



**Louise Archer PTA**

WHERE THE SUN ALWAYS SHINES

---

## PTA MEETING MINUTES - SEPTEMBER 2023

---

Louise Archer Elementary School  
September 19, 2023 @ 8:00pm

### Board Members:

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

### Agenda Items

Call to Order: 8:02pm

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

- New Building is now open. Kids have settled into building / classrooms nicely. Everyone is in the new building except the office staff and the modular classes.
- Phase One of the renovation is officially done. We are entering phase two which will last until around the March timeframe.
- Phase 2 includes:
  - ▶ Gutting and fixing the existing building
  - ▶ Adding more classrooms, music/band rooms, assembly area, etc.
  - ▶ When phase two is done, all of the modular classrooms will be in the new building or the renovated part of the building.
- Playground is expected to be completed in October
- Academically, next steps are to assess where the students are and building new relationships. New routines in place.
- School sends out a newsletter every other week, News You Choose and includes updates, calendar information, and highlights on staff members, etc. (in addition to what you're receiving from your classroom teachers)
- Managing student safety and making sure they follow the rules - rights and responsibilities as students are learning new routines and class procedures.
- Behavior on shared spaces (cafeteria, playground, hallways, etc)
- Ensuring all the students know who to go to for help, not just their classroom teacher.

## PTA MEETING MINUTES - SEPTEMBER 2023

- Beginning of year assessments have begun:
  - Kindergarten : Students in kindergarten participate in Virginia Kindergarten Readiness Program assessments for literacy, mathematics, self-regulation, and social skills. (VKRP assessments) :
    - ▶ Mathematics skills - Early Mathematics Assessment System (EMAS) is an interview with teacher
    - ▶ Self-regulation and social skills - Child Behavior Rating Scale (CBRS) is a checklist completed by the teacher after observing the student in class for 2-3 weeks
    - ▶ Literacy skills - Phonological Awareness Literacy Screening (PALS) is a one-on-one assessment completed with the teacher
  
  - Grades 1 - 6 : iReady Universal Screener which provides information on student needs in reading and math. Universal screening with the iReady assessment gives teachers information about strengths and needs in students' basic reading and mathematics skills.
  
  - Grades 1 - 6 : Developmental Spelling Analysis (DSA) which measures the development of spelling skills
  
  - Grade 2 : Cognitive Abilities Test (CogAT) to provide information to help identify students for advanced academic programs
  
  - Grades 3 - 6 : Virginia Growth Assessments (VGA). The purpose of these assessments is to measure student growth and progress in reading and mathematics content standards.

Treasurers Report.....Steve Soliday  
(Please reference attached budget spreadsheet)

- Where We Are :
  - During 2020-2022 the PTA was unable to use any of our funds due to quarantine related restriction from Covid-19. This caused a carry-over of large amount each year (~\$50-\$60k). Therefore last school year (22-23) it was decided to start spending this carry-over amount as everyone was more comfortable doing in-person events again.
  - We will be spending the remaining balance down this year as well with the goal to have around ~\$5k in the bank at the end of the school year.
  - Having said that, if we are going to spend at this level next year (because we've kind of gotten used to it) please come to us with any ideas for fundraisers. We are happy to take anything into consideration and help implement for LAES.

## PTA MEETING MINUTES - SEPTEMBER 2023

- Income : Total Projected Income this year is \$26,850
  - Memberships & Donations
    - ▶ We've raised membership dues this year because the fees that we pay out to the National PTA and Virginia PTA keep going up. We were near the point of not raising any money for LAES so the executive board made the decision to raise the membership dues.
    - ▶ 2023-2024 Membership and Donations Projected Budget = \$7,000
  - Fundraisers :
    - ▶ Include items such as Box Tops, Dining for Dollars, Original Works, Spirit Wear, LA5K, Givebacks, Pizza Bingo, and Yearbook.
      - This year we are budgeting \$10k for the LA5K and Fun Run. We anticipate to clear \$5k of proceeds.
    - ▶ 2023-2024 Fundraisers Projected Budget = \$20,750
  - Community Events :
    - ▶ Include events such as Faculty Volleyball Game, Sixth Grade Celebration/ Gift, Skate Night, and Sock Hop.
    - ▶ We fund these events and receive no return on them so you'll see negative balances in some columns (ie. Field Day, International Night, etc.)
    - ▶ 2023-2024 Community Events Projected Budget = \$-900
- Expenses : Total Projected Expenses this year is \$48,116
  - Student Support :
    - ▶ Include line items such as the Azzara Fund, a PTA funded program that provides assistance to students in need (ie. school supply kits, field trip fees, class t-shirts, and extra-curricular activities), Cultural Programs, Field Trips, Reflections, Safety Patrol, and Sunshine Times.
    - ▶ 2023-2024 School Year Student Support Projected Budget = \$9,250
  - Parent, Teacher, & School Support :
    - ▶ Include items such as Educational Licenses, Classroom Funds, Mini Grants, and Supply Closet, and Performing Arts.
      - There will be no 6th grade performance this year.
    - ▶ 2023-2024 Parent, Teacher, & School Support Projected Budget = \$28,000
  - Teacher/Staff Appreciation :
    - ▶ This includes Staff Parties/Luncheons, Pop-up Parties, Sunshine Committee & Teacher Appreciation Week
    - ▶ 2023-2024 Teacher/Staff Appreciation Projected Budget = \$5,875
  - PTA Administration :
    - ▶ Contains items such as Credit Card Fees, Insurance, and Website & Tech
    - ▶ 2023-2024 PTA Administration Projected Budget = \$4,991

## PTA MEETING MINUTES - SEPTEMBER 2023

- **Budget** : A Net Loss of \$21,266 is in the budget this year which brings our total to ~\$5k in the bank at the end of the year (our goal).
- **Amendment** : Break out Pizza Bingo and the Silent Auction (\$10k and \$3K) as separate line items during next PTA meeting.
- The 2023-2024 budget was voted on and approved. Approved budget will be available on the PTA website

Presidents Report & Program Notes.....Steve Soliday

- Open Positions:
  - **President** :  
The PTA President oversees the overall PTA calendar and adherence to bylaws & procedures, acts as liaison between parents and principal/staff, as well as manage overall objectives and strategies of PTA.
  - **STEAM Fair Chair** :  
The purpose of the STEAM Fair Chair 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.
  - **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.
  - If interested please email Katie Nevitt at [secretary@louisearcherpta.org](mailto:secretary@louisearcherpta.org) for more details.

## PTA MEETING MINUTES - SEPTEMBER 2023

- Join the PTA - different membership levels available; join this year at <https://louisearcherpta.org/>.
  - At the end of 2022-2023 school year we had 157 members. So far this year 237 members (51% improvement) let's keep it going.
- 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.
  - 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 and \$5 for each active member. Please take a look and give it a try to help support that LAES PTA
- Directory Update :
  - Manpreet Dhanjal has sent an update on the status of our directory. In the past we've had a paper directory however the company we partnered with changed procedures and are now requesting a \$1,500 deposit. We decided to pass on that option and elected to do an electronic version. The data is being uploaded into the membership app and once it's ready, we'll put a post up on FaceBook/Sunbeam as a reminder to go in and validate your data. It'll be available online soon.

Reflections.....Lisa Munoz

- Reflections is a National PTA sponsored arts competition comprised of six categories (visual arts, photography, writing, music, film, & dance choreography)
- This years theme is I Am Hopeful Because
- Fall program - Deadline for submissions is October 12
- Never too early to start projects. Go to <https://louisearcherpta.org/reflections/> to view the Reflections page with all the important information
- Participants from all levels/all grades are welcome.
- Co-chair seat available to shadow as this is Lisa's last year (has a current 6th grader)
- Planning an in-person celebration for all participants in November.

## PTA MEETING MINUTES - SEPTEMBER 2023

Before/After School Activities.....Jen Coady

- Fall PTA sponsored activities is open. Sign-up closes Friday, September 22
- Storybook Ballet class may be cancelled due to minimum enrollment requirements.

Yearbook Committee.....Anita Cheng

- PTA Communication of Events
  - Thank you to all of the room parents who have volunteered to be that grades yearbook representative
    - ▶ Still looking for a yearbook grade representative for K & 3rd grades.
      - Sent out request through individual FB group, but no response yet (Grade specific reps help collect photos from all classes along with the individual grade specific pages - Great transition to Future Yearbook Co-Chairing)
  - We are no longer using LifeTouch. We have an agreement with a new company, Legacy Studios.
    - ▶ Mrs. Teresa, our contact, has sent a contract over for the same amount of pages and copies based off of our previous sales.
    - ▶ 400 copies 88 pages Soft cover: cost \$17.50 Hard cover: +\$3.55 - Suggested Sale Cost \$20 for Softcover, possibly increase to \$25 after a deadline
    - ▶ May add 4 extra pages due to 26 vs. 24 classes last year (also dependent on # of ads that come through) 16 pages (56 ads). We can consolidate the ads to 14 pages and stick with 88 pages
  - Cover Contest 2023-2024 Theme “You Matter!”
  - Determine Start Date of Sales? Traditionally, with LifeTouch End of January? Start before/after Thanksgiving Break? Any insights from VES/Flint Hill/Cunningham Park/Marshall Road/Wolf Trap Sales Date?
- Legacy Studios New Company
  - American YRBK, Pictavo online app
  - Picture Days :
    - ▶ October 3 – Fall Pictures
    - ▶ November 15 – Fall Makeups
    - ▶ April 18 – Spring Pics with Class (No Spring Makeup Date)
    - ▶ April 30 – Staff and 6<sup>th</sup> Grade Panoramic
- Request all Committee Chairs to keep the Yearbook Committee in loop so we can share the yearbook link for photo collection in advance before event is advertised
- Questions for Michelle/Jennifer
  1. Confirm 2023-2024 student population ~540 - two 6th grade classes
  2. Is there a calendar of school events? 100th Day? (K) Louise Archer Day? Keep us posted so we can reach out to room parents for photos for those special days
  3. Yearbook Club? Junior Optimists? 6th Grade Helper? Mr. Jacobs would allow responsible 6th grader to take photos using school tablet during school events

## PTA MEETING MINUTES - SEPTEMBER 2023

### Questions / Comments:

1. Question - Will we be able to use the gym/cafeteria for the Sixth Grade Celebration this year or do we need to find another venue like last year due to construction?

Answer - Unable to say definitively at this point.

2. Question - Do you have contacts at Vienna Police Department in regards to the intersection on Nutley & Knoll which is a ongoing problem? A lot of rolling stops, U-turns at bus zone, parents/kids crossing over Nutley, etc.

Answer - We have called and communicated with the police in the past when things have been shared with us. I agree with you, safety is #1 priority and we all collectively need to take ownership and responsibility for that. I'm happy to reach out and contact the police again and see if a police presence can happen more frequently due to community concern.

3. Question - Could someone please speak to the 6th grade play? Are options being explored for how to make it happen or is there a final decision to not do it?

Answer - Last year the music teacher commented about the ability to have a play in combo with construction of cafeteria / stage - March timeframe may be available. There is a time commitment outside of music class time therefore it was decided not to continue with the 6th grade play this year. We are unaware of any options being explored for something smaller this year.

Call Meeting to Close : 8:57p

---

### Upcoming Events:

- September 25 - Student Holiday (Yom Kippur)
- September 27 - Dining for Dollars (Rita's 4-9p)
- October 3 - Picture Day (Fall)
- October 9 - Student Holiday (Indigenous Peoples' Day)
- October 12 - Deadline for Reflections entries
- October 18 PTA Meeting (***In-Person***)
- October 19 Dining for Dollars (Panera Bread 4-8p)

**LOUISE ARCHER ELEMENTARY SCHOOL PTA**  
**Fiscal Year July 1 - June 30**

	Actual 21-22	Actual 22-23	BUDGET 23-24	Comments
<b>Income</b>				
<b>Memberships and Donations</b>				
Donations	6,500.00	3,735.00	5,000.00	
Membership Dues, net	984.00	598.27	2,000.00	
<b>Memberships and Donations</b>	<b>7,484.00</b>	<b>4,333.27</b>	<b>7,000.00</b>	
<b>Fundraisers</b>				
Box Tops	129.70	41.90	50.00	
Dining for Dollars	1,536.00	2,429.41	2,000.00	
Original Works	2,118.30	2,071.50	2,000.00	
Spirit Wear / Apparel Sales	656.40	- .00	700.00	
LA 5k	6,190.00	6,741.99	10,000.00	
Givebacks		6.28	1,000.00	
Other Rewards	6,626.39	830.79	500.00	
Pizza Bingo	7,966.90	10,403.52	10,000.00	
Yearbook	2,020.00	2,593.17	2,500.00	
<b>Fundraisers - Income</b>	<b>28,218</b>	<b>26,288</b>	<b>28,750</b>	
LA 5k	(1,813.88)	(5,064.15)	(5,000.00)	
Pizza Bingo	(2,673.16)	(3,177.28)	(3,000.00)	
<b>Fundraisers - Cost</b>	<b>(4,487)</b>	<b>(8,241)</b>	<b>(8,000)</b>	
<b>Fundraisers - Net</b>	<b>23,731</b>	<b>18,047</b>	<b>20,750</b>	
<b>Community Events</b>				
Faculty Volleyball Game	- .00	1,386.98	1,500.00	
Field Day	658.00	- .00	- .00	
Sixth Grade Celebration	4,725.00	2,638.16	3,000.00	
Sixth Grade Gift		1,700.00	1,500.00	
Skate Night	2,641.00	2,296.34	2,000.00	
Sock Hop	- .00	3,057.00	2,500.00	
<b>Community Events - Income</b>	<b>8,024.00</b>	<b>11,078.48</b>	<b>10,500.00</b>	
Summer Playdates	- .00	- .00	(150.00)	
Faculty Volleyball Game	- .00	(1,993.80)	(1,500.00)	
Field Day	(775.41)	(1,081.58)	(1,000.00)	
International Night	(118.08)	(155.70)	(250.00)	
Sixth Grade Celebration	(3,485.86)	(4,033.93)	(3,500.00)	
Sixth Grade Gift		(1,700.00)	(1,500.00)	
SkateNight	(1,578.00)	(1,392.00)	(1,500.00)	
Sock hop	- .00	(2,548.82)	(2,000.00)	
<b>Community Events - Costs</b>	<b>(5,957)</b>	<b>(12,906)</b>	<b>(11,400)</b>	
<b>Community Events - Net</b>	<b>2,067</b>	<b>(1,827)</b>	<b>(900)</b>	
<b>Student Programs</b>				
Student Programs - Income	87,521.59	110,644.27	100,000.00	
Student Programs - Costs	(104,166.66)	(106,247.67)	(100,000.00)	
<b>Student Programs - Net</b>	<b>(16,645)</b>	<b>4,397</b>	<b>-</b>	
<b>TOTAL INCOME</b>	<b>16,636</b>	<b>24,949</b>	<b>26,850</b>	



**LOUISE ARCHER ELEMENTARY SCHOOL PTA**  
**Fiscal Year July 1 - June 30**

	Actual 21-22	Actual 22-23	BUDGET 23-24	Comments
<b>Expenses</b>				
<b>Student Support</b>				
Azzara fund	1,203.31	1,384.72	1,400.00	
Cultural Programs	175.00	1,635.00	2,000.00	
Field trips	689.60	2,683.54	3,000.00	
Mentor Works	- .00	104.62	400.00	
Odyssey of the Mind	- .00	380.00	400.00	
Reflections	747.28	610.94	750.00	
Safety Patrol		148.81	150.00	
Sunshine Times	1,236.41	788.00	1,000.00	
<b>Student Support</b>	<b>8,676</b>	<b>7,736</b>	<b>9,100</b>	
<b>Parent, Teacher, &amp; School Support</b>				
Donations to Community		500.00		
Educational Licenses	4,272.75	9,763.99	10,000.00	
Classroom Funds	2,478.99	2,720.96	6,000.00	
Mini Grants	8,842.60	12,999.63	11,000.00	
Supply Closet		- .00	1,000.00	
Performing Arts		979.60		
<b>Parent, Teacher, School support</b>	<b>15,594</b>	<b>26,964</b>	<b>28,000</b>	
<b>Teacher/Staff Appreciation</b>				
Staff Party/Luncheon	653.11	699.75	575.00	
Teacher Pop up Parties		548.38	1,000.00	
Sunshine Committee	2,639.91	2,622.46	2,800.00	
Teacher Appreciation Week	1,572.65	1,269.84	1,500.00	
<b>Teacher/Staff Appreciation</b>	<b>4,866</b>	<b>5,140</b>	<b>5,875</b>	
<b>PTA Administration</b>				
Accountant (NFP Tax Filing website)		41.00	41.00	
Credit Card Fees	2,817.35	3,223.04	3,500.00	
Insurance	377.00	443.00	450.00	
Misc / President's Fund	57.22	63.57	300.00	
Supplies	30.74	- .00	200.00	
Website & Tech	435.88	270.00	500.00	
<b>PTA Administration</b>	<b>3,718</b>	<b>4,041</b>	<b>4,991</b>	
<b>TOTAL EXPENSES</b>	<b>32,854</b>	<b>43,881</b>	<b>47,966</b>	
<b>NET INCOME (LOSS)</b>	<b>(16,218)</b>	<b>(18,932)</b>	<b>(21,116)</b>	