

**BOD Meeting
Meeting Minutes
October 4, 2017**

9:30am, Stephanie's House



Called to order at 9:40am

In Attendance: Maureen, Jennifer, Elysia, Tom, Laura, Margo, April, Tricia, Stephanie, Jessica, Melissa, Miyoko, Megan (13)

- I. President's Report – Maureen
 - a. Opening Remarks & Kudos!
 - i. We have filled all our vacant positions and have new volunteers that haven't participated before
 - ii. New online directory. 80% by start of school, 90% as on now. Kudos!
 - iii. Achieved 100% membership!!
 - iv. Launched 6 crickets for After School Programs!
 - v. New organizational efficiencies with One-Drive!
 - vi. 100% Fun Run Goal
 - b. Standards of Excellence – Want to strive for it! Mo to spearhead with Treasurer, Secretary & Communications help. Awards announced at Convention. Fill in sheet by next meeting
 - c. Standards of Affiliation – Checklist discussed.
 - d. Grants Discussion – Discussed setting up a grant committee (Potential to combine Surplus/Grant Committee together). Better communication to GM about where our money goes and all the grants we write. Grant \$ for Renaissance Learning of \$3339 will not be used this year. Tricia to set up alias for grants@peterkirkptsa.org
- II. Secretary's Report – Jennifer
 - a. Quorum – yes. 13 in attendance.
 - b. Meeting Updates – Moving forward, please paste your VP/Director Updates in One-Drive by Monday prior to the upcoming BOD meeting. Jen will send out email blast with completed document.
 - c. 1st GM Meeting had great attendance! 39 people. Great participation and majority from K-2 parents!!

September BOD Meeting Minutes were approved as previously published without changes.

- III. Treasurer Report: Tom & Elysia
 - a. September Financials reviewed and handed out including Fun Run. Reviewed Snapshot of Accounts and current cash flow. We have met Fun Run initial goal and will wait for matching \$ to come in.
 - b. Put together slide re: 'where grants go' at next GM meeting so people can see where \$ goes.
 - c. Legal Filings Update – Tax Return coming up on Oct 15.
- IV. VP & Director Reports
 - a. Executive VP – Steph
 - i. Green Schools – Kids to conduct waste audit (4th&5th graders). Will happen during conference week. Hang banner and communicate in newsletter/email.
 - b. VP Enrichment – Laura Harding for Ashley
 - i. Grants Committee Discussion – see above under President's Report
 - ii. BASP classroom allocation discussed. Science and Art approved for next year.
 - c. VP Community – Margo

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- i. School Picnic went great.
- ii. Watch DOGS Pizza Night Recap – 60 people signed up. Approx 25 spots left.
- iii. Walk to School happened this morning and went well.
- iv. Egg Drop – Firetrucks not available. Discussed alternate options. Possible electrical or tree company. Margo to research.
- v. Marathon – started Monday, going great! Paisley spearheading.
- vi. Dance Dude & Dance Party – Time moved up to 6-8pm. Discussed bringing in Food Truck.
- vii. Assemblies – Discussed having 2 assemblies so K-2, 3-5. Bookit (Theater presentation). Budget is \$1500.

Melissa made motion to add a one-time addition of \$175 to the Assembly budget. (Money to be moved from surplus from Back to School Picnic). Megan Seconded. All in Favor, no one opposed. Approved.

- d. Arts and Language Director - Miyoko
 - i. Art Docent Orientation happened. Kinder has great participation! In December will look at doing Art for 'Grounds Beautification' project around school.
 - ii. Deep Space Sparkle –New district art curriculum. 2 lessons/year. Teachers have budget.
 - iii. Reflections Update –Promotions and flyers done. Art Docents will share during first lesson.
- e. VP Outreach – Kelly Radcliff
 - i. 1st Staff Appreciation coming up on Monday. Signups on MSA. All filled and ready to go.
- f. Communications – Tricia and April
 - i. Eagle Flyer – Working on streamlining process. Thanks to those that sent in content on time.
 - ii. Technology discussion needed since implementing new programs. What works and what doesn't. (MSA, 6 cricket, constant contacts, etc.). Will get more info & add to agenda in Dec.
 - iii. Website pages updates
- g. Volunteer Director – Maureen for Wendy
 - i. Book Fair – New Dates. Still need volunteers. Childcare issue brought up due to conferences.
- h. Membership – Jessica and Christine
 - i. Membership Update – We have hit our goal!!
 - ii. Jessica discussed creating a "Sponsored By the PTSA" stamp to use for art projects, etc.
- i. Fundraising – Megan
 - i. Fun Run Recap
 - ii. Mom's Night Out – looking for someone new to head it up this year.
- j. Advocacy – Melissa
 - i. Legislative Assembly in Tacoma (October 20-21) - Need Delegates
 - ii. LWSD Candidate Forum – Candidates will be speaking on Education (October 11, 7:30pm)

Maureen made a motion to appoint Melissa Stone as voting delegate for the Legislative Assembly meeting. Kelly seconded the motion. All is favor, no one opposed. Approved.

V. OLD BUSINESS

- a. Lead Safety in schools – Stephanie and Laura

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- i. To add water filters \$33 per classroom (approx. 26 rooms) \$884 for the year (without the portables). Room parents to communicate to parents about bringing the water bottles.

Maureen made motion to fund up to \$1k for the use of supplying water filters and replacement filters to the classrooms with the exception of the 3 portables. Money to come from not used 'Renaissance Learning' program. Elysia seconded motion. All in favor. No one opposed. Approved.

- b. New School Playfield Grant for non-toxic turf options discussed - Stephanie and Melissa to bring proposal

Stephanie made motion that the PTSA Board of Director's support PK installing a non-toxic turf field if we can find funding. Tricia Seconded. All in favor, no one opposed. Approved.

- c. Math Challenge – Melissa – 1st one is on Oct 6th. It will be promoted in the newsletter and on Facebook.
- d. Basket Auction – theme is Safety
- e. Board Bios – due by next meeting. Look for examples on One Drive.

VI. NEW BUSINESS

- a. Increased Library Books
- b. Birthday Book Club – Looking for a chairperson. Would like to begin the program Jan 1st.
- c. School Box Tops – Jessica is researching and may spearhead.
- d. Story Pirates – Jessica is researching and will discuss with assembly committee.
- e. Ball Drive – Mo is checking with Monica to see if balls are needed.
- f. Playground Construction for new school – Mo meeting with Monica to get ahead and be ready.

ACTION ITEMS / NEW TO DO

All: Send Jen Personal Bios for website no later than November 7th!

Tom/Elysia/Jennifer/April/Tricia: Fill in Standards of Excellence sheet by next meeting.

Tricia: Set up alias for grants@peterkirkptsa.org

Tom: Create slide about where grant money goes for next GM Meeting.

ONGOING:

All: Upload your VP/Director updates to One-Drive 'MEETING UPDATES' document by Monday prior to BOD meetings.

All: Send Tricia emails with newsletter updates by Friday 8am

All: Fill out Building Use Forms and hand in to Cheri in office for events. Use for any room/table/rentals.

April/Maureen: New GM/Connections Meeting Banner...waiting for completion

All: Update OneDrive with Committee final docs

Meeting adjourned at 12noon. Minutes by Jennifer Greenberg, Secretary.