



September 13, 2017 PTA Meeting Minutes

Call to Order & President's Remarks

President Megan Murphy called the meeting to order at 7:05 pm and welcomed attendees.

Principal's Report

Principal West thanked parents and the PTA Board for their support in so many ways. He announced that the school has received the Virginia Board of Education Excellence Award. Only 7% of the schools in the state (about 145 out of over 1,000) received this distinction. This year the school population is slightly smaller than last year and we have achieved more even distribution across classrooms as well as a smaller class size. The students will be led through a variety of safety drills which parents should be aware of. These include fire, lock down, bus evacuation, tornado, earthquake etc. Also staff members are conducting "table top" drills.

Important upcoming dates are:

September 22 - new school holiday this year

September 28 - picture day

September 29 - AAP parent information meeting for prospective students

October 9 - Columbus Day holiday - no school

October 11 - a meeting for ESOL parents

October 12 - the first Principal's Coffee of the year

Approval of June Minutes

Murphy made a motion to approve the June minutes. Colleen Elliott seconded it. The motion passed.

Special Election: President Elect & VP Membership

Gamble Gilbertson introduced the nominee for President Elect, Julie Lele, and the nominee for the position of Membership Chair, Nina Kellerman. Gilbertson made a motion to elect these two candidates unless there are nominations from the floor. Julie Harris seconded. The motion passed

Officer Reports

- **President's Report, Megan Murphy**
Murphy reported on events which took place over the summer. Destination Dining in July raised enough to get every new staff a gift card to start the year. Deborah Nelson organized rising kindergarten playdates. The Back to School Breakfast for teachers was great as were Popsicles on the Playground, Boo Hoo Woo Hoo Coffee and Back to School night. All the events were well attended according to recent history. Murphy also reported that we now have a full board which is great. Murphy said every 5 years we have to do some bylaw revisions. Julie Lele and some others started this last year and will continue. They would like helpers to complete this.

- President Elect, Julie Lele
Lele introduced herself and how she has been involved with the school and the PTA in the past. She hopes to help improve the community and the school and figure out how we can do the best we can for our community.
- Treasurer Report, Deborah Nelson
Nelson introduced herself as a kindergarten and 3rd grade parent. She is serving as co-treasurer with Stacey Graf who just had a baby. She reported that the first month there is not much to report financially. We will typically present the numbers school year to date.

One matter of business is that we conducted an audit in August for the last school year which we are required to do each year. Becky Stahl was the Committee Chair. It was a good audit. There were no material findings, only a few recommendations going forward. The bank reconciliations were not being done on a monthly basis so we will begin doing that. We need to look at the practicality of having two signers on checks (may be hard since they are done electronically) and we should have three signers on the bank account (this has been completed). Nelson made a motion to approve the audit. Harris seconded it. The motion passed.

The budget is posted on the PT Board website. We have a great budget this year. Every dollar goes to the school. If there is a surplus we use it for the kids after consulting with the school.

Nelson then reported on the breakdown of revenue sources: events are largest at 34%, membership 20%, Original Artworks 20% (Murphy reported that it didn't happen last year. Lele said she has a good marketing plan. Art will be sold for both the holiday and Mother's day season), yearbook is a big source but is not sponsored by PTA, Spirit Wear/Donations 2%, Box Tops/Retail rewards 2%, Show What You Know 2%, Destination Dining 4%.

Nelson reported on the breakdown of annual expenses which also indicates the wide variety of things the PTA supports: field trip buses 17%, yearbook is a wash in and out, Original Artworks 14%, events 14%, minigrants 12%, and other small items including staff development (paying for substitutes when teachers go out for training), student support (lunch program), administrative fees for PT Board, PTA Dues and Amazing Earth/Grace Art programs 5%.

- Communications - Julie Harris and Kara Manton
Harris reported on the communications tools and encouraged people to use them. There is a growing Facebook group, a weekly email bulletin and Manton worked hard all summer to set up the new PTBoard website which houses a lot of PTA information. The Facebook group now has 236 members and we feel like it is very active. There are 29 new members since the last PTA meeting in June. If you know new people make sure they know about the Facebook group.

PTBoard is another avenue for information. It currently has 185 members. It is replacing Pay4SchoolStuff so we are no longer using that to pay for enrichment classes and it is saving us \$250/year. Spirit wear sales are also handled on PT Board. PTBoard also has a tool you can use similar to SignUp Genius but everyone has to be on PTBoard in order to use it. PTBoard has much better security than Pay4SchoolStuff.

The PTA Bulletin is sent out by email every Wednesday to the master school email list of 1552 emails. It is the primary info source for PTA communications. West reported that the list is a little different from the school list. If you have opted out of the directory you are not getting the PTA Bulletin but there is a way around this so those

who would like to should check about how to opt in. Harris encouraged everyone to click it open and help the click rate!

Harris introduced Phoebe Avery who is helping to coordinating Grace Art with her, along with Andy Gallagher who has helped in the past. Grace Art is sponsored solely by the PTA through Reston Art Center. We have 5 months and we choose a package. It costs \$95/month for their package and then we have to buy supplies. All 572 students in the school benefit each month. It inspires art. There is a presentation on the topic then a hands-on project related to that. Since we've gone digital and are using the smart board it has made it more interactive. Kids love parents coming in to help. We ask that each class has a parent coordinator who helps us to schedule. We invite parents from the entire class each month to lead. Harris said Amazing Earth is the science counterpart to this program which is also run by parent volunteers. Murphy said these programs are an easy way to make connections. It is just an hour.

- **Enrichment Programs, Gamble Gilbertson, VP Programs**
Gilbertson reported that programs are open to kindergartners starting in the winter session, not fall, in order to give them time to get used to school. We had 26 courses last year over 206 hours of supplemental instruction. Programs take place before school when classrooms are available. We rent the classrooms from FCPS at no charge. We survey parents every spring and provide a roster of classes for consideration. She posted an executive summary of the survey results. Our program is absolutely formed based on parent and teacher input.

It is not a fundraiser for the PTA. There is a small markup to cover the transaction fee. Members get a slightly discounted rate and get to register one week early. Thirteen classes are being offered. Currently, 3 are not meeting their minimum: French grades 4-6, Wedo robotics 1-3 needs two more students, and Running Club grades 1-4 grade needs one more student. Chess and intro to computer science and coding are sold out. A few have only a few more spots left out. Parents are asked to volunteer 60 minutes for each term.

This was a start-up program this year. Now we are getting more mature. I am looking for a team of volunteers - captains for fall, winter and spring - monitoring those parent volunteer gaps and recruiting from the parents who have kids on those days.

I will be getting winter and spring classes set up soon. We will have 39 classes this year, an increase from 26. We are considering creating a parent run running club for serious runners in the spring who want to train for a 3 or 5k. There is a volunteer sign-up. We need to do background checks. All classes are FFX County approved vendors who go through a rigorous background check.

- **Membership**
Murphy introduced Nina Kellerman the new Membership VP. Murphy said one of the key goals is to increase membership. We don't ask you to sell wrapping paper. Historically we've had about 30% membership. We always hit about the 200 mark. Membership work is busy in the fall then slows down for the rest of the year. Membership dues make a difference. You don't have to attend meetings if you join. There is an option to just donate. There are different levels of membership - yellow, blue and gold. At higher levels you get free tickets to some of the events. Donations are tax-deductible. We have a teacher staff membership. A lot of teachers here are also parents here. We introduced a teacher staff membership of \$5 (which is the lowest we can do) since we really want their input.

- Events, Colleen Elliott
Elliott reported on upcoming events:
 - Hoe Down is on October 13. If you are interested in volunteering there is a sign-up for that. There will be music and dancing in the gym, games, and hopefully food trucks. Tell your friends and please come out.
 - Homecoming Parade is on October 6. This is a low-key event for the SLHS homecoming. You have to parade with your kids. We need help with that too.
 - Skate Night will be on December 9.
 - Later in the year will be the talent show, Basketball Challenge, Bingo Night, and Show What You Know.

Elliott reported that her goals for the year are to build community and have fun, raise money for the school and bring more organization and efficiency to the events so they can run more smoothly year to year.

Destination Dining

Kim Elliott reported that she coordinates with local restaurants to give back a percentage of proceeds from sales we bring in on a set night. She will try to do 5 this year. They are usually on Tuesday evenings. September 26 will be Chipotle. It was huge last year. We beat their national average. We had kids at Kiss and Ride advertise it. If you have ideas and connections please let me know.

Spirit Wear

Mihyon Haas reported that we have a new vendor this year (her husband). We were able to reduce the overall cost per item so hopefully can increase the revenue. The store closes this Friday since we have to place the orders. Currently the sales are at \$1755 which means \$465 in earnings so far. We do over-runs of more popular items to sell at events. We will have a table at the hoe down.

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. One parent asked if there is a way to link the PTBoard calendar to google or outlook calendar. Manton will look into this. Principal West reported that the school website calendar will soon be phased out from google.

Volunteer Lead Vacancies

Murphy reported that there is one open position, Volunteer Coordinator, to help coordinate volunteer needs. It is probably more phone or laptop time. It is particularly to support events to get volunteers. Also we get high school and middle schoolers to volunteer to fulfill their community volunteer hours.

Rock Star Parking

A drawing was held from the names of attendees and Rock Star Parking was awarded to Nancy Darmory.

Closing

Gilbertson motioned to adjourn the meeting, Nelson seconded it. The motion passed. The meeting was adjourned at 8:10 pm.