

The March PTA Board Meeting was scheduled for March 12, 2018 from 5-6:30pm in the Lawton Elementary Staff Lounge.

In attendance:

Jen Wenrick – Co-President
Terry Richardson – Co-President
Bryn Bunich – Co-Vice President
Pricilla Wenneman – Co-Vice President
Gina Craig – Communications, Website
Jenni Currit -Treasurer
Virginia Docktor - Cashier
Valerie Cooper – Advocacy Chair
Amy Sprague – Member at Large
Mikelle Nuwer - Secretary

Co-President Jen Wenrick called the meeting to order at 5:07pm. After the meeting began, the Co-President asked for a motion to approve the minutes from the February PTA Board Meeting.

Motion: A motion was proposed by Bryn Bunich to accept the minutes from the February PTA Board Meeting. The motion was seconded by Virginia Docktor and approved unanimously.

Election/Events Update – Co-Vice Presidents

The election committee has a long list of names of potentially interested parents for the open Board positions. The committee plans to meet on Wednesday to discuss next steps and divide work among committee members.

Bingo Night was a success. The event was very well attended and raised approx. \$390 in the bake sale and pizza costs were almost covered. Many thanks to Magnolia Pizza for giving us a 20% discount on the order and not charging tax.

Upcoming events on the calendar are Teacher Appreciation and Graduation. Both have committees that are working on the events.

Auction Update – Stephanie Skinner

The Chair was present to provide Board members with an update on action items and needs for the Spring Art Auction.

Invitations - Chair presented two designs for invitations for Board approval. Invitations will be ordered and should arrive at the end of the week.

Electronic invitations through a link to the auction website will be posted by the beginning of next week. The cost if the event will increase on April 14th.

Classroom Art Projects – Projects are on track and under budget. Chair may need help writing art descriptions if parent volunteers don't respond to request.

Signup Parties - Chair is requesting that Staff Liaison and Principal ask staff to submit ideas and dates for parties. Chair also needs permission from the administration to continue with the Principal Lunch, Dick's Lunch, Principal for the day, Librarian for the day, and Lunchroom Monitor for the day. Chair asked Presidents to discuss with the Principal at their next meeting. For the Dick's lunch, Chair recommends pulling all students out for one lunch period and eating in a special location. Jen Wenrick offered to be responsible for Lunchroom Monitor on a Tuesday or Thursday.

Parents are hosting Poker Party, Pool Party, Mariner Experience and Wine Tasting. Graduation tickets will also be offered.

Chair is still hoping to get donation of tickets, cabin/home rental and sailing experiences that were offered in past years. Chair asked for Board help to secure items. She is also looking for gift cards to restaurants and caterers.

The 5th grade End of Year Party will first be offered at the auction through the website for advertisement purposes and to formalize the financial responsibility of the party. Signup will be sent out through an electronic link to all 5th grade families. The party will be open to all 5th grade students. Erica Jamir and Akiko Baron are planning the event.

Centerpieces - Parent Jennifer Thompson has volunteered to put table centerpieces together. Centerpieces will be given away as part of the raffle.

Photos - Auction photos have been taken. Photos will be hung before spring break.

Raise the Paddle - No Fundraising need has been identified by PTA or Lawton staff for Raise the Paddle. Board suggested moving the Raise the Paddle to end and asking for donation in \$100 increments to capture any families who wanted to support the auction but didn't "win" the items they bid on. Funds raised will go toward the General Fund/Reserve Fund.

Board members would like to research options for excess funds to be donated to another PTA/school in our cluster that isn't able to fundraise to support their programs.

Video- Chair is planning to ask Linton family to create a short video to show at beginning of live auction to celebrate Lawton and remind families of what the PTA funds. Chair will ask 5th graders to create short thank you video for end of auction.

Mikelle Nuwer 3/13/2018 2:25 PM

Comment [1]: Action Item for Kristen and Dorian. Cocoa and Kitties? Other grade parties? Just need date for reoccurring parties.

Mikelle Nuwer 3/13/2018 2:27 PM

Comment [2]: Action Item or Board Know anyone with tickets? Home/cabin rental? Tickets or connection to team? Food/caterer gift cards? Sailing or boating experience? Stephanie really needs help securing more items and is looking for help in asking Lawton families if you are friends with those that have the things she needs!

Chair will need help recruiting volunteers for setup and teardown help.

Treasurer Update - Jenni Currit

Treasurer needs final numbers from Direct Drive. Treasurer asks Fundraising Chair to check final payments received and report if number is different from the income listed in the current Treasurer Report.

Treasurer reported that to date we have raised approximately \$130,000. The budget for the year was \$138,000. Excess funds will be placed in the Reserve Fund.

Treasurer reported that the Academic Support Rollover line item balance is so high because the unused dollar amount for several years has not been cleared from the budget and continues to accrue. Academic support is billed four times each academic year. The fourth payment isn't billed until the fall of the next academic year. Going forward, Board would like to completely close budget at the end of the year and pay fourth payment out of Reserves. The Board no longer wants any rollover items in the budget

Board is concerned by the amount of dedicated monies for Enrichment programs and activities that have not been planned by the school. Co-Presidents plant to discuss the plan for school enrichment events with the Principal at their next meeting and encourages staff to communicate their needs with the Board.

IslandWood will be built into budget for the next academic year.

Move A Thon will not be a fundraising event this year.

Family Fitness Night has been canceled.

Treasurer is still researching the Windermere Grant.

An electronic motion was made to Board via email to add \$1000 to the Field Day line item. There was unanimous support of the motion.

Budget Survey - Jen Wenrick

Co-President suggested Board create budget descriptive text and pie chart summary of budget to present to Lawton families to inform them on the budget before the spring General Meeting. Terry Richardson volunteered to create new budget survey to send to Lawton families.

Advocacy Update - Valerie Cooper

Advocacy representatives from local schools have been meeting with officials from Seattle Public Schools (SPS) to begin planning for the opening of the Magnolia School and changes to the boundary lines. Representatives met with SPS Capital Planning, the Director of Enrollment and School Board member Eden Mack.

Mikelle Nuwer 3/13/2018 2:28 PM

Comment [3]: Action Item for Cynthia
Please check final number for Direct Drive
and send to Jenni

Representatives are planning small group meetings to hear and discuss priorities of the community and will communicate planned changes to families this spring.

Magnolia Elementary School is planned to open this fall. School has received an extra \$5-6 million to build out and increase the size of the school. The build will not begin until 2021.

Co-President asked Board members to edit job descriptions and send them to her soon.

The meeting ended at 7:12pm.

Mikelle Nuwer 3/13/2018 2:37 PM
Comment [4]: Action item for board members.