

**Keene Mill Elementary School PTA
Board Meeting #5 November 14, 2017
Minutes**

Attendance:

Renee Miller, Principal, Penny Dunlop, President; Elyssa Pinkard, 2nd VP; Mayra Johnson, Treasurer; Mary Luger, Secretary; Kelly Wevley, Volunteer Coordinator; Lisa Zargarpur, Staff Liaison

1. Meeting called to order at 9:37 am.
2. Minutes from meeting #4 on 10-17--17 approved
3. **Principal's Message** Dance for Kindness went well. Good reports on parent/teacher conferences; progress reports coming out in Thursday folders. Classroom libraries have been ordered; all teachers getting new books. Superintendent's meeting at Irving tonight. Wellness committee met again though all teachers only [possibly due to early release that day]; counselor lessons continuing in the classrooms with several groups going ("Mind Up"; a boy's circle, several girl's circles forming, etc. Mental Health First -Aid class for parents in March). At the Principal's Coffee on 12/12 there will be an Effective Organization presentation by KMES counselor, Melanie Lessard. KMES is being nominated for the National Blue Ribbon Award – an honor just to be nominated.

Mrs. Zargarpur: Follow-up commentary from teachers after Costume Bingo include request for timing when volunteering – happy to help out, just helpful to have best estimate on time needed. Also general agreement that all went well with event though for future, might require callers to be assigned specific game rather than have them choose (time-saving).

4. **President's Message** Thanks to Michelle, Stacey, volunteers, Mrs. Zargarpur, Brian LaChance for all the help with Costume Bingo. Signed contract with Sprout but did let them know February 1st is too early to get a list of school supplies to them. We did not win Think Fun Game give away hosted through National PTA.
5. **Treasurer's Report** Membership down by \$850 from what was budgeted. We need to confirm membership lists are complete and accurate so we can submit our dues payment to VA PTA and Fairfax County. It has to be postmarked by Dec. 1st but the plan is to mail the checks no later than Nov. 28th. All membership money that has come in needs to be processed as soon as possible and the Membership listing needs to be updated. Spiritwear: we have a net income of \$1300. We had budgeted a net income of \$400. Bingo Night: After the pizza pre-order money (deposited this month) we will have \$3100 in revenue. With expenses we'll have about what we budgeted. Other matters: We still have not received a lot of teacher requests for enrichment reimbursements—discussion about how best to solicit teachers for these.
6. **Reports of Standing Committee Chairs were as follows**
 - a. **Volunteer:** Steam Committee has chair as well as Book Drive. Sign-up Genius ready for Family Fun Night. Mrs. Fawcett (Steam Teacher) also needs supplies—Renee notes she will send out a blurb for NYC.
 - b. **Membership:** Received a few more Membership forms from the ones sent in recent Thursday Folders.
7. **Reports of Special Committee Chairs**
 - a. **Spirit Wear:** Another "final order" was submitted this week. Still have some inventory on hand so if anyone asks we still have various sizes/styles left over.
 - b. **Yearbooks:** Issues with using the App to upload pictures – working with the representative to see if they can work through difficulties.

- c. **Restaurant Nights:** We received a check for \$197.76 from Panda Express. Ledo's confirmed for Dec. 12 & 13, April 10 & 11. Chipotle confirmed February 7; Silver Diner confirmed March 14
 - d. **Costume Bingo:** See earlier discussion
 - e. **Reflections:** 4 entries submitted to FCPS. Working on thank you letters to local judges. Winners can be announced during 2nd (or 3rd) quarter pep rally.
 - f. **School Supplies:** (see earlier discussion) Contract signed with Sprout who has agreed every parent will be able to order if interested, even if we don't have the supplies list to them by Feb. 1st. The delivery order list will be alphabetized by grade.
 - g. **Family Fun Night/Raffle:** Draft of flyer showing theme of 80's presented to group. Prizes that have come in include an American Girl Doll, Nats tickets, Disney Tickets; Southwest Airlines NOT donating. Flyer needs to go out before Thanksgiving—need support. Also need to fill out new form stating we will be making money—check with chair. Discussion on best set-up to avoid past years issues. General agreement to have prizes out of the way.
 - h. **Directory:** Test emails sent to make Directory link work; will be sending out link to families to verify /edit info within the next week. Deadline not set but agreement should be soon. Now all on track. There will also be hard copies available.
 - i. **Spelling Bee:** Flyers need to go out soon. They have registered us and both rooms have been reserved.
 - j. **6th Grade Party:** Very successful Bake Sale raising \$877. So far budget approximately \$1870. Spreadsheet with student names/sizes received along with signature papers for T-shirt order. A parent-interest meeting will be scheduled in the next couple of weeks.
 - k. **[Corporate]:** Added discussion that check for \$492.40 arrived for box tops; have not yet received check from Whole Foods – email sent, waiting to hear back
8. **Unfinished Business**
- a. **Principal's Coffee/PTA Meeting agenda:** Guest Speaker arranged. Just doing boxed coffee. Discussion about doing a raffle for joining the PTA—everyone would get one. Question raised about other schools and Principal's coffee's – ever at night? Answer: seems to be just daytime (Let Penny know if you want to add anything to the agenda)
 - 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. A to Z Directories can do more than just our Directory. Possibly look into other things they offer.
 - b. **Enrichment Program:** Discussion about getting info about winter program out early. Continued discussion about whether or not programs need parent volunteer. Each program asked and only one replied yes – Chess club; all others said no. Need then to emphasize to Enrichment Teachers the importance of taking attendance at beginning of class and notifying the front office if anyone is absent.
10. **Announcements**
- a. **Next Meeting:** January 9 at 9:30am
11. **Meeting Adjourned** at 11:10 am

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

Sept. 8 Booster Thon (not a PTA event)

Sept. 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

Feb. 27 Principal's Coffee/PTA Meeting

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