

Attendance: Dr. Gerrans (non-voting), Lisa Blau, Amy Tucci Webert, Kathy Johnson, Diane Deen (non-voting), Anson Fatland, Kelly Esterberg, Elizabeth Hester (non-voting), Cheryl Parks, Carrie Wheeler (non-voting), Krista Kelly (non-voting), Katie Price (non-voting), Lily Ulmer (non-voting)

1) General Business

- i. Approve Minutes from 4/5/13 PTA Board Meeting and 4/24/13 General PTA Meeting (Motion by Anson Fatland, second Jennifer Blue, approved by all other voting members in attendance)
- ii. Financial Report: Lisa Blau
  1. Square worked great for the Spring Fiesta
  2. Direct Drive funds completely collected
    - a. Waiting on some corporate matches

2) April Event Report Out/May-June Event Planning

- a. 4/8 – 4/12 Lawton Loves Science/Science Week – Carrie Wheeler
- b. 4/24 – General PTA Meeting – Anson Fatland
  - i. Budget discussion
    1. Discussion around wording and event type for the Spring Fundraiser/Social
    2. Move-A-Thon may not need to be canceled because PTA could still collect 90% of profits and leave 10% for the Associated Student
    3. Slate/Budget passed unanimously
    4. Communication improvements
      - a. People do not read all the email
      - b. PTA bulletin not being opened by the majority of the parents
      - c. Vignettes regarding video communication
- c. 5/4 – Spring Fiesta – Lisa Blau
  - i. 128 tickets sold and only 4 parents did not turn out of everyone that pre-paid for event tickets
  - ii. Still waiting for event bill from Batch 206 Distillery
    1. We may need to cover more of the tip amount
    2. 12 bottles were purchased from the distillery
    3. Venue was perfect
    4. Owners commented we were a “low maintenance and the best crowd”

- iii. Total gross of event was \$12,242
  - 1. Expenses estimate is \$5700
  - 2. Approximate net will be \$6500
  - 3. Parties sold at the event only totaled \$3655
  - 4. With parties/principal for the day/parking, approximate net could be \$10,000
  - 5. Parking spaces sold for \$2100 each
  - 6. Principal for the day sold for \$650
  - 7. Raffle raised \$2510
- iv. Next year plan to hold the event in March
- d. 5/ - 5/10 – Teacher Appreciation - Stacy Spencer and Michelle Fresco
  - i. Improve communication of event by chairs, some parents were did not receive any information about Teacher Appreciation
  - ii. Décor/Furniture/Art improvement in the staff room completed by Stacy Spencer and Michelle Fresco
- e. 5/10 – Move-A-Thon – Kelly Fulks (absent), Cheryl Parks
  - i. We had enough volunteers and the event appeared successful
  - ii. Only issue we ran out of cups, but more were found at the school
- f. 5/23 – Young Author’s Day – Elizabeth Hester, Amy Tucci Webert
  - i. Certificate/Labels and Printing Costs
    - 1. Proposing Arts and Enrichment committee tie in Visiting Authors in the Fall with Young Authors Day in the Spring
    - 2. Labels Cost: Shipping Labels = \$34.48 with tax (Note that the shipping labels are permanent meaning parent facilitator should stick them directly to written work), printing for Labels = (72 sheets/6 per sheet/431 students) \$35.28 plus tax, PTA Total Cost = \$69.76 (plus tax for printing)
    - 3. Color Certificates Cost: Paper already purchased by school = \$15.00, printing through the school district = \$115.88 (no tax), 431 sheets in color, PTA Total Cost = 115.88
    - 4. Motion to take label expense for Young Author’s Day out of Enrichment - Visiting Author budget line item (Motion by Kelly Esterberg, second Lisa Blau, approved by all other voting members in attendance)
- g. 5/30 – Science Fair – Carrie Wheeler
  - i. Gym will need to be prepared for the event

- ii. Reminder that K-2 can do research and do not have to perform the traditional scientific method
  - 1. Suggestion to send out the scientific method for K-2 and break it down for that level of knowledge
- iii. Science writing and boards will be completed by 3-5<sup>th</sup> graders in the classroom
  - 1. Some projects are in groups
  - 2. Option to perform an additional project at home
  - 3. Parents helped facilitate a discussion in each classroom regarding available topics. The topics are: Atoms and Forces, Earth and Sky, Humans and Health, Life, Technology and Math, and Extra
  - 4. Budget Request
    - a. Asking for additional \$238.22 because the 3<sup>rd</sup> – 5<sup>th</sup> grade students are completing project in the classroom so we are asking for boards to be paid by PTA instead of asking parents
    - b. Budget line item for Enrichment – Science Week is \$3000
    - c. Can we take money out of Enrichment - World Cultures surplus of \$2463.42 or Enrichment - Visiting Author surplus of \$800?
    - d. Motion to provide \$238.22 for science project boards from the Arts and Enrichment budget surplus (Motion by Cheryl Parks, second Kelly Esterberg, approved by all other voting members in attendance)
- h. 5/31 Last PTA Board Meeting of the year
  - i. Need projected income from Move-a-thon before approval for library and/or classroom projects
- i. 6/9 - Outgoing/Incoming PTA Potluck 4:30 – 7:30pm
  - i. Kelly Esterberg volunteer to host
- j. 6/7 – Field Day – Cheryl Parks
  - i. No inflatables and dunk tank will be allowed because of liability
  - ii. Dunk tank alternative of hitting target, teachers sitting on chair/stool and hose attached to shower like apparatus
  - iii. Discussion regarding utilizing obstacle courses utilizing physical education equipment
    - 1. Concern over drawing all students in
  - iv. Decision made to move Field Day to June 6<sup>th</sup> if it will be easier to obtain Field Day activities from Clowns Unlimited
    - 1. Cheryl Parks will follow-up with company before sending out notice of date change
- k. 6/9 – PTA Board and Committee Chair End of Year Potluck, Sunday, 4:30 – 7:30pm – Diana Deen

- i. Kelly Esterberg volunteered to host
    - l. 6/12 – Graduation
      - 1. PTA board will be recognizing 2 parent volunteers for the Acorn Award
  - 3) Topics for Discussion
    - a. Volunteer Recognition and Acorn Award – Diana Deen
      - i. Candidate Discussion
        - 1. 2 adult volunteers selected that will no longer be involved with the school
        - 2. Adult volunteers should be selected by the criteria for donating time beyond the normal volunteers
          - a. Can be in a formal role with the PTA or strong role in the classroom over-time
          - b. Decision was made during the meeting regarding the first Acorn Award. Email vote will be utilized for the second Acorn Award decision.
    - b. Summer Enrichment – Cheryl Parks
      - i. Teachers would like to offer 2 weeks for Summer Enrichment: June 24-28 and July 8-12, 9am – 3pm
        - 1. Emmy Misner and Krista Kelly to instruct older grades
        - 2. Tracy McDonagh, Steve Reddy, Cheryl Parks to instruct younger grades
        - 3. Drama will be incorporated in younger grade offering and typing in the older grades
        - 4. Graduating 5<sup>th</sup> graders are welcome to attend
        - 5. Motion to approve pass-through for Summer Enrichment with the caveat that all payments will need to be completed by the end of the school year and paid by the end of the school (Motion by Kathy Johnson, second Lisa Blau, approved by all other voting members in attendance)
          - a. Instructors can offer scholarship
          - b. PTA sponsors teachers as contract employees just like after-school enrichment
      - 6. Dr. Gerrans will need to check with custodial staff to see if there are conflicts
  - c. Doing Business Day
    - i. Tuesday, September 3rd, but will not be the same as last year
    - ii. Anson Fatland, Carrie Wheeler, and Dr. Gerrans will be the planning the event
    - iii. Committee Chair is needed
- d. SWOPBOARD – Kelly Esterberg

- i. Similar to a Magnolia Craigslist, but simpler, safer, more direct, and by using SwopBoard you are donating to your school
      - ii. 10% of proceeds will go to Lawton PTA
      - iii. Invitation will be extended to the founder Natalie Angelillo to attend our next board meeting on 5/31
    - e. 2013/2014 Fifth Grade Camp – Carrie Wheeler
      - i. First letter regarding fifth grade camp was sent to 4<sup>th</sup> grade families and an introduction of what it is. We are trying to determine how many students will need assistance. Scholarship opportunities for parents to attend as well.
      - ii. Camp dates: October 14-17
    - f. Communications/Videos – All
      - i. Communication tools utilized are: website, weekly email/newsletter, Facebook page
        - 1. Questions came up regarding how successful the Small Block Groups are and regarding the Art Docent program at the General PTA meeting on 4/24/13
          - a. How do continue to get information out and reach a large population of parents that cannot spend time at school? We need to provide them with brief information they will view
            - i. Suggestion to make short videos with impact and send them out via email
            - ii. Videos could also be utilized at kindergarten tours, graduation and Doing Business Day
            - iii. PTA Board members should write script, but who will review the process?
            - iv. Need a volunteer videographer with post-production skills
              - 1. Can we utilize a high school or Seattle Pacific University student?
- 4) Other Topics/Committee Updates
  - a. Open Forum
    - i. Kindergarten popsicle events:
      - 1. June 17<sup>th</sup> at noon
      - 2. August 28<sup>th</sup> at 6pm
  - b. Volunteer coordinator – how do we manage room parents and give them an orientation without this role?
    - i. Chairs will need to communicate with room parents