

PTA Board Meeting Agenda

Wednesday, August 29, 2018

Starting time: 9.10am

Ending time: 10.30am

(Note: the remaining meetings will start at 9.15am)

Attendees: Roxanne Salata, Nicole Ferrara, Amy O'Connor, Hillary Murphy, Karin Floyd, Rebecca Dohse, and Cecilia Alvarez.

Administrative

Welcome and introduction. Each Board member introduced themselves and explained responsibilities and expectations.

PTA logistics. Mrs. Salata explained where the PTA materials such as copier machine, drawers, purple sheets are located and for exclusively use of PTA members. For documentation, the contact person is Mrs. Betty Morgan.

PTA Board Members - Membership. All members must complete the PTA membership form and return it to Nicole.

Upcoming events

- 1- **Back to School Bash.** Nicole informed the time, logistics, and duties for volunteers. As of today, we have no volunteers, and we will advertise to get volunteers.
- 2- **Back to school night.** It will be on September 5th. Nicole and Roxanne will record the welcome video as last year. Spirit Wear table (Ursula will be in charge) will be available for purchase. Doors will be open at 6pm and event will end at 7.25pm.

Directory. Based on the new regulation, schools are not allowed to share the students' information, such as email addresses, phone numbers, etc. Nicole and Cecilia will work on changing the form to be sent to the parents previously approved by Roxanne. PTA is considering launching a new website that will offer the PTA members ONLY to update (include) their information and share it with other parents.

Treasury

- 1- **Budget proposal for 2018-2019.** Voting process for approval will start after Back to school night and end on Sunday September 13th. The voting process will also include the nomination of Hillary Murphy and Auditing.
- 2- **Procedures for payment request and deposits.** No checks will be processed until the budget has been approved.
- 3- **New deposit sheet.** Money reimbursement request must have the original receipt or a photo via email of the original receipt. Amy O'Connor will prepare the check and be duly processed after three mandatory signatures (Amy,

Nicole and Karin. Amy and Karin review checks on Tuesdays before processing.

- 4- **Yearbook check from Lifetouch.** We have received refund from Lifetouch with the collected money of the school purchase.

Membership. National PTA is launching a pilot program for membership. People can sign up to become a member. Amy will fill out the form and give it back to Karim for such membership.

Karin will cross-check the parents 'names with Teresa Dunbar.

Programs

- 1- **Chest Club.** Will be coordinated by Laurie Vergott.
- 2- **Yearbook.** Becky will advertise this project to recruit more volunteers as we will need more for this year.
- 3- **Assembly ideas.** Any new ideas are welcome. Please provide the new ideas to Nicole.
- 4- **Steam Club.** Will be coordinated by Jodi Constantino
- 5- **New initiative: Keyboard Typing Training.** Keyboarding type training, especially for little ones since they will start using online programs. The Board discussed the option to hire someone to supervise the online classes – type trainings. Hillary and Nicole will look at affordable ways to implement this training. **Cursive writing:** has been implemented in this year's curriculum again.

Outreach

- 1- **Landscaping.** We have a team to work on the grass and some planting. PTA has allocated funds to cover these expenses. Last year, free advertisement was provided and will continue doing it this year. Amy also can provide a letter for taxes purposes, if needed. The advertisement is contemplated for the 2018-2019 yearbook.
- 2- **School supplies.** Campus Survival has received 220 orders and we have received 2 dollars per purchased kit (bonus). We earned 3 essential kits, Sharon has them. Roxanne will decide how to distribute them.
Issues/Lessons Learned: (1) 5th grade classes need glue sticks (about 100); (2) at the time of kits distribution, we will need one person per grade for the supplies delivery and class distribution; (3) 4th grade immersion: missing composition books and binders. The school will provide the composition books and binders for the classes.

Other

- 1- **Friendship bench.** We have allocated budget to buy the bench. Cecilia will distribute the picture and details about the bench she identified from Mosby Woods Elementary School for reference.
- 2- **Room parents list.** The list will distribute after Back to school night event for upcoming projects such as Grace Art.

- 3- **Initiatives with other schools for student social skills.** Cecilia mentioned to Roxanne and the team about the program launched by Westbriar Elementary School about Friendship among the students (see link below) to explore the possibility to implement a program like this one in our school or with other schools within our pyramid.

<https://www.fcps.edu/search?keywords=friends+forever>

<https://www.fcps.edu/blog/fairfax-friends-forever-reflects-inclusive-culture-westbriar-elementary>