

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

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Attendees: Chia Richardson, Amber Parker, Jenny Fitzgibbon, Erin Mastrangelo, Sarah St. Andre, Rochelle Proctor, Kate Barnhill, Jennifer Steverson

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#### Approval of Minutes

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No minutes to approve from the last PTO meeting. Erin read the minutes from the last PTO board meeting.

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#### Call to Order

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Meeting called to order by Erin Mastrangelo at 1:07 PM

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#### OLD Business

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1. BWS reimbursement: Sarah received the reimbursement checks from Jenny Fitzgibbon and Sarah then distributed them.
  2. School Supply Kits: School supply kits are still being discussed as to if we are going to use SchoolKidz next year. Still waiting for clarification on if there is a cancellation fee. The teachers would prefer not to use them. Some concerns are that they arrive late and there isn't space in the school to store them. If not obligated to use them then the consensus is to not use them.
  3. Science Night has been paid for, but not sure where the funds came from. Need to find out if the PTO owes money to the school.
  4. Waiting for confirmation on field trip form process: Teachers apply and receive field trip approval from Rochelle. After approval of the trip, teachers will fill out a funds request from the PTO. Once the field trip form is approved and completed it will be uploaded onto the website.
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#### Treasurer's Report

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1. Chia created a PDF reimbursement form that will be posted on the website. The form must be filled out and turned in in order to be reimbursed by the PTO.
  2. Chia proposed that if the PTO writes a check over \$500 that it must be signed by two PTO members (Chia: Treasurer and Sarah or Erin: President).
  3. It was decided that a new policy would be added to the Treasurer's description to include that a reimbursement form must be filled out in order to receive a reimbursement from the PTO and that 2 people from the PTO must sign any check written by the PTO that is \$500 or more.
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#### NEW Business

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1. Teacher Appreciation: We will be restocking the teacher lounge for TAW, buying gift cards for full-time staff, providing lunches for the teachers each day (organized through the room parents), collecting donated vases to hold flowers, a coffee/beverage cart and dessert bar. A \$600 budget for TAW was approved by all PTO members.
2. Cookie Grams: Concern by parents over not being allowed to have candy sent in for Valentine's Day, but are able to sell cookie grams. LCPS was who gave the directive about no candy to Rochelle. The cookie grams are considered a fundraiser and lunch service. So it is okay to proceed with cookie grams.

3. Chick-Fil-A Spirit Night: The town hall meeting was rescheduled to the same night as the Chick-Fil-A Spirit night. So it was decided to move the spirit night to Monday, Feb. 25 so that there are not two events on the same night.
4. Bowling Night: A decision was made to cancel Bowling Night for this year.
5. Movie Night: Canceling the contract for Movie Night for this year. Possibly looking into getting a contract that would cover the entire year next year instead. Looking into the possibility of umbrelling the movie contract under LCPS. \$49 cancel fee applies. PTO will receive a refund of money already paid, less the \$49.
6. PTO Mailbox: Erin is going to check it weekly and distribute mail where it needs to go. Discussed organizing the mailbox with manilla envelopes so that PTO things are easier to distribute to the appropriate people.
7. Disseminating Information: Discussed how to get timely information out to parents in the quickest and most efficient manner. Possibility of looking into Remind, through Verizon, to use for next year.
8. PTO Packet: Look into creating a PTO packet that can be handed out to new families when they arrive at MCCS. That way they can have all of the information they need to know about the PTO in one spot.
9. PTO Facebook Page: Jenny went through and removed all of the families that no longer attend MCCS.
10. SMT Representative: SMT Representative: Discussed who should be the SMT representative from the PTO. Previous PTO board voted Jenny Fitzgibbons as the PTO representative and no change was made.
11. General PTO Meetings: Will have 1 general PTO meeting per quarter. Talked about possibly offering childcare during PTO meetings and/or providing pizza so that it is easier for parents to attend the meetings. Also discussed possibly combining a PTO meeting with a school event.

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### Action Items

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#### Erin:

- Reply on Facebook about Valentine's Day candy/ cookie grams
- Will take care of the PTO mailbox weekly
- Will talk with Angela about getting new families on the email distribution list
- Help with purchasing items for TAW

#### Chia:

- Write a reimbursement check to Jenny Fitzgibbon and MCCS for BWS
- Post reimbursement forms and instructions in the PTO folder
- Help with purchasing items for TAW

#### Jen Steverson:

- Meet with Rhonda to update the website and calendar
- Update the reimbursement form on the website

#### Amber:

- Help with purchasing items for TAW
- Coordinate purchasing items for TAW
- Will find vases for TAW

#### Jenny Fitzgibbon:

- Cancel contract for movie night
- Contact Chick-Fil-A to reschedule spirit night
- Make Rochelle an admin on the PTO Facebook page
- Create a Doodle Poll to determine the next PTO board meeting (Feb.)

#### Rochelle:

- Look into umbrellaing movie contract under LCPS
- Confirm process for field trip funds

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## Next Meeting

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TBD- A doodle poll was sent out to determine the best day/time to meet.

Meeting adjourned at 2:00 PM