

MEETING MINUTES LORTON STATION PTO



Meeting Date 11/12/2024

Recap:

Within the meeting various upcoming events and fundraisers at the school were discussed, including the Family Movie Night, the Winter Boutique, and the 6th grade celebration. It was also discussed the need for a cohesive meeting schedule, the launch of the "Watchdogs" program, and the planning of the library renovation. The PTO also touched on the importance of volunteering and staying connected with the school community, and the logistics of the movie night event.

Next steps

- Casey to email information about the spirit wear fundraiser to the PTO board
- PTO board to meet and establish a timeline for upcoming events and fundraisers
- Dr. James to send out a new meeting link for the virtual meeting on Wednesday at 7 PM to discuss Family Movie Night details
- JaMelle to meet with Miss Smith to learn about the projection process for Family Movie Night

Welcome and Meeting Minutes Update

In the meeting, JaMelle welcomed everyone and introduced the board members present. She mentioned that the minutes of the last meeting held on October 8th, 2024, will be available on the school's website once it's updated. She also announced that Dr. James, the secretary, writes the minutes and the school newsletter. JaMelle encouraged everyone to share any notable events or information through the meeting minutes or the newsletter by emailing Lorton Station, PTO.

Family Movie Night and Volunteer Needs

JaMelle discussed the upcoming Family Movie Night event, which was scheduled for Friday 15 Nov 24. The movie to be watched was Inside Out 2. The event is a fundraiser with food sales, including popcorn, pizza, chips, and drinks. JaMelle encouraged everyone to spread the word and invite their children and their friends to join. Volunteers are needed to help with food sales and monitoring the room where the children will watch the movie.

Securing Funds for Pizza and Fundraisers

JaMelle discussed the need for a quick board gathering to secure funds for pizza, which would be reimbursed from sales. There was also a mention of lawn chairs and blankets for comfort during a movie night. The budget was confirmed to be sufficient for the pizza, and a fundraiser at Kung Fu Tea was successful. Lynesha announced the upcoming fundraisers, including a double good popcorn fundraiser and a dine-in for Chipotle in February. Ms. Muskett suggested a fundraiser involving spirit wear, which Casey agreed to share more information about. JaMelle agreed to discuss this further with Casey. The group also discussed the possibility of running sales for spirit wear, with a two-week window for each sale.

Addressing Scheduling Conflicts and Design

It was discussed that there were challenges of meeting and achieving goals due to scheduling conflicts. Casey suggested running a design contest for the school shirts but noted that it might not be as successful as the previous year. Dr. L proposed involving the art department to guide students in the contest. The idea of running sales with previous designs for the winter and incorporating a student design in the spring was also discussed. The team agreed to consider these suggestions and potentially involve the art department in the design process.

PTO Events and Volunteer Opportunities

JaMelle discussed upcoming PTO events and volunteer opportunities. The fall festival was postponed, but a winter formal on December 13th needs volunteers to sell snacks as a fundraiser. Teachers offered to have dinner with students at the Chipotle fundraiser night. The PTO will focus on a t-shirt design contest in December and planning spring events like Dessert Night. Dr. L mentioned upcoming events like Thanksgiving lunch, AAP night, and a principal's conversation. The school is planning a library renovation with new kid-friendly furniture and a "beautifying day" where volunteers will paint book characters and scenes on the walls.

Watchdogs Program and Principal Coffees

Dr. L discussed the launch of their "Watchdogs" program, where dads volunteer to support the school in various ways. He mentioned that they have about five dads currently volunteering, with more expected to join. Dr. L also talked about the principal's coffees, which are scheduled alternately in the morning and afternoon. He explained that pre-registration for these events was introduced to build excitement and encourage attendance. JaMelle expressed her appreciation for the program and her intention to pre-register for future events.

Library Renovation and 6th Grade Celebration

JaMelle expressed excitement about the upcoming library renovation and the potential for partnerships with teachers. The discussion then shifted to the planning of the 6th grade celebration, with Christina confirming that no committee had been formed yet. JaMelle suggested a design contest for the class T-shirts and the possibility of a picnic or play day for the end of the year. Ms. Muskett agreed, emphasizing the need for early planning to avoid last-minute decisions and to allow for fundraising efforts. The team agreed to draft a message to gather volunteers for the 6th grade end-of-year activities and to discuss past activities like picnics and veteran visits.

Family Engagement Events and Activities

The meeting focused on family engagement events and activities at the school. JaMelle emphasized the importance of volunteering and staying connected with the school community. The upcoming Family Movie Night was discussed, with Dr. James

suggesting a meeting to plan the event. JaMelle agreed to meet on Wednesday to discuss the details. The meeting also touched on the upcoming Winter Boutique, with Ms.Muskett encouraging everyone to donate toys. The school's social media presence was also discussed, with JaMelle encouraging everyone to follow the school's accounts.

Movie Night Event Logistics Discussed

JaMelle, Jasmine, Dr. James, and Ms.Muskett discussed the logistics of a movie night event. JaMelle agreed to meet with Dr. James and Ms.Muskett to discuss details and ensure everything is in place. Princess expressed her willingness to attend the event, although she might be late. Ms.Muskett offered to connect Jamelle with Miss Smith, their IT specialist, to guide them through the projection process. JaMelle agreed to meet with Ms Smith on Wednesday to ensure a smooth setup. The team agreed to use the same link for the virtual meeting, with Dr. James promising to send a new link if necessary. The meeting ended with JaMelle expressing gratitude for everyone's time and willingness to help.