



# Louise Archer PTA

WHERE THE SUN ALWAYS SHINES

Louise Archer Elementary School

PTA GENERAL MEETING - MARCH 2024

March 13, 2024 @ 8:00pm

Board Members:

- Nausheen Khan - President
- Steve Soliday - Treasurer
- Tooba Malik - Vice President
- Katie Nevitt - Secretary

Call to Order: 8:08 pm

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

We are just one week away from the phase two reopening of the school. Below is a breakdown of what to expect during this phase:

- Specials like band, strings, and art will be returning to the building.
- Third-grade classrooms will also be back, entering through the main hallway where the classrooms have a fresh new look.
- The technology wing, located at the front of the building, will house the computer lab, charging stations, and tech staff.
- The main office will be relocated next to the basketball courts, with a new main entry through Door 9 starting after spring break until the end of the school year.
- The office staff will move to a repurposed classroom, while Jennifer and Michelle will share a conference room next door.
- The office is expected to be fully operational after the start of the new school year, likely in September.
- Phase three will focus on renovating the library, aiming for a grand reopening over the summer for the new school year.
- The final touches will involve completing the field space and other remaining areas.
- Teachers will return on April 1st to prepare for the move, with everyone transitioning to the new spaces on April 3rd.
- Temporary changes to the arrival process will include a new front entrance and adjustments to the front walkway and ramp for accessibility compliance.
- Walkers and kindergarten pick-ups will have a designated area near the side of the school, ensuring a smooth transition once everyone gets accustomed to the new setup.

## PTA AGENDA - MARCH 2024

- Plans are in place to improve the bus loop and other facilities for the upcoming school year.

Treasurer's Report.....Steve Soliday

### LA5K & Sun Run:

- We have accumulated \$4,233 from family cheerleader memberships and sign-ups to support the race budget.
- The company handling the sign-ups is sending weekly deposits, with an upcoming one of around \$700 this week.
- Our income target is \$10,000 with expenses set at \$5,000, aiming to achieve a net profit of \$5,000, regardless of the method used.

### Yearbook:

- Although we've received significant booster ads funds, it seems we are reaching the end of that source.
- Based on last year's figures, we anticipated an income of \$2,400 which we are below by ~\$1,000. More may pour in at the last minute however this is something to note for future budgeting purposes.

### Skate Night:

- Skate Night was a success as we met the minimum amount required by SkateQuest to avoid owing them.
- Despite only making a small profit, we avoided any liabilities, with \$300 allocated for day of change for participants paying in cash.

### Program:

- I have entirely removed programs from the budget sheet as they are now managed through HomeRoom.

### Budget Amendments:

- The unexpected \$9,000 income from the Read-a-thon was a great surprise, especially since the idea was if we could generate even \$5, it would have been a win to encourage children's reading. Thank you to Katie for volunteering and making this happen.
  - I'm proposing that we add a budget line for income of \$9,000.
    - Two specific funding requests have emerged:
      - Science Olympiad, who have qualified for States this year, has requested assistance in purchasing team T-shirts. We've agreed to fund a portion of the cost. Past records indicate that the Science Olympiad team faced financial challenges last year, underscoring the importance of providing ongoing support for them.
    - I'd like to propose adding \$300 to Science Olympiad.
      - Sunshine Times received numerous submissions, resulting in a longer issue, which is fantastic. However, the increased length

# PTA AGENDA - MARCH 2024

incurs higher printing costs. Considering adding an extra \$300 for the additional expenses.

- I'd like to propose adding \$300 to Sunshine Times.
- All three amendments have been voted on and approved with a quorum.

## Income Year to Date

Louise Archer PTA Budget vs. Actuals: Budget_FY24_P&L - FY24 P&L July 2023 - June 2024					Louise Archer PTA Budget vs. Actuals: Budget_FY24_P&L - FY24 P&L July 2023 - June 2024				
	Total					Total			
	Actual	Budget	over Budget	% of Budget		Actual	Budget	over Budget	% of Budget
<b>Revenue</b>					<b>Revenue</b>				
1 Membership, Donation & Interest	4,126.82	2,000.00	2,126.82	206.34%	4 Community Events Tickets, Sales	0.00	0.00	0.00	
Donations	95.46	0.00	95.46		Faculty Volleyball Game	0.00	1,500.00	-1,500.00	0.00%
General Donations	951.69	5,000.00	-4,048.31	19.03%	Six Grade Celebration	1,212.83	3,000.00	-1,787.17	40.43%
Total Donations	\$ 1,047.15	\$ 5,000.00	\$ -3,952.85	20.94%	Six Grade Gift	0.00	1,500.00	-1,500.00	0.00%
Membership Dues Expense	-4.00	0.00	-4.00		SkateNight	2,448.30	2,000.00	448.30	122.42%
VA PTA Dues	-1,037.00	0.00	-1,037.00		Sock hop	2,498.22	2,500.00	-1.78	99.93%
Total Membership Dues Expense	-\$ 1,041.00	\$ 0.00	-\$ 1,041.00		Total 4 Community Events Tickets, Sales	\$ 6,159.35	\$ 10,500.00	-\$ 4,340.65	58.66%
Total 1 Membership, Donation & Interest	\$ 4,132.97	\$ 7,000.00	\$ -2,867.03	59.04%	5 Community Events Cost	0.00	0.00	0.00	
<b>2 Fundraisers</b>					<b>5 Community Events Cost</b>				
Community Fundraisers	0.00	0.00	0.00		Back to School Social/Popsicle	-57.51	-150.00	92.49	38.34%
Box Tops	38.00	50.00	-12.00	76.00%	Faculty Volleyball Game	0.00	-1,500.00	1,500.00	0.00%
Dining for Dollars	2,883.08	2,000.00	883.08	144.15%	Field Day	0.00	-1,000.00	1,000.00	0.00%
Original Works	0.00	2,000.00	-2,000.00	0.00%	International Night	0.00	-250.00	250.00	0.00%
School Supply Kits	253.22	250.00	3.22	101.29%	Sixth Grade Celebration	-1,651.13	-3,500.00	1,848.87	47.18%
Spirit Wear/ Apparel Sales	616.82	700.00	-83.18	88.12%	Sixth Grade Gift	0.00	-1,500.00	1,500.00	0.00%
Total Community Fundraisers	\$ 3,791.12	\$ 5,000.00	-\$ 1,208.88	75.82%	SkateNight	-300.00	-1,500.00	1,200.00	20.00%
LA 5K	4,233.14	10,000.00	-5,766.86	42.33%	Sock hop	-2,023.10	-2,000.00	-23.10	101.16%
Loyalty Rewards	0.00	0.00	0.00		Total 5 Community Events Cost	-\$ 4,031.74	-\$ 11,400.00	\$ 7,368.26	35.37%
Amazon Rewards	0.00	0.00	0.00		Total Revenue	\$ 23,952.20	\$ 27,100.00	-\$ 3,147.80	88.38%
Glant Books	0.00	0.00	0.00		Gross Profit	\$ 23,952.20	\$ 27,100.00	-\$ 3,147.80	88.38%
Givebacks	144.26	1,000.00	-855.74	14.43%					
Other Rewards (Target, etc)	61.23	500.00	-438.77	12.25%					
Total Loyalty Rewards	\$ 205.49	\$ 1,500.00	-\$ 1,294.51	13.70%					
Pizza bingo	0.00	10,000.00	-10,000.00	0.00%					
Yearbook Booster Ad	1,312.51	2,400.00	-1,087.49	54.89%					
Yearbook Sales	20.00	100.00	-80.00	20.00%					
Total 2 Fundraisers	\$ 9,562.26	\$ 29,000.00	-\$ 19,437.74	32.97%					
<b>3 Cost Fundraisers</b>									
LA 5K	-309.00	-5,000.00	4,691.00	6.18%					
Pizza Bingo	0.00	-3,000.00	3,000.00	0.00%					
Total 3 Cost Fundraisers	-\$ 309.00	-\$ 8,000.00	\$ 7,691.00	3.86%					

## Expenses Year to Date & Net Income (Loss)

Louise Archer PTA Budget vs. Actuals: Budget_FY24_P&L - FY24 P&L July 2023 - June 2024					Louise Archer PTA Budget vs. Actuals: Budget_FY24_P&L - FY24 P&L July 2023 - June 2024				
	Total					Total			
	Actual	Budget	over Budget	% of Budget		Actual	Budget	over Budget	% of Budget
<b>Expenditures</b>					<b>Expenditures</b>				
1 Students Support / Enrichment	0.00	0.00	0.00		4 PTA Administration	0.00	0.00	0.00	
Azzara fund	791.65	1,400.00	-608.35	56.55%	Accountant	41.00	41.00	0.00	100.00%
Cultural Programs	835.00	2,000.00	-1,165.00	41.75%	Bank and PayPal fees	0.00	3,500.00	-3,500.00	0.00%
Field trips	0.00	3,000.00	-3,000.00	0.00%	Insurance	443.78	450.00	-6.22	98.62%
Mentoring Programs	0.00	400.00	-400.00	0.00%	Misc / President's Fund	0.00	300.00	-300.00	0.00%
Odyssey of the Mind	0.00	400.00	-400.00	0.00%	Supplies	244.00	200.00	44.00	122.00%
Reflections	677.12	900.00	-222.88	75.24%	Website	596.66	500.00	96.66	119.33%
Safety Patrol	0.00	150.00	-150.00	0.00%	Total 4 PTA Administration	\$ 1,325.44	\$ 4,991.00	-\$ 3,665.56	26.56%
Sunshine Times	0.00	1,000.00	-1,000.00	0.00%	Total Expenditures	\$ 21,594.78	\$ 48,116.00	-\$ 26,521.22	44.88%
Total 1 Students Support / Enrichment	\$ 2,303.77	\$ 9,250.00	-\$ 6,946.23	24.91%	Net Operating Revenue	\$ 2,357.42	-\$ 21,016.00	\$ 23,373.42	-11.22%
<b>2 Parent, Teacher, School Support</b>					<b>Net Revenue</b>				
School Support	0.00	0.00	0.00			\$ 2,357.42	-\$ 21,016.00	\$ 23,373.42	-11.22%
Educational Licenses	4,506.44	10,000.00	-5,493.56	45.06%	Bank Balance	\$29,520.61			
Supply Closet	732.33	1,000.00	-267.67	73.23%	Outstanding Checks	-\$8,619.93			
Total School Support	\$ 5,238.77	\$ 11,000.00	-\$ 5,761.23	47.83%	Outstanding Disbursement Requests	-\$531.80			
Staff Support	0.00	0.00	0.00		Unrealized Revenue	\$14,108.37			
Classroom Funds	3,799.61	6,000.00	-2,200.39	63.33%	Unrealized Expenses	-\$30,571.60			
Mini Grants	7,151.06	11,000.00	-3,848.94	65.01%	Projected Ending Balance	\$3,905.65			
Total Staff Support	\$ 10,950.67	\$ 17,000.00	-\$ 6,049.33	64.42%					
<b>3 Teacher/Staff Appreciation</b>									
Teacher/Staff Appreciation	0.00	0.00	0.00						
Pop-Up Parties	271.47	1,000.00	-728.53	27.15%					
Staff Party	569.66	575.00	-5.34	99.07%					
Sunshine Committee	935.00	2,800.00	-1,865.00	33.39%					
Teacher Appreciation Week	0.00	1,500.00	-1,500.00	0.00%					
Total 3 Teacher/Staff Appreciation	\$ 1,776.13	\$ 5,875.00	-\$ 4,098.87	30.23%					

# PTA AGENDA - MARCH 2024

## LA5K & Sun Run.....Liz Young

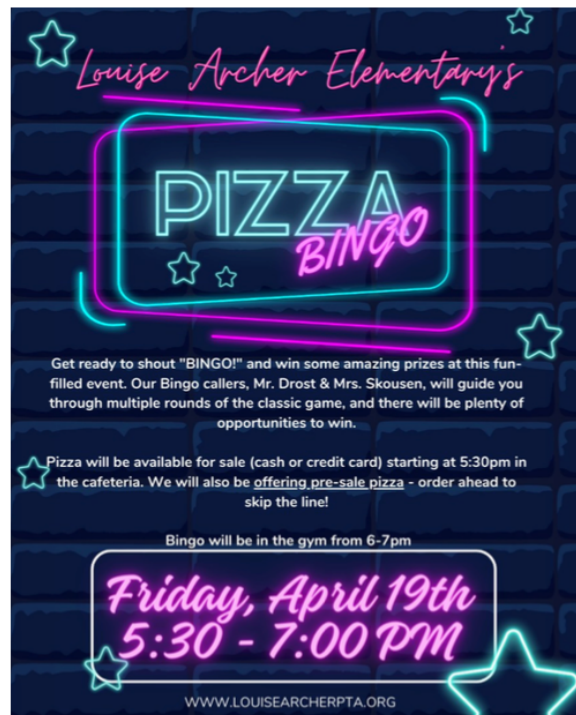
- Has everybody has registered for the race? Don't forget we have a code for staff to join for free, but only two people have taken advantage of it so far.
- We discovered an extra sun mascot costume in the PTA closet, adding to the planning excitement.
- We're around six weeks out from the race, we currently have 90 participants, and we expect this number to rise as the event approaches.
- Next week before spring break, I plan to distribute another Tuesday folder with a QR code, and post something similar after the break for people to remember through Facebook. I've also reminded parents through room parent emails and the Sunbeam newspaper, and we will send an Evite post-spring break.
- The Sun Run will take place on the track, offering flexibility in the distance for younger kids. We have arranged for a DJ and plan to have activities for the younger kids during the 5K run.
- In-person registration and packet pickup is scheduled for Friday, during the Dining for Dollars event at Chic-Fil-A. Packet pickup will be at PR runners on Saturday and the morning of the race. I am meeting with Madison staff to finalize logistics and restroom access. Volunteers will be crucial for packet pickup, water stations, and race day activities, including opportunities for high school students to earn service hours.

## Pizza Bingo..... (Nausheen speak for Andrea)

- We are so excited about the positive response!
- We have 305 attendees and counting!
- Andrea will be sending a sign up genius for volunteers closer to the date.
- **DON'T FORGET TO PRE-ORDER YOUR PIZZAS ON THE PTA WEBSITE**

## Sunshine Times Newspaper..... (Sarah(?) or Nausheen speak for Reshma)

- The newspaper is with the printer. We will try to get it out before spring break depending on when we receive it back from the printer.



# PTA AGENDA - MARCH 2024

Read-a-thon.....Katie Nevitt

- We currently have 206 reader accounts activated out of ~500 LAES students
- As of today, March 13, we have raised \$8,568.75

**Total Minutes Read:**  
**44798**  
Readers with minutes: 144  
[VIEW MINUTES](#)

**Top Readers:**  
Top Raised: \$1350.00  
Michael Castillo  
Hernandez  
Top Minutes: 1506  
Roya Bazri  
[VIEW READER REPORTS](#)

**Top Classes:**  
Top Raised: \$1855.00  
Toth, Kristen  
Top Minutes: 6375  
Harris, Anne Marie  
[VIEW CLASS REPORTS](#)

- Prizes include:
  - ◆ Ice cream class party
  - ◆ Pizza class party
  - ◆ Monster Mini Golf gift certificates
  - ◆ Vienna Fire Dept Tour
  - ◆ Goldfish Swim School free passes
  - ◆ Launch Trampoline Park gift certificates
  - ◆ Vienna Police Ride-to School (with 2 friends)
  - ◆ Skate Quest gift certificates
  - ◆ Scramble Indoor Place passes
  - ◆ SportRock Climbing Center gift certificate
  - ◆ Shadowlands Adventure gift certificates
  - ◆ Lego Discovery Center passes
  - ◆ And more.....
- Upcoming Read-a-thon Event
  - Scrawl Books in-store LAES Book Fair 3/16 to 3/22
    - Has great books to keep you reading!
  - Located in the Reston Town Center (11911 Freedom Dr.)
  - Mention Louise Archer while checking out and LAES PTA will receive 20% of your purchase.



- Read-a-thon ends Saturday, March 23rd
- xx/xx/xx (TBD) - Read-a-thon results announced
- Important Reminder :
  - LAES Readers need to make sure to spend their prize money in the prize store. Any prize money not spent within 10 days after our Read-A-Thon ends will no longer be available. The prize store cannot be reopened once it is closed. All prizes will be shipped to the school. Go to <https://www.read-a-thon.com/readers/r/323739313238>

## PTA AGENDA - MARCH 2024

### STEAM Extravaganza.....Erin Simpler

- We have 30 students lined up to give presentations. A group from Madison will engage in activities with the children, and the Madison robotics club will also be presenting. The Evite has received responses from over 100 people. We are delighted to revive the STEAM Fair after a four-year hiatus due to Covid. The event is scheduled for Friday, March 15, from 6:00 to 8:00.

### International Night.....Arvind Jairam

- Gila and I collected supplies from the PTA closet, also known as Steve's basement during construction, that were used last year and will be reused this year. Families will receive a save-the-date flyer in the Tuesday folders. The event is scheduled for May 17th, aiming to showcase approximately 10 to 15 countries; last year's event highlighted 13 countries. Further details will be shared on the website and other platforms as the event date approaches.

### Skate Night..... (Nausheen speak for Erin)

- Skate Night was a success! Just shy of 220 skaters plus their parents/siblings/non-skating friends made for a fun evening.
- Thank you to everyone who came and had some fun while supporting Louise Archer!

### Mini Grants ..... (Nausheen speak for Cathy)

- Thank you to all of the teachers that submitted their mini grant applications for the 2nd round. We are happy to share that we have granted the following 7 requests:
  - Higgins (privacy dividers and reading materials) \$110
  - PE (large multi-color cones) \$600
  - Moore (math and science materials) \$250
  - Drost (class set of headphones) \$380
  - Edwards (art materials and storage containers) \$310
  - Jacobs (laser printer for 5th & 6th graders) \$900
  - Trillet (strings lesson materials) \$77
  - Total 2nd round: \$2,627
- Total 1st and 2nd rounds: Approx. \$8,000

# PTA AGENDA - MARCH 2024

Yearbook ..... (Nausheen speak for Anita)

- 288 books sold thus far & 55 boosters.
- I welcome any parents who are slightly interested in any parts of the yearbook to shadow us now since both Steph & Janel will not be returning next year. I'll be back next year to give any future co-chairs guidance.

## Yearbook Photo Collection Deadline – March 31st

All photos from all grade classes and or activities/events must be submitted/[emailed](#) to us by Mar. 31, 2024.

In March, please submit photos for [LAES STEAM Extravaganza](#) (3/14). In April, please submit photos for [LAES vs. Wolfrap Volleyball Game](#) (4/5) and [Pizza Bingo](#) (4/19).

Yearbook DEADLINE is **April 19th** – it is essential that photos get submitted ASAP the day of Pizza Bingo.

If you have any questions, feel free to [email us](#).

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## Yearbook Booster Ad Sales Extended Until March 31st

*Good news!* There is still space to place a *special shout-out ad* to your student. \$25 per ad to be included in the 2023-2024 yearbook. Purchase an ad TODAY. Sales end **March 31st** or **whenever all spots are all filled**.

Please refer to the [yearbook webpage](#) for submission guidelines. If you have any questions, feel free to [email us](#).

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# PTA AGENDA - MARCH 2024

## Original Works.....(Nausheen speak for Cathy)

The PTA is once again collaborating with Original Works for our annual art-based fundraiser. The online ordering catalog is now live with your child's artwork! <https://store.originalworks.com/gallerylogin> Enter the school code: LOARC

Get your orders in by Thursday, March 28th if you want free shipping to the school. Your child will come home with ordering instructions next week. The instructions will include an individual code to find your child's artwork on the webpage if you do not recognize it without the code. You can also contact Cathy Chen if you need help with your child's code or with ordering. Be sure to get your orders in before spring break if you will be going out of town.



Along with the products from past years, three new products are available for purchase this year: Silk Touch Blanket and Beach Towels (2 different designs)

**Silk Touch Blanket**  
50" x 60" poly-cotton Silk Touch Blanket. Blue background. 41.9" x 50" image size.



**Beach Towels**  
Available with 2 different backgrounds- Palms & Waves  
30" x 60" poly-cotton Beach Towel. 25" x 32.8" image size





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

- Join the PTA - different membership levels available; join this year at <https://louisearcherpta.org/>



- Loyalty Programs
  - Harris Teeter Loyalty Program - Please link Louise Archer to your VIC card! Earn money for Louise Archer when you shop at Harris Teeter. (Link your card to Louise Archer ES #6189)
  - Givebacks —> Shop to Give Program where you can link your credit card and shop at local businesses 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

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Questions / Comments : (None)

Call Meeting to Close: 9:08pm

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## PTA AGENDA - MARCH 2024

### Upcoming Events:

#### March

- 14 STEAM Extravaganza (6-8p)
- 22 End of 3rd Quarter
- 25-29 Spring Break

#### April

- 17 PTA Meeting (Zoom)
- 18 Spring Pictures with Classes (are volunteers still needed?)
- 19 Pizza Bingo
- 24 Dining for Dollars: Chick-fil-a (5-8pm; code: ARCHER)
- 28 LA5K & Sun Run
- 30 Picture Day (Staff & 6th Grade panoramic)

#### May

- 3 Student Holiday (Teacher Workday)
- 6 Dining for Dollars: PizzaVienna (time/online TBD)
- 6-10 Teacher Appreciation Week
- 14 PTA Meeting (In Person)
- 15 Volunteer Appreciation
- 17 International Night (6-8pm)
- 27 Student Holiday (Memorial Day)

#### June\* TBD: Pop-up Party

- 7 6th Grade Celebration @ JMHS
- 12 Early Release; Last Day of School