

---

*Date | time 2/27/2019/ 1 PM | Meeting called to order by Sarah St. Andre at 1:08 PM in Ms. Barnhill's Room*

---

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

---

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

---

#### Approval of Minutes of the Previous Meeting

---

Approved by email

---

#### Treasurer's Report

---

1. Discussion about what the PTO Board wants Chia to include in her Treasurer's Report.
  2. There are currently old checks that are still being cashed. There is also a large gap in the check numbers between what checks we currently have and these checks that are being cashed.
  3. Donations continue to come in from Amazon Smiles.
  4. We are paying \$315 per year for Wix because of premium membership with them. Discussion on if we still need all of the services that Wix provides or if we can downgrade our membership.
- 

#### Committee Report

---

1. Bingo: Erin proposed that we use water, napkins, silverware, napkins, etc. that were leftover from BWS instead of just keeping them for next year. Leftovers can also be used for teacher luncheons instead of asking parents to provide them each time there is a luncheon. Pizza and lemonade will be provided for free at this event paid for by the PTO. Look into having the SCA provide popcorn/candy as a fundraiser for the 5th grade.
  2. School Lunches: Next week school lunch order forms will be sent out. Parents will again write checks for lunch orders directly to the vendors so that the PTO doesn't have to deal with that money. Rochelle will write a check from the school to the PTO to pay for free and reduced lunch students' lunches. The PTO will then write a check to the vendors to cover those costs. Seven Loaves will also be delivering sandwiches for students on free and reduced lunches each week free of charge.
    - a. Update 3/5/19: Rochelle declined to pay for the free and reduced lunches, as she said it was too much money.
    - b. Update 3/5/19: Checks will be written to PTO instead of Chick Fil A, as the PTO will be paying for applesauce and pirate booty. The PTO will then write the check to Chick Fil A.
    - c. Update 3/5/19: Seven Loaves is on hold until next week so we can let new Principal get up to speed and then go over this program with him.
- 

#### NEW Business

---

1. Finalize Budget: Chia presented a hard copy of the proposed budget for 2019-2020 school year. It will be uploaded to the Google drive.
  - a. Current Financial commitments for the rest of this year
    - i. PTO General Meeting: \$250
    - ii. Camp Flintlock: \$3000
    - iii. Bingo: \$750
2. PTO General Meeting: If BoD takes us up on our offer to use March 11 as their Town Hall Meeting then Erin motioned that we use some portion of Leo Night for the PTO General Meeting this quarter. Amber 2nd the motion and it was approved unanimously.

- a. If meeting stays on March 11 we will send out RSVP to see who will be attending and who would like food so that we can get an idea of how much pizza to order from Dominos.
3. Camp Flintlock on March 20, 2019
  - a. Cost per student is \$18.50. With 134 students the total will be **\$2,479.00**.
  - b. Teachers are using this as their 3rd quarter field trip.
  - c. Teachers are coordinating volunteers for this event.
  - d. Sarah motioned to approve this field trip and Erin 2nd the motion. It was approved unanimously.
4. 5th Grade Graduation T-Shirts
  - a. Cost total for shirts for all graduates is approximately **\$250.00**.
  - b. Shannon & Laila are the POC for all graduation details including ordering t-shirts.
    - i. Have them write up a protocol and document all that is involved so that this can be passed to the 5th grade promotion committee next year.
    - ii. Chia recommended revisiting 5th grade gift from PTO next year and possibly providing an MCCS Alumni shirt or some other gift that the promotion committee decides on instead of middle school t-shirts.
  - c. Sarah motioned to approve budget for 5th grade t-shirts and Chia 2nd the motion. It was approved unanimously.
5. Running club proposal from J. Farrell: Proposal will be sent to PTO Board members for them to review and vote on.

---

#### Old Business

---

1. Email Distribution List: Will pull contact info from Phoenix into a spreadsheet. At the beginning of next school year we will need to pull a new report. Also need to get permission from families in order to publish their contact info.
2. Inventory and organization of PTO items at the school: Sarah went through the pantry (Erin donated fruit cups). Bingo supplies counted (no additional order needed). Keys to fridge/freezer/pantry to be made by LCPS (Rochelle is taking care of this). Need to go through extra keys to see if there is one for PTO Cabinet. Fridge/Freezer all cleaned out.
  - a. Update 3/5/19: Rochelle is looking for keys, but at this time has not found any keys or made new ones.
3. Country Western Dance/ Talent Show/ Leo Night Event: Phone conversation had with Katie Charnley on 2/19/19. Talent will be broken down into classrooms (practiced, put together by the teachers during the day after SOL testing) and this will be the Leo performance. Western Dance can go on around this. She is going to confirm that this format works with the rest of the teachers and let us know if they come up with anything else. This will be rain or shine (move indoors), no rescheduling.
4. Teacher Stipends for Supplies: In the past a \$125 check was written to each teacher (by Mark Pomeroy) for them to use for teacher supplies. If teachers are LEA members they can also get a \$50 reimbursement from LEA for supplies that they buy for the classroom.
5. Movie contract was canceled on 2/25/19.
6. School Supply Kits: There is no minimum order, but we are expected to fully present this as a supply purchase option. The teachers have lists in their hands.

---

#### Action Items

---

Erin:

- Continuing to organize Bingo Night
- Send out lunch order forms for quarter 4
- Continue to go through PTO items at school to inventory and organize items
- Review, comment on and approve PTO budget that is uploaded to Google Drive.

- Review and vote on Running Club Proposal

Sarah:

- Create and send out some type of RSVP for General PTO meeting
- Create and send out a hard copy of contact info release permission for parents to sign. Look into possibly sending this info out through room parents.
- Follow up with teachers to finalize their school school lists.
- 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.
- Review, comment on and approve PTO budget that is uploaded to Google Drive.
- Review and vote on Running Club Proposal

Chia:

- Upload budget to the Google drive
- Update Treasurer's job description.
- Review and vote on Running Club Proposal

Jenny:

- Talk with Katie Charnley about having the 5th grade sell popcorn/candy as a fundraiser during Bingo Night.
- Review, comment on and approve PTO budget that is uploaded to Google Drive.
- Review and vote on Running Club Proposal

Amber:

- Review, comment on and approve PTO budget that is uploaded to Google Drive.
- Review and vote on Running Club Proposal

Jen:

- Investigate what all of the Wix needs are and what we currently have to decide if we want to keep our current membership.
- Continue to go through PTO items at school to inventory and organize items
- Continue to work on updating the PTO Website.
- Review, comment on and approve PTO budget that is uploaded to Google Drive.
- Review and vote on Running Club Proposal

---

### Next Meeting

---

March 18, 2019 at school from 6-8 PM.

Meeting adjourned at 2:03 PM.