

PTSA Board of Directors Meeting

May 10, 2012

Minutes

I. Call to Order

The May 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.

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

II. Opening Business

Motion to approve the minutes of the April 12, 2012, Board of Directors meeting. Mindy Lincicome motioned. Chandana Surlu seconded this motion. **Minutes were approved as submitted.**

Special Presentation by Julie Long – Julie Long presented to the Audubon PTSA BOD's "*Ideas for Disability Awareness and Inclusion*".

Ideas: inspire students to overcome barriers, awareness to teachers, disability awareness fair, more structured activities at recess. The hope is to one day have a Disability/Special Education representative on the PTSA Board.

President Mindy Lincicome presented LWSD news updates:

- Superintendent, Dr. Pierce, announced restructuring within LWSD upper offices
- Current Rose Hill Jr. High Vice-Principal, Erin Bowser, was announced as new incoming Principal for Rose Hill Middle school starting 2012-2013 school year
- Rose Hill pancake breakfast May 18 6:30AM – 8:00AM: 5th & 6th graders invited

Mindy Lincicome presented a motion from 3nd grade and kindergarten teams:

Motion: Audubon PTSA BOD to approve use of \$150.00 from contingency line item for Mrs. Fluharty, 3nd grade teacher, and Mrs. Bailie, Kindergarten teacher, for Big Buddy Planting Project. Deb East Motioned. Chandana Surlu seconded. **Motion Approved.**

III. Area Reports and Actions:

Treasurer, Lee Mills, submitted a report, Appendix A - Led preliminary 2012-2013 Budget Discussion. Lee Mills requested any additional line items for budget proposal be submitted ASAP. Also requested all receipts come to Lee Mills before June 15 in order to receive reimbursement.

VP Communications, Khris Schaffner, No Report Submitted – 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, No Report Submitted- Judy East added that she will be sending out a Meet-n-Play for summer Sign-Up sheet for people to sign up to be a meet & greeter, sign up dates will be for every other week during summer.

Co-VP's Student Enrichment, Susie Wright and Deb East submitted a report, Appendix G – Deb East added that the 2011-2012 Audubon year book is done and submitted.

Ways and Means chairman Linda Hall, No report submitted - Linda added that the motion was approved at the April 27, 2012 General Membership meeting for the proposal to allocate the additional \$4718 needed to fully-fund library project.

IV. Principal and Faculty Reports

Principal Karen Dickens - Principal Karen Dickens was unable to attend the May 10, 2012 PTSA meeting.

4th grade teachers – 4th grade teachers, Angela Ansari, Dan Anderson and Miranda Housz attended May 10, 2012 PTSA BOD meeting. Teachers reported and thanked PTSA for money toward the 4th grade Pioneer Farms field trip. This allowed cost to be lowered to only \$14.00 per child. 4th grade teachers on behalf of Audubon

Staff, thanked PTSA for Staff Appreciation. And, Audubon Staff thanked PTSA BOD for excellent job with Jog-a-Thon, and PTSA members for all money raised.

V. Close of Meeting

Our next PTSA Board Meeting will be June 14, 2012 at 6:30pm in the Arts & Sciences room.

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

Appendix A: Treasurer's Report
Treasurer: Lee Mills

Treasurer's Report for May 10, 2012 PTSA Board Meeting
Submitted by Treasurer Lee Mills

Net YTD Cash In/(Out): \$ 36,500.38

- Cash In: \$ 128,210.67
- Cash out: \$ 91,710.29

FY12 Beginning Cash Balance: \$ 62,031.10

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

YTD Ending Cash Balance: \$ 98,531.48

- Unrestricted cash: \$ 72,739.17
- Restricted cash: \$ 25,792.31

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, which were last cleared on 4/28.

Detailed report of year to date activity 7/1/11 through 5/6/12:

(Bank balances as of 5/6/12)

(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	\$ 8,590.50	\$ -	\$ 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	\$ 1,435.65	\$ -	\$ 1,435.65	\$ 1,500.00	\$ (64.35)
E-Scrip program	\$ 1,849.48	\$ -	\$ 1,849.48	\$ 2,000.00	\$ (150.52)
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	\$ 19,662.65	\$ (990.99)	\$ 18,671.66	\$ 12,000.00	\$ 6,671.66
Other Fundraising Income	\$ 248.15	\$ -	\$ 248.15	\$ -	\$ 248.15
Operating Reserves	\$ -	\$ -	\$ -	\$ -	\$ -
Combined Misc. Fundraising Expenses	\$ -	\$ (43.08)	\$ (43.08)	\$ (300.00)	\$ 256.92
SUBTOTAL	\$ 50,262.28	\$ (1,069.17)	\$ 49,193.11	\$ 38,550.00	\$ 10,643.11
Operations					
PTSA Membership Dues	\$ 6,158.43	\$ (4,318.51)	\$ 1,839.92	\$ 2,600.00	\$ (760.08)
Interest Earnings	\$ 10.34	\$ -	\$ 10.34	\$ 20.00	\$ 9.66
Annual Corporate Registration Fee	\$ -	\$ (10.00)	\$ (10.00)	\$ (10.00)	\$ -
Bank Charges, CC and Paypal Fees	\$ -	\$ (60.00)	\$ (60.00)	\$ (150.00)	\$ 90.00
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	\$ 6,168.77	\$ (5,868.78)	\$ 299.99	\$ (934.25)	\$ 1,234.24

(CASH OUT) / CASH IN					
	ACTUAL IN	ACTUAL OUT	NET	BUDGETED NET	\$'s REMAINING
Student Support/Enrichment/Education					
Extended Classes	\$ 54,198.53	\$ (52,900.74)	\$ 1,297.78	\$ 1,000.00	\$ 297.78
Assemblies	\$ -	\$ -	\$ -	\$ (1,200.00)	\$ 1,200.00
Classroom Enrichment	\$ -	\$ (4,311.93)	\$ (4,311.93)	\$ (9,000.00)	\$ 4,688.07
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	\$ -	\$ -	\$ -	\$ (500.00)	\$ 500.00
Art Docent Fees & Supplies	\$ -	\$ (1,386.29)	\$ (1,386.29)	\$ (3,300.00)	\$ 1,913.71
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	\$ -	\$ (726.03)	\$ (726.03)	\$ (1,000.00)	\$ 273.97
AE School Student Safety Patrol	\$ -	\$ -	\$ -	\$ (250.00)	\$ 250.00
Emergency Prep Consumable Supplies	\$ -	\$ (1,150.03)	\$ (1,150.03)	\$ (2,000.00)	\$ 849.97
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	\$ -	\$ -	\$ -	\$ (795.00)	\$ 795.00
Surplus - EZ Grant	\$ -	\$ -	\$ -	\$ -	\$ -
SUBTOTAL	\$ 54,817.58	\$ (76,968.88)	\$ (22,151.31)	\$ (41,662.60)	\$ 19,511.29
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	\$ -	\$ (49.44)	\$ (49.44)	\$ (50.00)	\$ 0.56
Family Night -- Puzzle Hunt	\$ -	\$ (145.39)	\$ (145.39)	\$ (100.00)	\$ (45.39)
Yearbook	\$ 1,678.25	\$ -	\$ 1,678.25	\$ -	\$ 1,678.25
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	\$ -	\$ -	\$ -	\$ (54.75)	\$ 54.75
SUBTOTAL	\$ 4,744.44	\$ (4,245.52)	\$ 498.92	\$ (3,849.75)	\$ 4,348.67
Parent Involvement/Education					
Distribution List Service	\$ -	\$ (112.00)	\$ (112.00)	\$ (150.00)	\$ 38.00
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	\$ -	\$ (817.36)	\$ (817.36)	\$ (1,942.50)	\$ 1,125.14
GRAND TOTAL CASH FLOWS	\$ 115,993.07	\$ (88,969.71)	\$ 27,023.36	\$ (9,839.10)	\$ 73,724.92
THIS WORKBOOK CHECK TOTAL	\$ 115,993.07	\$ (88,969.71)	\$ 27,023.36		
DIFFERENCE	\$ -	\$ -	\$ 0.00		

UNRESTRICTED CASH START OF YEAR: \$ 45,715.81
CHANGE IN UNRESTRICTED CASH: \$ 27,023.36
UNRESTRICTED CASH END OF PERIOD: \$ 72,739.17

	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: \$ 98,531.48
 DDA Acct \$ 86,187.41
 MRS 9407 \$ 6,173.20
 MRS 1407 \$ 18,618.02
TOTAL BALANCE PER BANK: \$ 110,978.63
 Outstanding Deposits-Unrestricted: \$ 860.00
 Outstanding Checks-Unrestricted: \$ (13,307.15)
 Outstanding Deposits-Restricted: \$ -
 Outstanding Checks-Restricted: \$ -
TOTAL BALANCE PER BANK, ADJUSTED: \$ 98,531.48
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 May 9th 2012*	As of May 9th 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	1,435.65
eScrip	2,000	1,970.12	1,849.48
Audubon Family Dinner Nights	1,000	1,159.33	1159.33
Photo Fundraiser	350	0	0
Jog-a-thon	13,000	20,001.03	19,776.03
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)	(43.08)	(43.08)
Jog-a-thon Expenses	(1,000)	(990.99)	(990.99)

* 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)

We have sent off thank you notes and requested feedback from the staff and volunteers. All in all, it seems to have gone off smoothly. Some glitches need to be ironed out for next year - we ran out of hot loops, some if the class volunteers didn't seem to know where they needed to be etc.

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.

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

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 in May.

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 may have one more in June.

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

May 10, 2012

Staff Appreciation- Julie Becker

Staff Appreciation Week was a success. The international lunch was well supplied and well received. Julie is finishing out the year with birthdays gift deliveries.

Hearing and Vision –

In need of chair/chairs for fall

Valet/Driveway – Roy Captain

No report

Class Photos – Deb East

No report.

Year Book – Deb East

The yearbook has been delivered to the publisher. Delivery is expected in June with delivery prior to end of year parties for the students.

Emergency Prep – Jennifer Malick

I have placed the order for the E prep supplies for this year and they should be coming within a week. They are items like eye wash, hand sanitizer, batteries, and 5yr bars that have expired; Also, after evaluating all the water supply options, I have purchased the 5 yr sanitizer to refill the 12 water barrels. I will be working on coordinating volunteers, clearing access to the barrels, access to the water supply with Mr. Marckese, and a date the barrels can be refilled before school is out. Anyone interested in helping out would much appreciated.

Kindergarten Registration – Wendy Rice

No report

Appendix E: Events Report

VP Kirsten Reddish

Events – May 2012

In April, Kari Tai and Chandana Surlu put together the first Audubon Math Puzzlehunt night. Children alone or in pairs solved math problems and used the answers to travel around the school and solve a master puzzle. The kids had a great time and got to exercise their math skills. The event was a great success—a huge thank you to Kari and Chandana for their hard work and creativity in developing this event.

Coming up in May is International Night! Please mark your calendars for May 31st. Kari Tai is chairing it this year and preparations are going smoothly. So far we have several countries lined up to participate in the marketplace and put on performances, and volunteers are still rolling in. If you know anyone interested in participating, please direct them toward Kari (karimorehouse@hotmail.com). The art docents have also put in lots of hard work to create another lovely International Art Walk. This year's theme is "Symbols of Who We Are".

Appendix F: Outreach

VP's Judy East & Roy Captain

No Report Submitted

Appendix G: Student Enrichment

VP's Susie Wright & Deb East

All the art docents are finishing their amazing art projects for International Night at the end of the month. Alisa and Cynthia are gearing up their preparation for this great event so you will be seeing them at school a lot this month. They are soon expecting reimbursements to come in from the art docents for their projects for this event. They will also be coordinating with Kari to update the Passport book for that evening.

Appendix H: Ways and Means

Linda Hall

No Report Submitted