

**PTA GENERAL MEMBERSHIP MEETING**  
**May 7, 2013**

A general membership meeting of the Ashlawn Elementary School PTA was held in the school library on Tuesday May 7 at 7:00pm.

President Katie Boone, Vice President Deborah Candeub, Treasurer Renee Myers, Secretary Samantha Collins, Principal Judy Apostolico-Buck, Assistant Principal Shannan Ellis, and Faculty Representative Eileen Way were present. There were approximately 22 other members present.

**Guest Speakers- Representatives from the SHW Design Group:**

Katie Boone stated that the project had cleared the permitting process. She also reviewed the process by which the addition and renovation project had been developed through regular meetings with the school, the community, the BLPC and PFRC and how this information had been shared at PTA meetings and through the Ashlawn Addition page on the APS website: <http://www.apsva.us/ashlawn-addition>. Katie then introduced two representatives from the SHW Design Group who had been working on the Ashlawn project. Information about the phasing of the addition and renovation which will take place at Ashlawn Elementary School from September 2013 to December 2014 was presented.

The phasing will be coordinated for the fewest moves of teachers and children as possible. Priorities of the phasing of the project include:

- Student stability and safety
- Maintaining open play space during all phases of construction
- Adults' needs (e.g. parking) were considered after the students' needs

The site plan that has been shared at past meetings was reviewed and the phasing timeline was presented.

Preconstruction Phase (To be completed by Aug 15, 2013):

- Currently the plan is in pre-construction. The plans and drawings are ready for review and will be ready for the bidding process in June after final tweaks are made.
- Relocatables on the east side will be moved to the west parking lot.
- The west parking lot will not be used during construction.
- A temporary Kiss and Drop will be built in the existing area, except closer to the road with no parking.
- The lower level exit will be blocked since that is where the new part of the building will connect to the old part. A new egress will be built in a current 4<sup>th</sup> grade classroom and that room will be remodeled to accommodate the egress while still meeting classroom standards.
- All this will be completed by August 15 when the teachers will move into the building to prepare for the 2013-14 school year.

Phase 1 (Sept 2013- Aug 15, 2014):

- Construction of the new addition, new drop off loop and new blacktop will occur during this phase.

- Fencing will enclose a large area which will only be open to construction crew. This will be a hard hat area. (The gaga ball pit will remain open.)
- The construction crew will enter/exit from N. Manchester St. All crew workers will be background tested. No crew workers will enter the existing school building during this phase. The site is a no smoking area.
- There will be progress meetings with school staff every two weeks to coordinate the school schedule and the construction schedule (e.g. no jack hammering during major testing). This is part of the effort to minimize disruption to the students' school day.
- No renovation of the current building will take place during this phase.

Phase 2- Phase 2 will consist of 2 overlapping phases.

Phase 2A (June 2014- Aug 15, 2014):

- When the 2013-14 school year wraps up in June, the contractor will have free reign of the site.
- The demolition of the temporary Kiss and Drop, construction of the main entry and bus loop, and courtyard renovations will take place.
- Drainage problems in the southern playground will be fixed.
- SHW will ask hard questions of contractors during the bidding process to make sure they can complete this amount of work in a short time. The contractor's history on other projects will be considered. A contractor has been advising SHW through the design process to give guidance on what can and cannot be completed in given time frames.
- There was discussion about whether 8<sup>th</sup> Rd. would be opened to Wilson Blvd. at the top of the hill near Dominion Hills. If this were to happen, it would be an Arlington County project that is not part of the scope of the addition/renovation project.
- In the courtyard, trees will be protected, new paths will be built and drainage issues will be remediated.
- The administrative suite will be renovated. The administration will move to the 5<sup>th</sup> grade relocatables during the summer. Grade 5 will remain in the relocatables throughout the entire construction process.
- Also, inside the building, work on the multipurpose room, the kitchen, the art suite and the music suite will take place.
- The connection to the new building will be opened up and the temporary egress that had been built in a current 4<sup>th</sup> grade classroom will be closed and that classroom will be renovated.

Phase 2B (June 2014- Oct 2014):

- The media center, PreK and K classes, Gifted Services, FLS, and other support staff will move into the new addition to prepare for the 2014-15 school year.
- Third floor work (where 1<sup>st</sup> grade classrooms are currently located) will begin in October. At the beginning of 2014-15 school year, 1<sup>st</sup> grade will be in relocatables. They will move into their renovated classrooms in October.

Phase 3 (October 2014- Dec 2014):

- The southern portion of the playground and the Montague ramp and stairs will be renovated. There will be an access road to this southern area from the drop off area. The construction crew will coordinate with the school about its use. There will be a gate that works in a fashion so that

no one can cross the road when it's open to traffic and traffic cannot drive on the road when it's open for walking.

- Grade 2, Grade 3 and Art will move into renovated spaces on the third floor.
- Grade 4 will move into the relocatables vacated by Grade 1 and will move back into their renovated classrooms, along with 5<sup>th</sup> grade, after this phase is complete.
- The lower level classrooms of the current building will be renovated during this phase.
- The atrium near the gym will remain open. The construction crew will coordinate with the school to make sure the crew and students are not in the space at the same time.
- The school administration will work hard when scheduling PE and recess for the students.
- Much thought has been put into the phasing to minimize the number of times everyone will move.

Phase 4 (Jan 2015- June 2015):

- All classes and staff will now be in their new or renovated classrooms and offices and all work inside the building will have taken place.
- The relocatables will be removed and the parking lot in which they had been located will be remediated.
- Parking spaces on 8<sup>th</sup> Rd and Manchester St. will be zoned for school parking.

Other items noted in response to questions from those in attendance:

- The new entryway is designed to be pedestrian friendly thus making it easier for children and others to walk to the main entry.
- The new main entry will have a canopy and double doors with an airlock.
- Teachers cannot be compensated for having to move their classrooms. Parents may help teachers pack their classrooms to make the mid-year moves faster and smoother.
- Adjustments will need to be made for parking at school events and for pick up and drop off during the time the school is under construction. The school administration is aware that there will be many challenges in these areas and will be working hard to find creative solutions to these issues.
- Construction of new steps at Bluemont Park is a separate county project and is not in the scope of the addition/renovation project.

### **President's Report- Katie Boone**

Katie thanked the Silent Auction Committee and the Fun Fair Committee. The Silent Auction raised \$18,000 and the Fun Fair raised \$3000.

Hard copies of the slate of candidates for PTA officers and for Committee Chairpersons were on the tables. Deborah Candeub moved to approve the slate of candidates. TJ Arrowsmith seconded the motion. The motion carried.

Katie noted that traditionally large teacher grants were made after the major fundraising events of the year, but that this year the bulk of the money raised at the Silent Auction and Fun Fair would be left in reserve to spend on FF&E (Furniture, Fixture and Equipment) expenses that will exist once the construction project is completed.

There were 2 grant requests to vote on. There was a \$4000 request for 10 iPads and a charging station, with the stated objective being that each grade team will eventually have a set of iPads. Also, there was a \$4000 grant request for Principal Judy Apostolico-Buck to use for professional development (e.g. speaker fees). TJ Arrowsmith moved to approve the 2 grant requests. Mark Weiser seconded the motion. The motion carried.

#### **Treasurer's Report- Katie Boone & Renee Myers:**

It's been a good year and the budget is healthy.

Chairpersons were reminded to submit their receipts and to give an estimate of future expenses so next year's budget can be created.

Key Elementary School won the Odyssey of the Mind competition and they asked for \$100 from different schools' PTA to support them as it's a very expensive trip.

Three teachers are retiring and there has been a request for the PTA to help financially support a retirement party. Since families will be invited to celebrate the teachers' careers of service to our children, it was agreed that the PTA would contribute to the costs of the reception.

#### **Vice President's Report / CCPTA- Deborah Candeub:**

ADVISORY COMMITTEES: Volunteers are needed to serve on the advisory committees for the Social Studies Curriculum, the budget, and other areas. See the APS website for more information.

TRANSPORTATION: The Transportation Committee will be sending out letters about the process in April. In May, letters will be sent about students' eligibility to ride a bus. In June, the committee will send out information on the summer school buses. And in August, information about bus routes and bus stops will be sent out. Maps will be live online showing walking and bus routes. 10 new buses will be added to the fleet; some old buses will be replaced. Tracking technology will be added to some buses to keep track of bus riders.

CAPACITY: The new boundary plan was approved at the last school board meeting. Two planning units currently located in the McKinley district will join the Ashlawn district in the fall of 2014 adding approximately 67 students to Ashlawn. Fifth graders may finish in their current schools with any siblings. Kindergartners may be allowed to enter the new school districts in the fall of 2013.

#### **Secretary's Report- Samantha Collins:**

Samantha indicated that copies of the March 2013 minutes were on the tables and asked for a motion to either amend or approve the minutes. TJ Arrowsmith moved to approve the minutes. Alison Landsberg seconded the motion. The motion carried.

#### **Principal's Report- Judy Apostolico-Buck:**

- Parent Input Forms will be going home in Friday folders this week and will be due at the end of May. They will be used to help place children in their classes and groups next year.
- Ms. Musto, Ms. Bailey and Ms. Shallant are retiring. Ms. Simoni is moving to the 3<sup>rd</sup> grade. Interviews have been taking place for open teaching positions in Grades 3, 4 and 5, Spanish and for teaching English Language Learners. There have been 250 applications per position.

- Grace Footlik has created a Food Bus. Uneaten whole foods from each lunch period will be collected, refrigerated and delivered to shelters.
- \$500 in scholarships is going to help pay summer school costs for children in need of financial assistance.
- Money has been available to hire substitutes to give teachers professional development opportunities. All staff has had the opportunity to visit a Language Arts classroom other than their own and to have someone visit their Language Arts classroom. This has allowed the teachers to get new ideas and to offer feedback to one another.

**Global Citizenship Project- Alison Landsberg:**

The GCP Committee and Faculty meet and regularly brainstorm. Students have a GCP portfolio covering their years at Ashlawn.

**Other- Katie Boone:**

- Stacey Finkel will continue to coordinate the mentor program. Emails will be coming out asking for volunteers to mentor new families.
- Ashlawn's Teacher of the Year, Eileen Way, will be recognized at the Teacher of the Year Reception on May 15 at Kenmore Middle School.
- Katie thanked Jessica Deering for organizing the Teacher Appreciation Luncheon.
- There will be a Volunteer Reception on Tuesday June 4 at 7:00pm.

**Lawns 2 Lettuce 4 Lunch- Joan Horwitt:**

The Lawns 2 Lettuce 4 Lunch Luncheon will take place on Wednesday June 5. Volunteers are needed.

**Faculty Representative's Report – Eileen Way:**

Eileen thanked everyone for the Teacher Appreciation Lunch and for everything the PTA does to support the school.

The meeting adjourned at approximately 8:45pm.

Samantha Collins, Secretary