

## PTSA Board of Directors Meeting

January 13, 2011

Minutes

### I. Call to Order

The January Audubon PTSA Board of Directors' meeting for the 2010-2011 school year was called to order at 6:40 pm in the Arts & Sciences room at Audubon Elementary by President Judy East.

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

### II. Opening Business

The minutes of the November 18, 2010, Board of Directors meeting were approved as submitted.

**President Judy East** opened the meeting with introductions of the Board of Directors to the 3rd grade staff.

President Judy East moved to increase the amount of money PTSA sends to Levy Committee from \$50 to \$200. Mindy Lincicome 2<sup>nd</sup>. The motion carried.

President Judy East raised for discussion that the BOD recommend for vote of the general membership to replace the Standing Chair of Owl Outreach position with a VP of Outreach. Discussion regarding adding a voting member to BOD, increasing the number needed for quorum and the importance of this position followed. Chandana Surlu made a motion to recommend this to the general membership at the next meeting. Roy Captain 2<sup>nd</sup>. The motion carried.

### III. Area Reports and Actions:

**Treasurer, Mindy Lincicome, submitted a report, Appendix A** - Mindy reviewed the Audit Committee report. Overall the report was good. There were some suggestions made to increase consistency. 1) Must have Area Chair or VP sign check request form. 2) Must have 2 signatures on all checks. 3) Must not go more than 60 days without Treasurer's Report.

Mindy also reviewed the current budget expenditures and reported that Staff Appreciation had received a smaller budget than was requested and is in need of addition funds to complete the year. Mindy moved to fund Staff Appreciation for the remainder of the year with contingency fund money. Chandana 2<sup>nd</sup> and the motion carried. A point was made to correct the Staff Appreciation budget amount in the upcoming budget.

***VP Communications, Claire Gajary, submitted a report, Appendix B -***

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

***VP Student Services Charla Mills submitted a report, Appendix D***

***VP Events, Amy Hayes, submitted a report Appendix E.***

***VP Student Enrichment, Pierre-Henri Frevol, No report submitted.***

***Ways and Means chairman Linda Hall, No report at this time.***

***Legislative Advocacy, Byron Shutz, submitted a report Appendix H***

Byron moved to officially support the Feb levy with the following wording.

“Audubon Elementary PTSA BOD endorses and supports the LWSD Levy Proposition #1 on the February 8<sup>th</sup>, 2011 ballot.” Mindy Lincicome 2<sup>nd</sup>. The motion carried.

Byron also requested volunteers to make Levy support phone calls. Several volunteered.

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

***Principal Karen Dickens*** – Principal Karen Dickens reported that the Executive Report portion of the Continuous Improvement Plan was just completed. Audubon were strong in Math and Reading. Science scores dropped somewhat, but given that science instruction at Audubon is strong, the drop may be the result of the change from WASL to MSP format.

***The 3<sup>rd</sup> grade team*** represented the Audubon faculty at this month’s PTSA meeting. They reported about the upcoming Science Fair.

A request was made by Mrs. Fluharty to have announcements on the website and in the e-news regarding the science fair.

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

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

The meeting was closed by Judy East at 7:36.

## **Appendix A: Treasurer's Report**

*Treasurer: Mindy Lincicome*

**Please refer to Cash In/Cash Out Statements and Financial Report Attached to email.**

## **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** – November totaled 682, with 1486 "views" (clicks); December stats were 586 visits and 979 clicks. For January, our top ten pages so far -- in order of popularity -- are:

1. Extended Classes
2. Home page
3. Principal's Corner
4. Calendar
5. Smart Shopping
6. Owl Outreach

**Directory** – The big news is the directory was delivered right before break – big BIG thank you to Claire for managing this huge project in a difficult year.

## **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 Jan 6, 2011: 390**

Membership Data Status:

390 Members entered into the WSPTA database.

Printed cards and distributed them with the Student Directory

LU Remittance - Jan 25th Payment Deadline:

WSPTA has a 100% Teacher Membership Award this year.

We should probably plan next Year's membership stuff right after this year's jog-a-thon before summer and end of school are on our minds.

#### **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 \$12,325.25 (\$13,000)**

**Corporate Matching totals are \$5,503.5 (\$6,000). Yet to be matched is \$2,800.**

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

Audubon PTSA Adds Inkjet Printer Cartridges to our school recycling program. You can also recycle your used plastic Scotch Tape dispensers and cores.

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

**eScrip & Recycling donation totals are \$735.40 (\$2,500)**

#### **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.

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

**Volunteer Time Matching totals are \$2,142 (\$1,000).**

#### **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 from January to February (mid Winter Break) will get to have a class party!

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

**Box Tops for Education totals are \$224 (\$500).**

**Labels for education points total 3731.**

#### **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.

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

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

**Amazon advertising fee totals are \$903.51 (\$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.

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

**Everything Party 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!

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

**Original Works totals are \$970 (0).**

### **Audubon Family Dinner Nights**

The third of this series of events at Canyons Restaurant wasn't very successful, but, the manager was very happy and said that several families said that it was the first time they had been there! The numbers: 9 different checks (of tables of 6-8), our take was 84.44. The next one is on Thu Jan 27th at Claim Jumper, Redmond Town Center.

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

**Audubon Family Dinner Nights totals are \$540.03 (0).**

### **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**

**January 13, 2010**

**Charla Mills, VP**

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

Staff Appreciation has been keeping up with staff birthdays. On Jan. 20th there will be a lunch featuring Clam Chowder from Ivar's. Ivar's donated \$50 towards the chowder. The remaining \$30-40 will be paid from our budget. They will provide bowls, which reduces our other costs. I believe that we are still under budget for the year. We will be asking parent volunteers to provide salads, breads, dessert and beverages.

**Hearing and Vision – Beth Kopyar**

**Valet/Driveway – Roy Captain**

New signs are being finished to replace the old worn out signs. New wording will hopefully help to clarify the instructions for those dropping off students.

**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.

**Class Photos – Deb East**

**Year Book – Deb East**

The Year Book committee is being formed. Applications have been submitted by 5<sup>th</sup> and 6<sup>th</sup> graders who want to participate.

**Emergency Prep – Ed Lindsay**

December and January have seen a bit of a slowdown in progress. The plan for February is to move forward with updating the Emergency supplies in the storage rooms.

**Kindergarten Registration – Wendy Rice**

Registration is February 3. Wendy is discussing with Kathy and the school office what help is needed and has begun contacting her committee members so that there is adequate coverage throughout the day.

## **Appendix E: Student Enrichment**

VP Amy Hayes

### **Helping hands Nov. 30<sup>th</sup> - Dec. 10<sup>th</sup>**

#### **Chairs- Kathy Skalak & Amy Hayes**

This holiday outreach program designed to reach those most in need in our own community during the holiday season. This is a short-term project taking place in late November and early December. Warm yourself from the inside out! This event makes you feel so good!

#### **Things to do:**

- Help coordinate giving with local school counselors and nonprofit organizations.
- Make giving mittens.
- Create and distribute flyers.
- Help sign mittens out to students, parents and teacher.
- Collect gifts; help with sorting, wrapping or delivery.

#### **Communications:**

- Communicate with guidance counselors
- Reserve display case
- Get notices to PTSA e-news and Owl's Nest
- Format and distribute parent handout
- Type-up wish lists

#### **Mitten management**

- Cut out mittens
- Staple wish to mittens
- Write child's age & sex on reverse side of mittens
- Arrange mittens in display case
- Coordinate volunteers for mitten sign-out

#### **Gift-wrapping & gift management**

- Send out appeal for needed supplies (gift boxes, tape, & ribbon)
- Organize gift-wrapping supplies
- Coordinate volunteers to...
  - o store gifts at their home & host wrapping session(s)
  - o transport gifts to person's home where gifts will be sorted & wrapped
  - o sort gifts
  - o wrap gifts
  - o track down missing gifts or purchase them
  - o transport gifts to Redmond El and Audubon

### **Helping Hands 2010 Timeline**

-Kathy contacts guidance counselors

-Amy sends e-news text to Sue Schutz about HH & to recruit volunteers for mitten sign-out.

Kathy is -coordinating volunteers for mitten sign-out.



- gift wishes due to Kathy from guidance counselors. Kathy types up gift wishes.
- Kathy submits HH handout to Joan
- Susan and Girl Scouts assemble mittens
- HH handout goes home in home folders
  - Kathy hangs mittens in display case
  - Mittens selected by Audubon families
- Gifts transported daily to Deb East house by volunteers
  - Gifts due at Audubon
  - Gifts sorted at Deb’s house (Took about 3 hours with 8-10 volunteers)
- Kathy tracks down or purchases missing gifts
- Gifts wrapped at Deb’s house (Took about 3 hours with 8-10 volunteers) M, Dec 14: \_\_\_\_\_
- takes gifts to Redmond Elementary
- Kathy, Any and Mrs. Christensen takes gifts to Audubon

### Helping Hands 2008-2009 Timeline

- October: Contact Redmond El and Audubon guidance counselors to set dates for wish list completion and gift delivery. They need 3-4 weeks lead time to get the lists back from families. YIKES!
- Nov. 14: Volunteers recruited for mitten signout. Announcement in PTSA newsletter. Announcement in Owl's Nest?
- Nov. 17: Gift wish lists from counselors due to Beth via email or drop-off at Audubon
- Nov. 17-20: Wish lists typed up, glued on back of mittens
- Nov. 21: Helping Hands parent handout, with all details and permission to sign out mittens, goes home with students

### **Appendix F: Student Enrichment** VP Pierre-Henri Frevol

**No Report**

### **Appendix G: Ways and Means** Linda Hall

**No Report**

## Appendix H: Legislative Advocacy

Byron Shutz

### Advocacy Chair Update

The Advocacy Chair has requested the Board to consider a motion regarding the endorsement of the Feb levy - the motion reads:

“Audubon Elementary PTSA BOD endorses and supports the LWSD Levy Proposition #1 on the February 8th, 2011 ballot.”

**Attached is the LWSD ballot content, and the LWCLC flyer with LWSD press release.** Additional information is located at <http://www.lwsd.org/News/2011-Levy/Pages/default.aspx> and [www.vote4lwsdkids.org](http://www.vote4lwsdkids.org). Audubon has generously financially supported the levy in previous years - no contribution is requested or expected this year.

Important advocacy dates:

- Jan. 10th - The legislative session begins in Olympia - legislators will again be very busy! For those of you who are new to advocacy, you may want to check out the State Legislature website - [www.leg.wa.gov/legislature](http://www.leg.wa.gov/legislature) - lots of information available. In the 45th we welcome Senator Andy Hill, a previous PTSA Pres. at Dickenson Elem. For a list of all out Legislators for 2011, and Legislator contact information, please see the above website.
- Feb. 8th - **Levy ballots are due** for the Special Election for our LWSD Capital Projects Levy. To learn more about the levy, go to <http://vote4lwsdkids.org/>. - please raise awareness, ask friends to vote.
- Feb 21st - WSPTA Focus Day in Olympia - approx 7:30 AM -3:30 PM. - ride our bus, take kids! LWSD Council is again partnering with Bellevue Council for buses to Olympia for this great event for parents and PTA members. It is a day off from school so you can bring you children. Please contact [byron@byronshutzjr.org](mailto:byron@byronshutzjr.org) ASAP if you wish to reserve spots on the bus - send me names of each attendee and a cell phone #. Reservation cut off is Feb. 15th - please get the word out and sign up!

### Help Needed to Pass School Levy Proposition #1

The Lake Washington School District will have a levy on the February 8th ballot to address the overcrowding in our schools.

The Lake Washington Citizens Levy Committee is organizing volunteers to promote support for voting in favor of the levy. The Levy Committee needs your help!

Here are two important opportunities:

1. Make friendly get-out-the-vote phone calls the week of January 22 - January 30: Volunteer to make quick reminder phone calls from your home. You need to have access to both a computer and a phone line simultaneously. You'll log into a site that will provide the list of names and

phone numbers, and detailed instructions. The message is brief and may be left on answering machines. It is also a friendly call, phoning political supporters of the initiative and merely reminding them to vote. If you can help out with this important task, please email Audubon PTSA Presidents or [byron@byronshutzjr.org](mailto:byron@byronshutzjr.org). This is a great "at home" volunteer job, and you can expect to spend 1-2 hours making friendly reminder phone calls during the week of January 22 to 30.

2. Post campaign yard-signs to support passing the levy: If you are interested in posting a Levy YES sign in your yard or another visible area (if not your property, please get permission), please email Audubon PTSA Presidents with your name, address, and "sign" as the subject line.

Please contact, Byron Shutz [byron@byronshutzjr.org](mailto:byron@byronshutzjr.org) with any levy or advocacy questions.