

Audubon PTSA

Board of Directors Meeting Minutes

Thursday, June 8th, 2017

- **Call to Order**

Yumna Green, President, called the meeting to order at 6:35 pm.

Attendees:

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

Excused Absents: Jessica Beecher

Invitees:

Lilach Geppert, Trina Ring as future 2017-2018 board members
Shannon Stevens as PTSA Community Member

Office Staff: Monique Celeste, Vanessa Ryan, Melissa Reinardy

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

Yumna welcomed Monique Celeste, Vanessa Ryan, Melissa Reinardy, and the future board members and thanked them for joining the meeting

Approval of past Minutes

The Minutes from the Board of Directors Meeting on May 11th, 2017 were presented. Some modifications were requested. Shannon recommended to add in the minutes that she had to leave the meeting. She left just before the President's report.

Varinder motioned that the minutes be approved as amended. Michela seconded. May meeting minutes are **approved**.

- **From Staff representatives**

Monique Celeste had a message from Desiree Woodruff and the safety net teacher, Suzie Fiebig. The safety net class did not receive PTSA funding this year. She asked if next year it would be possible for Safety Net to benefit from classroom enrichment funds next year, especially given that Safety Net's funding from the district is decreasing.

Yumna answered that the proposed budget – which would be presented later this evening - actually funds all the classrooms and programs, including Safety Net, at \$300 equally. Therefore, if the budget is approved in its current form, the safety net class should receive classroom enrichment funds next year. The budget will be discussed by the board tonight and voted on by

the membership tomorrow.

Monique Celeste was very sorry that the discussion from staff started with a complaint. She would like to thank PTSA and particularly the staff appreciation committee. She really appreciated the relationship with PTSA.

Yumna answered by saying she also really appreciated the thankfulness of the teachers. However, she asked them not to feel hesitant if there is a complaint or something that they'd like to see improve. It is always good to know how we can improve. If we want the issues to be fixed, we need to know.

Melissa Reinardy, would like to point out that there were some issues with the extended classes in the library like the space not being left in a tidy and neat configuration, items moved, etc... Yumna thanked her for letting PTSA know and encouraged Melissa to send an email right away to Stacy Anderson (extended classes chair) whenever there is a violation like this. That helps PTSA to address the issue with the vendors right away.

- **From the President**

- **2017-2018 Budget**

Yumna handed out copies of the budget to all the attendees for presentation and discussion. The budget will be voted on tomorrow at the General Membership meeting.

Yumna explained the main changes (increases and decreases) that are proposed for next year.

- Fundraising: Back to school donation campaign and Spring Jogathon have been both increased, based on this year's fundraising numbers.
- Student Support/Enrichment Education (highest budget category)
- Classroom Enrichment: The amount per class is reduced to 300USD but all the classes/programs will be funded including Safety, Net, ELL, Music, PE, etc....
- New programs are added/brought back, like the weeklong all-school dance program, PNB ballet, E-Z grants, etc....
- Math Enrichment could be IXL or another program
- Staff appreciation has been increased based on feedback
- 5th grade ceremony funding is increased
- 5th grade field trip. PTSA will more than double its contribution (from \$2,000 to \$4,500) to help to cover the more than \$14,400 cost – that cost excludes the cost of transportation because PTSA cannot fund transportation costs.

Regarding our projected income, last year there were a lot of cuts because the funds were down. This year there is much more money, so the projections for next year's income were raised accordingly.

In addition, for several years, we've tried to spend down some of the growing cushion of money in our accounts but without success. So this budget spends aggressively (there is a net outflow of almost \$17,000) with the hope that we do spend down some of our bank balance. In addition, we have increased some contingency line items – so we may not spend the entire \$17,000 more than we bring in next year but contingencies will allow us to have a buffer/flexibility in spending.

Monique Celeste asked if when approved, a copy of the budget could be sent to the teachers. Yumna answered that a copy will be loaded on the website. The link will be sent to the teachers.

Some questions on the budget

- The revenues from Read across America should be removed
- Morning Valet Program should be renamed Parking Lot Helpers
- Playground Peace coaches is no longer a program that the counselor runs but it will be left as a line item for now till we see what the Counselor intends. If we need to rename it, we can ask the membership to do so at the September general membership meeting.

President Report

Yumna appointed the members of the end year financial review committee (Conni Irias, Trina Ring and Hadra Schimsher) with no objection from the board.

Next opportunity for Training of Board members will be on 08/22/2017. 4 of the incoming board members are already trained!

Surveys

Yumna listed the main results of the Math and PTSA Surveys – details can be found in the President's report. Chitra recommended that PTSA do surveys each quarter, because it is good to know what parents are thinking.

- **From the Treasurer**

Regarding Jogathon, there are 2 lines of expenses, in the second line there are only paypal fees. Yumna informed Varinder and Trina that even if there will be no board meeting in July and August, we need to have treasure reports sent out for those months also. Varinder will help the co new treasurers to do it.

- **Communication**

Anything to add to the report. Chitra informed the board that the website maintenance fee is due in June. She will pay it and submit a reimbursement request.

- **Fundraising**

Chitra reminded everyone that “slime day” is tomorrow.

Corporate matching went very well. We should send friendly reminders via email with the message “you need to match” during/after back to business day.

- **School Services**

Michela explained that she received no report from the chairs this month. She asked each chair what they would decide to do for next year and received some verbal answers.

- **From Outreach**

Nothing to add to the report. Anja is happy that much more people came for the last Coffee with Kimo.

- **Student Enrichment**

Nothing to add to the report

- **Events**

Nothing to add to the report except that the feedback received from Rachel regarding the International night was really appreciated.

- **Adjourn**

President, Yumna adjourned the meeting at 7:26pm



APPENDICEES FROM MEETING INCLUDED BELOW FOR YOUR REFERENCE

**Appendix A: President’s Report
President: Yumna Green**

Shannon Stevens no longer has a familial relationship with Audubon Elementary and is therefore considered a Community PTSA member – per our Standing Rules. Community PTSA members are ineligible to vote or hold office so as of May 27th, 2017 Shannon is no longer a Co-President of our board. Many thanks to Shannon for her service on behalf of PTSA!

We will potentially have two open positions on our board next year – VP of Fundraising and VP of Student Enrichment. If anyone knows of someone who would be a good fit for either fo these

positions, please let Yumna know as soon as possible. Thank you!

Vicky Gee has volunteered to be our Volunteer Coordinator next year. She's met with Yumna to discuss the role and will coordinate with Yukie and Anja to ensure that expectations and progress is clearly communicated – the volunteer coordinator will report to the Outreach VP.

The incoming board is scheduled to meet with Principal Spray on June 6th, 2017. It will be an informal work session where folks can get to know each other, build connections and share ideas for the future.

The date for the Year End Financial Review has been set – July 26th. Many thanks to Conni Irias, Trina Ring and Hadra Schrimsher - 3 people who do not currently have check signing authority on our accounts and who have agreed to conduct the review for our organization.

The check signing authority on our accounts for the 2017-2018 school year will fall to the 2 Co-Presidents (Yumna Green and Lilach Geppert-Shapira) and the 2 Co-VP's of Communications (Ganesh Sankarakumar and Anna Pauker) if elected as presented on the slate by the Nominating Committee tomorrow.

Principals and Presidents Meeting is scheduled for 10-11:30am on September 19th at the LWSD Resource Center.

Our Council PTSA ended the year with 16,429 members – that is 12% of the entire WA State PTA! Council's membership goal for the 2017-2018 school year is 16,600!!

Region 2 Back to School Conference is tentatively scheduled for the evening of August 22nd. More info, including the location, will be passed along as it becomes available. This is the next opportunity for board members to complete their mandatory board training so if you have not yet completed your training, please plan to attend this conference. Also, please don't forget to email a copy of your certificate of completion to Yumna once you have completed your training.

The Reflections theme for 2017-2018 will be "Within Reach".

Our new Region 2 director is Mindy Lincicome – an ex-Audubon PTSA board member!

35 families completed the PTSA pop-corn quiz survey and 48 families completed the Math Enrichment survey at International Night. The results of those surveys can be found below (the results for the PTSA quiz will be published in the enews).

Respectfully submitted,
Yumna Green

PTSA Popcorn Quiz Survey Results:

- **Do you know what the letters "PTSA" stands for?**
100% of respondents correctly stated that PTSA stands for Parents, Teachers and Students

Association.

- **What do you think PTSA is responsible for?**

100% of respondents correctly stated that Audubon PTSA supports student enrichment programs AND organizes events for the benefit of the school community.

- **How do you know when an event is run by PTSA?**

49% of respondents know, when they read about it the weekly enews.

9% of respondents know, when they see the PTSA banner displayed at the event.

2.5% of respondents know, when they see PTSA people volunteering at the event.

11% of respondents know, when they see it in the enews and/or they see the PTSA banner.

2.5% of respondents know, when they see it in the enews and/or they see PTSA people volunteering.

20% of respondents know, when they see it in the enews and/or they see the PTSA banner and/or they see the PTSA volunteers.

6% of respondents incorrectly thought that the school runs all the events – not the PTSA.

In total, the majority (more than 82%) of respondents know that the enews is a major source of information for PTSA-related events and programs.

- **How much money do you think PTSA will spend on students this year?**

20% of respondents stated that PTSA will spend about \$10,000 on students.

29% of respondents stated that PTSA will spend about 50% of its total funds on students.

3% of respondents had no idea how much money PTSA will spend on students.

48% of respondents correctly stated that PTSA will spend about \$35,000 or 88% of its funds on students.

- **What do you need/require if you want to volunteer?**

86% of respondents stated that volunteers need to be LWSD approved.

3% of respondents stated that volunteers need a lot of time.

3% of respondents stated that volunteers need to be trained AND LWSD approved.

5% of respondents stated that volunteers need a lot of time AND need to be LWSD approved.

3% of respondents stated that volunteers need a lot of time AND need to be trained AND need LWSD approval.

In total, the majority (more than 97%) of respondents correctly stated that LWSD approval is the minimum requirement for volunteering.

Math Enrichment survey results:

48 families (58 kids) responded

44.82% of respondents, use IXL more than 2 hours per month. Breakdown by grade follows:

K – 5.17%

1st – 10.34%

2nd – 12.07%

3rd – 6.90%

4th – 5.17%

5th – 5.17%

22.40% of respondents, use IXL for more than 60 minutes but less than 120 minutes per month. Breakdown by grade:

K – 5.17%

1st – 1.72%

2nd – 1.72%

3rd – 5.17%

4th – 5.17%

5th – 3.45%

29.32% of respondents, use IXL for less than 60 minutes per month. Breakdown by grade:

K – 3.45%

1st – 6.90%

2nd – 5.17%

3rd – 6.90%

4th – 6.90%

5th – 0%

3.44% of respondents have never used IXL this year. Breakdown by grade:

K – 1.72%

1st – 0%

2nd – 0%

3rd – 0%

4th – 0%

5th – 1.72%

IXL was not mandatory across any one grade. It is clear, that teachers are deciding whether to require IXL on an individual basis.

In Kindergarten:

when IXL was NOT required	when IXL was required
22.22% used it more than 2 hours	11.11% used it more than 2 hours
22.22% used it between 1 and 2 hours	11.11% used it between 1 and 2 hours
22.22% used it less than 1 hour	0% used it less than 1 hour
11.11% never used it	0% never used it
66.66% of Kindergarteners who used it, were NOT required to (11.11% never used it)	22.22% of Kindergartners who used it, were required to

In 1st grade:

when IXL was NOT required	when IXL was required
18.18% used it more than 2 hours	36.36% used it more than 2 hours
0% used it between 1 and 2 hours	9.09% used it between 1 and 2 hours
9.09% used it less than 1 hour	27.27% used it less than 1 hour
0% never used it	0% never used it
27.27% of 1st graders who used it, were NOT required to	72.72% of 1st graders who used it, were required to

In 2nd grade:

when IXL was NOT required	when IXL was required
36.36% used it more than 2 hours 0% used it between 1 and 2 hours 18.18% used it less than 1 hour 0% never used it	27.27% used it more than 2 hours 9.09% used it between 1 and 2 hours 9.09% used it less than 1 hour 0% never used it
54.54% of 2nd graders who used it, were NOT required to	45.45% of 2nd graders who used it, were required to

In 3rd grade:

when IXL was NOT required	when IXL was required
27.27% used it more than 2 hours 18.18% used it between 1 and 2 hours 27.27% used it less than 1 hour 0% never used it	9.09% used it more than 2 hours 9.09% used it between 1 and 2 hours 9.09% used it less than 1 hour 0% never used it
72.72% of 3rd graders who used it, were NOT required to	27.27% of 3rd graders who used it, were required to

In 4th grade:

when IXL was NOT required	when IXL was required
30% used it more than 2 hours 10% used it between 1 and 2 hours 20% used it less than 1 hour 0% never used it	0% used it more than 2 hours 20% used it between 1 and 2 hours 20% used it less than 1 hour 0% never used it
60% of 4th graders who used it, were NOT required to	40% of 4th graders who used it, were required to

In 5th grade:

when IXL was NOT required	when IXL was required
16.67% used it more than 2 hours 16.67% used it between 1 and 2 hours 0% used it less than 1 hour 16.67% never used it	33.33% used it more than 2 hours 16.67% used it between 1 and 2 hours 0% used it less than 1 hour 0% never used it
33.34% of 5th graders who used it, were NOT required to (16.67% never used it)	50% of 5th graders who used it, were required to

95% of all respondents said they would use IXL next year, even if it was NOT required.

45% of all respondents only used IXL.

55% of all respondents used another Math program/tool in addition to IXL. Of those, 34.38% stated that IXL worked best for their families and another 25% stated that IXL in conjunction with their other Math program worked best for them. So overall, 59.38% of respondents listed IXL (either alone or in addition to another program) when asked what works best for their

families.

Comprehensive breakdown of the programs/tools that families preferred – only those who used another Math program in addition to IXL:

59.38% preferred IXL (either alone or in conjunction with another Math program)

9.38% did not list a preference (just left it blank)

6.25% preferred K5 Learning

6.25% preferred Ellipsis Math

3.13% stated that any interactive Math program was fine – no strong preference either way.

3.13% preferred Aleks

3.13% preferred Greg Tang Math

3.13% preferred Worksheets

3.13% preferred Singapore Math

3.13% preferred more calculations/practice given by parents in everyday settings (eg. The use of money)

When looking at the **preferred Math programs by grade** (again, only taking into account the 55% of respondents who actually used a program besides IXL), the following trends emerge:

Kindergarten: 50% prefer IXL in conjunction with another program (IXL+), 25% prefer IXL and 25% prefer Greg Tang Math

1st Grade: 75% prefer IXL and 25% prefer K5 Learning

2nd Grade: 50% prefer IXL, 25% prefer IXL in conjunction with another program (IXL+), 12.5% prefer more calculations/practice given by parents and 12.5% did not list a preference (left it blank).

3rd Grade: 25% prefer Ellipsis Math and each of the following is preferred equally (12.5% each for IXL, IXL+, Singapore Math, Worksheets, no strong preference, left it blank)

4th Grade: 66.67% prefer IXL+ and 33.33% prefer IXL

5th Grade: Each of the following is preferred equally (20% each for IXL, IXL+, Aleks, K5 Learning, left it blank)

53.85% of the respondents who only used IXL, stated that they prefer/like it while 46.15% left the answer to the question blank.

Summary of Conclusions

When looking at all respondents:

57% of total respondents preferred IXL (43% IXL alone and 14% IXL plus another program)

26% of total respondents didn't list a preference (left it blank)

The remaining 17% preferred an array of different Math programs and tools (Aleks, K5 Learning, Ellipsis Math, Greg Tang, worksheets, Singapore Math, etc.) but none of those programs garnered more than 3.5% of the total votes.

When looking only at the respondents who used ONLY IXL:

53.85% listed IXL as their preferred program

46.15% didn't list a preference (left it blank)

When looking only at the respondents who used IXL AND another Math program/tool:

59.38% preferred IXL (34.38% IXL alone and 25% IXL plus another program). There is a strong preference (75%) for IXL in grades K-2.

9.38% didn't list a preference (left it blank)

The remaining 31.24% preferred an array of different Math programs and tools (Aleks, K5 Learning, Ellipsis Math, Greg Tang, worksheets, Singapore Math, etc.) but none of those

programs garnered more than 6.25% of the votes.

When looking at current and future use:

55% of all respondents currently use another Math program/tool in addition to IXL while 45% currently use only IXL. 44.82% of respondents, use IXL more than 2 hours per month, 22.40% of respondents, use IXL for 1 to 2 hours per month, and 32.76% of respondents, use IXL for less than an hour per month (3.44% of which have never used it).

When IXL was NOT required by the teacher, there were surprisingly high usage rates of the program (72% in 3rd grade, 66% in Kindergarten, 60% in 4th grade and 54% in 2nd grade). 95% of all respondents said they would use IXL next year, even if it was NOT required.

Appendix B: Treasurer's Report
Treasurer: Varinder Randhawa

Report not provided

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

The website has been updated as usual and issues were fixed.

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

Redmond SchoolPool went well in May. We've about 90 schoolpool calendars turned in by students.

Jogathon prizes have been rolling out nicely. We are getting ready for sliming on field day. We will have a student slime patrol on slime day!

Fundraising Summary 2017	2016-17 Budget	As of June 5, 2017
PTSA Donation Campaign	\$6,800	\$14,130
Corporate Matching and Volunteer	\$7,000	\$10,502.98
Time Matching		
Retail Rebate Programs:	\$2,500	\$1,039.56
Box Tops		\$520.70
Amazon		\$308.88
Fred Meyer		\$209.98
School Photos	\$1,000	\$590
Jogathon	\$13,000	\$20,735
Jogathon expenses	-1,000	
Original Works	\$800	\$727.07
School Pool	\$500	\$1,760
Reserves	-1000	0

		\$48,166
--	--	----------

Appendix E: School Services
VP School Services: Michela Casazza

No chairs reports have been received this month

Appendix F: Outreach
VP Outreach: Anja Mancano

Our last Coffee with Kimo on May 17th was attended by ten parents in addition to three board members. Mr. Spray talked about the benefits of reinforcing learned school material over the summer for a successful transition to a new grade. At the same time, he cautioned the parents not to burn out their children with too many drills and encouraged them to instead help their children keep their love of learning by pursuing their passions on their own terms.

An Outreach table was set up at the International Night so that families could learn more about the PTSA's role by filling out a quick quiz. They also had an opportunity to mark their places of origin on a world map as well as connect with others from their home countries if their country wasn't represented at the event by leaving their contact information. Only one parent took advantage of this. No-one filled out similar forms distributed to the country tables. Therefore, this is a form that could stay at the Outreach table only.

Appendix G: Student Enrichment
VP Student Enrichment:

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 President, Yumna Green.

Reflections – submitted by Rachel Pai and Debbie Nam

The art work for students who advanced to state level have been returned to the LWRC. Rachel picked them up on 6/1 and will return them to the five students.

Rachel would like to chair Reflections again next academic year and would appreciate a co-chair so if board members know of someone would be interested, please let her know. The theme for next year is: within reach.

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

1. The Animals in Art walk was a hit. We heard numerous compliments from kids, parents and staff. We had 2 community VIPs attend (Jessica Rubenacker from The Redmond arts council and Maxine Whattam, the director of parks and recreation for Redmond) and tour with Athena. Audrey photographed all the walls and set up a one-drive, linked to our webpage. We don't have numbers on how many attended, but our guess would be that about 1\2 of the 300 scavenger hunt sheets were taken. The scavenger hunt was a bit too hard for kids alone, but that also helped to get parents to see the art- maybe not a bad design...

2. It was a great coordinated effort with Rachel Pai, International Night Chair.

3. We are having our annual clean up and inventory next week as most classes are done with lessons for the year. Kelley Miller and Kari Tai have been so very helpful in this and all other programs this year to pass on their knowledge!
4. Our second field trip, this one to Seattle Art Museum, took place June 1. We had 8 docents attend.
5. On May 31, we conducted our final training of the year- glazing clay, and demonstrated the classroom set up that Mr. Marchese approves for keeping glaze off the floor- it is difficult to clean out of carpets. 6 attended.
6. Audrey and Athena attended the May 4th Visual Arts Committee presentation at LWRC. The proposal for the LWSD school board is to have teachers start teaching (2) two hour art lessons next year, 2017-18, with a curriculum that the district plans to buy called deep space sparkle. In 2018-2019, teachers would be required to teach 6 lessons a year. This will require planning and coordination between the Art Docents and teachers to define the roles of our group, including proactively looking at issues with defining what supplies are shared and not, what training we offer for docents and what types of projects augment this curriculum and which ones are too close to the curriculum.
7. Athena and Joan Livesey spoke about the new curriculum a little, and she indicated that she'd add a time in the teacher's back-to-school training for Audrey and Athena to speak to the teachers about this.
8. We have asked that art be taken down by June 16 and returned to students for the End of the year.
9. We will be looking within our docents to find a supplies co-chair, as Conni will be finishing her time this year. She has graciously offered to help mentor her replacement.
10. There are possibilities for more summer art, in collaboration with the city of Redmond with So Bazaar.
11. We will evaluate whether we continue to do the art of Discovery with the Seattle junior league next year, based on our docent's availability for such a concerted effort.

Extended Classes – submitted by Stacy Anderson

Nothing to report

Math Challenge – submitted by Priya Satishbabu & Maya Stern

Nothing to report

Appendix H: Event

VP of Events: Denise Ferguson / Jessica Beecher

Chair for International Night: Rachel Pai / Summary of International Night (Thursday, May 25):

- Art walk was open from 5-8 PM; volunteers staffed a table at the main entrance to distribute an art walk scavenger hunt sheet and International Night check list sheets
- International Night went from 6 – 8 PM
- Inside the gym:
- 17 country tables: Japan, Taiwan, Portugal, Israel, USA, Ghana, China, France, India, South Korea, Bulgaria, Serbia, Russia, Ukraine, Italy, Pakistan, and Vietnam, plus a

- PTSA outreach table
- Three mini cultural workshops: Vedic Math (hosted by the India table), Chinese Yo-Yo (Diabolo), Chinese Calligraphy (hosted by the Taiwan Table)
- Outside the gym, under the covered blacktop area: Three mini cultural workshops: India dance, Hand Henna, Saree wearing (hosted by the India table)
- As of June 1: six country table check request forms and international night general expenses (napkins, food sample containers, table cloth rolls) have been submitted, totaling \$189.36. More check request forms are expected in the next week.

Evaluation of Event

There are some changes I made to International Night this year:

- Performances were replaced by cultural mini workshops.
 - It made the flow of the event more smooth and relaxed.
 - Event participants had more time and chances to stay at country tables. Had more hands-on cultural experiences and interactions with the hosts.
 - Reduced a lot of preparation work for the chair and volunteers.
- Did not offer a passport and stamps, but prepared an International Night checklist sheet instead
 - Reduced a lot of preparation work for the chair and country table hosts and Art Docents for the art walk
 - Saved time for country table hosts: they didn't have to stamp participants' passports and could spend more time focused on hosting their country tables.
 - Saved money by not having expense of the passports
 - International Night checklist sheet provided information about the list of country tables, mini cultural workshops and dance workshop schedule. I hoped the checklist provided enough information for the event participants.
 - **For next year:** I will reduce the number of copies for International Night Checklist sheets. I made 300 copies this year, but had many left.
- Added PTSA Outreach table/PTSA survey table
 - Intention was to reach out to new families to join PTSA
 - PTSA could collect feedback from members
 - Printed out "new family connection" forms for the Outreach table and each country table (forms for contact information for families from each of the countries represented), but none of the forms were returned. I think participants just wanted to enjoy the event.
 - Can check with the Outreach VP and board members who hosted country tables at the event about how well they thought this part worked.
 - **For next year:** No need to prepare new family connection form.
 - Can check with office to get information about incoming families and refer them to similar cultural groups
- Sent several emails to country tables hosts with detailed information for preparation, setup/clean up and reimbursement. Hosts responded that made the process easier and clear. Also the table hosts did a great job of cleaning up the gym after the event.

- Checked several times with Tony Marckese (daytime custodian) about the availability of tables and sound system equipment. After making some modifications to the table arrangements, I brought a new map to Tony and confirmed the layout with him. I also invited him to attend the event. Even though he ended up needing to work that night, I gathered many food samples for him and put them on his desk. I wanted him to feel respected and included in the event.