



## October 4, 2017 PTA Meeting Minutes

### Call to Order & President's Remarks

President Megan Murphy called the meeting to order at 9:38 am and welcomed attendees. She commented on the large crowd in attendance and thanked everyone. Members of the PTA Board introduced themselves.

### Approval of September Minutes

Julie Lele, President-Elect, made a motion to approve the September minutes. Stacey Graf seconded it. The motion passed.

### Overview of Purpose of PTA

Murphy reported on a few things that are different this year. We are trying to streamline some of the info so that we can create documentation for further boards. If you are going to participate and help coordinate any event please send us a description if you had past experience to Colleen Elliott at [svsevents@gmail.com](mailto:svsevents@gmail.com). That way we will have an idea for our budget so at the end of the year the budget review board can align the funds to different things the PTA funds so we can be more organized about where funds are coming from and going.

Lele said that many ask the question about what exactly the PTA does. She said looking at the budget gives a good sense. The PTA supports our students. It provides substitute staff for when teachers take workdays and funds teacher appreciation lunches for example. Our goal is to make a sustainable school and enrich our student's lives. This budget gives a good idea of our income and expenses and how we allocate things. We are open to new ways to make this an inclusive program and change as we go.

### Principal's Report

Mr. West reported that it is quiet time for the school year and we are in the full swing of things. Everyone should be hearing from teachers about parent teacher conferences. Last Friday was the halfway point of the first quarter which ends on Nov 3 with a two-hour early release. Important upcoming dates are: Spirit Day and the South Lakes homecoming parade on Friday, October 6 and Monday, October 9 is a holiday.

### Officer Reports

- Treasurer Report, Stacey Graf and Deborah Nelson  
Graf reported that last year we are able to give the school over \$16,000 towards??? and we finished \$1,200 in the red but we did half way better than what we were budgeted to do. This year we made sure the budget zeroed out. For September, income to report is from more memberships and donations. One thing we have added to the budget is the transaction fees line on the report. That's just to show what we pay for Paypal and PTBoard. If you have any questions, please email [svsptatreasurer@gmail.com](mailto:svsptatreasurer@gmail.com). A parent in attendance asked where the money comes from. Graf responded that most comes from memberships, destination dining, fundraising events, donations. We do not sell anything. The bulk of the proceeds are from memberships so it is important for people to become members. Another parent

asked what percentage of school families are members? Graf responded that we don't even have half of our families join as members, which is why we are trying to get the word out. A lot of people don't know and we don't require you to come to meetings.

- Communications Report - Julie Hanssen Harris and Kara Manton  
PT Board/FB/Bulletin Update: Harris reported that there are 237 members on Facebook and encouraged people to join if they have not already. It is a great forum to ask questions and people can respond. PTBoard is our new PTA web site. It is an all-inclusive one-stop shop. Already, 239 people have joined. It has a place to post announcements. Also the Grace Art and Amazing Earth programs are using PTBoard for signups so be sure to join your child's class when you are in PTBoard. That way room parents and coordinators can send out announcements and create sign-ups in one place. Finally, the PTA Bulletin is sent out to about 1549 subscribers. It has an open rate of 25-30%. Please be sure to read them. If you would like to put info in the bulleting send us content in an email to advertise something by Monday at noon. We get approval through Mr. Washington and it is published Tuesday or Wednesday. Content can include anything school related or community wide.

Bylaw revisions: Manton reported that every 5 years we are required to review our bylaws. The VA state PTA made a big change over the summer and so the Bylaws Committee proposed some modifications. She directed everyone to review the handout. Some of the changes being recommended are:

- addition of 3 VP positions
- addition of a Corresponding Secretary position
- changes to Officers length of service
- addition of duties for the Corresponding Secretary

Manton reported that these proposed changes have to be posted for 30 days. They are posted on the PTBoard website. We will vote on these at the next meeting. A member in attendance raised a question about the language about serving consecutive terms and said it seemed confusing. The bylaw committee will review this and clarify.

- Membership Report, Nina Kellerman  
Kellerman asked everyone to talk to their friends to help grow membership. We need to tell people membership is really just a donation so they don't feel they have to show up to meetings. It is basically a donation to support our kids at school. At the Hoe Down I will be working on memberships and donations for the weekend backpack program.

Dorie Howell (a former PTA President) said it is like Groundhog Day. People always think you have to attend meetings. She said If anyone has great ideas to change our terminology the Board might be open to that conversation. In other pyramids Cafiero said membership is running as high as 80-90%. It really gives you a voice back into the school. There is a direct correlation with being involved and what happens in your school.

Khuong Mulvaney added that it's a particular way you label yourself. What do you want to support? She suggested one of the things we could offer is sponsoring. For example, giving people more control as to where their dollars go.

- Enrichment Programs, Gamble Gilbertson  
Gilbertson reported that fall enrichment programs started last week. All parent volunteer slots for the mornings are taken. Many thanks to our enrichment volunteer coordinator, Anjia Nicolaidis, who made sure this happened. This year people understand the requirement to volunteer. We offered 13 classes and all reached their

minimum. At least two classes are the older grades and last year the older grades were not as involved. We did have a little hiccup last week with Spanish teacher for grades 4-6. One parent started a class while we were waiting and Mrs. Delaney came in and led the class. We also have another hiccup. We had non-PTA members register as PTA members for their kid's classes. I will follow-up on this. Winter programs paperwork is almost complete. Kara Manton proofread everything and found 6 things. Early bird registration for winter classes for PTA members will open on Nov 6. The winter session will start the first week of December. I will hold a meeting for parents interested in organizing a conditioning running program for the spring.

- Events, Colleen Elliott

Elliott reported on upcoming events:

- Friday, October 6 is the Homecoming parade. Meet at Hunters Woods shopping center at 4:15. Parade starts at 5pm. We need a sun mascot volunteer. Kuong spoke up that her son might do it.
- Principal's Coffee - Oct 12 at 9:20 am
- The new FCPS School Superintendent is having a community visit. There is one coming up at Hughes middle school in October on a Weds night at 6:30 pm and he will be at the Homecoming Parade.
- Friday, October 13 from 7-9 pm is the Hoe Down - It is a lot of fun. Mr. Platts is a dj. There will be music and dancing, crafts and games, and food trucks. There is a sign-up on PTBoard for volunteers to make it fun and safe.
- Friday, November 10- Veteran's Day Breakfast - Khuong Mulvaney and Nina Kellerman are organizing it. There will be a 5<sup>th</sup> and 6<sup>th</sup> grade chorus performance
- Saturday, December 9 - Skate Night -Brenda Cafiero volunteered to run it.
- March 2 - Bingo Night -We need a lead person.
- March 14 - Show What you Know - Elaine Turner will lead that
- April 20 - Talent Show - Heather Weimer will do it again.

Murphy called for volunteers to help with events and said we should be able to get support from the local businesses for things we need donations for. Graf asked people to submit their reimbursement requests by email to [svsptatreasurer@gmail.com](mailto:svsptatreasurer@gmail.com) If you need a copy of the form we can send it and put it on PT Board. Please talk to us before you go over budget and not after the event. It puts the Board in a bad position if you do that. Dorie Howell, last year's PTA President, said let them know ahead of time. There was a discussion about using a letter of tax exemption and whether that works for purchases at places like Michael's and Staples.

Khuong Mulvaney asked if Bingo Night can be moved earlier to February. Elliott said that was fine as long as someone wants to organize it for February and the school can approve the date. Gerald Zavala volunteered to organize Bingo Night, possibly in February.

### Original Works

Julie Lele reported that 1/3 of the budget will come from sales of Original Works products this year. The art teacher comes up with a cool project for all skill levels. Please think about gifts for grandparents and spread the word so everyone buys these. Our projection is to raise

\$10,000, 33% of sales go back to the school. Parents will receive order packets on November 8 and the deadline for orders is November 17. Orders will be in hand the week of December 12. Brenda Cafiero suggested that the thank you notes are great ways to send thank you letters to grandparents and other people.

### **Destination Dining**

Kim Ellis reported that Chipotle gives us 50% of sales and we made \$840 at the recent event. On Friday, October 20 from 7-9 pm Lake Anne Brew House will give us \$1 for every soda and pint of beer sold. They don't sell food. We can do guest bar tending and the sun can be there. We are trying different destinations to see what works. On November 15 we will have "Wing Wednesday" at the Buffalo Wing Factory from 5-10 pm. You can dine in or takeout. Throw your receipt in the basket and they will give us 10% of sale. We will have a PTA table set up and we will be allowed to solicit other people to throw the receipt in the basket. We will raffle off a gift card to the Wing Factory at the Hoe Down. The rest of the events this year are TBA. Please participate. It is a great excuse not to cook.

### **Spirit Wear**

Mihyon Haas reported that new spirit wear was delivered to the school Monday morning and should be on its way to you. Teachers need to pack it in backpacks. Friday is our first Spirit Day. I ordered extra so if you missed out I will be at the Hoe Down selling spirit wear.

### **Retail Rewards**

Nelson reported on behalf of Mary Beth Robinson. She has a draft flyer to see if we can get it in the Friday folders through Mr. West. You can register Giant or Harris Teeter cards. Go to fundraising on PT Board. The directions are there. We have Amazon Smile. Go to Amazon.com and select Sunrise Valley PTA and they will donate back 0.5% of your purchase.

### **Member Time**

Murphy opened the floor up to questions from attendees. Brenda Cafiero said if anyone wants to get involved the yearbook is a great way to participate. Murphy reported that this year the school is now handling the yearbook. Khuong Mulvaney said that as they work on the Veterans Day event she would like to know what people like about it. Feedback can be sent to [volunteersves@gmail.com](mailto:volunteersves@gmail.com) and Murphy can forward it to the relevant person.

### **Mini Grants**

Julie Lele said these are grants for each grade and members should encourage teachers to submit requests. There is a form they fill out which is on PTBoard. There are three criteria -- it has to be available to many, it has to in some way enrich the classroom in an alternative way and it cannot be funded by the county. Murphy says we have reached out to the disabilities classes and shared with them the opportunity and asked if they have any interest in being involved in GraceArts and Amazing Earth.

### **Rock Star Parking**

A drawing was held from names of attendees and Rock Star Parking was awarded to Lauren Tromblay.

### **Closing**

Gilbertson motioned to adjourn the meeting, Zavala seconded it. The motion passed. The meeting was adjourned at 10:35 am.