

Audubon PTSA

Board of Directors Meeting Minutes

Thursday, February 9th, 2017

- **Call to Order**

Yumna Green, President, called the meeting to order at 6:40 pm.

Attendees:

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

Excused Absents: Shannon Stevens, Varinder Randhawa, Anna Pauker, Chitra Ramalingam.

Guests: First Grade Teachers: Jennifer Miller, Lauren Minuk, Chelsea Enbody, Annie Dunford, Kat Mackay, Racheal Chnong.

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

Yumna welcomed the First-grade teachers: Jennifer Miller, Lauren Minuk, Chelsea Enbody, Annie Dunford, Kat Mackay, Racheal Chnong.

Approval of past Minutes

The Minutes from the Board of Directors Meeting on January 12th 2017 were presented.

No comments and no modifications were requested.

Denise motioned that the minutes be approved and Anja seconded. January meeting minutes are approved.

- **From Staff representatives**

Everybody thanked PTSA, they really appreciate PTSA's contribution at Audubon.

As during the last month's board meeting, Yumna asked for information about what types of supplies teachers are purchasing with the classroom enrichment funds that PTSA supplies.

Teachers listed the following supplies:

- Books
- Supplies children don't buy
- Word activities, which can be a lot of different things
- Mentor texts for a new writing curriculum
- Modelling clay
- Reading Boxes
- Reading Pillows

Teachers also pointed out shelves are limited so they will often use their classroom funds to buy shelving or storage containers.

Teachers informed the board that the Toy Maker will come at the end of the year for the first graders.

- **From the President**

The mid-year financial review will be performed this month. In addition to Celine and Sathya, Conni Irias needs to be appointed.

The board agreed to appoint Conni as the third participant to complete the mid-year financial review so the President appointed her.

- **From the Treasurer**

Nothing to report

- **Communication**

Everything has been updated.

Special enews were prepared to update the Kindergarten tour timing.

A reminder has been prepared for matching funds such as Microsoft.

Ganesh also mentioned that they continue to work with Chitra and thanked her for her continued support.

Michela questioned how the new families can get information on PTSA. Answer is a sheet is included the enrollment package.

Anja also questioned how the families that come mid-year get the information. Ganesh explained the list is updated each month with the newcomers.

Anja suggested to ask Kathy to use also her list to do the update.

- **Fundraising**

Not much to add. The Jog-a-Thon is planned on 04/21/2017. We got confirmation, it will not be during 5th grade camp.

- **School Services**

No much to add to the report.

The Group Class picture will occur on 03/14/2017.

Good connection with the year book team.

Michela did not receive feedback yet from the Kindergarten registration. She will ask for feedback from Lisa. Some volunteers were there as well as Kathy Weiss.

- **From Outreach**

Anja informed the board that the coffee with Kimo went well. Some board members attended as well as some parents.

Regarding the flyer delivery, individual teachers do what works well for them. We should

work on ensuring we get the flyer out with enough lead time to be sure that all parents get the flyer on time.

Ganesh mentioned the website had not been updated while the date had moved.

- **Student Enrichment**

Regarding Art Docent, a really good job is being done by the chairs.

Regarding extended classes, Stacy is doing a wonderful job but she needs one or two co-chairs to help her next year.

- **Events**

Math Puzzle,

Much more families than expected, attended the event and we only had 7 volunteers.

However, people were very sweet and things went pretty well.

It was an inside event. Denise wanted to point out, only half of the gym was available, YMCA took up the second half until 6pm. It is the case every day so we should remember this when planning for future events. We should also consider safety as our school population increases and our numbers at our big events increase proportionally.

International night

We are looking for Chair. The parent who volunteered is new to our school and is not a PTSA member.

Bed Time stories:

Denise confirmed there will be some cookies. The event will be in the library, we need to anticipate, for safety reasons, how many persons will come.

This year, we are taking book donations for the summer Literacy program through LWSD instead of the book exchange.

- **General Discussion**

Ganesh suggested that we should take the opportunity to do a book share during the January conference week, similar to how the school does a book fair as during the October conference week. Indeed, the parents are coming to the school anyway for the conferences, so it is a good opportunity for them to share time with their kids in the Library and support the book share program.

Regarding the idea to organize a dedicated coffee for Kindergarten, we noticed that it happens naturally as the first welcome coffee takes place the first day of school and the second one takes place on the first school day for the Kindergarteners.

- **Adjourn**

President, Yumna adjourned the meeting at 7:26pm.

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APPENDICEES FROM MEETING INCLUDED BELOW FOR YOUR REFERENCE

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

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

Conni Irias has agreed to serve on the Mid-Year Financial Review Committee with Sathya and Celine. Unless there are objections, she will be appointed to the committee that will be reviewing our books/finances up to the end of January 2017.

WA state PTSA Convention takes place April 28-30 at the Sea-Tac Hilton. Any classes you attend at Convention this year counts towards your training requirements for next year.

LWPTSA Council is sponsoring a Spring Resource Fair and it is scheduled for 11am-2pm on 3/18/2017. The fair will feature various vendors, guest speakers, hands-on STEM exhibits from tech startup companies and food trucks.

Council is still 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

Founder's Day takes place on February 24th, 2017 from 11am-1pm.

Training opportunities - If you have not yet completed your mandatory training, please register for one of these upcoming webinars:

Feb 7 – Nominating Committee (7-8:30pm) <https://www.eventbrite.com/e/region-2-nominating-committee-training-webinar-tickets-30891911539>

Feb 11 – Money Matters (9:30-11am) <https://www.eventbrite.com/e/region-2-money-matters-webinar-tickets-30891767107>

Respectfully,
Shannon Stevens and Yumna Green

Appendix B: Treasurer's Report **Treasurer: Varinder Randhawa**

Report to be provided

Appendix C: Communications **Co-VPs Communications: Ganesh Sankarakumar**

Website updates:

- PTSA board members, chairs and their contact info
- Updated budget report from the December board meeting
- Calendar updates
- Math challenge updates

Alerts:

- Broken link alert works - it caught a broken link when the new extended classes were being updated

Enews:

- Special enews update for updated Kindergarten tour timings and a reminder for matching funds

Many thanks to Chitra Ramalingam for her continued support:

- Updated email lists from membership and documented the process
- Cleaned up web administrator list

Appendix D: Fundraising Report
Co-VPs Fundraising: Chitra Ramalingam / Sathya Shanmugam

Fundraising at a glance

	2016-17 Budget	As of February 09th, 2017	As of June 2017*
PTSA Donation Campaign	6,800	13,380	13,380
Corporate Matching and Volunteer Time Matching	7,000	5232.98	6132.98
Retail Rebate Programs:	2,500	827.54	827.54
Box Tops		375.80	375.8
Amazon		241.76	241.76

Fred Meyer		209.98	209.98
School Photos	1000	0	0
Jogathon	13,000	500	500
Jogathon expenses	-1,000	0	0
Original Works	800	727.07	727.07
Misc. Fundraising	500	1760	1,760
Reserves	-1000	0	0
PTSA Donation Campaign expenses	-300	0	0

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

Corporate Matching:

We received \$375 from Benevity Matching funds. Donation tax e-receipt sent last week along with a reminder to match a donation with their employer.

Retail Rebate Programs:

Amazon:

We received \$50.11 for the period of November 1 to November 30 from Amazon

Fred Meyer:

Audubon PTSA supporters (11 households) who shopped at **Fred Meyer** between **10-1-2016** and **12-31-2016** (Cycle 2016, Qtr 4) have contributed to your **\$37.81** total donation.

Box Tops:

\$375 donation received from Box Tops

Labels for Education:

Audubon PTSA earned 3,928 points from last year balance.

Jog-a-thon:

Jog-a-thon kick-off Assembly is scheduled for March, 24 and Jog-a-thon for April 21st. We started the planning and preparation for the Kick-off Assembly.

Misc. Fundraising:

Redmond SchoolPool:

Audubon PTSA earned \$1730 from Redmond SchoolPool. It's a great success and will do this again in May.

Bellevue Ice Arena:

A donation of \$30 from Bellevue Downtown Association

Appendix E: School Services
VP School Services: Michela Casazza

- **Kindergarten Registration:**
 - Chairs: [Lisa Santee](#)
 - Kindy Reg event took place yesterday: I will update during the meeting. During

the time I was there the flux of new families was low and manageable (Kathy Weiss was there too to coordinate)

- **Yearbook:**
 - Chairs: [Alyssa Zimmerman](#), [Valeria Merz](#)
 - Chairs connected with yearbook representative for Yuen Lui who provided a detailed timeline for production and sales of yearbook. They had a few doubts and concerns about the process in general, I hope I helped clarifying them. They will start asap.
 - For next year(s) will be helpful to write a handbook to pass along.
 - Note to self: find out about class pictures
- **Special Education - Parking Lot Helpers - School Pictures - School Appreciation - Emergency Preparedness**
 - Nothing to report

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

Our Coffee with Kimo on February 20th was attended by six board members and four parents. Outreach had sent a special invitation to parents who were new to the school in December and January, but none attended the meeting. Outreach will continue to contact families recently new to Audubon. Mr. Spray spoke on the topic of having a successful parent conference. His recommendations ranged from both parents previewing the report card to being prepared to ask questions about all grades, as any number can give insight into a child's true performance. He also encouraged parents to set up an additional meeting time to voice serious concerns about the student.

Appendix G: Student Enrichment **VP Student Enrichment: President until New VP nominated**

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

Nothing to report

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

- On January 18, Audrey and Athena presented to all docents to introduce the theme and expectations for the International Night Art Walk. We had about 15-20 docents of the 76 total attend. (materials were provided and an edited set will be sent out to docents - based on input during the session.)
- Immediately following that presentation, Kelley Miller and Athena did a clay training workshop - same attendance. Docents have been emailed the document that was used for the presentation - including times that lessons can be scheduled in the cafeteria. Athena coordinated between Joan Livesey, Annie Dunford and Tony Marchese to include

solutions to the problems of not having the art room to do these types of projects.

- On January 26th, Athena hosted a kiln training session in Miss Dunford's room. A calendar will be posted outside of Miss Dunford's room to arrange for kiln time. Docents have been emailed the document that was used for the presentation.
- On Friday, Jan 27, 2017, our Art of Discovery exhibit was shipped to the school and about 6-8 docents were on hand to set up the pieces.
- On Monday, Jan 30, 2017 at 8:45am we had a representative come from the Seattle Junior League to do a training for docents to speak about the pieces (she was not well prepared to delve into the materials.) However, Kari Tai, who is the coordinator of this special program was, and lead an informative discussion.
- We have the exhibit for 2.5 weeks and have asked for help to discuss the pieces with students. Despite early notice, offers of help/mentoring and training, we have about 1/2 of the spots unfilled. This might be a program we decide not to do next year - due to the trouble in getting enough volunteers to cover the slots.
- Audrey Guidi has worked to sift through the older formats of art lessons from previous docents to set up a file format (offline during her work) on the art library section of the docent webpage. We need to still update the content of the page to reflect the current art of discovery and current chairs of the program, as well as redirect some of the links to point to the new file folders. Audrey has reached out to info@audubonptsa.org for help and I believe spoken with Chitra.

Extended Classes – submitted Stacy Anderson

Registration for Session 2 opened on Jan 29th with the following list of classes:

ALL SPORTS, CHESS, CHOIR, CODING WITH KIDS, DRAMA, GOLF, MARTIAL ARTS, MATH, PIANO/ KEYBOARDING, PUZZLE CIRCLE, TENNIS & TRENDY CRAFTS

Please note that Basketball was dropped (the vendor couldn't accommodate our schedule) and was replaced with Golf. With registration open for ~24 hours so far, we have filled 98 of the 271 maximum openings for Session 2.

Math Challenge – Priya Satishbabu & Maya Stern

Nothing to report

Appendix H: Event

VP of Events: Denise Ferguson / Jessica Beecher

Math Puzzle Hunt: Devika Kapoor and Denise Ferguson, Co-chairs

This event was held on Thursday, January 19, from 6-8 PM.

We tried a couple of new things at this event this year.

- We brought back the math problems from the first Math Puzzle Hunt, which was held 5 years ago; they are longer and more challenging. Feedback was very positive: the problems were challenging enough to be interesting but not too difficult.
- To save paper and preparation time, we asked parents to RSVP for the event by emailing the Events VPs, but we did announce that walk-ins would not be turned away. 35 people

RSVPed, and we prepared for 50 attendees, but volunteers were overwhelmed the night of the event with walk-ins. Based on the number of prizes we handed out, we estimate that around 150 students actually finished the entire puzzle – about 3 times the number of attendees we had prepared for! We have made some changes so that if this event is held next year, it will be better able to accommodate many more parents and students with few volunteers. The event will be revamped so as to not depend on RSVPs for an accurate count of attendees in the future.

We got very positive and supportive feedback. Many parents have said that they really enjoyed the evening, and they would like to see this event offered again next year. It was a surprisingly social event: when necessary, parents helped their children with the math problems; many visited with other parents while their children worked.

We would like to thank Yogurtland in Redmond for donating 100 coupons for 5 free ounces of frozen yogurt for prizes. Parents appreciated this prize as well. (A selection of other prizes, such as stickers, pencils, beads, etc. was also available.) All 100 coupons were given out at this event.

Science Fair (usually held in mid-late February):

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 was no time for us to put a new plan in place for this year.

Read Across America and Bedtime Stories: Trina Ring, Chair

Read Across America is scheduled from Monday, February 27 to Friday, March 3, 2017.

The following will take place every day of the Read Across America week:

- A dress-up theme for the students.
- During morning announcements there will be a Dr. Seuss excerpt/quote and each class will turn in a guess to which book it's from. (Ms. Reinardy will be purchasing books for the classroom that guesses the correct book.)
- Students will turn in Minutes to Miles, which we will track across the map of the States.
- Students will turn in gently used books for a book drive (Summer Book Backpacks donations). This will replace the customary book exchange, which has grown less popular in recent years.

Some extra happenings during the week:

Guest readers (fire fighters and police officers) will be visiting classrooms on Monday or Tuesday.

Bedtime Stories on Thursday evening from 6:30 – 8:00 PM. Guest readers will be Mayor Marchione; our principal, Mr. Spray; and our librarian, Ms. Reinardy; book trivia will be done by our assistant principal, Mr. Maver. Kids can come in their PJ's if they want.

Teachers will be invited to get in the Read Across America spirit by decorating their classroom door (or a different door in the school if their classroom is not accessible from the main hallway). This will be optional and up to each class to decide if they would like to participate.

International Night:

We would like **Anjali Jain** to be appointed **Chair of International Night** this year.

As this is a large event, we are still looking for someone to co-chair with Anjali; we have several candidates and will be meeting with them over the next couple of weeks.

Based on feedback, we are exploring ways to make this event a bit smaller and less overwhelming but still keep the elements that are so popular with so many families.

The Art Docent Artwalk (organized by the art docents) will be part of International Night again this year, and we are considering ways to increase the number of visitors to it. Earlier this year, we discussed with the 3 Art Docent chairs the possibility of pulling the art walk out into its own event, but the Art Docents opted to keep it as a part of International Night this year, as they are all new to the position. However, this option will be considered for the future.