

Lawton Elementary

PTA Board Retreat

Meeting Minutes
August 16, 2016

Attendees: Amanda Armes (Co-President), Jennifer Wenrick (Co-President), Bryn Bunich (Co-VP), Deanne Allegro (Co-VP), Kamila Kilayko (Treasurer), Marilene Bysshe (Co-Fundraising Chair), Pricilla Wenneman (Recording Secretary), Gina Craig (Website Communication), Valerie Cooper (Advocacy Chair), Terry Richardson (Co-Fundraising Chair), Cassandra Bradberry (Newsletter Communication), Mikelle Nuwer (Member at Large), Kelsey Fatland (Staff Liaison)

1. Welcome (Amanda/Jen)

- a. Susan Lundh is the new secretary for the front office. She is a former Lawton student and PTA Board President.

2. Mission and Vision of the PTA

- a. No changes made

3. Future PTA Board Meeting Schedule

- a. Meeting will be held on the first Thursday of every month
- b. Valerie motions to start meetings at 3:30, ending at 5 pm. Everyone in attendance agrees.
- c. Doing Business Day preparation will be September 1st at 9:30 am.
- d. Amanda and Kelsey will be responsible for arranging babysitters for board meetings.
- e. Future Board Meetings changes
 - i. October board meeting moved to September 29th at 3:30
 - ii. June board meeting TBD

4. Calendar of Events

- a. Doing Business Day, September 6th from 10-6, with a lunch break from 1-3 pm. Susan will send out an email from the front office as a reminder.
- b. Spring Auction scheduled for May 5, 2017
- c. Back to School Bash, September 16th, 5-8 pm. \$5 per person. 2 balloon twisters from 5-7 pm (paid) and one face painter (volunteer).
- d. Curriculum Night, September 27th. Families will meet in the Commons and watch a short video regarding the Direct Drive and Dorian will speak for a few minutes.
- e. Fall Festival, November 10th. Dance Dude will lead the party!
- f. Fall Food Drive, October 31st-November 9th.
- g. World Cultures, February 16, 2017
- h. Science Fair, April 6, 2017
- i. Lawton Spring Auction, May 5, 2017
- j. Family Health & Fitness Night, May 11, 2017

- k. Field Day, June 19, 2017
- 5. Breakfast and Lunch for Staff, approximately 40 people
 - a. Breakfast, 8/30 at 8 am
 - i. Coffee donated
 - ii. Sign up genius will be sent out for breakfast items
 - b. Subway Ask for lunch of 8/31 at 12 pm.
- 6. IslandWood update
 - a. Chairs: Kamila Kilayko and Carrie Wheeler-Feeley
 - b. Committee needs additional funds to pay for substitutes (additional teachers/chaperones are required to attend) and for busses. They also need additional funds for scholarships.
 - c. Committee needs a 4th grade parent liaison for fundraising for IslandWood
 - d. Potential Fundraisers:
 - i. Bake Sale at Doing Business Day
 - ii. MOD Pizza Fundraiser on September 12th, all day. Will raise money for the 5th graders this year. Committee will post this on the PTA Facebook page. Parents need to bring the flyer with them to MOD Pizza.
 - iii. Terry presented a wrapping paper fundraiser. The committee will add the purchase information to the newsletter.
- 7. Popsicles on the Playground
 - a. August 22nd at 12 pm
- 8. Upcoming Training Dates
 - a. PTA & the Law, August 22nd from 5-9 pm
- 9. Playground Update
 - a. Kids are not currently allowed on the playground
 - b. PTA will supply food for volunteers helping with the build/painting
 - c. Adjustments have been made to the playground because they over-raised for the project.
 - d. Ribbon cutting ceremony TBD
- 10. Reader Board
 - a. Bryn will be in charge of updating the reader board
 - b. Bryn will notify the PTA if additional supplies are needed
- 11. Committee Chair Update (Deanne and Bryn)
 - a. Sign up sheets for committees will be available at Doing Business Day
 - b. VP's will meet with Kamila regarding the budget for each committee
 - c. There needs to be two signatures for reimbursement, one of them being the committee chair.
 - d. Mikelle is the chair of the Back to School Bash
 - e. We will discuss having teachers help with Volunteer Appreciation Day.
- 12. Budget (Kamila)
 - a. Ask Kamila if there are any questions or concerns regarding the budget

13. Fundraising (Terry)

- a. MOD Fundraiser (current 5th graders)
- b. Wrapping paper and labels (passive) for IslandWood
- c. Direct Drive
 - i. Terry to talk to Mac and Gina and find out if we can use the new website for payments

14. Website (Gina)

- a. Registration is all set up for parents
- b. Parents need to check the appropriate box to be included in the school directory
- c. There will be iPad/laptops available at Doing Business Day for parents to register on the new website
- d. Parents will be automatically registered for the newsletter. There will be an option to opt-out.

15. Additional vote required

- a. A check in the amount of \$1080.02 was cashed by Lawton that should have been written to Elaine Cooper. Kamila motioned that the PTA reimburse Elaine Cooper while Susan tries to get the funds back from the district. Pricilla seconded. All in attendance voted in favor.

