

**Keene Mill Elementary School PTA  
Board Meeting #9 April 19, 2017  
Minutes**

**Attendance:**

Renee Miller, Principal; Danielle O'Neal, President; Penny Dunlop, 1<sup>st</sup> VP; Elyssa Pinkard, 2<sup>nd</sup> VP, Molly Summers, Treasurer; Tori Burgess, Secretary; Kelly Wevley, Volunteer Coordinator; Eve Waring, Staff Representative; Jessica Landon, Movie Night Chair

1. Meeting called to order at 6:00pm and agenda adopted.
2. Motion made by Penny to approve the March 20<sup>th</sup> meeting minutes. Motion carried and minutes approved.
3. **Principal's Message** School Improvement Meeting held yesterday. 10 parents attended. Overall positive and constructive discussion. Room for improvement with K&R, parking signs for Bardu Rd., monthly newsletters, and Blackboard. Employee Engagement Survey complete. Discussed results. Discussed KMES staffing updates.
4. **Staff Representative Message** Author Erika Pearl to visit KMES; scheduled for June 20<sup>th</sup>. Discussed current Teacher Enrichment status.
5. **President's Message** Congratulations to Renee for being a finalist representing FCPS in WA Post Principal of the Year. Lynbrook has invited reps from KMES PTA to their volunteer breakfast 5/9 to show appreciation for book drive donations. Thank you to Elyssa and Kelly for representing PTA during Kindergarten orientation.
6. **Treasurer's Report** Discussed areas of budget to zero out: after school activities, Pyramid Challenge, Health Month, double checking on Reflections. A conservative estimate of unused funds to reallocate is \$4,000. Discussed various needs for the school and how best to use unused funds. Elyssa made the motion to reallocate approximately \$4,000 to Classroom Libraries. Motion carried.
7. **Reports of Standing Committee Chairs were as follows**
  - a. **Volunteer**—Planning an upcoming Coffee for Volunteers. Date TBD.
  - b. **Membership**—Nothing new to report.
8. **Reports of Special Committee Chairs were as follows**
  - a. **Enrichment**—Chess Club Tourney May 6<sup>th</sup>.
  - b. **Restaurant Nights/Fundraisers**—Received check from Ledo's for \$495.42. Glory Days receipt collecting ends April 20<sup>th</sup>. Discussed options for May and June.
  - c. **Corporate Programs**—Collections ongoing although program has ended for the school year. Will distribute prizes at end of school year.
  - d. **Copy Kangas**—Created new volunteer sign-up and added link in News You Choose.
  - e. **Yearbook**—Shirin Golubkova and Amelia Couillard have agreed to co-chair next year and have requested a team of volunteers to take event photos. Also discussed adding extra pages for 6<sup>th</sup> grade memories that parents can purchase space to include notes and well wishes.
  - f. **6<sup>th</sup> Grade Party**—Planning meeting scheduled for 4/19 postponed until after volleyball game fundraiser. Looking into alternative venues for volleyball game. Discussed Chipotle restaurant night fundraiser for 6<sup>th</sup> grade party. After bake sale funds are applied, PTA will cover remaining balance on t-shirts. PTA will be reimbursed after volleyball game fundraiser.
  - g. **Teacher/6<sup>th</sup> Grade Volleyball Game (4/6)**—Volleyball game cancelled due to storm. Searching for a new venue.
  - h. **Nominating Committee**—Officer slate announced on 4/21 at International Night: Penny Dunlop, President. Elyssa Pinkard, 2<sup>nd</sup> VP. Mary Luger, Secretary. Discussed options for positions that have not been filled (1<sup>st</sup> VP & Treasurer). For any positions filled after announcement of slate, they will be considered to be a nomination from the floor.
  - i. **International Night (4/21)**—On track.
  - j. **Teacher Appreciation Week (5/1-5/5)**—On track. Flyers going home to parents in Thursday folders this week.

- k. **School Supplies**—All teachers lists have been submitted to Sprout. Awaiting costs for each grade. Kits can be ordered online from 5/1-7/31.
- 9. **Unfinished Business**
  - a. **None**
- 10. **New Business**
  - a. **Movie Night**—5/19. Planning underway. Discussed movie options and licensing costs. Last year’s movie night planning info emailed to Jessica.
- 11. **Announcements**
  - a. **Business since last meeting:** PTA General Membership approved nominating committee on 3/21 (Tori Burgess, Kelly Wevley, Michelle Gotico); PTA Board approves KMES Bylaws Updates to present to general membership via electronic vote.
  - b. **Next PTA Board meeting:** May 9<sup>th</sup>, 6:00pm at KMES Conference Room.
- 12. Meeting adjourned at 8:08pm.

**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 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. 21** International Night/PTA meeting  
**May 1-5** Teacher Appreciation Week  
**May 3** 6th Grade vs. Teachers Volleyball Game (West Springfield H.S.)  
**May 19** Movie Night/ PTA mtg  
**June 22** 6<sup>th</sup> 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