Elementary. The school district web site (http://hayes.seattleschools.org/) will only be used to publish key district information. The goal is to reduce the number of web sites John Hay families have to visit to locate the information they need.

Staff details (email, bio) on the Partner’s web site is incomplete because it is pulling information from the teachers’ schoology pages, which in most cases, is blank. After conferences teachers will have more time to update their schoology pages. In the meantime, Dell will add email addresses and teacher names to partner’s web site after getting okay from Vice Principal Berkenwald.

Dell said she would write something up about the new and improved Partner’s web site that Ms. Shannon could share with her students’ parents.

How to update web site content yourself
Everyone who “owns” a page on the partner’s web site should have received an email from a company called Zoho, with the subject line “A site has been shared with you”. Follow the link in the email to set up your account. If you have trouble, visit sites.zoho.com and create an account using the email your invitation was sent to, and then click the link in the invitation email.

If you see content on the partner’s web site that is incorrect or out of date, email the board member responsible (Dell will send out a list) and cc Dell.

Amazon affiliate link reminder
The holiday season is when John Hay makes the most money from its affiliate link (http://bit.ly/JHEAmazon). It is imperative that families use this link and NOT the amazon Smiles program because the Smiles program makes MUCH less money for the school. Libby will spread the word via the room parents.

Fundraising - Olivia, Colleen, Jenna
1. John Hay made $500 from the halloween dress-up party at Targy’s.
2. Still waiting for some Moveathon checks to clear.
3. The oranges fundraiser requires that we sell at least 107 boxes. Parents should be reminded of the opportunity via room parent network.
4. Hay Arts Team (HAT) revenue - Jenna doesn’t have exact numbers. Estimates $5,000 which is lower than last year.

District News - Colleen
Bell Times for 2016-2017
The school board voted to approve the new bell times which shifts Coe and QAE to the Tier I start time of 7:55am. John Hay was classified as a Tier III school, meaning school will start at 9:35 next year. It may be possible for John Hay to swap bell time tiers with another school who is unhappy with their Tier I start time. Tami Beach is seeking more information on this.

**Monthly meeting with Sue Peters - our school board rep**
Historically John Hay has been under-represented at the monthly meetings that our school board rep offers to his/her constituents. Our current rep is Sue Peters and she will be at the QA Library this Saturday (Nov. 21) at 11am. Colleen would like as many Partner’s Board members as possible to begin attending these meetings. One idea was to ask everyone to sign-up for future meetings in advance.

**Changes to By-Laws - Colleen**

**Re-arrangement of directors**
Background: The current by-laws allow for 10 appointed directors (7 staff members and 3 community members). Per Colleen, Tami Beach recommended that the number of community member directors be increased to allow for the appointment of a parent from the Special Education community at John Hay for a term of one year. To maintain the total number of directors she also recommended reducing the number of staff positions from 7 to 6. During discussion it was noted that teachers do NOT have to be members of the Building Leadership Team (BLT) to be eligible to be a Partners Board director. Also per Colleen, Ms. Beach thinks it would be helpful to include a special education teacher on the board as well.

The Special Education community member representative will be selected by a vote from within the Special Ed parent community and that person would be appointed by Tami.

**Motion:** There was a motion to reduce the number of John Hay staff member directors from 7 to 6 and increase the number of community directors to 4. **The motion was seconded and passed.**

**Formally vote-in newly elected members in June instead of May**
Background: In the past, new members were formally voted in to the Partner’s Board in May. Therefore, they were eligible to vote on critical budget decisions in the June meeting. Meanwhile, experienced and knowledgeable outgoing members were not eligible to vote on critical budget decisions during the June meeting. Colleen recommends changing the by-laws so more experienced board members are voting on the budget. New members are still expected to attend the first post-election meeting in May to become better acquainted with board business in preparation for the official start date of their term.

**Motion:** There was a motion to vote in new members and officers at the END of the June meeting. **The motion was seconded and passed.**

**Multi-Arts Update - Rachel Nelson**
Ms. Nelson is grateful for the art volunteers who assist in her classroom. Their positive impact on her day is enormous and much appreciated.

**Festival of the Arts**
Festival of the arts (FOA) is a spring event that showcases the artistic talent of our children. It happens every other year (alternating with the Science Fair, which happened in 2015). Like the Science Fair, FOA is NOT a fundraiser. The teacher-team is smaller this time so there is more opportunity for parent involvement.
There was discussion about when the event should happen and the consensus was that sometime in June, after SBAC testing, is best.

**Ukuleles**
Ms. Nelson purchased 32 ukuleles with Hay Art Team (HAT) funds leftover from last year’s fund drive. She took advantage of a one-day Amazon sale and was able to buy them at 60% off the regular price.

**Credit card for supply purchases?**
There was discussion regarding the need for a Partner’s credit card to facilitate supply purchases.

**Partners Meeting Schedule - Colleen**
The January meeting will take place on January 21st, the 3rd Thursday in the month.
The February meeting will take place on February 18th, the 3rd Thursday in the month.

**Technology Grant - Michael Berkenwald**
As part of a technology levy John Hay is getting $150,000 to spend on computers (limited to ipads, laptops, desktops, and supplies like computer carts). BLT is determining the best way to spend the grant.

A guest at the meeting with first-hand experience at Queen Anne Elementary recommended John Hay take into account the considerable IT overhead that is required to maintain large numbers of ipads. It was a big issue for QAE.

The meeting was adjourned at 6:45pm.
Respectfully submitted by Joanna Mattson

**2015/2016 Meeting schedule**
December 17 (this meeting will be shortened to accommodate the Winter music festival, which starts at 6:30 pm)
January 21
February 18
March 17
April 21
May 19
June 16