

Attendance: Dorian Manza (non-voting), Lisa Blau, Amy Tucci Webert, Carrie Wheeler, Cheryl Parks, Jennifer Wenrick, Lisa Johnson

General Business

- Approved minutes from October 2014 Board Meeting (Motion by Cheryl Parks, Lisa Johnson seconded, approved by all other voting members in attendance)
- Approved minutes from October 2014 General Membership Meeting (Motion by Cheryl Parks, Lisa Johnson seconded, approved by all other voting members in attendance)

- Kindergarten Cookie Decorating – Lisa and Jen
 - Wednesday December 4th, 2014
 - Budget \$100 (will be allocated from bake sale proceeds from Back to School Bash)
 - Marina Vinnichenko is chair, Lisa Blau & Jennifer Wenrick to follow-up and help with the communication

- General Membership Meeting - 1/22/14 6:30pm
 - Art Reflections was going to be the topic of the General Membership Meeting, playground design art will be featured
 - Carrie, Kathryn, and Amy to handle the planning, organization, communications, and presentation; need a board member to commit to help with setting up after school

- Kindergarten Tours and Open House - Carrie
 - Meagan Green is being trained by Vanessa Gregory
 - Kindergarten Tour dates are Friday 1/23 and Tuesday 2/10 at 9am; Open House Night Date TBD
 - Open House Night Event – kindergarten teachers will need to be there; working on Lawton brochures with updated pictures; Lisa Blau and Jennifer Wenrick to help with tours

Reviewed Events from the Past Month

- Family Health & Fitness Night – Cheryl
 - We Care Sports – Positive enrichment for the kids; will need to be new budget line item if the event continues to grow; suggestion for volunteer to check cards after activities completed to keep lines moving

- October General Membership Meeting – Carrie & Kathryn
 - Best Attendance we have had at a General Membership Meeting in a long time
- Islandwood Camp
 - Will not need to use bake sale money for scholarships; PTA will cover bus and extra expenses for 2 parent guests
- Cardboard Challenge – Cheryl and Carrie
 - Suggestion we do it again next year due to positive feedback; pictures from Challenge ready for yearbook
 - Next STEAM Challenge in March

Budget Update – Katie

- No checks are being released due to Katie's vacation
- Sandwich Grant – Barbara confirmed Windermere funds will be granted again, total still unknown
- Box Tops - approximately \$160 is under passive income
- Lawton Community Playground Project – Journal of Commerce bill was \$117.80, need a copy for reimbursement by the City of Seattle Department of Neighborhoods Fund

School Business/Events Update – Dorian

- Reminder that kids will not be released to other parents unless we have written notice or those parents are in emergency contacts. Email when other parents/family etc. will be picking up kids needs to be sent to attendance email, teacher, and after-school enrichment instructors
- Veteran's Day Assembly at 9am
- On Rainy Day mornings children should head to the library or commons; if rooms are open kids can go into unless teacher instructs students not to; not ok for kids to hang out and play in the hall.
- Any adult that sees playground door open should close it; Mr. Manza to place sign reminding all staff that doors should be closed.
- Interviews for a new IA are in process
- Discussion over playground supervision when Erica not here, no playground supervision before school on Mon/Wed.

Direct Drive – Carrie and Connie

- Total Raised is \$116,251 this year, with a goal of \$145,000 (we raised \$126,000 in 2013)
- Concern over the decline of pledge cards turned in, percentage of participation down from 74% (2013) to 64% (2014)
- Need grade bands numbers
- Average donation of \$270/per kid
- Suggestions: use a more brief bullet-point documentation; do a class challenge versus a grade band challenge; highlight all programs provided by the PTA budget and funded by the Direct Drive funds
- Questions: How do we reach people, do you perform a more direct approach? Strategy to be discussed at December meeting
- Holding the following funds until the Soiree in April:
 - PTA Priority Fund - \$5000
 - School Priority Fund - \$1500 remaining balance
 - Safety Opportunity - \$2500
 - Secret Garden - \$250
 - *Note we will not publish a Directory to save the \$550 budget line item, will charge \$3 for published Directory and will plan to print approximately 200 Directories; will provide Directory to Lawton Staff.

Lawton Community Playground Project

- Discussion over meeting dates of Friday - November 21st, Friday – February 27th, and Friday – April 3rd. There is a wine event at Magnolia Village that conflicts with the event and the staff in attendance at the PTA Board Meeting knew of families that would be on their way out-of-town on November 21st for the Thanksgiving week. The PTA Board recommended switching the date to November 20th at 6pm. It was also suggested we poll families at the first community meeting about the meeting on Friday, February 27th. Everyone was open to the last community meeting outside, but was concerned about the weather.
- Update: Johnson + Southerland has a conflicting meeting on November 20th, so the 21st will have to work
- 1st Community Meeting – Friday, November 21st 6-7:30pm in the Commons

- There was concern over having the younger children at a separate table and thoughts that they may be more cooperative and better behaved sitting with their family
- Amy to contact Heather Chermak at her email address about sending an email to all the bakers on the baking committee to make appetizers, snacks, desserts for the event
- To help encourage excitement over the Lawton Community Playground, the child homework assignment was suggested. Carrie Wheeler would like a sketch of the Lawton Playground that the children could use to draw his/her design on. The PTA Board would like to display children's artwork regarding the playground design for the General PTA Meeting on January 22nd at 6:30pm. Carrie would like to distribute this to the Lawton Staff on Monday, Amy can create instructions.
- Billing
 - Johnson + Southerland will send email to Katie Price for reimbursement and Amy will submit receipt to the City of Seattle Department of Neighborhoods. Katie will need to provide a copy of each invoice to Amy for scanning and submitting for PTA reimbursement.

Other Information

- Office Management Team – Lost and Found: Beth Orme, Wissel, signed up on Doing Business Day
- Spring Gala
 - Terry Richardson touring locations
 - Dessert and appetizers
 - Still looking at Friday or Saturday 4/24 or 4/25
 - Venue and food covered by price of tickets, under \$50/person
 - Name is Lawton Spring Soiree Fundraiser
 - Working out the donation information, gift certificate, parking spot(?)
 - Ability to sponsor teacher tickets
 - Suggestion to invite alumni
- Next General Membership Meeting: Thursday, January 22, 2015
- Next Board Meeting: Thursday, December 4, 2014