

**Keene Mill Elementary School PTA
Board Meeting #1 July 14, 2016
Minutes**

Attendance:

Renee Miller, Principal; Danielle O'Neal, President; Penny Dunlop, 1st VP; Elyssa Pinkard, 2nd VP; Tori Burgess, Secretary; Kelly Wevley, Volunteer Coordinator

1. Meeting called to order at 9:35 am and agenda adopted.
2. Minutes from June 14, 2016 meeting approved.
3. **Principal's Message** Shared pictures of new playground. Discussed ideas for new picnic tables outside under trees near playground and courtyard. Removing all school furniture August 1. Due to tight budget, Boosterthon money will go toward finishing touches (furniture, rugs, etc.). Staffing on track. Interviewing for PT Office Assistant next week.
4. **President's Message** Proposed PTA have general membership meeting in library to introduce Board, welcome families, set tone for the year. Checking into possible dates.
5. **Treasurer's Report** Carry-over funds greater than anticipated (\$18,000 actual vs. \$6,000 projected). Considering using carry-over funds to help purchase new rugs for each classroom (30 classrooms x \$300 rug = \$9,000). Classroom bookcases and Chromebooks are in need as well. Vote for overage disbursement at General Membership meeting in September.
6. **Reports of Standing Committee Chairs were as follows**
 - a. **Volunteer**—Filling positions ongoing.
 - b. **Membership**—Motion made by Kelly W. to approve dues as is: \$10 individual, \$5 teacher. Motion carried.
7. **Reports of Special Committee Chairs were as follows**
 - a. **Audit**—Audit conducted on July 12th. Recommendation made to add a line to the Income Form to document the number of parents/teachers included in membership deposits. Additional recommendation to add a letter to the financial records detailing the \$12,000 STEM Lab carryover.
 - b. **Spirit Wear**—Design to be confirmed and approved. Awaiting final numbers for initial order.
 - c. **Enrichment Activities**—Various activities discussed for different areas of interest. Elyssa to meet with Chair.
 - d. **School Supplies**—Kits arriving at school the week of 8/21/16 and to be distributed by PTA volunteers at Open House. Discussed different ways to let teachers see total costs of supply lists before finalizing, in preparation for the following year's school supply kits.
 - e. **Yearbook**—Discussion of Splendid vs. Lifetouch. School has Club and Candid Day on the calendar with Lifetouch; Splendid can use those. Motion made by Kelly W. to approve using Splendid Portraits with no other upgrade options, soft cover only. Motion carried.
 - f. **PTA Year-end Survey Results**—Discussion included posting Board meeting minutes on PTA website, contacting volunteers at beginning of the year, and keep Read-a-thon.
8. **Unfinished Business**
 - a. **Calendar Magnets**—Motion made by Kelly W. to offer calendar magnets as a gift to each family again this year. Motion carried.

- b. **Confirm Back-to-school Event Dates**— See below for approved back-to-school events.

Board Meetings

(PM mtgs @ Prince of Peace)

Aug. 18 – 10:30 am
 Sept. 13 – 9:45 am
 Oct. 11 – 6:00 pm
 Nov. 15 – 9:45 am
 Jan. 10 – 6:00 pm
 Feb. 21 – 9:45 am
 Mar. 21 – 6:00 pm
 April 18 – 9:45 am
 May 9 – 6:00 pm
 June 13 – 9:45 am

PTA Events & School Events 2016-2017

Aug. 26 Teacher Breakfast 8:30 am
Aug. 31 Envelope Stuffing 9:30 am (KMES cafeteria)
Sept. 1 Kinder.-New Student Meet-up (KMES new playground) 6:30-7:30 pm
Sept. 2 School Open House Kinder 10 am, new student 10:30 am, grades 1-6 11 am
Sept. 16 Back-to-school picnic (ice cream social) 6 pm
Sept. 16 Booster-thon (not a PTA event)
Sept. 19 Back to School Night K-2/PTA meeting 6 pm
Sept. 22 Back to School Night 3-6/PTA meeting 6 pm
Oct. 4 Volunteer Coffee 9:30 am & 6 pm
 Pyramid Challenge (TBD)
Oct. 28 Costume Bingo/PTA meeting
 Spelling Bee (TBD)
Nov. 18 Family Fun Night/Raffle
Feb. 2 Family Science Night 6:30 – 8:30 pm
Feb. 20-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. 28 International Night/PTA meeting
May 1-5 Teacher Appreciation Week
June 16 Movie Night/ PTA mtg
 June Board Transition

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

- c. **Community Foundation, Healthy Kids Grant**— Kelly W. submitted application; should find out this summer.

9. New Business

- a. **PTA Events 2016-17**— See calendar dates above. Decided to keep both Read-a-thon and Boosterthon, one fundraiser for school, one fundraiser for PTA.
 b. **Back To School Picnic**— Discussed in conjunction with calendar. Set for Friday, September 16th at 6pm on KMES new playground. Plan to set up ice cream bar and have popsicles available as alternative to accommodate allergies. Cami Morrison is event Chair.
 c. **Establish Calendar of Board Meetings**— See above calendar for approved Board meetings. General Membership meeting dates need to be confirmed.

10. Announcements

- a. **Business since last meeting**— Michelle Gotico offered to write grants for PTA.
 b. **Next PTA Board meeting:** August 18 @ 10:30 am.

11. Adjourned at 12:30 pm.