

**Stenwood PTA
Board Meeting Minutes
March 10, 2020 at 6:00 pm**

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

Welcome

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

Adopt Meeting Agenda

Deanna Heier made a motion to adopt the March meeting agenda. Lisa Mak seconded. The agenda was adopted.

Approve February 2020 Board Meeting Minutes

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

Treasurer’s Update

In Reshma’s absence, Deanna Heier reported the expenses and revenue as of February 29, 2020:

	2019-2020 Budget	Actual 2019-2020
TOTAL RECEIPTS	\$47,150	\$44,897.77
TOTAL EXPENSES (DISBURSEMENTS)	\$47,150	\$21,150.94
NET INCOME / (LOSS)	-	\$23,746.83
CASH, END OF MONTH RECONCILLIATION		\$46,146.44

Principal’s Report

The Coronavirus response is evolving. FCPS will continue to put out updates as information becomes available.

President’s Report

Deanna Heier shared the following updates:

- Due to the teacher workday scheduled for Monday, March 16, Afterschool Enrichment classes will be cancelled.
- The next PTA meeting will be after Spring Break on April 21. The post-meeting workshop will be a CPR training (not for certification) by the Gwyneth’s Gift Foundation. This is a nonprofit whose purpose is to raise community and national awareness regarding the education of CPR and the use of Automated External Defibrillators (AEDs).
 - We will be asking people to RSVP for this event which will include a 45-minute training.

- The Stenwood PTA Bylaws have been officially approved by the Virginia PTA and we are waiting to receive the signed document in the mail.
- VDOT-I66/Gallows Road update – Deanna had no update. Mrs. Riley said that Fairfax has advised FAM to wait until after Fun Run to start construction.

Parent Feedback Survey Highlights:

- 92 survey responses were received
- Social activities
 - Less than 50% of survey respondents voted to continue Family Science Night and the Sweethearts Dance. Though the majority of respondents who participated in the event in the past, voted to continue (70% and 80%, respectively).
 - Feedback was provided to find ways to make monthly staff luncheons easier.
 - The top 5 social activities of interest were the Ice Cream Social, Family Fun Night, Flip Flop Hop, Family service event, Heritage or International night.
- Enrichment activities
 - Afterschool Enrichment – 25% of respondents voted that they would like to see an increase in the program, particularly with regard to offering more language class spots and new topics. We have had a lot of positive feedback, including from Stenwood teachers. Anjali said expanding the program would be difficult since space is an issue. We are exploring how to expand access to the language classes since they are limited in size and generally the same small group of children. A separate enrichment survey will be sent out in the Spring.
 - Comments were made asking for Variety Show to be held earlier in the school year. Mrs. Riley said these events have an instructional impact since they take up almost half the day. In the past it has been paired with class parties to consolidate the disruption. We will look at Calendar planning for 2020/2021 in April/May Board meeting and consider if any changes are possible.
- Fundraising activities
 - Respondents supported continuing our Help the Hive fundraiser and noted that BoxTops via the mobile app are unlikely to bring in as much revenue.
- Communications
 - Majority of respondents noted that Wednesday Mail (PTA e-newsletter) is their Go-To resource.
 - Comments were made regarding issues with the website
 - Printed Flyers - We had a split in responses with some people saying there are too many paper flyers sent home which they would like stopped for

environmental reasons and others saying printed flyers are useful-Go To resource.

Committee Reports

Communications

After evaluating a number of different products, the committee is recommending PTBoard as our new communications platform. The cost is \$99.99 per year (free with an annual referral). We will use this system for membership management, online store and payments, website, calendar, directory and volunteer management.

Development

5K/Fun Run planning committee met – Run will be held April 26th at a later start time (8:45am). Registration site will open next week. A possible Silver Diner Dine Out will e on March 25th.

Enrichment

Afterschool Program Spring session registration is open until March 19th

Social

Bingo Night was a lot of fun. Everyone loved the raffle too. We made over \$700 from raffle ticket sales. Unfortunately, we did not meet our \$350 minimum sales for OohDatChicken and had to pay the difference of about \$90. Nothing Bundt Cakes gave 10% to the PTA (\$70). DC Slices waived their sales minimum.

Lisa Mak proposed that we consider new ideas for our Winter Social next year and not apply for Family Science Night with the Children’s Science Center as many of the experiments were a repeat of the year before and the survey responses did not rank this as highly as other topics. The Board agreed not to apply and will discuss alternate event options at a later time.

New Business

2020-2021 Draft PTA Budget Discussion: Deanna reviewed the draft budget proposed by the budget committee, consisting also of Reshma Kari (Treasurer) and Danielle Gibbens (VP of Development).

Expenses

Fundraising Expenses

- Adjustments to Help the Hive
 - Proposing to not do the glossy, printed brochure next year due to high cost
 - Proposing to set school-wide goals and prizes (not class-specific)
 - Budget amount will be focused on prizes that allow the whole school to celebrate our milestone achievements

- Box Top postage budget removed (Box Tops are required to be submitted via mobile app next year)

Spirit Sales Expenses

- Adjusted to match number of grade-level T-shirts purchased last year

Operating Expenses

- Website budget will now include PTBoard annual subscription and domain renewal for stenwoodpta.org
- Requesting funds for professional auditor/tax advisor (one-time request)
- Board has proposed reducing the number of printed flyers in the Open House packets to be more eco-friendly

Program Expenses

- In-Class Science Labs – The PTA is looking for feedback from teachers on how this is going. Can distribute the funds/classes differently amongst grades.
- Assemblies – Keep the same (3 per year funded by PTA).
- 5K/Fun Run – increased to reflect actuals from prior years
- Creative BEE, Family Fun Night – Decreased to reflect supply spending over recent years.
- Family Service Event – This is a newly proposed event for next school year. It may include a single activity or a number of activities at the event. We anticipate that there will be some supply costs and are budgeting \$500. We also hope families will donate items needed for the event.
- Afterschool program equipment and support – For this school year the PTA purchased the white board.
- Wellness activities – Committee requested \$100 for promoting healthy eating wellness through flyers but the Board has set a goal of reducing our paper use next year. Anjali will follow up on the intended use.
- Ice Cream Social – Increased budget to reflect DJ costs and larger ice cream budget. Considering limiting everyone to one bowl of ice cream – may require everyone to get a hand stamp.
- Winter Social Event: An \$800 budget is earmarked for a Winter Social Event. In past years we've had a Science Night, Karate/Pizza Night and Hip Hop Dance Night. The Board agreed to not apply for Science Night for the next school year and try something new. Based on parent survey and Board interest we are considering options for doing a simple, parent volunteer-run Heritage/International Night. The goal of the event would be to celebrate the cultures/nationalities of our Hive. Mrs Riley asked that the faculty Equity team be included in the planning process. Deanna and Lisa Mak (VP of Social) will discuss options and put together a proposal.

- Stinger Family Dance – The Board supports doing this event again next school year, but not necessarily in February.

School and Student Support

- The PTA usually provides technology equipment as a gift to the school at the end of the year based on funds in reserves. The Board discussed whether we should make this financial commitment in the budget from the start to support increasing the number of laptops for each child at the school and other tech equipment needed. \$5000 was proposed in the budget for technology support. This would require us to increase the fundraising goal from \$25,000 to \$30,000 next year. The Board will discuss this further.
- Grants and Financial Aid and Principal-Directed school support have been rolled up into the same line item as there has been no difference in these expenditures. Both categories require Principal and PTA President approval.
- 6th grade graduation celebrations – The PTA has historically funded an end of year graduation celebration for our 6th grade students. The event is sponsored by the school; it is an evening event for the 6th grade students only and staff chaperones. The PTA budget pays for the DJ, room fees, dinner, decorations, supplies, activities, “gift” (t shirt) for graduates and a “gift” from the class to the school. The event is planned by a committee of 6th grade parents. Mrs. Riley said the rationale for the PTA paying for the party has been to support equity in the party plans year to year. Parents in the 6th grade are not asked to pay into the party. They do contribute to the school day class party held that same week (just like all the other grades) The Board is having further discussions about how to handle this budget item. We proposed letting the class gift come from parent/student-raised funds in future years.
- Assignment books/planners for 3rd-6th grade students – broadened to include any support needed for school supplies
- Field Day – Is added as a new line item. This activity has been supported in past years by the PTA through Silver Diner “rebates”. The Board discussed that this is officially a school program we would like to support year to year regardless of funds from Silver Diner.
- Veteran’s Day breakfast– The committee proposed helping to financially support the school’s Veteran’s Day breakfast. Mrs Riley noted that this is appreciated, but not necessary, and the school can fund this on its own.

The discussion was closed due to start of General Membership meeting. A follow up meeting will be scheduled for the Board to continue the budget discussion. The Draft budget will be made available to the General Membership to review by April 12th and presented at the April 21st General membership PTA meeting.

Meeting Adjournment

Deanna Heier adjourned the meeting at 7:00 pm.