Executive Meeting Minutes

PTA: Liberty Elementary School PTA, Executive PTA Meeting
Date: September 26, 2019
Time: 8:00 a.m. - 10:01 a.m.
Attendance: William, Smitha, Jill, Lisa, Caitlin, Poonam, Paul, Tez, Stephanie

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

II. Approval of Minutes: Motion by Caitlin, Second by Jill. Approved.

III. Reports of Officers
   • Events and Committees - Smitha Tumuluri
     o Children’s Diversity Night volunteers, do they know what they need to do? Signup or google form will be used. Need names of all teachers and grades. Becky is working on a google form, can make a copy for PTA. Smitha will talk to them.
   • Treasurer’s Report - Lisa Geurin
     o Laps for Liberty: Some expenses not yet calculated, shouldn’t be much more than $5,300. $22,700 to Anne as of Thursday (9/26) morning. Some credit card donations not accounted for yet. It’s low, hopefully more incoming. Paul notes that every year money trickles in, even though we won’t hit the mark, we shouldn’t stress. Will continue to send reminders until Oct 3 deadline. We have $11K in school requests. The PTA budget will still get funded, just take off school requests. Can do additional fundraiser if we want. Events that aren’t supposed to be fundraisers do bring in some money like Bingo and Dance. A lot of carry over, had $18K in account.
     o After school activities: After school programs and vendor classes doing well. Paying 8 teachers $800, budgeted $5K. William wants to see if we can get more space. Can after school care use half the gym? Paul explains the Parks and Rec and YMCA request is put through annually.
     o Memberships: Paper memberships haven’t been paid out yet, William says it should be automatically paid, which is the purpose of Member Hub. Lisa still has to get Anaheeta’s collections, waiting for rush to die down. Will do this month.
   • Donuts with Dads: Will Smith (Absent)
     o Should not be any more expenses, so we need to get the total and ask for that much more money. William questions if we will keep doing that and spend $600 in donuts every year? $620 over budget, need to vote. Confirmed we’ll cover costs and vote it in. Shirts and stress balls were $1,143. Did not include first round donuts. Why are muffins only $500? Lower because they are cut in half and Costco muffins are bigger. William suggests always schedule DFD for two days alphabetically. Thursday/Friday split. Paul requests not Sept 11 again, they aren’t staying for assembly anyway and it’s too busy.
• **President’s Report – William Perry**
  - Thank you to everyone. 😊

• **Principal’s Report – Paul Pack**
  - Requesting new date for Children’s Diversity Night, due to Superintendents’ visit, which will create a lot of work at school. Don’t need PTA help, but hosting 110 Sls Oct 17 during the day will be tough for teachers to stay for CDN. They are already doing so much with tours. Can we move CDN to 24th or any other day? Jill says only potential conflict is the Disney tickets, but shouldn’t be a problem. Voted in for Oct 24. Will need to reach out to committee chairs to change dates and signups. Poonam will send an email to volunteers to refer them to the chairs. Calendars will be updated.

• **Fundraising - Jill DeLorenzo**
  - **October Spirit Nights:** Velocity wings, Thurs Oct 3, is usually successful. New vendor Thrill Zone, Mon Oct 14, will do laser tag and arcade. It’s a school holiday. Advance sign up required for laser tag, but not payment, to balance teams. Will put out sign up soon, 24 kids per game. We get % of arcade game card sales. Spirit Night schedule is set in stone, need dates out there. Companies that have reached out: The Zone, Dulles Golf.
  - **Marcos Pizza** will support Bingo night with deal, order 40 get 10 free. Poonam used for Stemmer Day and went well. Marcos hosted summer spirit night, but no benefit for them so they won’t be doing it again.

• **Volunteers - Poonam Upadhyaya**
  - **Laps:** LFL and Stemmer Day are where we need the most volunteers. More than 200 came for Laps. A lot showed up when it’s most needed at end of day, no problems.
  - **School Store:** Paul describes a student-led system modeled after high schools where students with disabilities run the store. Becky and a SPED teacher will have a couple 4th and 5th graders run it to practice math skills. Open Mon-Fri, staff supervised. No longer responsibility of PTA. Will bring it new life with a formal relaunching. All in favor!
  - **Children’s Diversity Night:** needs some crowd management.
  - **Volunteer Hours:** should be tracked so that anyone who needs volunteer hours accounted for can get signed off. Poonam confirmed.

### IV. Event SWOT (strengths weaknesses opportunities threats)

- **Laps for Liberty:** Went smoothly, everyone knows what to do. Pre-K didn’t need laps counted, don’t need volunteers going forward. Will continue tallying laps only, not pledges, because we can’t hold them to the pledge anyway. Paul reminded teachers there’s no pressure on students for money. Identifying running effort and spirit separates us from booster-thons, where there’s too much pressure. The kids without the means can be bullied if they can’t pay up, so it’s unfair to spotlight classes based on pledges. Numbers of laps and posters should be celebrated, not the money. Don’t want parents feeling nickeled and dimed all the time, and kids begging parents who can’t afford it. What PTA does is above and beyond the tax support everyone contributes. William would like a contest of some sort, maybe number of laps. Poster contest already done by staff. Winning banners will be displayed in the gym, since they’re not running through them anymore. Need something more than the streamers to run through, maybe balloon arch. William suggests they compete for highest

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• President: William Perry  • Treasurer: Lisa Geurin  • Vice President, Events and Committees: Smitha Tumulur  • Vice President, Fundraising: Jill DeLorenzo  • Vice President, Volunteers: Poonam Upadhyaya  • Corresponding Secretary: Tez Nettimi  • Recording Secretary: Caitlin Palmisano  • Principal: Paul Pack
average number of laps per class, winner gets class Oreo party. Need to give food info to nurse. Tez wants to give heads up to parents marking cards not to block the way. We need to change cards to include more marks to 36. Other side will have info. Noted other schools mark on T-shirts. All agree volunteers can’t easily tally and would require touching kids.

- **After School Enrichment Program:** Jen communicated with teachers, was nice to have someone at the school do that. GEMS class losing money because it’s one student shy of 8 minimum. Basketball, Spanish, gymnastics did well. Gymnastics has a wait list. Mad Scientist maxed out so we increased and added teacher. 21 participants. Need to work on communications, Jill has been coming to make sure things running smoothly. Only one issue with child whose parents wanted him to bike home, despite pick up requirement. Paul says we can decide to give refund or make exception to bike, but more requests may come up. Summer camps don’t have that issue but it could become one. Poonam notes in worst case scenario the waiver won’t matter if something bad happens. Bigger issue is they are alone, no office staff, crossing guard. Also Freedom dismissal time. Paul willing to talk to parents and explain safety constraints.

- **PTA Information Night:** Presentation was great, but only 7 parents showed up. Maybe it should be before LFL next year. Clubs need to start right away when school starts, which requires better communication. Will send out a notice at the beginning of the year to clubs to sign up so we can set up a better fair-style info night. Tez would like to have a flyer at BTSN, but William doesn’t want to promise programs that may not be available. Hopefully earlier action next year will serve better.

V. New Business

- **Disney tickets:** One day park hopper passes. Run like a grant and approved in Spring. Receive tickets after completion of family volunteer project which is CDN. Signup.com is where families will go to register. Might need photos, and to write report. Need 15 families to volunteer to be eligible. Sign up for CDN per normal, with separate sign up for Disney program. Tickets come 30-60 days after report submitted, January. We should incorporate into Bingo Night or Matball. Would drive more people to Matball. How to give away? Volunteers at CDN should get extra perk of chance to win tickets. Poonam says to create activities to involve parents and children. Jill says any table counts as long as they are working together. Paul suggests give out a raffle ticket with each Matball ticket and volunteers get extra tickets. William wants this to be another benefit of being a PTA member. Jill thinks majority events should have PTA member price and non-member price.

- **Reflections:** William took a class and decided to narrow categories down to three. Take off music composition, if it requires writing music. Keep dance, literature, photography, visual arts? PreK-2 and 3-5 categories. Music teachers joined to answer music composition questions. This age can perhaps handle the very basics of ordering sounds. If they can submit a piece they’ve played, and not written, then let’s leave it in. William to find out Reflections requirement. Week of Nov 11 collection at school. Notice goes out asap. Judging the following week. 1st place winners go to districts, and so on.

- **National PTA School of Excellence:** Set up survey for parents, paper and online. Getting feedback is first step.

- **School Dance:** Was going to be country theme. Our school population may not be interested in that theme. Changed to country vs. pop to appeal to wider audience.
• **Bingo**: Got 3000 cards, no repeats. Don’t want to have duplicates at the end. Do we need to play 3 grids at once? Better to have one winner than several each round. Stephanie would like to try one at a time. Caitlin would like to cut down on the greed/aggressive factor. Announce beforehand that any ties will be decided by dice roll or other tie breaker. What’s gym capacity? When tables are set up it changes numbers. Need a safety statement and sell limited entries, regardless of if you are playing. Free and reduced still get discount. Keep food setup in back. Can parents and non-Liberty students also play? Stephanie says yes, they are paying for entry so they can play, and it’s a family event. Online ticket sales only and will shut down when 500 limit is met. (Stephanie will run it by Paul) If no home internet they can contact PTA. Charge $10 per entry and $5 for PTA Members. Get discount code to send to PTA member list for early sign up and lower cost. Announce advantage to sign up for PTA before Bingo tickets go on sale. Babies 0-2 are free, but no strollers in the gym.

• **Open discussion**: Should chorus students pay $75 like LRE? Historically free, so not at this point.

VI. **Announcements**

• October 1 – General PTA Meeting
• October 2 – Custodial Staff Appreciation
  - There are 5 total staff. Have cards signed at PTA meeting. Changeover at 2:00, have table in custodial office stocked with snacks, treats, and drinks. Add budget line item, or include in staff recognition. Caitlin will buy and set up that morning.
• October 3 – Spirit Night, Velocity Wings 4-8p
• October 14 – Spirit Night, Thrill Zone 4-6p
• October 17 – Children’s Diversity Night (Will be changing date to Oct 24)
• October 23 – Bus Driver Appreciation Day
  - Get their own day going forward. Done at arrival. Stephanie suggests bring items to them, so they don’t have to come inside. LCPS school buses only. 6 drivers and 1 assistant. Make up a menu and have them fill it out Friday before. Stephanie will hand out. See if we can get gift cards donated from Panera or Dunkin if we order through them. Have cards signed at PTA meeting. Add budget line item, or include in staff recognition.

Adjourned at 10:01am