

**Keene Mill Elementary School PTA
Board Meeting #1 July 13, 2017
Minutes**

Attendance:

Renee Miller, Principal; Penny Dunlop, President; Maggie Hamadi, 1st VP; Mayra Johnson, Treasurer, Mary Luger, Secretary; Kelly Wevley, Volunteer Coordinator; Jodi Murraray, Spirit Wear Chair

1. Meeting called to order at 10:05am.
2. Change made to May 9, 2017 general meeting minutes; Mary to make change and send out to board to vote on approval at August Meeting; June 13, 2017 meeting minutes approved.
3. **Principal's Message** Family Fun Night prizes awarded by the end of the year – please let Renee know in the future if there are lapses in finishing out contest awards. There was an outstanding pass rate for the SOLs—provided some students breakdowns of rates by subjects. Discussion of staffing—now completely staffed, having lost and gained teachers. Discussion of future school year including forming a school wellness committee, more teacher empowerment and leadership, more innovation, starting a program called “teacher to teacher”, using a “Pineapple Chart” where teachers can invite others/share information. The theme for Booster Thon is “Kanga Quest” – considering carrying throughout the year.
4. **President's Message** By-laws have been approved; waiting for them to be sent back to the school. Audit on July 11 went well. The End-of-the-Year Survey came back with 35 replies.
5. **Treasurer's Report** -- There was a question about whether the budget report was presented at every PTA board/general membership meeting. We took this question as either/or since it was not spelled out "at every PTA board meeting and general membership meeting".

--It was noted that the deposits records for membership did not match the membership roster. This was because we had some members who joined after the dues had been submitted to VA and Fairfax PTA and an updated roster was not submitted from membership chair. The discrepancy was for 7 members. We will be submitting payment for the outstanding balance.

Other recommendations were to add an "other" category to the income form for tracking purposes, and to update financial procedures to reflect that funds should be turned in quickly, and that no money go home overnight. This should be reviewed with chairs. Myra will clarify with county what is meant by a "one-day turnaround." for deposits. Discussion followed about our ending fund balance of \$14,885. Myra will look at a clearer format for budget to make it easier to read and understand.

6. **Reports of Standing Committee Chairs were as follows**
 - a. **Volunteer**—Current open chair positions (positions in bold are high/immediate needs): 1) **Membership Chair** 2) **Spirit Wear** (1 of 3 slots filled) 3) Back-to-School Picnic 4) Copy Kanga Coordinator 4) Webmaster 5) Military Family Liaison 6) Business Liaison 7) Corporate Programs (1 of 2 slots filled) 8) **Pyramid Challenge Coordinator** 9) International Night Co-chairs (1 of 2 slots filled) 10) Reading Fundraiser (1 of 2 slots filled) 11) Family Fun Night Co-chairs 12) Family Fun Night Raffle 13) Teacher Appreciation Week 14) 6th Grade Volleyball Chair 15) Movie Night Co-chairs 16) **Enrichment Activity Chair** 17) Kanga Kruisers
 - b. **Membership**—Penny talked a bit about the chair and importance of filling soon. “If you know anyone....”
7. **Reports of Special Committee Chairs**
 - a. **Audit**—Done July 11th, went well as discussed in President's message

- b. **Restaurant Nights/Fundraisers**—Glory Days check came in; Maggie talked with Chair about keeping these simple for next year. Discussed not doing Glory Days again due to logistics—collecting receipts and mailing them.
- c. **Spirit Wear**—Jodi discussed findings with various vendors and their pricing. General consensus to go with “Bob”. Jodi passes around examples of graphics and lettering, and will work with Bob on suggestions made. Penny suggests requesting a sample before ordering
- d. **6th Grade Party**—Renee reports great success, with minor issues on food and volunteer staffing (more needed)
- e. **Yearbook**—Splendid is merging with Lifetouch; Penny discussed with them that their pricing should be about the same. She is sending a new contract. Some discussion of whether to look around at other available vendors.
- f. **Enrichment Programs**—High need for this chair.
- g. **School Supplies**--Renee confirms that August 18 should work for delivery, preferably morning. Discussed getting back with Sprout and locking in date. Renee notes gym a possible place to deposit supplies
- h. **End of Year Survey** – Penny highlighted a few findings and details further in “notes.”

A few recommendations based on results:

- Better communicate PTA sponsored events and/or donations made to school and teachers
- Schedule evening PTA meetings to increase communication.
- Help to make volunteers feel welcome through increased Volunteer Coffees and reaching out to introduce ourselves. (We do have the lanyards.)

Renee also commented that overall the results were positive, with most people being happy, though there will always be constructive criticism; Discussed a few findings and offered comments

8. Unfinished Business

- a. **Calendar Magnets** –Question of whether or not we want to do them with 37% showing high interest, down from 59% last year. Discussion of other ways of getting calendar to parents including Google Calendar which Kelly noted she could look into. Decided by motion to keep calendar magnets.
- b. **Back to School Event Dates and Discussion**—
 - a. **Teacher Breakfast, August 21:** Penny notes this is PTA sponsored and PTA should be there. Arrive at 8am to help set up; Renee suggests Board address teachers, discuss importance of parent involvement
 - b. **Envelope stuffing, August 23:** 9am; Kelly to send out an email
 - c. **New Kindergarten meet-up, August 23:** 6:30pm, playground. PTA should be there with identification (name tags, etc) to talk with parents about opportunities at the school
 - d. **Open House, August 25**—10am; Discussion of having PTA represented here , selling spirit wear, etc.

9. New Business

- a. **PTA Events:**
 - a. **Back to School Picnic, September 15**—6-7:30
 - b. **Booster Thon/Fun Run**—September 8; Discussion of survey comments about it being too early in the year, hot, and suggestion of doing it in October. Renee notes it will be in the gym again with air conditioning and glow lights.
 - c. **Back to School Nights, August 31**—K-2, 6pm; **September 5**—3rd-6th, 6pm
 - d. **Volunteer Coffee, October 2**—9:30 am and then 6pm in Cafeteria
 - e. **Costume Bingo**—Discussed logistics and how best to award prizes. Doors open at 6pm, could do meeting while people eat.
 - f. **Family Fun night**--Renee notes importance of follow-through on awards

- g. **Principal's Coffee**—Renee discussed interest in hosting Principal's Coffees which could be used as a venue for the general board meetings. General agreement that this is a good idea
 - h. **Movie Night**—This could be eliminated in lieu of a Principal's Coffee. June 5th, 6:30-8pm
 - b. **Back to School Picnic, September 15—6-7:30** Need a chair, considering serving single serve ice cream such as nutty buddies, sandwiches, etc.
 - c. **Board and General Meeting Dates Discussion**—see dates below; Discussion of meeting at 9:30 on all dates in the future seems to work for current board members
- 10. Announcements**
- a. **Next Meeting—August 11, 10am**
- 11. Meeting Adjourned at 1:20pm**

Board Meetings

PTA Events & School Events 2016-2017

All meetings will meet at 9:30 am in the KMES Conference Room in the front office

- September 12
- October 17
- November 14
- January 9
- February 20
- March 20
- April 17
- May 15
- June 5

PTA General Membership Meeting

Renee is to propose dates for Principal's Coffee Which may also be used for General Membership Meetings. Currently looking at:

- October 17, evening
- June 5, evening

- Aug. 21 Teacher Breakfast 8:30 am (Board to show at 8am)
- Aug. 23 Envelope Stuffing 9:30 am (KMES cafeteria)
- Aug. 23 Kinder.-New Student Meet-up (Playground) 6:30-7:30 pm
- Aug. 25 School Open House, Kinder 10 am, new student 10:30 am, grades 1-6 11 am
- Aug. 31 Back to School Night K-2/PTA meeting 6 pm
- Sept. 5 Back to School Night 3-6/PTA meeting 6pm
- Sept. 8 Booster Thon (not a PTA event)
- Sept. 15 Back-to-school picnic (ice cream social) 6-7:30 pm
- Oct. 2 Volunteer Coffee 9:30 am & 6 pm
- Oct. 14 Pyramid Challenge
- Oct. 17 Principal's Coffee/General PTA Meeting
- Oct. 27 Costume Bingo/PTA meeting
- Dec. 1: Family Fun Night/Raffle, 6:30-8:30
- Jan.9-10 Spelling Bee, 6:30
- Feb. 1 Family Science Night 6:30 – 8:30 pm
- Feb. 20-Mar. 2 Book Drive
- Feb. 26- Mar. 3 Read-a-thon Fundraiser
- March 22 6th Grade vs. Teachers Volleyball Game (Lake Braddock H.S.)
- Apr.5 Innovation Fair
- May 4 International Night, 6:30-8pm
- May 7-11 Teacher Appreciation Week
- June5 Principal's Coffee/General PTA Meeting, 6:30-8pm
- June 14 6th Grade Party