

PTA BOARD MEETING MINUTES

Three Oaks Elementary School PTA

Date / time 8-18-2022 | 6pm | *Meeting called to order by* Jessica Keefe

In Attendance

Amanda Lantrip, Matt Orebaugh, Melissa Asaro, Maureen Coventry, Krissy Dorsey, Debra Slater Stephanie Joseph, Tiffany Murray, Jessica Keefe

Approval of Minutes

Board

Jessica Keefe, President; Debra Slater, VP Ways and Means; Melissa Asaro, Treasurer; Matt Orebaugh, Principal; Amanda Lantrip, Vice Principal; Maureen Coventry, Recording Secretary; Stephanie Joseph, VP Programs; Tiffany Murray, Corresponding Secretary; Krissy Dorsey, VP Membership

Treasurer's Report

Jessica discussed the annual \$200 Staff Fund and that it would possess a date cap, Dec. 31st. If the given amount isn't used by said date then the money would go into one pot for anyone to use, possibly apply. Tiffany will create a form (extra funds request). The recipient will email Tiffany request and she will attach the request and reimbursement form in her response.

She also mentioned possibly bumping up the several budget lines due to inflation, in ex. The 4 events (Country Fair, Movie Night, Snowflake Saturday and whatever else we decide) we hold each year to \$1200.

She inquired about replacing any Wolf Pack signs due to wear and that we could put aside \$200 for that and asked if there was anything else needed.

Snowflake Saturday's budget line would be moved from \$2,300 to \$3,500. Will need to add another balloon lady and may need to pay for a Santa.

Printing toner will be \$1,000 for a year (hard to pin point) Matt will discuss with bookkeeper to see if he can get more detailed information.

Staff recognition gifts will be increased from \$700 to \$1,000 for the entire year.

Country Fair got increased budget line due to inflation. Jessica suggested not to raise ticket prices.

In regards to the Field Trip Enrichment Education, Melissa asked if the usual \$6 was still appropriate, to which Matt suggested it could be raised by a \$1, to which Jessica suggests that we make that decision after the Fun Run.

Principal's Report

Matt gave us an update on Virginia Beach policy, division wide: no parents in building on first day of school. No cell phones, iPads, smart watches etc. allowed out during instruction to prevent distraction.

Birthday celebrations are going towards a healthier direction. Everyone must put in a written request at least 2 days prior to celebration to get permission to bring anything in or they can order directly from school cafeteria. Any other non-food celebrations are welcomed as well, in ex. Reading a book to the class, giving a book to the class etc.

Matt informed us of the first Newsletter is being drafted and is asking for any PTA input.

Parent Square will be the new communication between school staff and parents.

Class placement letters will be going out Monday to be delivered on Wednesday.

It was suggested we use a yard sign company to display a “Welcome Back” sign for either Meet and Greet or Back to School.

Matt informed us that the shed needs replacing and would possibly run about \$3,000 and we could get from Home Depot to which they will deliver and install. The teachers are very involved and it would be less red tape if PTA helps out with the cost to which Jessica happily agreed and suggested we could use some of the Fun Run funds to support.

He also let us know that Room 2 will be open for PTA usage when needed.

Old Business

Jessica update us on Boosterthon, not much happening right now. It will held on Oct. 5th, a Wednesday. If it rains, then a glow run will be held indoors. The run itself has been cut back to only about 2/3 of the distance, just multiple laps. The grades will be divided throughout the day. The Boosterthon people will come and get the kids pumped up and excited, pretty much do everything to help make the event successful. No volunteers needed since we aren't counting laps and there will be no shirts but parents are welcomed to watch. Jessica explained that the money businesses donate would be much better used for the school and it's events then the Fun Run t-shirts. Kids will use their own water bottles and Stephanie reminded us that maybe we could get classes to wear the same colors to unite grades.

Stephanie inquired about putting the teacher luncheon invites in teacher's boxes or just emailing them, Jessica agreed to physical invites as well as them being 1/2 sheets.

Stephanie also asked for an update on the needed 5th grade teacher slots to which Matt assured her that the school was now fully staffed except for 2 teaching assistants.

Teachers will return on August 25th with the 26th being a staff flex day.

Teacher's luncheon will be on Friday, Sept. 2nd at noon. The invite will have a qr code for them to join PTA.

New Business

Jessica has made new PTA member forms but will still encourage people to sign up online. It was mentioned to possibly pass out QR codes to all the teachers to pass on to kids for their parents. Krissy suggested that the QR codes be taped to desks for Meet and Greet to cut on paper but Stephanie worried about cell service in building. Jessica did update the website for back to school and link for people to join. PTA will have a presence at the Meet and Greet, just a setup in the hallway near the entrance in case there are questions or inquiries. The PTA does possess the bulletin board outside the cafeteria and Jessica will try to keep it updated to display the meeting minutes and events going on. The bulletin board inside the cafeteria will showcase any membership updates.

Stephanie finalized things with the Staff Luncheon, it was between Azar's(pita bar and salads) and Back Bay(sandwiches and salads) the prices were about the same. Matt and Tiffany agreed since Back Bay was so close and frequented by many, it was better to go with somewhere that people haven't tried or just don't get time to go out there. Stephanie was concerned with Gluten Free and vegetarian options but the business is willing to work with us. Jessica suggested extending the budget line to \$4,500 to cover both staff luncheons.

There was conversation regarding the Wolf Pack celebrations and whether it should stay in the cafeteria or be in the classroom, Matt said he would discuss this over with the guidance staff. Tiffany suggested having a quarterly celebration which Matt liked and it seemed like it would be easier for parents to attend.

In regards to spirit wear, we will get more info when we decide on a vendor. Tiffany volunteered to work on this since she had a company in mind and will get back to us, but we plan to make it available at any time, not just before December. Matt will get with Josten to inquire design so that we can possibly match the yearbook to the spirit wear again.

The virtual raffle draw in regards to the County Fair baskets, will continue. Jessica suggests finding a better program, even if it costs, so that it allows you to designate any amount of tickets to certain baskets instead of just 1 basket.

A new system for staff's "Favorite Things" is in the works, John (Stephanie's husband) will create a google doc for "Favorite Things", so that it will be editable and easier to maneuver.

Jessica relayed that we will still utilize room parents for communication between the board, teachers and parents.

The County Fair will be Tuesday, Oct. 18th with the 25th being the rain date. We will add the info to the newsletter and advertise for County Fair planning committee.

Conversations around planning our next movie night since our contract will end in December. Friday, Sept. 23rd (before the Fun Run) is a date Matt believes would work perfectly and suggested having a membership drive during the event, possibly having the qr codes there for memberships and Fun Run. Popcorn tickets could also be sent home with kids the Friday of the movie. The location will be changed to the other side of the school so the playground isn't a distraction and behavioral expectations will be posted for all to follow with possibilities of having some Watchdog Dads attend to keep order. No movie yet has been chosen but Matt suggested new Minions movie, the idea is to keep the run time under 2 hours since the last movie night went a little late due the sun not setting as early. We will hold a brief PTA meeting beforehand.

Jessica suggests extending the PTA meetings to 90 minutes to which all agreed. General meetings will be held every other month to get the 4 required meetings.

Stephanie inquired about a possible Room Parent Coordinator meeting and Jessica replied how we would probably hold one in either the 2nd or 3rd weeks of school.

Jessica suggested to renew our Zoom membership seeing how you never know when we may need to use it and it's very convenient.

The 2020 5th grade handprints were brought up again, Matt agreed that August 30th between 10-12pm would be best day, may need only 1 to 2 volunteers. We will heavily advertise on all platforms.

There was more discussion in bringing back Muffins for Moms and Donuts for Dads but possibly changing it to Pastries for Parents and maybe adding a Bingo night. We may move it during Snowflake Saturday since it would be easier to manage and open it up for more to attend but after the discussion we decided to put this particular event on hold with possibilities of bringing breakfast in general back to Snowflake Saturday and holding multiple Bingo nights for those who can't come during the day.

Next Meeting

Meeting adjourned at 7:08pm

Next meeting to be Thursday, September, 15th at Three Oaks Elementary library