

## **Audubon PTSA Board of Directors Meeting**

*November 12, 2009*

### **Minutes**

#### **I. Call to Order**

The meeting of the Audubon PTSA Board of Directors was called to order at 6:40pm in the Arts and Sciences room by Co-President Roy Captain.

There were 11 voting members present; 15 people attended the meeting (sign-in sheet on file).

#### **II. Opening Business**

The minutes of the September 17, 2009, General meeting were approved as submitted.

The minutes of the October 8, 2009, Board of Directors meeting were approved as submitted.

The names of Martha Rames, Cassandra Douglas, and Raquel McJunkin were introduced as proposed members of the 2009-2010 Nominating Committee. These names will be presented at the General Meeting on Nov. 19, 2009, for approval by the entire membership. Current Board members were encouraged to contact the Nominating Committee directly with suggestions of candidates for next year's board positions.

The Owl Outreach committee leadership met with grade-level ambassadors today (Nov. 12) and will be solidifying roles and responsibilities. They will also be working to make connections between teachers and the ambassadors.

Roy Captain and Judy East reported that at recent district PTSA gatherings, other schools' PTSA leaders are looking to Audubon PTSA programs for positive examples...a great encouragement to keep up the good work!

#### **III. Area Reports and Actions**

Treasurer Linda Hall submitted the current financial reports (see Appendix A and attached spreadsheets). She reported that Audubon PTSA can still file the 990EZ form as the IRS raised the cash limits requiring non-profits to file the regular 990 form. This will save the PTSA the cost of hiring an accountant to complete the full form. Also, all of the Book Fair funds (income and expenses) will run through the PTSA books this year.

Communications: VPs Claire Gajary and Sue Shutz submitted a report (see Appendix B).

Fundraising: VPs Erik and Stacy Christofferson submitted a report (see Appendix C).

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

Events: VP Ruti Cohenca submitted a report (see Appendix E). Additionally, Ruti raised the concern of finding enough volunteers to staff events. Evening events seem to be particularly difficult to staff. Suggestions were made for publicizing needs and recruiting more volunteers.

Student Enrichment: VP Pierre-Henri Frevol had nothing to report.

Ways & Means: Chairperson Steph Weeks presented the Committee's recommendations for EZ grants for the Audubon community (see Appendix F). She explained that there were some applications that were denied (ideas needed district approval, could've been funded through alternate programs, etc.), and that the committee is working with these applicants to potentially revise and resubmit their applications. The committee is also looking for ways to encourage "big" ideas and cooperative efforts in EZ grant applications. Linda Hall complemented Steph Weeks on the organization and leadership she has provided in getting this process established.

President Judy East proposed that the Audubon PTSA Board of Directors approve the EZ grants as recommended by the Ways & Means Committee for a total allocation of \$8251.65. The motion was seconded and passed unanimously.

#### IV. Principal and Faculty Reports

Principal Karen Dickens shared that report cards were going out in the coming week, and that the staff was revising the Continuing Improvement Plan to set goals based on WASL and DIBL scores..

She reported that the Lost & Found pile was growing too fast and for too long, and that staff has decided that it will be emptied and donated four times during the year. There is a need for volunteers who are willing to box up the unclaimed items and donate them after each General membership meeting.

The upcoming school levy vote will be an important focus for the school committee in February. Tom Anderson is the coordinator for volunteers at Audubon, and it would be appreciated if Board members could participate in the voter-education calls for renewing the school levies.

Faculty representatives Jodi Wilhelm and Erin Christianson reported on the recent popularity of a Running Club that was started after school. Eighty-five students participated enthusiastically. The possibility of a 5K fundraiser or supporting students who want to run in the Seattle Kids Marathon was discussed.

Also, the 3<sup>rd</sup> grade classes will be sponsoring a school-wide food drive in the coming week. Donations will be given to Hopelink.

## V. Close of Meeting

The next Board meeting will be held December 10, 2009 at 6:30pm in the Arts & Sciences room.

The meeting was adjourned at 7:52pm by President Roy Captain.

### **Appendix A: Treasurer's Report** *Treasurer Linda Hall*

#### October 1 – November 7, 2009 Financial Report

The supporting records are not yet reconciled –pending receipt of October 31 bank statements. The Cash In/Out is current versus month end. The supporting income/expenditure registers are also provided. We are getting an easier to read budget with notes on the website.

**Income:** The PTSA completed this reporting period with a \$11,854 positive net cash flow. This is expected given our major fundraiser begins in September. PTA member dues receipts are approximately the same level as this same reporting period last year. No Frills Parent contributions are higher when compared to last year.

**Expenses:** A line-item review of the expenses reflects expenditures below budget except extended classes which may be a timing difference related to deposits.

#### **Important Deadlines:**

- 1) October 25: PTSA Member Payments due to State PTSA - COMPLETE
- 2) November 10: Insurance Payment due- COMPLETE
- 3) November 15 : 990 due to the IRS – an extension was filed and the new due date is February 15

#### **Outstanding Money-Related Items:**

- 1) From Financial Review:
  - a. Per Standing Rules, all binding agreements are supposed to have 2 signatures (one of which is the president). Since the Treasurer does not keep records of all binding agreements, this requirement could not be confirmed.
  - b. The Treasurer did not possess a legal documents notebook nor could she point to where one currently exists. This needs to be clarified.
- 2) Policy related to use and access of PTSA safe -- Pending
- 3) Written procedures and guidance around use and processing of credit cards
- 4) Written procedures and guidance for the use and accounting for cash for the “till” –IN PROCESS
- 5) Request to set up the PTSA so that donations can be provided on line via Pay Pal
- 6) Written procedures and guidance related to the receipt and handling of large volumes of checks – TARGET DATE NOT YET SET

## **Appendix B: Communications Report**

*VPs Claire Gajary & Sue Shutz*

**Database & The Directory:** I realized that the DB had an error in design which led to some gaps in names in the alpha portion of the directory. Thanks to Sue for spontaneously spending a few hours with me on Friday morning going through the names, ensuring that we had them all. This only affected the alpha listing where families were grouped, not any queries we have performed thus far. Based on this discovery, I am now redesigning the DB. My goal is to have such a good product that next year we can cut the publishing time in half. Ha! Wish me luck!

Sue wrestled with Publisher for hours getting the formatting perfect, kudos to her. Publisher, as it turns out, is a bear. We discussed using Word next year for the Directory, as it ironically has more proofing features than Publisher.

### ***eNews***

- 680 email addresses receive the eNews every week. The eNews continues to have fresh content every week due to everyone's great submissions. Thank you.

### ***Website***

- October visits dropped to 674. The most viewed page was the home page. Visits will likely go up again when new extended classes are offered.

### ***Directory***

- The directory was distributed to the teachers on Wednesday, 10/28. Many many thanks to the painstaking hours and hours that Claire spent on the database (OK, the database is more like weeks and *weeks*) and that Khris Shaffner spent on membership. Khris entered members, printed cards, matched members to students (sooo much harder than it sounds) and finally, organized the cards by classroom so that she could spend yet more hours in Sue's dining room affixing them to over 200 directories. Dixie Washburn's eye for detail and lightening fast editing was instrumental in delivering a more accurate product and in getting the directory to the printer quickly. And the directory would never have gone out at all without Julie Hasse's guidance and lightning-quick responses to our 10,000 questions. A big, fat thank you to all. It's done. Yeeesssss. *Phew*.
- I apologize to all for being such a cowboy and offering the directory in pdf before clearing it through the board. We folks working on the directory thought it was *such* a good idea that rather than question the idea of sensitive information being forwarded to unseemly people, we assumed everyone would simply gush at our forethought and ingenuity. My mistake. Sorry.

## **Appendix C: Fundraising Report**

*VPs Erik & Stacy Christofferson*

### ***PTSA Membership (Khris Schaffner)***

We have registered 372 members as of 31 October 2009, which puts us at 72% of our goal (514). No comparison to '08-'09 is available for this period.

### ***No Frills - Individual (Family & Friends) (Stacy Christofferson)***

Total donations (our records) through 6 November = \$14,116.50 as compared to \$11,399.46 for same period 2009. We're up roughly 24% from 2009 for the same timeframe. The official campaign is complete; all that remains for 2009 is receipting individuals for 2009 tax year.

Microsoft recurring payroll deductions will now be tracked separately as they are paid quarterly in February, April, August, and October. Pledges in September are paid starting April the following year, so a new database will be generated to specifically track MS payroll deduction that are not one-time deductions for tax record purposes.

### ***No Frills - Corporate Match (Stacy Christofferson)***

The list of anticipated to provide corporate match to Audubon PTSA this year includes:

Microsoft, Merrill Lynch, Bill & Melinda Gates Foundation, Boeing, and Aviation Partners Boeing. We have received \$628 in matching from Microsoft to date with \$1,720 pending and \$1,731 outstanding not yet been filed. Filed and pending from the other organizations is \$175, and outstanding is \$350. Potential matching gifts for 2010 is \$4,604 against a target of \$7,000.

We initiated an e-mail campaign at the end of October reminding donors what they contributed and to seek their match through their employers. This has been relatively effective.

### ***Volunteer Hours (Stacy Christofferson)***

Microsoft will donate up to \$12K per year to a single organization. This is clearly an untapped funding resource for us. Fiscal year 2010 receipts to date are \$476 (28 hours) as compared to \$1,241 (73 hours) for the same period in 2009. We're down for the year. In response, a tracking and awareness campaign will be initiated by the end of this calendar year. We will start our database with the office sign-in sheets, and go from there. A minimum of 10 hours are required before volunteers can log their hours for reimbursement which is a possible hurdle and deterring volunteers from logging their hours. Event chairs we need your help, we would like to start keeping a sign-in sheet for every event and be able to identify MS folks so we can track hours and remind them to log their hours.

### ***PACE (Nancy Low)***

Nancy Low is a trooper. This is not the easiest program to administer. Our PACE representative's (Jessica) support is declining since the program is expanding along the West Coast and her availability is limited. Nancy kicked-off the program and did all the class presentations herself having to generate the presentation from a short check-list from Jessica.

The prize program campaign is officially complete. We have renewed 62 memberships and added 23 new memberships. A big FAQ for PACE is if your credit card expires or your number changes you need to update your profile if you want to continue with the program, you don't get automatic renewal in those cases. If your info remains unchanged, then your account will be automatically renewed. Nancy was unavailable to provide information on the prize program, when she returns from travel she'll finish out the prizes and we'll be finished with this Fundraiser for 2010. To date, we have 88 purchase transitions with membership renewals accounting for 60% of our projected income through 7 November.

### ***Coffee Club (Steph Weeks)***

Steph Weeks is our chairperson of this fundraiser with the 6th Graders. This is an awesome program! The Coffee Crew (don't have their company name) has developed a marketing strategy, generates their own advertising, designs their own product labels, and is responsible for

sales/distribution/accounting. Turn around time is 7-10 days from order deadline to receipt, so we're hoping the holidays will be big for the kids. There will be eight (8) products over the course of 2010 school year. Two sales periods are complete (Back to School and Boo Blend), one is underway (Winter Brew), and six (6) remain (one per month) through May. As of month-end October, the Coffee Crew sold 133 lb. of coffee for gross income of \$1,064 and net profit of \$665 (33% of their fundraising target for the year) - way to go 6th graders.

***Scrip Programs (Mindy Lincicome / Stacy Christofferson)***

We need to determine if we're going to promote GLScrip participation this year. Great Lakes seems to be making improvements in their website to allow for easier processing (for individuals and schools), but this hasn't been an high-participation program the last two years. From talks with a couple of other schools that are running a scrip program, year-round participation is necessary to make enough money to make it worth the effort.

eScrip is an automatic payment and was reported at last BOD meeting.

***Box Tops / Labels for Education (Kim Brown)***

These two programs have officially transferred from Patti LaPierre to Kim Brown. Kim is just getting started with both programs, so a status will be provided at the Next BOD meeting. We current have 9,205 points with Labels for Education which allows us to purchase items from their catalogue. There will be a 25% discount program January - March so we'll be able to get more for less. Products offered that we could purchase with our credits include Classroom Accessories, Art supplies, computers and software (pricey - very limited amount), Physical ed products, math/science products, and teacher's resources. We're looking for input from teachers, staff, parents on where they would like to see our funds spent (what priorities). Once we have this feedback, we can put together a couple of purchase plan options and submit for a vote on which option to execute.

***Free \$ Campaign (Stacy Christofferson)***

Audubon PTSA is registered with Everything Party to receive contributions when people mention Audubon PTSA (before) checking out. We will receive quarterly checks. Office Depot will donate \$\$ to John James Audubon elementary when you mention the school. Subway has a "payment card" program that is being evaluated for possible interest within our community.

***Jog-a-thon / Walk-a-thon (Erik Christofferson)***

Not much new - Radio Disney is committed, but still aligning their internal resources to put together their program. We're still working on firming up a date for the event in April (Friday the 16th or Saturday the 17th), will depend on Radio Disney's availability.

**Appendix D, Student Services**

*VP Kym Lukosky*

**Staff Appreciation - Steph Weeks and Tajee Pugh**

Next staff appreciation event is Friday November 13<sup>th</sup> and is a Gratitude Breakfast. The committee will be serving a selection of quiches, muffins, pastries and fruits.

### **Hearing and Vision - Beth Kopyar and Kym Lukosky**

Hearing & Vision Screening is Oct. 27 from 8:30 AM to approximately 2:00 PM. Went really smoothly and we finished ahead of schedule. A **BIG THANK YOU** to all the parents who gave their valuable time to make this event possible: Debbie Burnstein, Tatiana Raytsin, Beyza Edgar, Chandana Surlu, Jorge Santos, Victoria Michailova, Teresa George, Nhi Lin, Steph Weeks, Jacque Duffner, Sagit Ram, Richard Moule, Cheryl Hill, Miri Melamed, iamtoro, Sonya Salvi, Susan Probsting, Deanna Villamoor, Beth Kopyar, Judy Powell, Linnea Nicolin, Kym Lukosky, Suzanne Weininger, Kiranmaye Lanka, Lynn Trihn, Elena Westbrook, Kim Davidson, Beth Benincasa, Sue Shutz, Aubre Liles, Roy Captain, Charlotte Baker

### **Valet/Driveway Program - Roy Captain**

Nothing much has changed here since my last report. All the new volunteers are doing a superb job in spite of being challenged by some “not-so-nice” drivers. Principal Dickens has been very quick to jump in and aid our volunteers. My next priority is to renew our signs and I hope to get that accomplished over the next few weeks.

### **Yearbook & Class Pictures - Deb East**

No report this month.

### **Emergency Prep – Ariel Sobelman**

No report this month.

### **Student Services for Families Facing Job Loss - Kym Lukosky**

It came to my attention during an Audubon event that we have some families that are not aware of the services/processes that are available to them during financially difficult times. I am working with Sue Shutz and Tina Hicox to add a page of information to our website that will be a resource page for families who are out of work or facing financial difficulty. I have gathered the content and hope to have this page to give to Sue in the next couple weeks to put on the website. I am also going to make a “1/4 page” flyer to send home via kidmail so parents know this information is available.

## **Appendix E: Events**

*VP Ruti Cohenca*

### ***International game night: October 22<sup>nd</sup>***

Purpose: This unique family night is an opportunity to share your favorite games to other Audubon families. Whether it's an ancient strategy game like *Go*, *Mancala*, or *Chess*, or the latest craze like *Apples to Apples*. The idea of the event is the children to have fun with diversity of game from all over the world. The event took place on October 22<sup>nd</sup> at the gym at 6:30-8:00.

**Budget:** \$200

**Spent:** \$150.66

The event included

- **Country Tables**- Parents from different countries who showed interest in having a table brought their original games to display : Bolivia, China, Germany, India, Israel, Japan,

Mexico, Russia and U.S.A. In the tables there was a decorated jar with country sign and flags that children made at the arts and crafts table. There were more tables displayed for children who brought their games and wanted to share with others.

- **Ancient games table**: Last year we rented ancient games. Mss. Fluharty has the instruction book for those games. My son and I made ancient wood games for the events and donated to school.
- **Puzzle games table**: we had several world/state puzzle at the table with a stand globe, so that the kids could have fun and at the same time to learn. I borrowed the puzzles from several teachers. They were very supported and generous.
- **Art and craft table**: The kids made their own flag (with papers, straws and colors). They took it home or put for decoration in the jar sign at the country table.
- **World Trivia floor**: Three students at a time competed in a trivia competition about the world (geography, culture, languages, etc...). The players compete in a grid on the floor -- for every correct answer the child moves forward to the next square, with an incorrect answer, they stay in place. Tthe first one to get to the “win” square (4 correct answers) wins the round; every participant got a Halloween prize. Thank you to the teachers who helped with the list of questions ( appropriate to each grade level).
- **Coffee table**- 6<sup>th</sup> graders served complimentary cup of coffee and sell their “Boo Brew” coffee.

The event was great! Many people, many smiles and the kids were so busy and happy. They were running between country tables, making flags and puzzles and playing trivia. The tables looked great and engaging. It is amazing how many games are similar in many countries. The parents and kids were curious to learn games from different countries, find the similarities and at the same time to play with familiar games. The parents enjoyed a complimentary warm and tasty coffee from the 6<sup>th</sup> graders. Thank you so very much for those who support and helped in the International game night!

**Comments**: it was very hard to find as many as needed volunteers for an evening event. There were several junior high students outside the gym without supervision, curious and touching things. We should have for next year a lookout.

### ***Skate king: Sept. 22nd***

Purpose: An opportunity to Audubon community school, to spend together the afternoon in an enjoyable activity. It is not a fundraising event. Family fun event, held in September 22<sup>nd</sup> at 4:00-6:00

**Budget**: none.

Skate King charges \$4 per person. The school decided to charge \$5 per person (only for those who skate!). There were 165 people who actually skated. We earn from this event \$165.

Comment: At the event we didn't have volunteers at all. Susan Proebsting the chair person and I were the cashiers. Susan's Husband came to help us run

## **Appendix F: Ways & Means** *Steph Weeks, Chairperson*

## **Audubon PTSA Ways & Means Committee Report**

### **Summary**

Total number of grants received: 21

Total number of grants approved: 12

Total approved from enrichment funds: \$3,526.06

Total approved from EZ Grant surplus: \$4,725.59

**Total funding approved for first round of grants: \$8,251.65**

**Remaining budget for next round: \$2,203.94 (Enrichment) + \$10,274.41 (Surplus) = \$12,478.35**

**W&M met on Nov 2. Criteria based on rating system in the following categories:**

- Number of students served for investment made.
- Connection with AE PTSA missions, district/grade level learning curriculum and/or Audubon CIP goals.
- Is PTSA the funder of last resort and/or final piece of funding?
- Future financial commitments satisfactorily addressed.
- Time sensitivity and result if no funding provided.

<b>Grant Title</b>	<b>Description</b>	<b>Total</b>
Multi-sport Nets & Tennis Racquets Scott Lowery	3 pop-up multi-sport nets and two classroom sets of youth & jr. sized tennis racquets.	<b>\$1082.00</b>
ELL Program Book Sets Laurie Gogic	Nonfiction book sets to be shared with 1st, 2nd, 5th, & 6th grade classrooms to support themes in science & social studies (book sets are already available for grades 3-4).	<b>\$294.00</b>
Social Studies Book Sets Whitney Emerson	6th grade social studies content trade book sets for guided reading. There is a very limited number of these book sets currently, but the entire grade uses these books.	<b>\$300.00</b>
Read Naturally One Minute Readers Toni Mickus	New district approved Read Naturally materials to be used for ELL, Safety Net students and shared with classroom teachers.	<b>\$1094.73</b>
Student Council Advisor Stipend Karen Dickens	The committee recommends funding for this program with the understanding that the Student Council leadership will assess the Council's current programming and establish a new program that reaches more students and deepens student leadership skills.	<b>\$1000.00</b>

Karen Dickens to work with advisors to define the program.

Comb Binding Machine Joan Livesey	Replaces old comb binding machine that can no longer be repaired. This tool is used by the entire staff.	<b>\$530.00</b>
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Literacy/Reading Center Materials Lynn Bailie	10 new classroom headsets & junction box for students to listen to individual Headsprout curriculum. Right now, they're borrowing from the tech lab.	<b>\$124.85</b>
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Mathnificent Night	Additional funding to augment the \$200 line item budget for Mathnificent Night. The total amount will be used to purchase approximately 30 new math games for Audubon.	<b>\$300.00</b>
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<b>TOTAL FROM SURPLUS:</b>	<b>\$4725.59</b>
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Book-It Workshop 4th Grade Team & Library	Funding to add additional workshops for Book-It Assembly in Jan.	<b>\$246.06</b>
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Toymaker Workshop 1st Grade Team	In-house science workshop for all 1st graders.	<b>\$1045.00</b>
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Toymaker Workshop 5th Grade Team	In-house science workshop for all 5th graders.	<b>\$702.50</b>
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Toymaker Workshop 2nd & 3rd Grade Teams	In-house science workshop for all 2nd & 3rd graders.	<b>\$1592.50</b>
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<b>TOTAL FROM ENRICHMENT:</b>	<b>3586.06</b>
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