

**Keene Mill Elementary School PTA  
Board Meeting #4 October 17, 2016  
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; Kelley Hempson, Membership Coordinator; Eve Waring, Staff Rep

1. Meeting called to order at 6:07 pm and agenda adopted.
2. Motion made by Penny to approve the September 13, 2016 meeting minutes. Motion carried and minutes approved.
3. **Principal's Message** Playground starting to be assembled today. PTA closet is complete with shelving throughout. Closet to be accessible only by key, which front office will maintain. FCPS Employee Awards have updated nominating process. Instructions on new process will be emailed in News and Notes. Ms. Zargapur to offer drum and chimes class after school and will coordinate with Elyssa. A tri-fold pamphlet from Sangster, including school mission, student achievement, etc. was passed around to Board members to show additional ways for schools to reach out to surrounding community.
4. **Staff Representative Message** Welcome to Ms. Waring. Conducted intro to Board members.
5. **President's Message** Feeling good about amount of volunteers who have signed up for upcoming events. VA and National PTA pushing for advocacy. Link to vote for 2017 VA PTA Proposed Legislation Program sent to PTA general members through weekly News & Notes email. Inboxes have been provided in the PTA/Volunteer workroom for volunteers to have a place to drop off items.
6. **Treasurer's Report** Received 40 verified members vote on budget/audit report during both Back To School Nights. The budget/audit unanimously passed. Teacher enrichment deadline is March 1<sup>st</sup> (changing from May 1). Danielle to send Eve new info to distribute to teachers. Eve will also print out enrichment spreadsheet to distribute to teachers on a routine basis.
7. **Reports of Standing Committee Chairs were as follows**
  - a. **Volunteer**—All Chair positions filled, except 6<sup>th</sup> Grade Party Chair and Read-a-thon Chair. 6<sup>th</sup> grade bake sale items can be stored in teachers' lounge.
  - b. **Membership**—Current membership at 321, down from 334 (291 parents, 30 teachers). Target date of membership cards: end of month. \$3,420 generated through memberships, \$375 of that in donations. Another push for membership to go out in News You Choose in conjunction with verification of student directory contact info.
8. **Reports of Special Committee Chairs were as follows**
  - a. **Spirit Wear**—Order placed on 10/1. Final orders delivered 10/14. Possibly one small extra order for several additional items. All orders have been filled. Waiting on final count of leftovers to sell at Costume Bingo.
  - b. **Enrichment Activities**—All programs have started. Looking to replace My Best Chess for future chess classes. All programs to go through first weekend of December. Coordinating Winter enrichment ongoing.
  - c. **Reflections**—Deadline for entries 10/28. Ongoing refilling flyers. Collecting judges.
  - d. **Restaurant Nights/Fundraisers**—Awaiting money made from Ledo's. Chipotle scheduled for 11/15 5-9pm.
  - e. **Room Parents**—Chair filled. All classrooms covered except for 2. Suggested that room parents fill out end-of-year summary to pass down to next year's room parent.
  - f. **Pyramid Challenge**—185 students participated from KMES (increase from last year). Sparky, the KMES mascot won the mascot race. Full volunteer participation from KMES.
  - g. **Yearbook**—Danielle met with both co-Chairs and Splendid Yearbook rep. Deadlines in place: 12/1 Cover deadline, Feb-Mar Yearbook sales, 4/15 Final page layout and quantities due. Smile and Move is the theme. Discussed ideas to generate future event photographs throughout the year.
  - h. **Costume Bingo**—Scheduled for 10/28. Flyers sent out last week. 4 event co-Chairs. Eve to solicit teachers to call several games. 4 cashboxes needed.

- i. **Directory**—Inputting info almost finished. Parent verification email to go out soon.
  - j. **School Supplies**—Motion made by Molly to sign a contract with Sprout for the 2017-2018 school year, instead of using Staples SchoolKidz, and for PTA to apply 5% to each school kit for fundraising. Motion carried.
  - k. **Copy Kangas**—On track and being utilized.
9. **New Business**
- a. **GenerationOn Family Volunteer Day Grant**—Saturday, 11/19 in Cafeteria, 10am-1pm. Granted \$250 to purchase card making supplies. Military Liaison Chairs to help organize. Penny has contact for distribution of cards. Reaching out to Whole Foods for refreshments for volunteers and drink mixes for care packages.
  - b. **Family Fun Night/Raffle**—Friday, 11/18. Elyssa meeting with Chair this week.
10. **Announcements**
- a. **Next PTA Board meeting:** November 15th @ 9:45am at KMES Conference Room.
11. Motion made by Tori to adjourn. Motion carried. Adjourned at 8:04pm.

**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 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  
**Feb. 2** Family Science Night 6:30 – 8:30 pm  
**Feb. 21-Mar. 3** Book Drive  
**Feb. 26 - Mar. 3** Read-a-thon Fundraiser  
**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** Board Transition