

FALL CITY ELEMENTARY SCHOOL PTSA 2.18.15
Board Meeting Minutes
June 3rd, 2014

Call to Order: Kirsten Patterson

Meeting called to order at 9:02am by Kirsten Patterson, PTSA President

Approval of Minutes from April 1st, 2014 Board Meeting: Karen Nieman

No corrections, minutes approved as written.

Presidents Report: Kirsten Patterson

- Thank you to Board Officers for all their help this school year
- Welcome new officers
- Reviewed list of transition items (see separate attached list)
- Prior year(s) document review update
Executive team went through 15 boxes of old PTSA documents and retained the documents required by WSPTA for record retention. The remaining old documents were shredded. **Action:** Original legal documents should be placed in a safe deposit box for safe keeping. All other records that must be kept for 8-10yrs or permanently will be kept somewhere at school. Recommendation is to place them in the garden shed on school property. **Action:** Kirsten will ask Dan if the garden shed is an option or if there is a safer place on the school property where the records can be stored.
- Review action items from 3/25 ET budget review meeting
Action: Karen will send Carrie Ahlstrom the list of open action items from this meeting to review with the new executive team.
- Discuss creation of PTSA Award Board for awards received by PTSA
Action: New officers will discuss a place in the school to showcase the current PTSA awards in frames. The old awards will be placed in the frame behind the most current award for safekeeping.
- Emergency Shed update
The executive team and Jeff Kissick met last Friday to inventory the items in the emergency shed. All the food was expired and needs to be thrown out (for insurance purposes) and new food needs to be purchased. **Action:** Kirsten will research on the FEMA website food recommendations so the PTSA knows what food to purchase to replenish the expired food in the shed.
Recommendations: It is recommended on a go forward basis that the food in the shed be rotated before it expires and be used by the school. Additionally, it is recommended that the new executive team research what other schools are doing in the area for emergencies and who is responsible; the school or the PTSA. If the PTSA is to remain responsible for the emergency shed, it is also recommended that someone from the Chief Kanim PTSA be assigned to help FCES PTSA with managing the shed since it supports both schools.
- Procedure Notebooks (from outgoing Board and committee chairs)
There were no procedure notebooks turned in at this meeting.

Board of Director Reports:

Volunteer Support: Kim Kelly (Absent)

- School Supplies update: **Action:** Kirsten will follow up with Kim Kelly to ask her to provide Lori Kissick with any materials she has for School Supplies and the distribution process for the start of the school year.

Curriculum Enhancement: Neelam Khaki (Absent)

Neelam has received feedback on the two surveys: After School Programs survey and Language survey. So far approximately 50 people have provided feedback. Neelam is in the process of compiling the survey feedback.

Committee Reports:

Yearbook: Kim Ehrenberg (Absent)

Kirsten Patterson and Carrie Ahlstrom signed the yearbook contract. Kirsten will provide the signed contract to Rick and Kim Ehrenberg and put a copy of the contract in the President’s notebook for Carrie. The office has been inquiring when yearbooks will be delivered. **Action:** Karen will follow up with Kim to find out when yearbooks are expected to be delivered to the school. Mrs. Fremouw is concerned about how the collection of yearbook pictures were handled this year. It should not be the responsibility of the teachers to manage the collection of yearbook photos. The PTSA will recruit volunteers going forward to ensure that photos for all the school events are captured and collected for the yearbook going forward. Mrs. Fremouw commented that she used to have a checklist of the requested photos used in prior years **Action:** Krista will follow up with Mrs. Fremouw to find out if she still has this checklist, otherwise, a new list will need to be put together for the new school year.

Treasurer’s Report: Chris Williams (Absent)

May P&L

A quick review of the May P&L was completed. In summary, the PTSA is going to end the school year with a larger amount in Net Income than expected. **This is due the following:**

- 1) Budgeted expenditures to be paid to FCES for staff and school grants is approximately \$20k under budget. This is primarily due to the school not asking for all the budgeted amounts for curriculum enhancement, 5th grade field trip, student scholarships and teacher mini grants this school year. The curriculum enhancement funds were not used this school year because the focus was on teacher evaluations. Next school year if the school adopts Dream Box, those funds will be needed since Dream box is three times the cost of IXL.
- 2) FCES received LAP(free and reduced lunch percentage) funding to help cover the cost of the Literacy for Life program, therefore, the \$7k Fletcher Bay Grant received this school year was not taken by the school which it has needed the past few years to help cover the cost of this program.
- 3) No Effort Fundraising Income is over budget by approximately \$10k due to the success of Amazon.com, School Spirit wear, and Mixed Bags this school year.
- 4) The PTSA received \$2k in unexpected payroll donations from FCES families employed by Microsoft.

The net result of the above items is additional income of \$20k for the PTSA. **Recommendation:** The WSPTA recommends that PTA’s carry over cash reserves equivalent to 6 months of expenditures for the school year. The FCES PTSA recommended to its membership at the May General membership meeting that the total amount budgeted for Academic Enhancement programs of \$33k be carried over to the next school year. Therefore, it is recommended that FCES PTSA carry over \$33k for Academic Enhancement programs plus 6 months of additional expenditures planned for the 2014-15 school year. This would equate to approximately \$67k based on the planned budgeted expenditures for 2014-2015. **Action:** A final review of the P&L will be completed with the outgoing and incoming officers to ensure all payments expected to be paid out have been paid out. This will allow the incoming executive team to have a better understanding of the amount of cash available to purchase a certificate of deposit. Date for this meeting has been set to **Tuesday, June 10th at 9am in the MPR.**

Bank Balances

	Available Bal
Key Checking	83,596.41
Key Savings	2,501.61
Certificate of Deposit	6,013.95
Certificate of Deposit	6,013.95
Total:	98,125.92

***Note: one of the Certificates of Deposit in the amount of \$6,006.94 was cashed and deposited into the PTSA checking account.**

Signatures on Bank Accounts

Remove old officers from bank accounts and add new officers effective July 1st, 2014. Forms can be signed at the Key Bank on the Sammamish Plateau. **Action:** Carrie Ahlstrom, Michelle Ingalls, and Kimberley Lobet are the signees for the bank accounts and will need to go sign the forms.

Adjournment:

Meeting adjourned at 10:10am

Important Upcoming Dates

June 10 th	5 th Grade Band Concert and 4 th and 5 th Grade Chorus Concert, 6:30pm
June 11 th	Sahara Pizza Night
June 12 th	Field Day
June 12 th	All School BBQ, 11:30am
June 12 th	SVSD Board Meeting, 6:30pm
June 17 th	Last Day of School-Kindergarten
June 18 th	Last Day of School-Grades 1-5
June 26 th	SVSD Board Meeting, 6:30pm