Executive Meeting Minutes

PTA: Liberty Elementary School PTA, Executive PTA Meeting
Date: November 21, 2019
Time: 8:00 a.m.–9:30 a.m.
Attendees: William, Caitlin, Jill, Lisa, Poonam, Tez, Alex

I. Call Meeting to Order at 8:01am

II. Approval of Minutes by all.

III. Reports of Officers

- Events and Committees - Smitha Tumuluri
  Sent via email:
  o School Dance: Went well, needed more volunteers. Crowd was well controlled. Cupcakes weren’t served until 7:15 and that disappointed kids and families who waited in line for nothing - needed more communication. Music - in the beginning was not child appropriate, he had to be told at least twice before it got better. I wasn’t there for the end so not sure if it went back to what it was.
  o Bingo: We need to push rules / themes communication after Thanksgiving, so people look for deals. A few people asked if spirit wear can be bought now, I said may be at bingo in Jan, is that right?

- Treasurer’s Report - Lisa Geurin
  o School Dance: Success, everyone loved it. William notes that during cleanup an extension cord was cut, PTA offered to replace. Dana said it would be covered by school. The hay was a cleanup issue. Ended up with profit of $647, budgeted loss of $500. Puts us up $1,100. Need to be clearer about parents not paying. Now have enough money for the increase discussed last meeting. Paid last school request bill that was on hold for Seesaw. Will wait to put more money into school requests until after Bingo. William wants a focus for next year. Look in May to see what admin may want.

- Principal’s Report – Alex Gray
  o Next general meeting will be PBL focus. Inform parents as to what that looks like, have 5th grade teachers present. Flex seating purchases are complete.

- Fundraising - Jill DeLorenzo
  o McDonalds: Very successful, never had a bigger turnout. Will get a nice check.
  o Fitness Equation: Getting some signups. Can open to community, but we don’t know how many spots there are. Jill will find out how many, would like to fill with Liberty first. Sign up through Fitness Equation email. Poonam suggests we collect signups, board agrees it’s too much work.
• Ashburn Ice House: Jan 10, a Friday night. Last year was in December. Hopefully more this year since it’s after New Year.
• Game Stop: Sale next week, good for bingo baskets.
• Free Money Programs: Since we emphasize fund raising, we don’t push too much. Will put it out there soon to remind people.

• Volunteers - Poonam Upadhyaya
  • School Dance: 18 volunteers. Created extra duties. William suggests popcorn machine cleaning. Need Chairs to tell us what they need in advance. The hay was mess, crew here past 9:30. Kerri had people here early and late, will send thank yous. Poonam says the early time slot seems difficult for parents. All agree many jobs could have been done the day before. Kids had a great time.
  • Book Fair: William discusses it is not PTA event. We don’t mind helping but we shouldn’t stress about the volunteers. Have 20, need 48.
  • Bingo Basket Coordinators: Need 44 signups, at least one per classroom. When there are extras, we assign to classes where no one volunteered. William says to push it before Black Friday.

IV. New & Ongoing Business
  • Disney Tickets
    • Jill says we got the approval for 20 tickets. Will receive in 30-60 days. Idea for awarding the tickets could be 5 winners (families of four). For larger families it will help toward their expenses. Because tickets were a volunteer program, at least one set should be for just volunteers from CDN (had close to 80). One entry per family. Dump the rest into Mat Ball raffle, to be included with ticket. William says they need to buy Mat Ball tickets online in advance for entry. Will work with families without internet. Mat Ball volunteers will be included in Disney raffle. Print list of online purchases and draw a name. Announcement to CDN volunteers first, make it clear they are not eligible for all tickets, but made it possible. Mat Ball and CDN volunteers will be entered twice. Alex says facilities process changes each year so will reach out to again. Don’t know theme yet. Poonam wants to know because board members do not sign up, will our names be included. All agree that PTA will not be entered.
    • Jill has been soliciting donations for other events. FE birthday party for 15 kids, Spy museum tickets. Wolf Trap tickets. Will see after New Year what we have. People who purchase door tickets at Mat Ball maybe get entry into the other offerings.
  • School Dance
    • Online sales worked well, also sold a lot in person. Maybe do more cookies next year. Popcorn is a hit and cheap. $25 covers the event with extra. Limit food to cafeteria. Poonam asked volunteers to hold off on cupcakes until 7:00 and keep popcorn in café, but parents were also taking it out. The 30 min between doors opening and start was awkward. Caitlin suggests just start 6:30, but there will be a line without the buffer. There was never a line this year. Maybe glow theme next year? Ask Kerri if she’s still on board for next year.
• PTA Programs
  o Reflections
    ▪ 7 entries, in 3 categories. Literature (3), Music (2), Visual Arts (2). All judged, due Monday. Announce on MoShow. William will send info to Alex. First place goes to Hunt District, then state. William would like a coordinator next year, not a board member. Tez asks what the money in budget is for. William is buying ribbons or medals as awards.
  o Citizenship Essay – due January 15
    ▪ Entries come to PTA, William sends to district.
  o Power Plates – due February 3
    ▪ Goes straight to VA PTA. Website make submission clear. Eddie is posting around the gym, and PE is discussing with classes. Pre-K through 5th can enter.
• Spirit wear
  o Lisa says minimums don’t tend to get filled in this time frame. William wants a holiday order. Need to open it first week of December to get orders in time. Offer only onesies, short sleeve, long sleeve, sweatshirt. This run was requested by admin. Lisa called Jeff to find out deadline to get orders in by Dec 20. Hard Hits can’t turnaround in that time frame. Some minimums are 12, some are 15. He can call around to other vendors. William wants to know if we can use another vendor, Alex says yes. Caitlin suggests Colin, as he works with other schools and easy to work with. The main issue is minimums, don’t want to tell people their order won’t be filled. Even if the cost is slightly higher, we should consider another vendor for these smaller orders. Early Spring (Feb) might be better option, so kids get items well before school lets out.
• Bingo
  o Williams says we need baskets as priority. Poonam says once we have volunteers, we will get the baskets. Need to push to parents that we need at least one per classroom. Signup has instructions for the volunteer responsibilities. Online Bingo ticket sales only. Early online access and PTA member discounts. Alex thinks 500 occupancy is high for gym. Can use café as satellite with live streaming for in person entrants if gym fills up. Gym access is priority for online pre-purchases. Alex will look into the number cap on gym with tables, and café for overflow. All entrants pay no matter if they play. Alex will be calling numbers this year, will try to control the winning numbers for each game. Continue triple cards per game. Number of baskets should determine how many numbers you call to win. Dice roll-off for ties. Food can be in café as well. Misty Ocean and Shweta Khare are chairs. Additional cards are $5.
• Open discussion
  o Newsletter comes out in a week and a half. Jill suggests for Bingo just include a save the date and perks for PTA members and volunteers. Include links to sign up for both.

V. Announcements
  • Dec 3 – PTA General meeting
    o PBL presentation
  • Dec 6 – Spirit Night: TFE
• TFE would like to be involved in Mat Ball. Refereeing may be too difficult for outsiders, would have to be trained.

• Jan 7 – PTA General meeting (cancel?)
  - Only a few days after break, not having had an Exec meeting before. Board and Alex agree to cancel, will get word to Becky.

• Jan 10 – Spirit Night: Ashburn Ice House
  - Ice House suggested bringing spirit wear or favors to sell. Last year gave away items. We will discuss.

• Jan 24 – Bingo
  - Need volunteers in place before the holidays. Poonam may be traveling in December, will be available via phone. Recently had trouble accessing Liberty website.

• Adjourned 9:18am