

PTA General Meeting Minutes

Date:	Tuesday 02/21/2023	Time:	6:00pm
Leader:	Brandan Wilburn-Herbert	Location:	Virtual
Approved:			
Board Participants:	Brandan Wilburn-Herbert, Srujana Kannekanti, Lindsey Phillips, Marti Londal, Kimberley Stephenson		
Standing Committees:	Hospitality (Maria Wealand); Room Parent Coordinator (Katie Talley); Volunteer Coordinator (Melissa Alfano)		
Staff:	Holly DeVore, Principal		

Description	Discussion
Call to Order	President: Brandan Wilburn-Herbert <ul style="list-style-type: none"> Meeting called to order at 6:01pm.
Attendance	Secretary: Kimberley Stephenson <ul style="list-style-type: none"> 24 attendees
Welcome	President: Brandan Wilburn-Herbert
Special Presentation	FCPS Board Member Stella Pekarsky <ul style="list-style-type: none"> Ms. Pekarsky presented information about the capital improvement plan, calendars, strategic planning, policy initiatives, and parent resources. Presentation is available online at: https://oakhillpta.ptboard.com/che/att/8e7d8d53-2cd2-45d3-b82-d8f13adfbec/OakHillESPTA02-21-2023.pptx.pdf
Approval of Previous Meeting Minutes	Secretary: Kimberley Stephenson <ul style="list-style-type: none"> Minutes are online at https://oakhillpta.ptboard.com/che/att/87b6dd02-ffd7-4b6f-b0ac-73abf87035c8/PTAGeneralMeetingMinutes2022-10-17.docx.pdf Minutes approved by consensus.
Principal/Assistant Principal's Report	Principal: Holly DeVore <ul style="list-style-type: none"> Family dance had a good turnout and students had fun. Thank you to parents for helping stock the staff lounge with snacks and drinks. Principals' coffee meetings have been well-attended. The most recent meeting discussed the local screening process for connecting students with educational support services. Suggestions for future topics are welcome! Grade-level planning days are happening now; PTA funds are helping pay for half-day substitutes so teachers can look at assessment data and adjust curriculum. Construction is going well! New classrooms are already in use and renovation of several old pods is underway. Current front entrance is through cafeteria; new entrance should be done in June.

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	<ul style="list-style-type: none"> ● Upcoming school events: <ul style="list-style-type: none"> ○ Learning showcase on March 9th, 6pm-7:30pm. Classroom and specialist teachers will showcase student learning; students are welcome and encouraged to attend. ○ 6th grade basketball game scheduled for 6pm on March 17th at Chantilly High School. ○ Next spirit night fundraiser scheduled for February 28th at Piero's Corner. Spirit night funds will go toward unexpected construction costs. ○ The Chantilly High School pyramid schools will have a "Spotlight on Learning" showcase at Franklin Middle School on April 25th; more details forthcoming.
PTA President's Report	<p>President & board members</p> <ul style="list-style-type: none"> ● Recap of this year's completed events: <ul style="list-style-type: none"> ○ Staff welcome lunch: Provided lunch for 100 staff and teachers in August. ○ Staff appreciation events: provided snacks and treats for staff and teachers in October, December, and February. Thank you to parents for donations! ○ Multicultural night: Huge success! Approx. 200 attendees; lots of student presentations and booths. Will try to have food trucks next year. ○ After-school activities: Fall and Winter ○ Veterans' Day breakfast: PTA provided refreshments. ○ Skate night: Huge success! 300 attendees; will reserve a private rink next year. ○ Family dance: Lots of fun! Approx. 120 attendees; kids really enjoyed the crafts. Will try to schedule on a non-holiday weekend next year. ○ Science Olympiad: Division A and B completed first round; Div. B won 3rd place at the Charlottesville Regional tournament. Competing against mostly middle school teams, they qualified for the state tournament. Oak Hill students won 11 awards across all events, with 3 first place awards! ● Postponed events: <ul style="list-style-type: none"> ○ STEAM night and movie night events postponed until next year due to construction/space constraints. ● Upcoming events: <ul style="list-style-type: none"> ○ Science Olympiad Division B (VA State Tournament on 3/25/2023) ○ Odyssey of the Mind (Regional Tournament on 3/25/2023) ○ Basketball game (March 17th)

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	<ul style="list-style-type: none"> ○ Spirit wear pre-orders are due by February 27th. ○ Spring after-school activities (depending on space availability and volunteers) ○ General Meeting/Board Elections (May 23) ○ Book Exchange Night (late May or early June, date and details TBD) ○ Teacher Appreciation Week (May) ○ Staff Appreciation (June) ● An Oak Hill student was recognized for their Reflections project and will be honored at a ceremony this week; details will be shared in a Wolf News email.
Treasurer's Report	<p>Treasurer: Marti Lodal</p> <ul style="list-style-type: none"> ● Skate Night - 312 people showed up. Wasn't meant to be a fundraiser but we raised \$1186.06. ● Winter after-school activities - not a fundraising event. We act as a middleman for the vendors and work to break even. On \$18k worth of transactions, PTA is only keeping \$107.22. ● Big construction contribution being used to purchase rugs for new classrooms. ● Reminder to teachers to request reimbursement for classroom materials. Reimbursement forms available from Marti and can be emailed back or put in mailbox under stairs. Checks are mailed at the end of the month.
Board Elections for 2023-2024 School Year	<p>President: Brandan Wilburn-Herbert</p> <ul style="list-style-type: none"> ● Election at next PTA general meeting (Tuesday, May 23rd, 6pm) ● Nominations needed by May 19th ● Candidates for next year: <ul style="list-style-type: none"> ○ President: Brandan Wilburn-Herbert ○ First VP: Srujana Kannekanti ○ Second VP: Open ○ Treasurer: Marti Lodal ○ Secretary: Kimberley Stephenson ● Summary of responsibilities: <ul style="list-style-type: none"> ○ President: Preside over all meetings; Coordinate the work with the other officers and committees; Serve as an ex-officio member of all committees (except the nominating committee); Regularly engage with the Principal, AP and staff; Triage/manage escalations. ○ First VP: Organize educational programs during the academic year: Find volunteers to coordinate/coach for the programs, prepare forms, manage registration. ○ Second VP: Organize after-school activities for fall, winter, and spring: Coordinate with vendors, prepare

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	forms and activity calendar, manage registration, prepare rosters, find volunteers to monitor programs. <ul style="list-style-type: none"> ○ Treasurer: Do all accounting, process reimbursements, write checks, budget, do taxes. ○ Secretary: Prepare meeting agendas and minutes; manage calendar and schedule meetings; handle communications.
Q&A	President: Brandan Wilburn-Herbert
Adjourn	President: Brandan Wilburn-Herbert <ul style="list-style-type: none"> ● Meeting adjourned at 6:45pm.

Submitted by

Kimberley Stephenson

Kimberley Stephenson, Secretary

___ Minutes approved as presented

___ Minutes approved as amended

Date Minutes approved _____