

Meridian Park Elementary PTSA
Board of Directors Meeting
APPROVED MINUTES
December 3, 2013

Call to Order

The Meridian Park PTSA Board of Directors meeting was called to order at 6:38 PM by Kim Ositis, President. Members had been informed of the meeting through the MP and PTSA websites and the MP Blast. Those present are listed on the attached attendance sheet.

Welcome and Introductions

Everyone knew each other; no introductions were necessary.

Secretary's Report

Committee reviewed November 5th, 2013, Board of Directors meeting minutes. A motion was made and seconded to approve the minutes as written. The minutes were approved.

President's Report

Website

The new MPPTSA website is up and running. A question was raised about whether people, other than the webmaster, Frank Kleyn, would be given the ability to independently add content to the website.

Another question was asked about whether the board wanted their email addresses listed on the website. The idea was proposed to use new email addresses (e.g., MPPTSAsecretary@gmail.com) rather than private email addresses. Jennifer Kleyn agreed to ask Frank if he could create these addresses for the board members.

Janina is trying to give Frank access to the Facebook page. It was suggested that the FB page can be set up so that website updates populate to FB.

Other Announcements

- A landscaping party is scheduled for Saturday, 12/7/13, at 10:00
- PTSA Audit committee found date to complete audit: 12/16/13
- Tracey Poole is looking for 6th grade parents from each westside elementary school to be on the Einstein PTSA board for the 14-15 school year
- Special Needs PTSA meeting is scheduled for December 5th, Alumni Room at SLC
- The Works organization party, 12/4 6-8. Incorrect date went out on blast
- Shoreline Chamber of Commerce Luncheon: Wednesday, 12/11 @ 11:45. Someone from PTSA (Marty?) could go and make a pitch for car show. SLC Alumni room, \$20.

Dana Doerksen will go if Marty can't

- At the January General Membership meeting, Karli will do her presentation with the projector in library

Treasurer's Report

Adrienne presented the Budget Overview, which is attached to these minutes

- Adrienne indicated she needs bank statements to balance last month's statement
- Car Show Sponsorship in income section will be shifted into Classic Car Show line
- Donations line-Adrienne needs to figure out where this came from and fix it
- Fall Fundraiser-a couple of late orders came in and need to be added to the total income
- Car show income-Adrienne needs to search for the carryover amount from donations made before July 1
- 6th grade camp-Adrienne clarified that the amount, which seemed high, was correct. Tracey assured her that this was correct. Adrienne needs to figure out how to capture the income in the budget
- Krista has talked about sitting down with David for 14-15 budget planning
- Two water coolers were purchased for events, from boxtops
- Crayons & colored pencils to YMCA for babysitting
- A question was asked about the Henderson scholarship fund, which used to be in budget, but no longer appeared to be. Adrienne said it still is there and she will research exactly where
- A question was raised about the line item for the Chinese class, which no longer exists. Can it be removed? Kim suggested leaving it in in case a new class is created in the future
- Another question was asked about whether we can have two separate budgets- actual budget items vs. pass-through items
- Tax forms were filed by 11/15/13. 1099's go out in January
- Insurance has been paid for

A motion was made to approve the treasurer's report and was then seconded; the treasurer's report was approved as written.

Vice President Updates and Committee Reports

Clubs and Classes

- Tracey Poole indicated she has heard from a parent who is interested in running chess club. Tracey gave the parent the former leader's name and number. She has not yet heard back
- A question came up about Spanish club. Janina reported that there is someone who is interested, but hasn't worked it out yet
- Yearbook club has started; most members have paid the fee

Events

Car show: Dana plans to have a meeting to talk to parent volunteers about getting involved in the car show. Kim will put save-the-date for car show in Cheetah Chatter. David suggested saving a date to meet with Marty. Also, target one or two co-leaders, then have an electronic sign-up on the website. Dana will give Marty a couple of dates in January. Janina mentioned that Marty's main goal is to have volunteers get sponsors. Janina, Kim, and Tracey offered to participate in the conversation with Marty. An announcement will go out to in February for volunteers. Sunday, July 20, 2014, is the new date for the car show

Membership

- A membership envelope will go in every program for talent show.
- Tracey gave membership info in Spanish to Marla.
- Kim wrote up a description of the benefits of PTSA membership, which will go with membership envelopes

Volunteers

Dana reported that a call-out for volunteers went on the website.

Grants

Kim shared grant requests for staff, which is attached to these minutes.

- Peterson's grant: PTSA granted \$400 of \$800 requested. The building is matching the PTSA's \$400. \$700 is coming from another source
- Brain Pop includes internet safety lessons
- More grant requests will come in the spring.
- David clarified the procedure for approving and paying grants. PTSA may have staff do a write-up/blog of how they used their grant money

A motion was made to approve the grants as stated in email (attached); it was seconded and approved

Legislative update

- A 3rd special session took place-tax breaks for Boeing; a 4th special session was a possibility, to discuss transportation budget
- The regular session starts in January

Teacher Representative Report

Teacher representative was not present at the meeting

Principal's Report

2nd trimester started today. Students will bring progress reports home Monday, 12/16. A letter from David will be included. Report cards will be in pre-printed envelope to sign and return. Staff and kids are working hard. The holiday sing-along assembly is scheduled for 12/20. Conferences in January, Tues-Fri (MLK week); Thursday PM conferences (12-4; 6-8 pm).

Inclement weather- If a late start is called, Shoreline School District will be 2 hours late (11:05 start time for MP). 3 snow make-up dates are built into calendar. David is considering auto emails and phone calls for late starts and school cancellation.

12/12-Lockdown drill. Kids will know ahead of time. Now there are two different types of lockdown drills: lockout and lockdown. Lockout-business as usual inside the building after confirming safety. Lockdown-intruder in building.

David thanked Frank Kleyn for creating the new website. Frank got electronic sign-up set up on the website for Cheetah CHAMPS.

Unfinished Business

None

New Business:

Cheetah Chatter

- There was a problem with distribution. A plan made to make sure it is distributed on time. David specifically requested from Sam's Press that it is delivered to his desk.
- Deadline for contributions to Cheetah Chatter is 12/4/13

Community service opportunities

Food basket people need volunteers to help with haul-out of baskets and toy drive. There are some issues with kids helping because of the gifts involved. Tracey said help is needed for the food drive part of it.

Kim is wondering about making this a community volunteering event. She will call The Works to get details on help needed that morning, 12/14 at Kellogg.

Tracey asked that the kids be reminded not to bring glass jars for the food drive.

Adjournment

7:58