

Lawton Elementary PTA

Board Meeting Minutes

November 4th, 2011

In Attendance: Kathleen Bernard, Lisa Blau, Margaret Bolger, Diana Deen, Kimberlee Ely, Kelly Fulks, Dr. Gerrans, Kathy Johnson, Kimball Mullins, Connie Olson, Cheryl Parks, Sarah Terry and guest Alexa Rosen.

1. General Business

- There was a motion to defer approval of October minutes until all have had opportunity to review. All minutes to be approved at upcoming December meeting.
- Financial Report (as of 10/31/11)
 - Move A Thon: \$21,585 was budget and it will be exceeded. Expenses have not yet been received.
 - Innis Brook Fund Raiser made approximately \$4k and is \$2k under budget
 - Teacher Stipend Approved for Sue Palewicz for two sub days.

2. Q &A - Dr. Gerrans

- General Comments. Lawton School has involved parents and runs well. Professional growth and evaluation cycle is underway and is going well. Now he is into the observation stage. He has had good conversations with all staff.
- On a positive note, additional dollars available in the budget will give some flexibility to support some activities and events. Would like to help new teachers who don't have curriculum supports (readers' workshop possible two or three at \$3500; sub release time at \$180 each; furniture update in conference room and lobby).
- There are questions about the recently published attendance policy. Lawton is working toward putting systems in place to address broader school issues and topics. There are only twelve hours of staff meeting time with Dr. Gerrans and staff between now and April and the meetings are already earmarked for other topics so finding time to add additional agenda items like this is difficult. He would like to ensure time there for dialogue to ensure inclusion and involvement in decision making of teachers.
- Seattle schools attendance goal is 67% or 5 days annually; 24% absent more than 5 days. District average is 62%.
- Attendance campaign gives prizes for attendance. Goes to teacher with best attendance. There are business donating to elementary, middle and high schools.
- Dr. Gerrans believes Lawton should have 100% participation of teachers and staff in PTA.

School and PTA funding processes, funded items and collaboration

- One day of professional development for every teacher set aside during last year's budget process (does not cover conference fees but does pay for substitute). (school funded)
- Teachers receive \$300 unrestricted funds. (PTA funded)
- We would like to work on some of the processes if there is another instance where we need to spend down funds. In the spring after the auction the teachers were asked what do you need from PTA?
- Dr. Gerrans would like a process in place to be more strategic about the funds asked for and spent by Lawton from PTA. He would like to be able to consider use of funds more broadly as a school, present to PTA as a staff. Perhaps we can devise a mini grant process. He would like to understand more and determine what makes sense for both to budget and meet the need broadly as a school community.
- February/March decisions are made. We will need to understand what the current process and determine what it will be for request for funds process will be going forward.
- Action Item: Diana, Sara, Cheryl and Neil will come together to create a process to staff to apply for and be awarded PTA funds\$.
- Question for Dr. Gerrans:
 - i. Out of the 5 donated iPads 4 were stolen. They cannot be replaced by insurance although it has been pursued. The school will be revisiting whether they should be replaced (some or all.) Would like to have a conversation of how they would be used, is this the right technology etc. The iPads that PTA purchased are out and being used.
- Currently iPads in one of the classes being used as a teacher tool to take in data on students reading, tracking next steps, tracking problems and strengths.

3. **October/November Event Updates: Connie Olson, Kathy Johnson**

- **Paper Drive**: Going well so far. There will be movie party at the end of the year for each classroom upstairs and downstairs.
- **Operation Bald Eagle** – Candy is collected and donated to be sent to the troops over seas
- **Dance Week** went well. Dance party went well. A general question came up confirming if Dance dude is hosted annually or every year or every other year.
- Dance Dude event is very popular with the younger kids; with older students not as much because the dances are the same for the older kids. In the off years the school does Hip Hop. Cheryl is currently working with Chris to do an after school program.
- **Island wood 11/7-11/11 - Fundraising** is handled by the fourth grade chair person Nancy Knoll. Will recommend that Alexa's proposal can be taken to her.
- A fifth grade group of kids came to principal interested in conducting a Hygiene product drive. A question was raised about upcoming drives.

4. Fundraising Updates: Kelly Fulks and Diana Deen

- October/November Fundraising Updates
- Christmas Tree Sale –
- Wed, Nov 23rd 2-4pm trees being delivered. Need volunteers
- Phyllis “Alexa” Rosen, shared ideas for additional sale items (Advent calendars, cards,) proceeds to be earmarked for next year’s 5th grade for Island Wood Scholarships and not to the general PTA fund. Challenges include managing volunteers, storage, display area and cash box and organizing fourth grade parents to help with the sales.
- PTA donates to the line item for scholarships.
- Island Wood is funded for this year.
- Ideas for school wide fund raising – Holiday Retail Gift Card Purchases
 - i. Gift cards are purchased at face value and the school gets a percentage of the
 - ii. A motion was made & approved unanimously to add a line item for Retail Gift Card purchases (Shopwithscripp; Lisa Blau will promote and manage this program).
- Wreath sales – get details from Kelly
 - i. Run wreath sales along with tree sales
 - ii. Add details from wreath sales
 - iii. To be determined how many wreaths to order. Fatima and Blaine already doing their greenery sales.
 - iv. Determined order 150 estimated PTA will make \$1500.
 - v. A motion was made to engage in Wreath Sales for this year. Vote was to hold off and pilot next year.
 - vi. Save your Door for Lawton
- The Ad Solutions for tee-shirts – Kid Art designs with top three designs. Will include
- A couple of complaints on Innis brook. A father purchased product and was not satisfied. He thought quality not as great this year and the prizes kids earned were broken. Other feedback was that the ordering process was painful and there was some confusion with web links and shipping options. Some felt that the quality was not as good as Sally Foster.
- Silver Graphics out today orders due back on Friday.
- The Move a Thon had packet turn in rate 203 kids out of 438.
- Diane now has the file for the Lawton Community Directory has been received.
- **Spring Auction Fundraiser Update:**
 - i. Diana has met with dad volunteers. They have requested assistance with event planning. A Rock and Roll Theme has been chosen. The committee wants to have the Throbs group and potentially utilize the Experience Music Project (EMP). The committee is looking for corporate sponsorship and wanting it to be

open to all families. The goal is to get corporate sponsors to contribute as much as possible.

- The EMP has February 4th (day before Super Bowl available). Ideas include asking each classroom to come up with something, parents who have homes, trips and come up with first 15 things. The committee wants to do parties or class projects.

5. Other Business

- Facebook Page – There appear to be a few random followers on Lawton PTA page. A question was posed as to whether those not associated with school/PTA be blocked? It was determined that webmaster should use own discretion since it is difficult to know who/how individuals may be connected to Lawton School.
- Dance Dude Next Year? Should he be reserved for next year? Dr. Gerrans would like to revisit with the staff. Lots of positives and some concerns as well. Events impact school schedule. Tentative reservation to be made with Dance Dude for next fall pending outcome of conversations with Dr. Gerrans and staff.
- Follow Up: Parent Inquiry regarding option of having Pacific Science Center (PSC): K-2; 2-5 program become part of after school club options. Fees are \$1200 up front to reserve. No problem with booking it in February timeframe. PSC needs two weeks' advance notice. Adult volunteer must be there at every session. Due to financial commitment up front; families must pay in advance and if they cancel with less than two weeks' notice there is a \$200 penalty fee.
- Mad Science Organization information email was received. Appears to be a more flexible program and another option in addition to PSC. Will send parent information on Mad Science to further investigate options and provide information back to PTA.

Meeting Adjourned

Minutes submitted by Kathleen Bernard