

# Banneker Elementary School

## PTO Meeting Minutes

September 6, 2017 9:30 AM

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**Attendees** – Kelly Nash, Brandi Bishop, Susan Strong, Mary Arden, Robert Carter, Lisa McGuinness, Katie Knox, Tina Martin, Harry Bigley, Megan Rafalski, Margaret Bigley, Meredith Gurdak, Sarah Nace, Alexis Ozden

### **President's Report: Brandi Bishop and Kelly Nash**

- *Introduced new board. Susan Strong voted in as secretary.*
- *PTO vision for 2017-2018*
  - *In 2017, families overwhelmingly responded that they would rather not participate in fundraising sales efforts this year. This leaves the PTO with a budget gap of approximately \$1500. Susan Strong suggested that the PTO revisit the Forget It Fundraiser where families send in tax deductible donations directly to the PTO to pay for assemblies, field trips, books, etc. Meredith Gurdak will send Susan the form/letter used previously by the Banneker PTO.*
  - *PTO Meetings are first Wednesday of each month*
- *Volunteer Status*
  - *Teacher Lounge Stocker – Jennifer Rooney*
  - *Talent Show – Sharon Doyle*
  - *Bingo Night Coordinator – Sarah Nace and Meredith Gurdak*
  - *Field Day – TBD*
  - *Box Tops - Sarah Nace*
  - *Election Day Bake Sale – Brandi and Drew Bishop*
  - *Lowes Grant – Tina Martin*
  - *School Directory – Meredith Gurdak*
- *Room Parents*
  - *Brissing – TBD*
  - *Allen – TBD*
  - *Hendershot – Jen Rynkowski and Susan Strong*
  - *Bossi – Adriana Sandoval and Alexis Ozden*
  - *Maulfair – Marissa Hasser and Rachel Haws*
  - *Lynch – TBD*
  - *Wilt – Jenny Conrad*
  - *Cornell – Meredith Gurdak and Sarah Nace*
- *Upcoming PTO events*
  - *Chick-fil-A Spirit Night - 9/19. Will try to get a cow to stand out front.*
  - *PTO Coffee at Petit Lou Lou - 9/27*
  - *Election Day Bake Sales - 11/7*
    - *Brandi – can we use the teacher break room? Chili, coffee, baked goods. No dog treats this year. Trying to determine a new fifth grade sales idea. Meredith and Sarah will coordinate with Mr. Cornell. Dirt road car wash?*
  - *Turkey Trot/Reading Incentive (Turkey of the year) - 11/21*

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- *Beneficiaries: Mr. Carter will work with the Parent Liaison to confirm amount needed to fund her program. After that threshold is met, the remaining funds will go to the PTO.*
- *New events*
  - *Proposed family night at Otium Cellars in October 13<sup>th</sup> 6-8:00? 10% of bottle sales proceeds will be donated to the PTO.*
    - *Susan will work with Otium to secure appropriate facilities and exact times.*
    - *Katie Knox and Marti Bigley will work to secure silent auction/raffle items.*
    - *Susan will look into a food truck being available/pizza sales.*
    - *Susan will work on flyer and communications once time is set.*
  - *Proposed PTO sponsored assemblies: Traveling Planetarium and Wildlife Ambassadors*
    - *Everyone is in favor of providing students with more in school assemblies.*
    - *Wildlife Ambassadors/Native VA animals/Wintertime Hibernation \$250*
    - *Tina Martin and Mr. Carter will check to see if Lowes Grant money can be used for Wildlife Ambassadors.*
    - *Final decision at October meeting.*
  - *Traveling Planetarium – \$650*
    - *Will PTO fund? Mr. Carter proposed that the cost be split with other schools and we invite them to attend. Mary Arden noted that as the number of participants increased, so does the overall cost.*
    - *Final decision at October meeting.*

### **Secretary's Report: Susan Strong**

- *Improving communications:*
  - *PTO section of Banneker's website is being created.*
  - *Increased Facebook presence*
    - *The PTO will try to use Facebook as a means of communication, but understands that not everyone uses Facebook.*
    - *Mr. Carter will ask teachers to join, but respects their interest in privacy.*
    - *In order to be added to the group, members must request access.*
  - *Translating PTO communications to Spanish – Susan Walker may be able to assist.*
  - *Financial need statement on PTO sponsored activities*
- *Banneker family directory*
  - *PTO proposed using A to Z Directories app to store family information. Cost is \$2 per family. Savings should be around \$40. Families who require paper directories will be accommodated.*
  - *Has to be opt in. Meredith will send home opt in form for families to join the directory.*
  - *Mr. Carter will provide a list of families for Meredith to cross-reference.*
  - *Meredith requested proof readers once the directory is drafted. Kelly and Brandi will work with Meredith to proof.*

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- *Selling ad space was considered to fund the directory was deemed to be to cumbersome to maintain.*
- *Board voted and approved directory funding by PTO.*

### **Treasurer's Report: Mary Arden**

- *Current budget is \$6200*
  - *30 day advance notice for fund requests*
    - *Current budget \$6200*
  - *Acquire outstanding funding request details (licenses from RAT funds)*
    - *\$1800 obligated to software licensing*
    - *IXL/Reflex – PTO will pay for IXL Math \$1800*
    - *Is Reflex worth \$1500? Mr. Carter will survey teachers for need for Reflex. Donor's Choose or Forget It Fundraising to meet funding gap if Reflex is determined to be critical.*
    - *Licensing payment due in November/December.*
    - *Decision for funding in October.*
  - *Revisit request for school to fund half of expired movie license.*
    - *School has license to show movies via Safari Montage which could translate to PTO savings.*
    - *Mr. Carter will revisit and the movie licensing issue will be addressed in October.*
- *Top NOVA Orthodontics sponsorship*
  - *How much will they donate? Sponsorship tabled.*
- *Build a Bright Future Essay Contest*
  - *Offer it to teachers for writing activity.*

### **Principal's Report: Robert Carter**

- *Donor's choose - \$250*
- *Donation of 6 yards of mulch 9/16*
  - *Parent volunteers to needed to spread mulch*
- *Comprehensive Needs Assessment*
  - *School Improvement Plan parent feedback due 9/26*
- *Teacher Bingo 9/29*
- *John Dryer – Nature Trail maintenance. Looks great! He will be adding mulch.*
- *Dairy Assembly – 9/13 @ 12:15-12:45*
- *Revive graduating LVHS student college scholarship essay contest for Banneker alumnae. Banneker is the only LVHS feeder school to not offer a scholarship. PTO and attendees agreed that this is important to our community and Mr. Carter will obtain scholarship deadline and criteria. PTO will determine scholarship amount based on fundraising success.*
  - *Sarah Nace suggested that high school recipient to come back to speak to 5<sup>th</sup> graders.*
- *Still looking for cafeteria hostess and Special Education Assistant.*

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### Teacher Liaison - Lisa McGuinness

- *Mrs. McGuinness proposed an after school STEM club that would be offered to 2<sup>nd</sup> – 5<sup>th</sup> graders as a possible technology/PTO fundraiser. Two parent volunteers would be needed to run the weekly club. Everyone supported the proposed STEM club, but concerns were raised about who would sponsor the club and the frequency of meeting. Mary Arden will work with Mrs. McGuinness to determine club meeting frequency, teacher sponsorship (paying a teacher), timing of the first club for presentation at October meeting.*

### New Business

- *Katie Knox - Recycling program and sporting event donations*
  - *Can donate four Washington Capitals tickets and two Wizards tickets – mutually agreed upon game. Tickets can be auctioned or raffled as a fundraiser.*
  - *Salamander Gift Card for raffle or auction.*
  - *Aluminum Can recycling event/Earth Day/try to get a donation for use of a roll off. 16-20 cans = 1lb and .40 per pound. Being good stewards to environment.*
- *Megan Rafalski - Teacher Favorites coordination*
  - *Will send out a favorites list to teachers to be maintained in front office.*
- *Spring spirit night at Chuck E. Cheese tabled until October meeting.*
- *Tina Martin suggested creating a program to encourage a cultural exchange between Spanish and English speaking students/families.*
- *Kaitlin Craun – wants to replenish K cups for teacher’s lounge. Jennifer Rooney is point of contact to coordinate the restocking of the teacher’s lounge.*