

**Keene Mill Elementary School PTA
Board Meeting #8 March 20, 2017
Minutes**

Attendance:

Renee Miller, Principal; Danielle O'Neal, President; Penny Dunlop, 1st VP; Molly Summers, Treasurer; Tori Burgess, Secretary; Kelly Wevley, Volunteer Coordinator; Kelley Hempson, Membership Coordinator

1. Meeting called to order at 6:00pm and agenda adopted.
2. Motion made by Danielle to approve the February 21 meeting minutes. Motion carried and minutes approved.
3. **Principal's Message** Teacher college trip to NYC was a success. Trip focused on Units Of Study training. 11 staff attended the training. Great job to Elyssa for Spring enrichment. Great job to Penny, Kelly W., and Molly for the success of Readathon. Looking into new support programs for special education students. KMES has been ranked #12 in the state of Virginia (top 3.3% in the Nation).
4. **Staff Representative Message** No Staff Representative message.
5. **President's Message** Great job to everyone who worked on Readathon and the Book Drive.
6. **Treasurer's Report** \$2300 in unclaimed teacher enrichment funds. Deadline to submit requests is Friday, March 31. Discussed promoting reimbursement to volunteers for event funds in order to eliminate the need for petty cash. Molly will highlight unspent areas in March Treasurer report to begin discussion of reallocation of funds.
7. **Reports of Standing Committee Chairs were as follows**
 - a. **Volunteer**—Nothing new to report.
 - b. **Membership**—Nothing new to report.
8. **Reports of Special Committee Chairs were as follows**
 - a. **Enrichment**—Spring session has begun. Run Fit Kidz cancelled due to low enrollment numbers. Girls on the Run had a lottery system for enrollment. Discussed possibly setting aside funds for student enrichment class student scholarships next school year.
 - b. **Restaurant Nights/Fundraisers**—Glory Days has accumulated 13 total receipts to date. Collecting receipts through April. Ledos spirit night upcoming next week Tue 3/28 & Wed 3/29. Promoting in Thursday folders this week and signage will be outside at K&R and Walkers entrance.
 - c. **Corporate Programs**—Received check for \$508, YTD total close to \$1,000. Ms. Friedman's classroom is in the lead. Prize TBD.
 - d. **Copy Kangas**—Ongoing.
 - e. **Yearbook**—256 yearbooks ordered so far, compared to 430 books ordered last year. Deadline to order March 27. Deadline to submit final yearbook layout April 17.
 - f. **6th Grade Party**—Committee met with Mrs. Miller, Ms. Colter, and 6th grade teachers on 3/9. Party will be during school hours on 6/22. Food will be ordered, no parent donations needed. Activities TBD. T-shirts were delivered 3/11.
 - g. **Teacher/6th Grade Volleyball Game (4/6)**—Game will be held at LBSS on 4/6. 6th grade students will get in for free if wearing their new 6th grade shirt. Game will have concessions (donated by parents), admissions and 50/50 raffle to raise money for the party.
 - h. **Bylaws**—On track. Questions were raised about revising hash tagged paragraphs and PTA/PTSA verbiage. Contacting VA PTA to clarify and revise. Tori sending out revised bylaws and bylaws report for electronic approval. Included in the bylaws is the ability for the Board to appoint a delegate to serve as representation at Fairfax County Council meetings. Discussed adding this to the list of volunteer/standing committee member options for next year.
 - i. **Book Drive**—1050 books were collected to donate to Lynbrook Elementary. This was an increase from the previous high in the low 900's.
 - j. **Read-a-thon**—Accepting donations and minutes ongoing. Almost to \$10,000 goal. 160,000 minutes read. Prizes will be distributed next week. Main prize TBD.

- k. **Innovation Fair**—On schedule for 3/21.
 - l. **Nominating Committee**—Committee members: Tori, Kelly W., Michelle Gotico. 3/21 vote to approve Nomination Committee. 4/21 present slate of 2017/2018 PTA officers (Intl. Night). 5/19 Officer Elections (Movie Night).
 - m. **Teacher Appreciation Week (May 1-5)**—Board reviewed proposal. Danielle to work on catering details with Chair. Discussed increasing budget for TAW next year.
9. **Unfinished Business**
- a. **None**
10. **New Business**
- a. **International Night**—4/21. Planning underway. Request for food donations and talent has been advertised. Gingerbread cutouts went out in Thu folders.
 - b. **Kindergarten Orientation**—4/7 @ 2:30pm. Danielle and Kelly W. to man PTA table. Location of table TBD.
11. **Announcements**
- a. **Next PTA Board meeting:** April 19, 6:00pm at KMES Conference Room.
12. Meeting adjourned at 8:00pm.

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 19 – 6:00 pm
 May 9 – 6:00 pm
 June 13 – 9:45 am

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

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
Mar. 28-29 Ledos Spirit Night
Apr. 6 6th Grade vs. Teachers Volleyball Game (Lake Braddock)
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