

Audubon PTSA

Board of Directors Meeting Minutes

Thursday, September 22, 2016

- **Call to Order**

Yumna Green, President, called the meeting to order at 6:36 pm.

Attendees:

Board members present: Yumna Green, Shannon Stevens, Celine Moreau, Deepa Vittal, Ganesh Sankarakumar (arrived at 6:44 pm), Chitra Ramalingam, Sathya Shanmugam, Varinder Randhawa, Michela Casazza, Anja Mancano, Leigh Ann Pridmore, Denise Ferguson, Jessica Beecher

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

Yumna considered that all members read the different reports provided. All members confirmed. Therefore, we only added comments, corrections and recommendations.

Yumna informed all members that there was no staff report for this meeting.

- **From the President**

Shannon confirmed that there was nothing to add in the President Report.

List of chairs was provided by VP's and appointed by Yumna and with no objection from the board.

- Box tops - Lisa Wycoff
- Labels for Education - Colleen Kroeger
- Picture Day - Kristina Summers & Colleen Kroger
- Parking Lot helpers - Julie Conley
- Yearbook - Valeria Mercz & Alyssa Zimmerman
- Special Needs - Alicia Scriban
- Extended Classes - Katie Citron
- Math Challenge - Priya Satishbabu & Maya Stern
- Reflections - Debbie Nam & Rachel Pai
- Art Docent - Athena Rospo, Audrey Guidi & Conni Irias
- Bedtime Stories / Read Across America - Trina Ring
- Back to School BBQ - Denise Ferguson & Jessica Beecher
- Welcome Back Coffees - Denise Ferguson & Jessica Beecher

- **From the Treasurer**

Varinda confirmed that there was nothing to add to the report.

President's recommended to add for the next meetings:

- Where we are on the budget as of Board Meeting's date
- Financial totals in our accounts

Yumna requested that someone sign the bank statement and check the balance as compared to the previous month. We receive 2 copies of the statement each month.

Decision: Secretary will do it

- **Communication**

Deepa and Ganesh confirmed that there was nothing to add to the report.

President's suggestion was to detail what is the usual work: Back to Business Day, calendar update on the web, extended classes, enews, website updates.

- **Fundraising**

10 000USD donations have been passed. Back to Business worked very well. A lot of families took the owl package, which allowed a lot of donations. Recommendation was to renew this formula next year.

The actual budget has been uploaded on the website.

Regarding Labels for Education, these points will be carried over to 2017.

- **School Service**

Michela pointed out that she needs to find some chairs. Tomorrow (BBQ dinner) will be a good occasion to talk with and motivate parents.

Michela asked if there were possibilities to request volunteers through the enews. Yumna said that it can be a good opportunity but in general "person to person" requests work best.

Regarding chairs, a correction shall be made, as "Special Needs" chair will report to Student Enrichment VP.

There was discussion around a possible food drive. This is something that PTSA or the school can run but it was pointed out that PTSA already has a partnership with Pantry Packs which provides meals for low income students when school is not in session.

- **From Outreach**

Anja recommended tracking the number of new families that attend the Summer Meet and Plays. It seemed like there were more families that attended the meet and plays this summer but we don't have definitive numbers regarding how many were new and how many were returning families. She recommended taking advantage of these connections to promote PTSA, especially with new families.

- **Student Enrichment**

Leigh-Ann Pridmore, mentioned that Extended Classes went very well.

Juliette Stephenson will leave, but someone was found to take the position.

Tina took the responsibility of the international night.

Regarding Art Docent, there is some confusion between Volunteering Orientation and Art Docent Orientation, therefore recommendation from Yumna and Denise is to highlight at each one that there other will be taking place and is different.

There was also talk of the possibility of separating international night from the Art Walk. More discussion about this to take place in future meetings.

Question: Chairs and Volunteers and their PTSA Membership.

The rule (according to our Standing Rules) is that to be chair, the person needs to be PTSA Member. The check can be done with the Membership report, but the question can be directly asked to the VP.

However, everybody need to be familiar with the report and therefore should practice with the website.

Yumna, moreover, added that the chair does not have the same access than the VP, but some reports can be shared.

- **Events**

Denise explains how the BBQ would work.

PTSA took on some charges such as truck deposit, some activities would be volunteering (Band), but some expenses such as food, drinks, would be charged to parents.

Chitra proposed to share a discussion on how BBQ is perceived by Audubon families:

Parents could have the feeling that BBQ is a way for PTSA to collect money. We need to make this event friendly, a community building event. Families should have the feeling that during this event PTSA does something for them. Free water can be proposed for next year. This proposal should be discussed in due time.

During the event, PTSA board members must show “Happy Face” and take time to talk with new families.

Another discussion was shared on parent’s understanding with PTSA concept:

Some parents, in particular within the Indian community, don’t understand PTSA’s concept and why certain things done by PTSA are not within the school’s scope and responsibilities. It is something difficult to explain and therefore we had to think about ways and occasions to explain the PTSA’s mission and how it brings help to parents and children.

Suggestions was to name “Ambassador” for each main communities. This discussion should continue during next meetings.

- **General Business: Discussion**

Question was asked about support of “third Party” Groups.

Discussion turns around how can we introduce new groups during PTSA events. The purpose of supporting groups is they can bring something interesting and helpful for the parents and the children. The purpose is not to allow some groups to take advantage to PTSA to do their own advertising and business, but to inform parents about some activities and events that can be good.

PTSA has to be very transparent. No advertising is possible for third party groups because PTSA does not have any control over those groups. PTSA events need to cover PTSA mission and need to be covered by PTSA insurance. A contract needs to be signed between PTSA and the third party. This is the case for the extended classes. They will be part of the BBQ tomorrow because they are part of a PTSA-run program.

Yumna proposed to the Board Members to vote whether we want to keep the existing policy or whether we want to amend the policy and authorize PTSA to support Third Parties.

Majority of the members voted to keep the existing policy.

The existing policy is that PTSA only advertises PTSA and school events, programs and announcements. PTSA does not advertise the events, programs or announcements of 3rd party groups or organizations. This eliminates the appearance of endorsing a third party organization – whose policies, values and image we have no control over - and it eliminates the appearance of endorsing or favoring certain third party organizations over others, e.g. when we allow organization A to advertise in our enews but not organization B.

Given these factors, the board feels that we continue with the policy we required PTSA membership for extended classes program

The feedback of Back to Business Day will be discuss at the end of the year.

- **Approval of past Minutes**

The Minutes from the Board of Directors Meetings on June 9, 2016 and May 15, 2016, were presented.

Michela motioned to approve seconded by Anja. Minutes were approved.

- **Adjourn**

President, Yumna, adjourned the meeting at 8:25 pm.



APPENDICEES FROM MEETING INCLUDED BELOW FOR YOUR REFERENCE

Appendix A: President's Report

President: Yumna Green / Shannon Stevens

Presidents' Report

Sept 22, 2016 Board of Directors Meeting

Thank you to all board members and volunteers who helped out at Back to Business Day. Feedback received from volunteers has been shared with staff to help make improvements where needed for next year. Thank you also to all board members who were able to attend our first general membership meeting at Curriculum Night.

Thank you very much to everyone who completed mandatory board member training. 12 out of 13 board members are now trained! LW PTSA Council has a special incentive for those local units that have 100% of their board trained by the end of October – they get entered into a drawing for free Convention tickets. Next training opportunity is September 24, 2016 at the LWSD Resource Center (9:30am-12:30pm).

A reminder that Chairs need to be formally appointed to their positions. Please submit the names (and roles) of prospective Chairs to the Presidents prior to each Board meeting. New Chairs can be appointed throughout the year, as members step forward into roles. Please remind your chairs that **all chairs are required to be PTSA members** so if they haven't joined PTSA yet, now is the time to do so. All current Board members have joined PTSA, as required by our standing rules. Thank you!!

The authorized check signers on our bank accounts were updated on September 15. Current authorized check signers are the presidents (Shannon & Yumna) and the VP's of Communications (Deepa & Ganesh).

As we have in past years, this board will abide by PTSA recommended best practices and sign a code of conduct. Copies to be distributed and signed at the September board meeting.

A friendly reminder about the policies around submissions for the weekly Enews (**please share this with your chairs**):

- Enews goes out every Sunday evening (Monday morning at the latest). Please submit your blurb to Khris Schaffner by 6pm on the Friday before. On rare occasions we'll send out a midweek enews but we do our best to avoid midweek enews emails because we don't want to clutter parents' inboxes. By limiting our communication to 1 enews a week, we're increasing the odds of parents reading it, instead of ignoring 'just another one of those many enews emails'. If you need to send a midweek enews, please contact the presidents.
- All submissions need to be complete – date, time, location, and contact person listed.
- Submissions are limited to news/announcements/information from PTSA & the school. This is particularly important for a number of reasons – here are the top 3. First, we want to keep the enews as short as possible. This will make it more likely that parents will actually read it instead of dismissing it entirely because it is cluttered with more info than they want or have time for. Second, we eliminate the appearance of endorsing a third party organization – whose policies, values and image we have no control over. Third, we eliminate the appearance of endorsing or favoring certain third party organizations over others, when we allow organization A to advertise in our enews but not organization B.
- If an organization or parent wants to advertise or announce something that may be of value to our community, please encourage them to use other avenues of communication, like peachjar, local Facebook groups, etc.

If you have any questions about your proposed enews announcement, please email the presidents

for help and guidance.

Reflections Kick off meeting is Sept 19th and the theme this year is “What is your story?” Entries are due Nov 21st so Audubon’s Reflections deadline for entries should be set for before then.

Legislative Assembly takes place in Olympia on 10/21 & 10/22. If any board member would like to attend, we have a budget of \$300 to help cover the costs of accommodation and travel. Red Lion in Olympia is offering a group discount on hotel rooms for PTA members. Deadline for booking hotel rooms at the discounted rate is Oct 6th.

Emergency Prep meeting at LWPTSA Council takes place on Sept 27th.

Respectfully,

Shannon Stevens and Yumna Green

Appendix B: Treasurer’s Report Treasurer: Varinder Randhawa

Treasurer’s Report for September 2016 General Membership meeting / Items of Note: for further details please see the detailed budget provided

- Please note that cost for Raz Kids has gone up by \$86.00 more than the actual budgeted cost because of an additional grade one class added.
- Due to an added grade one section there has also been an increase in funding for classroom enrichment and i.e. \$450
- There is also a change in the funding provided for Back to school BBQ event because the food truck itself requires min. of \$500 to book. Thus, the VPs need more funding to actually host the event.
- The PTSA could eliminate funding for IXL subscriptions because the Lake Washington Schools Foundation is funding IXL for the entire Lake Washington School District.
- PTSA is providing \$1000 to the librarian for the purchase of library books this year. The school has agreed to match that contribution, dollar for dollar, so that means \$2000 worth of new books for our children this year. Many thanks to Principal Spray and the Audubon staff for working together with PTSA in our efforts to support student learning.

Appendix C: Communications Co-VPs Communications: Deepa Vittal / Ganesh Sankarakumar

Other than the usual work for the beginning of the school year (done entirely by Deepa!), nothing from Communications.

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

Fundraising at a glance

| | 2016-17 Budget | |
|-------------------------|----------------------------------|--------|
| | As of September 22nd 2016 | |
| | As of June 2017* | |
| PTSA Donations | | 12,000 |
| | | 11,676 |
| | | 11,676 |
| Corporate Matching | | 7,500 |
| | | 500 |
| | | 500 |
| Volunteer Time Matching | | 2,500 |
| | | 0 |

| | |
|--------------------------|---------|
| | 0 |
| BoxTops | 500 |
| | 0 |
| | 0 |
| Amazon | 1,500 |
| | 43.05 |
| | 93.79 |
| Fred Meyer | 500 |
| | 100.47 |
| | 100.47 |
| Original Works | 1000 |
| | 0 |
| | 0 |
| Photo Fundraiser | 1,000 |
| | *0 |
| | *0 |
| Jog-a-thon | 16000 |
| | 0 |
| | 0 |
| Everything Party (Other) | 0 |
| | 75.60 |
| | 75.60 |
| Redmond School Pool | 0 |
| | 0 |
| | 0 |
| Fundraising Expenses | (300) |
| | (0) |
| | (0) |
| Jog-a-thon Expenses | (1,000) |
| | (0) |
| | (0) |
| Combined Misc | 0 |
| | 0 |
| | 0 |

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

Corporate Matching:

We received \$500.00 from Boeing Matching Funds.

PTSA Donations:

We are happy with the results of the Back to Business Day fundraising efforts. Owl Package and meeting families was a great idea. A total of **\$11,676** has been raised towards donations. We have a very large number of online registrations and payments. Even the parents who submitted a form have registered online and their accounts updated.

We are \$5,000 more in PTSA Donation compare to last year's closing budget! That's a great news! What worked - early planning and coordination, great execution, constant reminders t following events. Posters.

What can be better - Simplify package, membership form, it would save a lot of work if the package items can be added as an itemized charge.

Due to the limitations in setting up the payment options for individual items in a package fundraising team needs to put some extra effort getting the nos. and work closely with the treasurer.

Next Steps - Reach out for Employer donation matching, Form a fundraising committee to firm up on the fundraising plans for this year.

Volunteer Time Matching:

Audubon PTSA receives \$17 for every hour MS employees volunteer and \$10 for every hour Boeing employees volunteer. A minimum of 10 hours must be accumulated before Microsoft will generate the 1st check to Audubon PTSA. **Please encourage all the MS employees you know that support PTSA to log their hours.**

Staff: If you know of any Microsoft or Boeing employees who *regularly* help in the classroom, please let us know at (fundraising@audubonpta.org) and we'll follow up with them on reporting these hours.

Membership report:

Membership did very well because of the Back to Business Day. Parents were getting the message about membership. We also had good momentum with extended classes starting enrollment. We are at 47% two weeks in session.

At this time last year, we are 100 membership lesser than this year's membership.

Memberships have been updated to PT Avenue.

Membership board, the Audubon Galaxy of Stars has been gaining more stars and is up on the corridor.

Next Steps - Continue membership drive through September. Goal is to get membership to 70% this year.

Box Tops & Labels for Education: Colleen Kroeger BoxTops & Labels Chair

Waiting for the Box Tops collections.

Labels for Education:

The Labels for Education program was phased out!

Amazon, and other online stuff (linkshare)

Amazon: For the period of May 1st to May 31st 2016 \$23.32 and June 1st to June 30th 2016 \$19.73. Waiting for the July 1st to July 31st payment \$50.74

Jog-a-thon report:

Nothing to Report

EverythingParty:

Anytime you visit the store, tell the store cashier that you want the 10% for the school donation program to go to Audubon Elementary.

Smith Brothers:

Audubon PTSA will receive \$20 for every new Audubon family who signs up for weekly delivery. This is an ongoing promotion. Directions and link are on the Smart Shopping page of the Audubon PTSA website.

Fred Meyer Community Rewards:

Your supporters who shopped at **Fred Meyer** between **4-1-2016** and **6-31-2016** (Cycle 2016, Qtr 2) have contributed to your \$100.47 total donation.

RedmondSchoolPool:

We are not doing Redmond SchoolPool this May as it comes right on the heels of our big fundraiser, a Jog-A-Thon, and right at a busy time for both the school and the PTSA. So it's just not the right time for us this time around. We will consider participating again next fall, however.

Misc Fundraising:

Nothing to report

Appendix E: School Services
VP School Services: Michela Casazza

I am still selecting chairs, found tons of volunteers but very few willing to take charge; these are the slots filled so far:

| | |
|---------------------|----------------------------------|
| emergency prep | |
| hearing and vision | Kristina Summers Colleen Kroeger |
| parking lot helpers | Julie Conley |

staff appreciation
class pic working on it
yearbook Alyssa Zimmerman Valeria Mercz
kindergarten registration
special needs Alicia Scriban
helping hands

Also, I just found the volunteer signup database on the site and I started contact the parents interested in helping out.

Shannon and I managed to execute the first Appreciation Event on 9/2 (Welcome Back Teachers Breakfast): I still have to submit my receipts (need help with procedure).

My most impending tasks are:

Find volunteers for parking lot helpers (we managed but we have 2 days empty)

Find chair for picture day (oct 11)

Find chair for appreciation event during conferences (oct 17-20)

If I won't be able to find chairs in time for the events I will take charge of it.

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

Our summer play meetings at Idylwood Park and Audubon went smoothly thanks to several different volunteer hosts. It would be helpful to purchase a couple of additional small bungee cords to secure the signage to the bottom of the frame for windier conditions.

A group of eight middle school students were very helpful in directing parents to the different classrooms at the meet-n-greet event. Better signage or guidance by the volunteers to get parents to the portables would be recommended for next year. One suggestion for improving the long line into the building would be to have better signage, or guidance by the volunteers, to direct those parents who already knew their children's teachers names straight to the classrooms/portables, bypassing the tables with teacher assignments and back-to-school papers.

Appendix G: Student Enrichment **VP Student Enrichment: Leigh-Ann Pridmore**

Extended Classes

Chairs - Juliette Stephenson and Katie Citron

We have 13 classes on offer as follows

2016-17 Session 1 Schedule

CLASSES WILL COMMENCE THE WEEK BEGINNING SEPTEMBER 26

We have included two new classes this session - Trendy Crafts (to replace art) and Basketball (to supplement the sports offering). Both new classes are full already :)

Current registrations are as follows:

All Sports - S/O - 16 pax
Basketball - S/O - 20 pax with wait list
Cartooniversity - 5/20 (min numbers 8)
Chess - 15/18
Choir - 13
Coding 15/16
Drama - 14/40 (min numbers 8)
Math - 0/12 (min numbers 8)
Martial Arts - 5/25 (min numbers 8 but can be flexible)
Piano - 21/24
Puzzle Circle - 1/8 (minimum numbers 4)
Tennis - S/O - 20 pax
Trendy Crafts - S/O - 12 pax

We would say the only class looking like a possible cancel job at the moment is Math.

We will draft an email for eNews to go out this weekend to push people to sign up to classes before early bird deadline on 21. Plus after the BBQ we may have a surge in interest?

Juliette Stephenson will be leaving Audubon in October. Colleen Kroeger is a possible replacement as Chair to join Katie Citron.

Math Challenge

Chairs – Priya Satishbabu and Maya Stern

Nothing to report

Special Needs

Chair – Alicia Robinson

Nothing to report

Reflections

Chairs – Rachel Pai and Debbie Nam

Nothing to report

Art Docent

Chairs – Athena Rospo, Audrey Guidi, Conni Irias

I am Athena Rospo, this year's Art Docent Chair in charge of communication and coordination. I am working with two other chairs - Conni Irias (supplies) and Audrey Guidi (curriculum). You are the "early birds" and took the opportunity to sign up early to be a docent - thank you! There is still time to invite friends to join us!

1. To being an art docent, you must to apply online. You should get your approval within 2 weeks, and then can volunteer in the schools with kids - so get your application is as soon as you can. The volunteer approval is valid for 2 years.

<http://www.lwsd.org/Parents/Parent-Access/Pages/Online-Volunteer-Application.aspx>

2. Consider volunteering for a 1/2 hour slot or more at the Art Docent table at the "Back to School BBQ" on Friday, September 23rd from 5:30-7:30pm - we will be doing a collage craft with the kids (a sign up genius with this email address will be send out within the next day or 2 - so check your junk folder or email me back if you don't see it).

3. Mark your calendars for an docent orientation on Thursday, September 30 at 9am in the cafeteria. The focus of this will be on some of the changes to the program this year as we no longer have an art and science room, where your supplies and lessons are, where to clean up, teaching tips, and events for the year. We'll end with a tour of the areas you'll need to be familiar with to make your docent volunteer time more effective and enjoyable. We plan to wrap up by about 10:30am for those who need to arrange childcare. (This is separate from the general volunteer orientation that will be given by the PTSA on October 6 along with the coffee with Kimo.)

4. Mark your calendars for an docent training where we have a professional artist work with us (just the docents) on 5 art lessons you can use this year or next on Sunday, October 16 from 1-4pm at the Lake Washington Resource Center at Redmond Town Center.

5. Look for a sign up genius to volunteer to help the PTSA-supported Artist in Residence as she teaches a drawing lesson to each class in late September and October. Docents will start teaching their own lessons starting in late October to November.

Thank you, please do not hesitate to email me your questions and I look forward to a great year!

-Athena Rospo

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

Welcome Back Coffees: Jessica Beecher and Denise Ferguson, Co-chairs

Two Welcome Back Coffees were scheduled for this year: one on the first day of school (Tuesday, September 6) and the first Friday (September 9). Principal Spray attended Tuesday's Coffee, and Audubon's new Associate Principal, Ian Maver, attended on Friday. Both Welcome Back Coffees went smoothly, although the first one was not well attended because some parents have children starting their year at other schools.

For next year: The coffees have usually been held on the first two days of school in order to catch new Kindergarten parents. Kindergarten classes used to have a staggered start: half of the Kindergarteners would attend on Tuesday, half on Wednesday. This was not the case this year – the first day of school for all Kindergarteners was on Friday. Since the first coffee was so sparsely attended, if all Kindergarteners start on Friday again next year, perhaps it would be optimal to have only one coffee on Friday of the first day of school.

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

This family-friendly event is scheduled for Friday, September 23, from 5:30-7:30 PM. We had asked the school about shifting the time to 6-8PM because many cannot make it earlier because of work and traffic, but the school would like us to be able to complete cleanup by 8PM because

it is quite dark by then.

The 4th graders will hold their annual bake sale at the BBQ (held to help defray the costs of their field trip to Pioneer Farms). Just as last year, free popcorn and water will not be made available this year because the 4th graders are selling drinks and salty snacks as well as baked goods and we would like to help the 4th graders maximize their fundraising efforts.

Two food trucks have been confirmed: Falafel Salam, which was here last year; and Savor the Flavor, a new local hamburger truck. They will both offer vegetarian options.

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 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 4th graders with no food trucks on site. Buffet-style food offerings are not advisable because of health code regulations and food safety concerns.