

The November PTA Board Meeting was scheduled for November 8, 2017 from 5-7pm in the staff lounge at Lawton Elementary. The President began the meeting at 5:06pm and the meetings ended at 7:34pm

In attendance:

Jen Wenrick – Co-President
Terry Richardson – Co-President
Bryn Bunich – Co-Vice President
Gina Craig – Communications, Website
Cynthia Dold - Fundraising
Valerie Cooper – Advocacy Chair
Jenni Currit -Treasurer
Virginia Docktor - Cashier
Amy Sprague – Member at Large
Kristen Noel - Staff Liaison
Mikelle Nuwer - Secretary

Ramiro Juarez – Guest, to discuss After School Program

After the meeting began, the President asked for a motion to approve the minutes from the October PTA Board Meeting.

Motion: A motion was proposed by Cynthia Dold to accept the minutes from the October PTA Board Meeting. The motion was seconded by Valerie Cooper and approved unanimously.

School Updates – Jen Wenrick and Terry Richardson for Mr. Manza

Playground supervisor position needs to be filled.

Need someone 5 days week. Work is part-time with flexible hours. The pay is \$15/hour.

Parent-Teacher Conferences are scheduled for the week of Nov. 20th. Lawton staff have set a goal for 100% participation.

Congratulations to Eden Mack. The Board suggested acknowledgement of election in PTA newsletter and Facebook, and the President will write a personal note of congratulations.

General Meeting/ RULER night Update – Jen Wenrick

The first PTA General Meeting of the academic year has been scheduled for 6-7:30pm on Tuesday, November 17th. The first half hour will be spent discussing two PTA orders of business. The general membership needs to approve Jenni Currit as Treasurer and Terry Richardson as President for a one year term. Vice President will lead the vote. After the vote, Mr. Manza and Ms. McCue will present the RULER program to families and lead families through the creation of a family charter. A RSVP for the night was sent out through Signup Genius.

No childcare will be provided since children should be included in writing family charter. Pizza will be provided by the PTA. Advertisement of the event has been made through the newsletter, Facebook and room parent list.

Direct Drive Update - Cynthia Dold

Cynthia passed update paper report and gave a short fundraising summary. As of November 7th:

School Participation Rate - 78%
PTA Board Participation Rate - 100%
Teacher/Staff Participation Rate - 36%

Total Received - \$109,150 (includes anonymous donor)
Total Corporate Matching - \$16,245
Pledge Cards collected but money not received - \$1525
Current total \$126,820 (85%)

Fourth and fifth graders will write thank you note from template. All those who participated will receive a note.

IslandWood Fundraising Update – Terry Richardson

The President presented the history and explanation of the increased costs of the IslandWood program, and proposed three potential options for how to support for IslandWood in the future.

IslandWood is a Lawton Elementary program. The PTA does not currently have a financial responsibility, or budget, to fund IslandWood.

Lawton Elementary covers the hard costs (e.g. bus and staff) of the program and families cover the student tuition. The PTA supports and budgets for scholarship needs on an annual basis.

In the 2015-2016 school year, Lawton staff informed the PTA that there was a non-budgeted expansion of the hard costs due to the increased number of staff supervisors that are required to be in attendance. The increased hard costs would be passed along to the families. The PTA was concerned about the increased costs and agreed to allow for a selected fundraising for IslandWood.

In 2016-2017 the Board agreed to allow designated funds from specific bake sales and specific passive fundraisers for IslandWood and recommended creating a 4th grade fundraising committee.

The President explained the budget line items for the IslandWood program. A new budget line was created to account for designated fundraisers to support IslandWood. The budget line is a pass-through account and not part of the total PTA annual budget. Going forward, at the end of the academic year before the budget is closed, whatever funds are in the pass-through account will be transferred to the

Lawton Elementary to cover hard costs of the program. Any costs for IslandWood over the school budgeted funds will be divided among individual families as tuition.

Presidents proposed three potential options for how to support for IslandWood.

1. Make no changes for IslandWood and continue with designated fundraising led by 4th grade committee volunteers, continue annual budgeting process for established PTA support.
2. Recommend adding a budget line in future budgets to cover a portion of IslandWood hard costs.
3. Designate the Move-A-Thon to the IslandWood Pass-through.

Board made decision to pursue either option 2 or 3. Board members will explore options for budget and accounting of funds to guarantee best PTA and legal practices.

Committee Update – Bryn Bunich

Kindergarten Cookie Night is scheduled for Thursday, December 7th. Committee has been formed and has scheduled a meeting to plan for the event.

Bryn recently sent in Box Tops and is expecting payment of approximately \$250.

Budget Update – Jenni Currit

After School Activities should not be a line item in budget. After School Activities should be a line in the Pass-Through Accounts. Scholarships for After School Activities will be written to instructor for the course
Rollover for Academic Support line
Need line item in budget for After School Activities. Line item

After School Activity Update – Jen Wenrick

We are now in compliance with WA State PTA guidelines for after school programs. All non-Seattle Public School employee instructors have approved SPS parent volunteer in classroom. Payment to instructors in made directly through 6 Crickets. 6 Crickets is working to improve lottery and registration process.

Guest visitor expressed concerns from Lawton parents about continuity in the language program. It was suggested that kids who are currently enrolled in language are given priority for registration for the second session. An advanced class could be offered if there is future demand.

Board requests that a summary or report of the constructs of the After School Program be presented at a future meeting.

Meeting adjourned at 7:34pm.

Attachments to include:

Agenda

Direct Drive Fundraising Report

IslandWood Document

Treasurer Budget Report