



# Louise Archer Elementary School PTA

General PTA Meeting - September 10, 2024

Call to Order: 7:03 PM

## Principal's Report - Michelle Makrigiorgos & Jennifer Condra

### • Construction/Renovation Update:

- The move to the new front office and lobby is nearing completion, with door #1 reopening on October 7th, after student holidays on the 3rd and 4th. The new vestibule and lobby will enhance the building's front section, and more details will be shared to prepare everyone for the transition.
- The furniture delivery is today, and carpeting is being installed. We're in the final phases of construction, which has gone smoothly and ahead of schedule. The last step is restoring our field and green spaces. Recently, the large dirt mounds in the back have been flattened as preparations for sod installation progress.
- It will take several months for the grass to grow in the green area, with hopes to have the field and green space restored by the end of the calendar year or January.

### • Professional Development Training

- There are 7 school days designated for teachers' professional development and planning for the new language arts curriculum in Virginia. The early release on September 3rd is at 1:00 PM.
- Many parents received an E-notify requesting their participation in a survey developed by Fairfax County, specific to our school. It's crucial for all parents to respond, particularly regarding the need for childcare from 1:00 to 4:00 PM on the first two dates in September and October. This service will provide supervision with a 30:1 student-to-staff ratio, not activities. The goal is to assist those facing hardships in getting to 4:00 PM busing. Each student requires a separate response, and while 50 responses have been received, 500 are still pending from a total of 550 students. Continued reminders will be sent to encourage participation.

### • Diagnostic Testing

- In the coming weeks, all classrooms from K-6th will begin diagnostic testing in math and reading to assess current student levels. This information will help determine placement and identify any necessary intervention or enrichment.

### • Student Rights and Responsibilities (SR&R)

- I have visited all classrooms to discuss students' Rights, Responsibilities & Expectations. My role is to ensure that everyone remains safe and follows the rules, which applies to all 540 students. Over the years, we have developed numerous expectation posters that are displayed in every classroom to remind everyone about maintaining safety and adhering to the rules.

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## Presentation & Adoption of 2023-2024 Audit - Jerry Alexandratos

- **Presentation**

- Annual financial audit conducted August 8th, 2024 to ensure compliance with treasurer and executive board work.
- Audit follows Virginia PTA's specific format to verify all numbers align.
- Required items listed should ideally all be checked off; we maintained excellent records.
- Reviewed records with the treasurer to confirm all receipts and paperwork were present.
- Overall, the audit process was smooth and the results look good.

- **Review and Approval of the 2023-2024 Audit**

- A motion to adopt the 2023-2024 Audit was proposed and seconded.
- The PTA meeting facilitator urged members to vote electronically on the 2023-2024 audit, with the facilitator and Jerry abstaining due to conflicts of interest. After the poll, 16 of 22 participants approved the audit, resulting in its passage.

## Treasurer's Report - Sabiha Khan

- **Current Status:**

- Last year's end balance was ~\$15,000
- Our goal is to spend down the balance to ~\$5,000

- **Income:**

- Total Projected Income this year is \$32,700
  - Memberships & Donations:
    - 2024-2025 Membership & Donations Projected Budget = \$7,000
  - Fundraisers:
    - Box Tops, Dining for Dollars, Original Works, Spirit Wear, LA5K, Givebacks, Pizza Bingo, Yearbook, and Read-a-thon
    - 2024-2025 Fundraisers Projected Budget = \$26,500
  - Community Events:
    - Faculty Volleyball Game, Sixth Grade Celebration/Gift, Skate Night, and Sock Hop
    - Not expected to generate income
    - 2024-2025 Community Events Projected Budget = -\$800

- **Expenses:**

- Total Projected Expenses this year is \$45,156
  - Student Support:
    - Azzara Fund, Cultural Programs, Field Trips, Reflections, Safety Patrol, and Sunshine Times
    - 2024-2025 Student Support Projected Budget = \$10,450
  - Parent, Teacher, & School Support:
    - Educational Licenses, Classroom Funds, Mini Grants, Supply Closet, and Performing Arts
    - 2024-2025 Parent, Teacher, and School Support Projected Budget = \$27,315
  - Teacher/Staff Appreciation:
    - Staff parties/luncheons, Pop-up parties, Sunshine Committee & Teacher Appreciation Week
    - 2024-2025 Teacher/Staff Appreciation Projected Budget = \$5,900
  - PTA Administration
    - Insurance, website, and tech
    - 2024-2025 PTA Administration Projected Budget = \$1,491

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- **Budget**
  - We expect a net loss of \$12,456, leaving around \$3,000 in the bank.
- **Review and Approval of the 2024-2025 Budget**
  - A motion to adopt the 2024-2025 Budget was proposed and seconded.
  - Out of 23 participants, 20 have voted, and 100% expressed approval. Therefore, the motion will pass.

## Loyalty Programs - Steve Soliday

- Visit the Louise Archer PTA website, you can find information about loyalty and rewards programs that help generate funds for the PTA. Select "Community" pull down tab and select (one of the below options):
  - **Box Tops:**
    - Transitioned to a smartphone app for easier participation.
    - After shopping, take a picture of your receipt to earn money for the school.
    - New feature to link Box Tops with Walmart accounts for earnings.
  - **Loyalty Rewards:**
    - **Harris Teeter's Together in Education:**
      - Link your Vic card to Louise Archer Elementary using code 6189.
      - Must be re-linked annually.
    - **Givebacks:**
      - Manages PTA activities and offers a program to return money.
      - Create an account to earn through online shopping.
      - A browser extension prompts earnings while shopping online.
      - In-store earnings available through linked credit cards at participating restaurants.

To maximize funds, use the linked credit card for dining out and avoid delivery services that don't contribute to earnings.

## Executive Board Presidential Vote

- Liz Young has expressed her willingness to take on this position, but she has not yet been officially elected. As this marks the first PTA meeting of the year, a motion was made and seconded to vote for Liz Young as PTA President for the 2023-2024 school year.
- Majority are in favor, the motions passes.

## President's Report & Program Announcements - Liz Young

- **Join the PTA**
  - Join online or make a donation at:
    - <https://louisearcherpta.org/join-donate/> or <https://louisearcherpta.givebacks.com/>
  - Monthly meetings rotate between virtual and in-person
  - Multiple reasons/benefits:
    1. Children Benefit
      - Research shows that children perform better when parents are engaged in education both at home and at school! Parent involvement boosts student achievement.
    2. The School Benefits
      - The PTA provides support for teachers and administrators and strives to create a positive and caring atmosphere in the school.

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## 3. Make Connections

- Get to know the teachers and staff better and make life-long friends with other parents at school!

## 4. It's Good for You

- Socializing with other parents and volunteers to do good for your child's school is fun, healthy, and rewarding. It also allows you to contribute your skills and knowledge for your child's benefit!

## • **Open Volunteer Positions**

### ◦ **International Night Co-Chair -**

- The International Night Committee organizes a cultural celebration highlighting community diversity. The event features booths, performances, global cuisine, and activities based on each country's choice. Sponsored by the Louise Archer PTA, it is managed by two chairs overseeing planning, promotion, and volunteer coordination. Community members are encouraged to sign up to help with various tasks.

### ◦ **Membership Coordinator -**

- The membership committee has several key responsibilities such as: Plan and implement a membership campaign to attract and retain members; Showcase benefits for existing members to enhance PTA value; Set achievable membership goals for the year; Create a relevant membership theme, if applicable; and Recognize and celebrate volunteer efforts and school collaborations by nominating them for Virginia PTA Local Impact awards.

### ◦ **Movie Night Committee Chair -**

- Plan the ultimate school movie night extravaganza! Select an appropriate film and obtain approval. Arrange for the rental of the movie screen and acquire the necessary license. Advertise and promote the event. Collaborate with sponsors and advertisers for additional support. Arrange refreshments for attendees. Recruit volunteers and supervise logistics on the event

### ◦ **Nominating Committee Chair -**

- This committee nominates and presents a slate of officers at the May PTA General Meeting for the following school year. Committee members should be well-acquainted with the membership and have a basic understanding of PTA operations. Their responsibilities include electing nominating committee chairperson; Holding meetings to identify suitable candidates for executive board positions and any vacant committee chair roles; Referring potential volunteers to the relevant vice presidents for committee assignments. contacting individuals to determine their willingness to serve in the nominated role; and presenting a slate of officers at the May PTA General Meeting.

### ◦ **Odyssey of the Mind Chair \*\* (Urgent Need) -**

- Help organize teams — including students and volunteer parent coaches — for the Odyssey of the Mind problem-solving competition. This program runs typically from Sep/Oct through March. The coordinator is the liaison for registering the school and providing necessary resources to families interested in participation. The bulk of the work for the coordinator is in September, gauging student and parent interest and then facilitating the formation of teams.

### ◦ **Reflections Chair(s) \*\* (Urgent Need) -**

- Chair the committee that runs the Reflections program, a national PTA arts competition. The work of this committee and its chair is primarily from September to November and includes advertising the program to Louise Archer students, setting up a digital submissions process, organizing entries and forms for community judges, recruiting (as needed) and engaging with volunteer community judges, planning an awards celebration for November, and working with the Fairfax County regional PTA for advancing top entries. In addition to 1-2 chair(s) this committee benefits from 4 members.

### ◦ **Safe Routes/Walking Wednesdays Chair -**

- Walk and bike to school events are planned activities designed to emphasize healthy habits and endorse SRTS (Safe Routes to School) programs by creating a dedicated opportunity to engage students in walking or biking to school. "Walk to School Week" has grown into an international phenomenon and is celebrated on the first Wednesday of October. October is now recognized as International Walk to School Month and is celebrated in over 40 countries by millions of walking participants; however, walk and bike to school events can take many forms, and can be held any time throughout the school year.

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- **Signup at <https://www.fcps.edu/SEPTA> Liaison (Special Education PTA) -**

- A Special Education PTA (SEPTA) is a PTA organization affiliated with the Virginia State (VAPTA) and National PTA, which specifically focuses on meeting the unique needs of special education, special needs, and disabled students and families. Responsibilities include promoting understanding, tolerance, and acceptance of children with different abilities; serving as points of contact for families interested in connecting with another parent of a child with special needs in individual schools; acting as a liaison between Louise Archer PTA and SEPTA, and promoting SEPTA involvement of LAES parents; as well as fostering connections and providing support.

- **Silent Auction Chair -**

- This role involves choosing an auction platform and event date. While no licensing is required for a silent auction, it's essential to adhere to the Sale of Goods Act when describing items and stating their value. Seek donations for auction prizes, maintain records of supporters and their contributions, and engage with past and current donors. Generate anticipation by promoting prizes on social media, prepare thank-you letters, craft descriptions, and create images for an online auction. Manage winners, distribute prizes, and communicate collection and payment details within a specified timeline. Keep comprehensive notes on each prize's earnings and popular bids for future reference.

- **Volunteer Coordinator -**

- Oversee our extensive group of general volunteers who are enthusiastic about contributing to LAES. Whenever a committee requires staffing or an event needs additional support, our Volunteer Coordinator is contacted. They then distribute the necessary information to our list of general volunteers. Also manages the Sign-Up Genius account.

- **Before / After School Activities**

- Last days to register for Before and After School Activities!
  - Registration will close for most classes tomorrow, Wednesday, September 14, at 9:00pm.
  - Activities will start September 19th and emails will go out prior to the start date for all participating families.
  - We need a few more registrations to keep the HipHop class going. Also for 5th and 6th grade parents SciOly and MathCounts information is posted for this year sponsored by Mrs. Sahai and Ms. Heltberg.
  - If you have questions, please email [programcoordinator@louisearcherpta.org](mailto:programcoordinator@louisearcherpta.org)

- **Spiritwear**

- Free shipping 9/6/24 - 9/12/24
- Visit <https://louisearcherspiritwear.com>
- It is a great way to show your Louise Archer spirit, and earn additional funds for the school.

- **How To Stay Connected**

1. Visit <https://louisearcherpta.org/> for all the up-to-date PTA-sponsored information and events.
2. Sign up for the Sunbeam, which serves as the LAES PTA's weekly email newsletter, at <https://louisearcherpta.org/sunbeam/> or contact: [sunbeam@louisearcherpta.org](mailto:sunbeam@louisearcherpta.org).
3. Find us on Facebook, the PTA's primary social media platform updated with all the current announcements and event details (<https://www.facebook.com/groups/Louisearcherpta>).
4. Signup for The News You Choose Newsletter. A FCPS subscription-based, email communication is available at <https://www.fcps.edu/>.
5. The Tuesday Folder student envelopes are sent home each Tuesday containing school information, student's papers, and homework. Flyers for school and PTA-sponsored announcements are also included.
6. The school's marquee displays the events scheduled for the month. Make sure to take a look at it while passing by.

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## Vice President's Report - Tooba Malik

- I would like to highlight the role of a liaison with Dr. Michelle Reed. If anyone is interested in joining me in this initiative, that would be wonderful. We typically meet once a month, or once every two months. During these meetings, Dr. Reed inquires about community concerns and questions, and we act as facilitators between our community and her. This could also include discussions regarding families and their needs.

## Upcoming Events

- September 25 (Wednesday): Picture Day
- September 26 (Thursday): Dining for Dollars @ MOD Pizza
- October 12 (Saturday): JMHS Robotics Team Second Annual Kids' STEM Camp
- October 12 (Saturday): Vienna Volunteer Fire Department Open House

Next PTA Meeting:

Be sure to join us **in-person** Tuesday, October 8th at 7:00pm in the LAES Cafeteria with a special guest speaker from the [National Center for Missing & Exploited Children](#).

Questions/Comments:

Comment: One suggestion is to share how the funds will be utilized when reaching out to people for donations or membership.

Call to Close: 7:03 PM