

The May PTA Board Meeting was scheduled for May 14, 2018 from 5-6:15pm in the Lawton Elementary Staff Lounge.

In attendance:

Jen Wenrick – Co-President
Bryn Bunich – Co-Vice President
Gina Craig – Communications, Website
Kassandra Bradberry – Communications, Newsletter
Cynthia Dold - Fundraising
Jenni Currit -Treasurer
Amy Sprague – Member at Large
Kristen Noel – Staff Liaison
Mikelle Nuwer - Secretary

Agenda

1. Treasurer Report - Treasurer
2. School Updates – Staff Liaison and Co-President
3. Officer transition planning/job description updates – Co-President
4. June meeting planning – Co-President
5. Golden Acorn Award – Co-President
6. Approval of April minutes - Secretary

Co-President Jen Wenrick called the meeting to order at 5:04pm. The meeting began without the approval of the April meeting minutes because there was not a quorum present to vote.

Treasurer Report – Jenni Currit

The Treasurer passed the most current budget report and made note that there is an excess of funds in the following line items in the budget that need to be spent before the end of the academic year:

Windermere Grant in the amount of \$2692.75

Community Outreach Grant in the amount of \$380.66

These two line items cannot be rollover to next year's budget.

The excess of \$1517.17 in the Islandwood (2017/2018) line item will be transferred to the Rainy Day Fund.

There was a discussion that the excess monies in the Community Grant line item be spent on purchasing toiletry supplies or prepackaged snacks to be bagged and distributed at a homeless camp.

The Treasurer announced that reimbursements need to be submitted on June 9th; two weeks before the last day of school.

Monies have already been deposited into the Spring Gala line item in the amount of \$12,865.86, but the final numbers on money raised at the Spring Art Gala are not available yet. At the last Fundraising committee meeting, Stephanie Skinner announced that she will be stepping down as Chair and coordinator of the Spring Art Gala, but is happy to mentor the committee for next year. The committee recommends that the same model be used next year and suggests that within the next month, the Board set a date and secure the same venue for next year. The committee also recommended that in the future parents from each grade be recruited to host a large party for the grade. The example given was for a 3rd grade pool party at Mounger Pool.

School Updates - Kristen Noel and Jen Wenrick

The staff would like to sincerely thank the PTA and parent community for a wonderful week during Staff Appreciation Week. Special thanks to Brynn Bunich for heading the committee and organizing the daily events.

Interviews continue to fill open positions at Lawton Elementary. Open positions include the part time P.E. and two Instructional Assistants.

A new administrative office manager has been hired. She is currently employed at Laurelhurst Elementary and has years of experience.

The interviews for the Principal position have been conducted. The top two candidates will be sent to the Super Intendant who will make the hire. The announcement is expected before end of the month.

Once the Principal is hired, the search for the Assistant Principal will begin.

Due to the increase in the number of classrooms needed for the next academic year, a number of spaces/rooms in the building will be converted to classrooms. These spaces include the Computer Lab, Music Room and the space currently occupied by the Boys and Girls Club. The Music Room will be moved to room 113. The Instructional Assistant office will be moved upstairs into the small offices in the Administration suite. The PTA Office with Art Docent supplies will need to be moved to another closet in the building. The Boys and Girls Club will be moved into the Commons, and that space will be converted into two Kindergarten classrooms. The computers will be transferred to carts for classroom use.

Officer transition planning/job description updates – Jen Wenrick

The President asks that all Board members review their job descriptions and send her any edits or updates before the June PTA Board Meeting.

June meeting planning – Jen Wenrick

The June PTA Board Meeting is scheduled from 6-8pm at Bryn Bunich's home. Details to come.

Golden Acorn Award – Jen Wenrick

The Co-President asks that Board members make nominations for the Gold Acorn Award. Traditionally the award is given to Lawton parent(s) that have made considerable contributions to the Lawton PTA and who will no longer have children attending the school. A vote will be sent out by email.

Calendar items – Jen Wenrick

For planning purposes the date of the Back to School Bash has been scheduled for September 14.

The Board will address the 2018-2019 calendar at the June PTA Board Meeting.

Email Motion on May 4 and 5: A motion to increase the 2018 Staff Appreciation budget line item by \$350 to cover expenses was sent by Jen Wenrick. The motion was approved by all Board Members.

Motion: A motion was proposed by Amy Sprague to accept the minutes from the April PTA Board Meeting. The motion was seconded by Cynthia Dold and approved unanimously.