

# SILVERBROOK PTO GENERAL VIRTUAL MEMBERSHIP MEETING AGENDA

May 19, 2022 – 7:30PM



## CALL TO ORDER

## WELCOME

## PRINCIPALS' REPORT

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

## OFFICER REPORTS

- » **President's Report** (*Sandy Anderson*)
  - Conduct vote to change the by-laws as proposed.: VOTE
  - Thank yous & Call for Volunteers
  - Conduct the election. [Please see attached candidate bios.]: VOTE
  - Staff Appreciation Week
- » **Treasurer's Report** (*Lisa Giordano*)
  - Year-to-Date Budget Update & Proposed Adjustments: VOTE
  - Proposed Working Budget for SY2022-23
- » **Secretary's Report** (*Kelley Peck*)
  - September 2021 Meeting Minutes: Review and VOTE
- » **Activities Report** (*Lesha Edwards*)
  - Report on Afterschool Activities

## COMMITTEE REPORTS

- Sixth Grade Committee
- Square 1 Art
- Silverbrook Buddy Program

## MEETING ADJOURNED

## 2022-23 SILVERBROOK PTO BOARD ELECTION SLATE

*Presented by the Nomination Committee: Lesha Edwards, Kelley Peck, and Ramya Burgess*

### **President – Sandy Anderson**

My name is Sandy Anderson, and over the last four years, I have served as the President for the Silverbrook Elementary PTO. Before that, I was the VP of Fundraising. I have had the opportunity to participate in the planning and execution of every aspect of the PTO's operations. I understand the importance of our organization, for both the students and staff at Silverbrook. I look forward to continuing to offer our community the same dedication and commitment as I have over the last six years in the upcoming school year. I have a rising 2nd grader at Silverbrook and a rising 7th grader at South County Middle School.

### **Vice President of Programs – Monica Matoush**

My name is Monica Matoush. I am looking to continue to serve on the Silverbrook Elementary School PTO Board as the Vice President of Programs. I've always been a staunch advocate for parent involvement in the school process, and I have served on Silverbrook's PTO in several positions over the last four years filling the needs of the board in several different capacities. I enjoy working with other parents and teachers to focus on issues like enhancing my children's learning environment, encouraging more community involvement and advocating for the right resources for teachers and administrators. I currently have a rising third grader at Silverbrook.

### **Vice President of Activities - Alicia Russo**

My name is Alicia Russo. I would like to serve as the PTO's Vice President of Activities. I have volunteered as a room parent for both my sons' classes and for PTO and school organized activities for the past seven years. I believe offering a variety of activities and avenues for inclusion for all students and stakeholders creates an environment that supports and values the differences and commonalities among us. I also believe including as many parents, caretakers, teachers, staff, and students as possible in activities strengthens the bonds within our school and our larger community. I currently have a rising 5th grader at Silverbrook and a rising 7th grader at South County Middle School.

### **Vice President of Fundraising – Theresa Hull**

My name is Theresa Hull, and I'm looking forward to an opportunity to help out with fundraising. I understand that schedules are busy and we are all juggling multiple priorities and activities. Also, I know that we look forward to bringing back the events that we have all grown to love, and that make us a connected school community. Fundraisers are critical to holding school events, and for us to continue giving back to the teachers and staff. I look forward to partnering with everyone to be as strategic and streamlined as possible with our fundraising opportunities. I have a rising fifth grader at Silverbrook.

### **Secretary – Vacant**

# Silverbrook Elementary School PTO FY 2021

## Treasurer's Report

07/01/2021 - 05/19/2022

Current Checking Account Balance: \$38,032.85

Current Savings Account Balance: \$19,135.60

<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)	-	\$4,463.67	-\$4,463.67	-\$9,150.00	\$4,686.33
Staff & Teacher Appreciation	-	\$3,186.95	-\$3,186.95	-\$4,000.00	\$813.05
Safety Patrol	-	-	-	-\$400.00	\$400.00
General Admin Fund (Pass Through Account)	\$2,372.10	\$2,372.10	-	-	-
SY2020-2021 Gift Distro	-	\$2,212.30	-\$2,212.30	-\$2,212.30	-
<b>1 - School Support Totals</b>	<b>\$2,372.10</b>	<b>-\$12,235.02</b>	<b>-\$9,862.92</b>	<b>-\$26,462.30</b>	<b>\$16,599.38</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	\$1,261.90	\$966.24	\$295.66	\$1,100.00	-\$804.34
STEAM Fair	-	-	-	-\$2,000.00	\$2,000.00
Sixth Grade Activities and T-Shirts	\$5,062.00	\$1,647.20	\$3,414.80	-\$3,000.00	\$6,414.80
Buddy Program	-	\$147.75	-\$147.75	-\$500.00	\$352.25
Military Appreciation	-	\$39.21	-\$39.21	-\$500.00	\$460.79
<b>2 - School Programs Totals</b>	<b>\$6,323.90</b>	<b>-\$2,800.40</b>	<b>\$3,523.50</b>	<b>-\$5,000.00</b>	<b>\$8,523.50</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	-\$200.00	-
Around the World	-	-	-	-\$500.00	\$500.00
Book Fair	\$10,842.85	\$6,137.93	\$4,704.92	\$4,000.00	\$704.92
Bingo Night	\$930.00	\$585.00	\$345.00	\$500.00	-\$155.00
End of Year Event	-	-	-	-	-
<b>3 - Community Activities Totals</b>	<b>\$11,772.85</b>	<b>-\$6,922.93</b>	<b>\$4,849.92</b>	<b>\$3,800.00</b>	<b>\$1,049.92</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	\$85.32	-	\$85.32	-	\$85.32
School Supply Preorder	\$239.94	-	\$239.94	\$250.00	-\$10.06
<b>4 - Fundraising Totals</b>	<b>\$33,885.44</b>	<b>-\$7,507.58</b>	<b>\$26,377.86</b>	<b>\$17,950.00</b>	<b>\$8,427.86</b>

4 - Fundraising	Income	Expenses	Year to Date	Net Budget	More/-Less
PTO Community Sponsors & Online Auction	-	-	-	-	-
Square 1 Art	\$1,946.01	-	\$1,946.01	\$500.00	\$1,446.01
Spiritwear & Spirit Sticks	\$5,750.00	\$5,399.11	\$350.89	\$500.00	-\$149.11
Spirit Nights (Restaurant Nights)	\$200.00	-	\$200.00	\$1,400.00	-\$1,200.00
Annual Giving Campaign	\$22,016.16	\$779.47	\$21,236.69	\$17,500.00	\$3,736.69
Trash-2-Cash	\$486.01	-	\$486.01	\$300.00	\$186.01
Special Projects (Feather the Nest)	\$3,162.00	\$1,329.00	\$1,833.00	-\$2,500.00	\$4,333.00
<b>4 - Fundraising Totals</b>	<b>\$33,885.44</b>	<b>-\$7,507.58</b>	<b>\$26,377.86</b>	<b>\$17,950.00</b>	<b>\$8,427.86</b>

5 - PTO Operations	Income	Expenses	Year to Date	Net Budget	More/-Less
Insurance, Taxes, and Fees	\$1.27	\$1,220.00	-\$1,218.73	-\$1,250.00	\$31.27
Online Operations	-	\$205.38	-\$205.38	-\$450.00	\$244.62
Room Parent Support	-	-	-	-\$300.00	\$300.00
PTO Volunteer Appreciation	-	-	-	-\$200.00	\$200.00
Membership	\$2,115.00	-	\$2,115.00	\$3,900.00	-\$1,785.00
Miscellaneous	\$20.00	\$390.48	-\$370.48	-\$1,000.00	\$629.52
Lost Checks	\$223.33	\$223.33	-	-	-
<b>5 - PTO Operations Totals</b>	<b>\$2,359.60</b>	<b>-\$2,039.19</b>	<b>\$320.41</b>	<b>\$700.00</b>	<b>-\$379.59</b>

Square Fees	Income	Expenses	Year to Date	Net Budget	More/-Less
Square Fees	\$3.77	\$1,106.14	-\$1,102.37	-	-\$1,102.37
<b>Square Fees Totals</b>	<b>\$3.77</b>	<b>-\$1,106.14</b>	<b>-\$1,102.37</b>	<b>-</b>	<b>-\$1,102.37</b>

Grand Totals	Income	Expenses	Year to Date	Net Budget	More/-Less
	\$56,717.66	-\$32,611.26	\$24,106.40	-\$9,012.30	\$33,118.70

Bank Account Balances	07/01/2021	05/19/2022	Last reconciled	Summary for the Period	
Cash on Hand	-	-	Never	Starting Total	\$26,688.98
Savings Account	\$19,134.01	\$19,135.60	04/29/2022	Income	\$56,717.66
Silverbrook Elementary School Banking Transactions	\$7,554.97	\$29,587.08	04/29/2022	Expenses	-\$32,611.26
Square Clearing Account	-	\$2,072.70	Never	Ending Total	\$50,795.38
<b>Totals</b>	<b>\$26,688.98</b>	<b>\$50,795.38</b>			

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

Submitted by:

Name: Lisa Giordano

Signature:



Date: May 19, 2022

# Silverbrook Elementary School PTO SY 22-23

## Tentative Budget

\*Anticipates a \$10,000 startup and \$10,000 goal for carryover for SY22-23.

<b>Funds available at beginning of financial year (07/01/2022)</b>			<b>\$0.00</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
Field Trip Supplement	-	-\$2,000.00	-\$2,000.00
Professional Development	-	-\$4,000.00	-\$4,000.00
Landscaping/School Garden	-	-\$2,000.00	-\$2,000.00
Student Support (Includes School Supply Pre-Order)	-	-\$200.00	-\$200.00
Classroom Support (22/23)	-	-\$9,150.00	-\$9,150.00
Staff & Teacher Appreciation	-	-\$5,000.00	-\$5,000.00
Assemblies	-	-\$1,500.00	-\$1,500.00
Feather the Nest Carryover	-	-	-
<b>1 - School Support Totals</b>	<b>-</b>	<b>-\$28,350.00</b>	<b>-\$28,350.00</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	\$2,500.00	-\$1,800.00	\$700.00
One School, One Book	-	-\$4,000.00	-\$4,000.00
STEAM Fair	-	-\$1,500.00	-\$1,500.00
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>\$14,000.00</b>	<b>-\$22,900.00</b>	<b>-\$8,900.00</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	-\$7,000.00	\$3,000.00
Bingo Night	\$3,000.00	-\$2,000.00	\$1,000.00
End of Year Event	\$2,500.00	-\$2,500.00	-
<b>3 - Community Activities Totals</b>	<b>\$15,500.00</b>	<b>-\$12,200.00</b>	<b>\$3,300.00</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	\$5,000.00	-\$500.00	\$4,500.00
Square 1 Art	\$1,000.00	-	\$1,000.00

<b>4 - Fundraising</b>	<b>Budgeted Income</b>	<b>Budgeted Expenses</b>	<b>Budget Net</b>
Spiritwear & Spirit Sticks	\$5,000.00	-\$4,000.00	\$1,000.00
Spirit Nights (Restaurant Nights)	\$1,500.00	-\$100.00	\$1,400.00
Annual Giving Campaign	\$30,000.00	-\$1,500.00	\$28,500.00
Trash-2-Cash	\$450.00	-	\$450.00
<b>4 - Fundraising Totals</b>	<b>\$43,200.00</b>	<b>-\$6,100.00</b>	<b>\$37,100.00</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	-	-\$250.00	-\$250.00
Room Parent Support	-	-\$300.00	-\$300.00
Membership	\$4,500.00	-\$500.00	\$4,000.00
Miscellaneous	-	-\$1,000.00	-\$1,000.00
<b>5 - PTO Operations Totals</b>	<b>\$4,500.00</b>	<b>-\$3,300.00</b>	<b>\$1,200.00</b>
<b>Square Fees</b>	<b>Budgeted Income</b>	<b>Budgeted Expenses</b>	<b>Budget Net</b>
Square Fees Totals	-	-	-
<b>Grand Totals</b>			
	<b>\$77,200.00</b>	<b>-\$72,850.00</b>	<b>\$4,350.00</b>
<b>Projected bank balance if on budget</b>			<b>\$4,350.00</b>



## SILVERBROOK PTO GENERAL MEMBERSHIP MEETING

WEDNESDAY, SEPTEMBER 29, 2021

### Attendees:

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

#### Other Attendees:

Nicole Duchesneau Lauren Kelly Pinsky  
Carrie Storer Michael Shah Sharrin Melissa Miller  
Renee Williams Kate Volpe Rebecca Geller  
Beth Tyszka Lisa Zocher Benyi Inyama  
Elizabeth DeMaio Shannon Mueck Carrie Glass  
Lauren Hilliker Anne McQueen Kitty Greenstein  
Sabina Palermo Alicia Russo

### Call to Order 7:30 pm

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

### Principal's Report

- **Principal's Report – Dr. Pamela Simpkins**
  - Focusing on routine & procedure, building relationships, assessments and instructional practices plus lots of fun!
  - Thank parents for support with adhering to covid procedures
  - 3 outdoor areas where students will rotate through for lunches
  - Chat and chews (principal and parents chats) coming soon
  - MTSS (multi-tiered systems of support)
    - What: team making decisions based on data to provide differentiated instruction
    - Why: all children can learn at high levels
    - How: using PLC (professional learning communities) tenants and equitable practices



## SILVERBROOK PTO GENERAL MEMBERSHIP MEETING

WEDNESDAY, SEPTEMBER 29, 2021

- What's New
  - County and school initiative
    - Schoology, zoom, SEL surveys, ESSER funding
- **Assistance Principal's Report** – *Travis Thomason*
  - 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.





## SILVERBROOK PTO GENERAL MEMBERSHIP MEETING

WEDNESDAY, SEPTEMBER 29, 2021

### Officer Reports

- **President's Report** – *Sandy Anderson*
  - Officer Election - VOTE
    - Voting for Officer positions took place
    - Everyone was voted back in
  - PTO calendar shared
    - Hoping for in-person meeting and events
  - PTO membership
    - Membership dues—helps pay fees and taxes
    - Giving campaign--- donation
  - Staff welcome breakfast was a success!
- **Treasurer's Report** – *Monica Matoush*
  - Conducted by Sandy Anderson
  - Extra funding in some areas and with no fundraising wanted to make sure money could be redistributed
    - Landscaping
    - Field Trips
  - Trash to Cash
    - Amazon income is increasing (SMILE)
  - Setting monies aside to improve the staff lounges
  - Not moving forward with spirit sticks
  - Adding Spirit Nights to budget
  - Budgeted surplus is ~\$2600
  - Vote on budget approval
    - It was approved



## SILVERBROOK PTO GENERAL MEMBERSHIP MEETING

WEDNESDAY, SEPTEMBER 29, 2021

- **Secretary's Report** – *Ramya Burgess*
  - June 2021 Meeting Minutes: Review and VOTE
  - Meeting minutes were voted in.
- **VP of Programs** – *Lesha Edwards*
  - After School Programs
    - 2 program for upper, 2 for lower
      - One sport, one non-sport
      - Sign-up until Oct 5
      - Start Oct 18 3:45-4:45
    - Chess is a wait and see as we slowly bring in programs
      - Offering outside programs currently
- **VP of Social Activities Report** – *Sandy Anderson*
  - Spirit wear
    - Was a success this fall
    - Order by oct 8 the shirt will be delivered to oldest child at school
  - 6th grade committee
    - Chaired by Sandy Anderson & Lesha Edwards
    - Initial planning meeting is coming up
  - LCAC
    - Hoping to do a coat drive or any other drive to help
  - Square One Art
    - Connecting with Ms. Lajin to organize
    - More info to come
  - Best Buddies
    - Pairs students in 4th-6th with students in special ed
    - Starting in October



**SILVERBROOK PTO GENERAL MEMBERSHIP MEETING**

**WEDNESDAY, SEPTEMBER 29, 2021**

- 30 minute meetings during other pull-outs (patrols, SCA)
- **VP of Fundraising Report – Kelley Peck**
  - Restaurant Nights
    - Oct 18 & 19 Marcos Pizza (15% of sales)
    - Nothing Bundt Cakes (tentative)
    - Looking to partner with community members
    - Goal is to increase passive fundraising

**Meeting Adjourned 8:13. pm**