

Stenwood PTA
Board Meeting Minutes (Draft)
Sept 10, 2019

The following members were present: Deanna Heier, Nicole Churchill, Danielle Gibbens, Anjali Gupta, Lisa Mak, Reshma Kari, Erica Riley and Meredith Mitchell.

Welcome

Deanna Heier called the meeting to order at 6:03 pm.

Adopt Meeting Agenda

Lisa Mak made a motion to adopt the September meeting agenda. Anjali Gupta seconded. The agenda was adopted.

Approve August 2019 Board Meeting Minutes

Deanna Heier made a motion to accept the minutes. Anjali Gupta seconded. The minutes passed.

Treasurer/Account Signatories

Ratify Electronic Vote on New Treasurer: Deanna Heier moved to ratify the appointment of Reshma Kari as PTA Treasurer for the term of 2019 – 2021. Anjali Gupta seconded. Motion passed unanimously.

Eligible Bank Account Signatories: Deanna Heier made a motion to approve PTA Treasurer Reshma Kari as eligible to serve as a signatory for the PTA checking and savings bank accounts. Lisa Mak seconded. Motion passed unanimously.

As per our vote on August 6th, all current PTA Officers/Executive Board Members are eligible to serve as signatories for the Stenwood PTA bank account. Current PTA Officers include:

- Deanna Heier (President)
- Reshma Kari (Treasurer)
- Nicole Churchill (Secretary)
- Danielle Gibbens (1st Vice President/Development)
- Anjali Gupta (2nd Vice President/Enrichment)
- Lisa Mak (3rd Vice President/Social)

Treasurer's Report

President Deanna Heier reported the expenses and revenue following the budget below:

	2019-2020 Budget	Actual 2019-2020
TOTAL RECEIPTS	\$44,915	\$1,968.03
TOTAL EXPENSES (DISBURSEMENTS)	\$44,915	\$1,308.12
NET INCOME / (LOSS)	-	\$659.91
CASH, END OF MONTH RECONCILLIATION		\$23,059.52

Treasurer Reshma Kari asked that reimbursements be submitted in printed form as available, please do not hold on to them until the end of the month. Committee Chairs can approve reimbursements, otherwise President Deanna Heier must approve.

Review of Draft 2019/2020 Budget

The Board reviewed the Revised August Draft 2019-2020 Budget. Deanna highlighted the following changes:

- Increase to the line item for the expansion of the PTA-sponsored in-class Science lab sessions. For the last few years, the PTA has funded 3 lab sessions each year for the 6th grade. We are expanding the program to include an additional lesson for 6th graders and add a lesson each for grades K-5.
- Afterschool enrichment program increase for equipment and support including mobile whiteboard.
- Principal's Discretionary Fund moved to two new funds, School Support and Teacher Appreciation.
- Reducing the Field Trip Transportation budget to \$2000. The Board has proposed that PTA funds should be used to cover need-based funding only for field trips instead of funding all field trip transportation.
 - Mrs. Riley raised staff concerns about the reduction in the budget making the school hesitant to select certain field trips or additional field trips due to the financial burden on families with the additional transportation costs.
 - Deanna emphasized that the PTA Board is committed to covering any gaps in the actual cost of field trip transportation above the budget and that this reduction in budget should not discourage field trip decisions by teachers/staff. If additional financial support is needed, Mrs. Riley will bring this need to the Board.

Principal Report

Stenwood is participating in an October 11 DC Wizards fundraising event at George Marshal High School in support of the Marshal Grad Night Party. Stenwood teachers Craig and Saruul will be playing in the game. Stenwood will receive a portion of proceeds. The event will be promoted in Hive Happenings. Ticket prices: Presale \$18/adult, \$17/student. At door \$20/adult, \$18/student.

President's Report

Gallows Road Update - With roadwork beginning on expansion of Gallows Road and I-66 the PTA Board will continue to advocate for safety changes at the school entrance. Mrs. Riley is talking with FCPS, school board representatives and VDOT. Deanna has had conversations with our school board member about the issue. She has also spoken with EMP (Express Mobility Partners) which is in charge of the expansion project. The EMP community liaison would like to come to the school and provide an update. This might occur during the October PTA meeting. Members of the Board agreed addressing safety at the school entrance is a priority.

Fairfax County Council PTA (FCCPTA) Meeting - Deanna attended the FCCPTA meeting where they discussed plans for changing the policy for how school boundaries are decided. The current system has not been evaluated for decades and is not very transparent. Materials were distributed explaining the current system and proposed changes. There are no imminent plans for boundary changes. Public hearings will be forthcoming.

Open Volunteer Opportunities: We are need of volunteers and a Chair for the 5K, Field Day volunteers, ice cream social volunteers.

Committee Reports

Communications:

Secretary Nicole Churchill provided an update on the AtoZ Connect Directory. Parents have until September 13 to confirm their information with the school. Then the information will be provided to Michele Cave who will load it into the AtoZ system. We will send emails to families asking them to confirm and add to the information.

Nicole is also working with a volunteer team to evaluate all of the PTA's current IT systems and develop recommendations on how to consolidate and optimize our systems. This includes looking at the platforms we use for the PTA website, directory, membership, fundraising, volunteer management, newsletters, emails, etc.

For this school year, we are also looking at using the SMS system in AtoZ Connect as a way to reach out to parents for PTA events. We will wait until October to do a test run of the system.

Development:

VP/Development Chair, Danielle Gibbens, updated the group about Help the Hive. In the first week we've raised over \$6000.

Social:

VP/Social Chair Lisa Mak provided updates on the Ice Cream social coming up on September 20th. Volunteers needed. For the October PTA meeting, we plan to have a session that will help support Class Parents. So far there has been a Facebook resource group established, Google Drive, sample letters to class parents, etc.

Enrichment:

VP/Enrichment Chair Anjali Gupta provided updates on the Afterschool enrichment program. Registration closing for fall classes on September 10. Looking at winter schedule and the ability to use the school gym 2 days a week for the sports and games session. Mrs. Riley is checking with the SACC Coordinator.

Meeting Adjournment

Deanna Heier adjourned the meeting at 6:50 pm.