

# MIT Board Meeting Agenda

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**Date:** Wednesday 6/4/2025 **Time:** 6:00 pm **Location:** Prado/Southern By Design

## Treasurer

- Tentative Budget 2025-2026 - pushed to August
- Yearbooks

## Vice Treasurer

- Bounced Checks

## Vice Chair

- Coordinators and team leads for next year
  - Class Coordinators - email going out to teachers to confirm who the coordinators are
  - Team Leads
    - Found someone for the Garden Club!
    - Giving Tree, Restaurants, 5K, Madrona Kids Fund, Book Fair
    - Seeing volunteer fatigue/burnout, suggesting volunteers limit big events to run, ensure activities aren't overlapping
- Back to School BBQ
  - TBD on badges
  - Tables have been ordered
  - Lindsay to email transportation, food services, technology
  - August 29th 4-6pm
  - Continuing having volunteer fair at the BBQ
  - Should we add a volunteer station/info table to other events?
- Play Dates
  - Dates have been set
  - May need to move location to Woodway
  - QR Codes
  - Need a board member at every play date - Lindsay to send out a sign-up

## Staff

- Combining of 2 logos
  - Request to uncombine logos - the bear is copyrighted and should not be combined with anything else
  - Motion, vote on moving forward with just the Bear logo - PASSED

- Questions for Remy
  - Get reimbursements in by Friday, June 20th
  - Can submit as one and list where to pull from in the memo field OR can submit each separately
  - Supply fees roll over but learning materials gets zeroed out
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## New Business

- Intro New Officers
- [Teacher Appreciation and Funding Proposal](#)
  - Classified Staff/Specialists: propose move back to schoolhouse for coordination
  - **Update to Teacher meals** - Conference Week (potluck), Pi Day (MIT and parent potluck) and Teacher Appreciation Lunch (MIT caters) - vote passed
  - Gestures/Daily gifts, not comfortable funding/goes against spirit of teacher appreciation week
  - Suggestion: include examples/templates for Teacher Appreciation week in Class Coordinator Handbook

## [Parent Participation Survey](#)

- Parent Participation Survey
  - What are the guardrails for the survey? Do we have a minimum response rate
  - Yes, we want to do a survey. Ideal launch time - Jan/Feb
  - Need to work on the survey, ensure we are getting the information we need
  - Will invite parent who sent in proposal to help plan/coordinate/execute
- Moving of Board and General Meeting Days
  - General Meetings move back to Mondays 6:30
  - Board Meetings tentative Wednesday
    - Consider scheduling some board meetings earlier (5:30pm) at Madrona
- Kelly Retirement Gift - June 16th Assembly vote, pass
- Grants used the whole budget
  - Currently, funds have to be used within 6 months
  - How are we entering this into the budget and accounting for grants that have not been used before the end of the fiscal year? Remy to investigate and may need to update funding process and/or dates for submissions
  - Funds that are not used go back into general MIT fund, do not rollover
- Yearbooks for scholarships
  - Ordered 55, however, do not have visibility into Free/Reduced lunch students who did not apply for MIT scholarship
  - Will ask Jessica if she can help facilitate getting yearbooks to any kids that are not on Kelly's list
  - If we do not have enough - we will provide one per family
  - Changing scholarship process for next year
    - Google Doc w/ deadlines for any items that need it (MCT tickets, Yearbooks)

- Discussion: would Kelly (or new office manager) be willing to send reminder emails out to whoever has already requested scholarship to ensure they know they can get yearbook before the deadline, MCT tickets, etc.

August Board Meeting - August 25th, 6pm

- Will review budget