



MINUTES
BHIS PTA Meeting
3/2/10 at BHIS Library

- Maythia Airhart, President
- Dave McGeoy, Vice President & Legislative Chair
- Susie Murphy, Principal
- Jill Davies, Membership
- Allison DeLong, Co-Chair Fund Raising
- Sung Lee, Secretary
- Erin Musser, Co-Chair Fund Raising
- Kate Poux, PTA Liaison
- Ortencia Santana, Latino Committee Advisor
- Noemi Tiofilo, Latin Committee Liaison
- Leslie Stewart, Treasurer
- Lupe Hernandez, Latino Committee President
- Angela Johnson, Event Coordinator
- Angela, Casteneda

A. Welcome – 6:00 PM

1. The minutes of the 2/2/10 meeting were approved.

B. Reports

1. Susie's updates

- The school's budget is due on Mar. 23rd this year. There are three major areas, which Susie requests confirmation of continued support –1.)instrumental music teacher .1 FTE (half-day), called 4th and 5th instrumental music, which is actually not enough time for all interested kids for both grades. This the PTA has effectively paid for 4th grade. 2.) After-school sports stipend-PTA has paid for about 35-40 children with volunteer support for free to the families. 3.) Volunteer coordinator at 17.5 hrs/wk-every year is different whether they pay the whole salary, half, or all from the PTA. Typically, PTA pays half. Good news: The estimated costs haven't increased.
- Monetary support for the three above items in 2010/2011 budget was seconded and approved by the board.
- The district allocates budget items that includes: teachers' salaries, benefits, social security, and tri costs, etc. The number looks big, but generally, it's not enough for 17.3 teachers.. BHIS has about 450 students enrolled, though the projection for October 1, 2010 is 432. The average has been 409 over the years. Therefore, Susie must budget for the smaller projected enrollment.
- Worst problem for BHIS-Due to huge cuts at the district office (6-7%), elementary school counselors have been cut. Lately, the schools have been paying half the cost. Since the funds are federal and essentially matching funds, the schools must build a strong case to have funding the Feds can match, and we can't use the federal funds. Building leadership committee needs a -0.7 teacher, pcp increase, bring the librarian from 0.5 to at least 0.8 or even, full-time, a full-time counselor, special

education teacher, possibly more free and reduced lunch (cut by \$11,600, withheld for a performance management project by the superintendent that would be spread around and not directly back to BHIS), an ifund of \$27,000 is gone, and our Title 1 federal funds. District wants us to up the parent fund part, the building part. The other part, the regular, we have lost about \$80,000 this year.

- In this economy, every program is asking for site support. Team Read is asking for \$3,500 and Washington Reading Corps are asking for more. Roots of Empathy can no longer fundraise on its own. Invest in Youth does not need money.
- John Shaw and David Gackenbach are very active participants on the Building Leadership Committee. They meet on Mar. 3, 2010.
- Custodians, cafeteria crew, maintenance crew are 609 union. Most instructional assistants are paid for by downtown. In other words, the district pays for most of these. Our building pays for Mandarin IA in K/1 and Spanish IA.
- Nurse will go from 0.4 to 0.3 now from the district. BHIS are used to the full two days.
- Literacy coach Lynn is 0.6 paid by ara (?) funds, for 18-month position.
- Good news-the district continues to fund an international program coordinator, Karen Kodama. She has earmarked enough money for a full Mandarin teacher and a 0.5 assistant. Freeman foundation grant for BHIS and Denny Middle School will know in the summer. Confucius classroom might call 0.5 Mandarin teacher will pay up to \$30,000, though we need at least 40K.

2. Angela Castaneda

- The summer bilingual literacy program for 2010 requests the BHIS PTA as a fiscal sponsor for grant writing. Angela needs to be able to coordinate with the treasurer (e.g. Angela needs to pay at least three stipends). There should be a dollar limit and notification to the board and the district.
- A place like the Alliance for fiscal sponsorship handles PTA big money, but they charge 3-5%. BHIS PTA is still small enough to be handled by parent volunteers.
- Moved and seconded that Angela C can use BHIS PTA as Fiscal Sponsor for the summer Spanish program. All requests need pre-approval by the PTA via the mini grant form.
- ACTION ITEM-Leslie will look into a second banking account to be used strictly for grants. She'll e-mail Pat Nelson.
- State level, foundations, and the district will provide funding for buses for field trips, paper, etc. for the 40 chosen kids in the summer program.

3. Fundraising Co-Chairs

- The Read-a-thon will put together a nice bulletin board matching teachers in their pajamas and what their favorite book is to get everyone enthused.
- Every child will get a new book. Erin is under budget, using local bookstores, and Pagliacci.
- Tamale sales are up this year at \$2,400.
- Chinook book-Allison has signed up next year to get the full \$10 profit for the PTA.

4. Membership Chair

- Jill is drafting the appeal letter for the annual fund. She is consulting with Shelley.
- Jill will also forward letter drafted by Allison to PTA members requesting emails to board re: funding of school counselors.

5. Treasurer's Report

- Leslie revised the report to detail transactions during the last couple of months. Dave said this was not what he had in mind, rather he would like to see the last two months of activity by category. Leslie will look into creating such a report.
- Leslie reiterated that other board members may have access to the on-line financial software program, so they can track finances at any time.
- Taxes and all 1099 MISC forms were filed prior to the extension deadline.

6. Legislative Chair

- ACTION ITEM-Dave will write something tonight and send it to Curtis for the newsletter. He is looking for a replacement for next year.
- ACTION ITEM-Dave will fill out the mini-grant request for a Dad's breakfast.

C. Unfinished Business

1. Who is a Committee Chair/Voting member?

- We need to distinguish among board members, executive committee officers, chairs, coordinators, liaisons, and the principal. Who gets a vote? Currently, the standing rules stipulate the executive committee and all committee chairs. Table it
- ACTION ITEM-Maythia will ask the Latino committee on Thursday who will commit to the Tuesday monthly meetings to be called the chair.
- ACTION ITEM-Maythia will phone board members who have not been consistently attending the meetings.

2. Job descriptions

- The PTA board members need to write out their duties, so this information is available to prospective board members. It can increase our recruitment abilities.
- ACTION ITEM-Each board member will bring a draft of their own position to the April 6th PTA meeting. Leslie will format into a cohesive document.

3. E-mail Voting

- The WSPTA Bylaws only permit email voting for election of officers and nominating committee. We can get general consensus through e-mail. However, it needs to be an agenda item at the next meeting, which is moved, approved, and written in the minutes.

4. Budget Planning

- Many unplanned budget expenses have been made this year. The fiscal year is July 1-June 30.
- ACTION ITEM-Leslie will e-mail some possible weekend dates to the group. We will meet at Sung's house.
- Committee Selection-table this.
- Annual Giving Fund-See Membership update above.
- ACTION ITEM-Allison will circulate a draft PTA sponsorship request form to the group. Susie will sign funding requests from teachers.
- Monthly financial report format-see the treasurer's report
- Cost of newsletter-Add this to the PTA budget for 2010-2011 for consideration by the membership, approximately \$500/year.
- ACTION ITEM- Leslie will propose to reallocate the budget this year at the 5/2 board meeting for unbudgeted expenses .
- Kimball family engagement grant-slow progress. A summer get together was suggested.

- ACTION ITEM-Angela Johnson will let us know the cost of tote bags and events.

D. New Business

1. PTA fiscal sponsorship

- The board approved fiscal sponsorship of the Target grant.
- All future unbudgeted funding and fiscal sponsorship requests will be directed at the President and Vice President via the mini grant request/fiscal sponsorship form.

2. SPS supplemental funds

- Regarding an annual commitment letter for PTA funds for 4th grade music, after-school sports and a portion of Nancy's salary. See Susie's updates above. Commitment was made by PTA and final letter will be provided to Susie by Maythia. Leslie will cut a check by request in June.

3. Golden Acorn Award

- Does PTA want to support it this year? It costs \$65/person. Nancy has typically paid for three people from her budget. The PTA is not budgeting funds for this purpose.
- Moved and approved that Nancy Fujimoto is the coordinator to select the Golden Acorn Award.
- ACTION ITEM-Maythia will notify Nancy about her new title (which distinguishes from voting committee chair).

4. Online communication tool/school directory

- ACTION ITEM-Allison is willing to create a directory of e-mails and phone numbers for students and the PTA, with form going out in first-day packet next year.
- "Just Friends" online directory seems complicated. Jill can continue to encourage memberships through her e-mail lists.
- ACTION ITEM-Jill will remind people of the next general meeting and open positions on the PTA.

5. PTA General Meeting Agenda for 3/23/10 from 6:30-8:00 PM

- Susie has agreed to present her trip to China. This may get pushed to the June 8th meeting.
- Maythia will meet with the Latino Committee Board this Thursday to discuss their agenda items.
- ACTION ITEM-Maythia will follow up with the board about the Latino agenda.
- (Latino Family Involvement Meeting is 3/18/10 at 6:00 PM. All are welcome.)
- Potluck dinner first, a quick update on budget and fundraising, and legislative update.
- ACTION ITEM-Angela Johnson will handle childcare for the event.
- ACTION ITEM-Erin will invite Eva to speak on the upcoming Read-a-thon.

E. Build preliminary agenda for next Board Meeting

Adjourn 9:00 PM