

Audubon PTSA

Board of Directors Meeting Minutes

Thursday, April 27th, 2017

- **Call to Order**

Shannon Stevens, President, called the meeting to order at 6:39 pm.

Attendees:

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

Excused Absents: Sathya Shanmugam, Rebecca Schlachter

Unexcused Absents: Anna Pauker

Office Staff: Abigail Johnson and Desiree Woodruff.

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

Shannon welcomed Specialist staff representatives - Abigail Johnson and Desiree Woodruff.

Approval of past Minutes

The Minutes from the Board of Directors Meeting on March 16th, 2017 were presented.

No comments and no modifications were requested.

Yumna motioned that the minutes be approved and Denise seconded. March 2017 minutes of meeting are approved

- **From Staff representatives**

Shannon asked Desiree and Abigail if they had anything to say, comment or ask.

Desiree and Abigail thanked PTSA, and how grateful they were for PTSA's contribution at Audubon.

Desiree wanted to share some ideas and questions she had:

* Family Engagement team for newcomers

She participated in a conference where she could catch some great ideas from other schools about how to introduce new communities at school. She knows that we are good at Audubon in welcoming new communities but these ideas can be helpful to go to the next level.

Actually, within some PTSA's, they created a Family Engagement Team to help the new families. The goal is to help them in their day to day life at school and in getting used to their new environment. For example:

o Explain the events we are going to celebrate at school (Halloween, Valentine day,) and how families are expected to participate. Also, how as parents they can be volunteering.

- o Go over the school policies
- o Answer their questions
- o Give some them some tips and hints

* International Night

Desiree explained that she likes this event. However, she expressed it would be great to learn more about some specific communities. She is asking if in addition to the International Night, it would be possible to organize specific events focusing on particular countries highly represented at Audubon, such as India, Israel, etc. It would be a great opportunity to learn more about their geography, culture, tradition....

* ELL Summer School program / Safety Net Program

Summer school is available for ELL students, to allow them to continue to practice and improve their English during the summer break but the cost of summer school can be prohibitively expensive for some families. In addition, the number of seats are limited. The question is what do we do with students who cannot enroll while still needing support during the summer.

She is asking if PTSA could organize or sponsor scholarships specifically for ELL summer school.

* Regarding Safety net program (assistance in reading):

Kids who have difficulties in reading, are identified at the beginning of the year, and benefit from support all through the year. As Audubon is an Achievement school, the District has decided to cut that budget. However, some students at Audubon benefit from this program and need it. Desiree asked if PTSA would consider funding Safety Net again in our Classroom Enrichment budget line item to help support our Safety Net classroom, esp. given the reduce hours and dollars now allocated to Safety Net at Audubon.

For these two programs, ELL Summer School and Safety Net, PTSA recommends contacting Tracy Pierce, district superintendent to figure out what can be done to find funding for both programs and PTSA also informed Desiree of the Equity Task Force currently being formed in our school district to address achievement and opportunity gaps in LWSD.

* RAZ Kids

Desiree needs to have access for some students in 4th grade (currently it supports K-2 grade).

Maria Chesney is responsible for managing and assigning licenses. Desiree will contact her and let PTSA know if more licenses are needed.

- **From the President**

Shannon asked the Board for a huge congratulation to Yumna for her nomination as LWPTSA Council Area VP (Rose Hill area), and to Denise for her nomination as President of Rose Hill Middle PTSA.

She would also like to thank Chitra and Sathya for the successful and amazing Jog-a-Thon event.

* IXL Licenses for 2017-2018

IXL Licenses for 2017-2018 will not be funded by the LWSF as it was in 2016-2017. Our understanding of this decision is the licenses were not used enough. PTSA will look at another way to fund it.

* Backpack awareness Day Workshop

There is a Backpack awareness Day Workshop organized by Kirkland Middle School PTSA. They would like to share the studies they started 2 years ago and all that they have learnt since along with ideas for reducing back pack weights at other middle and high schools. Everybody is welcome to attend. Celine will attend and will give feedback.

- **From the Treasurer**

Varinder had a quick question on the Toys Maker's payment. She would like to know what PTSA was supposed to pay as there are 3 different items: Transport, class and material. Yumna's recommendation is to check with Kathy Weiss, as the school is paying part of it. PTSA doesn't fund transportation costs.

Also, some teachers did not use the funds allocated by PTSA to their classes. We need to let the teachers know that they have money that they can access for classroom supplies and enrichment.

- **Communication**

Ganesh had nothing much to add to his report.

- **Fundraising**

Chitra informed us that she will have better updates on the total funds raised for the Jogathon at the next meeting.

Moreover, the corporate matching, will come later - sometimes after the end of June. Discussion will be shared for next year to continue to improve the Jog-a-Thon organization, get some new ideas and suggestions.

- **School Services**

* Classified Staff Appreciation Week

The "Classified Staff Appreciation Week" created a bit of confusion. Michela asked for clarification about what we plan to do for next year. The 2 events will be kept separated, to avoid families forgetting to celebrate our classified staff members. The budget will be updated accordingly, with guidance/input from the chairs.

* Photography contract will be brought to the board at next meeting.

* Regarding the yearbook, chairs are moving forward. A deadline will be given to submit the photos.

- **From Outreach**

Anja is expecting Mr. Maver's PowerPoint presentation on student pickup procedures for parents in case of a school shutdown. It will be available on PTSA website.

The May Coffee with Kimo has moved to May 17th.

Anja has taken the initiative with some parents to keep and maintain the school pea

patch/garden which has been abandoned mostly because the teachers who took care of it had left the school. The main goal was to develop the garden so that all the school could benefit from it. Teacher and group of parents could collaborate, organize visits for classes, start some projects.

However, there were issues with tools as there was no specific place to put them away. Putting in a shed might be a good idea, if it is feasible.

- **Student Enrichment**

Nothing to add to the report. However, there is good news as a new chair has been found for Math Challenge events.

- **Events**

Nothing to add to the report

- **General Discussion**

- * Nominating Committee

Denise on behalf of Lisa and Efrat would like to thank all the board members for their time and feedback during the interviews.

We contacted 40 people in order to find new members for next year. This enabled a lot of feedback.

Several positions still have to be filled, like Treasurer. Yumna mentioned that without a treasurer, PTSA cannot work, as it is a mandatory to have at least a President, a VP, a Treasurer and a Secretary.

- * Budget Committee

The following people has been appointed by the board for the budget committee.

- * Yumna Green
- * Shannon Stevens
- * Varinder Randhawa
- * Chitra Ramalingam
- * Sathya Shanmugam
- * Celine Moreau

- **Adjourn**

President, Shannon adjourned the meeting at 8:21pm.



APPENDICEES FROM MEETING INCLUDED BELOW FOR YOUR REFERENCE

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

1. There will be a Backpack awareness Day Workshop on May 9th (10-11:30am) at the Redmond Library (Conference Room). If you would like to attend please RSVP to backpack@kirklandptsa.org and include your school name and attendee names.
2. Council now has 16,274 members!
3. There are 2 seats on the school board that are up for reelection - District 3 and 4. See the LWSD website for district boundaries info and more.
4. The workshop with Principal Spray planned for 4/11/17 was postponed. We are hoping to be able to reschedule for a date in May.
5. WSPTA Convention - please let us know if you wish to attend. The final date to be appointed as a voting delegate for Audubon Elementary PTSA is 4/21/17. The Convention will be held at the Hilton Seattle Airport and Convention Center, from April 28-30. Items that will be voted on this year include amendments to the WSPTA Universal Bylaws and a new state board of directors.
6. There was a reminder at the LWPTSA meeting to think about our PTSA brand, and the value of our reputation.
7. Dr Traci Pierce spoke at LWPTSA Council about challenges to school funding in the coming years on the basis of current Education Funding Plans. These plans will impact the Levy campaign in 2018. Expect a significant amount of information in the Advocacy area. (Weekly Waves has great links to information.)
8. Note: The IXL license for 2017-18 will not be funded by the LWSEF, as it was in the 2016-17 year.

Appendix B: Treasurer's Report
Treasurer: Varinder Randhawa

Refer to annex (Reconciliation Report, Treasurer Report)

Appendix C: Communications
Co-VPs Communications: Ganesh Sankarakumar / Anna Pauker

Website updates:

- Uploaded the previously approved minutes from PTSA Board meetings and General Membership meetings
- Created a temporary but prominent article on the homepage for Jog-a-thon
- Two new special enews updates: one each for Jog-a-thon and name corrections for the Classified Staff appreciation week

Regular updates:

- Enews
- Math challenge
- Homepage news
- Calendar updates

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

Fundraising at a glance

	2016-17 Budget	As of February 9th, 2017	As of June, 2017*
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PTSA Donation Campaign	6,800	13,380	13,380
Corporate Matching and Volunteer Time Matching	7,000	7,987.50	7,987.50
Retail Rebate Programs:	2,500	1,039.56	1,053.19
Box Tops		520.7	520.7
Amazon		308.88	322.51
Fred Meyer		209.98	209.98
School Photos	1000	0	0
Jogathon	13,000	2,541	2,541
Jogathon expenses	-1,000	-200	-200
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 \$2235 for February from Benevity Matching funds.

Retail Rebate Programs:

Amazon:

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

Box Tops (Chair - Lisa Wycoff):

Lisa is looking for a replacement for Box Tops next year as she doesn't know her child will continue in Audubon or not.

Labels for Education:

Audubon earned 3,928 points from last year balance.

Jog-a-thon:

Jog-a-thon is coming on April 21st. This year goal is 17,000. Jog-a-thon fundraising challenges and rewards:

Otter pops for the whole school if we collect over \$5,000

Pizza party for top 3 classes with the highest total donation

Snack party (popcorn & juice) for top 3 classes with the highest % of donation participants

SLIME FUN

Associate Principal Mr. Maver will get SLIMED if we raise over \$10,000

Principal Spray will get slimed if we raise over \$17,000

Door Prizes

Weekly door prizes for online donations and returned envelopes.

This year we changed the 5th grade color to Gray from Purple

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

Just checked on the Audubon ptsa site, need some updates:

* **Add Daniel Lopez as Emergency Prep. Co-Chair**

* **Remove Alicia Scriban as Special Needs Liason**

- **Yearbook:**
 - Chairs: [Alyssa Zimmerman](#), [Valeria Merz](#)
 - Chairs are moving forward, collecting pictures and coordinating with Yuan Lui's person

- **Parking Lot Helpers:**
 - Chair: [Julie Conley](#)
 - One leaving parent has been replaced with a brand new one.

- **School Pictures:**
 - Chairs: [Kristina Summers](#), [Colleen Kroeger](#)
 - "We are holding one last Picture Day on 4/13 for the 40+ students who have enrolled at Audubon since the Retake day on 11/15. These pictures will be available for purchase by students as well as included in the yearbook. Yuen Lui has been generous in offering this session, and it would be great if the picture vendor next year can do the same since our school's student body is so fluid.
 - Class photos should arrive late next week and will be distributed to those who are slated to receive them as part of an OWL package as well as those who have purchased them online. An eNews announcement will be made that pictures are available, and we will keep a supply in the PTSA room to be distributed once or twice a week as sales are tabulated through the end of May."
 - A single occurrence of parent paying cash has been handled.

- **School Appreciation:**
 - Chairs: [Anne Dang](#), [Ana Arya](#)
 - The Chairs are pointing out that the "classified staff appreciation week" created confusion and they are asking for clarifications; specifically, if for next year the

PTSA would like to officially acknowledge this event/recognition. Of course, if this is the case, we might consider a budget increase for the school appreciation department.

- The Teacher Appreciation Week (traditionally inclusive for the whole school staff) is approaching and we brainstormed to organize it properly: there will be 3 mayor events and 2 minors throughout the week. List of volunteers compiled. Every Board Member and Chair will receive a SignUp Genius invite also.
- **Emergency Preparedness:**
 - Chairs: [Marcelo Albernaz](#), [Joshua Kelch](#), [Bekki Malloy](#), [Daniel Lopez](#)
 - Nothing to report
- **Special Education:**
 - Chair: [vacant](#)

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

Our March 17th parent coffee was led by assistant principal Ian Maver who spoke on the topic of Safety and Security. He outlined several of the steps the district as well as the school have been taking to make sure our kids are safe in the case of natural disasters as well as intruder situations, including technological updates and staff training. As a result of the discussion with parents, Mr. Maver is taking the initiative to create a powerpoint presentation on student pickup procedures for parents in the case of a school shutdown that will be available for viewing on the PTSA website.

Principal Kimo Spray spoke at the April 14th parent coffee about the Value of Extracurricular Activities: How field trips, after school activities, assemblies and camp positively impact students. A discussion followed on the process of assigning students to next year's classrooms, including the importance of submitting the parent input forms.

Parent Volunteer Valérie Mercez has produced beautiful signs for the past couple of coffees. She designed a plastic cover for our existing flip board for the last coffee that can be attached with clips so it will be reusable with only the date and topic having to be exchanged for future coffees.

Appendix G: Student Enrichment **VP Student Enrichment: Rebecca Schlachter**

Reflections – submitted by Rachel Pai and Debbie Nam

No Audubon students made it into the National level of the competition this year. The students that made it into the District level have had their work returned to school. For the students who made it to the State level, their work will be returned in May.

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

1. Tuesday, I met with the new International Night Chair, Rachel Pai, to discuss how to incorporate the Animals in Art walk with the International night, May 25. The plan is that we will ask our docents to come at 5-6pm to be available to speak with parents, students and visitors about the art displayed in the hall of the school. There will be a scavenger hunt with questions pertaining to the individual art projects that students can complete for a small prize to be awarded at the PTSA information table in the lobby (prizes to be secured by Rachel through the PTSA and her budget). After 6pm, the scavenger hunt and art walk will be open for folks but without docents' present. In years passed, there has been little foot traffic in the art walk due to the draw in the gym and the outdoor games. The doors the gym are to open at 6pm - so it is our hope that this will allow for more to see the art. I will send out invitations to the Mayor of Redmond and Redmond Art Council members. I will also advertise in the e-news prior to the night specially for the art walk.
2. We are looking to have a field trip for the docents to an art museum in May or June. This is a self-pay trip - nothing coming from PTSA funds.
3. Audrey, Conni and I will be meeting tomorrow about our budget for 2017-18 tomorrow. We will be conducting inventory mid-May and ordering well before the end of the school year to replenish supplies before the the doors are closed for the summer.
4. There will be a Visual Arts Committee meeting on the Deep Space Sparkle curriculum on May 4 to see how our program and the DSS program that the teachers have access to with work.
5. I will remind docents to have text and receipts to us by Monday, May 1, 2017 All projects to be completed including submission of summary sheet and lesson plan (for future use) to art@audubonpts.org.
6. I will let the docents know that there is SBAC testing starting in May - so teachers may ask they not to hang during certain times of the day. DEADLINE - Monday, May 15, 2017 All International Night projects to be hung/displayed - labels and maps of countries will be hung by Art Docent Co-Chair
7. The Fall Artist in residence program and the fall docent training by Maxine Pippin were very successful. We will be looking to have these funded again next year.
8. I have heard back from Melissa Reinardy that she'd want us to organize the art of discovery with the individual teachers in their classrooms next year. She thought that she needed those weeks with her students to work on their library curriculum. There was really no cost to us on that program - but we should talk about if we have a strong enough docent base to do it next year.
9. Docents/teachers are to be sending photos of students working on art projects to the yearbook drop box - I will include this reminder in the next communication with docents. 10. Please let me know when you need the list of art docents for the volunteer tea in June. We have a spreadsheet of our docents.

Extended Classes – submitted by Stacy Anderson

No report submitted

Math Challenge – Priya Satishbabu & Maya Stern

Nothing to report

Appendix H: Event
VP of Events: Denise Ferguson / Jessica Beecher

International Night: Rachel Pai, Chair

International Night: Rachel Pai, Chair

International Night will be held on Thursday, May 25 from 6-8 PM.

1. This year the outdoor sports and performances will be eliminated, so that the focus is just on the marketplace (country tables) and the Art Walk.
2. There will be a space set aside indoors for culture mini workshops maybe with small-scale demonstrations from different countries, such as Chinese Yo-Yo, and Indian dance. So far we have these two mini workshops confirmed. I hope this approach can increase more cultural interactions and learning experiences.
3. So far 6 country tables hosts have confirmed: Japan, Taiwan, Portugal, Israel, USA & Ghana.
4. Besides country table hosts, four volunteers who showed their interest by email have been contacted. I will keep them posted with updates.
5. The Art Walk will start at 5pm and have some art docent volunteers to present their class art works until 6 pm. The art walk will be open until 8 pm. The Art Docents may invite some special guests at the start of art walk, such as the Mayor or representatives from the school district art council.
6. Art docents will design a sheet for a scavenger hunt, and I will design a stamp sheet for all the country tables and one space on the sheet for the art walk. Once kids finish the scavenger hunt they can get a small prize.
7. Will check with parents who is n charge for Math Challenge to check the budget range for small prize for art walk scavenger hunt.
8. Our VP of Outreach, Anja Mancano, will set up a table at International Night to share information about Audubon PTSA.