

Margaret Mead Elementary

PTSA

1725 216th AVE NE, Sammamish, WA 98074

PTSA Unit 2.8.38

www.meadptsa.org



Mission: Partnering with staff, students, and their families to create a safe, healthy, and inclusive learning environment that provides an enjoyable and positive experience for the entire school community.

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

Board of Directors Meeting

August 31, 2023

Attendance: Trista Lotfi, Liz Moore, Cassy Patterson, Abi Nubla-Kung, Ashley Arrington, Sharon Mason, Hollie Palke, Heather Tompkins, Nicole Smithson, Holly Aungst, Hiwot Weldemariam, Molly Hysten

Location: Trista Lotfi's Home

Proper notice of the meeting was given to those entitled to receive notice, and a quorum was present.

1. Call to Order 6.43pm

2. Approval of the Minutes

The minutes from the May meeting were distributed via email and approved.

3. Word on the Street: Quiet this month!

4. Executive Board Reports

4.1. Co-Presidents: Liz Moore & Trista Lotfi

4.1.1. Code of Conduct at Meetings: Reminder to be respectful of other opinions and perspectives.

4.1.2. Attendance: Attendance at meetings is important both for staying fully informed and keeping others apprised of Board business. If it is not possible to make it to a meeting please send timely notice and, where applicable, check the co-chair is attending and briefed on updates.

4.1.3. Calendar of Events including

4.1.3.1. PTSA presence at the Kindergarten night and the school meet and greet: Completed

4.1.3.2. Welcome back lunch for teachers: The PTSA Board will prepare a staff breakfast this year.

Sign up by Saturday.

4.1.3.3. Ice cream social: This is on September 14th and will be combined with a volunteer drive. The event will be outside like last year, but a building use permit should be submitted in case the inside is needed due to rain. Timings, set-up and volunteer requirements were discussed.

4.1.3.4. Calendar Changes: The Volunteer Drive will now be on September 14th; The Watch D.O.G.S. Kick-Off Event is now on September 22nd; the Fall Carnival Glow Party is now on September 19th and the Used Clothing Drive will be held alongside the Used Book Fair. New Harvest House craft event. Drop off creations by September 19th and judging will be the week after.

- 4.1.4. Scam Emails: These are commonplace and getting more sophisticated. Trista and Liz will never email asking for gift cards or financial help, nor will they just check if you are free immediately. Double check the email address the message has come from and look for the Compass signature at the bottom.
- 4.1.5. Membership and Volunteer Status Requirements: Every Board member should be a PTSA member and an approved LWSD volunteer. The volunteer approvals last 2 years.
- 4.1.6. Meeting Refreshment Sign-Up <https://www.signupgenius.com/go/4090E45ACAE2EA7FF2-board>: Please sign up to bring refreshments to a meeting.
- 4.1.7. New Emergency Prep Chair needed: Antoinette has moved out of state so this position is now vacant.

4.2. Secretary: Catherine Patterson

- 4.2.1. Standing Rules Changes: Discussed possible changes to paragraph 13, paragraph 14, paragraph 19 (dismissed) and paragraph 31. These will be raised at the next GMM.
- 4.2.2. E-mail Use: We need to keep records of all PTSA communications. It is possible to send and receive emails from the official address for each role (this feature can be set up if not currently used). If you just use the forwarding from the official address, please copy in the relevant PTSA email when sending replies and keep a PTSA folder of all PTSA correspondence. The Board may change to a new system during this year.
- 4.2.3. Nominating Committee: We will try and recruit for this committee early this year so the committee can be sworn in in the September GMM. Anyone interested should contact Heather T or Cassy.
- 4.2.4. Training and resources: The Executive Board has mandatory training requirements. For everyone else, there are plenty of training resources available to help learn about the different positions etc. These can be found on the National PTA, WA State PTA and LWSD PTSA websites. If the training requires payment to be made, please contact Abi first to discuss reimbursement options. Attendance at training sessions can be beneficial to the standing of/awards for this PTSA.

4.3. Treasurer: Abi Nubla-Kung

- 4.3.1. Treasurer and Reconciliation Reports: Abi ran through the reports. Discrepancy between some line items and figures in the Budget Report and Treasurer Report. Abi will check and make relevant updates from the May meeting notes.
- 4.3.2. Suggested Changes to Budget: Title of Fall Carnival line item to be amended at next GMM to reflect broad scope of event. Fall Event and Fundraising Event were considered. No current line item for a Spring Fundraiser. Money should be allocated for this at January GMM if required. Consider adding a training budget line item for the Board at next GMM.
- 4.3.3. Operating Procedures

- 4.3.3.1. Reimbursement and Grant Requests: After discussion with the auditing team, Mead office, Sandy, and Board it was decided that reimbursement and grant requests will be submitted in hard copy only. The online form should be removed from the PTSA website.
- 4.3.3.2. Grants: One submitted by Molly Hysten regarding staff room supplies. Motion #1 “I move that Molly’s grant request to restock coffee/snack supplies in the staff lounge be approved.” Motion made by Sharon Mason and seconded. Motion approved.
- 4.3.3.3. Contracts: Contracts must be signed by two people, one of which should be a Co-President.

5. Committees

5.1. FACE: Sharon Mason & Ashley Arrington: Photo booth at Meet and Greet was a success. The Ice Cream Social prep is under way. FACE proposed a new (Spooky) Harvest House craft event. Houses will be constructed at home with non-edible/non-perishable items and brought into school by September 19th (Glow Dance drop off considered). FACE will discuss display/judging of houses with M. Andrews and prepare appropriate advertisements.

5.2. Legislative/Advocacy: Ryika Hooshangi

5.3. Membership: Kristin Boettcher & Manasi Joshi: No membership update this meeting, but the Executive Board raised the following points:

5.3.1. Monthly reports on membership numbers will be required each meeting. Manasi to maintain and share membership roster with the Executive Board.

5.3.2. Emphasized that the Board should really work on communicating why Mead families should join the PTSA. Key reasons: becoming part of the community and feeling more invested in what is going on, voting power of the PTSA and PTA at a National Level, membership incentives/discounts, reduced cost/free events at Mead, and PTSA awards. This could be showcased at membership drives. Some paper membership forms should be provided too.

5.4. Volunteer Coordinator: Heather Tompkins & Daniella Toledo: Meet and greet with committee chairs will be held on September 12th. Information regarding procedures, volunteers, budget etc will be relayed then. Volunteer recruitment event at Ice Cream Social. Nominating committee positions and the vacant Emergency Prep Board position will be added to the sign up. A monthly “volunteer spotlight” will be created and shown on the PTSA closet door. Board members-Cassy and Hollie-to send community volunteer contacts to Heather (e.g. for Middle and High Schoolers needing volunteer hours).

5.5. Fundraising: Nicole Smithson & Hollie Palke: Preparations are underway for the Glow Dance Party. The fundraising drive will use incentives to encourage participation (by class, grade and school). Fund Hub will be used to collate info and collect online donations.

5.6. Communications: Florence O’Quinn, Shawn O’Quinn & Heather Gibbons

5.7. Sustainability: Holly Aungst: Holly is waiting for confirmation about who the Green Team staff contact will be this year. There are different levels of achievement for school green teams. We’ll try

multiple activities this year and see where we land. There will be “walk/roll to school” drives in October, and May and possibly a “cocoa for carpools” event in January. The used clothing drive will be held during the used book fair like last year. It was noted that the City of Sammamish has a scheme that encourages parent volunteers to pick up kids on the walk to school so more kids can walk with a responsible adult. Part of the Sustainability budget last year was spent on Green Team activities. The reimbursement check was not cashed in the previous financial year which will deplete this year’s funds. It was decided that this would be covered by a transfer of additional funds to the Sustainability budget. Motion #2 “I move that we move \$200 from the Accounting Cash Reserves to Sustainability to cover an expense from the previous year that did not get cleared in time.” Motion made by Nicole Smithson and seconded. Motion approved.

5.8. Emergency Prep: The Co-Presidents will make contact with the former chair to ensure handover complete.

5.9. Diversity, Equity, & Inclusion: Hiwot Weldemariam & Dilina Halimulati: The book club will run this year. The goal is 2 or 3 books over the course of the year-preferably one in Fall and one in Spring. There was interest in looking up LWSD approved speakers and possibly holding an event/online event.

6. Principal/Staff Update

7. Adjourn 9.30pm

PTSA Board Meeting Dates

Thursday August 31, 7pm (Venue TBD)	Thursday, February 22, 7pm
Thursday, September 21, 7pm	Thursday March 21, 7pm
Thursday, October 26, 7:30pm*	Thursday, April 25, 7pm
Thursday, November 30, 7pm	Thursday, May 16, 7:30pm*
Thursday, January 11, 7:30pm*	June– Transition Meeting TBD

*Board meetings will begin at 7pm, unless same night as general membership meeting.

PTSA General Membership Meeting Dates

Thursday, October 26, 7pm	Thursday, May 16, 7pm
Thursday, January 12, 7pm	

Calendar of Events

Aug 30: Kindergarten Curriculum Night-PTSA Reps Needed
 Aug 31: Meet the Teacher-PTSA membership and volunteer drive
 Sept 5: First Day of School (Grades 1-5)

Sept 8 & 11: First Day of School (Kindergarten)
Sept 14: Ice Cream Social and Volunteer Drive
Sept 21: Board Meeting
Sept 22: First Math Challenge Begins
Sept 22: Watch D.O.G.S. Kick-Off Event
Sept 28: Curriculum Night Grades 1-5
Oct 16-20: Fall Fundraiser and Spirit Week
Oct 19: Fall Carnival-Glow Dance Party and (Spooky) Harvest House creations drop off
Oct 23-27: Harvest House judging
Oct 24-25: Picture Day (Individual Pictures)
Oct 26: Board Meeting and General Membership Meeting
Nov 16: Food/GC Drive-Thru
Nov 30: Board Meeting
Dec 14: Gingerbread House Decorating
Jan. 11: Board Meeting and General Membership Meeting
Jan 18: Spelling Bee
Jan 23-26: Used Book Fair and Used Clothing Drive
Jan 26: Art Night?
Feb 22: Board Meeting
Feb 29: International Night
March 14: STEM Night
March 21: Board Meeting
April 25: Board Meeting
May 6-10: Teacher Appreciation Week
May 16: Board Meeting and General Membership Meeting
June 6: Spring Community Gathering
June TBD: Transition Board Meeting
June 21: Last Day of School