

**Keene Mill Elementary School PTA
Board Meeting #6 January 11, 2017
Minutes**

Attendance:

Renee Miller, Principal; Danielle O'Neil, President; Penny Dunlop, 1st VP; Elyssa Pinkard, 2nd VP; Molly Summers, Treasurer; Tori Burgess, Secretary; Kelly Wevley, Volunteer Coordinator; Kelley Hempson, Membership Coordinator; Monica Park, Marketing Director Elhady Orthodontics

1. Meeting called to order at 6:09 pm and agenda adopted.
2. Motion made by Danielle to approve the November 15, 2016 meeting minutes with clarification to spelling bee dates. Motion carried and minutes approved.
3. **Message from Monica Park, Marketing Director, Elhady Orthodontics** Discussed with the Board how Elhady Orthodontics can support KMES PTA through their Give Back program which includes funding for school events and discounts.
4. **Principal's Message** KMES Employee Award Winners will go on to compete at the Pyramid level. 5 new Prox readers have been supplied to school (\$20,000 for all readers). Will reinforce school rules pertaining to evening events, especially concerning no drop-offs and parental supervision.
5. **Staff Representative Message** No Staff Representative message.
6. **President's Message** Family Volunteer Day was a success. Engaged 100 people in volunteering and made 275 cards and 108 care packages. Family Fun Night came in under budget and new DJ was a hit. Spelling Bee was a success; KMES champion will compete in the Fairfax Co. Bee on 3/12. Thanks to all Chairs and volunteers for these three events. With recent back-up of PTA mail, when checking out PTA key with front office, take any available mail back to work room.
7. **Treasurer's Report** Many non-expense items outstanding. Enrichment funds need to be submitted by March 31, 2017
8. **Reports of Standing Committee Chairs were as follows**
 - a. **Volunteer**—Nothing new to report. Science Night volunteer slots full.
 - b. **Membership**—Nothing new to report. Thank you letters for membership donations disbursed before Winter Break.
9. **Reports of Special Committee Chairs were as follows**
 - a. **Enrichment**—On track. Due to new protocol, sent policies and procedures to class coordinators.
 - b. **Reflections**—Meeting with coordinator to discuss awards and display. February 7th will be next assembly.
 - c. **Restaurant Nights/Fundraisers**—Ongoing. Board decided not to do Silver Diner for January due to constraints on rules for receiving funds raised. Proceeds from November Chipotle night was \$296. Glory Days Grill scheduled for February 28.
 - d. **Corporate Programs**—Received \$454 check from Box Tops. Reminding volunteers to come in and help count excess boxtops in the PTA work room.
 - e. **Student Directory**—On track. Printed directories available through Jan. 13. All PTA members and KMES staff have been granted access to the electronic directory.
 - f. **Copy Kangas**—Updated cards for teachers. Sending out new Sign-up Genius for upcoming months.
 - g. **Yearbook**—On track with deadlines. Yearbook orders will be due 3/17. Board agreed to opt-in and include space on order form to donate a yearbook to a student.
 - h. **6th Grade Party**—No updates.
 - i. **Family Science Night**—All 15 volunteer slots have been filled. Renee to provide rectangular tables for the evening.
10. **Unfinished Business**
 - a. **KMES PTA Teacher Grants**—2 submissions received. \$1,000 total budgeted to award. Motion made by Kelly W. to approve both grant submissions: Ms. Ehlers and Ms. Long (art teachers) asking for 3 ipad minis (\$777). Ms. Perez (Spanish teacher) asking for 32 Webster's Pocket Spanish-English/English-Spanish dictionaries (\$190.40). Grand total for both submissions \$967.40. Motion carried. Art teachers will use enrichment funds to spend on new storage units for art supplies (\$82.47).

- b. **Lowes Toolbox for Education Grant (Due 2/9)**—Discussed grant projects with the cost of \$2,000-\$5,000 that would be most beneficial to school.

11. New Business

- a. **PTA Bylaws Committee**—Danielle to send out bylaws. First review by Jan. 31. Send edits to Tori.
- b. **Book Drive (2/21-3/3)**—Chair to reach out to Lynnbrook Elementary’s librarian.
- c. **Read-a-thon (2/26-3/3)**—No official Chair. Penny and Kelly W. to meet with volunteers.
- d. **Innovation Fair (3/21)**—Registration is active and closes on 1/19. Judging and fair takes place on 3/21.

12. Announcements

- a. **Next PTA Board meeting:** February 21 @ 9:45am at KMES Conference Room.

13. Motion made by Tori to adjourn. Motion carried. Adjourned at 8:25pm.

Board Meetings

(PM mtgs @ KMES Conference Room)

Aug. 18 – 10:30 am
Sept. 13 – 9:45 am
Oct. 17 – 6:00 pm
Nov. 15 – 9:45 am
Jan. 10 – 6:00 pm
Feb. 21 – 9:45 am
Mar. 20 – 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. 15 Chipotle Spirit Night
Nov. 18 Family Fun Night/Raffle
Nov. 19 Family Volunteer Day (making cards for service members)
Dec. 5-6 Spelling Bee
Dec. 15 Austin Grill Spirit Night
Feb. 2 Family Science Night 6:30 – 8:30 pm
Feb. 21-Mar. 3 Book Drive
Feb. 26 - Mar. 3 Read-a-thon Fundraiser
Feb. 28 Glory Days Grill Spirit Night
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