

PTA Executive Board Meeting Minutes
November 29, 2018
8:00 a.m.

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

American Education Week

Jen – Thank you to everyone for helping with American Education Week, especially with the call we put out to help with the dance. We really needed that help. We got it done just in time for everyone to come in. Up budget for next year. Alisha and Kasheka did an amazing job with it. The budget for feeding teachers gets expensive and can take away from everything else. I put out a request for donations, and we got money too. We went over budget by \$286 and that included financial donations. Next year we can up to \$1500 since this year it was \$1000. Keep in mind when we are budgeting, we're thinking of how to make it a good week for the families, kids, and especially teachers. These are the weeks we like to spoil our teachers. The food quality was great from Famous Toastery Ashburn – a local business. We try to support local businesses in the area. She probably just went out there and asked about if they did events.

School Dance

Lisa – Budget was fine for the dance. We spent \$896, unless I don't have all the expenses in. Since we had a lot of the stuff from last year, we didn't spend as much this year. We made \$600 which is a lot less than we made last year, but our goal is to break even.

Jen – We didn't have as many people either. We also brought in 139 pounds of food.

Stephanie – Having a delay, and the day after a snow day...

Jen – They just did a dance unit in PE so they had some dances the kids did. Next year, coordinate to make sure they are on the Bach 2 Rock playlist. The biggest hiccup was the limo. That was a disaster. I'm happy to pay for the limo...

Lisa – That wasn't a disaster last year though... the limo was a "town car". When a kid's expecting a limo, a town car is disappointing. They also didn't know they were taking them home. Kerri drove them all home. Last year they got a ride home too. Maybe it wasn't a limo, but then we shouldn't advertise it as a limo. We also need to advertise how many families can fit in the limo.

William – Or we don't offer it... This is someone's friend which is why this came up last year.

Smitha – It was the same person who does the food truck business, and he also drives limos.

Jen – The lights took the longest decorating. The lights absolutely made the gym. I think Kerri had them at her house. Kerri seemed like she had a lot of surprises.

William - Is she doing it next year? If not then we need to make sure we have the lights. Part of the issue is the heads of events aren't coming to these meetings so they aren't coming through.

Jen – We haven't had a VP of events for a long time. I'm making sure Smitha is talking to people as these things come up. Last year Kerri had her own crew AND the volunteers.

Lisa – I think she was planning on having the volunteers start early.

William - Next year we need to make sure facility request has 2:30 p.m. gym set up time.

Jen – She tasked the volunteers with opening the things. If I knew what was coming, I would have tasked them with untangling the lights. The strings need to be wrapped individually at the end of events.

William – Sponsorships – Kerri got her own sponsorships. We need to know how much she brought in for these. This should have been part of our budget too. Our flyer looked insane because it had our regular sponsors, plus the ones she brought in.

Jen – This may have been our fault for not communicating with her. She had to go out and get sponsorships last year. This is something that “needs improvement”.

Lisa – I have seen the money for the extra sponsors. We had \$225 from William's sponsors (beginning of year sponsorships). I don't know we communicated that to her. She brought in \$100 from one and \$250 from another. It was still something. Last year she got \$1000 but that's when we did it differently.

William – In future, we say, here's the budget and don't worry about fundraising.

Jen – The photobooth people were fantastic – with kids, adults, everyone – and they were there til the end.

Math Competition

Smitha – There's a math league thing for 4th and 5th graders. This is the second year of them doing such a thing at Rosa Lee Carter Elementary. Is this something we want to do? I read instructions and we need someone to coordinate with the parents. Parents have to fund their teams like they do for Odyssey. We need to get the word out.

Tez – We just need help advertising. This is something parents talk about: bringing information out to them. It's less involved than Odyssey. They have everything in place; we just have to spread the word. There are multiple teams that can be from a school.

Paul – I think this was an email I got and sent on. Any time I get anything like that, I send it to you, but it doesn't mean we should do it. We have a scope in PTA of all the things we are involved in. It's an option out there. I think someone sent me the email too.

Smitha – The email was from them at RLC. This is called the “DMV Math Tournament”. It's the same concept as the other math competition. Registration prices aren't too bad.

Tez – December 31 is for early registration. I don't know what part of school coordination is needed here. If a parent wants to take it up, they can.

Smitha – We have to register our school first. Parents will have questions so we need a point of contact. Most parents will check out information for themselves but will still have questions about school affiliation, membership, etc.

Tez – If there is interest, we can see if any parents want to volunteer to coordinate. Parents also do a lot of their own things on the side without the school involved.

Paul – I love that you want to have a chairperson, but I don't want to overextend the PTA Exec Board. If we want to put it out, I can put it out as the weekly message. We can put the organizers

William - The reason why we are involved in VSO is because of the money. Do we do the same for the math league?

Tez – Funds are all through parent donations.

Jen – This way we don't get into hiccups.

William – Parents are more relieved with handing money to PTA vs. another parent.

Spirit Nights and Activities

William - Nugget Trays – There are at least 3 trays so far.

Jen - Ice Skating – Saturday, 12/8: we're just getting proceeds from entries for 6:15-7:15. Can we be there for longer? They don't kick you out at a certain time, do they? I don't know if teachers need to be there... it hasn't had a lot of visibility.

Paul – I'll put it out to teachers. It'll be a tough sell for Saturday night. I can put it on the Mo Show.

Poonam – One hour is barely anything for parents to go all the way there. Even if they go there, they may be late... We can advertise that we get the proceeds depending on when they pay.

William – Every school is the same way. Monster Golf we had the whole day and got 9 people.

Paul – The Ice House is very busy. They won't budge on the time frame. They'll say if you don't like it, don't come. You're only going during open skate; there are plenty of other kids on the ice during this time.

Jen - Selling anything at ice skating? It's a lot of work for right now.

William – No prepackaged foods. Either bake sale or spirit wear.

Lisa – You won't get people to do that, with Christmas and within a week.

William – Open skate is ONLY from 6:20-7:20.

Paul – We can have a PTA table, have everyone gather in the lobby.

Jen – OK. Do we need a flyer for this?

William – Yes; I can make something this weekend. I need to add a bunch of details on the flyer.

January Events

Poonam - Bingo - Request for parents to adopt rooms that has no volunteers. We have 1 basket for most classes. 5th graders and Kindergarteners don't have many volunteers. Parents want to know what their role is; do they constantly go and pick up stuff? Can they put out a basket and their class can put things in it? I just need clarification on it. We have close to 60% signed up. I have some parents who are asking for what they have to do before officially signing up.

Jen – I sent out an email with specifics that'll answer any questions. Keep in mind we want 45 baskets. Sometimes we get hiccups toward the end. We can get 15 baskets in and then have a scramble for those.

Poonam – Does the basket go to just that class?

Smitha – Open to anyone to win. If they need clarification I can help.

Jen – All the baskets go to the cafeteria and they can pick from the options. We are tiering baskets. Lower value first, then bigger values. The value is just dependent on whatever we get coming in.

Tez – The parent coordinator will put it together.

Jen – If we don't get at least 30 baskets... we need a minimum of 30 to go.

Paul – I can put this out as a ConnectED to say that “We still need [this many] classrooms to help out” and see what comes back.

Jen – Baskets are due on January 17. We want to collect now or right after the holidays. You can get in on the after-Christmas sales.

Smitha – I'm doing it for one of the classes. I sent my email 2 weeks ago and didn't get any contributions yet.

Jen – Some people just want money and some people just want stuff. Some people do a SignUpGenius. This is however the coordinator wants to do it. The whole reason why it moved to the classrooms was to delegate this from the Exec board (putting together baskets).

Paul – The one the SCA came up with was Harry Potter. This ties to STEMmerday since we have a Harry Potter wing for that event. The kids will vote on which houses – most likely “Slytherin vs. Gryffindor”. We

can have a “Tri-Wizard Cup”. We don’t want to go all over the top. We could come out with brooms, etc. We could raid the custodian closet!

Jen – I’m glad we have this now so Shea has time to come up with artwork.

Paul - Grades are usually split K, 2, 4 and 1, 3, 5. Last year teams were pretty uneven. We just need ideas of who is definitely attending. When do we need team rosters?

Jen – We need by the end of January for the individual shirts.

Paul – PTA has typically bought shirts for student teachers so maybe we can have some generic shirts too.

Jen – As soon as Anaheeta comes back, she’ll start this stuff.

Paul – The county is requiring extra paperwork because of after-hours event – things that have never been done before. We had to put in for the book fair which we’ve never done before.

Jen – Once we have this, save it and resubmit it for next year.

William – I’m worried that if we put too much in there, they’ll expect contracts.

ASEP

Still Need to put together a Google Form for feedback for parents to fill out to let us know about their experience with vendors and teachers

Jen - Lots of teacher interest: 1) Juggling from Emily Nykorchuk (45 minutes of juggling for 9 weeks?) – If it fills up then let it go. Maybe she can spruce it up. 2) Percussion ensemble from Grace DeMember. 3) Science experiments with Turner Donaldson. The teachers need to write up their interest forms. They need a title and short description to send to parents for registration. We need to set a hard deadline. Right now, we have a lot of outside vendors interested but first want to see about teacher interest.

William – We have STEM and Flower interested. They are also asking to do after-school pickups to their building. This doesn’t go through the PTA, though.

Paul – It would be silly not to take them up on the pickup service. We put them on our transportation list and do this the same time as dismissal. I’ll have Becky give her a call.

Jen – Feedback about classes that were fantastic or had issues?

William – Pottery was great. Next time we have to make it not on a Thursday so they can get in the art room.

Jen – I’d like to bring back Drama Kids. We had more issues with the other vendor. We need a drama type program. We had a lot of people drop out of musical theater. Musical theater has a performance coming up next Thursday, December 6, until 3:20 p.m. We can take a look at it to see if we want to bring them back.

William – With 6crickets, we can have rosters and email the parents. I talked to Faisa about doing something with the PTA. It'll be nice to have points of contact with things.

Jen – William and I will be meeting today at Panera at 11 a.m. to talk about ASEP.

Teacher Appreciation Week (TAW) - The TAW theme is already being talked about. Golly Waffles booked.

Other Issues/Concerns

Lisa – Budget. We got money!

Jen – The spiritwear site is up and ready to go. It'll close on the 17th with delivery first week in January. This needs to go in the newsletter.

Poonam - Volunteer Concerns. We talked about this.

Lisa – Membership. I uploaded mine and there were others with questions (asking if it was family or single). They need to be uploaded if they have paid. I don't know if they're already missing ones.

Poonam – Can we have holiday things in the school store?

Jen – Dana Pastro coordinates this.

Tez – For the PTA, we should buy general cards for the holidays, sign them at the General Meeting, and send to sponsors.