

PTA General Meeting Minutes

Date:	Wednesday 10/18/2023	Time:	6:30pm
Leader:	Brandan Wilburn-Herbert	Location:	Oak Hill ES Cafeteria
Approved:			
Board Participants:	Brandan Wilburn-Herbert, Cindy Meylan, Marti Londal, Kimberley Stephenson		
Standing Committees:			
Staff:	Kelly Durso, Principal; Cali Loewenberg, Assistant Principal		

Description	Discussion
Call to Order	President: Brandan Wilburn-Herbert <ul style="list-style-type: none"> ● Meeting called to order at 6:32pm.
Welcome	President: Brandan Wilburn-Herbert
Attendance	Secretary: Kimberley Stephenson <ul style="list-style-type: none"> ● 10 attendees
Approval of Previous Meeting Minutes	Secretary: Kimberley Stephenson <ul style="list-style-type: none"> ● Minutes from September 18, 2023 meeting are online at https://oakhillpta.ptboard.com/che/att/9094c30d-e9d5-4070-abba-11c4185e30ee/PTAGeneralMeetingMinutes2023-09-18.docx.pdf ● Minutes approved by consensus with addition of Ms. Loewenberg to staff attendees.
Principal/Assistant Principal's Report	Principal: Kelly Durso <ul style="list-style-type: none"> ● VGA testing wrapped up; safety drills; AAP parent coffee; military-connected student popsicle event; Chantilly HS homecoming parade; staff lounge snack re-stock was appreciated! Ms. Prillaman won a staff excellence award; office of safety and security visited and reviewed safety procedures; digital Citizenship week is going well; 2nd grade CogAt testing (AAP eligibility) is delayed due to technology issues; cross-grade buddy system to work on Portrait of a Graduate outcomes; 4th graders went to Kennedy Center (PTA helped with bus funding); book fair has had an excellent turnout; staff does monthly professional development events; fiddle club has started; after-school activities going well. ● Upcoming events: Chantilly Pyramid football game this Friday (10/20) - kids get free admission with paying adult; Spirit day on Halloween (no costumes); Veterans Day breakfast. ● Construction update: <ul style="list-style-type: none"> ○ Cafeteria tables on order; 6th grade classroom furniture on order; Music room supplies will be ordered next; Preschool playground will be updated before winter break; Regular playground will be updated next summer; Athletic fields should be available by summer.

Description	Discussion
	Assistant Principal: Cali Loewenberg <ul style="list-style-type: none"> ● Busy month! Staff and students are wonderful.
PTA President's Report & 2023-24 Event/Activity Calendar	President: Brandan Wilburn-Herbert <ul style="list-style-type: none"> ● 2023-24 event/activity calendar <ul style="list-style-type: none"> ○ October: <ul style="list-style-type: none"> ■ Staff lounge restock completed. Might need to not do this on a staff workday as all the snacks were eaten on the first day! ○ November: <ul style="list-style-type: none"> ■ Candy donation for troops: PTA would have to pay to ship all the donated candy, so we are still looking into feasibility. ■ Veterans' Day breakfast Nov. 10 ■ Multicultural Night moved to spring 2024 due to construction (the stage will not be available until spring); many volunteers will be 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; will try to get food trucks or catered concessions; 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. Brandan checked with CHS for dates and only 3/15, 3/22, 4/12 are available; will also check for openings in April or May and will check with Westfields HS for openings. ○ April: <ul style="list-style-type: none"> ■ Staff lounge restock ■ Movie night (April 19th); goal to have this outdoors; will use Reston Association to provide the licensing and screen; will sell snacks. ○ 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

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	<ul style="list-style-type: none"> ■ 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)
Treasurer's Report	<p>Treasurer: Marti Londal</p> <ul style="list-style-type: none"> ● Remember check requests are virtual now. We do checks at the beginning of the month. ● Teachers: Please submit your reimbursement all at once. ● Find the fillable pdf on our website: https://oakhillpta.ptboard.com/att/che/3370bd65-e960-41a1-9430-7e107beae6ad/2023_ReimbursementForm_Fillable.pdf ● Current bank balance: \$123,404.88
After-School Activities	<p>2nd VP: Cindy Meylan</p> <ul style="list-style-type: none"> ● Fall after-school activities are underway and going well. Most activities had waitlists. Used a 3rd-party vendor (Baroody) to handle registration and supervision and this has helped streamline things. Cindy will meet with Baroody next week to discuss activities for spring. ● Need volunteers for Oak Hill 5K (May 18th). Will limit just to the immediate Oak Hill ES community this year, with hopes to expand to the neighborhood in future. County and police have already approved the route and t-shirts are being designed. Will need help finding sponsors, staffing snack table, handling setup/cleanup. Finish line rentals are expensive, so PTA is considering purchasing an inflatable arch and storing it for reuse in the future.
Educational Programs	<p>1st VP: Srujana Kannekanti</p> <ul style="list-style-type: none"> ● Odyssey of the Mind: Four teams up and running. Collected more registration money than necessary since we were expecting to have to pay for cafeteria rental, but we won't have to pay that after all. Team can use the extra funds for t-shirts or a celebration party. ● Science Olympiad Division A (3rd-5th grades) up and running ● Jayasree Uppuluri offered to coordinate this year's Reflections competition. Entries are due by October 25th; more info on PTBoard. ● Coaches needed: <ul style="list-style-type: none"> ○ Odyssey of the Mind coach (6th grade) ○ Science Olympiad Division B coach (6th grade) ○ First Lego League/FLL Jr. There is one 5th grade team that formed independently, but registration is closed. ○ Math Kangaroo ○ Spelling Bee

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	<ul style="list-style-type: none"> ○ If teachers are willing to coach/supervise these activities, they can receive continuing education credits or a stipend.
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 ● Multicultural Night: <ul style="list-style-type: none"> ○ Moved to spring 2024 due to construction. We will need volunteers to host booths, put on cultural performances, cleanup/setup, and find food trucks ○ \$25 available as reimbursement for supplies for each selected booth ● Family Dance (February 23): help needed with setup/cleanup ● 6th Grade Basketball Game (March/April): help needed with ticket booth and concessions ● Oak Hill 5K (May 18): help needed with finding sponsors, setup/cleanup ● Educational Programs: <ul style="list-style-type: none"> ○ Odyssey of the Mind coach (6th grade) ○ Science Olympiad Division B coach (6th grade) ○ First Lego League/FLL Jr. ○ Math Kangaroo ○ Spelling Bee ● 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"> ● Question about bringing back teacher-led after-school athletic activities. Will need to check with Mr. Germain and Ms. Croy to see if they are open to this. ● Question about asking for teacher preferences for holiday and teacher appreciation gifts. Staff preferences were collected in a PTA survey in August, but in general the room parents should be distributing this information. ● Question about spirit wear delivery. Items should be delivered to classrooms starting next week.
Adjourn	<p>President: Brandan Wilburn-Herbert</p> <ul style="list-style-type: none"> ● Meeting adjourned at 7:35 pm.

Submitted by

Kimberley Stephenson

Kimberley Stephenson, Secretary

___ Minutes approved as presented

___ Minutes approved as amended
Date Minutes approved _____