

Audubon PTSA Board of Directors Meeting

October 8, 2009

Minutes

I. Call to Order

The meeting of the Audubon PTSA Board of Directors was called to order by Co-President Judy East at 6:36pm on Thursday, October 8, 2009, in the Arts & Sciences room at Audubon Elementary School.

Ten voting members were present; fifteen people attended the meeting (sign-in sheet on file).

II. Opening Business

The minutes of the September 10, 2009, Audubon PTSA BOD meeting were approved as corrected.

Judy East announced the upcoming “PTSA and the Law” seminars and encouraged all BOD members to attend a session if possible.

Judy East announced that Shelby Maier resigned as Owl Outreach Chairperson. A replacement chairperson has been selected, but she will not be attending Board meetings.

Appointment of a Nominating Committee for PTSA officers for the 2010-2011 school year was discussed. Suggestions of candidates for this committee should be submitted to Judy East and Roy Captain by Oct. 12. A list was passed around for those present to make recommendations of potential candidates.

Audubon Librarian Lis Wicks gave a special report to the Board regarding various library programs and activities.

- The Battle of the Books will include 27 teams (102 students) this year.
- The Global Reading Challenge will have 42 participants this year.
- The Birthday Book program has record participation this year with 127 students and over \$1900 raised.
- The Book Fair will be in the gym this year on Nov 19-24. Sarah Davis will chair this event.
- Ms. Wicks has prepared bookmarks for students with access information for various research websites. These bookmarks enable students to make use of these sites at home as well as during school hours.
- Special state grant funding brought \$2300 in new library books this year. These books were purchased to supplement and enrich a new social science curriculum, 6th grade ancient cultures studies, 4th grade native Washington studies, and more science books per teacher recommendations. Many of these books were on display for Board members to peruse.

III. Area Reports and Actions

Treasurer Linda Hall presented the monthly financial statements (Appendix A). She reported that we are in very good financial shape. The PTSA is in a better cash position than it was at the same time the previous year.

Communications: VPs Claire Gajary and Sue Shutz submitted a report (Appendix B).

Fundraising: VPs Erik and Stacy Christofferson submitted a report (Appendix C). Additional information was highlighted: We have accumulated quite a balance in our Labels for Education program and will need to discuss and decide how to redeem those points at a future meeting. The Jog-a-thon is currently scheduled for Sat, April 17, 2010, but we may need to consider moving it to Friday, April 16, 2010, to make best use of Radio Disney's promised participation. The PACE fundraiser will kick off October 15, 2009.

School Services: VP Kym Lukosky presented a report (Appendix D) and updated the information to let us know the Hearing & Vision Screening is now fully staffed with volunteers.

Events: VP Ruti Cohenca submitted a report (Appendix E) and highlighted a need for more volunteers for upcoming events.

Student Enrichment: VP Pierre-Henri Frevol submitted a report (Appendix F).

Ways & Means: Chair Steph Weeks reported that the Assemblies Committee had met two times and is close to a proposed assembly schedule for the school year. She also reported that E-Z grant applications are due Oct. 29. The Ways & Means Committee will meet Nov. 2 to review the applications in order to present recommendations to the Board at the Nov. 12 meeting.

Legislative Advocacy: Byron Shutz presented a report on Initiative 1033 (Appendix G). He reported some upcoming dates and activities to be aware of (Oct. 14 – ballots out, Nov. 3 – Election Day, Dec – school board will discuss levies for the Feb. 2010 ballot). Byron presented a motion for the Board to consider; it was seconded by Linda Hall. **MOTION: The Audubon PTSA Board of Directors endorses not supporting the November 2009 I-1033 by recommending a "No" vote for the initiative.** There was discussion and the Board voted to approve this motion unanimously.

IV. Principal and Faculty Reports

Principal Karen Dickens reported that the game tables for the outdoor classroom and installed and thanked the PTSA for its purchase. She also highlighted two upcoming school-wide programs. "Read for the Record" is a national literacy promotion for primary grades. The whole school will participate in reading "A Very Hungry Caterpillar" at the same time as one million students nationwide.

Principal Dickens also reported on a new all-school Motivational program to build Life Skills (as assessed in the first section of students' report cards). Based on two books (*How full is your bucket?* and *Have you filled your bucket today?*), the entire student body will meet in monthly assemblies to encourage filling Audubon's "bucket" with acts demonstrating these life skills. The program will kick-off on Oct. 14; the first month's life skills will be "responsibility" and "respect."

Jodi Wilhelm and Erin Christianson reported that the faculty is excited about the E-Z Grant program. They also offered to send the request for volunteers for International Games night home to families through the teachers' communications.

V. Close of Meeting

Judy East announced that the next meeting will be Thurs, Nov. 12, 2009 at 6:30pm.

The meeting was adjourned at 7:42pm.

Appendix A – Treasurer's Report

Treasurer Linda Hall

July 1, 2009 thru September 30, 2009 Financial Report

The supporting records are not yet reconciled –pending receipt of September 30 bank statements. Rather than the actual financial statements, I provided a cash flow report that provides the relevant information in a one-page format and is less cumbersome and easier to track than the actual budget and financial statements. The supporting income/expense register is also provided. Board members are encouraged to keep the approved budget on hand for easy reference to the budget notes.

Income: The PTSA completed this reporting period with a \$23,129.74 positive net cash flow. This is expected given our major fundraiser begins in September. Approximately \$10,000 of that will be paid out for the related expenses (i.e., extended classes and PTA member dues). PTA member dues receipts are slightly above this same reporting period last year. No Frills Parent contributions are approx. \$800 higher when compared to last year.

Expenses: A line-item review of the expenses reflects expenditures below budget.

New Restricted Funds: With the amended budget, the membership voted in September to restrict \$15,000 to be allocated via the EZ Grant process. This amount is now reflected as restricted.

Important Deadlines:

- 1) October 25: PTSA Member Payments due to State PTSA - pending
- 2) November 10: Insurance Payment due- pending

3) November 15 : 990 due to the IRS – an extension will be filed

Outstanding Money-Related Items:

- 1) From Financial Review:
 - a. Per Standing Rules, all binding agreements are supposed to have 2 signatures (one of which is the president). Since the Treasure does not keep records of all binding agreements, this requirement could not be confirmed.
 - b. The Treasure did not possess a legal documents notebook nor could she point to where one currently exists. This needs to be clarified.
- 2) Policy related to use and access of PTSA safe -- Pending
- 3) Written procedures and guidance around use and processing of credit cards--~~TARGET OF AUGUST;~~NEW TARGET OF OCTOBER BOARD MEETING
- 4) Written procedures and guidance for the use and accounting for cash for the “till” –IN PROCESS
- 5) Request to set up the PTSA so that donations can be provided on line via Pay Pal –~~TARGET OF AUGUST;~~NEW TARGET OF OCTOBER BOARD MEETING
- 6) Written procedures and guidance related to the receipt and handling of large volumes of checks – TARGET DATE NOT YET SET

Appendix B – Communications Report

VPs: Sue Shutz & Claire Gajary

eNews Thanks to Claire’s db entries and Shelby’s summer Owl Outreach group, we added over 200 new recipients to the weekly eNews mailing. 712 contacts now receive eNews every week (or, at least most weeks ☐).

Website:There were slightly over 1100 visits to the website in September, which is almost twice that of last year’s peak in January of 609. The most popular page was the Extended Classes (700 visits), followed by the calendar page (200 visits). The events page and the volunteer pages both had over 100 visits each. Unfortunately, I expect website visits to go back down again until Extended Class registration in the spring, but the goal is to continue to increase use over previous year.

Directory: The goal for directory distribution is the week of October 26th, though a more realistic date is the week of November 2. Julie Hasse has handed over last year’s MS Publisher final for us to update with this year’s information. Formatting changes will be minor.

- We have an additional volunteer, Dixie Crockford whose career as a writer/editor will be a huge help to us in proofing, fact checking, and cross-referencing.
- Final membership count is on track to be to us in time for printing.

- Membership cards are on track to be available in time for distribution.
- I have received the current student list from Merryl, and have 40 discrepancies to address with her. I have also received a printed copy of the class lists. I will be speaking to Merryl this week to see if we can generate an electronic copy. Otherwise I will be entering the teacher information manually, after which we can start generating the formatted information for the Directory.

DB Updates: I have finished entering in updates and volunteer forms from the FWPs. Volunteer lists were distributed to the VPs, who should share them with their chairs.

Appendix C – Fundraising

VPs: Erik & Stacy Christofferson

No Frills Fundraiser: We have raised ~\$12K through month-end September 2009, versus \$8K through month-end September 2008. Giving appears to be up slightly this year. We have roughly 50 donors that noted Microsoft as their employer and will match. Of those 50, about 10 have already processed their matching so we should see contributions by year-end. Tony East created a very good "How To Enroll for Matching at Microsoft" presentation. We hope to get it finalized and distributed to the remaining Microsoft donors by mid-October. We have a few other matching companies: Boeing, Aviation Partners, and Bill Gates Foundation. We'll get those processed in October as well.

Membership: Khris Schaffner reports she has entered 329 memberships into the state PTA database, which is slightly up from 2008 October. We also have 4 donated staff memberships, and will be working with Karen on which staff to help compensate. We still have a few forms coming into the PTSA office, and will process as they arrive. Membership cards will be printed toward the end of October in-time for Student Directory distribution.

Claire Gajary reports that our PTSA database contains 342 households (including Audubon staff?). Membership & No Frills responses received to date total 233. So it appears we have about a 68% response rate, assuming all 342 households are currently active at Audubon. This response rate alone should support continuing the FWP personalization!

Volunteer Hours: We have started to receive checks from Microsoft for Volunteer Hours logged in June 2009. Microsoft donates \$17 per hour logged. Please continue to pass the word and remind friends and family members to log their hours at Microsoft. This is truly an area of untapped opportunity, which we're looking to grow over time.

PACE: Our annual PACE fundraiser led by Nancy Low-Glassman kicks-off on Thursday October 15th. We're in the final planning stages, and everything is on track for the October 15th kick-off.

e-Scrip + 10% Back to Schools: Our membership has increased by 5 new members in August last year we added 15 through October 2009. Our 10% Back to Schools earnings have not yet been posted; we will receive payment on March 15th.

Free \$\$ Campaigns: We have registered Audubon PTSA with everythingParty, so a notice will go out with the October 12th e-News with a 20% coupon to our distribution list. We will also try to get the coupon and letter posted to our Fundraising Website. When our members shop at Everything Party, all they have to do is mention Audubon PTSA and we will receive 10% of every purchase. Checks will be mailed to Audubon PTSA quarterly.

Office Depot also donates 5% back to schools, just mention John James Audubon Elementary and Office Depot will send a check back to the school.

Stacy will be working on adding more Free \$\$ items as they develop. If anyone knows of businesses that give back to the schools by just mentioning the school name, please pass those business names to Stacy and Erik. We will do all the leg work to get Audubon Elementary or Audubon PTSA enrolled to receive contributions.

Jog-a-thon, Walk-a-thon: Stacy, Roy, and Erik attended the Bennet Elementary Jog-a-thon in September to witness how their very successful event operates. The event has a festival or fair-like atmosphere, much like our back to school barbecue. The jog-a-thon was very well attended and obviously one of the standout Bennet PTSA activities of the year. Members of the Bennet PTSA have been very generous in sharing their experience and materials (promotional flyers, lap counting scheme, sign up forms, i.e. 'how to'). They have set up their event so well that this one event generates funds for their PTSA roughly equal to our entire fundraising suite of activities.

We will be mulling through all the information over the next couple of months, and expect to finalize our plans by the end of the calendar year.

Appendix D – School Services

VP: Kym Lukosky

Staff Appreciation: (Steph Weeks and Tajee Pugh) Staff Appreciation is off to a fun start! We've got our dates set for the year and have sent email to volunteers (special thanks to Claire for compiling all of the many volunteers!). Our first Staff Appreciation date is next Friday, October 9. We'll be serving various soups and other goodies at lunch time.

Hearing and Vision: (Beth Kopyar and Kym Lukosky) Hearing & Vision Screening is Oct. 27 from 8:30 AM to approximately 2:00 PM. We anticipate needing 20 volunteers at any given time, for a total of 110 volunteer hours.

Currently we have the following coverage:

- 9 people for morning shift (8:30 to 11:30)
- 8 all day people
- 6 people for the afternoon shift (11am to 2pm)

We need 3 more afternoon people and 3 more all day people.

Valet/Driveway Program: (Roy Captain) For the first time in a while we actually have two AM Valet Vols per day!!!!

There is a noticeable increase in the drop-off traffic this year and I am grateful to all those who have stepped up to assist. There are some mornings that beg for an additional person to cover the exit from the school. I have met with the Principal and suggested that the Patrol at the crosswalk monitors the traffic exiting the school to ensure they do not inadvertently cause a gridlock.

I met with the Valet vols to review procedures and answer any questions they had on Tue 29th after school. They were also given information on accessing State Xing guard training and responsibilities.

Jack Hackman has returned to his Valet “duties” after Achilles tendon surgery and can be seen with his cane on Wed mornings!!

Yearbook & Class Pictures: (Deb East) Met with the 6th grade teachers and established a framework for having the sixth graders do the yearbook this year. Sixth graders will have roles like marketer, editor, photography coordinator, etc and meetings will happen mostly during lunch. This will be an “opt in” committee and offer opportunities for creativity and leadership.

Kym also sent a request to have a few 5th graders selected by the 5th grade team to help with program continuity for next year. These 5th graders can then help lead next year’s sixth graders.

Class pictures are on October 6th.

Appendix E – Events

VP Ruti Cohenca

Here are the next few events to be announce: Skate King Oct 12 at 4:00 to 6:00; International games night October 22 at 6:30 to 8:00 at the gym; Book fair in November, no final dates yet.

Appendix F – Student Enrichment

VP Pierre-Henri Frevol

Reflections: (Victoria Clarke and Alison McElroy) Reflections program had been launched to the students on October 1st. The closing deadline for submission remains October 30th.

There was a problem with the presentation on December 3rd (Reflection night) but this has now been resolved (the finalists will not be physically displayed as they will already have been submitted to District but there will be a virtual film display of finalists).

Budget: on target.

Drama Residency: (Victoria Clarke) Drama for 4th-6th grade is the week starting December 7th with each class receiving two 45-minute sessions with a teacher from SecondStoryRep

(SSR). Normal progress has been made compared to beginning of September. The Spring drama program for K-3rd has not yet been finalized.

Budget: Still on track for being under budget on H1, and at or under at the end of the year.

Art Docent: (Martha Rames and Maxine Pippin) Parent recruiting had been going well. Only some 1st grade classes lacks parents. Amazingly all last year Kindergarten Art Docents' children are in the same 1st grade this year. Some parents had volunteered to take additional classes. Maxine and Martha need to finalize that next week or so.

The ArtDocent companion guide is now all online.

The Art Docent introduction meeting for new and experienced Art Docent took place on October 1st, and went smoothly.

The first Art Docent Classes happened this week (Sept 28). The fact that classes start so early in the year (when, 4 years ago, they used to start in November is a good indicator of the strong health of this program!

Martha and Maxine will Evaluate Artist in Residency and may submit an easy grant for it. We'll work on making strong cases for equipments thru Easy Grants for the Feb review

Appendix G – Legislative Advocacy

Byron Shutz

Initiative 1033:

MOTION: "The Audubon PTSA Board of Directors endorses not supporting the November 2009 I-1033 by recommending a "No" vote for the initiative.", or such language as amended.

State PTA, League of Education Voters, and League of Women Voters, among 120 other organizations on the attached list, do not support the initiative and endorse the "Vote No on Initiative I-1033". I could not find a list of organizations that do support Eyman's initiative 1033; if anyone knows of such, please forward it to me.

The attached documents may help our community be aware of the pros & cons to Tim Eyman's I-1033 initiative:

- Memo leading up to WSPTA's endorsement of "Vote No on I-1033": WSPTA_Memo_I-1033_2009July.pdf
- List by WSPTA of info links: WSPTA_I-1033_Links.pdf
- Impact report by WA Ofc. of Financial Management: WA-OFM_I-1033_Fiscal_Impact.pdf
- List of "no on I-1033" endorsements: No_I-1033_Endorsements.pdf

The two mainy websites for and against I-1033:

- Campaign to 'Vote Yes on 1033': <http://permanent-offense.org/>
- Campaign to 'Vote No on 1033': <http://no1033.com/news/>

Below is WSPTA's Kim Howard's recent info regarding local units voting on endorsements around I-1033.

From: Kim Howard [<mailto:KHoward@wastatepta.org>]
Sent: Friday, September 18, 2009 4:27 PM
To: Grassroots
Subject: [grassroots] Advocacy Update: I-1033, NEWS lawsuit, K-12 Funding Formula Work Group

I-1033 Update

WSPTA has endorsed the “No on Initiative I-1033” campaign because we feel that the restraints placed on state revenue growth will adversely affect education and other programs which benefit children. For more information about the initiative and our position go to the following links:

[Meme re I-1033 for August Board Meeting](#)
[More information about I-1033 available here](#)
[Office of Financial Management’s fiscal analysis](#)

The campaign is looking for endorsements from local units and councils as well. If you are interested in learning about how to endorse an issue campaign follow the link below, which describes how endorsements were made for the Simple Majority campaign. The issue has changed, but the process is still the same:

[Conducting a PTA/PTSA Endorsement](#)

If your local unit or council votes to endorse the campaign, you can notify the campaign by going to the following link

<http://www.no1033.com/index.php?%20page=display&id=114>

Kim Howard
Government Relations
Washington State PTA