

**Lawton Elementary PTA  
Board Meeting Minutes  
May 13, 2011, 9:15 AM  
Lawton PTA Room**

**In Attendance:** Lisa Blau, Melissa Denke, Kirsten Dumo, Michelle Gonzalez, 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 April 1 and April 8 Board meetings. Motion passed (7 votes). A separate motion was made and seconded to approve the minutes from the April 26 general meeting. Motion passed (7 votes). We deferred a vote on the April 15 minutes, as few had read them.

**World Cultures DVD:** Former Lawton parent Alison Grevstad presented a DVD she has produced showing Lawton's World Cultures program. She is interested in possibly selling the DVD within our community, and in using it to promote World Cultures-type programming at other schools.

**Principal's Report:**

**Thanks:** Christine thanked the Board for Monday's meeting, and for approving over \$55,000 in school support.

**Playground Support/Hourly Tutors:** Christine needs a check to pay for playground support and hourly tutors by the start of next school year. The Board asked her to clarify the amount needed, as paying for these items in their entirety might zero out our checking account before Move-a-Thon monies are collected.

**Staff Liaison:** Christine asked for clarification on the staff liaison position that was added to the Board. We responded that we wanted a voting staff member on the Board, and that we would schedule meetings at other times (i.e. not during the school day) so that staff can attend. We typically set our meeting schedule at the August Board retreat.

**Before- and After-School Programs:** Christine asked whether we had a plan for administering these programs next year. Melissa

plans to continue, and will hopefully be able to train someone to take over the following year.

**CSIP:** Kimball asked that Christine include the PTA as a community partner in the CSIP, since we provide such a large chunk of the school's funding. She offered to find language from other schools' CSIPs as an example. Christine agreed that this would be a good idea.

### **President's Report:**

**Michael DeBell:** Michael DeBell is speaking at Lawton on May 26 from 6:30-7:30 PM. Michelle asked whether we could provide childcare for this event. There is \$210 left in the childcare line item, so we can cover this and still have enough for the volunteer tea.

**Survey Results:** Michelle presented the highlights of the member survey she conducted. We can use the results to guide planning for next year.

- There was some positive response for a direct drive, though most didn't favor this in place of an auction. A question arose as to whether the Move-a-Thon is like a direct drive. We may need to consider this in place of an auction if we can't find a chair. The timing of such a program should probably be fall if we were to do it.
- Top priority enrichment items were World Cultures, dance/PE, and visual arts. 5<sup>th</sup> grade arts and science fair were middle priority, and Discovery Park was lowest priority.
- Top school support priorities were music/playground supervision, and tutoring. Middle priority items were PE equipment, professional development, and library. Low priority items were the volunteer coordinator, computer tech maintenance, crossing guard supervision, and support for families in need.

Michelle will write a summary of the survey results for the newsletter.

**PTA Convention:** Lisa Blau attended the convention. She went to four classes and toured the exhibits. She has information on

fundraisers that she will pass on to Kelly Fulks. She also has all handouts on USB. We should try to send representatives to all future Legislative Assemblies and Conventions.

**5th Grade Promotion:** After paying for bowling and shoes, there is only \$35 for pizza. This is partly because the majority of the budget went to other (non-bowling) parts of the promotion. We discussed the fact that families have paid a portion of these expenses, and that this budget will be unchanged in future years despite larger classes. We agreed that the chairs should work within the given budget, and additional expenses should be charged to families.

### **Treasurer's Report:**

**Grant-a-Wish:** iPads have been ordered. They will be engraved with "Lawton Elementary" and the school phone number. They should ship next week. The hard cases have already arrived. See attached sheet for status of other items. Those in bold have yet to be invoiced.

- There is \$4,269.46 of the library request that has not yet been approved.
- Ms. Palewicz has requested a new rug and books since she is changing grade levels (\$615).
- Ms. Ulmer has requested a proscope for science (\$849, with no sales tax since we can buy it from Oregon). The lenses we currently have are inadequate. The proscope will work with a handheld device.
- Ms. Wong and Ms. Rybock have requested MacBook Pros (\$1,315 each). They prefer these to iPads, and will use them to transfer work between school and home.

If we fund all of these, there will be very little left for the incoming teachers. We tabled a vote on these items so we could ask Christine for input. We were particularly concerned about possible maintenance burden/cost for the laptops.

**Instrumental Music:** We decided that we could increase the share of teacher stipends that go to the instrumental music teacher, since there is usually money left over in this line item.

**Other 2010-2011 Budget Updates:** Kirsten distributed a current budget. There is nothing new or different to report.

**Grant-a-Wish (cont'd):** Christine confirmed that the District would maintain the laptops, and saw no problem with the request.

- **VOTE:** A motion was made and seconded to approve \$7,348.35 for Grant-a-Wish. This funds all the above items as requested, with the outstanding library portion reduced to \$2,000. \$3,685 will be carried forward for the new teachers. Motion passed (8 votes in favor).

**Golden Acorn:** We discussed possible award recipients among the parents who will leave Lawton at the end of the year. We also discussed doing something other than the "official" pin, as it is expensive.

**Innisbrook Timing:** Elaine asked about the timing of our Innisbrook order. We want giftwrap flyers to go in first day packets, which we will assemble on September 6. We can determine the timing of the order deadline by working backward from the desired delivery date (November 14-18).

**Retiring Teachers:** We discussed possible options for honoring retiring teachers. Connie will talk to Marla Master about designing a bookplate for Ms. Locke's library donations. We did not come to resolution on the possibility of a party or other celebration.

**Meeting Adjourned 11:50 AM**

Minutes respectfully submitted by  
Sarah Terry  
Recording Secretary  
May 21, 2011