

Audubon PTSA BOD Meeting Minutes January 22, 2009

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www.lwsd.org/school/audubon*

Call to Order

The meeting was called to order at 6:29pm by Co-President Shelby Maier.

Board members present were: Karen Dickens, Shelby Maier, Harland Maier, Steph Weeks, Linda Hall, Claire Gajary, Stacy Christofferson, Erik Christofferson, Kym Lukosky, Victoria Clarke, Judy East, Chuck Weininger, Charla Mills, Nancy Low, Danielle Garfoot, & Susanna Stutzman.

Minutes Approval

The minutes from the Nov. 6, 2008 BOD meeting were approved. Minutes approval from the Nov. 13, 2008 Gen. Meeting was postponed until next meeting.

Presentations

Shelby Maier, President

BOD Job Descriptions

Shelby encouraged all BOD members to review and update their job descriptions in anticipation of passing on your positions to our next BOD. Now is a good time to look them over before the crunch of Springtime.

Founder's Day Lunch

Karen, Joan, and Shelby are attending the Founder's Day lunch and encourage anyone who can to join them, Friday, February 6th.

Focus Day in Olympia

Upcoming budget cuts make our legislation even more important. We will be meeting on the capitol steps and numbers are important. Byron and Kym are co-chairing the project for District Council this year. Please join in to make a difference.

Upcoming Events

Student share night is coming up in mid-February.

Read Across America comes in late Feb – early March.

Sock Hop soon thereafter!

Julie 2nd VP in the District Council

Chip Kimball & a financial officer will be speaking about the new budget cuts at the next District Council meeting, Thursday Feb. 5th. Please join us if you can in the District Council offices in Redmond Town Center from 9:30 – noon.

Karen Dickens-- Principal Report

CIP Plan

We just finished our CIP Plan (Continuous Improvement Plan), which we do yearly. We used the Dibbles data from June & Sep. and the spring WASL data to form our goals as a school and grade level.

Our 3-year trends:

5th grade science is at 88% meeting standards, higher than the district (70%) & the state (64%).

4th grade writing is jumping up, 91% meeting standards this year.

We are analyzing these successes to see what we are doing well.

We are doing a focus on science—journaling, reading non-fiction, science every day.

Every year, a 9 Characteristics of Effective Schools survey is done; we launched 2 areas of improvement over last year, collaboration and trust among staff members, leadership & communication. We surveyed the staff this year on just these categories, and the staff (91 – 96%) is responding that we have made significant gains this year.

Improvements:

Across the district we show that reading & math trend upward through 5th grade and drop at 6th grade. Curriculum? Expectations? Hormones? Motivation?

We're working on our math curriculum now, filling gaps, giving teachers units to teach. No one curriculum meets all standards, and our job is to find the gaps in our curriculum and fill them.

Our teachers want to visit other schools and opening their classrooms up to visiting teachers. There is lots of collaboration happening now, standardizing of scoring and curriculum.

The next step is to gather perception data from the community, facilitated by the PTSA.

Copying Costs

Our copying costs are huge this year, the 7th highest in the district.

We have spent \$4,900 this on copying costs, not including paper, which totaled over 60 cases. This averages to over 904 copies/student!

To help reduce our costs, please use the print center at the Willows District Support Services Center whenever possible. They can turn around jobs within days, can also handle rush jobs, and will deliver. All curriculum copies can go through the print center.

Any large copying jobs need to be approved by Karen. Use electronic alternatives whenever possible, copy double-sided and use half-sheet sizes.

We discussed pushing more things to online-only. It was pointed out that this may be difficult with families where children share a computer.

We discussed have registration forms online, and having the kindergarten packets online. Could there be a link to a secure online database for parent-school communication?

Last year we spent \$25,000 on printing including paper, printing, and supplies.

Committee Reports

Greenhouse – Susanna

The greenhouse is being built over the next 2 weekends! Susanna has requested specific donations for each grade.

We plan to plant leafy greens outside and other plants inside. The local girl scouts will be donating \$100 from their cookie sales, and another boy scout troop has volunteered to help over the summer.

Movie Night

6th grade movie night is coming up Feb. 27th —Kung Fu Panda.

Danielle Garfoot

Our logo has been established and the T-shirt sale is coming up. Also, from Feb. 9th – 13th we will be selling Valentine's postcards; parents can buy them for their kids.

Thursday our guest author, Brenda Guiberson, is coming.

The 2nd grade is doing "Japan in a Suitcase," where people are coming in twice in 2 weeks to "take" the kids to Japan.

Art this year is GREAT, lots of positive energy regarding the art docents.

Treasurer's Report

Linda stressed the importance for members of the board to have paper copies of the Treasurer's reports to review them.

We have received an extension until Feb. 15th for our 990 tax return and we are on schedule to meet that date. Our 1099s are on schedule for their Jan. 31st deadline.

Our membership service fees due in January are already postmarked, and our donation receipts have been mailed.

Stacy will start receipting periodically, it is the responsibility of the person submitting the receipts to tally them to determined if they're over \$250.

Linda is working on a budget format for next year to be easier and to line up better for the 990 reporting.

Responding to many questions and discussion, Judy & Linda are developing a cash box policy.

Nominating Committee – Steph Weeks [this report actually took place after the motions discussion]

Steph so far has 64 names who have all been contacted, half of whom have responded. Four people volunteered to be considered without being contacted. It is going well and is on track for February.

Motions

Subcommittee for Grant Request Policy – Nancy Low

Motion: The Audubon PTSA agrees to form a subcommittee to research and draft policy for requests made to the Board of Directors for financial grants from staff, teachers, community as well as the Board of Directors. The drafted policy should include, but not be limited to: time frames for submitting requests, required content of grant requests, method for measuring the value of the grant request against the mission of the Board and feasibility based on fundraising and surplus in any given year.

Discussion: Shelby would like a staff member on the committee if possible. She plans on sending out the idea in e-news. Shelby, Erik, Stacy, and Danielle said they would be involved, and hopefully Julie as well.

Seconded by Kym, motion passed.

Classroom Enrichment Operating Budget Line Item – Nancy Low

Motion: The Audubon PTSA agrees to make available the second half of the Classroom Enrichment Funds allotted to each Teacher, Specialist, School Counselor and Speech Pathologist at Audubon. The second half (\$150 dollars) is typically given mid-year bringing the total Classroom Enrichment grants to \$300 per individual each school year.

Shelby stated that we are very near our fundraising goals. Stacy seconded, motion passed.

Linda mentioned that not all teachers have requested their dollars. Danielle asked if the room parents could acquire the money to use in the class, which would probably not work. Shelby will be sending letters to remind the teachers. They cannot lose the money this year, but they cannot hold it over from year to year. They *can* use it collaboratively. Some prefer to wait until the end of the year to use the entire \$300.

Treasurer's Report Online:

Claire asked if the Treasurer's Report summary could be also posted online. The transcript of the conversation goes as follows. It was unclear from the recording if Shelby was having a separate conversation:

Claire: Is this summary on the website?

Steph Weeks: No. Would you like it to be on the website?

C: Yeah, we discussed it last time, which I forgot about until I re-listened to the minutes.

SW: So everything Linda sends out, goes on the web site?

Unknown: Just the summary, because this has already gone out.

SW: Does it become part of this, committee report?

Shelby: Interesting. I don't know.

C: Yeah, we just [something] thought it would be a good idea to have the summary on the web site.

SW: OK.

Shelby: Alright, I'll make a note to you to send that committee report to you.

Discussion

Proposed WA State Budget Cuts

Knowing our budget lets us plan classroom size, teacher salary, and acquire teacher contracts in a timely manner.

Erik pointed out that we might need to make some difficult decisions this time around. Our decisions may be limited by contracts already in place.

Karen stated that one of our goals is to protect 1728, which protects K - 2 class size. State funding for teachers is directly related to class size, larger classes require fewer teachers and less funding for teachers. 1728 also funds new teacher support programs.

The legislature is also discussing levy equalization money, which equalizes the discrepancy between poorer and wealthier districts, so the poorer areas don't have a lid based on property taxes. This should not impact our district too much.

We've been able thus far to keep the cuts out of the classrooms, making cuts in areas such as grounds maintenance instead. We believe that the cuts this year will be so significant that they may touch our programs and our classrooms.

Karen anticipates a potential drop in enrollment as families affected by the economy move elsewhere.

There is no timetable for when the legislatures will finalize the education budget. Whatever they decide, it will impact us for a 2-year cycle.

Our goal is to protect the kids and the staff first. Karen will pass on any information she has as soon as she receives it.

Karen emphasized that when stress is high, kids and families need community even more. We need to provide events, keeping them simple.

Linda suggested holding a mini 2-hour "retreat" for incoming board members, for seasoned board members to pass on information. Region 2 conferences are also coming up, which also provide some training opportunities.

The budget is coming up- our goal for the budget is to be **as prepared as possible**.

The council meeting regarding the budget is on Feb. 5.

We discussed Focus Day in Olympia and ways to effectively reach out to our legislators, such as personal e-mails and handwritten letters. Stacy suggested giving parents the opportunity on student share night to write or sign notes to send to the governor.

The meeting was adjourned at 7:58pm by Shelby Maier.

Submitted by: Claire Gajary

Date Approved: 3-26-09
