

**Audubon PTSA**  
**Board of Directors Meeting Minutes**  
**Thursday, October 20th, 2016**

- **Call to Order**

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

**Attendees:**

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

**Guests:** Principal M. Kimo Spray and 4th Grade teacher Mrs. Angela L. Ansari

**Absents:** Deepa Vittal, Ganesh Sankarakumar

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

Yumna welcomed the 4<sup>th</sup> Grade teacher representative, Mrs. Angela L. Ansari and the Principal Mr. Kimo Spray.

**Approval of past Minutes**

The Minutes from the Board of Directors Meetings on September 22nd, 2016 were presented and some corrections were made.

Denise noticed we should have an explanation on what the current PTSA policy is for 3rd party groups outside of our organization. Yumna will prepare a paragraph outlining PTSA's current policy that will be added to the minutes.

Therefore, the approval of the September minutes are tabled till the November BOD meeting.

- **From Staff representatives**

Mrs. Angela L. Ansari thanked all the parents volunteers and the PTSA for the Staff Appreciation Lunch: "It was so good but also so beautiful".

She also thanked PTSA-for the Art Docent classes.

She noticed the good news about the fundraising (double what we expected so far this year) and asked if she could share the news with the other teachers. Answer was yes.

Mr. Kimo Spray also thanked the PTSA.

He wanted to keep HEHE PTSA informed about the Continuous Improvement Program (CIP). Interesting discussions started at District level. Discussions are focused on:

- How to involve the community to understand what teachers and staff are doing at school
- How to communicate what teachers and staff do
- How involve parents
- How we keep parents in the loop
- How to work together.

- **From the President**

No questions on the President's report.

Yumna appointed the following chairs, with no objection from the board:

- Back to School Packets - Beth Benincasa
- Staff Appreciation - Anne Dang & Anahita Arya
- Webmaster - Chitra Ramalingam
- Hearing & Vision - Michela Casazza

- **From the Treasurer**

July and August reports will be added to the Minutes.

Yumna informed the board members that the annual insurance bill has been received. She described what is covered and noted Terrorism and Social Media coverage are options that we don't currently have but that could be added. Board agreed to keep our current AIM insurance policy limits and coverage unchanged from last year and the check for renewal was written and signed.

Questions on Treasurer's report:

- 314,44USD expenses: correspond to a net amount of various items. Varinder will look into it and get back to us with the details.
- Item 1.9 Reserve: the amount allocated is for the playground. We should decide whether or not we want to specify the purpose of the reserve. If answer is yes, wording should be changed.
- Money allocated for events like the Jog-a-thon: we should adjust the presentation of the budget to clearly show what the expected expenses are as well as what the expected income is.
- No expenses for welcome coffee: detail of expenses have been received after the presentation was sent.
- Reserves: this item should match with the wording of the 1.9.

Decision: all the remarks and corrections will be taken into account when the budget is revised in November. After discussions, the decision was to get back to the board next month with all the answers and to take them into account accordingly in the revised budget to be presented to the membership next month. As the revised budget must be ready before the next board meeting, discussions and consensus can be conducted and achieved over emails before Nov 10th.

- **Communication**

Some corrections were made on the report: Online Directory is available but not updated with school directory information.

- **Fundraising**

Discussion around school photos. The photo company made an error in the printing of our student order forms. The budget needs to be updated to reflect that we no longer receive fundraising dollars from our photo provider, like we did in the past.

Correction on the report:

- some corrections needed to be made to the table.
- Total membership count as of 10/7 is 386 instead of 364.

Question and remarks

- Amazon smile: the link is not working, when we click it, it goes to Amazon.com. Fundraising VP will check it and review the process.

- **School Services**

Remarks on the report

- School pictures: Kristina and Colleen will get in touch with Valeria as they need the same information.
- Emergency Preparedness: PTSA members are more than welcome to join the event. It is free.

Following the resignation of the VP Student Enrichment, Leigh-Ann Pridmore, Michela (VP of School Services) is happy to have our Special needs chair, Alicia Scriban, report to her.

- **From Outreach**

No remarks on the report.

Anja noticed information on PTSA banner is incorrect (wrong web address). She was wondering if we need a new sign. Decision was to talk about it during budget discussion. In the meantime, Anja would get quotes for the cost of a new sign as well as the cost of placing a strip with the correct web address on the current

sign.

- **Student Enrichment**

Chairs is still needed for extended classes. This is a big concern. Yumna has already sent emails to volunteers who may be interested in chairing extended classes. No responses received yet. She plans to follow up with calls.

- **Events**

No PTSA money was required for the food trucks that were booked for Back to School BBQ. They exceeded their minimum sales.

Denise informed the board Math Puzzle Hunt will move from Thursday Nov 3<sup>rd</sup> to Jan 19<sup>th</sup> to avoid to having 3 events the same week (Halloween party, Hearing & Vision & Math Puzzle Hunt).

Denise proposed to add to the enews a message for parents who are ready to help for volunteering. The message should include the name of the person to contact.

- **General Business: Discussions**

- **Cost of choir**

Yumna explained to the board members that more money has been collected for this extended classes than is typical. PTSA policy is not to fundraise with extended classes. PTSA charges a \$10 fee per student per class and the majority of this fee covers the costs of running the program (PayPal fees, forms, fliers). Therefore the proposal is to issue refund of \$45 per enrolled student the families with children in choir class.

Michela moved, Denise seconded. **Motion approved.**

- **Book it Theatre Assembly**

Funding for this assembly was cut in 2016-2017 budget. Unfortunately, this event was booked a year in advance. School wants to know if PTSA can help to cover the 615.44 USD cost.

3 proposals were-presented to the board

- Use the student support/enrichment contingency to fund this either fully or partially
- Go to the membership at the next general membership meeting and ask them to add a new line item funding this assembly
- No funding

After discussion, the proposal submitted to the members is to fund the full amount from contingency and ask the membership when the budget is revised to increase the student support/enrichment contingency by 620USD.

Denise moved and Chitra seconded. **Motion approved.**

For next year. We should discuss with Mrs. Reinardy & Ms. Johnson what they want to do going forward. Is this assembly something they think they might want to continue offering?

- **PTSA membership for extended classes. Pros and Cons of making memberships mandatory for extended classes. Going forward what do we want our policy to be?**

The current PTSA policy specifies only PTSA members can participate in the extended classes. Discussion was shared between the members whether it is a good idea to impose this restriction on parents (having to be PTSA members in order for their student to participate in Extended Classes.)

Some parents are ready to volunteer but do not understand why they need to be a PTSA Member. Isn't it sufficient for just the dedicated chaperone to be a PTSA member?

PTSA's goal is not to impose forced membership on to the community. It is more a question of liability. If a problem arises in an Extended Class, PTSA needs to be sure that we will be covered by our insurance policy. This means that we need to do our part in ensuring that each extended class is being chaperoned by a PTSA member who has passed a background check through the district. Our dedicated chaperones meet this requirement. However, if ever a dedicated chaperone cannot chaperone an extended class because of an emergency (and this does happen) and then asks a parent of another enrolled student to chaperone, we could very easily have a situation of a non-PTSA member chaperoning an extended class – which voids our insurance coverage. In addition, mistakes are more prone to happen when you have a chaperone who is

unfamiliar with the procedures and processes of an extended class. So not only would PTSA be put in a higher risk situation but we'd have no liability coverage through our PTSA insurance. In addition, access to extended classes is advertised as an immediate, tangible perk of PTSA membership.

- **Adjourn**

President, Yumna, adjourned the meeting at 9:50 pm.



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

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

Presidents' Report

Oct 13, 2016 Board of Directors Meeting

Leigh-Ann Pridmore has resigned as VP of Student Enrichment and Katie Citron has indicated that she will not be available to chair Extended Classes in the second half of the school year. If you know of any who may be interested in filling either of these roles, please let the Presidents know. Please also let the presidents know as you find new chairs for each of the positions that report to you, so that the chairs can be formally appointed at the next board meeting. Friendly reminder that all chairs are required to be PTSA members – per our standing rules.

None of our board members have indicated that they plan to attend Legislative assembly this year. Legislative Assembly takes place in Olympia on 10/21 & 10/22 and it would be great if Audubon PTSA is represented. We have a budget of \$300 to help cover travel expenses.

The Washington State Standards of Affiliation contract has been completed for our PTSA and the presidents submitted the signed document on Oct 7, 2016. A copy of that document was emailed to all board members prior to this meeting.

LWSD is adopting a new visual arts curriculum called Deep Space Sparkle (DSS), which is being piloted in the 2016/17 year, with partial implementation in 2017/18, and rolled out to full implementation in 2018/19. DSS is a program of 6 coordinated lessons for each grade (K-5), aimed towards a comprehensive program across the six grades. DSS lessons will be taught by teachers, using school art supplies. DSS is designed to complement the PTSA Art Docent program, and the two will run concurrently.

Pantry Packs are provided to students in the LWSD who experience food insecurity during weekends and breaks from school. Hopelink is running a campaign during Microsoft's Giving Month under the Feed WA banner. We have been asked to help raise awareness.

Many thanks to our volunteer Anahita Arya who put together our scholarship basket for the LW PTSA Council auction. She prepared two baskets with the following themes: 'Keep calm and eat cake' & 'A Taste of Italy'. Baskets will be auctioned in Dec 2016.

Brown Bag lunch on Oct 20, 2016 at noon at the LWSD Resource Center – topic of discussion is "School Start Times, 7-Period Days & Other Expanded Schedule Options: Update on the College and Career

Readiness Task Force”.

12 out of 12 current board members trained!! Many thanks board members and well done!

Our next General membership meeting (Nov 10<sup>th</sup>) takes place before our next board meeting (Nov 17<sup>th</sup>). We hope to elect our Nominating Committee at that Nov 10<sup>th</sup> meeting. If you know of anyone who would like to serve on the nominating committee or if you would like to serve on the Nominating Committee, please let the presidents know before Nov 10<sup>th</sup>. The presidents and anyone who has served on the Nominating Committee for both of the past two consecutive years, are barred from serving on the Nominating Committee.

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

**Treasurer: Varinder Randhawa**

- Back to School Campaign has so far collected over \$13,000 and that is more than double what we budgeted for.
- We’ve had some corporate matching but I think we need to push for parents to fill in the paperwork for their organizations so that we can get the benefits of their company’s matched funds.
- I have moved \$1000 as an annual savings to the reserve account.
- Marie Beverly filed the 990 for us online.
- Raz-Kids is paid for the year.
- Overall I think we are doing just great. The check requests for Enrichment funds have started to pour in especially after the first meeting with the staff.

### **Appendix C: Communications**

**Co-VPs Communications: Deepa Vittal / Ganesh Sankarakumar**

Chairs:

We would like to nominate the following chairs for formal appointment:

Khristine Schaffner - eNews

Deepa Vittal & Chitra Ramalingam - webmasters

Beth Benincasa - Back to School Packets

Other updates:

- Website has been updated with the Chairs for 2016-17, so far. Chairs will continue to be added as more are appointed.
- Math challenge events have been updated along with notifications in enews and on website.
- Outreach email account was created, and appropriate members were added for email forwarding
- Volunteer handbook was not available on the website. It has now been created and added to the homepage.
- Calendar updates completed:
  - Book Fair dates, as requested by the Librarian
  - Halloween party date moved, as requested by the school (via Yumna)
  - Cleaned up the events (removed those not carried over to this year)

- Online directory: is available, but need to be updated with the school directory.

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

**Fundraising report for October 13th, 2016:**

**Fundraising at a glance**

Budget 2016-2017	As of October 13th, 2016		As of June 2017*	
PTSA Donation Campaign	6,500		13,320	
Corporate Matching and Volunteer Time Matching	7,000		480	1890.48
Retail Rebate Programs:	2,500		194.26	246.80
Box Tops	0		0	
Amazon			93.79	143.33
Fred Meyer			100.47	100.47
School Class Photos	500-1000		0	?
School Photos Rebate	1500		0	0
Jogathon	12,000		500	500
Original Works	800		0	0
Misc. Fundraising	500		0	0
Reserves	(1000)		(0)	(0)

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

**PTSA Donations:**

We have doubled up the budgeted amount, now at a total of **\$13,320** towards donations.

**Next Steps** - Reach out for Employer donation matching.

**Membership report:**

We are at 58% memberships. Total Memberships count as of 10/7 is 386. The Owl Package membership drive ended September 30 with a great response through September. Memberships have been updated to PT Avenue. No invoices yet at PT Avenue, the treasurer should be getting one soon.

We are at 10% more in memberships than last year so we may qualify for the Platinum Award in WA State Membership awards. More information will become available as invoices are sent and paid out. There are 24 families with only single parent listed but have taken family memberships. I am sending email reminder to

parents asking to list the other adult member to their account. This will directly add 24 more members.

**Next Steps** - Update the Galaxy Star poster in the hallway with more stars. Goal is to get membership to 70% this year.

**Retail Rebate Programs:**

**Box Tops:**

**Nothing to Report**

**Labels for education:**

**Nothing to Report**

**Original Works:**

Original Works is back again! Audubon PTSA is working with Original Works art fundraiser this year that is going to be a fun and artful fundraiser for the kids. Kids will be creating their own artwork project and can place order for individual, quality products with their artwork. Most products are under \$10, and can be great gifts for the holidays! We are planning to distribute the packets by next week. Original Works offers 33% – 50% of their Profit to Audubon PTSA.

**Misc. Fundraising:**

**RedmondSchoolPool:**

Audubon PTSA is participating in Redmond School Pool this October 2016 to encourage students to walk, bike, carpool, or ride the school bus. Students can earn rewards by logging their trip to the calendar and turn in at the end of the month. Audubon PTSA will earn \$10 for each returning calendar

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

- **Parking Lot Helpers:**
  - Chair: [Julie Conley](#)
  - The weekly schedule is pretty much complete; we need 1 more parent for Wednesday am.
- **School Pictures:**
  - Chairs: [Kristina Summers](#), [Colleen Kroeger](#)
  - Picture day is coordinated for Tues Oct 11. Classes are signed up. Volunteers are ready. Forms have been distributed.
- **School Appreciation:**
  - Chairs: [Anne Dang](#), [Ana Arya to be appointed](#)
  - I met Anna who recruited Ana and they have both shifted into high gear for conferences week: they contacted the list of volunteers and signup genius invites are almost ready. They are planning an English themed tea bar and a French inspired luncheon.
- **Yearbook:**
  - Chairs: [Alyssa Zimmerman](#), [Valeria Merz](#)
  - We met together last week and set the foundations for their job: they will most likely split competences (gather pics+parents, pic composition)
- **Emergency Preparedness:**
  - Chairs: [Marcelo Albernaz](#), [Joshua Kelch to be appointed](#)
  - Marcelo is last year co-chair (thou his kid is not coming to Audubon,) will serve as co-chair

or will transition the 2 new co-chairs. (We'll meet on Tuesday; I'll have an update for the BOD meeting)

- Joshua is a 4<sup>th</sup> grade dad firefighter very willing to participate, collaborate and give his invaluable contribution (cpr classes for teachers/ptsa).
- Hearing and Vision:
  - Chairs: TBD maybe Bekki Malloy
- Kindergarten Registration:
  - Chairs: TBD maybe Lital Ziklik

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

The volunteer orientation took place on October the 6th. More than twenty parents attended, several of them new to Audubon. Our old PTSA volunteer response form (that used to be included in the back to school packet) was updated by VP for Events Denise Ferguson and filled out by many of the attendees. An earlier presentation date would be useful to identify those volunteers who are interested in the earlier events such as the school photos event. A new orientation PowerPoint presentation was created to assist next year's VP of Outreach. While discussing any procedural updates for our volunteers, our registrar and office manager decided on a plan to post rules in the workroom.

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

#### **Student Enrichment Reports for Oct 2016 Board Meeting**

The Vice-President of Student Enrichment has resigned. The chairs who report to the VP of Student Enrichment submitted these reports directly to the Presidents.

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

We have increased our winners for every non-holiday challenge to 20 (last year it was 12) due to the increase in school numbers but we will have our budget at/under \$300.

#### **Reflections – submitted by Rachel Pai and Debbie Nam**

Debbie and Rachel registered Audubon PTSA for reflections program, posted several posters around school, and set up a Reflections corner in the library. They put out a poster, banner, copies of the registration form (8 have been picked up so far) and copies of the rules for students to pick up at the library. In addition, they've requested morning announcements about Reflections, and submitted files for PTSA e-news submissions. The chairs plan to do some promotion of the Reflections program during lunch at school.

One of our Reflections chairs, Rachel Pai, is not currently getting enews. Are all PTSA members and parents getting it? In order to spread more awareness about the program (and to help inform those who may not be getting enews), the chairs are planning to send home copies of the registration form with students. Hopefully, this will encourage more students to participate.

Chairs really need help in finding judges. So far they have found two judges for photography who are personal friends of Rachel's and own a photo studio. We really need to find more judges for the other categories. Any help, tips and advice that board members can give in this regard, would be greatly appreciated. We will need to start working on judge scoring sheets, and prepare students' portfolio material in order to get students work submitted on time.

Thank you very much!

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

1. We more than a week into our Artist in Residence program and it is going well. Docents will be posting drawings this month.
2. We are looking to hear back on decoupling the art walk from the International night. Can you let us know if it can be with a showcase of the reflections work?
3. We have at last count over 60 docents - many returning! I think we have 3 teachers who do not have dedicated art docents at this point (Hansen, Strunk, and Mackay), and several who only have one. We would love to have volunteers who are willing to be assigned to classes even if their kids are not in those classes.
4. We had an art docent orientation last Thursday morning (Sept 29) - it was well attended with about 30 people - many who are new to the school. I am happy to email any interested parties our powerpoint presentation that we used that day. It has lots of information, most importantly that we need to reserve supplies for lessons - there is a calendar in the art room #116.
5. We also took a tour of the areas in the school that are important for docents to know: Tony Marckese's (Head Custodian of Audubon Elementary) office sink, where we will clean up after large, messy projects in the cafeteria. The main office - adult bathrooms near the conference room, the work room, PTSA Office - some of our supplies are there Blue recycle bins in the hall by PTSA office, Custodian's closet, Room 140, to use to clean supplies used in classrooms (get key from Joan Livesey), Glass case near library - can be reserved to display 3D art items -calendar will be placed near it to reserve spot for 2 weeks, Art Supply Room 116 - most of our supplies are kept here, calendar for supply reservation and supply request sheets will be placed here. Please note that we are still organizing this space - our co-chair in charge of supplies is Conni Irias - she and the transition team are working very hard to make it a great space to work and meet in. Kiln is in Room 110 (Ms. Dunford's class) - please refrain from using this until you have received training on this and have coordinated with Athena Rospo on when it can be used.
6. There will be a training with Maxine Pippin on Sunday October 16 from 1-4pm. Sign up for this will be out this week, signing up in advance is mandatory so that enough materials are prepped.
7. The materials for the art program are in room 116 our art supply room and in the PTSA office. There are materials that we share with the teachers that are located on a wall in the room 116 and will be labeled - such as the drawing paper, tissue paper, tempera paint and water colors. All other materials are to be used only for art docent projects.
8. The butcher paper rolls are for the whole school and are in that room also and can be used for bulletin boards, tables, etc.
9. Audrey and Athena will be attending a district curriculum meeting on October 19.

### **Special Needs – submitted by Alicia Scriban**

I've asked Joan if Kimo Spray (principal) or Ian Maver (associate principal) will be the point person for SN liaison but haven't found out yet. Once I do, I'll meet with them, talk about what they expect and convey some concerns I have already heard from parents of kids with special needs. I will bring along an introductory letter for their approval and once they've signed off on it, I would like to send it out via the PTSA so that anyone in the community who wants to learn about special needs or connect with other families can get in touch with me.

### **Extended Classes – submitted by Katie Citron (chair) and Juliette Stephenson (volunteer)**

Great handover from Conni and Citra – gave us enough information without overwhelming us and were always on call for questions/help.

EC system far easier for EC chairs to manage rather than asking someone else to do it. Able to make speedy updates and keep content accurate. However, EC reports could be better. The system isn't very user friendly when trying to manage numbers e.g. when someone cancels they shouldn't still be included in the registration count as it's confusing. EC policies need reviewing and each document needs to reflect what is written in all other places, e.g. it needs to be clear on all communication that EC are only available to PTSA members.

Ellipsis math have asked to run their class at a different time to coding as there's cross over between interests.

Trendy Crafts could have been filled twice over. If the class is well received consideration should be given to moving it to a bigger space.

Cartooniversity had to be cancelled - priority should be given to finding them a better slot next session.

Drama would like 2 spaces if possible to accommodate all grades

Choir numbers spiraled out of control (52 kids) as teacher chose to send a flyer home to all 3-5 graders and accept email registrations without our knowledge, but Anja (chaperone) says class is going well

There should be 1 standard contract template which should be sent to all vendors.

Lastly, I would say it is imperative that the board clearly communicates any new policies/directions/initiatives to ALL key PTSA volunteers in a timely fashion so expectations can be met.

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

### Back to School BBQ: Jessica Beecher and Denise Ferguson, Co-chairs

This family-friendly event was held on Friday, September 23, from 5:30-7:30 PM. It was well-attended and the weather held. As a precaution, we did set up the band, extended classes tables, and Art Docent craft table in the gym, and as well as some tables for dinner. Under the covered area were more eating tables and the bake sale; the food trucks and the King County Sewer truck and outreach tents were set up on the periphery of the covered area in case of rain.

The 4<sup>th</sup> graders held their annual bake sale at the BBQ (held to help defray the costs of their field trip to Pioneer Farms). They did a record amount of sales this year, bringing in \$792.60.

Two food trucks offered dinner options: Falafel Salam, which was here last year; and Savor the Flavor, a new local hamburger truck. They both offered vegetarian options.

King County Outreach was very successful. They reached families who were not aware of the sewer renewal plan that will affect Audubon traffic and surrounding areas, because until now community outreach has been limited to immediate surrounding neighborhoods. They would like to return next year to give Audubon families more information on the upcoming construction project.

**For next year:** If future chairs plan to hire food trucks, then it would be greatly advisable not to reduce the BTS BBQ budget further, due to deposits and minimum sales requirements (the 2016-2017 budget was originally \$500, increased to \$850), or there should be a contingency fund made available for such situations. Or the event could be changed to a "Back to School Picnic" and all families could be encouraged to bring their own dinners and purchase snacks, drinks, and baked goods from the 4<sup>th</sup> graders with no food trucks on site. Buffet-style food offerings are not advisable because of health code regulations and food safety concerns.

### Math Puzzle Hunt

This event is scheduled for Thursday, November 3, from 6-8PM. We are currently talking to a couple of people about chairing this event.