

**Keene Mill Elementary School PTA
Board Meeting #8 March 20, 2018
Minutes**

Attendance:

Renee Miller, Principal, Penny Dunlop, President; Mayra Johnson, Treasurer; Mary Luger, Secretary; Kelly Wevley, Volunteer Coordinator; Lisa Zargarpur, Staff Liaison, [Ellen Colter, Assistant Principal, for part of the time]

1. Meeting called to order at 9:45am
2. Minutes from meeting #7 on 02-20-18 approved
3. **Principal's Message**

First, Mrs. Zargarpur shares staff questions/issues: enrichment receipts? Also, re Readathon: Teachers would like more information shared earlier so they might be prepared to answer student's questions. President would like to express to teachers: please use enrichment fund as well as the grant money. Question raised about how teachers should apply /use money and how much is grant? "\$1,000." Mrs. Zargarpur notes if information gets to her she will share with teachers. Board would also like to pass along encouragement that teachers attend volleyball game.

Principal: From the 5,000 books collected from the Book Drive we spoke about keeping some for the KMES teachers and students. Finally got permission from FCPS to purchase classroom libraries from vendor. We received free Chrome Books – in school now. Looking at 3rd and 4th grades as recipients (old equipment). April 16th there will be a staff meeting on cultural proficiency. Have received feedback on Blue Ribbon Award and we do not have to make any changes. We had 29 students participate in national "Walk-out" day. Had them go to the cafeteria where we had a moment of silence. Shared schedule of combined Back-to-School events for next school year. Asks for feedback from Board. Thoughts expressed that meet-up for kindergarteners could still be done separately. Discussion about having school supplies boxes already in classrooms (possibly set up by custodians) Date under consideration is Friday August 24 – please email with thoughts or feedback on schedule for this. Basketball Staff vs Students game well attended.

4. **President's Message** (from notes: Readathon was a success!! Thank you to Iris, Michele, and Michelle! Thank you to those who have agreed to serve another year on the Board. We have positions to be filled if you know of potential nominees, please pass their names to the Nominating Committee. The Author Visit was wonderful! Positive comments from students and parents. We were able to pay the full amount and have enough to cover the Assembly this year. I signed a 2-year contract with AtoZ Directories.) Readathon exceeded goal: well over \$10,000!

Report (from Secretary/Chair Nominating Committee) on progress with filling empty board positions; other names submitted as suggestions

5. **Treasurer's Report:** (from notes: Paid the balance for Science Fair Night expenses of \$480. Paid the deposit for "The Magic of Joe Romano" Assembly. Reimbursed a few more teacher enrichment expenses, but we still have \$3,500 in the budget.) February did not have a lot of activity. Ended up with just over \$18,300. We have over \$1,000 in budget for technology. We have not received receipts for Spelling Bee yet. Also missing snack receipts for Family Science Night. Principal notes she has received a receipt from an IA which she approved – all OK with this as out of teacher's allocation. President notes time of year to discuss any needs

for budget for next year: Will not split out author visit and assembly into 2-line items. Easier to combine them in the budget.

6. Reports of Standing Committee Chairs were as follows

- a. **Volunteer:** Nothing: trying to fill board positions first
- b. **Membership:** (from notes): FCCPTA has sent out emails asking if any local PTA's need help with Membership Database. Email has been forwarded to membership chair who has acknowledged receipt

7. Reports of Special Committee Chairs

- a. **Readathon:** (from notes: Latest tally: Read 172,692 minutes; Pledges \$10,847.82. Assembly scheduled April 18th (2 performances), \$400 down payment submitted.)
- b. **Book Drive:** (from notes: Collected over 5,000 books. Set a record!)
- c. **Restaurant Night:** Ledo's April 10th; looking at May 24th for Chipotle
- d. **Supplies:** (from notes: Nicole is collecting supply lists from the teachers with the help of Mrs. Zargarpur.) Hoping to get supplies list approved before spring break
- e. **Reflections:** (from notes: Announce at 3rd Quarter Assembly. Display in display case across from front office.) An issue with getting one last entry so delayed but now set
- f. **Directory:** Distribute this week? President asks Volunteer chair to help out with this; Secretary offers help as well.
- g. **Yearbook:** (from notes: Issues continue with this vendor. We are looking at using someone else next year) Difficulty with contract/order forms, etc.
- h. **Teacher Appreciation Week:** 7 – 11 May; Plans have not been passed on yet – will talk with 2nd VP
- i. **Innovation Fair:** May 10. Chair notes won't need volunteers in morning because there will be a light breakfast for judges. Discussion of whether or not to solicit volunteers for breakfast donations—leaning toward providing Costco trays of fruit, etc. Mrs. Fawcett taking the lead and will do judges presentation. We have 6 - 12 judges
- j. **International Night:** May 4 6:00-8:00pm. Lisa Zagarpur soliciting kids for talent show entries
- k. **6th grade vs. Teachers volleyball game:** (from notes: Paperwork to request cash boxes needed.) Chair reports: ordering pizza – on flyer. Requests that reminder be sent. Discussion about whether feasible for a parent to wear mascot costume. Suggestion made to have 2 staff members rotate as has been done in past, though OK for parent to wear (just needs to be returned). Principal shows recording of morning announcements – since no notice about game, notes will try and make announcement today. No one signed up to Ref yet. If Kelly (chair) not able to be there then Mayra will be (for cash box). 13 teachers right now – need more

8. Unfinished Business

- a. **Reimbursement Requests:** Needed ASAP. Check with Event Chairs.
- b. **Corporate Programs:** Points used for PE equipment. Maggie currently has catalogue

9. New Business

- a. **PTA Open House:** Sometime in April since no other PTA events scheduled that month. 9:30 one morning. April 15-24: Volunteer Appreciation Week, with Volunteer luncheon on calendar for Friday April 20
- b. **Kindergarten orientation:** 13 Apr 2:30-3:30. Usually have PTA Board members there. Scheduled for April 13 2:30-3:30 (Secretary volunteers)
- c. **Grant Money:** We need submissions from the teachers.

10. Announcements

- a. **Next Meeting:** April 17 at 9:30am

11. Meeting Adjourned at 11:32am

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 10

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 10 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