

## PTSA Board of Directors Meeting

April 14, 2011

Minutes

### I. Call to Order

The April Audubon PTSA Board of Directors' meeting for the 2010-2011 school year was called to order at 6:35 pm in the Arts & Sciences room at Audubon Elementary by President Roy Captain.

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

### II. Opening Business

The minutes of the March 10, 2010, Board of Directors meeting were approved as submitted.

**President Roy Captain** opened the meeting with introductions of the Board of Directors to the 6th grade staff.

**Motion:** To buy \$50 comfort gift for Joan in the Audubon school office. Motion was approved, and **seconded by Mindy Lincicome, Treasurer.**

President Judy East suggested the Board of Director's schedule a Meet & Greet for new 2011-2012 incoming Board members. Suggested dates will be sent out.

### III. Area Reports and Actions:

**Treasurer, Mindy Lincicome, no report submitted**

Mindy verbally presented her report.

#### **Business items:**

1. Mindy reported it is time to start looking at the budget for 2011-2012 school year.
  - a. A budget committee needs to be appointed
  - b. Mindy explained the process of the budget committee
  - c. The 2011-2012 budget needs to be passed in June
2. Mindy led a discussion of how to handle a returned check
  - a. It was decided that a new Policy for how to handle returned checks needs to be written in the Standing Rules. A discussion will continue on this, and a Motion will be made in the May Board of Director's meeting.

**VP Communications Claire Gajary & Sue Shutz submitted a report, Appendix B**

***VP of Fundraising Chandana Surlu submitted a report, Appendix C*** – Discussion about how to fund T-Shirts for Jog-a-Thon was raised by President Roy Captain. Discussion will continue and decision will be made as to how to raise funds for T-Shirts.

***VP Student Services Charla Mills submitted a report, Appendix D*** – Charla added that she is working on updating the ER Prep List for each class at Audubon.

***VP Events, Amy Hayes, No report submitted***

***VP Student Enrichment, Pierre-Henri Frevol, No Report submitted***

***Ways and Means chairman Linda Hall, No report submitted***

***Legislative Advocacy, Byron Shutz, No report submitted***

Byron reported on the resolution on the ballot for limited funding. Byron reported that the Legislature will be making between \$1.6 million – \$6 million budget cuts for 2011-2012 school year. The LWSD will be looking at a minimum of \$1.6 million budget cuts next year. Byron reported that PTSA fundraising plays a crucial role for Audubon Elementary funding.

#### **IV. Principal and Faculty Reports**

***Principal Karen Dickens*** – Principal Karen Dickens was unable to be present at meeting.

***Whitney Emerson from the 6<sup>th</sup> grade team*** represented the Audubon faculty at this month's PTSA meeting.

On behalf of the 1<sup>st</sup> grade team, Whitney Emerson passed on a Thank You note for the PTSA helping to provide the Toy Maker in school field trip.

On behalf of the 4<sup>th</sup> grade team, Whitney Emerson passed on a Thank You for IXL. And, it was noted in the Board Meeting that IXL will be available through the summer.

On behalf of all of the staff, Whitney Emerson passed on a Thank You for the Staff lunch Friday before Spring Break.

#### **V. Close of Meeting**

The next BOD meeting will be May 5, 2011 at 6:30 PM in the Arts and Science room.

The meeting was closed by Roy Captain at 7:17 PM.

## Appendix A: Treasurer's Report

Treasurer: Mindy Lincicome

**No Report**

## Appendix B: Communications Report

VP's Claire Gajary & Sue Shutz

618 contacts are receiving eNews.

### Audubon website usage by age for 2011:

Page	Views		
<a href="http://audubonpta.org/default.aspx">http://audubonpta.org/default.aspx</a>	1286		
<a href="http://audubonpta.org/extendedclasses.aspx">http://audubonpta.org/extendedclasses.aspx</a>	1015		
<a href="http://audubonpta.org/PrincipalCorner9_15_2010.aspx">http://audubonpta.org/PrincipalCorner9_15_2010.aspx</a>	452		
<a href="http://audubonpta.org/SmartShopping.aspx">http://audubonpta.org/SmartShopping.aspx</a>	290		
<a href="http://audubonpta.org/ptsa.aspx">http://audubonpta.org/ptsa.aspx</a>	260		
<a href="http://audubonpta.org/calendar.aspx">http://audubonpta.org/calendar.aspx</a>	191		
<a href="http://audubonpta.org/fundraising.aspx">http://audubonpta.org/fundraising.aspx</a>	124		
<a href="http://audubonpta.org/leadership.aspx">http://audubonpta.org/leadership.aspx</a>	119		
<a href="http://audubonpta.org/enrichment.aspx">http://audubonpta.org/enrichment.aspx</a>	114		
<a href="http://audubonpta.org/owloutreach.aspx">http://audubonpta.org/owloutreach.aspx</a>	110		
<a href="http://audubonpta.org/minutes.aspx">http://audubonpta.org/minutes.aspx</a>	101		
<a href="http://audubonpta.org/volunteer.aspx">http://audubonpta.org/volunteer.aspx</a>	98		
<a href="http://audubonpta.org/contactus.aspx">http://audubonpta.org/contactus.aspx</a>	79		
<a href="http://audubonpta.org/howtodonate.aspx">http://audubonpta.org/howtodonate.aspx</a>	76		
<a href="http://audubonpta.org/AmazonPayments.aspx">http://audubonpta.org/AmazonPayments.aspx</a>	72		
<a href="http://audubonpta.org/FamilyDinnerNight.aspx">http://audubonpta.org/FamilyDinnerNight.aspx</a>	71		
<a href="http://audubonpta.org/newsletter.aspx">http://audubonpta.org/newsletter.aspx</a>	68		
<a href="http://audubonpta.org/specialneeds.aspx">http://audubonpta.org/specialneeds.aspx</a>	52		
<a href="http://audubonpta.org/Recycling.aspx">http://audubonpta.org/Recycling.aspx</a>	51		
<a href="http://audubonpta.org/links.aspx">http://audubonpta.org/links.aspx</a>	48		
<a href="http://audubonpta.org/DonateOnline.aspx">http://audubonpta.org/DonateOnline.aspx</a>	39		
<a href="http://audubonpta.org/VolunteerTHANKYOU.aspx">http://audubonpta.org/VolunteerTHANKYOU.aspx</a>	37		
<a href="http://audubonpta.org/PTSADollarsHardatWork.aspx">http://audubonpta.org/PTSADollarsHardatWork.aspx</a>	36		
<a href="http://audubonpta.org/advocacy.aspx">http://audubonpta.org/advocacy.aspx</a>	30		
<a href="http://audubonpta.org/LostandFound.aspx">http://audubonpta.org/LostandFound.aspx</a>	28		

<a href="http://audubonpta.org/Jogathon.aspx">http://audubonpta.org/Jogathon.aspx</a>	27			
<a href="http://audubonpta.org/descriptions.aspx">http://audubonpta.org/descriptions.aspx</a>	26			
<a href="http://audubonpta.org/descriptions.aspx/">http://audubonpta.org/descriptions.aspx/</a>	25			
<a href="http://audubonpta.org/AFDNProceeds.aspx">http://audubonpta.org/AFDNProceeds.aspx</a>	24			
<a href="...://audubonpta.org/Financialforms.aspx">...://audubonpta.org/Financialforms.aspx</a>	18			
<a href="http://audubonpta.org/howithelps.aspx">http://audubonpta.org/howithelps.aspx</a>	17			
<a href="http://audubonpta.org/board.aspx">http://audubonpta.org/board.aspx</a>	8			
<a href="...udubonpta.org/contactus.aspx#thankyou">...udubonpta.org/contactus.aspx#thankyou</a>	8			
<a href=".../audubonpta.org/AudubonPTSASStore.aspx">.../audubonpta.org/AudubonPTSASStore.aspx</a>	8			
<a href="...dubonpta.org/EmergencyAssistance.aspx">...dubonpta.org/EmergencyAssistance.aspx</a>	5			
<a href=".../audubonpta.org/AFDNightProceeds.aspx">.../audubonpta.org/AFDNightProceeds.aspx</a>	4			
<a href="...://audubonpta.org/paypaltestpage.aspx">...://audubonpta.org/paypaltestpage.aspx</a>	4			
<a href="http://audubonpta.org/OW.aspx">http://audubonpta.org/OW.aspx</a>	3			
<a href="http://audubonpta.org/OWvolunteers.aspx">http://audubonpta.org/OWvolunteers.aspx</a>	3			
<a href="http://audubonpta.org/SafewayScrip.aspx">http://audubonpta.org/SafewayScrip.aspx</a>	2			
<a href="http://audubonpta.org/donationtest.aspx">http://audubonpta.org/donationtest.aspx</a>	2			
<a href="...onpta.org/extendedclasses.aspx/#piano">...onpta.org/extendedclasses.aspx/#piano</a>	2			
<a href="...://audubonpta.org/AudubonPayments.aspx">...://audubonpta.org/AudubonPayments.aspx</a>	2			
<a href="...bonpta.org/extendedclasses.aspx#piano">...bonpta.org/extendedclasses.aspx#piano</a>	1			
<a href="http://audubonpta.org/thankyou.aspx">http://audubonpta.org/thankyou.aspx</a>	1			
<b>Total</b>	<b>5037</b>			

**Appendix C: Fundraising Report**  
*VP Chandana Surlu*

**Fundraising**

*VP: Chandana Surlu*

**Membership report from Khris Schaffner, the Membership Chairperson**

Students this year: 534

## Memberships Total as of Apr 10, 2011: 393

WSPTA has a 100% Teacher Membership Award this year.

We are planning to send out Thank you notes to all PTSA members and have an artwork visually thanking PTSA.

### Fundraising at a glance

	2010-2011 Budget	As of Apr 10th 2011*	As of Mar 31st 2011
PTSA Donations	13,000	13,937.60	12,823.60
Corporate Matching	6,000	7,050.50	4,375.50
Volunteer Time Matching	1,000	2,312	2,142
eScrip+Upcycling	2,500	2,033.45	1,657.41
Jog-a-thon	9,000	2,318.68	2,208.68
BoxTops	500	492	224
EverythingParty	0	114.60	114.60
Amazon	1,000	1,407.83	1,010.65
Original works	0	1,014.25	1,014.25
Audubon Family Dinner Nights	0	787.03	640.03
PACE	0	182.78	182.78
Fundraising Expenses	(300)	(176.68)	(176.68)

\* These amounts will be in the PTSA account by June 30th 2011. There is a discrepancy because some checks have not been issued as yet, some checks have not arrived as yet.

### PTSA Donation & Corporate Matching

I am still trying to chase up Corporate Matching from last Jog-a-thon and last fall's back to school PTSA donations. Tax receipts have been sent out for all 2010 donations.

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

Upcycling Program terminated as of 3/25/2011.

I still have partial boxes (in the PTSA office that I will be taking home in the coming weeks), so I will personally collect at home until we can get a full program up and running again at the school. Anyone interested in sending me items is more than welcome to contact me about dropping by at the items (fully sorted and large quantities - nothing wet). I'm thinking of having a collection event this summer, anyone interested in participating should contact me. I will send out a list that I'm collecting (off-site).

Total revenue was \$89.28 will be issued in a check in June 2011. Items collected (saved from the landfill) and what we'll be paid for our collection.

- Drink pouches (699) = \$13.98
- Candy wrappers (481) = \$11.62
- Cookie packages (591) = \$11.82
- chip bags (130) = \$2.60
- coffee bags (177) = \$3.54
- cheese packaging (46) = \$0.92
- home storage (aka. ziploc) (2,140) = \$44.80

### 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 Microsoft will generate a check. **Please encourage all the MS employees you know that support PTSA to log their hours.**

**Staff: If you know of any Microsoft or Boeing employees who *regularly* help in the classroom, please let me know ([fundraising@audubonpta.org](mailto:fundraising@audubonpta.org)) and I'll follow up with them on reporting these hours.**

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

We have a class competition that ends on May 15th! **Ms. Banks's class is in the lead with Ms. Harasimowicz's class and Ms. Nygren's class close behind!** So, bring in those BoxTops and Labels for education and watch those numbers in the corridor! **All of you who have Pepperidge farm cookies, General Mills Cereal boxes, Avery Products, Campbell soups, please look through the list of products you might already have at <http://audubonpta.org/SmartShopping.aspx>!!**

A special mention: QFC at crossroads gave us certificates for 5,000 bonus labels for education. I asked the manager if he would sponsor our school, and he gave us them!

Note: For the labels for education (mostly on Campbell's products) we do need to have the whole upc - not just the labels for education logo to get credit for the label.

#### **Jog-a-thon (report from Khris Schaffner & Chandana Surlu)**

This fundraiser is slated for April 22nd. Jog-a-thon kickoff assembly was on April 5th. Big thank you to all the teachers for the really nice video, especially Mr. Lowery for putting together the whole assembly. Donation envelopes have been sent out. Radio Disney has been booked. We are actively recruiting volunteers.

#### **Amazon and other online stuff (linkshare)**

If we decide to go with Amazon for school supplies (astore), the Audubon PTSA store will likely look like this: <http://audubonpta.org/AudubonPTSAStore.aspx>. Right now, this site has only 3rd grade supplies.

***Staff: I would love some 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.***

#### **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. EverythingParty has a coupon for 20% off until April 30th 2011. Download coupon from

<http://audubonpta.org/Documents/Everything%20Party%20School%20Donation%20program.pdf>

#### **Original Works**

Done with this for the school year.

#### **Audubon Family Dinner Nights**

The 5th of this series of events was at Spiceroute. The numbers: 12 different checks (of tables of 6-8), our take was \$79.95 and the owner rounded it to \$100! The next one is on Monday April 11th at Crossroads B & G.

#### **Jamba Juice School appreciation cards *New for 2011!!!***

Stop at the school office and pick one up and attach to your key ring! Support Audubon PTSA by presenting the School appreciation card every time you make a purchase at the Jamba Juice stores. Jamba Juice will donate 10% of your purchase to Audubon PTSA. Cards valid at JJ stores (not at Safeway, for

example). See for <http://www.jambajuice.com/community-programs/jamba-in-the-community/school-appreciation-fundraising> for details.

**Jamba Juice school appreciation card totals are 0 (0).**

## **Appendix D: School Services Report**

VP Charla Mills

### **School Services Area Reports**

**April 14, 2011**

#### **Staff Appreciation- Julie Becker and Alison McElroy**

March lunch had some challenges. Despite the fact that the date was on the calendar from the beginning of the year and that Julie contacted the office over a week in advance, a last minute date change was required. The chairs and volunteers rallied around and created a wonderful lunch on the new date. Julie and Alison feel that the theme (burrito bar) was enjoyable, but was difficult to manage and may not be repeated.

#### **Hearing and Vision – Beth Kopyar**

The chair people for next year are in place and beginning to coordinate.

#### **Valet/Driveway – Roy Captain**

No report

#### **Assemblies – Charla Mills**

No Report

#### **Class Photos – Deb East**

No Report

#### **Year Book – Deb East**

The yearbook committee is working hard and all is going well.

#### **Emergency Prep – Ed Lindsay**

Unfortunately, this chair has stepped down. Very little has been accomplished. I (Charla) will attempt to assess and get a few things done before year end.

**Kindergarten Registration – Wendy Rice**

No Report

**Appendix E: Student Enrichment**

VP Amy Hayes

**No Report**

**Appendix F: Student Enrichment**

VP Pierre-Henri Frevol

**Appendix G: Ways and Means**

Linda Hall

**No Report**

**Appendix H: Legislative Advocacy**

Byron Shutz

**No Report**