

PTSA Board of Directors Meeting

November 17, 2011

Minutes

I. Call to Order

The November Audubon PTSA Board of Directors' meeting for the 2011-2012 school year was called to order at 6:37 pm in the Arts & Sciences room at Audubon Elementary by President Mindy Lincicome.

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

II. Opening Business

Motion to approve the minutes of the October 13, 2011, Board of Directors meeting. Deb East seconded this motion. **Minutes were approved as submitted.**

President Mindy Lincicome opened the meeting with:

- a review of the 2010 990 filing
- 2012-2013 PTSA BOD nominating committee suggestions and the schedule, election meeting will happen on March 1. Positions up for re-election are:
 - Secretary
 - VP School Services
 - VP Fundraising
- News and update from LWSD Council meeting
- Information about the fall 2012 transition to Rose Hill Middle School

III. Area Reports and Actions:

Treasurer, Lee Mills, submitted a report, Appendix A - (Lee not present at meeting, no additional information added by any BOD on Lee's behalf)

VP Communications, Khris Schaffner, submitted a report, Appendix B – No additional information added

VP of Fundraising Chandana Surlu submitted a report, Appendix C – additional information added:

- PTSA Membership as of 11-17-2011 = 462

VP Student Services Charla Mills submitted a report, Appendix D – additional information added :

- Report from Emergency Prep – Inventoried all emergency back packs in school, now currently researching pricing on items that need replacing.

VP Events, Kirsten Reddish submitted a report, Appendix E – No additional information was added

Co-VP's Outreach, Judy East and Roy Captain, no report submitted - No additional information was added

Co-VP's Student Enrichment, Susie Wright and Deb East, no report submitted – discussion regarding reducing extended classes sessions from 3 to 2 sessions per year, prioritizing classes offered and start dates.

Ways and Means chairman Linda Hall, submitted a report, Appendix H – A detailed report was submitted as a handout at Board of Director's meeting.

- All members of the Ways and Means committee were present at BOD meeting.
- The W&M Committee asked the board about direction and purpose for the rest of the year -- whether another round of EZ Grants should be offered, or whether the committee's time would be better invested in looking into some "bigger" projects.
- Discussion followed and the W&M Committee will begin looking into some projects that have been talked about for a couple of years.
- A third round of grants will only be conducted if we hear from faculty that it is desired.

IV. Principal and Faculty Reports

Principal Karen Dickens was present at the November 17, 2011 BOD meeting, and reported:

- Audubon Elementary is presenting to the Lake Washington School Board on Monday January 9, 2012, and asked that the Audubon PTSA provide refreshments for this meeting, as well as decorate the Lake Washington School Board room for the meeting.
- Reported about a community service project started for a former Lake Washington School District principal, Tracy Miller, called Sparrows club USA, which is a national non-profit organization of school-based clubs that assist children in medical crisis.
- Requested additional parent volunteers during recess times at Audubon

Kindergarten teachers, Lynn Bailey, Janine Sullivan, and Maria Chesney, spoke on behalf of all Audubon faculty.

- The teachers asked about the possibility of moving the Science Fair to February 23, 2012 (6:30-8:00pm), and that was agreed to by the board.
- The kick-off assembly will be Tuesday, Jan. 10.
- Mrs. Celeste and Mrs. Fluharty will be leading the Science Fair team again this year, and they would like some PTA help/presence on that committee.

- Kirsten Reddish, VP Events, offered to be part of the team and help with recruiting additional volunteers as needed.

V. Close of Meeting

Our next PTSA Board Meeting will be Jan. 12, 2012 at 6:30pm in the Arts & Sciences room.

The meeting was closed by Mindy Lincicome at 8:20 PM.

Appendix A: Treasurer's Report

Treasurer: Lee Mills

Treasurer's Report for November 17th, 2011 PTSA Board Meeting

Submitted by Treasurer Lee Mills

Net YTD Cash In/(Out): \$ 15,173.16

- Cash In: \$ 50,519.27
- Cash out: \$ 35,346.11

FY12 Beginning Cash Balance: \$ 62,031.10

- Unrestricted cash: \$ 45,715.81
- Restricted cash: \$ 16,315.29

YTD Ending Cash Balance: \$ 77,204.26

- Unrestricted cash: \$ 61,038.31
- Restricted cash: \$ 16,165.95

Items of note:

- Reconciliation (below) updated to show bank balances and amounts of outstanding checks and deposits.
- Bank signature cards have been updated for current slate of officers. Check signers are now Mindy Lincicome, Judy East, Roy Captain, and Khris Schaffner.
- During January board meeting, we will be looking to have a more detailed 'mid year' report, and walk through and discuss status of each of the account lines.

Detailed report of year to date activity 7/1/11 through 11/7/11:

(Bank balances as of 11/2/11)

	ACTUAL IN	ACTUAL OUT	NET	BUDGETED NET	\$'s REMAINING
Fundraising					
"No Frills" Donation Campaign	\$ 11,347.50	\$ -	\$ 11,347.50	\$ 13,000.00	\$ (1,652.50)
Corporate Matching	\$ 1,177.50	\$ -	\$ 1,177.50	\$ 6,500.00	\$ (5,322.50)
Volunteer Hours Corporate Cash	\$ 1,479.00	\$ -	\$ 1,479.00	\$ 2,000.00	\$ (521.00)
Box Tops & Soup Labels Program	\$ -	\$ -	\$ -	\$ 500.00	\$ (500.00)
Amazon Associates Program	\$ 453.64	\$ -	\$ 453.64	\$ 1,500.00	\$ (1,046.36)
E-Scrip program	\$ 661.20	\$ -	\$ 661.20	\$ 2,000.00	\$ (1,338.80)
Audubon Family Dinner Nights	\$ 385.37	\$ -	\$ 385.37	\$ 1,000.00	\$ (614.63)
Photo Fundraiser Service Agreement (3-year=\$1,000, year 2)	\$ -	\$ -	\$ -	\$ 350.00	\$ (350.00)
Spring Jogathon	\$ 3,412.55	\$ (1.70)	\$ 3,410.85	\$ 12,000.00	\$ (8,589.15)
Other Fundraising Income	\$ 40.16	\$ -	\$ 40.16	\$ -	\$ 40.16
Operating Reserves	\$ -	\$ -	\$ -	\$ -	\$ -
Combined Misc Fundraising Expenses	\$ -	\$ -	\$ -	\$ (300.00)	\$ 300.00
SUBTOTAL	\$ 18,956.92	\$ (1.70)	\$ 18,955.22	\$ 38,550.00	\$ (19,594.78)
Operations					
PTSA Membership Dues	\$ 6,714.06	\$ (4,023.10)	\$ 2,690.96	\$ 2,600.00	\$ 90.96
Interest Earnings	\$ 4.19	\$ -	\$ 4.19	\$ 20.00	\$ (15.81)
Annual Corporate Registration Fee	\$ -	\$ -	\$ -	\$ (10.00)	\$ 10.00
Bank Charges, CC and Paypal Fees	\$ -	\$ (42.00)	\$ (42.00)	\$ (150.00)	\$ 108.00
Charity Soliciting Registration Fee	\$ -	\$ -	\$ -	\$ (10.00)	\$ 10.00
Child Care	\$ -	\$ -	\$ -	\$ (60.00)	\$ 60.00
Copy and workroom materials for school	\$ -	\$ (679.51)	\$ (679.51)	\$ (1,000.00)	\$ 320.49
Council Scholarship Assessment	\$ -	\$ (100.00)	\$ (100.00)	\$ (100.00)	\$ -
Council Training Fees	\$ -	\$ -	\$ -	\$ (45.00)	\$ 45.00
Legislative Assembly Fees & Dues	\$ -	\$ -	\$ -	\$ (300.00)	\$ 300.00
Liability Insurance Premium	\$ -	\$ (290.00)	\$ (290.00)	\$ (310.00)	\$ 20.00
LWSD Levy Fund Contribution	\$ -	\$ -	\$ -	\$ (100.00)	\$ 100.00
State PTA Convention Registration	\$ -	\$ -	\$ -	\$ (500.00)	\$ 500.00
Supplies & Materials & Postage	\$ -	\$ (50.00)	\$ (50.00)	\$ (125.00)	\$ 75.00
WA-PTA Scholarship Basket	\$ -	\$ -	\$ -	\$ (100.00)	\$ 100.00
WSPTA Annual Awards Ceremony	\$ -	\$ -	\$ -	\$ (175.00)	\$ 175.00
General Meeting expenses	\$ -	\$ -	\$ -	\$ (400.00)	\$ 400.00
Contingency - Operations	\$ -	\$ -	\$ -	\$ (169.25)	\$ 169.25
SUBTOTAL	\$ 6,718.25	\$ (5,184.61)	\$ 1,533.64	\$ (934.25)	\$ 2,467.89

	ACTUAL IN	ACTUAL OUT	NET	BUDGETED NET	\$'s REMAINING
Student Support/Enrichment/Education					
Extended Classes	\$ 22,720.00	\$ (21,156.76)	\$ 1,563.24	\$ 1,000.00	\$ 563.24
Assemblies	\$ -	\$ -	\$ -	\$ (1,200.00)	\$ 1,200.00
Classroom Enrichment	\$ -	\$ (1,110.57)	\$ (1,110.57)	\$ (9,000.00)	\$ 7,889.43
Academic Enrichment (EZ Grants)	\$ -	\$ (1,020.00)	\$ (1,020.00)	\$ (7,500.00)	\$ 6,480.00
6th grade Learning Experience & Recognition	\$ -	\$ -	\$ -	\$ (2,250.00)	\$ 2,250.00
5th Grade Level Learning Experience	\$ -	\$ (562.50)	\$ (562.50)	\$ (2,000.00)	\$ 1,437.50
4th Grade Level Learning Experience	\$ 295.60	\$ -	\$ 295.60	\$ (1,500.00)	\$ 1,795.60
3rd Grade Level Learning Experience	\$ -	\$ -	\$ -	\$ (500.00)	\$ 500.00
2nd Grade Level Learning Experience	\$ -	\$ -	\$ -	\$ (500.00)	\$ 500.00
1st Grade Level Learning Experience	\$ -	\$ -	\$ -	\$ (500.00)	\$ 500.00
Kindergarten Grade Level Learning Experience	\$ -	\$ -	\$ -	\$ (500.00)	\$ 500.00
Art Docent Fees & Supplies	\$ -	\$ (300.81)	\$ (300.81)	\$ (3,300.00)	\$ 2,999.19
PTSA Discretionary Scholarships	\$ -	\$ (80.42)	\$ (80.42)	\$ (800.00)	\$ 719.58
IXL Schoolwide Subscription	\$ -	\$ (2,500.00)	\$ (2,500.00)	\$ (2,400.00)	\$ (100.00)
Schoolwide Science Fair	\$ -	\$ -	\$ -	\$ (1,000.00)	\$ 1,000.00
AE School Student Safety Patrol	\$ -	\$ -	\$ -	\$ (250.00)	\$ 250.00
Emergency Prep Consumable Supplies	\$ -	\$ -	\$ -	\$ (1,000.00)	\$ 1,000.00
PTSA International Night	\$ -	\$ -	\$ -	\$ (750.00)	\$ 750.00
Read Across America Week	\$ -	\$ -	\$ -	\$ (150.00)	\$ 150.00
PTSA Reflections Student Art Program	\$ -	\$ -	\$ -	\$ (350.00)	\$ 350.00
Morning Valet Program	\$ -	\$ -	\$ -	\$ (200.00)	\$ 200.00
5th Grade Recognition Ceremony	\$ -	\$ -	\$ -	\$ (250.00)	\$ 250.00
School "Team" Recognition and Support	\$ -	\$ -	\$ -	\$ (250.00)	\$ 250.00
Contingency -- Student Support/Enrichment	\$ -	\$ -	\$ -	\$ (1,795.00)	\$ 1,795.00
Surplus - EZ Grant	\$ -	\$ -	\$ -	\$ -	\$ -
SUBTOTAL	\$ 23,015.60	\$ (26,731.06)	\$ (3,715.46)	\$ (36,945.00)	\$ 33,229.54
Community/Volunteer Involvement & Education					
Family Night -- Skate King	\$ 78.50	\$ -	\$ 78.50	\$ -	\$ 78.50
Family Night -- Dance Event	\$ -	\$ -	\$ -	\$ -	\$ -
Family Night -- Welcome Back BBQ	\$ 630.00	\$ (847.62)	\$ (217.62)	\$ (1,000.00)	\$ 782.38
Family Night -- Ice Cream Social	\$ -	\$ -	\$ -	\$ (500.00)	\$ 500.00
Family Night -- Math/Game Nights	\$ -	\$ -	\$ -	\$ (50.00)	\$ 50.00
Yearbook	\$ 100.00	\$ -	\$ 100.00	\$ -	\$ 100.00
AE Staff Appreciation Food & Events	\$ -	\$ (1,124.82)	\$ (1,124.82)	\$ (1,800.00)	\$ 675.18
Helping Hands	\$ -	\$ -	\$ -	\$ (50.00)	\$ 50.00
PTSA Info Fair @ Welcome Back BBQ	\$ -	\$ -	\$ -	\$ (100.00)	\$ 100.00
WA-PTA Golden Acorn Award	\$ -	\$ -	\$ -	\$ (130.00)	\$ 130.00
WA-PTA Outstanding Educator Award	\$ -	\$ -	\$ -	\$ (65.00)	\$ 65.00
Contingency Community & Volunteer Involvement	\$ -	\$ -	\$ -	\$ (154.75)	\$ 154.75
SUBTOTAL	\$ 808.50	\$ (1,972.44)	\$ (1,163.94)	\$ (3,849.75)	\$ 2,685.81
Parent Involvement/Education					
Distribution List Service	\$ -	\$ -	\$ -	\$ (150.00)	\$ 150.00
First Week Packet	\$ -	\$ (286.96)	\$ (286.96)	\$ (1,000.00)	\$ 713.04
Owl Outreach	\$ -	\$ -	\$ -	\$ (250.00)	\$ 250.00
PTSA Welcome Coffee	\$ -	\$ -	\$ -	\$ (150.00)	\$ 150.00
PTSA-AE Student Directory Production	\$ -	\$ -	\$ -	\$ (300.00)	\$ 300.00
Contingency -- Parent Involvement	\$ -	\$ -	\$ -	\$ (92.50)	\$ 92.50
SUBTOTAL	\$ -	\$ (286.96)	\$ (286.96)	\$ (1,942.50)	\$ 1,655.54
GRAND TOTAL CASH FLOWS	\$ 49,499.27	\$ (34,176.77)	\$ 15,322.50	\$ (5,121.50)	\$ 40,888.00

UNRESTRICTED CASH START OF YEAR: \$ 45,715.81

CHANGE IN UNRESTRICTED CASH: \$ 15,322.50

UNRESTRICTED CASH END OF PERIOD: \$ 61,038.31

	ACTUAL IN	ACTUAL OUT	NET	BEGIN BAL	END BAL
Committed Grants					
Math Challenges		\$ (25.96)	\$ (25.96)	\$ 400.00	\$ 374.04
Kindergarten Early Reading Assessments		\$ -	\$ -	\$ 525.00	\$ 525.00
Birthday Book Club		\$ (534.58)	\$ (534.58)	\$ 700.00	\$ 165.42
Playground Peace Coaches	\$ 265.00	\$ -	\$ 265.00	\$ -	\$ 265.00
WORD Conference	\$ 755.00	\$ (608.80)	\$ 146.20	\$ -	\$ 146.20
Leveled Library		\$ -	\$ -	\$ 515.29	\$ 515.29
SUBTOTAL	\$ 1,020.00	\$ (1,169.34)	\$ (149.34)	\$ 2,140.29	\$ 1,990.95
Operating Reserve					
Operating Reserve		\$ -	\$ -	\$ 14,175.00	\$ 14,175.00
SUBTOTAL	\$ -	\$ -	\$ -	\$ 14,175.00	\$ 14,175.00
TOTAL RESTRICTED CASH	\$ 1,020.00	\$ (1,169.34)	\$ (149.34)	\$ 16,315.29	\$ 16,165.95

TOAL CASH END OF REPORTING PERIOD: \$ 77,204.26

DDA Acct \$ 69,266.33

MRS 9407 \$ 6,171.68

MRS 1407 \$ 18,613.39

TOTAL BALANCE PER BANK: \$ 94,051.40

Outstanding Deposits-Unrestricted: \$ -

Outstanding Checks-Unrestricted: \$ (15,677.80)

Outstanding Deposits-Restricted: \$ -

Outstanding Checks-Restricted: \$ (1,169.34)

TOTAL BALANCE PER BANK, ADJUSTED: \$ 77,204.26

DIFFERENCE: \$ -

Appendix B: Communications Report

VP Khris Schaffner

Communications

----OvO----

eNews

Will send out last eNews of the year on 12/11/11 will resume on on 1/1/12 and will leave Chandana with login info. in case she needs to send out any kind of eNews announcements during the holidays

Discuss - Would like to subscribe kindergarten parents in Feb. - Best way to do it?

----OvO----

Directory distributed

----OvO----

Still considering new website host options

Appendix C: Fundraising Report

VP Chandana Surlu

Fundraising at a glance

	2011-2012 Budget	As of Nov 13th 2011*	As of Oct 31st 2011
PTSA Donations	13,000	12,322.50	12,322.50
Corporate Matching	6,500	1,177.50	1,177.50
Volunteer Time Matching	2,000	1,479	1,479
BoxTops	500	0	0
Amazon	1,500	737.41	453.64
eScrip	2,000	1244.24	661.20
Audubon Family Dinner Nights	1,000	385.37	385.37
Photo Fundraiser	350	0	0
Jog-a-thon	13,000	3,412.55	3,412.55
Everything Party (Other)	0	39.80	0
Jamba Juice (Other)	0	0.36	0
Fundraising Expenses	(300)	0	0
Jog-a-thon Expenses	(1,000)	0	0

* These amounts will be in the PTSA account by June 30th 2012. There is a discrepancy because some checks have not been issued as yet, some checks have not arrived as yet.

Membership report from Beth Benincasa, the Membership Chairperson

Last year's numbers:

Students: 537

PTSA memberships: 393

This year's numbers:

Students: 560

PTSA memberships (to date): 462

- We have reached the Gold level Washington State PTSA membership incentive by achieving a 10% increase from the previous year's membership enrolled and paid by January 25th. We are hoping to reach the platinum level (20% increase over last year, 473 memberships - enrolled and paid by March 30, 2012).
- Teacher memberships reached 100% last year and we have maintained that this year. I submitted the paperwork to receive the 100% teacher membership award on November 10.
- Finally, we distributed directories to all members who were enrolled by November 1.

PTSA Donation & Corporate Matching

Most of the Corporate matching has been done!

Volunteer Time Matching

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 the 1st check to Audubon PTSA. **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) and I'll follow up with them on reporting these hours.

eScrip report from Stacy Christofferson, the eScrip chair

No report.

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

We are trying to follow up on all the corporate matching submissions from last year! We plan to start figuring out details for the Jog-a-thon right away the winter break.

Box Tops & Labels for Education from Colleen Ulrich, the BoxTops & Labels chair

The contest is running until Thanksgiving break. Fluharty's class is so far in the lead, no one will catch them. On Monday the 3rd grade girl scouts are counting the box tops and labels submitted last week then I will hang an updated graph in the hallway and send out an update in the next enews. So far this year, we have collected \$210 worth of box tops (I sent in \$240 worth of box tops earlier this year that were collected at the end of last year), I will send them in after Thanksgiving. We currently have 16,170 points in the labels for education program. This doesn't include any of the labels collected this year, I'll send those in after Thanksgiving too. I don't have an estimate for how many points need to be submitted, but it is at least a few hundred.

Amazon and other online stuff (linkshare)

We did have our school supplies available through an Amazon store:

<http://audubonpta.org/AudubonPTSAStore.aspx>.

EverythingParty

Anytime you visit the store, tell the check person that you want the 10% for the school donation program to go to Audubon Elementary.

Audubon Family Dinner Nights

The next one for this school year is at Yoe's Noodles on Dec 5th 2011. They will donate 20% of the totals with the flyers to Audubon PTSA. Susie Wright helped secure this one!

Jamba Juice School appreciation cards

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.

Smith Brothers Farms New for 2011-2012!

This fall, Smith Brothers Farms is offering a **Back-to-School Special** to support all the great work parents contribute to our schools. Starting September 1 through December 31, 2011, anyone who signs up for their service using the Promo Code "PTA" will receive a \$20 credit for their first delivery and a chance to earn money for their school's PTA/PTO, at no cost to that organization. For every five people from a school who sign up for their service, they will pay that school's parent organization \$250! So if 10 families from a school sign up for service, Smith Brothers Farms **will write a check to their PTA/PTO for \$500!**

Appendix D: School Services Report

VP Charla Mills

School Services Area Reports

November 17, 2011

Staff Appreciation- Julie Becker

The Latte Cart in October went well. The committee members sent in baked goods, fruit and juices to compliment the coffee.

Staff Birthdays are up to date.

The next event will be in January. Julie is sending a letter to Ivar's requesting a donation again.

Hearing and Vision – Ritu Bajaj and Lakshmi Kruthiventi

No activity at this point

Valet/Driveway – Roy Captain

Each volunteer has just one day of service now – a first since in Roy's time as chair!!

Currently:

Monday - Mindy and Chuck

Tuesday - Selva and Roy

Wednesday - Kirsten and Michael

Thursday - Beyza and Natalie

Friday - Elana and Scott

Roy will be away Nov 15 thru Dec 5. I will be covering if anything comes up.

Class Photos – Deb East

Photo day went well. Retake day is coming up on Dec 6th. Deb needs one helper, but is confident that she can find someone.

Year Book – In need of Chair

Deb has started forming the yearbook committee. The 5th and 6th grade teachers have sent home the yearbook application with the kids who are interested. Hopefully There will be some feedback this next week.

Mamie Takechi and Hope Palacio still seem interested in doing the yearbook on their own next year. We are calling this year their training year,

Emergency Prep – Jennifer Malik

No Report Submitted

Kindergarten Registration – Wendy Rice

No activity at this point

Appendix E: Events Report VP Kirsten Reddish

Events Report
November 17, 2011
Kirsten Reddish

International Math and Games night was a great event. The kids really enjoyed the many games from around the world, new math games, trivia, and crafts. A huge thank you is due to excellent chairs Ruti Cohenca and Sharon Horovitz as well as Kari Tai who added math to the fun. The sixth graders helped staff the tables and did an amazing job being of service to our community.

Coming up soon is Holiday Helping Hands, where Audubon students, staff and families provide holiday gifts to community members in need. Mittens featuring gift wish lists will be available November 28-December 2 and gifts must be returned to school by December 7th. Gifts will be wrapped the weekend of December 10th and then distributed to the community members. This event is in the capable hands of chair Kathy Skalak but can always use more “hands”—if you would like to contribute, pick up a mitten the week of the 28th or contact Kathy to volunteer.

Appendix F: Outreach VP's Judy East & Roy Captain

No Report Submitted

Appendix G: Student Enrichment
VP's Susie Wright & Deb East

Extended Classes Report November 2011

- 1. We'd like to reduce the number of sessions from 3 per year (Fall, Winter & Spring) to 2 per year, with the option of lengthening the 2nd session to end in Spring if individual vendors want that.**

Historically, enrollments are significantly lower in the Spring session (about 1/3 of the Fall and Winter sessions last year) so it will be hard to meet minimum class enrollments. Spring is a busy time of year for students with heavier workloads and assessments as we near the end of the school year.

In the past there were classes that were offered in Fall and Winter that were not offered in Spring, notably Choir and Drama.

Reduces the workload of the chairs.

- 2. What does the Board think of having some classes offered in the fall session and then a different set of classes in the Winter session?**

We offered 12 classes in the Fall session and could potentially have 16 classes in the upcoming Winter session. That makes it hard to secure space for all the classes.

Also, it makes it hard to fill classes.

If we ran, say 8 classes in the Fall and then the other 8 in the Winter/Spring session, we'd have an easier time allocating space and filling classes and then the classes offered would also be "fresh" from one session to the next.

If there were some classes that it made sense to offer year round, those could still be accommodated.

- 3. Question regarding authorization of check request forms.**

Currently when we submit check request forms for payments to vendors or refunds to parents, we ask our VP's to sign the form, authorizing the payment. This can result in delays depending on the VP's schedules. However, the check request form states that it can be authorized by a VP or a Chair (or board officer, etc.) Is it acceptable for one co-Chair to authorize the request of the other co-Chair? In other words, can I authorize a check request form that Supriya is submitting (and vice-versa)?

- 4. We'd like to change the policy document to reflect that we do not accept partial payments.**

Point 3 in the policy document can be amended (see the underlined portion) to read as follows: "Places in a class are held by the date on which payment is received. Payment needs to be in full as paying by installments is not allowed. The class coordinator is not able to reserve a class spot by email or telephone."

Reflections:

We had 26 students enter pieces into the Reflections Competition with 28 entries in total. The number of entries is way down from last year, but this is happening in all the schools. Council and chair people attribute the low number of entries to the challenging theme of Diversity means and the challenging rules and guidelines. 20 pieces have moved onto the next level. Yipee! We have some talented kiddos in our school!

Appendix H: Ways and Means

Linda Hall

The Committee received five EZ Grant Requests during its most recent grant request round and is in the process of reviewing them. Our report will be distributed and discussed during the board meeting.