

PTA Meeting Notes

09 November 2022 / 6:00 PM / ZOOM

Attendees

Margaux, Bhavna, Norah, Mary Claire, Marni, Chloe, Jean, Jon, Chuck, Chi, Emma, Lindsay

Agenda

1. Gathering
2. Holiday Tree Sale Update (Mary Claire York)
3. Principal's Report (Norah Lycknell)
4. Treasurer's Report (Laura/Chuck)
5. November 30 Community Meeting (Bhavna/Margaux/Norah)
6. Faculty Appreciation Plans - Holidays (Bhavna/Margaux/Norah)
7. Upcoming Events (can drive, skate night, Labyrinth game night) (Bhavna/Margaux)
8. Recap of Soccer/Halloween (All)
9. Wrap-up/Priority Action Items

Notes

- **Holiday Tree Sale Update.** Trees secured from two suppliers; Due to higher prices overall, sale will include more larger trees—half of the inventory will be 7-8 feet. As in pre-COVID times, will have additional crafts/booths (including kindergarten crafts, Jefferson table, etc.) to pull in more traffic. Tree stands are in the basement storage room; working with other committees (gala, picnic) to get the storage room organized; still looking for card readers.
 - Trees will be delivered 11/30 - night of community meeting. **Help needed with unloading;** older kids (Grades 3-5) can help with parental supervision.
 - Many are volunteering, but more **help needed, especially for committee leadership.**
 - Promotional under way: website going live this week; Will work with admin to get out word via listserves, social, etc. Shelby Hunt in charge of media/PR, with Erika Stanley taking over moving forward; Reaching out to Hill Rag, Clock out DC. Facebook (New Hill East). MOTH, etc. **Looking for connections to local bloggers/etc.** Will distribute standard flyers with zip ties; flyers will use the phrasing “first weekend of December” so flyers can be reused year-to-year. **Need PTA liaison to post on Brent social media.**

- **Principal's Report:**
 - Tomorrow (11/10) is a big day: first all school, in-person morning meeting (first since COVID); club day (6 sessions, rounds of 3). First assemblies post-COVID: Molly Ellis (JBAB, teacher, parent) will do readings for ECE + K, 1-5th classes. NO uniforms. Make-up picture day. Marni to take pictures. Students are allowed to bring Pokemon cards to Pokemon clubs.
 - End-of term showcases held last week; students have shifted to second term specials.
 - Faculty working on a new report card format provided by DCPS. Will go over new format in the 11/30 community mtg.
 - Enrichment information going out in next week's Tues News.
 - Aftercare registration update: Higher number of kids have signed up for 5-days of aftercare with the new provider than had signed up for 5-days previously.
- **Treasurer's Report.** October numbers aren't final, but inflows from the past month include: \$7K of sponsorships; \$3K supply/field trip fees, \$680 raised at soccer night. Expenses: \$12K for Christmas trees. Aiming for \$60K profit.
- **November 30 Community Meeting** agenda will include the new report card format, upcoming events, and aftercare. Food/childcare provided. Leftover time can be spent supporting the tree sale/delivery.
- **Faculty Appreciation Plans - Holidays.** PTA will spearhead a general collection December 5-16. Donations will be pooled, distributed evenly among faculty as gift cards. **Send save-the-date email through room parents now;** formal fundraising will open December 5 (after tree sale).
 - Last year there was some confusion about how much was collected and how much was distributed. Chuck/Laura have been tapped to **create language around the collection** - evenly distributed; any surplus will be reserved for spring faculty appreciation.
 - Parents/kids can make something personal for teachers. Words of affirmation appreciated!
- **Upcoming Events.** Planning for monthly community events.
 - **Can Drive.** (November). Three different cans: green beans (floor 1), cranberries (floor 2), yams (floor 3 and trailers) will be donated to a food bank. Meg Shapiro from Compass Realty is asking for kids to write cards to accompany gift cards for Thanksgiving baskets.
 - **Labyrinth Game Night.** (December or after?) Chi reaching out to Labyrinth to explore potential dates, collect information and go from there.
 - **Skate Night** (January). Repeat of last year's skate night at Canal Park, partnered with Wise Guys.

- **Recap of Soccer/Halloween.**
 - Positive feedback on soccer night. Coach David sent a debrief; felt it was very successful; willing to do it again in the spring. In future, consider: separating parents/kids; setting aside pizza for coaches, teams, etc; signs to help audience know what was happening (finals/semi-finals, etc.); prizes for 2nd/3rd place other teams.
 - Grade-level Halloween events were well-attended, if a little chaotic. In future, consider: better communication re: allergy issues (either make events nut-free or let parents know the events aren't nut-free); space out events so not all on same day.
- **Next quarterly school merchandise items.** Putting together new merchandise items. Options include: athletic pants, Brent [beanies](#). **Review options at [Customink](#).**
- **Other issues:**
 - A couple of parents have expressed surprise that Brent does not offer languages (Spanish, Chinese) as a special. Is there a plan to consider that?
 - There is a long history. Brent has offered languages in the past (and for a time DCPS required), but changed because it's so difficult to sustain. Once a week isn't enough; kids don't like it, they have to go over and over same materials. Would need to be 3x a week and require 2-3 teachers. So, raises question: What 2-3 positions would we cut from our budget to allow for that? Happy to re-engage at budget time to look at this and discuss trade-offs.
 - Discussion around how to help families, including new families, figure out non-Brent after school activities. Utilize Brent Buddies? Compile and circulate a list? Put together a broader FAQ, including things like where to order uniforms? No decision taken.
 - Two dead rats were found on campus, in the front yard and playground. DCPS pest control is very responsive. Ms. Diggs is missed.

Action Items

1. Continue Tree Sale promotions, including on Brent Social, announcements through PTA
2. Circulate Can Drive information
3. Create and circulate save-the-date language for faculty appreciation (Chuck/Laura)
4. Finalize seasonal merchandise options

PTA Meeting Notes

14 December 2022 / 6:00 PM / ZOOM

Attendees

Margaux, Bhavna, Norah, Mary Claire, Marni, Laura, Tara, Jean, Jon, Lindsay

Agenda

1. Gathering
2. Holiday Sale Report
3. Principal's Report (Norah Lycknell)
4. Treasurer's Report (Laura/Chuck)
5. Presidents' Updates (Bhavna/Margaux)
6. Labyrinth game night (Tara/Chi)
7. Website updates (Jon/Norah)
8. Lost and Found/Uniform Swap (Lindsay)
9. Wrap-up/Priority Action Items

Notes

- **Holiday sale** was a great community event, with participation from the honors choir, Brownie troop, Jefferson Middle School (raised over \$1K), Santa and others. Numbers are still being finalized, but ~\$40K revenue anticipated, including \$100 from Santa visits, \$300 from kindergarten ornaments, and \$450 from Girl Scouts. Though there were fewer volunteers than in past years, they willingly stayed longer; regrettably (and atypically) 6-7 people who volunteered to help did not show up. A few things helped with the bottom line: all remaining trees were offloaded to a garden center and neighborhood signs will be re-used next year. Going forward, Brent has secured a new tree supplier and several new people have signed up to join the committee, though some specific skill sets are still needed. Lesson learned: need more heavy lifters for the Wednesday evening unloading.
- **Principal's Report.** Aftercare email went out, with an 81% open rate. Enrichment catalog is being finalized and should be set out this week. Next week, 12/22, will be PJ day, all-school morning meeting, and club day.
- **Treasurer's Report.** Numbers from November, typically a slow month, are complete. Between the holiday sale, teacher fund, etc. December is expected to be huge. So far, we've raised \$9,747 for faculty appreciation from 97 unique donors to date; over \$17K for

school activities/sponsorships with more expected; and \$1600 as a pass-through for the school play. Waiting for Holiday Sale figures to hit the books.

- Observing that revenue is lower than last year and people are taking longer to donate.

- **President's Updates:**

- **Faculty Appreciation Plans - Holidays.** \$150 Amazon gift cards/checks, as per preference of individual faculty, will be distributed next week. Families are encouraged to write individual cards/notes. Next week, Bhavna will put treats, maybe coffee and cookies, in the faculty lounge or in boxes; **reach out to Bhavna to help.**
- The **Annual Fund** will take place from February 28-March 17. **Planning will begin in the new year.** Last year, PTA raised \$94,781; this year's goal may be \$100K or higher. (Largest ever haul was \$130K, when the fund was tied to the goal of getting more faculty in classrooms.)
- **Skate Night:** Aiming for mid-January/February at the Canal Park skating rink.
- **File organization:** **Lindsay to organize PTA files**/documents on a shared PTA google drive so future PTA boards have a reference point and records from past events. Internal PTA calendar is [online here](#).
- **Labyrinth Game Night** will be held Friday, 1/20, at 6 pm at American Legion. There will be a bar from grown-ups and pizza for purchase, raffle and game swap. Sign-ups went out in Tues News and registration closes January 3; Labyrinth needs numbers and ages of kids to plan for staffing. (So far, 33 people - 18 students + parents from 9 families). Given the tight registration deadline and the winter break, **need room parents to send out game night registration details.**
- Updates to the **Brent Website** are underway. Faculty/teachers working on text. Pictures are in. Jon has redesigned the template for each faculty member and needs an updated list of faculty and staff. Norah and Jon to coordinate directly.
 - Marni has lots of photos, but the challenge is figuring out which kids can be featured on the website, and which cannot. Norah to share class pictures so Marni can **create a "do-not-feature" library.**
 - Gala committee will coordinate with Jon to put information on the website; tagged to the PTA page with a link on the main page.
- **Lost and Found and Uniform Swap** (January - February 9).
 - **Lost and Found** items left after 12/15 will be donated to Corie Colgan, who is collecting items for the DCPS students who were brought to DC from the border. Bhavna to **facilitate donations**, with support of Jessica Champa who will pick up and launder items. Lindsay to continue updating the [online gallery](#) periodically in the new year.

- **Uniform swap** will kick-off in January. Items can be dropped off on Fridays, and will be sorted and made available for a swap from February 9-15 (at the 2/9 community meeting, Friday drop-off and at Lion King performances). **Volunteers needed.**
- **Other issues:**
 - **Class breakfasts:** Norah reports that people are enjoying it; getting what they need. Suggestion to **compile a list of tips to share with upper grade room parents.**
 - Putting together new **merchandise items.** Options include: athletic pants, Brent [beanies](#). Review options at [Customink](#).
 - Planning an **in-person PTA board gathering** in the New Year; maybe for the January board meeting.

Action Items

1. Distribute faculty gift cards and treats in faculty lounge. (Bhavna/Margaux)
2. Begin planning Annual Fund (January) - (Margaux)
3. Organize PTA files on google drive (Lindsay)
4. Room parents to send out Game Night announcement (Bhavna)
5. Website punch list (Jon)
6. Create "Do not feature" photo library (Marni)
7. Donate unclaimed Lost and Found items (Bhavna)
8. Recruit volunteers for uniform swap (Lindsay)
9. Compile and share with room parents information on faculty appreciation breakfasts
10. Finalize seasonal merchandise options

PTA Meeting Notes

11 January 2023 / 6:00 PM / ZOOM

Attendees

Margaux, Bhavna, Norah, Marni, Laura, Tara, Jean, Chuck, Chloe, Jon, Rebecca, Chi, Lindsay

Agenda

1. Gathering
2. Principal's Report (Norah)
3. Treasurer's Report (Chuck/Laura)
4. Staff Appreciation (Bhavna/Margaux)
5. Labyrinth game night (Chi/Tara)
6. Communications (Marni)
7. Uniform Swap (Lindsay)
8. February Community Meeting (All)
9. Annual Fund Planning (Bhavna/Margaux)
10. Closing

Notes

- **Principal's Report.** Norah invited feedback on aftercare and enrichment. Mostly positive: new provider is more organized; kids engaged in learning curriculum/crafts; "much calmer" overall. Some critiques: pick-up is slower than it used to be; some confusion for kids who need to get to rehearsal and/or soccer; limited offerings, especially for younger kids.
 - Prioritizing language instruction for enrichment in fall 2023.
- **Treasurer's Report.** Preliminary financials: raised \$16,500 for faculty appreciation; \$40,000 profit from holiday sale (\$124,000 revenue; \$83,000 expenses; \$558 for game night (so far). Request made to **track where we are against last year.**
- **Staff Appreciation.** Excess \$6500 from December faculty appreciation will go to a general faculty gift (like past year's ice machine in the faculty lounge-big hit). Bhavna/Chloe to **put together a wish list and faculty survey.**
- **Labyrinth Game Night** will be held Friday, 1/20, at 6 pm at American Legion. 180ish people have registered. There will be drinks and pizza for purchase, raffle and game swap. Bhavna confirming # of tables and bartenders. Tara to order pizzas. Chi to secure additional items

(napkins, plates, drinks, etc.). Laura to provide QR code for payments. **Send reminder email** with “things to know” to all registrants and a link to **a volunteer sign-up**.

- **Communications.** 85GB of photos, flyers, instagram graphics, and TuesNews emails need a new home. Marni exploring options for safely sharing and/or storing files. Options discussed: Box, Dropbox, BrentPTA shared google drive, and Brent hard drive.
- **Uniform Swap** under way. Items can be dropped off on Fridays, and will be sorted and made available for a swap at school/community events in (at the 2/9 community meeting, 2/10 Friday drop-off and the 2/14 and 2/15 Lion King performances). Volunteer sign up sheet [here](#)).
- **February Community Meeting** will be on 2/9. Brent faculty focus will be literacy. PTA will introduce the Annual Fund and talk about programming in February and March. Pizza and child care provided.
- The **Annual Fund** will take place from February 28-March 17. Jean, Jon, Bhavna, and Margaux **developing a daily plan** for communications. Discussion about how/whether to engage kids in fundraising; how to demonstrate to parents/caregivers the “meaning of the money”; and the broader implications of being at a school that has the ability to raise the kind of money that this community does. Suggestion made to continue the conversation in a future meeting, or with the Equity and Inclusion working group.

Action Items

1. Track fundraising against last year (Chuck/Laura)
2. Staff wish list (Bhavna/Chloe)
3. Send reminder email re: Game Night w/volunteer sign-up (Chi/Tara)
4. Develop Annual Fund plan (Bhavna, Margaux, Jean, Jon)

PTA Meeting Notes

8 February 2023 / 6:00 PM / ZOOM

Attendees

Margaux, Bhavna, Norah, Marni, Laura, Jean, Chuck, Chloe, Jon, Lindsay, Emma, Chi

Agenda

1. Gathering
2. Principal's Report (Norah)
3. Treasurer's Report (Chuck/Laura)
4. Annual Fund Plan (Bhavna/Margaux)
5. Game Night Recap (Chi)
6. Upcoming Events (All)
7. Community Meeting (Margaux)
8. Teacher Appreciation (Bhavna)
9. Yearbook Update (Marni)
10. Closing

Notes

- **Principal's Report.** Lots of activities, including: Black LIVES Matter week of action, club day, Lion King musical. End-of-term report cards came home this week for K-5. Report cards did not include mid-year assessments; Norah will work with DCPS to post assessment results online with Aspen and provide an update in a future TuesNews or email to caregivers.
- **Treasurer's Report.** Two things:
 - In an effort to provide more granular data about how much PTA raises at specific activities, Laura will begin manually assigning expenses to specific subcategories. (Bookkeepers software takes too long to reconcile, and the upgraded service would be \$500/month.)
 - Update on game night: we spent \$2018.66 (venue, pizza, snacks, games). Brought in (reg fees, food sales) \$1902.77. Net loss of \$115.89. Still, a small price to pay for the community building gained. (Suggestion made to order less pizza next time to save \$\$.)

- **School play.** Two fundraising/PTA opportunities at next week's Lion King performances: 1) concessions (organized by Mr. Krohn, will feed into the play fund) and 2) flower sale organized by Renee (\$5/bouquet). To track separately, flower sale will go through Paypal, using QR code; need to **finalize payment details for concessions**. Options include: using someone's personal Venmo, then transferring to Brent and cash. Norah to decide in coming days.
- **Annual Fund.** Begins 2/28-3/14. Similar to last year - the Annual Fund will be concentrated over a three-week period, with events, regular emails, coffees, etc. (Plan included below). Bhavna needs help with GiveSmart platform (Jon) and Marni is working on one-pager flier. Goal is \$110K. Will **add Annual Fund to March 8 PTA board meeting agenda** to see how things are going.
- **Game Night Recap.** Very well attended; open bar big hit; positive feedback from parents. Given turnout, space was a little tight so may consider a different venue, or splitting into two different grade cohorts if repeated in future. (Labyrinth, specifically said they found the space could not accommodate the "hands on" support they like to provide.) American Legion was so pleased with the bar tab, they've offered to waive fees for Brent's next event.
- **Upcoming Events:**
 - **Uniform Swap** starts tomorrow at community meeting; continues through 2/15.
 - **Flower Sale.** Renee will spearhead flower/bouquet purchases for the Lion King. \$5/bouquet. Can also purchase during the performance.
 - **Skate Night.** Will be held 2/28 at Canal Park. Wise Guys to provide pizza, hopefully with a percentage of proceeds donated to Brent.
 - **Dance.** March 24. Unity Dance. 6-8 pm. Will have playlist/speakers + theme. Food. Caregiver/child dance party.
 - **Kickball event.** Tentatively planning for April (Tara)
 - **JBAB soccer event.** May 6. Details forthcoming. JBAB committee/families planning, hoping to establish a new tradition, anyone who wants to get involved can reach out to Molly.
 - **End of Year picnic.** Capstone experience/event to celebrate the end of the year. Will discuss/plan at future meeting.
- **Community Meeting.** PTA agenda: recap game night and events, and introduce the annual fund.
- **Faculty Appreciation.** Will **develop a survey** to gauge ideas, such as: Brent swag, masseuse, catered lunches, happy hour.
- **Yearbook Update.** Marni shared yearbook plans/proofs. More content than in past years: lots of events, field trips, community events, student contributions. 48 pages. Deadline to submit to the printer is first week of May.

Action Items

1. Finalize payment procedures for Lion King concessions
2. Add Annual Fund to March 8 agenda (Margaux/Bhavna)
3. Develop faculty appreciation survey (Bhavna)

ANNUAL FUND PLANNING

Dates: Feb 28 to March 17, 2023

	Comms	In person	Notes / Social Media
Tues, Feb 14	TuesNews Pre-Launch announcement		
Tues, Feb 28	Email #1: Kickoff - Flier TuesNews	Coffee @ Brent (FRONT) - Parent Handouts	Repeat kick off message on social media
Wed, March 1	Email #2: FAQs		Repeat FAQs on social media
Thurs, March 2	Email #3: Teacher Care		Video from Teachers on Brent PTA Teacher Spending / activities on social media
Fri, March 3	Room Parent email		
Mon, March 6	Email #4: Community Events		
Tue, March 7	Tues News Reminder		
Wed, March 8	Email #5: Atelierista, Science Teacher, Recess Coach	Coffee @ Brent (BACK) - Parent Handouts at Drop	
Thu, March 9	Email #6: Building Maintenance		DCPS CLOSED
Fri, March 10	Room Parent emails		DCPS CLOSED
Mon, March 13	Email #7: Amplifying your impact		
Tue, March 14	- TuesNews last call - Givesmart Text to Donors - Givesmart Email to Donors		
Wed, March 15	Email #8: Grandparents Edition		
Thurs, March 16	Room Parent Emails		
Fri, March 17	Email #9: Last Call Email	Coffee @ Brent (BACK) - Parent Handouts at Drop	

PTA Meeting Notes

8 March 2023 / 6:00 PM / ZOOM

Attendees

Margaux, Bhavna, Norah, Laura, Jean, Chuck, Chloe, Jon, Tara, Chi

Agenda

1. Gathering
2. Principal's Report (Norah)
3. Treasurer's Report (Chuck/Laura)
4. Annual Fund (Bhavna)
5. Upcoming Events (Margaux)
6. Teacher Appreciation Week (Bhavna/Margaux)
7. Community Meeting Engagement (Bhavna/Margaux)
8. Closing

Notes

- **Principal's Report. *Budget.***
 - Norah noted that the budget has been submitted. She said it was a tough year for the budget, as detailed in her note in Tues News. The funding cuts meant the loss of three positions, but two of those had been unfilled. The school will lose one position, which position to be determined.
 - She said that DCPS' mission towards equity means underserved populations received more resources this year, and the trend is expected to continue, especially when federal funds from COVID are exhausted next year. Our community should pay attention to this – we already operate under a very skinny budget, and it will be tough to digest any further losses after this year..
 - Norah said that the LSAT had been very engaged in the budget conversations. She also said that the PTA budget represents the other piece of spending (non-personnel costs) and that it will be discussed in the spring. Norah noted that the PTA Board should brainstorm how the loss of positions might be compensated by PTA investments or shifts in those investments.
 - Norah said there will be a principal's coffee about the budget when it becomes public. She also said the PTA Board should pay attention to the capital budget

(debt-based) when it comes out, paying particular attention to the budget for Brent's modernization.

- The PTA Board asked questions and discussed the budget.

Musical.

- Norah next discussed the recent school musical. She said the musical budget is a pass-through item, meaning that the funds taken in should cover what is expended.
- This year the musical expended more than it took in. Norah detailed some of the reasons for the expenses. She asked the PTA Board to consider whether the musical budget should be a pass-through going forward or be treated differently.
- Norah also asked for PTA Board guidance regarding certain reimbursements and payments requested in connection with the musical. The PTA Board approved payment of \$1500 for Ms. Chanel's role in working on the musical, and approved a reimbursement to Mr. Krohn for the cost of the playbills.
- The PTA Board discussed process changes for the musical next year, including centralizing purchasing and better tracking and approval of expenses..

Questions and Concerns.

- Chi voiced concerns from parents related to Sport and second recess monitoring. She also provided feedback and suggestions regarding the school's celebration of Black History month.
- Norah addressed the topics raised, and a lengthy discussion occurred. Norah and Chi also agreed to connect offline about certain of the points raised.
- Norah also noted that student listening sessions are being conducted now and that those sessions would request feedback about Sport and other items.
- Norah also said that the DC School Board is having open meetings about their social studies curriculum soon; Norah will send a link.

● **Treasurer's Report.** Two things:

- Monthly financials: Laura noted that the reconciled Financials are coming in a month late. She said that cash-wise the PTA has \$388K in cash currently, and we are operating at about \$12K negative net income per month until the gala and Annual Fund funds come in.
- Budget increase for events: This school year we budgeted \$10K for community events, and we have almost expended that full amount. There are some activities still coming up. Laura asked the PTA Board if we should increase the budget to \$15K for community events?
- Margaux detailed the upcoming events — glow party, JBAB event and kickball tournament, along with possibly a culminating party if we meet our Annual Fund goal.

- The PTA Board voted in favor of increasing the community events budget line item from \$10K to \$15K for this year.
- Board members also noted that we should charge for pizza at community events going forward.
- **Annual Fund.** (2/28-3/14) Bhavna provided an update — we are at 35% of our goal and 14% family participation rate. She said it had been a slow start compared to last year, and that the fund drive is halfway through. Last year 210 families donated – we need to reach more families.
 - Bhavna explained the plan for the next ten days. She said that the Annual Fund may be extended if too far behind next week.
 - She noted that the teacher emails are very successful, and so we will look into having more of those, for example from teachers on LSAT.
 - Other ideas: An email about corporate matching programs would be helpful. A plain email with just text would be another good idea. EIG outreach and military family outreach, Brent neighbors, community members, and alumni.
- **Teacher Appreciation Week.** (Week of May 8 - 12) Tara and Chi are conducting a survey and will come back with a plan for May. Kim Stokes volunteered to help out as well.
- **Community Meeting Engagement.** Margaux noted that the last community meeting included an excellent presentation on literacy and thanked Chloe for her work on that. The PTA Board then discussed ways to get more community members to attend the community meetings. The group decided to discuss further at the next PTA Board meeting..
- **Upcoming Events.** Margaux ran through plans for upcoming events.
 - **Glow Party.** (March 24 6-8 pm). Family event, and will have playlist/speakers + theme. Registration link and volunteer link to come.
 - **Kickball event.** Tentatively planning for April. Tara provided an update, but noted there have been numerous scheduling challenges in April. The Board discussed other possible times to hold the event, and concluded that the Thursday evening before Memorial Day weekend would be a good date.
 - **JBAB soccer event.** (May 6). Details forthcoming. JBAB committee/families planning, hoping to establish a new tradition, anyone who wants to get involved can reach out to Molly.
- Concluded at 7:45pm.

Action Items

1. Norah and Laura to connect to reconcile expenses and revenues from musical
2. Norah and Chi to connect offline regarding certain concerns raised in this meeting
3. Norah to circulate link for DC School Board hearings regarding social studies curriculum

4. PTA Board to consider adding Annual Fund email efforts from teachers on the LSAT, military families, community members and alumni, as possibilities
5. Add Community Meeting Engagement to next PTA Board meeting agenda

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PTA Meeting Notes

12 April 2023 / 6:00 PM / ZOOM

Attendees

Margaux, Bhavna, Marni, Norah, Laura, Jean, Lindsay, Tara, Chloe, Emma, Jon, Chuck, Chi

Agenda

1. Gathering
2. Principal's Report (Norah)
3. Treasurer's Report (Chuck/Laura)
4. April Community Meeting (Norah, Bhavna, Margaux)
5. Faculty Appreciation Week (Bhavna/Margaux)
6. Upcoming Events (Margaux/Bhavna/Tara/Chi)
7. Annual Fund/Glow Party Recap (Margaux)
8. End of Year Staff Collection (Norah/Chloe)
9. 2023-2024 PTA Officer Nominations (Bhavna/Margaux)
10. Closing

Notes

- **Principal's Report.** It's budget time, when the school and PTA draft a budget for the following year. With DCPS budget, Norah/Bhavna/Margaux/Chuck/Laura held a pre-mtg yesterday to discuss challenges with the budget. The process is that we publish a draft budget, seek feedback (with PTA, LSAT, etc.), and then present the final budget at the June community meeting. While not ready to go through everything, a few preliminary categories need discussion:
 - Some changes will be needed. Potential increases:
 - **Library supplies.** May increase by \$500 to \$1K to augment the maker space, or have to have a research space in the library. Will also dedicate a portion of the technology budget to the library.
 - **Supplies.** Will likely shift some categories to limit the "miscellaneous" categories. Need a small increase (approximately \$500) for projects budget (including banner parade, materials for Black History Month, etc. which had previously pulled from art or Atelier.)

- **Community events.** This category will increase to better reflect current realities of organizing one even a month. Will also shift principal's coffee to this category.
- **Teacher/Faculty appreciation.** Looking to potentially increase this year, including through a second collection at the end of the year; this category may need to increase next year. Over two years, the pattern is that we're able to raise \$15K each collection. (\$10K goes to gift cards, etc. for direct giving to faculty; anything over \$10K raised becomes a passthrough back to the PTA to spend on faculty appreciation breakfasts, etc.)
- Two bigger items need discussion/decision:
 - Due to DCPS budget, next year we will have fewer adults in the building. We've been relying on a supervision model that keeps ratio for K-5 grades at one supervisor per class (including at recess). Fewer adults breaks the model. While we think there need to be adjustments on the model (to accommodate leave days) it will stress even a more compromised model. To address, we're looking at increasing the social/emotional/play category by hiring a ¾-time person to be permanently at recess. We need sport (or something like sport) to fill our obligation to have physical education twice a week, according to the [Healthy Schools Act](#).
 - Pros: A stable person covering recess throughout the day would give a consistent connection at recess and provide a "balcony view" of conflicts, friendships, safety issues, challenges, etc.
 - Cons: Sport can be a sensitive subject. More researching/digging as to why. It's sensitive to double that.
 - Among the group, there was some support for a part-time recess person, but acknowledgement that increasing sport would be hard for people to accept.
 - Work with Kindred is a \$25K, three-year partnership. Wondering if that is something we should continue. Plan to survey those who are involved to gauge whether they feel we should continue and why? One challenge is that so few people are involved in the first year; it's supposed to grow exponentially, but there won't be a way to know if we're achieving what we want until the third year. Some thoughts/feedback:
 - Some discussion of whether Kindred has indicators to assess success, even in early stages. Norah reported that the most recent research, conducted in partnership with Urban Institute, shows its impact as a whole (not at Brent). They have reported some preliminary numbers, like people involved, frequency of dialogue groups, etc. Time commitment required (12 hours) has been an obstacle, even for teachers.

- Further discussion around whether the circumstances that led the school to retain Kindred have changed. On the one hand, some of the political/social momentum behind the original decision to retain Kindred has dissipated, the underlying goal of understanding that race is at least somewhat of a predictor of belonging, and academic outcomes is still there. While a three-year partnership with Kindred is unlikely to close those gaps, anecdotally we are seeing more families engaging and contributing in leadership roles at school and community events.
 - Going forward, **Norah to develop three budget models**: 1) maintain; 2) addition of a recess supervisor (sport?); and 3) incorporate Kindred and share the week after Spring Break.
 - Two capital considerations that come up year over year.
 - Outdoor equipment and maintenance. Last year, we painted the interior of the building, power washed the outside and windows, repainted the blacktop). This year, we won't be able to go as deep. Will likely put some of these bigger items on a five-year rotation.
 - Custodial equipment. We have to put that in capital items; DCPS budget doesn't provide for that.
- **Treasurer's Report.** Two things:
 - Monthly financials: As of March, \$473,000 in assets through general account, money market account, papal account. Was hoping we would have reconciled March financials, but they aren't ready. Total net income: \$90,000 by the end of March for this school year alone. (Difference between what we have raised, and what we have spent to date.) How that informs the budget is to consider dipping to reserves, or increasing budget categories.
 - Increased community events/engagement budget from \$10K to \$15K. We may want to increase that yet again. (Potentially up to \$20K).
 - Want to spend every penny raised from faculty appreciation; maybe dip into our cash flow to spend in that category as well, potentially \$2-3K.
 - Allocated \$15K for Kindred for this year, as well as additional \$10K from reserves from last year.
 - Going forward, **plan to meet with fundraising teams** (new leadership holiday sale, gala, etc.) to provide a framework for what's been done and how to move forward. Chuck/Laura will meet with Sarah/Sarah (Gala) as they continue with their Gala planning.
- **April Community Meeting.** Meeting Wednesday after spring break. Main item: modernization update; PTA reports. Second-to-last one before school gets out.

- **Faculty Appreciation Week.** (*Week of May 8 - 12*) We've outlined a schedule, opening breakfast (Monday), notes of gratitude, flowers, and closing meal (Friday). Plan to work with existing funds, and will do a final collection at the end of the year. Plan is to encourage parents to channel any giving through the PTA, rather than to have room parents organizing individual baskets for teachers. **Will work with Marni to create a one-pager** with schedule for the week, and may distribute a pre-filled sheet for younger kids. Any ideas for a theme: contact Bhavna.
- **Upcoming Events.** Margaux ran through plans for upcoming events.
 - **Kickball event.** Tara taking the lead. Will be Thursday before Memorial Day weekend. Christian is taking the lead; plan is to include families; expecting to accommodate three games at X-park at a time. Given budget discussion, will not provide free pizza. Instead, considering pre-ordering (and paying for) pizza at registration. (Alternative would be to invite families to bring their own picnics.)
 - **International Night.** **Will coordinate dates** with Belonging, Equity, and Inclusion Group (BEIG). Plan to reframe as "multi-cultural background," to include different cultural and religious backgrounds, as well.
 - **Carnival/End of the year Picnic.** Tentatively planning end of year picnic for June 19. Students will have the day off (and no CLS), but some parents may not, so aiming for a 4-7 time period. Rather than serving food, will explore the possibility of having food trucks come to the park so families can buy their own food. PTA may provide snacks (popcorn, cotton candy, etc.) Consider a Yearbook signing party!
- **Recaps**
 - **Annual Fund.** Raised \$103,400K on Givesmart + \$16,748 for checks/matching for a total of \$120,148. The platform will remain open through the end of the year. Sponsorships were \$7-10K less than last year.
 - **GLOW Party.** Registration was at 350, great event. Families loved being in the building, dancing, being silly. Some tweaks for the future, but nothing too major.
 - Slide show was a big hit; Kids like looking up at the ceiling! Marni has more pictures digitally than can't be printed in the book. Aim to share with Ms. Sadowsky for an end-of-year slideshow.
- **End-of-Year Staff Collection.** Since the faculty appreciation week is about demonstrating signs of non-monetary appreciation, there will NOT be a simultaneous collection. Instead, PTA will organize an end-of-year staff collection.
- **2023-2024 PTA Officer Nominations.** Need to **form a nominating committee, recruit a slate of people**. Nominating committee typically includes outgoing presidentse, incoming presidents (VPs), two individuals at large, and a representative of the LSAT and BEIG. Some roles on the current PTA will shift (due to two-year limits); others serving in first year may continue. Treasurer role (Laura may shift off, we may need another). Want to build out the best board we can. Looking, in particular, for parents of Pre-K students so we have more continuity in future years, especially considering the upcoming modernization. VP, in

particular, is a hard role to fill; if you have people in mind, please let Bhavna/Margaux know. Plan is to finalize the nominating committee by the end of April.

- **Other items:**
 - Gala Committee needs to **fill art/basket leads** by Friday, 4/14.
- Concluded at 7:45pm.

Action Items

1. Norah to circulate budget models after Spring break
2. Treasurers to meet with Gala and Holiday sale committees to capture/convey fundraising frameworks
3. Bhavna/Marni to develop faculty appreciation week schedule overview
4. Set date for International Night/Multicultural Night
5. Form nominating committee, recruit candidates for PTA board
6. Finalize Gala basket/art leads (by 4/14)