

Albert Einstein Elementary
PTSA Board Meeting Minutes
January 14, 2010

Attendance: Michelle Sullivan, Kari Haegele, Debbie Breer, Amy Walter, Shauna Kennedy, Donna Muench, Rana Shafi, Madhu Movva, Kitty Tam, Sumi Balakrishnan, Melanie Williams, Margie Segress.

Meeting called to order by Michelle Sullivan at 9:15 am.

Minutes from the December 10, 2009 Board Meeting were approved as written.

Principal's Report (*given by Amy Walter*):

- Jack currently visiting 3 schools to evaluate Spanish immersion programs.
- Teachers' reports coming out on website & in the mail.
- Two math programs piloted next year in 3rd grade. Jack will be teaching in the classroom. Informational meetings regarding the district's math curricula are being held on 1/12, 1/14, 1/19, 1/26 (additional information about meeting times/location on lwsd.org). Hoping for parent input on new elementary curriculum.

Teacher's Report:

- Currently testing students for level of placement in Math DIBELS program which will require additional help in classrooms.
- Needs/wants of teachers:
 - ✓ Attention to sound system—too much feedback. Perhaps hand-held mic's rather than head-mic's (Michelle will talk to Troy).
 - ✓ Battle of the Books – hoping PTSA will buy pizzas for next year's event.
 - ✓ Digital frame in office is broken—Melanie might have replacement.

Treasurer's Report: (*See attached 12/10/09 – 1/13/09 Report*)

- Kari will be developing a rough ongoing forecast of funds we anticipate having in our account by end-of-year.
- **Money held for Specialists** (*see attached sheet*):
 - ✓ Since we no longer hold money past fiscal year, specialists monies need to be spent by June 30th or the funds will be rolled over into the general fund.
 - ✓ Remaining Beck Boa money will be granted from PTSA to school—still earmarked for specialists but will be handled by Judy.
 - ✓ Candida will spend money on field trips for the rest of the year & backpacks/school supplies/coats for next year.

New Business:

Financial Review Committee: Thank you to Donna, Shauna & Debbie for their work on the committee. The books are/were in order.

Otter Mail:

- Midnight Tuesday is the deadline for information to be included in Friday's mail.
- Kari to include brief "Your PTSA Dollars at Work" section once a month.
- Families with Email issues: 28 bounced back emails. Melanie suggested calling families (approximately 70) through the school office (Judy/Bobbie Jo). Rana will also check for email addresses on volunteer forms.

General Membership Meeting:

- January 28, 7:00 to 8:30 pm
- Decided first 20 minutes will be "Meet & Greet" for people to talk informally to PTSA board. Official meeting will begin at 7:30. Inform people through Otter Mail.
- Mayor, John Marchione, will speak about Redmond issues: namely, firestation on 116th, levy/bond issues, 172nd extension, etc. Inform people through Otter Mail.

International Night/Clubs:

- Tara Van Niman is I.N. Chair working with Family Events Committee (myeinstei group & board) with Audubon Elementary School as model.
- Idea for night: Tables representing different cultures. Attending students will have passports to be stamped as they visit different tables. Stage set up for performances (traditional dance or songs). No cost at the door.
- Currently not in PTSA budget. Proposals welcome.
- Audubon recommended contacting "gate keeper" families who can reach out to other families within each cultural background to help.
- **Clubs** (*see attached "Clubs at Einstein" form*): Michelle wrote up informational sheet on clubs to help people understand that while PTSA can help advertise for clubs, clubs are set up & handled by the school. Contact Jack with club ideas.

Taxes & SRA Request:

- Our costs for tax preparation came in higher than budgeted. Since the amount is under \$100, Kari will raise the budget line item, & we will vote on new budget figure later.
- Request from Ms Johnson (*see attached "Proposal for SRA purchase"*) to purchase 2 SRA kits to benefit & be shared amongst 2nd & 3rd grade classes (& perhaps with other grades as well). Discussion tabled until Kari forecasted where budget will be by the end-of-year (allowing for \$10,000 with which to begin the 2010-2011 school year). Kari's Discretionary Funds Forecast (*attached*) emailed on 1/15/10.

MOTION #1: Michelle motioned (*via attached 1/15 email*) that we approve up to \$1700 for the purchase of two SRA supplemental reading kits for the 2nd and 3rd grade classrooms. Jack seconded. All in favor (*see attached email chain*).

VPO (Valentines Post Office): Decided to put all proceeds toward Haiti's earthquake relief efforts.

Spelling Club:

- Initially for interested 4th, 5th & 6th graders.
- Meetings occur every other Wednesday.
- Kari is point-person. Barb King & Karen Ollerenshaw are alternating teacher facilitators.
- Free registration.

Council Update:

- Focus Day (1/18): contact Michelle if interested in participating.
- Founder's Day Luncheon (2/5): Judy Carlson, Amy, Jack, Melanie & Michelle to attend.
- Bond & Levy: Calls revealed 70% interest from those called. Aim for more information through letters to the editor.
- Nominating Committee Training: Amy, Deva & Melanie are current volunteers.

Committee Reports:

Fundraising: Donna suggested PCC Scrip fundraising program. Will research & present program for more formal board approval.

Volunteers: Waiting on Classic Books to begin. Volunteer appreciation to appear in Otter Mail.

Membership: 1 more member (255 total). Michelle suggested framing our membership certificate for hanging outside front office.

Family Events: Math Night tonight. Bingo Night (2/19): Requested help securing donated prizes from local businesses and pizza from Garlic Jim's. At-door cost discussion tabled.

Meeting adjourned by Michelle at 11:32 am.

The above notes were submitted by Margie Segress, Secretary.