

**Lawton Elementary PTA
Board Retreat Minutes
September 3, 2010, 9:30 AM
Denke Residence**

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

Introductions: Melissa called the meeting to order and introduced Principal Christine Helm and Volunteer Coordinator Helen Pitts.

PTA President's Report –

Standing rules and job descriptions: Melissa distributed standing rules and job descriptions to members.

- Secretary job description references several notebooks that are not routinely maintained. Kirsten has legal documents, but there is not a notebook. We may want to create one, with a back-up copy.
- Standing rules need to be updated to reflect new positions (fundraising, cashier) and other changes. Changes must be approved by the Board, and then by the general membership at the October meeting. Melissa will make changes and send them out to Board members for approval. Kirsten will confirm the NSF fee amount.

Seminars and Trainings:

- Fall Leadership Training classes for PTA Board positions will be held on September 25 from 9:00AM-1:30PM at the John Stanford Center.
- PTA and the Law will be held on October 12 from 5:30PM-9:00PM at the John Stanford Center.

Grant Committee Update: Michelle, who chaired this new committee last year, provided an overview of the year.

- The committee applied for four grants last year: a Symmetra grant for classroom libraries in grades 3-5; a Home Depot grant for the secret garden, a Qwest grant for digital cameras, and a Target grant for the visiting author program. None of these applications were successful.
- Lyon Terry applied for and received a \$500 Washington State Traffic Safety Commission grant for safety supplies, a current PTA budget item. Sarah will pass this information on to Anson Fatland, this year's grant committee chairperson.

- Michelle thinks that the group needs to focus their efforts more in the future in terms of funding priorities and strategy. One option the group discussed was partnering with a school with a higher-poverty population.
- Christine asked that the committee's (and PTA's) priorities be aligned with those of the staff/school. She is working on revising the CSIP, and is hoping that it will function as a strategic plan for the school.
- Michelle will talk to Anson about the committee's strategic direction and relationship to the school/staff.
- Connie and/or Sarah will update the Board on grant committee happenings throughout the year.

2010-2011 Calendar: Melissa distributed a copy of the calendar. Changes and additions follow.

- Board meetings will be held the 2nd Wednesday of the month from 9:15 AM-11:30 AM.
- The spring fundraiser date is not yet firm (it is currently listed as March 26).
- BLT meetings are tentatively scheduled for the first Mondays of the month from 3:30 PM-5:00 PM.
- The book sale will need to be April 11.
- The visiting author dates are TBD, but will ideally be later in May. Nina will contact the committee about setting a date.
- Islandwood should be scheduled for the week of May 9-12.
- Curriculum night will be October 6 (grades 3-5) and 7 (grades K-2). This event is adults only in the classroom, but limited childcare will be available with advance reservations.
- The book fair will run from October 1-7.
- MAP testing will be September 23-October 15.
- Kimball will e-mail Kathy Dial about the dates for Young Authors.
- Kindergarten tours will most likely be held in January, dates TBD.
- Kimball will make changes and update the Google calendar.

Directory:

- Forms will go out in first day packets, and will include an opt-out portion.
- There will be no advertising in the directory this year.

PTA General Meeting:

- Scheduled for October 28 at 7:00 PM.
- Christine agreed to do a Principal Q and A.
- Michelle will try to get a speaker from Schools First to do a short presentation on legislative issues. She will forward information on the speaker to Kimball when it becomes available.

Packet Stuffing and New Student Orientation:

- We will meet on Tuesday, September 7 at 9:30 AM to assemble first day packets and distribute school supplies.
- New Student Orientation will be held afterward at 2:00PM. Connie and Nina will bring refreshments for this event and for the welcome teas on September 8 and 9.

Treasurer's Report –

Forms:

- Kirsten passed out hard copies of reimbursement forms. VPs should collect these from their committee chairs, sign them, and then submit them to Kirsten. Dated receipts must accompany all reimbursement requests.

Audit:

- Per the standing rules, we need to perform a self-audit of last year's books. The three people involved cannot be authorized signers. Lisa Blau and Michelle should be two of the three. We did not select a third. Michelle asked if the third person could be a general (i.e. non-Board) member.

Check Requests, Cash Boxes, etc.:

- All check requests should be submitted directly to Kirsten in advance. It is not always possible to get a check quickly, so plan ahead. Christine will remind staff to give Kirsten a week's notice if they need a check.
- Kirsten also needs advance notice if someone needs a cash box for an event.
- VPs should try to monitor whether committee chairs are going over budget, and should let Kirsten know.

Spring Fundraiser:

- This event needs additional committee members, especially a procurement chair.
- Kirsten is meeting with the current group the week of September 13. She will provide an update after this meeting.

Principal's Report –

Curriculum Night:

- Curriculum night will be held on October 6 (grades 3-5) and 7 (grades K-2). The format will be that of a true curriculum night, with a presentation in the commons followed by teacher presentations in classrooms.
- This event is adults-only, but the PTA will provide limited childcare. Connie/Nina will contact Marla Master about childcare, and Kimball will post information in the

newsletter. People will need to reserve in advance so that we can ensure adequate supervision.

Instrumental Music:

- We have a new instrumental music teacher: Lindsey Dustin. She will be at Lawton on Monday afternoons.
- Ms. Dustin can work with a maximum of 40 students. Although admission will be first come, first served, priority will be given to 5th graders who have already been in band. Further information and application forms will go home with 4th and 5th graders in the first weeks of school.

Safety and Security Information for the Parent Community:

Christine asked the Board to help her get several important messages out to parents.

- Parents who need to take their child out of school during the school day should check in at the office. Office staff will call the classroom to have the child released. For security reasons, all visitors/volunteers should check in with the office upon arrival.
- Any parent visiting the classroom for any reason should prearrange their visit with the classroom teacher to minimize disruptions.
- Helen and Laura will coordinate sign-in/sign-out procedures for classroom volunteers.
- Christine asked that parents avoid picking up and dropping off in the roundabout in front of the school. Any stopping in the roundabout impedes the school buses. Instead, parents should drive through the roundabout and drop off in front of the school.

MAP Testing: Christine would like to begin recruiting volunteers for MAP testing, which will take place from September 23-October 15. The test is computer-based, so proctors will need to help students log on to computers. Since volunteers will need training, Christine prefers volunteers who can commit to a fair amount of time.

Volunteer Coordinator's Report –

Job Duties: Helen described her primary job duties, which fall into two main categories.

- Helen will recruit, train, and manage room parents and classroom volunteers/tutors.
- She will also manage the volunteer database and track volunteer hours.
- Helen may also be able to help with ad hoc volunteer requests, and will serve as the gatekeeper for volunteer asks via Facebook, etc.

Room Parents: Helen will send out a room parent survey to teachers to find out what works and doesn't work. She hopes to have room parents in place within the first couple of weeks of school, and will forward an e-mail distribution list to us when it becomes available.

- Motion made to increase Move-a-thon income by \$1000 and add a placeholder for Schools First and Levy donations. Motion seconded and all approved.

Vice President's Report –

Committee Chair Update:

- We don't yet have a Brown Bear chair. Tickets from last year expire soon, so we should sell them quickly at reduced rates, and then reevaluate the program.
- Kirsten McCaa has volunteered to serve as walking bus chair.
- We still have several vacancies: lost and found, videotaping, legislation, math night, and science fair. Connie and Nina will hold a volunteer recruitment meeting on Friday morning (September 10) in the PTA room to try to generate more interest in volunteering.

Back to School Bash:

- We don't have a chair for this event, so the Board will put it on.
- Breakdown as follows: food (Melissa), bouncy house (Connie), fundraising tables and staffing (Elaine), bake sale (Nancy Knoll), volunteer sign-up (Kimball), sound system (?? – Melissa will find out where it is, and if instructions are available). Nina will be the "night-of" contact since Connie cannot attend.
- Food will be \$5/plate.
- **VOTE:** A motion was made and seconded to approve a \$1,000 increase in the expense line item for this event. It was reduced during budgeting to reduce the cost per person, but the lack of chair and increase in food costs warrants a return to last year's funding levels. Motion passed (5 votes).

Fundraising Update:

- **Chinook Books:** Jennifer Hamann has order forms ready for inclusion in first day packets. She will run the fundraiser, which has been promoted in the newsletter.
- **Christmas Tree Sale:** We need to find chair(s) for this, and should promote it at the orientation and first day teas.
- **Student Art Fundraiser:** Kara Johnson will chair. She submitted summary of the companies she researched; she will decide on a company and will work with teachers on a

suitable art project. We want to collect art ASAP so it can be submitted in time for holiday sales.

- **ReUsies:** Kimball has made insert for packets and posted to website. This has also been promoted in the newsletter.
- **Mabel's Labels:** Kimball has made insert for packets and posted to website. This has also been promoted in the newsletter.
- **Box tops:** We need something in the newsletter to clarify what these are and where they can be found.
- **Paper Drive:** This will be held from October 4-15 and March 1-11. Connie will communicate these dates to chairs.

Cashiering: Committee chairs should let VPs know who will be cashiering at events so we can ensure that we are adhering to PTA money-handling guidelines.

Meeting Adjourned 1:20 PM

Minutes respectfully submitted by
Sarah Terry
Recording Secretary
September 12, 2010
Approved October 13, 2010