



**Chesterbrook Elementary PTA**  
**Every Child. One Voice.**

1753 Kirby Road, McLean, VA 22101  
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**PTA General Meeting**  
**Tuesday, January 17, 2017**

Date of Minutes: January 17, 2017  
Type of Meeting: PTA General Meeting  
Purpose of Meeting: Officer Reports; Committee Reports  
Time of Meeting: 9:00 a.m.  
Adjourned: 10:23 a.m.  
Location: Cafeteria at Chesterbrook Elementary School  
Attachments: Agenda; Statement of Net Income (Loss) for Period Ending December 31, 2016; Attendee Sign-In Sheet  
Summary: Officer and Committee Reports

**WELCOME / INTRODUCTIONS**

Courtney Brown called the meeting to order at 9:00 a.m. Approximately 10 members attended the meeting (based on visual count).

**OFFICER REPORTS**

**President:** Courtney Brown announced that she and Natasha Haubold are working on migrating the Chesterbrook PTA website to a new vendor and server, and they hope to have the process completed soon. Lavina Colaco requested that they verify that all funds have been successfully processed through the old vendor before the switch is complete in order to avoid missed or dropped payments.

Courtney reported that she is working on establishing a committee to investigate converting from a PTA to a PTO. She also reported that she would be forming a nominating committee for officers for the 2017-18 school year.

**President Elect:** Natasha Haubold requested that materials for the Courier be submitted in a timely manner and reminded everyone that submissions are due each week on Tuesday. Courtney Brown suggested that they set up a regular email reminder to the PTA board regarding the submission deadline.

Natasha reported that she is collecting suggestions for ways to facilitate and improve communication between parents and staff. Natasha suggested an online question box on the Chesterbrook website as a possible example. Alicia Plerhoples suggested the possibility of Principal Fuqua and the teachers holding office hours for parents. Courtney Brown suggested that the PTA draft a parent handbook with information about appropriate communication expectations as well as various school procedures (e.g., kiss and ride). Courtney suggested parents brainstorm ideas so that the PTA can bring them to Principal Fuqua for approval.

**Treasurer:** Lavina Colaco reported that the Fall Book Fair numbers are final and the event beat its budget projection. Lavina also reported that the PTA has earned another \$600 from the Amazon.com School Rewards program and that this amount likely does not include holiday purchases.

**Secretary:** Rachel Farrell reported that the minutes for the December meeting are final and ready to be posted on the PTA website.

### **STANDING COMMITTEE REPORTS**

**Fun Fair:** Rebecca Hunter reported that the Fun Fair Committee has decided on a logo. She also reported that they have located a sponsor who has offered to pay half of the cost of the bags, and that they will seek a second sponsor to cover the remainder of the cost. She announced that they still need a co-chair for signage and decoration, and that Ms. Jennings still needs a partner for coordinating the teacher baskets.

### **SCHOOL REPRESENTATIVE REPORT**

**Principal's Report:** Principal Fuqua participated in the discussion and took questions. The substance of his remarks will be addressed in his next Principal's Byline.

### **ADJOURN**

A motion was made to adjourn the meeting (L. Colaco) and seconded (P. Lewyn). The motion passed unopposed.

Meeting adjourned at 10:23 a.m.

Rachel Farrell, PTA Secretary

The minutes were:

Approved as submitted

Approved as corrected

Date: January 27, 2017