

**Lawton Elementary PTA
Board Meeting Minutes
October 13, 2010, 9:15 AM
PTA Room**

In Attendance: Lisa Blau, Melissa Denke, Kirsten Dumo, Michelle Gonzalez, Nina Graff, Elaine McNabb, Kimball Mullins, Connie Olson, Sarah Terry, Christine Helm, Helen Pitts

Approval of Minutes: A motion was made and seconded to approve the minutes from the September 3 Board retreat and the special meeting on September 28. Motion passed (8 votes in favor).

President's Report –

Request for Substitute: Sue Palewicz has asked the PTA to pay for a sub so that she can attend a literacy conference. The conference is four days long, and Ms. Helm can support two days of substitute time with district funds. Ms. Palewicz is covering her own conference registration and travel costs. The PTA would need to pay for the other two substitute days at \$150 per day. This would come from the teacher stipend line item in the PTA budget. Ms. Helm confirmed that Ms. Palewicz would share what she learns at the conference with the rest of the staff.

- **VOTE:** A motion was made and seconded to pay for two days of substitute time so that Ms. Palewicz can attend the literacy conference. Motion approved (8 votes in favor).

Schools First Speaker: Sharon Rodgers, the president of Schools First, spoke about the upcoming school levy. She explained that this levy – which follows last February's buildings and operations levy – will replace some things that have been lost to budget cuts, and will help compensate for some future shortfalls. If the levy passes, it will pay for textbooks, professional development for teachers, and will help fund the new teacher contract. The cost to taxpayers would be \$48 per year for 3 years on a \$400,000 home. Ms. Rodgers asked our Board to consider endorsing the levy, and to donate to Schools First, which plans to spend about \$50,000 campaigning for the levy.

Discussion: We discussed whether political endorsement was the role of local PTA units. Some Board members felt that this was the role of the central units, and that we give them money for this purpose. We do have a budget item for advocacy

("Legislative/Schools First"), so decided that it would be appropriate to donate to Schools First.

- **VOTE:** A motion was made and seconded to donate \$250 to Schools First for the levy campaign. Motion approved (8 votes in favor).

Volunteer Coordinator's Report –

Volunteer Database:

- Helen is in the process of manually going through the volunteer forms.
- Background checks have not been done, because the district requires a central office person to oversee the process, and there is currently no one assigned. Helen is working to resolve this issue.

MAP Testing:

- MAP testing is going well. We have good volunteer coverage.
- Helen is thinking about ways to make it run more smoothly in the future. Kimball suggested Team Snap for scheduling. Helen will look into this and other possible software tools.

Room Parents:

- Room parents have been assigned for all classes. There will be a meeting tomorrow (October 14) after drop-off.
- Helen asked for input on what she should convey to room parents. She will emphasize the importance of quick e-mail forwarding. Other suggestions included letting room parents know when teachers' birthdays are, and discussing the importance of equity among teachers during teacher appreciation week. Christine agreed that this was a priority, and said she would be happy to talk to room parents when teacher appreciation week nears.
- PTA committee chairs should feel free to let Helen know if they have volunteer needs.

Principal's Report –

Thanks: Christine thanked the Board for taking on administration of before- and after-school programs.

MAP Testing:

- Christine reiterated that MAP testing has gone well, but that it should go more smoothly in the future.
- Christine will hire a substitute teacher to be at school during the next testing cycle, and will find a volunteer to coordinate make-up tests.

- She would also like to restructure the volunteer schedule so that volunteers were present before testing times to log students on.

MAP Results:

- Christine is going over the interpretation of MAP results with staff on October 27.
- Teachers will discuss MAP results with parents during parent-teacher conferences in November.

Parking:

- There are now "No Parking" signs in front of the school. Parking is restricted from 8:00 AM and 9:00 AM, and from 2:00 PM to 4:00 PM.
- Everyone agreed that congestion in front of the school has eased, but that 26th remains a problem after school.

Achievement Gap and Tutoring Needs:

- Friday's staff development dealt with Lawton's MSP performance last year. We appear to have an achievement gap between students receiving free and reduced lunch and others.
- Christine would like to get Re-Teach up and running to support students who are struggling. Although she is bound by the teacher per diem rate of \$18.32 per hour, she is able to pay teachers for prep time.
- Re-Teach will run from 3:15-4:15 PM on Mondays, Tuesdays and Thursdays. Parents can choose one day. Unfortunately, we have no transportation.
- Michelle and Melissa met with Lisa Moore from SSIA about bringing in some of their tutors. Christine feels that we could use as many tutors as we can get (parent volunteers, high school students, etc.). We also discussed having tutors offer tutoring in the morning before school.

PTA General Meeting:

- Scheduled for October 28 (social at 6:00 PM, meeting at 6:30 PM). There will be approximately 15 minutes of PTA business followed by a 15-minute legislative update. Connie and Nina will handle refreshments.
- Christine has agreed to do a Principal Q and A beginning at 7:00 PM. She would like to discuss the school report card, which the district will release on November 9, but the district will not allow this.

Treasurer's Report –

Financial Update:

- Kirsten passed out a budget update (see attached).
- Membership is up from last year, possibly due to the recent vote.

- Our contract with Chinook books runs through October 29. We need to decide whether to extend/renew.
 - We should promote the Thriftway receipt program in the newsletter since we are still doing it.
 - We need to increase the hospitality and website line items in order to cover upcoming expenses.
- **VOTE:** A motion was made and seconded to increase the hospitality line item in the PTA budget by \$100. Motion approved (9 votes in favor).
 - **VOTE:** A motion was made and seconded to increase the website maintenance line item in the PTA budget by \$200. Motion approved (9 votes in favor).

Audit:

- Per the standing rules, we need to perform a self-audit of last year's books. This needs to happen before November.
- Connie, Lisa, and Nina have agreed to participate and will set a date in the next couple of weeks.

Book Fair:

- There were some complications related to cash handling during the recent book fair.
- We will need to clarify policies, procedures, and responsibilities for next time.

Spring Fundraiser:

- Kirsten is chairing this event. She will be meeting with the organizing committee on Monday (October 18) to work on a theme, title, and venue.
- Current committee members are Eileen Carroll, Jani Lauvrak, Tracy Pozil, Susan Washington, and Diana Deen Thompson.
- Changes this year will include the return of class projects, an expanded gift certificate wall, and an expanded live auction. There will not be a silent auction.

Vice President's Report –

Committee Chair Update:

- There are three remaining committee chair vacancies.
- These have been posted on the website and in the newsletter.

Christmas Tree Sale:

- The Christmas tree sale will be held on Fridays, Saturdays, and Sundays, starting the weekend after Thanksgiving and continuing through the first two weekends of December.
- There are three co-chairs, and the trees have been ordered.
- We are going to hire labor this year to move the trees.

- We looked into ordering wreaths, but they were too expensive. Elaine will forward Kimball information about a cheaper supplier that she knows of.

Meeting Adjourned 11:40 AM

Minutes respectfully submitted by
Sarah Terry
Recording Secretary
October 20, 2010
Approved November 10, 2010