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**
**October 2nd 2019**

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

Call to order by Molly Hylen at 7.05 pm.

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

* Word on the Street (10 minute discussion):
	+ running club (expected to be available in the Spring);
	+ transition for Kindergarteners and canteen (teachers and IAs provide assistance, clear rules to establish routine, headphones offered for noise, may include snack in canteen for new student Spring tours);
	+ running/pushing in student waiting lines before school (IAs stretched covering crossings, there is an opening for parent volunteers to assist with line monitoring and training can be provided).
* How to start a new club: Molly ran through the process for creating a new club/PTSA line item:
	+ PTSA volunteer(s) required,
	+ school space and approval from Sandy,
	+ Review budget and obtain approval for the allocation of money for the club by the General Membership.
* Math Challenge PTSA: It was decided that there should not be a membership requirement or a fee to participate.
* Production room: Equipment has been moved around to assist in production room work.
* Ice-cream social feedback:
	+ Ran out of ice cream – could control amount used better with smaller cups and restricting the number of helpings by a ticket or stamp system.
	+ Flow – discussion re the location of the toppings table – whether standalone (then - 3?) or locate at the end of the ice cream line.
	+ Sustainability – use paper cups next year.
* School Supply Boxes: There is now an option to have all boxes delivered to individual home addresses (for additional cost) rather than to the school. It was agreed that it is simpler and easier to deal with any delivery issues if all are left at the school.

**Secretary: Cassy Patterson**

* September Minutes: approved.

**Treasurers: Candice Murray**

* Audit Report (relates to end of term of previous treasurer)
	+ Savings’ account: in order to resolve ongoing issues with how Bank of America sends/does not send us the savings’ account statements, the savings account has been closed and all money will be held in the checking account. There is no official requirement for the PTSA to maintain a separate savings account.
	+ Checks: a few have not been cashed, so this needs a follow up.
	+ The financial review was accepted by the Board.
* Reconciliation: the books have only just been returned to the treasurer and the reconciliation will be presented next meeting.
* Reading Support (paid for by PTSA) update:
	+ Lexia K-2 all students, 3-5 intervention
	+ AR & Star Reader 3-5 all students

**Principal/Staff Reps**

* Stipends for extracurricular activities: $7,600 from PTSA to spend on these. The staff will be voting on which to support out of the following:
	+ Student Leadership 4th/5th
	+ AV team
	+ Leadership (Primary)
	+ Ultimate Frisbee 5th
	+ AR Administrator
	+ Music Club (1/2 year)
* Subs: There is always a need for these, and without them, specialist teachers need to be reallocated to cover regular classes. If any parent at school has a teaching certificate and is interested in being able to support the school in this way, it is possible to get a subbing certificate so you would be eligible to come in.

**Committee Reports:**

**FACE: Liz Moore & Adrienne Oliphant**

* Candy Drive Nov 4-8: Candy will be taken to collection point at YMCA and sent to the troops. Collection point to be located between lost and found and stairways.
* Reader Board: The new board won’t be up until after the November 14th Open House.

**Legislative Advocacy: Leta Hamilton**

* School board candidate forum: Thursday night.
* Legislative Assembly: held at the end of October and Leta Hamilton is our delegate for the Assembly.

**Membership: Ryika Hooshangi & Catherine Tian**

* Update on Member Planet upload: The State website changed and there have been difficulties transitioning. Other schools also appear to have struggled with this.
* Membership numbers: At the moment it appears that membership is low. We may need a membership drive. Consider a large poster, branded bracelets/keychains to be handed out, clearer linking of the PTSA to events and other items we finance, focusing on raising awareness of Kindergarten families.

**Volunteer Coordinator: Pauline Cooper**

**Fundraising: Sharon Mason & Ashley Arrington**

* Carnival Update & Discussion
	+ Spirit week/Pass the Hat: October 21-25.
	+ Money, Ticket counting & prize distribution volunteers: $5 carnival entry per family; discussion regarding benefits of using a fundraising portal, rather than a button on PTSA website, to track payments during “pass the hat” October 21-25th (but 15% card fee proposed by company was deemed high); help will be required from PTSA volunteers to count money, decorate school etc.
	+ Food Trucks: None arranged at present, but as these are considered a draw, Sharon will look into booking some for the night.
	+ Request for budget increase for ease of covering last minute costs: Motion #1 made by Sharon Mason, seconded by Cassy Patterson, that “$1000 be moved to the annual fundraiser line item in the budget from reserves”. All voted to approve. Motion passed.

**Communications: Abi Nubla-Kung & Pooja Deshmukh**

* Abi added to Facebook. She will help keep up Facebook postings.
* Guidelines for Mustang Report and Facebook postings/advertising: be careful not to endorse businesses, just say a “thank you” to any sponsors; parental approval required for photos (may not be required for after school/public events, but good practice); can include advertisements from feeder schools on Facebook but not Mustang Report (Peach Jar is an option for other providers); the Mustang Report could include a statement such as “for more community events, check out Facebook/Peachjar etc;

**Sustainability: Deborah Halley**

* District adding stipends: these are being created to cover green issues. There will be an emphasis on getting kids to participate in making the school “green” and general awareness.
* Lunch room: there was a presentation on how to effectively recycle and sort our lunch waste. This will require 2 extra lunch volunteers to guide the children with trash sorting in the lunch room as they become more accustomed to it. It may be possible to get students from Eastlake High to make an informative video that could be played to students each year.
* Bike (and walk) to school week: first full week of May

**Emergency Prep: Antoinette Haynes**

|  |
| --- |
| October |
| 2– Board meeting 7pm Library |
| 4 – Popcorn Friday |
| 10 – Staff Luncheon |
| 14-17 New Book Fair Library |
| 21-25 Pass the Hat/Spirit Week |
| 24 – Fall Carnival |
| 25 – Disability Assembly 9am |
| 28 – Reflections project deadline 4pm |
|  |
| November |
| 1 – Popcorn Friday |
| 5/6 Individual photos |
| 7 – Staff luncheon |
| 7 – Reflections participant reception 6.30-7.30pm Library |
| 7- General membership meeting 7pm Library |
| 7- Board meeting 7.30pm Library |
| 14 – Open House and Assembly |

Adjourn: 8.35pm