



## PTA GENERAL MEETING—September 22, 2021

### A. President's report: Karen Leiser

At 7:00 Karen Leiser called meeting to order. Introductions of Executive Committee were made. Roles were explained. Jim Patrick, Principal, and Katie Madigan, Director of Student Services, were also introduced.

Karen reminded everyone to join the PTA. Technically to vote on issues which come up in PTA meetings, you should be a member of the PTA. We've been busy recruiting volunteers and will have the need for more. If you're interested in volunteering please email Karen at [President.ptalms@gmail.com](mailto:President.ptalms@gmail.com).

- We need a speaker coordinator for PTA meetings. We have ideas about some good speakers but need help with coordination.
- Game Drive and Art Supply Drive. We discussed a game and art supply drive with our prior director of student services. The games would be for our students to use during Lancer time when there are no assignments/lessons and they have no homework to work on. We just need a person to be the coordinator. Contact Karen Leiser if interested.

Our meeting schedule has been changed up a bit. Our meetings will no longer overlap with McLean High School's meetings. The PTA meetings are included on the agenda and for the 2021-22 school year will be held on the following dates: October 20<sup>th</sup>, December 1<sup>st</sup>, February 16<sup>th</sup>, April 20<sup>th</sup>, and May 25<sup>th</sup>.

### B. Secretary's Report: Amy Kales

Amy Kales asks for motion to approve the May 2021 meeting minutes. Tianja Grant moves to approve. Anneke Brown seconds to approve the May 2021 meeting minutes. Without objection, there was an approval of the minutes.

### C. Treasurer's Report: Kerrie Lineweaver

1. **Audit Report:** Frank Tao spoke as to the audit conducted on last year's financials. Karen Ram and Frank were charged with doing review of finances from last year.
  - a. Records were reviewed. Everything was in compliance, all boxes were checked, and the audit was clean.

- b. Motion to approve the audit. Robin Reck so moved, and Anneke Brown seconded. Audit report approved without objection.

## 2. Budget for 2021-2022

- a. Budget copies were made available to attendees and were shared with online attendees. Kerrie went through some of the larger line items:
  - i. Projected Income:
    - a. Support Excellence campaign and Membership. To date a little over \$13,000 has been earned from membership dues. We hope to make \$40,000 with our Support Excellence Campaign. We, as a PTA, have to pay membership dues to the Virginia and National PTA, so we cannot keep the entirety of what is earned with membership dues.
    - b. Product sales—We want to make 13,000, we've already met that. Spirit wear, we're close to hitting our goal.
    - c. PTA sponsored programs. 8<sup>th</sup> grade party. This is a pass-through item. In other words, we're the vehicle through which party is paid for—but the event pays for itself through ticket sales.
    - d. Bingo—Last year it was virtual. Very successful. We hope to repeat that this year, and, if possible, maybe move it to in person.
    - e. Lancers at the Movies—We did this pre-pandemic
    - f. Basketball game against Cooper Middle school. We don't know where we'll be as far as the pandemic goes or if we can have it this year.
    - g. Rebate programs—Restaurant nights. We've had a Chipotle restaurant night and Kona Ice at the Open House. On average we get about \$500 per event.
  - ii. Projected Expenses (Where does our PTA money go?):
    - h. Projectors. Dr. Patrick notes LCD projectors are needed. Technology from some of the old smart boards is now outdated. \$20,000 will allow us to get the rest of the school swapped out for newer projector technology. We're trying to get all of our classrooms updated and the projectors are not part of the county budget.
    - i. LMS staff and teacher support. Last year we couldn't afford to provide the teacher stipends as we had in the past. We're hopeful we'll be able provide the stipends again this year. Approximately 90 teachers for \$150 stipend and reimbursement for classroom supplies. We're really hoping to get this back into the budget, but it is dependent on how well we do with fundraising.

j. Staff Appreciation Week—First week of May—lunches, goodies, treats for teachers.

k. Water—we pay for purified water in teacher lounges.

l. LMS student program support: Assignment notebooks are \$4000 expense. The grants committee budget allotment was cut last year. Traditionally it has been \$12,000. Last year we awarded approximately \$3000 in grants. By way of background: teachers apply for a grant and the grant committee may or may not approve the grant. Examples of approved grant requests from last year included: stock market game/software, algebra software.

m. PTA fundraising expenses. With regard to our locker shelves fundraiser, this year there was almost no expense as we used the inventory we already had from prior years. For our spirit wear fundraiser, we did have the expense for the sample spirit wear items which were on display at Open House and Back to School Night; however, going forward all spirit wear sales will be online.

n. Longfellow Love Spirit Wear is a \$1000 line item. This will be used for families who need help purchasing spirit wear.

o. 8<sup>th</sup> grade party—as stated above, is a pass through, i.e., it pays for itself with ticket sales.

p. Longfellow Speakers—Example: Ann Dolin last year. If we have a PTA speaker, we have budget line for speakers.

q. Hospitality. \$6500. Hospitality—lunches or dinners or food trucks or t-shirts for teachers. Example: Back to School Night. Open House. Welcome Back breakfast. We have a great committee who does this job.

r. PTA administrative costs: PTA insurance, domain name, registration fees, QuickBooks, tax expenses or supplies for meeting.

s. \$88,587.00 anticipated total expenses which matches anticipated income. This budget is more in line with pre pandemic budgets and that is where we came up with our numbers. Excellence campaign last year brought in \$23,000—but we have increased our expectation to \$40K which is where we were prior to pandemic.

- b. Karen Leiser called for questions. Hearing none, Lavina Gangwani made a motion to approve the budget. Tianja Grant seconded it. All were in favor of approving the budget, no objections noted.

**D. VP of Fundraising—Ann Batdorf**

1. Ann provided an update as to where we are from a fundraising perspective.
2. We're looking into a sweetener for our Support Excellence campaign: Dr. Patrick may be willing to take a PIE in the Face as an award for the kids if we reach the goal.
3. Restaurant Nights—Kona Ice at Open House—made \$308. We made \$564 at Chipotle and there were fewer complaints about long waits this year. Ledo's is on October 12<sup>th</sup> and 13<sup>th</sup>. Badd Pizza—will be November 10<sup>th</sup> and 11<sup>th</sup>. Dominos also wants to work with us.
4. Karen Leiser mentioned Amazon Smile is a great way to raise funds. If you're purchasing something on Amazon go through Amazon Smile and enter Longfellow.
5. We're thinking of doing a Silent Auction. Need a chair/committee. This could be a big source of revenue. Maybe a January date.

**E. VP of Programs. Karen gave report for Solat Zaidi who was out of town.**

1. There is a Book Talk on October 26<sup>th</sup>. Mclean High School is in charge of planning it, and we're cosponsoring. Dr. Stixrud: Motivation and Stress tolerance. Will be at the high school.
2. New Parent Coffee: Intended for parents new to FCPS.
3. Grants Committee: If you would be interested in serving, please reach out. Your job would be to go through teacher requests for grants and to decide which programs get funding.
4. Reflections: We have a chair. It's an art contest. Deadline for entries is October 8<sup>th</sup>. See newsletters for details.
5. Hospitality: They are fabulous. They have a good committee but can always use help.

**F. VP of Communications.** If you want something in newsletter let Silvia know by Friday of the prior week.

Whereupon, Karen Leiser made a request for a motion to adjourn. Amy Kales so moved, and Robin Reck seconded. The meeting ended at 7:40 with all business covered.