

PTA General Meeting Minutes

Date:	Tuesday 05/23/2023	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)		
Staff:	Holly DeVore, Principal		

Description	Discussion
Welcome and Call to Order	<p>President: Brandan Wilburn-Herbert</p> <ul style="list-style-type: none"> Meeting called to order at 6:02pm.
Attendance	<p>Secretary: Kimberley Stephenson</p> <ul style="list-style-type: none"> 14 attendees
Approval of Previous Meeting Minutes	<p>Secretary: Kimberley Stephenson</p> <ul style="list-style-type: none"> Minutes are online at https://oakhillpta.ptboard.com/che/att/09108c09-c654-4971-8565-881b4d4c3444/PTAGeneralMeetingMinutes2023-02-21.docx.pdf Minutes approved by consensus.
Principal/Assistant Principal's Report	<p>Principal: Holly DeVore</p> <ul style="list-style-type: none"> PTA expressed thanks to Ms. DeVore for her years of service to Oak Hill, as she prepares to leave the school. Ms. DeVore expressed gratitude to the Oak Hill community for their welcome and collegiality and to the PTA board (especially the hospitality chair!) for their support. Looking forward to the June book exchange and 6th grade moving-up ceremony (will be livestreamed); enjoyed Oak Hill's strings, chorus, and band concerts. Construction updates: cafeteria demo will begin on June 5th, so hot lunches will not be available the last two weeks of school (3 cold lunch choices will be offered daily); office, gym, cafeteria, lobby, and entry doors expected to be mostly renovated over the summer; 6th graders will need to be in modular classrooms until winter break, when final classroom renovations are complete. <p>Assistant Principal: Kelly Durso</p> <ul style="list-style-type: none"> Field days went well, and students enjoyed them. Stress less, laugh more week went well. SOL testing season wrapping up soon! Class picnics and parties coming up. Times are staggered so that security policies can be followed.
PTA President's Report	President & board members

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	<ul style="list-style-type: none"> ● Board members were all new this year, so there was a learning curve! ● 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, February, and April. 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; Spring activities were virtual. Hope to have Math Olympiad and spelling bee next year. ○ 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. ○ Odyssey of the Mind: One Oak Hill team won the state tournament and advanced to the world finals! ○ 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! ○ 6th grade basketball game: Huge turnout! Concessions were a pain point and we may need to propose alternatives for next year. ○ Teacher Appreciation Week (May 8-12): PTA provided a catered breakfast from Anita's, desserts from Nothing Bundt Cakes, drink tumblers, and \$10 Amazon gift cards for each staff member. ○ Other events: Classroom rug purchases; Field Day; Classroom Field Trip Support. ● 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"> ○ Book Exchange (takes place during school hours June 6-7) ○ Staff Appreciation (June)

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Treasurer's Report	<p>Treasurer: Marti Londal</p> <ul style="list-style-type: none"> ● Budget wrap-up: <ul style="list-style-type: none"> ○ After School Activities did not make any money. We were an intermediary for those transactions. ○ Funded classroom support for 22+ staff PTA members ○ Able to host many events for free thanks to your memberships and extra donations! ○ Stayed within budget for every category ○ \$128,826.25 left in checking account. Next year, we will vote on using some funds for construction-related projects.
Board Elections for 2023-2024 School Year	<p>President: Brandan Wilburn-Herbert</p> <ul style="list-style-type: none"> ● 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 forms and activity calendar, manage registration, prepare rosters, find volunteers to monitor programs. ○ Treasurer: Do all accounting, process reimbursements, write checks, budget, do taxes. ○ Secretary: Prepare meeting agendas and minutes; manage calendar and schedule meetings; handle communications. ● Candidates for next year: <ul style="list-style-type: none"> ○ President: Brandan Wilburn-Herbert ○ First VP: Srujana Kannekanti ○ Second VP: Cindy Meylan ○ Treasurer: Marti Londal ○ Secretary: Kimberley Stephenson ● Election results: All nominees approved by consensus vote.
Q&A	<p>President: Brandan Wilburn-Herbert</p> <ul style="list-style-type: none"> ● Question about the selection process for a new principal. Ms. DeVore explained that FCPS will host a virtual meeting for Oak Hill families to talk about the process and solicit community members for the panel interviews. ● Question about when construction will be finished. Ms. DeVore mentioned it should be completed by the end of winter break.

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	<p>Construction costs have been higher than budgeted, so there are opportunities for the PTA to help fundraise for “finishing touches,” including cafeteria tables (current ones are original from the 1980s and new ones could cost \$50,000-75,000). Funds from a Booster-thon several years ago (est. \$25,000-30,000) have been set aside for the outdoor classroom.</p>
Adjourn	<p>President: Brandan Wilburn-Herbert</p> <ul style="list-style-type: none"> ● Meeting adjourned at 6:40 pm.

Submitted by

Kimberley Stephenson

Kimberley Stephenson, Secretary

___ Minutes approved as presented

___ Minutes approved as amended

Date Minutes approved _____