

**Location: Cedar Trails**



### **Call to order 6:46pm**

Proper notice was given

### **In attendance**

**Members:** Jessica Stagg, Emily Garner, Jenn Jamieson Leme, Josh Garner, Meg Morgan, Tera Coyle, Madeline Hile, Carol Walker, Kasey Trefethen, Kari Cravahlo, Melissa Hathaway

Quorum was present.

### **Raffle for PTSA Membership**

- If family joined by 9/30, they were entered in a raffle to win a \$50 Boehms gift card (kindly donated by April & Tyson Garbusjik)
- Winners: Justine Cinotto, Kiran Reddy

### **Minutes (Madeline Hile)**

- Reviewed minutes from 06.08.23 General Membership Meeting. No corrections made. Minutes to be filed as posted.

### **Membership Report - Kasey Trefethen**

- 79 family memberships - 11 more than LY at this time
- 44 staff memberships - 100% of staff! 6 of these sponsored. Teachers will receive posters

### **Treasurer's Report - Josh Garner**

- **2022-23 Year End Report**
- **2023-24 Year to Date Report**
  - Minor activity of Facility Fees and Benevity receipts (Corporate matching)
  - Bank Signers: Jessica Stagg, Jennifer Jamieson Leme, Josh Garner
  - Bank Statement Opener: Yue Wang

- **Approval of 2023-2024 Operating Budget**
  - Carol Walker motioned to approve the Operating Budget, Melissa Hathaway 2nd. Passed unanimously.
- **Approval of Savings Account**
  - Establishing Account: Meg Morgan motioned to approve the creation of the Savings Account, Tera Coyle 2nd. Passed unanimously.
  - Amounts: Minimum \$10,000 and no more than half the Operating Budget. Kari Cravahlo motioned to approve the amounts, Kasey Trfethn 2nd. Passed unanimously.

### **Financial Review Report - Jenn Leme**

- Thomas Stagg, Nick Cravahlo, Jenn Leme reviewed 8/8/23. Minor findings are:
  - Bank Signers must be noted
  - For enrichment grants, we need to request a year-end statement showing where dollars were spent.
  - A grant made to ISF for \$50 did not have supporting documents.
  - A teacher stipend had an invoice instead of an actual receipt.

### **New Business - Jessica & Emily**

- **Approval of Updated Mission Statement and Goals**
  - Jessica Stagg motioned to approve the update to the Mission and existing Goals, Jenn Leme 2nd. Passed unanimously.
- **Approval of Updated Standing Rules**
  - Jenn Leme motioned to approve the addition to the standing rules. Kari Cravahlo 2nd. Passed unanimously.

### **Approval of Enrichment Grants - Kari Cravalho**

- 6 Grant requests received, all recommended by committee to approve
- \$1396 will be used out of \$6000 total budget
- Spring Grants will be available as well, discussion to re-open
- Meg motioned to approve the addition to the standing rules. Josh 2nd. Passed unanimously.

### **Curriculum Support - Meg Morgan**

- Gift-A-Book
  - September \$170 in donations for 11 students
  - July/August \$301 in donations for 18 students
- Picture Day - Only 13 absent students, Retakes on November 2nd
- **Library Assist. Coordinator Needed** - Mrs. McDowell would like to run a training
- Art Docent - Jenn Leme
  - Every class has a Docent signed up, lessons starting
- Reflections - Entries need to be turned in to the main office by Friday, October 27th
- Math Competition - Information is on the website
- Spelling Bee - Should have information coming out shortly
- Eager Reader - happens in February, **Needs a Chair or two**

## **Events - Yue Wang**

- Fall Festival 10/27 - Carnival games, pizza & water sold cash only, a new ½ hour early opening for kids/families to participate in a quieter space plus quiet Bingo behind the stage curtain; ***Volunteers needed***
- Add a note in sign ups

## **Fundraising - Jessica & Emily**

- Dining for Dollars at Mod Pizza 10/17 \$336 raised
- Den Dash raised over \$30,000, 69% community participation, Mrs. Thelen's class won prize of "Pizza Party with Principal Coyle", all school hot cocoa 11/3. Thank you to Kasey Trefethen!

## **Outreach - Melissa Hathaway**

- Provided snacks and breakfast for food-insecure children
- Weekend hunger bags picked up from Issaquah Food Bank and provided to school for students in need.
- Newly Opened "Cares Closet" - clothing and toiletries for children in need
- Fall Food Drive 10/24-11/9 - drop off at Fall Festival and during Parent Teacher Conferences

## **Principal's Update - Tera Coyle**

- Safety Week
- 1st Wolf Week - expectations reminder, Wolf Pack pledge 1 letter/word per day; repeat in January after holiday break
- Inclusivity - kids coming from all walks of life

## **Adjournment 7:36pm**

Submitted by Madeline Hile