

# Banneker Elementary School

## PTO Meeting Minutes

September 12th, 2018 9:30 AM

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**Attendees:** Robert Carter, Meaghan Stevens, Katie Knox, Frances Chinn, Tina Martin, Kelly Nash, Harry Bigley, Marti Bigley, Cy Acord, Megan Rafalski, Susan Strong, Kelly Guthrie, Tatiana Mysta

### **President's Report: Megan Rafalski**

Draft budget for 2018-2019

- Copies of the budget can be made available to General Members by contacting bannekerpto@yahoo.com
- The PTO presented the 2018-2019 budget to the general membership. The Board explored numerous budget reductions to address shortfalls. Balancing the PTO budget required adjustments for both income goals and expenditures.
- Highlights of adjustments include: increased in classroom subscription specialization, reduction in field trip coverage, reduction in 5<sup>th</sup> grade budget, addition of a new multipurpose room sound system, per the 2017-2018 PTO negotiations, software expense for IXL and Reflex to be split with school.

PTO activities for 2018-2019

- Election Day Bake Sale, Fall Bulb Sales, Spirit Wear, Turkey Trot, Fall Auction at Otium Cellars, Spirit Nights, Middleburg Parade Float, Winter International Night (January), Family Fun Fair (February – small fee), Munchkins with Moms, Talent Show, Teacher Appreciation Week, Assemblies, Field Day, and End of Year Picnic.

Fall Bulb Fundraiser reminder. Orders due 9/14/18. Jenny Conrad to help package and distribute.

Direct Donation Campaign kicks-off on 9/14. Goal is \$5000 or \$30 per student.

Action Item - Kelly Nash will schedule monthly PTO coffees the first Friday of the month with the exception of October, which will be held in September on 9/28 at 9:30AM at Petit Lou Lous.

Action Item – Mr. Carter requested that a calendar of events for school year for the school year be distributed. He is maintaining a master schedule and will run a report of dates.

### **Vice President's Report: Marti Bigley**

Mosby Heritage Society

Harry Bigley represented the Mosby Heritage Society. The society's goal is "preservation through education." They offer programs to schools that can be tailored to the school's interests. They offer engaging historical presentations ranging from Native Americans to WWI. Kevin Pollack presents the free history programs to local schools and 4<sup>th</sup> grade classes. The Rector House is currently being converted to a learning center and could be a future location for local field trips.

Action Item - Mr. Carter to talk to Kevin Pollack 9/12 about programming for 4<sup>th</sup> grade or a whole school assembly.

BizBuzz (monthly meeting of Middleburg professional business association). Many schools were represented at September's meeting at Foxcroft including Banneker, Foxcroft, and Middleburg Charter. Robert Carter, Kelly Nash, and Marti Bigley represented Banneker in order to gain local recognition and representation in the Middleburg community.

Looking to increase the partnership with local schools including Foxcroft. Foxcroft wants to create a team of administrators who collaborate to share ideas and support each other.

Fox Croft volunteers help with Study Buddies on Tuesday and Thursday afternoons.

Open volunteer positions

- Winter Family/International Night – Open
- SEAC Representative - Open
- MSAAC Representative – Frances Chinn

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- Grant Researcher/Writer – A team will be formed consisting of Katie Knox, Harry Bigley, and Tina Martin.

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

New PTO website: [bannekerpto.com](http://bannekerpto.com)

Email communication status - currently have 110 people from Banneker families signed-up to receive emails.

There are a few families who have opted out.

Facebook will be maintained a community building tool, not a means for communication. It only reaches about 27 current Banneker families, so it's not the most efficient means of communication.

Action Item – Susan will work with Mrs. Wilt to come-up with a "first and only" student list in order to reduce waste.

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### Treasurer's Report: Cy Acord

Current budget \$3037.86 (PTO), \$1134.52 (Lowes Grant), \$1074.50 (Fun Fair)

Vote on fund requests

Due to a budget funding gap, the PTO was only able to approve \$950.18 in current Fund Requests with another \$350.00 paid for by donors. Only the most critical expenses were approved with hopes of the funding gap to be closed by the October 2018 meeting.

Description	Grade	Requestor	Amount	Status	Comments
IXL Math					The PTO will be splitting the cost with the school. The motion to pay for the software was deferred due to insufficient funds. Banneker was able to pay for Reflex through a "Differentiated Alotment" and Banneker will pay the remaining \$300 for IXL. The PTO will revisit the expense during the October 2018 meeting.
IXL Language Arts Reflex Math	ALL		\$ 2,363.00	Tabled	
Scholastic News					
Allen	1	Allen	\$ 101.20	Approved	
Hendershot	1	Hendershot	\$ 88.55	Approved	
Bossi	2	Bossi	\$ 145.48	Approved	
Scholastic Subscription (Art)	ALL	Beach	\$ 24.95	Approved	
Movie License for PTO and school events	ALL	Carter	\$ 399.00	Tabled	The PTO will research alternative options for funding the movie license including grants. Currently there are insufficient funds to cover the expense.
ESGI	K	Brissing	\$ 175.00	Donor	

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<b>ESGI</b>	1	Allen	\$ 175.00	Donor	
<b>Field Trip</b>	1	Hendershot	\$ 216.00	Not Approved	During the budget process, the PTO decided to discontinue the funding of field trips in order to close the funding gap. The PTO will continue to sponsor students who require assistance so that participation in field trips makes them a viable option for the enrichment of all Banneker students. The PTO is working through the process with Mrs. Warner for getting funding to relieve financial burden on families who might have trouble affording field trips. The PTO will communicate the sponsorship process to Banneker teachers.
<b>National Geographic Explorer</b>	3	Lynch	\$ 133.00	Tabled	The motion was tabled due to insufficient funds. The PTO will revisit the expense in the October 2018 meeting.
<b>Science Performance Assessments September</b>	3	Lynch	\$ 20.00	Approved	Due to insufficient funds, the PTO was only able to approve the assessments for the first quarter.
<b>Middleburg Parade Float</b>	3	Lynch	\$ 120.00	Tabled	The motion was tabled due to insufficient funds. The PTO will revisit the expense in the October 2018 meeting.
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					gap. The PTO will continue to sponsor students who require assistance so that participation in field trips makes them a viable option for the enrichment of all Banneker students. The PTO is working through the process with Mrs. Warner for getting funding to relieve financial burden on families who might have trouble affording field trips. The PTO will communicate the sponsorship process to Banneker teachers.
Virginia Historical Society	4	Wilt	\$ 150.00	Tabled	The motion was tabled due to insufficient funds. The PTO will revisit the expense in the October 2018 meeting.
National Geographic Explorer	4	Maulfair	\$71.25	Tabled	The motion was tabled due to insufficient funds. The PTO will revisit the expense in the October 2018 meeting.
National Geographic Explorer	4	Wilt	\$61.75	Tabled	The motion was tabled due to insufficient funds. The PTO will revisit the expense in the October 2018 meeting.
Camp High Road	5	Cornell/Shanholtzer	\$ 220.00	Approved	Reduced to \$220 because of change in the number of students in the class.
Typing Software	5	Cornell	\$ 99.00	Tabled	The motion was tabled due to insufficient funds. The PTO will revisit the expense in the October 2018 meeting.

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Description	Grade	Requestor	Amount	Status	Comments
DARE Shirts	5	Cornell	\$ 151.80	Tabled	The motion was tabled due to insufficient funds. The PTO will revisit the expense in the October 2018 meeting.
Bulb Sales	PTO	Susan Strong	\$ 50.00	Approved	
Otium	PTO	Susan Strong	\$ 200.00	Approved	Deposit on auction space.
Copy Machine Paper	PTO	Karen Wilt	\$ 40.00	Approved	
Bus Driver Appreciation	PTO	Susan Strong	\$ 50.00	Approved	
<b>TOTAL</b>			<b>\$ 5,314.98</b>		

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### **Fall Family Night at Otium: Susan Strong**

October 27<sup>th</sup> 5PM-8PM

The PTO is currently looking for volunteers to assist with gathering auction items and running the event. \$10 per family to offset Otium deposit.

### **Staff and Family Liaison: Rachel Haws**

Room parent status - 4<sup>th</sup> grade still needs to appoint room parents

Teacher Treats Status (second Monday of the month). Rachel will notify room parents of assignments and the new policy of not asking families for money to support the monthly appreciation event.

Kelly Nash offered to donate monthly coffee cart services to teachers and staff.

Bus Driver Appreciation Day is the first week of October. The Sunshine Committee (Molly Allen) will work with Rachel Haws to coordinate.

Action Item - PTO will send a reminder to parents to thank their bus drivers.

Action Item - K Cup donations would be appreciated for the teacher's lounge.

### **Vendor Fundraising: Katie Knox**

Spirit Night at Monks and Tipped Cow September 18<sup>th</sup> 5-9:00PM – Dine in and carry out.

Spirit Night October at MOD Pizza October 11<sup>th</sup>

Action Item - Katie Knox volunteered to bring pizza to teachers for lunch on MOD Pizza Spirit Day.

Chick Fil A Spirit Night 11/13

Bush Tabernacle Family Skate Night (Feb/March)

Katie is working with Dusty from Petit LouLous on a Moms Night Out Spirit Night

Box Tops Collection campaign begins in October – Mr. Carter approved extra recess for the class who collects the most Box Tops.

### **Spirit Wear: Kelly Guthrie**

On-line store is set-up. Orders due 9/23/18.

Feedback to include adding a cotton sweatshirt option for adults.

### **After School Enrichment: Meredith Gurdak**

After school activities will be on Wednesdays beginning with USTA Tennis 9/26-10/31

MakerSpace and Sports Club will run on Wednesdays November and December. Mrs. Hendershot and

Mrs. Fontaine will run MakerSpace. Mr. Moss will run Sports Club

Action Item – Marti Bigley will work with Mrs. Beach/Joan Gardiner/and other art resources to see if the PTO can offer an art/music after school option on Tuesdays.

### **Directory: Susan Strong**

Registration ends on 9/17/18.

Currently have 46 of the 74 families in the Directory verified. Families have been emailed 3 reminders to go on line to verify their information. The fourth and final reminder will go home on 9/13/18.

About 15 “new” families still need to register. Most are from kindergarten. They were sent reminders and instructions in their student's folders on 9/10/18.

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### **Original Artwork: Kristin Phelps**

Working with Mrs. Beach on age-appropriate art themes. Order should be going home around 10/26.

### **LEAP Delegate: Tina Martin**

Tina will try to attend Hunt District Round Table meetings via the web.

No need to pay LEAP fees because LEAP is no longer part of LCPS.

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

Proposed to move Principal's Report to the beginning of PTO Meeting.

New Cafeteria Manager, Tech/Librarian, and EL Teacher have transitioned well to Banneker.

Still interviewing for Cafeteria Server (\$13.25/hour for 2 hours daily) and Cafeteria Monitor (\$17/hour for 1.5 hours daily).

Cafeteria has moved to paper trays but still have plastic trays available.

New doors look great and provide extra security making lock down drills more efficient because doors lock automatically.

Student device roll out has gone smoothly – about 80 students at Banneker have received devices.

First morning news show was 9/12 and it was a success. 5<sup>th</sup> graders will run the morning show in the future. Cy Acord suggested that students with birthdays get a spot on the show.

Spanish Information Night – 9/20.

Saturday November 10<sup>th</sup> – “Dirt Don't Burn” at Douglass Community Center. Banneker students will headline music. Dr. Williams, Wayde Byard, and Phillys Randall expected to attend.

Community Church in Ashburn will come out to provide landscaping for Banneker (Saturday 9/15).

Banneker teachers have requested the opportunity to run Munchkins for Moms.

Banneker teachers have formed committees to run events including Sunshine and Community Outreach Committees.

### **Teacher Liaison: Meaghan Stevens**

Book fair will be coordinated with Stories Under the Stars. Teachers are excited about running the program.

### **New Business**

Harry Bigley - county is starting a historic designation for Willisville and would like to get it on the National Register. There is an interest in extending the historic designation for the village of St. Louis. Doesn't prevent buildings from being modified.

Action Item: The ditch in front of the school continues to be a hazard for students. Despite numerous requests from parents and administrators, both LCPS and VDOT refuse to take responsibility for the



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necessary repairs. Harry Bigley will contact Tony Buffington to see if progress can be made for correcting the drainage issue.

Meeting adjourned at 12:09