

Banneker Elementary School

PTO Meeting Minutes

September 15th, 2021 9 AM

Attendees: Meaghan Stevens, Cy Acord, Kristin Phelps, Melanie Blankenship, Susan Strong, Robert Carter, Ganit Pricer, Kimberly Harris, Megan Bloom, Megan Rafalski, Brenda Taylor

President's Report: Cy Acord

Welcome to the PTO! Everyone with a student at Banneker is a member and unlike a PTA, being a part of the PTO is free.

State of the PTO from 2020-2021

- Fundraising from 2018-2019 carried the PTO until now. Due to the pandemic, 2020-2021 wasn't the right time to continue fundraising.
- Traditionally a PTO board is elected for the upcoming school year in May. Because of the pandemic, this was not possible.

Elect 2021-2022 PTO Board

Nominees:

- President: Cy Acord
- Vice President: Kristin Phelps
- Treasurer: Melanie Blankenship
- Secretary: Susan Strong

Susan called for additional nominees.

No other nominees were identified, so it was motioned to vote on the proposed board.

Nominees were elected to the 2021-2022 PTO Board unanimously.

PTO Activities for 2021-2022

- Fundraisers:
Forget It Fundraiser – \$2,025 in just a week! Goal is \$5000. Ends on 9/22.
Spirit Wear – 24 shirts have been ordered.
Banneker Blossoms – flyers to be distributed for the sale of daffodil and tulip bulbs at the end of September. Orders should be distributed to families by the end of October.
Spirit Night – Monk's date TBD
Original Works – Order forms should be going home to families in November with products received by Winter Break.
Election Day Bake Sale – November 2nd. It's a Banneker tradition and well-received by the community. The PTO is looking for a Bake Sale Coordinator.
Turkey Trot – November 23rd
Read-a-Thon – March 2022 - tie it to Read Across America Week.
- Events:
Fall Festival – October 1st
 - o Event will be outdoors and free to Banneker families.
 - o Fun Fair was cancelled in 2020 and the PTO is able to reuse the games for this event. The goal is to keep the event simple with activities like a cake walk, kickball game, cotton candy, and pre-sale pizza orders.
 - o Susan to create/distribute flyer, identify volunteers, and submit Facilities Use Form.

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- o Mrs. Stevens said that it will be the week of the Scholastic Book Fair and the Fall Festival would be a great opportunity for families to shop the event.
- o Megan suggested hosting a silent auction and volunteered to gather items or work with teachers to create auction baskets.

After School Enrichment – due to a revised LCPS policy on how teachers are paid for after school enrichment, the PTO needs to research and understand the policy before activities are planned.

Ganit suggested that the PTO host a Halloween Party at the end of October. It was discussed as an idea for the 2022-2023 school year.

Middleburg Parade Float – December 4th Mrs. Lynch will continue to work with students to create the Holidays Around the World Float. The Taylor family built a float for the 2019 parade and they are willing to let the PTO use it again. Susan will register the float and begin communications regarding the parade and candy collect in October.

Teacher Giving Tree – December

International Food Night – January

Teacher Appreciation Week – May 2-6

Pastries for Parents - Spring 2022

Field Day – June 2022

End of the Year Picnic – June 2022

Volunteer Report: Kristin Phelps

There are several vacant coordinator positions that the PTO would like to fill:

- Room Parent Coordinator
- Election Day Bake Sale
- Turkey Trot
- School Board Liaison
- Banneker Blossoms
- Room Parents Grades K-5
- Pastries for Parents
- After School Enrichment
- Bulletin Board

2021-2022 Budget Review: Cy Acord

The 2021-2022 budget was reviewed with all members present. All line items were discussed, and no modifications were suggested. However, it was identified that the school was able to renew the IXL software license through 2022 which removes \$2175 from the total expenses for this school year. With the IXL license covered through 2022, it was noted that if the current board reaches all fundraising goals, the PTO Board for 2022-2023 would begin the year with a very modest budget of approximately \$2200.

To request a copy of the budget, please contact the PTO at bannekerpto@yahoo.com

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Treasurer's Report: Melanie Blankenship

The current balance is \$5384.74,

SEPTEMBER 2021 FUNDS REQUESTS

Requestor	Amount	Description	Status
PTO Operational Cost	\$769	Organization Insurance (PTO Today)	Approved
PTO Operational Cost	\$25	VA State Corporation Commission	Approved
Mrs. Holdsworth	\$225	ESGI	Approved
Ms. Allen	\$225	ESGI	Approved
Mrs. Shanholtzer	\$330	Camp Highroad	Approved
TOTAL EXPENSES	\$1574		

Balance After Approved Funds Requests: \$3,810.74

Principal's Report: Robert Carter

- Banneker is ready to welcome volunteers back into the school with some limitations.
- State of the Schools
 - o 2019 Banneker was identified as a "Continuous Improvement School"
- Banneker grew in 2021-2022 – 2 teachers in every grade level, except 1st grade which has a classroom assistant.
- Parking lot is too small for new employee numbers. Banneker is scheduled for parking lot and bus loop upgrades.
- HVAC upgrades (\$3.4M) were on-going this summer which delayed other projects.
- Banneker is tracking student groups in order to improve contact tracing.
- School board is planning to reduce quarantine time for students exposed to COVID. Based on statistics, they plan to initially drop the quarantine to 10 days and eventually 7.
- If a teacher is quarantined, they would teach from home and sub would be in the classroom.
- Banneker is still looking to hire a Cafeteria monitor (2 hours). PTO will create a Sign-Up Genius to bring in volunteers for the monitor position until someone is hired. SUG Monday 9/20 – 10/1 10:50 – 12:50.
- Funding Updates – New sign Banneker for Snake Hill Road has been purchased. VDOT needs to approve the placement. Need a permit for the sign.
- Banneker is currently maximizing classroom and building space to accommodate all student learning needs, but ultimately needs an addition as the school continues to grow.
- A storage shed is needed for PE equipment. The basement can no longer be used for storage and there is no more space on the stage. Currently, a pod is being used to house the equipment from the basement, but it is only leased for the HVAC construction project. If the school purchases a shed, the school must use LCPS contractors and the estimate is approximately \$12000.
- Best way to reach Mr. Carter is by phone.

Secretary's Report: Susan Strong

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- Communications: PTO Email List is being developed. Approximately 20 new families have signed-up.
- The PTO will use bannekerpto.com and Facebook to communicate events and needs, so please join our private FB group or check our webpage.
- Harris Teeter Together in Education (School Code **6375**).
- Amazon Smile.
- Box Tops final collection due 9/30.
- Meeting Minutes will be posted on the webpage.
- No Directory for 2021-2022 cost is prohibitive. Families can connect via Facebook.

PTO Meeting Dates:

- 10/20 – time and location TBD
- 11/17
- 12/15