



STRONG COMMUNITY,  
SUCCESSFUL STUDENTS

HIGHLINE COUNCIL 9.5

**Parent  
Teacher  
Student  
Association**

**2009 - 2010  
DIRECTORY**

*[www.hcptsa.org](http://www.hcptsa.org)*

*everychild. onevoice.*



**Highline Council 9.5**  
**Parent Teacher Student Association**  
**2009 - 2010**  
**Directory and Handbook**

**Mailing address for Correspondence  
and Membership Fees:**  
Highline Council PTSA  
P.O. Box 66539, Burien, WA 98166

**Membership fees due to Council**  
(NOT STATE) October 25, January 25, and May 25  
Send attention: Membership to address above.  
Make payable to HCPTSA.

Highline Council PTSA website: [www.hcptsa.org](http://www.hcptsa.org)

**Contents of this directory are for PTSA use only.  
Membership lists shall not be released to outside interests.**

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# Welcome to Highline Council PTSA 9.5

Welcome to a fresh year of PTA in the Highline District. Your PTA is part of Highline Council PTSA. Council PTSA is a group of volunteers elected and appointed by the local PTAs, to support you in your leadership role. We are here to encourage you, to provide leadership training opportunities, to give you information, and to support programs of PTA and our Highline community.

## Highline Council provides:

- Leadership support for all Highline PTAs—we're here to help you
- Communication about PTA through email updates, phone contact, visits to local units and maintaining website: [www.HCPTSA.org](http://www.HCPTSA.org)
- Membership fees are collected through council and council sends them on to the state office for you
- The Reflections art program is coordinated through council
- Display of student artwork through the Nyland Art Archive
- The PTSA Girl's Softball program is coordinated through council
- A Social Service Fund that provides glasses, hearing aids, counseling services to students in need, as well as providing education scholarships for graduating high school seniors
- A Council Phone Directory is published for each local PTA unit with all PTA and district information
- Leadership training through programs and events
- Volunteer Recognition through our year end celebration, honoring district employees from each school and outstanding PTA volunteers

# **Highline Council PTSA Goals for 2009-10**

## **Role of Councils in Washington State PTA—**

*(as defined by WPTA bylaws)*

Councils are a group of local PTA units organized under the authority of the State PTA. The purpose of a council is to promote the Objects of the National PTA through creating public opinion favorable to the interests of children and youth; provide services, information, support and leadership training for member units; provide a council wide Reflections program; promote cooperation among the member units; and encourage child welfare projects in local units and the community.

### ***What is the Highline Council?***

It consists of the group of PTA local units in our Highline District and the leaders that these PTAs elect to support, coordinate, facilitate and serve the needs of the local PTAs. We are chartered by Washington State PTA, just like each local unit, and are accountable to the local PTA units. We are here to: provide programs such as Reflections and Softball; to collect Council, State and National PTA membership fees; to provide guidance through leadership training; to provide community service through the social service funds that give glasses, hearing aids, and counseling to students in need; and to be a communication link between Region 9/State PTA and the local PTAs through the council newsletter, emails and phone calls. We are here to serve our local PTAs.

### ***Goals for Highline Council***

1. Give leadership support and training as well as coordinate activities that benefit our local PTAs and serve the needs of our community.
2. Communicate with all PTAs to give leaders current information from WA State PTA, National PTA and Highline District, through the use of telephone calls, visits to PTAs, newsletters, emails and council general membership meetings. Encourage communication and community wide programs amongst PTAs from elementary to middle school to high school.
3. Develop Academic Achievement Advocacy—form the Academic Achievement Team to be a liaison between parents and Highline District to encourage high academic standards for our students, meet regularly with Highline District leaders about academic standards, speak regularly at Highline School Board meetings about academic excellence, survey parents about academic standards so district leaders will know the voice of the community they serve.
4. Build the HCPTSA Social Service Fund—develop campaign to reach employees of Highline District to encourage donation to the fund, advertise fund, solicit donations from local unit PTAs and businesses, visit local schools to explain the program and encourage participation, develop fundraising avenues/grant writing to support the fund.

## Important Dates for 2009 - 2010

- Oct 2-3 Legislative Assembly @ Sea-Tac Marriott  
Oct 14 990/990EZ Class, Auburn 6:30-9:00 PM  
Oct 22 HCPTSA Leadership Training and General  
Membership meeting @ ERAC 7:00-9:00 PM  
Oct 25 Membership fees due to Highline Council (NOT to WSPTA)  
Oct 29 PTA and the Law @ Kennydale Elem., Renton 6:00-9:00PM  
Nov 9 Suggested date for Reflections entries to Local Units  
Nov 10 Liability Insurance due  
Nov 15 990/990EZ form due to IRS  
Dec 1 Applegate Grant Applications due  
Dec 10 Reflections entries due to Highline Council @ ERAC  
for judging  
Jan 4-30 Reflections entries on display @ ERAC  
Jan 15 Reflection entries due to WSPTA  
Jan 18 Focus Day in Olympia  
Jan 25 Membership fees due to Highline Council (NOT to WSPTA)  
HCPTSA Reflection Celebration @ PAC 7:00-9:00 PM  
Feb 1 PTA Men Essay entries due  
Dates TBA  
HCPTSA General Membership meeting—elections of  
nominating committee  
Region 9 Spring Leadership Conference  
Mar 1 Applications due to WSPTA for local unit PTA awards, to  
be given out at the WSPTA Convention  
Apr 30 - WSPTA Convention @ Sea Tac Doubletree  
May 2  
May 25 Membership fees due to Highline Council (NOT to WSPTA)  
Check for duplicate members and e-mail Corrections  
May 31 Charitable Solicitations Renewal due  
June HCPTSA Awards and End of Year Celebration, Election of  
new Council Officers  
June 24 Register new officers with WSPTA office  
June 30 Financial Reviews should be completed and treasurers'  
books turned over to new officers

***Congratulations on a year well done!***

# Your Highline Council Leadership Team

## **President:**

Karen Boshear  
3855 South 178th  
Seatac 98188  
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## **Vice President:**

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## **Mt. Rainier Service Area VP:**

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## **Evergreen Service Area VP/**

### **Region Outreach Chair:**

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## **Region 9 Service Delivery Team:**

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## **Treasurer:**

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## **Secretary:**

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## **Membership Chair:**

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## **Reflections Chair:**

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## **Softball:**

Bud Whiteman  
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## **Council Website / Directory:**

Julie Zaballos

# Highline Council Local Units

## EVERGREEN SERVICE AREA

Beverly Park Elementary PTA	9.5.10
Mount View Elementary PTA	9.5.110
Shorewood PTA	9.5.145
Southern Heights Elementary PTA	9.5.150

## HIGHLINE SERVICE AREA

Cedarhurst Elementary PTA	9.5.30
Gregory Heights Elementary PTSA	9.5.50
Hazel Valley Elementary PTA	9.5.55
Seahurst PTSA	9.5.142
Sylvester Middle PTA	9.5.220
Highline High PTSA	9.5.235

## MOUNT RAINIER SERVICE AREA

Des Moines Elementary PTSA	9.5.45
Marvista PTSA	9.5.90
North Hill Elementary PTSA	9.5.127
Pacific Middle PTSA	9.5.200
Parkside PTSA	9.5.130
Mt. Rainier High PTSA	9.5.240
Aviation High PTSA	9.5.747

## TYEE SERVICE AREA

Bow Lake Elementary PTA	9.5.20
Hilltop Elementary PTA	9.5.65
Madrona Elementary PTA	9.5.80
McMicken Heights Elementary PTA	9.5.100

## Recommended PTA/PTSA Meeting Dates

2nd Tuesday	Senior High School PTSAs
3rd Tuesday	Elementary School PTSAs
4th Tuesday	Middle School PTSAs

# Elected Officers and Principals by School

## Elementary Schools

### **BEVERLY PARK PTA 9.5.10**

1201 South 104th St., Seattle 98168

<b><i>President</i></b>	Vickie Beekley 11039 2nd Ave S, Seattle 98168 206-439-6797 / vbeekley@comcast.net
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<b><i>Principal</i></b>	Kathy Anderson 206-433-2508 / anderskm@hsd401.org

### **BOW LAKE PTA 9.5.20**

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## **CEDARHURST PTA 9.5.30**

611 S 132nd St, Burien 98168 / PO Box 66682, Burien 98166

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## **GREGORY HEIGHTS PTSA 9.5.50**

16201 16th Ave. S.W., Burien 98166 / PO Box 1310, Seahurst, WA 98062

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**HILLTOP 9.5.65**

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## **SOUTHERN HEIGHTS PTA 9.5.150**

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## **Middle Schools**

### **PACIFIC MIDDLE PTSA 9.5.200**

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<b><i>Principal</i></b>	Cecilia Beaman 206-433-2581 / beamancm@hsd401.org

## **SYLVESTER MIDDLE PTSA 9.5.220**

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***Principal***

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## ***High Schools***

### **HIGHLINE HIGH PTSA 9.5.235**

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***Principal***

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### **MT. RAINIER HIGH PTSA 9.5.240**

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<b><i>LU Chair</i></b>	Karen Boshear 3855 S 178th, SeaTac 98188 206-242-2429 / karenboshear@msn.com

## **AVIATION HIGH SCHOOL 9.5.747**

Aviation @ Olympic • 615 S 200th St, Des Moines 98198  
[www.aviationhs.org](http://www.aviationhs.org) / [www.aviationptsa.org](http://www.aviationptsa.org)

<b><i>President</i></b>	John Corrigan 1702 S 234th St, Des Moines 98198 206-824-4205 / secretary@aviationptsa.org
<b><i>Vice President</i></b>	Kaylen Reynolds 18430 Military Rd S, Seattle 98188 206-242-9643 / vicepresident@aviationptsa.org
<b><i>Treasurer</i></b>	Teri Katzer 2103 Talbot Rd S, Renton 98055 425-277-0865 / treasurer@aviationptsa.org
<b><i>Secretary</i></b>	Bonnie Gustafson secretary@aviationptsa.org
<b><i>Reflections Chair</i></b>	Liz Campisteguy
<b><i>Principal</i></b>	Reba Gilman 206-716-0006 / gilmanrj@hsd401.org

## **WASHINGTON STATE PTA**

The Washington Congress of Parents and Teachers (the Washington State PTA), a branch of the National Congress of Parents and Teachers (the National PTA), was founded in 1905. The Washington State PTA is a non-profit, membership association which seeks to bring together the home, school and community on behalf of all children and youth.

Washington State PTA includes all people without regard to differences in race, culture, ethnicity, religion, socio-economic status, gender, abilities, special needs or geographic location.

The Washington State PTA is governed by a Board of Directors consisting of four statewide officers, 13 region directors, a leadership director, a program director, and a legislative director. The board governs the affairs of the State PTA, as well as provides leadership training and education to local PTA units and councils. The Washington State PTA is chartered by and affiliated with the National PTA.

\*Parent may include adults who play an important role in a child's family life since other adults (grandparents, aunts, uncles or guardians) may carry the primary responsibility for a child's health, welfare, education and safety.

**Washington State PTA Office:** 1-800-562-3804  
2003 65th Ave W,  
Tacoma, WA 98466-6215  
E-mail for membership questions—  
support@wastatepta.org  
Internet Web Site:  
*<http://www.wastatepta.org>*

## **Washington State PTA Administrative Staff**

Executive Director	Bill Williams
Membership	Pat Nelson
Data Systems	Melissa Anderson
Accountant	Lenee Otto
Office Manager	Bonnie Hageman
Community Relations/Advocacy	Kim Howard
Editor	Karen Fisker-Anderson
Controller	Victor Rhett, LPA

*[www.wastatepta.org/structure/contact\\_us.htm](http://www.wastatepta.org/structure/contact_us.htm)*

Legislative Action Center—*[www.wastatepta.org](http://www.wastatepta.org)*  
then click on legislation

You can use your voice to reach your elected  
officials with your views on issues

## **Washington PTA Board of Directors**

<b>President</b>	Scott Allen / 425-641-5371 ptapres@wastatepta.org
<b>Vice President</b>	Dori Tate / 253-531-7022 ptavp@wastatepta.org
<b>Secretary</b>	Novella Fraser / 253-529-0458 ptasec@wastatepta.org
<b>Finance Officer</b>	Sherry S. Marlin / 206-883-5916 ptatreas@wastatepta.org
<b>Legislative Director</b>	Jeanette Muck / 360-574-5618 ptalegdir@wastatepta.org
<b>Leadership Director</b>	Kari Wilkinson / 253-884-1128 ptaleaddir@wastatepta.org
<b>Reflections Program</b>	Maureen Monson/reflections@wastatepta.org
<b>Membership Director</b>	Karen Albers / 509-375-5356 ptamemmdir@wastatepta.org
<b>Program Director</b>	Maureen Monson / 425-254-0851 ptaprogridir@wastatepta.org

The WSPTA Board of Directors also includes Region Directors from the 13 regions in Washington. Highline Council PTSA is located in Region 9.

## **REGION 9 SERVICE DELIVERY TEAM**

The service delivery team provides assistance and support to your PTA. Please feel free to contact any of these experienced people with your questions or concerns.

### **Region Director**

Allyson Johnson / 253-630-4727  
ptareg9@wastatepta.org

### **Region Legislation Chair**

Brooke Valentine / 206-271-5137  
rlc9@wastatepta.org

### **Region Newsletter Editor**

Raymond Kusumi / 425-221-2852  
rkusumi6806@msn.com

### **Region Conference Coordinator**

Toni Troutner / 253-854-1268  
btkktrout@yahoo.com

### **Region Outreach Chair**

Maria Santiago / 206-356-0897  
santiagomr76@yahoo.com

### **Region Membership Chair**

Michelle Baker / 253-804-0106  
rnc9@wastatepta.org

### **Highline Council**

Felecia Corbin / 206-432-9320  
fkcorbin@aol.com

### **Auburn Council**

Laura Theimer / 253-804-9246  
laurasptastuff@hotmail.com

Lisa Wilkinson / 253-931-0815  
lwilki1@comcast.net

### **Federal Way Council**

Grace Rawsthorne / 253-941-7896  
gracepta@hotmail.com

### **Kent Council**

Hallie Knudson / 253-850-3318  
halliepta@q.com

### **Renton Council**

Karen Carpenter / 425-254-9630  
2bacarpenter@comcast.net

### **Non-Council Units**

Charlotte Kemble / 253-874-0612  
cykemble@msn.com

## **NATIONAL PTA**

The National PTA, founded in 1897, is the nation's oldest child advocacy organization. It is comprised of nearly 6.5 million members in more than 26,000 local PTA units throughout the United States and Europe.

### **OBJECTS OF PTA**

- To promote the welfare of children and youth in home, school, community and place of worship.
- To raise the standards of home life.
- To secure adequate laws for the care and protection of children and youth.
- To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth.
- To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social and spiritual education.

### **National PTA Office**

330 North Wabash Ave, Suite 2100

312-670-6782

FAX: 1-312-670-6783

Chicago, IL 60611-3604

**Internet Web Site:**    *<http://www.pta.org>*

# **HIGHLINE PUBLIC SCHOOLS DISTRICT - #401**

## **Board of Directors**

**Sili Savusa**

206.433.2217

Voice Mail: 206.631.3363

Sili\_Savusa@hsd401.org

**Bernie Dorsey**

206.433.2217

Voice Mail: 206.631.3360

Bernie\_Dorsey@hsd401.org

**Julie Burr Spani**

206.433.2217

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Julie\_Burr\_Spani@hsd401.org

**Michael D. Spear**

206.433.2217

Voice Mail: 206.631.3362

Michael\_Spear@hsd401.org

**Susan Goding**

206.433.2217

Voice mail: 206.631.3361

Susan\_Goding@hsd401.org

**SCHOOL BOARD MEETINGS** are held at 6:30 pm on the second Wednesday of each month at ERAC (15675 Ambaum Blvd SW, Burien, WA 98166), and on the fourth Wednesday of each month at various locations throughout the district. Occasionally the Board will conduct a work/study session prior to or after the regular meeting. Please feel free to contact the district office at 433-0111 to confirm meeting dates and times. If you would like to speak at a school board meeting or have an agenda sent to you, call 433-2217. School board minutes are available on the District website at [www.hsd401.org](http://www.hsd401.org). Written correspondence addressed to the board can be delivered to the district office or mailed to Board of Directors, Highline Public Schools, 15675 Ambaum Blvd SW, Burien, WA 98166. Only one copy is necessary. It will be copied and each Board member will receive it in the next outgoing board packet.

## **Highline District Administration**

**E.R.A.C.** - Educational Resource and Administrative Center  
15675 Ambaum Blvd SW - Burien WA 98166

**Website:** *www.hsd401.org*

**Receptionist** 433-0111

**Superintendent** John P. Welch / 433-2217  
Jan May, Assistant / FAX: 433-2351

**Deputy Superintendent** Dr. Carla Jackson / 433-2503

**Assistant Superintendent** Geraldine L. Fain / 433-2505

**Chief Accountability Officer**  
Alan Spicciati / 433-2334

### **Executive Directors K-12 Learning**

North Susanne Jerde / 433-2358

South Steve Rowley / 433-2361

**Budget & Accounting** 433-2546

**Construction Supervisor** 433-2501

**Curriculum Departments** Language Arts / 433-2358  
Gifted/Honors Education / 433-7117  
Math and Science / 433-2458  
Special Education / 433-2125  
English Language Learners (ELL)  
433-2389

**Activities, athletics, physical & health education,  
performing and fine arts**

John Melver / 433-2419

**Duplicating** 433-2523

**Facilities, Executive Director, Facilities Services**  
Andrea Johnson / 433-2252

**Health Services Facilitator**  
Aimée Denver / 433-2413

**Human Resources Executive Director**  
Don Waring / 433-2281

## **Highline District Administration** *Continued*

### **Instructional Support Services**

433-2366

**Mail Room** 433-2306

**Manhattan School** 433-2318

**Nutrition Services** Chris Neal / 433-2209

**Performing Arts Center** 401 S 152nd St.  
Amy Daligcon-Dowell / 433-2292

### **Communication & Community Engagement**

Catherine Carbone Rogers / 433-2331

FAX: 433-2351

**Purchasing** 433-2354

### **School Board Recording Secretary**

Jan May / 433-2124

### **Puget Sound Skills Center**

631-7300

18010 8th Avenue S.

**Security & Safety** Tony Zeman / 433-2493

Emergency Security / 244-7711

**Transportation** Mary Carr / 433-2471

## **COMMUNITY INTEREST GROUPS**

### **Highline Education Association (HEA)-Teacher's Union**

Stacie Hawkins, president / 246-4340

Cell# 206 501-1523 / [shawkins@washingtonea.org](mailto:shawkins@washingtonea.org)

15210 32nd Ave S, Suite A, Seattle 98188

FAX: 246-9312

### **Highline Citizens for Schools**

Lois Schipper / 206-246-7977

[www.supporthighlineschools.com](http://www.supporthighlineschools.com)

Community support of school funding  
through levies/bonds

### **Highline Schools Foundation For Excellence**

Dr. Holly Moore, Executive Director / 248-5196

245 D SW 152nd St, Burien, WA 98166

Website: [www.highlineschoolsfoundation.org](http://www.highlineschoolsfoundation.org)

Grants for teachers/PTAs, student scholarships

### **Burien Parks, Recreation and Cultural Services**

City of Burien

[www.burienwa.gov](http://www.burienwa.gov)

Michael Lafrenire, Director Park, Recreation  
and Cultural Services / 988-3700

[michaell@burienwa.gov](mailto:michaell@burienwa.gov)

Burien Arts Commission / 988-3700

*Arts and Parks program*

City of Des Moines

[www.desmoineswa.gov](http://www.desmoineswa.gov)

City of Normandy Park

[www.ci.normandy-park.wa.us](http://www.ci.normandy-park.wa.us)

City of Sea Tac

[www.seatac.wa.us](http://www.seatac.wa.us)

## **HCPTSA POLICIES**

In accordance with the policies of the WSPTA, the Highline Council shall be non-commercial, non-sectarian and non-partisan. It shall not endorse any commercial enterprise or any candidate. The name of the association or the names of any members in their official capacities shall not be used in any connection with a commercial concern or with any purpose not appropriately related to promotion of the objectives of the association.

### **THE PURPOSE OF THE HIGHLINE COUNCIL PTSA IS TO:**

1. Support, coordinate, facilitate and serve the needs of the local PTA units and provide information and guidance on current WSPTA programs.
2. Promote the objectives of the Washington State PTA and National PTA through creating public opinion favorable to the interests of children and youth.
3. Promote communication and cooperation among the member units on matters of mutual concern within the council boundaries.
4. Assist in the formation of new units and encourage child welfare projects in the local units and the community.

### **HCPTSA operates under the National PTA Objectives, which are:**

1. To promote the welfare of children and youth in home, school, church or place of worship and community
2. To raise the standards of home life.
3. To secure adequate laws for the care and protection of children and youth.
4. To bring into closer relation the home and school, that parents and teachers may cooperate intelligently in the education of children and youth.
5. To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social and spiritual education.

## **BYLAWS**

The bylaws of the Highline Council of Parents, Teachers and Students are set forth in the Washington State PTA Uniform Bylaws.

## **HIGHLINE COUNCIL STANDING RULES**

1. The name of this association shall be the Highline Council Parent-Teacher-Student Association 9.5. It was chartered in October 1980.
2. This council serves the local unit PTAs in the Highline School District.
3. This PTA is registered with the Secretary of State under the Charitable Solicitations Act. The registration number is HIC-088-348.

The treasurer is responsible for filing the annual registration prior to November 15th.

4. This council is a non-profit corporation recognized by the State of Washington on April 4, 1978. The treasurer will renew the Articles of Incorporation each February. The incorporation number is D277766.
5. This council's Employer's Identification Number is 91-1119277.
6. This council was recognized by the IRS as a non-profit tax-exempt organization, August 19, 1985, under Section 501C4.
7. Units desiring to use Council's bulk mailing (permit number 498) must contact the Council Treasurer for guidelines and instruction prior to use.
8. The President, Secretary and Treasurer shall each keep a copy of all legal documents in their procedure notebook. The Secretary and Treasurer shall be responsible for keeping legal documents up-to-date.
9. The signatures of at least three elected officers shall be on the authorized signature card for this PTA's bank account.
10. The council shall conduct an audit of its books and records in January of each year in addition to the required audit at the close of the fiscal year.
11. The membership service fee of this council shall be \$2.00 per member of each local unit.
12. The Council shall maintain a minimum general fund balance of \$1000 to carry forward to the next fiscal year.
13. Sustaining Council Memberships for Highline School District Central Office Employees (and others of the district not already involved with a particular school), shall be available for a non tax deductible donation of \$10.00 or more, which entitles the member to receive the Highline Council newsletter, but no voice, vote, or privilege of holding office. Businesses may also become sustaining members of Highline Council.
14. The nominating committee shall be elected no later than February.
15. The elected officers of this Council shall be President, Vice President, Secretary, Treasurer, Evergreen Area Vice President, Highline Area Vice President, Mt. Rainier Area Vice President, Tyee Area Vice President and Legislative Chairman. Two people may serve jointly in any position except Treasurer. These elected officers shall constitute the Executive Committee. The election of officers shall be held no later than the April. No person shall serve in the same position on the Executive Committee for no more than two (2) consecutive terms.
16. The Board of Directors shall consist of the elected officers and Standing Committee chairman. All members of the Board must be members of a local unit PTA. Board meetings shall be held

before each general membership meeting as scheduled by president and majority vote of the board. A quorum for the board of directors shall be a minimum of 6 members.

17. General Membership meetings shall be held at least 3 times per year with the location and time published at least 15 days before the meeting. Special meetings of the Council may be called as arranged by the Executive Committee.
18. An office/standing committee chairmanship shall be declared vacant if that person misses three consecutive meetings unless excused by the President. Board members shall notify the President if they are unable to attend a meeting.
19. All committees will be reimbursed only for budgeted expenses unless authorized by the board. Reimbursement must be requested of the Treasurer within 30 days of expenditure.
20. Standing Committees may include: Awards/Recognition, Fundraising, Membership, Newsletter, Reflections, Social Service Fund, Scholarship Selection, Nyland Art Archive, School District Liaison, and Communications.
21. Special committees of this council may include: Council Directory/ Handbook, Hospitality, President/Principal Workshop, Softball, State Convention, Academic Achievement Team, Website Management
22. The Awards Committee shall consist of the Area Vice Presidents and the Council President. Golden Acorn and/or Outstanding Service Award, Honorary Life Membership, Community Service Award and President's Award may be given in the spring at the Recognition Night.
23. The voting body of this council shall be the Board of Directors and one designee (which could be the president or other member of the local unit) of each local PTA/PTSA unit in membership. A quorum for general membership meetings shall be at least 10 members, with a majority voting in approval of decisions.
24. Voting delegates and alternates to the annual State PTA Convention shall be elected by the Board of Directors. Priority shall be given to the newly elected Executive Committee. (*See bylaws, Article XII, Section 2 ©.*)
25. Voting delegates to the Legislative Assembly shall be the Legislation Chairman, unless otherwise designated by the Board.
26. The Standing Rules and Budget shall be adopted by a majority vote of the delegation no later than June 15.
27. The standing rules and budget may be amended by any regular general membership meeting by a two-thirds vote, or if previous notice is given, by a majority vote.

## **Policies and Job Descriptions**

1. A calendar of PTA/District events may be published as a resource for PTA units.
2. A Council Directory/Handbook will be published for the benefit of the leaders of the local PTA units.
3. Guidelines for the authorization to continue existence of the previously established self-supporting social service funds and scholarships shall be determined annually in the spring by the Board of Directors. Social service funds may include clothing, dental and vision, hearing impaired, student counseling and scholarships for graduating seniors.
4. Officers and committee chairman shall be required to present reports and notebooks of their year's activities to the current president by the June general meeting. Outgoing officers and committee chairman shall surrender all PTA materials acquired while functioning in their position at this time or at the time of their resignation.
5. A committee of three (3) shall be appointed by the president to review any records to be discarded.
6. Executive committee meetings shall be held as necessary at the discretion of the president with reasonable notice given to the executive committee members.
7. The council will work cooperatively with other groups on matters of mutual interest. The board of directors should determine these cooperative measures using Washington State PTA Guidelines.
8. The Council President shall:
  - a. Preside at all meetings.
  - b. Make appointments to positions and committees as designated in the standing rules, with the approval of the executive committee, for a term of one (1) year.
  - c. Be an ex-officio member of all committees except the nominating committee.
  - d. Co-sign all binding agreements.
  - e. Disseminate and communicate all information received pertinent to PTA/PTSA programs.
  - f. Perform all duties pertaining to the office such as specified in the bylaws and standing rules.
  - g. Coordinate Council's programs and activities.
  - h. Attend the Region 9 meetings or send designated alternates.
  - i. Participate in the Region 9 nominating committee elections.
  - j. Cooperate when requested with the Region 9 director or service specialist in establishing new units.
  - k. Designate an executive committee member to attend functions with voice in his/her absence.
  - l. Attend the relevant school board meetings or send an alternate.
  - m. Provide direction to the area vice presidents.

9. The Vice President shall
  - a. Perform the duties of the president in the absence or inability of that officer to service.
  - b. Assist the president when called upon.
  - c. Work closely with the president in all activities.
  - d. Serve as chairman of the committee to prepare the Council display for PTA convention.
  - e. Assist in the planning and coordinating of general membership meeting programs.
10. The Secretary shall
  - a. Keep accurate records of all meetings.
  - b. Notify the president of any unfinished business.
  - c. Help the president make up the agenda.
  - d. Make sure the president has the minutes as soon as possible after a meeting.
  - e. Keep attendance records of all executive committee, executive board and general membership meetings.
  - f. Keep a complete roster of the membership of all standing and special committees.
  - g. Maintain an up-to-date roster of local units in the Council membership with the names and addresses of their officers.
  - h. Conduct the correspondence of the association, business, and social.
  - i. Serve as chairman of the standing rules committee.
  - j. Present the standing rules to the membership.
  - k. Serve as council parliamentarian.
  - l. Keep legal documents up-to-date.
11. The Treasurer shall:
  - a. Keep accurate financial records at all times.
  - b. Receive/issue receipts, deposit promptly in an authorized accounts all monies and disburse same according to approved budget.
  - c. Present a financial statement at each regular meeting and such other items as required by the president.
  - d. Provide all financial records, if requested by the president or executive board
  - e. Provide monthly financial statement and other pertinent information for the Communication Line.
  - f. Submit records for bi-annual audits (December 30 and June 30) to a qualified accountant or an auditing committee of no fewer than three (3) members appointed by the president.
  - g. Serve as chairman of the budget committee.
  - h. Present budget to the membership.
  - i. Remit state and national portion of the service fee to the state PTA office by the specified deadline.

- j. Keep all membership records and regularly provide copies to the membership chairman.
  - k. Be contact person for local units wishing to use bulk mailing permit.
  - l. Keep legal documents up-to-date.
  - m. Shall file IRS form 990 if filing is required.
  - n. Update bank signature card before June 30 of each year.
12. Evergreen, Highline, Mt. Rainier and Tyee Vice Presidents shall:
- a. Be a member of a Highline School District local unit preferably in the high school service area they represent.
  - b. Give assistance and guidance to their local units either by phone, in writing or by holding meetings. These communications should involve all local unit Presidents and Officers in their high school service area.
  - c. Report directly to the council president or their designee.
  - d. Be a member of the Awards/Recognition Committee.
13. The Legislation Chairman shall:
- a. Be responsible for training local unit chairmen.
  - b. Be responsible for monitoring ongoing legislation pertaining to children and youth in the Highline School District, the State and the Nation.
  - c. Communicate regularly to the council board and membership all legislative information received from local, state and national sources.
  - d. Submit legislative information regularly to the Communication Line.
  - e. Be the delegate to the Washington State PTA Legislative Assembly, unless otherwise designated by the board of directors.
  - f. In the spring assist the council board in preparing legislative issues for the following fall legislative assembly.
  - g. Be a representative for council at Highline Citizens for Schools.

## **MAILING INSTRUCTIONS**

### ***MEMBERSHIP CHECKS***

should be made payable to HCPTSA and sent to:  
 PO Box 66539, Burien WA 98166

### ***OTHER CORRESPONDENCE***

should be sent to:  
 Highline Council PTSA, PO Box 66539 – Burien WA 98166

## **SOCIAL SERVICE FUND POLICIES**

Since the organization of the Highline Council PTSA in 1955, Emergency Service Funds have been established. With the support of the local unit PTA/PTSAs, various programs and funds have been maintained to meet the emergency needs of children in the Highline School District as they developed. Currently the Highline Council PTSA has four Social Service Funds. They are the Vision Fund, Student Counseling Fund, the Hearing Aid Fund and the Senior Scholarship Fund. It is the intent of the Highline Council PTSA to provide EMERGENCY SERVICE ON AN EMERGENCY BASIS when no alternate funds are available.

### **ELIGIBILITY AND PROCEDURES:**

The eligibility policy to receive assistance from the Highline Council PTSA Social Service Fund is determined by the HCPTSA Board of Directors/Social Service Fund Chair. The board/Social Service Fund Chair will review and/or revise the eligibility criteria and procedures for use of the funds. Recommendations for changes will be brought to the General Membership in May or June for approval. Additional meetings regarding the Social Service Funds will be on a need basis throughout the year. An annual report of fund use by the Fund Chair (or Treasurer if no appointed Chair) and financial summary by the HCPTSA Treasurer is to be compiled and presented to the Board of Directors no later than June 15, preferably by May 30.

In the event of an immediate emergency the HCPTSA President or Treasurer shall be contacted for authorization of Emergency Action.

Those eligible are:

1. Students enrolled in the Highline Public Schools.
2. It is the intent of the Highline Council to provide service on an emergency basis only. Free and reduced lunch guidelines may be used as initial consideration. Other considerations may be loss of income, major illness or a natural disaster.
3. A student, parent or school district employee may recommend a referral but final recommendation to the social services/scholarship fund are:

Dental/Vision – Principal or the School Nurse

Student Counseling Fund – Principal, Counselor or the School Nurse

Hearing Aid Fund – Principal or Audiologist

Student Scholarships for Graduating Seniors—HCPTSA Scholarship Selection Committee

## **VISION FUND**

Vision exam and glasses are limited to \$140 per student. (\$45 for a professional eye exam and \$95 for glasses.) Referrals are received and processed in the following manner:

1. A request for a vision exam or glasses is directed to the school nurse by the student, parent, teacher or other school staff member.
2. Follow-up on a vision screening referral may indicate the family cannot afford a vision exam and glasses. The family completes an eligibility and information card and returns it to the school nurse.
3. The school nurse forwards the eligibility card to the nursing supervisor for a second screening. If the family does not qualify financially but special circumstances warrant consideration, the fund coordinator/ or president is consulted for determination of fund use.
4. If the student is determined eligible, an appointment is made with a community provider previously agreeing to provide care at a reduced cost and within PTSA guidelines.
5. Bills received for approved care are forwarded to the Highline Council Treasurer for payment

## **HEARING AID FUND**

Payment limits are set at \$29 per ear mold and \$66 for hearing aid repair per student. This includes a 6-month warranty.  
Amended February 24, 2009.

Referrals are received and processed in the following manner:

1. Audiologist will determine if student is eligible for assistance.
2. Audiologist will inform the parents of the total cost and what portion the Hearing Aid Fund will cover. The balance will be the responsibility of the parents.
3. Initially, the entire cost of the molds and/or repairs will be submitted to the Highline Council Treasurer to be paid through the Hearing Aid Fund.
4. If possible the parents can reimburse Highline Council for their portion of the molds/and/or repairs. As parents pay their portion these proceeds will be submitted directly to the Hearing Aid Fund.
5. The Audiologist will retain a dated copy of the letter submitted to the parents and record the date when and how much the parents paid. Copies of all paperwork will be kept in the Audiologist's office for ease in auditing.
6. Bills for payment should be sent to the Highline Council Treasurer at least every three months.

## **STUDENT COUNSELING FUND:**

Funds are not to exceed a total of \$100 for any family. Up to an additional \$100 may be approved by the fund coordinator if funds are available as determined by the Highline Council Treasurer.

Referrals are received and processed in the following manner:

1. Anyone referring someone for counseling should contact the fund coordinator to verify if funds are available and send the names of the parents and/or student they are referring.
2. The referral agency, upon ascertaining the counselee cannot pay for the service and no alternate funds are available, will call the fund coordinator to verify that the client has been referred by the aforementioned Highline personnel.
3. The students and/or parents/guardians may be referred to the following non-profit agencies: a) Highline West-Seattle Mental Health Center, b) Family and Child Services, c) Ruth Dykeman Center for Out-Patient Counseling Services, d) Highline Youth and Family Services or other agencies approved the the Counseling Fund Committee.
4. It will be the responsibility of parents or guardians to make appointments for service at the referral agency.
5. All information will be kept confidential.

## **SCHOLARSHIP FUND FOR GRADUATING SENIORS**

A recommended 2 scholarships at \$500 each shall be given to graduating seniors who complete the application process on time, who meet the designated criteria for selection and are chosen to receive the award. Additional scholarships may be given as determined by the Scholarship Committee and the Board of Directors, based on the donations collected each year.

1. The Scholarship Committee shall determine the criteria for selecting scholarship recipients with community service being one of the criteria.
2. The Scholarship Committee shall send scholarship forms to all Highline high school counselors in April of each year and publicize the scholarship to graduating seniors of the Highline District.
3. Scholarships shall be presented to chosen recipients at the annual HCPTSA Recognition Night held in May/June.
4. Scholarship recipients must send proof of enrollment in college to receive scholarship funds awarded by HCPTSA.

## HIGHLINE COUNCIL PTSA AWARDS

The **GOLDEN ACORN AWARD** is presented to a person who has given outstanding service to children and youth. The Golden Acorn Award is very special and is given for continued and dedicated service. This is our way to honor PTA members for their contributions to this association.

Linda McDonnell	1995	Debbie Thoma	2001
Jerre McQuinn	1995	Mary-Beth Clore	2002
Don Fisher	1996	Kathy Allen	2003
Mike McKinney	1996	Dave Onstot	2004
Kathy Bledsoe	1997	Diane Germain	2005
Peggie Recker	1997	Debbie Frankele	2006
Sandi Bloxham	1998	Julie Zaballos	2007
Chuck Cosman	1998	Karen Cody	2008
Marilyn Elliott	1999	Jill Wunch	2009
Dawn Salzbrun	1999		

The **OUTSTANDING SERVICE AWARD** is presented only by PTA Councils, Regions or the State PTA to an individual who may have already been honored by a local PTA unit and who is continuing to give service to children. An Outstanding Service Award recipient is someone who works for children beyond the specific school community and the bonds of job or PTA. This person is concerned with ALL children and is willing to work to help them achieve their potential.

Ann Fisher	1994
Rita Creighton	1995
Linda McDonnell	1996
Sue Bailey	1997
Kathi Skarbo	1997
Kathy Bledsoe	1998
Jerre McQuinn	1999
Camille Churchill	2000
Max Braun	2001
Shirley Probasco	2002
Dave Cotlove	2003
Anne Tiernan	2004
Sari Wilkerson	2005
John Paulus	2006
Mary Beth Clore	2007
Kay Duncanson	2007
Phyllis Byers, Matt Pina, Tom Slattery	2008
Laurie Heckel and Sandra Locklear	2009

## **HIGHLINE COUNCIL PTSA AWARDS** *continued*

The **COMMUNITY SERVICE AWARD** is presented to a person or organization or business who has supported children and PTA activities in the Highline School District and who has supported council programs or activities.

Laura Sweaney	2004
Rita Sjolín	2004
Dave DeBois	2004
Owen Sallie	2004
Carol Bobanick	2005
Highline Citizens for Schools	2006
EB Foote Winery	2006
Leslie Thompson - Dream Dinners	2006
Barbara Peters	2006
Binyon Vision Center	2007
Burien Eyecare Center	2007
Eycraft PLLC	2007
Hi-Line Bowl	2007
Highline Times	2007
Print Place	2007
The Yarn Stash	2007
Fred Meyer Redondo	2008
Ed Kion (Seahurst)	2008
Ray Prentice	2008
Round Table Pizza	2008
SeaTac Community PTSA	2009
Lynne Sitarsky	2009
Melanie Terhune	2009

The **HONORARY NATIONAL LIFE MEMBERSHIP** is PTA's highest honor to worthy persons in our schools, community and state. This is usually someone who has given outstanding service to children - someone who has promoted children's well-being by serving as an advocate for children in such areas as education, health, safety or legislation. This person could be a PTA leader, past or present, a school superintendent or principal; an outstanding teacher, a senior citizen who serves as a volunteer in the school; a school board member, a police officer who works on drug education or other youth program; a juvenile protection work, a legislator who has worked for laws benefiting children or a newspaper editor who champions public education. The honoree need not be a member of a parent-teacher group nor be well known beyond his or her own area of service.

## Honorary National Life Membership Award *continued*

Carol Mohler	1995	Tom Slattery	2003
Ann Fisher	1996	Dr. Larry Nyland	2004
Linda McDonnell	1997	Dr. Joseph McGeehan	2005
Shirley Hartley	1998	Yvonne Burkhart	2006
Sue Bailey	1999	Meg Van Wyk	2007
Larry Reynolds	2000		

The **ADVOCACY FOR YOUTH AWARD** is a special award presented to a person who has advocated for children and youth for many years in an extraordinary way.

Clothing Depot		Doris Burden	2002
Volunteers	1996	Teresa Amos	2003
Julia Patterson	1997	Dave Bush	2004
Diane & Steve Brissendon	1998	Debbie Thoma	2004
Judi Backman	1999	Shay Shual-Berke	2005
Linda McDonnell	1999	Lois Schipper	2005
Jim Rees	2000	Dave Upthegrove	2006
Alice McGregor	2000	Maenad Widdershins	2007
Rita Creighton	2001	Leslie Perry	2008
		Meg Van Wyk	2009

The **PRESIDENT'S AWARD** is presented by the President of Highline Council PTSA to a Board member who contributes service above and beyond that which is required by their position. They offer assistance and support to other board members.

Rita Creighton	1994	Christine McGarr	2007
Kathi Skarbo	1995	Tracy Yorker	2008
Linda McDonnell	1996	Moira Bradshaw	2009
Jerre McQuinn	1996	Bud Whiteman	2009
Barb Anderson	1997		
Marilyn Elliott	1998		
Jerre McQuinn	1999		
Tracey Common	2000		
Chris Partman	2000		
Mary-Beth Clore	2001		
Janne Mak	2002		
Meg Van Wyk	2003		
Kem Stokes	2004		
Meg Van Wyk	2005		
Pam Romine	2005		
Janel Gibb	2006		

## **HIGHLINE COUNCIL PTSA AWARDS** *continued*

The **OUTSTANDING EDUCATOR** award is presented to an individual who has demonstrated outstanding educational contributions. A contribution made by the PTA, Council or Washington State PTA in the name of the Outstanding Educator Award recipient, helps the Washington State PTA award additional scholarships to post-secondary students.

Diane Germain	2002	Duane Meyer	2006
Mary Anne Yamaguchi	2003	Chris Wilder	2008
Karl Steffen	2004	Reba Gilman	2009
Nancy Gilbert	2005		

The **RISING STAR** award is given to a newcomer to Highline Council PTSA who has shown exceptional enthusiasm, dedication and involvement in council activities.

Meg Van Wyk	1998	Lois Schipper	2006
Debbie Ruskamp	1998	Tracy Yorker	2007
Chris Partman	1999	Karen Boshear	2008
Melissa Musser	2004	Maudette Richards	2009
Janel Gibb	2005		

The **EMPLOYEE RECOGNITION AWARD** is given to a school employee from each service area and at ERAC or serving several school sites. It recognizes the extra time and energy, above and beyond job requirements, given to children and to the PTA community.

### **2003**

Gregory Heights - Joan Johnston, Mike Janecke, Mike Quartarolo  
Hilltop - Ron Edmisten, Lisa Simanson  
Marvista - Sue Nardone, Minon Triplett, Joy Neubauer  
Mt View - Melinda Baldwin, Jeff Cravens, Deb Hodgkin  
Seahurst - Carmen Gonzalez, Mary O'Brian, Gina Patterson  
Shorewood - Barbara Edward, Deborah Holcomb, Sandy Hunt, Paul Mullen  
Southern Heights - Joanna Blakely, Melanie Manes  
Sunnydale - Cheryl Schindel, Mary Soderlind  
Cascade - Kent Horton, Gloria Prince, Elaine Sauro  
Sylvester - Mary Fernley, Claire Waistell, Cheri Hacker, Donna Garthe  
Evergreen - Barb Rodgers, Mike Sita, Barb Wilson  
Highline - Pat Dunn, Ardele Foley  
Mt. Rainier - Frank Ramierez, Pat Thompson  
Tyee - Colleen Brandt-Schluter, Gene Mineo, Max Silverman

### **2004**

ERAC - Ron Peltola, Barbara Blackshear Haley  
Beverly Park - Rita Griffin, Marilyn Greening  
Gregory Heights - Melissa Johnson, Nancy Goldberg  
Hilltop - Tammy Goodrich, Carrie Calonzo  
McMicken - Linda Drahn, Andrea Garcia

## **HIGHLINE COUNCIL PTSA AWARDS** *continued*

Olympic/North Hill - Laura Butler, Debbie Bragg, Maureen Miller, Don Ford  
Seahurst - Mimi Krsak, Jan Kniestedt  
Shorewood - Jeff Bradshaw, Erin Spencer  
Southern Heights - Beth Madsen, Peggy Hanes  
Sunnydale - Cheryl Schindel, Duane Meyer  
Valley View - Carlyn Roedell, Teresa Bond  
Cascade - Pat Larson, Bobbie Daligcon  
Sylvester - Judy Tice, Mary Raney  
Evergreen - Richard Day, Daniel Dorsey  
Mt. Rainier - Karl Steffen, Judy Earle  
Tyee - Joan Ferrigno, Joan Bishop

### **2005**

Beverly Park – Margy Dewy, Richard Dunn  
Gregory Heights – Nancy Sparks, Cheryl Smith  
Hilltop – Carrie Calonzo, Danielle Eller  
Madrona – Becky Carter, Hilary Lester  
Marvista – Joyce Feil, Lorrie Matthews, Susan Manley  
North Hill/Olympic – Colleen Thomas, Geri Goss  
Parkside – Rebecca Fogal, Mark Shiffett  
Shorewood – Janyce Lauhon-Horton, Jane Ellen Floodeen  
Southern Heights – San Jamison, Jessie Stalder  
Sunnydale – Shawna Moore, Gracie Stephens  
Cascade – Judy Cullen, Sara Fitzpatrick  
Sylvester – Rachel Sita, Kirk Lerwick  
Aviation – Rob Drake  
Evergreen – Tyrone Curry, Kathleen Guerra  
Highline – Tim Crawley, Carolyn Kenny  
Mt. Rainier – Jeanie Angersback, Pam Minkler  
Tyee – Jim Dyer, Sandy DeSisto  
ERAC – Judy Balko, Barbara Blackshear-Haley,  
Catherine Carbone-Rogers, Jan May, May Mettler

### **2006**

Beverly Park – Jeanette Carter, Dixie Graham  
Gregory Heights – Janet Escoto, Kathy Wessel  
Hazel Valley – Anna Benitiz, Linnea Knutson  
North Hill – Donna Cunningham, Mary Hanson  
Parkside – Robin Lamoureaux, Cami Malmanger  
Shorewood – Jan Pickles, Amy Spencer, Laura Davia  
Seahurst – Olympia Diaz  
Pacific – Joe Cail, Kathi Dewey  
Sylvester – Phil Robinson  
Highline – Jacqui Chalmers, Karen Slater  
Mt. Rainier – Alison Kestle, Jolly Meloatu

## **HIGHLINE COUNCIL PTSA AWARDS** *continued*

### **2007**

Beverly Park - Carol Balousek, Natalie Flynn  
Bow Lake – Vickie Burns, Fred Ritsema  
Cedarhurst – Janis Dingwall, Young Le  
Des Moines – Mysty Beal, Kathleen Bolomey  
Gregory Heights – Brenda Martin  
Hazel Valley – Rose Ann Walker  
Marvista – Sue Bailey, Vicky Hagen  
Parkside – Angel Vargas  
Seahurst – Chris Larsen, Rosemary Paresa  
Shorewood – Jan Pickles  
Southern Heights – Beth Madsen  
Pacific – Leo Castaneda, LaLisa Jones  
Aviation – Scott McComb, Robert Steele  
Highline – Kathy Hazen, Tammy Moorehead  
Mt. Rainier – Bill Bird, Dan Colgan  
ERAC – Debbie Bosh, Aimee Denver

### **2008**

Beverly Park – Nancy Dong, Ellen Rowe  
Southern Heights – Carissa Bedell, Catherine Foss  
Cedarhurst – Harmony Keane, Jake Olsen  
Gregory Heights – Kim Morris  
Hazel Valley – Roxanne Halverson, Jo Keller  
Seahurst – Chris Larson, Michael McHugh  
Highline – Mike Brown, Paul Smith  
Marvista – Michelle Baer, Keith Matthews  
North Hill – Mary Hensen  
Parkside – Helen Jacobson, JoAnne Williams  
MRHS – Tina Bernstein, Omar Crowder  
ERAC – Dr. Carla Jackson

### **2009**

Beverly Park - Karen Eng, Linda Wheeler  
Cedarhurst - Bianca Smith  
Des Moines - Robin Ediem, Jim Simpson  
Gregory Heights - Mary Newby, Carrie Robeson  
Hazel Valley - Linnea Knutson, Kendrah Leone  
Marvista - Patrick Stults  
North Hill - Michele Barker, Candy Berg  
Parkside - Sue Hislop, Sandy Smith  
Shorewood - Catherine Gustafson, Jan Pickles  
Southern Heights - Nancy Gilbert  
Chinook - Emily Ausema  
Sylvester - Marybeth Fox, Pat Haworth  
Highline - Jeb Binns, Bill Morrison  
Mt. Rainier - Debby Strayer

## **HIGHLINE COUNCIL PAST PRESIDENTS**

Shirley Hartley	1992-93
Ann Fisher	1992-94
Rita Creighton	1994-95
Ann and Don Fisher	1995-96
Jerre McQuinn	1996-97
Kathy Bledsoe	1997-98
Dawn Salzbrun	1998-2000
Chris Partman	2000-2002
Anne Tiernan	2002-2003
Debbie Thoma	2003-2005
Melissa Musser	2005-2006
Debbie Thoma (Acting)	2006-2007
Karen Cody/Jill Wunch	2007-2008
Jill Wunch	2008-2009



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