

**Keene Mill Elementary School PTA  
Board Meeting #2 Aug. 13, 2017  
Minutes**

**Attendance:**

Renee Miller, Principal; Penny Dunlop, President; Maggie Hamadi, 1<sup>st</sup> VP; Elyssa Pinkard, 2<sup>nd</sup> VP; Mayra Johnson, Treasurer, Mary Luger, Secretary; Kelly Wevley, Volunteer Coordinator; Stacey Brumbaugh, Membership Chair

1. Meeting called to order at 10:03 am.
2. Minutes from meeting #2 on 7-13-17 approved
3. **Principal's Message** Registration is continuing every day; now have 32 classrooms. Stem lab moved to art room, now called "Steam Lab." Every child will now have 1 hour there every other week; we are now fully staffed; we've advertised wellness committee. Will be asking parents for feedback on school improvement plan. Also considering opening up for feedback on human relations committee and challenge materials committee. Would the PTA consider a school beautification committee?
4. **President's Message** Suggested an increase in Membership and PTA Training for the 2017-2018 proposed budget; would like to try to increase PTA Membership by starting with a raffle for the teachers and extending this to parents throughout the year. Also wanted to increase the PTA Training funds to have money for at least one person to attend the PTA training in Richmond. DC United reached out to us. Maggie attended. Whole Foods said they will not be able to donate for the Staff Breakfast, however Elite MA reached out and provided a generous monetary donation. Forms for next year updated. Need to be approved.
5. **Treasurer's Report** Presented proposed budget for approval by Board, notes deficit. General Membership will vote on budget at Back to School Night. Restaurant night lowered because of last year – consider lowering to \$1500? Direct donations left as was last year—OK? Kanga Cruisers to be run by "Marathon Kids" at \$15/kid. Need to de-conflict FCPS contract with possible coach. Spirit Wear: Possibly reduce to \$6,000 income and reduce spirit wear expenses.

Penny asks to break from report briefly to vote in Stacey Brumbaugh as new membership chair [Stacey had to leave]. Stacey voted in; Penny reports briefly the VA PTA is going to demo a new membership database so that joining PTA can be done online, and Virginia is one of the 4 states chosen by National PTA to test this out.

Treasurer's report continues: Math club zeroed out – no math club this year. Yearbook: low income for last year was questioned. Mayra noted she would pull payment from Splendid and look into this. Science Night: will leave at \$600. Principal's coffees: Suggestion to break this out from Hospitality. Mayra asks if training will be increased?

Mayra will send the updated budget as discussed

6. **Reports of Standing Committee Chairs were as follows**
  - a. **Volunteer**—Current open chair positions (positions in bold are high/immediate needs):
    - 1) **Enrichment Activity Chair**
    - 2) **Spirit Wear** (1 of 3 slots filled)
    - 3) **Back-to-School Picnic** [Kelly notes now filled!]
    - 4) Copy Kanga Coordinator
    - 5) Webmaster
    - 6) Military Family 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) 6<sup>th</sup> Grade Volleyball Chair
    - 15) Kanga Cruisers
  - b. **Membership**—Kelly created the google form

## **7. Reports of Special Committee Chairs**

- a. **Spirit Wear:** initial order has been placed
- b. **Yearbooks:** Examples of other schools from Walsworth were looked at. Walsworth deemed the best option – seemed great to work with. Price would be \$14.80 including the gloss cover and more; only one deadline which would have to be the end of March but discussions with them to extend. Board members express favorable response. Motion to vote on using Walworth, followed by approval.
- c. **School Supplies:** To be delivered on August 18. Will be delivered to the gym, with vendor separating by grade. PTA Chair will meet the delivery truck.
- d. **Enrichment:** A working copy of enrichment activities was provided. End of year survey people were not happy with guitar/piano – Board agreed to use another Enrichment Activity. Discussion of theater class and need to separate – gym and cafeteria will work. “Best Youth Hoops” is two days a week but don’t have a room. Run-fit-Kids will be scratched if Marathon Club works out.
- e. **Spelling Bee:** Need to confirm if KMES is registered.
- f. **Back to School Picnic:** Melissa D’Avilar willing to chair. Discussed using Dr. Hudson’s ice cream truck at this event or another possibly. Penny to check on availability of truck on this date.
- g. **Reflections:** We are registered. Theme is “Within Reach.”
- h. **Event Planning:** Discussion on Event Planning Packet Elyssa developed. Needs to be reviewed and approved by the Board and Principal prior to distributing.

## **8. Unfinished Business**

- a. **Finalize calendar:** Board approved the calendar of events. Mrs. Miller said she would send a couple more dates for Principal's Coffees/PTA Meetings. After these are received, we will finalize the calendar magnets.
- b. We confirmed Back to School Events and said an email would be sent to find out everyone's availability to attend each event

## **9. New Business**

- a. Discussed having raffles to increase PTA Membership such as a school supplies basket for the staff or gift cards. We also mentioned having raffles for parent/community membership and having a drawing to give away a gift card or similar prize at our PTA Meetings.
- b. Relayed to Board to look for the updated Standing Rules for Event/Committee Chairs along with the Financial Rules to be voted on electronically. In addition, mentioned we held off updating the Membership Rules due to the new on-line process and trying to get it approved for use before updating the Membership Rules.

## **10. Announcements**

- a. **Next Meeting:** September 12 at 9:30am

## **11. Meeting Adjourned**

## Board Meetings

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

## **PTA Events & School Events 2016-2017**

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 6<sup>th</sup> Grade Party