

Audubon PTSA BOD Meeting Minutes November 6, 2008

www.audubonpta.org
www.lwsd.org/school/audubon

Call to Order

The meeting was called to order at 6:30pm by Co-President Shelby Maier. Board members present were: Karen Dickens, Shelby Maier, Steph Weeks, Linda Hall, Claire Gajary, Stacy Christofferson, Erik Christofferson, Judy East, Julie Haase, Suzanne Weininger, Danielle Garfoot, and Susanna Stutzman.

Committee Reports

Shelby Maier, President

PTA & the Law

Linda & Shelby both attended PTA & the Law sessions, and Shelby *highly* encourages anyone who wants to be involved in the PTA in any capacity to attend.

Meeting Minutes

Minutes from the Sept. 11 and Sep. 25 meetings were approved.

NomCom

Steph & Roy have agreed to be the Nominating Committee with Byron assisting in limited capacity. NomCom will be voted in at the Nov. 25 General Meeting. We would love referrals/volunteers for more NomCom members. Training sessions for NomCom are Dec. 2 and Jan. 28.

Emergency Preparedness

The Emergency Preparedness presentation will be presented at the Nov. 25 general meeting.

Reflections

Victoria did a great job on the Reflections competition this year, and we had a record number of participants.

Council Meeting

At the Nov. 6 Council Meeting we were recognized for being one of the Schools of Distinction and congratulations for Susanna's greenhouse project. We also received the Bronze Award for far exceeding 50% of the previous year's membership amount by Sep. 30th (kudos to Blandine).

The District's representative for Parent Education has some interesting programs coming up: <http://lwptsacouncil.schools.officelive.com/ParentEd.aspx>.

Karen Dickens-- Principal Report

Owl's Nest

The first Owl's Nest went out electronically. It will be published once a month and is also posted on our web site, <http://publicportal.lwsd.org/schools/audubon/Owls%20Nest%20Newsletter/Forms/AllItems.aspx>. Parents should feel free to send e-mail to Karen with anything they are interested in or feel should be addressed.

Dogs on Campus

Just a reminder of our policy, no dogs are allowed on campus when children are present.

Emergency Response

Karen has been prepping for our Emergency Response meeting on Nov. 25. In fire drills, we succeeded in getting all students out of the school **and accounted for** in 5 minutes. We've also been successfully drilling drop, cover & hold.

Upcoming Assemblies

May 1 – Bochinché, Peruvian Dance & Drum

Nov. 7 – Veteran's Day

Nov. 11 – Musical performance by the 1st and 2nd grade.

Additionally, our choir will be performing at Redmond Town Center

Liz Wicks grant was approved for the author's study, and she has already scheduled a date for guest author Brenda Guiberson on Jan. 29.

Faculty Representatives Report

Danielle Garfoot

Danielle would like to say thank you for the books! (Guided Reading Fiction)

Jan Montgomery will be doing 2 performances.

The Book Fair is coming up and volunteer sign-ups are on the library door.

Mr. Lowry did his bike program with the kids to great reviews.

The most recent student council meeting was great, and the parents report how special being on Student Council is to their kids. Upcoming spirit days are Husky/Cougar Day, Twin Day, & Pajama Day.

Treasurer's Report and Account Standings

Linda Hall

Linda presented the District Treasury Report. We have total cash available without restrictions of \$48,364.95. We have \$6,370.00 undesignated surplus account.

The staff should be encouraged to submit their reimbursements for academic enrichment.

The IRS forms are due Nov. 15, all board members should review.

Old Business

Motion tabled from 9.25.08 BOD Meeting

The Audubon PTSA agrees to put a motion to the General Membership on November 13, 2008 requesting to remove the "Playground" designation from the Playground Fund. The Fund's current balance is \$6,143.

Scott Emry (Risk Mgmt., LWSD) confirmed that our wood is in great shape. The cost of replacing it is upwards of \$50,000, and the structure is too obsolete for any partial replacements. Sheri Sanders (Capital Projects Coord.) gave a great deal of input as well.

Cheaper options for playground improvements include game tables and more equipment. Susanna mentioned the idea of some outdoor workspace to be able to teach outside in good weather.

Motion-- Julie Haase

Move to put a motion to the General Membership to at the Nov. 13th meeting to change the designation from the Playground fund to Outdoor Enrichment.

Steph seconded, motion passed.

Presentations

Jennifer Reif - Artist in Residence (Drama)

Presentation as written by Jennifer:

Discussion Outline plus Q & A on the proposal. (See Student Enrichment Area Report for details.)

Below I have outlined my conversations with SecondStory Repertory regarding the Audubon Drama Residency. SecondStory is very excited to be involved and would like to tailor this residency to the classes it will serve. For the fee of \$1,500 (the whole of the drama budget) SSR will provide 15 hours of instruction. (This is equivalent to many other residency prices in the area) With 15 hours of instruction, I think it would be best to focus on just grades 4-6. This is a total of 6 classes. Each class can have two drama sessions, each being about 1.25 hours. This can be done in either one week, or two. Susanna Wilson, the artistic director, has many ideas. She will choose the teaching artist based on what theme Audubon chooses.

Focusing on a smaller group of Audubon students (I'm suggesting 4-6) we are able to make the residency more meaningful. As you can imagine, teaching K-6 requires 6 different lesson plans. That's a challenge for any guest artist.

While it would be terrific to offer drama to every Audubon student, that is 20 classes. Should Audubon decide they would rather serve the younger classes, we would just reevaluate the themes for the residency.

We did consider the idea of having a drama assembly for K-3 but are aware of plans by the Teachers Assembly Committee to hold these.

BOD Discussion:

We discussed different options regarding our budget such as just focusing on the older grades or the younger, or increasing the budget.

We also discussed details of the program itself, such as having different programs for younger and older kids, and at what time of year it should be implemented. Also, can we have a whole drama program for next year? In terms of topics for the program, we thought that the teachers could decide, perhaps with a menu of choices.

We decided that this year we would do the program with K - 2 in the spring during the WASL, and that Jennifer will find a budget for 2 hrs/class.

There is some urgency for a decision as 2nd Story Rep needs to find the right teacher and dates for the program.

Next year we thought to try to do something performance-based for 3 - 6 in the fall, and for K - 2 in the spring.

Jennifer mentioned that she also has a great program for playwriting.

Maria Chesney - Grant Request for Assessment Kits for Kindergarten

Karen sponsored several Audubon teachers to go to the International Reading Assn. Literacy Conference. Maria attended for all 3 days in Seattle, which she found inspiring. Maria spoke very highly of the word and phonics material from Fountas & Pinnell which we already use in the upper grades. She recently found that they offer the product for kindergarten which she would like to order. The cost for phonics & word study would be \$174 / teacher in K + shipping + taxes.

Byron Shultz - Overview of Legislative Assembly

Byron attended the Legislative Assembly and reminded us that the Washington State PTA is unusual in having an organization dedicated to advocacy. Kim Howard is our full-time advocacy coordinator. You can find more information about the legislative arm of the WA PTA at: <http://www.wastatepta.org/legislation.htm>.

Byron outlined the PTA's legislative process-- a good description the process and Legislative Assembly can be found at <http://www.wastatepta.org/leg/articles07/1.doc>:

"The annual process begins each spring when PTA members submit issues important to them and their community. It carries forward at Legislative Assembly where attendees learn more about proposed issues and let their voice be heard to determine PTA's Legislative Priorities. It culminates with advocacy we do with the issues during the legislative session. Current proposed issues have been compiled into a survey," and the top five issues are identified, this year being:

- ❖ Basic Education Funding
 - 4 Bills being submitted to January's Legislative session
- ❖ Strengthening Math & Science Curriculum and Education
- ❖ Washington State Assessment System Improvements
- ❖ Support State Board of Education Core 24 Framework
 - Our basic HS requirements are not enough to get into our State schools!
 - Only 19% of WA state 9th graders graduate from college
 - 29% of HS graduates go on to complete a first year of college (our local numbers are higher)
- ❖ Support Rational Approaches to Teacher Compensation

WA PTA's new campaign is called "It's Basic," for basic education funding. A series of ed. articles and pieces.

Byron passed around a contact sheet of all our local legislators with their contact information. Two of our local legislators are on the basic ed. task force (Ross Hunter & Rodney Thom).

On Feb. 26th in Olympia, we are having WA PTA advocacy day rally on capitol steps. We have 3 goals: to 800 people present, to send 8,000 e-mails to legislators on advocacy day, and to have many partners.

Please join us in Olympia! There will be a bus for us at no charge. The goal is to leave by 8am, back by end of school.

Susanna Stutzman - Sustainable Garden

Susanna received her grant of \$1,500 from the Lake Washington Foundation. That should cover 2 rainbarrels, a greenhouse, and some basics like shelving. The project is moving forward with the goal of getting students in there as soon as possible!

Susanna will be moving forward with the greenhouse and looking for lots of parent support. She has a goal of having everything coming from recycled materials, and of getting students in there as soon as possible.

Susanna is asking the PTSA for \$500 for tools and materials. She will also be seeking a Home Depot grant.

We have a lot of community support-- Marybeth Hillard, a master gardener, is highly involved. The Brownies will also be supporting the greenhouse, and Mr. Powell has committed his Weebelows to maintaining the garden over the summer.

Lily Galloway(?), editor of an organic magazine and commentator on NPR, has offered to conduct 2 weekend workshops with parents in the spring on gardening at home and cooking organically. This is also a great opportunity for advertising.

Erik and Stacy Christofferson - Membership Drive

Our PTSA membership is 60% of our membership goal.

Blandine suggested having a classroom competition to generate membership. Perhaps a tree outside each room with owls in it, with a goal for the classroom of 100% participation (class size = membership goal). We hope that getting the students involved in this way will generate enthusiasm and make it more personal.

\$300 was budgeted for membership marketing. We are looking to use \$200 to get the remaining 102 memberships we need to reach our 100% goal.

We will ensure anonymity in the presentation of progress. No child will be aware of the names of joining members.

Motions

Application of Budget for Artist in Residence - Victoria Clarke

Original Motion:

The Audubon PTSA agrees to apply the entire budgeted amount for this program (\$1500) 3 funds for a drama program that will cover grades 4-6 only. Seconded by Julie. Julie moved to amend the motion as follows:

Motion amended by Julie Haase

Audubon PTSA agrees to spend the entire budgeted amount for a drama program, \$1,500, to cover grades K – 2 only, plus up to an additional \$500 allotted from surplus to cover potential cost overruns.

Seconded by Suzanne, motion passed.

Extended Classes

The Audubon PTSA agrees to adopt an eligibility policy for students interested in extended classes. Those families living within the Audubon Elementary boundaries as defined by the LWSD are eligible to attend classes. Friends of Audubon families will be allowed on a case-by-case basis. There will be no advertising of this issue.

Judy seconded.

We discussed some details-- availability to be determined after registration closes, the same charges will be applied, this will be limited but allowed should a request come up.

Linda amended the motion to include:

Participation will be allowed on a case-by-case basis as determined by the Extended Classes Chair and subject to class availability.

Stacy seconded, motion passed.

Funding for the Sustainable Garden - Susanna Stutzman

The Audubon PTSA agrees to grant up to \$500 dollars from Surplus for necessary tools and supplies for the proposed sustainable garden.

Stephanie seconded, motion passed.

Reflections Ceremony - Victoria Clarke

The Audubon PTSA agrees to grant up to \$100 dollars from Contingency for snacks and beverages at the Reflections ceremony. Due to a very high level of participation the budgeted amount is not longer adequate.

Suzanne seconded, motion passed.

Increased Insurance Coverage - Linda Hall

The Audubon PTSA agrees to follow State PTSA recommendation that PTA boards consider Commercial Crime and Fidelity (Bond) to cover anyone entrusted with PTSA money/the policy would replace missing funds—a \$50,000 limit would be an additional \$140; minimum coverage is \$10,000 for \$100. Funding will come from Contingency.

If we purchase this we are required to do an annual audit of the books by the audit committee, which we already do. The monthly statement must be reviewed by someone who does not have authorization to sign checks, which we also already do.

We discussed and chose the higher limit. Suzanne seconded, motion passed.

Recordings of Meeting Minutes - Claire Gajary

The Audubon PTSA agrees allow the Secretary to archive rather than erase recordings of minutes.

Erik seconded. After discussion we had the following concerns: issues being taken out of context, our inability to be candid if we are worried about the recordings being archived, and liability. Motion failed.

Meeting Recordings Deletion - Julie Haase

Motion to alter the wording we use at the top of the agenda to describe the use of our recordings to read “Meeting is recorded. Recordings are destroyed after the minutes are approved.”

The former wording stated that they would be destroyed after the minutes were transcribed.

Stacy seconded, motion passed.

Fountas & Pinnell for Kindergarten Reading Assessment – Suzanne Weininger

Motion to purchase 3 sets of Fountas & Pinnell for the kindergarten reading assessment program up to \$650.

The cost would be \$174 x 3 classroom + shipping and handling. The money would come from surplus.

Julie seconded, motion passed.

Byron brought up an idea which has been discussed previously, of having requests from Surplus be submitted together at given times, so that we may rank them as we determine what funds to allocate. Perhaps quarterly?

The meeting was adjourned at 8:32pm by Shelby Maier.

Submitted by: Claire Gajary

Date Approved: January 22, 2009 _____