

Audubon PTSA Board of Directors Meeting

January 21, 2010

Minutes

I. Call to Order

The meeting of the Audubon PTSA Board of Directors was called to order by President Roy Captain at 6:40pm. There were 9 voting members present; 13 people attended the meeting (sign-in sheet on file).

II. Opening Business

The minutes of the November 12, 2009, Board of Directors meeting were approved as submitted.

The minutes of the November 19, 2009, PTSA General Membership meeting were approved as submitted.

President Roy Captain reported that the Nominating Committee was making progress on filling the slate of officers for 2010-2011. They are still looking for a co-VP for Events. A complete slate will be presented at the February Board meeting.

President Roy Captain gave an update on the Owl Outreach Committee. The group is getting coordinated and operating at all grade levels. They will have a presence at the Kindergarten Registration day on Feb. 4; information has been compiled and translated into several different languages with pictures of the Owl Outreach Ambassadors so new families can get connected.

The next BOD meeting will be Feb. 18, 2010. Attendance will be crucial as we will be reviewing the Ways & Means Committee's 2nd round of EZ Grant recommendations and voting to approve them.

III. Area Reports and Actions

Treasurer Linda Hall presented the monthly financial report (see Appendix A). She reported that the PTSA membership payment was signed tonight, the 1099 (due 1/31/09) had been mailed, and the 990 is in process.

Treasurer Linda Hall presented a suggested policy for use and access to the PTSA safe. It was moved and seconded that the "Policy for use of the PTSA safe" be adopted. The motion passed unanimously. (see Appendix A for Policy language)

Treasurer Linda Hall and VPs of Fundraising Stacy & Erik Christofferson presented a revenue update to the Board. The PTSA is behind in revenue compared to this time last year. Thus far, we have raised about \$20K for the 2009-2010 year (we had raised about \$27K at

this point in the 2008-2009 year). Our cash donations are comparable, but we've experienced a drop in contributions from the eScrip, PACE, and Microsoft volunteer hours "cash back" programs. Their update is just meant to be a "heads up" at this point. The Board needs to be aware of this drop off, and action may be necessary in the near future. There are 3 possible courses of action if revenue continues to be low: (1) do nothing and use surplus funds if necessary, (2) make efforts to ramp up revenue in the final months of the year, or (3) scale back spending (which has been below budget thus far in the year as well).

Treasurer Linda Hall and Legislative Advocacy Chair Byron Shutz introduced the upcoming Levy ballot measures to the Board. Two of the ballot measures are renewals of existing levies to fund general school district operations (approx. 20% of the school district budget) and facilities maintenance. The third ballot measure is a new bond measure to raise funds to build new schools and modernize existing ones at an accelerated rate to accommodate forecasted growth in the next decade.

Linda Hall proposed a motion that the Audubon BOD endorse the levies and bond ballot measures. It was seconded by Stacy Christofferson. There was discussion about the extent of cuts that the district had already had to make in the last year, and the potential impact of further cuts should these levies fail. Principal Karen Dickens noted that the bond measure will help the district in transitioning to a 4-year high school and middle school model that most of the rest of the school districts in Washington already use. The Board voted unanimously to endorse the 3 ballot measures.

Linda Hall proposed that the Board of Directors make our budgeted contribution of \$50 to the Levy Committee and consider increasing our contribution. She noted that because of the changes in finance laws, we will not need to spend the budgeted \$1000 to pay an accountant to file the 990 form with the IRS (income limits were raised so we can still file a 990EZ form). Byron Shutz reported that the Levy Committee uses donations to pay for mailings and marketing efforts to get out a positive vote. There was discussion as to what amount was an appropriate contribution. Those in favor of giving more money cited the importance of the levies to basic school services and purposes and the 4-year impact of this vote. Others were hesitant to increase our contribution so significantly because of the decreased revenue report and concerns about the role of the PTSA to use PTSA contributions to serve the school community versus participate in broader ventures. Linda Hall amended her motion to propose that the Audubon PTSA contribute \$1000 to the Levy Committee. It was seconded and passed by a vote of 5-4.

A communications report was submitted (see appendix B).

A fundraising report was submitted (see appendix C).

A school services report was submitted (see appendix D). VP Kym Lukosky highlighted the leadership transition that will take place in the Staff Appreciation team as Tajee Pugh and Steph Weeks will be moving and Charla Mills and Julie Becker have stepped forward to chair the team for the remainder of the school year.

An events report was submitted (see appendix E).

A student enrichment report was submitted (see appendix F).

Information about the upcoming levies and bond measures was offered by Byron Shutz (see appendix G).

IV. Principal and Faculty Reports

Principal Karen Dickens reported that Khristine Schaffner volunteered to work on redesigning and giving purpose to the front planter area.

Erin Christiansen reported that the EZGrant that was funded to create a Student Council is moving forward. She has been selected to be the staff adviser. Elections will be held in February for officers to serve through the end of the year; new officers will be elected in the fall for a full year. The Student Council program will have more academic enrichment components than in the past.

V. Close of Meeting

The meeting was closed in due form by President Roy Captain at 7:45pm.

Appendix A: Treasurer's Report

Treasurer Linda Hall

Report for December BOD meeting:

Re: November Financial Report for December's Meeting

The supporting records are not yet reconciled –pending receipt of November 30 bank statements. The Cash In/Out is as of November 30. The supporting income/expense registers are also provided.

Income: The PTSA completed this reporting period with a \$14,196.85 positive net cash flow; **however**, this includes \$5,601 in Book Fair revenue which is expected to be paid out.

Please refer to the fundraising report for revenue status and projections.

Expenses: A line-item review of the expenses reflects expenditures continue to be below budget. The teachers have not fully accessed their classroom enrichment funds for first semester. This is most likely due to lack of communication on the PTSA's part rather than lack of interest. I will try to do a better job of getting the information out to the teachers related to this resource.

Report for January BOD meeting:

Re: December Financial Report for January's Meeting

The supporting records are reconciled through December 31,2009. The Cash In/Out is as of January 15. The supporting income/expense registers are also provided.

Income: The PTSA completed this reporting period with a \$8,578.57 positive net cash flow. Please refer to the fundraising report for revenue status and projections.

Expenses: A line-item review of the expenses reflects expenditures continue to be below budget. The IRS modified the gross revenue point which triggers a full 990 versus a 990EZ. We are still eligible to do a 990EZ and thus will not incur the \$1,000 accounting fees for the tax return. Given that knowledge, I propose we shift a portion of that line item to the LWSD Levy Fund contribution which is currently budgeted at \$50.

Important Deadlines:

- 1) January 25: PTSA Member Payments due to State PTSA - IN PROCESS
- 2) January 31: 1099 Misc Form due to recipient – IN PROCESS
- 3) February 15: 990 due to IRS – IN PROCESS
- 4) February 28: 1099 due to IRS

Outstanding Money-Related Items:

- 1) From Financial Review: **NEW:** Inquiries are now pending
 - 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 – **NEW FROM DECEMBER:** see draft below
- 3) Written procedures and guidance around use and processing of credit cards
- 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
- 6) Written procedures and guidance related to the receipt and handling of large volumes of checks – TARGET DATE NOT YET SET

DRAFT Policy for Use and Access to PTSA Safe – December 5, 2009

The Audubon PTSA uses a small safe placed within the PTSA office to allow for the safe keeping of financial data and other matters. The safe design allows for people to drop items in; however, the access code is required to get items out. The purpose of this policy is to provide guidance regarding the use and access of this safe.

Primary use: Holding of cash and cash equivalents prior to being processed and/or deposited
Storing of personal/confidential information

Access: Individuals holding the following positions shall be provided with the access code. The intent is to limit access to those who need to access the safe to carry

out their duties (including check signing): President, Treasurer, VP Communications, VP Fundraising, VP Events

Other chairs may be provided the access code based on need as determined by the Treasurer, in consultation with the President(s). For example, an individual charged with the routine handling of cash for a PTSA program/activity such as the Extended Classes chair and 6th grade fundraising program chair.

The Treasurer shall be responsible for changing the access code. At a minimum, this shall be done annually to coincide with the change in board members/officers.

Appendix B: Communications Report

VPs Claire Gajary & Sue Shutz

January: eNews recipients dropped again this week to 669. Web site usage got the Extended Classes bump and was up to almost 550 visits; no where near our awesome September numbers, but a bump, none-the-less. Pages new to the website this month are:

- **New to Audubon** (formerly Owl Outreach) was reintroduced with updated contacts.
- **Nomination Committee** was added to the PTSA tab on the navigation bar. The committee penned such a great write up that I just had to give it its own presence on the site.
- **PTSA Dollars Hard @ Work** was added after the first EZ Grants were awarded.
- **Emergency Assistance** was added to the Resources tab. This information was submitted by Kym Lukosky to provide aid and assistance information to Audubon families.

December report:

Not much to report on this month. 677 email addresses receive the eNews every week. The Web site traffic is way down to less than 100 visits this month. This is largely due to the fact that iContact now lets me link to bookmarks at the bottom of the newsletter. This allows me to link eNews submissions that need a lot of explanation to the bottom of the newsletter rather than the website.

We did introduce a Thank You page that is located off the volunteer tab on the Web site. I'd like to encourage board members and staff to use this as often as you like to highlight how much we appreciate our parent, teacher, and staff volunteers.

Appendix C: Fundraising Report

VPs Erik & Stacy Christofferson

No Frills - Stacy Christofferson

All the corporate matching outside of Microsoft has arrived and should be reflected in the Treasurer's report. Waiting on numbers to see where we are relative to our 2009-2010 fundraising goals.

Membership - Khris Schaffner

We have a total of 377 members so far this year. I am planning on inserting a weekly Membership Benefits Blurb in the next few issues of the E-News. I'm hoping that this can become a regular thing this year and next. The goal is to retain current members (i.e. more renewals next year) and interest some who have not yet signed up this year. Ideas for this include reminding members of current savings offered to PTA members by directing them to the password protected site listing those.

Coffee Club - Steph Weeks

Right now, we've raised \$1,615 (81%) - that's only 77 more lbs of coffee before they reach the \$2000 goal. (I still have a deposit for Linda to reach that amount, btw). The new FeBREWary coffee is on sale now. Orders to be delivered before Valentine's Day - deadline to order is Feb. 1.

We'll have at least one more label after this one.

PACE - Nancy Low

The PACE program was successful and completed. 42 children received prizes for their efforts. There was a bit of a reward issue as the award that the kids expected was not available. PACE did offer the kids other gifts to choose from and no one seemed to mind. The PACE company is very willing to go above and beyond to make any situation workable.

Box Tops & Soup Labels - Kim Brown: No input this month.

GL Scrip - Mindy Lincicome: No input this month.

E-scrip - Stacy Christofferson: No input this month.

Jog/Walk-a-thon - Erik Christofferson

We are leveraging materials from our neighbor, Bennett Elementary's, jog-a-thon to develop our punch cards, pledge forms, schedule and introductory flyer. We've talked to Scott Lowery, who has agreed to lay out our 'track' for the event, and one that will be suitable for good or bad weather. Volunteer's for various aspects of the event will need to be rounded up shortly - and we will want help with that aspect.

Appendix D, Student Services

VP Kym Lukosky

Kindy Registration, Chair: Kym Lukosky

Need volunteers for the event. No response to the first call for volunteers. Working other angles like getting the Kindy teachers to send out emails to their parents to tap them as a resource. Here's the info: **Kindergarten Registration** is on February 4th from 1pm to 7pm. We need to have parents there to help our new parents fill out paperwork and answer general questions to support our office staff. It's an easy job and we train you. The shifts are 12:45 –

3pm, 3pm – 5pm and 5pm to 7pm. We need two parents for each shift. Please email Kym Lukosky to sign up at: v-kyml@microsoft.com

Staff Appreciation, Chair: Tajee Pugh and Steph Weeks

Last week, the Staff Appreciation committee provided a yummy lasagna lunch to our staff members. Our next lunch is scheduled for February 18.

Steph Weeks is moving and will need to resign the position. Tajee also might be moving and need to resign. I am currently working with both to coordinate the resignation dates and then come up with a plan going forward. Most of the meals are planned, but Staff Appreciation Week is coming up in May and that requires a lot of leadership time. I am unsure if I will simply step into this role or scramble to find someone to help. Not sure if I could even bring someone up to speed that quickly anyway.

Emergency Assistance is live on the website: <http://audubonpta.org/EmergencyAssistance.aspx>
Worked with Tina and Sue to get this info up to help families who might be facing financial distress with the economy the way it is. Sue is going to put it in the newsletter/enews as space allows. (I can't remember if I reported on this before..and it took me longer to do then I first envisioned.)

Valet, Roy Captain Chair

Has an open volunteering position for Thursday Morning. Email Roy for more details.

Appendix E: Events

VP Ruti Cohenca

Book Fair:

This year, the Book Fair event was held in the cafeteria for the entire week. This allowed Ms. Wicks to continue her classes in the library. As the Book Fair is held during conference week, the cafeteria is not used for lunch service 4 of the 5 days of the Book Fair. The cafeteria provided more space to spread out displays. On the first day of the event, a “Family Book Fair night” was held 6:30-8:00pm with dessert and coffee and a short PTSA meeting. About 80 people attended (a little lower than expected, possibly due to not enough publicity). At the book fair there was a variety of activities that gave students a chance to earn tickets for a poster drawing (scavenger hunt, each book purchased, bringing in an adult guest during lunch, participating in Wacky Hair day on Monday). There was Teacher preview day before the event started, where the teachers had the chance to choose books and make a wish list.

Volunteers: there were many volunteers who helped this event to succeed.

Goal for the Book fair: Total sales \$10,000. We made it, horray!

Budget for this event \$300. We had expenses of \$92 (-\$25 Costco gift card).

PTSA night – Tea, deserts, coffee, paper goods. \$60- food

PTSA drawing - Tickets for drawing, prizes.

Bunch of thanks to Sarah Davis who put so much effort in this long event and make this event happened. She worked a lot and spent many hours at school. There was a candidate to co-chair with her but at the beginning of the process she apologizes for being unable to handle it. Next year there must be two chairs for this event, as it is very hard work. Also thanks to Lis and all the volunteers who help out.

Event: Skate king January 11th 2010

Purpose: An opportunity to Audubon community school, to spend together the afternoon in an enjoyable activity. It is not a fundraising event. Family fun event, held in January 11th at 6:00-8:00 2010.

Budget: none.

Purchases: 50 lightning bracelets for the first 50 skaters for New Year, \$25.

Income: \$109 - \$25= \$84

Volunteers: No volunteers.

There were 219 skaters. More than the first time (160). Probably the evening time works better for the parents. The income was lower than the first time, \$109 dollars. For the evening hours the local charge a little bit more!

I incorporate the New Year theme to the event. Overall the event went great.

Event: Western Hoedown Dance January 22nd 2010

Next family event, is this Friday at 6-9: dance party with music, food, pictures and more. See you there, with your custom!

Appendix F: Student Services

VP Pierre-Henri Frevol

2009-10 Reflections "Beauty is..."

The Holiday concert and Reflections presentation on December 3rd was well-attended. Due to the difficulties serving cookies and beverages to that number of people(!) we may well forgo refreshments next year.....

Two Audubon students received awards at the Lake Washington Schools District Level of the Reflections competition: Tessa Fujisaki received an Award of Merit for her short story "The Monk Seal" and Kaitlin Holldorf was awarded an Award of Excellence for her photograph which goes forward to the State level of the competition.

Two additional entries were selected to be shown at the Founders Luncheon in February: Veronica Foster's painting "Beauty is under the sea" and Sam McElroy's photograph "Fall Leaves".

Congratulations to Tessa and Kaitlin, and all our Audubon finalists who were displayed at the LWSD Resource Center. For those students thinking ahead to next year, the theme for 2010 -11 Reflections Competition is "Together we can...."

Great work from Victoria and Alison for coordinating this (and the Drama) at the busiest time of the year!!

Drama

The 4th-6th grade Drama Residency in December was generally well received by students, parents and teachers with the following comments for future residencies:

- Two 45 minute sessions per class was not quite enough to deliver a polished presentation. If the objective is to give a presentation then could the PTSA fund three 45 minute sessions? Failing that, could teachers give students a run-through prior to the presentation?
- Where Special Ed students are in class, their designated assistant should attend the teaching session.
- Having an "upper school" theme for the program separate from the "lower school" gives them more scope and a better fit to their curriculum.

The invoice for the residency of \$1350 is below the budget of \$2,375 (yay!)

We are in discussions with Second Story Rep regarding the K-3rd residency due to take place this Spring.

Art Docents

Audubon Elementary International Night: May 27th Theme:

To continue from last year experiment of creating a "gallery of Art", Martha and Maxine decided on a theme: Influences, -isms and Inspirations. They are working with Art Docents to help them choose a theme. They held an information meeting on January 19th.

Participation is Optional for the Art Docent.

Art Display

When reviewing needs and wishes for equipment and material for Art Docent, one item mentioned was a second display. Maxine and Martha, with the help of many people in the school, and in LWSD, managed to get for free as it is used. It now (since early Dec. actually) sits next to the other one (in front of the library).

Additional equipment

Martha and Maxine are working to submit on a EZ grant for new equipment and/or new material for the overall Art Docent program. Wishes and Ideas had been gathered from Art Docents.

Appendix G: Legislative Advocacy

Chairperson Byron Shutz

There are 3 levies being put before voters by the Lake Washington School District on a February 9, 2010, ballot. The three measures are the Renewal of Expiring Educational Programs & Operations Levy, the Renewal of Expiring Capital Projects Levy, and a Construction and Modernization Bond.

List of endorsements listed to-date: <http://www.vote4lwsdkids.org/thankyou.aspx> (The Foundation Board just unanimously voted to endorse)

More detailed info is available at:

[Lake Washington Citizens Levy Committee - www.vote4lwsdkids.org](http://www.vote4lwsdkids.org)

[LWSD Levy and Bond Info pages - http://www.lwsd.org/News/Levy-and-Bond-Information/Pages/default...aspx](http://www.lwsd.org/News/Levy-and-Bond-Information/Pages/default...aspx)