

**Lawton Elementary PTA
Board Meeting Minutes
November 10, 2010, 9:15 AM
PTA Room**

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

Treasurer's Report –

Financial Update:

- Kirsten passed out a budget update (see attached).
- Most items are unchanged from last month.

Spring Fundraiser:

- Kirsten distributed the 2010 Spring Fundraiser Final Budget (see attached).
 - Last year's event was smaller than usual. We only spent \$15,000 of the \$18,000 that was budgeted.
 - This year we budgeted for a smaller event (\$15,000 in expenses). Kirsten thinks this amount is too small, and would like the Board to approve a \$4,000 increase in both expenses and income.
 - We are projecting attendance between 200-225 people. The cost per person at our probable venue, Safeco Field, is approximately \$55 per person. The auctioneer will cost between \$1,200 and \$2,000. These costs will be built into the ticket price (estimated at \$65 per person, with a teacher price of \$35 per person).
 - All of the venues that are currently being considered will cost between \$52 and \$55 per person.
 - Looking over the budget, Melissa felt that printing costs seemed too low, and that we should have more padding to accommodate the possibility of more people. She recommended increasing the budgeted expenses by \$10,000 to \$25,000.
- **VOTE:** A motion was made and seconded to increase both income and expenses for the Spring Fundraiser by \$10,000. This leaves the projected event Net unchanged at \$48,402. Motion approved (8 votes in favor).
- Procurement for the auction is going well. Diana Deen Thompson is new to the committee, and could use some help soliciting donations.

Read On Presentation: Lynn Gilliland and Jennifer Hamann from Read On discussed the Read On initiative that is now one of WSPTA's top legislative priorities.

- Read On is an organization that began with Lawton moms. Read On raises awareness of dyslexia, and advocates for the educational needs of dyslexic children (see information sheet, attached).
- Read On submitted a proposal to the WSPTA for the legislative agenda. The proposal would mandate phonological awareness screening and research-based literacy instruction for all K-3 students in Washington (see article, attached).
- This proposal was debated and voted on at the PTA Legislative Assembly in October, and is now a top five issue for this legislative session.
- The next step is to assemble a team of experts to write the actual legislation, and then find a legislator to sponsor it.

Approval of Minutes: A motion was made and seconded to approve the minutes from the October 13 Board meeting. Motion passed (5 votes in favor). Another motion was made and seconded to approve the minutes from the October 28 general meeting. Motion passed (5 votes in favor).

President's Report –

Birthday Book Program: From now on, Kathy Dial will run this program through the library budget, and not through the PTA's. An issue arose regarding the availability of cash advances for book purchases. The PTA cannot give cash advances for pass-through programs since they are not really part of our budget.

Book Fairs: Several issues with money handling arose at last month's Scholastic Book Fair.

- Volunteers were not adequately trained, money handling procedures were unclear; as a result, money handling was inconsistent.
- Scholastic did not supply cash drawers. PTA-supplied cash drawers were not handled appropriately.
- Credit card sales went directly to Scholastic, while cash and check sales went to Lawton PTA.
- Possible solutions include PTA no longer handling book sale accounting, but continuing to manage volunteers, or PTA no longer being involved in book sales in any capacity.

- Kimball and/or Michelle will talk to Kathy Dial about the problems that PTA has encountered with book sales, and will ask that the PTA no longer manage book sale accounting.
- Christine offered to talk to Kathy about working book fair accounting procedures out with Scholastic if necessary.
- Kimball will send Christine an e-mail detailing the issues involved.

Principal's Report –

Continuous School Improvement Plan (C-SIP) Update:

- Christine met with Executive Director Nancy Coogan to look at Lawton's spring 2010 data.
- They identified an achievement gap between students receiving free and reduced lunch and others (e.g. 50% of FRL students passed the reading MSP versus 80% of others).
- Per Seattle's Excellence for All strategic plan, all of our C-SIP goals explicitly target this group.
- Christine wrote the C-SIP goals, and then BLT members took on particular content areas, and met with staff members to develop strategies.
- The BLT will discuss the C-SIP this month, and then it will be presented to the staff for review.
- A version of the C-SIP was submitted to the District on the October 29 deadline. However, Christine's goal is that the C-SIP function as a living document that guides Lawton's strategic priorities, so is continuing to work on it.

Meeting to Discuss School Report Card:

- Christine is going to hold a community meeting from 6:00 PM to 7:00 PM on Thursday, November 18 to discuss Lawton's School Report Card and also our MAP results.
- Christine encouraged people to send her questions by e-mail so that she can think about the kinds of things that might come up.

Classroom Libraries: Christine would like to purchase classroom libraries for our 3rd through 5th grade classrooms. We currently do not have any, and this reduces teachers' ability to have vibrant reading programs. She estimates these would cost around \$40,000 (based on a rough estimate of \$5,000 per classroom X eight classrooms). She might be able to allocate \$20,000 from the school budget if the PTA could raise the other \$20,000. We talked about the possibility of having a Fund-an-Item at the auction. These requests normally come from the staff.

Type to Learn 4: Christine asked to the PTA to fund Type to Learn 4 for the computer lab. This program costs \$730, but is on sale (2 for 1) until December 31.

Anti-Bullying Assembly:

- Christine would like to bring an anti-bullying assembly to Lawton in January or February to support Steps to Respect/Second Step.
- The cost of this is \$785. This includes two assemblies: one for Kindergarten through 2nd grade, and one for 3rd through 5th grade.
- This assembly is presented by Soren Bennick productions. Taproot Theater, which is local, does a similar production.

President's Report (cont'd.) –

Before- and After- School Program Policy: A couple of issues have arisen that indicate a need for a clear policy on before- and after-school programs.

- A teacher approached Melissa about running a one-on-one music instruction program. The tuition for this program would have been out-of-step with other PTA-sponsored programs. We did not take on the program, since it wouldn't have served enough students, and wouldn't have been affordable.
- We discussed the need for guidelines for programs. We will likely need to specify group size and tuition parameters.
- Melissa read a draft policy. She will forward this around for review.
- We have also received requests to advertise programs in the newsletter. We do not currently run classified ads, or promote programs unrelated to the Lawton community.
- Kimball will work on a classified advertising policy. We will review both policies (program and classified advertising) at our next meeting.
- A question arose about where Before- and After- School Programs appear on the budget, since they are not listed under "pass-throughs." Melissa responded that they are listed under Community Events and Programs, under the item "Before/After School Enrichment."

SSIA Event: SSIA has asked us to host an event featuring Michael DeBell and Nancy Coogan. We agreed that this would be a worthwhile thing to do.

Vice President's Report –

Math Night:

- Committee chair Rene Rosenfeldt would like more emphasis on the Math Olympiad at this event. We discussed the possibility of moving this from the library to the commons.
- This might be difficult with dinner being served/eaten in the commons. We discussed reducing or eliminating the food options at this event, but this is the way that the event pays for itself. It is also possible that attendance could suffer if dinner were not offered.

Christmas Tree Sale: Those interested in volunteering should contact Hilary Sparrow to sign up for a shift.

Meeting Adjourned 11:40 AM

Minutes respectfully submitted by
Sarah Terry
Recording Secretary
November 18, 2010
Revised December 7, 2010
Approved December 8, 2010