

## PTSA Board of Directors Meeting

September 10, 2009

Minutes

### I. Call to Order

The first Audubon PTSA Board of Directors' meeting for the 2009-2010 school year was called to order at 6:40pm in the Arts & Sciences room at Audubon Elementary by President Roy Captain.

Eleven voting members were present; fifteen people attended the meeting (sign-in sheet on file).

### II. Opening Business

Secretary Mindy Lincicome submitted a report (Appendix A) detailing some procedural notes for future meetings.

President Roy Captain thanked the BOD for their participation and presence at the Welcome coffees and Back-to-School BBQ. He also reminded the BOD of the upcoming PTSA General Meeting at 7pm on Sept. 17, 2009 (immediately following the first Curriculum Night).

4 motions were considered:

**MOTION: Audubon PTSA approves the appointment of Shelby Maier as Standing Chair for Owl Outreach and Steph Weeks as Standing Chair of Ways & Means with voting rights as members of the Audubon PTSA BOD.**

*Proposed by Mindy Lincicome, seconded by Kym Lukosky, passed 11-0.*

**MOTION: Audubon PTSA approves the appointment of two Members-at-Large to the Audubon PTSA Board: Julie Haase representing Extended Classes and Byron Shutz representing Legislative Advocacy.**

*Proposed by Mindy Lincicome, seconded by Shelby Maier, passed 11-0.*

**MOTION: Audubon PTSA will purchase 5 easels for new classrooms at a total cost of \$982.93. (contingency funds used)**

*Proposed by Judy East, seconded by Kym Lukosky, passed 11-0.*

**MOTION: Audubon PTSA will pay \$116.82 to LWSD to cover the outstanding shortfall for the Greenhouse Project. (contingency funds used)**

*Proposed by Linda Hall, seconded by Steph Weeks, passed 11-0.*

Note from discussion: Erin Christianson will be replacing Susanna Stutzman as the teacher in charge of the Greenhouse Project.

Treasurer Linda Hall presented the FY2009 Year End Financial report and the proposed Revised 2009-2010 Audubon PTSA Budget.

**MOTION: The Audubon BOD accepts the report of the Financial Review Committee and approves the FY2009 Year End Treasurer's report.**

*Proposed by Linda Hall, seconded by Kym Lukosky, passed 11-0.*

Treasurer Linda Hall presented changes to the previously approved 2009-2010 Audubon PTSA budget (Appendix B). Discussion about these changes followed.

**MOTION: The Audubon BOD approves the recommendations of the Budget Review Committee and recommends the General Membership adopt the amended 2009-2010 Budget for Audubon PTSA.**

*Proposed by Linda Hall, seconded by Claire Gajary, passed 11-0.*

### III. Area reports and actions

Communications: VPs Sue Shutz and Claire Gajary submitted a report (Appendix C). Additional information included thanking Steph Weeks and her team for an excellent job on the First Week Packets and an announcement that the database of volunteers is ready and will have complete information ready for distribution to area leaders in about 2 weeks.

Fundraising: VP Erik Christofferson submitted a report (Appendix D).

School Services: VP Kym Lukosky submitted a report (Appendix E).

Events: VP Ruti Cohenca submitted a report (Appendix F) and repeated thanks for all the volunteer support at the first events of the school year.

Student Enrichment: VP Pierre-Henri Frevol submitted a report (Appendix G).

Owl Outreach: Chair Shelby Maier will make the list of grade-level contacts available to everyone.

Ways & Means: Chair Steph Weeks distributed copies of the EZ Grant Guidelines, application and relevant due dates for the inaugural year of this program. This information will be posted to the Audubon website. The first grant-award cycle will be in late Oct-early Nov. A second round is scheduled for Feb-Mar 2010. A third round will be considered if there are still available funds in the spring.

Standing Rules: President Judy East presented the changes the Standing Rules Review Committee is recommending to the General Membership.

**MOTION: Audubon PTSA BOD approves the recommendations of the Standing Rules Committee (with modifications) and recommends the General Membership adopt the 2009-2010 Standing Rules.**

*Proposed by Mindy Lincicome, seconded by Erik Christofferson, passed 11-0.*

Nominating Committee: President Roy Captain asked BOD members to be thinking of potential candidates to serve on the Nominating Committee for next year's officers. A five-member Nominating Committee will need to be proposed at the October Board Meeting.

IV. Principal and Faculty reports

Principal Karen Dickens shared some important information with the Board:

- Thanks to PTSA for the support as school started
- WASL scores were received and distributed; staff is discussing a K-6 focus on collaborative efforts to make sure students are well-prepared by 3<sup>rd</sup>-6<sup>th</sup> grade testing times
- Many new staff added in last couple of weeks; total enrollment stands at about 514 students (up approx. 65 students from 2008-09)
- There will be two new bulletin boards installed in the hallways near the gym.
- The two buses are very crowded; please encourage families to have students ride the buses Sept 28-Oct 2 as that is when official counts are taken for federal funding

Teachers Erin Christianson (3<sup>rd</sup> grade) and Jodi Wilhelm (3<sup>rd</sup> grade) are this year's Faculty Reps to the Audubon PTSA BOD.

V. Close of Meeting

President Roy Captain announced that the next Board of Directors meeting will be Thursday, Oct. 22, 2009 at 6:30pm.

The meeting was closed at 8:10pm.

## **APPENDIX A – Secretary’s Report**

*Secretary: Mindy Lincicome*

Some changes in Standard Operating Procedure...all in accordance with State PTSA guidelines for division of responsibilities

- No tape recorder, releases obligation from making recordings available
- Motions in writing (forms provided and pre-printed ahead of time if motion is submitted in report!) with signatures from proposer and second.
- All are welcome at BOD meetings, but only elected BOD members and entitled Standing Chairs have vote on matters; visitors may be invited to contribute to discussion but do not have vote. In any split votes, count will be recorded. There are 11 voting Executive Committee members. With tonight’s motion to designate two Standing Committee Chairs entitled to vote, total votes on the Board of Directors number 13.
- Secretary will collect all reports 1 week prior to BOD meeting and publish agenda and reports 3 days prior to meeting (Monday before Thurs mtng). BOD members will review agenda and reports prior to meeting and come with questions prepared. Unapproved minutes will be distributed w/in one week following meeting, and published to website upon approval at next month’s meeting
- Secretary will serve as “timekeeper” and may suggest tabling a matter for later discussion and decision if issues arrive that exceed original scope.

## **APPENDIX B – Treasurer’s Report**

*Treasurer: Linda Hall*

**Motion:** *The BOD accepts the report of the Financial Review Committee and approves the FY2009 Year End Treasurer’s report.*

**Background:** FY2009 Financial Review Committee report, FY2009 Year End Treasurer’s Report, and FY2009 Year End Financial Records are included with this agenda.

**Motion:** *The BOD approves the recommendations of the Budget Review Committee and recommends the General Membership adopt the amended 2009-2010 Budget for Audubon Elementary PTSA.*

**Background and Notes:** On September 3, the budget committee consisting of Erik and Stacy Christofferson, Judy East, Roy Captain and Linda Hall met to review potential budget adjustments. Via e-mail, Linda requested the board to provide budget modification requests. Judy reached out personally to specific people who had mentioned potential September changes during the adoption of the current budget. The end of year survey was reviewed as well.

Modified budget attached with changes to the highlighted yellow sections.

The committee proposes the following budget adjustments:

**1. 6th Grade Outdoor Education Field Trip:**

a. Create a fundraising category for the 6th Grade Outdoor Education program and project \$2,000 in revenue. With this budget addition, the PTSA needs to clearly cosponsor the fundraising activities that are designed to offset the costs of the 6th grade outdoor education field trip (total cost estimated at \$8600/approx. \$140 per student). The Outdoor Education fundraising activities chaired by a 6th grade parent would fall under the fundraising VPs. The money would be deposited into the PTSA account.

b. Add a corresponding \$2,000 to the Field Trips line item that will be designated for the 6th grade outdoor ed field trip. This contribution will reflect the PTSA commitment to this program regardless of the funds raised via the Outdoor Education fundraising. If fundraising goals significantly exceed projects, the board may choose to recommend a budget adjustment during the spring to reflect those increases.

c. Add an additional \$300 to the discretionary field trip scholarships to help cover child-specific scholarship needs attributed to the 6th grade outdoor education field trip. This came up as a need late last year and got covered by other parents.

**2. 6th Grade Recognition:** Add a \$250 line item called "6th Grade Recognition Ceremony" which will serve to reimburse some of the costs associated with the end of year 6th grade recognition ceremony. This budget has existed in the PTSA budget in years past, and the committee recommends reinstating it.

**3. Extended Classes:** Reduced revenue by \$1,000 to better reflect what might be achievable in terms of revenue greater than expenses (\$1,000 versus prior budget's \$2,000)

**4. First Week Packets:** Increase the first week packet budget from \$980 to \$1200 to reflect this year's actual costs.

**5. Classroom Enrichment Programs:** Budget note language modified to reflect a "per classroom" versus "per staff" allocation

**6. Welcome Back BBQ:** Reduce expenses by \$300 to reflect anticipated actuals. This helps offset some of the increases previously mentioned.

**7. Academic Education Programs:**

a. Pull Field Trips out of the combined Academic Education Program line item and fund it as its own line item -- Add \$2,000 for the 2010 6th Grade Outdoor Education field trip as described above. *(In June 2009, out of the 2008-09 budget, the PTSA granted \$3,500 for 2009-2010 field trips; therefore, additional funds were not added for K-5 field trips. The best way for the PTSA to support field trips in the coming year is expected to be an ongoing conversation this year and is expected to be reflected in 2010-2011 budgeting process.)*

b. Academic Education Programs: Note: In June 2009, the PTSA provided AE a \$1200 grant for 2009-2010 assemblies.

i. modify balance to reflect \$2365 for first semester and \$3365 for second semester to be allocated via EZ Grant Requests recommended by the

Ways and Means Committee. The weighting of funds toward second semester allows the board time to assess year to date revenue before committing the full amount.

ii. allocate \$15,000 from the prior years' surplus funds to be distributed via EZ Grant Requests as reviewed and recommended by the Ways and Means Committee. At start of this school year, the PTSA has \$40,000 in total cash available without restrictions (broken out in chart below). Given that Ways and Means and EZ Grants are a new system/process, the budget committee felt it would be prudent to allocate only a portion of the cash available.

### **APPENDIX C – Communications**

*VPs: Sue Shutz & Claire Gajary*

#### **Website:**

- Office live is starting to charge for domain names. Our domain name ([audubonpta.org](http://audubonpta.org)) will **expire 8/21/2010**. The price is **14.95**.
- Unique visits to the website peaked a almost 100 last week, with extended classes driving that peak.
- The last eNews was sent to 547 contacts.

#### **First Week Packet report**

- 550 packets were created this year. Total cost was over budget slightly: \$934.86 + supply costs from Joan (I do not have the exact number, but it was around \$200). Next year's budget should be adjusted to reflect the increase in cost.
- We used Swifty Printing for the two biggest jobs (they were amazing!). The rest of the copying was done at Steph Weeks' home.
- Highest price item was the Emergency Cards because they were in color and on heavier cardstock. If we kept the piece next year, but just printed in b/w, we'd be under budget.
- It would be valuable to re-evaluate the FWP for next year. A new chairperson is needed for next year.
- Volunteer time for packet assembly was extensive this year. We had 14 volunteers. Special thanks to Claire for redesigning & updating the db and Kym Lukosky (+ kids), Tajee Pugh, and Judy Powell for putting in up to 8 hours of volunteer time.

### **APPENDIX D – Fundraising**

*VPs: Erik & Stacy Christofferson*

*Note: This first report is strictly from Erik and Stacy, as we didn't want to burden our chairpeople early. Future reports will include inputs from all the area chairpersons.*

#### **Membership**

Khris Schaffner is our Membership Chairperson. We're still reviewing the Membership packet from State to verify all the changes from 2008-09 school year. The membership drive is in full swing right now and will continue through the end of September. So far we have roughly 75 responses, most are affirmative. We have 514 registered students so our 100% membership goal will be 514. Critical administrative dates include: Oct. 25th (initial payment), January 25th (2nd payment), May 25th (Final payment). State dues are based on the number of members we have registered at the time we generate the invoice for these payment dates. Membership awards are also based on the same data and timing. Membership incentives (for those who like recognition) - Level 1 (Bronze) - 50% of last year's enrollment by September 30th, Level 2 (Silver) - 5% increase in previous year's membership enrolled and paid by October 25th, and Level 3 (Gold) - 10% increase from previous year's membership by Jan 25th, and Level 4 (Platinum) 20% increase from previous year's membership by March 30th. With the additional students we should be able to make Level 3, and hopefully Level 4. We were Gold last year.

### **No Frills & Corporate Matching**

No Frills campaign has begun and will run through October 1st. Response so far looks promising. There have been numerous responses that employers will match, so we're going to follow up individually with folks that "checked the box". Tony East has agreed to put together a short electronic tutorial for Microsoft employees outlining the "how to" of online matching request forms. We're looking to get that put together in the next week.

### **PACE**

Our PACE campaign will run October 15th - October 29th. Nancy Low is our Chairperson and has outlined a fabulous campaign.

### **e-Scrip**

The 10% Back to Schools program runs now through September 15th. For every qualifying item purchased, Audubon PTSA receives 10% of the purchase price in contributions. Last year the 10% program netted \$300 for Audubon PTSA. We're setting the goal to \$500, and hopefully through Sue's e-News awareness campaigns we'll achieve this goal.

### **MS Volunteer Hours**

We received a payment for volunteer hours, and will confirm their source by the end of September. Speculation is the check (which we received in August) is for the hours submitted by MS employees in June. Audubon PTSA receives \$17 for every hour MS employees volunteer. A minimum of 10 hours must be accumulated before MS will generate a check. MS employees can log their volunteer hours online through their MS intranet. Please encourage all the MS employees you know that support PTSA to log their hours. Last year we received over \$2,000 in MS volunteer hours alone.

### **GL Scrip**

Mindy Lincicome is our chairperson for this. She's looking into the online ordering process with a few of last year's participants to see if we can promote this over the holidays and increase our income from this program.

### **Box Tops & Soup Labels**

Kim Brown is our chairperson this year. Kim is a big supporter of the Box Tops & Soup Labels. She's just starting to get up to speed on this program, so we should have something to report for next BOD meeting.

### **Jog/Walk-a-thon**

This fundraiser is slated for April. Erik has been coordinating with Scott Lowery in the past few weeks. He's working to bring Radio Disney onsite for a little rock-n-roll while the kids stroll. We met the Presidents of Bennett PTA at the BBQ and were invited to their Walk-a-thon scheduled for Friday September 18th. We will attend and observe to see what we can learn and implement ourselves. They informed us their net income is roughly \$20K from their Walk-a-thon.

## **APPENDIX E – School Services**

*VP: Kym Lukosky*

**Assembly:** Judy suggested this would be better served under Ways and Means Committee. So I am gathering the information to hand off to that committee this weekend. Merryl confirmed that the budget would be \$3000 this year. (of which \$1200 is from the PTA) There was concern last year that this budget could get cut – so we are happy it remains. I had asked, but have not heard if there is a teacher committee assigned for this year.

**Yearbook:** Deb and I are going to meet with the 6<sup>th</sup> Grade Teachers to figure out a game plan for having the 6<sup>th</sup> graders do the yearbook this year. Deb will be the advisor.

**Hearing and Vision:** I do not have a date yet for this but Beth is getting it from the school nurse. Then I will begin the scramble for volunteers.

**Staff Appreciation:** Apples and bottled water were distributed to the teachers for the “welcome back” and the volunteer list is being built to continue our wonderful monthly tradition of serving the teachers lunch.

**Morning Valet:** Is still looking for volunteers.

**Emergency Prep:** Lisa Collier is resigning the position effective end of September after she ties up a few loose ends. She will be handing off the Chairmanship to Ariel Sobelman.

## **APPENDIX F – Events**

*VP: Ruti Cohenca*

**Back to school BBO report (9/4/09)-**

Wow, who thought the event will turn wet. The day was so beautiful and sunny and I thought what could be better than this weather. But the event went great. People came and enjoyed the food, great music, and community. Thanks the board for all your help and managing fast the moving from the wet side to the cover area and the gym.

- Attendance- Although the weather, there was high attendance. They enjoyed the music, the PTSA board tables, the face painting, food, map table and the friendly faces.
- Food- Carolina Smoke- The guys (2) got on time and were ready to serve the food by the people came. I got good feedback about the food. We ran out of food so next time we should order more. We had loads left over last year so despite the rain and Labor Day weekend we had plenty of people at the event, even more than last year. The band ended up redeeming 10 meals for a total of \$100 or less (the kids didn't get the combo meals) There was only Mac and cheese left! The lines were long but not too much, I spontaneously create two lines since there were two tables serving, one with pork and one with the beef. We couldn't find good place to put the food signs. The food form, looked great and help running the line. Next year we have to find out how to write it in an easy way to the second language people.
- Drinks/bake sale/ water station/front of school signs: The scout troops were amazing. They worked so hard. The bake table was so beautiful, so many choices us in bakery store.
- Popcorn Machine- As usual was a big hit. None stop line. 6<sup>th</sup>, 7<sup>th</sup> grade manage it, also some younger kid.
- Face painting/tattoo- We had 3 adults great artist who help run this table with some teenagers. The children had the chance to have face painting and tattoo. There were cute faces and smiles.
- Money- There was \$320 cash for the 4 cash boxes (2 for the catering, 1 for bake sale and 1 for soda sale). The bake and soda cost 50 cents each unless the soda included in the combo meal. Combo dinner cost \$10 which includes entrée and 2 sides & drink. A la carte cost \$5 dollars which include one entrée. Overall I estimate we got \$2,800, \$200 for the bake/soda and \$2,600 from the catering.
- Map table- Very fun table with the map and tag names.
- Music- the music was fantastic. "Carpool Tunnel" band- were amazing. Nice songs, nice people and the children dancing. For free! What else can we ask? Hopefully we will have them next year.
- Set up and clean up- went fast with enthusiastic and hard work with some 6<sup>th</sup> and 7<sup>th</sup> graders, the boards and volunteers.

The volunteers were amazing. The night was amazing. Great staff and teacher turn out. Cozy under the cover. Thanks a bunch.

### **Welcome Coffee/Tea event (9/1-2/09)**

The event runs smoothly without many new faces and languages. The first day there was significantly more participant than the second day. We served fruits, muffins, donuts with coffee/tea and water. The parents look to be comfortable and pleased to have people who can orient them in any school matter and even farther. Thanks to all board who makes them fill part of the community and help throughout the event. The home beautiful grown flowers and the table clothes made the room so cozy.

## **APPENDIX G – Student Enrichment**

*VP: Pierre Frevol*

### **Reflections** (Victoria Clarke and Alison McElroy)

Reflections is due to launch later this month with the closing deadline October 30th.

Alison McElroy and Victoria Clarke will present to the teachers at their Wednesday morning meeting (date TBA) and then follow-up with a presentation to every class. All the information will be made available on the PTSA website, in the online newsletter and in the Library (in paper form).

**Budget:** Spending to date (on ribbons and trophies) is on target at \$119 of the total budget \$350.

### **Drama Residency** (Victoria Clarke)

Drama for 4th-6th grade is the week starting December 7th with each class receiving two 45 minute sessions with a teacher from SecondStoryRep (SSR). The Spring drama program for K-3rd has not yet been finalized.

The proposed theme for the 4th-6th grade classes is Greek Drama. The theme had been discussed with teachers already. Victoria has canvassed the 4th-6th grade teachers for suggestions of particular myths/legends they might want to cover.

**Budget:** We are trying to schedule those classes with more than 25 students onto 2 specific days so that we can have an assistant on just those days and reduce the cost of the program by \$150. The 4th-6th grade part of the program will be well within the \$2,375 budget. Even if the K-3rd grade DR may go slightly over budget, overall Drama Residency program should remain under or at budget by the end of the year.

### **Art Docent** (Martha Rames and Maxine Pippin)

The Focus for now is to recruit parents. As of Sept 2nd, we have 10 docents from last year who have contacted Martha to volunteer again! With 22 teachers this year, this seems a very good start.