Executive Meeting Minutes

PTA: Liberty Elementary School PTA, Executive PTA Meeting
Date: January 30, 2020
Time: 8:00 a.m. – 9:30 a.m.

I. Call Meeting to Order – 8:00am by William

II. Approval of Minutes by all

III. Reports of Officers

• Events and Committees - Smitha Tumuluri
  o Bingo: Went really well. Lessons learned ( emailed) Better prepare for overflow in café, the sound wasn’t working well enough. One of the best over the years.
  o 5th Grade Party: William stresses this is not a PTA event, which is difficult because we do allot money for it. May not have this money next year, as other schools have taken away. Smitha asks if we’re using Laps money, William says no. The planning committee (Caitlin & Sapanu) is communicating with PTA.

• Treasurer’s Report - Lisa Geurin
  o Bingo: With expenses and $1,500 donation, $3,792 profit. With sponsorship, it’s over $4,000. Forecasted only $2,250. New cart expense $40.
  o ASEP: More income coming in with signups. On target for projected $10,000. Approx $8,000 in teacher payouts still to make.

• Principal’s Report – Paul Pack
  o Matball: Theme is 2020 Olympics. Stay away from branded teams with admin names. Universal design and relatable for all kids. Market with Olympic rings. William wants to use the actual ring colors...blue, gold, green, red, black. Black for volunteers or nonplaying staff. Team captains can come up with names or just use color names. Smitha thinks each team should wear their color shirt with rings to designate teams. Paul will divide teams and provide list. Shirt design should have the rings and Liberty Elementary Matball. Paul still waiting on facilities approval from Freedom. William will go over and talk to someone. Request was sent back in May/June. Caitlin will work on shirt design and get to Anaheeta.
  o STEMmer Week Camps: Any PTA board members’ children don’t have to pay. Will not have camp code or camp construct this year. June camp will integrate construct, July camp will integrate code. Graduating 5th graders can still participate. Older kids can volunteer. Camp director for June is Turner Donaldson, July is Courtney Peckham.

• Fundraising - Jill DeLorenzo
  o In-kind Donations: Will be appropriate for Matball raffles...American Girl doll, Spy Museum tickets, Ashburn Ice House 10 open skates passes, Propel Swim 3 1-month passes, Fitness Equation 4 birthday parties for 15 kids each, and 1-month passes. Will need to staff a raffle table at Matball. Maybe use some for door prizes at PTA meetings to encourage attendance. Enough to cover last four meetings.
• 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

IV. New & Ongoing Business

• Bingo

  o William says it went well. Admin and teacher participation was awesome. Paul says that will be the norm. Enough food, pizza was perfect amount. Will not use Goodfellas again because of late second delivery and slightly burned. Slices were smaller so we gave 2 for 1 on some.

  o New sponsors: Only have Teacher Apperception event left but not appropriate for business sponsors since there’s no outside traffic. Maybe Muffins with Moms? Lisa points out there isn’t traffic in the hallway. If there’s space in café, could set up there. Matball already on the schedule. Caitlin suggests STEMmer Day. Paul says might not have enough time in the schedule with the flow of the day. Must note they are TAW sponsors. Where can we find the space where there’s traffic? Paul has a meeting today and can discuss. Bingo doesn’t have the space, and it’s self-sustaining.

  o Bach to Rock: Paul says they don’t have a need during the ceremony. Have to be careful it’s not interpreted as a graduation, can’t get too elaborate. William wants dates for next year’s party to be sure we get them in time. Jill is going to cancel for the 8th and see if they can do the 10th for party. Matt Ocean is backup DJ.

  o Spirit Nights: Ice House was well attended. Becky and Stephanie skated and the kids had a great time. $124.80 profit. Chuck E Cheese next month. The stickers and the school holiday help increase attendance.

  o Agendas: Paul says for a while it was easy to use Kravitz, but he is no longer funding, is there a way for PTA to take over? Leveraging sponsorship? They have always been a financial wash and want to remain that way. Can Jill help get a sponsor for next year? Casey’s paid for this year but will not be returning due to snafu. We don’t want to pay for them to be made, so in order to keep them we need a sponsor. Chromebook covers for next year? William says the bucket of money just gets divided between needs. Paul doesn’t want agendas to be a burden to get sponsors. The Chromebook could replace need for agendas but paper still more comfortable for some kids. Is there a replacement in the future? They are $3,000 to make. Would sponsors want to split the credit? Jill thinks some would be good for this, others just want facetime with families. Paul does not want to use PTA profits to fund agendas, that should be invested in instructional uses. Maybe future agendas are something different or cheaper or scaled back.

  o Volunteers - Poonam Upadhyaya

    o Bingo: Adequate number of volunteers. Helped to open the doors at 6:05 instead of 6:15 because we were ready. Paul says we need to draw the line on a time because they always come early.

    o Nothing next month in February.

    o STEMmer day: High school volunteers are taken care of. Poonam would like earlier notification on needs. Paul is figuring out today the number needed per room. Will send PTA the signup genius info.

    o Matball: Free entry for volunteers and their kids because the volunteers don’t get to see the event. We need this incentive for Matball, so continue the free entry. Just like picture day volunteers get a vendor discount. Jill mentions Disney giveaway, and needs the volunteer list. Signups first go to teachers. Other details once we finalize teams, etc.
Marcos had been better. Poonam suggests they sponsor, but William says they don’t do that. Paul mentioned 25+ staff members came, and thanked them. Having Bingo the week of teacher work day was helpful because they were rested. Plan the date for next year. Jill notes that the large number of teacher volunteers at CDN were a factor in Disney tickets too. The baskets were amazing. Paul mentions how well we do in comparison with other schools for participation. PTA support is important. Online sales worked well except link to PTA member $5 price was sent to everyone. No big deal. Got 4-5 new memberships. A few people bought $7 tickets. The bigger benefit was guaranteed seating. The $10 price at the door brought in approx $1,500. 550 attendants, and that should be max going forward. Would rather not use overflow, and just cap it. No one was turned away at the door. $5 online for everyone next year. Need to announce teachers are free farther in advance. Poonam suggests signup in advance for teachers next year. Use lounge whiteboard for this and other PTA announcements.

- **Matball**
  - Online sales similar to Bingo, should it be cheaper in advance? $5 each or $20 per family. Let’s do same price in person. Last year kids who bought and wore shirts were free. Could build in ticket price to T-shirt sales. Charge a little more for shirts and they get in. Pizza, chips, hot dogs, etc. will be sold. Last year had Potter wands and boom sticks for souvenirs. For Olympic theme, do we order colored boom sticks to coordinate teams? Will look into it.

- **PTA Program: Power Plates** – due February 3
  - Nothing for us to do. William will check on citizenship essays.

- **Spirit wear**
  - Store is live now. The baby onesies are a new addition. Items with same logo only have to sell 12 of that logo, not individual items. Hard Hits says the vintage logo sells best so more in the store now. Vendor options? Not locked into Hard Hits. William looking into new company. Ends on Thursday 20th, Friday will be hard close on the store in order to get orders on time. Need paper flyer and blasts to announce last day.

- **2020-2021 PTA Executive Board Positions**
  - If you want to maintain your position or change, throw it out there. William will remain president if no one else want to run. Should get a nominating committee to take nominations or find people and ask them. Advertise that the April meeting is voting. Need names by end of March. William will look for file from last year. Lisa will keep list of names via treasurer email. Poonam, Jill, Lisa would like to switch but stay on. Tez is undecided on position. Fundraising position needs to be in place and working by May. Jill interested correspondence. Smitha interested in treasurer.

- **Open discussion**
  - Talent Show: Caitlin will contact Sheri Maza who ran it last year for detailed job description to find a chairperson.
Poonam brings up the teacher’s chair that was broken. Paul said she just needs to let school know and it will be replaced.

TAW, Crossing Guard Appreciation Day (Feb 12), Staff Appreciation, Principal Appreciation coming up. Caitlin will get Chris Coates a coffee and gift on 2/12.

- From Alisha for TAW: I say yes to parent donations. But let's not ask for the sun moon and stars because people are busy. I’d rather them pony up for a gift card for the teachers honestly. I say juice, yogurt, fruit (bananas, grapes, a bag of apples - easy to grab and go), pastries (again grab and go for parents). Remember I did a secret poll and was told they prefer golly waffles over a big spread anyway because they have monthly grade level breakfasts. And the waffles are hot so it's not like they aren't getting something hot. I think with grab and go items, you can't go wrong. It’s easy for everyone. And let's add fun coffee creamers to that list. I know they love that too. They are getting a snack bar again on the Friday and they get lunch so there's that. I remember last year so many said to me that afternoon that they loved that and it was such a nice treat. When they tell their friends who teach outside of Loudoun what we do for AEW and TAW, their jaws drop.

- Paul notes change of date for school pictures is March 16 and 17. Paul got parent feedback about how we send home pictures. Wasteful to print them all only to be returned. Parents will now select digitally. School gets more commission from Lifetouch sales when they’re sent home but we won’t continue that to cut down on waste. Date moved up to allow time to select online.

- Kevin Murphy from LRE and Nicole Akers, LCPS math specialist, are doing principal coffee for 4th and 5th grade parents about Middle School Math tomorrow 8am at LRE. Will talk about students’ track in math leading to high school. Paul sending out notifications.

- ASEP: Painting masterpieces is full, 2 on waitlist. Chess is low, need to change vendor next time. Two teacher programs, scrapbooking and boardgames, are at 0 and 1. William will reach out to teachers with enrollment numbers to push final week. Poonam would like to add more physical games. It’s the teachers’ decisions what to offer. Mad Scientists has two sessions and they are at 10 and close to full.

- Need a Laps for Liberty outline for how it works. Hutchison is asking for our input. PE teachers shared at in-service so they will be able to answer questions. Paul will give PE a heads up. William will let them know what PTA does.

- Paul let teachers know that when we invested money into iPads year ago, it was never the goal to refresh them. At the time it was the best solution. County had now given us Chromebooks. Old iPads are becoming useless in the classroom but could be used for other things in the school because other certain tech we bought could only be used with iPads. Since they already have tech in classroom, we should take a step back and get new iPads to use only with other tech that needs them. Will discuss with Nichole Thomas to assess needs. Lisa says we’ll know better after ASEP closes how much money we can work with. Whatever we buy will need to be on a replacement cycle.

- Poonam interested in more hands-on robotics than online coding at school. Paul says there’s integration with physical and online, but it’s not necessarily a VA SOL, and curriculum has to work toward standards.
V. Announcements

- Feb 4 – PTA General meeting
  - Presentation: National School Counseling Week. STEMmer not ready.
  - Lisa will move $360 into Assemblies. Vote to add, doesn’t need to be removed from anywhere.
- Feb 12 – Crossing Guard Appreciation day
  - Caitlin will bring a gift to Chris that morning.
- Feb 17 – Spirit Night: Chuck E. Cheese’s
- Mar 7 – STEMmerday
- Mar 10 – General Meeting
- Mar 19 – Matball

Adjourned at 9:59am