



ISLAND CREEK ELEMENTARY SCHOOL (ICES) PARENT-TEACHER ASSOCIATION

MEETING MINUTES – SEPTEMBER 14, 2010

Call to Order and Welcome

The meeting was called to order at 7:07 PM by PTA President, Jane Horowitz. Self-introductions by all attendees followed Ms. Horowitz's opening comments.

Principal's Remarks

Dr. Owner began her remarks by commenting on the strong school community and offering her appreciation for the participation and commitment on the part of parents to help support this culture. She then reported on the following:

- ✓ The third grade team was introduced: Ann Adkins, Hoda Kwaik, Julie Putnam, Brad Stillions and Afeefa Azimi. Dr. Owner remarked that the third grade team exemplifies a culture at ICES that fosters teamwork, positive risk taking and the sharing of best practices and challenges.
- ✓ Results of reading and math tests for the Cluster 4 were shared. Of the all of the elementary schools in Cluster 4, ICES placed second in reading and third in math.
- ✓ The elements of the Croc's Creed (respect, responsibility, cooperation, honesty, kindness and safety) lay a foundation for availability and receptivity to learning.
- ✓ The outstanding reputation of ICES helps to attract excellent candidates when teaching positions become vacant.

Meeting Minutes

Secretary Pam Haberstroh presented the Minutes of the PTA meeting held on June 1, 2010. Upon **Motion** being made, **Seconded** and unanimously **Approved**, the Minutes were accepted as presented.

Treasurer's Report

Because the books had not yet been officially transferred from last year's Treasurer, Dawn Nelson, to the current Treasurer, Jane Kelly, Ms. Horowitz reported the following with input from both Ms. Nelson and Ms. Kelly –

- ✓ As reported at the June meeting, the PTA had been in talks with the Internal Revenue Service concerning questions about the timely submission of required IRS Form 990 reports that are required of most nonprofit organizations. Copies of the forms that had been filed as required have been supplied to the IRS. The PTA was notified in August that the IRS had all three forms in question and that potential fines were being

rescinded. Appreciation was offered to Ms. Nelson and several others who helped the PTA to successfully navigate this issue.

- ✓ A goal of the PTA last school year was to raise funds to purchase a canopy for the playground. After a required inspection, however, Fairfax County did not approve the request for the placement of the canopy and the funds raised are now available for other needs.

Calendar of Events/Projects for the 2010/2011 School Year (attached)

- ✓ **Membership** – It was reported that the goal for membership this year is 340. We're currently at 22% of goal with 75 members and a big push is planned for the upcoming Thursday folders. The Membership Chair this year is Andrea Gurrola.
- ✓ **Sally Foster** – Sally Foster is a vendor that sells quality gift wrap, candy, etc. The project will be slightly different this year. Instead of ordering items that were delivered to the school for pick-up as was the practice previous years, we will now be selling \$20 gift cards that people can buy and then use to make purchases on-line that will be delivered to their homes. Shipping will be free for purchases of \$50 or more. Cookie dough will also be available this year as part of the Sally Foster project. The PTA will receive credit for 40% of the gift cards sold, additional purchases and the cookie dough ordered. Brochures will be sent home in the Thursday folders on September 30th, orders will be due by October 15th and delivery is anticipated for November 18th. As part of this report it was also announced that entertainment books will not be sold as a fundraiser this year. The Sally Foster Chair is Jessica Tyeryar.
- ✓ **Spirit Wear** – Expenses exceeded the amount raised last year as the result of the need to restock and expand the number of items offered. With that behind us it is anticipated that spirit wear will yield a positive cash flow this year and sales are going very well thus far. At the first two events of the school year (Orientation and Back to School Night) \$1400 was raised through spirit wear sales. In addition, reorder forms will be included in the upcoming round of Thursday folders. The Spirit Wear Chair is Colleen Murray.
- ✓ **Box Tops** - The first collection of box tops is planned for late October. Envelopes will be going to the teachers later this week for collection and there will be a classroom compilation with each deadline. Ten cents is raised for each box top and examples of the items included in the program are General Mills products, Zip lock bags and Pillsbury products. The next newsletter may include a more complete list of products. The Box Tops Chair is Toni Shipe.
- ✓ **Silver Diner Initiative** – This new project actually is collaboration between the Silver Diner in Springfield and the school. Each student will receive in an upcoming Thursday folder a card which can be used at the Silver Diner and a percentage of what is spent will come back to the school (note: you must go on-line to link the card to the school before using). Extra cards are available for additional family members. Proceeds will be earmarked for health and fitness initiatives and, as an incentive for participating in the program; Silver Diner has already presented the school with a check for \$350.00. Plans may include a kick-off of this program with a restaurant night at Silver Diner from which the PTA will get 20% of funds spent by ICES families. More information to follow.

- ✓ **Restaurant Nights** – Suggestions for 8 or 9 restaurants to be sites for restaurant nights were requested (with 3 or 4 events before the holidays and another 3 or 4 afterward). It is thought that standard restaurant night venues such as Lucky's, Delia's and Olympians will likely be used again this year and Silver Diner will now be added to the list. In addition, a restaurant night is already planned for Red, Hot & Blue for September 28 and 29. Information on the September event will go out in Thursday folders. The Restaurant Night Chair is Brian Talbot.
- ✓ **Reflections** – This is a national PTA project that provides the opportunity for students to demonstrate their creativity in the following areas – dance choreography, film production, literature, musical composition, photography and visual arts. The theme this year is "Together we can..." Information will be distributed in Thursday folders and a ceremony is held at the end of each year to recognize ICES winners. The Reflections Chair is Nancy Harris.
- ✓ **Croctoberfest** – Will be held on Friday, October 22, 2010 at the Moose Lodge. This family fun event includes an optional spaghetti dinner, games for the kids, a bake sale, a raffle and spirit wear sales. The cost for the dinner has not yet been determined. Given that this is the first big event of the year, volunteers are asked to contact Jane Horowitz as soon as possible. The Chair of the Croctoberfest this year is Jane Horowitz.
- ✓ **Craft Fair** – The craft fair will be held this year on Saturday, November 6th. An earlier start of 8:00 is planned to catch people before they head out to sporting events for the day. It will last 5 hours. Approximately one dozen crafters have registered thus far. Anyone who knows a crafter who may be interested should direct them to the PTA web site where they can register online. ICES students can have tables for free. As part of the event the 6th grade will hold a bake sale and the chorus will perform. Help is needed with the food table. The Craft Fair Chair is Kathy Sinniger.
- ✓ **Combined Federal Campaign** – Starting last year, ICES PTA participates in the Combined Federal Campaign (CFC). The CFC allows federal employees and military personnel the opportunity to support the charities of their choice through a one-time donation or through payroll deduction. The opportunity to designate ICES in the CFC runs from early September to mid-December. Support can be given to ICES through the CFC by using our unique designation code - 27151. Combined Federal Campaign efforts are chaired by Cherie Rogers.
- ✓ **Student Art Collectibles** – A question was raised regarding this project and if it should be repeated this year. After discussion, it was agreed that the PTA Board would further investigate and determine if it should be repeated this year or delayed and possibly implemented again next year.
- ✓ **After School Programs** –
 - **Flex** – Due to the lack of a volunteer coordinator, the Flex Program will not be offered for at least the first half of this year.
 - **Girls on the Run** – Information will be sent in an upcoming Thursday folder and a one week period to register will follow. As in previous years, a lottery will be held to fill the 20 available spaces. Space is limited because of the need for 2 head coaches for every 20 participants. The program is offered to 3rd through 6th grade girls and centers on good citizenship and positive body image. Typical events include a 5K run at Reston Town Center in December.

- **Mad Science** – Offered through a commercial vendor, this program teaches students in K-6 grades about science concepts. Information will be coming out in an upcoming Thursday folder and registration will be available online. Ms. Horowitz is coordinating this program.

Website Update Proposal

Terri Maben, who coordinates the website, presented a proposal to upgrade the site. The current functionality of the website includes: dissemination of information; payments; downloadable forms and access to the newsletter. Ms. Maben pointed out that the database is almost full and, as it is currently configured, she is the only person who has access for changes to the site.

The proposal presented would result in a redesigned site with a larger database, expanded capability and access to a larger array of PTA information. After discussion it was agreed that the PTA Board would consider the proposal and report back to Ms. Maben with a decision.

Budget Review and Approval

The proposed budget for the 2010/2011 school year was presented. As the result of the pending decision about the Student Art Collectible project, it was agreed that the line items should be revised to eliminate this as a fundraiser and replace it with the more general description of "Possible Spring Fundraiser." Following further discussion, upon **Motion** being made, **Seconded**, and unanimously **Approved** the proposed budget was accepted pending the aforementioned revision. (Note: A copy of the revised budget is attached).

PTA Volunteer Opportunities

Prior to adjournment, Ms. Horowitz announced the following volunteer opportunities:

- ✓ Spirit Wear Co-Chair (to assist at the table with sales)
- ✓ Mad Science Coordinator - free tuition for your child if you volunteer
- ✓ CrocTrot Chair – This is the spring 5K run.
- ✓ Craft Fair Co-Chair

Following these announcements, the meeting was adjourned at 8:46 PM.

Respectfully submitted,

Pam Haberstroh, Secretary
Island Creek PTA