

Lawtown PTO Meeting Agenda  
Lawton Cafeteria  
September 11, 2018  
7:30 – 8:30 p.m.

*PTO Mission: To establish and develop relationships with parents, teachers and school administrators to enhance the academic, cultural and social development of Lawton students.*

Meeting called to order: 7:32p.m.

In attendance: Lindsay Bliven, Kate Schumacher, Shannon Blick, Jackie Ross, Kristin Whitcomb, Jessica Gilbert, Kristina Birk, Nichole Yates, Jamie Moore, Candice Roth, Joey Stearns, Stacy Ebron, Maria Laberteaux, Moira Yuhas, Kendal Won, Juho Won, Taneaia Giles, Josh Swenson, Laura Donoghue, Nazrin Abdullah, Sahar Kazi, Stephanie Metler

1. WELCOME & Introductions: Lindsay Bliven and Josh Swenson introduced themselves as the 2018-2019 PTO Co-presidents. This is Lindsay's second year as co-president.
2. PRINCIPAL'S report [Shannon]
  - a. Welcome Todd Basescu, new 4<sup>th</sup> grade teacher
  - b. Our next upcoming event is the Runathon on 10/05 (see Committee Reports)
3. PRESIDENT'S report [Josh & Lindsay]
  - a. PTO achievements from prior year were reviewed.
    1. Auditorium upgrade: (renovation designed by Gail Weber)
    2. Library upgrade
    3. New water fountains /filtered water filling station
    4. Bylaws were updated and approved: Two teacher representatives were added to the Executive Board. Moira Yuhas was appointed as the PTOC representative.
  - b. New for 2018-2019
    1. Moved to add Kristin Whitcomb (2<sup>nd</sup> grade) and Jackie Ross (4<sup>th</sup> grade) as teacher representatives to the PTO Executive Board; unanimous vote to approve.
    2. The annual budget was reviewed.
      - a. \$68,000 (allows for approximately \$130 per student)
      - b. \$20,000 in reserves (non-profit status doesn't allow for savings)
      - c. Donations: Fall Fundraising has just begun – no information yet
      - d. Top 5 areas of investment (accounts for approx \$40,000 of budget)
        1. Field trips: \$18,000
        2. Teacher discretionary: \$9,500 (approx \$300 per teacher)
        3. Mini-grants: \$6,000
        4. The Leader In Me: \$2,800
        5. Community Building events: \$6,000
      - e. New items

1. Inclusive School Needs: \$2,000
2. ELL: \$500 (funding moved from mini-grants to budget line due to establishing a need for ongoing support)
3. Family Liaisons: \$200 (Establish support by Slauson families for 5<sup>th</sup> grade families entering middle school.)
4. Mindfulness Training: \$2,800
  1. Training led by Grace Kotre, MSW from Power to Be
  2. 12 teachers completed training over the summer to implement mindfulness in the classroom.
  3. [www.mindfulschools.org](http://www.mindfulschools.org)
5. PTO Flex: \$1,000
6. Student Planner: \$800
7. Free t-shirt for all students: \$400
- f. Budget Increases:
  1. Assemblies / Music: \$500 to \$1,000
  2. Battle of the Books: \$400 to \$550 (new book titles)
  3. Curriculum Needs: \$2,000 to \$5,500
    1. Lexia license for ALL Lawton students: \$4,000
    2. Handwriting without Tears: \$1,500
  4. Hospitality: \$400 to \$500
  5. Teacher Discretionary: \$9,000 to \$9,500
- g. Budget Decreases:
  1. Book depository: \$2,000 to \$0
  2. Field trips: \$18,000 to \$17,000
  3. Learning Garden: \$1,500 to \$500
  4. Student Directory: \$200 to \$35
  5. Theater Arts: \$1,000 to \$700
  6. Teacher/staff appreciation: \$1,500 to \$1,000
- h. Other expenses (taxes, insurance, fees, dues, etc): \$1,270 to \$2,153
3. Moved to approve the 2018-2019 budget; unanimous approval
4. Volunteerism: Josh and Lindsay will reach out to families at curriculum night to make families aware of our need for volunteers throughout the year.
5. Family friendly events: Goal is to have one per month. Last year's events included: movie night for kids = parents' night out, Girls' Night Out dance, Boys' Night Out dance or other activity, Kona Ice Truck, Coffee truck – first day of school. Looking for ideas or suggestions for November and May.
4. TREASURER'S Report: Fall Fund Drive kickoff (see Budget report)
5. COMMITTEE Reports:
  - a. **Run-a-thon on 10/5 at 5:00-7:45p.m.** This event honors a former Lawton student, John Crosby who died in 2001 after battling cancer. The Lawton PTO donates 50% of all money raised at the runathon to the John R. Crosby Foundation which benefits the C.S. Mott Pediatric Cancer floor. There is no fee to register. Students can collect donations online and/or they can bring in coins to their classroom; classrooms compete for the heaviest total

weight of coins. Students will complete a 1-mile loop through the neighborhood and return to the school for festivities.

REGISTER: <http://lawtonrunathon.weebly.com/>

VOLUNTEER/DONATE: <https://www.signupgenius.com/go/10c0a4eaea82ba4fc1-volunteerdonation>

- b. Fundraising: Liz Jahns
  - c. Teacher Appreciation: Jessica Gilbert
  - d. Scholastic Book Fair: Maria Laberteaux (100% of proceeds go back to the library to purchase furniture, iPads, books, etc.)
  - e. PTOC Representative: Moira Yuhas (PTOC executive board meets with Dr. Swift regularly to discuss district-wide issues/concerns.)
  - f. Committee-related questions and/or suggestions.
    - 1. Do we have a date set for the science fair? No.
    - 2. Disability Awareness Workshop date? End of Feb
    - 3. What is the difference between mini-grants and teacher discretionary?  
Teacher discretionary funds are moneys provided by the PTO to each teacher to be used in their classrooms as they choose. Mini-grants are proposals presented to the PTO Board for a one-time only need up to \$500 maximum that would benefit many or all Lawton students.  
Mini-grants require approval first by the principal, then by the PTO Board.
    - 4. How can we encourage families to label Lost and Found items? Will add reminders in email blasts. Families may purchase Mabel's Labels ([https://mabelslabels.com/c/?type=fundraiser&b=5998&cur\\_website=us\\_website](https://mabelslabels.com/c/?type=fundraiser&b=5998&cur_website=us_website)) or use a sharpie.
6. OLD Business
- a. June 2018 meeting minutes approved
7. NEW Business
- a. Request for Meeting Minutes to be approved within 7 days
  - b. Request for Mini-grants to be approved within 48 hours
8. GENERAL comments, questions, and suggestions:
- a. There should be an affordable way to efficiently label kids' items to reduce number of lost and found items
  - b. Have we received all the playground equipment from the millage? Yes. Additional millage updates include: all the furniture (with the exception of two classrooms still pending) is in, auditorium sound system has not been installed yet but should be soon, new musical instruments should be in soon, and new soccer goal nets will be delivered soon (because we are a Rec/Ed practice field).
  - c. How do we increase visibility of the PTO and it's many functions? Suggestions: have chart in the entry way displaying our financial goals and achievements. Parents may not know that there are multiple ways to contribute/donate... time, money, other resources, etc. We need to "motivate people to volunteer".

Meeting adjourned: 8:32 p.m.