

PTSA Board of Directors Meeting

November 18, 2010

Minutes

I. Call to Order

The October Audubon PTSA Board of Directors' meeting for the 2010-2011 school year was called to order at 6:37pm in the Arts & Sciences room at Audubon Elementary by President Roy Captain.

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

II. Opening Business

The minutes of the October 14, 2010, Board of Directors meeting were approved as submitted.

President Roy Captain opened the meeting with introductions of the Board of Directors to the 2nd grade staff.

President Judy East discussed a field trip survey for parents. Survey will be created for January and will be on the PTSA Website.

III. Area Reports and Actions:

Treasurer, Mindy Lincicome, submitted a report, Appendix A - Mindy reported that the Audit Committee will be meeting Friday, November 19, 2010. Mindy proposed treasurer creates 3 bank accounts. All BOD agreed. See appendix A for details.

VP Communications, Claire Gajary, submitted a report, Appendix B - As of November 18, Claire has the data for the directory.

VP of Fundraising Chandana Surlu submitted a report, Appendix C.

VP Student Services Charla Mills submitted a report, Appendix D

VP Events, Amy Hayes, no report submitted.

VP Student Enrichment, Pierre-Henri Frevol, submitted a report, Appendix E

Ways and Means chairman Linda Hall, will be adding EZ Grant approvals to Enews and all applicants will receive a written memo. Next round of EZ grants won't be until February or March 2011.

Legislative Advocacy, Byron Shutz, submitted report, Appendix G

IV. Principal and Faculty Reports

Principal Karen Dickens – Principal Karen Dickens was not present at the meeting. Byron Shutz spoke on Karen's behalf. Byron reported the Bond for the School District did not pass. Also, staff and parents will be doing Levy phone calling.

The 2nd grade team represented the Audubon faculty at this month's PTSA meeting. They reported the IXL is successful, teachers and parents love it. Also, reported 1st grade team thanked PTSA for funding ½ of toy maker fee, Mrs. Sullivan thanked PTSA for a new rug, Mr. Lowery thanked PTSA for new PE equipment.

V. Close of Meeting

The next BOD meeting will be January 13, 2011 at 6:30 PM in the Arts and Science room.

The meeting was closed by Judy East at 7:20.

Appendix A: Treasurer's Report

Treasurer: Mindy Lincicome

Financial Report for Audubon Elementary PTSA: FY2011 (through 10/31/2010)

Mindy Lincicome, treasurer

As reported by Linda Hall, past treasurer, we started the 2011 fiscal year with an unrestricted cash balance of \$30,890.51. We had designated funds of \$10,632.21 from FY10 EZ Grants, of which \$9245.35 has been paid out this year. We also have cash reserves set aside that are equivalent to 25% of the current year's operating budget (\$14,175.00).

Recent Actions:

- Our 990 report to the IRS was due on Nov. 15th. Linda Hall offered to complete this form as she explained that is easier for the person who handled the books to complete the report. We filed an automatic extension request on Nov. 10, 2010 which will give us 3 additional months to complete the 990. Linda said she has done this the last two years

with no repercussions. I will still sign off on the report before it is filed since I am the treasurer of record.

- A few of the budget categories have been impacted by FY10 receipts that were not turned in before the close of the 2010 books on June 30. I would like to create a line item in the budget that allows for these expenses to not count against the current year's budget. All of these had the money remaining in their budget from last year to cover these expenses...the receipts just didn't make it to the treasurer until Sept. (a variety of explanations accompanied these expenses). The total impact will not exceed \$1660. An alternative to creating a separate line item for these items would be to charge these expenses to the "contingency" fund within their area with an explanatory note.
- Currently, we have 3 bank accounts – two money market accounts and one checking account. To facilitate Paypal, and ease of understanding where our money is, I would like to make the following proposal. One money market account should have the designated reserve funds as its balance; the second money market account should have a minimal balance and should be the account linked to Paypal to receive deposits (right now, the checking account is linked to Paypal); the checking account should have the remaining PTSA funds. While the money market accounts do earn a small amount of interest (\$34 over the whole FY10 on a balance of approx. \$24,000), I don't think we would be losing too much (we would still have a balance of \$16,000 or so)...maybe \$10/year.
- It looks like the Audit Committee for FY10 will be meeting Friday, Nov. 19 to review the books. I expect to find them in good order, and any actions or follow-up will be reported to the Board at the December meeting.

Appendix B: Communications Report

VP's Claire Gajary & Sue Shutz

eNews – eNews is delivered to 635 subscribers. The principal's corner receives the most 'clicks' week after week.

Website – October visits totaled 1159, with 2320 "views" (clicks). November's top ten pages so far -- in order of popularity -- are:

1. Home page
2. Extended Classes
3. Principal's Corner
4. PTSA page
5. Lost and Found
6. Fundraising
7. Volunteer
8. Smart Shopping
9. Calendar
10. Recycling

PTSA Directory:

Kathy Weiss finished the updates this week! Claire requested the new data on Wednesday November 17, but the new data might be ready by Friday November 12.

If Claire receives the data on November 12, the plan will be:

- Send home postcards on Wednesday, November 12 confirming data and requesting opt-outs and corrections
- Deadline for postcard return is following Monday, November 22
- Claire will put together the directory by Monday, December 6th
- Claire and Sue are hoping the printer turnaround time will be 3-6 days.

Claire has asked Jim Crouch, the print manager, what the margin requirements are so that Roy can give his advertiser(s) exact requirements.

Appendix C: Fundraising Report

VP Chandana Surlu

Fundraising

VP: Chandana Surlu

Membership report from Khris Schaffner, the Membership Chairperson

Students last year: 587

Membership Total last year: 377

Students this year: 527

Memberships Total as of Nov 14, 2010: 385

Membership Data Status:

- 385 Members entered into the WSPTA database.
- Currently processing DB Corrections
- Printing cards this week
- Final push for members - expecting a few more signups- will print those cards separately.

LU Remittance - Oct 25th Payment Deadline:

- Sent LU Remittance Form to Treasurer for Oct 25th first payment deadline.

WSPTA has a 100% Teacher Membership Award this year. We have submitted the application for this.

PTSA Donation & Corporate Matching

Numbers since July 1 2010 (note: number in brackets is the projected one according to the budget.)

- PTSA donation totals are **11963.5 (13,000)**
- Corporate Matching totals are **3395.5 (6000)**. **Yet to be matched is 3860.**

During the month of October, Microsoft has a Giving Campaign. This year, they have an "Agency Fair" during the campaign where they invite non-profit agencies to Microsoft Campus to provide a forum for agencies to meet their supporters. We had a table for Audubon PTSA on Wed Oct 13th. We had 2 sets of parents come by (and 1 more after we left!). We might have to add an incentive if we want to do this again. Something like, "Come meet the Principal of Audubon Elementary!"

eScrip & Recycling report from Stacy Christofferson, the eScrip and Recycling chair

Here's an update on the Audubon PTSA Recycling Program. It's mainly statistics and some observations. The learning curve is bigger than I expected, yet manageable.

Statistics-

0. The Recycling Program has been running for 2 full weeks, and we filled the recycling can.
1. I'm ready to ship a box of ziploc bags to Terra Cycle. **It only took us 2 weeks to completely stuff 1 copy paper box full of ziploc bags.** We received a few items I'm not sure will qualify, but have included them to see what response I get.
2. **I have two large paper grocery bags full of candy wrappers, so once I get a copy paper box I'll stuff it full and send off to Terra Cycle.** I'm not sure how they will be processed, so we'll have to wait and see what we get credit for in this category.

3. We've received **110 drink pouches that can be recycled**. We received more, but they weren't empty and made quite a mess in my garage so I tossed them in the garbage - see notes to Julie below. **We need 500 to make the minimum shipment.**
4. We have **one grocery bag full of granola bar wrappers - not enough to fill a copy paper box yet**, but shows promise to make the minimum in time.
5. We received **a dozen coffee bags** - some were the paper kind that I had to recycle through my recycling bin at home. I would love the **6th graders to push recycling the coffee bags when they sell the bags - we need to get PTSA recycling labels made for the bags** of coffee the 6th grade is selling.
6. We actually have **received some Elmer's glue sticks and tape dispensers/cores**. I would like to **get a holiday reminder out for these items as they're heavily used in the coming weeks**.
7. **Cookie wrappers, Bare Naked Granola products, and tortilla bags were pretty lean** - received a few items in these categories - but nothing significant. I will keep tracking this to see if it's worth being in these brigades.
8. We have **only 6-months from registration to meet a minimum shipment to stay in each brigade**. I think we're **well on our way in the ziploc, candy bar, drink pouches, and energy bar/granola bar wrapper categories**. We'll need a **push on the coffee, tape, cookie wrappers, tortilla bags, etc.**
9. We **need storage space for the items that have not completely filled a shipping container** (copy paper box). Right now that storage space is my garage. I'm thinking **one of the bottom shelves in the PTSA office** - everything can be easily sealed up in Ziploc bags and stored in copy paper boxes until full.

Some early program observations - the good, the bad, and the ugly

The good - People are participating, and contributing items that meet our recycling requirements. In 2 weeks we've received a lot of qualifying items.

The bad - We received lots of items that went straight to the garbage or my personal recycling bin including: 1/2 gallon milk cartons (that was causing the stench in the can), vegetable bags (frozen peas anyone?), non-Kashi cereal boxes, Styrofoam trays from vegetable/meat packaging (yuck!), paper candy wrappers - like the trays from Reece's peanut butter cups and the black wrapper too, food (yes, food), tissues (wadded up tissues), plastic water/drink bottles and soda cans, internal contents of packaging that was not distinguishable as cookie trays, lots of potato/snack chip bags, popcorn bags, and some general trash. None of these items are part of the recycling program.

The ugly - Sorting was a royal pain - we'll need to change up the processing to minimize the effort, otherwise I don't see this going much further. The Christofferson family spent 90

minutes sorting the recycling can into the individual item bags. It doesn't seem like much time, but 4 people X 90 minutes X 2 times / month X 9 months = 108 hours total by year's end. I don't expect this will be sustainable as currently operating. Elle was a trooper, and Hannah/Daddy weren't real thrilled with mom's Sunday night plans.

Program Adjustment #1 - Starting immediately, we need everyone contributing to the recycling program to pre-sort the items they're sending in to school into individual Ziploc bags (or other sealable bags), this should cut down significantly on the sorting time. We can recycle the resealable bags, too. If this doesn't work, then we'll have to look into putting together a system of separate bin for each different item we're collecting which will take up more space in the hallway. I've looked and there is definitely room. I think we could make a simple rack system to hold plastic tubs the size of copy paper boxes. I'm open to suggestions if anyone has one.

Classroom sorting - I have a feeling much of the recycling is coming via individual classrooms. I'm hoping the teachers have a few suggestions on how best to get the items pre-sorted so it's not a total mess in the single recycling can (or do we need a couple of different bins for the kids to sort at the PTSA recycling location?).

Volunteer Hours

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 MS will generate a check. Please encourage all the MS employees you know that support PTSA to log their hours. There is a sign by the visitor's sign in sheet to help remind people. It has been updated to add the Boeing employees information.

Numbers since July 1 2010 (note: number in brackets is the projected one according to the budget.)

- Volunteer Time Matching totals are **612 (1,000)**

Box Tops & Labels for Education from Wendy Rice, the BoxTops & Labels chair

Last year we collected boxtops to earn \$420. Our goal is \$500 for this year, although I think we could easily double that if each child just brought in 20 boxtops! The deadline for the first check this year was November 1st. I collected the bags from the classrooms this week to get the boxtops clipped, counted and sent by this deadline.

We also ordered PE equipment for Mr Lowery with our labels for education points. Mr. Lowery is thrilled and grateful to have the equipment. Keep sending in those labels and boxtops.

Jog-a-thon

This fundraiser is slated for April 22nd.

Amazon and other online stuff (linkshare)

Since July 1 2010 until Oct 31st, 2010, we have received \$388.03. Not as good as expected. We need to step up publicity. The holiday season will probably make up some of the deficit.

Numbers since July 1 2010 (note: number in brackets is the projected one according to the budget.)

- Amazon advertising fee totals are **388.03 (1000)**

Staff: I would love come comments on this! Amazon has a school rewards program that gives 10% back (like associates) and lets you create an astore, so you can setup school supplies per class, for e.g., buy Ms. Langston's supplies etc. If this were to be looked at (or any other school supplies program), the teachers have to be worked on right now.

EverythingParty

They will donate 10% of your bill if you let them know that you support Audubon Elementary when you checkout your merchandise out. This has been advertised in the eNews and the homepage. Checks come twice a year, Jan-Jun & Jul-Dec.

Numbers since July 1 2010 (note: number in brackets is the projected one according to the budget)

- PTSA donation totals are **43 (0)**

Original Works

We had 97 art pieces and 277 products ordered. I hope the families will like the end result. It was really nice to have 6th grade volunteers for this event!

Numbers since July 1 2010 (note: number in brackets is the projected one according to the budget.)
PTSA donation totals are **970 (0)**

Audubon Family Dinner Nights

The second of this series of events at Ruby's Diner was successful, but, the manager tells me that several tables did not have flyers. The numbers: 22 different checks, our take was 76.79.

Numbers Since July 1 2010 (note: number in brackets is the projected one according to the budget.)
PTSA donation totals are **456.79 (0)**

Appendix D: Student Services Report VP Charla Mills

School Services Area Reports
November 18, 2010
Charla Mills, VP

Staff Appreciation- Julie Becker and Alison McElroy

The event on Oct. 21 was a big hit. Staff Appreciation brought in a coffee barista to serve drinks to the staff during the morning. The volunteer team provided treats and fruit.

Hearing and Vision – Beth Kopyar

Event was completed in September. Beth has suggested a couple of names for potential chairs next year as this is her last year at the school.

Valet/Driveway – Roy Captain

The past few weeks have worked reasonably well in spite of our continuing lack of additional volunteers. For example I myself have been at the Drop-off three times a week while substituting for those current volunteers unable to cover their “shift”.

I need a strongly worded letter from the Principal to parents reminding them of the Valet Vols duties and responsibilities, as well as reminding them of the rules within the drop-off area.

Safety Patrol in the Drop-off zone has assisted in keeping kids from heading through the Teacher’s Parking Lot and communication with Ms. Emerson has made this possible.

Assemblies – Charla Mills

Discussion is on-going between staff and PTSA regarding the definition of roles and guidelines for making sure appropriate assemblies are scheduled and the entire student population is well-served.

A Book-It Theatre Assembly has been scheduled to teach about Black History during February (Black History Month).

Class Photos – Deb East

Picture retakes are coming up on December 2.

Year Book – Deb East

The new cameras have come and are being used in the classrooms to make sure class activities are documented for the yearbook to avoid the picture scramble at the end of the year.

Emergency Prep – Ed Lindsay

No report this month.

Kindergarten Registration – Wendy Rice

No report until closer to the event.

Appendix E: Student Enrichment

VP Pierre-Henri Frevol

Art Docents (Martha Rames, Maxine Pippin)

- All classes are up and running
- In October we had 19 docents attend a Docent Training Workshop at the NW Art Center. Most of our docents have done at least one lesson with their class.
- Maxine will be leading 2 additional workshops in clay and printmaking for our docents in December.
- We have chosen our theme for International Night, this year's art focus will be *Endangered Animals from around the world.*

- The kiln is repaired and appears to be working well.
- We are starting to transition next year's Art Docent Chairs into our process. Cynthia Shimabuku is working with Maxine on purchasing, and Alisa Reeb is starting to work with Martha on communication, how we approach projects and issues that come up.

Reflections (Victoria Clarke, Alison McElroy):

- The winner of the ice cream party for Reflections was Mrs Mangin-Weisz's class for the highest percentage participation at 35%! Adi Alony was also invited to attend as she submitted 5 entries.
- Second place went to Mr Strunk's class (22%) with Miss Scaife's class was in third place (21%).
- 50 students who took part in this year's competition, submitting 60 entries in all (vs. 92 last year).
- The judging is now complete and 20 finalists will go forward to the LWSD level of the competition on Wednesday November 17th. The 20 Audubon finalists will be announced on December 9th at the Winter Concert/Reflections Presentation.
- We are not providing refreshments at the Presentation.
- Reflections expenses should be within budget.
- Next year's theme is "*Diversity means...*" which may be even trickier for the younger children to interpret...

**Appendix F:
Ways and Means**
Linda Hall

See attached .pdf file for Ways and Means report

**Appendix G:
Legislative Advocacy**
Byron Shutz

WA State participated in the *Race to the Top* 2009-10 federal education program - Gov. Gregoire, OSPI Supt. Dorn, and the State Board of Education (SBE) collaborated to develop an education reform plan to be submitted in connection with the State's RTTT grant application.

Although WA was not selected for an RTTT grant, the Gov's Office/OSPI/QEC is requesting feedback from parents and stakeholders to prioritize parts of the program to move forward.

Offer your feedback via the survey available at this link:

<http://ospi.a03ddf506d29.sgizmo.com/s3/>. The survey is rather thought-provoking, and requires a thoughtful approach - takes 20+ minutes (can be saved in progress to return to finish).

The survey is available at least through Nov. 24th - please forward to all your mailing lists of interest. Thanks!