

## PTA General Meeting Minutes

<b>Date:</b>	<b>Tuesday 03/19/2024</b>	<b>Time:</b>	6:30pm
<b>Leader:</b>	Brandan Wilburn-Herbert	<b>Location:</b>	Oak Hill ES Cafeteria
<b>Approved:</b>			
<b>Board Participants:</b>	Brandan Wilburn-Herbert, Cindy Meylan, Srujana Kannekanti, Marti Lodal, Kimberley Stephenson		
<b>Standing Committees:</b>			
<b>Staff:</b>	Kelly Durso, Principal		

Description	Discussion
Call to Order	President: Brandan Wilburn-Herbert <ul style="list-style-type: none"> <li>Meeting called to order at 6:35pm</li> </ul>
Welcome	President: Brandan Wilburn-Herbert
Attendance	Secretary: Kimberley Stephenson <ul style="list-style-type: none"> <li>12 attendees</li> </ul>
Approval of Previous Meeting Minutes	<a href="https://oakhillpta.ptboard.com/che/att/248dbbb5-2323-4428-8341-27dde338333e/PTAGeneralMeetingMinutes2024-02-13.docx.pdf">https://oakhillpta.ptboard.com/che/att/248dbbb5-2323-4428-8341-27dde338333e/PTAGeneralMeetingMinutes2024-02-13.docx.pdf</a> <ul style="list-style-type: none"> <li>Minutes approved</li> </ul>
Principals' Reports	Principal: Kelly Durso <ul style="list-style-type: none"> <li>Recent events: Glow dance was fun! Piero's Corner fundraiser earned \$780. Multicultural Night was a big success; next year would like to include equity team in the planning to make the event even more inclusive. Lockdown drill in February. Portrait of a Graduate patrol (4th/5th/6th grade students) are helping with presentations. All classrooms are now renovated and all students are now in the building! Reptile assembly today went well and students loved it.</li> <li>Upcoming: Down Syndrome awareness day on March 21st. Spring break next week; basketball court paving will happen so playground access is restricted during spring break. April 4th learning showcase; childcare provided and dinner available for purchase; RSVPs strongly encouraged. Stress Less week of April 8th. AAP orientation on April 11th at 4:15pm. 6th grade basketball game April 12th at Chantilly HS. All-county chorus show on April 27th.</li> </ul>
PTA President's Report & 2023-24 Event/Activity Calendar	President: Brandan Wilburn-Herbert <ul style="list-style-type: none"> <li>Staff lounge re-stocked with coffee and snacks in February</li> <li>Family glow dance, 2/23/24: well-attended!</li> <li>Multicultural Night, 3/8/24: well-received; middle school volunteers were helpful</li> <li>School assembly, 3/19/24: reptile show</li> <li>Upcoming events:</li> </ul>

	<ul style="list-style-type: none"> <li>○ Staff appreciation, April</li> <li>○ Solar eclipse viewing, 4/8/24: PTA ordered viewing glasses</li> <li>○ 6th grade basketball game, 4/12/24 at Chantilly HS: PTA will be selling spirit wear; ticket and spirit wear pre-orders are open on the PTA website</li> <li>○ Family movie night, 5/2/24</li> <li>○ Staff Appreciation Week, 5/6/24 to 5/10/24: volunteers needed; PTA provides appreciation items for 3 days of the week</li> <li>○ Oak Hill 5K, 5/18/24</li> <li>○ General meeting, 5/21/24 - board election</li> <li>○ Staff appreciation, June</li> <li>○ Book exchange, June 2024</li> </ul>
Treasurer's Report	<p>Treasurer: Marti Londal</p> <ul style="list-style-type: none"> <li>● Budget update: still within budget for all line items</li> <li>● Clubs and teams can use PTA accounts for tax-exempt fundraising.</li> <li>● Teachers encouraged to submit reimbursement forms for classroom support.</li> <li>● Family glow dance re-cap <ul style="list-style-type: none"> <li>○ Concession sales made \$192.59 profit; families appreciated having food available; school earned \$80+ from Baskin-Robbins sales</li> <li>○ Supplies needed for future: pizza servers &amp; cutter, adult scissors, lysol wipes, food gloves, paper towels, trash bags, extension cord, large cooler</li> </ul> </li> <li>● Multicultural Night re-cap <ul style="list-style-type: none"> <li>○ Concession sales made a profit of \$272.47 (after resolving issues with credit card reader)</li> <li>○ Plates, napkins, &amp; water left over for the next event</li> <li>○ Need to buy more popcorn</li> </ul> </li> <li>● Special assemblies: <ul style="list-style-type: none"> <li>○ PTA paid for reptile show on March 19th</li> <li>○ PTA paid for eclipse glasses for the solar eclipse on April 8th; Marti is working with George Mason to see if their scientists can record a video to show on Oakie News</li> <li>○ Need parent volunteers for movie night on May 2 (Kona Ice truck has already agreed to come; PTA will sell popcorn/drinks/candy); students will have the chance to vote between Encanto and Super Mario Bros. movie</li> </ul> </li> </ul>
Educational Programs	<p>1st VP: Srujana Kannekanti</p> <ul style="list-style-type: none"> <li>● Educational programs update: <ul style="list-style-type: none"> <li>○ Odyssey of the Mind tournament on March 2nd; 3 Oak Hill teams; 1 team of 4th&amp;5th graders advanced to state competition on April 6th</li> </ul> </li> </ul>

<p>After-School Activities</p>	<p>2nd VP: Cindy Meylan</p> <ul style="list-style-type: none"> <li>● Spring after-school activities update: <ul style="list-style-type: none"> <li>○ Spring signups had a smaller turnout so may need to drop 2 activities (sports management and chess)</li> <li>○ Ms. Durso requested adding budget line item for staff aide support for special ed students who want to sign up for after-school activities</li> </ul> </li> <li>● 5K update: <ul style="list-style-type: none"> <li>○ May 18th, 8am-11am</li> <li>○ Lots of sponsors, monetary/food/gift card donations (will raffle off items)</li> <li>○ T-shirts have been designed; will be available for pre-order soon</li> <li>○ Cindy will explore whether Franklin and Chantilly track athletes might be available to help</li> </ul> </li> </ul>
<p>Volunteer Needs</p>	<p>President: Brandan Wilburn-Herbert</p> <ul style="list-style-type: none"> <li>● Volunteers needed for: <ul style="list-style-type: none"> <li>○ 6th grade basketball game 4/12/24 - ticket booth and spirit wear sales</li> <li>○ Movie night concession sales/clean-up</li> <li>○ Staff appreciation week</li> <li>○ 5K</li> <li>○ Book exchange: need a parent to coordinate and parents to sort books in advance and staff the event; could use either the AART room or the STEAM lab</li> </ul> </li> </ul>
<p>New Business</p>	<p>President: Brandan Wilburn-Herbert</p> <ul style="list-style-type: none"> <li>● PTA board election for 2024-25 school year, vote at May 21 general meeting</li> <li>● All positions open for nominations; nomination form on the PTA website</li> <li>● President <ul style="list-style-type: none"> <li>○ Preside over all meetings; Coordinate 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</li> </ul> </li> <li>● First VP <ul style="list-style-type: none"> <li>○ Organize educational programs during the academic year: Find volunteers to coordinate/coach for the programs, prepare forms, manage registration</li> </ul> </li> <li>● Second VP <ul style="list-style-type: none"> <li>○ 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</li> </ul> </li> <li>● Treasurer</li> </ul>

	<ul style="list-style-type: none"> <li>○ Do all accounting, process reimbursements, write checks, budget, do taxes</li> <li>● Secretary <ul style="list-style-type: none"> <li>○ Prepare meeting agendas and minutes; manage calendar and schedule meetings; handle communications</li> </ul> </li> </ul> <p>Parent/Chantilly Highlands staff person asked about 6th grade swim party. The PTA does not plan this party but provides some funds. In the past this party has been on the last day of school but there will be a swim meet at the Chantilly Highlands pool that day. Recommended that the party take place the Friday before. There is a parent volunteer who has started planning; his contact info was passed on to the Chantilly Highlands staff person. Other 6th grade events were discussed:</p> <ul style="list-style-type: none"> <li>● Moving-up ceremony planned for morning of Tuesday 6/11</li> <li>● 6th grade parents host a party at the school in the afternoon during the last week of school; a date has not yet been set</li> <li>● 6th grade clap-out and HS senior walk planned for last day of school</li> </ul> <p>Student asked about how to create a speed cubing club:</p> <ul style="list-style-type: none"> <li>● Student will need to find a teacher to sponsor and a list of students who want to join.</li> <li>● Will need to collect funds from team members to pay the teacher for instructional time.</li> <li>● A parent could coach and use school space, but would need to complete a background check and get approval from the school.</li> </ul>
Adjourn	President: Brandan Wilburn-Herbert <ul style="list-style-type: none"> <li>● Meeting adjourned at 7:32pm</li> </ul>

Submitted by

*Kimberley Stephenson*

Kimberley Stephenson, Secretary

\_\_\_ Minutes approved as presented  
\_\_\_ Minutes approved as amended  
Date Minutes approved \_\_\_\_\_