

# Banneker Elementary School

## PTO Meeting Minutes

November 1, 2017 9:30 AM

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### Attendees

Susan Strong, Brandi Bishop, Kelly Nash, Mary Arden, Megan Rafalski, Robert Carter, Tina Martin, Alexis Ozden, Christa Lynch, Debbie Pitts, and Elizabeth Miller

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

- Otium/Fall Family Night status
  - *Event raised \$1590.*
  - *Brandi will send a formal thank you note to Otium.*
- Forget It Fundraiser status
  - *Current total is \$770.*
  - *Today's donations have not yet been counted.*
- Original Artwork status
  - *Priscilla Gaffney will collect and submit on 11/9.*
- Box Tops October submission - \$168
- Spirit Wear store closes 11/5
  - *Will make \$3 on top of individual item sale.*
  - *Merchandise ships to school and will be distributed to students.*
  - *PTO discussed purchasing basic blue shirts at cost for sale at events.*
  - *PTO discussed having a Spirit Wear Café where students could purchase spirit items (pencils, shirts, etc).*
  - *PTO discussed having a Spirit Wear Booth at Back to School Night and information in kindergarten orientation packets for the 2018-2019 school year.*
- Upcoming Events
  - Election Day Bake Sales - 11/7
    - *Volunteers from 7:00AM – 1:00PM 11/7*
    - *Baked goods should be packaged and delivered to the school on 11/6*
    - *Brandi/Tina will set-up on 11/6.*
    - *Elizabeth offered the use of her coffee makers to allow rapid brewing of both decaf and caffeinated coffees.*
    - *Elizabeth Miller offered to provide coffee, creamer, and sugar.*
    - *Brandi found Bake Sale sign.*
    - *Debbie Pitts suggested a separate Bake Sale location at the Philomont Community Center for the 2018-2019 school year. Students help run the Bake Sale and all "sales" are donations only. Muffins, coffee, and other quick/to go items only.*
    - *Upperville Country Store makes food donations to Hill School*
    - *Brandi will check for donated donuts from Great Country Farms.*

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- *PTO agreed that there will be no chili sale this year. Will reconsider for future/Presidential elections.*
- Turkey Trot – 11/21
  - *Parent Liaison donation, need \$600.*
  - *Races are in the morning only.*
  - *Turkey of the Year to be voted on by students in advance of Turkey Trot.*
  - *Volunteers*
    - *Warming station – coffee and tea.*
    - *Runner management/track – 12 total volunteers*
    - *Small water distribution (need to purchase)*
    - *Bracelet distribution.*
  - *Grade level with the highest average laps will have door decorated*
    - *Teachers/volunteers can tally bracelets.*
    - *Alexis can decorate doors – kindergarten/2<sup>nd</sup> grade would require 2 doors or potentially only the shared wall between them. Alexis will research.*
  - *Kelly will order bracelets.*
  - *Kelly to ask for Starbucks for coffee donations for Turkey Trot.*
  - *Turkey Trot Pep Rally in the afternoon on Veteran’s Day.*
  - *Pledge sheet home by 11/8/17. Pledge sheets due by 11/21.*
  - *Pledge sheet/flyer should include information that the money raised will help Banneker families during the holidays.*
  - *Mr. Carter to send email 11/20 to remind students to dress appropriately and Mrs. Wilt will provide reminder stickers for students on 11/20.*
- Middleburg Parade Update -- Mrs. Lynch
  - *Holidays Around the World – One to the World project*
  - *Mrs. Lynch/3<sup>rd</sup> Grade*
    - *Decorations tied to curriculum.*
    - *School ornaments go on tree.*
    - *Sign made in art class.*
    - *Need banner that says – Banneker ELEMENTARY school.*
    - *Signs are a potential art project.*
    - *Mrs. Lynch’s fiancé will play guitar for music.*
  - *PTO/Tina Martin*
    - *Candy collection flyer went home on 10/31.*
    - *Brandi will secure space in parade, including announcement to be made. “Holidays Around the World presented by Banneker Elementary School.”*
    - *40 students total.*

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- *Distribute parade invitation with details and instructions. Email, paper flyers, and Facebook.*
  - *Third grade and littles get to ride on float.*
  - *Same decoration placement on float as last year.*
  - *Lynch will arrive to specific location, when/where TBD.*
  - *Lynch decorates an hour before with students and volunteers.*
  - *Need parent and Mr. Carter to track students.*
  - *Student check-in via single POC with clip board. Parents to provide name, phone number, etc.*
  - *Students who wish to participate should have an adult accompany them.*
  - *Megan Rafalski will try to launder blue hats.*
- **LVHS Scholarship**
  - *Application criteria due to LVHS December 1, 2017.*
  - *Deadline mid-April to allow PTO time to review applications.*
  - *PTO President should attend the evening ceremony where the scholarships are announced.*
  - *Review committee (PTO and 1 teacher volunteer – potentially Mrs. Bossi)*
  - *Pull quotes from Banneker seniors that apply for scholarship. Obtain their permission to use written responses.*
  - *Mrs. Pitts expressed that the scholarship meaningful to graduating seniors.*
- **Lowe's Grant funding for Wildlife Ambassadors**
  - *Still haven't met regarding to funding for assembly.*
  - *Wild flowers and compost bins are in place.*

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

- **Banneker family directory. A- Z App is live! Thank you Meredith!**
- **Paper cutter**
  - *Parents//teachers have mentioned that the blade is dull and dangerous. PTO will try to repair it or will look into the cost of a replacement.*

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

- **Assemblies (planetarium, traveling theater)**
  - *Mr. Carter suggested that we combine schools.*
  - *Brandi will contact Planetarium company about sharing expense with another small school. If school sharing is possible, then the PTO/Mr. Carter should contact Middleburg Charter regarding sharing expense.*
  - *PTO approved up to \$1000 for Planetarium Assembly.*
- **Traveling theater is another interest for the students.**
  - *Kelly/Debbie will talk to drama clubs at LVHS and Blue Ridge to see if they are interested in performing for Banneker students.*

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- Marching Band come to school to present instruments/drill team
  - *Mr. Carter will work with LVHS to see if there's interest.*
- Vote on fund requests:
  - *Increased Liaison Donation from Turkey Trot – additional \$100 (total \$600) - Approved*
  - *Reflex Math license fee is \$1595 increased \$195 to cover more students. Approved*
- Current budget after approved expenses is approximately \$4500.

### Teacher Event Coordinator - Megan Rafalski

- Teacher Treats - November 16<sup>th</sup> – 5<sup>th</sup> Grade.
- Winter Family Night – March 16, 2018
  - *Indoor Carnival Theme*
    - *Game stations, cake walk, etc.*
    - *Use of inflatables will need to be reviewed and approved based on LCPS guidelines and preferred vendors.*
  - *Volunteers*
    - *Girl Scout Troop volunteer opportunity.*
    - *Foxcroft volunteers to run/volunteer for Carnival.*
    - *LVHS – Linda Krohn organizes Valley volunteers.*
    - *Kohls Cares – volunteers and \$500 donation.*

### Principal's Report: Robert Carter

- Principal for the day was great for students who participated.
- School was recognized for Bus Driver Appreciation Day.
- Dr. Williams, Superintendent, visited Banneker.
- AEW 11/13 – 17
  - *Need RSVPs for lunches to account accurately.*
- PBIS – Referrals are at an all-time low, possibly due to school being cohesive and empowered about recognizing good behavior.
- SCA announced.
- Impact Aid forms coming home 11/2.
- Feedback from families is that Housing Determination Form should be better explained. Many families found the timing and lack of explanation of the form to be confusing.
- Veteran's Day Breakfast on 11/10 at 8:30AM.
- Turkey Trot Pep Rally on 11/10 in the afternoon.
  - *Flyer going home 11/2.*