

## **PTSA Board of Directors Meeting**

September 13, 2012

### **Call to Order: 6:34 pm**

#### **Presentation of Agenda and S.O.P.**

Motion Passes, Audubon PTSA BOD approved the minutes of the June 14, 2012 Board of Directors. Nine voting members were present. Thirteen people attended the meeting.

#### **President's Report and Actions**

Introduction and Meeting Protocols:

- The Board can give additional people voice and vote in the meetings. Committee chairs can be voting members if they are willing to commit to regular attendance.
- When a function has Co-VPs, each one has a vote – this does increase our requirements for a quorum.
- Very important to participate in discussions and share different views. We can then resolve any final differences with a vote of the Board.
- Feel free to ask questions when new to a topic area. Open sharing of information benefits everyone.
- Material presented in written reports prior to the meeting to enable everyone to review in advance. We will discuss items from the reports as required. Items may be tabled for future discussion if it is clear that a topic requires more in-depth discussion.
- Goal to keep meetings to an hour if possible, definitely under 90 minutes.
- Forms are available both for reimbursements and withdrawals of funds. Spending must fit into a budget category. If an expense is outside your budget, must be brought first to the Board of Directors. If the request exceeds 5% of the budget, then must go to the General Membership for approval.
- For reimbursements, original receipts are required. Someone on the Board other than you should sign off on your reimbursements whenever possible. There are other checks and balances in the system when this is not possible (Treasurer who writes checks, for example).
- Money collected at school should not leave school grounds until going to the bank with the Treasurer. There is a cash tally form that should be signed by two people to verify the amount collected. An additional form will clarify which budget the cash is going into.
- If you take the last one of any form, please make additional copies in the PTSA office.
- Thursday, October 11 at 8:30 am is a Volunteer Orientation – recommend the Board attend if need more information on copier, use of supplies, etc.

#### **PTSA Training and Leadership (LWPTSA Council, WA State PTA, National PTA)**

- Training is all the same price whether one member of the board attends or multiple members. All members must attend one training per year in order to maintain our standing/insurance.

#### **Standing Rules and Budget**

#### **Ways and Means Committee appointments**

- Oversees the Easy Grant process, which meets needs in the Audubon Community that we don't anticipate in advance and that therefore aren't funded in the budget.
- Need new names/suggestions to run this process. A good option for someone who is restricted by other obligations since mostly requires review of documents at home.

### **Potential New Programs**

- Discussion of the two new programs referenced in Appendix A of the Agenda.
- Regarding Identakid, discussed the fact that more concern in school population about privacy and sharing of personal information.
- Decided to wait and see how Identakid does with working with the School District as a whole rather than beginning a new initiative now at Audubon and putting additional demands on volunteer population.
- Likely to need new playground in the next couple of years. Waiting on bid now. Will require very significant new fundraising effort.
- District agreement is that they put in the first playground, and then school is responsible for any updates later on.
- Organization in Appendix A would make it easier to raise money because they help target new donors, such as grandparents. Would allow for a major fundraising effort separate from the usual budget/events.
- Examples of possible fundraisers in Appendix A.
- Discussion of whether we could try to identify excess funds from each year's budget and start putting aside now.
- Suggestion that community should have input into playground redesign when time comes.

### **TREASURER'S REPORT AND ACTIONS**

Nothing major to add. Completed FY 2012 Audit in August and there were no issues. Audit report provided to full Board via email on September 3, 2012.

### **VP Reports and Actions**

**Communications:** Big thank you to Khris and Chandana for all the work on the Back to School Packet

**Fundraising:** Nothing to add

**School Services:** Nothing to add

**Events:** Any assistance appreciated at the Back to School BBQ. One of functions of BBQ is to welcome new parents and answer questions. Board members are encouraged to wear their lanyards. There will be a fourth hot dog cart to avoid long lines. Firefighters are planning to attend. Reminder to everyone that fire lanes must be kept clear – NO PARKING. An international helium shortage may limit number of balloons.

**Outreach:** Recommend that next year should have people in the hallways to assist with finding classrooms at Meet & Greet. Want to be a welcoming community especially on first days.

**Student Enrichment:** Nothing to add

## **OTHER REPORTS AND ACTIONS**

- Extended Classes: Anticipate questions on Extended Classes at BBQ. Direct questions to Yumna Green and Supriya Natu. Per new policy, a volunteer chaperon needs to be present for every class. Parents are expected to take a couple of classes for each session that their child participates. Remind parents that need approximately two weeks to get paperwork processed to be an approved volunteer.
- Ways & Means – Will need to begin process in next few months. Looking for new committee chair.
- Legislative Advocacy – Looking for someone who is interested in informing Audubon Community about issues currently in the legislature (such as school levies, charter schools, etc.)

## **PRINCIPAL'S REPORT/FACULTY REPRESENTATIVE**

The Board offers the opportunity every month for faculty to learn about work of PTSA and share ideas and feedback with the Board. Each month, a different grade will be represented. Most meetings, Audubon Principal Karen Belshaw will attend.

From the Principal: Encourage parents not to go straight to classrooms during the day, particularly without checking in at the office. Important for parents not to interrupt teachers. Schedule time when need to speak with faculty.

### **Appendix A: Potential New Programs**

President: Mindy Lincicome

Every week, I get emails and phone calls from various companies wanting to help our PTSA raise money. They usually have products for us to sell, or offer to organize a holiday bazaar...most of these solicitations are ignored or declined quickly.

This summer, I had two contacts that caused me to take a second look.

#### **Program Option #1: National Safety Initiative**

The National Safety Initiative is a program for parents designed to facilitate the quick sharing of vital information about a child should they go missing. Organizing this event would primarily be a service to the Audubon community (for the PTSA).

Quick summary: Packets describing the service and product go home with students. Parents decide whether or not to participate. The company comes to school to weigh/measure/photo kids. Parents are provided with

physical and electronic versions of the information in a format that is easy to share with law enforcement and security in the event a child goes missing.

Here's a link to a website that gives more information: <http://www.identakid.com/eKid-ID>

**Questions for Discussion:** *Is this something that would benefit the Audubon community? Would it be of interest to the community? The primary impact to us as a PTSA seems to be the time and energy it takes to get the program through the school and district approval process. Do we want to proceed?*

### **Program Option #2: Champion Events**

This second potential program should be viewed in light of two things:

- a. We may need to raise a significant amount of money to replace the large play structures on our field in the near future.
- b. This company seems to offer a unique opportunity for students to participate in helping others while raising funds that will help their school.

Champion Events specializes in "One-day Major Funding Events" (ie, Golf Tournaments, Walk-a-thons, Auctions, Carnivals, etc.) The unique event that caught my attention is something they've started doing in the last couple of years called "Feed the Need." It raises money through personal sponsors (like grandparents and neighbors), but instead of walking laps or washing cars, the students participate in putting together ~10,000 meals that are sent to poor communities overseas.

The advantage of using a professional company is that they specialize in raising money from outside our immediate community. For their events, they estimate that 80-90% of the funds raised come from people that wouldn't ordinarily give to our organization. If we have a major "one time" need (playground structures) that is over-and-above our regular budget, it may be worth considering using this kind of company.

They do the majority of the planning, provide the materials and incentives, and train and manage the volunteers that they do need. On average, organizations keep 65-70% of the funds raised (the "Feed the Need" events are on the lower end of that range because the materials and shipping expenses are higher).

**Questions for Discussion:** *If we have a large "one time" financial need, would we consider using an outside fundraising company to meet that need? Do we think the Audubon community would respond more favorably to a*

*"help" event (Feed the Need or a "community service project" approach) or to a "fun" event (Golf tournament, carnival, etc.)? Do we want to pursue more information about this kind of fundraising at this time?*

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

**Treasurer: Lee Mills**

### **Treasurer's Report for August 2012**

#### **Net YTD Cash In/(Out): \$ 492.48**

- Cash In: \$ 510.48
- Cash out: \$ 18.00

#### **FY12 Beginning Cash Balance: \$ 88,246.38**

- Unrestricted cash: \$ 62,698.36
- Restricted cash: \$ 25,548.02

#### **YTD Ending Cash Balance: \$ 88,738.86**

- Unrestricted cash: \$ 63,190.84
- Restricted cash: \$ 25,548.02

#### **Items of note:**

- Reconciliation (below) updated to show bank balances and amounts of outstanding checks and deposits.
- August was extremely slow bank activity wise. Only 7 transactions posted against our account during the month.
- The FY12 Financial Review is complete – report attached/included with this report. No outstanding issues or concerns were noted. Thanks to Chandana and Zoe for all of their help with this!

#### **Detailed report of year to date activity 7/1/12 through 8/31/12:**

*(Bank balances as of EOD 8/31/12)*

## (CASH OUT) / CASH IN

	ACTUAL IN	ACTUAL OUT	NET	BUDGET	\$'s REMAINING
<b>Fundraising</b>					
"No Frills" Donation Campaign	\$ -	\$ -	\$ -	\$ 13,000.00	\$ (13,000.00)
Corporate Matching	\$ -	\$ -	\$ -	\$ 6,500.00	\$ (6,500.00)
Volunteer Hours Corporate Cash	\$ -	\$ -	\$ -	\$ 2,000.00	\$ (2,000.00)
Box Tops & Soup Labels Program	\$ -	\$ -	\$ -	\$ 500.00	\$ (500.00)
Amazon Associates Program	\$ 245.14	\$ -	\$ 245.14	\$ 1,500.00	\$ (1,254.86)
E-Scrip program	\$ 274.49	\$ -	\$ 274.49	\$ 2,000.00	\$ (1,725.51)
Audubon Family Dinner Nights	\$ -	\$ -	\$ -	\$ 1,000.00	\$ (1,000.00)
Photo Fundraiser Service Agreement (3-year=\$1000, year 3)	\$ -	\$ -	\$ -	\$ 350.00	\$ (350.00)
Spring Jogathon	\$ (10.00)	\$ -	\$ (10.00)	\$ 12,000.00	\$ (12,010.00)
Other Fundraising Income	\$ -	\$ -	\$ -	\$ -	\$ -
Operating Reserves	\$ -	\$ -	\$ -	\$ -	\$ -
Combined Misc. Fundraising Expenses	\$ -	\$ -	\$ -	\$ (300.00)	\$ 300.00
<b>SUBTOTAL</b>	<b>\$ 509.63</b>	<b>\$ -</b>	<b>\$ 509.63</b>	<b>\$ 38,550.00</b>	<b>\$ (38,040.37)</b>
<b>Operations</b>					
PTSA Membership Dues	\$ -	\$ -	\$ -	\$ 1,800.00	\$ (1,800.00)
Interest Earnings	\$ 0.85	\$ -	\$ 0.85	\$ 20.00	\$ (19.15)
Annual Corporate Registration Fee	\$ -	\$ -	\$ -	\$ (10.00)	\$ 10.00
Bank Charges, CC and Paypal Fees	\$ -	\$ (18.00)	\$ (18.00)	\$ (200.00)	\$ 182.00
Charity Soliciting Registration Fee	\$ -	\$ -	\$ -	\$ (10.00)	\$ 10.00
Child Care	\$ -	\$ -	\$ -	\$ (60.00)	\$ 60.00
Copy and workroom materials for school	\$ -	\$ -	\$ -	\$ (1,000.00)	\$ 1,000.00
Council Scholarship Assessment	\$ -	\$ -	\$ -	\$ (100.00)	\$ 100.00
Council Training Fees	\$ -	\$ -	\$ -	\$ (100.00)	\$ 100.00
Legislative Assembly Fees & Dues	\$ -	\$ -	\$ -	\$ (300.00)	\$ 300.00
Liability Insurance Premium	\$ -	\$ -	\$ -	\$ (350.00)	\$ 350.00
LWSD Levy Fund Contribution	\$ -	\$ -	\$ -	\$ (100.00)	\$ 100.00
State PTA Convention Registration	\$ -	\$ -	\$ -	\$ (500.00)	\$ 500.00
Supplies & Materials & Postage	\$ -	\$ -	\$ -	\$ (400.00)	\$ 400.00
WA-PTA Scholarship Basket	\$ -	\$ -	\$ -	\$ (150.00)	\$ 150.00
WSPTA Annual Awards Ceremony	\$ -	\$ -	\$ -	\$ (200.00)	\$ 200.00
General Meeting expenses	\$ -	\$ -	\$ -	\$ (400.00)	\$ 400.00
Contingency - Operations	\$ -	\$ -	\$ -	\$ (200.00)	\$ 200.00
<b>SUBTOTAL</b>	<b>\$ 0.85</b>	<b>\$ (18.00)</b>	<b>\$ (17.15)</b>	<b>\$ (2,260.00)</b>	<b>\$ 2,242.85</b>

(CASH OUT) / CASH IN					
	ACTUAL IN	ACTUAL OUT	NET	BUDGET	\$'s REMAINING
<b>Student Support/Enrichment/Education</b>					
Extended Classes	\$ -	\$ -	\$ -	\$ 1,000.00	\$ (1,000.00)
Assemblies	\$ -	\$ -	\$ -	\$ (1,200.00)	\$ 1,200.00
Classroom Enrichment	\$ -	\$ -	\$ -	\$ (15,000.00)	\$ 15,000.00
Academic Enrichment (EZ Grants)	\$ -	\$ -	\$ -	\$ (10,000.00)	\$ 10,000.00
6th grade Learning Experience & Recognition	\$ -	\$ -	\$ -	\$ -	\$ -
5th Grade Level Learning Experience	\$ -	\$ -	\$ -	\$ (2,000.00)	\$ 2,000.00
4th Grade Level Learning Experience	\$ -	\$ -	\$ -	\$ (1,500.00)	\$ 1,500.00
3rd Grade Level Learning Experience	\$ -	\$ -	\$ -	\$ (1,000.00)	\$ 1,000.00
2nd Grade Level Learning Experience	\$ -	\$ -	\$ -	\$ (1,000.00)	\$ 1,000.00
1st Grade Level Learning Experience	\$ -	\$ -	\$ -	\$ (1,000.00)	\$ 1,000.00
Kindergarten Grade Level Learning Experience	\$ -	\$ -	\$ -	\$ (1,000.00)	\$ 1,000.00
Cooperative Learning Experience	\$ -	\$ -	\$ -	\$ (500.00)	\$ 500.00
Art Docent Fees & Supplies	\$ -	\$ -	\$ -	\$ (3,500.00)	\$ 3,500.00
PTSA Discretionary Scholarships	\$ -	\$ -	\$ -	\$ (1,000.00)	\$ 1,000.00
IXL Schoolwide Subscription	\$ -	\$ -	\$ -	\$ (2,750.00)	\$ 2,750.00
Schoolwide Science Fair	\$ -	\$ -	\$ -	\$ (1,500.00)	\$ 1,500.00
AE School Student Safety Patrol	\$ -	\$ -	\$ -	\$ (500.00)	\$ 500.00
Emergency Prep Consumable Supplies	\$ -	\$ -	\$ -	\$ (2,500.00)	\$ 2,500.00
PTSA International Night	\$ -	\$ -	\$ -	\$ (1,000.00)	\$ 1,000.00
Read Across America Week	\$ -	\$ -	\$ -	\$ (250.00)	\$ 250.00
PTSA Reflections Student Art Program	\$ -	\$ -	\$ -	\$ (500.00)	\$ 500.00
Morning Valet Program	\$ -	\$ -	\$ -	\$ (300.00)	\$ 300.00
5th Grade Recognition Ceremony	\$ -	\$ -	\$ -	\$ (350.00)	\$ 350.00
School "Team" Recognition and Support	\$ -	\$ -	\$ -	\$ (500.00)	\$ 500.00
Playground Peace Coaches	\$ -	\$ -	\$ -	\$ (500.00)	\$ 500.00
Math Challenges	\$ -	\$ -	\$ -	\$ (500.00)	\$ 500.00
Contingency -- Student Support/Enrichment	\$ -	\$ -	\$ -	\$ (2,500.00)	\$ 2,500.00
<b>SUBTOTAL</b>	\$ -	\$ -	\$ -	\$ (51,350.00)	\$ 51,350.00
<b>Community/Volunteer Involvement &amp; Education</b>					
Family Night -- Skate King	\$ -	\$ -	\$ -	\$ -	\$ -
Family Night -- Dance Event	\$ -	\$ -	\$ -	\$ -	\$ -
Family Night -- Welcome Back BBQ	\$ -	\$ -	\$ -	\$ (1,000.00)	\$ 1,000.00
Family Night -- Ice Cream Social	\$ -	\$ -	\$ -	\$ (500.00)	\$ 500.00
Family Night -- Math/Game Nights	\$ -	\$ -	\$ -	\$ (250.00)	\$ 250.00
Family Night -- Puzzle Hunt	\$ -	\$ -	\$ -	\$ (500.00)	\$ 500.00
Yearbook	\$ -	\$ -	\$ -	\$ -	\$ -
AE Staff Appreciation Food & Events	\$ -	\$ -	\$ -	\$ (2,500.00)	\$ 2,500.00
Helping Hands	\$ -	\$ -	\$ -	\$ (50.00)	\$ 50.00
PTSA Info Fair @ Welcome Back BBQ	\$ -	\$ -	\$ -	\$ (100.00)	\$ 100.00
WA-PTA Golden Acorn Award	\$ -	\$ -	\$ -	\$ (250.00)	\$ 250.00
WA-PTA Outstanding Educator Award	\$ -	\$ -	\$ -	\$ (125.00)	\$ 125.00
Spring Field Day	\$ -	\$ -	\$ -	\$ (150.00)	\$ 150.00
Contingency Community & Volunteer Involvement	\$ -	\$ -	\$ -	\$ (300.00)	\$ 300.00
<b>SUBTOTAL</b>	\$ -	\$ -	\$ -	\$ (5,725.00)	\$ 5,725.00
<b>Parent Involvement/Education</b>					
Distribution List Service	\$ -	\$ -	\$ -	\$ (200.00)	\$ 200.00
First Week Packet	\$ -	\$ -	\$ -	\$ (750.00)	\$ 750.00
Owl Outreach	\$ -	\$ -	\$ -	\$ (300.00)	\$ 300.00
PTSA Welcome Coffee	\$ -	\$ -	\$ -	\$ (150.00)	\$ 150.00
PTSA-AE Student Directory Production	\$ -	\$ -	\$ -	\$ (500.00)	\$ 500.00
Web Hosting/Domain Registration	\$ -	\$ -	\$ -	\$ (750.00)	\$ 750.00
Contingency -- Parent Involvement	\$ -	\$ -	\$ -	\$ (200.00)	\$ 200.00
<b>SUBTOTAL</b>	\$ -	\$ -	\$ -	\$ (2,850.00)	\$ 2,850.00
<b>GRAND TOTAL UNRESTRICTED CASH FLOWS</b>	\$ 510.48	\$ (18.00)	\$ 492.48	\$ (23,635.00)	\$ 24,127.48
<b>Committed Grants</b>					
Math Challenges	\$ -	\$ -	\$ -	\$ 78.65	\$ 78.65
Kindergarten Early Reading Assessments	\$ -	\$ -	\$ -	\$ 525.00	\$ 525.00
Birthday Book Club	\$ -	\$ -	\$ -	\$ 19.93	\$ 19.93
Playground Peace Coaches	\$ -	\$ -	\$ -	\$ 87.95	\$ 87.95
WORD Conference	\$ -	\$ -	\$ -	\$ 146.20	\$ 146.20
Library Non-Fiction Upgrade (12/31/2013)	\$ -	\$ -	\$ -	\$ 10,000.00	\$ 10,000.00
Leveled Library	\$ -	\$ -	\$ -	\$ 515.29	\$ 515.29
<b>SUBTOTAL</b>	\$ -	\$ -	\$ -	\$ 11,373.02	\$ 11,373.02
<b>Operating Reserve</b>					
Operating Reserve	\$ -	\$ -	\$ -	\$ 14,175.00	\$ 14,175.00
<b>SUBTOTAL</b>	\$ -	\$ -	\$ -	\$ 14,175.00	\$ 14,175.00
<b>GRAND TOTAL RESTRICTED CASH FLOWS/BALANCES</b>	\$ -	\$ -	\$ -	\$ 25,548.02	\$ 25,548.02

<b>TOAL CASH END OF REPORTING PERIOD:</b>	<b>\$ 88,738.86</b>
DDA Acct	\$ 64,208.49
MRS 9407	\$ 6,173.94
MRS 1407	\$ 18,620.19
<b>TOTAL BALANCE PER BANK:</b>	<b>\$ 89,002.62</b>
Outstanding Deposits-Unrestricted:	\$ -
Outstanding Checks-Unrestricted:	\$ (263.76)
Outstanding Deposits-Restricted:	\$ -
Outstanding Checks-Restricted:	\$ -
<b>TOTAL BALANCE PER BANK, ADJUSTED:</b>	<b>\$ 88,738.86</b>
<b>DIFFERENCE:</b>	<b>\$ -</b>



## **Appendix C: Communications Report**

VPs: Chandana Surlu and Khris Schaffner

### **Communications Report**

Back to School Packets Delivered

#### **eNews:**

Sent eNews reminders over the summer. We will work towards getting more folks receiving the eNews. We plan to email reminders to staff to include this blurb in their newsletters to parents: "Please email [info@audubonpta.org](mailto:info@audubonpta.org) to receive Audubon's weekly newsletter of happenings at school and beyond." Will have QR at the welcome back BBQ and Curriculum night, like the one attached.

#### **Website:**

We are getting the website geared to the new school year. We will add back the Art Docent site.

#### **Back to School Packets:**

Delivered all the back to school packets on the first day of school. The office has enough generic packets so we won't have to make new ones as the year progresses!

#### **Directory:**

We will get moving on getting the directory out around Oct 1st!

## **Appendix D: Fundraising Report**

VPs: Zoe Li and Denise Ferguson

### **Fundraising at a glance**

	2012-2013 Budget	As of Sept 9th 2012	As of December 2012*
PTSA Donations	13,000	0	328.50
Corporate Matching	6,500	0	428.50
Volunteer Time Matching	2,000	0	714
BoxTops	500	0	320
Amazon	1,500	245.14	514.32
eScrip	2,000	0	0
Audubon Family Dinner Nights	1,000	0	0
Photo Fundraiser	350	0	0
Jog-a-thon	13,000	0	1,790
Everything Party (Other)	0	0	0
Jamba Juice (Other)	0	0	0
Fundraising Expenses	(300)	(0)	(0)
Jog-a-thon Expenses	(1,000)	(0)	(0)

\* This should be in the PTSA account by December 31, 2012.

### **Membership report from Beth Benincasa, the Membership Chairperson**

Last year's numbers:

Students: 560

PTSA memberships: 477

We would like to maintain membership around that level, but are working to increase membership.

Teacher memberships reached 100% for the last two years and we are hoping to maintain that this year.

Finally, we plan to create an owl display with the names of current PTSA members on feathers which will be displayed prominently in the main hallway outside of the office.

### **PTSA Donation & Corporate Matching**

We have started to process the back-to-school packets and we will start to follow up for corporate matching as well.

### **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](mailto:fundraising@audubonpta.org)) and I'll follow up with them on reporting these hours.**

### **eScrip report from Jorge Santos, the eScrip chair**

Jorge Santos is our new eScrip chair this year; he took over from Stacy Christofferson. He's rolled over 431 memberships from the eScrip program from last year.

### **Jog-a-thon report from Chandana Surlu**

Still chasing down corporate matching donations.

### **Box Tops & Labels for Education from Colleen Kroeger, the BoxTops & Labels chair**

Colleen distributed the Box Tops and Labels for Education collection bags with a note including her contact information to all teachers this week. She submitted all the Box Tops and Labels collected during last school year this summer.

Here are Audubon's current Labels points:

Current Bank Balance as of 9/8/2012: 27,093

We can redeem these any time for supplies for the school. There is a catalog available online, which can also be downloaded as a pdf.

We will be receiving a check from Box Tops in December. The current balance is \$320.

Colleen will send a reminder to families about the program in eNews in the near future. She plans to hold a contest in late fall.

#### **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, from Denise Ferguson and Jorge Santos, co-chairs**

We held a week-long back-to-school fundraiser at Peaks Frozen Yogurt at Crossroads Mall from Wednesday, August 29 to Wednesday, September 5, 2012. The final amount raised is not yet posted online.

Our first Family Dinner Night is scheduled with the Overlake Red Robin for Monday, October 1, 2012.

#### **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 E: Extended Classes**

Yumna Green and Supriya Natu

We plan to offer 14 classes this session which starts the week of Sept 24, 2012. Contracts have been sent to all the vendors and flyers have been requested for each class. Most have already returned them. We plan to have online registration open by Sept 14, 2012 with the website as the primary source of information about the changes to the program this year. We'll also be sending home a general letter with each student (see below) explaining the changes – and directing parents to the website! In addition, we'll ask each teacher, via the front office, to include the link to the website in their end-of-week emails to their class parents and as usual, we'll have a blurb in the weekly eNews. Hopefully, this will ensure that no parent is uninformed about the changes.

#### **Audubon Extended Classes – Letter to Parents**

Dear Parents,

Audubon PTSA has worked tirelessly to offer a wide range of before- and after-school enrichment classes to our students. This session we have 14 different classes to choose from! So whether your student wants to learn a new language or a new skill like Chess, or wants to keep active with a Fitness, Martial Arts or Dodge ball class, we have it covered!

For a complete list of classes, please visit our website:

<http://www.audubonpta.org/Pages/ExtendedClasses.aspx>

Important changes to be aware of:

- This year we have 2 longer sessions of roughly 15 weeks each instead of the 3 shorter ones we had in the past (each roughly 8 – 10 weeks long). For this reason, you'll see classes that cost upwards of \$200. It isn't that they are more expensive – in fact most classes cost roughly the same per lesson as last year – but rather your student is getting 15 lessons in this year's session instead of only 10. So while at first glance,

classes might seem more expensive, actually the out of pocket expense to you is less. Why? Because each time you register for an extended class there is a \$5 fee that is charged to cover the expenses associated with the registration process. By splitting the 30 weeks into 2 instead of 3, your student gets the same amount of instruction but you save \$5 – and you have less registration paperwork to deal with.

- This year we are introducing mandatory parent chaperoning for the protection of our students and to ensure that we are in compliance with the requirements of the PTSA's General Liability Insurance Policy. Please see the above **website** for detailed info about the requirements for chaperones. In order for a child to be registered for a class, we will require a completed Registration Form, a signed Chaperone Policy Agreement (both available online) and full payment for the class (please see the website for payment options).

If you have any further questions, please contact Supriya Natu and Yumna Green at [smnatu@yahoo.com](mailto:smnatu@yahoo.com) & [yumna\\_green@msn.com](mailto:yumna_green@msn.com)

### **Appendix F: Events**

VPs: Kirsten Reddish and Priya Satishbabu

Events is off to a rocking start with the **Back to School Coffee**. Our new event chair Windy Kawasaki put together a beautiful, smoothly-run event which helped to welcome lots of new parents as well as returning ones. We also got some new parents already signed up to help at the BBQ! Thank you to all the board members and other PTA vets who were able to make it and chat with new people—this is what makes this event so special.

Coming right on its heels is the **Back to School BBQ**, this Friday from 5-7:30pm. Again, PTSA board members and chairs play a crucial role in this event—welcoming new families, answering questions about PTA programs, etc. Please make it if you can and wear your PTSA id. Event planning is proceeding well—Susie is back with TWO bands this year, our old favorites *Carpool Tunnel* and a new band, the *Hillbettys*. Dante's Inferno will bring their hot dog carts again, the 4th graders will host a desserts and drinks sale (the only fundraiser aspect of the night), the boy scouts will distribute water, the girl scouts will have a craft, and the PTSA will provide popcorn. Contact Priya and Kirsten with questions!