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| Location: | Library |
| Date: | June 11th |
| Time: | 8:00am |

## Jane called meeting to order. Present at meeting: Alex St. Clair, Jane Boglione, Melissa Carstens, Donny Holley, Kelly Wurtz, Brooke McDonough, Leslie Golden, Katie Palevechio, Courtney Mashall, Elena Aida, Tricia Holley, Katie Attiken, Kim Ryan, Dr. Zissios.

1. **President’s Line Items:**

### *Turnover and Introductions*

#### Alex gave a welcome. Urged people transitioning to take time to get together to plan transition. Especially important when people are leaving the school, going away for summer, etc.

* Alex has a binder for Jane originally created by Stacy Chittick. Has some thumb-drives w/ old logos, etc. Binder also contains the by-laws through 2021.
* Jane and Alex will have a meeting in which Alex gives Jane all of the passwords, takes himself off bank account, adds Jane to account.
* PayPal payments go directly to PTA bank account. Donny to elaborate on that.
* Jane notes that this meeting marks the official transition to the new board. Thank you to outgoing members.
* Jane excited for the new board to form a good team and hopes we can enjoy the year together.

### *Schedule for 18-19 term*

#### Jane put the calendar together with Dr. Zissios. It has been distributed to all members. Note that it is still a working document.

* Quick introductions of all new board members present.

### **Treasurer Update:**

#### *Banking and reimbursement procedures*

#### Fiscal year ends 6/30. Therefore, make sure any checks in your possession are deposited before year end.

#### Anyone can fill out deposit slips at Burke & Herbert Bank. If you have a large number of checks may want to talk to someone in advance. You may also need to get account number from treasurer or president.

#### Donny will switch out PayPal account: treasurer and president have access and can easily transfer PayPal balance to bank account when the amount hits certain level

#### In terms of reimbursements for expenditures, you should email receipts to treasurer and with the receipt, you should include the line item on the budget and amount. Treasurer reviews, president approves. May then take week for bank to issue check. Bank will need address and phone number to issue payment.

#### *Budget items*

#### Note that there were funds from out of this year’s budget for last year’s capital expenditures (audio system).

#### Next year, the After School Programs line item will go away because the program is now outsourced to Baroody.

#### Fundraising has been successful this year (thanks, Melissa!!!)

#### Progressive dinner, yearbook, and t-shirts not yet reflected in the revenue.

* + - Final budget report will be out end of June.
    - Donny recommends that if you are aware of expenses for the upcoming year (e.g., recommendations for line items or reminders that funds need to be allocated to particular project) it is a good idea to reach out to the treasurer now. Better to target funds sooner rather than later:
    - Alex notes that PTAs from other ACPS schools are chipping in to give the new school’s PTA funding to start with. New school may have a high percentage of underprivileged kids, so PTAs such as Maury and Jefferson Houston have donated $400-500. We should do same.
    - Dr. Zissios notes that there is a line item for the TC Donation, but we have not made it. Donny said once an official request was made we could make the TC donation.

### **EVP Line items:**

### *K-Prep week and planning*

### K Prep this year on August 14th-17th

### Falls under EVP roll

### We will want a PTA meet and greet, etc. to incoming parents.

### If in town and available to participate, let Melissa know.

### Dr. Zissios notes that the district is phasing out K-Prep. Only four days this year.

### PTA Closet has cups, magnets, t-shirts, etc. that we sell at the K-prep.

### If we prepare a flyer, Dr. Z will send home w/ K Prep letter that will go home the third week in July

### We will have leftover legacy Ts for sale.

### We will distribute flyers for back to school picnic

### We will distribute PTA Membership flyers

### We will have lists of potential volunteer rolls. Katie will meet with Jane to put together list of everything needed.

### *Uniform Locker volunteers and plan update*

### Uniform locker a mess. Needs sorting; but, seems well st0cked.

### Susan Oswald has been lead volunteer, but scheduling is difficult for her.

### Melissa has another potential volunteer that she will connect w/ Susan so that they can aim to have the uniform locker open at least the first day of K Prep.

### *Tours*

### Alex will still be lead volunteer and will head up the tours

### Need more volunteers b/c nice to have a stable of people willing to do tours; Alex is happy to take the lead. People can shadow him if not yet comfortable doing tours.

### Tour guides should be comfortable talking about Core Knowledge and Character Counts.

### *Yearbook*

#### Arrived today and will be distributed shortly. Kristen working on labels.

#### Next year we will need a new editor & graphic designer. Melissa has a volunteer. Will meet with her next Friday w/ Joyce and Kristen to discuss transition.

#### Haven’t received more volunteers, but idea has been floated about reaching out directly to parents to get pics of particular classes. Nevertheless, could still use more photographers, etc.

#### Will also sell leftovers at table in front of school. Dr. Z suggests we do this on Flag Day because there may be K parents who hadn’t thought about purchasing a yearbook.

### *Classroom Liaisons*

#### Brainstorming Different ways to use classroom liaisons next year.

#### We want to have two per class and work w/ Diane to ensure that happens.

#### Need to create a task sheet of expectations for that roll. Melissa will work on that.

#### **Secretary line items:**

*Meeting minutes*

* Monthly PTA Meeting agendas and minutes will be uploaded to the PTA website. Katie P. will upload.
* Aim to have uploaded within two weeks after meeting.
* By laws are already posted on front page of website.

### *Membership Drive*

#### We want more participation from the general community

#### We’ve started soliciting new members for next year.

#### We’ve created a new email address for membership. Website will route all new membership information there to be uploaded into the database. Payments will be flagged in PayPal as membership dues.

#### Will create flyer for this week’s Weds folder.

#### Will also continue to solicit members with two more lions’ tales.

#### We need to report to national PTA number of members and teachers who are members. We have had 100% teacher membership in past few years.

#### Currently about ½ student population has parent involvement in PTA.

### *Membership Directory*

### Will have next year’s membership directory distributed by October 31st.

## **Marketing/Communications line items**

*Guidelines for communications*

* Leslie will create a template for all E-roars and Wed. Folder communications to include footer on how to receive communications and passive fundraising details.
* Leslie will work on guidelines for communications with a goal of consistency and synergy w/in different modes of communication
  + Jane suggests some consistency on lead time so that publicized events receive equal advance billing.
* Even though individuals will submit their own flyers, etc. Leslie will be the single point person for flyer approval and copying with Dr. Z and Joanne.
* Must get flyers to Leslie on Monday by 5pm. All Lion’s Tales info by Wednesday at noon.
* Leslie to Send to Dr. Z for approval by 5 AM on Tuesday. Must have all flyers finalized and approved by 11AM Tuesday for printing.
* Leslie will also share information with Katie P. and Nurse Wood so that all communications can be streamlined at the same time—on website, social media, etc.

### *Media relations*

### Leslie will be the LCTA media relations contact.

### We will try to reach out more to media, dignitaries, re: events. We can discuss in advance which events are most worthy of this.

### *Spring 2 Action*

### Leslie will be LCTA contact and will reach out and try to connect so that LCTA can be involved.

### Alex notes that there is some concern about competing charities.

### Tricia noted that there are fairly hefty fees associated with spring 2 action. One year a parent donated $500 for a Chromebook through S2A and LCTA received only $400 of that.

### Several noted that S2A can be more successful if the school is raising funds for a specific project (e.g., playground).

### Dr. Z notes that Spring 2 Action should be for community involvement, not parents. Thinks we should have one major fundraiser for parents.

*E-Roars*

* Jane will be in charge of.

### *Website*

### Katie P. will work on website revamp. Will need volunteers.

### Would like to launch new website in conjunction with the start of the new year.

### Katie will maintain and monitor content.

### **Fundraising line items**

### *Walkathon planning-committee*

### Dr. Z wants to ramp up the walk-a-thon. No check writing campaign.

### Successful b/c it involves everyone.

### Could look into companies other than 99 pledges w/ lower fees. When Melissa researched, 99 pledges was most user friendly, responsive, and helpful platform. That was 2 years ago; there may be additional options now.

### *Progressive Dinner*

### Was very successful.

### Will plan earlier next year.

### Date already on calendar for next year.

### Pic from this year in Lions Tales to help increase interest.

#### *Book Fair*

#### Diana Troche organized last year and is willing to do so again. But, she wants another volunteer. Last year she had to fill in volunteer spots on her own.

#### This year reach out to volunteers sooner; as early as K Prep.

### *Dining-Out*

#### Winter is usually a good time to hold these b/c not much going on the calendar.

#### Breakfast for dinner the traditional dining out, but there are other options.

#### This year’s class dinners waned in interest by year end. Next year will consider one per grade in fall. Perhaps consider putting two grades together and putting classroom liaisons in charge. (This will fall under Community Spirit).

### *T-shirts, current and future sales*

### Learning process this year. In the past, a parent volunteer conducted sales at tables. This year we did order form and we got a lot of orders; orders did not match the forms. Fair amount of work to figure out. Parents questioning where their shirts were if they received one but not all of shirts ordered. Rest of t-shirts will come on Tuesday.

### Next year this will perhaps be better w/ more lead time.

### On Wednesday morning need volunteers available who can help with the remaining orders.

* There should be some left over. Design is universally liked, so sales will continue through the year. Can also sell extras on Friday with the yearbooks.
* Good money maker: $15 cost to parents, but we only pay $4.
* We have a “Square” account so people can pay electronically at the tables. But, we don’t have the password. Tricia will see if she can find pw. Will try to get up and running on Friday.

## **Community Spirit line items**

### *Back to School Lunch*

### Scheduled for August 28th

### Dr. Z takes care of ordering boxed lunches. PTA pays.

### *Picnics*

### First one scheduled in September.

### Considering selling pizza?

### *Teacher breakfasts*

### have been scheduled. Need volunteers. Tricia & Katie can do sign-ups but need more volunteers for set up.

### This is something class parents could possibly organize. Parent liaisons could be involved, but it is often difficult for parent liaisons to communicate w/ class due to difficultly getting email addresses.

### E-Roars reach a lot of people so could be helpful in soliciting volunteers.

### *Monthly Gift cards*

### Need volunteers; was a massive undertaking to stay on top of.

### Try to find a way to do w/ one lump payment for all birthday gift cards. So then only expense would be greeting card.

### Jane suggested electronic; but hard tangible cards are preferred.

### Teacher Appreciation, Veterans day, other events are on the calendar.

## **Family Involvement line items**

### *Blessings in a backpack*

### *Character Counts* (Dr. Zissios spoke on this issue)

### holding pattern till we have new counselor.

* We were a National School of Character and still should be. But, we can’t be certified because we offer tangible rewards.
* PBIS is forcing kids to think about earning ticket, rather than focusing on engaging in appropriate behavior because that is what kids are supposed to do. Must get back to kids understanding why you should be respectful, a person of good character, etc.
* Will look at resurrecting the animal and planet crusader programs, meals on wheels, trips to Sunrise. Looking to support the community. We’ve lost all that. We will go back to that.
* Jane: Ellen Taverna, Rocio Johnson, Molly Groom committed to seeing Character Counts back in place. Can work with the new counselor.
* But, need help from parents to coordinate outside of school. Jane suggests polling parents.

### *Special Ed. Committee-Peer Buddy, Disability Awareness*

### presentation scheduled on October 1st for DA.

### *LCTA Gardens*

### We want to resurrect the community aspect of it.

### Occasional Saturday project for students to volunteer to clean up garden, etc.

### *Student Artwork*

### Need to recruit volunteers.

### *Tutoring*

### trying to recruit volunteers

#### In the past, there was not a good connection between the sign-up sheets and then getting volunteers in touch with the relevant person.

* Is in e-roars now.

## **Special projects line items**

### *Playground*

### Kim met w/ ACPS folks. Done tour of playground and discussed concerns re safety.

### Safety is number one concern. Want to start school year without the yellow tape.

### Removing the red/yellow spin thing, checking on merry-go-round (is it completely broken/need to be removed)

### Little tears in soft surface can be fixed by ACPS over summer.

### Not going to get into a total tear out.

### But, can work with current vendor to replace existing materials. Or switch to new vendor to remove equipment and add new equipment.

### Getting proposal =from vendor re: removing current equipment and replacing.

### Other schools have used some of these vendors.

### Seems to make more sense to have same group to removal and replacement. Least expensive and fastest option.

### Two-month lead for new equipment.

### We aren’t experts on what will work out there, but will consult with people who know how to meet the needs of the community.,.

### BUT, we do need more money. We have $150,000 in budget and trying to get more. But have to wait for proposals to understand what is necessary. Playground was funded by PTA 15-20 years ago when school was ½ the size.

### Note that when you see that other schools were awarded much higher amounts for their playgrounds, it is often b/c there were structural/landscaping/drainage issues.

## **Legislative Affairs line items**

* Marguerite not present; but, informed Jane that there are no updates.

## **Principal’s Update**

*General update*

* Art will be on a cart next year b/c of class size.
* May have to move third grade teacher downstairs.
* Second grade class is full; there is a waitlist.
* Campagna camp here at LCTA for the summer; they have sliding scale.

### *Teacher Transition:*

#### Retirement:

#### Renae McVeigh (K; done in Jan. Doesn’t need card.)

#### Megan Brooks

#### Gayle Close

#### Laura Zybrick

#### Moving:

#### Thomas Boyd (1st; to CA Spec. Ed.)

* + Catherine Vermillion (K; to Thailand)
* Transfer:
  + Jeff Cave (5th; to Cora Kelly for Math)
  + Jane Temoshok (K; to Ferdinand Day)
* Maternity:
  + Liz Ingraham (2nd)
  + Sarah Bustard (counselor)