

MINUTES - DRAFT

General PTA Membership Meeting

June 9, 2016, 7:00pm

Mantua Elementary School

I. The meeting was called to order at by Julie Middleton at 7:05pm

Executive Board and Membership Attendees: Julie Middleton, Lisa Libby, Nicole Willis, Kristina Clarke, Chanda McCarthy, Dawn Keene, Sam Leiber, Shannon Murphy, Liz Schatzman, Kathy Phillips, Amy Halstead, Klara Miller, Baozhong Shan, Edith MacArthur

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

II. Adoption of May 2016 Minutes – A motion was made and carried to approve the minutes as written

III. Reports

**-President's Report**

**Julie Middleton**

Thank you to our volunteers; we rely highly on volunteers and are happy to host the reception to show our appreciation. Thanks for coming!

We have two objectives for tonights meeting: vote on spending and the new board

Final meeting – thanks to everyone for everything over the last four years

**-Treasurer's Report**

**Nicole Willis**

Note to all of the volunteers: Thank you so much to all of the volunteers that have made such a great effort to get reimbursement requests and cash/check collections to me in a timely manner. It really helps to have everything turned in as soon as possible so that we all have a clear understanding of where things sit financially so that we can move forward. I would like to ask that all requests for reimbursement be handed in to me as soon as possible, no later than June 17th so that I can cut checks and get them cleared by your banks by the end of the month if you deposit them right

away. All receipts should be taped or stapled onto an 8 ½ x 11 sheet of paper (scrap paper is fine). All requests should include the Reimbursement Request form located on the PTA's website or you can ask me to send one to you. Please include the best way to return the check to you. I can drop them off to you in the neighborhood to save time from mailing or you can pick them up from my house.

**Fundraisers**

- From the Spring Fling/Carnival, we received 4 more silent auction payments totaling \$215.00 and we paid out \$71.79 in expenses to pay for reimbursements of supplies as well as a refund from an auction item. Total profit currently is \$9755.76.
- Under Fundraising Partnerships, we received a check for \$400 from Target
- The Homes Tour ticket sales received into the bank account total \$1463.35 since the last meeting. I'm expecting more to be deposited soon through MemberPlanet. We have reimbursed \$572.68 for various expenses to run the Homes Tour (i.e., wristbands, signs, shoe covers, flyers, badges, programs). Total profit currently is \$1134.33.

- Restaurant night at Elevation Burger provided us with a check for \$265.00

### **Hospitality & Appreciation**

- \$35.28 has been reimbursed to cover the Teacher Appreciation Luncheon invitations

### **Programs & Events**

- \$2960.00 has been received for the Sixth Grade Party/T-shirts and we paid out \$766.00 for the T-shirt order
- The Garden/Landscaping project used \$114.68 to purchase a tree and equipment
- We spent \$1322.35 for the Author's Conference, which includes \$485 for the Jeffrey Bennett book orders – I'm expecting to receive money for payment of those.
- Kids Care Club had expenses in the amount of \$92.70 to cover supplies for posters and snack packs to give to homeless kids for their food drive
- The Raccoon Runners turned in reimbursements for \$140.62 for snacks and their end of the season party

### **Supplies**

- We paid \$100 for a pianist to help out with the Spring Chorus Concert, who also recorded music to use as accompaniment during the performance(s) he could not attend
- I needed stamps and some folders (\$20.69)
- I attended a PTA Training session last weekend for \$10.00

### **Wish Fund**

- \$251.02 was used to purchase supplies for the Garden project with the art classes to make a picket fence with Ms. Nathalie Shirley

### **-Principals' Report**

**Jan-Marie Fernandez**

#### Events That Took Place:

- Wow, it's June. Thank you to our outgoing officers, Julie and Lisa
- PTA Homes Tour
- Woodson Art Show – fun to see
- Strings concerts
- Author visits
- Andrew Young, Medieval Man, 5th graders enjoyed
- Principals for the Day on Monday
- 5th graders Dork Diaries author visit
- 4th graders working on Colonial garden with volunteers

#### Staffing and Student Enrollment:

- Changes happening next year include Mrs. Kaplan retiring, Kay Donnelly retiring, Ms. Cecere resigning to move to PA, Ms. Edwards will stay at home, Mrs. Kneeland is moving to Germany, Carol Puckett is moving closer to home, Natalie Lorenzi is moving to Lake Braddock as head librarian, Kristalyn Hill has resigned because she is getting married and moving, Ms. Radcliff is destaffed because of numbers, going to another elementary school, Ms. Dubose was a one year hire so is likely leaving too.
- Hired: .5 ESOL teacher, librarian and reading specialist
- Housing in the neighborhood is still unsettled, so numbers will be changing

- Enrollment is 992 students as of today, projection for next year is lower
- Please encourage neighbors moving into the neighborhood to register at school to help predict numbers and staffing
- Mantua is closed for student transfers. Student Transfers are also called Pupil Placement; county tells school when we are closed to student transfers, if county says no then principal must deny all requests but applicants can appeal. If child is already here at our school then a renewal is approved.

Summer Hours: Office will be open 9am-3pm, M-F for July, August will be open full time; maintenance to building and grounds so building is not open to programs.

Upcoming events:

- 6/13 rising 7th graders will be visited by Luther Jackson MS librarians, our librarians will talk to all kids about summer reading
- 6th graders to Gettysburg tomorrow
- 3rd graders Ancient Cultures Festival
- 6/14 Field Day K-2 9:30am-12noon; 3-4th 1:00-3:30pm
- 6/15 Field Day 5-6 9:30am-12noon
- 6/15 K-4th grades visited by public librarians to talk about summer reading programs
- 6/16 6th grade musical
- 6/17 6th grade musical performed in school
- 6/17 Frost and Luther Jackson principals visit 6th graders
- 6/18 Woodson graduation at Eagle Bank Arena
- 6/20 SCA Installation
- 6/20 Medieval Day (5th grade)
- 6/21 6th grade graduation rehearsal
- 6/22 6th grade awards ceremony at 9:30am and party at 12:30pm
- Ted Talks ongoing for 4th grade
- 6/23 Last day; 2 hour early release at 2:05

**-Assistant Principal**

**Amy Alley**

- Ms. Fernandez commented on the great job done by Ms. Alley as the Testing Coordinator!
- SOL Retake process is underway. Mr. Rousos is calling parents of children eligible for a retake; if a parent does not respond, no retake will be given to the child
- Assume that answer is no if parents do not respond
- Absent make ups have been completed
- Reading retakes are completed
- Math retakes (all grades ) 6/16
- Science retake (5<sup>th</sup> grade) 6/17
- Social Studies retake (4<sup>th</sup> grade) 6/17
- All SOL testing done on 6/17
- Italian – 3<sup>rd</sup> and 6<sup>th</sup> graders writing and speaking test done by the teachers; 6<sup>th</sup> graders speak into the computers, some technical glitches where they have to redo
- DRA testing underway
- MRA underway
- SOLs and Italian scores will be sent home with progress reports

- Initial results, official results come in late summer after the state reviews the questions/results

**-Assistant Principal**

**Nick Rousos**

- Tree donated by Dominion Power was planted and is blooming, doing great
- Bike Rack has arrived – unassembled, waiting to install until grounds work is complete, don't want to install and have it damaged; final installation and ceremony will be in September
- Lost and found is overflowing! Come find your lost items; all unclaimed items will be donated at end of the year

**-1<sup>st</sup> Vice President for Programs**

**Lisa Libby**

- Many, many thanks to volunteers; we can't do the programs that we offer without parent volunteers
- KCC party next Wednesday after school, members please come
- Food Drive put together 73 bags of food for donation; intention is to continue doing an end of year service project, benefit families who rely on services during the school year that may end over the summer
- Mr. Uribe will distribute the collected food to families within Mantua and other FCPS schools
- Volunteer opportunities still open include: Alert News Editor, shadow for Yearbook sales and club
- Alert News Editor, Amy Halstead described her job – compile information submitted from programs; check school websites and PTA website; web based program, easy, know what is going on in the school, great job
- Summer Meet and Greet – 10-11:30am on 7/16, 8/20 and 9/3 at the school playground

**2<sup>nd</sup> Vice President for Fundraising/Membership**

**Chanda McCarthy**

- Fall Fundraiser plans – Fun Run is a popular event, great fundraiser
- Restaurant Nights – Pot belly is interested, potential for performers/open mike
- Pictures – Strawbridge is new school picture company, not happy with photographers at LifeTouch; have a relationship with own yearbook company
- Recognizing outgoing volunteers Amy Halstead, Liz Schatzman, Shannon Murphy, Meri Farling (thanks for her many years of work!)

IV. Old Business

None

V. New Business

Presentation of Slate of Candidates for 2017-18 PTA Executive Board:

President: Sam Leiber

Vice President for Programs: Dawn Keene

Vice President for Fundraising: Chanda McCarthy

Treasurer: Nicole Willis

Secretary: Kristina Clarke

Motion made and approved to accept the new executive slate as presented

Budget – we try to net to zero, we have netted big in the past; we have tried to rectify that by spending more of the money that we earned in the year that it was raised

Bench and umbrella approved last year were not purchased because of uncertainty around grounds work

Principals' wish list attached; line items explained below:

Licenses to continue school wide use of Dreambox and Wixie programs

JMF on HP ProBooks: The County talking about moving to 1:1 technology, another pyramid has a grant to pilot 1:1, they are using the HP ProBooks. We want to do a trial with 5<sup>th</sup> graders for next year; each classroom will have its own cart to charge computers and use them throughout the day; 5<sup>th</sup> grade teachers are strongest tech users plus 5<sup>th</sup> graders are good age/maturity. Wakefield Forest has been 1:1 across all grade levels for a couple years; used donations to acquire. And other schools have a couple grades that are 1:1 for us to use as models. One new set of ProBooks has been purchased already by JMF, asking for two more. Don't want to make an investment across all grades yet; have to be cautious of how the county will proceed – they may fund or lease computers. Donated used equipment is frowned on because of repair / support costs

Edith McArthur – willing to find a company that may considering donating new machines for a tax write off; Jane Dunfee has list of approved machines

JMF on Instructional Supplies: nice gift from PTA which allows the money used for instructional supplies and uses the money for staff, cushion to allow for hiring of additional staff as needed

JMF on Staff lounge – theme “we are on a journey, moving forward, cruising along.” Pictures are hung that were taken by her husband, room is painted blue with boats, sailing to fit theme. Then we noticed the refrigerators look old and outdated; missing handle. A cabinet ordered to store social committee items

Basketball backboards for side baskets – \$3,840 from basketball proceeds to replace four side baskets; \$3,291 net still after basket purchase

Motion to spend \$43,273 as outlined in Principals' wish list made and approved, no opposed

Motion to use up to \$14,000 for startup funds for summer/fall made and approved, no opposed

## VI. Announcements

Check out [www.mantuapta.org](http://www.mantuapta.org) and the AlertNews for more information on what is happening at Mantua

VII. Meeting was adjourned at 8:46pm