

Audubon PTSA
Board of Directors Meeting Minutes
Thursday, December 15th, 2016

- **Call to Order**

Yumna Green, President, called the meeting to order at 6:34 pm.

Attendees:

Board members present: Yumna Green, Shannon Stevens, Celine Moreau, Varinder Randhawa, Chitra Ramalingam, Anja Mancano, Denise Ferguson.

Excused Absents: Sathya Shanmugam, Michela Casazza, Jessica Beecher, Ganesh Sankarakumar, Anna Pauker.

Guests: 3rd Grade teachers' representative Shannon Adams. Visitors, Efrat Hurvitz, Lisa Santee, and Tami Galili.

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

Yumna welcomed the 3rd Grade teachers' representative, Shannon Adams, and visitors Efrat Hurvitz, Lisa Santee, and Tami Galili.

Before starting the meeting, Yumna asked whether there are new chairs to be appointed. Answer from the members was no.

Yumna introduced and welcome Stacy Anderson as the new chair for extended classes. She is PTSA Member. With no objection from the board, she was appointed Extended Classes Chair.

Approval of past Minutes

The Minutes from the Board of Directors Meetings on November 17th' 2016 were presented. Denise motioned and Anja seconded. Minutes of November meetings are approved.

- **From Staff representatives**

3rd grade teacher asked if Science Fair event will be cancelled or not. Board members explained to the teachers that Science Fair would be difficult to organized in a short 2 months timeframe, given that PTSA is being asked to drive the event this year.

There are a number of concerns that need to be addressed such as volunteers' availability, readiness, clarification and definition regarding the level of support to be expected from the teachers....

Some alternatives are however possible, such as limiting Science Fair to the intermediate grades (3rd, 4th, 5th).

Board members will discuss together and then get back to the teachers.

- **From the President**

Tami Galili was invited to share information about the 'Buddy Bench' project that she is spearheading. This will be a school project, not a PTSA initiative.

Tami explained she is working on a draft proposal and she already started to work with some volunteers. Timeline is not defined yet but goal is to do it asap.

Fundraising is not an issue as School District is supporting it.

Kids will be completely involved with decorating the bench. Shannon already touched bases with Kimo and the teachers and will work with the Counselor.

The counselor will work with the kids on:

- How they understand the concept
- How the project will be introduced in the class room
- Explaining the rules

The goal is to have a proposal this year. A letter will be sent to parents to ask for volunteers. Meeting with Kimo will be organized about this letter.

- **From the Treasurer**

Varinder confirmed the reconciliation will be added to November report.

She also confirmed the move of \$500 from Corporate Matching toward Jogathon in the Money Minder accounts.

Regarding amount to be reconciled last month, it is ok now. Discrepancies came from delay in paypal fees at end of month.

- **Communication**

Nothing to add to the report.

- **Fundraising**

All Original Works Artwork have been distributed this week. Chitra noticed it is a good project, students love it. However, for the coming years we have to do it differently.

Indeed, the way we do it is time consuming, and requires a lot of volunteers. Chitra's recommendation would be to do it at school level instead of class level, it should reduce costs, save time and improve volunteer involvement. This needs to be further thought through.

Chitra informed that next week, they will work more on fundraising.

- **School Services**

Nothing to add to the report

- **From Outreach**

Anja showed the new PTSA banner with the instructions to build it.

Coffee with Kimo was really great. Some new parents at Audubon came with new ideas and suggestions.

A suggestion was to organize meetings with newcomers. These meetings can be organized by PTSA. This idea was discussed with Kimo who shows interest. Names of new comers could be provided by Kathy.

It is an idea, we have to continue to think about and discuss it.

- **Student Enrichment**

Nothing to add to the report.

- **Events**

Volunteers are needed for the puzzle night. Denise explained that they are looking for new volunteers to share the event.

- **Adjourn**

President, Yumna adjourned the meeting at 7:30 and opened the executive session.

- **Executive Session**

President, Yumna, had to leave so she handed control of the meeting to President, Shannon. The board then entered an executive session to discuss how PTSA was going to run the Science Fair this year, given that the event would no longer be teacher-driven. After discussion, the decision was made to cancel the Science Fair for the 2016-2017 school year.

- **Adjourn Executive Session**

President, Shannon, adjourned the meeting at 9:00 pm



APPENDICEES FROM MEETING INCLUDED BELOW FOR YOUR REFERENCE

Appendix A: President's Report

President: Yumna Green / Shannon Stevens

Welcome to Anna Pauker – our acting Co-VP of Communications!

Many thanks to Chitra for attending the December LWPTSA Council meeting. Ganesh has signed up to attend the January 5th Council meeting. The Council Scholarship Basket Silent Auction and Raffle which took place on Dec 1 was successful! Audubon PTSA's 2 baskets were

popular. 'A Taste of Italy' sold before Dec 1st for over \$100 & 'Keep Calm & Eat Cake' sold for \$90 on Dec 1st.

Reflections Open House takes place on January 6, 2017 (6-8pm) at the LWSD Resource Center. It is open to the public so invite neighbors and friends to come and view the winning art pieces.

Focus Day is January 16, 2017 and registration is open. Check wastatepta.org to register if you would like to attend.

Respectfully,
Shannon Stevens and Yumna Green

Appendix B: Treasurer's Report Treasurer: Varinder Randhawa

Why do we have two separate accounts for Line Items 1.9(Reserves) and 3.4(Playground Designated funds)

Here is how Marie explained:

"The point of the line item was to establish that money would go from currently "spendable" to "set aside" funds in reserves. After the playground was set up 2 years ago, the Board wanted to keep setting aside about \$1,000 per year for future playground funding. But each year the Board can decide to do something different with the amounts in the reserves.

Last year, the Board wanted to keep a line item for funding the reserves. In the system, you can't actually show money leaving the PTSA if it is not actually being disbursed (to a vendor or someone). That's why there is a Reserves line item in Income."

The names on the line items can be whatever anyone wants to call it; you can change them. Yes, I used the bank account name in the Income line to specify which account the money would go into. In the expense line item, I used the description (playground funds)."

Moved the \$500 from Corporate Matching toward Jogathon in the Money Minder accounts
Moved the Expense for Original works to Original works instead of Business Expense as previously reported.

Please see the transaction report for further details

Appendix C: Communications Co-VPs Communications: Ganesh Sankarakumar

The usual weekly AudubonPTSA email updates and Math Challenge updates were done

2. At the Coffee with Spray event last month, heard some feedback from parents that they aren't receiving eNews. We will review the mailing list to ensure all member IDs are included. ETA

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

Fundraising at a glance

| | 2016-17 Budget | As of December 15th, 2016 | As of June 2017* |
|--|-----------------------|----------------------------------|-------------------------|
| PTSA Donation Campaign | 6,800 | 13,380 | 13,380 |
| Corporate Matching and Volunteer Time Matching | 7,000 | 3,320.48 | 4,857.98 |
| Retail Rebate Programs: | 2,500 | 330.24 | 739.62 |
| Box Tops | | 0 | 375.8 |
| Amazon | | 158.07 | 191.65 |

| | | | |
|---------------------------------|--------|--------|--------|
| Fred Meyer | | 172.17 | 172.17 |
| School Photos | 1000 | 0 | 0 |
| Jogathon | 13,000 | 500 | 500 |
| Jogathon expenses | -1,000 | 0 | 0 |
| Original Works | 800 | 0 | 791.57 |
| Misc. Fundraising | 500 | 0 | 1,730 |
| Reserves | -1000 | 0 | 0 |
| PTSA Donation Campaign expenses | -300 | 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 **\$13,380** towards donations.

Next Steps - Reach out for Employer donation matching.

Membership report:

Audubon PTSA receives Silver Membership Award and has had a 5% increase in membership over last year's membership numbers. Many thanks to all the board members for the hard work in helping us to achieve this award!

Retail Rebate Programs:

Box Tops:

Submittal of \$113.80 for the November 1st Box Tops deadline. we will be receiving a Box Tops check for \$375.80 in December.

Original Works:

We got an invoice for \$1,595.25 from Original Works company. We will be planning to deliver all the Artworks before the holidays.

Redmond School Pool:

Audubon had **173 participants**, and earned **\$1730** for Audubon PTSA. As an incentive for the students, this week they mailed participants who provided their contact information with coupons for a *free cookie at Hoffman's* and *\$2 off a paperback book from McDonald's Book Exchange*.

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Appendix E: School Services
VP School Services: Michela Casazza

- **Hearing and Vision:**
 - Chair: [Yours Truly with the help of Anna Pauker](#)
 - Event handbook updated
 - School nurse will provide final numbers about the event next month: I plan to release those numbers (on enews) as proof of importance of the event ad as motivational input for volunteers past and future.
- **Kindergarten Registration:**
 - Chairs: **TBD**
- **Parking Lot Helpers:**
 - Chair: [Julie Conley](#)
 - Attended Coffee with Kimo to talk about how to improve rush hour procedures. Still working on it.
- **School Pictures:**
 - Chairs: [Kristina Summers, Colleen Kroeger](#)
 - Picture retakes completed on November 15th, proofs should be delivered this week. Yuen Lui has also produced a school directory and is working on providing

the front office with photo stickers. They have been very cooperative: they even offered to let parents bring their students in for free reshoots in their studios. Class and group photos are still scheduled for March 14th. Chairs connected Yuen Lui reps with our Yearbook chairs.

- **School Appreciation:**
 - Chairs: [Anne Dang](#), [Ana Arya](#)
 - Nothing to report
- **Yearbook:**
 - Chairs: [Alyssa Zimmerman to be appointed](#) ([membership confirmed!](#)), [Valeria Mercz](#)
 - Nothing to report
- **Emergency Preparedness:**
 - Chairs: [Marcelo Albermaz](#), [Joshua Kelch](#), [Bekki Malloy](#), ([Daniel Lopez to be appointed – membership confirmed](#))
 - Daniel Lopez has an extensive military background, and has kids in 4th and K, so he's familiar with the school environment and could be invaluable for a long time to come: he will start evaluating our emergency release policy and procedures.
 - I casually found out that 4 out of 5 links of the emergency preparedness page on the Audubon website were inactive. Mr. Maver had the district webmaster fix them.
 - Red emergency class backpacks inventory checked.
- **Special Education:**
 - Chair: [Alicia Scriban](#)
 - Nothing to report

Merry Christmas and Happy New Year everybody!

Appendix F: Outreach

VP Outreach: Anja Mancano

A new banner was ordered for the summer Audubon Meet and Plays to show the updated PTSA website.

Our first Coffee with Kimo of the school year was well attended with five board members as well as seven additional parents. Principal Kimo Spray focused his talk on the importance of creating a bridge between the different participants in our children's education: the district, principal, teachers, PTSA and the parents. He spoke of the need to be open and trusting towards one

another as well as to use the different means of communication available to keep each other informed such as letting a teacher know when a child takes too long to accomplish homework. He also encouraged the parents to look outside the box when creating a suitable homework surrounding that's individualized to each child's preferred learning style. A discussion followed regarding unsafe driver behavior during drop off and pick up.

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. Winning entries have been registered online.
2. Winning entries were sent to school district on 11/22.
3. Students' Reflections works have been displayed at school in the display case since 11/18
4. Ordered Reflections ribbons
5. Printed Reflections certificates
6. Met with Music teacher to discuss details for Reflections assembly on 12/8
7. Filled out the request form for Reflections Assembly to reserve space, equipment and help
8. Finished Power Point file for Reflections Assembly
9. Prepare Reflections Assembly (morning and evening): material, set-up, food..

Things that need to be done

1. Get the reimbursement forms and receipts filed
2. Take down the Reflections materials in the Display case
3. Distribute non-winning entries back to students

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

Nothing to report.

Special Needs – submitted by Alicia Scriban

I plan to run the intro to who I am and what I do in the enews again at the beginning of January. That way, if parents have problems/concerns that have cropped up in the first half of the year it would be a great reminder of an additional resource available to them.

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

All partial refund checks have been distributed. Two parents chose to forgo their refunds and donate the money to Audubon PTSA.

Math Challenge – no report submitted

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

Nothing to report this month