



1741 Pine Valley Road, Vienna, VA 22182

www.westbriarpta.org

General Assembly Meeting

MINUTES

Date: 9/6/18

Time: 7:00 PM

Place: Library

In Attendance

- Meeting was called to order by Jennifer Sellers
- See attached PTA Meeting Sign-In Sheet for list of members in attendance.
- PTA Board Members Present: Jennifer Sellers, Jenni Bae, Katie Chernyak, Deirdre Naughton, and Julianna Lieu

Address by PTA President

- June 1, 2018 Meeting Minutes from the last PTA meeting were presented. Jenni Bae motioned to approve them and Diedre Naughton seconded the motion.
- Family Fun Night will be held on Friday, September 7th. Food trucks will accept cash and credit cards. Cake Walk is a cash only event. Carnival games are free.
- Stock the Staff room is kicking off the week of September 10th. Kindergarten parents have been asked to donate items.
- A parent suggested that 6th Grade parents kick off the school year next year so that Kindergarten parents have more time to acclimate to WES culture/customs/events.

Principal's Report

- Westbriar Elementary Parent Handbook for 2018-2019 school year was showcased as a reference for information about our school.
- Ms. Chernov, Ms. Ain, and Ms. Meoni were thanked for their attendance.
- A teacher has been hired for the last 6th Grade Classroom.
- A FCPS vendor has been selected to supply and install the playground shade structure. They have identified a finite location on the playground that complies with FCPS rules and regulations and would allow for a small shade structure to be installed. While the shade structure design is finalized, there is a plan for teachers to have temporary shade until the permanent structure is in place.

Treasurer's Report

- WES PTA Budget for 2018-2019 school year was presented in detail for the PTA's approval, see attached.

- Details of each budget category as follows:
 - ~ Fundraisers are held throughout the year. Selling spirit wear, selling school supply kits, and offering enrichment classes do not make much money for the PTA as there is very little markup extended onto our WES families for these fundraisers. Fundraisers that do make a lot of money are the book fair (proceeds go directly to the School), our annual 5K fun run, PTA Membership dues, and Feed the Falcon (which will not be held this year).
 - ~ A parent inquired about the PTA Board Members' reasons for deciding against having an outside vendor run our Enrichment Programs. The outside vendor would have applied a 20% mark up to each class and none of this markup would have come back to the PTA. So, the Board decided to continue having the Board Vice President run our Enrichment Programs to keep costs for our WES families to a minimum.
 - ~ School Community Events are not fundraising events. They are held purely for the benefit of building community.
 - ~ Student Events funding provides for events such as the authors and illustrators program, cultural program assemblies, approximately \$1K funding per grade for field trips, Grace Arts, and the 6th Grade graduation celebration.
 - ~ Teachers and Classroom funding provides for items such as dispensed filtered water, classroom materials, grants, hospitality lunches once a quarter, and staff appreciation week.
 - ~ Regarding the new vendor for school supply kits: Ms. Ain and fellow teachers are pleased about the quality of Sprouts' school supplies
 - ~ Donations to School funds benefit both the entire student body and teachers (playground equipment, new library books, classroom equipment, outdoor classroom and garden) and a portion of the student body who are in need (cereal/milk lunch fund, Principal's Fund).
 - ~ PTA Operations and Other funding represents the bare minimum required to run our non-profit organization.
- Isabelle Berio motioned to approve the 2018-2019 WES PTA Budget and Aga Chaker seconded the motion.
- Isabelle Berio identified an extra line item for Chess Enrichment Classes which should not affect the total budget. An Amendment to the 2018-2019 WES PTA Budget was proposed to remove the extra line item and adjust the balance equally across the existing Chess Enrichment Classes. The Budget Amendment was motioned to be approved by Jenni Bae and seconded by Aga Chaker.

Chairperson Announcements/Guest Speakers

- Dominique Lopez, the Community Development Specialist at the Tysons Corner Microsoft store, gave a brief presentation. She informed parents and teachers about free workshops and

General Assembly Meeting

MINUTES

(continued)

resources that are offered at the Microsoft store. Specific events and workshops are listed on their website: <https://www.microsoft.com/en-us/store/locations/va/tysons-corner/tysons-corner-center/store-10>. They can also customize student workshops to meet teachers' needs.

Next Meeting

- Isabelle Berio motioned to adjourn the meeting and Kevin Jacobs seconded the motion.
- Meeting was adjourned at 8:26 PM.
- Next meeting will be held on October 5, 2018 at 9:30 AM in the Cafeteria

Westbriar PTA Treasurer's Report: 2018-2019 School Year

CATEGORY	Budget			Section Total	Actuals			Section Total	
	Full Year				Thru 7.31.2018				
	Income	Expenses	Net		Income	Expenses	Net		
Fundraisers	Book Fair	10,000	(4,000)	6,000		-	-	-	
	Box Tops	350	(35)	315		-	-	-	
	Dinner Out	1,000	-	1,000		-	-	-	
	Donations	9,750	-	9,750		438	-	438	
	Loyalty Programs	2,000	-	2,000		121	-	121	
	Matching Funds	750	-	750		-	-	-	
	Membership	7,500	-	7,500		1,481	-	1,481	
	School Store/Spirit Wear	1,000	(500)	500		-	-	-	
	School Supply Kits (Kidz)	900	-	900		-	-	-	
	5K Fun Run	20,000	(10,000)	10,000	38,715	-	-	-	2,040
Enrichment Programs/ Summer	All Sports - Summer Camp 2018	1,075	(1,375)	(300)		1,075	-	1,075	
	Mad Science 2017-2018	-	(2,358)	(2,358)		-	-	-	
	Writing Club - Summer Camp 2018	1,221	(2,800)	(1,579)		1,221	-	1,221	
	Design the Runway - Fall	4,000	(3,900)	100		-	-	-	
	Hip Hop - Fall	4,000	(3,900)	100		-	-	-	
	Mad Science - Fall	4,000	(3,900)	100		-	-	-	
	Toys and Flight - Fall	4,000	(3,900)	100		-	-	-	
	Cheerleading and Jump Rope - Fall	4,000	(3,900)	100		-	-	-	
	Sports Spectacular - Fall	4,000	(3,900)	100		-	-	-	
	Art - Fall	4,000	(3,900)	100		-	-	-	
	Creative Drama - Fall	4,000	(3,900)	100		-	-	-	
	Chess Club - Fall	4,000	(3,900)	100		-	-	-	
	Yoga - Fall	4,000	(3,900)	100		-	-	-	
	Tennis - Fall	4,000	(3,900)	100		-	-	-	
	Back to the Future - Fall	4,000	(3,900)	100		-	-	-	
	Tiny Chefs - Fall	4,000	(3,900)	100		-	-	-	
	Fencing - Fall	4,000	(3,900)	100		-	-	-	
	Acting and Improv - Fall	4,000	(3,900)	100		-	-	-	
	Debate Club - Fall	4,000	(3,900)	100		-	-	-	
	Stemtree Coding - Fall	4,000	(3,900)	100		-	-	-	
	Zumba - Fall	4,000	(3,900)	100		-	-	-	
	Dinosaur Discovery - Fall	4,000	(3,900)	100		-	-	-	
	Brain Games - Fall	4,000	(3,900)	100		-	-	-	
	Chess - Fall	5,000	(4,000)	1,000		-	-	-	
	Winter 1	5,000	(4,800)	200		-	-	-	
	Winter 2	5,000	(4,800)	200		-	-	-	
	Winter 3	5,000	(4,800)	200		-	-	-	
	Winter 4	5,000	(4,800)	200		-	-	-	
	Winter 5	5,000	(4,800)	200		-	-	-	
	Chess Club - Winter	5,000	(4,000)	1,000		-	-	-	
Spring 1	5,000	(4,800)	200		-	-	-		
Spring 2	5,000	(4,800)	200		-	-	-		
Spring 3	5,000	(4,800)	200		-	-	-		
Spring 4	5,000	(4,800)	200		-	-	-		
Spring 5	5,000	(4,800)	200		-	-	-		
Chess Club - Spring	5,000	(4,000)	1,000		-	-	-		
Math Counts	800	(500)	300		-	-	-		
Math Olympiad	1,500	(1,200)	300		-	-	-		
Odyssey of the Mind	3,600	(3,300)	300		-	-	-		
Science Olympiad	2,500	(2,200)	300	3,963	-	-	-	2,296	
School Community Events	Bingo Night	1,100	(100)	1,000		-	-	-	
	Fall Festival	500	(1,500)	(1,000)		-	-	-	
	First Day Coffee	-	(100)	(100)		-	-	-	
	International Night	-	(1,250)	(1,250)		-	-	-	
	Playdates	-	(100)	(100)		-	-	-	
	Science Fair	-	(100)	(100)		-	-	-	
	Skate Night	1,500	-	1,500		-	-	-	
	Staff Basketball game	1,000	(1,000)	-	(50)	-	-	-	-
Student Events During School	Authors/Illustrators	-	(1,000)	(1,000)		-	-	-	
	Cultural Arts	-	(2,000)	(2,000)		-	-	-	
	Field Day / Walkers Club	-	(600)	(600)		-	-	-	
	Field Trips/Chaperones	-	(6,000)	(6,000)		-	-	-	
	Friday Friends	-	(500)	(500)		-	-	-	
	GRACE Arts	-	(1,300)	(1,300)		-	-	-	
	Sixth Grade Celebration	-	(1,000)	(1,000)		-	-	-	
	Sixth Grade Play	-	(1,000)	(1,000)		-	-	-	
	Spelling Bee	-	(360)	(360)		-	-	-	
	Walk To School Program	500	(500)	-	(13,760)	-	-	-	-
Teachers and Classroom	Bottled Water Service	-	(1,400)	(1,400)		-	-	-	
	Classroom Materials	-	(7,275)	(7,275)		-	-	-	
	Grants: Overall	-	(20,000)	(20,000)		-	-	-	
	Hospitality	-	(4,500)	(4,500)		-	-	-	
	Staff Appreciation	-	(3,000)	(3,000)	(36,175)	-	-	-	-
Donations to School	Cereal/Milk Lunch Fund	-	(150)	(150)		-	-	-	
	Donation from Book Fair	-	(6,000)	(6,000)		-	-	-	
	Playground Equipment	-	(350)	(350)		-	-	-	
	Principal's Fund	-	(500)	(500)		-	-	-	
	Additional Shade	-	(15,000)	(15,000)		-	-	-	
	Throw Projectors in Original Wing	-	(10,000)	(10,000)		-	-	-	
	School Garden	-	(500)	(500)		-	-	-	
	Supplemental Field Trips	-	(300)	(300)	(32,800)	-	-	-	-
PTA Operations	Bank Fees, Return Checks, Misc	-	(100)	(100)		-	(3)	(3)	
	Correspondence & Caring	-	(100)	(100)		-	-	-	
	Insurance	-	(400)	(400)		-	-	-	
	PTA Dues	-	(1,600)	(1,600)		-	-	-	
	PTA Volunteer Appreciation Event	-	(500)	(500)		-	-	-	
	Supplies & Copying	-	(250)	(250)		-	-	-	
	Tax Preparation	-	(1,200)	(1,200)		-	-	-	
	Web Hosting	-	(2,000)	(2,000)	(6,150)	-	-	-	(3)
Other	Interest Income	5	-	5		-	-	-	
	Transfer to Savings	-	-	-	5	-	-	-	-
		213,551	(259,803)	(46,252)		4,336	(3)	4,333	