

PTA Executive Meeting Agenda

September 5, 2018

6:00 PM

Attendees: Elizabeth Galbraith, Meggan Florell, Rebecca Forgy, Alison Meadows, Tanya Chadwell, Joselle Shea, Lou Tremante,

- Book fair sneak peek: October 23-26th. Setup Friday Oct 19. Monday is preview day. Wednesday open until 7:30PM. May also have fair open until 5:00 on Tuesday. Friday will close at 3:00. Sign up genius: bit.ly/parklawnbookfair. Biggest volunteer need is Monday, Setup and Take Down. Community service hours available for middle and high schoolers. Theme: Enchanted Forest. Tanya to work on window display during last week Sept first week of Oct. Teachers/parents who volunteer get free books. Teachers can provide wish lists. Flyers will go home week before. List will go home after preview.
- Field Trips: 1st grade planning field trip to Green Spring Gardens October 4-5. Ms. Yunetz asking for funding for buses from PTA. 1st grade also considering trip to Building Museum. Rebecca Forgy asking if PTA will be able to support field trip for all grades. Typical trip to DC is \$300/bus (2-3 buses per grade). PTA agreed to budget \$650/grade level to be used towards any field trip related expenses. Rebecca Forgy to find out if one check or separate checks per grade level.
- Audit: Will be presented at general membership meeting
- Budget:
 - Adding line items for Field Trip
 - Adding line item for Office Supplies \$40.
 - Combine tickets into single line item for "sports tickets" Not doing baseball tickets this year. Soccer game: Fairfax County Night.
 - Need to ask Rebecca C. about what else to go in "STEAM" category.
 - Spelling Bee: \$500.
 - Teacher Appreciation Week: up budget to \$2000. Consider additional appreciation days at end of quarter.
 - Increase assembly budget to \$2000 to allow for 2 assemblies per year.
 - Add line for school gardens. Will also contact Boy Scouts for an Eagle Project.
- PTA welcome packets and grant info to go out next week. PTA to raffle off kindles that were unable to connect to network . Teacher membership drive to close on Dec 1st. Parent membership drive to end on Nov 2nd. Grade level with highest percentage wins dance party. Classroom with highest percentage wins books and mystery reader.
- Open House: Thank you to Meggan and Tom (plus family!) for taking care of the shirt/school supply sales, successful with a couple hiccups on school supplies. Discussed Open House times. Rationale is that the am time is in alignment with other local school and allows for staff members who are not permitted to stay outside of their scheduled work hours to attend. Same numbers of people if not more attended with steadier flow of people throughout the hours. Consideration given to providing more direct notice about the date and time for next year in Panther Press. Concern for logistics of manning the PTA table while also trying to attend Open House events without additional volunteers.

- School Supplies: Looking into local company for school supply kits this year. Would be ideal to have order forms available to hand out during kindergarten orientation which will happen some time before spring break in April.
- Meetings first Wed. of each month, except September & January at 6PM
- Movie night: September 21st @ 5:30. Movie starts at 6:00 Paddington 2; 5th grade agreed to continue helping with sales. Same setup as prior years
- Fall assembly: Discovery Theater has multiple performances. Rebecca Forgy to provide dates. Prefer early Dec for Seasons of Light performance. Liz to determine available performance dates.
- Fall grants: Too much back and forth with teachers last year due to payment issues. Have option in grant that teachers can get items themselves and get reimbursed or PTA can purchase directly. Grants to close on October 19th.
 - Discuss credit card: Issue with fees. May not be practical at this time.
- Joselle will take lead on spelling bee and we have already registered... more info to come
- Principal update:
 - Parklawn is one of 19 schools who will be provided free breakfast AND lunch. Letter to get translated and sent out to families. Ala carte items are not free. Parents should still fill out applications for free/reduced lunch. 74% qualify for free and reduced at Parklawn.
 - October AAP meeting moved to September because deadline for applications is Oct 11.
 - Rebecca F. asking for time at October meeting for overview of positivity project and "state of the school." Also provide Family Compact that represents programs and resources at school for review.
- PTA School of Excellence: need to find out what grants are available.
- Multicultural Event: Talent show type of event. Cultural fashion show. Tables with items, foods, etc. and kids had Passports. Low key eating during performance. Reach out to stephanie liller as she had done events at Q of A.