

Signature PTSA Meeting Minutes
January 9, 2019
6:00pm – 7:00pm
Central Library, Browning Room

Introduction of Speaker: Ms. Jami Cates, Technology Director

Ms. Cates has worked at Signature in the role of Technology Director since October 2016. Previously, she worked in the Student Services Office and taught chemistry and psychology at Signature. This is her second year teaching the IB Computer Science SL course. Some of her duties as technology director include managing our phones, internet, computers, and printers. I'm also the main contact for PowerSchool technical questions. Her master's degree is from Purdue University, and her bachelor's is from Washington University in St. Louis.

Ms. Cates spoke about "Getting the Most Life out of your Devices". Some key points:

- Battery Maintenance
 - Manage heat / prevent overheating
 - Avoid a complete battery discharge
- Back Up Data
 - Offline and Off site are both key components to your data backup plan
 - Stresses to students as they work on their papers, particularly the large Jr and Sr papers – back them up offline.
- Setting up layers of security.
 - Discussion around on one device having multiple "user levels"
 - User for tax and banking info
 - User for online shopping
 - Guest User for social media
- Antivirus and Antimalware programs are very important. Everyone has their preferred "brand".

In addition – some overall comments on Technology at Sig

- Math and Science are the highest tech users; followed next by English
- Microsoft Student Licenses are offered to students – this allows for 2 devices per student to have access to the Microsoft line of products
- 3 State tests will be conducted online this year
 - This requires a huge amount of online capacity
 - Last year Sig was able to obtain a waiver, but this year all must be done online
- Looking for an IT Intern for the next school year. Current intern will be graduating from USI.
- Need to replace the Server – estimated cost of \$20,000
- Also need to add/replace 40 laptops

Meeting was called to order by Signature PTSA Presidents Serena Laroia and Kim Wahl.

Attendance – A total of 13 members were present.

Secretary Report – Linda Sartore McClain made a motion to approve the December minutes, Serena Laroia seconded. The minutes were approved.

Treasurer Report:

- December ending balance \$19,613.59 in PTSA account
- December gaming account had no change

Committee Reports:

- Cookbook Fundraiser: Amy Wolf
 - \$12 each. Limited number still available.
- Give Back Fundraisers: LeAnn Freeman
 - January 27th (Sunday) @ MOD 11am – 9pm
 - February 18th (school holiday) Fazolis 11am – 8pm
 - March 16th (Sat) Chipotle 4pm – 8pm
 - April 10th Hacienda time is pending but will include lunch (PTA meeting will be a working lunch at Hacienda this month)
- Spirit Wear: Maria Elena Thompson
 - 3/5 tentative date for order forms to go out
 - Freshman gym bag has been discontinued; looking for a replacement
 - Discussion of offering lanyards (option to buy, PTSA gift to Freshman only, PTSA gift to entire school?)

Presidents Report: Kim Wahl & Serena Laroia-Nguyen

- Teacher & Staff Holiday Luncheon: They loved the luncheon and greatly appreciate!
 - Decorations and food were wonderful. Thank you, Kim Rashada, and all those who volunteered and made donations! At the luncheon, the PTSA presented a \$1,500 check to the school to help with AP/IB testing expenses.
- School Needs: Paper Towels, Kleenex & Dry Erase Markers
- International Dinner: Reserving CK Newsome (new location) on August 17th.
- Fundraising ideas
 - Checking with Lowes, Home Depot, etc. for school fundraising programs.
- Amy Hoon has volunteered to chair the Snack Drawer
- Student Appreciation tentatively set for April 26th. Still waiting on date for Teacher Appreciation.
- Secretary and Treasurer Board positions are both up this year. Will review the bylaws to determine date the slate has to be presented.

Upcoming Activities:

PTSA Fun Friday, January 25th 8:30-9:45 (Old National Bank, 1st Floor Deli)

Next PTSA Meeting, Wed., February 13th 12:00p.m (Central Library, Browning Room)

Meeting adjourned.

Respectfully Submitted,
Secretary – Beth Hafele