

**Lawton Elementary PTA
Board Meeting Minutes
December 8, 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

Approval of Minutes: A motion was made and seconded to approve the minutes from the November 10 Board meeting. Motion passed (8 votes in favor).

President's Report –

Book Fairs Update: Michelle e-mailed Kathy Dial about the money handling issues associated with book fairs. Kathy responded that the school could process book fair payments in the future. The PTA will continue to coordinate volunteers. The Secret Garden book fair will not happen this year.

Conference Funding: Elizabeth Hensley has submitted a request to the PTA for \$160 in substitute costs and \$250 in registration fees so that she can attend the International Reading Association's annual convention in Orlando. Melissa read her proposal, which included a commitment to do professional development with the rest of the staff after the conference.

➤ **VOTE:** A motion was made and seconded to grant Ms. Hensley \$440 to attend the International Reading Association convention in Orlando. This means increasing the existing teacher stipend line item by \$100. Motion passed (8 votes in favor).

Enrichment (Opera): The Seattle Opera, which has come in to work with our 5th graders every other year, has an opening this year (our off year), and would like to know if we are interested in bringing them in.

- The total cost would be \$2,200, \$1,500 of which can come from the legacy art project fund (the performance could be recorded for the project). \$700 will need to be added from enrichment.
- A question arose about spending a large amount of money on a program that only runs every other year, and therefore can only serve half of our students. Also, if the program can only serve 60 kids, what will happen after this year, when our 5th grade classes will be bigger than 60.

- We discussed the possibility of setting aside an equivalent amount of money every year for some sort of performance art-related enrichment. Kirsten will note this for next year's budget.
- Melissa will ask Lisa Reeves, who coordinates the program, to talk to the Opera people about whether they would come every year, and whether they could be flexible about the number of students they serve.

➤ **VOTE:** A motion was made and seconded to add \$700 from enrichment, and transfer \$1,500 from the 5th Grade Legacy Art Project, to bring the Seattle Opera to Lawton. Motion passed (8 votes in favor).

Classroom site licenses: Laura Thomas is in the process of renewing classroom site licenses of A to Z and Brain Pop. Lyon Terry and Lily Ulmer would like to subscribe to RAZ rather than A to Z.

- Laura needs us to approve an additional \$250 to cover all subscriptions.
- A to Z and RAZ cost \$859.40 and Brain Pop costs \$710.

➤ **VOTE:** A motion was made and seconded to add \$300 to the classroom site license allotment. Motion passed (8 votes in favor).

January General Meeting: We need to start planning the details of our next general meeting. We discussed several speaker options, including Nancy Coogan, Central Region Executive Director, Amy Lang from the Birds and the Bees, and "Great Conversations."

- The meeting will be held on January 13.
- We need to assemble a nominating committee for next year's Board.

Principal's Report –

Spectrum Update: Christine has been dealing with the Spectrum classroom assignment issue. A memo will be sent home today about a meeting that will be held next week.

Communication: Lack of parent communication is a consistent theme of parent concerns at Lawton and around the District. Christine asked for input on specific concerns related to communication.

Achievement Gap Update: We have about 20 students enrolled in ReTeach, but we need to increase participation in order to reach all of the kids who could benefit from it. She asked for help with both the targeting and implementation of the service.

- Corrie Kahn from the BLT is looking into transportation options. This will likely be some form of carpooling, since bus service would be prohibitively expensive.
- Michelle asked if we have evidence that Re-Teach really helps, or whether curriculum issues (e.g. Everyday Math) might contribute to some academic problems. Christine responded that there is general evidence that additional time and individual attention can help students who are struggling.
- We discussed ways that the PTA might be able to help, but ultimately concluded that it could be uncomfortable for parents to approach other parents about academic issues, and that it was important to preserve families' privacy.

Anti-Bullying Assembly: Christine requested \$550 from the PTA to pay for Taproot Theater's anti-bullying assembly at Lawton in January. This would pay for two daytime assemblies (one for K-2 and one for 3-5) that are aligned with the Second Step curriculum that we are using.

➤ **VOTE:** A motion was made and seconded to add \$550 to the Principal's Discretionary fund for the Taproot Theater's anti-bullying production. Motion passed (8 votes in favor).

Type to Learn Update: The staff doesn't agree that Type to Learn is the best program to purchase for the computer lab. The program costs \$720, but is on sale for \$600 if we purchase it before December 31. The technology committee will discuss this issue, and will make a decision in time for us to conduct an e-mail vote by December 31.

Make-a-Difference Request: Christine would like this year's auction Make-a-Difference item to be classroom libraries for 3rd through 5th grade classrooms. Kirsten asked Christine to write up a proposal that provides some detail on what the libraries would include, how they would be used, etc. Some members of the auction committee didn't fully understand the need for these libraries, so they will need more information in order to market this request effectively.

Readers' and Writers' Workshop: Nancy Coogan, the Central Region Executive Director [who joined the meeting moments before], announced that trainers from Teachers' College at Columbia University are coming to train Central Region teachers to use

this program. Training will happen in June. She is hoping that the program will be widely adopted, as it is a proven program that is readily adaptable for all types of learners. In general, the State is moving toward the adoption of common core academic standards. Alignment between schools will follow.

Math Night: Nancy suggested asking District math trainers to set up a table during math night. They could distribute information, and answer parents' questions about the program.

President's Report (cont'd.) –

Newsletter Advertising Policy: Kimball distributed a draft of an advertising policy for the newsletter.

- We will run advertisements as a supplement to the first newsletter of the month (not as a separate e-mail).
- For now, we will not charge for advertising.
- We will allow advertisements for classes and events relevant to the Lawton community (children and adults).
- Revised policy is attached.

Before- and After- School Program Policy: Melissa distributed a draft of the policy by e-mail. Michelle responded with a couple of comments/suggestions, which we discussed.

- We discussed the issues around scholarships, since it may be problematic for the PTA to put itself in the role of awarding scholarships. We did not come up with a solution to this issue, as we want to continue to help families in need, but do not want to require evidence of need.
- We decided to continue helping families on a first-come, first served basis for now, but to call it "tuition assistance," not scholarships.
- Helen will run background checks on providers.
- We will run Mid-Winter and Spring Break camps this year. The building will be unavailable in the summer, but we would like to avoid administering summer programs in general, so will add "during the school year" to the official policy."
- Revised policy is attached.

Treasurer's Report –

Financial Update: Kirsten passed out a budget update (see attached).

Christmas Tree Sale: We are currently about \$3,800 short of our fundraising goal. The sale earned more than \$4,000 during this weekend last year, so we seem to be a little ahead of our goal.

Chinook Books: These are finished; they did okay for our first year.

Student Art Fundraiser: This program is doing well. It made its goal for the year in just one fundraiser.

Spring Fundraiser:

- The committee is firming up event details. It will be held in the First Base Club at Safeco Field on March 26, which was our preferred location since the bar is not in the middle of the room as in the Third Base Club.
- The auctioneer that we want may have a conflict, but has agreed to attend meetings and to find a replacement if he does.
- Procurement is going well. We need to find someone to work on event sponsorship.
- Amy Crocker and Lisa Bogen have joined the committee.

Meeting Adjourned 11:50 AM

Minutes respectfully submitted by
Sarah Terry
Recording Secretary
December 14, 2010
Approved January 11, 2011

LAWTON PTA BEFORE AND AFTER SCHOOL ENRICHMENT PROGRAM
DEFINITION, PROCEDURE, AND CHECKLIST:

In order to be considered as a PTA Before or After School Enrichment Program the following conditions must be met. This is not a comprehensive list and serves as a guideline only. All programs must fall within state PTA and IRS guidelines for conformity as well meeting the listed requirements.

- Program must be open to all students of Lawton Elementary other than appropriate age and prerequisite skill restrictions. Adults from the Lawton Community may register for the class if appropriate but program must primarily serve students.
- Program must run during the calendared academic year. Summer programs will not be eligible for consideration. Programs to be held over calendared breaks such as Winter Break, Mid-Winter Break, and Spring Break will be considered as long as all other requirements are met.
- Program must be open to at least 12 participants to be considered widely accessible. Instructor may set minimum number of students to run program at their discretion but maximum students per session must not be lower than 12 participants.
- Program must meet at a regularly scheduled calendared time directly before or after school for a minimum period of 45 minutes and maximum period of 75 minutes. Additionally:
 - All after school programs must commence at 3:15 PM. Students will go straight from class to program with no potential for unsupervised time.
 - On early release days, programs will either be cancelled with notice or begin 5 minutes after the last bell. Instructor will be responsible for notifying families of any changes to the schedule.
 - Before school programs cannot end before 8:40 AM or when regularly scheduled playground supervision begins.
 - Meeting date and times must be clearly defined in registration packets. Any known instructor conflicts must be clearly stated.
- Program must be affordable to families:
 - A discount may be offered for full year registrations if paid in advance.

- o Tuition must not exceed \$12.50 per child per hour of instruction.
- o The Lawton PTA will provide tuition assistance as funds allow at a rate of up to \$50 per child per session up to a max of \$100 per child per school year. Funds are limited and there is no guarantee of tuition assistance funding. Assistance will be provided on a first come, first served basis. Providers will be asked to accept this amount as payment in full for the session up to the maximum stated in his or her proposal. Should funds be depleted, providers shall make determinations on a case by case basis as to whether to award additional assistance to families requesting tuition assistance.

All providers of after school enrichment programs will either be volunteers or hired as independent contractors. All providers must:

- Be a member of the Lawton PTA in good standing. A member in good standing has completed the annual registration form and paid his/her annual dues.
- Submit a proposal for approval to the Lawton PTA After School Enrichment Program Administrator using the form titled "Independent Contractor Proposal for Lawton PTA After School Enrichment Programs". Proposals must be submitted by the stated deadline in order to be considered for inclusion in the offerings.
- Sign an independent contractor agreement and fill out any related tax forms including a W-9. The Lawton PTA will collect all tuition for programs and pay independent contractors once per registration period after all funds have been deposited and checks have cleared the bank. Registration periods will occur twice annually in September and January. Gross receipts over \$600 per calendar year will be issued a 1099 at the end

of the year. Reimbursements will not be issued for snacks or supplies separately. It will be the responsibility of the contractor to properly document and itemize those items on his/her individual tax filings.

- Have a valid Washington State Patrol background check on file. Background checks are valid for a period of two years. Current Seattle School District employees will not be required to submit additional background checks.
- If provider has a master business license and insurance, please provide a copy. **Please note: the Lawton PTA carries general liability insurance for our programs and volunteer providers. Hired independent contractors are not covered under our existing policy. It is the responsibility of the independent contractor to procure any additional personal insurance desired.**
- Provide Administrator with a print ready flyer briefly describing program and listing tuition per child to include in the registration packet. Packets will be sent home with families twice per year in late September and January for programs beginning October and February/March. Standard registration forms will be used for all programs. A copy will be given to the instructor and one will be kept in by the PTA. All tuition checks will be deposited by the PTA.
- Be in charge of communicating directly with the families of program participants once the registration form has been received by instructor. This includes but is not limited to: notice regarding schedule changes due to school early

release days, school vacations, school closures, instructor illness, and special program related events such as concerts, performances, and rehearsals.

- Provide Administrator with list of facility requirements - classroom, Gym, Commons, stage, etc. to ensure that proper Building Use Permits are obtained.
- If instructor is a certificated staff member at Lawton, a proposal for flex time must be submitted to and approved by the Lawton Principal in order for programs to commence directly after school.

Checklist for administrator:

- Proposal submitted and approved
- Background check completed
- Contract signed and copies of business license/insurance certificate (if applicable) obtained
- W-9 form completed
- Flyer for registration packet received
- All registration forms copied and given to instructors for their programs.
- Rosters provided to school office staff
- Complete Building Use Permits

