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*Date / time* 2/11/19 6:16 PM | *Meeting called to order by* Sarah St. Andre

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Willard Intermediate School, 40915 Braddock Rd., Aldie, VA 20105

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Attendees: Erin Mastrangelo, Sarah St. Andre, Chia Richardson, Jenny Fitzgibbon, Jen Steverson, Amber Parker

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#### Approval of Minutes

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The February 6, 2019 meeting minutes were approved on February 11, 2019 with no objections.

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#### Call to Order

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Meeting was called to order at 6:16 PM by Sarah St. Andre.

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#### OLD Business

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1. Spirit Night will be held at Chick-Fil-A (South Riding location) on Monday, February 25 from 5:00-8:00 PM. Also looking into having a spirit night at Tropical Cafe in Leesburg, on the same night, so that people in that part of the county don't have to travel so far.
  2. Email distribution list was sent to Angela for her to confirm that everyone on the list currently attends MCCS and to add new families to the list. It was suggested that we look at putting the directory into a spreadsheet for next year to make it easier to find information.
  3. Website: Need to go through and decide what we need and don't need on the website and update the website.
  4. Cancellation of Movie Contract: Movie company has been contacted, regarding the cancellation of the movie contract, and we are waiting for them to get back to us.
  5. Reimbursement Forms: Chia would like to receive hard copies, with receipts attached, for all reimbursement requests.
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#### Treasurer's Report

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1. Current PTO balance is \$32,504.81.
  2. Routing number on new checks is different from routing number on old checks. Chia is going to go to the bank to inquire about the difference.
  3. There is also a discrepancy with the check numbers. Questioning why there is a large break in check numbers from old checks to new checks. Upon furthering investigating it appears to be okay.
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#### NEW Business

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1. General PTO Meeting: Chia motioned that the meeting be held on Monday, March 11 from 6:00-7:30. Amber 2nd it and it was approved unanimously. Decided to provide pizza at the meeting (with a budget of \$250 for pizza and drinks). Discussed possibly providing childcare and contacting Foxcroft to see if they have students who would be interested in earning volunteer hours by providing childcare during the PTO meeting. We also would like to record the meeting for parents to view who cannot be in attendance. Also discussed the possibility of combining the LEO Talk with the General PTO Meeting in the future.
2. School Supply Kits: We are under contract for using the School Supply Kits company for this coming school year. The teachers have been given the supply lists so that they can let us know what they want for next year. Discussed possibly offering bulk kits that the PTO creates as an option as well. Need to find out if there is a minimum amount that needs to be ordered through the School Supply Kit company.
3. Inventory: We need to go through everything that is PTO at the school and figure out what we have and organize it.

4. Kitchen: Discussed possibility of having a rotating kitchen cleaning schedule next year, where teachers and PTO rotate in cleaning the kitchen. Also talked about having PTO provide kitchen cleaning supplies that are easily accessible to everyone.
5. New Spirit Wear: We will keep the school colors green and yellow, but not necessarily create the spirit wear in those colors. We will look into creating a new design to put on the spirit wear. Talked about looking into finding someone who would be interested in sponsoring our spirit wear. The PTO discussed the possibility of subsidizing the spirit wear shirts so that every student in the building is given a spirit wear shirt at the beginning of the school year. We will also open a window in which spirit wear can be ordered, or order a specific amount so that we don't have to keep an inventory of spirit wear.
6. Bingo Night: This event will not be a fundraiser. We will not charge for Bingo games. Erin will be in charge of organizing Bingo Night, but needs to relinquish her Pool Party Role. We need to buy more prizes and talk about the classroom prizes with room parents. Discussed giving the room parents the option of either a class craft or creating a class basket. The PTO will purchase a new Bingo set. Chia motioned for the budget for Bingo Night to be \$750. Amber 2nd the motion and it was approved unanimously.
7. SMT representative: It was decided to hold off on voting for the SMT representative until we know what the new SMT will look like and involve.
8. Cookie Gram Fundraiser: Jenny motioned that we give the money to the SCA to use towards their 5th grade gift. Amber 2nd the motion and it was approved unanimously.
9. Budget: Went through the budget from the first part of this year, to help us create a budget for next year. In the past \$15,000 has been saved from the current year to carry the PTO into the next school year. We are setting aside \$8000 for Breakfast With Santa.
10. Proposed Budget: Began looking at the budget quarter by quarter for the rest of this school year and the beginning of the next school year.
  - a. Quarter 3
    - i. Teacher Appreciation Week: \$750
      1. Keep in Quarter 3 for next year, but won't schedule during Valentine's Day, Leo Night or Intersession weeks).
    - ii. PTO General Meeting: \$250
      1. Will have 3 General PTO Meetings throughout the year (Quarter 1, 3, and 4).
    - iii. Community Event: \$750
      1. 2 per year (Quarter 1 and 3).
      2. Bingo Night is event for Quarter 3.
    - iv. Field Trips: \$1500 + Transportation money (approx. \$750)
      1. Bumped up field trip allotment to \$500 + bus transportation (approx. \$250) per quarter for each grade level.
    - v. Teacher Stipend: \$700 for supplies twice a year
      1. Include art teacher and PE teacher
      2. Teachers will need to submit receipts for items that they buy and fill out a reimbursement form.
      3. Will look into the possibility of giving the teachers gift cards to buy supplies instead of them having to go through the reimbursement process.
      4. If PTO takes over school supply kits, then we can add money for teachers for their supplies.
    - vi. Assemblies: \$500 per quarter
      1. Discussed having the grade levels take turns planning 1 assembly each quarter.
  - b. Quarter 4
    - i. Pool Party: \$250 (includes pool contract and providing water)
      1. Have parents bring their own snacks.
    - ii. Country Western Dance: \$500
      1. Will ask Katie Charnley to attend the next PTO BoD meeting so that we can get her vision for the Country Western Dance/Leo Night/ Talent Show night.
    - iii. Assemblies: \$500
    - iv. Field Trips: \$1500 + Transportation money
  - c. Quarter 1 (Fall 2019)

- i. Teacher Stipend: \$700
  - ii. Back to School Picnic: \$500 (?)
11. Budget (for the rest of this school year): Money that is already committed for the remainder of this year:
  - a. Teacher Appreciation Week: \$600
  - b. PTO General Meeting: \$250 for food
  - c. Pool Party Contract: \$150
12. Old Spirit Wear: Discussed various ways to get rid of current inventory of spirit wear:
  - a. Place it out at PTO events and have people make a donation for what they want.
  - b. Have the SCA sell it at their Friday Store.
  - c. Give spirit wear to new families. Have the front office give it to new families when they enroll at MCCS.
  - d. Let LEO ticket winners choose a piece of spirit wear each week..

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### Action Items

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- Erin:
- Follow up with Angela about the email distribution list. Once that is finalized she will edit it to pull out old families and add new families.
  - Go through PTO items at school to inventory and organize items (with help from Sarah and Jen).
  - Organize Bingo Night
  - Talk with Katie Charnley and see what she wants the PTO role to be in Country Western Dance/ Leo Night/ Talent Show night.
  - Add Country Western planning on the agenda for the next meeting and invite Katie Charnley to come and talk with us about her vision.
  - Look into if there is \$50 that teachers can get for supplies that doesn't require them turning in a receipt
  - Talk with the teachers about field trips for each quarter (Sarah will help with this as well).
  - Talk with PE teacher about Field Day.
  - Inquire about contact information for company that can get us spirit wear bundles (hat and t-shirt) for \$9.
- Jen:
- Work on updating PTO website.
  - Go through PTO items at school to inventory and organize items (with help from Sarah and Erin).
- Jenny:
- Follow up with movie company about canceling the movie contract.
- Chia:
- Go to the bank to inquire about difference in routing numbers on the checks.
  - Talk with Dyana Clark about Country Western items that may be stored at her house.
- Sarah:
- Contact Foxcroft to see if they have student volunteers who would be able to provide childcare during the PTO General Meeting
  - Look into if there is a minimum amount that needs to be ordered from the School Supply Kit company.
  - Go through PTO items at school to inventory and organize items (with help from Erin and Jen).
  - Talk with the teachers about field trips for each quarter (Erin will help with this as well).
  - 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.
- Amber:
- Find a new Pool Party chair.

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### Next Meeting

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TBD

- Meeting needs to be a longer meeting again.
- Would like to finalize the budget for the rest of this year and continue working on the budget for next school year (2019-2020).

Meeting adjourned at 8:30pm