

**PTA Meeting Minutes**  
**John W. Tolbert, Jr Elementary**  
**Tuesday August 31, 2021**  
**7:00 PM**

---

President Zaina Brown called the meeting to order at 7:00pm. In attendance were:

Zaina Brown- President, Theresa Wesley- Treasurer, Emily Bower- Secretary, Laura Burger- VP Family Events, Dana Laukhuf- VP Fundraising, Sabrina Soto- VP Membership, Susan Mullen- Principal, Melissa Mehalchick-Dean of Students, Dana Bober- Assistant Principal, Megan Lawson- 1<sup>st</sup> grade teacher, - 3<sup>rd</sup> grade teacher, Victoria Klier- 2<sup>nd</sup> grade teacher. Vicki Galer- 5<sup>th</sup> grade teacher, Nicole Krepinevich- Kindergarten Teacher, Bobbi Desai, Jasdeep Bhogal, Megan Lappinga, Casey Stumpf, Roderick Brooks, Marcy Blandon, Tina Caskey, Tim Ottmann, Olivia Henson, Kendayl Fissel, Lori Martorana, Kriti Achreja, Lynne Martin, Victoria Barmoy, Guvin, Jessica Kuzmicki, Lisa Vinayak, LaTonya Holland, Rachael Tallerico, Tamasha Graham

**Approval of Minutes**

The draft minutes were posted on the Tolbert PTA website. There were no changes to the minutes. Emily Bower motioned for the minutes to be approved from the May 6th PTA meeting and Sabrina Soto seconded the motion. The minutes were approved.

**Officer Reports**

Treasurer: Theresa Wesley

- The 2020-2021 Financial Review was presented which had an end balance of \$23848.04. Theresa made a motion to approve it and was seconded by Dana Laukuf. It was approved by at least 15 to 0.
- The 2021-2022 Budget was proposed. Changes included all Family Events being grouped together. Teachers/staff will receive mini grants of \$500 per grade, and the budget was increased to support special education as well as reading/math specialists which will also receive \$500 per group. A motion was made to approve as presented except to zero out Spirit Wear, but keep it as a line item under Fundraising. Dana Laukhuf seconded the motion. The budget was approved.
- All reimbursements need to be submitted electronically going forward

Vice President of Family Events: reported by Zaina Brown for Laura Burger

- Kindergarten Meet & Greet -- Event was held at Branch in Leesburg on 8/22 and was coordinated by Cheryl Thai. Thirty-eight students were in attendance.
- Open House – Event was held on 8/25 with high school volunteers helping to serve. There is a lot of ice cream leftover and will be saved for a future event.
- Pastries with Parents – Event is scheduled for Saturday, October 2<sup>nd</sup> from 8-10 am. It will be held outside in order to socially distance.
- Fall Movie Night – Event is scheduled for 10/22/21 and will be held outside in order to socially

# **PTA Meeting Minutes**

## **John W. Tolbert, Jr Elementary**

### **Tuesday August 31, 2021**

#### **7:00 PM**

---

distance. It will replace Spooky Bingo from previous years. Costumes can be worn. Movie TBD.

- Valentine's Day Dance – Scheduled for 2/11/22
- Spring BINGO – Scheduled for 4/29/22
- STEM Night – Event is proposed for Feb/March 2022
- Pizza with Parents – Event will be held in the spring

#### Secretary: Emily Bower

- Emily is working on the next newsletter- contact her if you have any suggestions/additions you'd like her to include.
- If anyone has anything for the newsletter, email Emily by Sept. 7<sup>th</sup>.

#### Vice President of Membership: Sabrina Soto

- We currently have 134 members in total
- Members include 115 parent/guardian and 13 faculty/staff

#### Vice President of Fundraising: Dana Laukhuf

##### Fundraising Update:

- Fundraising has surpassed the goal of \$3000. We currently have about \$3800 so far.
- Some of our sponsors include: Legacy Orthodontics, Encourage Martial Arts, and State Farm
- We have received \$267 from our partnership with Sprout. Sprout was approved for future school supplies.

##### Discussion about sponsorship banners

- Susan Mullen proposed hanging banners from our school sponsors in the gym or on the fence outside to advertise.
- Dana proposed a higher sponsorship rate from banner sponsors.

##### Discussion about Holiday Shop/Vendor Marketplace

- Children can shop for gifts
- It will include handmade and other networking booths
- Proposed for the first weekend of December
- Now accepting volunteers if interested in participating.
- A fee will need to be paid for each booth.

##### Discussion about vendors

- Vendors will only be allowed at in person PTA events only

#### President's Report: Zaina Brown

##### BoosterThon / Fun Run Update:

- We are still waiting to get approval to do the Fun Run as there are new regulations this year
- No fundraising will be allowed during instructional hours.
- There will be an alternative activity available for those who don't want to or are not able to participate in the Fun Run.

**PTA Meeting Minutes**  
**John W. Tolbert, Jr Elementary**  
**Tuesday August 31, 2021**  
**7:00 PM**

---

VP of After School Programs Update:

- There are a few people interested in co-leading
- The first session will now be during the winter quarter

National PTA School of Excellence Designation

- This is a 2 year program
- Zaina is looking for volunteers to assist

5<sup>th</sup> Grade Party

- Looking for volunteers and committee head

House T-Shirt Update:

- There is a new design this year. Tidal wave is now Tsunami
- Orders need to be in to Rachael Tallerico by 9/2
- We will ordering a shirt for all students. Teachers need to get approx. sizing for all students

**Principal Reports**

- Ms. Mullen thanked the PTA, parents, and members for being present, and she appreciates everyone's flexibility.

**Adjournment**

- Adjournment 7:55 pm