

**Keene Mill Elementary School PTA
Board Meeting #4 Oct. 17, 2017
Minutes**

Attendance:

Renee Miller, Principal, Ellen Colter, Assistant Principal (present until Principal's arrival), Penny Dunlop, President; Maggie Hamadi, 1st VP; Mayra Johnson, Treasurer, Mary Luger, Secretary; Kelly Wevley, Volunteer Coordinator; Lisa Zargapur, Staff Liaison

1. Meeting called to order at 9:40 am.
2. Minutes from meeting #3 on 9-12-17 approved
3. **Principal's Message** Thanks to all who came and worked at Pyramid Challenge – Sparky won the mascot race again. The first Wellness Committee meeting went well with staff and parents represented. Counselors will be teaching students what stress feels like and then provide calming strategies. FCPS Social Worker shared info about wellness training sessions. Also will start boys and girls groups and more. Three meeting dates to set. Boosterthon did not quite reach the \$20,000 goal; raised \$17,500 for classroom libraries. Finishing iReady assessments – seem to be in line with past assessment. Teachers to be trained in how to read the info and will share with parents at parent/teacher conferences. Discussing how to share electronically.

Ms. Zargapur had to leave to teach class, but first checked in on room parent volunteers – filled? Also asked for staff number needed for costume bingo and offers help wherever needed.

4. **President's Message** Discussion and thanks for both Back-to-School Night Ice Cream Social and first Principal's Coffee/PTA Meeting – maybe 35 attended in the morning and 28 at night; 147 registered for Pyramid Challenge in the end – maybe start advertising earlier next year. Suggestion made to have a Pyramid Challenge Spirit Day to help advertise. Attended FC PTA sponsored reception for Dr. Brabrand who plans to use Fridays to visit schools. He will be at Irving for Community Conversations on Tuesday, November 14. Submitted paperwork to Silver Diner so KMES can be added to their Eat Well Do Well Program. Will send info to parents who can connect their Silver Diner Cards – whenever used school gets 5%. The Standing Rules for Event Committees and Chairs will have the new fundraiser regulation info added to it. Motioned to approve new version. Motion approved. PTA submitted for a Think Fun Game give away hosted through the National PTA. If we win we receive several games to host a Family Game Night.
5. **Treasurer's Report** It looks really good now because we haven't had a lot of expenses. Spirit Wear less than expected; Membership low due to on-line sign up not working (question raised here about doing another push for membership; general agreement to send hard copies again in Thursday folders, both for membership and volunteers). Discussion on how to advertise Box Tops program and clarify with students KMES is participating still. From "Notes" under Treasurer's Report: "We have sold \$4900 so far in Spirit Wear. There are a few orders that came in either later in the month or early October, but it's not a lot, maybe a couple of hundred dollars more. This is below the budgeted amount, which was \$6500. The invoices for the initial and the second order of Spirit Wear were not paid in September. We have received the invoices so they will be paid this month. The cost is \$3784. We had only budgeted a \$400 net profit, so we will still end up with a profit that is above what was budgeted. Membership by the end of September totaled \$2065. Deposited about \$200 in October and there are a few more that have come in that need to be processed, but it's still low. Last year, as of September 2016 we had \$3,075."

6. Reports of Standing Committee Chairs were as follows

- a. **Volunteer:** Family Fun Night and Kanga Copies Chair now filled; Teacher Appreciation Week and Book Drive – emails sent to people expressing interest; Sent Bingo Sign-up Genius to chairs
- b. **Membership:** Ideas to increase membership? Sending out hard copy again.

7. Reports of Special Committee Chairs

- a. **Spirit Wear:** Last and final order went out 10/16. Got everyone who was interested. Still have inventory on hand but still filling orders.
- b. **Yearbooks:** Several entries submitted for the cover contest; The manufacturer chosen has an app where parents can send in photos after every event.
- c. **Restaurant Nights:** Panda Express has been scheduled for several weeks; did not know Book Fair dates until “contract” signed with Panda Express; Ledo’s now scheduled for 12/12-13; Chipotle, 2/8 (working on another Chipotle night for May); Ledo’s again 4/10-11; Waiting to hear from Silver Diner on January or March date.
- d. **Costume Bingo:** Using both gym and cafeteria (cafeteria for eating; gym for overflow) No need to pre-sale tickets with both rooms. Getting flyer today for Thursday. Will want to use walkie talkies; Room request to be emailed.
- e. **Reflections:** Poster and box outside library for entries
- f. **School Supplies:** Contract with Sprout must be signed by Oct. 25 to receive incentive of \$250 in free teacher supplies for next year; school supply lists approved by Feb. 1st. This is part of their commitment to make sure every interested parent is able to order. This year they will keep open so we don’t run out of kits. General agreement to use again based on ease of working with, issues rectified and delivery being much better. They are to alphabetize order list next time.
- g. **Enrichment Activities:** Elyssa working on enrichment activities for winter: Chess club, Drama, Minecraft Modding, and Graphic Design. Decision to make sure counselors take attendance right away. Also discussion about activities being on monitors for silent dismissals
- h. **Spelling Bee:** Not sure if room reserved yet
- i. **Family Fun Night/Raffle:** DJ has asked for \$500 but will accept \$400. Raffle going well: Disney tickets arrived, American girl doll, sent request to Southwest for donation of tickets, “Principal for a Day.” Discussion about where to keep prizes with decision made to keep Disney Tickets in vault.
- j. **Directory:** Jackie has the student info but needs PTA Membership info.
- k. **6th Grade Party:** Got flyer out; Need to vote if we are asked to lend the money for the t-shirt order prior to 6th Grade fundraisers; the chairs met with the 6th Grade teachers; discussion of having another meeting before the bake-sale with all 6th Grade parents; flyer going out Thursday focusing on T-shirts; discussion of when to start on bake-sale. Still need a volleyball Chair. Last year kids voted on what they wanted to do. They did not nail down actual events; food not brought up but it was emphasized they need to address and discuss. There will be more meetings – this one was mostly ideas and discussing the t-shirt order.

8. Unfinished Business

- a. **Calendar Magnets:** Order completed and arrived; due to go out in Thursday folders
- b. **National School of Excellence:** Decided to possibly revisit this again earlier next year.
- c. **Science Olympiad:** Discussed with the interested parent and said PTA cannot take this on at this time but would support her if interested in Chairing it herself.
- d. **Homework Club:** Also discussed with interested parent – not sure this could work logistically since the parent is available on weekends, not after school. Not ruling out, have not received a follow up.

9. New Business

- a. **Principal's Coffee/PTA Meeting Dec. 12, 9:30:** Do we invite a speaker to the meeting? Discussion of possibly asking New Parent Liaison to present a little, along with information about Wellness. Just doing the one morning meeting – want to do coffee/snacks? Noted there is \$100 in hospitality budget soon and a check coming from Whole Foods for at least \$300.

10. Announcements

- a. **Next Meeting:** November 14 at 9:30am

11. Meeting Adjourned at 11:31am

Board Meetings

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

September 12

October 17

November 14

January 9

February 20

March 20

April 17

May 15

June 5

PTA General Membership Meetings

August 31

September 5

October 2

December 12

February 27

April 5

May 4

June 5

PTA Events & School Events 2017-2018

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

Sep. 8 Booster Thon (not a PTA event)

Sep. 15 Back-to-school picnic (ice cream social) 6-7:30 pm

Oct. 2 Principal's Coffee/Volunteer Coffee 9:30 am & 6 pm

Oct. 14 Pyramid Challenge

Oct. 27 Costume Bingo

Dec. 1: Family Fun Night/Raffle, 6:30-8:30

Dec. 12: Principal's Coffee/PTA Meeting, 9:30 am

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/Short General PTA Meeting

May 4 International Night/Short General PTA Meeting, 6:30-8pm

May 7-11 Teacher Appreciation Week

June5 Principal's Coffee/General PTA Meeting, 6:30-8pm

June 14 6th Grade Party