

PTA General Meeting Minutes

Date:	Monday 09/18/2023	Time:	6:30pm
Leader:	Brandan Wilburn-Herbert	Location:	Virtual
Approved:			
Board Participants:	Brandan Wilburn-Herbert, Srujana Kannekanti, Cindy Meylan, Marti Londal, Kimberley Stephenson		
Standing Committees:	Hospitality (Maria Wealand)		
Staff:	Kelly Durso, Principal		

Description	Discussion
Call to Order	President: Brandan Wilburn-Herbert <ul style="list-style-type: none"> ● Meeting called to order at 6:31pm.
Welcome and Board Member Introductions	President: Brandan Wilburn-Herbert <ul style="list-style-type: none"> ● First VP (Educational Programs): Srujana Kannekanti ● Second VP (After-School Activities): Cindy Meylan ● Treasurer: Marti Londal ● Secretary: Kimberley Stephenson
Attendance	Secretary: Kimberley Stephenson <ul style="list-style-type: none"> ● 22 attendees
Approval of Previous Meeting Minutes	Secretary: Kimberley Stephenson <ul style="list-style-type: none"> ● Minutes from May 23, 2023 meeting are online at https://oakhillpta.ptboard.com/che/att/c224689f-1c05-4199-8d21-a85bd00cc7a5/PTAGeneralMeetingMinutes2023-05-23.docx.pdf ● Minutes approved by consensus.
Principal/Assistant Principal's Report	Principal: Kelly Durso <ul style="list-style-type: none"> ● Great start to the school year ● Scoop night - made \$842! ● Asha-Jyothi 5K last weekend was a great time ● VGA testing grades has begun for grades 3-6 ● Theme for the year: Power of the Pack, emphasizing teamwork ● Excited for construction to finish this year <ul style="list-style-type: none"> ○ Playground is not a part of the renovation but is scheduled to be redone ○ Preschool playground done this fall; main playground within the next year ○ Paid for by the division; no need to fundraise ○ Next phase: furnishing STEAM lab Assistant Principal: Cali Loewenberg <ul style="list-style-type: none"> ● Enjoying getting to know the community
PTA President's Report & 2023-24 Event/Activity	President: Brandan Wilburn-Herbert <ul style="list-style-type: none"> ● Volunteer opportunities abound! ● General session meeting expectations

Description	Discussion
Calendar	<ul style="list-style-type: none"> ● Board availability ● 2023-24 event/activity calendar <ul style="list-style-type: none"> ○ August: Staff welcome breakfast ○ October: <ul style="list-style-type: none"> ■ General meeting Oct. 18, 6:30pm (in-person) ■ Staff lounge restock ○ November: <ul style="list-style-type: none"> ■ Candy donation for troops; volunteers needed to collect and ship candy; note in comments that flat rate boxes are the best to ship ■ Veterans' Day breakfast Nov. 10 ■ Multicultural Night Nov. 14; many volunteers needed! ○ December: Staff lounge restock ○ January 13: Skate Night - Oak Hill has a private reservation to help with crowds ○ February: <ul style="list-style-type: none"> ■ Staff lounge restock ■ General meeting Feb. 13; location TBD ■ Family Glow Dance Feb. 23; volunteers needed ○ March: <ul style="list-style-type: none"> ■ General meeting March 19; discuss board election for 2024-25 ■ 6th grade basketball game at Chantilly High School; date TBD ○ April: <ul style="list-style-type: none"> ■ Staff lounge restock ■ Movie night (date TBD); goal to have this outdoors ○ May: <ul style="list-style-type: none"> ■ Teacher Appreciation Week May 6-10; PTA plans appreciation events/items for 3 days of the week; volunteers needed ■ 5K Fun Run May 18; many requests to bring this back; volunteers needed ■ General meeting May 21 (board election) ○ June: <ul style="list-style-type: none"> ■ Staff lounge restock ■ Book exchange; volunteers needed to help sort and supervise exchange (during the school day) ● Possible activities: <ul style="list-style-type: none"> ○ DC United school spirit night; might not be able to do this at Audi field as the season ends soon; might be able to do a game at the Leesburg lower-division field

Description	Discussion
	<ul style="list-style-type: none"> ○ Spelling bee ○ GRACE Arts / Tephra Emerging Visions program (more info: https://www.tephraica.org/youth-programs/emerging-visions)
Approval of Bylaws	<p>Treasurer: Marti Lodal</p> <ul style="list-style-type: none"> ● Bylaws updated with new board members' names ● Bylaws are online at https://oakhillpta.ptboard.com/che/att/01078b81-7788-4548-b3d7-57e8cdecdf86/2023OrganizationalStructureForm-BylawsAdaptations-PDFFillable8.5.23.pdf <ul style="list-style-type: none"> ○ Main change: PTA paid staff dues so all teachers can claim \$100 school supply reimbursement ● Requires general vote before submission to state PTA ● Bylaws approved by consensus
Treasurer's Report	<p>Treasurer: Marti Lodal</p> <ul style="list-style-type: none"> ● Reminder: Spirit wear sales end October 2! <ul style="list-style-type: none"> ○ To order, visit: https://oakhillpta.ptboard.com/formvw?store=4078&form=6 ○ Orders delivered to classrooms at end of October ● Reimbursement checks - all requests and documentation is virtual now <ul style="list-style-type: none"> ○ Checks written first week of the month ○ Contact treasurer@oakhillpta.org ● 2023-24 PTA budget <ul style="list-style-type: none"> ○ Requires a general vote ○ Free Staff Membership for all 2023-24 Teachers (PTA pays state and national dues) ○ Entitled to \$100 of classroom support (reimbursement) ○ More money for teacher development, field trip support, grade level support, community activities, and construction support ○ Keeping most community events free when possible unless major fundraising effort is needed - Thank you for your membership and support! ○ No fundraising currently for big projects – still discussing with admin about lunch tables, playground shades, big projects ○ STEAM lab will be after construction, but keeping in reserve for use 2024-25
Vote on 2023-24 Budget	<p>Treasurer: Marti Lodal</p> <ul style="list-style-type: none"> ● Budget approved by consensus
After-School	2nd VP: Cindy Meylan

Description	Discussion
Activities	<ul style="list-style-type: none"> ● Registration opened to PTA members Sept. 17 ● General registration now open, will close Sept. 29th ● Using an outside vendor (Baroody Camps) to handle registration, instruction, supervision ● 6 weekday classes offered this fall (only cafeteria and gym available currently); hope to offer more classes in the spring when construction is finished
Educational Programs	<p>1st VP: Srujana Kannekanti</p> <ul style="list-style-type: none"> ● Odyssey of the Mind ● Science Olympiad Division A (3rd-4th grades) ● Need parent volunteers for additional programs; signups on PTBoard (https://oakhillpta.ptboard.com/sgnvw)
Volunteer Needs and Report	<p>President: Brandan Wilburn-Herbert</p> <ul style="list-style-type: none"> ● Hospitality Chair: Marisa Wealand (hospitality@oakhillpta.org) <ul style="list-style-type: none"> ○ Volunteers have signed up and will be contacted soon ● We need volunteers to help with: <ul style="list-style-type: none"> ○ Running Educational Programs ● Please read all PTA updates in the weekly Wolf News update!
New Business	<p>President: Brandan Wilburn-Herbert</p> <ul style="list-style-type: none"> ● No new business items raised
Adjourn	<p>President: Brandan Wilburn-Herbert</p> <ul style="list-style-type: none"> ● Meeting adjourned at 7:12 pm.

Submitted by

Kimberley Stephenson

Kimberley Stephenson, Secretary

___ Minutes approved as presented

___ Minutes approved as amended

Date Minutes approved _____