

# SILVERBROOK PTO GENERAL VIRTUAL MEMBERSHIP MEETING AGENDA

September 29, 2021 – 7:30PM



## CALL TO ORDER

## WELCOME

## PRINCIPALS' REPORT

- » **Principal's Report** (*Dr. Pamela Simpkins*)

## OFFICER REPORTS

- » **President's Report** (*Sandy Anderson*)
  - Conduct the election. [Please see attached candidate bios.]: VOTE
  - Tentative PTO Calendar [Attached here.]
  - PTO Membership - [www.silverbrookpto.org](http://www.silverbrookpto.org)
  - Staff Welcome Breakfast
- » **Treasurer's Report** (*Monica Matoush*)
  - Proposed SY 2021-22 Budget for Approval: VOTE
  - Year-to-Date Budget Update
- » **Secretary's Report** (*Ramya Burgess*)
  - June 2021 Meeting Minutes: Review and VOTE
- » **Activities Report** (*Lesha Edwards*)
  - Fall Afterschool Activities
- » **Fundraising Report** (*Kelley Peck*)
  - Spiritwear (*Sandy Anderson*) - Deadline for orders Oct 8th.
  - Restaurant Nights (*Ramya Burgess*) - Marco's October 18-19th

## COMMITTEE REPORTS

- Sixth Grade Committee
- Silverbrook Buddy Program

## MEETING ADJOURNED

## 2021-22 SILVERBROOK PTO BOARD ELECTION SLATE

Presented by the Nomination Committee: Sandy Anderson, Lisa Stover, and Laura Cole.

### **Vice President of Social Activities – Monica Matoush**

My name is Monica Matoush, and I am looking to continue to serve as the Vice President of Social Activities on the Silverbrook Elementary School PTO Board. I've always been a staunch advocate for parent involvement in the school process and have worked hard to make time in my busy schedule for the last three years as the PTO's Treasurer. I would like to move into this position to continue serving the Silverbrook community. I currently have a sixth grader and a second grader at Silverbrook.

### **Vice President of Programs – Lesha Edwards**

My name is Lesha Edwards, and I am seeking re-election to my current Silverbrook PTO Board position, the Vice-President of Programming. I am a product of Fairfax County Public Schools. I currently work for FCPS as a Technology Support Specialist. I have one child still at Silverbrook in the 6th grade. I feel very strongly about supporting my community and the school which my children attend.

### **Vice President of Fundraising – Ramya Burgess**

I am the mother of 4th grader and a 1st grader, and I am looking forward to continuing as a PTO officer next year. I have witnessed the positive impact our Parent Teacher Organization can have on our school and how this organization can be the driving force for many programs and activities that can further the students' educational experience. If chosen as a PTO officer in my new position, I will use my passion and energy to ensure a wonderful school year for all of our children!

### **Treasurer – Lisa Giordano**

I am running for the PTO because I believe that I have the skills, volunteer experience, and time to devote to this position. I have a son in 3rd grade and I have been an active volunteer at Silverbrook with various PTO activities/committees including Book Drive, Carnival, Fun Run and Game Night, and have been a Room Mom for two years. I have also served as a Wednesday folder helper and a strategies lab helper for my son's classes prior to COVID. I enjoy being active with opportunities to support Parents and school staff to provide the best environment for our children. Our PTO has done a fantastic job being a liaison to our community, and I would welcome the opportunity to sit on the board.

### **Secretary – Kelley Peck**

I am looking for re-election into the position of Secretary. I have been part of the Silverbrook community for the past 10 years and the Silverbrook PTO for the past 4 years with children currently in 6th grade and Kindergarten (and an 8th grader at the middle school). I am looking to continue to serve the Silverbrook PTO and community in a different capacity.

# 2021-2022 SILVERBROOK PTO CALENDAR

## AUGUST

- 20 | Open House
- 23 | First Day of School



## SEPTEMBER

- 13 | Back-to-School Night (K-3)
- 14 | Back-to-School Night (4-6)
- 29 | PTO General Membership Meeting, 7:30pm (Virtual)

## OCTOBER

- 20 | Virtual Room Parent Meeting
- 29 | Deadline for the Annual Giving Campaign

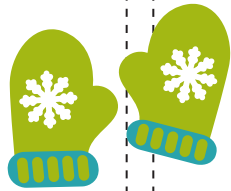


## NOVEMBER

- 10 | Military Connections Veterans Day Celebration 6-8pm Cafeteria  
[LCAC Coat Drive]

## DECEMBER

- 6-10 | Book Fair Week  
[LCAC Toy Drive]



## JANUARY

- 13 | PTO Board/Committee Meeting, 7:30pm Cafeteria

## FEBRUARY

- 18 | Family Bingo Night, 6:30-8:30pm

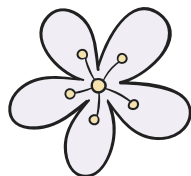


## MARCH

- 18 | Around the World Night

## APRIL

- 22 | STEAM Fair, 6-8pm



## MAY

- 2-6 | Staff Appreciation Week
- 19 | PTO General Membership Meeting, 7:30pm Cafeteria

## JUNE

- 3 | End of the Year Event
- 8 | 6th Grade Picnic/Party
- 9 | 6th Grade Graduation Ceremony



# Silverbrook Elementary School PTO FY 2021

## Budget Report

Starting Checking Account Balance - \$19,768.69

Starting Savings Account Balance - \$19,134.01

<b>Funds available at beginning of financial year (07/01/2021)</b>			<b>\$26,688.98</b>
<b>1 - School Support</b>	<b>Budgeted Income</b>	<b>Budgeted Expenses</b>	<b>Budget Net</b>
Seahawk Technology	-	-\$2,000.00	-\$2,000.00
Student Supplies (21/22)	-	-\$2,500.00	-\$2,500.00
Assemblies	-	-\$2,000.00	-\$2,000.00
Field Trip Supplement	-	-	-
Professional Development	-	-\$4,000.00	-\$4,000.00
Landscaping/School Garden	-	-	-
Student Support (Includes School Supply Pre-Order)	-	-\$200.00	-\$200.00
Classroom Support (21/22)	-	-\$9,150.00	-\$9,150.00
Staff & Teacher Appreciation	-	-\$4,000.00	-\$4,000.00
Safety Patrol	-	-\$400.00	-\$400.00
General Admin Fund (Pass Through Account)	\$2,500.00	-\$2,500.00	-
SY2020-2021 Gift Distro	-	-\$2,212.53	-\$2,212.53
<b>1 - School Support Totals</b>	<b>\$2,500.00</b>	<b>-\$28,962.53</b>	<b>-\$26,462.53</b>
<b>2 - School Programs</b>	<b>Budgeted Income</b>	<b>Budgeted Expenses</b>	<b>Budget Net</b>
Chess Club	\$8,000.00	-\$8,100.00	-\$100.00
After School Programs	\$2,000.00	-\$900.00	\$1,100.00
STEAM Fair	-	-\$2,000.00	-\$2,000.00
Sixth Grade Activities and T-Shirts	\$3,500.00	-\$6,500.00	-\$3,000.00
Buddy Program	-	-\$500.00	-\$500.00
Military Appreciation	-	-\$500.00	-\$500.00
<b>2 - School Programs Totals</b>	<b>\$13,500.00</b>	<b>-\$18,500.00</b>	<b>-\$5,000.00</b>
<b>3 - Community Activities</b>	<b>Budgeted Income</b>	<b>Budgeted Expenses</b>	<b>Budget Net</b>
SCHS All Night Grad Party	-	-\$200.00	-\$200.00
Around the World	-	-\$500.00	-\$500.00
Book Fair	\$10,000.00	-\$6,000.00	\$4,000.00
Bingo Night	\$3,000.00	-\$2,500.00	\$500.00
End of Year Event	\$2,500.00	-\$2,500.00	-
<b>3 - Community Activities Totals</b>	<b>\$15,500.00</b>	<b>-\$11,700.00</b>	<b>\$3,800.00</b>

<b>4 - Fundraising</b>	<b>Budgeted Income</b>	<b>Budgeted Expenses</b>	<b>Budget Net</b>
Contributions	-	-	-
School Supply Preorder	\$250.00	-	\$250.00
PTO Community Sponsors & Online Auction	-	-	-
Square 1 Art	\$500.00	-	\$500.00
Spiritwear & Spirit Sticks	\$5,000.00	-\$4,500.00	\$500.00
Spirit Nights (Restaurant Nights)	\$1,500.00	-\$100.00	\$1,400.00
Annual Giving Campaign	\$20,000.00	-\$2,500.00	\$17,500.00
Trash-2-Cash	\$400.00	-\$100.00	\$300.00
Special Projects (Feather the Nest)	\$7,500.00	-\$10,000.00	-\$2,500.00
<b>4 - Fundraising Totals</b>	<b>\$35,150.00</b>	<b>-\$17,200.00</b>	<b>\$17,950.00</b>
<b>5 - PTO Operations</b>	<b>Budgeted Income</b>	<b>Budgeted Expenses</b>	<b>Budget Net</b>
Insurance, Taxes, and Fees	-	-\$1,250.00	-\$1,250.00
Online Operations	-	-\$450.00	-\$450.00
Room Parent Support	-	-\$300.00	-\$300.00
PTO Volunteer Appreciation	-	-\$200.00	-\$200.00
Membership	\$4,000.00	-\$100.00	\$3,900.00
Miscellaneous	-	-\$1,000.00	-\$1,000.00
Lost Checks	-	-	-
<b>5 - PTO Operations Totals</b>	<b>\$4,000.00</b>	<b>-\$3,300.00</b>	<b>\$700.00</b>
<b>Square Fees</b>	<b>Budgeted Income</b>	<b>Budgeted Expenses</b>	<b>Budget Net</b>
Square Fees	-	-	-
<b>Square Fees Totals</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Grand Totals</b>			
	<b>\$70,650.00</b>	<b>-\$79,662.53</b>	<b>-\$9,012.53</b>
<b>Projected bank balance if on budget</b>			<b>\$17,676.45</b>

SY22-23 Projected Carryover: \$15,000.00

Current Budgeted Surplus: \$2,676.68

# Silverbrook Elementary School PTO FY 2021

## Treasurer's Report

07/01/2021 - 09/29/2021

Current Checking Account Balance: \$10,155.25

Current Savings Account Balance: \$19,134.33

<b>1 - School Support</b>	<b>Income</b>	<b>Expenses</b>	<b>Year to Date</b>	<b>Net Budget</b>	<b>More/-Less</b>
Seahawk Technology	-	-	-	-\$2,000.00	\$2,000.00
Student Supplies (21/22)	-	-	-	-\$2,500.00	\$2,500.00
Assemblies	-	-	-	-\$2,000.00	\$2,000.00
Field Trip Supplement	-	-	-	-	-
Professional Development	-	-	-	-\$4,000.00	\$4,000.00
Landscaping/School Garden	-	-	-	-	-
Student Support (Includes School Supply Pre-Order)	-	-	-	-\$200.00	\$200.00
Classroom Support (21/22)	-	-	-	-\$9,150.00	\$9,150.00
Staff & Teacher Appreciation	-	\$1,456.53	-\$1,456.53	-\$4,000.00	\$2,543.47
Safety Patrol	-	-	-	-\$400.00	\$400.00
General Admin Fund (Pass Through Account)	\$1,159.90	\$1,159.90	-	-	-
SY2020-2021 Gift Distro	-	\$2,212.53	-\$2,212.53	-\$2,212.53	-
<b>1 - School Support Totals</b>	<b>\$1,159.90</b>	<b>-\$4,828.96</b>	<b>-\$3,669.06</b>	<b>-\$26,462.53</b>	<b>\$22,793.47</b>
<b>2 - School Programs</b>	<b>Income</b>	<b>Expenses</b>	<b>Year to Date</b>	<b>Net Budget</b>	<b>More/-Less</b>
Chess Club	-	-	-	-\$100.00	\$100.00
After School Programs	-	-	-	\$1,100.00	-\$1,100.00
STEAM Fair	-	-	-	-\$2,000.00	\$2,000.00
Sixth Grade Activities and T-Shirts	-	-	-	-\$3,000.00	\$3,000.00
Buddy Program	-	-	-	-\$500.00	\$500.00
Military Appreciation	-	-	-	-\$500.00	\$500.00
<b>2 - School Programs Totals</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-\$5,000.00</b>	<b>\$5,000.00</b>
<b>3 - Community Activities</b>	<b>Income</b>	<b>Expenses</b>	<b>Year to Date</b>	<b>Net Budget</b>	<b>More/-Less</b>
SCHS All Night Grad Party	-	-	-	-\$200.00	\$200.00
Around the World	-	-	-	-\$500.00	\$500.00
Book Fair	-	-	-	\$4,000.00	-\$4,000.00
Bingo Night	-	-	-	\$500.00	-\$500.00
End of Year Event	-	-	-	-	-
<b>3 - Community Activities Totals</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$3,800.00</b>	<b>-\$3,800.00</b>
<b>4 - Fundraising</b>	<b>Income</b>	<b>Expenses</b>	<b>Year to Date</b>	<b>Net Budget</b>	<b>More/-Less</b>
Contributions	-	-	-	-	-
<b>4 - Fundraising Totals</b>	<b>\$4,883.41</b>	<b>-\$1,912.65</b>	<b>\$2,970.76</b>	<b>\$17,950.00</b>	<b>-\$14,979.24</b>

4 - Fundraising	Income	Expenses	Year to Date	Net Budget	More/-Less
School Supply Preorder	-	-	-	\$250.00	-\$250.00
PTO Community Sponsors & Online Auction	-	-	-	-	-
Square 1 Art	-	-	-	\$500.00	-\$500.00
Spiritwear & Spirit Sticks	\$3,450.00	\$1,912.65	\$1,537.35	\$500.00	\$1,037.35
Spirit Nights (Restaurant Nights)	-	-	-	\$1,400.00	-\$1,400.00
Annual Giving Campaign	\$825.00	-	\$825.00	\$17,500.00	-\$16,675.00
Trash-2-Cash	\$71.41	-	\$71.41	\$300.00	-\$228.59
Special Projects (Feather the Nest)	\$537.00	-	\$537.00	-\$2,500.00	\$3,037.00
<b>4 - Fundraising Totals</b>	<b>\$4,883.41</b>	<b>-\$1,912.65</b>	<b>\$2,970.76</b>	<b>\$17,950.00</b>	<b>-\$14,979.24</b>

5 - PTO Operations	Income	Expenses	Year to Date	Net Budget	More/-Less
Insurance, Taxes, and Fees	\$0.32	\$845.00	-\$844.68	-\$1,250.00	\$405.32
Online Operations	-	-	-	-\$450.00	\$450.00
Room Parent Support	-	-	-	-\$300.00	\$300.00
PTO Volunteer Appreciation	\$25.00	-	\$25.00	-\$200.00	\$225.00
Membership	\$1,045.00	-	\$1,045.00	\$3,900.00	-\$2,855.00
Miscellaneous	-	\$367.28	-\$367.28	-\$1,000.00	\$632.72
Lost Checks	-	-	-	-	-
<b>5 - PTO Operations Totals</b>	<b>\$1,070.32</b>	<b>-\$1,212.28</b>	<b>-\$141.96</b>	<b>\$700.00</b>	<b>-\$841.96</b>

Square Fees	Income	Expenses	Year to Date	Net Budget	More/-Less
Square Fees	-	\$176.31	-\$176.31	-	-\$176.31
<b>Square Fees Totals</b>	<b>-</b>	<b>-\$176.31</b>	<b>-\$176.31</b>	<b>-</b>	<b>-\$176.31</b>

Grand Totals	Income	Expenses	Year to Date	Net Budget	More/-Less
	\$7,113.63	-\$8,130.20	-\$1,016.57	-\$9,012.53	\$7,995.96

Bank Account Balances	07/01/2021	09/29/2021	Last reconciled	Summary for the Period	
Silverbrook Elementary School Banking Transactions	\$7,554.97	\$5,052.75	08/31/2021	Starting Total	\$26,688.98
Cash on Hand	-	-	Never	Income	\$7,113.63
Savings Account	\$19,134.01	\$19,134.33	08/31/2021	Expenses	-\$8,130.20
Square Clearing Account	-	\$1,485.33	Never	Ending Total	\$25,672.41
<b>Totals</b>	<b>\$26,688.98</b>	<b>\$25,672.41</b>			

Review Reconciled Bank Statement Reports along with this Treasurer's Report to ensure its accuracy.

Submitted by:

Name: Monica M. Matoush Signature: Monica Matoush

Date: 9/27/2021



## SILVERBROOK PTO GENERAL MEMBERSHIP MEETING

THURSDAY, JUNE 3, 2021

### Attendees:

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Sandy Anderson    | <input checked="" type="checkbox"/> Kelley Peck   |
| <input checked="" type="checkbox"/> Lesha Edwards     | <input checked="" type="checkbox"/> Ramya Burgess |
| <input checked="" type="checkbox"/> Monica Matoush    | <input checked="" type="checkbox"/> Dr. Simpkins  |
| <input checked="" type="checkbox"/> Julie Christensen | <input checked="" type="checkbox"/> Mr. Thomason  |

**Other Attendees:** *Caitlin, Elizabeth DeMaio, Jeanne Taylor, Kate Volpe, Kitty Greenstein, Laura Sabo, Lisa Giordano, Lisa Stover, Shannon Mueck, Tricia Barry*

### Call to Order 7:30 pm

**Welcome-** *Sandy Anderson- President, Opened and welcomed the membership*

### Principal's Report

- **Principal's Report – Dr. Pamela Simpkins**
  - Overview of 3 priorities of next year
  - Shared with staff in newsletter but will share with staff on Monday in staff meeting
  - 3 priorities
    - Strong tier 1 instruction
    - Caring culture
    - Cultural awareness, and equitable practices.
  - Strong tier 1 instruction
    - We will provide rigorous tier 1 instruction
    - All students should have access to viable instruction
      - Strong CLT implementation
      - Working on our workshop model
      - Intervention.
    - Team leaders have





## SILVERBROOK PTO GENERAL MEMBERSHIP MEETING

THURSDAY, JUNE 3, 2021

- Caring culture
  - What: social emotional support to all students, creating a sense of belonging, safety and inclusion
  - Why: Maslows hierarchy of needs state that kids need a sense of security, belonging, safety and inclusion.
  - Positivity project, responsive classroom, social emotional lessons with counselors, counselor that is going to meet with students in small groups, create some safe spaces for our kids to discuss their needs and things that they are going through
    - Kids have experienced trauma these 18 months
    - Support for kids that haven't been in school
    - Want to have things ready in place for them for the anxiety and apprehensions that they are feeling
- Cultural awareness, responsiveness and equitable
  - Work towards eliminating gaps
  - Nurture a community of tolerance
  - Include equity lessons and discuss aggregated data and have a plan of action.
    - Will begin to be a regular practice
    - Hone in on subgroups
  - Creating safe places for staff and student discussions.
    - Want to create a safe space so that kids can speak their truth and they don't feel ostracized
  - Highlight various months
    - Black history, women's history, Asian pacific islander, etc.
- **Assistance Principal's Report** – *Travis Thomason*



## SILVERBROOK PTO GENERAL MEMBERSHIP MEETING

THURSDAY, JUNE 3, 2021

- Enjoyed working with Dr. Simkins
  - Lots of ideas about where she wanted our school to head.
  - Already has the 3 priorities in motion.
    - Aligns with Fairfax and our community.
- SOL data
  - 2021 SOLS
    - 360 students participated.
      - Over 100 students that were virtual came in
  - Thank you to the staff.
  - All grades were administered in 1 day.
    - Weren't sure whether it would work, but it was extremely successful.
  - Grades 3 and Grades 4 had their first experience with SOLs
  - Virginia Virtual test – not a lot of students did the remote test. But it is a new experience and it worked.
  - Scores
    - Reading scores were at 88.6%
      - That is close to where we were 2 years ago.
      - The parents did a great job with the kids
    - Math scores – 83%
      - But we were using a shortened curriculum
      - Kids weren't seeing everything but they were still able to pass.
  - Make sure parentvue is up to date and you will be able to see scores.

### Officer Reports

- **President's Report** – *Sandy Anderson*
  - Met with Dr. Simpkins about priorities for next year's budget.



## SILVERBROOK PTO GENERAL MEMBERSHIP MEETING

THURSDAY, JUNE 3, 2021

- Working closely with the school to ensure as we shifted to make sure we have in mind that we have new priorities.
- Make sure our priorities as a PTO align with what the school needs.
- Officer Election - Moved to September 2021: VOTE
  - Cannot have elections this spring
  - Can we move to 2021 and have a special election at the start of next year.
  - Voted: yay
- Nomination Committee forming now: Volunteers?
  - Sandy will run the nomination committee
    - Looking for people that are interested in serving on the board.
- PTO Priorities for next year.
  - Could not have all of the events we wanted because we did not want to do too many virtual activities
  - Plan to do MANY more activities next year.
  - Hopefully will return to normal.
- **Treasurer's Report – Monica Matoush**
  - Doing really well, despite not doing fundraisers
    - Did not spend a lot of money
    - Need to write checks for seahawk technology.
  - Adjust spending in SY 2020-21 Budget (Professional Development & Landscaping): VOTE
    - Professional develop and landscaping.
    - Want to 0 out those accounts
    - We didn't use them, and there is a surplus in the school accounts.
  - 6<sup>th</sup> grade has done a great job for their end of year gift and their end of year activities.



## SILVERBROOK PTO GENERAL MEMBERSHIP MEETING

THURSDAY, JUNE 3, 2021

- Year-to-Date Budget Update & Treasurer's Report
- **Secretary's Report** – *Ramya Burgess*
  - October 2020 Meeting Minutes: Review and VOTE
  - Meeting minutes were voted in.
- **VP of Programs** – *Lesha Edwards*
  - Tentative Afterschool Activities plans for SY21-22
    - Not sure what it will look like
    - Once we get a better picture, we will communicate that information to the parents.
  - Enrichment matters was a very easy to work with vendor.
- **VP of Social Activities Report** – *Julie Christensen*
  - Bingo success!
    - We had an amazing host for our bingo event. Plan on potentially using the host in the future.
  - Update about Sixth Grade events
    - Theresa Hull and Julie have been trying to pull off some virtual events.
    - Balloon arch will be installed for graduation.
    - Fundraising has gone very well.
    - Looking to buy some courtyard furniture as 6<sup>th</sup> grade gift.
  - Edukit – June 30<sup>th</sup> – special price and on July 1<sup>st</sup> price will go up.
    - Will have all of the school supplies that the kids need for the entire school year.
- **VP of Fundraising Report** – *Kelley Peck*
  - Nothing to Report

**Meeting Adjourned 8:06. pm**