



**Olympic View Elementary
PTA Board Meeting Minutes
July 17, 2018**

Board Members Present: Jared Banks, Jackie Hillman, Nat Anderson, Amy Boelter, Kristina Bernhardt, Shannon Barnes, Christel Berg, Krista Wittman, Chelsea Shipp, Heather Pierce-Maiani, Rebecca Letwin

Absent: Melanie McMillan Jorgenson, Heba Tarek, Jeff Dotts, Kara Bruns, Laura Kunen, Jill Hughson, Heba Tarek, Becky Jacobson

Guests:

AGENDA TOPIC		ACTION ITEM
Minutes	Meeting called to order by Kristina at 6:43pm. Nat motioned to approve OVPTA board meeting June 2018 minutes, June 2018 minutes unanimously approved.	
Intros	Board members introduced themselves and their roles.	
Principle Check-in	<p>Andrew sent his update via email:</p> <p>Updates</p> <ol style="list-style-type: none"> 1. Hiring Updates <ol style="list-style-type: none"> a. Music: I am thrilled to announce that Jarron Smith has accepted our general music position. He is amazing talented, charismatic, creative, and a team player. b. Counselor: I am not sure if the PTA is aware of this. We had originally hired a counselor, but literally a day after accepting the job, her husband was transferred to South Carolina. However, I am excited to announce that we have hired an amazing talent in Katy Vancil. She is very experienced, is a go getter, is connected with outside agencies, and most importantly, is fantastic with kids. c. New superintendent: During my June trainings principals were able to meet with superintendent Juneau. My first impressions were very positive. She seemed very positive and approachable and demonstrated a strong understanding of SPS. Although personally I was very disappointed in having Dr. Nyland leave as he was moving our district in a positive direction, I definitely have a positive and open mind with her. d. Office assistant: Still waiting on this one 2. Classroom Moves: 	<ol style="list-style-type: none"> 1) Jared and Kristina will meet with the new hires to make them aware of OVPTA, provide Eagle Pride Fund info to counselor, and present choir and musical to music teacher. 2) Andrew will provide a date for curriculum night. 3) Andrew will share plan for science for 2018/19 school year. 4) Jared and/or Kristina will get feedback from the new music teacher re: amount for music in PTA budget. 5) OVPTA board will spread the word via Facebook, face to face and email blast (Heba) once it is known teacher

	<p>a. 4th grade is moving into the building and music will be going to the portables.</p> <p>3. 4th grade: Originally it was slated that we were going to have 3 fourth grade classes next year. It is possible that we end up with a model closer to what we have this year with 2 fourth grade classes, and then having another class of fourth graders blended into the two fifth grade classes who compartmentalize. In this model, Mr. Kreiter would teach math (4th grade would do fourth with him and fifth would do fifth. Students who had fifth last year will have 6th grade math with Mrs. Facilla.) Mrs. Boveng (science/social studies) and Mrs. Phillips (literacy) would have blended classes.</p> <p>4. Jump Start: Jump Start starts Monday August 20. 9-12</p> <p>Q&A</p> <p>1. PTA agrees there should be a line item in PTA budget for music.</p> <p>2. Jared proposed presenting a budget amendment at the first PTA general meeting and then vote to amend budget to include line item from music</p> <p>3. What is the plan for science curriculum for 2018/19 school year?</p> <p>4. Can teacher letters get to families earlier? Not everyone checks The Source.</p> <p>a. Can PTA help stuff envelopes to get them out faster?</p>	<p>assignments are available on The Source.</p>
<p>Informal Board Orientation /Mission</p>	<p>1. PTA board members will meet with Rebecca and Chelsea to create board position descriptions.</p> <p>2. Examples can be found in google drive: Board position descriptions from 2010 and 2011; executive officers</p> <p>3. It was suggested that a staff wall (with staff pictures and roles) be created to hang up, as well as one for PTA board members.</p> <p>a. Chelsea will take board member pics at board mtgs</p> <p>4. In every newsletter will include a “get to know your PTA board” blurb in newsletter for each board member, so families know who to approach with questions and feel comfortable doing so.</p> <p>5. OVPTA, WSPTA, and National PTA missions reviewed. Agreed OVPTA’s mission is wordy and could be better. Jackie will edit mission to includes words like “enrich” and “advocate” for board review</p> <p>a. When change mission, will have to change with secretary of state (treasurers do that).</p>	<p>1)Rebecca and Chelsea to schedule position reviews with each board member.</p> <p>2) Jackie will edit mission and share draft with board.</p>

Budget	<p>Jackie sent June 2018 financial notes (see Appendix A) via email.</p> <ol style="list-style-type: none"> 1. Per Jackie's email: Attached are the financials for June (end of the fiscal year). We ended the year with a surplus of \$26,940.13 (this accounts for the \$35,000 grant to OV that we actually cut a check for in July). Per WSPTA guidelines, we should have a minimum of 6 months expenses in reserves, which is \$103,920 for 2018-2019. Our savings account currently has \$88,686.65. I would recommend moving \$15,233.35 from checking to savings to get our reserves up to \$103,920. That would leave us with about \$20,000 left in checking which we can leave as "Carryover" or decide to move more to savings for additional reserves. We can discuss this further at Tuesday's meeting. <ol style="list-style-type: none"> a. Board agreed to move \$15,233.35 from checking to savings and keep \$20,000 in checking as carryover. 2. Rebecca will take over online access to the account and Chelsea will be a check signer. 3. New ways to distribute funds to teachers were discussed: <ol style="list-style-type: none"> a. Give each teacher an extra amount of money (\$1-200/each) b. Possibly do rolling RFP's, create a form with bare min required for legal, would be voted on by OVPTA board. <ol style="list-style-type: none"> i. General meeting announce x amount of surplus, ask attendants (members of PTA) can we set aside an amount for these proposals? ii. Possibly add info about RFP's paid out in the OVPTA newsletter. 4. More PTA board presence at BLT meetings will help spread the word about how the PTA and staff can work together. 5. Jared suggested putting out 2 OVPTA newsletters, 1 general and 1 about volunteer opportunities. 	1) Kristina will inquire about resetting online access when she contacts the bank.
2018-2019 Calendar	<ol style="list-style-type: none"> 1. Ice cream social date and time to be Tuesday, September 4 from 2:30-4:40pm. 2. First PTA general meeting tentatively scheduled for October 4th. 3. Need date for curriculum night from Andrew. 4. Flying Forward Auction will not change dates. <ol style="list-style-type: none"> a. Need to change venue; Nat will check with The Eagles re capacity, food, etc 	1) Andrew will provide a date for curriculum night. 2) Nat will check with The Eagles re capacity, food, etc
Jump Start/Kindergarten playdates	<ol style="list-style-type: none"> 1. PTA board members will be available to answer parents questions during PTA sponsored picnic on the last day. 2. PTA board members will also be present at the Kindergarten playdates to answer questions. 	1) Megan will attend the Jump Start picnic and 2 Kindergarten playdates as a PTA rep.

Questions/ Comments/ Miscellaneous	<ol style="list-style-type: none"> 1. Co-Presidents and Co-VP's met previously and decided to the PTA packet will be given to parents separate from the school packet, 1-2 weeks after schools begins. 2. Discussed possibility of making OVPTA magnets that includes important numbers, websites, etc. 	
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Meeting adjourned at 8:03 pm. Respectively submitted by Amy Boelter

Next board meeting scheduled for Tuesday, August 14th 6:30-8pm at Christel's house – 1019 NE 95th St, Seattle, WA

Appendix A.

Olympic View Elementary School PTA (OVPTA) June 2018 Notes

REVENUE: \$14,455.12 Total/ YTD \$226,026.47

1. Membership Sales: \$0 June 2018/ YTD \$2,400 (should be \$2,400 for 160 members)

The PTA had 160 members for the year. The additional \$195 that was given for scholarships was moved to 2.3R Contributions-Other.

2. Fundraising Income: \$1,577.62 June 2018/ YTD \$113,966.94

2.1R Move-a-Thon: \$160 received in June bringing the total to \$24,954.16 for the year.

2.3R Contributions-Other: \$1,078 in matches from Apple (\$150) and Gates Foundation (\$928 for Staff Appreciation Week).

2.4R Plant Sale: \$151.25 received in June bringing the total to \$21,632.40 for the year! 2.8.2R Amazon.smile/Scrip: \$32.87 from Amazon Smile.

2.9R Box Tops for Education: \$155.50 received for November 2nd, 2017 – March 1st, 2018.

3. Student Program Income: \$12,826 June 2018/ YTD \$73,168.75 3.1R After School Program: The revenue for June was \$505. 3.2R Drama: The revenue for June was \$183.

3.3R Yearbook: The revenue for June was \$2,807.

3.5R PE Summer Camp: \$4,460 in Summer Camp registration fees. 3.8R Choir: \$121 was received in June for the choir festival.

3.9R Grants: The ArtsWA grant of \$4,750 was received in June.

4. Other Income: \$51.50 June 2018/ YTD \$36,490.78

4.1R Interest: Normal amount for interest bearing Savings account (\$3.50).

4.3R Camp Fundraiser: \$48 in Cougar Mountain Cookie Dough sales for 5th Grade trip.

EXPENSES: \$28,399.76 Total/ YTD \$164,086.34

1. Membership Service Fees: **\$9.50 June 2018 / YTD \$1,520 (160 members)** 1.1E WSPTA Fees: \$8 was paid via EFT for 1 member who joined in April. 1.2E Council Fees: \$1.50 was paid via EFT for 1 member who joined in April.

2. Administrative Expenses: **\$54.90 June 2018/ YTD \$4,357.29**

2.1E Regulatory: \$54.90 was spent on binders, paper, and printer ink.

3. Fundraising Expenses: **\$0 June 2018/ YTD \$27,761.98**

4. Committees Expenses: **\$152.60 June 2018/ YTD \$7,883.98**

4.3.4E Hootenany: \$31.86 in food expenses.

4.4E Membership: \$120.74 in food expenses for the June PTA General Meeting.

5. Student Program Expenses: **\$23,919.20 June 2018/ YTD \$95,137.50**

5.1.1E2 After School Program Expenses: \$245.70 was spent on printmaking supplies. 5.11E

Multi-Arts Supplies: \$98.90 was spent on miscellaneous items for stepping stones. 5.12E: PE Equipment Purchases: \$155.58 was spent on miscellaneous items.

5.14E: PE Summer Camp: \$4,560 was paid to Barb/Bryan for camp, plus a refund for \$100. 5.15E Yearbook: \$4,527.14 was spent on yearbooks.

5.16E Art Docent Program: \$1,665.60 was spent on supplies.

5.17E smART Fridays Art Supplies: \$353.35 reimbursed to teachers for supplies.

5.2.1E Artist in Residence Material: \$209.50 for Choir Festival.

5.5E Drama (School Play): \$293.13 was spent on various items for Beauty & the Beast, Jr. 5.6E Field Day: \$348.75 was spent on lunches for students, staff, & volunteers.

5.9E Instructional Budget Support: The \$11,461.55 that was returned from Olympic View unused from 2016-2017 was granted back to Olympic View.

6. Programs Other Expenses: **\$4,263.56 June 2018/ YTD \$27,425.59**

6.2E Eagle Pride: \$500 in Target and Fred Meyer gift cards to be saved for families in need.

6.3E Recognition & Hospitality: \$297.08 was spent on end of year volunteer awards.

6.4E Staff Appreciation Week: \$705.11 was spent on die cuts and an Amazon gift card for the staff to use on coffee next year.

6.6E Teacher Classroom Needs: \$809.19 was reimbursed to teachers.

6.8E Family Engagement: \$195.23 was spent on Summer Soar supplies. 6.8.1E Eagle Packs: \$82.95 was spent on milk (not provided by food bank).

6.9E Camp Fundraisers: \$100 was spent on supplies for 5th grade graduation. The remaining \$1,574 was given to Olympic View as net profit from the Cougar Mountain fundraiser.

The PTA ended June with a net loss of **\$13,944.64 / YTD net gain of \$61,940.13.**

Note: The PTA ended the year with a net profit of \$61,940.13, however payment of the Instructional Budget Support of \$35,000 for 2018-2019 was moved to July so that it could align with our fiscal year. Traditionally this has been paid in June, so it falls in the fiscal year prior to the year the grant is used. Therefore, the net profit for 2017-2018 is actually \$26,940.13.

Surplus Grant Balances as of June 30th, 2018

Program	Grant Awarded	June	YTD Spent	Net Due
Kindergarten (reading station resources)	\$768.79	\$0	\$766.25	\$2.54
Rm 104 (Mr. Jordan) book storage center	\$579.90	\$0	\$588.45	-\$8.55
1 st Grade (picture dictionaries & phonics)	\$385.64	\$0	\$423.82	-\$38.18
High interest books for library	\$1497	\$0	\$1,615.28	-\$118.28
Diverse books for library	\$465	\$0	\$554.90	-\$89.90
Current history & geography books for library	\$381	\$0	\$392.84	-\$11.84
iPad Pro for ELL			\$1,185.72	

	\$1400	\$1,185.72		\$214.28
Printer for special education	\$275	\$274.97	\$274.97	\$0.03
Electric piano for music	\$1,299.99	\$0	\$1,299.99	\$0
Circus Arts equipment (unicycles & stilts)	\$1,598.74	\$569.71	\$1,654.71	-\$55.97
Shelves for kiln	\$440	\$439.41	\$439.41	\$0.59
Art Committee re-vision	\$650	\$0	\$617.85	\$32.15
Teaching for Equity: Integrating Bias & Oppression	\$600	\$0	\$595.94	\$4.06
Race & Equity Team book docent	\$1,260	\$0	\$1,203.42	\$56.58
Body/lapel microphones for drama	\$4,500	\$2,827.42	\$4,427.95	\$72.05
Choir field trip bus	\$440	\$0	\$0	\$440
TOTAL	\$16,541.06	\$5,297.23	\$16,041.50	\$499.56

* Note: Overages due to price fluctuations from date of original proposal to date of purchase 3