

**Poplar Tree Elementary School PTA**  
**Meeting Minutes**  
**March 12, 2013**

Meeting called to order at 7:08 pm by Elizabeth Zielinski.

**Attendees:** Mary Yee, Elizabeth Zielinski, Lori Barnes, Sandy Jones, Lisa Melchiori, Hallie Dillon, Susan Friedman, Melanie Read, Jennifer Alvarez, Carolyn York

The February 12, 2013 minutes were approved with changes.

**Principal's Report**

- Mrs. Dillon reported on the safety and security of Poplar Tree. In Fairfax County, the Crisis Management Planning Team meets in August. Safety audits and inspections are re-submitted at that time to the team. Evacuation destinations during a crisis are known to all Team personnel within the school, but never published. Due to changes in staff, procedures are updated throughout the year and communicated during training to the staff. Door opening procedures are reviewed with administrative staff to ensure safety of everyone in the building.
- At the previous month's meeting, it was stated that the after school WIN program would start on March 9<sup>th</sup>. It actually started on March 13<sup>th</sup>. Mr. Penley will no longer be involved, but Mrs. Paska will take his place. As of this meeting date, ten 3<sup>rd</sup> and 4<sup>th</sup> graders, eleven 5<sup>th</sup> graders and 8 6<sup>th</sup> graders are participating in that program.

**President's Report**

- Elizabeth Zielinski reported that the Fire and Ice game will occur on Friday, April 5<sup>th</sup> at 7pm at Chantilly High School. Doors will open at 6, for an opportunity to participate in the 50/50 raffle and buy some concessions or spirit wear.
- Kathy Smith will be speaking to any interested parents or staff related to the capacity issues at Poplar Tree on March 20<sup>th</sup> at 9AM. All are encouraged to discuss the cause and solutions to the projected sharp decrease in population over the next five years at Poplar Tree.
- A needs assessment study will be sent to all families with children attending the school to assist the PTA in developing a plan for program funding preferences.

**Treasurer's Report**

- Currently, we have spent all but \$6,000 of our money for this year. We have paid our portion of the Math Resource Teacher, paid out half the allocated funds for Teacher Funds, and have not paid our Mini Grants. There are still sweeps considerations. Please get all expenses to Jennifer Alvarez soon!
- The SCA officers reported they would like to use earned funds to purchase picnic tables. There are several regulations to review prior to purchase. Mrs. Arnberg needs to be advised of these restrictions.

## **Committee Reports**

**Nominating Committee** – Jennifer Alvarez reported that she, Adrienne Nicholson and Emily Flynn have come up with the following slate of officers for the 2013 – 2014 PTA Board:

President – Elizabeth Zielinski

1<sup>st</sup> Vice President – to be determined

2<sup>nd</sup> Vice President – Sandy Jones

Secretary – Carolyn Caywood

Treasurer – George Hohmann.

**Carnival** – Carolyn York reported that “all systems go” for the Carnival.

**Silent Auction** – Elizabeth Zielinski spoke on behalf of Suzanne Hilbert and Hope Hohmann. There are over \$4,000 in items up for auction. The catalog of items will be up on the website Wednesday morning. A sample of some items are a beach house rental, wine party, tickets to the 6<sup>th</sup> grade show, and various Teacher Experiences. This year, there will not be any online bidding.

**Running Club** – Sandy Jones reported that the Running Club will resume after Spring Break. They are offering a “half price special” of \$5 to anyone who would like to join now. Sign up forms are being sent home via Friday Folders.

## **New Business**

Melanie Read presented information related to Children’s Science Center. It is meant to be a “museum without walls”. Please reference the attached flyer. Their biggest need right now is for a stronger volunteer base. Information can be found on their website at [www.TheChilrensScienceCenter.org](http://www.TheChilrensScienceCenter.org). Melanie’s hope, as the ambassador of the center is that Poplar Tree can be one of many area schools which participate in Family Science Nights. The CSC would come for a fee of \$500 and set up the mobile museum. Families would come and participate in all the hands-on exhibits.

The next PTA meeting date is to be determined.

The meeting was adjourned at 8:17 pm.

Respectfully submitted by,

Mary Yee  
Secretary

