

In Attendance

Tanya Green, Chris Cadwell, Amanda Kristiansen, Nikki Maple-Reynolds, Donna Poliquin, Rosa Seda, Mindy Trzinski, Jessica Huff

Approval of Minutes

October Meeting Minutes were submitted by Amanda Kristiansen, Secretary, and unanimously approved by attendees.

President's Report - (Amanda and Chris filling in to go over announcements)

- Motion to approve the October Meeting Minutes
- November 14 Spirit Night Chuck e Cheese. 3pm-9pm
- American Education Week November 18-22.
 - Preschool Nov 20. 1:00pm
 - KDG: Nov 22 at 9:15AM
 - Gr. 1: Nov. 21 at 8:15AM (Program)
 - Gr. 2: Nov. 20 at 8:15AM
 - Gr. 3: Nov. 22 at 8:15AM
 - Gr. 4: Nov. 11 at 9AM (Program)
 - Gr. 5: Nov. 19 Times Berkey/Jennings 9:15am, Burke/Drawdy 11:00am

We are looking for volunteers each morning to man the Spirit Wear Table in the lobby.

- PTA Cookie Buffet- Dec. 18: a SUG for Baker Elves will be sent out
- PTA Movie Night- Jan. 10 at 6:30PM

Grants and Fundraising

- PTA Grants:
 - Books for each grade level, instruments for music, instructional grants for teachers. Grants Committee will meet to review all proposals. Question: Can approved grants be put up on the

PTA website? Yes, we can and also it will be in the January newsletter. There will be a link of approved grants on the PTA grants.

- **Fundraising Proposals:**

- Raise Craze: 90% funds raised guarantee possibly more if donors choose to cover their fee. 100% participation for the service part. There are no prizes. There is a kick off and culmination event. Incentives (funds raised from community partners) are not for raising money but for completing acts of service. Family service nights in place of the Fun Run. Grade level competition. or goal mark. Each grade can pick an act of kindness center- mobile hope-animal shelter, etc. This will help hit those character traits. Donation time is about 2-3 week period, but the project can be year round. Parents will be welcome to come help with the kindness event. Question- Can we get this in a different language? Answer- we are not sure, but will check.
- Test Run possibly in April during volunteer week? Mr. Cadwell noted April is quite busy with other events and SOLs will be upcoming.
- Jessica Huff has volunteered to head up Raise Craze. Possible get Heritage students involved in helping build up this event. Information was provided and further reading will be done to learn more about the Raise Craze fundraiser option.
- Mr. Cadwell does not think timing would be good for fundraiser test in April due to other events and its approaching SOLs.
- Fundraising info was provided and further reading will be done to learn more about the RaiseCraze program.

Treasurer's Report – Tanya Green

Status of Tax Forms/Submissions:

1. The IRS Form 990 EZ was completed by our CPA and mailed to the IRS this week. Per the CPA, it is due by November 15th. I sent it via UPS to ensure it arrives by the 15th. The support documentation for completion of this form went as far back as 2013, so it was a very thorough submission! Since we changed the way we receive the fundraising donations this year, we will not need to complete this same form next year. We will be under \$50,000 in Gross Income, therefore, we can return to completing the very simple one page 990 Postcard. This will not require the CPA.
2. The CPA also confirmed that we will not have to retroactively complete the 990 EZ for 2017-2018 since the IRS views the Gross Income as an average across 3 years so we are ok for that year.
3. Per the Work Order with White Lotus Consulting (CPA) executed 9/5/19, I will mail her check for \$340.00 this week for services rendered.
4. The completed IRS Form was submitted via email to the VA State PTA on 11/11/2019 and they confirmed email receipt.

PTA Membership/Officers Information:

1. All PTA dues are paid up to date with the VA State PTA. The most updated PTA Membership List was submitted to the VA State PTA today, 11/12/19 via email.
2. The VA State PTA has moved to an electronic "Member Hub" Portal to collect dues, membership data, etc. There is supposed to be a Membership Committee Chair available to handle all items related to

Membership. Perhaps we can put a request out now to see if we could bring someone on who could start working on this so we can have everything set up by next year.

3. We were supposed to submit to the VA State PTA a list of our Officers for this school year. Since we only have 2 (Amanda and I) I am going to email my contact over at the VA State PTA and give them notice of this and see if there's anything else we need to document. Bonnie confirmed for me that she is not on the Board as an Officer, she just wanted to help out as she was able to do so. This would be a task normally for the President/VP.

Spirit Wear:

I will pay the \$215.00 Spirit Wear order this week for Holton Design for the special orders that have come in since the beginning of school. I believe we will not place any additional Spirit Wear orders this year since we have a very large supply available for purchase.

Bingo Night Sales:

After expenses, *we have \$947.28 to present to the teachers for Bingo Grants.* We can round that up to \$1000.00 to make it even if we agree. The breakdown of Income and Expenses is included on the attached budget worksheet on the "Bingo Nights" tab. I'd also like to give the teachers gift cards to use to purchase their items rather than place the orders if I may to simplify the process, so let's discuss tomorrow please.

Monthly Recon Reports:

As of 10/31/19 there was \$16,332.68 in the Checking Account per the attached Banking Statement. Records have been fully reconciled for October. Per the attached budget sheet, we have **Income of \$6702.06, and Expenses of 12,007.80.**

Lounge Update from Mindy:

- Painting the lounge- 5 Star painting will be painting our lounge for free with advertising from us. They are looking at November 23rd to paint. We will know by the end of this week if this date will work for 5 star. The school is purchasing the paint, fabric for the bulletin boards and some other decor.
- Designs by Debbie Jo will be designing the lounge for free over Spring Break. We need some money to purchase materials. Maybe use the Fundraising money from Spirit Night?
- Mindy is drafting a letter so we can reach out to business for donations to help with this project. Businesses who donate will be recognized on a plack, facebook, website, news outlets.
- Tanya proposed that we use the spirit night money up to \$1500 for this makeover. It was passed unanimously that we will be using Spirit Night money up to \$1500 for the lounge makeover.
- The school is purchasing the paint, bulletin board and some other décor for the room.

Principal's Report – Chris Cadwell

1. Cool Pops- great turn out for our Kick Off Night and Cool Pops are already volunteering! Contact the school office or Kim Hart if interested in joining
2. Talent Show- 2/28/20 at 6:30PM. Mr. Cadwell will reach out to parents who had initially volunteered to help for a brief meeting in December. Would like to have info go out by mid January to families. We will also see if students from HHS can help with logistics.
3. MSAAC Monthly Update (from our rep):
*Beginning this month, the LCPS Director of Equity, Ms. Lottie Spurlock, provided a LCPS Equity update on professional learning, student support, Social-Emotional Learning and engagement opportunities extended by LCPS to MSAAC.

*MSAAC hosted a panel to discuss the LCPS Equity Assessment. Assessment made recommendations for creating equitable opportunities for students in LCPS.

*Equity website launched

4. Upcoming Dates:

11/18--AEW

11/22—Make Up Picture Day w/Lifetouch

11/27-29—Thanksgiving Holiday

12/2-6---Book Fair—info coming home wk of 11/18

12/18---Cookie Buffet

12/20—Sing Along 1:45

12/23-Winter break, school resumes 1/6/20

Next Meeting

January 14, 2020 at 6:30pm Cool Spring Elementary Library

Motion to adjourn was made by Amanda at 5:30pm and was passed unanimously

