



PTCC Leadership Team Monthly Update – 3.3.14

It's March! The year has been going by so fast! We are happy to about the steps toward stability that have been taken at GLOBE this past month. We are able to start moving our committees and work groups into a more natural position of support to Administration and the Governing Board, which is a healthier position for the whole community. We hope that these positive steps and the approach of Spring bring a round of excitement for the last quarter of our school year.

Thanks to all who completed our parent resource survey!

Below are updates from each Parent Action Committee (PAC) and priorities for the rest of the school year. **Not yet involved in a PAC?** Please join us on Tuesday 3/4 at 7pm.

PTCC Leadership Team (*Note: Organizer/s from each PAC make up the Leadership Team*)

Accomplishments:

- Completed calendar for rest of 2013-14 school year, in partnership with Mrs. Wilson.
- Developed Leadership Team operating Policies and Procedures. Will present to all parents for input.
- Systemized meeting dates and communications processes for PTCC and Leadership Team.
 - Confirmed a mechanism to send emails to teachers/staff via GoGLOBE
 - Will use Constant Contact going forward (Admin is paying for it - \$20/mo for PTCC acct.)
 - Created parent survey (per the charter). Waiting to confirm with BK and Board.
 - Set regular meeting dates (will review and revise regular meeting times for next year).
- Currently devising process for collaborating on visioning for next year – plan to coordinate a session to help PTCC develop a vision, mission, strategic plan.
- Started 501c3 process for PTCC.

Top Priorities:

1. Finalize 501c3.
2. Develop calendar for next year to present to administration (goal: before teacher planning).
3. Help facilitate 4th grade **Grow with GLOBE** campus expansion process and fundraising.
4. Work with Governing Board and staff to create detailed financial projections/plans.

****Please note that in response to questions from the parent body, we have requested several items/pieces of information from the Governing Board. We were pleased to see a number of these questions (notably regularly-scheduled Board meetings) addressed in this week's Board update. We have received responses indicating information is forthcoming about these outstanding questions:***

- New Board members – we have been told to expect at least 1 new member at the next meeting.
- Waiting on answers about: CO2 retest, second air quality report and HVAC/boiler repair update, as well as update on rugs lost during mold remediation.
- We are waiting for detailed information about funds raised by parent activities (royalties programs, etc) as well as more detailed financials.

PAC: Academic Excellence

- Gifted Ed.
 - Assisted Ms. Wilson in gathering info regarding options for getting staff gifted certified. (MRESA, DCSD, GCSA all offer cert courses. We also provided info on a private consultant)

- Gifted Cert. equates to more gifted students being serviced, which equates to increased state funding for GLOBE.
- Facilitated getting Ms. Wilson in contact with Gifted Ed. Dept at DCSD for support with looking at COGAT test scores/screening & identification process for GLOBE students.
- 3rd Grade Parental Concerns
 - Coordination b/t Master Planning, Academics PAC & Fundraising to gather concerns/questions from parents and track down answers from board/admin.
 - Working to get a meeting scheduled to present 4th grade plans to parent body ASAP.
- Curriculum Support
 - Working with Ashli Breen and our partners at The Epstein School to schedule tours of Epstein School for board members/admin team.
 - Assisting in efforts to document & preserve GLOBE's unique curricular model and vision to ensure that it is not compromised or lost through admin/other staff transitions.
- Teacher Survey
 - Assisted admin in creating a teacher survey to be administered by admin to staff members to obtain much needed feedback and give teachers a voice. Note: When administered, results will go directly to Admin, not to PTCC.

PAC: Communications Coordination

- PTCC website created (globeptcc.weebly.com) and operated as a clearinghouse for all GLOBE parent information. Established Mrs. Wilson's blog, and post 1-2 blog posts/week from our HOS.
- Recruitment Work Group (WG) ran a stellar, professional recruitment process which included:
 - Hosting 15 tours, an Open House and over 300 people from Dec-Feb. This resulted in approximately 26 new students this calendar year alone. Handled hundreds of inquiries to the recruitment email.
 - Working with administration to provide recommendations and develop documents for planning a professional enrollment process. Have been asked to observe both the practice lottery (3/5) and the real lottery on 3/12. This will be in an advisory capacity only.
- General communications:
 - Streamlined and facilitated communications and calendar process with Mrs. Wilson.
 - Worked with school to update their directory and set them up on Constant Contact. New system will go into place in March.
 - Continued to update and streamline the GLOBE website.
 - Gathered teacher bios to be added to the GLOBE website
 - Continued to send out updates through GoGLOBE.
 - Create and distribute weekly gazette.
- Developed, promoted and analyzed a parent resource survey. Received 120 responses. Sent information to Governing Board.
- Attempted to assist with ASAP/Enrichment process. Have been notified this will all be done through staff. **If people have concerns on how things are run they need to voice them to Mrs. Wilson and the Board POC (Tim Alborg).**

PAC: Facilities

- Interiors
 - Received American flags for each of the classrooms, and will be having parent volunteers hang shortly.
 - Waiting for feedback from Joy on replacement of classroom rugs that were discarded during mold abatement, CO2 test, and whiteboard donations.

- Identified several contractors within the parent body that may be able to help us with small to medium size projects on campus. Joy had requested this as part of a possible solution to broken wall downstairs, but may have needs such as sheet rock repair as well. Other small tasks include mending the outdoor flagpole, shelves in downstairs storage closet, ensuring all 3rd grade tables were raised.
- Working on process for turning kitchen into art room
- Grounds
 - Completed UVA volunteer day and were able to have Coach Corso's blacktop lines painted.
 - Submitted a service project bid for Deloitte Consulting that was brought to us by a parent. We were selected as one of their service projects this coming June! More details to come.
 - Began preliminary discussions on outdoor classroom. Will collaborate with Master planning on Tuesday.

Upcoming:

- Need to source additional chairs needed for performances in Village Plaza.
- Review security of playground during school hours (request from teachers).
- Obtain mulch for and weed Butterfly garden.

PAC: Finance

- 501c3
 - Obtained EIN number
 - Will open bank account in March
 - Incorporated The GLOBE Foundation, Inc.
 - Working to put board of directors in place. Have received information from several interested/experienced parties and are developing selection process.
- “Hardship letter” submitted to the IRS by Sam Carter.
- The board is in weekly communication with Winter Construction regarding our past due payables.

Priorities:

- Work with Board to formalize Finance Committee process, so that work can move forward.
- Continue to get complete financial information and finish year end and next year forecasts.
- Finalize 501c3 bylaws, seat the board, and submit application.

PAC: Fundraising

- Christina, Jennifer, and Vicki have been meeting with board member Tim Alborg and a company called Uruut. Uruut is a crowd-funding portal for non-profits. Uruut supports our effort by using their name as well as some PR to help drive donations. Parents will share the info via social media. GLOBE is planning to use this campaign to raise the necessary funds to support our outdoor learning cottages.
- Founding Legacy Brick Campaign update- Recently received formal list of brick donors and working on sending acknowledgments to these families. Coordinating brick donors and inscriptions process to begin in March. Due to the permanent nature of the original plan for a brick walkway, we are changing the scope of work towards a collaborative effort of a mounted Legacy Wall for the entrance way as you enter the school.
- Taste of the GLOBE auction planning continues. Seeking parent donations to support the event on April 26th.
- Met with Mrs. Wilson to finalize plans to disperse the Scholastic Book Fair dollars (Fall fundraiser) to the teachers. Delay has been due to lack of fiscal sponsor/501c3 status. Goal for week of March 17 to

request 'asks' from each grade level chair, specials teacher, and Mrs. King. Goal by March 31st to finalize order with Scholastic.

- Book fair has proposed a Scholastic + World of Reading (foreign language books) + Used Book Sale for May 13-17, culminating with the International Festival on Saturday, May 17.
- Square 1 Art fundraiser to support the Art Program and Ms. Gill is well underway. Ms. Gill has been working on the projects with the students over the past few weeks. Catalogs and student artwork will go home to families the week of March 24. We have a goal to raise at least \$1000 for the Art Program. The money is earmarked for a drying rack for the art room and any additional funds will be used for additional art supplies.
- Working to create more support with all of our Royalty Programs. These are free programs that can generate a significant amount of money to GLOBE.
- Adding Spirit Wear days for 2nd semester. Brainstorming and planning beginning on how to create a GLOBE mascot and a 'Grow with GLOBE' inaugural shirt.
- Yearbook in final planning stages. Purchase of this personal keepsake of our inaugural year will support GLOBE's fundraising efforts.
- Seeking a few diligent volunteers to enter Coca-Cola bottle caps every week. Goal to have enough points to support the wish list of Coach Corso and the PE department before the end of the year.

PAC: Global Awareness (GAP) – new PAC established in January

- Assisting Ms. Mashburn with 2nd/3rd grade Performance.
- Seeking parents and teachers interested in assisting with the planning and execution of the following events for the remainder of the school year:
 - March 20th Performance 2nd/3rd - Need help with costume, prop, and set design and set up
 - April 22nd Earth Day project - Need to secure a speaker on clean water, water conservation efforts or other environmental issues. Considering sustainability areas where CDC parents/friends may have involvement. Plan to do a tree planting activity (with Facilities PAC's guidance/approval).
 - April 30th - French celebration. Need parents to help with activities, programming, staging design and execution.
 - May 17th - International Fest (IF GLOBE 2014)-Seeking assistance with creating displays and activities highlighting various cultures and nationalities (think globally--beyond the cultures of our target languages).
 - *Tentatively May 20th, 21st - Global Field Day. GAP would like to hear from parents that participate in, or have connections with, local organizations of various sports played internationally such as rugby, cricket, croquet, judo, soccer, field hockey, baseball etc. to possibly man (and equip) stations for kids to participate in various activities.

PAC: Health and Wellness

- Nurse/Clinic: Awaiting approval from insurance agent that volunteer policy is in force. Agent has been out of the country, per Joy. Once in effect, we will put a call out to parent body for medically-trained volunteers in clinic.
- Hearing and vision testing dates are set.
- Every classroom and the front office have an emergency backpack. Outstanding backpack needed for ASAP. Health and Safety PAC check and refill backpacks bi-monthly.
- Safety workgroup has created protocols for: medical evacuation plan/drills, volunteers and field trips. All await Mrs. Wilson's approval.
- Motorola walkie talkies are not working long range. We have connected with DCSS's radio vendor (of 30 years!!) and will be testing them this week. These walkie talkies will allow us to correspond with

neighbor schools. We anticipate these radios to be highly effective. As such, the Motorola radios will be returned and we will purchase 8 radios to get us started. Protocols are being established to ensure staff near exterior doors will always have a radio and charger. Further, Mrs. Wilson and front desk will always have a radio. Carpool, recess, Coach Corso and ASAP will share/locate the units at the 'base'.

- New staff and Wilson will be trained on food allergies safety protocol. Securing a date with vendor.
- Mrs. Wilson has created a HOS emergency binder and we are still in need of having teachers create/carry binders in their emergency backpacks for their respective classrooms.
- Policy created with Mrs. Wilson to invite 3rd party (Elimilice) in when we have a lice outbreak.
- Still need to secure funds/grant for an AED
- CPR/First Aid training: Mrs. Wilson will be providing dates to have training performed for staff and faculty yet to receive certification.
- CDC hand washing training: Coordinating with Coach Corso to incorporate into Health lesson in May.
- Nut Free reminder forms created, awaiting approval. Forms will go home with children who come to school with nut food item.
- Police/Fire Drills: Drills will be occurring in May. Fire Department and Police Department will visit with children. Police Department will review our evacuation plans and make recommendations. Further, police department will perform 'mock' drill with faculty.
- Classroom cleaning: Working to provide ALL teachers with necessary materials to clean their classrooms on Wednesdays with a safe solvent that is 99.9% effective with eradicating germs. Still need a strong industrial strength vacuum.

PAC: Master Planning

- Site survey complete. Civil engineer and architect secured for next steps at reduced rate.
- Roll-out of new pick-up/drop-off system starting 3/3.
- Finalizing a conceptual design for the 4th Grade cottages and sending a formal recommendation to administration and the Board that includes budget, timeline and site plan. Note: Construction is to begin by June.
- Reviewed several used units for possible lease/purchase. Have continued to review lease/purchase options.