

# Audubon PTSA

## Board of Directors Meeting Minutes

### Thursday, September 7th, 2017

- **Call to Order**

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

**Attendees:**

---

Board members present: Yumna Green, Lilach Geppert, Trina Ring, Hanyue Jiang, Celine Moreau, Michela Casazza, Alyssum Wodrich, Anna Pauker, Yukie Sakurai, Devika Kapoor

**Excused Absents:**

Ganesh Sankarakumar

**Invitees:**

**PTSA Community Member:** Alexander and Anastasia Rotkin (2<sup>nd</sup> Grade parents)

**Office Staff:** Shannon Adams 3<sup>rd</sup> Grader Teacher.

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

Yumna welcomed Alexander and Anastasia Rotkin to the meeting. It is not frequent to have parents from the community at board meetings. She thanked them warmly for coming.

Yumna welcomed Shannon Adams, 3<sup>rd</sup> grade teacher, for joining the meeting as staff representative. Everyone was impressed she was available to come as the sign in sheet was only distributed the day before the meeting.

**Approval of past Minutes**

The Minutes from the Board of Directors Meeting on June 8th, 2017 were presented.

No questions or modifications were requested.

Michela motioned that the minutes be approved Trina seconded.

June meeting minutes are **approved**.

- **From Staff representatives**

Ms. Adams thanked PTSA for all it has done at school. She particularly thanked us for the back to school lunch provided by the PTSA to the staff the week before school started.

She had a message from the School Counselor, Deb Wilson, regarding Unity Day. It will be on October 25<sup>th</sup>. On that day, everyone is encouraged to wear Orange to support bullying prevention in LWSD. Much more will be communicated a later time.

Devika expressed her willingness to glean ideas from the teachers on the Science Fair. She would like to know if the teachers have some ideas or input seeing as this year Science will be different from the previous years because it will be PTSA driven instead of teacher driven.

Ms. Adams explained that the teachers had indeed started to talk about it. They suggested that PTSA might want to limit participation in the event to only 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> graders. Ms. Adams indicated she would be willing to help our Science Fair chair and volunteers in an advisory role.

Lilach took this opportunity to indicate that PTSA is happy to have the teachers and staff at all our events. Everyone is welcome.

Yumna recommended that the teachers have a look at the PTSA calendar as a lot of events have moved compared to the previous years - due to holy days and holidays. For example because of Ramadan, International night is no longer in May.

Ms. Adams left the meeting at 6:50pm.

- **From the President**

No questions about the Presidents' report.

Yumna added that some points included in the report have to be discussed later in the meeting.

At the next GM, the budget will be presented and approved again. This is required by PTA rules

- Confirm no changes occurred
- There are new members joining PTSA, therefore we need their approval

Standing rules need to be approved at the next GM. Therefore, we need to decide today whether we want to present them as is or modify them (1 small modification that isn't necessary but may be helpful).

Decision from the Board members is to present the Standing rules as it is at the next GM.

- **From the Treasurer**

Treasurers have nothing to add to the report. Trina just informed the Board Members that the August reconciliation report took 3 hours and August was an easy month to reconcile!

Question

Yumna would like to know if the check for IXL has cleared the bank. Trina will check and keep Yumna informed.

Devika asked if it helps in the Reimbursable Request, to add the purpose. Answer is yes.

- **Communication**

Anna had nothing to add to the report.

Lilach asked whether VP Communication have some needs regarding Facebook. Anna answered that Ganesh is in charge of the Facebook account, so she referred her to him.

Regarding enews, Yumna suggested that they might want to put forward Khris's name for appointment to the enews chair position. So Anna did and Khris's name was added to the list of chairs for appointment by the President.

- **Fundraising**

VP Fundraising position is still open. Chairs haven't been contacted. Chitra still provided a membership report though.

Fundraising is going pretty good. The membership numbers should increase with the extended classes registration.

Anita is a Co-Chair for Extended Classes. From October she will replace Stacy who cannot continue.

- **School Services**

Nothing to report this month.

We will need to appoint the chairs.

- Emergency Preparation will remain as last year (except for Marcello)
- Julie is ready to continue for Park Helper.
- Staff appreciation Anne will do it as last year
- Valeria will be in charge of Yearbook as last year.

Devika asked Michela to explain what is Emergency preparation. Michela explained that they work with the district and the school representatives on emergency procedures in case of fire, earthquakes, unexpected snow days...

We need to be coordinated with the teachers, it is helpful to have some parents involved. The PTSA pays for staff to be trained.

It is a process which occurs all through the year. The district, school, and parents involved work on it consistently in the form of drills, purchasing supplies, arranging training, etc.

- **From Outreach**

Yukie informed the board the volunteer orientation & training will be on 5<sup>th</sup> of October. She is working on the presentation using what has been done previously. She encourages board members to join the meeting. It will be a good way to introduce them again.

- **Student Enrichment**

Nothing to add to the report.

- **Events**

Devika gave a friendly reminder about the BBQ, it is tomorrow at 6pm. There will be a DJ and 2 Food trucks. It is a good opportunity to do some announcements. We just have to prepare the message, print it out and give it to the DJ.

Question from Alexander Rotkin about cars parked at school. He noticed in the past at large school events, some cars were parked in the Fire line. It is not acceptable, as it is not safe. What can we do to prevent this at the Back to school BBQ?

Board members agreed. It is a recurrent issue. Associate-principal Maver was working on a video about safe parking and driving at school last year but we don't know if or when it will be completed and how it will be distributed. For the Back to school BBQ, it was decided to put some cones and possibly some tape in the Fire Lines to discourage parking there.

- **Discussion items**

- **Art Docent Proposal**

Yumna informed the board that this year, the teachers will teach 2 art lessons each – paid for by the district. These lessons will be very similar in content to what our Artist-in-Residence (AIR) traditionally taught in past years. So our Art Docent Co-Chairs decided it was necessary to revamp our AIR program.

One of our Co Chairs, Audrey Guidi, is a photographer and given that our students do not really get much exposure to photography based art lessons, she thought it would be a good idea to provide something in that area of art using the AIR program. She developed a curriculum around “Composition in photography” and tailored it to the different grade levels at Audubon.

Seeing as Audrey is a volunteer in our organization and seeing as the AIR program is a paid position, this presented a conflict of interest. President Yumna acknowledged that there is a conflict and to address the conflict and maintain transparency, Audrey was asked to submit a formal proposal of her lesson plan along with the cost and Yumna contacted 5 other companies, requesting similar services. Each company was given the same set of criteria – the same criteria expected of Audrey. After submitting her proposal, Audrey was excluded from all communications around the AIR program and any decisions relating to it. 3 companies responded and none were able to provide what we were looking for – some because of time constraints, some because of a lack of experience and/or equipment. Cost of Audrey's program is \$1,000 for 26 lessons, including supplies for over 600 students – which is well below market rate. If she is awarded this contract, Audrey will not be able to hand out flyers advertising her business to our families.

Question to the Board members: are you ready to contract with Audrey Guidi?

Questions from the Board:

- Does Audrey have enough experience?  
Answer is yes, she is a teacher and a photographer
- How much time it will be / Does it match with the teacher's schedule?  
It will be one lesson of 1 hour per class. We will work with the teacher on the schedule.
- Trina asked if the student will have camera  
No, cameras will not be required for the lesson plan.

Devika motioned to approved and sign the contract with Audrey as our AIR for 2017-18, Yukie seconded. **Motion Approved.**

- **Supplies purchased by the Music teacher for Choir extended classes**

The decision was to go ahead include a supply cost to the cost of choir class, and let the teacher decide how much to add.

- **Appointment of chairs**

The President appointed the following chairs, with no objection from the board:

Enews: Khris Schaffner

Webmaster: Ganesh Sankarakumar and Chitra Ramalingam

Back to School BBQ: Devika Kapoor

Welcome Coffee: Devika Kapoor

Math Puzzle Hunt: Devika Kapoor

Read Across America: Trina Ring

Reflections: Rachel Pai and Valeria Mercz

International Night: Rachel Pai

Membership: Chitra Ramalingam

Box Tops: Lisa Wycoff

Labels for Education: Colleen Kroeger

Art Docent: Athena Rospo and Audrey Guidi

Extended Classes: Anita Yue and Stacy Anderson

Math Challenge: Lior Shapira and Lilach Geppert-Shapira

Emergency Prep: Daniel Lopez and Joshua Kelch

Parking Lot Helpers: Julie Conley

Staff Appreciation: Anne Dang

Student and Class Photos – Kristina Summers and Colleen Kroeger

Year book: Valeria Mercz

Volunteer Coordinator: Vicky Gee

Ways and Means chair: Becky Stansell

- **3<sup>rd</sup> party Organization policy**

The discussion is about whether or not PTSA authorizes the 3<sup>rd</sup> party organizations to advertise or promote their events and organizations to our membership via our enews and/or events. There are Pros and Cons on both sides. However,

- We don't have the control over their mission, Policies and practices.
- We don't want to take the risk that the policies of some 3<sup>rd</sup> party organizations could offend some of our membership – which would result in parents no longer supporting PTSA because we advertise/promote these organizations.
- In addition, we want to avoid a situation where we are accused of favoring one organization above another because we promoted organization A but not organization B.

Decision is to continue with the current policy, and not to promote or advertise 3<sup>rd</sup> party organizations – we only advertise PTSA and school events.

Trina motioned to approved, Yukie seconded. **Motion Approved.**

- **Training**

3 members haven't been trained yet

- **Quorum:** Because we have 11 board members, a minimum of 6 members are required for quorum at board meetings.
- **Adjourn**  
President, Yumna adjourned the meeting at 8:05pm

\* \* \* \* \*

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

**Appendix A: President's Report**  
**President: Yumna Green / Lilach Geppert**

On July 26, 2017 the bank authorized signature cards were updated to reflect the new officers that have check signing authority for 2017-2018. Those officers are Ganesh Sankarakumar, Anna Pauker, Lilach Geppert-Shapira and Yumna Green.

Thank you to those board members who have already completed their mandatory PTA training. The next training opportunity will be via a PTA and the Law Webinar. The webinar takes place on September 5th from 7-9:30pm. Registration link:  
<https://www.eventbrite.com/e/pta-the-law-webinar-tickets-37128576572>

Please forward your confirmation email to Yumna Green. It is her responsibility to provide proof of training for all our board members to the State PTA so she needs this documentation. There will also be in-person PTA & the Law training on Sept 30th from 9am to noon at the LWSD Resource Center. Registration for that is not yet open.

On August 31<sup>st</sup>, Presidents Lilach and Yumna (accompanied by Trina Ring), presented PTSA's 2017-2018 budget to staff members, along with directions for how to go about requesting reimbursements.

Please submit you're the names of your chairs for appointment prior to each board meeting – presidents appoint chairs, provided there are no objections from board members. We expect to appoint most of the chairs for the year at our September meeting but if you don't have your full set of chairs decided yet, please let us know the names as you find them, prior to board meetings throughout the year. Thank you.

It is considered best practice for PTSA board members to sign a Code of Conduct document agreeing to a set of guidelines and principles that will govern our interactions with each other throughout our year in office. The Presidents shall provide copies of the Audubon PTSA Code of Conduct at the September Board meeting for each board member to sign.

When submitting information for inclusion in the Enews to Khris Schaffner, please cc the

presidents on your emails. Enews submissions need to include the date of the event; the time; the location; a short description with helpful information and a contact person. If you need help with this, please ask the Presidents.

The batteries that power the keypad on our safe died on August 31<sup>st</sup>. They had last been replaced in August 2015. Because of the terrible design of the safe – battery compartment is located on the inside of the safe door – it is recommended that every year the PTSA president replaces the safe’s batteries at the start of the school year. This way, we avoid a situation where we’re struggling to open the safe door in order to replace the batteries that operate the safe door.

The first Council PTSA membership meeting is from 9:30 to 11am on September 7th, 2017 in the board room of the Lake Washington School District's Resource Center (located at Redmond Town Center). As presidents, Lilach and Yumna, are required to attend Council membership meetings. We would like to extend an invitation to all board members to sign up to attend at least 1 Council meeting with us. The sign-up sheet is attached to the end of this report and a copy will also be available at the September board meeting.

All board members should be receiving the Weekly Waves email from Council each week. Please let the presidents know if you aren’t.

The Standards of Affiliation (SOA) document is no longer a “contract”; it is now a “checklist”. Our PTSA will continue to complete the various items on the checklist in a timely manner in order to ensure that Audubon PTSA remains in good standing.

Principals and Presidents meeting is September 19th from 10-11:30am at the Lake Washington School District Resource Center. Lilach and Yumna plan to attend.

Reflections Kick off meeting takes place on September 18, 2017 (7-8:30pm) at the LWSD Resource Center.

The WA State PTA website is an excellent resource for all PTA leaders. Below is the link that is specific to PTA leaders. It is password protected so you'll need the login credentials to access it. The presidents will email these credentials to the board.

<https://www.wastatepta.org/pta-leaders/>

There is a wealth of information available on this site - everything from insurance and IRS info to Advocacy and Family and Community Engagement resources. Please take some time to explore it.

Our first general membership meeting of the year will take place at Curriculum Night on Sept 14<sup>th</sup>. At that meeting, we will introduce the new board and ask our membership to vote on our budget and our standing rules for the new year. It would be great if all board members could attend that meeting so that our membership can put faces to our names.

### **Discussion Items:**

- Advertising 3<sup>rd</sup> party organizations – currently Audubon PTSA’s policy regarding 3<sup>rd</sup> party vendors is that we do not allow them to advertise in our enews or at our events. The 2017-2018 Board must decide if we’d like to continue this policy or change it.
- Artist in Residence Program – we have a parent who owns a photography studio and volunteers extensively in our organization who has offered her professional services to our students by teaching a photography based art class to all grades as our artist in residence. As there is a conflict of interest, the board needs to be aware that there is a conflict and discuss the situation in a transparent manner. That way, if the board decides to go ahead and accept her services, we can show that everything was conducted in a professional manner. Yumna has contacted a number of professional photographers, asking for bids that offer comparable services and will report back her findings at the meeting.

Respectfully,

Lilach Geppert-Shapira and Yumna Green  
2017-2018 Council Membership Meetings

Thursday, September 7, 9:30-11am

Thursday, October 5th, 7-8:30pm\*

Thursday, Nov. 2nd, 9:30-11am

Thursday, Dec. 7th, 9:30-11am

Thursday, Jan. 4th, 7-8:30pm\*

Thursday, Feb. 1st, 9:30-11am

Thursday, Mar 1st, 9:30-11am

Thursday, April 12th, 7-8:30pm\*

Thursday, May 3rd, 9:30-11am

Thursday, June 7th, 9:30-11am

\*These are evening meetings. The rest are morning meetings.

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

**Treasurer: Trina Ring / Hanyue Jiang**

Please refer to annexes.

### **Appendix C: Communications**

**Co-VPs Communications: Ganesh Sankarakumar / Anna Pauker**

Similar to the rest of the PTSA teams, it has been a very busy August for the Communications team to start the new school year.

- Back to business day
  - Creation of the new OWL packets - many thanks to Chitra and Anna for all the updates, testing and rollout
  - Website and email updates to reflect the changes

- Reset the website framework to the new school year (thanks to Chitra)
- New teachers list updated (thanks Yumna)
- Cleanup and new format changes for enews (thanks Khris!)
- Cleanup/revamp of the website content
- Populated website calendar for the entire school year
- Audubon PTSA now has a Facebook page. PTSA board members are admins and are requested to play around with it for regular communications, along with event updates. This can be the pre-cursor to the PTSA Facebook page to come soon.

**Appendix D: Fundraising Report**  
**VP Fundraising: Position Open**

**Chair: Chitra Ramaswamy**

Total memberships received online as of **09/05 is 136 memberships**. Memberships have been updated to PT Avenue. All members have been sent thank you emails with links of member benefits, and request to update their directory information.

OWL packet and membership purchase is well advertised in e-news and the website. Memberships will continue to happen thru the month of September.

**Appendix E: School Services**  
**VP School Services: Michela Casazza / Alyssum Wodrich**

Nothing to report this month

**Appendix F: Outreach**  
**VP Outreach: Yukie Sakurai**

Thank you very much for people who hosted the Meet & Play over the summer. The event was very successful and that really proves that many new families are looking for the opportunities to have a play date before school start. There are 16 families and possibly more people shown interest.

Meet and Play is a friendly event and our first introduction about what is PTSA about.

**Appendix G: Student Enrichment**  
**VP Student Enrichment: Position Open**

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, Lilach Geppert-Shapira

and Yumna Green.

**Reflections – submitted by Rachel Pai**

No report submitted

**Art Docent – submitted by Athena Rospo & Audrey Guidi**

We are exploring a new artist in residence concept involving composition employing a professional photographer (our own Audrey Guidi) to teach it. Yumna is doing a due diligence search for other bids from other artists.

We have reached out to the teachers to encourage them to get volunteers to sign up for Art docent program so we can start right away with training and support the teachers in their new effort of teaching 2 art lessons using the curriculum LWSD provides call Deep Space Sparkle. Athena took photos of all the sheets she had access to, to add them to the volunteer list and begin contacting them

We have agreed to host a table at the Back to school BBQ on 9/8 and have send out a sign-up genius for it

We are looking to contact Maxine Pippin for a docent training in mid-October

We are looking into an at school orientation for docents at the end of September

Audrey and I will continue in our same capacities as co-chairs. We will be looking to recruit and mentor replacements for ourselves and Conni Irais who served as our supply coordinator last year.

We will not be doing Art of Discovery

We are in contact and communication with Joan Livesey and will talk with Melissa Reinardy about the supplies for the docents and teachers and how to handle any confusion

**Extended Classes – submitted by Stacy Anderson and Anita Yue**

For extended classes, we plan to open registration for Session 1 the morning of September 9, 2017 with the following classes:

ALL SPORTS, CHESS, CHOIR, CODING WITH KIDS, DRAMA, GOLF, MARTIAL ARTS, MATH, PIANO/ KEYBOARDING, PUZZLE CIRCLE, TENNIS, & TRENDY CRAFTS

- Session 1 will run from Sept. 25, 2017 - February 3, 2018 (choir will end in December)
- Based on learnings from Session 2 last year, current PTSA membership will be required for parents to access the EC registration site. We are revising marketing materials (flyers) to point solely to the site to significantly reduce paper registration and enforce the PTSA membership policy.
- We've eliminated the sibling discount - Small discounts were offered by a few vendors, but due to parent confusion and additional work associated with the discount, we do not plan to offer them going forward.
- Policy documents and website - Over the summer all EC policy documents and website were updated to simplify and remain current with EC operations and policies.

Please let us know if you have questions.

**Math Challenge – submitted by Lior Shapira**

- Been in touch with Elly Sarwono regarding updating contact information and 2017/2018 schedule
- Working with Ganesh (VP Communications) to update the PTSA math challenge page

**Appendix H: Event**  
**VP of Events: Devika Kapoor**

Friday Sept 8 we are scheduled to have our Back To School BBQ scheduled to start at 6-8

- Attending are dj, 2 food trucks, 4th graders bake sale, EC vendors, PTSA table.

- volunteers are all PTSA board members n family -welcome Back Coffee on Monday 11th at 8:15, who else will be there from PTSA board?