

**Keene Mill Elementary School PTA
Board Meeting #7 February 21, 2017
Minutes**

Attendance:

Renee Miller, Principal; Penny Dunlop, 1st VP; Elyssa Pinkard, 2nd VP; Molly Summers, Treasurer; Tori Burgess, Secretary; Kelly Wevley, Volunteer Coordinator

1. Meeting called to order at 9:49am and agenda adopted.
2. Motion made by Penny to approve the January 10th meeting minutes. Motion carried and minutes approved.
3. **Principal's Message** Thank you for the Board's work on updating the bylaws. Thanks to Elyssa and Dawn Grote on all your work with Reflections. Due to concerns about missed jobs, Copy Kangas needs to be looked at to make sure all volunteers are calling in to check if there are any jobs. Proposing new filing system for PTA Board to increase efficiency with timely mail/documents. All mail and paperwork to be kept in accordion file in the locked front filing cabinet. Authorized members can ask for access to this file to either briefly check on that member's mail without having to go through the check-in process, or take back to workroom. The Board will test out this new system for the next 30 days. All morning news submissions need to go through approval process via Google Docs. Renee receives a copy of each submission for final approval.
4. **Staff Representative Message** No Staff Representative message.
5. **President's Message** Current Board members to think about how they would like to be involved for next year. Also, think about the volunteers we've worked with and who may be a good fit for future Board/Chair positions.
6. **Treasurer's Report** Currently, \$4600 of enrichment funds unused. Most unclaimed enrichment funds come from part-time and non-classroom staff. Renee suggested for some unclaimed enrichment funds to help with upcoming 'Units of Study' teacher professional development. Board checking if PTA can pay for teacher training/teacher transportation. To look at increasing Hoedown budget for next year in order to fully pay for hoedown caller. Nothing outstanding. Thank you letter was mailed to Elite M.A. for \$300 donation.
7. **Reports of Standing Committee Chairs were as follows**
 - a. **Volunteer**—Kelly W. made contact with 6th Grade Party Chair and will work to set up meeting this week.
 - b. **Membership**—Nothing new to report.
8. **Reports of Special Committee Chairs were as follows**
 - a. **Enrichment**—On track. Many offerings will be available for Spring.
 - b. **Reflections**—Awards distributed during last week's assembly. Student submissions on display in school lobby. 2 students went on to NOVA Council. Performances for finals will take place on March 28th.
 - c. **Restaurant Nights/Fundraisers**—Ongoing. Glory Days scheduled for Feb 28. Ledo's, Chipotle, and Zinga for upcoming months.
 - d. **Corporate Programs**—Ongoing.
 - e. **Student Directory**—Board agreed to sell extra directories to non-PTA members for \$10. Announcement will be made in this week's NYC.
 - f. **Copy Kangas**—Ongoing.
 - g. **Yearbook**—Ongoing. Deadline to order March 27.
 - h. **6th Grade Party**—6th grade teachers reserved June 22nd for the party date.
 - i. **Bylaws**—Ongoing. Kelly W. to contact FCPTA for clarification if Board can make edits to hash tagged paragraphs (#). March 28 deadline for finalized revisions.
 - j. **Book Drive**—Books bins were set-up today in three locations throughout the school (in front of Lost & Found, walker's entrance, library). Flyer advertising Book Drive to come out in Thu. Folder this week.
 - k. **Read-a-thon**—Discussed edits needed for flyer. Motion made by Penny to approve the Read-a-thon plan. Motion carried.
 - l. **Innovation Fair**—On schedule.

9. Unfinished Business

- a. None

10. New Business

- a. **Nominating Committee**—Send names to Penny/Danielle for nominating committee. Committee will be voted on by Board.
b. **Teachers/6th Grade Volleyball Game (April 6)**—Working to set up meeting with Chair.
c. **Teacher Appreciation Week (May 1-5)**—In progress. Awaiting plan from Chair for Renee and Board to approve.

11. Announcements

- a. **Next PTA Board meeting:** March 20, 6:00pm at KMES Conference Room.

12. Meeting adjourned at 11:48am.

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 22 6th Grade Party
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