

Longfellow Parent Association (LPA) Meeting

August 22, 2013, 9am
Longfellow School Library

Members Present: Bill Stoddart (chair), Joanna Visser (volunteer coordinator), Charlie West (incoming treasurer), Trisha Jones (outgoing treasurer who finished in June), Stephanie McDowell (secretary)

Members Elected: Stephanie McDowell (secretary)

- Introductions. **ACTION:** Motion to approve Stephanie McDowell as Secretary. 1st by Joanna, 2nd by Charlie. Passed unanimously.
- Approval given by Bill Stoddart to have Charlie West and Stephanie McDowell become a new signers on the bank account as new members of the Longfellow Parent Association.
- We need to find a co-chair for 2013/2014.
- LPA meetings will be the 2nd Tuesday of each month at 11:30am in the Longfellow Library.
- Proposals will be received from the staff 2-3 wks into school year and will direct the LPA fundraising efforts.
- Spirit Item Ideas –
 - The school still has Longfellow water bottles and bags from last year.
 - Longfellow Motto: “Longfellow School – It’s a community.”
 - We need a logo. Logo contest for students suggested.
 - Nylon hats, stocking hats, ‘this belongs to:’ stickers, and nylon bags were suggested.
 - Sales will be by pre-order only with a small mark-up to raise \$, depending on cost to produce.
 - Bill will talk to Holly Crane and Ben Wells (Printability) to organize orders and manufacturing.
- Staff Meeting: Monday, August 26th, 8am. Bill & Charlie will meet with staff to present proposals, etc.
- Sneak Peek Ice Cream Social: Tuesday, August 27th, 3-4:30pm. Bill will buy ice cream, dry ice, and bring coolers. Bill suggested a LPA sign or some other visible representation.
- LPA Communication - Continue to send communication through the following:
 - Friday Folders
 - Principal Walthall’s Blog
 - Principal Walthall’s email blast (for emergencies only)
 - Classroom liaisons with an email chain.
 - Continue to brainstorm more ways to communicate with parents.
- Annual Report -
 - Reviewed budget and expenses.
 - Bill will organize printing the Annual Report to send out in 9-6-13 Friday Folder.
 - Charlie will get a list of the teachers who receive the \$50 stipend from Nancy.
 - Principal Walthall should receive a copy of future Curriculum Support items. Items purchased belong to Longfellow and are district property. Organizing the list by teacher would help Randy.
 - Trisha suggested putting the scholarship program as a line item on the Annual Report budget.
- Fort tear down will be in 1 year. Discussed the district budget and creating a request for proposals to elicit bids. We will need to check with the district to find out parameters, final budget, and requirements. We discussed putting together a committee. Bill will get the info out with the Classroom Liaisons.
- Yearbook from last year was not completed by the volunteer. Yearbook payments will be refunded. Notes will go out in the 8-30-13 Friday Folder telling parents they can pick up their refunds in the office. Discussed forming a yearbook committee and appeal for more volunteers to ensure future yearbooks are completed.
- Misc: We still need a check for costs from Mark at Relay Local. Bill will follow-up.

- Adjourned 10:40am, minutes by Stephanie McDowell, secretary