

PTSA Board of Directors Meeting
 Agenda and Area Reports – September 12, 2013

2 min	1. CALL TO ORDER – Yumna Green and Roy Captain
1 min	2. PRESENTATION OF AGENDA AND S.O.P. – Lindsay Berg <ul style="list-style-type: none"> • MOTION: Audubon PTSA BOD approves the minutes of the June 6, 2013, Board of Directors Meeting.
10 min	3. PRESIDENT’S REPORT AND ACTIONS – Yumna Green and Roy Captain President's report: (10 minutes)
5 min	4. TREASURER’S REPORT AND ACTIONS – Mindy Lincicome <i>Report included as Appendix A</i>
3 min	5. VP REPORTS AND ACTIONS <ul style="list-style-type: none"> • Communications, Chandana Surlu <i>Report included as Appendix B</i> • Fundraising, Zoe Li and Denise Ferguson <i>Report included as Appendix C</i> • School Services, Deb East <i>Report included as Appendix D</i> • Events, Priya Satishbabu <i>Report included as Appendix E</i> • Outreach, Khris Schaffner and Linda Lindsay <i>Report included as Appendix F</i> • Student Enrichment, Kirsten Reddish <i>Report included as Appendix G</i>
3 min	
3 min	
3 min	
3 min	
3 min	
3 min	6. OTHER REPORTS AND ACTIONS <ul style="list-style-type: none"> • Ways & Means – No Report • Legislative Advocacy – No Report • Extended Classes –Supriya Natu and Oisin Enfield <i>Report included as Appendix H</i>
10 min	7. PRINCIPAL’S REPORT/FACULTY REPRESENTATIVE’S REPORT – Karen Belshaw
59 min	8. CLOSE OF MEETING

Minutes:

Motion passes to approved minutes from June 6, 2013 BOD Meeting

BBQ on Friday:

- Taco truck set up will begin at 4:30 pm
- Ribbon cutting for new playground at 5:30 pm by Redmond mayor
- Board members should mingle as much as possible to help integrate new members of community, especially new K parents
- Clean up time should be minimal
- Nametags will be provided for members of the PTSA Board of Directors
- Hoping to begin displaying new banner with "Powered by Audubon PTSA"
- Volunteers for set up should come at around 2:30 pm

Training: Only 2-3 more people still need to do training, please prioritize

Treasurer Report comments:

Emphasize that need to get signatures changed, as noted in report

If anyone would like to see the 990 EZ tax form before it is filed, let Mindy know

Need to change safe combination

Fundraising has requested access to actual spreadsheet to resolve any issues with numbers not balancing; was not needed for this month.

Communications:

Emphasize importance of submitting eNews content on time, as noted in report

Request for Khris Schaffner to serve as Yearbook chair. Khris agreed. Mindy Lincicome will handle payments. Will try to recruit more parents from younger grades to participate.

Fundraising: Nothing to add

Events:

Have food cards for VIPs or others that we want to recognize at events, such as invited guests or band

At end of night food vendor gives cards to PTSA for reimbursement

Only one truck, so may be lines

If people have questions, please provide guidance

Work on getting people to wear nametags without big formal process

Outreach

Colleen Kroger new Hearing and Vision Chair

Successful Meet & Play events all summer – were able to get many parents on eNews

Helped direct people for Kindergarten information night

Had fun at Meet & Greet by directing to rooms before parents event entered the building; also had students giving directions in the hallway

Wore Outreach buttons that can reuse for other events

Have been collecting names for eNews database

Now taking over Volunteer Response Forms

Khris has a word search for parents or children as an activity at the BBQ tomorrow

After Meet & Greet, heard great feedback from new parents that they had contacted Audubon because of Outreach section on the web and because of help from last year's Outreach chairs.

Enrichment

Oisin will not be able to co-chair with Supriya, so looking for new co-chair

Question around whether we should pay fees for kids to participate in competitions, such as math competitions – agreed that parents should cover those fees.

PTSA does not cover fees for activities that are not school sponsored

Principal's Report: About 570 students this year; 530 last year. Prior to 6th grade leaving had 580, now almost at that level without 6th grade. More kids coming into the school than leaving.

Thank you to PTSA for funding playground

Swapped recesses around a bit as part of larger restructuring of day, creating dedicated time for literacy and math. Also elected to give up one of the recesses. Needed more instructional time and make it easier to push in services for kids in need or kids exceeding. 10 minute all-school recess also became impractical with size of school. So now when there is a long block of instructional time, either morning or afternoon, then there is the 15 minute recess. Also moved lunch later for younger kids to encourage them to eat more lunch, and also take advantage of instructional time in the morning when they are fresh.

Possibility of plaque on new playground to say "Donated by Audubon PTSA"

Meeting adjourned 7:20 pm

Appendix A: Treasurer's Report
Treasurer: Mindy Lincicome

Net YTD Cash In/(Out): -\$ 50,004.00

Cash In: \$ 502.00

Cash out: \$ 50,506.00

FY Beginning Cash Balance: \$ 88,731.09

Undesignated cash: \$ 14,226.66

Designated cash: \$ 74,504.43

FYTD Ending Cash Balance: \$ 38,727.09

Undesignated cash: \$ 14,722.66

Designated cash: \$ 24,004.43

Items of Note:

- Signatures at the bank need to be changed ASAP; Presidents then VPs in order designated in standing rules should have signature until we have 4 valid signatures. Protocol/requirements: all checks need to be signed by 2 authorized signers; one should be President; "Payee" should not be a signature
- Last year's Treasurer Lee Mills has completed the 990-EZ and it was reviewed by past President/current Treasurer Mindy Lincicome. A copy will be brought for board review; then it will be submitted (possibly the earliest filing in our organization's history...2 months ahead of the deadline!).
- The safe combination needs to be changed. Only Presidents, Treasurer, and VP Fundraising should have knowledge of the safe code.

Detailed report of year-to-date activity:

AUDUBON PTSA - FINANCIAL STATEMENT DETAIL
For the Period of: July 1, 2013 thru August 31, 2013

(CASH OUT) / CASH IN					
	ACTUAL IN	ACTUAL OUT	NET	BUDGET	\$'s REMAINING
Fundraising					
"Back To School" Donation Campaign	\$ -	\$ -	\$ -	\$ 14,000.00	\$ (14,000.00)
Corporate Matching	\$ -	\$ -	\$ -	\$ 7,500.00	\$ (7,500.00)
Volunteer Hours Corporate Cash	\$ -	\$ -	\$ -	\$ 2,000.00	\$ (2,000.00)
Box Tops & Soup Labels Program	\$ -	\$ -	\$ -	\$ 500.00	\$ (500.00)
Amazon Associates Program	\$ 206.03	\$ -	\$ 206.03	\$ 1,750.00	\$ (1,543.97)
E-Scrip program	\$ 278.03	\$ -	\$ 278.03	\$ 2,000.00	\$ (1,721.97)
Audubon Family Dinner Nights	\$ -	\$ -	\$ -	\$ 750.00	\$ (750.00)
Photo Fundraiser Service Agreement	\$ -	\$ -	\$ -	\$ 1,000.00	\$ (1,000.00)
Spring Jogathon	\$ -	\$ -	\$ -	\$ 17,500.00	\$ (17,500.00)
Original Works Income	\$ -	\$ -	\$ -	\$ 500.00	\$ (500.00)
Other Fundraising Income	\$ -	\$ -	\$ -	\$ -	\$ -
Operating Reserves	\$ -	\$ -	\$ -	\$ -	\$ -
Combined Misc. Fundraising Expenses	\$ -	\$ -	\$ -	\$ (300.00)	\$ 300.00
SUBTOTAL	\$ 484.06	\$ -	\$ 484.06	\$ 47,200.00	\$ (46,715.94)
Operations					
PTSA Membership Dues	\$ -	\$ -	\$ -	\$ 1,800.00	\$ (1,800.00)
Interest Earnings	\$ 0.84	\$ -	\$ 0.84	\$ 10.00	\$ (9.16)
Annual Corporate Registration Fee	\$ -	\$ -	\$ -	\$ (10.00)	\$ 10.00
Bank Charges, CC and Paypal Fees	\$ -	\$ (6.00)	\$ (6.00)	\$ (200.00)	\$ 194.00
Charity Soliciting Registration Fee	\$ -	\$ -	\$ -	\$ (10.00)	\$ 10.00
Child Care	\$ -	\$ -	\$ -	\$ -	\$ -
Copy and workroom materials for school	\$ -	\$ -	\$ -	\$ (750.00)	\$ 750.00
Council Scholarship Assessment	\$ -	\$ -	\$ -	\$ (100.00)	\$ 100.00
Council Training Fees	\$ -	\$ -	\$ -	\$ (200.00)	\$ 200.00
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	\$ -	\$ -	\$ -	\$ (400.00)	\$ 400.00
Supplies & Materials & Postage	\$ -	\$ -	\$ -	\$ (250.00)	\$ 250.00
LW PTSA Scholarship Basket	\$ -	\$ -	\$ -	\$ (150.00)	\$ 150.00
WSPTA Annual Awards Ceremony	\$ -	\$ -	\$ -	\$ (200.00)	\$ 200.00
General Meeting expenses	\$ -	\$ -	\$ -	\$ (100.00)	\$ 100.00
Contingency - Operations	\$ -	\$ -	\$ -	\$ (200.00)	\$ 200.00
SUBTOTAL	\$ 0.84	\$ (6.00)	\$ (5.16)	\$ (1,510.00)	\$ 1,504.84

Student Support/Enrichment/Education					
Extended Classes	\$ -	\$ -	\$ -	\$ 1,000.00	\$ (1,000.00)
Assemblies	\$ -	\$ -	\$ -	\$ (500.00)	\$ 500.00
Classroom Enrichment	\$ -	\$ -	\$ -	\$ (15,000.00)	\$ 15,000.00
Academic Enrichment (EZ Grants)	\$ -	\$ -	\$ -	\$ (5,000.00)	\$ 5,000.00
Playground Designated Fund Contribution	\$ -	\$ -	\$ -	\$ (2,000.00)	\$ 2,000.00
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	\$ -	\$ -	\$ -	\$ (250.00)	\$ 250.00
Art Docent Fees & Supplies	\$ -	\$ -	\$ -	\$ (3,000.00)	\$ 3,000.00
PTSA Discretionary Scholarships/Assistance Fund	\$ -	\$ -	\$ -	\$ (500.00)	\$ 500.00
IXL Schoolwide Subscription	\$ -	\$ -	\$ -	\$ (2,500.00)	\$ 2,500.00
Schoolwide Science Fair	\$ -	\$ -	\$ -	\$ (1,000.00)	\$ 1,000.00
AE School Student Safety Patrol	\$ -	\$ -	\$ -	\$ (500.00)	\$ 500.00
Emergency Prep Consumable Supplies	\$ -	\$ -	\$ -	\$ (2,000.00)	\$ 2,000.00
PTSA International Night	\$ -	\$ -	\$ -	\$ (750.00)	\$ 750.00
Read Across America Week	\$ -	\$ -	\$ -	\$ (150.00)	\$ 150.00
PTSA Reflections Student Art Program	\$ -	\$ -	\$ -	\$ (250.00)	\$ 250.00
Morning Valet Program	\$ -	\$ -	\$ -	\$ (250.00)	\$ 250.00
5th Grade Recognition Ceremony	\$ -	\$ -	\$ -	\$ (350.00)	\$ 350.00
School "Team" Recognition and Support	\$ -	\$ -	\$ -	\$ (150.00)	\$ 150.00
Playground Peace Coaches	\$ -	\$ -	\$ -	\$ (150.00)	\$ 150.00
Math Challenges	\$ -	\$ -	\$ -	\$ (250.00)	\$ 250.00
Contingency -- Student Support/Enrichment	\$ -	\$ -	\$ -	\$ (2,500.00)	\$ 2,500.00
SUBTOTAL	\$ -	\$ -	\$ -	\$ (43,550.00)	\$ 43,550.00
Community/Volunteer Involvement & Education					
Family Night -- Skate King	\$ -	\$ -	\$ -	\$ -	\$ -
Family Night -- Dance Event	\$ -	\$ -	\$ -	\$ 500.00	\$ (500.00)
Family Night -- Welcome Back BBQ	\$ -	\$ -	\$ -	\$ (750.00)	\$ 750.00
Family Night -- Ice Cream Social	\$ -	\$ -	\$ -	\$ (300.00)	\$ 300.00
Family Night -- Math/Game Nights	\$ -	\$ -	\$ -	\$ (100.00)	\$ 100.00
Family Night -- Puzzle Hunt	\$ -	\$ -	\$ -	\$ (250.00)	\$ 250.00
Yearbook	\$ 17.10	\$ -	\$ 17.10	\$ 500.00	\$ (482.90)
AE Staff Appreciation Food & Events	\$ -	\$ -	\$ -	\$ (2,000.00)	\$ 2,000.00
Helping Hands	\$ -	\$ -	\$ -	\$ (50.00)	\$ 50.00
PTSA Info Fair @ Welcome Back BBQ	\$ -	\$ -	\$ -	\$ (100.00)	\$ 100.00
WA-PTA Golden Acorn Award	\$ -	\$ -	\$ -	\$ (175.00)	\$ 175.00
WA-PTA Outstanding Educator Award	\$ -	\$ -	\$ -	\$ (100.00)	\$ 100.00
Spring Field Day	\$ -	\$ -	\$ -	\$ (100.00)	\$ 100.00
Contingency Community & Volunteer Involvement	\$ -	\$ -	\$ -	\$ (300.00)	\$ 300.00
SUBTOTAL	\$ 17.10	\$ -	\$ 17.10	\$ (3,225.00)	\$ 3,242.10
Parent Involvement/Education					
Distribution List Service	\$ -	\$ -	\$ -	\$ (200.00)	\$ 200.00
First Week Packet	\$ -	\$ -	\$ -	\$ (500.00)	\$ 500.00
Owl Outreach	\$ -	\$ -	\$ -	\$ (200.00)	\$ 200.00
PTSA Welcome Coffee	\$ -	\$ -	\$ -	\$ (150.00)	\$ 150.00
PTSA-AE Student Directory Production	\$ -	\$ -	\$ -	\$ (500.00)	\$ 500.00
Web Hosting/Domain Registration	\$ -	\$ -	\$ -	\$ (500.00)	\$ 500.00
Contingency -- Parent Involvement	\$ -	\$ -	\$ -	\$ (200.00)	\$ 200.00
SUBTOTAL	\$ -	\$ -	\$ -	\$ (2,250.00)	\$ 2,250.00
GRAND TOTAL UNDESIGNATED CASH FLOWS	\$ 502.00	\$ (6.00)	\$ 496.00	\$ (3,335.00)	\$ 3,831.00

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UNDESIGNATED CASH START OF YEAR: \$ 14,226.66
CHANGE IN UNDESIGNATED CASH: \$ 496.00
UNDESIGNATED CASH END OF PERIOD: \$ 14,722.66

Designated Funds	ACTUAL IN	ACTUAL OUT	NET	BEGIN BAL	END BAL
Library Non-Fiction Upgrade (12/31/2013)	\$ -	\$ -	\$ -	\$ 329.43	\$ 329.43
FY13 Playground Equipment	\$ -	\$ (50,500.00)	\$ (50,500.00)	\$ 60,000.00	\$ 9,500.00
Math Challenges	\$ -	\$ -	\$ -	\$ -	\$ -
Kindergarten Early Reading Assessments	\$ -	\$ -	\$ -	\$ -	\$ -
Birthday Book Club	\$ -	\$ -	\$ -	\$ -	\$ -
Playground Peace Coaches	\$ -	\$ -	\$ -	\$ -	\$ -
WORD Conference	\$ -	\$ -	\$ -	\$ -	\$ -
Spring 2013 Running Club	\$ -	\$ -	\$ -	\$ -	\$ -
PNB Workshop - Science/Movement Residency	\$ -	\$ -	\$ -	\$ -	\$ -
FY13 Intramural Sports Program	\$ -	\$ -	\$ -	\$ -	\$ -
FY13 PE Scooters	\$ -	\$ -	\$ -	\$ -	\$ -
FY13 Iditarod Speakers	\$ -	\$ -	\$ -	\$ -	\$ -
FY13 Columbia Writers Conference (Clarkin)	\$ -	\$ -	\$ -	\$ -	\$ -
FY13 Marine Science Afloat	\$ -	\$ -	\$ -	\$ -	\$ -
FY13 Batik Banner Stands (Gajary)	\$ -	\$ -	\$ -	\$ -	\$ -
Leveled Library	\$ -	\$ -	\$ -	\$ -	\$ -
SUBTOTAL	\$ -	\$ (50,500.00)	\$ (50,500.00)	\$ 60,329.43	\$ 9,829.43
Operating Reserve					
Operating Reserve	\$ -	\$ -	\$ -	\$ 14,175.00	\$ 14,175.00
SUBTOTAL	\$ -	\$ -	\$ -	\$ 14,175.00	\$ 14,175.00
ND TOTAL DESIGNATED CASH FLOWS/BALANCES	\$ -	\$ (50,500.00)	\$ (50,500.00)	\$ 74,504.43	\$ 24,004.43

TOAL CASH END OF REPORTING PERIOD: \$ 38,727.09

DDA Acct \$ 16,364.55
MRS 9407 \$ 6,175.13
MRS 1407 \$ 18,624.05

TOTAL BALANCE PER BANK: \$ 41,163.73

Outstanding Deposits-Undesignated: \$ -
Outstanding Checks-Undesignated: \$ (2,436.64)
Outstanding Deposits-Designated: \$ -
Outstanding Checks-Designated: \$ -

TOTAL BALANCE PER BANK, ADJUSTED: \$ 38,727.09

DIFFERENCE: \$ -

Appendix B: Communications

VP: Chandana Surlu

eNews: report from Khris Schaffner

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 Satff, 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: report from Chitra Ramalingam

I hope to make it a 'goto' place for Audubon family for any school related information and other important and fun stuff to connect and grow the Audubon community even further. I need to familiarize myself with other members and the process for a timely update of the homepage with necessary information and tools. I've some ideas to include weekly inspiring stories from the school community, inspiring thoughts for the day from teachers, gallery of previous events, and much more.

Directory: report from Claire Gajary

I have super-simplified my DB, very excited about trying it out. I called the office, they said to ask them for data 2nd week of school. We're getting updates from parents this year, none from the office. I practiced with last year's data and it took me about 2 days to get it into shape for e-mailing families for confirmation. This week I can re-enter these numbers into our DB. Aiming for the directory to be given to the printers on Oct 1st!

Back to School Packets: report from Beth Benincasa & Chandana Surlu

The Back to School packets were completed and given to teachers on the first day of school. Not everyone class got their packets on the first day and the fact that they were personalized were missed by at least 1 class!!

Additional Stuff:

1) The processing of the Volunteer Response Forms (from the Back to School Packets) have been handed over to the VPs Outreach. BoDs & Chairs, please contact Linda Lindsay for your volunteer lists. Please remember to delete these mails and files when your event is done. If your email account is compromised, we don't want email addresses being used inadvertently used by scam artists. Please DO NOT use the previous year's lists (you should not be in the possession of these lists by now!).

2) BoD's & Chairs: Please send your eNews items by end of day Friday every week and please have the complete information! We all do stuff at last minute, but, for a moment, look at it from the eNews editor's perspective. You are up against a deadline to send the eNews, the data is not complete, yet you know it has to go out this week. The burden of gathering of gathering data has now been unfairly put on the eNews editor because you started planning late. It tends to pile up and gets very stressful. Thanks for your understanding. We have a wonderful eNews editor and hope to keep her there for many years!!!

Appendix C: Fundraising
VPs: Zoe Li and Denise Ferguson

Fundraising at a glance

	2013-2014 Budget	As of Sept. 12. 2013	As of Dec. 31, 2013*
PTSA Donations	14,000	0	287.48
Corporate Matching	6,500	0	50.00
Volunteer Time Matching	2,000	0	3,264.00
BoxTops	500	0	285.00
Amazon	1,750	206.03	635.15
eScrip	2,000	278.03	702.19**
Audubon Family Dinner Nights	750	78.43	148.46
Photo Fundraiser	350	0	0
Jog-a-thon	17,500	0	4,506.00
Original Works	500	0	0
Jamba Juice(Other)	0	22.41	22.41
Everything Party (Other)	0	0	0
Smith Brothers (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, 2013.

**This amount should be in the PTSA account by June 2014.

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

This year membership cards will be emailed to members the day after they are entered in the database. Members will still have the opportunity to activate their card online in order to access discounts. Also, council payments and state/national payments are now separate and will be invoiced weekly (although the payment due dates remain the same as last year).

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

Current Labels for Education points: 7,421 (as of July 31, 2013)

Box Tops: Colleen submitted 950 box tops this summer from the spring 2013 classroom collections, which translates to \$95. There is now a balance of \$190 from the 2012-13 school year, so Audubon will be receiving a check for \$285 in mid-December. Audubon will receive another check in mid-April based on fall 2013 collections.

Plans for the 2013-14 school year: Colleen will deliver classroom collection bags to the teachers the first week of school with a note from her including details about the program and her contact info. A notice went out about Box Tops and Labels in the eNews prior to and at the beginning of the school year. As in previous years, Colleen will run a contest in

November right before Thanksgiving. In December 2013, she will submit what was collected from September to November. She will run another contest before spring break and then will make a final collection at the end of the school year. She will submit collections from December to June during the summer.

Box Tops sends a check in mid-December and mid-April. Labels points can be redeemed any time. She suggests we review the Labels balance and catalog in January and decide where and how to spend the points. Typically we spend points on programs which benefit all students, such as PE or Performing Arts.

Amazon

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

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

eScrip report: Andria Quarry, eScrip Chair

Andria Quarry is our new eScrip chair; she is taking over the program from Jorge Santos. She will be at the Back-to-School BBQ with her laptop to enroll new eScrip supporters or to assist in updating existing supporters' profiles as necessary.

Audubon Family Dinner Nights: Denise Ferguson, interim chair

The AFDN at Red Robin at Redmond Town Center on June 12, 2013 raised \$78.43. This money will go into the 2013-2014 budget, as the check was received in early September.

A back-to-school fundraiser was held at Yogurtland on Wednesday, Sept. 4 (the second day of school), which raised \$70.03.

We are still looking for someone to (co-)chair this position.

Jog-A-Thon: Chandana Surlu, Zoe Li, Denise Ferguson, co-chairs

No report at this time.

Original Works: Zoe Li and Denise Ferguson, co-chairs

Everything is scheduled with Original Works. The in-school art day will be on Wednesday, November 6.

Jamba Juice

We received one last check for \$22.41 from Jamba Juice from the proceeds of the program that ended on June 1, 2013. This will go into the 2013-2014 budget, as it was received in early September.

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.

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: Deb East

Emergency preparedness

Planning to update the EP board to display at the BBQ Friday and have a handout that explains all the ways the district communicates with families for emergency or weather related issues.

We usually wait until early October to update Emergency contact/class lists in the backpacks and EP storage, so that most of the Emergency cards will have been turned in and entered.

Next month we will also have a district EP meeting, an earthquake drill, and do EP backpack inventory.

Special Needs

Planning to meet liaisons from other communities to find out what other support resources we can share with families and teachers in our community.

In particular, I know that there are many parents with kids who have ADD that would like to form some kind of support group (that may also have a component of a parenting coach) to share information. I don't know what the parameters are for how much the PTSA can serve as a vehicle to help students with ADD and their families. Exploring what is possible. In addition, a new committee is forming in the district with parent volunteers representing specific disabilities, and I would like to fill the position for ADD.

Morning drop-off

Beyza Edgar organizes the afternoon volunteers, and I organize the morning crew. We both need 1-2 more volunteers to have a full "regular" crew (with everyone only having to do one day). We need a Tuesday morning and a Friday afternoon volunteer (though there could be some switching if we found a volunteer that was available a different day). Parents are learning the patterns and we're having fewer issues.

Staff appreciation

We had good reports on the teacher luncheon and the subs were great. The WELCOME Coffee was great and I had great feedback from Teachers and Staff. I've purchased gift cards and birthday cards for the year, and I talked to Alana Andersen about doing a bi-monthly event starting in October. I plan to purchase the cupcakes from "New York Cupcakes," they are individually packed and they have an awesome gourmet factor. :)

Student class photos/yearbook

Yearbook will kick off shortly as we start getting in contact with volunteers and getting them rolling.

Picture day is coming up on Oct 8th and then retake day is November 12th. We will be asking for volunteers soon for both. We are waiting for the back to school packets to be collected and then we will get volunteer names.

Appendix E: Events

VPs: Priya Satishbabu

The **Back to School Coffee** went exceptionally well!! Our new event chair Tammy did an excellent job in organizing the event. There were lots of new parents as well as returning ones. Thank you to all the board members and other PTSA people for being there.

Also this Friday is **Back to School BBQ**, from 5:30-7:30 pm. The PTSA board members are an important part of this event—welcoming new families, answering questions about PTSA programs. Please do come if you can (of course!) and wear your name tag id. As for event planning, we have El Maestro Del Taco - Food truck serving Burritos (\$4), Tacos(\$2)

and Quesadilla (\$5) . Art Docent chairs, are planning on having a (children) art activity for that night. The fourth graders will host desserts (fundraiser). Food, Music, Activity, Friends and Family - I think we are covered!

Appendix F: Outreach

VPs: Khris Schaffner and Linda Lindsay

No Report

Appendix G: Student Enrichment

VP: Kirsten Reddish

Art Docent

Art Docent is ramping up for a terrific year. Co-chairs Kari Tai, Heather Washburn, and Kelley Miller have organized an activity for the BBQ to give Art Docent greater visibility. Orientation for Art Docents is next Tuesday, Sept 17th.

Reflections

LWPTSA training for reflections is next Monday and our new chair Shoko MacDonald will be there. After that point, preparations for reflections 2013 will begin.

Appendix H: Extended Classes

Supriya Natu and Oisin Enfield

Enrollment for most classes opened Sept. 3 (first day of school), thanks to Chandana Surlu. A few others were added that weekend.

EC Proposals for Board consideration

Math class – This is a new after-school class for 5th graders and advanced 4th graders. Students will eventually be participating in Math competitions MRMI, Math Kangaroo, Math is Cool and Math Olympiad. Instructor Elly Sarwono has suggested PTSA pay the fees for these competitions. Per her email, Rockwell Elem has set aside about \$250 for each grade.

Choir class – Per Mrs. Hurst, this class may have 1 student in need of scholarship (\$85). While we are aware the PTSA does not support giving scholarships for extended classes, since the teacher has brought this up, we would like to know what the consensus is for this one instance.