Mission: Partnering with staff and families to create a safe, healthy and inclusive learning environment   
to provide an enjoyable and positive school experience.





Margaret Mead Elementary PTSA  
1725 216th AVE NE, Sammamish, WA 98074  
PTSA Unit 2.8.38  
www.meadptsa.org

Goals: Support the mission statement using:   
effective communication, connecting community, financial support & fiscal responsibility.

**Board of Directors Meeting Minutes April 16, 2020**

Proper notice of the meeting was given, and a quorum was present.

Board members in attendance: Molly Hylen, Suzy Khendry, Candice Murray, Catherine Patterson, Liz Moore, Adrienne Oliphant, Leta Hamilton, Antoinette Haynes, Ryika Hooshangi, Catherine Tian, Sharon Mason, Ashley Arrington, Abi Nubla-Kung, Heather Gibbons

Board members absent: Deborah Halley

Staff representatives in attendance: Sandy Klein, Sarah Jensen, Jaclyn Beaudoin

Call to order by Molly Hylen at 7.04pm

**President Report: Molly Hylen & Suzy Khendry**

* Meeting introduction/boundaries for meeting: It was noted that at this meeting it is necessary to focus on what this group is able to do and accomplish now. The PTSA also needs to be mindful that the school is transitioning to a new way of learning and that this is where most of the staff and parents will be focusing their efforts right now. It may be different once everyone has settled into a new routine. Also, there will be a lot of unknowns for next year. Many things will have to be decided as our school gets through the summer and into September, they cannot be decided now as it is hard to know when schools will be fully open, when events can take place and how comfortable people will be with group events etc.
* School Supplies for September - Orders will be placed with the same company as before. The company requires a list from teachers by the start of May. Parent orders will probably be needed by mid-June. The orders will be delivered to homes at the end of August/start of Sept. Advertisements for this will be going out on FB/Mustang Report/PTSA website soon.
* Class photos/Yearbook: It may be possible to still pull these together using existing individual photos. Mercy Ammerlaan is the liaison with the photographer. Feelers have been put out for people to organize 5th grade memory books. This may need to be done class by class. Delivery of yearbooks should be arranged if possible.
* Volunteer Awards & Golden Acorn: As there can no longer be a volunteer celebration, it would be good to recognize some volunteers who will be leaving the school community another way. An online “thank you” post and a delivery of flowers/a card was discussed.
* Proposed changes to standing rules for 2020/21: These include a renaming of one of the Board positions and amendments to the standing rules suggested by LWPTSA (and therefore believed to be in line with WA State PTSA) to allow PTSA business to continue to be conducted during the current Covid 19 pandemic.
  + Motion #1 made by Suzy Khendry, seconded by Sharon Mason that “Paragraph 14 of the Standing Rules shall be amended to read ‘Advocacy’ in place of ‘Legislative’ where referring to chair titles. The Standing Rules shall also be amended to allow for board and general meetings to be held other than in person and for necessary votes to be conducted at/in respect of matters at such meetings whether electronically or otherwise”. All voted to approve. Motion passed.
* Events for next year: As there are a lot of unknowns it was agreed that the budget should mainly be kept as is and be reevaluated early in the 2020/21 school year. This is discussed further in the budget review.
* Thoughts on increasing morale and school spirit: It was felt that the ongoing pantry pack donations and local charity drives meant that there may not be an immediate need to add to this right now for the school community. It was suggested that the PTSA encourage children to connect “virtually” so that they could feel a sense of community with their classmates (not clear if the PTSA could suggest a specific platform though), and whether there could be a virtual class meeting too to allow children to connect with their peers and teachers. Perhaps for field day it would be possible to do “virtual” activities? Perhaps the PTSA could do a shout out to the 5th graders who leave Mead this year? There was also discussion of children doing some Mead Mustang art and displaying that at their homes to build community in their neighborhoods or sidewalk art at school if it becomes viable to do that. The Board will revisit possible ideas in mid-May once the immediate adjustment to online learning has happened.

**Secretary: Cassy Patterson**

* Minutes from February: approved.
  + Update on slate of candidates for 2020/21. Nominated candidates for the elected positions will be elected at the May General Membership meeting. The suggestions for appointed positions were noted and the intention is that they will be approved in May or June.
  + **Elected:**
    - President - Ryika Hooshangi
    - Vice President - Abi Nubla- Kung
    - Treasurer - Molly Hylen
    - Secretary - Leta Hamilton
  + **Appointed:**
    - FACE -Liz Moore & Trista Lofti (Trista to be appointed start of next school year)
    - Emergency Prep - Antoinette Haynes & Cassy Patterson
    - Advocacy - OPEN
    - Volunteer Coordinator - Ashwini Godbole
    - Membership - Daniella Toledoh & Catherine Tian
    - Fundraising - Sharon Mason & Ashley Arrington
    - Communications - Sharon Wu & Heather Gibbons
    - Sustainability - Suzy Khendry

**Treasurer: Candice Murray**

* Grant request: For IA closet table $77. Approved.
* 4th grade basket weaving: Ms Brady suggested putting together a pack and posting it for 4th graders to do at home. The PTSA has already approved a $900 grant for basket weaving and this can be used for the home activity. If more is required due to posting a new request will be submitted.
* March financial report: Very little activity on the account. No deposits, 5 checks that cleared.
* New budget to present at general membership meeting: It is hard to know what next year will bring and the PTSA may want flexibility on events and need to reduce some budgets a little:
  + A lot of effects won’t be felt until next year, so the PTSA should expect less in fundraising – reduce expected sums to $30,000. The budget should also reflect lower anticipated expenses for fundraising events – reduce to $5,000. The PTSA can try and boost funds with more restaurant events and movie nights. These provide only small boosts though. There will inevitably be less funds from donation matching too – reduce to $10,000.
  + Dudes and Donuts/Family social events: Dudes and Donuts to be rebranded as Spring Social. The budget will remain the same.
  + Remove “Spring family event” and change “family event” to “Community Gathering” with a $1500 budget.
  + It is anticipated that there will be sufficient funds carried over to cover educational programs at the start of the next school year.
  + Grant money that has been allocated and that will not be spent this year – this will be rolled over into next year’s grants (otherwise it would need to be made a line item and this reduces the PTSA’s flexibility).
  + Founders lunch: The cost of this has increased from $150 to $175.
  + There should be a new line item for the health room. J Vestal does not qualify for an IA grant, but funds are required each year for spare underwear/clothes for the kids. $75 is to be allocated.
  + The electronic communication line item will remain at $500 for now.

**Principal/Staff Reps**

* Collection of students’ supplies from school: The logistics are being worked out and there will be an announcement soon. It is likely that an IA/teacher will bag things up and a collection system will be sorted out.
* Acknowledgment of Mead’s amazing staff: In particular, a shout out to the teachers and staff for their efforts to adapt their class programs for online learning.
* Birthday books: Sara Jensen is working on ways to complete this program and let the kids choose their books during the shutdown.

Committee Reports:

**FACE: Liz Moore & Adrienne Oliphant**

* Mariners night: Cancelled.
* Community fun: Ideas such as community art to be considered next month.

**Legislative Advocacy: Leta Hamilton**

* Online Convention: This is being held virtually so there is the opportunity for other PTSA members to attend. Dates are mon May 11th – 21st. If we need a voting delegate, Leta Hamilton will sign on for the relevant times.
* Other matters: This was a short legislative session this year so there has not been a lot of action. A bill was passed for emergency funding re Covid 19 and then the session finished.

**Membership: Ryika Hooshangi & Catherine Tian**

* Membership fees for 2020/21: No increase this year to membership fees.

**Volunteer Coordinator**

**Fundraising: Sharon Mason & Ashley Arrington**

* Unknowns and plans for next year as above. Will try and do a carnival at some point.
* International night some donated gift cards. Hold one may be able to use at event next year.

**Communications: Abi Nubla-Kung & Heather Gibbons**

* Our School Pages site: A new website host has stepped up, so we will not have to relocate from Our School Pages as previously thought. It appears that the PTSA can carry on for 2 years for free! It is proposed that funds remain available under the electronic communications line item as there may be unexpected charges tied to the PTSA’s online usage/presence as we need to do more things remotely. These funds can always be reallocated next school year if needed.
* For adding to communications:
  + Good time to remind families about the PTSA’s amazon link for rebates on purchases.
  + Advertise the proposed slate for the Board elections (Cassy will send wording) at least 15 days before the meeting.
  + Send out details of General Membership meeting (on Microsoft teams or similar) at least 10 days before the meeting and potentially use Sign-up Genius for this so that the PTSA can track attendees and their PTSA status.
  + Send out the proposed budget and standing rules 10 days before the General Membership meeting.
  + Put the staff picture on the PTSA website?

**Sustainability: Deborah Halley**

* No updates from Deborah.
* Veggie/flower garden: Megan Andrews, chair of the Green team, is actively working on that. Approval is required from the District and there will need to be a site visit.

**Emergency Prep: Antoinette Haynes**

* Becoming a Co position next year.
* Updates: Shelter in place plastic and tape for windows was purchased – meant for storms etc. Materials and new food items will need to be put in each pod. It is no good if they are in a storeroom with an exterior exit. Dust masks that were part of the PTSA’s supplies were donated to Evergreen hospital. The PTSA also has some gloves that may be asked for at some point, but there has not yet been a request for these. When possible to do so, the masks for our emergency kit should be replaced. Until the next emergency prep meeting, it is not clear what else we will be asked to add to our stockpile or what budget will be required. If necessary, it will be possible to submit a grant to top up the line item budget. Still expecting a big food and water delivery next school year which will be distributed to the classrooms/pods.

Adjourned 8.35pm