

Audubon PTSA

Board of Directors Meeting Minutes

Thursday, May 11th, 2017

- **Call to Order**

Shannon Stevens, President, called the meeting to order at 6:42 pm.

Attendees:

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

Excused Absents: Sathya Shanmugam, Jessica Beecher

Office Staff: Principal Kimo Spray

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

Shannon welcomed Principal Kimo Spray and thanked him for joining the meeting

Approval of past Minutes

The Minutes from the Board of Directors Meeting on April 27th, 2017 were presented. Some modifications were requested

- in the Treasurer paragraph:
"Kathie" need to be replaced by Kathy Weiss
- in the Nominating Committee paragraph (General Discussion)
"40 interviews have been done" is replaced by "We contacted 40 people in order to"

Yumna motioned that the minutes be approved as amended. Ganesh and Anja seconded. April meeting minutes are approved.

- **From Staff representatives**

Shannon welcomed Principal Kimo Spray and thanked him again for joining the meeting.

- Blitz, Seahawks Mascot, visited Audubon on May the 11th. It went very well. The students were really excited. At the end of the event, Kimo was very proud of them, they stayed disciplined and lined up as requested.
- 5th grade Camp

The camp was a great success. Kimo spent half a day at the camp to see how the students were doing, how they saw their teachers differently. It was nice to see them working with kids from different schools. Kimo confirmed it was a super cool camp.

Denise suggested it would be a good idea for the future to have our students attend camp at the same time as one of the other elementary schools that feed into the same Middle School – that way the kids would meet up again in Middle School.

- **Teacher/Staff appreciation**
It was an amazing week. All the staff would like to thank PTSA, they really appreciated what was been done for them.
- **Jogathon**
Kimo thanked PTSA for this successful event and congratulated everybody for the hard work done. He is ready to be slimed.
- **May is a very busy month. This is the month of staff evaluation.**
Moreover, Kimo informed the board that the evaluation system will change in September or October.
- **2017-2018 New Board Meeting**
A meeting with the board members for year 2017-2018 will be set up early in June. The purpose of the meeting is to get to know each other and build a good relationship and partnership in order for PTSA and the school to work better together.

Shannon Stevens had to leave the meeting.

- **From the President**

The VP of Student Enrichment, Rebecca Schlacter, cannot continue in this role for personal reasons – unexpected move. Therefore, the position is open once again. However, the chairs will continue their work as usual.

Regarding the boundary shift for neighborhood schools as a result of new elementary and middle schools being built, Denise was wondering if it affects Audubon. The answer is no.

Kimo pointed out that all the LWSD schools are overcrowded. It will be important to advocate strongly within our communities for support for the 2018 bond campaign when it starts, in order to ensure that we continue to raise the money necessary for building new schools according to the district's proposed timeline.

Regarding the Volunteer coordinator meeting, Chitra asked whether a board member will attend. Denise will go and will send notes to the board.

- **From the Treasurer**

Varinder is not getting helpful answers regarding the stipend amount for Mr. Anderson. LWSD

Payroll department is not responsive so we do not have the exact amount of money that needs to be paid.

Recommendation is for Varinder to send an email to Joan, copy Kimo, stating that we need to get the amount in order to cut the check.

Varinder asked Kimo to remind Audubon staff to send their receipts and check requests soon please in order to ensure that they get reimbursed this fiscal year.

Regarding Jogathon fundraising, an announcement will be put in the enews thanking parents and students for doing an amazing job, and reminding them to complete their corporate matching paperwork.

- **Communication**

LWSD has new website, it is much better with a better design. Multiple profiles can access it with specific rights.

Regarding Facebook “Audubon Owls”, it has not been promoted as it has not yet officially launched. Kimo explained that he wants to keep control of the content as much as possible. An official timeline for launching and promoting it has not yet been decided.

- **Fundraising**

Pizza Parties for the “Jogathon winners” took place for kids this week. It went very well, students had a lot of fun.

Regarding Jogathon corporate matching, we need to proceed differently next year, and simplify it. There were issues around the matching coming from Jogathon vs the matching coming from other donations. Chitra recommendation that next year PTSA declares the total for Jog-a-thon to be whatever is confirmed by the day of the Jog-a-thon.

An enews will be sent to parents to thank them for their Jogathon donations. They will be informed that we exceeded the goal of \$17K and are already above \$20,000, while we continue to receive matching dollars. “Don’t forget to confirm your matching!” will be the reminder.

- **School Services**

- Yearbook

Things are moving along in a good way. The schedule is tight but it will work.

- **Staff Appreciation**
The event went very well, with a lot of creativity and a lot of volunteers and coordinators. We need to continue this event in the coming years.
Yumna requested that Michela ask the chairs to request reimbursement for all of the money that they spend – often the chairs will round down in their check requests, for example they will spend \$306 (according to their receipts) but only ask for \$300. We need to know the exact amount of expenses to help us set a reasonable budget for the next year.
After discussion, the recommendation was to budget \$1150 for Staff Appreciation for next year. This amount includes money for an added appreciation event during the year for classified staff.

- **From Outreach**

Coffee with Kimo moved to May 17th. Kimo's suggestion was to use the Audubon Facebook page next year to provide this type of communication & information.
Regarding the Pea Patch/Garden, discussion continued on how involve the teachers and the students and how to organize excursions to the garden during the year.

- **Student Enrichment**

Student Enrichment Report was not provided before the meeting. Therefore, Yumna read to the board members reports sent by the different chairs.

Reflections

Still waiting for the artwork that reached the State level of the competition to be returned.

- Rachel Pai & Debbie Nam, Reflections Co-chairs

Extended Classes

A co-chair (Anita Yue) has been found to help Stacy with Extended Classes next year.

- Stacy Anderson, Extended Classes chair

Math Challenge

Lior and Lilach Shapira have agreed to co-chair Math Challenge next year and Maya and Priya are currently transitioning info to them.

- Maya Stern and Priya Satishbabu, Math Challenge Co-chairs

Art Docent

The Art Docents program is rolling along getting ready for the Art walk coinciding

with International Night on May 25. We'll have some docents available to chat with families about the project from 5-6pm before the gym doors open.

We've had some teachers tell us that there had been docents that stopped helping mid year, so more experienced docents have stepped up to fill in - especially for the International night projects.

We had a successful field trip to Bellevue Arts Museum last Friday - our first of the year. One more to come on June 1st to Seattle Art Museum.

Audrey and Athena will be back next year - we'll be looking to fill Conni's position of co-chair in charge of supplies from within the docent group.

Audrey and Athena attended the LWSF Visual Arts Committee on 5/4/17 to learn about the proposed art curriculum. If adopted by the LWSF school board, it would require teachers to teach 2 art lessons in the 2017-2018 school year using the Deep Space Sparkle Curriculum (predominately a basic drawing and painting curriculum). In 2018-19, teachers would be required to teach 6 lessons. The art docent program at our school can still provide many lesson to enrich the students' art education - especially with 3D mediums, and support the teachers in doing the lessons in the classrooms.

-Athena Rospo, Conni Irias & Audrey Guidi, Art Docent Co-Chairs

- **Events**

- International Night

18 countries are now confirmed: Japan, Taiwan, Portugal, Israel, USA, Ghana, India, South Korea, Bulgaria, Serbia, Russia, Ukraine, Italy, Pakistan, Vietnam, Brazil, China, France.

There will be a PTSA table and an Outreach table which will be next to each other.

Anja is asking board members to help her man the tables.

Denise thanked Chitra for the VP Events Gmail account. It is a good way to get responses from parents. Sometimes they just don't answer because they don't know the name of the person sending email from their personal account. Now it will be easier.

- **General Discussion**

- IXL funds

IXL will not be funded by LWSF next year. Budget committee is contemplating funding it. However, it is possible the program will be much more expensive than in the past. There could be other (cheaper and more helpful) programs, we should survey the community;

- We can put something in the enews
- Ask the staff and the teachers if they are ready to help us distribute a survey
- Launch a survey to know who is using IXL, & if people are using other tools
- Can be a question asked at international night

- Device bought by a 4th grade teacher

One of the 4th grade teachers (a long term substitute teacher) bought a device for her class and asked PTSA to reimburse her for it from the unused classroom enrichment funds for her class. This is the first time PTSA has been asked to fund an electronic/technology device from classroom funds. We do not currently have a comprehensive policy around the use, storage, ownership, maintenance, etc. of technological devices purchased by PTSA and it is strongly recommended that PTSA's not fund these types of purchases without such a policy document in place. In addition, we should check with the Audubon office to see if this is something which can be funded by the school - using District funds specifically for technology.

We will do a follow up with the teacher to better understand and know more about this purchase.

- Backpack Awareness Workshop

Celine attended the workshop organized by Janis Rabuchin from PTSA Kirkland Middle School on May 9th

The purpose of the meeting was to explain Backpack awareness day, and why and how Kirkland Middle started this project - caring about the weight of our middle and high school students' backpacks. Indeed, a backpack should weigh no more than 10-15% of a student's body weight yet today many backpacks weigh around 20-25% of students' weight.

The weight of students' backpacks is a concern of every parent. Kirkland Middle School started to work on it in 2015. They joined the National School Backpack awareness day and organized different workshops with the district.

The purpose of the event is to educate and build awareness for students, staff and parents around backpack safety, including how to size, pack and wear their backpack properly. The purpose is also to create a platform to gather data by weighing backpacks, thus enabling us to compare how our students backpacks measure up to the recommended limits and what corrective actions need to be taken.

Now, they would like other schools to come on board, to have more voices behind this initiative. They are ready to help the other schools to organize this event at their schools.

Denise will be the incoming Rose Hill Middle School PTSA President for 2017-2018. Celine proposed that Denise along with the rest of the RHMS PTSA board offer this event at Rose Hill Middle next year. Denise is very interested and will see what can be done.

They also wanted to inform people at Elementary schools, so that parents have the info early on. The district is preparing a video about backpack weights and how to reduce it. The video will be sent to each principal including principals from elementary schools.

As a first step, Celine proposed putting the link of the video in the Audubon PTSA enews when the video is ready.

- **Adjourn**

President, Yumna adjourned the meeting at 8:55pm – Shannon had to leave midway through the meeting so Yumna chaired the rest of the meeting till its close.



APPENDICEES FROM MEETING INCLUDED BELOW FOR YOUR REFERENCE

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

1. Audubon Elementary received 3 awards in the 2016 WA Achievement Awards - overall excellence, high progress, and English language acquisition. These awards are based on statewide assessment data for the 3 previous years.
2. The next WSPTA Convention will be held May 18-20, 2018, in Vancouver, WA.
3. Four additional Spring Training classes have been scheduled: Transitioning Gracefully or Managing your Non-Profit PTA (5/24, 9.30-11am), and Ready, Set, Go, or Presidents: Plan to Succeed (5/30, 7-9pm)
4. Volunteer Coordinator meeting is scheduled for 5/18, 11-12, at the LWRC. The purpose of the meeting is to seek feedback on how the district can support our efforts in recruiting volunteers and to discuss general volunteer issues.
5. It is time to open our nominations for the WSPTA Golden Acorn and Outstanding Educator Awards.
6. A resolution was passed at the WSPTA Convention on Mitigating Environmental Hazards. This allows the WSPTA to support local PTSA efforts within their own schools.
7. LWSD Boundary Input Process meetings begin this month. These meetings are to determine any boundary shifts for neighborhood schools, as a result of the new elementary and middle schools being built in Redmond."

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

Nothing to report this month

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

Fundraising at a glance

	2016-17 Budget	As of May 11th, 2017	As of June, 2017*
PTSA Donation Campaign	6,800	13,380	13,380
Corporate Matching and Volunteer Time Matching	7,000	7987.5	7987.5
Retail Rebate Programs:	2,500	1103.36	1113.26
Box Tops		520.7	520.7
Amazon		339.32	349.22
Fred Meyer		243.34	243.34
School Photos	1000	0	0
Jogathon	13,000	20031.	20031
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.

Retail Rebate Programs:

Box Tops (Chair - Lisa Wycoff): Nothing to report..

Labels for Education:

Audubon earned 3,928 points from last year balance.

Fred Meyer Community Rewards:

Audubon supporters contributed \$33.36 for QTR 1(2017).

Jog-a-thon:

Great news! We have not only reached, but also surpassed our \$17,000 jogathon goal! Donation totals are now at \$20,031!!

This also means Mr. Spray will be slimed on field day! The students are super excited about the sliming. All of the donation matching dollars that we receive before field day will count towards jogathon.

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*. This is going to be special for Audubon as we have been selected for Seahawks Blitz to make an appearance on Bike To School Day! Blitz will be available 8 – 9 am greeting students as they arrive to school. Great photo op for parents!

Appendix E: School Services

VP School Services: Michela Casazza

- **Yearbook:**
 - Chairs: [Alyssa Zimmerman](#), [Valeria Merz](#)
 - Things are moving faster now: the final order is **325 copies** of Audubon Yearbooks that will be payed in two transactions (5/15 and 6/17). Cover is done, collection of pictures too.
- **Parking Lot Helpers:**
 - Chair: [Julie Conley](#)
 - Nothing to report
- **School Pictures:**
 - Chairs: [Kristina Summers](#), [Colleen Kroeger](#)
 - Nothing to report
- **School Appreciation:**
 - Chairs: [Anne Dang](#), [Ana Arya](#)
 - Last week was Teachers Appreciation Week with the main and final events of this department with lots of volunteers hustling and bustling to accomplish the best celebration: Monday was “Milk and Cookies Bar” Tuesday was “Souper Luncheon” Thursday “Garden Party” and Friday 5/5 “Viva Mexico”. A first email from Mrs. Ansari praised the activity and results of all our amazing volunteers and coordinators.
- **Emergency Preparedness:**
 - Chairs: [Marcelo Albermaz](#), [Joshua Kelch](#), [Bekki Malloy](#), [Daniel Lopez](#)
 - Nothing to report
- **Special Education:**
 - Chair: [Vacant](#)

Appendix F: Outreach

VP Outreach: Anja Mancano

Nothing to report this month

Appendix G: Student Enrichment

VP Student Enrichment: Rebecca Schlachter

Report not provided

Appendix H: Event

VP of Events: Denise Ferguson / Jessica Beecher

• **International Night Rachel Pai, Chair**

- I sent out International night recruitment through the PTSA eNews on 4/23.
- I sent out IN flyers out to all students on 4/27: that brought in more volunteers for hosting country tables, set up/clean up. The deadline for returning registration form on IN flyer is 5/5.
- 15 countries are now confirmed: Japan, Taiwan, Portugal, Israel, USA, Ghana, India, South Korea, Bulgaria, Serbia, Russia, Ukraine, Italy, Pakistan, and Vietnam. A parent from Brazil is interested in helping at a Brazil table. I am confirming with one parent whether she wants to host the China table this year.
- The ELL (English Language Learners) teachers will post a poetry wall instead of hosting a table this year.
- There are five cultural mini workshops confirmed so far: Indian dance, Vedic mathematics, diabolo (Chinese yo-yo), a Mehendi workshop (Indian “Henna on Hands” which was offered last year as well), and Chinese calligraphy.
- Valeria Merz will decorate the display case and the flap boards at the entrance. Cultural artifacts will be collected by 5/5 for the display case.
- Small prizes for the art walk scavenger hunt: around 240 pens (left over from last year’s Jog-A-Thon – thank you to the VPs of Fundraising!). We need an estimated head count to see if more prizes are needed.
- The art docent chair has sent out information to art docents about the preparation for art walk. I will keep in contact with the art docent chairs about guest invitations.
- I sent out emails to the table hosts from the previous year, and two parents who are no longer at Audubon offered to host two country tables again this year. I and the Co-VPs of Events decided that if a parent currently at Audubon wanted to host a table from one of these countries, then the previous year’s host could come and support the new hosts. But this should be an event that showcases the cultures currently represented at Audubon, so we decided not to include parent hosts from other schools/communities unless there was already a table from that country that they could help at.