

PTA General Meeting Minutes

Date:	Tuesday 09/20/2022	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:	Communications; Hospitality		
Staff:	Kelly Durso, Acting 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"> ● 33 attendees
Welcome and Board Member Introductions	President: Brandan Wilburn-Herbert <ul style="list-style-type: none"> ● Introduced new board members
Approval of Previous Meeting Minutes	N/A
PTA President's Report	President: Brandan Wilburn-Herbert <ul style="list-style-type: none"> ● Presented general plans for 2022-23 school year ● Noted that there are many volunteer opportunities this year ● Expectations for meetings - hold questions for the end or put in chat; be kind and remember that board members are all volunteers ● Availability of board members - all members have oakhillpta.org email addresses; replies may take 24-48 hours
Principal/Assistant Principal's Report	Acting Principal: Kelly Durso <ul style="list-style-type: none"> ● Acting principal while Holly DeVore on leave; will return to assistant principal role when Ms. DeVore returns ● Appreciated the welcome and the support of the school community ● Baskin-Robbins night was a great success ● Looking forward to more events this year ● Asha-Jyothi run was a success ● Field trips are returning this year ● After-school clubs resuming this year ● Testing season has begun (Virginia Growth Assessment, iReady, etc.) ● AAP parent info session next week ● Visiting classrooms to review Student Rights & Responsibilities ● New classrooms will open over winter break; some classes will move in January ● Staff have been working hard; please send them notes of

Description	Discussion
	encouragement
Approval of Updated Bylaws	Treasurer: Marti Londal <ul style="list-style-type: none"> ● Bylaws online at: https://oakhillpta.ptboard.com/che/att/f1fb72ad-339a-4a19-8d00-76b0de879231/OakHillESBYLAWS_September2022_REVISION.pdf ● Bylaws must be approved each year and uploaded to VA PTA to stay in compliance ● Bylaws are standardized across all Virginia PTAs and cannot be changed, only the cover page ● Bylaws approved with 24 yes votes
Treasurer's Report	Treasurer: Marti Londal <ul style="list-style-type: none"> ● PTA budget requires general approval ● Line item changes over \$500 require general vote
Vote on 2022-23 Budget	Treasurer: Marti Londal <ul style="list-style-type: none"> ● Proposed budget is attached (see Attachment #1) ● Large reserve budget after 2 years of minimal spending due to pandemic ● Membership dues kept at \$25 ● Goal is to spend down reserves to build up community spirit after several years of disruption ● Total Income: \$17,400.00; Total Expenses: \$49,107.00; Net: -\$31,687.00 ● Note: Setting aside rest of reserves for required contingency reserves, a one-time donation for the new STEM lab, and potential future construction needs. ● Budget approved with 22 yes votes
2022-23 Event/Activity Calendar	1st VP: Srujana Kannekanti <ul style="list-style-type: none"> ● Event calendar is attached (see Attachment #2) ● Staff appreciation every other month; coordinated by hospitality committee ● First big event is Multicultural Night on November 15th ● Many volunteer opportunities; sign up on PTBoard
After-School Activities	2nd VP: Lindsey Phillips <ul style="list-style-type: none"> ● Most activities are full, several with waiting lists ● Parent volunteers needed to supervise activities and child pickup; reach out to Lindsey to volunteer
Educational Programs	1st VP: Srujana Kannekanti <ul style="list-style-type: none"> ● Educational programs are parent-led, not sponsored by PTA, but sign-ups can be found on PTBoard ● Odyssey of the Mind, Science Olympiad divisions A & B, Math Kangaroo
Volunteer Needs and Report	Treasurer: Marti Londal <ul style="list-style-type: none"> ● Hospitality Chairperson: Marisa Wealand

Description	Discussion
	<ul style="list-style-type: none"> ● Room Parent Coordinator: Katie Talley ● Volunteer Coordinator: Melissa Alfano ● Communications Chair: Jenifer Parker ● Volunteers needed for after-school activity supervision and Math Kangaroo; sign-ups can be found on PTBoard
New Business	<p>President: Brandan Wilburn-Herbert</p> <ul style="list-style-type: none"> ● Multicultural Night volunteer sign-ups will go out soon; parents needed to coordinate booths to celebrate cultures and present cultural dress/traditions ● Looking for food truck vendors for Multicultural Night ● PTA Board contact info and photos will go out in the next Wolf News ● Suggestions welcomed! ● Request to have debate team added as an educational program; Srujana will look into this ● Multiple requests to have First Lego League added as an educational program; Srujana will look into the organization and try to find a parent volunteer ● Question about whether Oak Hill has a Facebook account (yes: https://www.facebook.com/oakhillpta); board is trying to track down logins for other social media accounts so these can become active again ● Question about ACSL (American Computer Science League) as an educational program; Srujana will look into this
Next Meeting	October 17th, 2022, 6pm
Adjourn	<p>President: Brandan Wilburn-Herbert</p> <ul style="list-style-type: none"> ● Meeting adjourned at 6:50pm

Submitted by

Kimberley Stephenson

Kimberley Stephenson, Secretary

___ Minutes approved as presented

___ Minutes approved as amended

Date Minutes approved _____

Attachment #1: Proposed 2022-23 Budget

Oak Hill Elementary PTA FY 2022
Budget Report

Funds available at beginning of financial year (07/01/2022)			\$135,587.72
100 Fundraising	Budgeted Income	Budgeted Expenses	Budget Net
Member Pledges	\$5,000.00	-\$234.00	\$4,766.00
Corporate Sponsorships	\$100.00	-	\$100.00
PTA Donations	\$300.00	-	\$300.00
Staff Pledges	\$300.00	-\$18.00	\$282.00
Shop & Support - Amazon	\$200.00	-	\$200.00
School Supply Proceeds	\$1,000.00	-	\$1,000.00
Shop & Support - Box Tops	\$50.00	-	\$50.00
Shop & Support - Grocery	\$70.00	-	\$70.00
100 Fundraising Totals	\$7,020.00	-\$252.00	\$6,768.00

300 PTA Administration	Budgeted Income	Budgeted Expenses	Budget Net
Fees - Bank	-	-\$100.00	-\$100.00
Event Cash Drawer	\$100.00	-\$100.00	-
PTA Recruitment	-	-\$75.00	-\$75.00
PTA Bank Checks	-	-\$250.00	-\$250.00
PTA Insurance	-	-\$500.00	-\$500.00
PTA Office Supplies	-	-\$200.00	-\$200.00
PTA Software	-	-\$400.00	-\$400.00
PTA Storage	-	-\$480.00	-\$480.00
300 PTA Administration Totals	\$100.00	-\$2,105.00	-\$2,005.00

400 Enrichment Activities	Budgeted Income	Budgeted Expenses	Budget Net
Cultural Arts (Assemblies)	-	-\$3,000.00	-\$3,000.00
Junior Great Books	-	-\$50.00	-\$50.00
Reflections	-	-\$150.00	-\$150.00
STEM Lab	-	-\$100.00	-\$100.00
Summer Book Exchange	-	-\$600.00	-\$600.00
Teaching Garden	-	-	-
400 Enrichment Activities Totals	-	-\$3,900.00	-\$3,900.00

500 School Support	Budgeted Income	Budgeted Expenses	Budget Net
Cafeteria Support	-	-\$100.00	-\$100.00
Classroom Support (supplies etc)	-	-\$6,400.00	-\$6,400.00
Clinic Support	-	-\$50.00	-\$50.00
Community Outreach	-	-	-
Family Outreach	-	-\$1,800.00	-\$1,800.00
Field Day	-	-\$300.00	-\$300.00
Field Trips (transportation)	-	-\$5,500.00	-\$5,500.00
Grade Level Support (projects)	-	-\$6,000.00	-\$6,000.00
Library Support	-	-\$200.00	-\$200.00
PTA Lunch Card (nkl hungry)	-	-\$200.00	-\$200.00
Positive Behavior Support	-	-\$100.00	-\$100.00
Safety Patrols	-	-\$150.00	-\$150.00
Technology Support	-	-	-
WOAK Support	-	-	-
500 School Support Totals	-	-\$20,800.00	-\$20,800.00

510 Staff Support	Budgeted Income	Budgeted Expenses	Budget Net
Staff Development	-	-\$2,500.00	-\$2,500.00
Staff Appreciation Week	-	-\$1,600.00	-\$1,600.00
Staff Welcome Lunch	-	-\$400.00	-\$400.00
New Teacher Welcome	-	-\$100.00	-\$100.00
Staff Appreciation Monthly	-	-\$500.00	-\$500.00
Staff Spring Breakfast	-	-\$250.00	-\$250.00
Retirement Reception/Bereavement	-	-\$200.00	-\$200.00
510 Staff Support Totals	-	-\$5,550.00	-\$5,550.00

600 PTA Sponsored Activities	Budgeted Income	Budgeted Expenses	Budget Net
6th Grade Activity (Basketball Game or Other)	\$3,500.00	-\$3,500.00	-
Donation to 6th Grade Social	-	-\$350.00	-\$350.00
Other Family Events	\$300.00	-\$500.00	-\$200.00
Veterans Appreciation Breakfast	-	-\$200.00	-\$200.00
Previous Schoolyear Carryover	-	-	-
Grade Level Assemblies	-	-\$2,800.00	-\$2,800.00
Literary Night	-	-\$250.00	-\$250.00
Math Night	-	-\$250.00	-\$250.00
Halloween Candy Exchange	-	-\$100.00	-\$100.00
Multicultural Night	-	-\$700.00	-\$700.00
February Family Dance	-	-\$500.00	-\$500.00
STEM Night	-	-\$500.00	-\$500.00
Outdoor Movie Night	\$3,000.00	-\$3,000.00	-
600 PTA Sponsored Activities Totals	\$6,800.00	-\$12,650.00	-\$5,850.00

700 PTA Spons. Merchandise Sales	Budgeted Income	Budgeted Expenses	Budget Net
Spirit Wear	\$2,700.00	-\$2,500.00	\$200.00
700 PTA Spons. Merchandise Sales Totals	\$2,700.00	-\$2,500.00	\$200.00

900 Non OHES Expenses	Budgeted Income	Budgeted Expenses	Budget Net
Membership Dues to FFCPTA	-	-\$500.00	-\$500.00
Membership Dues to VAPTA	-	-\$300.00	-\$300.00
900 Non OHES Expenses Totals	-	-\$800.00	-\$800.00

Attachment #2: Event/Activity Calendar

- October: General Meeting 10/18; Staff Appreciation (snack)
- November: Multicultural Night 11/15; Veteran's Day Breakfast; Halloween Candy Collection for Troops
- December: Staff Appreciation (hot chocolate/tea/coffee)
- January: Skate Night
- February: Family Dance; Staff Appreciation
- March: General Meeting; STEAM Night
- April: Outdoor Movie Night; Staff Appreciation
- May: General Meeting; Book Exchange; Teacher Appreciation Week
- June: 6th Grade Activity (TBD); Staff Appreciation