

Audubon PTSA
Board of Directors Meeting Minutes
Thursday, November 17th, 2016

- **Call to Order**

Yumna Green, President, called the meeting to order at 6:31 pm.

Attendees:

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

Excused Absents: Chitra Ramalingam

Guests: 2nd Grade teachers' representatives: Ashleigh Garcia, Ally Meyer, Dauri Kreidel-Reimer, Debbie Ellis.

A quorum was present for the entire meeting. Proper meeting notice was provided. Yumna welcomed the 2nd Grade teachers' representatives, Ashleigh Garcia, Ally Meyer, Dauri Kreidel-Reimer, Debbie Ellis.

Approval of past Minutes

The Minutes from the Board of Directors Meetings on September 22nd, 2016 and October 20th, 2016 were presented.

Denise noticed it would be good to add a conclusion to the decision to keep the existing policy. The below wording is added to the minutes:

“Given these factors, the board feels that we should continue with the current policy. We will require PTSA Membership for enrollment in the extended classes program.”

Minutes amended for September and October meetings are approved.

- **From Staff representatives**

Question: K teachers requested if possible to use all the money of their Grade Level Learning budget for Toy Maker event. Answer from PTSA Board is yes.

- **From the President**

- **Council Sign Up Challenge**

LW council has issued a challenge, Presidents are encouraged to invite board members to attend Council meetings with them in order to learn a little more about our parent PTSA structures and the work they do on our behalf.

Therefore, Yumna and Shannon invited each member to commit to attend to at least one of the remaining Council meetings for the rest of the year.

The schedule was handed out. All time slots were filled. For each coming Council meeting, a PTSA Board Member from Audubon will attend the meeting with the presidents. Yumna and Shannon thanked everyone for their continued commitment.

- **Co VP communication**

Deepa Vital left Audubon Elementary School, the position is vacant and has to be filled. Anna Pauker has shown an interest - After meeting with Ganesh and Chitra to discuss the position in detail, she agreed to fill the position.

The board appointed Anna Pauker as the acting Co-VP of communications. The formal election will proceed during the next General Membership Meeting.

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

- Enews - Kristine Schaffner
- School Pictures - Kristina Summers and Colleen Kroeger
- Emergency Prep - Marcelo Albernaz, Joshua Kelch and Bekki Malloy

- **From the Treasurer**

Varinder explained she did the reconciliation. 20 USD need to be reconciled. It is not a big issue, She just need a little more time to fix it.

She already did the move for photo and contingencies.

Nothing is forecasted for Jogathon expenses. Therefore, in line item 1.2 500 USD must be added as an outflow for Jog-a-thon expenses.

- **Communication**

As mentioned before, Deepa is leaving and is replaced by Anna as Co VP Communication.

Nothing to add to the report

- **Fundraising**

Line item Original works: when expenses paid amount will be will be closer to \$1000

- **School Services**

- Current hearing and vision events moved.

Michela met the nurse to try to figure out and identify what can be Improved for next year.

They already know time slot has to be optimized as kindergarteners need more time.

Michela is currently updating the handbook for next year.

- Michela still need a chair for Kindergarten registration
- Traffic / Rush hours
Some altercations have been noticed between traffic volunteers and parents which creates frustrations.
It seems that with the increase of students number this year, the area of drop off needs to

be extended.

Michela will attend Coffee with Kimo to talk about how to improve rush hour procedures and deal with sewer project disruption.

- **Emergency**

This is a top priority. Snow emergency did not go well in a previous year, and it can be tricky with the increased number of kids and therefore needs to be improved.

Michela explained they will try to involve more parents for the emergency practice drill in March. It will be nice to spread the knowledge.

- **From Outreach**

No remarks on the report.

- **Banner**

During last board meeting, Anja noticed information on PTSA banner was incorrect (wrong web address). She got quotes for a new sign banner and for the cost of placing a strip with the correct web address on the current banner. Quotes have been received.

Discussion was shared about the 2 options

After vote, decision of the board was to buy a new banner

- **Student Enrichment**

Nothing to add to the report, however, Yumna informed the board that the reflections assembly and Winter concert will be on December 8th.

- **Events**

Nothing to add to the report

No questions.

- **General Business: Discussions**

- **Science Fair**

Yumna informed the Board Members that Kimo would like PTSA to drive the event. This is an important change and we need to figure out and decide how this will change the requirements for this event.

Playground

Playground is an important line items in the budget. We put the money forward for the coming years. However, it should be confirmed during next meeting the 2 separate lines items 3.4 'Playground Designated Fund' and 1.9 'Reserves' are designated for the Playground.

- **School Dance**

After different comments and questions about School Dance events, discussion was shared about possibility to re-introduce this event.

Yumna explained previous School Dance events created friction between parents, volunteers and school over several years. Decision taken was to have a break to save the relationship with the school.

However, if some parents are motivated to organize this event again, they are welcome to come to the board to present their plan. Then the board could decide whether to put it in the calendar for next year.

- **Adjourn**
President, Yumna, adjourned the meeting at 7:30 pm.

* * * * *

APPENDICEES FROM MEETING INCLUDED BELOW FOR YOUR REFERENCE

Appendix A: President's Report

President: Yumna Green / Shannon Stevens

Presidents' Report

Nov 17, 2016 Board of Directors Meeting

We are very sad to bid goodbye to our Co-VP of Communications, Deepa Vittal. She has purchased a home in another school district so is moving outside of our school's attendance boundary. Anna Pauker has shown an interest in possibly filling the vacant board position left by Deepa's departure - she will make a final decision after meeting with Ganesh and Chitra to discuss the position in detail.

Each month the presidents are required to attend LW PTSA Council general membership meetings. Council has issued a challenge to all local PTSA's - the 'Council Sign-Up Challenge'. Presidents are encouraged to invite board members to attend Council meetings with them in order to learn a little more about our parent PTSA structures and the work that they do on our behalf. So here is our invitation. Shannon and I would be delighted if each board member would commit to attending at least one of the remaining Council meetings with us for the rest of the year. Denise attended the November Council Meeting - thank you Denise! Here are the dates and times for the rest of the upcoming ones. ***Please sign up to attend at least one. Thank you.***

Dec 1 at 9:30am

Jan 5 at 7pm

Feb 2 at 9:30am

Mar 2 at 9:30am

Apr 13 at 7pm
May 4 at 9:30am
Jun 1 at 9:30am

Audubon PTSA received recognition at the November Council meeting for receiving a Silver membership award (5% increase in membership from last year, as of Oct 25th).

The Council Scholarship Basket Silent Auction and Raffle takes place on Dec 1 (immediately after the Council General Membership meeting). All proceeds from the Auction goes toward funding scholarships for seniors in our school district so please stop by and support our LWSD seniors by bidding on a basket or two! Audubon PTSA submitted 2 baskets ('A Taste of Italy' & 'Keep Calm & Eat Cake').

The turn in date for Reflections entries to the Council PTSA is Nov 21. Council would appreciate any help that they can get from volunteers to receive and catalog the various art pieces (anytime between 8am - 3pm). Thank you.

LWSD now has 29,008 students (as of October 1st), making it the 3rd largest school district in the state, behind Seattle and Spokane.

Audubon PTSA Nominating Committee (Denise Ferguson, Efrat Hurvitz & Lisa Santee) was elected by the membership at the November 10, 2016 General Membership Meeting. Alternates are no longer elected for Nom Com. If a committee member has to be replaced, the board appoints a replacement.

Audubon PTSA general membership approved the following budget amendments on Nov 10th: Decrease School Photos line item from \$1,500 to \$1,000 & increase Student Enrichment/Support Contingency from \$750 to \$1,370.

Audubon Elementary has decided that the Science Fair will no longer be teacher-driven. They'd like for it to be PTSA-driven.

Discussion Item

Do we want to purchase a vinyl strip (\$17.50 plus tax and shipping) to update our Outreach banner or do we want to purchase a brand new Outreach banner (\$54.40 plus tax and shipping)? Community & Volunteer Involvement Contingency Funds (\$100 in the line item) will most likely be used to fund this.

Appendix B: Treasurer's Report Treasurer: Varinder Randhawa

Refer to annex

Appendix C: Communications
Co-VPs Communications: Ganesh Sankarakumar

- Website has been updated with the new Chairs (Communication) for 2016-17. Chairs will continue to be added as more are appointed.
- Math challenge events have been updated along with notifications in enews and on website.
- Deepa Vittal, Co-VP of Communications, is moving to a different school district. Met with Anna Pauker who is passionate about Audubon PTSA Communications.

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

Fundraising at a glance

	2016-17 Budget	As of November 17 th , 2016	As of June 2017*
PTSA Donation Campaign	6,800	13,380	13,380
Corporate Matching and Volunteer Time Matching	7,000	1280.48	3320.48
Retail Rebate Programs:	2,500	318.50	330.24
Box Tops		0	0
Amazon		146.33	158.07
Fred Meyers		172.17	172.17
School Photos	1000	0	0
Jogathon	13,000	500	500
Jogathon expenses	(1,000)	(0)	(0)
Original Works	800	0	0
Misc. Fundraising	500	0	0
Reserves	(1000)	(0)	(0)
PTSA Donation Campaign expenses	(300)	(0)	(0)

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

Original Works:

We got 100 Artwork submissions for Original works and a total of 187 product orders. We

processed all the artwork and are planning to send it to the company next week. Original Works entails a lot of work, making packets, distributing to classes, collecting, sorting, receiving, etc. Maybe we have to consider if we want to do this for the coming years as the fundraising dollars and amount of work put in does not match up. We would like to look at other fundraiser opportunities instead of this.

Redmond School Pool:

Redmond school Pool was very successful this year as Paper calendars looks very popular than online and it's easy for all the students to submit it. There were almost 140 submitted calendars! PTSA can earn \$10 every paper calendar once verified from the School Pool organizers.

Holiday Shopping:

We plan to project Amazon Smile shopping for the upcoming weeks, for the holidays, and make it easy for Audubon families to contribute to fundraising dollars as they do their holiday shopping.

d

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

- **Hearing and Vision:**
 - Chair: [Yours Truly with the help of Anna Pauker](#)
 - Event held on Nov 1st: event ran smoothly thanks to all the volunteers. The reduction of space available has not been a big issue (noisy fan has to be addressed thou). We managed to finish before 2pm. Screened 600+ kids; 40 kids will get letters, 20+ will be re-screened.
 - I had a meeting with the Nurse to tackle and solve some issues while still fresh. She will provide final numbers after re-screen.
 - I'm currently updating the event handbook inherited by the previous Chair to pass it on to the next one.
- **Kindergarten Registration:**
 - Chairs: [TBD](#)
- **Parking Lot Helpers:**
 - Chair: [Julie Conley](#)
 - I suggested Julie to get in contact with the City about the sewer project to help coordinate. Depending on the outcome we might need more traffic volunteers (?) I am planning to attend Coffee with Kimo to talk about how to improve rush hour procedures and deal with sewer project disruption.

- **School Pictures:**
 - Chairs: [Kristina Summers](#), [Colleen Kroeger](#)
 - Retakes are on the 15th in the morning. Reminders will go into eNews on the 6th and 13th.
 - I asked both to put together a handbook to guide the future chairs; Kristina wants to chair again next year.
- **School Appreciation:**
 - Chairs: [Anne Dang](#), [Ana Arya](#)
 - Past Staff Appreciation for week in October 2016
 - London inspired Tea breakfast
 - French inspired luncheon
 - Donut goodie bag
 - Mint candy goodie bag
 - Spent \$300.00
 - Volunteers - 12
 - Future Staff Appreciation for week in May of 2017
 - Themes to be determined....
 - Budget \$300.00
- **Yearbook:**
 - Chairs: [Alyssa Zimmerman to be appointed](#) (membership confirmed), [Valeria Mercz](#)
 - Nothing to report
- **Emergency Preparedness:**
 - Chairs: [Marcelo Albernaz](#), [Joshua Kelch](#), [Bekki Malloy to be appointed](#) (memberships confirmed):
 - Marcelo will be our liaison with the District, Bekki will be responsible of supplies, Josh will work with Vice Principal and City Emergency Management.
 - We had a very productive meeting with Audubon Vice-Principal Ian Maver about urgent issues (Updating class rosters in the emergency-storage rooms, class backpacks inventory), who has the master keys, “active” involvement of staff during drills.
 - Mr Maver and Josh will focus on optimizing “snow emergency release procedure” (years ago was not a successful one).

- Proposal to involve a sample of parents during and emergency practice in March.
- Staff will be trained/assessed in different emergency scenarios in December.
- We all agreed to try to involve more teachers/staff/parents/community to interact) in e-prep. (detect and involve parents if are police, doctors, nurses etc). Other perfect candidates might be Veterans parents.
- Fire Drill of 11/14 at 9am if you like to join
- **Special Education:**
 - Chair: [Alicia Scriban](#)
 - Nothing to report except running an ad periodically on e-news to inform parents about her availability

Question: I had a conversation with Raquel McJunkin (she chaired the school dance years ago): she was surprised about the dance cancellations because, she said, it was an event that always made money, not just to cover the expenses, but extra. So... why don't we have the dance anymore? Can we re-introduce it?

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

Outreach located the art file that was used for the creation of the original Outreach banner. A quote was received for both replacing the banner as well as for placing a vinyl sticker over the existing wording to replace it with our updated PTSA website. Once an option is voted on by the board members, an order will be placed.”

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

Seeing as the VP of Student Enrichment position is open, the chairs who report to the VP of Student Enrichment submitted these reports directly to the Presidents.

Reflections – submitted by Rachel Pai and Debbie Nam

Things that have been done:

1. The Reflections entries were collected on the due date of 10/25.
2. We got 39 entries: 25 visual art, 7 literature, 5 films, 1 music and 1 photography.
3. All entries have been prepared and sent to the judges. Thank you for finding judges for us. The plan is to have all the work back from the judges by 11/14

Things that need to be done:

4. The winning entries need to be entered online and submitted by 11/18

5. Debbie and I will be working on providing backing for the visual art work that did not follow the guidelines and checking for any missing information on entry forms
6. Debbie has already signed up for the 10:30am spot for turning in winning work on 11/21.
7. We need to plan and work on the Reflections Assembly which will take place on 12/8. (Need to prepare art work presentation power point, participant/winning certificates....) We may need some help in this regard. Will let the board know.

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

- In October, we held our training with Maxine Pippin at the Lake Washington School District Resource Center on October 16 with 30 attendees - which is a little less than half the number we have signed up as docents. We left with 5 lessons to teach students and had samples that we were able to make. There was a lot of great feedback from those who attended.
- The lessons are on the PTSA website with a link to the Art Docent Library - as well as orientation documents, the handbook and many lessons. Audrey Guidi is also working on lessons as our curriculum co-chair.
- The Artist in Residence program was a huge success for students, teachers and docents. Thank you PTSA board for sponsoring this. It has helped get docents into the classrooms to help students and to learn more about how to teach art. Adriana Morales continues to have a great rapport with teachers, students and docents. If possible, this should be continued annually to bridge the gap between training docents and getting them ready to teach.
- Thanks to hard work and many hours from Conni Irias (Art Docent Co-chair - supplies), Audrey Guidi (Art Docent Co-Chair - curriculum), Kari Tai and Kelley Miller, Rajani Patel (previous Art Docent Co-Chairs), Kellie Meyer and Athena Rospo (Art Docent Co-Chair - communication and coordination) - the art room and Art Docent's space in the PTSA office are organized and labeled. The list of where supplies are is forthcoming. The supplies that we share with the teachers are labeled.
- Docents are starting lessons currently.
- Some classes are still looking for lead docents - there are many new docents that are still tentative about teaching. Some teachers are offering to teach if docents provide the lesson plan, prepared material and clean up. (Mr Hansen, Miss Garcia, possibly Mrs. Clarkin). Also, some docents are offering to mentor new docents through their 1st lesson.
- Five docents attended a free Junior League of Seattle/Bellevue Art Museum training for our Art of Discovery - Animals in Art- that will be exhibited in the Audubon Library from January 30-Feb 17. Training will be in January.
- Following a meeting with VP of events, Denise Ferguson and Jessica Beecher, the art docent co-chairs decided to keep our annual art walk in conjunction with International

night.

Special Needs – submitted by Alicia Scriban

Nothing to report.

Extended Classes – submitted by President, Yumna Green (chair position is open)

Choir t-shirts have been ordered and delivered. The cost of the t-shirts were \$427.05. Partial Refunds of \$45 per choir student were requested and parents will be notified of their refunds when the checks are ready.

Math Challenge – no report submitted

Appendix H: Event

VP of Events: Denise Ferguson / Jessica Beecher

Math Puzzle Hunt

Due to schedule considerations, this event has been rescheduled for Thursday, January 19, from 6-8PM.

International Night and Art Walk:

After a discussion with this year's Art Docents (Athena Rospo, Audrey Guidi, and Conni Irias) it was decided to keep the Art Walk with International Night this year rather than pull it out as a separate event. The Art Docents are interested in eventually developing the Art Walk as a stand-alone event, so we will continue to discuss options with them for next year.

International Night is scheduled for Thursday, May 25, 2017.