

**PTA Executive Board Meeting Minutes**  
**January 31, 2019**  
**8:00 a.m.**

*LCPS closed today; therefore, meeting was held via teleconference. In attendance: Jen Robinette, Lisa Geurin, Jill DeLorenzo, William Perry, Poonam Upadhyhya, Smitha Tumuluri, Tez Nettimi.*

## **Bingo Recap**

*Jen* – Free admission was a complete success because of everyone. Special thanks to Lisa Kelly in the front office for running student lists for us which made entry for students seamless.

*William* – Everything else was good up front.

*Jen* – We ran out of bingo cards which was good and bad at the same time.

*William* – The longest wait was 5 minutes. Nobody got upset they were waiting.

*Poonam* – The kids were not literally separated from their parents. If there were more kids, we asked them to go into different lines so there was not much at all other than in the beginning. It made it easier for them to stand in the right spot in the doors.

*Smitha* – Sandy and I just started letting them into the building instead of line outside. I do think we need more people there in front if this is the kind of crowd we expect in the future. There were four people doing the checks. We do need more volunteers for this part. When people started coming inside, they didn't know what the lines were for raffle and 50/50. There was some crowding there. We need to think of better placement for the raffles.

*Jen* – I debated with that after I saw what was happening. Next year we might want to have everyone enter in through the back door where the concessions were. The baskets area was kind of a gridlock. Then we could let them know ahead of time what they were entering into. We could have had the 50/50 along the back wall if we did the front entrance. We were moving things along when we were there. When we had to move to more tables I imagine it got gridlocked again.

*Tez* – It was needed to have minimum two people manning the 50/50. There was a rush with tickets.

*Jen* – I finally figured out why we had so many people popping up at the same time. We have packets of tickets with the same number. Therefore, they essentially had the exact same cards. That's something we need to think about also. When a bingo is called, depending on how many cards we give out, there will be multiple bingos at the same time. There are options here... we can order from a true bingo company and have all different cards. To end that, if every student as they are walking in gets a raffle ticket, raffle tickets all have one number on them. When we have 3 baskets left, every Liberty student (only) gets a raffle ticket upon entry... drawing style for last 3ish baskets. When I saw 100 hands go up, I panicked and it got ugly. When we announce this style at the beginning it sets up that expectation.

*Smitha* – If we expect the same kind of crowd going forward ...

*Jen* – This is the longest it has been. Part of it was I wasn't prepared to help facilitate it. Usually we have Diane Insari facilitate it or Alex is really good with the timing. Next year we need to do a better job of guiding the hosts with moving things along. I was also trying to put out fires from other things around. We needed to have more people winning in the beginning. We didn't end up tiering the baskets in the end. We started doing "choose from these two rows" so it eliminated child's ability to pick from ALL of them, but it also had high and low stuff to choose from. As it got lower, we moved down more baskets. I'm not sure if it hindered the timing but it helped not having a lot of lower tiered baskets in the end.

*Lisa* – Leftover for pizza, I think we had 12 cheeses and 7 pepperonis. This isn't a bad overage. I know it sounds like a lot. But if you cut down 10 on each, I would have been nervous. I think we had the right ratio with cheese and pepperoni and had leftovers of both. I'd rather it this way than run out.

*Jen* – I'd rather have leftovers than not enough. Hangry people are just as bad as tired people.

*Lisa* – Sometimes we'll sell leftover pizzas whole 20 minutes before the end at a discount, first come first serve.

*Jen* – Typically I manage back and forth concessions and the front. This time I got pulled up to the front.

*Lisa* – I was hesitant to sell them at the end. I threw 2 slices on for the price of one. I didn't want to run out. We could get more pizza sales next time anyway. We could also get less.

*Jen* – This is an indicator for STEMmerday and Matball. At Matball we get donations of hot dogs too.

*Lisa* – We won't need as many pizzas then. We could either order the same or maybe less. There may be people who don't buy pizza.

*Jen* – These events are fairly short. STEMmerday is pretty long and we need to make sure we have food going. We need to time the pizza orders with the breaks. Last year was ridiculous; we had so much pizza leftover. We had consecutive orders coming in (10 am, 11 am, etc.) and I think we can do it better. It was also the 10-year event so it was a big event anyway.

*Jen* – For bingo, for next year, there was never any point in the night when the gym got completely silent. I think this was because if we have activities that demand respect, we have to communicate with everyone at the same time. Just like what we do with the kids, we have to follow the same rules. "Give me three!" Come up with a way the crowd is quiet so we can give out directions to everyone. I think a lot of people were irritated because they had no idea what was going on.

*Smitha* – Also the details with the rounds – we'll have 6 rounds and hope to complete by this time, etc. We should have an idea of how many rounds at the start.

*Jen* – By having the raffle tickets, that'll change those extra rounds. It's not like we have 5 baskets. The raffle tickets will help to eliminate that. I typically don't worry about this. We want the activity done for the kids by 8:30 because it's a long night. That was definitely something that I needed to communicate more effectively with the administration.

*Smitha* – Overall everything went so well and I was so happy to see so many people there. As people were walking in they really appreciated that kids get a free ticket. We were going for a break-even but we did better because they really appreciated the free ticket. They were respectful of this. So the kids came in and they also bought for the family.

*Jen* – I liked that this event could be free for the kids and doesn't cost the parents anything unless they want to play. Every student has the opportunity to play. This is something to think about going forward. Some families were hurting at this time with the furlough. But this is probably the one event we could have completely free to the students. There were 247 students who ended up with a free ticket. In some respect we lost a little bit but...

*Lisa* – We made \$2947 in profit after expenses. That's huge since this isn't supposed to be a fundraiser.

*Jen* – That number gives me pause. I wonder if people didn't buy more tickets because it was a free event.

*Lisa* – I think it came in with food sales. We did have a lot of ticket sales. We had almost \$1200 in ticket sales and also had people who just donated! "Here's \$20, keep the change".

*William* – Up front we had maybe 2 people donate extra.

*Jen* – So we didn't need the donation box. It was there just in case. We weren't asking for it. People can be very generous.

*Smitha* – I think not making it sound too harsh or obvious, is there a way to advertise that everyone on free or reduced meal plan gets a free ticket?

*Jen* – In the past, Nannette Azzouz is our Parent Liaison. She's been out for a really long time. In the beginning I talked about spiritwear or membership for the kids. In the past we used to have "PTA Bucks" for them to use toward whatever they want for PTA. I don't want those families isolated out. I don't want

them pointed out but I think we need the administration to help facilitate this. I would love to see these families at Matball. Admissions here are \$5 per person or \$15 per family. We can absolutely let the kids in free. I don't know how to work with the families.

*Smitha* – We have the Annual School Dance, Bingo, and Matball. The pink forms we send – maybe we need a reminder here sent to the classroom to give it discreetly. We can give them the tokens before the event. I think it's something to think about.

*Jen* – I agree. I definitely want to get them there and discreetly. Our free and reduced lunch population went down significantly with the boundary change this year so it wasn't at the forefront. I hope, somehow, we can make it so it's not so obvious.

*William* – Is there any reason we use the three-on cards instead of single cards?

*Jen* – I don't know. I think having more chances on any given basket.

*William* – My kids had an issue with it. When you look at bingo cards, you usually get one card per play.

*Jen* – I think it came down to because we were selling it as \$5 a game, each game you have 3 chances to win. We can revisit that next year. It was going really fast. In the beginning they were calling numbers wicked fast. At bingo when we demand respect at our events, in the past, you'd hear everyone call out the number together. Like "1-26!" You weren't getting that this time.

## **After School Enrichment Program (ASEP)**

*Jen* – We have several Teacher Led Programs in Jeopardy of not going. We need 6 students to give the green light. Originally it was 10 students but I really want these teachers to step up and go. Juggling doesn't have many people. Percussion is limited. I talked about opening percussion to 4<sup>th</sup> graders possibly. Middle school prep has nobody and it might be how it was advertised (as computer basics). In middle school what I'm seeing is the kids take keyboarding in 6<sup>th</sup> grade and a lot of kids spend a lot of time getting through this component. I was hoping this class would focus on this but it isn't, which is fine. In return it's not getting any registrations. The one program that was a flop in the fall, crazy 8's, has 10 students now. This is why I feel strongly about keeping advertising to teachers and programs. Programs might go the second time if they fail the first time.

*William* – Should we drop the price of programs?

*Jen* – Then we would need more students. We are right along the lines of after school programs, with the exception of flag football (cheapest program). That one has the most students in it for K-2. We don't have many 5<sup>th</sup> graders in any of our programs. The irony is we have 2 programs dedicated just to 5<sup>th</sup> graders. I don't know what the right formula is. If we ended up dropping the price to \$100 – do you think that's why Creighton's Corner is going so much better?

*William* – With anything you drop the price you'll get more people. Then we have to have "you need this many people in your program to have it".

*Jen* – Yeah. Spanish has 2, percussion has 2. All of them seem to be low with the exception of Minecraft, Abrakadoodle, K-2 flag football, etc. Our biggest programs are for our little guys.

*Smitha* – Could we switch the low enrollment programs to another day? Such as the Spanish...

*Jen* – I put some of the lower grade level programs on Tuesday since we have so many 4<sup>th</sup> and 5<sup>th</sup> graders already in chorus. Thursday we can't have any teacher-led programs. We also opened up Mondays in the spring. We typically don't have Mondays.

*Smitha* – I'm just talking as a parent. I would go with the physical program over the Spanish or another one.

*Jen* – I'd absolutely have all physical activity ones, but we don't have the room for that unfortunately.

*Smitha* – There's really no right answer.

*Jen* – In scheduling, I could only have one physical one on any given day unless the program was completely outdoors. There's a lot that goes into it. We can talk through this a little bit more. As of now this is where we stand. We can play around with it for next year. We told parents the stop is Friday but we have registration open through Monday night. We can issue a last call. I'm really liking 6Cricket with how I can pull up students and teachers. This will be much easier for when we hand over rosters to the front office. I'd love some more input and feedback on after school programs at the end of the year.

## **Matball**

*Jen* – When we get closer to the event, I'm going to pass off tasks. I need someone to help take the lead. On this evening I'm playing because I'm a sub. I'll be with the Hufflepuffs. Anaheeta needs shirt sizes for board members and team you want to be on, plus kids attending Liberty as well as 2-digit numbers and kids' teachers. What team each board member wants to be on. I need someone to do the Google form and share that with Anaheeta. She likes putting in the orders for us since she has a good rapport with Hardhits.

*Tez* – I can do the Google form.

*Jen* – Great, Tez. The form needs: shirt sizes YS, YM, YL, AS, AM, AL, AXL, A2XL; teacher list last name and 2-digit number, square receipt number.

*Tez* – Okay.

*Jen* - I have the volunteer list goes out to teachers first, before being made available to public. This is an event that Paul asks everyone to be at so teachers get first dibs on whatever volunteering they want to do. Sometimes they'll want to do admissions or help with tchotchkes.

*Poonam* – Many teachers have signed up as volunteers.

*Jen* – Shea is supposed to be getting me the design by tomorrow. The Google form needs to be done by tomorrow. T-shirt orders have to be in by February 22. I'm going to put the end date as 2/22. It flows. I'll put a hard stop on the 25<sup>th</sup> at 9 p.m. We will have stragglers.

*Poonam* – I thought it was \$15 per person last year.


*Jen* – Last year we charged \$5 per person or \$15 per family for admission.

*Poonam* – But for t-shirts?

*Jen* – Oh yes. That depends on the vendor and what they charge. We try to make it affordable without losing money on it.

*William* – CDC dancers – I can reach out to them and Glory Days. Glory Days hasn't emailed me or called me back.

*Jill* – Face painters: I have a spreadsheet of about 8 options ready for your review, Jen. Once we decide on someone then we can initiate a contract.

*Jen* – Dollar kicks \$1 – Teachers aren't supposed to be handling money. Five or six lines. I want our trustworthy hands handling this. This isn't on the volunteer signups. We should recruit our favorite trustworthy people to help with this. Food - Glory Days, Dominos (cheese only), water only, chips, candy. We have items from Bingo to pull forward. Popcorn  order more? We need to order for STEMmerday. Novelty items? Nothing for Harry Potter is really there that isn't teeny tiny. I found these little things where if you blow them up, they make noise. I don't want a lot left over. I guess we could pull out some from last year if we wanted to.

*Poonam* – The most popular would be the cape, hat, and wand.

*Jen* – I've been looking at wands. They have them giant-size. They're pricey.

*Poonam* – I don't think families would mind paying \$10 for wands.

*Jen* – I don't want to be stuck with a ton of items. This year it'll be exciting to have the different houses. I imagine the school will play it up. The more advertising we do, the bigger the event will be. I struggle with

the cost of wands and having an entire gym full of elementary school kids with sticks. That's where I struggle...

*William* – Sounds awesome.

*Poonam* – I noticed we have Holi, a festival on this day. It depends on the weather and other factors.

*Jen* – This is why I struggled with these dates when we set our calendar back in June. We did take into consideration all of that. We also have STEMmerday this month.

*Poonam* – Could we let people play colors after the event? (For Holi) If so, then we may pull a huge crowd.

*Jen* – I'm sure that William won't want to fill out more forms for this. Just filling out the event form for the inside is a big issue. Let's talk to Paul.

*Poonam* – If we do this we don't want to break any protocols.

*Jen* – As a school we cannot advertise something like that.

### **Extra Spiritwear Inventory**

*Jen* – How is spiritwear? Should we sell at STEMmerday, Matball, clearance afterward?

*Lisa* – We did sell about 10 items at bingo. The sizes are not ideal. Let's keep doing it until we run out.

*Jen* – Were they mostly adult sizes?

*Lisa* – About 50/50. We had some tie-dye, kids' sizes, and adult large sized hoodies. We do have a variety. As long as we can manage it, we can have it next to concessions.

*William* – Can we donate them to our families in need?

*Jen* – Absolutely. We can hand them over to Nannette.

### **STEMmerday Events**

*Jen* – STEMmerday, all we are providing is the food. Pizza, soda, water, chips, candy, sandwiches.

*Lisa* – Vocelli's: we did their pizza and salad for the volunteer lunch. Domino's: for pizza sales. Did we have sandwiches?

*Jen* – No because that's when we had our Glory Days donation last year. We may have to go back one more year. People do get tired of pizza.

*Lisa* – Yes, she did buy stuff from Costco but it was breakfast stuff.

*Jen* – Poonam, the breakfast signups for volunteers can be sent out now. Guys, if we can get volunteers to do concessions then it frees us up a little bit. STEMmerday is a great event and it stinks to be stuck behind cash boxes. Find the people who love to help out and put in a personal request. Often they'll say yes on the personal request.

### **Odyssey of the Mind**

*Tez* – Odyssey of the Mind is having a free "Spontaneous Workshop" for kids participating. The date is Feb 19<sup>th</sup> from 6-8:30 p.m. We will have a food concession stand that will serve as PTA fundraiser. Participating teams are also encouraged to bring in non-perishable food donations for Dulles South Food Pantry. The kids are using Liberty PTA as the beneficiary. They're selling pizza and candy that'll come right back to the PTA. They're asking for food donations. The gym is where the activity is taking place and the gym is where concessions will be sold. I'm handling concessions.

*Jen* – How many people do we normally get?

*Tez* – 100-150 people. I don't have numbers yet but I think it's similar. The organizer is looking for volunteers to help with concessions. They're looking to family high schoolers to come down and help.

*Jen* – You purchase all the concessions stuff yourself?

*Lisa* – I didn't do any cash boxes last year. Will you need this? Did you have petty cash?

*Tez* – Yes, I had change. There wasn't anyone from the PTA last year.

*Lisa* – I have cash boxes if you want to borrow those. Let me know if you need petty cash. Cash boxes don't have change with them.

*Jen* – A cash box makes it look more professional and it's safer than a shoebox.

*Lisa* – I need some notice to get the money because it requires multiple signatures. Let me know what denominations you need and how much money.

## **A Look Ahead**

*Jen* – Think about your role for next year; where do you see yourself? You don't have to say to the whole group what your intentions are for next year. Do you want more responsibility? If something else looks like a good fit we can look at that. This team, I will say of having every single one of you... I've been on the exec board for seven years and this is the most cohesive team. Working together with you guys has been awesome. We've had the best match of representing our programs and our experience and the ability to allow me to try new things with the school. Having all you guys together has made a huge difference. The teachers feel it, the school feels it. That's because of you guys. I don't want to lose any of you guys but I want to find a good place for you. This is a good group of people together.

## **Other Items**

*Smitha* – We should get into a habit of introducing the PTA board at events. For some of the lesser known PTA members, it's a good invitation for next year for parents to consider working with us in the future. We should bring the board up to the stage and thank them.

*Jen* – I can make this happen at Matball.