

Agenda

CHAPTER Board Meeting

September 11, 2018 7:45am – 8:45am
CHA 100

Board Attendance:

X	Latosha Smith Co President	X	Sarah Morlidge Tech & Comm	Victoria Hunter P-1
X	Susan Archer Co President	X	Maria Lau Hui Asst. Treasurer	Mandy Chen P-1
X	Ryan Setting Co VP	X	Henrika Stitch Asst. Treasurer	X Gagan Oberoi P-2
X	Alissa Tang Co VP	X	Jenny Latham Auction Chair (w)	Richard Chen P-2
X	Sandeep Singhal Treasurer		Sukriti Singhal Auction Chair	X Paul Archer P-2
X	Steven Daly Volunteer Co.	X	Tarandeep Arneja P-K	Anita Varghese P-3
X	Beth Danielson Secretary	X	Katisha Eng P-K	X Ruchi Bhutani P-4
	Holly Senaga Head of School	X	Rui Luo P-K	X Hina Sahi P-4
X	Marsha Setting Teacher	X	Zhiyan Cao P-1	X Wei Gao P-5

New Business

New Board Business

- Grade Level Socials
 - K-2nd Venue selection (Giggles and Grins or Pump It Up) Katisha arranging
 - 3rd-5th Venue selection (Arena Sports) Beth to send Hina information on pricing
- PD Grant Review
 - Approved Washington Language Arts Council (\$690)
- Playground Updates
 - Low playground – design finalized and approved
 - Upper playground – funding approved. Design underway. Talking to new designer who did Bellevue Playground

Upcoming Events & Discussions

- All CHAPTER Meeting (9/20) - Latosha, Susan, Henrika, Jenny
 - Grade level reps need to be prepared to speak at curriculum night
 - Raffle for attendees, extra \$5 per ticket for chapter fund raiser.
 - Drive CHAPTER membership at event
- Walk-a-thon (9/21) Update –
 - Ops: Anita, Ryan, Richard
 - Finding alternative for snacks not eaten, rubber bracelets? Balloons as decorations – not handouts. T-shirts again this year (see previous meeting notes)
 - Finance/Collection: Steven, Sandeep, Jenny, Henrika – no updates
- Faculty Lunch (9/27) – Beth – in progress
- Brown Bag Lunches (9/27 or 9/28) – Maria Hui – starting to work on
- Fall Social (TBD) – Beth, Maria
 - Board voting on options due to venue limitations
- Book Fair (10/15-10/19) – Lynn, Masako, Ammie – involving new chairs for next year.
- Fall Festival (10/19) (Awareness)
- Parenting Class (Online safety) – Holly/Latosha – Holly set for Oct 24th. Would like to do a 7 Habits Class again, introduction for kindergarten families and refresh.
- Community Event – looking for volunteer opportunities in Community – Jenny

Reports and Updates

- Volunteer Survey (Steven) – Sign up Genius going well, parents are responding
- Ice Cream Social Update (Alissa, Jenny) – Looking at Whidbey Island for next year, easier to hand out the ice cream and keep costs reasonable. We should add 30 min to social next year, ended too soon!
- Parking lot support for ice cream social & first week – confusion with neighborhood and business, communications to parents before events is important.
- CHAPTER Communication (Campus Update) – Beth to send reminder to Board for updates

Actions from Last Meeting – no progress

- Update CHAPTER mission statement to add parent support language
- Decide if, when, and what type of Spring CHAPTER meeting should happen

Other Items / Actions – not discussed

- Maker Space discussion

Previous Business – Open Items

- Volunteer Opportunities and Committees
 - **Walk-a-thon**
 - Instructions for parents and teachers need to be updated and re-written as they are out dated and confusing. [Jenny Latham](#) to help with re-writing and updates and parent communications.
 - Delivery of feet needs to be clarified and expectations set.
 - T-Shirts should not have dates so extras can be used in the future.
 - **Fall Social**
 - Separate from Walk-a-thon
 - Elevated Sports or Arena Sports in Mill Creek preferred venue as it's an updated facility with activities for all grade levels and parent meeting space.
 - Sunday morning event due to traffic concerns, [Beth Danielson](#) to call for dates and provide options.
 - **Poinsettia sales & Spring baskets**
 - Will continue, run by same chairs previously.
 - **Dad's Night**
 - New venue needed, steak house or suite at a game.
 - **Spring Chapter Meeting**
 - **Action item for discussion** Needed? At Auction? Parent Event
- Volunteer Survey Changes / Volunteer Materials
 - Have parents reps responsible for driving volunteers
 - How active are the parent reps? How do we communicate with them?
 - Are we limited by communication and language barriers, volunteering is dropping off year over year. Some classes are stronger than others.
 - Increase effectiveness of sign ups. Look at other schools running volunteer systems, how do they use them and look for best practices.
 - A task force was created to look at systems. [Steven Daly](#) to chair with [Latosha Smith](#) and [Holly Senaga](#) volunteering to work on the project.
- Operating Changes
 - Communications chair changes
 - Weekly mails written on Tuesday of every week with chapter updates. Secretary to coordinate with [Sarah Morlidge](#) for the posting on the website. Chairs for events will be responsible to get the updates to the Secretary by Tuesday of each week so that Wednesday is the cut off for board and final communications. [Anita Varghese](#) back up [Beth Danielson](#) when unavailable.
 - Should we look into a better email format in Mail Chimp/Campus Email so hyperlinks are easier to use. [Sarah Morlidge](#) to coordinate.
- CHAPTER Mission and Goals (See Attachment Mission Statement)

- **Action item for 9/11/18 Board Meeting:** Add parent support language to mission statement under child well-being.

- **Action item: The board also discussed Gymnasium updates to AV equipment for assemblies. This was agreed upon as the 2nd priority for the school year – needs subcommittee**

- Budget / Finance Initiatives
 - Moving toward online payment vs checks but only 3 to 4 teachers used it. Open to other ideas like Square or PayPal. [Sandeep Singhal](#) will choose one.
 - Paper to online receipts Finance will be looking at electronic systems
- Budget
 - \$128,000 unallocated for coming year possible to provide additional costs for playground and parenting classes. Updating gym AV as it is not meeting needs, better screen/sound system should be evaluated. (no quote available yet)
- Grade Level Social expectations set.
 - Expectation all Socials to be completed by December
 - Grade Level Reps to coordinate
 - One Rep from K-2 to reserve all dates/venues at either Giggles and Grins or Pump It Up
 - One Rep from 3-5 to coordinate at Arena Sports
 - Grade Level Reps to assign 1 chair per class for event coordination
 - Social should accommodate parents, students and siblings
- Auction Discussion / Details / Changes
 - March 9th, Room should be booked directly with hotel to save costs.
- Community Service Projects Discussion
 - Brownbag lunch – [Maria](#) to chair
 - Need to set date, it was suggested to collect week before goal setting and then use time at the camp for goal setting September 27/28
 - Information to go out September 14th
 - Tie it with walk-a-thon (raise money for our community and the community)
 - How to communicate out child involvement in bringing in food?
 - How do we help students manage the bagging, not the parents at camp?
 - Should Chapter help provide information on volunteer opportunities?
 - Encourage student involvement – [Sandeep Singhal](#) to research and put together
 - Bright Spaces Project.
 - [Holly Senaga](#) proposed a project in Yakima, working with a center there. A former teacher's son passed away and we could fund a Bright Space Memorial. She will research further.
 - Planning takes a year and would require 2-3 days to complete the project.

Upcoming Meetings:

Month	Date	Time
September	October 2nd, 2018	7:45-8:45