

Sunset High School PTO Meeting
December 13th, 2021
SHS Community Room 7:00pm
Meeting Minutes

Attendees: In Person: David Butler (President), John Huelskamp (Principal), Hannah Donohue (Webmaster), Amber Ferschweiler (Treasurer) & Jennifer Gordon. On Zoom: Tristan Baker, Kristin Hamann (Secretary), Breanna Smith, Hyun Birdsall, Sara Thorn, Ms. Hoskins & Bradi Knight Gates (Volunteer Coordinator).

7:00 PM

Call to Order & Acceptance of November Minutes David Butler

- Meeting called to order at 7:04pm
- Meeting minutes are approved as submitted.

Principal Report and Q & A

Principal Huelskamp

- Our current Holiday drive is a good indication of the culture of our school. In past years, teachers relied on the seniors to take charge & run the drive. This year is different as these seniors have never done this before, due to the pandemic. However, as teachers took the time to teach students what it means to give to others and why we have, and take pride in that culture at Sunset, they found it became contagious to them as well. The Holiday Drive Goal was 20,000 items. Today's tally is over 18,000, which is fantastic! Also celebrated 6 months until graduation for seniors.
- Everyone is stressed about learning targets right now, after this first quarter's progress reports. After discussion as a staff, it was decided that teachers will teach a little less, and know the students are going to get it. And if students aren't succeeding where they'd like to be, there are ways they can work towards getting there.
- Safety update: Sunset's Community has been really fortunate in our number of Covid cases--only had several up until now. But with wrestling kicking off this week--Mountainside novice match Thursday and Friday's Wrestling tournament at Westview--unfortunately, there's been a spike in covid cases on our wrestling teams. In response, they are being Covid-tested every morning before school. 2 of those members tested positive this morning, but had no symptoms. Luckily they were caught before being around any other students or staff. Wrestling practices & meets are canceled for the rest of the week, and a deep-cleaning will occur in those areas. If you even suspect you may have been exposed, please get tested. The tests are free, easy, and results are available in 15 minutes. The school was given 150 test kits, and have gone through 100 already.

President's Report

David Butler

- **Holiday Giving Report:** Every item on the Amazon wish list was purchased for gifting. So cool!
- **Major Projects Committee Report:** David met with Mr. Huelskamp & Pete Lukich (athletic director) on how to spend the allocated \$15,000. Some potential projects were discussed including repairing the reader board sign on NW Cornell, remodeling the bathrooms, etc--very high-level. The next Major Projects Meeting is Jan 12th at 3:30pm. They hope to narrow it down to a couple of projects, and then bring them to the February PTO meeting for further discussion and approval. The goal is to spend \$15,000 this year, if possible.
- **Bylaws Committee Report:** Hannah Donohue & David Butler met a couple of weeks ago to go through the current Bylaws. Some things they looked at: How often should the board meet? What old language needs to be cleaned up? Are there positions on the board that need to be added or removed?
- David will send a google form to current board members as well as those that regularly attend the PTO meetings, for what they want to see--what does, or what should, the board look like? Board member vs. committee chair/leader.

- Once feedback is received, David & Hannah will meet, and then further discussion will occur at the February PTO meeting.
- Hannah added it was important to also clarify and remember who our members are. What kind of PTO are we? What do we want to be?
- David also discussed terms for board members. In the current Bylaws, every board member is slated for a two-year term. David is in his 3rd year as President, and won't be running for re-election next year. He explained one of the things the President does is meet with the principal once a month. He also wants to have the Bylaws revised, and to have the PTO have a more consistent digital presence before his term is up in June.

Treasurer's Report

Amber Ferschweiler

- Apollo giving is continuing to come in.
- Several Sunset groups have used our pass-thru program, like Theater & Homecoming.
- Taxes are done and filed.
- Apollo Giving Fund Requests (like the Book requests, academic scholarships) are still happening.

Matching Funds Coordinator

David Butler for Julie Gupta

- Jennifer Gordon said there's a deadline for matching funds so make sure if your company does this, to get your information submitted in time. Also there's a large amount of funds that haven't been applied yet, as it's a multi-step process.

Volunteer Coordinator Report

Bradi Knight Gates

- Not a lot of opportunities to volunteer, other than concessions.
- Students are very excited about all of the giving and leadership stuff going on.
- We should see more chances to volunteer in the building now that some of the district restrictions have been lifted. However there is some concern about the omicron variant. Looks like it will be January, but will be dependent on what omicron does.
- Vaccinations: keep uploading those cards. As of Oct. 18th, if you don't have your card uploaded, MyImpact won't show any activities available. Also MyImpact will only allow one picture to be uploaded for the vaccination card. If you happen to have both sides of your vaccination card filled out, don't worry about the back side. More than likely, the back will be the booster info, which is currently not required.
- Some people have said they're receiving multiple notifications of the same volunteer opportunities. This is because some are district specific and some are sent out to all of our community members. A possible fix would be to add a Communications Coordinator to the Board to do all postings, newsletters etc.

Concessions Report

Jennifer Gordon

- 2 games so far--boys & girls basketball.
- Key Club will be providing some volunteers.
- Tristan Baker asked why there are 3 volunteer spots now listed in MyImpact? Jennifer replied on most nights, 2 people are enough, except for Cram the Stands.
- Still looking for someone to take over Concessions next year as her student is a senior. A team of 2-3 people, in addition to the buyer, would be ideal. A Food handlers' license is only needed if food is being made, like popcorn or hotdogs.

Merchandise Report

Breanna Smith

- So grateful for everyone doing so much for our school community. It's been an exciting few weeks. She thanked Amber, Diana, Hannah, Jennifer for all of their help with the many details.
- We now have an online presence for merchandise, and have already seen \$1200 in sales!

- Deadline for holiday sale ends this Friday, Dec. 17th at 12pm, with pickup at 3pm in the front office parking lot.
- This has been a learning process, but has been really good with great feedback from parents and community members. This was a pilot project for the holidays, but if leadership students are willing to be part of this process, we can see this going forward which is really exciting. Good tool for learning about business as well.

College and Career Center

Jennifer Gordon

- Vaccinated volunteers have been coming in to meet with students. Doing an opt-in vs. opt-out in regards to the mentoring program with students, has resulted in smaller participation numbers, but maybe that will change. Mock interviews probably won't happen this year, unless they are online.
- Kristin Hamann asked about a mailing that went to the households addressed "to the adults in the life of" which contained information about students' college & career credits. She mentioned several people online were upset about the removal of "parents/guardians" and replacement of "Adults". Mr. Huelskamp said he'd talk with the people who sent it out, and agreed, without any warning, a change like that would be a little surprising.

Staff Appreciation

Sarah Sullivan

- The November event was a Pie Social for teachers--very successful. Pie for 2 days :) Night custodial staff got to enjoy it as well.
- December's event will be a catered lunch this Thursday for staff.

Grad Party

Jennifer Gordon

- 223 kids are signed up for the grad party now. \$15,000 has been received for ticket sales. Would like to have over 300 students, but currently have enough to hold the party.
- Online auction made \$9162 after fees.
- No scholarship students yet, but she will talk to the counseling dept after the new year to make sure they know about it.

Apollo Giving Fund Requests

David Butler

- No requests submitted this month. Anticipating more in January & February, as teachers finish up the 1st semester.

Miscellaneous/New Business

- **Choir concert -- Tues, Dec. 14th at 7pm**
- **Band Concert -- Thurs, Dec. 16th at 7pm**
- **Parking Lot Lights/Night Events at the School:** Jennifer Gordon mentioned it's very dark when walking to vehicles after evening events, especially the parking lot that is near the baseball & football fields. Are some of the lights out? Mr. Huelskamp will talk to the custodial staff to have the necessary lights on at night.
- **SHSupdates Instagram Account:** Kristin Hamann asked who runs it as she was concerned about students' full names & birthdates being posted on there. Is this common with other schools in the district? It's run by the student leadership team. Mr. Huelskamp will talk with their advisor, Tricia Buell.

David thanked everyone for attending, both in-person & online. The meeting was adjourned at 8:12pm. Happy Holidays, everyone!