Executive Meeting Minutes

PTA: Liberty Elementary School PTA, Executive PTA Meeting
Date: February 27, 2020
Time: 8:00 a.m. – 9:30 a.m.
Board Attendees: William, Caitlin, Lisa, Jill, Tez, Poonam, Smitha, Paul

I. Call Meeting to Order at 8:00 by William

II. Approval of Minutes by all

III. Reports of Officers
   • Events and Committees - Smitha Tumuluri
     o No events to report on.
   • Treasurer’s Report - Lisa Geurin
     o Received email from last year’s 5th grade lead with a reimbursement request for $789 for promo items from last year. Need to decide if and how much to pay out, and where it would come from. Will double check no duplicate receipts. Should have come out of last year’s budget not this year’s. She was $400 under at the end of last year. Lisa told her last year if over $299 we need to vote. Paul thinks we should not set a precedence that volunteering to chair something could lead to losing money. PTA can cover it more easily than a parent, and the PTA revenue comes from parents. Long term this could give the school a bad reputation via word of mouth. We have the extra money from after school activities. William notes the issue is that it was more than the budget and last year’s board was very clear about not going over. Poonam says we need to be careful because it’s a parent, and we don’t want other parents talking and assuming this is okay. We need to vote in more money at next general meeting. William does not want to spend money on something from 8 months ago, from last year’s budget, and parents need to be accountable. Paul says pay in full from this year’s budget, vote in $783.66, but make it clear this is not how reimbursements work. $4,000 for this year is probably more than needed based on previous years’ numbers. Poonam says we should invite the parent to come to the meeting where it needs to be voted in.
   o ASEP: Awesome this Spring! Profit should be just over $13,000 for Spring only, just over $20,000 for year. Still some expenses and paying teachers, but we budgeted $10,000 for year. $30,000 in budget doesn’t reflect $10,400 still to spend in teacher payments. Many more teacher classes this time. Any enrollments over 8 makes a profit. Went from 6 to 13 teachers this year. Not as many vendors helps because they cost more.
   o Dining Nights: Haven’t seen checks yet for recent ones. Ashburn Ice House was last check at $124.80. Another $48 deposit from Amazon.
• Principal’s Report – Paul Pack
  o Teacher Appreciation: When do we need participation numbers for Bowlero? Alicia hoping to put a deposit down soon, will get an RSVP date. Summit Ropes was a big hit, should get another big turnout.
  o PE team is going to lead next General Meeting. Combo of fitness stations and ideas for families to promote physical fitness. Will put out connect ed.
  o STEMmerday: PTA puts out call for breakfast items for volunteers. Need to do this soon. 7am drop offs, good turnout. Everything going well for STEMmerday. Teachers are so great with everything they get done. Theme is STEMmerday Goes Hollywood. Back of the map will be a list by career track, color coded on the front. We want to drive home the point that we’re trying to expose kids to STEM opportunities. It’s not just a fun day but helps with career readiness also.
  o iPads: Recent purchase was $900 or so. Still need more, probably wait another week until we see the ASEP profit. We want to vote into school request budget line. Paul doesn’t want to give the impression that we’re refreshing all iPads since we got Chromebooks. 20 of the latest would be sufficient for current smart lab and tech needs, replace those maybe every 4-5 years. Not worth trading in. Library could use the old ones.
• Fundraising - Jill DeLorenzo
  o Sponsors for STEMmerday: Five confirmed. Need to know where in the school they will set up. Paul says right outside gym between gym and café. High traffic area because of battlebots.
  o Partnership Breakfast: Two sponsors confirmed. Paul needs RSVP number from PTA today. They recognize all school biz partnerships, award a few winners. At the National Conference Center March 13. Reynolds Team and Omar Orthodontics will each send one. William, Poonam, Jill, maybe Tez attending from PTA.
  o PTA Meeting Raffles: The raffle items are both physical fitness theme. Propel and Ashburn Ice House. Will advertise the raffle combined with PE presentation.
  o New Sponsor: Expressed interest but maybe hold off until next year since we only have one event left.
• Volunteers - Poonam Upadhyaya
  o STEMmerday: March 7, signup is out for concessions and breakfast. Will start pushing a little closer to the day. Paul asks if PTA lunch and coordination is set up. Paul asks if the $7,000 is only the operating budget for event, $6,800 spent already. He can absorb overage, but hoped there were separate lines item for event and lunch. Was lunch coming out of $7,000? Let Paul know if he can cover the lunch instead from STEMmerweek camps. Should Dana do it or PTA,
and who is paying for and coordinating it? $1,095 was past lunch amount. William says we have enough money. Lisa asks to vote to cover it once we know how much to feed 240 volunteers 30 pizzas plus salad. Poonam was short last year for pizza concessions at 40, will order 50 total this year.

- Spring Picture Day: March 16 and 17. Signup to go out in a couple days.
- Kindergarten Registration: March 18, working with Anaheeta on signup.
- Matball: Signup ready. Anaheeta suggested one more admissions volunteer. Already added popcorn extra. Need to check concessions inventory from Bingo to see if we need more for STEMmerday then Matball. Need to schedule popcorn machine cleaning volunteer for both.

IV. New & Ongoing Business

- ASEP
  - Started with a good week, then several kids late to be picked up this week from teacher classes. Will communicate to teachers the policy to excuse them from the class for late pickups. Paul doesn’t want teachers to be the bad guys, email needs to come from PTA. William will email teachers to let them know the policy. Late is late. Teacher has discretion to excuse the student.
  - Will try to work with other chess vendor because the rating is low and it affects registration. William reached out already. Issue with Silver Knights is the credit card vendor.
  - Bollywood interest was not good, but still on the list for potential class. Smitha says the interested vendor was only dance.
  - Dramakids got enough but not historical turnout.
  - Art class filled early, added second teacher.
  - Would love more physical activities. Paul says we can’t break deals with YMCA and CASA for space. Follow up with Becky, who thought it could work out. Can’t have two age groups for tennis because of space.
  - Spanish started slow then filled. Would love to see sign language.
  - Board games and scrapbooking did not make it.
  - Need chair for next year.

- STEMmerday
  - Need breakfast items request to be sent out. Who can be here for teacher lunch to handle the bill? Chelsea and Katie handle volunteers. Need petty cash for concessions and card readers. Paul says we can use school iPad for card transactions. Popcorn station is one-hour shifts, as well as cleaning after. Cub Scouts will be here, but they are coming later this year. William says we need 6 people for concessions. Jill wants to know when vendors can get in, Paul will be here at 7am. Event starts at 10am.

- Matball
  - Hot dogs confirmed from Glory Days. Pizza determined by Marcos success at STEMmerday. Admission is $5 individual, $20 family. Member Hub now shows the prices. Shirts will be in before the event. Will we need help getting them out? Lisa says Jeff and Anaheeta usually
handle it. One free admission and entry into Disney raffle per shirt. Pay for entry for other raffles, $1 per ticket, $5 for 10. Add volunteer request for raffle table and 3 for dollar kicks.

- PowerWorx dance performing, wants second intermission with teacher dance. Dollar kicks at the first intermission. Raffles at the end, must be present to win. Don’t need to sell souvenirs.

- **Muffins with Mom**
  - Coordinator is Hema Patel. Smitha will check on last years’ orders.

- **TAW**
  - Alicia Vaughan looking into themes, needs Bowlero reservations ASAP for May 7. Have Golly Waffles, no parent food donations. Need donations of gift cards instead for raffles. Poonam requests minimum number, William says no minimum or cap. About 75 should be enough. Sarah Enos cake raffle already secured.

- **2020-2021 PTA Executive Board Positions**
  - Lisa has gotten two emails from only current members. The nominating committee is in bylaws but has not been formal in years’ past. Smitha suggests it needs to be formalized and go out to all members. Jill has had one person show interest.
  - Need school supply chair immediately.

- **Open discussion**
  - CDC and Loudoun County guidelines were sent out by Paul for the coronavirus. Procedures for cleaning already in place. [https://www.lcps.org/site/default.aspx?PageType=3&DomainID=1&ModuleInstanceID=274904&ViewID=6446EE88-D30C-497E-9316-3F8874B3E108&RenderLoc=0&FlexDataID=371629&PageID=1](https://www.lcps.org/site/default.aspx?PageType=3&DomainID=1&ModuleInstanceID=274904&ViewID=6446EE88-D30C-497E-9316-3F8874B3E108&RenderLoc=0&FlexDataID=371629&PageID=1)
  - Jill needs help from April – June for bulletin board. Flyers to be stapled as needed. Caitlin can change it out as PTA events come up.

V. **Announcements**
- Mar 7 – STEMmerday
- Mar 10 – PTA General Meeting
- Mar 19 – Matball
- Mar 26 – Spirit Night: McDonald’s
- Apr 22 – Admin Prof Day
- Apr 30 – Muffins with Mom
- May 1 – Muffins with Mom
- May 4-8 – Teacher Appreciation Week

**Adjourned 9:36am**