

PTSA Board of Directors Meeting

April 12, 2012

Minutes

I. Call to Order

The April Audubon PTSA Board of Directors' meeting for the 2011-2012 school year was called to order at 6:05pm in the Arts & Sciences room at Audubon Elementary by President Mindy Lincicome.

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

II. Opening Business

Motion to approve the minutes of the March 8, 2012, Board of Directors meeting. Kathy Watson motioned. Roy Captain seconded this motion. **Minutes were approved as submitted.**

President Mindy Lincicome opened the meeting with a report from the 2012-2013 PTSA in-coming Board of Director's Nominating Committee. Mindy also reported that the Standing Rules review is still continuing. Mindy also updated the BOD's on the Rose Hill Middle School recruitment/hiring of the new principal.

Mindy also reported that one week from Monday (April 23, 2012), the back gate to Audubon will be locked while school is in session. Parents will be able to accompany students at drop-off and pickup. The gate will be locked after drop-off and opened to allow middle-schoolers to come through it on their return home.

III. Area Reports and Actions:

Treasurer, Lee Mills, submitted a report, Appendix A - Added that the annual audit will be done at 10 months.

VP Communications, Khris Schaffner, No Report Submitted – Khris reported that the website and domain have moved to Office 365, the yearbook link has been fixed, and we have a location for shared documents on Office 365

VP of Fundraising Chandana Surlu submitted a report, Appendix C – Chandana reminded board that the Jog-a-thon is the next big event.

VP Student Services Charla Mills submitted a report, Appendix D – no additional information added

VP Events, Kirsten Reddish No Report Submitted – Kirsten Reddish was absent. Mindy Lincicome spoke on Kirsten's behalf. Mindy reported: 1) tickets worked well for ice cream social 2) thanks very much to the teachers for their assistance. Events coming up: Math Puzzle Night and International Night.

Co-VP's Outreach, Judy East and Roy Captain, No Report Submitted- No additional information added

Co-VP's Student Enrichment, Susie Wright and Deb East, no report submitted - Deb East reported that 60 online orders have been submitted for yearbooks. Some classes have not submitted orders. More requests will be sent out to parents.

Ways and Means chairman Linda Hall, Report submitted, Appendix H - In addition to the Ways and Means report, Linda Hall updated the board on the Ways and Means committee's review of the prioritization of the school's discretionary dollars (prioritized by the Audubon Staff). Based off of the prioritization of discretionary dollars, the Ways and Means committee recommends that the PTSA grants \$10,000 to Audubon Elementary for the purpose of purchasing books to update all non-fiction Dewey-decimal sections after careful analysis of the current collection. Funds should be spent no later than 12/31/2013. Because there is only \$5282 remaining in the Academic Enrichment budget line item, **President Mindy Lincicome moved that the Board recommend that the General Membership approve an addition \$4718 from surplus funds to fully fund the library project. The motion was seconded and approved by the board.** It will come before the General Membership at our next meeting, April 27, 2012."

IV. Principal and Faculty Reports

Principal Karen Dickens - Principal Karen Dickens was unable to attend the April 12, 2012 PTSA meeting.

6th grade teachers – 6th grade teacher, Whitney Emerson represented the teachers at Audubon. She reported that the 1st Grade Team thanks the PTSA for the luncheon and toymaker workshop. Mr. Lowery and Ms. Hurst extended thank-you's for support of PNB which integrates phys. ed and performing arts. The 4th Grade Team extended a thanks for IXL.

V. Close of Meeting

Our next PTSA Board Meeting will be May 10, 2012 at 6:30pm in the Arts & Sciences room.

The meeting was closed by Mindy Lincicome at 7:15 PM.

Appendix A: Treasurer's Report

Treasurer: Lee Mills

Treasurer's Report for April 12, 2012 PTSA Board Meeting

Submitted by Treasurer Lee Mills

Net YTD Cash In/(Out): \$ 24,959.63

- Cash In: \$ 92,685.60
- Cash out: \$ 67,725.97

FY12 Beginning Cash Balance: \$ 62,031.10

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

YTD Ending Cash Balance: \$ 86,990.73

- Unrestricted cash: \$ 71,198.42
- Restricted cash: \$ 15,792.31

Items of note:

- Reconciliation (below) updated to show bank balances and amounts of outstanding checks and deposits.
- Cash balances shown do not include PayPal balances.

Detailed report of year to date activity 7/1/11 through 4/6/12:

(Bank balances as of 4/6/12)

(CASH OUT) / CASH IN					
	ACTUAL IN	ACTUAL OUT	NET	BUDGETED NET	\$'s REMAINING
Fundraising					
"No Frills" Donation Campaign	\$ 14,463.13	\$ (35.10)	\$ 14,428.03	\$ 13,000.00	\$ 1,428.03
Corporate Matching	\$ 8,440.50	\$ -	\$ 8,440.50	\$ 6,500.00	\$ 1,940.50
Volunteer Hours Corporate Cash	\$ 2,465.00	\$ -	\$ 2,465.00	\$ 2,000.00	\$ 465.00
Box Tops & Soup Labels Program	\$ 240.50	\$ -	\$ 240.50	\$ 500.00	\$ (259.50)
Amazon Associates Program	\$ 1,335.97	\$ -	\$ 1,335.97	\$ 1,500.00	\$ (164.03)
E-Scrip program	\$ 1,681.75	\$ -	\$ 1,681.75	\$ 2,000.00	\$ (318.25)
Audubon Family Dinner Nights	\$ 957.82	\$ -	\$ 957.82	\$ 1,000.00	\$ (42.18)
Photo Fundraiser Service Agreement (3-year=\$1,000, year 2)	\$ -	\$ -	\$ -	\$ 350.00	\$ (350.00)
Spring Jogathon	\$ 4,959.55	\$ (1.70)	\$ 4,957.85	\$ 12,000.00	\$ (7,042.15)
Other Fundraising Income	\$ 248.15	\$ -	\$ 248.15	\$ -	\$ 248.15
Operating Reserves	\$ -	\$ -	\$ -	\$ -	\$ -
Combined Misc Fundraising Expenses	\$ -	\$ -	\$ -	\$ (300.00)	\$ (300.00)
SUBTOTAL	\$ 34,792.37	\$ (36.80)	\$ 34,755.57	\$ 38,550.00	\$ (3,794.43)
Operations					
PTSA Membership Dues	\$ 6,158.43	\$ (4,318.51)	\$ 1,839.92	\$ 2,600.00	\$ (760.08)
Interest Earnings	\$ 9.33	\$ -	\$ 9.33	\$ 20.00	\$ (10.67)
Annual Corporate Registration Fee	\$ -	\$ (10.00)	\$ (10.00)	\$ (10.00)	\$ -
Bank Charges, CC and Paypal Fees	\$ -	\$ (57.00)	\$ (57.00)	\$ (150.00)	\$ (93.00)
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	\$ -	\$ (129.17)	\$ (129.17)	\$ (125.00)	\$ (4.17)
WA-PTA Scholarship Basket	\$ -	\$ (113.59)	\$ (113.59)	\$ (100.00)	\$ (13.59)
WSPTA Annual Awards Ceremony	\$ -	\$ (168.00)	\$ (168.00)	\$ (175.00)	\$ (7.00)
General Meeting expenses	\$ -	\$ -	\$ -	\$ (400.00)	\$ (400.00)
Contingency - Operations	\$ -	\$ -	\$ -	\$ (169.25)	\$ (169.25)
SUBTOTAL	\$ 6,167.76	\$ (5,865.78)	\$ 301.98	\$ (934.25)	\$ (632.27)

(CASH OUT) / CASH IN					
	ACTUAL IN	ACTUAL OUT	NET	BUDGETED NET	\$'s REMAINING
Student Support/Enrichment/Education					
Extended Classes	\$ 45,519.63	\$ (43,659.74)	\$ 1,859.89	\$ 1,000.00	\$ 859.89
Assemblies	\$ -	\$ -	\$ -	\$ (1,200.00)	\$ 1,200.00
Classroom Enrichment	\$ -	\$ (3,230.17)	\$ (3,230.17)	\$ (9,000.00)	\$ 5,769.83
Academic Enrichment (EZ Grants)	\$ -	\$ (2,217.60)	\$ (2,217.60)	\$ (7,500.00)	\$ 5,282.40
6th grade Learning Experience & Recognition	\$ -	\$ -	\$ -	\$ (2,250.00)	\$ 2,250.00
5th Grade Level Learning Experience	\$ -	\$ (812.50)	\$ (812.50)	\$ (2,000.00)	\$ 1,187.50
4th Grade Level Learning Experience	\$ 617.70	\$ -	\$ 617.70	\$ (1,500.00)	\$ 2,117.70
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	\$ -	\$ (1,320.95)	\$ (1,320.95)	\$ (3,300.00)	\$ 1,979.05
PTSA Discretionary Scholarships	\$ 1.35	\$ (212.42)	\$ (211.07)	\$ (800.00)	\$ 588.93
IXL Schoolwide Subscription	\$ -	\$ (2,500.00)	\$ (2,500.00)	\$ (2,400.00)	\$ (100.00)
Schoolwide Science Fair	\$ -	\$ (20.61)	\$ (20.61)	\$ (1,000.00)	\$ 979.39
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	\$ -	\$ (112.23)	\$ (112.23)	\$ (150.00)	\$ 37.77
PTSA Reflections Student Art Program	\$ -	\$ -	\$ -	\$ (350.00)	\$ 350.00
Morning Valet Program	\$ -	\$ (154.11)	\$ (154.11)	\$ (200.00)	\$ 45.89
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	\$ 46,138.68	\$ (54,240.33)	\$ (8,101.65)	\$ (36,945.00)	\$ 28,843.35
Community/Volunteer Involvement & Education					
Family Night -- Skate King	\$ 146.50	\$ -	\$ 146.50	\$ -	\$ 146.50
Family Night -- Dance Event	\$ 2,289.69	\$ (1,733.67)	\$ 556.02	\$ -	\$ 556.02
Family Night -- Welcome Back BBQ	\$ 630.00	\$ (901.45)	\$ (271.45)	\$ (1,000.00)	\$ 728.55
Family Night -- Ice Cream Social	\$ -	\$ -	\$ -	\$ (500.00)	\$ 500.00
Family Night -- Math/Game Nights	\$ -	\$ (86.43)	\$ (86.43)	\$ (50.00)	\$ (36.43)
Yearbook	\$ 303.00	\$ -	\$ 303.00	\$ -	\$ 303.00
AE Staff Appreciation Food & Events	\$ -	\$ (1,415.57)	\$ (1,415.57)	\$ (1,800.00)	\$ 384.43
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	\$ 3,369.19	\$ (4,137.12)	\$ (767.93)	\$ (3,849.75)	\$ 3,081.82
Parent Involvement/Education					
Distribution List Service	\$ -	\$ -	\$ -	\$ (150.00)	\$ 150.00
First Week Packet	\$ -	\$ (286.96)	\$ (286.96)	\$ (1,000.00)	\$ 713.04
Owl Outreach	\$ -	\$ (46.32)	\$ (46.32)	\$ (250.00)	\$ 203.68
PTSA Welcome Coffee	\$ -	\$ (80.28)	\$ (80.28)	\$ (150.00)	\$ 69.72
PTSA-AE Student Directory Production	\$ -	\$ (291.80)	\$ (291.80)	\$ (300.00)	\$ 8.20
Contingency -- Parent Involvement	\$ -	\$ -	\$ -	\$ (92.50)	\$ 92.50
SUBTOTAL	\$ -	\$ (705.36)	\$ (705.36)	\$ (1,942.50)	\$ 1,237.14
GRAND TOTAL CASH FLOWS	\$ 90,468.00	\$ (64,985.39)	\$ 25,482.61	\$ (5,121.50)	\$ 61,208.22

UNRESTRICTED CASH START OF YEAR: \$ 45,715.81
UNRESTRICTED CASH END OF PERIOD: \$ 71,198.42

	ACTUAL IN	ACTUAL OUT	NET	BEGIN BAL	END BAL
Committed Grants					
Math Challenges		\$ (185.62)	\$ (185.62)	\$ 400.00	\$ 214.38
Kindergarten Early Reading Assessments		\$ -	\$ -	\$ 525.00	\$ 525.00
Birthday Book Club		\$ (680.07)	\$ (680.07)	\$ 700.00	\$ 19.93
Playground Peace Coaches	\$ 265.00	\$ (68.49)	\$ 196.51	\$ -	\$ 196.51
WORD Conference	\$ 755.00	\$ (608.80)	\$ 146.20	\$ -	\$ 146.20
Kamishibai Theater and Story Cards	\$ 397.60	\$ (397.60)	\$ -	\$ -	\$ -
PNB Science/Movement Residency	\$ 800.00	\$ (800.00)	\$ -	\$ -	\$ -
Leveled Library		\$ -	\$ -	\$ 515.29	\$ 515.29
SUBTOTAL	\$ 2,217.60	\$ (2,740.58)	\$ (522.98)	\$ 2,140.29	\$ 1,617.31
Operating Reserve					
Operating Reserve		\$ -	\$ -	\$ 14,175.00	\$ 14,175.00
SUBTOTAL	\$ -	\$ -	\$ -	\$ 14,175.00	\$ 14,175.00
TOTAL RESTRICTED CASH	\$ 2,217.60	\$ (2,740.58)	\$ (522.98)	\$ 16,315.29	\$ 15,792.31

TOAL CASH END OF REPORTING PERIOD: \$ 86,990.73

DDA Acct	\$ 63,019.13
MRS 9407	\$ 6,172.95
MRS 1407	\$ 18,612.26
TOTAL BALANCE PER BANK:	\$ 87,809.34
Outstanding Deposits-Unrestricted:	\$ 885.00
Outstanding Checks-Unrestricted:	\$ (1,703.61)
Outstanding Deposits-Restricted:	\$ -
Outstanding Checks-Restricted:	\$ -
TOTAL BALANCE PER BANK, ADJUSTED:	\$ 86,990.73
DIFFERENCE:	\$ -

Appendix B: Communications Report
VP Khris Schaffner

No Report Submitted

Appendix C: Fundraising Report
VP Chandana Surlu

Fundraising at a glance

	2011-2012 Budget	As of Apr 9th 2012*	As of Mar 31st 2012
PTSA Donations	13,000	15,049.63	14,446.13
Corporate Matching	6,500	10,994	8,440.50
Volunteer Time Matching	2,000	3,706	2,465
BoxTops	500	589	240.50
Amazon	1,500	1,507.87	1,335.97
eScrip	2,000	1,970.12	1,681.75
Audubon Family Dinner Nights	1,000	1,151.33	957.82
Photo Fundraiser	350	0	0
Jog-a-thon	13,000	5,234.55	4,959.55
Everything Party (Other)	0	106.70	106.70
Jamba Juice (Other)	0	0.36	0.36
Terracycle	0	91.28	91.28
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: 570

PTSA memberships (to date): 475

- We have reached the Platinum level Washington State PTSA membership incentive by achieving a 20% increase from the previous year's membership enrolled. We are paid up for the year.

PTSA Donation & Corporate Matching

Most of the Corporate matching has been done! Chasing up the last few companies that do match but the employees didn't know that.

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)

See attached Jog-a-thon plans for details.

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

I just submitted \$200 in box tops. These are the box tops I just collected from the classrooms. As a reminder this is the last submission opportunity for this school year. We should be receiving a check by 4/15/12 for this submission plus the \$148.50 I submitted 1/2/12 (total expected 4/15/12 \$348.50).

The current point balance for labels for education is 21,220. We already earned our bank bonus points for this school year (bonus points will be deposited in August) by increasing submissions by more than 50% from last year). So I will hold the labels at home I just collected until after June 1 (this is when the new submission year begins). Unless the PTSA finds something in the catalog to purchase and need more points, just let me know!

I'll plan to run a contest after spring break. Maybe mid April.

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 Audubon Family Dinner Night held on March 22nd was at Dairy Queen Redmond and they donated \$201.51!

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>

Appendix D: School Services Report
VP Charla Mills

School Services Area Reports
April 12, 2012

Staff Appreciation- Julie Becker

The last staff event in March fell short on food. Julie is working on how to set up or communicate better to avoid this problem. Julie is also working on finding a chair to replace her. She is hoping to find someone now who could finish out the year with her to learn the program.

Hearing and Vision –

In need of chair/chairs for fall

Valet/Driveway – Roy Captain

Valet is continuing to struggle as a small group of parents refuses to cooperate and is rude or aggressive with volunteers. This program is getting harder to staff due to the fact that the volunteers feel disrespected and unappreciated.

Class Photos – Deb East

No report.

Year Book – Deb East

Yearbook pre-sales are on-going. The deadline to submit the yearbook for publishing is mid-April.

Emergency Prep – Jennifer Malick

Jennifer has continued to meet with Principal Dickens and staff to work out the best student release plan. She is placing orders to make sure all supplies are current and available.

Kindergarten Registration – Wendy Rice

No report

Appendix E: Events Report

VP Kirsten Reddish

No Report Submitted

Appendix F: Outreach

VP's Judy East & Roy Captain

No Report Submitted

Appendix G: Student Enrichment

VP's Susie Wright & Deb East

No Report Submitted

Appendix H: Ways and Means

Linda Hall

During first semester, the Ways and Means Committee recommended they focus their time and efforts during 2012 on reviewing major needs within the school (i.e., signage, sound equipment, updated library books) that should be investigated with a potential recommendation of committing PTSA funds that exceed the EZ Grant allocation. This effort would take the place of a third round of EZ Grants. Notably, the Committee has not awarded any funds in response to the second-round request for funds to support updating the nonfiction sections of the library. That request is being considered during this overall effort as part of a larger evaluation of the library book needs.

Total Amount to Award via EZ Grants	\$7,500
Amount Awarded YTD	\$2,218
Balance Remaining	\$5,282

Committee members, including Mindy, met during March to review the school staff's prioritization of the school's discretionary dollars and assess status of all known large needs-- anticipating making a recommendation to the full PTSA Board.

The Committee hopes to present its finding and recommendation during the April 12 Board meeting.