

PTSA Board of Directors Meeting

October 14, 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 Judy East.

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

II. Opening Business

The minutes of the September 9, 2010, Board of Directors meeting were approved as submitted.

President Judy East opened the meeting with introductions of the Board of Directors to the 1st grade staff.

III. Area Reports and Actions:

Treasurer, Mindy Lincicome, submitted a report, Appendix A

VP Communications, Sue Shutz, submitted a report, Appendix B - Sue was not present at meeting. Judy East spoke on Sue's behalf. Judy announced there is lots more traffic on the PTSA website.

VP of Fundraising Chandana Surlu submitted a report, Appendix C. Chandana reminded BOD's and staff that there is a link on the PTSA website for Amazon.com and 10% of all purchases goes to the PTSA if purchases are made through this link.

VP Student Services Charla Mills submitted a report, Appendix D

VP Events, Amy Hayes, no report submitted. Amy was not present at meeting. Judy East spoke on Amy Hayes behalf. Judy announced that 572 people attended the Back to School BBQ in September.

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

Ways and Means chairman Linda Hall, updated the Board on the status of the Fall EZ Grant process. The committee has a budget of \$7500 for the year, with \$4000 allocated for this first round of grants. Ten applications were received for funding and the committee has met and reviewed all of them. We are in the process of getting more information from some applicants prior to making our final decisions. Grant applicants should know of final decisions by the end of the month

Legislative Advocacy, Byron Shutz, submitted report, Appendix F

IV. Principal and Faculty Reports

Principal Karen Dickens reported that the final pieces for the EZ Grant Level Library are finally coming. She also reported that the Principal's corner in the PTSA has been very popular. She gave a special thank you to the PTSA BOD for the Staff birthday recognition, and that the Staff truly appreciates it. Principal Dickens also reported that there are now 2 more people training to be web masters for the Audubon Elementary website, so now there will be 3 people managing the site.

The 1st grade team represented the Audubon faculty at this month's PTSA meeting. They spoke on behalf of the 4th grade team and the 4th grade team said thank you for IXL, and as of October 14, 181 hours had been logged from the 4th graders.

V. Close of Meeting

The next BOD meeting will be November 18 at 6:30 PM in the Arts and Science room.

The meeting was closed by Judy East at 7:32.

Appendix A: Treasurer's Report

Treasurer: Mindy Lincicome

Treasurer's Report for Sept. 2010 (FY2011, July 1-Sept. 30, 2010)

Year-to-date Cash Flow:

Cash in: \$35,943.62

Cash out: \$20,189.11

Net cash in: \$15,754.51

Items of note:

* "No Frills" has brought in about 75% of what is expected. Additional funds are still coming in (there's already been a good-sized deposit in October).

* We've had several reimbursement requests come in from last year (most of them were Audubon receipts for purchases made by the school for PTSA programs). This will

impact this year's "cash flow" reporting until I can figure out a way to break it out of current year expenses.

*I am still in process with finding out more about Paypal policies to see what our best options are for releasing larger amounts of funds. Target resolution: end of October 2010

*I will have copies of the cash in/cash out spreadsheet at the meeting, as well as updates for each VP for their budget areas. If you'd like this information prior to the meeting, let me know.

*We still need to audit the FY2010 books. My understanding is that Pierre Frevol and Chandana Surlu have volunteered to be part of the committee. Lakshmi Kruthiventi (parent of Akhila Kruthiventi, 4th grade) has also volunteered. Target resolution: end of October 2010

Appendix B: Communications Report

VP's Claire Gajary & Sue Shutz

eNews – eNews is delivered to 636 subscribers. The principal's corner receives the most 'clicks' week after week.

Website – Julie Haase has taken over the website full time. She's freshened it up, and brought it to a new level. September visits totaled almost 2000, with over 4700 "views" (clicks). October's top ten pages so far -- in order of popularity -- are:

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

Directory – Claire is working on the directory. This year it will include sponsor pages whose donations will have basically paid for the directory

Appendix C: Fundraising Report

VP Chandana Surlu

Membership report from Khris Schaffner, the Membership Chairperson

Students last year: 587

Membership Total last year: 377 paid

Students this year: 523

Memberships Total as of Oct 12, 2010: 372

Membership Data Status:

- 330 Members Entered into the WSPTA database.
- 11 donated staff memberships still not entered.
- Awaiting confirmation on names for several others.
- A few forms left still to be processed.

LU Remittance - Oct 25th Payment Deadline:

Will process as many as possible before sending LU Remittance Form to Treasurer for Oct 25th first payment deadline.

WSPTA has a 100% Teacher Membership Award this year. We're trying to push for this. There's a poster up in the teacher's lounge. We are 5 teacher memberships short (assuming we can use 11 staff membership donations).

Created a Graphical Membership Meter and updated it every week on enews and website.



Attempting to attract as many renewals/new members as possible before we print and distribute student directories. Emailed all the members who did not renew this year, quite a few of them forgot! Might try to do a 100% (1 adult per child) membership drive in classes with prizes in November.

PTSA Donation & Corporate Matching

Since July 1 2010, here are the numbers. Number in brackets is the projected one according to the budget.

- PTSA donation totals are 11412 (13,000)
- Corporate Matching totals are 2393.5 (6000)
- (Yet to be matched are 3405)

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 have a table for Audubon PTSA on Wed Oct 13th. The hope is to meet with Audubon parents/volunteers/supporters and provide a forum for exchange of ideas on what the PTSA could do.

PACE

Since July 1 2010, we have gotten checks for about \$182.78. That's the end of PACE.

eScrip & Recycling report

by Stacy Christofferson, the eScrip and Recycling chair

eScrip: Trying to get our supporter base renewed by Nov 1st (new for this year).

Recycling: Launch! (week of 10/25 before Halloween Parties)

- **Would like to Launch right before Halloween to collect all those Candy Wrappers!**
- **Brigade Membership and Program Information**
for your reading pleasure here's the list of brigades and minimum shipping quantities we must meet - to keep our account active in a particular brigade we have to make at least one shipment by February.

Please note - shipping is free and we're encouraged to re-use packaging like copy paper boxes for our shipments.

- 1. Drink Pouch Brigade** - any drink pouch, 500 minimum for shipment
- 2. Candy Wrapper Brigade** - any brand, any size candy wrapper, 100 wrappers minimum for a shipment
- 3. Cookie Wrapper Brigade** - all brands and sizes of cookie wrappers, plastic trays in larger bags cannot be recycled, 50 wrappers minimum
- 4. Energy Bar Wrapper Brigade** - any foil lined energy bar or granola bar wrapper, 100 wrappers minimum
- 5. Bear Naked Brigade** - Bear Naked Granola bags or wrappers only, 75 bags minimum (BTW, Best Granola on the planet!)
- 6. Kashi Brigade** - Any Kashi packaging - cardboard, granola wrappers, cereal boxes, etc. (50 pieces minimum for shipment)
- 7. Scotch Tape Brigade** - Any brand, any size plastic tape dispensers or cores (100 minimum for shipment)

8. Elmer's Glue Crew Brigade - Only Elmer's Brand Glue Sticks or Plastic Glue Bottles (250 minimum for shipment)

9. Coffee Bag Brigade - Any brand coffee bags (50 bags minimum) - even though it's sponsored by Starbuck's - WE CAN RECYCLE OUR 6th GRADE COFFEE BAGS! Woohoo!

10. Home Storage Brigade - Bring on the Ziploc bags - Any used Ziploc bags & containers or like products (100 ziploc bags or 20 containers minimum to ship)

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. No check has been received for volunteer time matching since July 1 2010.

Box Tops & Labels for Education

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 is November 1st, so I will be collecting 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. Attached is the list of what we ordered (it will be up on the website as well). Mr. Lowery is thrilled and grateful to have the equipment.

Keep sending in those labels and boxtops. Trying to get as many folks registered into E-Labels for Education as possible. We get 150 points free for every person who registers!

Jog-a-thon

This fundraiser is slated for April 22nd. I will be at the Franklin Jog-a-thon on Oct 20th and will get to see how they run it. They netted \$47,000 last year, but this their *only* fundraiser. They do not have back to school donations as well.

Amazon and other online stuff (linkshare)

Since July 1 2010 until Oct 9th, 2010, we have received \$171.75. Not as good as expected. We need to step up publicity. The holiday season will probably make up some of the deficit.

To throw this out there, 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. Total received since July 1 2010 - \$43.

Original Works

The first of the "look what's coming to your school" went out on Oct 7th/8th. A detailed letter along with a color one page brochure will go out on Oct 14th/15th. On the 15th & 18th, Judy and Chandana will visit every classroom with samples of art & art pieces made by kids at Audubon (will try to have at least 1 art piece made by a kid in that classroom). I am thinking of handing out a paper and pencil set (similar to what Lynn Trinh did a couple of years ago). This year, the artwork has to be done on the paper provided by the PTSA (sent to us by OW). The artwork can be done at home, paper & order forms can be picked up from the front office Oct 14th onwards. On the conference days, parents can pickup the paper & order forms as they leave the school. There is a choice of doing the artwork at school, that's on Wed Oct 27th from 1:30pm until 7:30pm. We'll have an art booth. We are also very likely to have 6th grade volunteers for this event and it count towards their community service hours.

Khris is working on creating display case for Original Works.

Audubon Family Dinner Nights

The first of this series of events at Red Robin's was very successful. It was wonderful to see many familiar faces. I met up with the Manager on duty and he said that they were busier than on a Friday night! A couple of days later, when I called to ask for the numbers, they told us that they would love to host another fundraiser for us and they would be happy to give us 20% (this time, it was 15%). The numbers: 49 different checks, about 150 people, our take was slightly less than \$280.

Our next AFDN is at Ruby's Diner on Mon Oct 25th 5-9pm. This is out on the PTSA eNews. We need to distribute the flyers. Ruby's Diner will give back 20% of the bill totals from tables that hand the staff the flyer before they order. I will be soliciting suggestions for the next restaurant on eNews after the event.

Khris has been working on creating a logo for this program -- several ideas so far. She has been working on making the flyers that we get from restaurants prettied up.

Appendix D: Student Services Report

VP Charla Mills

Student Services Area Reports

October 14, 2010

Charla Mills, VP

Staff Appreciation- Julie Becker and Alison McElroy

Chairs, Julie Becker and Alison McElroy, report that staff appreciation is coming along. They have contacted previous volunteers and received some new names which give them a good number of volunteers to work with. They have started with staff birthday presents - a \$5 gift card for coffee or books and a mini cupcake from New York Cupcakes (The staff was surveyed briefly via email regarding preferences.). On Oct. 21st they are bringing in a coffee cart and have volunteers providing pastries, fruit and juice for a breakfast to help raise spirits on the first day of conferences.

Hearing and Vision – Beth Kopyar

Beth and Nurse Valerie Martin ran an amazingly efficient and productive screening. The classes were all completed in a timely fashion. Despite some early concerns about having enough volunteers, a number of people signed on to help right before the event and there were plenty of hands available by the time of the screening. Those volunteers included a number of people new to the Audubon community which was encouraging. Nurse Martin had nothing but positive comments and observations regarding our school community.

Beth Kopyar is “graduating” out of Audubon this year, leaving a need for a Chair next year. I am in conversation with her regarding who might fit this role.

Valet/Driveway – Roy Captain

The Valet Team is still short at least 2 volunteers. Roy is doing two days himself and would like to see that change.

Work on upgrading the sign boards in the drop off zone has started with two boards being worked on currently. When finished, another two will be started.

Class Photos – Deb East

Photo Day was October 5. There were plenty of volunteers. Deb and the staff felt the day went smoothly.

Year Book – Deb East

In an effort to have all classrooms better represented in the yearbook, Deb has worked with the photo company to obtain more digital cameras for classroom use. Ten cameras

are coming and with those the school already has, each class will have access to a camera for all activities.

Deb is working with the 5th and 6th grade classes to figure out which students are interested in being part of the yearbook committee and, as Reflections wraps up, the committee will begin planning the cover and moving forward with yearbook details.

Emergency Prep – Ed Lindsay

The new chairperson jumped into this with a passion. He has completed an inventory of the Classroom Emergency Kits and is ordering needed materials. It is my understanding that he attended a district training event the first week in October in order to better understand his full role and gain resource information. He is in the process of contacting those who expressed interest in volunteering. Upcoming is the actual updating of Classroom Kits and an inventory of the Emergency Prep Supply Rooms in the building.

Kindergarten Registration – Wendy Rice

No report until closer to the event.

Appendix E: Student Enrichment Report

VP Pierre-Henri Frevol

Reflections: (Chairpersons: [Victoria Clarke](#) and [Alison McElroy](#).)

This year's theme "Together we can.." can be interpreted in any of six ways:

- Art
- photography
- literature
- choreography
- music
- film/video.

[All forms and rules are posted on the PTSA website](#). The class with the greatest percentage participation will be awarded an Ice Cream Party! Contrary to previous year, there will be no cookies at the end-of-year celebration/concert offered.

Last time I checked, they were few submissions, but the deadline is October 29th.

There has been in-class communication, posters in the corridors, and weekly reminders in the weekly newsletter.

Art Docent: (Chairpersons: [Maxine Pippin](#) and [Martha Rames](#).)

Art Docent Recruitment: Recruitment is on track. As of Sept 29th, we were missing Leads docents in 3 classes and 'Assist' docent in 4 classes or vice versa.

Art Docent Orientation: The traditional launch meeting was held on September 29th for about 2 hours.

Art Docent Training Workshop: will be Saturday October 16, 9:00am-12:00 at the NW ART Center in Duvall. 22 docents are expected to attend.

Arts and Science room: Access to the room for classes may be challenging looking at number of classes to serve and the use of the room by the Science teacher. But overall Maxine and Martha are confident that it'll work.

Appendix F: Legislative Advocacy

Byron Shutz

At last night's School Board (10/11/2010), Dr. Kimball reviewed the District's recommendations for a Feb. 8th ballot measure to address growth and overcrowding - video of full presentation and discussion is available at [Levy and Bond Input, Superintendent Recommendation](#) *.

Briefest summation: reflecting a balance of all input factors guiding the decision, the option moving forward looks to be the third option floated, the \$65mil option. This option translates to have a 6yr levy for mostly district-wide, near-term space solutions plus build a STEM Choice school building (for \$25mil) to relieve HS overcrowding in 2012, and do not submit a bond in Feb. for longer-term addressing of elementary space shortage (portables vs permanent) or accelerate rebuild of Juanita HS (a \$135mil project).

The LWSB will formally approve in the next few weeks the final recommendation, and a formal description will be available by then from District.