

# October Board Meeting Minutes

## Three Oaks Elementary School PTA

Thursday, October 15, 2020 | 6:00 pm |

### Attendees:

Molly Conway - President, Stephanie Joseph - Corresponding Secretary, Jessica Keefe - VP Membership, Mandy Rondeau - VP Programs, Kelly Barba - VP Ways and Means, Emily Bellamy - Teacher Representative, Matthew Orebaugh - Principal, Alison Reddy - Vice Principal

### Old Business

1. Voted on September Meeting Minutes-Approved
2. Re-Opening Plan Status Update
  - Per Mr. Orebaugh, face-to-face return for Option 1 students has been going smoothly
  - School safety guidelines changing frequently (ex: singing), everyone is doing their best to abide by them
  - Dr. Reddy shared that 15 garden plots have been assigned to teachers to use this year, great opportunity to learn outside
  - Picture Day will proceed on 10/29 and 10/30 (Option 2 students able to come in evenings from 4-6pm their pics if they would like to)
  - The Den will be sent out every other week, next week's will have a great deal of important information
3. Membership Update
  - 106 members to date (70 parents, 36 staff)
  - discussed incentives for staff to join including fun contest by grades for small prizes
4. Room Parent Update
  - All Room Parents in place with the exception of 3 classrooms (two Virtual classes, one in-person)
  - Room Parent Orientation Training successfully took place on 9/29
  - No food, candy or drinks permitted to be sent in for celebrations at this time (including food that would be sent home, still not allowed)
  - Non-food items are allowed to be donated/sent in at the teacher's discretion
  - In the future, admin may consider the possibility of classes purchasing treats from cafeteria to be eaten at the end of lunch (class parties only, not individual birthdays)
5. Spirit Wear Update
  - Website is live for ordering through 10/30
  - Short-sleeve, long-sleeve and sweatshirts offered
  - Recent switch in style of short-sleeve shirts to ensure more standardized sizing
6. Reflections Contest
  - Contest underway through 10/28
  - All entries DIGITAL only
  - Mrs. Eisenberger, Art Teacher, may be interested in assisting with contest
7. Bylaws Update
  - Bylaws voted on and approved by Board and in General Membership Meeting on 10/5
  - Mailed to VA PTA for final approval
  - VA PTA will mail back final copy for our records
  - Next update: October 2025

## New Business

1. 2020 Holiday Lights at the Beach
  - Board discussed presentation slides distributed by VBPTA about this program
  - Voted to proceed with offering this discount/sale to TOES families and staff this holiday season
  - Molly will reach out to contact to proceed with preparing for sale
2. Additional Budget Expenditures for 2020-2021
  - Principals did not have any additional staff members asking for funds to be allotted to them for any further needs this year
  - Kindergarten reached out to Molly and Milissa to inquire about funding to purchase 53 pumpkins (one per Option 1 student currently in-person) for 10/30 project
    - Board approved \$130 addition for this
  - Recap provided of \$600 approved last month to help Library replace books never returned after Spring Closure
    - Mrs. Dibbs has submitted requests for those, Molly completed purchase

## Treasurer's Report

1. Update on 2019-2020 Treasurer's Report & Audit
  - Milissa has contacted auditor and our finalized audit should be ready to pick-up in the next week or so
  - Will be reviewed and recapped to Board by Milissa and then to be approved at upcoming General Meeting
  - Must be approved by 11/15
2. September Financial Report – reviewed and approved by Board

## Meeting Adjourned

NEXT BOARD MEETING NOVEMBER 19th AT 6PM

*(School Planning Council/General Membership Meeting takes place directly after at 7pm)*