
Date / time 4/22/2019 6:00 PM | Meeting called to order by Sarah St. Andre at 6:12 PM

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

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

Approval of Minutes

Approved my email

Treasurer's Report

1. Current Balance: \$31,659.20
 - a. 4 outstanding checks for Chick-Fil-A from quarter 4 lunches are still out.
 - b. Balance will be \$28,316.32 once those checks are cashed.
 2. Budget for remaining of year (4th Quarter)
 - a. Paint for 5th grade mural
 - i. Sarah motioned that we approve \$350 to be given to Ashley Sullivan for paint for mural. Amber 2nd the motion and the vote was unanimously approved.
 - ii. Discussed making this an annual budget item.
 - b. Pool Party
 - i. Remainder of balance (\$150) is due on May 17, 2019.
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Committee Report

1. Bingo Night
 - a. Decorations are in
 - b. Volunteers are being found
 - c. Discussed some possible incentives for getting people to come:
 - i. Receive an extra Bingo card if you purchase spirit wear.
 - ii. Teachers can pass out an extra Bingo card (during the week) to students as an incentive for good behavior.
 - d. The Middleburg Police Department will be sending an officer to call for one of the rounds.
2. Lunch
 - a. Discussed possibly adding pizza lunch next year to help raise funds for the PTO.
 - b. Also discussed possibly adding another day of Market Salamander next year.
3. Garden Committee
 - a. Earth Day cleaning up/beautification school day is April 23, 2019.
 - b. K/1 PBL this quarter is creating gardens in the raised beds.
 - c. Mulch was donated to the school.
 - d. The upper classroom still needs to be mulched and weeded.
 - e. Shannon would like to purchase a watering system for the Foxes Garden. Considering using \$ raised from t-shirt sales to fund this project.
4. BWS
 - a. PTO needs to be heavily involved in the event.
 - b. A Santa has been found for next year! He will cost us \$350.
 - c. We need to start planning the event now.
 - d. Discussed the possibility of having sponsors get their names printed on the back of our spirit wear. Also talked about discussing with sponsors what type of advertisement is most beneficial to them.

New Business

1. There will be no Quarter 4 assembly.
2. Leo Night
 - a. Discussed possibly having a food truck or 2 at the event.
 - b. Will conclude the evening with a family kickball game or tug-of-war.
 - c. Do we want to have a dessert auction?
3. PTO Positions/Elections
 - a. Amber Parker will be resigning as PTO Volunteer Coordinator at the end of this year.
 - b. Ask PTO nomination committee to set up election for volunteer coordinator
 - i. It will be a 1 year position
4. After-school clubs for 2019-2020 school year
 - a. Ashley would like to start Art Club next year.
 - b. Reach out to see if parents/teachers want to run a club (something that they are interested in).
 - c. Start off small and add more
5. Insurance
 - a. Should we keep PTO Today or look at another insurance company?
 - b. We could save a couple hundred dollars annually by going with a different company.
6. New communication tool being launched by the BoD
 - a. Need to investigate to see if we can use this as our web hosting site
 - b. Will the new website allow us to do what we need to do for BWS (purchasing tickets).
7. Volunteering
 - a. Set-up booth to get recruit volunteers at Back to School Picnic.
 - b. Goal is to try to get parents to sign up for 2-3 events.

Old Business

Erin:

- Research what the PTO should keep from year to year (invoices, receipts, etc.).
- Create a RSVP for Bingo. [Done](#)
- Contact Michelle Nicholson about calendar log-in. [I believe we have this all settled with Rhonda](#)
- Continuing to organize Bingo Night. [Event over, completing reimbursement](#)
- Continue to go through PTO items at school to inventory and organize items. [Need to take some time to reorganize after Bingo night.](#)

Jen:

- Talk with Mrs. Charnley about what to sell for desserts/candy during BINGO. [Done](#)
- Talk with Rhonda Hatter about log-in for MCCS website. [Done and added PTO to website as admins](#)
- Get more information about LCPS DJs for the Country Western Dance. [Done, but decided not to have DJ this year.](#)
- 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.](#)
- Look into D.A.R.E. program [Done](#)
- Continue to go through PTO items at school to inventory and organize items. [Ongoing](#)
- 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. [Contacted Denise multiple times with zero response.](#)
- Talk with Nazie about communicating upcoming school schedule (no school Friday, intersession next week). [Done](#)
- Continue to go through PTO items at school to inventory and organize items [Ongoing](#)
- 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.](#)

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

Action Items

Kate:

- What do teachers want to do for field trips for rest of the year.

Sarah:

- 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.
- Notify Ashley that funds are approved for paint. Done
- Sending 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

Erin:

- Talk with Antonia about Chick-Fil-A lunches. Amounts confirmed, we are all set now

Shannon:

- Send out invitations (to new families who will be starting in August) for end of year event (Country Western Dance/Leo Night) June 6th
- Send out reimbursement forms for middle school t-shirts.

Chia:

- Confirm that Ashley wants to be the PTO teacher rep. Confirmed. She is planning to join the next meeting.

Jen:

- Continue to work on getting the Pool Party organized.

Next Meeting

Next Meeting is scheduled for Monday, May 13, 2019 from 6 PM- 8PM.