

PTA Board Meeting Minutes

Monday, October 29, 2018

Starting time: 9.30am

Ending time: 10.42am

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

Administrative

Book fair: some transactions did not go through due some technical issues with the credit card machine. PTA will contact the parents to retrieve those transactions.

Library (additional help): the librarian needs some additional help to stock and restock books at the library. PTA will send out an email to recruit volunteers (parents) to help the librarian.

Buddy bench: the estimated cost for the purchase and installation is \$1,500.

Treasury

- 1- **Chest club.** Fees have been paid.
- 2- **Teachers Grant.** December 31 is the deadline to join.
- 3- **Expenses submission.** Deadline: April 6, 2019.

Membership

Membership: current number of members: 187 vs 219 (last year).

Brainstorm ideas to boost the membership.

Yearbook: this year we will have a panoramic photo. Drew Carbone will be in charge.

Incentives to get more people join the PTA: special raffle at the Bingo Night. PTA will provide the gift. The advertising will go in the Wednesday Folder (Bingo Night promotion).

Programs

- 1- **Typing club.** Estimated cost of \$1,900. We have the software, we will need to have an outside vendor. Mrs. Keller will provide specific information on how many sessions will be worth and if we need to break the sessions in grades.
- 2- **Magic for Science.** Estimated cost \$895. Estimated dates December 17-21. First meeting on November 20th.
- 3- **Assembly Nov/Dec.** Looking at options.

Outreach

- 1- **School Supplies Contract.** Ready for signature. On January 2019, free refills and additional \$900 if we sign the contract. An increase of \$5 will begin next year. Roxanne will review the contract and we will sign if after winter break, if no objections.
- 2- **Weekly email.** PTA membership: special raffle at the Bingo Night, Bingo Night event, Spirit Night, and Book Fair conference.

Other

- 1- **Community event.** Cecilia will follow up with Mr. Bourjaily and the social workers to explore new ideas.
- 2- **Traffic control signs.** The school will pay \$300 to Fairfax County for those signs.
- 3- **List of favorite things for the teachers.** Becky will send the list to all teachers to update the information for this year.
- 4- **Landscaping advertising.** It will be at the Yearbook. Chest club/Steam club: interested in being part of the Yearbook?