

PTSA Board of Directors Meeting

February 10, 2011

Minutes

I. Call to Order

The February Audubon PTSA Board of Directors' meeting for the 2010-2011 school year was called to order at 6:30 pm in the Arts & Sciences room at Audubon Elementary by President Roy Captain.

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

II. Opening Business

The minutes of the January 13, 2010, Board of Directors meeting were approved as submitted.

President Roy Captain opened the meeting with introductions of the Board of Directors to the 4th grade staff.

President Roy Captain announced that the Lake Washington School District Levy passed!

Roy also discussed Art Docent supplies and announced signs will be going up asking people to replace supplies they use. And, Roy discussed the Valet drop-off at schools mentioning there are approximately 150 more cars than normal passing through. Valet volunteers are doing a good job getting cars through without a long wait. Redmond Police have commented how smooth and fast our valet system is compared to other elementary schools.

III. Area Reports and Actions:

Treasurer, Mindy Lincicome, submitted a report, Appendix A - Mindy reminded the teachers to turn in any receipts as there is a \$300 per classroom reimbursement available.

VP Communications, No report submitted

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

VP Student Services Charla Mills submitted a report, Appendix D – Charla reported as of February 10, 2011, 70 families have registered for kindergarten 2011-2012 school year.

VP Events, Amy Hayes, No report submitted - Amy reported that 460 people attended the Hoe Down event this year.

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

Ways and Means chairman Linda Hall, No report submitted

Legislative Advocacy, Byron Shutz, No report submitted - Byron reported that the Lake Washington School District Levy won by 60% vote. And, Byron reminded the board of directors that Focus Day in Olympia is on February 21, 2011.

IV. Principal and Faculty Reports

Principal Karen Dickens – Reported that a Boy Scout, Griffen Chatterly, from Troop 550 who attends Redmond High School would like to beautify the front of Audubon as a project with the Boy Scouts. He has asked for a donation of \$100.00 to help with the cost.

Motion: Judy East motioned that the PTSA will agree to reimburse up to \$100.00 of Griffen's supplies for the Audubon Beautification project. Charla Mills seconded this motion. **Motion Approved.**

The 4th grade team represented the Audubon faculty at this month's PTSA meeting. The 4th grade teachers thanked Mindy Lincicome for the bake sale fundraiser. \$300.00 was raised to go toward the Pioneer Farms field trip.

V. Close of Meeting

The next BOD meeting will be March 10, 2011 at 6:30 PM in the Arts and Science room.

The meeting was closed by Roy Captain at 7:03 PM.

Appendix A: Treasurer's Report

Treasurer: Mindy Lincicome

**The Cash Flow statement is current through January 31, 2011 and reconciled to the bank statement. One of the uncleared checks has been reported lost by the recipient, so it is being reissued (that will be reflected in the February report).

** Tax forms (1099-misc) were sent to all businesses that provided more than \$600 worth of services to Audubon PTSA in the calendar year 2010. These forms were mailed on Thurs, Jan. 27. They will be reported to the IRS prior to the end of February.

** The 990 will be filed by the end of this week (deadline is Feb. 15, 2011 with the 3-month extension from November). Many thanks to Linda Hall for doing the majority of the work on this filing!

** I will be contacting Audubon faculty to remind them of their \$300/classroom allotment for classroom enrichment materials. Only 11 teachers have requested reimbursements so far this year. Some may be holding receipts in order to turn in more than \$150 at one time...but we would like them to consider how to use these funds purposefully and in ways that will be of most benefit to their classroom experience.

Appendix B: Communications Report

VP's Claire Gajary & Sue Shutz

No Report

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 Feb 6, 2011: 390

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 (a tree with Owls on it, with one owl for every PTSA member).

Fundraising at a glance

	2010-2011 Budget	As of Feb 6th 2011*	As of Jan 31st 2011
PTSA Donations	13,000	13,789.25	12,295.25
Corporate Matching	6,000	5,889.5	3,070.5
Volunteer Time Matching	1,000	2,142	1,292
eScrip	2,500	994.92	994.92
Jogathon	10,000	1,878.68	1,793.68
BoxTops	500	224	224
EverythingParty	0	43.30	43.30
Amazon	1,000	1,017.22	566.5
Original works	0	999.88	999.88
Audubon Family Dinner Nights	0	687.03	540.03
PACE	0	182.78	182.78

* 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 Jogathon and last fall's back to school PTSA donations. Tax receipts will be sent out this week for all 2010 donations.

eScrip & Recycling report from Stacy Christofferson, the eScrip and Recycling chair (This month's report is from Chandana)

Audubon PTSA adds cellphones to our upcycling program. You can also recycle your used plastic Scotch Tape dispensers and cores.

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.

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

Clip and save those box tops and labels for education and bring them to school! The class with the most labels and box tops turned in for the months of January and February get to have a class party!

Mr. Hanson's class is in the lead with 843 BoxTops & labels.

Jog-a-thon

This fundraiser is slated for April 22nd. Jogathon kickoff assembly is planned for April 5th. Radio Disney has been booked. The format is roughly the same as last year. Khris Ying has agreed to co-chair this event with me (Yeah!). The running club teachers are also involved in planning this event. Staff has been asked for feedback and I have received quite a few.

Amazon and other online stuff (linkshare)

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 e-store, 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.

Original Works

Done with this for the school year.

Audubon Family Dinner Nights

The 4th of this series of events was at Claim Jumper. The numbers: 15 different checks (of tables of 6-8), our take was \$147.

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: Student Services Report VP Charla Mills

School Services Area Reports **February 10, 2010**

Staff Appreciation- Julie Becker and Alison McElroy

Julie let me know that there is not much to report at this point. All went well with the lunch last month which included Ivar's clam chowder. Next lunch is in March.

Hearing and Vision – Beth Kopyar

I am discussing the Chair Position for this event with two people who have participated in the event already.

Valet/Driveway – Roy Captain

Our new boards are finally(!!) in place. Lee Mills and Maxine Pippin rushed to my aid and have produced the most durable and attractive sign boards I have seen!!! Now we hope that drivers in the drop-off zone follow the rules!!

We have noticed an increased number of vehicles during the AM drop-off, and are grateful to the Redmond Police for their presence, which does assist in keeping the flow moving and less breaking of rules by drivers.

Assemblies – Charla Mills

No Report

Class Photos – Deb East

No Report

Year Book – Deb East

The yearbook committee is in the process of selecting a cover for the yearbook. The committee comprised of about 15 students, Mrs. Celeste, Mrs. Emerson and Deb East are meeting again on February 24th to begin discussing the layout. Students are taking pictures at events and parties.

Emergency Prep – Ed Lindsay

No Report

Kindergarten Registration – Wendy Rice

Registration took place February 3. Wendy had a good staff and had provided them with good information from Kathy to help the families register. She noted a couple of time slots that could use an extra volunteer next year as well as a few details that could be added to planning, but overall it was a smooth and warm welcome to the incoming families.

Almost 60 families registered and information was collected for Owl Outreach, as well.

Appendix E: Student Enrichment

VP Amy Hayes

No Report

Appendix F: Student Enrichment

VP Pierre-Henri Frevol

Art Docent (Maxine Pippin & Martha Rames)

Art Docents are rolling along. We have a couple docents that haven't been getting their lessons going consistently, so we are working on that.

We are gearing up for International Night. We will have our info meeting with our docents this Wed. Our theme this year is Fur, Feathers, and Fins: Endangered Animals of the World. We would like to display the art work throughout the school by each class again this year like we did last year.

I need to double check with Mindy about our budget. Cynthia has been doing the purchasing this year, she thinks we have spent about \$800. This seems a bit low.

We will work this month on getting photos for year book etc.

Reflections (Victoria Clarke & Alison McElroy)

Akhila Kruthiventi received an Award of Excellence at the LWSD level of the competition for the picture "We the people" and her entry goes forward to the State level of the Reflections competition.

Adeline Braun received an Award of Merit for her picture "Together we can make new discoveries"

The spend to date is \$246 and the budget is \$350 so I think there is \$103 left.

Appendix G: Ways and Means

Linda Hall

No Report

Appendix H: Legislative Advocacy

Byron Shutz

No Report