



BOD Meeting Minutes

November 8, 2017

9:15am, Maureen's House

Called to order at 9:24am by Maureen Crabtree

In Attendance: Maureen, Jennifer, Elysia, Tom, Margo, April, Stephanie, Jessica, Melissa, Miyoko, Wendy, Ashley, Kelly (16)

1. Secretary's Report – Jennifer Greenberg

- Quorum – yes. 16 in attendance.
- Previous Meeting Minutes will be attached (or link) in the reminder email for all members to review.

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

Treasurer's Report (Tom Schauer)

- Total cash across four accounts at 10/31/17 is \$106,481.48
- Fall Fun Run netted \$1,400.48 more in income above budget; Matching gifts \$9,261 are in through 10/31; total plan for the year is \$26,500 (\$17,239 left to received)
- Insurance was paid in October
- Tax Return to be filed by 11/15
- There was a conversation about the fundraiser/parents' night out that was tabled
- There was a question regarding stipends and BASP, Laura to follow up with 6 Crickets

Treasurer's Report (Elysia Heller)

- Confirmed Taylee Donohue, Sonja Kellen and Ashley Fitzpatrick will serve on mid-year Financial Review Committee in January.
- Friendly reminder from Elysia to get board member signatures on the TR's

Business (To be voted on or discussed):

1. LWSD Levies & Bond Melissa Stone
 - 2018 is a bond/levy year (summary document provided in meeting)
 - Melissa summarized and we'll have a vote in GM meeting. Need 51% for 2 things:
 - Endorse – that says we agree with 'yes'
 - Support – means that we will put our support behind it (in our communications, using our resources)
2. Standards of Affiliation Contract Maureen Crabtree
 - Need to fill in blanks and Mo to get Tom's signatures at today's meeting. Will be presented to GM tomorrow.
3. Nominating Committee Election in Nov/ NEED TO FILL! Maureen Crabtree
 - a. May serve 2 yrs in a row max.
 - b. Webinar training, Thurs Nov 16, 7-8:30pm
 - c. Committee:
 - 1) Laura Harding - confirmed
 - 2) Liz Feldsher - tbc

3) (Non-Board member?) – Laura to find someone

4. Staff Appreciation Money Collecting Process Kelly Radcliff
 - Discussed money collection. Money/gifting cannot come from the PTSA/Board. Suggestions were that Kelly meet with Yvonne and figure out the best way to do it.
 - Chell Sterioff will be Room Parent liaison for next year taking over from Yvonne Holecek.
 - Chell Sterioff may be someone to help Kelly with gifts.
 - MSA could help with email communication and some other room parent needs (since Shutterfly has been having issues)
5. Volunteer of the month: Any suggestion? Wendy Alston
 - Cooper Vincent will be recognized along with plug for Eagles in Action
6. Construction Impact on Programs/ Events Maureen Crabtree
 - Fencing to be put up in March. Students can get to dome by gym but not from the back of the school
 - Each committee/chair will have to evaluate the impact that the construction will have.

President

Report,

Maureen Crabtree

- **Training:** Our elected Board is fully trained (thank you) and was chosen in the Council drawing for a free registration at WA State Convention. **To Do:** Please send your course completed and any certificates to Jen Greenberg.
- You are all invited to the **Council Basket Auction** following the Dec Council Meeting Dec 7th, 10am-11am @ LWSD Resource Center. Jen Greenberg is signed up to attend the meeting, which will be only 30 min starting at 9:30am, but you all are welcome to attend that as well!
- **Pantry Packs-** Margo Wei has graciously stepped up to be our “Hunger Ambassador” to work to support Pantry Packs. According to Melanie Miller, we have about 8 families we currently provide packs to, however, it is not currently run through Pantry Packs organization. (Not sure where we get it from?) Margo will be working with Melanie and Pantry Packs to make sure we are adequately serving the PK community, and also looking for opportunities to raise money for Pantry Packs.
- Melanie Miller’s parenting workshop was well attended and she would like to offer a **6 series positive parenting class** on Wednesday evenings Jan 17-Feb 21. in our Peter Kirk Library. Class will be taught by Kristin Nasman, a Positive Discipline Parent Educator. She will be charging \$145.00/person and \$195.00/couple. Class will be open to Peter Kirk parents/guardians and parents in the LW learning community. The understanding so far is that parents will provide payment to the PTSA and then the PTSA will pay Kristin. Mo/Elysia working on paperwork for her to complete. Registration will likely be through MSA, so April/Tricia will need to add to our store please.
 - **Discussion at the meeting:** Scholarships would be requested to Melanie directly, not PTSA
- **GM Meeting:** Please update your PPT slides by end of day Wednesday!

EVP, Stephanie Lecovin

- Sent out a District-wide survey to schools (through Council) asking if they have Wellness Committees or if they’d like to start one (in order to see if there is a desire to collaborate on wellness issues).
- Started a Peter Kirk Eagles team for Hopelink’s Turkey Trot. Please consider joining and/or donating!

VP Community, Margo Wei

- **E-Prep** update from Shawn: Lights are back in the E-Prep locker, and I completed & submitted our food and water inventory to the district on Monday. They are compiling data from schools across the district and will let us know if we will receive any funding allocation this year. Based on our inventory I doubt we will because we are fairly well stocked thanks to all the work Liv did over the past few years.
- **Dance Party** update from Sheryl: She would rather not do food trucks for security reasons, to prevent people coming and going. Asked if she’s open to explore food options that could be served indoors?? Name change discussion back to SockHop sidelined. Discussed the idea of making admission complimentary (to encourage

attendance since we've provided dance lessons as enrichment through the week), and instead up-charge for the extras like photo booth, concessions, glow things. She'd rather not change it this year. Asked for her to fill out the CPofA. Date: 2/2/17 6:00 p.m. to 8:00 p.m.

- **Wellness Committee** - Candy Buy-Back went spectacularly well! We used every penny donated from our two sponsoring dentists to pay out the kids at \$1/lb. That means we collected **500 pounds of candy** (compared with 430 lbs from last year)! Half of that candy was delivered to Operation: Nightwatch, whose staff and volunteers work with homeless individuals in Seattle. The other half was picked up by the Beta Club at LWHS for their "Treats for Troops" drive. PK students donated \$100 of their earnings back to our Sister School in Uganda.
- **Water filters** have been installed in all classrooms except one (Keck – her faucet is a challenge) and all portables now have bottled water. Keck's classroom should be handled by the end of the week. Steph has received emails from parents who are very happy that water is now filtered.
- **Parents' Night Out** -March 24th at the Woodmark hotel. OneDrive calendar has been updated.
- **Assemblies** - We are scheduled to have "Book-It" do a play on 11/13, "**Ada's Violin: The Story of the Recycled Orchestra of Paraguay.**" The first showing is at 9:00 a.m. for Kindergarten through 2nd grade. The second is at 10:00 a.m. for 3rd through 5th grade.
- **Egg Drop Challenge** - We are trying to find a replacement solution for the fire department. Does anyone know anyone who works for Genie or Puget Power.
- **Science Night** - We are looking for someone to organize Science Night. I am currently talking with a family.
- **Special Needs Liaison** - We are still trying to find someone to be our "Special Needs Liaison." Margo is working with Melanie Miller to find someone.
- **Family Reading Night**- Batool Akbar has volunteered to be the Chair but need to get clarification from Monica about who owns this event – PTSA or teachers? Mo will be following up. Wendy was approached by Usborne and they offered to be there if we want them and if we think parents want more book-buying opportunities. A Book Rodeo (bring a book, take a book) is another idea.

VP Enrichment, Ashley Fitzpatrick

- **BASP**- Issues w/vendors for coding and Lego. In talks with the Play-well management.
 - Discussed registration timeline/holding open till end of session. Send ideas to Laura Harding.
- Overtime Athletics are going to struggle being outside under the dome for the next few weeks.....perhaps not a great choice until we have the use of a gym.
- Kirkland Arts Centre to hold a winter session! Monica approved Art and Science.

VP Outreach, Kelly Radcliff

- **Staff Appreciation Luncheons** – 2nd Grade sponsored sandwich lunch was well liked!
- Will be using the compostable plates to reduce clean-up time. Also, not enough silverware, so Steph is looking into buying compostable silverware.
- For the Staff Appreciation \$ collection from Room Parents: Discussed how to collect money.

Dir. Communications, Tricia Barendt/ April Rickard

- **Photo Publishing Permission:** We currently do NOT have any families on the District Withholds list. So as long as the info is staying within PK (newsletter), we do not need advance permission for publishing photos. We still should ask permission for website and FB posts.
- **April:** I worked with our web host to update our email server. Please let me know if you experience anything out of the ordinary with our @peterkirkptsa email addresses. Our website will be moved soon as well.
- **Tricia:** Created a draft schedule for the glass case display for the rest of the year. Looking for assistance to help create fun visual displays. (See the end of the document for schedule)
- Monthly Event Calendars will go out in Peachjar at the end of each month.
- **Feedback Requested:** Next newsletter content due Friday 11/10, what do we want to highlight in this issue?

- **Next Step:** We need to send out a communication to the new families entered into the database. This communication has not been drafted but should be done in coordination with membership and Mo I believe.

Dir. Membership, Christine / Jessica

- Currently have **579 members**.
- We received the complete list of students/families from the District and Tricia uploaded them to MSA. A membership campaign strategy will be formulated with Christine/Jess/Tricia/Mo to target those non-members who were just uploaded to MSA.
- Jess/Christine to highlight the benefits of membership on an ongoing basis with monthly spotlight on Nat'l PTA members' discounts, or MSA benefits through together with communications.
- There is a requirement when applying for Standards of Excellence Award to show that membership campaign is ongoing all year, and show examples of a campaign in Fall, Winter, and Spring.
- To access the password-protected pages of the **WSPTA website** (www.wastatepta.org) including Leadership guides, PTA logos, and Benefits and Discount codes, PTA leaders should use the new username "**Every**" and password "**Child**." This username and password is case-sensitive and is only for PTA leaders – do not share with members who are not PTA leaders or with non-members. The username and password used by members to access the Benefits and Discounts Codes page is included in the welcome email sent to every paid member. The credentials used by 2016-2017 members have expired.

Dir. Fundraising, Megan Smiley

- Let's highlight Amazon on website/newsletter as we near the holidays! *Use amazon.peterkirkptsa.org instead of smile so we can earn more money back.*
- Megan to highlight passive fundraisers at the GM meeting.
- Wendy: Book fair exceeded last year's stellar year. Teachers ordering books now, \$5000 worth! Will keep on conference week going forward.

Dir. Legislative Advocacy, Melissa Stone

- Melissa attended the Washington State PTA (WSPTA) Legislative Assembly on behalf of PK to join delegates from across the state. Discussed advocacy education, networking, and to consider the addition of new positions to the policy platform. Check the WSPTA blog (<https://www.wastatepta.org/2017-wspta-legislative-assembly-recap/>) to read the highlights and titles of four new long-term resolutions and seven new short-term legislative issues.

Dir. Arts & Language Arts, Miyoko Nather

- Art Docents have begun lessons for the year. Photos are being taken during lessons to include in future newsletters.
- Reflections submissions were due last week. There were more submissions than last year- 4 literature, 2 music composition and 11 in visual art.
- Fairy Garden/Kinder Garden/ Kindness stone garden planning underway.
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Dir. Volunteering, Wendy Alston

- Mira Marcus (Eagles in Action) is exploring ways to bring community service opportunities to PK students, such as making sandwiches to feed the homeless in partnership with MoreLOVE project. Seeking input from Monica about whether this could be held during school recess, or after-school. She is also looking to switch up the incentive awards for students who have already received the Eagle stuffed animal.
- Eagles in Action - would like to plug this month in newsletters.
- Volunteer of the month: Cooper Vincent to tie in to eagles in action.

- **Current Open positions:**
 - Special Needs Liaison
 - Science Night Chair
 - Craft-a-holic- someone to help with front board displays.
 - Nominating Committee
- MSA personalized thank you notes – good feedback and everyone should do after an event – need to relay to committee chairs.
- MSA - Need to remind and train parents (especially older grades) about using MSA as THE place to sign up.

Glass Case Schedule. Week of:

Nov 12: New Student Council
 November 19th & November 26: Thankful for
 December 3: Math Night
 December 10th: After School Registration Opens
 December 17th & 24th: Winter Break
 December 31: Welcome Back
 January 7th: PTSA General Meeting
 January 14th: Martin Luther King Jr.
 January 21st: Conference Week
 January 28th: Dance Party (?)
 Feb 4th: Valentines
 Feb 11th & Feb 18th: Mid Winter Break
 Feb 25th: Reading Night
 March 4th: School Out 9th
 March 11: St. Patties Day
 March 18th: ??
 March 25th: After School Opens & Chorus Finale
 April 1: Spring Break
 April 8th: Play
 April 15: Earth Week (Grounds Beautification, Science Night) – *Mo & Steph*
 April 22nd:
 April 29th: Gallery Walk
 May 6th: Teacher Appreciation Week
 May 13th: General Meeting
 May 20th Thank you Veterans
 May 27th: Carnival
 June 3rd & 10th & 17th: Countdown to Summer

ACTION ITEMS / NEW TO DO

- All: Have a separate meeting on the fundraiser/parents night out
- Mo: Going forward include a link/attachment of the previous meeting minutes so that we don't have to
- Laura: Reach out to 6 Crickets for the checks' whereabouts
- Mo/Tricia: To include yearbook stipend for a future meeting
- Steph/Melissa/Elysia: Define the criteria for stipends (i.e Stipend Committee)
- Tom: provide April copy of insurance for School Playnjb bvhjiuy5tgka
- Tricia/April: add Postitive Parenting to store
- Tricia/April/Mo/Elysia: Figure out the paypal fee/cost of the Positive Parenting

April: Put the information on the Bond/Levy on the PTSA website (Tricia has link)

Laura: to find a 3rd non-board member for Nominating Committee

All: Please send your course completed and any certificates to Jen Greenberg for PTSA Convention

All: Please provide slide updates to Mo for GM meeting

Miyoko: Reach out to Tricia to figure out how to do communications for Art Docents

Mo: to ask Monica when she'll be communicating about construction

Wendy: to add games/prizes point of contact for Carnival committee on the 'needs' slide for GM meeting

Christine: ask hubby about borrowing a piece of equipment for Egg Drop

Tricia: to create a sign up for the board updates (the glass display case)

Meeting adjourned at 10:56am. Minutes by Wendy Alston, Volunteer Director.