Executive Meeting Minutes

PTA: Liberty Elementary School PTA, Executive PTA Meeting
Date: October 31, 2019
Time: 8:10 a.m.– 9:30 a.m.
Attendees: William, Caitlin, Lisa, Poonam, Jill, Smitha, Paul

I. Call Meeting to Order: William 8:13am

II. Approval of Minutes: Approved by all

III. Reports of Officers

- Events and Committees - Smitha Tumuluri
  - CDN: Under control by two leads, Vijaya Durga Laddika and Ramadevi Chedalla. Jill is settled with Disney signups.
  - School Dance: No follow up in past week or so. William in is contact. The food issue has been settled. The flyer has put out, theme is good. Full dinner was rejected by PTA. Not necessary and don’t want people paying once they’re in. Water or juice depending on budget. William says Member Hub now has option to pass fee on to PTA instead of parents, which is nice. Square changed their site and it wasn’t working correctly. Lisa needs to go into Member Hub to see financials.
  - 5th Grade Celebration: Sapana asked Smitha if we have enough money. William says PTA funds part, anything extra needs to be raised by 5th grade. PTA budget was increased from $3,500 to $4,000, and it does eventually benefit all kids once they reach 5th. Caitlin notes that we haven’t had contact with former chairs and looking for any helpful info. The party will be Wednesday, last day of school June 10th. Bach to Rock DJ’ing for free in exchange for advertising. Will let teachers know which day. Half and half activities works well according to Paul, use gym for Bingo and outside for games. Caitlin has contacted 5th grade teachers to see what has worked well in the past. Paul notes that someone from safety and security will check on inflatables, electricity, volunteers, etc. Vendor needs to provide as much info as possible for approval at least a week ahead. Smitha will send Caitlin the list of approvals. Should we add another space for the extra classes? Don’t want to isolate kids from friends. 5 and 4 classes divided should be okay.

- Treasurer’s Report - Lisa Geurin
  - Laps: Grand total of $32,678 profit. Hit the goal! Still a little trickling in.
  - School request fund: Last year we had usual $8,000 or so, voted to move in $20,000 for flex seating and $5,000 for mural. Any left was to carry over, $11,000, out of that $8,000 more came in. We never added to it, so we can do that. Paul says whatever PTA decides. Need to know the finite number so he can approve or not actual requests from teachers. Some money
wasn’t reflected. We didn’t go over $20,000, only $16,000. This budget reflects $11,000 in school requests which was probably flex seating. There was a misunderstanding on what PTA allocated for school requests. Don’t have much extra right now. Spent $3,000 on SR so far, can we put $5,000 in? William says if expenses stay the same, we’ll only have $1,000 left from Laps. Let’s do $2,500 for now. Paul says primary grades used Seesaw, that was $1,000, which could come from PTA if we had it. End of the day, how much is available? Lisa says let’s do $2,500 now, which leaves $1,500 real dollars left to spend in the Fall. If there’s more later, we’ll allocate it then. We will have a surplus at the end of the year. For the next budget, the number will be a real amount. Afterschool Enrichment made $7,000 this year so we can probably put more money in before April. Did we pay Shea second half of mural? Lisa will double check. If she didn’t get paid, wipe out the $1,500 and make up other $1,000 from somewhere else.

• President’s Report – William Perry
  o Everything is going smoothly. Lost ASE coordinator, was more work than she realized. Smitha will recruit. Need someone ASAP for Spring classes. Jill can help during February. Library use was tough transition but working well now that they know to set it back up exactly as it was. Smitha is willing to be ASE coordinator as long as she can do it from her home at her own time. Chess is working but is geared toward advanced chess students, not like Silver Knights where it’s for all levels. Keep them if people are not complaining. Paul says if there needs to be communication with anyone on staff, let he or Becky know and they’ll handle.

• Principal’s Report – Paul Pack
  o Updates on Liberty website, new format. Going to work on formatting and organization. Not sure if it’s as user friendly. Jill says it finally looks how it does on Blackboard. LCPS is doing different communications so look for updates there. Paul working with admin on Paul VI due to same exact start and arrival times as Liberty. Students drivers on the road while elementary kids are walking is an issue. Send any questions to Paul.

• Fundraising - Jill DeLorenzo
  o Giant has bag sale, we’ve earned about $10, very nice of them. BoxTops earned $296 for first contest, which is low due to online submission. Some schools set up table at the grocery store and ask for receipt donations. Budgeted $500 for the year.
  o Spirit Nights: McDonalds, get straight percentage. Nov. 19. Fitness Equation in December, Parents night out. $20 per child. Potty trained to age 14. $5 per child goes back to PTA. December holiday shopping babysitting opportunity. Flyer will go out after November.
  o Disney Tickets: We have enough parents signed up for tickets. The more people loaded into signups, the more tickets we get, and kids count toward numbers. PTA board will also sign up. Teachers also have signed up, and count. Who from PTA will be there? Lisa, Poonam, William, Jill. Jill will send reminders. If we get up to 75 volunteers, we get 20 tickets, which will be 5 packages. Jill has started applying for more tickets, like to sports events, in anticipation of Mat Ball and other opportunities to give away. Wolf Trap already agreed.
  o Over summer, Jill solicited local businesses. Game Stop offered Black Friday sale items for cheap purchase.
• Volunteers - Poonam Upadhyaya
  o CDN: We need 75 volunteers for Disney tix, but what will they be doing? Options are set up, workshops, clean up. Only 15 or so needed at crafts. Right now, we have 20ish. Poonam will send out emails for more if we have jobs for them. Many opportunities in November for volunteers, need to ration requests. Lisa suggests craft table rotations if we need more people working. Cut off is Nov 6 at midnight to sign up. Should we provide concessions? Pizza or just candy? William says only if we get enough volunteers, we’d need 50 more. Let’s assign volunteers when they arrive, besides set up and clean up which need to be secured beforehand.
  o American Education Week: Things have been scaled down. Not many contributions needed from parents. Don’t need breakfast items and food.
  o Vision & Hearing Screening: Nov 14 & 15
  o Dance: 27 volunteers needed. Williams say we need a lot at the beginning, not too many during, and a handful at the end.
  o 5th Grade Celebration: Weather contingency? Caitlin will talk to Paul.

IV. New & Ongoing Business

• Children’s Diversity Night
  o Covered above. Info from last year helpful.

• School Dance
  o Covered above. William will check ticket sales, only deposited on Mondays. Volunteers checking in students will have a list.

• PTA Programs
  o Reflections – due November 15
  o Citizenship Essay – due January 15
    ▪ Free to offer. Sent directly to VA PTA, no work for us.
  o Power Plates – due February 3
    ▪ Free to offer. Healthy Recipe competition, includes photo. Paul suggests having PE teachers help promote. Sent directly to VA PTA, no work for us.

• National PTA School of Excellence
  o 60+ responses online, over 100 paper. Due by Nov 15. William needs before the weekend.

• Stem & Flower
  o Reached out to us for before and after school care and offer 5% kickback. Sponsored chromebook cases. They’d need to go through Paul, and he shouldn’t endorse one over another. May become confusing to be partnered with PTA, don’t want misinterpretation. Jill suggests just posting materials on peachjar. Need to edit flyer.

• Open discussion
• American Education Week: Monday morning is Golly Waffles, William needs to be let in at 6:30am. Hot chocolate bar, and usual offerings. Should we offer coffee in the big urn? Need to order if we don’t have any, and figure out how to use it.
• Newsletter goes out tomorrow. Getting good messaging from MSAAC. Paul says attach actual notes to agenda so parents read it.
• Next year we will need most positions filled by new members. William would like to have ASEP coordinator as a real position.

V. Announcements
• November 7 – Children’s Diversity Night
• November 12 – General PTA Meeting
• November 11-15 – American Education Week
• November 11 -15 - Reflections Due
• November 15- School Dance
• November 19 – Spirit Night: McDonald’s

Adjourned at 9:27am

Thank you cards received from:

Geri Weidner
Leah Gilbert