

Lawton Elementary PTA

Board Meeting Minutes

October 7, 2011

In Attendance: Kathleen Bernard, Lisa Blau, Kelly Fulks, Diana Deen Thompson, Sarah Terry, Kimball Mullins, Margaret Bolger, Kathy Johnson, Connie Olson, Cheryl Parks, and guest Marty Penner, Magnolia Chiropractic service.

The Run the Bluff update was provided Marty Penner.

- This Sunday, October 9th is the Magnolia 5k/12k Run the Bluff event. Marty shared that he has his brother run a locally based chiropractic office and one of their founding principles is community service. The event was created to be benefit for Successful Schools in Action. Since this organization has dissolved recently it highlights the importance of fund raisers of this type.
- Proceeds will be evenly split between the seven local schools' PTAs (Lawton, Coe, McClure, Blaine, Center School, Queen Anne Elementary and Hay). First year for run is seldom profitable and however this year it was reported they are in the black. He believes the event will have 600+ runners. The event has the potential for a long life.
- Volunteers could still be used. To get more information contact Marty. Run starts at 8am; registration at 6:30am. Run starts on Smith Street. Community Center parking lot is where registration starts.
- There will be a Kid's Dash (couple hundred meters). For next year, will want to advertise more to get the kids involved.
- Contact information:
 - marty@magnoliachiropracticcare.com
 - www.magnolia12K.com

Approval of Minutes:

- Approval of minutes from 8/31/11 was tabled until next month's meeting so that all members can review in advance. Revisions will be sent to Sarah Terry. She will send final version and the board may approve via email.

Financial Report – Lisa Blau

- The Back to School Bash event is \$400 ahead of what was expected.
- The Move a Thon event is targeted to raise \$6k total; Checks are due next Thursday 10/13/11.
- There have been no expenses received for Move a Thon event. Expect event expenses to come in over the next couple of weeks.
- Expenses are coming in from teacher stipends, playground supervision, tutors and volunteer coordinators.
- We have learned that there is a shortage of dollars for schools supplies. Nearly 50% of checks from parents are still outstanding. Reminders to parents will go out in the Lawton PTA Update.
- In response to this shortage Christine Helm met with the Magnolia Rotary and she has specified needs for supplies for Lawton. Christine will confirm the delta of the shortage.
- The current cash balance in the PTA checking account is \$14k. The proceeds from the Move a Thon and Innisbrook will be added to the existing funds. The PTA should not have to touch CD's for upcoming events.

Event Updates – Connie Olson and Kathy Johnson

- **Walk to School Day** – Appears to be a success. Lyon Terry and Kirsten McCaa organized.
- **Math Night Event** - “Save the Date” notice has gone out
- **Fall Festival coming up.** Dance Party Date is 10/28 from 6pm-8pm. Deena Metteer is the Dance Party chair.
- **Picture Day** - 10/19 & 10/20
- **Winter Events organizational events**
 - **Nicole Ashford meeting with Elizabeth Hester to discuss Enrichment**
- **Photo Day** - Marla Master is the photo day chair. Although she is not chairing the yearbook, she will get the pictures and yearbook software. Molly Mills is the new yearbook chair.
- **Scholastic Book Fair** - Dollars collected need to go to Kathy Dial (about one third to one half of the proceeds go back to school for purchase of library books). The event has to run separately from PTA. Further clarification is needed to know who is responsible for staffing the Scholastic event. Ms. Parks will communicate this to Lawton staff.
- Would like to know how much money the Scholastic fundraiser brings to the library. Kimball will contact Kathy Dial for a report back.

Building Leadership Team (BLT) – Diana and Sarah Terry

- The BLT is currently working CSSIP Continuous Strategic Improvement Plan
- Talking about communicating better with school at large through newsletter or website.

Fundraising – Kelly Fulks & Diana Deen

September Fundraising Updates

- Amy and Erica want to chair the event with two others who are interested.
- Julie Huntsucker has volunteered to serve as chair for the Christmas Tree Event in December
- Innisbrook –
 - Currently there have been \$9155 paid; 40-50% proceeds go to PTA
 - Orders are still coming in. There is also a link on the where the \$ go directly to PTA.
 - There is a sense that proceeds will rise as orders are finalized

Other Updates:

Legislative Update - Ramona Hattendorf

- Currently there are 189 memberships; last year at this time numbers membership were approximately 247
- There is a desire to increase PTA membership participation. Efforts to increase awareness includes: attending school staffing meetings and speaking at the upcoming general PTA meeting.
- A recommendation was made that if PTA would initiate a campaign to increase participation that the first step would be contact existing members. Next, would be to individually contact the kindergarten families. The approach could be to initially share a resource that PTA typically provides with a note regarding interest in the opportunity to join PTA.
- Ideas were discussed on ways to make participation rates visible & allow all to see how each schools membership rates are tracking with a sign that shows the percentage of each school's participating population.
- Legislative assembly next wed. Elections Family and Schools Levy. There are 3 initiatives and would like to remind community members to be engaged. Would like time to remind of levy and State PTA opted to do.

Move a Thon

- A big thank you due to the entire Move a Thon volunteer team. The event was a big success.

General PTA Meeting

- The general PTA meeting is scheduled on 10/20. Christine will speak on how to help children succeed at school. Babysitting available parents must reserve in advance. Details to be included in the Lawton E-News Reminder.

School Supplies – Funds Still Needed

- Less than 50% of students have submitted checks for the school supplies. A note will go out in student notebooks as well as on the Lawton E-News to continue to remind parents to send in their \$30 checks.

Spring Fundraiser –

- Work on the Spring Fundraiser is underway. Event theme, dates, location and venue and volunteer team are still to be determined.
- PTA currently has a list of about 12-15 families who are familiar with the event and who can assist. However, broader participation will be required to execute this important event.
- Last year's auctioneer has been confirmed still working to finalize a date for the event. Dates being considered include: Feb 4th (Super bowl weekend), Feb 11th in Valentines Weekend and February 18th. The event needs to be conducted prior to the school break at the end of February. Auctioneer confirmed that with the dates we are selecting from we may see better availability and pricing on venue selected (post holiday; prior to regular auction season dates).
- Ideas for themes included the Super Bowl or Valentine's Day.

Silver graphics

- Materials are due to the company on Monday, October 10th

Paper drive

- PTA discussed the need to identify a Chair for this activity, dates for the drive. All activities related to running the paper drive are well outlined from previous years.
- A note to go out via Lawton E-News to solicit interest and participation

Other Business

- Instrument funding request has come through Lindsey Dustin. The PTA tabled the discussion until an estimate of financial need is received.

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After School Clubs – Cheryl Parks

- After School Clubs are off to a good start. Learning's for this year include that there is a lot of initial administrative burden in setting up registration and follow through on all of the details to get the clubs up and running. There appears to be a need to create PTA guidelines for instructor responsibilities. This will ensure consistency for all (teachers, staff and parents). In addition, there may need to be an administrative fee collected from the instructor. The dollars would go towards paying the person coordinating administration.
- It was confirmed that the two clubs that do not fall under PTA oversight are Chess and Foreign language.
- There was a parent inquiry about the option of including the Pacific Science Center as one of the after school club options. To do so, approximately \$1200 is required for instruction. Programs typically center around a theme and run for six sessions. Pacific Science Center requires that a parent be present for each session.
- To move forward additional information will need to be obtained around interest, dates, themes and budget allocation, etc. Also a budgetary line item up front in the amount of \$1200. PTA could determine the rate.
- Questions for PSC find out lead time, have parents pay now for a February club.
- To assist in obtaining a parent sponsor for this event an idea was proposed to offer a parent volunteer's child a scholarship. There was some discussion that the volunteer should be a PTA member so that there is PTA oversight to this new offering.

Dance Week

- Dance Residences (Dance Dude) 10/24-10/27
- Dance Party 10/28 Friday (Free Community Event)

Island wood Proposal

- A letter was received from Island Wood sponsor asking PTA to grant permission to use this budget line item in a different way (after all scholarships are funded). This would be one year request.
- **The Board motioned to accept the proposal to allow balance of PTA 5th Grade scholarship fund for Camp Support to continue the outdoor education for 5th graders after scholarship requests have been granted.**
- **All accepted, no opposed and no obtains (9 members voted).**

Meeting Adjourned.