

**Keene Mill Elementary School PTA
Board Meeting #7 February 20, 2018
Minutes**

Attendance:

Renee Miller, Principal, (arrived 10:40), Ellen Colter, (Assistant Principal) Penny Dunlop, President; Maggie Hamadi, 1st VP; Mary Luger, Secretary; Kelly Wevley, Volunteer Coordinator; also joined temporarily by Readathon Chair Iris Collis and Staff Liaison Lisa Zargarpur

1. Meeting called to order at 9:38 am.
2. Minutes from meeting #6 on 1-11-18 approved
3. **Principal's Message** (postponed until Principal joins)
4. **President's Message** Science Fair went well with thanks to Dan-Tam Nguyen. Appreciation from a parent for the PTA Board; offer of possibly helping PTA for next year. Need one more on nominating committee – we're to vote them in on March 5th meeting. Let Penny know if you are willing to stay in current position if able per Bylaws. Met with contact at Silver Diner; inviting 2 of our teachers to free luncheon April 16 11-1pm. Restaurant night there set for 3/14 – may take spirit wear there to sell (would need to alert Treasurer about needing cash box).

[At this point joined by Staff Liaison, Mrs. Zargarpur, at 9:52. She inquired about International Night and role of teachers/how they might help – who is in charge? “Loan Withdraw.” Board passed along need to have teachers submit receipts for Enrichment Funds by end of March/April so they can be reimbursed for any class supplies they may have purchased. Also, need teachers to submit list of School Supplies for next year before Spring Break so the PTA can pass this info to Sprout.]

5. **Treasurer's Report:** [Submitted by email] Highlights: We received a check for \$840 from Box Tops. 6th grade party: paid \$923 for t-shirts. Field trips for 3rd and 5th grade classes. Also check received from “5 Below”.
6. **Reports of Standing Committee Chairs were as follows**
 - a. **Volunteer:** Continued need for STEAM Lab volunteers. Touch base with Maggie to update sign-up genius. We seem to have people/chairs for all areas. Nicole still willing to help with supplies for next year but let's get another volunteer to help if possible so she can show them what to do for next year.
 - b. **Membership:** Email received from FCPS contact on this and reports seem OK for online sign-up with other schools. Stacy willing to stay in position for next year to see if fixable.

[At this point **Readathon** Chair Iris Collis speaks as she needs to leave soon]: Packets for Readathon have gone out. Going to put up posters by Monday. Working on getting morning announcements approved. Also working on finishing video with Mr. LaChance—in good shape. Issue with Dave & Busters willing to donate cards for prizes. . Suggestion made to look at other companies rather than have to buy from Dave & Busters. Will look for thank-you letters to them and leftover gift card previously donated to show them in hopes they may provide again. Iris notes everything else though has been donated. Discussion follows about how best to process forms/pledges as they come in – suggestion made about logging in as they come in the door. Board expresses support and encouragement to call on Board for help with anything.

7. **Reports of Special Committee Chairs**
 - a. **Yearbooks:** Challenges with Walsworth persist – brief discussion about other companies for next year.
 - b. **Restaurant Nights:** Did very well at Chipotle. Silver Diner next. Don't have one scheduled for MayChipotle maybe?

- c. **Family Fun Night and Raffle:** Only one teacher has not reached out about completing commitment on Raffle – all others have completed. There were leftover snacks that now reside in PTA closet that can be used/sold at future events.
- d. **Reflections:** Fairfax County has already announced winners. KMES winners will be recognized at the next School Assembly.
- e. **Family Science Night/Raffle:** Successful. Board supportive of registering for lottery to host next year.
- f. **School Supplies:** School supplies NLT April 1 to Sprout. (before Spring break then need list from teachers). Too much going on to meet early deadline to receive free supplies. Need to make sure Chair is aware of deadline. Chair
- g. **Directory:** Contract is for 2 years. Company is expanding options for next year, including looking into doing school supplies (noted Sprout working well for us). Discussion of how to distribute new directories and dispose of old. Mrs. Colter to check into the possibility of shredding.
- h. **Readathon:** (covered earlier)
- i. **Book Drive:** Need to know from chair if Lynnbrook can handle all the donations. Discussion about collection; boxes & bins in gymnasium.
- j. **6th Grade Party and Teachers Volleyball game:** Not known if POC designated. “Five and Below” donated check for \$89.15. Need for treasurer to be alert that cash boxes will be needed.

8. Unfinished Business

- a. **A to Z Directories:** Now to be called AtoZ Connect. Motioned made and carried to continue with this company.
[At this point Renee joins at 10:40 and delivers Principal’s Message]
- b. **Principal’s Coffee/PTA Meeting:** To take place now March 5th, 9:30 – date changed. Guest speaker scheduled

Principal’s Message: [in reference to earlier discussion on supplies]: States she will send the link to the Teachers to fill out for School Supply Lists. . The survey on back-to-school events returned with majority supporting the idea of having 1 daytime event (Combine: Open House, Back to School Nights and Back to School Picnic/Ice Cream Social). Discussion on how this might work with rotating activities (meeting teachers, volunteers to scoop at ice cream social, sell Spirit Wear, etc.). Positive response from other schools that have tried this. If we follow-through, dates considered include Thursday Aug. 23 or Monday Aug.27. Question arises about how families with multiple children would handle – suggestion for Mrs. Colter to propose a schedule for how all would work so everyone’s needs met. First draft of Blue Ribbon School Award nomination packet finished. Shared Community Engagement/PTA section for Board review – support and approval. Have received feedback from 12 (mostly staff) people so far. FCPS to give KMES 150 laptops.

9. New Business

- a. **All Night Grad Party Donation:** We will fill request for donation from WSHS for this
- b. **Corporate Programs:** We need to use points from Labels for Education Program before they expire – we have over 40,000. Discussion about using for gift cards but anyone welcome to look through catalogue (see Penny). One suggestion made for recess equipment
- c. **Last items:** We have \$150 gift card donated from Target that can be broken up for prizes for Readathon or used other ways

10. Announcements

- a. **Next Meeting:** March 20, 9:30

11. Meeting Adjourned at 11:10am

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

March 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

Mar 5 Principal's Coffee/PTA Meeting

March 22 6th Grade vs. Teachers Volleyball Game (Lake Braddock H.S.)

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

May 7-11 Teacher Appreciation Week

May 10 Innovation Fair/Short General PTA Meeting

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

June 14 6th Grade Party