

# MIT Meeting Minutes - September 2020

MIT Meeting via ZOOM, Wednesday (9/16/20) at 6:30pm {[click here to view](#)}

**Attendees:** Kathleen Hodges, Holly Zenz, Molly Tobias, Gina Gale, Rémy Gutierrez, Nasaa Duncombe, Erica Ballou, Jennifer Tait, Lib Rust, etc.

**Welcome:** Introduction to Zoom meeting protocols including and how to participate and ask questions

**Minute Approval:** February 2020 meeting minutes approval, motioned to approve by Maura Do, seconded by Kathleen Hodges. Motion passed with unanimous vote.

**Introduction of the board members:** Molly Tobias, Gina Gale, Rémy Gutierrez, Erica Ballou, Nasaa Duncombe, Jennifer Tait and Lib Rust. Mary Vogelzang is vacating the position of recorder and Erica Ballou is replacing them. Kristi Vernon is vacating the position of treasurer and Rémy Gutierrez is replacing them. Tracy Renick is vacating the position of vice treasurer and Nasaa Duncombe is replacing them.

**Staff Slideshow:** Please click [here](#) to view the slideshow of faculty and staff.

## **Principal's Report:**

- Physical distancing vs social distancing: Try to still be social while physically apart.
- Continuous learning 2.0 is much different than the abrupt start to remote learning we had in the Spring.
- Be aware of the stress and anxiety that students and families have during this pandemic and remote learning.
- All teachers will communicate through Canvas (intermediate centers and middle school students) or SeeSaw (Kindergarten and Primary centers), which are the District approved platforms. Required communication will go through SeeSaw and Canvas, not email or social media sites.
- ***NEVER SHARE A ZOOM LINK ON FACEBOOK***, this endangers all of our students, putting their privacy at risk. Although tempting to quickly share with someone in a Facebook group, don't!
- Chromebook Distribution/Swap: Spearheaded by Vice Principal Holly Zenz, who did a wonderful job leading this Herculean event. Some issues came up and are being worked out, and these innovations and solutions will be applied moving forward for distributing supplies and materials throughout the year.

- Technology advice: Opportunities for parent training in SeeSaw and Canvas via online links provided by Madrona teachers and the 4 area High Schools.

**Madrona Kid's Fund**: Principal, vice principal and MIT has proposed not having a fundraiser this year, due to the burden this would put on some families and the flexibility of the MIT savings account to cover this year's expenses. The decision to not do a Madrona Kid's fund this year, instead using the savings account monies, was motioned by Kathleen Hodges and seconded by Suzanne Bonham. The motion was voted on by the group and passed unanimously. Donations are still accepted through Box Tops, Bear Wear, Fred Meyer, Amazon Smile, Bartell Drug, Office Max and corporate Donation matching. Please click [here](#) for more information.

**2020-2021 Budget Review**: Total Spending: \$37,815

#### Money for Staff

- Classroom Learning Material: \$16,500 plus prior year money
- Principal Fund: \$2,000
- Library: \$700
- Fund a need: \$2,000
- Music: \$5,000
- Scholarship Fund: \$1,000

#### Money for Social

- Fun Run: \$2,250
- Bear Scare: \$500
- STEM: \$1,000
- Teacher Appreciation: \$1,200
- Joe Rice Scholarship: \$1,000
- Misc: \$200

#### Operating Expenses

- Bank Charges/NSF: \$400
- Insurance: \$1,800
- Stamps: \$200
- Professional Help: \$1,500
- Copies: \$300
- Website Maintenance: \$265

Approval of the budget: Judy MacRae moved to approve the budget, Suzanne Bonham seconded the motion. A vote was taken, with unanimous approval.

### **Old Business:**

- No enrichment classes this year.
- No volunteer coordinator position this year; position not needed considering only the board needs a background check and there is no in person/at school activities or field trips.

### **New Business:**

- Keurig and coffee pods purchased as a gift to the staff; they will be delivered to the staff lounge when the school reopens.
- New Family tab on Web page, for those new to Madrona
- Facebook; Not an appropriate way to communicate official school information - District has only approved SeeSaw and Canvas to disseminate info.
- Book fair, MKF, Bear Necessities all need a chairperson.
  - Email Gina Gale [MITViceChair@gmail.com](mailto:MITViceChair@gmail.com) if interested
- Erica Ballou and Melissa McGinn volunteered for the Book Fair.
- MIT/Bear Necessities will be combined with the monthly newsletter and weekly updates from Kathleen Hodges.

### **General Discussion:**

- All parents should sign up for observer accounts in Canvas and SeeSaw Family so they GET the emails from Canvas and SeeSaw.
- No MCT production this year, as any concerts, plays, etc. cannot be on district property and the logistics are nearly impossible.
- Bear Scare: Looks like it will be a parade of sorts. There is no transfer of materials allowed, so no candy/toys will be given out. More information to follow when known.
- Hybrid Model: There will be an option for students to stay with remote learning once the school starts to open, if the family so desires.
- Wednesday attendance: Asynchronous learning day, attendance can be taken by signing into their class, signing in via teacher links, completing an assignment, or however the center/class has dictated.
- If a student is absent, a robo-call should call the family. There is a 24 hour period to adjust the attendance grade, via phone.
- Picture Day: Last photo shoot was canceled due to smoke. There will be a picture day, TBD.

- September 24th is the 1st day of full school days, and also the beginning of specialist schedules.
- Zoom MIT coffee meeting, also TBD.
- Trivia night for Madrona; Maura Do has volunteered to host.
- Equity meeting time next Thursday, 10/1/2020, will be posted in the next update from Kathleen, or the monthly Madrona Newsletter.
- Next MIT Meeting, October 14th 2020 @ 6:30 PM.

Proposed 2020-2021 MIT Budget

	<b>Proposed</b> <b><u>2020-2021</u></b>	<b>Actual</b> <b><u>2019-20</u></b>	<b>Proposed</b> <b><u>2019-20</u></b>
<b>Income</b>			
Bear Scare/Carnival Income	\$0	\$4,938	\$4,500
Box Tops	\$100	\$493	\$600
<u>Fundraising Income</u>			
Art Auction	\$0	\$0	\$2,500
Bear Wear Sales	\$100	\$0	\$200
Talent Show (Every Other Year)	\$0	\$1,986	\$0
Interest Income	\$35		\$35
Madrona Kids Fund	\$0	\$35,484	\$41,000
Other Income (Amazon, Bartells, Fred Meyer, etc.)	\$1,000		\$1,500
<b>Total Income</b>	<b>\$1,235</b>	<b>\$58,996</b>	<b>\$56,035</b>

<b>Expenses</b>			
Bank charges	\$200	\$188	\$200
Bear Facts/Copying Exp	\$0	\$0	\$0
Classroom Learning Materials	\$16,500	\$8,760	\$16,500
Copying - MIT copier expenses	\$300	\$643	\$800
Fun Run	\$2,250	\$2,811	\$500
Fund A Need	\$2,000		
<u>Fundraising Expenses</u>			
Art Auction	\$0	\$0	\$200
Madrona Kids Fund Expenses	\$0		\$200
Gifts	\$100		\$100
Green Madrona Program	\$0	\$0	\$100
Insurance	\$1,800	\$1,770	\$2,200
Library	\$700	\$487	\$700
Principal/Admin Fund	\$2,000	\$2,430	\$4,000
<u>Miscellaneous Expenses</u>			
Parent Chair	\$100	\$157	\$355
Music Boosters	\$5,000	\$1,374	\$5,000
NSF checks	\$200	\$334	\$200
Prior Year Activity		\$22,974	\$34,477
Postage and Shipping	\$200	\$5	\$75
Professional Services	\$500	\$525	\$500
<u>Programming</u>			
Back to School BBQ	\$0	\$576	\$650
Bear Scare	\$500		\$2,000
Family Dance	\$0	\$500	\$0
Miracle on Madrona	\$0	\$0	\$0
MIT Meeting - VF	\$0		\$0

Proposed 2020-2021 MIT Budget

	<b>Proposed</b>	<b>Actual</b>	<b>Proposed</b>
	<b><u>2020-2021</u></b>	<b><u>2019-20</u></b>	<b><u>2019-20</u></b>
Social Activities - Other	\$0		\$200
STEM	\$1,000	\$552	\$3,000
Teacher Appreciation	\$1,200	\$0	\$150
Volunteer Program Manager	\$0	\$4,923	\$6,405
Volunteer Program Manager - Other	\$0		\$150
Volunteer support / supplies	\$0	\$545	\$350
Welcome Back Coffee	\$0	\$0	\$50
Safety Committee	\$0		\$100
<u>Scholarships</u>			
Academic	\$1,000	\$728	\$1,500
Cafeteria	\$0		\$0
Madrona Joe Rice Alumni Scholar	\$1,000	\$1,000	\$1,000
Scholarships - Other	\$0		
Tax Preparation For Annual Return	\$1,000	\$450	\$1,000
Tech			\$400
Treasurer hardware + software	\$0	\$497	\$450
Website Maintenance	\$265	\$254	\$200
<b>Total Expenses</b>	<b>\$37,815</b>	<b>\$52,483</b>	<b>\$83,712</b>