

PTA Executive Board Meeting Minutes
August 30, 2018
8:00 a.m.

In attendance: Jen Robinette, Lisa Geurin, Tez Nettimi, William Perry, Jill DeLorenzo, Smitha Tumuluri, Poonam Pandey, Paul Pack.

Back to School

Jen – Strengths/weaknesses: We didn't determine on the papers how they paid or if they were individual or family. The second day we did better but it took us the first day to come through that. Also, the Dairy Queen Back to School: we should have had PTA memberships there.

William – We are not allowed to hand out flyers at Chik Fil A but we should be able to have membership forms there.

Jen – At the DQ or Spirit Nights, can we have our giant Liberty flag out in front? Would they be OK with us having it there – even for Chik Fil A, at the corner of South Riding Blvd?

Paul – It's in front of the library still.

Poonam – There was a political flyer that was in the packet. It had a school calendar on it.

Jen – Any flyers need to first go through Paul. It shouldn't have been in official packets.

Smitha – They did this at Lunsford, too (the political flyer calendar).

PTA Website

Jen - Everyone that has something in there, please be looking on there and make sure it's up to date. There are a lot of things to click, so I'm trying my best to look through. If I'm missing something, please send me an email to help me check through it. The PTA tab was recently fixed.

Poonam – The PTA tab needs to be updated with the correct links.

Lisa – I need the reimbursement form updated. It still has Lisa Morales' name on it.

Membership

Jen – As of last night, we had 194 just online.

Tez – 74 paper applications

Lisa – Plus one we got in our mailbox, but it didn't have payment attached to it – so it may be an online payment.

Smitha – How did you find the membership list?

Jen – Tez, William, Lisa, and I have access now to see on the membership PTA website with our up to date totals.

Poonam – Shouldn't the Square payments be tagged with the names?

William – We can get the list from Square and hope the names match up.

Tez – Do you have checks, Lisa?

Lisa – Yes; I took pictures of all of them because the online account won't have pictures of the checks.

Jen – At future events, I'd like to use a Google form instead of paper forms. At Freedom's Back to School Night, they had 10 Chromebooks ready to go. That's fine when we aren't expecting a ton of parents, but for us, the paper ones are best for Back to School Night. From here on out, let's do the Google form so that we

Jill – For Google forms, you need to create the form with the account that will be receiving the inputs.

Jen – Anything moving forward, make sure everything is being tracked through that email account – for issues that arise, we need to make sure it’s being kept in the same place. Digital Integration Night is the next big event (other than Chik Fil A on Tuesday). Will we have enough Chromebooks?

Paul – I reached out to a couple places – the other schools – and Mercer gave us Chromebooks. I’d rather pay YOU than buy them. Bob just gave us 50, so that was awesome by Mercer.

Jen – Great! Let’s get the Google form done by the 12th.

Paul – We need a display showing that Laps for Liberty has sponsored all of these things.

Will – We need to get our sponsors on the paperwork, too, since that was part of the agreement.

Jen – We need to talk to Anne Corej, since she’s our Laps person.

Paul – The iPads that are dedicated to the lab, the Chromebooks from last year, the music equipment – I can look through emails and find an exhaustive list. It’s been pieced form a lot of different funding, but Laps has been a main funding source here. We can say “Coding Materials”.

Dulles Food Pantry

Jen - I reached out to Stacy about having her students come back again. They don’t have the funding to be able to bring students across. This is a different group of kids that help us.

Paul - These are kids working on life skills to transition out of high school (typically, students with disabilities) – so they come here to learn life skills.

Jen – When we don’t have someone to pick up – I always thought it was Tom picking up stuff, but it was someone from the Food Pantry picking up food. It’s better for us to bring to them. This program has a special place in my heart, because Liberty by far donates the most food. It’s something to be proud of in giving back to the community.

Paul – I’ll take care of it. Wednesday morning, it’ll be packed up.

Poonam – I have a couple parent volunteers who can come and do it.

Budget

Jen - This budget in front of us is what the parents got.

Lisa – We have \$1500 for PTA admin/office expenses. We are already at \$750 with those two things: fridge and copy paper – and it’s just the beginning of the year.

Paul – Would it be better to vote the budget as it’s been advertised, then amend it as needed?

Lisa – That’s fine.

William – So, we’ll vote on it and then immediately ask to change it?

Jen – By October, we will at least be getting through beginning of year expenses.

William – Now, event specific supplies usually go into that event specific budget.

Lisa – We’ve received 1750 in sponsorships. We’ve never really decided if we want to keep it in the Donation/Sponsorship column or divvy it out...

William – They pick either Laps or Matball, but it helps cover other things with their name on it. Unless they give us \$2,000, we can’t split it. Just keep it in Laps for now.

Jen – The Big Eagle sponsors are used to cover the shirts. The smaller ones can be put into those pots whenever...

Lisa – Should we eliminate the Donations/Sponsorships line?

Jen – Even at Back to School Night, we had people just donate money to the PTA.

William – If I’m writing a check for Laps for Liberty, then it should be in there. I have copies of all of the forms for sponsorship.

Lisa – I'll move that \$1750 into the income.

William – I need to know if you've received checks for follow-up purposes.

Twitter

Jen – I'd like to have help with Twitter from Facebook postings. We have to keep the algorithms going in the feeds.

Jill – I can help.

Jen – I'm having to become Instagram-savvy because of where the kids are but we aren't on Instagram.

Paul – Are parents on Instagram?

Poonam – Yes, to follow the kids.

Paul - We use Twitter a lot in the beginning but I want to be where the parents are.

Spirit Wear

Jen – Has Jeff been able to see the orders that come through?

Lisa – I'll check.

Jen – I like the idea of every student having spirit wear. As my kids are going through and they're passing down all the spirit wear, can we have a pass-down or exchange program?

Paul – We can set something up.

William – People will buy stuff that's there. I don't know if that means we buy a limited supply for events.

Jen – I'm talking about my hand-me-downs. I want them to stay in house and not go to Goodwill.

Paul – That's something we can use Nanette to help out with – giveaways for students in need.

Smitha – How was it with buying the stock?

Lisa – We sold a lot of it but we have lots of odd sizes.

William – You just never know which color or style will be most popular.

Jen – And now that inventory is inventory that we are giving away.

William – I'm surprised at the number of preschoolers asking for spirit wear!

Poonam – Could they tie it up with a hair band?

Jen – I would like to have one run of everything we sell online – it's nice to be able to see, touch, feel it. That we could use as our one purchase.

Lisa – It's the same company as last year. We can see what we already have.

Jen – We have one run ending on the 14th and then we can see what happens after that.

Laps for Liberty

Jen – Who is on the faculty Laps team? What else do we need to take care of?

Paul - Rick and Alex are working on the kickoff assembly. The specialists (music, art, PE) are the team. We take care of the banners, logistics with set up, etc. PTA took care of Bach 2 Rock, copying forms, getting the forms into kids' hands. The day of PTA go the forms out to the parents with the number of laps the kids ran. PTA also produces the cards.

Jen – We need to update the sheets with the current teacher names. Reps will be assigned to the library to count, and there are volunteers to help count outside. Many parents will help us tally when asked. Shay usually has markers for the tally; I'd love another package of those markers. Having PTA markers and crayons won't go to waste anyway. We need those supplies for the events we will be doing.

Paul – Kids are outside at 8:10 a.m. ready to go. Bach 2 Rock should be here at 7:30 to set up. Other sponsors should be here just before the kickoff. (Sponsors should bring canopies.) Schedule with full day kindergarten should be a little different. Usually the younger kids will have lots of parents attend. The sponsors should have their Twitter handle and Facebook available so that they can retweet, repost, and benefit from it. There should be a PTA card with all the sponsors' social media details.

William – I did a BCC email to all the sponsors for Back to School Night and said, hey, if you want to come out, let me know. I believe Top Kick is planning to be there but I don't know if the whole time. What time does it end?

Paul - The last race is at 12:45, so I'd say 12:55. They'd be done around 1:30 p.m.

Jen – Just make sure that the music is kid-appropriate. I said something at the start of the event last year too. We want more KidzBop instead of hair band.

William – I will check on it.

Paul – Why does PTA go to the library instead of the gym?

Jen - There aren't the specials then. You had different stickers depending on if you were a volunteer or just there watching.

Smitha – Next Laps, I'll show the DJ my dance moves if they do not kid-appropriate minutes.

Information Nights / Tez Suggested Programs

Tez – Odyssey, September 5 (next Wednesday) – we are looking at programs available for the kids. Liberty sponsors but not everyone knows about it. There are other programs like Destination: Imagination. Just share with the parents that they're volunteer-run, and if we want to do it, let's do it.

Jen – It's not a PTA thing, though.

Tez – We do want someone monitoring it.

Jen – And that's where Smitha can come in.

Tez – There were things being customized for the kids – with the awards – whereas other kids were getting general awards. We need to do things in a more streamlined fashion so there's clarity on how much is being spent.

Poonam – When we have the general PTA meeting when parents also come, we could ask the parents: would you like to coach or be part of it? And for Information Night, we can have more info on it.

Jen – This is a very quick turnaround thing.

Tez – Coaches' training is October 20, so we have some time.

Tez – 5K event with an organization that is 501(c)(3). They've supported several FCPS schools through drives, including Chantilly High School, with technology. They set up a brand-new innovation lab for them. The event is always done in Fairfax County in September. This year they're saying that students can have their registration discounted, and 100% goes straight back to their school. On top of it, if the school wants sponsorship for a specific program, they could give a donation on top to support the project. I think it's a great program with nothing to lose.

Paul – We used to do the Stone Ridge 5K and that was great.

Jen – My only concern is the timing because we don't want to take away from Laps.

Paul – This could enhance laps and tie it into an email: physical activity... wouldn't this be great to do with your family? This is like those events with money going back to PTA but you'd need to volunteer.

Jen – When Tez brought it up, that's what I thought... it would need to be more of a "fun"raiser instead of a FUNdraiser.

William – It has to go to a specific program in the school, right? I thought there was something more to it in the email.

Tez – The second option is to have the money go back to the school. They give more to a specific program, though. We have to think about specifically what we want it to go back to. Perhaps low-income families?

Paul - Since it's only two weeks away, we need to get the wording together. The PTA needs to decide to go forward with it this year or wait for it next year. We can get the email out to parents if needed.

Tez – Could we do the 19th or 26th?

Paul – Cafeteria is a good location so we can have foot traffic closed off to this one wing.

After School Enrichment Program

Jen – We have decided on teacher-led classes but haven't had a lot of teachers come forward yet. A lot of teachers are interested in it, but might be full-force in the spring. We are finalizing contracts today. We will have vendors as well but won't have the crossover. Chess is coming back and I'm working with Tez to have a fall program, an all-year program, and a spring program: Silver Knights. They do LEGO robotics too. I was holding off on bringing coding in until I saw what I wanted the teacher to do. I'm bringing in musical theater, taking out drama. Nichole Moore is pushing a Kindness feel for the students. I'm bringing in a Tea With Me – etiquette, like cotillion.

Paul – So we didn't get a lot of people sign up yet?

Jen - Leah Gilbert and Katherine Houston. And Courtney Peckham wants to do a girls' coding in the spring.

Paul – Chorus will be after school on Wednesdays. With two brand new music teachers, they couldn't do it during the day. This will start late September/October, so we have to make sure we have all the info to parents so they know what they're signing up for. Classes will be Tuesdays, Wednesdays, or Thursdays?

Jen – Yes.

Poonam - Will "girls' coding" fall under discrimination?

Jen – We can offer something similar that's not gendered.

Paul – I think the PTA needs to talk about the under-representation of women in those fields. We do offer multiple opportunities during the school day to do these activities. In the long run there should be more options. If there are any issues, turn them over to me. Jen's is a recognized program.

Children's Diversity Night

Smitha – I spoke to Sandy briefly about Children's Diversity Night. We just need to meet to hand over stuff.

Jen – There was a condition based on us doing this event vs Reflections. We chatted about reimbursements and timeliness.

Smitha - The Science Olympiad – we tried doing this with her but it didn't work out. It's the ownership. If you sign up for it, do it. Even I have had no clue about Reflections (and I'm an involved parent)

Jen – You and I can work with her to stay on top of this to get the books closed by June. I try to really be mindful of, do we have anyone else willing to step up? If we don't what will happen to the program? If you have a parent willing to volunteer, she may need more guidance. We want to help lift her up to our expectations.

Smitha - I want to be involved in giving back to society and I'm seriously passionate about the stuff. We are doing this stuff because we have our kids here.

Jen – Let's pull up to Sandy when we talk about it. I don't want to chat about it without her present.

Smitha - Just put your feedback to Jen and me so we can give it to Sandy.

Tez – If you are doing a coordinator job, your job is to make sure everyone understands about the program.

Jen – We will set that expectation this year, as a new board.

Smitha – As the committees person, I will walk with our volunteers.

MSAAC and SEAC

Paul – MSAAC and SEAC: We are going to take this and try to recruit some parents. I want to make sure between the drive to Ashburn and then there's so much we are asking parents to do – so Dulles South isn't very well-represented at these meetings. It could be any parent that is proactive about reaching out for the greater good and bring info back. Having two reps would be great so they could go together. It's like having a "gym buddy". We want one at the general meeting or send in notes prior to the meeting. MSAAC meetings are the third Wednesday of the month. (Natalia was our rep last year and she was very active.) SEAC is the first Wednesday of every month. Paul is taking care of SEAC. Send this out with the link so the parents know more about it.

American Education Week

Jen – We need a lead. It's someone to send out flyers to the students, breakfast for the teachers, etc. It's similar to Teacher Appreciation Week.

School Dance

Jen – Smitha, just touch base with Kerri.