

BOD Meeting Minutes
December 6, 2017
9:15am-11:15am
Maureen's House

Called to order at 9:22am by Maureen Crabtree

In Attendance: Maureen, Jennifer, Elysia, Tom, Margo, April, Stephanie, Jessica, Melissa, Miyoko, Wendy, Ashley, Kelly (13)

1. Secretary's Report – Jennifer Greenberg

- A. Quorum – yes, 13 in attendance.
- B. Board Bios – Tom and Ashley please submit.

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

2. Treasurer's Report - Tom Schauer

- A. New bank account added for special projects – auction and new school
- B. Matching gifts are up over \$6k since previous month. Goal for year is \$26,500.
- C. Total cash across five accounts at 11/30/17 is \$106,174. As of November 30th, cash has increased for the fiscal year by \$25,161. We're currently at a \$24k surplus to our plan for the year, due the timing of when remaining expenditures are to hit
- D. New Line Item for Candy Buy Back. \$500 came in and \$500 went out.
- E. Clarify line item for Wellness – Compostable
- F. Tax Return filed on November 15th

3. President's Report & New Business – Maureen Crabtree

A. Update on Construction Plan w/diagram.

- 1. Bring to student council for them to initiate ideas for new play ideas during construction
- 2. Steph met with people trying to find company to partner with for turf
- 3. Discussed sending Forest a list of ideas we want to use our Fundraising for. Will put in next Newsletter to send in any ideas/suggestions to Secretary to create a list. Bring up at Jan. GM
 - a. Initial list to include: 3-D Printers, color printers, STEM/STEAM, garden, Robotics

B. Re-structure of Org Chart & Board Roles

- 1. VP Outreach role- Clarify role as promoting family and community engagement- FACE. Connector of people, approachable & outgoing. More active management of all facets that fall below on the Org Chart. Responsible for organizing:
 - a. Kindy Playdates
 - b. New Parent Coffee & Welcome packet for all new families that join mid-year.
 - c. Find a rep to moderate grade FB page
 - d. Organize other social gatherings; encourage smaller class meet-ups organized through RP's; and promote FACE opportunities available district-wide.
 - e. PR for PTSA, making sure our messages are effective and reaching our community. Measure this by conducting a survey at least once a year.

- f. Oversee / Collaborate with Communications team for content of all messaging (social media, web, newsletter, signage).
 - g. Share communications with RP's through RP Liaison as needed.
 - h. Actively oversee all areas under Org Chart - RP, Communications, Membership, Legislative Advocacy & Volunteering.
2. Committee Chairs for Room Parent Liaison & Staff Appreciation – different from VP Outreach. These two CC's could be same person.
 3. Executive VP – Awards & Recognition; training for President position.
 4. Director of Volunteering – to take over the management of signups and follow up thank you's in MSA, continue with volunteer recognition, and recruit to secure open positions.
 5. Eagles in Action – could potentially be same person as Director of Volunteering.
 6. Open Positions – Current open exec positions: VP Enrichment, Secretary. Non-exec position: Director Volunteering.
- C. **Junior Achievement** – Biz Town field trip will be later in Spring. Monica to confirm date. Mo and Wendy to meet to discuss and to collaborate with 4th grade teachers.
- D. **January GM Meeting** - Parent Ed topic 'Best of Summer Camps'. Discussed summer camp fair for kids (St. Thomas as example), parent map. Invite 6 Crickets rep to give 5-minute talk. Invited Student Council to attend/present – waiting to hear.
- E. **St Paddy's Day Parent's Night & Auction** – Location is the Woodmark Hotel. Need to start advertising and seeking donations for auction items. Ideas include: Unique experiences (boating, golf, cooking, cookie decorating, flower arranging, stay at vacation home, babysitting), wine, restaurant GC, hotel stays, new/gently used kid's things. Tickets will be approx \$75/pp, 150-200 people. Food/Bev costs may be closer to \$10,000 (\$8,000 budget). **Will make motion to increase budget if needed once all costs are final.**
- F. **Standards of Excellence** – Maureen will meet w/Tom, Elysia, Stephanie, Jen, Tricia, April, Jess & Christine for 10 min at the end of this meeting to discuss.
- G. **Training Documentation** - Please send course completed and any certificates to Jen Greenberg.
- H. **Council Basket Auction** – All are invited to attend. Held after the December Council Meeting Thurs Dec 7th, 10am-11am @ LWSD Resource Center.
- I. **Nominating Committee** – Upcoming training opportunity Tuesday, Jan, 16th, 7-8:30pm OR Friday, Feb. 2, 9:30-11:00am, LWSD Resource Center, Sammamish Room
- J. **PTA Convention**- Check your calendar! May 18-20 Hilton Hotel, Vancouver, WA. Who's in?
- K. **Bovey Portable Break-in** – Steph took care of water per Monica's request for new water.
- L. **Positive Parenting Class** – Can't promote or handle funds for Melanie Miller's class if it's not a PTSA event. Will consider it a PTSA enrichment class. To be taught by Kristin Nasman, Positive Discipline Parent Educator. Cost is \$145.00/person, \$195.00/couple and is open to PK parents and parents in LW learning community. Will monitor enrollment to gauge community interest for next year.

4. EVP - Stephanie Lecovin

- A. Wellness Update
 1. Exploring nutrition and wellness policies in nearby districts.
 2. Awaiting responses (through Dec 15th) for District-wide survey to schools 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).

5. Director/VP Reports:

A. VP Community - Margo Wei

1. **Marathon** - This year, Peter Kirk Eagles ran farther than ever before - almost 6,500 miles!
2. **Science Night** – New chair for Science Night is Josh Reiss! Father of Emma-2nd grader.

3. **Dance Party** - Dance Dude will be at the Dance Party from 6:30 to 8:00p. Same ticket price and punch card prices this year (\$5 for pre-sale tickets, \$7 at the door, \$5 for a punch card). Photo booth confirmed. Discussed food truck and opted against.
4. **Parents Night Out** – See above President’s Report
5. **Family Reading Night**- Maureen to meet with Monica to determine who is the lead for this – PTSA or school. Discussed ideas for Usborne, book rodeo, craft table, meet-the-author, and then having one book reading with a fun theme! Potentially need additional chair to help Batool.
6. **Egg Drop** – Good news from Fire Department! Looking at June 15th as potential date.
7. **Pantry Pack – New charity program**. Program currently aids over 900 students in LWSD. Need donations. \$25 will give a student food every weekend for a month. \$250 will cover weekends for an entire school year. **Can share the donation ask on PTSA Facebook page**
8. **WatchDOGS** - Feedback from Brenda/Monica about some Dads not arriving on time & complaints about not spending enough time with their own kids. Daily duties were shifted from Brenda to Nadya Sultan. New ‘End of Day Survey’ implemented (administered on the National WatchDOGS site) which Nadya will email out at the end of the day along with the picture she takes. Hoping feedback from the survey will help us to continue to improve. Need to add reminder to survey about submitting hours to their employer.

B. VP Enrichment - Ashley Fitzpatrick

1. **BASP- Winter class registration opens Dec 11th**. Will stay open through the session this time. Classes include Art, Coding for Kids, Drama, French, Guitar, LEGO, Mad Science, Spanish and Zeno Math

C. VP Outreach - Kelly Radcliff

1. Staff Appreciation Luncheons - next one will be in January hosted by the 3rd grade families.
2. Staff Appreciation \$ collection from Room Parents - Jayme Kennedy to help w/staff gifts and as a second person to oversee/keep track of the money. Good amount of money received so far.

D. Dir. Communications - Tricia Barendt/ April Rickard

1. Email server has been updated. Please let April know if you experience anything out of the ordinary with @peterkirkptsa email addresses. PTSA website will be moved soon as well.
2. Feedback Requested for next newsletter - Content due Friday 12/08.
3. MSA Updates
 - a. All families are now in the database. Will update view permissions for some families.
 - b. Teacher list has been updated. Completed 12/1.
 - c. Student information stills needs to be updated.

E. Dir. Membership – Christine Bergstein / Jessica Convers

1. **Currently have 580 members.**
2. Membership Campaign: Campaign strategy will be formulated w/Christine/Jess/Tricia/Mo to target non-members who were just uploaded to MSA from complete student list from district.

F. Dir. Fundraising - Megan Smiley (not in attendance, view President’s report above)

G. Dir. Legislative Advocacy - Melissa Stone

1. Reminder: There is no WA PTA Focus Day in January. Instead, there will be a brown bag with district’s legislators in May. WA PTA is evaluating how to do Focus Day moving forward.
2. Working on Peter Kirk’s PTSA donation for the bond/levy campaign to send over.

3. January will be a busy month for the bond/levy campaign with sign waving, doorbelling, phone banks and newsletter updates.

H. Dir. Arts & Language Arts - Miyoko Nather

1. Clay Docents Glaze training is being held twice this month by Caitlin & Kat - Dec 6th & 13th. Training sessions will ensure that all clay docents can lead glazing lessons so students can complete their clay projects.
2. Currently going to wait to display artwork in the outdoor hallways due to bad weather. Will continue to display in office and the office hallway.

I. Dir. Volunteering - Wendy Alston

1. Eagles in Action (Mira Marcus) has arranged a community service opportunity for PK students. Making sandwiches to feed the homeless in partnership w/MoreLOVE project. Feb 12 or 13th.
2. Volunteer of the month: Please send Wendy suggestions.
3. Current Open Positions - Special Needs Liaison, Craft-A-Holic (Front board displays) & Carnival Committee

Current Glass Case Schedule for December/January:

December 10th: After School Registration Opens
December 17th & 24th: Winter Break
December 31: Welcome Back
January 7th: PTSA General Meeting - "Best of Summer Camps"
January 14th: Martin Luther King Jr.
January 21st: Conference Week
January 28th: Dance Party

TO DO's

April/Tricia: Include in next Newsletter to send any new school fundraising ideas/suggestions to secretary@peterkirkptsa.com

April/Tricia: Send to Cheryl to post Pantry Pack donation ask on PTSA facebook page.

ALL: Please send your training course completion and any certificates to Jen Greenberg

Maureen/Margo: Need to add to WatchDOGS End of Day survey to submit their employer hours.

ALL: Mark calendars for PTA Convention May 18-20th.

Meeting adjourned at 11:06am, Minutes by Jennifer Greenberg, Secretary