



# Louise Archer PTA

WHERE THE SUN ALWAYS SHINES

## PTA MEETING MINUTES - OCTOBER 2023

---

Louise Archer Elementary School  
October 18, 2023 @ 8:00pm

### Board Members:

- Nausheen Khan - President
  - Steve Soliday - Treasurer
  - Katie Nevitt - Secretary
- 

### Agenda Items

Call to Order: 8:02pm

School Principal & VP Report.....Michelle Makrigiorgos & Jennifer Condra

- Welcome to the new cafeteria which is now open and available to children. They are enjoying the circle tables.
- Next item is the playground, which is coming soon, however the last piece of that construction requires gluing the ground pieces on which is a lengthy process. So even though the playground will look ready, it'll still be about 2-3 more weeks. Estimating the beginning of November it'll be ready for use.
- The mulched area that is currently working as the temporary playground is going away. Construction equipment will take over some of that space again as they focus on renovation the old building.
- Any parent of walkers, please be on the look out for any changes in picking up their children as things are constantly being adjusted due to construction. The school will give as much advanced notice as possible.
- Communication - Parents should be receiving a newsletter (minimum) that will communicate things such as classroom information, activities, needs of the classroom, etc. Some teachers do that weekly, but most send it monthly. If your child is part of a specialized program, you may be receiving something from that teacher as well. Stay in touch with the News You Choose and any county-wide information.
- The 1st quarter will be wrapping up in a couple weeks. You should also be hearing from your child's teacher in regards to conferences. This is another great opportunity to connect with the teachers and get more specific information from them. I.e. How your child's doing, how are they transitioning, next steps, etc.

## PTA MEETING MINUTES - OCTOBER 2023

- Field trips are starting. 6th Graders have already had two to Madison (pep rally/homecoming as well as a Pyramid sing concert). 4th graders will be going to the Kennedy Center. All grade levels will take at least one field trip however some will have two because Fairfax County invites certain grade levels to go to the symphony and places like that.
- A lot of the beginning year testing is complete which is good so the teachers know where each student needs attention.
- Second grade parents, due to the interruption with the Cognitive Abilities Test (CogAT), you will receive notification by the end of the week stating when testing will actually begin.
- Jennifer Condra is called in when a student need a break or a teacher needs some support. One of the phrases she's been using is "Your Words Matter". Your words have the power to affect someone both positively and negatively. Feel free to use this at home.

Treasurers Report.....Steve Soliday

- We approved the budget during our first PTA meeting. The spreadsheet has been updated as of October 17th.
- Income: family cheerleading membership - membership fees go to membership and the rest goes towards the LA5K as a donation.
- Community Events: in addition to carry-over from last year we have some funds toward the summer playdates for the rising Kindergarteners and 3rd graders where we purchased popsicles.
- The programs line items (i.e. before and after school activities) will break even. We collect the enrollment fees and pay them right back out.
- Expenses: We've paid out items like educational licenses, classroom funds, staff parties, and fees (taxes and insurance) so far this year.
- Bottom line: We currently have ~\$72k in the bank right now, if we subtract the programs & outstanding checks then add in the unrealized income (~\$20k) and expected expenses (~\$43) we have our projected year-end balance of about \$6.4k

Presidents Report & Program Notes.....Nausheen Khan

- Vote for PTA Vice President - Tooba Malik
  - Nausheen has had to fill the position of President therefore the Vice President roll has been vacant
  - Tooba Malik has volunteered to fill the Vice Presidential role which requires a 2/3 majority vote according to the bylaws
    - ▶ Tooba has 3 children - (6th grader, 3rd grader, and a kindergartener)
    - ▶ She's been with Louise Archer for six years and has previously helped chair the yearbook committee and multiple fundraisers
    - ▶ She comes to us with a nonprofit social work background and volunteers within the community
  - Tooba Malik as the PTA Vice President was voted on and passed

## PTA MEETING MINUTES - OCTOBER 2023

- Join the PTA - different membership levels available; join this year at <https://louiseacherpta.org/>
- Open Positions:
  - **Read-a-thon Chair** (aiming for Spring) :

A Read-a-thon is an event during which people read books for a certain period of time, often as a fundraising event. Participants set a reading goal and try to read more than they usually do. The volunteer tasks involved in a Read-a-thon include promoting the event, reading to children (or being read to by them) to encourage their progress, organizing and distributing prize incentives, and collecting tracking data.

    - ▶ More details/ideas :
      - Turn it into fundraiser where a student is rewarded for every book they read or minutes read (whichever is decided during setup)
      - Pledge examples - For every book read, number of pages read, number of minutes read (whichever is decided during setup) their sponsor (parent/grandma/hairdresser/anyone) will give them 10¢ per page or or \$1 per book (whichever is decided during setup)
      - Ideas - run the program parallel with America Reads Night in the Spring, work with the library, try to get teachers engaged with reading minutes within the classroom
      - Afterwards, take the top readers from every class or minutes across the entire school (whichever is decided during setup) and throw a party for the students. Every student who submits a reading form receives a \$5 book bucks to spend at the book fair or participating bookstore.
      - Timeframe / Time Commitment : Spring is likely but not necessary. Probably about 2-3 hours the first three weeks before it kicks off, then about 1 hour/week during to send handouts/updates. Afterwards another 3-4 hours per week to finalize things.
  - **STEAM Fair Chair** :

The purpose of the STEAM Fair is to provide an opportunity for students to think critically and combine science, technology, engineering, art, and math skills. The STEAM chair will be needed to promote and implement the fair.
  - **Walk to School / Safe Routes Chair** :

Safe Routes to School (SRTS) is an initiative that works to make it safe, convenient, and fun for children to walk and bicycle to and from schools. The goal is to get more children walking and bicycling to school, improve kids' safety, and increase health and physical activity. A PTA SRTS chair will assist in creating a travel safety plan that includes drop-off instructions for private vehicles as well as safe access for students walking or bicycling to school.

## PTA MEETING MINUTES - OCTOBER 2023

- **Directory Co-chair** : *Co-Chair needed to shadow with intention to take over lead role for the 2024-2025 school year.*

The Directory Committee is in charge of creating the Louise Archer Elementary Directory, which contains the contact information of LAES families who opt in. The goal is to facilitate communication and connections within the community.

- **Nominating Committee Chair** :  
The PTA nominating committee is an elected committee that is responsible for recognizing and recruiting the most qualified people available for elected PTA positions.

- **Reflections Chair** : *Co-chair needed to shadow with intention to take over lead role for the 2024-2025 school year.*

The Reflections Chair coordinate a theme based art contest (dance choreography, film production, literature, musical composition, photography or visual arts) among students for entry of an art item that fits the National PTA's annual theme. All aspects of communicating the program to the students, collecting applications (digital), judging entries, and award recognition are required.

- **Yearbook Co-chair** : *Co-Chair needed to shadow with intention to take over lead role for the 2024-2025 school year.*

Yearbook - Does layout for the entire yearbook, including staff, student photos as well as candid, clubs, etc. Manages cover art contest. Works with office staff to distribute yearbooks. **Also needed is a yearbook fundraising chair.**

- Scheduled Events (bottom on handout)
- Loyalty Programs
  - Harris Teeter Loyalty Program - The Harris Teeter Together in Education Program has started – Please link Louise Archer to your VIC card! Earn money for Louise Archer when you shop at Harris Teeter. With 13 families participating last year, we earned \$180.27 for the 2021-2022 school year! Next time you step into a Harris Teeter, just remember to ask at check-out or at the customer service desk to link your card to Louise Archer ES #6189.

## PTA MEETING MINUTES - OCTOBER 2023

### Presentation & Adoption of Audit.....Jerry Alexandratos

- Required by the National and State PTA to make sure that we can provide evidence and documentation to ensure that we are tracking all of our funds properly
- 2022-23 audit report review
- The 2022-23 audit report was voted on and passed

### Program Announcements.....Steve Soliday

- Mini Grant Committee review for Cathy Chen (below)
- Sock Hop - To clarify, the Sock Hop is a free event. You can come and dance at no charge - The PTA sells tickets for you to purchase pizza and drinks only. Attendance is free
- Givebacks (formerly Memberhub) has a program called Shop to Give where you can link your credit card and shop at local businesses like restaurants and they give a kickback to the PTA. Also available is a browser extension which gives 20% back. Please take a look and give it a try to help support that LAES PTA

### Sunshine Committee.....Alice Tran Suh

- Currently compiling lists for the birthdays and will be sending out a survey to the teachers so that we can match the gift cards with the birthdays and special appreciation days
- Surveys have been sent to teachers.
- Survey question examples include, 'what're your favorite things', 'when is your birthday', 'do you need anything for your classroom'.
- Room parents should be updated with their teachers answers shortly.

### Supply Closet Committee.....Alice Tran Suh

- A line item was added to the Sunshine Committee's survey asking teachers 'what are your favorite supplies'.
- This year, once a supply closet is identified for the PTA's use, we will be stocking them with items the PTA has temporarily been stocking in parents homes due to construction.
- A school supply drive will be held in January (doing it during Teacher Appreciation Week is too late in the school year) and if anything is missing the supply closet committee will fill in with their allotted PTA funds.

### Sixth Grade Celebration.....Alice Tran Suh

- An email has been sent out to 6th grade students parents with preliminary info
- During the Sock Hop please use tip jar (bring cash) to contribute. The tips do not go directly to the kids but to the committee fund.

## PTA MEETING MINUTES - OCTOBER 2023

- Due to construction complication, we are looking for a venue off site. Possibly Madison HS, if Michelle is ok with that, we can start coordinating with their front office.
- We will be hosting an information session for parents in the next few weeks. Keep a lookout for more information
- Always looking for volunteers to help. Please consider one of the co-chair positions below:
  - ▶ Decorating Chair
  - ▶ Slide Show Chair
  - ▶ Sponsorship Chair
  - ▶ Food & Entertainment Chair
- Please submit any (reasonable) ideas of what the 6th grade class could give as their gift to LAES. They will be compiled and then we will let the kids vote.

Sock Hop Committee.....Molly Peng

- The annual LAES Sock Hop will be held on Friday, November 10th
- Fliers will be going home in the Oct 24 Tuesday folders
- We will have food in the cafeteria from 6:00 pm - 7:30 pm with the sixth graders "hopping" the tables. The DJ will be in the gym from 7:00 pm - 8:30 pm. We are staggering it a bit this year to help manage foot traffic between the locations. It is imperative that children follow school-wide hallway expectations as they move from the cafeteria to the gym. This is not a drop-off event, parental supervision of children is expected. ***Please sign up for one or two chaperone volunteer positions using the SUG. If we don't have them all full, we will have to cancel the food portion of the event***
- Kids/families are encouraged to dress up in 1950s attire, but it's completely optional
- Food tickets will be available to purchase ahead of time on the PTA website. We'll be selling pizza, water, sodas, and root beer floats. **This is the recommended option to expedite entry since we had very long lines last year + food will be shutting down earlier this year**
- Be sure to bring cash if you're inclined to tip your sixth grade table hopper. All tips go towards their end-of-year celebration
- If you have any questions or would like to help volunteer, reach out to Reshma Patel or Molly Peng

Yearbook Committee.....Anita Cheng

- Kudos to whomever took the the 6th grade photo at the Madison pep rally featured in the 10/6 FCPS News You Choose. We will definitely include that photo in the yearbook.
- Sent out Room Parent Email regarding photo collection

## PTA MEETING MINUTES - OCTOBER 2023

- ▶ Email included all links to all PTA events
- ▶ Email included grade specific links for easy access/sharing
- COVER AD - “Whatever Good Things We Build End Up Building Us - You Matter!”
  - ▶ Theme Credit to Katie Nevitt
  - ▶ Cover Ad by Shawdi Assar
  - ▶ Cover art due by Friday, December 8th
  - ▶ Plan to Create Google Survey for Staff to Vote on Favorite Cover Week After Winter Break
  
- BOOSTER AD SALES for 6th Grade
  - ▶ Ad for Tuesday folders by 1/9
  - ▶ Proposed Start Date/End Dates
    - Start 1/15 to 1/29 (6th Grade)
    - 1/29-2/9 (Entire School)
    - Upload/Collect Ads By 2/16
- YEARBOOK SALES - **TBD with LAES PTA on 10/18 Meeting**
  - ▶ Proposed Start/End Dates
    - Start 1/15 - Begin sales same time as booster ads  
End 2/9 (4 weeks) OR End 2/23 (6 weeks) **How long do we want sales to last ? 4 or 6 weeks??**
    - Cost of Softcover \$20 - After the first round of sales, do we want to increase the price?
      - If so, by how much? **\$2, \$3, \$4, \$5???**
      - Kathy Cutri agrees that increasing the price is reasonable
      - Historically, 20 plus extra books were ordered for parents who may have forgotten and they were sold at \$20 softcover since they previously averaged \$17-\$18 a book. If we go this route, parents would have option to buy after pre-sale at a higher price until we close the final sales. With Legacy Studios, the last day of sales is the same day we complete the final proof of the yearbook (~mid/third week in April)

Mini Grants.....Steve Soliday

- Each year, the PTA awards approximately \$10,000 dollars in grants to the teachers.
- Examples of grants that were awarded in past years include one-click mic for the younger students in technology lab, diversity and equity books for the library, mini golf and pickleball for PE, field trips, funds to help new teachers build their class library, and flexible seating and wobble stools for classrooms.
- The grant process occurs twice a year, at the end of the 1<sup>st</sup> quarter and the end of the 2<sup>nd</sup> quarter. In this way, teachers have two opportunities to think of ideas but we also don't want to wait too far into the year because the grants are intended to benefit the students of the current school year.
- This quarter, we received eleven mini grant requests from teachers and staff that total nearly \$6,000 dollars. The executive committee, mini grant chair, principal,

## PTA MEETING MINUTES - OCTOBER 2023

and parent volunteers will review the proposals and make a decision by the end of the month. If you have any interest in helping with mini grants, please email Katie to volunteer ([secretary@louiseacherpta.org](mailto:secretary@louiseacherpta.org)).

### Questions / Comments:

1. Question: How are things monitored in regards to the construction crew and the safety of the children?

Answer : A Fairfax County employee is present on a full time basis. Every day from the time the construction crew arrive until they leave. They are in charge of monitoring what is happening on-site. That's in addition to a Construction Lead where they are monitoring as well. Before the students arrive there is more access for the construction workers and people to be in and around the building prior to the arrival of students. Crews arrive as early as 5am. The construction crew is getting most of their work done between 5:00 to 8:30. When students arrive in the morning there is other criteria that needs to be met as well. Security is tightened up (ie. what doors are open, what are the accessible areas, what gates need to be closed, etc.)

2. Question: Are the construction crew employees around the students/in the area?

Answer : The crew work in the areas that kids are not allowed in through most of the day. For example, through the hallway leading to the new addition, students are being transfer with their teachers to/from extra curricular classes or before and after school programs. The construction crew are in and around the school in the morning before school.

Call Meeting to Close : 9:01pm

---

### Upcoming Events:

- October 19 - Dining for Dollars (Panera Bread 4:00-8:00pm)
- November 9 - PTA Meeting (Zoom)
- November 10 - Sock Hop (LAES 6:00-8:30pm)
- November 30 - Reflections Reception