

**Keene Mill Elementary School PTA  
Board Meeting #5 November 15, 2016  
Minutes**

**Attendance:**

Renee Miller, Principal; Penny Dunlop, 1<sup>st</sup> VP; Elyssa Pinkard, 2<sup>nd</sup> VP; Tori Burgess, Secretary; Kelly Wevley, Volunteer Coordinator; Eve Waring, Staff Rep

1. Meeting called to order at 9:51 am and agenda adopted.
2. Motion made by Kelly W. to approve the October 17, 2016 meeting minutes. Motion carried and minutes approved.
3. **Principal's Message** Thanks to Luke Wevley's Eagle Scout project and Troop 1145 for assembling 8 new picnic tables. 6<sup>th</sup> grade student produced news show beginning at end of week. New theme each week. PTA may submit info for program to promote PTA events.
4. **Staff Representative Message** Penny supplied flyer for Saturday Family Volunteer Day to Eve for promotion within KMES staff. Thank you to Eve for coordinating staff to call for Bingo games.
5. **President's Message** PTA closet complete with move-in. Calendar magnets distributed last week in Thursday folders. Dr. Elhady approved to speak at beginning of next meeting to discuss how they can support PTA. Great job on Costume Bingo. New cash boxes in PTA closet.
6. **Treasurer's Report** Costume Bingo brought in \$3544.92. Membership dues are close to \$3500 YTD.
7. **Reports of Standing Committee Chairs were as follows**
  - a. **Volunteer**—Low on volunteers for Family Fun Night. Read-a-thon Chair still open.
  - b. **Membership**—338 total members YTD. \$445 in donations YTD.
8. **Reports of Special Committee Chairs were as follows**
  - a. **Spirit Wear**—All invoices paid. Putting in 3<sup>rd</sup> small order.
  - b. **Enrichment Activities**—Ongoing with planning.
  - c. **Reflections**—Ongoing. 24 total entries. Judging results incoming. Participants going forward will be announced this week. Recognition will be during 3Q.
  - d. **Restaurant Nights/Fundraisers**—Ongoing. Chipotle will give back 50% of purchases to PTA. Only at Chipotle in Springfield Plaza. Austin Grill scheduled for December 15<sup>th</sup>. Potbelly & Silver Diner upcoming.
  - e. **Directory**—One quarter of households have verified directory information. Households that do not verify will have contact info listed as provided to school. Deadline to verify extended to 11/14/16.
  - f. **Copy Kangas**—Ongoing. Discussed copy needs of non-classroom teachers/specialists.
  - g. **Family Fun Night**—Scheduled for 11/18. Candyland theme. New DJ this year.
  - h. **Family Volunteer Day**—Scheduled for 11/19, 1-4pm. Flyers went home in Thursday folders last week. Advertising for event ongoing.
  - i. **Yearbook**—Cover art deadline 11/18. Mrs. Ehlers to judge entries. Artwork due to Splendid by 12/1.
  - j. **6<sup>th</sup> Grade Party**—Successful election day bake sale. Donations almost doubled last year's figure, generating \$771.86 for the 6th grade party. Planning ongoing.
9. **New Business**
  - a. **Spelling Bee**—Scheduled for December 5 & 6. Grades K-2 on 12/5 and grades 3-6 on 12/6. Flyers went home in Thursday folders last week. Discrepancy on flyer found: days of the week did not match up with dates. Instead of the advertised Thu and Fri, the Bee will actually be held on a Mon and Tue. Corrected information will be communicated through News You Choose and student updates. Deadline to enter 11/18.
  - b. **Family Science Night**—Scheduled for 2/2/17. Kelly W. to check if we have a Chair for this event.
  - c. **KMES PTA Teacher Grants**—\$1000 total in grant money budgeted. Grants can be awarded to more than one teacher depending on number of applications received. Info will be distributed to staff this week. Application deadline 1/3/17, teacher enrichment fund info deadline 3/1. PTA Board will review grant apps and make award determinations by 1/10 Board Meeting.

- d. **Lowes Toolbox For Education Grant**—Spring 2017 grant cycle opens 12/18 and closes 2/9/17. Grant awards \$2,000-\$5,000 and project must be completed within 12 months of award. To look into possible ideas on how to utilize this grant opportunity.
- e. **PTA Bylaws Committee**—Bylaws are due for renewal by June 2017. They are adopted and amended by a vote of members at a general meeting. Must be completed by 5/19/17 Movie Night/PTA meeting at latest.

**10. Announcements**

- a. **Next PTA Board meeting:** January 10th @ 6:00pm at KMES Conference Room.

**11.** Motion made by Tori to adjourn. Motion carried. Adjourned at 11:00am.

**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  
**Dec. 15** Austin Grill Spirit Night  
**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