

PTSA Board of Directors Meeting

June 14, 2012

Minutes

I. Call to Order

The June 14, 2012 Audubon PTSA Board of Directors' meeting for the 2011-2012 school year was called to order at 6:35pm in the Arts & Sciences room at Audubon Elementary by President Mindy Lincicome.

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

II. Opening Business

Mindy opened meeting by introducing all 2012-2013 incoming BOD members.

Motion to approve the minutes of the May 10, 2012, Board of Directors meeting. Kathy Watson motioned. Lee Mills seconded this motion. **Minutes were approved as submitted.**

President Mindy Lincicome announced the election of additional board members:

- Priya Vannan – CO-VP Events
- Denise Ferguson – CO-VP Fundraising

Motion: Mindy motioned to nominate additional board members. Kirsten Reddish seconded motion. **Motion Approved.**

Mindy announced to board that we still need chairs for Advocacy, Morning Drop-Off, International Games Night, and Ice Cream Social.

Mindy reviewed changes to Standing Rules.

Motion: Approve and recommend standing rules changes to General Membership. Roy Caption motioned. Chandana Surlu seconded motion. **Motion approved.**

Mindy reviewed the 2012-2013 calendar, and announced new PTSA BOD meeting date and times.

Mindy discussed Ways and Means Committee and Chair Members for 2012 – 2013 and asked the board to be thinking of who could be on this committee for 2012-2013 school year.

III. Area Reports and Actions:

Treasurer, Lee Mills, submitted a report, Appendix A - Discussed in detail Proposed FY13 Budget.

Motion: To recommend 2012-2013 budget to General Membership. Chandana Surlu motioned. Roy Captain seconded. **Motion Approved.**

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

VP of Fundraising Chandana Surlu submitted a report, Appendix C – no additional information added

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

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

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

Co-VP's Student Enrichment, Susie Wright and Deb East, Report Submitted, Appendix G - an eNews announcement will be made regarding extended classes. Board discussed final draft of Chaperone Document for Extended classes.

Ways and Means chairman Linda Hall, Report submitted, Appendix H -

IV. Principal and Faculty Reports

Principal Karen Dickens - Principal Karen Dickens was unable to attend the February 9, 2012 PTSA meeting.

2st grade teachers – The 2st grade teacher team was present at the meeting, Debbie Ellis and Melissa Reinardy. Debbie Ellis thanked the PTSA for sending her along with ELL teacher, Laurie Gogic to the Word Conference in Spokane. Very educational and they were able to relay new and valuable information to the entire teacher/staff at Audubon.

V. Close of Meeting

The meeting was closed by Mindy Lincicome at 7:30 PM.

Appendix A: Treasurer's Report

Treasurer: Lee Mills

Treasurer's Report for June 14, 2012 PTSA Board Meeting

Submitted by Treasurer Lee Mills

Net YTD Cash In/(Out): \$ 31,060.41

- Cash In: \$ 132,064.72
- Cash out: \$ 101,004.31

FY12 Beginning Cash Balance: \$ 62,031.10

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

YTD Ending Cash Balance: \$ 93,091.51

- Unrestricted cash: \$ 67,299.20
- Restricted cash: \$ 25,792.31

Items of note:

- Reconciliation (below) updated to show bank balances and amounts of outstanding checks and deposits.
- During May, worked to clear long outstanding checks.
- Continuing to work on determining status and closing out restricted fund accounts where possible.
- Renewed charitable organization status.

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

(Bank balances as of 6/4/12)

(CASH OUT) / CASH IN					
	ACTUAL IN	ACTUAL OUT	NET	BUDGET	\$'s REMAINING
Fundraising					
"No Frills" Donation Campaign	\$ 14,487.31	\$ (35.10)	\$ 14,452.21	\$ 13,000.00	\$ 1,452.21
Corporate Matching	\$ 8,590.50	\$ -	\$ 8,590.50	\$ 6,500.00	\$ 2,090.50
Volunteer Hours Corporate Cash	\$ 2,465.00	\$ -	\$ 2,465.00	\$ 2,000.00	\$ 465.00
Box Tops & Soup Labels Program	\$ 589.90	\$ -	\$ 589.90	\$ 500.00	\$ 89.90
Amazon Associates Program	\$ 1,496.35	\$ -	\$ 1,496.35	\$ 1,500.00	\$ (3.65)
E-Scrip program	\$ 2,008.17	\$ -	\$ 2,008.17	\$ 2,000.00	\$ 8.17
Audubon Family Dinner Nights	\$ 1,159.33	\$ -	\$ 1,159.33	\$ 1,000.00	\$ 159.33
Photo Fundraiser Service Agreement (3-year=\$1,000, year 2)	\$ -	\$ -	\$ -	\$ 350.00	\$ (350.00)
Spring Jogathon	\$ 19,886.67	\$ (1,003.86)	\$ 18,882.81	\$ 12,000.00	\$ 6,882.81
Other Fundraising Income	\$ 248.15	\$ -	\$ 248.15	\$ -	\$ 248.15
Operating Reserves	\$ -	\$ -	\$ -	\$ -	\$ -
Combined Misc. Fundraising Expenses	\$ -	\$ (108.47)	\$ (108.47)	\$ (300.00)	\$ 191.53
SUBTOTAL	\$ 50,931.38	\$ (1,147.43)	\$ 49,783.96	\$ 38,550.00	\$ 11,233.96
Operations					
PTSA Membership Dues	\$ 6,203.43	\$ (4,318.51)	\$ 1,884.92	\$ 2,600.00	\$ (715.08)
Interest Earnings	\$ 11.39	\$ -	\$ 11.39	\$ 20.00	\$ (8.61)
Annual Corporate Registration Fee	\$ -	\$ (10.00)	\$ (10.00)	\$ (10.00)	\$ -
Bank Charges, CC and Paypal Fees	\$ -	\$ (63.00)	\$ (63.00)	\$ (150.00)	\$ 87.00
Charity Soliciting Registration Fee	\$ -	\$ (40.00)	\$ (40.00)	\$ (10.00)	\$ (30.00)
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	\$ -	\$ (180.00)	\$ (180.00)	\$ (500.00)	\$ 320.00
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	\$ 6,214.82	\$ (6,091.78)	\$ 123.04	\$ (934.25)	\$ 1,057.29

(CASH OUT) / CASH IN					
	ACTUAL IN	ACTUAL OUT	NET	BUDGET	\$'s REMAINING
Student Support/Enrichment/Education					
Extended Classes	\$ 54,175.10	\$ (52,942.74)	\$ 1,232.35	\$ 1,000.00	\$ 232.35
Assemblies	\$ -	\$ -	\$ -	\$ (1,200.00)	\$ 1,200.00
Classroom Enrichment	\$ -	\$ (5,698.83)	\$ (5,698.83)	\$ (9,000.00)	\$ 3,301.17
Academic Enrichment (EZ Grants)	\$ -	\$ (12,217.60)	\$ (12,217.60)	\$ (12,217.60)	\$ -
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	\$ -	\$ (485.00)	\$ (485.00)	\$ (500.00)	\$ 15.00
Kindergarten Grade Level Learning Experience	\$ -	\$ (485.00)	\$ (485.00)	\$ (500.00)	\$ 15.00
Cooperative Learning Experience	\$ -	\$ (150.00)	\$ (150.00)	\$ (150.00)	\$ -
Art Docent Fees & Supplies	\$ -	\$ (1,474.79)	\$ (1,474.79)	\$ (3,300.00)	\$ 1,825.21
PTSA Discretionary Scholarships	\$ 1.35	\$ (623.42)	\$ (622.07)	\$ (800.00)	\$ 177.93
IXL Schoolwide Subscription	\$ -	\$ (2,500.00)	\$ (2,500.00)	\$ (2,400.00)	\$ (100.00)
Schoolwide Science Fair	\$ -	\$ (726.03)	\$ (726.03)	\$ (1,000.00)	\$ 273.97
AE School Student Safety Patrol	\$ -	\$ -	\$ -	\$ (250.00)	\$ 250.00
Playground Peace Coaches	\$ -	\$ (69.63)	\$ (69.63)	\$ -	\$ (69.63)
Math Challenges	\$ -	\$ -	\$ -	\$ -	\$ -
Emergency Prep Consumable Supplies	\$ -	\$ (1,292.32)	\$ (1,292.32)	\$ (2,000.00)	\$ 707.68
PTSA International Night	\$ -	\$ (56.45)	\$ (56.45)	\$ (750.00)	\$ 693.55
Read Across America Week	\$ -	\$ (112.23)	\$ (112.23)	\$ (150.00)	\$ 37.77
PTSA Reflections Student Art Program	\$ -	\$ -	\$ -	\$ (350.00)	\$ 350.00
Morning Valet Program	\$ -	\$ (200.00)	\$ (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	\$ -	\$ (83.19)	\$ (83.19)	\$ (645.00)	\$ 561.81
Surplus - EZ Grant	\$ -	\$ -	\$ -	\$ -	\$ -
SUBTOTAL	\$ 54,794.15	\$ (79,929.73)	\$ (25,135.59)	\$ (41,662.60)	\$ 16,527.01
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	\$ -	\$ (186.24)	\$ (186.24)	\$ (500.00)	\$ 313.76
Family Night -- Math/Game Nights	\$ -	\$ (49.44)	\$ (49.44)	\$ (50.00)	\$ 0.56
Family Night -- Puzzle Hunt	\$ -	\$ (145.39)	\$ (145.39)	\$ (100.00)	\$ (45.39)
Yearbook	\$ 4,840.58	\$ (5,760.00)	\$ (919.42)	\$ -	\$ (919.42)
AE Staff Appreciation Food & Events	\$ -	\$ (1,490.24)	\$ (1,490.24)	\$ (1,800.00)	\$ 309.76
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	\$ -	\$ -	\$ -	\$ (54.75)	\$ 54.75
SUBTOTAL	\$ 7,906.77	\$ (10,266.43)	\$ (2,359.66)	\$ (3,849.75)	\$ 1,490.09
Parent Involvement/Education					
Distribution List Service	\$ -	\$ (112.00)	\$ (112.00)	\$ (150.00)	\$ 38.00
Web Hosting/Domain Registration	\$ -	\$ -	\$ -	\$ -	\$ -
First Week Packet	\$ -	\$ (297.96)	\$ (297.96)	\$ (1,000.00)	\$ 702.04
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	\$ -	\$ (828.36)	\$ (828.36)	\$ (1,942.50)	\$ 1,114.14
GRAND TOTAL CASH FLOWS	\$ 119,847.12	\$ (98,263.73)	\$ 21,583.39	\$ (9,839.10)	\$ 62,844.98
THIS WORKBOOK CHECK TOTAL	\$ 119,847.12	\$ (98,263.73)	\$ 21,583.39		
DIFFERENCE	\$ -	\$ -	\$ 0.00		

UNRESTRICTED CASH START OF YEAR: \$ 45,715.81
CHANGE IN UNRESTRICTED CASH: \$ 21,583.39
UNRESTRICTED CASH END OF PERIOD: \$ 67,299.20

	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)	\$ -		\$ -
Library Non-Fiction Upgrade (12/31/2013)	\$ 10,000.00	\$ -	\$ 10,000.00		\$ 10,000.00
Leveled Library		\$ -	\$ -	\$ 515.29	\$ 515.29
SUBTOTAL	\$ 12,217.60	\$ (2,740.58)	\$ 9,477.02	\$ 2,140.29	\$ 11,617.31
Operating Reserve					
Operating Reserve		\$ -	\$ -	\$ 14,175.00	\$ 14,175.00
SUBTOTAL	\$ -	\$ -	\$ -	\$ 14,175.00	\$ 14,175.00
TOTAL RESTRICTED CASH	\$ 12,217.60	\$ (2,740.58)	\$ 9,477.02	\$ 16,315.29	\$ 25,792.31

TOAL CASH END OF REPORTING PERIOD: \$ 93,091.51

DDA Acct \$ 77,600.72
 MRS 9407 \$ 6,173.46
 MRS 1407 \$ 18,618.81

TOTAL BALANCE PER BANK: \$ 102,392.99

Outstanding Deposits-Unrestricted: \$ 3,633.61
 Outstanding Checks-Unrestricted: \$ (12,935.09)
 Outstanding Deposits-Restricted: \$ -
 Outstanding Checks-Restricted: \$ -

TOTAL BALANCE PER BANK, ADJUSTED: \$ 93,091.51

DIFFERENCE: \$ -

TOAL CASH END OF REPORTING PERIOD:	\$	93,091.51
DDA Acct	\$	77,600.72
MRS 94.07	\$	6,173.46
MRS 14.07	\$	18,618.81
TOTAL BALANCE PER BANK:	\$	102,392.99
Outstanding Deposits-Unrestricted:	\$	3,633.61
Outstanding Checks-Unrestricted:	\$	(12,935.09)
Outstanding Deposits-Restricted:	\$	-
Outstanding Checks-Restricted:	\$	-
TOTAL BALANCE PER BANK, ADJUSTED:	\$	93,091.51
DIFFERENCE:	\$	-

Appendix B: Communications Report

VP Khris Schaffner

1) Domain name renewal for audubonpta.org due 8/22. We have the option to renew for 1-5 years. We get a very slight discount for a multi-year renewal.

- 1 year 24.95
- 2 years 49.90
- 5 years - 124.75
- 9 years - 224.55

2) Summer schedule for eNews? - Send reminders for Meet & Play?
Resume 1 or 2 weeks before school start?

3) Community Bulletin Board? We frequently receive requests from the community to post things that are not Audubon activities (like t-ball/baseball/cheerleading camps, etc. Currently we just don't post them in eNews because we don't want to have to decide what is worthy.
Are we able to use a physical board at the school for postings?
Encourage others to set up a community board? Stay away from it?

Appendix C: Fundraising Report

VP Chandana Surlu

Fundraising at a glance

	2011-2012 Budget	As of Jun 9th 2012*	As of May 31st 2012
PTSA Donations	13,000	15,048.81	14,470.31
Corporate Matching	6,500	10,884	8,590.50
Volunteer Time Matching	2,000	3,706	2,465

BoxTops	500	589.90	589.90
Amazon	1,500	1,576.85	1,496.35
eScrip	2,000	2,284.64	2130.29
Audubon Family Dinner Nights	1,000	1,159.33	1,159.33
Photo Fundraiser	350	0	0
Jog-a-thon	13,000	20,061.75	19,975.75
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)	(109.01)	(109.01)
Jog-a-thon Expenses	(1,000)	(1,003.86)	(1,003.86)

* 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): 477

- 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.
- We also received the 100% Teacher Membership Award

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. Data included above.

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

We raised a total of \$20,755. The matching gift portion of the Jog-a-thon total will be available in the next budget cycle. Ms. Sullivan's class won the Pizza party for the highest donation total. Ms. Christensen's, Ms. Douma, Ms. Jensen's & Ms. Reinardy's class all won a snack party for the highest percentage of donation returns. All but one class won treats for collecting over \$300 and of course the whole school got to enjoy Otterpops since we collected more than \$13,000.

We requested feedback from the volunteers and staff and compiled it for next year!

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

During May we had a school wide contest. Ms. Ellis class won and elected to donate their prize to Hopelink.

Box Tops earnings for 2011-2012: \$589.90

total earnings since 2004: \$6,468

See below for a 5 year summary graph I downloaded from the Box Tops website.



We earned 9,223 points in the Labels for Education program during the 2011-12 school year. Here are the details:

Ending Bank Balance as of 7/31/2011: 13,865

CURRENT YEAR'S ACTIVITY

UPC Points

CREDITS

Deposits	3,866
Early Bird Registration Offer	500
Enrollment Offer	100
Labels For Education Program Bonus	4,757

Current Bank Balance as of 6/11/2012: 23,088

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

We are done for the year! We may have one in summer.

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.

Appendix D: School Services Report

VP Charla Mills

School Services Area Reports

June 14, 2012

Staff Appreciation- Julie Becker

Staff Appreciation's budget should at least stay the same for the 2012-13 school year. We got a special deal on the coffee cart this year due to the owner double booking and asking us to change dates at the last minute. \$100 was deducted from the cost of the coffee cart. The coffee cart also has not changed price for the past several years - we could be due for a price increase. I think I ended the year with about a \$200 surplus in my budget, but I did cut costs some by using up supplies that had been left from previous years and buying some paper goods on sale.

Hearing and Vision –

No Report

Valet/Driveway – Roy Captain

We will be losing a couple of volunteers in the next school year – kids graduated!

Our thanks to all the Valet Volunteers for another school year successfully kept safe in the Drop Off Zone!

Class Photos – Deb East

No report.

Year Book – Deb East

No Report

Emergency Prep – Jennifer Malick

No report

Kindergarten Registration – Wendy Rice

No report

Appendix E: Events Report

VP Kirsten Reddish

Events – June 2012

International Night was a huge success, thanks especially to the efforts of chair Kari Tai and the art docent chairs Alisa Reebbs and Cynthia Shimabuku. We had 16 countries represented, as well as many other interesting displays, and a fantastic art walk. This event is such a beautiful celebration of the diversity of our student body, and I'm so grateful to all the families who put in the time and energy to share their heritage with us.

Coming up—summer! But shortly after that, the Welcome Back Coffee and Back-to-School bbq. Windy Kawasaki has stepped up to chair the coffee, which will be a fun chance to meet our new families. I appreciate any board members and other experienced parents who can attend and greet new parents. For the bbq, the caterers (Dante's Inferno dogs) and band (Susie's new group!) have been booked already.

Appendix F: Outreach

VP's Judy East & Roy Captain

Owl Outreach Report

8 June 2012

We had 2 incoming kindy families come to International Night and they loved it. Now we're gearing up for Summer Outreach. We have our Meet n' Play handout ready for release (attached to this report). Kathy will send it to all the incoming kindergarten families and it went out in Enews this week. We will also post it at school and have a ½ page version available to send out in the last week of school. We are getting a new flag made to replace the broken down (now missing) outreach old flag. We have only one date August 1st that doesn't have a host family—anyone?

Big kudos to Kirsten and Kari for an amazing International Night that is the best outreach we do all year—it was obvious that participants and attendees all felt a part of our community.

Appendix G: Student Enrichment

VP's Susie Wright & Deb East

Attached are 2 documents which Supriya Natu and Yumna Green would like to submit for this month's Board meeting. The first is a copy of the eNews announcement explaining the changes that are coming to extended classes next school year. We will continue to communicate these changes throughout the end of this school year and again at the beginning of the next school year so that parents are aware of them.

The second document is a copy of the final draft of the chaperone policy document, incorporating the changes suggested after our initial draft.

Appendix H: Ways and Means

Linda Hall

Nothing new from the committee as a whole. Linda is working on wrapping things up, closing out grants and getting information together to pass onto the incoming (yet to be named) chairperson.