



Chesterbrook Elementary PTA
Every Child. One Voice.

1753 Kirby Road, McLean, VA 22101
(703) 714-8200

PTA General Meeting
Tuesday, November 15, 2016

Date of Minutes: November 15, 2016
Type of Meeting: PTA General Meeting
Purpose of Meeting: Officer Reports; Committee Reports
Time of Meeting: 9:00 a.m.
Adjourned: 10:07 a.m.
Location: Cafeteria at Chesterbrook Elementary School
Attachments: Agenda; Statement of Net Income (Loss) for Period Ending October 31, 2016; Attendee Sign-In Sheet
Summary: Officer and Committee Reports

WELCOME / INTRODUCTIONS

Courtney Brown called the meeting to order at 9:12 a.m. Approximately 20 members attended the meeting (based on visual count).

OFFICER REPORTS

President: Courtney introduced Laura Faino to discuss Graham Road Elementary School. Laura explained that Graham Road is an elementary school in Falls Church that Chesterbrook has adopted as a buddy school to help fill their students' unmet needs. This fall Laura successfully collected donated clothing, including clothing from Chesterbrook's 2015-16 lost and found, for Graham Road students. Subsequently, Laura met with Graham Road staff to solicit suggestions for further ways that Chesterbrook could provide help. They suggested donated holiday gifts. They already have some community partners for this effort but they still have unmet need. Graham Road sets up a store where parents can shop, free of charge, for donated toys. The goal is one toy per student, but they have not previously achieved this goal. This idea was well received by the meeting attendees. Natasha Haubold suggested that Laura contact Graham Road for specific gift ideas and parameters to ensure that the

students receive appropriate and desirable gifts. Lavina Colaco suggested that the PTA incorporate this effort into the service projects that Chesterbrook classes undertake as part of their winter parties.

Fundraising: Heather Heil introduced Kimberley Wells to report on the Chesterbrook Fall Book Fair. Kimberley reported that they had a very successful first day and that the Saturday event was very well received. She indicated that volunteers are still needed for Wednesday and Thursday and for the pizza night event.

Heather introduced Rebecca Hunter to report on Fun Fair. Rebecca requested that Courtney Brown make sure that no after school activities are booked that would conflict with Fun Fair set up. Rebecca reported that she still needs parent volunteers for games, signage/decoration, and ticket sales. She further reported that she is working on a theme for 2017 Fun Fair. She proposed "Flags of Fun" to demonstrate all of the countries that are represented at Chesterbrook. This idea was well received by the meeting attendees.

Heather reported that the PTA is actively working to encourage donations to Friends of Chesterbrook. Courtney explained that the PTA will send out flyers with pencils taped to them to solicit contributions. Courtney also explained that she will hang the thermometer marketing banner in the Chesterbrook lobby.

Heather discussed the need to increase grocery card registrations. Elizabeth Sotos explained that Safeway no longer participates and that Chesterbrook families need to renew their card registrations each school year.

Finally, Heather and Courtney reported that the first Family Fun Night, Bingo Night, is coming up on Friday, October 18.

Membership: Elysha King reported that the PTA has 305 members so far this year, which is ahead of last year's total membership number. She explained there will be one final push for membership before the December 2 restaurant gift certificate drawing. Elysha also reported that school directories will be coming home with students this week.

Treasurer: Lavina Colaco reported that the PTA has earned over \$500 from Amazon sales this month and encouraged everyone to spread the word about this easy fundraising opportunity. Lavina further reported that teacher stipends have been distributed. Lavina explained that Fall Fundraiser financial numbers are almost finalized and that the event had a profit of over \$1800 and surpassed its budget projection. Lavina reported that Spirit Wear sales are going well and that Fall Book Fair first day sales were impressive. She thanked Jen Brandely for her help with Book Fair finances. Finally, Lavina reported that the PTA taxes have been finalized and will be postmarked today.

Secretary: Rachel Farrell reported that the minutes for the October 4, 2016 meeting are final and ready to be posted on the PTA website.

PRESENTATIONS / NEW BUSINESS / MOTIONS

Courtney Brown reported that school picture make up day is coming up. She explained that this year parents will not have the opportunity to review photo proofs prior to

ordering.

Courtney reported that all parent email addresses from the A to Z Directory have been imported into the Chesterbrook Courier distribution list. She explained that the Courier survey results indicated that parents prefer weekly electronic PTA newsletters. A meeting attendee inquired about whether the PTA could use the Remind app to send information to parents.

Lavina Colaco reminded meeting attendees that the fourth grade teacher happy hour will be held after school today.

ADJOURN

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

Meeting adjourned at 10:07 a.m.

Rachel Farrell, PTA Secretary

The minutes were:

Approved as submitted

Approved as corrected

Date: November 25, 2016