

Audubon PTSA

Board of Directors Meeting Minutes

Thursday, January 12th, 2017

- **Call to Order**

Yumna Green, President, called the meeting to order at 6:36 pm.

Attendees:

Board members present: Yumna Green, Shannon Stevens, Celine Moreau, Anja Mancano, Denise Ferguson, Sathya Shanmugam, Michela Casazza, Ganesh Sankarakumar,

Excused Absents: Varinder Randhawa, Jessica Beecher, Anna Pauker, Chitra Ramalingam.

Guests: Kindergarten teachers' representatives: Janine Sullivan, Caitlin Hormel, Lynn Bailie, Joseph Vodegel, Maria Chesney

A quorum was present for the entire meeting. Proper meeting notice was provided.

Yumna welcomed the Kindergarten teachers (Janine Sullivan, Caitlin Hormel, Lynn Bailie, Joseph Vodegel and Maria Chesney.)

Approval of past Minutes

The Minutes from the Board of Directors Meeting on December 15th, 2016 were presented.

Modifications are requested on items 3 and 9-10.

Ganesh motioned that the minutes be approved as amended and Sathya seconded. December meeting minutes are approved.

- **From Staff representatives**

Kindergarten (K) teachers thanked PTSA. They really appreciate PTSA's contribution at Audubon.

Yumna asked the teachers, for information, what type of supplies are bought with PTSA funds.

The teachers listed the following supplies:

- Scissors
- Books
- Take home folders
- Headphones: the smaller ones are more helpful esp. for Kindergarten students
- Book boxes
- Name tags
- Storage containers

Yumna asked if K teachers could ask other teachers what they are buying and, if the list could be sent to PTSA by email.

Moreover, K teachers pointed out that they always need some toys to help them to practice math & science. Most of the teachers use the toys from their children, but toys are always needed - in particular for teachers who don't have children. An e-news announcement could be a

good way to ask to Audubon families to donate toys to the school for that purpose.

- **From the President**

Michela will attend the next LWPTSA council meeting. She asked if any particular process is required... Yumna informed her that there is nothing special to do – just show up. Yumna will send her a friendly reminder 2 days before the meeting.

Yumna informed the board that the Co-presidents did not meet Kimo this month. Actually, the meeting was scheduled on a late start school day due to snow and therefore had to be cancelled. It is recommended that PTSA's conduct a mid-year financial review. The review committee is comprised of 3 people who are not currently check signers on our accounts. Sathya and Celine agreed to participate and were appointed to the Mid-Year Financial Review Committee. A third person will be appointed at the next meeting.

Varinder is not a part of the committee, but she will be available as a resource if any information/clarification is needed.

- **From the Treasurer**

(Varinder excused absence.)

Regarding the lost check on PSTA refunds, Ganesh noticed that this year the number is consistent compared to previous years. No action is required. Most of the checks are given by kids to parents which could explain why some have not cleared.

- **Communication**

Nothing to add to the report.

- **Fundraising**

We could notice a good corporate match this month. Moreover, Amazon smile link is now working.

- **School Services**

Regarding Kindergarten registration, Lisa Santee is already appointed as the Chair. The registration will take place on 02/02/2017. It will be helpful if some PTSA members can be there to welcome the families.

School picture team started to work on the year book.

Parking Help: a map and a friendly behavior reminder will be put in the e-news, on the website and in the office, to raise awareness to Audubon families.

- **From Outreach**

Anja informed the board that the Coffee with Kimo has been rescheduled to January 20th because Kimo was not available on January 13th.

- **Student Enrichment**

Regarding the extended classes, Yumna mentioned the fabulous job that Stacy Anderson is doing.

Moreover, the K teachers requested if PTSA can send them the extended classes rosters for each extended class. The younger students frequently ask if they should go to extended classes or don't remember which class they have been enrolled in. If the teachers don't have the rosters, they cannot help the kids.

Yumna will work with Stacy to ensure that teachers have access to a copy of the rosters and will send the K teachers a list of the end dates of the current classes.

- **Events**

- **Math Puzzle Event**

Denise informed the board that Devika Kapoor agreed to be Co-chair for the Math Puzzle Hunt, and therefore needs to be appointed by the board.

Yumna appointed Devika Kapoor as Co-Chair, with no objection from the board.

Regarding the organization of the Math Puzzle Hunt, it went pretty well. However more volunteers would be welcomed.

To have a better idea of the number of families that will participate, Denise will send a form where families could indicate, without any commitment, if they plan to participate or not.

- **Bed Time Story Event**

A lot of information needs to be shared as the chair and the librarian are new.

Any suggestions for guest readers are welcome.

Board shared discussion about events organized by PTSA.

- More advertising and communication about PTSA mission should be done
- Explain to the parents how much effort these events require, and therefore cannot be organized without the help and the support of the families.
- PTSA maybe need to concentrate on fewer, more focused events
- Maybe need to do a survey with parents and teachers to know what events they'd like PTSA to focus on.

- **General Discussion**

Yumna and Sharon would like to share discussion about our current extended classes policy and dedicated chaperone agreement.

PTSA insurance requires a chaperone to attend the classes. The dedicated chaperone is committed to attend the class for the whole session. In case of the chaperone not being able to attend a particular class, a substitute should be found by the chaperone and must be a PTSA member.

The dedicated chaperone benefits from the agreement by receiving a free or discounted classes for their student.

In one of the extended classes, the dedicated chaperone was unable to attend the last 4 classes and did not provide a substitute. A class had to be cancelled while PTSA scrambled to find a replacement chaperone for the remainder of the session.

For this particular case, the decision taken by the board is that PTSA will ask the parent to pay for the classes that he/she did not attend – 4 in total. In the meantime, the Extended Classes Chair will be asked to look at updating our policy document to address this type of

situation. Perhaps dedicated chaperones should be required to pay for the session upfront and then be reimbursed at the end of the session – only if they attended/provided a substitute for each class in the session.

- **Adjourn**

President, Yumna adjourned the meeting at 8:45pm.



APPENDICEES FROM MEETING INCLUDED BELOW FOR YOUR REFERENCE

**Appendix A: President's Report
President: Yumna Green / Shannon Stevens**

Jan 12, 2017 Board of Directors Meeting

Many thanks to Ganesh for attending the January LWPTSA Council meeting. Michela has signed up to attend the February 2nd Council meeting.

Focus Day is January 16, 2017 and registration is open. Check wastatepta.org to register if you would like to attend. A bus (free, but it does require a different registration to ensure you get a seat) will be available to transport people to/from Olympia that day. Bus leaves the Redmond Target parking lot at 7:30am and leaves Olympia at 2pm.

Council is sponsoring a Spring Resource Fair and it is scheduled for 3/18/2017. There is a link to the Facebook page in our enews.

Council is looking for nominees to the Council board for next year (current positions can be found at <http://www.lwptsa.net/about-us/board-directory/>). So if you'd like to nominate yourself or someone else, please email Kirkland.avp@lwptsa.net

On January 12th, there will be a press conference at the Educational Service District Offices in Renton to address the importance of the State funding basic education and the impending "levy cliff"(the term used for what will happen if the State restricts the School Districts' ability to collect local funds and does not replace those funds with State funds). Currently, school districts throughout the state overly rely on local levies to fund basic education. Local levies are supposed to fund enrichment beyond basic education. However, due to the lack of state funding, school districts have come to rely on local levies to fund the basics, like teachers and staff salaries. In our school district (LWSD) the levy cliff would result in a potential loss of \$21.8 million in the 2018-19 school year.

The College and Career Readiness Taskforce website has been updated. They've incorporated the feedback of the roughly 2000 responses they received into their initial proposals and have come up with 3 new models for consideration. See www.lwsd.org for more info.

Nominating Committee Training will be offered at the LWSD Resource Center on Jan 10 @ 7pm and Jan 30 @ 10am. There will also be a webinar on Feb 7 @ 7pm. In addition, there will be a Money Matters webinar on Feb 11 @ 9:30am. Links to those webinars will be available in the Council's Weekly Waves e-newsletter. You do not need to be a member of the Nominating

Committee to attend this training.

It is recommended that we conduct a Mid-Year Financial Review – the review committee is comprised of 3 people who are not currently check signers on our accounts. Please let the presidents know if you'd be willing to participate on this committee. Thank you!

Respectfully,
Shannon Stevens and Yumna Green

Appendix B: Treasurer's Report
Treasurer: Varinder Randhawa

Refer to December Reconciliation Treasury Report

Couple of Notes to go with the report:

The checks 6489 & 6539 to Rukshana Hirani for Extended has had a stop payment put on, parent says she has not received the checks. I am issuing a new one.

The first line Deposit of \$206~ Fundraising is actually an accumulation of three things \$6 is from Original Works, \$85.80 is from Everything Party rebate, & \$115 is from Ellipse Math. These amounts have been allocated to the appropriate accounts in MoneyMinder just the summary in the reconciliation report shows the lump sum amount because I made one deposit at the bank.

There is also a stop payment on check #6595 due to lost check to Sujeet Kulkarni.

We are in great shape with the corporate matching kicking in.

most teachers have used at least some of their classroom funds and the rest continue to do so.

I would like for one of us to get in touch with parents who have not cleared their checks from September (esp. Madhu Panchap, Sonia Arora, & Joseph M Joy). Those might have been lost or forgotten, a reminder may help. This is to clarify, see if they've even received the funds or have they lost the checks. If this is not procedure, pls ignore this request.

Appendix C: Communications
Co-VPs Communications: Ganesh Sankarakumar

No activity to report from Communications this month

Appendix D: Fundraising Report

Co-VPs Fundraising: Chitra Ramalingam / Sathya Shanmugam

Fundraising at a glance

	2016-17 Budget	As of January 12th, 2017	As of June 2017*
PTSA Donation Campaign	6,800	13,380	13,380
Corporate Matching and Volunteer Time Matching	7,000	4,857.98	5,232.98
Retail Rebate Programs:	2,500	363.82	789.73
Box Tops		0	375.8
Amazon		191.65	241.76
Fred Meyer		172.17	172.17
School Photos	1000	0	0
Jogathon	13,000	500	500
Jogathon expenses	-1,000	0	0
Original Works	800	0	791.57
Misc. Fundraising	500	0	1,730
Reserves	-1000	0	0
PTSA Donation Campaign expenses	-300	0	0

* This should be in the PTSA account by June 30, 2017.

*Highlighted is this month's income from Amazon for the period of October ,2016 for \$33.58 and from Benevity Matching Funds for \$1533.36.

**Appendix E: School Services
VP School Services: Michela Casazza**

No activity to report from School Services this month

**Appendix F: Outreach
VP Outreach: Anja Mancano**

No activity to report from Outreach this month.

Appendix G: Student Enrichment

VP Student Enrichment: President until New VP nominated

Student Enrichment Reports for Jan 2017 Board Meeting

Seeing as the VP of Student Enrichment position is open, the chairs who report to the VP of Student Enrichment submitted these reports directly to the Presidents.

Reflections – submitted by Rachel Pai and Debbie Nam

1. The reflections assembly and evening concert took place on 12/8. Certificates and ribbons were distributed to each participant.
2. The power point file for every participant's work had been emailed to every teacher by Principal Spray on 12/8.
3. Five of our winners advanced to the State level of the competition and their parents have been notified by email. The winner list to State will be announced on PTSA e-news.
4. On 1/5 Rachel is helping to hang up all Audubon winners' work for the 1/6 open house at LWSD resource center. Debbie will take down the work on 1/13 and return the works to the students.

Art Docent – submitted by Athena Rospo, Audrey GUIDI & Conni Irias

On Wednesday, January 18th, we'll be meeting in the cafeteria at 8:45am for a short presentation on our chosen theme for International Night Art Projects.

Following that Jan 18th presentation, will be a basic clay sculpting lesson designed for those docents who have never taught with this material.

On Thursday, January 26th at 11:30am - there will be a demonstration on how to use the school's kiln in Ms. Dunford's room.

We will be putting up a calendar with the times that are ok to work in the kiln area and not disturb Ms. Dunford's class. It is significantly more limited than last year

We have been told that the library is not available for use for art projects. If art docents have multiple classes that would like to work together, Joan Livesey may be approached about using the cafeteria.

Our Art of Discovery Animals in Art exhibit will be on display in the library starting on Monday, January 30 through February 15th, 2017 - thanks to Kari Tai. That first Monday morning, January 30th, at 8:45am, there will be a Seattle Junior League representative who will do an hour-long training session in the library to familiarize docents with the Animals in Art exhibit.

Docents will be asked to come during their class's library specialist times to do 20 minute talks with the students on the Art of Discovery exhibit. Each class will have 2-3 times to see the exhibits while it is at Audubon.

Special Needs – Alicia Scriban

Nothing to report

Extended Classes – submitted by President, Yumna Green

Stacy Anderson, our new Extended Classes chair has done an amazing job coordinating with Yumna Green, to get as much history and background about the program as possible. Yumna also passed along

contact info for the various vendors and Chitra ensured that Stacy had admin access to the PTSA website as well as login info for the dedicated Extended Classes email. Stacy has contacted all the vendors to confirm dates, times, prices, enrollment minimum and maximums, etc. Once she has all the info, she'll prep the contracts and work to get the website updated (possibly with help from our Communications VP's).

Math Challenge – Priya Satishbabu & Maya Stern

Nothing to report

Appendix H: Event

VP of Events: Denise Ferguson / Jessica Beecher

Math Puzzle Hunt: Denise Ferguson, Chair

This event is scheduled for Thursday, January 19, from 6-8 PM.

We would like to have Devika Kapoor appointed as Co-Chair.

Planning is well underway. We have gotten a good response from the online volunteer response form and the eNews, but we still need more volunteers.

Science Fair:

As the school is not able to take its usual leadership role in organizing the Science Fair, Audubon PTSA will not be able to host an event exhibiting student science projects this year. We have discussed options for modified or alternative versions of the Science Fair at great length since Mr. Spray informed us of the school's position, and we have spent much time researching options. However, with the Science Fair scheduled for mid-February 2017, there is no time for us to put a new plan in place at this time.

Read Across America and Bedtime Stories: Trina Ring, Chair

Trina has already met with Wendy Rice, who has run the event for years, to get ideas and files. Next week she will be meeting with our new librarian, Melissa Reinardy, as well as Jessica and Denise, to discuss plans.