



**Olympic View Elementary  
PTA Board Meeting Minutes  
September 12, 2018**

Board Members Present: Jared Banks, Nat Anderson, Amy Boelter, Kristina Bernhardt, Shannon Barnes, Chelsea Shipp, Heather Pierce-Maiani, Rebecca Letwin, Heba Tarek, Jeff Dotts, Kara Bruns, Laura Kunen, Krista Wittman, Andrew Bean, Becky Jacobson

Absent: Melanie McMillan Jorgenson, Becky Jacobson, Krista Wittman,

Guests:

AGENDA TOPIC		ACTION ITEM
Minutes	Meeting called to order by Kristina at 6:40pm. Kristina motioned to approve OVPTA board meeting September 2018 minutes, September 2018 minutes unanimously approved.	
Intros	Board members introduced themselves and their roles.	
Principle Check-in	Positive start to school year. 1. Curriculum night is 9/25/18: 6:30-7:15 1 <sup>st</sup> – 2 <sup>nd</sup> grade 7:15-7:30 Mr. Bean Presentation 7:30-8:15 3 <sup>rd</sup> -5 <sup>th</sup> grade 2. Eagle way parade – Friday, 9/14 after all school assembly. Parents welcome to assembly. 3. Clarification re: math for 4 <sup>th</sup> graders a. Will incorporate Eagle time b. 4/5 split: 4 <sup>th</sup> is doing 4 <sup>th</sup> grade math, access to enrichment in eagle time. 4. Communication goal is outreach to all families a. 1xmonth community outreach b. October 5 <sup>th</sup> at 8am, coffee chat with Mr. Bean, c. Will do different times/different locations in future	
FEAT	Revisiting FEAT's role at OV: 1. When FEAT was established it was designed to oversee how PTA/school communicates with families. Somewhere along the line FEAT became what it is now known for (potluck, etc). 2. Heather has been doing feat for 5 years and explained	

	<p>FEAT has gone through a lot of changes at the district level</p> <ol style="list-style-type: none"> <li>3. Goal of FEAT is to make sure we're meeting all families' needs, are engaging, and inclusive. Also to create a welcoming environment, improve communication, and ensure parents have direct involvement.</li> </ol> <p>Maybe feat has a place in all the other areas, make sure engaging fams  Making sure all decisiosn being made so every voice being heard.</p> <p>Task force last year – determine all the ways an engage fams, make road map for making those decisions. More about HOW. Make sure it's all supportive of student's academic growth want to have a vision and mission, a lot of work this year will be working to create that.</p> <p>FEAT meetings are on a Monday. Anyone can come. It's fams and staff. And reaching out to community partners.</p>	
<p>Fall Carnival</p>	<p>Fall carnival changes:</p> <ol style="list-style-type: none"> <li>1. Date set for October 19, 4-7pm</li> <li>2. Not going to be a fundraiser</li> <li>3. No haunted house, no spooky store, not a ton of prizes, but keeping all games except pie in the face.</li> <li>4. Hall: food in the main hall, chili cookoff, staff bake off, root beer floats, pizza</li> <li>5. Will charge small amount for tickets – 20-25 cents for tickets. \$5 for 25 tickets. No presales.</li> <li>6. Nothing outside</li> <li>7. Fortune tellers still coming back</li> <li>8. Cake walk and cake contest will return</li> </ol>	
<p>Surplus</p>	<p>Staff Stipends</p> <ol style="list-style-type: none"> <li>1. Want to make sure every certified staff member gets \$100 stipend from PTA, so will have more stipends to give out = changes our budget. <ol style="list-style-type: none"> <li>a. If use the surplus it will not negatively affect PTA budget</li> <li>b. would have to ask membership to approve to move forward</li> </ol> </li> <li>2. Nat motioned to approve, Jared 2<sup>nd</sup>.</li> </ol>	<ol style="list-style-type: none"> <li>1) <b>Rebecca</b> will update the RFP form.</li> </ol>

	<p>RFP's</p> <ol style="list-style-type: none"> <li>1. RFP's will be submitted to use a surplus ongoing, <ol style="list-style-type: none"> <li>a. Staff can submit until surplus is gone</li> </ol> </li> <li>2. Will ask membership to entrust PTA/or review committee (maybe people not on the board?) at next general meeting</li> <li>3. Will be a cap on asks, tbd</li> <li>4. Set criteria – for all school to benefit from. <ol style="list-style-type: none"> <li>a. Rebecca is updating a form from the 2010/2011</li> </ol> </li> </ol> <p>Parking Lot Mural Expense</p> <ol style="list-style-type: none"> <li>1. Arts Committee plans to redo mural with all students directed by Liz Law. Outside of school hours times to involve families.</li> <li>2. Will cost \$750-1000 supplies. Arts committee asking for approval of this money from surplus. Engages community, every student, theme of mural will be part of virtues (Eagle Way) <ol style="list-style-type: none"> <li>a. Will need to vote at general meeting</li> </ol> </li> <li>3. If PTA on board with putting forth to general meeting, then arts committee with go ahead and buy materials <ol style="list-style-type: none"> <li>a. Kristina motioned to start the mural, Jeff seconds, 3 abstain Shannon, Jared, Rebecca</li> </ol> </li> </ol>	
Fall General Membership Meeting	<ol style="list-style-type: none"> <li>1. Kristina and Jared will invite new staff to introduce themselves to community</li> <li>2. Discussion about renaming the meeting to get more parents to attend; policy is that it must be named general meeting, but wording can be added to make it clear what it is</li> <li>3. Will be open forum.</li> </ol>	1) <b>Kristina and Jared</b> will ask new staff members to attend general meeting.
Budget	See Appendix A and Appendix B sent via email by Christel.	
Questions/ Comments/ Miscellaneous	<p>Membership</p> <ol style="list-style-type: none"> <li>1. Work on disassociating being a PTA member from actually having to volunteer.</li> <li>2. Andrew will share his wife's chart about what PTA is and is not.</li> <li>3. Spread the word that other family members (ex. grandparents) can be PTAmembers, businesses can also be PTA members.</li> <li>4. Amy will fill in for membership (Megan will be out of town) for month of October.</li> </ol>	<p>1)<b>Andrew</b> will share his wife's chart about what PTA is and is not.</p> <p>2)<b>Amy and Megan</b> will meet to discuss membership hand off for October.</p> <p>3)<b>Board members</b> talk to your kids'</p>

	<p>5. Board members should become/renew PTA Membership</p> <p>6. Megan will talk to teachers about increasing teacher PTA memberships; board members are encouraged to talk to their kids' teachers.</p> <p>PTA Packets</p> <ol style="list-style-type: none"> <li>1. Jared and Kristina need help putting packets together and stapling.</li> </ol> <p>PTA mailbox/checks</p> <ol style="list-style-type: none"> <li>1. No checks to be deposited before the committee they are intended for see them and processes them.</li> <li>2. If you see checks piling up let those they are intended for know.</li> </ol> <p>Every Board member is required to be a PTA member.  Recess volunteers needed.  Heba and Jared will meet to discuss a monthly volunteer newsletter.</p>	<p>teachers about becoming PTA members.</p>
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Meeting adjourned at 8:06 pm. Respectively submitted by Amy Boelter

Next board meeting scheduled for Wednesday October 10th 6:30-8pm at Kara's house – 1019 NE 95<sup>th</sup> St, Seattle, WA

## Appendix A

### Olympic View Elementary School PTA (OVPTA) August 2018 Notes

REVENUE: **\$452.84 Total/ YTD \$2456.70**

1. Membership Sales: **\$90 August 2018/ YTD \$90**  
There were 6 PTA members added in August, bringing the total to nnn members.

2. Fundraising Income: **\$342.82 August 2018/ YTD \$2342.82**  
2.3R Contributions - Other: Matching funds from Benevity & Boeing (\$250)  
2.82R Amazon Smile / Scrip: \$92.82 from Amazon Smile

3. Program Revenue: **\$15.00 August 2018 / YTD \$15.00**  
3.4R T-Shirts: \$15 in t-shirt sales

4. Other Income: **\$5.02 August 2018/ YTD \$8.88**  
4.1R Interest: Normal amount for interest bearing Savings account. (\$5.02)

EXPENSES: **\$63.73 Total/ YTD \$35,297.35**

5. Student Program Expense: **\$60.22 January 2018 / YTD \$35,243.84**  
5.17E smART Fridays Art Supplies - this is a check that was issued last year and just deposited. (\$60.22)

2. Administrative Expenses: **\$3.51 January 2018/ YTD \$53.51**  
2.5E Transaction Service Charges - PayPal

The PTA ended August with a net income of **\$389.11 / YTD \$-32,840.65**

## Appendix B

OVPTA  
BALANCE SHEET  
As of August 31, 2018

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
BANK BALANCES	
Chase - CHKG	22,064.42
Chase - Savings	103,928.53
Total BANK BALANCES	125,992.95
PayPal Bank	101.49
Total Bank Accounts	\$126,094.44
Other Current Assets	
Undeposited Funds	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$126,094.44
<b>TOTAL ASSETS</b>	<b>\$126,094.44</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Total Liabilities	
Equity	
3900 ENDING BALANCE	100,035.49
START UP BALANCE 7/1/2003	58,899.60
Net Income	-32,840.65
Total Equity	\$126,094.44
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$126,094.44</b>