

Minutes – PTSA Board Meeting 4.18.2013

Mindy Lincicome called meeting to order at 6:40 pm

Motion passed to approve General Meeting minutes from March 7th and BOD Meeting Minutes from March 14 as submitted.

Playground Committee

Nancy Denny and Karen Belshaw. Mindy, Yumna, Roy and Kirsten all on playground committee, along with Clare Gajary. First two proposals are being circulated.

Third Thursday in May will have all new officers at Board Meeting. Outgoing officers, please meet with the incoming officers to go over roles. Also have meeting at School District level, 7 pm, Monday, May 13 for orientation.

Need to appoint a budget committee to create a budget for the new school year. Also, please everyone think about your line items to provide feedback to budget committee. Then we will discuss at May Board of Directors meeting.

Treasurer's Report – no additions or changes.

Communications – nothing to add. Communication about Jogathon has gone out to students.

Fundraising – nothing to add. All on track for Jogathon.

School Services – nothing to add. We will do Staff Appreciation Week May 20-24 to miss MSP testing.

Events – Had a wonderful Ice Cream Social. Streamlined layout really helped. Fun Student Share night – everyone enjoyed students' work.

Outreach – no report. Working with Joan to figure out how can have greeters for Meet & Greet for beginning of school. Have them wear t-shirts to show who they are.

Student Enrichment – no report. New chair people for Art Docent program for next year.

Faculty Report: Lots of thank yous! For all programs and work of PTSA. One question about last day to turn in receipts? Sooner the better, would like to have them by June 1. We stop having access to the building on June 19 – so can't get at anything submitted. Agreed that deadline is June 1, unless expense occurs between June 1 and June 19 – in which case please contact Lee Mills directly.

Principal's Report: Audubon received Washington Achievement Award for Science this year. 20 Lake Washington schools recognized this year at the state level. Projected enrollment is now 20 over what we expected. All shared spaces will become classroom space. Filling all the space that we gained when 6th grade left.

To fund the playground, most of the money is in our account. But we will have to have a General Membership meeting to vote on the allocation. If we do that at Jogathon, would have to just approve a round number larger than what we expect to spend. Agreed that this plan would work.

Question from general member regarding how new curriculum will roll out. Karen Belshaw explained that there would be training over the summer so that teachers can think about getting things ready over the fall. Curriculum doesn't drive what we teach – standards drive what we teach.

Discussion Items:

Extended Classes Report

Every vendor signs a contract that says that they will not use the contact list from the class for anything other than emergencies or feedback. One of our vendors violated the terms of the contract by contacting parents with an advertisement. What action should we take? Vendor apologized if she had inadvertently done that because she should have used bcc. Was explained to her that she had been advertising future services, which was against policy.

Discussed new language for next year's contract that will make clear what consequences will result from non compliance. It will also include language to the effect that all contact information must be deleted from the vendors records at the conclusion of the class.

Parents give permission for use of their contact information only for the limited purposes of the class.

The Board agreed that relationships will not be continued with vendors or contractors who cannot follow policies.

At Audubon's discretion, a first violation of the policies may result in suspension of the vendor relationship and a second violation in the termination of the vendor relationship.

Yumna Green will contact the vendor who violated policies and notify her again of the violation, making clear that she must delete all contact information from the class. PTSA President and school principal to be cc'd on the email.

Ways and Means Committee Grant Request

Marine Science Afloat:

Wish that students had worked on ways to fund the trip, but certainly a very enriching experience. Sets a bad precedent to fund something that is already in the works. Question to be answered is future plans. Suggest that we fund at \$1440 level but certainly fully fund all scholarships.

Second response suggested fund half of cost.

Grant funds for third grade are already allocated to the cost of the bus.

Third response suggests a partial funding. Also notes that don't like precedent of last minute request.

Note that the only reason this is being considered is that there is still money available in this line item. Late requests risk not being funded if all money is all spent.

Clearly a very high quality enrichment experience. Motion to approve partial funding of the Marine Science Afloat trip. \$1440 of the Academic Enrichment line item to the trip.

Any other business to cover? Scholarship line item – what does that cover? Any time when teacher flags any per student activity where student can't pay, budget will cover. Teacher makes the decision.

Meeting adjourned at 7:42 pm

Appendix A: Treasurer's Report

Treasurer: Lee Mills

Net YTD Cash In/(Out): \$ 4,040.29

- Cash In: \$ 100,852.02
- Cash out: \$ 96,811.73

FY12 Beginning Cash Balance: \$ 88,246.38

- Undesignated cash: \$ 62,698.36
- Designated cash: \$ 25,548.02

YTD Ending Cash Balance: \$ 92,286.67

- Undesignated cash: \$ 74,003.94
- Designated cash: \$ 18,282.73

Items of note:

- Reconciliation (below) updated to show bank balances and amounts of outstanding items as of 4/16/13.
- Current PayPal balance as of 4/6/13 -- not included in balances presented -- is \$256.01.

Detailed report of year to date activity:

	(CASH OUT) / CASH IN			BUDGET	\$'s REMAINING
	ACTUAL IN	ACTUAL OUT	NET		
Fundraising					
"No Frills" Donation Campaign	\$ 14,203.32	\$ (250.00)	\$ 13,953.32	\$ 13,000.00	\$ 953.32
Corporate Matching	\$ 7,090.50	\$ -	\$ 7,090.50	\$ 6,500.00	\$ 590.50
Volunteer Hours Corporate Cash	\$ 4,420.00	\$ -	\$ 4,420.00	\$ 2,000.00	\$ 2,420.00
Box Tops & Soup Labels Program	\$ 324.60	\$ -	\$ 324.60	\$ 500.00	\$ (175.40)
Amazon Associates Program	\$ 1,335.10	\$ -	\$ 1,335.10	\$ 1,500.00	\$ (164.90)
E-Scrip program	\$ 1,490.13	\$ -	\$ 1,490.13	\$ 2,000.00	\$ (509.87)
Audubon Family Dinner Nights	\$ 677.26	\$ -	\$ 677.26	\$ 1,000.00	\$ (322.74)
Photo Fundraiser Service Agreement (3-year=\$1000, year 3)	\$ -	\$ -	\$ -	\$ 350.00	\$ (350.00)
Spring Jogathon	\$ 3,920.00	\$ (324.44)	\$ 3,595.56	\$ 12,000.00	\$ (8,404.44)
Other Fundraising Income	\$ 119.06	\$ -	\$ 119.06	\$ -	\$ 119.06
Operating Reserves	\$ -	\$ -	\$ -	\$ -	\$ -
Combined Misc. Fundraising Expenses	\$ -	\$ -	\$ -	\$ (300.00)	\$ 300.00
SUBTOTAL	\$ 33,579.97	\$ (574.44)	\$ 33,005.53	\$ 38,550.00	\$ (5,544.47)
Operations					
PTSA Membership Dues	\$ 6,331.90	\$ (4,296.00)	\$ 2,035.90	\$ 1,800.00	\$ 235.90
Interest Earnings	\$ 3.82	\$ -	\$ 3.82	\$ 20.00	\$ (16.18)
Annual Corporate Registration Fee	\$ -	\$ (10.00)	\$ (10.00)	\$ (10.00)	\$ -
Bank Charges, CC and Paypal Fees	\$ -	\$ (75.00)	\$ (75.00)	\$ (200.00)	\$ 125.00
Charity Soliciting Registration Fee	\$ -	\$ -	\$ -	\$ (10.00)	\$ 10.00
Child Care	\$ -	\$ -	\$ -	\$ (60.00)	\$ 60.00
Copy and workroom materials for school	\$ -	\$ (11.34)	\$ (11.34)	\$ (1,000.00)	\$ 988.66
Council Scholarship Assessment	\$ -	\$ (100.00)	\$ (100.00)	\$ (100.00)	\$ -
Council Training Fees	\$ -	\$ (180.00)	\$ (180.00)	\$ (100.00)	\$ (80.00)
Legislative Assembly Fees & Dues	\$ -	\$ -	\$ -	\$ (300.00)	\$ 300.00
Liability Insurance Premium	\$ -	\$ (290.00)	\$ (290.00)	\$ (350.00)	\$ 60.00
LWSD Levy Fund Contribution	\$ -	\$ (100.00)	\$ (100.00)	\$ (100.00)	\$ -
State PTA Convention Registration	\$ -	\$ (150.00)	\$ (150.00)	\$ (500.00)	\$ 350.00
Supplies & Materials & Postage	\$ -	\$ (16.95)	\$ (16.95)	\$ (400.00)	\$ 383.05
WA-PTA Scholarship Basket	\$ -	\$ (141.50)	\$ (141.50)	\$ (150.00)	\$ 8.50
WSPTA Annual Awards Ceremony	\$ -	\$ (168.00)	\$ (168.00)	\$ (200.00)	\$ 32.00
General Meeting expenses	\$ -	\$ -	\$ -	\$ (400.00)	\$ 400.00
Contingency - Operations	\$ -	\$ -	\$ -	\$ (200.00)	\$ 200.00
SUBTOTAL	\$ 6,335.72	\$ (5,538.79)	\$ 796.93	\$ (2,260.00)	\$ 3,056.93

(CASH OUT) / CASH IN

	ACTUAL IN	ACTUAL OUT	NET	BUDGET	\$'s REMAINING
Student Support/Enrichment/Education					
Extended Classes	\$ 50,680.33	\$ (50,264.75)	\$ 415.58	\$ 1,000.00	\$ (584.42)
Assemblies	\$ -	\$ (315.00)	\$ (315.00)	\$ (1,200.00)	\$ 885.00
Classroom Enrichment	\$ -	\$ (7,672.24)	\$ (7,672.24)	\$ (15,000.00)	\$ 7,327.76
Academic Enrichment (EZ Grants)	\$ -	\$ (6,265.20)	\$ (6,265.20)	\$ (10,000.00)	\$ 3,734.80
6th grade Learning Experience & Recognition	\$ -	\$ -	\$ -	\$ -	\$ -
5th Grade Level Learning Experience	\$ -	\$ (260.00)	\$ (260.00)	\$ (2,000.00)	\$ 1,740.00
4th Grade Level Learning Experience	\$ 614.28	\$ -	\$ 614.28	\$ (1,500.00)	\$ 2,114.28
3rd Grade Level Learning Experience	\$ -	\$ (1,000.00)	\$ (1,000.00)	\$ (1,000.00)	\$ -
2nd Grade Level Learning Experience	\$ -	\$ (475.52)	\$ (475.52)	\$ (1,000.00)	\$ 524.48
1st Grade Level Learning Experience	\$ -	\$ -	\$ -	\$ (1,000.00)	\$ 1,000.00
Kindergarten Grade Level Learning Experience	\$ -	\$ (485.00)	\$ (485.00)	\$ (1,000.00)	\$ 515.00
Cooperative Learning Experience	\$ -	\$ (51.40)	\$ (51.40)	\$ (500.00)	\$ 448.60
Art Docent Fees & Supplies	\$ 152.32	\$ (1,647.12)	\$ (1,494.80)	\$ (3,500.00)	\$ 2,005.20
PTSA Discretionary Scholarships/Assistance Fund	\$ -	\$ (297.90)	\$ (297.90)	\$ (1,000.00)	\$ 702.10
IXL Schoolwide Subscription	\$ -	\$ (2,400.00)	\$ (2,400.00)	\$ (2,750.00)	\$ 350.00
Schoolwide Science Fair	\$ 512.99	\$ (1,019.51)	\$ (506.52)	\$ (1,500.00)	\$ 993.48
AE School Student Safety Patrol	\$ -	\$ -	\$ -	\$ (500.00)	\$ 500.00
Emergency Prep Consumable Supplies	\$ -	\$ (1,544.43)	\$ (1,544.43)	\$ (2,500.00)	\$ 955.57
PTSA International Night	\$ -	\$ -	\$ -	\$ (1,000.00)	\$ 1,000.00
Read Across America Week	\$ 44.00	\$ (113.60)	\$ (69.60)	\$ (250.00)	\$ 180.40
PTSA Reflections Student Art Program	\$ -	\$ (43.80)	\$ (43.80)	\$ (500.00)	\$ 456.20
Morning Valet Program	\$ -	\$ (77.20)	\$ (77.20)	\$ (300.00)	\$ 222.80
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	\$ -	\$ (140.11)	\$ (140.11)	\$ (500.00)	\$ 359.89
Contingency -- Student Support/Enrichment	\$ -	\$ -	\$ -	\$ (2,500.00)	\$ 2,500.00
SUBTOTAL	\$ 52,003.92	\$ (74,072.78)	\$ (22,068.86)	\$ (51,350.00)	\$ 29,281.14
Community/Volunteer Involvement & Education					
Family Night -- Skate King	\$ 159.50	\$ (60.00)	\$ 99.50	\$ -	\$ 99.50
Family Night -- Dance Event	\$ 2,099.76	\$ (1,105.07)	\$ 994.69	\$ -	\$ 994.69
Family Night -- Welcome Back BBQ	\$ -	\$ (513.55)	\$ (513.55)	\$ (1,000.00)	\$ 486.45
Family Night -- Ice Cream Social	\$ -	\$ (260.33)	\$ (260.33)	\$ (500.00)	\$ 239.67
Family Night -- Math/Game Nights	\$ -	\$ -	\$ -	\$ (250.00)	\$ 250.00
Family Night -- Puzzle Hunt	\$ -	\$ -	\$ -	\$ (500.00)	\$ 500.00
Yearbook	\$ -	\$ -	\$ -	\$ -	\$ -
AE Staff Appreciation Food & Events	\$ -	\$ (637.38)	\$ (637.38)	\$ (2,500.00)	\$ 1,862.62
Helping Hands	\$ -	\$ -	\$ -	\$ (50.00)	\$ 50.00
PTSA Info Fair @ Welcome Back BBQ	\$ 407.95	\$ -	\$ 407.95	\$ (100.00)	\$ 507.95
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
SUBTOTAL	\$ 2,667.21	\$ (2,576.33)	\$ 90.88	\$ (5,725.00)	\$ 5,815.88
Parent Involvement/Education					
Distribution List Service	\$ -	\$ -	\$ -	\$ (200.00)	\$ 200.00
First Week Packet	\$ -	\$ (142.50)	\$ (142.50)	\$ (750.00)	\$ 607.50
Owl Outreach	\$ -	\$ -	\$ -	\$ (300.00)	\$ 300.00
PTSA Welcome Coffee	\$ -	\$ (76.28)	\$ (76.28)	\$ (150.00)	\$ 73.72
PTSA-AE Student Directory Production	\$ -	\$ (300.12)	\$ (300.12)	\$ (500.00)	\$ 199.88
Web Hosting/Domain Registration	\$ -	\$ -	\$ -	\$ (750.00)	\$ 750.00
Contingency -- Parent Involvement	\$ -	\$ -	\$ -	\$ (200.00)	\$ 200.00
SUBTOTAL	\$ -	\$ (518.90)	\$ (518.90)	\$ (2,850.00)	\$ 2,331.10
GRAND TOTAL UNDESIGNATED CASH FLOWS	\$ 94,586.82	\$ (83,281.24)	\$ 11,305.58	\$ (23,635.00)	\$ 34,940.58
THIS WORKBOOK CHECK TOTAL	\$ 94,586.82	\$ (83,281.24)	\$ 11,305.58		
DIFFERENCE	\$ -	\$ -	\$ 0.00		

UNDESIGNATED CASH START OF YEAR: \$ 62,698.36
CHANGE IN UNDESIGNATED CASH: \$ 11,305.58
UNDESIGNATED CASH END OF PERIOD: \$ 74,003.94

	ACTUAL IN	ACTUAL OUT	NET	BEGIN BAL	END BAL
Designated Funds					
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
Spring 2013 Running Club	\$ 986.00	\$ (986.00)	\$ -	\$ -	\$ -
PNB Workshop - Science/Movement Residency	\$ 800.00	\$ (800.00)	\$ -	\$ -	\$ -
FY13 Intramural Sports Program	\$ 2,879.20	\$ (2,699.20)	\$ 180.00	\$ -	\$ 180.00
Library Non-Fiction Upgrade (12/31/2013)	\$ -	\$ (8,015.26)	\$ (8,015.26)	\$ 10,000.00	\$ 1,984.74
FY13 PE Scooters	\$ 1,100.00	\$ (1,030.03)	\$ 69.97	\$ -	\$ 69.97
FY13 Iditarod Speakers	\$ 500.00	\$ -	\$ 500.00	\$ -	\$ 500.00
Leveled Library	\$ -	\$ -	\$ -	\$ 515.29	\$ 515.29
SUBTOTAL	\$ 6,265.20	\$ (13,530.49)	\$ (7,265.29)	\$ 11,373.02	\$ 4,107.73
Operating Reserve					
Operating Reserve	\$ -	\$ -	\$ -	\$ 14,175.00	\$ 14,175.00
SUBTOTAL	\$ -	\$ -	\$ -	\$ 14,175.00	\$ 14,175.00
GRAND TOTAL DESIGNATED CASH FLOWS/BALANCES	\$ 6,265.20	\$ (13,530.49)	\$ (7,265.29)	\$ 25,548.02	\$ 18,282.73

TOAL CASH END OF REPORTING PERIOD: \$ 92,286.67

DDA Acct \$ 84,652.66
MRS 9407 \$ 6,174.63
MRS 1407 \$ 18,622.47

TOTAL BALANCE PER BANK: \$ 109,449.76

Outstanding Deposits-Undesignated: \$ -

Outstanding Checks-Undesignated: \$ (12,322.86)

Outstanding Deposits-Designated: \$ -

Outstanding Checks-Designated: \$ (4,840.23)

TOTAL BALANCE PER BANK, ADJUSTED: \$ 92,286.67

DIFFERENCE: \$ -

Line item detail reports:

Art Docent:

Reference Date	Check To:	Total
10/17/2012	Cynthia Shimabuku	(215.09)
10/26/2012	Audubon Elementary	(206.60)
11/14/2012	Maxine Pippin	(345.00)
12/8/2012	Cynthia Shimabuku	(344.74)
2/8/2013	Audubon Elementary	(99.48)
2/8/2013	Claire Gajary	(25.79)
2/19/2013	Cynthia Shimabuku	(348.53)
2/19/2013	Salome' Casas	(16.40)
3/11/2013	Kari Tai	(36.74)
4/1/2013	Alisa Reebbs	(8.75)
Grand Total		(1,647.12)

Classroom Enrichment:

Check To:	Total
Angela Ansari	(351.97)
Audubon Elementary (Anderson)	(284.38)
Audubon Elementary (Denny)	(88.82)
Caroline Reilly	(10.95)
Claire Gajary (for Emerson)	(15.97)
Debra Ellis	(473.66)
Janine Sullivan	(251.37)
Joann Heinz	(89.17)
Jodi Wilhelm	(88.77)
Judy Alt	(52.75)
Laura Blumenthal	(500.00)
Lynn Bailie	(245.37)
Makin It Happen (Hurst)	(372.30)
Maria Chesney	(500.00)
Melissa Douma	(252.03)
Melissa Reinardy	(500.00)
Monique Celeste	(221.22)
Nancy Denny	(365.26)
Pete Hanson	(230.78)
Robin Fluharty	(437.16)
Sally Langston	(500.00)
Shannon Adams	(171.67)
Tara Rudkoski	(426.96)
Toni Rocco	(419.32)
Vanessa Banks	(500.00)
Grand Total	(7,349.88)

Appendix B: Communications

VPs: Khris Schaffner and Chandana Surlu

Communications report

eNews: Sending eNews every week! Staff: please help by adding the following line to your newsletters:
 "Email info@audubonpta.org to receive Audubon's weekly newsletter of happenings at school and beyond."

Note all Staff, VPs and chairs: Please send information about your event/program by Friday of the week before (at least). The eNews is sent out on sundays.

Website:

The website is now current.

Appendix C: Fundraising

VPs: Zoe Li and Denise Ferguson

Fundraising at a glance

	2012-2013 Budget	As of April 18 2013	As of June 2013*
PTSA Donations	13,000	13,953.32	13,953.32
Corporate Matching	6,500	7,090.50	7,090.50
Volunteer Time Matching	2,000	4,420	4,420
BoxTops	500	324.60	625.10
Amazon	1,500	1,335.10	1,637.13
eScrip	2,000	1,490.13	1,798.31
Audubon Family Dinner Nights	1,000	677.26	685.59
Photo Fundraiser	350	0	0
Jog-a-thon	13,000	3,595.56	4,805
Everything Party (Other)	0	79.30	79.30
Jamba Juice (Other)	0	36.76	43.76
Smith Brothers (Other)	0	0	20
Fundraising Expenses	(300)	(0)	(0)
Jog-a-thon Expenses	(1,000)	(580.82)	(580.82)

* This should be in the PTSA account by June 30, 2013.

PTSA Donations & Corporate Matching**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 us know at (fundraising@audubonpta.org) and we'll follow up with them on reporting these hours.

Membership report: Beth Benincasa, Membership Chair

No report.

Box Tops & Labels for Education: Colleen Kroeger, BoxTops & Labels Chair

Current Labels for Education points: 6,611

Current Box Tops balance: \$300.50 (check due in April)

Colleen ran a contest until the start of Spring Break. Ms. Sullivan's class won the classroom contest, and they will receive the classroom reward after Spring break. She will update the graph and post it at school after the break.

Colleen is submitting the Box Tops collected in April (worth \$190) because some expire at the end of the month. (This won't be received until December 2013.)

She has 2 more bonus offers to submit to the Labels program.

The remaining Labels and any additional Box Tops collected from after Spring Break to the end of the school year she will send in over the summer.

Amazon and other online stuff (linkshare)

Audubon PTSA's link for amazon.com is on the home page of the PTSA website and on the Smart Shopping page.

eScrip report: Jorge Santos, eScrip Chair

No report.

Audubon Family Dinner Nights: Denise Ferguson and Jorge Santos, Co-chairs

The February AFDN at Crossroads Bar and Grill in Bellevue raised \$321.38 (note: this is 10% of the total of all tables from 5-10pm).

Jog-a-thon report: Chandana Surlu, Zoe Li, Denise Ferguson, Co-Chairs

The Jog-a-thon kick-off assembly went well. The planning is complete.

The classes will be jogging at the following times:

9:00 - 9:30 K & 1 students are outside (they run from 9:05-9:25)

9:30 - 10:00 2 & 3 students are outside (they run from 9:35-9:55)

[10-10:15 primary recess; 10:15-10:30 intermediate recess – volunteers on the course get a break, too!]
10:30 - 11:00 4 & 5 students are outside (they run from 10:35-10:55)

The post-Jog-A-Thon assembly will be held on Friday, April 26 from 2-2:20pm.

If there are any questions/suggestions, please contact the chairs.

EverythingParty

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

Jamba Juice School appreciation cards

Present the School Appreciation Card every time you make a purchase at the Jamba Juice stores, and Jamba Juice will donate 10% of your purchase to Audubon PTSA. Cards are valid at JJ stores only (not at Safeway, for example). See http://69.63.145.40/index.php?option=com_content&view=article&id=6

for details. (Please note that the URL has changed.)

This program will end on June 1, 2013. Jamba Juice is introducing a new program, “Sip to Support”, which is so cumbersome for families that we are not planning to sign up for it. The local Jamba Juice stores are also currently not planning to participate in the new program.

Smith Brothers

Audubon PTSA will receive \$20 for every new Audubon family who signs up for weekly delivery. This is an ongoing promotion. Directions and link are on the Smart Shopping page of the Audubon PTSA website.

To date, we’ve had one new family sign up.

Appendix D: Extended Classes

Yumna Green and Supriya Natu

Extended Classes report for April 18, 2013 PTSA Board meeting

1. We’ve notified vendors that we’d like for them to be at their class locations by 3pm when school dismisses, even though the classes start at 3:10. We plan to add language to this effect to future contracts.
2. We’ve also notified parents that chaperones need to be at the class locations by 3pm.

3. We've put together a survey which we plan to send out to parents towards the end of the year, asking which current extended classes they appreciate and which new ones they'd like to see added. In this way we hope to offer a more targeted selection of classes so that we don't end up having to cancel classes due to low enrollment.
4. We had a past vendor violate the terms of their contract on April 14th by sending an email to parents of past students who had enrolled in their class, advertising a summer camp that they are running. How would the board like to deal with contract violators?