

**Keene Mill Elementary School PTA
Board Meeting #3 September 12, 2017
Minutes**

Attendance:

Renee Miller, Principal; Penny Dunlop, President; Maggie Hamadi, 1st VP; Elyssa Pinkard, 2nd VP; Mayra Johnson, Treasurer; Mary Luger, Secretary; Kelly Wevley, Volunteer Coordinator; Lisa Zargarpur, Staff Representative; Michelle Gotico, Costume Bingo Chair

1. Meeting called to order at 9:33am
2. Minutes from meeting #3 on 8-11-17 approved
3. **Principal's Message** Lisa Zargarpur joining board as new Staff Representative. Boosterthon a success: raised about \$20,000 if we meet the 95% donation collection rate as we have in the past. Funds to be used for classroom libraries. Considering scaling back or taking a break from Boosterthon for next year. First lock-down drill done with good report from teachers. Beginning iReady assessment today—a new country-wide computer-based assessment to be done 3 times a year. Received just 12 responses to the Back-to-school night survey: 91% thought evening was good or excellent; 67% thought combining meetings with Principal's Coffee's a good idea; positive feedback on the Principal's video.
4. **President's Message** Thank you to Renee for loaning us the laptops for BTSN. Thank you to everyone for pitching in and helping with the numerous PTA events prior to school starting and after school started: Staff Breakfast, Stuffing Folders, New Student Meet Up, PTA Registration, Spirit Wear Sales, and Whole Foods. The Standing Rules for Event Committees and Chairs was voted on electronically and has now been implemented for 2017-2018. Please send these to the applicable Chairs. The Standing Rules for PTA Registration are still in limbo until Stacey can get approval for our on-line registration site. Due to this change this year, registration has been a bit tricky. We did use on-line and hardcopies at BTSN. Mary is drafting Thank you notes to Elite MA and Silver Diner. Need the teachers to send in their Room Parent's names so we can contact them for Room Parent Training on Oct 2. We're having some problems with online links for volunteer sign-ups and may need to send out hard copies. Silver Diner would like to work with us on PTA functions such as restaurant nights (discussion followed on possibility and challenges of site).
5. **Treasurer's Report** The format of the report has been changed. The expenses are all on the same column. You will still be able to see the net of those income producing activities, without having to manually produce two reports. The money we received for school supplies was over what we had budgeted and the spirit wear sales at Open House was a great start. We sold \$500 more than last year's Open House sales but it was about the same for FYE2016. The only thing in expenses for this month is the check order. I have not received a check request for the initial order of spirit wear. At Back-to-School night we had 14 signatures to approve the Budget, the Audit report and the minutes from the May General Membership Meeting. Insurance has been paid; will be receiving a \$50 refund from last year because though listed and charged, we did not have D & O coverage.
6. **Reports of Standing Committee Chairs were as follows**
 - a. **Volunteer:** Volunteer Coffee/Room Parent Training Oct 2nd at 9:30am and 6:00pm. Principal's Coffee/PTA Meeting/Volunteer Coffee/Room Parent Training Oct 2nd at 6pm. Current open chair positions (positions in bold are high/immediate needs):
 - 1) **Enrichment Activity Chair** 2) **Spirit Wear** (1 of 3 slots filled) 3) Copy Kanga Coordinator 4) Webmaster 5) Military Family Liaison 6) Business Liaison 7) Corporate Programs (1 of 2 slots filled) 8) International Night Co-chairs (1 of 2 slots filled) 10) Reading Fundraiser (1 of 2 slots filled) 11) Family Fun Night Co-chairs. The link in the "Keep in Touch" emails not working properly so only a few volunteers now for picnic on Friday – may need to solicit volunteers from patrol and high school students or Girl Scouts in need of hours. Links in emails will be checked in future. Discussion about

Volunteer/Principal's Coffee/Room Parent Meeting will be a lot going on, decision made to keep at 6pm still. At 10/4 Coffee there will be an agenda but meeting kept short. Picture day: in need of 3 full-day and 6 half-day volunteers (discussion about letting it be known that there is a voucher offered to volunteers). Copy Kangas: Gissell still managing for now; few people have signed up but there are volunteers still so teachers should be made aware program's up and running. Volleyball chair will be Maggie. Kanga Cruisers chair will be Molly Summers. Teacher Appreciation Week chair now filled by new parent.

b. Membership: Motion made to move Membership Chair back to a non-voting status since Stacey (current Membership Chair) will not be available to attend and be a voting member at the PTA Board Meetings: Motion approved.

7. **Reports of Special Committee Chairs**

- a. Spirit Wear:** Sales doing well with hoodies being very popular. When forms are turned in with money be sure to leave money so that Jodi can confirm paid.
- b. Yearbooks:** Sent email to Lauren at LifeTouch to alert them we were going with another company. Request from Amelia to get volunteers to take pictures for yearbook.
- c. School Supplies:** Big thanks to Nicole. A couple of issues to work out for next year. The gym had both tours going on and supplies being given out at the same time which caused a little chaos and confusion. Also Sprout did not alphabetize which would have been helpful – though delivery went well. Probably will use again next year still.
- d. Enrichment:** Vendor requested reasons why they are not being used this year. Reasons provided included unhappy parents and personal observations. Youth Hoops currently not scheduled for the winter or spring – discussion followed about possibly including another sport instead, though sports outside of school popular at that time. Still solidifying World Drumming.
- e. Spelling Bee:** Just need a room reserved.
- f. Back to School Picnic:** Ice cream truck not available that night but picnic still on. Flyers (now approved) to go out in Thursday folder. In addition to ice cream and toppings there will be a smaller amount of popsicles for allergy kids. Melissa approved to store ice cream in large freezer.
- g. Reflections:** Nothing
- h. Costume Bingo:** Queries on how many prizes needed and when to poll parents for prizes in NYC (indicated in binder that have done so in the past); discussion about using spirit wear. To help with crowds, discussion about selling tickets prior (still offer at door) and using both gym and cafeteria. Hoping not to do a general membership meeting at this time but Oct. 2nd instead. Continued discussion of logistics of running bingo: use of new art tables in gym OK, as long as they have the protection on the bottom; how best to distribute prizes; getting more volunteers, possibly high school students in need of service hours. Teacher liaison will be soliciting teachers to be bingo callers. Chair to inventory PTA closet for supplies. There will be pre-ordered pizza.
- i. Pyramid Challenge:** Megan has wonderful ideas and has requested permission to start implementing them to get kids excited; Flyer and stickers have been approved; chair offered to donate the stickers though noted funds are available.
- j. Restaurant Night:** Ledo Pizza is on for Dec. 12-13 and possibly April 10-11; discussion of adding Panda Express, and possibly Chuck E. Cheese though received less favorably; Austin Grill and Dave & Busters also tossed around. Discussion of just using places where there have been good experiences in past.
- k. Sixth Grade Party:** Ideas have been submitted for fundraising: BJ's Wholesale, 5 Below (earns 10% of all sales), Chuck E. Cheese and Certificates like Groupon.

Suggested that committee meet first with teachers for ideas. Discussion of what was done last year and the possibility of providing t-shirts for all.

8. **Unfinished Business**
 - a. **Calendar Magnets:** Mary working with Penny on them to finalize and order
9. **New Business**
 - a. Discussion about submitting KMES PTA for National School of Excellence Award. October 15 is deadline for submission
 - b. Homework Club: one parent suggested but unavailable except nights and weekends. Discussion of challenges of possibly needing background checks if establishing, and who would staff (pull in honor students possibly?). Checking with parent on ideas for logistics of running such a club.
 - c. Odyssey of the Mind and Science Olympiad: Another parent suggested these as another enrichment activities.
10. **Announcements**
 - a. **Next Meeting:** October 17 at 9:30am
11. **Meeting Adjourned** at 11:15am

Board Meetings

PTA Events & School Events 2016-2017

All meetings will meet at 9:30 am in the KMES Conference Room in the front office

September 12
October 17
November 14
January 9
February 20
March 20
April 17
May 15
June 5

PTA General Membership Meeting

August 31
September 5
December 12
February 27
April 5
May 4
June 5

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
Sep. 8 Booster Thon (not a PTA event)
Sep. 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
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/PTA Meeting
May 4 International Night/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