

**Keene Mill Elementary School PTA
Board Meeting #2 August 18, 2016
Minutes**

Attendance:

Renee Miller, Principal; Danielle O'Neal, President; Penny Dunlop, 1st VP; Elyssa Pinkard, 2nd VP; Molly Summers, Treasurer (called-in); Tori Burgess, Secretary; Kelly Wevley, Volunteer Coordinator; Kelley Hempson, Membership Coordinator

1. Meeting called to order at 10:30 am and agenda adopted.
2. Minutes from July 14, 2016 meeting approved with changes.
3. **Principal's Message** Thank you to PTA Board for support over summer. Staff breakfast to be moved from Friday 8/26 to Monday 8/29. 763 students registered, 90 employees. This year's theme is Smile & Move. Throughout school year during morning announcements, a student video with brief positive thought to be played. Fewer online assessments (2 e-carts instead of 3). STEM lab ongoing. Cafeteria completed. Furniture budget did not cover all of furniture. Discussed PTA possibly purchasing rugs and stools for art room. Raised funds from upcoming Boosterthon to cover remaining furniture needs.
4. **President's Message** Excited for upcoming year. Submitted Family Volunteer Day Grant for Military Card Drive. Double checked if Board was receiving FCPTA emails and recommended PTO Today as another PTA resource. 300+ bags of pretzels with kid-centered coupons available to use for future PTA event or promotion.
5. **Treasurer's Report** No activity in July. July reconciliation forthcoming for approval. Blurb will be added to financial/treasurer forms to look at budget each year in order to make the determination if PTA can purchase t-shirts for staff. Discussed different options of utilizing extra funds. Motion made by Penny to use available money (\$9,000.00) to spend on new rugs for each classroom. Motion carried.
6. **Reports of Standing Committee Chairs were as follows**
 - a. **Volunteer**— Kelly W. reaching out to Chairs. Filling positions ongoing. Sent out link on FB for upcoming Envelope Stuffing. Looking for help to sell Spirit Wear at Open House.
 - b. **Membership**— Updating forms and verifying benefits of membership. Looking into costs for permanent signage at PTA events. New name tag lanyards for PTA Board.
7. **Reports of Special Committee Chairs were as follows**
 - a. **Spirit Wear**— Shared final logo. Selling spirit wear at Open House.
 - b. **Enrichment Activities**— Planning ongoing.
 - c. **School Supplies**— PTA volunteers not needed for delivery. After delivery, will make assessment on how to distribute to parents for Open House.
 - d. **Restaurant Nights**— Planning ongoing. Confirmed Ledo's for Oct. 11-12. Signage will be at Kiss & Ride.
 - e. **Back to School Picnic**— Planning ongoing. Signage will be available for allergy/sugar-free options. Rain date Sep. 23.
8. **Unfinished Business**
 - a. **Finalize Calendar of Events**— Motion made by Elyssa to approve calendar of events with changes. Motion carried.
 - b. **Back to School Events**— Teachers Breakfast: Kelly W. to send out sign-up for food donations. Board will fill in any holes, assessing after donation deadline. Envelope Stuffing: 8/31 at 9:30 am in cafeteria. New Student Meet-Up: 9/1 at Hidden Pond, 6:30 pm. Open House: 9/2, 10:00 am.

9. New Business

- a. **Motion to approve Standing Rules for Event/Committee Chairs**— Electronic vote will be held with approved edits.
- b. **Motion to approve Financial Standing Rules**— Electronic vote will be held with approved edits.
- c. **Motion to approve Membership Standing Rules**— Electronic vote will be held with approved edits.

10. Announcements

- a. **Next PTA Board meeting:** September 13 @ 9:45 am at KMES.

11. Motion made by Tori to adjourn. Motion carried. Adjourned at 12:30 pm.

Board Meetings

(PM mtgs @ Prince of Peace)

Aug. 18 – 10:30 am
Sept. 13 – 9:45 am
Oct. 11 – 6:00 pm
Nov. 15 – 9:45 am
Jan. 10 – 6:00 pm
Feb. 21 – 9:45 am
Mar. 21 – 6:00 pm
April 18 – 9:45 am
May 9 – 6:00 pm
June 13 – 9:45 am

PTA Events & School Events 2016-2017

Aug. 29 Teacher Breakfast 8:30 am
Aug. 31 Envelope Stuffing 9:30 am (KMES cafeteria)
Sep. 1 Kinder.-New Student Meet-up (Hidden Pond) 6:30-7:30 pm
Sep. 2 School Open House Kinder 10 am, new student 10:30 am, grades 1-6 11 am
Sep. 16 Back-to-school picnic (ice cream social) 6 pm
Sep. 16 Booster-thon (not a PTA event)
Sep. 19 Back to School Night K-2/PTA meeting 6 pm
Sep. 22 Back to School Night 3-6/PTA meeting 6 pm
Oct. 4 Volunteer Coffee 9:30 am & 6 pm
Oct. 11-12 Ledo Spirit Nights
Oct. 15 Pyramid Challenge
Oct. 28 Costume Bingo/PTA meeting
Nov. 18 Family Fun Night/Raffle
Dec. 5-6 Spelling Bee
Feb. 2 Family Science Night 6:30 – 8:30 pm
Feb. 21-Mar. 3 Book Drive
Feb. 26 - Mar. 3 Read-a-thon Fundraiser
Mar. 21 Innovation Fair/PTA meeting
Apr. 6 6th Grade vs. Teachers Volleyball Game (subject to avail.)
Apr. 21 International Night/PTA meeting
May 1-5 Teacher Appreciation Week
May 19 Movie Night/ PTA mtg
June Board Transition

PTA General Membership Meetings

Need at least the following 4

Sept. Audit and Budget approval
Mar. Elect Nominating Committee
Apr. Present Officer Slate
May Officer elections