| PTA Board Meeting Agenda C:\Users\chittics\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\T0N32TQJ\Little__little_lion_by_PattyHDesign[1].jpg |
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| Location: | Library |
| Date: | Wednesday, November 14th |
| Time: | 8:00am |

# Agenda details:

## President Report- Jane Davis-Boglione

### Overall update

#### LCTA has had a busy month: over $52,000K raised at the walk-a-thon; we have three new school board members; and Tricia & Katie have been working hard to find ways to support Nurse Wood.

### 2019-2020 PTA board. It is never too early to start thinking about the board for next year in order to make transitioning easier.

### Review Schedule and upcoming events

#### Community event: movie night. Dawn Seto will stay to help with sound system, etc.

#### Jane: concern raised that we aren’t representing the underserved members in the community. Will be mindful of this going forward and invite anyone with concerns to become involved and offer any suggestions they might have.

## Treasurer - Kelly Wurtz

### Treasurer Update

#### We should continue to promote passive fundraising through places like Amazon, Harris Teeter, etc.

#### Have recently received big deposits from Amazon, etc.

#### There may be some disconnect between Harris Teeter’s program and our school. Jane will talk to Heather Frevert about it.

#### FYI, Current balance statement does not reflect all walk-a-thon funds.

### Review Policy for cash/check handling.

#### Jane and Kelly have been working to put better controls on monies coming in. We have had a lot of funds come in around the same time for the walk-a-thon, the yearbook class pictures, etc. Working to develop a better check/balance system to make sure incoming funds are attributable to the correct categories.

#### In that vein, Kelly will print a template for those who run fundraisers, etc. so tracking incoming money, checks, etc. will be more uniform and easier.

#### Kelly will also formalize and distribute money management policies.

#### Also, be aware that the bank will take deposits from anyone and therefore we do not have to give funds to Kelly.

##### Each Board member collecting funds should check their inbox and bring cash/checks to bank weekly.

##### Itemize the deposit slips. This provides an additional check because Kelly can see what category each deposited item fell under.

###### You can get deposit slips in bulk, etc. If you go in with a completed deposit slip, it will not take much time.

###### There is a coin counting machine at bank as well.

#### If need additional help, request from Jane & Kelly.

## Executive VP-Melissa Carstens

### ASP-

#### We will be scaling back to 4 classes a day (3 on Mondays) for ASPs.

##### Next sessions registration for PTA members will be December 3rd and the rest of school community will be able to register on the 4th.

##### We will pare offerings down to enrichment offerings with a focus on things that compliment curriculum.

###### ASP is not meant to be extended day; it is meant to complement the existing school-day curriculum.

##### Dr. Z notes there is not enough space for the current numbers of classes. There used to be two offerings a day, which was manageable. But, we now have too much. Not enough space for the teachers to do their work.

##### Baroody will offer gift cards to teachers who offer their classrooms.

##### Next year will likely go back to only two sessions

### Uniform Locker

#### We set dates for first half of year. Will now meet w/ Diedre and Susan to set and publish dates for next half of the year.

#### Will have set times posted and Katie will post on the website.

##### May also post sign at front of the school.

#### Jane notes (and all agree) that it is probably sufficient to publish and hold two openings a month.

### Yearbook update

#### Teachers get complimentary pictures of their class and an electronic copy of staff photo.

#### Yearbook committee is still meeting to plan loveliness

##### There has been some discussion of parents creating their own lovelines online on the Jostens website.

###### This would mean that all would have to come in before February 14th. Last year many loveliness came in right before printing.

### Classroom Liaisons

#### Melissa will have a meeting (likely in the library) after Thanksgiving Break to with discuss liaising w/ PTA.

#### At this time will discuss holiday party schedules, etc.

#### Melissa will give to Katie A. a list of classroom parent liaisons to talk to make coordination of teacher breakfasts more efficient.

## Fundraising -Courtney Marshall/Elena Aida

### Walkathon! ….and assembly (note: assembly will now be held on November 28th at 9am).

#### First to speak will be Mike Doyle.

#### He has given us a copy of his presentation. We will need projector. D

##### Will communicate to Mr. Doyle that he must bring presentation on a flash drive and be here by 8:30.

#### Will do presentation to Ms. Spencer in appreciation for all of her effort.

#### Will have Orange Theory raffle, etc. Ms. Spencer will introduce, etc.

### Teacher lounge

#### We need help with updating the teacher lounge. PTA has plan to go in and make it more inviting. While we have to keep the copy machine, there are many other ways we could make the space more inviting to our teachers.

##### Will see if parents with design backgrounds can offer suggestions. In the meantime, we will formulate a budget for the project.

#### Abel could open up on weekends so the PTA could complete the renovation. Abel will remove anything in there and put inside storage so that renovations can be completed.

### Book Fair status

#### Melissa Dooney was looking into Alternative options, like Hooray for Books. Melissa Carstens will follow-up with her.

### Dining-Out

#### January will have annual breakfast for dinner at Royal.

#### New owners of Fontaine reached out with the possibility that they would be able to donate 10% of dining out proceeds from LTCA families that dine there on certain dates.

### Box tops

#### PTA has distributed containers to the classrooms.

##### Dr. Z notes that there was nothing provided with the boxes to let the kids and teachers know their purpose. Teachers usually bring to office when their in-class boxes are full. But, there may be a way to coordinate w/ teachers and classroom liaisons to make the process more efficient.

##### Melissa will put together something for the teachers.

##### Melissa will also coordinate w/ Heather to see what other actions we can take to improve passive fundraising. .

### T-shirts current and future sales

#### May sell t-shirts at movie night on 12/7.

##### We are giving pizza away so would be possible to sell and collect money for shirts only.

## Secretary- Brooke McDonough

### PTA membership update.

#### Annual membership drive complete, but we do still accept new memberships throughout the year.

#### Membership of 100% of staff; about 55% of families. In October we did a direct push to families who had not yet joined.

##### It’s difficult to compare to past membership numbers because of database changes.

### Membership Directory update

#### To be distributed that afternoon. Special thanks to front office for all of their assistance.

## Marketing/Communications -Leslie/Katie

### Fliers

#### Leslie has created great fliers and can work with event organizers to put any info they need into communicable format in a flier.

### Email spamming concerns.

#### Board members who are concerned could start using the PTA email addresses or simply take person email addresses off line.

### Posting events on FB

#### Katie notes that it is easier for the persons responsible for running an event to post directly about the event on the FB page. That way event organizers can more easily field questions.

#### Therefore, where possible, organizers will post directly about events and Katie will send email notice reminders.

### Roars and Tales

#### Nothing.

## Community Spirit -Tricia Holley/Katie Attiken

### Movie Night

#### December 7th

#### Movie will be Wonder

#### Will serve free pizza

#### Katie will be there early to meet with Ms. Seto.

#### Abel will be here until 9 to close the building.

#### Someone has to stay by the door to people monitor people coming in or out.

#### Parents should know that this is not for drop off/babysitting.

#### Will provide mini water bottles (rather than cups which spill more easily)

##### Can use some leftover from walk-a-thon.

### Nurse Wood Go Fund Me

#### Katie asks everyone to share w/ at least 10 people; 20 is what go fund me recommends.

##### Can share via FB or email.

#### There is a meal schedule being circulated. Sheila will discuss with Katie some ideas for additional ways we can help Nurse Wood.

### Teacher Appreciation Breakfast

#### Next one is on Dec 19th and hosted by the second grade.

### Breakfast this morning went well.

## Family Involvement -Sheila Kennett

### Update Blessings in a backpack.

#### Only ½ as many kids joined as last year.

#### But, we have lots of food and funds so therefore should not need another food drive.

#### This year we have been able to add a bit more to the bags each week (e.g., toothbrush and toothpaste in last weeks)

### Character Counts updates

#### Now planning character counts events, etc. a month in advance.

##### Looking ahead to baked goods and deliveries and Dec.

##### Dr. Z will work on Angel Tree.

### FPWR Assembly

#### Working to secure Anthony Shriver, founder of Best Buddies, to speak at the assembly.

#### While Best Buddies doesn’t have a program that works w/ elementary schools, it has a very strong message.

#### We are working for a date and then will figure out the rest of the details.

### Student Artwork: Parent volunteer Donna will be the liaison.

### Peer Buddies

#### Recently started again for the year. We have 25 pairings. Program has been extended to children who are just in need of a mentor.

#### Dr. Conlin spent a lot of time on the pairings.

#### This year, the program will meet bi-weekly rather than weekly,

#### Will hopefully organize a game night for families of mentors and mentees.

### Special Ed committee

#### meets monthly; will start to add those meeting dates to E-roars, etc.

### Sheila will be out on Feb 15th and we will need a new volunteer to fill in for her.

## Special Projects -Kim Ryan

### Playground update (Kim was unable to attend meeting; Jane provided update)

#### We’ve had more broken playground equipment. One of the rungs on the monkey bars came down while a student was using them. While the student was no injured, it and could have led to a serious injury.

#### Kim communicating with Elijah Gross regarding additional updates to the playground. The existing equipment is 15 years old.

#### No current money in budget allocated. Initial plan was that we would completely revamp the playground by 2022. But, considering the dangerous conditions, it is necessary for us to address the issues sooner.

#### Parents who are concerned should call the school board.

##### Note that the School District has never paid for this playground. LCTA is not being treated with equity in terms of safety and security of our playground area.

##### Address concerns to Anthony Minion chief operating officer and Dr. Hutchins.

#### Concerned parents in the LCTA community are encouraged to get more involved as Kim will be transitioning out of the school at the end of the year.

### SRTS

#### Our school got a “D” rating in terms of neighborhood safety for walking to school. This assessment was based on the number of accidents in the area.

#### We must continue to lobby for improved crosswalks, etc.

## Legislative Affairs-Marguerite Rippy

### Update from Elections

#### Three new board members: Jacinta Green, Michelle Reif, and Christopher Suarez. We will invite them to coffees in the spring.

### Focus for committee moving forward

#### CIP Hearing on 12/6 and board add/delete work sessions 11/26, 12/6, 12/14, 12/17, 12/2

#### PTAC Meeting at 7pm 11/14; initiatives include establishing an all ACPS policy on ASPs.

#### May have new Amazon/ACPS partnerships moving forward; details are unclear.

### Plan for 19-20 term

#### Possible parent volunteer: Shane Greer.

## Principals Update -Dr. Zissios

### Principal update

#### HVAC system needed. Maslyn and Yeager’s rooms haven’t had heat or air. We have bought fans and dehumidifiers.

#### Was supposed to be done with roof because the system broke system when the roof was fixed.

### Idea for investigating using PTA funds for a 3D printer.

#### Will see whether it is feasible to purchase, have teachers trained in use, and to maintain cost of printer over time.

## Teacher Liaison Report -Ms. Strong

### Parents in cafeteria.

#### This is difficult to implement mid-year because we would need parents to volunteer on a very set schedule.

#### Dr. Z will talk to Diane about; thinks volunteers might not be needed.