**Meeting Agenda**

PTA: Hutchison Farm, General PTA Meeting

Date: June 7, 2016

Time: 7:00 p.m.–8:30 p.m.

Present:

Amena Khan Kellie Regan

Marhia Lawing Amy Miller

Jenny Pittman Jeanie Weathington

Jenn Kaskas Bart Weathington

Jay Lawing Megan Callahan

Carlene Lydic

I. Call Meeting to Order - 7:07pm

II. Approval  of  the  Minutes for May 2016 - first motion to approve - Amena; second motion to approve - Kellie. Minutes for May 2016 approved.

III. Reports of Officers

* Principal’s Report
  + Thank you Amy for all the work with Relay for Life
  + Thank you Jay for another successful year of Mileage Club
  + The 5th grade chorus performed at Freedom H.S. and they did a fantastic job
  + The 1st graders had their end of the year luau, which was great
  + The 2nd grade had their spelling bee
  + The DARE graduation was very nice - the Dulles South police captain spoke and some of the kids shared essays
  + On June 10th, 20 kids will be going with Mr. Lansdowne to Parkview H.S. for Play 60 activities
  + There was a little mis-communication with the volunteer breakfast, so not everyone was notified that it was taking place. Administration thinking about doing something differently next year.
  + The 5th grade promotion will be on June 13th
  + June 14th - 5th grade/staff basketball game
  + Camp invention will take place at HFES June 20-24
  + There will be a few staff members leaving HFES at the end of the year - Nellie Adams (since we are under 800 for enrollment, the administrative intern position was eliminated. Schools with 800 or more are moving to a Dean format). Nellie will be going to another school to teach 4th grade. Kindergarten Assistant, Ms. Stein will be getting married and pursuing a different career; Special Educator, Michelle Cahill will be moving out of the area and expecting a child in August; 5th grade teacher, Holly Melko will pursue studies in counseling/psychology; 3rd grade teacher, Ms. Beacher will be staying home with her newborn baby, and 2nd grade teacher, Ms. Carrig, will be getting married and moving to Charleston, SC. We will miss all of them, and wish them the best of luck!
  + Things to do over the summer to keep up with learning - read, read, read! The library has a summer reading program. Write back and forth to your kids, or have them keep a journal of what they do over the summer.
  + Aug 25th - Back to school night (parents only)
    - 6:00pm - 6:45pm (3rd - 5th grade and AM Kindergarten)
    - 7:15pm - 8:00pm (1st, 2nd, full day and PM Kindergarten and pre-school)
    - 3 early childhood classes will be at HFES next year; 2 full day kindergarten; 3 half day kindergarten classes (don’t know which will be am or pm)
  + Aug 26th - Open House
    - 9:00am - 10:00am - 1st - 5th grade
    - 9:00am - 9:30am - AM Kindergarten, preschool
    - 9:30am - 10:00am - PM Kindergarten, preschool
  + Aug 29th - First Day of School!
* Treasurer’s Report (Marhia)
  + We have $12, 577.33 in the bank right now
  + Still have some outstanding checks that need to be deposited and cashed
  + Everyone needs to submit their check requests by June 17th and cash any checks by June 24th, so we can close out our books by June 30th
  + Audit will take place in July - need an audit committee (3 people) or need to hire someone to do it. How much would it cost to hire someone?
  + We will most likely have approx $15k surplus after everything has been deposited/cashed. We like to carry over about $8k-$9k, so we will need to decide what to do with the extra funds
* Fundraising (Jay)
  + What is left for the year?
    - Nothing left for the year. Planning Boosterthon event for the beginning of next year.
* End of the Year Surveys (Jenny)
  + Reviewed results of all 3 surveys (parent, teacher/staff, students). Basic theme of the parent results were that people did not have time to volunteer or attend PTA meetings. Jenny will put together more detailed results.
* New Board Member for the 2016-2017 year - According to bi-laws, election of new board members only needs to involve the Exec board. But in an effort to be transparent, we wanted to involve the general membership. Jenn called for a vote for Megan Callahan as the new Recording Secretary. All in favor - all said yes. No objections. Megan was officially voted as the Recording Secretary for the 2016-2017 school year. Welcome aboard Megan!

VI. Reports of Coordinators

1. LCPS
   1. LEAP (Stephanie Holt) - no report
2. Programs

* ASEP:  (Richele)
  + Richele will be moving. Aisha R will remain assistant coordinator.
  + Jenn met with Richele to plan for next year. Apparently, we have been doing things a little incorrectly with regards to the teacher classes.
  + Need to confirm with Susan that she will be the coordinator
  + Picked out more vendor-led classes; more variety; more geared towards the younger kids
  + Keeping registration the way it is
  + Parents will pay teachers directly
  + There will be a fee added to the vendor-led classes
* Assemblies (Thermaliz)
  + Thermaliz will continue on next year; Thank you!
  + Nothing new to report
* Box Tops (Jenny Manning) -
  + Will not be continuing on next year, need to find a replacement
  + There needs to be more excitement/contests, etc.
* Membership/DDC (Paige) -
  + Will not be continuing next year, need to find a replacement
  + Megan will be the coordinator next year
* Mileage Club (Jay) -
  + Would like to continue discussions on changes over the summer
  + End of the year breakfast went really well
* Mighty Huskies (Rob)
  + Will continue as coordinator next year
* Odyssey of the Mind (OotM) - (Melvin)
  + No report
* Recognitions/Awards (Alice) -
  + VA Lottery Super Teachers -Among winners recognized, a Loudoun County Elementary School teacher from Sugarland Run was recognized (5th grade teacher)
  + Want to keep this award in mind for next year, along with other award opportunities, like the Agnes Meyer award
* Retail Contributions Program (Aisha)
  + Received $1500 from Giant
* Dining Nights (Amy O’Hearn)
  + Tonight -June 7th Dairy Queen, 5:00-8:00, must mention or bring flyer
  + Received $44 from Panera dining night
  + Amy will not be continuing next year - thank you Amy for all your hard work!
* Spirit Wear (Wendy) -
  + Will not be continuing next year, need to find a replacement - thank you Wendy for all your hard work!

3. Events

* 1. Teacher Appreciation Week (Sherry)
     + Will continue to be coordinator for next year!
     + “It was terrific” - Carlene
  2. Cultural Night (Maha, Aji) - nothing to report
  3. Parent's Night Out:
     + Would like to reinstate this program for next year; Need a coordinator
     + Nothing new to report
  4. Bingo: will need Coordinator for next year - nothing new to report
  5. Relay For Life of Loudoun County (Amy) - Was held on May 21st
     + Jenn has t-shirts for those that participated
     + Raised almost $2800; we had 16 participants
     + The teachers thought it was a good event, and already started talking about what they can do next year
     + We would like to be able to talk to the students more about the race

VII. New Business

* 5th Grade Promotion (Christina & Lynda) - nothing to report
* Boosterthon Fun Run - Thursday, September 22nd
  + Teacher Meeting- September 1st at 3pm in library
  + September 14-21st - team days
  + Pep rally on Sept 13th
  + “Backyard Box Office” theme
  + Deciding whether to keep the same name for the fun run
  + Haven’t decided what the funds will go towards - still need to make a plan for this
* Stone Ridge 5K - Will no longer be held for the upcoming year.
* VA PTA Annual Leadership & Training Conference - July 14-16 in Richmond, VA
* General discussion about future PTA meetings
  + What is the purpose of the general membership meeting?
  + Have a ‘state of the union’/webinar type meeting?
  + What does the general membership want from the meetings?
  + Possibly have a specific topic each month (only 1 or 2), so the meetings aren’t long.
  + One idea: 6:30pm - 7:00pm - have general overview of what’s going on/coming up. After that, people can leave if they want, or stay to listen to the rest of the coordinator updates/info.
* Coordinator Positions open for next year (work in progress):
  + MSAAC
  + SEAC
  + ASEP
  + Box Tops
  + Open House Teacher's Luncheon
  + Spirit Wear - may potentially have a coordinator, nothing definite yet
  + Membership/DDC
  + Winterfest
  + Parents Night Out
  + Bingo
* We have a new Reflections coordinator for next year! YAY! Her name is Cathleen Maloney

Meeting adjourned - 8:31pm