

**PTA Executive Board Meeting Minutes**  
**February 28, 2019**  
**8:00 a.m.**

*In attendance: Jen Robinette, Lisa Geurin, Jill DeLorenzo, Poonam Upadhyhya, William Perry, Smitha Tumuluri, Tez Nettimi, Alex Gray, Becky Pierce.*

## **Past Event Updates**

*Jen* – Odyssey of the Mind (OOTM) Information Night update: big thanks to Tez for heading this up! We had 300ish people there and it went well. Concessions went well?

*Tez* – Thank you, Lisa, for dropping by and giving me the cash box. That was helpful. It was a good thing to have it in the gym instead of the library because it was more contained. Thanks, Becky, for getting us in the right spots.

## **Upcoming Events**

### **STEMmerday**

*Jen* – PRIORITY ITEM: Harry Potter Theme: Need to create flags for staff classrooms of house that they are in ASAP need to be hung before Stemmer Day. I tried to blow up the flag that Jill gave me but I couldn't get it blown up enough.

*William* – WE can do arts and crafts and make our own.

*Alex* – Could we do a full-size normal sheet of paper?

*Jen* – Is that big enough?

*Alex* – If it's on the door then it should be big enough.

*Jen* – Paul was hoping to do something big to create some hoopla. We can mount the crests on big papers. Does someone want to take that on?

*Lisa* – Is it something we could just print?

*William* – We could get 4 full size flags for not that expensive. They can be delivered Saturday for not that much more. The size is 29" x 49". We could have a central display in here and then a list of the teachers underneath. They could march in with the flags at Matball too.

*Jill* – We could print them out at Office Depot but that could get pricey.

*Jen* – We need this done ASAP because STEMmerday is soon. Concessions: pizza, soda, water, chips, candy, sandwiches. Usually we do pizza and salad with Vocelli's for lunch for our volunteers.

*Tez* – For Odyssey I tried Marco's and they were really good. They offered a discount.

*Jen* – Could they handle the volume on a Saturday?

*Tez* – I could call and give them a heads up.

*Jen* - Last year we had two runs of 30 pizzas each and that was too much but the year before was not enough.

*Becky* – Could we do two runs of 20?

*Jen* – Probably. Last year was a beautiful day, and we had a lot of people attend. The year before it was overcast and we didn't have enough people there. If I ask Paul about the schedule for Battlebots, then we can time it well.

*Alex* – I believe we started at 11 a.m. and did it on the half hour last year. 11 to the end of the day: 2 p.m. was the last one.

*Jen* – We can do an 11 a.m. delivery early and then another one at 12:30. That should get us to the end. Last year we also had hot dogs. Normally we save that for Matball.

*Lisa* – We knew we could get it for one or the other and last year we picked STEMmerday.

*Jen* – Usually we have some kind of sandwiches. Either Glory Days or Costco. Costco is cheaper but need to order ahead. Popcorn— check and order ASAP if needed.

*William* – I can check the closet for popcorn.

*Poonam* – Have we decided how many pizzas and salads we will order? Last year we had 256 volunteers.

*Becky* – We have 100 staff.

*Jen* – 100 staff, 100 volunteers. We need to order pizza from Vocelli's and the salad also. Does someone want to talk to Vocelli's?

*Poonam* – How about water?

*Jen* – That should be coming from breakfast volunteers. Anything we're not selling we can pull out of the closet.

*Poonam* – Are we doing concessions or should we invite volunteers to do this? In the past we didn't have a separate signup for volunteers.

*Jen* – Please invite volunteers. We will need about 5 volunteers in total. Put out the signup in shifts. They will want to go with their kids for the day so longer shifts are probably not a good idea.

*Poonam* – Should we have a signup for spiritwear?

*Jen* – Not for STEMmerday. Save it for Matball. Volunteers need a short period of time to commit. If they sign up for a short period of time and then the next volunteer doesn't show up, then they'll stay. Don't overburden them. They want to participate in the day.

*Poonam* – Will concessions be hot or cold?

*Jen* – Cold. That'll be on the Costco run. Glory Days is just one more place to stop. We will do cheese pizzas too. Volunteer breakfast: in teachers' lounge... just to confirm? Yes.

*Alex* – Paul sent along a couple items. Volunteer lunch timing and payment?

*Jen* – When deliveries were happening, I was all over the place.

*Becky* – We needed a PTA person to sign for it. The school can't sign for it.

*Lisa* – Whoever's card it's on needs to sign for it.

*Jen* – I've enjoyed working with Vocelli's for this event.

*William* – How many rooms do we have for STEMmerday? I have 8 sponsors. I was going to make up signs and put them in plastic. There were a couple sponsors specifically asking for this event. Club Z signed on and they also asked to be at Matball.

*Alex* – There are over 30 rooms for STEMmerday.

*Poonam* – We will have 2 different orders for volunteers and concessions for STEMmerday.

*Alex* – The cafeteria door is "B3" so we should have them delivered there.

*Becky* – Could they all come in that back door?

*Jen* – Are we going to have room? Breakfast takes up a whole lot of space.

*William* – We need a volunteer for after-breakfast cleanup.

*Becky* – Pizza delivered for volunteers should be delivered to door "A2". He could at least pull up to the curb here.

*Jen* – Domino's might be able to handle the volume better than Marco's.

*William* – See how much the discount is for Marco's.

*Jen* – Let's see if we can use them with Matball.

*Poonam* – How many concessions should we order for volunteers? At the end we started selling for \$5.

*Jen* – First round, do 20 pizzas to get us started, and second round do 15. If we run out...

*Poonam* – I'll do concessions. Then William can do lunch so he can sign for it.

*Jen* – Hot dogs do need to be picked up.

*William* – It's beef hot dogs. They are free. If you don't want that, then get a pizza. The popcorn machine needs to be started early or else you fall behind.

*Jen* – Maybe we ask the Minwalla girls to do popcorn because they like to do this.

*William* – Popcorn is so cheap. If we throw or give some away then it's okay.

*Poonam* – Butter, no butter?

*Jen* – It's prepackaged. It says on the package. No choices with concessions.

*Poonam* – I met a child who was allergic to the butter in the popcorn.

*Becky* – Parents will know.

## **Matball**

*Jen* – Schedule? Paul? I think he has a vision but I don't know what it is right now. The format is changing with the four teams.

*Alex* – It'll be more championship-based.

*Jen* – One intermission will be CDC dancers. How many intermissions will we have?

*Becky* – Two teams will play each other, intermission; then another two, intermission; then the last round. There will be 3 rounds and 2 intermissions. First one should be CDC dancers and teachers; the second should be the kicks.

*William* – With the CDC dancers, I asked for a short program, about 5 minutes long.

*Jen* – The face painter is confirmed.

*Jill* – We will have 2 painters from one company so the line will move faster.

*Jen* – Dollar kicks \$1 will need trusted volunteers to help collect money. If anyone on Exec can help then that would be great. Jeff Geurin was doing it last year and Deb Perry was too.

*William* – They literally just kick the ball for \$1 but it's an exciting time for them.

*Jen* – Last year we had someone collect money at the front with Square. There were teacher volunteers up front too. The volunteer list goes to teachers first before the rest of the community

*Jen* – Novelty items: wands – ordered 30 of each of the Hogwarts houses, so 120 wands total. I need to order boom sticks. That's the only thing we have left to order. We will also sell leftover capes and extra spirit wear inventory.

*Alex* – If we have 4 teams and we just have 2 teams play each other then a championship game, that's only 1 intermission. If you have the winners play one and the losers play one...

*Becky* – There would be an intermission after each game.

*William* – Should we expand it for more sales?

*Lisa* – There will be two teams that don't play each other.

*Jen* – If everyone plays each other then it gets too long.

*Poonam* – Should we have some backup in case of additional intermission?

*Jen* – If we need it then it'll be dollar kicks again. We had the teacher dance and a couple years ago we had kids dance with the teachers.

*William* – Bach 2 Rock is confirmed that they'll be there. Gokul will attend. We have to tell them to play the "kids set".

*Alex* – Matball dinner for staff, PTA sets that up?

*Jen* – Last year we did Moe's. We can do it again. It's easy, they come in, set up, and break down.

*Becky* – They liked it because it was different.

*Lisa* – No pizza because we do so much pizza.

*William* – Glory Days for Matball – I've sent an email but no reply yet. Kat's boss said "yes" and copied me. I don't think it'll be a problem but I wanted to let you know it's still out there. Chick-fil-A would love

for us to sell sandwiches. They're not supposed to give a discount. You buy at menu price and can sell for up to \$5 at the event. Last time we could only sell up to \$4.50.

*Poonam* – Are they giving us chicken nuggets too?

*Jen* – No, no chicken nuggets at concessions.

*William* – It's up to you guys if you want to add sandwiches.

*Jill* – Were we short on food last year?

*Jen* – We had a really low number of people come to Matball because of sports. It was in April and not well-attended.

*Lisa* – Shirt sales for this year: we sold \$1,200 in shirt sales. That's 80 shirts.

*William* – Cub Scouts asked to do flags for opening ceremony.

*Jen* – What about Girl Scouts?

*Poonam* – If you have both then how does it work?

*William* – One has to do actual talking and one is there to support.

*Jen* – I want to pull in as many kids as possible. These are the events that these kids like. It's nice to do both.

*Alex* – We have 2 teams to start the first game, right? Boy Scouts could walk out with one team and Girl Scouts with the other team? Two sets of flags and then let Gokul do the National Anthem.

*Poonam* – So we just do one flag, right?

*William* – We don't have to decide that one right now.

*Jen* – On volunteers for Matball: We have to bring the popcorn machine over to Freedom. Setup is at 5, right? As soon as we can get over there. We need to meet with custodial staff to see around and where we want to set up. They started the whole meeting in advance last year. It's a quick walk-through.

## Other Items

### Budget

*Lisa* – I don't have a ton with budget. I'm paying after school providers because we just got everyone's W9. You can see with expenses I've spent about \$11,500. We have \$25,617 income. Current profit is just over \$14,000 but that's not paying teachers. We will end up making about \$5,000 total. Tez made \$245 in concession sales at Odyssey of the Mind. Also, do we want to do a spring spiritwear?

*Jen* – Yes, I'd like to get a spring spiritwear going. People are asking. Will Jeff do it next year?

*Lisa* – Yes, he will. I know you want to add Chromebook covers.

*Jen* – I would preorder the Chromebook covers for Back to School Night.

*Lisa* – I would be wary on numbers. Those will sell but let's not overbuy. They are one size fits all.

*Jen* – You can pull these out at every event. They aren't size-specific.

*William* – Will we need this before school starts? They might not realize they're getting a Chromebook. When will they know?

*Alex* – I'm not sure the answer to that.

*Jen* – Also, the Chromebook size. We need to know what size before we order covers. With the spiritwear shirts, people liked the new "retro" shirts as opposed to the bird.

*Lisa* – We need to start spending some money.

*Jen* – We have to bring it to the General Meeting if we want to spend money on a big-ticket item.

*Becky* – I'm sure Paul has a long list.

*Jen* – Historically we haven't touched the PE Department.

*Alex* – There is a grant proposal in for a sensory room.

*Jen* – I don't want to go to technology anymore. We replaced some things.

*Lisa* – We made more this year because we weren't banking on after school.

*Poonam* – We should also keep some money aside for contingencies.

*Jen* – We usually keep \$7,000-9,000. As PTA we can't carry it over.

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

*William* – Programs that didn't go: 5<sup>th</sup> Grade Percussion, Middle School Ready with Computer Basics, Games Games Games, and OMG You Can Juggle. Programs that went: Crazy 8's, Girls Who Code, Mad Scientist Experiments, Spanish for Beginners (taking a small hit on this but hoping it'll establish the program here), Girls Excelling in Math and Science (GEMS). Vendor programs that were most popular: Kids on Canvas was very popular, Girls Who Code, Mudskippers Pottery, Chess. The tennis ones didn't do too well.

*Lisa* – I haven't heard anything yet from the IRS about our 1099 fines but we will see.

*William* – We need to put the 1099s into the record. They're due at the end of January for the next year. That's fine for this year.

*Jen* – We thought we had to submit payments to teachers in upcoming year as opposed to this year.

*Lisa* – We do taxes based on fiscal year and not calendar year. I assumed I'd turn it in then but I had to submit for teachers so they could do their taxes. It's a tiered penalty depending on how late we are.

*William* – Send out current 1099s right away for current vendors. That way next year the treasurer will say, if they want an after-school program here, they'll need to set up 6Crickets.

*Jen* – How has ASEP gone up front?

*Becky* – It's been way better than the fall. We haven't had vendors bringing kids to the office.

*Jen* – I wish I knew about that beforehand.

*William* – With registration I asked one person to register after we closed registration. We threw her in and that was quick.

*Lisa* – I think this was for a vendor program.

*William* – We had one a week later and then three days ago. Silver Knights asked for one. I said sorry, registration closed two weeks ago.

*Jen* – Logistically from a kid safety standpoint, it means there's a lot of places a kid can get lost. When a kid gets added late, we may miss something. It's not good.

*William* – It causes other issues. It's not a space issue.

*Jen* – I'd be more lenient in adding a student late if it would directly help our PTA or our teachers, meaning if they wanted to go into a teacher-led program. Still, that same ripple effect happens. We get \$20 for every kid that goes into Silver Knights, whereas we get \$150 for every kid over 6 enrolled in a teacher program. These things go right back to Liberty.

*William* – We had a scholarship request and addition request from the front office. Nicole asked Dana and then Dana asked us.

*Becky* – We need to make sure everyone knows there is a deadline. If we don't know scholarships before deadline then that can't happen. As long as people know it ahead of time... I don't know circumstances of that situation.

*Jen* – I love scholarships.

*William* – Jen won't say no to people, so I go on there and say "Sorry, registration closed". For the scholarship it was "oh hey this is happening" instead of asking us.

*Jen* – The scholarship request wasn't for one of our teachers' programs. Adding someone to a teacher-led program is super easy. For a vendor program it's trickier. For me it was making sure they are covered liability-wise. It was for Overtime Athletics. They have their own insurances.

*William* – We'll just make sure everyone knows the deadline next year.

*Jen* – We need to push the keyboarding a bit more. My kids spent more time going to after school homework places finishing up keyboarding homework. We also need to change the advertising for this – “Type to Learn” was used in the past. Next year we should open percussion to 4<sup>th</sup> and 5<sup>th</sup> grade.

*Alex* – The kids won’t be jazzed to go to keyboarding.

*Jen* – If anyone can sell it, Nicole can. It’s just a marketing thing.

*William* – Some of these programs were girls-only which was tough for the other programs.

*Jen* – We raised Spanish to more grade levels after parents asked about it. Mad Scientist is being talked about a lot. They’re like “oh that sounds like fun!” Again, that’ll continue. These programs will grow.

From a PTA standpoint talking to these teachers, I’ve enjoyed the teachers show their love of a particular area. Turner is excited to teach science. Natalia has a background in Spanish and she loves this program. Emily would have done a great job with juggling. Having the teachers teach something they absolutely love is very cool to watch.

*William* – The Spanish class is billed as an “intro” level Spanish, not an age level thing.

*Poonam* – I wanted my son to take Spanish, but I didn’t want him to learn with just kindergarteners.

*Becky* – We are talking about how we do chorus next year. Perhaps they’ll meet in the mornings next year. It’s not definite but we are talking about logistics.

*Jen* – There are 150 kids there in chorus not participating in our programs.

*Poonam* – If they have parents who know the language, they won’t enroll in introductory Spanish.

*Becky* – Natalia works with kindergarten so that is her experience and where she’s most comfortable.

*Smitha* – The tennis ones aren’t as good as they are supposed to be. They were talking about prizes and treasure boxes. I can ask if my son can go to 3-5 instead of K-2.

*Becky* – Next year I can’t keep kicking YMCA and CASA out of the gym. I had to put tennis in the hallway. CASA and YMCA have so many kids.

*Jen* – We were only supposed to have a half gym.

*Becky* – Weren’t there two sports things in there one day?

*William* – Reviewing the schedule, there is Tuesdays only with tennis and chorus.

*Becky* – As soon as it’s nice, tennis will go outside. Basketball was worried because having CASA and YMCA in there when throwing balls, there’s liability. If someone gets hurt or takes a ball...

*William* – Abrakadoodle – The Young Artists got less than half the number of Kids on Canvas.

*Jen* – Mondays we wanted to push a 5<sup>th</sup> grade program. They would have done a second-grade program. That was my call. Monday was also percussion, juggling, crazy 8’s, and basketball. A lot of things for older kids and nothing for younger kids. I wanted to keep it so we weren’t taking away from the other older kid programs like Crazy 8’s. I tried to get Shea to do an art program but she wasn’t interested.

*Becky* – When you teach all day... and the specialists only get one break plus lunch. Art can be very energy-sucking so the thought of a longer day...

*Jen* – There were a lot of parent requests for her.

*William* – Vendor/PTA share was \$1,520 (what we got from the vendors) - \$95 scholarship. For teacher-led programs it was almost \$3,600.

*Alex* – If teachers are successful and happy with how it’s going, word will spread.

*William* – I talked to someone’s PTA after school coordinators and they are entirely teacher-led. They do payments as a grant so they don’t have to worry about 1099s. They were a patent lawyer so they knew how to set that up.

### **Spirit Nights and Sponsorships**

*William* – How was Chuck E Cheese’s? It was tough on a school holiday. No more spirit nights on Mondays or school holidays. We just had Living Realty sponsor for Teacher Appreciation Week.

## 5<sup>th</sup> Grade Celebration

*Smitha* – Coy needs some checks for 5<sup>th</sup> Grade Celebration. She's right at the mark and she said she will go over budget by a little bit.

*Lisa* – I told her in advance that if she needs to spend more then she has to come to us. She has to print out the reimbursement form online.

*Smitha* – She wants to know about connections and outlets. They'll bring whatever else is needed.

*Jen* – This is good for a specific 5<sup>th</sup> grade celebration meeting. We have to bring it to something like that.

*Alex* – They've been giving us a hard time about inflatables and stuff like that. They send the county guy and there are forms to fill out.

*Smitha* – Some of the vendors are new. Someone's insurance is expiring in April.

*Jen* – I spoke to Grace Bell yesterday about starting the slideshow. There was the 5<sup>th</sup> grade celebration, the party, the promotion ceremony which includes the slideshow and the talent show...

*Becky* – Does Courtney know that?

*Jen* – I talked to Courtney to say we have someone in charge of it this year. The teachers shouldn't be doing that; it's a lot of work. It takes a lot to get pictures from parents and input them into slideshow. Grace is a room parent so I put her into talking to Courtney about what needs to happen.

*Smitha* – If we need more people, I'll talk to her about this.

*Jen* – I got her name that she wanted to head up 5<sup>th</sup> grade celebration. The talent show is the next thing.