
Date / time 3/18/2019 6:00 PM | Meeting called to order by Erin Mastrangelo at 6:08 PM in MCCS Library

Middleburg Community Charter School, 101 N Madison St, Middleburg, VA 20118

Attendees: Amber Parker, Erin Mastrangelo, Sarah St. Andre, Chia Richardson, Heidi Barry, Shannon DePrado, Jen Steverson

Approval of Minutes

Approved by email

Treasurer's Report

1. The current Balance in PTO account is \$30,792.34. There are still some outstanding checks that haven't been cashed. All of the receipts have been submitted from Teacher Appreciation Week. The PTO bank account is making about \$5/month on interest. The PTO saved \$250 by not providing pizza for the General PTO Meeting.
 2. PTO Commitments for 4th quarter: Horse field trip for K/1 (\$450), Field trips for $\frac{2}{3}$ and $\frac{4}{5}$, Pool Party, Country Western Dance and BINGO night.
 3. Discussed what we might want to spend some of the PTO money on. Do we want to save for big projects? Or school related things (field trips, supplies, etc.)? Shannon suggested looking into purchasing a new copier but we think it has to be provided by LCPS, so we will pass that request onto admin and BoD. Possibly spend some \$ on new furniture for teachers. We need to have a better idea of what the BoD covers for the school before we decide what we are going to cover. We will reach out to teachers to get their wish lists with the cost of items that they want.
 4. A new debit card was sent to the school for the PTO, but it can't be found anywhere. It was never activated. A new debit card is being sent to Chia.
 5. The PTO decided to not proceed with the PTO audit. We were told it was being done free of charge and then we were told it would cost \$800. So it was decided to not proceed and the auditor is supposed to be sending back all of the paperwork.
 6. Chia is going to be keeping a spreadsheet of the money that is collected from each committee (garden committee, running club, lunch, etc.).
 7. Money bags, labeled with each PTO committee, will be kept in the PTO mailbox so that when checks/money come in it can be placed in the appropriate bag.
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Committee Report

1. BINGO Night, May 3, 2019 from 5:30-7:30 PM
 - Erin suggested having a Moe's Taco Bar instead of Pizza. It cuts down on the number of volunteers needed. It will cost about \$9/adult and she thinks that we can safely assume that 2 kids=1 adult.
 - The flyer for BINGO night is complete. Erin will send out a RSVP closer to the date so we know how much food to order. If parents RSVP then their kids' name goes into a hat to be a possible caller on BINGO night.
 - Table covers are being purchased. Decorations will be white balloons that will look like BINGO numbers and potted plants (which will also be used as prizes).
 - Prizes are being discussed and collected.
 - Chief AJ may not be able to make it to BINGO night to be a caller, but an officer from the Middleburg Police Department will be there that night to be a caller.
 - Volunteers that are needed: Food setup/clean up, SCA candy sales (Jen), callers, people to write called numbers on the whiteboard, people to pass out supplies.
 - Erin motioned to up the budget to cover the cost of food for BINGO night. Amber seconded the motion and it was approved.
2. Lunch Order for Quarter 4

- Hard deadline of Wednesday, March 20, 2019 for all lunch orders.
3. Garden Club
 - Discussed who is responsible for the Garden Club, PTO? SMT? BoD? Need to have a conversation with the BoD about what they are responsible for when it comes to school maintenance/gardening. Discussed looking into building a relationship with a landscaper so that they could help us with mulching. Also need to look into if other companies/organizations would be interested in donating flowers, mulch, etc.
 - The PTO can look into adding a budget item to help with some of the school's gardening needs. Shannon mentioned that she would like to eventually see a Music Garden, Game Table and Weather Station.
 - Loree Posey will be the Garden Committee chair next year.
 4. Running Club
 - Sending out registration information on Wednesday, March 20, 2019.
 - Sarah read the description of the Running Club to the PTO Board. We looked at possible t-shirt designs for the running club. We will run the running club logo by the BoD communication committee.
 - Running Club fees will be checks only this year. We will look at possibly offering online payments next year.

New Business

1. We discussed having a BoD member to be a liaison to the PTO so that things that are discussed at our meeting can be taken back to the BoD.
2. Good reports about the Virginia Repertory Theatre's production of "I Have a Dream". Everyone seemed to enjoy the performance.
3. Discussed possibility of auctioning off or giving away leftover vacation packages from BWS.
4. Need to create a Junk Folder in Gmail and put irrelevant emails in that folder.
5. Discussed that when volunteers are needed for an event, it is the job of the event coordinator to find the needed volunteers, not the job of the volunteer coordinator.
6. Discussed looking into renaming/rebranding the volunteer coordinator PTO position and will look into that more this summer.
7. Country Western Dance
 - a. Discussing transitioning the night to more of a Country Fair atmosphere.
 - b. Will be held in conjunction with LEO Night and Talent Show
 - i. Classrooms will have classwork out from the 4th quarter for parents to look at (open house atmosphere).
 - ii. Talent Show will be performed by grade level outside on the flatbed truck. This will be the entertainment for the night
 1. Teachers will be coming up with talent that will be performed, by classroom, that night.
 - iii. Will get together with Mrs. Charnley to go over all of the details.
 - c. There will be no rain date. Will all be moved indoors if it rains.
 - d. Discussed possibly bringing in a food vendor (hot dogs, hamburgers) for the night and providing everyone with a food voucher.
 - e. Do we still want to have the dessert auction?
 - f. Moving the auction for the parking spaces to the Back to School Picnic at the beginning of the year.
8. The teacher's lounge needs to be restocked. Erin motioned to spend \$100 after spring break to restock it and it was 2nd by Amber and approved.
9. We would like to bring some type of Drug Prevention program to the school (D.A.R.E.) for the upper grades that they can participate in after SOLs. Will talk to the Middleburg Police Department about providing some type of program for the kids.
10. Open Late Concerts:
 - a. May 31 and July 26 are two dates that have been provided to us as possible dates to have some type of activity table at the concert.
11. PTO Website
 - a. Discussed the possibility of using a different web service that is easier and cheaper to use (than WIX), but still allows credit card purchases through the site.
 - i. WIX does already have BWS stuff in it, so we would have to re-enter all of that information with a new website service.
 - b. See if there is someone at school who would like to take on designing, implementing the website.

12. 4th Quarter Assembly

- a. Mr. Mueller doesn't currently have any ideas/suggestions.
- b. Discussed the possibility of doing a school wide field trip/activity instead of an assembly (i.e. Great Country Farms, Ticonderoga, Oatlands/Wegmeyer Farms).

Old Business

1. Discussed creating and sending out a hard copy of contact info release permission for parents to sign. Looked into possibly sending this info out through room parents. It was determined that the Board of Directors prefers that this comes through them.
2. Followed up with teachers to finalize their school supply lists. A reminder was sent and we are just waiting on the 2/3 list.
3. Discussed with Mrs. Charnley and decided that the SCA would sell candy during BINGO Night as a fundraiser.

Erin:

- Continuing to organize Bingo Night. [Flyer created, Chief AJ contacted, would like to order tablecloths, discuss dinner options, SCA snacks/drinks/spirit wear,](#)
- Send out lunch order forms for quarter 4 [Done](#)

Sarah:

- Create and send out some type of RSVP for General PTO meeting. [Determined not needed.](#)
- Continue to go through PTO items at school to inventory and organize items. [In Progress](#)
- Follow up with teachers on how they spend the money they are given each year by the PTO on and how much they think they need. [I haven't done this yet; feel like I should wait for things to slow down a bit before getting into these details.](#)
- Review and vote on Running Club Proposal. [Mr. Mueller approved this; sent phase one of getting the Club up and running.](#)

Chia:

- Upload budget to the Google drive
- Update Treasurer's job description.

Jenny:

- Talk with Katie Charnley about having the 5th grade sell popcorn/candy as a fundraiser during Bingo Night. [Done](#)

Jen:

- Investigate what all of the Wix needs are and what we currently have to decide if we want to keep our current membership. [Seems that we are overpaying for Wix. Sarah and I have been looking at cheaper alternatives that still meet our needs.](#)
- Continue to go through PTO items at school to inventory and organize items. [In progress](#)
- Continue to work on updating the PTO Website. [Updated PTO minutes and upcoming events were added.](#)

Action Items

Erin:

- Research what the PTO should keep from year to year (invoices, receipts, etc.).
- Create a RSVP for Bingo.
- Contact Michelle Nicholson about calendar log-in.
- Continuing to organize Bingo Night.
- Continue to go through PTO items at school to inventory and organize items

Jen:

- Talk with Mrs. Charnley about what to sell for desserts/candy during BINGO.
- Talk with Rhonda Hatter about log-in for MCCA website.
- Get more information about LCPS DJs for the Country Western Dance.

- At SMT meeting discuss possibility of Middleburg Police Department providing some type of D.A.R.E./Drug program
- Look into D.A.R.E. program
- Continue to go through PTO items at school to inventory and organize items.
- Continue to investigate what all of the WIX needs are and what we currently have to decide if we want to keep our current membership.

Sarah:

- Follow up with Jenny Fitzgibbon about leftover auction items from BWS.
- Talk with Nazie about communicating upcoming school schedule (no school Friday, intersession next week).
- Continue to go through PTO items at school to inventory and organize items
- Follow up with teachers on how they spend the money they are given each year by the PTO on and how much they think they need.

Chia:

- Add Jen Steverson to email signature line and PTO website

Amber:

- See if anyone is interested in web page development for the PTO website.

Next Meeting

Monday, April 22 at 6:00

Meeting adjourned at 7:52 PM.