

Langley High School PTSA
Executive Board Meeting Minutes
November 10, 2021

In attendance: Clare Bradshaw, Kitty Gonzalez, Amy Prewett, Annette Bellino, Julie Hohl, Kristen Simko, Jamie Loving, Christine Mancino, Kirsten Thompson, Julie DeLong, Sonaal Luthra, Melissa Schwartz, Jill Farah, Jack Che, Denys King, Jill Holloman, Stefanie Stayin, Bill Andrie, Heather Capps, Kim Greer, Mary Kunkemueller,

Meeting called to order at 9:38am

Motion to Approve October 6, 2021, Executive Board Meeting Minutes- Motion of Approval by Denys King and Kitty Gonzalez. All Approved.

Principal's Report: Kim Greer

- Thank you all for your ongoing support of our school and staff
- August and September were a rocky start of the year for the students and a challenging start for staff after a year being virtual
- October the students found their rhythm, ending the first quarter on a high note
- Cross Country Girls heading to States, first time in 30 years
- Football Team beat McLean and Herndon
- Good News! When you find people who are amazing you find a way to keep them!
 - Julie Hohl is amazing, she continued to volunteer after her last child graduated in 2020
 - Since Covid, Langley was given an additional position Family Liaison
 - Julie is now a paid Saxon! Her duties will be to keep doing what she is already doing!
- Things are quiet now in the building
- Questions?
 - Tik Tok challenge has slowed down, one incident of vandalism in the boy's bathroom
 - A Flash Mob, was posted on Tick Tok, and it makes Langley look bad. Regional called Kim about it. Students gather in a specific hallway period before Langley Links and jump up and down for 15 seconds and then go back to class. There have been 2 instances of this happening. The administration found out about a third one planned and had 10 security officers and administrators given specific hall assignments instead of bathroom duty.
 - Students have been reminded that if they make poor choices, there will be consequences
 - Langley has an expectation from FCPS which is an extension of the VA Department of Education that we provide a safe, secure learning environment
 - Grades will be disseminated through 7th period on Friday. Saturday morning 6am available in ParentVUE. Students will come home with paper report cards on Friday.
- Thank You all for your understanding, trying to balance fun, learning and safety all together and never a dull moment

President's Report: Clare Bradshaw

- Overview of recent PTSA activity
 - Thank You to the following:
 - Family Network- Robyn Smith and Michelle Francis for holding the Socials
 - Saxon Service-Julie Hohl, Chrissie Lavin & Kirsten Thompson held a very successful Saxon Service last Thursday
 - Hospitality held Fall luncheon October 15th-Ritika Fedewa & Hilary Proctor
 - Appreciation Committee-Gift Basket for Principal Greer and Principal Appreciation Month, Baskets for Security Team, Clare Bradshaw and Jamie Loving held Donut Day for teachers
 - eNews works hard publishing every week-Amy Prewett, Helen Miller, Stephanie Maxwell & Michelle Francis-Training new editors Gary Coetzee & Ghida Damirji
 - Website needs constant updating-Thank you to Betsy Vrankovich and Annette Bellino with a newly Special Education Resource page
 - Directory-working on compiling infor. Denys King, Andrea Stygar, Kim Detwiler & Jack Che
 - Health Screening- last Friday and second half today. Need 5 more volunteers. Maryam Malik has been helpful coordinating with Fairfax County health screening nurse
 - Reflections Contest- Sara Koenig did a great job promoting contest and judging it
 - Huge Thank you to Officers: Jackie Grayer for taking and preparing minutes for the website, Annette Bellino for staying on top of all communications, Kristen Simko & Melissa Schwartz for creatively getting people to join the PTSA and raising more money, Julie DeLong meticulously keeps track of all paperwork and our budget, Jamie Loving has helped with everything and been a huge resource and comes with so much knowledge, Mary Kunkemueller has been so helpful in so many ways, and has served a vital role in the Bylaws revision process
- Bylaws Highlights and Changes for 2022
 - Hand out of Local Unit Organizational Structure Form
 - As of 2023 Virginia PTA is doing away with the President Elect position
 - We at Langley wanted to keep this position and we were told no we could not, but we could restructure our VP position to include President Elect
 - We will have a President, Treasurer and only one Secretary. Going forward our 1st VP will be our Communications VP and will function as our President Elect and be front and center training to be President but will still need to be voted in the next year.
 - Membership is now 2nd VP
 - Fundraising is now 3rd VP
 - Appropriations and PDF VPs are now combined to be 4th VP-Appropriations since they functions are related. We will need collaborations from all the VPs for Appropriations.
 - Term Limits-Only allowed to have all Officers term be 1 year or all be 2 years. Will be harder to recruit a President with a 2-year term so went with 1-year terms. Officers have a 1-year term with option of doing a maximum of 2 consecutive terms
 - Number of meetings per Year is a minimum of 4

- Days notice of regular meetings- 2 days notice
- Days notice of special meetings -2 days notice
- Executive Board Members- 2-year term limit with a max of 2 terms
- Our Bylaws are good for 5 years until 2027
- Motion to Approve the changes to the Bylaws-Bill Andrie & Sonaal Luthra- All Approved. Will be brought to the General Membership to approve also.
- November 17th: Next General Membership Meeting
 - Anna Davis & Catherine Kennedy to speak on Emotional & Mental Health
 - Kelly Rankin to speak about the new marijuana law and its impact on students
- January 5th: Next Executive Board Meeting

Officers' Reports:

- Treasurer- Julie DeLong
 - Budget Report included
 - QR Code on back for reimbursement/payment request
- Membership/Fundraising-Melissa Schwartz & Kristen Simko
 - Total Dollars \$69,970 (+\$970 where we want to be)
 - 76% to goal for parent memberships (456 total) that is 27% of our total parent population
 - Student and Teacher #'s better than last year (2% of students and 73% of teachers)
 - Breakdown by Grade:
 - 9th 30%
 - 10th 28%
 - 11th 21%
 - 12th 21%
 - Thinking of doing a class competition in some way
 - Average Donation per parent member \$127
 - Affiliated Fundraising to date: \$200 Harris Teeter
 - 687 qualified Amazon purchases in the last 60 days
 - Looking to promote Black Friday shopping on Amazon
 - Talking about doing another mock SAT/ACT before Spring
- Appropriations/PDF- Ally Weingast & Heather Murphy Capps
 - Appropriations spent \$4554
 - 7 requests all from Performing Arts and World Languages
 - iPads, large Post-It Note boards, practice canvases for World Languages
 - Ellen Hussain-Teacher Coach requested books to expand her library
 - Current events quiz-multiple use subscription for Journalism and other interested departments

- PDF's- Going to make a video link that Principal Greer will send out to teachers/staff to remind them that we have \$\$ for them to use
- Approved Rebecca Anderson's Summer Institute Course for \$234.50 for reimbursement
- Many conversations with Lindsay Fischer and Ellen Hussain to continue Incentive Program "Grow your own learning Adventure" PTSA funds \$1000's out of PDF's this year for gift certificates. Next year this will have its own line item on the budget.
- Approved 2 earmarks for the Band Department for \$500 each for musical educator conferences
- January 19th is the next PDF meeting

Committee Reports:

- eNews-Amy Prewett
 - Send eNews any exciting information about your committees. Include a short article and pictures if you have any. Deadline is Tuesday at noon. Send to ENewslangley@gmail.com If you do have all the details by Tuesday just let them know and they will create a placeholder until you have all the information. Can also include video links
- Safe Community Coalition-Kitty Gonzalez
 - Event Monday November 15th at 6:30 with McLean Community Center, for younger audiences. "Alphabet Rockers" song writing in collaboration with the audience about empowerment for kids. Topics include Diversity, Equality, and Inclusion. Space is limited
 - Offer professional training for mental health professionals
 - More events in the winter including book talks
 - Remember April 26th guest speaker Julie Lythcott-Haims, finalizing details of where this will happen. More information to come!
- FCCPTA-Mary Kunkemueller
 - Represents Langley Pyramid in Fairfax County
 - Went to 1st meeting and take away was how grateful we should be our community is so strong. Other communities have issues that we do not have. Schools cannot get enough volunteers, principals not allowing students to eat outside. We should be very appreciative.
 - If anyone has any questions how other schools are handling any issue or have questions about another school, Mary is the best resource.
- Directories-Denys King
 - Met with Principal Greer and went over the front of the book and will be allowed to include emails of employees
 - Going through all the duplicates-there are a lot
 - Still learning the new system

- Hoping to be able to print in January as we did last year
- Career Connections- Sonaal Luthra
 - Hoping to have an in-person event this year in the spring
 - This committee is different than most other committees because this is student lead
 - The student committee 8-10 students work with administration to get the event scheduled; they work up the budget
 - Next week there is an online Zoom meeting 40-50 students have signed up
 - After the meeting this year's committee will be formed. Will tell students there is a commitment of 40-45 hours through March
 - For students that are not chosen for the committee they will be given other avenues such as possibly working on the summer opportunities fair/data base
- Diversity, Equality & Inclusion-Heather Murphy Capps & Stefanie Stayin
 - Upcoming virtual meeting (November 18 at 7 pm), we'll take a closer look at some common words and phrases that may seem harmless to some, but painful to others in our community
 - Information on DEI page, will be in eNews this week
 - Must sign up in advance to get the link to attend the meeting
- Saxon Service-Julie Hohl
 - It was a great event!
 - Thank you to Kim and Branden for allowing this event
 - Thank you to the parent Volunteers
 - Thank you for all the advertising that is done to the teachers throughout the school
 - Thank you to Kirsten Thompson and Chrissie Lavin for all of your help!
 - 695 students signed up!!
 - Volunteers shared their own happy stories
 - No official date yet, looking at December 9th
 - 2 new activities for next time
 - Only school in county that does this, McLean wants to come and observe
 - Need more t-shirts for the dog toys
- Family Network-Given by Clare Bradshaw
 - Hosted Social Coffee on Monday at Robyn's house- 17 attendees
 - New Families are very eager to participate
 - Next event November 18th New Family Forum #2 9:30am-Geoff Noto will speak about student activities and Braden Peterson will talk about the role of the counselors
 - December 3rd Social Dinner 7pm at Italian Oven in McLean- RSVP by Nov 24 to lhsnewfamilynetwork@gmail.com

- ANGP-Annette Bellino
 - Sponsor remembrance wreaths to be placed at Arlington National Cemetery on December 18th
 - Wreaths \$15/each- LHS ANGP 2022 will receive \$5 for every wreath ordered
 - Can order wreaths to be placed at 2500 locations
 - Links will be in eNews with QR codes, also printed forms are available
 - Goal is 300 wreaths-178 have been ordered
 - www.wreathscrossamerica.org/VA0894P
- Langley Cares-Given by Clare Bradshaw
 - SHARE needs toiletries the most since SNAP benefits do not pay for toiletries
 - LHS is having a toiletry drive until 11/22
 - Bins outside of front office
 - Geoff Noto and coaches are targeting athletes as they try out for sports
- PTSA Reflections- Sara Koenig
 - First place winner advanced to the regional level which
 - Film Production: Keely Wen (9), "Future of Business"
 - Literature: Rebecca Lacy (12), "What is Your Name"
 - Music Composition: Katie Dzwonczyk (11), "Touch"
 - Photography: Zayd Damirji (10), "Protecting the Unprotected"
 - Visual Arts: Zara Adams (12), "Eyes"
 - Honorable Mentions
 - Literature: Peter Thoreson (10) "Hidden"
 - Literature: Ashley Headrick (10) "Power of Words"
 - Photography: Sarah J. Irwin (9) "Adapting to Engineering A More Green Future"
 - Visual Arts: Zachary Ulman (9) "Empathy"
 - Stay tuned for results from regionals
- Ethics Day-Jill Farah
 - Looking for a venue to hold event
 - March time frame
 - Capacity of 550 with at least 3 rooms
 - Please let Kelly Wilson or Jill Farah if you know of a venue
- Motion to Adjourn at 11:38
- Respectfully Submitted By: Jackie Grayer



LOCAL UNIT ORGANIZATIONAL STRUCTURE FORM

Date Approved by Membership: _____

ORGANIZATIONAL STRUCTURE				
Name of Local Unit	Langley High School Parent-Teacher-Student Assn		Tax Employee Identification Number	541358045
City/County & Zip Code	McLean, Fairfax, 22101			
Principal Name	Kimberly Greer		School District	Langley
Superintendent Name	Dr. Scott Brabrand		PTA District	Northern VA District
Fiscal Year	July 1 to June 30		PTA Council	Fairfax County Council
Insurance Carrier & Policy Number	R.V. Nuccio & Associates Insurance Brokers, Inc. XP80989917 - Master Policy Number		Annual Membership Dues Includes \$1.50 to Virginia PTA Includes \$2.25 to National PTA	\$ 25 per member
ELECTED OFFICERS				
Titles of Elected Officers	President	President-elect	Term Length (select)	<input checked="" type="checkbox"/> 1 year <input type="checkbox"/> 2 years
	Treasurer	Secretary	Consecutive Terms Allowed (select)	<input checked="" type="checkbox"/> 2 terms <input type="checkbox"/> 3 terms <input type="checkbox"/> 4 terms
	1st VP Communication	2nd VP Membership		
	3rd VP Fund Raising	4th VP Appropriations		
EXECUTIVE COMMITTEE				
Who serves on your Executive Committee	Elected Officers	Number of Meetings per Year	4 Meetings	
	Principal	Days Notice - Regular Meeting	2 Days	
		Days Notice - Special Meeting	2 Days	
EXECUTIVE BOARD				
Who serves on your Executive Board	Elected Officers	Number of Meetings per Year	4 Meetings	
	Principal	Days Notice - Regular Meeting	2 Days	
	Standing Committee Chairs Term (select) <input type="checkbox"/> 1 year / <input checked="" type="checkbox"/> 2 years	Days Notice - Special Meeting	2 Days	
GENERAL MEMBERSHIP MEETINGS				
Meetings	Meetings per year Minimum of 3; 5-7 is standard	Days Notice - Regular Meeting	10 Days	
Quorum	Quorum 10 members or 50% of membership (whichever less)	Days Notice - Special Meeting	2 Days	
NOMINATIONS & ELECTIONS				
Month Nominating Committee Elected	2 months before election	Number of Members Elected to Nominating Committee	At least 3 and must be an ODD number	
Month of Elected Officers	<input type="checkbox"/> April <input checked="" type="checkbox"/> May <input checked="" type="checkbox"/> June	Officer Transition	Last day of the school year or last day of the fiscal year.	

Langley HS PTSA
2021-2022 Budget vs Actual Spend
As of November 9, 2021

GENERAL FUND

Sources

	Budget	Actuals	Difference
Affiliate Fundraising	2,250	119	(2,131)
Donations	54,000	57,760	3,760
Membership Dues	15,000	12,210	(2,790)
SAT/ACT Practice Test	2,500	2,150	(350)
Total Sources	73,750	72,239	(1,511)

Uses

Programs	(61,525)	(5,660)	55,865
General & Admin	(9,975)	(5,434)	4,541
Total Uses	(71,500)	(11,094)	60,406

General Fund Cash at Beginning of Period	81,955	81,955	
Change in Budgeted General Fund Items	2,250	61,146	
Savings from Appropriations Returned to General Fund		-	
Transfer from General Fund to Appropriations		(4,554)	

Total General Fund	84,205	138,547	
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General Fund Available for Future Appropriations and Reserves

84,205	78,141
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EARMARKED FUNDS

	Beginning of Year	Current Balance	Amount Spent
Appropriations from General Fund	13,800	9,940	(8,414)
ANGP	-	-	-
Class of 2020	9,034	9,034	-
Courtyard Fund	4,284	6,145	-
Langley Cares - 2020-2021 Donations	2,001	2,001	-
Total Earmarked	29,119	27,120	(8,414)