

PTSA Board of Directors Meeting
 Agenda and Area Reports – January 16, 2014

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 December 18, 2013, Board of Directors Meeting
5 min	3. PRESIDENT’S REPORT AND ACTIONS – Yumna Green and Roy Captain <ul style="list-style-type: none"> • General business
15 min	4. TREASURER’S REPORT AND ACTIONS – Mindy Lincicome <i>Report and motions 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>No report</i> • Events, Priya Satishbabu <i>Report included as Appendix D</i> • Outreach, Khris Schaffner and Linda Lindsay <i>No report</i> • Student Enrichment, Kirsten Reddish <i>Report included as Appendix E – Discussion Topic</i>
3 min	
3 min	
3 min	
3 min	
15 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 <i>Report included in Student Enrichment</i>
3 min	
10 min	7. PRINCIPAL’S REPORT/FACULTY REPRESENTATIVE’S REPORT – Karen Belshaw
69 min	8. CLOSE OF MEETING

Yumna Green called the meeting to order at 6:38 pm

Motion to approve December minutes approved.

President's Report

Discuss issue with vendor for extended classes. Drama Kids has been contacting parents directly for marketing purposes. Drama Kids also provided an option for early registration and a discount without discussing with PTSA. Those parents were then not officially registered for the class and much complication resulted. Owner of the vendor company was notified and requested opportunity to apologize. This vendor has a good history with our school, so they were given the opportunity to meet with the Presidents and with the VPs for extended classes. Board decision on what to do next. Suggestion that we put them on probation, based on the fact that they have fully apologized and taken responsibility for what occurred.

In future, then registration forms should say that there are no payments directly to vendors. All payments come directly through PTSA, and we have no liability if payments are made to vendor.

The actions that the vendor took were approved by two other schools, adding to confusion.

Proposal that they should be on probation, so that even a minor infraction would cause termination. Additionally proposed that we look at other options before renewing them for next year.

Presidents will provide a formal response to the vendor. This response will be circulated in draft to the Board prior to sending to vendor.

Treasurer's Report: As in appendix A. Changes to the budget that are referenced in the appendix are highlighted in yellow in the budget report. Vote of the board to reallocated as specified in the appendix. Motion passes.

Note that there was a \$.06 discrepancy due to a bank error in processing a check.

Principal's Report

Levy and bond: School working to get school levy passed to alleviate overcrowding in schools and pay teacher salaries. Also pays for ongoing modernization of schools. Not permitted to discuss political issues during school time. Asking Board members to wear buttons, participate in postcard campaign. Postcards already addressed but requesting money from PTSA to pay for stamps. 444 postcards leading to \$146.52 in postage.

Next big campaign is a door hanger campaign. PTSA Council has volunteered that local PTSA should assist. Audubon staff happy to help with hanging 500 door hangers.

Flyers also available.

Treasurer recommends that we take money for postage out of contingency. Board agrees.

Discussion of success with Reflections program. See Appendix E for details.

Fundraising

Family Dinner Night: Pallino's very supportive, provided extra donations beyond what we earned from the Family Dinner Night. They have also said that they would be happy to participate again.

Labels and Box Tops for Education: Have request from Mrs. Denny. Should we go ahead and redeem points? Colleen Kroger suggested that there were things in the catalog that would benefit Art Docent of the PTSA office. Agreed that the

quality of Art Docent stuff not high enough. Things we have bought for Mrs. Denny in the past have worked out well. Decided to give Mrs. Denny her items.

Jog-a-Thon moved to Thursday the 24th instead of Friday, which is the Pioneer Farms trip.

Events

Questions about Read Across America: Can we distribute book marks that advertise an ice skating rink? Probably yes, will check with district.

Book Fair: If there is a little bit of profit from Book Fair, can we donate to a charity again? Yes, we can do that and we can decide in advance. Suggestion from the Board that Wendy Rice identify a reading-related charity.

Appendix A: Treasurer's Report Treasurer: Mindy Lincicome

Net YTD Cash In/(Out): -\$ 32,979.72

Cash In: \$ 79,765.68

Cash out: \$ 112,745.40

FY Beginning Cash Balance: \$ 88,731.09

Undesignated cash: \$ 14,226.66

Designated cash: \$ 74,504.43

FYTD Ending Cash Balance: \$ 55,751.37

Undesignated cash: \$ 32,049.53

Designated cash: \$ 23,701.84

Requested Motions:

- Per the motion at last month's meeting, we will be changing the smaller savings account to a checking account and linking it to Paypal.
- 1099 reports will be mailed out by the end of the month. These are reports of payments for service to the IRS and all vendors who were paid \$600 or more in the 2013 calendar year.
- The 1096 report (of all the 1099s sent out) is due to the IRS by the end of February. Our Corporate Renewal is also due in February.
- Revisions to the current 2013-2014 budget :
 1. Science Fair – increased from \$1000 to \$1400 (contingency dropped from \$2500 to \$2100)
 2. IXL – increased from \$2500 to \$2680 (contingency dropped from \$2100 to \$1920)
 3. Academic Enrichment – the Board voted to increase this line item by \$2500 (from \$5000 to \$7500) by reallocation from other line items in the budget.
Recommendation: move \$1800 from contingency (leaving \$120 in that line item) + \$200 from Morning Valet (leaving \$50 – no expected expenditures this year) + \$200 from Council Training fees (a new policy this year from WSPTA removed the registration fees from all required training) + \$300 from Legislative Assembly fees (this happened in October, no one from our unit attended). These are stop gap measures and not intended to be recommendations for the 2014-15 budget.

Detailed report of year-to-date activity:

AUDUBON PTSA - FINANCIAL STATEMENT DETAIL
For the Period of: July 1, 2013 thru January 13, 2014

(CASH OUT) / CASH IN

	ACTUAL IN	ACTUAL OUT	NET	BUDGET	\$'s REMAINING
Fundraising					
"Back To School" Donation Campaign	\$ 14,136.12	\$ -	\$ 14,136.12	\$ 14,000.00	\$ 136.12
Corporate Matching	\$ 743.74	\$ -	\$ 743.74	\$ 7,500.00	\$ (6,756.26)
Volunteer Hours Corporate Cash	\$ 3,264.00	\$ -	\$ 3,264.00	\$ 2,000.00	\$ 1,264.00
Box Tops & Soup Labels Program	\$ -	\$ -	\$ -	\$ 500.00	\$ (500.00)
Amazon Associates Program	\$ 987.24	\$ -	\$ 987.24	\$ 1,750.00	\$ (762.76)
E-Scrip program	\$ 983.32	\$ -	\$ 983.32	\$ 2,000.00	\$ (1,016.68)
Audubon Family Dinner Nights	\$ 148.46	\$ -	\$ 148.46	\$ 750.00	\$ (601.54)
Photo Fundraiser Service Agreement	\$ -	\$ -	\$ -	\$ 1,000.00	\$ (1,000.00)
Spring Jogathon	\$ 5,536.00	\$ -	\$ 5,536.00	\$ 17,500.00	\$ (11,964.00)
Original Works Income	\$ 4,662.09	\$ (3,121.88)	\$ 1,540.21	\$ 500.00	\$ 1,040.21
Other Fundraising Income	\$ 72.41	\$ -	\$ 72.41	\$ -	\$ 72.41
Operating Reserves	\$ -	\$ -	\$ -	\$ -	\$ -
Combined Misc. Fundraising Expenses	\$ -	\$ -	\$ -	\$ (300.00)	\$ 300.00
SUBTOTAL	\$ 30,533.38	\$ (3,121.88)	\$ 27,411.50	\$ 47,200.00	\$ (19,788.50)

Operations					
PTSA Membership Dues	\$ 6,465.00	\$ (4,599.94)	\$ 1,865.06	\$ 1,800.00	\$ 65.06
Interest Earnings	\$ 2.40	\$ -	\$ 2.40	\$ 10.00	\$ (7.60)
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	\$ -	\$ -	\$ -	\$ -	\$ -
Copy and workroom materials for school	\$ -	\$ -	\$ -	\$ (750.00)	\$ 750.00
Council Scholarship Assessment	\$ -	\$ (100.00)	\$ (100.00)	\$ (100.00)	\$ -
Council Training Fees	\$ -	\$ -	\$ -	\$ -	\$ -
Legislative Assembly Fees & Dues	\$ -	\$ -	\$ -	\$ -	\$ -
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	\$ -	\$ -	\$ -	\$ (400.00)	\$ 400.00
Supplies & Materials & Postage	\$ -	\$ (22.29)	\$ (22.29)	\$ (250.00)	\$ 227.71
LW PTSA Scholarship Basket	\$ -	\$ (153.04)	\$ (153.04)	\$ (150.00)	\$ (3.04)
WSPTA Annual Awards Ceremony	\$ -	\$ -	\$ -	\$ (200.00)	\$ 200.00
General Meeting expenses	\$ -	\$ (59.08)	\$ (59.08)	\$ (100.00)	\$ 40.92
Contingency - Operations	\$ -	\$ -	\$ -	\$ (200.00)	\$ 200.00
SUBTOTAL	\$ 6,467.40	\$ (5,342.35)	\$ 1,125.05	\$ (1,010.00)	\$ 2,135.05
Student Support/Enrichment/Education					
Extended Classes	\$ 42,327.80	\$ (40,897.71)	\$ 1,430.09	\$ 1,000.00	\$ 430.09
Assemblies	\$ -	\$ -	\$ -	\$ (500.00)	\$ 500.00
Classroom Enrichment	\$ -	\$ (2,935.51)	\$ (2,935.51)	\$ (15,000.00)	\$ 12,064.49
Academic Enrichment (EZ Grants)	\$ -	\$ (3,155.51)	\$ (3,155.51)	\$ (7,500.00)	\$ 4,344.49
Playground Designated Fund Contribution	\$ -	\$ -	\$ -	\$ (2,000.00)	\$ 2,000.00
5th Grade Level Learning Experience	\$ -	\$ (285.00)	\$ (285.00)	\$ (2,000.00)	\$ 1,715.00
4th Grade Level Learning Experience	\$ 300.00	\$ -	\$ 300.00	\$ (1,500.00)	\$ 1,800.00
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	\$ -	\$ (344.03)	\$ (344.03)	\$ (3,000.00)	\$ 2,655.97
PTSA Discretionary Scholarships/Assistance Fund	\$ -	\$ (68.00)	\$ (68.00)	\$ (500.00)	\$ 432.00
IXL Schoolwide Subscription	\$ -	\$ (2,680.00)	\$ (2,680.00)	\$ (2,680.00)	\$ -
Schoolwide Science Fair	\$ -	\$ (672.00)	\$ (672.00)	\$ (1,400.00)	\$ 728.00
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	\$ -	\$ (12.88)	\$ (12.88)	\$ (250.00)	\$ 237.12
Morning Valet Program	\$ -	\$ -	\$ -	\$ (50.00)	\$ 50.00
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	\$ -	\$ (182.82)	\$ (182.82)	\$ (250.00)	\$ 67.18
Contingency -- Student Support/Enrichment	\$ -	\$ -	\$ -	\$ (120.00)	\$ 120.00
SUBTOTAL	\$ 42,627.80	\$ (51,233.46)	\$ (8,605.66)	\$ (44,050.00)	\$ 35,444.34
Community/Volunteer Involvement & Education					
Family Night -- Skate King	\$ 120.00	\$ -	\$ 120.00	\$ -	\$ 120.00
Family Night -- Dance Event	\$ -	\$ -	\$ -	\$ 500.00	\$ (500.00)
Family Night -- Welcome Back BBQ	\$ -	\$ (150.00)	\$ (150.00)	\$ (750.00)	\$ 600.00
Family Night -- Ice Cream Social	\$ -	\$ -	\$ -	\$ (300.00)	\$ 300.00
Family Night -- Math/Game Nights	\$ -	\$ (51.86)	\$ (51.86)	\$ (100.00)	\$ 48.14
Family Night -- Puzzle Hunt	\$ -	\$ -	\$ -	\$ (250.00)	\$ 250.00
Yearbook	\$ 17.10	\$ -	\$ 17.10	\$ 500.00	\$ (482.90)
AE Staff Appreciation Food & Events	\$ -	\$ (808.79)	\$ (808.79)	\$ (2,000.00)	\$ 1,191.21
Helping Hands	\$ -	\$ -	\$ -	\$ (50.00)	\$ 50.00
PTSA Info Fair @ Welcome Back BBQ	\$ -	\$ (96.58)	\$ (96.58)	\$ (100.00)	\$ 3.42
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	\$ -	\$ (49.67)	\$ (49.67)	\$ (300.00)	\$ 250.33
SUBTOTAL	\$ 137.10	\$ (1,156.90)	\$ (1,019.80)	\$ (3,225.00)	\$ 2,205.20
Parent Involvement/Education					
Distribution List Service	\$ -	\$ -	\$ -	\$ (200.00)	\$ 200.00
First Week Packet	\$ -	\$ (447.73)	\$ (447.73)	\$ (500.00)	\$ 52.27
Owl Outreach	\$ -	\$ (141.24)	\$ (141.24)	\$ (200.00)	\$ 58.76
PTSA Welcome Coffee	\$ -	\$ (137.80)	\$ (137.80)	\$ (150.00)	\$ 12.20
PTSA-AE Student Directory Production	\$ -	\$ (361.45)	\$ (361.45)	\$ (500.00)	\$ 138.55
Web Hosting/Domain Registration	\$ -	\$ -	\$ -	\$ (500.00)	\$ 500.00
Contingency -- Parent Involvement	\$ -	\$ -	\$ -	\$ (200.00)	\$ 200.00
SUBTOTAL	\$ -	\$ (1,088.22)	\$ (1,088.22)	\$ (2,250.00)	\$ 1,161.78
GRAND TOTAL UNDESIGNATED CASH FLOWS	\$ 79,765.68	\$ (61,942.81)	\$ 17,822.87	\$ (3,335.00)	\$ 21,157.87

UNDESIGNATED CASH START OF YEAR: \$ 14,226.66
CHANGE IN UNDESIGNATED CASH: \$ 17,822.87
UNDESIGNATED CASH END OF PERIOD: \$ 32,049.53

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	ACTUAL IN	ACTUAL OUT	NET	BEGIN BAL	END BAL
Designated Funds					\$ -
Library Non-Fiction Upgrade (12/31/2013)	\$ -	\$ (302.59)	\$ (302.59)	\$ 329.43	\$ 26.84
FY13 Playground Equipment	\$ -	\$ (50,500.00)	\$ (50,500.00)	\$ 60,000.00	\$ 9,500.00
SUBTOTAL	\$ -	\$ (50,802.59)	\$ (50,802.59)	\$ 60,329.43	\$ 9,526.84
Operating Reserve					
Operating Reserve	\$ -	\$ -	\$ -	\$ 14,175.00	\$ 14,175.00
SUBTOTAL	\$ -	\$ -	\$ -	\$ 14,175.00	\$ 14,175.00
ND TOTAL DESIGNATED CASH FLOWS/BALANCES	\$ -	\$ (50,802.59)	\$ (50,802.59)	\$ 74,504.43	\$ 23,701.84

TOAL CASH END OF REPORTING PERIOD: \$ 55,751.37

DDA Acct \$ 44,504.55
MRS 9407 \$ 1,000.05
MRS 1407 \$ 14,175.27

TOTAL BALANCE PER BANK: \$ 59,679.87

Outstanding Deposits-Undesignated: \$ -
Outstanding Checks-Undesignated: \$ (3,928.50)
Outstanding Deposits-Designated: \$ -
Outstanding Checks-Designated: \$ -

TOTAL BALANCE PER BANK, ADJUSTED: \$ 55,751.37

DIFFERENCE: \$ -

Appendix B: Communications

VP: Chandana Surlu

Still waiting for the parent email list from Kathy.

eNews from the chair Khris Schaffner:

Sending eNews every Sunday. Our readership is up over all and the percentage reading is up, too.

Reader board from Claire Gajary:

I made the earth-shattering change of moving the sign letters from Tony's office to the supply room near Joan's desk.

Appendix C: Fundraising

VPs: Zoe Li and Denise Ferguson

Fundraising at a glance

	2013-2014 Budget	As of Jan. 16, 2014	As of June 30, 2014*
PTSA Donations	14,000	14,136.12	14,136.12
Corporate Matching	6,500	743.74	4,968.74
Volunteer Time Matching	2,000	3,264	3,995.00
BoxTops	500	0	292.50
Amazon	1,750	987.24	1,381.05
eScrip	2,000	983.32	1,335.38
Audubon Family Dinner Nights	750	148.46	239.46
Photo Fundraiser	350	0	0
Jog-a-thon	17,500	5,536	5,661
Original Works	500	0	1540.21
Everything Party (Other)	0	0	0
Smith Brothers (Other)	0	0	0
Fundraising Expenses	(300)	(7.63)	(0)
Jog-a-thon Expenses	(1,000)	(0)	(0)

* This should be in the PTSA account by June 30, 2014.

PTSA Donations & Corporate Matching

Volunteer Time Matching

Audubon PTSA receives \$17 for every hour Microsoft employees volunteer and \$10 for every hour Boeing employees volunteer. A minimum of 4 hours must be accumulated before Microsoft will generate the first check to Audubon PTSA. (Please note the decrease in minimum hours for Microsoft volunteers from 10 to 4 hours.) **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

Nothing new to report.

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

Labels for Education points: 10,896 (As of January 2014. This includes the recent deposit of 1,100 from the fall 2013 collection.)
Box Tops: 3,200 = \$320 Box Tops from fall. We received a check for \$292.50 in December 2013. The Box Tops submitted over winter break will be paid in the spring 2014 check.

The fall 2013 collection and November contest were a huge success. Mrs. Jensen's class won. There is a graph on the PTSA bulletin board across from the office. All Box Tops and Labels collected in the fall were submitted over winter break.

Labels for Education: We last redeemed points in November 2012; we redeemed 25,250 points on supplies for physical education. Ms. Denney has recently requested more orange pylon cones. She would like to get 12-16 sets of the same cones as last year. The cones Audubon received through the Labels for Education program last year have been great. She would also like some more cupstack sets, if those are available.

Here are the points for the items requested:

Orange Pylon Cones (set of 4): 1,750 points. Ms. Denney would like 12-16 cones (1,750 x 4 = 7,000 points). We have enough points to meet this request (I would have Ms. Denney confirm they are the correct cones before ordering)

Cupstack Sets: 1,250 points. Two sets @1,250 = 2,500 points.

Total # of points used for PE equipment: 9,500.

Or we could continue to save up points for a bigger purchase. Because the entire school contributes, it would be considerate and fair to use points for items which benefit the entire school, such as for physical education, performing arts, or library. There also items in the catalog which may benefit the PTSA office or Art Docent programs.

Amazon

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

eScrip report: Andria Quarry, eScrip Chair

Nothing new to report.

Audubon Family Dinner Nights: Denise Ferguson, chair

Our January AFDN was held on Tuesday, January 14, at Spice Route in Bellevue. A final tally is forthcoming.

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

The Jogathon Kickoff assembly will be on Tuesday April 1st at 8:45am.

The Jogathon will be on Thursday April 24th. The running slots are as follows:

9:00 - 9:30 2 & 3 students are outside (they run from 9:05-9:25)

9:40 - 10:10 K & 1 students are outside (they run from 9:45-10:05)

10:30 - 11:00 4 & 5 students are outside (they run from 10:35-10:55)

EverythingParty (Other)

EverythingParty will donate 10% of each check to Audubon PTSA. Simply notify the clerk that you are with Audubon before checking out.

Smith Brothers (Other)

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: Events VP: Priya Satishbabu

Sock Hop:

Janine Sullivan and Raquel McJunkin will be chairing it once again this year. However, this is Raquel's last year co-chairing the event. We are so grateful to her, for 8 years of hard work and support, particularly for this event.

Most of the setup will be similar to last years, with novelty sales happening two days before the dance (just as last year). We are having the same DJ this year. Raquel has sent out the volunteer requests, so now it's just getting the slots filled. We're needing fewer volunteers this year due to our food vendors' needs (which is a huge bonus). Novelty items have been purchased, balloons have been ordered.....everything is going as it should.

Also, if anyone has a little bistro table and chairs please let the photography area borrow for the evening.

Coming up in February, we have Skate King chaired by Monica Negrila and Science Fair chaired by Kirsten Reddish.

Science Fair:

Science Fair prep is going well, the committee has begun meeting, and we are all set for the science fair kickoff assembly, produced by the Pacific Science Center. Tables have been ordered, though as usual there were not enough—but Joan is working hard figuring out some ways to get more from other schools. The next month will be busy, getting volunteers signed up, boards distributed, certificates finished, etc. Volunteer signups will go out shortly—Kirsten plans to delegate a lot more this year. Thanks to Kathy's hard work last year we have a very organized outline to work from, so that helps a lot. In response to many inquiries about the Arts & Sciences room, Kirsten plans to allow teachers an option to use the room to store boards if they cannot fit them in their classrooms, but we will not be reserving the whole room for this purpose. We will do our best to stack the boards in an out-of-the-way location. Hopefully, it will not be much of a hindrance for the Art Docents. If you have any comments or suggestions (or volunteers!!), please let Kirsten Reddish know.

Appendix E: Student Enrichment VP: Kirsten Reddish

Reflections

We had 37 students who participated, 39 submissions. Out of those entries, 21 were selected to advance to the district level. And out of those, we have 3 entries, Milana Veera (Film - Primary), Madhumitha Satishbabu (Literature - Primary) and Nicola Tzenov

(Photography - Primary) moving on to the state level! It is VERY difficult to advance to the state level. I'm so glad 3 entries from Audubon Elementary are advancing, which is the most of all the elementary schools in LWSD...! I will also have it announced at school soon.

Extended classes

Drama Kids contract violations:

- Without our knowledge, they took deposits at the end of last school year from some students enrolled in drama class at the time. It was only after we had finalized our terms for this session and opened up enrollments that we were informed of these deposits. As a result of taking these deposits without our knowledge and the seeming miscommunications with parents of these kids, there was considerable confusion about who was enrolled in class and who was not. Our contract states "Audubon PTSA will provide the independent contractor with a list of the enrolled students, parents' names and contacts by the first day of class". This implies enrollments run thru the PTSA, we collect the fees from our student community and pass them on to Drama Kids.
- One parent has complained that they used the contact information we provided (class roster) to contact them for issues other than the session it pertained to. Our contract states "The Independent Contractor will use this list solely for emergencies and feedback purposes and will not use this for advertising their services or soliciting".

We feel that such violations are sufficient ground for suspension and communicated this to them in Dec. 2013. Their director Lisa Loomis replied back apologizing profusely and requested a meeting to make the case for continuing their class. Presidents are scheduled to meet with her Tuesday Jan. 14 and will report back to the board at the meeting with their findings.