

November 18, 2021 - PTA Meeting Minutes

Call to order 8:01 pm

Construction Leads Report

- Vincent Santmyer (coordinator – FCPS Design and Construction), Brad Pierce (architect), Heather Diez
- Timeline for project – expected to be about 26 months
 - Late spring 2022 – bids for contractor
 - Project award early summer 2022
 - Construction start summer 2022
 - Completion Fall 2024
- Brad Pierce – architect
 - Things to address in the renovation:
 - Deficiency of classrooms
 - Library needed to be enlarged
 - Administration suite needed to be enlarged
 - A need for another music room and a stage
 - Larger kitchen needed
 - Additional multipurpose rooms and SACC rooms
 - 1st floor addition (adding 37,000 sq. ft.)
 - New main lobby and vestibule
 - Secondary lobby on parking lot side near cafeteria
 - Cafeteria/kitchen
 - Additional classrooms
 - SACC rooms
 - Second courtyard
 - 2nd floor addition
 - Additional classrooms
 - Additional Challenges - Tight site, which slopes down to the street
 - Need to add a second kiss and ride loop
 - Need to reduce slope of entrance and lengthen and widen the bus loop
 - Need to increase the parking
 - Need to add a ramp from the bus drop off
 - Need to add bike racks

- Addition will be behind the existing school
 - Add a second parking lot and entrance from Nutley on the gym side
- Original wood framed part of school will remain
- The lobby will be expanded, and the administrative suite will be expanded
- The current cafeteria will become the library; the current kitchen is in the old wood-framed part of the school, so a new kitchen will be built where the current K classrooms are located in the back
- The gym will remain roughly the same, but a multipurpose room with a stage will be added
- The specials classrooms, music and art, will all be located together near the gym
- The two existing hallways will extend all the way back into the new addition. There will also be a secondary courtyard with tiered seating
- There will be new SACC rooms located near the parking lot and playground
- There will be stairs on either end and in the middle to go to the second floor, where there will be additional classrooms for the older grades
- Phases
 - Phase 1 - In the first year, the addition will be built including the two story section of classrooms and the new cafeteria/kitchen, so there won't be major changes inside the school, except for new infrastructure. It will be separated from staff and students, and the work area will be fenced in.
 - Phase 2 - Once the new two story addition is done, then the existing school will be renovated in phase 2. Construction will be separated with partitions.
 - Phase 2 - The gym will be renovated over the summer
 - Phase 3 - the entry way, administrative suites, and conversion of the old cafeteria to the library
 - Recess will be pretty much in the same area it is now; a portion of the playground will be taken to add fencing to separate the construction work. The large piece of equipment will be relocated to the right side of the current playground
 - FCPS will also have new equipment for Louise Archer when it reopens in two years

- School capacity – the design is for 700 students
- Safety
 - There is a mobile safety team that goes from site-to-site
 - Reports are generated and given to FCPS project team and contractor for compliance
 - The mobile safety team does air quality tests
 - The areas under construction will have HVAC removed; MERV 13 filters are getting installed inside the building with the renovation
 - Dust levels are checked as well throughout construction
 - For covid protocols – contractor must follow FCPS policies
 - Noise – will try to be limited during the day; on-site project manager can also shut down the contractor if it is too noisy
 - Most of the major noise work will take place outside of school hours
- Front part of school
 - Lower the grade in the front by 3 feet and extend the stairs, also adding accessible ramp
- Oldest part of the building will be recreated inside as part of new lobby with a large gable roof overheard
- Trees – will try to retain the existing trees in the back
- Historical parts of school
 - Inside of the lobby, the original school will be retained
 - The façade and front bricks will be maintained
 - The original part of the building in the cafeteria will be maintained, too
- Community meeting is planned for early December
- The team will return in the spring for another PTA meeting

Principal's Report

- It's been a great month at Louise Archer, with lots of updates, progress reports, and communication with parents.
- Thank you for the support to the teachers and staff. There will be another pop-up party on Friday to express our thanks.
- We hope everyone has a wonderful Thanksgiving break.

Treasurer's Report

- In October, the PTA received \$610 in donations and membership dues, bringing total to \$6,580.
- We raised \$4,450 in October, bringing the net fundraising income to \$6,319. The October fundraising included
 - \$108 from Rita's dining for dollars,
 - \$1,250 in rewards from Schoolkidz school supplies, and
 - the rest from LA5K. The LA5K raised net income of \$4,692 this year.
- As for expenses in October, we paid
 - \$514 to teachers for classroom supplies,
 - We spent \$146 for the October teacher and staff pop-up party, and
 - \$144 in paypal fees.
- Our cash at the end of October was \$76,840.

President's Report & Program Announcements

- **Monthly Reminder - Join the PTA** – different membership levels available; join at the Louise Archer PTA website, which is <https://louisearcherpta.org/>
- **Two open positions** -
 - **Loyalty Programs Chair** - We are looking for a volunteer to handle organizing and promoting the various loyalty programs, including Amazon Smile. The time commitment is minimal, but does require promoting the programs on the PTA's website and facebook group, and in the Sunbeam newsletter. Please contact Regan (president@louisearcherpta.org) or Lynde (secretary@louisearcherpta.org) if you have any further questions.
 - **Walk to School Chair or Co-Chairs** - We are looking for a volunteer, or multiple volunteers, to chair the Walk to School committee. If you are interested or would like more information, please contact Please contact Regan (president@louisearcherpta.org) or Lynde (secretary@louisearcherpta.org)
- **Spirit Wear** – The weather is getting colder, so it is a perfect time for Gildan hoodies, which are 15% off at the Louise Archer spirit wear store through November 21st. Go to louisearcherspiritwear.com to purchase and use code GILDAN15. Please contact Molly Peng if you have any questions.
- **Third Annual Warm Clothing Drive** – The Third Annual Warm Clothing Drive for families in need will take place Monday, November 29 through Friday, December 3 from 9:00am-3:00 pm. There are two ways to help –

first, consider donating warm clothing, including new or gently used (in very good condition) youth, teen, and adult winter clothing that has NO STAINS, NO RIPS, OR PULLS. Second, we are looking for volunteers to help sort the donations, there is a sign-up genius: <https://www.signupgenius.com/go/10c0d44a8ae22a75-winter>

- For clothing donations - please donate clean clothes that have been laundered. Please place clothing in sealed garbage bags.
- We're looking for Jackets, Coats, Sweaters, Long Sleeve shirts, Pants, Sneakers in good condition, New gloves, scarves, winter hats, New socks, New packaged underwear or must have tags attached
- You can drop donations at the Louise Archer Elementary School is located at 324 Nutley Street, N.W., Vienna, VA 22180. There will be boxes and bins at Door 1 in front of the school labeled Warm Clothing Donations.
- **Thank you - LAES Spread Holiday Cheer**
 - On November 23 our LAES staff and family will help provide Thanksgiving holiday assistance to families within our community. We are using the leftover funds from our GoFundMe campaign earlier this year to buy \$25 Giant gift cards for these families.
 - Thank you to everyone who donated originally and the recent donations of additional gift cards so we can provide a gift card to all of the families.
- **Thank you – October Pop-up Party Donations**
 - Thank you to everyone who donated for the amazing October pop-up party for teachers and staff.
 - The PTA is also sponsoring a November pop-up party this Friday
- **Thank you – Halloween Candy Donations**
 - Thank you to everyone who donated Halloween candy! We received a huge response and will be including donated candy at the November pop-up party and also providing goody bags with candy for bus drivers and crossing guards in December.
 - If anyone has additional candy they would like to donate, please feel free to email Lynde (secretary@louisearcherpta.org) for more information.

Mini-Grants

- We received 13 submissions for our 1st quarter Mini-Grants. We expect that decisions will be out by the end of the week for almost all of the requests so the teachers can place orders before the Thanksgiving holiday. There will be another submission for mini-grants at the end of the 2nd quarter. We will have a detailed report out of approved mini-grants at the next PTA meeting.

If you are interested in joining the mini-grants committee, please contact Sarah Barry.

Original Works update

- Original Works is an art fundraiser that allows families to order special gifts with their child's artwork. We are working with Mrs. Edwards to figure out 3rd quarter timing for Original Works. If you are interested in helping with the Original Works committee, or in shadowing Sarah this year in order to take over next year, please contact Sarah Barry.

Reflections

- Virtual Ceremony was held on November 16 and was a huge success.
- About 38 students participated, and there were about 50 entries. There were entries in every category.
- Thank you to Michelle and Jennifer for attending the ceremony.

Dining for Dollars

- Next dining for dollars is Chick-fil-A on December 13, 2021.
- Let Lauren Padgett know if there are any restaurants you'd like to see a fundraiser at for 2022.

Cookie Carry

- Save the date - December 13
- We will need volunteers to collect and distribute cookies on December 13. Or feel free to drop off to Lauren the weekend before.
- Individually-wrapped cookies are great, but all kinds are welcome.
- Sign up genius coming soon – keep an eye out in the Sunbeam and on the PTA facebook page.

Additional Questions from Members:

- Computer use during the day – individual teachers may decide how much computers are used. It is best to check in with individual teachers to see how the technology is used. The school tries to balance the technology they have and the in-person interaction in the classroom.
- Field trips – The school is looking into it and exploring virtual opportunities. The school hopes springtime may be a better option and expects there might be opportunities in the spring. There have been a few limited field trips to Madison High School. If a field trip location requires a vaccination, then the

school would adhere to the location, but the school will not separately require vaccination to attend field trips.

- Covid screening – FCPS has provided opportunity for screening testing for students. Screening starts this week for those families that opted in. You have to opt in to participate in the screening testing. It is weekly, but there will not be testing next week due to the short Thanksgiving week. The screening testing is for students who are not vaccinated. It will be possible to change the response for screening testing after students are fully vaccinated. Michelle will look into what type of test is offered. A random 10% of the population will be tested, so around 50 students. If 50 or less students sign up or opt in then they will be tested every week, otherwise if there are more than 50 it is a random sample. The tests will be PCR tests. More information is available here: <https://www.fcps.edu/return-school/return-school-safety/return-school-covid-19-testing>

Call meeting to close – 8:58 pm

LOUISE ARCHER ELEMENTARY SCHOOL PTA
Fiscal Year July 1 - June 30
NOVEMBER TREASURER'S REPORT

	ACTUAL 7/1/21 - 10/31/21		ACTUAL 7/1/20 - 10/31/20		DIFFERENCE	
INCOME						
Membership & Donations	6,580		8,246		(1,666)	
Fundraisers - Income	7,817		7,966		(149)	
Fundraisers - Costs	(1,498)	6,319	(1,451)	6,515	(47)	(196)
Community Events, Tickets, Sales - Income	-		-		-	
Community Events, Tickets, Sales - Costs	(398)	(398)	(17)	(17)	(381)	(381)
Student Programs - Income	36,981		3,680		33,301	
Student Programs - Costs	(25,803)	11,179	(2,023)	1,657	(23,780)	9,522
Total Income	23,679		16,401		7,278	
EXPENSES						
Student Support	3,439		2,628		811	
Parent, Teacher, School Support	2,525		4,149		(1,624)	
Teacher/Staff Appreciation	653		-		653	
PTA Administration	1,507		1,049		458	
Total Expenses	8,124		7,826		298	
NET INCOME (LOSS)	15,555		8,575		6,980	
10/31/2021 Cash	76,840					

	ACTUAL 7/1/21 - 10/31/21		BUDGET 2021-22		DIFFERENCE	
INCOME						
Membership, Donations and Interest	6,580		10,100		3,520	
Fundraisers - Income	7,817		28,550		20,733	
Fundraisers - Costs	(1,498)	6,319	(7,400)	21,150	(5,902)	14,831
Community Events, Tickets, Sales - Income	-		7,600		7,600	
Community Events, Tickets, Sales - Costs	(398)	(398)	(7,980)	(380)	(7,582)	18
Student Programs - Income	36,981		135,000		98,019	
Student Programs - Costs	(25,803)	11,179	(109,235)	25,765	(83,433)	14,586
Total Income	23,679		56,635		32,956	
EXPENSES						
Student Support	3,439		15,250		(11,811)	
Parent, Teacher, School support	2,525		23,895		(21,370)	
Teacher/Staff Appreciation	653		5,000		(4,347)	
PTA Administration	1,507		5,458		(3,951)	
Total Expenses	8,124		49,603		(41,479)	
NET INCOME (LOSS)	15,555		7,032		(8,523)	

PTA PRESENTATION
Nov 18, 2021



architecture
incorporated



LOUISE ARCHER ELEMENTARY SCHOOL

TEAM INTRODUCTION

- FCPS Design and Construction
 - Vince Santmyer - Coordinator
 - JR Van Meter - Construction Manager
- Consultant Team
 - Architecture Incorporated - Architect
 - Rinker Design Associates – Civil Engineer
 - Rathgeber/Goss Associates – Structural Engineer
 - Strickler Associates – Mechanical, Electrical, & Plumbing Engineers
- General Contractor
 - To be determined

PROJECT TIMELINE

- Bid Opening Late Spring 2022
- Project Award Early Summer 2022
- Construction Start Summer 2022
- Completion of Project (tentative) Fall 2024

PROJECT SCOPE

Renovation (approx. 47,000 square feet)

- Existing Classrooms
- Library
- Gym
- Administration Suite
- Music, Stage
- Mechanical, Electrical, Plumbing, AV/IT

1st Floor Addition (approx. 37,000 square feet)

- New main lobby and vestibule
- Secondary lobby on the parking lot side, near and cafeteria
- Cafeteria/Kitchen
- Additional classrooms
- SACC rooms
- A second courtyard

2nd Floor Addition (approx. 21,000 square feet)

- Additional classrooms

Approx. 105,000 square feet total

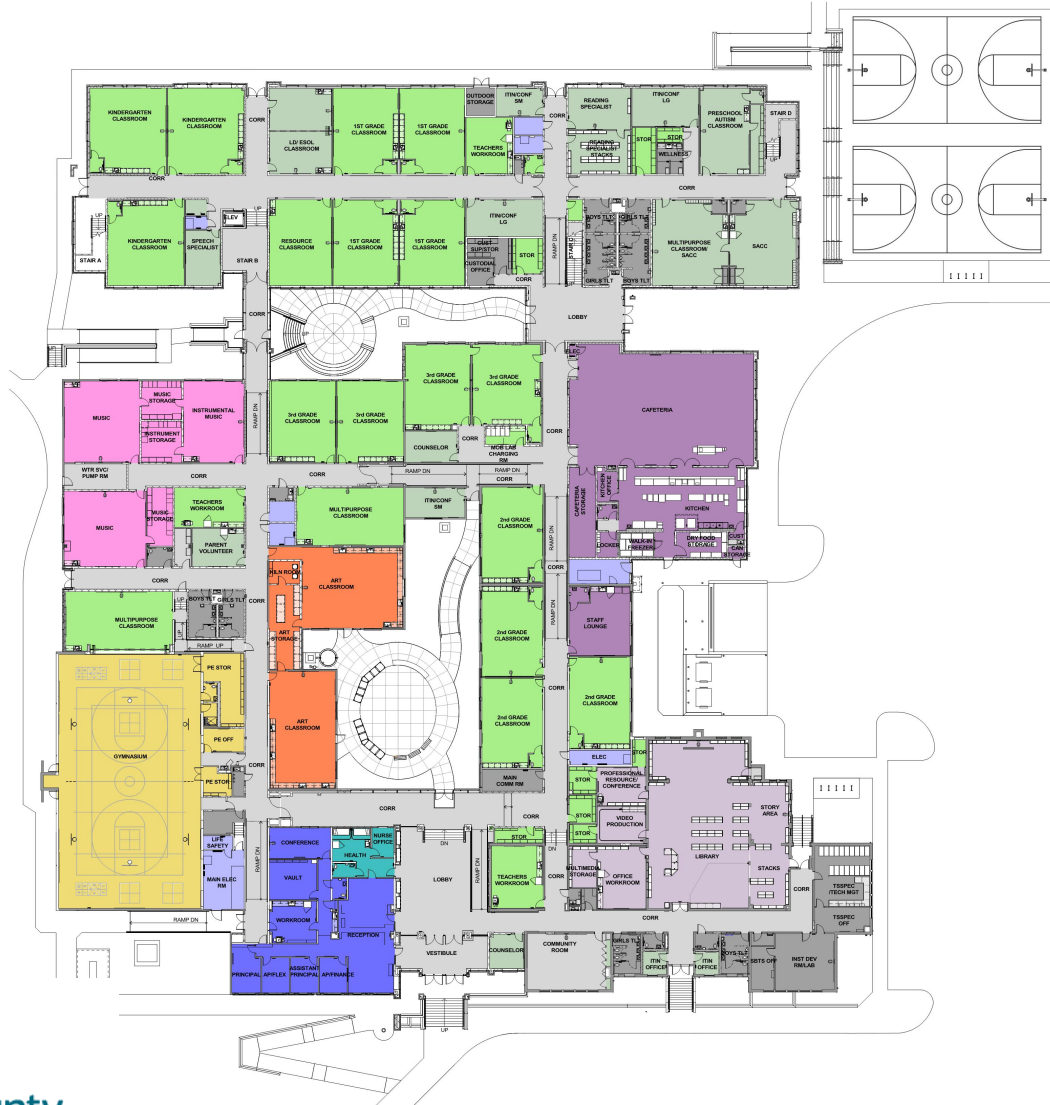
EXISTING SITE PLAN



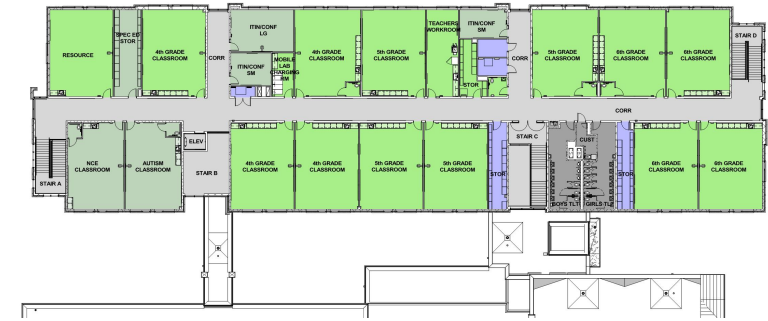
PROPOSED SITE PLAN



FLOOR PLANS



1ST FLOOR PLAN



2ND FLOOR PLAN



LEGEND

- ADMINISTRATION
- HEALTH SERVICES
- FOOD SERVICES
- LIBRARY
- ELEC/MECH/PLUMB
- SPEC ED & INSTRUCT SUPPORT
- GENERAL EDUCATION
- ART DEPARTMENT
- MUSIC DEPARTMENT
- PHYSICAL EDUCATION DEPARTMENT
- STUDENT ACTIVITY / SUPPORT
- BUILDING SUPPORT
- CIRCULATION / MISC. AREAS

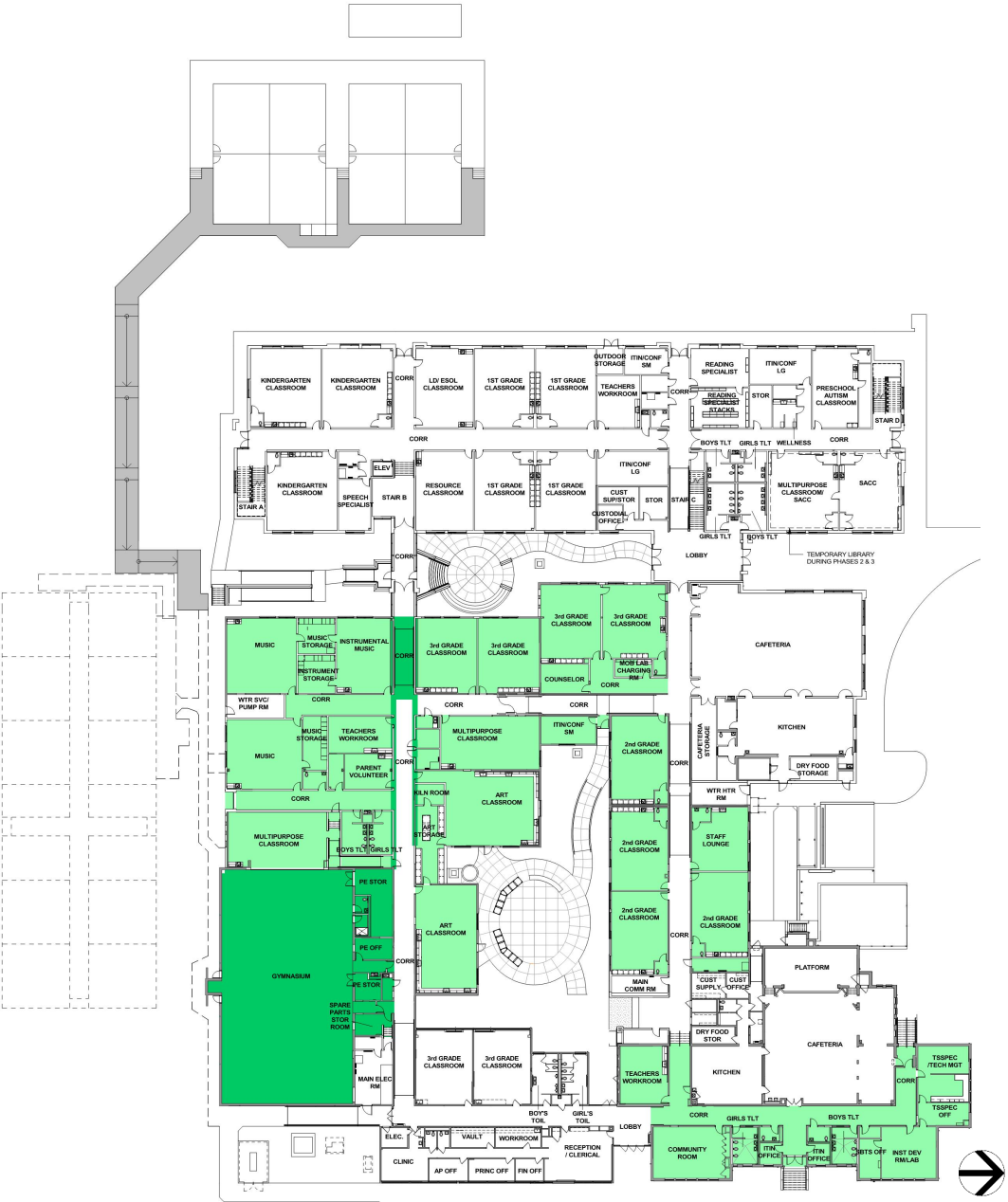
PHASING PLAN – PHASE 1

LOUISE ARCHER ELEMENTARY PHASING SCHEDULE																																												
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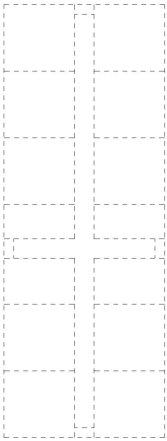
PHASING PLAN – PHASE 2

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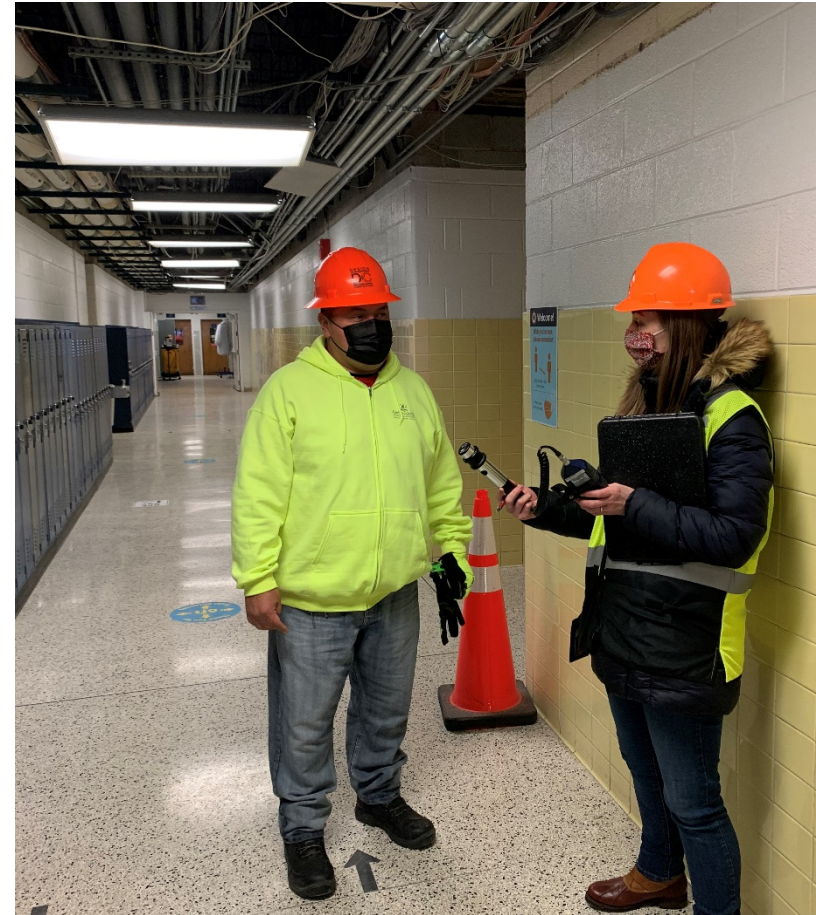
PHASING PLAN – PHASE 3

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SAFETY

- Student/staff safety is priority
- Mobile safety team that travels from site-to-site
- Inspect for compliance with OSHA, Fire Code, and general occupant safety.
- Reports generated and given to FCPS project team and contractor for compliance.
- Air quality checks when construction impacts occupied areas in the school to include temperature, carbon monoxide, dust, odors, etc.
- Most issues can be addressed within 24 hours.
- COVID requirements – Face coverings are required.



FRONT VIEW



NORTH ELEVATION VIEW



NORTH AND WEST ELEVATION VIEW



WEST AND SOUTH ELEVATION VIEW

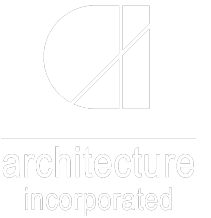


LOBBY VIEW



Thank you!

QUESTIONS?



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