

# **Audubon PTSA**

## **Board of Directors Meeting Minutes**

### **Thursday, March 16th, 2017**

- **Call to Order**

Yumna Green, President, called the meeting to order at 6:39 pm.

**Attendees:**

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

**Excused Absents:** Shannon Stevens, Anna Pauker.

**Guests:** Rebecca Schlachter

**Office Staff:** Kathy Weiss and Joan Livesey.

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

Yumna welcomed Office staff representatives - Kathy Weiss and Joan Livesey.

**Approval of past Minutes**

The Minutes from the Board of Directors Meeting on February 9th 2017 were presented. A modification was requested in the Event paragraph "Bed Time stories":

"For next year, we are thinking of doing a book share."  
is replaced by:

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

Varinder motioned that the minutes be approved as amended and Michela seconded. February meeting minutes are approved.

- **From Staff representatives**

Yumna asked Kathy and Joan if they have anything to say, comment and ask.

Kathy and Joan thanked PTSA, they really appreciate PTSA's contribution at Audubon.

They had questions about PTSA budget. They have the feeling that most of PTSA events that are cancelled are due to budget issues. A lot of families asked them questions, they would like to be sure to answer correctly.

Varinder explained the budget was set based on the donations of last year. Indeed, last year, the donations had decreased significantly. This year for sure will be different. PTSA finances should

look pretty good by year end.

In addition, not all of the cancellations were because of a lack of money, another issue we are facing is a lack of volunteers.

It is a good thing Kathy and Joan give their feedback, it will help PTSA a lot. Indeed, due to their position, Kathy and Joan are in direct contact with families and can pass the message to the families such as “You want this event to occur: please be a volunteer”

Kathy added a comment, she is curious to understand why the volunteers are decreasing. She is wondering if it is due to busy schedule or to something else.

Yumna explained that some parents are scared that PTSA will consume all of their time if they start volunteering. Some past volunteers are also working now so they do not have the same amount of time to devote to volunteering. PTSA could certainly improve its communication with the community in order to better answer questions and offer explanations about why various cuts were made.

Kathy and Joan mentioned that it would help to create personal connections with families.

Michela asked them what could help us in this regard. The following ideas were shared:

- Back to Business event is a good start
- Sign in sheet in the office where the parents can indicate they would like to be volunteer for an upcoming event, even if it is for only half an hour.
- Outreach can be a good way to connect people
- Use International night event to create connectivity between people from the same country
- Kathy and Joan could ask parents their email, phone number when they are interested in volunteering and then PTSA can contact the persons.

- **From the President**

Yumna welcomed and thanked Rebecca Schlachter who agreed to fill the open position of VP Student Enrichment. She was appointed by the board to do so.

There was some uncertainty that she would be elected this year because we weren't sure if the next general membership meeting would be in April or June. In addition, the last training class being offered by Council for this year is in April – before the Jog-a-thon date.

- **Math Challenge**

Following the report of the Math Challenge Co Chairs, there was discussion about the future of this program.

Math Challenge has been offered at Audubon for 5 years. The co-chairs Priya Satishbabu & Maya Stern suggested discontinuation for the following reasons:

- When MC program started, there were no other math enrichment at school. Today there are many other such as IXL ellipsis, and in class enrichment given by the teachers for advanced students.
- The number of participants are decreasing. This year 100 students participated, this means that the program is serving only 1/6 of the school population
- This program involved a lot of volunteers (2 co-chairs + 5 correctors, Audubon website, eNews, stuff and teachers)

After board discussion and lots of input from the office staff it was decided to continue offering the program but look for new co-chairs for next year as Priya and Maya are unable to chair after this year. MC is an enjoyable event, the youngest students have a lot of fun. It is highly beneficial, it is practice and not home work.

- **Class Photos**

Due to some unfortunate miscommunication at the beginning of the school year, some families with more than 1 child, purchased just one OWL package, but expected to receive free class photos for each of their children. The board discussed honoring the original message and intent around OWL packages (i.e. one free class photo per package) vs. giving multiple free class photos to families who paid for just one OWL package. After much discussion, the board decided that a uniform policy applied all families was best. For example, it would not be in our organization's best interest to give 3 free class photos to family A who purchased 3 OWL packages for their 3 children and then also give 3 free class photos to family B who purchased only 1 OWL package (but has 3 children). Therefore, the decision was made to let all families with multiple children who bought only 1 OWL package know that they are entitled to just one free class photo but that they can purchase extra class photos for \$5 each.

- **From the Treasurer**

Varinder would like to know what to do with a check refused by the bank due to non-sufficient funds. The amount of the check is 30USD, it is related to payment of an extended class. The bank fee is 12USD.

Nothing is specified in PTSA policy.

The decision was made to ask the parent for the payment of the extended class (30USD) as well as the bank fee (12USD) that PTSA incurred.

A second check would not be accepted from the parent.

- **Communication**

Ganesh had nothing much to add to his report.

Yumna thanked Ganesh for all the updates done on the website menu. This is great!

- **Fundraising**

Nothing to add to the report. Following some questions from Denise, Chitra confirmed that the figures in the report are correct.

- **School Services**

Michela had a request regarding expenses for staff appreciation. The chairs anticipated having to cover expenses of around 30USD beyond their budget. Could we cover the \$30 from contingencies?

Sathya motioned that we reallocate \$30 from the Contingency-Student Support/Enrichment line item to Staff Appreciation, motion passed.

Alicia Scriban, Chair for Special Education can no longer serve as Chair. We need to find a

substitute. It is tricky as this role is one that requires sensitivity and confidentiality. PTSA needs to figure out how to find a suitable substitute. Alicia is ready to help with the transition.

- **From Outreach**

Anja has nothing to add to her report.

She would like to inform the PTSA board that she met with Audubon parent Tami Galili, to discuss Tami's ideas on how to get more volunteer involvement and help bridge the cultural barriers at Audubon.

Some ideas are

- Reward volunteers on a regular basis
- Count up the hours of volunteering the parent did

- **Student Enrichment**

Nothing to add to the report.

One remark regarding Extended classes, Stacy is ready to continue but she needs a co-chair for next year, otherwise she will not be able to do it. We need to find a co-chair as soon as possible.

As stated earlier, Math Challenge will continue next year – but new chairs need to be found.

- **Events**

Denise and Jessica didn't have too much to add to the report.

- International night event:  
Rachel Pai has offered to chair this event, she needs to be appointed.  
With no objection from the board, Rachel was appointed as the chair of International Night.

- **General Discussion**

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Request received from Music teacher:

Abigail Johnson asked if PTSA would consider her request to fund Pacific Northwest Ballet (\$800) for the 2<sup>nd</sup> grade this year. It was cut from the budget last year, but she asked if there is some way that PTSA could fund it.

There is not enough money in Contingency-Student Support/Enrichment to fund it and we need the approval of the General membership to approve spending more than is allocated in our budget. However, by the time a general membership meeting is convened (the earliest would be the Jog-a-thon), it would be too late for her to book PNB.

The decision taken and approved by the board is to reallocate \$500 from Contingency - Student

support/Enrichment to fund PNB for the 2<sup>nd</sup> graders this year. In addition, the board offered some suggestions for how the balance could be acquired (\$300 comes to about \$3 per student which parents could cover, classroom funds from either 2<sup>nd</sup> grade teachers and/or PE teachers and/or PA teachers).

- **Adjourn**  
President, Yumna adjourned the meeting at 9:15pm.



**APPENDICEES FROM MEETING INCLUDED BELOW FOR YOUR REFERENCE**

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

Many thanks to Sathya for attending the March LWPTSA Council meeting. Audubon was given a mention for adding 34 new members in February, helping LWPTSA exceed its goal, at March 1st, 2017, by having 16,092 members. At the meeting, Superintendent Dr Traci Pierce also spoke about achievement and opportunity gaps in our school district. Please follow this link for further

information –

<http://www.lwsd.org/About/District-Admin/Superintendent-Message/Pages/Superintendent-Message-March-2017.aspx>.

Dr Pierce's slides are available in the March 6th, Weekly Waves email. Celine has signed up to attend the April 13th, Council meeting.

The Mid-Year Financial Review Committee (Conni Irias, with Sathya and Celine) completed their review on February 28th, 2017. Notification of completion and notes were presented at the General Membership Meeting on March 2nd, 2017. Thank you to Varinder and members of the Committee.

A General Membership Meeting was held prior to the Read Across America Bedtime Stories event in the Audubon Library on March 2nd, 2017. Anna Pauker was confirmed as Co-VP of Communications, via a vote of the membership. Membership was informed that the VP of Student Enrichment position is still open and there was a call for nominations from the floor.

WA state PTSA Convention takes place April 28-30, 2017 at the Sea-Tac Hilton. Any classes you attend at Convention this year counts towards your training requirements for next year. Attendees are able to buy 1,2 or 3 day passes.

LWPTSA Council is still accepting nominees to the Council board for next year. Current positions can be found at <http://www.lwptsa.net/about-us/board-directory/> ). Nominations, and self nominations, are encouraged. Please email Debbie Ohman Kirkland.avp@lwptsa.net.

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Yumna, Shannon and Sathya attended the PTSA Founder's Day lunch on February 24<sup>th</sup>, 2017, with Ian Mavers, Joan Livesley and Kathleen Weiss as our guests. It was an opportunity to see a number of Reflections entries, and watch 3 LWS D students perform their entries. Audubon Elementary students were well represented among the entries in all categories.

There will be a joint work party between Principal Spray and any Board members who can attend, on April 11th, 2017, from 10-1pm at the school to discuss volunteer opportunities.

LWPTSA has offered to hold budget committee workshops for interested members. Notification of dates and times will be given later in the year.

## **Appendix B: Treasurer's Report**

### **Treasurer: Varinder Randhawa**

Refer to annex attached

## **Appendix C: Communications**

### **Co-VPs Communications: Ganesh Sankarakumar / Anna Pauker**

Website updates:

- Uploaded all the approved minutes from PTSA Board meetings and General Membership meetings so far for the 2016-17 school year
- Created a direct [link](#) to the minutes from PTSA homepage sidebar under "PTSA"
- Structures "Financial reports" page and linked off the same sidebar PTSA location as above
- Uploaded NomCom forms and details

Regular updates:

- Enews
- Math challenge
- Homepage news
- Calendar updates

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

**Fundraising at a glance**

	<b>2016-17 Budget</b>	<b>As of February 9th, 2017</b>	<b>As of June, 2017*</b>
PTSA Donation Campaign	6,800	13,380	13,380
Corporate Matching and Volunteer Time Matching	7,000	6,128.36	6,128.36
<b>Retail Rebate Programs:</b>	2,500	864.42	1039.56
Box Tops		375.8	520.7
Amazon		278.64	308.88
Fred Meyer		209.98	209.98

School Photos	1000		0
Jogathon	13,000	500	500
Jogathon expenses	-1,000	0	0
Original Works	800	727.07	727.07
Misc. Fundraising	500	1,760	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 \$900 for January from Benevity Matching funds.

**Membership: Chitra Ramalingam**

We have 481 PTSA members. Members have been updated in PT Avenue. Thanks to EC team for boosting membership!

Suggestion for next year,

This year Back to School Packets did a \$60 donation + membership. For next year, I would like to suggest offering a membership at \$10 if taken with a pre-determined donation amount (State membership due + council due = \$9). Membership only will need to pay the regular charge \$15 for Single membership and \$25 for family membership.

A lot of families will be enrolling in membership at the beginning of the year to access extended classes. A reduced membership fee in the bundle package supporting PTSA will be very attractive, bringing in more donations.

**Retail Rebate Programs:**

**Amazon:**

We received \$36.88 for the period of December 1 to November 31 from Amazon

**Box Tops (Chair - Lisa Wycoff):**

I collected Box Tops and ran a classroom collection contest mid-February. Mrs. Bailie's class won and I submitted a total for \$144.90.

**Labels for Education:**

Audubon 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. This year goal is 17,000. We talked with Kimo and he is ready to go for sliming again this year once we reach our 17,000 goal. We are still figuring out the prizes as we are planning to add some new prizes over the prize list for this year. It includes Benchmark prizes and raffle drawing prizes for each week. We will submit the full prize list in next month's BOD report.

**Misc. Fundraising:**



## **Redmond SchoolPool:**

We are going to do School Pool again this spring in May *Bike to School Month*. The celebratory day is *Wednesday, May 10*, the month will kick-off on Monday, May 1st.

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

- **Yearbook:**
  - Chairs: [Alyssa Zimmerman](#), [Valeria Mercz](#)
  - Chairs are checking out the first items on their checklist: they just had a first issue with the wrong prices on the forms that were supposed to be delivered to the students (good catch Shannon!): still working on how to fix it but it will be easy. They will participate during Class Picture Day next Tuesday.
  
- **Parking Lot Helpers:**
  - Chair: [Julie Conley](#)
  - Nothing to report
  
- **School Pictures:**
  - Chairs: [Kristina Summers](#), [Colleen Kroeger](#)
  - Class pictures scheduled for next Tuesday 03/14 will serve also as a switch between the Pictures team and the Yearbook team.
  
- **School Appreciation:**
  - Chairs: [Anne Dang](#), [Ana Arya](#)
  - A little bit of commotion finding out about the “classified staff appreciation week” we discussed on group chat; May is the official Staff Appreciation Month and they will organize accordingly.
  - I would like to make a request to divert a sum from the Contingency Fund: we’re talking about 30\$ that the chairs anticipated to cover the expenses for Staff Birthdays treats so the rest of the budgeted allowance can go entirely to Staff Appreciation Week.
  
- **Emergency Preparedness:**
  - Chairs: [Marcelo Albernaz](#), [Joshua Kelch](#), [Bekki Malloy](#), [Daniel Lopez](#)
  - Nothing to report
  
- **Special Education:**
  - Chair: [Alicia Scriban](#)
  - Alicia can no longer serve as a Chair since end of last month
  - Shannon and I contacted Audubon staff (Psychologist and Counselor) and LWSD

staff (Special Need Rep.) to figure out how to find a suitable substitute for Alicia. The position involves sensible and confidential information and we would like to handle it properly.

- Still developing...

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

Nothing to report this month

### **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**

No report submitted.

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

- The Art of Discovery - Animals in Art - lent to us by the Seattle Junior League was well received by all the students and docents. Each class had either 2 or 3 library class times to view the pieces. Ms. Reinardy was very helpful and supportive. It took dedicated effort to ensure that there were volunteers for each time to discuss art. It seemed like there was a smaller group of docents who volunteered for both their classes and others - rather than each class's docents taking their own classes. Docent chairs should evaluate the group of docents we have each year to see if we have enough docents who are willing/have flexibility in their schedule to do this program.
- Clay classes were conducted in 2 classrooms with high deal of success and easy clean up. Coordination with Miss Dunford to use the kiln in her room has been very easy. We are updating the procedure to account for the times that it does not disturb her class with running it/loading and unloading the kiln.
- Deadline for International Night Art walk projects ideas was Feb 15. Our theme for this year is Animals in Art which will also be connected to a particular country/artist/inspiration. This is to help docents plan out the lessons over multiple months if needed. There are still about 1/3 of the classes that have not yet shared their ideas with the chairs. Deadline to have art complete and have receipts in to Conni for reimbursement is May 1, 2017. Deadline to have art displayed is May 15th. International Night is slated for May 25th. We decided to go ahead and have the art work ready to display for International Night - we realize that without a chair at this point, it may not occur. Audrey, Conni and I have discussed that we, the current chairs, are not going to be able to plan/execute a big event like a separate Art Walk - but can work with a chair for International night to fit in the Art work as a part of the festivities.

- We have opted not to do passports this year - it seemed to take a lot of effort in coordinating, but we Chairs may put together a sheet of paper with a scavenger hunt type of activity to get kids to see all of the artwork, if we are able to, timewise. Small prizes (like the globes last year) will be given out to those who finish.
- We had spoken with Jessica and Denise the, VP's of events earlier this year about the possibility that if there is an International Night celebration - maybe we could open up the art walk an hour early (say 5pm) and ask docents to be present at the art walk for those who want to come and look at it before the doors of the gym (say 6pm) open to the rest of the festival to get more foot traffic into the halls.
- Inventory to be done mid-May to allow for time to order replacement supplies before the end of the year (Conni Irias - our supplies chair- to head this effort)
- Audrey Guidi - our curriculum chair has updated the PTSA webpage with current information and Art Docent electronic library with lessons - especially from Kari and Kelley (who will be leaving Audubon this year)
- There are many wonderful projects that have been done thus far from our training with Maxine in Fall 2016 - this is a good way to help docents become comfortable teaching in the classroom - this should be funded again next year.
- The students retained the idea of making still-life sketches with artist in residence Adriana Morales in October - when we discussed it in the art of discovery. We should consider this effort again if possible in next year's PTSA budget.

#### **Extended Classes – submitted by Stacy Anderson**

- We are offering 11 classes (Math was cancelled due to low enrollment (5 students)) with 258 enrollments. 6 of the classes are full/waitlisted.
- Registration - A few learnings:
  - A number of registrants were not PTSA members, resulting in extensive follow-up by Yumna. Chitra was able to update the Extended Class registration site so that only PTSA members can register for classes going forward.
  - The majority of choir students registered via paper instead of the registration portal, as did parents for a number of other classes. This is an issue since it
    - bypasses the PTSA member site requirement
    - causes confusion as to the first-come first served model of registration since it is unclear who turned in their form first
    - Parents bypass our extended class policy documents
  - I've discussed with Ms. Johnson that while it is ok sending a flyer to all 3-5 graders next year advertising the class, that it would be beneficial to all to point all parents to the site to register.
- Snow - The snow has been fairly disruptive to extended classes with the cancellation of Monday classes, as well as the elimination of 4 early release Wednesdays. Both Monday vendors (golf and chess) have agreed to offer make-up classes at the end of the session.

For the early release Wednesday cancellations, several families can't accommodate the new times, but it is also too late to withdrawal from the class. I'm working with both the vendors and impacted families on a resolutions. This is an area where it would be helpful to revisit the Extended Class Policy text during the Summer.

- If I continue with extended classes next session (if you want me to continue, of course) I will need a co-chair or two. I'll continue on my own to close out this year, but it is way too much to do it on my own along with my day job. If the board finds two people who want to co-chair together, I'd be happy to lend as much time as is needed to get them up to speed.

### **Math Challenge – Priya Satishbabu & Maya Stern**

This is the 5th year MC program is offered at Audubon and we suggest discontinuing the program for next year (2017-18), due to the following reasons: Audubon adopted MC as a math enrichment program. For the first few years, this goal was achieved, as there were no other math enrichment alternatives at school. Today, there are many other and better alternatives such as IXL, ellipsis, and in class enrichment given by the teachers for advanced students.

For the past year, we can see a trend of reduced participation. About 100 students participate in every new MC, while the majority are the same students. This means the program is serving only 1/6 of the school population. Additionally, almost 80% of them are from grades K-3, who required to solve only 3-6 problems. We think that this is not good enough to be a broad enrichment program.

The administration behind this program involves many people every 2 weeks: 2 co-chairs, 5 correctors, Audubon website, eNews, stuff and teachers (to print papers, announce about new challenge and their winners and distribute prizes). It seems too much for a program that serves only a small part of the school population - and we now have better alternatives.

The budget for prizes, associated with this program, can be used for other purposes.

We believe the MC program met its goals in the previous years but not anymore. For those reasons, we suggest discontinuing the MC program next year. There are better alternatives and the budget can be used for other PTSA programs.

In case the board decides to continue with this program, a new chair (or co-chairs) will need to be found, as both of us (current co-chairs) will not be able to continue to chair this program next year. A replacement is needed ASAP, for a smooth transition.

Math Challenge program (MC in short), is part of the enrichment program Audubon is providing for its students.

### **Appendix H: Event**

**VP of Events: Denise Ferguson / Jessica Beecher**

#### Read Across America/Bedtime Stories

We had a very successful Read Across America Week (February 27th-March 3rd). This event

was chaired by Trina Ring. Ms. Reinardy was also a strong component to this week's success. Also Trina said she couldn't have done it without the amazing group of volunteers she had. Trina is interested in being the chair for this event next year.

International Night

Rachel Pai has offered to chair this event, so we ask that she be officially appointed at the March board meeting. We have a meeting scheduled with her soon to discuss plans for International Night.