

Lawton Elementary

PTA Board Meeting

Meeting Minutes
November 3, 2016

Attendees: Amanda Armes, Pricilla Wenneman, Kelsey Fatland, Kamila Kilayko, Mikelle Nuwer, Dorian Manza, Mac Olson, Gina Craig, Terry Richardson, Valerie Cooper, Bryn Bunich, Kassandra Bradberry, Jennifer Wenrick, Marilene Bysshe

1. School Update

- a. Lawton was invited by the Superintendent to speak at the Board meeting 11/2. Jenifer Rudisill and Carrie Wheeler spoke about the Multi-Tiered System of Support.
- b. Communications Norms and how they can be applied to the PTA: Begin/end on time, be fully present and stay engaged, speak your truth, expect/accept non-closure, listen for understanding, be professional.
- c. The BLT is spending their time connecting contract language to the bi-laws and matrix.
- d. Lawton adopted the Curriculum Based Agenda (CBA) after the teacher strike.
- e. By December 15th the school will have a completed Continuous School Improvement Plan (CSIP). This is a public document.
- f. All 3rd and 5th graders took a survey consisting of 31 questions regarding the classroom environment and the school climate. Classroom climate scored the lowest. Neutral votes count as negatives.
- g. Black Lives Matter
 - i. Many schools are still trying to figure out how to have this discussion.
 - ii. Teachers of younger children are uncomfortable discussing BLM movement
 - iii. Upper grades used the opportunity to discuss fairness
 - iv. Principal meeting discussed how to close the education gap
 - v. SPS is forming an Equity Committee
 - vi. PTA will discuss ways to have an education night for members
- h. Math and Mingle night needs to be rescheduled. Possible dates are 12/1 or 12/15.
- i. Safety Patrol was highlighted on KING 5 on their Traffic Buddies segment.

2. Communications (Gina)

- a. Gina passed out a handout regarding posting to the website.
- b. Board members need to notify Gina or Mac when they post information to the website. Once notified, they will approve it.

3. Fall Festival (Mikelle)

- a. Fall Festival with Dance Dude will be November 10th from 6:30-8 pm
- b. Penny (Baking Chair) notified bakers about the bake sale. The bake sale will be in the lobby
- c. Still looking for help to clean up at the end of the event
- d. There will be no food out of the gym
- e. There will be water bottles for sale
- f. Admission price is cans for the food drive
- g. We will provide sharpies for writing names on water bottles
- h. Mikelle will connect with Community Outreach Chairs
- i. Cheryl and Tiana will be selling Spirit Wear
- j. There will be posters stating that the playground is closed. Ask Tiana for assistance
- k. The doors by the office will be closed
- l. VP will handle all Building Use Permits

4. Budget Update (Kamila)

- a. Instructor payment are being made this week
- b. Insurance renewal increased 20%. This company is the only one approved by the WSPTA.
- c. The only after school expenses outstanding are refunds to parents
- d. Lawton is using \$127 of the Windermere Grant to pay for the free breakfast/lunch program
- e. Elaine Cooper finally got a rug!
- f. One more invoice outstanding for Visiting Author program. Audra Gallegos split the Author fee with another school.
- g. Laura ordered Grade Level Resource Materials (magazine subscriptions) and this line item is in the negative in the amount of \$500
- h. IslandWood
 - i. All Scholarships were used
 - ii. Still waiting for the bus invoice
 - iii. 4th grade fundraising team has met. They need clarification for what they are fundraising for.
 - iv. Will include a line item on the budget
 - v. PTA needs to provide scholarship funds next school year

5. Direct Drive Update (Terry)

- a. See Attached PDF's titled Direct Drive 2016 Summary and Direct Drive Tracking 2016
- b. 38% did not return pledge cards, 62% participation
- c. 24% gave \$365 (PTA ask), 28% donated above that.
- d. Teachers were not able to talk to parents about the direct drive during curriculum night. PTA will discuss a way to get parents to talk to the PTA or watch the Direct Drive video prior to parents going into the classroom.
- e. Terry recommends that the PTA absorb the convenience fee
- f. Terry also recommends that we have a bigger ask next school year
- g. We have had two years where we didn't raise enough during the Direct Drive to cover the budget
- h. We can't move the date of the Direct Drive
- i. We will now have a bigger goal for the spring auction

- j. Kelsey will email teachers and ask them to donate to the Direct Drive
- k. Can the on-line auction system be used as a donor database?

6. After School Program (Jennifer)

- a. See Attachment A
- b. Registration is closed
- c. Jeni Rudisill and Brenda Hatley took over as administrators. The workload is too much for them now so Jen has taken over as administrator.
- d. This program has potentially 4 administrator jobs: set up (summer), registration, financial, after school volunteer. The PTA cannot have an employee so the after school administrator would have to be a stipend. Maybe the position can offset the child's tuition?
- e. Budget has roughly \$3000 (if we add the reserves to the amount already put aside for the administrators) to compensate Cheryl Parks, Lisa Blau, Jeni Rudisill and Brenda Hatley
- f. Terry motions to push the reserves to the fund to pay the administrators, totaling \$3000 to compensate the 4 administrators, Bryn seconded, none opposed, Kelsey abstains
- g. Bryn motions to divide the money 3 ways with the caveat that we will ask Cheryl and Lisa how to best divide their share of the money. Terry seconded, all in favor, none opposed.
- h. Jen will email Cheryl.
- i. 6 crickets website
 - i. the website will handle all registration and payment online
 - ii. PTA would still pay the Lawton teachers who are teaching after school programs
 - iii. Strike will pay third party vendors that teach classes
 - iv. Positive: they handle the registration but we still have access to the roster
 - v. Negative: parents have to give information to a 3rd party.
 - vi. The service is free. Website will use our email for marketing purposes. Parents will have the option to opt-out
 - vii. Mac will research and see if we can use our online store
 - viii. Amanda and Jen will look into the contact terms before we make a final decision
 - ix. We can try to use it in the Spring 2017

Attachment A

Lawton After School Program Update

1.Registrations are closed and there should be no more adds or changes allowed.

2. Financial Update:

Paid To Instructors	Paid to PTA in Fees (10/21)	Fees still to be collected	Amount held in reserve	Funds Available to Pay Admins	Scholarships
\$87,115	\$2784	\$252	\$506	\$2530	14 (\$700)

3. After School Volunteers:

Monday/Friday – Amanda

Tuesday/Wednesday – Jen

Thursday – Bryn

4. Summary of Workload

Hours worked:

Summer

(Cheryl & Lisa): 100-200 hours includes: receiving and approving course proposals and contracts, setting up schedules and room assignments, setting up registration online

Fall Registration

(Brenda & Jeni): 200 hours includes: placing registrants in classes and communicating to parents, collecting payments, updating rosters daily, communicating with parents about adds/drops

Fall Admin

(Jen) 100 hours includes: reconciling all payments with documented registrants, updating spreadsheets, creating and issuing Balance Due emails, collecting and processing payments, contact with Web admin to get download of online payments, continuing correspondences with parents & instructors

(Amanda, Bryn, Jen): 5-10 hours per week working with office staff to make sure students make it to classes, absences are explained, handling any problems that arise

5. Setting up for Spring:

Handle communications with vendors/instructors

Do we reduce number of programs offered?

Communicate registration timeline with parents

6crickets option for registration

6. Spring Admin