

PTA General Meeting Minutes

Date:	Monday 10/17/2022	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 (Jenifer Parker); 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 6:02pm
Attendance	Secretary: Kimberley Stephenson <ul style="list-style-type: none"> ● 27 attendees
Welcome	President: Brandan Wilburn-Herbert
Approval of Previous Meeting Minutes	<ul style="list-style-type: none"> ● Minutes are online at https://oakhillpta.ptboard.com/school/cm?mid=458#fndtn-ann_3 ● Minutes from September 20th meeting approved
PTA President's Report	President: Brandan Wilburn-Herbert <ul style="list-style-type: none"> ● October staff appreciation activity completed (treats delivered to staff lounge) ● PTA provides staff appreciation event every other month - sign up in PTBoard to provide donations ● Multicultural Night scheduled for November 15th; many volunteers needed!
Principal/Assistant Principal's Report	Principal: Holly DeVore <ul style="list-style-type: none"> ● Thankful for acting principal Durso and acting assistant principal Hardy ● Great turnout for virtual PTA meetings ● Excited about having after-school activities again; grateful for parent volunteers ● Book Fair on Tuesday 10/18 ● Advanced Academic Program parent info night on Tuesday 10/18 (virtual meeting) ● Domino's fundraiser netted \$400; still deciding where funds will go (most likely will go to construction/furniture expenses - FCPS funds can only be used for items that will last 30 years; less-durable items have to be purchased with outside funds) ● Digital Citizenship Week this week; Pajama Day on Tuesday 10/18 ● Ms. Durso and Ms. Hardy visited classrooms to discuss student

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	<p>rights & responsibilities</p> <ul style="list-style-type: none"> ● New counselors have visited all classes ● 5th grade took a field trip to Maryland Science Center; more field trips planned ● Info about how to nominate staff members for awards will be sent out in News You Choose emails ● Oak Hill admins participated in Chantilly High School Homecoming Parade on Friday 10/14 ● Renovation going well and on schedule! Several classes will be moved over winter break; more updates will be sent out in News You Choose
Treasurer's Report	<p>Treasurer: Marti Londal</p> <ul style="list-style-type: none"> ● Budget set at last meeting and submitted to state/national PTA ● Reimbursement protocol: form available in file cabinet under stairs in school lobby; leave form and receipts in PTA Treasurer folder (pre-approval of expenses is recommended)
Upcoming Events and Activities	<p>1st VP: Srujana Kannekanti</p> <ul style="list-style-type: none"> ● October: Staff Appreciation (snacks) ● November: Multicultural Night (11/15); Veteran's Day Breakfast (11/10); Halloween Candy Collection for Troops ● December: Staff Appreciation (hot chocolate/tea/coffee) ● January: Skate Night ● February: Family Dance; Staff Appreciation ● March: PTA General Meeting ● April: Outdoor Movie Night; Staff Appreciation ● May: General Meeting; Book Exchange Night; Teacher Appreciation Week ● June: 6th Grade Event; Staff Appreciation
Educational Programs	<p>1st VP: Srujana Kannekanti</p> <ul style="list-style-type: none"> ● Need more parent coaches for: <ul style="list-style-type: none"> ○ Odyssey of the Mind ○ American Computer Science League ○ First Lego League ○ First Lego League Jr. ● If no coaches volunteer, we will not be able to offer these activities ● Activities currently underway: <ul style="list-style-type: none"> ○ Odyssey of the Mind - 4 teams ○ Science Olympiad Div A (3rd grade- 4th grade) - 2 teams ○ Science Olympiad Div B (5th grade - 6th grade) - 3 teams ● Coming soon: <ul style="list-style-type: none"> ○ Math Kangaroo (Grades 1-6) ○ Model United Nations (MUN) club (6th grade); coach is a volunteer student from TJHSST

Description	Discussion
After-school Activities	<p>2nd VP: Lindsey Phillips</p> <ul style="list-style-type: none"> ● Multicultural Night: <ul style="list-style-type: none"> ○ 8 families have signed up to host booths; information meeting planned soon ○ Lion Dance and martial arts performances scheduled; more needed ○ Food truck coordinator needed ○ Setup & cleanup volunteers needed ● Fall activities are full and going well - thank you to parent volunteers! ● Planning activities for winter & spring <ul style="list-style-type: none"> ○ Invited the teachers to host debate or other clubs ○ Run Club will take place in the spring ○ Construction may impact availability of spaces; will likely offer several virtual activities ○ Parent volunteers needed to monitor activities
Volunteer and Committee Needs	<p>President: Brandan Wilburn-Herbert</p> <ul style="list-style-type: none"> ● Committee chairs have been appointed <ul style="list-style-type: none"> ○ Hospitality Chair: Marisa Wealand (hospitality@oakhillpta.org) ○ Room Parent Coordinator: Katie Talley (roomparents@oakhillpta.org) ○ Volunteer Coordinator: Melissa Alfano (volunteer@oakhillpta.org) ○ Communications Chair: Jenifer Parker (communications@oakhillpta.org) ● Volunteers needed for Multicultural Night! <ul style="list-style-type: none"> ○ Food truck coordinator ○ Cultural booths or performances ○ Decorations ○ Setup/Cleanup ● Hospitality committee needs donations <ul style="list-style-type: none"> ○ Donations for staff appreciation ○ Donations for student snacks ● All in PTBoard (https://oakhillpta.ptboard.com/)
New Business/ Q&A	<p>President: Brandan Wilburn-Herbert</p> <ul style="list-style-type: none"> ● More info from Principal DeVore: <ul style="list-style-type: none"> ○ Parent volunteers welcomed back at school this year (cafeteria, classroom, room parents) ○ Parents can now visit students at lunch; please don't bring in outside food ○ Substitute teachers needed!
Next Meeting	<ul style="list-style-type: none"> ● March 2023 (date TBD) ● Officer nominations for 2023-24 school year

Description	Discussion
Adjourn	President: Brandan Wilburn-Herbert <ul style="list-style-type: none">• Meeting adjourned at 6:35pm

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