

SVES PTA Meeting Minutes

Call to Order and President's Remarks

President Dorie Howell called the meeting to order at 7:03 pm. She thanked everyone for their help during the past very busy month working on the budget and getting the slate of nominees set for next year.

Approval of April Minutes

Colleen Elliott made a motion to approve the February minutes, Stacey Graf seconded. The motion passed.

Principal's Report

Mr. Washington gave the update in Mr. West's absence. He thanked parents who helped in the lunch room during the year which saved him and Mr. West spending a few hours monitoring lunch. SOL testing starts on Monday and continues through June 16. The schedule is on the website. The 6th grade party is coming up. The strings concert was the other night. Howell asked when the next Principal Coffee is schedule for. Mr. Washington wasn't aware of the date. Howell said it is a great way to catch up with Mr. West.

Treasurer's Report (Stacey Graf)

Stacey Graf reported that there was not much activity this past month. The biggest expense was for Show What You Know t-shirts which had been pre-funded. As of April 30 we have \$33,868.43.

Officer Updates

Communications (Kara Manton and Julie Harris)

The Communications Team reported that the Facebook group now has 209 members which is a big increase. These will carry over to next year so it will be easy to build from there.

Membership (Colleen Elliott)

Elliott reported that we are up to 182 members, 2 new this past month.

Enrichment Programs (Gamble Gilbertson)

Howell reported in Gilbertson's absence that she is about to send out her survey on the enrichment programs. She encouraged everyone to complete the survey as she takes it seriously. The limit on enrichment programs comes down to how much space we have.

Old Business

1) Bylaw Vote

Howell reported that the Virginia PTA requires us to review our bylaws every three years. A committee went through and proposed some changes which are up for a vote today (see attached handout). One suggestion is to allow the President to serve two terms and also reduce the requirement for a quorum to 51%. Howell asked for a motion to approve the bylaws. Harris made a motion, Elliott seconded the motion. The motion was approved.

2) Nomination Committee – Slate of Officers

Julie Harris reported that the nominating committee has been very busy and introduced some of the people in attendance who are standing for positions. She reported that we have to vote on them in June after posting the nominee's names on the PTA website. There are also some open positions so she encouraged people to help find volunteers.

PTA Board Positions Filled

1) President- Megan Murphy

(Murphy stated that she has a 2nd grade daughter going into 3rd. She would like to increase membership as

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PTA President and is considering changing the meeting schedule to alternate between nights and mornings.)

2) Treasurer- Stacey Graf, Deborah Nelson Co-Treasurers
(Deborah Nelson will help back up Stacey as Treasurer since Stacey's plate is full. Howell said she would like to call them co-Treasurers rather than create a new position.)

3) Recording Secretary- Antonia Blackwood

4) Events- Colleen Elliott & Shanen Elliott
(Elliott stated that she has been the membership chair this year and is being nominated for the Fundraising Events position that was previously held by Nancy Darmory for many years. She will work with her to learn the ropes on the events like Hoe Down and basketball challenge. Also, we are going to make sure events are following all the PTA rules like properly checking out the money box. Elliott will do it with her husband, Shanen Elliott, who is a school age program director at Reston Children's Center and teaches PE to preschoolers.)

5) Enrichment Programs- Gamble Gilbertson

6) Communications -Kara Manton & Julie Hanssen Harris

PTA Board Positions Open

1) President Elect- **OPEN**

2) Membership- **OPEN**

(Harris reported that we really need this position filled. It is really focused in the beginning in the year. It is a lot of interfacing with people and explaining the PTA.)

PTA Volunteer Positions Filled

Box Top Coordinator – Holly Laird

Original Works Coordinators- Julie Lele & Maggie Booth

Spirit Wear Coordinator - Mihyon Haas

(Her husband owns a t-shirt making company, Fairfax Screen Printing.)

GRACE Arts Coordinators- Phoebe Avery, Andy Gallagher (will phase out), Julie HH (will help out)

Amazing Earth Coordinators- Elaine Turner, Louise Radics-Gordon, Ken Harman (mentor)

Yearbook- need names from Sue Garnett

Yearbook Sales- Nina Kellerman

Backpack program- Khuong Mulvaney

Food Bus Program- Nina Kellerman

Destination Dining Diva- Kim Ellis

Teacher Liaisons - Lauren Trombley and Heather Smith.

(They are both teachers so will interface naturally with teachers.)

Teacher Appreciation – Deb Heitman

PTA Volunteer Positions Open

Loyalty Cards- **OPEN (Note: after the meeting this was filled by MaryBeth Robinson)**

PTA Volunteer Coordinator- **OPEN**

Walk/Bike to School Organizers- Steve Gurney & **OPEN**

Howell said this list will be posted publicly and we will vote on it at the last meeting.

3) Mini Grants

Howell reported that the final 5 mini grant applications are in for the year.

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- 1) 3rd Grade/Ms. Edwards asking for \$255 to create a school garden and supplies to go with it.
- 2) Art/Ms. Wurstler is requesting \$400 for 8 mini rolling carts to help organize materials so they don't have to walk all over looking for materials.
- 3) 1st grade team is looking for \$400 for bird feeders, seed, nest yarn and other items related to that unit.
- 4) Music/Ms. Abbasi is looking for \$365 for some general instruments for all her classes: 10 recorders, a big rain stick, music scarf, wind chimes, sanitizer for the recorders and some books.
- 5) Ms. Marik would like \$499 which is over the \$400 maximum allowed: two subscriptions to the site brain pop junior informative videos and also for 10 computer mice that are the proper size for their smaller hands. If that is not approved she requests \$325 for one subscription and the mice.

Howell suggested that we can satisfy all the requests since Ms. Edwards asked for less than the maximum allowed which makes up for Ms. Marik asking for more. Howell asked for a motion to approve the mini grants. Becky Stahl made a motion, Julie Harris seconded it. The motion passed.

4) Payment Portal

Howell reported that Pay 4 School Stuff hasn't turned out to be the best fit for us. Gamble Gilbertson is looking at other vendors. Howell suggested that Gamble report on this at the June meeting.

New Business

1) Poetry Anthology

Howell reported that the Poetry Anthology coordinator is asking for double the \$1000 budget to produce it. She received one \$250 sponsorship but is asking the PTA for an additional \$750 to make up the difference. Howell said she was very clear at the beginning of the year that \$1000 is the maximum budgeted. She suggested the PTA review this issue at the beginning of next year and decide if they want to continue producing this as a gift to students or if it should support itself through sponsorships. For now though, the PTA must decide about how to respond to the request for additional funds. A discussion was held and a suggestion was made to ask the coordinator to reduce production costs by only ordering one copy per family and by changing the cover to black and white and not glossy. If the costs are brought down through these measures the PTA is willing to fund an additional \$250 to meet the shortfall. Allison Glennon made a motion to approve an additional \$250 from the PTA providing the costs were brought down through the suggested measures, Stacey Graf seconded it. The motion was approved.

2) Movie Night

Julie Harris said movie night will be on June 2 in the cafeteria. She booked a pizza truck and a taco truck. Kids will vote on what movie they want to see between Sing, Moana and Trolls – all are PG. She will announce the winner. The taco vendor will give 20% of sales that night and she will ask the pizza vendor what he can do. She is looking for someone to sell ice cream too.

3) Budget

Becky Stahl talked through the budget being proposed for the next year.

High level assumptions are that we assume that memberships will be about the same. We made the same assumptions around expenses like school buses, substitute teachers. If they go up a little bit that could be a low risk. We keep about \$8000 of working capital available and a \$7500 reserve fund. So we have \$15,000 to start the year. Comments were made that this seems high and should perhaps be investigated next year.

Significant changes included putting more money into Destination Dining as Kim Ellis has great ideas for next year. We've been more conservative on some of the community events like the basketball challenge and Hoe Down, and we are expecting more from retail sales of Spirit Wear. The Budget Committee is suggesting that next year the Poetry Anthology fund itself through sponsorships or sales. It was suggested that it could be stipulated that before poems are collected from the teachers the volunteer has to show proof that 50% has been raised from sponsorships. Howell suggested that Poetry Anthology be put on the

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first agenda for next year. The other change is that in the school requested funding area you don't see that we budgeted two years ago that \$13,000 was requested. When we outperform at the end of the year it goes to the school. But it is hard to continue to budget at that level each year. This year we tried to be fully funded.

Budget committee is recommending a balanced budget so that we don't spend more than we make. Usually we outperform the budget and invest it back in the school. Destination Dining increase should be very doable if we do four this year. Howell said she is committing to organize several Parents Night's Out next year to make \$3000 but she is not comfortable putting it in the budget. Stahl says she thinks this is a conservative budget. Attendees suggested other revenue generating ideas like organizing with more area dentists to collect candy for the Halloween Candy Buy Back. Also, it was suggested that schools can make a lot of money doing a Chuck E. Cheese night.

The Budget will be posted and then will be voted on at the next meeting.

4) Last PTA Meeting Facilitator and Budget Vote

Howell reported that she cannot facilitate the June meeting as she will be away. We need to authorize someone to call for the vote at the next PTA meeting on Tuesday, June 13 at 7pm. Howell suggested Megan Murphy facilitates the votes as President Elect. Julie Harris made a motion that Megan Murphy facilitate the June meeting, Stacey Graf seconded it. The motion was approved.

A drawing was held with the names of PTA meeting attendees. Holly Laird's name was drawn and she won the parking spot for the month.

Closing

Stacey Graf made a motion to adjourn and Kara Manton seconded it. The motion passed and the meeting was adjourned at 8:29 pm.