

PTSA Board of Directors Meeting

June 6, 2013

Mindy Lincicome called meeting to order at 6:36 pm
Corrections to minutes from last meeting: misspelt Denney.
Motion to approve minutes from last meeting passes.

Mrs. Belshaw expressed thanks for Teacher Appreciation week. Also expressed faculty appreciation for work of PTSA.

Fifth grade team joining meeting this evening as faculty representatives. Also expressed faculty thanks for work of PTSA and generosity of Audubon parents. Faculty really enjoyed taco truck lunch.

Extended classes: Discuss introduction of late enrollment fee. Consider early registration discount. Think about total cost in relation to amount of discount. Have hard deadline at least three days before start of class for enrollment, otherwise creates too many administrative issues. Will have a motion on this question at the beginning of next year. Special thanks to Extended Classes volunteers for making it a great experience for the kids, and also for dealing with big changes like introduction of chaperones.

Communications: Nothing to add.

Fundraising: Nothing to add.

School Services: Need new Yearbook volunteer lead.

Events: Nothing to add.

Outreach: Review Meet & Play schedule and fix spelling of Mindy's name, also spelling of Khri's name.

Playground update: In process with district. On Little Tykes calendar for installation in late July/early August. Looking at color options. Working out how to let Student Council vote on color scheme – possible during last week of school. District policy on bark removal – will check so that can have volunteers cover and avoid \$3000 cost of removal.

Review of School Calendar for 2013-2014

- School Dance proposed for Thursday evening (January 23) instead of a Friday evening (January 24) to accommodate staff schedules.
- Staff Appreciation Week pushed later in May to get past MSP testing.
- Talent Show moved away from end of the year – now looking at last week before Spring Break.
- Agreed that a kick-off assembly for Jog-a-Thon not required. Can do presentation in classrooms, same thing with Jog-a-Thon follow up.
- Working on correct order for Volunteer Tea and Field Day in June.

Fifth Grade Promotion Ceremony – exploring idea of recognition during the school day. If done during the day can do on any day of the week, doesn't have to be Thursday. Would need to be sure that doesn't conflict with ceremonies at Lake Washington High School or Rose Hill Middle School.

Review of Budget for 2013 -2014

Lee Mills presented highlights. Goal to break even across year – looking at donations/funding and planned expenditures. Can bring down EZ Grant budget amount if needed, since dependencies very low on that line item. Designated fund now for Playground fund. Want to begin to build that money back up again. Most budget items down to the 2011-2012 level. The 2012-2013 budget was inflated to work on spending down our budget surplus. The surplus has now been spent on the major capital expense of the new playground. Discuss whether we should bring down the line item for Classroom Enrichment from \$500 to \$400 – agreed that staff are using this money and should keep at the

same level. 23 Classrooms at Audubon next year, plus specialists who also get the Classroom Enrichment funds. For perspective, other schools generally fund at \$100 per classroom. But decision to keep level at \$500 to reflect commitment to teachers.

Need to emphasize that this budget reflects expectations around fundraising. Teachers are asked to only spend half their enrichment funds in the first half of the year in case fundraising not at expected level.

Motion to recommend passing of this budget. Motion passes unanimously. Meeting adjourns at 7: 34 pm

Appendix A: Treasurer's Report

Treasurer: Lee Mills

Net YTD Cash In/(Out): \$ 10,290.20

- Cash In: \$ 186,590.31
- Cash out: \$ 176,300.11

FY12 Beginning Cash Balance: \$ 88,246.38

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

YTD Ending Cash Balance: \$ 98,536.58

- Undesignated cash: \$ 19,236.16
- Designated cash: \$ 79,300.42

Items of note:

- Reconciliation (below) updated to show bank balances and amounts of outstanding items as of 6/4/13.
- Current PayPal balance as of 6/4/13 -- not included in balances presented -- is \$0.00.
- Charitable Organization renewal competed during May.

Detailed report of year to date activity:

	(CASH OUT) / CASH IN				
	ACTUAL IN	ACTUAL OUT	NET	BUDGET	\$'s REMAINING
Fundraising					
"Back To School" Donation Campaign	\$ 14,740.82	\$ (250.00)	\$ 14,490.82	\$ 13,000.00	\$ 1,490.82
Corporate Matching	\$ 8,820.50	\$ -	\$ 8,820.50	\$ 6,500.00	\$ 2,320.50
Volunteer Hours Corporate Cash	\$ 5,338.00	\$ -	\$ 5,338.00	\$ 2,000.00	\$ 3,338.00
Box Tops & Soup Labels Program	\$ 625.10	\$ -	\$ 625.10	\$ 500.00	\$ 125.10
Amazon Associates Program	\$ 1,607.35	\$ -	\$ 1,607.35	\$ 1,500.00	\$ 107.35
E-Scrip program	\$ 1,798.31	\$ -	\$ 1,798.31	\$ 2,000.00	\$ (201.69)
Audubon Family Dinner Nights	\$ 677.26	\$ -	\$ 677.26	\$ 1,000.00	\$ (322.74)
Photo Fundraiser Service Agreement	\$ 1,300.00	\$ -	\$ 1,300.00	\$ 350.00	\$ 950.00
Spring Jogathon	\$ 19,688.53	\$ (797.78)	\$ 18,890.75	\$ 12,000.00	\$ 6,890.75
Original Works Income	\$ -	\$ -	\$ -	\$ -	\$ -
Other Fundraising Income	\$ 146.06	\$ -	\$ 146.06	\$ -	\$ 146.06
Operating Reserves	\$ -	\$ -	\$ -	\$ -	\$ -
Combined Misc. Fundraising Expenses	\$ -	\$ (76.64)	\$ (76.64)	\$ (300.00)	\$ 223.36
SUBTOTAL	\$ 54,741.93	\$ (1,124.42)	\$ 53,617.51	\$ 38,550.00	\$ 15,067.51
Operations					
PTSA Membership Dues	\$ 6,380.28	\$ (4,422.00)	\$ 1,958.28	\$ 1,800.00	\$ 158.28
Interest Earnings	\$ 4.65	\$ -	\$ 4.65	\$ 20.00	\$ (15.35)
Annual Corporate Registration Fee	\$ -	\$ (10.00)	\$ (10.00)	\$ (10.00)	\$ -
Bank Charges, CC and Paypal Fees	\$ -	\$ (157.00)	\$ (157.00)	\$ (200.00)	\$ 43.00
Charity Soliciting Registration Fee	\$ -	\$ (40.00)	\$ (40.00)	\$ (10.00)	\$ (30.00)
Child Care	\$ -	\$ -	\$ -	\$ (60.00)	\$ 60.00
Copy and workroom materials for school	\$ -	\$ -	\$ -	\$ (1,000.00)	\$ 1,000.00
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	\$ -	\$ (300.00)	\$ (300.00)	\$ (500.00)	\$ 200.00
Supplies & Materials & Postage	\$ -	\$ (97.92)	\$ (97.92)	\$ (400.00)	\$ 302.08
LW PTSA 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	\$ 6,384.93	\$ (6,006.42)	\$ 378.51	\$ (2,260.00)	\$ 2,638.51

(CASH OUT) / CASH IN					
	ACTUAL IN	ACTUAL OUT	NET	BUDGET	\$'s REMAINING
Student Support/Enrichment/Education					
Extended Classes	\$ 50,875.63	\$ (50,264.75)	\$ 610.88	\$ 1,000.00	\$ (389.12)
Assemblies	\$ -	\$ (315.00)	\$ (315.00)	\$ (1,200.00)	\$ 885.00
Classroom Enrichment	\$ -	\$ (10,708.33)	\$ (10,708.33)	\$ (15,000.00)	\$ 4,291.67
Academic Enrichment (EZ Grants)	\$ -	\$ (9,499.02)	\$ (9,499.02)	\$ (10,000.00)	\$ 500.98
Playground Designated Fund Contribution	\$ -	\$ (60,000.00)	\$ (60,000.00)	\$ (60,000.00)	\$ -
5th Grade Level Learning Experience	\$ -	\$ (529.30)	\$ (529.30)	\$ (2,000.00)	\$ 1,470.70
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	\$ -	\$ (1,000.00)	\$ (1,000.00)	\$ (1,000.00)	\$ -
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	\$ -	\$ (138.47)	\$ (138.47)	\$ (500.00)	\$ 361.53
Art Docent Fees & Supplies	\$ 152.32	\$ (2,259.35)	\$ (2,107.03)	\$ (3,500.00)	\$ 1,392.97
PTSA Discretionary Scholarships/Assists	\$ -	\$ (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	\$ (1,067.23)	\$ (554.24)	\$ (1,500.00)	\$ 945.76
AE School Student Safety Patrol	\$ -	\$ -	\$ -	\$ (500.00)	\$ 500.00
Emergency Prep Consumable Supplies	\$ -	\$ (2,443.36)	\$ (2,443.36)	\$ (2,500.00)	\$ 56.64
PTSA International Night	\$ -	\$ (74.80)	\$ (74.80)	\$ (1,000.00)	\$ 925.20
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	\$ 52,199.22	\$ (142,857.22)	\$ (90,658.00)	\$ (111,350.00)	\$ 20,692.00
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	\$ -	\$ (175.35)	\$ (175.35)	\$ (500.00)	\$ 324.65
Yearbook	\$ 1,098.00	\$ (6,200.00)	\$ (5,102.00)	\$ -	\$ (5,102.00)
AE Staff Appreciation Food & Events	\$ -	\$ (1,484.38)	\$ (1,484.38)	\$ (2,500.00)	\$ 1,015.62
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	\$ 3,765.21	\$ (9,798.68)	\$ (6,033.47)	\$ (5,725.00)	\$ (308.47)
Parent Involvement/Education					
Distribution List Service	\$ -	\$ (126.00)	\$ (126.00)	\$ (200.00)	\$ 74.00
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	\$ -	\$ (121.85)	\$ (121.85)	\$ (750.00)	\$ 628.15
Contingency -- Parent Involvement	\$ -	\$ -	\$ -	\$ (200.00)	\$ 200.00
SUBTOTAL	\$ -	\$ (766.75)	\$ (766.75)	\$ (2,850.00)	\$ 2,083.25
TOTAL UNDESIGNATED CASH FLOWS	\$ 117,091.29	\$ (160,553.49)	\$ (43,462.20)	\$ (83,635.00)	\$ 40,172.80
THIS WORKBOOK CHECK TOTAL	\$ 117,091.29	\$ (160,553.49)	\$ (43,462.20)		
DIFFERENCE	\$ -	\$ -	\$ -		

UNDESIGNATED CASH START OF YEAR: \$ 62,698.36
CHANGE IN UNDESIGNATED CASH: \$ (43,462.20)
UNDESIGNATED CASH END OF PERIOD: \$ 19,236.16

FYE B

	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)	\$ -	\$ (9,670.57)	\$ (9,670.57)	\$ 10,000.00	\$ 329.43
FY13 PE Scooters	\$ 1,100.00	\$ (1,030.03)	\$ 69.97	\$ -	\$ 69.97
FY13 Idditarod Speakers	\$ 500.00	\$ (500.00)	\$ -	\$ -	\$ -
FY13 Playground Equipment	\$ 60,000.00	\$ -	\$ 60,000.00	\$ -	\$ 60,000.00
FY13 Columbia Writers Conference (Clarkin)	\$ 1,733.00	\$ -	\$ 1,733.00	\$ -	\$ 1,733.00
FY13 Marine Science Afloat	\$ 1,440.00	\$ -	\$ 1,440.00	\$ -	\$ 1,440.00
FY13 Batik Banner Stands (Gajary)	\$ 60.82	\$ (60.82)	\$ -	\$ -	\$ -
Leveled Library	\$ -	\$ -	\$ -	\$ 515.29	\$ 515.29
SUBTOTAL	\$ 69,499.02	\$ (15,746.62)	\$ 53,752.40	\$ 11,373.02	\$ 65,125.42
Operating Reserve					
Operating Reserve	\$ -	\$ -	\$ -	\$ 14,175.00	\$ 14,175.00
SUBTOTAL	\$ -	\$ -	\$ -	\$ 14,175.00	\$ 14,175.00
DESIGNATED CASH FLOWS/BALANCES	\$ 69,499.02	\$ (15,746.62)	\$ 53,752.40	\$ 25,548.02	\$ 79,300.42

TOTAL CASH END OF REPORTING PERIOD: \$ 98,536.58

DDA Acct \$ 78,694.99
MRS 9407 \$ 6,174.83
MRS 1407 \$ 18,623.10

TOTAL BALANCE PER BANK: \$ 103,492.92

Outstanding Deposits-Undesignated: \$ 5,243.75
Outstanding Checks-Undesignated: \$ (7,183.96)
Outstanding Deposits-Designated: \$ -
Outstanding Checks-Designated: \$ (3,016.13)

TOTAL BALANCE PER BANK, ADJUSTED: \$ 98,536.58

DIFFERENCE: \$ -

Line item detail reports:

Art Docent:

Check To:	Total
Cynthia Shimabuku	(1,270.07)
Audubon Elementary	(441.84)
Maxine Pippin	(345.00)
Kari Tai	(62.48)
Adriana Morales	(61.74)
Claire Gajary	(53.07)
Salome' Casas	(16.40)
Alisa Reeb	(8.75)
Voided check	152.32
Grand Total	(2,107.03)

Classroom Enrichment:

Check To:	Total
Melissa Reinardy	(500.00)
Maria Chesney	(500.00)
Vanessa Banks	(500.00)
Laura Blumenthal	(500.00)
Sally Langston	(500.00)
Angela Ansari	(500.00)
Lynn Bailie	(494.70)
Pete Hanson	(487.48)
Whitney Emerson	(484.03)
Debra Ellis	(473.66)
Rick Hartman (Kreidel-Reimer)	(449.52)
Robin Fluharty	(437.16)
Shannon Adams	(432.61)
Tara Rudkoski	(426.95)
Toni Rocco	(419.32)
Melissa Douma	(413.94)
Nancy Denny	(411.18)
Makin It Happen (Hurst)	(372.30)
Monique Celeste	(360.75)
Gena Harasimowicz	(359.76)
Laurie Gogic	(337.95)
Suzie Fiebig	(322.36)
Audubon Elementary (Anderson)	(284.38)
Janine Sullivan	(251.37)
Debra Cressman	(142.48)
Joann Heinz	(89.17)
Audubon Elementary (Denny)	(88.82)
Jodi Wilhelm	(88.77)
Judy Alt	(52.75)
Claire Gajary (for Emerson)	(15.97)
Caroline Reilly	(10.95)
Grand Total	(10,708.33)

Appendix B: Communications

VPs: Khris Schaffner and Chandana Surlu

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.

Back to School Packets: All materials have been ordered. Beth and Chandana are coordinating with the school so that most of the materials are printed and ready over the summer rather than the day before school starts! Everyone on the board will be asked to help with the information in the packet.

Appendix C: Fundraising
VPs: Zoe Li and Denise Ferguson

Fundraising at a glance

	2012-2013 Budget	As of June 6, 2013	As of June 30, 2013*
PTSA Donations	13,000	14,490.82	14,490.82
Corporate Matching	6,500	8,820.50	8,820.50
Volunteer Time Matching	2,000	5,338	5,338
BoxTops	500	625.10	625.10
Amazon	1,500	1,607.35	1,680.09
eScrip	2,000	1,798.31	1,995.54
Audubon Family Dinner Nights	1,000	677.26	685.59
Photo Fundraiser	350	1,300	1,300
Jog-a-thon	13,000	19,688.53	19,688.53
Everything Party (Other)	0	79.30	79.30
Jamba Juice (Other)	0	43.76	43.76
Smith Brothers (Other)	0	20	20
Bellevue Downtown Association (Other; Jan. event)	0	3	3
Fundraising Expenses	(300)	(76.64)	(76.64)
Jog-a-thon Expenses	(1,000)	(797.78)	(797.78)

* 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

We are up to 488 members. Audubon PTSA received the "13 in 2013" award from the Washington State PTSA for adding 13 members in 2013.

Next year's officers have been entered into the PTSA database.

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

Current Labels for Education points: 7,276
No further updates for this month.

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.

We will have school supplies available for next school year through Amazon: <http://astore.amazon.com/auelpt-20>

eScrip report: Jorge Santos, eScrip Chair

No report.

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

An AFDN is scheduled for June 12 at the Red Robin at Redmond Town Center. We are still looking for someone to chair this position next year.

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

We will be going over the feedback for the Jog-a-thon and plan to recommend a few changes for next year. Corporate matching is being done and will probably continue through the summer.

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

This program ended as of 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.

Appendix D: School Services

VP: Kiranmaye Lanke

Emergency preparedness

Jennifer did an awesome job. She ordered some new items and updated the supplies.

Hearing and vision

Sanjana handled the event very beautifully.

Holiday helping hands

Thanks Kelley Miller for making it a success.

Kindergarten registration

Wendy Rice handled the kindergarten registration. Good job.

Morning drop-off

Mindy Lincicome was very independent through the year for drop-off and pick-up. Thank you, Mindy.

Staff appreciation

Jyotsna, Charla, Hadra made the staff appreciation a success again this year. Taco truck was sure a big hit.

Student class photos/yearbook

Deb East was exceptionally good throughout the year taking photos. Jen Adelman did a great job with the yearbook this year. Thanks to both of them, they are a good team.

Appendix E: Events

VPs: Kirsten Reddish and Priya Satishbabu

International night was a big success! Thanks to our international night chair Kari Tai. She did a thorough job of organizing it. We had 15 country tables participate this year. Art docent chairs Alisa and Cynthia did a fantastic job (as always). The Mayor was in Audubon school to visit the art display. This year we had a huge diversity of students and family.

Summer is here!! After school reopens we have the Welcome Back Coffee and Back to School BBQ. Tammy Deschamps is going to be our chair for Welcome Back Coffee. We would really appreciate it if you could come and greet the new parents.

Appendix F: Outreach

VPs: Roy Captain and Judy East

Meeting with new VPs to handoff info.

Meet and Play handout is ready for last editing then we will send it out (please check that names and dates are correct).

During meeting: will send handout around for double check.

Appendix G: Extended Classes

Yumna Green and Supriya Natu

1. Extended Classes has one proposal for the Board's discussion and approval:

Introduction of Late Enrollment Fee

Despite setting a deadline for registrations and highlighting this on our webpage and in ENews, there are many, many cases where enrollment is done after the set date. In several instances, parents enroll their child just a day or two before start of class, or on the day of the first class, or even after the first class.

This causes great hardship to the vendors, other parents who enroll in time and to us.

Where a class has met minimum enrollment, we have to wait till just a day or 2 before start date to set the chaperone schedule as we await more enrollments. As a result, parents get their chaperoning assignments with very little time to plan and schedule.

Where a class has not met minimum enrollment, the vendor is not able to make an informed decision whether to cancel or go ahead while awaiting last minute enrollments.

We feel that implementing a late enrollment fee will force more parents to enroll by the deadline date.

We would like the Board to consider whether to approve this, and if so, to decide the late fee amount (should it be a flat rate or a percentage of the class fee?). We propose a late fee of \$25 as being sufficiently pinching without being penalizing.

2. We would like to thank Khris and Chandana for their help with the EC Survey which was conducted recently. Attached is the summary of the results.