

MINUTES

General PTA Membership Meeting

September 7th, 2018

Mantua Elementary School

I. The meeting was called to order by Lisa Libby at 9:39am.

Executive Board and Membership Attendees: Lisa Libby, Emily Mosso, Ali Wills, Trina Rasmussen, Kathy Phillips, Karen Tang, Philip Lee, Eva Orlowski, Shellye Poole, Sophany Setliff, Tracey MacDonald, Luis Faust, Kate Emmerson, Rebecca Kiessling, Martine Collin, Thanny Young, Jenn Ros, Tricia Murphy, Heather Foglio, Angelica White, Ritika Stauber, Jennifer Mack, Christine Ren, Emmy Obruba, Karen Cheng, Melissa Messare, Carrie Wendell, Jennifer Cooper, Jeanne Chang, Natasha Archer, Vanessa Hall, Jessica Parobek, Megan Burski Wells, Katie Graap, Adriana Biberaj, Paula Gish, Terri Radziewski, Edith MacArthur

Administration and School Representatives: Jan-Marie Fernandez, Amy Alley, Nick Rousos

II. Adoption of May 31st, 2018 Meeting Minutes – a motion was made and carried to approve the minutes as written

III. Reports

Principal's Report

Jan-Marie Fernandez

Mrs. Fernandez welcomed everyone and shared the staff's appreciation for the PTA-provided breakfast that was held the week before the start of school.

Regarding the new approach of the combined Open House & Back-to-School-Night that was held the day before school started, Mrs. Fernandez shared a few thoughts:

- A large majority of her colleagues at other schools operate this way and find they get more families attending.
- Teachers prefer the combined events. In addition, teachers of the youngest students found that they had every family represented and that it was wonderful to be able to meet students and their families before school has even started. Making a connection with their students prior to school starting was incredibly helpful from the teachers' perspectives.
- It is recognized that it is tough for those who have to miss work to attend the event but keep in mind that the old Open House was held midday.
- With the current enrolment at 1,084 students, the old method was no longer a safe option and was too overwhelming for the kindergarten students.
- Kindergarten will have their Back-to-School-Night on the evening of September 13th. It was not deemed ideal to have the Kindergarten students taken away from their parents (as is done in the new method of Open House/BTSN) as their first at-school experience; hence, the separate BTSN for Kindergarteners.
- 1st, 2nd, 3rd graders who were brought to a group gathering during the BTSN portion of the event had the opportunity to meet specialists, to do a craft, and to practice this year's song ("Count on Me" by Bruno Mars which ties into this year's focus on Compassion).
- The first day of school went well. There are always glitches with transportation but the first day was considered a "win" overall.

Upcoming Events:

September 5-14	ENRICHMENT Registration
September 6-7	PTA Clubs: Drama Club Auditions, 5:30pm-9:30pm
September 7	PTA Event: Volunteer Information Meeting, following PTA Meeting
September 7	PTA Event: Ice Cream & Pizza Social, Playground, 5:30pm-7:00pm
September 9	PTA Clubs: Drama Club Casting Announcements
September 13	Back-to-School Night, Kindergarten, 6:30pm-7:15pm
September 15-17	ENRICHMENT late Registration
September 17	Lunch Buddies with Fairfax County Police Officer, Heather West Mantua ES is one of 15 elementary schools involved in a pilot project of police outreach. Trying to create a positive police presence in schools by having officer, Heather West, regularly visit the students during their lunch period.
September 14	Woodson Feeder Night All schools that feed into Woodson are invited to arrive at 6pm in their school colors, stand near the goal posts and run down the field together.
September 19	3-HRS EARLY RELEASE These new 3-hours early releases allow for professional development as well as an all-staff meeting. Given the size of our school, it is difficult to get everyone together (although teams meet weekly).
October 1	ENRICHMENT Session 1 begins
October 1-5	Custodian Appreciation Week
October 3	PTA Clubs: Raccoon Runners begins
October 3	5 th grade to visit Hemlock Overlook Regional Park This is a daylong event that will require an electronic release signed by parents to allow students to be on the Hemlock property. The 5 th grade is not doing Camp Highroad this year.
October 4	PTA Monthly Meeting, Library, 7pm

Staffing:

- As of today, there are 1,084 students at Mantua.
- The largest grade levels are Kindergarten, 4th grade & 5th grade.
- We were given 2 additional teacher positions close to the start of the school year – one for 4th grade and one for 5th grade. There was insufficient time to find suitable candidates. Mrs. Fernandez traded in one of these teacher positions for 2 Instructional Assistants. However, finding suitable IA's is difficult as well.
- Mrs. Fernandez feels very fortunate with the teachers we were able to hire. Each has 10+ years of teaching experience.
- We do have additional support in 4th & 5th grads; however, we are looking for more support for Kindergarten. One of our Italian teachers is back with us part-time to provide Kindergarten support.
- We are pretty full at the "inn" but we are making it work. Mrs. Fernandez has fought to keep open spaces free for the students, such as the pods and computer labs, rather than turn them into classrooms.
- There were 2 Spanish teachers hired early on and there are a number of Spanish-speaking staff members.

Principal's Report (cont'd)

Amy Alley

Amy Alley explained that she normally provides testing updates at the PTA meetings.

WAPT: The Kindergarten WIDA-ACCESS Placement Test is an English language proficiency screener given to incoming Kindergarteners who indicated on the Home Language Survey that another language other than English is spoken in the home. The ESL teacher conducts a quick 1:1 assessment with the student to see if the student is eligible for additional ESL services. This testing has already been completed and a letter will be sent home to soon with results.

Universal Screener: The Universal Screener provides an initial view of the students' foundational skills to help teachers identify students who may have challenges in reading or mathematics. Grades 1-6 are assessed in reading and mathematics and their testing is online. Kindergarteners are only assessed in reading. If further diagnostics are needed, students may be assessed using the DRA (this is the Developmental Reading Assessment is an individually administered assessment of a child's reading capabilities. It is a tool to be used by instructors to identify a students' reading level, accuracy, fluency, and comprehension.)

CogAT: The Cognitive Abilities Test (**CogAT**) is a group-administered K-12 assessment intended to estimate students' learned reasoning and problem solving abilities through a battery of verbal, quantitative, and nonverbal test items. This is administered to every 2nd grader over 3 days. The testing will take place from October 1st-13th. A CogAT will be administered to select 3rd-6th graders who are new to Fairfax County and who do not have a cognitive abilities assessment on file. By the end of September, letters will be sent home to families to let them know their student will be taking the CogAT. All students get a one-time retake. If a family wants their student to take the CogAT, an email needs to be sent to Ms. Bousbouras by September 21st. This is a paper test and materials need to be ordered in sufficient time. An announcement regarding the CogAT testing will be coming out in the AlertNews.

Nick Rousos

Drills: We have already practiced a Lockdown Drill. We will practice a Fire Drill every week for the first month of school and then we will practice monthly. We will conduct Tornado Drills in the March timeframe. Evacuation Drills will happen once in September and once in February. Parents cannot enter the building during any of these drills. Anyone who is in the building when a drill begins must follow the drill procedures. There will be notes on the front door to let parents know what is going on. These drills are not publicized. If there are any questions, please contact Nick Rousos.

There has been a change in the Lockdown Drill. It used to be that you were to get into a room, lock the door if possible and stay put. It is now "Run Until You Feel Safe" if you are caught out in an "un-lockable" space. It is still be determined how to handle this change within a drill setting. There is a crisis team in the building that spends a lot of time practicing different scenarios. It is a constant work-in-progress as everything keeps changing.

President's Report

Lisa Libby

- Tonight's Ice Cream & Pizza Social will be cancelled due to poor weather. As of the time of the meeting, the forecast was calling for 70% chance of rain. Check AlertNews for a rescheduled date.
- Enrichment & various Programs have recently started. There were a few hiccups but generally things are running smoothly.
- Ali Wills, new VP Programs, was introduced. Ali called out the Garden Group who worked tirelessly in the heat of Labor Day weekend to get the gardens in shape.
- Emily Mosso, new VP Fundraising, was introduced.
 - Emily encouraged everyone to take advantage of the free shipping on Spirit Wear orders until September 10th.
 - She announced that there will be a Restaurant Night some time in October.
 - Run for Rocky will be October 26th. If anyone wants to help out, they are to see Emily.
- Molly Gravholt - though not present - was introduced as our new Treasurer.

Lisa then presented how the PTA funds were used during the **2017-18 school year:**

Category	SUM of Net Expense/Income	
Admin Expense	\$3,883	0.046
Programs Net Expense	\$4,781	0.056
Staff	\$16,215	0.191
Curriculum	\$18,688	0.220
Classrooms	\$41,277	0.487
Grand Total	\$84,844	

Classrooms Item	SUM of Net Expense/Income	
WF - Eco Team tree planting	\$126	0.0031
WF - Eco Team 10 prs binoculars	\$715	0.0173
PWL - Document Cameras	\$800	0.0194
PWL - Yearbook cameras	\$1,200	0.0291
Electronics	\$1,443	0.0350
WF - 10 4th grade laptops	\$3,372	0.0817
WF - 5 5th grade projectors	\$4,000	0.0969
Book Fair Exp- Library Proceeds	\$6,622	0.1604
PWL - Air Hand dryers for Bathrooms	\$6,799	0.1647
PWL - Short Throw Projectors	\$8,000	0.1938
PWL - 21 Dell Laptops	\$8,200	0.1987
Grand Total	\$41,277	

Lisa then presented the budget for the **2018-19 school year**:

Budget – Expenses:

<i>Category</i>	<i>SUM of Proposed Net 2018-19</i>	
Admin Expense	\$3,750	4.96%
Programs Net Expense	\$5,850	7.73%
Classrooms	\$7,000	9.25%
Staff	\$15,775	20.86%
Curriculum	\$17,600	23.27%
2018/2019 Donation to School	\$25,664	33.93%
Grand Total	\$75,639	

<i>Curriculum Item</i>	<i>SUM of Proposed Net 2018-19</i>
School Patrols Expense	\$200
Music Expenses	\$300
Field Day	\$400
Principal Scholarship Fund	\$500
Take Home Reading Exp	\$500
Classroom Language Arts	\$2,000
Dreambox Site License	\$6,200
Field Trips	\$7,500
Grand Total	\$17,600

<i>Staff Item</i>	<i>SUM of Proposed Net 2018-19</i>
Meetings & Misc Hospitality	\$50
Volunteer Appreciation	\$50
Staff Recognition	\$75
Cafeteria Appreciation	\$250
Office Staff Appreciation	\$400
Teacher Appreciation	\$400
Custodian Appreciation	\$450
Staff Development Expense	\$6,500
Teacher's Fund Expense	\$7,600
Grand Total	\$15,775

<i>Classrooms Item</i>	<i>SUM of Proposed Net 2018-19</i>
Electronics	\$1,500
Book Fair Exp- Library Proceeds	\$5,500
Grand Total	\$7,000

Budget - Income:

Category	SUM of Proposed Net 2018-19	SUM of Net Expense/Income
Interest Income	\$40	\$37
Membership Dues	\$5,000	\$5,551
Programs & Events Income	\$18,025	\$20,362
Fundraising Income	\$52,574	\$59,024
Grand Total	\$75,639	\$84,974

Item	SUM of Proposed Net 2018-19	SUM of Net Expense/Income
Amazon Click Through Link	\$800	\$972
Amazon Smile	\$80	\$86
Box Tops	\$1,200	\$1,271
Carnival/Spring Fling	\$9,500	\$9,838
Donations	\$3,000	\$3,172
eScrip	\$5	\$5
Fall Fundraiser/Run for Rocky	\$27,700	\$31,361
Giant A+ Rewards	\$500	\$511
Harris Teeter-TIE	\$800	\$800
Ice Cream Social Income	\$1,550	\$2,624
Label Daddy	\$4	\$4
Movie Night	\$0	\$151
Restaurant nights	\$1,000	\$1,322
Spirit Wear	\$1,500	\$1,769
Yearbook	\$4,935	\$5,138
Grand Total	\$52,574	\$59,024

Item	SUM of Proposed Net 2018-19
Talent Show	\$400
Sixth Grade Party/T-shirts	\$500
Chat n' Chew Income	\$600
Enrichment	\$825
Raccoon Runners (Boys & Girls)	\$1,000
Spring Break Art Camp	\$1,000
Drama Club	\$1,200
Book Fair	\$6,000
Basketball	\$6,500
Grand Total	\$18,025

Lisa motioned to have the 2018-19 Budget approved as proposed. The motion was a carried.

Lisa then asked if there were any questions:

1. What is the best way to inquire about budgets for Programs or a Fundraising Event?

Go directly to the VP Programs or VP Fundraising. (Lisa Libby)

2. Will Mantua accommodate the new housing development that is being built within the school boundaries?

Yes. When the new school boundaries were created a few years ago, this housing development wasn't anticipated but we must accommodate the students in these homes. (Jan-Marie Fernandez)

3. Will AAP programs be set up at other schools so that out-of-boundary students can attend AAP at their own schools?

This has been the plan for a while but we are not sure where we will end up. However, almost all of our feeder schools now have Level IV-based programs so more children are staying at their own schools and not moving over to Mantua. (Jan-Marie Fernandez)

4. Is there the possibility of adding additional languages to the Global Plus Program?

If you want to add a new language, it is best to recruit sufficient interest (approximately 8 students) prior to approaching the Global Plus Liaison. Another language is only added if it is deemed that there is sufficient interest. (Lisa Libby, Karen Cheng)

Additional Comments:

Vanessa Hall: Academic Competitions Liaison

There are usually 7 Academic Competitions per year. These are available for students K-6th grade. The PTA website has an information page and a signup sheet for those who are interested. Those who have participated in the past have found Academic Competitions to be an enriching opportunity to be a team that is not sports-related.

Karen Cheng: Reflections Liaison

This is a program that promotes the Arts, including dance, film, music, television, etc. This year's theme is "Heroes Among Us". Every child who participates gets recognized at the award ceremony. Mantua submission deadline is October 23rd in order to get organized prior to the County deadline of November 2nd.

Kathy Phillips: Chat'N'Chew Liaison

This is a lunchtime book club that runs from December to March for 3rd-6th grades. We are looking for parent volunteers. This is the best volunteer job at Mantua. Those interested can sign up online through the PTA website. It is preferable that students sign up soon so we know how many books we need to order. We need to distribute the books to students in November so there is sufficient time to read the book before the first Chat'N'Chew meeting in December. The books are chosen with assistance of the librarians and the reading specialists.

Rebecca Kiessling: Drama Liaison

Drama registration filled in 5 minutes this year. Rebecca shared that Drama is a very popular, year-long program. If any other programs conflict with Drama, please approach her directly. She expressed that Drama wants to work with other programs as best as they can.

Paul Ghish: Passive Fundraising

There are easy ways to raise money for the school. There was \$1000 raised last year through Passive Fundraising. Please go to the Passive Fundraising area on the Mantuapta.org website to find out how you can participate.

Jan-Marie Fernandez: Directory

There is a new State Regulation that restricts the information about students that schools can hand out. Schools are now only allowed to share students' names and email addresses. This will impact the School Directory.

Nick Rousos: THANK YOU!

Mr. Rousos took a minute to share the administrations appreciation for all that the PTA does for Mantua. He acknowledged that all of the hard work really enriches the lives of the students.

IV. Old Business

None

V. New Business

None

VI. Announcements

Check out www.mantuapta.org and the AlertNews for more information on what is happening at Mantua

VII. Meeting was adjourned at 10:51am

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