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May 13, 2019| 6:00 PM| Meeting called to order by Erin Mastrangelo at 6:15 PM

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Steverson's House, 24981 Greengage Place, Aldie, VA 20105

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Attendees: Amber Parker, Kate Barnhill, Chia Richardson, Shannon DePrado, Erin Mastrangelo, Ashley Sullivan, Sarah St. Andre, Jen Steverson

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#### Approval of Minutes of the Previous Meeting

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Approved by email

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#### Treasurer's Reports

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1. Current Balance: \$28,399.14
    - a. \$2,500 still out in outstanding checks.
  2. Money that has been requested: \$700
    - a. \$500 for Leo Night
    - b. \$200 for other events/items that have been approved.
  3. Approve:
    - a. Sarah motions to approve funds (\$250) that Allison Swisher needs for end of year luncheon, 2<sup>nd</sup> by Jen, unanimously approved.
    - b. Jen motions to raise fund for pool party by \$75 to accommodate more people, 2<sup>nd</sup> by Chia, unanimously approved.
  4. Field Trip Funds for Quarter 4:
    - a. No field trip funds needed for K/1.
    - b. 2/3 might have a field trip.
    - c. 4/5 might have a walking field trip.
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#### Committee Report

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1. Pool Party
  - a. By paying an extra \$75, we are now able to raise the total number of people allowed to come from 75-130.
  - b. As of today, we already have 100 people who have RSVP'd.
  - c. Permission slips will be going home on Thursday (5/16/19) to the students who have RSVP'd.
  - d. We need to let Olivia Rogers, at the Middleburg Community Center, know by Friday, May 17<sup>th</sup> that we are raising our numbers to 130 and we need to give her the check for the extra \$75 by that date as well.
2. End of Year Leo Night Fair
  - a. No food truck or dinner being provided. The PTO will provide sides and drinks. Each family will bring their own main dish.
  - b. Currently working on coming up with games and decorations.
  - c. Dessert Auction:
    - i. Silent auction this year
    - ii. Dessert auction will be held inside the school
    - iii. Funds raised will go towards something for the school [blinds in cafeteria (follow up to see if safety issue and if LCPS will cover) or some other need].
3. School Supply list
  - a. List is almost finalized and will be sent to the company soon.

1. Surplus Funds

- a. We should carry over enough money each year so that we have the funds needed to get through the first 2 semesters.
- b. We want to budget how much money is needed for the first 2 semesters. We then want to decide on an amount for a contingency fund that we can carry over each year. The contingency fund would be in place to cover any unforeseen costs that may arise in the first 2 semesters. Together, these 2 items will help us determine how much money we need to carry over from one school year to the next.
- c. We currently have approximately \$3,700 that we could invest back into the school for this year.
- d. Chromebooks had been discussed as a possible way to spend the surplus
  - i. LCPS should be providing these to our school free of cost. Every kid in LCPS by 2021 is supposed to have one. Therefore, it does not make fiscal sense to spend money on purchasing more Chromebooks.
- e. Do the teacher's currently have wishlist items, that they need help purchasing, that some of the surplus funds could be spent on?
- f. Other ideas:
  - i. Shelving: there may be some in the LCPS warehouse
  - ii. Something that makes it easier for teachers to hang stuff up on the walls (cork board, cork strips, etc)
- g. If there is no immediate need, we can hold onto the money for next year.

2. Quarter 1 PTO Events

- a. Welcome Breakfast for teachers (new PTO event for next school year)
  - i. At the breakfast we can mention what events the teachers are required to be at, the number of events we would like each of them to attend, and set expectations for the school year.
- b. Back to School Picnic
  - i. Auction off parking spots and possibly auction off some free BWS tickets
  - ii. We can hold an introductory PTO meeting
- c. Community Event
  - i. Soccer game at new Loudoun county soccer stadium.
  - ii. Currently scheduled for August 9, 2019, but we may move the date.
  - iii. Families can tailgate beforehand.

3. Informal Audit should be conducted each year

- a. We still have not received our stuff back from the last audit.

4. Lunches for next year

- a. Possibly adding pizza as a PTO fundraiser
- b. Sell ice cream in quarter 1 as a PTO fundraiser
- c. Market Salamander will be 2 days a week and Chick-Fil-A 1 day a week

5. BWS trailer that was used in the parade was the Nicholsons. If we want a trailer for next year we will need to find a new one.

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OLD Business

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Erin:

- Research what the PTO should keep from year to year (invoices, receipts, etc.). [Save Meeting Minutes, Agendas, Bank Statements \(online access enough\), receipts and reimbursement forms, check register, monthly Treasurer report, Year-end Treasurer report, IRS Form 990,](#)
- Talk with Antonia about Chick-Fil-A lunches. [Amounts confirmed, we are all set now.](#) Owe CFA \$119.46 for new orders.

Jen:

- At SMT meeting discuss possibility of Middleburg Police Department providing some type of D.A.R.E./Drug program. [Done. Mr. Mueller will get in contact with Chief AJ.](#)

- 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. [Seems that we are spending a lot of \\$ on a program that we may not need.](#)
- Continue to work on getting the Pool Party organized. [Have sent out, RSVP, been in contact with Olivia, and will send out permission slips next week.](#)

Sarah:

- Follow up with Jenny Fitzgibbon about leftover auction items from BWS. [Contacted Denise multiple times with zero response.](#)
- 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. [Will do this at the end of the school year.](#)
- Talk with BoD about what they expect the PTO to pay for/cover. [Spoke with Dawn at length. As far as the BOD is concerned, our role is to fund social events, teacher stipends, field trips, and assemblies. Extra money should be discussed with and decided in conjunction with the Principal to benefit the whole school.](#)
- Notify Ashley that funds are approved for paint. [Done](#)
- Send out email to BWS leads to see if they want to do it again next year. [Haven't done this yet.](#)
- Reach out to PTO nomination committee about PTO position being open. [Done](#)

Chia:

- Confirm that Ashley wants to be the PTO teacher rep. [Confirmed. She is planning to join the next meeting.](#)

Amber:

- See if anyone is interested in web page development for the PTO website. [non-issue since now using ParentSquare for next year.](#)

Shannon:

- Send out invitations (to new families who will be starting in August) for end of year event (Country Western Dance/Leo Night) June 6<sup>th</sup> [Waiting to hear back from Dawn/BOD - they have a call in on Monday](#)
- Send out reimbursement forms for middle school t-shirts. [I have received receipts from Laila and will add together with mine to submit with reimbursement form. \(total should be \\$142.28\)](#)

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#### Action Items

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Erin:

- Talk with Rebecca about what she envisions for Back to School Picnic
- File tax form 990 N
- Talking with Antonia about lunches for next year.
- Go to LCPS warehouse

Sarah:

- File tax form 990 N
- Go to LCPS warehouse
- Continue planning Leo Night Fair

Chia:

- File tax form 990 N

Jen:

- Organize folders in PTO Drive
- Continue planning Pool Party

Amber:

- Continue planning Leo Night Fair

The next PTO meeting will be Tuesday, June 11, 2019.