

Board of Directors Meeting
Audubon PTSA

March 14, 2013 – held at 11:45pm in the Library

Attending: Mindy Lincicome, Roy Captain, Chandana Surlu, Kirsten Reddish, Deb East, Denise Ferguson, Zoe Li, Khrista Schaffner, Karen Belshaw, Kindergarten teachers as Faculty reps (Janine Sullivan, Maria Chesney, and Lynn Bailie)

The meeting was called to order at 11:50am. Quorum was met.

The Faculty representatives gave their report.

- Everyone really enjoyed Read Across America week. The activities were fun and well-organized. Many thanks to Wendy Rice for her great leadership!
- The Science Fair was very well organized and had 290 participants. Many thanks to Kathy Watson for her leadership this year!

There was discussion about the placement of Staff Appreciation week. Though it is “typically” observed during the first week of May, that is during MSP testing and can be distracting. We will sponsor Staff Appreciation week May 20-24 at Audubon this year.

Principal Karen Belshaw gave her report:

- Audubon has been approved for a Capital Improvements project to replace the gym/cafeteria floor this summer (instead of 2014)! This is great news. They will also install grates in front of the gym doors to try to get sand off students’ shoes prior to entering the gym.
- A Playground Improvement Committee will be forming to review proposals and make plans to repair the lower play structure and replace the upper play structure this summer. The Committee should consist of about 6 people (two staff, two Board members, two at-large members) and will meet primarily through April and early May to reach a final design in time to order it and have it installed this summer. This will be a \$50,000-\$60,000 project. Funding will be provided entirely by the PTSA.

The Treasurer’s report was reviewed and accepted. A couple of clarification questions were asked and answered. The Treasurer’s report is included as Appendix A to these minutes.

The Communications VPs apologized for their report not being with the agenda. E-news continues to be distributed and read.

The Fundraising report was reviewed and accepted. It is included as Appendix B in these minutes.

There was no report submitted for School Services. Staff Appreciation continues to provide monthly lunches. The VP position is currently open for the coming year, so we are looking for someone who would like to serve in this position.

The Events report was reviewed and accepted. It is included as Appendix C in these minutes. Student Share Night is coming up next week and they are still needing some volunteers. Middle-school and high-school students can volunteer, but their parents must be in attendance as well.

There was no report from Student Enrichment, but some questions were conveyed from Art Docents who were present on campus during a recent lockdown drill. There is an emergency plan in place that all teachers and staff are familiar with. Any parents on campus during a drill or actual emergency should follow the instructions of the nearest staff member. There was discussion about exploring ways to educate our parent community about how they should act in an emergency-situation (lockdown, power outage, weather-related closure). We will include this information in the Volunteer Orientation in October, and we will look into having a Police or Safety Officer come and speak at school.

Extended Class chair Yumna Green reported a recent incident where an instructor arrived late and the assigned chaperone had been unable to attend that day. The situation was resolved but presented a “learning opportunity.” There was also discussion about insuring that instructors understood that they were responsible for students in their classes; they cannot send students to the office for disruptive behavior as regular protocol.

President Mindy Lincicome brought a motion from Wendy Rice, chairperson of Read Across America week. During RAA week, there was a used book sale that generated approximately \$44 in income. During the same time, Audubon students were also collecting food donations for Pantry Packs (a local organization that provides weekend meals to Lake WA school district students in need). **It was moved by Mindy Lincicome and seconded by Roy Captain that the PTSA donate the proceeds from the used book sale to Pantry Packs. The motion was approved unanimously by the board members present.**

President Mindy Lincicome presented the recommendations of the Ways & Means Committee from their most recent EZ Grant review cycle. There were 3 grant applications.

- While the committee recommended approving the first grant request (for shoe scrubbers to reduce the amount of sand being tracked into the gym), the intervening decision by the School District to replace the gym floor and install grates negates the need for the grant.
- The Committee recommended funding the second grant application. It is a request for new scooters for the PE department. While the grant application requested \$800 for 12 scooters, the committee recommended a grant of \$1200 for 18 scooters (the ultimate goal is to have a class set of 30). The Board approved this recommendation.
- The final grant application was to fund a speaker presentation for the 2nd grade classes. The speaker will be a musher from the Iditarod who will bring one of her sled dogs with her. The committee recommended that the \$500 first be taken from the grade level learning experience funds already allocated to each grade, but if those funds were already committed, then the committee recommended funding the grant. The board approved the committee’s recommendation.

The next regular Board meeting will be Thursday, April 18 at 6:30pm in the Arts & Sciences room. Board members are encouraged to contact the officers who have been elected to fill their position in the coming year and invite them to attend.

The meeting was adjourned at 12:45pm.

Appendix A: Treasurer's Report
Treasurer: Lee Mills

Net YTD Cash In/(Out): \$ 4,134.32

- Cash In: \$ 88,804.58
- Cash out: \$ 84,670.26

FY12 Beginning Cash Balance: \$ 88,246.38

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

YTD Ending Cash Balance: \$ 92,380.70

- Undesignated cash: \$ 71,272.94
- Designated cash: \$ 21,107.76

Items of note:

- Reconciliation (below) updated to show bank balances and amounts of outstanding items as of 3/11/13.
- Current PayPal balance as of 3/11/13 -- not included in balances presented -- is \$0.00.
- Calendar year 2012 1099 reporting was finalized during February.

Please see separate document titled "Treasurer Report 2013-02-28"

Appendix B: Fundraising
VPs: Zoe Li and Denise Ferguson

Fundraising at a glance

	2012-2013 Budget	As of March 14 2013	As of June 2013*
PTSA Donations	13,000	13,415.32	13,952.85
Corporate Matching	6,500	1,885	6,990.50
Volunteer Time Matching	2,000	2,176	4,420
BoxTops	500	324.60	625.10
Amazon	1,500	1,133.45	1,551.11
eScrip	2,000	1,348.34	1,656.94
Audubon Family Dinner Nights	1,000	355.88	363.21
Photo Fundraiser	350	0	0
Jog-a-thon	13,000	2,565	4805
Everything Party (Other)	0	79.30	79.30
Jamba Juice (Other)	0	36.76	36.76
Fundraising Expenses	(300)	(0)	(0)
Jog-a-thon Expenses	(1,000)	(0)	(256.38)

* 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 now have 482 members.

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 plans to run one more contest this year, during the two weeks before spring break. Prior to the contest she will post an announcement in eNews and include details on how much collecting efforts have earned for the school so far this school year.

She will send one more Labels for America form before May for 500 more points; it will be in late March after the Read Across America week.

Box Tops:

We will be receiving a check for \$300.50 in April 2013 from Box Tops (for the Box Tops submitted after the 1st half of the year).

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 amount raised from the February AFDN at Crossroads Bar and Grill in Bellevue is still pending.

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

Jog-a-thon planning is well underway. The Jog-a-thon kick-off assembly is on Monday, April 1st at 8:45am.

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.

Appendix C: Events

VPs: Kirsten Reddish and Priya Satishbabu

A huge thank you to Kathy Watson, who chaired this year's science fair. Everything went smoothly and Kathy streamlined many processes that in the past made the event hectic. This is her last year at Audubon but her legacy will be an outline for the science fair that will be an asset to future chairs. Also huge thanks to Beate Krüger, who developed the most beautiful and detailed map of the gym I've ever seen. This will come in handy for all future events there.

And huge thanks to Wendy Rice, who put together an Amazing Read across America. Bedtime Stories with the Mayor, the book exchange, guest readers in every classroom, beautiful color bookmarks, the all-school pajama read-in, and a fabulous map of how far Audubon students have read. Everyone had so much fun; kudos Wendy!

Ice Cream Social

The Ice Cream Social is coming up soon and is chaired by April and Priya. They are doing an awesome job with the planning. Haggen Foods of Bellevue has generously offered to donate the ice cream this year. We do need lots of volunteers for the event!