

**George C. Marshall PTSA  
Board Meeting Minutes  
April 7, 2014**

**Attending:** See Attachment A

**Meeting:** The Meeting was called to order at 7:00 PM.

The minutes from the March 10th PTSA meeting were approved and are posted on the PTSA website (gcmptsa.org).

**Principal's Report:**

- The third quarter has ended; report cards will be distributed on Friday, April 11<sup>th</sup>.
- Prom has been changed from May 16<sup>th</sup> to June 6<sup>th</sup> due a conflict with sports conference championships. The administration realizes the next day is an SAT exam. Mr. Pearson apologized for any conflicts or inconvenience. The orchestra concert was rescheduled to accommodate the date change.
- We are projecting a student enrollment of 1,878 for 2014-2015; this is an increase of 143 students. Normally, this would translate to 6 additional staff; however, only 3 additional teachers are projected due to the +1 increase in class size. This may result in increasing class size or cutting low enrollment classes. The administration will make strategic decisions where they can.
- The Board of Supervisors meetings are starting Tuesday, April 8<sup>th</sup>.
- Mr. Pearson reviewed the results of the Working Conditions Survey, which reflects staff perceptions of the school; it is administered by New Teachers Center. The results were presented at various levels, e.g., FCPS down to individual school. Mr. Pearson is pleased with the Marshall results; there was a 67% response rate. The results for all schools will be publicly released next month.
- The school year has been extended until June 25<sup>th</sup>. There will be no exams after June 20<sup>th</sup>. The 23<sup>rd</sup>/24<sup>th</sup> will be half days; the 25<sup>th</sup> will be two hours. The administration is looking into scheduling a community service activity or an assembly during the half days.

**Treasurer's Report:**

- Linda Baker presented the current PTSA budget (Attachment B). There was a lot of activity in March. Linda highlighted the SAT fundraiser which has already exceeded planned receipts, plus the April SAT prep class will also raise additional funds. Linda also highlighted budgeted expenses that are currently underspent. We would like to make all planned disbursements including donations to student clubs. The \$1,000 for student assemblies may be used for the June 23/24 activity.

**President's Report:**

- The Board of Supervisors meeting is Tuesday night. Mary highly encouraged attendance. We expect members of the Marshall, Kilmer and Stenwood communities from our pyramid to attend.
- The May PTSA meeting will include selecting winners for the Staff of the Year, Teacher of the Year, and Debbie Witherow winners. Requests for nominations will be announced before and after spring break.

- The June PTSA meeting will be a volunteer appreciation event. Mary Chapin offered to host at her house.

### **Committee Reports:**

#### **ANGC** (Julie Heiden, Amber Tolbert, Rob Tolbert) –

- The various fundraisers have significantly exceeded their goals; they expect \$7,700 in excess funds raised. They would like to purchase items that can be used in future years, e.g., smoothie machine, popcorn machine, refillable helium tank. ANGC is researching options and talking with other schools. They would like a POC who could provide them with some recommendations; Mary included this request in this week's PTSA blast. A decision will be made in May/June.
- Pictures for the senior hallway are coming in. The cookout is May 20<sup>th</sup> (rain date May 23<sup>rd</sup>) with help from Chef Devlin; the cookout will be free to students.
- Rob Tolbert brought the fire plan for Mary Chapin to review as the PTSA President. Spring Hill RECenter is undergoing significant renovation. After Mary reviews, SHRC will review, and then the fire plan will be submitted to the Fire Marshall. He would like to have next year's Security/Fire Plan lead shadow him this year.

#### **Legislative** (Cheryl Howard) –

- Cheryl will be speaking on behalf of Marshall HS at the Board of Supervisors meeting in the Fairfax County Government Center. The meeting starts at 6:00 pm; she is speaker #21 and expects to speak around 7:30. The meeting will also be televised on channel 16. Marshall supporters are encouraged to wear Marshall colors and stand when Cheryl speaks. Cheryl read her proposed speech; Mr. Pearson provided some recommended edits.

#### **Hospitality** (Mary Hagopian) –

- Librarian appreciation is Thursday, April 10<sup>th</sup> for our two librarians.
- Admin Professional and Support Staff Appreciation will be celebrated with a lunch and games in the Principal Conference Room on April 21<sup>st</sup>.
- Junior Focus Day is April 24<sup>th</sup>. The students will be provided with a grab and go breakfast. Donations are being solicited for the breakfast, and volunteers to help with registration are also being requested. Juniors will be encouraged to request teacher references this spring rather than wait until next school year.
- Mary has also been helping to fill ANGC positions for next year. The overall chair(s) and leads for fundraising, food and security are still open.

#### **Best Buddies** (Amy Anderson) –

- Best Buddies partnered with Sony Pictures and the Amazing Spiderman Show for a grant called Take Back the Trail. They will be volunteering at Bon Air Park in Arlington the afternoon of April 22<sup>nd</sup>.

#### **Orchestra/Band/Chorus** (various) –

- The students had a successful spring music trip in Orlando including a great workshop.
- Chorus had two students qualify for All-State Choir plus one alternate. Chorus concert is May 29<sup>th</sup> and 30<sup>th</sup> including a matinee performance.
- Assessment ratings: Band earned a I and qualified for Honor Band since Marching Band also received a I. Concert and Philharmonic Orchestras earned a II, and Symphonic earned a I. The women's choir earned a I, and the men's choir a high II.

**Beautification** (Melissa Franks) –

- Unfortunately, there was minimal turnout for the Beautification Day. Melissa and her son were able to do some pruning and mulching. She hopes to engage with student clubs for volunteers to support future beautification days.

**Assistant Principal Report** (Mr. Litz) –

- The seniors are starting to wrap up their year. The senior schedule should be distributed this week.
  - June 12: Graduation practice
  - June 13: Awards ceremony
  - June 16: Senior trip to Busch Gardens
  - June 17: Baccalaureate and Graduation practice
  - June 18: Graduation

The meeting was adjourned at 8:22 PM.

The next meeting will be May 5th at 7 PM.

The minutes were accepted as submitted. \_\_\_\_\_

The minutes were accepted as corrected. \_\_\_\_\_

**Attachment A**  
**George C. Marshall PTSA**  
**Meeting Attendees**  
**April 7, 2014**

<b>Name</b>	<b>Email</b>
Margaret Walter, Secretary	<a href="mailto:margaretwalter2002@yahoo.com"><u>margaretwalter2002@yahoo.com</u></a>
Mary Chapin, President	<a href="mailto:mchapin3@cox.net"><u>mchapin3@cox.net</u></a>
Jay Pearson, Principal	<a href="mailto:jwpearson@fcps.edu"><u>jwpearson@fcps.edu</u></a>
Linda Baker, Treasurer	<a href="mailto:luckyl8e@yahoo.com"><u>luckyl8e@yahoo.com</u></a>
Mary Pope, Vice President	<a href="mailto:dave.marypope@verizon.net"><u>dave.marypope@verizon.net</u></a>
Mary Hagopian, Hospitality	<a href="mailto:rodiemade@gmail.com"><u>rodiemade@gmail.com</u></a>
Melissa Franks, Beautification	<a href="mailto:Cbfranks1@verizon.net"><u>Cbfranks1@verizon.net</u></a>
Cheryl Howard, Legislative	<a href="mailto:howard@knowyourdata.com"><u>howard@knowyourdata.com</u></a>
Julie Heiden, ANGC	<a href="mailto:jheiden@koonz.com"><u>jheiden@koonz.com</u></a>
Abbey Otinger, Counselor	<a href="mailto:Amotinger@fcps.edu"><u>Amotinger@fcps.edu</u></a>
JoAnne Hammermaster, Kilmer Liaison	<a href="mailto:joanne@hammermaster.net"><u>joanne@hammermaster.net</u></a>
Rob Tolbert, ANGC	<a href="mailto:Ten32@live.com"><u>Ten32@live.com</u></a>
Amy Anderson, Special Education	<a href="mailto:alanderson@ava.yale.edu"><u>alanderson@ava.yale.edu</u></a>
Jeffrey Litz, Assistant Principal	<a href="mailto:jdilitz@fcps.edu"><u>jdilitz@fcps.edu</u></a>
Amber Tolbert, ANGC	<a href="mailto:ambertol@live.com"><u>ambertol@live.com</u></a>

Treasurer's Report	Budget 2013-2014	Actuals 2013-2014	Budget vs. Actuals
<b>BEGINNING BALANCE AS OF 1 JULY 2013</b>	\$ 12,443.59	\$ 12,443.59	\$ -
<b>RECEIPTS</b>			
Income Dues-PTSA Membership*	\$ 7,500.00	\$ 9,630.00	\$ 2,130.00
Contributions- PTSA Non-fundraiser	\$ 10,000.00	\$ 11,382.00	\$ 1,382.00
Directory Ads			\$ -
E-Scrip	\$ 1,400.00	\$ 985.25	\$ (414.75)
SAT Fundraiser	\$ 5,000.00	\$ 5,320.00	\$ 320.00
Bank Interest	\$ 35.00	\$ 19.17	\$ (15.83)
Kaplan Donation			
<b>TOTAL RECEIPTS</b>	\$ 23,935.00	\$ 27,336.42	\$ 3,401.42
<b>DISBURSEMENTS</b>			
State, National, & County Dues	\$ 2,850.00	\$ 2,689.75	\$ (160.25)
Student Assemblies	\$ 1,000.00		\$ (1,000.00)
Debbie Witherow Award	\$ 100.00		\$ (100.00)
Donations to Student Clubs	\$ 2,500.00	\$ 1,400.00	\$ (1,100.00)
Marshall Academic Enrichment Fund	\$ 7,500.00	\$ 3,334.57	\$ (4,165.43)
Teacher of the Year Award	\$ 250.00		\$ (250.00)
Staff of the Year Award	\$ 250.00		\$ (250.00)
DECA Donation	\$ 500.00		\$ (500.00)
Model UN Donation	\$ 500.00		\$ (500.00)
Hugh O'Brian Scholarship	\$ 500.00	\$ 500.00	\$ -
Beautification	\$ 500.00		\$ (500.00)
Hospitality (incl. end of the year award ceremony) / Staff Appreciation	\$ 3,600.00	\$ 1,276.92	\$ (2,323.08)
Liability Insurance	\$ 115.00	\$ 115.00	\$ -
Principal Discretionary Fund	\$ 1,000.00	\$ 300.00	\$ (700.00)
Corporation License Fee	\$ 25.00		\$ (25.00)
PTSA Printing	\$ 250.00	\$ 18.00	\$ (232.00)
Newsletter Distribution			\$ -
Communication	\$ 500.00	\$ 292.34	\$ (207.66)
Directory Printing			\$ -
PTSA Operating Expenses / Contingency Fund	\$ 750.00	\$ 495.42	\$ (254.58)
Senior Baccalaureate	\$ 600.00	\$ 200.00	\$ (400.00)
Senior Ethics Day	\$ 700.00	\$ 700.00	\$ -
Junior Focus Day	\$ 400.00		\$ (400.00)
Sophomore Class Event	\$ 400.00		\$ (400.00)
Freshman Retreat	\$ 500.00	\$ 500.00	\$ -
Staff Development	\$ 5,000.00	\$ 399.00	\$ (4,601.00)
International Night	\$ 750.00	\$ 241.09	\$ (508.91)
PTSA Tax Return Preparation			\$ -
New Facility Equipment (one-time)	\$ 1,000.00	\$ 647.04	\$ (352.96)
Paypal Fees	\$ 250.00	\$ 348.36	\$ 98.36
<b>TOTAL DISBURSEMENTS</b>	\$ 32,290.00	\$ 13,457.49	\$ (18,832.51)
<b>Receipts - Disbursements</b>	\$ (8,355.00)	\$ 13,878.93	\$ 22,233.93
<b>CURRENT PTSA BALANCE</b>		<b>\$ 26,322.52</b>	
<b>ANGC</b>			
Starting Balance July 1, 2013	\$ 7,420.50	\$ 7,420.50	
Receipts	\$ 35,775.00	\$ 49,823.30	\$ 14,048.30
Disbursements	\$ 35,775.00	\$ 16,162.11	\$ (19,612.89)
<b>CURRENT ANGC BALANCE</b>	\$ 7,420.50	<b>\$ 41,081.69</b>	