



SET Parent Association Meeting Minutes

Date	July 18, 2024
Location	Chime
Meeting Type	Parent Association Meeting
Time	Start: 7:00 pm, End: 8:40 pm
Presiding Officer	William Frantz, President
Present	William Frantz, Angela Frantz, Virginia Nigro, Laurie Gunn, Sasha Wilson, Quinn Owens, Jenn Karnopp, Pam Provenzano
Next Meeting	<p>Saturday August 10th on Chime</p> <p>Chime (Video Conference): https://chime.aws/william.frantz</p> <ul style="list-style-type: none"> - Dial-in: 855-552-4463 PIN: 5081134548 - Tips: <ul style="list-style-type: none"> - For the best user experience, download the Chime App (not required) - Upper left button, "CC", does speech to text Closed Captioning

1. June 8, 2024 Board Meeting Minutes

- a. Angela motioned to approve, Quinn seconded - approved with no changes [SETPA Meeting Minutes 6.8.2024 - approved 7.18.24.docx](#)

2. Monthly Financial report

- a. This is a financial statement as of July 18, 2024, updated through June 30th, 2024.
- b. Status of SETPA accounts
 - i. California Credit Union bank account: \$ 16,497.37
 - ii. Paypal: \$ 852.96
 - iii. Venmo \$ 0
 - iv. Square \$ 0

Balance: \$ 17,350.33
- c. Income: \$48.51
 - i. Lucila De Alejandro \$50 donation less PayPal fees

- d. Expenses: \$650.00
 - i. Teachers' grants: \$650.00
- e. expenses (approx. \$477.23)
 - i. SoCal Makers Market LLC - \$477.23
- f. Teachers' grants (new grants for this month are shown in **bold**, previous grants shown for information):

<u>New Grants for teachers</u>	
Mr. Snow - Summer Basketball expenses	650.00
<u>Earlier Teachers' grants</u>	
Ms. Farias, Prom Supplies	340.83
Mr. Montello, Ceilometers	1785
Ms Cozik snack	78.13
Mr. Snow, Rockin' Jump (+200 SET check not cashed yet)	1165
Mr Apalategui Lightsaber Creation Project	165.03
Ms. Cozik, Red Door Escape Room adventure	259.56
Mr. Odegard iFly outing for math classes	2120
Mr. Snow Volleyball equipment	886
Mr. Apalategui Lightsaber equipment	153.53
Mr. Montello Scintilater/photomultipliers	350.06
Mr. Montello Superconductors	470 Euro
Mr. Montello Lab grown sapphire pieces	810
Mr. Montello RC Car Kits	840.26
Mr. Montello Packbot Robot for science projects	1700
Mr. Apalategui Packman	434.98
Mr. Snow water coolers for basketball	37.76
Mr. Snow Basketball sweaters	1224.00
Art supplies	315.49
Mr. Montello, Benthos spheres	699.20
Mr. Montello, Solar Cells for Green Engineering class	380.73
Ms. Lennon, Edgar Po books	303.79
Ms. Diaz, embroidery machine	1365.52
Ms. Hines, Jiu-Jitsu supplies	1681.32
Mr. Snow, Nintendo Switch + warranty	465.98
Ms. Cozik, Wellness T-shirts	341.74
IGNITE club	962.74
Mr. Apalategui's play expenses	116.79
Snacks for students	83.96
Mr. Putaro sound system	2000.00
Mr. Snow, Registration fee for sport league	500.00
Mr. Snow, volleyball net	300.01
Mr. Ashe, 6 mini white boards, \$65 each, \$390 +tax	426.00
Ms. Lennon, 5 word processors	2,280.00

Mr. Apalategui, 3 word processors	1,710.00
Mr. Snow, a snacks table for volleyball home games	100.00
Mr Apalategui, Ready Player One books and curriculum	278.06
Mr. Odegard, Freshman Retreat taco truck	880.00
Mr. Odegard, iFly reimbursement soiree 2023	382.92
Mr. Snow, mini-golf reimbursement soiree 2023	66.00

g. Discussion

- i. Treasurer income and expenses spreadsheet doesn't tie with the bank account; the spreadsheet shows less than the bank account. Virginia will reconcile prior to submitting the filings for the year.
- ii. Apply Mr. Snow's \$650 basketball grant to the 2023/2024 school year
- iii. Angela proposed reviewing recurring expenses and create a budget (i.e. picnic, exhibitions, sports)

3. SETPA Board Email and Document Storage

a. Definitions

- i. SETPA Board email address = how we communicate
- ii. Google Workplace drive = how we store documents

b. How to:

i. Log into @sethighpa.org email

1. Go to google.com
2. Click on the icon in the circle on the upper right side of the screen
3. In the pop-up, click on "yourname@sethighpa.org" or click "+ Add Account" and follow the steps to add your "yourname@sethighpa.org" email.

4. Set up auto forwarding email from SETPA Board email to personal email

- a. Log into your @sethighpa.org email
- b. Click on the settings icon
- c. In the pop-up, click "See all settings"
- d. On the list across the top of the page, click "Forwarding and POP/IMAP"
- e. Click the "Forward a copy of incoming mail to" button
 - i. add your personal email address
- f. Done!

5. Access Google Workplace drive

- a. Log into @sethighpa.org email
- b. Click on the dot icon (3 rows of dots) in the upper right of the page
- c. In the pop-up, select "Drive"
- d. Click "Shared Drives" on the left side of the page
- e. Click "Board"
- f. Navigate to the folder you need to access

6. Access, review and cast vote for teacher grants

- a. Click [here](#) to access the grant request form
- b. Click "View in Sheets" in the top right corner

- i. Review the most recent grants in the “Form Responses 1” tab
- ii. Cast your vote on the “2024/2025” tab

c. Treasurer Documents and Email

- i. Current: treasurer documents and email are on the original Google drive and email the original treasurer created
 - ii. Future:
 1. Goal: Ensure more than one person has access to the current and historical documents.
 2. Move documents to the SETPA Board Google Workplace
 3. Forward emails sent to setpatreasuer@gmail.com to treasurer@sethighpa.org email address
 - iii. Action items:
 1. Virginia will provide a list of accounts used by the treasurer
 2. Virginia will move documents to the SETPA Board Google workplace over time. Other board members can help with this task.
 3. Change email address on bank account, Zelle, PayPal, federal filing, etc. to treasurer@sethighpa.com
- d. Soiree documents
- i. William will create a Soiree folder, separate from the Board folder, so Soiree committee members can use the drive and access the historical documents
 - ii. Sasha will move documents (i.e. venue and auctioneer contracts, communications, donation requests, 501(c)(3) letter, etc.)

4. Upcoming dates

- a. New Student Orientation Meeting - William will get date from Carrie/Neil
- b. August 10, 2024 10:00 am on Chime: SETPA Meeting
- c. August 15, 2024 8:30 am: Back to School Coffee for Parents
- d. September 5, 2024 1:25 pm: Fall Picnic
 - i. William will apply for the permit
 - ii. Jenn will get the insurance certificate from Susan Kilmer or Carrie
 - iii. Merchandise sales - William
 1. Sell current merch stock

2. Work with ASB to do a contest for a new design, take orders at the Fall Exhibition so we don't carry excess inventory.
- e. September 5, 2024 4:30 - 6:30: Back to School Night
- f. October 11th, 2024: Homecoming
- g. December 12th, 2024: Exhibition Night December

5. Communications

- a. Angela will train Laurie on how to use Mailchimp
- b. Committees must write text they want to include in the newsletter and send it to Laurie

6. Action Items

- a. William
 - i. Get New Student Orientation date/time from Carrie/Neil
 - ii. Submit park permit request for Fall Picnic
 - iii. Create a Soiree folder in Google Workplace that is separate from the Board folder so Soiree committee members can access historical documents and add new documents
- b. Jenn
 - i. Start planning for Parents Coffee and Fall Picnic
 - ii. Write newsletter text for Parents Coffee and Fall Picnic
 - iii. Ask Susan Kilmer or Carrie for the insurance document needed for the Fall Picnic park permit
- c. Angela:
 - i. Propose 2024/2025 SETPA meeting dates
 - ii. Update Board emails on sethighpa.org
 - iii. Move sethighpa.org off of AWS
 - iv. Train Laurie on sending SETPA newsletter through Mailchimp
- d. Virginia
 - i. Provide the board a list of accounts used by the treasurer
 1. Treasurer Accounts:
 - a. California Credit Union
 - b. Zelle
 - c. Square
 - d. Paypal
 - e. Venmo
 - f. Stripe

2. Reporting Responsibilities

- a. IRS – Federal Taxes
- b. Franchise Tax Board - State Taxes
- c. Cal DOJ's Registry of Charitable Trusts
- d. Cal Statement of Information
- ii. Over time, move documents to the SETPA Board Google workplace over time. Other board members can help with this task.
- e. Sasha
 - i. Move Soiree documents to Google Workplace
- f. Board Goal
 - i. Over time, change email address on bank account, Zelle, PayPal, federal filing, etc. to treasurer@sethighpa.com

7. **Agenda Items for Next Meeting**

- a. Fall events

8. **Useful links**

- a. [SET High School Master Calendar](#)
- b. [SET High School Board Meeting Agendas](#)
- c. [SET PA Grant Request Form](#)
- d. [SET PA Board Members](#)

Meeting adjourned

Sasha Wilson, SETPA Secretary