

PTA Executive Board Meeting Minutes

January 3, 2019

8:00 a.m.

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

Spirit Nights Update

Jen – Ice Skating. We got a check for \$72. Some of the families were already there for an event that night so it worked out!

William - Upcoming and promotions: Vocelli's Pizza again on Monday, January 7, all day. It's a college bowl night. They also offered a \$50 gift card for Bingo. Chuck E Cheese's Herndon – February 18 from 3-9 p.m. McDonald's – March 28, 5-8 p.m. Chik-fil-A – May. We may do another tray fundraiser but we don't have to. Their payment system for the trays was too much work on our end. We don't have anything in April right now.

After School Enrichment Program (ASEP)

Jen – I'm getting everything together right now. I'm working through the days of the week, making sure we have something each day for each grade level. Mondays: Crazy 8's, percussion ensemble, Girls Who Code, middle school basics. I'm trying to get capture the flag and basketball for lower grades on that day. Tuesday: Mad Science Experiments, Intro to Spanish, STEM Excel – Computer Science and Coding (great communication with them so far – we've worked with them before and will see how they do), tennis. Wednesday – juggling, Games Games Games, STEM Excel – Minecraft Mod, tennis, etc. Thursday: chess, robotics, etc. A lot of the hiccups from the fall were from vendors not shutting down when we said registration was over. With 6Cricket, everything is in our control – even with outside vendors minus Silver Knights. The advantage is that parents can also see which other kids have already signed up. For the outside vendors, it'll automatically give us the percentage. For spring, we moved to 15% giveback and in fall our goal is 20% giveback.

Paul - There are some things on our end we need to tighten up for managing clubs.

Jen – Working with the chess guys was difficult when there were kids who weren't showing up and they weren't looking for them, and other issues right down to dismissal. I struggled with that. So that's why I'm pushing away from that vendor for their other programs. I want to streamline dismissal. Some other schools have parents check out at the classroom where they are.

Tez – I'm surprised with Silver Knights here. They have different policies at other places (better policies) with their other camps.

Jen – We just had a child that ended up in another program. They weren't looking for them. So the other program assumed they were a late registrant... so they spent an entire day in a camp they weren't supposed to be in.

Smitha – I experienced some difficulty with LEGO Robotics. But, they are a very solid group. At enrollment, we have a lot of students. It's a very popular program.

Jen – They're not the only program in this area. I want to see how STEM Excel goes this spring first.

Paul – Jen is making sure they know we have options.

Jen – My priority is our children’s safety.

Smitha – I keep asking him to be moved to an advanced program but they’re not helping. Comms isn’t as good as it was but it’s gotten to their head that they’re exclusive.

Jen – If I want a program in the school, I want to feel comfortable that children won’t be leaving or not showing up. When I brought the same thing to the attention of ODA, the leader was very apologetic and right on top of it. The chess leader gave a lot of pushback. The one who values children’s safety is better. They’re not the only one and they’ve been very successful here...

William – It’ll be tough for Silver Knights with them opting out of 6Crickets. The tennis program asked to be on there. We’ll get two payments for 6Crickets listed vendors: one as school and one as PTA vendor.

Jen - The other issue was for snow day makeup days. Silver Knights didn’t give a lot of communication at this time, total transparency in terms of what’s happening.

Paul – I think some of the website makes it really easy. Some of the things we wanted to work out. This list was built internally with staff:

1) Final and complete roster 48 hours+ prior to the start of the program. When one program misplaces a child, it puts a black eye on all of the programs.

2) Updated roster whenever there is addition or removal of student. This should be much easier through 6Crickets.

3) The dates for the start and end time listed on website should correspond to dates given. (Snow day info should be communicated/transparent and updated when needed)

William – There is a portal button on the site and there’s an easy way from 6Crickets to email all parents of students in the class. Vendors can do it directly. Our classes: we can control that. If vendors have taken the time to do this, they’ll do this. Common start dates and end dates: Kind of. The week of 2/17 is the first week of sessions. The Monday sessions will start the following week. All teacher programs will end before spring break, barring snow days. Some vendor programs go a little bit further.

4) PTA closed registration for programs at a certain date

5) Alphabetized roster

6) Club contact: who is in charge of ASEP/PTA enrichment? If staff has a question, who does it go to? (Right now, Jen. We haven’t had a chair take this over yet.)

7) Secretaries need points of contact for the instructors on the roster – need their cell phone numbers. Parents also need contact numbers so they can directly contact vendor or teacher.

8) Before room locations are published, coordinate with admin (Becky) to ensure rooms are available.

This year we had difficulties with clubs going in different rooms. We need to review building use schedule.

Becky – Some of the vendors would switch on their own. Drama club told parents they could use the gym but it was the same day as another school event and the space was already claimed.

Paul – Internally, Becky is in charge of facility use. Facility requests should go through Jen and Becky.

9) Since teachers already display the silent dismissal google sheet, we can add a column with clubs.

Becky – When clubs are over, Lisa is usually the only secretary left. Vendors want to leave the kids in the office with Lisa. Drama does it for sure because those leaders are young (teens/early 20s). For the spring we want to make sure she has no responsibility there.

Paul – Standard Operating Procedure: for the clubs, it’s always on the leaders to check the kids out at the end. As soon as you want me to open registration, you can let me know and I’ll send it out as a blast. I’ll put it on the staff site as well for on-

demand access to calendars.

Jen – 6Crickets will help us a lot. Some vendors, it doesn’t sync well with their program so there will be some adjustments. It’ll be a matter of moving it to Excel.

William – If there are any documents to be signed, they’re moved into 6Crickets. Parents do need an account and then they can sign up for any class that’s offered.

Bingo

Friday, January 25th

Jen - I need Emails to be able to communicate with volunteers.

Poonam – There are 6 classes which still need coordinators. I'll keep pushing it.

Jen – there are also some parents who have said if we need another classroom to do then they'll do it.

Poonam – Do parents sign up then drop out toward the end? I just had one do that yesterday night.

Jen – It's not common. Usually when we say baskets are due, we'll have someone step up.

Poonam – I assumed it was just two people needing access to the password. Another parent was using our signup account and communicating with Freedom High School students.

Jen – We aren't going to start new. That's why on the bottom I have a disclaimer saying "If you're no longer at Liberty please let me know and I'll take you off".

Poonam – This parent had the user name and password, using our PTA account, to create and send out signups.

Jen- The only person who's ever had access has been Anaheeta and me.

Becky – You can look in the account to investigate this.

Jen – Who will be emcee that night? Becky and Stephanie! (Jen is event head for Bingo.) Baskets due 1/17 to be on display in Library. They'll drop them off straight into the library.

William - We'll need volunteers for 50/50, food, setup and cleanup, admissions (ticketing),

Becky – Stephanie and I will be there this year from the admin side. We had some staff members call some "guest emcees".

Lisa – We had one year when a child guest-emceed. This is back when we had families bring stuff and the student who brought the most got to guest-emcee.

William – One of our vendors, Smiles Dentistry, asked to give a grand prize bingo basket. We told them \$100 and make it an appropriate theme for kids.

Jen – We never know how many games because sometimes we have 2 or more people win at once.

William – There was at least one basket last year that was WOW! The Cookology basket – at least \$200.

Jen – This is the first year that the parents are doing the baskets. When the PTA did it, there was a lot of work shopping for it and making sure all baskets were equal. Then we had classrooms do it but parents didn't like being stuck with a theme. For the next year, we had the parents pick their own theme – as long as it was grade level appropriate. Then this year we are tiering it.

Paul – If you're the last game of each tier, then you don't have many to pick from. We can also have baskets raffled off in the 50/50.

Jen – Parents were mad they'd come to bingo and not leave with anything... but that's the point! Not everyone's going to win.

Poonam – How many people should be there from the board?

Jen – Everybody! We never sign up; we just show up. It's always expected that I'll be there unless I say in advance that I won't. This year, we have to bring in the pizza in waves.

William – Bach 2 Rock offered to do music... but we don't need them.

Becky – It's a long night to put music between rounds.

Upcoming Events

STEMmerday

Jen – STEMmerday (3/9), headed up by the school administration. PTA duties: concessions - volunteer breakfast, volunteer lunch is usually pizza and salad. Poonam will be there to receive lunch or appoint someone to do this.

William - Bach 2 Rock can emcee.

Paul – We want to include as many parents as possible to be participating with their kids. Staff can set stuff on the counter. We just need help receiving food. This way, you can participate with your own kids.

William – What about the signs on the rooms?

Paul – We try to use them year after year. Last year we also started a themed hallway. This year will be Harry Potter theme (to tie in with Matball). Once you go down there, you're in.

Matball

Jen - Matball (3/21). Harry Potter theme. I need help with face painter, tchotchkes, etc.

Paul – We will go with the four teams. This one will be a hit. I had staff fill out a form to see if they're playing or selling concessions. Players will be broken into 4 houses. We'll play 3 innings and team needs to win 2 out of 3. If you win, you advance to the final. Teams will play 2 rounds. It'll be more competitive than years past. We need to know who's legitimately playing. We could have the "cup" in the foyer the week before. We could have signs outside everyone's door to drum up the houses. Spokespersons from the teams can go on the Morning Show. From the PTA side: we are toying with how to make rosters. We'll have rosters in fairly soon. Everyone will still get a shirt. (4 different color shirts). It won't be by grade level. If there is a way where PTA could get a big "cup", that'd be awesome.

Jen – I just need to know how many colors for shirts and how many designs (just one design for all 4 different colors). I've asked Shea to have it done this month.

Paul – Kids will be more likely to buy the shirt with a Harry Potter theme on it.

Jen - We customize it with their name and number. I'll do a Google Form this time.

William – Will the classes of non-playing players be adopted?

Paul – Yes. Each classroom will have a "house". That night they'll see who's actually playing. No consolation game for 3rd and 4th place because there's already 9 innings.

Jen - Dinner for staff before game – Pizza and salad. Last year was Moe's. Just whatever is affordable.

Teacher Appreciation Week

Jen - Teacher appreciation week 5/6 - 5/10. Headed up by Alisha. Lounge decoration is the Friday beforehand. Week starts with a breakfast and ends with a lunch at the end of the week. Teachers will have a raffle on that Friday. Last year we did Social House. We just had a tough time with the catering. We are toying with what to do for that.

Becky - The outdoor seating was nice.

Jen – At Glory Days we had people all over the restaurant. This year at Social House it was better with everyone together, more inclusive. Parents donated gift cards and we had enough for teachers to each go home with one.

Muffins with Mom

Jen – May 10. Sandy will take care of it.

Other Items to Address

Odyssey of the Mind

Tez - Odyssey of the Mind Info session. We had a workshop for a round that was very well-received by parents. February 8th. We cannot use classrooms.

Becky – You can use library, art room, music room, gym, hallway, and cafeteria. No classrooms.

Paul – They designed the building so that building use would take place in the south hallway area. It's hard for us to even give the library because if something ever does go missing, we have a problem. If

there are exceptions to be made, it might be a year-to-year thing that we review each summer. There are a lot of ramifications on stuff like that. Whatever you work out with Becky is fine.

Becky – A couple groups have done a Saturday and Sunday. If so, there's a charge by the county. You need custodians present the entire time for those weekend events.

Paul – We even have to pay for custodians.

Tez - We want to do canned donations for Loudoun Hunger Relief.

Paul – Sure. We do have a relationship with Dulles South Food Pantry but whoever is fine.

Recruiting for Next Year's Board

Jen – I'm stepping into a long-term sub position so I want to make sure we're looking for people to join us. We have several events for people to join us at, and show them things we are doing. Pulling them to bingo and having meaningful conversations about helping for next year. According to bylaws voting for the new board occurs in April and take over happens in May.

Smitha – The actual board is a longer target but maybe we should start recruiting for chair openings now. Make a list of those roles that PTA exec have been filling because nobody stepped up.

Poonam – Can you still attend morning meetings?

Jen – I've spoken to Becky about having those Thursdays off for exec meetings so that there's seamlessness in classroom and through the board.

Budget

Lisa – We went over on budget for Professional Development. (\$858 over) We'll have to vote to move some money into there. We will have to explain what PD is and what brought us over. The same with the School Requests: because we divvied out the Technology Upgrades, we're unbalanced now. Not all of the school requests were tech upgrades. We need to flip these numbers.

Paul – There are sublines for school requests.

Jen – We just need to change the wording.

Paul – There are still iPads that need to be purchased. I need to know the exact number before we do that. I'm keeping a separate spreadsheet on PD and mine is showing a different number. If you want to move the money from other things...

Lisa – Maybe I put it in an incorrect pot.

Paul – We may have submitted it wrong to you.

Lisa – I'll go back over it before Tuesday's meeting. We have that money in professional memberships. ...If we can move it where it's not 800 over, we don't need to vote on it.

Jen – For professional developments – That was an exact number we moved from one place to the next, right?

Paul – I might have miscoded something you submitted. The \$4913 – Anything that was classroom library should have been reading library. It's tough when there are all these receipts coming in, then categorizing them. If you want us to go back in and review again, that's fine.

Lisa – I was going to move some money from technology upgrades to school requests.

Paul – In the beginning of the year I wasn't so sure where we were going with Chromebooks. The teachers needed other materials knowing the Chromebooks were coming. Also – Do you want me to say something today about teacher allotments?

Lisa – Yes, we should.

Jen – Close it February 1.

Paul – I'll say today that PTA won't accept any requests after February 1. The teachers really are getting a lot of great things for the classroom from PTA and Laps for Liberty. There are no hard feelings about a cutoff date because they've seen so much great stuff coming into the classroom.