

# Lawton Elementary

## PTA Board Meeting

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*Meeting Minutes*  
*September 29, 2016*

Attendees: Deanne Allegro, Amanda Armes, Pricilla Wenneman, Kelsey Fatland, Kamila Kilayko, Mikelle Nuwer, Dorian Manza, Mac Olson, Gina Craig, Terry Richardson, Valerie Cooper, Bryn Bunich, Cassandra Bradberry, Jennifer Wenrick, Jenni Currit

### 1. General Information

- a. Amanda informs the Board that we no longer need to vote to approve minutes from board meetings. The Board did not have any changes for the August PTA Board Retreat minutes.
- b. The Magnolia Co-Op is having an informational night on 10/20/16. None of the board can attend since it's the same night as our General Membership meeting. Amanda will ask Vanessa Gregory (Kindergarten Ambassador) if she can attend the Co-Op informational.
- c. Due to the release time of the McClure babysitters for the meetings, we will change the time of the board meeting to 3:45pm.
- d. Back to school Update (Dorian)
  - i. Kids love the new playground and have been taught all the rules. Staff is working on encouraging kids to use the playground safely and follow those rules.
  - ii. During non-school hours, the playground is unsupervised. Cassandra will include a notice in the next newsletter stating that there is no supervision for the playground before 7:40 am or after school. Staff is working on signage for the playground.
  - iii. Lawton has 450 students, approximately 100 Kindergarteners and is fully staffed.
  - iv. Curriculum night and the jump rope assembly were a big success.
  - v. Islandwood is next week and the 5<sup>th</sup> graders are very excited!
- e. The board would like to find a way to highlight all the PTA funded assemblies and events that happens at the school. There is a list in the main office of all the assemblies. Maybe we can send the information through the room parent? The Board will continue to discuss options.
- f. Jennifer attended the BLT meeting and discussed board participation with the team. It was decided that the PTA is not required to attend and Dorian will review BLT information at the monthly PTA board meetings. All attendees were in agreement.
- g. Committee Updates (Deanna/Bryn)
  - i. We still don't have a chair for 5<sup>th</sup> grade promotion
  - ii. Mikelle will be the chair for the Fall Festival
  - iii. Deanne emailed the chairs regarding their budgets and procedures for reimbursement.
  - iv. Deanne will send list of room parents to Dorian

- v. In regards to Kindergarten cookie social, the Board will continue to discuss whether to continue with this event or change it to another social event.
- vi. Bryn led the room parent training. 8 were in attendance, and all the kindergarten room parents were there.
- vii. All messages from room parents will get sent through the website.
- viii. Due to privacy concerns, the district would like for the school to use Schoology instead of Shutterfly.
- ix. Based on feedback, the Board will consider not having a room parent sign up sheet at Doing Business Day. This might give all families a chance to volunteer.

## 2. Arts and Enrichment update

- a. Cheryl Parks and Elizabeth Hester were unable to present their presentation to the Board this week due to unforeseen circumstances. The committee will update the Board at the next board meeting in November.

## 3. Recap of Past Events

### a. Staff Breakfast (Amanda)

- i. All the teachers appreciated the staff breakfast.
- ii. Amanda asks that we have a budget for the staff breakfast.
- iii. Most businesses need 60 days notice for donations. Board will approach businesses next June.
- iv. The Board will increase the Staff Appreciation budget by \$200 to include the staff breakfast.

### B. Doing Business Day (DBD)

- i. We need to figure out a way for parents to opt-in for room parent emails at DBD
- ii. Consider starting a sign up genius so parents can all have a chance of becoming rooms parents.
- iii. Terry suggested we discontinue DBD
- iv. Deanne expressed concern about recruiting for committee chairs. Jen suggested we can send an email through school messenger, redirecting them to the website. Another possibility is doing sign ups at the Back to School Bash or the first day of school for Kindergarten parents.

### C. Mod Pizza/Islandwood Fundraiser (Terry)

- i. \$365.30 raised
- ii. Other passive fundraisers include Mavis Labels and Wrapping Paper
- iii. Board will look to increase community building events
- iv. Board should approve all fundraising efforts

### D. Back to School Bash (Mikelle)

- i. No concrete numbers but we made a small profit
- ii. The Board will consider making it a fundraiser for Islandwood
- iii. If it rains, the event will move to the Commons
- iv. Board will consider using Smokin' Pete's again
- v. Board will look into getting the event sponsored next year

4. After school program
  - a. Jeni Rudisill and Brenda Hatley are the new administrators for the after school program
  - b. 252 Students enrolled this school year
  - c. 5 classes were dropped due to low enrollment
  - d. Registration closes September 26, 2016
  - e. 17 scholarship request and 4 families requested payment plan
  - f. Program Administrator Role (Jennifer)
    - i. Current administrators need a 3<sup>rd</sup> person at the school who will be there until every student leaves the campus.
    - ii. This is now a paid, PTA sponsored role
    - iii. Amanda is expecting to hear from the Seattle Council in November or December regarding this role.
    - iv. Should instructors be responsible for every child in their class?
    - v. Jennifer will fill this role in the interim and will speak with Dorian further regarding expectations/implementations.
  
5. Budget Overview (Kamila)
  - a. The online store will send credit card payments made via the website on a monthly basis
  - b. Kamila will change the name of Enrichment to After School Program
  - c. Committee chairs need to be reminded to sign all reimbursement forms for approval by Treasurer
  - d. Board agrees that Jenni should stop copying personal checks. If we have any questions about amounts/checks, we can ask the bank to provide us with a copy
  - e. Playground line item still has \$50,000 in it, but that should be \$0. The playground committee is still waiting for a couple of loose ends before the project can be completed and closed out in our budget.
  - f. Kamila will add \$200 to the staff appreciation budget for staff breakfast
  - g. The Direct Drive budget needs to be reviewed because we no longer pay credit card fees
  
6. Playground Update (Kathryn via email)
  - a. Playground committee is hoping to give back \$5,000-\$8,000 to the PTA
  - b. They are hopeful they can close the books in 30 days
  - c. The committee is recommending that we use those pay back funds to set up a maintenance account. The Board is in agreement and can take a vote once we have a final number from the committee
  - d. Some board members raised concerns about the Spinomi. Is it covered under warranty? If it becomes a hazard for the students, can we get a replacement piece from the equipment company? Amanda will discuss with Anthony Spinelli
  
7. Direct Drive Review (Terry)
  - a. Direct Drive starts 10/3
  - b. Banner was put up in the hallway and looks great (Thanks to Akiko Baron)
  - c. Kassandra will post the video in the newsletter
  - d. Terry will send Mac the link to the website so parents can make their payment via the website.
  - e. Board will consider waving credit card fee if a family donates a considerable amount

8. October General Membership Meeting

- a. Scheduled for October 20<sup>th</sup> from 6:30-8:00 pm
- b. Amanda will discuss the advantages of being a member of the PTA and paying the fee
- c. Kelsey will talk to Audra about any legislative events they could discuss at the meeting
- d. We will present an update on the playground
- e. We will also discuss using the website store
- f. We will also play the Direct Drive video

9. Upcoming Events

- a. Math & Mingle Night is 10/13. Kelsey will get the information out to room parent seeking volunteers. The committee needs servers for the pizza and PTA members to collect payment.

10. Other Items

- a. Please fill out the PTSA Parent Survey
- b. Valerie will do some more research regarding the Homeless Ordinance being voted on in November.